

## Customer/Vendor/ Employee Information

1

Manage Contract  
Management Customer Info

2

Approve Prospective  
Customers

3

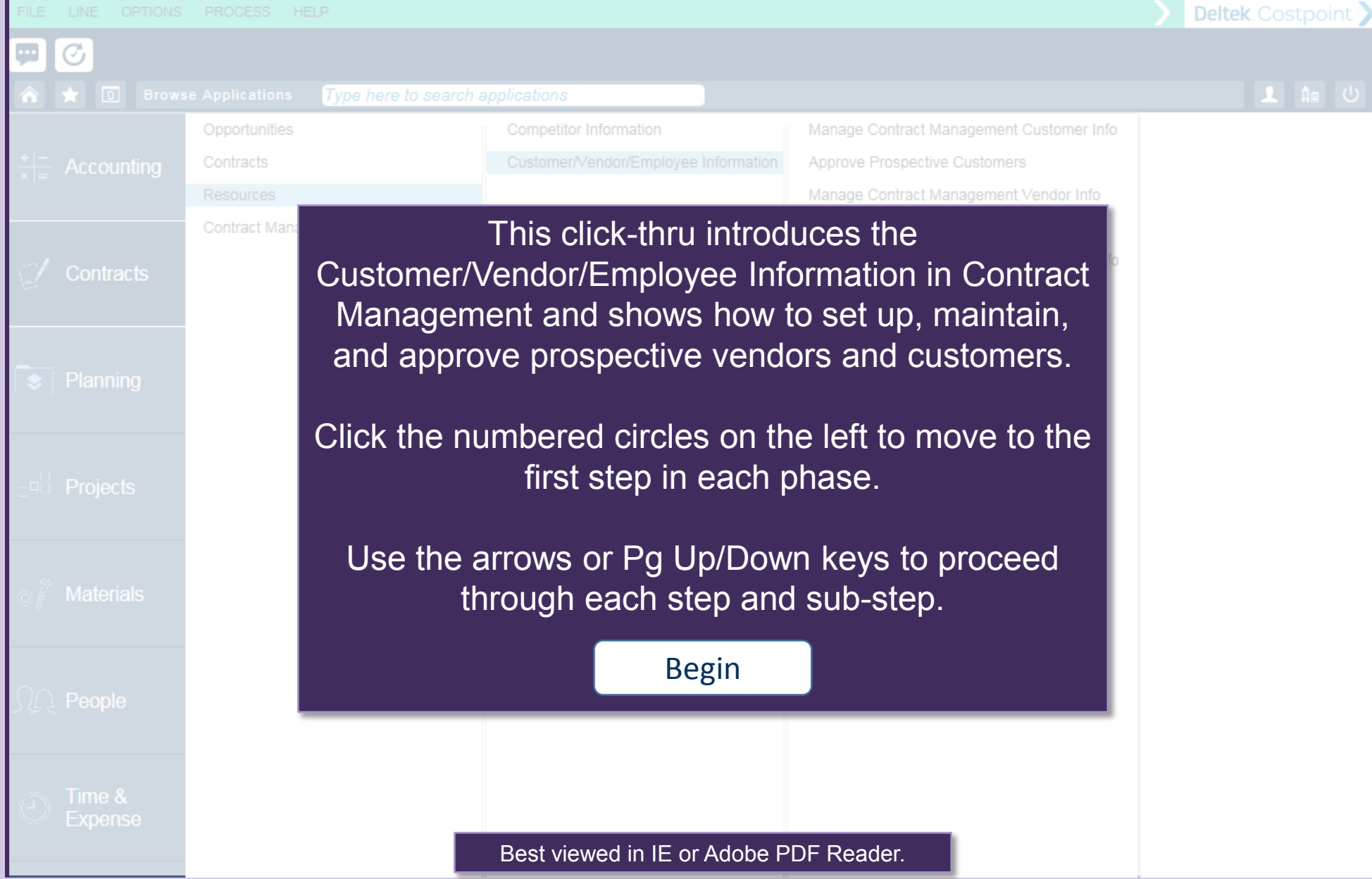
Manage Contract  
Management Vendor Info

4

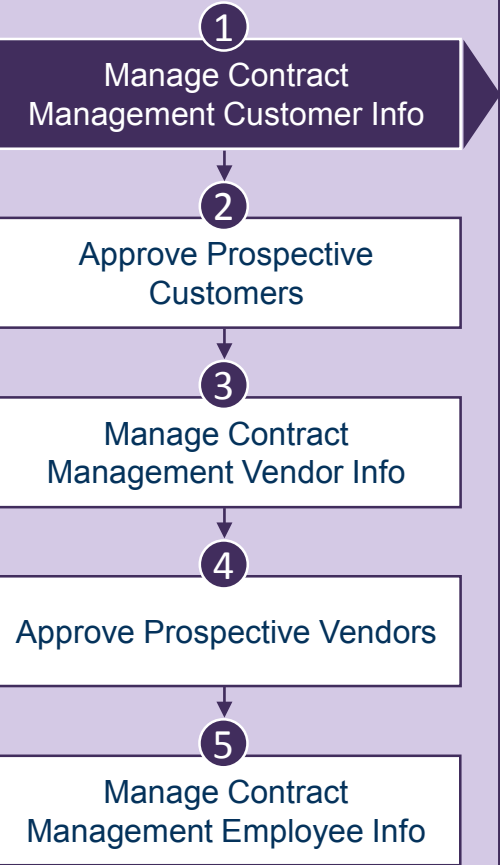
Approve Prospective Vendors

5

Manage Contract  
Management Employee Info



## Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Customer Info

→ Identification New Copy Delete 1 of 1 New Table Query

Prospective Customer ID Future Customer Account Prospective Customer

Customer Record Status

Name \*

General Note

Customer Type \*

Customer Web S

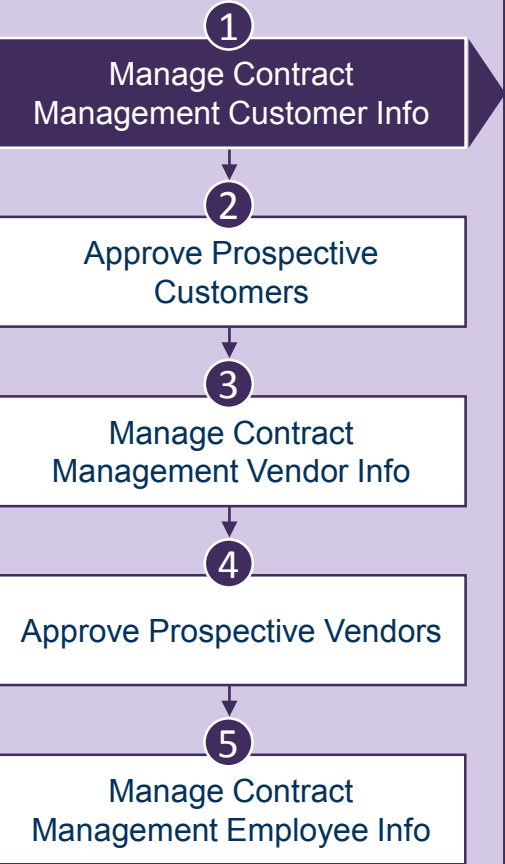
Use the Manage Contract Management Customer Info screen to enter and maintain information for prospective customers that may be associated with your opportunities.

Prospective customers must be approved using the Approve Prospective Customers screen before they can be used in contracts, subcontracts, projects, and invoices. After approval, prospective customers become regular customers.

You can also use this screen to view and manage information for regular customers. Note, however, that not all fields are editable for regular customers.

Follow the steps on the next slides to accomplish the Manage Contract Management Customer Info screen.

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Customer Info

Identification

New Copy Delete 1 of 1 New Table Query

Prospective Customer ID Future Customer Account

Name \* Long Name \*

General

Customer status Pending

Customer

Customer Record Status

Prospective Customer

A

Enter a unique prospective customer ID, or leave this field blank to have Costpoint automatically assign an ID if the **Auto-Assign Customer Prospect IDs** check box is selected on the Configure Contract Management Settings screen.

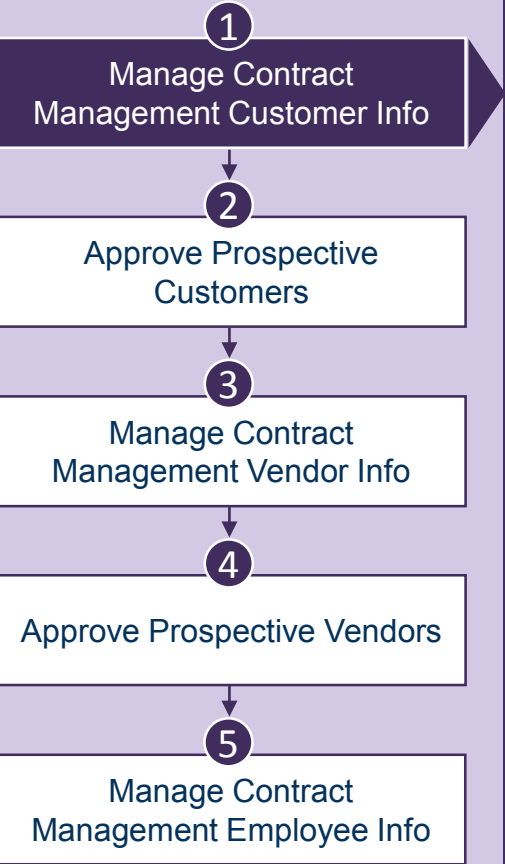
B

View the customer account number.

This field is not editable for both prospective and regular customers. This is labeled as:

- **Future Customer Account** — For prospective customers. You set up future customer accounts on the Approve Prospective Customers screen.
- **Customer Account** — For approved or regular customers. The customer account displays as a hyperlink that you can click to open the Manage Customers screen and view additional information about the customer.

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Customer Info

Identification

New Copy Delete 1 of 1 New Table Query

Prospective Customer ID Future Customer Account

Name \*

Customer Type \* Customer

Customer Web Site

General Notes

Customer Record Status

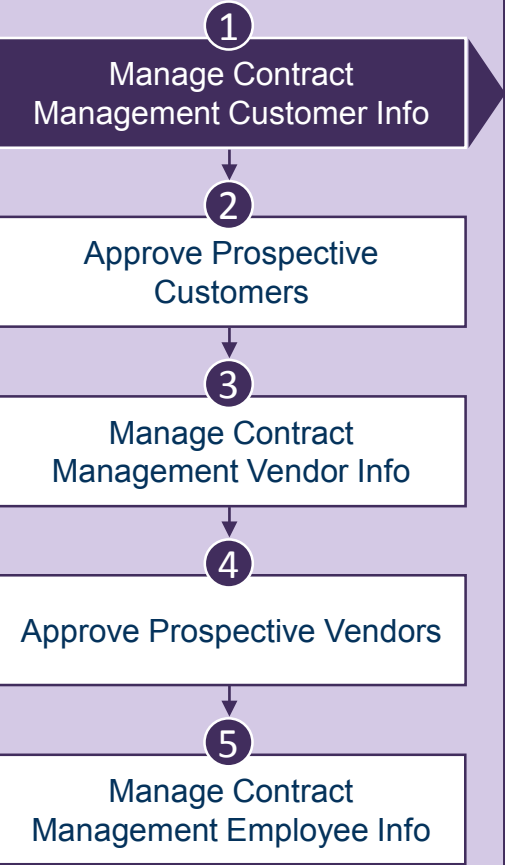
Prospective Customer

C

View the customer record status, which can be **Customer** or **Prospective Customer**. For new records, this automatically displays **Prospective Customer**.

Address/Contact Info User-Defined Info

Customer/Vendor/  
Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Customer Info

Identification New Copy Delete 1 of 1 New Table Query

Prospective Customer ID Future Customer Account Prospective Customer

Name \* Long Name \*

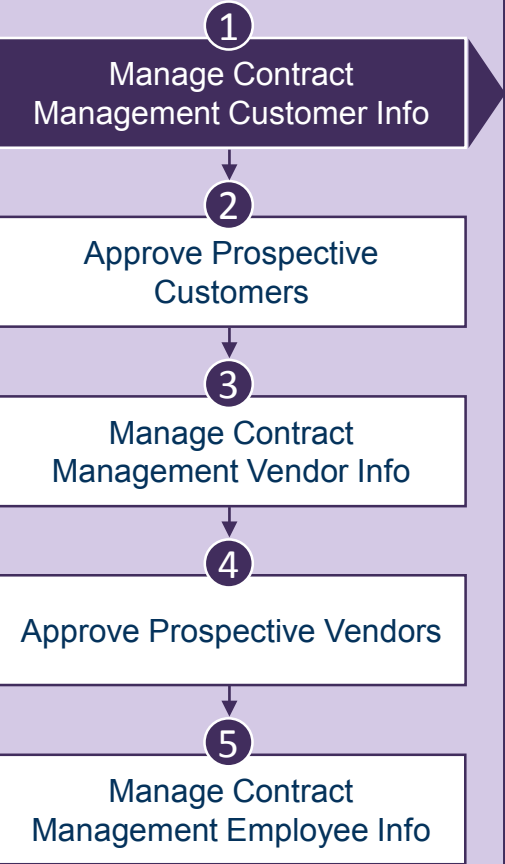
General Notes

Customer Type \* Customer Web Site

D Enter the prospective customer name in the **Name** field. The **Long Name** defaults from the **Name** you entered, but you can edit it.

