

Search for a Contractor Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Contractor Inquiry process provides the ability to search for contractors.

Navigation

Inquiries > Master Data > Contractor > Contractor Inquiry Search Criteria page

Procedures

Search for a Contractor Inquiry – Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

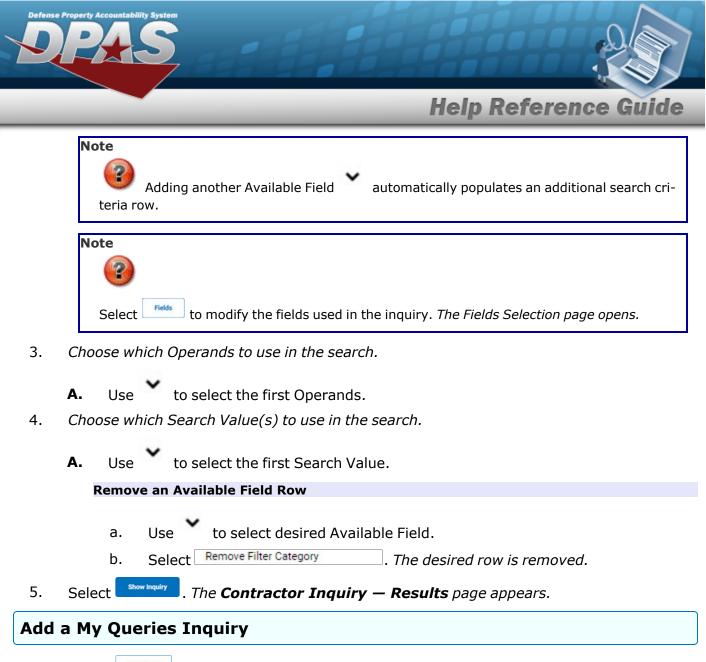
results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, choose which available field to use in the search.

My Queries				
Contractor Inquiry Searc		Search Value(s)		
*Cntrr Status Select an Item	= v	Active 🗸		
			Reset	Fields Show Inqui

- 2. Choose which Available Field(s) to use in the search.
 - **A.** The first Available Field(s) option (CNTRR Status) automatically populates and is not editable.





1. Select <u>New Query</u>. The page refreshes, and My Queries changes from a drop-down field to a text field.



fense P	Property Accountability System					2
		_	_	Help I	Referen	ce Guide
	My Queries	7				
	Contractor Inquiry Search	n Criteria Operands	Search Value(s)			
	*Cntrr Status Select an Item	• •	Active			
	Enter the Query N Select Add Query . 7	lame in the field The Query and th				
	added to My Quer	-	ouery to disrega	ard the Query.		2
	OR Select Show Inquiry.	The Contracto	r Inquiry — R	Results page a	appears.	

Select a My Queries Inquiry

1. Use to select the desired saved query. *The page refreshes, and the selected query information appears in the search criteria grid.*



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Defense	e Property Accountability System	
	Help Reference	Guide
	My Queries Wew Query Contractor Inquiry Search Criteria	
	Available Field(s) Operands Search Value(s) *Cntrr Status = Active Select an Item V V	
	Reset	Fields Show Inquiry
2.	OR Select show inquiry. The Contractor Inquiry — Results page appears.	
Upda 1.	ate a My Queries Inquiry Use to select the desired saved query. The page refreshes, the search cr change, and <u>New Query</u> is joined by <u>Update Query</u> and <u>Delete Query</u> . The selected query appears in the search criteria grid.	
	My Queries Test 2 New Query Update Query Delete Query	
	Contractor Inquiry Search Criteria Available Field(s) Operands Search Value(s) *Cntrr Status Active Select an Item ✓ ✓ ✓ ✓	
	Reset	Fields Show Inquiry



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Defense	e Property Accountability System			
_	Help Refer	enc	e G	uide
2.	Select Update Query . The query information is updated.			
2	Select Fields . The Contractor Inquiry — Select Fields page appear	s.		
3.	OR			
	Select Show Inquiry . The Contractor Inquiry — Results page appears.			
Dele	ete a My Queries Inquiry			
1.	Use to select the desired saved query. The page refreshes, and update Query and lette Query. The selected query information appears in the grid.	New Query	2	oined by iteria
	My Queries			
	Test 2			
	New Query Update Query Delete Query			
	Contractor Inquiry Search Criteria			
	Available Field(s) Operands Search Value(s) *Cntrr Status • = •			
	Select an Item			
		Reset	Fields	Show Inquiry
2.	Select Delete Query . The query information is removed.			
Revi	se the Fields for the Inquiry			

Select Fields . The Contractor Inquiry — Select Fields page appears.



