5.12.2 PIEE Procurement Integrated Enterprise Environment

PIEE User Guide

Procurement Integrated Enterprise Environment

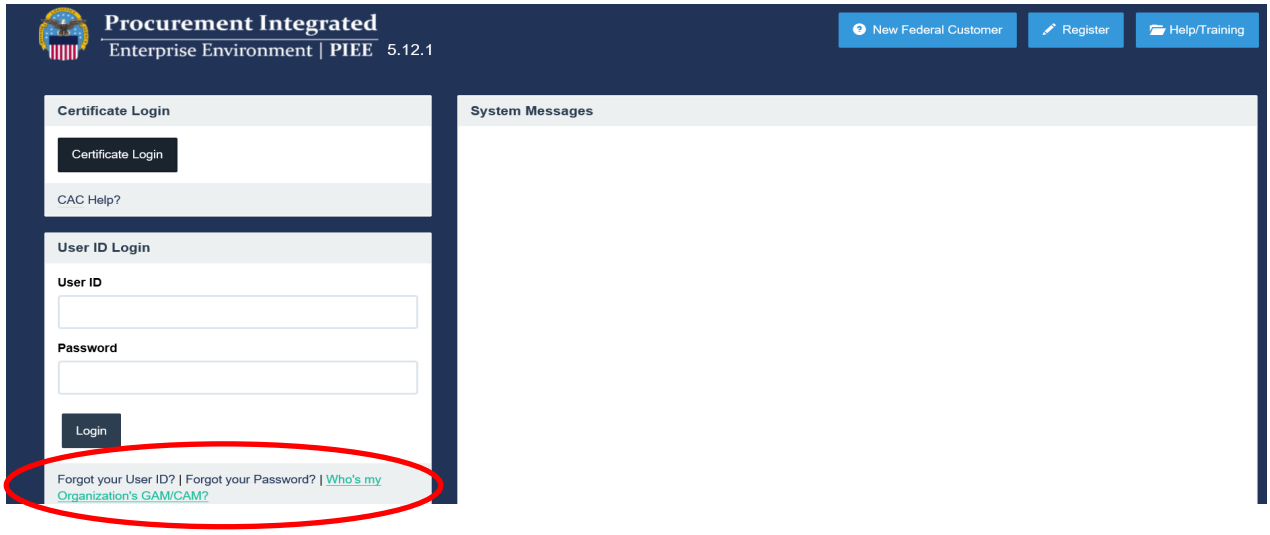
PIEE User Guide

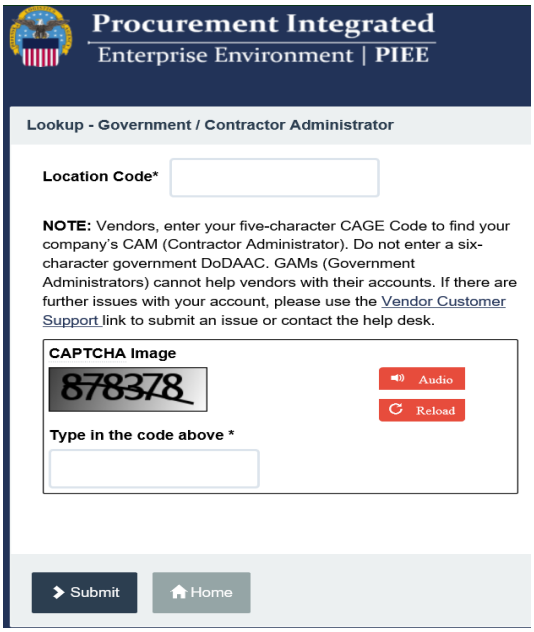
Go to Procurement Integrated Enterprise Environment at https://wawf.eb.mil/ and accept the consent banner.

New users will need to register, click on the register button in the top left hand corner, read the statement and click "**Agree**".

Before registering as a user you first need to check that your organization is registered as a Group and who is nominated as your CAM/GAM (Administrator).

Click on "Who's my Organization's GAM/CAM? as shown below.



