The primary function of Electronic Document Access (EDA) is to allow authorized users access to official Department of Defense (DoD) documents via a Web browser.

EDA is a Web based document repository system with electronic document management to eliminate paper files that facilitates information sharing among DoD communities and provides secure access to single-source DoD official documents.

EDA provides the user a read-only view of various documents such as Contracts and Modifications, Vouchers, and Government Bills of Ladings (GBLs).

EDA stores documentation from all of DoD agencies. This allows information sharing inter and intra agencies.

EDA is one of many vehicles of which DoD is moving towards a paperless environment.
EDA Benefits:

• Notify all parties of signed Contract actions, versus faxing or email, concurrently

• Locate Contracts, Modifications and Task Orders from all agencies
  ➢ to copy verbiage

• Store Contract attachments of each action for a total view of action for all
  ➢ to view PWS/SOW
  ➢ to view CLIN structure

• View Paid Vouchers for Contract actions

• View Contract Deficiency Reports

• Market Research
  ➢ locate Contracts for specific Contractors (by cage code)
  ➢ locate Contracts for specific Issuing Office
  ➢ locate Contracts for specific Contractor or Issuing Office and obligated amount

Note: EDA is used by all agencies and is available for your benefit. As what you award is used by all and you use information from other agencies, please remember to keep the integrity of your contract actions. Good information inputted by all allows sharing of good information.
EDA
TABLE OF CONTENTS

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EDA LOGON
EDA CONTRACT SEARCH
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  EDA CONTRACT SEARCH SPECIFIC CONTRACT AND DELIVERY ORDER
  EDA CONTRACT SEARCH RECENT CONTRACT DROPDOWN MENU
  EDA CONTRACT SEARCH GSA
  EDA CONTRACT SEARCH VIEW ATTACHMENTS
EDA NOTIFICATION LIST
  EDA NOTIFICATION LIST CREATE
  EDA NOTIFICATION LIST COPY
EDA ADD ATTACHMENTS
EDA VOUCHERS
EDA DFAS CONTRACT DEFICIENCY REPORTS (CDR)

EDM
EDM REGISTRATION
EDM LOGON
EDM USER PREFERENCES
EDM CONTRACT SEARCH
  EDM INVOICE SEARCH
  EDM RECEIVING REPORT SEARCH

System Administration
EDA REGISTRATION

Enter website:

https://eda2.ogden.disa.mil
Welcome to the Electronic Document Access (EDA) Website
EDA is an online document access system designed to provide acquisition-related information for use by all of the Department of Defense.

Choose New Registration

EDA User Login - Ogden

Login or Alternate Site Login (Columbus)

Login with CAC/Digital Certificate

Forgot Your Password?
EDA REGISTRATION

EDA Registration

Step 1: Select the User Registration Process that describes your Affiliation with the U.S. Government.

Government Employee (Employed by the U.S. Government) Step by Step Instructions

Begin Government Employee User Registration Process

Government Support Contractor (Contracted by the U.S. Government to perform a function/task within the U.S. Government) Step by Step Instructions

Begin Support Contractor User Registration Process

Vendor (Contracted by the U.S. Government to provide goods/services to the U.S. Government) Step by Step Instructions

Penin Vendor User Registration Process

EDA User Guide

Items of Interest

Release Schedule
Summary of Changes Conferences

Choose Government Employee Registration

Back to TOC
EDA REGISTRATION

**Step 2:** Determine Access Method - (Username/Password or CAC/Digital Certificate)

**Step 3:** Complete and Submit Registration form
Click 'EDA Registration Form'

Choose EDA Registration Form

**Step 4:** You MUST complete and submit a signed System Authorization Access Request (SAAR) to your EDA POC.

Your EDA POC will be identified in your Registration Confirmation e-mail notification generated when you submit the EDA Registration Form.

Please allow 2-4 business days for your EDA POC to review your application.
EDA will notify you by e-mail when your account is approved.
EDA REGISTRATION

Choose Continue

Input Information
EDA REGISTRATION

Highlight – US ARmy From Dropdown Menu

Choose Continue
EDA REGISTRATION

Highlight – Army Contracting
From Dropdown Menu

Choose Continue
EDA REGISTRATION

Highlight – ACA, USACCE
From Dropdown Menu

Choose Continue

For registration assistance, contact the Ogden Customer Application Support Center (OAC) at 866-618-5938, 901-805-7165, or OSOC: 389-71035 or email to: xacxaccess@ogcdn.osoc.mil
EDA REGISTRATION

Highlight – Contracting Center
Ex. W912CM – Wiesbaden Contracting Center
From Dropdown Menu

