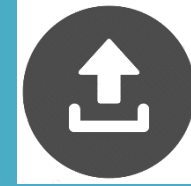# MIPR Upload
Reference Guide

Navigation – Upload MIPR File – MIPR Criteria – Upload Confirmation

EDA Homepage	Award Data	Manual Document Upload	MIPR Upload

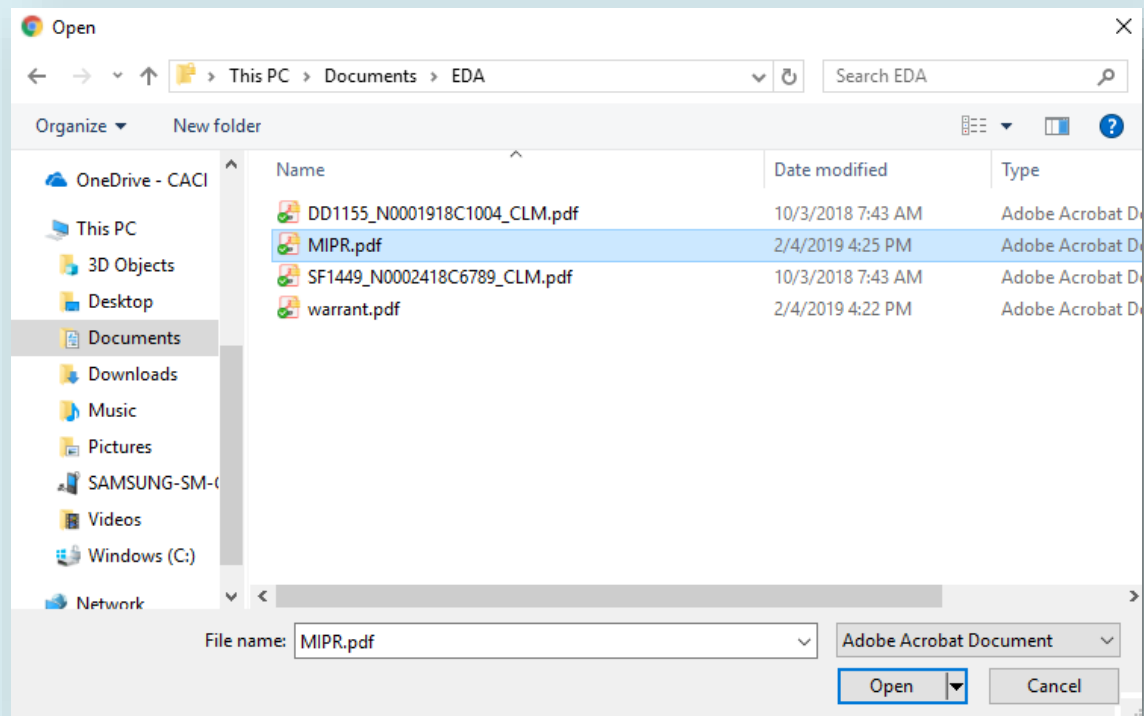|		
EDA Roles	EDA Roles with the capability to conduct a MIPR Upload in EDA	• Update MIPR Attachment • Upload MIPR • Upload MIPR Acceptance
MIPR Criteria	The user will navigate to the MIPR Upload page and enter MIPR criteria.	Required fields are marked with an asterisk. • Form Type • MIPR Number • MIPR Amendment Number • Signed Date • Effective Date • Requesting (Buying) DoDAAC • Servicing (Selling) DoDAAC • Payment Office DoDAAC • Agency Accounting Identifier • Funding Center Identifier • Estimated Total Price
Upload a MIPR	Upload the MIPR file.	**Step 1:** Select the Select a MIPR button on the MIPR Upload page to upload a MIPR PDF file.

Step 2: Select the desired MIPR PDF file from the local directory.

Step3: Select Save. Once the required MIPR Upload data is saved, a message will be displayed informing the user of successful MIPR submission.

Upload MIPR Attachment	The user will navigate to the MIPR Search to add a MIPR attachment.	Refer to the MIPR Search Quick Reference Guide for instructions on adding and viewing MIPR attachments in EDA.