

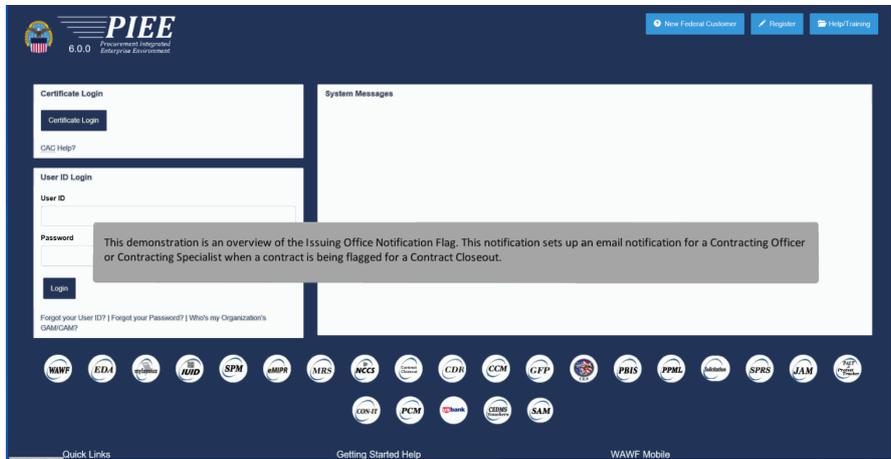
Intro



Issuing Office Notification Flag

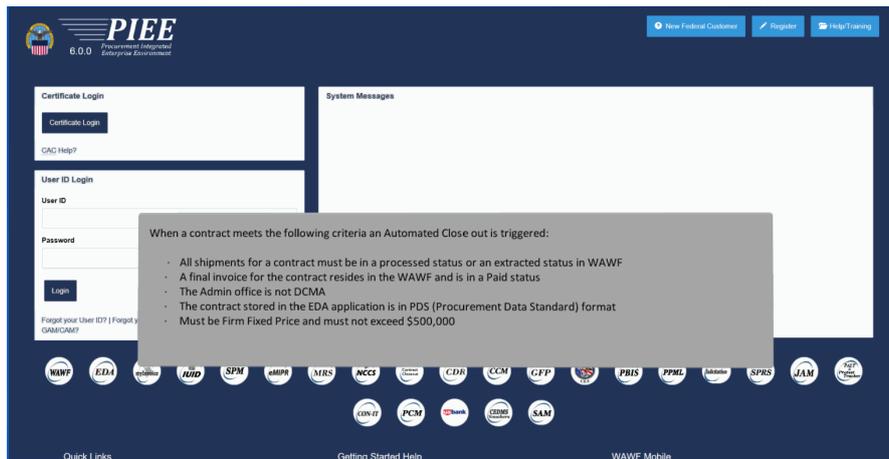
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



This demonstration is an overview of the Issuing Office Notification Flag. This notification sets up an email notification for a Contracting Officer or Contracting Specialist when a contract is being flagged for a Contract Closeout.

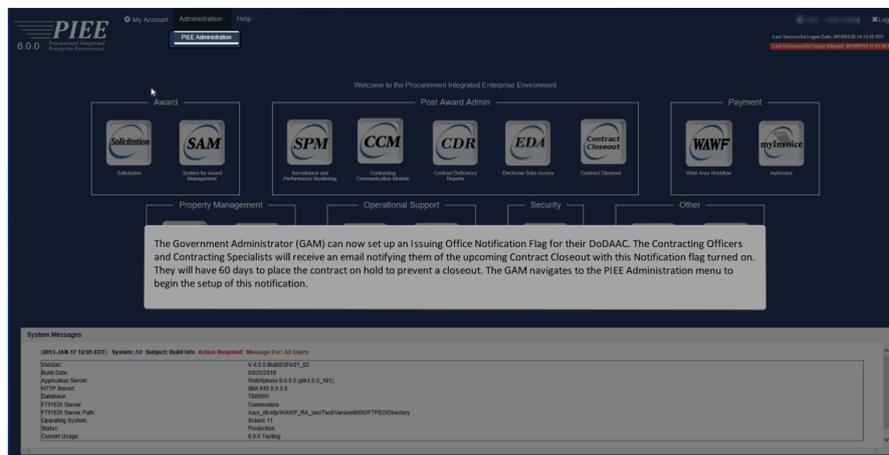
Step 2



When a contract meets the following criteria an Automated Close out is triggered:

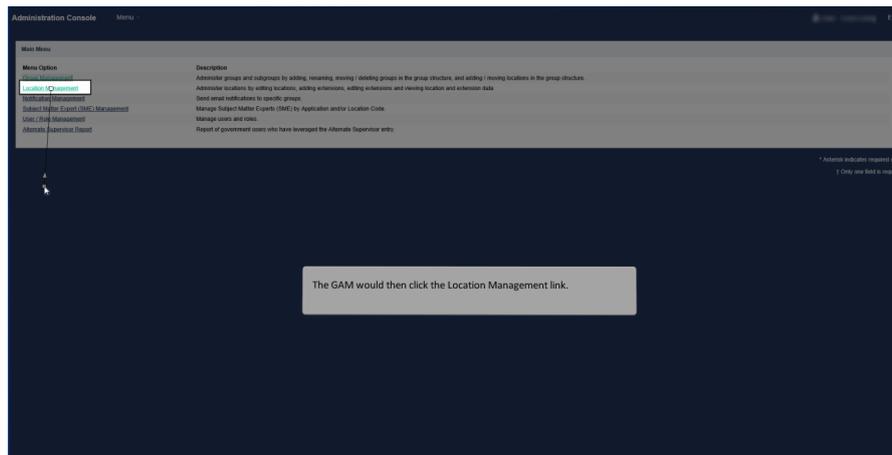
- All shipments for a contract must be in a processed status or an extracted status in WAWF
- A final invoice for the contract resides in the WAWF and is in a Paid status
- The Admin office is not DCMA
- The contract stored in the EDA application is in PDS (Procurement Data Standard) format
- Must be Firm Fixed Price and must not exceed \$500,000

Step 3



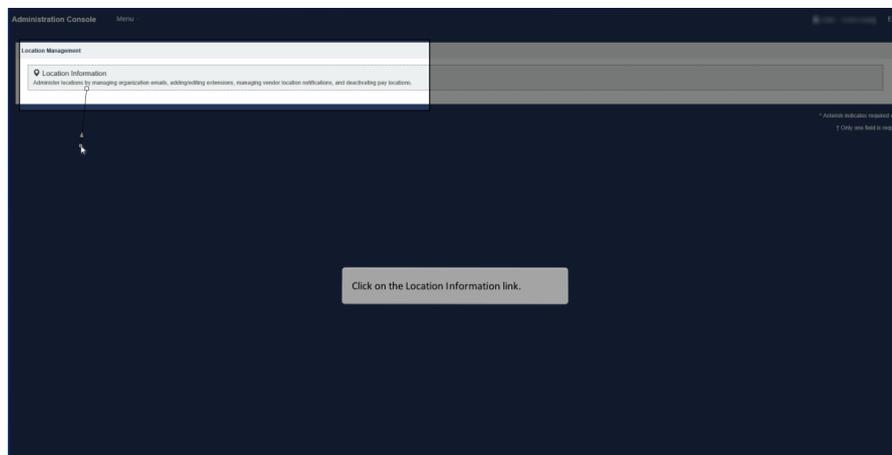
The Government Administrator (GAM) can now set up an Issuing Office Notification Flag for their DoDAAC. The Contracting Officers and Contracting Specialists will receive an email notifying them of the upcoming Contract Closeout with this Notification flag turned on. They will have 60 days to place the contract on hold to prevent a closeout. The GAM navigates to the PIEE Administration menu to begin the setup of this notification.

Step 4



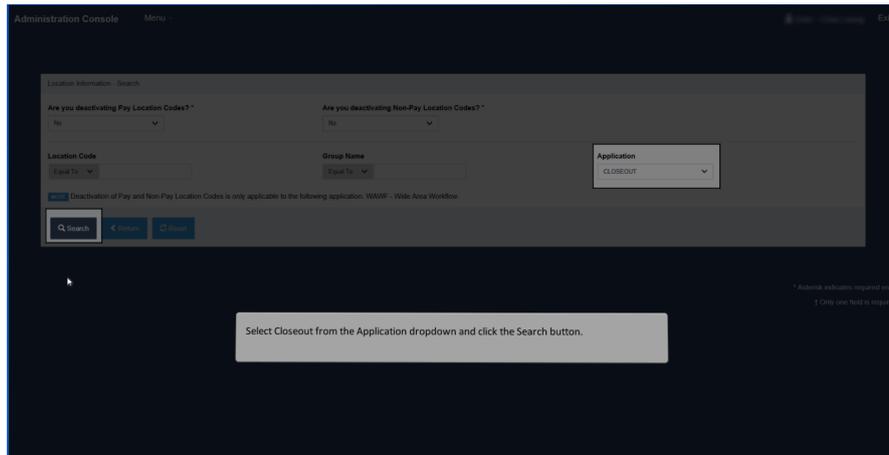
The GAM would then click the Location Management link.

