

## 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 22<sup>nd</sup>, 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.*

*Note 2: The majority of the screen shots are taken from EDA training presentation developed in 2006. Some of the information in the screen shots is not in proper format, but are used for illustration purposes. Follow the format instructed by this handbook.*

### **ACTION REQUIRED:**

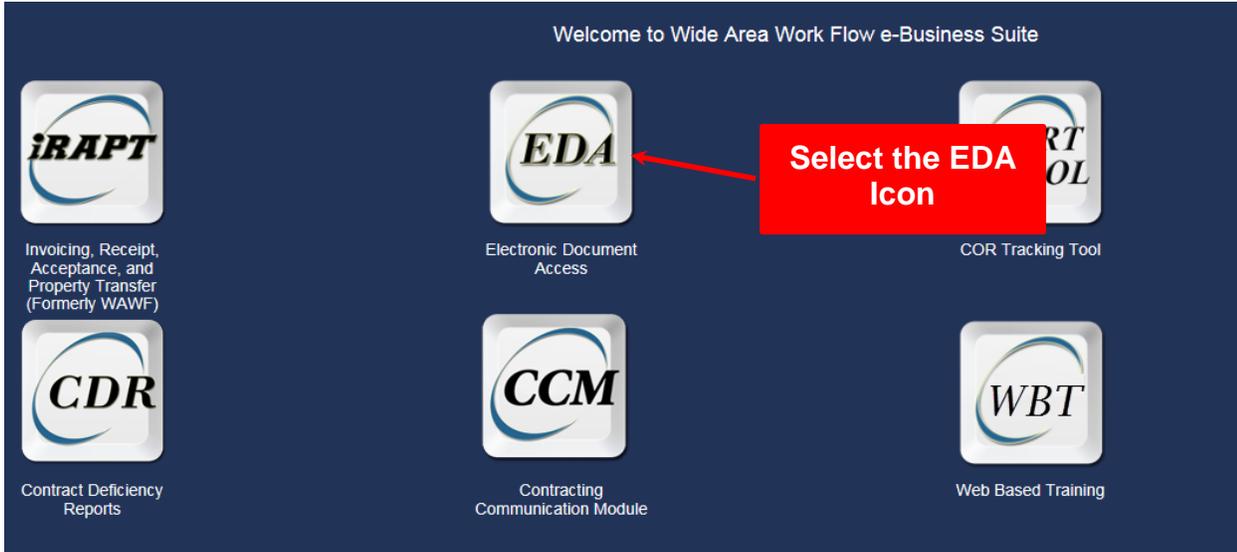
1. Adhere to the entry guidance contained in the illustrations on the following pages.

