

Procurement Process Model Library (PPML)

Librarian Training Deck



Department of Defense (DoD)



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PPML Homepage





The PPML Homepage is the first page a user encounters after logging on. The homepage allows users to navigate all of the functions and features of the Procurement Process Model Library (PPML) that are available to their user level (Reader, Contributor, Librarian).

DoD Seal
The DoD seal will be visible on all pages. Clicking the seal returns the user to the home page.



"Inbox" Icon
This "Inbox" icon will be visible on all pages. Clicking the Inbox icon will take the user to his or her inbox.

"My Profile" Button
The "My Profile" button will be visible on all pages. Clicking the "My Profile" button will take the user to his or her profile page.



"Logout" Button
The "Logout" Button will be visible on all pages. Clicking the "Logout" button will sign the user out of the PPML and return them to the PIEE.

"Inbox" Button
Clicking the "Inbox" button will take the user to his or her inbox, which contains the user's models and drafts.



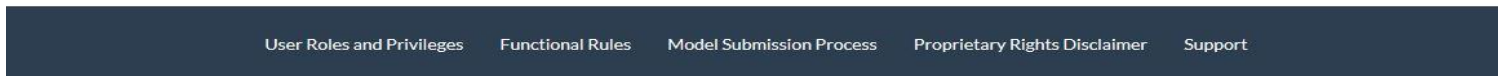
"Administration" Button
The "Administration" button will allow the user to modify the approved file type extensions in the PPML.

"Add a Model" Button
Clicking the "Add a Model" button will initiate the process of adding a new model to the PPML.



"Reporting" Button
The "Reporting" button will allow the user to access PPML metrics and reports

Footer
The footer contains links for additional information to help users successfully utilize the PPML.



Search Bar
The search bar can be used to search for existing models based on keywords such as name, organization, etc.



User Profile





To access his or her profile, the user must select the “My Profile” button at the top of each screen.

“My Profile” Button
The “My Profile” button will be visible on all pages. Clicking the “My Profile” button will take the user to his or her profile page.

PPML

MY PROFILE **LOGOUT**

PROCUREMENT PROCESS MODEL LIBRARY

A database of procurement process models developed and being used by the U.S. Military Services and DoD Agencies. Here you will find a collection of procurement process models that are available to registered users for adaptation and reuse, subject to compliance with any existing proprietary rights assertions.

Inbox **Add Model** **Reporting** **Administration**

Search for Model

User Roles and Privileges | Functional Rules | Model Submission Process | Proprietary Rights Disclaimer | Support



The User Profile will display the user's PPML account information. The information is populated based on the user's PIEE account and PPML account role (Reader, Contributor, Librarian).

Role
The user profile will display the user's PPML account type. There are 3 roles: *Reader*, *Contributor*, and *Librarian*. **Readers** can only read and download models in the PPML. **Contributors** can add models as well as request changes to existing models. **Librarians** have all the privileges of a Contributor account, but may also approve requests, view user analytics, and configure file types.

The screenshot shows the 'My Profile' page in the PPML system. At the top left is the PPML logo. To the right are navigation links for 'MY PROFILE' and 'LOGOUT'. The main heading is 'My Profile'. Below this is the 'PIEE User Details' section, which includes a note that the information is defined in the WideAreaWorkFlow (WAWF) application. The details are as follows:

Name	PPML TESTER1
Role	CONTRIBUTOR
DoDAAC	HC1032
Group Path	...e, Department of Defense Information System Agency
Phone Number	111-222-3333
DSN Phone Number	
Email	wawf_undel@ecedi.nit.disa.mil

DoDAAC
The user's DoDAAC will automatically populate based on his or her PIEE profile. The user's DoDAAC and Group Path will automatically attach to any new models the user creates.

Group Path
The user's Group Path will automatically populate based on his or her PIEE profile. The user's DoDAAC and Group Path will automatically attach to any new models the User creates.

Add a Model





To begin adding a new model to the PPML, the user must select the “Add a Model” button on the PPML Homepage.

