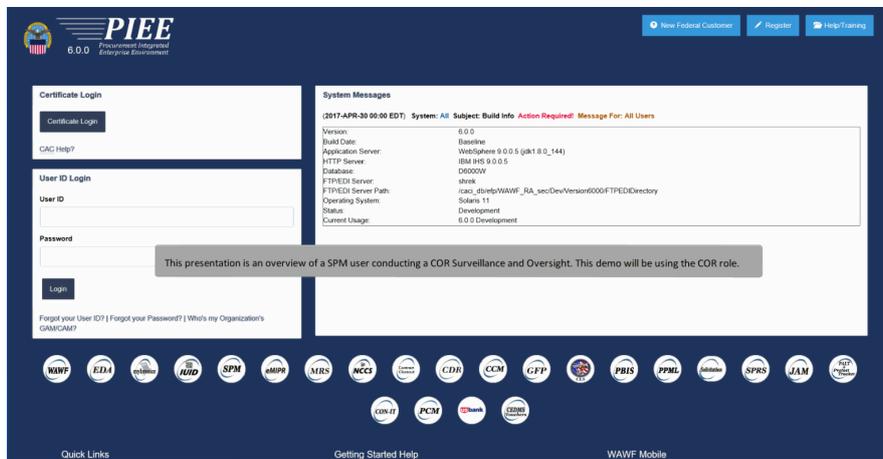## Intro
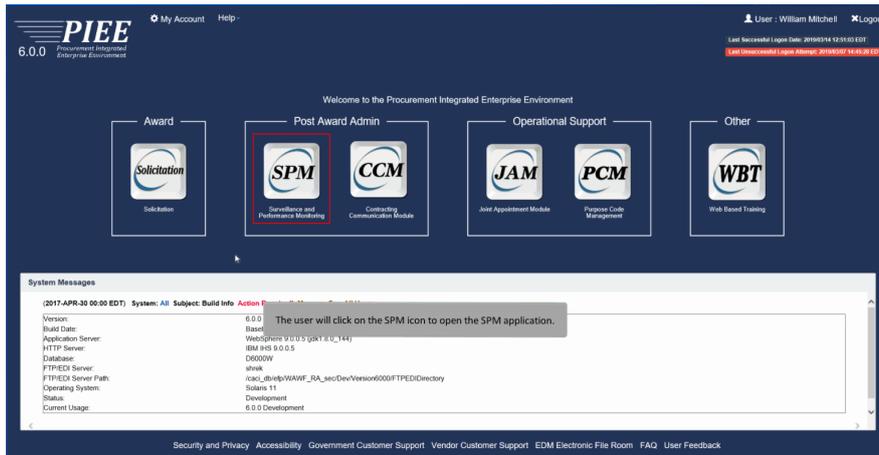

Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.
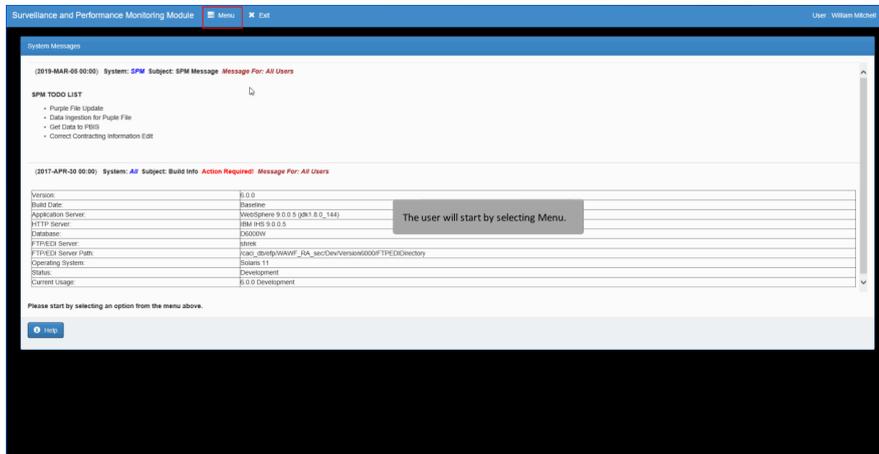
Step 1

