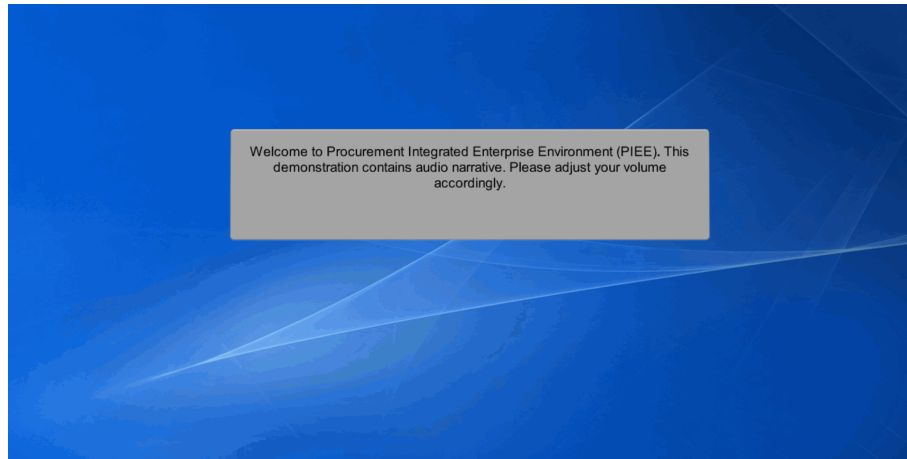
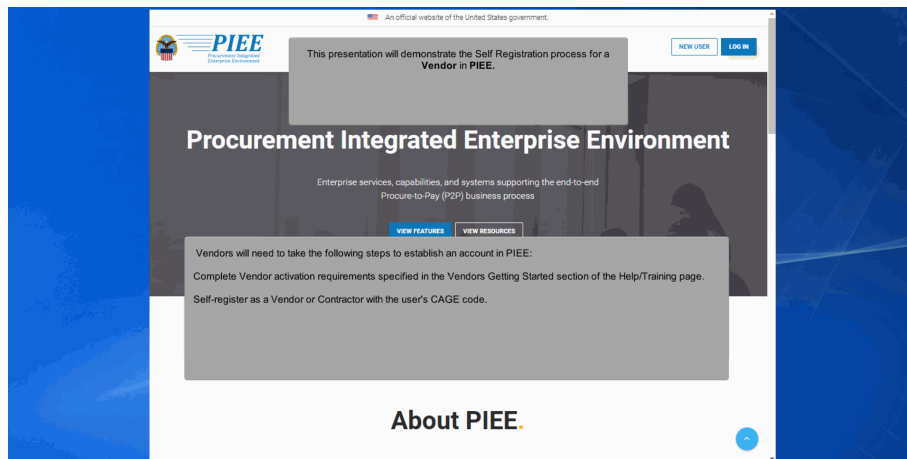


Intro



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

Step 1

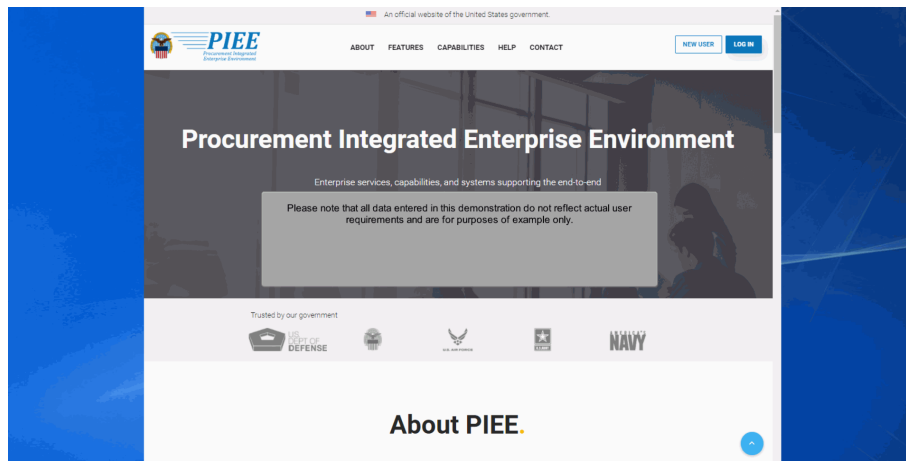


This presentation will demonstrate the Self Registration process for a Vendor in PLEE. Vendors will need to take the following steps to establish an account in PLEE:

Complete Vendor activation requirements specified in the Vendors Getting Started section of the Help/Training page.