Address/Contact Info User-Defined Info

Customer/Vendor/  
Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Customer Info

Identify

Use the General tab to enter general information about customers or prospective customers.

Customer Record Status

Prospective Customer

Long Name \*

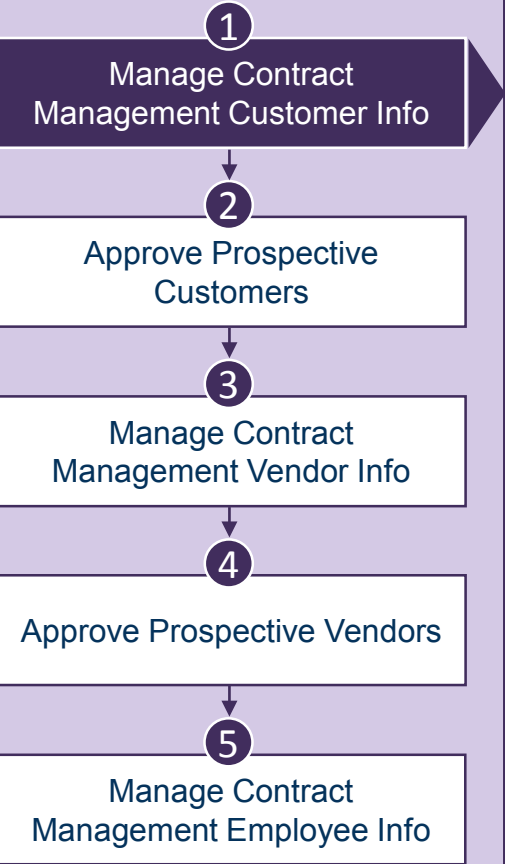
General Notes

Customer Type \* Pending

Customer Web Site

Address/Contact Info User-Defined Info

Customer/Vendor/  
Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Customer Info

Identification New Copy Delete 1 of 1 New Table Query

Prospective Customer ID Name \* Customer Type \* Customer Status Customer Web Site

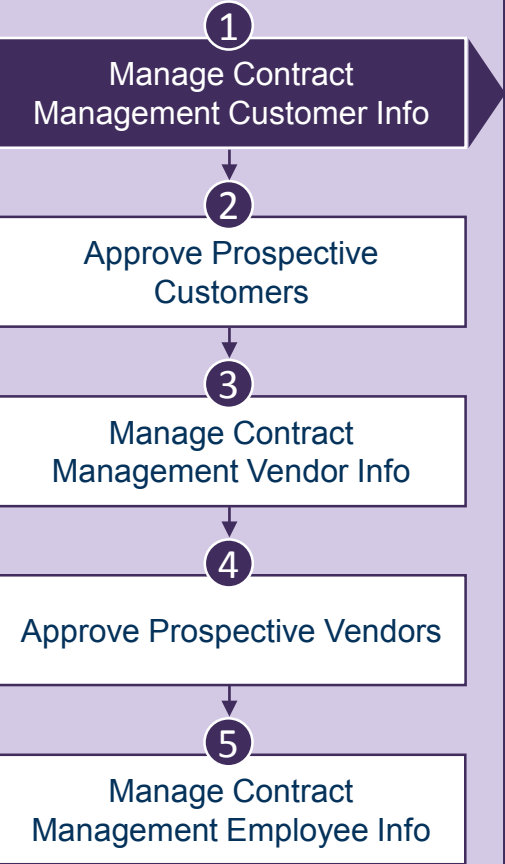
Enter or select the customer type for the prospective customer.

View the status of the customer or prospective customer (**Hold**, **Ok**, **Pending**, or **Warning**). For prospective customers, it defaults to **Pending**.

Enter the customer or prospective customer website.

Address/Contact Info User-Defined Info

# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview

1

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Customer Info

1

HomeStar

Identification

NewCopyDelete1 of 1 NewTableQuery

Prospective Customer ID

Prospective Customer Account

Name \*

Name \*

General

Notes

Use the Notes tab to enter relevant notes or comments about customers or prospective customers.

Customer Record Status

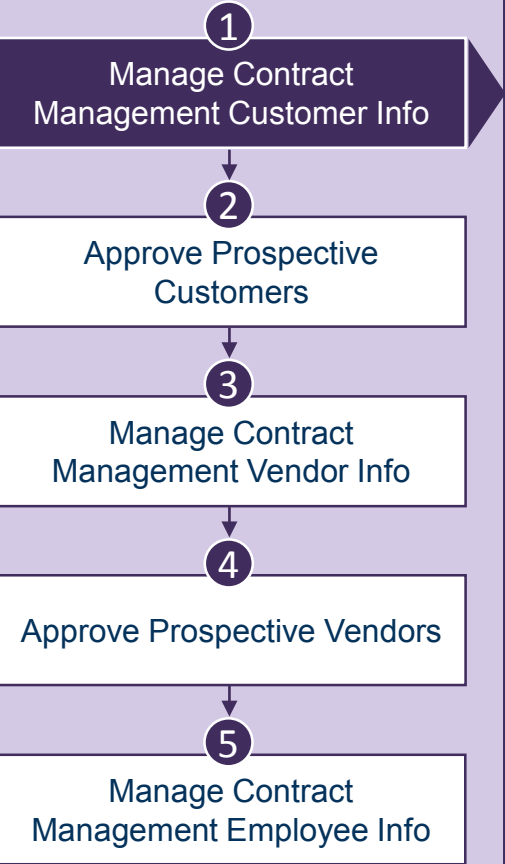
Prospective Customer

Address/Contact Info

User-Defined Info



Customer/Vendor/  
Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Customer Info

Identification New Copy Delete 1 of 1 New Table Query

Prospective Customer ID Future Customer Account Prospective Customer

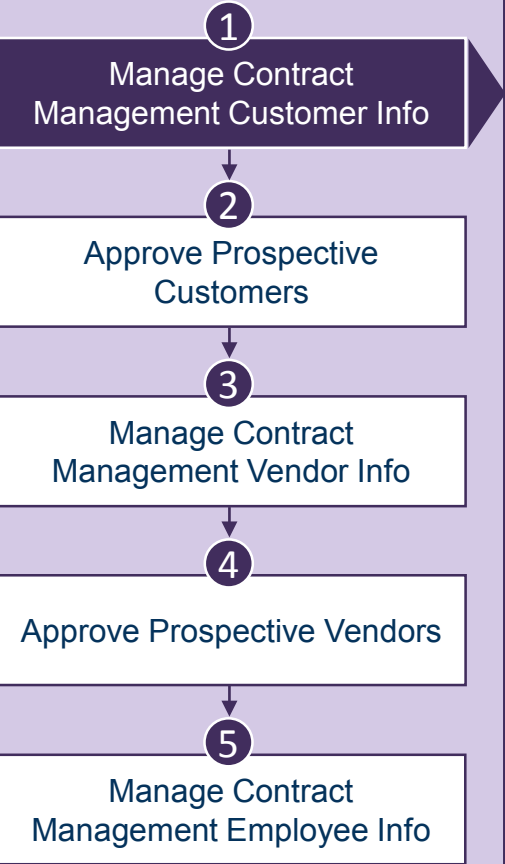
Name \* Long Name \*

General Notes

If not yet open, click this link to access the Address/Contact Info subtask.

Address/Contact Info User-Defined Info

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Customer Info

### → Identification

New Copy Delete 1 of 1 New Table Query

Prospective Customer ID Future Customer Account

Name\* Long Name\*

General Notes

Use the Address/Contact Info subtask to view and manage customer address and contact information. Click **New** to add a new line. **K**

Address/Contact Info User-Defined Info

Identification > Address/Contact Info

New Copy Delete Form Query

Address Code*	Address Line 1	Address Line 2	Address Line 3	City

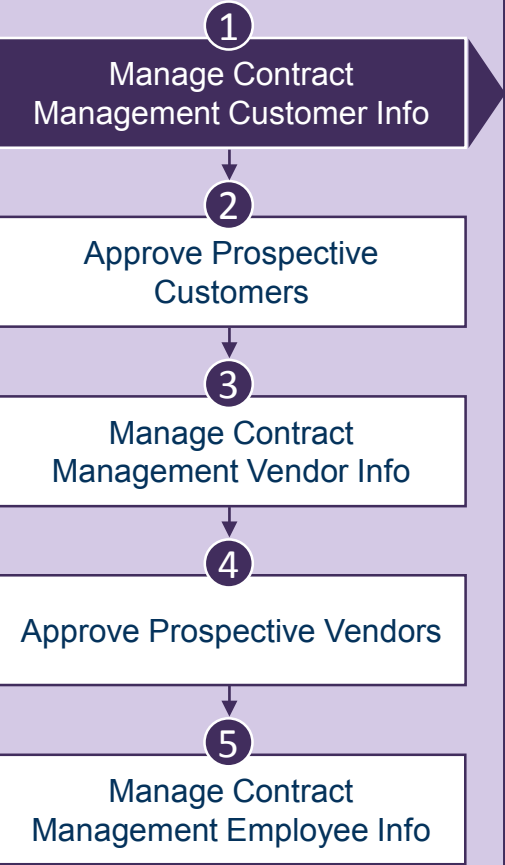
Contacts

Close

For a prospective customer, all fields on this subtask are editable. For a customer, all fields are read-only.

You can use the Contacts subtask on this subtask to add new contacts for prospective and regular customers. For regular customers, you can add new contacts but you cannot update or delete existing or newly added/saved contacts.

Customer/Vendor/  
Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Customer Info

Identification New Copy Delete 1 of 1 New Table Query

Prospective Customer ID Future Customer Account Prospective Customer

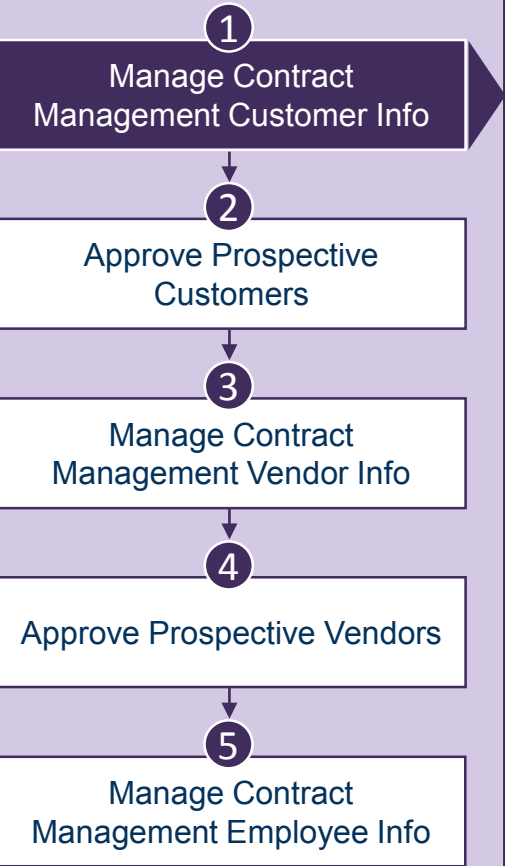
Name \* Long Name \*

General Notes

Click this link to open the User-Defined Info subtask.

Address/Contact Info User-Defined Info

# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview>>

HomeStar1Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Customer InfoUserHomePower

➔ IdentificationNewCopyDelete1 of 1 NewTableQuery

Prospective Customer IDFuture Customer AccountProspective Customer

Name\*

GeneralNotes

Use the User-Defined Info subtask to view and manage user-defined customer information. User-defined fields are set up on the Manage Customer User-Defined Labels screen.  
  
For prospective customers, some fields on this subtask are editable. For regular customers, all fields are read-only.

Address/Contact InfoUser-Defined Info

Identification > User-Defined Info

	Data Type	Labels *	Text Value	Numeric Value	Date Value	Costpoint Validation Field	Validated Text	Required
<input checked="" type="checkbox"/>								

NewCopyDeleteFormQuery

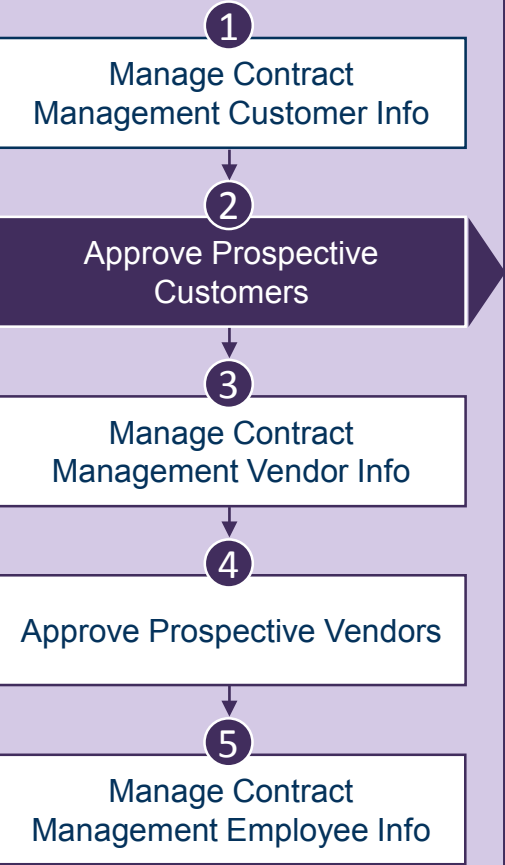
Autoload

Close

M

Click **New** to add a new line, or click **Autoload** to automatically populate the User-Defined Info subtask with data available on the Manage Customer User-Defined Labels screen.

# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Approve Prospective Customers

Approve Prospective Customers

Approve AllDisapprove All

Approval Code *
Pending
Pending
Pending
Pending
Pending
Pending

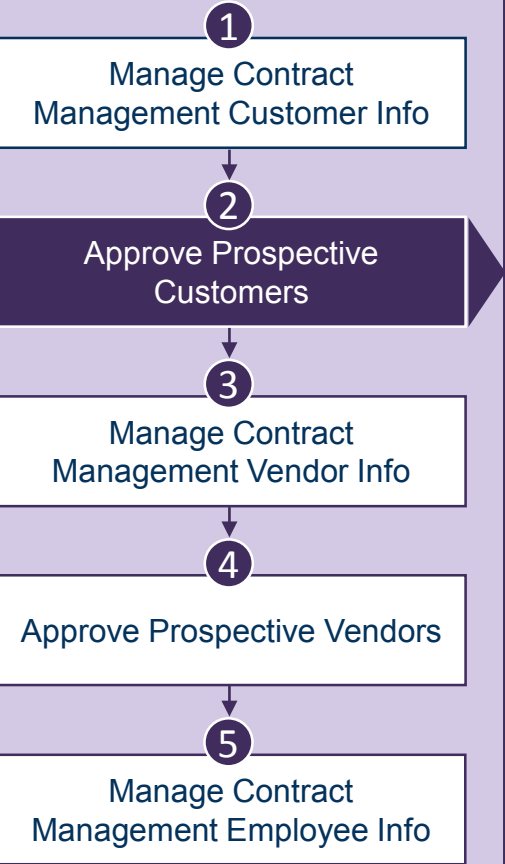
Use the Approve Prospective Customers screen to approve prospective customers before they can be selected as a customer on a project, contract, or subcontract, or be used in invoices.

All prospective customers with a **Pending** status in the Manage Contract Management Customer Info application are automatically displayed. After approval, the status changes to **Ok** and their customer record status is changed to **Customer**, and can then be used in projects and invoices.

You can also use this screen to view and manage information for regular customers. Note, however, that not all fields are editable for regular customers.

Follow the steps on the next slides to accomplish the Approve Prospective Customers screen.

# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview>>

HomeStar1Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Approve Prospective CustomersUserHomePower

Approve Prospective CustomersQuery

Approve AllDisapprove All

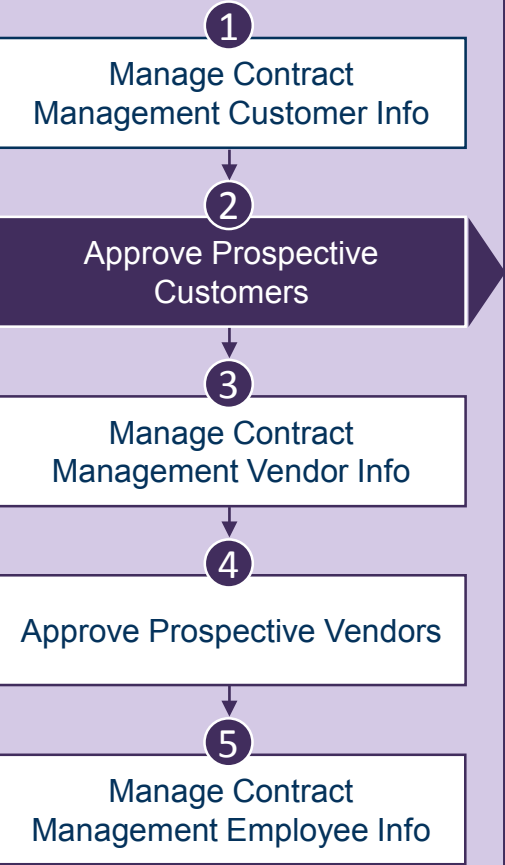
	Approval Code *	Prospective Customer ID	Future Customer Account	Customer Name	Customer Type
<input checked="" type="checkbox"/>	Pending	CUSTPROSP-0000000000000001		Dept of Veterans Affairs	FEDERAL GOV'T
	Pending	CUSTPROSP-0000000000000002		Department of Energy	FEDERAL GOV'T
	Pending	CUSTPROSP-0000000000000004		JPM Consulting Services	COMMERCIAL
	Pending	CUSTPROSP-0000000000000005		VS ProsCust-1	OTHER GOV'T
	Pending	KAREN	KAREN		COMMERCIAL
	Pending	KAREN1		Karen with no customer id	FEDERAL GOV'T

A

Enter a unique customer account for the prospective customer.

You must enter a value in this field before you can approve a prospective customer. You can leave this field blank and save the prospective customer record, but you will not be able to approve it.

# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview>>

HomeStar1Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Approve Prospective CustomersUserHomePower

Approve Prospective CustomersQuery

Approve AllDisapprove All

Approval Code *	Prospective Customer ID	Future Customer Account	Customer Name	Customer Type
Pending	CUSTPROSP-0000000000000001		Dept of Veterans Affairs	FEDERAL GOV'T
-Select-	CUSTPROSP-0000000000000002		Department of Energy	FEDERAL GOV'T
Pending	CUSTPROSP-0000000000000004		JPM Consulting Services	COMMERCIAL
Pending	CUSTPROSP-0000000000000005		VS ProsCust-1	OTHER GOV'T
Pending	KAREN	KAREN	1	COMMERCIAL
Pending		Karen with no customer id		FEDERAL GOV'T

B

To approve a single prospective customer, click the corresponding **Approval Code** drop-down list of the prospective customer and select **Approved**.

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Home 1 Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Approve Prospective Customers

Query

Approve Prospective Customers

Approve All Disapprove All

C

To approve or disapprove multiple prospective customers, click the **Approve All** or **Disapprove All** button after making your selection.

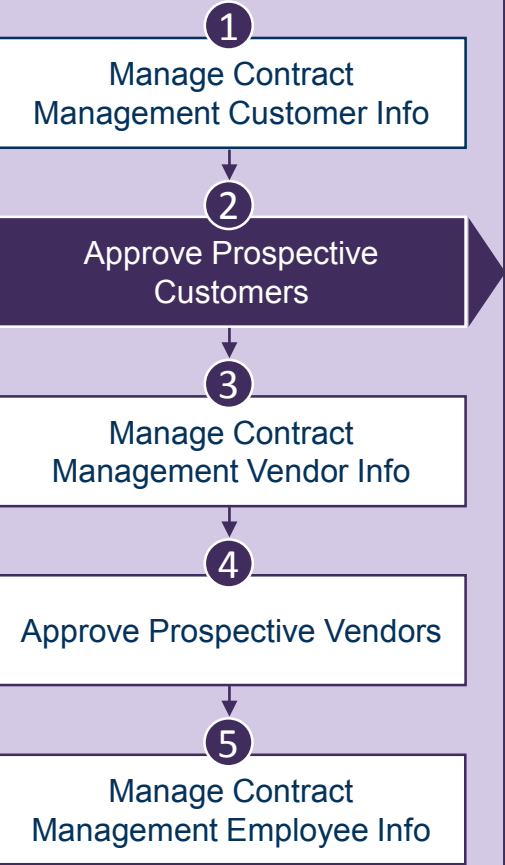
Account	Customer Name	Customer Type
	Dept of Veterans Affairs	FEDERAL GOV'T
	Department of Energy	FEDERAL GOV'T
	JPM Consulting Services	COMMERCIAL
	VS ProsCust-1	OTHER GOV'T
	1	COMMERCIAL
	Karen with no customer id	FEDERAL GOV'T

Here are some guidelines when selecting records:

- To select all records, click the **Select All Rows** ☒ check box.
- To select multiple contiguous customers, hold the SHIFT key on your keyboard and highlight those rows with your cursor.
- To select multiple non-contiguous customers, hold the CTRL key on your keyboard and highlight those rows with your cursor.



# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview>>

HomeStar1Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Approve Prospective Customers

Approve Prospective Customers

Query

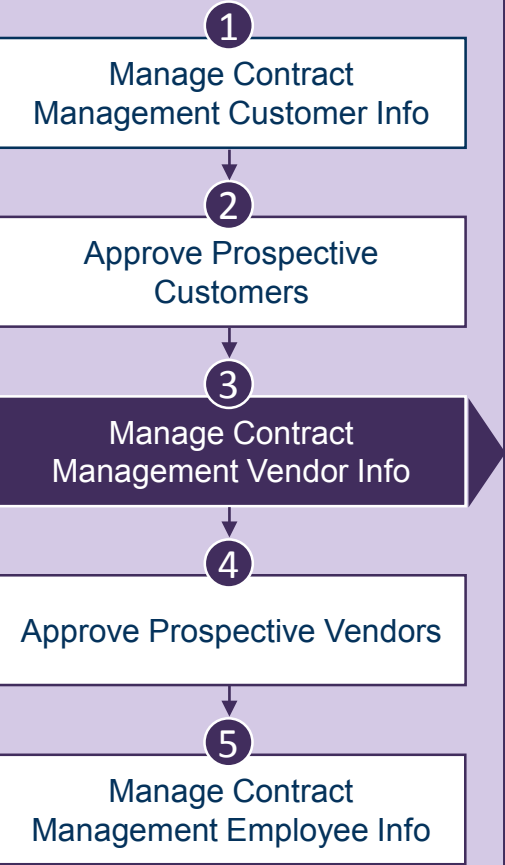
Approve AllDisapprove All

D

Click **Save** or **Save & Continue** to save the record.

	Approval Code *	Prospective Customer ID	Future Customer Account	Customer Name	Customer Type
✓	Approved	CUSTPROSP-0000000000000001		Dept of Veterans Affairs	FEDERAL GOV'T
✓	Approved	CUSTPROSP-0000000000000002		Department of Energy	FEDERAL GOV'T
✓	Approved	CUSTPROSP-0000000000000004		JPM Consulting Services	COMMERCIAL
✓	Approved	CUSTPROSP-0000000000000005		VS ProsCust-1	OTHER GOV'T
✓	Approved	KAREN	KAREN	1	COMMERCIAL
✓	Approved	KAREN1		Karen with no customer id	FEDERAL GOV'T

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification

Prospective Vendor ID Future Vendor ID

Name \* Prospective Vendor

General Note

Long Name \* Vendor Web Site Vendor Approval

Business Classification Size

☒ Large

☐ Woman-Owned ☐ Alaska Native Corporations (ANC) and Indian Tribes

☐ Disadvantaged (Include Minority-Owned) ☐ HUBZone

☐ Veteran-Owned ☐ Historical Black Colleges and Universities/Minority Institutions

☐ Service-Disabled Veteran-Owned

employees NDA Teaming Agreement User-Defined Info

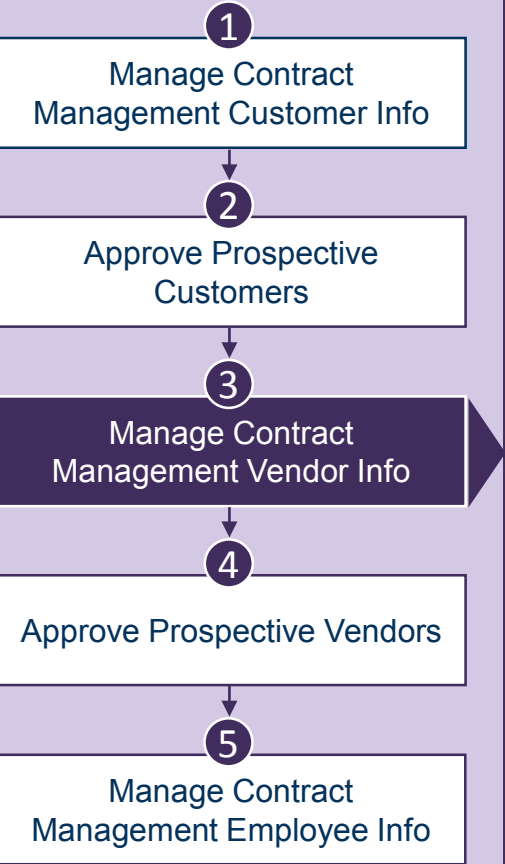
Use the Manage Contract Management Vendor Info screen to set up prospective vendors that can be linked to opportunities.

Prospective vendors must be approved using the Approve Prospective Vendors screen before they can be used in contracts and projects. After approval, prospective vendors become regular vendors.

You can also use this screen to view and manage information for regular vendors. Note, however, that not all fields are editable for regular vendors.

Follow the steps on the next slides to accomplish the Manage Contract Management Vendor Info screen.

