



Contract Overview

Overview

The Materiel Management/Inventory Control Point module Contract process provides the ability to view, add, update, or delete Contract information.

Contracts must be associated with a Contractor, and the Contractor information must be complete before any Contracts can be added.

The Contract Record is stored at the Program Management level, along with the Contractor Record. The one contract record is used throughout the Materiel Management and Warehouse Management modules, therefore the records must be unique throughout DPAS.


Navigation

MASTER DATA MGMT > Contract > Contract page

Procedures

Search for a Contract

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

Instructions ▼

Search Criteria ▲

| | |
|----------------------------------------------------------|-----------------------------------------------------------------------|
| Contract Nbr <input style="width: 90%;" type="text"/> | Contractor <input style="width: 90%;" type="text" value="All"/> |
| Divry Order Nbr <input style="width: 90%;" type="text"/> | Contract Type Cd <input style="width: 90%;" type="text" value="All"/> |
| Contract Desc <input style="width: 90%;" type="text"/> | Expiration Dt <input style="width: 90%;" type="text"/> |
| Start Dt <input style="width: 90%;" type="text"/> | |


2. Select . *The Search Results appear.*



| Contract | | | | | | | | | |
|-----------------------------------|------------------|---------------|----------------------|-----------------|---------------|------------|---------------|--|--|
| Grid Options | | | | | | | | | |
| Contractor | Contract Type Cd | Contract Nbr | Non-DoD Contract Nbr | Divry Order Nbr | Contract Desc | Start Dt | Expiration Dt | | |
| FAKE1 - FAKE LLC/MADE UP DIVISION | D - DoD | N0002498A7654 | | | Trial BPG | 07/07/2017 | 07/13/2018 | | |
| BPG12 - BPG LLC/BPG DIV-A2 | D - DoD | N0002428B6789 | | 1234 | Trial B BPG | 08/01/2017 | 08/01/2018 | | |

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items

View the Associated Stock Numbers

1. Select . The Associated Stock Numbers Grid appears below the Contract record.

| Contract | | | | | | | | | |
|-----------------------------------|------------------|---------------|----------------------|-----------------|---------------|------------|---------------|--|--|
| Grid Options | | | | | | | | | |
| Contractor | Contract Type Cd | Contract Nbr | Non-DoD Contract Nbr | Divry Order Nbr | Contract Desc | Start Dt | Expiration Dt | | |
| FAKE1 - FAKE LLC/MADE UP DIVISION | D - DoD | N0002498A7654 | | | Trial BPG | 07/07/2017 | 07/13/2018 | | |
| BPG12 - BPG LLC/BPG DIV-A2 | D - DoD | N0002428B6789 | | 1234 | Trial B BPG | 08/01/2017 | 08/01/2018 | | |

| Associated Stock Numbers | |
|--------------------------|----------------------------|
| Grid Options | |
| Stock Nbr | Item Desc |
| 8415001777992 | SOCKS,EXTREME COLD WEATHER |
| 8415015269168 | PARKA,COLD WEATHER |
| 8415015269181 | PARKA,COLD WEATHER |

Selected 0/3 Page 1 of 1 50 items per page 1 - 3 of 3 items

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items

2. Select . The Associated Stock Numbers Grid closes.




Add a Contract

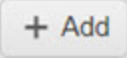
Navigation

MASTER DATA MGMT > Contract >  > Add Contract pop-up window

Procedures

Add a Contract

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Contract** pop-up window displays, with the Contract Info Tab available.





