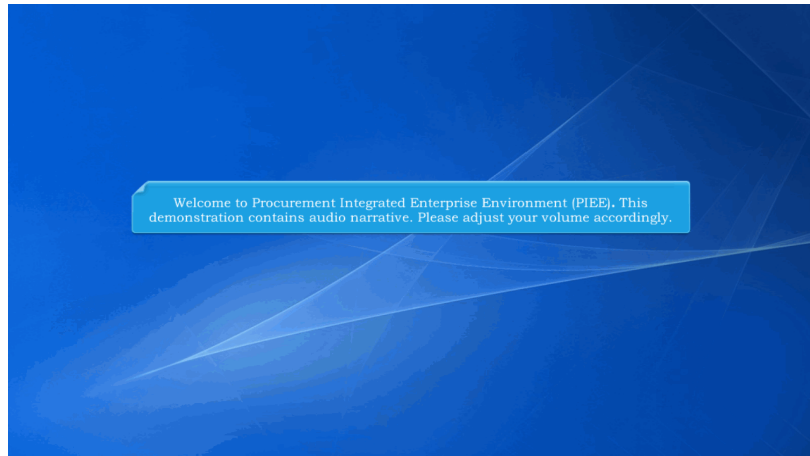
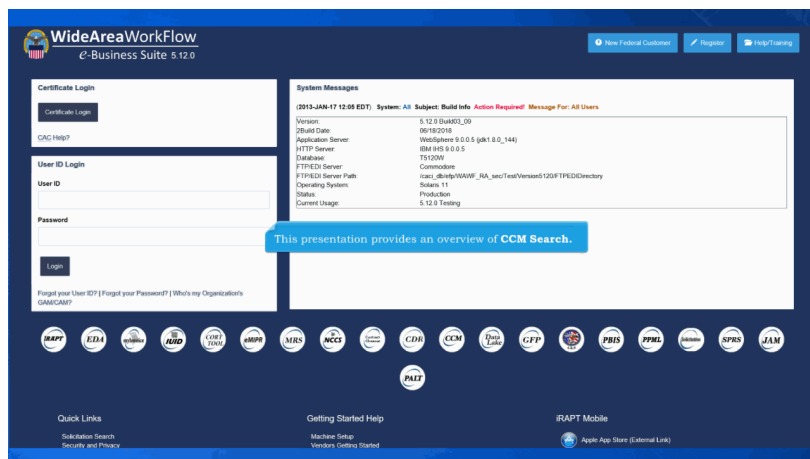


## Intro



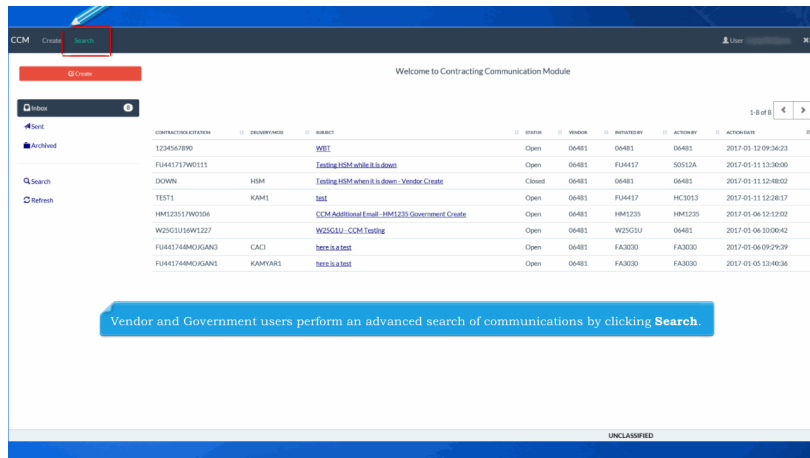
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

## Step 1



This presentation provides an overview of CCM Search.

## Step 2



Vendor and Government users perform an advanced search of communications by clicking Search.

## Step 3

The screenshot shows the 'Search Criteria' form in the CCM Search interface. The 'Search Folder' field is highlighted with a red box and a red arrow. Below the form, a blue callout box states: 'Any combination of Search Criteria may be entered. The only required field is the Search Folder.'

Search Criteria

Search Folder:  Inbox ☒ Status:

Contract or Solicitation Number:

Delivery Order or Solicitation Mod Number:

Subject:

Submitted By:

RECIPIENTS

Contracting Office Location Code:  Contracting Officer's Representative Location Code:

Accept By Location Code:  Accept By Extension:

Admin By Location Code:  Vendor Location Code (s):

Any combination of Search Criteria may be entered.

