Intro

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

Step 1
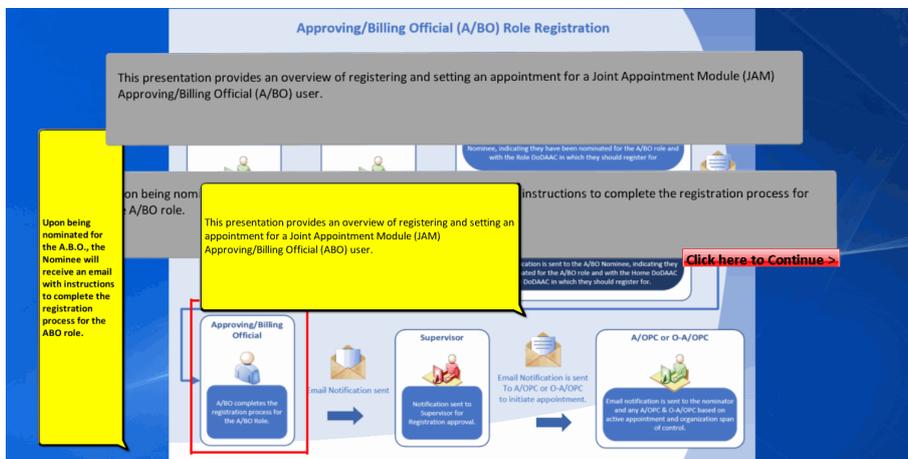
This presentation provides an overview of registering and setting an appointment for a Joint Appointment Module (JAM) Approving/Billing Official (ABO) user.

This presentation provides an overview of registering and setting an appointment for a Joint Appointment Module (JAM) Approving/Billing Official (A/BO) user. Upon being nominated for the A.B.O., the Nominee will receive an email with instructions to complete the registration process for the ABO role.

Upon being nominated for the A/BO, the Nominee will receive an email with instructions to complete the registration process for the A/BO role.

Step 2
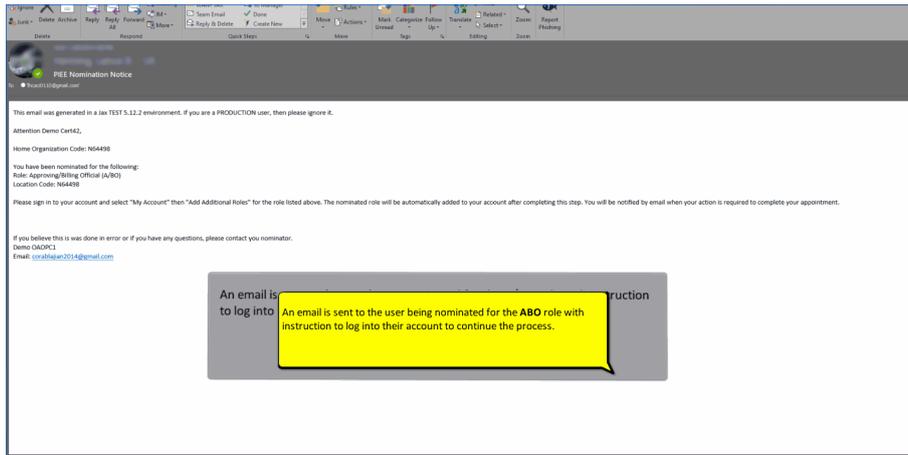
An email is sent to the user being nominated for the A/BO role with instruction to log into their account to continue the process.An email is sent to the user being nominated for the ABO role with instruction to log into their account to continue the process.

Step 3
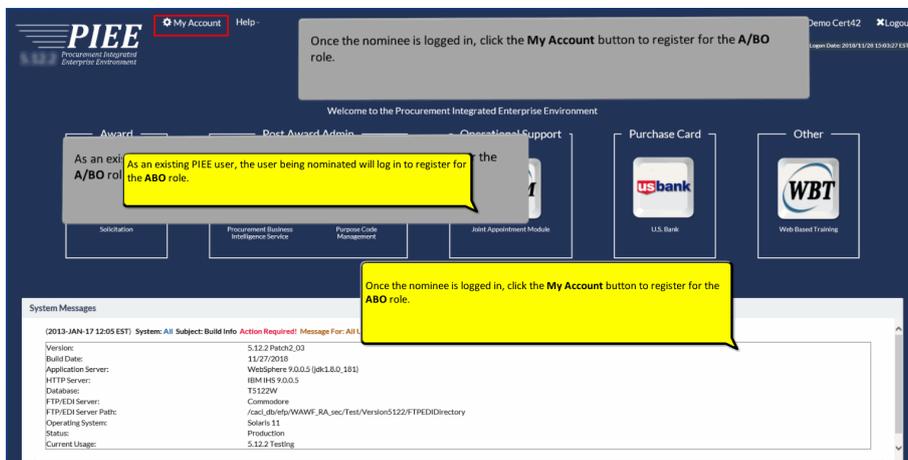
As an existing PIEE user, the user being nominated will log in to register for the A/BO role.As an existing PIEE user, the user being nominated will log in to register for the ABO role.
Once the nominee is logged in, click the My Account button to register for the ABO role.
Once the nominee is logged in, click the My Account button to register for the A/BO role.

Step 4
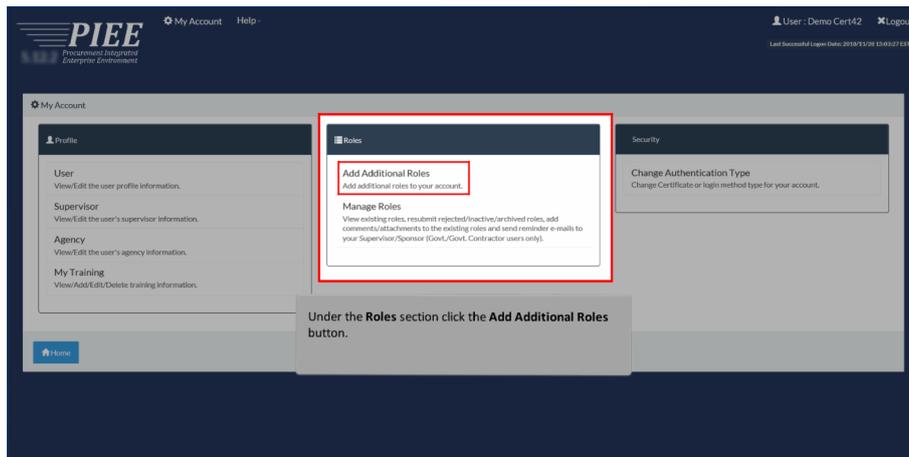
Under the Roles section click the Add Additional Roles button.

Step 5
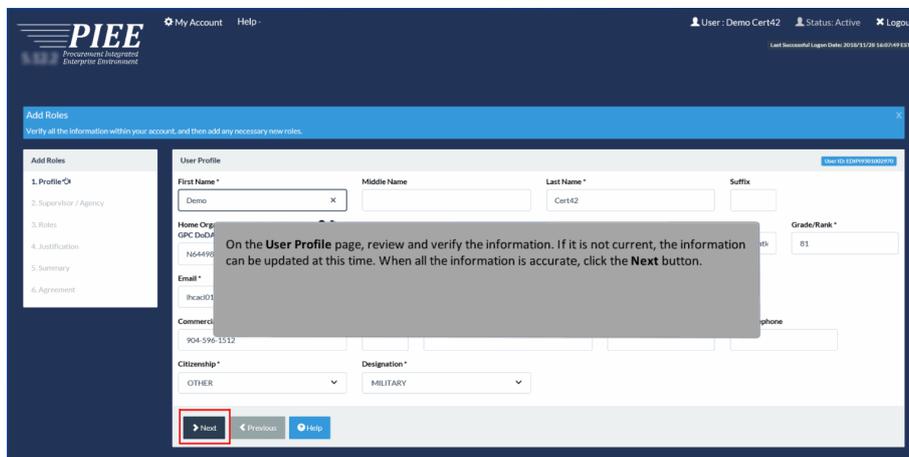
On the User Profile page, review and verify the information. If it is not current, the information can be updated at this time. When all the information is accurate, click the Next button.

Step 6

On the Additional Profile Information page, verify the information and update as necessary.

Step 7

Once the information is complete, click the Next button.

Step 8
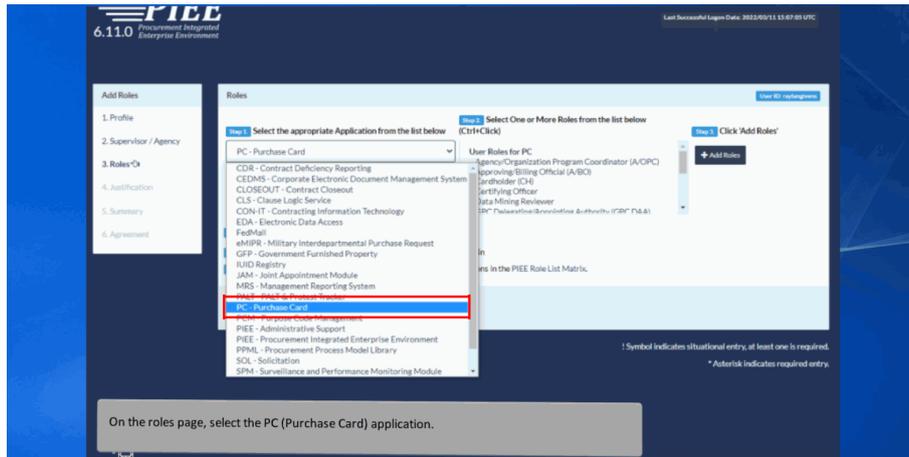
On the roles page, select the PC (Purchase Card) application.

