

Contract Closeout Reopen Contract

Reference Guide

Homepage

Contract Closeout

Create

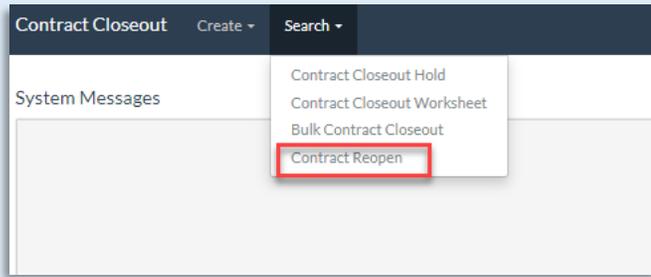
Contract Reopen

Table of Contents

Overview	1
Role Access	1
Contract Reopen Search	2
Search Criteria – Contract Reopen:.....	2
Contract Reopen - Create	3
Contract Reopen Create – Contracting Officer	3
<i>Contract Information:</i>	3
Contract Reopen Create – Contracting Specialist	6
<i>Contract Information:</i>	6
Reopen Request Submitted	9
Contract Reopen – Reopen Request Submitted fields:	9
<i>Email Notifications</i>	9
<i>Buttons:</i>	10
Email Notifications	11

Overview	This guide provides an overview of the Contract Reopen functionality in the Contract Closeout application.
Role Access	<p>Contract Closeout roles with the capability to search Contract Reopen Requests:</p> <ul style="list-style-type: none">• View Only• Contracting Officer• Contracting Specialist <p>Contract Closeout roles with the capability to reopen contracts:</p> <ul style="list-style-type: none">• Contracting Officer• Contracting Specialist <p><i>NOTE: DCMA users registered under specific Location Codes can reopen contracts.</i></p>

In the navigation panel, select the **Search** dropdown. From the list of options, select **Contract Reopen**.



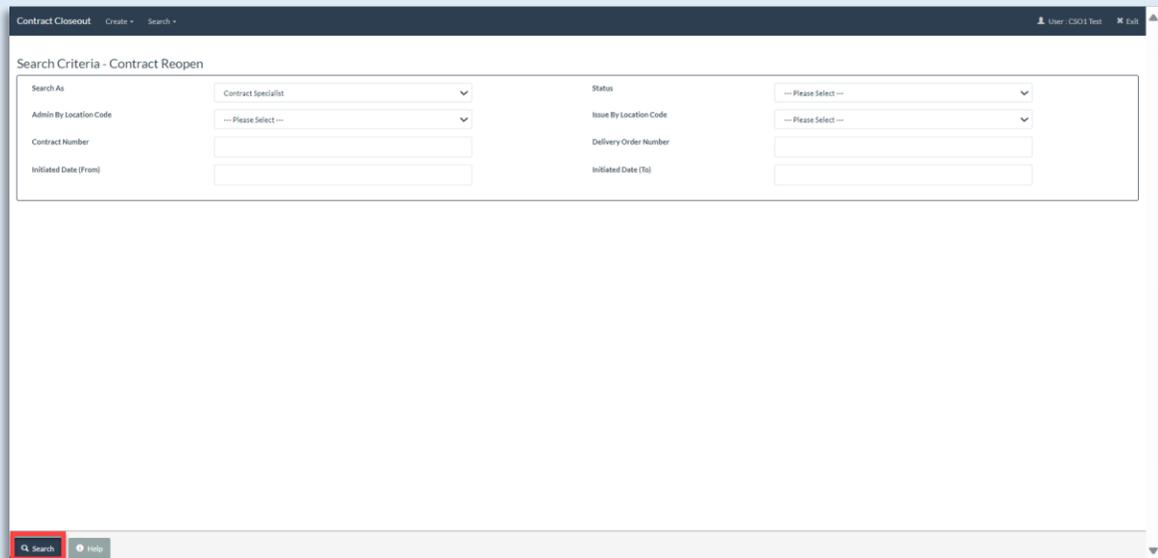
The Contract Reopen Search page populates. Enter the search criteria for the desired contract.

Search Criteria – Contract Reopen:

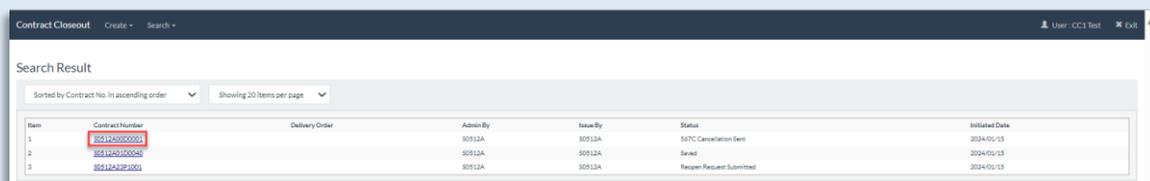
- Search As
- Status
- Admin By Location Code
- Issue By Location Code
- Contract Number
- Delivery Order Number
- Initiated Date (From)
- Initiated Date (To)

Contract Reopen Search

Once the applicable fields are entered, select the **Search** button to proceed.

