

Tuition Ordering and Payment Process Handbook – Appendix A-13

SUBJECT: Reporting Educational Service Agreement (ESA) Orders in the Electronic Data Access (EDA) system.

PURPOSE: To inform NROTC Unit Ordering Officers of the requirements of reporting tuition orders and modifications against ESAs.

OVERVIEW: EDA is the official Department of Defense (DoD) repository web-based system that provides secure online access, storage, and retrieval of contracts and contract modifications and is located at <https://wawf.eb.mil/>.

All orders placed on DD Form 1155, Order for Supplies or Services, and all modifications made on Standard Form 30, Amendment of Solicitation/Modification of Contract, under the unit's Educational Service Agreement(s) must be reported in EDA within three working days from when the NROTC Unit Ordering Officer signs the document. Each individual DD Form 1155 and SF 30 is entered into EDA separately and as issued. DO NOT bundle these documents together.

EDA requires periodically accessing the system to remain active; it is recommended that each user logs into WAWF monthly to keep their EDA account active.

The information contained in this Appendix provides information about how to properly enter the required information and avoid commonly observed reporting discrepancies.

Note 1: NMCARS Change dated May 22nd, 2018 changed the reporting requirement from two days to six days per NMCARS 5204.207-1(b)(1). NSTC has directed for simplification that EDA will be reported within 3 days to align it with the FPDS-NG reporting timelines.

ACTION REQUIRED:

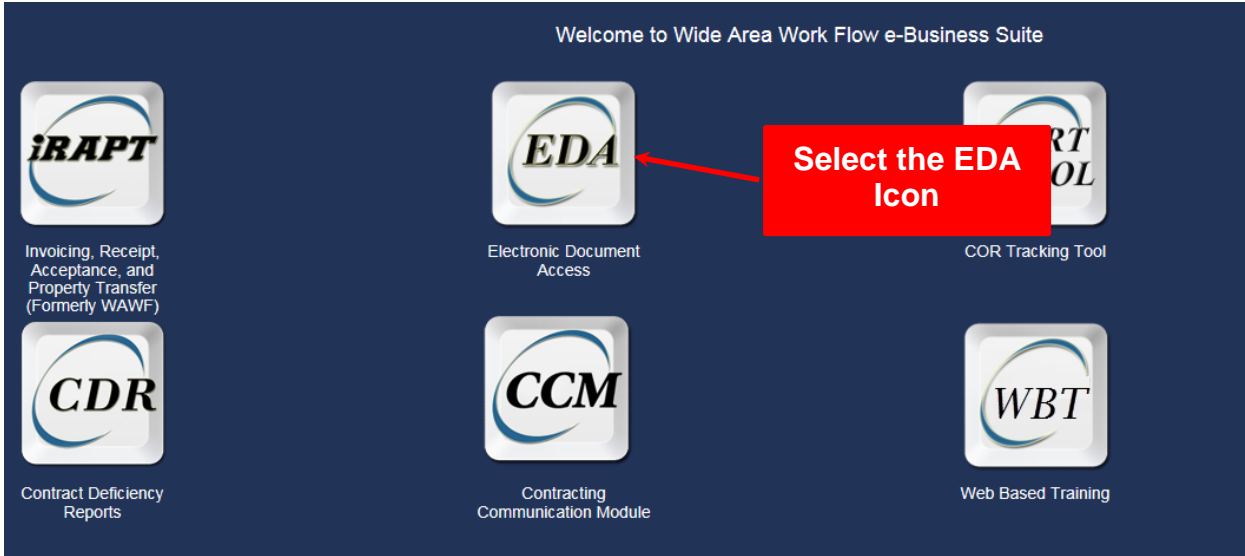
1. Adhere to the entry guidance contained in the illustrations on the following pages.

