

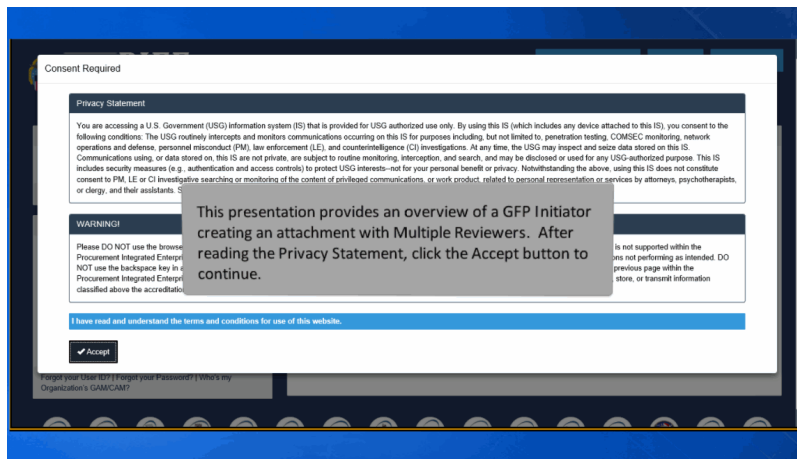
Intro



GFP Initiator Creating an Attachment with Multiple Reviewers

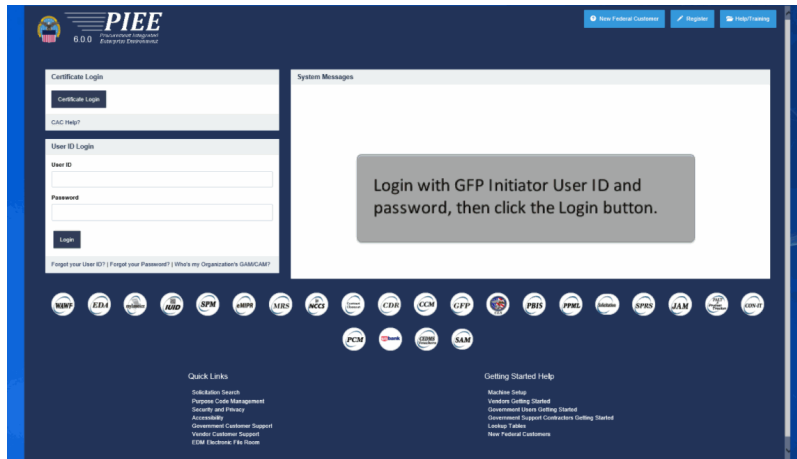
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



This presentation provides an overview of a GFP Initiator creating an attachment with Multiple Reviewers. After reading the Privacy Statement, click the Accept button to continue.

Step 2



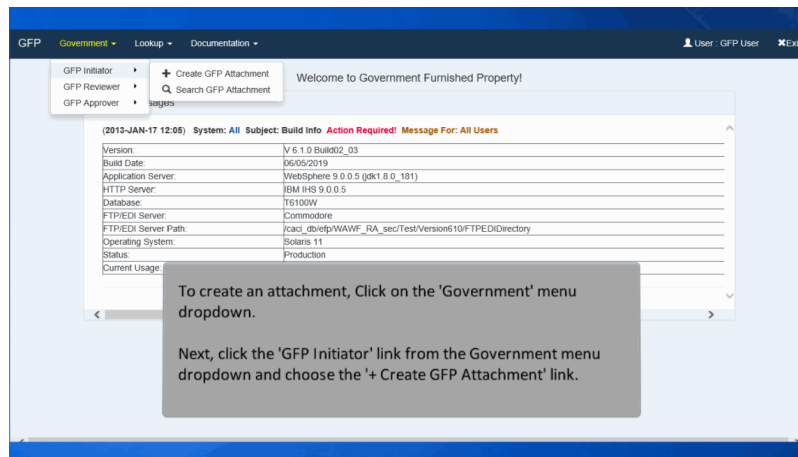
Login with GFP Initiator User ID and password, then click the Login button.

