

# MDO Users Deleting Documents

## Reference Guide

Homepage

MDO Application

MDO

Search

## Table of Contents

<b>Modification, Order, and ARZ Modification Deletion .....</b>	<b>1</b>
<b>Statuses for Deleting.....</b>	<b>1</b>
<i>ARZ Modification Statuses:</i> .....	2
<i>Modification/ Order Status List:</i> .....	2
<b>Deletion Process.....</b>	<b>2</b>
<i>MDO Document Deletion Process:</i> .....	2
<i>Success screen Information:</i> .....	2
<i>Buttons:</i> .....	3
<b>Email Information Example .....</b>	<b>3</b>
<b>Deleted Timers .....</b>	<b>3</b>
<b>Recall from Deleted Status .....</b>	<b>3</b>
<i>MDO Recall Process:</i> .....	4
<i>Success screen Information:</i> .....	4
<i>Buttons:</i> .....	4
<b>Deleting While in Draft Status .....</b>	<b>4</b>

## Modification, Order, and ARZ Modification Deletion

Users assigned a Modification, Order, or ARZ Modification or in the same span of control may Delete the document. Additionally, a user can recall then delete a document. The **'Deleted'** status is not part of the workflow.

This guide provides an overview of how MDO users delete Modifications, Orders, and ARZ Modifications in the **Modifications and Delivery Orders (MDO)** application.

## Statuses for Deleting

### **ARZ Modification Statuses:**

- Draft
- Pending Contracting Officer Review
- Returned By Contracting Officer
- Pending ARZ MOD Reviewer Approval
- Returned By ARZ MOD Reviewer
- Awaiting Contracting Officer Signature

### **Modification/ Order Status List:**

- Draft
- Pending Contracting Officer Review
- Returned By Contracting Officer
- Pending Contractor Signature
- Returned By Contractor
- Awaiting Contracting Officer Signature

## **Deletion Process**

### ***MDO Document Deletion Process:***

1. Log in to Procurement Integrated Enterprise Environment (PIEE) Application (<https://piee.eb.mil/>).
2. Open the Modifications and Delivery Orders (MDO) by clicking the '**MDO**' icon.
3. Select **Search** under the MDO navigation section or use the document tables on the **Dashboard**.
4. Find the Modification, Order, or ARZ Modification and click the **Document ID** number hyperlink to open the document; refer to the Search training for more information.
5. Review the MDO document information to ensure it is the correct document.
6. Click the **Delete** button, a modal pop-up displays.
7. Comments are mandatory and up to 10,000 Characters.
8. Click the **Delete** button.
9. A Success screen displays the deleted document information.
10. All users associated with the document receive an email notifying them of the deletion.

### ***Success screen Information:***

- Document ID
- Document Type
- Status
- Action Taken
- Action Date
- Submitted By

**Buttons:**

- Home

## Email Information Example

Subject line:

MDO ARZ Modification Deleted

[CO, ARZ Reviewer, CS],

[User who deleted] has deleted an ARZ Modification, document ID [Document ID], on the following contracts:

Contract	Order
[Contract number]	[Order number]

Reason for Delete:

[Comments]

This ARZ Modification has been deleted and all information related to this remains in MDO for 30 days.

Please log into PIEE and access Modifications and Delivery Orders (MDO) to recall:

1. Login to Procurement Integrated Enterprise Environment (PIEE) Application (<https://piee.eb.mil/>)
2. Open the Modifications and Delivery Orders (MDO) by clicking the 'MDO' icon
3. Select search
4. Find ARZ Modification associated with document ID [document ID] and select to open
5. Review the ARZ Modification
6. Select Recall

NOTE: This email service is outbound only. We are unable to receive and process replies to this mailbox.

## Deleted Timers

Deleted documents can be recalled within 30 days of being deleted; after 30 days, they are removed from the system.

## Recall from Deleted Status

Only the user that deleted the Modification, Order, or ARZ Modification may recall the document; recall returns the document to the workflow in the previous status. For example, if an **MDO – Contracting Officer** deletes an ARZ Modification in the **‘Pending Contracting Officer Review’** status: the document will return to the **‘Pending Contracting Officer Review’** status.

*MDO Recall Process:*

1. Log in to Procurement Integrated Enterprise Environment (PIEE) Application (<https://piee.eb.mil/>).
2. Open the Modifications and Delivery Orders (MDO) by clicking the **‘MDO’** icon.
3. Select **Search** under the MDO navigation section or use the document tables on the **Dashboard**.
4. Find the Modification, Order, or ARZ Modification in the **‘Deleted’** status and click the **Document ID** number hyperlink to open the document; refer to the Search training for more information.
5. Review the MDO document information.
6. Click the **Recall** button.
7. A Recall Deleted Document pop-up displays with a message "Are you sure that you want to recall this document? This action will change the document status to [previous status]".
8. Click the **Yes** button.
9. A Success screen displays the recalled document information.
10. All users associated with the ARZ Modification receive an **email** notifying them of the resubmission.

*Success screen Information:*

- Document ID
- Document Type
- Status
- Action Taken
- Action Date
- Submitted By

*Buttons:*

- Home

## Deleting While in Draft Status

Modifications, Orders, and ARZ Modifications in **‘Draft’** are not part of the workflow; deleting a document in the **‘Draft’** status removes it from the system without an email.