

Instructions for Importing a Multiple Item Commercial Item Determination (CID) into the Electronic Data Access (EDA) CID Database

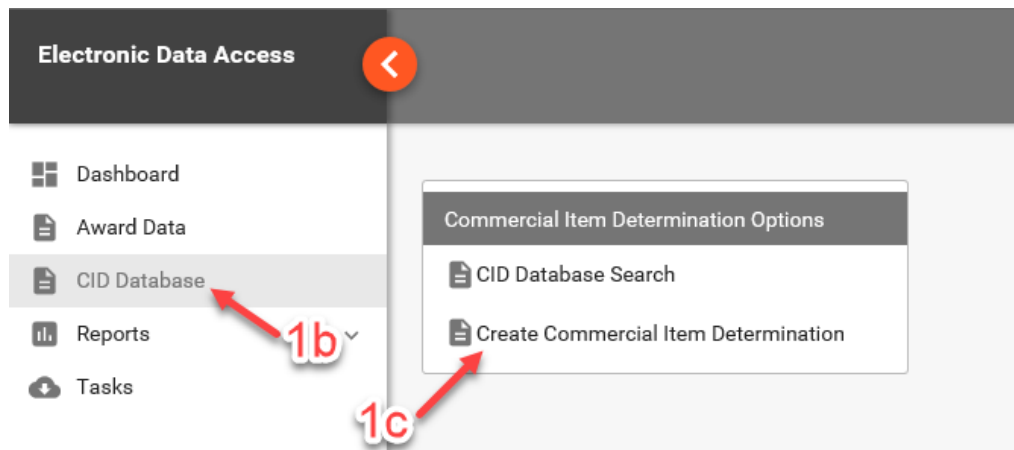
(These instructions assume that the reader already has the role necessary to enter CIDs into the EDA CID Database and has registered and been granted access to EDA and its CID Database module. If this is not the case, then please contact your Procurement Integrated Enterprise Environment (PIEE) Government Administrator (GAM) and/or Supervisor to resolve any outstanding issues.)

Step 1: Access Create Commercial Item Determination Form

Step 1a: Enter EDA

Step 1b: Select CID Database from the left side menu (shown below)

Step 1c: Select Create Commercial Item Determination



Step 2: Complete Commercial Item Determination Form

Commercial Item Determination

Contracting Office DoDAAC	Contracting Officer Name * ⓘ Signature Contracting Officer	Contracting Officer Email * ⓘ signatureko@mail.mil
CID Signature Date* ⓘ 10/01/2010	Requesting Service/Agency * ⓘ Defense Defense Contract Management Agency Defense Finance & Accounting Service	Program ⓘ
Attachment* + Browse		

Step 2a: Verify the accuracy of the prefilled information and make necessary corrections. (Any unknown/unrequired information may be left blank.)

Your DoDAAC, Name, Email Address and Service/Agency fields will be prefilled with your PIEE information. The Contracting Officer Name, Contracting Officer Email, Requesting Service/Agency and Program fields have autocomplete capabilities and should be utilized, as able.

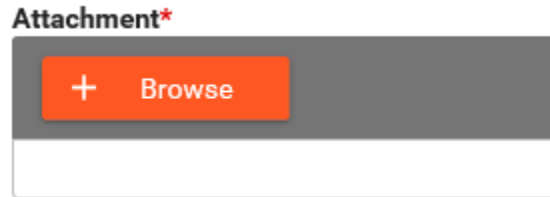
The KO that signed the CID is the Signature KO.

If you are the Signature KO, then verify that the prefilled information is correct. Any incorrect information **MUST** be corrected in the form and should be corrected in the system. (If you need assistance correcting your information, then contact your GAM.) Add the date the CID was signed and proceed to Step 2b.

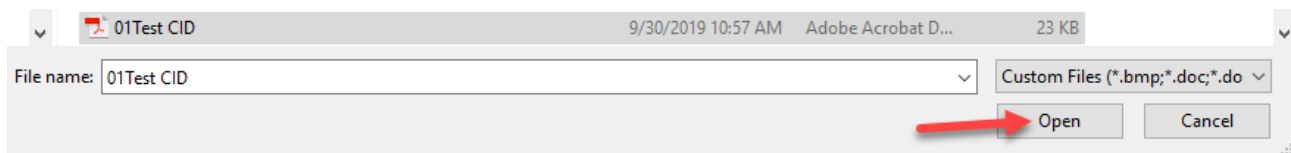
If you are not the Signature KO, then replace your information with that of the Signature KO.

