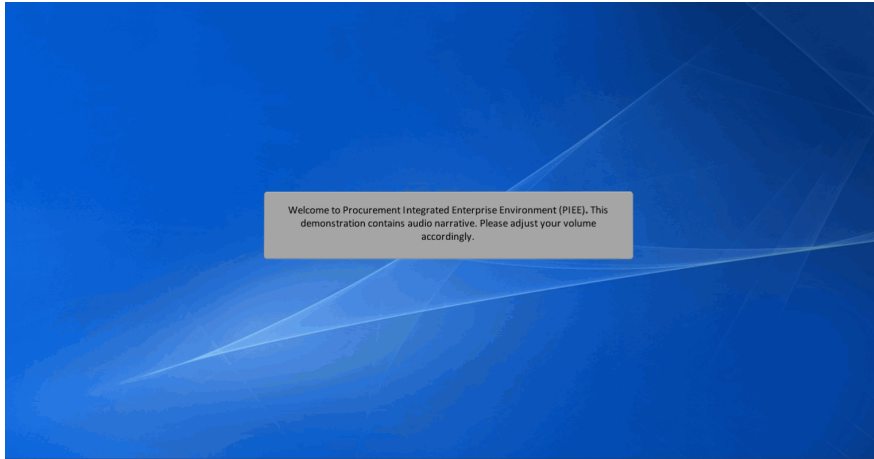
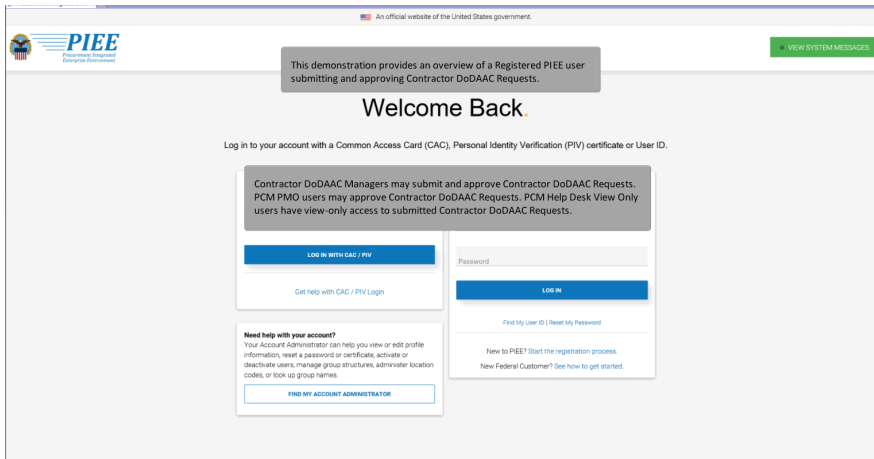


Intro



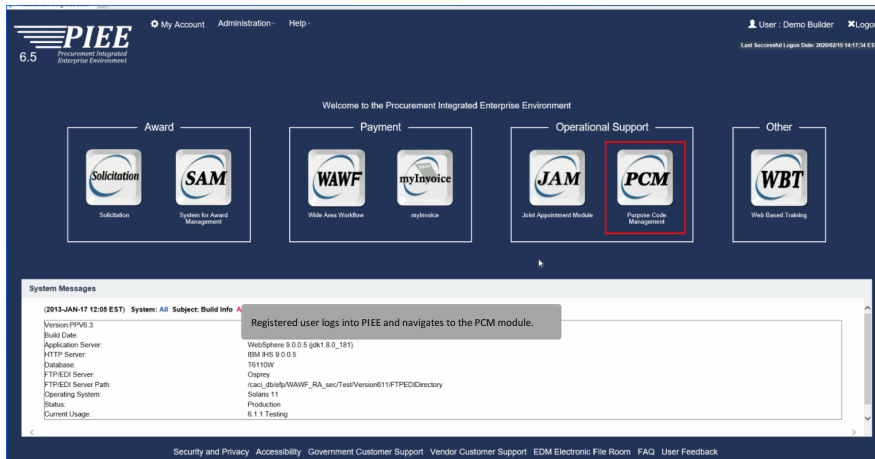
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



