<https://ness.nasa.gov/contractor>

**NESS for Contractors - Contracts**

**Section Navigation**

* [**Purpose**](https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/index.html#section0000000000000000000000000)
* [**Procedure**](https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/index.html#section0000000000000000000000001)
* [**Result**](https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/index.html#section0000000000000000000000002)

**Purpose**

**[Next Section](https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/index.html" \l "section0000000000000000000000001" \o "Next Section)**[**Top**](https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/index.html#top)

Contractors will no longer be submitting the NF1018 PDF form. Instead, contractors will log into NESS (NASA Form 1018 Electronic Submission System) for Contractors to input property data directly into the application. Use this procedure to request contract access or view a listing of your contracts in NESS for Contractors.

**Trigger**

Perform this procedure to obtain access to contracts or view contract information in NESS for Contractors.

**Prerequisites**

* A role in NESS for Contractors is required:
  + Guest accounts must be created for contractors without NASA identities. If you have not received your guest account credentials via email, please contact your Industrial Property Officer (IPO), who will create your guest account and/or re-send your credentials.
  + However, contractors with full NASA identities do not require guest accounts.
    - Full NASA identities must submit a NAMS request for the IT Asset "NF1018 Electronic Submission System (NESS)," requesting the role NESS Contractor.
    - If you are unable to access [https://nams.nasa.gov](https://nams.nasa.gov/) to submit a NAMS request, please contact your Industrial Property Officer (IPO), who will submit a request on your behalf.
* If you are not assigned to any contracts, your screen will be blank. You must request access to specific contracts to view their data. If you can already see the data you require, you have been proactively assigned to the contract, and you do not have to request access.

**Menu Path**

Use the following menu path to begin this task:

* <https://ness.nasa.gov/contractor> https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/images/arrow.png Contracts Summary

**Helpful Hints**

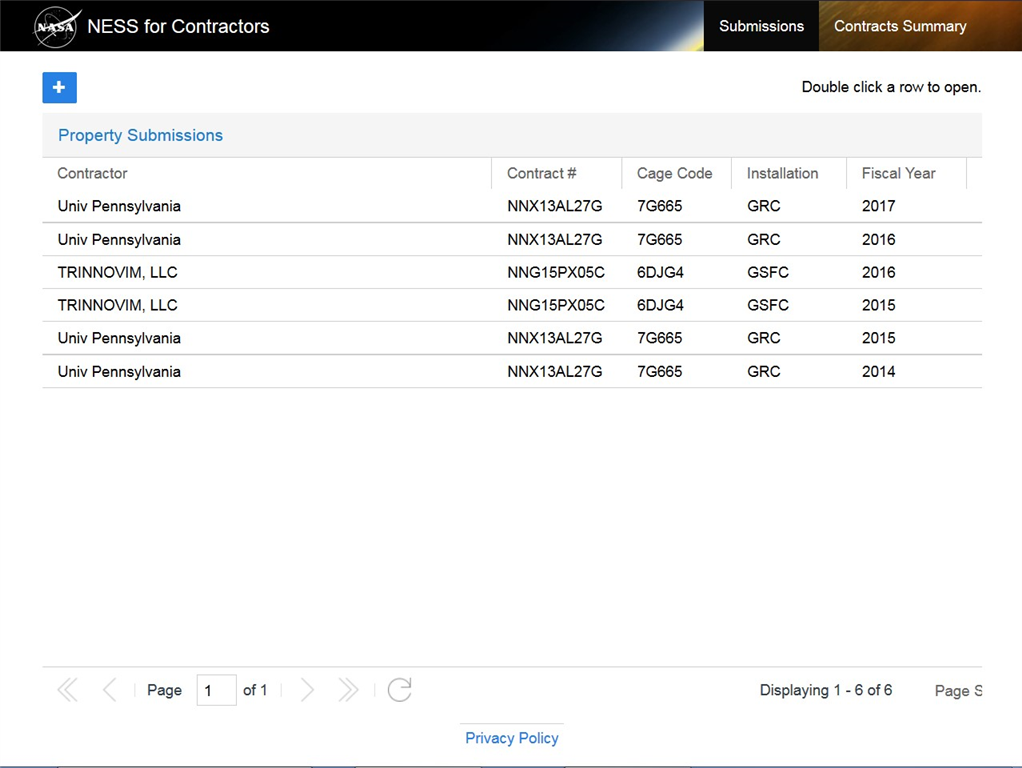
* Contract data is view only. The **R/O/C** column in the field description table typically indicates whether the field is a process **R**equirement, **O**ptional, or **C**onditional.

