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.

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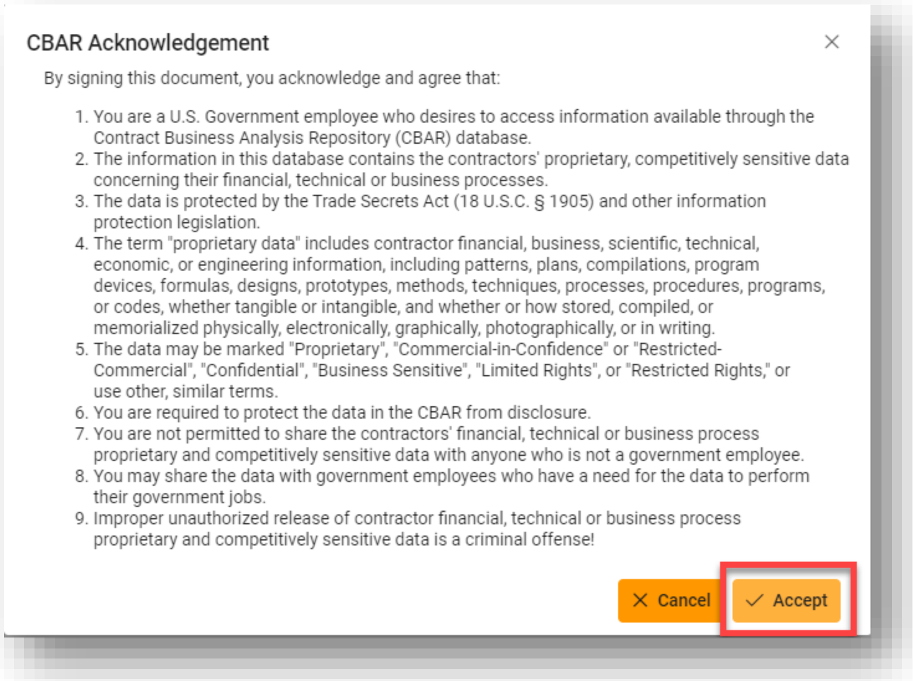
Viewing and Editing Business Clearance

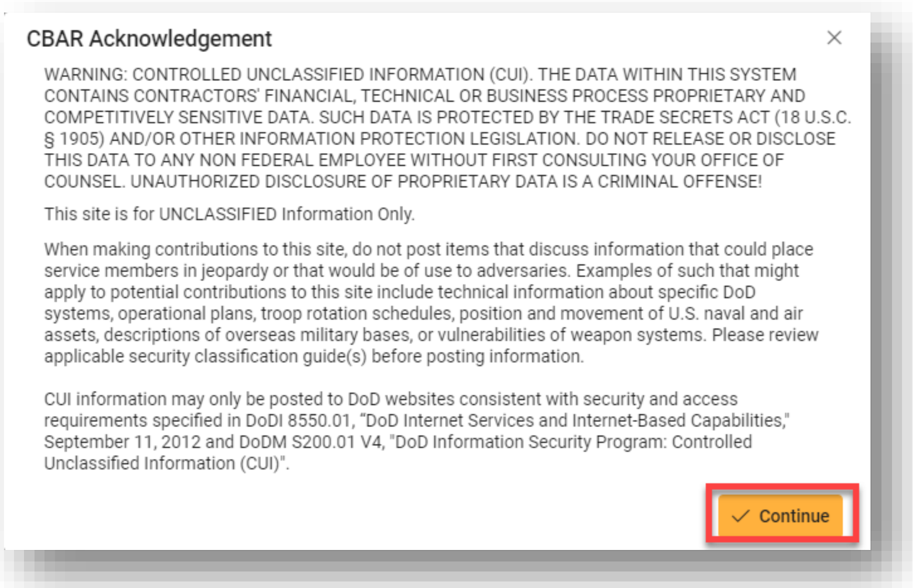
All CBAR Business Clearance Records are viewable to all CBAR user role types. Records are editable or read-only, depending on a user's role and/or span of control based on their registered DoDAAC(s).

- 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

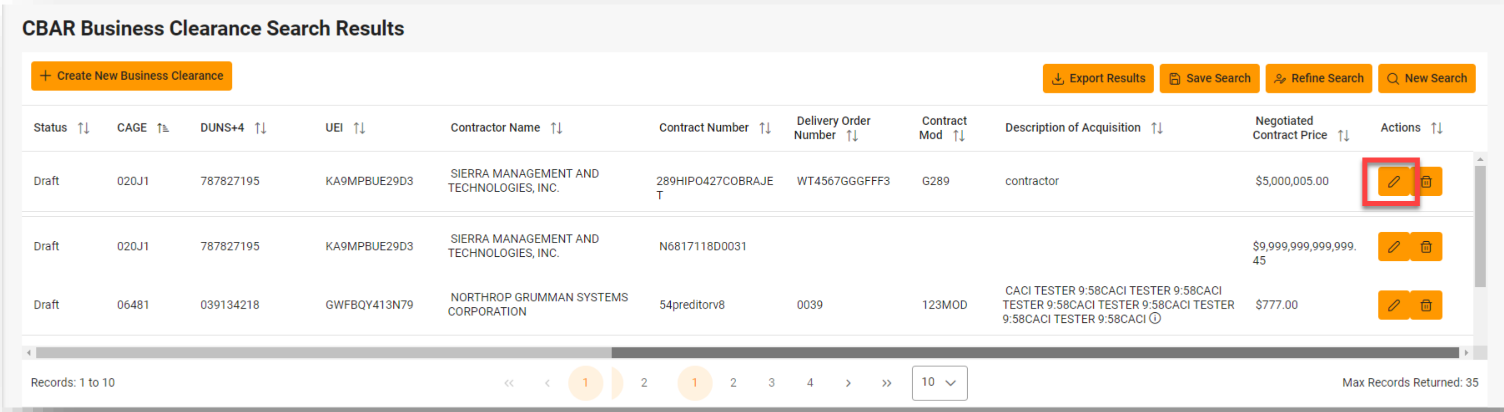
For purposes of example, the following information relates to a user accessing CBAR with a (PMO) role and DoDAAC access allowing editing capabilities.
To accept the CBAR Acknowledgement, select the **Accept** button.