The only required field is the Search Folder.

## Step 4

The screenshot shows the 'Search Criteria' form in the CCM system. The form includes fields for 'Search Folder' (set to 'Inbox'), 'Status' (with a dropdown menu showing 'Open' and 'Closed'), 'Contract or Solicitation Number', 'Delivery Order or Solicitation Mod Number', and 'Submitted By'. A blue callout box highlights the 'Status' dropdown with the text 'Possible Status values: Open and Closed...'. Another blue callout box highlights the 'Search Folder' field with the text 'Possible Search Folder values: Inbox, Sent, and Archived...'. Below the search criteria, there is a 'RECIPIENTS' section with fields for 'Contracting Office Location Code', 'Contracting Officer's Representative Location Code', 'Accept By Location Code', 'Accept By Extension', 'Admin By Location Code', and 'Vendor Location Code (s)'. The bottom of the form has a 'Search' button and a 'UNCLASSIFIED' label.

Possible Search Folder values: Inbox, Sent, and Archived. Possible Status values: Open and Closed.

## Step 5

The screenshot shows the 'Search Criteria' form in the CCM system. The form includes fields for 'Search Folder' (set to 'Inbox'), 'Status' (set to 'Open'), 'Contract or Solicitation Number' (set to '1234567890'), 'Submitted By' (set to 'FU4427'), and 'Subject'. A blue callout box highlights the 'Subject' field with the text 'Any combination of Recipients may be searched. The user will only be able to see Communications that they are allowed to see, based on their registered role and location code.' Below the search criteria, there is a 'RECIPIENTS' section with fields for 'Contracting Office Location Code', 'Contracting Officer's Representative Location Code', 'Accept By Location Code', 'Accept By Extension', 'Admin By Location Code', and 'Vendor Location Code (s)'. The bottom of the form has a 'Search' button and a 'UNCLASSIFIED' label.

Any combination of Recipients may be searched. The user will only be able to see Communications that they are allowed to see, based on their registered role and location code.

## Step 6

CCM Create Search

Search Criteria

Search Folder:  Status:

Contract or Solicitation Number:

Delivery Order or Solicitation Mod Number:

Subject:

Submitted By:

RECIPIENTS

Contracting Office Location Code:

Contracting Officer's Representative Location Code:

Accept By Location:

Accept By Extension:

Code:

Click the Search button to view the results against the given search criteria.

Search Home Help

UNCLASSIFIED

Click the Search button to view the results against the given search criteria.

## Step 7

CCM Create Search

Search Result (1 documents)

Show:  entries

#	Contract/Solicitation	DeliveryMod	Status	Vendor	Initiated By	Action By	Action Date
1	1234567890	WBT	Open	06401	06401	06401	2017-01-12 09:36:23

Showing 1 of 1 entries

Previous 1 Next

The Search Results are displayed.  
Clicking the Subject link will open the full Communication.

Previous Home Help

UNCLASSIFIED

The Search Results are displayed.

Clicking the Subject link will open the full Communication.

## Step 8

CCM Create Search

Contracting Communication - Messages

Communication Initiator Vendor: 06481

Contract or Solicitation Number 1234567890

Delivery Order or Solicitation Mod Number

Subject WBT

The communication document will be initially displayed as read only. Messages will be displayed in order from newest to oldest.

RECIPIENTS

Contracting Office Location Code

Contracting Office Additional Email Addresses

Contracting Officer's Representative Location Code

Contracting Officer's Representative Additional Email Addresses

Accept By Location Code FJ4417

Accept By Extension

Admin By Location Code FJ4417

Admin By Additional Email Addresses wbt@wbt.com

Submitted Date: 2017-01-12 09:36:23 / Submitted By: Vendor 06481

UNCLASSIFIED

The communication document will be initially displayed as read only. Messages will be displayed in order from newest to oldest.

## Step 9

Number Solicitation Mod Number Type Agreement

Subject WBT

RECIPIENTS

Contracting Office Location Code

Contracting Office Additional Email Addresses

Contracting Officer's Representative Location Code

Contracting Officer's Representative Additional Email Addresses

Accept By Location Code FJ4417

Accept By Extension

Admin By Location Code FJ4417

Admin By Additional Email Addresses wbt@wbt.com

Submitted Date: 2017-01-12 09:36:23 / Submitted By: Vendor 06481

WBT

Attachments: Text1.docx

To view attachments, click the attachment file name(s).

