



# Contract Overview

## Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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 ELMS.


## Navigation

MASTER DATA MGMT > Contract > Contract page

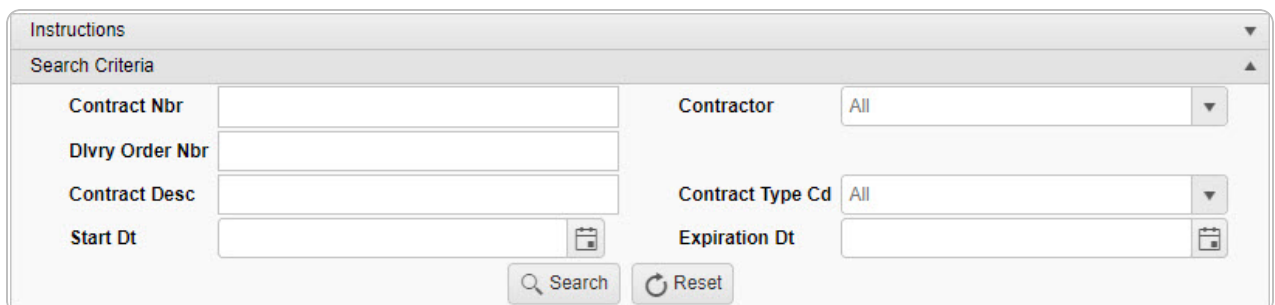
## Procedures

### 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.



The screenshot shows a web-based search interface. At the top is a tab labeled 'Instructions'. Below it is a section titled 'Search Criteria'. This section contains two columns of input fields. The left column has four text boxes labeled 'Contract Nbr', 'Divry Order Nbr', 'Contract Desc', and 'Start Dt'. The right column has two dropdown menus labeled 'Contractor' and 'Contract Type Cd', both currently set to 'All', and two date pickers labeled 'Expiration Dt'. At the bottom of the form are two buttons: 'Search' (with a magnifying glass icon) and 'Reset' (with a circular arrow icon).

2. Select . The Search Results appear.






## Help Reference Guide

| Contract   |                                   |  |                |                      |                 |               |                  |               |
|--|-----------------------------------|--|----------------|----------------------|-----------------|---------------|------------------|---------------|
| <div> Grid Options ▼ + Add Edit Delete Copy Attachments History </div> |                                   |  |                |                      |                 |               |                  |               |
| <input type="checkbox"/>   | Contractor                        | Contract Type Cd                           | Contract Nbr ↑ | Non-DoD Contract Nbr | Divry Order Nbr | Contract Desc | Start Dt         | Expiration Dt |
| <input type="checkbox"/>   | FAKE1 - FAKE LLC/MADE UP DIVISION | D - DoD                                    | N0002498A7654  |                      |                 | Trial BPG     | 07/07/2017       | 07/13/2018    |
| <input type="checkbox"/>   | BPG12 - BPG LLC/BPG DIV-A2        | D - DoD                                    | N0002428B6789  |                      | 1234            | Trial B BPG   | 08/01/2017       | 08/01/2018    |
| Selected 0/2   |                                   | <div> Page 1 of 1 50 items per page </div> |                |                      |                 |               | 1 - 2 of 2 items |               |

