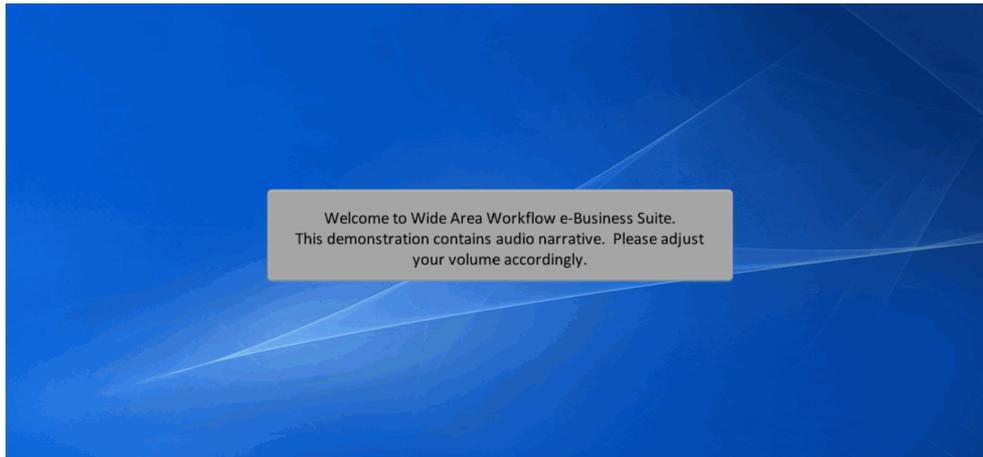
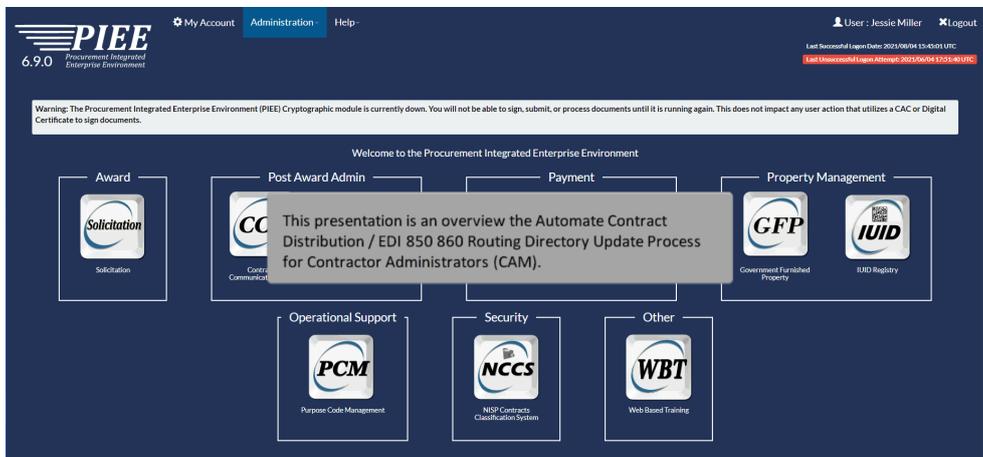


Intro



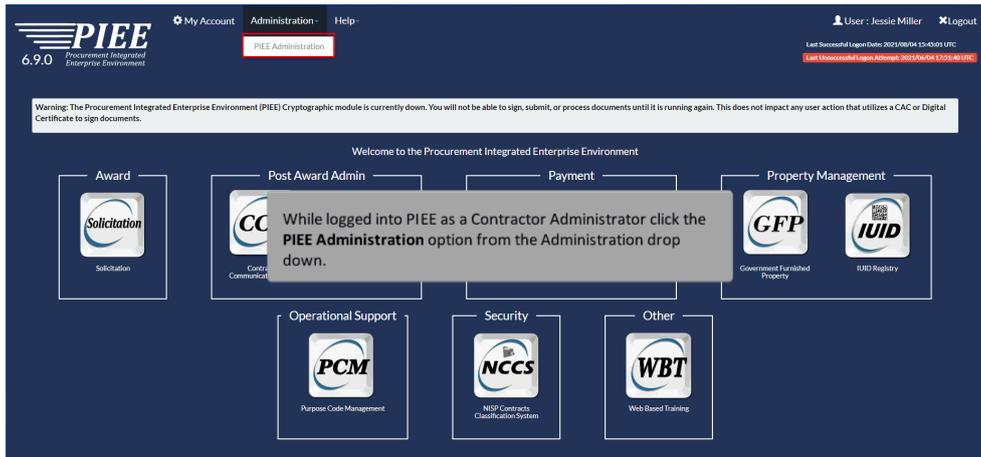
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