**Procedure**

**[Previous Section](https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/index.html" \l "section0000000000000000000000000" \o "Previous Section)**[**Next Section**](https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/index.html#section0000000000000000000000002)[**Top**](https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/index.html#top)

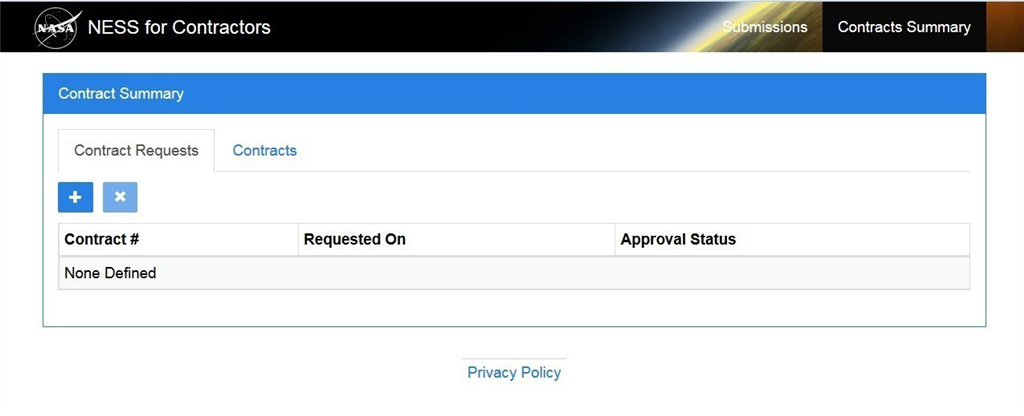
**1.**Start the task from the NESS for Contractors home page at <https://ness.nasa.gov/contractor>.

https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/static/noteicon_2.png Property Submissions is displayed by default.



**2.**Click

**NESS - NASA Form 1018 Electronic Submission System**

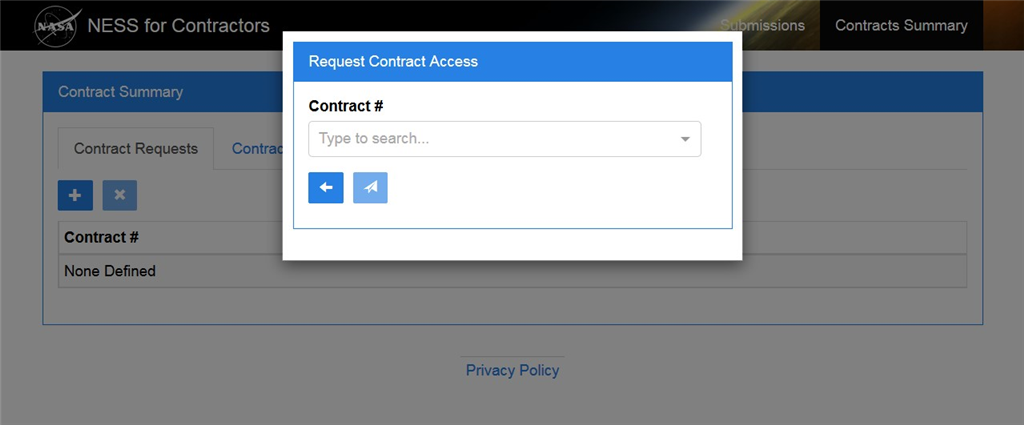


**3.**

Perform one of the following:

|  |  |
| --- | --- |
| **If You Need To** | **Then** |
| Request access to a contract | Proceed to next [Step 4](https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/index.html#block-2e5a9ca060fa4e128334a612554da860) |
| Display accessible contracts | Skip to [Step 9](https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/index.html#block-f926862752cf40489fbc214912b20373) |

