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Overview	This guide provides an overview of the <b>Contract Reopen</b> functionality in the Contract Closeout application.
	Contract Closeout roles with the capability to search Contract Reopen Requests:
	View Only
	Contracting Officer
	Contracting Specialist
Role Access	<ul><li>Contract Closeout roles with the capability to reopen contracts:</li><li>Contracting Officer</li></ul>
	Contracting Specialist
	NOTE: DCMA users registered under specific Location Codes can reopen contracts.

	Contract Closeout System Messages	Create - Search - Contract Clo Contract Clo Bulk Contract Contract Rec	iseout Hold iseout Worksheet it Closeout			
			,pell			
	The Contract R	eopen Search pa	ge populates.	Enter the searc	ch criteria for the	desired contract.
	Search Crite	eria – Contrac	t Reopen:			
	Search	As				
	Status					
	Admin	By Location Code	÷			
	Issue B	By Location Code				
	Contract	ct Number				
	Deliver	y Order Number				
	<ul> <li>Initiated</li> </ul>	d Date (From)				
	<ul> <li>Initiated</li> </ul>	d Date (To)				
ontract		able Calde and an	4 4 4	h a <b>C</b> alanah h		
leopen	Once the applic	able fields are eff	liered, select l	ne Search bull	on to proceed.	
Search	Contract Closeout Create - Search	Reopen				Luser: Cloi Test X Ext =
	Search As	Contract Specialist	~	Status Innue By Location Code	Please Select	~
	Contract Number	···· Please Select ···	<u> </u>	Delivery Order Number	Please Select	~
	Initiated Date (From)			Initiated Date (To)		
	Q. Search @ Help					
					_	
	The applicable	contracts are retu	rned. To seled	t a specific cor	ntract from the re	turned results, click the
	Contract Num	ber hyperlink.				
	Contract Closeout Create - Search					LUyer:CC11feit X Exit 🔺
	Council D. H					
	Search Result Sorted by Contract No. in ascending order	♥ Showing 20 items per page ♥				
	Search Result Sorted by Contract No. In accending order Them Contract Number 1 E0112000000 2 E0112010000	Showing 20 Items per page     Dalwey Order	Admin By 90512A 90513A	Issue By         Status           50513A         547C Cance           50513A         Seved	nation dere:	holised Des 2004/00/53 2004/00/53

NOTE: Contracts are returned in five statuses: Saved, 567 Cancellation Sent, Reopen Request Disapproved, 567C Cancellation Failed, 567C Cancellation Succeeded, and Reopen Request Submitted.

tract Reopen Request Info	rmation						
ntract Type							
ntract Number	S0512A01D0040	Delivery Order Number					
ue By Location Code	\$0512A	Admin By Location Code	50512A		Purchasing Office Location Code		
t Modification Number	0001	Effective Date	2023-10-02 00:00:00		Closeout Date	2023-10-10 00:00:00	
GE Code	06481						
tiator Remarks *							
TEST Init Remarks				4			
tiator Name	Cora Leung	Initiated Date	2024-01-15 13:46:15				
ntracting Officer Remarks							
TEST KO Remarks				4			
ntracting Officer Name	Cora Leung						
il Notifications							
ail Text							
		le					
ail Recipient							
		Add Email					

The selected contract opens. To return to the Contract Reopen search results list, click the **Previous** button.

The Contract Reopen – Create process differs between Contracting Officers and Contracting Specialists. For Contracting Specialists, the Contract Reopen creation submission must go through additional approval from their Contracting Officer.

## Contract Reopen Create – Contracting Officer

Select the **Create** dropdown in the top navigation panel to begin the Contract Reopen – Create process. From the available options, select **Contract Reopen**.

Contract C	Closeout Worksheet
Contract R	leopen
	Contract C

## Contract

Reopen -

The Contract Reopen – Create page displays.

## Create

С	ontract Reopen - Create					
(	Contract Information					*
	Select Role	Contract Officer	~	Select Contract Number Type	Please Select	~
	Admin By Location Code	Please Select	~	Issue By Location Code	Please Select	~
	Contract Number			Delivery Order Number		
L						

Enter the applicable information for the Contract Reopen being created.

NOTE: To be reopened, contracts must have the same Issue by DoDAAC as the most recent EDA document.

Contract Information:

Select Role \*

- Admin By Location Code \*
- Contract Number \* (13-character alphanumeric code)
- Select Contract Number Type
- Issue By Location Code
- Delivery Order Number (Four-character code for DoD contracts and a maximum of a 19-character code for a non-DoD contract)

Select the **Populate Reopen** button at the bottom of the screen to proceed. If the contract being reopened is not in a closed status across EDA, an error message displays.