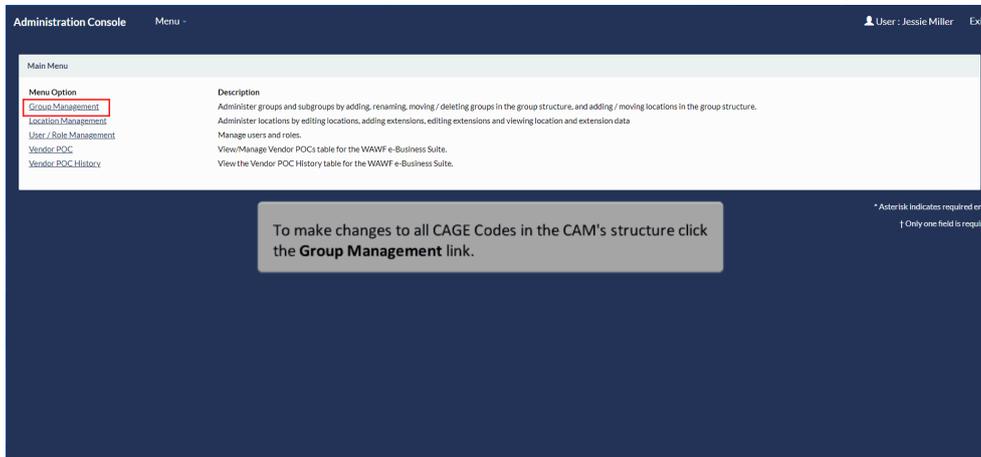
This presentation is an overview the Automate Contract Distribution / EDI 850 860 Routing Directory Update Process for Contractor Administrators (CAM).

Step 2



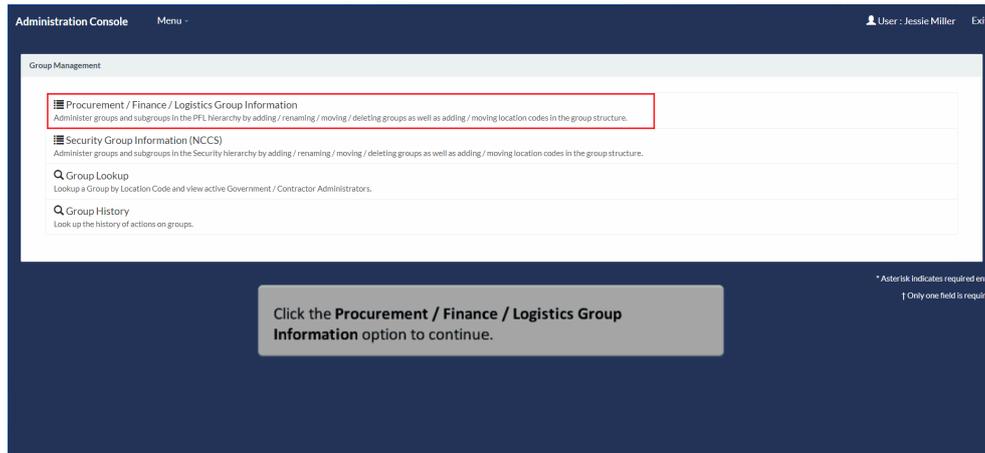
While logged into PIEE as a Contractor Administrator click the PIEE Administration option from the Administration drop down.

