

# Viewing and Editing Business Clearance Records

## Reference Guide

EDA Homepage

CBAR

Business Clearance

Business Clearance Search

The Contract Business Analysis Repository (CBAR) is a tool, accessible by both internal DCMA employees and external DoD and non-DoD Federal Agencies, which provides acquisition-related data on contractors (CAGE/DUNS+4/UEI) and negotiations completed by DoD Procuring Contracting Officers.

## Table of Contents

<b>Viewing and Editing Business Clearance</b> .....	1
<b>DoDAAC Details</b> .....	4
<b>Contractor Details</b> .....	4
<b>Points of Contact</b> .....	5
<b>Contract Details</b> .....	6
<b>Financial Details</b> .....	7
<b>Attachments</b> .....	8
<b>History</b> .....	10
<b>Deleting Business Clearance Report</b> .....	11
<b>Recovering a Deleted Business Clearance Record</b> .....	12

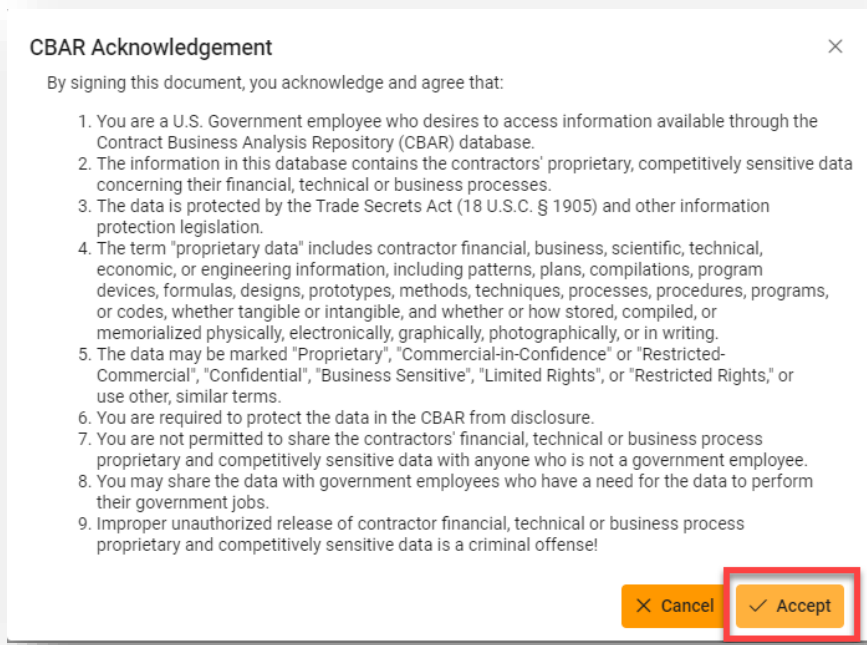
### Viewing and Editing Business Clearance

All CBAR Business Clearance Records are viewable to all CBAR user role types. Records are editable or read-only, depending on a user's role and/or span of control based on their registered DoDAAC(s).

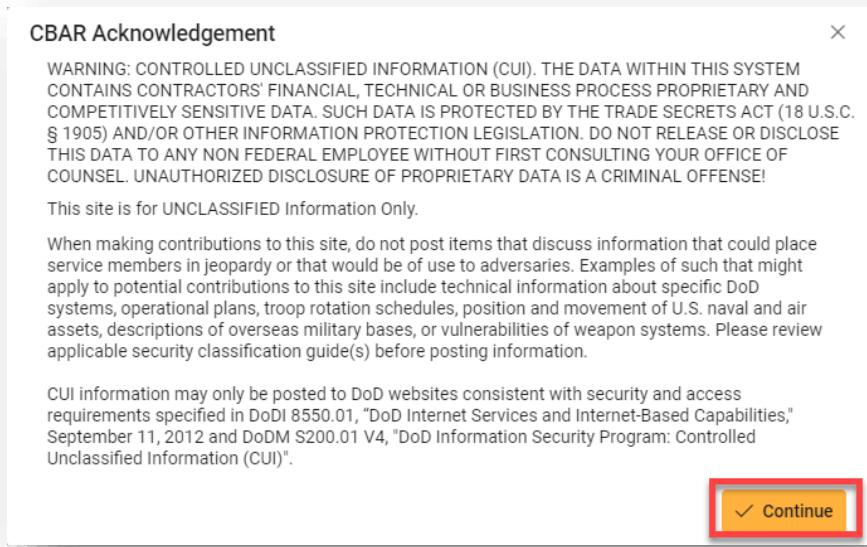
- CBAR ACO: May edit only Business Clearance Records within the user's span of control
- CBAR Contracting Officer: May edit only Business Clearance Records within the user's span of control
- CBAR View Only: May only view Business Clearance Records
- CBAR PMO: May edit all Business Clearance Records

For purposes of example, the following information relates to a user accessing CBAR with a (PMO) role and DoDAAC access allowing editing capabilities.

