

MAC Maintenance

Training Document

Homepage

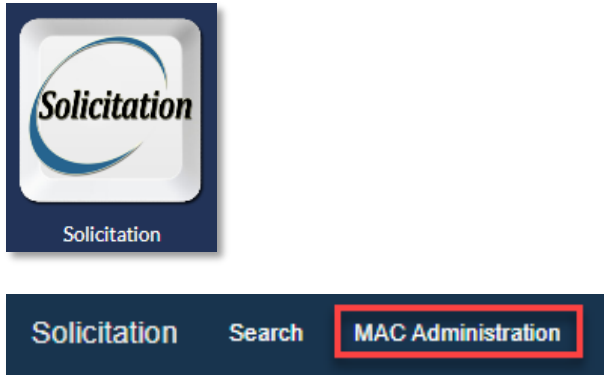
Solicitation

MAC Administration

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Roles	This is an overview of the MAC Maintenance functionality which includes viewing MACs (Multiple Award Contracts) and adding, editing, or deleting a MAC under the user's authority. Solicitation roles with these capabilities: • MAC Administrator
Navigation	Log in to PIEE as a MAC Administrator user to access the Solicitation application. Select MAC Administration on the Solicitation navigation bar to begin MAC Maintenance.  The image shows the Solicitation application interface. At the top is a logo with the word 'Solicitation' in a stylized font. Below the logo is a dark blue navigation bar with three items: 'Solicitation', 'Search', and 'MAC Administration'. The 'MAC Administration' item is highlighted with a red rectangular border.
MAC Administration	The MAC Administration screen displays all MACs and subgroups that are assigned to the user's MAC admin group. Select Add MAC to create a new MAC, Edit to make changes to an existing MAC, Contract Info to enter contract information related to the MAC, Messages to create or access a MAC's messages, or Delete to remove the MAC from the MAC Administration list. Enter known data in the Filter field to refine the list of MACs displayed. Control the number of entries on the table by selecting an option on the Display # Items drop-down menu. <i>NOTE: This training details the process of creating and managing a Multiple Award Contract (MAC). For more information on the MAC Messaging functionality, refer to the MAC Messaging training documents located at WBT > Solicitation > MAC Messaging.</i>

MAC Administration

Display
10
items

Filter:

MAC Name	Group	MAC Description	Action
DUCKBILL	DEPT OF THE NAVY	DUCKBILL is the mandatory for consideration vehicle for the procurement of specialized engineering a...	<a>Edit <a>Contract Info <a>Messages <a>Delete

Showing 1 to 10 of 28 items

Previous
1
2
3
Next

+ Add MAC

MAC Administration Columns:

- MAC Name
- Group
- MAC Description (*contains the first 100 characters of the MAC's description*)
- Action
 - Edit
 - Contract Info
 - Messages
 - Delete

Action Buttons:

- Edit (*to make changes to the MAC's information*)
- Contract Info (*leads to the Contract Information page*)
- Messages (*to create or view messages related to the MAC*)
- Delete (*to remove the MAC from the MAC admin group*)

MAC Administration Buttons:

- Add MAC (*leads to MAC Maintenance page*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

Add A MAC

To create a new MAC, select the **Add MAC** button to begin. The **MAC Maintenance** screen displays.

MAC Administration

Display 10 items

MAC Name	Group
Showing 0 to 0 of 0 entries	

+ Add MAC

MAC Details:

Enter the MAC information in **MAC Name ***, **MAC URL**, and **MAC Description *** fields. To assign the required **Group *** to the MAC, click the **Lookup** button. The **Group Lookup** pop-up displays.

MAC Maintenance

MAC Name *

Group *

MAC URL

MAC Description *

CAGE Code Distribution List Usage * ☒ All CAGE Codes ☐ Only Prime CAGE Codes

Contract Type * --- Please Select ---

Lookup

Assigning a Group to a MAC allows all MAC Administrators with that Group to view and edit the MAC, allowing for collaborative management. Enter the known data in the **Group Search** field. Click the **Search** button and the search option most fitting: **Search by Group Name** or **Search**

by **Location Code**. Matching **Group** results are displayed in the table. Groups results are limited to the user's registered groups and their subgroups.

Group Lookup

Group Search

Search

Group Name

Search by Group Name

Search by Location Code

TOP\DEPT OF DEFENSE\DEFENSE CONTRACT MANAGEMENT A
WESTERN REGIONAL CMD\DCMA WR SOUTHERN CALIFORNIA\DCMA SOUTHERN CALIFORNIA

Note Search results are limited to the first 100 entries found.

Close

Select the appropriate **Group Name** and the pop-up closes, pre-populating the name in the **Group *** field.

MAC Maintenance

MAC Name *

DUCKBILL

Group *

DEPT OF THE NAVY

The **CAGE Code Distribution List Usage** field controls which CAGE Codes on the MAC Solicitation Managers are able to access while creating a Solicitation Distribution List. Select **All CAGE Codes** for Solicitation Managers to view and select any CAGE Code on the MAC or **Only Prime CAGE Codes** to view and select only Prime Contractor CAGE Codes on the MAC.

CAGE Code Distribution List Usage * ☒ All CAGE Codes ☐ Only Prime CAGE Codes 

A **Contract Type** is also required in the creation of a MAC to properly validate entered Contract Numbers. Select the expected **Contract Type** from the drop-down menu.

Contract Type *

Ordering Offices:

Ordering Offices are responsible for placing orders for goods and services under established contracts and ensuring all procurement activities comply with federal regulations, agency policies, and contract terms. At least one **Ordering Office** selection must be made to create A MAC. Adding a lower-level group that is within a chosen higher-level group is not permitted.

To choose from the predefined categories, select the **checkbox** of one or more in the list of **Ordering Offices**.

Ordering Offices *

Ordering Offices

☐ All Federal Government
☒ All DoD
☐ Department of the Navy
☐ Department of the Air Force
☐ Department of the Army
☐ Defense Logistics Agency (DLA only)
☐ 4th Estate, including DLA

Add DoDAAC

+ Add DoDAAC

DoDAAC	Name	Address	Action
--------	------	---------	--------

To add an **Ordering Office** by its DoDAAC, enter the DoDAAC in the **Add DoDAAC** field. Click the **Add DoDAAC** button.

Add DoDAAC

+ Add DoDAAC

The DoDAAC displays with its **Name** and **Address**.

Add DoDAAC

+ Add DoDAAC

DoDAAC	Name	Address	Action
	SUPPLY OFFICER	MARINE CORPS SYSTEMS COMMAND 2401 WILLIS ST LOS ANGELES CA 90210-6050 LOS ANGELES CA 90210-6050 USA	×

To delete the DoDAAC from the MAC, click the **Delete** button.

Add DoDAAC

DoDAAC	Name	Address	Action
	SUPPLY OFFICER	MARINE CORPS SYSTEMS COMMAND 2401 WILLIS ST LOS ANGELES CA 90210-6050 LOS ANGELES CA 90210-6050 USA	X

A pop-up displays with a message stating: “Are you sure you want to delete this DoDAAC?” Click **OK** to confirm deletion.

Are you sure you want to delete this DoDAAC?

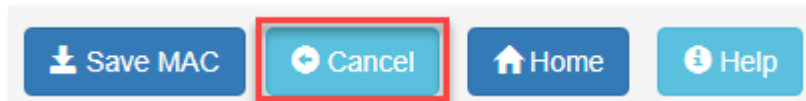
Successful deletion displays a message at the top of the page stating: “DoDAAC, (Number), has been marked for deletion from this MAC. Please click ‘Save MAC’ to confirm your change(s).”

When ready, click the **Save MAC** button to save the MAC’s details and create the new MAC.