CONTENTS:

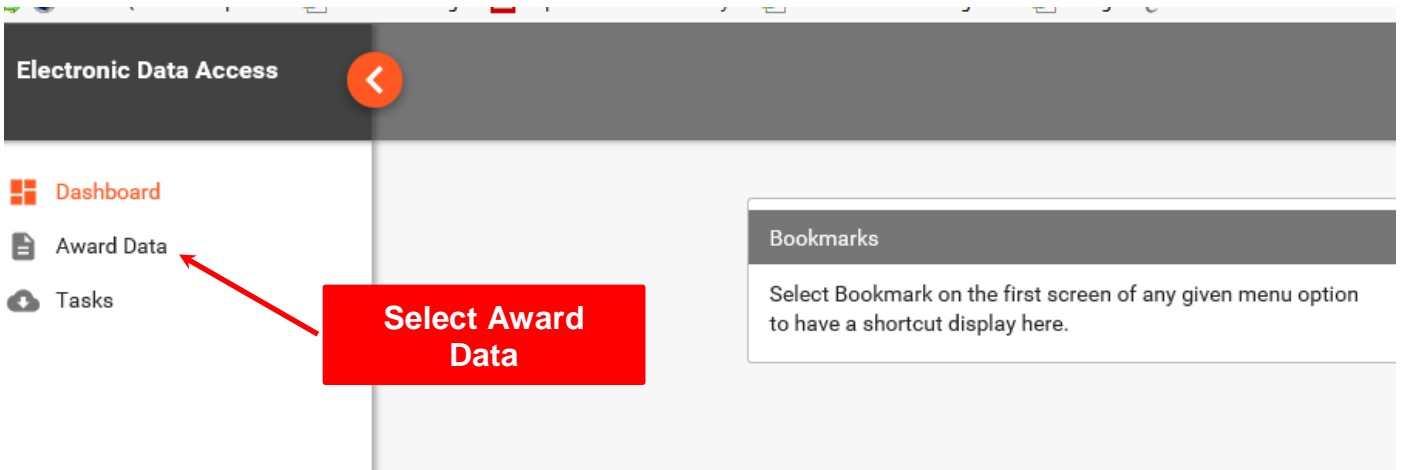
- | | |
|--|---------------|
| - Loading a Task Order (DD Form 1155) or Modifications (SF 30) | Pages 2 – 6 |
| - Downloading Your ESA | Pages 7 - 9 |
| - Running an EDA Report | Pages 10 - 12 |
| - Correcting an EDA Submission | Pages 13 |
| - Common Discrepancies | Pages 13 |

EDA – LOADING A TASK ORDER (DD FORM 1155)

1. Step 1. Go to the WAWF website at <https://wawf.eb.mil>
2. Accept Consent Required
3. Log into WAWF



4. If a "Select EDA location" window opens, select EDA Ogden, if that link has an issue, then selected EDA Columbus. Only enter the information in one of the two locations.
5. From the EDA homepage, select "Award Data", then "Manual Document Upload"



