Intro



Issuing Office Notification Flag

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



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.

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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

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	The GAM would then click the Location Management link.	

The GAM would then click the Location Management link.

Step 5

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	Click on the Location Information link.	

Click on the Location Information link.

Step 6

Administration Console Menu -			Exit
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	Select Closeout from the Application dropdown and click the Search button.		

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

Step 7

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Click the Edit link.

Step 8

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			* Actorisk indicates required entry
			† Only one field is require
	The GAM can select Y in the Issuing Office Notifica	ation Flag field. This completes the set up for the Issuing Offi	ces to
	receive an email notification when the contract is	hagged for closeout.	

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

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Delivery Order Number: 0001
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Admin 9;1 N00224
Pyr 0ffice: HQ0338
Initiator CAGE: 14KQ8
Final Invoice Date: 2019-04-18 09:11:27
As the last annotated contracting officer on this contract action, you are being notified that the contract has been flagged for automated closeout within the PEE Contract Closeout module. To prevent the automated contract closeout, access the Contract Goseout application and place the contract on hold.
THS IS A SYSTEM GENERATED EMAIL MESSAGE. PLASE DO NOT RESPOND TO THS EMAIL.
This is a sample email notification sent to the Contracting Officer and Contracting Specialist when there is an upcoming Auto Close.

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

Contract Closeout Create + Search +		×
System Messages		
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	The CO or CS searches for the contract flagged for a Contract Closeout by clicking on the Search link.	
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The CO or CS searches for the contract flagged for a Contract Closeout by clicking on the Search link.

Step 12

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The user would then click on Contract Closeout Hold.

Step 13

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					N -Selectore	
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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

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N6264517P064T\0001\1HKQ6\ Con Prelew up. Sterf by Thursde, April 16, 2013. Due by Thursd	And Classout	,
This email was generated in a Jax TEST 6.0.0 environ	ment. If you are a PRODUCTION user, then please ignore it.	
Contract has been systematically closed out.		
Closeout Extract File Name: CLOSEOUT_2019041809	22005.5670	
Contract Number: N6264517P0641		
Delivery Order Number: 0001		
Invoice Number: INV001.		
Shipment Number: SHIP001		
Initiator CAGE: 1HKQ6		
Final Invoice Paid Date: 2019/04/18		
Contract Closed Date: 2019/04/18	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.	
Issue By: N00024	This is a sample of the notification once the contract has been closed out.	
Admin By: N00024		
Pay Office: HQ0338		
THIS IS A SYSTEM GENERATED EMAIL MESSAGE. PLE	ASE DO NOT REPORT OT THIS EMAIL	

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.