



Search for a Contract — Criteria

Overview

The Property Accountability module Contract process provides the ability to add, update or delete contract information. A contract is an agreement between the government and a manufacturer to supply equipment, parts, and/or services. Contracts must be associated with a contractor. Contractor information must be entered before any contracts are entered in DPAS.

Navigation

Master Data > Contract > Contract Search Criteria page

Procedures

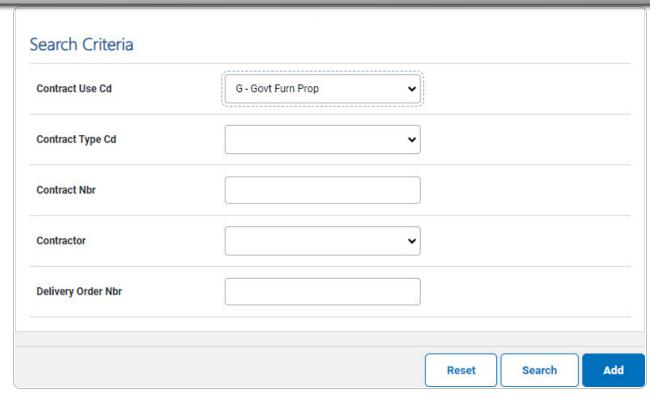
Search for a Contract

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.

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

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





Note

The CONTRACT NBR requirements vary based on the selected Contract Type CD.

2. Select Search Results page appears. Results display in the Search Results grid.







Contract Use Cd Contract Nbr Contractor Delivery Order Nbr G - Govt Furn Prop - Govt Furn Prop 9224213C0001 -- -- -- -- --

Contract Type Cd

DCF - DOD Contract (FAR)

Search Results

Update	Delete	Contract Nbr	Divry Ord Nbr	Contractor	CAGE Cd	DODAAC	Contract Start Dt	Contract End Dt
Update	Delete	H9224213C0001		ACME INC	0ACM1		06/01/2021	06/30/2025
Update	Delete	H9224213C0001		ACME INC	3D135		11/01/2012	11/01/2013

Cancel

Add





Add a Contract

Navigation

Master Data > Contract > Search Criteria > Contract Add page

Procedures

Add a Contract

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. Use to select the Contract Type Cd.
- 3. Enter the CONTRACT NBR in the field provided. This is a 23 alphanumeric character field.



4. Select . The **Contract Add** page appears.

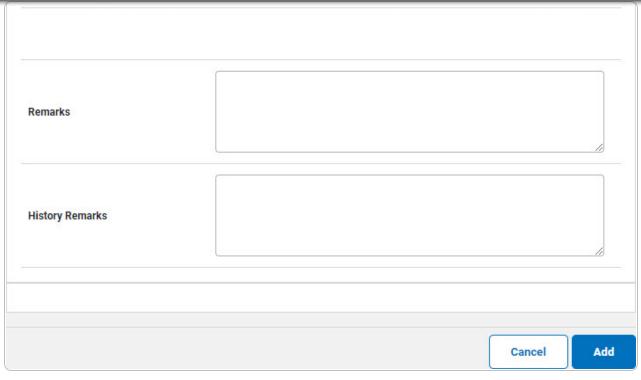
add		
Contract Use Cd	G - Govt Furn Prop	
*Contract Type Cd	DCF - DOD Contract (FAR)	
Contract Nbr	ABC12345DEF67	
Divy Ord Nbr		
Contractor	0ACM1 - ACME INC	
Contract Start Dt		
Contract End Dt		





*Issuing Ofc DoDAAC	
Issuing POC	
Issuing Phone Nbr	
Admn Ofc	
Admn Ofc Phone Nbr	
*Contract Admn DoDAAC	
Prop Admn	
Prop Admn Phone Nbr	
Prop Admn E-Mail Addr	
Attachment	Add Attachment





- **A.** The Contract Type CD automatically populates and is not editable.
- **B.** Enter the CONTRACT NBR in the field provided. This is a 50 alphanumeric character field.



- **c.** Use to select the Contractor.
- **D.** Use to select the Contract Start Dt, or enter the date (MM/DD/YYYY) in the field provided.
- **E.** Enter the Issuing Ofc DodaAC in the field provided. This is a 6 alphanumeric character field.
- **F.** Enter the Contract ADMN DODAAC in the field provided. *This is a 6 alphanumeric character field.*
- 5. Select . The **Contract Transaction Status** page appears.





