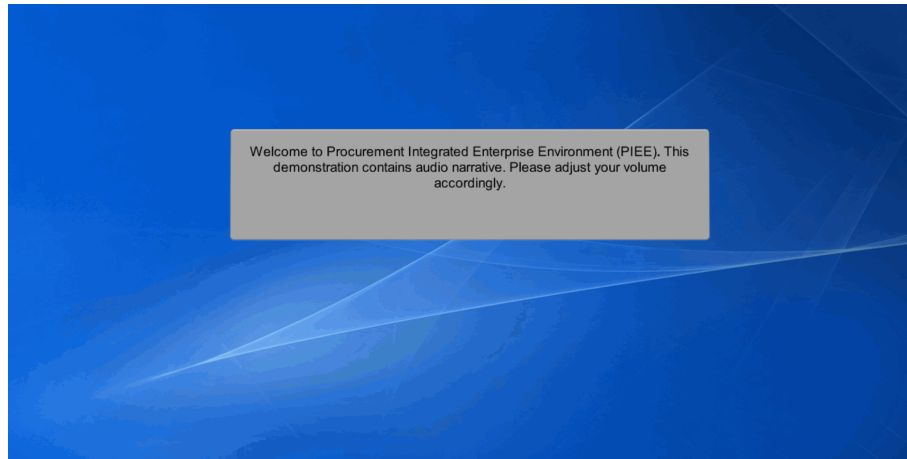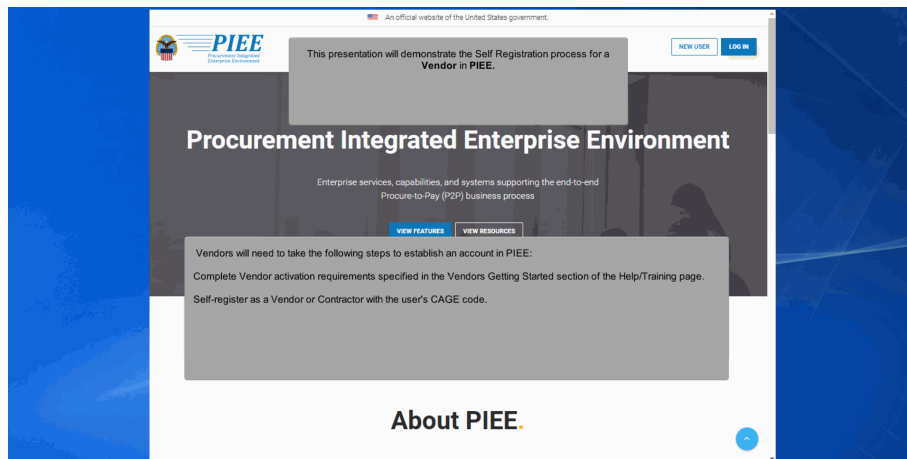## Intro

Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.
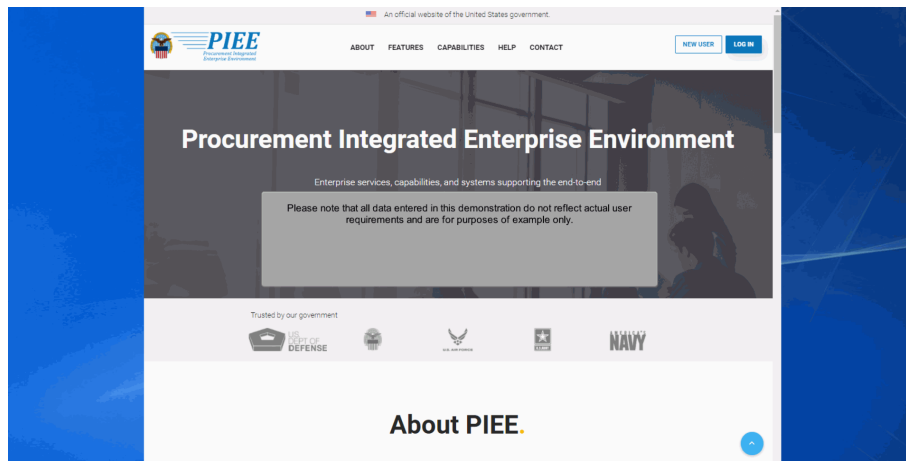
Step 1

This presentation will demonstrate the Self Registration process for a Vendor in PIEE. Vendors will need to take the following steps to establish an account in PIEE:

