

## Contractor Quick Reference Guide

### Responsibilities

Contractors are responsible for:

1. Creating Contracts and adding Orders in the CMRA website.
2. Entering Order data, Contact data, and Location data for each Order in CMRA.

### Login

1. Go to the CMRA website, <https://cmra.army.mil>
2. Enter your Username (your email address), Password, and select the 'Contractor' user role, then select Submit.

### Searching or Creating a Contract

1. Search for a contract using the criteria listed on the screen.
  - a. If the contract is in the database, you may select the Contract itself.
  - b. If the contract does not exist in the database, you can create it by selecting the red-highlighted hyperlink at the top of the screen. Enter the contract number and fiscal year, then select Save Contract.

### Entering Order Data

1. Once you have searched for or created a contract, select the contract number.
2. If the Order number appears, select it. If you need to add an Order number, select Add New Order. Enter the Order data information on the screen and select Create Order (if you do not have an Order number, use '0000').
  - a. The UIC is of the Army Requiring Activity that you are supporting. Any questions regarding the RA UIC should be addressed to the Army Unit you support.
  - b. The Invoiced Amount is the total dollar amount invoiced to the Army during the fiscal year for the Contract/Order.
3. Once you have clicked on the Order number, enter or edit the Order data.

### Entering Contact Data

1. Select the 'Contact Data' tab.
2. Enter the data for each point of contact and select Save after each entry.

### Entering Location Data

1. Select the 'Location Data' tab.
2. For each Location record, enter the following data:
  - a. The Federal Service Code (FSC) is the function performed for the Order record.
  - b. The location is where the work was performed.

- c. The Direct Labor Dollars is the amount charged for labor costs.
- d. The Direct Labor Hours is the total amount of hours worked on the Orders.
- e. The remaining questions must also be answered.
3. Once all questions have been completed, select Save.
4. If there are multiple Locations or multiple Functions performed at a location, enter additional Location Records.

Once the Order data, Contact data, and Location data is entered for each Contract and Order, the contractor is finished entering data into the Contractor Manpower Reporting Application.

#### Notes

- Any questions regarding your Requiring Activity Unit Identification Code (RA UIC), Major Command (MACOM), or Federal Service Code (FSC) should be addressed to the Army Requiring Activity that you are supporting for the contracted work.
- For other questions or concerns, see the Help Resources section of the website for a [Full User Guide](#), list of [FAQs](#), [Glossary](#) of terms, and Help Desk contact information.