

# Adding a New Contract to the Contract Database

Depending on your company, Users may be able to add new contract information to the contract database. Some companies may require the information to be approved by a Company Admin and other companies may have a direct push from their ERP system to SpendLogic.

15 Steps [View most recent version](#) 

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Created by	Creation Date	Last Updated
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## STEP 1

### Click on Contract (Left-Hand Block)

Clicking on the Contract Left-Hand Block will bring up a pop-up window.

The screenshot shows a procurement form with a blue vertical bar on the left side. The form contains several input fields and a list of contract types on the right. The 'Contract' field is highlighted with a green border.

PO Number ⓘ	
Supplier Name ⓘ	Select Supplier
Contract	
Buyer Name	Global Karen (Global)
Manager Name	-
PO Type ⓘ	

- Duty-Free Entry Exemption (27) M Purcha
- Report of Intended Performance Outside the United States & Canada (25) Re Procur Agreen
- Consent from ACO regarding Waiver of United Kingdom Levies (26) DF back fl
- Statement of work (SOW), specification or drawings, or requirements (27) W is prop ...

## STEP 2

Select from the drop-down what type of contract your procurement is being placed against.

The screenshot shows a 'Contract' pop-up window with a close button (X) in the top right corner. The window contains a question and a dropdown menu.

What type of contract is this order being placed against?

Choose One

- Choose One
- Government Customer
- Inventory/Stock (Government)
- Indirect/Overhead (Non-Government)
- Non-Government Customer

Cancel

### STEP 3

#### Search for an existing contract.

You can search by Contract Number; Contract Description; Customer Name

Dashboard New Search Reports Import Report Workflows Help & Support

**Contract** [X]

What type of contract is this order being placed against? Government Customer [v]

Search existing contracts: Search contract number or description

Cancel Save

### STEP 4

#### If your contract does not appear, you can add the prime or higher-tier subcontract information

Dashboard New Search Reports Import Report Workflows Help & Support

**Contract** [X]

What type of contract is this order being placed against? Government Customer [v]

Search existing contracts: Search contract number or description

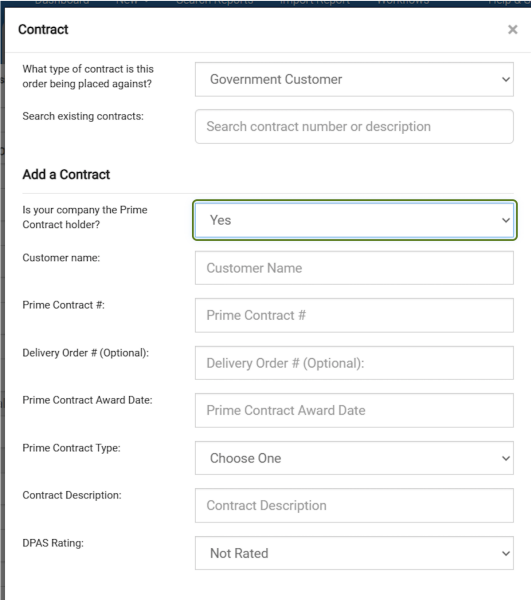
New OTA

New OTA  
+ Click to Add a Contract

Cancel Save

## STEP 5

### Is your company the Prime contract holder? YES or NO



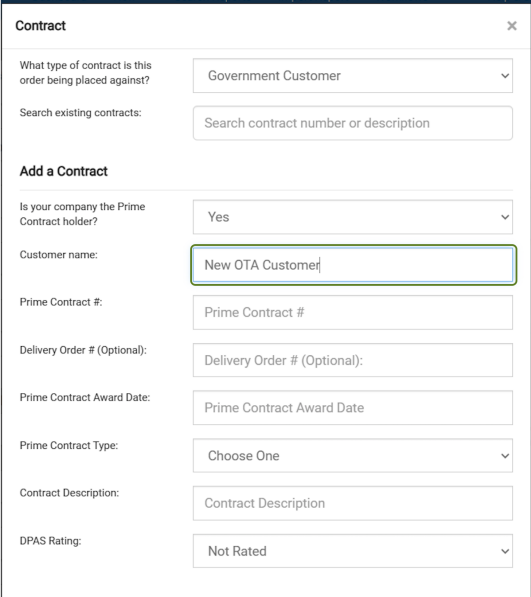
The screenshot shows a 'Contract' form with the following fields:

- What type of contract is this order being placed against? (Dropdown: Government Customer)
- Search existing contracts: (Text input: Search contract number or description)
- Add a Contract**
- Is your company the Prime Contract holder? (Dropdown: Yes)
- Customer name: (Text input: Customer Name)
- Prime Contract #: (Text input: Prime Contract #)
- Delivery Order # (Optional): (Text input: Delivery Order # (Optional):)
- Prime Contract Award Date: (Text input: Prime Contract Award Date)
- Prime Contract Type: (Dropdown: Choose One)
- Contract Description: (Text input: Contract Description)
- DPAS Rating: (Dropdown: Not Rated)

## STEP 6

### Enter the Customer Name

This could be the name of the U.S. Government Customer or the higher-tier Prime or Subcontractor if you are a lower-tier sub.



The screenshot shows the same 'Contract' form as in Step 5, but with the 'Customer name' field highlighted and containing the text 'New OTA Customer'.

## STEP 7

### Enter the Prime Contract #

This is a REQUIRED field when your company is the Prime Contract holder.  
It is NOT a required field when you are NOT the Prime Contract holder.

**Contract** ×

What type of contract is this order being placed against?

Search existing contracts:

**Add a Contract**

Is your company the Prime Contract holder?

Customer name:

Prime Contract #:

Delivery Order # (Optional):

Prime Contract Award Date:

Prime Contract Type:

Contract Description:

DPAS Rating:

## STEP 8

### Optional: Delivery Order/Task Order

If this award is a Task Order or Delivery Order, you can add that information here.

#### Contract ✕

What type of contract is this order being placed against?

Search existing contracts:

#### Add a Contract

Is your company the Prime Contract holder?

Customer name:

Prime Contract #:

Delivery Order # (Optional):

Prime Contract Award Date:

Prime Contract Type:

Contract Description:

DPAS Rating:

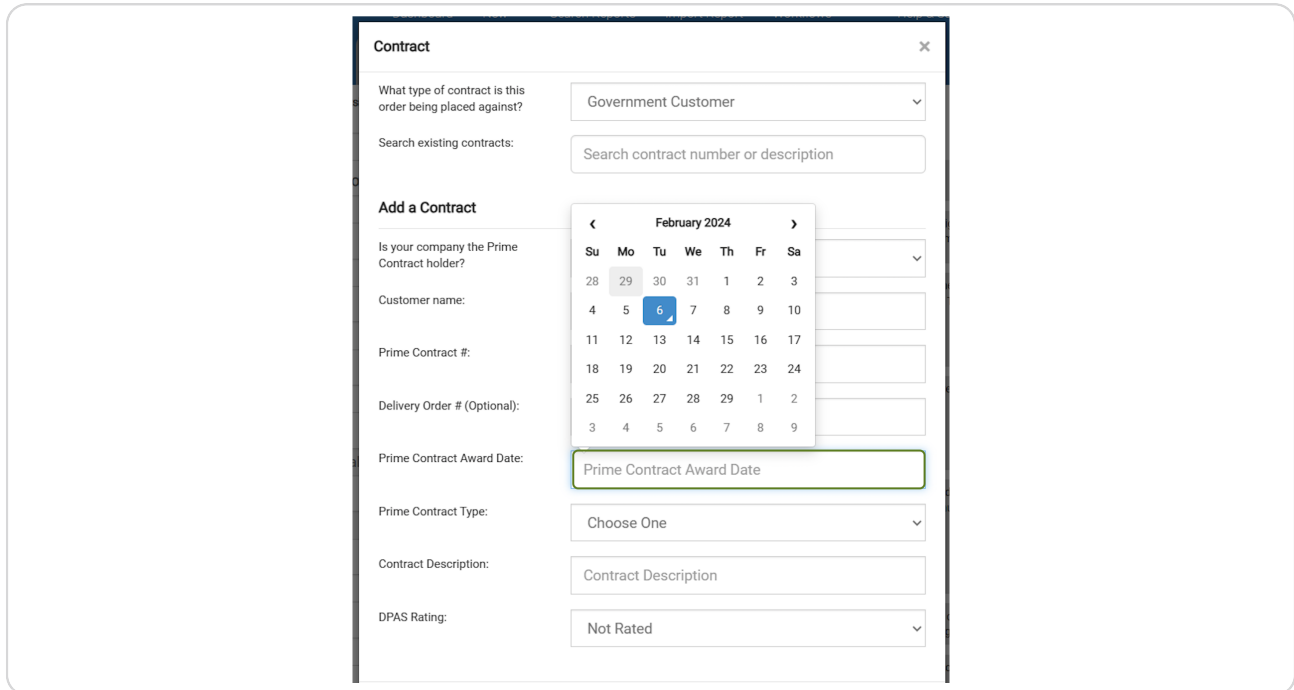
## STEP 9

### Enter the Prime Contract Award Date

This is a REQUIRED field when your company is the Prime contract holder.

This is not a REQUIRED field when your company is NOT the Prime contract holder.

You can use the calendar or manually enter the date.



The screenshot shows a 'Contract' form with a calendar overlay. The form fields are as follows:

- What type of contract is this order being placed against? (Dropdown menu): Government Customer
- Search existing contracts: (Text input field): Search contract number or description
- Add a Contract**
- Is your company the Prime Contract holder? (Dropdown menu)
- Customer name: (Text input field)
- Prime Contract #: (Text input field)
- Delivery Order # (Optional): (Text input field)
- Prime Contract Award Date: (Text input field with a green border, containing the text 'Prime Contract Award Date')
- Prime Contract Type: (Dropdown menu): Choose One
- Contract Description: (Text input field): Contract Description
- DPAS Rating: (Dropdown menu): Not Rated

The calendar overlay shows February 2024 with the date 6th highlighted in blue. The calendar grid is as follows:

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

## STEP 10

### Enter the Prime Contract Award Type

This will be a drop-down menu from which to choose.

This is REQUIRED if you are the Prime contract holder.

If you are NOT the Prime contract holder and do not know this information, the system will default to a FAR 15 type prime award.

**Contract** ×

What type of contract is this order being placed against?

Search existing contracts:

**Add a Contract**

Is your company the Prime Contract holder?

Customer name:

Prime Contract #:

Delivery Order # (Optional):

Prime Contract Award Date:

Prime Contract Type:

Contract Description:

DPAS Rating:



## STEP 11

### Enter the Contract Description

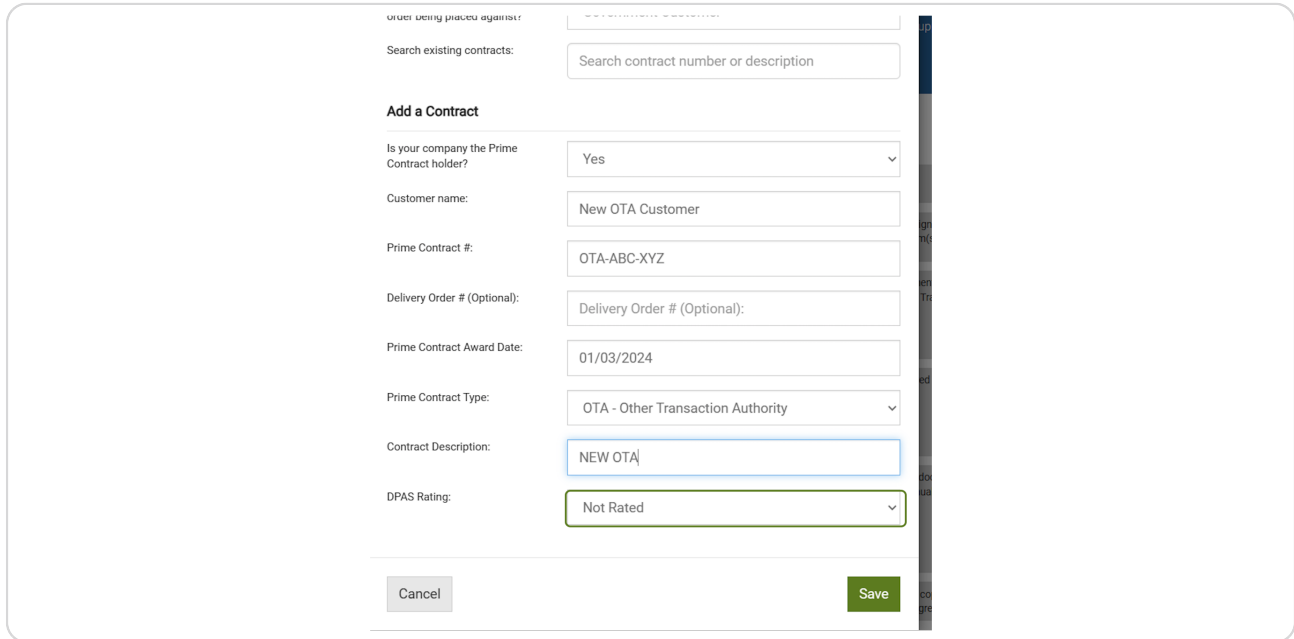
This is the name of the contract or program that your company internally uses to refer to the program. This is one of the searchable fields.