Complete Vendor activation requirements specified in the Vendors Getting Started section of the Help/Training page.
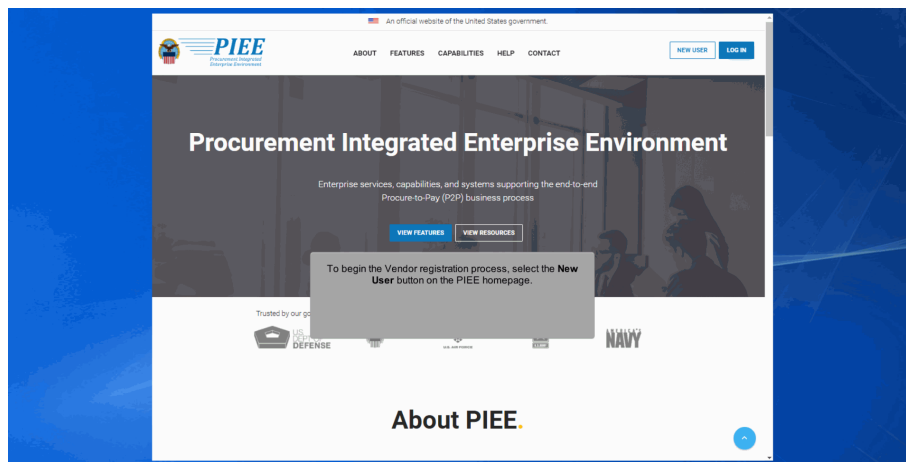
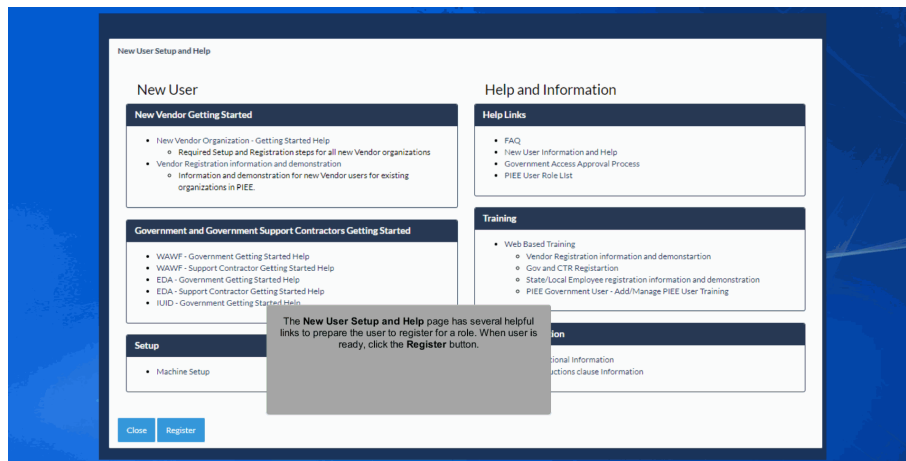Self-register as a Vendor or Contractor with the user's CAGE code.

Step 2

Please note that all data entered in this demonstration do not reflect actual user requirements and are for purposes of example only.
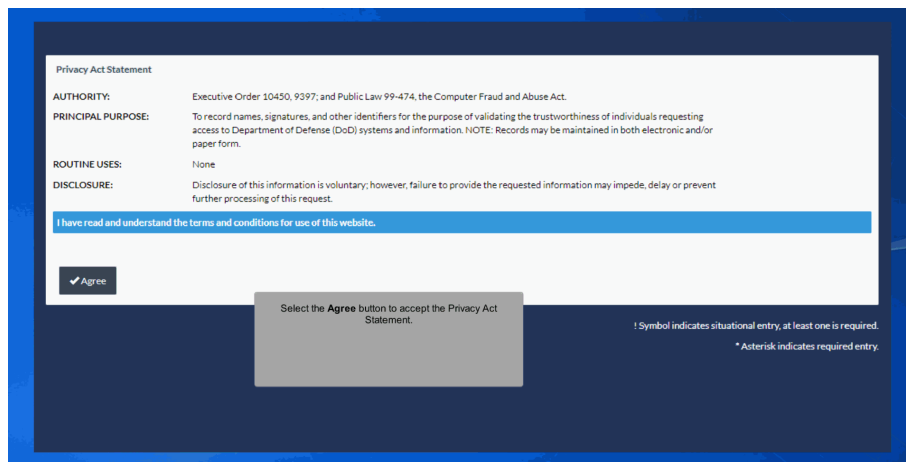
Step 3

To begin the Vendor registration process, select the New User button on the PIEE homepage.

Step 4

The New User Setup and Help page has several helpful links to prepare the user to register for a role. When user is ready, click the Register button.

Step 5

Select the Agree button to accept the Privacy Act Statement.

Step 6

Select Vendor from the role type list.

Step 7

Select the appropriate authentication type from the dropdown list. For training purposes, this presentation demonstrates the use of User ID and Password authentication.

Step 8

Enter a user ID in the User ID field. Enter and confirm the desired password in the Password and Password Confirmation fields. Enter the CAPTCHA in the CAPTCHA Image field. Select the Next button to continue.