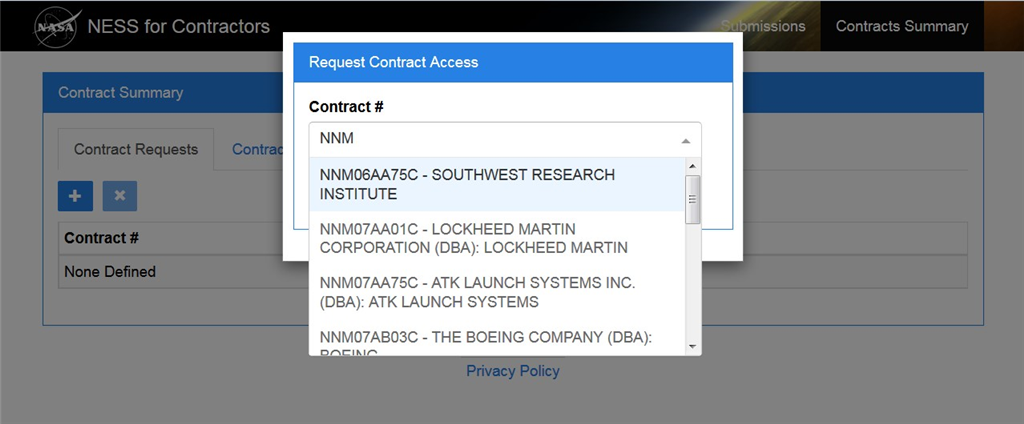
**4.**To request access to a contract, click the Add button https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/images/o0000356.png on the Contract Requests tab. The *Request Contract Access* screen will display.



**5.**In the Contract # field, begin typing the contract number. Applicable search results will appear in the drop down menu.

https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/static/noteicon_2.png Use vertical scroll as necessary to view all search results.

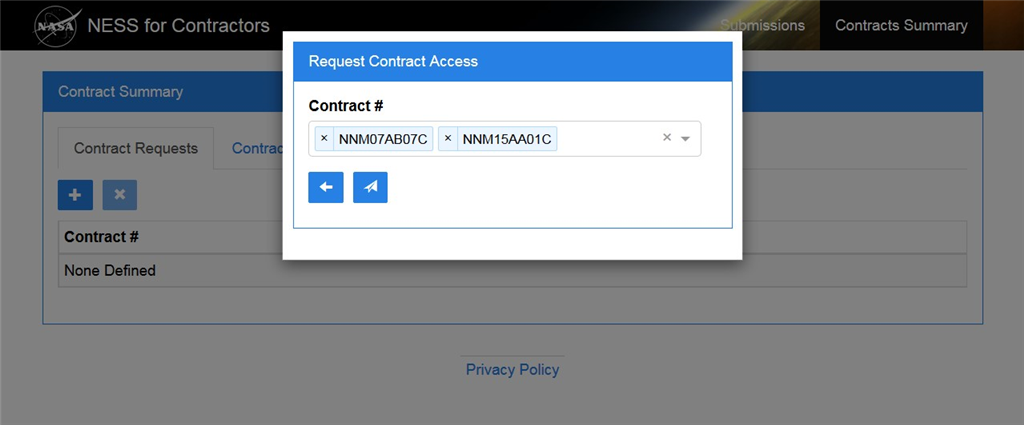
https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/static/noteicon_2.png Be sure not to select a contract you already have access to. If you need to view a list of contracts you have access to, see [Step 9](https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/index.html#block-f926862752cf40489fbc214912b20373).