Customer/Vendor/  
Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification

Prospective Vendor ID Future Vendor ID

Name \*

General

Long Name

Vendor Name

Vendor Address

Business Size

Large Small Non-Profit Foreign/Other

Woman-Owned

Disadvantaged (Include Minority-Owned)

Veteran-Owned

Service-Disabled Veteran-Owned

Alaskan Native Corporations (ANC) and Inc

HUBZone

Historical Black Colleges and Universities/M

Certification Date

Terms \*

UNS Number

Address/

Defined Info

Vendor Record Status

Prospective Vendor

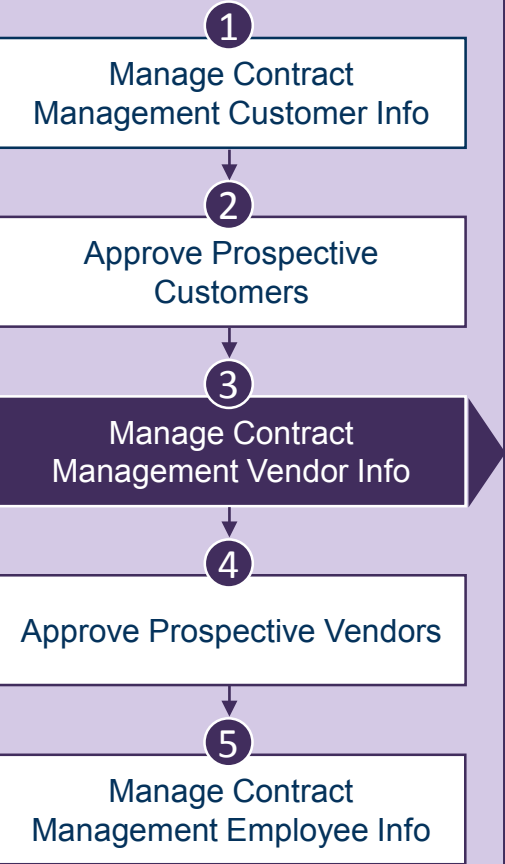
A Enter a unique prospective vendor ID, or leave this field blank to have Costpoint automatically assign an ID if the **Auto-Assign Vendor Prospect IDs** check box is selected on the Configure Contract Management Settings screen.

B View the vendor ID.

This field is not editable for both prospective and regular vendors. This is labeled as:

- **Future Vendor ID** — For prospective vendors. You set up future vendor IDs on the Approve Prospective Vendors screen.
- **Vendor ID** — For approved or regular vendors. The vendor ID displays as a hyperlink that you can click to open the Manage Vendors screen and view additional information about the vendor.

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

### Identification

Prospective Vendor ID Future Vendor ID

Name \*

**General** Notes

Long Name \*

Vendor Web Site

Vendor Approval Status Pending DUNS Number CAGE Code

**Business Classification**

**Size**

☒ Large ☐ Small ☐ Non-Profit ☐ Foreign/Other Certification Date Certification Number

☐ Woman-Owned ☐ Alaskan Native Corporations (ANC) and Indian Tribes

☐ Disadvantaged (Include Minority-Owned) ☐ HUBZone

☐ Veteran-Owned ☐ Historical Black Colleges and Universities/Minority Institutions

☐ Service-Disabled Veteran-Owned

[Address/Contact Info](#) [Vendor Employees](#) [NDA](#) [Teaming Agreement](#) [User-Defined Info](#)

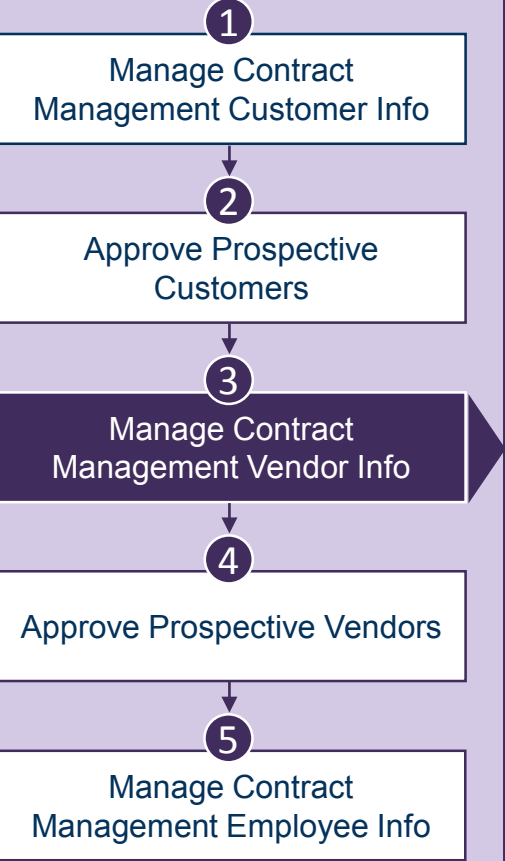
**Vendor Record Status**

Prospective Vendor

C

View the vendor record status, which can be **Vendor** or **Prospective Vendor**. For new records, this automatically displays **Prospective Vendor**.

Customer/Vendor/  
Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification

Prospective Vendor ID Future Vendor ID

Name \*

Vendor Record Status  
Prospective Vendor

General Notes

Long Name \*  Term  City

Vendor Web Site

Vendor Approval Status Pending DUNS Number  CAGE Code

Business Classification

Size

☒ Large ☐ Small ☐ Non-Profit ☐ Foreign/Other Certification Date  Certification Number

☐ Woman-Owned ☐ Alaskan Native Corporations (ANC) and Indian Tribes

☐ Disadvantaged (Include Minority-Owned) ☐ HUBZone

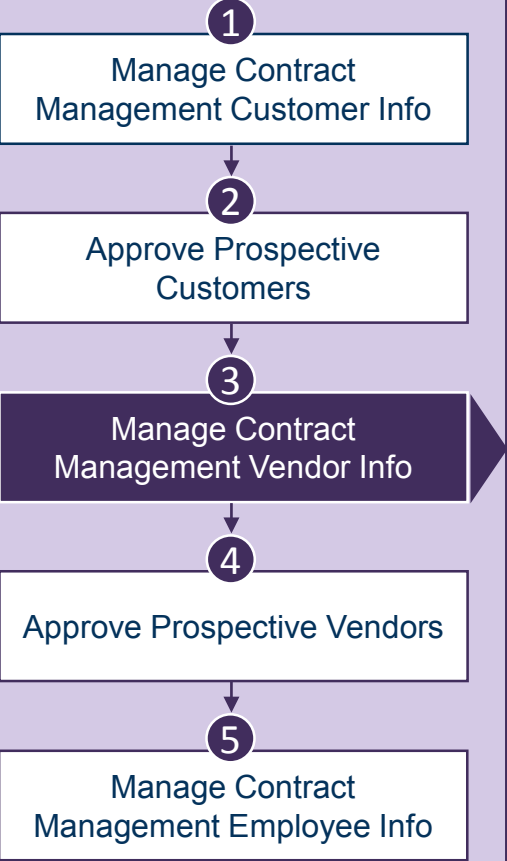
☐ Veteran-Owned ☐ Historical Black Colleges and Universities/Minority Institutions

☐ Service-Disabled Veteran-Owned

Address/Contact Info Vendor Employees NDA Teaming Agreement User-Defined Info

D Enter the prospective vendor name.

Customer/Vendor/  
Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Use the General tab to enter general information and legal classifications for prospective vendors.

Vendor ID

Vendor Record Status  
Prospective Vendor

General Notes

Long Name \* Terms \* Specialty

Vendor Web Site

Vendor Approval Status Pending DUNS Number CAGE Code

Business Classification

Size

☒ Large ☐ Small ☐ Non-Profit ☐ Foreign/Other Certification Date Certification Number

☐ Woman-Owned ☐ Alaskan Native Corporations (ANC) and Indian Tribes

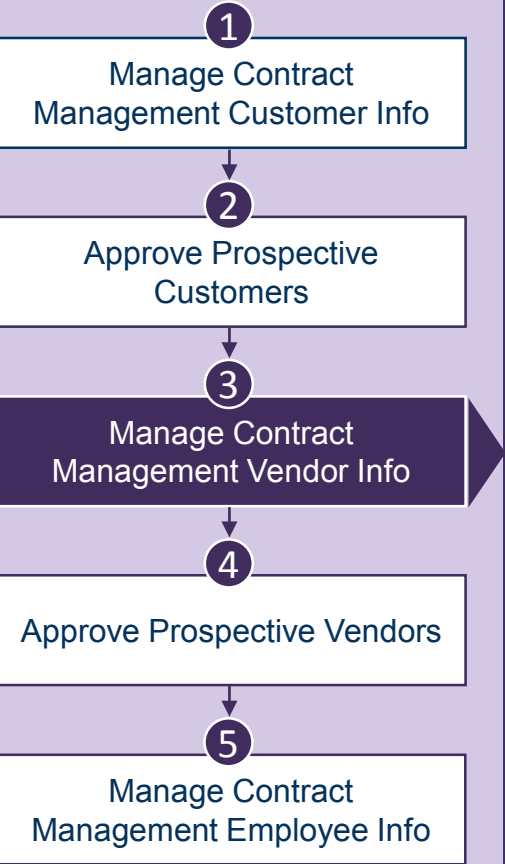
☐ Disadvantaged (Include Minority-Owned) ☐ HUBZone

☐ Veteran-Owned ☐ Historical Black Colleges and Universities/Minority Institutions

☐ Service-Disabled Veteran-Owned

[Address/Contact Info](#) [Vendor Employees](#) [NDA](#) [Teaming Agreement](#) [User-Defined Info](#)

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification

Prospective Vendor ID Future Vendor ID

Name \* Vendor Record Status Prospective Vendor

General Notes

Long Name \* Terms \* Specialty

Vendor Web Site

Vendor Approval DUNS Number

Business Classification Size

Large Small Non-Profit Foreign/Other Certification Number

Woman-Owned Alaskan Native Corporations (Native and Indian Tribes)

Disadvantaged (Include Minority-Owned) HUBZone

Veteran-Owned Historical Black Colleges and Universities/Minority Institutions

Service-Disabled Veteran-Owned

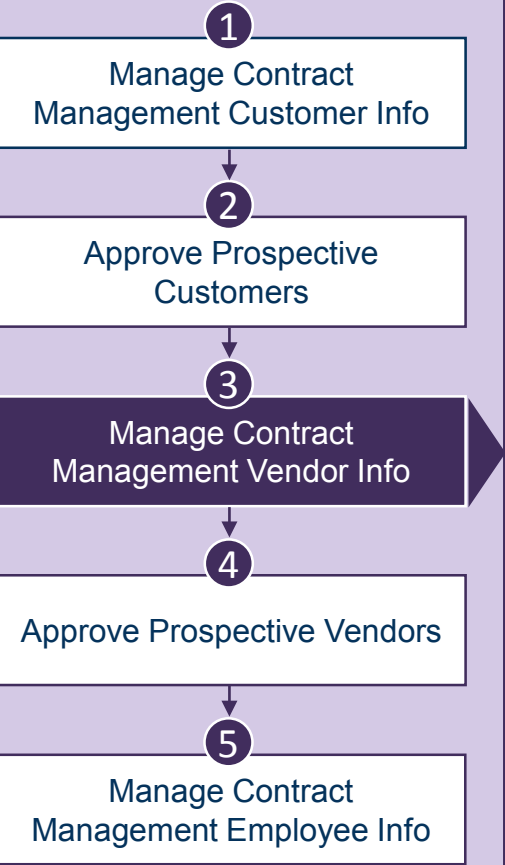
Address/Contact Info Vendor Employees NDA Teaming Agreement User-Defined Info

F Enter the prospective vendor long name.

G Enter the payment terms to be used as a default when entering vouchers for the prospective vendor.

H Enter the areas of specialty of the vendor or prospective vendor.

Customer/Vendor/  
Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification New Copy Delete Approval 1 of 1 New Table Query

Prospective Vendor ID Future Vendor ID

Name \* Prospective Vendor

General Notes

Long Name \* Terms \* Specialty

Vendor Web Site

Vendor Approval Status Pending DUNS Number CAGE Code

Business Classification

Size

Large

Enter the vendor or prospective vendor website.

Woman-Owned Alaskan Native Corporations (ANC) and Indian Tribes

Disadvantaged (Include Minority-Owned) HUBZone

Veteran-Owned Historical Black Colleges and Universities/Minority Institutions

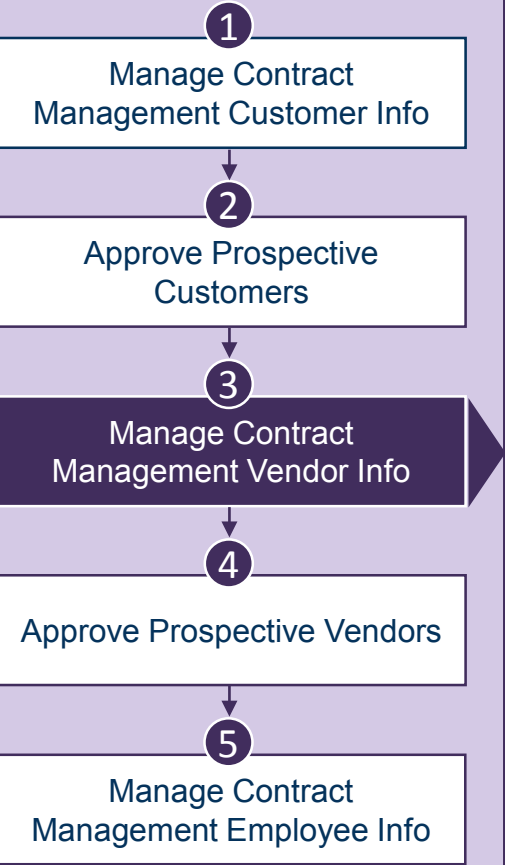
Service-Disabled Veteran-Owned

Certification Date Certification Number

Address/Contact Info Vendor Employees NDA Teaming Agreement User-Defined Info



Customer/Vendor/  
Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification

New Copy Delete Approval 1 of 1 New Table Query

Future Vendor ID

View the prospective vendor approval status. This field displays either **Pending** or **Approved**.

