Bulk Contract Closeout

Training Document

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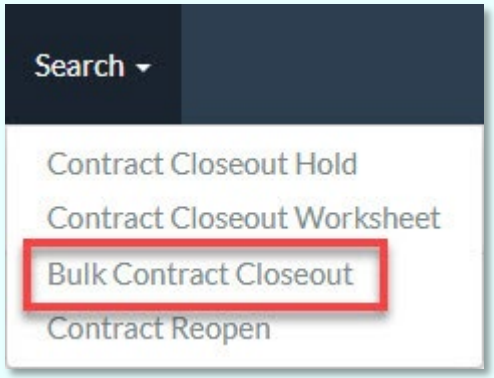
Success Screen **4**

Success Screen – Bulk Contract Closeout 4

"Complete" Status: *4*

567C Generation: *4*

Email Notification: *4*

Overview	This guide is an overview of **Bulk Closeout Signing** for the Contract Closeout Module.
Roles	The role with authority to perform a **Bulk Contract Closeout**: • Contracting Officer
Navigation	Log in to PIEE and select the **Contract Closeout** icon.  Select the **Search** drop-down at the top of the page. From the drop-down menu, select **Bulk Contract Closeout**.  *NOTE: Admin Office Contracting Officers are the only roles with the authority to complete and sign Contract Closeout Worksheets.*

Search Criteria

Search Criteria – Bulk Contract Closeout

Search Criteria Fields:

- Admin By Location Code
- Contract Number
- Issue By Location Code
- Delivery Order

Buttons:

- Search
- Help

Select an **Admin By Location Code** and fill in any other applicable information, then click **Search**.

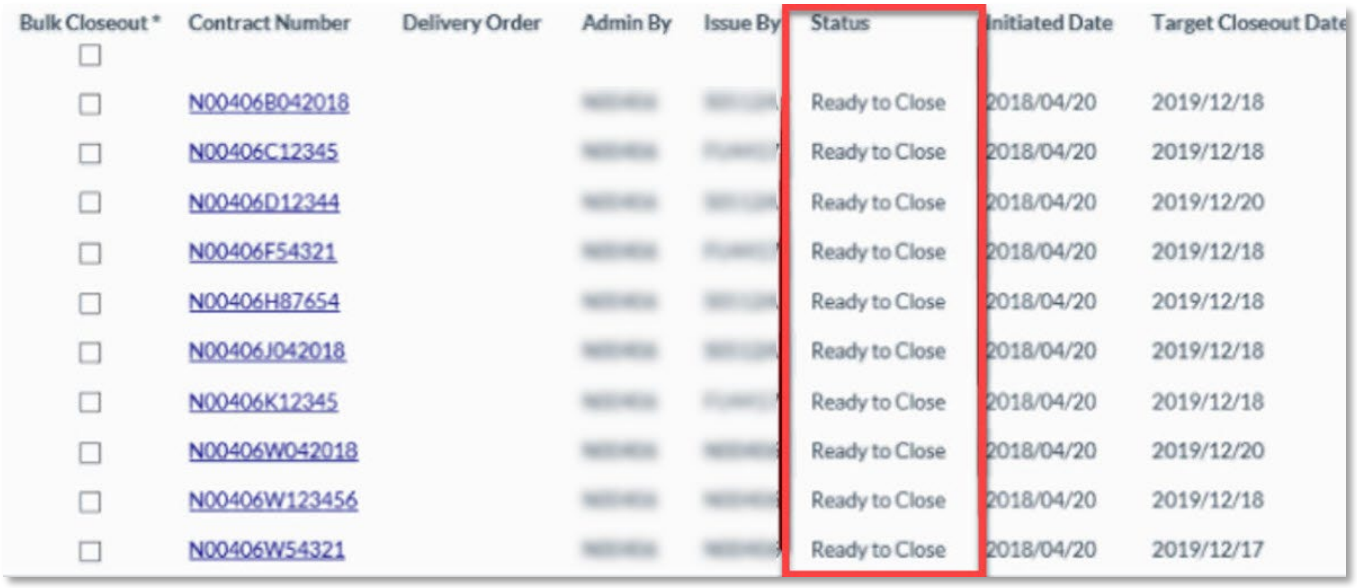


*NOTE: A **Contract Close Effective Date** value is required to perform a Bulk Close. This date only populates onto Contract Closeout Worksheets that do not already have a Contract Close Effective Date.*