### View the Associated Stock Numbers

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

| Contract   |                                   |  |                |                      |                 |               |                  |               |
|--|-----------------------------------|--|----------------|----------------------|-----------------|---------------|------------------|---------------|
| <div> Grid Options ▼ + Add Edit Delete Copy Attachments History </div> |                                   |  |                |                      |                 |               |                  |               |
| <input type="checkbox"/>   | Contractor                        | Contract Type Cd                           | Contract Nbr ↑ | Non-DoD Contract Nbr | Divry Order Nbr | Contract Desc | Start Dt         | Expiration Dt |
| <input type="checkbox"/>   | FAKE1 - FAKE LLC/MADE UP DIVISION | D - DoD                                    | N0002498A7654  |                      |                 | Trial BPG     | 07/07/2017       | 07/13/2018    |
| <input checked="" type="checkbox"/>                                    | BPG12 - BPG LLC/BPG DIV-A2        | D - DoD                                    | N0002428B6789  |                      | 1234            | Trial B BPG   | 08/01/2017       | 08/01/2018    |
| <div> <b>Associated Stock Numbers</b> Grid Options ▼ </div>            |                                   |  |                |                      |                 |               |                  |               |
| <input type="checkbox"/>   | Stock Nbr ↑                       | Item Desc                                  |                |                      |                 |               |                  |               |
| <input type="checkbox"/>   | 8415001777992                     | SOCKS,EXTREME COLD WEATHER                 |                |                      |                 |               |                  |               |
| <input type="checkbox"/>   | 8415015269168                     | PARKA,COLD WEATHER                         |                |                      |                 |               |                  |               |
| <input type="checkbox"/>   | 8415015269181                     | PARKA,COLD WEATHER                         |                |                      |                 |               |                  |               |
| Selected 0/3   |                                   | <div> Page 1 of 1 50 items per page </div> |                |                      |                 |               | 1 - 3 of 3 items |               |
| Selected 0/2   |                                   | <div> Page 1 of 1 50 items per page </div> |                |                      |                 |               | 1 - 2 of 2 items |               |

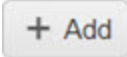
- Select . The Associated Stock Numbers Grid closes.






# 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.





## Help Reference Guide

**Add Contract** [X]

Instructions [v]

Contract Info | POC Info | Stock Numbers

**Contract**

\* **Contract Type Cd**  
Select an Item [v]

\* **Contractor**  
Select an Item [v]

\* **Contract Nbr**  
[Text Field]

**Contract Desc**  
[Text Field]

**Divry Order Nbr**  
[Text Field]



**Start Dt**  
[Calendar Icon]

**Expiration Dt**  
[Calendar Icon]

☒ **Manage Stock Nbrs**

[Add / Edit Remarks](#)

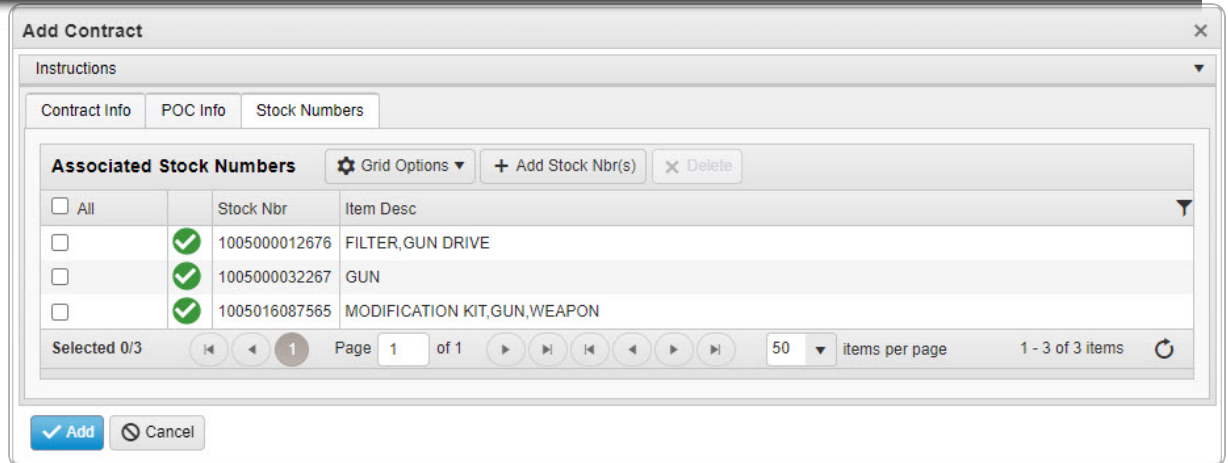
[Add] [Cancel]

