Contractor Overview

Overview

The Materiel Management/Inventory Control Point module Contractor process provides the ability to add, update or delete a Contractor record. The Contractor Record is stored at the Program Management level, and the one record is used throughout the Materiel Management and Warehouse Management modules. Therefore the records must be unique throughout DPAS.

> **Note**
>
> Some search fields provide **Intellisense** i , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic i preceding the field name.

Navigation

MASTER DATA MGMT > Contractor > Contractor page

Procedures

Search for a Contractor

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *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 ▲

| *i* CAGE Cd | All | *i* DoDAAC | All |
| *i* Corporation Name | All | *i* Division Name | All |

🔍 Search   ↻ Reset

2.   Select 🔍 Search . *The Search Results appear.*

| Contractor | ⚙ Grid Options ▼ | ➕ Add | ✏ Edit | ✖ Delete | 🕐 History |

☐ All	Corporation Name ▼	Division Name ▼	CAGE Cd ↑ ▼	DoDAAC ▼
☐	LEIDOS INC.	DPAS GROUP	0KEJ0	Q10001
☐	BPG LLC	BPG DIV-A2	BPG12	N00024
☐	FAKE LLC	MADE UP DIVISION	FAKE1	FK1234

Selected 1 |◄ ◄ Page 1 of 1 ► ►| |◄ ◄ ► ►| 50 ▼ items per page   1 - 3 of 3 items ↻

Add a Contractor

Navigation

MASTER DATA MGMT > Contractor > [+ Add] > Add Contractor pop-up window

Procedures

Add a Contractor

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

1. Select [+ Add]. *The* **Add Contractor** *pop-up window displays, with the Contractor Tab available.*

> **Add Contractor** ✕
>
> Instructions ▼
>
> Contractor | POC
>
> Contractor
> * CAGE Cd   DoDAAC
>
> * Corporation Name   Division Name
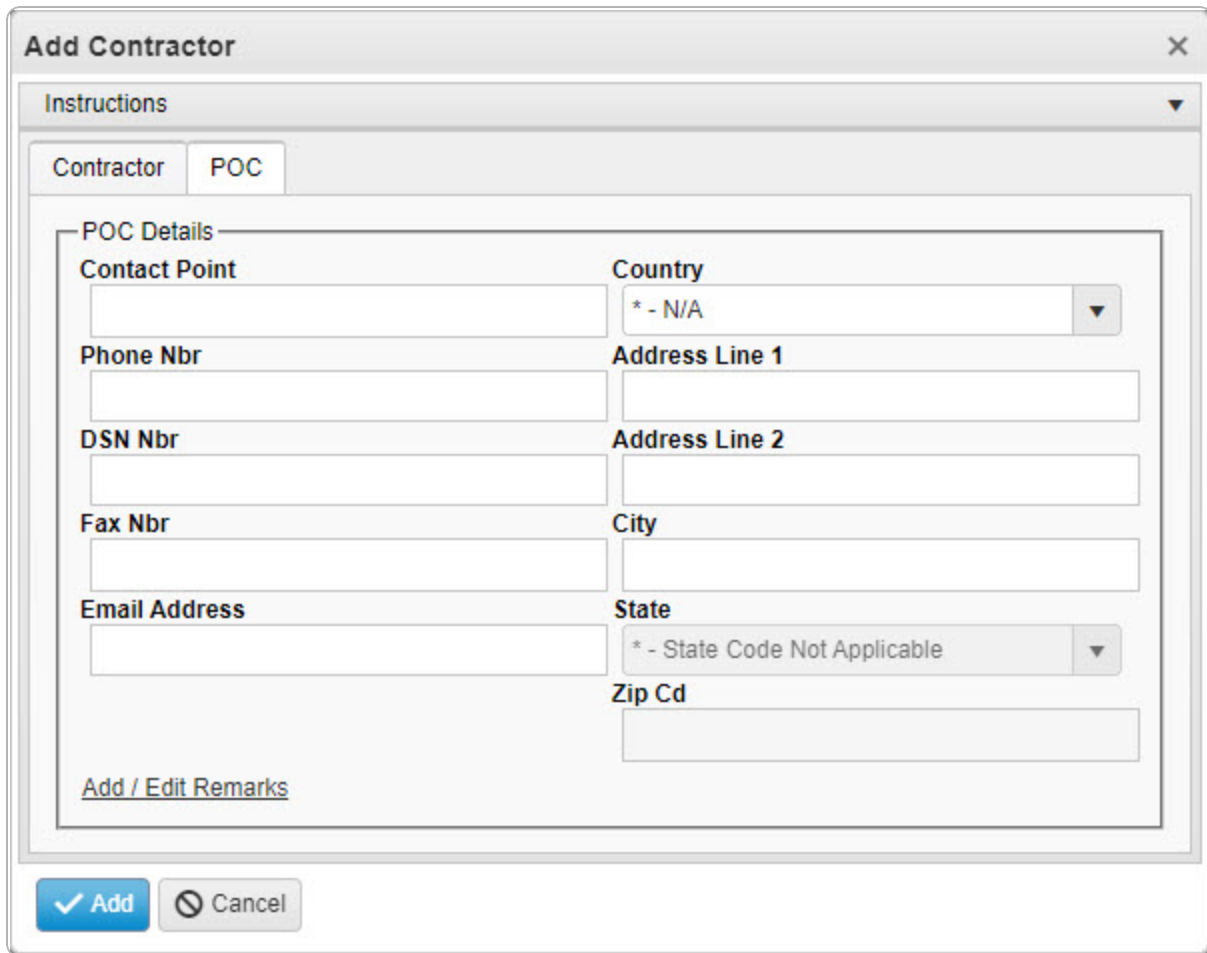>
> Add / Edit Remarks
>
> ✓ Add   ⊘ Cancel

2. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*

3. Enter the Corporation Name in the field provided. *This is a 50 alphanumeric character field.*

ODASD (Logistics) under A&S Sustainment

DPAS Helpdesk 1-844-843-3727

Select ✔ Add . *The new Contractor record is saved, and appears in the Contractor results grid.*

4.

OR

Select the POC Tab.

5. Select ✔ Add . *The new Contractor record is saved, and appears in the Contractor results grid.*

Update a Contractor
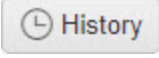
Navigation
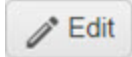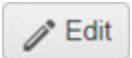
MASTER DATA MGMT > Contractor > ☐ (desired record) > [✎ Edit] > Update Contractor pop-up window

Procedures

Update a Contractor

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 Contractor is highlighted, and* [✎ Edit] , [✕ Delete] *, and* [⏱ History] *become available.*

2. Select [✎ Edit] . *The* **Update Contractor** *pop-up window displays, with the Contractor Tab available.*

Update Contractor ✕

| Instructions | ▼ |

| Contractor | POC |

Contractor

* CAGE Cd	DoDAAC
0KEJ0	Q10001

* Corporation Name	Division Name
LEIDOS INC.	DPAS GROUP

Add / Edit Remarks

✓ Update   ⊘ Cancel

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3. Update the CAGE CD, entering the revised code in the field provided. *This is a 5 alpha-numeric character field.*

4. Update the Corporation Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

Select ✓ Update . *The revised Contractor is saved, and the row appears green in the Contractor results grid .*

5.

OR

Select the POC Tab.

Update Contractor ✕

Instructions ▼

| Contractor | POC |

POC Details

Contact Point
BPG

Country
US - UNITED STATES OF AMERICA ▼

Phone Nbr
555-1212

Address Line 1
4640 E Trindle Rd

DSN Nbr

Address Line 2

Fax Nbr

City
Camp Hill

Email Address
bpg@bpg.com

State
PA - Pennsylvania ▼

Zip Cd
17011

Add / Edit Remarks

✔ Update   ⊘ Cancel

6. Select ✔ Update . *The revised Contractor is saved, and the row appears green in the Contractor results grid .*
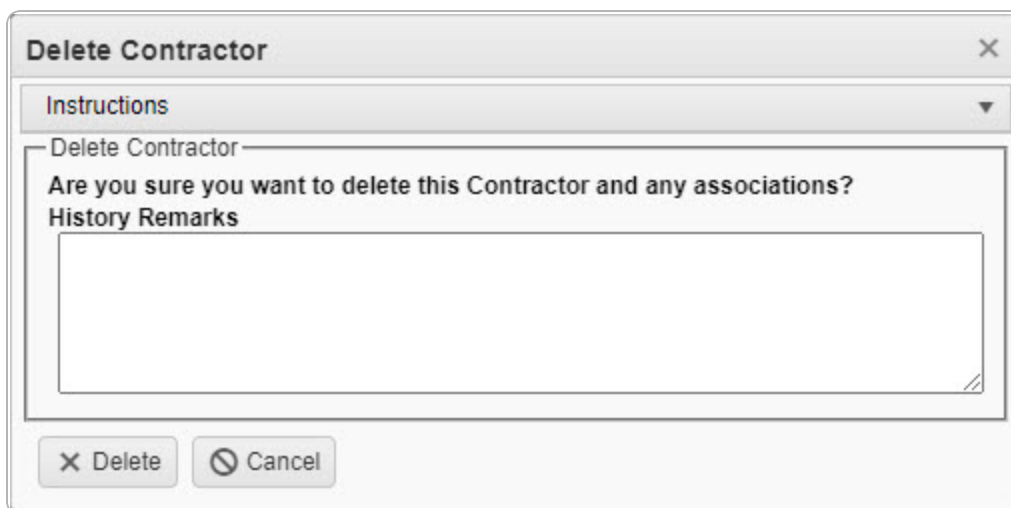
Delete a Contractor