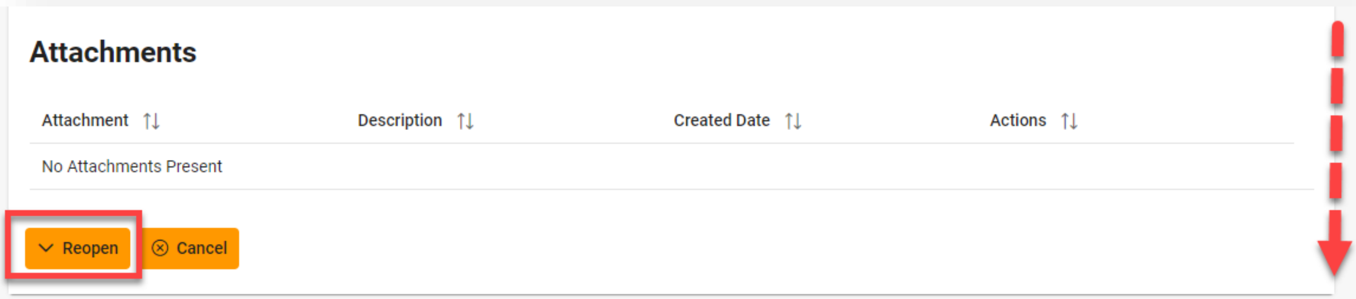
To continue to the EDA homepage, click the **Continue** button.



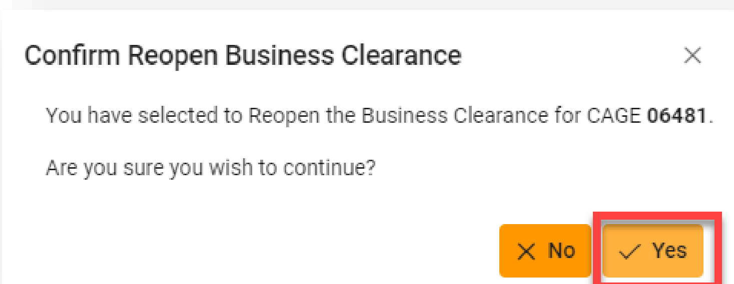
To view and/or edit Business Clearance records, do A Business Clearance Search and select the **Edit/View** button in the Actions column of the record selected to view/edit.



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.



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



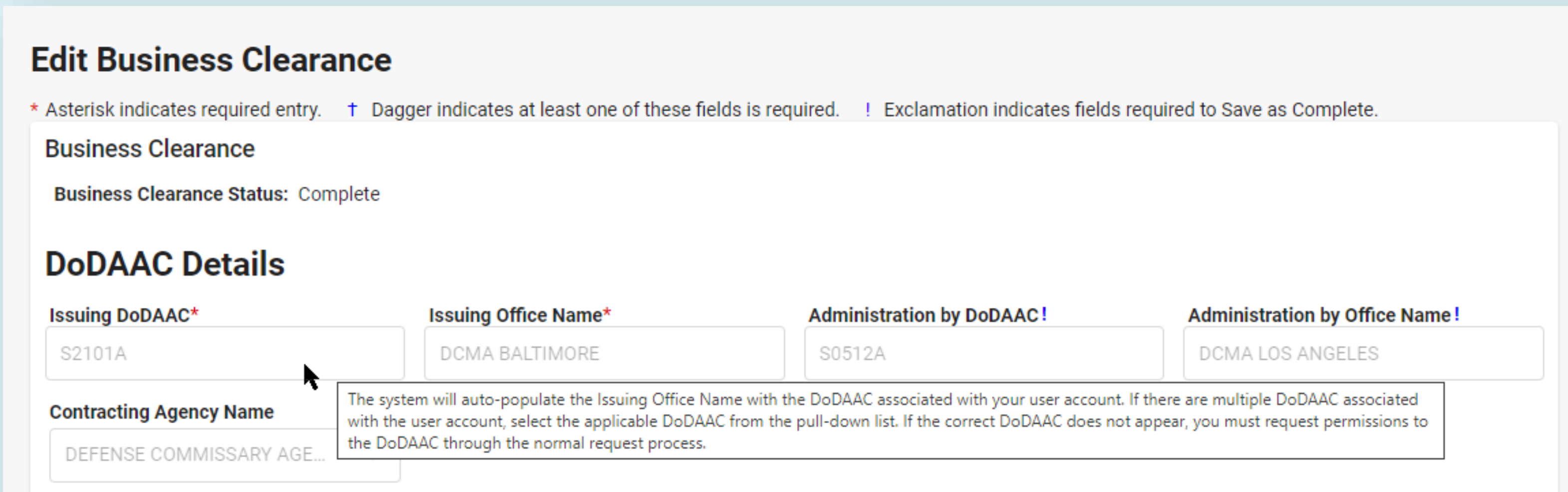
DoDAAC Details

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)

