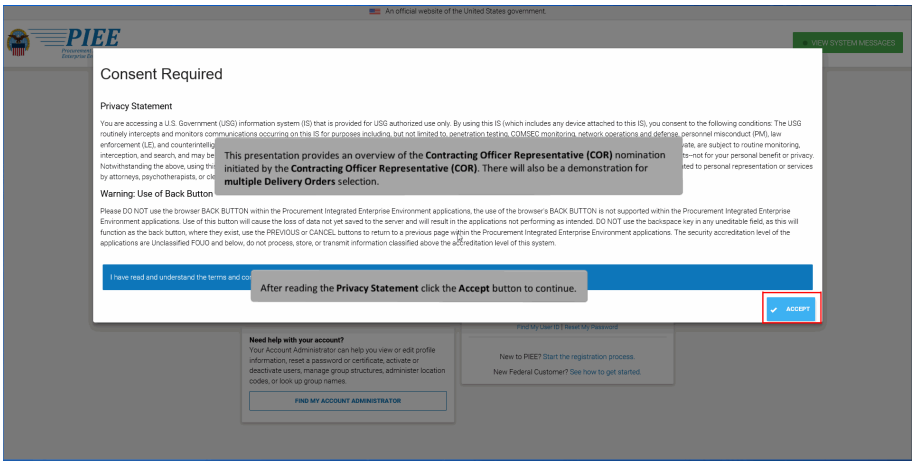
Intro

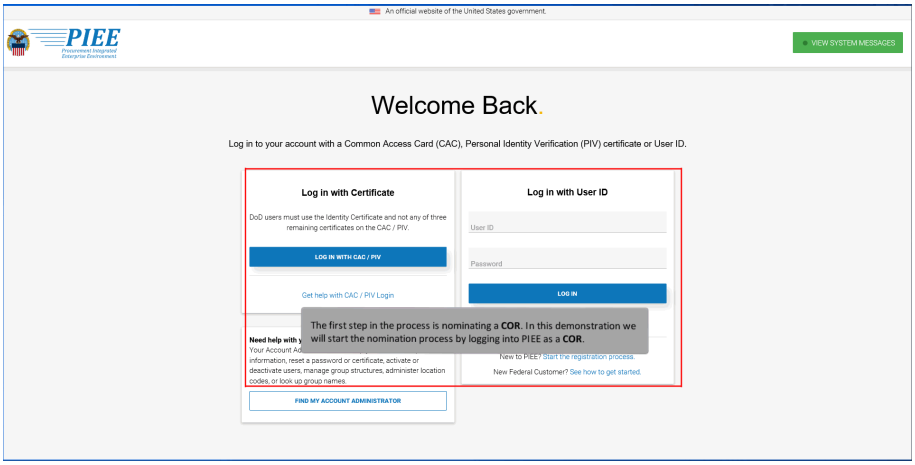
COR Nomination Initiated by COR
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



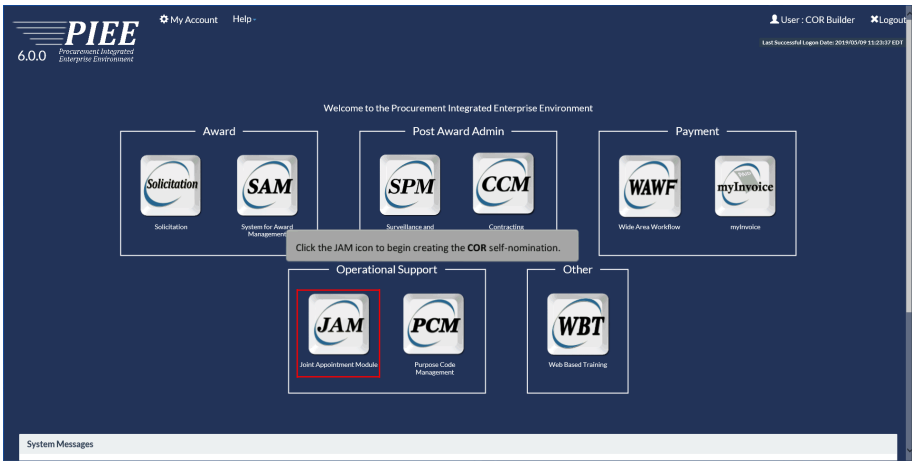
This presentation provides an overview of the Contracting Officer Representative (COR) nomination initiated by the Contracting Officer Representative (COR). There will also be a demonstration for multiple Delivery Orders selection. After reading the Privacy Statement click the Accept button to continue.

Step 2



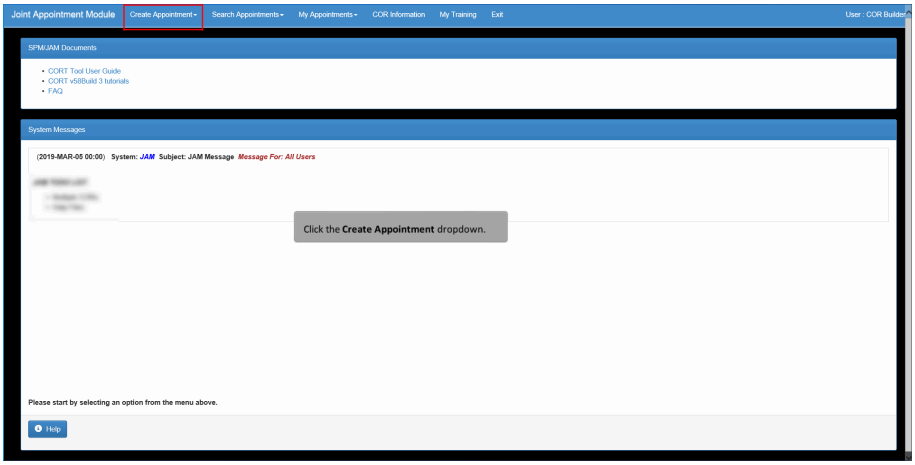
The first step in the process is nominating a COR. In this demonstration we will start the nomination process by logging into PIEE as a COR.

Step 3



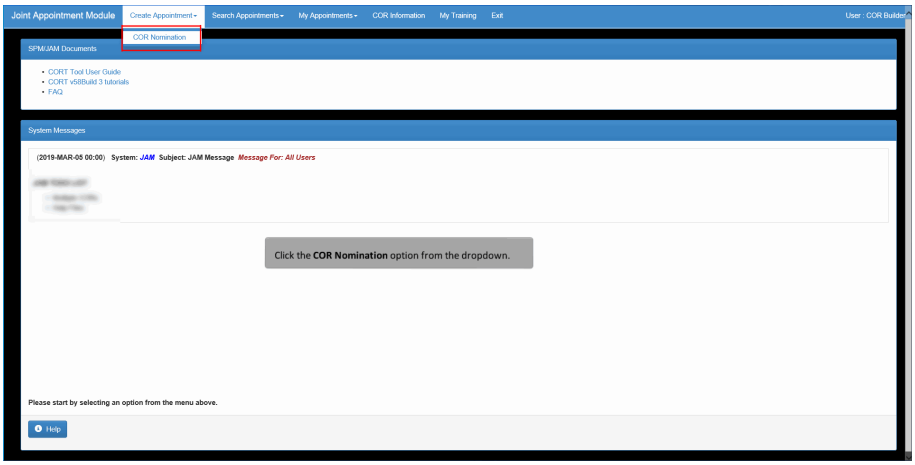
Click the JAM icon to begin creating the COR self-nomination.

Step 4



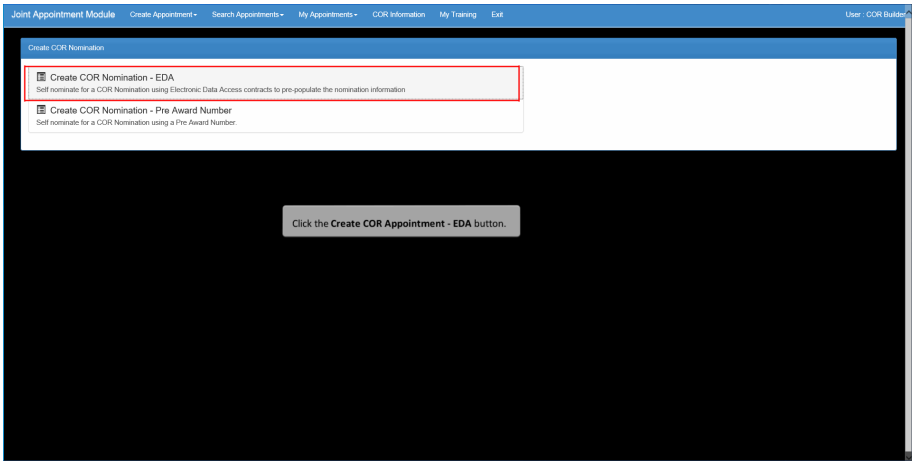
Click the Create Appointment dropdown.

Step 5



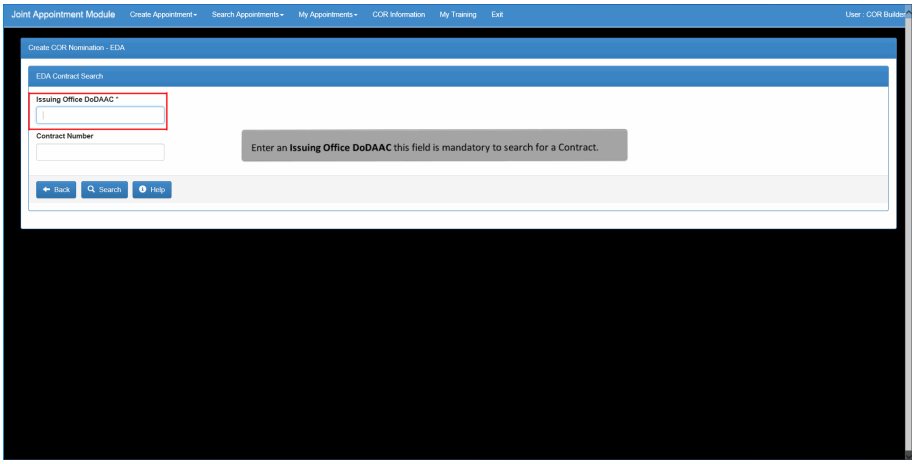
Click the COR Nomination option from the dropdown.

Step 6



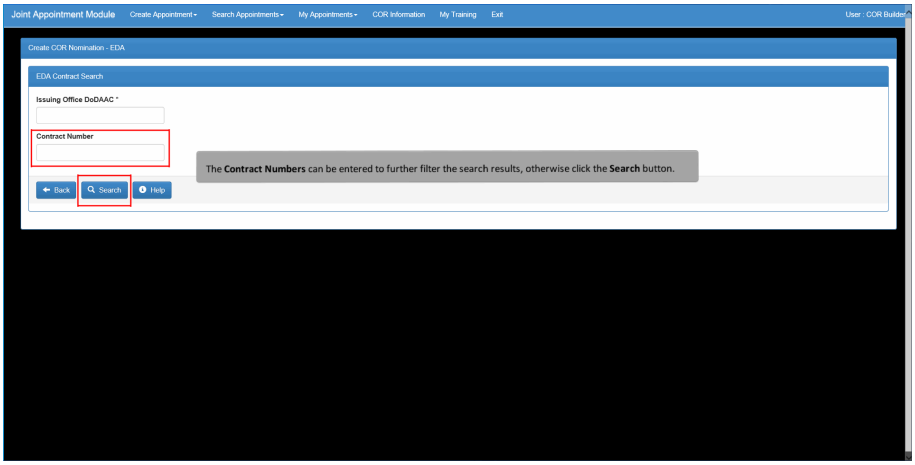
Click the Create COR Appointment - EDA button.

Step 7



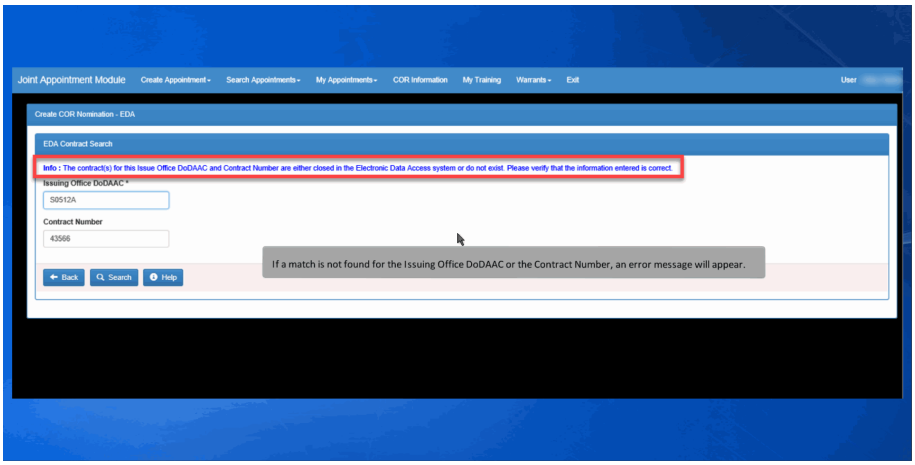
Enter an Issuing Office DoDAAC this field is mandatory to search for a Contract.

Step 8



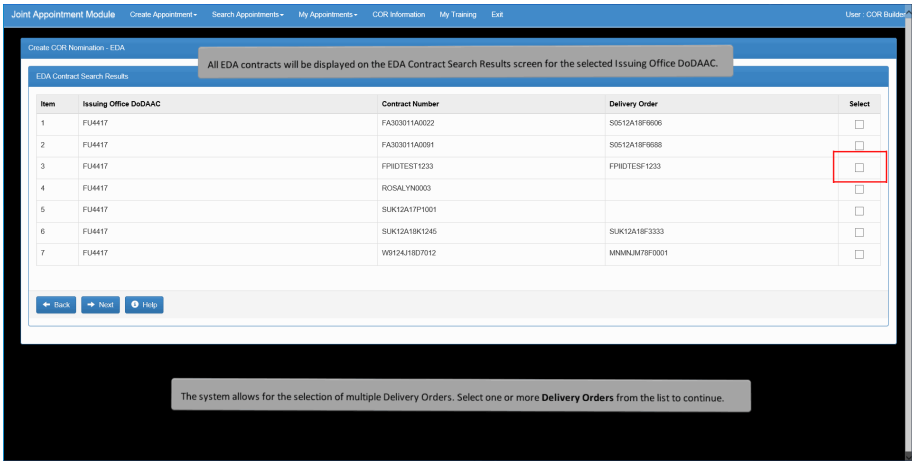
The Contract Numbers can be entered to further filter the search results, otherwise click the Search button.