Step 5



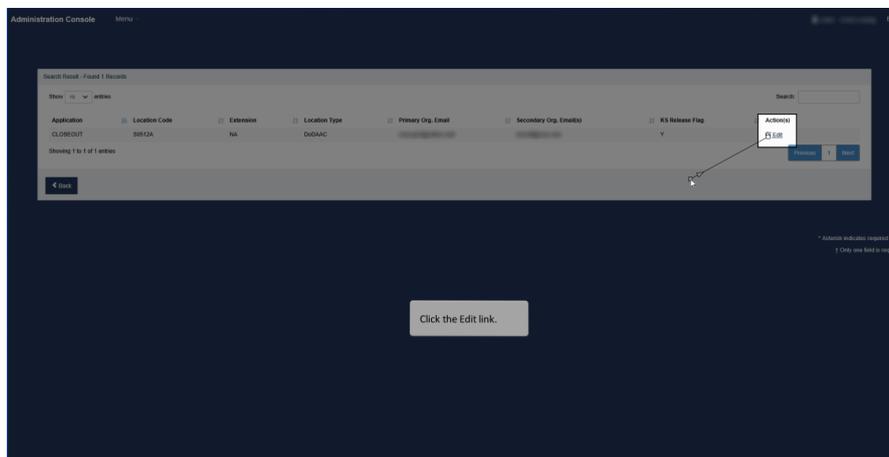
Click on the Location Information link.

Step 6



Select Closeout from the Application dropdown and click the Search button.

Step 7



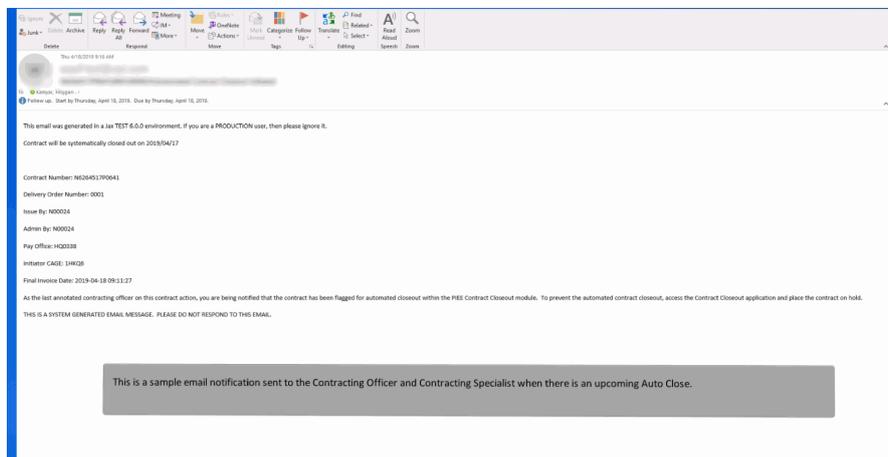
Click the Edit link.

Step 8

The screenshot shows the 'Update Location Code Organizational Email(s)' form in the Administration Console. The form includes fields for Application (CLOSEOUT), Issuing Office Notification Flag (Y), Location Code (9912A), Location Code Extension (NA), Primary Organizational Email, and Secondary Organizational Email. A callout box highlights the 'Issuing Office Notification Flag' field, indicating that the GAM can select 'Y' to complete the setup for email notifications.