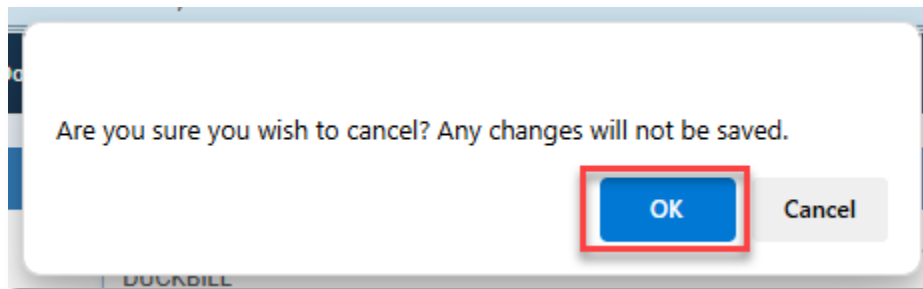
Successful addition of the MAC leads to the **MAC Administration** page with a confirmation message stating: “New MAC, (MAC Name), has been successfully created.” and the MAC is visible on the registered MACs list.

- New MAC, DUCKBILL, has been successfully created.

To disregard changes to the MAC's details and return to the MAC Administration page, click the **Cancel** button.



A pop-up displays with a confirmation message stating: "Are you sure you wish to cancel? Any changes will not be saved." Select **OK**. The pop-up closes and the MAC Administration page displays.



MAC Administration Columns:

- MAC Name
- Group
- MAC Description (*contains the first 100 characters of the MAC's description*)
- Action
 - Edit
 - Contract Info
 - Messages
 - Delete

MAC Maintenance Fields:

- MAC Name * (*up to 50 alphanumeric characters; excluding characters: <>'&."*)
- Group * (*read only; pre-populates group after selection*)
- MAC URL (*up to 2000 alphanumeric characters; must include "http://" or "https://"*)

- MAC Description * (*up to 250 alphanumeric characters*)
- CAGE Code Distribution List Usage * (*options: All CAGE Codes / Only Prime CAGE Codes*)
- Contract Type * (*drop-down*)
 - Cooperative Agreement
 - DoD Contract (FAR)
 - DoD Contract (Non-FAR)
 - Grant
 - Intergovernmental
 - International agreement
 - Intragovernmental
 - Micropurchase
 - Non-DoD Contract (FAR)
 - Non-DoD Contract (Non-FAR)
 - Non-Procurement Instruments
 - Other Agreement
 - Uniform PIID (FAR 4.16)

Group Lookup Pop-Up Field:

- Group Search (*must be active in PIEE database*)

*Ordering Offices * Fields:*

- Ordering Offices (*checkboxes; multiple selections are allowed*)
- Add DoDAAC (*must be 6 alphanumeric characters; must be valid in PIEE database*)

MAC Administration Action Buttons:

- Edit (*to make changes to the MAC's information*)
- Contract Info (*leads to the Contract Information page*)
- Messages (*to create or view messages related to the MAC*)
- Delete (*to remove the MAC from the MAC admin group*)

MAC Administration Buttons:

- Add MAC (*leads to MAC Maintenance page*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

MAC Maintenance Buttons:

- Lookup (*leads to Group Lookup search pop-up*)
- Save MAC (*to save MAC details*)
- Cancel (*to disregard changes and navigate back to the MAC Administration page*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

*Ordering Offices * Buttons:*

- Add DoDAAC (to add specified DoDAAC to MAC)

Group Lookup Pop-Up Buttons:

- Search (options: Search by Group Name / Search by Location Code)
- Close (to disregard search and closes pop-up)

Cancellation Pop-Up Buttons:

- OK (to confirm cancellation)
- Cancel (to disregard cancellation and close pop-up)

DoDAAC Deletion Pop-Up Buttons:

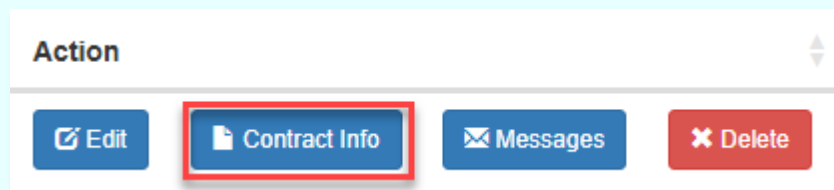
- OK (to confirm deletion)
- Cancel (to disregard deletion and close pop-up)

NOTE: MAC name must be unique and not a duplicate. MAC names are not case sensitive (e.g., "MAC NAME" is considered the same as "mac name").

*NOTE: For detailed information on managing Solicitation Distribution Lists, refer to the [Create Notice: Solicitation and Combined Synopsis/Solicitation](#) or [Posting Updates](#) training documents; located at **WBT > Solicitation > Create New Notices/Posting Updates > Create Notice: Solicitation and Combined Synopsis/Solicitation or Posting Updates**.*

Contract Information

Linking a MAC's **Contract Information** to CAGE Codes is mandatory and better maintains their information and relationship within that associated MAC. Locate the MAC on the **MAC Administration** page. Click the **Contract Info** button associated to the MAC. The **Contract Information** page displays.



Contract Information is added using either of the following methods:

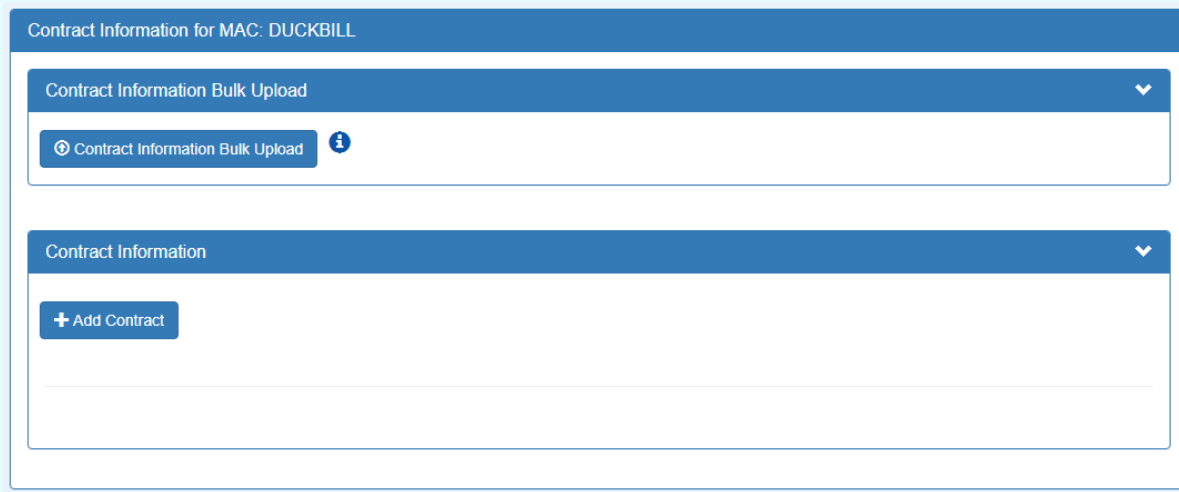
- [Add Contract](#) (to manually add Contract Information)

- [Contract Information Bulk Upload](#) (to upload multiple Contract Information and CAGE Codes using an Excel Template)

Each contract allows only one CAGE Code to be designated as a Prime Contractor. Any other CAGE Code must be indicated as a Subcontractor. Duplicate CAGE Codes under the same Contract Number are not permitted.

NOTE: CAGE Codes must be valid and active in the PEE database.

NOTE: Deletion of saved Contract Numbers is allowed, but editing is prohibited.