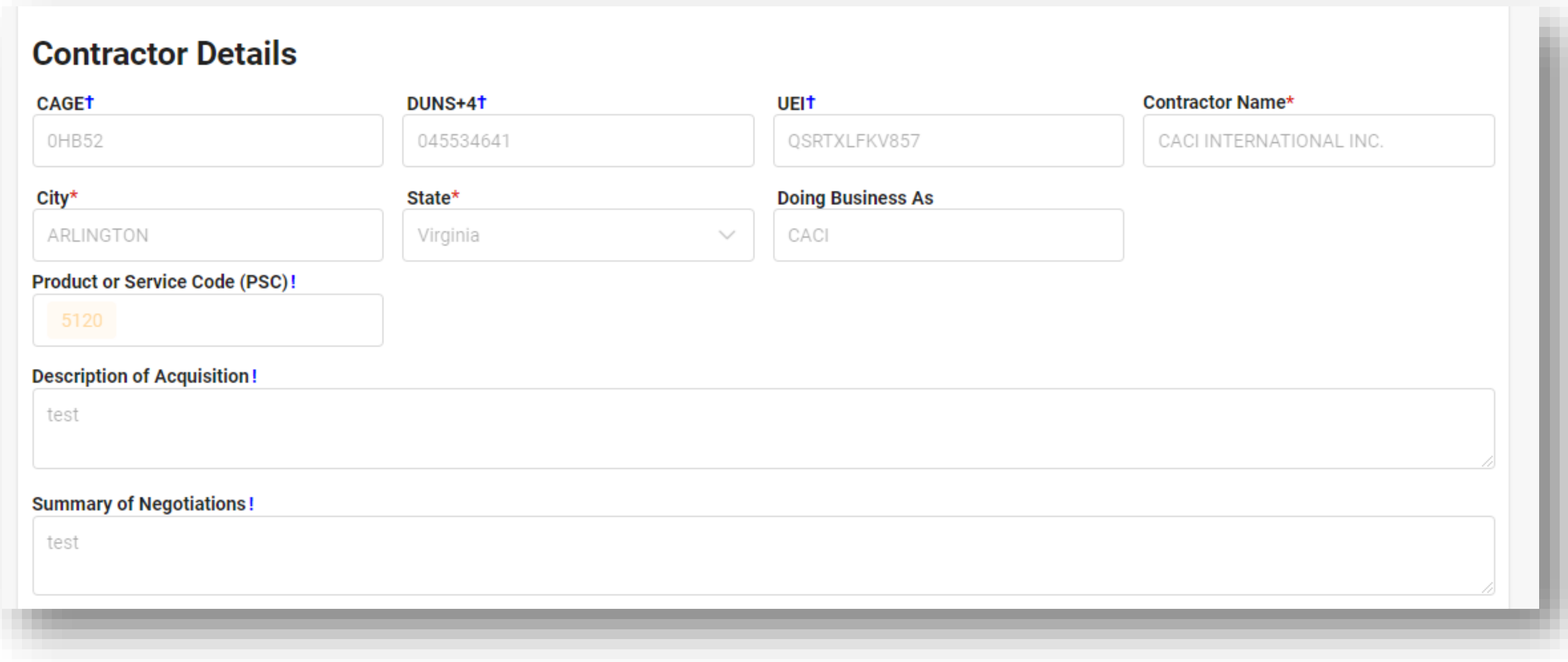


Contractor Details

Contractor Details

The Contractor Details section includes the following editable fields:

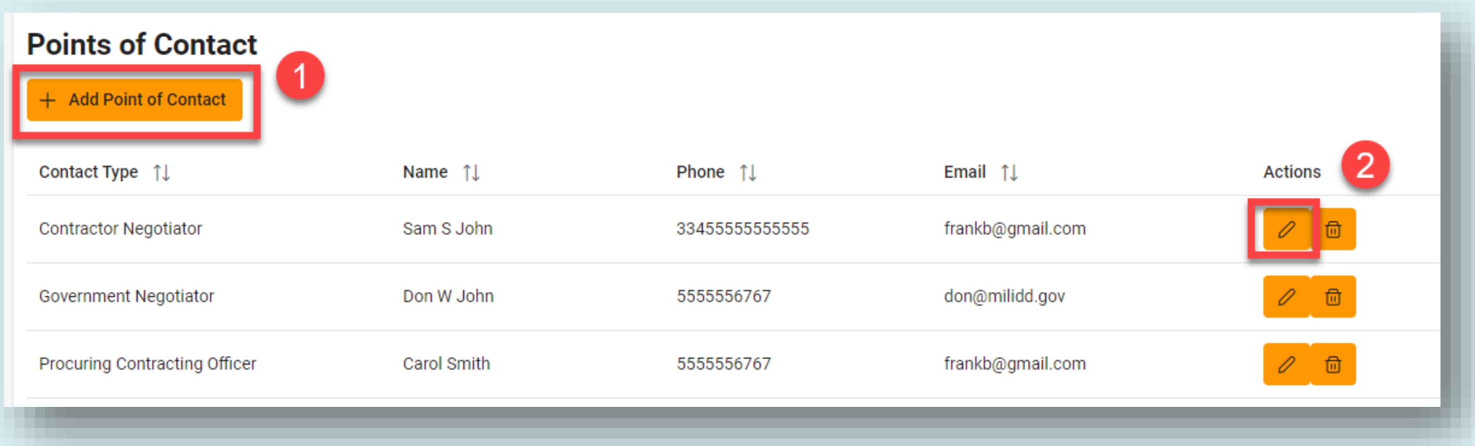
- CAGE
- DUNS+4
- UEI
- Name
- City
- State
- Doing Business As (drop down)
- Product of Service Code (PSC)
- Description of Acquisition
- Summary of Negotiations



