



# Adding Contracts

1. Navigate to the **Master Data / Contract.** menu path.
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 (or **Search** for updating or deleting).
7. Enter all the mandatory fields and any other additional contract information you may have.
8. 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 Web DPAS, keep the following in mind:

- The contractor must be created first before you can create a contract in Web 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			
Contract Use Cd	W - Extended Warranty	*Contract Type Cd	DCF - DOD Contract (FAR)
*Contract Nbr	E1012498G0001	Divy Ord Nbr	
*Contractor	1WRN1 - GMAC		
Issuing Ofc DoDAAC		Issuing POC	
Issuing Phone Nbr		Admn Ofc	
Admn Ofc Phone Nbr		Contract Admn DoDAAC	
Attachment	<input type="button" value="Add Attachment"/>		
Remarks			
History Remarks			

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

