

Electronic Report Deliverable Submission (eRDS)



*User Guide for
Vendors*

V2020.1.0
June 2020

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eRDS – Electronic Report Deliverable Submission

Vendor Guide



NIH National Institutes of Health
Turning Discovery Into Health

eRDS – Improving your Contract deliverables submission process

The electronic Report Deliverable Submission (eRDS) application is a secure system for the electronic submission, capture, tracking and review of Contract deliverables. The eRDS application allows:

- **Vendors** to easily submit Contract deliverables.
- **Procurement Technicians, Contracting Officers Representative, and Contract Specialists/Officer** to track and accept Contract deliverables.

Vendor Roles

eRDS has two Vendor roles:

- **Vendor Admin (VA):** the “lead” Vendor assigned to the Contract by the Contract Specialist (CS). VAs can create and assign Vendor Submitters (VS) to their Contracts, as well as submit deliverables themselves. The CS can create multiple Vendor Admins for a Contract if needed.
- **Vendor Submitter (VS):** User created by a Vendor Admin to submit deliverables for their Contracts. The VA may add multiple Vendor Submitters to their Contract as needed.

Vendor Registration – How to register for an eRDS account

How to register for an eRDS account

*Note: Vendors with existing NIH EXT and eRA Commons accounts can **no longer** login to electronic Report Deliverable System. All vendors (Vendor Admin/ Vendor Submitter) must have an eRDS account to login.*

Follow the steps to register for an eRDS account:

1. Go to the eRDS Registration <https://erds.niaid.nih.gov/>.
2. Click on the “**register here**” link.



Welcome to electronic Report Deliverable Submission (eRDS)

The electronic Report Deliverable Submission (eRDS) is a secure system for the electronic submission, capture, tracking and review of R&D contract deliverables.

WARNING NOTICE: This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

Want to Submit a Deliverable?

Sign in directly to eRDS:

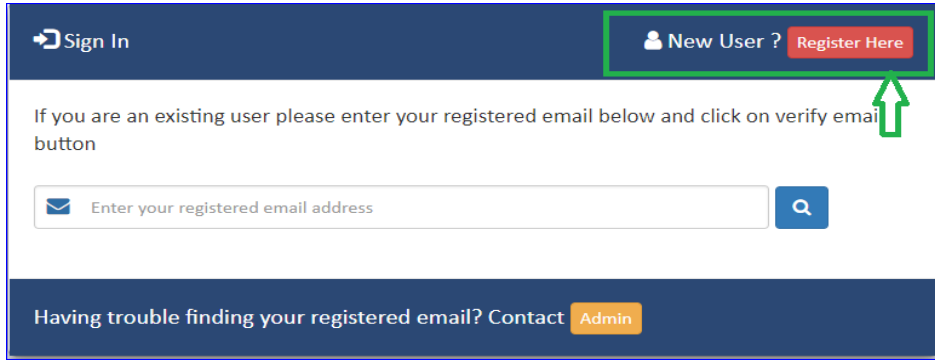


- 1 If you do not already have an eRDS account, [register here](#).
- 2 Once you have successfully registered, please contact your Contract Specialist to add you to the Contract.
- 3 Once the Contract Specialist assigns you to the contract, you will receive an email notification after which you will be able to log into eRDS to access your Contract and submit deliverables
- 4 Please refer to more detailed instructions on the registration process in [FAQs](#)