Step 9



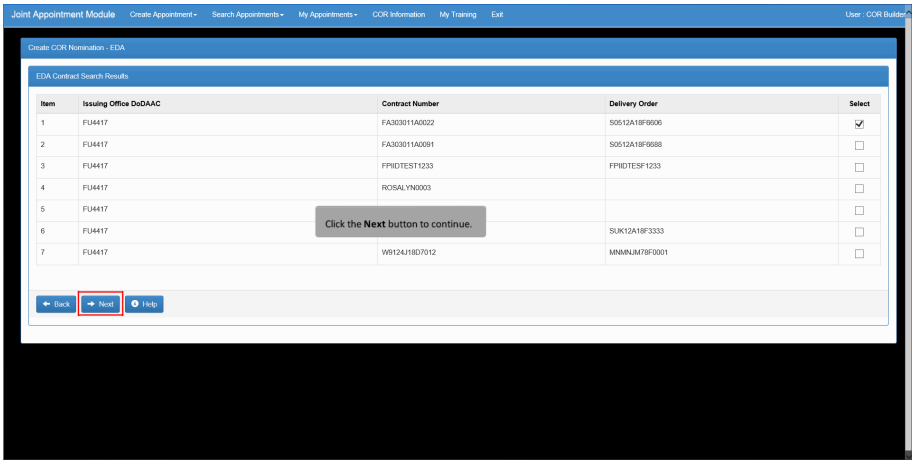
If a match is not found for the Issuing Office DoDAAC or the Contract Number, an error message will appear.

Step 10



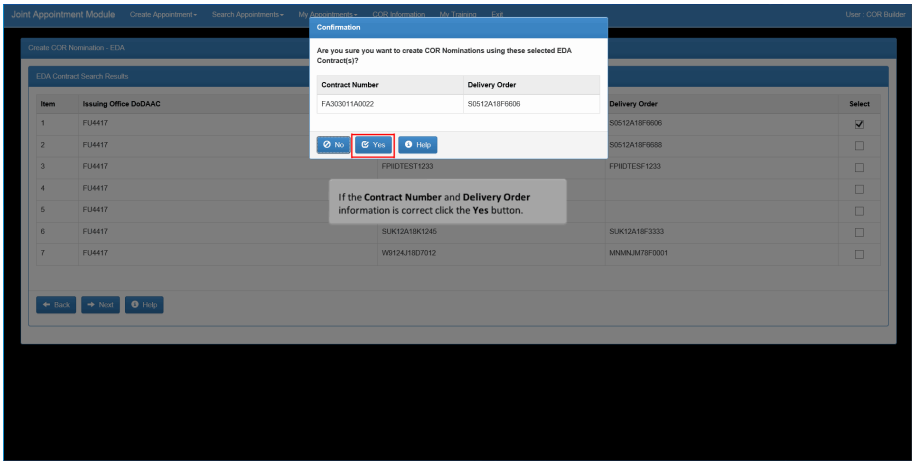
All EDA contracts will be displayed on the EDA Contract Search Results screen for the selected Issuing Office DoDAAC. The system allows for the selection of multiple Delivery Orders. Select one or more Delivery Orders from the list to continue.

Step 11



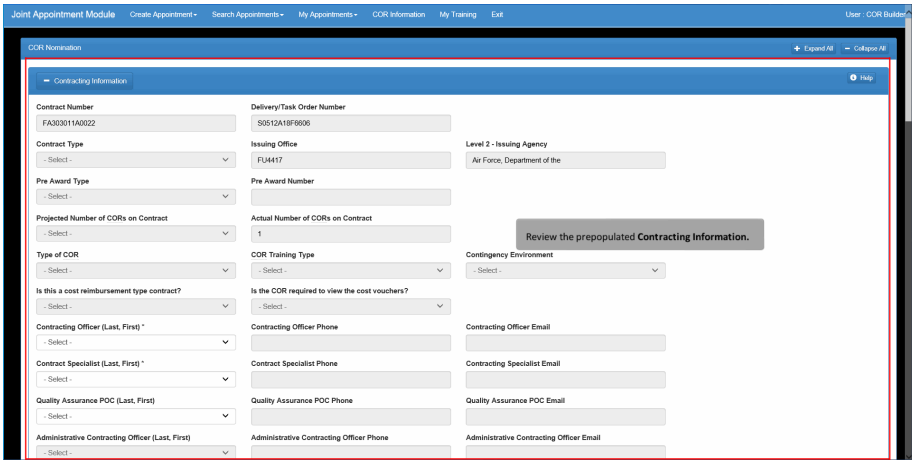
Click the Next button to continue.

Step 12



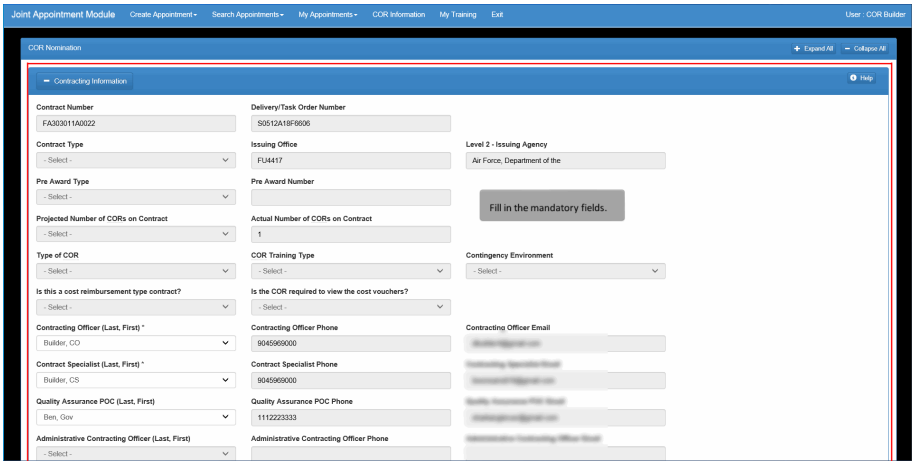
If the Contract Number and Delivery Order information is correct click the Yes button.

Step 13



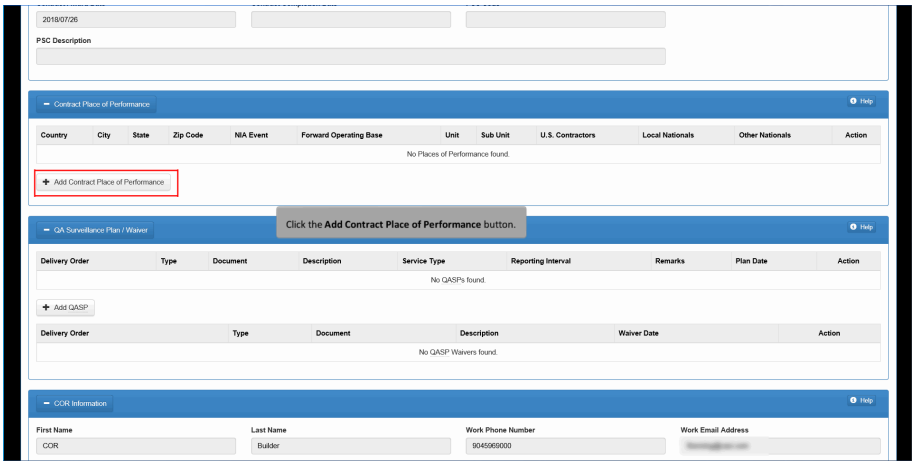
Review the prepopulated Contracting Information.

Step 14



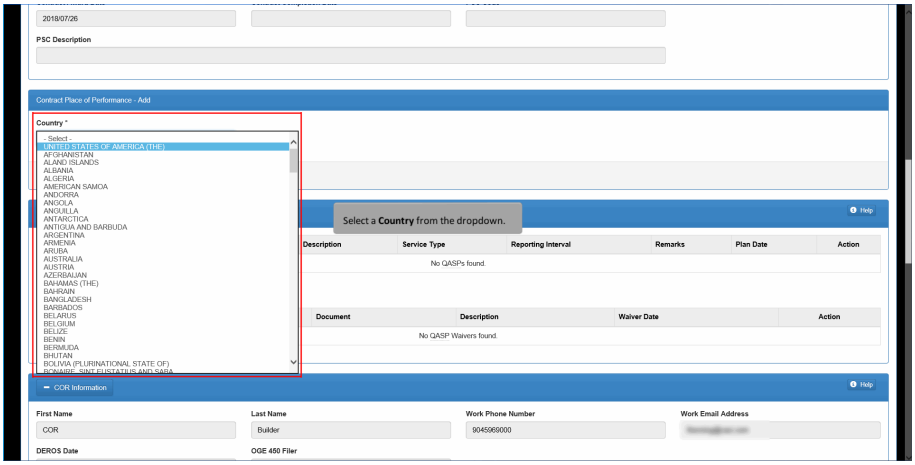
Fill in the mandatory fields.

Step 15



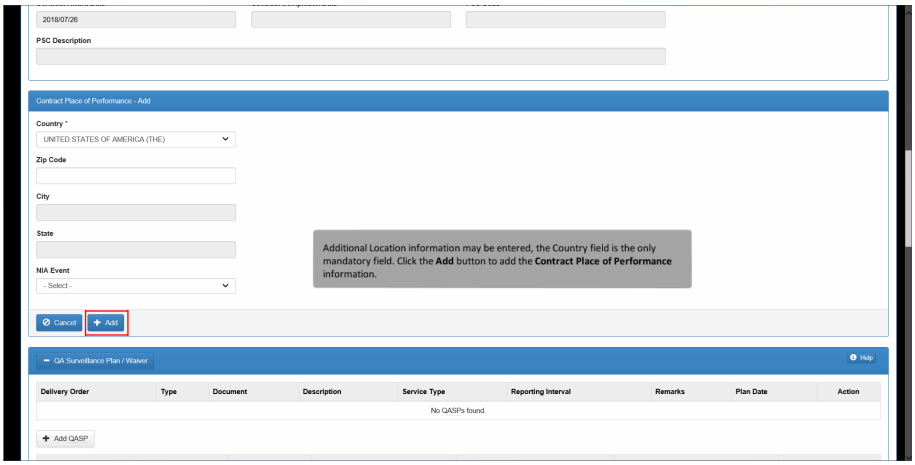
Click the Add Contract Place of Performance button.

Step 16



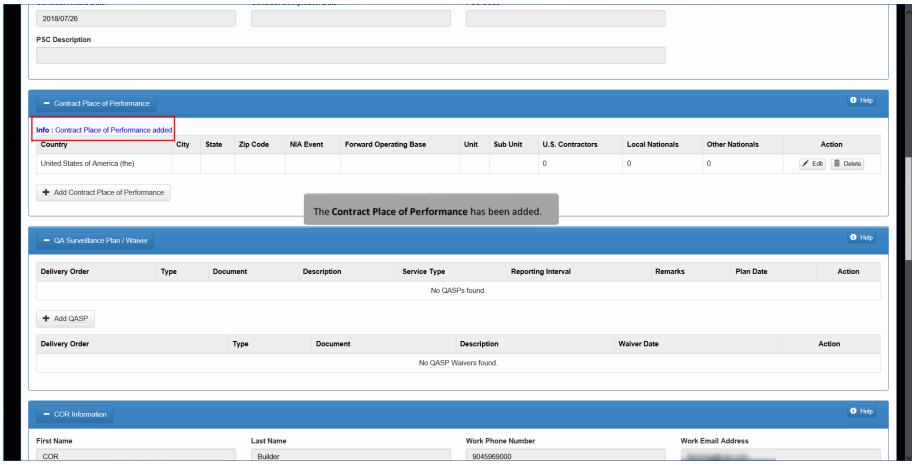
Select a Country from the dropdown.

Step 17



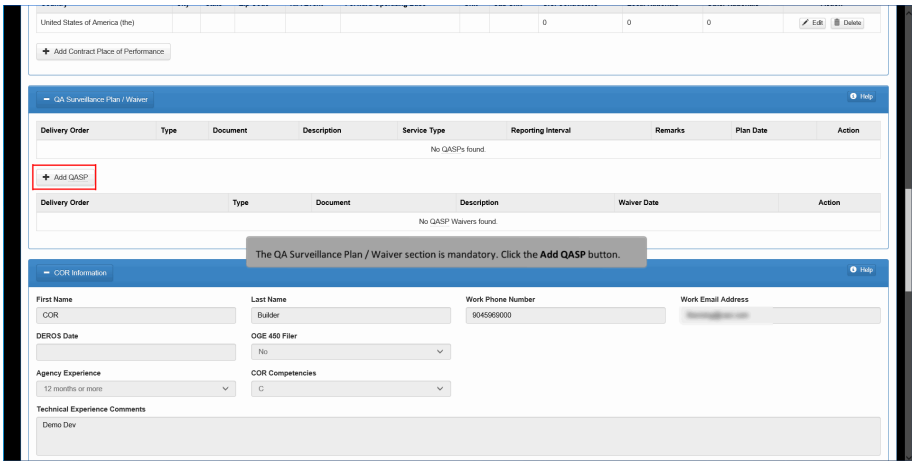
Additional Location information may be entered, the Country field is the only mandatory field. Click the Add button to add the Contract Place of Performance information.

Step 18



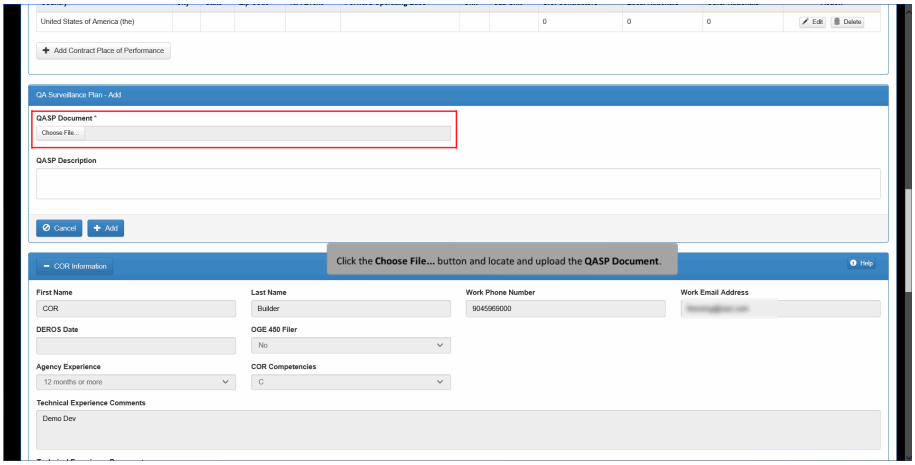
The Contract Place of Performance has been added.