Navigation

MASTER DATA MGMT > Contractor > ☐ (desired record) > [✕ Delete] > Delete Contractor pop-up window

Procedures

Delete a Contractor

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 Contractor is highlighted, and* [✎ Edit], [✕ Delete]*, and* [⏱ History] *become available.*

2. Select [✕ Delete]. *The* **Delete Contractor** *pop-up window appears.*

Delete Contractor   ✕

Instructions   ▼

┌─ Delete Contractor ──┐
│ Are you sure you want to delete this Contractor and any associations? │
│ History Remarks   │
│ ┌──┐ │
│ │   │ │
│ │   │ │
│ │   │ │
│ │   │ │
│ │   │ │
│ │   ◢ │ │
│ └──┘ │
└──┘
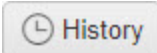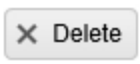
[✕ Delete]   [⊘ Cancel]

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3. Select [✕ Delete]. *The Contractor record is removed.*
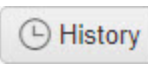
View the Contractor History
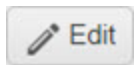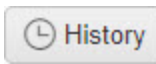
Navigation
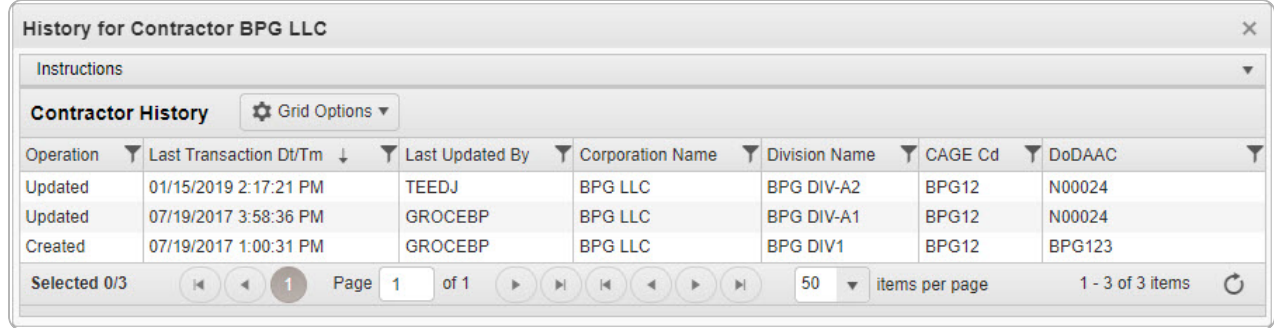
Procedures

View the Contractor History

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 Contractor is highlighted, and* [✎ Edit]*,* [✕ Delete]*, and* [⏱ History] *become available.*

2. Select [⏱ History] next to the desired entry. *The* **History for Contractor** *pop-up window appears.*

Operation	Last Transaction Dt/Tm ↓	Last Updated By	Corporation Name	Division Name	CAGE Cd	DoDAAC
Updated	01/15/2019 2:17:21 PM	TEEDJ	BPG LLC	BPG DIV-A2	BPG12	N00024
Updated	07/19/2017 3:58:36 PM	GROCEBP	BPG LLC	BPG DIV-A1	BPG12	N00024
Created	07/19/2017 1:00:31 PM	GROCEBP	BPG LLC	BPG DIV1	BPG12	BPG123

History for Contractor BPG LLC — Contractor History — Grid Options — Selected 0/3 — Page 1 of 1 — 50 items per page — 1 - 3 of 3 items

3. *The information regarding the contractor record automatically populates and is not editable.*

4. Select ✕. *The Contractor History pop-up window closes.*