This presentation is an overview of a SPM user conducting a COR Surveillance and Oversight. This demo will be using the COR role.
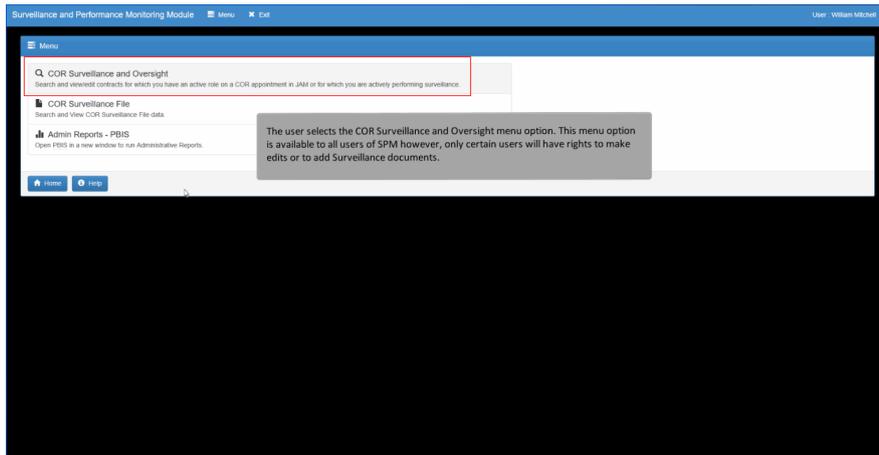
Step 2

The user will click on the SPM icon to open the SPM application.
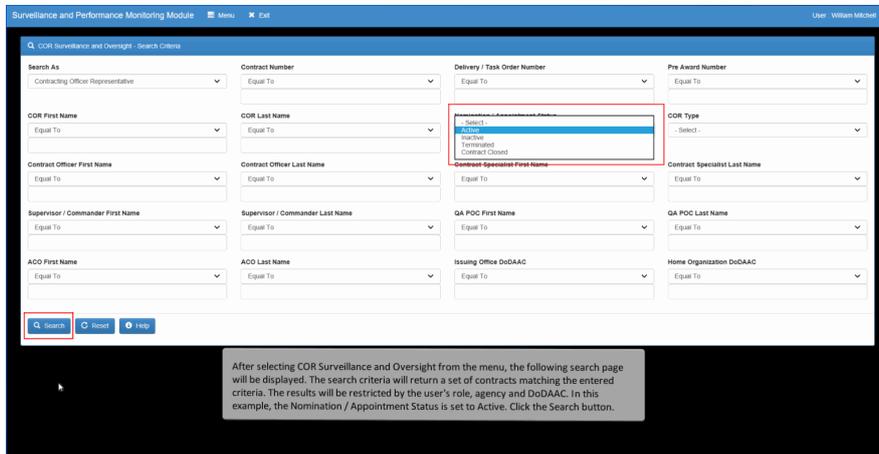
Step 3

The user will start by selecting Menu.

Step 4

The user selects the COR Surveillance and Oversight menu option. This menu option is available to all users of SPM however, only certain users will have rights to make edits or to add Surveillance documents.

Step 5

After selecting COR Surveillance and Oversight from the menu, the following search page will be displayed. The search criteria will return a set of contracts matching the entered criteria. The results will be restricted by the user's role, agency and DoDAAC. In this example, the Nomination / Appointment Status is set to Active. Click the Search button.

Step 6
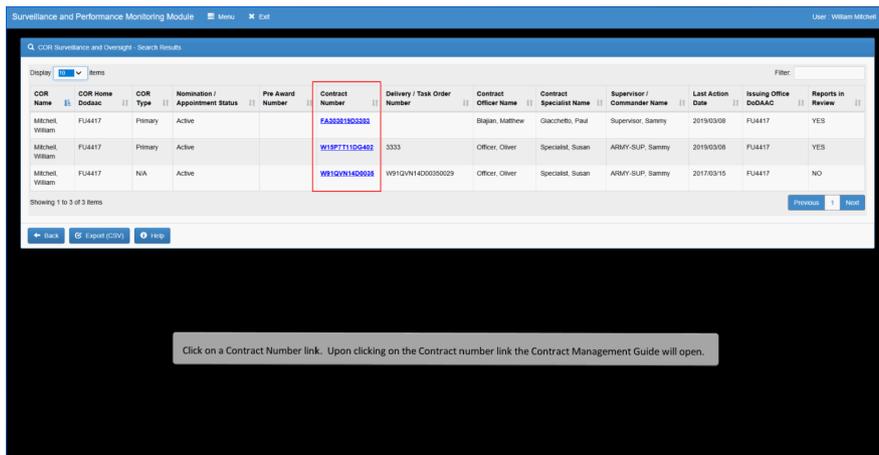
Click on a Contract Number link. Upon clicking on the Contract number link the Contract Management Guide will open.