Step 9

Select the desired security questions from the Question dropdown menus and complete all Answer fields. Select the Next button to continue.

Step 10

From this point on, if it is desired to save this registration and continue later, user can select the Save Registration button.
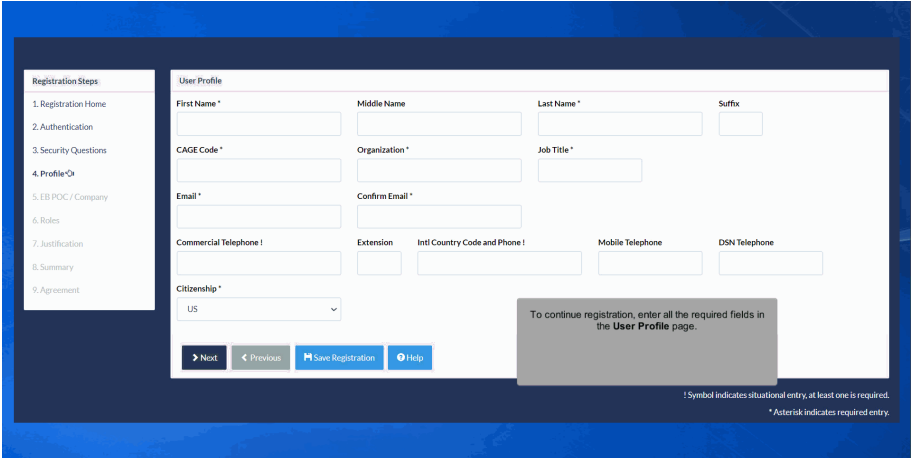
Step 11

If the user selects the Save Registration button, a pop-up will appear where they may select Continue Registration or Exit Registration And Finish Later.

Step 12
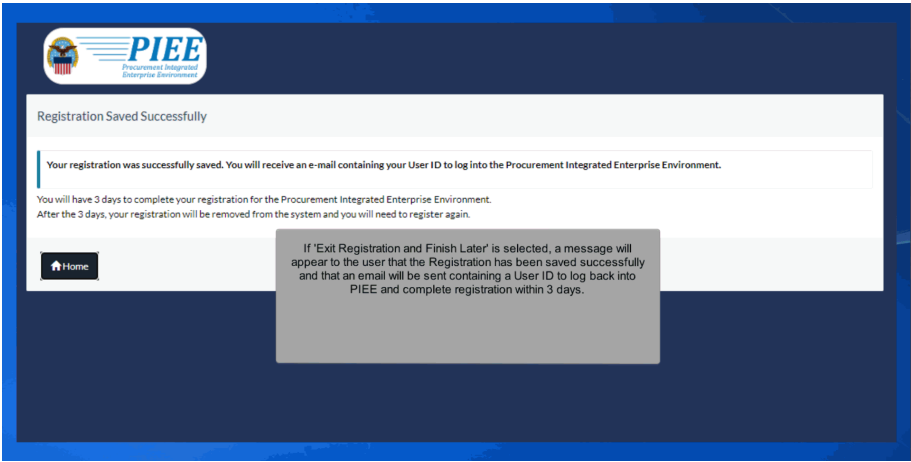
If 'Exit Registration and Finish Later' is selected, a message will appear to the user that the Registration has been saved successfully and that an email will be sent containing a User ID to log back into PIEE and complete registration within 3 days.

Step 13

To continue registration, enter all the required fields in the User Profile page.

Step 14

PLEASE NOTE: The data presented in the following demonstrations (CAGE Code, user profile information, etc.) are for purposes of example only. All users must utilize their own personal information. Once finished, please click on the Next button to continue.

Step 15

To continue with the registration, the system automatically populates the EB POC and Company information sections based on the cage code that was entered in User Profile page. An informational message will display the corresponding group name for the entered cage code, along with a list of PIEE CAMs who are authorized to approve this role. Click the Next button to continue.
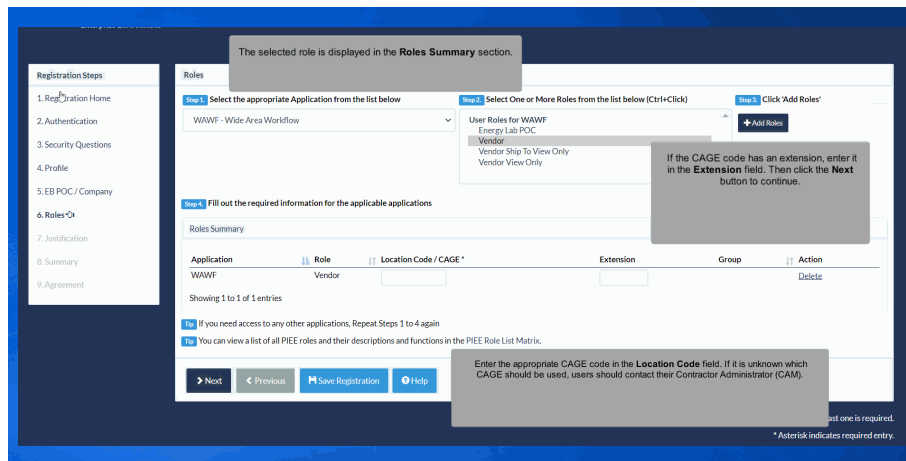
Step 16

The Roles page is displayed. Expand the Application dropdown menu in Step 1 to view all applications available to Vendors within PIEE.