Contract Information for MAC: DUCKBILL

Contract Information Bulk Upload

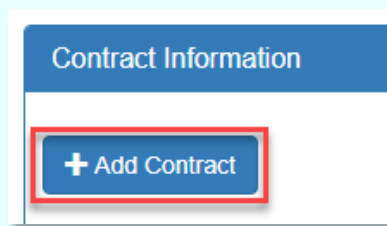
+ Contract Information Bulk Upload ⓘ

Contract Information

+ Add Contract

Manually Add Contract Information:

To manually add **Contract Information** to the MAC, click the **Add Contract** button. The **CAGE Code Maintenance** page displays.



Contract Information

+ Add Contract

Vendors CAGE Codes are added using one of the following methods:

- [Add CAGE Code](#) (to manually add a CAGE Code)
- [Search CAGE Codes](#) (to search for and select vendors)

Manually Add CAGE Code:

Enter the **Contract Number** in the provided field without any spaces or special characters. Enter a valid CAGE Code in the **Vendor CAGE Code** field. Click the **Add CAGE Code** button to add the CAGE Code with the MAC.

The screenshot shows a web form titled "CAGE Code Maintenance". At the top, there is a "Contract Number" field containing the text "N0001424C0037", which is highlighted with a red box and a red callout "1". Below this is a blue header bar with the text "CAGE Code Maintenance" and a dropdown arrow. Under the header, there is a "Vendor CAGE Code" field, which is empty and highlighted with a red box and a red callout "2". To the left of this field is a blue button with a magnifying glass icon and the text "Search CAGE Codes". To the right of the "Vendor CAGE Code" field is a blue button with a plus icon and the text "+ Add CAGE Code", which is highlighted with a red box and a red callout "3".

Successful addition of the CAGE Code populates the vendor's information in the CAGE Code Maintenance table. Enter known data in the **Filter** field to refine the list of CAGE Codes displayed.

CAGE Codes entered must indicate whether the vendor is a Prime Contractor or a Subcontractor. Select if the vendor is either a **Prime** (Prime Contractor) or a **Sub** (Subcontractor) in the **Prime/Sub** dropdown. Each contract is allowed to designate one CAGE Code as the Prime Contractor, ensuring accurate contract management and preventing conflicts in vendor responsibilities. All other CAGE Codes associated must be designated as a Subcontractor.

If applicable, select the **Business Type** in the drop-down. Click the **Save Contract Information** button to confirm details.

CAGE Code Maintenance

Vendor CAGE Code
+ Add CAGE Code

Search CAGE Codes

Filter:

CAGE Code	Name	Address	Prime/Sub	Business Type	Action
	NORTHROP GRUMMAN SYSTEMS CORPORATION	21240 BURBANK BLVD WOODLAND HILLS CA 91367 USA	Prime	LB	

Showing 1 to 1 of 1 items

Save Contract Information
Cancel
Home
Help

Successful confirmation displays a message stating: "Contract Number, (Contract Number), has been successfully added." The newly added **Contract Information** is displayed in the CAGE Code Maintenance section.

Search CAGE Codes:

Enter the **Contract Number** in the provided field without any spaces or special characters. To add a CAGE Code by using the search functionality, select the **Search CAGE Codes** button. A pop-up displays.

Contract Number N0001424C0037

CAGE Code Maintenance

Vendor CAGE Code

+ Add CAGE Code

Search CAGE Codes

Enter known data in the **CAGE Code** or **Company Name** fields. Click the **Search** button and the matching vendors are displayed. Select the checkboxes of the vendors of interest. Click the **Save** button to confirm selections.

Search CAGE Codes

CAGE Code

Company Name Begins With

Search

☒ - NORTHROP GRUMMAN SYSTEMS CORPORATION - 21240 BURBANK BLVD WOODLAND HILLS CA
1367 USA

Cancel Save

Successful addition of the CAGE Code populates the vendor's information in the CAGE Code Maintenance table. Enter known data in the **Filter** field to refine the list of CAGE Codes displayed.

CAGE Code Maintenance

Vendor CAGE Code

+ Add CAGE Code

Q Search CAGE Codes

Filter:

CAGE Code	Name	Address	Prime/Sub	Business Type	Action
	NORTHROP GRUMMAN SYSTEMS CORPORATION	21240 BURBANK BLVD WOODLAND HILLS CA 91367 USA	Sub		

Showing 1 to 1 of 1 items

CAGE Codes entered must indicate whether the vendor is a Prime Contractor or a Subcontractor. Select if the vendor is either a **Prime** (Prime Contractor) or a **Sub** (Subcontractor) in the **Prime/Sub** dropdown. Each contract is allowed to designate one CAGE Code as the Prime Contractor, ensuring accurate contract management and preventing conflicts in vendor responsibilities. All other CAGE Codes associated must be designated as a Subcontractor.

If applicable, select the **Business Type** in the drop-down. Click the **Save Contract Information** button to confirm details.

CAGE Code Maintenance

Vendor CAGE Code

Filter:

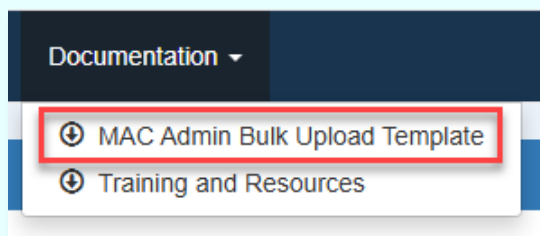
CAGE Code	Name	Address	Prime/Sub	Business Type	Action
	NORTHROP GRUMMAN SYSTEMS CORPORATION	21240 BURBANK BLVD WOODLAND HILLS CA 91367 USA	Prime	LB	X

Showing 1 to 1 of 1 items

Successful confirmation displays a message stating: "Contract Number, (Contract Number), has been successfully added." The newly added **Contract Information** is displayed in the CAGE Code Maintenance section.

Contract Information Bulk Upload:

To bulk upload vendors, the **MAC Admin Bulk Upload Template** is required. In the Solicitation navigation bar, expand the **Documentation** menu and select **MAC Admin Bulk Upload Template**. The Excel file is downloaded to the local machine.



Open the Excel file and enter the vendor's **CAGE Code**, **Contract Information**, and **Prime/Sub Indicator** in the provided template. **Contract Numbers** are entered without any spaces or special characters. **Prime/Sub Indicator** is entered as values **P** (Prime Contractor) or **S** (Subcontractor). **Business Type**, though optional, must be valid if a value is entered.

CAGE Codes entered must indicate whether the vendor is a Prime Contractor or a Subcontractor. Each contract is allowed to designate one CAGE Code as the Prime Contractor, ensuring accurate contract management and preventing conflicts in vendor responsibilities. Duplicate CAGE Codes under the same Contract Number is not permitted and must be unique.

When ready, save the edited file to the local machine.

CAGE Code*	Contract Number*	Prime/Sub Indicator*	Business Type
	N0001424C0037	P	LB
	FA873023C0152	S	SDVOSB
	W912HZ26C0890	S	SB

On the **Contract information** screen of the MAC, click the **Contract Information Bulk Upload** button.

