

# Viewing and Editing Business Clearance Records

## Reference Guide

Homepage

EDA

CBAR

Business Clearance

Business Clearance Search

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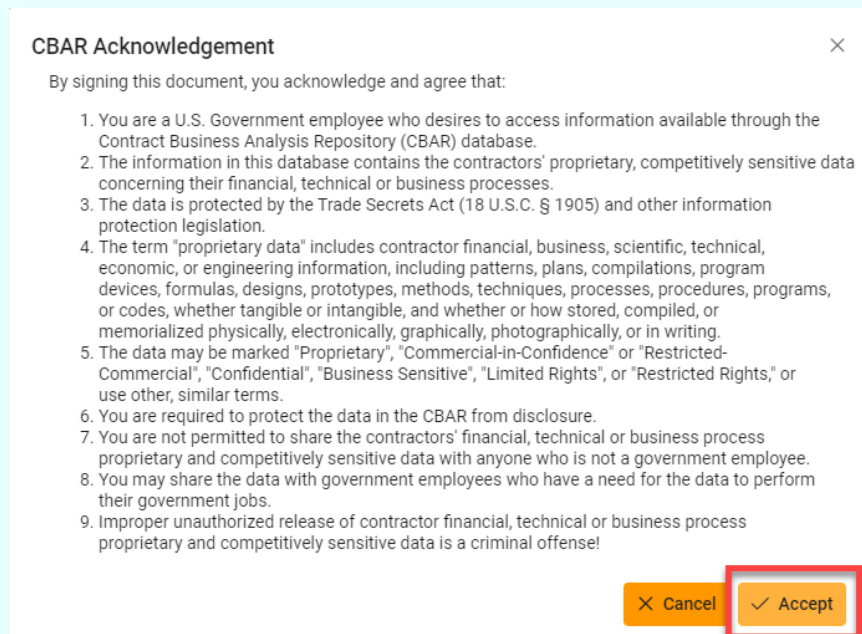
All CBAR Business Clearance Records are viewable to all CBAR user role types. Records are editable or read-only, depending on a user's role and/or span of control based on their registered DoDAAC(s):

- 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.

## Viewing and Editing Business Clearance



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

## CBAR Acknowledgement

WARNING: CONTROLLED UNCLASSIFIED INFORMATION (CUI). THE DATA WITHIN THIS SYSTEM CONTAINS CONTRACTORS' FINANCIAL, TECHNICAL OR BUSINESS PROCESS PROPRIETARY AND COMPETITIVELY SENSITIVE DATA. SUCH DATA IS PROTECTED BY THE TRADE SECRETS ACT (18 U.S.C. § 1905) AND/OR OTHER INFORMATION PROTECTION LEGISLATION. DO NOT RELEASE OR DISCLOSE THIS DATA TO ANY NON FEDERAL EMPLOYEE WITHOUT FIRST CONSULTING YOUR OFFICE OF COUNSEL. UNAUTHORIZED DISCLOSURE OF PROPRIETARY DATA IS A CRIMINAL OFFENSE!

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When making contributions to this site, do not post items that discuss information that could place service members in jeopardy or that would be of use to adversaries. Examples of such that might apply to potential contributions to this site include technical information about specific DoD systems, operational plans, troop rotation schedules, position and movement of U.S. naval and air assets, descriptions of overseas military bases, or vulnerabilities of weapon systems. Please review applicable security classification guide(s) before posting information.







CUI information may only be posted to DoD websites consistent with security and access requirements specified in DoDI 8550.01, "DoD Internet Services and Internet-Based Capabilities," September 11, 2012 and DoDM S200.01 V4, "DoD Information Security Program: Controlled Unclassified Information (CUI)".

✓ Continue

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.

