

Create Business Clearance

Reference Guide

EDA Homepage

CBAR

Business Clearance

Create Business Clearance

EDA Roles

Roles with the ability to access the Create Business Clearance functionality in EDA

- CBAR ACO
- CBAR Contracting Officer
- CBAR PMO

Required Criteria

The user will navigate to the Create Business Clearance page in the CBAR section of EDA and enter the required criteria.

DoDAAC Details

- Issuing DoDAAC
- Issuing Office Name
- Contracting Agency Name

Contractor Details

- CAGE+DUNS+UEI combination (at least one of these fields)
- Contractor Name
- City
- State

Points of Contact (Must have 3 types of Points of Contacts entered: Contractor Negotiator, Government Negotiator and Procuring Contracting Officer)

- Contact Type
- First Name
- Last Name
- Phone
- Email

Financial Details

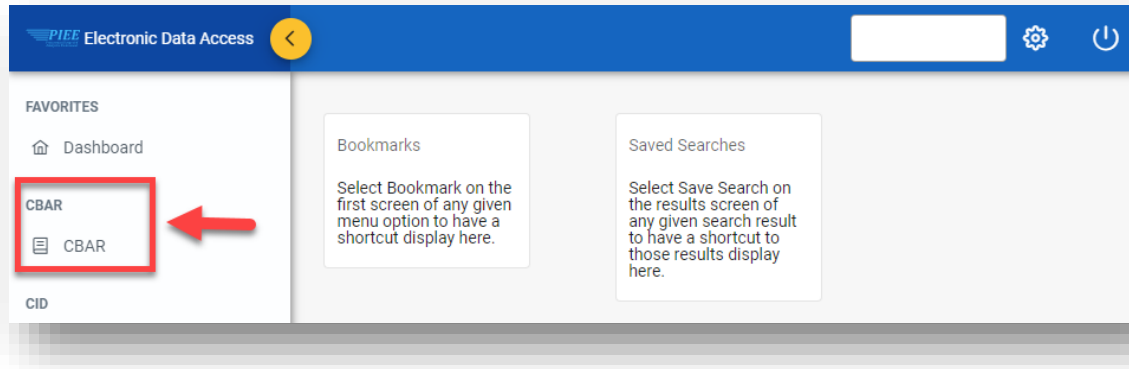
- Government Financing Authorized for Fixed-Price Line Items
- Government Financing Percentage Price Limitation
- Initial Proposed Cost
- Initial Proposed Price
- Final Proposed Cost
- Final Proposed Price
- Government Negotiated Cost Excluding FCCOM
- Government Negotiated Cost Including FCCOM

- Government Negotiated Profit Amount
- Government Negotiated Fee Amount
- Government Negotiated FP Profit Percentage
- Government Negotiated Fee Percentage