Terms \* Specialty

Enter the Government Entity (CAGE) code for the prospective vendor.

Vendor Web Site

Vendor Approval Status Pending DUNS Number CAGE Code

Business Classification

Size

☒ Large ☐ Small ☐ Non-Profit

☐ Woman-Owned

☐ Disadvantaged (Include Minority-Owned)

☐ Veteran-Owned

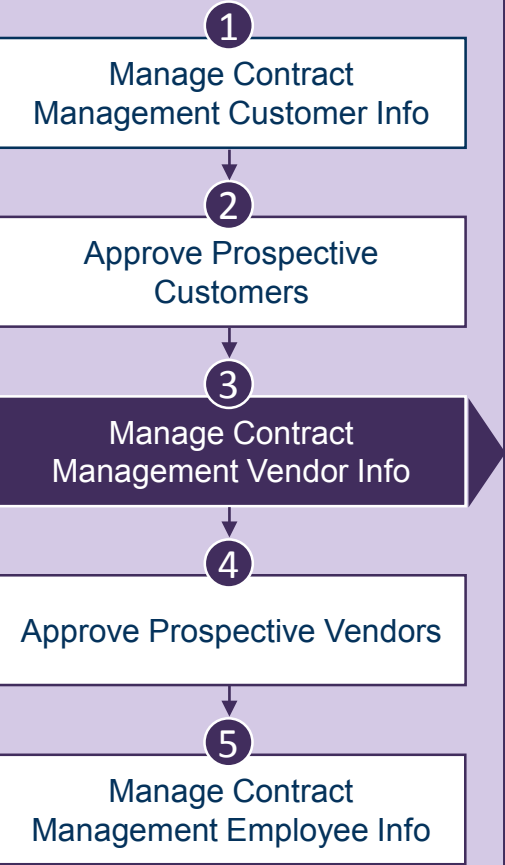
☐ Service-Disabled Veteran-Owned

Enter the Data Universal Numbering System (DUNS) number for the prospective vendor.

Certification Number

Address/Contact Info Vendor Employees NDA Teaming Agreement User-Defined Info

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification

Prospective Vendor ID Future Vendor ID

Name \*

Vendor Record Status  
Prospective Vendor

Long Terms \* Specialty

Vendor Approval Status Pending DUNS Number CAGE Code

Business Classification

Size

☒ Large ☐ Small ☐ Non-Profit ☐ Foreign/Other Certification Date Certification Number

☐ Woman-Owned ☐ Alaskan Native Corporations (ANC) and Indian Tribes

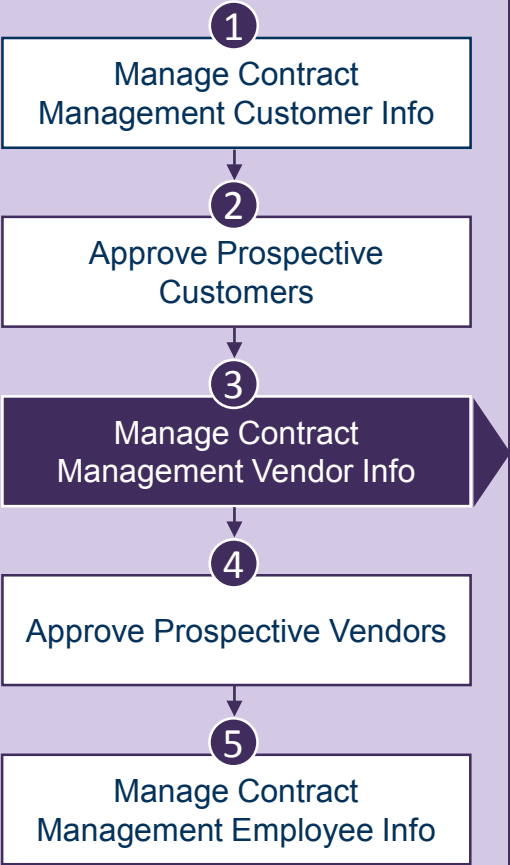
☐ Disadvantaged (Include Minority-Owned) ☐ HUBZone

☐ Veteran-Owned ☐ Historical Black Colleges and Universities/Minority Institutions

☐ Service-Disabled Veteran-Owned

[Address/Contact Info](#) [Vendor Employees](#) [NDA](#) [Teaming Agreement](#) [User-Defined Info](#)

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification

Prospective Vendor ID

Name \*

Use the Notes tab to enter relevant notes or comments about vendors or prospective vendors.

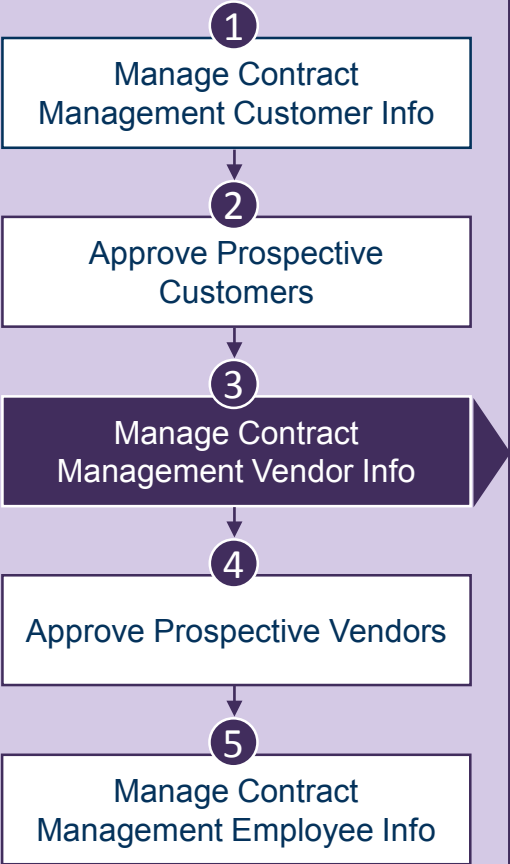
General Notes

Vendor Record Status

Prospective Vendor

Address/Contact Info Vendor Employees NDA Teaming Agreement User-Defined Info

Customer/Vendor/  
Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification New Copy Delete Approval 1 of 1 New Table Query

Prospective Vendor ID Future Vendor ID

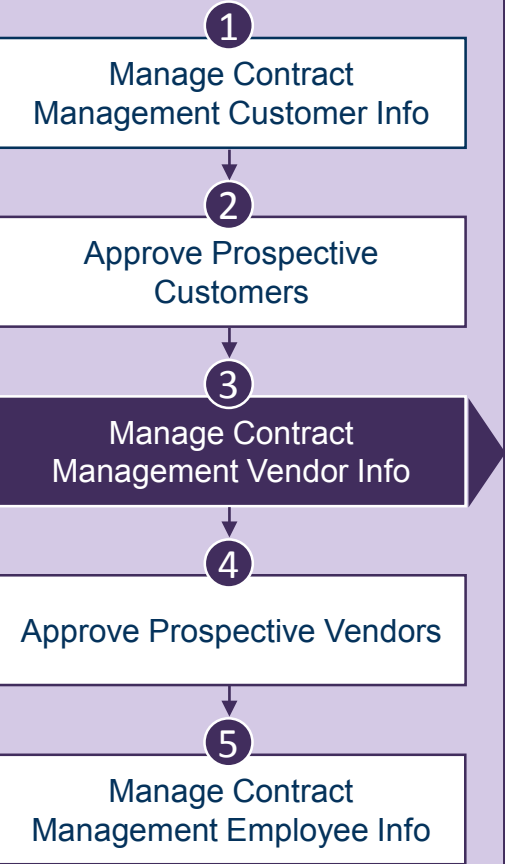
Name \* Prospective Vendor

General Notes

If not yet open, click this link to access the Address/Contact Info subtask.

Address/Contact Info Vendor Employees NDA Teaming Agreement User-Defined Info

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification

Prospective Vendor ID Future Vendor ID

Name \*

Vendor Record Status  
Prospective Vendor

General Notes

For a prospective vendor, all fields on this subtask are editable. For a vendor, all fields are read-only.

You can use the Contacts subtask on this subtask to add new contacts for prospective and regular vendors. For regular vendors, you can add new contacts but you cannot update or delete existing or newly added/saved contacts.

Use the Address/Contact Info subtask to enter and maintain information about vendor addresses. Click **New** to add a new line.

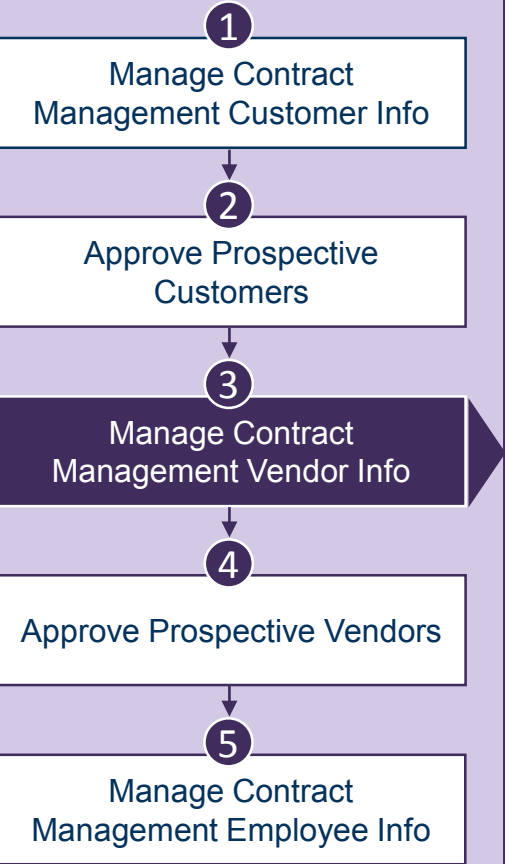
Identification > Address/Contact Info

Address Code *	Address Line 1	Address Line 2	Address Line 3	City

Contacts

Close

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification

Prospective Vendor ID Future Vendor ID

Name \*

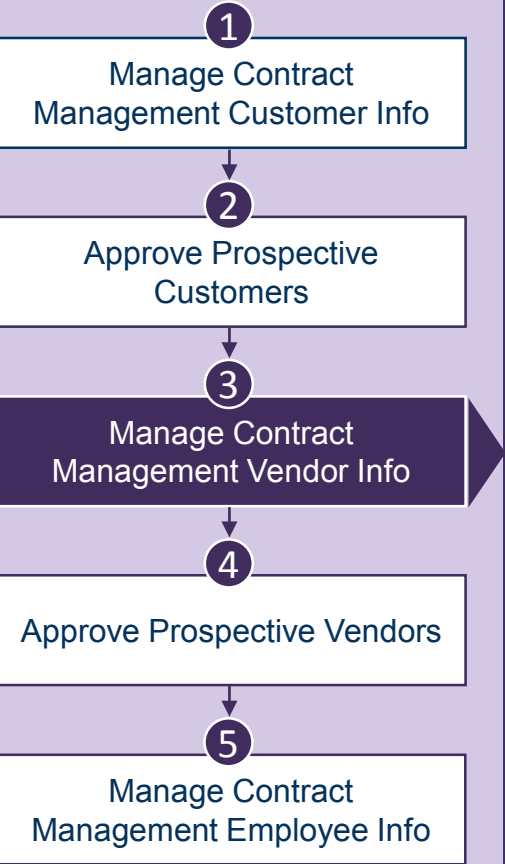
Vendor Record Status  
Prospective Vendor

General Notes

Click this link to open the Vendor Employees subtask.

Address/Contact Info Vendor Employees NDA Teaming Agreement User-Defined Info

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

### Identification

Prospective Vendor ID Future Vendor ID

Name \* Vendor Record Status: Prospective Vendor

General Notes

Use the Vendor Employees subtask to assign vendor employee identification numbers for billing and payment purposes. You can also view specific information, which you can use to identify if vendor employees meet the requirements needed for opportunities, contracts, and/or subcontracts.

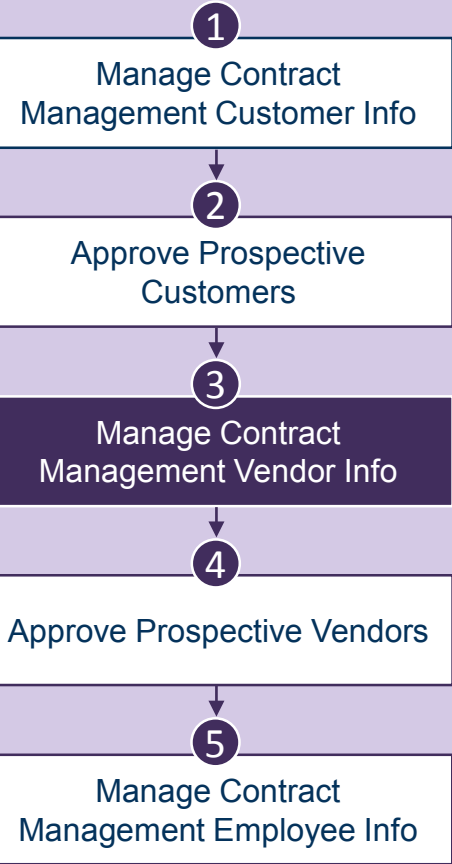
Click **New** to add a new line.

