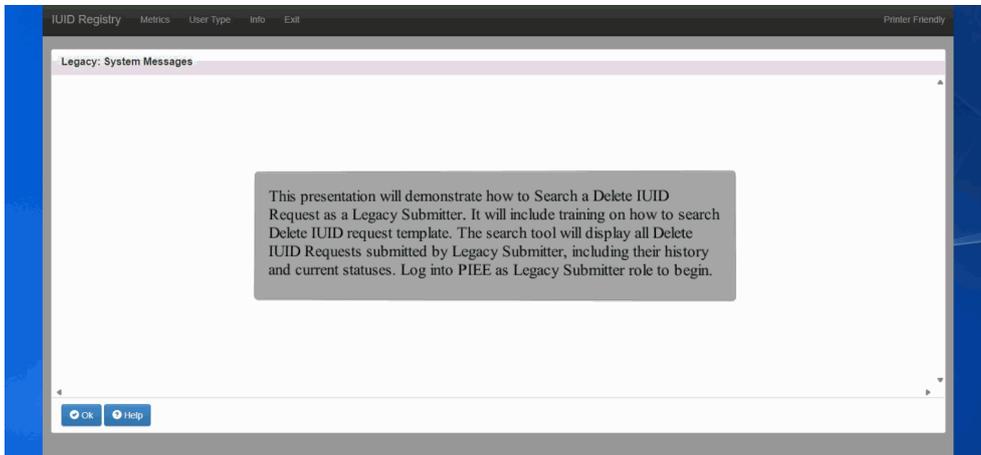## Intro
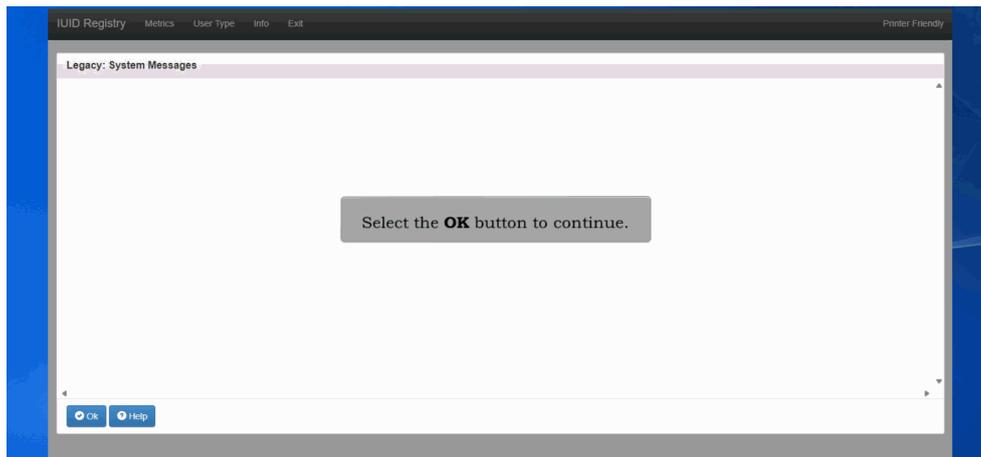

Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.
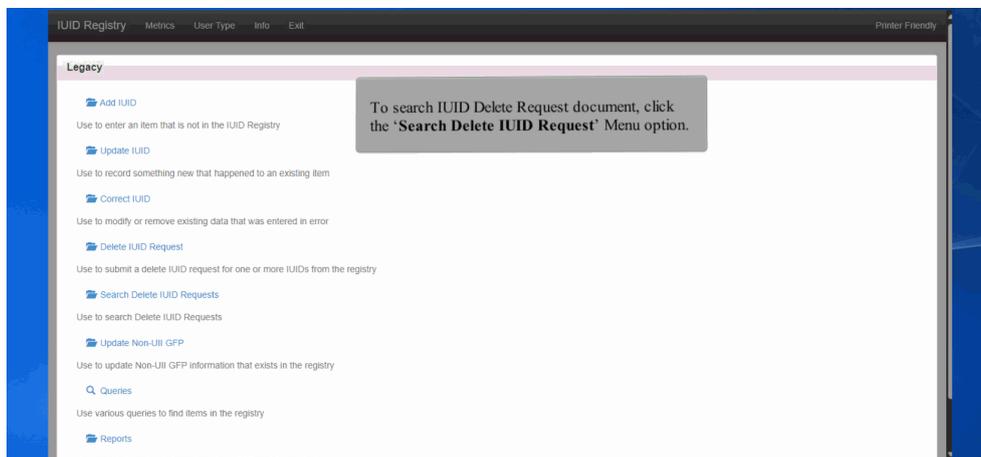
Step 1