order being placed against?	Government Customer
Search existing contracts:	Search contract number or description
<b>Add a Contract</b>	
Is your company the Prime Contract holder?	Yes
Customer name:	New OTA Customer
Prime Contract #:	OTA-ABC-XYZ
Delivery Order # (Optional):	Delivery Order # (Optional):
Prime Contract Award Date:	01/03/2024
Prime Contract Type:	OTA - Other Transaction Authority
Contract Description:	NEW OTA
DPAS Rating:	Not Rated
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

## STEP 12

### Select whether your order has a DPAS rating.

The system will default to "Not Rated"



order being placed against:

Search existing contracts:

**Add a Contract**

Is your company the Prime Contract holder?

Customer name:

Prime Contract #:

Delivery Order # (Optional):

Prime Contract Award Date:

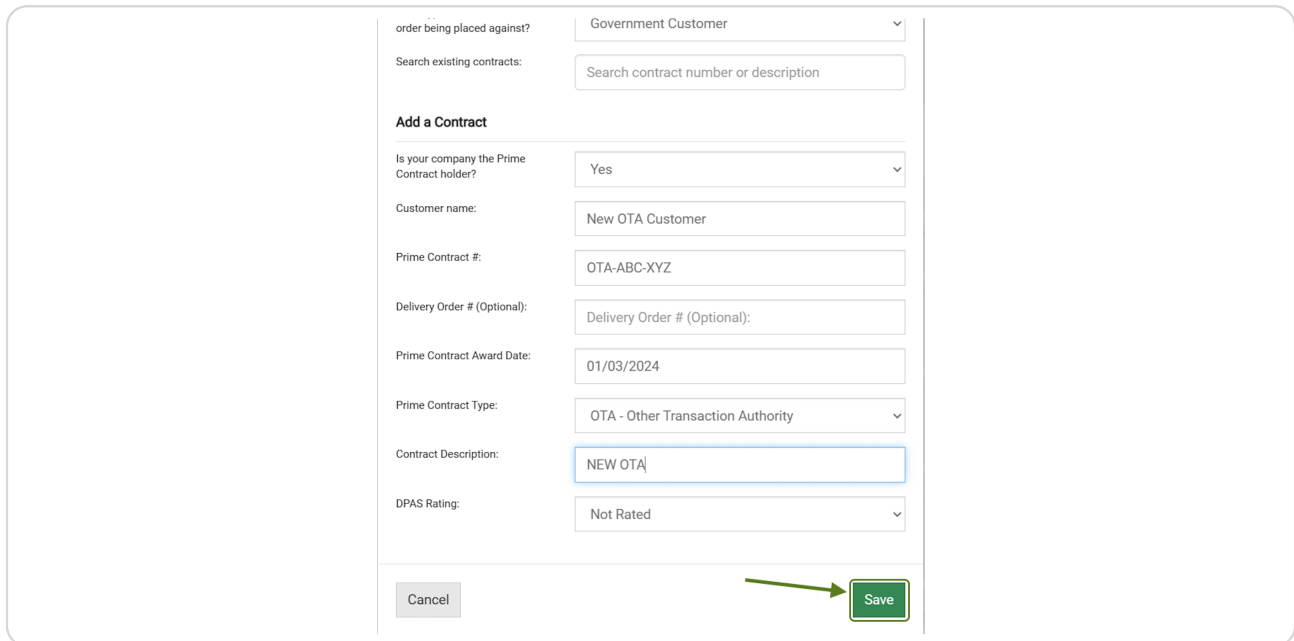
Prime Contract Type:

Contract Description:

DPAS Rating:

## STEP 13

### Click Save



order being placed against?

