

# GPC Auditor Registration

## Quick Reference Guide

### GPC Auditor Registration Process – GPC Auditor Activation

Administration Console

PIEE Administration

Login as GPC Auditor

#### GPC Auditor Registration Process

#### Self-register for the GPC Auditor role in PIEE – Administrative Support:

**Roles**

**Step 1.** Select the appropriate Application from the list below

PIEE - Administrative Support

**Tip** Alert, you are entering the section for roles typically only used by helpdesk, WAWF PMO or high level application administrators. Please verify that you require these types of role before proceeding.

**Step 2.** Select One or More Roles from the list below (Ctrl+Click)

- Admin Role - JAM
- JAM - DoD Program Management Officer (GPC PMO Personnel only)
- JAM - GPC Auditor (GPC PMO approval required)
- JAM - Help Administrator (GPC PMO and Help Desk Personnel only)
- Admin Role - NCCS
- NCCS - Auditor (High Level Agency Personnel only)

**Step 3.** Click 'Add Roles'

+ Add Roles

**Step 4.** Fill out the required information for the applicable applications

**Tip** If you need access to any other applications, Repeat Steps 1 to 4 again

**Tip** You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.

Next Previous Save Registration Help

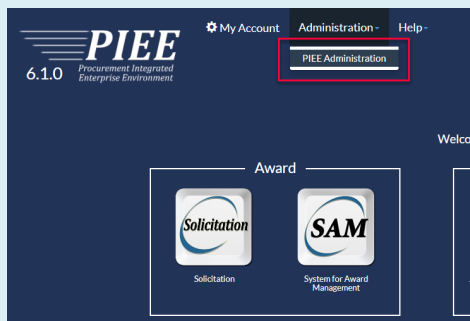
#### Step 1: Self-register a Government user with a GPC Auditor role for PC.

**NOTE:** During registration on the Justification / Attachments screen an auditor letter must be attached for the GPC Auditor (GPC-A) user.

#### Step 2: As a Supervisor, approve the user role.

#### GPC Auditor Activation

Step 1: As GPC PMO or GAM, activate the user role. Migrate to the PIEE Administration - User / Role Management.



Administration Console Menu ▾

Main Menu

Menu Option	Description
<a href="#">User / Role Management</a>	Manage users and roles.
<a href="#">Record Retention Management</a>	Administer Record / Data Retention in PIEE.

NOTE: Click the Search Role tab to locate users by their roles.

Administration Console Menu ▾

User / Role Management

Search by User  Search by Role

User ID  First Name  Last Name

E-Mail  DoD ID  X.509 Subject Name

Job Series  Location Code  Group Name

Application  Status

**Info** Select one or more applications to view the applicable roles for the search criteria.

Equal To  Equal To  Equal To

**Application**

- PLM - Purpose Code Management
- PIEE - Administrative Support
- PIEE - Procurement Integrated Enterprise Environment
- PPML - Procurement Process Model Library
- SDW - Shared Data Warehouse
- SOL - Solicitation
- SPRS - Supplier Performance Risk System
- SPM - Supplier and Performance Metrics Model

**Role**

- IUID - Data Correction Initiator (PMO and Help Desk)
- IUID - Data Correction Reviewer (PMO and Help Desk)
- IUID - IUID Help Administrator (HAM) (PMO and Help Desk)
- JAM - DoD Program Management Officer (GPC PMO)
- JAM - GPC Auditor (GPC PMO approval required)
- JAM - Help Administrator (GPC PMO and Help Desk)
- MIPR - MIPR Administrator (Help Desk Personnel only)

**Status**

- Inactive
- Active
- Archived
- Deleted
- Blocked

**Info** Select one or more applications to view the applicable roles for the search criteria.

**Access Approval Status**

- Review Required
- Approval Required
- Approver Rejected
- Admin Rejected
- Annual Revalidation Approval Required
- Reactivation Approval Required
- Stored in Another Location

**DD 577 Status**

- Review Required
- Stored in Another Location
- Attached in PIEE

**Contract Number**  **Delivery Order Number**  **Contract Expiration Start Date**  **Contract Expiration End Date**

Step 2: On the role search results page, change the Action drop-down to Activate for the GPC Auditor role. Click the Update button.

Role Search Results

Change All Status:  | Filter Roles By Status:  All  Active  Inactive  Archived  Pending Approval  Rejected  Blocked

Show  entries Search:

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
<input type="button" value="Action"/> <ul style="list-style-type: none"> <li>Activate</li> <li>Archive</li> <li>Reject</li> <li>Block</li> </ul>	maxGovTest	max	trolle	Admin Group JAM - GPC Auditor (GPC PMO approval required)	ADMIN	DEFENSE LEGAL SERVICES AGENCY (DLSA)		Inactive	Inactive	2021/04/22	<a href="#">Manage Access</a>   <a href="#">View</a>

of 1 entries

### Role Status Change Confirmation

User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Current Role Status	Current Access Approval Status	New Role Status	New Access Approval Status
maxGovTest	max	trolle	<span>Admin</span> <span>Group</span> JAM - GPC Auditor (GPC PMO approval required)	ADMIN	DEFENSE LEGAL SERVICES AGENCY (DLSA)		Inactive	Inactive	Active	Attached in PIEE