A screenshot of the 'Search Criteria - Contract Reopen' page. The page has a dark header with 'Contract Closeout', 'Create', and 'Search' tabs. Below the header, there are several input fields arranged in two columns. The left column includes: 'Search As' (a dropdown menu with 'Contract Specialist' selected), 'Admin By Location Code' (a dropdown menu with '--- Please Select ---' selected), 'Contract Number' (a text input field), and 'Initiated Date (From)' (a date input field). The right column includes: 'Status' (a dropdown menu with '--- Please Select ---' selected), 'Issue By Location Code' (a dropdown menu with '--- Please Select ---' selected), 'Delivery Order Number' (a text input field), and 'Initiated Date (To)' (a date input field). At the bottom left of the page, there is a red 'Search' button and a grey 'Help' button.

The applicable contracts are returned. To select a specific contract from the returned results, click the **Contract Number** hyperlink.

A screenshot of the 'Search Result' page. At the top, there is a header with 'Contract Closeout', 'Create', and 'Search' tabs. Below the header, there is a table of search results. The table has columns for 'Item', 'Contract Number', 'Delivery Order', 'Admin By', 'Issue By', 'Status', and 'Initiated Date'. The first row is highlighted, and the 'Contract Number' cell contains a red rectangular box around the text '80512A000001'.

Item	Contract Number	Delivery Order	Admin By	Issue By	Status	Initiated Date
1	80512A000001		80512A	80512A	SATC Cancellation Fee	2024/01/15
2	80512A000002		80512A	80512A	Saved	2024/01/15
3	80512A000003		80512A	80512A	Reopen Request Submitted	2024/01/15

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

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 Reopen - Create

The Contract Reopen – Create page displays.

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.

The screenshot shows a web application interface for 'Contract Closeout'. The main heading is 'Contract Reopen - Create'. Below this is a 'Contract Information' section with several input fields: 'Select Role' (dropdown), 'Contract Officer' (dropdown), 'Select Contract Number Type' (dropdown), 'Admin By Location Code' (dropdown), 'Issue By Location Code' (dropdown), 'Contract Number' (text input), and 'Delivery Order Number' (text input). At the bottom left, a button labeled 'Populate Reopen' is highlighted with a red box. A 'Help' button is also visible next to it.

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
 - 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.

Contract Reopen - Create

Contract Reopen Request Information					
Contract Type			Delivery Order Number		
Contract Number	S0512A01D00003		Admin By Location Code	S0512A	Purchasing Office Location Code
Issue By Location Code	S0512A		Effective Date	2000/01/01	HQ0339
Last Modification Number			Closeout Date	2010/12/31	
CAGE Code	04481				
Initiator Remarks *	<input type="text"/>				
Initiator Name	Cora Leung	Initiated Date	2024/03/12		
Contracting Officer Remarks	<input type="text"/>				
Contracting Officer Name	Cora Leung				

Email Notifications	
Email Text	<input type="text"/>
Email Recipient	<input type="text"/> <input type="button" value="Add Email"/>

A 567C Cancellation Sent success page populates.

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**.

The Contract Reopen – Create page displays.

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.

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)

Email Notifications Fields:

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

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

User: CSO1 Test

Contract Reopen - Create

Contract Reopen Request Information

Contract Type		Delivery Order Number		Purchasing Office Location Code	HQ0339
Contract Number	S0512A02D0003	Admin By Location Code	S0512A	Closeout Date	2002/06/01
Issue By Location Code	S0512A	Effective Date	2002/01/01		
Last Modification Number					
CAGE Code	06481				
Initiator Remarks *	<input type="text"/>				
Initiator Name	CSO1 Test	Initiated Date	2024/01/17		

Email Notifications

Email Text

Email Recipient

Add Email

Send Email

Send Email

Create Save Previous 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.

Contract Closeout Create Search

User: CSO1 Test

Contract Reopen - Reopen Request Submitted

The Contract Reopen has been successfully created.

Contract Reopen Request Information

Contract Type		Delivery Order Number		Purchasing Office Location Code	HQ0339
Contract Number	S0512A02D0003	Admin By Location Code	S0512A	Closeout Date	2002/06/01
Issue By Location Code	S0512A	Effective Date	2002/01/01		
Last Modification Number					
CAGE Code	06481				
Initiator Remarks	Test				
Initiator Name	CSO1 Test	Initiated Date	2024/01/17		

Email Notifications

Email Text

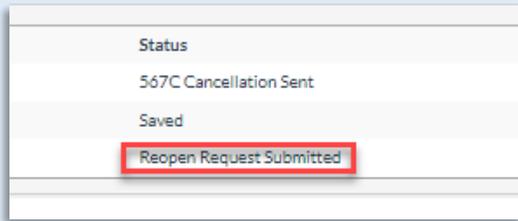
Email Recipient

Add Email

Send Email

Delete Reopen Request Previous Help

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.