Step 9
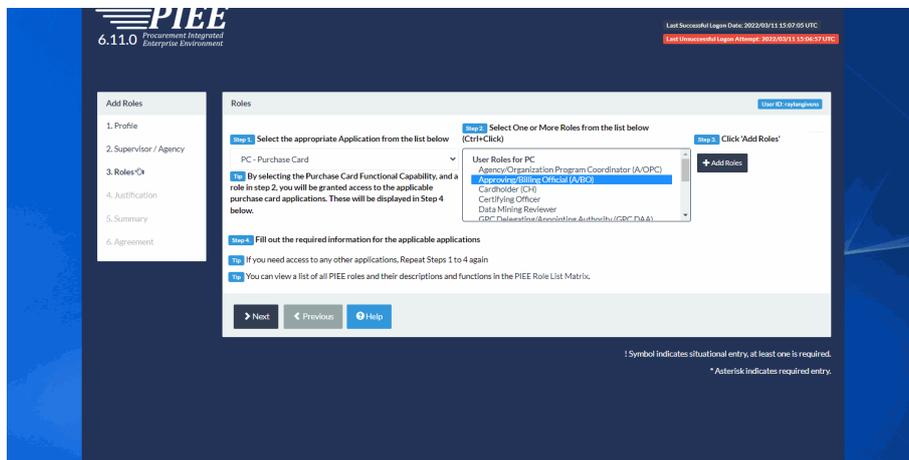
Step 9
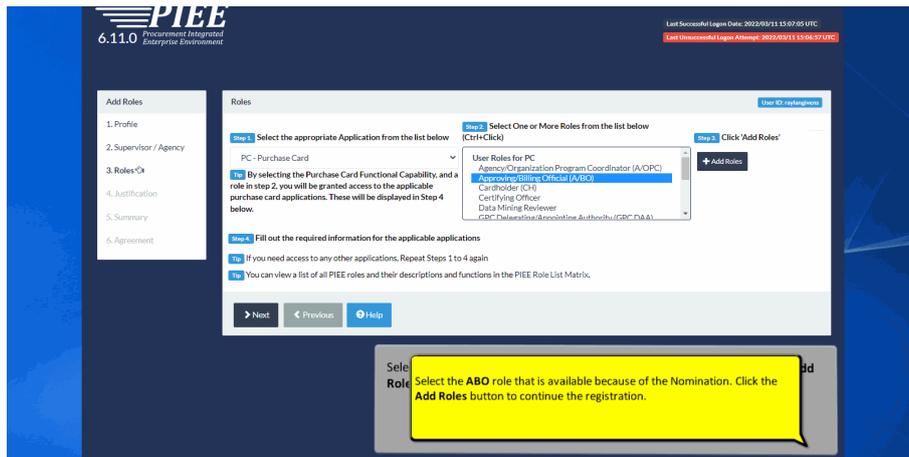
Select the A/BO role that is available because of the Nomination. Click the Add Roles button to continue the registration.Select the ABO role that is available because of the Nomination. Click the Add Roles button to continue the registration.

Step 9
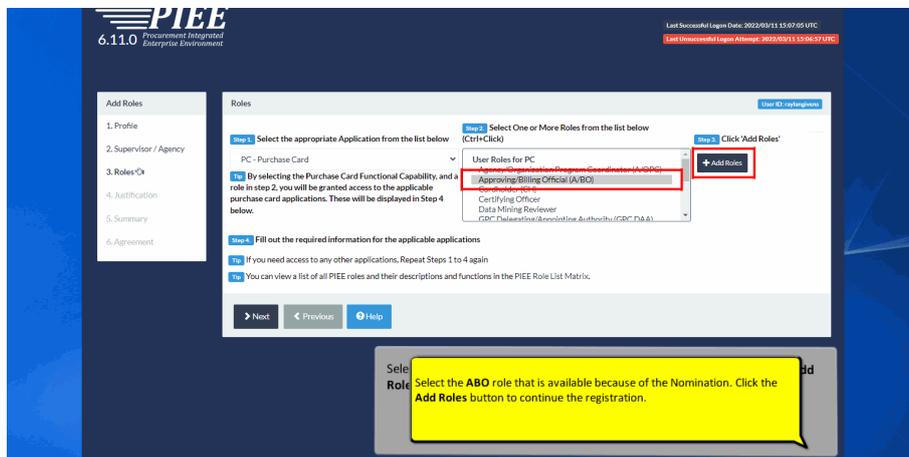
Step 10
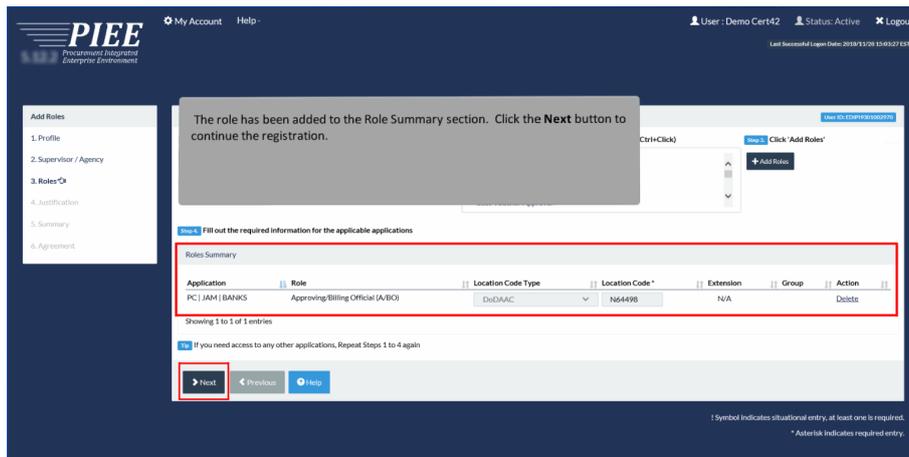
The role has been added to the Role Summary section. Click the Next button to continue the registration.

Step 11
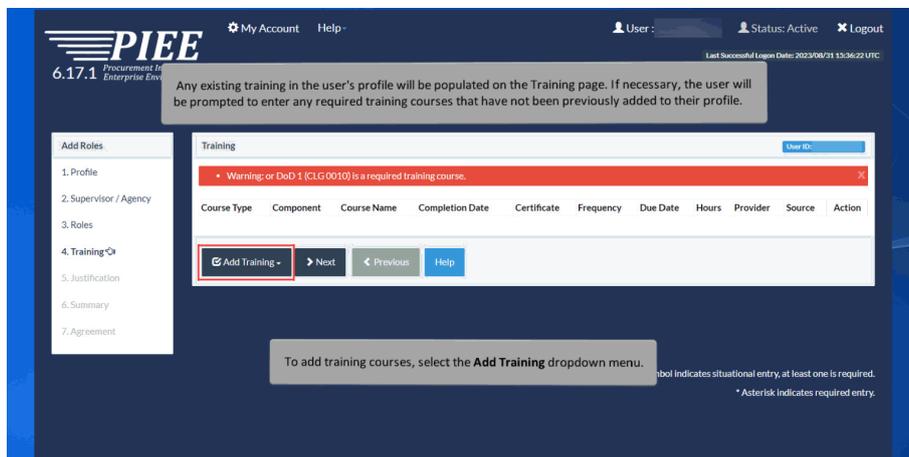
Any existing training in the user's profile will be populated on the Training page. If necessary, the user will be prompted to enter any required training courses that have not been previously added to their profile. To add training courses, select the Add Training dropdown menu.

Step 12
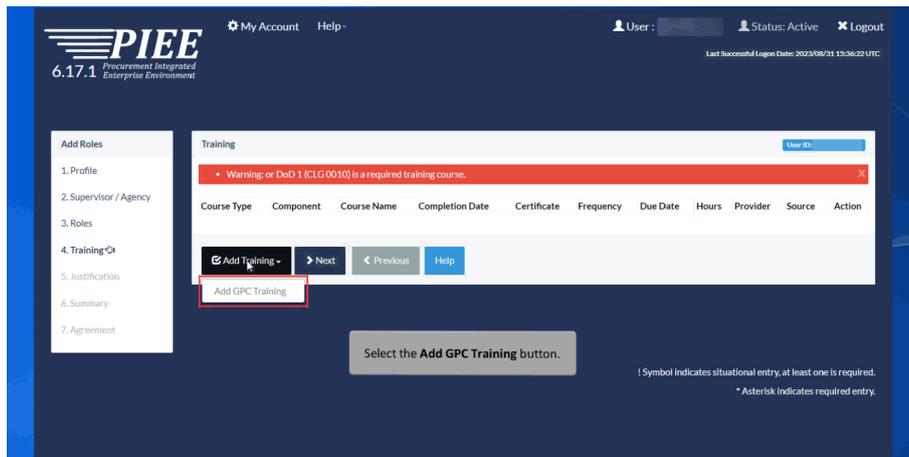
Select the Add GPC Training button.

Step 13
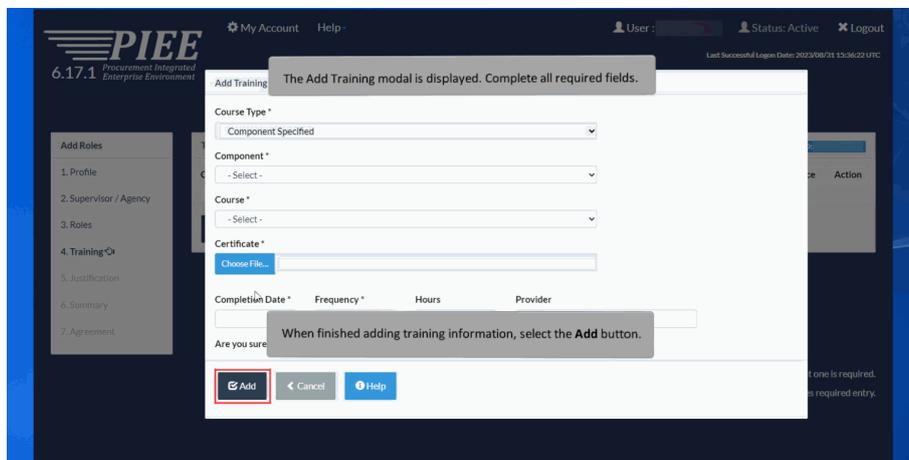
 The Add Training modal is displayed. Complete all required fields. When finished adding training information, select the Add button.

