



# Search for a WRNTY/SVC/SUBSCRIPTION — Terms/COND — Criteria

## **Overview**

The Property Accountability module Warranty/Service/Subscription — Terms/Conditions Search Criteria process provides the ability to create, update, and delete warranties, extended warranties, services and subscription information.

## **Navigation**

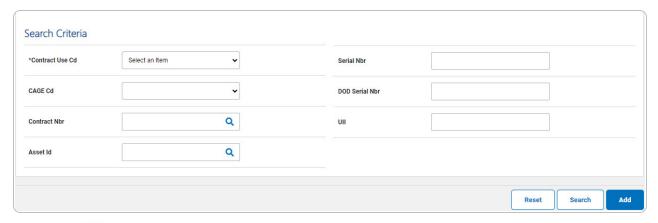
MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > WRNTY/SVC/SUBSCRIPTION — Terms/COND Search Criteria page

## **Procedures**

### Search for a WRNTY/SVC/SUBSCRIPTION — Terms/COND

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. **Bold** numbered steps are required.

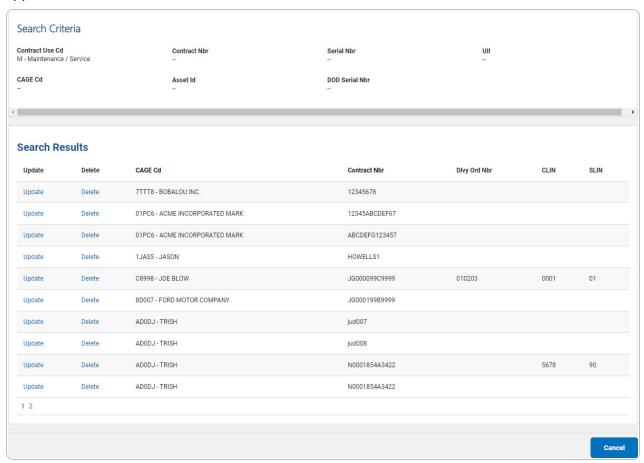
1. In the Search Criteria box, narrow the results by entering one of the following optional fields.



Use to select the Contract Use Cd. *The choices for the CAGE CD depend upon this code.* 



2. Select search . The Wrnty/Svc/Subscription — Terms/Cond Search Results page appears.







# Add a WRNTY/SVC/SUBSCRIPTION — Terms/COND

## **Navigation**

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > WRNTY/SVC/SUBSCRIPTION — Terms/COND Add page



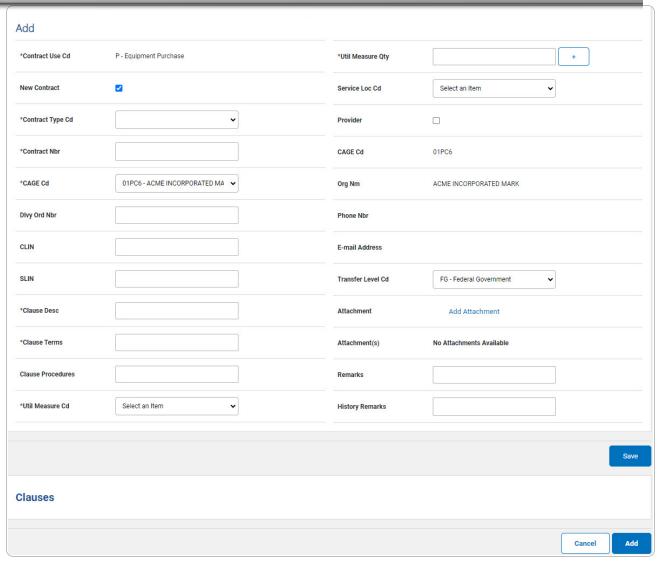
## **Procedures**

## Add a WRNTY/SVC/SUBSCRIPTION — Terms/COND

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

- **1.** Use to select the Contract Use Cd.
- 2. Select . The Wrnty/Svc/Subscription— Terms/Cond Add page appears.





- **A.** The Contract Use CD automatically populates and is not editable.
- **B.** Click ✓ to select the New Contract. When selected (✓), indicates the added contract is a new contract. Deselect to indicate the contract is not new.
- **C.** Use to select the Contract Type Cd.
- **D.** Enter the CONTRACT NBR in the field provided. This is a 50 alphanumeric character field.
- **E.** Use to select the CAGE Cd.



- **F.** Enter the CLAUSE DESC in the field provided. *This is a 1,024 alphanumeric character field.*
- **G.** Enter the Clause Terms in the field provided. *This is a 8 alphanumeric character field.*
- H. Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.



I. Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

#### Note

When the CONTRACT USE CD is P - Equipment Purchase, the START DT and END DT fields do not appear.

- **J.** Use to select the Util Measure Cd.
- **K.** Enter the UTIL MEASURE QTY in the field provided. *This is an 8 numeric character field.*



- **L.** Use to select the License Type.
- **M.** Enter the License QTY in the field provided. *This is a 9 numeric character field.*
- **N.** Enter the Cost Per License in the field provided. *This is a 18 numeric character field.*

### Note

The License Type, License QTY, and Cost Per License fields appear when the CONTRACT USE CD is L - Software License.

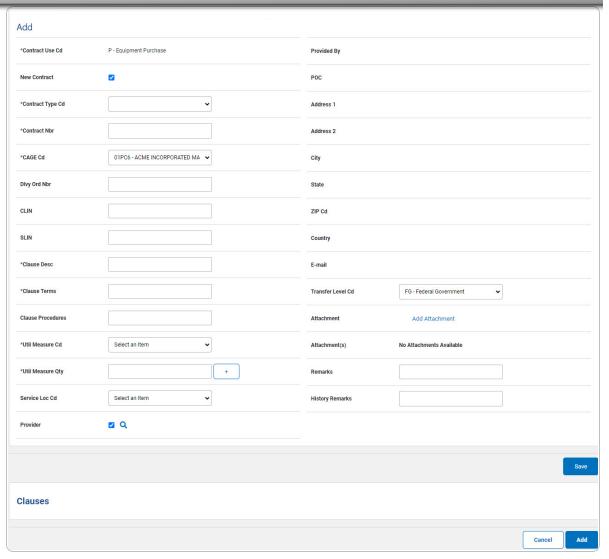




- **O.** Enter the Cost Amt in the field provided. *This is a 12 numeric character field.*
- P. Click  $\square$  to select the Provider. Checking this removes the CAGE CD, ORG NM, PHONE NBR, E-MAIL Address fields, and opens new fields.

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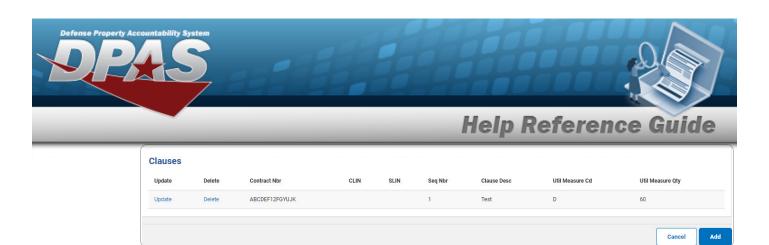




Note

The Add Attachments is provided in the Update process ONLY in the form of a .jpg, .jpeg, .gif or .pdf from a local workstation or shared drive. The maximum file size is 2MB.

Q. Select . The **Clauses** grid is populated with the information, and the fields above are reset.

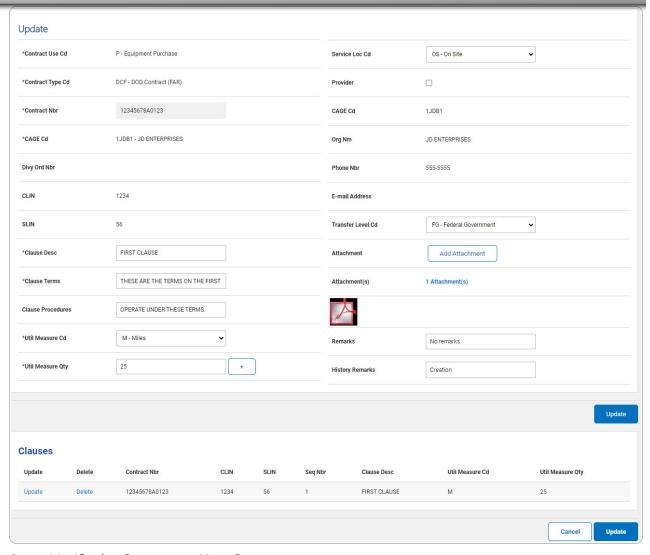


3. Select name appears. The Wrnty/Svc/Subscription — Terms/Cond Transaction Status page appears.

## **Update a Clause**

1. Select the Update hyperlink. The fields in the Update panel populate with the desired Clause information.





- **A.** Verify the Contract Use Cd.
- **B.** Verify the Contract Type Cd.
- **C.** Verify the Contract NBR.
- **D.** Verify the CAGE CD.
- **E.** Update the CLAUSE DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*
- **F.** Update the Clause Terms, entering the revised terms in the field provided. *This is an 8 alphanumeric character field.*