Contract Information for MAC: DUCKBILL

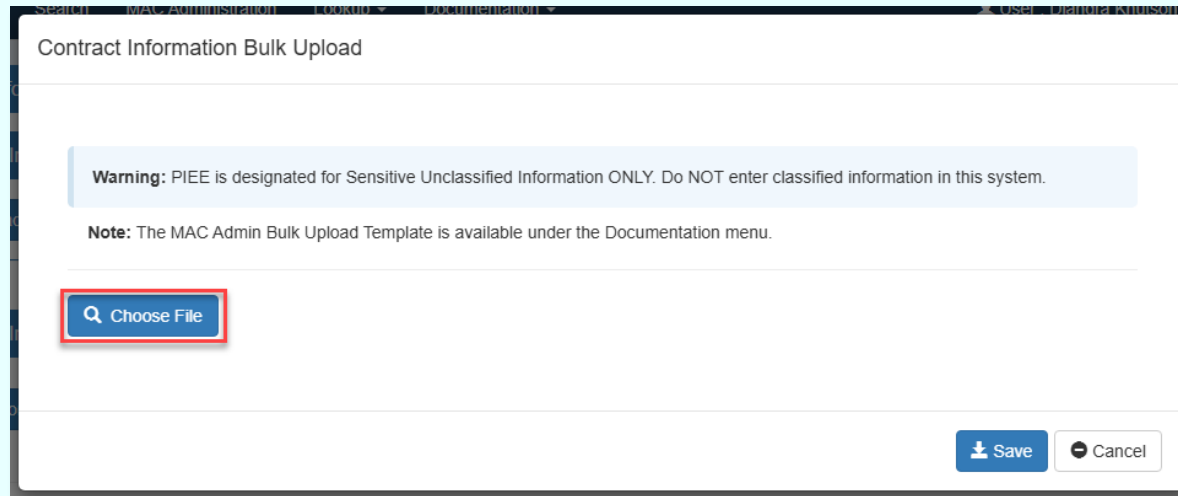
Contract Information Bulk Upload

Contract Information Bulk Upload

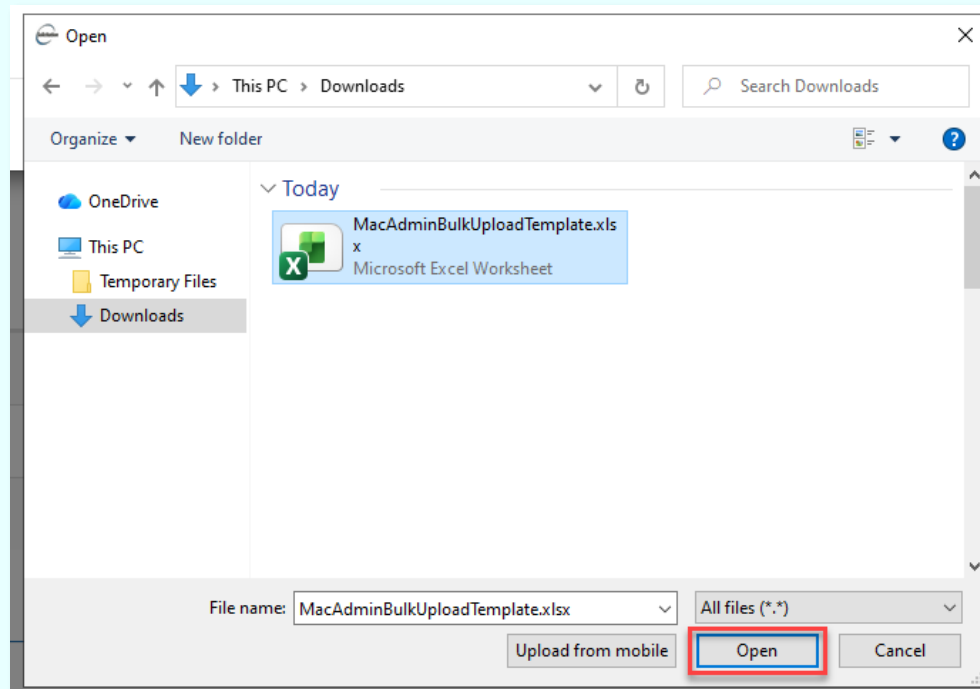
Contract Information

+ Add Contract

The **Contract Information Bulk Upload** pop-up displays. Click the **Choose Files** button. A dialog box displays.



Locate the Excel file and select **Open** to upload the completed file to the MAC.



Successful uploading displays the CAGE codes listed on the Excel template on the **Contract Information Bulk Upload** pop-up. The vendor's information is listed by **Row Number**, **CAGE Code**, **Contract Number**, **Prime/Sub Indicator**, **Business Type** (if applicable), **Status**, and **Message**. Incorrect or invalid information displays error messages specifying the issue. Review the error, correct the file accordingly, and reupload.

Click the **Save** button to add the Contract Information to the MAC or the **Cancel** button to close the pop-up without adding the CAGE codes.

Contract Information Bulk Upload

The following CAGE codes were uploaded from the Excel file.

Select **Save** to save all CAGE codes with a status of 'Success' to your MAC or select **Cancel** to return without saving any CAGE codes.

Contract Information Bulk Upload Results

Display 10 items
Filter:

Row Number	CAGE Code	Contract Number	Prime/Sub Ind	Business Type	Status	Message
✓ 1		N0001424C0037	P	LB	Success	
✓ 2		FA873023C0152	S	SDVOSB	Success	
✓ 3		W912HZ26C0890	S	SB	Success	
✗ 4					Error	CAGE, Contract Number, and Prime/Sub Indicator must be entered for each row.
✗ 5		N0001424C0037	P	LB	Error	CAGE Codes can only be added once per contract, please update the CAGE Code listing.

Showing 1 to 5 of 5 items

Previous
1
Next

Save

Cancel

Successfully adding the CAGE Codes displays a message at the top of the page stating: “The CAGE Codes added using the Bulk Upload functionality have been successfully added to the MAC.” The Contract Numbers from the spreadsheet are displayed in the **Contract Information** section. Associated CAGE Codes are seen or modified by selecting the **Edit** button of the **Contract Number**.

Contract Information

+ Add Contract

Company Name

Search

Display 10 items

Filter:

Contract Number	Action
FA873023C0152	Edit Delete
N0001424C0037	Edit Delete
W912HZ26C00089	Edit Delete

Showing 1 to 3 of 3 items

Previous

1

Next

The CAGE Code Maintenance screen opens and displays the **CAGE Code**'s information with the option of modifications. To save all changes to the CAGE Codes, click the **Save Contract Information** button at the bottom of the screen. Successfully saving the Contract Information displays the Contract Information page of the MAC and a message displays at the top of the page stating: "Contract Number, (Contract Number), has been successfully updated."

CAGE Code Maintenance

Vendor CAGE Code
+ Add CAGE Code

Search CAGE Codes

Filter:

CAGE Code	Name	Address	Prime/Sub	Business Type	Action
	JEFFERSON FIRE & SAFETY, INC.	7620 DONNA DR MIDDLETON WI 53562 USA	Sub	SDVOSB	

Showing 1 to 1 of 1 items

Save Contract Information
Cancel
Home
Help

To view the outcomes from the most recently uploaded Excel spreadsheet, click the **View Latest Contract Information Bulk Upload Results** in the **Contract Information Bulk Upload** section.

Contract Information Bulk Upload

Contract Information Bulk Upload
View Latest Contract Information Bulk Upload Results

The **CAGE Code Bulk Upload Results** pop-up appears presenting a list of CAGE Codes from the latest bulk upload.

Contract Information Bulk Upload Results

The following CAGE codes were uploaded from the latest Excel file.

Contract Information Bulk Upload Results						
Display 10 items		Filter:				
Row Number	CAGE Code	Contract Number	Prime/Sub Ind	Business Type	Status	Message
✓ 1		N0001424C0037	P	LB	Success	
✓ 2		FA873023C0152	S	SDVOSB	Success	
✓ 3		W912HZ26C0890	S	SB	Success	
✗ 4					Error	CAGE, Contract Number, and Prime/Sub Indicator must be entered for each row.
✗ 5		N0001424C0037	P	LB	Error	CAGE Codes can only be added once per contract, please update the CAGE Code listing.
Showing 1 to 5 of 5 items						
		Previous 1 Next				

Close

NOTE: Double-check the Excel file for accuracy before uploading to minimize errors and the need for corrections.

