

Bulk Document Download

Reference Guide



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This report provides the ability to download the documents and related attachments for the two source systems – EDA and WAWF. The Search criteria is by 1) Contract Number/Order Number, 2) Cage Code and 3) Contract Number/Order Number/Pay Office DoDAAC at a higher level and additional filters by Date (start and end date).

EDA Roles	<p>EDA Roles that may conduct a Bulk Document Download Search in EDA:</p> <ul style="list-style-type: none"> • Acquisition Sensitive Reporting • Advanced Reporting • EDA Executive Reporting User • Contracts
Search Criteria	<p>The user will navigate to the Bulk Document Download page and enter criteria to retrieve desired data. Search Criteria includes:</p> <ul style="list-style-type: none"> • Search By <ul style="list-style-type: none"> ○ Contract Number <ul style="list-style-type: none"> ▪ Contract Number ▪ Order Number (SPIIN) ○ CAGE Code <ul style="list-style-type: none"> ▪ CAGE Code ○ Contract Number and DoDAAC <ul style="list-style-type: none"> ▪ Contract Number ▪ Order Number (SPIIN) ▪ Contract Paying Office DoDAAC • Source System <ul style="list-style-type: none"> ○ EDA

- WAWF
 - Document Types
 - Active/Archive
 - Include WAWF Voiced Documents
- WAWF Invoice Received Date
- EDA Contract Signature Date
- Inspection Date
- Acceptance Date

Search Multiple Contract Numbers/Order Numbers

Multiple Contract Numbers and Delivery Order Numbers may be searched by entering a list delimited by any non-alphanumeric character(s) in the Contract and Order Number fields. This may be done by manual entry or by pasting a list of values from a spreadsheet. Only exact matches will be returned in the search results. The character limit will allow for the entry of approximately 714 Contract Numbers.

If both Contract Numbers and Delivery Order Numbers are entered in the search fields, the values of each field will be paired in the order they are entered. If the quantity of Contract Numbers exceeds the quantity of Delivery Order numbers, any Contract Number without a corresponding Delivery Order Number will return all results for that Contract(s). For example, searching a list of five Contract Numbers and a list of four Delivery Order Numbers will return the first four exact matches and all Delivery Orders for the fifth Contract Number.

Sample Search Results

Once the search criteria are entered, the system will return a list of contracts with the requested criteria.

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[Refine Search](#) [New Search](#)

<input type="checkbox"/>	Contract # ↑↓	Order # ↑↓	CAGE ↑↓	Type ↑↓	Invoice # ↑↓	Shipment # ↑↓	Document Type ↑↓	Document Status ↑↓	Invoice Received Date ↑↓	ACO ↑↓	PCO ↑↓	KO Signature Date ↑↓	Inspection Date ↑↓	Acceptance Date ↑↓	Active/Archive ↑↓
<input type="checkbox"/>	HM125609F0331	21STQSTDAPPPAYREQ	06481	WAWF	INV1740	SER1740Z	CI2N1	Submitted	2009-04-01						ACTIVE
<input type="checkbox"/>	HQ034608E0711	CISPL000000MADHU	06481	WAWF	INV0947	SHP0947	CIFP	Processed	2008-08-27						ARCHIVE
<input type="checkbox"/>	SC101808E0813	FCDDSPLFU4417MADU	06481	WAWF	INV0913	SHP0913	CIFP	Processed	2008-08-28						ARCHIVE
<input type="checkbox"/>	HQ030208F0827	CI2N1SPL0000CARLA	06481	WAWF	INV0117	SER0117Z	CI2N1	Processed	2008-08-27					2008-08-27	ARCHIVE
<input type="checkbox"/>	HQ033908E0826	CISPLFU44170CARLA	06481	WAWF	INV0439	SHP0439Z	CI	Processed	2008-08-27						ARCHIVE
<input type="checkbox"/>	HM122708M0507	PPR1	06481	WAWF	PPRA724	PPRA724	PPR	Processed	2008-05-07					2008-05-07	ARCHIVE

Downloading Search Results

When the search results are returned, the user may download the search results by selecting the **Download All** or **Download Selected** buttons