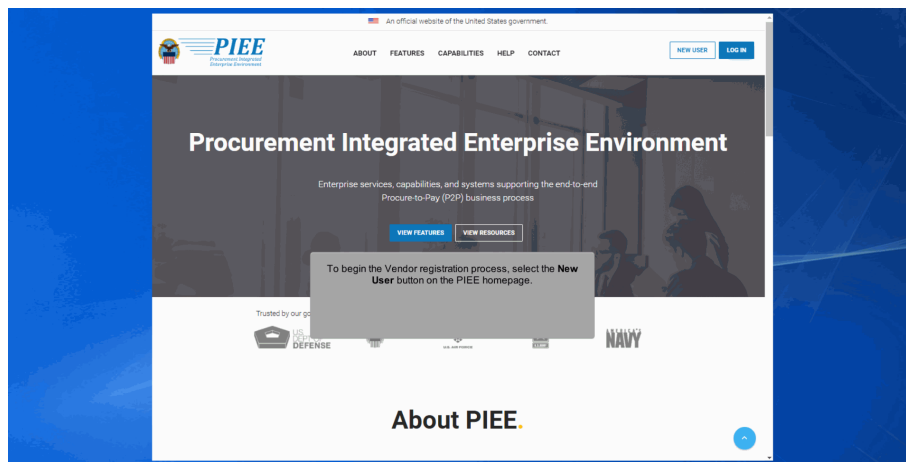
Self-register as a Vendor or Contractor with the user's CAGE code.

Step 2



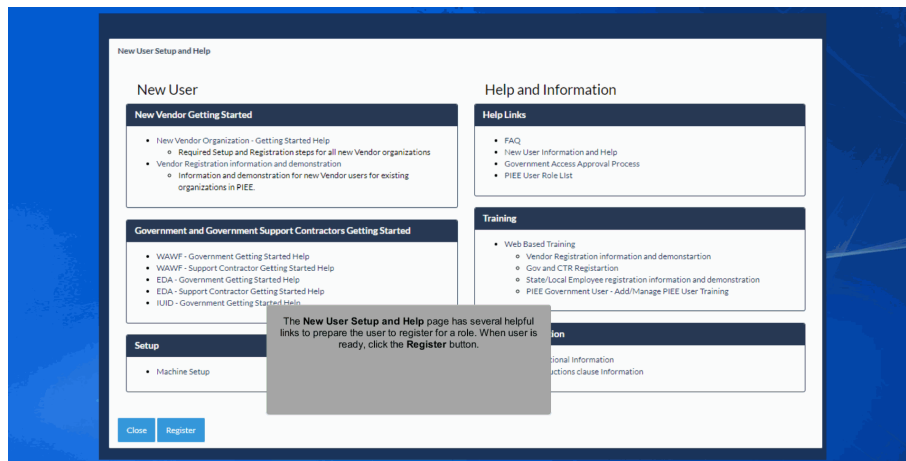
Please note that all data entered in this demonstration do not reflect actual user requirements and are for purposes of example only.