Search existing contracts:

**Add a Contract**

Is your company the Prime Contract holder?

Customer name:

Prime Contract #:

Delivery Order # (Optional):

Prime Contract Award Date:

Prime Contract Type:

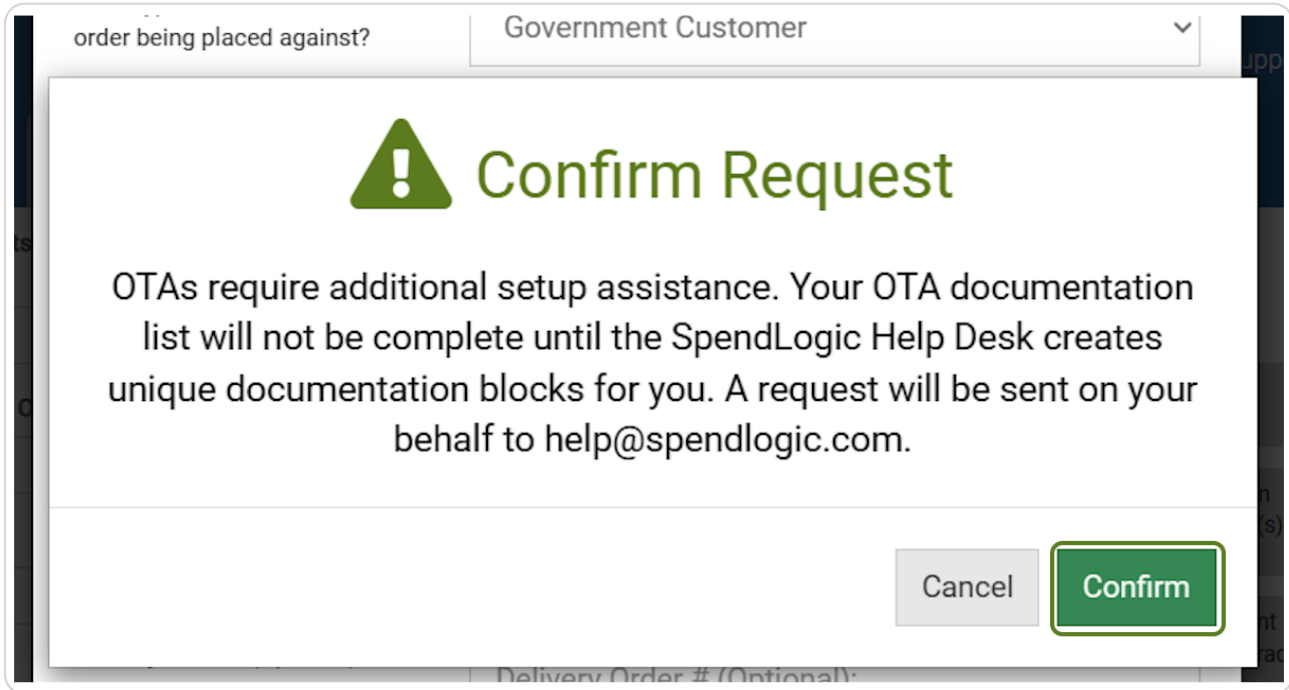
Contract Description:

DPAS Rating:

## STEP 14

**OTA Alert: If your contract is a new OTA, you will see a pop-up window.**

OTAs will require special folder setup which is to be coordinated with SpendLogic. SpendLogic will receive an email notifying them of this new request and will coordinate with CompanyAdmin on any unique documentation blocks.



## STEP 15

**Your contract setup will be complete and made active in the database if the User is authorized to enter the information -OR- Your request for contract setup will be reviewed by your Company Admin who will make the contract "active" in the contract database upon approval.**

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