Step 19



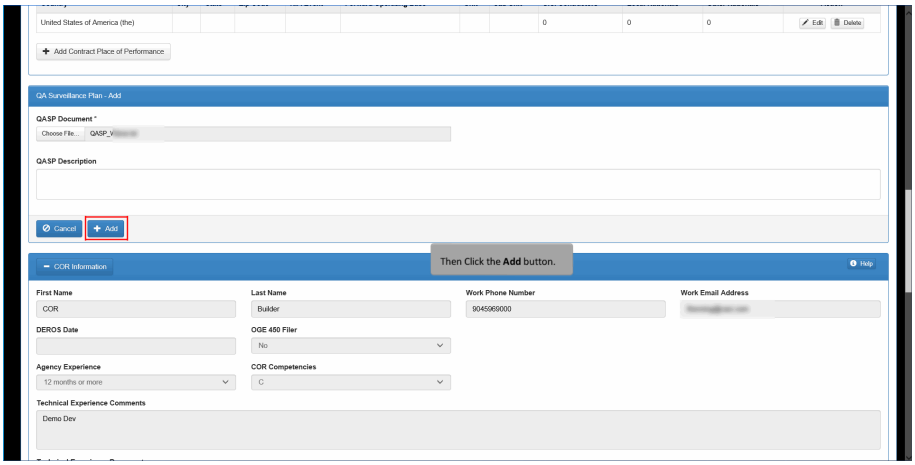
The QA Surveillance Plan / Waiver section is mandatory. Click the Add QASP button.

Step 20



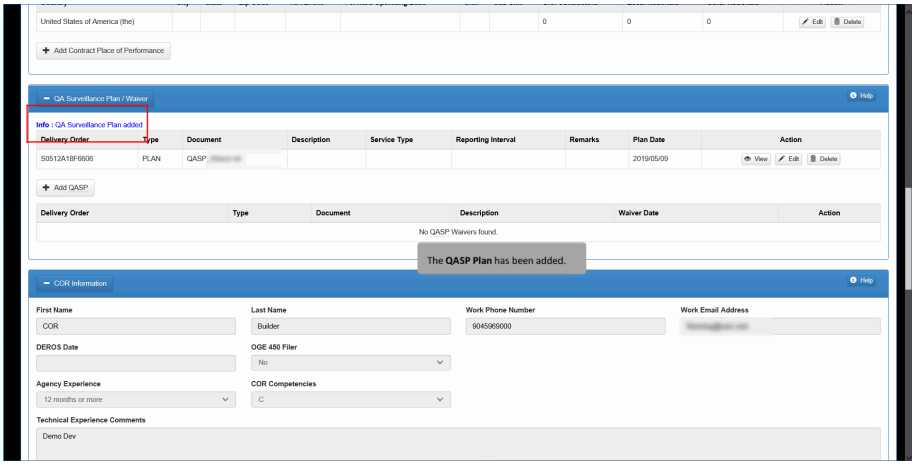
Click the Choose File... button and locate and upload the QASP Document.

Step 21



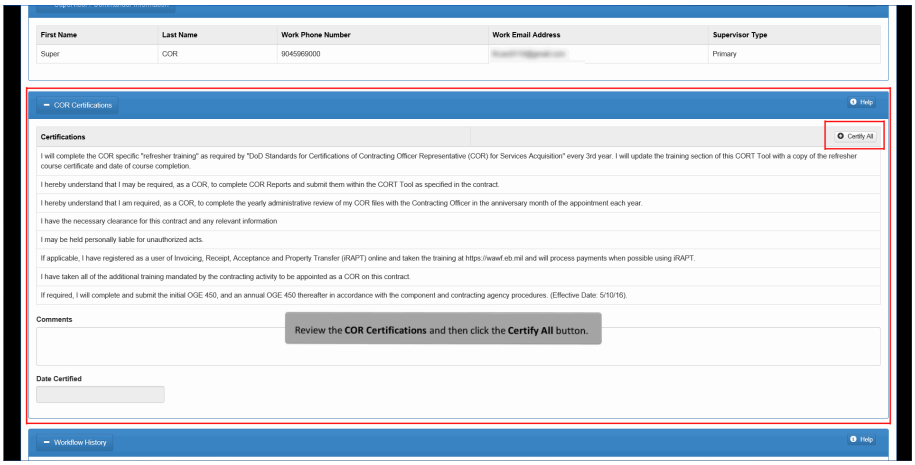
Then Click the Add button.

Step 22



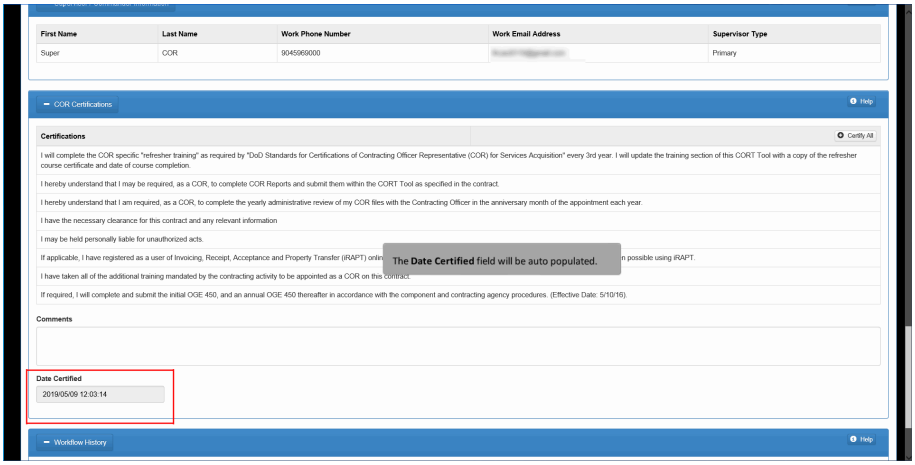
The QASP Plan has been added.

Step 23



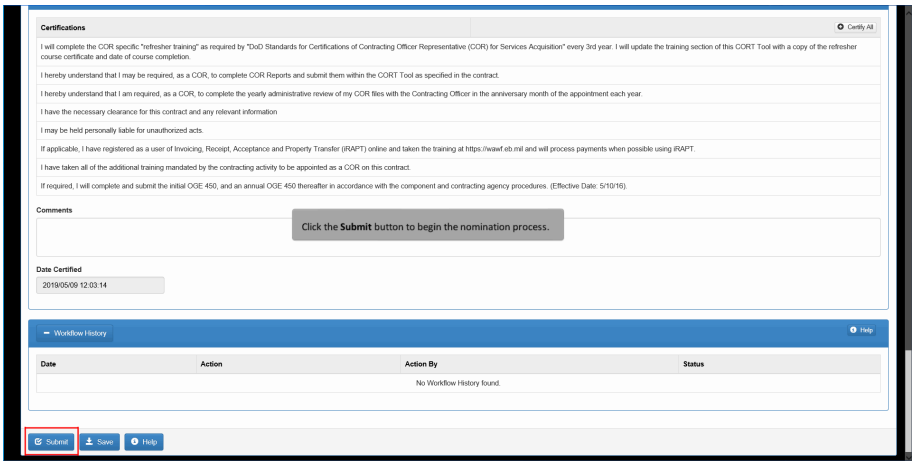
Review the COR Certifications and then click the Certify All button.

Step 24



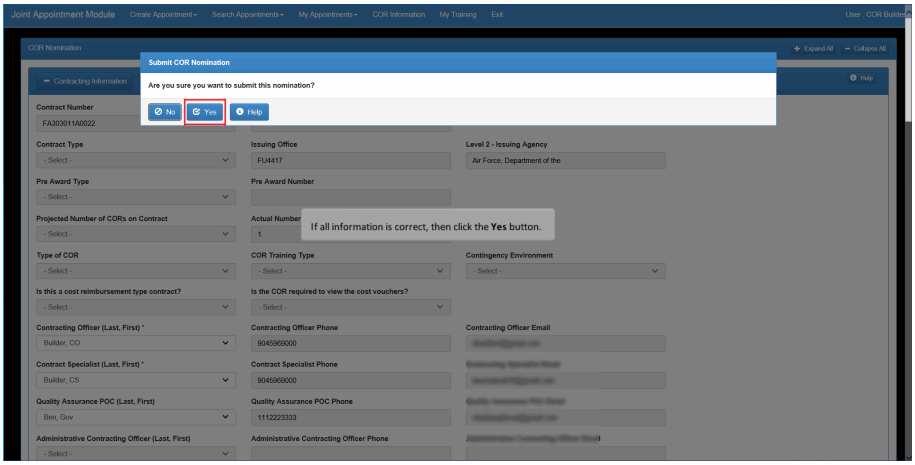
The Date Certified field will be auto populated.

Step 25



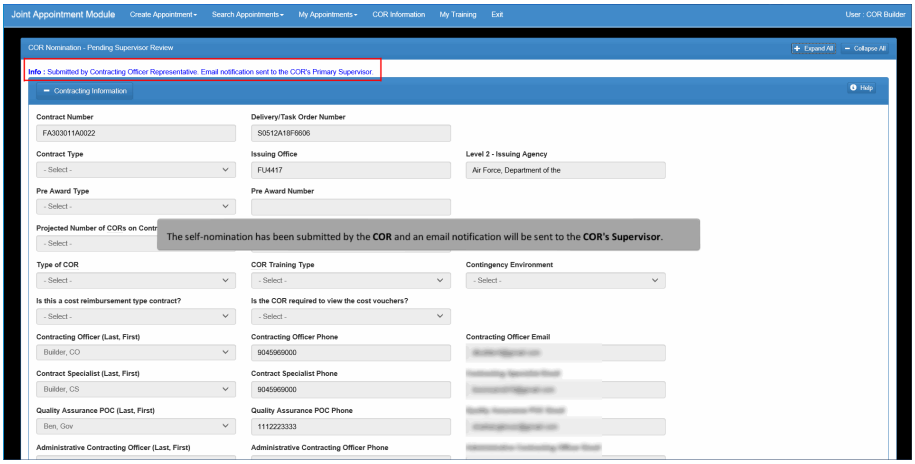
Click the Submit button to begin the nomination process.

Step 26



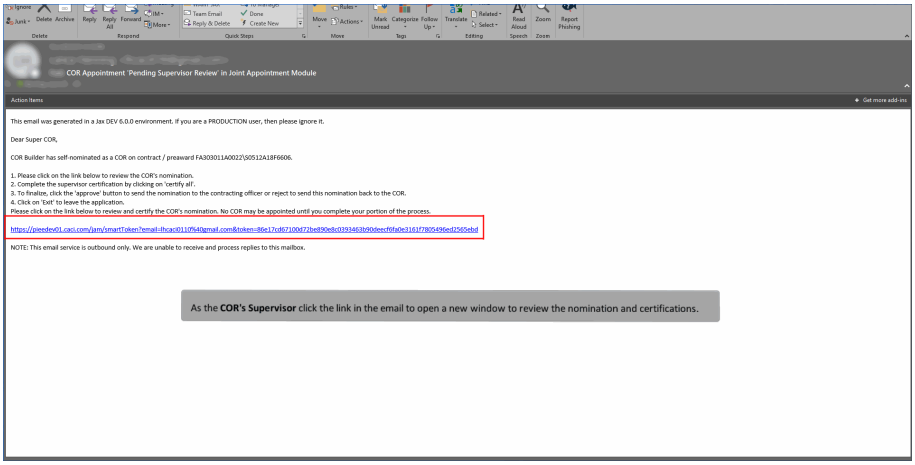
If all information is correct, then click the Yes button.

Step 27



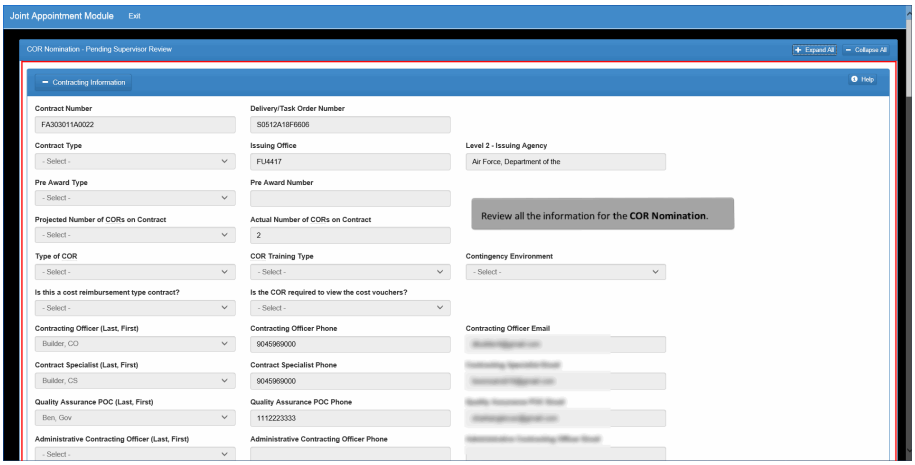
The self-nomination has been submitted by the COR and an email notification will be sent to the COR's Supervisor.

Step 28



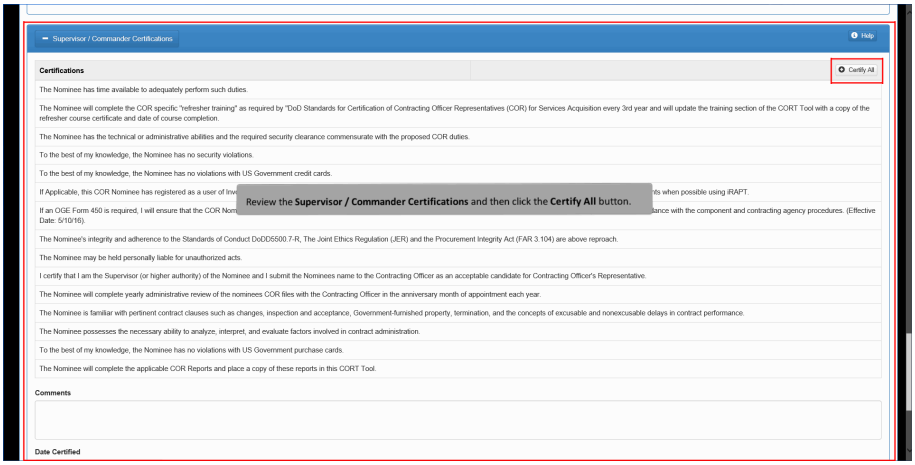
As the COR's Supervisor click the link in the email to open a new window to review the nomination and certifications.

