Electronic Report Deliverable Submission (eRDS)

National Institutes of Health
Turning Discovery Into Health

User Guide for Vendors

V2020.1.0
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eRDS – Electronic Report Deliverable Submission
Vendor Guide

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.

3. You will be directed to One Time PIN Authentication screen. Locate " Register Here" link and click on it.
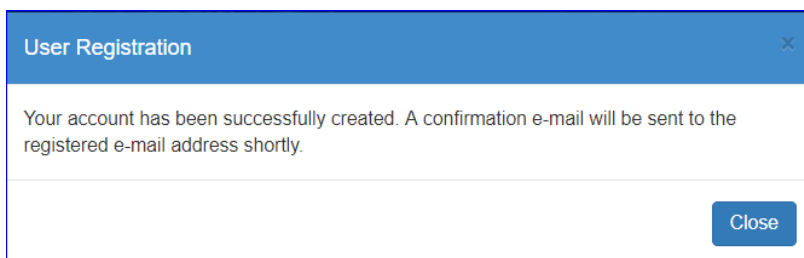
4. Complete the application and click the "**Continue** " button.

5. "User Registration" notification popup window will be presented.

6. Check your email - confirmation email saying that the account has been successfully created will be there for your records.
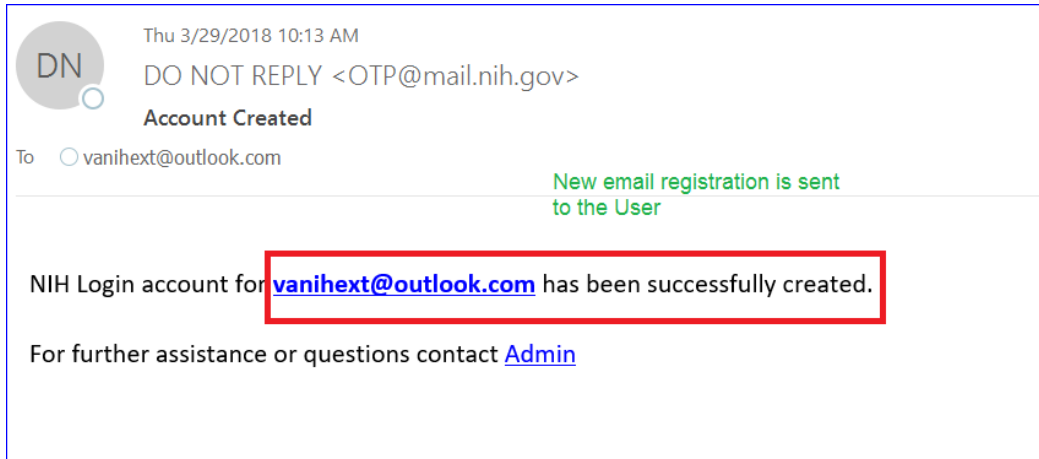
7. Once you receive the email, you need to notify your Contract Specialist that you have competed the account registration for eRDS account. <u>Please send the following information to your CS:</u>

    - ✓ 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 <u>before</u> 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.

3. Enter your eRDS registered email and click on the eyeglass button.
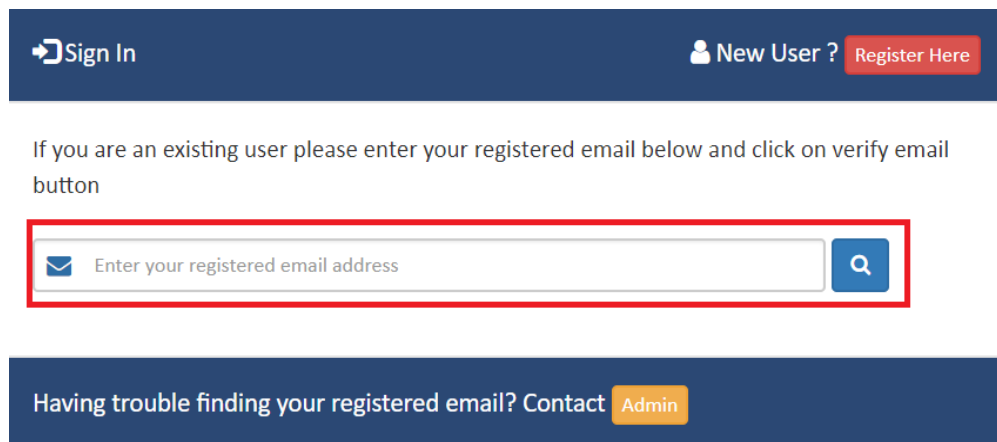
4. An Email with **one-time verification code** will be mailed to the entered email address.

