

Upload to CAGE/Award

Training Document

PIEE

EDA

EAF

Upload to CAGE/Award

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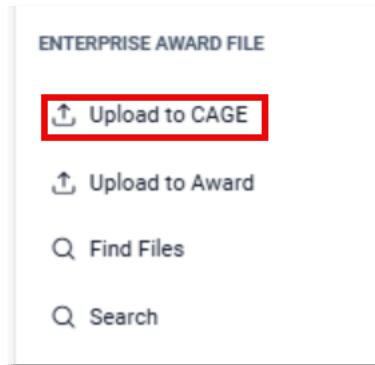
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Roles

Roles with the ability to Upload to CAGE or Award:

- EAF User (*registered DoDAAC or Group must match the CASD DoDAAC for the entered CAGE*) (*registered DoDAAC or Group must match the Issue By or Admin By or CASD DoDAAC related to the CAGE on the latest Mod*)
- EAF Advanced User (*registered DoDAAC or Group must match the CASD DoDAAC for the entered CAGE*) (*registered DoDAAC or Group must match the Issue By, Admin By, or CASD DoDAAC related to the CAGE on the latest Mod*)

To access the Upload to CAGE functionality, select the **Upload to CAGE** link in the EAF section of the EDA navigation panel. The Upload to CAGE screen displays.



Upload to CAGE

Upload to CAGE fields:

- CAGE Code * (*5 numeric, no special characters*) (*CAGE code does not need to be active to upload documents to it*)
- Company Name (*field is pre-populated and read-only*)
- CASD DoDAAC (*field is pre-populated and read-only*)
- DCMA DoDAAC (*field is pre-populated and read-only*) (*field only displays to DCMA users*)
- CAGE Document Type *
- [Document](#) * (*a Choose button is available and displays the local file explorer*) (*drag and drop the relevant document or select the Choose button to upload one*)
 - (*fields display when a document is selected to upload*)
 - Restrict Access (*field is a checkbox*) (*selecting the Restrict Access checkbox limits view, edit, and delete access to the uploader and authorized personnel with the EAF Advanced User role. Uploaded files cannot be unrestricted*)
 - File Name (*field pre-populates with the uploaded file name and type and is not editable*)
 - Action (*option: Remove*)
- Notes

Buttons:

- Save (*the Save button is enabled when the entered CAGE Code is within the user's span of control, a Document Type is selected, and a document is added*)

- Save and Add Another (*the Save and Add Another button is enabled when the entered CAGE Code is within the user's span of control, a Document Type is selected, and a document is added*)
- Reset

Upload to CAGE

Upload capability to a CAGE Code is granted only if your registered span of control includes an affiliation with the CASD DoDAAC assigned to the CAGE Code.

CAGE Code * Company Name CASD DoDAAC DCMA DoDAAC

Document Type *

Select Document Type

Document *

+ Choose

Drag and drop file here or select 'Choose' to upload a file.

Notes

Save Save and Add Another Reset

NOTE: The **Save** button validates that required data is present before attempting to upload files. If all required data is present and valid, then the Save action kicks off the upload.

Fill in the applicable fields, upload the desired document, and select the **Save** or **Save and Add Another** button to proceed with the upload process. Upon saving, a success message displays stating, "Success: Document 'xxx' was uploaded successfully to CAGE Code 'xxx' and Document Type 'xxx'."

Upload a Document

To upload a document, select the **Choose** button within the Document section.

Document *

+ Choose

Drag and drop file here or select 'Choose' to upload a file.

The local file explorer displays. Select the desired file for upload. Alternatively, drag and drop the file within the Document section to upload it. After the file is selected a Restrict Access checkbox, File Name field, and Action section display.

Document *

+ Choose

Restrict Access ☐

File Name

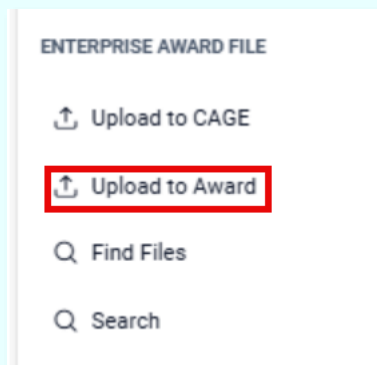
Action

To restrict file access, select the checkbox. Restricting access to a file limits all view, edit, and deleting access to the uploader and any authorized personnel with the EAF Advanced User role. An uploaded restricted file cannot be unrestricted.