### **CONTENTS:**

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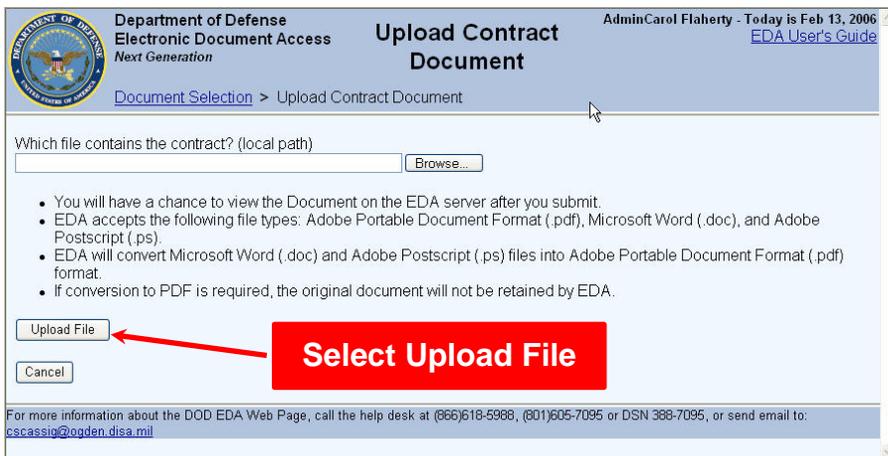
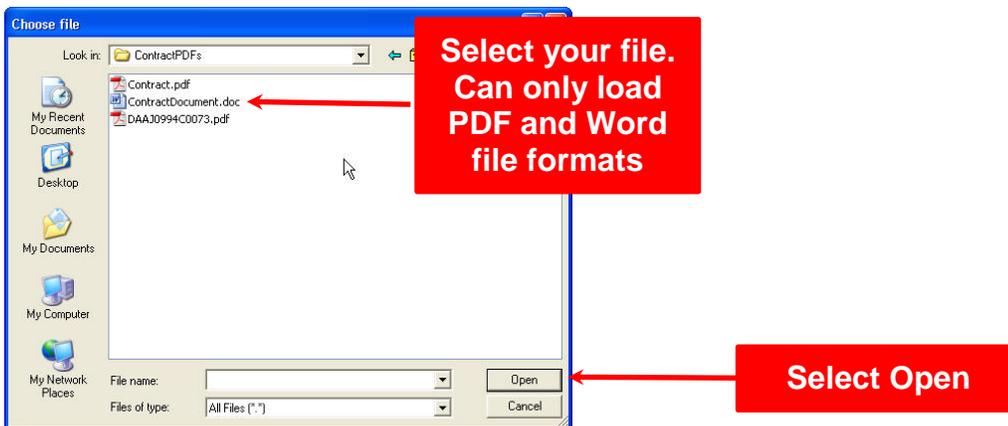
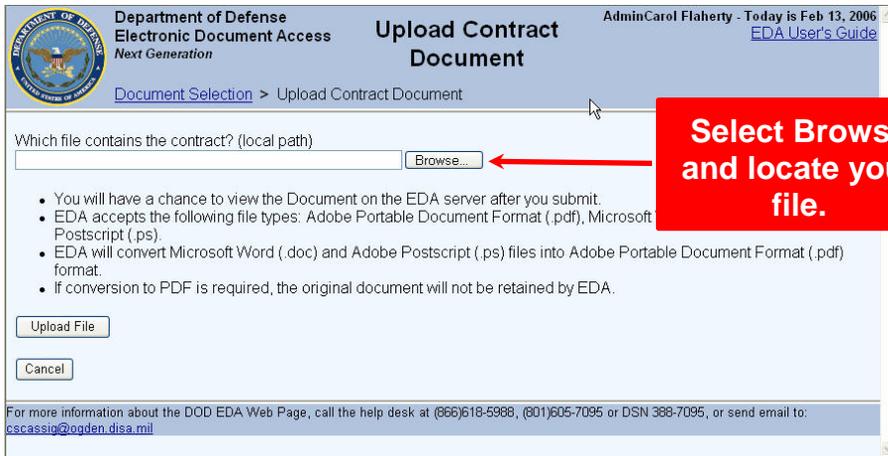
# EDA – LOADING A TASK ORDER (DD FORM 1155)

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.





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

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Add Index Data

Document Selection > Upload Contract Document > Enter Index Data

The document uploaded successfully: [View](#) The document is not available for query until there is an Index for the document.

Try Again... if you uploaded the wrong file; or  
Cancel and report any conversion problems or other errors.

\*Required Fields

\*Contract No: N0014006G0076  
DO/TO: N6331517F0002  
ACO Mod:  
PCO Mod: P00001  
\*Type of Instrument: DoD Contract (FAR)  
\*Issue DoDAAC: N63315  
\*Admin DoDAAC: N63315  
\*Pay DoDAAC: N68732  
\*Signature Date(YYYYMMDD): 20170105  
\*Effective Date(YYYYMMDD): 20170105  
Reference Procurement Number: N6331517RQ51T03  
Obligated Amount: 999,999.00  
\*D-U-N-S Number: 965087489 +4:  
\*...Or: Select Reason for No D-U-N-S  
\*CAGE Code: 1CSV0 Vendor not in SAM  
Prepopulate... Add...  
Cancel

See Data Entry Information chart below

Select Try Again if you uploaded the wrong file

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

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 12 of the SF 30 Enter Negative amounts as "-"
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


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## Confirm Contract Document and Index Data

[Document Selection](#) > [Upload Contract Document](#) > [Add Index Data](#) > Confirm Contract Data

Please verify all data, **including the contract document and CAGE Code**, before confirming. The document is not available for query until you confirm.