Choose Continue
EDA REGISTRATION

Check:
Contracts, Contract Load Notification and DD1716s
- Insert All DODAACs for contracts.
- Ex. W912CM, DAJA22, DABN01, DABN03

Check:
Vouchers – Commercial Pay and Electronic 110s

Contract Pay is only necessary for DCMA or other agency administration of contracts

Check:
Vendor Pay - Insert DFAS Sites to view:
Ex. Lawton, Europe, Indianapolis, Rock Island, Rome

Choose Continue
Enter Username and Password

Password Rules:
The password must be a minimum of eight (8) characters.
The password must include the following:
• One letter
• One number
• One of the following special characters: ! * + , - / : ' ? & ; _ ( ) ` # $ %
The password cannot contain the first three (3) letters of the user's first or last name.
The password cannot contain the logon Username.

Choose Submit
EDA REGISTRATION

Password Rules

The password must be a minimum of eight (8) characters.
The password must include the following:
  - One letter
  - One number
  - One of the following special characters: ! * + - / : ; \ [ ] ^ \ %

The password cannot contain the first three (3) letters of the user's first or last name.
The password cannot contain the logon Username.

Password Expiration and Reuse

EDA System Lock
After three (3) successive failed logon attempts, the system will be unavailable for a period of time. It is recommended that you close the browser, then retry later.

EDA Passwords are valid for 90 days.
EDA will prompt the user for a new password when the 90 day limit is met or exceeded for a user.

The Password Change Grace Period is set at ten (10) days.
The Grace Period is the period of time after the password has expired in which a user can submit a change. During the grace period, the user will be prompted to change their password each time they log on to EDA. After the ten (10) day grace period, the user will be denied access and can only be reinstated by your Electronic Business Point of Contact (EB POC).

A 365 day password reuse period is enforced within EDA.
A specific password cannot be reused within EDA until 365 days have passed since the password’s expiration.
EDA REGISTRATION

Success! You have completed Steps 1-3 of the EDA Registration Process.

- Your registration is now pending.
- EDA sent a notification e-mail to your EB POC.
- EDA sent you a confirmation e-mail

Step 4:

- Your EB POC will contact you shortly.
- EDA will notify you by e-mail when your access is approved.

Please allow 2-4 business days for your EB POC to review your application.

For information/assistance with EDA - access the EDA User Guide.
You will receive emails from EDA from CSCASSIG@OGDEN.DISA.MIL

EDA sent you a confirmation e-mail identifying your EDA POC. Complete, Sign and Submit your SAAR to your EDA POC.

All Government Employee users are required to complete and submit a signed System Authorization Access Request (SAAR), using DD Form 2875 (or equivalent). (Note: EDA POC retains access document for audit requests).

Applicant Waits for EDA POC approval (Allow 2-4 Business Days to process request). When Approved, EDA notifies you by e-mail.

IMPORTANT:
Follow instructions in e-mail notification and click supplied link to activated account and facilitate initial entry into EDA.

Failure to follow instructions/link will result in denial of access.

Once account is activated, the User may enter and log into EDA via the EDA website.

If approval e-mail is unavailable, Click "Check Status" on the EDA's Main Page. Supply valid EDA username and password.
EDA REGISTRATION

You will receive emails from EDA as below from CSCASSIG@OGDEN.DISA.MIL

<table>
<thead>
<tr>
<th>Directly after Registration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: <a href="mailto:cscassig@ogden.disa.mil">cscassig@ogden.disa.mil</a> [<a href="mailto:cscassig@ogden.disa.mil">mailto:cscassig@ogden.disa.mil</a>]</td>
</tr>
<tr>
<td>Sent: Thursday, August 12, 2004 2:43 AM</td>
</tr>
<tr>
<td>To: <a href="mailto:coynep@rec.wbn.usacce.army.mil">coynep@rec.wbn.usacce.army.mil</a></td>
</tr>
<tr>
<td>Subject: EDA User Registration Confirmation - Phillip Coyne</td>
</tr>
<tr>
<td>Thank you for registering in EDA. EDA has automatically notified your Electronic Business Point of Contact (EB POC) of your pending registration request. Your EB POC will contact you shortly to process your registration request.</td>
</tr>
<tr>
<td>EDA will send you an approval notification when your EB POC processes your registration. Please allow 2-4 business days to process your registration. If your EB POC has not contacted you after 4 business days, contact the EDA Helpdesk at 1-866-618-5988 for assistance in contacting/locating your EB POC.</td>
</tr>
<tr>
<td>Note: Your registration request is valid for 30 days.</td>
</tr>
<tr>
<td>This email and any files transmitted with it are intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains information intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After Approval:</th>
</tr>
</thead>
<tbody>
<tr>
<td>This message has been automatically generated. PLEASE DO NOT RESPOND TO THIS MESSAGE. Your registration for access to the Electronic Document Access (EDA) system has been approved. You may now access EDA at the following URL <a href="http://eda.ogden.disa.mil">http://eda.ogden.disa.mil</a> using the username and password or the Department of Defense approved digital certificate you selected during the registration process. For password resets, please contact your local EB POC. For all other problems, please contact the EDA helpdesk at (800) 392-1798(option 8),(801) 777-3282 or DSN: 777-3282(option 8).</td>
</tr>
</tbody>
</table>
EDA LOGON