Step 29



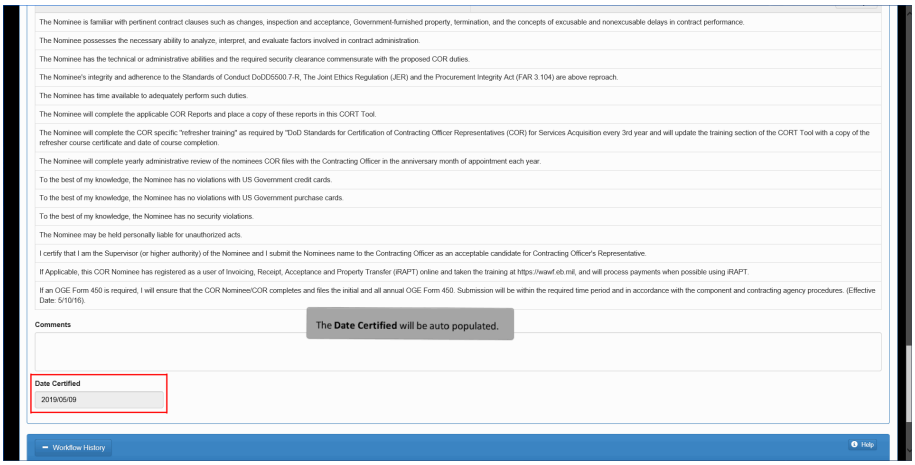
Review all the information for the COR Nomination.

Step 30



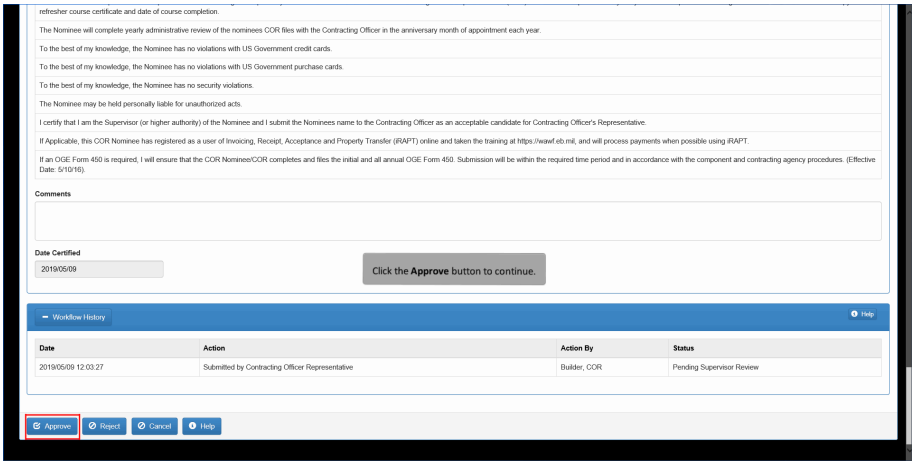
Review the Supervisor / Commander Certifications and then click the Certify All button.

Step 31



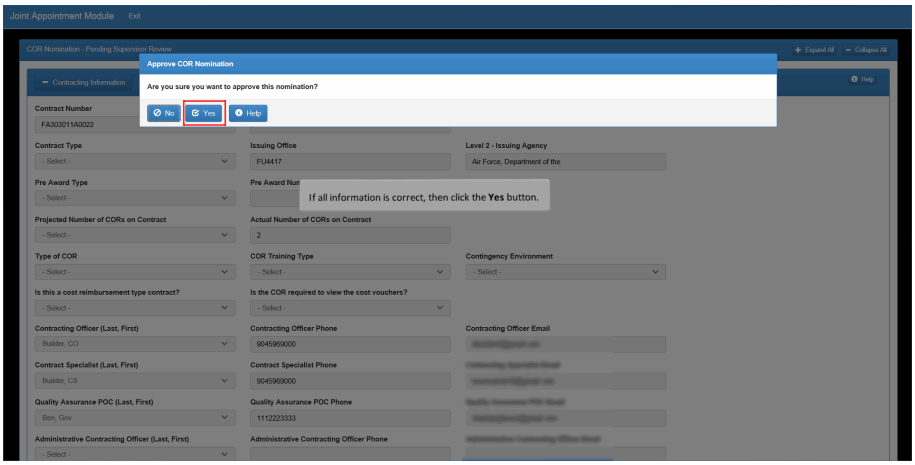
The Date Certified will be auto populated.

Step 32



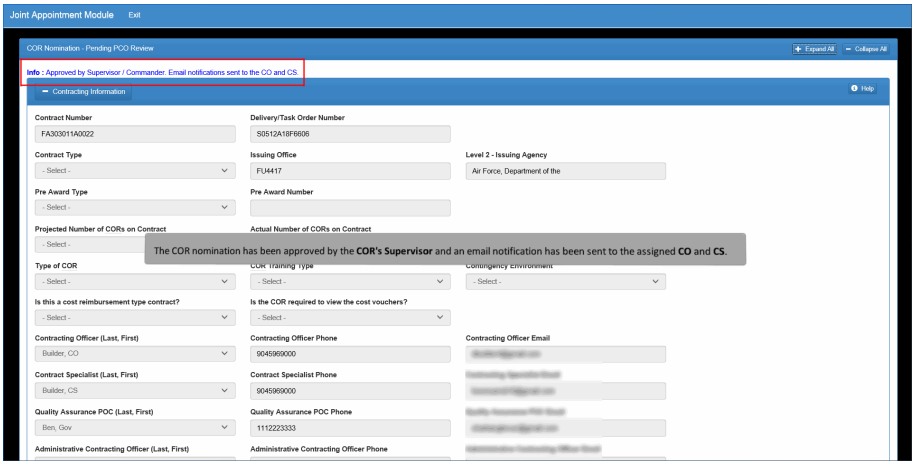
Click the Approve button to continue.

Step 33



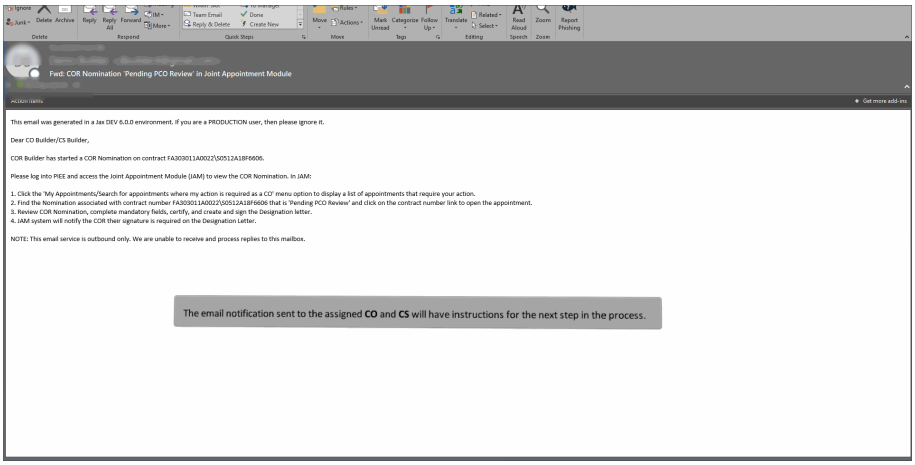
If all information is correct, then click the Yes button.

Step 34



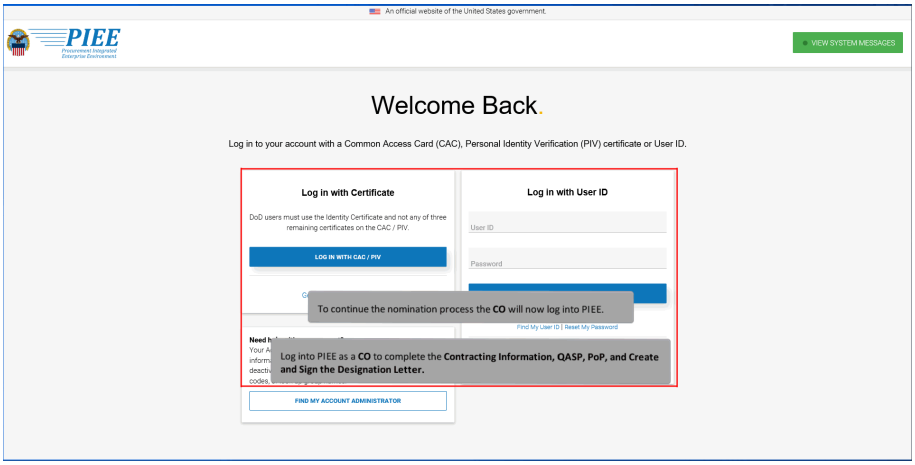
The COR nomination has been approved by the COR's Supervisor and an email notification has been sent to the assigned CO and CS.

Step 35



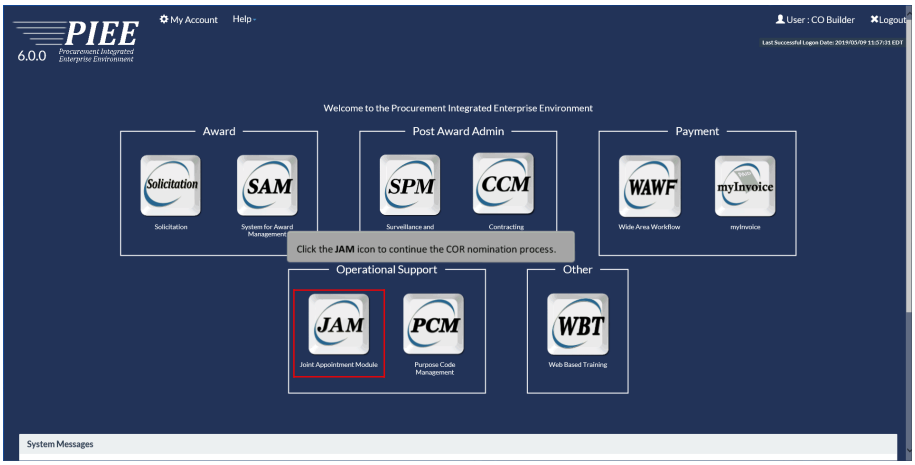
The email notification sent to the assigned CO and CS will have instructions for the next step in the process.

Step 36



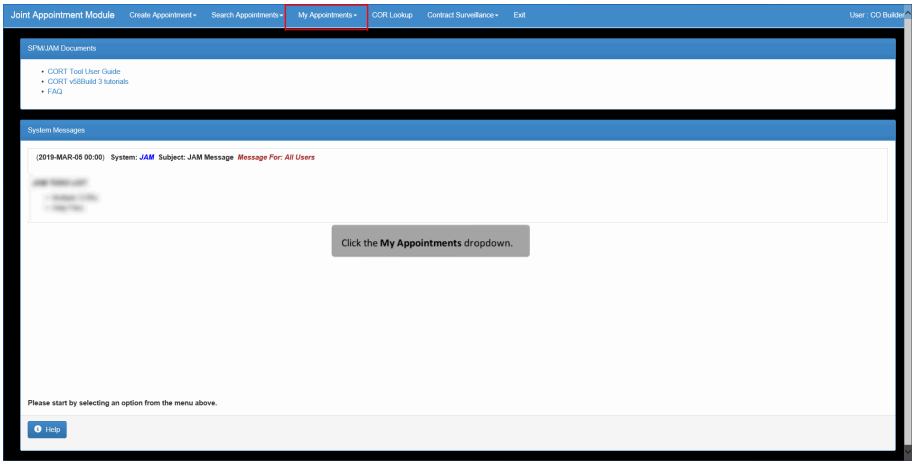
To continue the nomination process the CO will now log into PIEE. Log into PIEE as a CO to complete the Contracting Information, QASP, PoP, and Create and Sign the Designation Letter.

Step 37



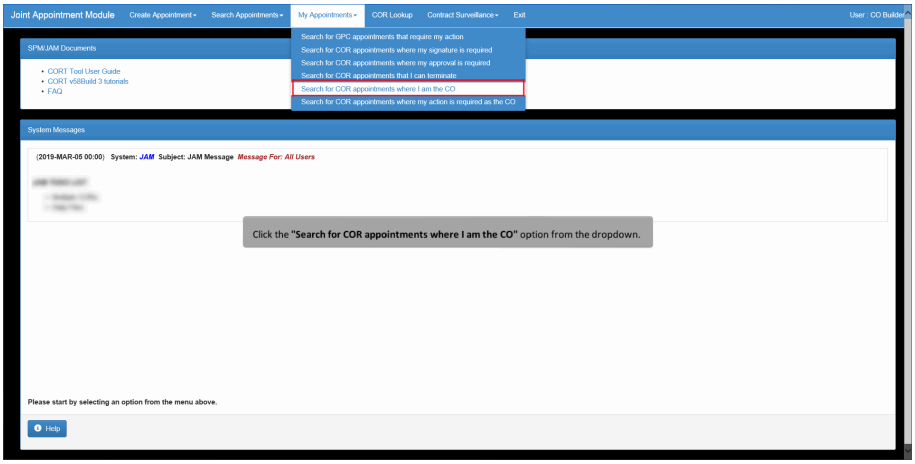
Click the JAM icon to continue the COR nomination process.

Step 38



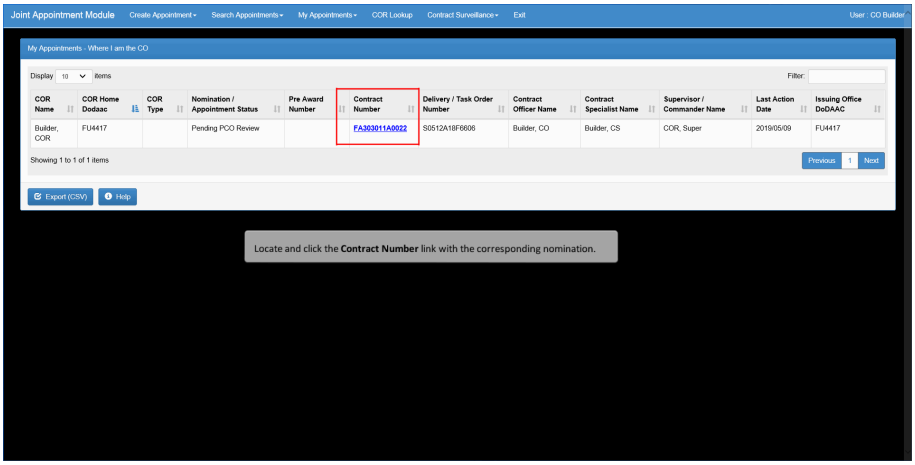
Click the My Appointments dropdown.