UNCLASSIFIED

To view attachments, click the attachment file name(s).

## Step 10

Number: Subject: WBT

Submission Mod: Number

Number Type

Agreement

**RECIPIENTS**

Contracting Office Location Code

Contracting Office Representative Location Code

Accept By Location Code: FU4417

Admins By Location Code: FU4417

Contracting Office Additional Email Addresses

Contracting Officer's Representative Additional Email Addresses

Accept By Additional Email Addresses

Admins By Additional Email Addresses: wbt@wbt.com

Submitted Date: 2017-01-12 09:36:23 / Submitted By: Vendor (6461)

WBT

Attachments: Test 1

To post a response message, click the Create Reply button.

☒ Create Reply

UNCLASSIFIED

To post a response message, click the Create Reply button.

## Step 11

**Communication**

Communication

Upon clicking the Create Reply button, new sections of the form will display and be editable. Recipients may add a new message in the Communication field and submit attachments. Attachments are optional; the message is mandatory.

**Attachments**

Attachment

Upload

Contract Communication is designated for Sensitive Unclassified Information ONLY. Do NOT enter classified information in this system.

Submitted Date: 2017-01-12 09:36:23 / Submitted By: Vendor (6461)

UNCLASSIFIED

Upon clicking the Create Reply button, new sections of the form will display and be editable. Recipients may add a new message in the Communication field and submit attachments. Attachments are optional; the message is mandatory.

## Step 12

CCM Search

Contracting Communication - Messages

Vendor: 06481

Communication Initiator: 1234567890

Contract or Solicitation Number: 1234567890

Delivery Order or Solicitation Mod Number: 1234567890

Contract or Solicitation Number Type: 1234567890

G-International Agreement: 1234567890

Subject: WBT

**RECIPIENTS**

Contracting Office Location Code: [Field]

Contracting Office Additional Email Addresses: [Field]

Contracting Officer's Representative Location Code: [Field]

Contracting Officer's Representative Additional Email Addresses: [Field]

Accept By Location Code: F134517

Accept By Extension: [Field]

Admin By Location Code: F134517

Admin By Additional Email Addresses: [Field]

Vendors may not modify the recipient location codes.

Vendors may add additional email addresses where a recipient location code exists. All previously added email addresses will remain on the communication document and will receive emails until the communication document is closed.

UNCLASSIFIED

Vendors may not modify the recipient location codes.

Vendors may add additional email addresses where a recipient location code exists. All previously added email addresses will remain on the communication document and will receive emails until the communication document is closed.

## Step 13

Attachments

Attachment: [Field]

Contract Communication is designated for Sensitive Unclassified Information ONLY

Message history is displayed newest to oldest.

Submitted Date: 2017-01-12 09:36:23 / Submitted By: Vendor 06481

UNCLASSIFIED

Message history is displayed newest to oldest.

## Step 14

Attachments

Attachment [Browse](#)

Contract Communication is designated for Sensitive Unclassified Information ONLY. Do NOT enter classified information in this system.

[Upload](#)

Submitted Date: 2017-01-12 09:36:23 / Submitted By: Vendor 06481

WBT

Attachments: [Test 1](#)

[Send](#) [Home](#) [Help](#)

UNCLASSIFIED

After entering attachment(s) and the message, click the Send button to save the message and send emails to the recipients' email addresses.

## Step 15

CCM Create Search

User: Carlo McGraw

The communication was successfully submitted.

Contract or Solicitation Number	123456789
Delivery Order or Solicitation Mod Number	
Subject	WBT

A message will be displayed letting the user know the communication was successfully submitted.

[Home](#)

UNCLASSIFIED

A message will be displayed letting the user know the communication was successfully submitted.



## Step 16

Contracting Communication - Messages

Communication Initiator: Accept By FU4417

Contract or Solicitation Number: 1234567890

Subject: vdt

Delivery Order or Solicitation Mod Number

Contract or Solicitation Number Type

G-International Agreement

RECIPIENTS

Contracting Office Location Code

Contracting Office Additional Email Addresses

Contracting Officer's Representative Location Code

Accept By Location Code: FU4417

Accept By Extension

Admin By Location Code

Admin By Additional Email Addresses

Vendor Location Code: 26512

Vendor Additional Email Addresses

For Government users, the communication document will be initially displayed as read only. Messages will be displayed in order from newest to oldest.

