



Adding a Contractor

To search for a Commercial and Government Entity Code (CAGE Cd), open another instance of your browser and go to: <https://cage.dla.mil>.

1. In the DPAS Materiel Management module, navigate to **Contractor** from the **Master Data Mgmt** menu - The Results Grid displays a list of all currently available Contractors.
2. Select the **Add** button from the grid header - The **Add Contractor** pop-up displays.
3. Enter a **CAGE Cd** for the Corporation.
4. Enter a **Corporation Name**.
5. Enter **DoDAAC**, **Division Name** and **POC** information as needed.
6. Select the optional **Add / Edit Remarks** hyperlink to add a comment in the **Remarks** and/or **History Remarks** fields.
7. Select the **Add** button to process the transaction – The new Contractor displays highlighted at the top of the Results Grid.

The **CAGE Cd** cannot be duplicated in the same Logistics Program.

A **Contractor** that is managed by/within an ICP/Warehouse, will be available for use for either the ICP or Warehouse.





Updating a Contractor

1. In the DPAS Materiel Management module, navigate to **Contractor** from the **Master Data Mgmt** menu - The Results Grid displays a list of all currently available Contractors.
2. Narrow the search for the Contractor being updated by entering information into the Search Criteria area.
3. Select the **Search** button – The Contractor displays at the top of the Results Grid.
4. Select the **Check Box** adjacent to the Contractor and select the **Edit** button from the grid header – The **Update Contractor** pop-up displays
5. Change the fields on the **Contractor** and/or **POC** tabs as needed.
6. Select the **Add / Edit Remarks** hyperlink to add a comment in the **History Remarks** field to document the reason for the change.
7. Select the **Update** button to save the changes - The updated Contractor displays highlighted at the top of the Results Grid.

The screenshot shows the DPAS Contractor search and update workflow. It includes the following elements:

- Search Criteria:** Fields for CAGE Cd (0JRZ8), DoDAAC (All), Corporation Name (All), and Division Name (All). A search button (3) and a reset button are located below these fields.
- Contractor Grid:** A table with columns for 'Contractor' and 'POC'. A row for 'WAREHOUSE MANAGEMENT SERVICES' is selected, with a checkmark (4) in the selection column. Grid options, add, edit (4), delete, and history buttons are visible above the grid.
- Update Contractor Pop-up:** A dialog box with tabs for 'Contractor' (5) and 'POC'. The 'Contractor' tab contains fields for CAGE Cd (0JRZ8), Corporation Name (WAREHOUSE MANAGEMENT SERVICES), DoDAAC, and Division Name. An 'Add / Edit Remarks' field (6) is also present. At the bottom, there are 'Update' (7) and 'Cancel' buttons.





Deleting a Contractor

A **Contractor** cannot be removed when associated with one or more **Contracts**.

1. In the DPAS Materiel Management module, navigate to **Contractor** from the **Master Data Mgmt** menu - The Results Grid displays a list of all currently available Contractors.
2. Narrow the search for the Contractor being updated by entering information into the Search Criteria area.
3. Select the **Search** button – The Contractor displays at the top of the Results Grid.
4. Select the **Check Box** adjacent to the Contractor and select the **Delete** button from the grid header – The **Delete Contractor** pop-up displays
5. Enter optional **History Remarks**.
6. Select the **Delete** button – The Contractor is removed from the Results Grid.

Instructions

Search Criteria

Search **3** Reset

Contractor Grid Options + Add Edit **4** Delete History

<input checked="" type="checkbox"/>	Corporation Name	Division Name	CAGE Cd	DoDAAC
4 <input checked="" type="checkbox"/>	WAREHOUSE MANAGEMENT SERVICES		0JRZ8	

Selected 1/1 Page 1 of 1 50 items per page

Delete Contractor

Instructions

Delete Contractor

Are you sure you want to delete this Contractor?

History Remarks **5**

6 Delete Cancel



Adding a Contract

A **Contractor** must exist before you can add a **Contract**.

1. In the DPAS Materiel Management module, navigate to **Contract** from the **Master Data Mgmt** menu - The Results Grid displays a list of all currently available Contracts.
2. Select the **Add** button - The **Add Contract** pop-up displays.
3. Select a **Contract Type Cd** from the drop-down list.
4. Select a **Contractor** from the drop-down list.
5. Enter a **Contract Nbr**.
6. Enter **Contract Desc**, **Dlvry Order Nbr**, **Start Dt**, **Expiration Dt** and/or other information as needed.
7. Select the optional **Add / Edit Remarks** hyperlink to add a comment in the **Remarks** and/or **History Remarks** fields.
8. Select the **Add** button to process the transaction - The new Contract displays highlighted at the top of the Results Grid.