Step 2b: Upload Attachment

Once the required information is accurate and complete, select the + Browse button in the Attachment field.



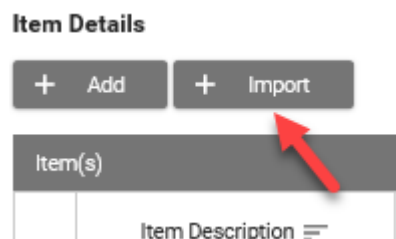
This will open your Windows Explorer window. Locate the CID file on your work computer, laptop or tablet and select Open.



Once the download is complete, the CID file name will be displayed below the + Browse button.



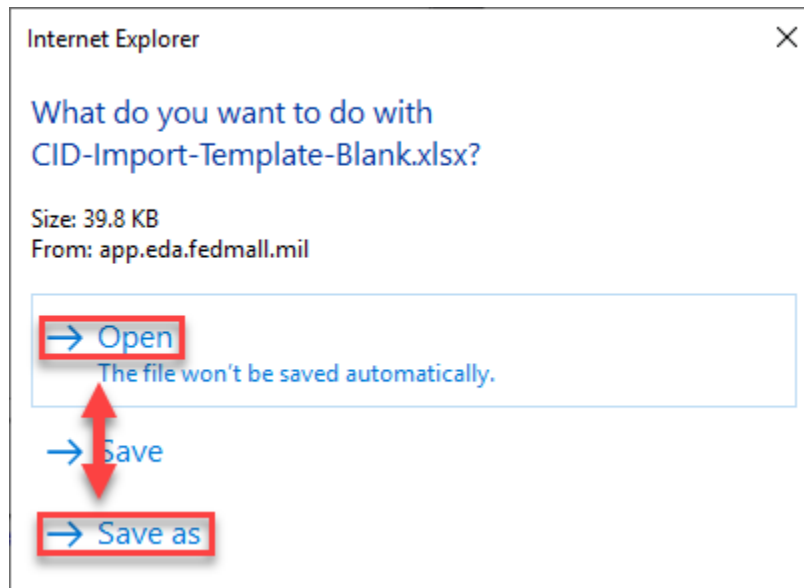
Step 3: In the Item Details section, select the + Import button.



Step 4: For first time users or those that need to use the default CID Import form, then select "CID-Import-Template-Blank.xlsx" which is located in the first paragraph of the Import Items form.



Step 4a: Select either Open or Save As. If you select Open, then save the worksheet to your hard drive or other savable location. The worksheet will need to be imported from the saved location after the worksheet is complete.



Step 5: Complete the Import Worksheet. Even though the rules allow for using a worksheet other than the Import worksheet, Step 5b through the remaining instructions will assume that the Import worksheet was utilized.

Step 5a: Understand the Import Worksheet rules.

	A	B	C	D	E	F
1	Item Id #	Item Description	Commercial Determination	Supply/Service/IP	Group	
2						
3						

Rule 1: Any Excel worksheet can be used to import the necessary information into the CID database, but the layout and headers MUST follow all of the same rules as the Import worksheet.

Rule 2: The import program will pull information starting from cell A1 on the first tab (independent of tab label).

Rule 3: Column A though E's headers must be the same as the Import worksheet's.

Rule 4: Any additional column must be headed by the same Item Code Descriptions used in the CID database. Examples include Commercial and Government Entity (CAGE) Code, Company Part Number, National Stock Number, Manufacturer's Name, Manufacturer's Part Number, Manufacturer's CAGE, etc. (A list of Item Code Descriptions is found on the Import Worksheet's System Use Only tab.)

Rule 5: Services do not require a Group identifier.

Rule 6: If a Group identifier is used (Group header), then at least one of the following additional column headers must be used Company Part Number, End Item Serial

Number, Manufacturer's Part Number, National Stock Number, Product Service Code and/or Serial Number.

Rule 7: When using any of the Item Code Descriptions Manufacturer's Name, Manufacturer's Part Number or Manufacturer's CAGE, at least two of the three descriptions must be used.

Rule 8: If some column headers do not apply to every item, then only fill in the cells that apply to the item. All unnecessary cells **MUST** be left blank.