Justification \*

### Roles Updated

Roles Successfully Updated

User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Previous Role Status	Previous Access Approval Status	New Role Status	New Access Approval Status
maxGovTest	max	trolle	<span>Admin</span> <span>Group</span> JAM - GPC Auditor (GPC PMO approval required)	ADMIN	DEFENSE LEGAL SERVICES AGENCY (DLSA)		Inactive	Inactive	Active	Attached in PIEE

Step 1: As GPC PMO or CPM, Grant Access to GPC Auditors. Migrate to the PIEE Administration - User / Role Management as a GPC PMO. Migrate to Miscellaneous – Manage GPC Auditor Access as a CPM.

GPC Auditor Access - Granted

PIEE 6.1.0 Procurement Integrated Enterprise Environment

My Account Administration Help

PIEE Administration

Award

Solicitation SAM

Administration Console Menu ▾

Main Menu

Menu Option	Description
<a href="#">User / Role Management</a>	Manage users and roles.
<a href="#">Record Retention Management</a>	Administer Record / Data Retention in PIEE.

Administration Console Menu ▾

User / Role Management

Search by User  Search by Role

User ID  First Name  Last Name

E-Mail  DoD ID  X.509 Subject Name

Job Series  Location Code  Group Name

Application  Status

**Info** Select one or more applications to view the applicable roles for the search criteria.

NOTE: Click the Search Role tab to locate users by their roles. Access may be granted before or after role activation.

Job Series: Equal To  Location Code: Equal To  Group Name: Equal To

Application:
 

- MRS - Management Reporting System
- NCCS - NISP Contracts Classification System
- PALT - PALT & Protest Tracker
- PBIS - Procurement Business Intelligence Service
- PC - Purchase Card
- PCM - Purpose Code Management
- PIEE - Administrative Support

Role:
 

- GFP - GFP System Administrator (GFP and Help Desk Personnel only)
- IUID - Data Correction Approver (PMO and Help Desk Personnel only)
- IUID - Data Correction Initiator (PMO and Help Desk Personnel only)
- IUID - Data Correction Reviewer (PMO and Help Desk Personnel only)
- IUID - IUID Help Administrator (HAM) (PMO and Help Desk Personnel only)
- JAM - DoD Program Management Officer (GPC PMO Personnel only)
- JAM - GPC Auditor (GPC PMO approval required)**

Status:
 

- Inactive**
- Active
- Archived
- Deleted
- Blocked

**Info** Select one or more applications to view the applicable roles for the search criteria.

Access Approval Status:
 

- Review Required
- Approval Required
- Approver Rejected
- Admin Rejected
- Annual Revalidation Approval Required
- Reactivation Approval Required
- Stored in Another Location

DD 577 Status:
 

- Review Required
- Stored in Another Location
- Attached in PIEE

Contract Number: Equal To  Delivery Order Number: Equal To  Contract Expiration Start Date:  Contract Expiration End Date:

Step 2: On the role search results page, click the 'Manage Access' link for the GPC Auditor role.

Role Search Results

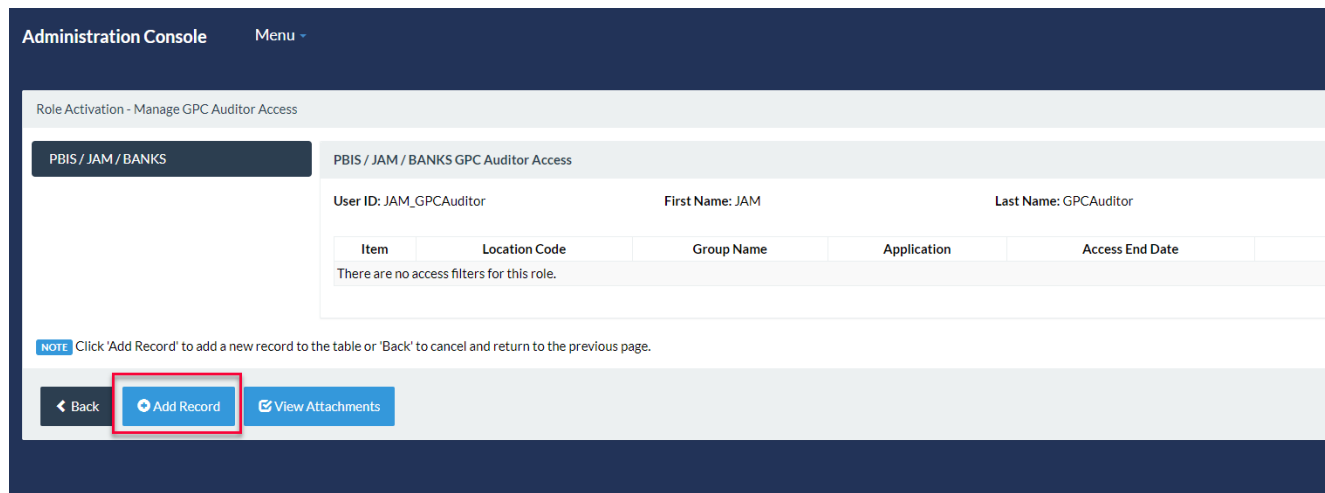
Change All Status:  | Filter Roles By Status:  All  Active  Inactive  Archived  Pending Approval  Rejected  Blocked

