



Adding Terms/Conditions

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

1. In the Property Accountability Module, navigate to the **Maint/Util > 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 <input type="button" value="v"/>
CAGE Cd	1KX91 - CHRYSLER <input type="button" value="v"/>
Contract Nbr	XP201998W5901 <input type="button" value="..."/>
Asset Id	<input type="text"/> <input type="button" value="..."/>
Serial Nbr	<input type="text"/>
DOD Serial Nbr	<input type="text"/>
Ull	<input type="text"/>





Adding Terms/Conditions

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 **Transfer Level Cd** to identify at what level the warranty/service/ subscription will transfer (e.g., Federal Government, Department, Agency, UIC, etc).
14. 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.
15. Once you have your clause(s) saved, select the **Add** button.

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.

Add			
*Contract Use Cd	W - Extended Warranty	New Contract	<input type="checkbox"/>
*Contract Type Cd	DCF - DOD Contract (FAR)	*Contract Nbr	XP201998W5901 ...
*CAGE Cd	1KX91 - CHRYSLER	Divy Ord Nbr	
CLIN	4562	SLIN	
*Clause Desc	<input type="text"/>		
*Clause Terms	<input type="text"/>		
Clause Procedures	RETURN TO DEALER FOR REPAIR		
Start Dt	2/7/2012 ...	End Dt	2/6/2017 ...
*Util Measure Cd	Select an Item v	*Util Measure Qty	<input type="text"/> +
Service Loc Cd	AD - Dealer v	Service Loc Name	BYERS
*Cost Amt	<input type="text" value="0"/>		
Provider	<input type="checkbox"/> ...		
CAGE Cd	1KX91	Org Nm	CHRYSLER
Phone Nbr	<input type="text"/>		
Transfer Level Cd	FG - Federal Government v		
Attachment	Add Attachment		Attachment(s) No Attachments Availat
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		
Save			
Clauses			
Update Delete	Contract Nbr	CLIN SLIN Seq Nbr	Desc
Update Delete	XP201998W5901	4562 1 5 YR/100K EXTENDED WARRANTY	D 1826
Add		Cancel	





Creating a New Contract with Terms/Conditions

1. In the Property Accountability Module, navigate to the **Maint/Util > Wrnty/Svc/ Subscrip > Terms/Conditions** menu path.
2. From the **Search Criteria** page, select the appropriate **Contract Use Cd** from the drop-down list.
3. Select the **Add** button. The **Add** page displays.
4. Since the **Contract Use Cd** is the only criterion selected, the **New Contract** checkbox is automatically selected and the **Contract Nbr** browse is disabled.
5. Select the **Contract Type Cd** from the drop-down list.
6. Enter the **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.
13. Select the **Transfer Level Cd** to identify at what level the warranty/service/subscription will transfer (e.g., Federal Government, Department, Agency, UIC, etc).
14. 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.
15. 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	XP201998W5901 ...
*CAGE Cd	1KX91 - CHRYSLER	Divy Ord Nbr	
CLIN	4562	SLIN	
*Clause Desc			
*Clause Terms			
Clause Procedures	RETURN TO DEALER FOR REPAIR		
Start Dt	2/7/2012 ...	End Dt	2/6/2017 ...
*Util Measure Cd	Select an Item	*Util Measure Qty	<input type="text"/> +
Service Loc Cd	AD - Dealer	Service Loc Name	BYERS
*Cost Amt	0		
Provider	<input type="checkbox"/> ...		
CAGE Cd	1KX91	Org Nm	CHRYSLER
Phone Nbr			
E-mail Address			
Transfer Level Cd	FG - Federal Government		
Attachment	Add Attachment		Attachment(s) No Attachments Availat
Remarks			
History Remarks			
Save			

Clauses									
Update	Delete	Contract Nbr	CLIN	SLIN	Seq Nbr	Desc	Util Measure Cd	Util Measure Qty	
Update	Delete	XP201998W5901	4562		1	5 YR/100K EXTENDED WARRANTY D		1826	

Add
Cancel





Updating/Deleting Terms/Conditions

- In the Property Accountability Module, navigate to the **Maint/Util > Wrnty/Svc/ Subscrip > Terms/Conditions** menu path.
- Select the appropriate **Contract Use Cd** from the drop-down list.
- To narrow your search, enter (or browse for) the appropriate **Contract Nbr**. (If a **Contract Nbr** was not entered, all contract numbers for the selected **Contract Use Cd** display in the **Search Results**.)
- Select the **Search** button.
- The **Search Results** page displays. Select the *Update* hyperlink to revise, or the *Delete* hyperlink to remove a Term/Condition.
- If Updating: Enter your changes and select the **Update** button.
- 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				
UII						

Search Results						
Update	Delete	CAGE Cd	Contract Nbr	Divy Ord Nbr	CLIN	SLIN
Update	Delete	S0482 - SONY	XP201173V9001			
Update	Delete	1HUL9 - IBM	XP201910B1202		2345	22
Update	Delete	1HUL9 - IBM	XP201910B1202		4444	44
Update	Delete	S0482 - SONY	XP201910W1207		1234	44
Update	Delete	S0482 - SONY	XP201910W1207			
Update	Delete	S0482 - SONY	XP201938K5801			
Update	Delete	S0482 - SONY	XP201958M8701			
Update	Delete	1KX91 - CHRYSLER	XP201998W5901			
Update	Delete	S0482 - SONY	XP202038K5801			
Update	Delete	S0482 - SONY	XP202058M8701			

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[Cancel](#)