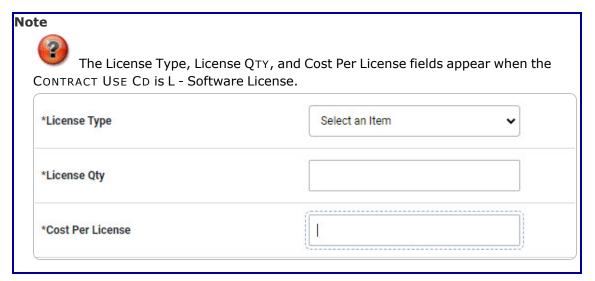
#### Note

When the CONTRACT USE CD is P - Equipment Purchase, the START DT and END DT fields do not appear.

- **G.** Update the Util Measure Cd, using to select the desired code.
- **H.** Update the UTIL MEASURE QTY, entering the revised amount in the field provided. *This is an 8 numeric character field.*

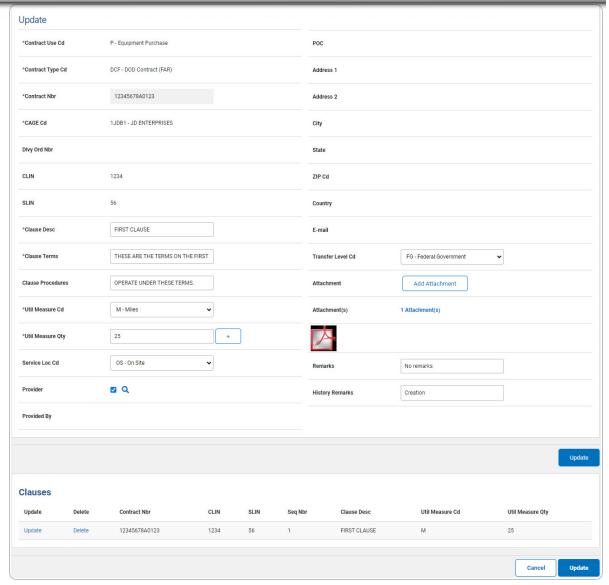


- **I.** Update the License Type, using to select the desired type.
- **J.** Update the License QTY, entering the revised amount in the field provided. *This is a 9 numeric character field.*
- **K.** Update the Cost Per License, entering the revised amount in the field provided. *This is a 18 numeric character field.*



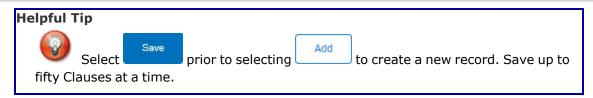
**L.** Update the Cost Amt, entering the revised quantity in the field provided. *This is a 12 numeric character field.* 





- M. Select Add Attachment . The Attachment Add page appears.
- N. Select . The **Clauses** grid is populated with the information, and the fields above are reset.





2. Select Populate . The Wrnty/Svc/Subscription — Terms/Cond Transaction Status page appears.

### **Delete a Clause**

- 1. Select the Delete hyperlink. The clause is instantly removed from the Clauses grid.
- 2. Select Page appears. The Wrnty/Svc/Subscription Terms/Cond Transaction Status



# **Update a Wrnty/Svc/Subscription — Terms/ Cond**

## **Navigation**

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > Search Results > Update hyperlink > WRNTY/SVC/SUBSCRIPTION — Terms/COND Update page