EDA
ELECTRONIC DOCUMENT ACCESS
Next Generation

Choose Login

Login with CAC/Digital Certificate

Forgot Your Password?

Are you a New User?

Related Links: ATL, BTA, CCR, DFAS, SCST, SPS, WAF/IRA

EDA User Guide

EDA User Login - Ogden

Alternate Site Login (Columbus)

Items of Interest

Release Schedule
Summary of Changes
Conferences
Enter User Name and Password

Choose OK
If EDA has an alert message, it will appear first. This screen will not always appear.

Choose Acknowledge
NOW YOU ARE READY TO SEARCH
EDA CONTRACT SEARCH

EDA may be searched by:

- Contract Number
- GSA Local Office Order Number
- Date Range by Issuing, Administering, or Paying Office DODAACs

Additionally, EDA allows you to create a custom search. This allows you to search by Obligated amount, Issue date, Cage Code and Duns Number.

Notes:

1. Search is not case sensitive and do not include dashes.
2. Can search for GSA Contracts using the Specific Contract (and all Mods) search engine
EDA CONTRACT SEARCH

Choose Contracts

Select one of the following search options:

Contracts
Contract Deficiency Reports
DD Form 1716
ELECT 110

Contract Load Notification
My Profile....
Vouchers -- Accounting
Vouchers -- Commercial Pay
EDM/EFR Documents

Return to DOD EDA Home

For more information about the DOD EDA Web Page, call the help desk at (966) 18-5686, (301) 605-7005 or DSN 338-7005, or send email to: cacassg@dgda.disa.mil
EDA CONTRACT SEARCH

Choose method of search for Contract, TO or Mod

Allows for Local GSA Order Number Search

Allows for Obligated amount, Issue date, Cage Code and Duns Number Search.
EDACONTRACT SEARCH

Search for “Specific Contract (and all Mods)”

Enter Kt Number

Choose View
EDA

CONTRACT SEARCH

Display search results for “Specific Contract (and all Mods)”

Base Contract

Task Orders/Modifications

Any attachments to view. Ex. PWS, Signed Page 1

Click item to view
EDA CONTRACT SEARCH

Search for “Specific Contract and Delivery Order”

Enter Kt Number and Task Order Number

Choose View
EDA CONTRACT SEARCH

Display search results for “Specific Contract and Delivery Order”

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Task</th>
<th>Status</th>
<th>Release Date</th>
<th>Due Date</th>
<th>Project Code</th>
<th>Company</th>
<th>Contract Number</th>
<th>Contract Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VHS12CM00000022</td>
<td>IL</td>
<td>0001</td>
<td>20040110</td>
<td>20040120</td>
<td>VHS12CM200</td>
<td>VHS12CM200</td>
<td>VHS12CM20022</td>
<td>John Doe is a project lead</td>
</tr>
<tr>
<td>VHS12CM00000022</td>
<td>IL</td>
<td>0001</td>
<td>20040110</td>
<td>20040120</td>
<td>VHS12CM200</td>
<td>VHS12CM200</td>
<td>VHS12CM20022</td>
<td>Jane Smith is a project lead</td>
</tr>
<tr>
<td>VHS12CM00000022</td>
<td>IL</td>
<td>0001</td>
<td>20040110</td>
<td>20040120</td>
<td>VHS12CM200</td>
<td>VHS12CM200</td>
<td>VHS12CM20022</td>
<td>Michael Johnson is a project lead</td>
</tr>
<tr>
<td>VHS12CM00000022</td>
<td>IL</td>
<td>0001</td>
<td>20040110</td>
<td>20040120</td>
<td>VHS12CM200</td>
<td>VHS12CM200</td>
<td>VHS12CM20022</td>
<td>Sarah Brown is a project lead</td>
</tr>
<tr>
<td>VHS12CM00000022</td>
<td>IL</td>
<td>0001</td>
<td>20040110</td>
<td>20040120</td>
<td>VHS12CM200</td>
<td>VHS12CM200</td>
<td>VHS12CM20022</td>
<td>David Lee is a project lead</td>
</tr>
</tbody>
</table>
Search Using “Recent Contract Document Dropdown Menu”
EDA