Contract Upload

+ Select a Contract ← **Select "Select a Contract"**

Contract Number * Delivery Order Number ACO Mod

Type of Instrument *
-- Select Value --

Issue DoDAAC * Admin DoDAAC * Pay DoDAAC *

-- Select Value -- -- Select Value --

Signature Date * Effective Date *

01/18/2019 01/18/2019

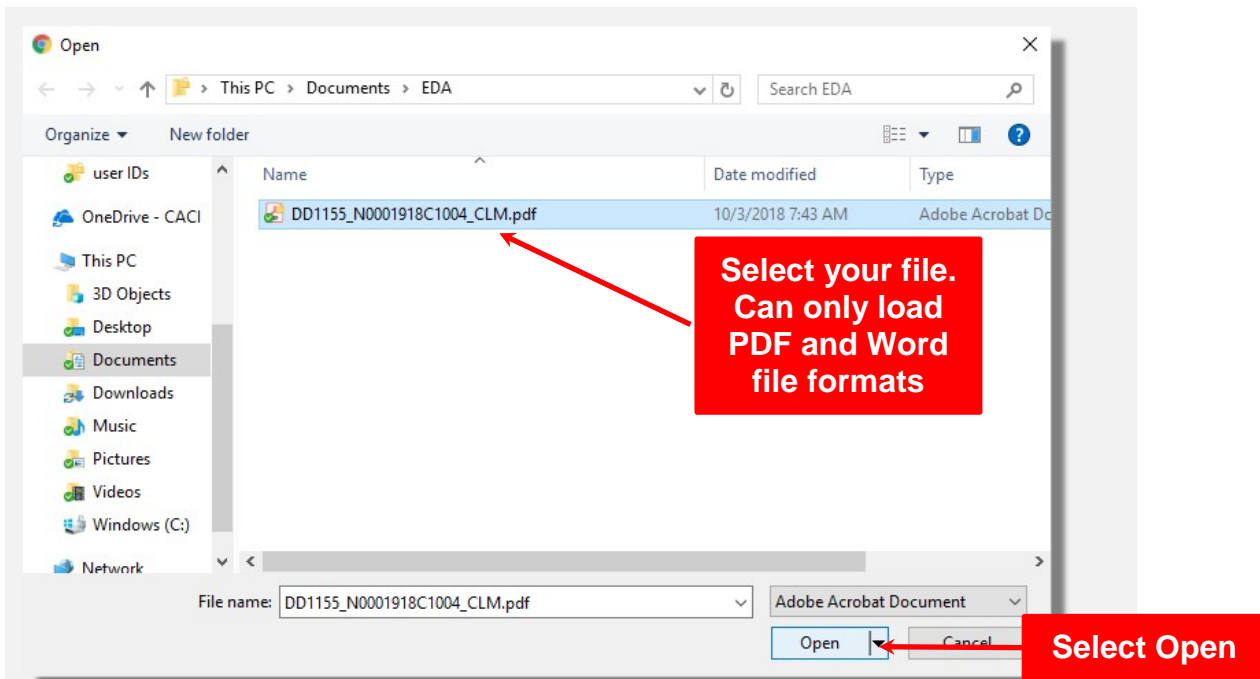
Reference Procurement Number Obligated Amount

DUNS Number * +4 OR Select No DUNS Reason *
-- Select Value -- -- Select Value --

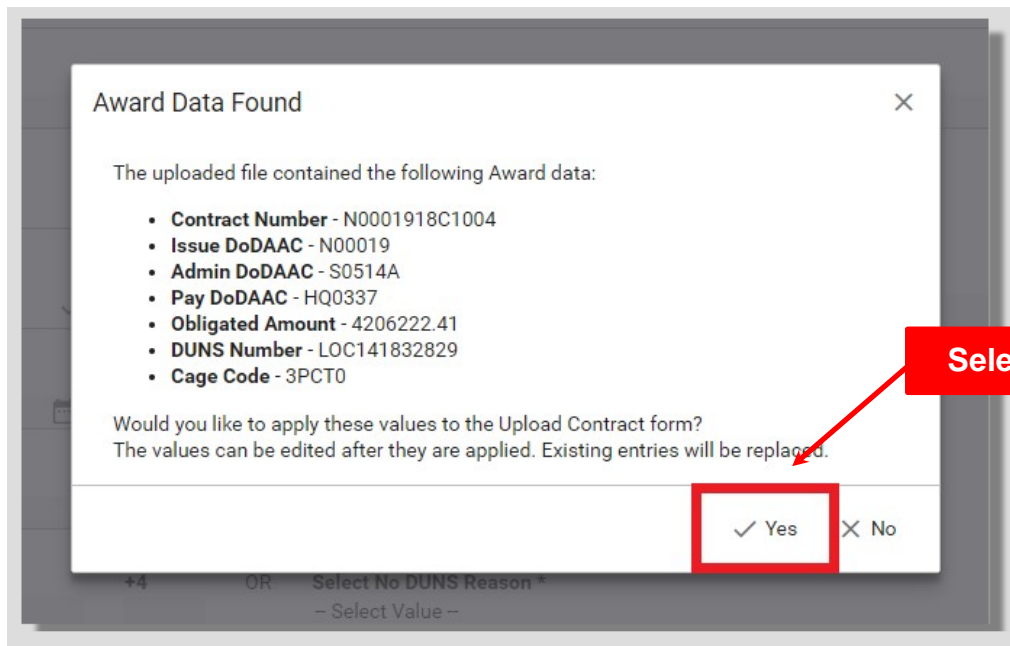
CAGE Code *

Vendor not in SAM

Save Cancel



EDA will scan your uploaded document and retrieve reporting data



Verify all fields and populate any fields not captured from the PDF. Correct any incorrect data.