This presentation will demonstrate how to Search a Delete IUID Request as a Legacy Submitter. It will include training on how to search Delete IUID request template. The search tool will display all Delete IUID Requests submitted by Legacy Submitter, including their history and current statuses. Log into PIEE as Legacy Submitter role to begin.
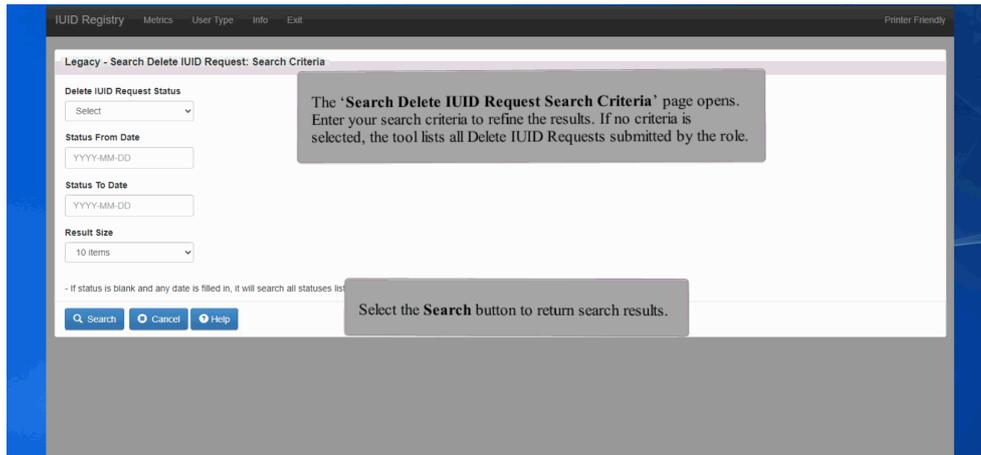
Step 2

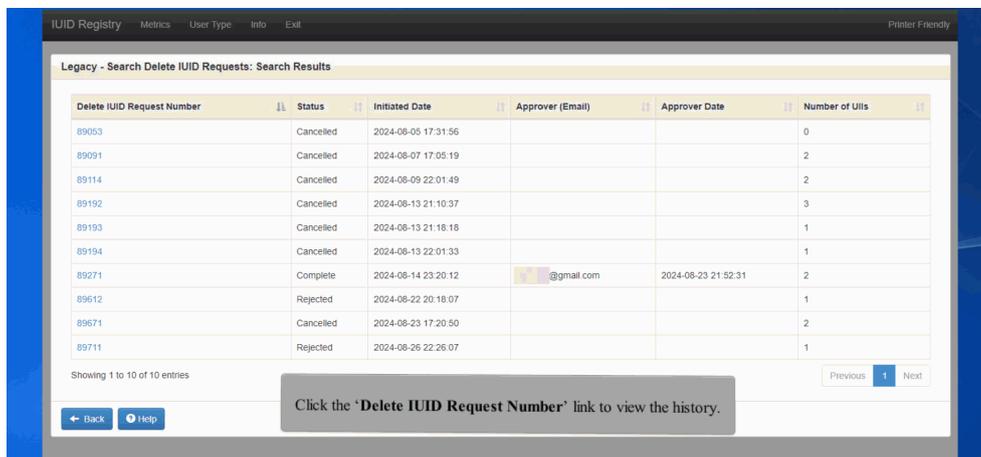Select the OK button to continue.

