

Contract Phonebook by Contracts

Training Document



Table of Contents

- EDA Roles** 1
- Where to Run the Report** 1
- Search Criteria** 1
 - Contract Phonebook by Contracts Search Criteria: 1
- Search Results** 2
 - Header Information: 2
 - Contract Phonebook by Contracts Results Columns:* 2
- Exporting Search Results** 3
 - Exported Report Columns:* 4

The Contract Phonebook Report provides the ability to search for key individuals on a contract pulling data from key sources. This includes Role on Contract, Location Code, First/Last Name, Email and Phone Number.

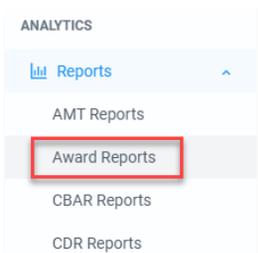
EDA Roles

Roles with access to the Contract Phonebook by Contracts report:

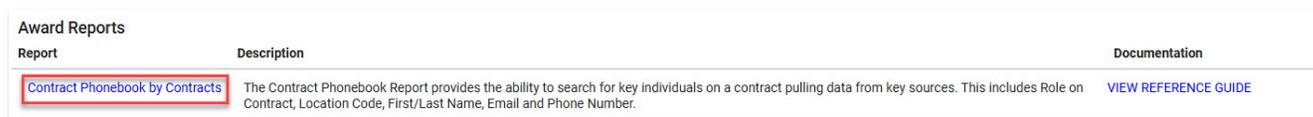
- Acquisition Sensitive Reporting
- Advanced Reporting
- EDA Executive Reporting User

Where to Run the Report

Expand the **Reports** menu under Analytics in EDA and select the **Award Reports** option.



In the Award Reports section select the **Contract Phonebook by Contracts**.



Search Criteria

The Contract Phonebook by Contracts page displays. Enter search criteria to retrieve desired data.

Contract Phonebook by Contracts Search Criteria:

- Contract Number
- Order Number

Contract Phonebook by Contracts

Contract Phonebook by Contracts

Contract Number

Order Number

[Search](#) [Bookmark](#)

Buttons:

- Search
- Bookmark
- Cancel

Click the **Search** button after entering the search criteria. The search results display on the following page.

Search Results

The Contract Phonebook by Contracts Results table displays the search results.

Header Information:

- Contract #
- Order #
- Contract Issuing Office DoDAAC(s)
- Contract Admin Office DoDAAC(s)
- Payment Office DoDAAC(s)
- Vendor CAGE(s)
- Ship To DoDAAC(s)
- DCAA Auditor DoDAAC
- Contracting Officer Representative DoDAAC(s)
- Agency Accounting Identifier(s)

Contract Phonebook by Contracts Results Columns:

- Role on Contract
- Location Code
- First Name
- Last Name
- Email Address
- Phone Number

Contract# HR001120C0512 Order#

[Export Results](#)
[Save Search](#)
[Refine Search](#)
[New Search](#)

Contract Issuing Office DoDAAC(s)	HR0011	Contract Admin Office DoDAAC(s)	HR0011
Payment Office DoDAAC(s)	N62828	Vendor CAGE(s)	36126
Ship To DoDAAC(s)	FA3030	DCAA Auditor DoDAAC	HAA001
Contracting Officer Representative DoDAAC(s)		Agency Accounting Identifier(s)	

Role on Contract	Location Code	First Name	Last Name	Email Address	Phone Number
Vendor WAWF Submitter	36126	Auto	Vendor	wawfuser+vendor1@gmail.com	904-596-7000

Buttons:

- Export Results
- Save Search
- Refine Search
- New Search

NOTE: The columns are sortable.

Click the **Export Results** button on the search results page to export as Excel. A job runs to download the file.

Exporting Search Results

[Export Results](#)
[Save Search](#)
[Refine Search](#)
[New Search](#)

Contract Issuing Office DoDAAC(s)	HR0011
Payment Office DoDAAC(s)	N62828
Ship To DoDAAC(s)	FA3030
Contracting Officer Representative DoDAAC(s)	

Role on Contract	Location Code	First Name
Vendor WAWF Submitter	36126	Auto

The system downloads the file to the local machine based on browser settings.

Exported Report Columns:

- Contract Issuing Office DoDAAC(s)
- Contract Admin Office DoDAAC(s)
- Payment Office DoDAAC(s)
- Vendor CAGE(s)
- Ship To DoDAAC(s)
- DCAA Auditor DoDAAC
- Contracting Officer Representative DoDAAC(s)
- Agency Accounting Identifier(s)
- Role on Contract
- Location Code
- First Name
- Last Name
- Email Address
- Phone Number

Sample Export:

	A	B	C	D	E	F
1	Contract Issuing Office DoDAAC(s)	HR0011				
2	Contract Admin Office DoDAAC(s)	HR0011				
3	Payment Office DoDAAC(s)	N62828				
4	Vendor CAGE(s)	36126				
5	Ship To DoDAAC(s)	FA3030				
6	DCAA Auditor DoDAAC	HAA001				
7	Contracting Officer Representative DoDAAC(s)					
8	Agency Accounting Identifier(s)					
9						
10	Role on Contract	Location Code	First Name	Last Name	Email Address	Phone Number
11	Vendor WAWF Submitter	36126	Auto	Vendor	wawfuser+vendor1@gmail.com	904-596-7000