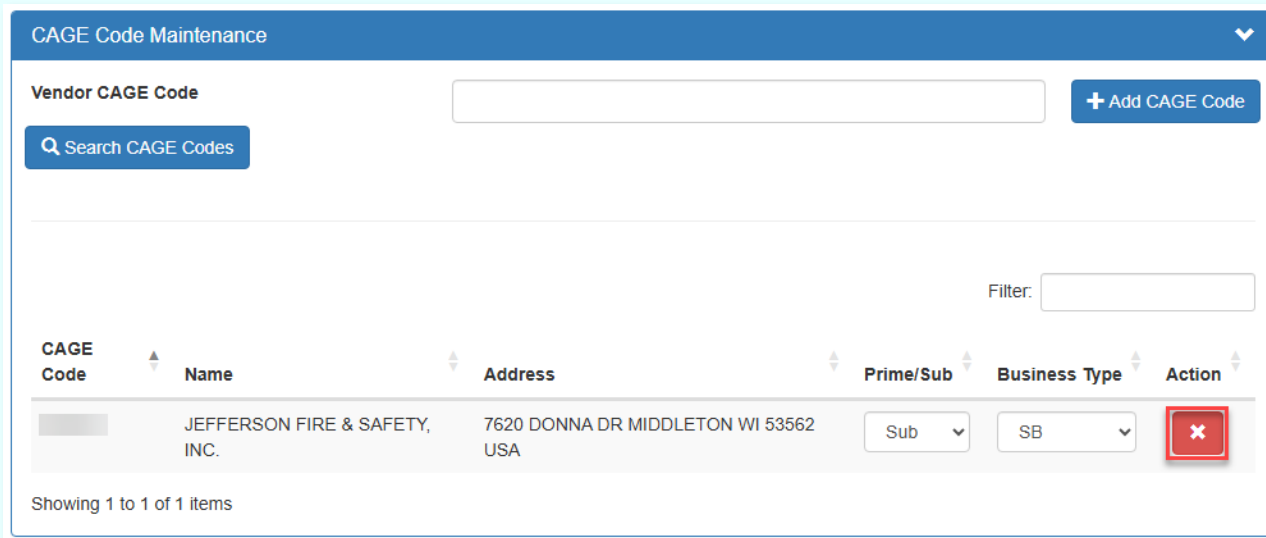
NOTE: For CAGE codes beginning with zero, format the Excel cell as 'Text' to preserve the leading zero.

NOTE: The system automatically overwrites existing MAC details when duplicate CAGE codes appear in the uploaded Bulk CAGE Code template, replacing previous values with the new template information.

NOTE: Bulk CAGE Code Excel templates accommodate up to 4,999 CAGE Codes, with the 5,000-row limit including the column header row.

Removing A CAGE Code From A Contract Number:

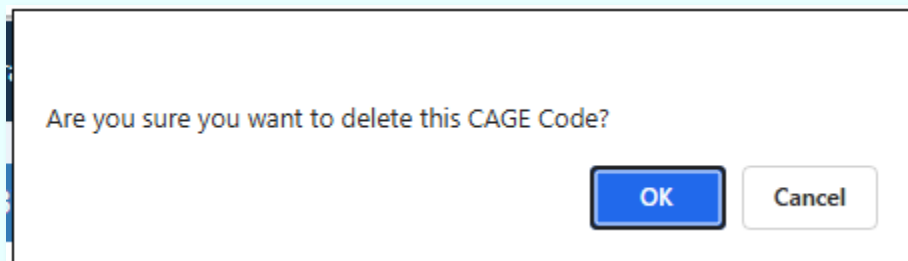
To remove a specific CAGE Code from a Contract Number, click the **Delete** button in the **Action** column of the associated CAGE Code.



The screenshot shows the 'CAGE Code Maintenance' window. At the top, there's a search bar labeled 'Vendor CAGE Code' and a '+ Add CAGE Code' button. Below the search bar is a 'Search CAGE Codes' button. A 'Filter:' input field is on the right. The main area contains a table with the following columns: CAGE Code, Name, Address, Prime/Sub, Business Type, and Action. One row is visible for 'JEFFERSON FIRE & SAFETY, INC.' with address '7620 DONNA DR MIDDLETON WI 53562 USA'. The 'Prime/Sub' dropdown is set to 'Sub' and 'Business Type' is 'SB'. A red button with a white 'X' is in the 'Action' column. At the bottom, it says 'Showing 1 to 1 of 1 items'.

CAGE Code	Name	Address	Prime/Sub	Business Type	Action
	JEFFERSON FIRE & SAFETY, INC.	7620 DONNA DR MIDDLETON WI 53562 USA	Sub	SB	

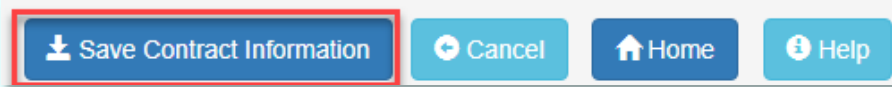
A pop-up displays stating the message: “Are you sure you want to delete this CAGE Code?” Click the **OK** button to delete CAGE Code.



The screenshot shows a confirmation dialog box with the text 'Are you sure you want to delete this CAGE Code?'. At the bottom right, there are two buttons: 'OK' (blue) and 'Cancel' (white).

Successful deletion displays a message stating: “Vendor, (CAGE Code) - (Vendor Name), has been marked for deletion from Contract Number, (Number), for this MAC. Please click ‘Save Contract Information’ to confirm your change(s).” The CAGE code entry is no longer displayed on the list.

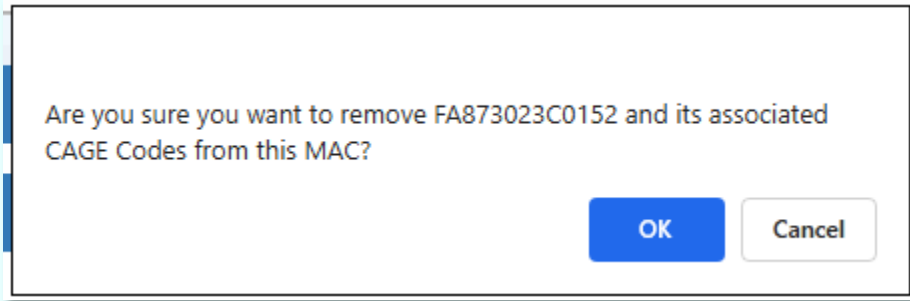
When ready, select the **Save Contract Information** button at the bottom of the page to save deletion. The Contract Information page opens and a message at the top of the screen displays stating: “Contract Number, (Number), has been successfully updated.”



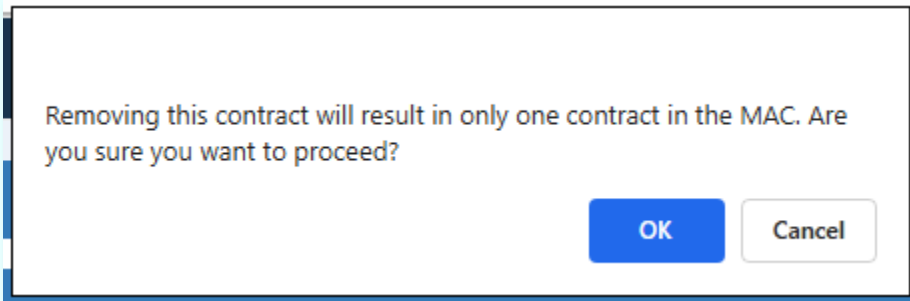
Removing A Contract Number From A MAC:

To remove a **Contract Number** from a MAC, click the **Delete** button in the **Action** column of the associated Contract Number.

A pop-up display with a message stating: “Are you sure you want to remove (Contract Number) and its associated CAGE Codes from this MAC?” Click the **OK** button to confirm deletion of the contract or **Cancel** button to disregard cancellation.



Attempting to delete the **second-to-last contract** assigned to a MAC displays a warning message stating: "Removing this contract will result in only one contract in the MAC. Are you sure you want to proceed?" Click the **OK** button to confirm deletion of the contract or **Cancel** button to disregard cancellation.