Step 14
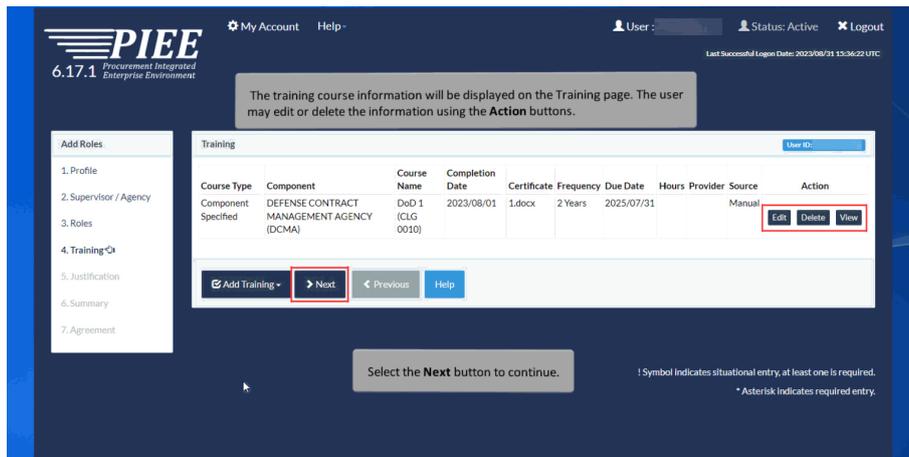
The training course information will be displayed on the Training page. The user may edit or delete the information using the Action buttons. Select the Next button to continue.

Step 15
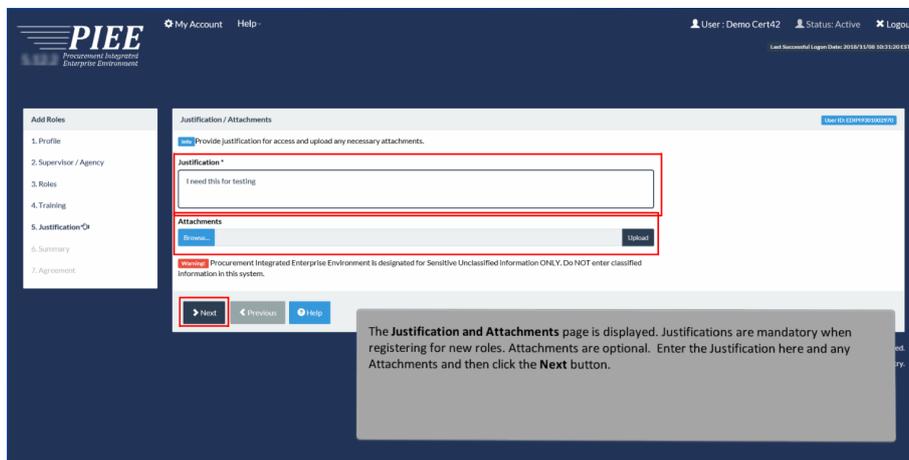
The Justification and Attachments page is displayed. Justifications are mandatory when registering for new roles. Attachments are optional. Enter the Justification here and any Attachments and then click the Next button.

Step 16
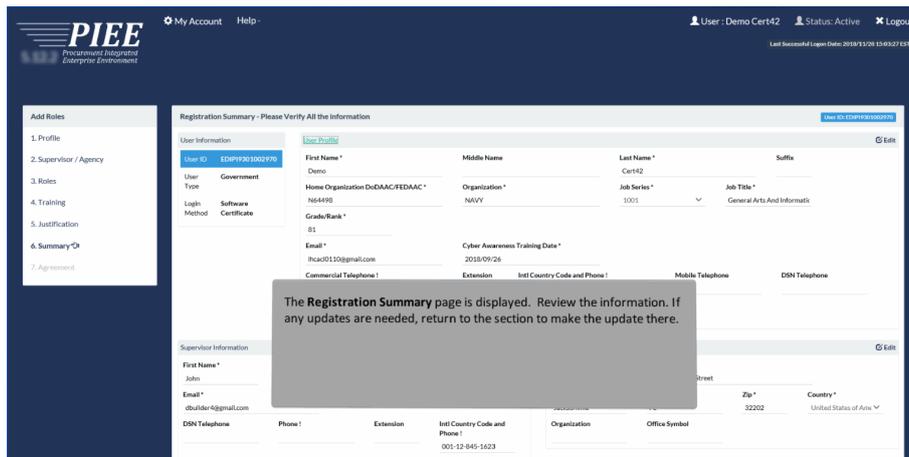
The Registration Summary page is displayed. Review the information. If any updates are needed, return to the section to make the update there.

Step 17
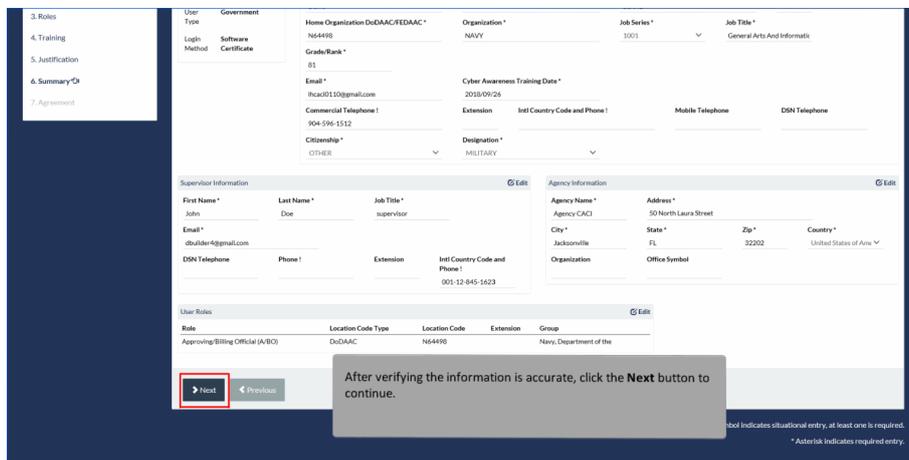
After verifying the information is accurate, click the Next button to continue.

Step 18
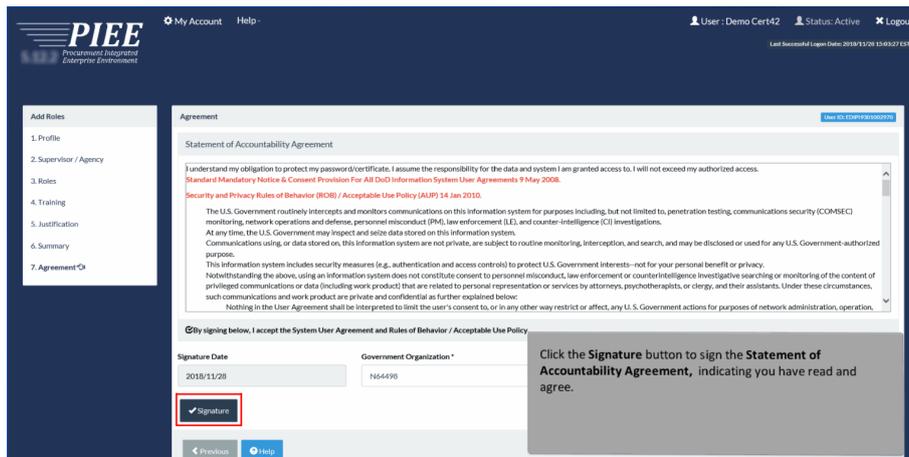
Click the Signature button to sign the Statement of Accountability Agreement, indicating you have read and agree.

Step 19
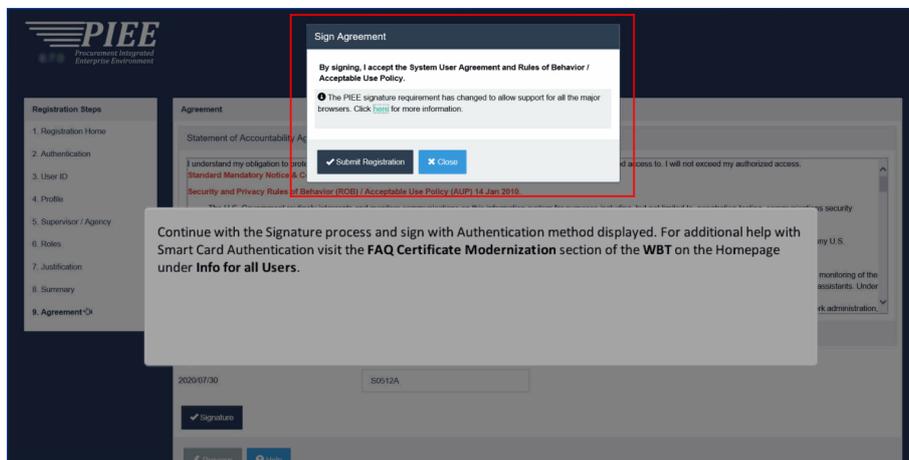
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 20
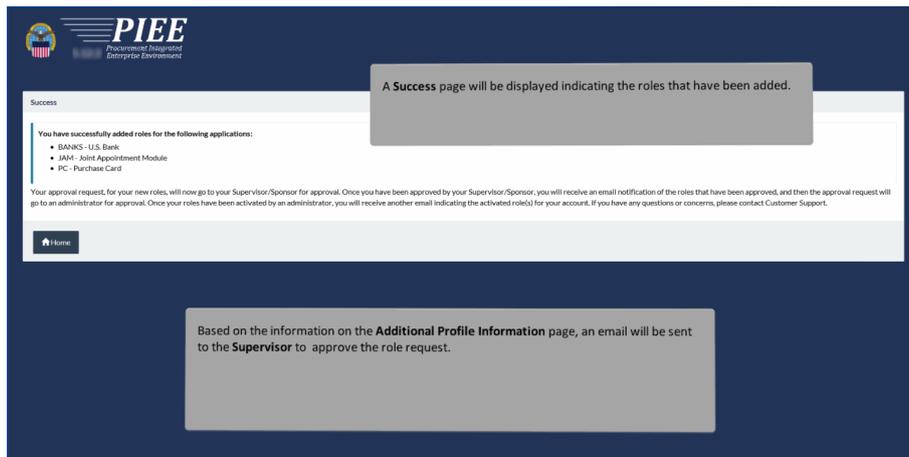
A Success page will be displayed indicating the roles that have been added. Based on the information on the Additional Profile Information page, an email will be sent to the Supervisor to approve the role request.