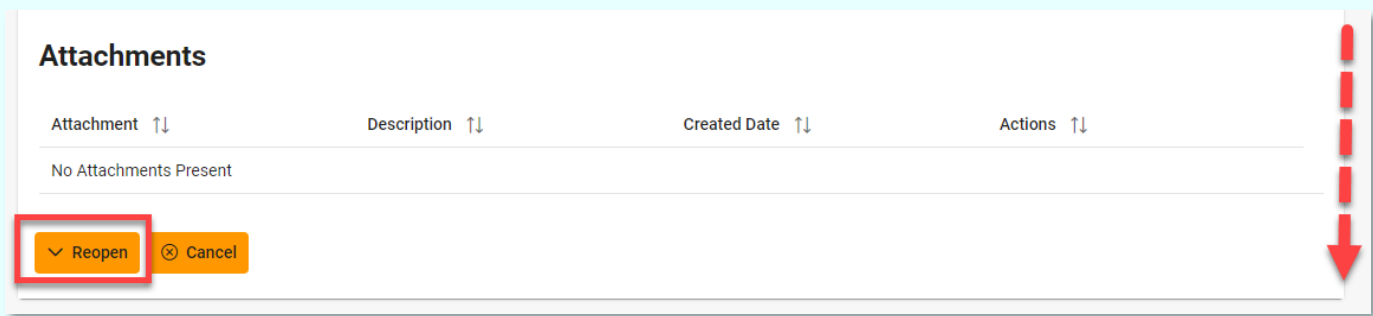
### CBAR Business Clearance Search Results

[+ Create New Business Clearance](#) [Export Results](#) [Save Search](#) [Refine Search](#) [New Search](#)

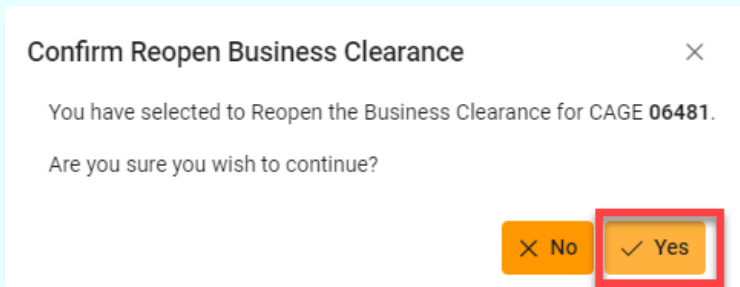
Status	CAGE	DUNS+4	UEI	Contractor Name	Contract Number	Delivery Order Number	Contract Mod	Description of Acquisition	Negotiated Contract Price	Actions
Draft	020J1	787827195	KA9MPBUE29D3	SIERRA MANAGEMENT AND TECHNOLOGIES, INC.	289HIP0427COBRAJE T	WT4567GGGFF3	G289	contractor	\$5,000,005.00	 
Draft	020J1	787827195	KA9MPBUE29D3	SIERRA MANAGEMENT AND TECHNOLOGIES, INC.	N6817118D0031				\$9,999,999,999,999.45	 
Draft	06481	039134218	GWFBQY413N79	NORTHROP GRUMMAN SYSTEMS CORPORATION	54preditorv8	0039	123MOD	CACI TESTER 9:58CACI TESTER 9:58CACI TESTER 9:58CACI TESTER 9:58CACI TESTER 9:58CACI	\$777.00	 

Records: 1 to 10 1 2 3 4 10 Max Records Returned: 35

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)*

## Edit Business Clearance

\* Asterisk indicates required entry. † Dagger indicates at least one of these fields is required. ! Exclamation indicates fields required to Save as Complete.

### Business Clearance

Business Clearance Status: Complete

### DoDAAC Details

Issuing DoDAAC\*

S2101A

Issuing Office Name\*

DCMA BALTIMORE

Administration by DoDAAC !

S0512A

Administration by Office Name !

DCMA LOS ANGELES

Contracting Agency Name

DEFENSE COMMISSARY AGE...

The system will auto-populate the Issuing Office Name with the DoDAAC associated with your user account. If there are multiple DoDAAC associated with the user account, select the applicable DoDAAC from the pull-down list. If the correct DoDAAC does not appear, you must request permissions to the DoDAAC through the normal request process.

## 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







## Contractor Details

<b>CAGE†</b> 0HB52	<b>DUNS+4†</b> 045534641	<b>UEI†</b> QSRTXLFKV857	<b>Contractor Name*</b> CACI INTERNATIONAL INC.
<b>City*</b> ARLINGTON	<b>State*</b> Virginia	<b>Doing Business As</b> CACI	
<b>Product or Service Code (PSC)!</b> 5120			
<b>Description of Acquisition!</b> test			
<b>Summary of Negotiations!</b> test			

## 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.

## Points of Contact

Points of Contact				
+ Add Point of Contact				
Contact Type ↑↓	Name ↑↓	Phone ↑↓	Email ↑↓	Actions
Contractor Negotiator	Sam S John	33455555555555	frankb@gmail.com	 
Government Negotiator	Don W John	5555556767	don@milidd.gov	 
Procuring Contracting Officer	Carol Smith	5555556767	frankb@gmail.com	 

1. Select the **Add Point of Contact** button to add a new Point of Contact record.
  - a. Provide all necessary information for the Point of Contact.