Show  entries Search:

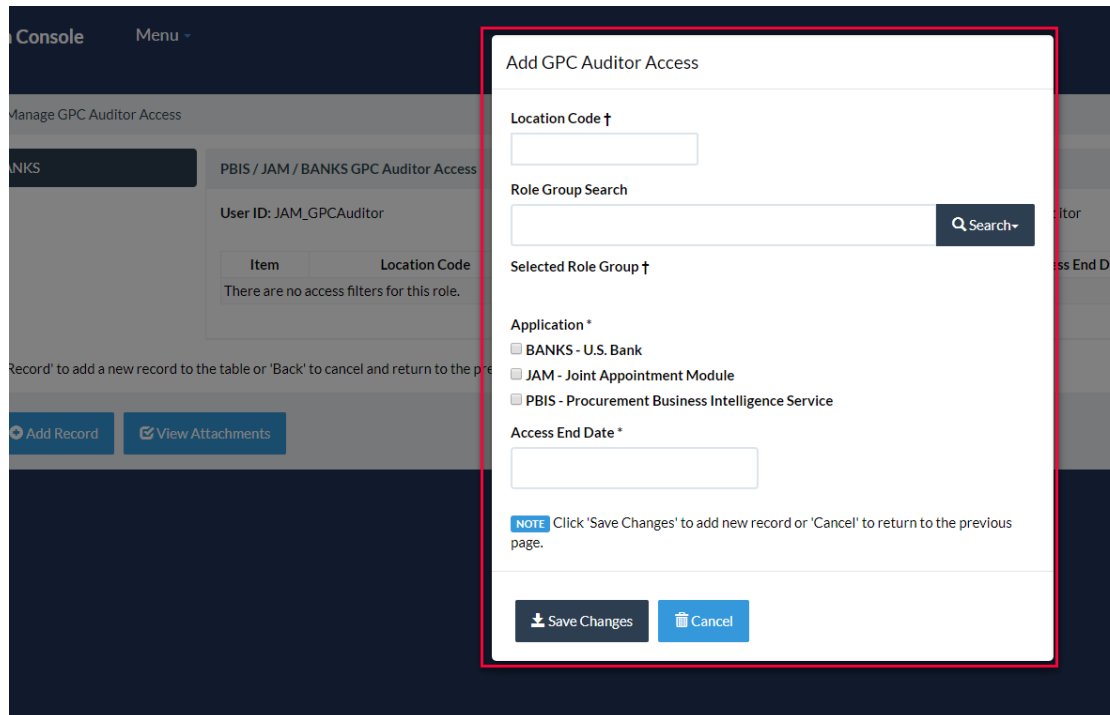
Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
<input type="text"/>	JAM_GPCAuditor	JAM	GPCAuditor	<span style="background-color: orange;">Admin</span> GPC Auditor (GPC-A)	PC	DCMA PACIFIC KOREA KIMHAE	SKR08A	Inactive	Inactive	2018/05/10	<a href="#">Manage Access</a> <a href="#">View</a>

Showing 1 to 1 of 1 entries

Step 3: On the Role Activation - Manage GPC Auditor Access page, click the 'Add Record' button.



Step 4: Enter all the mandatory fields.



Step 5: Select the application checkboxes:

- BANKS - U.S. Bank
- JAM - Joint Appointment Module
- PBIS - Procurement Business Intelligence Service

Step 6: Click the 'Save Changes' button.

Console Menu

Manage GPC Auditor Access

NKS PBIS / JAM / BANKS GPC Auditor Access

User ID: JAM\_GPCAuditor

Item Location Code

There are no access filters for this role.

record' to add a new record to the table or 'Back' to cancel and return to the pr

Add Record View Attachments

Location Code †

Role Group Search

Group Name

TOP,Defense,Department of Air Force,Department of the AFSOC,HURLBURT

NOTE Maximum 200 results will be displayed.

Selected Role Group †

HURLBURT Remove

Application \*

BANKS - U.S. Bank

JAM - Joint Appointment Module

PBIS - Procurement Business Intelligence Service

Access End Date \*

NOTE Click 'Save Changes' to add new record or 'Cancel' to return to the previous page.

Save Changes Cancel

Step 7: A success message will be displayed indicating that the record has been added successfully.

Step 8: Login as the GPC Auditor now.

Step 9: The selected application icons (i.e., JAM, U.S. Bank) will be displayed on the portal page.