Successful deletion displays a message stating: "Contract Number (Number) has been successfully removed from the MAC." The **Contract Number** is removed from the **Contract Information** list.

Contract Information Search:

After successful additions, to search for Contract Numbers associated with a specific **CAGE Code** or **Company Name**, select the appropriate search option. Enter the known data in the provided text field and click the **Search** button.

Contract Information

+ Add Contract

CAGE Code

Search

Display 10 items

Filter:

Contract Number	Action
FA873023C0152	Edit Delete
N0001424C0037	Edit Delete
W912HZ26C00089	Edit Delete

Showing 1 to 3 of 3 items

Previous

1

Next

The **Contract Number** list refreshes and all contract numbers matching the **CAGE Code** or **Company Name** entered are displayed on the table. If no matches are found, a message displays stating: "CAGE Code not found on any Contracts in this MAC."

MAC Administration Columns:

- MAC Name
- Group
- MAC Description (*contains the first 100 characters of the MAC's description*)
- Action
 - Edit
 - Contract Info
 - Messages
 - Delete

Contract Information Columns:

- Contract Number
- Action
 - Edit
 - Delete

Contract Information Fields:

- Search (*drop-down; options: CAGE Code / Company Name*)

CAGE Code Maintenance Fields:

- Contract Number (*up to 19 alphanumeric characters; no spaces*)
- Vendor CAGE Code (*must be 5 alphanumeric characters*)
- Prime/Sub Indicator (*drop-down; options: Prime / Sub; default: Sub*)
- Business Type (*drop-down; options: LB / SB / SDVOSB / WOSB / EDWOSB / 8(a) / ANC / HUBZone*)

CAGE Code Maintenance Columns:

- CAGE Code
- Name
- Address
- Prime/Sub (*options: Prime / Sub*)
- Business Type (*options: LB / SB / SDVOSM / WOSB / EDWOSB / 8(a) / ANC / HUBZone*)
- Action
 - Delete

Search CAGE Codes Pop-Up Fields:

- CAGE Code (*must be 5 alphanumeric characters*)
- Company Name (*parameters: Begins With / Equals*)

MAC Admin CAGE Code Bulk Upload Template Fields:

- CAGE Code * (*must be 5 alphanumeric characters*)
- Contract Number (*up to 19 alphanumeric characters; no spaces*)
- Prime/Sub Indicator (*options: P / S*)
- Business Type (*options: LB / SB / SDVOSM / WOSB / EDWOSB / 8(a) / ANC / HUBZone*)

Contract Information Upload Pop-Up Columns:

- Row Number
- CAGE Code
- Contract Number
- Prime/Sub Ind (*options: P / S*)
- Business Type (*options: LB / SB / SDVOSM / WOSB / EDWOSB / 8(a) / ANC / HUBZone*)
- Status (*options: Success / Error*)
- Message

CAGE Code Bulk Upload Results Pop-Up Columns:

- Row Number
- CAGE Code

- Contract Number
- Prime/Sub Ind (*options: P / S*)
- Business Type (*options: LB / SB / SDVOSM / WOSB / EDWOSB / 8(a) / ANC / HUBZone*)
- Status (*options: Success / Error*)
- Message

MAC Administration Action Buttons:

- Edit (*to make changes to the MAC's information*)
- Contract Info (*leads to the Contract Information page*)
- Messages (*to create or view messages related to the MAC*)
- Delete (*to remove the MAC from the MAC admin group*)

MAC Administration Buttons:

- Add MAC (*leads to MAC Maintenance page*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

Contract Information for MAC Buttons:

- Contract Information Bulk Upload (*to upload multiple CAGE codes with Excel template*)
- Add Contract (*to add a Contract Information to a MAC*)
- Search (*to search Contract Numbers list for matching criteria*)
- View Latest Contract Information Bulk Upload Results (*to view results of most recent uploaded Excel spreadsheet*)
- Return to MAC Administration (*to navigate back to the MAC Administration screen*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

Contract Information Action Buttons:

- Edit (*leads to CAGE Code Maintenance screen*)
- Delete (*to remove a Contract Number from a MAC*)

CAGE Code Maintenance Buttons:

- Add CAGE Code (*to manually add CAGE code*)
- Search CAGE Codes (*to search for and select vendors; leads to Search CAGEs pop-up*)
- Save Contract Information (*to save CAGE Code details*)
- Cancel (*to disregard changes and navigate back to the Contract Information For MAC page*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

Search CAGE Codes Pop-Up Buttons:

- Search (*to search PIII database for results*)
- Cancel (*to disregard changes and close pop-up*)
- Save (*to confirm selection*)

CAGE Code Bulk Pop-Up Buttons:

- Choose File (*to select a file from the local computer*)
- Save (*to add successfully uploaded CAGE Codes to the MAC*)
- Cancel (*to disregard uploaded Excel spreadsheet and close pop-up*)

CAGE Code Bulk Upload Results Pop-Up Buttons:

- Close (*to close pop-up*)

CAGE Code Maintenance Deletion Pop-Up Buttons:

- OK (*to confirm CAGE Code deletion*)
- Cancel (*to close pop-up*)

CAGE Code Maintenance Cancellation Pop-Up Buttons:

- OK (*to confirm cancellation*)
- Cancel (*to disregard cancellation and close pop-up*)

Contract Information Deletion Pop-Up Buttons:

- OK (*to confirm Contract Information deletion*)
- Cancel (*to close pop-up*)

NOTE: CAGE Maintenance columns are sortable.

NOTE: Contract Numbers for DoD Contract (FAR) or Uniform PIII (FAR 4.16) contract types must conform to the FAR guidance for PIII numbering.

Edit A MAC

Edit MAC Details:

Editing an existing MAC is available to modify details and vendor associations to ensure records remain accurate and current. Locate the MAC on the **MAC Administration** table and click the **Edit** button. The **MAC Maintenance** screen displays.

MAC Administration

Display 10 items

Filter:

MAC Name	Group	MAC Description	Action
DUCKBILL	DEPT OF THE NAVY	DUCKBILL is the mandatory for consideration vehicle for the procurement of specialized engineering a...	Edit Contract Info Messages Delete

Showing 1 to 10 of 28 items

Previous

1

2

3

Next

+ Add MAC

MAC Name *, **MAC Description ***, **MAC URL**, **CAGE Code Distribution List Usage ***, **Contract Type *** details are pre-populated in the provided fields. The **Group *** field is auto-populated and read-only.

MAC Maintenance

MAC Name *

DUCKBILL

Group *

DEPT OF THE NAVY

MAC URL

https://piettraining.eb.mil

MAC Description *

DUCKBILL is the mandatory for consideration vehicle for the procurement of specialized engineering and technical services.

CAGE Code Distribution List Usage *

☒ All CAGE Codes
 ☐ Only Prime CAGE Codes

Contract Type *

DoD Contract (FAR)

Ordering Offices are able to be added or deleted. Adding a lower-level group that is within a chosen higher-level group is not permitted. Refer to [Ordering Offices](#) in this training for further instruction.

Ordering Offices *

Ordering Offices

☒ All Federal Government
☒ All DoD
☐ Department of the Navy
☐ Department of the Air Force
☐ Department of the Army
☐ Defense Logistics Agency (DLA only)
☐ 4th Estate, including DLA

Add DoDAAC

+ Add DoDAAC

DoDAAC	Name	Address	Action
	SUPPLY OFFICER	MARINE CORPS SYSTEMS COMMAND 2201A WILLIS ST QUANTICO VA 22134-6050 QUANTICO VA 22134-6050 USA	

Click the **Save MAC** button to update the MAC's details.

Save MAC

Cancel

Home

Help

Successfully updating the MAC details displays the MAC Administration page with a message stating: "MAC, (MAC Name), has been successfully updated."