A **Contract Nbr** consists of 13 positions – pos 1-6 = DoDAAC, pos 7-8 numeric, pos 9 alpha except “I” or “O” and pos 10-13 alphanumeric.

The **Managed Stock Nbrs** checkbox is only to be used if the Contract being added only deals with specific stock numbers.

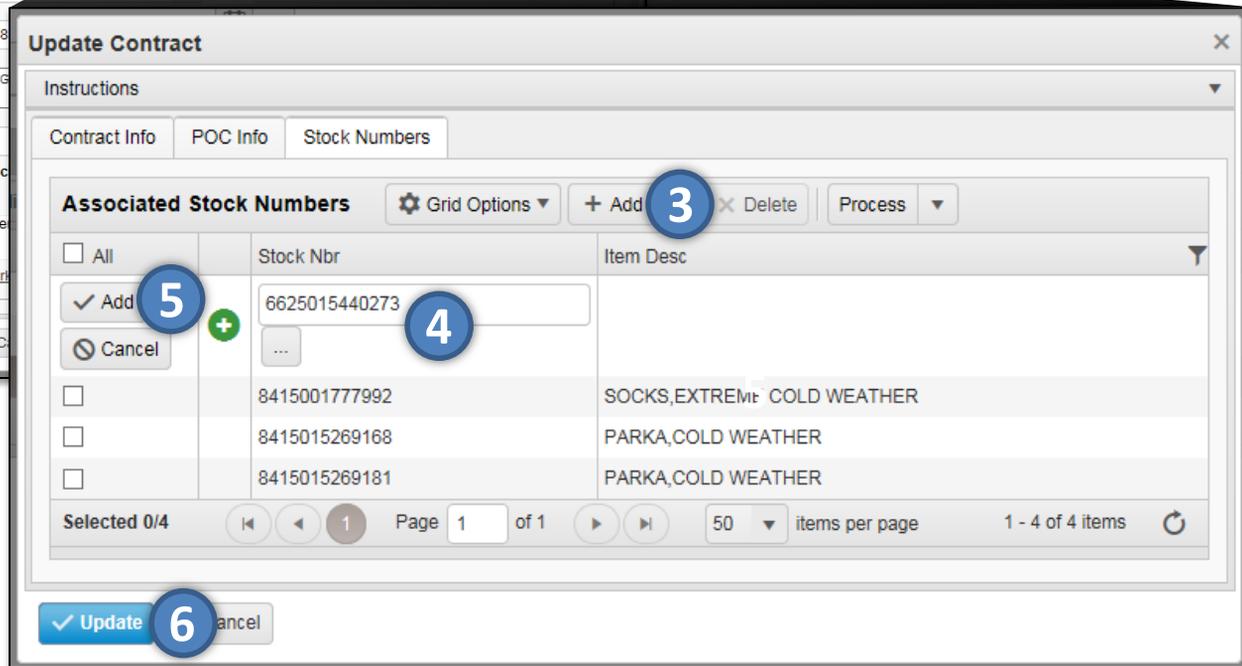
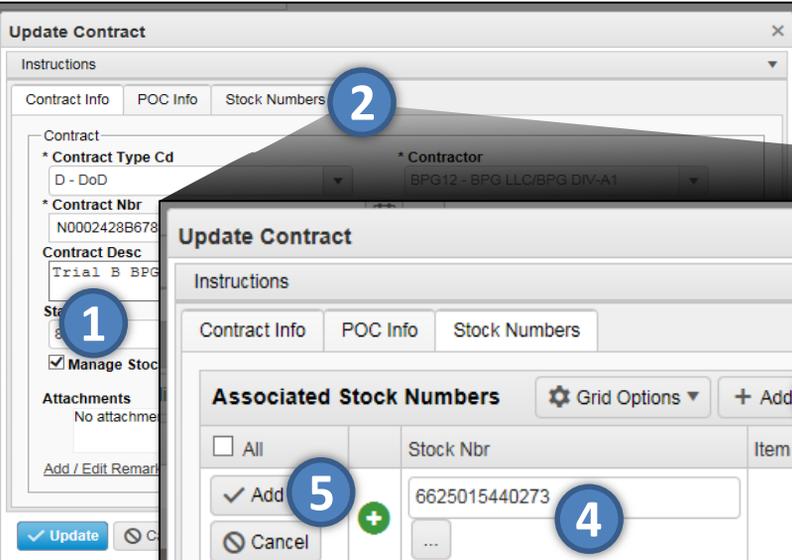




Stock Number Managed Contract

The **Managed Stock Nbrs** checkbox is only to be used if the Contract that is being added only manages specific stock numbers.

