



Adding Contractors

Contractors are required to track Government Furnished Property (GFP) and assign the Warranty/Service/ Subscription (WSS) to assets.

1. Navigate to the **Master Data / Contractor.** menu path.
2. Select the appropriate **Actbl UIC.**
3. Enter the **CAGE Cd** OR **DODAAC.** To search for valid CAGE Cds, go to <https://cage.dla.mil/Search>. Once added, this field cannot be updated. If you add an invalid CAGE Cd, you must delete it and add a new contractor record with the corrected CAGE Cd.
4. Select the **Add** button (or **Search** for updating or deleting).

Search Criteria	
Actbl UIC	CQ1234
CAGE Cd	2AKG4
DODAAC	
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

5. Enter all the mandatory fields and any other additional contractor information you may have.
6. Select the **Add** button to complete the process.

Add			
Actbl UIC	CQ1234		
*CAGE Cd	2AKG4	DODAAC	
*Contractor	APPLE	Division Name	
*Address 1	3981 MACINTOSH RD	FAX Nbr	
Address 2		E-Mail Address	
*City	APPLE VALLEY	Contractor Phone Nbr	
*State	CA-California		
*ZIP Cd	90112		
*Country Cd	US-United States of America		
Remarks			
History Remarks			
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			

Contractors cannot be deleted if there is an open contract.