Top Frequently Asked Questions

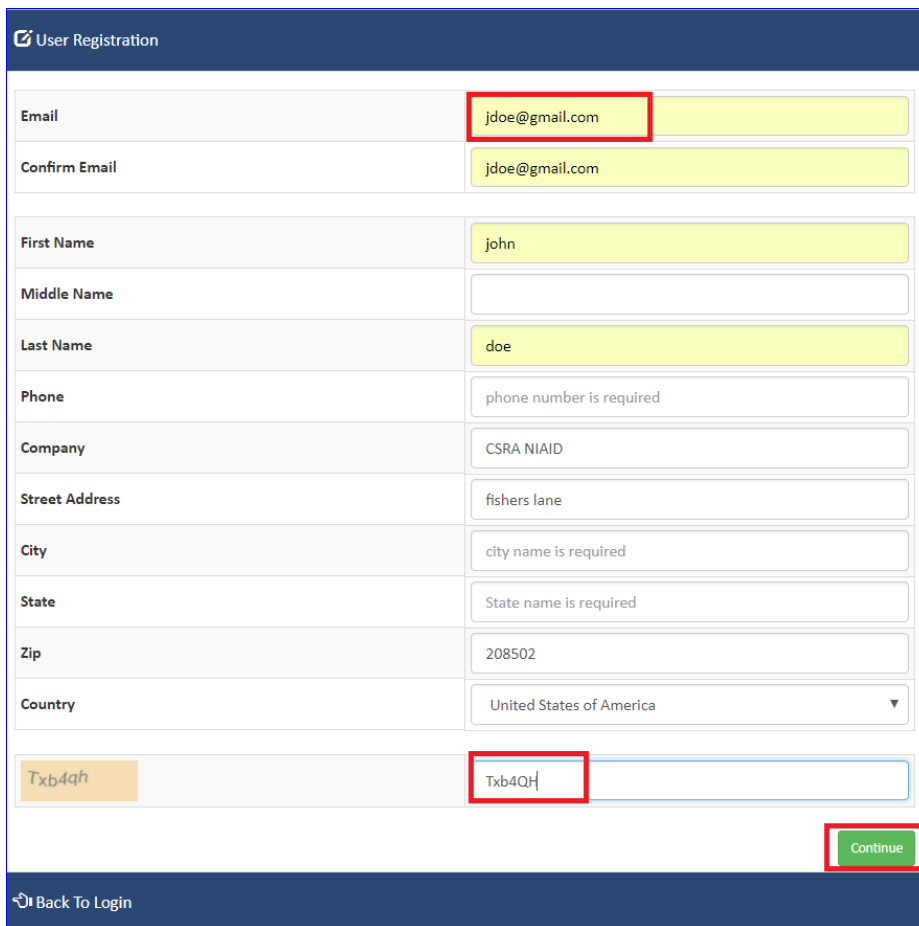
- [How do I login to the eRDS application?](#)
- [What types of documents can I submit?](#)
- [I can't find "My Submission History". Where can I view my previously submitted submissions?](#)
- [Where can I learn more about PDF documents?](#)

3. You will be directed to One Time PIN Authentication screen. Locate “Register Here” link and click on it.



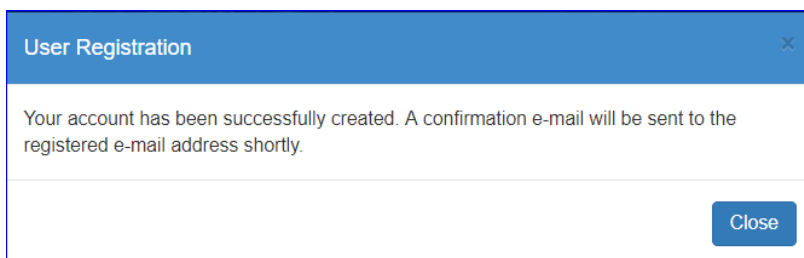
The screenshot shows a dark blue header with a "Sign In" link on the left and a "New User ? Register Here" link on the right. The "Register Here" link is highlighted with a red box and a green arrow pointing to it. Below the header, there is a text prompt: "If you are an existing user please enter your registered email below and click on verify email button". A search bar with a magnifying glass icon is present. At the bottom, there is a dark blue footer with the text "Having trouble finding your registered email? Contact Admin" and an "Admin" button.

4. Complete the application and click the “Continue” button.



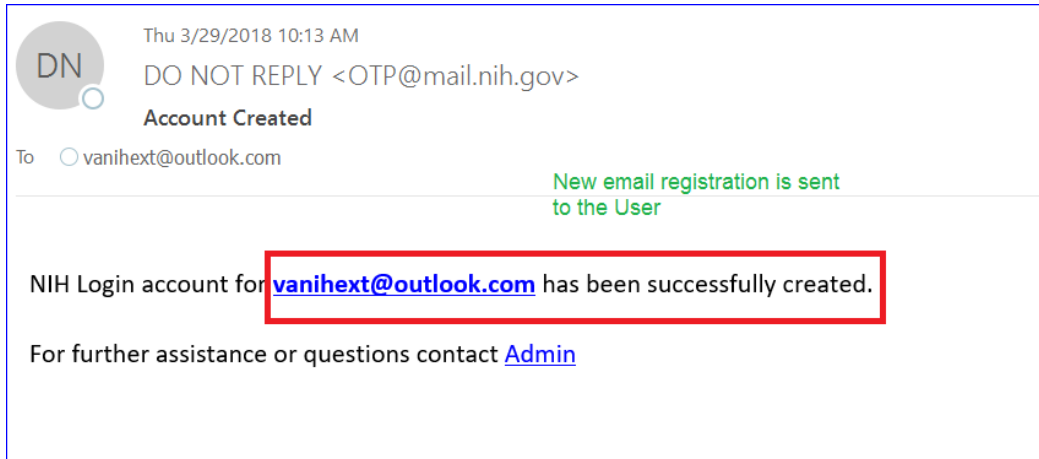
The screenshot shows a "User Registration" form with a dark blue header. The form fields are as follows: Email (jdoe@gmail.com, highlighted with a red box), Confirm Email (jdoe@gmail.com), First Name (john), Middle Name (empty), Last Name (doe), Phone (phone number is required), Company (CSRA NIAID), Street Address (fishers lane), City (city name is required), State (State name is required), Zip (208502), and Country (United States of America). At the bottom, there is a CAPTCHA field with the text "Txb4qh" and a "Continue" button highlighted with a red box. A "Back To Login" link is visible in the dark blue footer.

