

Contract Closeout Hold Search

Reference Guide

PIEE

Contract Closeout

Search

Contract Closeout Hold

Roles

Contract Closeout roles that can place worksheets on hold:

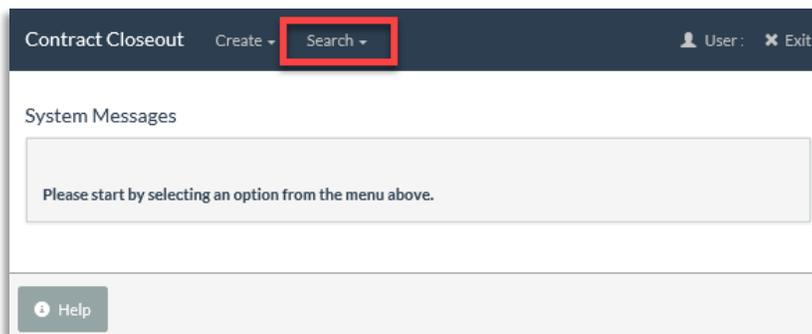
- Contracting Officer
- Contracting Specialist

Log into PIEE and select the **Contract Closeout** icon.

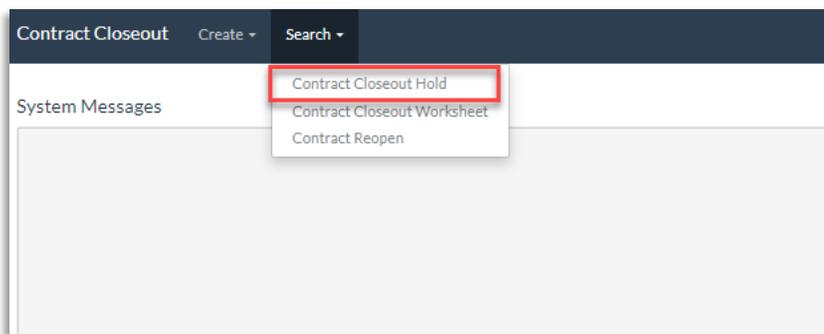


Select the **Search** dropdown at the top of the screen.

Navigation



From the dropdown menu, select **Contract Closeout Hold**.



On the populated page, select an Issue by Location Code from the dropdown.

Contract Closeout Create Search User: K Exit

Search Criteria - Contract Closeout Hold Issue By Location Code

Issue By Location Code

Contract Number

Delivery Order Number

Search Help

Click the **Search** button.

Contract Closeout Create Search User Exit

Search Criteria - Contract Closeout Hold

Issue By Location Code

Contract Number

Delivery Order Number

Search Help

From the Action menu drop-down, select **Y** to put the document on hold, or **N** to un-hold the document.

Contract Closeout Create Search User Exit

Search Result

#	Contract Number	Delivery Order Number	Closeout Date	Hold Status	Action
1	W56HZV12PL578		2016-09-20	N	<input type="text" value="--Select One--"/>
2	W56HZV12PL578		2016-03-27	Y	<input type="text" value="--Select One--"/>
3	W56HZV12PL578		2016-10-27	N	<input type="text" value="--Select One--"/>
4	W56HZV12PL578		2016-04-07	Y	<input type="text" value="--Select One--"/>
9	W56HZV12PL578		2016-10-27	N	<input type="text" value="--Select One--"/>
10	W56HZV12PL578		2017-01-04	N	<input type="text" value="--Select One--"/>

Prev Next

Submit Previous Help

Click the **Submit** button once all the necessary information is entered.

Contract Closeout Create Search User: Exit

Search Result

#	Contract Number	Delivery Order Number	Closeout Date	Hold Status	Action
1	W56HZV12PL578		2016-09-20	Y	<input type="text" value="--Select One--"/>
2	W56HZV12PL578		2016-03-27	N	<input type="text" value="--Select One--"/>
10	W56HZV12PL578		2017-01-04	N	<input type="text" value="--Select One--"/>

Prev Next

Submit Previous Help

A pop-up message displays. Any contracts which have the Hold Status set to Y will not automatically close until the Hold Status is set to N. Select **OK** to continue.

Contract Closeout Create Search User Exit

Search Result

#	Contract Number	Delivery Order Number	Closeout Date	Hold Status	Action
1	W56HZV12PL578		2016-09-20	Y	Y
5	W56HZV12PL578				
6	W56HZV12PL578				
7	W56HZV12PL578				
8	W56HZV12PL578				
9	W56HZV12PL578		2016-10-27	N	--Select One--

Submit Previous Help

Message from webpage

Any Contracts which have the 'Hold Status' set to 'Y' will NOT be automatically closed out until the 'Hold Status' is set to 'N'. Do you wish to continue?

OK Cancel

A success page displays letting the user know that they have successfully updated the contract.

Contract Closeout Create Search User: Kristin Smith Gov Exit

Success

- INFO: You successfully updated the following contract(s).

Contract Number	Delivery Order Number	Closeout Date	Hold Status
W56HZV12PL578		2016-09-20	N
W56HZV12PL578		2016-03-27	Y
W56HZV12PL578		2016-10-27	N
W56HZV12PL578		2016-04-07	Y
W56HZV12PL578		2016-10-27	N
W56HZV12PL578		2016-03-27	N

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