

# GPC-JAM Email Notifications

## Quick Reference Guide

### Email Reminder to Supervisor/Sponsor

If the JAM user is in the process of getting activated, the user can send an email reminder to their Supervisor.

**Step 1:** Login to your account.

**PIEE 6.0.0** Procurement Integrated Enterprise Environment

[New Federal Customer](#) [Register](#) [Help/Training](#)

**Certificate Login**

[Certificate Login](#)

[CAC Help?](#)

**User ID Login**

**User ID**

**Password**

[Login](#)

[Forgot your User ID?](#) | [Forgot your Password?](#) | [Who's my Organization's GAM/CAM?](#)

**System Messages**

(2013-JAN-17 12:05 EDT) System: All Subject: Build Info Action Required! Message For: All Users	
Version:	V 6.0.0 Build04Fix01_02
Build Date:	04/30/2019
Application Server:	WebSphere 9.0.0.5 (jdk1.8.0_181)
HTTP Server:	IBM IHS 9.0.0.5
Database:	T6000W
FTP/EDI Server:	Commodore
FTP/EDI Server Path:	/cac1_db/ftp/WAWF_RA_sec/Test/Version6000/FTPEDI/Directory
Operating System:	Solaris 11
Status:	Production
Current Usage:	6.0.0 Testing

[Quick Links](#) [Getting Started Help](#)

**Step 2:** Select Manage Roles

#### Pending Status

You user account is currently in a Pending status. You may update your profile and role information, but you won't be allowed to access any of the Procurement Integrated Enterprise Environment applications.

#### My Account

##### Profile

###### User

View/Edit the user profile information.

###### Supervisor

View/Edit the user's supervisor information.

###### Alternate Supervisor

View/Edit the user's alternate supervisor information.

###### Agency

View/Edit the user's agency information.

###### My Training

View/Add/Edit/Delete training information.

##### Roles

###### Add Additional Roles

Add additional roles to your account.

###### Manage Roles

View existing roles, resubmit rejected/inactive/archived roles, add comments/attachments to the existing roles and send reminder e-mails to your Supervisor(s)/Sponsor (Govt./Govt. Contractor users only).

##### Security

###### Change Password

Modify the password for your account.

###### Change Security Questions

Update the security questions for your account.

!! Symbol indicates situational entry, at least one is required.

\* Asterisk indicates required entry.

[Security and Privacy](#) [Accessibility](#) [Government Customer Support](#) [Vendor Customer Support](#) [EDM Electronic File Room](#) [FAQ](#) [User Feedback](#)

### Step 3: Select Send Reminder to Supervisor/Supervisor.

#### Manage Roles

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

Show 10 entries

Search:

Select	Application	Role	Group	Location Code/Ext.	Status	Access Approval	Additional Information
<input type="checkbox"/>					Inactive	Approval Required	<a href="#">View</a>

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

**Info** Select one or more roles using the checkbox available in the first column to request activation. The checkbox will be available if the role is not active or blocked.

**Info** If you have EDA Roles, click on the 'View' link to update/add sub roles to an existing role.

**Info** Click the 'View' link to view/edit any additional information for the registered Role.

☒ Request Activation

[Send Reminder to Supervisor/Sponsor](#)