Step 21
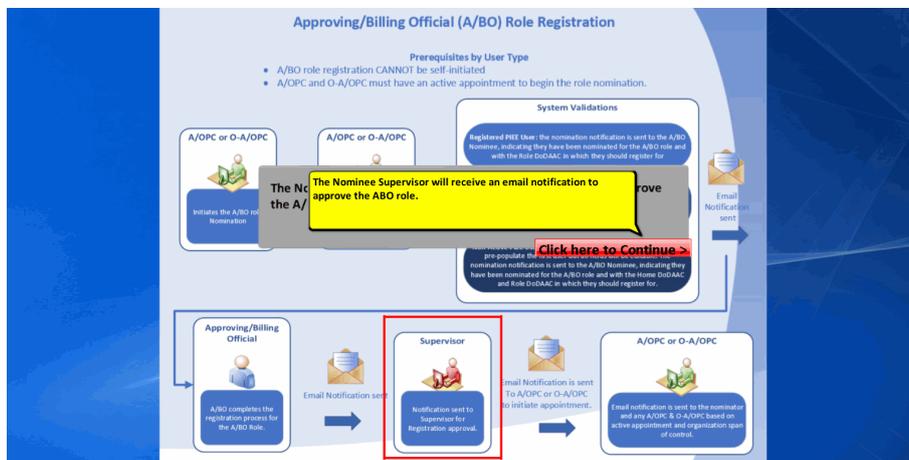
The Nominee Supervisor will receive an email notification to approve the ABO role.
The Nominee Supervisor will receive an email notification to approve the A/BO role.

Step 22
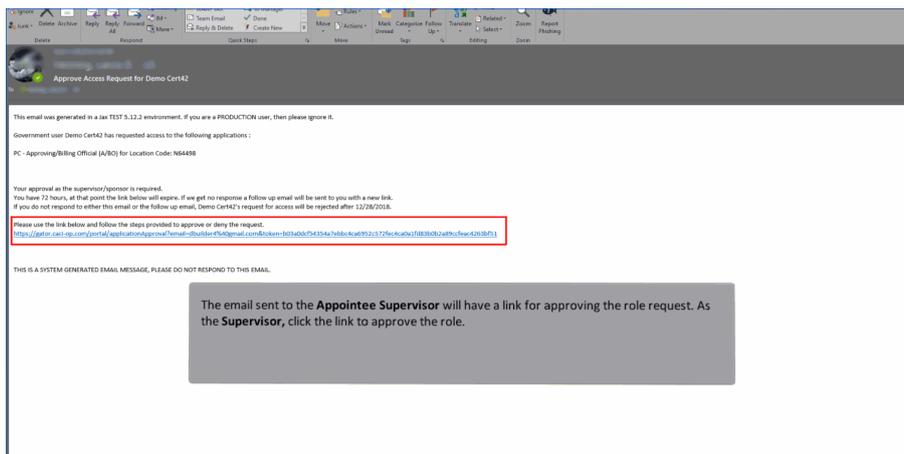
The email sent to the Appointee Supervisor will have a link for approving the role request. As the Supervisor, click the link to approve the role.

Step 23
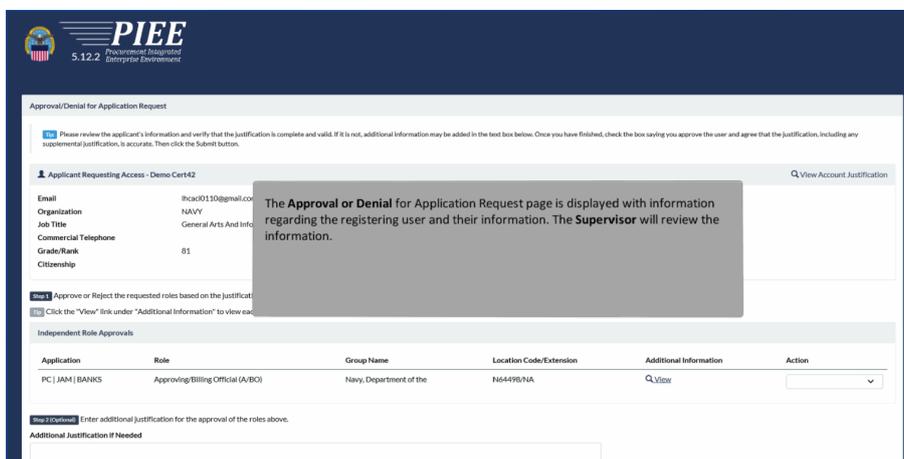
The Approval or Denial for Application Request page is displayed with information regarding the registering user and their information. The Supervisor will review the information.

Step 24

After reviewing the information, the Supervisor will select Approve or Reject from the action dropdown. Enter Additional Justifications as needed. Check the box indicating that you have read the user's Justifications, then click the Submit button.

Step 25

A Success page will be displayed after the Supervisor has completed the Nominee's application process.

Step 26
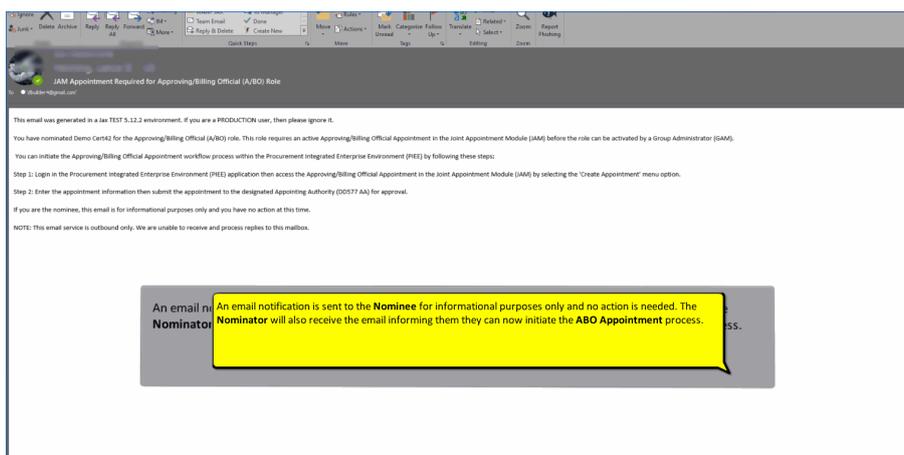
An email notification is sent to the Nominee for informational purposes only and no action is needed. The Nominator will also receive the email informing them they can now initiate the A/BO Appointment process.An email notification is sent to the Nominee for informational purposes only and no action is needed. The Nominator will also receive the email informing them they can now initiate the ABO Appointment process.

Step 27
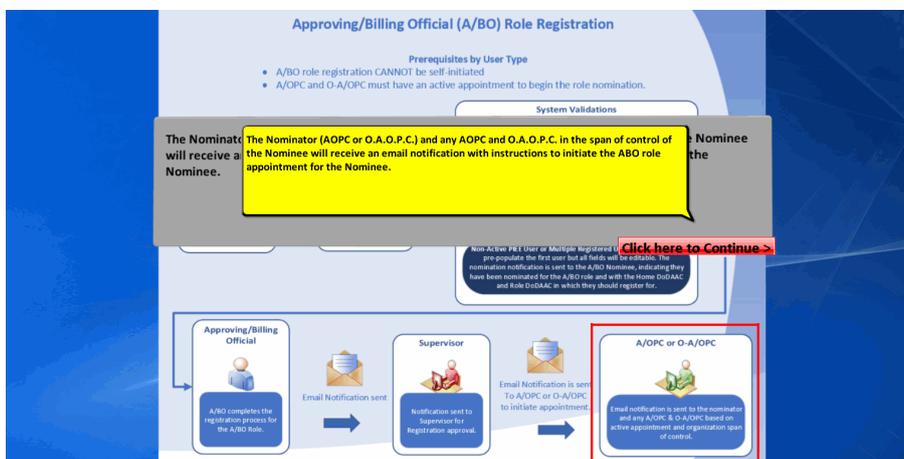
The Nominator (A/OPC or O-A/OPC) and any A/OPC and O-A/OPC in the span of control of the Nominee will receive an email notification with instructions to initiate the A/BO role appointment for the Nominee. The Nominator (AOPC or O.A.O.P.C.) and any AOPC and O.A.O.P.C. in the span of control of the Nominee will receive an email notification with instructions to initiate the ABO role appointment for the Nominee.

Step 28
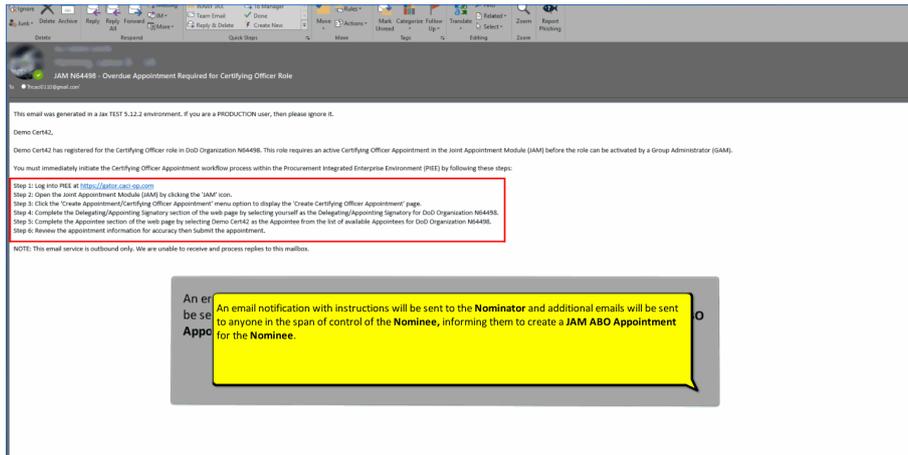
An email notification with instructions will be sent to the Nominator and additional emails will be sent to anyone in the span of control of the Nominee, informing them to create a JAM A/BO Appointment for the Nominee. An email notification with instructions will be sent to the Nominator and additional emails will be sent to anyone in the span of control of the Nominee, informing them to create a JAM ABO Appointment for the Nominee.

Step 29
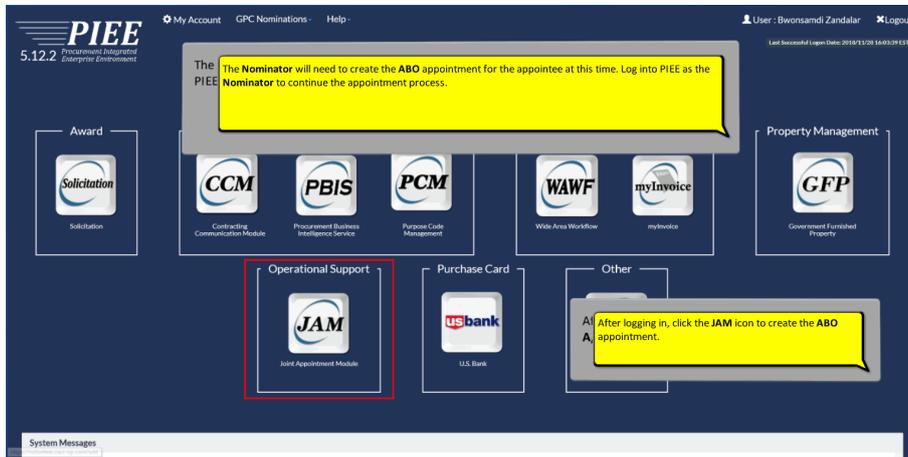
The Nominator will need to create the A/BO appointment for the appointee at this time. Log into PIEE as the Nominator to continue the appointment process.The Nominator will need to create the ABO appointment for the appointee at this time. Log into PIEE as the Nominator to continue the appointment process.