Step 39



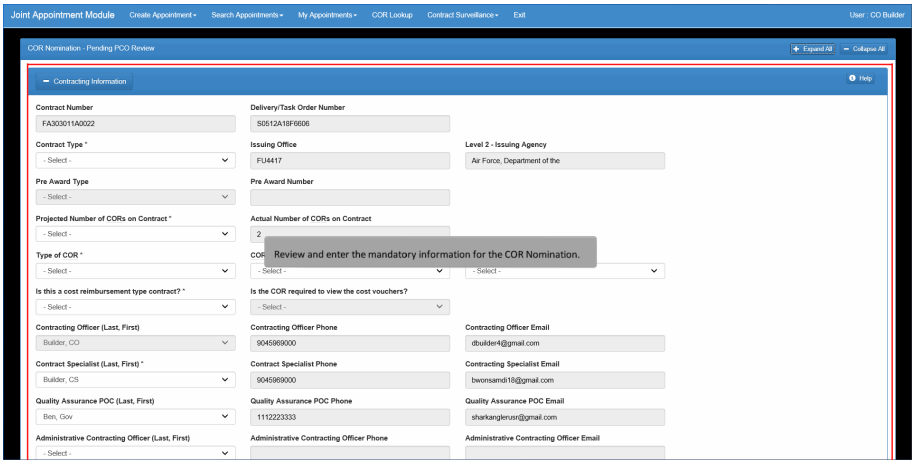
Click the "Search for COR appointments where I am the CO" option from the dropdown.

Step 40



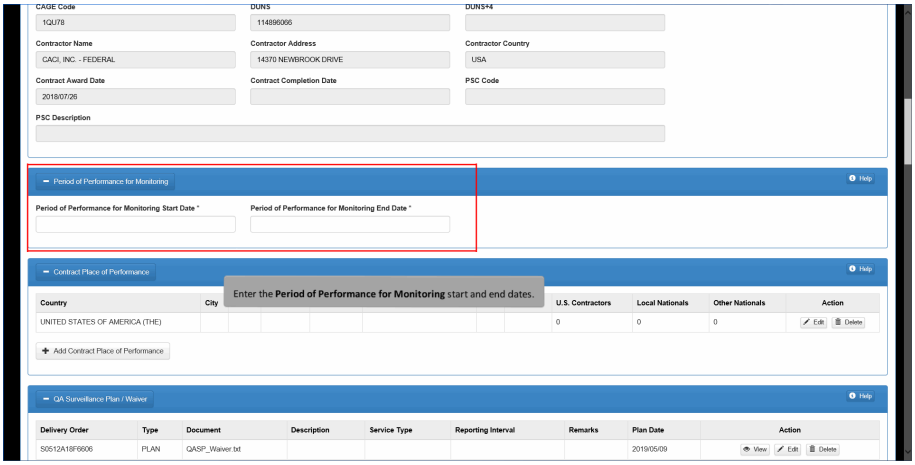
Locate and click the Contract Number link with the corresponding nomination.

Step 41



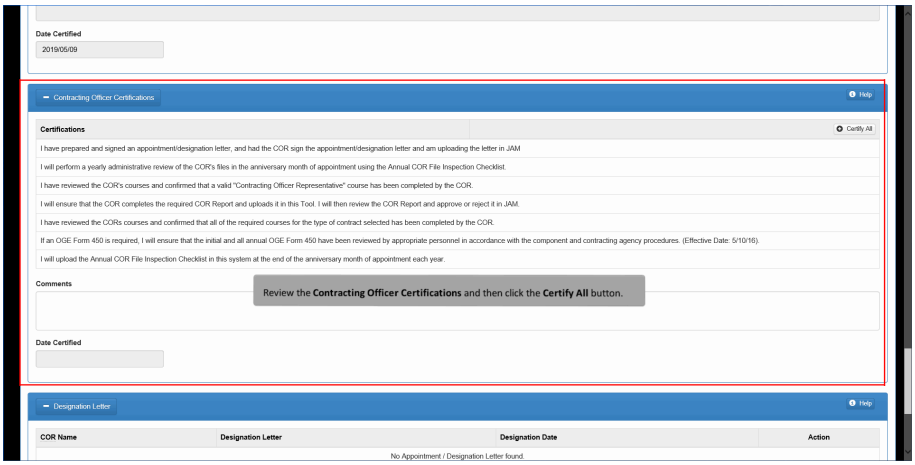
Review and enter the mandatory information for the COR Nomination.

Step 42



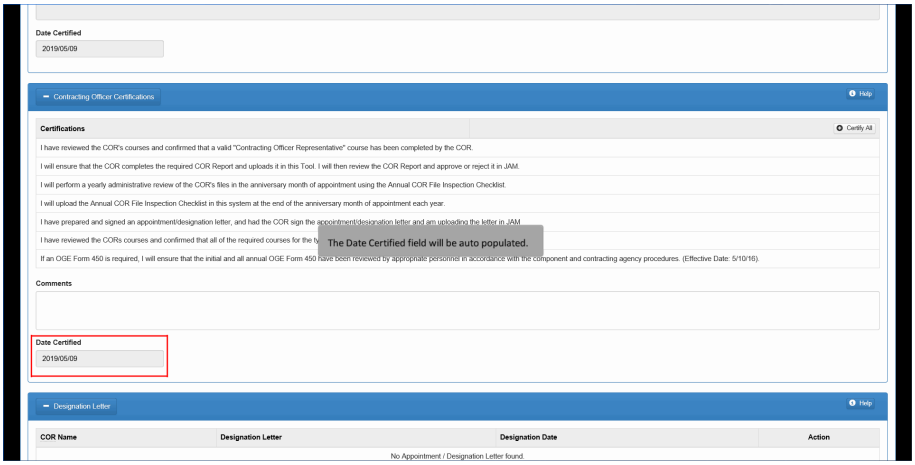
Enter the Period of Performance for Monitoring start and end dates.

Step 43



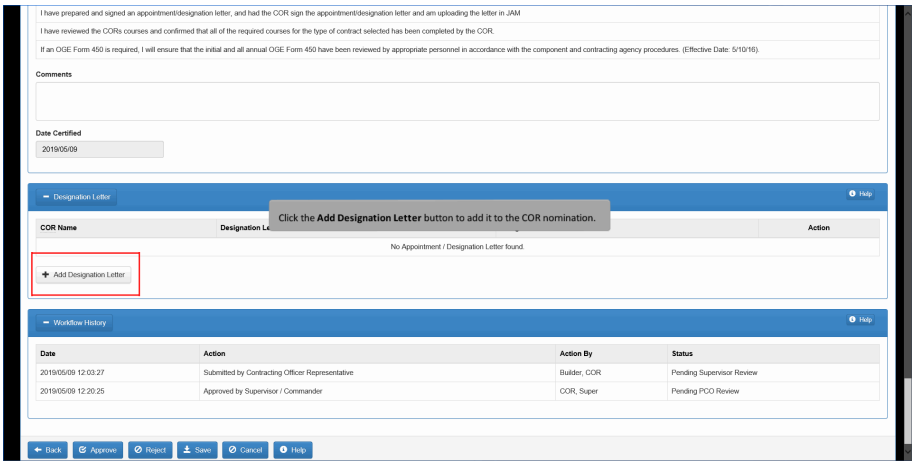
Review the Contracting Officer Certifications and then click the Certify All button.

Step 44



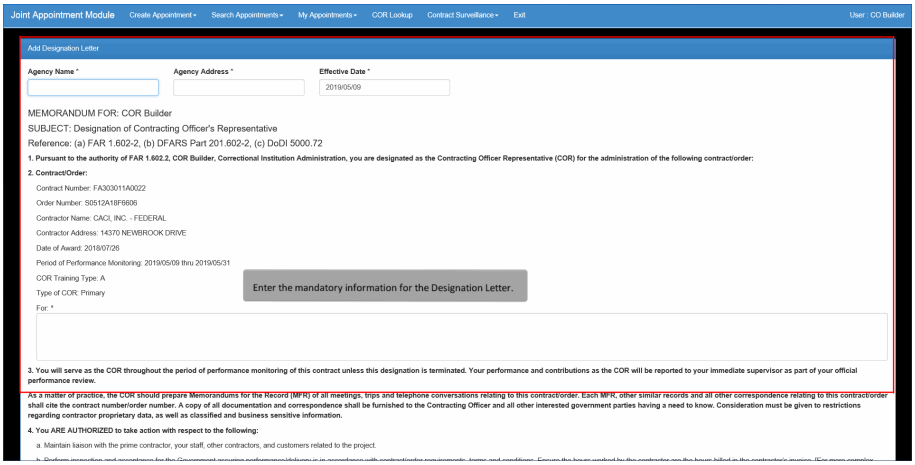
The Date Certified field will be auto populated.

Step 45



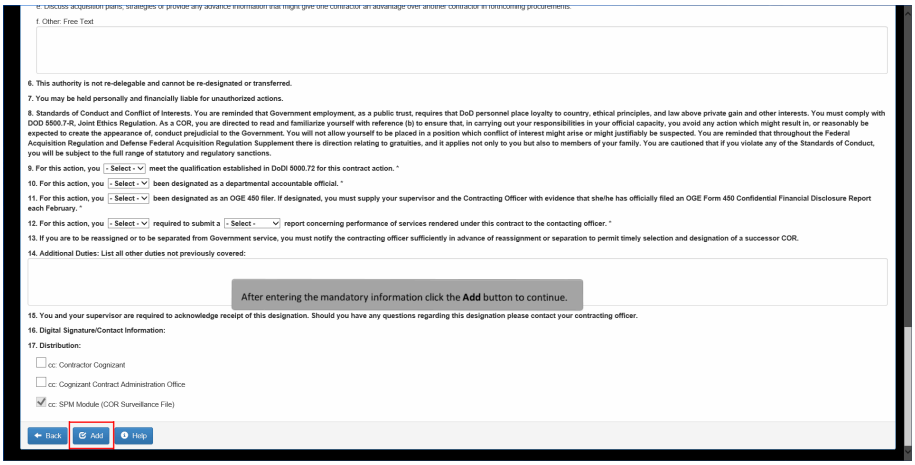
Click the Add Designation Letter button to add it to the COR nomination.

Step 46



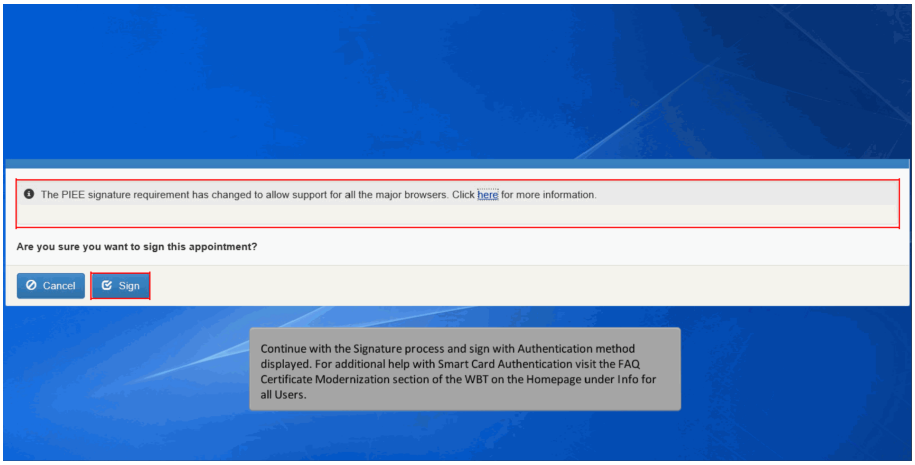
Enter the mandatory information for the Designation Letter.

Step 47



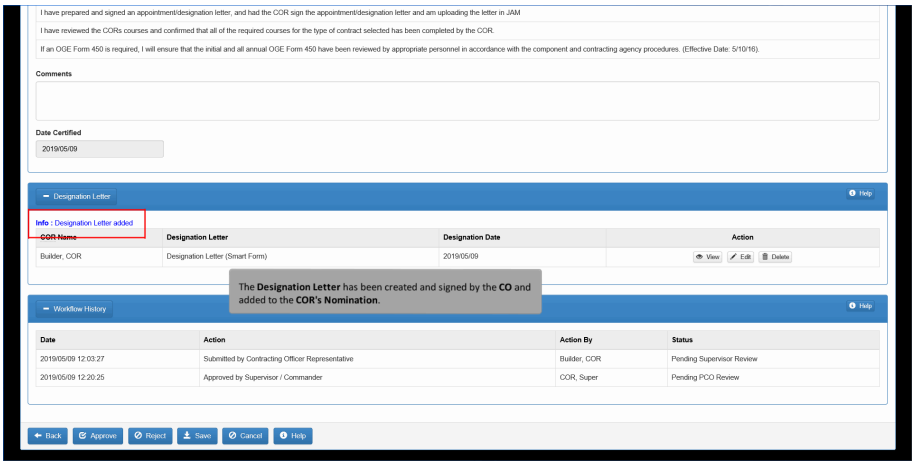
After entering the mandatory information click the Add button to continue.

