Level 1 Procurement and Grants Purpose Code Manager

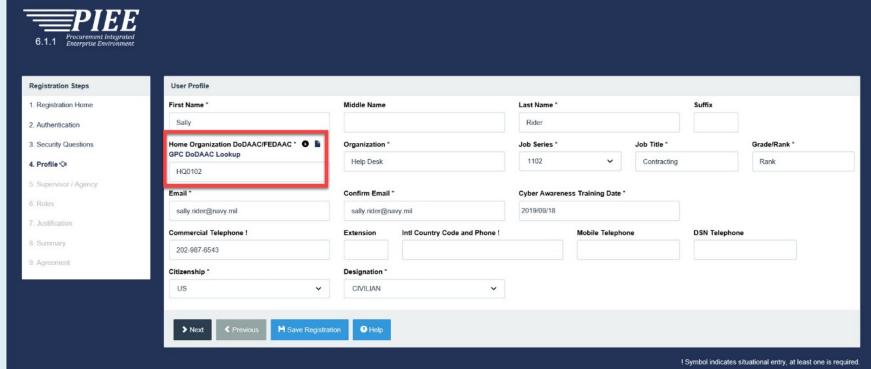
Self-Registration

DoDAAC HQ0102

Procurement and Grants Purpose Code Manager

The Level 1 Procurement and Grants Purpos Manager can submit updates to any DoDAAC in their span of control for the Payment Office Flag. The Level 1 Procurement and Grants Purpose Code Manager must register in the Level 1 DoD - Comptroller organization DoDAAC HQ1002. This Purpose Code Manager also manage all approvals for the Level 2 -7 Payment Office Purpose Code flag change requests.

> 1: Users self-registering for the role of Purpose Code Manager Procurement and Grants role against the Level 1 group is restricted to the DPC organization DoDAAC of HQ0102.



Registration

* Asterisk indicates required entry.

2: Government Employees and Government Support Contractors will have the ability to self-register as a Purpose Code Manager Procurement and Grants role against the Level 1 group. Once registration is complete, the role must be approved and activated by the PIEE PMO. Registration Steps Roles 1. Registration Home Step 3. Click 'Add Roles' Step 1. Select the appropriate Application from the list below Step 2. Select One or More Roles from the list below (Ctrl+Click) 2 Authentication PCM - Purpose Code Management Admin Roles for PCM Contract Admin Purpose Code Manager Contractor Purpose Code Manager 3. Security Questions DCMA Contract Admin Office (CAO) Manager 4. Profile 5. Supervisor / Agency Step 4. Fill out the required information for the applicable applications 6. Roles 🕏 Roles Summary Group Application | Role Location Code Type Location Code ^ Extension Action Group Procurement and Grant Purpose Code Manager Defense, Department of Group Lookup | Delete N/A N/A N/A Showing 1 to 1 of 1 entries

Wrong DoDAAC

3. When Procurement and Grants Purpose Code Manager is selected during the registration process and the user enters a DoDAAC that is not HQ0102, the user will be presented with an error message.

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

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

Help