To accept the CBAR Acknowledgement, select the **Accept** button.









To continue to the EDA homepage, click the **Continue** button.



To view and/or edit Business Clearance records, do A Business Clearance Search and select the **Edit/View** button in the Actions column of the record selected to view/edit.

### CBAR Business Clearance Search Results

[+ Create New Business Clearance](#)
[Export Results](#)
[Save Search](#)
[Refine Search](#)
[New Search](#)



Status	CAGE	DUNS+4	UEI	Contractor Name	Contract Number	Delivery Order Number	Contract Mod	Description of Acquisition	Negotiated Contract Price	Actions
Draft	020J1	787827195	KA9MPBUE29D3	SIERRA MANAGEMENT AND TECHNOLOGIES, INC.	289HIPO427COBRAJE T	WT4567GGGFFF3	G289	contractor	\$5,000,005.00	 
Draft	020J1	787827195	KA9MPBUE29D3	SIERRA MANAGEMENT AND TECHNOLOGIES, INC.	N6817118D0031				\$9,999,999,999,999.45	 
Draft	06481	039134218	GWFBQY413N79	NORTHROP GRUMMAN SYSTEMS CORPORATION	54preditov8	0039	123MOD	CACI TESTER 9:58CACI TESTER 9:58CACI TESTER 9:58CACI TESTER 9:58CACI TESTER 9:58CACI	\$777.00	 

Records: 1 to 10      Max Records Returned: 35

If PMO user is editing a Business Clearance record that has been Saved as Complete, to edit: Scroll to bottom of the screen and click the **Reopen** button.

### Attachments

Attachment	Description	Created Date	Actions
No Attachments Present			


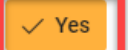



PMO user will receive a confirmation pop-up box. Click **Yes** to continue.

### Confirm Reopen Business Clearance

You have selected to Reopen the Business Clearance for CAGE **06481**.

Are you sure you wish to continue?

## DoDAAC Details

The DoDAAC Details section of the Business Clearance record includes the following editable fields:

- Issuing DoDAAC
- Issuing Office Name
- Administration by DoDAAC
- Administration by Office Name
- Contracting Agency Name

**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)

### DoDAAC Details

**Edit 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**

**Business Clearance Status:** Complete

**DoDAAC Details**

<b>Issuing DoDAAC*</b>	<b>Issuing Office Name*</b>	<b>Administration by DoDAAC!</b>	<b>Administration by Office Name!</b>
S2101A	DCMA BALTIMORE	S0512A	DCMA LOS ANGELES

**Contracting Agency Name**

DEFENSE COMMISSARY AGE...

The system will auto-populate the Issuing Office Name with the DoDAAC associated with your user account. If there are multiple DoDAAC associated with the user account, select the applicable DoDAAC from the pull-down list. If the correct DoDAAC does not appear, you must request permissions to the DoDAAC through the normal request process.

### Contractor Details

## Contractor Details

The Contractor Details section includes the following editable fields:







- CAGE
- DUNS+4
- UEI
- Name
- City
- State
- Doing Business As (drop down)
- Product of Service Code (PSC)
- Description of Acquisition
- Summary of Negotiations

## Contractor Details

<b>CAGE†</b> 0HB52	<b>DUNS+4†</b> 045534641	<b>UEI†</b> QSRTXLFKV857	<b>Contractor Name*</b> CACI INTERNATIONAL INC.
<b>City*</b> ARLINGTON	<b>State*</b> Virginia	<b>Doing Business As</b> CACI	
<b>Product or Service Code (PSC)!</b> 5120			
<b>Description of Acquisition!</b> test			
<b>Summary of Negotiations!</b> test			

## Point(s) of Contact

Three required Points of Contact (Contract Negotiator, Government Negotiator and Procuring Contracting Officer) will be displayed with name phone number, and email. The email address will pre-populate all other fields.