Contract Search

Display search results for “Recent Contract Document Dropdown Menu”

Click Item to View
EDA CONTRACT SEARCH

Search Using “Recent Contract Document Dropdown Menu” for Document

Choose Contract from Dropdown Menu

Choose Document
EDA
CONTRACT SEARCH

Display Results Using “Recent Contract Document Dropdown Menu” for Document
EDA

CONTRACT SEARCH

GSA

GSA contract search, enter the local GSA contract number.
EDA CONTRACT SEARCH GSA

GSA contract, Displays GSA contract number with Contracting Office contract as a Task Order number.
When viewing contracts, attachments are available in the attachments column of the search result. View: attachments available. Tells you how many are available. Choose link to view attachments.
EDA

CONTRACT SEARCH

VIEW ATTACHMENTS

Attachments search result

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Description</th>
<th>Issue Date</th>
<th>Load Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>07669299C7L875</td>
<td>KOR signatures 1</td>
<td>20090421</td>
<td>20090421</td>
<td>Seœeun korea</td>
</tr>
<tr>
<td>07669299C7L875</td>
<td>KOR signatures 2</td>
<td>20090421</td>
<td>20090421</td>
<td>Seœeun korea</td>
</tr>
</tbody>
</table>

Type of Attachment
Choose link to view attachment

Name of Attachment

Owner of Attachment
Note: Only the owner can change or delete the attachment

Back to TOC
EDA
CONTRACT SEARCH
VIEW ATTACHMENTS

Attachments search result

Back to TOC
EDA
NOTIFICATION LIST

EDA allows you to create a "Notification List" of e-mail addresses that are automatically notified when contracts are loaded into Electronic Document Access (EDA). This allows the termination of email or faxing documentation to customers, contractors, DCMA, etc.

Notification lists are created and managed within the EDA application. User’s can create lists as well as add, update, and delete users from existing lists. User's also have a capability to copy an established notification list to another contract document notification list.

Notification lists should be created for contracts before the contract is signed in PD2. When the contract loads into EDA, an e-mail notification is sent to the addresses on the lists. The addressee’s can then view, save or print the document as desired.

Notification e-mail messages are sent once per day, after all document load events have been completed. Users on multiple contract load notifications lists will receive one e-mail notification that reflects the combined contract activity for the day. This prevents the recipient from being flooded with multiple e-mail messages.
EDA
NOTIFICATION LIST

Sample Email Notification:

This message has been automatically generated
to inform you of contract documents that have been loaded into EDA.
Please DO NOT RESPOND to this message.
The following document indexes were loaded on: 02/03/2006

<table>
<thead>
<tr>
<th>Contract</th>
<th>Del Order</th>
<th>ACO_Mod</th>
<th>POO_Mod</th>
<th>CACX</th>
<th>B-U-M-S</th>
</tr>
</thead>
<tbody>
<tr>
<td>0911CM9590017</td>
<td>0005</td>
<td>D4277</td>
<td>322632597</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0911CM9590101</td>
<td>0005</td>
<td>DC985</td>
<td>490897741</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This message was sent on behalf of:
rose.pagan@us.army.mil

---END OF MESSAGE---
EDA
NOTIFICATION LIST
CREATE
EDA
NOTIFICATION LIST
CREATE

Choose continue. You are creating the list before KT is signed in PD2.
EDA
NOTIFICATION LIST
CREATE

Fill in email addresses and information

Choose Submit
EDA
NOTIFICATION LIST
CREATE

Note: Welcome Messages Sent

After list created - page always adds lines to allow for 5 new names

Shows last update date
After list is created. Everyone on the list will receive a notification email for the specific contract.
EDA
NOTIFICATION LIST
COPY

Enter Contract Number to be copied

Choose View List

Back to TOC
Enter new Contract/TO/DO number

Choose Submit

Copy Contract Load Notification List

Department of Defense
Electronic Document Access

Document Selection > Copy Contract Load Notification List

Copy this list to a different Contract/TO/DO:

- Department of Defense
- Electronic Document Access

Contact numbers must not contain spaces, slashes(/) or colons(:).
EDA

NOTIFICATION LIST COPY

Note: the warning. You are creating the list before KT is signed in PD2

Note: Welcome Messages Sent and Copy Complete

List created. Now can input additional address
EDA provides the capability to add attachments to any given contract document including modifications and task orders.

Attachments include such items as: KTR signed page 1, PWS, Site Plans, ELIN Schedules, etc.