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Search for a Contractor Inquiry – Results

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Show Inquiry > Contractor Inquiry Search Results page

Procedures

Export the Contractor Inquiry Results

Cancel

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

1. Select 🖾 🗸 to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*

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Note

To reach the optional fields, refer to the Contractor Inquiry — Field Selection page.

2. Select

. The **Search for a Contractor Inquiry – Criteria** page appears.





Search the Results

- 1. Select the empty field Find | Next
- 2. Enter the characters or words to search. *Entries are not case sensitive.*
- 3. Select Find to search for the entry. *The entry appears highlighted in the file.*
- 4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the Contractor Detail

Select the desired Contractor row. *The Contractor Inquiry Detail – Basic page appears.*





Select Fields for the Contractor Inquiry

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Fields > Contractor Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting.







Contraction (n Excel File				Extract Text, Comma Sepa	uted File	
Cetter	n lel				Privacy Type	Private	v
Select	ions [*	New Selection	List			
0	Field	Field Description					
2	Acts/ UIC	Accountable Unit Identification UIC to consolidate data for ac	n Code - The UIC of the Countrability and account	w organization that is in sunting system reports	assigned management responsibility for property belonging g purposes.	to a specific unit organization, or activi	ty Multiple UICs may be grouped under an Acco
8	Site Id	The active Site id the user has	access to.				
	Agency Cd	indicates the agency code and	d name.				
8	Agency Name	The name assigned to the age	ency.				
8	CAGE Cd	Controlling activities including specifications standards then	p manufacturers, vero naelves.	fors, and government a	gencies that control the development of specifications/sta	ndards, control the design, or manufacts	ue items of supply, sometimes control the
8	Phone Nbr	Contractor Phone Number					
	Division Name	Contractor Division Name					
	DODAAC	A distinctive six-position code	assigned to identify	specific units, activities	s, and organizations, non-DcD and contract activities engag	ed in the requisitioning receiving, and b	lling of materiel.
8	Order Name	The name of the Contractor					
	Address 1	Address of the Contractor.					
8	Address 2	Second Address of the Control	N704				
8	City	The name of the Dity where th	e Contractor is locat	ed.			
8	State Cd	The State where the contracto	or is located.				
8	ZIP-Cd	The Zo Cd where the contract	tor is located				
8	Courtey Cd	The name of the Country whe	re the Contractor is k	scated.			
8	DON	Defense Switched Network					
8	E-Mail Address	Electronic Mail Address of the	e Contraction				
8	FAX Nor	Contractor FAX Number.					
8	Tian Cd	This code identifies the type of	of transaction process	iel.			
8	Extend By	The name of the entity inserts	ng this low				
8	Evited De	The date this row was incerted	d into the detabase.				
8	Last Tren Dt	Date when the last transaction	n took place. Automa	tically assigned by the	system.		
8	Last Up the By	Last Updated By (user id)					
8	Renatio	A text field available to record	flocal information/ie	ason for change to reco	ord.		
8	Oren Status	Flag signifies that the Contact	tor is Active or Delete	a C			

1. Select **Fields**. The **Contractor Inquiry** page appears.

- **2.** Choose the desired file type:
 - Click C to select Extract Excel File. *The extracted file on the* **View Inquiry Extract** *page is an .XLS file.*

OR

Click C to select Extract Text, Comma Separated File. *The extracted file on the* **View Inquiry Extract** page is a .CSV file.







- 3. Enter an unique identifier in the Extract ID field provided. *This adds the identifier to the link on the View Inquiry Extract page, and does not change the file name.*
- 4. Use to select the Privacy Type.

Add a Selection List

1. Select New Selection List . The page refreshes, and Selections changes from a drop-down field to a text field.

	ation Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable
	ation Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable
	r accountability and accounting system reporting purposes.
Site Id The active Site Id the user ha	has access to.