Contract Closeout Create * Search *					1
Contract Reopen - Create					
Contract Information Select Role	Contrast Officer		Select Contract Number Type	Plaza Calast	
Admin By Location Code	Please Select	~	Issue By Location Code	Please Select	~
Contract Number			Delivery Order Number		

NOTE: If a Contract Reopen has already been initiated for the entered Contract Number, an error message displays.

### Contract Reopen - Create

• ERROR: A Contract Reopen has already been created for this Contract Number / Delivery Order : N6883615P0006 /

A final Contract Reopen – Create screen appears. Fill in the applicable fields on the screen.

#### Contract Reopen Request Information Fields:

- Contract Type (Pre-populated with the information submitted on the Contract Information screen)
- Contract Number (Pre-populated with the information submitted on the Contract Information screen)
- Delivery Order Number (Pre-populated with the information submitted on the Contract Information screen)
- Issue By Location Code (Pre-populated with the information submitted on the Contract Information screen)
- Admin by Location Code (Pre-populated with the information submitted on the Contract Information screen)
- Last Modification Number (Pre-populated with the information submitted on the Contract Information screen)
- Effective Date (Pre-populated with the information submitted on the Contract Information screen)
- CAGE Code (Pre-populated with the information submitted on the Contract Information screen)
- Initiator Remarks \*

- Initiator Name (Pre-populated with the information submitted on the Contract Information screen)
- Initiated Date (Pre-populated with the information submitted on the Contract Information screen)
- Contracting Officer Remarks
- Contracting Officer Name (Pre-populated with the information submitted on the Contract Information screen)

NOTE: Contracting Officers are not required to fill in both the Initiator Remarks and the Contracting Officer Remarks.

#### Email Notifications Fields:

- Email Text
- Email Recipient
- Buttons
  - Add Email
  - o Send Email

Buttons:

- Complete
- Save
- Previous
- Help

Select **Complete** to proceed with submitting the Contract Reopen or select **Save**, which saves the Contract Reopen – Create, but does not submit it.

ontract Type						
ontract Number	S0512A01D0003	Delivery Order Number				
sue By Location Code	S0512A	Admin By Location Code	S0512A		Purchasing Office Location Code	HQ0339
ast Modification Number		Effective Date	2000/01/01		Closeout Date	2010/12/31
AGE Code	06481					
nitiator Remarks *						
itiator Name	Cora Leung	Initiated Date	2024/03/12	10		
ontracting Officer Remarks						
				li		
ontracting Officer Name	Cora Leung					
ail Notifications						
mail Text						
		le				
mail Recipient						
mail Recipient		Add Email				
mail Recipient		Add Email				

ntract Reopen Request Info	rmation					¥
Contract Type						
Contract Number	S0512A00D0001	Delivery Order Number				
Issue By Location Code	50512A	Admin By Location Code	50512A	Purchasing Office Location Code		
Last Modification Number		Effective Date	2000-10-17 00:00:00	Closeout Date	2013-09-28 00:00:00	
CAGE Code	06401					
Initiator Remarks TEST						
Initiator Name	Cora Leung	Initiated Date	2024-01-15 13:31:57			
Contracting Officer Remarks TEST						
Contracting Officer Name	Cora Leung					
imail Notifications Email Text						*
Email Recipient		Add Email				

## **Contract Reopen Create – Contracting Specialist**

Select the **Create** dropdown in the top navigation panel to begin the Contract Reopen – Create process. From the available options, select **Contract Reopen**.

Create +	Search 🕶
Contract C	Closeout Worksheet
Contract R	Reopen
	Create  Contract Contract

The Contract Reopen – Create page displays.

Contract Information					
Select Role	Contract Officer	~	Select Contract Number Type	Please Select	~
Admin By Location Code	Please Select	~	Issue By Location Code	Please Select	~
Contract Number			Delivery Order Number		

Enter the applicable information for the Contract Reopen being created.

Contract Information:

- Select Role \*
- Admin By Location Code \*
- Contract Number \* (13-character alphanumeric code)
- Select Contract Number Type
- Issue By Location Code
- Delivery Order Number (Four-character code for DoD contracts and a maximum of a 19-character code for a non-DoD contract)

Select the **Populate Reopen** button at the bottom of the screen to proceed. If the contract being reopened is not in a closed status across EDA, an error message displays.