Step 7

Once the user selects a Contract Number link, the Contract Management Guide will be displayed. The Contract Management Guide will consist of the displayed categories.

Step 8

The Contracting Information as captured in JAM will be defaulted into SPM as view only. The users with the CO, CS, DA or DPAP Admin roles will have the Edit button available.
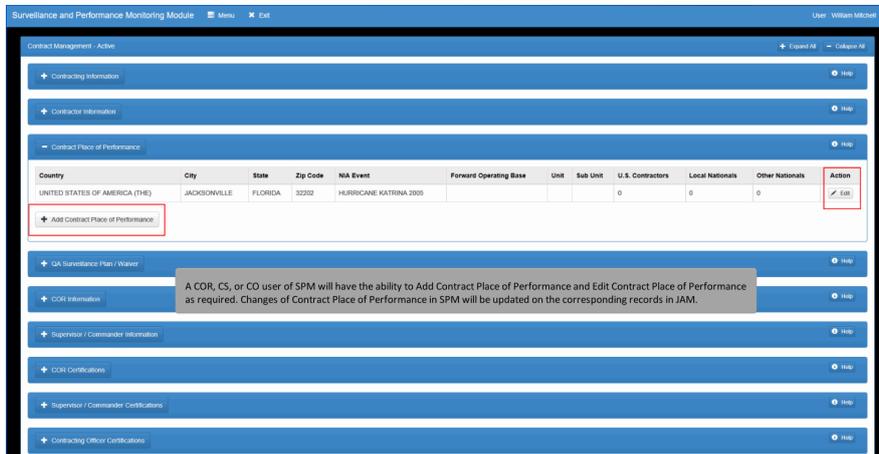
Step 9

The CO, CS, DA, or DPAP Admin will be able to edit the following fields: Issuing Office, Contracting Officer Name, Contract Specialist Name, QA POC Name, and ACO Name. The user will click the Save button when they are finished editing.
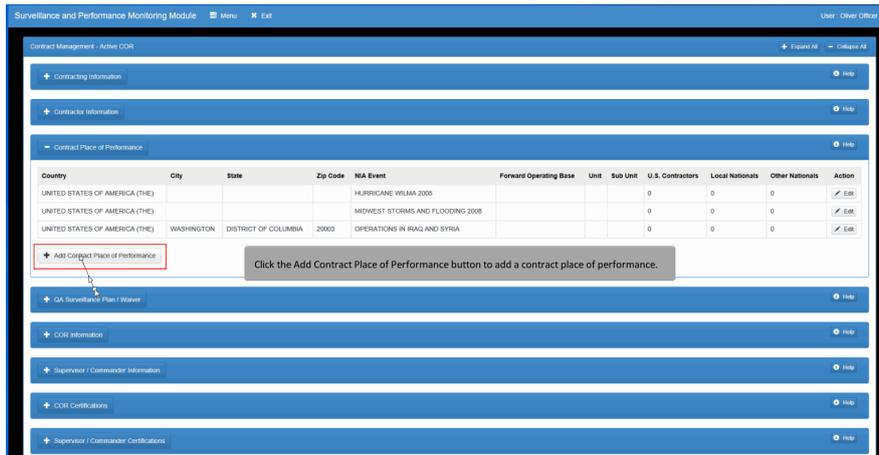
Step 10
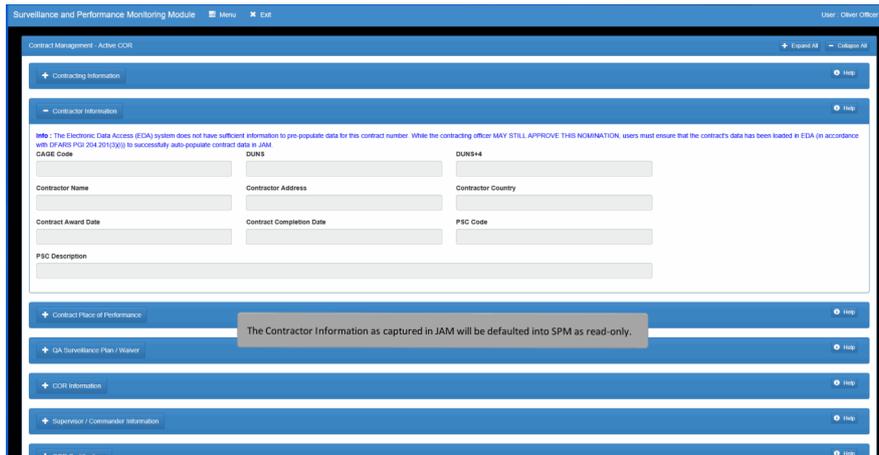
The Contractor Information as captured in JAM will be defaulted into SPM as read-only.