**\*Required Fields**

- \*Contract No: [FA4407120001](#) (2.568359375k)
- Delivery Order:
- ACO Mod:
- PCO Mod:
- \*Issue DoDAAC: FA4407
- \*Admin DoDAAC: FA4407
- \*Pay DoDAAC: SP0400
- \*Award Date: 20060313
- \*Amount: 200000
- \*CAGE Code: 12345
- Company Awarded: EDS

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: [cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

**Review the entries, if correct, select Confirm or select Back to correct any entries**


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## Contracts Query Results

[Document Selection](#) > [Contracts Search](#) > [Query](#)

Displaying Page 1 of 1 @ 100 Records per page.  
 1 records returned (1 to 1 shown)

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount	
<a href="#">FA4407120001</a> (3k)	H	<a href="#">Add DO/TO</a>	<a href="#">Add ACO</a>	<a href="#">Add PCO</a>	20060313	20060313	FA4407	FA4407	SP0400	12345	200000		<a href="#">Add</a>

**Your order is now loaded into EDA. Note: You may elect to print this page and file it in the contract folder if you elect this method of providing evidence of submission**

# REPLACING A CONTRACT DOCUMENT

1. From the Contracts Query Page:

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[EDA User's Guide](#)  
[My Settings](#)

Document Selection > Contracts Search > Query

Displaying Page 1 of 1 @ 100 Records per page.  
5 records returned (1 to 5 shown) [Download](#) [Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount	
FA4407120001 <a href="#">(x)</a>	H	<a href="#">Add DO/TO</a>	<a href="#">Add ACO</a>	<a href="#">Add PCO</a>	20060313	20060313	FA4407	FA4407	SP0400	12345	200000		<a href="#">Add</a>
FA4407120001 <a href="#">(x)</a>	H		A00001		20060313	20060313	FA4407	FA4407	SP0400	12345	250000		<a href="#">Add</a>
FA4407120001 <a href="#">(x)</a>	H	0003			20060313	20060313	FA4407	FA4407	SP0400	12345	15000		<a href="#">Add</a>
FA4407120001 <a href="#">(x)</a>	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345	25000		<a href="#">Add</a>
FA4407120001 <a href="#">(x)</a>	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	100000		<a href="#">Add</a>

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

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Locate the file in which the document will be replaced and select the Red X to inactivate the file.

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Document Selection > Contract Search > Query > Query Results > Inactivate Contract Document

Contract Number **FA4407120001**  
DO/TO 0002  
ACO Mod  
PCO Mod  
Issue Date 20060313  
Obligated Amount  
Admin DoDAAC FA4407  
Issue DoDAAC FA4407  
Pay DoDAAC SP0400  
CAGE Code 12345  
D-U-N-S Number  
Load Date 20060313

Inactivate the document associated with the index:  
\*Required Fields  
\*Rationale **Uploaded Wrong File**  
\*Comment -- I hate when I do that!  
(Up to 200 Characters)  
174 characters left  
[Inactivate...](#) [Cancel](#)

Use drop down box and select the rationale to inactivating the file

Enter Comments to justify your action

Select Inactivate

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: [cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

Department of Defense Electronic Document Access **Confirm Inactivate Contract Document** AdminCarol Flaherty - Today is Mar 13, 2006 [EDA User's Guide](#)

Document Selection > [Inactivate Contract Document](#) > Confirm Inactivate Contract Document

Contract Number FA4407120001 Review your changes and confirm:

DO/TO 0002  
ACO Mod \*Rationale: Uploaded Wrong File  
PCO Mod \*Comment: -- I hate when I do that!  
Issue Date 20060313

Obligated Amount  
Admin DoDAAC FA4407  
Issue DoDAAC FA4407  
Pay DoDAAC SP0400  
CAGE Code 12345  
D-U-N-S Number  
Load Date 20060313

When this document becomes inactive, the replacement document may be uploaded.