Step 3



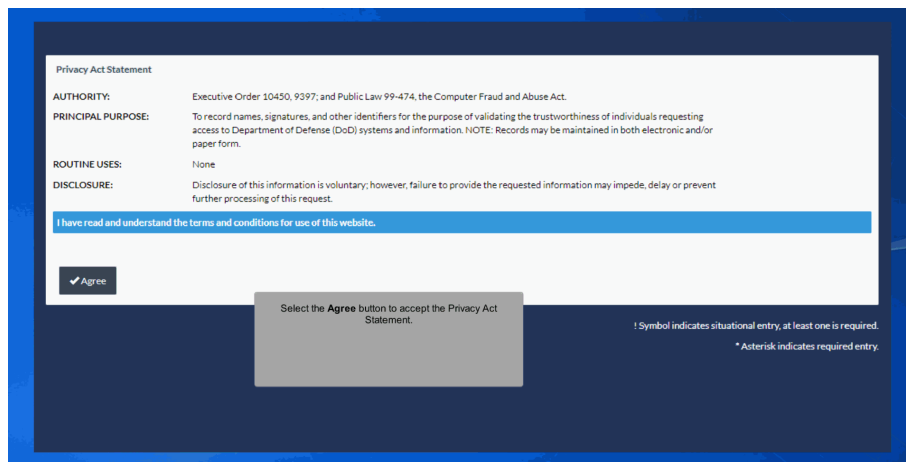
To begin the Vendor registration process, select the New User button on the PIEE homepage.

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

Registration Steps

1. Registration Home
2. Authentication
3. Profile
4. Supervisor / Company
5. Roles
6. Justification
7. Summary
8. Agreement

Authentication

How will you be accessing the Procurement Integrated Enterprise Environment applications? *

User ID \ Password

User ID

Enter a user ID in the **User ID** field.

Password

Enter and confirm the desired password in the **Password** and **Password Confirmation** fields.

Password Confirmation

CAPTCHA Image

280894

Enter the CAPTCHA in the **CAPTCHA Image** field.

Enter in text in image above.

Next **Previous** **Home** **Help**

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

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

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Company
6. Roles
7. Justification
8. Summary
9. Agreement

Security Questions

WARNING: We suggest picking questions that cannot be obtained via googling, blogs, personal websites, etc., online phone books, reverse phone look-ups, and other online resources.

Select the desired security questions from the **Question** dropdown menus and complete all **Answer** fields.

Question 1 *

Where is your high school located? *

Answer 1 *

Answer Confirmation 1 *

Question 2 *

Where is your high school located? *

Answer 2 *

Answer Confirmation 2 *

Question 3 *

Where is your high school located? *

Answer 3 *

Answer Confirmation 3 *

Next **Previous** **Help**

Select the **Next** button to continue.

! indicates situational entry, at least one is required.

* Asterisk indicates required entry.

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

Step 10

The screenshot shows the 'User Profile' form in the registration process. On the left, a 'Registration Steps' sidebar lists steps 1 through 9, with '4. Profile' highlighted. The main form contains fields for: First Name *, Middle Name, Last Name *, Suffix, CAGE Code *, Organization *, Job Title *, Email *, Confirm Email *, Commercial Telephone (with fields for Extension, Intl Country Code and Phone, Mobile Telephone, and DSN Telephone), and Citizenship *. At the bottom are buttons for 'Next', 'Previous', 'Save Registration', and 'Help'. A grey callout box states: 'From this point on, if it is desired to save this registration and continue later, user can select the Save Registration button.' A footer note indicates: '! Symbol indicates situational entry, at least one is required. * Asterisk indicates required entry.'