DN   Thu 3/29/2018 10:27 AM
     DO NOT REPLY <OTP@mail.nih.gov>
     One Time Verification Code - Transaction ID [114288]
To   vanihext@outlook.com

A verification code request was made for the email account **vanihext@outlook.com**.

Verification Code: **380486**

Note: If you have requested multiple verification codes, match the transaction ID shown below to the one shown on the 'Code Verification' screen to confirm that you are entering the correct code. Only the last code requested can be validated. The transaction ID for this request is **114288**

For further assistance or questions contact **Admin**

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.

☑ 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**

🔒   380486   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

6.   Click on the "Verify Code" button.

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

8. Select "Continue to Application". The User will be redirected and presented with the "My Contracts" page.

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** (Add Submitter) button in the "Submitter Assignment" column.

2. Enter First and Last Names in the "Find New Staff" fields and click **Search** (Search).

Add Submitter

Contract :	N01AI40074
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: [_____]

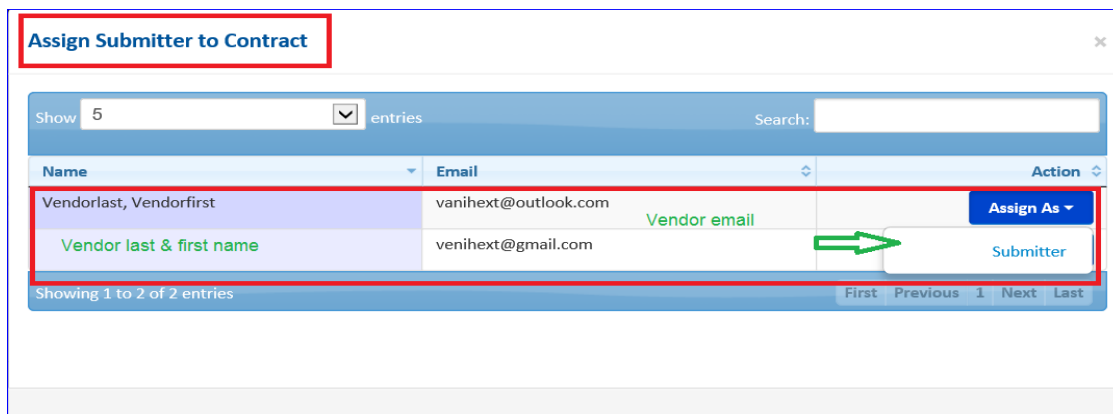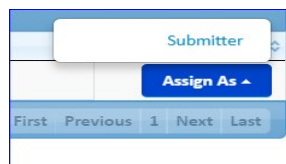| Name ▾	Email ⬍	Action ⬍
Vendorlast, Vendorfirst	vanihext@outlook.com Vendor email	**Assign As ▾**
Vendor last & first name	venihext@gmail.com	Submitter

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!".

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

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"

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.

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

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.