If a user tries to upload a document outside of their span of control the following message displays, “Permission to upload to a CAGE Code is granted only when your registered span of control includes an affiliation with the CASD DoDAAC assigned to the CAGE Code.”

To access the Upload to Award functionality, select the **Upload to Award** link in the EAF section of the EDA navigation panel. The Upload to Award screen displays.

Upload to Award



Upload to Award fields:

- Award Number * (*up to 19 alphameric, no special characters*)
- Order Number (*up to 19 alphameric, no special characters*)
- CAGE Code (*field is pre-populated and read-only*)
- Company Name (*field is pre-populated and read-only*)
- Issue DoDAAC (*field is pre-populated and read-only*)
- Admin DoDAAC (*field is pre-populated and read-only*)
- CASD DoDAAC (*field is pre-populated and read-only*)

- DCMA DoDAAC (*field is pre-populated and read-only*) (*field only displays to DCMA users*)
- Document Type *
- [Document](#) * (*a Choose button is available and displays the local file explorer*) (*drag and drop the relevant document or select the Choose button to upload one*)
 - (*fields display when a document is selected to upload*)
 - Restrict Access (*field is a checkbox*) (*selecting the Restrict Access checkbox limits view, edit, and delete access to the uploader and authorized personnel with the EAF Advanced User role. Uploaded files cannot be unrestricted*)
 - File Name (*field pre-populates with the uploaded file name and type and is not editable*)
 - Action (*option: Remove*)
- Notes

NOTE: When determining the Issuing office of a Contract, the system looks for the Issuing Office of the latest PCO Mod. If there is no PCO Mod, the system looks for the Issuing Office of the Award.

Buttons:

- Save (*the Save button is enabled when the entered Award Number is within the user's span of control, a Document Type is selected, and a document is added*)
- Save and Add Another (*the Save and Add Another button is enabled when the entered Award Number is within the user's span of control, a Document Type is selected, and a document is added*)
- Reset

Upload To Award

Upload capability to an Award or Order Number is granted only if your registered span of control includes an affiliation with the Issue By DoDAAC, Admin By DoDAAC, or the CASD DoDAAC assigned to the CAGE Code.

Award Number *	Order Number	CAGE Code	Company Name

Issue DoDAAC	Admin DoDAAC	CASD DoDAAC	DCMA DoDAAC:

Document Type *

Final Property Report

Document *

+ Choose

Restrict Access

☒

File Name

Action

Notes

Save

Save and Add Another

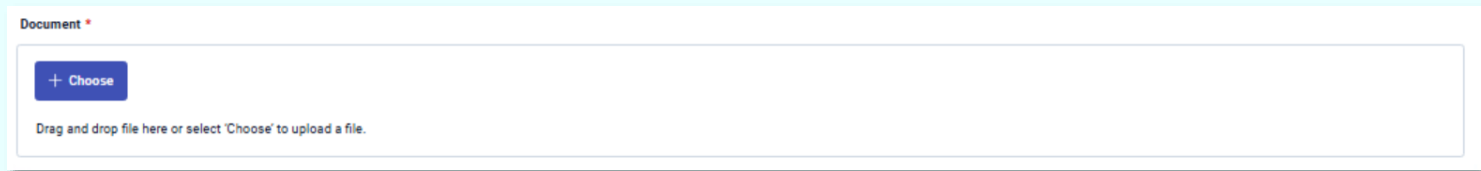
Reset

NOTE: The **Save** button validates that required data is present before attempting to upload files. If all required data is present and valid, then the Save action kicks off the upload.

Fill in the applicable fields, upload the desired document, and select the **Save** or **Save and Add Another** button to proceed with the upload process. Upon saving, a success message displays stating, “Success: Document ‘xxx’ was uploaded successfully to Award / Order ‘xxx’ and Document Type ‘xxx’.”

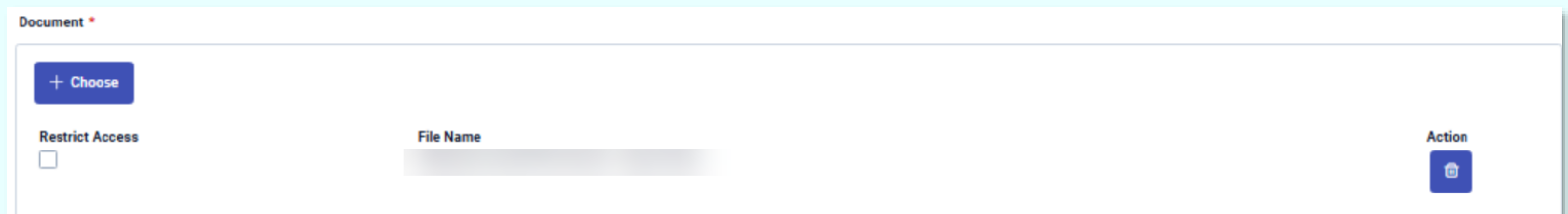
Upload a Document

To upload a document, select the **Choose** button within the Document section.