Step 48



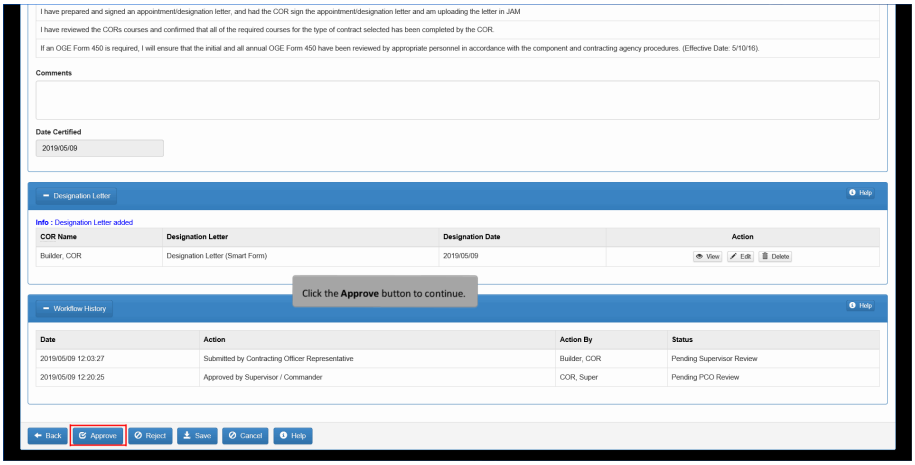
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 49



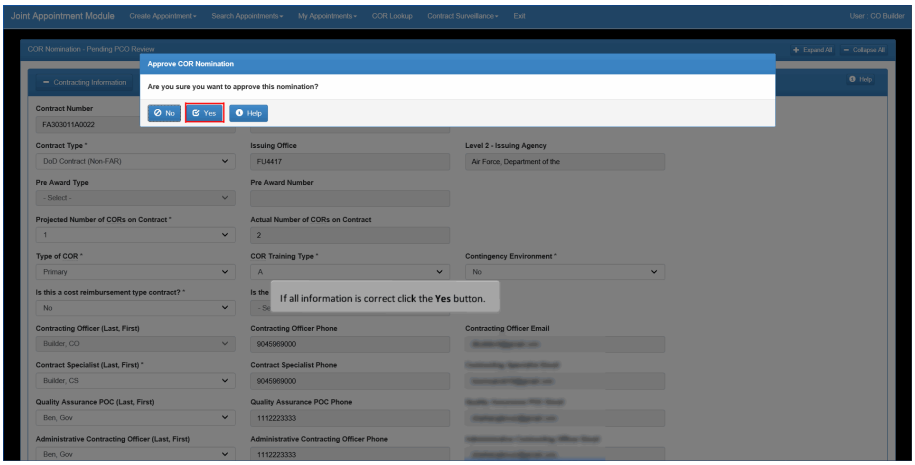
The Designation Letter has been created and signed by the CO and added to the COR's Nomination.

Step 50



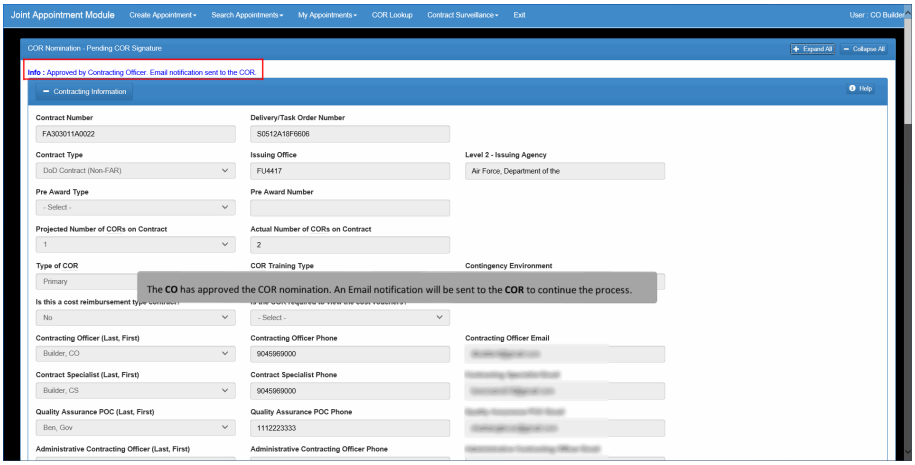
Click the Approve button to continue.

Step 51



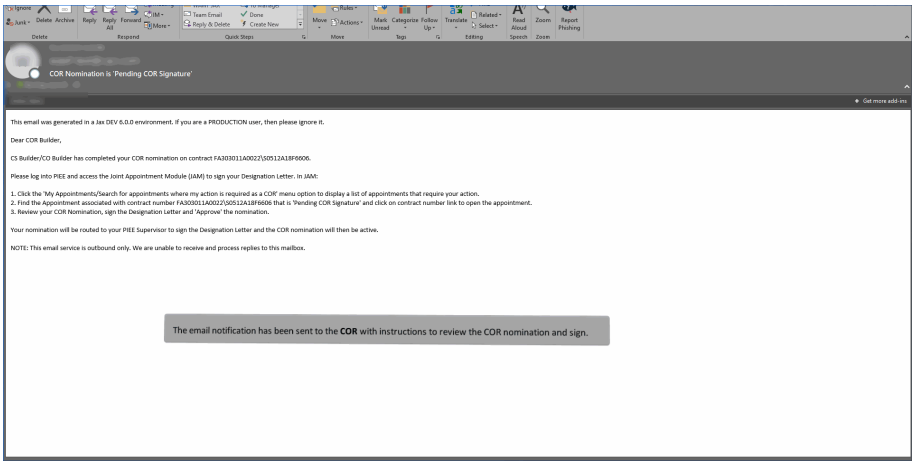
If all information is correct click the Yes button.

Step 52



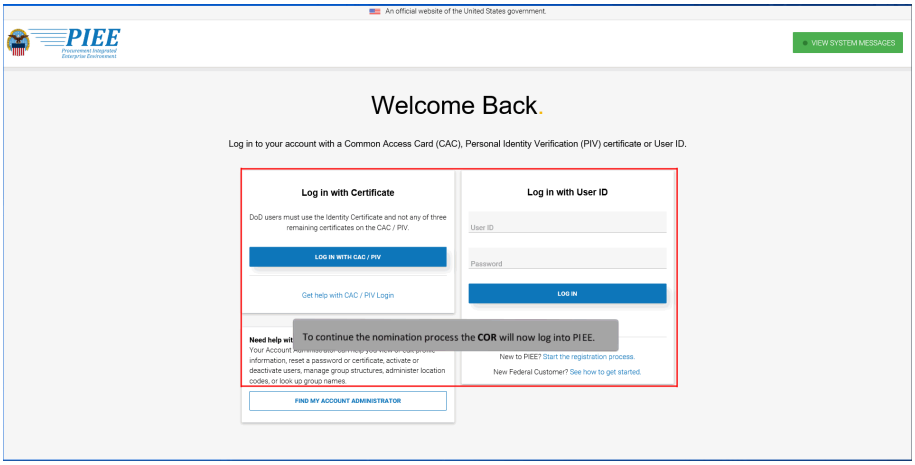
The CO has approved the COR nomination. An Email notification will be sent to the COR to continue the process.

Step 53



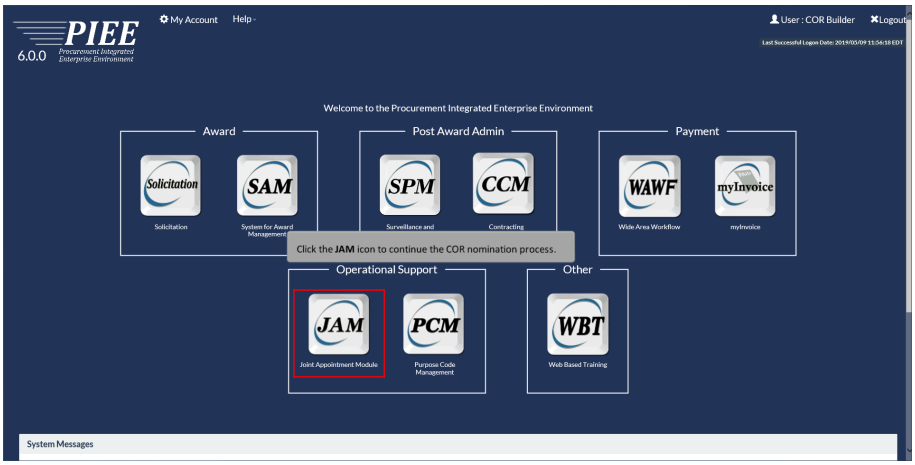
The email notification has been sent to the COR with instructions to review the COR nomination and sign.

Step 54



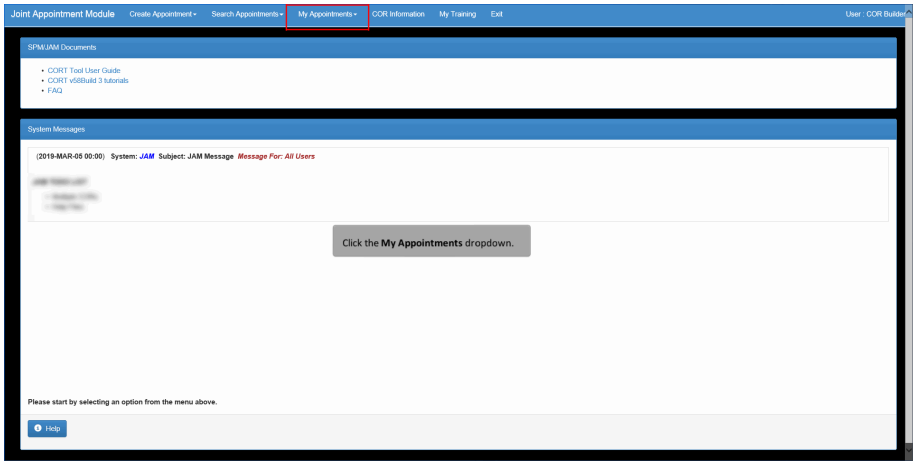
To continue the nomination process the COR will now log into PIEE.

Step 55



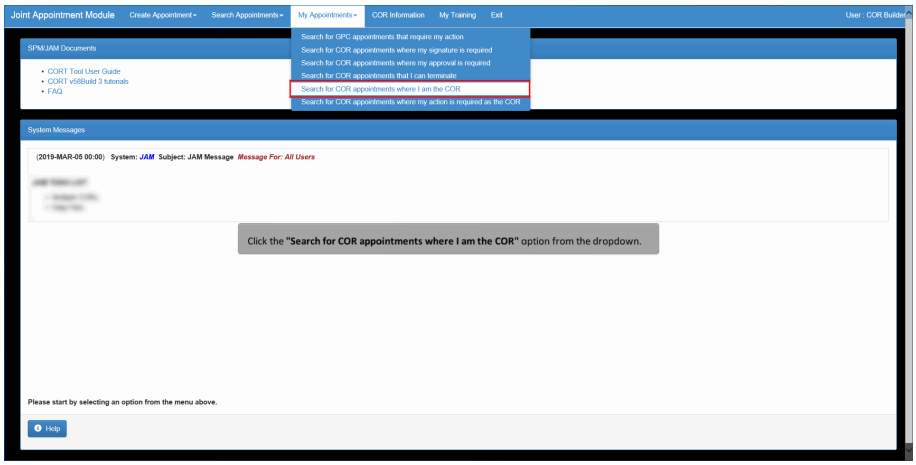
Click the JAM icon to continue the COR nomination process.

Step 56



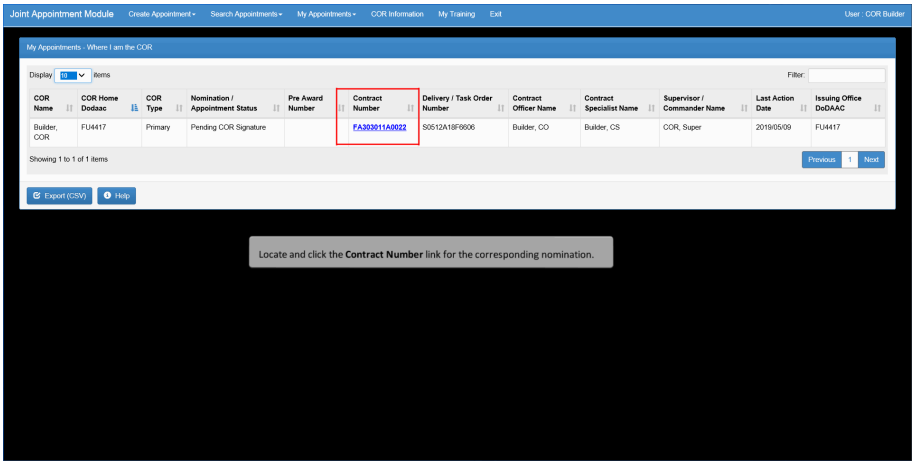
Click the My Appointments dropdown.

Step 57



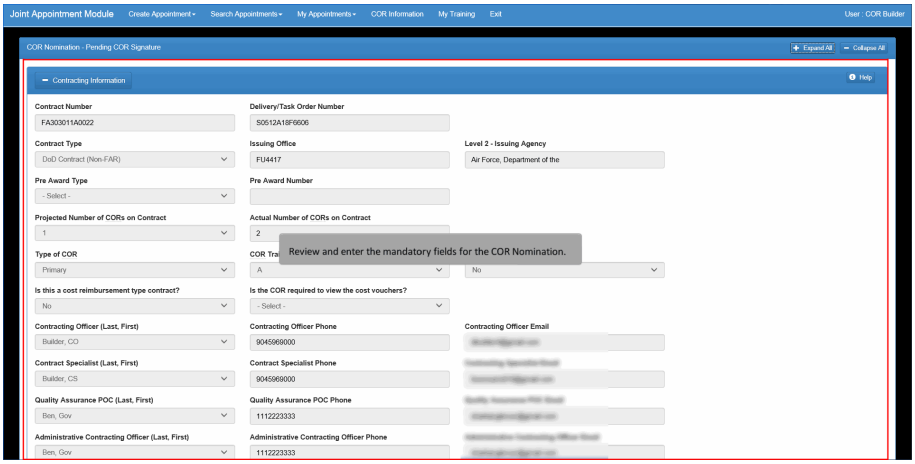
Click the "Search for COR appointments where I am the COR" option from the dropdown.

Step 58



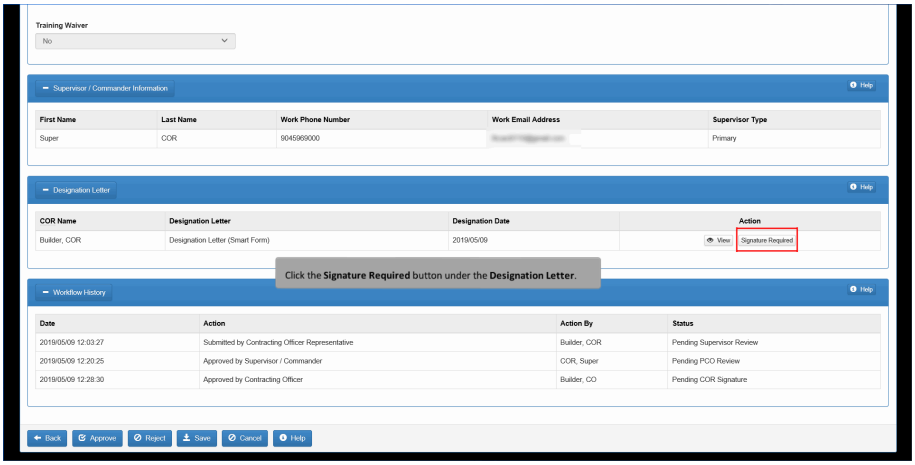
Locate and click the Contract Number link for the corresponding nomination.