Confirm  Back  
Cancel

**Select Confirm**

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: [cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

Department of Defense Electronic Document Access **Contracts Query Results** AdminCarol Flaherty - Today is Mar 13, 2006 [EDA User's Guide](#)

Document Selection > [Contracts Search](#) > Query

Inactive e-mail notification sent to 0 Contract Load Notification List member(s)

The document is now inactive.

Displaying Page 1 of 1 @ 100 Records per page, 5 records returned (1 to 5 shown) [Download](#) [Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount	
<input checked="" type="checkbox"/> FA4407120001 <a href="#">(3)</a>	H	Add DO/TO	Add ACO	Add PCO	20060313	20060313	FA4407	FA4407	SP0400	12345	200000		<a href="#">Add</a>
<input checked="" type="checkbox"/> FA4407120001 <a href="#">(3)</a>	H		A00001		20060313	20060313	FA4407	FA4407	SP0400	12345	250000		<a href="#">Add</a>
<input checked="" type="checkbox"/> FA4407120001 <a href="#">(3)</a>	H	0003			20060313	20060313	FA4407	FA4407	SP0400	12345	15000		<a href="#">Add</a>
<input checked="" type="checkbox"/> FA4407120001 <a href="#">(3)</a>	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345	25000		<a href="#">Add</a>
<input checked="" type="checkbox"/> FA4407120001 <a href="#">(3)</a>	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	100000		<a href="#">Add</a>

**The inactivated number will be displayed in red and show the X icon**

**Click on the blue +**

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: [cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

Department of Defense Electronic Document Access **Select Replacement Document** AdminCarol Flaherty - Today is Mar 13, 2006 [EDA User's Guide](#)

Document Selection > [Contract Search](#) > Query > [Query Results](#) > Select Replacement Document

Contract Number FA4407120001 Which file contains the replacement Contract? (local path)

DO/TO 0002  [Browse...](#)

ACO Mod  
PCO Mod  
Issue Date 20060313

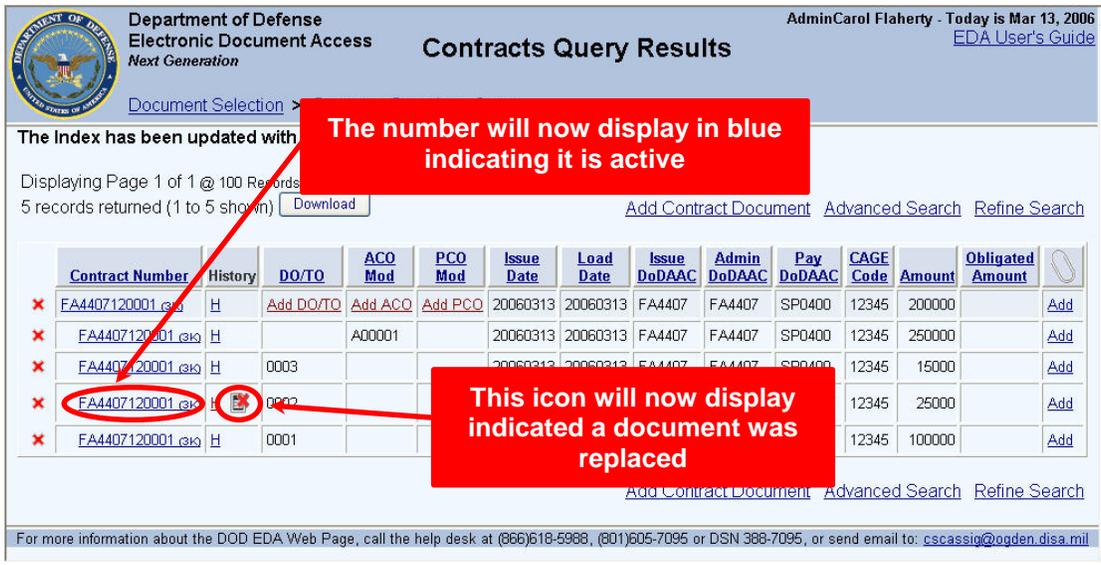
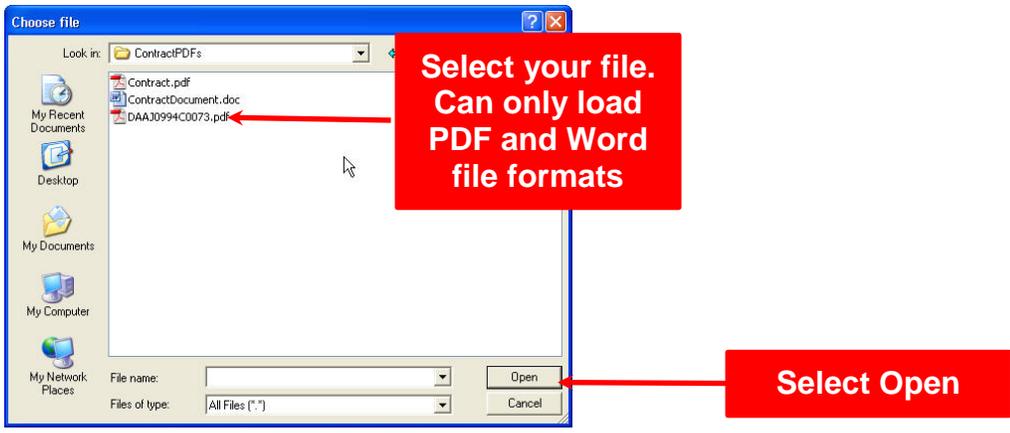
Obligated Amount  
Admin DoDAAC FA4407  
Issue DoDAAC FA4407  
Pay DoDAAC SP0400  
CAGE Code 12345  
D-U-N-S Number  
Load Date 20060313