To act on a submitted request, [search](#) for the intended contract. From the list of returned search results, select the desired contract by clicking the hyperlinked **Contract Number**.



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

Reopen Request Submitted

Contract Reopen – Reopen Request Submitted fields:

- 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 Reopen - Reopen Request Submitted

Contract Reopen Request Information

Contract Type		Delivery Order Number	
Contract Number	50512A0200003	Admin By Location Code	50512A
Issue By Location Code	50512A	Purchasing Office Location Code	
Last Modification Number		Effective Date	2002/01/01
CAGE Code	04481	Closeout Date	2002/06/01
Initiator Remarks	Text		
Initiator Name	CSO1 Test	Initiated Date	2024/01/17
Contracting Officer Remarks	<input type="text"/>		
Contracting Officer Name	<input type="text"/>		

Email Notifications

Email Text

Email Recipient

Send Email

Select the **Approve** button to generate the 567C Cancellation Request.

Contract Cancellation - 567C Cancellation Sent

The Contract Reopen has been successfully updated.

Contract Reopen Request Information

Contract Type		Delivery Order Number	
Contract Number	50512A0200003	Admin By Location Code	50512A
Issue By Location Code	50512A	Purchasing Office Location Code	
Last Modification Number		Effective Date	2002/01/01
CAGE Code	04481	Closeout Date	2002/06/01
Initiator Remarks	Text		
Initiator Name	CSO1 Test	Initiated Date	2024/01/17

Email Notifications

Email Text

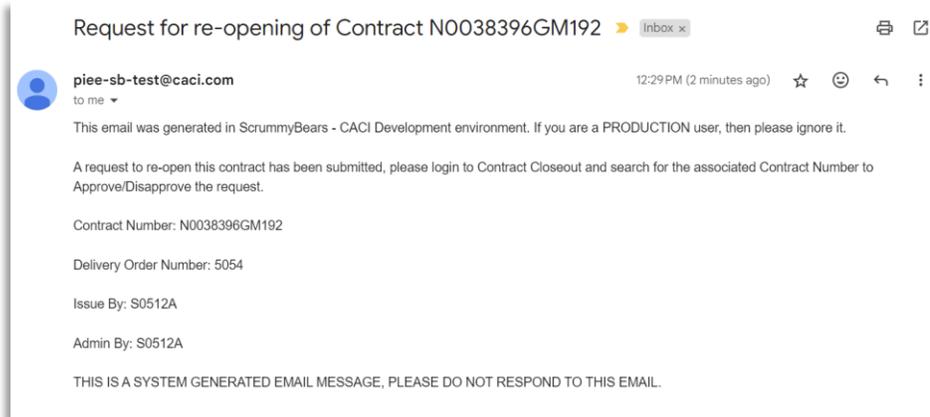
Email Recipient

Send Email

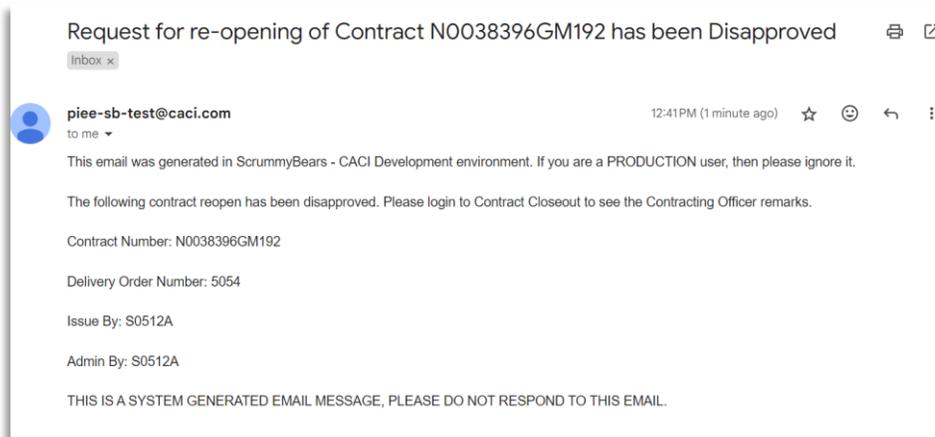
Email Notifications

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.



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 - Reopen Request Submitted

Contract Reopen Request Information

Contract Type		Delivery Order Number	
Contract Number	50512A0200003	Admin By Location Code	50512A
Issue By Location Code	50512A	Purchasing Office Location Code	
Last Modification Number		Effective Date	2022/01/01
CAGE Code	06481	Closeout Date	2022/04/01
Initiator Remarks	Test		
Initiator Name	CSO's Test	Initiated Date	2024/01/17
Contracting Officer Remarks	<input type="text"/>		
Contracting Officer Name	<input type="text"/>		

Email Notifications

Email Text	<input type="text"/>
Email Recipient	<input type="text"/>
	<input type="button" value="Add Email"/>
<input checked="" type="checkbox"/> Send Email	