UNCLASSIFIED

For Government users, the communication document will be initially displayed as read only. Messages will be displayed in order from newest to oldest.

## Step 17

Representative Location Code

Representative Additional Email Addresses

Accept By Location Code: FU4417

Accept By Extension

Admin By Location Code

Admin By Additional Email Addresses

Vendor Location Code: 26512

Vendor Additional Email Addresses

Submitted Date: 2017-01-12 10:17:53 / Submitted By: Accept By FU4417

Test

Attachments: Test1.docx

To post a response message, click the Create Reply button.

UNCLASSIFIED

To view attachments, click the attachment file name(s). To post a response message, click the Create Reply button.

## Step 18

Communication

Submitted By: --- Please Select ---

Communication

Upon clicking the Create Reply button, new sections of the form will display and be editable. Recipients not previously entered, attachments and a new message may be entered. Recipients and attachments are optional; the message is mandatory.

Attachments

Add Attachment

Send Home Help

UNCLASSIFIED

Upon clicking the Create Reply button, new sections of the form will display and be editable. Recipients not previously entered, attachments and a new message may be entered. Recipients and attachments are optional; the message is mandatory.

## Step 19

CCM Create Search User: [Name] Exit

Contracting Communication - Messages

Communication: Accept By: FU4417

Initiator: [Field]

Contract or Solicitation Number: 1234567890 Delivery Order or Solicitation Mod Number: [Field] Contract or Solicitation Number Type: [Field] G-International Agreement: [Field]

Subject: wbt

RECIPIENTS: Previously existing recipient location codes may not be modified.

Contracting Office Location Code: [Field] Contracting Office Additional Email Addresses: [Field]

Contracting Officer's Representative Location Code: [Field] Contracting Officer's Representative Additional Email Addresses: [Field]

Accept By Location Code: FU4417 Accept By Additional Email Addresses: [Field]

Send Home Help

UNCLASSIFIED

Previously existing recipient location codes may not be modified.

## Step 20

Accept By Extension

Admin By Location Code

Admin By Additional Email Addresses

Vendor Location Code 26512

Vendor Additional Email Addresses

**Communication**

Submitted By Please Select  
Accept By - FU4417

Communication

Government users must select the role and location code posting the new message if that user has more than one role/location code.

UNCLASSIFIED

Government users must select the role and location code posting the new message if that user has more than one role/location code.

## Step 21

Representative Location Code

Representative Additional Email Addresses

Accept By Location Code FU4417

Accept By Additional Email Addresses

Admin By Location Code

Admin By Additional Email Addresses

Vendor Location Code 26512

Submitted Date: 2017-01-12 10:17:53 / Su

Test

Attach

Click the "Close" button to close the communication document. A popup will be displayed to confirm closing. Once the document is closed, it will be automatically archived after a parameterized number of days.

Message from webpage

Once this communication document is closed, it can not be modified. Do you wish to continue?

UNCLASSIFIED

Any government recipient on the communication document may close the communication. Click the 'Close' button to close the communication document. A popup will be displayed to confirm closing.

Once the document is closed, it will be automatically archived after a parameterized number of days.

## Step 22

Contracting Communication - Messages

Communication Number: Vendor: 00120  
Contract or Solicitation Number: J4FCNTR000001  
Delivery Order or Solicitation Mod Number: Contract or Solicitation Number Type: K - Other Agreement  
Subject: test

**RECIPIENTS**

Contracting Office Location Code: Contracting Office Additional Email Addresses:  
Accept By Location Code: FU4417 Accept By Extension: Admin By Location Code: Admin By Additional Email Addresses:  
Vendor Location Code: Vendor Additional Email Addresses:

[Create Reply](#) [Close](#) [Previous](#) [Home](#) [Help](#)

UNCLASSIFIED

A 'Close' button will remain on the initial read-only display of the communication document, however upon clicking 'Close' from here, Government users will be taken to a page to select the role performing the close and to enter a required message pertaining to the close action.