2. Select the **Edit** button to edit the Point of Contact record.

**Add Point Of Contact**

Issuing DoDAAC: WAWFRA    Administration DoDAAC: FU4417  
CAGE: 020J1    DUNS+4: 787827195    UEI: KA9MPBUE29D3    Name:

**Point of Contact Details**

**Contact Type\***  
Select...

**First Name\***    **Middle Initial**    **Last Name\***    **Phone\***

**Email\***

**3**

**Save**    **Cancel**

3. Select the **Save** button to continue or select the **Cancel** button to close the modal without saving changes.

## 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 (*drop-down*)
- DCMA Formal Rate Position Used (*drop-down*)
- Unusual and Compelling Urgency (*drop-down*)
- Competitive (*drop-down*)
- CAS Covered (*drop-down*)
- Certified Cost or Pricing Data (*drop-down*)
- Contractor's Proposal Number

## Contract Details



- Commercial Item (*drop-down*) (*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*)

**Contract Details**

Contract Number\*: BREAK118D0031FFFF

Delivery Order Number: TESTEMAIL

Contract Mod: TESTEM

Solicitation/RFP/RFQ Number: 1234ADAD

Contract Type!: Mixed Types

DCMA Formal Rate Position Used!: FPRA & FPRR

Unusual and Compelling Urgency!: Yes

Competitive!: Yes

CAS Covered!: Exempt

Certified Cost or Pricing Data!: Exempt

Contractor's Proposal Number: TEST4567

Commercial Item!: Commercial and Non-Comm...

Negotiations Start Date!: 2021/08/31

Date of Agreement on Price!: 2021/09/02

Contract Action Effective Date!: 2021/09/03

Contract Completion Date!: 2021/09/04

Save as Draft Save as Complete Cancel

## Financial Details

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*)

## Financial Details

NOTE: Dollar fields can hold up to 13 digits before the decimal point.

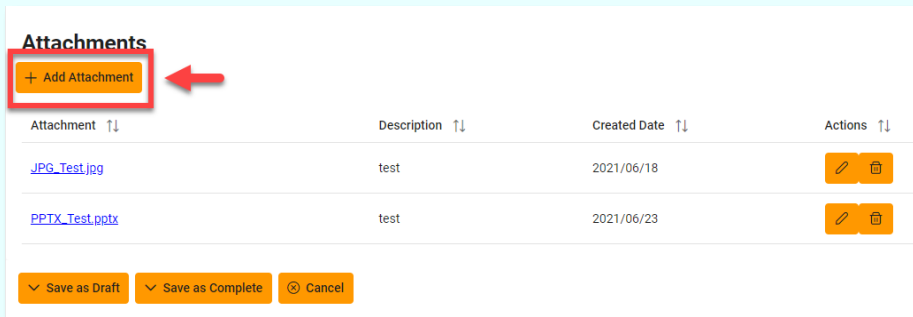
Contract Details		<b>Financial Details</b>	History	
<b>Financial Details</b>				
Government Financing Authorized for Fixed-Price Line Items !		Government Financing Percentage Price Limitation !		
Progress Payments		88.00%		
Initial Proposed Cost	Initial Proposed Price !	Final Proposed Cost	Final Proposed Price !	
\$6,666,666,666,666.00	\$6,666,666,666,666.00	\$7,777,777,777,777.00	\$6,666,666,666,666.00	
Government Negotiated Cost Excluding FCCOM	Negotiated Facilities Capital Cost of Money	Government Negotiated Cost Including FCCOM	Negotiated Total Contract Price !	
\$6,666,666,666,666.00	\$6,666,666,666,666.00	\$13,333,333,333,332.00	\$6,666,666,666,666.00	
Government Negotiated Profit Amount !	Government Negotiated Fee Amount !	Government Negotiated FP Profit Percentage !	Government Negotiated Fee Percentage	
\$6,666,666,666,666.00	\$6,666,666,666,666.00	66.00%	66.00%	

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.