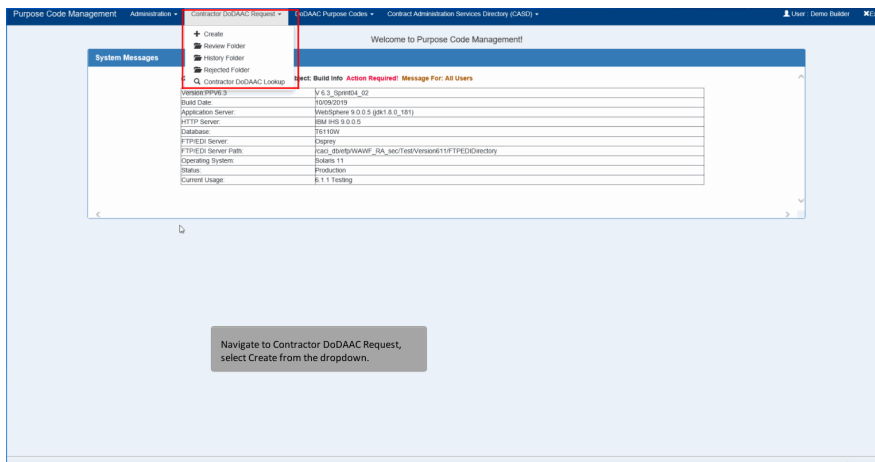
This demonstration provides an overview of a Registered PIEE user submitting and approving Contractor DoDAAC Requests. Contractor DoDAAC Managers may submit and approve Contractor DoDAAC Requests. PCM PMO users may approve Contractor DoDAAC Requests. PCM Help Desk View Only users have view-only access to submitted Contractor DoDAAC Requests.

Step 2



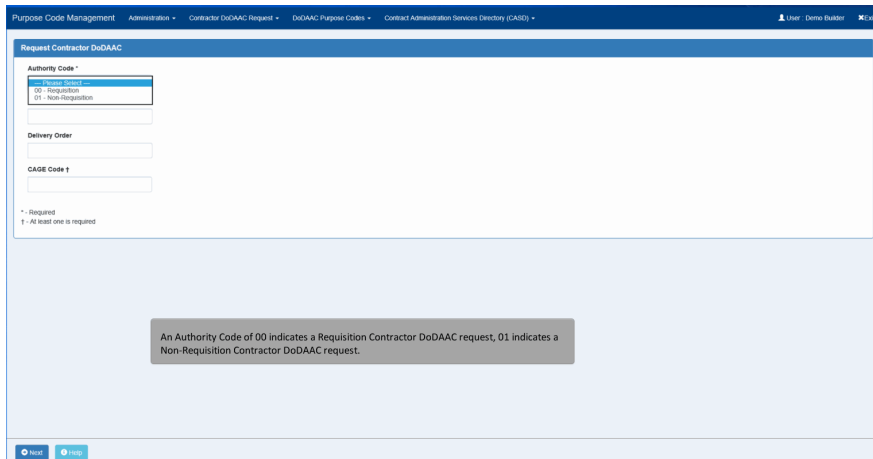
Registered user logs into PIEE and navigates to the PCM module.

Step 3



Navigate to Contractor DoDAAC Request, select Create from the dropdown.

## Step 4



The screenshot shows a web application interface for 'Request Contractor DoDAAC'. The breadcrumb trail at the top reads: Purpose Code Management > Administration > Contractor DoDAAC Request > DoDAAC Purpose Codes > Contract Administration Services Directory (CASD). The user is identified as 'User: Demo Builder'. The form contains the following fields:

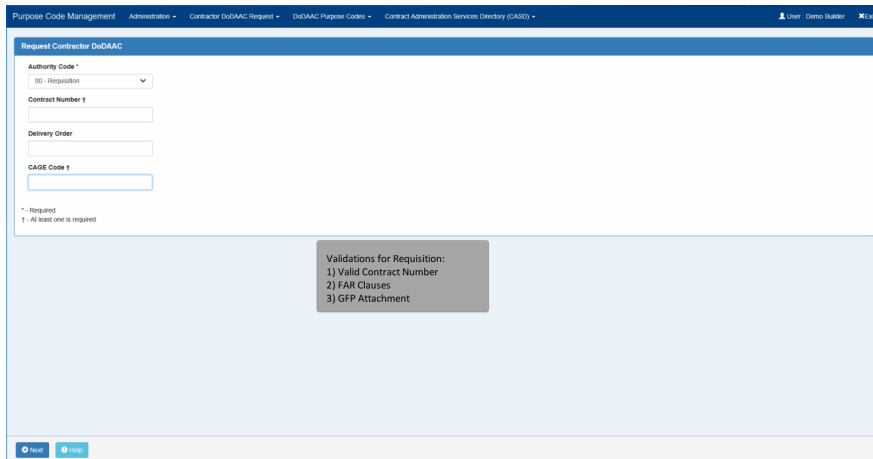
- Authority Code \***: A dropdown menu with options '00 - Requisition' (selected) and '01 - Non-requisition'.
- Delivery Order**: A text input field.
- CAGE Code †**: A text input field.

