



## Adding Terms/Conditions

DPAS provides a means for the addition, update and deletion of warranty information.

1. In the M&U Module, navigate to the **Maintenance > Wrnty/Svc/Subscrip > Terms/Conditions** menu path.
2. Select the appropriate **Contract Use Cd** from the drop-down list.
3. Select the appropriate **CAGE Cd** for the corresponding Contractor (the Contractor must exist) from the drop-down list.
4. Enter or browse for an existing **Contract Nbr**.
5. Select the **Add** button (or **Search** for updating or deleting).

Search Criteria		
*Contract Use Cd	W - Extended Warranty	▼
CAGE Cd	5TYW3 - CHEVROLET MOTORS	▼
Contract Nbr	N92T3B12C0001	...
Asset Id		...
Serial Nbr		
DOD Serial Nbr		
Ull		

Add
Search
Reset



## Adding Terms/Conditions

Clauses may be updated or deleted by selecting the applicable hyperlink.

The **Add Attachment** button is only available when performing an Update. The only valid attachment file formats are .pdf, .jpg, .jpeg, and .gif.

6. Validate the displayed **Contract Nbr.**
7. Enter the **Clause** information (**Clause Desc**, **Clause Terms**, and **Clause Procedures**).
8. Enter the start and end dates for the clause (these fields are not available for Equipment Purchases).
9. Enter **Utilization** information (**Util Measure Cd** and **Util Measure Qty**). You may add one more row of utilization information by selecting the “+” button.
10. Select the **Service Loc Cd** from the drop-down list. If **Company Facility** or **Dealer** is selected, you must supply the **Service Loc Name**.
11. Enter the **Cost Amt** (if there is no cost, enter zero).
12. If the service is to be performed at a location other than the contractor:
  - Select the **Provider** checkbox.
  - Select the **Browse (...)** button to choose the appropriate address. This must be established as a **DN-Destination Other** address type PRIOR to performing this process. Use **Master Data > Address** to establish this address.
13. Select the **Save** button. You may add up to 50 clauses to a contract at one time; just be sure to select the **Save** button between each one.
14. Once you have your clause(s) saved, select the **Add** button.

Add									
*Contract Use Cd	W - Extended Warranty			New Contract	<input type="checkbox"/>				
*Contract Type Cd	DCF - DOD Contract (FAR)			*Contract Nbr	N92T3B12C0001				
*CAGE Cd	5TYW3 - CHEVROLET MOTORS			Divy Ord Nbr					
CLIN				SLIN					
*Clause Desc	<input type="text"/>								
*Clause Terms	<input type="text"/>								
Clause Procedures	RETURN TO DEALER FOR REPAIR								
Start Dt	1/2/2012			End Dt	1/1/2018				
*Util Measure Cd	Select an Item			*Util Measure Qty	<input type="text"/>				
Service Loc Cd	AD - Dealer			Service Loc Name	DAVE GILL CHEVROLET				
*Cost Amt	<input type="text" value="0"/>								
Provider	<input checked="" type="checkbox"/> <input type="button" value="Browse (...)"/>								
Provided By	DAVE GILL CHEVROLET				POC	ROGER HAMILTON			
Address 1	4700 E BROAD ST				Address 2				
City	COLUMBUS				State	OH			
ZIP Cd	43213				Country	US			
E-mail	<input type="text"/>								
Attachment	<input type="button" value="Add Attachment"/>			Attachment(s)	No Attachments Available				
Remarks	<input type="text"/>								
History Remarks	<input type="text"/>								
<input type="button" value="Save"/>									

  

Clauses									
Update	Delete	Contract Nbr	CLIN	SLIN	Seq Nbr	Desc	Util Measure Cd	Util Measure Qty	
<a href="#">Update</a>	<a href="#">Delete</a>	N92T3B12C0001			1	5 YEAR / 100K POWERTRAIN WARRANTY	D	1825	
<a href="#">Update</a>	<a href="#">Delete</a>	N92T3B12C0001			2	CORROSION PROTECTION	D	2190	