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.*






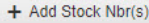

## Help Reference Guide






**Add Contract**



Instructions

Contract Info POC Info Stock Numbers

**Associated Stock Numbers**  Grid Options  

| <input type="checkbox"/> All | Stock Nbr     | Item Desc                   |
|------------------------------|---------------|-----------------------------|
| <input type="checkbox"/>     | 1005000012676 | FILTER,GUN DRIVE            |
| <input type="checkbox"/>     | 1005000032267 | GUN                         |
| <input type="checkbox"/>     | 1005016087565 | MODIFICATION KIT,GUN,WEAPON |


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

 Add  Cancel


### 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 new Contract record is saved, and appears in the Contract results grid.

6.

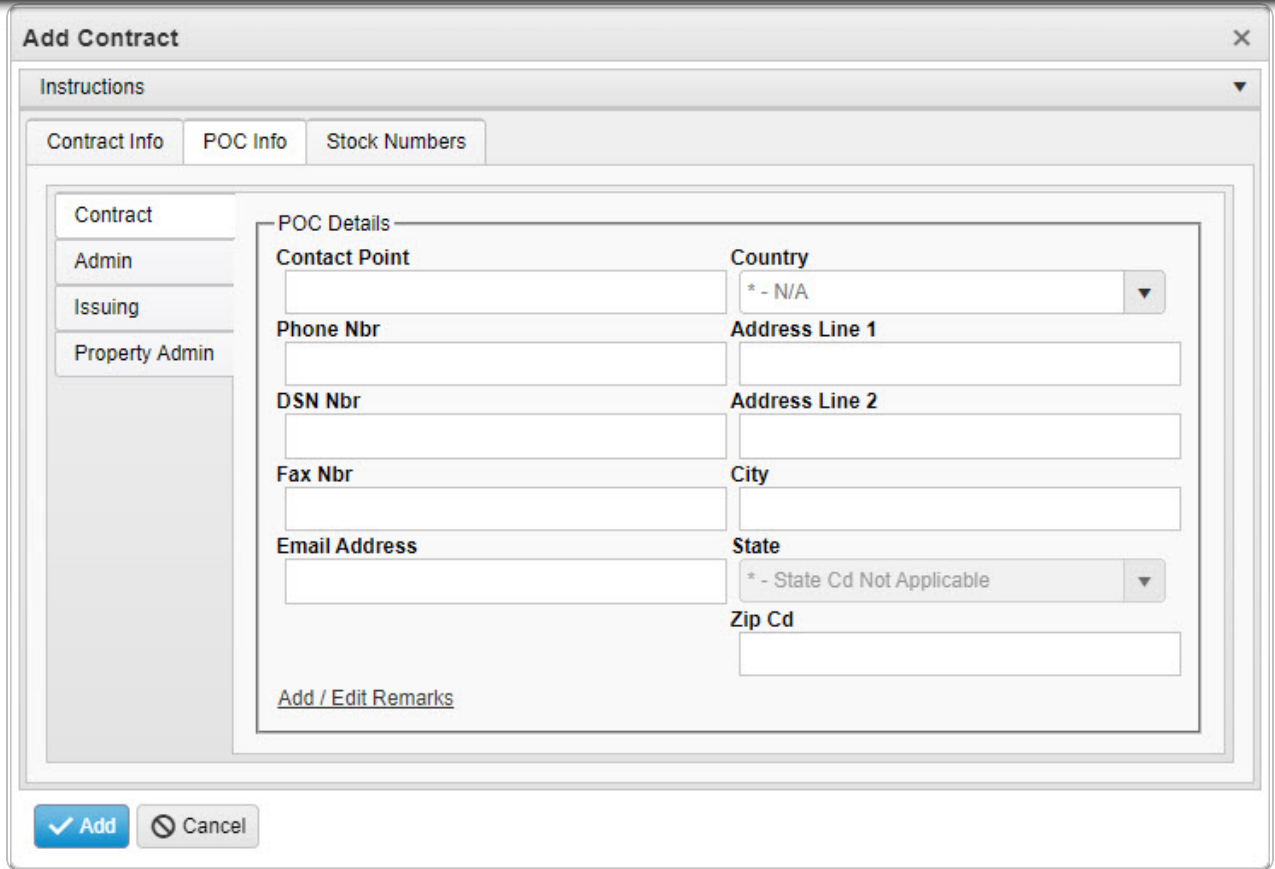
**OR**

Enter the information in the Contract POC Details section.