Legend:  
\* - Required  
† - At least one is required

Message box: An Authority Code of 00 indicates a Requisition Contractor DoDAAC request, 01 indicates a Non-Requisition Contractor DoDAAC request.

An Authority Code of 00 indicates a Requisition Contractor DoDAAC request, 01 indicates a Non-Requisition Contractor DoDAAC request.

## Step 5



The screenshot shows the same 'Request Contractor DoDAAC' form. The 'Authority Code' dropdown is now set to '00 - Requisition'. The 'Contract Number †' field is now visible and required. The 'Delivery Order' and 'CAGE Code †' fields remain. The legend is the same.

Message box: Validations for Requisition:  
1) Valid Contract Number  
2) FAR Clauses  
3) GFP Attachment

Validations for Requisition:  
1) Valid Contract Number  
2) FAR Clauses  
3) GFP Attachment

Step 6

Request Contractor DoDAAC

Authority Code \*  
00 - Requirement

Contract Number †  
DAAB0790B0502

Delivery Order

CAGE Code †

\* - Required  
† - At least one is required

Choose an Authority Code, enter Contract Number or CAGE Code and click the Next button.

Next Help

Choose an Authority Code, enter Contract Number or CAGE Code and click the Next button.

Step 7

Contracts for Contract: DAAB0790B0502

Show 10 entries

Contract Number	Delivery Order	ACO Mod.	PCO Mod.	Issue By DoDAAC	Action
DAAB0790B0502	0015		00	W15P7T	Select for Preppp
DAAB0790B0502	0015		04	W15P7T	Select for Preppp

Showing 1 to 2 of 2 entries

Contract and Mods are retrieved. User selects the most relevant contract.

Cancel Help

Contract and Mods are retrieved. User selects the most relevant contract.

## Step 8

DoDAAC Request

Expand All Collapse All

WARNING The Contract could not be validated for conformance or for existence of classes FAR 52.251-1 and DFARS 252.251-7000.  
WARNING The Contract does not have any Requisitioned Items.

**Request Information**

Requestor Name \*  
Sally Davis

Requestor Email \*  
sally.davis@navy.mil

Effective Date \*  
2020-02-10

Requestor Reason

**DoDAAC Identify Information**

Organization Type Code \*  
Federal

Authority Code \*

**TAC 1 Information - Owner Address**

Address Line 1 \*  
800 M Street

Address Line 2

State Code \*  
DC

Country Code \*  
Please Select

City \*

Submit Previous Help

User completes and submits the Contractor DoDAAC Request form.

User completes and submits the Contractor DoDAAC Request form.

## Step 9

Success

The Contractor DoDAAC Request was successfully submitted.

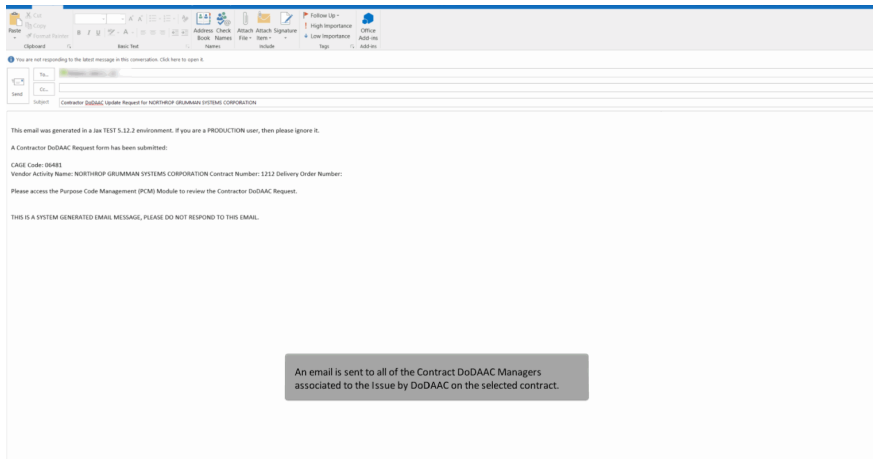
Contract Number	Delivery Order	CAGE Code	Issuing Office DoDAAC
DAAB0795DR002	0015	06481	W15P77

Mon Feb 10 14:58:13 EST 2020

A Success page is displayed notifying the user that the request was successfully submitted.