Rule 9: The import program will not recognize column headers that do not contain information in the subsequent cells. This allows users to have templates that do not require changing unused column headers. Simply use the column headers that apply to the items being imported.

Step 5b: Fill in Import Worksheet column headers. Columns A through E are prefilled and should not be changed. Starting in column F the user can select the Item Code Descriptions from the dropdown list or type it in. If you manually enter the Item Code Description, then it needs to be typed exactly as it appears in the CID database. Examples include Commercial and Government Entity (CAGE) Code, Company Part Number, National Stock Number, Manufacturer's Name, Manufacturer's Part Number, Manufacturer's CAGE, etc.

Step 5c: Fill in Item Code Values below headers. (Example scenarios with complete worksheet will be provided at the end of Step 5.)

Item ID #: Each item should be represented on a single row and be assigned a single ID #. It is recommended that the Item ID # start with the number 1 for the first row, number 2 for the second row, etc. a sequentially numbered row should be provided for each item. e.g. For a CID with 3 items, the Item ID #s for rows 2-4 should be 1, 2, and 3.

Item Description: Enter each item's description.

Commercial Determination: This is a dropdown box. Select Non-commercial or the appropriate FAR 2.101 definition for the item.

Supply/Service/IP: This is a dropdown box. Select whether the item is a supply, service or intellectual property.

Group: If the item entered is a service, then no Group Identifier is required. Otherwise, enter a Group Identifier. The same Group Identifier may be used for multiple items. Recommended Group Identifiers include Prime Contractor Name and or the National Stock Number. **(Note: The ability to search based on Group ID, along with other search enhancements, is not currently available, but will be available in a future release. If the information included in the Group ID column is required to identify a CID (i.e. Contractor Name or NSN), then please include the information in the Item Description.)**

Other: Fill in the data associated with all other applicable Item Code Descriptions.

Scenario: A military service has entered into contract with Flintstone's Food Delivery (Prime) and has determined the associated service and supplies as commercial. The Import worksheet for the multi-item CID could look, as follows:

	A	B	C	D	E	F	G	H	I
1	Item Id #	Item Description	Commercial Determination	Supply/Service/IP	Group	Company Part Number	National Stock Number	Manufacturer's Name	Manufacturer's Part Number
2	1	bronto burger	Commercial product, Definition 3(ii) - Minor modifications, not customary	Supply	Flintstone's Food Delivery		1234567890987	Rockin' Rubble's Cafe	8U4G34
3	2	Food Storage Containers	Commercial product, Definition 3(i) - Modifications of a type customarily available	Supply	Flintstone's Food Delivery	80X35			
4	3	Delivery Service	Commercial service, Definition 6 - Services of a type	Service					
5	4	avalanche avocado fries	Commercial product, Definition 1(ii) - Of a type, has been offered for sale	Supply	Flintstone's Food Delivery			Rockin' Rubble's Cafe	F4135

Step 6: Import the Import Worksheet.

Step 6a: Once the Import worksheet is completed and saved, then select the + Browse button.

Import Items



Select a file to import. Upon selection the file will be processed and import results shown below. The file may be up to 10MB and must comply with the structure of the CID import template ([CID-Import-Template-Blank.xlsx](#)) provided below.

File imports may only be applied to a CID if the application reports no errors when uploading/parsing the file. After applying the import to the CID, these imported Items will **NOT** be saved against the CID until the overall CID is created by pressing the Save button on the Create CID view.

Import*

+ Browse

Step 6b: Locate, select and Open the Import worksheet. (If errors in the Import worksheet are identified, then skip to Step .)

File name: CID-Import-Template-Placebo Custom Files (*.xlsx) Open Cancel

Step 6c: Verify that the import is correct. If correct, then select Apply Import to CID and proceed to Step 7. If errors were found, then proceed to Step 6d. (The Print Results button will provide a pdf of the import results.)

Import*

+ Browse

CID-Import-Template-Placebo.xlsx

Import Results

Import results are listed below. Print these results to address errors offline then re-import

Print Results

Import Results List			
Severity	Column	Row	Message
✓			Successfully imported 4 Items. Select "Apply Import to CID" to view/edit imported data prior to saving. Imported data is NOT saved until you save the CID.

✓ Apply Import to CID × Cancel

Step 6d: Additional information was added to the Scenario in order to demonstrate error notification, resolution and verification. The location and description of the errors are displayed. Open the Import worksheet, make the necessary corrections and re-perform Steps 6a – 6c.