5. “User Registration” notification popup window will be presented.



The screenshot shows a notification popup window titled "User Registration" with a close button (X) in the top right corner. The message inside the popup reads: "Your account has been successfully created. A confirmation e-mail will be sent to the registered e-mail address shortly." At the bottom right of the popup, there is a "Close" button.

6. Check your email - confirmation email saying that the account has been successfully created will be there for your records.



7. Once you receive the email, you need to notify your Contract Specialist that you have completed the account registration for eRDS account. Please send the following information to your CS:

- ✓ First Name
- ✓ Last Name
- ✓ Organization
- ✓ Contract Number that you need access to
- ✓ Email used for registration of eRDS account

8. Once the Contract Specialist assigns you to a Contract as a Vendor Admin, you will be able to log into eRDS, submit deliverables and add Vendor Submitters (if applicable). Refer to next section “[Vendor Registration – How to login if I have a registered eRDS account](#)” in this document for further details.

Note: If you will try to login into eRDS before the Contract Specialist assigns you to a Contract, you will see the following message:



Vendor Registration – How to login if I have a registered eRDS account

How to login if you have a registered eRDS account

*Note: Vendors with existing NIH EXT and eRA Commons accounts can **no longer** login to electronic Report Deliverable System*

If you already applied for an eRDS account and the Contract Specialist has assigned your account to a Contract, follow the steps to login into the eRDS application. If you have not registered for an eRDS account, please refer to the instructions in the “How to register for an eRDS account and login” section above.

1. Go to eRDS <https://erds.niaid.nih.gov/>.
2. Click on the “eRDS Login” button.



Welcome to electronic Report Deliverable Submission (eRDS)

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Want to Submit a Deliverable?

Sign in directly to eRDS:

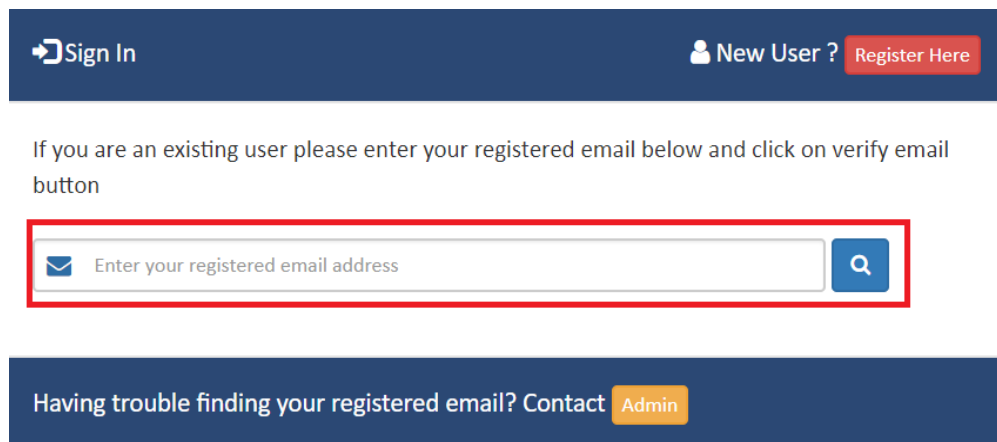


- 1 If you do not already have an eRDS account, [register here](#).
- 2 Once you have successfully registered, please contact your Contract Specialist to add you to the Contract.
- 3 Once the Contract Specialist assigns you to the contract, you will receive an email notification after which you will be able to log into eRDS to access your Contract and submit deliverables
- 4 Please refer to more detailed instructions on the registration process in [FAQs](#)

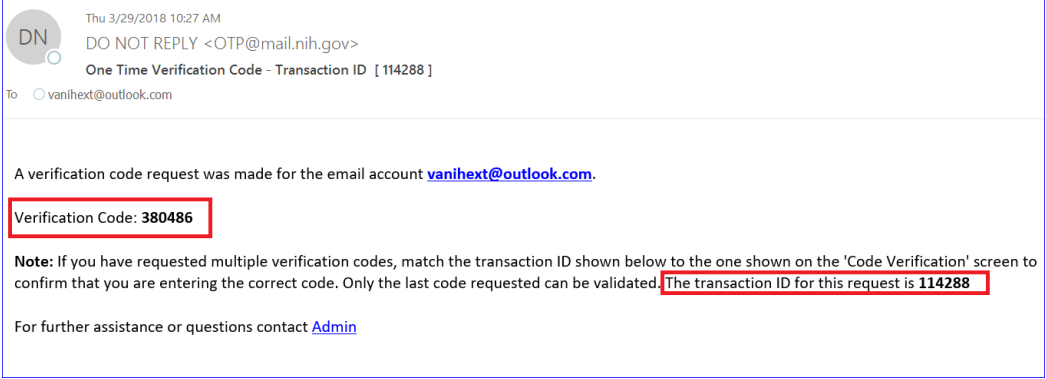
Top Frequently Asked Questions

- [How do I login to the eRDS application?](#)
- [What types of documents can I submit?](#)
- [I can't find "My Submission History". Where can I view my previously submitted submissions?](#)
- [Where can I learn more about PDF documents?](#)