## Help Reference Guide



The screenshot shows the 'Add Contract' window with the following elements:

- Window Title:** Add Contract
- Instructions:** A dropdown menu.
- Tabs:** Contract Info, POC Info, Stock Numbers.
- Left Sidebar:** A list of roles: Contract, Admin, Issuing, Property Admin.
- Main Form Area:**
  - POC Details:** A section header.
  - Contact Point:** A text input field.
  - Country:** A dropdown menu with the selected value '\* - N/A'.
  - Phone Nbr:** A text input field.
  - Address Line 1:** A text input field.
  - DSN Nbr:** A text input field.
  - Address Line 2:** A text input field.
  - Fax Nbr:** A text input field.
  - City:** A text input field.
  - Email Address:** A text input field.
  - State:** A dropdown menu with the selected value '\* - State Cd Not Applicable'.
  - Zip Cd:** A text input field.
  - Link:** [Add / Edit Remarks](#)
- Buttons:** A blue 'Add' button with a checkmark and a grey 'Cancel' button with a circle and slash.

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

A.

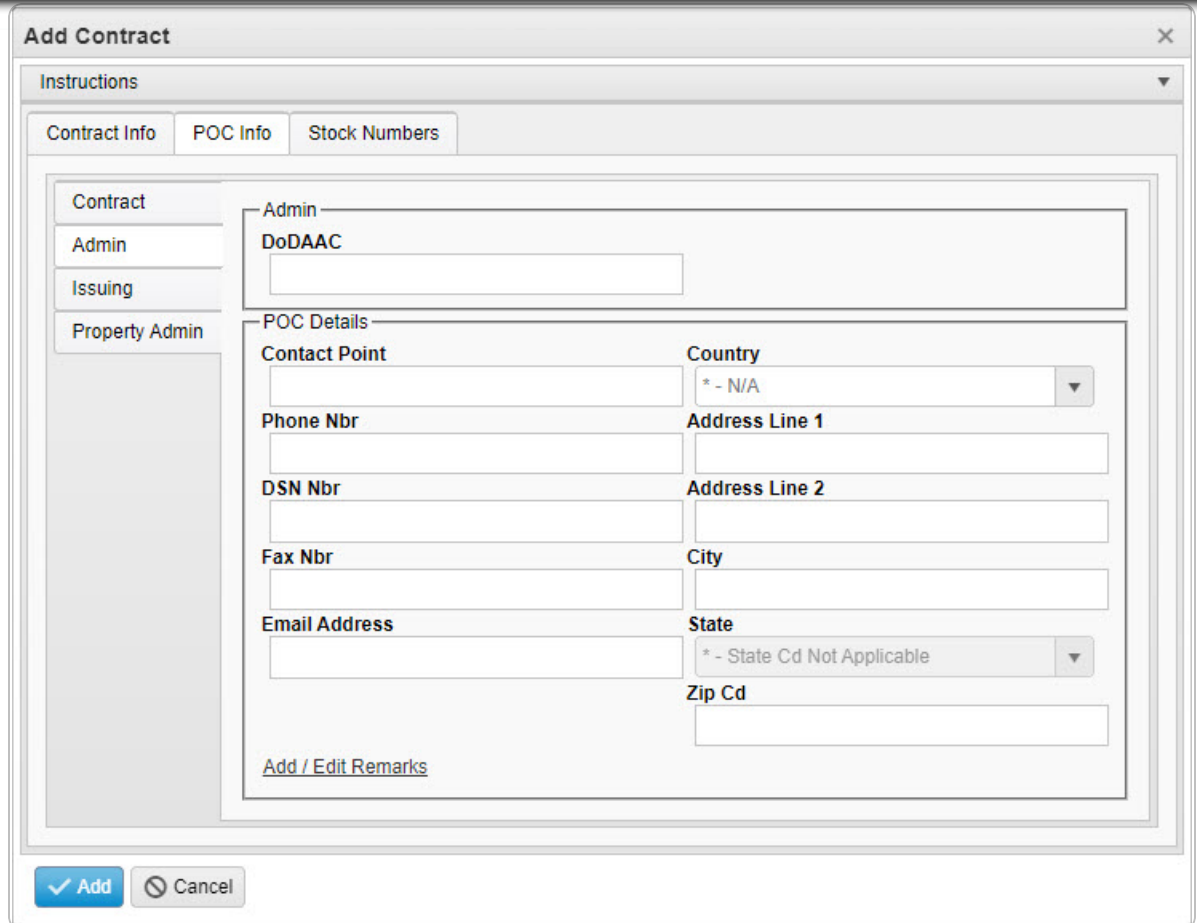
**OR**

Select the Admin POC Details section.






## Help Reference Guide



The screenshot shows the 'Add Contract' dialog box with the following components:

- Instructions** dropdown menu.
- Contract Info**, **POC Info**, and **Stock Numbers** tabs.
- Contract** section with a sidebar containing 'Contract', 'Admin', 'Issuing', and 'Property Admin'.
- Admin** section with a 'DoDAAC' field.
- POC Details** section with fields for:
  - Contact Point**
  - Phone Nbr**
  - DSN Nbr**
  - Fax Nbr**
  - Email Address**
  - Country** (dropdown menu, currently showing '\* - N/A')
  - Address Line 1**
  - Address Line 2**
  - City**
  - State** (dropdown menu, currently showing '\* - State Cd Not Applicable')
  - Zip Cd**
- Add / Edit Remarks** link.
- Add** (blue button with checkmark) and **Cancel** (grey button with X) buttons at the bottom.

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

a.

**OR**

Select the Issuing POINT OF CONTACT Details section.





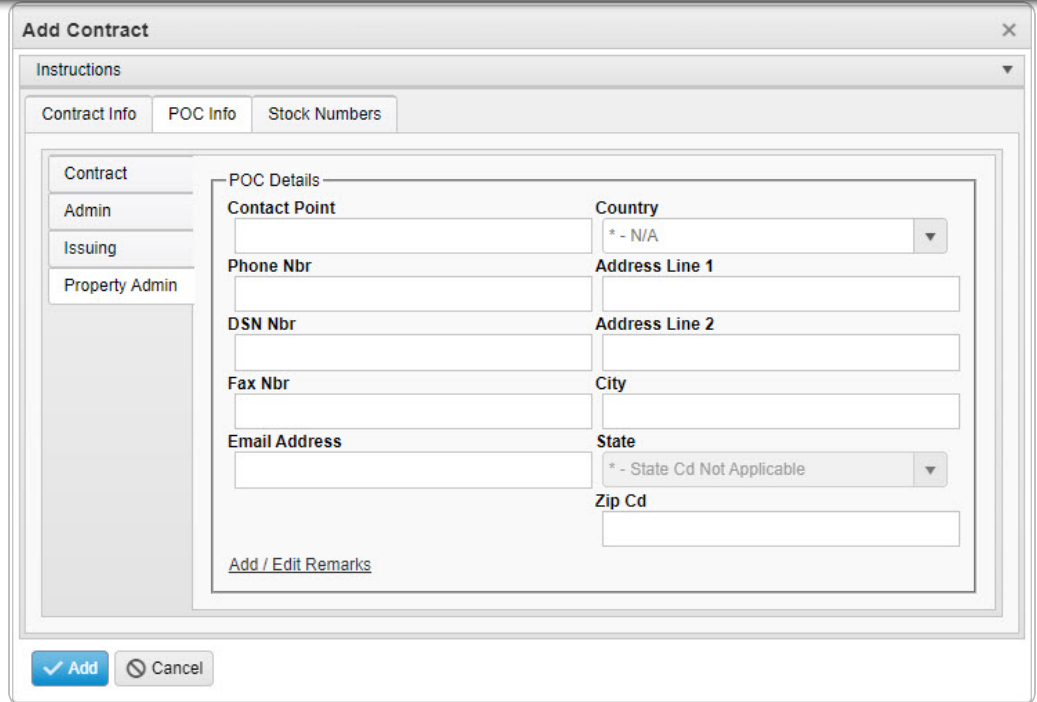
1.