Step 3



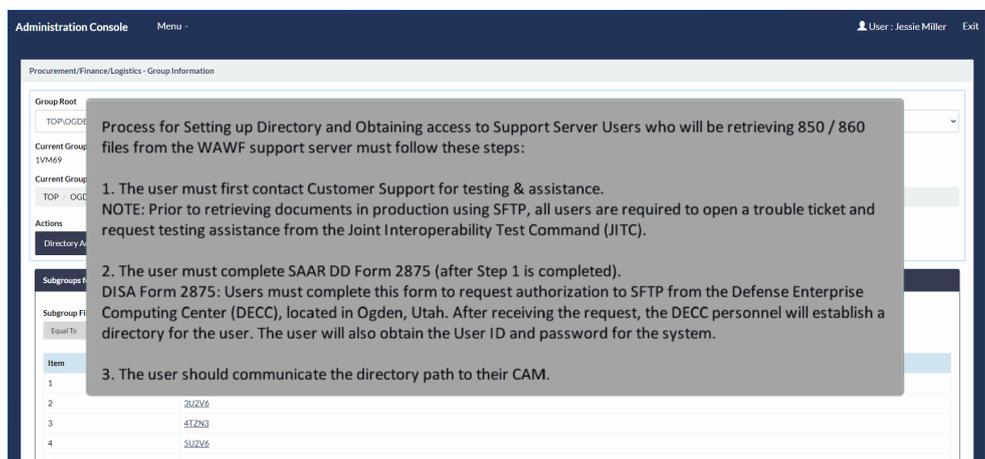
To make changes to all CAGE Codes in the CAM's structure click the Group Management link.

Step 4



Click the Procurement / Finance / Logistics Group Information option to continue.

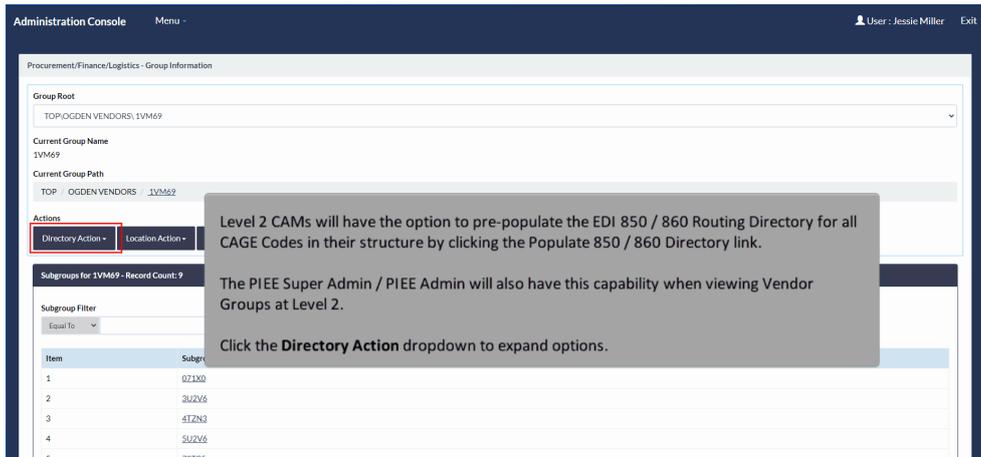
Step 5



Process for Setting up Directory and Obtaining access to Support Server Users who will be retrieving 850 / 860 files from the WAWF support server must follow these steps:

1. The user must first contact Customer Support for testing & assistance.
NOTE: Prior to retrieving documents in production using SFTP, all users are required to open a trouble ticket and request testing assistance from the Joint Interoperability Test Command (JITC).
2. The user must complete SAAR DD Form 2875 (after Step 1 is completed).
DISA Form 2875: Users must complete this form to request authorization to SFTP from the Defense Enterprise Computing Center (DECC), located in Ogden, Utah. After receiving the request, the DECC personnel will establish a directory for the user. The user will also obtain the User ID and password for the system.