**Attachments**

**Attachment(s)**

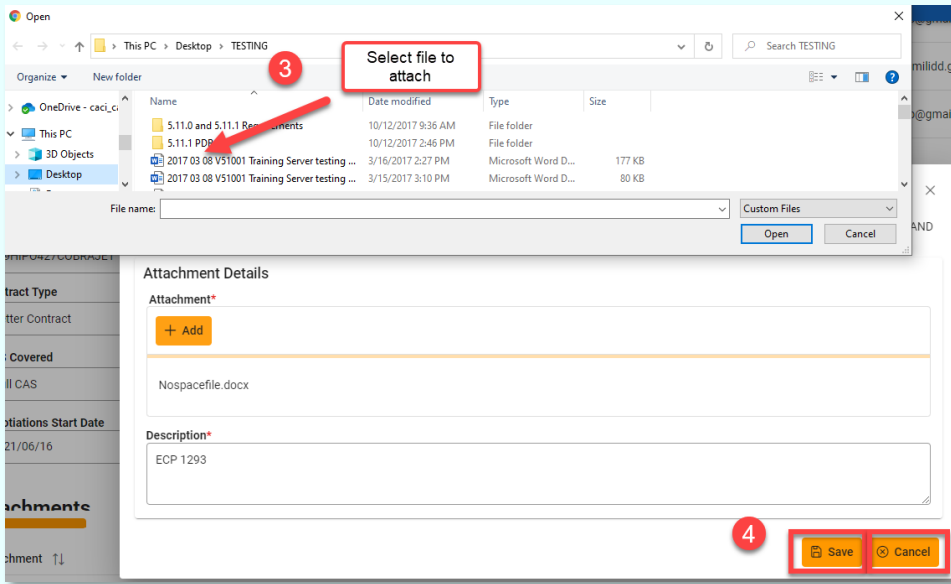
An attachment can be made only after the Business Clearance record has been saved and user has gone back into the record via edit mode. In the event that an attachment needs to be made in the Contract Details section, select the **Add Attachment** button. The file size limit for an attachment is 100mb.



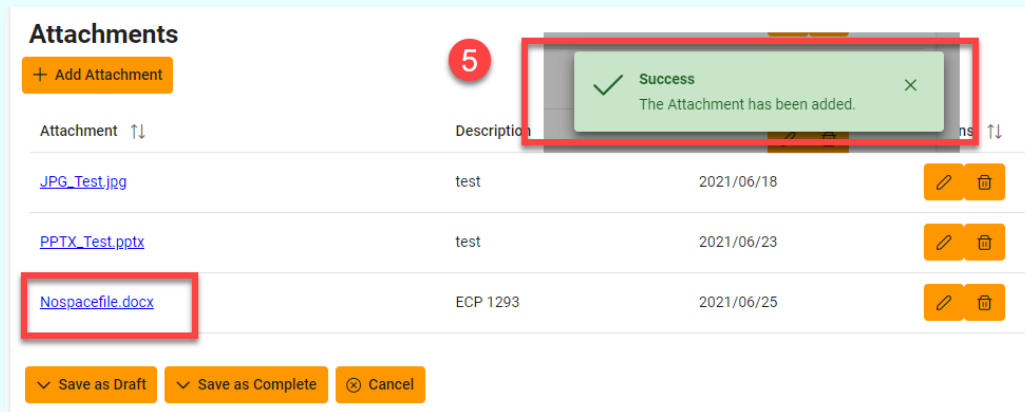
The Add Attachment modal window will display.



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

### History

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 is UTC (Coordinated Universal Time).

#### *Business Clearance History*

Show the following details:

- Status
- Date/Time
- User

Contract Details Financial Details **History**

**Business Clearance History** Attachment History

#### Change History

Status ↑↓	Date/Time ↑↓	User ↑↓
Draft	2021/08/03 16:24:41	cbartestpmonondod
Complete	2021/07/30 17:44:20	cbartestcontractoff

<< < 1 > >> 10 ▾

#### *Attachment History*

Shows 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

Business Clearance History **Attachment History**

### Attachments

Attachment	Event	Date/Time	User
<a href="#">Nospacefile.docx</a>	Created	2021/06/25 16:39:42	cbartestpmonondod
<a href="#">Nospacefile.docx</a>	Deleted	2021/06/25 16:38:24	cbartestpmonondod
<a href="#">Nospacefile.docx</a>	Created	2021/06/25 16:36:32	cbartestpmonondod
<a href="#">PPTX_Test.pptx</a>	Created	2021/06/23 17:25:32	cbartestpmonondod
<a href="#">JPG_Test.jpg</a>	Created	2021/06/18 13:33:03	cbartestpmon







« < 1 > » 10 ▾

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.