Select the Property Admin POC Details section.





## Help Reference Guide



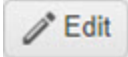
- A. Select . The new Contract record is saved, and appears in the Contract results grid.





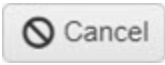
# Update a Contract

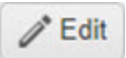
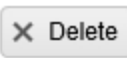
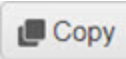

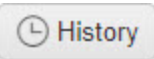

## Navigation

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.

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





## Help Reference Guide

Update Contract

Instructions

Contract Info

POC Info

Stock Numbers

Contract

\* Contract Type Cd

N - Non DoD

\* Contract Nbr

SPECWA45ABCDE

Contract Desc

BPG Test

Start Dt

11/1/2022

☒ Manage Stock Nbrs

\* Contractor

1BCD5 - BPG TEST

Non-DoD Contract Nbr

ABC123DEF456G


Dlvry Order Nbr

ABC123

Expiration Dt

11/1/2023

Attachments



Puffin.png


X

Attach...

Add / Edit Remarks

Update

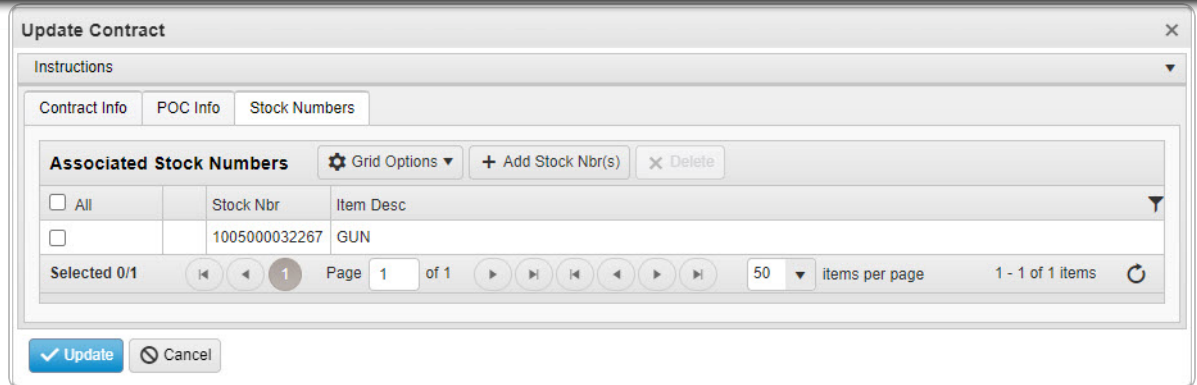
Cancel

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.*





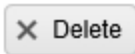
## Help Reference Guide



### 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.





## Help Reference Guide

Update Contract

Instructions

Contract Info

POC Info

Stock Numbers

Contract

Admin

Issuing

Property Admin

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

✓ Update

⊗ Cancel

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

A.

**OR**

Verify the information in the Admin POC Details section.





## Help Reference Guide

Update Contract

Instructions

Contract Info

POC Info

Stock Numbers

Contract

Admin

Issuing

Property Admin

Admin

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

✓ Update

⊗ Cancel

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.





## Help Reference Guide

Update Contract

Instructions

Contract Info

POC Info

Stock Numbers

Contract

Admin

Issuing

Property Admin

Issuing

DoDAAC

POC Details

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address


State

Zip Cd

Add / Edit Remarks

Update

Cancel

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.