Step 6

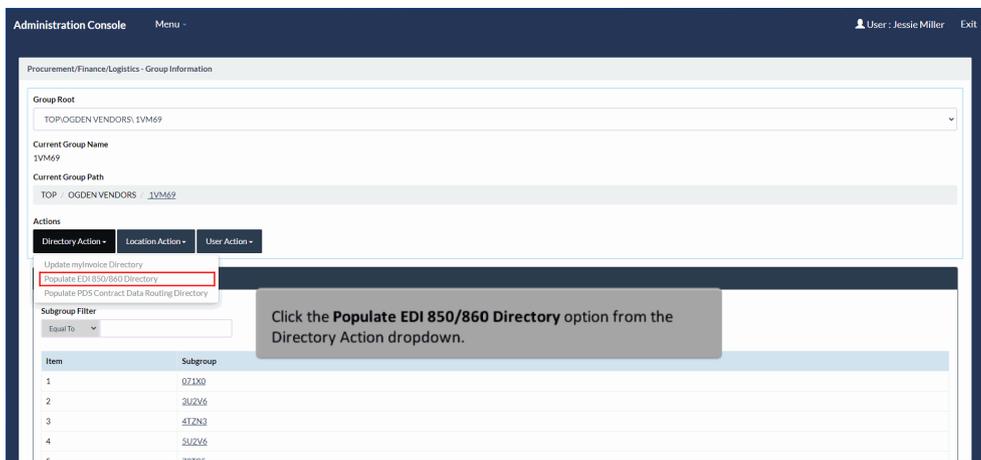


Level 2 CAMs will have the option to pre-populate the EDI 850 / 860 Routing Directory for all CAGE Codes in their structure by clicking the Populate 850 / 860 Directory link.

The P/IEE Super Admin / P/IEE Admin will also have this capability when viewing Vendor Groups at Level 2.

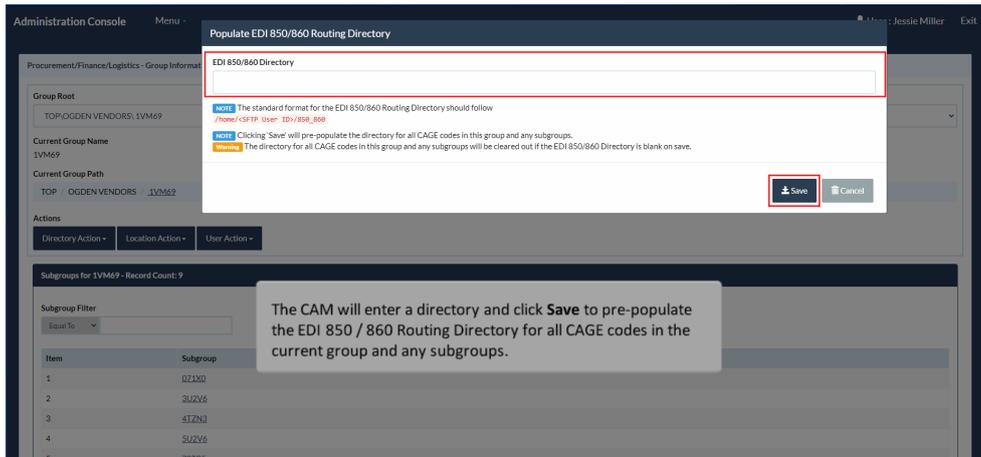
Click the Directory Action dropdown to expand options.

Step 7



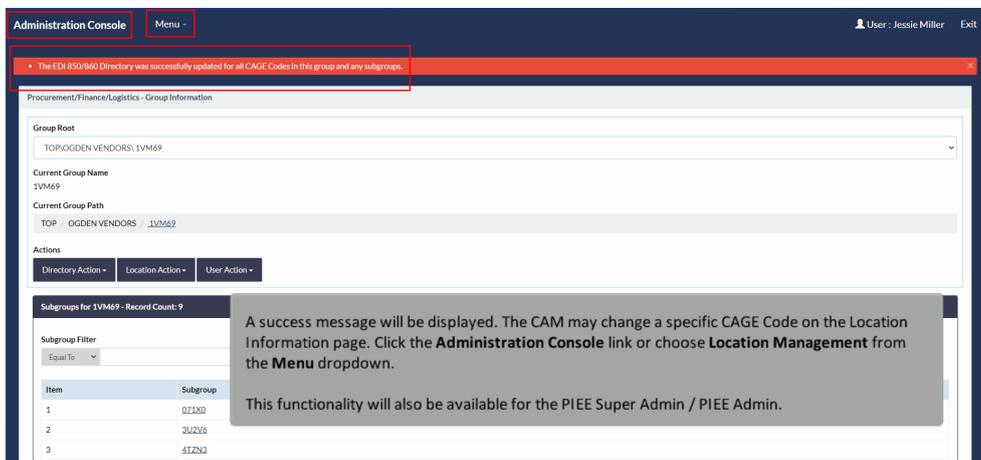
Click the Populate EDI 850/860 Directory option from the Directory Action dropdown.

Step 8



The CAM will enter a directory and click Save to pre-populate the EDI 850 / 860 Routing Directory for all CAGE codes in the current group and any subgroups.