After logging in, click the JAM icon to create the A/BO appointment.After logging in, click the JAM icon to create the ABO appointment.

Step 30
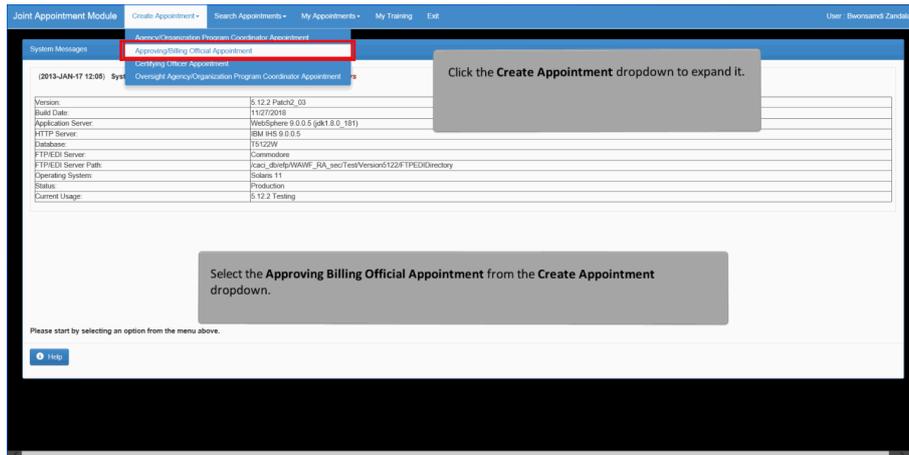
 Click the Create Appointment dropdown to expand it.Select the Approving Billing Official Appointment from the Create Appointment dropdown.

Step 31
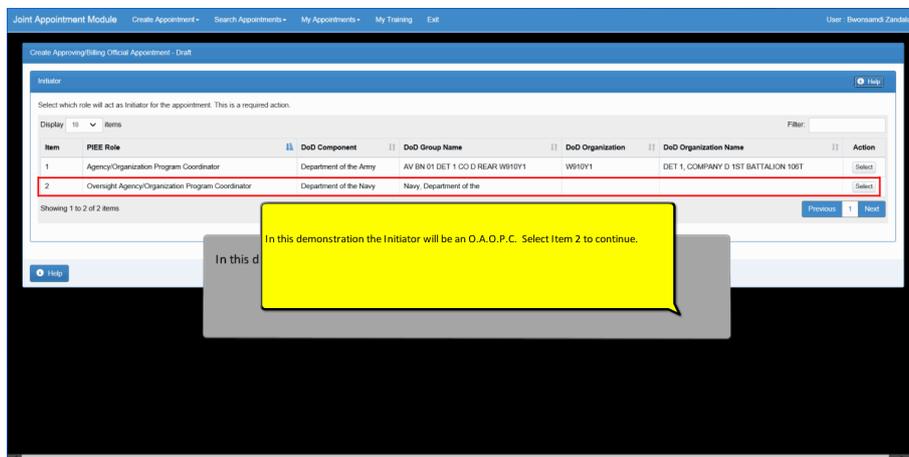
In this demonstration the Initiator will be an O-A/OPC. Select Item 2 to continue.
In this demonstration the Initiator will be an O.A.O.P.C. Select Item 2 to continue.

Step 32
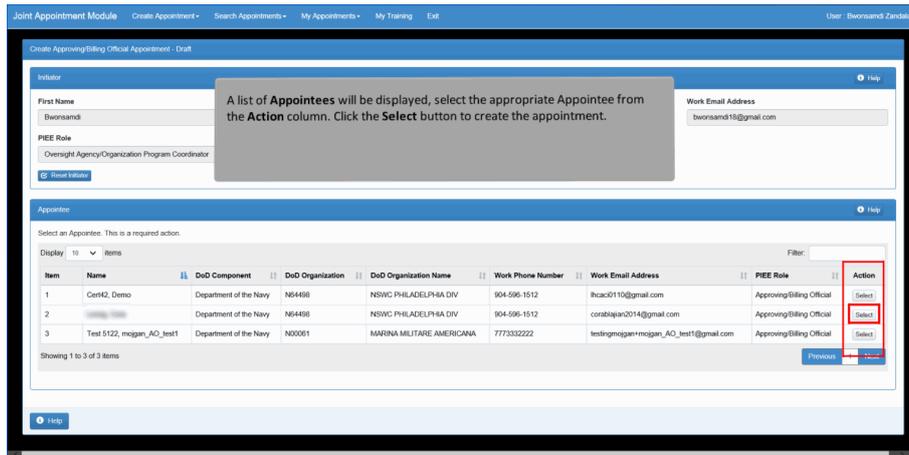
A list of Appointees will be displayed, select the appropriate Appointee from the Action column. Click the Select button to create the appointment.

Step 33
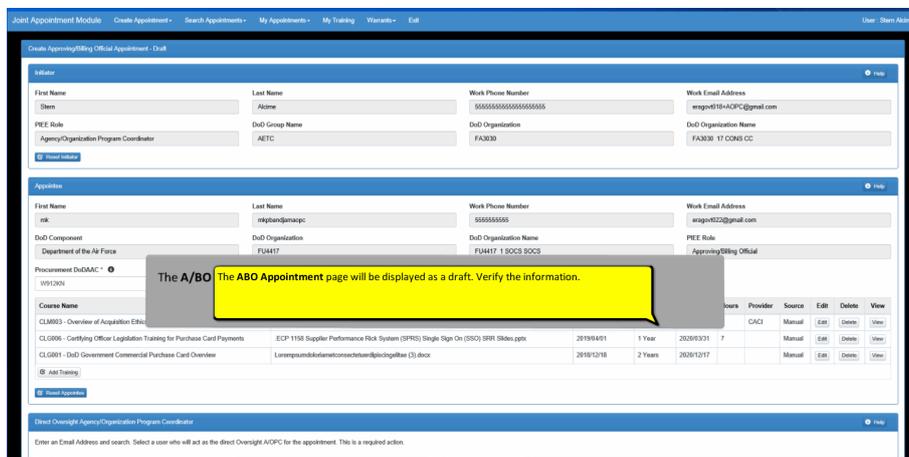
The A/BO Appointment page will be displayed as a draft. Verify the information.The ABO Appointment page will be displayed as a draft. Verify the information.

Step 34

If the information is correct click the Submit button for the appointment.

Step 35

Click on the I concur with the Appointment Certifications button.

Step 36
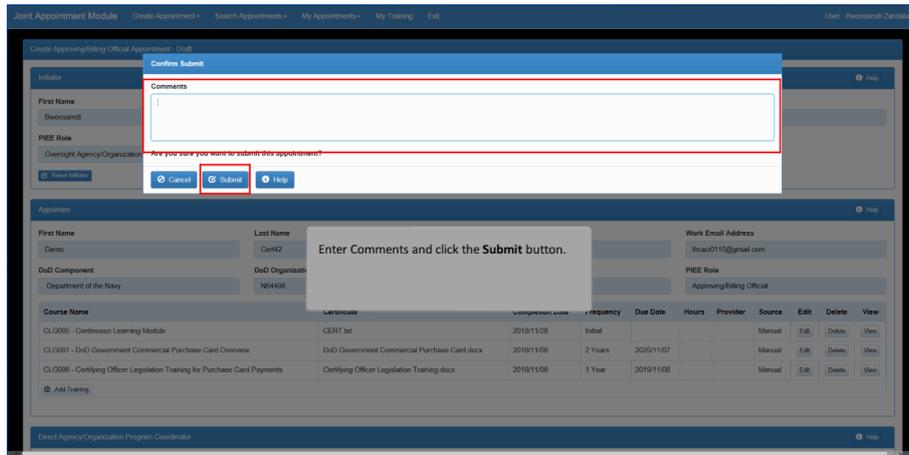
Enter Comments and click the Submit button.

Step 37
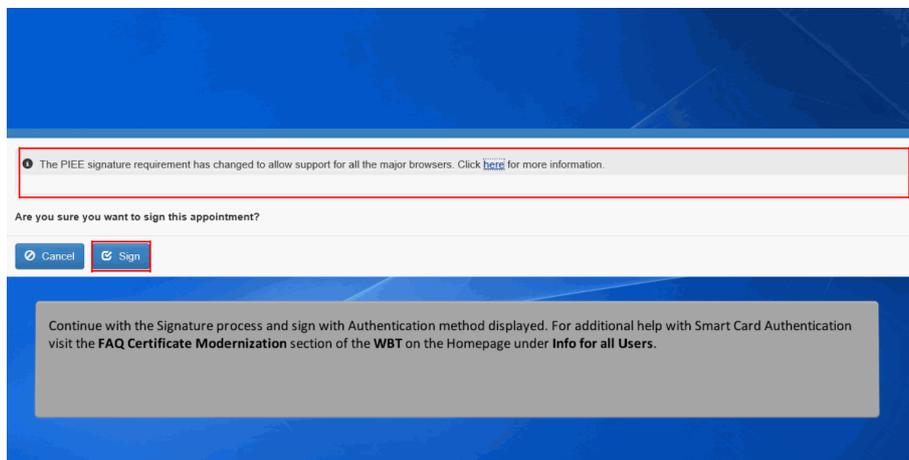
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 38
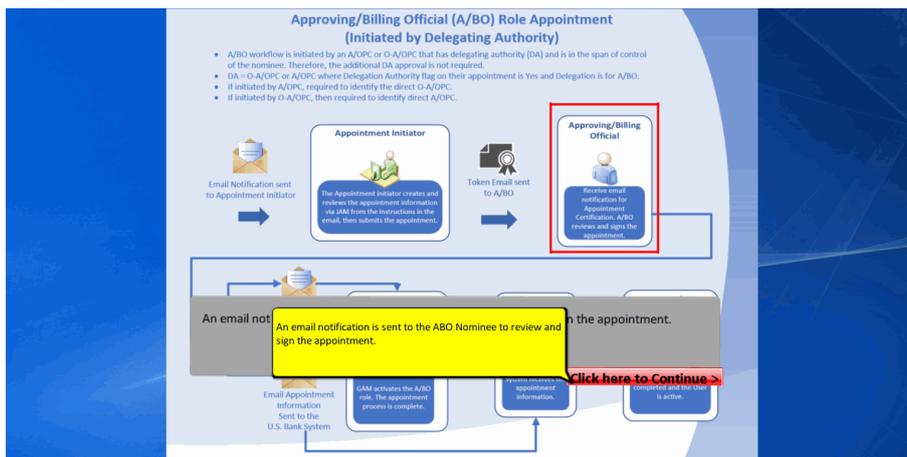
An email notification is sent to the A/BO Nominee to review and sign the appointment.An email notification is sent to the ABO Nominee to review and sign the appointment.

