Contract Upload

Reference Guide

EDA Homepage → Award Data → Manual Document Upload → Contract Upload

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EDA Roles	EDA Roles with the capability to perform a manual Contract Upload in EDA: • Upload/Inactive Contracts
Contract Data	Navigate to the Contract Upload page and enter contract criteria. When the PDF is uploaded the system will autofill as much of the information that is available. The remaining required fields will be entered by the user. • Contract Number • Delivery Order Number • ACO Mod • PCO Mod • Type of Instrument • Issue DoDAAC • Admin DoDAAC • Pay DoDAAC • Signature Date • Effective Date • Reference Procurement Number • Obligated Amount • UEI • Select No UEI Reason • CAGE Code

Upload a Contract

Step 1: Select the Select a Contract button on the Contract Upload page to upload a PDF file. Required fields are marked with an asterisk in the screenshot below.

Step 2: Select the desired PDF contract file from the local directory.

Step 3: A pop-up will display any data that was able to be captured from the PDF and populated to the form fields. Select Yes to accept the populated data. Select No to manually enter all data.
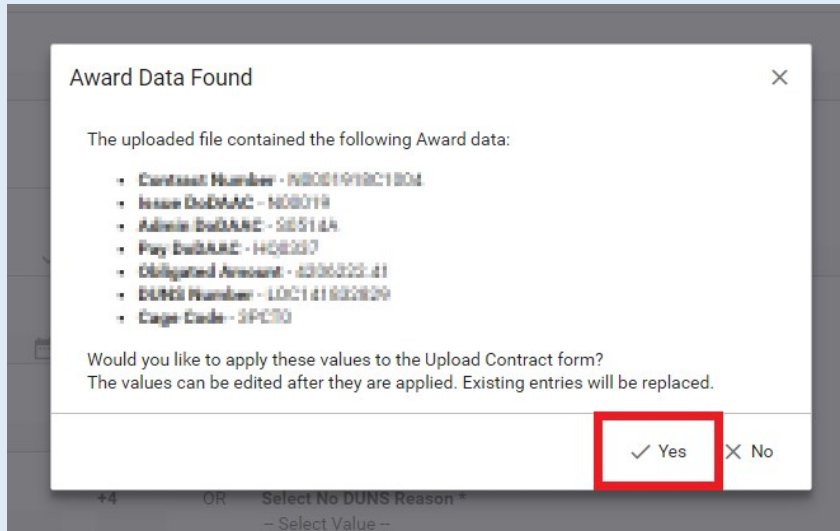
If no data was captured from the Contract PDF, the following message will be displayed: "No Contract data found".

Step 4: Populate any required fields that were not captured from the PDF. If any data captured is incorrect, this may be edited manually by the user.

Step 5: Select Save once the required Contract Upload data is saved, a message will be displayed informing the user of successful contract submission.

| ✓ **Success.** Contract document has been successfully saved to EDA. | ✕ |

Contract Upload

[+ Select a Contract]

Contract Number *	Delivery Order Number	ACO Mod	PCO Mod

Type of Instrument *
-- Select Value --

Issue DoDAAC *	Admin DoDAAC *	Pay DoDAAC *
-- Select Value --		

Signature Date *	Effective Date *
01/11/2022	01/11/2022

Reference Procurement Number	Obligated Amount

UEI *	OR	Select No UEI Reason *
		-- Select Value --

⊗ UEI or Reason for No UEI is required for Manual Contract Upload.

CAGE Code *

⊗ Either a CAGE Code found in SAM, or complete Vendor Information is required.