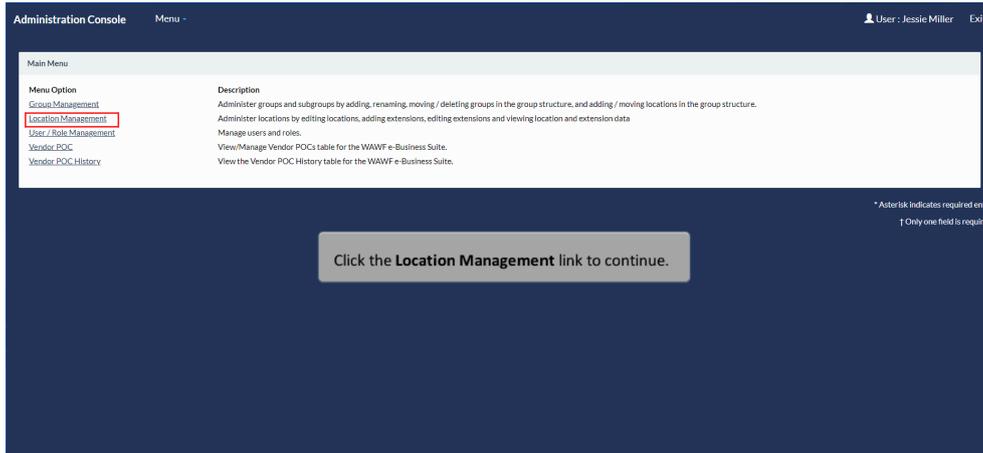
Step 9



A success message will be displayed. The CAM may change a specific CAGE Code on the Location Information page. Click the Administration Console link or choose Location Management from the Menu dropdown.

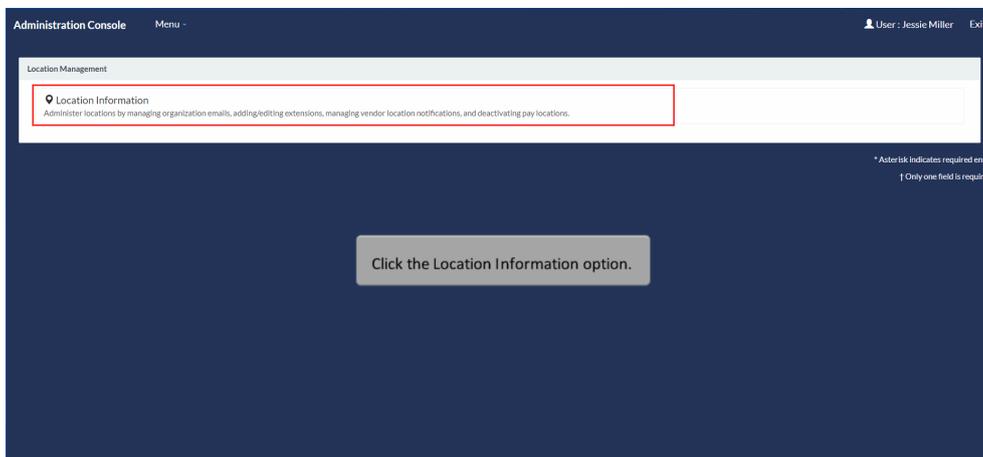
This functionality will also be available for the PIEE Super Admin / PIEE Admin.

Step 10



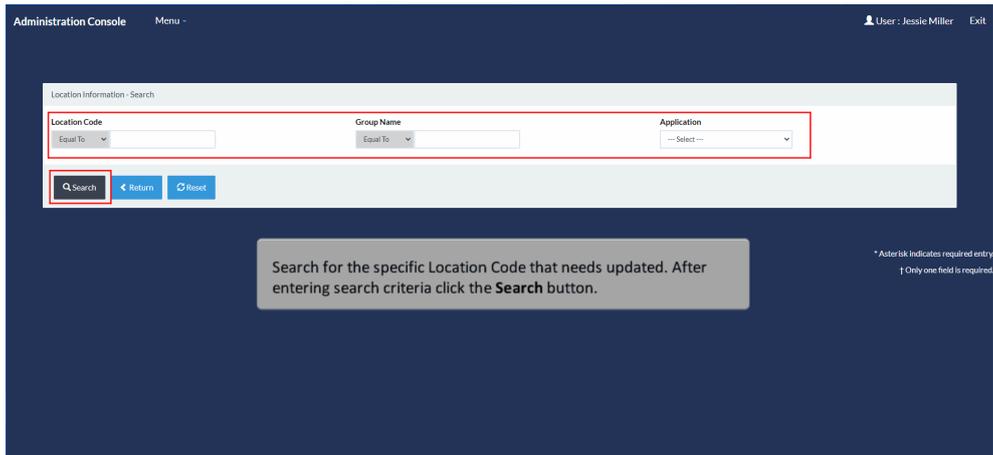
Click the Location Management link to continue.

