



# Adding a Contractor

The **Contractor & Contract** process is used when the **Warehouse** is Government Owned & Commercially Operated.

The **CAGE Cd** cannot be duplicated in the same Logistics Program. To search for a Commercial and Government Entity Code (CAGE Cd), open another instance of your browser and go to: <https://cage.dla.mil>

1. In the DPAS Warehouse Management module, navigate to **Contractor** from the **Master Data Mgmt** menu - The Results Grid displays a list of all currently available Contractors.
2. Select the **Add** button - The **Add Contractor** pop-up displays.
3. Enter a **CAGE Cd** for the Corporation.
4. Enter a **Corporation Name**.
5. Enter **DoDAAC**, **Division Name** and **POC** information as needed.
6. Select the optional **Add / Edit Remarks** hyperlink to add a comment in the **Remarks** and/or **History Remarks** fields.
7. Select the **Add** button to process the transaction - The new Contractor displays highlighted at the top of the Results Grid.

The screenshot displays the DPAS Contractor Management interface. The main window shows a 'Contractor' grid with columns for Corporation Name and Division Name. A pop-up window titled 'Add Contractor' is open, showing fields for CAGE Cd, Corporation Name, DoDAAC, and Division Name. Numbered callouts (1-7) indicate the steps: 1. Grid options, 2. Add button, 3. CAGE Cd field, 4. Corporation Name field, 5. DoDAAC field, 6. Add/Edit Remarks link, 7. Add button in the pop-up.



## Updating a Contractor

1. In the DPAS Warehouse Management module, navigate to **Contractor** from the **Master Data Mgmt** menu - The Results Grid displays a list of all currently available Contractors.
2. Narrow the search for the Contractor being updated by entering information into the Search Criteria area.
3. Select the **Search** button – The Contractor displays at the top of the Results Grid.
4. Select the **Check Box** adjacent to the Contractor and select the **Edit** button from the grid header – The **Update Contractor** pop-up displays.

5. Change the fields on the **Contractor** and/or **POC** tabs as needed.
6. Select the **Add / Edit Remarks** hyperlink to add a comment in the **History Remarks** field to document the reason for the change.
7. Select the **Update** button to save the changes - The updated Contractor displays highlighted at the top of the Results Grid.





## Deleting a Contractor

A **Contractor** cannot be removed when associated with one or more **Contracts**.

1. In the DPAS Warehouse Management module, navigate to **Contractor** from the **Master Data Mgmt** menu - The Results Grid displays a list of all currently available Contractors.
2. Narrow the search for the Contractor being updated by entering information into the Search Criteria area.
3. Select the **Search** button – The Contractor displays at the top of the Results Grid.
4. Select the **Check Box** adjacent to the Contractor and select the **Delete** button from the grid header – The **Delete Contractor** pop-up displays
5. Enter optional **History Remarks**.
6. Select the **Delete** button – The Contractor is removed from the Results Grid.

The screenshot shows the DPAS Contractor search interface. At the top, there is a 'Search Criteria' section with input fields for 'CAGE Cd' (0JRZ8), 'DoDAAC' (All), 'Corporation Name' (All), and 'Division Name' (All). A 'Search' button (3) and a 'Reset' button are located below these fields. Below the search criteria is a table header for 'Contractor' with buttons for 'Grid Options', '+ Add', 'Edit', 'Delete' (4), and 'History'. The table has columns for 'All', 'Corporation Name', 'Division Name', 'CAGE Cd', and 'DoDAAC'. One row is visible with 'WAREHOUSE MANAGEMENT SERVICES' in the 'All' column, which has a checked checkbox (4). The table footer shows 'Selected 1/1', 'Page 1 of 1', and '50 items per page'.

The screenshot shows the 'Delete Contractor' pop-up dialog. It contains an 'Instructions' section with the text 'Delete Contractor' and a confirmation question: 'Are you sure you want to delete this Contractor?'. Below this is a text area for 'History Remarks' (5). At the bottom, there are two buttons: 'Delete' (6) and 'Cancel'.





## Adding a Contract

A **Contractor** must exist before you can add a **Contract**.

1. In the DPAS Warehouse Management module, navigate to **Contract** from the **Master Data Mgmt** menu - The Results Grid displays a list of all currently available Contracts.
2. Select the **Add** button - The **Add Contract** pop-up displays.
3. Select a **Contract Type Cd** from the drop-down list.
4. Select a **Contractor** from the drop-down list.
5. Enter a **Contract Nbr**.
6. Enter **Contract Desc**, **Divrvy Order Nbr**, **Start Dt**, **Expiration Dt** and/or other information as needed.
7. Select the optional **Add / Edit Remarks** hyperlink to add a comment in the **Remarks** and/or **History Remarks** fields.
8. Select the **Add** button to process the transaction - The new Contract displays highlighted at the top of the Results Grid.

A **Contract Nbr** consists of 13 positions – pos 1-6 = DoDAAC, pos 7-8 numeric, pos 9 alpha except “I” or “O” and pos 10-13 alphanumeric.

The **Managed Stock Nbrs** checkbox is only to be used if the Warehouse is ICP managed.





## Updating a Contract

The option to add **Attachments** is only available during the **Update Contract** process.

1. In the DPAS Warehouse Management module, navigate to **Contract** from the **Master Data Mgmt** menu -The Results Grid displays a list of all currently available Contracts.
2. Narrow the search for the Contract being updated by entering information into the Search Criteria area.
3. Select the **Search** button – The Contract displays at the top of the Results Grid.
4. Select the **Check Box** adjacent to the Contract and select the **Edit** button from the grid header – The **Update Contract** pop-up displays
5. Change the fields on the available tabs as needed.
6. Select the **Add / Edit Remarks** hyperlink to add a comment in the **History Remarks** field to document the reason for the change.
7. Select the **Update** button to save the changes - The updated Contract displays highlighted at the top of the Results Grid.





# Deleting a Contract

A **Contract** cannot be deleted if it is associated with a Warehouse.

1. In the DPAS Warehouse Management module, navigate to **Contract** from the **Master Data Mgmt** menu - The Results Grid displays a list of all currently available Contracts.
2. Narrow the search for the Contract being updated by entering information into the Search Criteria area.
3. Select the **Search** button – The Contract displays at the top of the Results Grid.
4. Select the **Check Box** adjacent to the Contract and select the **Delete** button from the grid header – The **Delete Contract** pop-up displays
5. Enter optional **History Remarks**.
6. Select the **Delete** button – The Contract is removed from the Results Grid.