Step 3



Click on the GFP link.

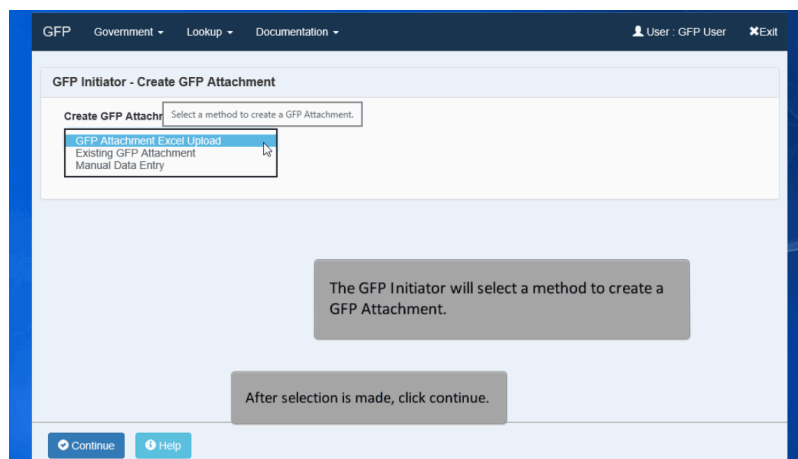
Step 4



To create an attachment, Click on the 'Government' menu dropdown.

Next, click the 'GFP Initiator' link from the Government menu dropdown and choose the '+ Create GFP Attachment' link.

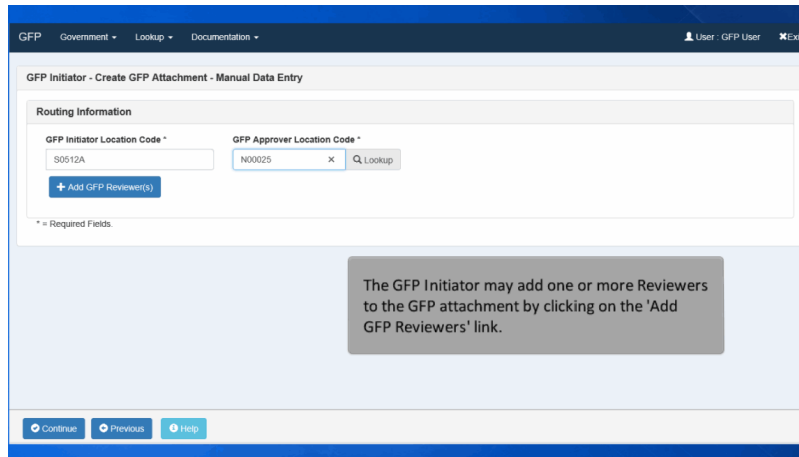
Step 5



The GFP Initiator will select a method to create a GFP Attachment.

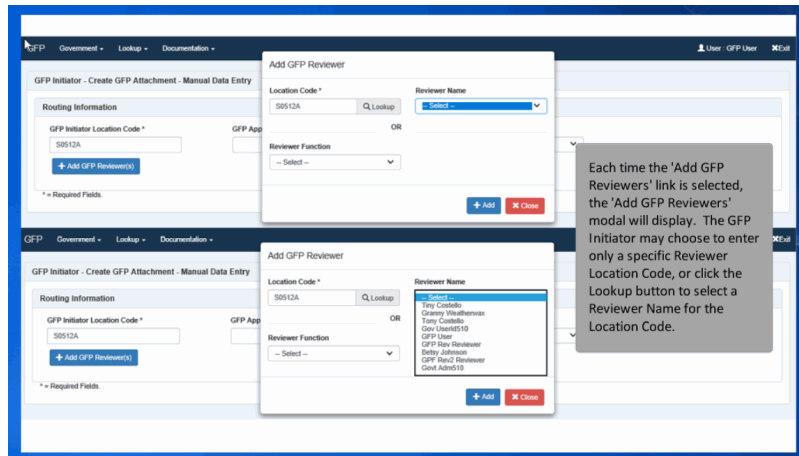
After selection is made, click continue.