Step 11

A COR, CS, or CO user of SPM will have the ability to Add Contract Place of Performance and Edit Contract Place of Performance as required. Changes of Contract Place of Performance in SPM will be updated on the corresponding records in JAM.
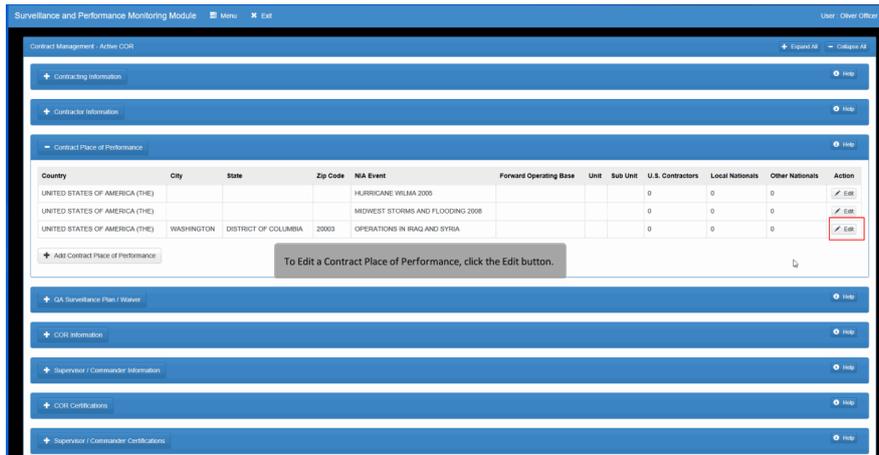
Step 12

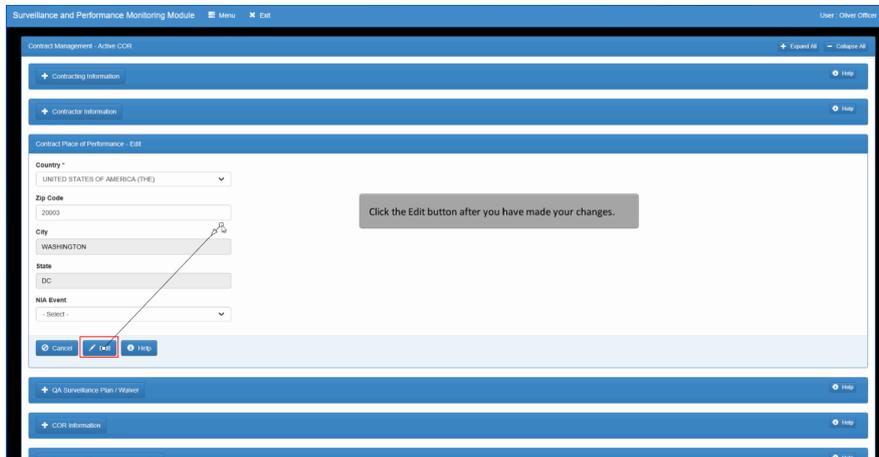Click the Add Contract Place of Performance button to add a contract place of performance.

Step 13
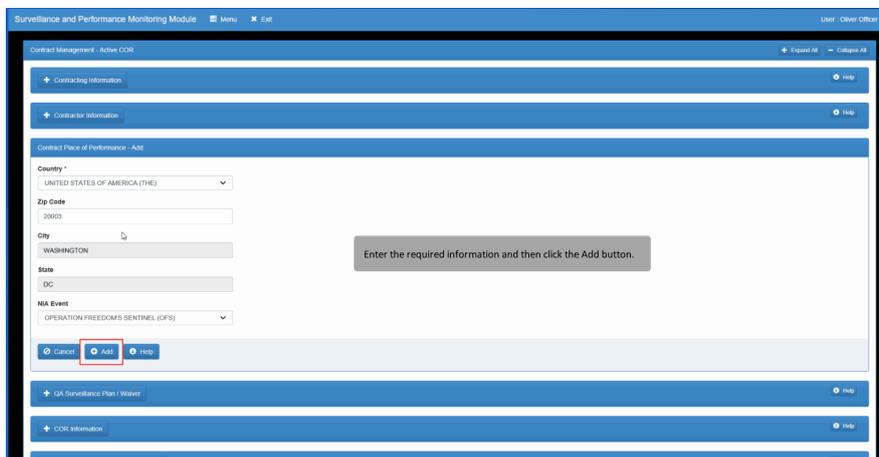
Enter the required information and then click the Add button.