Contract Upload

+ Select a Contract

DD1155_N0001918C1004_CLM.pdf (84 KB) [Download Icon]

Indicates your file uploaded successfully. Select View if you wish to verify file

Contract Number * N0001918C1004

Delivery Order Number

ACO Mod

Type of Instrument * -- Select Value --

Issue DoDAAC * -- Select Value --

Admin DoDAAC * S0514A

Pay DoDAAC * HQ0337

Signature Date *

Effective Date *

Reference Procurement Number

Obligated Amount 4206222.41

DUNS Number * LOC141832829

+4 OR Select No DUNS Reason * -- Select Value --

CAGE Code * 3PCT0

Vendor not in SAM

Select Save once you have properly filled in all of the required data fields

See Data Entry Information chart below

Save Cancel

DATA ENTRY INFORMATION		
BLOCK	TASK ORDER (DD FORM 1155)	MODIFICATION (SF 30)
Contract No:	Block 1 of the DD Form 1155	Block 1 of the SF 30
DO/TO:	Block 2 of the DD Form 1155	Block 10a of the SF 30
ACO Mod:	Leave Blank	Leave Blank
PCO Mod:	Leave Blank	Block 2 of the SF 30
Type of Instrument	Use Drop Down icon and select "DoD Contract (FAR)"	Use Drop Down icon and select "DoD Contract (FAR)"
Issue DoDAAC	Block 6 of the DD Form 1155	Block 6 of the SF 30
Admin DoDAAC	Block 7 of the DD Form 1155	Block 7 of the SF 30
Pay DoDAAC	Block 15 of the DD Form 1155	Block 15 of the DD Form 1155
Signature Date	Block 24. Date the NROTC Unit Ordering Officer signs the DD Form 1155	Block 16c of the SF 30
Effective Date	Date the period of performance begins	Block 3 of the SF 30
Reference Procurement Number	Block 4 of the DD Form 1155 (DD Form 1149 requisition number)	Block 4 of the SF 30 (DD Form 1149 requisition number)
Obligated Amount	Block 25 of the DD Form 1155	Contained in Block 14 of the SF 30 Enter New Contract Total Amount* See Next Page
D-U-N-S Number	<i>Enter CAGE code first then select "Prepopulate" icon and it should enter, if not, the D-U-N-S number is listed on the SAM report</i>	
Cage Code	Block 9 (CODE) of the DD Form 1155	Block 8 (CODE) of the SF 30

* All obligated amounts of the SF-30s are to be reported as the Total Contract Value. Example:

DD Form 1155 Total Amount	\$100,000.00
SF 30 <u>DECREASE</u> Amount	<u>-\$10,00.00</u>
Total Contract Value (Reported Amount)	\$90,000.00

DD Form 1155 Total Amount	\$100,000.00
SF 30 <u>INCREASE</u> Amount	<u>\$10,00.00</u>
Total Contract Value (Reported Amount)	\$110,000.00