Points of Contact				
Contact Type ↑↓	Name ↑↓	Phone ↑↓	Email ↑↓	Actions
Contractor Negotiator	Sam S John	3345555555555	frankb@gmail.com	 
Government Negotiator	Don W John	5555556767	don@milidd.gov	 
Procuring Contracting Officer	Carol Smith	5555556767	frankb@gmail.com	 

## Points of Contact

1. Select the **Add Point of Contact** button to add a new Point of Contact record.
  - Provide all necessary information for the Point of Contact.
2. Select the **Edit** button to edit the Point of Contact record.

3. Select the **Save** button to continue or select the **Cancel** button to close the modal without saving changes.

## Contract Details

### Contract Details

Contract Details are displayed. To save any updates, select either the **Save as Draft** button or **Save as Complete** button to confirm changes. Changes made here will reflect only in CBAR.

The Contract Details section includes the following editable fields:

- Contract Number
- Delivery Order Number
- Contract Mod
- Solicitation/RFP/RFQ Number
- Contract Type (dropdown)
- DCMA Formal Rate Position Used (dropdown)
- Unusual and Compelling Urgency (dropdown)
- Competitive (dropdown)
- CAS Covered (dropdown)
- Certified Cost or Pricing Data (dropdown)
- Contractor's Proposal Number
- Commercial Item (dropdown) NOTE: This field affects the Financial Details. If Commercial Item is selected, certain financial detail fields will be grayed out or inaccessible.
- Negotiations Start Date (Calendar)
- Date of Agreement on Price (Calendar)
- Contract Action Effective Date (Calendar)
- Contract Completion Date (Calendar)

The screenshot shows a web interface for 'Contract Details'. At the top, there are three tabs: 'Contract Details' (highlighted with a red box), 'Financial Details', and 'History'. Below the tabs is the title 'Contract Details'. The form contains several input fields and dropdown menus arranged in a grid:

- Contract Number\***: BREAK118D0031FFFF
- Delivery Order Number**: TESTEMAIL
- Contract Mod**: TESTEM
- Solicitation/RFP/RFQ Number**: 1234ADAD
- Contract Type!**: Mixed Types (dropdown)
- DCMA Formal Rate Position Used!**: FPRA & FPRR (dropdown)
- Unusual and Compelling Urgency!**: Yes (dropdown)
- Competitive!**: Yes (dropdown)
- CAS Covered!**: Exempt (dropdown)
- Certified Cost or Pricing Data!**: Exempt (dropdown)
- Contractor's Proposal Number**: TEST4567
- Commercial Item!**: Commercial and Non-Comm... (dropdown)
- Negotiations Start Date!**: 2021/08/31 (calendar icon)
- Date of Agreement on Price!**: 2021/09/02 (calendar icon)
- Contract Action Effective Date!**: 2021/09/03 (calendar icon)
- Contract Completion Date!**: 2021/09/04 (calendar icon)

At the bottom of the form, there are three buttons: 'Save as Draft' (highlighted with a red box), 'Save as Complete' (highlighted with a red box), and 'Cancel'.

## Financial Details

The Financial Details section includes the following editable fields:

- Government Financing Authorized for Fixed-Price Line Items
- Government Financing Percentage Price Limitation
- Initial Proposed Cost (disabled when commercial items are selected in Contract Detail section)
- Initial Proposed Price
- Final Proposed Cost (disabled when commercial items are selected in Contract Detail section)
- Final Proposed Price
- Government Negotiated Cost Excluding FCCOM (disabled when commercial items are selected in Contract Detail section)
- Negotiated Facilities Capital Cost of Money (disabled when commercial items are selected in Contract Detail section)
- Government Negotiated Cost Including FCCOM (disabled when commercial items are selected in Contract Detail section)
- Negotiated Total Contract Price
- Government Negotiated Profit Amount (disabled when commercial items are selected in Contract Detail section)
- Government Negotiated Fee Amount (disabled when commercial items are selected in Contract Detail section)
- Government Negotiated FP Profit Percentage (disabled when commercial items are selected in Contract Detail section)
- Government Negotiated Fee Percentage (disabled when commercial items are selected in Contract Detail section)

**NOTE:** Dollar fields can hold up to 13 digits before the decimal point.

## Financial Details

Contract Details **Financial Details** History

## Financial Details

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

**Government Financing Percentage Price Limitation !**  
88.00%

<b>Initial Proposed Cost</b> \$6,666,666,666,666.00	<b>Initial Proposed Price !</b> \$6,666,666,666,666.00	<b>Final Proposed Cost</b> \$7,777,777,777,777.00	<b>Final Proposed Price !</b> \$6,666,666,666,666.00
<b>Government Negotiated Cost Excluding FCCOM</b> \$6,666,666,666,666.00	<b>Negotiated Facilities Capital Cost of Money</b> \$6,666,666,666,666.00	<b>Government Negotiated Cost Including FCCOM</b> \$13,333,333,333,332.00	<b>Negotiated Total Contract Price !</b> \$6,666,666,666,666.00
<b>Government Negotiated Profit Amount !</b> \$6,666,666,666,666.00	<b>Government Negotiated Fee Amount !</b> \$6,666,666,666,666.00	<b>Government Negotiated FP Profit Percentage !</b> 66.00%	<b>Government Negotiated Fee Percentage</b> 66.00%

**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.

### Attachment(s)

An attachment can be made only after the Business Clearance record has been saved and user has gone back into the record via edit mode.