Step 39
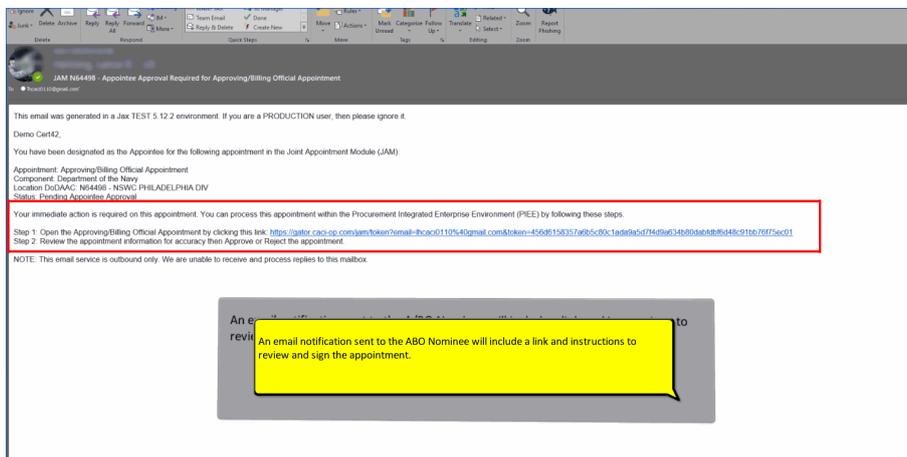
An email notification sent to the ABO Nominee will include a link and instructions to review and sign the appointment.
An email notification sent to the A/BO Nominee will include a link and instructions to review and sign the appointment.

Step 40
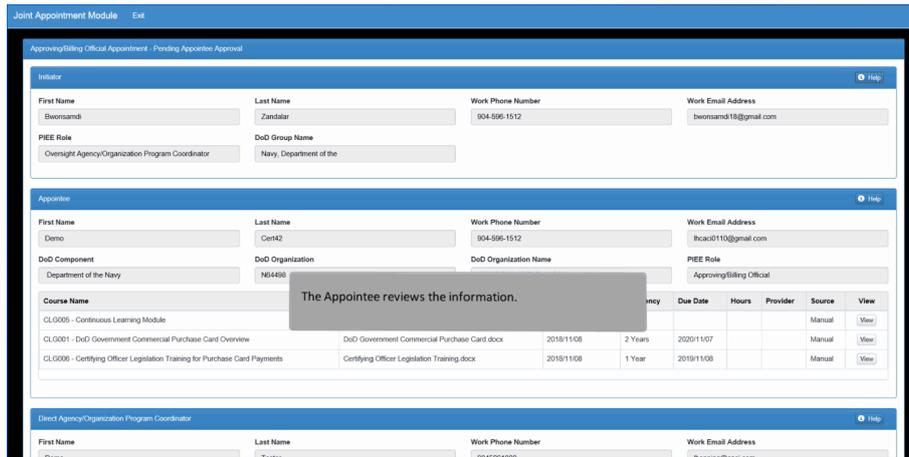
The Appointee reviews the information.

Step 41
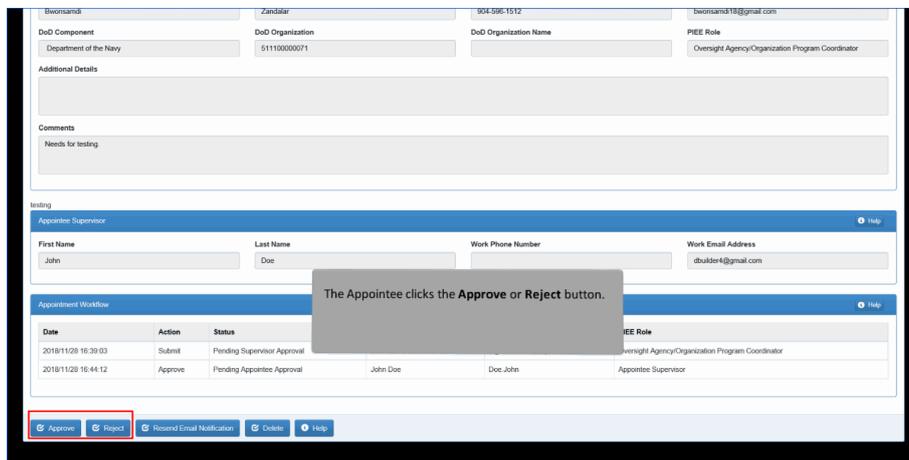
The Appointee clicks the Approve or Reject button.

Step 42

The Appointee clicks the Approve button in the Appointment Certifications window.

Step 43
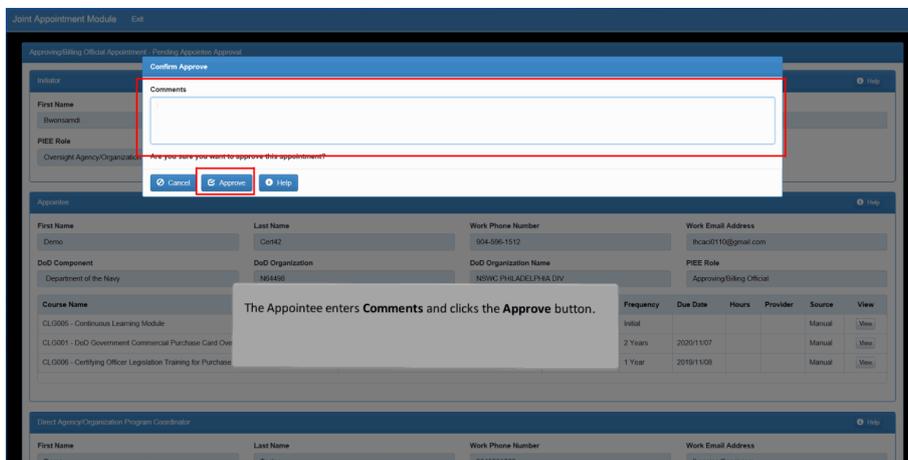
The Appointee enters Comments and clicks the Approve button.

Step 44
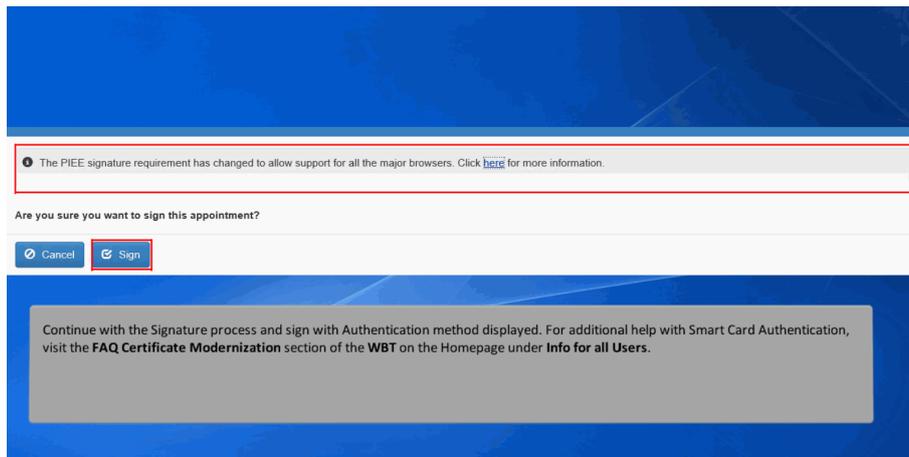
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication, visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 45
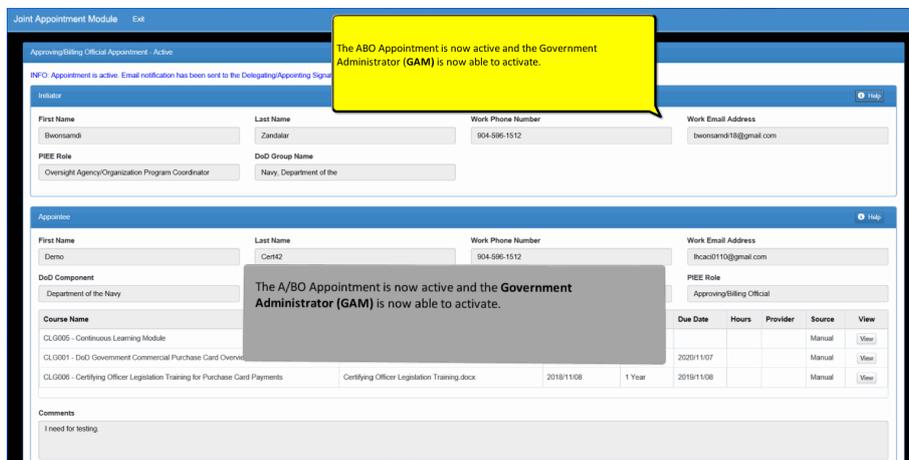
The A/BO Appointment is now active and the Government Administrator (GAM) is now able to activate. The ABO Appointment is now active and the Government Administrator (GAM) is now able to activate.