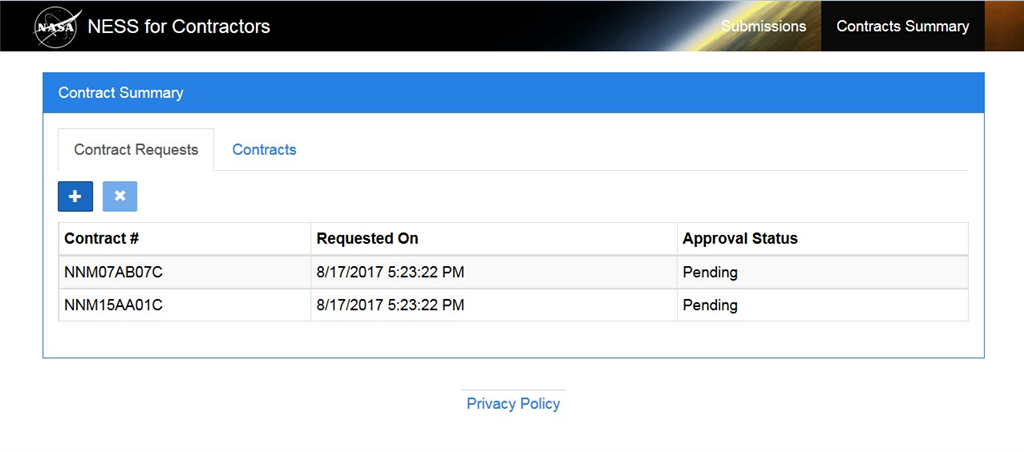
**6.**Select search results to add to the Contract # field. Click the up arrow https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/images/o0000365.png to collapse the drop down menu when complete.

https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/static/noteicon_2.png

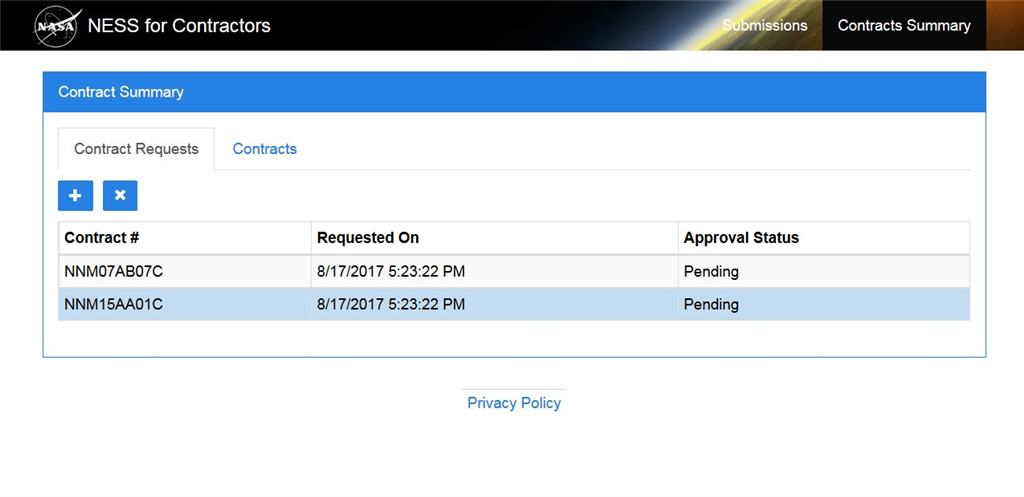
More than one contract number can be added to the request.