Step 14

To Edit a Contract Place of Performance, click the Edit button.

Step 15

Click the Edit button after you have made your changes.

Step 16

The QA Surveillance Plan and Waiver Section will display the QASP or Waiver information as defined in JAM. A CO or CS for the contract can add additional or Edit QASPs as required.

Step 17

Click the Add QASP button to add a QASP.

Step 18

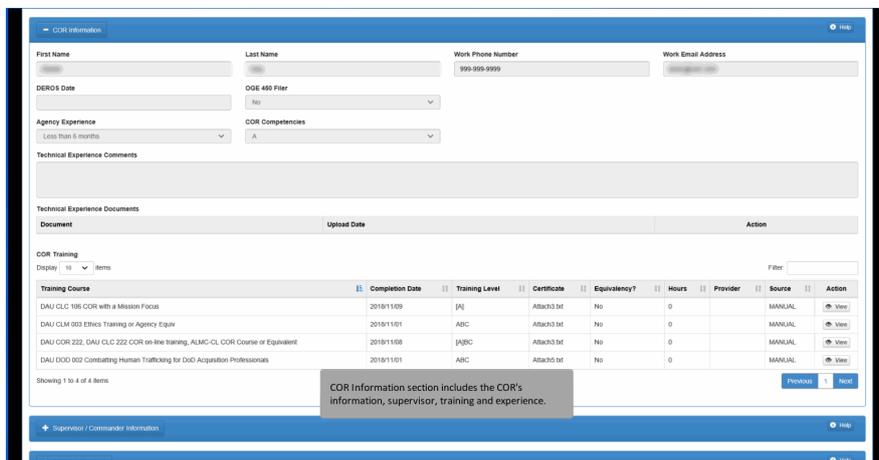Enter the required information and then click the Add button.

