



Adding Warranties

1. Navigate to the **Maint/Util > Wrnty/Svc/Subscrip > Terms/Conditions** menu path.
2. Select the appropriate **Contract Use Cd**.
3. Select the appropriate **CAGE Cd**.
4. Select the appropriate **Contract Nbr**.
5. Select the **Add** button (or **Search** for updating or deleting).

Search Criteria	
*Contract Use Cd	W - Extended Warranty
CAGE Cd	1WRN1 - GMAC
Contract Nbr	E1013210B0001
Asset Id	
Serial Nbr	
DOD Serial Nbr	

Web DPAS provides a means for the addition, update, transfer and deletion of warranty, extended warranty, service, and subscription information.

In order to add the terms and conditions, the following must exist:

- Contractor with a valid Commercial and Government Entity (CAGE) Cd
- Address Type of DN-Destination Other
- Contract Number (for new contracts, this can be created in this process)

Only the **Contract Use Cd** is a mandatory entry on this page, however all fields will be required on the **Add** page to complete adding a new warranty.

For Steps 6-10 please refer to the image on the next page.

6. Validate or enter the Contract Nbr. If this is a new contract that has not been previously entered, select the **New Contract** checkbox to build the contract (this will disable the **Contract Nbr** browse).
7. Enter the **Clause** information (**Clause Desc**, **Clause Terms**, and **Clause Procedures**).
8. Enter **Utilization** information (Util Measure Cd and Util Measure Qty). You may add up to 2 rows of utilization information by selecting the "+".
9. Provide the start and end dates for the clause (these fields are not available for Equipment Purchases).
10. If the service is to be performed at a location other than the contractor, select the **Provider**. This must be established as a **DN-Destination Other** address type.





Adding Warranties Continued

10. Select the **Service Location Cd.** If **Company Facility** or **Dealer** is selected, you must supply the **Service Location Name.**
11. Enter the **Cost Amt** (if there is no cost, enter zero).
12. Select the **Transfer Level Cd.**
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	E1013210B0001 ...
*CAGE Cd	1WRN1 - GMAC	Dlvy Ord Nbr	003
CLIN		SLIN	
*Clause Desc	5 YR / 100K POWERTRAIN WARRANTY		
*Clause Terms	ALL HEADS, INTERNAL PARTS, TIMING GEARS, CHAIN OR BELT COVERS, FLYWHEEL, VALVE COVERS		
Clause Procedures	RETURN TO DEALER FOR REPAIR		
Start Dt	1/12/2012	End Dt	1/11/2017
*Util Measure Cd	D - Days	*Util Measure Qty	1825 +
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	ANDY MARTIN
Address 1	4700 E BROAD ST	Address 2	
City	COLUMBUS	State	OH
ZIP Cd	43213	Country	US
E-mail			
Transfer Level Cd	FG - Federal Government		
Attachment	Add Attachment	Attachment(s)	No Attachments Available
Remarks			
History Remarks			
Save			

Clauses

Add **Cancel**