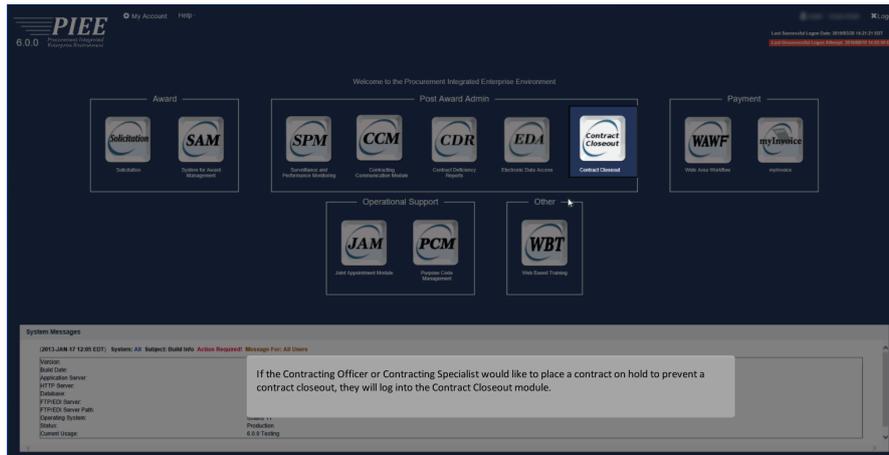
The GAM can select Y in the Issuing Office Notification Flag field. This completes the set up for the Issuing Offices to receive an email notification when the contract is flagged for closeout.

Step 9



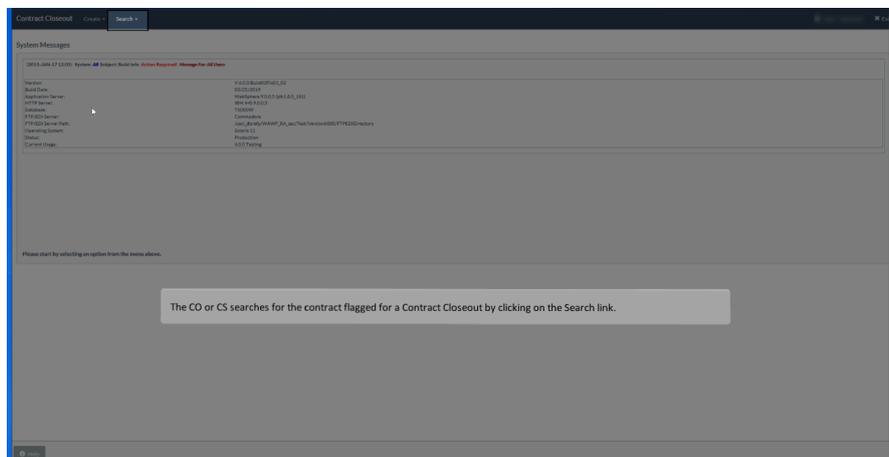
This is a sample email notification sent to the Contracting Officer and Contracting Specialist when there is an upcoming Auto Close.

Step 10



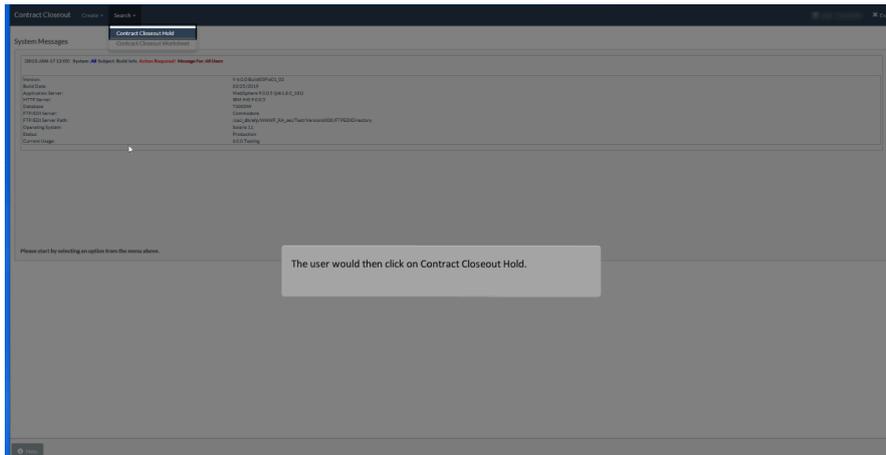
If the Contracting Officer or Contracting Specialist would like to place a contract on hold to prevent a contract closeout, they will log into the Contract Closeout module.

