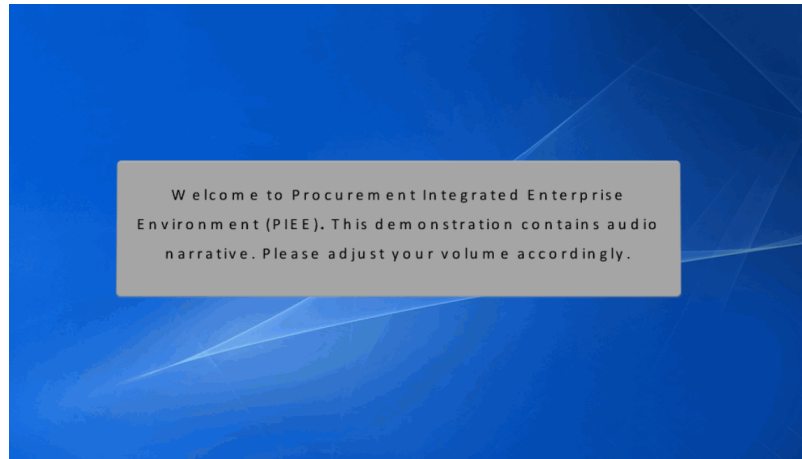
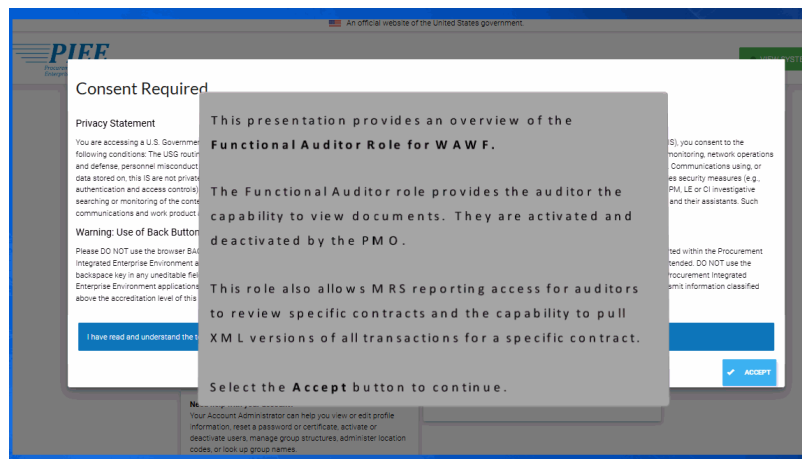


## Intro



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

## Step 1



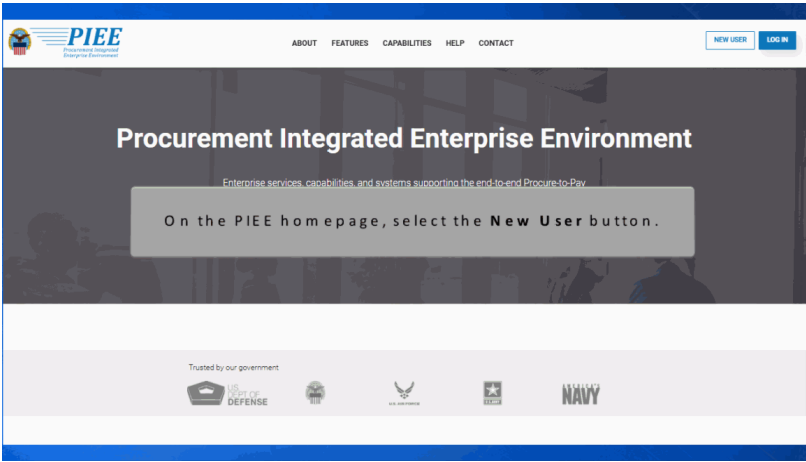
This presentation provides an overview of the Functional Auditor Role for WAWF.

The Functional Auditor role provides the auditor the capability to view documents. They are activated and deactivated by the PMO.

This role also allows MRS reporting access for auditors to review specific contracts and the capability to pull XML versions of all transactions for a specific contract.