Any document that has attachments will be indicated by a View (#) in the ATTACH column. Any document that does not have attachments will contain a Blank in the ATTACH column. *(If the user has upload authority, they will see an ADD link in the ATTACH column).*
Search for Contract as Normal until you reach the Folder Page for the Contract you desire
EDA
ADD ATTACHMENTS

Note: If adding to a contract with current attachments, Choose View and then Upload for attachments page
EDA
ADD ATTACHMENTS

Shows status of attachments

Choose Upload Link
EDA
ADD ATTACHMENTS

Choose Browse Button – to locate document to upload
EDA
ADD ATTACHMENTS

Locate document on your computer/drive
Choose Open
EDA
ADD ATTACHMENTS

Choose Upload File once document is located.
EDA
ADD ATTACHMENTS

Choose Attachment Type

Name Document and Date

Choose Add
EDA
ADD ATTACHMENTS

Attachment Data Confirmation

Confirm to Complete the Contract Attachment Upload

Attachment Type: CONTRACT (SOW, CDRLs, ECT)
Attachment Description: Hr Signed Pw 1
Issue Date (YYYYMMDD): 20080701
Size: 200128

Choose Confirm

The file will not be attached.
Attachment Added

Can upload additional files
– Choose Upload link again
EDA provides access to DFAS voucher documents.

EDA redirects the "Voucher" links to DFAS Voucher Processing System (VPS). VPS offers the user various query capabilities, similar to those available within EDA.

Notes:
1. Search will provide each voucher individually
2. Can save into your computer/drive
3. Use back button - do not close individual voucher – it will close complete database
4. To search for Task Orders – Input contract and task order number on contract line. If no results occur, try inputting number in individual lines (contract and task order). Input is not consistent throughout database
Choose Voucher link

Return to DOD EDA Home
Change password (Your password expires in 83 days.)

If you need assistance with EDA, click here for more information.
EDA VOUCHERS

Choose Contract Number – Ex. Kt with TO #

Choose Search Results

Alternate Contract Number – Ex. Kt and TO # separate. Some old contracts require the separation.
**EDA VOUCHERS**

**Choose Voucher link**

- DSSN: 5570
- DGV: 195051
- PAID_DATE: 23-FEB-05
- INDEX_DATE: 23-FEB-05
- ATCH: N

- DSSN: 5570
- DGV: 195297
- PAID_DATE: 25-MAY-05
- INDEX_DATE: 25-MAY-05
- ATCH: N

- DSSN: 5570
- DGV: 195410
- PAID_DATE: 26-APR-05
- INDEX_DATE: 26-APR-05
- ATCH: N

- DSSN: 5570
- DGV: 195444
- PAID_DATE: 27-JAN-05
- INDEX_DATE: 27-JAN-05
- ATCH: N

- DSSN: 5570
- DGV: 195943
- PAID_DATE: 26-MAY-05
- INDEX_DATE: 26-MAY-05
- ATCH: N

- DSSN: 5570
- DGV: 196534
- PAID_DATE: 29-JUN-05
- INDEX_DATE: 29-JUN-05
- ATCH: N

- DSSN: 5570
- DGV: 196982
- PAID_DATE: 30-JUN-05
- INDEX_DATE: 30-JUN-05
- ATCH: N

- DSSN: 5570
- DGV: 197354
- PAID_DATE: 01-DEC-04
- INDEX_DATE: 01-DEC-04
- ATCH: N

- DSSN: 5570
- DGV: 197441
- PAID_DATE: 03-MAY-05
- INDEX_DATE: 03-MAY-05
- ATCH: N

**Always Hit Back Button to Exit – Otherwise exits whole system**

Individual Voucher links displayed
Always Hit Back Button to Exit – Otherwise exits whole system

Choose Voucher Display link
EDA
VOUCHERS

Save or Print

Voucher Displayed

SF1034 - EDP PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

US DEPARTMENT, BUREAU OR
ESTABLISHMENT AND LOCATION
DIRECTORATE FOR CEN DISB
DFAS-INDIANAPOLIS CENTER
PAYEE'S
NAME
ADDRESS

02/23/05
DAJA22-01D00160016
HSG TECHNISCHER SERVICE GMB
IN DER GEHEPITZ 50
GERMANY

PAYMENT NO. 017
TYPE: PARTIAL

INVOICE NUMBER
AMOUNT
(Discount)
LATE RATE %
FREIGHT AMOUNT
0
90894.09
0.00
0
0.0000%
0.00
90894.09

THANK YOU FOR YOUR BUSINESS
ACCOUNTABILITY VOUCHER FOR LOCALLY DISBURSED DM PAYMENT

To Exit
DFAS will have a Contract Deficiency Report link in the future. It is currently not available.
Contract Deficiency Reports (CDRs) are used to report and resolve identified contract deficiencies. Contract deficiencies range from conflicting quality requirements to missing long lines of accounting.