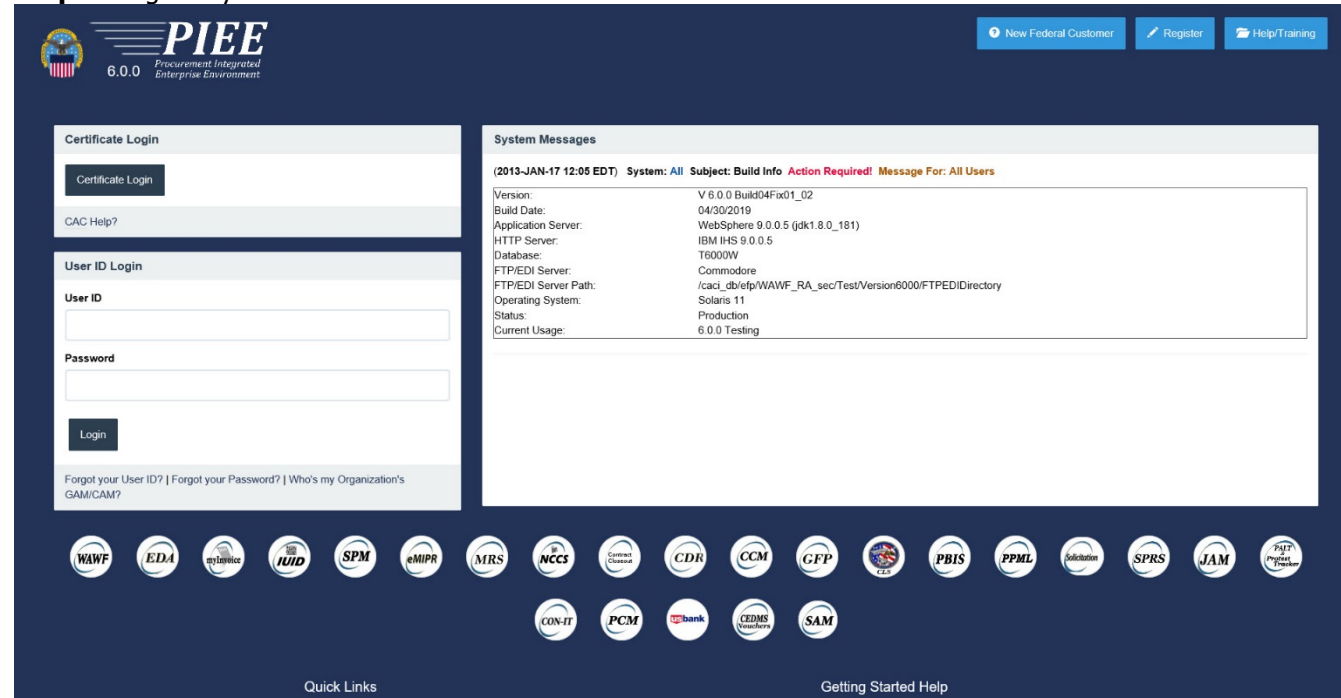
[Home](#)

[Help](#)

!! Symbol indicates situational entry, at least one is required.

\* Asterisk indicates required entry.

### Step 1: Login to your account.



The login page for the Procurement Integrated Enterprise Environment (PIEE) 6.0.0. It features a dark blue header with the PIEE logo and version number. Navigation links include 'New Federal Customer', 'Register', and 'Help/Training'. The main content area is divided into two sections: 'Certificate Login' and 'User ID Login'. The 'User ID Login' section contains input fields for 'User ID' and 'Password', a 'Login' button, and links for 'Forgot your User ID?', 'Forgot your Password?', and 'Who's my Organization's GAM/CAM?'. To the right, a 'System Messages' box displays a message from (2013-JAN-17 12:05 EDT) regarding a build update. Below the login section, a row of circular icons represents various modules: WAWF, EDA, myInvoice, JAM, SPM, eMIPR, MRS, NCCS, CDR, CCM, GFP, PBIS, PPML, SPRS, JAM, and SAM. At the bottom, there are links for 'Quick Links' and 'Getting Started Help'.

**PIEE 6.0.0** Procurement Integrated Enterprise Environment

New Federal Customer Register Help/Training

**Certificate Login**

Certificate Login

CAC Help?

**User ID Login**

User ID

Password

Login

Forgot your User ID? | Forgot your Password? | Who's my Organization's GAM/CAM?