Identification > Vendor Employees

Vendor Employee ID *	Name *	Title	Cell Phone	Office Phone

[New](#) [Copy](#) [Delete](#) [Form](#) [Query](#) [Certification Details](#) [Skills](#) [Trainings](#) [Security](#) [Close](#)

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification New Copy Delete Approval 1 of 1 New Table Query

Prospective Vendor ID Future Vendor ID

Name \* Prospective Vendor

General Notes

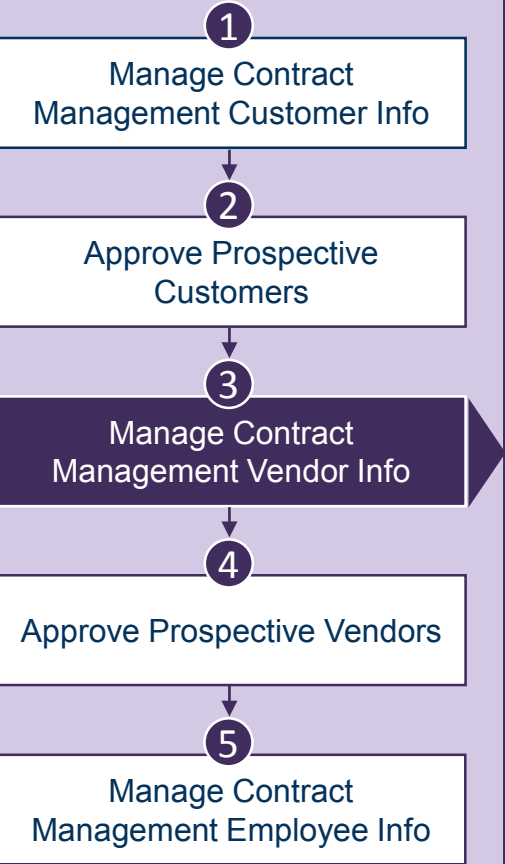
Click this link to open the NDA subtask.

S

Address/Contact Info Vendor Employees NDA Teaming Agreement User-Defined Info



# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview

1

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

PersonHomePower

➔ Identification

NewCopyDeleteApproval1 of 1 NewTableQuery

Prospective Vendor IDFuture Vendor ID

Name\*Vendor Record StatusProspective Vendor

GeneralNotes

Use the NDA subtask to browse for, add, or launch non-disclosure agreement (NDA) documents from a network location, and associate them to vendors.  
Click **New** to add a new line.

Identification > NDA

Date Received

Details

Expiration Date

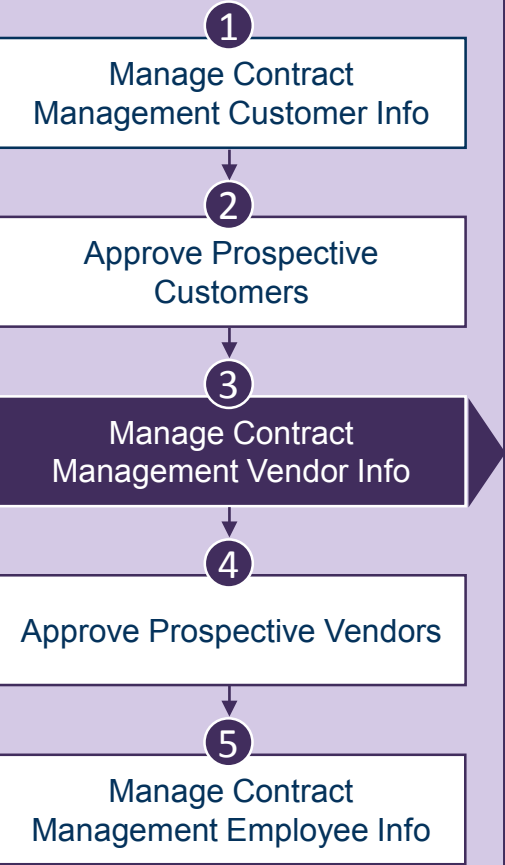
File Location

File Name

NewCopyDeleteFormQueryView NDAClose

The fields are enabled and editable for both vendors and prospective vendors.

# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview

HomeStar1

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

UserHomePower

➔ Identification

NewCopyDeleteApproval1 of 1 NewTableQuery

Prospective Vendor IDFuture Vendor ID

Name \*Vendor Record StatusProspective Vendor

GeneralNotes

Click this link to open the Teaming Agreement subtask.

U

Address/Contact Info

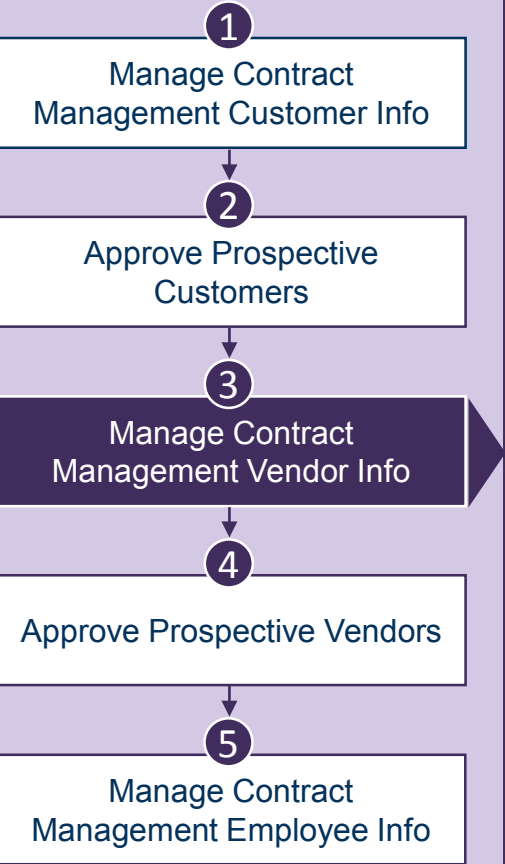
Vendor Employees

NDA

Teaming Agreement

User-Defined Info

# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification

Prospective Vendor IDFuture Vendor ID

Name\*

Vendor Record Status  
Prospective Vendor

GeneralNotes

Identification > Teaming Agreement

Date ReceivedDetailsExpiration DateFile LocationFile Name

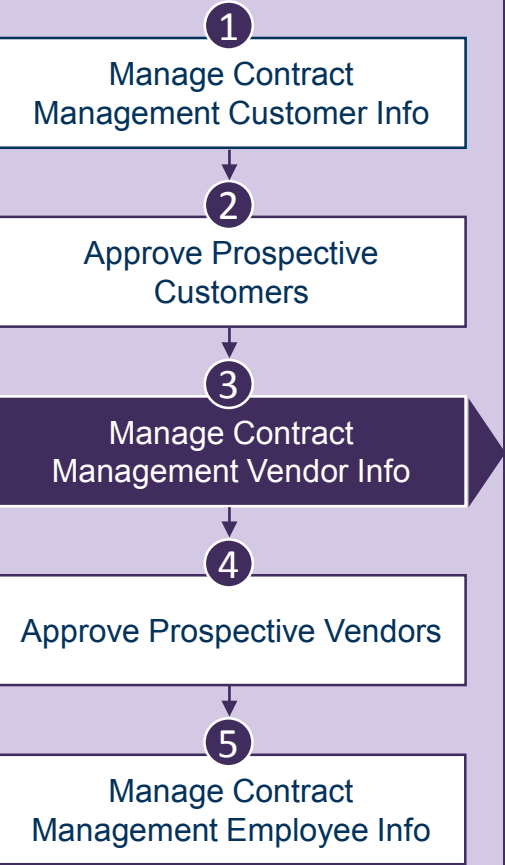
NewCopyDeleteFormQuery

View Teaming AgreementClose

Use the Teaming Agreement subtask to browse for, add, or launch teaming agreement documents from a network location, and associate them to vendors.

Click **New** to add a new line.

Customer/Vendor/  
Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

Identification

Prospective Vendor ID Future Vendor ID

Name \*

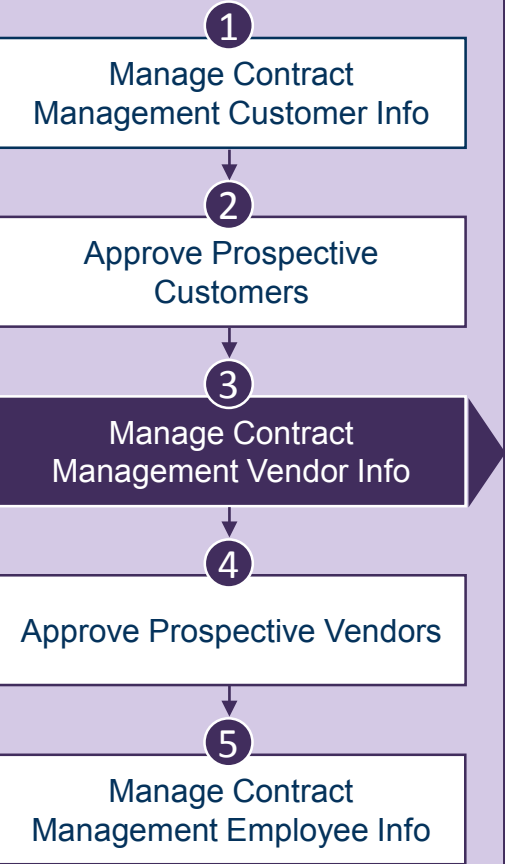
Vendor Record Status  
Prospective Vendor

General Notes

Click this link to open the User-Defined Info subtask.

Address/Contact Info Vendor Employees NDA Teaming Agreement User-Defined Info

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Vendor Info

### Identification

Prospective Vendor ID Future Vendor ID

Name \*

Vendor Record Status: Prospective Vendor

General Notes

Use the User-Defined Info subtask to enter, edit, and view values for user-defined fields for a vendor. User-defined fields are set up on the Manage Vendor User-Defined Labels screen.

For prospective vendors, some fields on this subtask are editable. For regular vendors, all fields are read-only.

Click **New** to add a new line, or click **Autoload** to automatically populate the User-Defined Info subtask with data available on the Manage Vendor User-Defined Labels screen.

Address/Contact Info Vendor Employees NDA Teaming Agreement User-Defined Info

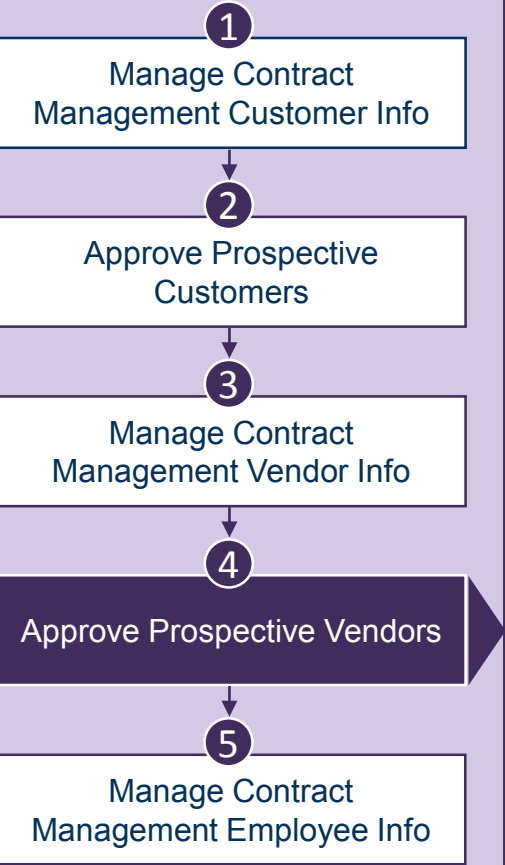
Identification > User-Defined Info

	Data Type	Labels *	Text Value	Numeric Value	Date Value	Costpoint Validation Field	Validated Text	Required
<input checked="" type="checkbox"/>								

New Autoload

Close

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Approve Prospective Vendors

### Identification

Default Values needed for Vendor Approval

AP Account Description \* OPERATING ACCOUNT

Cash Account Description \* OPERATING CASH

Approve All Disapprove

Approval C
Pending
Pending
Pending

VENDPROSP-0000000000000002 Digital Mgmt Consulting

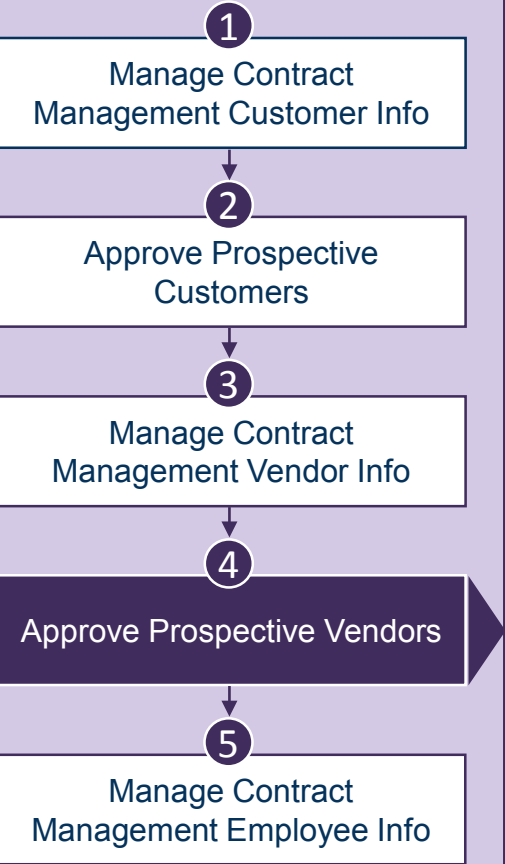
Close

Use the Approve Prospective Vendors screen to approve prospective vendors before they can be used in vouchers and cash disbursements.