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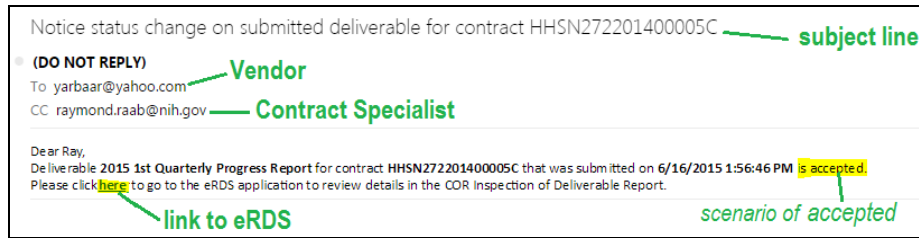
2. On this page, User will see Contract's title, number, submission details, links to documents, and the COR Inspection of Deliverable Report PDF at the bottom of the details.

3. To review the report, select the PDF link to download the document.
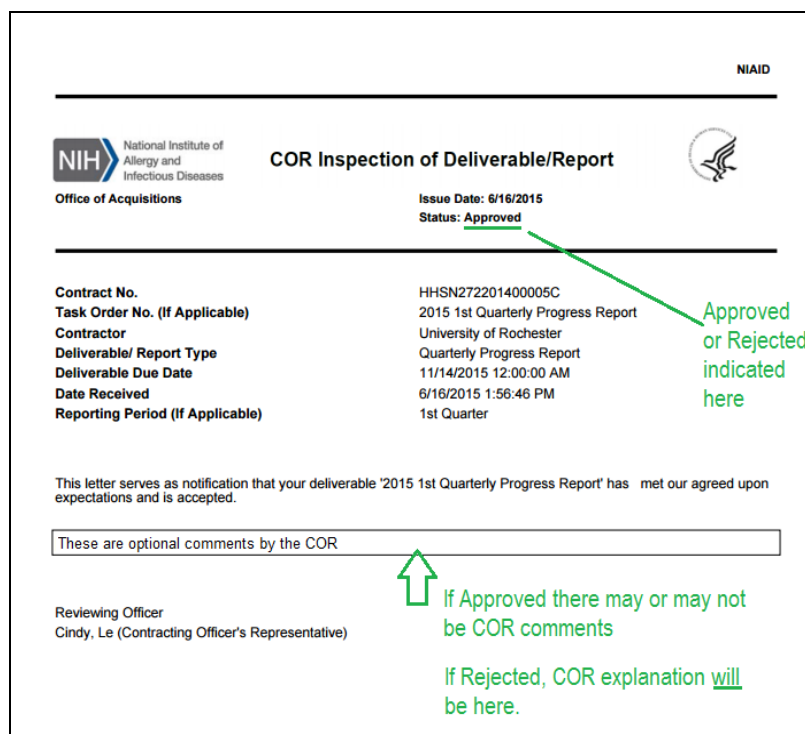
Re-Submission & Alternate Submissions