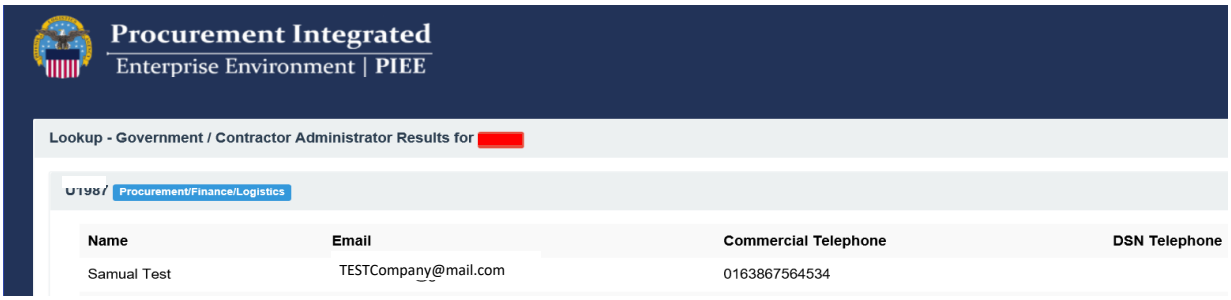


This will open up the screen (left). Enter your location code, this will be your organization's NCAGE code. Make a note of your NCAGE below for reference.

NCAGE _____

Enter the CAPTCHA Image as requested.

If your organizations CAM/GAM details are displayed as illustrated below, you will now be able to register as a user, proceed to Page 4.



If no details are displayed you will need first need to register your company as a Vendor **Group**, details below.

Registering your company as a Vendor Group

To establish a vendor group for a NCAGE Code, you may either call the Customer Support Center 001-866-618-5988 (USA number) or send an email to DISA Ogden. Phone requests will be activated immediately, e-mailed requests will be processed within 48 business hours after receipt.

To register as a group via an e-mail, start new message, copy and paste the subject line.

E-mail subject line: **PIEE Procurement Integrated Enterprise Environment CAGE Code Activation**

Message body— Copy and paste below then fill in the blanks.

Ogden Support: Please Activate the following NCAGE Code(s) in PIEE

1. NAGE Code(s): *(enter NCAGE code)*
2. EB POC's Name: ***(This must be the Electronic Business POC entered in your SAM registration)***
3. EB POC's Email: *(As above)*
4. EB POC's Phone Number: *(As above)*

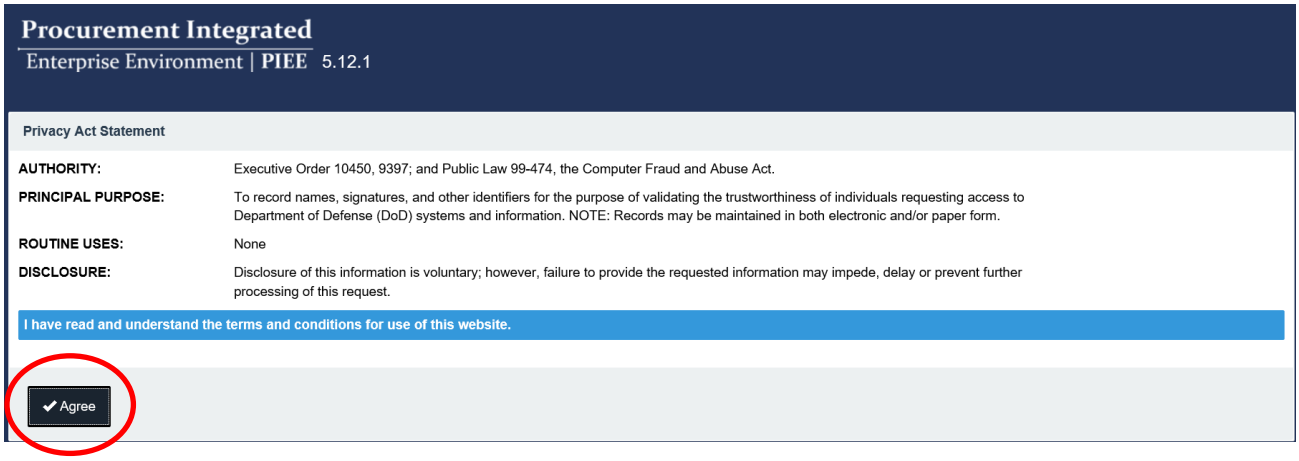
Send this e-mail to the following e-mail address:

disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil

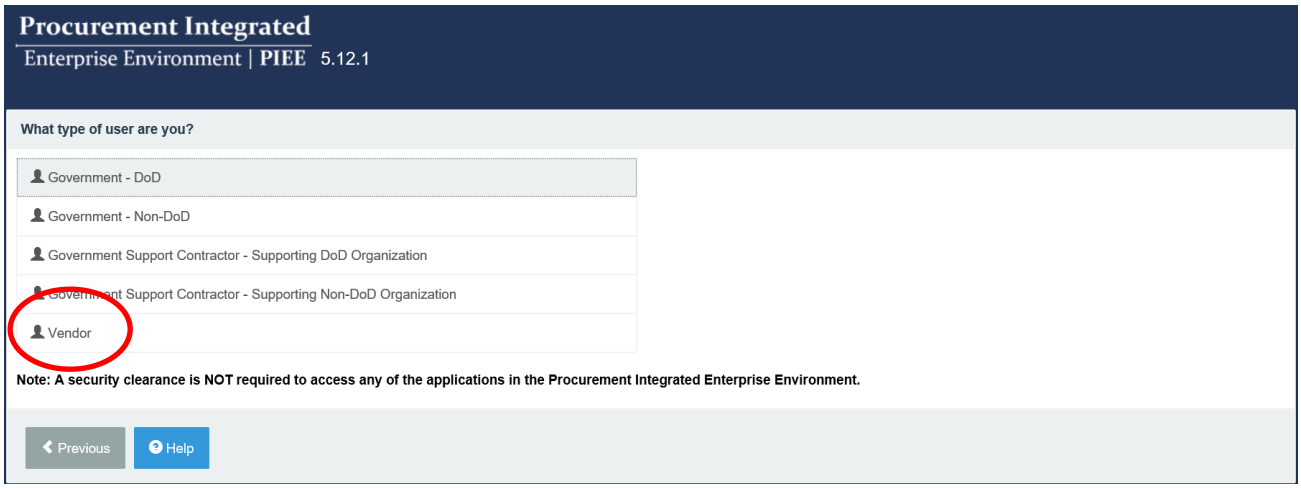
Setting up your CAM (Contract Administrator)

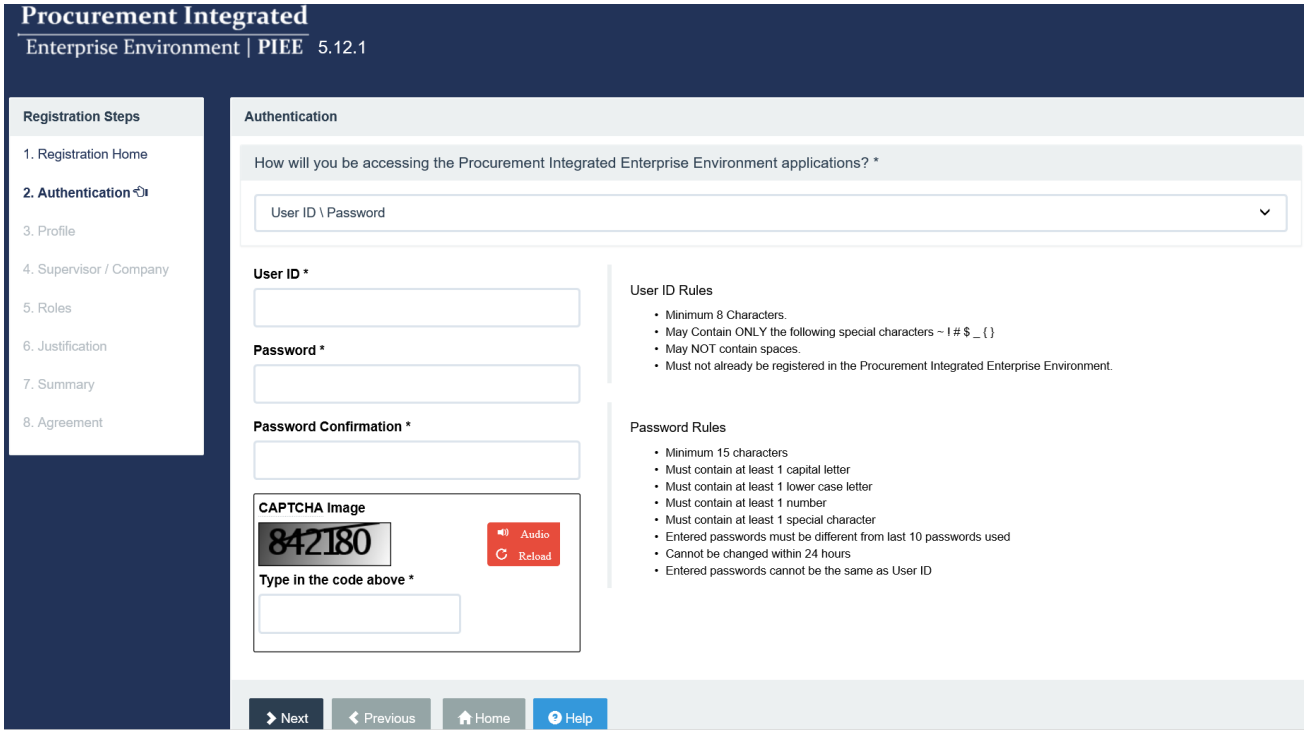
Return to the PIEE home page and click on "**Register**" in the top left hand corner.