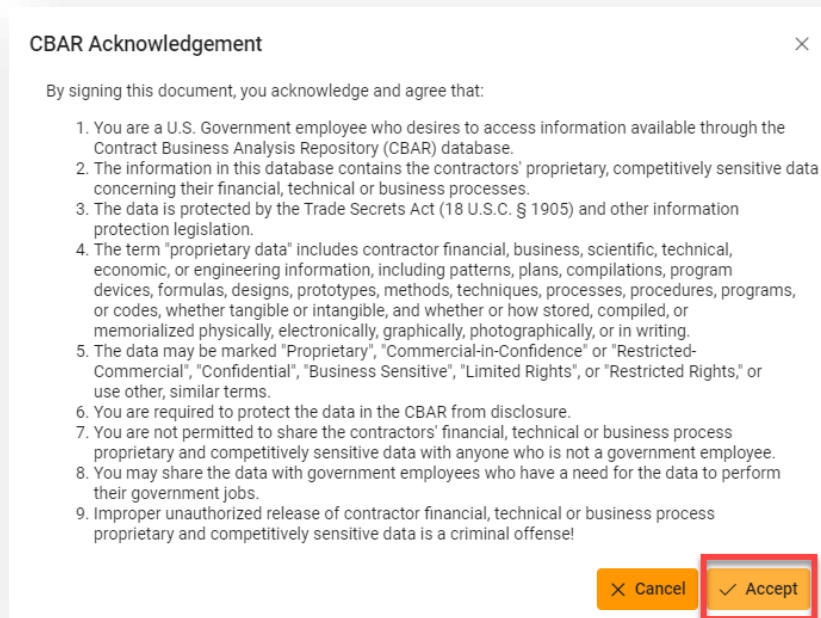
Contract Details

- Contract Number

Navigating EDA Dashboard to CBAR:



Acceptance of CBAR Acknowledgement: Select the **Accept** button



Continuation of CBAR Acknowledgement: Select the **Continue** button

CBAR Acknowledgement [X]

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[Continue]

Accepting the Acknowledgement will take the user to the **CBAR Menu**:

Electronic Data Access [Back] [Search] [Settings] [Power]

Contract Business Analysis Repository

- FAVORITES
 - Dashboard
- CBAR
 - CBAR**
- CID
 - CID Database
- TASKS
 - Task

Contractor Data Sheet [Dropdown Arrow]

- Contractor Data Sheet Search
- + Create Contractor Data Sheet

Business Clearance [Dropdown Arrow]

- Business Clearance Search
- + Create Business Clearance** [Red Arrow]

Create Business Clearance Page

NOTE: It is important when entering information in any of the sections of the Business Clearance record, that there are no extra spaces in your data. (Before or after the data)

Create Business Clearance

* Asterisk indicates required entry. † Dagger indicates at least one of these fields is required. ! Exclamation indicates fields required to Save as Complete.

Business Clearance

DoDAAC Details

Issuing DoDAAC* [Select...]
Issuing Office Name* [Text Field]
Administration by DoDAAC! [Text Field]
Administration by Office Name! [Text Field]

Contracting Agency Name [Select...]

Contractor Details

CAGE† [Text Field] DUNS+4† [Text Field] UEI† [Text Field] Contractor Name* [Text Field]

City* [Text Field] State* [Select...] Doing Business As [Text Field]

Product or Service Code (PSC)! [Text Field]

Description of Acquisition! [Text Area]

Summary of Negotiations! [Text Area]

Points of Contact

+ Add Point of Contact

Contact Type	Name	Phone	Email	Actions
No Points of Contacts Present				

Contract Details | Financial Details

Contract Details

Contract Number* [Text Field] Delivery Order Number [Text Field] Contract Mod [Text Field] Solicitation/RFQ/RFQ Number [Text Field]

Contract Type! [Select...] DCMA Formal Rate Position Used! [Select...] Unusual and Compelling Urgency! [Select...] Competitive! [Select...]

CAS Covered! [Select...] Certified Cost or Pricing Data! [Select...] Contractor's Proposal Number [Text Field] Commercial Item! [Select...]

Negotiations Start Date! [Text Field] Date of Agreement on Price! [Text Field] Contract Action Effective Date! [Text Field] Contract Completion Date! [Text Field]

Save as Draft Save as Complete Bookmark Cancel

User will select a desired contract type, by choosing one or more values from the **Contract Type** dropdown menu.

The screenshot shows the 'Contract Details' section of a web application. The 'Contract Type!' dropdown menu is open, displaying a list of options: 'Mixed Types', 'Letter Contract', 'Cost Plus Fixed Fee', 'Cost Plus Incentive Fee', and 'Cost Plus Award Fee'. A red arrow points to the dropdown arrow, and a red box highlights the entire dropdown menu. A vertical double-headed red arrow is positioned to the right of the dropdown menu. The form includes fields for 'Contract Number*', 'Delivery Order Number', 'Contract Mod', 'Solicitation/RFP/RFQ Number', 'DCMA Formal Rate', 'Position Used!', 'Unusual and Compelling Urgency!', 'Competitive!', 'Pricing Data!', 'Contractor's Proposal Number', 'Commercial Item!', 'Contract Action Effective Date!', and 'Contract Completion Date!'. At the bottom, there are buttons for 'Save as Draft', 'Save as Complete', 'Bookmark', and 'Cancel'.