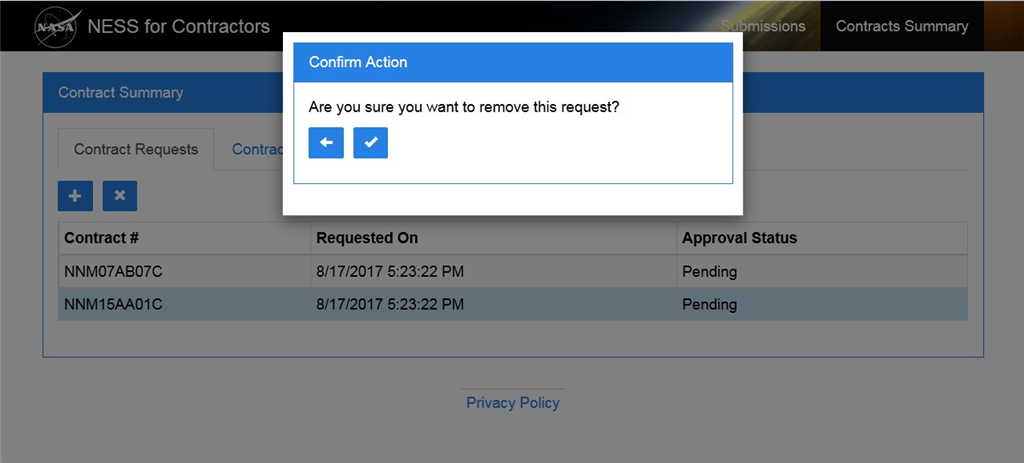
**7.**After selecting the appropriate contract(s), click the Submit button https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/images/o0000366.png. Requests are displayed on the Contract Requests tab.



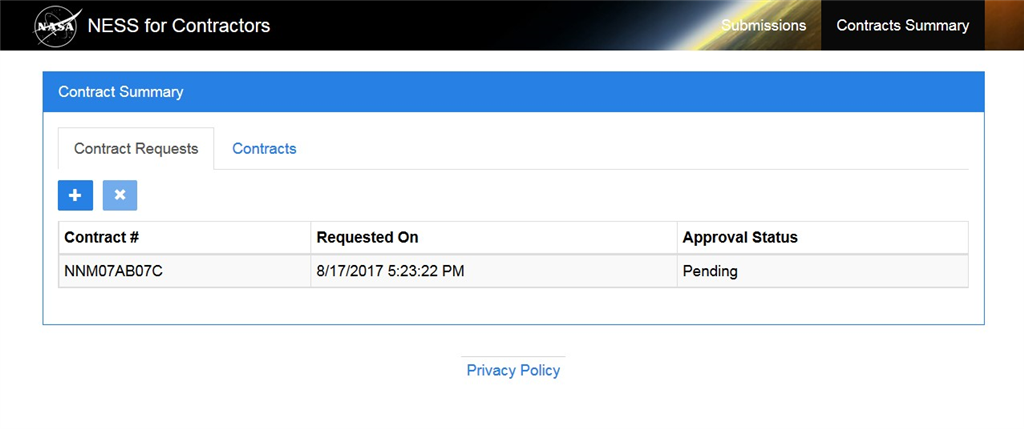
**8.**To cancel a request, first highlight the row to remove.



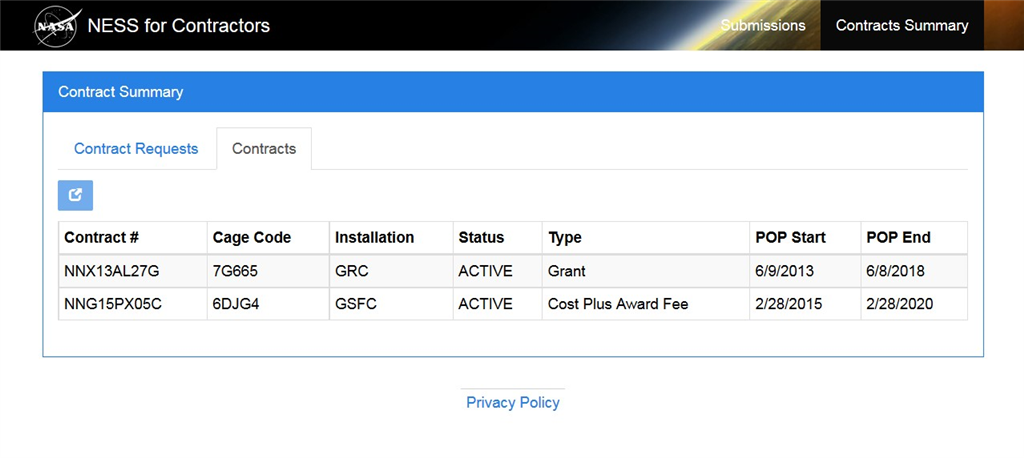
**8.1.**Click the Remove button https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/images/o0000370.png.