## Help Reference Guide

Update Contract

Instructions

Contract Info

POC Info

Stock Numbers

Contract

Admin

Issuing

Property Admin

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

Update

Cancel

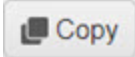
- A. Select . The revised Contract is saved, and the row appears green in the Contract results grid.






# Copy a Contract

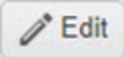
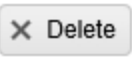
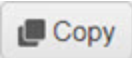

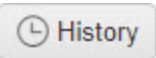
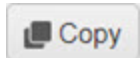
## Navigation

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.

1. Click ☐ to select the desired entry. The Contract is highlighted, and  Edit,  Delete,  Copy,  Attachments, and  History become available.
2. Select  Copy. 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

N - Non DoD

\* Contractor

1BCD5 - BPG TEST

\* Contract Nbr

SPECWA45ABCDE

Non-DoD Contract Nbr

ABC123DEF456G

Contract Desc

BPG Test

Divry Order Nbr

Start Dt



Expiration Dt

☒ Manage Stock Nbrs

[Add / Edit Remarks](#)

✓ Add

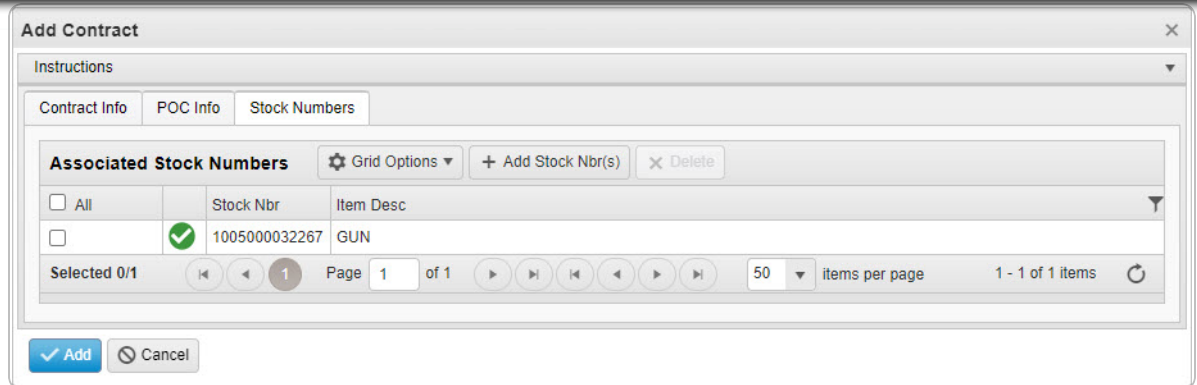
⊘ Cancel

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.*






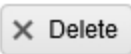
## Help Reference Guide




### 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.





## Help Reference Guide

Add Contract

Instructions

Contract Info

POC Info

Stock Numbers

Contract

Admin

Issuing

Property Admin

POC Details

Contact Point

Pidge Contract

Phone Nbr

555-1212

DSN Nbr

555-1221

Fax Nbr

555-1212

Email Address

no-reply@nowhere.com

Country

US - UNITED STATES OF AMERICA

Address Line 1

123 ABC Drive

Address Line 2

City

Anywhere

State

NY - New York


Zip Cd

12345

[Add / Edit Remarks](#)

✓ Add

⊗ Cancel

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

A.

**OR**

Verify the information in the Admin POC Details section.





## Help Reference Guide

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

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

a.

**OR**

Verify the information in the Issuing POC Details section.





## Help Reference Guide

Add Contract

Instructions

Contract Info

POC Info

Stock Numbers

Contract

Admin

Issuing

Property Admin

Issuing

DoDAAC

SPECWA

POC Details

Contact Point

Pidge Issuing

Country

US - UNITED STATES OF AMERICA

Phone Nbr

555-1212

Address Line 1

123 ABC Place

DSN Nbr

555-1212

Address Line 2

Fax Nbr

555-1212

City

Wherever

Email Address

nowhere@no-reply.com

State

NY - New York

Zip Cd

12345

Add / Edit Remarks

✓ Add

⊗ Cancel

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.