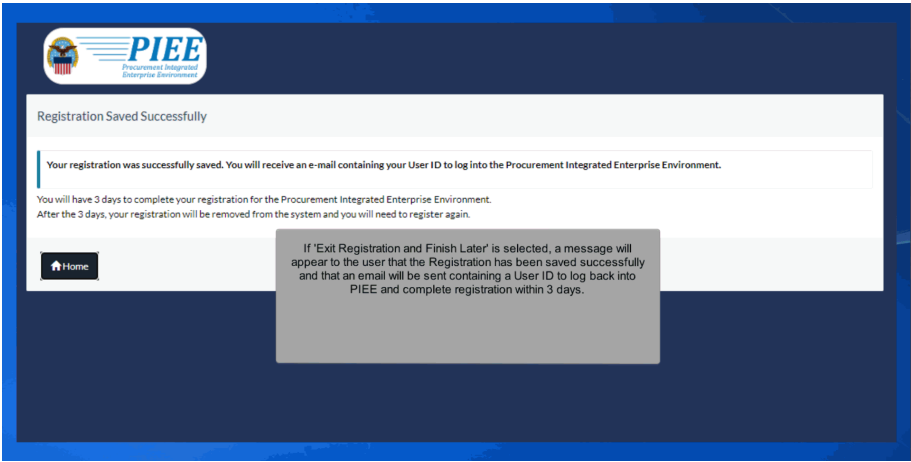
From this point on, if it is desired to save this registration and continue later, user can select the Save Registration button.

Step 11

The screenshot shows the 'Registration Saved Successfully' pop-up dialog. The background shows the same registration form as in Step 10, but the pop-up is the primary focus. The pop-up text reads: 'Your registration information has been successfully saved. You have 3 days to return to the Procurement Integrated Enterprise Environment to complete your registration. To log into the Procurement Integrated Enterprise Environment, you may use the authentication credentials entered in the Authentication registration step.' Below this, it says: 'You may either continue with the rest of the registration steps, or you can finish the registration later within the 3 day time period.' At the bottom of the pop-up are two buttons: 'Continue Registration' and 'Exit Registration And Finish Later'. A grey callout box at the bottom of the screenshot states: '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.'

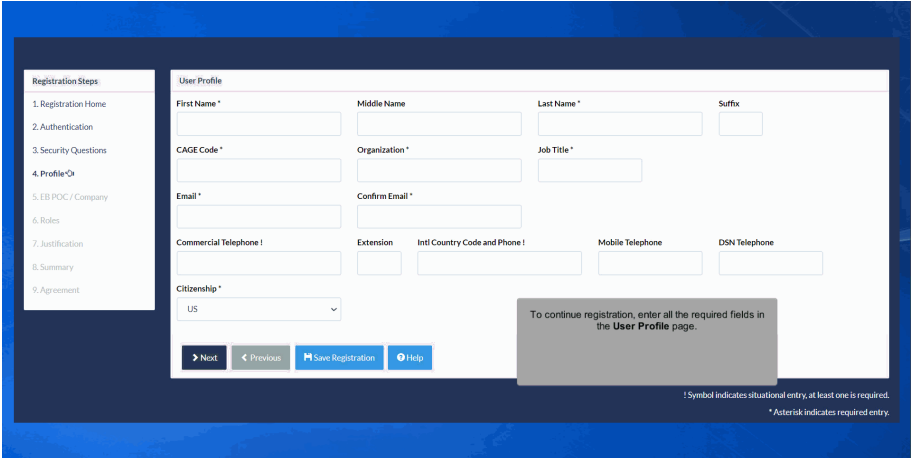
If the user selects the Save Registration button, a pop-up will appear where they may select Continue Registration or Exit Registration And Finish Later.

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

The screenshot shows the 'User Profile' registration form. On the left is a 'Registration Steps' sidebar with steps 1 through 9, where '4. Profile' is highlighted. The main form area contains fields for: First Name (John), Last Name (Smith), Suffix, CAGE Code (06481), Organization (test), Job Title (test), Email (ksharma@caci.com), Confirm Email (ksharma@caci.com), Commercial Telephone (9046123225), Extension, Intl Country Code and Phone, Mobile Telephone, DSN Telephone, and Citizenship (US). A grey callout box at the top says 'Once finished, please click on the Next button to continue.' A larger grey callout box on the right contains a 'PLEASE NOTE' about demonstration data. At the bottom are 'Next', 'Previous', 'Save Registration', and 'Help' buttons. A footer note states: '! Symbol indicates situational entry, at least one is required. * Asterisk indicates required entry.'