Admin By Location Code	Cantrart Off		Select Contract Number Type	Status Calast
	Please Select	~	Issue By Location Code	Please Select V
Contract Number			Delivery Order Number	
• Populate Respon				
)TE: If a Contract	Reopen has already b	een initiated for th	e entered Contract Nur	nber, an error message displays.
Contract R	eopen - Create			
• ERROR: A	Contract Reopen has already	/ been created for this	Contract Number / Delivery	Order : N6883615P0006 /
1 ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	n Lloquio of Intormo	tion Fields:		
<ul><li><i>ntract Reope</i></li><li>Contract</li></ul>	t Type (Pre-populated	d with the informat	tion submitted on the C	ontract Information screen)
<ul> <li>Contract Reope</li> <li>Contract</li> <li>Contract</li> </ul>	t Type (Pre-populated t Number (Pre-populated	d with the informat lated with the infor	tion submitted on the C mation submitted on th	ontract Information screen) e Contract Information screen)
<ul> <li>Contract Reope</li> <li>Contract</li> <li>Contract</li> <li>Delivery</li> </ul>	rt Type (Pre-populated t Number (Pre-populated t Number (Pre-populated v Order Number (Pr	d with the informat lated with the infor re-populated with t	tion submitted on the C mation submitted on th the information submitte	ontract Information screen) e Contract Information screen) ed on the Contract Information scre
<ul> <li>Contract Reope</li> <li>Contract</li> <li>Contract</li> <li>Delivery</li> <li>Issue B</li> </ul>	t Type (Pre-populated t Number (Pre-populated of Order Number (Pr y Location Code (P	d with the informal lated with the infor re-populated with Pre-populated with	tion submitted on the C mation submitted on th the information submitt the information submitt	ontract Information screen) e Contract Information screen) ed on the Contract Information scre ted on the Contract Information scr
<ul> <li>Contract Reope</li> <li>Contract</li> <li>Contract</li> <li>Delivery</li> <li>Issue B</li> <li>Admin b</li> </ul>	t Type (Pre-populated t Number (Pre-populated of Order Number (Pre- y Location Code (P oy Location Code (A	d with the informal lated with the infor re-populated with Pre-populated with Pre-populated with	tion submitted on the C mation submitted on th the information submitt the information submit h the information submit	ontract Information screen) e Contract Information screen) ed on the Contract Information scre ted on the Contract Information scr itted on the Contract Information sc
<ul> <li>Contract Reope</li> <li>Contract</li> <li>Contract</li> <li>Delivery</li> <li>Issue By</li> <li>Admin by</li> <li>Last Motor</li> </ul>	A Type (Pre-populated to Type (Pre-populated to Number (Pre-populated of Order Number (Pre- y Location Code (Pro- py Location Code (Pro- py Location Code (Pro- py Location Number	d with the informal lated with the infor re-populated with Pre-populated with Pre-populated with (Pre-populated with	tion submitted on the C mation submitted on th the information submitt the information submit in the information submi	ontract Information screen) e Contract Information screen) ed on the Contract Information scre ted on the Contract Information scr itted on the Contract Information sc nitted on the Contract Information s
<ul> <li>Contract Reope</li> <li>Contract</li> <li>Contract</li> <li>Delivery</li> <li>Issue By</li> <li>Admin by</li> <li>Last Motion</li> <li>Effective</li> </ul>	A Request miorina at Type (Pre-populated at Number (Pre-populated of Order Number (Pre- y Location Code (P by Location Code (A by Location Number e Date (Pre-populated Code (C	d with the informal lated with the infor re-populated with Pre-populated with Pre-populated with (Pre-populated with d with the informat	tion submitted on the C mation submitted on th the information submitte the information submit in the information submit th the information submitted on the C	ontract Information screen) e Contract Information screen) ed on the Contract Information scre ted on the Contract Information scr itted on the Contract Information sc nitted on the Contract Information s ontract Information screen)