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.
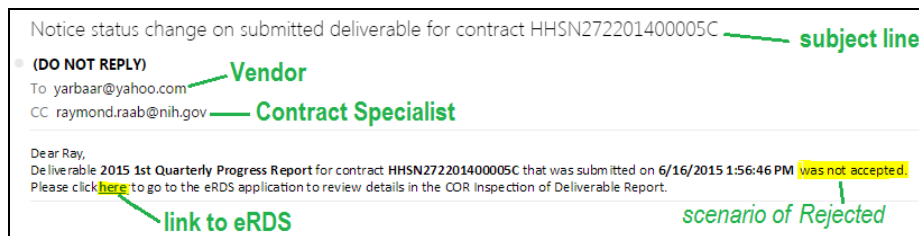
2. On the "My Submission History" page, the COR Inspection of Deliverable Report PDF will provide an explanation for the rejection.
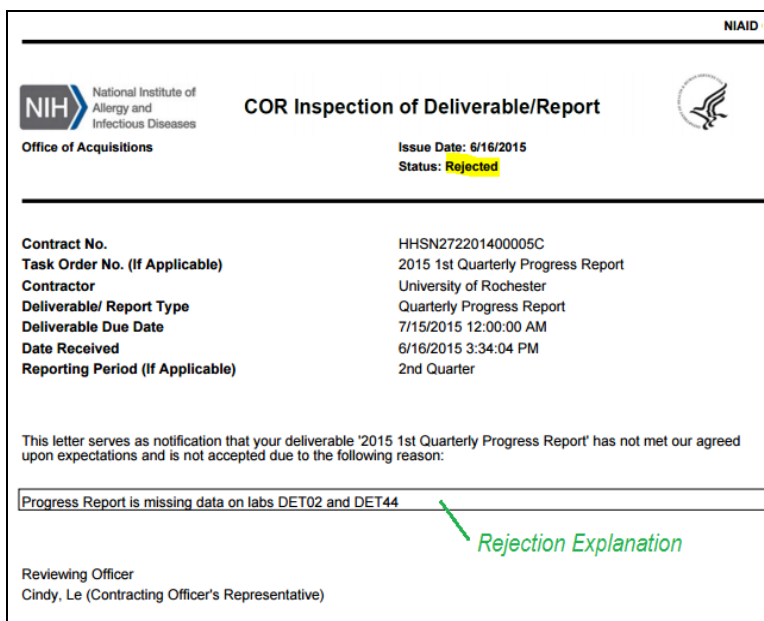
3. User may choose to revise a deliverable document and selects the [Re-Submit] (Re-Submit) button to resubmit the deliverable.
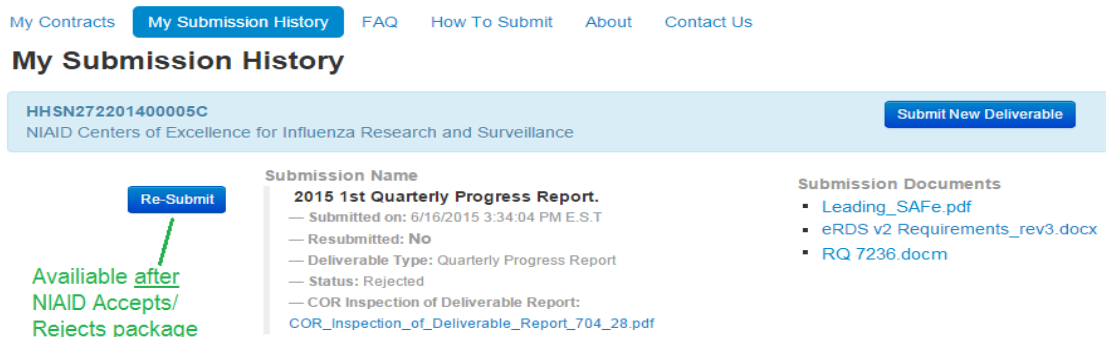
4. Upon resubmission, the User will receive same confirmation messages and email notices as he/she did when initial submission has been completed.

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
🔁 **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: Submitteed

Submission Documents
- Leading_SAFe.pdf
- eRDS v2 Requirements_rev3.docx
- RQ 7236.docm

revised ⮕

Submission Name
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

Submission Documents
- Leading_SAFe.pdf
- eRDS v2 Requirements_rev3.docx
- RQ 7236.docm

original ⮕

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
FIPS 199 Assessment.
— Submitted on: 6/16/2015 5:08:58 PM E.S.T
— Resubmitted: No
— Deliverable Type: FIPS 199 Assessment
— Status: Submitteed

Submission Documents
- FIPS 199 Assessment.xlsx

additional or alternate ⮕

Submission Name
🔁 **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: Submitteed

Submission Documents
- Leading_SAFe.pdf
- eRDS v2 Requirements_rev3.docx
- RQ 7236.docm

revised ⮕

Submission Name
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

Submission Documents
- Leading_SAFe.pdf
- eRDS v2 Requirements_rev3.docx
- RQ 7236.docm

original ⮕