Step 59



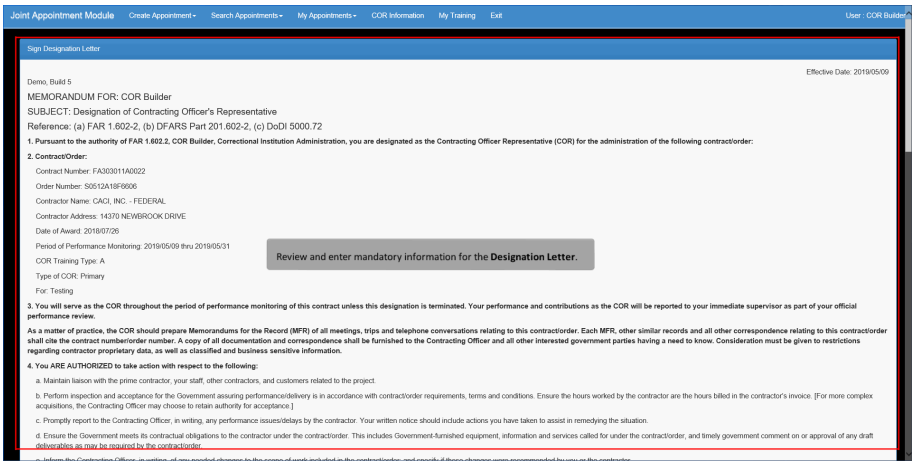
Review and enter the mandatory fields for the COR Nomination.

Step 60



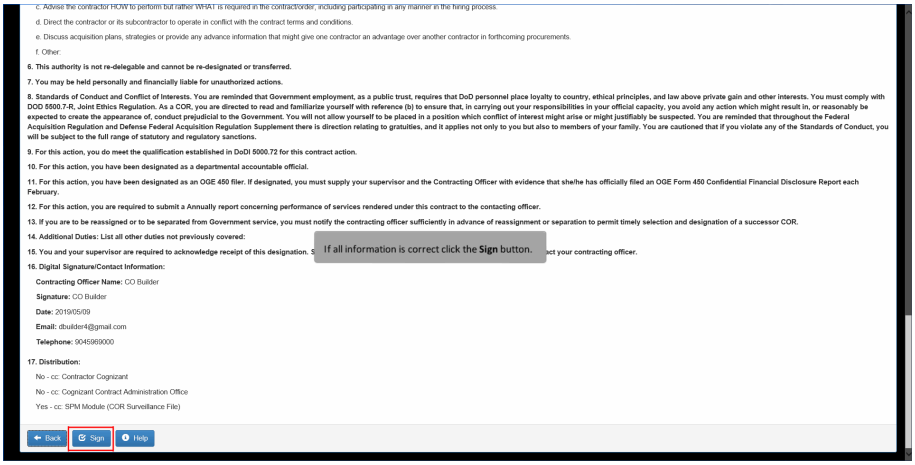
Click the Signature Required button under the Designation Letter.

Step 61



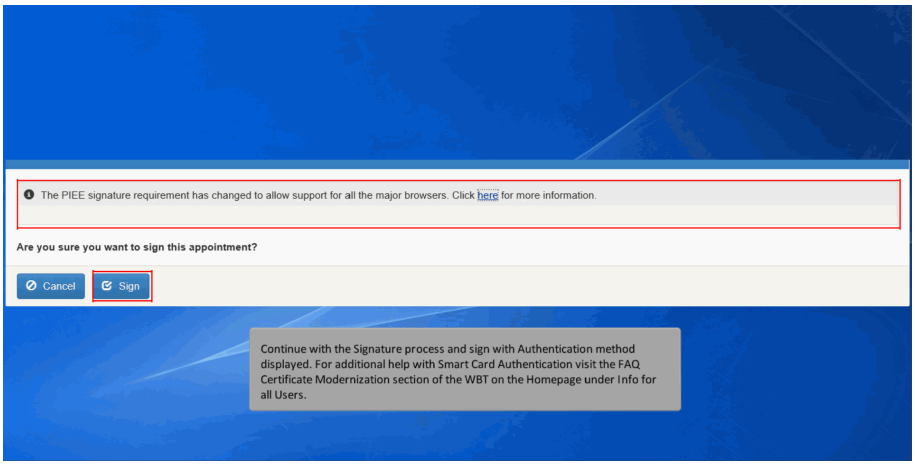
Review and enter mandatory information for the Designation Letter.

Step 62



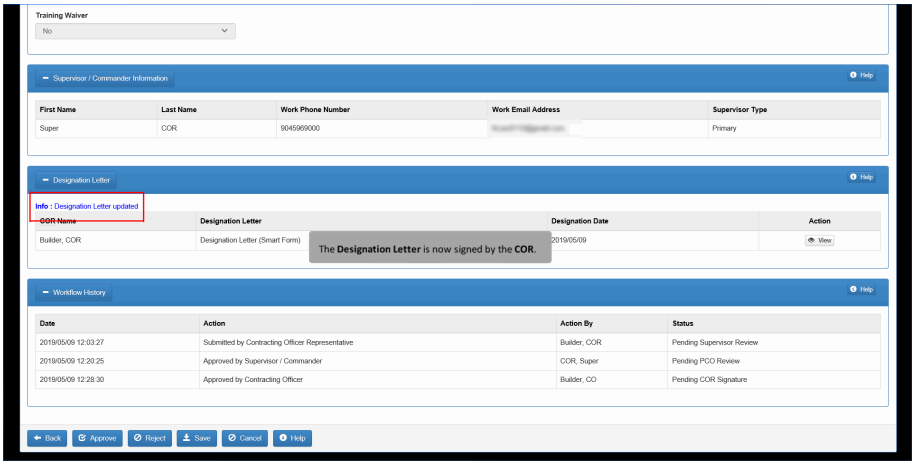
If all information is correct click the Sign button.

Step 63



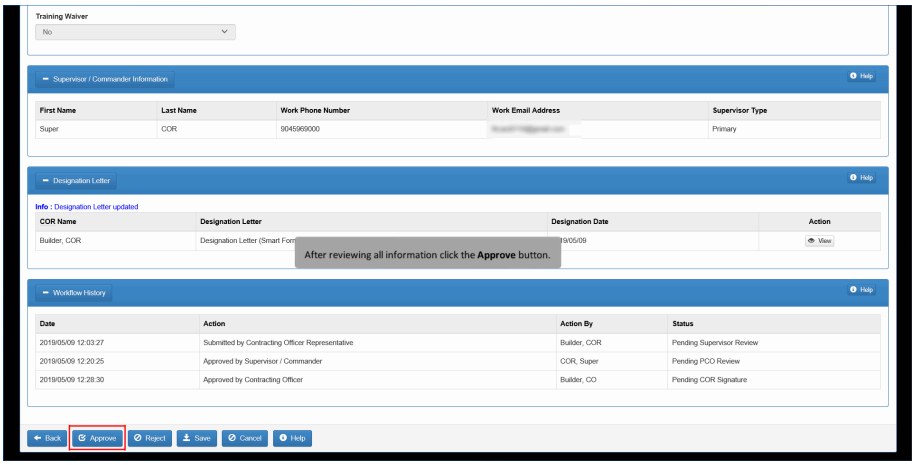
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 64



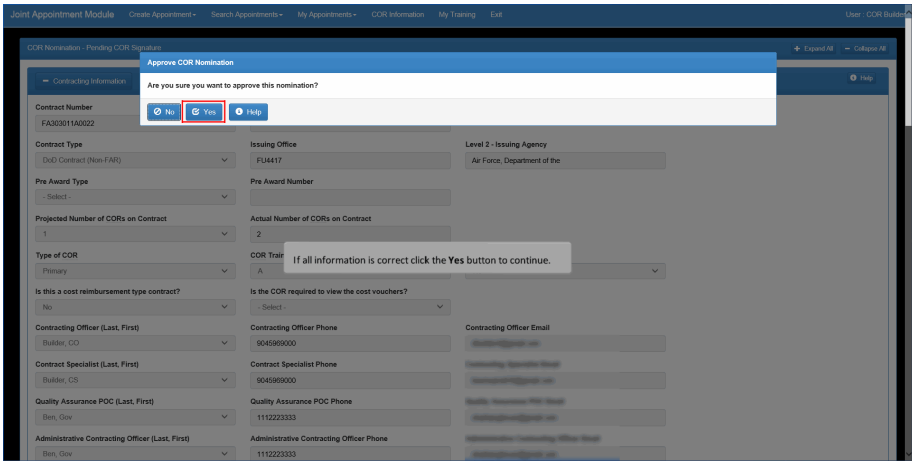
The Designation Letter is now signed by the COR.

Step 65



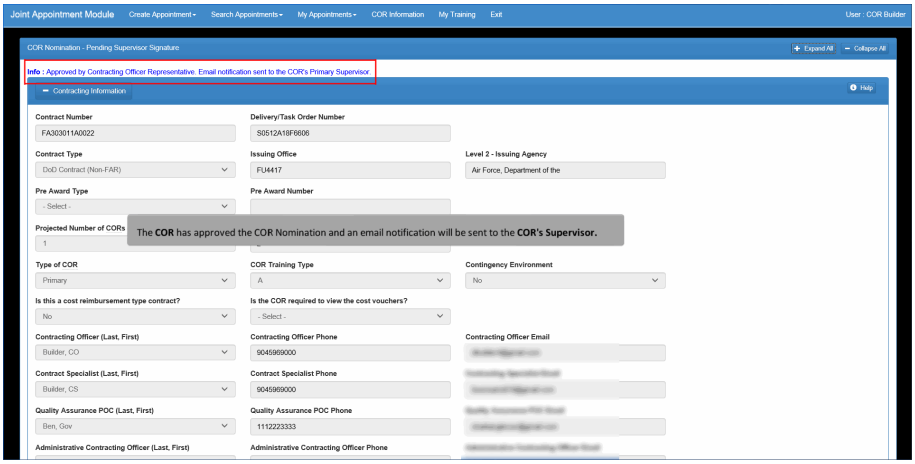
After reviewing all information click the Approve button.

Step 66



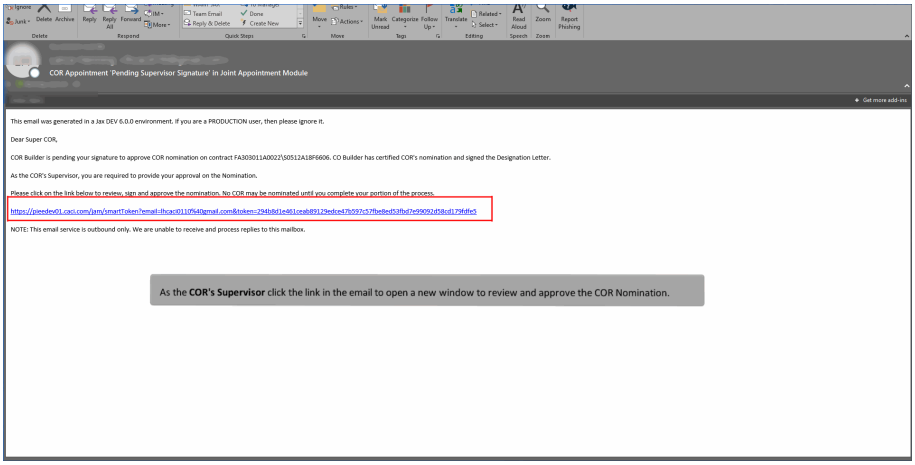
If all information is correct click the Yes button to continue.

Step 67



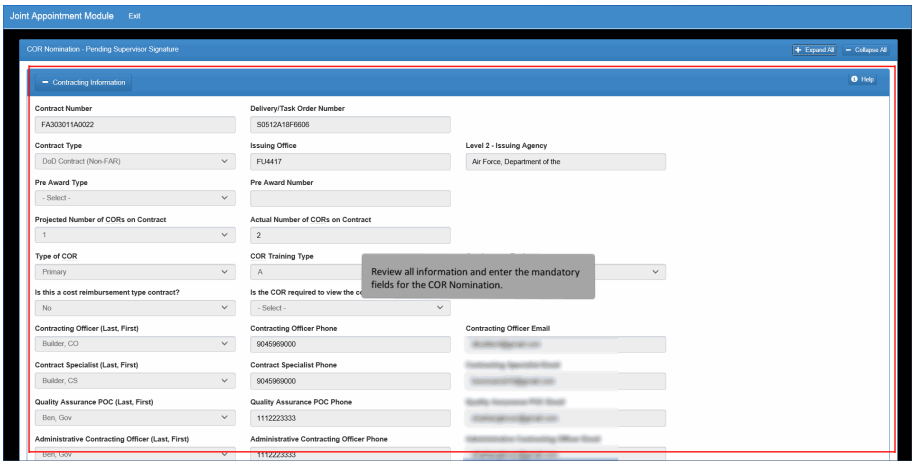
The COR has approved the COR Nomination and an email notification will be sent to the COR's Supervisor.

Step 68



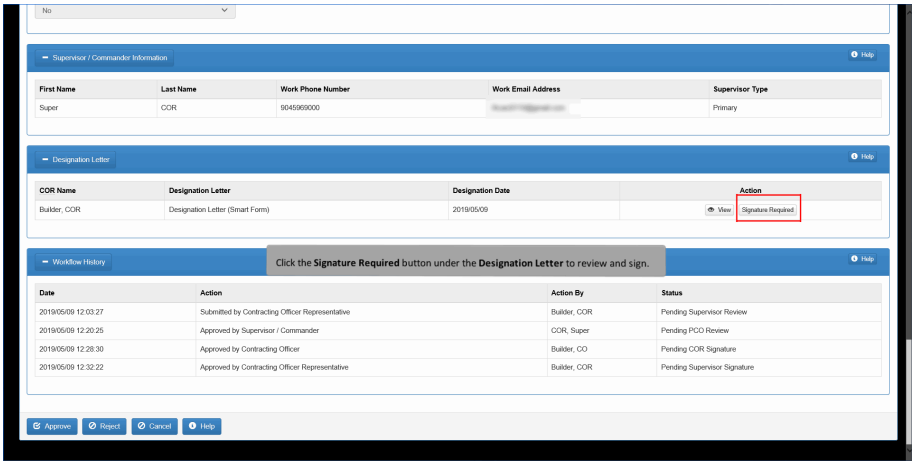
As the COR's Supervisor click the link in the email to open a new window to review and approve the COR Nomination.