Step 46
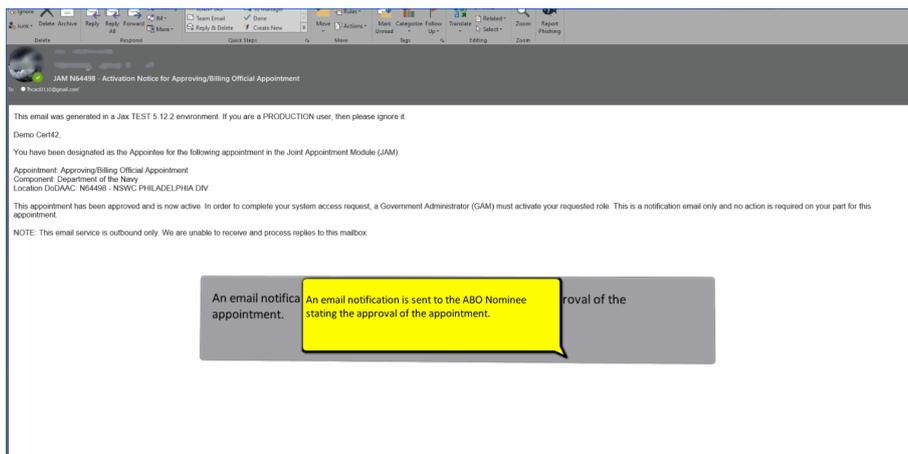
An email notification is sent to the A/BO Nominee stating the approval of the appointment.An email notification is sent to the ABO Nominee stating the approval of the appointment.

Step 47
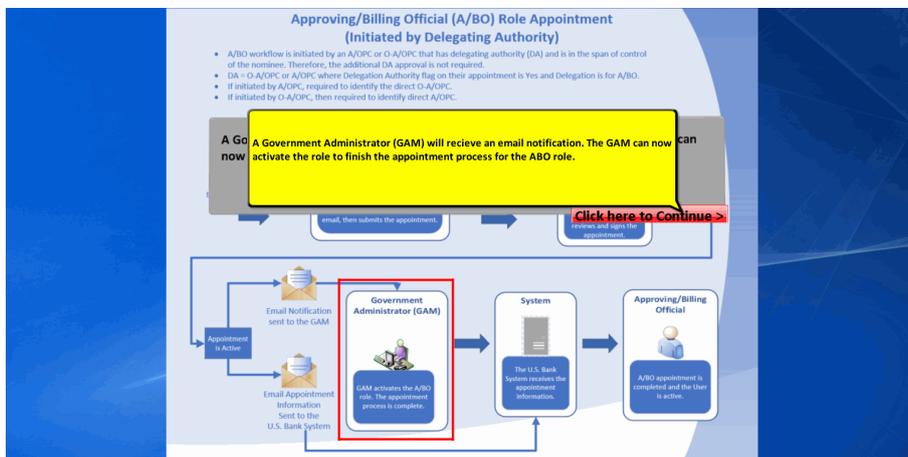
A Government Administrator (GAM) will recieve an email notification. The GAM can now activate the role to finish the appointment process for the A/BO role.A Government Administrator (GAM) will recieve an email notification. The GAM can now activate the role to finish the appointment process for the ABO role.

Step 48
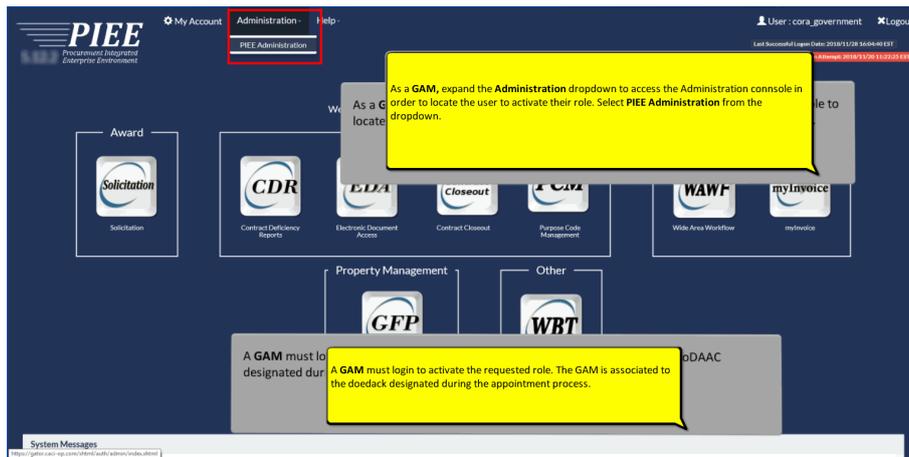
A GAM must login to activate the requested role. The GAM is associated to the DoDAAC designated during the appointment process.A GAM must login to activate the requested role. The GAM is associated to the doedack designated during the appointment process.

As a GAM expand the Administration dropdown to access the Administration console to locate the user to activate their role. Select PIEE Administration from the dropdown.

As a GAM, expand the Administration dropdown to access the Administration connsole in order to locate the user to activate their role. Select PIEE Administration from the dropdown.

Step 49
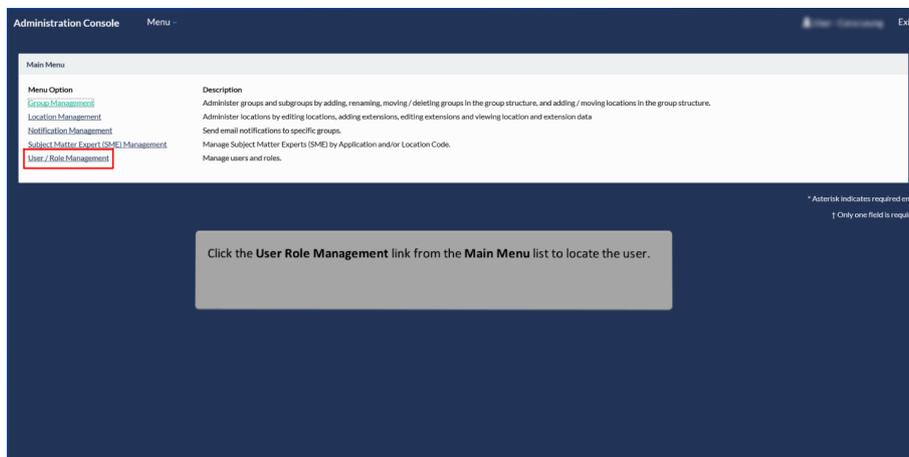
Click the User Role Management link from the Main Menu list to locate the user.

Step 50
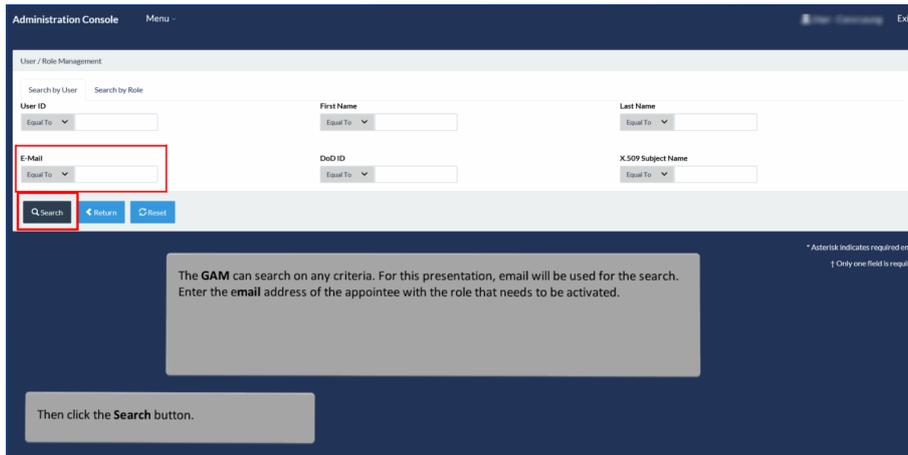
The GAM can search on any criteria. For this presentation, email will be used for the search. Enter the email address of the appointee with the role that needs to be activated. Then click the Search button.

Step 51
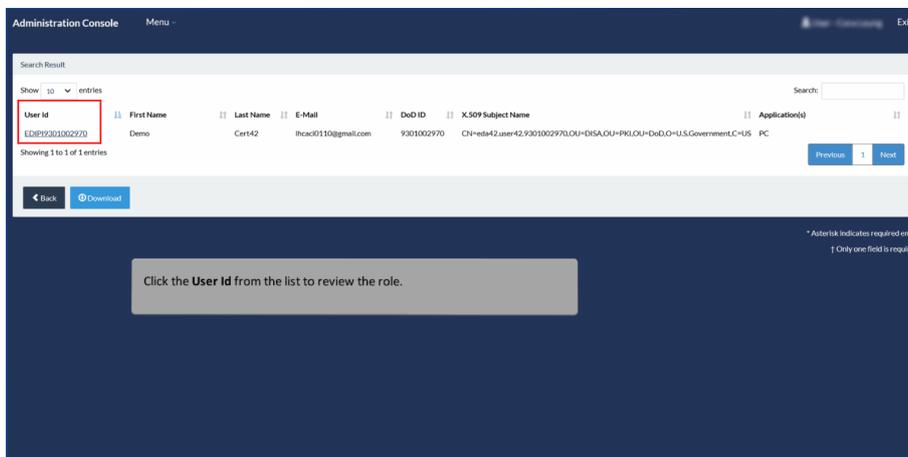
Click the User Id from the list to review the role.

Step 52
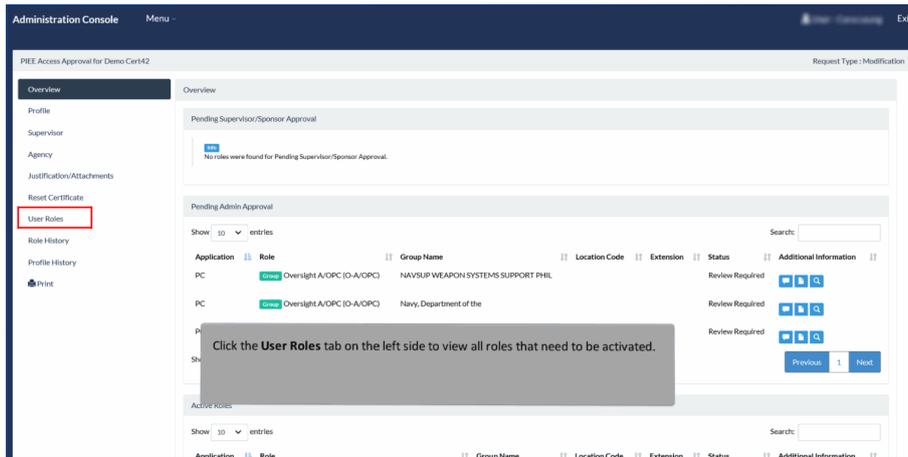
Click the User Roles tab on the left side to view all roles that need to be activated.