You will have a chance to view the Document on the EDA server after you submit.

[Submit...](#) [Cancel](#)

**Select Browse and locate your file.**

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: [cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)



# 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. From the Document selection screen:

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Document Selection

Select one of the following search options:

[Contracts](#) ← **Select Contracts**

[Contract Deficiency Reports](#)

[Contract Close Notifications](#)

[Warrants](#)

[SF44s](#)

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Document Selection > Contracts Search

Recent Contract Document | Folder | Document

**Specific Contract**

and [all Mods](#) ← **Select All Mods**

and [Delivery Order/Task Order](#)

and [ACO MOD](#)

and [PCO MOD](#)

and [Reference Procurement Number](#)

**Date Range**

[EDA Load Date](#)

[Signature Date](#)

by [Contract](#)

by [Issue DoDAAC](#)

by [Admin DoDAAC](#)

by [Pay DoDAAC](#)

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Document Selection > Contracts Search > Query

[Contract Number](#) Starts with | N0014006G0045 | x

View | Download

**Enter your ESA number  
and select View**



Document Selection > Contracts Search > Query > Query Results

Displaying Page 1 of 1 @ 500 Records per page.

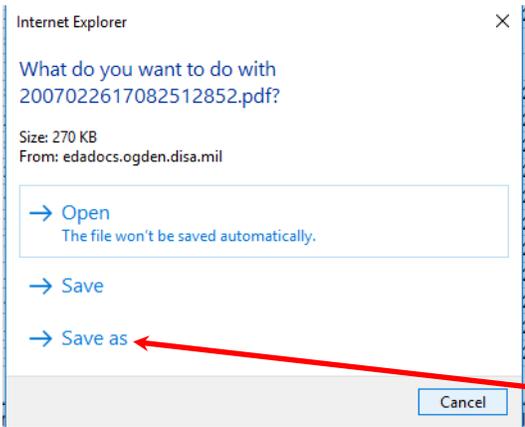
18 records returned (1 to 18 shown) [Download](#)

