

# Create Contractor Data Sheet

## Reference Guide

EDA Homepage

CBAR

Contractor Data Sheet

Create Contractor Data Sheet

## Table of Contents

<b>EDA Role Access</b> .....	<b>1</b>
<b>Navigation</b> .....	<b>1</b>
<b>Contractor Data Sheet Details</b> .....	<b>1</b>
<i>Form Fields</i> .....	<i>1</i>

<p><b>EDA Role Access</b></p>	<p>Roles with the ability to create a Contractor Data Sheet in EDA:</p> <ul style="list-style-type: none"> <li>• CBAR ACO</li> <li>• CBAR Contracting Officer</li> <li>• CBAR PMO</li> </ul>
<p><b>Navigation</b></p>	<p>To navigate to CBAR, log in to the PIEE portal and select the <b>EDA</b> application icon.</p> <p>Within the EDA module, select <b>CBAR</b> from the navigation pane.</p>
<p><b>Contractor Data Sheet Details</b></p>	<p>The user will navigate to the Create Contractor Data Sheet page and enter Contractor Data Sheet criteria.</p> <ol style="list-style-type: none"> <li>1. In the Corporate Details section, enter data in the <b>CAGE</b> field. If a CAGE is already in PIEE, the Corporate Details will auto-populate.</li> <li>2. In the Points of Contact section, select the <b>Add Point of Contact</b> button to add a Point of Contact to the Contractor Data Sheet. The Add Point of Contact modal will display. <ul style="list-style-type: none"> <li>• Enter all necessary Point of Contact data. The Cognizant ACO/DACO and the Contracts Director or CACO/DACO Group Director are required Point of Contact entries. Select the <b>Save</b> button to continue or select the <b>Cancel</b> button to close the modal without saving changes.</li> </ul> </li> <li>3. Upon entering all necessary data, select the <b>Save</b> button on the Create Contractor Data Sheet page to complete creation of the Contractor Data Sheet record.</li> <li>4. Select the <b>Cancel</b> button to exit the Create Contractor Data Sheet screen and return to the CBAR menu.</li> <li>5. Select the <b>Bookmark</b> button to add a link to the Create Contractor Data Sheet to the Bookmarks menu on the EDA Dashboard.</li> </ol> <p><i>Form Fields</i></p> <ul style="list-style-type: none"> <li>• Corporate Details <ul style="list-style-type: none"> <li>○ CAGE</li> <li>○ UEI (auto-populates if the CAGE is entered)</li> <li>○ Name</li> <li>○ Address</li> <li>○ City</li> <li>○ State</li> <li>○ Zip/Postal Code</li> <li>○ Country</li> <li>○ Cognizant Administration Office DoDAAC (<i>auto-updates from PCM/CASD</i>)</li> <li>○ Cognizant Administration Office Name (<i>auto-updates from PCM/CASD</i>)</li> <li>○ Cognizant Administration Office Email (<i>auto-updates from PCM/CASD</i>)</li> <li>○ Doing Business As</li> <li>○ Cognizant Federal Agency Official (CFAO) DoDAAC</li> <li>○ Cognizant Federal Agency Official (CFAO) Office Name</li> <li>○ Indirect Cost DoDAAC</li> </ul> </li> <li>• Points of Contact <ul style="list-style-type: none"> <li>○ Add Point of Contact</li> </ul> </li> </ul>

- Point of Contact Details
  - Contact Type
  - First Name
  - Middle Initial
  - Last Name
  - Phone
  - Email