Note		
Select sions and re	2	at any time from this point of the procedure removes all revi- ons to a drop-down field.

2. Select Add Selection List . The page refreshes, and the selected list is added. Add Selection List is replaced by Update Selection List and Delete Selection List .

Select for small volumes of data. *The Contractor Inquiry — Results page appears.*

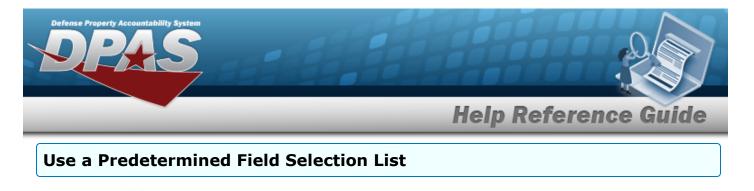
3.

OR

Select for large volumes of data. *The Contractor Inquiry Transaction Status* page appears.







1. Use

to display the Selection List.

Selec	tions	✓ New Selection List
	Field	Field Description
	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
	Site Id	The active Site Id the user has access to.
	Agency Cd	Indicates the agency code and name.
•		
		Cancel Reset Submit Show Inquiry

Select for small volumes of data. *The Contractor Inquiry – Results page appears.*

2.

OR

Select **submit** for large volumes of data. *The Contractor Inquiry Transaction Status* page appears.

Update a Selection List

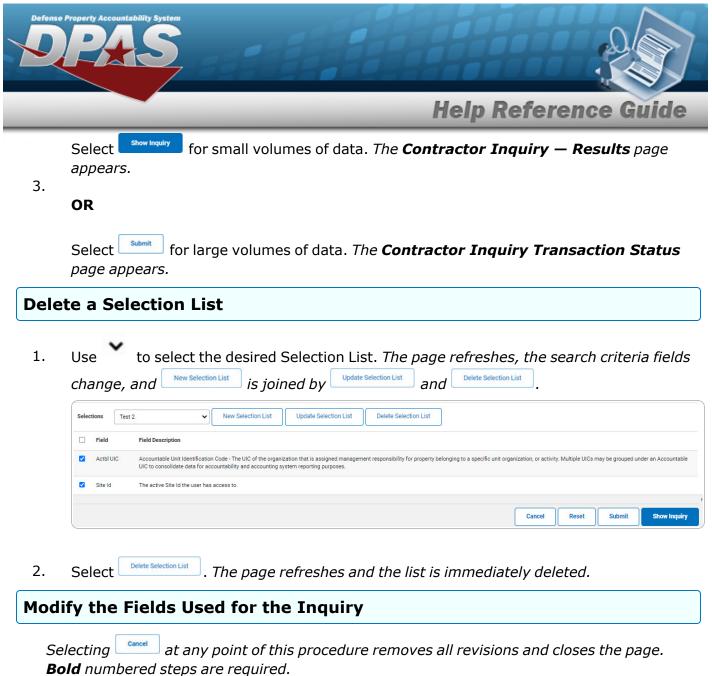
1. Use to select the desired Selection List. The page refreshes, the search criteria fields change, and New Selection List is joined by Update Selection List and Delete Selection List

Selections	Test 2	New Selection List	Update Selection List	Delete Selection List			
Field	Field Description						
Actbl U		entification Code - The UIC of the orç lata for accountability and accountin		ment responsibility for property belongi	ng to a specific unit organization, or activ	vity. Multiple UICs may be group	oed under an Accour
Site Id	The active Site Id the	e user has access to.					

2. Select Update Selection List . The page refreshes.







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.