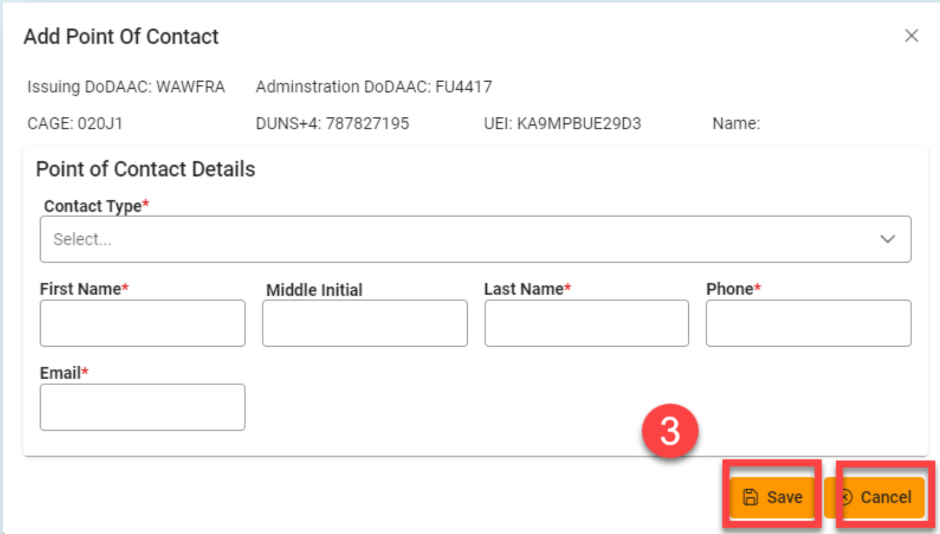
Points of Contact

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.



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)

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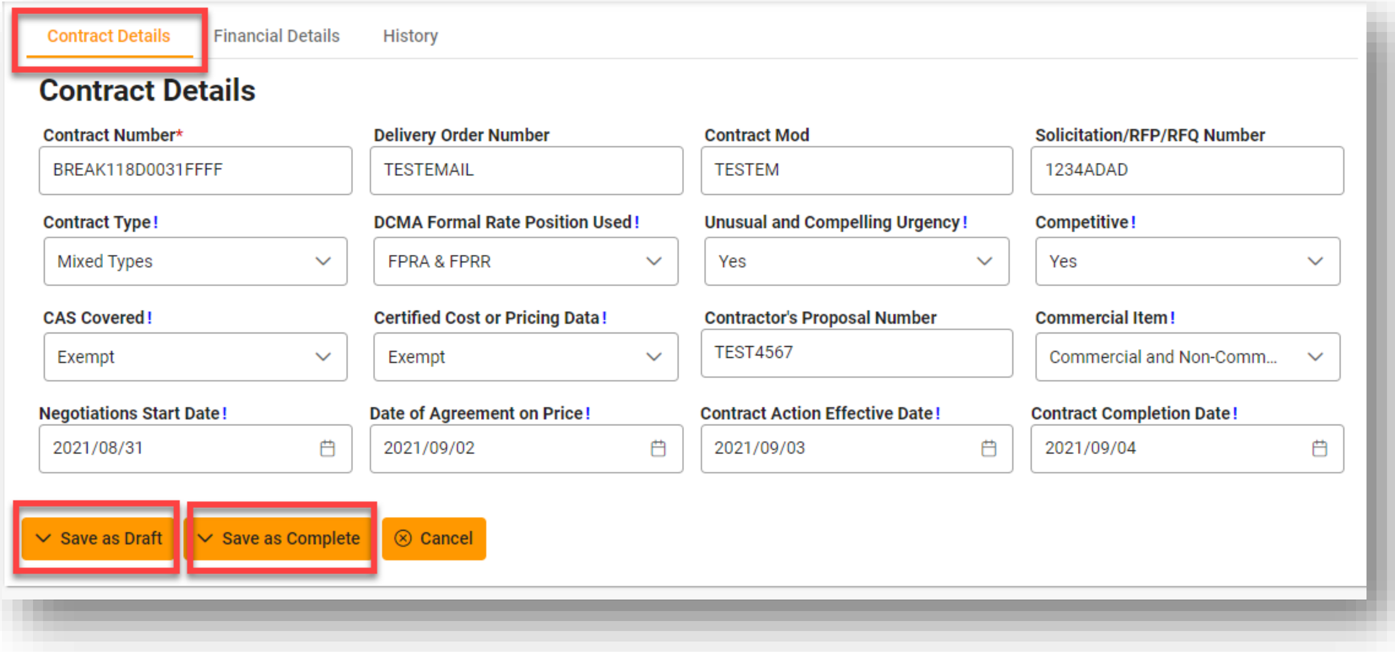

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<tr>
<td>Financial Details</td>
<td>

<u>Financial Details</u>

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.