Read the Privacy Act Statement and to proceed click on "**Agree**"



From the next screen select "**Vendor".**





Leave the Default setting in the first box—**User ID/Password**

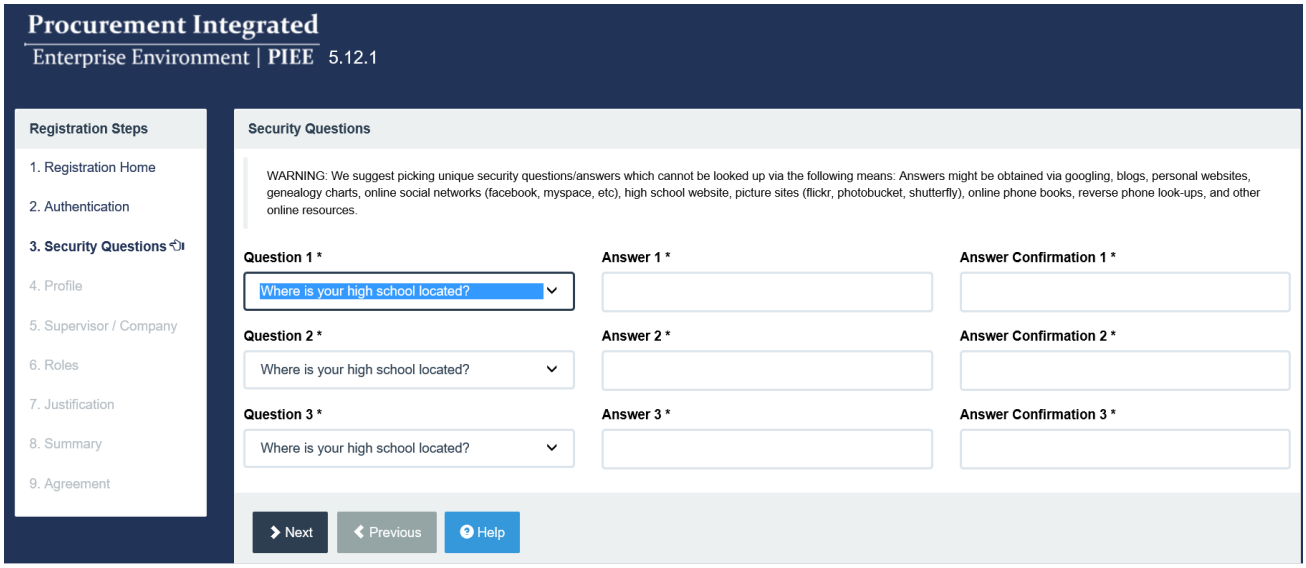
Create a User ID, following the guidance and make a note of it below:

User ID _____

Create a password, following the guidance, again make a note of this below:

Password _____

Enter the CAPTCHA Image and click **"Next"**



Choose three security questions, make a note of the questions and the answers below:

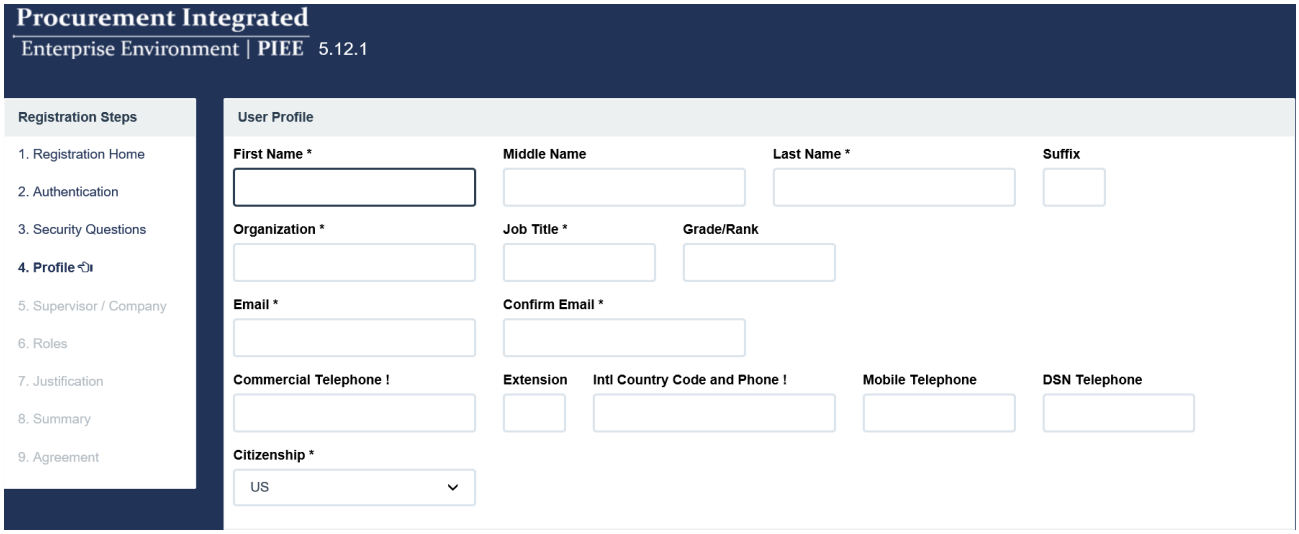
Question 1: _____ Answer 1: _____

Question 2: _____ Answer 2: _____

Question 3: _____ Answer 3: _____