Step 6



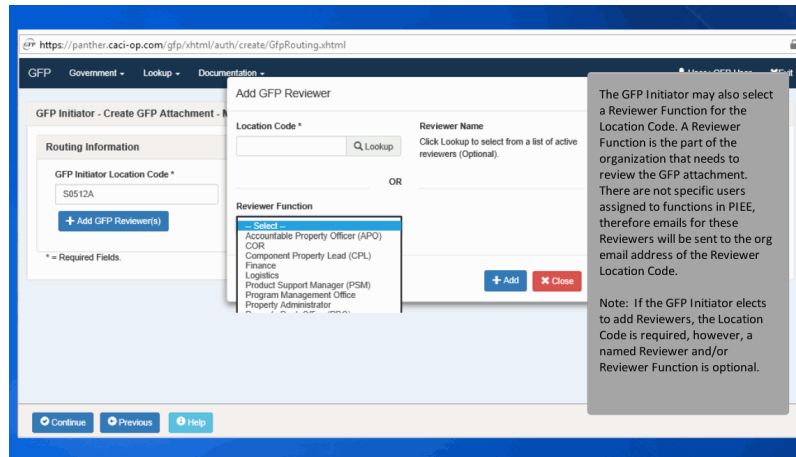
The GFP Initiator may add one or more Reviewers to the GFP attachment by clicking on the 'Add GFP Reviewers' link.

Step 7



Each time the 'Add GFP Reviewers' link is selected, the 'Add GFP Reviewers' modal will display. The GFP Initiator may choose to enter only a specific Reviewer Location Code, or click the Lookup button to select a Reviewer Name for the Location Code.

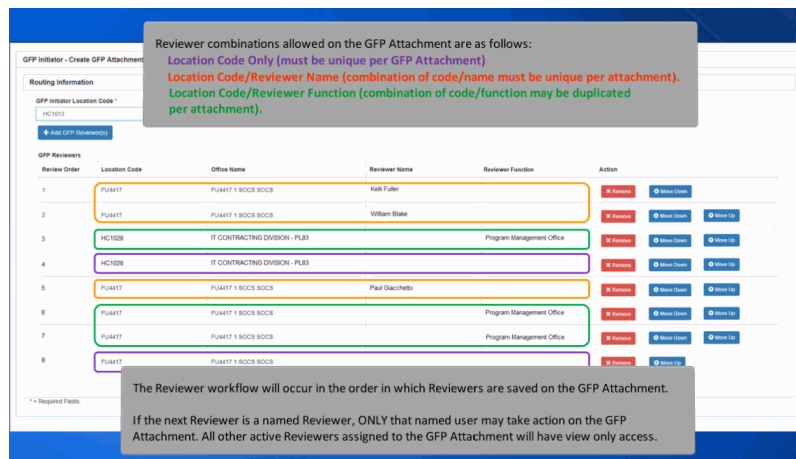
Step 8



The GFP Initiator may also select a Reviewer Function for the Location Code. A Reviewer Function is the part of the organization that needs to review the GFP attachment. There are not specific users assigned to functions in PIEE, therefore emails for these Reviewers will be sent to the org email address of the Reviewer Location Code.

Note: If the GFP Initiator elects to add Reviewers, the Location Code is required, however, a named Reviewer and/or Reviewer Function is optional.

Step 9



Reviewer combinations allowed on the GFP Attachment are as follows:
 Location Code Only (must be unique per GFP Attachment)
 Location Code/Reviewer Name (combination of code/name must be unique per attachment).
 Location Code/Reviewer Function (combination of code/function may be duplicated per attachment).
 The Reviewer workflow will occur in the order in which Reviewers are saved on the GFP Attachment.