Step 19

To Edit a QA Surveillance Plan / Waiver, click the Edit button.
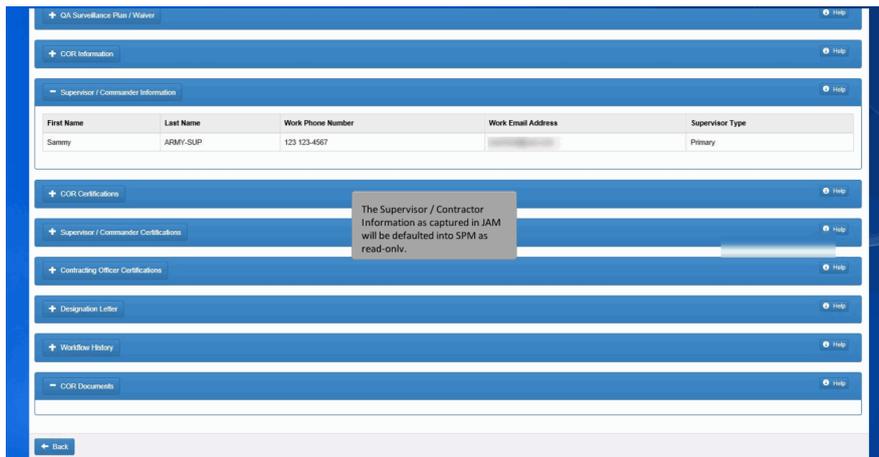
Step 20
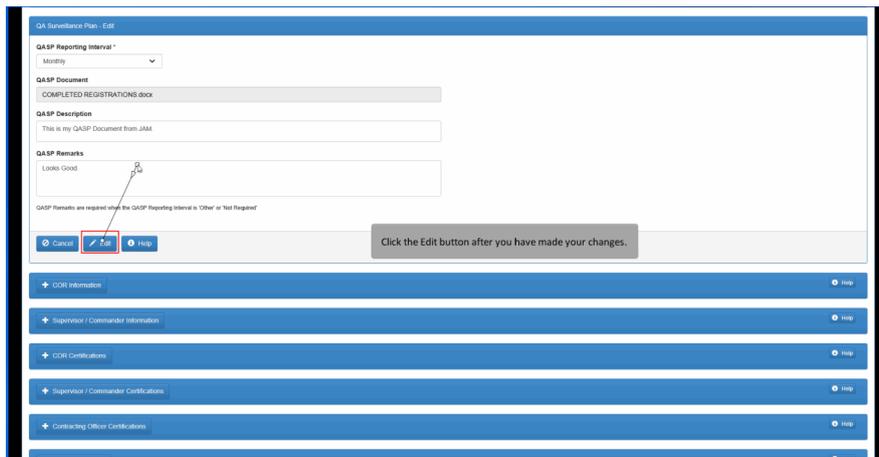
Click the Edit button after you have made your changes.
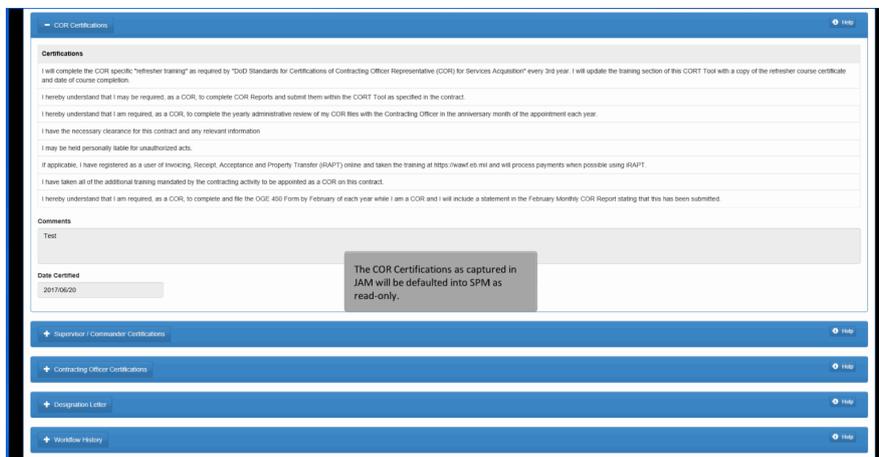
Step 21

COR Information section includes the COR's information, supervisor, training and experience.
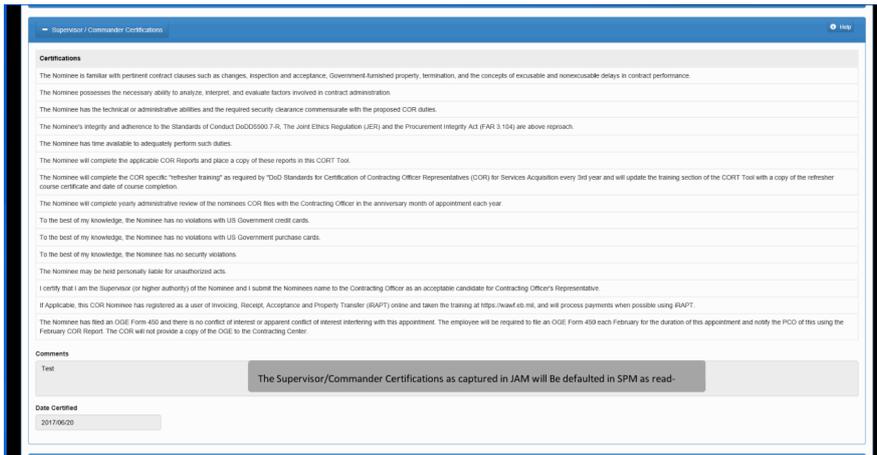
Step 22