After you approve vendors with a **Pending** status, their vendor status is changed to **Vendor** in Manage Contract Management Vendor Info, and they can then be used in vouchers and cash disbursements.

Follow the steps on the next slides to accomplish the Approve Prospective Vendors screen.

# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Approve Prospective Vendors

Identification

Default Values needed for Vendor Approval

AP Account Description \*OPERATING ACCOUNT

Cash Account Description \*OPERATING CASH

Identification > Approve Prospective Vendors

Approve AllDisapprove All

	Approval Code *	Future Vendor ID	Prospective Vendor ID	Vendor Name
<input checked="" type="checkbox"/>	Pending		123456789123456789123456789123SA	prospective vend pchua 12
	Pending		KARE	
	Pending		VENDP	

Approve Prospective Vendors

ApprovalQuery

Close

A

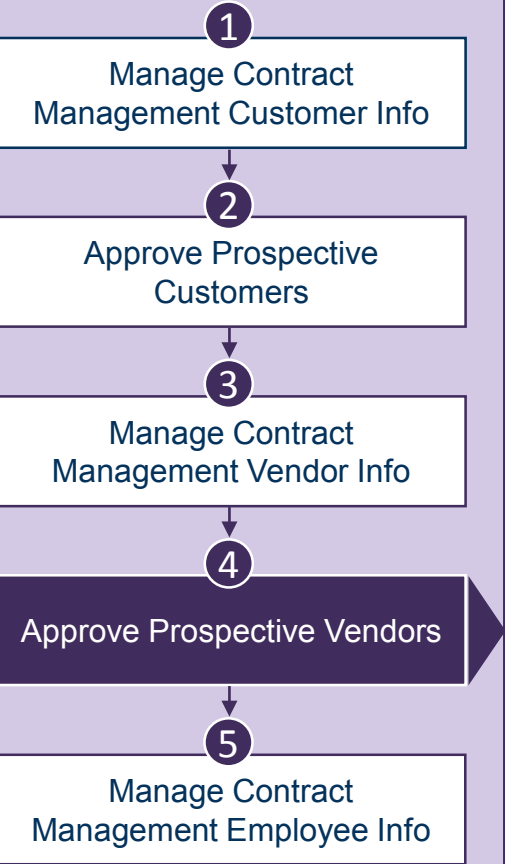
Enter or select the accounts payable (AP) and cash account descriptions that you want to assign to approved vendors.

B

Enter a unique vendor ID, or leave this field blank to have Costpoint automatically assign an ID when you approve the prospective vendor, if auto-assignment of vendor IDs is enabled on the Configure Vendor Settings screen.

If the auto-assignment of vendor IDs is not enabled, you must enter a value in this field before you can approve a prospective vendor. You can leave this field blank and save the prospective vendor record, but you will not be able to approve it.

# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Approve Prospective Vendors

Identification

Default Values needed for Vendor Approval

AP Account Description \*OPERATING ACCOUNT

Cash Account Description \*OPERATING CASH

Approve Prospective Vendors

ApprovalQuery

Approve AllDisapprove All

	Approval Code *	Future Vendor ID	Prospective Vendor ID	Vendor Name
<input checked="" type="checkbox"/>	Pending		123456789123456789123456789123SA	prospective vend pchua 12
<input type="checkbox"/>	-Select-		KARENPROSPECT	karen prospect vendor
<input type="checkbox"/>	Pending			
<input type="checkbox"/>	Not Approved			
<input type="checkbox"/>	Approved		VENDPROSP-0000000000000002	Digital Mgmt Consulting

C

To approve a single prospective vendor, click the corresponding **Approval Code** drop-down list of the prospective vendor and select **Approved**.

You can also disapprove the selected vendor by selecting **Not Approved**.

Close



# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Approve Prospective Vendors

### Identification

Default Values needed for Vendor Approval

AP Account Description \* OPERATING ACCOUNT

Cash Account Description \* OPERATING CASH

[Approve Prospective Vendors](#)

Approval Query

**Approve All** **Disapprove All**

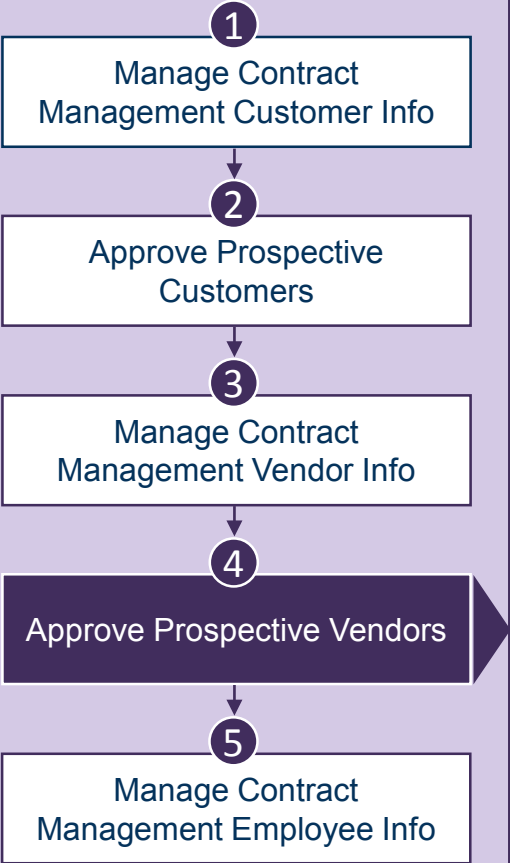
Approval Code *	Vendor Name
Pending	prospective vend pchua 12
Pending	karen prospect vendor
Pending	Digital Mgmt Consulting

Close

**D** To approve or disapprove multiple prospective vendors, click the **Approve All** or **Disapprove All** button after making your selection.

- Here are some guidelines when selecting records:
- To select all records, click the **Select All Rows** ☒ check box.
  - To select multiple contiguous vendors, hold the SHIFT key on your keyboard and highlight those rows with your cursor.
  - To select multiple non-contiguous vendors, hold the CTRL key on your keyboard and highlight those rows with your cursor.

Customer/Vendor/  
Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview

1

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Approve Prospective Vendors

Identification

– Default Values needed

AP Account Description

Cash Account Description \*OPERATING CASH

Click **Save** or **Save & Continue** to save the record.

Approve Prospective Vendors

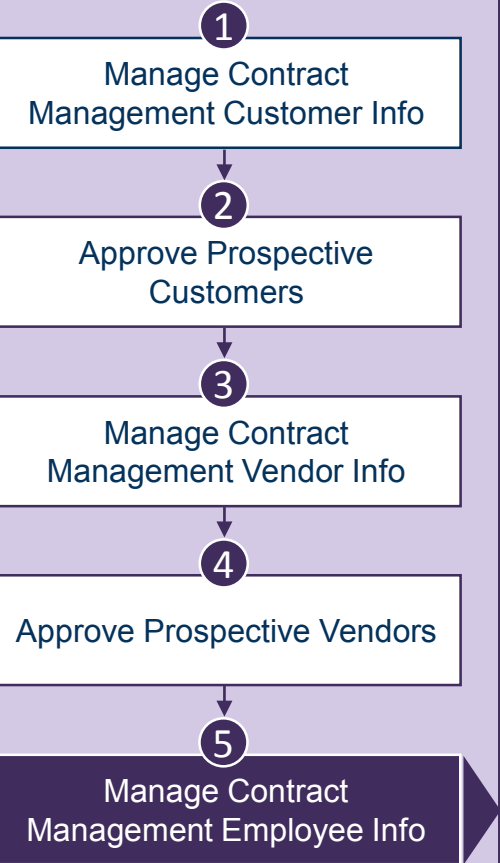
ApprovalQuery

Approve AllDisapprove All

	Approval Code *	Future Vendor ID	Prospective Vendor ID	Vendor Name
✓	Approved		123456789123456789123456789123SA	prospective vend pchua 12
✓	Approved		KARENPROSPECT	karen prospect vendor
✓	Approved		VENDPROSP-0000000000000002	Digital Mgmt Consulting

Close

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Employee Info

### Identification

1 of 193 Existing Table Query

Employee	1001	Name	Parmenter, Megan R		
Last Name	Parmenter	First Name	Megan	Middle Name	R
Detail Job Title	President	Manager	Arnold, Deborah	Hire Date	01/01/2000
Business Unit/Team		Home Org	10.10.3.3	Status	Active
Contact Information					
Work Email	bdurham@ati.com				
Work Phone	703-899-9220				

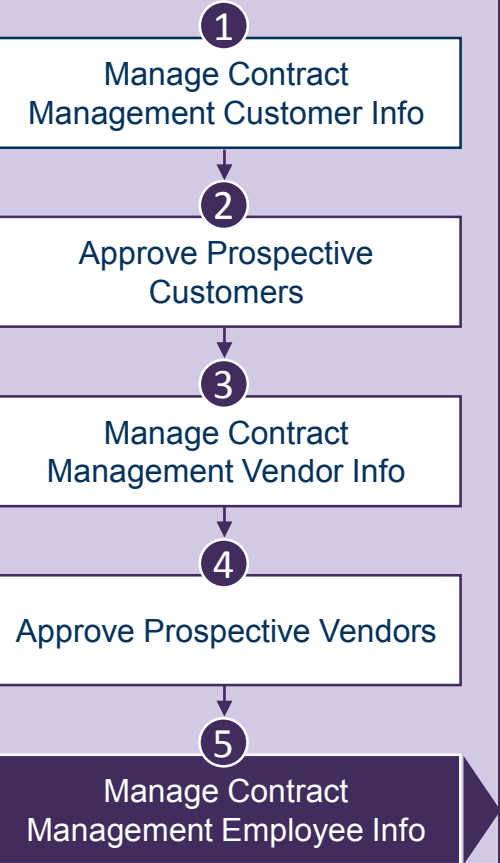
[Degrees](#) [Certifications](#) [Skills](#) [Training](#) [Security](#) [Opportunities](#) [Contracts](#)

Use the Manage Contract Management Employee Info screen to view information about your employees, so you can determine the employees that have the training, skills, and security details necessary to work on potential contracts and opportunities.

All fields on this screen and its subtasks are read-only. Employee information needs to be modified on the Manage Employee Information screen under the People domain.

Follow the steps on the next slides to use the Manage Contract Management Employee Info screen.

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Employee Info

### Identification

1 of 193 Existing Table Query

Employee 1001 Name Parmenter, Megan R

Last Name Parmenter First Name Megan Middle Name R Suffix

Detail Job Title President Manager Arnold, Deborah Hire Date 01/01/2000

Business Unit/Team Status Active

Contact Information

Work Email bdurham@ati.com

Work Phone 703-899-9220

Click this link to open the Degrees subtask and view the employee education information.

**A**

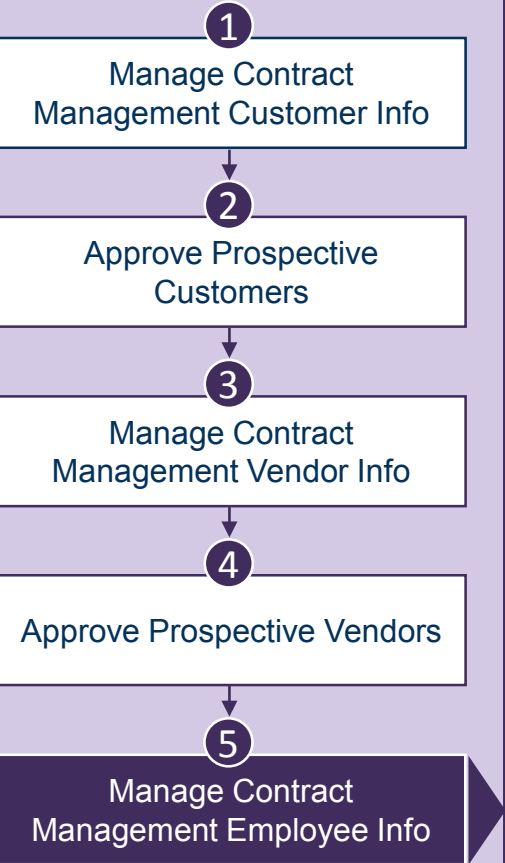
Degrees Certifications Skills Training Security Opportunities Contracts

Identification > Degrees Query

	Degree Description	Concentration	School	Date Completed
<input checked="" type="checkbox"/>	Master in Business Admin		Georgetown	05/22/1986
	Bachelor of Arts		U of Michigan	05/15/1979

Close

# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview

HomeStar1

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Employee Info

UserHomePower

Identification

1 of 193 ExistingTableQuery

Employee1001

Last NameParmenter

Detail Job TitlePresident

Business Unit/Team

Work Emailbdurham@ati.com

Work Phone703-899-9220

NameParmenter, Megan R

First NameMegan

ManagerArnold, Deborah

Hire Date01/01/2000

StatusActive

Click this link to open the Certifications subtask and view the certifications obtained by the employee.