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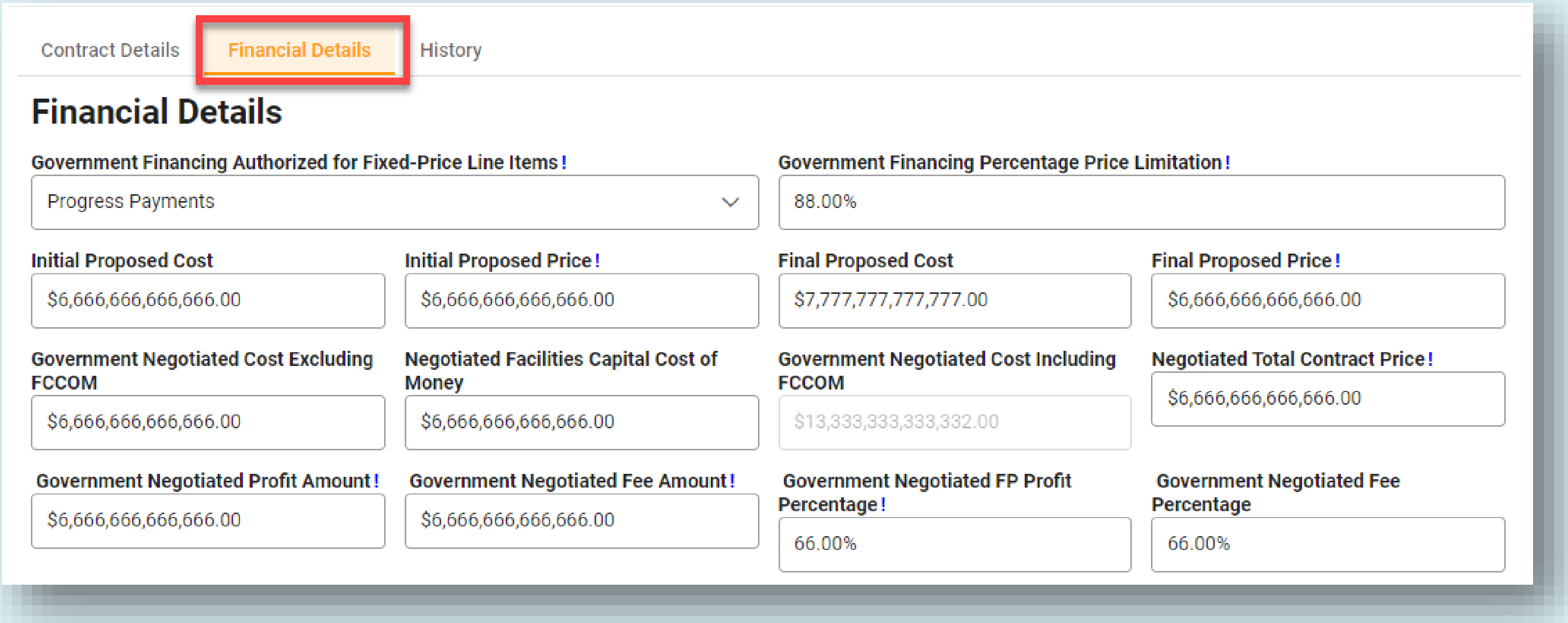

NOTE: If user needs to delete data in any of the financial fields, it is important to completely clear the data in the field by highlighting the data and backspacing to make sure the data field is cleared.
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<td>Attachments</td>
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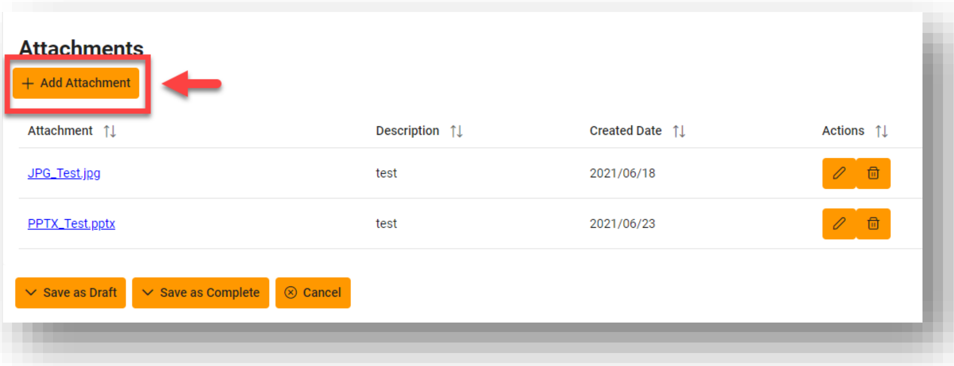
<u>Attachment(s)</u>

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.