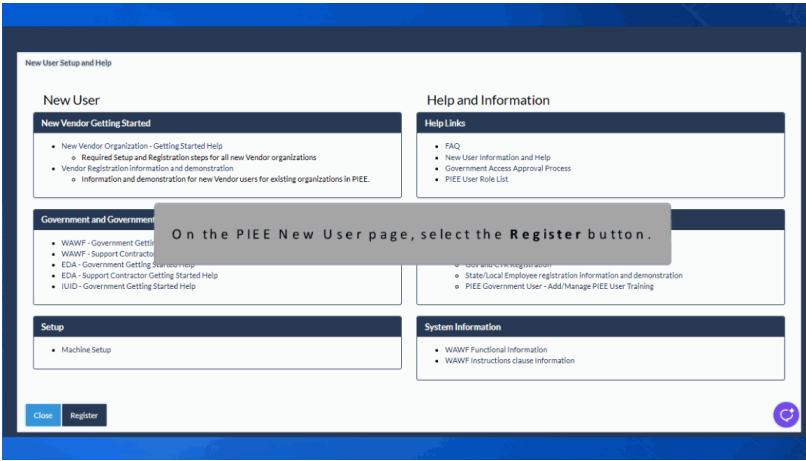
Select the Accept button to continue.

Step 2



On the PIEE homepage, select the New User button.

Step 3



On the PIEE New User page, select the Register button.

Step 4

Privacy Act Statement

AUTHORITY:

Executive Order 10450, 9597, and Public Law 99-474, the Computer Fraud and Abuse Act.

PRINCIPAL PURPOSE:

To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.

ROUTINE USES:

None

DISCLOSURE:

Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

I have read and understand the terms and conditions for use of this website.

✓ Agree

Click the **Agree** button to acknowledge you have read the Privacy Act Statement.

Click the Agree button to acknowledge you have read the Privacy Act Statement.

Step 5

What type of user are you?

Government - DoD

Government - Non-DoD

Government Support Contractor - Supporting DoD Organization

Government Support Contractor - Supporting Non-DoD Organization

Vendor

State/Local Employee

Note: A security clearance is NOT required to access any of the applications in the Procurement Integrated Enterprise Environment.

Previous

Help

Select one of the **Government roles** from the 'What type of user are you?' dropdown.

Select one of the Government roles from the 'What type of user are you?' dropdown.

Step 6

Registration Steps

1. Registration Home

2. Authentication

3. Profile

4. Supervisor / Agency

5. Roles

6. Justification

7. Summary

8. Agreement

Authentication

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

Common Access Card / Personal Identity Verification

Common Access Card / Personal Identity Verification

Software Certificate

User ID / Password

LOG IN WITH CAC / PIV CARD

Get help with CAC / PIV Card Registration?

Previous

Home

Help

Select how you will be accessing the PIEE applications. Choose from Common Access Card and PIN, Software Certificate or User ID and password.

Select how you will be accessing the PIEE applications. Choose from Common Access Card and PIN, Software Certificate or User ID and password.

Step 7

Registration Steps

1. Registration Home

2. Authentication

3. Profile

4. Supervisor / Agency

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

rdg\_FunctionalAuditor

Password

\*\*\*\*\*

Password Confirmation

\*\*\*\*\*

CAPTCHA Image

924139

924139

Enter in text in image above.

User ID Rules

- Minimum 8 Characters
- May Contain ONLY the following special characters - ! @ \$ % ^ & \* \_
- May NOT contain spaces
- Must not already be registered in the Procurement Integrated Enterprise Environment.

Audio

Refresh

Next

Previous

Home

Help

Enter required information and input the CAPTCHA. Then click the Next button.

Step 8

The screenshot shows the 'Security Questions' registration step. On the left is a 'Registration Steps' sidebar with items 1 through 9, where '3. Security Questions' is highlighted. The main area is titled 'Security Questions' and contains a warning: 'WARNING: We suggest picking unique security questions/answers which cannot be looked up via the following means: Answers might be obtained via googling, blogs, personal websites, genealogy charts, online social networks (Facebook, myspace, etc.), high school website, picture sites (Flickr, photobucket, shutterfly), online phone books, reverse phone look-ups, and other online resources.' Below this are three question sets, each with a dropdown menu for the question and input fields for the answer and its confirmation. All three questions are 'Where is your high school located?'. At the bottom are 'Next', 'Previous', and 'Help' buttons. A grey callout box on the right says 'Create 3 security questions and select the Next button.' A small 'is required' icon is visible in the bottom right corner.