Contract Number	PDS History	DO/TO	ACO Mod	PCO Mod	Doc Size	Signature Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	D-U-N-S Number	Obligated Amount	LOA CLIN Data	Attachments Data
<a href="#">N0014006G0045</a>	<a href="#">H</a>				271K	200				140	N00189 7A720				
<a href="#">N0014006G0045</a>	<a href="#">H</a>			P00003	490K	201				189	N00189 1S4H2	621040328			
<a href="#">N0014006G0045</a>	<a href="#">H</a>			P00002	86K	200				189	N68732 7A720				
<a href="#">N0014006G0045</a>	<a href="#">H</a>			P00001	59K	200				140	N00189 7A720				
<a href="#">N0014006G0045</a>	<a href="#">H</a>	N6814119F0002			162K	20181023	20181129	N68141	N68141	N68732	0CYB0	071746630	104033.5		
<a href="#">N0014006G0045</a>	<a href="#">H</a>	N6814119F0001			153K	20181023	20181129	N68141	N68141	N68732	0CYB0	071746630	97575		
<a href="#">N0014006G0045</a>	<a href="#">H</a>	N6331019F0001			1784K	20181030	20181030	N63310	N63310	N68732	1S4H2	621040328			

This is your ESA and Mods

Select hyperlink to view the document

Any attachments to include "wet" signature pages will be located here.



Select "Save As" and download the files to your computer or select "Open" and print out a hardcopy

# 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. From the Document selection screen:

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Document Selection

Select one of the following search options:

[Contracts](#) ← **Select Contracts**

[Contract Deficiency Reports](#)

[Contract Close Notifications](#)

[Warrants](#)

[SF44s](#)

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Document Selection > Contracts Search

Recent Contract Document | Folder | Document

**Specific Contract**

and [all Mods](#) ← **Select All Mods**

and [Delivery Order/Task Order](#)

and [ACO MOD](#)

and [PCO MOD](#)

and [Reference Procurement Number](#)

**Date Range**

[EDA Load Date](#)

[Signature Date](#)

by [Contract](#)

by [Issue DoDAAC](#) ←

by [Admin DoDAAC](#)

by [Pay DoDAAC](#)

**If having issue locating your mods, try selecting Issue DoDAAC, on following screen, enter DoDAAC and select view**



Contract Number

Starts with

Enter your ESA number and select View



Displaying Page 1 of 1 @ 500 Records per page.  
11 records returned (1 to 11 shown)

Select Download and save to your computer. EDA does not download the column titles. You will need to add those to the excel spreadsheet

Contract Number	PDS History	DO/TO	ACO Mod	PCO Mod	Doc Size	Signature Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	D-U-N-S Number	Obligated Amount	LOA Data	CLIN Data	Attach Data
<a href="#">N0014006G0045</a>	<a href="#">H</a>				271K	20060807	20070226	N00140	N00140	N00189	7A720					
<a href="#">N0014006G0045</a>	<a href="#">H</a>			P00003	490K	20100513	20100513	N00189	N00189	N00189	1S4H2	621040328				
<a href="#">N0014006G0045</a>	<a href="#">H</a>			P00002	86K	20080918	20080919	N00189	N00189	N68732	7A720					
<a href="#">N0014006G0045</a>	<a href="#">H</a>			P00001	59K	20061201	20070226	N00140	N00140	N00189	7A720					
<a href="#">N0014006G0045</a>	<a href="#">H</a>	N6331018F0002			1624K	20180112	20180124	N63310	N63310	N68732	1S4H2	621040328				
<a href="#">N0014006G0045</a>	<a href="#">H</a>	N6331018F0001			1684K	20170921	20170922	N63310	N63310	N68732	1S4H2	621040328				
<a href="#">N0014006G0045</a>	<a href="#">H</a>	N6331017F001			1257K	20160909	20170209	N63310	N63310	N68732	1S4H2	622040328				
<a href="#">N0014006G0045</a>	<a href="#">H</a>	N6331017F0003			1663K	20170525	20170609	N63310	N63310	N68732	1S4H2	621040328				
<a href="#">N0014006G0045</a>	<a href="#">H</a>	N6331017F0002		P00001	39K	20170424	20170428	N63310	N63310	N68732	1S4H2	621040328				
<a href="#">N0014006G0045</a>	<a href="#">H</a>	N6331017F0002			1624K	20170125	20170210	N63310	N63310	N68732	1S4H2	622040328				
<a href="#">N0014006G0045</a>	<a href="#">H</a>	N6331017F0001		P00001	39K	20170221	20170308	N63310	N63310	N68732	1S4H2	621040328				