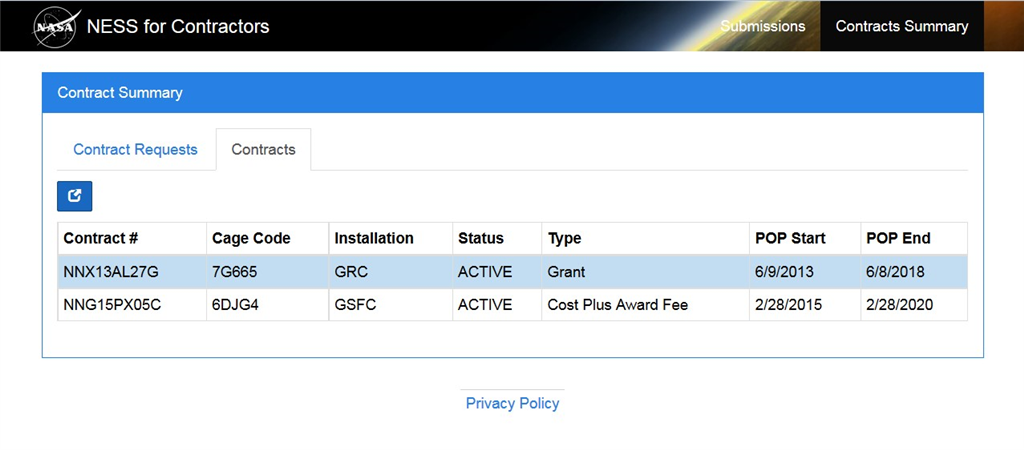
**8.2.**Then click the Okay button https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/images/o0000374.png to confirm the request removal.



**9.**Click the Contracts tab https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/images/o0000378.pngto view a list of contracts you have access to.

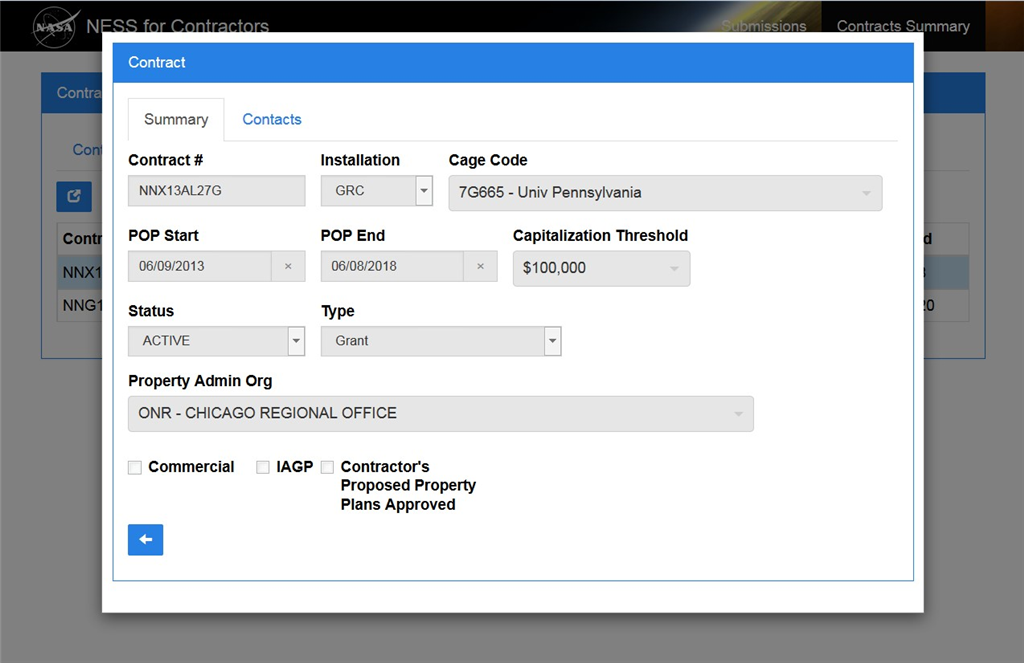


**10.**To view additional details about a contract, first highlight the row to view.



**11.**Then click the View button https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/images/o0000382.png. The Summary tab displays by default.

