




# Browse for a Contract Number

## Overview


The Contract Number Browse pop-up window allows searching for stored contract numbers in the ELMS catalog.

## Navigation

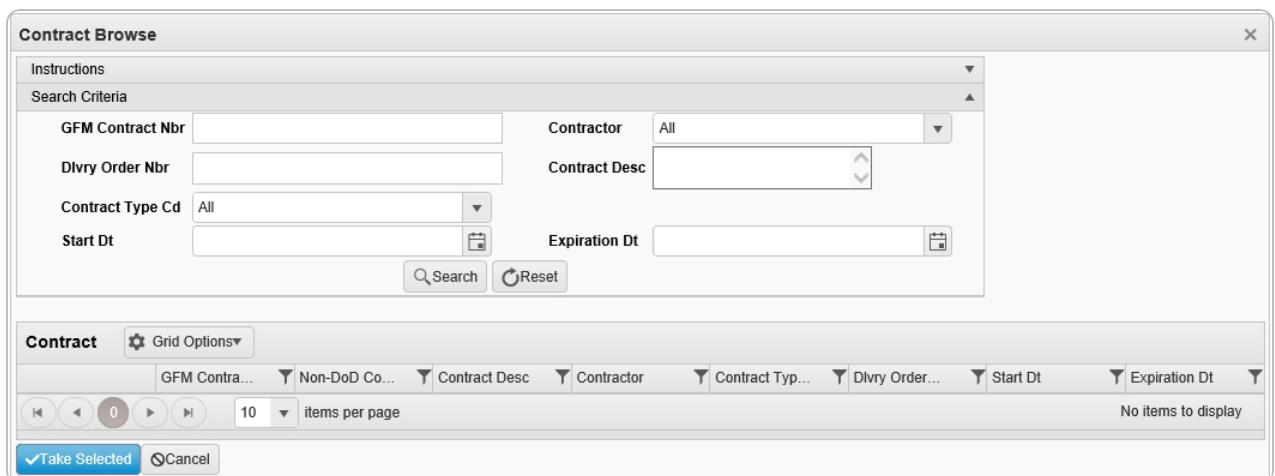
ELMS > VARIOUS PROCEDURAL STEPS >  > Contract Browse pop-up window

## Procedures

### Browse for a Contract Number

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. Select . The **Contract Browse** pop-up window appears.





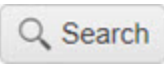


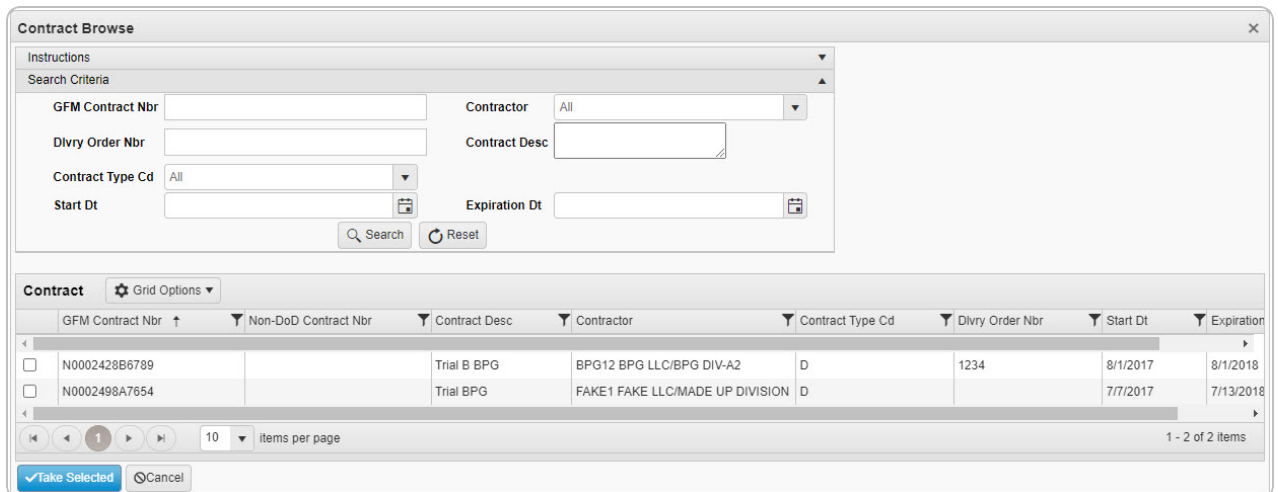
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.





## Help Reference Guide

- Enter the GFM CONTRACT NBR in the field provided. *This is a 15 alphanumeric character field.*
  - Use  to select the Contractor.
  - Enter the DLVY ORDER NBR in the field provided. *This is a 11 alphanumeric character field.*
  - Enter the Contract DESC in the field provided. *This is a 1,024 alphanumeric character field.*
  - Use  to select the Contract Type Cd.
  - Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
  - Use  to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Select  to begin the query. *Results display in the Contract Results Grid below.*



**Contract Browse**

Instructions

Search Criteria

GFM Contract Nbr

Contractor

Divry Order Nbr

Contract Desc

Contract Type Cd

Start Dt

Expiration Dt

**Contract**

	GFM Contract Nbr	Non-DoD Contract Nbr	Contract Desc	Contractor	Contract Type Cd	Divry Order Nbr	Start Dt	Expiration
<input type="checkbox"/>	N0002428B6789		Trial B BPG	BPG12 BPG LLC/BPG DIV-A2	D	1234	8/1/2017	8/1/2018
<input type="checkbox"/>	N0002498A7654		Trial BPG	FAKE1 FAKE LLC/MADE UP DIVISION	D		7/7/2017	7/13/2018

10 Items per page

1 - 2 of 2 Items

4. Click ☐ to select the desired contract. *The Contract record is highlighted.*
5. Select . *The pop-up window closes and the selected contract number appears in the previous screen.*