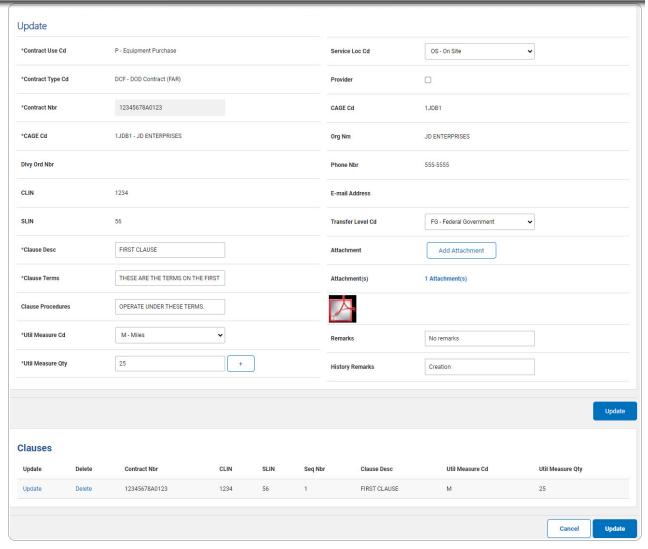
## **Procedures**

## **Update a Wrnty/Svc/Subscription — Terms/Cond**

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

1. Select the Update hyperlink. The **Wrnty/Svc/Subscription** — **Terms/Cond Update** page appears.





- **A.** Verify the Contract Use Cd.
- **B.** Verify the Contract Type Cd.
- **C.** Verify the Contract NBR.
- **D.** Verify the CAGE CD.
- **E.** Update the CLAUSE DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*
- **F.** Update the Clause Terms, entering the revised terms in the field provided. *This is an 8 alphanumeric character field.*

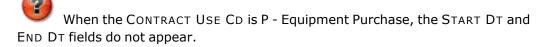


G. Update the START DT, using or entering the date (MM/DD/YYYY) in the field provided.



H. Update the END DT, using or entering the date (MM/DD/YYYY) in the field provided.

### Note



- **I.** Update the Util Measure Cd, using to select the desired code.
- **J.** Update the UTIL MEASURE QTY, entering the revised amount in the field provided. *This is an 8 numeric character field.*



- **K.** Update the Cost Amt, entering the revised quantity in the field provided. *This is a 12 numeric character field.*
- **L.** Update the License Type, using to select the desired type.
- **M.** Update the License QTY, entering the revised quantity in the field provided. *This is a 9 numeric character field.*
- **N.** Update the Cost Per License, entering the revised cost in the field provided. *This is a 18 numeric character field.*

### Note

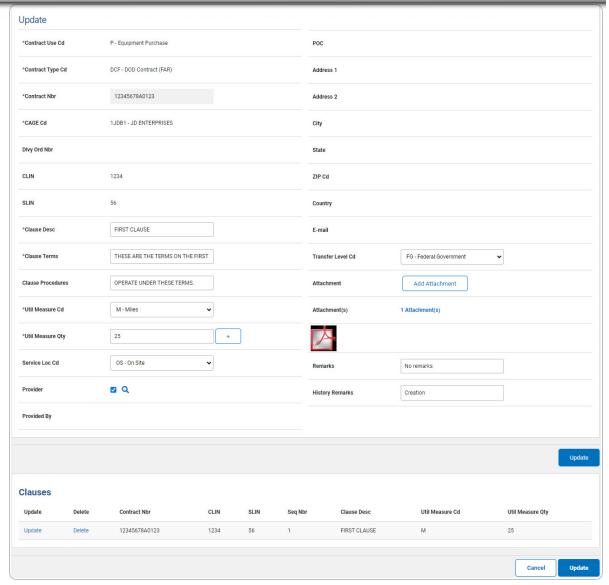
The License Type, License QTY, and Cost Per License fields appear when the CONTRACT USE CD is L - Software License.





O. Verify the Provider contains the appropriate  $\checkmark$  or  $\bigcirc$ . Checking this removes the CAGE CD, ORG NM, PHONE NBR, E-MAIL Address fields, and opens new fields.





- P. Select . The **Clauses** grid is populated with the information, and the fields above are reset.
- 2. Select Page appears. The Wrnty/Svc/Subscription Terms/Cond Transaction Status

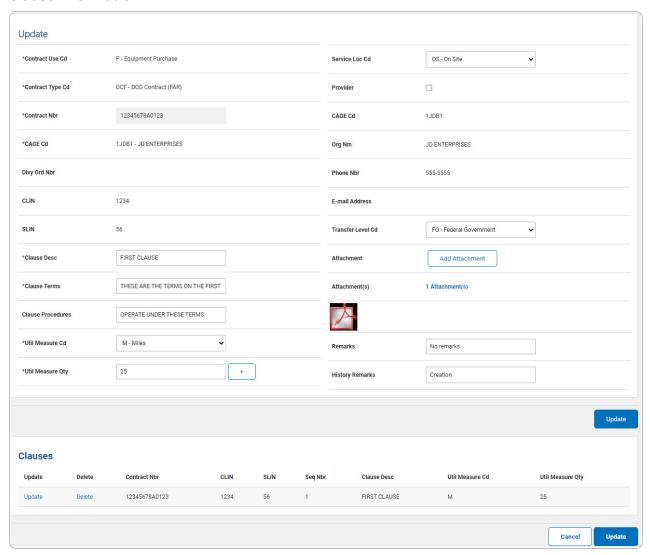
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## **Update a Clause**

1. Select the Update hyperlink. The fields in the Update panel populate with the desired Clause information.



- **A.** Verify the Contract Use Cd.
- **B.** Verify the Contract Type Cd.
- **C.** Verify the Contract NBR.
- **D.** Verify the CAGE CD.