✕

Add Contract

Instructions ▾

Contract Info POC Info Stock Numbers

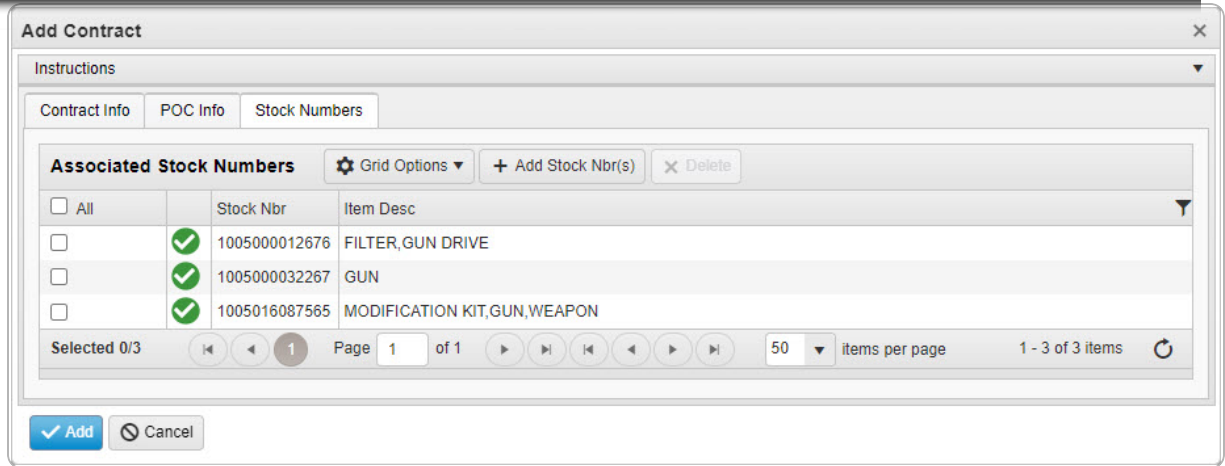
Contract

| | |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <p>* Contract Type Cd</p> <p>Select an Item ▾</p> | <p>* Contractor</p> <p>Select an Item ▾</p> |
| <p>* Contract Nbr</p> <p><input style="width: 100%;" type="text"/></p> | <p>Contract Desc</p> <p><input style="width: 100%; height: 20px;" type="text"/></p> |
| <p>Start Dt</p> <p><input style="width: 100%;" type="text"/> <input type="calendar"/></p> | <p>Divrvy Order Nbr</p> <p><input style="width: 100%;" type="text"/></p> |
| <p><input checked="" type="checkbox"/> Manage Stock Nbrs</p> | <p>Expiration Dt</p> <p><input style="width: 100%;" type="text"/> <input type="calendar"/></p> |

[Add / Edit Remarks](#)

2. Use to select the Contract Type Cd. *If the type is Non-DoD, then the Non-DoD CONTRACT NBR field appears.*
3. Use to select the Contractor.
4. Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
5. Click to select **Manage Stock Nbrs**. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*
 - A. Select the Stock Numbers tab. *The tab opens to the empty Associated Stock Numbers results grid.*


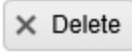





Add STOCK NBR(s)

Select . The **Stock Number Browse** pop-up window appears.

Delete STOCK NBR(s)

- Click to select the desired entry. *The STOCK NBR is highlighted, and  becomes available.*
- Select . *The STOCK NBR is removed from the pop-up window.*

Select . *The new Contract record is saved, and appears in the Contract results grid.*

6.

OR

Enter the information in the Contract POC Details section.

Add Contract ✕

Instructions ▾

Contract Info POC Info Stock Numbers

Contract

Admin


Issuing

Property Admin

POC Details

| | |
|----------------------|-------------------------------|
| Contact Point | Country |
| <input type="text"/> | * - N/A ▾ |
| Phone Nbr | Address Line 1 |
| <input type="text"/> | <input type="text"/> |
| DSN Nbr | Address Line 2 |
| <input type="text"/> | <input type="text"/> |
| Fax Nbr | City |
| <input type="text"/> | <input type="text"/> |
| Email Address | State |
| <input type="text"/> | * - State Cd Not Applicable ▾ |
| | Zip Cd |
| | <input type="text"/> |

[Add / Edit Remarks](#)

- A. Select  . The new Contract record is saved, and appears in the Contract results grid.
- OR**
- Select the Admin POC Details section.

a. Select . The new Contract record is saved, and appears in the Contract results grid.

OR

Select the Issuing POINT OF CONTACT Details section.