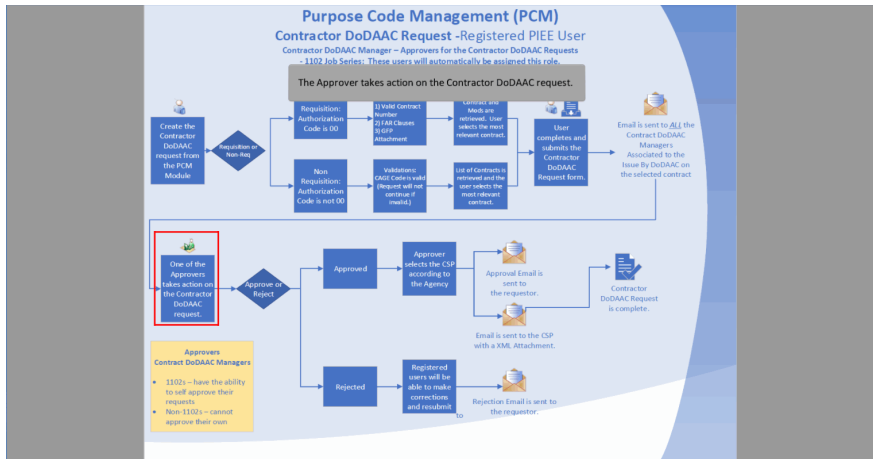
A Success page is displayed notifying the user that the request was successfully submitted.

Step 10



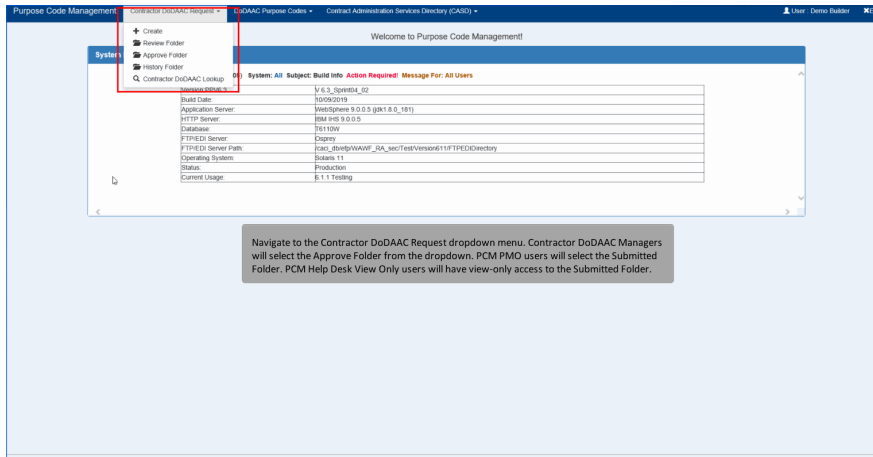
An email is sent to all of the Contract DoDAAC Managers associated to the Issue by DoDAAC on the selected contract.

Step 11



The Approver takes action on the Contractor DoDAAC request.