The screenshot shows a form titled "Document" with a red asterisk. Inside the form, there is a blue button with a plus icon and the text "Choose". Below the button, there is a text prompt: "Drag and drop file here or select 'Choose' to upload a file."

The local file explorer displays. Select the desired file for upload. Alternatively, drag and drop the file within the Document section to upload it. After the file is selected a Restrict Access checkbox, File Name field, and Action section display.



The screenshot shows the same "Document" form, but now with additional fields. Below the "Choose" button, there is a "Restrict Access" checkbox (which is currently unchecked). To the right of the checkbox is a "File Name" label followed by a text input field. On the far right, there is an "Action" label above a blue button with a trash icon.

To restrict file access, select the checkbox. Restricting access to a file limits all view, edit, and deleting access to the uploader and any authorized personnel with the EAF Advanced User role. An uploaded restricted file cannot be unrestricted.

If a user tries to upload a document outside of their span of control the following message displays, “Permission to upload to an Award/Order Number is granted only when your registered span of control includes an affiliation with the Issue By DoDAAC, Admin By DoDAAC, or the CASD DoDAAC assigned to the associated CAGE Code.”

NOTE: When an Award is uploaded, it gets sorted by Effective Date, Signature Date, PCO Mod, then ACO Mod.

Additional Information

Span of Control	Span of Control Definitions <i>Span of Control for Upload to an Award or Order:</i> The Issue By DoDAAC, Admin By DoDAAC, and CASD DoDAAC (based on CAGE code) used on the Award/Order (or latest Mod if Mods are present) are used for comparison to the EAF user's registered group or location code.
Document Type	Upload to CAGE Document Types: • General Documents ○ Board of Review ○ Configuration Change Management Log ○ Contract Audit Follow-Up ○ Contract Data Requirements List (CDRL) ○ Contract Price, Cost Analysis, and Negotiation ○ Contractor Business System ○ Contractor Insurance/Pension Review ○ Contractor Operations Audit ○ Contractor Survey ○ Corrective Action ○ Cost Accounting Notice ○ Cost Issue ○ Cost Monitoring ○ DCAA Audit ○ Delegation/Acceptance Letter ○ Earned Value Management ○ Financial Capability ○ First Line Supervisory Review ○ General Correspondence ○ Incurred Costs ○ Industry Management Council ○ Memorandum of Agreement ○ Novation and Block Changes ○ Other Documentation (Property) ○ Other Type Agreement ○ Past Performance/Pre-award Document ○ Program Assessment Reporting ○ Quick Closeout Rates ○ Rates and Related Documentation ○ Risk and Surveillance ○ Site Visit Documentation ○ Source Selection Evaluation Report ○ Subcontract Documentation ○ Transportation, Logistics, and Shipping

- Legal Documents
 - Legal Privilege
 - New Document Type

Upload to Award Document Types:

- Final Deliverables and Documents
 - Acceptance of Final CDRL
 - Acceptance of Final Patent Report
 - Acceptance of Final Performance/Equipment Report
 - Acceptance of Final Technical Report
 - Final CDRL
 - Final Cost/Financial Report
 - Final Disposition Documentation of Classified Information
 - Final Donation/Abandonment/Stevenson Wylder Act Letter
 - Final Patent Clearance
 - Final Patent Report
 - Final Performance/Equipment Report
 - Final Property Disposition Authorization
 - Final Property Disposition Request
 - Final Property Report
 - Final Report of Loss of Damage and Destruction (LDD)
 - Final Request for Plant Clearance
 - Final Security Report
 - Final Subcontract Report/Disclosure
 - Final Technical Report
 - Government Response to Final LDD Report
 - Request for Acceptance of Final Patent Report
 - Request for Acceptance of Final Performance/Equipment
 - Request for Acceptance of Final Technical Report
 - Request for Final CDRL Report
 - Request for Final Cost Report
 - Request for Final Financial Report
 - Request for Final Other Report
 - Request for Final Patent Report
 - Request for Final Performance/Equipment Report
 - Request for Final Property Report
 - Request for Final Security Report
 - Request for Final Subcontract Report/Disclosure
 - Subcontract Documentation
- General Documents
 - Award Review
 - Award/Modification Attachment
 - Board of Review
 - Contract Audit Follow-Up
 - Contract Option
 - Contract Price, Cost Analysis, and Negotiation