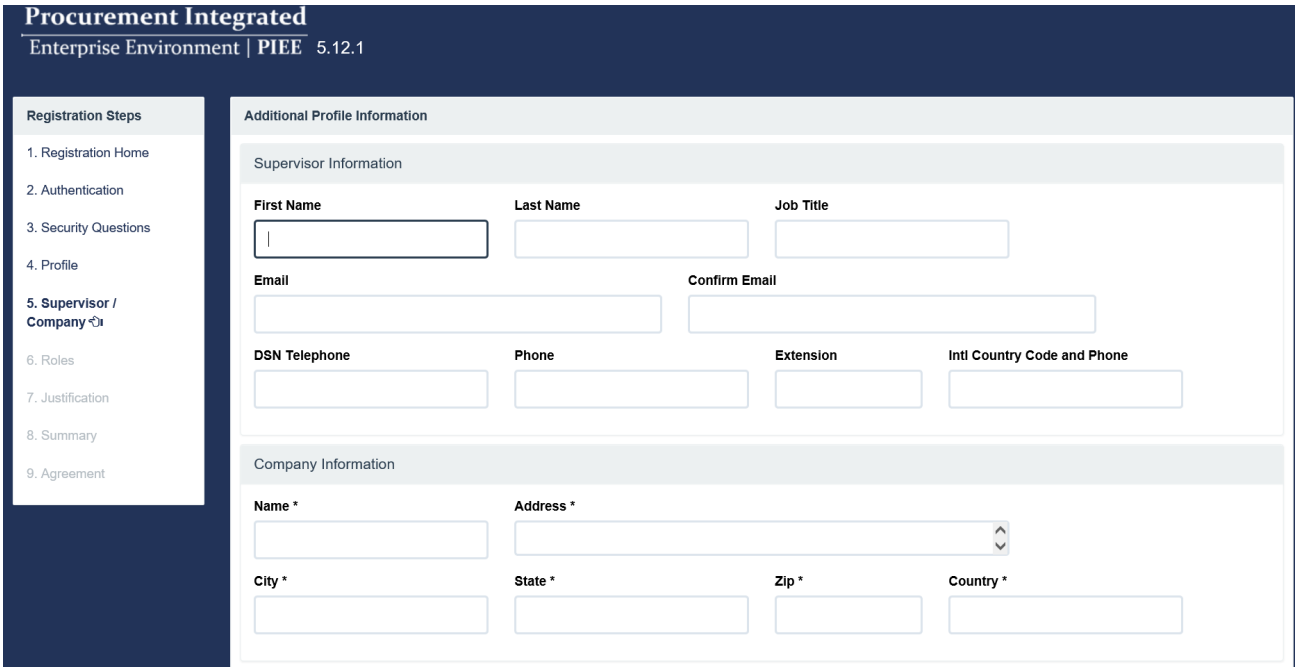
Click **"Next"**

Complete all the fields marked * and insert a Commercial Telephone Number.
For Citizenship select **"Other"**



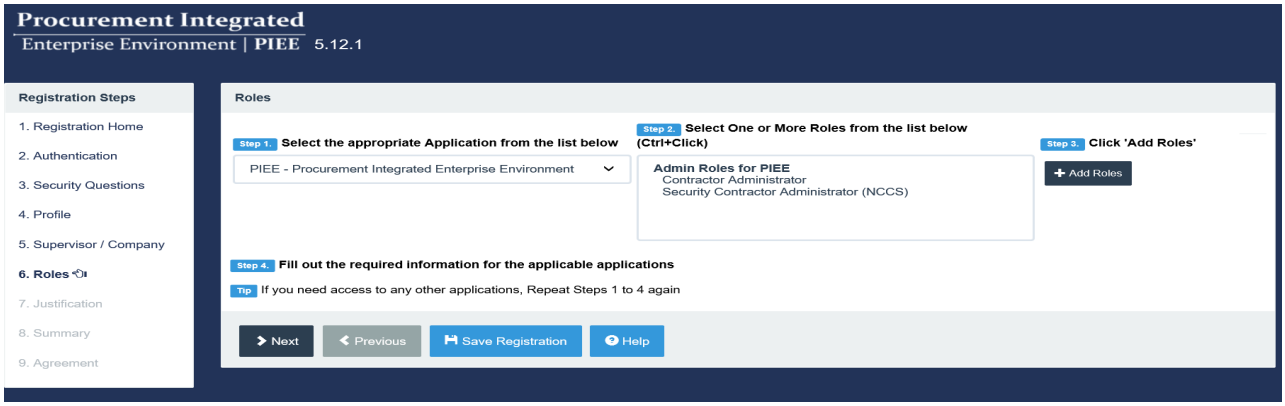
On the next page complete all the fields marked * relating to your company information, it is not mandatory to complete the Supervisor Information, this can be left blank.