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

The screenshot shows the 'Additional Profile Information' registration form. The 'Registration Steps' sidebar on the left highlights '5. EB POC / Company'. The form is divided into three sections: 'EB POC Information' with fields for EB POC Name (TINA DAVIS), EB POC Email (kgordon@caci.com), EB POC ALT Name (KEVIN WOOD), and EB POC ALT Email (kevin.wood@ngc.com); 'Company Information' with fields for Name (NORTHROP GRUMMAN SYSTEMS COR), Address (21240 BURBANK BLVD), City (WOODLAND HILLS), and State (California); and a ZIP code field (91567). A blue informational message box at the top states: 'Info: Group Name for CAGE Code 06481 is 06481. Info: Roles must be approved by one of the following PEE Contractor Administrator(s) (CAMs): Kaylor Hedges, Kelli CAM Fuller, Carla CAM.' A grey callout box on the right says: 'An informational message will display the corresponding group name for the entered cage code, along with a list of PEE CAMs who are authorized to approve this role.' Another grey callout box at the bottom right says: '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. Click the Next button to continue.' At the bottom are 'Next', 'Previous', 'Save Registration', and 'Help' buttons.

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 PEE CAMs who are authorized to approve this role. Click the Next button to continue.

Step 16

The screenshot shows the 'Roles' page during the vendor registration process. On the left, a sidebar lists the registration steps: 1. Registration Home, 2. Authentication, 3. Security Questions, 4. Profile, 5. EB POC / Company, 6. Roles (selected), 7. Justification, 8. Summary, and 9. Agreement. The main content area is titled 'Roles' and contains three steps: Step 1: Select the appropriate Application from the list below (with a dropdown menu showing 'WAWF - Wide Area Workflow'), Step 2: Select One or More Roles from the list below (Ctrl+Click) (with a list of roles for WAWF: User Roles for WAWF, Energy Lab POC, Vendor, Vendor Ship To View Only, and Vendor View Only), and Step 3: Click 'Add Roles' (with an 'Add Roles' button). Below the steps, there are instructions: 'Fill out the required information for the applicable applications', 'If you need access to any other applications, Repeat Steps 1 to 4 again', and 'You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.' At the bottom, there are buttons for 'Next', 'Previous', 'Save Registration', and 'Help'. A tooltip is displayed over the 'Add Roles' button, stating: 'The Roles page is displayed. Expand the Application dropdown menu in Step 1 to view all applications available to Vendors within PIEE.' Another tooltip is visible at the bottom right, stating: '! Symbol indicates situational entry, at least one is required. * Asterisk indicates required entry.'

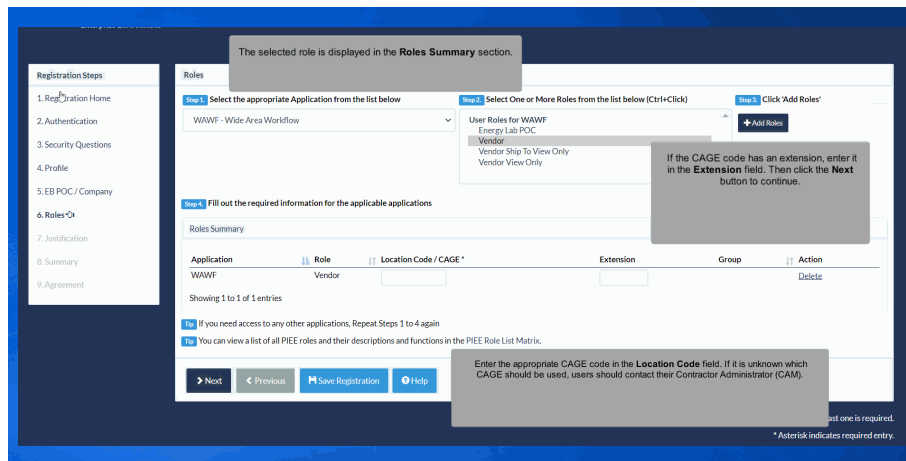
The Roles page is displayed. Expand the Application dropdown menu in Step 1 to view all applications available to Vendors within PIEE.