Add Contract
✕

Instructions

Contract Info
POC Info
Stock Numbers

Contract
Admin
Issuing
Property Admin


Issuing
DoDAAC

POC Details

| | |
|---------------|--------------------------------------|
| Contact Point | Country * - N/A |
| Phone Nbr | Address Line 1 |
| DSN Nbr | Address Line 2 |
| Fax Nbr | City |
| Email Address | State * - State Cd Not Applicable |
| | Zip Cd |

[Add / Edit Remarks](#)

✓ Add
✕ Cancel

1. Select . The new Contract record is saved, and appears in the Contract results grid.
- OR**
- Select the Property Admin POC Details section.



Help Reference Guide

✕
Add Contract

Instructions ▾

Contract Info POC Info Stock Numbers

Contract

Admin

Issuing

Property Admin

POC Details

| | |
|----------------------|-------------------------------|
| Contact Point | Country |
| <input type="text"/> | * - N/A ▾ |
| Phone Nbr | Address Line 1 |
| <input type="text"/> | <input type="text"/> |
| DSN Nbr | Address Line 2 |
| <input type="text"/> | <input type="text"/> |
| Fax Nbr | City |
| <input type="text"/> | <input type="text"/> |
| Email Address | State |
| <input type="text"/> | * - State Cd Not Applicable ▾ |
| | Zip Cd |
| | <input type="text"/> |

[Add / Edit Remarks](#)

✓ Add ⊗ Cancel

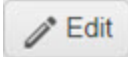
- A. Select . The new Contract record is saved, and appears in the Contract results grid.






Update a Contract

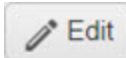
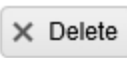
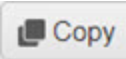
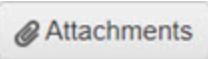
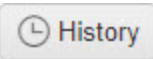
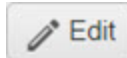
Navigation

MASTER DATA MGMT > Contract > (desired record) >  > Update Contract pop-up window

Procedures

Update a Contract

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click to select the desired entry. The Contract is highlighted, and , , , , and  become available.
- Select . The **Update Contract** pop-up window displays, with the Contract Info Tab available.



Update Contract ✕


Instructions ▾

Contract Info POC Info Stock Numbers

Contract

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>* Contract Type Cd <input type="text" value="N - Non DoD"/></p> <p>* Contract Nbr <input type="text" value="SPECWA45ABCDE"/></p> <p>Contract Desc <input type="text" value="BPG Test"/></p> <p>Start Dt <input type="text" value="11/1/2022"/></p> <p><input checked="" type="checkbox"/> Manage Stock Nbrs</p> | <p>* Contractor <input type="text" value="1BCD5 - BPG TEST"/></p> <p>Non-DoD Contract Nbr <input type="text" value="ABC123DEF456G"/></p> <p>Dlvry Order Nbr <input type="text" value="ABC123"/></p> <p>Expiration Dt <input type="text" value="11/1/2023"/></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

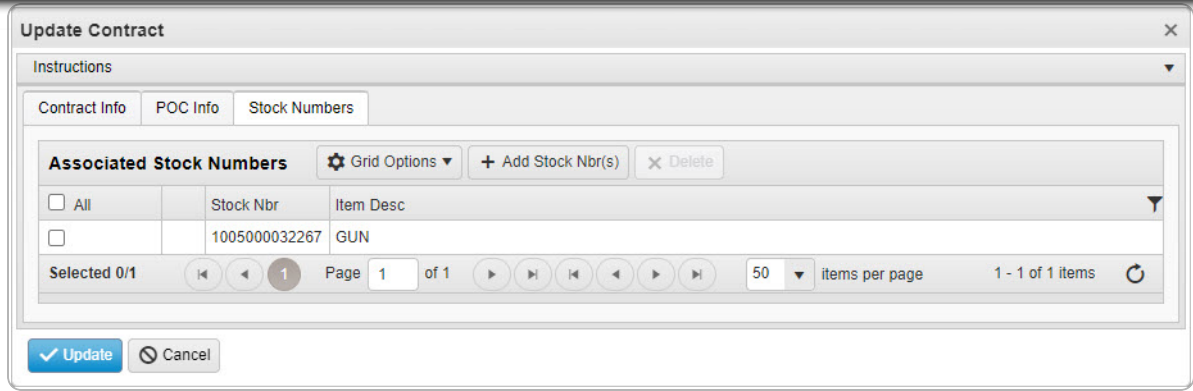
Attachments



Puffin.png ✕

[Add / Edit Remarks](#)