**Example:
Document
Type**

When the user selects from the Commercial Item drop down, it is important to know that this selection will impact the Financial Details Section. When **Commercial Items** is selected from the drop down, the following fields are disabled in the Financial Details section: Initial Proposed Cost, Final Proposed Cost, Government Negotiate Cost Excluding FCCOM, Negotiated Facilities Capital Cost of Money, Government Negotiated Cost Including FCCOM, Government Negotiated Profit Amount, Government Negotiated Fee Amount, Government Negotiated FP Profit Percentage and Government Negotiated Fee Percentage

The screenshot shows the 'Contract Details' section of a web application. The 'Commercial Item!' dropdown menu is open, displaying a list of options: 'Commercial Items', 'Commercial and Non-Commercial', and 'Non-Commercial'. A red box highlights the entire dropdown menu. The form includes fields for 'Contract Number*', 'Delivery Order Number', 'Contract Mod', 'Solicitation/RFP/RFQ Number', 'Contract Type!', 'DCMA Formal Rate', 'Position Used!', 'Unusual and Compelling Urgency!', 'Competitive!', 'CAS Covered!', 'Certified Cost or Pricing Data!', 'Contractor's Proposal Number', 'Negotiations Start Date!', 'Date of Agreement on Price!', 'Contract Action Effective Date!', and 'Contract Completion Date!'. At the bottom, there are buttons for 'Save as Draft', 'Save as Complete', 'Bookmark', and 'Cancel'.

Financial Details fields that are disabled when Commercial Items are selected from the Commercial Item drop down menu:

Contract Details **Financial Details** ← Fields disabled in Financial Details when Commercial items are selected from the Contract Details Section.

Financial Details

Government Financing Authorized for Fixed-Price Line Items !
Progress Payments

Government Financing Percentage Price Limitation !

Initial Proposed Cost	Initial Proposed Price !	Final Proposed Cost	Final Proposed Price !
Government Negotiated Cost Excluding FCCOM	Negotiated Facilities Capital Cost of Money	Government Negotiated Cost Including FCCOM	Negotiated Total Contract Price !
Government Negotiated Profit Amount !	Government Negotiated Fee Amount !	Government Negotiated FP Profit Percentage !	Government Negotiated Fee Percentage

Save as Draft Save as Complete Bookmark Cancel

NOTE: If user needs to delete data in any of the financial fields, it is important to completely clear the data in the field by highlighting the data and backspacing to make sure the data field is cleared.

Once the required criteria are entered, select the **Save as Complete** button. If user needs to finish creating the Business Clearance at a later time, the **Save as Draft** button is also an option.

Save as Complete or Draft

Contract Details **Financial Details**

Contract Details

Contract Number* A4545J904755	Delivery Order Number	Contract Mod	Solicitation/RFP/RFQ Number
Contract Type! Mixed Types	DCMA Formal Rate Position Used! FPRR	Unusual and Compelling Urgency! No	Competitive! Yes
CAS Covered! Full CAS	Certified Cost or Pricing Data! Certified	Contractor's Proposal Number	Commercial Item! Commercial Items
Negotiations Start Date! 2021/07/01	Date of Agreement on Price! 2021/07/15	Contract Action Effective Date!	Contract Completion Date! 2021/07/30