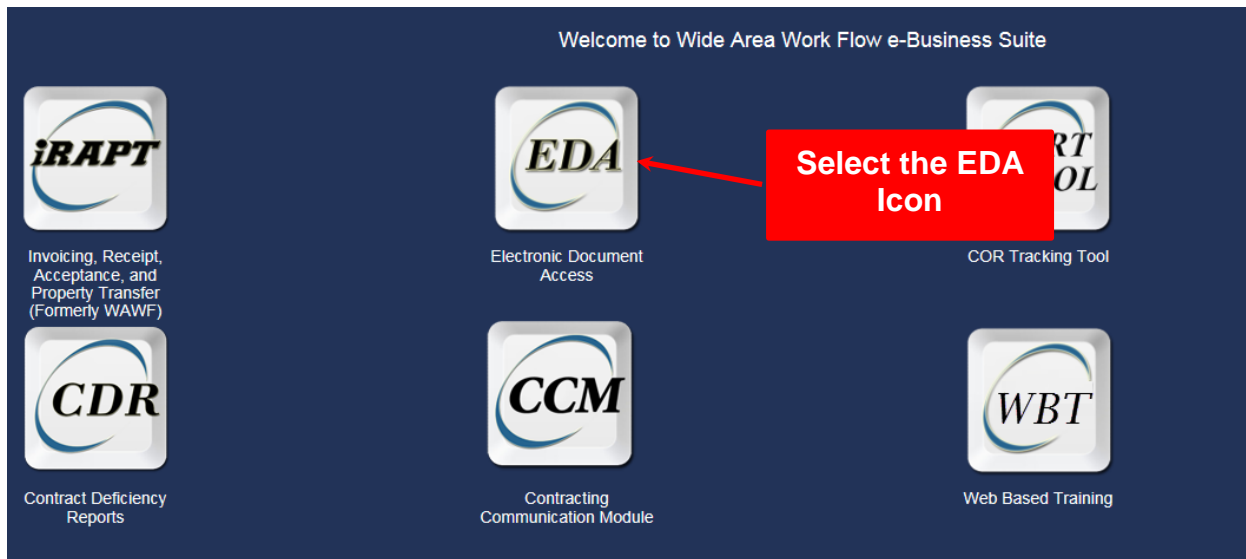


To print a verification of submission for your contract file, go to running an EDA report

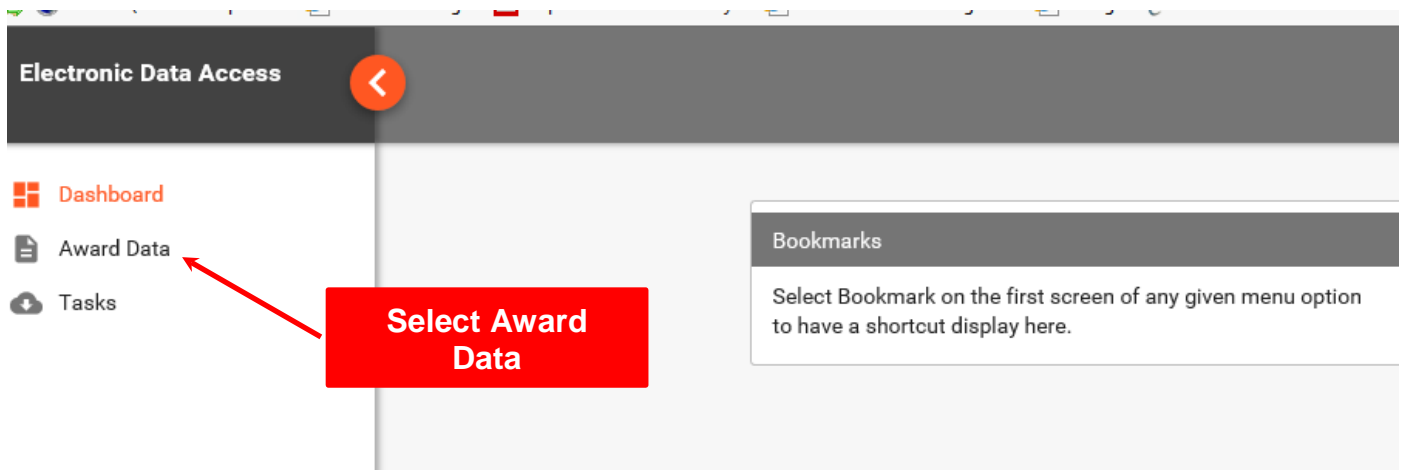
DOWNLOADING YOUR ESA

NROTC Unit Ordering Officers shall have a copy of their ESA(s) and all modifications in the ESA Contract file and shall review in EDA to determine if any additional modifications have been issued prior to issuing each task order.