3. Update the Contract Type Cd, using to select the desired code.
4. *Verify the Contractor.*
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
 - A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*



Add STOCK NBR(s)

Select . The **Stock Number Browse** pop-up window appears.

Delete STOCK NBR(s)

- a. Click to select the desired entry. The **STOCK NBR** is highlighted, and becomes available.
- b. Select . The **STOCK NBR** is removed from the pop-up window.

6. Update the Attachments, using to choose the revised files. The **Add an Attachment** pop-up window appears.

Select . The revised Contract is saved, and the row appears green in the Contract results grid .

7.

OR


Verify the information in the Contract POC Details section.

Update Contract

Instructions

Contract Info POC Info Stock Numbers

| | | | | | | | | | | | | | |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------|----------------------------------------------|---------------------------------------------------|--------------------------------------------|---------------------------------------------------|--------------------------------------------|-----------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------|--|
| <p>Contract</p> <p>Admin</p> <p>Issuing</p> <p>Property Admin</p> | <p>POC Details</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Contact Point</p> <input type="text"/> </td> <td style="width: 50%;"> <p>Country</p> <input type="text" value="*- N/A"/> </td> </tr> <tr> <td> <p>Phone Nbr</p> <input type="text"/> </td> <td> <p>Address Line 1</p> <input type="text"/> </td> </tr> <tr> <td> <p>DSN Nbr</p> <input type="text"/> </td> <td> <p>Address Line 2</p> <input type="text"/> </td> </tr> <tr> <td> <p>Fax Nbr</p> <input type="text"/> </td> <td> <p>City</p> <input type="text"/> </td> </tr> <tr> <td> <p>Email Address</p> <input type="text"/> </td> <td> <p>State</p> <input type="text" value="*- State Cd Not Applicable"/> </td> </tr> <tr> <td colspan="2"> <p>Zip Cd</p> <input type="text"/> </td> </tr> </table> <p>Add / Edit Remarks</p> | <p>Contact Point</p> <input type="text"/> | <p>Country</p> <input type="text" value="*- N/A"/> | <p>Phone Nbr</p> <input type="text"/> | <p>Address Line 1</p> <input type="text"/> | <p>DSN Nbr</p> <input type="text"/> | <p>Address Line 2</p> <input type="text"/> | <p>Fax Nbr</p> <input type="text"/> | <p>City</p> <input type="text"/> | <p>Email Address</p> <input type="text"/> | <p>State</p> <input type="text" value="*- State Cd Not Applicable"/> | <p>Zip Cd</p> <input type="text"/> | |
| <p>Contact Point</p> <input type="text"/> | <p>Country</p> <input type="text" value="*- N/A"/> | | | | | | | | | | | | |
| <p>Phone Nbr</p> <input type="text"/> | <p>Address Line 1</p> <input type="text"/> | | | | | | | | | | | | |
| <p>DSN Nbr</p> <input type="text"/> | <p>Address Line 2</p> <input type="text"/> | | | | | | | | | | | | |
| <p>Fax Nbr</p> <input type="text"/> | <p>City</p> <input type="text"/> | | | | | | | | | | | | |
| <p>Email Address</p> <input type="text"/> | <p>State</p> <input type="text" value="*- State Cd Not Applicable"/> | | | | | | | | | | | | |
| <p>Zip Cd</p> <input type="text"/> | | | | | | | | | | | | | |

A. Select  . The revised Contract is saved, and the row appears green in the Contract results grid .

OR

Verify the information in the Admin POC Details section.