Step 17

The screenshot shows the 'Roles' page with the application dropdown menu expanded. The dropdown menu lists various applications: WAWF - Wide Area Workflow, AMT - Award Management Team, DFE - Duty Free Entry, DSM - Delivery Schedule Manager, FedMail, GFP - Government Furnished Property, IUID Registry, MRS - Management Reporting System, PDREP - Product Data Reporting and Evaluation Program, PIEE - Procurement Integrated Enterprise Environment, and SPIES - Ship-to-Port Integrated Electronic System 2.0. The main content area shows the same steps as in Step 16, but the 'Add Roles' button is now disabled. A tooltip is displayed over the 'Add Roles' button, stating: 'After selection application, a list of available roles will be displayed in Step 2. Select the appropriate role and select the Add Roles button.' Another tooltip is visible at the bottom right, stating: '! Symbol indicates situational entry, at least one is required. * Asterisk indicates required entry.'

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.

Step 1: Select the appropriate Application from the list below

WAWF - Wide Area Workflow

Step 2: Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF

- Energy Lab POC
- Vendor
- Vendor Ship To View Only
- Vendor View Only

Step 3: Click 'Add Roles'

Step 4: Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code / CAGE *	Extension	Group	Action
WAWF	Vendor				Delete

Showing 1 to 1 of 1 entries

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

! You can view a list of all PREE roles and their descriptions and functions in the PREE Role List Matrix.

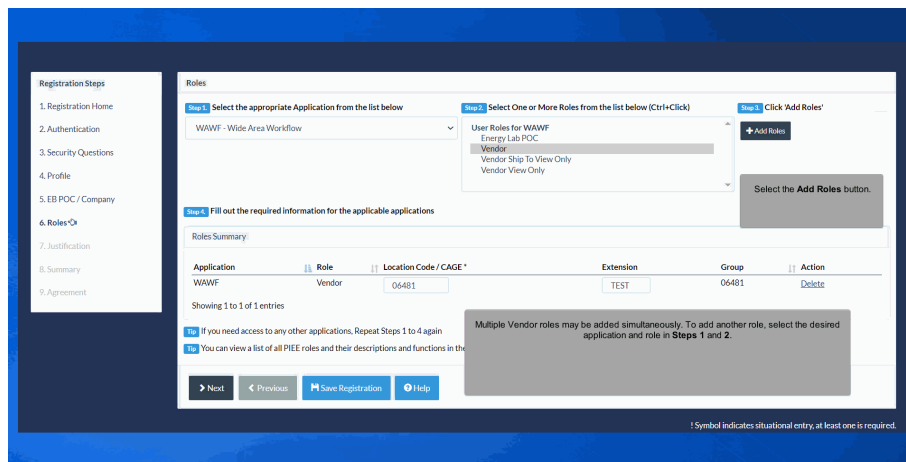
Enter the appropriate CAGE code in the Location Code field. If it is unknown which CAGE should be used, users should contact their Contractor Administrator (CAM).

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

* Asterisk indicates required entry.

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



Step 1: Select the appropriate Application from the list below

WAWF - Wide Area Workflow

Step 2: Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF

- Energy Lab POC
- Vendor
- Vendor Ship To View Only
- Vendor View Only

Step 3: Click 'Add Roles'

Step 4: Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code / CAGE *	Extension	Group	Action
WAWF	Vendor	06481	TEST	06481	Delete

Showing 1 to 1 of 1 entries

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

! You can view a list of all PREE roles and their descriptions and functions in the

Select the Add Roles button.