Step 53
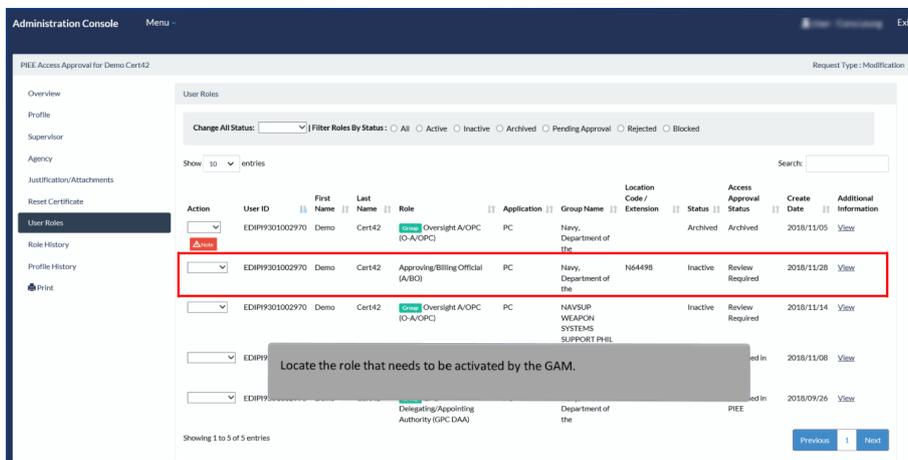
Locate the role that needs to be activated by the GAM.

Step 54
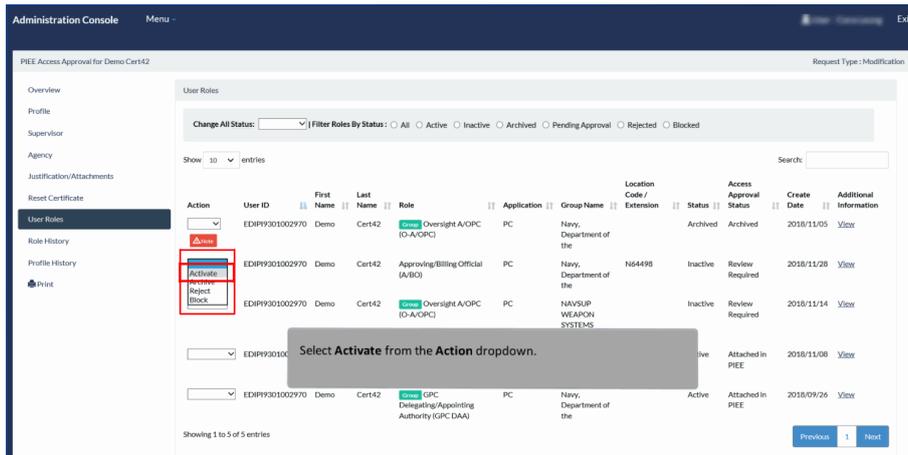
Select Activate from the Action dropdown.

Step 55
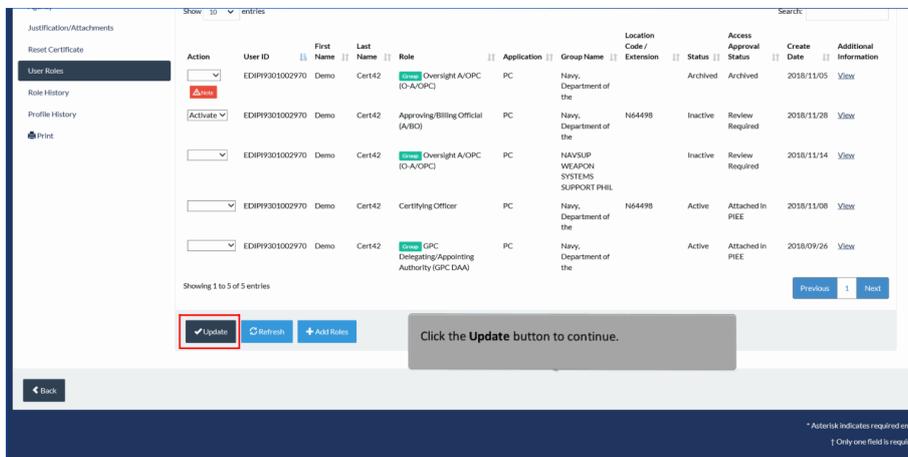
Click the Update button to continue.

Step 56
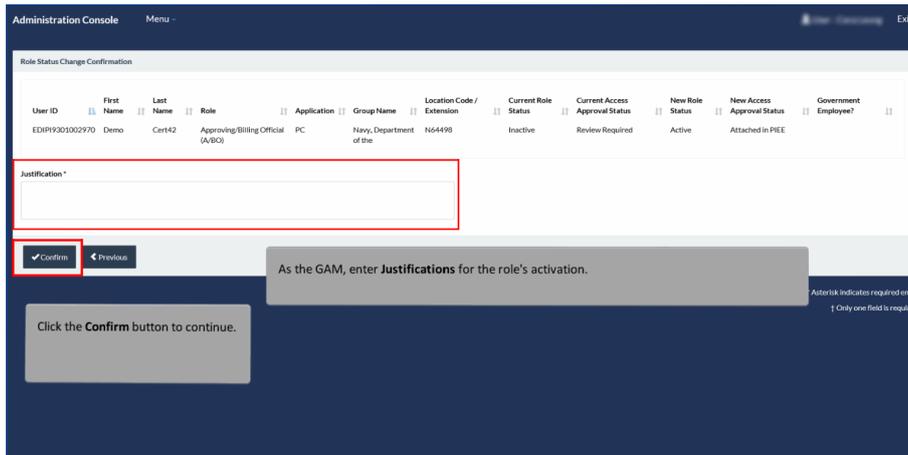
As the GAM, enter Justifications for the role's activation. Click the Confirm button to continue.

Step 57
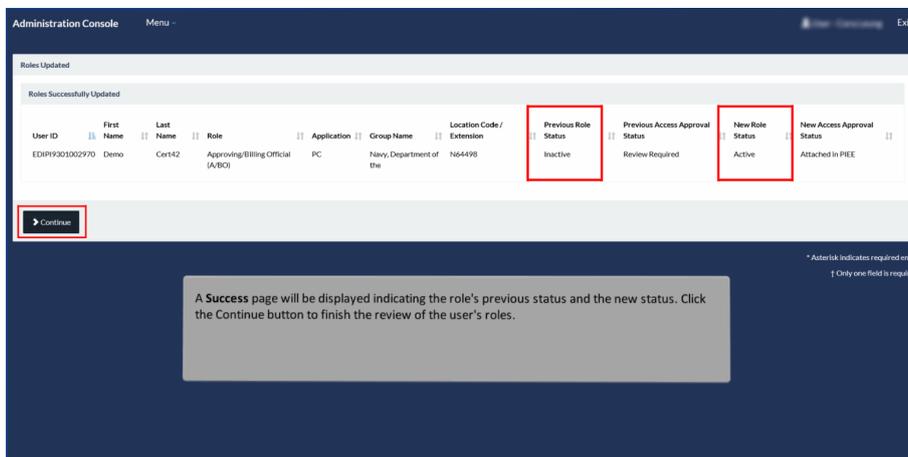
A Success page will be displayed indicating the role's previous status and the new status. Click the Continue button to finish the review of the user's roles.

Step 58
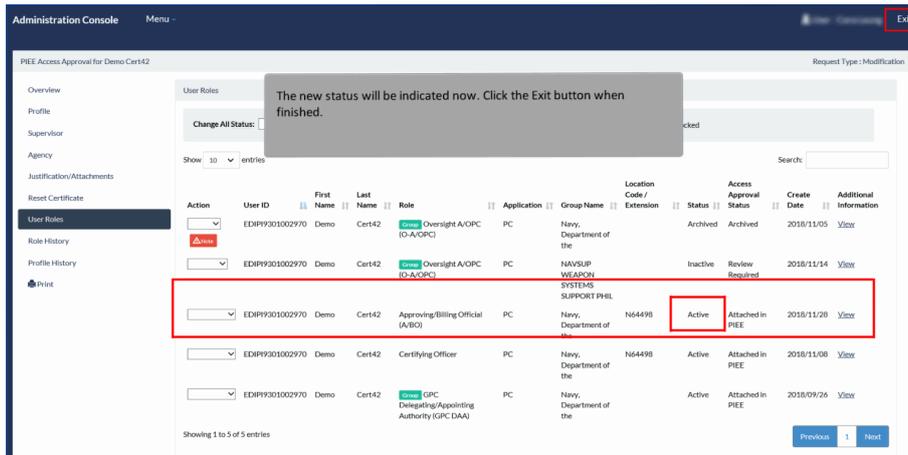
The new status will be indicated now. Click the Exit button when finished.

Step 59
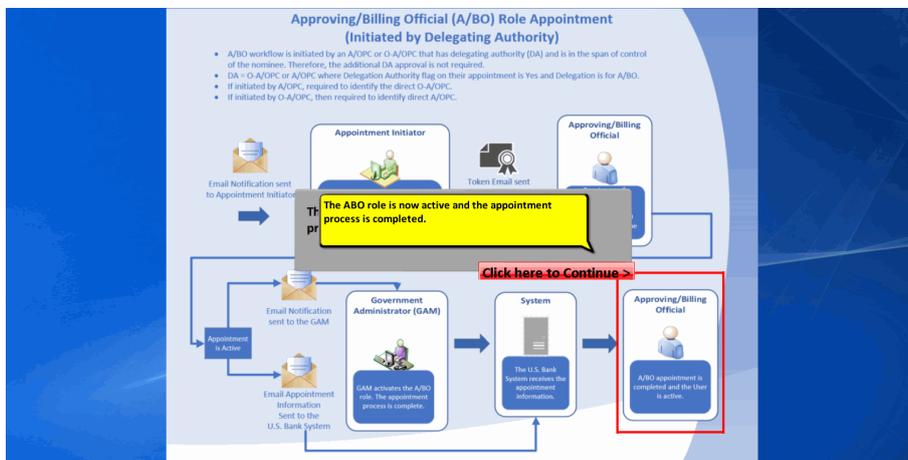
The A/BO role is now active and the appointment process is completed.The ABO role is now active and the appointment process is completed.

End

This concludes our demonstration.

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