Step 17

Select the desired application from the Application dropdown menu. After selection application, a list of available roles will be displayed in Step 2. Select the appropriate role and select the Add Roles button.

Step 18

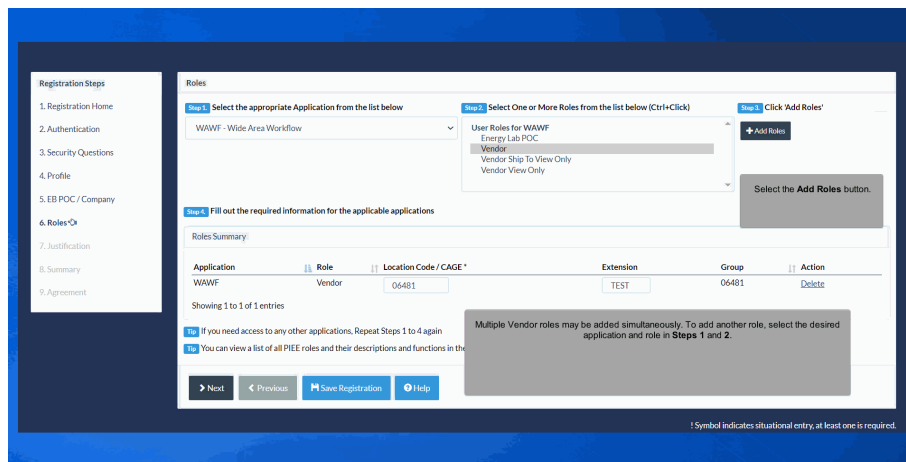The selected role is displayed in the Roles Summary section. Enter the appropriate CAGE code in the Location Code field. If it is unknown which CAGE should be used, users should contact their Contractor Administrator (CAM). If the CAGE code has an extension, enter it in the Extension field. Then click the Next button to continue.

Step 19

Multiple Vendor roles may be added simultaneously. To add another role, select the desired application and role in Steps 1 and 2. Select the Add Roles button.

Step 20

When finished adding roles, select the Next button to continue.

Step 21

Enter appropriate data in the Justification field. Attachments are optional.   Select the Next button to continue.

Step 22

The Registration Summary page is displayed. The user may review all data entered during the registration process. After confirming all registration information, select the Next button to continue.

Step 23

The Agreement page is displayed. Review the Statement of Accountability Agreement and Government /Contractor Admin Appointment Letter. When finished reviewing all Agreements, select the Signature button to confirm agreement and submit the registration.

Step 24

The Sign Agreement pop-up will appear. Click Submit Registration button.

Step 25

The Successful Registration page will be displayed to confirm successful completion of the Vendor registration process.

End
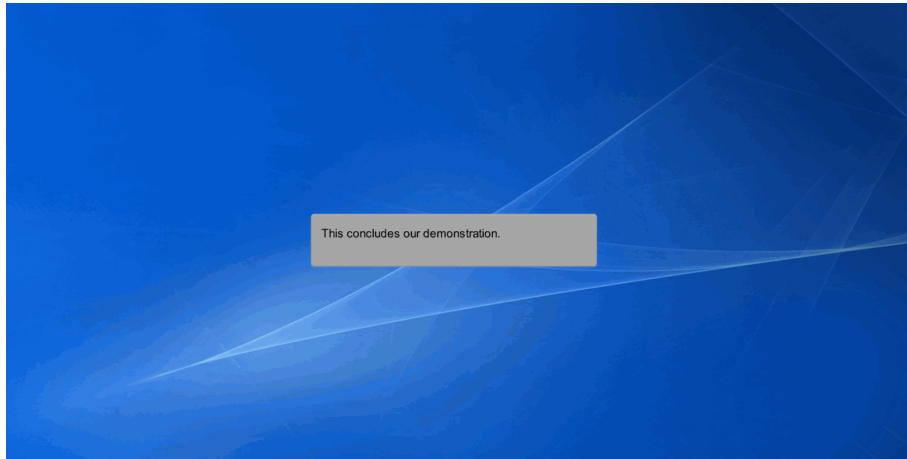
This concludes our demonstration.