



## 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.





## Help Reference Guide

### Search Criteria

Contract Use Cd

G - Govt Furn Prop

Contract Type Cd

Contract Nbr

Contractor

Delivery Order Nbr

Reset

Search

Add

#### Note



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

2. Select . The **Contract Search Results** page appears. Results display in the Search Results grid.





## Help Reference Guide

### Search Criteria

**Contract Use Cd**  
 G - Govt Furn Prop - Govt Furn Prop

**Contract Nbr**  
 H9224213C0001

**Contractor**  
 -

**Delivery Order Nbr**  
 --

**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
<a href="#">Update</a>	<a href="#">Delete</a>	H9224213C0001		ACME INC	0ACM1		06/01/2021	06/30/2025
<a href="#">Update</a>	<a href="#">Delete</a>	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 **Add**. The **Contract Add** page appears.

## Add

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**Contract Use Cd**                      G - Govt Furn Prop

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**\*Contract Type Cd**                      DCF - DOD Contract (FAR)

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**\*Contract Nbr**                             

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**Delv Ord Nbr**                               

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**\*Contractor**                                 ▼

---

**\*Contract Start Dt**                       

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**Contract End Dt**





## Help Reference Guide

\*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](#)





## Help Reference Guide

Remarks

History Remarks

- 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.*

### Note



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

- 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.

**Update**

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Contract Use Cd                      G - GOVT FURN PROP

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\*Contract Type Cd                      DCF - DOD Contract (FAR)

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\*Contract Nbr                     

---

Dlvy Ord Nbr                     

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\*Contractor                       ▼

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\*Contract Start Dt                     

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Contract End Dt





## Help Reference Guide

<b>*Issuing Ofc DoDAAC</b>	<input type="text" value="H92242"/>
<b>Issuing POC</b>	<input type="text"/>
<b>Issuing Phone Nbr</b>	<input type="text"/>
<b>Admn Ofc</b>	<input type="text"/>
<b>Admn Ofc Phone Nbr</b>	<input type="text"/>
<b>*Contract Admn DoDAAC</b>	<input type="text" value="HC1013"/>
<b>Prop Admn</b>	<input type="text"/>
<b>Prop Admn Phone Nbr</b>	<input type="text"/>
<b>Prop Admn E-Mail Addr</b>	<input type="text"/>
<b>Attachment</b>	<input type="button" value="Add Attachment"/>







## Help Reference Guide

Attachment(s) 2 Attachments

Remarks

History Remarks



 Test
  Test Document

- 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.*

### Note



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

- 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 . The **Contract Transaction Status** page appears.





# Delete a Contract

## Navigation

Master Data > Contract > Search Criteria >  > 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.

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

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**Delete**

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Contract Use Cd                      G - GOVT FURN PROP

---

\*Contract Type Cd                      DCF - DOD Contract (FAR)

---

\*Contract Nbr                              H9224213C0001

---

Divy Ord Nbr

---

\*Contractor                                3D135 - ACME INC

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\*Contract Start Dt





## Help Reference Guide

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







## Help Reference Guide

Attachment(s) 2 Attachments

History Remarks

Test Test Document

- 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  . The **Contract Transaction Status** page appears.

