Intro



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



This presentation will demonstrate how to submit a Delete IUID Request as a Legacy Submitter. It will include training on how to submit one or more UIIs in a Delete IUID request template using Manual Data Entry. This tool is designed to significantly enhance data integrity by enabling more timely corrections to erroneous data in IUID Registry. Once logged into PIEE as Legacy Submitter Role, click the IUID icon to open the module.



To begin creating a Delete IUID Request document, select the Delete IUID Request Menu option.

#### Step 3

Index	UII *	Deletion Category *	Other Reason Category	Retained UII	Reason *	Action
1	9192024915	Select	~		Test	+ Add
		Select				_
		Delete				
		Delete-ACQ for Legacy				li
Showing	g 1 to 1 of 1 entries	Delete-Duplicate				Previous 1 N
		Delete-Re-marked				
		Other				
🕑 Su	bmit O Main Menu O Help					

Delete IUID Request template will appear. Enter the following fields: UII; Deletion Category - Depending on the Deletion Category options selected, the system will determine whether the 'Other Reason Category' and 'Retained UII' fields are required or disabled; and Reason. Click the Add button to add the UII to the template.

# Step 4

Legacy	- Submit Delete IUID Request					
Index	UII.	Deletion Category *	Other Reason Category	Retained UI	Reason *	Action
1		Select ~				+ Add
2	9192024508	Other	Test		Test	& Edit & Remove
3	91920241156	Delete			Test	C Edit C Remove
🕑 Sub	mit 🛛 🗨 Main Menu 🖉 Help	To edit a U	JII before sub	mission, click	the <b>Edit</b> button.	
		The user 1 50 UIIs) ii	may add one o n the Delete IU	or more UIIs (u JID Request te	p to a maximum of mplate at a time.	

The user may add one or more UIIs (up to a maximum of 50 UIIs) in the Delete IUID Request template at a time. To edit a UII before submission, click the Edit button.

## Step 5

	bereatin category	Other Reason Category	Retained UII	Reason *	Action
1	Select	~			+ Add
					4
1 9192024508	Other	← Test		Testing Edit Button	✓ Save ✓ Cancel
2 91920241156	Delete			Test	A)
Showing 1 to 3 of 3 entries					Previous 1
Submit O Main Menu	нер				
Submit O Main Menu	O:	nce finished w	ith the chang	ges, select the Save	

Once finished with the changes, select the Save button. The UII is updated with new changes.

# Step 6

D C AV	002	Deletion Category *		Other Reston Category	Pathinad III	Paren '	Act	
1		Select	~				-	Add
2	9192024508	Other		Test		Testing Edit Button	4	Edit C Remove
3	91920241156	Delete				Test		Edit 🕑 Remove
© Sut	ame O Main Menu O	нар		To remove U submission	JII from the , click the <b>R</b>	template before <b>emove</b> button.		-

To remove UII from the template before submission, click the Remove button.

## Step 7

Legacy	/ - Submit Delete IUID Re	quest	Are you sure you want to rem Request?	ove the UII from this Delete IUID	
Index	uii •	Deletion Category *			Action
1		Select		OK Cancel	+ Add
					li.
2	9192024508	Other	Test	Testing Edit Button	C Edit C Remove
3	91920241156	Delete		Test	C Edit C Remove
Showing	1 to 3 of 3 entries	A con	firmation message w	ill appear to confirm that th	e UII
Showing	n 1 to 3 of 3 entries	A con will	firmation message w be removed from the	ill appear to confirm that th Delete IUID Request templa	e UII ate.
Showing	1 to 3 of 3 entries	A con: will	firmation message w be removed from the	ill appear to confirm that th Delete IUID Request temple	e UII ate.
Showing	; 1 to 3 of 3 entries	A con will	firmation message w be removed from the	ill appear to confirm that th Delete IUID Request templa	e UII ate.

A confirmation message will appear to confirm that the UII will be removed from the Delete IUID Request template. Select Ok to continue. The UII will be removed from the template.

# Step 8

Index	UII *	Deletion Category *	Other Reason Category	Retained UII	Reason *	Action
1		Setect ~				+ A33
2	9192024508	Other	Test		Testing Edit Button	C Edit C Remove
	91920241156	Delete			Test	& Edit & Remove
🛛 Sut	nit O Main Menu O Help				ole the Submit	

After listing all UIIs to the template, click the Submit button to finish submitting the Delete IUID Request form.

### Step 9

	- Submit Delete IUID Re	quest	Are you s	ure you want to submit this Delete IUID	O Request?	
Index	UII *	Deletion Category *	Deletion Category *		ОК Cancel	Action
1		Select	~			+ Add
2	9192024508	Other	Test		Testing Edit Button	A C Edit C Remove
3	91920241156	Delete				& Edit & Remove
Ø Sut	omit 🗢 Main Menu	Fretp	confirm	that the UII will b	e submitted.	
_						

A confirmation message will appear to confirm that the UII will be submitted. Select OK to continue. The Delete IUID Request will be submitted.

### Step 10

gacy - I	Submit Delete IUID R	equest: Success	essfully. An email has been sent	to an Approver to r	eview and approve/neject this request.
Delete IL 89112	JID Request Number	State Oper	<b>19</b>		
Index	UII	Deletion Category	Other Reason Category	Retained UII	Reason
1	9192024508	Other	Test		Testing Edit Button
2	91920241156	Delete			Test
Showing Delete IL	1 to 2 of 2 entries			_	Previous 1 Next
Email	After the submiss message 11t UIIs in th	Delete IUID Re ion was success with email noti ne Request, and	quest has been sub sful. The Success pa fication, Delete IUII l Delete IUID Reque	mitted, the age displays D Request n st history.	IUID Registry informs the user that the with vital information such as - success umber with new status of Open, Number of

After the Delete IUID Request has been submitted, the IUID Registry informs the user that the submission was successful. The Success page displays with vital information such as - success message with email notification, Delete IUID Request number with new status of Open, Number of UIIs in the Request, and Delete IUID Request history.

#### End



This concludes our demonstration.