3. Enter your eRDS registered email and click on the eyeglass button.

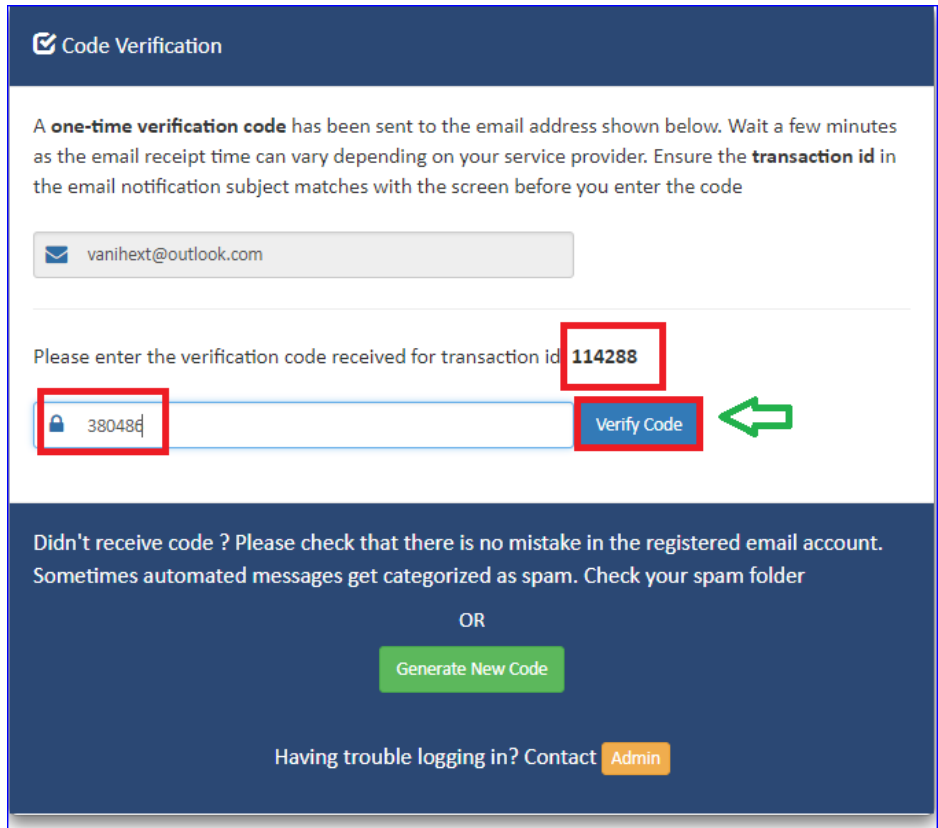


4. An Email with **one-time verification code** will be mailed to the entered email address.



5. Enter the verification code provided in the email on the “Code Verification” screen.

Note: The one-time verification code sent to you is valid for the next 8 hours. If you log in within the next 8 hours, you can use the same code to login. If you try to login after 8 hours, the application will automatically send you a new code. Alternatively, if you have issues with login using the existing code, you can click on generate new code button at the bottom of the screen which will automatically send out a new code.



6. Click on the “Verify Code” button.

Code Verification

A **one-time verification code** has been sent to the email address shown below. Wait a few minutes as the email receipt time can vary depending on your service provider. Ensure the **transaction id** in the email notification subject matches with the screen before you enter the code

vanihext@outlook.com

Please enter the verification code received for transaction id **114288**

380488 **Verify Code**

Didn't receive code ? Please check that there is no mistake in the registered email account. Sometimes automated messages get categorized as spam. Check your spam folder

OR

Generate New Code

Having trouble logging in? Contact **Admin**

- The popup window will be displayed providing the two options to the User: “Continue to Application” and “View/Edit Profile”.

Your email address has been verified. Please select from one of the options below

Continue To Application **View/Edit Profile**

- Select “Continue to Application”. The User will be redirected and presented with the “My Contracts” page.