1. In the **Add** or **Update Contract** pop-up display, select the **Manage Stock Nbrs** checkbox. The **Stock Numbers** tab will display.
2. Navigate to the **Stock Numbers** tab.
3. Select the **Add** button – A row in the grid opens.
4. Enter/Browse the **Stock Number**
5. Select the **Add** button - The new displays in the Results Grid.
6. Select the **Add/Update** button to process the transaction - The new **Stock Number Managed Contract** displays highlighted at the top of the Results Grid.





Updating a Contract

The option to add **Attachments** is only available during the **Update Contract** process.

1. In the DPAS Materiel Management module, navigate to **Contract** from the **Master Data Mgmt** menu -The Results Grid displays a list of all currently available Contracts.
2. Narrow the search for the Contract being updated by entering information into the Search Criteria area.
3. Select the **Search** button – The Contract displays at the top of the Results Grid.
4. Select the **Check Box** adjacent to the Contract and select the **Edit** button from the grid header – The **Update Contract** pop-up displays.
5. Change the fields on the available tabs as needed.
6. Select the **Add / Edit Remarks** hyperlink to add a comment in the **History Remarks** field to document the reason for the change.
7. Select the **Update** button to save the changes - The updated Contract displays highlighted at the top of the Results Grid.

The screenshot shows the 'Update Contract' pop-up window. The 'Contract Info' tab is selected. The fields are as follows:

- Contract Type Cd:** D - DoD
- Contractor:** 0JRZ8 - WAREHOUSE MANAGEMENT
- Contract Nbr:** WM211180B2018
- Contract Desc:** Contract 1
- Start Dt:** 2/15/2018
- Expiration Dt:** 3/31/2018
- Attachments:** No attachments found. Attach...
- Add / Edit Remarks:** (Field for comments)
- Update Button:** (Bottom right)





Deleting a Contract

A **Contract** cannot be deleted if it is associated with a Warehouse.

1. In the DPAS Materiel Management module, navigate to **Contract** from the **Master Data Mgmt** menu - The Results Grid displays a list of all currently available Contracts.
2. Narrow the search for the Contract being updated by entering information into the Search Criteria area.
3. Select the **Search** button – The Contract displays at the top of the Results Grid.
4. Select the **Check Box** adjacent to the Contract and select the **Delete** button from the grid header – The **Delete Contract** pop-up displays.
5. Enter optional **History Remarks**.
6. Select the **Delete** button – The Contract is removed from the Results Grid.

The screenshot illustrates the process of deleting a contract. At the top, the 'Search Criteria' section includes fields for Contract Nbr (WM211180B2018), Contractor (All), Dlvry Order Nbr, Contract Desc, Start Dt, Contract Type Cd (All), and Expiration Dt. A 'Search' button (3) is highlighted. Below this is a grid header with buttons for Grid Options, Add, Edit, Delete (4), Copy, Attachments, and History. The grid shows a single contract entry with a checked checkbox (4) and the text 'Z8 - WAREHOUSE MANAGEMENT SERVICES'. A 'Delete Contract' pop-up dialog is shown in the foreground, containing a confirmation message 'Are you sure you want to delete this Contract?' and a 'History Remarks' text area (5). At the bottom of the dialog are 'Delete' (6) and 'Cancel' buttons.





Copy a Contract

Copying Contracts is useful when a **new contract number, mod, or contractor** takes over a contract with the same or similar terms as an existing or expired contract.

1. In the DPAS Materiel Management module, navigate to **Contract** from the **Master Data Mgmt** menu -The Results Grid displays a list of all currently available Contracts.
2. Narrow the search for the Contract being copied by entering information into the Search Criteria area.
3. Select the **Search** button – The Contract displays at the top of the Results Grid.
4. Select the **Check Box** adjacent to the Contract and select the **Copy** button from the grid header – The **Add Contract** pop-up displays with the old contract information prepopulated, except for the **Start Dt**, **Expiration Dt**, and **Delivery Order Nbr**.
5. Change the fields on the available tabs as needed – Must change the **Contract Number** and or the **Delivery Order Number**.
6. Select the **Add / Edit Remarks** hyperlink to add a comment in the **History Remarks** field to document the reason for the copy.
7. Select the **Add** button to save the changes - The copied and updated Contract displays highlighted at the top of the Results Grid.