Step 3

To search IUID Delete Request document, click the 'Search Delete IUID Request' Menu option.
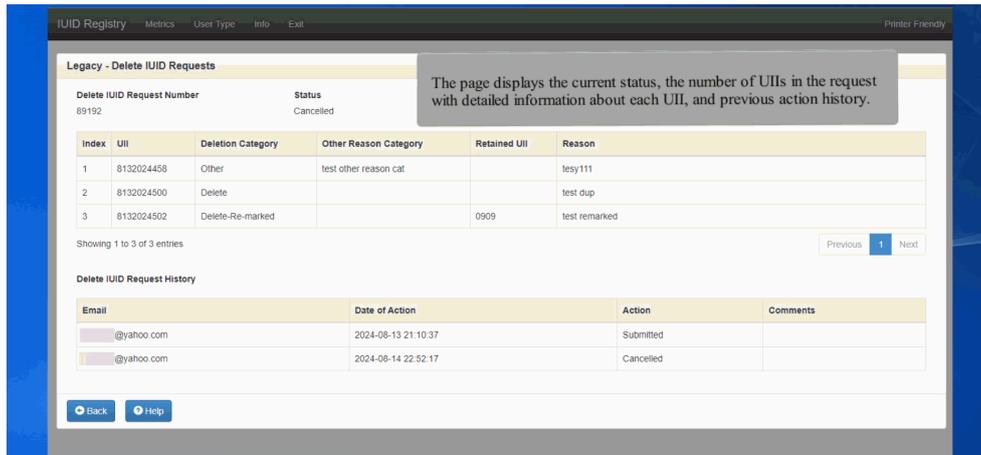
Step 4

The 'Search Delete IUID Request Search Criteria' page opens. Enter your search criteria to refine the results. If no criteria is selected, the tool lists all Delete IUID Requests submitted by the role. Select the Search button to return search results.
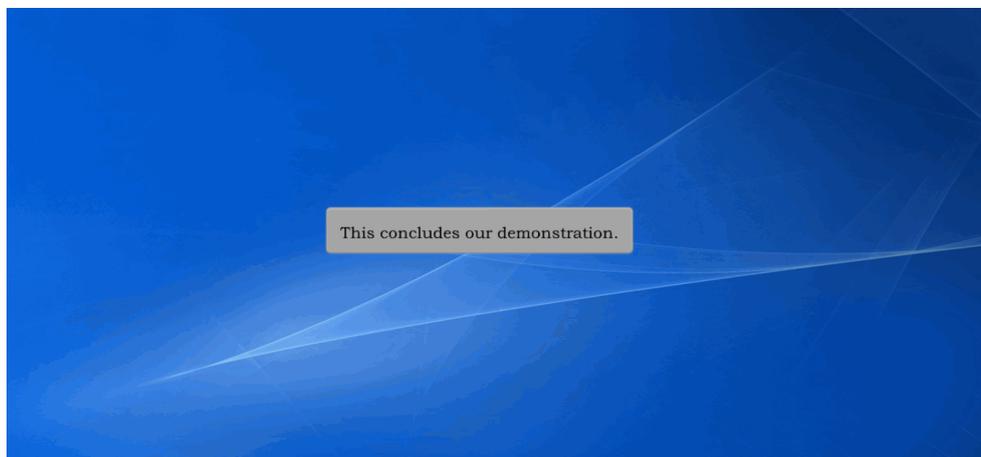
Step 5

Click the 'Delete IUID Request Number' link to view the history.

Step 6

The page displays the current status, the number of UIIs in the request with detailed information about each UII, and previous action history.

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End

This concludes our demonstration.

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