Step 11



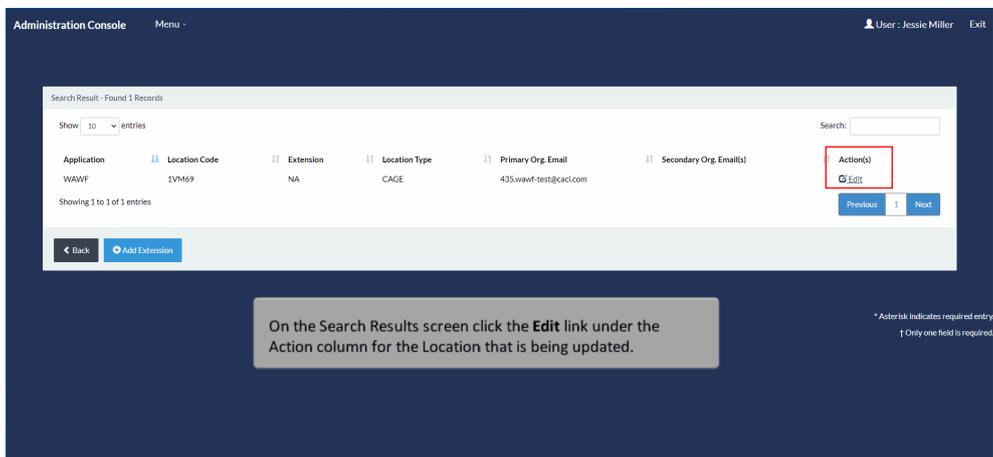
Click the Location Information option.

Step 12



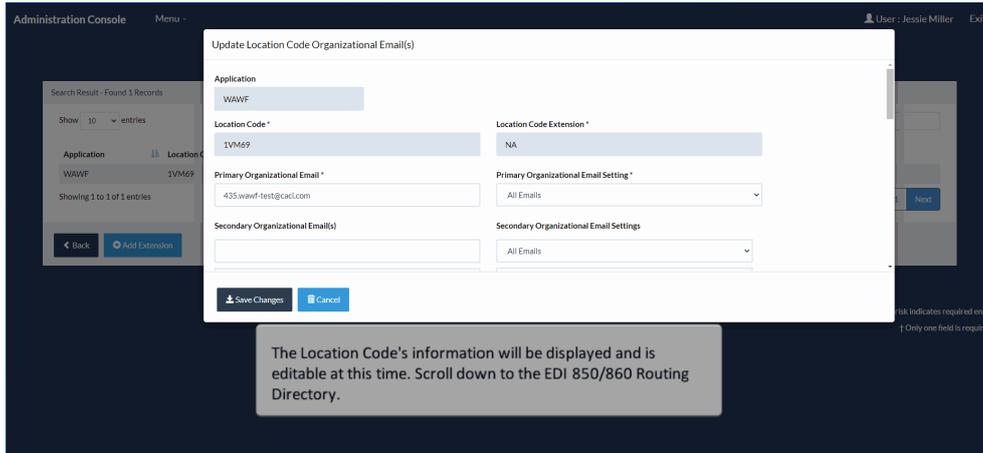
Search for the specific Location Code that needs updated. After entering search criteria click the Search button.