NIH National Institute of Allergy and Infectious Diseases **electronic Report Deliverable Submission** Welcome Vanihext, Va Logout

My Contracts My Submission History FAQ How To Submit About Contact Us

My Contracts

Show 10 entries Search:

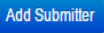

Contract Number	Title	Submitter Assignment	Action
HHSN27220080006C	Vaccine and Treatment Evaluation Units (VTEUs): Evaluation of Control Measures for Diseases Other Than AIDS	VA only Add Submitter	VA & VS Submit New Deliverable

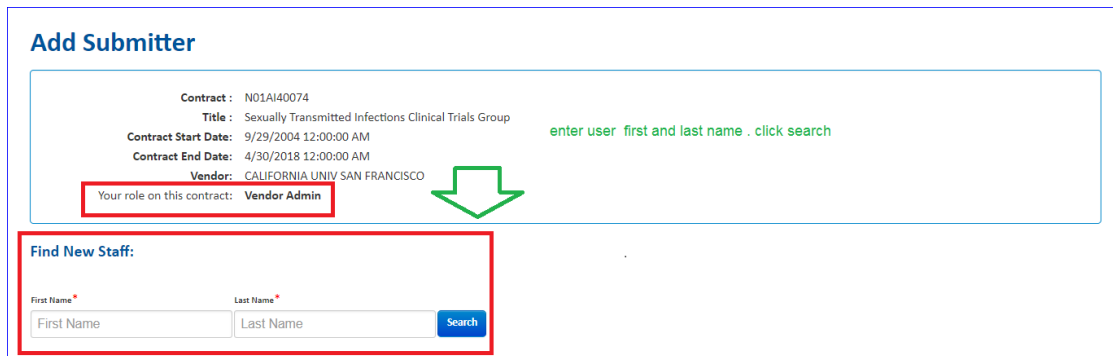
Showing 1 to 1 of 1 entries First Previous 1 Next Last

Add Vendor Submitters

Vendor Admin can add Vendor Submitter to a Contract he/she is assigned to.

Note: Vendor Admin can add a Vendor Submitter to the Contract to submit deliverables on behalf of the Vendor. Vendor Submitter *must* register for an eRDS account before Vendor Admin can add Vendor Submitter to the Contract.

1. Select the  (Add Submitter) button in the “Submitter Assignment” column.
2. Enter First and Last Names in the “Find New Staff” fields and click  (Search).



Add Submitter

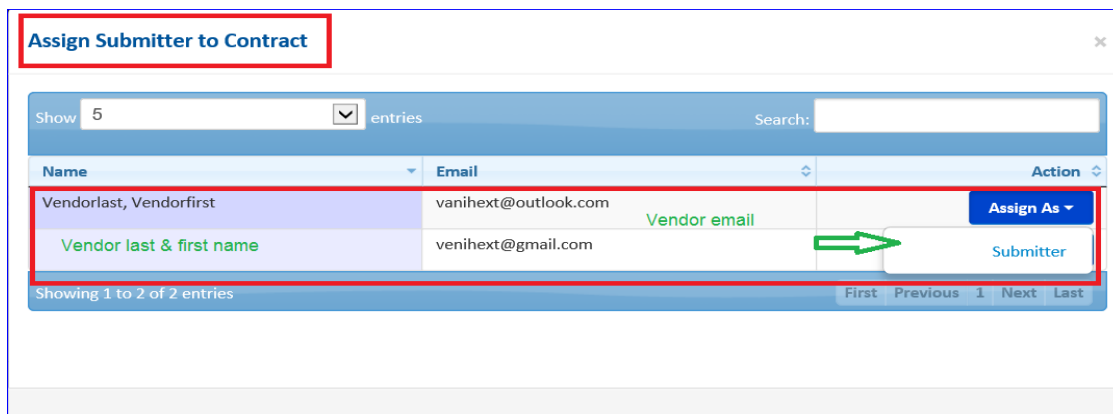
Contract : N01A140074
Title : Sexually Transmitted Infections Clinical Trials Group
Contract Start Date: 9/29/2004 12:00:00 AM
Contract End Date: 4/30/2018 12:00:00 AM
Vendor: CALIFORNIA UNIV SAN FRANCISCO
Your role on this contract: Vendor Admin

enter user first and last name . click search

Find New Staff:

First Name * Last Name *
First Name Last Name Search

3. If the User already has registered eRDS account, the record will be presented. If the User does not have a registered eRDS account, then no results will be displayed.



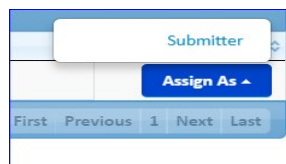
Assign Submitter to Contract

Show 5 entries Search:

Name	Email	Action
Vendorlast, Vendorfirst	vanihex@outlook.com	Assign As
Vendor last & first name	vanihex@gmail.com	Submitter

Showing 1 to 2 of 2 entries First Previous 1 Next Last

4. User with Vendor Admin (VA) role can assign Submitter to Contract as a “Submitter” by clicking on the “Assign As” option and selecting the “Submitter” option.



Submitter
Assign As

First Previous 1 Next Last

5. Once the VA assigns the New Submitter to a Contract, the following message is displayed: “User assigned on the Contract successfully!”.

Assign Submitter to Contract ✕

User assigned on the contract successfully!

Show entries Search:

Name	Email	Action
Vendorlast, Vendorfirst	vanihext@outlook.com	Assign As

6. If the submitter has already been assigned to this Contract, the system will display the following message: “User already assigned on this Contract!”.