Create 3 security questions and select the Next button.

Step 9

The screenshot shows the 'User Profile' registration step. The 'Registration Steps' sidebar on the left highlights '4. Profile'. The main form area is titled 'User Profile' and contains various fields: 'First Name', 'Middle Name', 'Last Name', and 'Suffix'; 'Home Organization DoDAAC/FEDAAC' (with an information icon), 'Organization', 'Job Series' (with a 'Please Select' dropdown), 'Job Title', and 'Grade/Rank'; 'Email' and 'Confirm Email'; 'Cyber Awareness Training Date' (with a 'YYYYMMDD' placeholder); 'Commercial Telephone', 'Extension', 'Intl Country Code and Phone', 'Mobile Telephone', and 'DSN Telephone'; 'Citizenship' (with a 'US' dropdown), and 'Designation' (with a 'Please Select' dropdown). At the bottom are 'Next', 'Previous', 'Save Registration', and 'Help' buttons. A grey callout box on the right says 'Enter required information on the User Profile page and click the Next button.' A small 'is required' icon is visible in the bottom right corner.

Enter required information on the User Profile page and click the Next button.

## Step 10

The screenshot shows the 'Additional Profile Information' form. On the left is a 'Registration Steps' sidebar with steps 1 through 9. The main form area has three sections: 'Supervisor Information' with fields for First Name, Last Name, Job Title, Email, Confirmation Email, CDR Telephone, Phone, Extension, and Int Country Code and Phone; 'Alternate Supervisor Information (Optional)' with similar fields; and 'Agency Information' with fields for Agency Name, Address, City, State, and Organization. At the bottom are 'Previous', 'Next', and 'Cancel' buttons. A grey callout box with the text 'Finish entering Additional Profile Information and click the Next button.' is overlaid on the right side of the form.

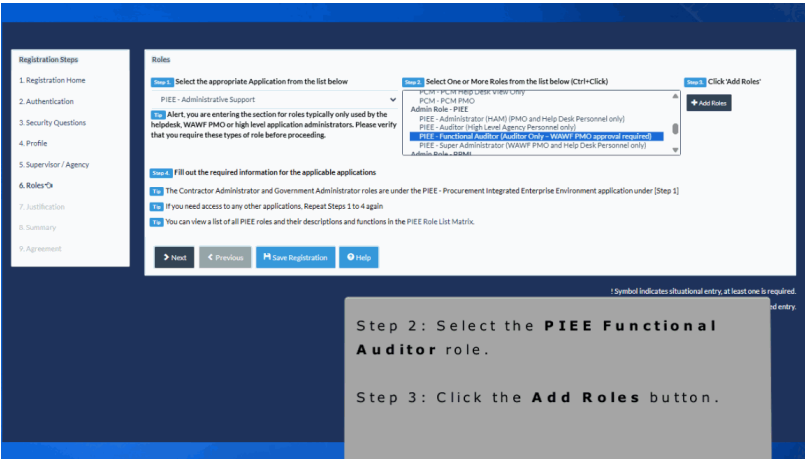
Finish entering Additional Profile Information and click the Next button.

## Step 11

The screenshot shows the 'Roles' page. On the left is the same 'Registration Steps' sidebar. The main area is titled 'Roles' and contains two columns of role names. The first column is titled 'Select the appropriate Application from the list below' and lists roles like eMIPR, FedMail, GFP, IJUD Registry, JAM, MDO, MRS, PARROT, PC, PCM, POREP, and PIEE - Administrative Support. The second column is titled 'Select One or More Roles from the list below (Ctrl+Click)' and contains a message 'Please select an application.' A grey callout box with the text 'Step 1: On the roles page, select the PIEE Administrative Support role.' is overlaid on the right side of the page.

Step 1: On the roles page, select the PIEE Administrative Support role.