PPML

MY PROFILE LOGOUT

PROCUREMENT PROCESS MODEL LIBRARY

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Inbox Add Model Reporting Administration

Search for Model

User Roles and Privileges Functional Rules Model Submission Process Proprietary Rights Disclaimer Support

“Add a Model” Button

Clicking the “Add a Model” button will initiate the process of adding a new model to the PPML.

Add a Model | Procurement Process Model Library (PPML)



The “Add a Model” page is accessed by clicking the “Add Model” button on the homepage. Users must input required fields for their model before continuing to the next page.

Model Title*
The user will be **required** to enter a unique model title.

Description*
The user will be **required** to enter a description of the model to help other users identify specific models.

Parent System
The user may select a parent system, if applicable, from the provided dropdown to help users identify specific models.

PPML MY PROFILE LOGOUT

Add a Model

Model Data
Here we will gather some basic information about your model. You will be able to add additional information, including Business Enterprise Architecture classification, on the pages that follow. Fields marked with an asterisk (*) are required. The Government must have unlimited intellectual rights to models registered in the PPML.

Model Title* [input field] Model Defined Date [MM/DD/YYYY] [calendar icon]

Description* [input field]

Parent System [dropdown menu] Policy [input field]

Functional SME ⓘ

Name [PPML TESTER1] Email [wawf_undel@cedi.unit.disa.mil] Phone [111-222-3333]

Data Standards

- Procurement Data Standard (PDS)
- GFP and Warranty Schemas
- 810- Invoice
- 856- Advance Shipment Notice
- 861- Acceptance
- Purchase Request Data Standard (PRDS)
- 527- Receipt
- 841- Attachment
- 857- Combined Invoice and Receive Report
- 864- Message
- Standard Financial Information Structure (SFIS)
- 567- Contract Completion Status
- 850- Award
- 860- Modification

PPML Proprietary Rights Disclaimer
The DoD has unlimited intellectual rights to models registered in the PPML. Some models may contain file formats that require proprietary tools to use them. Nothing contained in the PPML should be construed as granting, by implication or otherwise, any license or right to use any proprietary file format within a process model. Users can download models and view any existing proprietary formats provided they use the appropriate proprietary tools available from third parties.

Delete Draft **Continue**

Model Defined Date
The user may input the model creation date to help other users identify specific models.

Policy
The user may input any policy, if applicable, relevant to the model to help other users identify specific models.

Functional SME
The user’s contact information will automatically populate.

Data Standards
The user may select any applicable data standards from the provided options to help users identify specific models.

Proprietary Rights Disclaimer
The DoD has unlimited intellectual rights to models registered in the PPML.

“Delete Draft” Button
The user may delete the draft. Once a draft is deleted, **all provided information is removed.**

“Continue” Button
The user may continue to the next page **after** they have provided all required information.

*Required Field

Add a Model | Procurement Process Model Library (PPML)



The “Procure-to-Pay” page is the last page before the model draft is generated. The user must select at least one BEA Level 1, BEA Level 2, and Enterprise Award File classification before the model draft can be created.



MY PROFILE LOGOUT

Procure-to-Pay Business Enterprise Architecture Objects

Model Procure-to-Pay (P2P) Business Enterprise Architecture (BEA) Classification

Please select all BEA Level 1, BEA Level 2, and Enterprise Award File classifications that apply to this model.

BEA Level 1

Create Procurement Requisition

BEA Level 2

Define Requirement

Enterprise Award File

Pre-Award Documents

+ Add Level 2 Object

+ Add Level 1 Object

PPML Proprietary Rights Disclaimer

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Back Delete Draft Save Model

BEA Level 1 *
The user must select at least one BEA level 1 classification from the provided dropdown.

BEA Level 2 *
The user must select at least one BEA level 2 classification from the provided dropdown.

Add Level 2 Object
The user can add an additional BEA level 2 classification under the selected BEA Level 1 classification.

Add Level 1 Object
The user can add an additional BEA level 1 classification.

Enterprise Award File *
The user must select at least one Enterprise Award File from the provided dropdown.

“Save Model” Button
The user can generate the model draft that will be saved in the user’s inbox. The user must select at least one BEA Level 1, BEA Level 2, and Enterprise Award File classification before the model draft can be created.

“Back” Button
The user may delete the draft. Once a draft is deleted, all information entered is removed.