**System Messages**

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

Version: V 6.0.0 Build04Fix01\_02  
Build Date: 04/30/2019  
Application Server: WebSphere 9.0.0.5 (jdk1.8.0\_181)  
HTTP Server: IBM IHS 9.0.0.5  
Database: T6000W  
FTP/EDI Server: Commodore  
FTP/EDI Server Path: /cac\_db/ftp/WAWF\_RA\_sec/Test/Version6000/FTPEDI/Directory  
Operating System: Solaris 11  
Status: Production  
Current Usage: 6.0.0 Testing

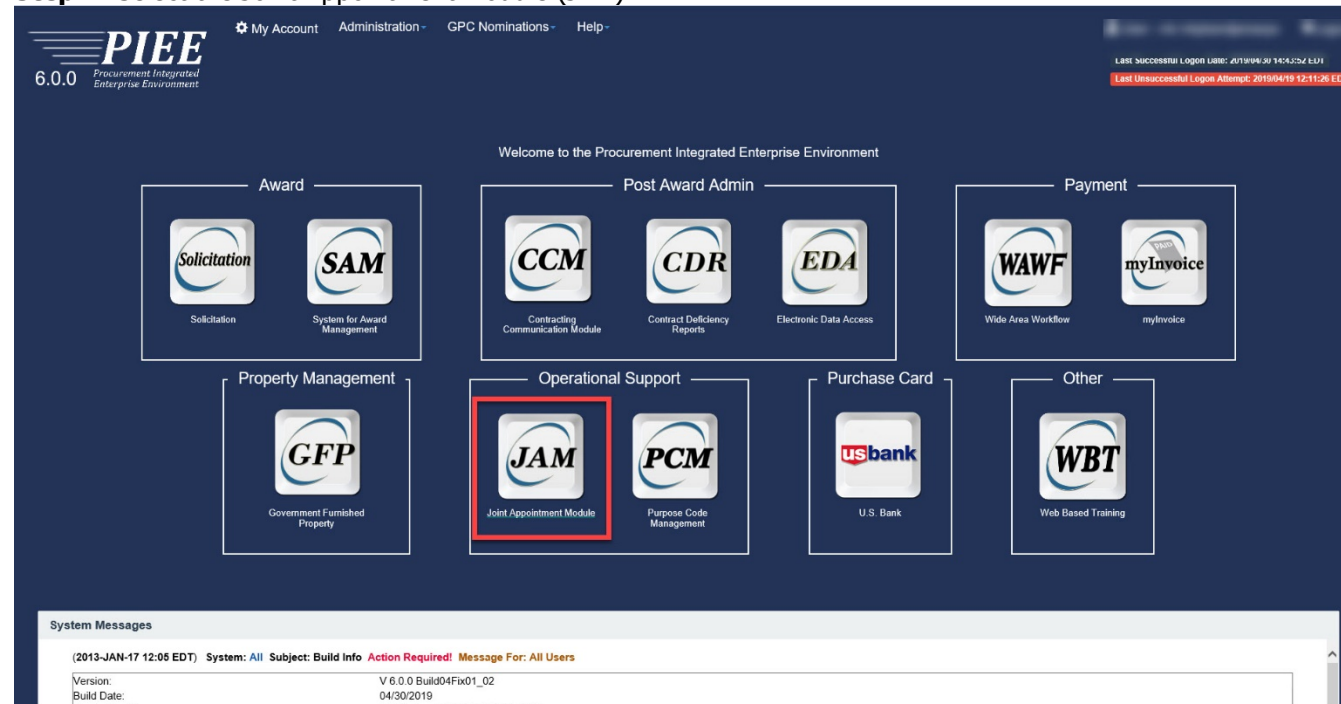
WAWF EDA myInvoice JAM SPM eMIPR MRS NCCS CDR CCM GFP PBIS PPML SPRS JAM SAM