**Deficiency impacts…**
Deficiencies may cause delays in production, shipment and delivery. Deficiencies may also result in payment delays, erroneous payments and contract close-out problems.

DD1716s and CDRs are both Contract Deficiency reporting mechanisms.

DD1716 is a deficiency report in PDF form
CDRs is a deficiency report captured in data form

**In General, Data format offers…**

Annotation *(through entire CDR life cycle)*
Improved assignment
Enables tracking *(improved query and reporting)*
Captures audit information
…Many other benefits
### SAMPLE CDR

<table>
<thead>
<tr>
<th><strong>Required Fields</strong></th>
<th><strong>Contract</strong></th>
<th><strong>Status</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: ASSIGNED</td>
<td></td>
<td>Days Aged: 0</td>
</tr>
<tr>
<td>Approval Date: 29-MAR-06</td>
<td></td>
<td>Last Update: 29-MAR-06</td>
</tr>
<tr>
<td>Next Action By: ExecMike Flaherty</td>
<td></td>
<td>Updated By: POCBoreo Flaherty</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contract</strong></th>
<th><strong>Assignee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract No: CJF0001000101</td>
<td>Assigned</td>
</tr>
<tr>
<td>Delivery Order TO:</td>
<td></td>
</tr>
<tr>
<td>ACO Mod:</td>
<td></td>
</tr>
<tr>
<td>PCO Mod:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Assignee</strong></th>
<th><strong>ACO</strong></th>
<th><strong>Assigned</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin DoDAAC: FA4407</td>
<td>ExecMike Flaherty</td>
<td></td>
</tr>
<tr>
<td>*ACO: ExecMike Flaherty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Issue DoDAAC: FA4407</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*PCO: No PCO Listed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Payment Office</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay DoDAAC: SP0400</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contractor</strong></th>
<th><strong>Contract Deficiency</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CAGE Code: 12345</td>
<td></td>
</tr>
<tr>
<td>D-U-N-S number:</td>
<td>No Contractor Listed</td>
</tr>
<tr>
<td>Control Number: G672</td>
<td></td>
</tr>
<tr>
<td>Initiator: AdminCarol Flaherty</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Reviewing Official</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewing Official: POCBoreo Flaherty</td>
<td></td>
</tr>
<tr>
<td>*Deficiencies:</td>
<td></td>
</tr>
<tr>
<td>AAA, CONTRACT &amp; SUPPORTING DOCUMENTS ARE LATE</td>
<td></td>
</tr>
<tr>
<td>AAA1, Cannot input modification without a hard copy of the contract. Modification dated (05/05/2006), has been received in our office. However, due to non-receipt of the hard copy of the contract the modification rejects as unmatched. Request that the hard copy of the contract be forwarded with a copy of this CDR to DFAS-CO-I.</td>
<td></td>
</tr>
<tr>
<td>AAA, CONTRACT &amp; SUPPORTING DOCUMENTS ARE LATE</td>
<td></td>
</tr>
<tr>
<td>AAA2, Missing pages. Page(s) (Appendix 4), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-I.</td>
<td></td>
</tr>
</tbody>
</table>
The ACTORS within the CDR process are as follows:

Initiator – The person who creates the CDR based on errors found within a contract. Typically this has been a DFAS contracting specialist, a DCMA quality assurance specialist or any financial personnel.

Reviewing Official – The person responsible for approving CDRs that are created. The reviewing official is in charge of validating the accuracy of the CDR. Typically this is a supervisor to the initiator.

Assignee – The person responsible for resolving the deficiencies within a CDR. Typically this is an Admin Contracting Officer (ACO) or Procurement Contracting Officer (PCO) related to the contract based on the contract’s Admin DoDAAC and Issue DoDAAC.
A Contract Deficiency Report (CDR) has been assigned to you for resolution. You must take action on this CDR. You may view and resolve this CDR within EDA by clicking on one of the links below:

Username/Password access:  https://uslrehs003.wahre.us.eda.com:1643/pls/user/cdr.display?pControl=G57Z

Once in EDA you may:
   * accept the CDR to indicate you are working to resolve it or
   * Resolve the CDR.

If you believe you have received this message erroneously, please contact (866) 709-5 or DSN: 386-7095, or by email at: cscassig@ogmz.mil.
EDM document access provides the EDA user with access to possibly several different contract and/or vendor pay supporting documentation databases. These databases include logs, invoices, receiving reports, and contracts not available on NAFI or EDA.

