GFP Position Report

Reference Guide

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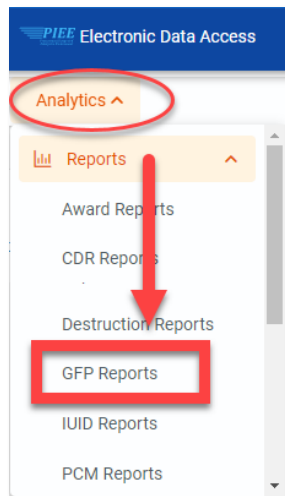
EDA Roles	EDA Roles with the capability to conduct a GFP Position Report search in EDA: • Advanced Reporting • Acquisition Sensitive Reporting • EDA Executive Reporting User
Search Criteria	The user will navigate to the GFP Attachment Aging Report page by selecting **Analytics** from the EDA Dashboard, selecting the **Reports** dropdown and clicking on the **GFP Reports**.

Select **GFP Position Report** from the GFP Reports.

The user will navigate to the GFP Position Report page and enter criteria to retrieve desired data.

- Search Criteria
    - CAGE Code
    - Contract Number/Order Number

To search by Contract Number/Order Number, select the Contract Number/Order Number radio button and complete the Contract Number (required) and Order Number fields.

After the search criteria has been entered, click the **Search** button.

	Sample Search Results

After the search button is clicked, the system will return a list of results with the requested criteria.

The search results will include the following fields:

- Contract Number
- Delivery Number
- Item Name
- Item Description
- NSN
- MFR CAGE
- Part Number
- Model
- Quantity
- UoM
- Unit Acquisition Cost
- On Attach?
- Serially Managed
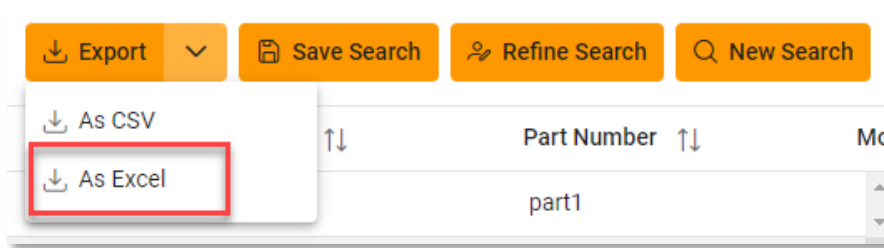
Sample search results:

Exporting Search Results

When the search results are returned, the Export Results button will allow the user to export search results in CSV or Excel format for import to a spreadsheet. For this guide, Excel format is being used.
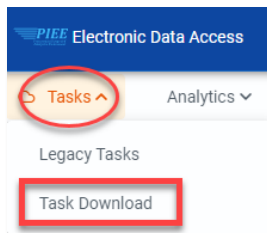

After the Excel link is selected a message will pop-up to inform that the requested download has begun and can be found in the Task Download section of EDA.
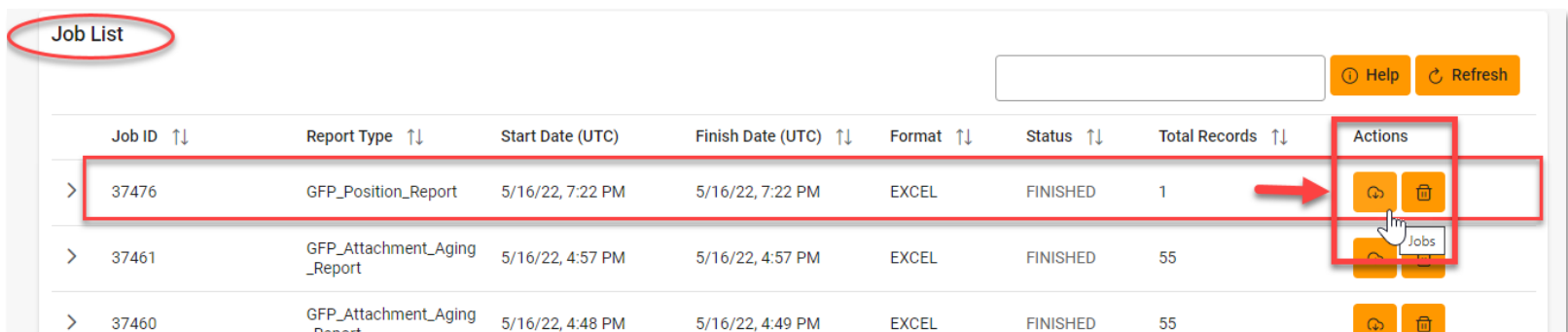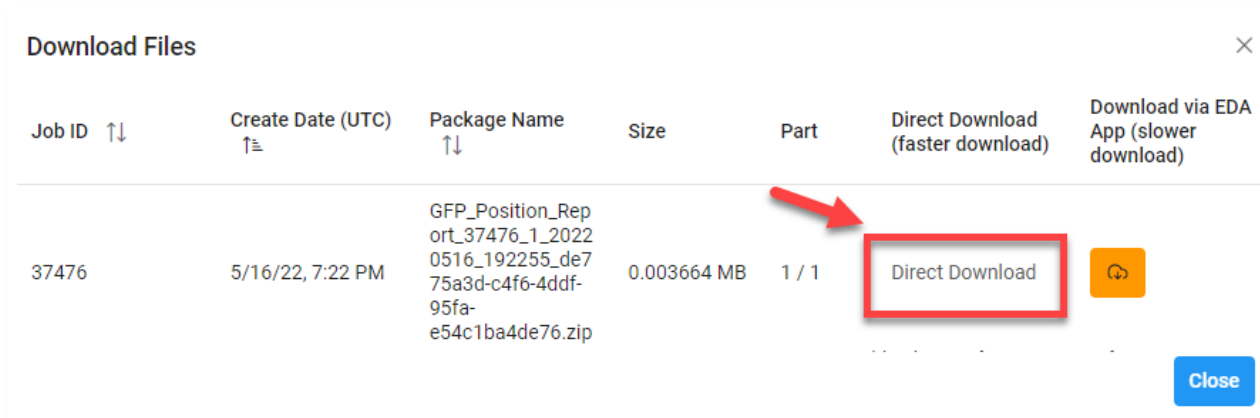

In the Task section of the EDA Dashboard, select **Task Download**.

Find requested report in the Job List and select the **Jobs** button in the Action column.

Select the **Direct Download** link from the Download Files modal window.

Sample Export (Excel Spreadsheet):

The following fields will be included on the exported spreadsheet:

- Contract Number
- Delivery Order Number
- Item Name
- Item Description
- NSN
- MFR CAGE
- Part Number
- Model
- Quantity
- UoM
- Unit Acquisition Cost
- On Attach?
- Serially Managed
- Serial Numbers
- Unique IDS