Step 69



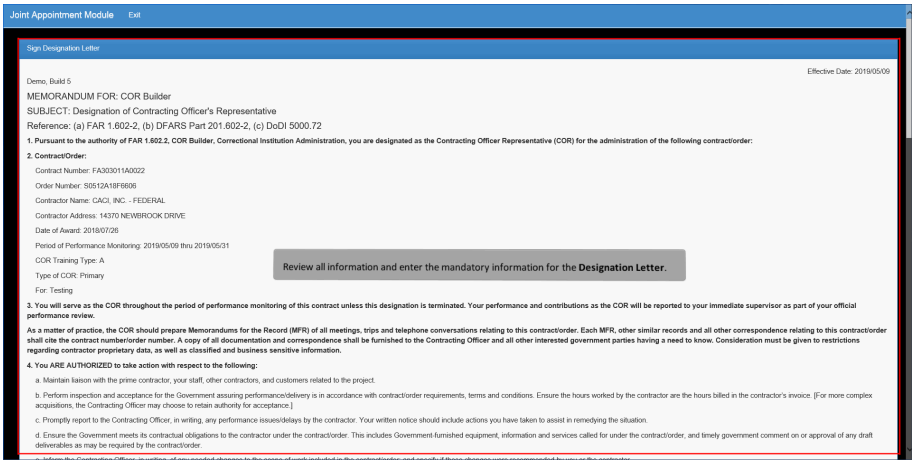
Review all information and enter the mandatory fields for the COR Nomination.

Step 70



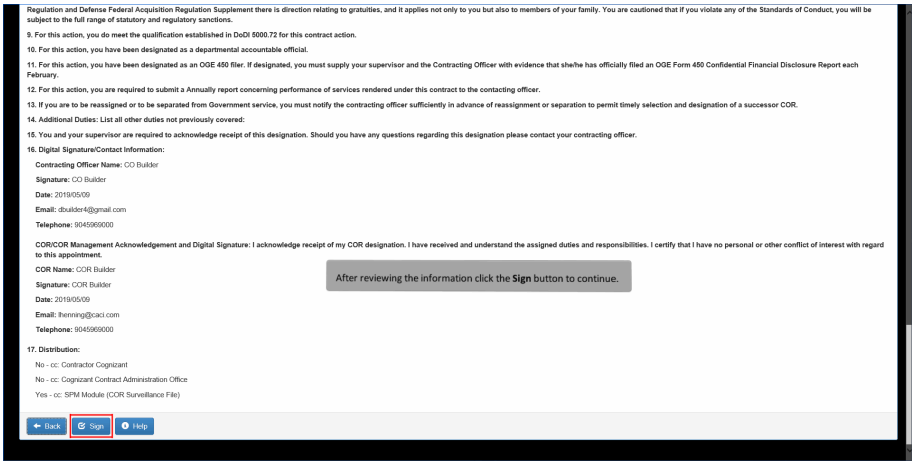
Click the Signature Required button under the Designation Letter to review and sign.

Step 71



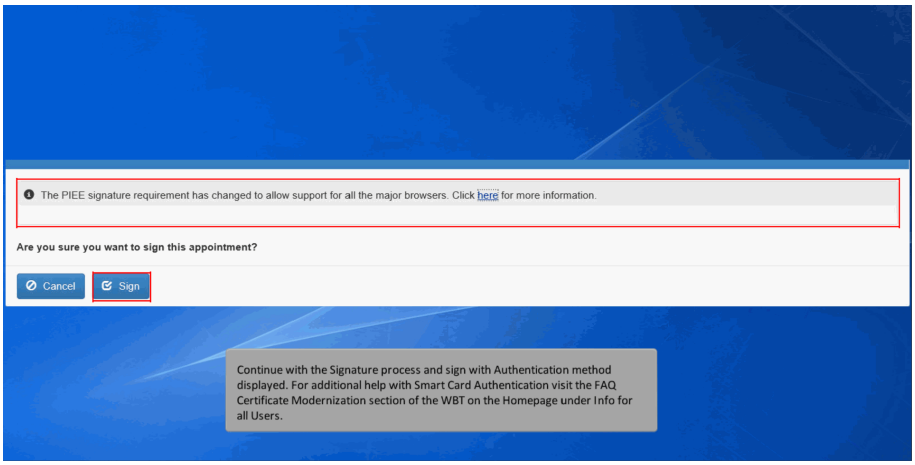
Review all information and enter the mandatory information for the Designation Letter.

Step 72



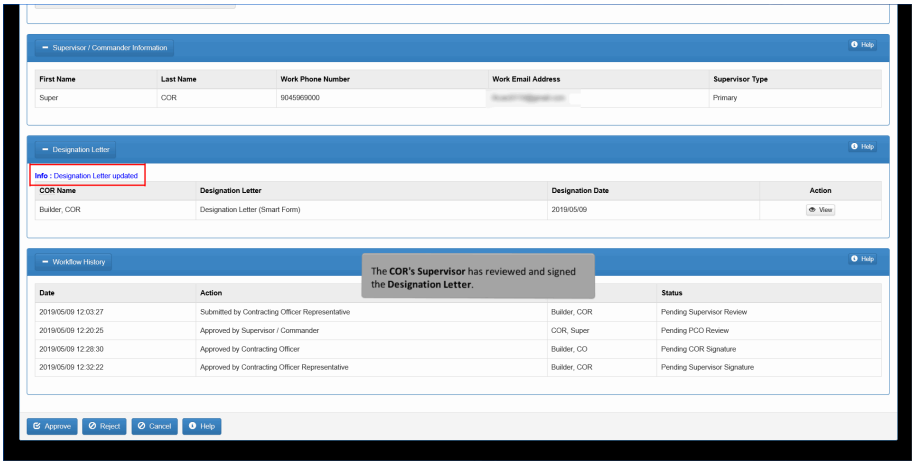
After reviewing the information click the Sign button to continue.

Step 73



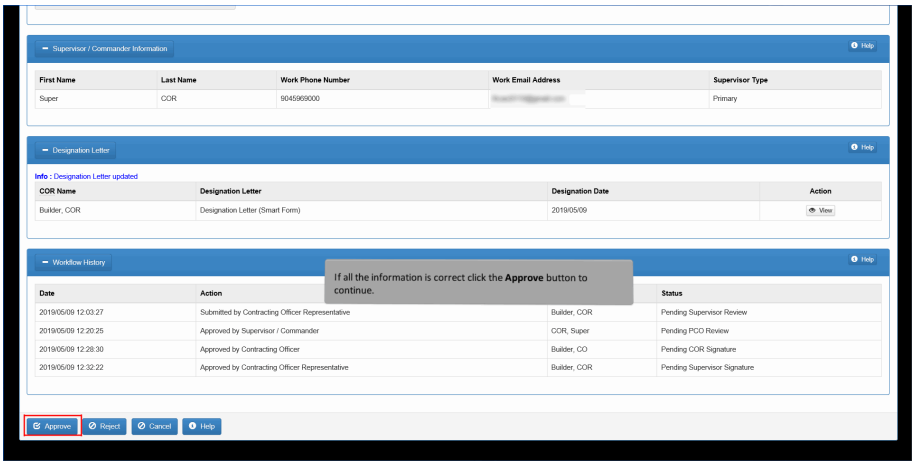
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 74



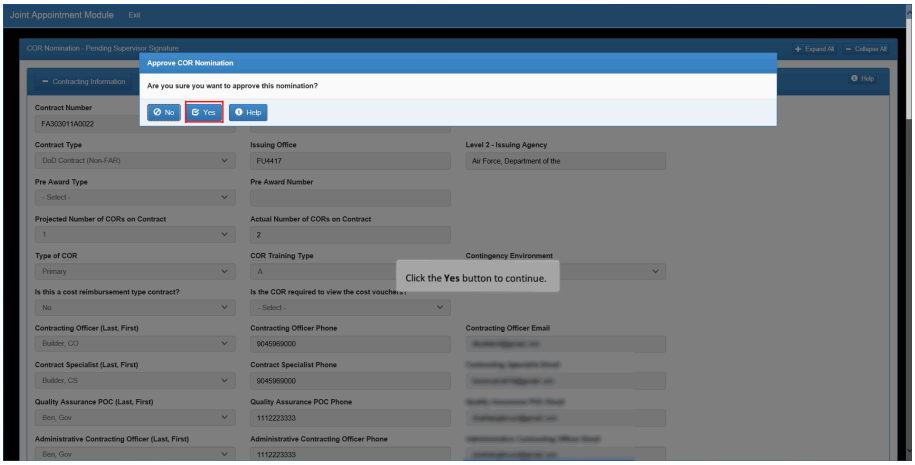
The COR's Supervisor has reviewed and signed the Designation Letter.

Step 75



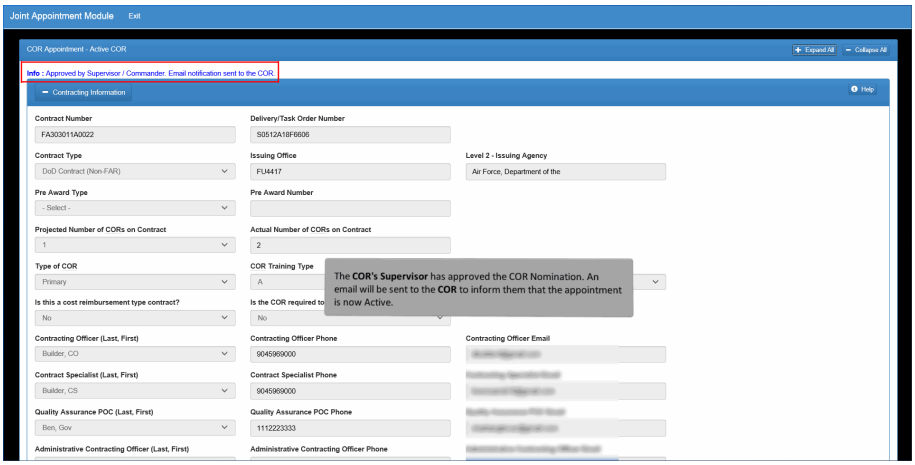
If all the information is correct click the Approve button to continue.

Step 76



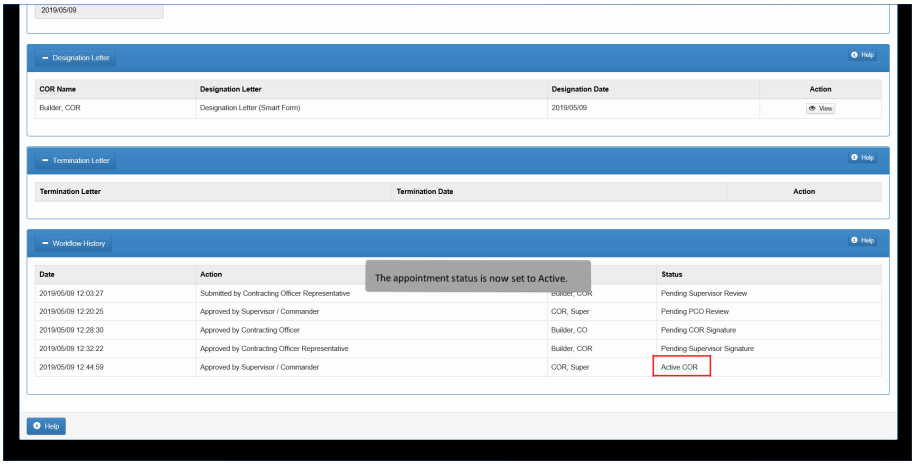
Click the Yes button to continue.

Step 77



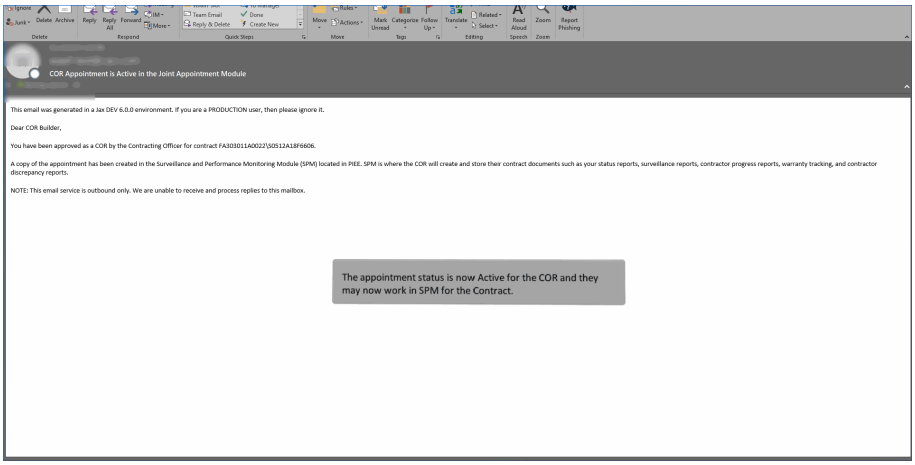
The COR's Supervisor has approved the COR Nomination. An email will be sent to the COR to inform them that the appointment is now Active.

Step 78



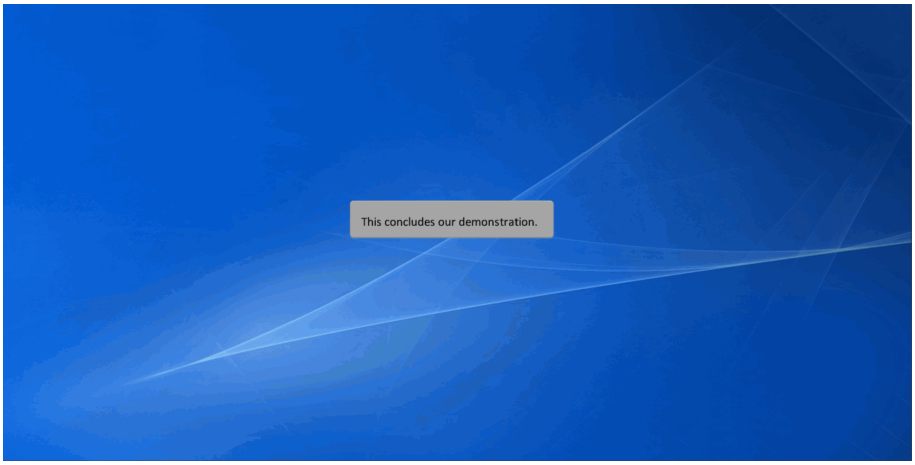
The appointment status is now set to Active.

Step 79



The appointment status is now Active for the COR and they may now work in SPM for the Contract.

End



This concludes our demonstration.