Search for a Contractor — Criteria

Overview

The Maintenance and Utilization module Contractor process provides the ability to add, update or delete contractor information for personnel who receive Government-Furnished Property (GFP) or are responsible for warranties and manage entities that receive GFP assets by tracking furnished warranty, service, subscription and maintenance agreements.

Navigation

Master Data > Contractor >Contractor Search Criteria 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 of the following optional fields.

Search Criteria

Maint Activity / Owning UIC	BROOKS MA / BROOKS ⌄	DODAAC	
CAGE Cd			

[Reset] [Search] [Add]

2. Select [Search]. *The **Search for a Contractor — Results** page appears.*

Search Criteria

Maint Activity / Owning UIC
BROOKS MA / BROOKS

CAGE Cd
0JJH2

DODAAC
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Search Results

Update	Delete	Maint Activity	CAGE Cd	DODAAC	Contractor	Division Name	State	Country
Update	Delete	BROOKS MA	0JJH2	BAL310	MASN	HEADQUARTERS	Maryland	UNITED STATES OF AMERICA

Cancel   Add

Add a Contractor

Navigation

Master Data > Contractor > Search Criteria > Add > Contractor Add page

Procedures

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 a Contractor** page appears.*

Add

Maint Activity / Owning UIC	BROOKS MA / BROOKS
*CAGE Cd	
*Contractor	
*Address 1	
Address 2	
*City	
*State	
*ZIP Cd	
*Country Cd	

DODAAC	
Division Name	
FAX Nbr	
E-Mail Address	
Contractor Phone Nbr	
Remarks	
History Remarks	

Cancel   Add

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

    B.   Enter the Contractor in the field provided. *This is a 50 alphanumeric character field.*

    C.   Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*

    D.   Enter the City in the field provided. *This is a 22 alphanumeric character field.*

    E.   Use ⌄ to select the State.

F. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

G. Use ˅ to select the Country Cd.

2. Select Add . *The **View the Contractor Transaction Status** page appears.*

Update a Contractor

Navigation

Master Data > Contractor > Search Criteria > [Search] > Search Results > Update hyperlink > Contractor Update page

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. Select the Update hyperlink. *The **Update a Contractor** page appears.*

Update

Maint Activity / Owning UIC	BROOKS MA / BROOKS	DODAAC	
*CAGE Cd	12345	Division Name	
*Contractor	TEST	FAX Nbr	
*Address 1	123 TEST AVENUE	E-Mail Address	
Address 2		Contractor Phone Nbr	
*City	MECHANICSBURG	Remarks	
*State	PA-Pennsylvania		
*ZIP Cd	17055	History Remarks	CONTRACTOR HAS BEEN RE-ADDED
*Country Cd	US-UNITED STATES OF AMERIC.		

[Cancel] [Update]

    A.   *Verify the CAGE CD.*

> **Note**
>
> The **CAGE CD** cannot be updated. If the CAGE CD was entered in error, the incorrect Contractor record must be deleted and a new record created.

    B.   Update the Contractor, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

    C.   Update the Address 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

    D.   Update the City, entering the revised location in the field provided. *This is a 22 alpha-numeric character field.*

    E.   Update the State, using ⌄ to select the desired state.

    F.   Update the ZIP CD, entering the desired code in the field provided. *This is a 10 alpha-numeric character field.*

    G.   Update the Country Cd, using ⌄ to select the desired code.

2.   Select [Update]. *The **View the Contractor Transaction Status** page appears.*

Delete a Contractor

Navigation

Master Data > Contractor > Search Criteria > Search > Search Results > Delete hyper-link > Contractor Delete page

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. Select the Delete hyperlink. *The **Delete a Contractor** page appears.*

To complete delete action, select Delete; otherwise, select Cancel

Delete

Maint Activity / Owning UIC	BROOKS MA / BROOKS	DODAAC
*CAGE Cd	98765	Division Name
*Contractor	TEST 2	FAX Nbr
*Address 1	12345 TEST LANE	E-Mail Address
Address 2		Contractor Phone Nbr
*City	MECHANICSBURG	Remarks
*State	PA-Pennsylvania	History Remarks
*ZIP Cd	17055	
*Country Cd	US-UNITED STATES OF AMERICA	

Cancel   Delete

   1. *Verify the CAGE CD.*

   2. *Verify the Contractor.*

3. *Verify the Address 1.*

4. *Verify the State.*

5. *Verify the ZIP CD.*

6. *Verify the COUNTRY CD.*

2. Select [Delete]. *The* **View the Contractor Transaction Status** *page appears.*