In the event that an attachment needs to be made in the Contract Details section, select the **Add Attachment** button. The file size limit for an attachment is 100mb.

### Attachments

**Attachments**

**+ Add Attachment** ←

Attachment	Description	Created Date	Actions
<a href="#">JPG_Test.jpg</a>	test	2021/06/18	
<a href="#">PPTX_Test.pptx</a>	test	2021/06/23	



The Add Attachment modal window will display.

Add Attachment

CAGE: 020J1      DUNS+4: 787827195      UEI: KA9MPBUE29D3      Name: SIERRA MANAGEMENT AND TECHNOLOGIES, INC.

Attachment Details

Attachment\*

+ Add

Description\*

Save    Cancel

1. Select the + Add button to select a file to attach to the record.
2. Add a description of the attachment in the Description field.

Open

This PC > Desktop > TESTING

Organize    New folder

Name	Date modified	Type	Size
5.11.0 and 5.11.1 Requirements	10/12/2017 9:36 AM	File folder	
5.11.1 PDF	10/12/2017 2:46 PM	File folder	
2017 03 08 VS1001 Training Server testing ...	3/16/2017 2:27 PM	Microsoft Word D...	177 KB
2017 03 08 VS1001 Training Server testing ...	3/15/2017 3:10 PM	Microsoft Word D...	80 KB

File name:      Custom Files

Open    Cancel

Attachment Details

Attachment\*

+ Add

Nospacefile.docx

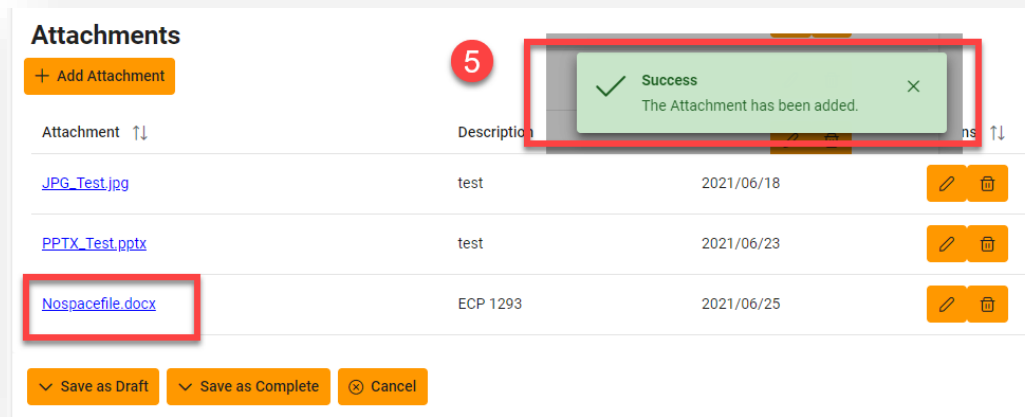
Description\*

ECP 1293

Save    Cancel

3. Select a file from computer to attach. (When user selects the **+Add** button, system automatically pulls up a system browser for the computer)
4. Select the **Save** button to continue or select the **Cancel** button to not add the attachment.

5. A success pop-up message will appear and user will see the added attachment in the list of attachments



Note: The Business Clearance record can be saved as a **draft** or saved as **complete**. When a Business Clearance Record is updated, an email is sent to the Contracting Officer.