✕

Update Contract

Instructions

Contract Info POC Info Stock Numbers


| | |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <p>Contract</p> <p>Admin</p> <p>Issuing</p> <p>Property Admin</p> | <p>Admin</p> <p>DoDAAC</p> <input style="width: 100%;" type="text"/> |
| <p>POC Details</p> <p>Contact Point</p> <input style="width: 100%;" type="text"/> | <p>Country</p> <p>* - N/A</p> <input style="width: 100%;" type="text"/> |
| <p>Phone Nbr</p> <input style="width: 100%;" type="text"/> | <p>Address Line 1</p> <input style="width: 100%;" type="text"/> |
| <p>DSN Nbr</p> <input style="width: 100%;" type="text"/> | <p>Address Line 2</p> <input style="width: 100%;" type="text"/> |
| <p>Fax Nbr</p> <input style="width: 100%;" type="text"/> | <p>City</p> <input style="width: 100%;" type="text"/> |
| <p>Email Address</p> <input style="width: 100%;" type="text"/> | <p>State</p> <p>* - State Cd Not Applicable</p> <input style="width: 100%;" type="text"/> |
| <p>Add / Edit Remarks</p> | <p>Zip Cd</p> <input style="width: 100%;" type="text"/> |

Select  . The revised Contract is saved, and the row appears green in the Contract results grid .

a.

OR

Verify the information in the Issuing POC Details section.

1. Select  . The revised Contract is saved, and the row appears green in the Contract results grid .

OR

Verify the information in the Property Admin POC Details section.





x
Update Contract

Instructions

Contract Info | POC Info | Stock Numbers

- Contract
- Admin
- Issuing
- Property Admin

POC Details

| | |
|--------------------------------------------------|------------------------------------------------------------------------------|
| <p>Contact Point</p> <input type="text"/> | <p>Country</p> <input type="text" value="* - N/A"/> |
| <p>Phone Nbr</p> <input type="text"/> | <p>Address Line 1</p> <input type="text"/> |
| <p>DSN Nbr</p> <input type="text"/> | <p>Address Line 2</p> <input type="text"/> |
| <p>Fax Nbr</p> <input type="text"/> | <p>City</p> <input type="text"/> |
| <p>Email Address</p> <input type="text"/> | <p>State</p> <input type="text" value="* - State Cd Not Applicable"/> |
| | <p>Zip Cd</p> <input type="text"/> |

[Add / Edit Remarks](#)

✓ Update | ⊗ Cancel

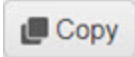
- A. Select . The revised Contract is saved, and the row appears green in the Contract results grid .






Copy a Contract

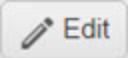
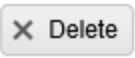
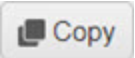

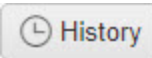
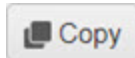
Navigation

MASTER DATA MGMT > Contract > (desired record) >  Copy > Add Contract pop-up window

Procedures

Copy a Contract

Selecting  Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click to select the desired entry. The Contract is highlighted, and , , , , and  become available.
- Select . The **Add Contract** pop-up window displays, with the Contract Info Tab available.