Bulk Download Results

[Download All](#) [Download Selected](#)

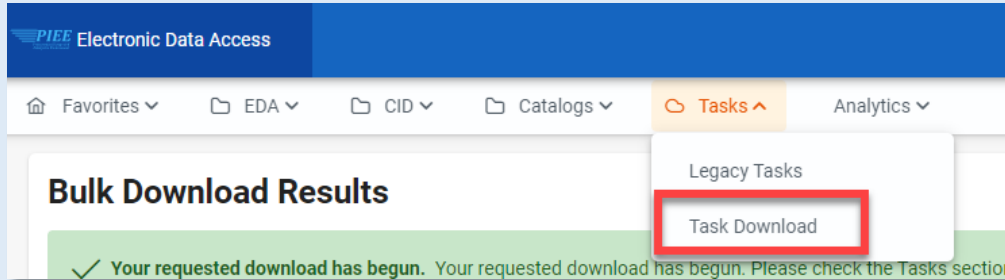
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After Download is selected a pop-up message to check the Tasks section of the application to see the status of download request

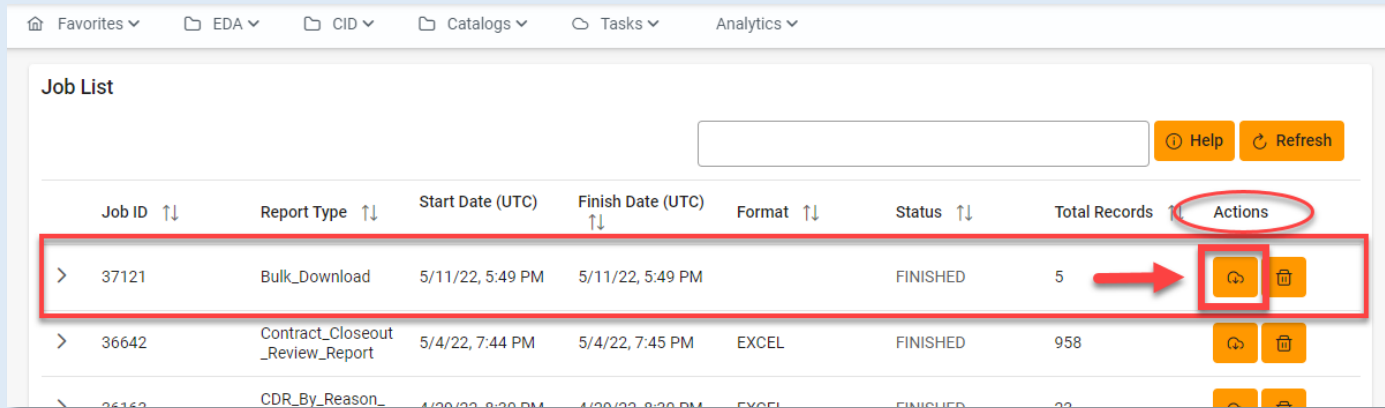
Bulk Download Results

✓ Your requested download has begun. Your requested download has begun. Please check the Tasks section of the application to see the status of your download request. ✕

Go to the **Tasks** section of the EDA Homepage Menu and select **Task Download** link.



Find requested job from the Job List and select the **Jobs** button in the Actions column.



Select **Direct Download** link in the Direct Download column of the Download Files modal window. The data will be downloaded to a zipped folder on the local drive.

Download Files

Job ID	Create Date (UTC)	Package Name	Size	Part	Direct Download (faster download)	Download via EDA App (slower download)
37121	5/11/22, 5:49 PM	06481-37121_1_20220511_174951_94f5d7bd-1c3d-4dcf-aa3a-a181d72228a1.zip	0.056233 MB	1 / 1	Direct Download	Download via EDA App

Part: If you don't see all the parts available then it means that the data are still being extracted. This usually happens for a huge amount of data extraction.

Download: Using 'Direct Download' will allow you to download artifacts in parallel and download speed will be significantly faster for large artifacts. Use 'Download via EDA App' option if you run into any firewall issue.

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