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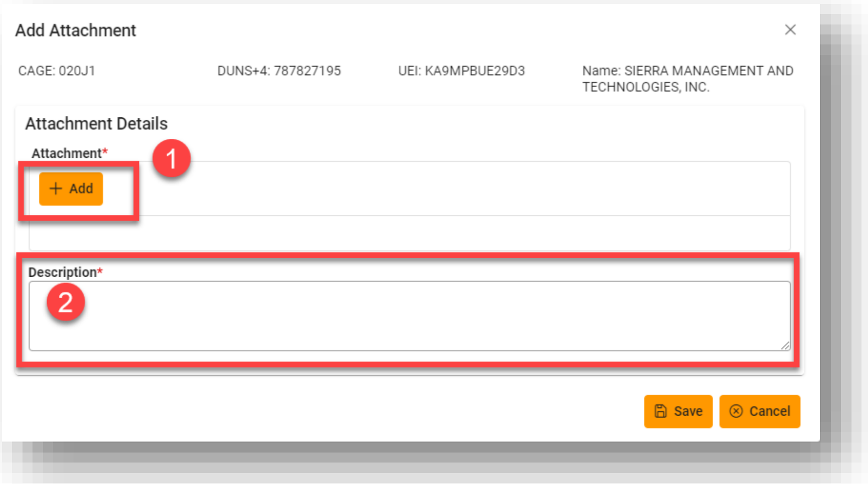
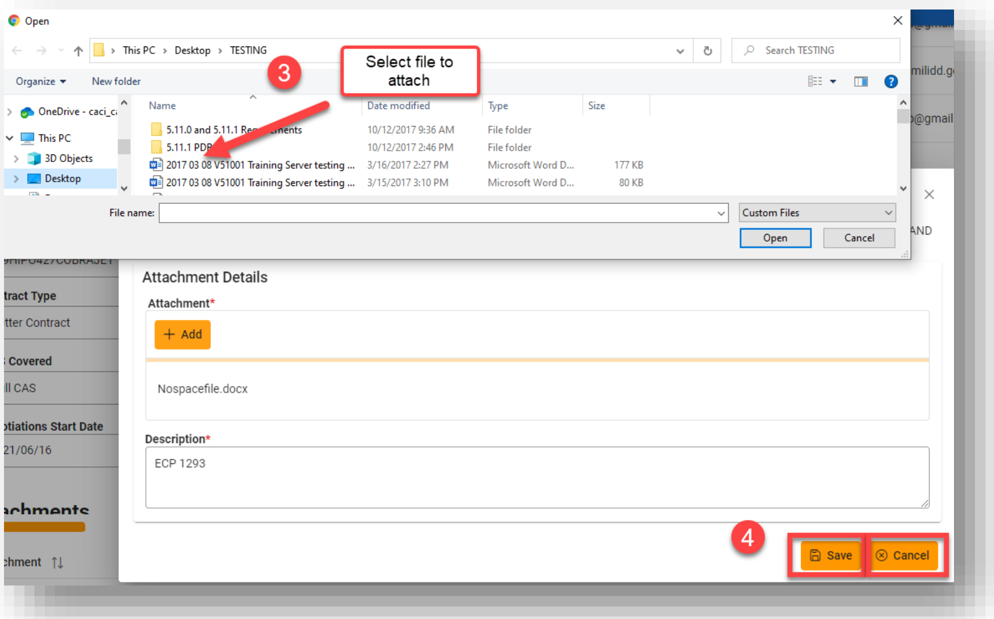
The Add Attachment modal window will display.

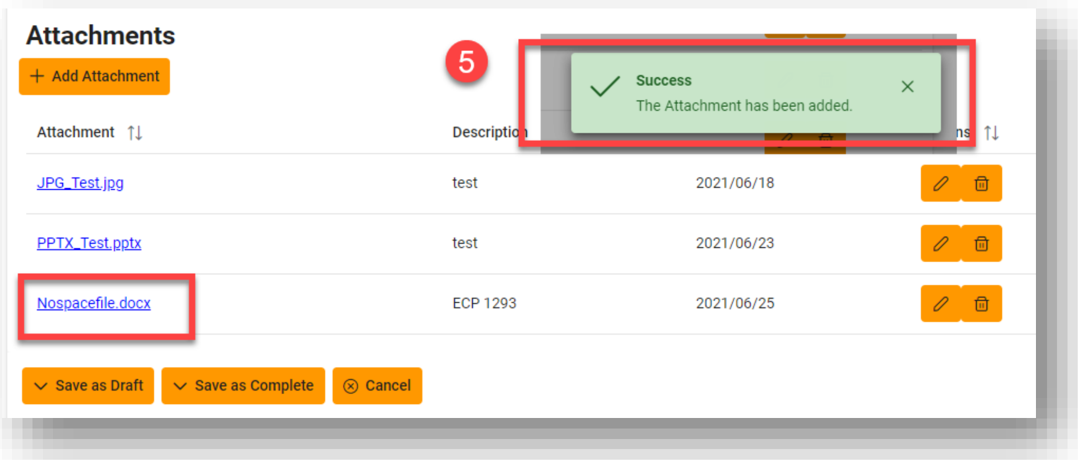


1. Select the + Add button to select a file to attach to the record.
2. Add a description of the attachment in the Description field.



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.

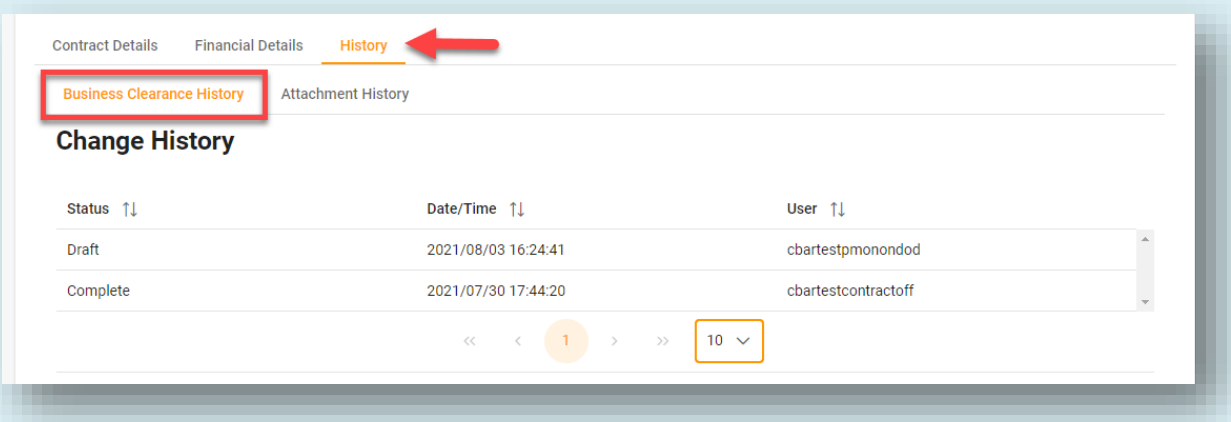
History

<u>History</u>

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).