https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/static/noteicon_2.png Review the read-only Summary tab fields using field definitions on next [Step 12](https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/index.html#block-e236761cc2a14849990cded9cdf727d7) as a guide.



**12.**

As required, complete/review the following fields:

**Field**

**R/O/C**

**Description**

Contract #

Conditional

The Contract Number.

**Example:**

NNX13AL27G

Installation

Conditional

The NASA installation.

**Example:**

GRC

Cage Code

Conditional

The Commercial and Government Entity (CAGE) code.

**Example:**

7G665 - Univ Pennsylvania

POP Start

Conditional

The Period of Performance (POP) start date.

**Example:**

06/09/2013

POP End

Conditional

The Period of Performance (POP) end date.

**Example:**

06/08/2018

Capitalization Threshold

Conditional

Threshold for determining capital property.

**Example:**

$100,000

Status

Conditional

The status of the contract.

**Example:**

ACTIVE

Type

Conditional

The type of contract.

**Example:**

Grant

Property Admin Org

Conditional

The property administration organization.

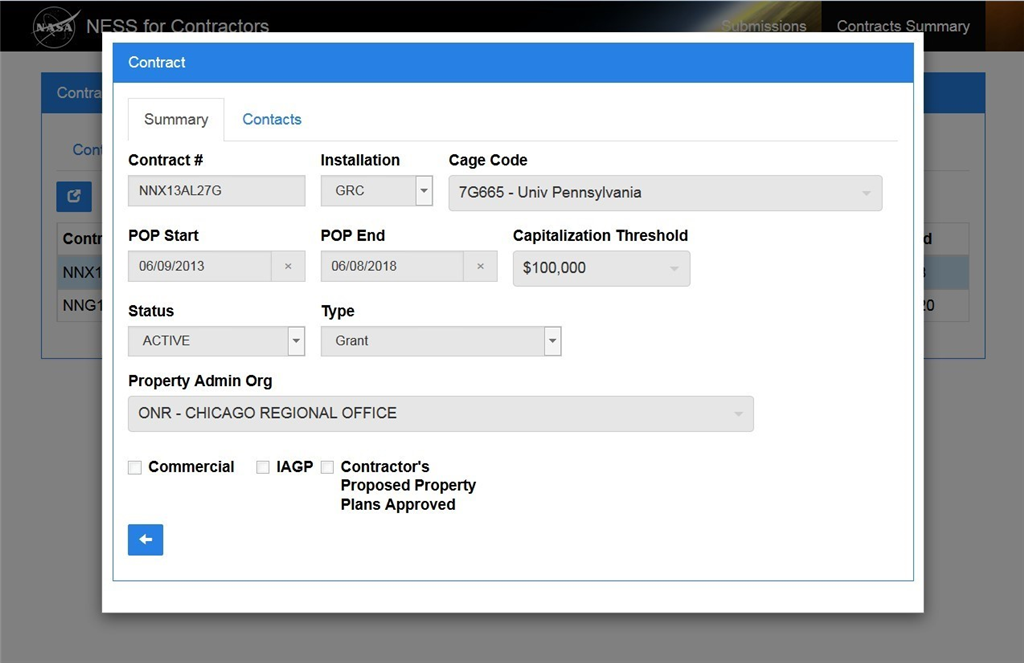
**Example:**

ONR - CHICAGO REGIONAL OFFICE

https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/static/noteicon_2.png

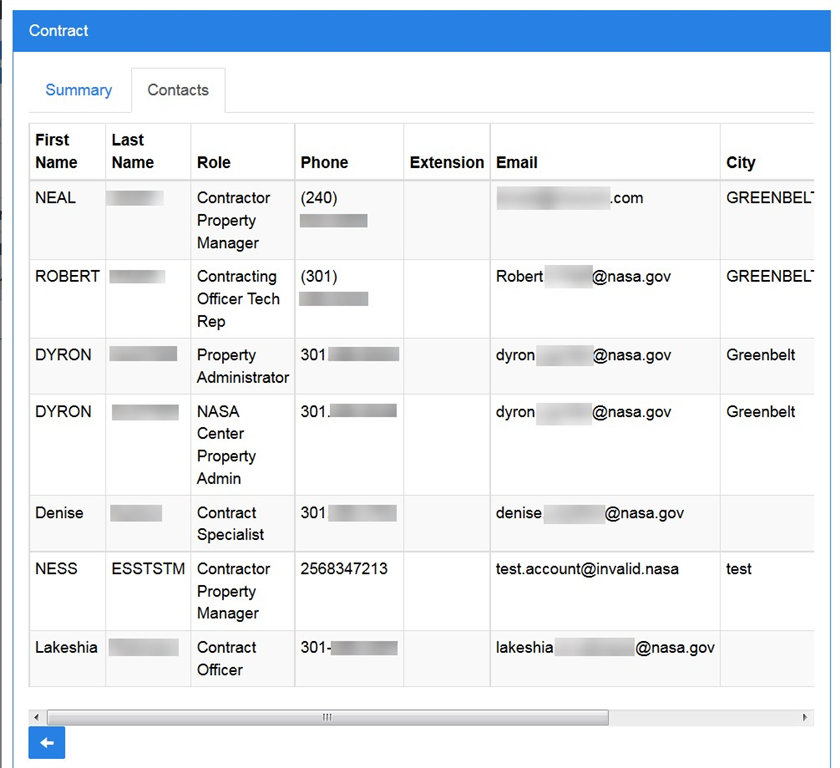
Flags include:

* Commercial
* IAGP (Installation Accountable Government Property)
* Contractor's Proposed Property Plans Approved

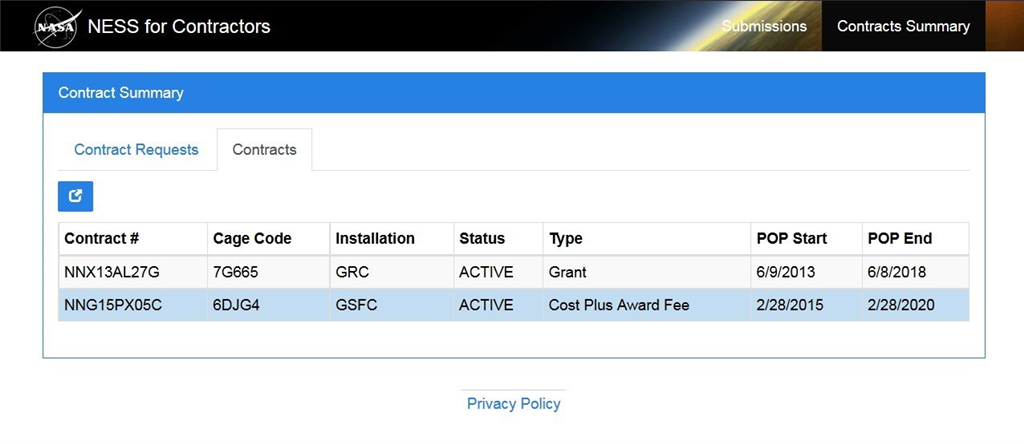


**13.**As required, click the Contacts tab https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/images/o0000399.png to review contacts for the contract.

https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/static/noteicon_2.png Use horizontal and vertical scroll as necessary.



**14.**Click the



**15.**Click the NESS for Contractors link https://epss.nasa.gov/ucontent/f7c931223c6c400aa96b7efd9474fdc7_en-US/wi/xhtml/images/o0000407.png to return to the home page.

