Supply Chain Submission – Quick Links

Training Document

PIEE > PIEE Log In Screen > Quick Links > Initiate Supply Chain Submission

Table of Contents

This training document goes over the Supply Chain Submission – Quick Links process.	
Roles	The following roles have access to the Supply Chain Submission – Quick Links: • Supplier
How to Access	To access the Supply Chain Submission – Quick Links, follow these steps: 1. Navigate to https://piee.eb.mil/xhtml/unauth/home/login.xhtml 2. Click 'ACCEPT' on the Privacy Statement. 3. Navigate to the bottom of the page to the 'QUICK LINKS' section. 4. Select "Supply Chain Submission" to access the "Initiate Supply Chain Submission" page.

Initiate Supply Chain Submission	On the Initiate Supply Chain Submission screen, fill out the applicable fields.
	
	NOTE: The security and reliability of our supply chain are paramount to the success of U.S. Government projects. By diligently submitting supply chain data, the Supplier directly contributes to a more secure and resilient network. This strengthens U.S. collective ability to identify and mitigate potential risks, safeguarding critical resources and ensuring uninterrupted operations.
	
	Initiate Supply Chain Submission Fields:
	
	• Supplier Code* (*10-digit alphanumeric code that begins with SC*)
	• Supplier Email*
	• CAPTCHA Image (*enter in the text in the image above the field*)
	    ○ Audio (*button*) (*select this option to play an audio clip of the CAPTCHA image*)
	    ○ Reload (*button*) (*select this option to display a new CAPTCHA image*)
	
	Buttons:
	
	• Submit
	• Click here to expand for more information. (*selecting this link displays a message blurb below*)
	
	NOTE: If a Supplier Code is entered that does not fit the field parameters, the following error message displays, "Error: Supplier Code is invalid. The entry must be a 10-digit alphanumeric code beginning with 'SC'."
	
	NOTE: If a Supplier is not found after entering the Supplier Code and Supplier Email, the following error message displays, "Error: Supplier information not found for the entered Supplier code and Supplier Email."

NOTE: If an invalid email address is entered in the Supplier Email field, the following error message displays, "Error: Supplier Email format or content is invalid."

Select the **Submit** button to proceed with the submission. A success message displays stating, "Success: Email sent to 'Supplier User Email' with Supplier Code 'SCXXXXXXXX".

Additional Supply Chain Submission Information

(*section displays when the "Click here to expand for more information' link is selected*)

A section displays giving additional instructions regarding the Supply Chain Submission, which also includes a link to the CAGE DLA website, WBT training, and a link to download the Supply Chain Template.

The message states: "Authorized Government and Vendor users can nominate Suppliers to submit supply chain data. Suppliers are those entities that do NOT have an assigned CAGE Code (*link to the CAGE website*). If you do have a CAGE code, you are considered a vendor and should leverage DSM capability to upload your Supply Chain Submission(s).

Enrolled Suppliers, defined as nominees who have verified required Supplier Information data, can generate a secure submission email by entering Supplier Code and Email. This email contains a unique link for uploading completed supply chain templates. For each subsequent submission beyond the initial 3-day window, a new submission email must be generated by the Supplier.
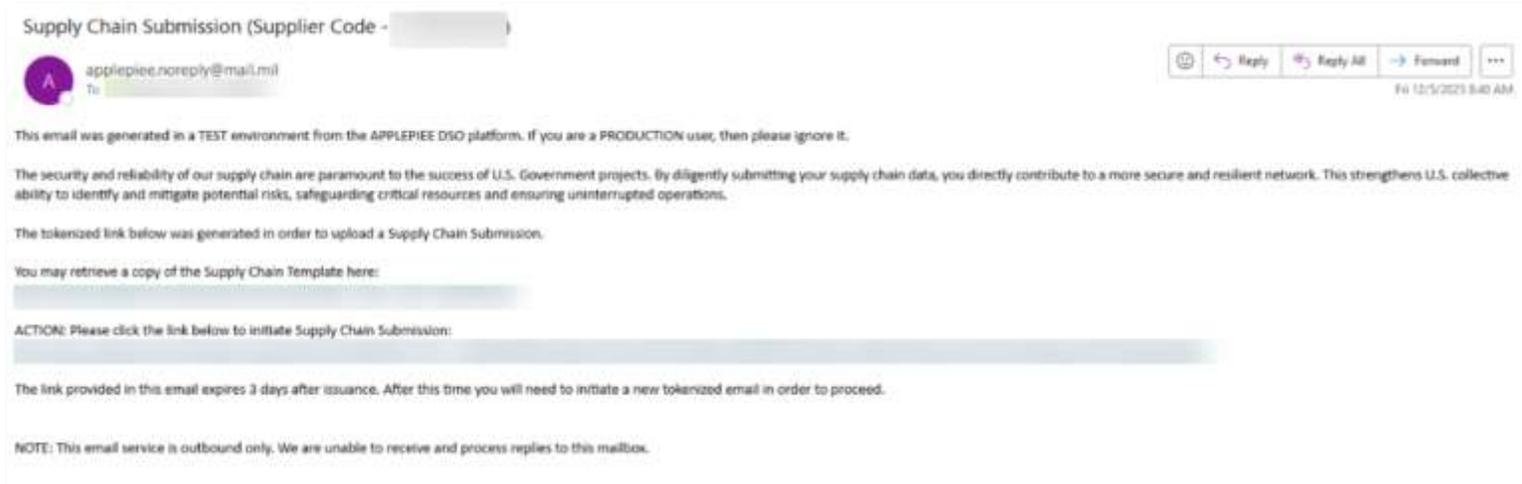
All Supply Chain Submissions must be completed using the designated template. Consult the 'Instructions' tab within the workbook for guidance. Documents submitted in any alternative format will be automatically rejected by the System. Upon upload, the system will automatically rename the submission to the prescribed format. Previously submitted documents can be viewed and downloaded via the 'History' tab.

Click here to download the template. (*select "here" to download a Supply Chain template locally*)"
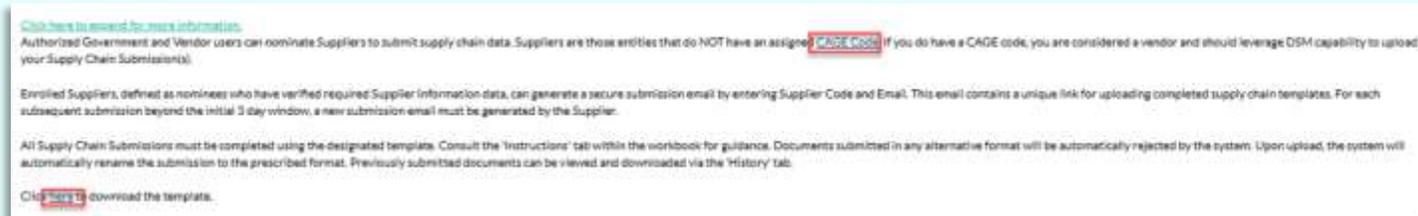
Email Notification	Submitting an Initial Supply Chain Submission automatically sends a tokenized email with a link to upload a completed Supply Chain Submission, as well as a link to download the Supply Chain Template, to the supplier email entered on the Initial Supply Chain Submission screen. After receiving the email, locate the link to continue the Supply Chain Submission process and select it. Selecting the link leads to the Supplier Information tab on the Supply Chain Submission screen.

ACTION: Please click the link below to initiate Supply Chain Submission:

The link provided in this email expires 3 days after issuance. After this time you will need to initiate a new tokenized email in order to proceed.

NOTE: This email service is outbound only. We are unable to receive and process replies to this mailbox.