Assign Submitter to Contract ✕

User already assigned on this contract!

Show entries Search:

Name	Email	Action
Vendorlast, Vendorfirst	vanihext@outlook.com	Assign As

7. The Vendor Admins (VAs) can remove Vendor Staff(s) including themselves, if they haven't submitted any deliverables yet (“Number of Submissions by this User” column should display “0” in this case).
8. Select the [Back](#) (Back) button to return to “My Contracts”

Existing staff assigned to contract

Show entries Search:

Name (First Name, Last Name)	Email	Phone	Role	Number of Submissions by this user	Action
		000-00-0000	Vendor Admin	0	Remove
doe, john	vanihext@outlook.com	4444444444	Vendor Submitter	0	Remove
Lukonin, Dmitry-OTP	dmitry.lukonin@nih.gov	000-00-0000	Vendor Admin	3	Remove
doe, john	john DOE@gmail.com	555-555-5555	Vendor Submitter	0	Remove
		3017756039	Vendor Admin	0	Remove

Showing 1 to 5 of 7 entries First Previous **2** Next Last

[Back](#)

Multiple VA are permitted CS can add a VA

New VS added

Not removable VS

VA can remove a VA of VS if they've not yet submitted deliverables

Submit New Deliverable

To Submit a New Contract Deliverable:

1. On the “My Contracts” page, click on the **Submit New Deliverable** (Submit New Deliverable) button applicable to the Contract you want to submit the deliverable for.

My Contracts My Submission History FAQ How To Submit About Contact Us

Submit Deliverable

Contract : HHSN272200800006C
Title : Vaccine and Treatment Evaluation Units (VTEUs): Evaluation of Control Measures for Diseases Other Than AIDS
Contract Start Date : 11/1/2007 12:00:00 AM
Contract End Date : 9/30/2017 12:00:00 AM
Vendor : Children's Hospital Medical Center
Your role on this contract: **Vendor Admin**

Instructions: Please complete the form below and upload related documents. All form fields marked with * are required.

2. Enter the Deliverable *Name*, *Type*, *Time Frame* (for recurring reports in the calendar year), any *Supplementary Notes* and attach files as needed.

Instructions: Please complete the form below and upload related documents. All form fields marked with * are required.

Deliverable Name * : 2015 1st Quarterly Progress Report ← Required

Deliverable Type * : Quarterly Progress Report ← Required

Time Frame * : N/A ← determined per Deliverable Type

Supplementary Notes: Please enter note here.

Deliverable Documents * :
(To upload multiple files at the same time, please use IE10 or above, Chrome or Firefox) Select file(s) ← Attachments Required

Submit Deliverable **Cancel**

Note: Acceptable file formats are word, excel, PDF.

3. Select **Submit Deliverable** (Submit Deliverable) to complete the submission.
4. A delivery confirmation screen will be displayed with the Summary information of the submitted deliverable.

Deliverable Submitted Successfully!

Congratulations, your upload was successful on **6/16/2015 10:27:53 AM EST**. Your submission details are provided below and can be seen under [My Submission History](#). Reviewers have been notified and soon will begin reviewing the files. Please give atleast 4 weeks for the review process to complete. Feel free to revise your submission and **ReSubmit** if needed. If you don't wish to resubmit, you may find your submission to view or revise at any time under [My Submission History](#).

Submission Name: 2015 1st Quarterly Progress Report
Deliverable Type: Quarterly Progress Report
Time Frame: 1st Quarter
Supplementary Notes:
Deliverable Documents:

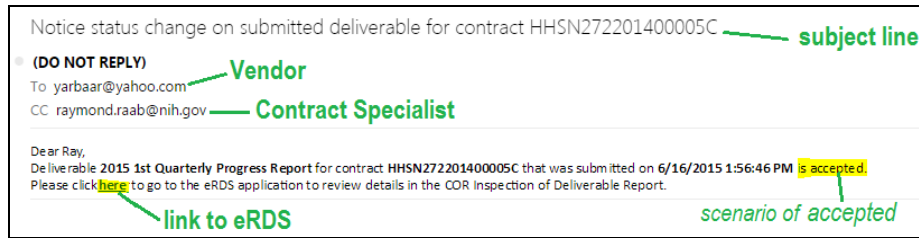
- [Leading_SAFe.pdf](#)
- [eRDS v2 Requirements_rev3.docx](#)
- [RQ 7236.docm](#)

