

Contract Load Notifications

Reference Guide



Navigation – Adding Notifications – Actions

EDA Homepage

EDA Administration

Administration Options

Contract Load Notifications

EDA Roles	EDA Roles with the capability to search for a Contract Load Notification	Contract Load Notification DoDAACs
Search Criteria	The user will navigate to the Contract Load Notifications page and enter criteria to retrieve desired data.	<ul style="list-style-type: none">• Contract Number• Delivery Order Number
Example: Award Details	Enter search criteria to return desired contracts.	<p>To return all awards with a desired Contract Number or Delivery Order Number, the user will enter a value in the Contract Number field (required). The Delivery Order Number field is optional.</p> <div data-bbox="499 1141 1768 1430"><p>Contract Load Notifications</p><p>Contract Number <input type="text"/></p><p>Delivery Order Number <input type="text"/></p><p> Search</p></div>

Creating Contract Load Notifications is a function utilized by Contracting Officers and specialists. Adding a Contract Load Notification in EDA will create a process by which one or more interested parties will be automatically notified anytime a contract action is loaded in EDA.

A user may create a Contract Load Notification before or after the applicable contract has been loaded in EDA. For contracts existing in EDA, adding or editing a notification list will be restricted to the DoDAACs associated with the user's account. For this functionality, DoDAACs are used to modify and control access to contract notification lists.

On the search results screen, select the Add Notification button to add a notification for the desired contract.

The screenshot shows the 'Contract Load Notifications' search results interface. At the top, there are input fields for 'Contract Number' (containing 'FU441718L0515') and 'Delivery Order Number'. Below these is a search bar with a magnifying glass icon and a 'Search' button, and a 'Cancel' button. A checkbox is present with the text: 'Check this box to notify this single list for all contract activity including modifications and delivery orders.' The main area contains a table with a blue header bar that has a '+ Add Notification' button highlighted with a red box. The table has columns for 'Email', 'First Name', 'Last Name', 'Organization', and 'Actions'. Below the table, it says 'No records found' and shows a pagination control with '<< 1 >>'. At the bottom, there are 'Submit' and 'Copy Notification List' buttons, and a 'Cancel' button.

Enter Recipient information and select Save.

The screenshot shows the 'Add Notification' dialog box. It has a title bar with 'Add Notification' and a close button. Below the title bar is a section titled 'Recipient' with a blue header. Underneath, there are four input fields: 'Email *' (with a red asterisk), 'First Name', 'Last Name', and 'Organization'. At the bottom right of the dialog, there are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with an 'X' icon).

Add Contract Load Notifications

The user may add load notifications for a specified contract.

The notification is added to the list. Select Submit.

The screenshot shows the 'Contract Load Notifications' interface. At the top, there are input fields for 'Contract Number' (FU441718L0515) and 'Delivery Order Number'. Below these is a search bar and a 'Cancel' button. A checkbox is present with the text: 'Check this box to notify this single list for all contract activity including modifications and delivery orders.' Below the checkbox is a '+ Add Notification' button. A table with the following columns is shown: 'Email', 'First Name', 'Last Name', 'Organization', and 'Actions'. The table contains one row with the following data: 'email@email.com', 'Test', 'User', and an empty 'Organization' field. The 'Actions' column for this row contains two icons: a pencil (edit) and an 'X' (delete). At the bottom of the table, there are navigation arrows and a red '1' indicator. Below the table, there are two buttons: 'Submit' (highlighted with a red box) and '+ Copy Notification List'. A 'Cancel' button is also present at the bottom right.

In the Actions column, select Edit Recipient to edit the notification. Select Delete to delete the notification.

This screenshot is identical to the one above, but the 'Submit' button is no longer highlighted. Instead, the 'Edit Recipient' (pencil icon) and 'Delete' (X icon) buttons in the 'Actions' column of the table are highlighted with a red box.

Actions

One or more users may edit or delete a Contract Load Notification.