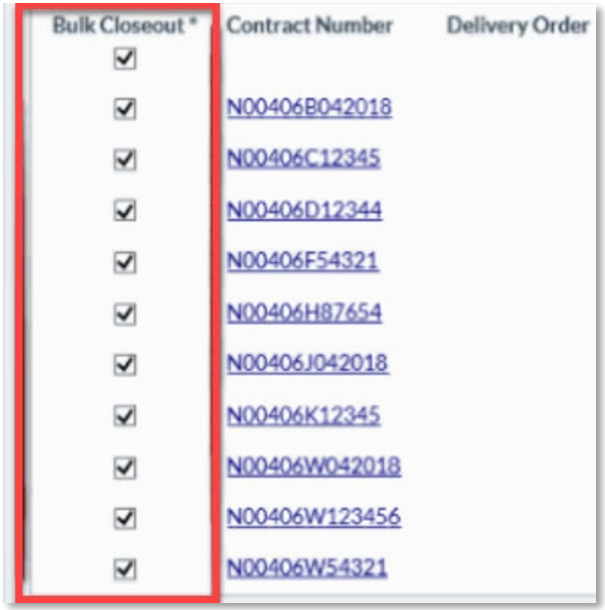
Bulk Sign and Close

Only Contract Closeout Worksheets in a status of **Ready to Close** are returned.

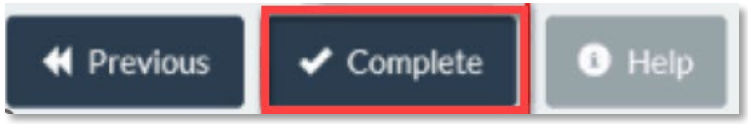
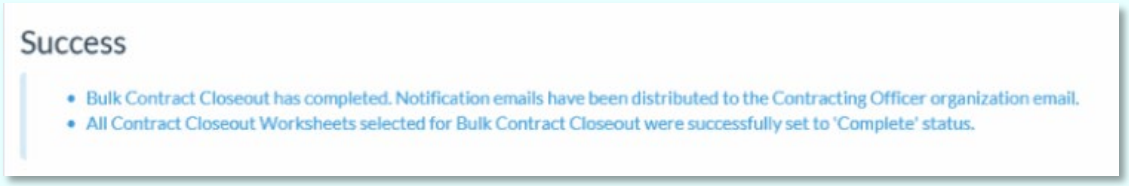