If the next Reviewer is a named Reviewer, ONLY that named user may take action on the GFP Attachment. All other active Reviewers assigned to the GFP Attachment will have view only access.

Step 10

Reviewer combinations allowed on the GFP Attachment are as follows:
 Location Code Only (must be unique per GFP Attachment)
 Location Code/Reviewer Name (combination of code/name must be unique per attachment).
 Location Code/Reviewer Function (combination of code/function may be duplicated per attachment).

| Review Order | Location Code | Office Name | Reviewer Name | Reviewer Function | Action |
|--------------|---------------|--------------------------------|-----------------|---------------------------|-----------------|
| 1 | FU4417 | FU4417 1 SOCS SOCS | Kath Fuller | | Remove Add Open |
| 2 | FU4417 | FU4417 1 SOCS SOCS | William Blake | | Remove Add Open |
| 3 | HC1028 | IT CONTRACTING DIVISION - PLB3 | | Program Management Office | Remove Add Open |
| 4 | HC1028 | IT CONTRACTING DIVISION - PLB3 | | Program Management Office | Remove Add Open |
| 5 | FU4417 | FU4417 1 SOCS SOCS | Paul Giacchetto | | Remove Add Open |
| 6 | FU4417 | FU4417 1 SOCS SOCS | | Program Management Office | Remove Add Open |
| 7 | FU4417 | FU4417 1 SOCS SOCS | | Program Management Office | Remove Add Open |
| 8 | FU4417 | FU4417 1 SOCS SOCS | | Program Management Office | Remove Add Open |

If the next Reviewer is just the Location Code or is a Location Code/Function combination, any active Reviewer within that Location Code may take action on the GFP Attachment.
 The multiple Reviewer functionality will work the same way for GFP Approver create.

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The multiple Reviewer functionality will work the same way for GFP Approver create.

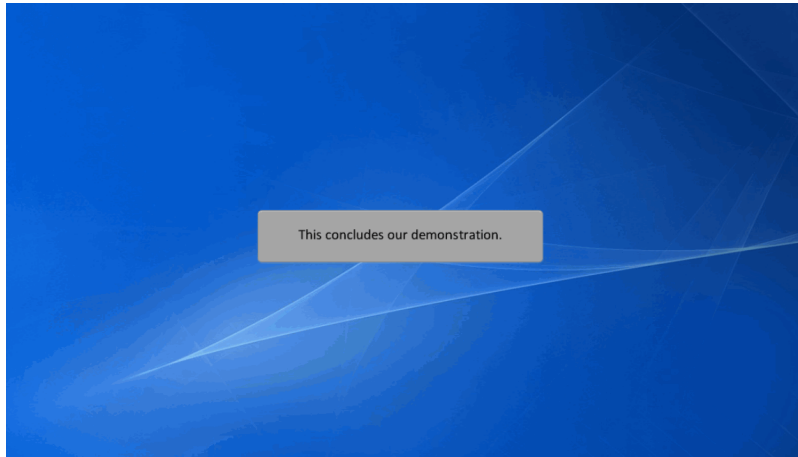
Step 11

Message from webpage
 You have already reviewed this GFP Attachment. If you want to review again, click 'OK'.

Upon clicking the 'Open' button from the Review Folder, if the same user has previously viewed the GFP Attachment, a message will be displayed that states: "You have already reviewed this GFP Attachment. If you want to review again, click 'OK'". 'OK' presents the user with the Attachment. 'Cancel' keeps them in the Review Folder.

Upon clicking the 'Open' button from the Review Folder, if the same user has previously viewed the GFP Attachment, a message will be displayed that states: "You have already reviewed this GFP Attachment. If you want to review again, click 'OK'". 'OK' presents the user with the Attachment. 'Cancel' keeps them in the Review Folder.

End



This concludes our demonstration.