1. Step 1. Go to the WAWF website at <https://wawf.eb.mil>
2. Accept Consent Required
3. Log into WAWF



If a "Select EDA location" window opens, select EDA Ogden, if that link has an issue, then selected EDA Columbus. Only enter the information in one of the two locations.





Dashboard

Award Data

Tasks

Data Search

- Award Search
- LOA/SFIS Search
- Contract Closeout Search
- SF44 Search
- Warrants Search

Select Award Search

Award Search

Award Details

Contract Number

Starts With 0014006G0045

Delivery Order Number

Starts With

Enter ESA Number

PDS Status

Select multiple...

Reference Procurement Number

Starts With

Type of Instrument

Select multiple...

Manually Uploaded

Obligated Amount

Greater than or equal to

to

Less than or equal to

Locations

Issue DoDAAC

Admin DoDAAC

Pay DoDAAC

CAGE Code

Starts With

DUNS

Starts With

No DUNS Reason

Select multiple...

Dates

Effective Date

Greater than or equal to

to

Less than or equal to

Load Date

Greater than or equal to

to

Less than or equal to

Signature Date

Greater than or equal to

to

Less than or equal to

Closed Date

Greater than or equal to

to

Less than or equal to

Search

Download

Bookmark

Select Search

Award Search Results

Options ▾							Export Results	Save Search	Refine Search	New Search	
Selected Contract: -											
Contract Number	Delivery Order	PCO Mod	ACO Mod	PDS	History	Conformanc					
N0014006G0045	N6331018F0003				View						
N0014006G0045	N6331018F002	P00001			View						
N0014006G0045	N6331019F0001	P00001			View						
N0014006G0045	N6331019F0001				View						
N0014006G0045	N6331019F0002	P00001			View						
N0014006G0045	N6331019F0002				View						
N0014006G0045	N6331019F0003				View						
N0014006G0045	N6814119F0001				View						
N0014006G0045	N6814119F0002				View						
N0014006G0045		P00003			View						

Records: 11 to 20 | 1 2 3 | 10 | 23 Records Returned

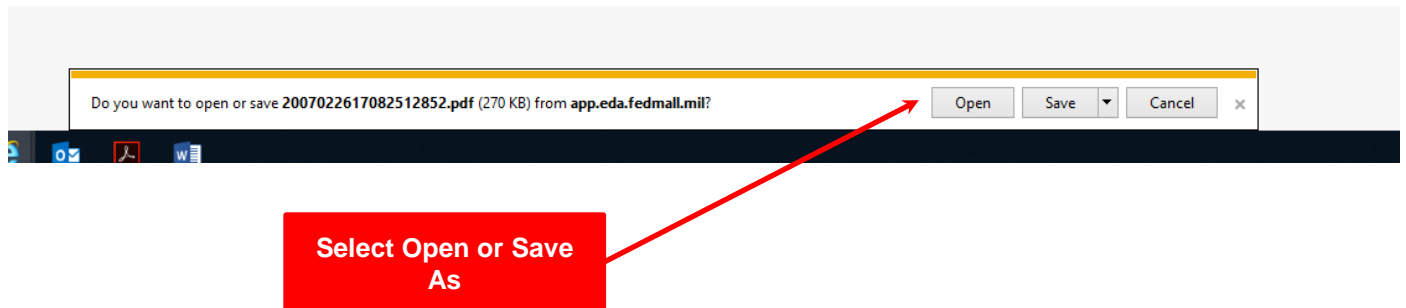
Oldest Entry is the ESA

Award Search Results

Options ▾							Export Results	Save Search	Refine Search	New Search	
Selected Contract: -											
Contract Number	Delivery Order	PCO Mod	ACO Mod	PDS	History	Conformanc					
N0014006G0045		P00002					<div style="border: 2px solid red; padding: 5px; color: white; font-weight: bold;"> This is your ESA and Mods </div>				
N0014006G0045		P00001									
N0014006G0045											