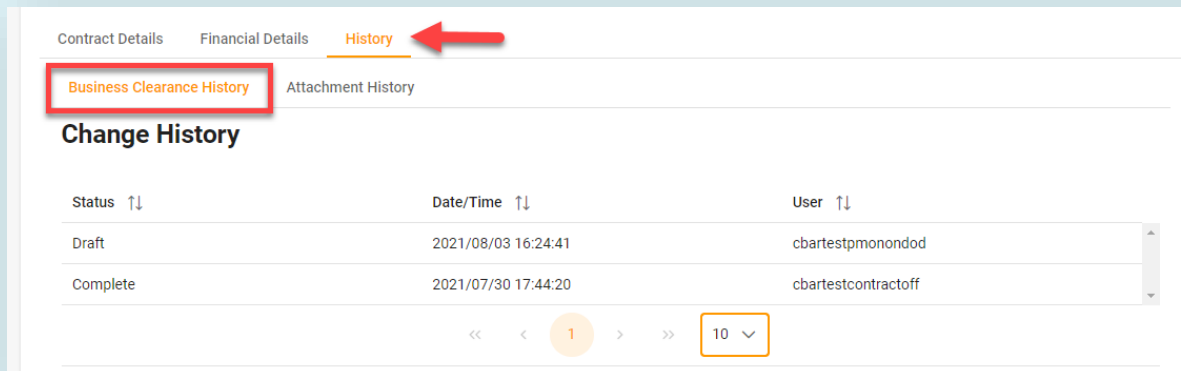
## History

The History section holds a subset of sections that include the Business Clearance History and the Attachment History. NOTE: the Time format in the History Sections are UTC (Coordinated Universal Time).

Business Clearance History will show the following details:

- Status
- Date/Time
- User

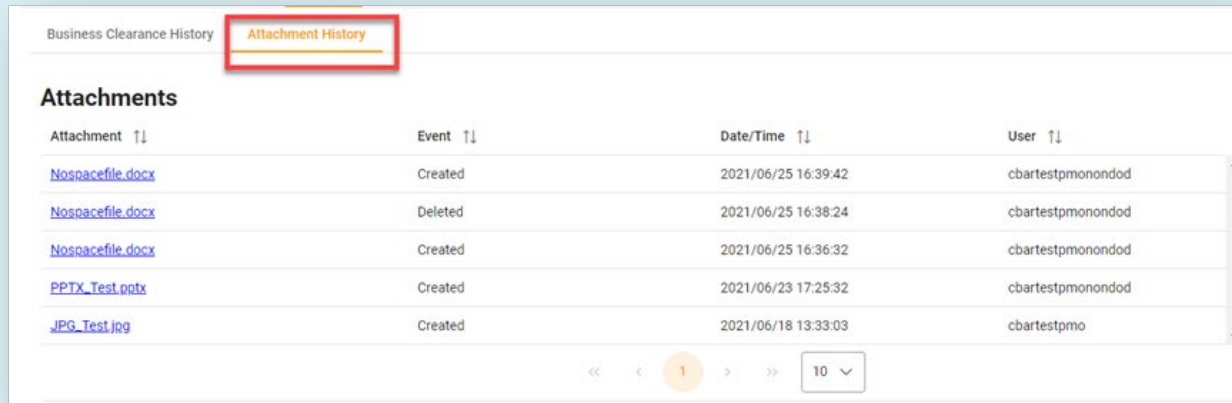
## History



Attachment History will show a listing of all attachments and attachment status. Attachments can be viewed but not edited or deleted from this section.

Attachment History will show the following details:

- Attachment
- Event
- Date/Time
- User

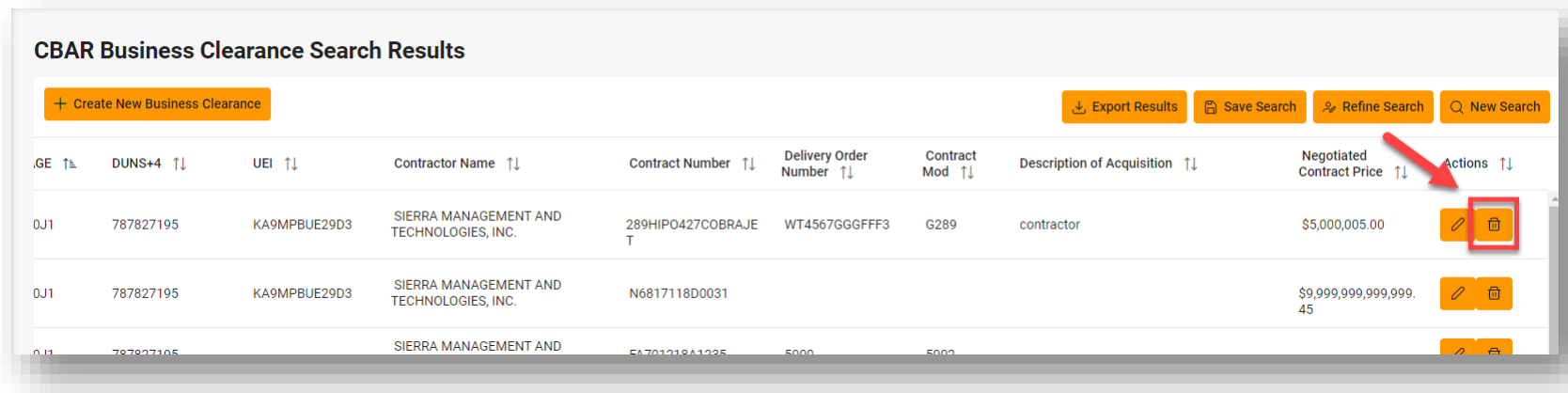


The screenshot shows a web interface with a tab labeled "Attachment History" highlighted in a red box. Below the tab is a table titled "Attachments". The table has four columns: "Attachment", "Event", "Date/Time", and "User". There are five rows of data. The first row shows a file named "Nospacefile.docx" that was "Created" on 2021/06/25 16:39:42 by user "cbartestpmonondod". The second row shows the same file "Deleted" on 2021/06/25 16:38:24 by the same user. The third row shows "Nospacefile.docx" "Created" on 2021/06/25 16:36:32 by "cbartestpmonondod". The fourth row shows "PPTX\_Test.pptx" "Created" on 2021/06/23 17:25:32 by "cbartestpmonondod". The fifth row shows "JPG\_Test.jpg" "Created" on 2021/06/18 13:33:03 by "cbartestpmo". At the bottom of the table, there are navigation controls including a page number "1" and a dropdown menu set to "10".




Attachment	Event	Date/Time	User
<a href="#">Nospacefile.docx</a>	Created	2021/06/25 16:39:42	cbartestpmonondod
<a href="#">Nospacefile.docx</a>	Deleted	2021/06/25 16:38:24	cbartestpmonondod
<a href="#">Nospacefile.docx</a>	Created	2021/06/25 16:36:32	cbartestpmonondod
<a href="#">PPTX_Test.pptx</a>	Created	2021/06/23 17:25:32	cbartestpmonondod
<a href="#">JPG_Test.jpg</a>	Created	2021/06/18 13:33:03	cbartestpmo

CBAR PMO users have the unique capability to delete a Business Clearance record. To delete a record, select the Delete icon in the Actions column within the Business Clearance Search results.

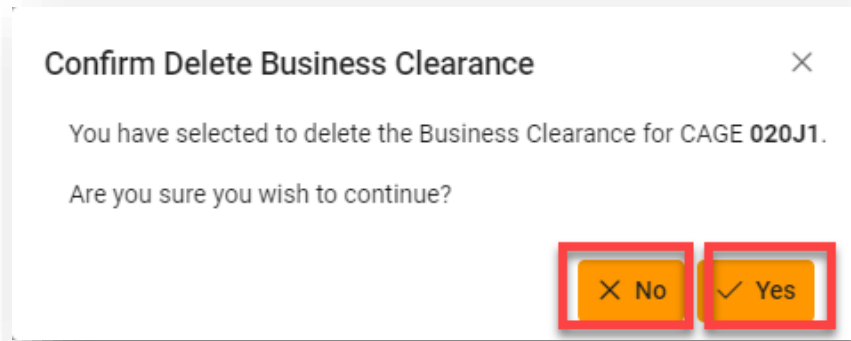
## Deleting Business Clearance Report



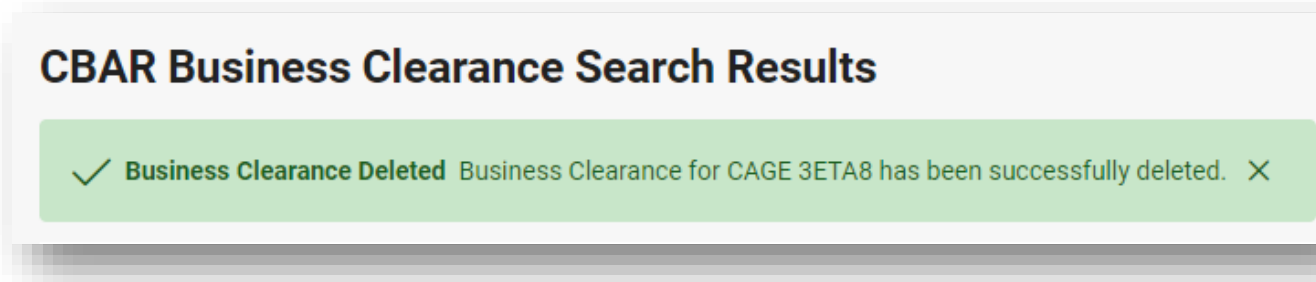
The screenshot shows a table titled "CBAR Business Clearance Search Results". At the top, there are several buttons: "+ Create New Business Clearance", "Export Results", "Save Search", "Refine Search", and "New Search". The table has columns: "GE", "DUNS+4", "UEI", "Contractor Name", "Contract Number", "Delivery Order Number", "Contract Mod", "Description of Acquisition", "Negotiated Contract Price", and "Actions". There are three rows of data. The first row shows a record for "SIERRA MANAGEMENT AND TECHNOLOGIES, INC." with contract number "289HIPO427COBRAJE T" and price "\$5,000,005.00". A red arrow points to the "Actions" column for this row, which contains a red box around a delete icon (trash can). The second row shows a record for "SIERRA MANAGEMENT AND TECHNOLOGIES, INC." with contract number "N6817118D0031" and price "\$9,999,999,999.45". The third row is partially visible with contract number "51701218A1225" and price "5000".