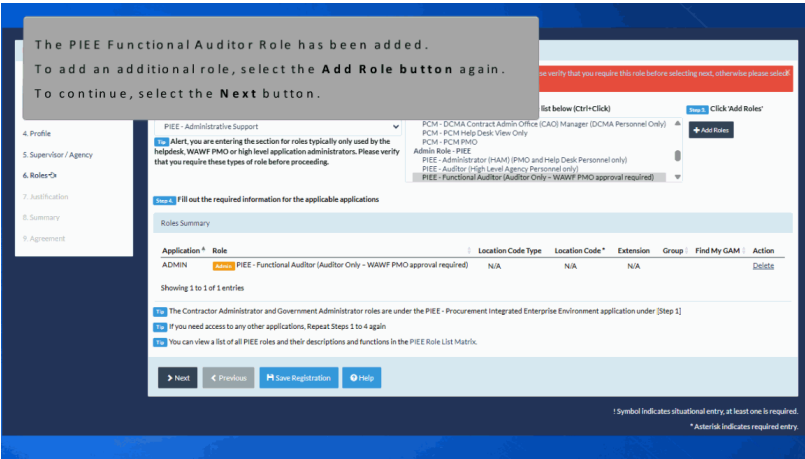
Step 12



Step 2: Select the PIEE Functional Auditor role.

Step 3: Click the Add Roles button.

Step 13



The PIEE Functional Auditor Role has been added.  
To add an additional role, select the Add Role button again.  
To continue, select the Next button.

Step 14

Registration Steps

1. Registration Home

2. Authentication

3. Security Questions

4. Profile

5. Supervisor / Agency

6. Roles

7. Justification

8. Summary

9. Agreement

Justification / Attachments

Provide Justification for access and upload any necessary attachments.

Justification \*

Justification

Attachments

Upload

Warning

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

Next

Previous

Help

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

\* Asterisk indicates required entry.

Enter a Justification and click the Next button.

Enter a Justification and click the Next button.

Step 15

Registration Steps

1. Registration Home

2. Authentication

3. Security Questions

4. Profile

5. Supervisor / Agency

6. Roles

7. Justification

8. Summary

9. Agreement

Agreement

Statement of Accountability Agreement

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.  
(Standard Mandatory Notice & Consent Provision For All DoD Information System User Agreements 9 May 2006)  
Security and Privacy Rules of Behavior (SRB) / Acceptable Use Policy (AUP) 14 Jan 2010.  
The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.  
At any time, the U.S. Government may inspect and archive data stored on this information system.  
Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government authorized purpose.  
This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests—not for your personal benefit or privacy.  
Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personnel representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential as further explained below.  
Nothing in the User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network.

By signing below, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

Signature Date

2025-04/24

Government Organization \*

SOS12A

Signature

Previous

Help

On the Statement of Accountability Agreement, the Government Organization code is pre-loaded. Click the Signature button to agree.

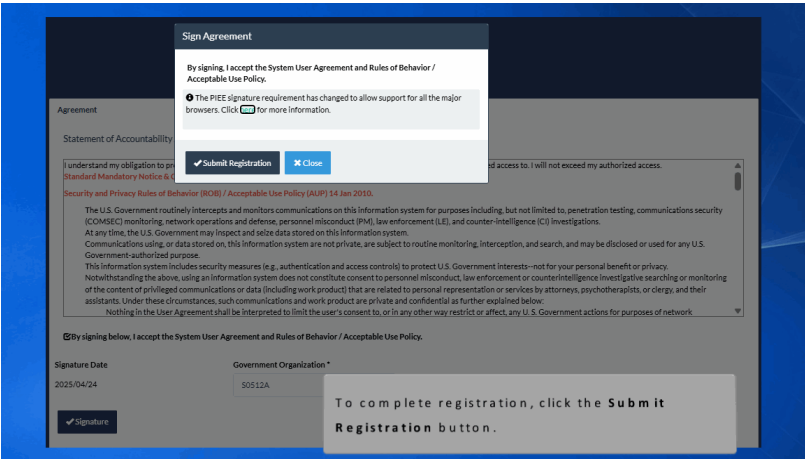
On the Statement of Accountability Agreement, the Government Organization code is pre-loaded. Click the Signature button to agree.