Edit Contract Information:

To edit existing Contract Information, click the **Contract Info** button associated with the MAC. The **Contract Information** page displays.

MAC Administration

Display 10 items

Filter:

MAC Name	Group	MAC Description	Action
DUCKBILL	DEPT OF THE NAVY	DUCKBILL is the mandatory for consideration vehicle for the procurement of specialized engineering a...	Edit Contract Info Messages Delete

Showing 1 to 10 of 28 items

Previous 1 2 3 Next

+ Add MAC

Currently associated Contract Numbers are displayed in the **Contract Information** table with the option to edit the Contract Number's details or to remove Contract Number by selecting the **Delete** button. Refer to the [Contract Information](#) section for further instruction.

Contract Information for MAC: DUCKBILL

Contract Information Bulk Upload

Contract Information Bulk Upload

Contract Information

+ Add Contract

Display 10 items

Filter:

Contract Number	Action
FA873023C0152	Edit Delete
N0001424C0037	Edit Delete
W912HZ26C00089	Edit Delete

Showing 1 to 3 of 3 items

Previous 1 Next

MAC Administration Columns:

- MAC Name
- Group
- MAC Description (*contains the first 100 characters of the MAC's description*)
- Action
 - Edit
 - Contract Info
 - Messages
 - Delete

MAC Maintenance Fields:

- MAC Name * (*up to 50 alphanumeric characters; excluding characters: <>'&'")*
- Group * (*read only*)
- MAC URL (*up to 2000 alphanumeric characters; must include "http://" or "https://"*)
- MAC Description * (*up to 250 alphanumeric characters*)
- CAGE Code Distribution List Usage * (*options: All CAGE Codes / Only Prime CAGE Codes*)
- Contract Type * (*drop-down*)
 - Cooperative Agreement
 - DoD Contract (FAR)
 - DoD Contract (Non-FAR)
 - Grant
 - Intergovernmental
 - International agreement
 - Intragovernmental
 - Micropurchase
 - Non-DoD Contract (FAR)
 - Non-DoD Contract (Non-FAR)
 - Non-Procurement Instruments
 - Other Agreement
 - Uniform PIID (FAR 4.16)

*Ordering Offices * Fields:*

- Ordering Offices (*checkboxes; multiple selections are allowed*)
- Add DoDAAC (*must be 6 alphanumeric characters; must be valid in PIIIE database*)

Contract Information Columns:

- Contract Number
- Action
 - Edit
 - Delete

Contract Information Fields:

- Search (*drop-down; options: CAGE Code / Company Name*)

CAGE Code Maintenance Fields:

- Contract Number (*up to 19 alphanumeric characters; no spaces*)
- Vendor CAGE Code (*must be 5 alphanumeric characters*)
- Prime/Sub Indicator (*drop-down; options: Prime / Sub; default: Sub*)
- Business Type (*drop-down; options: LB / SB / SDVOSB / WOSB / EDWOSB / 8(a) / ANC / HUBZone*)

CAGE Code Maintenance Columns:

- CAGE Code
- Name
- Address
- Prime/Sub (*options: Prime / Sub*)
- Business Type (*drop-down; options: LB / SB / SDVOSB / WOSB / EDWOSB / 8(a) / ANC / HUBZone*)
- Action
 - Delete

Search CAGE Codes Pop-Up Fields:

- CAGE Code (*must be 5 alphanumeric characters*)
- Company Name (*parameters: Begins With / Equals*)

MAC Administration CAGE Code Bulk Upload Template Fields:

- CAGE Code * (*must be 5 alphanumeric characters*)
- Contract Number (*up to 19 alphanumeric characters; no spaces*)
- Prime/Sub Indicator (*options: P / S*)
- Business Type (*options: LB / SB / SDVOSM / WOSB / EDWOSB / 8(a) / ANC / HUBZone*)

CAGE Code Bulk Upload Pop-Up Columns:

- Row Number
- CAGE Code
- Contract Number
- Prime/Sub Ind (*options: P / S*)
- Business Type (*drop-down; options: LB / SB / SDVOSB / WOSB / EDWOSB / 8(a) / ANC / HUBZone*)
- Status (*options: Success / Error*)
- Message

CAGE Code Bulk Upload Results Pop-Up Columns:

- Row Number
- CAGE Code

- Contract Number
- Prime/Sub Ind (*options: P / S*)
- Business Type (*options: LB / SB / SDVOSM / WOSB / EDWOSB / 8(a) / ANC / HUBZone*)
- Status (*options: Success / Error*)
- Message

MAC Administration Action Buttons:

- Edit (*to make changes to the MAC's information*)
- Contract Info (*leads to the Contract Information page*)
- Messages (*to create or view messages related to the MAC*)
- Delete (*to remove the MAC from the MAC admin group*)

MAC Administration Buttons:

- Add MAC (*leads to MAC Maintenance page*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

MAC Maintenance Buttons:

- Save MAC (*to save MAC details*)
- Cancel (*to disregard changes and navigate back to the MAC Administration page*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

*Ordering Offices * Buttons:*

- Add DoDAAC (*to add specified DoDAAC to MAC*)

Contract Information for MAC Buttons:

- Contract Information Bulk Upload (*to upload multiple CAGE codes with Excel template*)
- Add Contract (*to add a Contract Information to a MAC*)
- Search (*to search Contract Numbers list for matching criteria*)
- View Latest Contract Information Bulk Upload Results (*to view results of most recent uploaded Excel spreadsheet*)
- Return to MAC Administration (*to navigate back to the MAC Administration screen*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

Contract Information Action Buttons:

- Edit (*leads to CAGE Code Maintenance screen*)
- Delete (*to remove a Contract Number from a MAC*)

CAGE Code Maintenance Buttons:

- Add CAGE Code (*to manually add CAGE code*)
- Search CAGE Codes (*to search for and select vendors; leads to Search CAGEs pop-up*)
- Save Contract Information (*to save CAGE Code details*)
- Cancel (*to disregard changes and navigate back to the Contract Information For MAC page*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

Search CAGE Codes Pop-Up Buttons:

- Search (*to search PIEE database for results*)
- Cancel (*to disregard changes and close pop-up*)
- Save (*to confirm selection*)

CAGE Code Bulk Pop-Up Buttons:

- Choose File (*to select a file from the local computer*)
- Save (*to add successfully uploaded CAGE Codes to the MAC*)
- Cancel (*to disregard uploaded Excel spreadsheet and close pop-up*)

CAGE Code Bulk Upload Results Pop-Up Buttons:

- Close (*to close pop-up*)

CAGE Code Maintenance Deletion Pop-Up Buttons:

- OK (*to confirm CAGE Code deletion*)
- Cancel (*to close pop-up*)

CAGE Code Maintenance Cancellation Pop-Up Buttons:

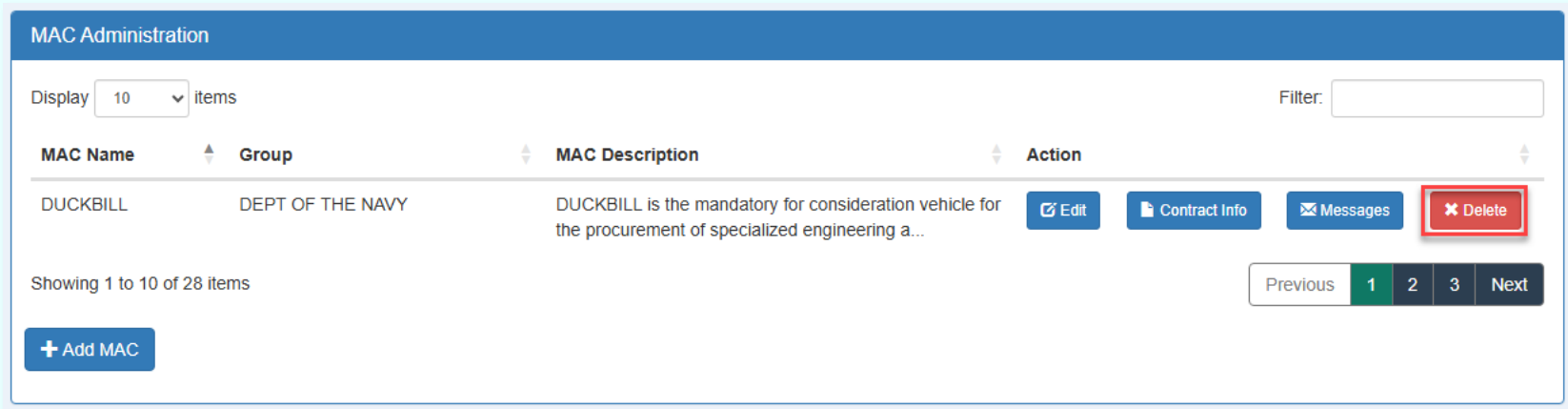
- OK (*to confirm cancellation*)
- Cancel (*to disregard cancellation and close pop-up*)

DoDAAC Deletion Pop-Up Buttons:

- OK (*to confirm deletion*)
- Cancel (*to disregard deletion and close pop-up*)

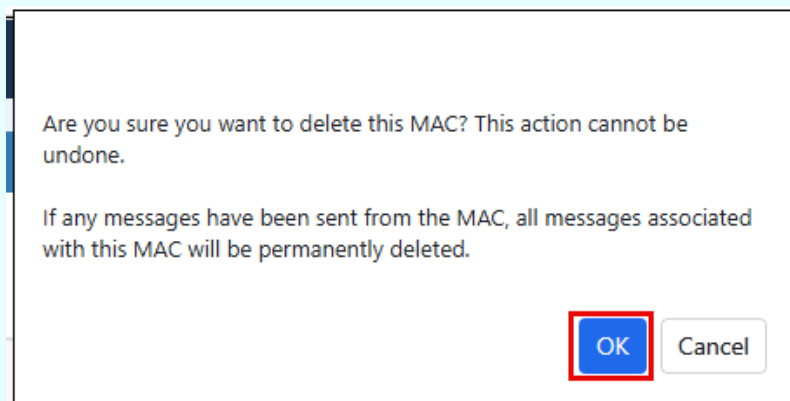
NOTE: CAGE Maintenance columns are sortable.

On the MAC Administration screen, locate the MAC of interest and click the **Delete** button.



A pop-up displays with a message stating: “Are you sure you want to delete this MAC? This action cannot be undone. If any messages have been sent from the MAC, all messages associated with this MAC will be permanently deleted.” Click the **OK** button to confirm.

Delete A MAC



Successful deletion of the MAC removes the entry from the MAC Administration list.

MAC Administration Columns:

- MAC Name
- Group
- MAC Description (*contains the first 100 characters of the MAC's description*)

- Action
 - Edit
 - Contract Info
 - Messages
 - Delete

MAC Administration Action Buttons:

- Edit (*to make changes to the MAC's information*)
- Contract Info (*leads to the Contract Information page*)
- Messages (*to create or view messages related to the MAC*)
- Delete (*to remove the MAC from the MAC admin group*)

MAC Administration Buttons:

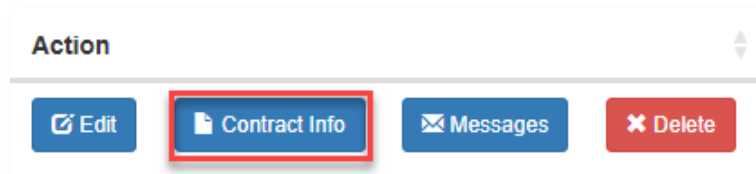
- Add MAC (*leads to MAC Maintenance page*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

Pop-Up Buttons:

- OK (*to confirm deletion*)
- Cancel (*to disregard deletion and close pop-up*)

Export MAC Spreadsheet

To export contract information from a MAC and obtain a comprehensive spreadsheet, click the **Contract Information** button on the **MAC Administration** page. The **Contract Information** page displays.



If the MAC contains contract information, the **Request Export** button appears in the **Contract Information Export** section. If no contract information exists, the section is not visible. Click the **Request Export** button to initiate the export process.

Contract Information for MAC: DUCKBILL

Contract Information Bulk Upload

Contract Information Bulk Upload ⓘ

Contract Information Export

Request Export

A message displays stating: “You have successfully requested the export for the MAC [Name]. Please do not edit the MAC at this time.” The **Request Export** button is no longer displayed in the **Contract Information Export** section after a request has been submitted. Do not edit contract information during this time. Navigate out of the **Contract Information** page of the MAC while the export is in progress.

You have successfully requested the export for the MAC DUCKBILL. Please do not edit the MAC at this time.

Contract Information for MAC: DUCKBILL

Contract Information Bulk Upload

Contract Information Bulk Upload ⓘ

Contract Information Export

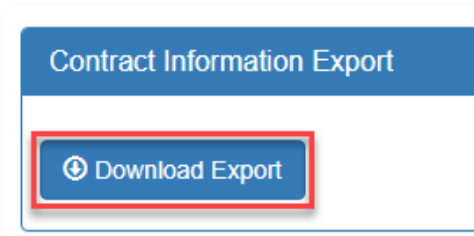
Export in progress. Please do not edit contract information.

After the export is complete, a red bell notification displays on the Solicitation navigation bar. Click the **bell** icon and a message displays indicating that the request is now available for download. Simultaneously, the system sends an email confirming the successful export and availability of the file.


User : Jack Skellington


5

Return to the **Contract Information** page for the MAC. Click the **Download Export** button to download the spreadsheet and save to the local machine. A failed export displays an error message and the **Request Export** button is available to retry.



When opened, the spreadsheet displays all CAGE Codes, Contract Numbers, Prime/Sub Indicators, and Business Types associated with the MAC.

CAGE Code*	Contract Number*	Prime/Sub Indicator*	Business Type
	N0001424C0037	P	LB
	FA873023C0152	S	SDVOSB
	W912HZ26C0890	S	SB

MAC Administration Columns:

- MAC Name
- Group
- MAC Description (*contains the first 100 characters of the MAC's description*)
- Action
 - Edit
 - Contract Info
 - Messages
 - Delete

MAC Administration Action Buttons:

- Edit (*to make changes to the MAC's information*)
- Contract Info (*leads to the Contract Information page*)
- Messages (*to create or view messages related to the MAC*)
- Delete (*to remove the MAC from the MAC admin group*)

Contract Information Columns:

- Contract Number
- Action
 - Edit
 - Delete

Contract Information Fields:

- Search (*drop-down; options: CAGE Code / Company Name*)

Contract Information Action Buttons:

- Edit (*leads to CAGE Code Maintenance screen*)
- Delete (*to remove a Contract Number from a MAC*)

Contract Information for MAC Buttons:

- Contract Information Bulk Upload (*to upload multiple CAGE codes with Excel template*)
- View Latest CAGE Code Bulk Upload Results (*button displays after uploading a CAGE Code Bulk Upload spreadsheet*) (*to view the most recent bulk upload results*)
- Request Export (*button appears when contract information is available on the MAC*) (*to initiate the contract information export process*)
- Download Export (*button appears when the export process is successful*) (*to download the contract information spreadsheet to the local machine*)
- Add Contract (*to add a Contract Information to a MAC*)
- Search (*to search Contract Numbers list for matching criteria*)
- Return to MAC Administration (*to navigate back to the MAC Administration screen*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

Solicitation Navigation Bar Buttons:

- Bell Icon (*displays PEE notifications*)