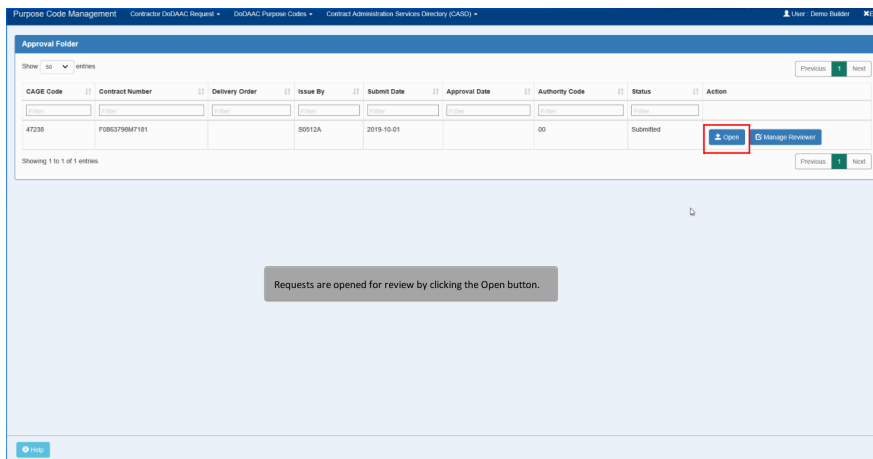
Step 12



Navigate to the Contractor DoDAAC Request dropdown menu. Contractor DoDAAC Managers will select the Approve Folder from the dropdown. PCM PMO users will select the Submitted Folder. PCM Help Desk View Only users will have view-only access to the Submitted Folder.

Navigate to the Contractor DoDAAC Request dropdown menu. Contractor DoDAAC Managers will select the Approve Folder from the dropdown. PCM PMO users will select the Submitted Folder. PCM Help Desk View Only users will have view-only access to the Submitted Folder.

Step 13



Requests are opened for review by clicking the Open button.

Requests are opened for review by clicking the Open button.

## Step 14

The screenshot displays the 'DoDAAC Request' form. A grey callout box in the 'Request Information' section contains the text: 'The Approver can update editable fields. If the request is changed from Non-Requirement to Requirement (by changing the Authority Code), the GFP attachment and clause validation will be performed prior to completing approval.' The form fields include: Requester Name (test), Effective Date (2019-10-01), Requester Reason (test), Organization Type Code (Internal), Authority Code (01 - Requirement), TAC 1 Information - Owner Address (Address Line 1: 235 TAC Road, Address Line 2, Address Line 3, State/PO/Province: FL, Zip Code, City: Jacksonville, Country Code: USA - United States of America (The), International Postal Code).

The Approver can update editable fields.

If the request is changed from Non-Requirement to Requirement (by changing the Authority Code), the GFP attachment and clause validation will be performed prior to completing approval.

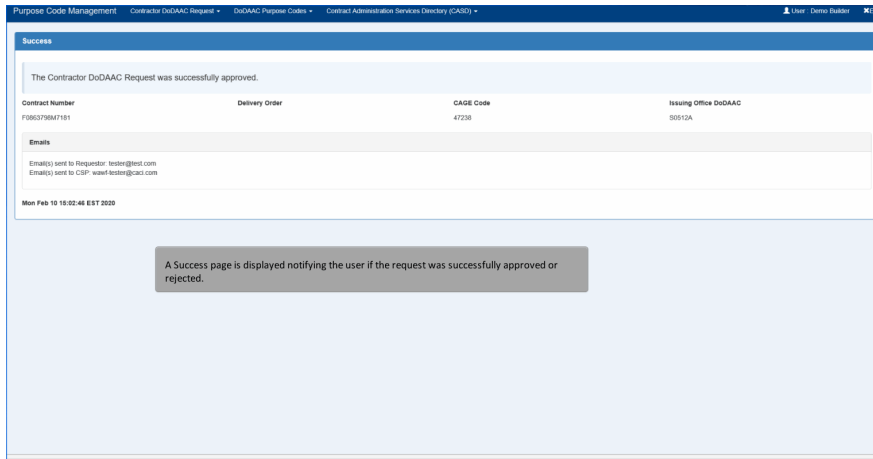
## Step 15

The screenshot displays the 'DoDAAC Request' form at the 'Approval Authority Information' section. A grey callout box states: 'The approver selects Approval or Reject to Requestor. Comments are required if rejected.' The 'Approval Authority Information' section includes: Approval type (radio buttons for 'Approval' and 'Reject to Requestor', with 'Reject to Requestor' highlighted by a red box), Approval Date, and Central Service Point (CSP) Agency (Defense Contract Management Agency). Below this is a 'Comments' text area. The 'Point of Contact Information' section above shows POC Name (Demo Builder), POC Email (demo.builder@gmail.com), POC Phone (8675309), Contract Period of Performance End Date (2019-10-11), and Contract Close Out Date.

The approver selects Approval or Reject to Requestor. Comments are required if rejected.