## Help Reference Guide

**Add Contract**

Instructions

Contract Info   POC Info   Stock Numbers

**Contract**

Admin

Issuing

Property Admin

**POC Details**

**Contact Point**  
Pidge PA

**Country**  
US - UNITED STATES OF AMERICA

**Phone Nbr**  
555-1212

**Address Line 1**  
123 ABC Blvd

**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

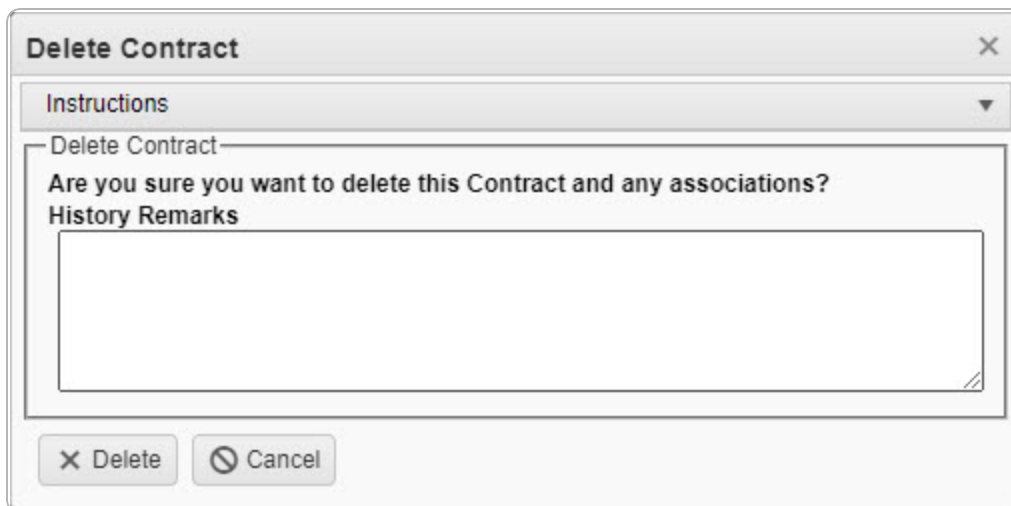
MASTER DATA MGMT > Contract > ☐ (desired record) >  > Delete Contract pop-up window

## Procedures

### Delete a Contract

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

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



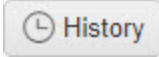
3. Select . *The Contract record is removed.*






# View the Contract History

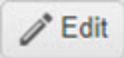
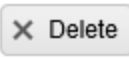
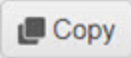

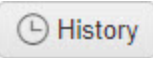
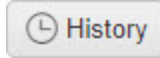
## Navigation

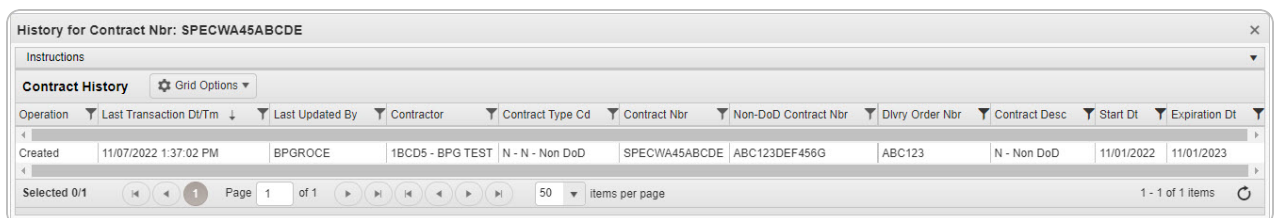
MASTER DATA MGMT > Contract > ☐ (desired record) >  History > History for CONTRACT NBR pop-up window

## 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.



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