5. User can see the Submission History on the “[My Submission History](#)” page.

COR Inspection of Deliverable

COR Inspection of Deliverable (IOD) report

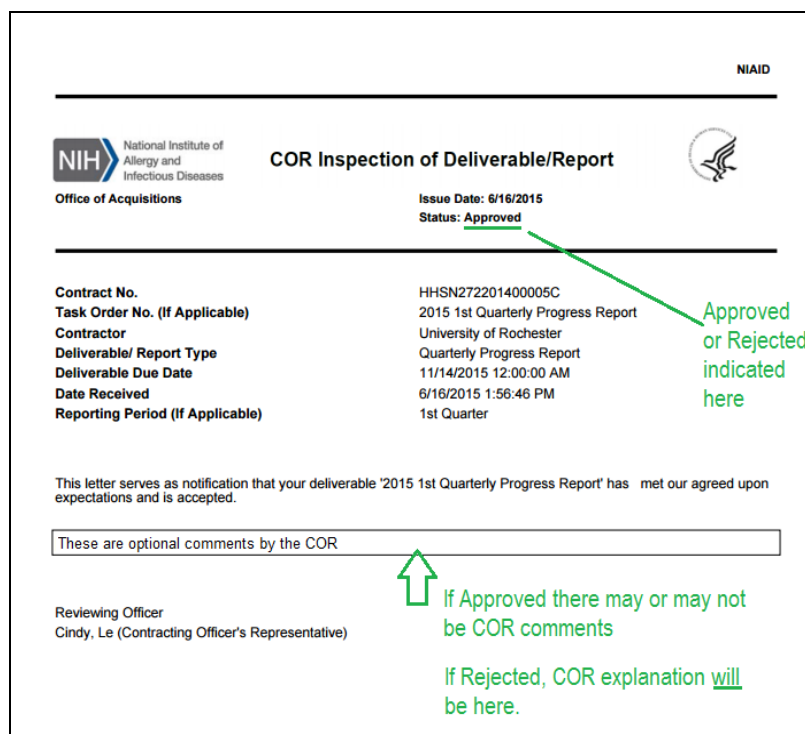
1. Upon acceptance/rejection of a deliverable document, the User will receive a "Notice of Status Change" email with an embedded link to eRDS. After login, User will be redirected to the "My Submission History" page.



2. On this page, User will see Contract's title, number, submission details, links to documents, and the [COR Inspection of Deliverable Report PDF](#) at the bottom of the details.



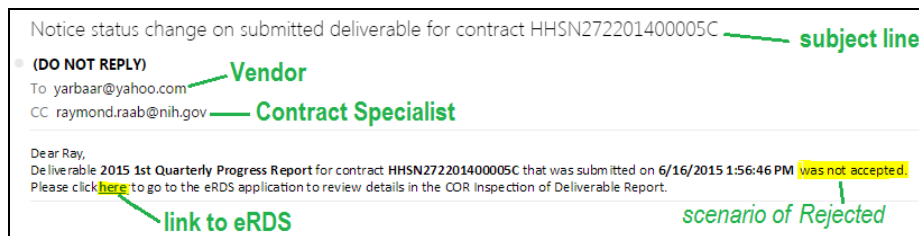
3. To review the report, select the [PDF](#) link to download the document.