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<ul> <li>Contract Reope</li> <li>Contract</li> <li>Contract</li> <li>Delivery</li> <li>Issue By</li> <li>Admin by</li> <li>Last Motion</li> <li>Effective</li> <li>CAGE Contract</li> <li>Initiator</li> </ul>	A Type (Pre-populated t Type (Pre-populated t Number (Pre-populated of Order Number (Pre- y Location Code (Pre- populated Code (Pre-populated Remarks *	d with the informat lated with the informat re-populated with Pre-populated with (Pre-populated with (Pre-populated with d with the information with the information	tion submitted on the C rmation submitted on th the information submitted the information submit in the information submit to submitted on the C n submitted on the Cor	ontract Information screen) ee Contract Information screen) ed on the Contract Information scre ted on the Contract Information scr tited on the Contract Information sc nitted on the Contract Information s ontract Information screen) stract Information screen)
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<ul> <li>Contract Reope</li> <li>Contract</li> <li>Contract</li> <li>Delivery</li> <li>Issue By</li> <li>Admin by</li> <li>Last Motion</li> <li>Effective</li> <li>CAGE Contract</li> <li>Initiator</li> <li>Initiator</li> <li>Initiator</li> </ul>	A Type (Pre-populated to Type (Pre-populated to Number (Pre-populated of Order Number (Pre- population Code (Pre- populated (Pre-populated Code (Pre-populated (Pre-populated Name (Pre-populated) Date (Pre-populated)	d with the informat lated with the infor re-populated with Pre-populated with (Pre-populated with (Pre-populated with d with the information with the information d with the information	tion submitted on the C rmation submitted on th the information submitte the information submit th the information submit ton submitted on the C n submitted on the Cor ion submitted on the C on submitted on the C	ontract Information screen) ee Contract Information screen) ed on the Contract Information scre ted on the Contract Information scr itted on the Contract Information sc nitted on the Contract Information s ontract Information screen) etract Information screen) ontract Information screen)
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<ul> <li>Contract Reope</li> <li>Contract</li> <li>Contract</li> <li>Delivery</li> <li>Issue By</li> <li>Admin by</li> <li>Last Motion</li> <li>Effective</li> <li>CAGE Contract</li> <li>Initiator</li> <li>Initiator</li> <li>Initiator</li> <li>Initiator</li> <li>Initiator</li> <li>Email Notification</li> <li>Email T</li> </ul>	An Request miorinal t Type (Pre-populated t Number (Pre-populated of Order Number (Pri- y Location Code (Pro- poy Location Code (An odification Number the Date (Pre-populated Code (Pre-populated Remarks * Name (Pre-populated Date (Pre-populated Date (Pre-populated Date (Pre-populated Date (Pre-populated	d with the informat lated with the infor re-populated with Pre-populated with (Pre-populated with (Pre-populated with d with the information d with the information d with the information	tion submitted on the C rmation submitted on th the information submitte the information submit in the information submit to submitted on the C n submitted on the Cor tion submitted on the Cor	ontract Information screen) ee Contract Information screen) ed on the Contract Information scre ted on the Contract Information scr itted on the Contract Information sc nitted on the Contract Information s ontract Information screen) etract Information screen) ontract Information screen) ntract Information screen)
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<ul> <li>Contract Reope</li> <li>Contract</li> <li>Contract</li> <li>Delivery</li> <li>Issue By</li> <li>Admin by</li> <li>Last Motion</li> <li>Effective</li> <li>CAGE 0</li> <li>Initiator</li> <li>Initiator</li> <li>Initiator</li> <li>Initiator</li> <li>Initiator</li> <li>Email Remail Re</li></ul>	Add Email	d with the informat lated with the infor re-populated with Pre-populated with (Pre-populated with (Pre-populated with d with the information d with the information d with the information	tion submitted on the C rmation submitted on th the information submitted the information submit in the information submit ith the information submit ton submitted on the C on submitted on the C on submitted on the C	ontract Information screen) ee Contract Information screen) ed on the Contract Information scre ted on the Contract Information scr tited on the Contract Information sc nitted on the Contract Information s ontract Information screen) entract Information screen) ntract Information screen) ntract Information screen)