Add Contract
✕

Instructions
▼

Contract Info

POC Info

Stock Numbers

Contract

*** Contract Type Cd**

*** Contractor**

*** Contract Nbr**

Non-DoD Contract Nbr

Contract Desc

Divry Order Nbr

Start Dt

Expiration Dt

Manage Stock Nbrs

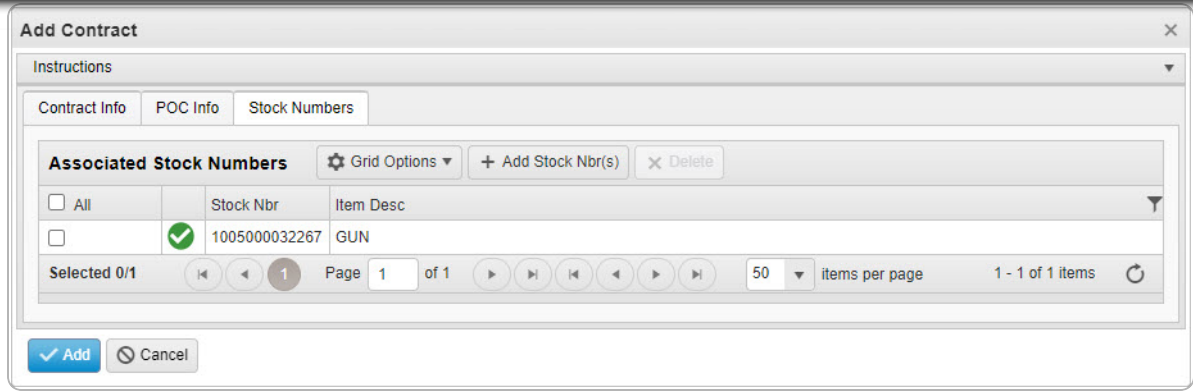
[Add / Edit Remarks](#)

✓ Add

⊘ Cancel

3. Update the Contract Type Cd, using to select the desired code.
4. Update the Contractor, using to select the desired company.
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
6. Click to select Manage STOCK NBRs. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*
 - A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*





Add STOCK NBR(s)

Select . The **Stock Number Browse** pop-up window appears.

Delete STOCK NBR(s)

- a. Click to select the desired entry. The **STOCK NBR** is highlighted, and becomes available.
- b. Select . The **STOCK NBR** is removed from the pop-up window.

Select . The copied Contract record is saved, and appears in the Contract results grid.

7.

OR

Verify the information in the Contract POC Details section.

Add Contract

Instructions

Contract Info | POC Info | Stock Numbers

Contract

Admin
 Issuing
 Property Admin

POC Details

Contact Point
 Pidge Contract

Country
 US - UNITED STATES OF AMERICA

Phone Nbr
 555-1212

Address Line 1
 123 ABC Drive

DSN Nbr
 555-1221

Address Line 2

Fax Nbr
 555-1212

City
 Anywhere

Email Address
 no-reply@nowhere.com

State
 NY - New York

Zip Cd
 12345

[Add / Edit Remarks](#)

A. Select  . The copied Contract record is saved, and appears in the Contract results grid.

OR

Verify the information in the Admin POC Details section.



Add Contract

Instructions

Contract Info | POC Info | Stock Numbers

Contract

Admin

Issuing

Property Admin

Admin

DoDAAC

SPECWA

POC Details

Contact Point

Pidge Admin

Country

US - UNITED STATES OF AMERICA

Phone Nbr

555-1212

Address Line 1

123 ABC Avenue

DSN Nbr

555-1212

Address Line 2

Fax Nbr

555-1212

City

Nowheresville

Email Address

no-reply@no-reply.com

State


NY - New York


Zip Cd

12345

Add / Edit Remarks

✓ Add ⓧ Cancel

- a. Select . The copied Contract record is saved, and appears in the Contract results grid.
- OR**
- Verify the information in the Issuing POC Details section.

1. Select  . The copied Contract record is saved, and appears in the Contract results grid.
- OR**
- Verify the information in the Property Admin POC Details section.


Add Contract

Instructions

Contract Info | POC Info | Stock Numbers

| | | |
|-----------------------|---------------------------------------------|-------------------------------------------------|
| Contract | POC Details | |
| Admin | Contact Point Pidge PA | Country US - UNITED STATES OF AMERICA |
| Issuing | Phone Nbr 555-1212 | Address Line 1 123 ABC Blvd |
| Property Admin | DSN Nbr 555-1212 | Address Line 2 |
| | Fax Nbr 555-1212 | City Whoknows |
| | Email Address nobody@no-reply.com | State NY - New York |
| | | Zip Cd 12345 |

[Add / Edit Remarks](#)

