DPAS — Defense Property Accountability System
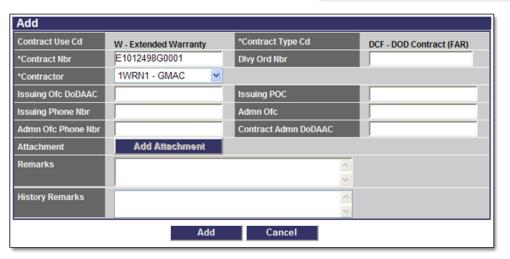
Adding Contracts (M&U)

1. In the M&U module, navigate to the **Master Data / Contract** menu.
2. Select the appropriate **Contract Use Cd.**
3. Select the **Contract Type Cd.**
4. Enter the **Contract Nbr.**
5. Select the **Contractor** for this contract.
6. Select the **Add** button.
7. Enter all the mandatory fields and any other additional contract information you may have.
8. Select the **Add** button to complete the process.

Government Furnished Property (GFP) to contractors must have a contract associated with the equipment. For Warranty/Service/Subscriptions (WSS), the contract can be created in advance or at the time the Terms and Conditions are entered into Web DPAS.

When you are building contracts in DPAS, keep the following in mind:

- The contractor must be created first before you can create a contract in DPAS
- You must pick the associated contract when you are assigning an asset as GFP
- A single contractor may have multiple contracts assigned

Search Criteria

Contract Use Cd	W-Extended Warranty
Contract Type Cd	DCF - DOD Contract (FAR)
Contract Nbr	E1012498G0001
Contractor	1WRN1 - GMAC

Add   Search   Reset

Add

Contract Use Cd	W - Extended Warranty	*Contract Type Cd	DCF - DOD Contract (FAR)
*Contract Nbr	E1012498G0001	Dlvy Ord Nbr	
*Contractor	1WRN1 - GMAC		
Issuing Ofc DoDAAC		Issuing POC	
Issuing Phone Nbr		Admn Ofc	
Admn Ofc Phone Nbr		Contract Admn DoDAAC	
Attachment	Add Attachment		
Remarks			
History Remarks			

Add   Cancel

Add Attachment is enabled in the **Update** process only.

PROPERTY & EQUIPMENT POLICY
OUSD • AT&L • ARA

DPAS Call Center
1-866-498-8687

DPAS Website
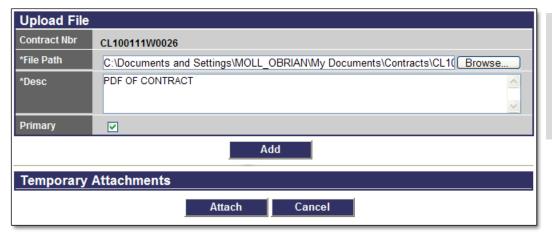http://dpassupport.golearnportal.org

Updating/Deleting Contracts (M&U)

1. In the M&U module, navigate to the **Master Data / Contract** menu.
2. Select the appropriate **Contract Use Cd**.
3. Select the **Search** button.
4. The **Search Results** page displays. Select the *Update* hyperlink to revise a Contract, or the *Delete* hyperlink to remove a Contract.
5. If Updating: Enter your changes and select the **Update** button.
6. If Deleting: Verify Contract data to delete and select the **Delete** button.

Search Criteria

| Contract Use Cd | W - Extended Warranty | Contract Type Cd | |
| Contract Nbr | | Contractor | |

Search Results

Update	Delete	Contract Nbr	Contractor	CAGE Cd	DODAAC
Update	Delete	CL100108W0051	USA GOV PARTS LTD	3LFK6	
Update	Delete	CL100111W0026	ACME AUTO SERVICE INC	1DT36	
Update	Delete	CL100149H8712	USA GOV PARTS LTD	3LFK6	
Update	Delete	CL100149H8713	USA GOV PARTS LTD	3LFK6	
Update	Delete	M4091211X0001	HYSTER	8M333	

Add   Cancel

Add an Attachment

1. Navigate to **Update** page.
2. Select the **Add Attachment** button.
3. Select the **Browse** button to select the file to attach.
4. Enter a description.
5. Select **Add** button.
6. Select **Attach** button.

Upload File

Contract Nbr	CL100111W0026
*File Path	C:\Documents and Settings\MOLL_OBRIAN\My Documents\Contracts\CL10 Browse...
*Desc	PDF OF CONTRACT
Primary	☑

Add

Temporary Attachments

Attach   Cancel

Only file types: .pdf, .bmp, .jpeg and .jpg, with a maximum size of 1MB, can be used as attachments.

PROPERTY & EQUIPMENT POLICY
OUSD • AT&L • ARA

DPAS Call Center
1-866-498-8687

DPAS Website
http://dpassupport.golearnportal.org