Buttons:

- Create
- Save
- Previous
- Help

Select **Complete** to proceed with submitting the Contract Reopen or select **Save**, which saves the **Contract Reopen – Create**, but does not submit it.

Contract Closeout Create	• Search •							L User : CSO1 Test	× Edt
Contract Reopen - Cr	reate								
Contract Reopen Request Info	ormation								~
Contract Type									
Contract Number	\$0512A02D0003		Delivery Order Number						
Issue By Location Code	50512A		Admin By Location Code	50512A		Purchasing Office Location Code	HQ0339		
Last Modification Number			Effective Date	2002/01/01		Closeout Date	2002/06/01		
CAGE Code	06481								
Initiator Remarks *									
Initiator Name	CSO1 Test		Initiated Date	2024/01/17	11				
Email Natifications									~
Email Text									
		1.							
Email Recipient									
			Add Email						
									_
✓ Send Email									
									_
✓ Create 🛓 Save ≮	Previous O Help								

A Contract Reopen – Reopen Request Submitted page populates. To delete the reopen request, select the **Delete Reopen Request** at the bottom of the page. To return to the initial Contract Reopen – Create screen, select the **Previous** button.

						User:CSO1Test
tract Reonen - Re	open Request Submitted					
instruct Reopen has been sur	estuliversated					
tract Reason Request Info	restion					
oract Reopert Request mito	matori					
tract type						
tract number	50512A0200003	Delivery Order Number	000103	Durchaslas Office L	uceran uceran	
e by Location Code	202154	Admin by Excaton Code	303124	Purchasing Onice to	ADDRESS PROUSS	
Modification Number	04484	Effective Date	2002/01/01	Closeout Date	2002/06/01	
se code	00401					
ator Remarks						
áator Name	CSO1 Test	Initiated Date	2024/01/17			
nail Text						
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all Text all Recipient ashiey@tritus.com		<i>ic</i> Add small				
all Text all Recipient ashley@tritus.com		Addreal				
all Text all Recipient ashley@tritus.com		fe Add (mall				
all Text all Recipient ashey@tritus.com		f. Add (mall				
al Red al Red al Redpient ashley@tritua.com		A Add (mult				
Normandoo all Fest all Recipient asNey@chus.com		A AMEmail				
ill Toxt all Recipient anNergitritus com		A Add (mail				
all Text		Addreal				

Contracting Officers must approve or disapprove Contract Reopen Requests submitted by Contract Specialists. Submitted Reopen requests that are awaiting approval are in a **Reopen Request Submitted** Status.

Status		
567C Cancel	ation Sent	
Saved		
Reopen Requ	est Submitted	

To act on a submitted request, <u>search</u> for the intended contract. From the list of returned search results, select the desired contract by clicking the hyperlinked **Contract Number**.

Contract Clo	oseout Create • Search •					💄 User : CC1 Test 🛛 🗮 Exit
Search R	esult					
Sorted by	Contract No. in ascending order	Showing 20 items per page 🛛 🗸				
Item	Contract Number	Delivery Order	Admin By	Issue By	Status	Initiated Date
1	50512A00D0001		\$0512A	50512A	567C Cancellation Sent	2024/01/15
2	50512A01D0040		\$0512A	\$0512A	Saved	2024/01/15
3	S0512A23P1001		\$0512A	50512A	Reopen Request Submitted	2024/01/15

The Reopen Request populates. Within the request, fill out the editable fields, if applicable.

## **Reopen** Contract Reopen – Reopen Request Submitted fields:

## Request Submitted

- Contract Type
- Contract Number
- Delivery Order Number
- Issue By Location Code
- Admin By Location Code
- Purchasing Office Location Code
- Last Modification Number
- Effective Date
- Closeout Date
- Last Modification Number
- CAGE Code
- Initiator Remarks
- Initiator Name
- Contracting Officer Remarks (Editable field)
- Contracting Officer Name

### Email Notifications

- Email Text (Editable field)
- Email Recipient (Editable field)

Buttons:

- Approve
- Disapprove
- Delete Reopen Request
- Previous
- Help

To act on the request, locate the buttons at the bottom of the page and select **Approve**, **Disapprove**, or **Delete Reopen Request**. To disapprove the reopen request, select the **Disapprove** button. To delete a request entirely, even if it's saved, but not yet submitted, select the **Delete Reopen Request** button.

Contract Harper         001120000000         Delery Order Hamber         Partnelling Office Loadling           Contract Typer         001120000000         Delery Order Hamber         Partnelling Office Loadling           Name By Loadlino Code         001201/01         Oceaned Date         2000/0101           Last Modification Hamber         6481         Partnelling Office Loadling         Code           Last Modification Hamber         6481         2000/0101         Oceaned Date         2000/0101           Vibiate Transles	Contract	Reopen - Reo	open Request Submi	itted								1
Center Type         Center Type         Center Type         State Type         State Type         State Type         Center Type         Center Type         State Type         Center Type	Contract R	eopen Request Infor	mation								*	
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Select the **Approve** button to generate the 567C Cancellation Request.

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An email notification system updates users when a reopen action is taken on a contract.

When a Contracting Specialist submits a Contract Reopen – Create, an email notification is sent to the Contracting Officer, informing them that a Contract Reopen Request has been submitted and awaits their approval.



When a Contracting Officer acts on a Contract Reopen Request, either to approve or disapprove it, an email notification of the action is sent to the initiating Contracting Specialist.

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Email

**Notifications** 

Additionally, In the Contract Reopen Request page there is an Email Notification section that allows for additional email recipients to be added to the Reopen for their awareness.

Contract Reopen Request I	nformation						
Contract Number Issue By Location Code	50512A02D0003 50512A	Delivery Order Number Admin By Location Code	50512A		Purchasing Office Location Code		
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