Built with Tanida Demo Builder

[www.demo-builder.com](http://www.demo-builder.com)

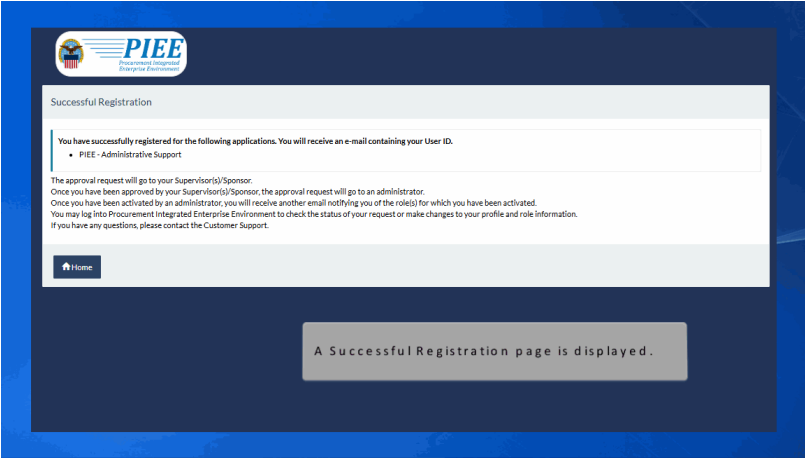


Step 16



To complete registration, click the Submit Registration button.

Step 17



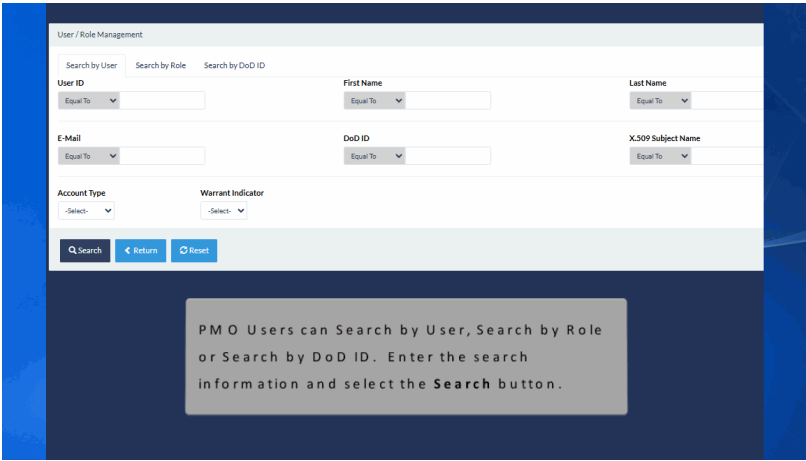
A Successful Registration page is displayed.

Step 18



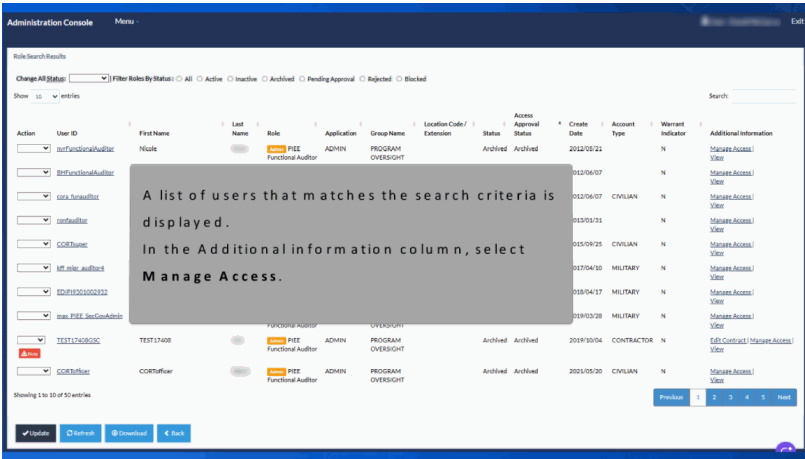
Log in as a PMO user. On the Administration Console page, select the User/Role Management link.