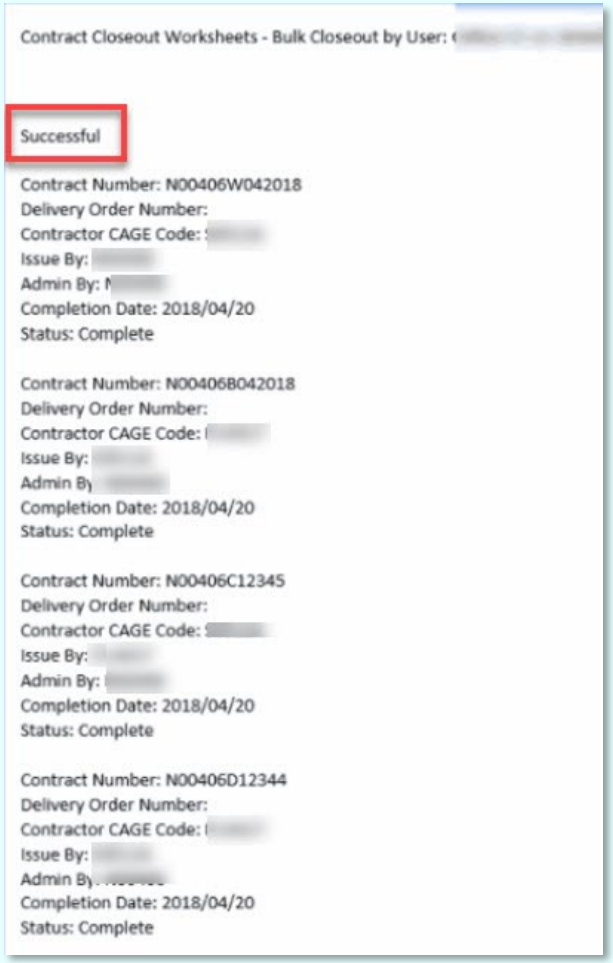
Bulk Closeout *	Contract Number	Delivery Order	Admin By	Issue By	Status	Initiated Date	Target Closeout Date
☐	N00406B042018				Ready to Close	2018/04/20	2019/12/18
☐	N00406C12345				Ready to Close	2018/04/20	2019/12/18
☐	N00406D12344				Ready to Close	2018/04/20	2019/12/20
☐	N00406F54321				Ready to Close	2018/04/20	2019/12/18
☐	N00406H87654				Ready to Close	2018/04/20	2019/12/18
☐	N00406J042018				Ready to Close	2018/04/20	2019/12/18
☐	N00406K12345				Ready to Close	2018/04/20	2019/12/18
☐	N00406W042018				Ready to Close	2018/04/20	2019/12/20
☐	N00406W123456				Ready to Close	2018/04/20	2019/12/18
☐	N00406W54321				Ready to Close	2018/04/20	2019/12/17

Select all or deselect all Contracts by checking or unchecking the first checkbox in the **Bulk Closeout** column header. Individual Contract Closeout Worksheets can be selected by checking the individual box next to the desired Contract Number.



Bulk Closeout *	Contract Number	Delivery Order
☑	N00406B042018	
☑	N00406C12345	
☑	N00406D12344	
☑	N00406F54321	
☑	N00406H87654	
☑	N00406J042018	
☑	N00406K12345	
☑	N00406W042018	
☑	N00406W123456	
☑	N00406W54321	

	Select the **Complete** button to Bulk Sign and Close the Worksheets selected.  A pop-up displays to confirm the Bulk Sign and Close. Click **OK** to continue.
Success Screen	**Success Screen – Bulk Contract Closeout** *"Complete" Status:* Upon clicking **Complete**, all selected Worksheets are signed via server-side signing, using the Hardware Signing Module (HSM). The Worksheets are set to a status of **Complete**. *567C Generation:* A **567C** generates for all successfully completed Worksheets. A success page displays indicating that an email notification has been sent to the organization email of the **Contracting Officer**. The email contains a list of all Contract Closeout Worksheets selected for Bulk Closeout.  *NOTE: If an error occurs during the execution of the Bulk Closeout, the Closeout will continue until all selected CCO Worksheets are processed.* *Email Notification:* The Admin Office Contracting Officer email contains a list of all successful and unsuccessful CCO Worksheet Closeouts.


Contract Closeout Worksheets - Bulk Closeout by User:

Successful

Contract Number: N00406W042018
Delivery Order Number:
Contractor CAGE Code:
Issue By:
Admin By:
Completion Date: 2018/04/20
Status: Complete

Contract Number: N00406B042018
Delivery Order Number:
Contractor CAGE Code:
Issue By:
Admin By
Completion Date: 2018/04/20
Status: Complete

Contract Number: N00406C12345
Delivery Order Number:
Contractor CAGE Code:
Issue By:
Admin By:
Completion Date: 2018/04/20
Status: Complete

Contract Number: N00406D12344
Delivery Order Number:
Contractor CAGE Code:
Issue By:
Admin By
Completion Date: 2018/04/20
Status: Complete