GE	DUNS+4	UEI	Contractor Name	Contract Number	Delivery Order Number	Contract Mod	Description of Acquisition	Negotiated Contract Price	Actions
0J1	787827195	KA9MPBUE29D3	SIERRA MANAGEMENT AND TECHNOLOGIES, INC.	289HIPO427COBRAJE T	WT4567GGGFFF3	G289	contractor	\$5,000,005.00	
0J1	787827195	KA9MPBUE29D3	SIERRA MANAGEMENT AND TECHNOLOGIES, INC.	N6817118D0031				\$9,999,999,999.45	
0J1	787827195		SIERRA MANAGEMENT AND	51701218A1225	5000	5000			

A confirmation modal window will pop-up. Select the **Yes** button to confirm deletion of the Business Clearance record. Select the **No** button to close the modal window without deleting the record.



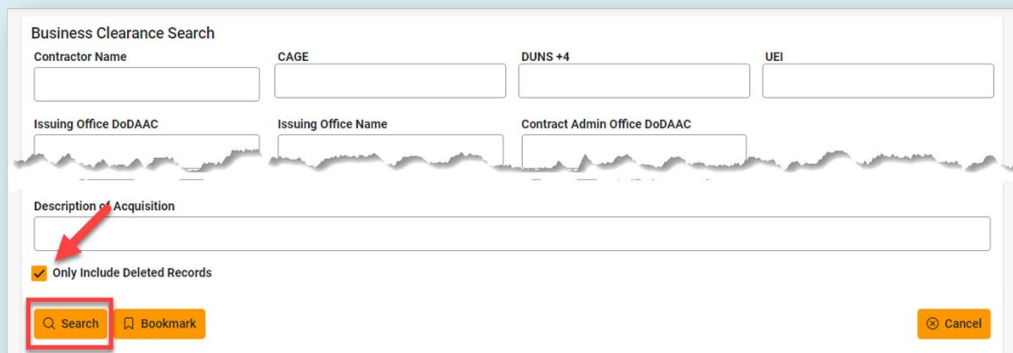
When the 'Yes' button is selected a Success Message will confirm that the record was deleted.



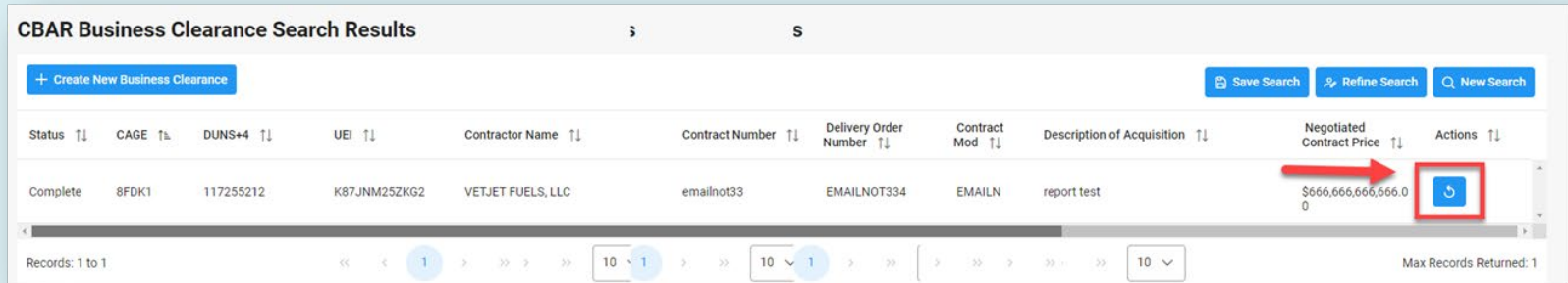
### Recovering Business Clearance Record

To recover a Business Clearance Record, the search Business Clearance Record has the option to search for Deleted Records only: Check the '**Only Include Deleted Records**' check box and click the **Search** button.