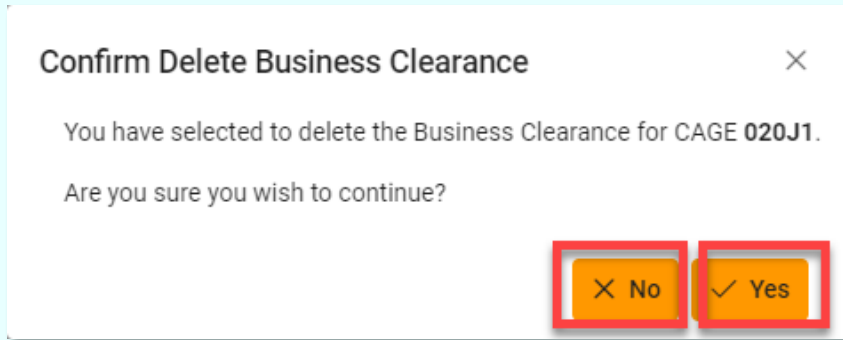
## Deleting Business Clearance Report

### CBAR Business Clearance Search Results

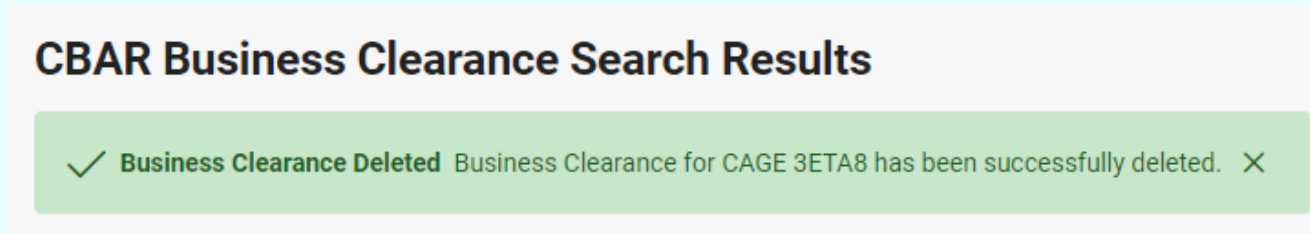
[+ Create New Business Clearance](#) [Export Results](#) [Save Search](#) [Refine Search](#) [New Search](#)

.GE	DUNS+4	UEI	Contractor Name	Contract Number	Delivery Order Number	Contract Mod	Description of Acquisition	Negotiated Contract Price	Actions
0J1	787827195	KA9MPBUE29D3	SIERRA MANAGEMENT AND TECHNOLOGIES, INC.	289HIPO427COBRAJE T	WT4567GGGFFF3	G289	contractor	\$5,000,005.00	 
0J1	787827195	KA9MPBUE29D3	SIERRA MANAGEMENT AND TECHNOLOGIES, INC.	N6817118D0031				\$9,999,999,999,999.45	 
0J1	787827195		SIERRA MANAGEMENT AND	EA701218A1225	5000	5000			 

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.



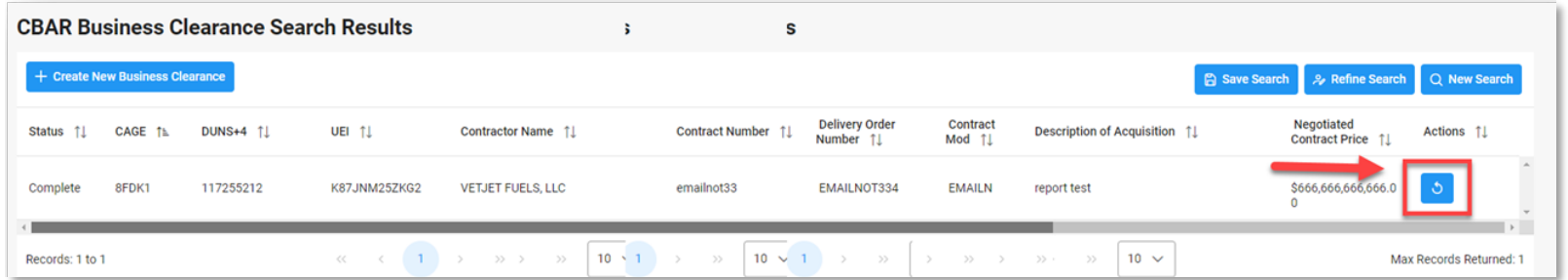
## Recovering a Deleted Business Clearance Record