## Creating a New Contract with Terms/Conditions

- In the Property Accountability Module, navigate to the **Maint/Util > Wrnty/Svc/ Subscrip > Terms/Conditions** menu path.
- From the **Search Criteria** page, select the appropriate **Contract Use Cd** from the drop-down list.
- Select the **Add** button. The **Add** page displays.
- Since the **Contract Use Cd** is the only criterion selected, the **New Contract** checkbox is automatically selected and the **Contract Nbr** browse is disabled.
- Select the **Contract Type Cd** from the drop-down list.
- Enter the **Contract Nbr**.
- Enter the **Clause** information (**Clause Desc**, **Clause Terms**, and **Clause Procedures**).
- Enter the start and end dates for the clause (these fields are not available for Equipment Purchases).
- Enter **Utilization** information (**Util Measure Cd** and **Util Measure Qty**). You may add one more row of utilization information by selecting the “+” button.
- Select the **Service Loc Cd** from the drop-down list. If **Company Facility** or **Dealer** is selected, you must supply the **Service Loc Name**.
- Enter the **Cost Amt** (if there is no cost, enter zero).
- If the service is to be performed at a location other than the contractor:
  - Select the **Provider** checkbox.
  - Select the **Browse (...)** button to choose the appropriate address. This must be established as a **DN-Destination** **Other** address type PRIOR to performing this process.
- Select the **Save** button. You may add up to 50 clauses to a contract at one time; just be sure to select the **Save** button between each one.
- Once you have your clause(s) saved, select the **Add** button.

Clauses may be updated or deleted by selecting the applicable hyperlink.

Add									
*Contract Use Cd	W - Extended Warranty	New Contract	<input type="checkbox"/>						
*Contract Type Cd	DCF - DOD Contract (FAR)	*Contract Nbr	N92T3B12C0001						
*CAGE Cd	5TYW3 - CHEVROLET MOTORS	Divy Ord Nbr							
CLIN		SLIN							
*Clause Desc									
*Clause Terms									
Clause Procedures	RETURN TO DEALER FOR REPAIR								
Start Dt	1/2/2012	End Dt	1/1/2018						
*Util Measure Cd	Select an Item	*Util Measure Qty							
Service Loc Cd	AD - Dealer	Service Loc Name	DAVE GILL CHEVROLET						
*Cost Amt	0								
Provider	<input checked="" type="checkbox"/> ...								
Provided By	DAVE GILL CHEVROLET		POC	ROGER HAMILTON					
Address 1	4700 E BROAD ST		Address 2						
City	COLUMBUS		State	OH					
ZIP Cd	43213		Country	US					
E-mail									
Attachment	Add Attachment		Attachment(s)	No Attachments Available					
Remarks									
History Remarks									
Save									

  

Clauses									
Update	Delete	Contract Nbr	CLIN	SLIN	Seq Nbr	Desc	Util Measure Cd	Util Measure Qty	
Update	Delete	N92T3B12C0001			1	5 YEAR / 100K POWERTRAIN WARRANTY	D	1825	
Update	Delete	N92T3B12C0001			2	CORROSION PROTECTION	D	2190	

Add Cancel



## Updating/Deleting Terms/Conditions

1. Navigate to the **Maintenance > Wrnty/Svc/Subscrip > Terms/Conditions** menu path.
2. Enter (or browse for) the appropriate **Contract Nbr**.
3. Select the **Search** button.
4. The **Search Results** page displays. Select the *Update* hyperlink to revise, or the *Delete* hyperlink to remove a Term/Condition.
5. If Updating: Enter your changes and select the **Update** button.
6. If Deleting: Verify the Term/Condition data to delete and select the **Delete** button. (It is good business practice to enter a **History Remarks** when deleting.)

Search Criteria						
Contract Use Cd	W - Extended Warranty		CAGE Cd			
Contract Nbr			Asset Id			
Serial Nbr			DOD Serial Nbr			
Ull						

  

Search Results						
Update	Delete	CAGE Cd	Contract Nbr	Divy Ord Nbr	CLIN	SLIN
<a href="#">Update</a>	<a href="#">Delete</a>	7HLT1 - HOLTRY'S LANDSCAPING	12345678A0123	999999999999999999	0001	01
<a href="#">Update</a>	<a href="#">Delete</a>	1JAS5 - JASON	HOWELLS2			
<a href="#">Update</a>	<a href="#">Delete</a>	1CLHR - ABSOLUTE HOME SERVICES	N0001801A22201		1234	22
<a href="#">Update</a>	<a href="#">Delete</a>	1CLHR - ABSOLUTE HOME SERVICES	n0001891a1234		4567	89
<a href="#">Update</a>	<a href="#">Delete</a>	HEBA2 - H EDWARD BLACK AND ASSOCIATES PC	n0001891d4567		2468	13
<a href="#">Update</a>	<a href="#">Delete</a>	5TYW3 - CHEVROLET MOTORS	N92T3B12C0001			

Cancel