Step 19



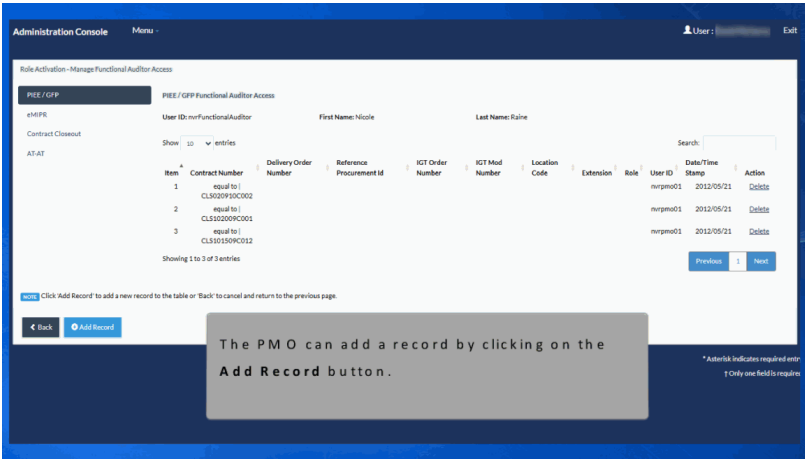
PMO Users can Search by User, Search by Role or Search by DoD ID. Enter the search information and select the Search button.

Step 20



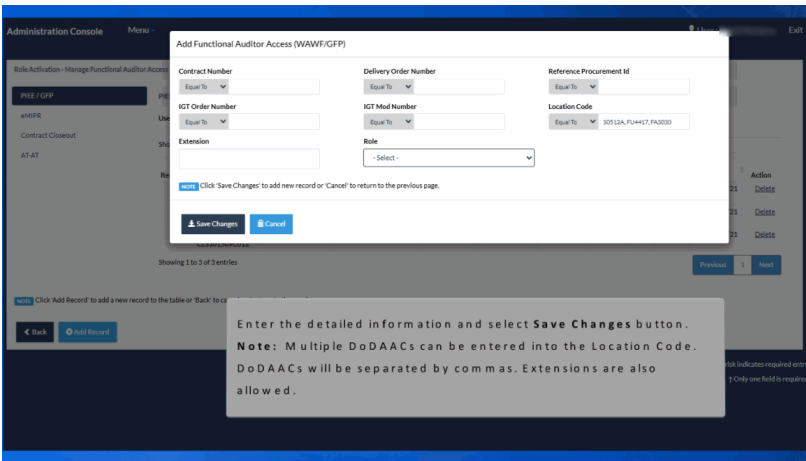
A list of users that matches the search criteria is displayed.  
In the Additional information column, select Manage Access.

Step 21



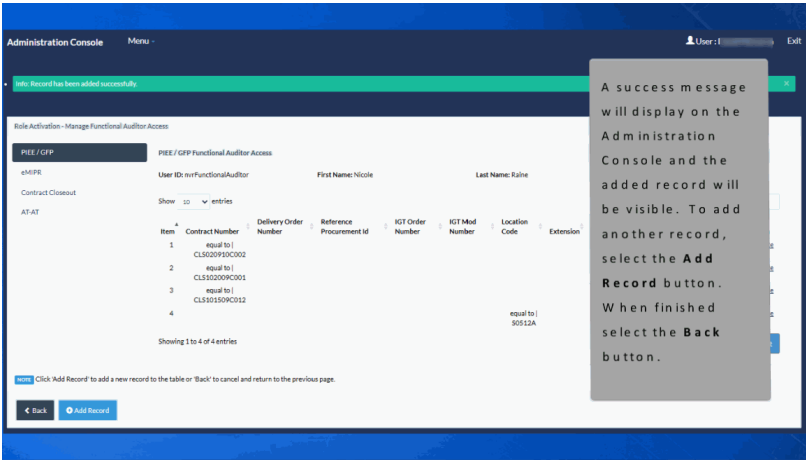
The PMO can add a record by clicking on the Add Record button.