Recovering a Deleted Business Clearance Record



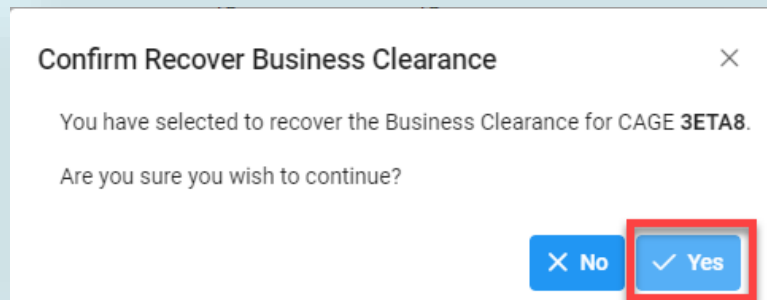
A list of deleted records will come up. Select the **Recover Business Clearance** button shown in the image below.



The screenshot shows a table titled "CBAR Business Clearance Search Results". At the top left is a button "+ Create New Business Clearance". At the top right are buttons "Save Search", "Refine Search", and "New Search". The table has columns: Status, CAGE, DUNS+4, UEI, Contractor Name, Contract Number, Delivery Order Number, Contract Mod, Description of Acquisition, Negotiated Contract Price, and Actions. A single row is visible with the following data: Complete, 8FDK1, 117255212, K87JNM25ZKG2, VETJET FUELS, LLC, emailnot33, EMAILNOT334, EMAILN, report test, \$666,666,666,666.00. A red arrow points to the "Recover" button in the Actions column, which is also enclosed in a red box. Below the table is a pagination bar showing "Records: 1 to 1" and "Max Records Returned: 1".

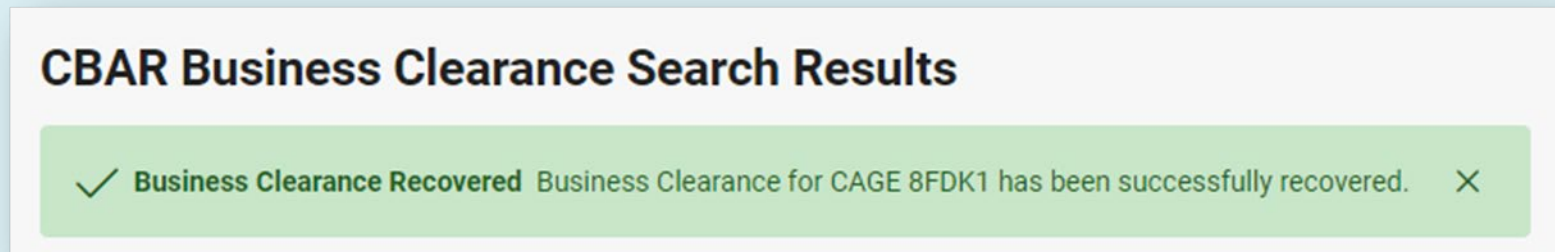
Status	CAGE	DUNS+4	UEI	Contractor Name	Contract Number	Delivery Order Number	Contract Mod	Description of Acquisition	Negotiated Contract Price	Actions
Complete	8FDK1	117255212	K87JNM25ZKG2	VETJET FUELS, LLC	emailnot33	EMAILNOT334	EMAILN	report test	\$666,666,666,666.00	Recover

User will receive a conformation to recover Business Clearance Record. Select '**Yes**'.



The dialog box is titled "Confirm Recover Business Clearance" and has a close button (X) in the top right corner. The text inside reads: "You have selected to recover the Business Clearance for CAGE 3ETA8. Are you sure you wish to continue?". At the bottom right, there are two buttons: "No" with a close icon (X) and "Yes" with a checkmark icon (✓). The "Yes" button is highlighted with a red box.

A success message will appear that the Business Clearance record was recovered:



The banner is titled "CBAR Business Clearance Search Results" and has a green background with a white border. It contains a green checkmark icon followed by the text: "Business Clearance Recovered Business Clearance for CAGE 8FDK1 has been successfully recovered." and a close button (X) on the right.