“Delete Draft” Button
The user may delete the draft. Once a draft is deleted, all information entered is removed.

*Required Field



The Draft Model Landing Page is the last page in the “Add a Model” process. The user must add at least one file (must be an approved file type) before he or she can submit the model draft for review by the user’s respective librarian (s). Once a model is submitted, the user can follow the status of the model through his or her inbox.



MY PROFILE LOGOUT

Data Catalog

Test 1 Draft

Download Model

Model Description

Model Last Updated: Jul 15, 2019

Test

Model Metadata

Edit

Organization Name	DISA
DoDAAC ID	HC1032
Group Path	TOP\Defense, Department of\Defense Information System Agency
Date Model Defined	07/02/2019
Model Version	0.0
Created By	PPML TESTER1
Functional SME	PPML TESTER1 wawf_undel@ecedi.nit.disa.mil 111-222-3333
Show more...	

P2P BEA Classification

Edit

+	Level 1 Create Procurement Requisition
---	---

Files and Resources

Add File

Delete Draft

Submit for Review

Model Name

The model name will display at the top of the page and will include the model status (*Draft, Submitted, Published*).

“Download Model” Button

The user can download all files in the model draft.

Description

The model description will display at the top of the page and will include when the model was last updated.

“Edit” Button

The user can edit data input on the “Add a Model” page. Data from the user’s profile cannot be edited (i.e. DoDAAC ID, Group Path).

“Edit” Button

The user can edit the model’s BEA Classifications.

Files and Resources

The “Files and Resources” button will provide the user with a list of approved file types.

“Add File” Button

The user must add at least one file before submitting the model draft for review. The file must be saved in one of the approved file types.

“Delete Draft” Button

The user may delete the draft. Once a draft is deleted, **all information entered is removed.**

“Submit for Review” Button

Once a file has been added, the user can submit the model for review by his or her respective librarian(s).

Inbox





The user can access his or her inbox either by clicking the “Inbox” button on the PPML Homepage or by clicking on the “Inbox” icon that will be visible at the top of every page.

“Inbox” Button
Clicking the “Inbox” button will take the user to his or her inbox, which contains the user’s models and drafts.

“Inbox” Icon
This “Inbox” icon will be visible on all pages. Clicking the Inbox icon will take the user to his or her inbox.

The screenshot shows the PPML homepage layout. At the top left is the Department of Defense logo and the text 'PPML'. At the top right are 'MY PROFILE' and 'LOGOUT' links, with a small red notification icon above 'MY PROFILE'. The main header is a blue bar with the text 'PROCUREMENT PROCESS MODEL LIBRARY' and a star icon. Below the header is a descriptive paragraph: 'A database of procurement process models developed and being used by the U.S. Military Services and DoD Agencies. Here you will find a collection of procurement process models that are available to registered users for adaptation and reuse, subject to compliance with any existing proprietary rights assertions.' Below this are four icons: 'Inbox' (envelope), 'Add Model' (upload arrow), 'Reporting' (bar chart), and 'Administration' (wrench). At the bottom is a search bar with the text 'Search for Model' and a magnifying glass icon. A dark blue footer contains links: 'User Roles and Privileges', 'Functional Rules', 'Model Submission Process', 'Proprietary Rights Disclaimer', and 'Support'. Two callout boxes are present: one on the left pointing to the 'Inbox' button, and one at the top pointing to the 'Inbox' icon in the top right navigation area.



The user's inbox will display all models and drafts the user has added, edited, submitted, and retired. The inbox will allow the user to track the progress of submitted requests as well as quickly access all of his or her models.

"Draft" Tab
The "Draft" tab will display models not yet submitted for review or have been returned by the librarian for edits.

"All" Tab
The "All" tab will display all models and drafts the user has added, edited, submitted, and retired.

"Submitted" Tab
The "Submitted" tab will display model requests that need to be reviewed by the user (add, edit, retire).

Model Name	Version Number	Last Update Date	Created By	DoDAAC ID	Organization Name	Current State
Test 1	0.0	07/15/2019	PPML TESTER1	HC1032	DISA	DRAFT

Model Name
The user can enter a model's page by clicking on the model's name.

