

Contract Phonebook by Contracts

Reference Guide

EDA Homepage

Analytics

Reports

Award Reports

Contract Phonebook
by Contracts

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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	<p>EDA roles with the capability to access Contract Phonebook by Contracts report</p> <ul style="list-style-type: none"> • Acquisition Sensitive Reporting • Advanced Reporting • EDA Executive Reporting User 																												
Search Criteria	<p>The user will navigate to the Contract Phonebook by Contracts page and enter criteria to retrieve desired data.</p> <ul style="list-style-type: none"> • Contract Number • Order Number <div data-bbox="305 1276 1377 1539"> <p>Contract Phonebook by Contracts</p> <h3>Contract Phonebook by Contracts</h3> <p>Contract Number <input type="text"/> Order Number <input type="text"/></p> <p>Search Bookmark</p> </div>																												
Sample Search Results	<p>Once the search criteria are entered, the system will return a list of Reports with the requested criteria.</p> <div data-bbox="305 1633 1531 1938"> <p>Contract# HR001120C0512 Order#</p> <p>Export Results Save Search Refine Search New Search</p> <table border="1"> <tr> <td>Contract Issuing Office DoDAAC(s)</td> <td>HR0011</td> <td>Contract Admin Office DoDAAC(s)</td> <td>HR0011</td> </tr> <tr> <td>Payment Office DoDAAC(s)</td> <td>N62828</td> <td>Vendor CAGE(s)</td> <td>36126</td> </tr> <tr> <td>Ship To DoDAAC(s)</td> <td>FA3030</td> <td>DCAA Auditor DoDAAC</td> <td>HAA001</td> </tr> <tr> <td>Contracting Officer Representative DoDAAC(s)</td> <td></td> <td>Agency Accounting Identifier(s)</td> <td></td> </tr> </table> <table border="1"> <thead> <tr> <th>Role on Contract</th> <th>Location Code</th> <th>First Name</th> <th>Last Name</th> <th>Email Address</th> <th>Phone Number</th> </tr> </thead> <tbody> <tr> <td>Vendor WAWF Submitter</td> <td>36126</td> <td>Auto</td> <td>Vendor</td> <td>wawfuser+vendor1@gmail.com</td> <td>904-596-7000</td> </tr> </tbody> </table> </div>	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
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Once the search results are returned, the Export Results button will allow the user to export search results to an Excel file.

The screenshot shows a search results interface with four buttons at the top: 'Export Results' (highlighted with a red box), 'Save Search', 'Refine Search', and 'New Search'. Below the buttons, there are several fields for filtering results:

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

Below these fields is a table with the following columns: Role on Contract (with a sort arrow), Location Code (with a sort arrow), and First Name (with a sort arrow). The table contains one row:

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

Exporting Search Results

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