Update a Contract

Navigation

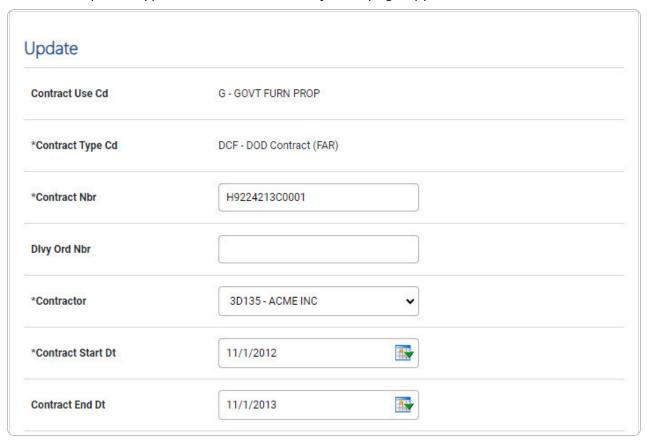
Master Data > Contract > Search Criteria > Update hyperlink > Contract Update page

Procedures

Update a Contract

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 **Contract Update** page appears.

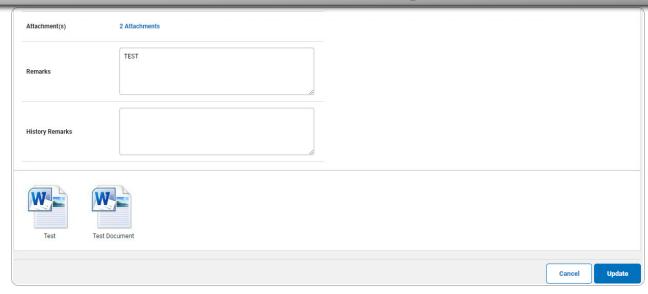




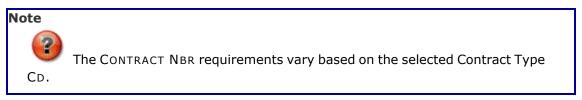


*Issuing Ofc DoDAAC	H92242	
Issuing POC		
ssuing Phone Nbr		
Admn Ofc		
Admn Ofc Phone Nbr		
*Contract Admn DoDAAC	HC1013	
Prop Admn		
Prop Admn Phone Nbr		
Prop Admn E-Mail Addr		
Attachment	Add Attachment	





- **A.** Verify the Contract Type Cd.
- **B.** Update the CONTRACT NBR, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*



- **C.** Update the Contractor, using to select the desired name.
- **D.** Update the Contract Start Dt, using or entering the date (MM/DD/YYYY) in the field provided.
- **E.** Update the Issuing OFC DoDAAC, entering the revised DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- **F.** Update the Contract ADMN DODAAC, entering the revised DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- 2. Select Update . The Contract Transaction Status page appears.





Delete a Contract

Navigation

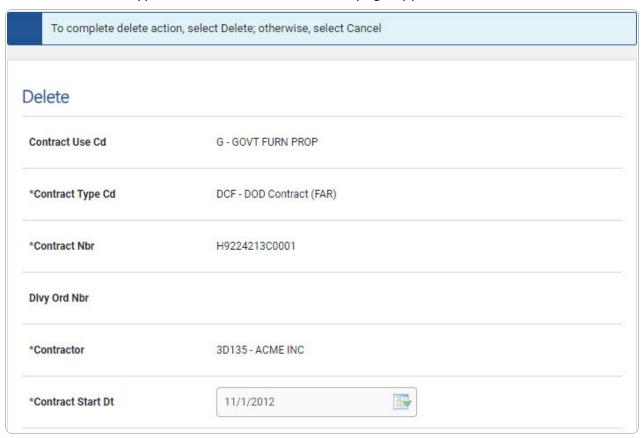
Master Data > Contract > Search Criteria > Search > Delete hyperlink > Contract Delete page

Procedures

Delete a Contract

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 **Contract Delete** page appears.







Contract End Dt	11/1/2013
*Issuing Ofc DoDAAC	H92242
Issuing POC	
Issuing Phone Nbr	
Admn Ofc	
Admn Ofc Phone Nbr	
*Contract Admn DoDAAC	HC1013
Prop Admn	
Prop Admn Phone Nbr	
Prop Admn E-Mail Addr	
Attachment	Add Attachment





- **A.** Verify the Contract Type Cd.
- **B.** Verify the Contract NBR.
- **C.** Verify the Contractor.
- **D.** Verify the Contract Start Dt.
- **E.** Verify the Issuing Ofc DodaAC.
- **F.** Verify the Contract ADMN DODAAC.
- 2. Select Delete . The Contract Transaction Status page appears.