Records: 21 to 23 | 3 | 10 | 23 Records Returned

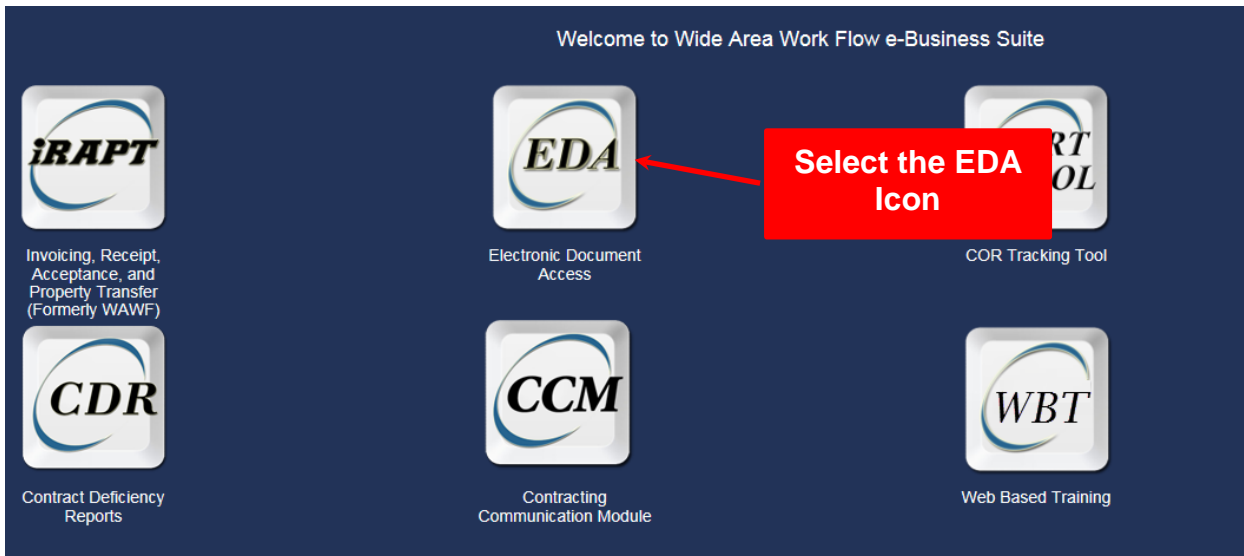
Select the hyperlink



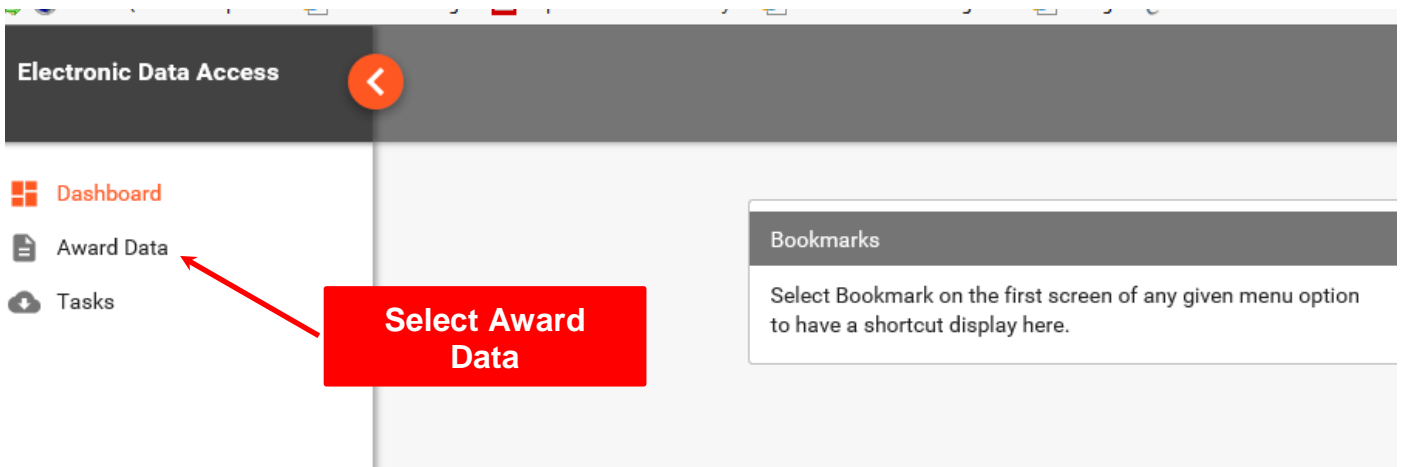
RUNNING AN EDA REPORT

For NROTC Unit Ordering Officers who elect to print out proof of EDA reporting only when and if requested by PPMAP, follow the procedures. This method also allows for displaying a complete history of all reported actions under the ESA and allows for a block by block comparison of all orders for consistency, accuracy and completeness while reducing printing expenses.

1. Step 1. Go to the WAWF website at <https://wawf.eb.mil>
2. Accept Consent Required
3. Log into WAWF



If a "Select EDA location" window opens, select EDA Ogden, if that link has an issue, then selected EDA Columbus. Only enter the information in one of the two locations.





Dashboard

Award Data

Tasks

Data Search

- Award Search
- LOA/SFIS Search
- Contract Closeout Search
- SF44 Search
- Warrants Search

Select Award Search

Award Search

Award Details

Contract Number Starts With <input type="text" value="N0014006G0045"/>	Delivery Order Number Starts With <input type="text"/>	PDS Status Select multiple...
Reference Procurement Number Starts With <input type="text"/>	Type of Instrument Select multiple...	<input type="checkbox"/> Manually Uploaded
Obligated Amount Greater than or equal to <input type="text"/>	to Less than or equal to <input type="text"/>	

Enter ESA Number

Locations

Issue DoDAAC <input type="text"/>	Admin DoDAAC <input type="text"/>	Pay DoDAAC <input type="text"/>
CAGE Code Starts With <input type="text"/>	DUNS Starts With <input type="text"/>	No DUNS Reason Select multiple...

Dates

Effective Date Greater than or equal to <input type="text"/>	to Less than or equal to <input type="text"/>
Load Date Greater than or equal to <input type="text"/>	to Less than or equal to <input type="text"/>
Signature Date Greater than or equal to <input type="text"/>	to Less than or equal to <input type="text"/>
