

CO/CS Adding an Addendum to COR Appointment

PIEE Homepage

JAM Module

Contract Search

Add Addendum

JAM Roles CO, CS

Addendums must be created in JAM. Any CS or CO with access to COR appointments in JAM can manually add an addendum to a COR Appointment. CO/CS must submit the appointment to the CO on the COR appointment for Addendum signature. The form will display in the Designation Letter section of the COR appointment.

Navigation

PIEE Portal > Login as CO/CS > JAM > Search Contract > Add Addendum

Once the CO/CS is logged into PIEE, click on the **JAM** application icon button. For this guide, we are showing the process of a CO adding an Addendum to the COR appointment. The CO and CS processes for adding an Addendum are the same.

CO or CS Adding an Addendum to the COR Appointment

The screenshot shows the PIEE 6.5 Procurement Integrated Enterprise Environment dashboard. At the top left is the PIEE logo and version number. At the top right, there is a user profile for Bernardo O'Reilly and a Logout button. Below the header, there are system messages: "Last Successful Logon Date: 2020/03/25 11:44:02 EDT" and "Last Unsuccessful Logon Attempt: 2020/02/13 10:39:00 EDT". The main content area is titled "Welcome to the Procurement Integrated Enterprise Environment" and contains several application icons grouped into categories: Award (Solicitation, SAM), Post Award Admin (SPM, CCM, EDA), Payment (WAWF, myInvoice), Operational Support (JAM, PCM), and Other (WBT). The JAM icon is highlighted with a red box and a red arrow pointing to it.

In JAM, CO/CS will select **Search Appointments**.

Joint Appointment Module Create Appointment - Search Appointments - My Appointments - COR Lookup Contract Surveillance - Warrants - Exit User : Bernardo O'Reilly

SPM/JAM Documents

- 20MB SIZE TEST
- CORT Tool User Guide
- cort admin doc upload test
- test

System Messages

(2013-JAN-17 12:05) System: All Subject: Build Info Action Required! Message For: All Users

Version:PPV6.3	V 6.3_Sprint04_02
Build Date:	10/09/2019
Application Server:	WebSphere 9.0.0.5 (jdk1.8.0_181)
HTTP Server:	IBM IHS 9.0.0.5
Database:	T6110W
FTP/EDI Server:	Osprey
FTP/EDI Server Path:	/cac_i_db/efp/WAWF_RA_sec/Test/Version611/FTPEDIDirectory
Operating System:	Solaris 11
Status:	Production
Current Usage:	6.1.1 Testing

Please start by selecting an option from the menu above.

Help

The CO/CS will enter their search criteria to find the COR appointment requiring an Addendum.

Joint Appointment Module Create Appointment - Search Appointments - My Appointments - COR Lookup Contract Surveillance - Warrants - Exit User : Henry Daniels

Search as Contracting Officer - Search

Contract Number Contains 12	Delivery / Task Order Number Equal To	Pre Award Number Equal To	Nomination / Appointment Status - Select -
COR First Name Equal To	COR Last Name Equal To	Home Organization DoDAAC Equal To	COR Type - Select -
Contract Officer First Name Equal To	Contract Officer Last Name Equal To	Contract Specialist First Name Equal To	Contract Specialist Last Name Equal To
Supervisor / Commander First Name Equal To	Supervisor / Commander Last Name Equal To	QA POC First Name Equal To	QA POC Last Name Equal To
ACO First Name Equal To	ACO Last Name Equal To	Issuing Office DoDAAC Equal To	

Search Reset Help

Find Appointment and select by clicking on the **Contract Number**.

Joint Appointment Module Create Appointment - Search Appointments - My Appointments - COR Lookup Contract Surveillance - Warrants - Exit User : Henry Daniels