CON-IT PCM US Bank CCM SAM

Quick Links Getting Started Help

Resend Email  
Notifications for  
Appointment

### Step 2: Select the Joint Appointment Module (JAM).



The home page of the Procurement Integrated Enterprise Environment (PIEE) 6.0.0. It features a dark blue header with the PIEE logo and version number. Navigation links include 'My Account', 'Administration', 'GPC Nominations', and 'Help'. A 'Welcome to the Procurement Integrated Enterprise Environment' message is displayed. The main content area is divided into several sections: 'Award' (Solicitation, SAM), 'Post Award Admin' (CCM, CDR, EDA), 'Payment' (WAWF, myInvoice), 'Property Management' (GFP), 'Operational Support' (JAM, PCM), 'Purchase Card' (US Bank), and 'Other' (WBT). The JAM icon is highlighted with a red border. At the bottom, a 'System Messages' box displays a message from (2013-JAN-17 12:05 EDT) regarding a build update.

**PIEE 6.0.0** Procurement Integrated Enterprise Environment

My Account Administration GPC Nominations Help

Welcome to the Procurement Integrated Enterprise Environment

**Award**

Solicitation SAM

**Post Award Admin**

CCM CDR EDA

**Payment**

WAWF myInvoice

**Property Management**

GFP

**Operational Support**

JAM PCM

**Purchase Card**

US Bank

**Other**

WBT

**System Messages**

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

Version: V 6.0.0 Build04Fix01\_02  
Build Date: 04/30/2019

### Step 3: Click Search Appointments.

Joint Appointment Module   Create Appointment ▾   **Search Appointments ▾**   My Appointments ▾   My Training   Exit   User : mk.mkpbandjamaopc

Search as Agency/Organization Program Coordinator

SPM/JAM Documents

- CORT Tool User Guide
- cort admin doc upload test

System Messages

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

Version:	V 6.0.0 Build04Fix01_02
Build Date:	04/30/2019
Application Server:	WebSphere 9.0.0.5 (jdk1.8.0_181)
HTTP Server:	IBM IHS 9.0.0.5
Database:	T6000W
FTP/EDI Server:	Commodore
FTP/EDI Server Path:	/cac1_db/ftp/WAWF_RA_sec/Test/Version6000/FTP/EDIDirectory
Operating System:	Solaris 11
Status:	Production
Current Usage:	6.0.0 Testing

Please start by selecting an option from the menu above.

Help

**Step 4:** Click Search as Agency/Organization Program Coordinator.

Joint Appointment Module   Create Appointment ▾   **Search Appointments ▾**   My Appointments ▾   My Training   Exit   User : mk.mkpbandjamaopc

**Search as Agency/Organization Program Coordinator**

SPM/JAM Documents

- CORT Tool User Guide
- cort admin doc upload test

System Messages

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

Version:	V 6.0.0 Build04Fix01_02
Build Date:	04/30/2019
Application Server:	WebSphere 9.0.0.5 (jdk1.8.0_181)
HTTP Server:	IBM IHS 9.0.0.5
Database:	T6000W
FTP/EDI Server:	Commodore
FTP/EDI Server Path:	/cac1_db/ftp/WAWF_RA_sec/Test/Version6000/FTP/EDIDirectory
Operating System:	Solaris 11
Status:	Production
Current Usage:	6.0.0 Testing

**Step 5:** Select a Status and click the Search button.

Joint Appointment Module   Create Appointment ▾   Search Appointments ▾   My Appointments ▾   My Training   Exit   User : mk.mkpbandjamaopc

Search Appointments as Agency/Organization Program Coordinator

Search For \*

My Users and Organization ▾

DoD Organization

- Select - ▾

Appointment

- Select - ▾

Appointee Last Name

equals ▾

Delegating/Appointing Signatory Last Name

equals ▾

Status Date (YYYY/MM/DD)

equals ▾

Search   Help

**Status**

- Select -
- Active
- Inactive
- Pending Appointee Approval
- Pending Delegating/Appointing Signatory Approval
- Pending Supervisor Approval
- Rejected By Appointee
- Rejected By Delegating/Appointing Signatory
- Rejected By Supervisor