- **E.** Update the CLAUSE DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*
- **F.** Update the Clause Terms, entering the revised terms in the field provided. *This is an 8 alphanumeric character field.*
- G. Update the START DT, using or entering the date (MM/DD/YYYY) in the field provided.



H. Update the END DT, using or entering the date (MM/DD/YYYY) in the field provided.

### Note

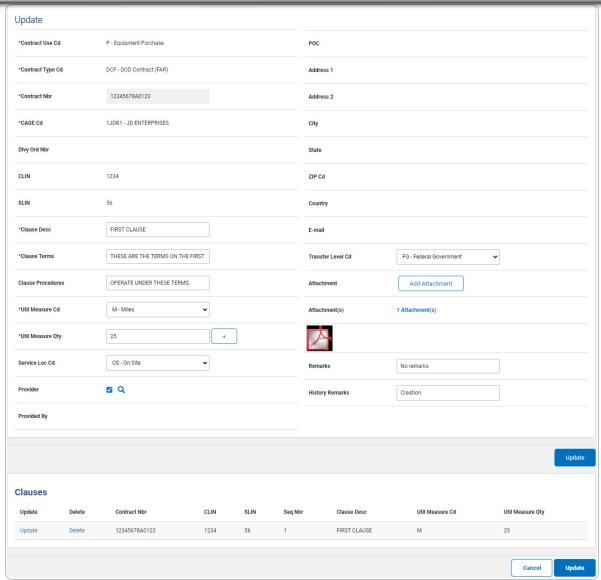
When the CONTRACT USE CD is P - Equipment Purchase, the START DT and END DT fields do not appear.

- **I.** Update the Util Measure Cd, using to select the desired code.
- **J.** Update the UTIL MEASURE QTY, entering the revised amount in the field provided. *This is an 8 numeric character field.*



- **K.** Update the Cost Amt, entering the revised quantity in the field provided. *This is a 12 numeric character field.*
- L. Verify the Provider contains the appropriate  $\checkmark$  or  $\bigcirc$ . Checking this removes the CAGE CD, ORG NM, PHONE NBR, E-MAIL Address fields, and opens new fields.

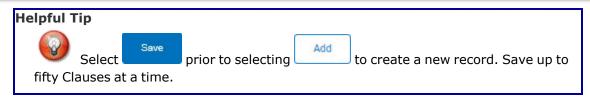




- M. Select Add Attachment . The Attachment Add page appears.
- N. Select . The **Clauses** grid is populated with the information, and the fields above are reset.

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2. Select Populate . The Wrnty/Svc/Subscription — Terms/Cond Transaction Status page appears.

### **Delete a Clause**

- 1. Select the Delete hyperlink. The clause is instantly removed from the Clauses grid.
- 2. Select Page appears. The Wrnty/Svc/Subscription Terms/Cond Transaction Status





## Delete a WRNTY/SVC/SUBSCRIPTION — Terms/COND

## **Navigation**

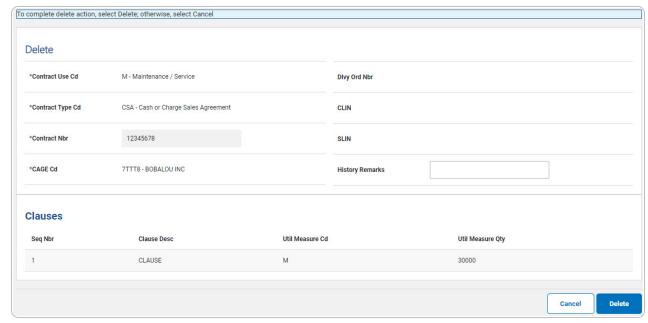
MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > Search Results > Delete hyperlink > WRNTY/SVC/SUBSCRIPTION — Terms/COND Delete page

## **Procedures**

## Delete a WRNTY/SVC/SUBSCRIPTION — Terms/COND

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

1. Select the Delete hyperlink. The **Wrnty/Svc/Subscription** — **Terms/Cond Delete** page appears.



- **A.** Verify the Contract Use Cd.
- **B.** Verify the Contract Type CD.



- **C.** Verify the Contract NBR.
- **D.** Verify the CAGE CD.