- Contractor Survey
- Corrective Action
- DCAA Audit
- DCAA Form 1
- Delay Notice/Customer Request
- Delegation/Acceptance Letter
- Delinquency Documentation
- Delivery Order Backup
- Demand Letter
- Disputes, Appeals, and Final Decisions
- Duty-Free Entry and Customs Records
- Earned Value Management
- Engineering/Quality Assurance Documents
- Federal Data Collection Document (FPDS-NG/FAADC)
- Foreign Military Sales Record
- General Correspondence
- Grant
- High-Risk Documentation
- Memorandum of Agreement
- Modification Backup
- Modification Log
- New Awardee Checklist
- Other Approvals
- Other Documentation (Award Admin)
- Other Type Agreement
- Patent Disclosure
- Personnel Assignment
- Post Award Orientation Conference
- Re-Budget
- Repair Estimates and Warranty
- Request for Extension
- Request for MOCAS Action
- Risk and Surveillance
- Survey
- Site Visit Documentation
- Stop Work Order
- Transportation, Logistics, and Shipping
- Waivers and Deviations
- GFP Documents
 - Approval for Acquisition of Property
 - Government Response to Interim LDD Report
 - Interim Acquisition Report
 - Interim Donation/Abandonment/Stevenson Wylder Act Letter
 - Interim Property/Disposal/Plant Clearance Authorization
 - Interim Property Report
 - Interim Property Request
 - Interim Property Transfer Documentation

- Interim Report Loss Damage Destruction (LDD)
 - Interim Request for Plant Clearance
 - Other Documentation (Property)
 - Plant Clearance
 - Property Acquisition Documentation
- Legal
 - Award Document Type Legal 2
 - Legal Privilege
- Non-WAWF Vouchers and Supporting Documents
 - Advance Payment
 - Assignment of Payment
 - Award Fee Decision Document
 - Canceling Funds
 - Cash Management
 - Commercial Item Financing
 - COR Concurrence Documents
 - Expenditure Rate
 - Final Voucher
 - Foreign Banking Information
 - Interim Voucher
 - Material Inspection Receiving Report (DD FORM 250)
 - Military Interdepartmental Purchase Request
 - Other Documentation (Financial)
 - Over and Above Funds Tracking
 - Payment Surveillance Plan
 - Payment Withhold
 - Performance Based Payment
 - Progress Payment
 - Public Voucher
 - Reconciliation Reports
 - Refund Checks and Documentation
- Other Award Documents
 - Contract Data Requirements List (CDRL)
 - Other Documents
- Other Closeout Forms and Documents
 - Audit Resolution
 - Closeout Memo/Checklist
 - Contract Administration Completion Record (DD 1593)
 - Contract Completion Statement DD 1594 (CAMIS Generated Form)
 - Final Audit
 - Other Documentation (Closeout)
 - Review of Final Costs
- Pre-Award
 - Administrative Documentations
 - Contract Review and Award
 - Determinations and Findings
 - Evaluations
 - Pre-Award Documents

- Pre-Award Government Furnished Product (GFP)
- Pre-Solicitations Notice
- Requirements Package
- Solicitation Reviews/Approvals/Justification
- Source Selection
- Waivers
- Reports
 - Contract Data Requirements List (CDRL) Report
 - Contract Discrepancy Report
 - Contract Status Report
 - Contractor Report
 - Engineering Change Proposal Report
 - Interim CDRL
 - Interim Financial Report
 - Interim Other
 - Interim Patent Report
 - Interim Performance/Equipment Report
 - Interim Security Report
 - Interim Subcontract
 - Interim Technical Report
 - Program Assessment Reporting
 - Request for Interim CDRL
 - Request for Interim Other
 - Request for Interim Patent Report
 - Request for Interim Performance/Equipment Report
 - Request for Interim Security Report
 - Request for Interim Subcontract Report
 - Request for Interim Technical Report
- Termination
 - Other Documents
 - Termination Correspondence
 - Termination Docket File
 - Termination Notice
 - Termination Settlement