**Step 6:** Click the Select button.

Joint Appointment Module
Create Appointment
Search Appointments
My Appointments
My Training
Exit
User: mk mkbbandjamaopc

Search Appointments as Agency/Organization Program Coordinator

Display 10 items
Filter:

Item	DoD Org	DoD Org/Group Name	Appointment	Status	Status Date	Appointee	Supervisor	Delegating/Appointing Signatory	Action
1	FU4417	HURLBURT	Cardholder Appointment	Pending Supervisor Approval	2019/04/30	mk mkbbandjamch1	Super Visor	mk mkbbandjamaopc	Select

Showing 1 to 1 of 1 items
Previous 1 Next

Back Export (CSV) Help

## Step 7: Select Resend Email Notification.

Joint Appointment Module
Create Appointment
Search Appointments
My Appointments
My Training
Exit
User: mk mkbbandjamaopc

Cardholder Appointment - Pending Supervisor Approval

Initiator

First Name
mk
Last Name
mkbbandjamaopc
Work Phone Number
5555555555
Work Email Address
wawfuser01+mkbbandjamaopc@gmail.com

PIEE Role
Agency/Organization Program Coordinator
DoD Group Name
Air Force, Department of the
DoD Organization
FA3503
DoD Organization Name
FA3503 380 EMXG QA

Appointee

First Name
mk
Last Name
mkbbandjamch1
Work Phone Number
5555555555
Work Email Address
wawfuser01+mkbbandjamch1@gmail.com

DoD Component
Department of the Air Force
DoD Organization
FU4417
DoD Organization Name
FU4417 1 SOCS SOCS
PIEE Role
Cardholder

Work Address Line 1
ADMINISTRATIVE ONLY NO REQUISITIONS
Work Address Line 2
210 SCHERZ BLVD
Work Address Line 3
Work Address Line 4

Country
United States
City
GOODFELLOW AFB
State
Texas
Zip
76908-4705

DEROS Date
Existing Warranted Contracting Officer (Non-GPC)
No
Warrant Unlimited
Warrant Limit

Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	View
CLG001 - DoD Government Commercial Purchase Card Overview	03 06 19 PR Can't Find Contract in EDA (1) docx	2019/04/03	2 Years	2021/04/02			Manual	View

Special Designation	Single Purchase Limit	Cycle Limit	Effective Date	View
Contract Ordering Official Cardholder	\$10,000	\$6,757	2019/04/30	View

Additional Details

Direct Oversight Agency/Organization Program Coordinator

Help

First Name

mik

Last Name

mikpbandjamaopc

Work Phone Number

9041101234

Work Email Address

wawfuser01+pbandjamaopc@gmail.com

PIEE Role

Oversight Agency/Organization Program Coordinator

DoD Group Name

Defense Contract Audit Agency

Appointee Supervisor

Help

First Name

Super

Last Name

Visor

Work Phone Number

1231231234

Work Email Address

wawfsupervisor@gmail.com

Appointee Alternate Supervisor

Help

First Name

Bat

Last Name

Man

Work Phone Number

Work Email Address

wawfsupervisor+alternate@gmail.com

Delegating/Appointing Signatory

Help

First Name

mik

Last Name

mikpbandjamaopc

Work Phone Number

5555555555

Work Email Address

wawfuser01+mikpbandjamaopc@gmail.com

DoD Component

Department of the Air Force

DoD Organization

FA3503

DoD Organization Name

FA3503 380 EMXG QA

PIEE Role

Agency/Organization Program Coordinator

Appointment Workflow

Help

Date	Action	Status	Name	Signature	PIEE Role
2019/04/30 14:44:10	Submit	Pending Supervisor Approval	mik mikpbandjamaopc	mikpbandjamaopc.mik	Agency/Organization Program Coordinator

Back

Resend Email Notification

Delete

Help