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

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

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

Registration Steps

1. Registration Home

2. Authentication

3. Security Questions

4. Profile

5. EB POC / Company

6. Roles

7. Justification

8. Summary

9. Agreement

Roles

Step 1: Select the appropriate Application from the list below

WAWF - Wide Area Workflow

Step 2: Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF

Energy Lab POC

Vendor

Vendor Ship To View Only

Vendor View Only

Add Roles

Step 3: Click 'Add Roles'

Step 4: Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code / CAGE *	Extension	Group	Action
WAWF	Vendor	06481	TEST	06481	Delete
WAWF	Vendor	06141		06141	Delete

Showing 1 to 2 of 2 entries

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

! You can view a list of all PREE roles and their descriptions and functions in the PREE Role List Matrix.

Next

Previous

Save Registration

Help

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

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

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

Step 21

Registration Steps

1. Registration Home

2. Authentication

3. Security Questions

4. Profile

5. EB POC / Company

6. Roles

7. Justification

8. Summary

9. Agreement

Justification / Attachments

! Provide justification for access and upload any necessary attachments.

Justification *

Justification

Attachments

Ex: Demo...

Upload

! Message: Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Next

Previous

Help

Select the Next button to continue.

Enter appropriate data in the Justification field. Attachments are optional.

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

* Asterisk indicates required entry.

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 screenshot shows the Vendor Registration process at Step 24. The page has a dark blue header with the PIEE logo and navigation links. A sidebar on the left lists the registration steps: 1. Registration Home, 2. Authentication, 3. Security Questions, 4. Profile, 5. ES POC / Company, 6. Rules, 7. Justification, 8. Summary, and 9. Agreement On. The main content area displays the 'Sign Agreement' pop-up, which contains the 'Statement of Accountability Agreement'. The pop-up has a 'Submit Registration' button and a 'Close' button. Below the pop-up, there is a message: 'The Sign Agreement pop-up will appear. Click Submit Registration button.' The page also includes a 'Signature Date' field and a 'Submit' button.

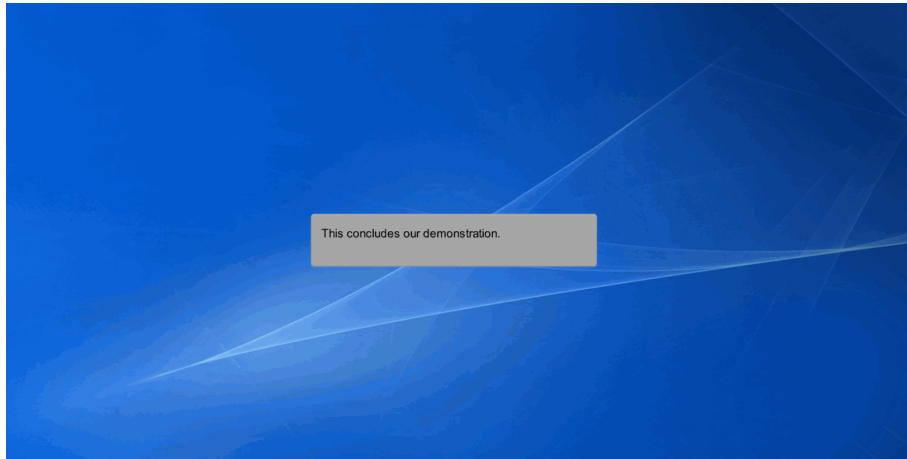
The Sign Agreement pop-up will appear. Click Submit Registration button.

Step 25

The screenshot shows the Vendor Registration process at Step 25. The page has a dark blue header with the PIEE logo and navigation links. The main content area displays the 'Successful Registration' message, which states: 'You have successfully registered for the following applications. You will receive an e-mail containing your User ID.' The applications listed are: PIEE - Procurement Integrated Enterprise Environment, WANAF - Wide Area Workflow, and myInvoice. Below this, there is a message: 'Once you have been activated by an administrator, you will receive another email notifying you of the roles for which you have been activated. You may log into Procurement Integrated Enterprise Environment to check the status of your request or make changes to your profile and role information. If you have any questions, please contact the Customer Support.' A 'Home' button is located at the bottom left. A message box at the bottom of the page states: 'The Successful Registration page will be displayed to confirm successful completion of the Vendor registration process.'

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

End



This concludes our demonstration.