Closed Date Greater than or equal to <input type="text"/>	to Less than or equal to <input type="text"/>

Search Download Bookmark

Select Search

Award Search Results

Options ▾

Select Export Results →

Export Results Save Search Refine Search New Search

Selected Contract: -

Contract Number	Delivery Order	PCO Mod	ACO Mod	PDS	History	Conformance
N0014006G0045	N6331017F0001	P00001			View	
N0014006G0045	N6331017F0002	P00001			View	
N0014006G0045	N6331017F0002				View	

Select hyperlink to view the document

This view allows you to verify all information was entered, accurate and consistently

Do you want to open or save **download.csv** (4.41 KB) from **app.eda.fedmall.mil**?

Open Save ▾ Cancel ×

Select Open or Save As

CORRECTING AN EDA SUBMISSION

If you discover an error in the reported EDA data after you have submitted the information (with the exception of replacing a document), you will need to contact the EDA help desk for assistance.

To locate the help desk information, refer to the EDA Help and Training section and select the Contact Help Desk link.

Common Discrepancies

- **DO/TO:** Entering the wrong number or entering the finance requisition number. This is your 13-digit Task Order Number. You **MUST** use the entire 13-digit number. The 9th digit is an “F”. Prior to 01 October 2016, this was a four-digit code.
- **ACO Mod:** Incorrectly entering the modification in this column. This block is always left blank.
- **PCO Mode:** Incorrectly entering the modification numbers. All modification numbers start with “P” and five sequential numbers. Example, P00001, P00002, etc.
- **Contract Documents:** Submitting the DD Form 1155 and SF 30 in one document. Each task order and each mod is loaded separately.
- **Contract Documents:** Submitting extra documents. Only load the documents indicated in the handbook Table 1.
- **Submissions:** Not submitting within 3 working days from when the NROTC Unit Ordering Officer signs the document.