

<b>EDA</b>	Department of Defense Electronic Document Access <i>UNCLASSIFIED - For Official Use Only</i>	
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## HOW TO POST CONTRACT DOCUMENTS TO EDA

1. Contact the EDA Program Management Office (PMO) at [edamail@dla.mil](mailto:edamail@dla.mil). The PMO will assist in establishing the interface between EDA and the new provider. The first steps are to identify a POC for the new provider and to capture the information required to set up connectivity between EDA and the new provider.
2. Documents to be posted to EDA are initially sent to the Global Exchange (GEX) system. GEX provides some mediation services for the data posted to EDA.
3. EDA PMO will present the new provider with a requirements package identifying the information that GEX requires; the completed package is to be returned to EDA.
4. Once EDA provides GEX with the appropriate information GEX will establish the connection between the new provider and the EDA test facility as well as to the production facility.
5. For providers not using a previously tested contract writing system, testing will include a DFAS review and approval of the data being provided.
6. Once testing is completed and with DFAS approval (if necessary) the EDA PMO will notify GEX to turn on the production feed and notify EDA production of the POCs to receive the production load reports.