A. Select . The copied Contract record is saved, and appears in the Contract results grid.



Delete a Contract

Navigation

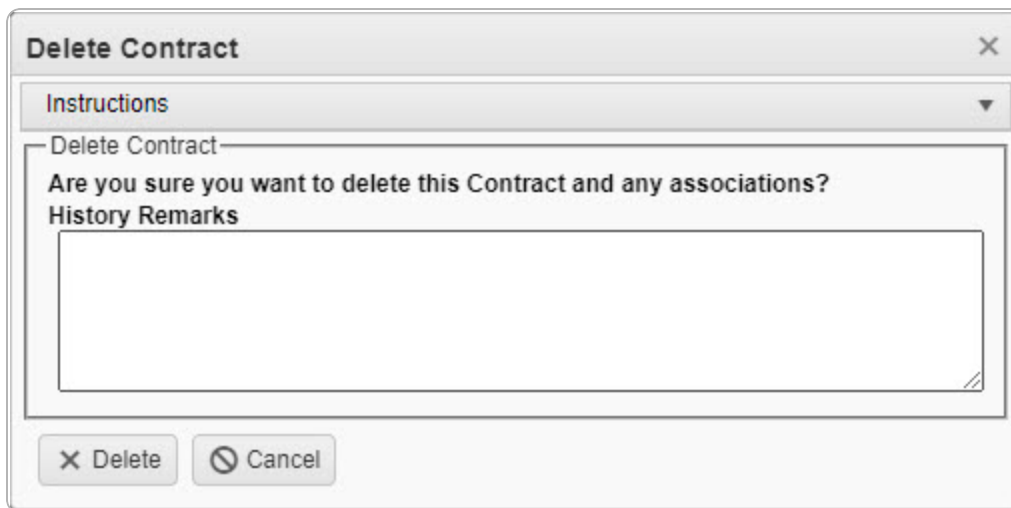
MASTER DATA MGMT > Contract > (desired record) > > Delete Contract pop-up window

Procedures

Delete a Contract

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click to select the desired entry. *The Contract is highlighted, and , , , , and become available.*
- Select . *The **Delete Contract** pop-up window appears.*

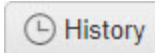


- Select . *The Contract record is removed.*




View the Contract History

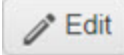
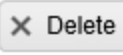

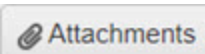
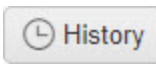
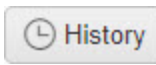
Navigation

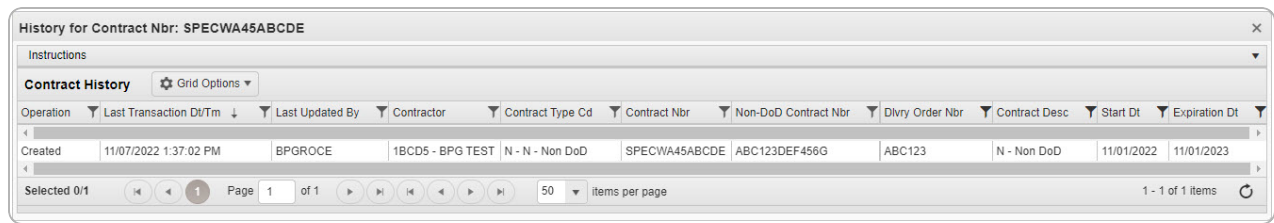
MASTER DATA MGMT > Contract > (desired record) >  > History for CONTRACT NBR pop-up window

Procedures

View the Contract History

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click to select the desired entry. *The Contract is highlighted, and , , , , and  become available.*
- Select  next to the desired entry. *The **History for CONTRACT NBR** pop-up window appears.*
- The information regarding the contract record automatically populates and is not editable.*



| Operation | Last Transaction Dt/Tm | Last Updated By | Contractor | Contract Type Cd | Contract Nbr | Non-DoD Contract Nbr | Dlvry Order Nbr | Contract Desc | Start Dt | Expiration Dt |
|-----------|------------------------|-----------------|------------------|------------------|---------------|----------------------|-----------------|---------------|------------|---------------|
| Created | 11/07/2022 1:37:02 PM | BPGROCE | 1BCD5 - BPG TEST | N - N - Non DoD | SPECWA45ABCDE | ABC123DEF456G | ABC123 | N - Non DoD | 11/01/2022 | 11/01/2023 |

- Select . *The Contract History pop-up window closes.*