## Step 23

Contracting Communication - Messages

Communication Number: Subject: test

**RECIPIENTS**

Contracting Office Location Code: Contracting Office Additional Email Addresses:  
Contracting Officer's Representative Location Code: Contracting Officer's Representative Additional Email Addresses:  
Accept By Location Code: FU4417 Accept By Extension: Admin By Location Code: Admin By Additional Email Addresses:

[Close](#) [Previous](#) [Home](#) [Help](#)

UNCLASSIFIED

Upon clicking the 'Close' button from the previous page, editable sections of the form will display. Recipients not previously entered, attachments and a message pertaining to closing the document may be entered. Recipients and attachments are optional; the message is mandatory. This functionality is the same as 'Create Reply'.

## Step 24

Contracting Communication - Messages

Communication Vendor: 00120

Initiator Contract or Solicitation Number JHFCNT890024 Delivery Order or Solicitation Mod Number Contract or Solicitation Number Type K - Other Agreement

Subject test

**RECIPIENTS**

Contracting Office Location Code Contracting Office Additional Email Addresses

Contracting Officer's Representative Contracting Officer's Representative

Code FL4417 Email Addresses

Accept By Extension

Admin By Location Code Admin By Additional Email Addresses

Communication

UNCLASSIFIED

Any government recipient on the communication document may close the communication. Once the document is closed, it will be automatically archived after a parameterized number of days.

Any government recipient on the communication document may close the communication. Once the document is closed, it will be automatically archived after a parameterized number of days.

## Step 25

CCM Create Search

Welcome to Contracting Communication Module

1-4 of 4

CONTRACT/SOLICITATION	DELIVERED BY	STATUS	VERSION	APPROVED BY	ACTIONARY	ACTION DATE	IF
HQ030817W0810	Email checking_VS110	Closed	SH8Q6	FL4417	FL4417	2018-03-26 10:02:35	
FL4417170818	Email testing to VS110.Gabor	Closed	SH8Q6	FL4417	W29501J	2018-03-22 08:14:51	
JHFCNT890024	test	Open	00120	00120	FL4417	2018-05-16 10:30:16	
TESTSUCCESSPAGE	Test Success Page	Open	06481	FL4417	FL4417	2017-09-01 14:04:35	

To open and view the details, click the link in the Subject column.

UNCLASSIFIED

To open and view the details, click the link in the Subject column.

Step 26

Create

Welcome to Contracting Communication Module

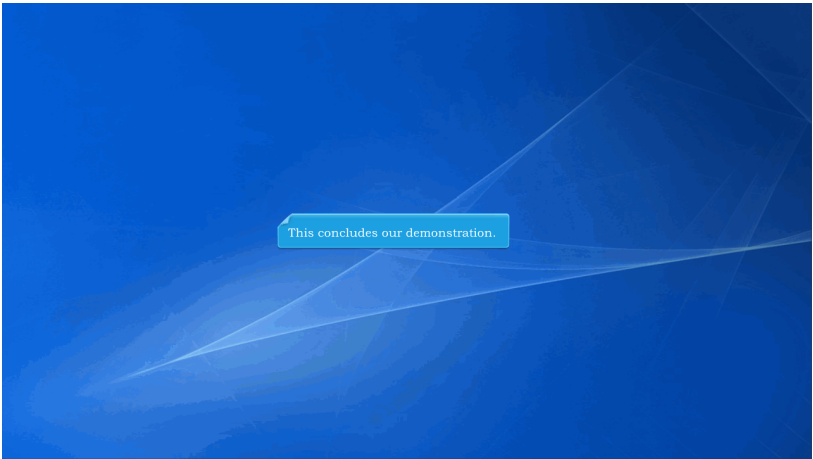
2

CONTRACT/LOCATION	DELIVERABLE	SUBJECT	STATUS	VENDOR	INITIATED BY	ACTION BY	ACTION DATE
HQ033817W0810		Email checking-V5.11.0	Closed	1-HKQ6	FU4417	FU4417	2018-03-26 10:00
FU441717P0818		Email testing in V5.11.0 Gator	Closed	1-HKQ6	FU4417	W25G1U	2018-03-22 08:10
JHFCNTB9R00204		test	Open	0012D	0012D	FU4417	2018-01-16 10:00
TESTSUCCESSPAGE		Test Success Page	Open	06481	FU4417	FU4417	2017-09-01 14:00

When viewing the closed communication documents in the folder view, the Action By and Action Date will reflect who performed the closing and when.

When viewing the closed communication documents in the folder view, the Action By and Action Date will reflect who performed the closing and when.

End



This concludes our demonstration.