The Supervisor / Contractor Information as captured in JAM will be defaulted into SPM as read-only.
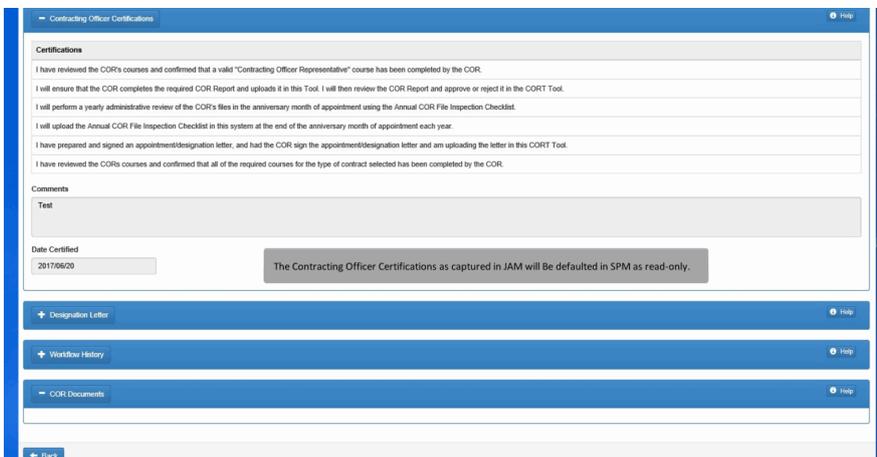
Step 23

The COR Certifications as captured in JAM will be defaulted into SPM as read-only.
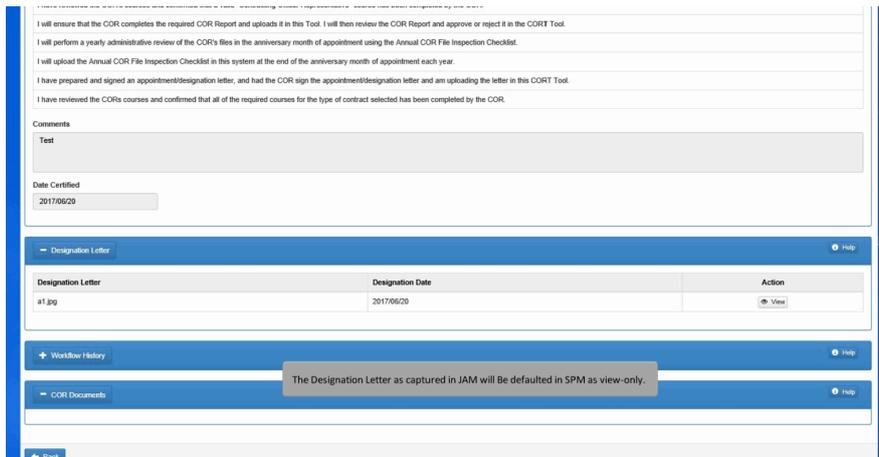
Step 24

The Supervisor/Commander Certifications as captured in JAM will Be defaulted in SPM as read-only.
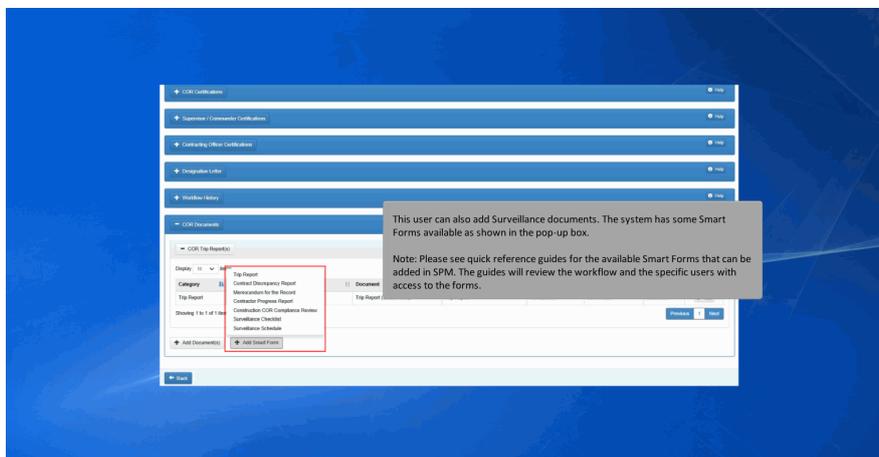
Step 25

The Contracting Officer Certifications as captured in JAM will Be defaulted in SPM as read-only.

Step 26

The Designation Letter as captured in JAM will Be defaulted in SPM as view-only.

Step 27

This user can also add Surveillance documents. The system has some Smart Forms available as shown in the pop-up box.

Note: Please see quick reference guides for the available Smart Forms that can be added in SPM. The guides will review the workflow and the specific users with access to the forms.