	A	B	C	D	E	F	G	H	I
1	Item Id #	Item Description	Commercial Determination	Supply/Service/IP	Group	Company Part Number	National Stock Number	Manufacturer's Name	Manufacturer's Part Number
6	5	crazy quarry custard pies	Commercial product, Definition 4 - combination of items meeting 1,2,3 or 5	Supply	Flintstone's Food Delivery				
7	6	ice age water	Commercial product, Definition 1(i) - Of a type, has been sold	Supply	Flintstone's Food Delivery	80TTL35	7584930283746	Wilma's Wild Water	

Import*

+ Browse

CID-Import-Template-Error.xlsx

Import Results

Import results are listed below. Print these results to address errors offline then re-import

Print Results

Import Results List			
Severity	Column	Row	Message
!	E	6	Item Identifier not found for the Group. At least one Item Identifier (Item Code Description and Item Code Value pair) is required on a Group.
!		6	Required Item Identifier not found. At least one of the following must be present on the Item: Company Part Number, End Item Serial Number, Manufacturer's Part Number (must be combined with either Manufacturer's CAGE, Manufacturer's DUNS, or Manufacturer's Name), National Stock Number, Product Service Code, Serial Number. This error is associated with the first row where this Item appears but may be corrected on any rows representing the Item.

(Corrected Version)

	A	B	C	D	E	F	G	H	I
1	Item Id #	Item Description	Commercial Determination	Supply/Service/IP	Group	Company Part Number	National Stock Number	Manufacturer's Name	Manufacturer's Part Number
6	5	crazy quarry custard pies	Commercial product, Definition 4 - combination of items meeting 1,2,3 or 5	Supply	Flintstone's Food Delivery			Pebble's Perfect Pies	P34F3CT P135
7	6	ice age water	Commercial product, Definition 1(i) - Of a type, has been sold	Supply	Flintstone's Food Delivery	80TTL35	7584930283746	Wilma's Wild Water	1C3-AG3-WAT34

Import*

+ Browse

CID-Import-Template-Corrected.xlsx

Import Results

Import results are listed below. Print these results to address errors offline then re-import

Print Results

Import Results List

Severity	Column	Row	Message
✓			Successfully imported 6 Items. Select "Apply Import to CID" to view/edit imported data prior to saving. Imported data is NOT saved until you save the CID.

✓ Apply Import to CID

✕ Cancel

Step 7: Review and Save CID. Verify, correct and Save the CID Form. The Group information can be reviewed by selecting the arrow to the left of the Group identifier (identified below). The Pencil Action button allows the user to edit Group information and the X Action button allows the user to delete the Group. Once any corrections are made and the information is verified, select Save. (Warning: Selecting Cancel will erase all of the information entered and not save the CID.)

* Asterisk indicates required entry.

Commercial Item Determination

Contracting Office DoDAAC
S5113A

Contracting Officer Name * ⓘ
Jacob Marble

Contracting Officer Email * ⓘ
jacob.d.marble.civ@mail.mil

CID Signature Date*
2020/01/29

Requesting Service/Agency * ⓘ
DCMA

Program ⓘ













Attachment*

+ Browse

01Test CID.pdf

Item Details

+ Add + Import

Item(s)				
	Item Description	Commercial Determination	Supply/Service/IP	Action
▼	bronto burger	Commercial product, Definition 3(ii) - Minor modifications, not customary	Supply	 
Item Identifiers				
	Group	Item Code Description	Item Code Value	
▼	Flintstone's Food Delivery			
		National Stock Number	1234567890987	
		Manufacturer's Name	Rockin' Rubble's Cafe	
		Manufacturer's Part Number	8U4G34	
>	Food Storage Containers	Commercial product, Definition 3(i) - Modifications of a type customarily available	Supply	 
	Delivery Service	Commercial service, Definition 6 - Services of a type	Service	 
>	avalanche avocado fries	Commercial product, Definition 1(ii) - Of a type, has been offered for sale	Supply	 
>	crazy quarry custard pies	Commercial product, Definition 4 - combination of items meeting 1,2,3 or 5	Supply	 
>	ice age water	Commercial product, Definition 1(i) - Of a type, has been sold	Supply	 
1 < > 10 6 Total Items				

Save Cancel Bookmark