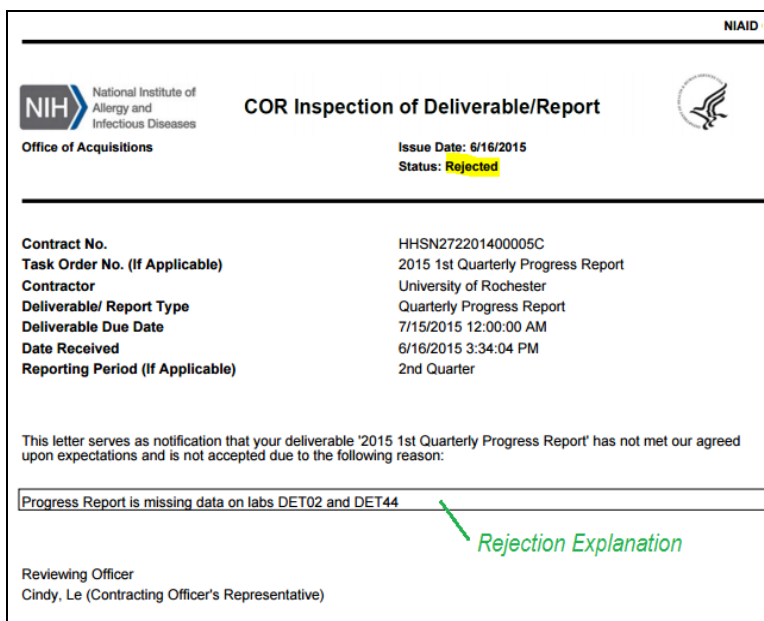
Re-Submission & Alternate Submissions

Re-Submit a Deliverable

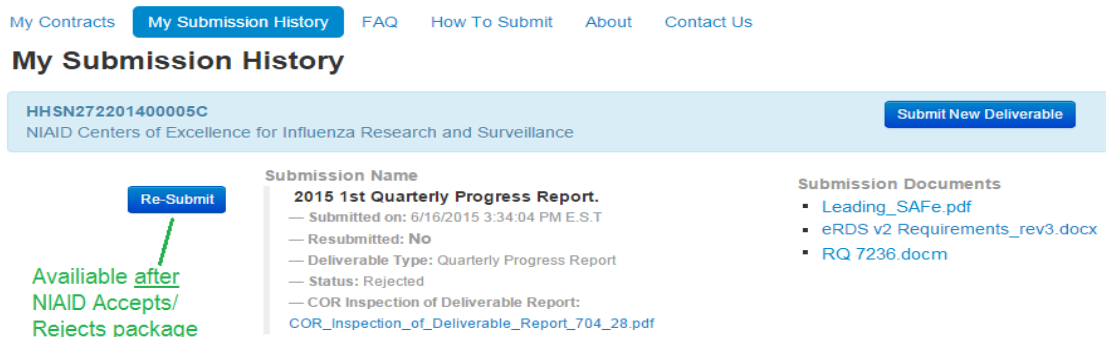
1. If User receives “Notice of Status Change” email, indicating that the submission was *not accepted* (rejected), the User will be able enter the “My Submission History” to understand the reason.



2. On the “My Submission History” page, the COR Inspection of Deliverable Report PDF will provide an explanation for the rejection.



3. User may choose to revise a deliverable document and selects the **Re-Submit** (Re-Submit) button to resubmit the deliverable.



4. Upon resubmission, the User will receive same confirmation messages and email notices as he/she did when initial submission has been completed.

Submit Deliverable

Contract : HHSN272201400005C
Title : NIAID Centers of Excellence for Influenza Research and Surveillance
Contract Start Date : 4/1/2014 12:00:00 AM
Contract End Date : 3/31/2021 12:00:00 AM
Vendor : University of Rochester
Your role on this contract: **Vendor Admin**

Instructions: Please complete the form below and upload related documents. All form fields marked with * are required.
[This is resubmission of Submission "2015 1st Quarterly Progress Report" dated 6/16/2015 3:34:04 PM.](#)

 Resubmission Line

5. On the “My Submission History” page, the User will be able to view all submissions he/she has completed (original and revised).




HHSN272201400005C
NIAID Centers of Excellence for Influenza Research and Surveillance [Submit New Deliverable](#)

Submission Name	Submission Documents
 2015 1st Quarterly Progress Report - REVISED. — Submitted on: 6/16/2015 4:31:14 PM E.S.T — Resubmitted: Yes — Original Deliverable: 2015 1st Quarterly Progress Report — Deliverable Type: Quarterly Progress Report — Status: Submitted	<ul style="list-style-type: none">Leading_SAFe.pdfeRDS v2 Requirements_rev3.docxRQ 7236.docm
 2015 1st Quarterly Progress Report. — Submitted on: 6/16/2015 3:34:04 PM E.S.T — Resubmitted: No — Deliverable Type: Quarterly Progress Report — Status: Rejected — COR Inspection of Deliverable Report: COR_Inspection_of_Deliverable_Report_704_28.pdf	<ul style="list-style-type: none">Leading_SAFe.pdfeRDS v2 Requirements_rev3.docxRQ 7236.docm

Submit an Alternate Deliverable

1. If the User’s Contract requires two different types of deliverables, eRDS allows a Vendor to submit a second or an “alternate” deliverable. On the “My Submission History” page, there is a [Submit New Deliverable](#) (Submit New Deliverable) button for each Contract. It is available even if the last submission for a given deliverable is still under review and is neither accepted nor rejected yet.
2. Selecting the [Submit New Deliverable](#) (Submit New Deliverable) button takes you to the Submit Deliverable page. After submission, the “My Submission History” page will be updated.

HHSN272201400005C
NIAID Centers of Excellence for Influenza Research and Surveillance [Submit New Deliverable](#)

Submission Name	Submission Documents
 FIPS 199 Assessment. — Submitted on: 6/16/2015 5:08:58 PM E.S.T — Resubmitted: No — Deliverable Type: FIPS 199 Assessment — Status: Submitted	<ul style="list-style-type: none">FIPS 199 Assessment.xlsx
 2015 1st Quarterly Progress Report - REVISED. — Submitted on: 6/16/2015 4:31:14 PM E.S.T — Resubmitted: Yes — Original Deliverable: 2015 1st Quarterly Progress Report — Deliverable Type: Quarterly Progress Report — Status: Submitted	<ul style="list-style-type: none">Leading_SAFe.pdfeRDS v2 Requirements_rev3.docxRQ 7236.docm
 2015 1st Quarterly Progress Report. — Submitted on: 6/16/2015 3:34:04 PM E.S.T — Resubmitted: No — Deliverable Type: Quarterly Progress Report — Status: Rejected — COR Inspection of Deliverable Report: COR_Inspection_of_Deliverable_Report_704_28.pdf	<ul style="list-style-type: none">Leading_SAFe.pdfeRDS v2 Requirements_rev3.docxRQ 7236.docm