Version Number
The inbox will display the version number of each model. Every time a model is edited, a new version is created.

DoDAAC & Organization Name
The inbox will display the DoDAAC and Organization name for each model. This information is based on the user profile of the original publisher of the model.

Current State
The inbox will display the status of each model (*Draft, Submitted, Published*).

Search





The user can search for existing models in the PPML by entering keywords into the search bar and hitting enter or the “Search” icon. Models can be searched based on metadata such as model name, organization, description, etc.

PPML

MY PROFILE LOGOUT

PROCUREMENT PROCESS MODEL LIBRARY

A database of procurement process models developed and being used by the U.S. Military Services and DoD Agencies. Here you will find a collection of procurement process models that are available to registered users for adaptation and reuse, subject to compliance with any existing proprietary rights assertions.

Inbox Add Model Reporting Administration

Search for Model

User Roles and Privileges Functional Rules Model Submission Process Proprietary Rights Disclaimer Support

Search Bar
The search bar can be used to search for existing models based on keywords such as name, organization, etc.



The search results page displays all models that contain the searched keyword (s) within their metadata. The user can access specific models by clicking on the model name.



PPML



MY PROFILE

LOGOUT

Search Results

Search for Model



Search Results

Paginate

Show All

3 Total Results

Model Name	Version	Last Update Date	Created By	Group Path	Description
Test Model 2	1.0	04/15/2019	PPML TESTER1	...n System Agency	This is a test.
VA Medical Supply Acquisition Strategy	1.0	04/12/2019	PPML TESTER1	...n System Agency	Process flow for a medical supply acquisition strategy.
search	1.0	09/28/2018	PPMLIBR4 Tester	...ent of the\AETC	for searching

Previous 1 Next

Model Name

The user can enter a model's page by clicking on the model's name.

Page Selection

The user can select which page of results they would like to view.

Last Update Date

The user can filter results based on when the models were last updated.

Page Display

The user can determine whether all search results are displayed on one page or broken up into pages of 20 models.

Model Metadata

Key metadata for each model is displayed so that the user can identify specific models.

Download Models





The user can search for existing models in the PPML by entering keywords into the search bar and hitting enter or the “Search” icon. Models can be searched based on metadata such as model name, organization, description, etc.

PPML

MY PROFILE LOGOUT

PROCUREMENT PROCESS MODEL LIBRARY

A database of procurement process models developed and being used by the U.S. Military Services and DoD Agencies. Here you will find a collection of procurement process models that are available to registered users for adaptation and reuse, subject to compliance with any existing proprietary rights assertions.

Inbox Add Model Reporting Administration

Search for Model

User Roles and Privileges Functional Rules Model Submission Process Proprietary Rights Disclaimer Support

Search Bar
The search bar can be used to search for existing models based on keywords such as name, organization, etc.



The search results page displays all models that contain the searched keyword (s) within their metadata. The user can access specific models by clicking on the model name.



MY PROFILE

LOGOUT

Search Results



Search Results

Paginate

Show All

3 Total Results

Model Name	Version	Last Update Date	Created By	Group Path	Description
Test Model 2	1.0	04/15/2019	PPML TESTER1	...n System Agency	This is a test.
VA Medical Supply Acquisition Strategy	1.0	04/12/2019	PPML TESTER1	...n System Agency	Process flow for a medical supply acquisition strategy.
search	1.0	09/28/2018	PPMLIBR4 Tester	...ent of the\AETC	for searching

Previous

1

Next

Model Name

The user can enter a model's page by clicking on the model's name.



The model landing page will allow the user to download all the files and information associated with that specific model.