<u>Business Clearance History</u> will show the following details:

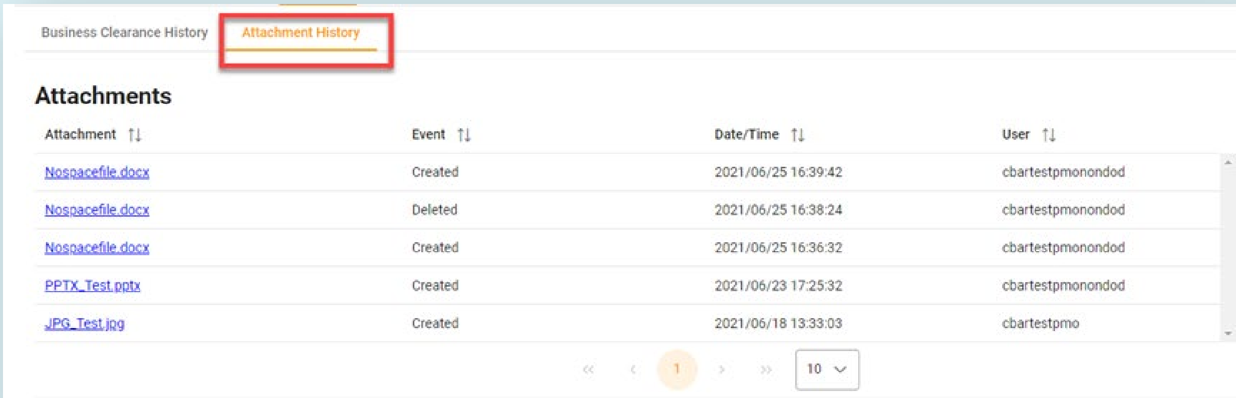
- Status
- Date/Time
- User



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

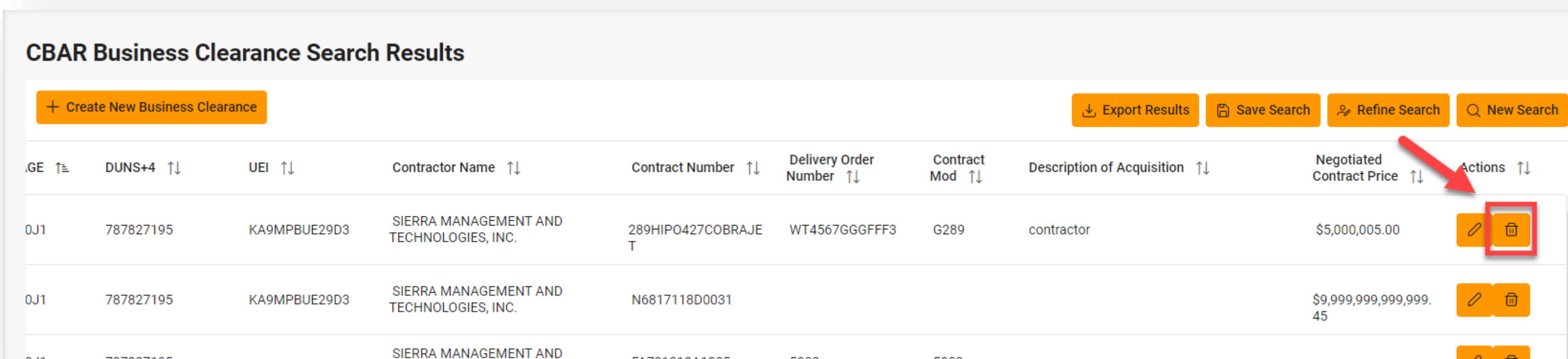
Attachment History will show the following details:

- Attachment
- Event
- Date/Time
- User

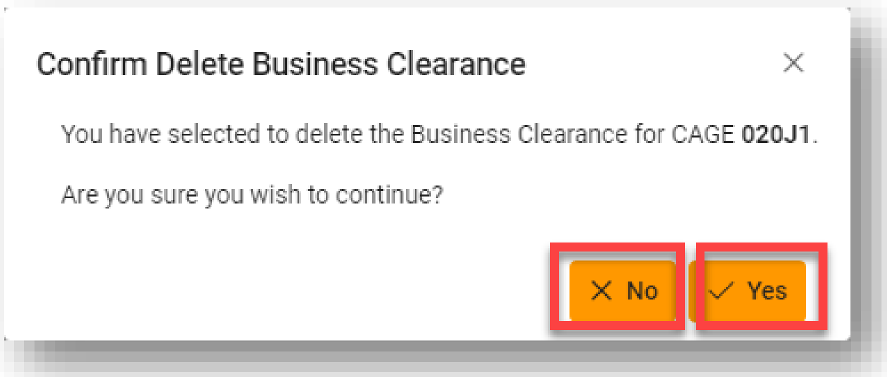


Deleting Business Clearance Report

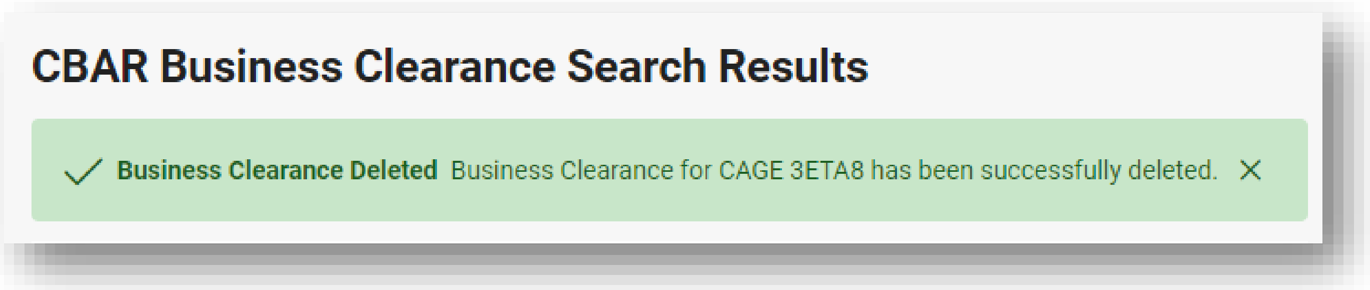
CBAR PMO users have the unique capability to delete a Business Clearance record. To delete a record, select the Delete icon in the Actions column within the Business Clearance Search results.



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.



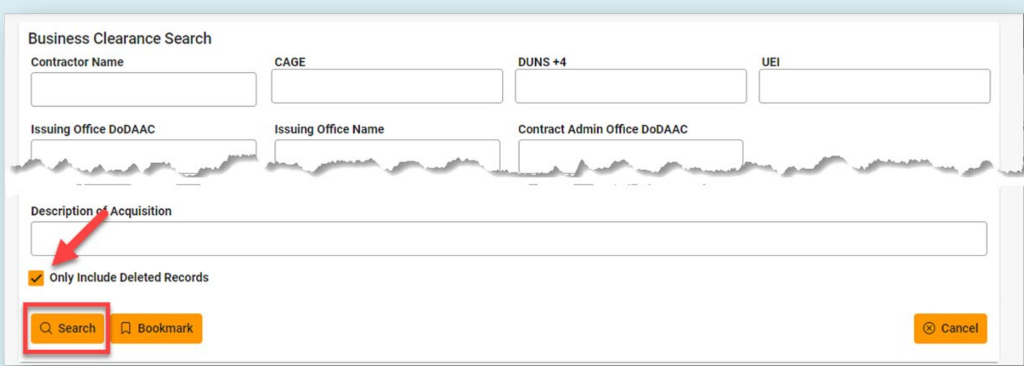
When the 'Yes' button is selected a Success Message will confirm that the record was deleted.



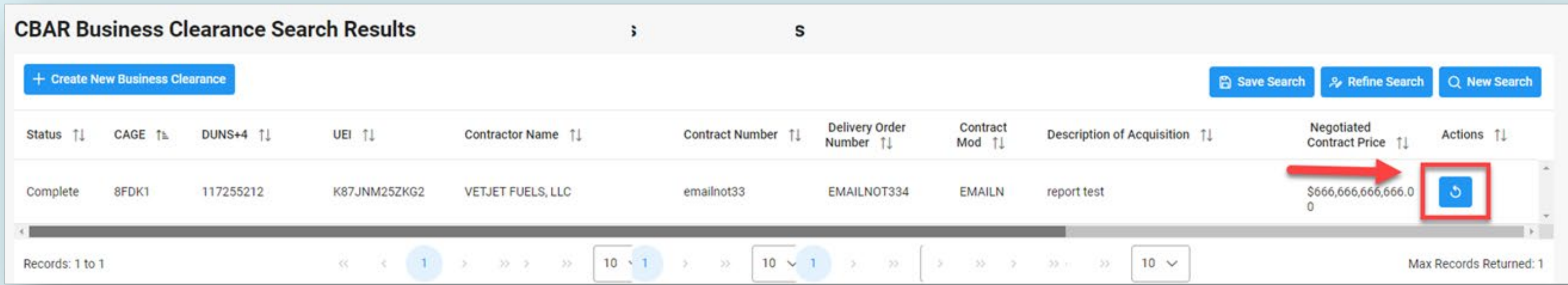
Recovering a Deleted Business Clearance Record

<u>Recovering Business Clearance Record</u>

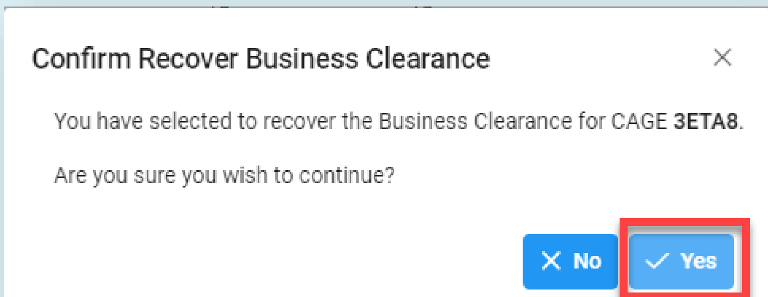
To recover a Business Clearance Record, the search Business Clearance Record has the option to search for Deleted Records only: Check the '**Only Include Deleted Records'** check box and click the **Search** button.



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



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



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