Step 28

In this example, the user will add a Correspondence Report Smart Form.
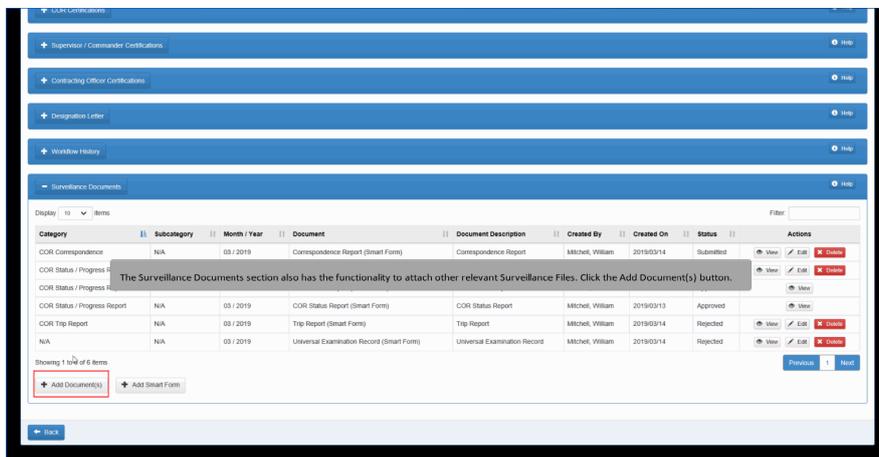
Step 29

Enter the required information and then click the Submit button.

Step 30
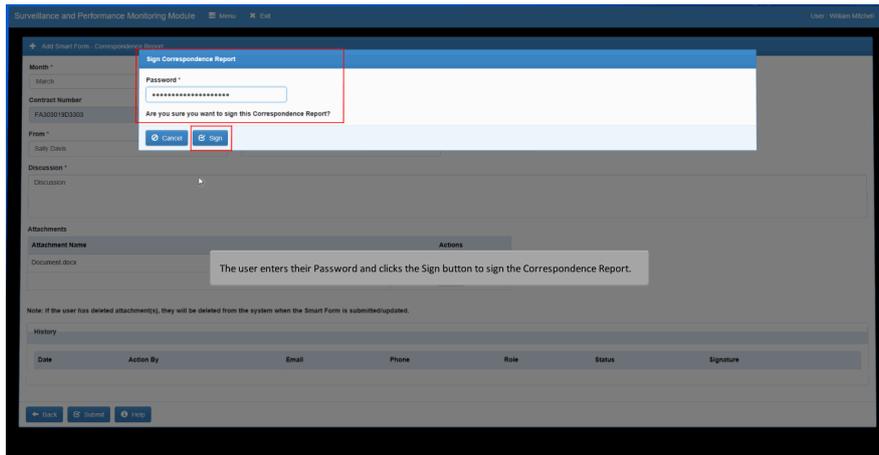
The user enters their Password and clicks the Sign button to sign the Correspondence Report.

Step 31

The Surveillance Documents section also has the functionality to attach other relevant Surveillance Files. Click the Add Document(s) button.

Step 32

The User selects the Document Type and displayed are the available document types.

Step 33

Enter the required information and then click the Upload button.

End
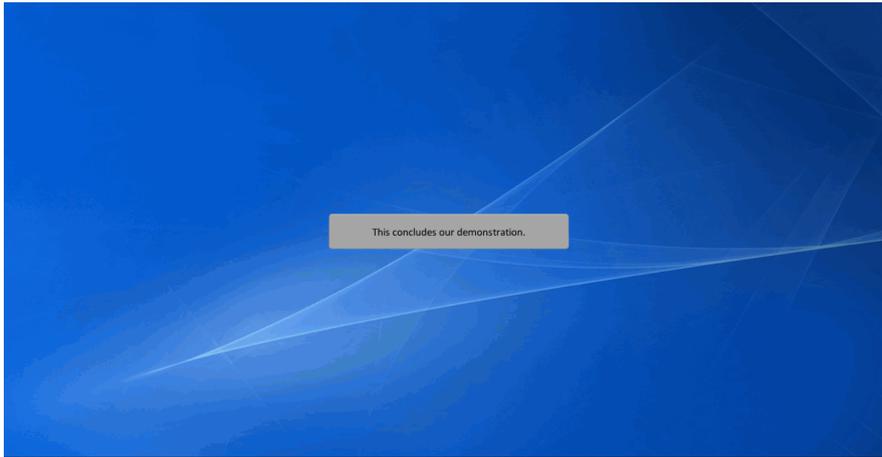
This concludes our demonstration.