Save as Draft Save as Complete Bookmark Cancel

Save as Draft

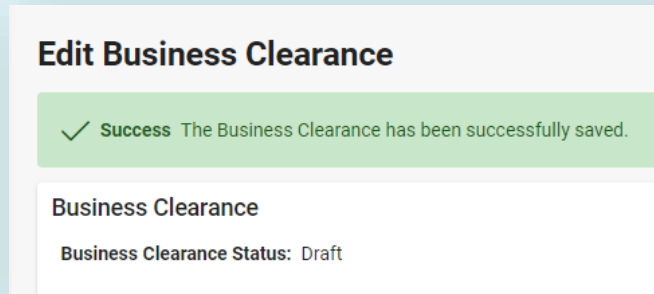
The following fields are mandatory to Save Business Clearance as **Draft**:

DoDAAC Details: Issuing DoDAAC, Issuing Office Name

Contractor Details: CAGE, Contractor Name, City, State

Contract Details: Contract Number

After **Save as Draft** Button is selected, a success message will appear:



Confirmation

Save as Complete

The following fields are mandatory to save Business Clearance as **Complete**:

DoDAAC Details: Issuing DoDAAC, Issuing Office Name, Administration by DoDAAC, Administration by Office Name

Contractor Details: CAGE or DUNS + 4 or UEI, Contractor Name, Contract Number, Product Service Code, Description of Acquisition, Summary of Negotiations

Point of Contact: Contract Negotiator, PCO Information, and Government Negotiator, Contract Type

Contract Details: DCMA Formal Rate Position Used, Unusual and Compelling Urgency, Competitive, Negotiations Start Date, CAS Covered, Date of Agreement on Price, Certified Cost or Pricing Data, Contract Action Effective Date, Contract Completion Date, Commercial Item

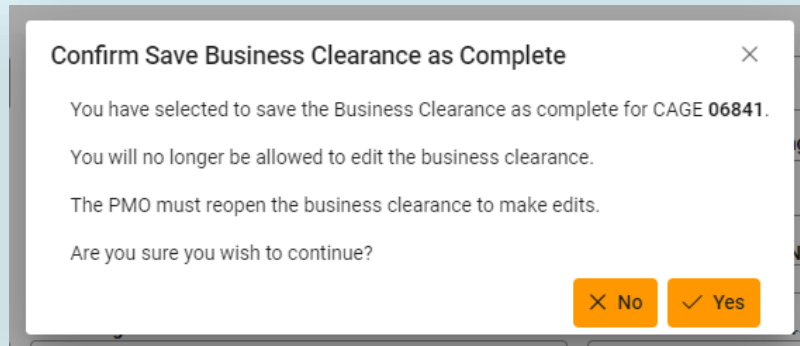
Financial Details: Government Financing Authorized for Fixed-Price Line Item, Government Financing Percentage

Price Limitation, Initial Proposed Price, Final Proposed Price, Government Negotiate

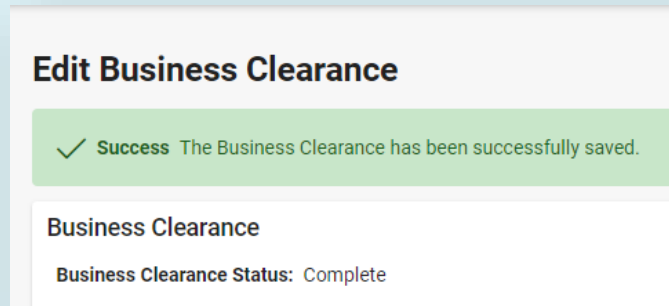
Profit Amount, Government Negotiated Total Contract Price, Government Negotiated Fee, Government Negotiated

FP Profit Percentage, Government Negotiated Fee Amount, Government Negotiated Fee Percentage, Product Service Code

When selecting Save as Complete, a warning message appear to let the user know what they will no longer be able to edit the business clearance record:



After **Save as Complete** button is selected and user has confirmed to Save as complete, a success message will appear:



NOTE: When a Business Clearance record is updated, an email is sent to the Contracting officer.