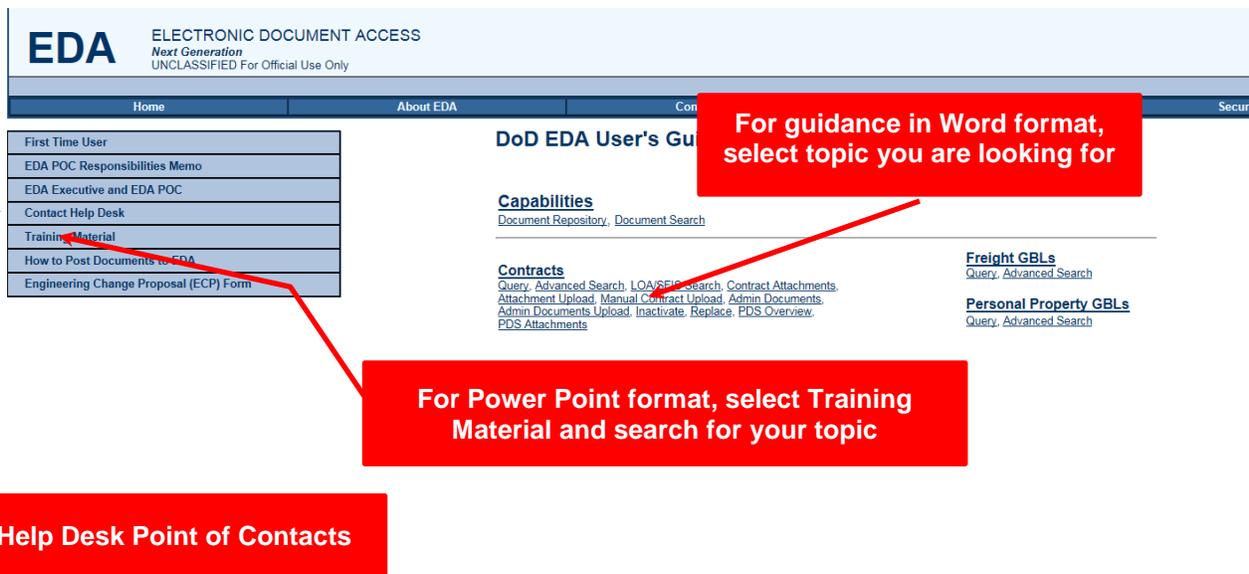
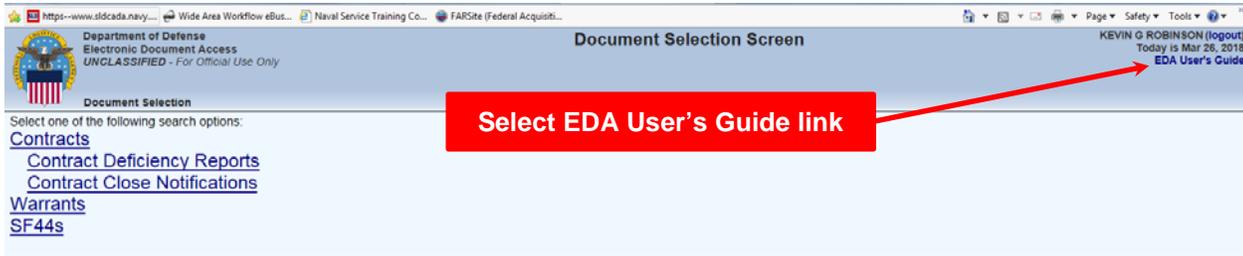
This is your ESA and Mods

Select hyperlink to view the document

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

# EDA HELP AND TRAINING INFORMATION

1. From the Document selection screen:



## 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 replace an incorrectly loaded document, refer to the EDA Help and Training section. Under the Contracts section, locate the Replace link for directions.

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 9<sup>th</sup> 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.
- Amounts: Failing to indicate subtractions properly. Pay attention to Action Amounts if they are adding or subtracting. For subtracting, enter a (-) in front of the number.