Step 13



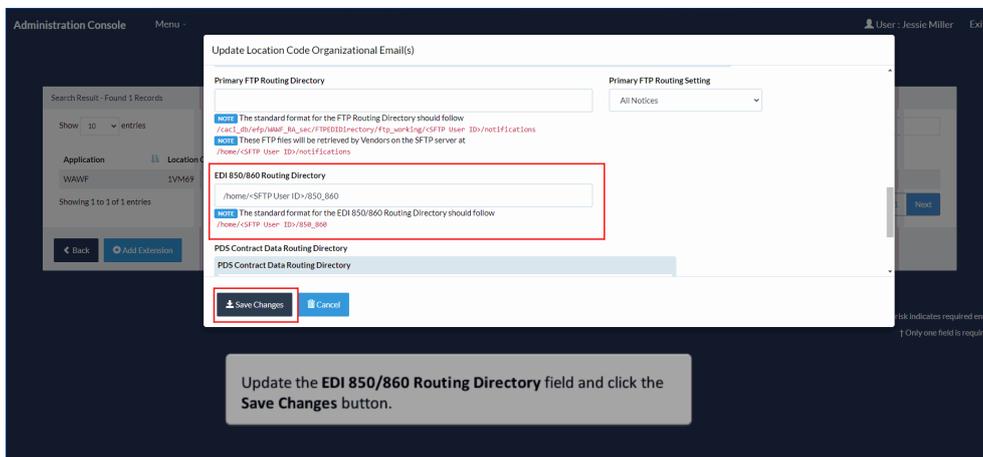
On the Search Results screen click the Edit link under the Action column for the Location that is being updated.

Step 14



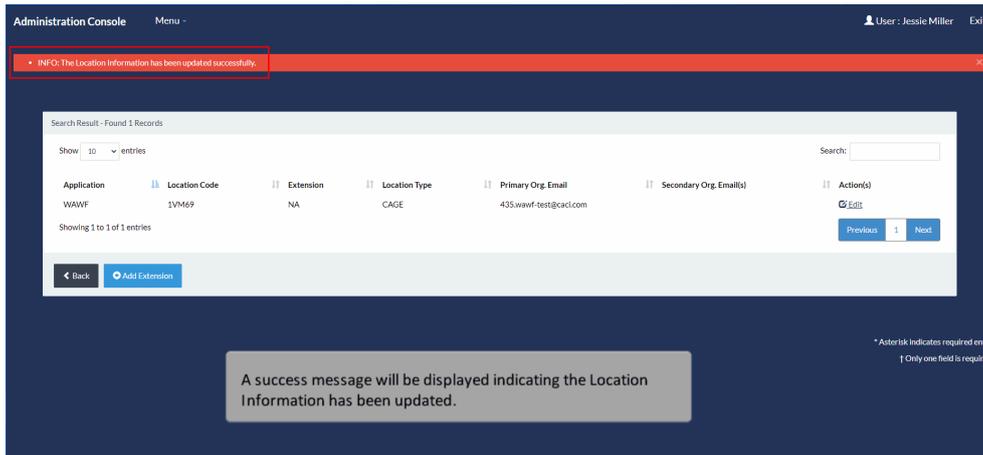
The Location Code's information will be displayed and is editable at this time. Scroll down to the EDI 850/860 Routing Directory.

Step 15



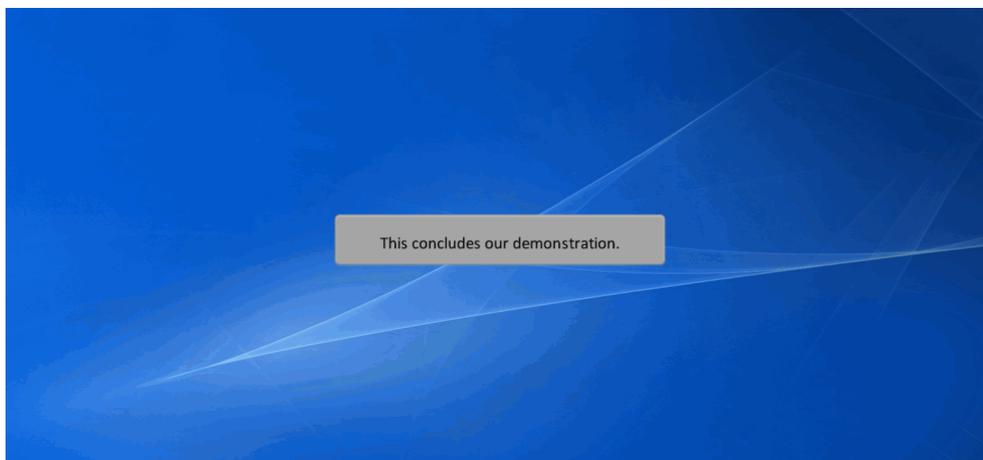
Update the EDI 850/860 Routing Directory field and click the Save Changes button.

Step 16



A success message will be displayed indicating the Location Information has been updated.

End



This concludes our demonstration.