Step 11



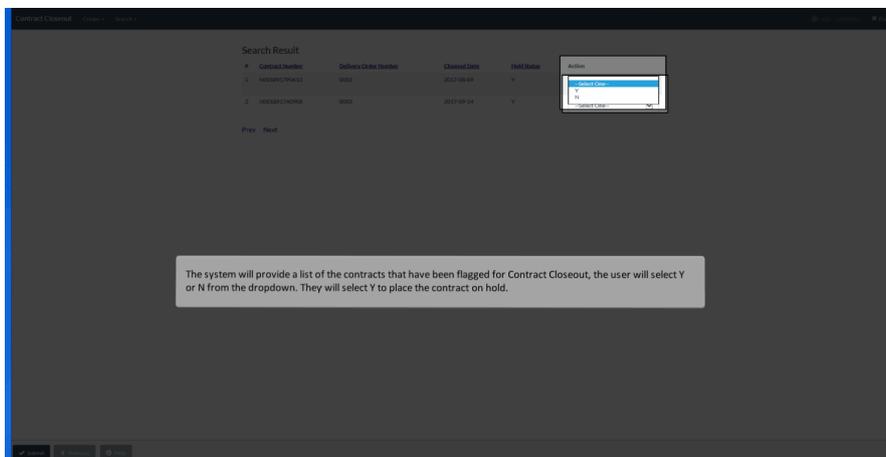
The CO or CS searches for the contract flagged for a Contract Closeout by clicking on the Search link.

Step 12



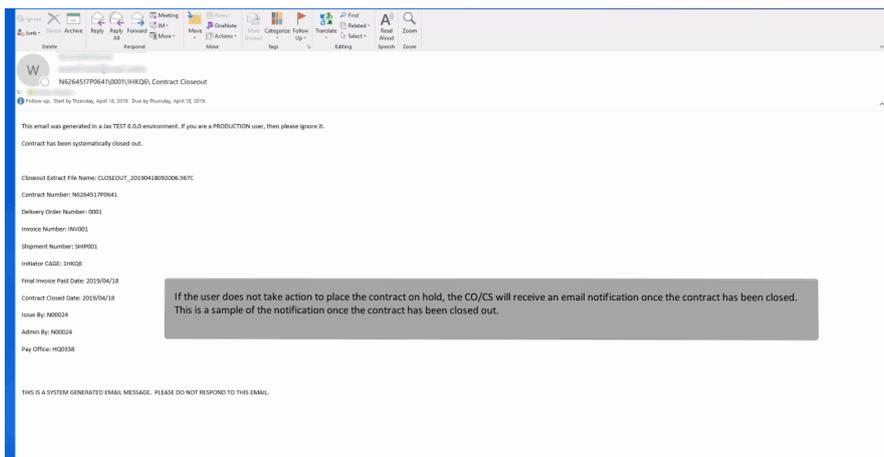
The user would then click on Contract Closeout Hold.

Step 13



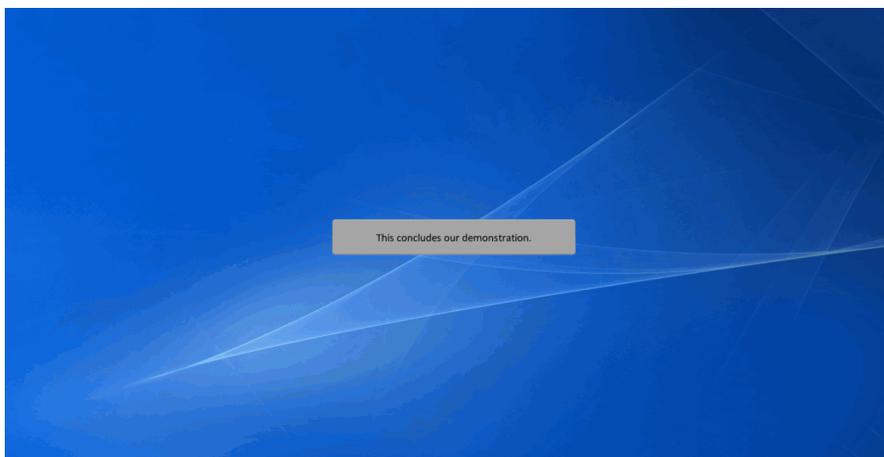
The system will provide a list of the contracts that have been flagged for Contract Closeout, the user will select Y or N from the dropdown. They will select Y to place the contract on hold.

Step 14



If the user does not take action to place the contract on hold, the CO/CS will receive an email notification once the contract has been closed. This is a sample of the notification once the contract has been closed out.

End



This concludes our demonstration.