

Search for a Contractor – Criteria

Overview

The Property Accountability module Contractor process provides the ability to add, update or delete contractor information for contractors receiving GFP.

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

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

Search Criteria

| | |
|-----------|-------------------------------------|
| Actbl UIC | <input type="text" value="N00018"/> |
| CAGE Cd | <input type="text"/> |
| DODAAC | <input type="text"/> |

- Use to select the Actbl UIC.



Help Reference Guide

2. Select . The **Contractor Search Results** page appears.

Search Criteria

| | | |
|----------------------------|-------------------------|---------------------|
| Actbl UIC N00018 | CAGE Cd 2DEF3 | DODAAC -- |
|----------------------------|-------------------------|---------------------|

Search Results

| Update | Delete | Actbl UIC | CAGE Cd | DODAAC | Contractor | Division Name | State | Country |
|------------------------|------------------------|-----------|---------|--------|----------------|---------------|--------------|-----------------------------|
| Update | Delete | N00018 | 2DEF3 | | PIDGE GROCE | | Pennsylvania | UNITED STATES OF AMERICA |



Add a Contractor

Navigation

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

Procedures

Add a Contractor

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

1. Select . The **Contractor Add** page appears.




Add

| | |
|--|---|
| Actbl UIC N00018 | *ZIP Cd <input style="width: 100%;" type="text"/> |
| *CAGE Cd <input style="width: 100%;" type="text" value="97531"/> | *Country Cd <input style="width: 100%;" type="text" value="▼"/> |
| *Contractor <input style="width: 100%;" type="text"/> | DODAAC <input style="width: 100%;" type="text"/> |
| *Address 1 <input style="width: 100%;" type="text"/> | Division Name <input style="width: 100%;" type="text"/> |
| Address 2 <input style="width: 100%;" type="text"/> | FAX Nbr <input style="width: 100%;" type="text"/> |
| *City <input style="width: 100%;" type="text"/> | E-Mail Address <input style="width: 100%;" type="text"/> |
| *State <input style="width: 100%;" type="text" value="▼"/> | Contractor Phone Nbr <input style="width: 100%;" type="text"/> |



Help Reference Guide

| | |
|--|----------------------|
| Remarks | <input type="text"/> |
| History Remarks | <input type="text"/> |
| <input type="button" value="Cancel"/> <input type="button" value="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 Code in the field provided. *This is a 10 alphanumeric character field.*
 - G. Use  to select the Country Cd.
2. Select . The **Contractor Transaction Status** page appears.





Update a Contractor

Navigation

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

Procedures

Update a Contractor

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 **Contractor Update** page appears.

Update

| | |
|--|--|
| <p>Actbl UIC N00018</p> <hr/> <p>*CAGE Cd TCLHR</p> <hr/> <p>*Contractor <input type="text" value="ABSOLUTE HOME SERVICES"/></p> <hr/> <p>*Address 1 <input type="text" value="858 WEST LOUTHER STREET"/></p> <hr/> <p>Address 2 <input type="text"/></p> <hr/> <p>*City <input type="text" value="CARLISLE"/></p> <hr/> <p>*State <input type="text" value="PA-Pennsylvania"/></p> | <p>*ZIP Cd <input type="text" value="17013"/></p> <hr/> <p>*Country Cd <input type="text" value="US-UNITED STATES OF AMERICA"/></p> <hr/> <p>DODAAC</p> <hr/> <p>Division Name <input type="text" value="COMMERCIAL"/></p> <hr/> <p>FAX Nbr <input type="text"/></p> <hr/> <p>E-Mail Address <input type="text"/></p> <hr/> <p>Contractor Phone Nbr <input type="text"/></p> |
|--|--|





Help Reference Guide

| | |
|-----------------|----------------------|
| Remarks | <input type="text"/> |
| History Remarks | <input type="text"/> |

- A. Verify the CAGE Cd.
 - 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 contact information 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 alphanumeric character field.*
 - E. Update the State, using to select the desired location.
 - F. Update the ZIP Code, entering the revised number in the field provided. *This is a 10 alphanumeric character field.*
 - G. Update the Country Cd, using to select the desired code.
2. Select . The **Contractor Transaction Status** page appears.



Delete a Contractor

Navigation

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

Procedures

Delete a Contractor

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 **Contractor Delete** page appears.*

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

| Delete | | | |
|-------------|-----------------|----------------------|-----------------------------|
| Actbl UIC | N00018 | *ZIP Cd | 17055 |
| *CAGE Cd | 1ABC2 | *Country Cd | US-UNITED STATES OF AMERICA |
| *Contractor | PIDGE GROCE | DODAAC | |
| *Address 1 | 4530 LENA DRIVE | Division Name | |
| Address 2 | | FAX Nbr | |
| *City | MECHANICSBURG | E-Mail Address | |
| *State | PA-Pennsylvania | Contractor Phone Nbr | |

| | |
|-----------------|---------------------------------------|
| Remarks | BPG TEST |
| History Remarks | <input type="text" value="BPG TEST"/> |



Help Reference Guide

- A. *Verify the CAGE Cd.*
- B. *Verify the Contractor.*
- C. *Verify the Address 1.*
- D. *Verify the City.*
- E. *Verify the State.*
- F. *Verify the ZIP Code.*
- G. *Verify the Country Cd.*

2. Select . The **Contractor Transaction Status** page appears.