Electronic File Room (EFR) system was established by DFAS to provide electronic foldering, distribution, cataloging, and maintenance of the large amounts and diverse types of contract and vendor payment related documentation to the DoD community.

EFR is the database that allows DoD users view only access to DFAS EDM Documents to include all the vendor and contract pay related documents that DFAS uses in their payment process.

Note:
This database is dependent on what DFAS scans in for contract actions.
EDM

Vendor Pay Services:
- Administered by Contracting Office

The Vendor Pay Product Line operates from 22 DFAS sites, two of them oversees (one in Germany, one in Japan). Vendor Pay includes entitlement determination and payments for contracts not administered by DCMA, plus miscellaneous non-contractual payments to businesses (e.g. utilities).

Contract Pay Services:
- Administered by Other Office, i.e. DCMA

The Contract Pay Product Line operates out of DFAS Columbus. Contract Pay functions include paying contractors through formal, long-term contract instruments, requiring contract administration, that provide products and services to the DoD components, (the military services and defense agencies). The contracts are typically administered by the Defense Contract Management Agency (DCMA) and tend to be complex, multi-year purchases with high dollar values such as the purchase of major weapon systems.
EDM should be registered at time of EDA registration.

If EDM was not registered at time of EDA registration, you must send an email to your EB POC requesting access to EDM including the sites you are requesting access to.

Army Pay Sites Available in EDM:

<table>
<thead>
<tr>
<th>Army Vendor Pay</th>
<th>DoDAAC</th>
<th>Service/Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFAS-Europe</td>
<td>HQ0349</td>
<td>Vendor Pay Indianapolis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GTS (SATO) Bills - Army/DTRS</td>
</tr>
<tr>
<td>DFAS-Indianapolis</td>
<td>HQ0105</td>
<td>Vendor Pay Indianapolis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Army/DoD/CAPS</td>
</tr>
<tr>
<td>DFAS-Indianapolis</td>
<td>HQ0431</td>
<td>Vendor Pay Indianapolis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Europe/CAPS CLIPPER</td>
</tr>
<tr>
<td>DFAS-Indianapolis</td>
<td>HQ0393</td>
<td>Non-EDM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Army - Transportation</td>
</tr>
<tr>
<td>DFAS-Indianapolis</td>
<td>HQ0432</td>
<td>Vendor Pay Indianapolis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Europe - Transportation/CLIPPER</td>
</tr>
<tr>
<td>DFAS-Lawton</td>
<td>HQ0300</td>
<td>Vendor Pay Indianapolis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Army/CAPS</td>
</tr>
<tr>
<td>DFAS-Orlando</td>
<td>HQ0301</td>
<td>Vendor Pay Charleston</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Army/CAPS</td>
</tr>
<tr>
<td>DFAS-Rock Island</td>
<td>HQ0303</td>
<td>Vendor Pay Columbus</td>
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<tr>
<td></td>
<td></td>
<td>Army</td>
</tr>
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<td>DFAS-Rome</td>
<td>HQ0302</td>
<td>Vendor Pay Columbus</td>
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<td></td>
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<td>Army/CAPS</td>
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<tr>
<td>DFAS-Norfolk</td>
<td>HQ0348</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Merged into Rome Jan 2005)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Army</td>
</tr>
<tr>
<td>DFAS-St Louis</td>
<td>HQ0304</td>
<td>Non-EDM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Army</td>
</tr>
</tbody>
</table>
Welcome To The Electronic File Room (EFR)

The primary function of Electronic File Room (EFR) is to allow authorized users to access official Department of Defense (DoD) documents, which are stored on the local Electronic Document Management (EDM) databases. EFR combines Internet and Web technologies with electronic document management to eliminate paper files. EFR is a reference archive that provides the user a read-only view of various documents such as Contracts, Modifications, Invoices and Vouchers.

Access EFR via the EDM/EFR Documents link available on EDA.

The EDM/EFR Document Link should be available in EDA within 48 hours.

Select the EDM System (Database) for the site that you are attempting to access.

Your initial password will be the same as your EFR User ID. You will be forced to change the password on initial logon.

Password requirements are as follows:

Password is 8-12 characters long.

The first character must be an ALPHA.

It must contain at least one numeric.

It must contain one of these special characters _ $ #.

If you have access to multiple databases, you will need to change your password on each one of them. The password does not update globally nor is there a "global" ID.

Once you have successfully accessed the server:

Click on 'Administration' and then 'Get Image Display Software', to load the approved Tiff Surfer software.