B

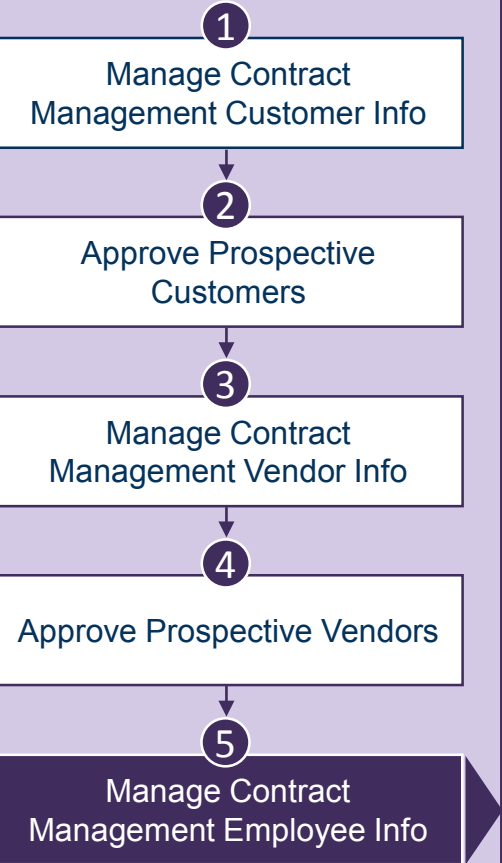
DegreesCertificationsSkillsTrainingSecurityOpportunitiesContracts

Identification > CertificationsQuery

	Certification	Professional Organization	Years	State/Province	License Number	Expiration Date	Last Renewal Date
--	---------------	---------------------------	-------	----------------	----------------	-----------------	-------------------

Close

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Employee Info

### Identification

1 of 193 Existing Table Query

Employee 1001 Name Parmenter, Megan R

Last Name Parmenter First Name Megan Middle Name R Suffix

Detail Job Title President Manager Arnold, Deborah Hire Date 01/01/2000

Business Unit/Team Home Org 10.10 Active

[Contact Information](#)

Work Email bdurham@ati.com

Work Phone 703-899-9220

[Degrees](#) [Certifications](#) **[Skills](#)** [Training](#) [Security](#) [Opportunities](#) [Contracts](#)

[Identification > Skills](#) Query

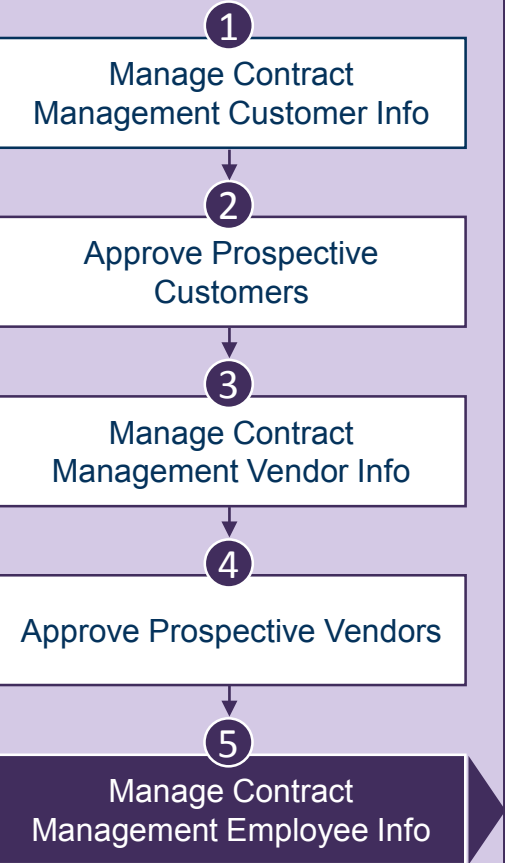
	Description	Skill Level	Date Acquired	Years of Experience
<input checked="" type="checkbox"/>	Certified Public Accountant	Master	04/30/2001	12
<input type="checkbox"/>	Microsoft Office Suite	Master	12/15/2000	12
<input type="checkbox"/>	Corporate Law	Master	10/15/1992	20

Close

Click this link to open the Skills subtask and view the employee's skills.

C

# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Employee Info

Identification

Employee1001NameParmenter, Megan R  
Last NameParmenterFirst NameMeganMiddle NameRSuffix  
Detail Job TitlePresidentManagerArnold, DeborahHire Date01/01/2000  
Business Unit/TeamHome Org10.10.3  
Contact Information  
Work Emailbdurham@ati.com  
Work Phone703-899-9220

DegreesCertificationsSkillsTrainingSecurityOpportunitiesContracts

Identification > Training

Training	Training Description	Training Source	Training Source Description	Internal/External	CEU Credits	Start Date	End Date
SEC-S1	Security for Salaried Workforce Level 1	HQ - LAB	In House for all labor groups	Internal	1.00	06/12/2012	06/12/2012
DIV-MGR	Diversity Training for Mangers	MGRDIV	Diversity for MGR Level	Internal	2.00	06/08/2010	06/09/2010
ZEROTOL	Zero Tolerance Policy	HQ - LAB	In House for all labor groups	Internal	1.00	02/10/2009	02/10/2009

Close

Click this link to open the Training subtask and view the employee's training information.

Customer/Vendor/  
Employee Information

1

Manage Contract  
Management Customer Info

2

Approve Prospective  
Customers

3

Manage Contract  
Management Vendor Info

4

Approve Prospective Vendors

5

Manage Contract  
Management Employee Info

Identification

Employee	1001	Name	Parmenter, Megan R		
Last Name	Parmenter	First Name	Megan	Middle Name	R
Detail Job Title	President	Manager	Arnold, Deborah	Hire Date	01/01/2000
Business Unit/Team		Home Org	10.10.3.3		

Contact Information

Work Email	bdurham@ati.com
Work Phone	703-899-9220

Click this link to open the Security subtask and view the employee's security details.

E

- Degrees
- Certifications
- Skills
- Training
- Security
- Opportunities
- Contracts

Identification > Security

U.S. Person Status

Green Card Information

Surname		Category/Visa		Document Number	
Given Name		Resident Date		Verified By	
USCIS Number		Expiration Date		Date Verified	

ITAR

ITAR Status

- ☐ U.S. Person Authorized for ITAR
- ☐ Foreign Person with U.S. Dept of State Authorization/Special Exemption
- ☐ Not Authorized ☐ Denied Person
- ☐ Not Applicable

ITAR Start Date		Verified By	
ITAR End Date		Date Verified	

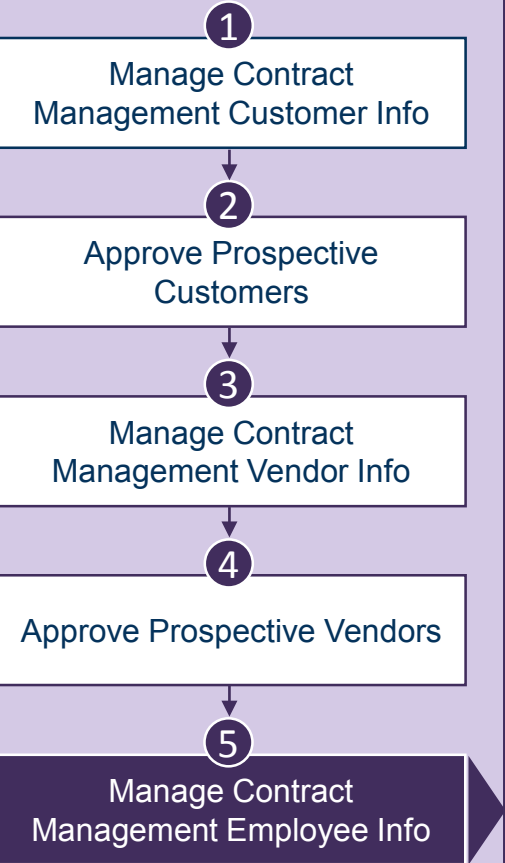
Notes

Security Clearances

Close



# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview

HomeStar1

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Employee Info

UserHomePower

Identification

Employee1001NameParmenter, Megan R

Last NameParmenterFirst NameMeganMiddle NameRSuffix

Detail Job TitlePresidentManagerArnold, DeborahHire Date01/01/2000

Business Unit/TeamHome Org10.10.3.3

Contact Information

Work Emailbdurham@ati.com

Work Phone703-899-9220

DegreesCertificationsSkillsTrainingSecurityOpportunitiesContracts

Identification > Opportunities

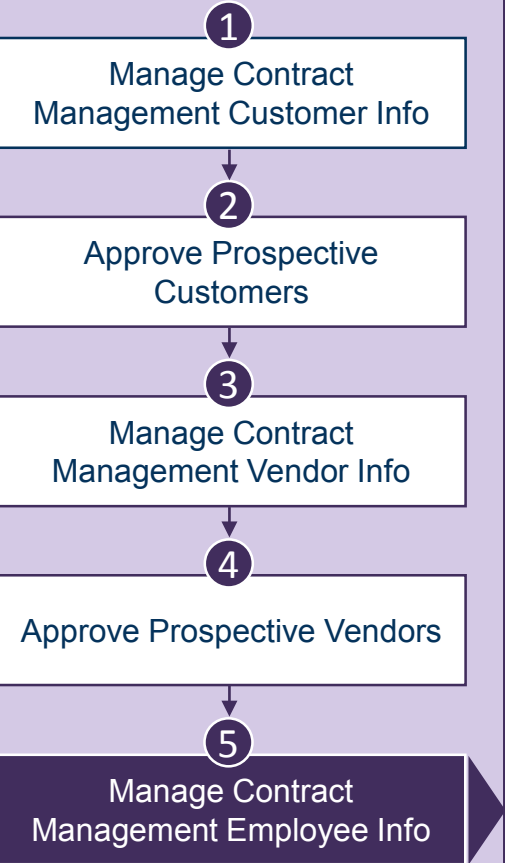
Opportunity ID	Opportunity Name	Stage	Role

Close

Click this link to open the Opportunities subtask and view information on opportunities associated with the employee.

F

# Customer/Vendor/ Employee Information



FILELINEOPTIONSPROCESSHELP

SaveSave & ContinueRefreshCloneLookupDefault ActionActions/ReportsExecutePage SetupPrint OptionsPreview

HomeStar1

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Employee Info

PersonHomePower

Identification

1 of 193 ExistingTableQuery

Employee1001

Last NameParmenter

Detail Job TitlePresident

Business Unit/Team

Work Emailbdurham@ati.com

Work Phone703-899-9220

NameParmenter, Megan R

First NameMegan

ManagerArnold, Deborah

Home Org10.10.3.3

Middle NameR

Suffix

Hire Date01/01/2000

Click this link to open the Contracts subtask and view information on contracts associated with the employee.

G

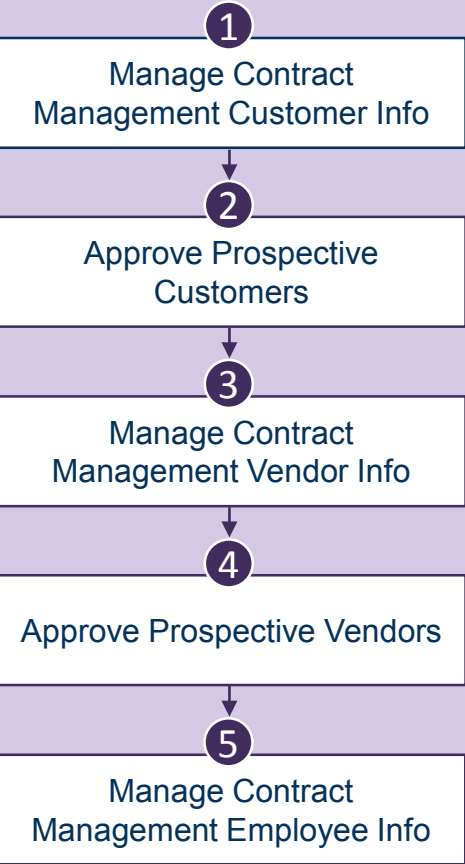
DegreesCertificationsSkillsTrainingSecurityOpportunitiesContracts

Identification > ContractsQuery

<input checked="" type="checkbox"/>	Contract Name	Role	Contract Start Date	Contract End Date	Contract Status
...					

Close

# Customer/Vendor/ Employee Information



FILE LINE OPTIONS PROCESS HELP

Save Save & Continue Refresh Clone Lookup Default Action Actions/Reports Execute Page Setup Print Options Preview

Browse Applications > Contracts > Resources > Customer/Vendor/Employee Information > Manage Contract Management Employee Info

### Identification

Employee 1001 Name Parmenter, Megan R

Last Name Parmenter First Name Megan Middle Name R Suffix

Detail Job Title President

Business Unit/Team

**Contact Information**

Work Email bdurham@ati.com

Work Phone 703-899-9220

1 of 193 Existing

Table Query

[Security](#) [Opportunities](#) [Contracts](#)

Identification > Contracts

Contract Name	Role	Contract Start Date	Contract End Date	Contract Status

Close

This concludes the Customer/Vendor/Employee Information click-thru.