### Recovering Business Clearance Record


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 form titled "Business Clearance Search". It contains several input fields: "Contractor Name", "CAGE", "DUNS +4", "UEI", "Issuing Office DoDAAC", "Issuing Office Name", and "Contract Admin Office DoDAAC". Below these is a "Description of Acquisition" field. A red arrow points to a checked checkbox labeled "Only Include Deleted Records". At the bottom, there are three buttons: "Search" (highlighted with a red border), "Bookmark", and "Cancel".

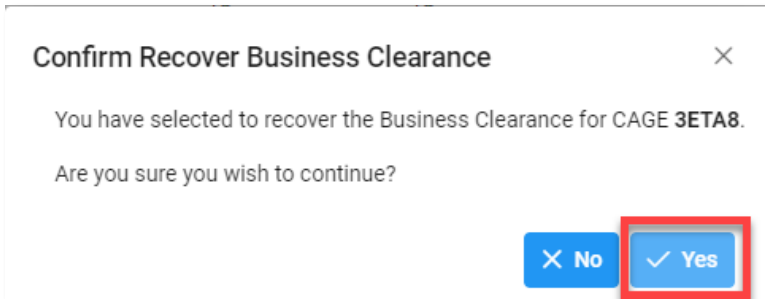
A list of deleted records will come up. Select the **Recover Business Clearance** button shown in the image below.



The screenshot shows a table titled "CBAR Business Clearance Search Results". At the top, there are buttons for "Create New Business Clearance", "Save Search", "Refine Search", and "New Search". The table has columns for Status, CAGE, DUNS+4, UEI, Contractor Name, Contract Number, Delivery Order Number, Contract Mod, Description of Acquisition, Negotiated Contract Price, and Actions. A red arrow points to a blue "Recover" button in the Actions column for the first record.

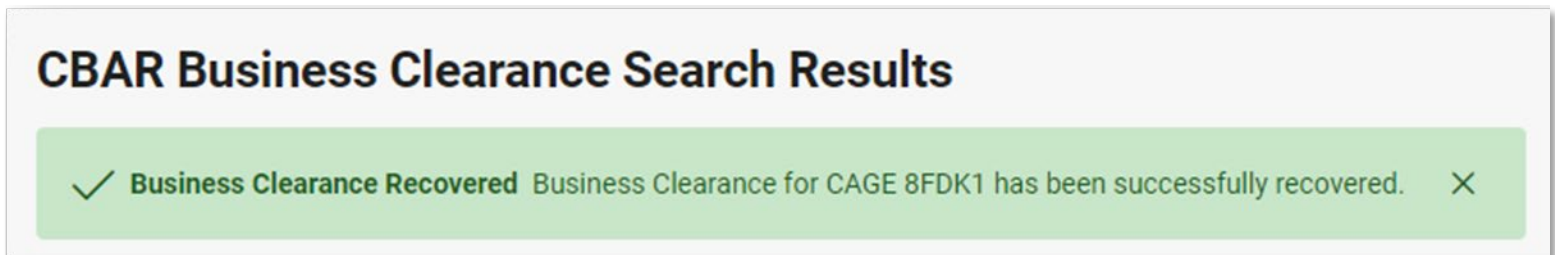
Status	CAGE	DUNS+4	UEI	Contractor Name	Contract Number	Delivery Order Number	Contract Mod	Description of Acquisition	Negotiated Contract Price	Actions
Complete	8FDK1	117255212	K87JNM25ZKG2	VETJET FUELS, LLC	emailnot33	EMAILNOT334	EMAILN	report test	\$666,666,666,666.00	

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



The dialog box is titled "Confirm Recover Business Clearance" and contains the text: "You have selected to recover the Business Clearance for CAGE 3ETA8. Are you sure you wish to continue?". At the bottom, there are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red box.

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



The banner is titled "CBAR Business Clearance Search Results" and contains a green checkmark icon followed by the text: "Business Clearance Recovered Business Clearance for CAGE 8FDK1 has been successfully recovered." There is a close button (X) on the right side.