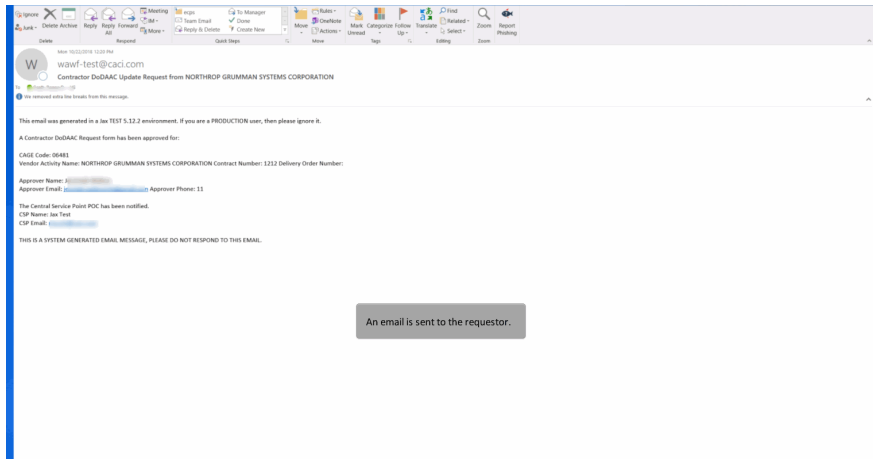


Step 16



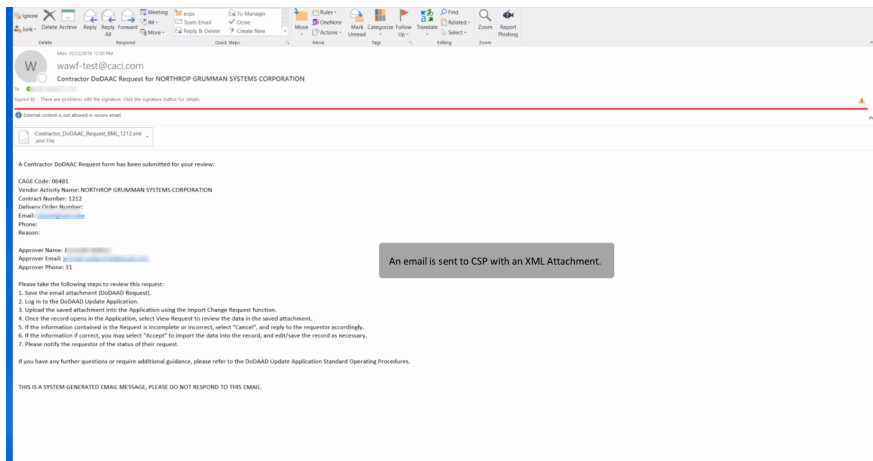
A Success page is displayed notifying the user if the request was successfully approved or rejected.

Step 17



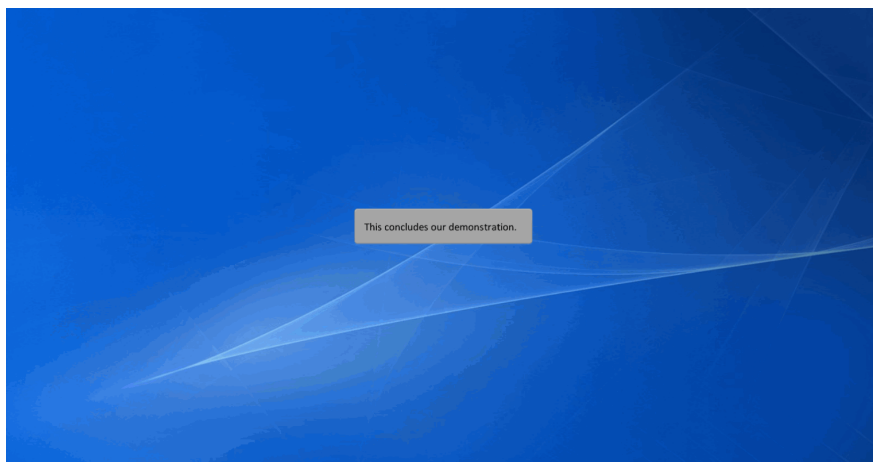
An email is sent to the requestor.

Step 18



An email is sent to CSP with an XML Attachment.

End



This concludes our demonstration.