Search as Contracting Officer - Results

Display 10 items

COR Name	COR Home DoDAAC	COR Type	Nomination / Appointment Status	Pre Award Number	Contract Number	Delivery / Task Order Number	Contract Officer Name	Contract Specialist Name	Supervisor / Commander Name	Last Action Date	Issuing Office DoDAAC
cor2, Userid		Alternate	Inactive COR		0120ACTIVECHGBYDEPT		Pco 1, Paul	Specialist2, Stanley	supervisor130710, Sue	2014/01/20	S0512A
Spamm, Carrie		Primary	Inactive COR		0120CHGACTIVEBYDPAP		Pco 2, Paul	Pco 2, Paul	fuller, Kathryn	2014/06/09	S0512A
cor2, Userid			Draft		0120CHGDRAFTBYDPAP		Pco 2, Paul	Specialist2, Stanley		2016/11/04	S0512A
Cor01071243, Auto			Draft	140107DRAFT	0120DRAFTCHGB	YCOR	Pco 1, Paul	Specialist1, G, Sw0400	Supervisor01101418, Auto	2014/01/20	S0512A
cor3, Kori			Draft	0120DRAFTCHGBYDEPT	0120DRAFTCHGBYDEPT		Pco 1, Paul	Specialist1, G, Sw0400	gov11, ron	2014/03/07	S0512A
Spamm, Carrie		Alternate	Inactive COR		0120INACTCHGBYPAP		Pco 2, Paul	Specialist2, Stanley	fuller, Kathryn	2014/01/20	S0512A
Cor01071243, Auto		Primary	Inactive COR		0120PENPCOCHGBYCOR		gov11, ron	Specialist1, G, Sw0400	Supervisor01071707, Auto	2014/04/12	S0512A
Munson, Donald		Primary	Inactive COR	6584654654	1234567890123		basic, p	basic, p	Deines, Brandon	2014/11/20	S0512A
Smallwood, Kyle		Primary	Terminated COR		80311716MD123	80311716F0123	580, Kyle_CO	580, Kyle_CS	580, Kyle_supervisor	2015/09/09	S0512A
Miller, Darren			Draft		FA303012D0912		Johnson, Reggie	Ware, Darrel	Jeffries, Amber	2018/02/02	S0512A

Showing 1 to 10 of 30 items

Previous 1 2 3 Next

Back Export (CSV) Help

In the **COR Appointment**, scroll down to the **Designation Letter** section and click on the **+ Addendum** button.

+ QA Surveillance Plan / Waiver Help

+ COR Information Help

+ Supervisor / Commander Information Help

+ COR Certifications Help

+ Supervisor / Commander Certifications Help

+ Contracting Officer Certifications Help

- Designation Letter Help

COR Name	Designation Letter	Designation Date	Action
Munson, Donald	3.docx	2014/11/20	View

+ Addendum

+ Workflow History Help

Back Help

The CO/CS fills out the mandatory information.

Joint Appointment Module Create Appointment ▾ Search Appointments ▾ My Appointments ▾ COR Lookup Contract Surveillance ▾ Warrants ▾ Exit User : Henry Daniels

Add Addendum to Designation Letter

Agency Name * Agency Address *

MEMORANDUM FOR: Donald Munson
SUBJECT: ADDENDUM TO DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE
ADDENDUM NUMBER: 0001

1. The purpose of this addendum is to make the following changes to the COR Appointment Letter for: Donald Munson, Primary

2. Contract/Order:

Contract Number: 1234567890123
Order Number:
Contractor Name:
Contractor Address:

3. The effective date of this addendum is hereby *

4. The reason for the addendum:

a. Change is Period of Performance Monitoring Dates:
Previous Dates: ,
Current Dates: ,

b. Other:

5. Except as provided herein, all other duties remain in full effect.

6. Digital Signature/Contract information:

7. Distribution:

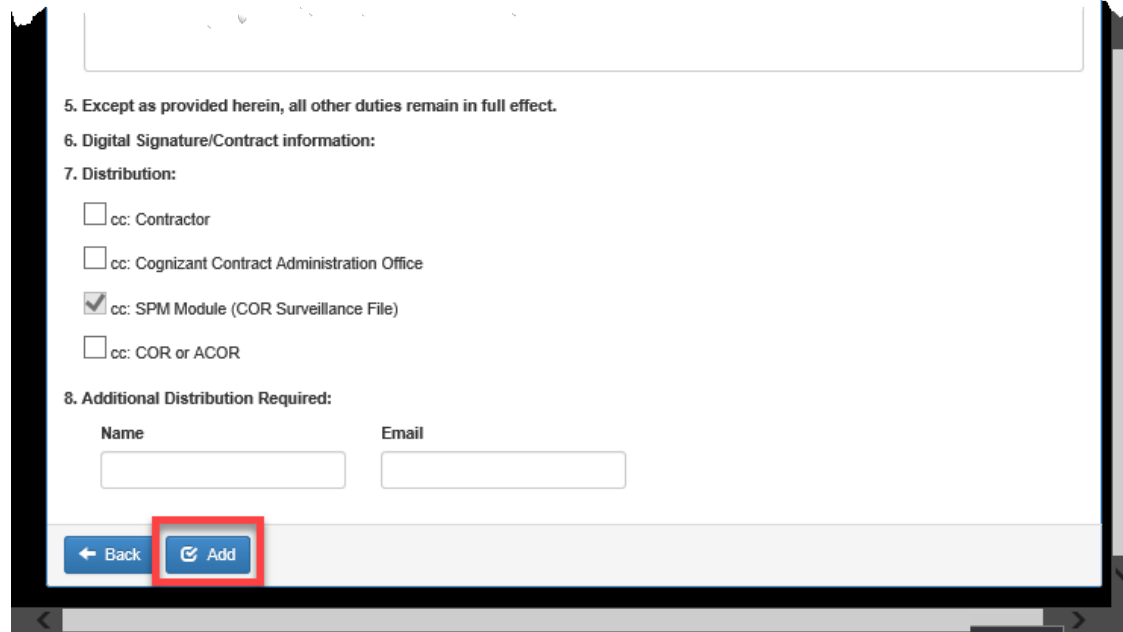
cc: Contractor
 cc: Cognizant Contract Administration Office
 cc: SPM Module (COR Surveillance File)
 cc: COR or ACOR

8. Additional Distribution Required:

Name Email

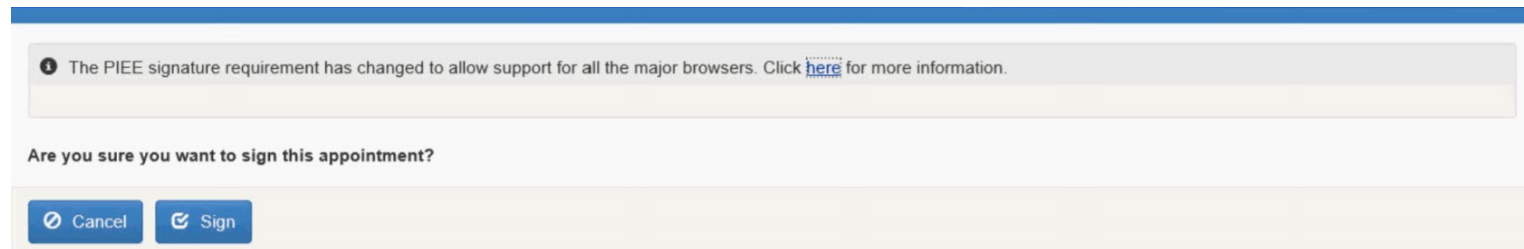
← Back Add

After the information is entered, the CO/CS will click the **Add** button.



The screenshot shows a web form with several sections. At the top, there is a large empty text input field. Below it, the text reads: "5. Except as provided herein, all other duties remain in full effect." This is followed by "6. Digital Signature/Contract information:" and "7. Distribution:". Under section 7, there are four checkboxes: "cc: Contractor" (unchecked), "cc: Cognizant Contract Administration Office" (unchecked), "cc: SPM Module (COR Surveillance File)" (checked), and "cc: COR or ACOR" (unchecked). Below this is "8. Additional Distribution Required:" with two input fields labeled "Name" and "Email". At the bottom of the form, there are two buttons: "Back" and "Add". The "Add" button is highlighted with a red square.

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. **Please note**, if the user is a CS the Addendum will be sent to the CO for final signature..



The screenshot shows a signature confirmation dialog. At the top, there is a blue header bar. Below it, a message box contains the text: "The PIEE signature requirement has changed to allow support for all the major browsers. Click [here](#) for more information." Below the message box, the text reads: "Are you sure you want to sign this appointment?". At the bottom, there are two buttons: "Cancel" and "Sign".

Once the signature process is complete, the Addendum is added to the COR Designation Letter section. An email notification is sent to the COR and Supervisor.

+ Supervisor / Commander Information Help

+ COR Certifications Help

+ Supervisor / Commander Certifications Help

+ Contracting Officer Certifications Help

- Designation Letter Help

Info : Email notification has been sent to the COR and Supervisor.
Info : Addendum To Designation Letter Added

COR Name	Designation Letter	Designation Date	Action
Munson, Donald	3.docx	2014/11/20	View
Munson, Donald	Addendum To Designation Letter (Smart Form)	2020/03/27	View

+ Addendum

+ Workflow History Help

[← Back](#) [Help](#)