



Adding Contractors (M&U)

Contractors are required to track Government Furnished Property (GFP) and assign the Warranty/Service/ Subscription (WSS) to assets.

1. In the M&U module, navigate to the **Master Data / Contractor** menu.
2. Accept the default or select the appropriate **Maint Activity/Owning UIC**.

Search Criteria	
Maint Activity / Owning UIC	MIDWEST MAINT / UIC003 <input type="button" value="v"/>
CAGE Cd	0XML5
DODAAC	
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

3. Enter the CAGE Cd OR DODAAC. To search for valid CAGE Cds, go to <https://cage.dla.mil/Search>. Once added, this field cannot be updated. If you add an invalid CAGE Cd, you must delete it and add a new contractor record with the corrected CAGE Cd.
4. Select the Add button.

5. Enter all the mandatory fields and any other additional contractor information you may have.
6. Select the Add button to complete the process.

Add			
Maint Activity / Owning UIC	MIDWEST MAINT / UIC003		
*CAGE Cd	0XML5	DODAAC	
*Contractor	MAINTENANCE AND REPAIR INC	Division Name	MAINTENANCE DEPT
*Address 1	2236 RIDGE AVE	FAX Nbr	
Address 2		E-Mail Address	MAINT@MARINC.COM
*City	WARREN	Contractor Phone Nbr	330-222-7788
*State	OH-Ohio <input type="button" value="v"/>		
*ZIP Cd	44483		
*Country Cd	US-UNITED STATES OF AMERICA <input type="button" value="v"/>		
Remarks			
History Remarks			
<input type="button" value="Add"/>		<input type="button" value="Cancel"/>	





Updating/Deleting Contractors (M&U)

Contractors cannot be deleted if there is an open contract.

1. In the M&U module, navigate to the **Master Data / Contractor** menu.
2. Accept the default or select the appropriate **Maint Activity/Owning UIC**.
3. Select the **Search** button.
4. The **Search Results** page displays. Select the *Update* hyperlink to revise a Contractor record, or the *Delete* hyperlink to remove a Contractor record.
5. If Updating: Enter your changes and select the **Update** button.
6. If Deleting: Verify Contractor data to delete and select the **Delete** button.

Search Criteria								
Maint Activity / Owning UIC			MIDWEST MAINT / UIC003			CAGE Cd		
DODAAC								
Search Results								
Update	Delete	Maint Activity	CAGE Cd	DODAAC	Contractor	Division Name	State	Country
Update	Delete	MIDWEST MAINT	0XML5		MAINTENANCE AND REPAIR INC	MAINTENANCE DEPT	Ohio	UNITED STATES OF AMERICA
Update	Delete	MIDWEST MAINT	1DT36		ACME AUTO SERVICE INC	AUTO SERVICE	Ohio	UNITED STATES OF AMERICA
Update	Delete	MIDWEST MAINT	3D578		ADOBE SOFTWARE		New York	UNITED STATES OF AMERICA
Update	Delete	MIDWEST MAINT	3LFK6		USA GOV PARTS LTD	HEADQUARTERS	Ohio	UNITED STATES OF AMERICA
Update	Delete	MIDWEST MAINT	4MSF2		MICROSOFT CORP		Washington	UNITED STATES OF AMERICA
Update	Delete	MIDWEST MAINT	62W12		DODGE TRUCKS		Michigan	UNITED STATES OF AMERICA
Update	Delete	MIDWEST MAINT	8M333		HYSTER	GOVT CONTRACTS	Kentucky	UNITED STATES OF AMERICA

Add
Cancel