The screenshot shows the 'Data Catalog' page for 'Test Model 2'. The page includes a header with the PPML logo and navigation links for 'MY PROFILE' and 'LOGOUT'. The main content area is titled 'Data Catalog' and features a 'Download Model' button. Below this, the 'Model Description' section includes a 'Model Last Updated' date of Apr 15, 2019 and a brief description: 'This is a test.' The 'Model Metadata' section is a table with the following data:

Organization Name	DISA
DoDAAC ID	HC1032
Group Path	TOP\Defense, Department of Defense Information System Agency
Date Model Defined	01/01/1970
Model Version	1.0
Created By	PPMLTESTER1
Functional SME	PPMLTESTER1 vwwf_undel@ecedi.nitdisa.mil 111-222-3333

Below the metadata is the 'P2P BEA Classification' section, which shows 'Level 1 Perform Receipt, Acceptance, and Return'. The 'Files and Resources' section contains a table with one entry: 'Test' (Test) with a download icon. The 'Version History' section is a table with the following data:

Version Number	Date Submitted	Created By	Status	# Files	Submission Description
1.0	04/15/2019	PPMLCONTR1	Published	1	Test

At the bottom of the page, there are three buttons: 'Retire Model', 'Clone Model', and 'Edit Model'.

“Download Model” Button
The user can download all files and information in associated with the model.

“Download Model” Icon
The user can download all files associated with the model.

Approve Requests





The user must enter his or her inbox to view requests that need to be reviewed. The red number next to the “Inbox” icon shows the user how many active requests that are currently pending review.

“Inbox” Icon
This “Inbox” icon will be visible on all pages. Clicking the Inbox icon will take the user to his or her inbox.

“Inbox” Button
Clicking the “Inbox” button will take the user to his or her inbox, which contains the user’s models and drafts.

The screenshot shows the PPML interface with the following elements:

- Top navigation: Department of Defense logo, PPML, MY PROFILE (with a red notification badge), and LOGOUT.
- Header: PROCUREMENT PROCESS MODEL LIBRARY with a star icon.
- Text: A database of procurement process models developed and being used by the U.S. Military Services and DoD Agencies. Here you will find a collection of procurement process models that are available to registered users for adaptation and reuse, subject to compliance with any existing proprietary rights assertions.
- Navigation icons: Inbox (with a red notification badge), Add Model, Reporting, and Administration.
- Search bar: Search for Model with a search icon.
- Footer: User Roles and Privileges, Functional Rules, Model Submission Process, Proprietary Rights Disclaimer, and Support.



The user can view all active requests by selecting the “Submitted” Tab. To review a request, the user must select the model name for the specific request he or she would like to review.



PPML



MY PROFILE

LOGOUT

Inbox

“Submitted” Tab

The “Submitted” tab will display model requests that need to be reviewed by the user (add, edit, retire).

Submitted	Draft	All					
Model Name	Version Number	Last Update Date	Created By	DoDAAC ID	Organization Name	Current State	
Test Model 3	0.0	07/31/2019	PPMLLIBR1 Tester	HC1032	DISA	SUBMITTEDREVIEW	

Previous 1 Next

Model Name

The user can enter a model’s page by clicking on the model’s name.



Once the user selects the model name, they are taken to the model's landing page. Here the user may review the requested changes (add, edit, retire) and either accept or deny the request.

Submission Description

The user that submitted the request will provide a description for what the request is and his or her reason for the potential change.

The screenshot shows the 'Data Catalog' interface for 'Test Model 3', which is marked as 'Submitted for Review'. The page includes a 'Download Model' button and several sections: 'Submission Description' (with a 'Test' entry), 'Model Description' (last updated Jul 31, 2019, with the text 'This is a test.'), 'Model Metadata' (a table with fields like Organization Name, DoDAAC ID, Group Path, Date Model Defined, Model Version, Created By, and Functional SME), 'P2P BEA Classification' (Level 1: Perform Receipt, Acceptance, and Return), 'Files and Resources' (a 'Test' file), and a 'PPML Proprietary Rights Disclaimer'. At the bottom, there are 'Return to User' and 'Publish' buttons.

Model Metadata	
Organization Name	DISA
DoDAAC ID	HC1002
Group Path	TOP\Defense, Department of Defense Information System Agency
Date Model Defined	01/01/1970
Model Version	0.0
Created By	PPMLLIBR1 Tester
Functional SME	PPMLLIBR1 Tester wawf_sindel@secdef.nitdiss.mil 9043456754

“Publish” Button

By clicking the “Publish” button, the user can approve the request. Approving the request will cause any changes from the request to immediately occur (i.e. model added, model edited, model retired).

“Return to User” Button

The “Return to User” button will deny the request. The user will have to provide the submitter with the reason for denying the request.