Click on 'Document Search' and then select the AIS site for which you wish to view documents.

You have been granted access to the following EDM Databases

Your User ID is : rospagan

You may use this ID to access the following site(s): Indianapolis

Please Note: In order to access the off sites, you will need to go through the main server. All main servers are in bold.
Enter ID and password for specific pay site. (Issued by EDM)
Enter User Preferences, then Doc Display Fields

Double Click items in order of your preference of view.
Items will display horizontally in your preferred order after queries.

Select the desired fields to be displayed on the search results table.
Double click on an item in the 'Available' list to add it to the 'Selected' list.
on an item in the 'Selected' list to remove it and add it back to the 'Available'
NOTE: The fields will be displayed in the order which they appear in the...
EDM USER PREFERENCES

Choose the desired fields to be displayed.

Double click on an item in the 'Available' list to add it to the 'Selected' list. On an item in the 'Selected' list to remove it and add it back to the 'Available' list.

NOTE: The fields will be displayed in the order which they appear in the 'Available' list.

Choose Submit

Ex. Items in order of your preference of view.
EDM USER PREFERENCES

Select Document Search Display Fields

<table>
<thead>
<tr>
<th>Available</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/S</td>
<td>Contract Number</td>
</tr>
<tr>
<td>Category</td>
<td>Call Number</td>
</tr>
<tr>
<td>For Other</td>
<td>Authorization Number</td>
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<td></td>
<td>Date</td>
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<tr>
<td></td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td>Number Amount</td>
</tr>
</tbody>
</table>

Must have Software downloaded to view documents

Select the desired fields to be displayed on the search results table.

Double click on an item in the 'Available' list to add it to the 'Selected' list. Double click on an item in the 'Selected' list to remove it and add it back to the 'Available' list.

NOTE: The fields will be displayed in the order which they appear in the 'Available' list.
EDM CONTRACT SEARCH

EDM may be searched by

- Contract Number
- Invoice Number
- Voucher Number
- Receiving Report Number

Notes:
1. Search is not case sensitive and do not include dashes
2. To search for Task Orders – Input contract and task order number on contract line.
Choose DFAS Site for Contract

Note. Most Items in Germany are in Europe KLPRM even though DFAS Lawton is pay site.
Note:
Contract Folder will display all scanned documents for contract. i.e. Contract action, Mods, receiving reports, invoices, mail backs, etc.
EDM
CONTRACT SEARCH

Enter Contract Number

Required Fields

Enter Beginning Date of Search

Optional Fields

Do Not Enter TO Order in these fields

Choose Search

Search
EDM CONTRACT SEARCH

Print or Save Document
Note:
Will only print on page at a time. Must scroll to next page to print each page.
EDM INVOICE SEARCH
EDM INVOICE SEARCH

This will search all Invoices for the Contract

Enter Contract Number

Enter Date of Kt Award or Earliest Date Desired

Change Search to Greater Than and Enter “0” as Search Criteria

Choose Search
Search Results for all Invoices for the Contract

All Invoices for the Contract from Scan Date Entered

Records 1 to 19 displayed.

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Call Number</th>
<th>Document Type</th>
<th>Voucher Number</th>
<th>Voucher Amount</th>
<th>Invoice</th>
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<td>01000</td>
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</tbody>
</table>
EDM
RECEIVING REPORT SEARCH

Electronic Document Management

Menu
- User Preferences
  - Document Search
    - Indianapolis
    - Europe KLPRA
    - Europe KLPD
    - Europe KLRPM
      - Contract Folder
      - Contract
      - Invoice
        - Receiving Report
        - Voucher/IDN
        - Dept. Auth.
        - Sequence Number
        - Rejected Documents
        - EFT Form
        - Payment Folder
      - Lawton

Required Fields
- Contract Number: Is 8912cm05p0865
- Scan Date (MM/DD/YYYY): Greater Than 07/12/05
- Invoice Number: Greater Than 0

Optional Fields
- None

Choose Receiving Report Search

Sort Fields
- Contract Number: Asc
- Asc
- Sort order: Select Sort Fields

Search
EDM
RECEIVING REPORT SEARCH

This will search all Receiving Reports for the Contract

Enter Contract Number

Enter Date of Kt Award or Earliest Date Desired

Choose Search
Search Results for all Receiving Reports for the Contract

All Receiving Reports for the Contract from Scan Date Entered

Records 1 to 20 displayed:
System Admin

Items to be checked for all users:
- Contracts
- DD1716s
- Commercial Pay Vouchers
- Electronic 110s
- EDM Vendor Pay Documents – with pay sites requested
- Contract Attachment Upload
- Contract Load Notification – with DODAACS requested