Step 22



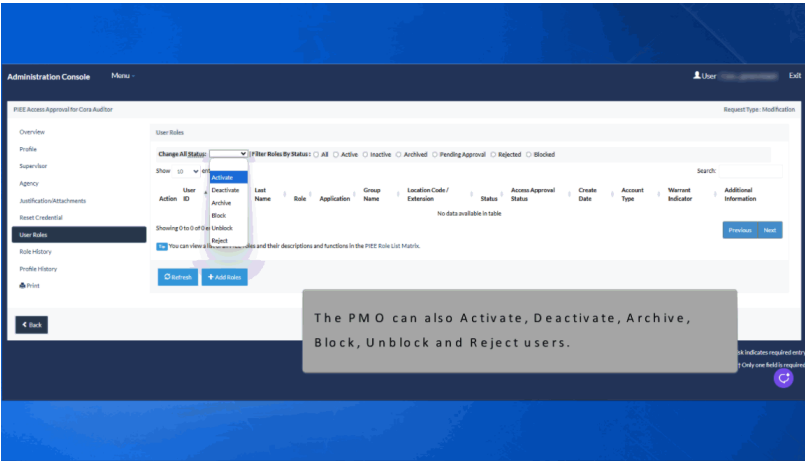
Enter the detailed information and select Save Changes button.  
Note: Multiple DoDAACs can be entered into the Location Code. DoDAACs will be separated by commas. Extensions are also allowed.

Step 23



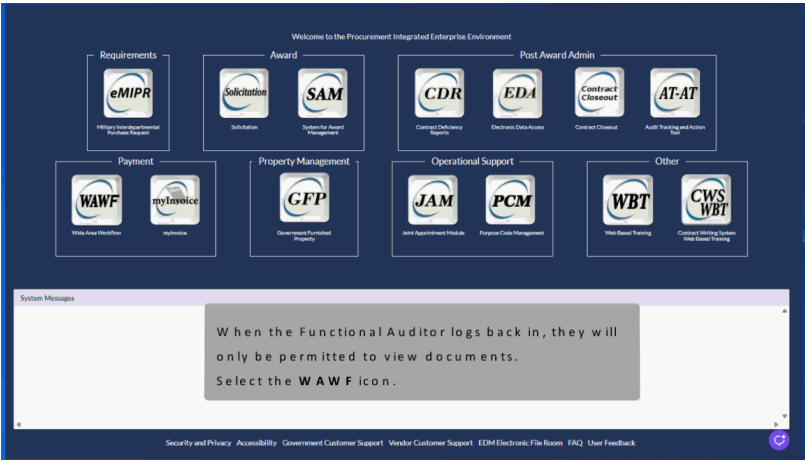
A success message will display on the Administration Console and the added record will be visible. To add another record, select the Add Record button. When finished select the Back button.

Step 24



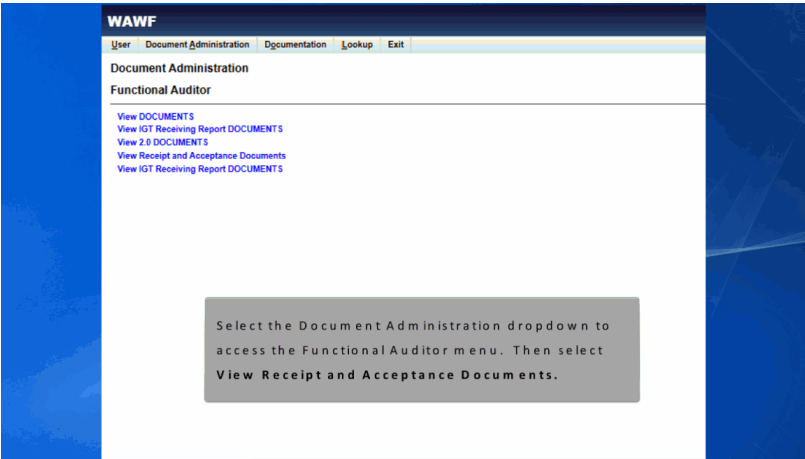
The PMO can also Activate, Deactivate, Archive, Block, Unblock and Reject users.