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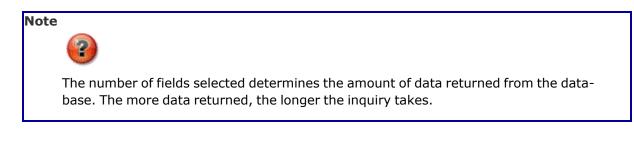
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Select	ions	v	New Selection	Uit			
0	Field	Field Description					
	Actol UIC	Accountable Unit Identificatio UIC to consolidate data for ac	n Code - The UIC of s countability and acc	the organization that is ounting system report	s assigned management responsibility for property belongir ting purposes.	rg to a specific unit organization, or activi	ty Multiple UICs may be grouped under an Accord
	Site Id	The active Site id the user has	access to.				
	Agency Cd	Indicates the apency code an	d name.				
8	Agency Name	The name assigned to the age	ency.				
8	CAGE Cd	Controlling activities including specifications/standards then		dors, and government	agencies that control the development of specifications ist	andards, control the design, or manufacts	ure items of supply, sometimes control the
	Phone Nbr	Contractor Phone Number					
8	Division Name	Contractor Division Name					
	DODAAC	A distinctive six-position code	e assigned to identify	specific units, activity	es, and organizations, non-DoD and contract activities enga	ged in the requisitioning receiving, and bi	iting of material.
8	Critr Name	The name of the Contractor					
	Address 1	Address of the Contractor.					
	Address 2	Second Address of the Control	NTO.				
8	City	The name of the City where the	e Contractor is local	red.			
8	State Cd	The State where the contracts	or is located.				
8	ZIP-0d	The Zo Cd where the contract	nor is located				
8	Courtey Cd	The name of the Country whe	re the Contractor is	located.			
8	DON	Defense Switched Network					
8	E-Mail Address	Electronic Mail Address of the	e Contractor				
8	FAX Nor	Contractor FAX Number.					
•	Tien Cd	This code identifies the type of	of transaction proces	ied.			
8	Exted By	The name of the entity inserts	ing this row.				
8	Exted On	The date this row was incerted	d into the database				
8	Last Tran Dt	Date when the last transaction	n took place. Autom	etically assigned by th	e system.		
8	Last Up the By	Last Updated By (user id)					
8	Remarks	A text field available to record	local information/in	reson for change to re	cord.		
8	Critir Status	Flag signifies that the Contact	tor is Active or Delet	ed .			

1. Select Fields . The **Contractor Inquiry** page appears.

2. Select the fields required for the inquiry. *The first 25 fields are automatically selected*.







OR

Select for large volumes of data. *The Contractor Inquiry Transaction Status* page appears.







View the Contractor Inquiry Detail — Basic

Navigation

Inquiries > Master Data > Contractor > Search Criteria > show inquiry Inquiry Row hyperlink > Contractor Inquiry Detail — Basic page

Procedures

Export the Contractor Inquiry Detail – Basic

Cancel

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

1. Verify the Basic Detail tab.

I < (1 of 1 > ▷ ⓒ 屇 ~		Find Next
Contractor Det			
CAGE Cd	5XX84	DODAAC	
Cntrr Name	LOWES	Phone Nbr	
Division Name			
Address1	5500 CARLISLE PIKE	Address2	
City	MECHANICSBURG	State Cd	PA - Pennsylvania
ZIP Cd	17055	Country Cd	US - UNITED STATES OF AMERICA
E-Mail Address			
FAX Nbr			
Remarks			
Tran Cd	I - insert	Cntrr Status	Active
Last Tran Dt	04/06/2015	Last Updtd By	rebokb
Site Id	FUNC-2	Actbl UIC	N00018
Agency Cd	D2 - DEFENSE FINANCE AND ACCOUNTING SERVICE	Agency Name	DFAS
		7/2023 17:09	1 of 1
	For	Official Use Only	

- 2. Select 🖾 🗹 to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
- 3. Follow the prompts provided by the computer.







OR

Select the Contract tab. The **Contractor Inquiry Detail – Contract** page appears.

Search the Results

- 1. Select the empty field Find | Next
- 2. Enter the characters or words to search. *Entries are not case sensitive.*
- 3. Select Find to search for the entry. *The entry appears highlighted in the file.*
- 4. Select Next to find the next matching value. *This feature is available if multiple results are found.*







View the Contractor Inquiry Detail — Contract

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Search Results > Inquiry Row hyperlink > Basic Detail > Contract tab > Contractor Inquiry Detail — Contract page

Procedures

Export the Contractor Inquiry Detail – Contract



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

1. Verify the Basic Detail tab.

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						Canad											

- 2. Select 🖾 🗹 to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
- 3. Follow the prompts provided by the computer.

Select Cancel . The **Contractor Inquiry — Criteria** page appears. 4. OR

Select the Basic tab. *The Contractor Inquiry Detail — Basic page appears*.

Search the Results

- 1. Select the empty field Find | Next
- 2. Enter the characters or words to search. *Entries are not case sensitive.*





4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

