

# Browse for a Contract Number

## Overview


The Contract Number Browse pop-up window allows searching for stored contract numbers in the DPAS catalog.

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## Procedures

### Browse for a Contract Number

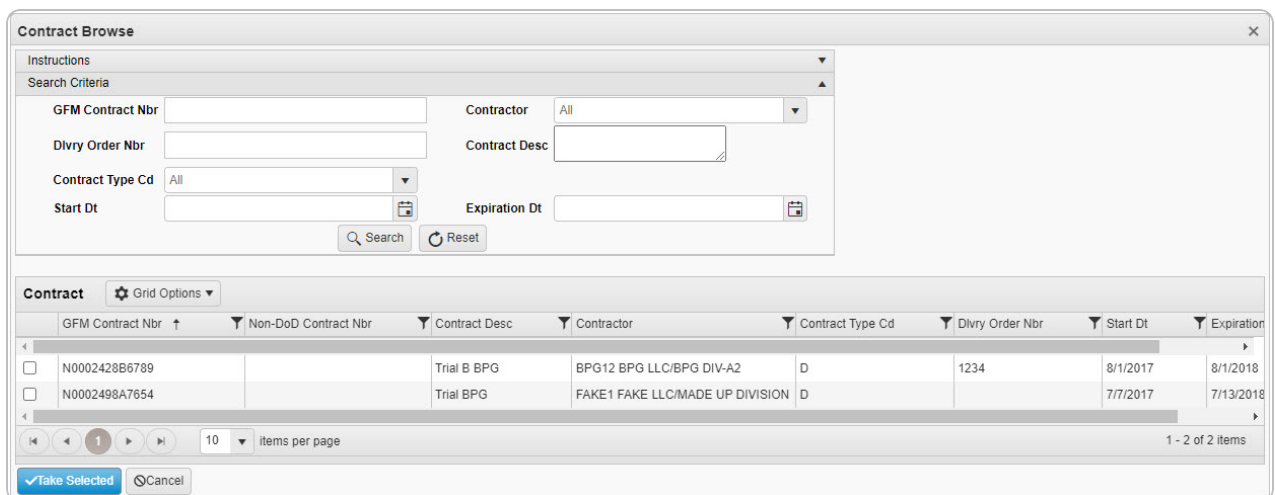
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. Select . The **Contract Browse** pop-up window appears.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.

- Enter the GFM CONTRACT NBR in the field provided. *This is a 15 alphanumeric character field.*
- Use  to select the Contractor.
- Enter the DLVY ORDER NBR in the field provided. *This is a 11 alphanumeric character field.*
- Enter the Contract DESC in the field provided. *This is a 1,024 alphanumeric character field.*
- Use  to select the Contract Type Cd.
- Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.

3. Select  to begin the query. *Results display in the Contract Results Grid below.*



**Contract Browse**

Instructions

Search Criteria

GFM Contract Nbr  Contractor All

Divry Order Nbr  Contract Desc

Contract Type Cd All

Start Dt  Expiration Dt


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**Contract**

	GFM Contract Nbr	Non-DoD Contract Nbr	Contract Desc	Contractor	Contract Type Cd	Divry Order Nbr	Start Dt	Expiration
<input type="checkbox"/>	N0002428B6789		Trial B BPG	BPG12 BPG LLC/BPG DIV-A2	D	1234	8/1/2017	8/1/2018
<input type="checkbox"/>	N0002498A7654		Trial BPG	FAKE1 FAKE LLC/MADE UP DIVISION	D		7/7/2017	7/13/2018

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4. Click  to select the desired contract. *The Contract record is highlighted.*

5. Select . *The pop-up window closes and the selected contract number appears in the previous screen.*