Step 25



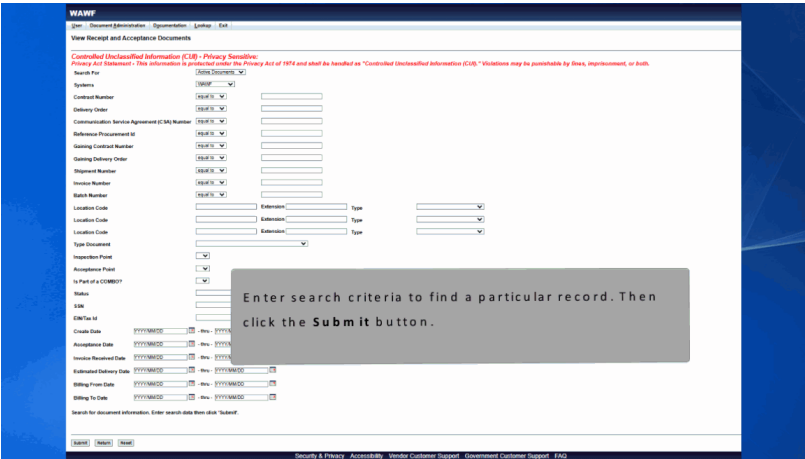
When the Functional Auditor logs back in, they will only be permitted to view documents. Select the WAWF icon.

Step 26



Select the Document Administration dropdown to access the Functional Auditor menu. Then select View Receipt and Acceptance Documents.

Step 27



Enter search criteria to find a particular record. Then click the Submit button.

Step 28

Document - Exit

View Receipt and Acceptance Documents - Selection

Item	System Name	Reference Procurement Id	Contract Number A	Delivery Order	Gaining Contract	Gaining Delivery	Shipment Number	Invoice Number	COMBO Ind	Inspect Point	Accept Point	Document Type	Document Sub Type	Status	Actions
1	WAWF		0060773322				1111			D	D	Receiving Report		Extracted	<a href="#">View</a>
2	WAWF	RPIN000000000000123	01234567890123	WBT1			SH11504	INV1355				Invoice		Extracted	<a href="#">View</a>
3	WAWF	RPIN000000000000123	01234567890123	WBT1			SH11408	INV1408				Invoice		Extracted	<a href="#">View</a>
4	WAWF		01JAGG03GER11	1545			ROCC001			S	S	Corrected Receiving Report		Correction Required	<a href="#">View</a>
5	WAWF		01JAGG10GER11	1059			ROCC001	ROCC001	Y	S	D	Reparables Receiving Report		Inspected	<a href="#">View</a>
6	WAWF		01JAGG10GER11	1141			ROCC001	ROCC001	Y	S	D	Reparables Receiving Report		Accepted	<a href="#">View</a>
7	WAWF	0326CP875						00011B				Invoice FP		Extracted	<a href="#">View</a>
8	WAWF	0326CP875						0111B				NPI Voucher		Extracted	<a href="#">View</a>
9	WAWF													Extracted	<a href="#">View</a>
10	WAWF													Extracted	<a href="#">View</a>

10 Results

65888 items found, displaying 1 - 10

Find Prev 01 02 03 04 05 06 07

Return

The View Receipt and Acceptance Documents Selection page is displayed with only those documents that match criteria specified by the PMO. To view the document, click on the View link in the Actions column.

Step 29

WAWF

UserDocument AdministrationDocumentationLookupExit

Document Administration

Functional Auditor

[View DOCUMENTS](#)  
[View IGT Receiving Report DOCUMENTS](#)  
[View 2.0 DOCUMENTS](#)  
[View Receipt and Acceptance Documents](#)  
[View IGT Receiving Report DOCUMENTS](#)

The additional documentation available to the Functional Auditor in view only format are View IGT Receiving Report Documents and View 2.0 Documents. The search process for all documentation is similar to the search process for View Receipt and Acceptance Documents.

The additional documentation available to the Functional Auditor in view only format are View IGT Receiving Report Documents and View 2.0 Documents. The search process for all documentation is similar to the search process for View Receipt and Acceptance Documents.

End



This concludes the demonstration.