Once completed select **"Next".**



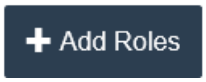
STEP 1

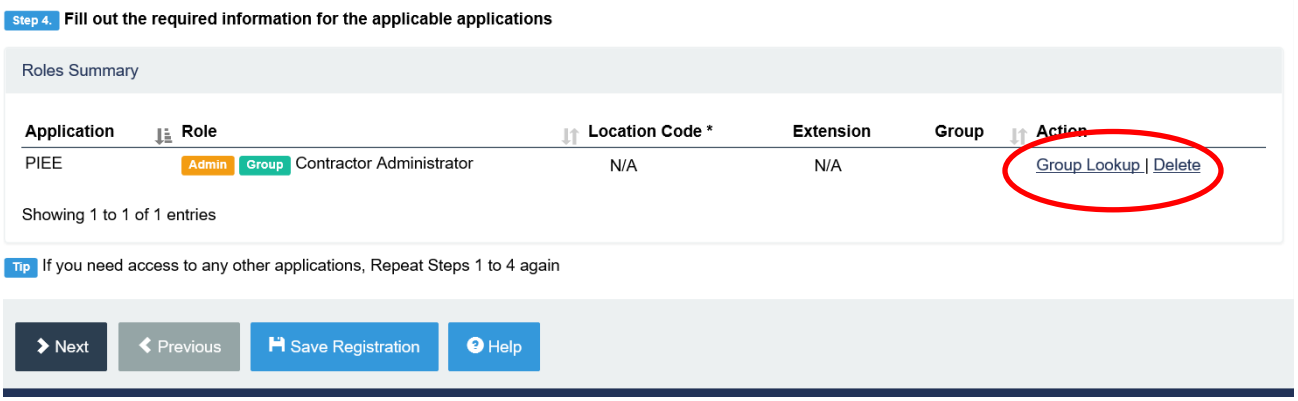
From the drop down box select **PIEE—Procurement Integrated Enterprise Environment**.



STEP 2

Select **Contract Administrator** and click on the **+Add Roles** box.

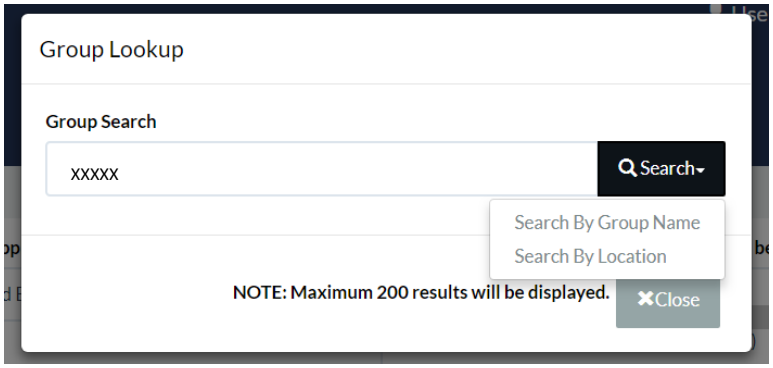




STEP 4

Click on **Group Lookup** (circled above) this will open a new dialogue box, see next page.

The Group Lookup box will open, in this box enter your NCAGE number (shown as XXXX) and click on "**Search By Group Name**"



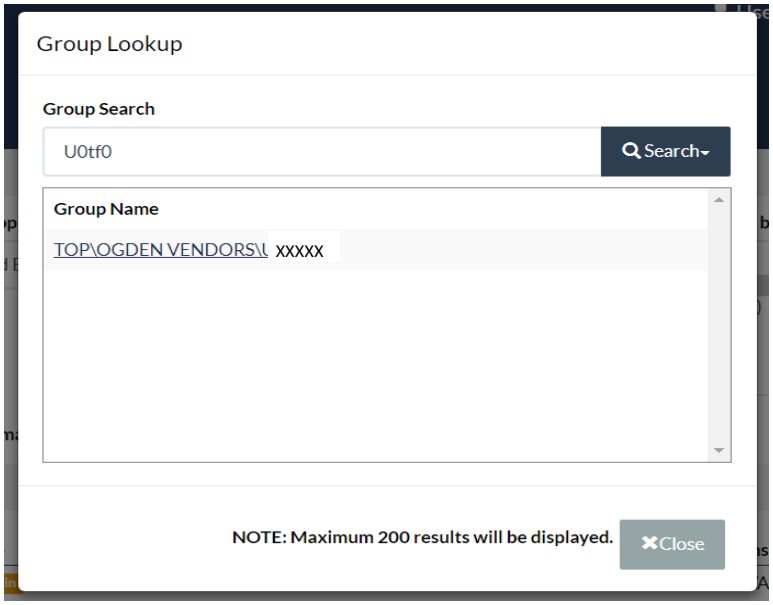
Under Group Name you will see

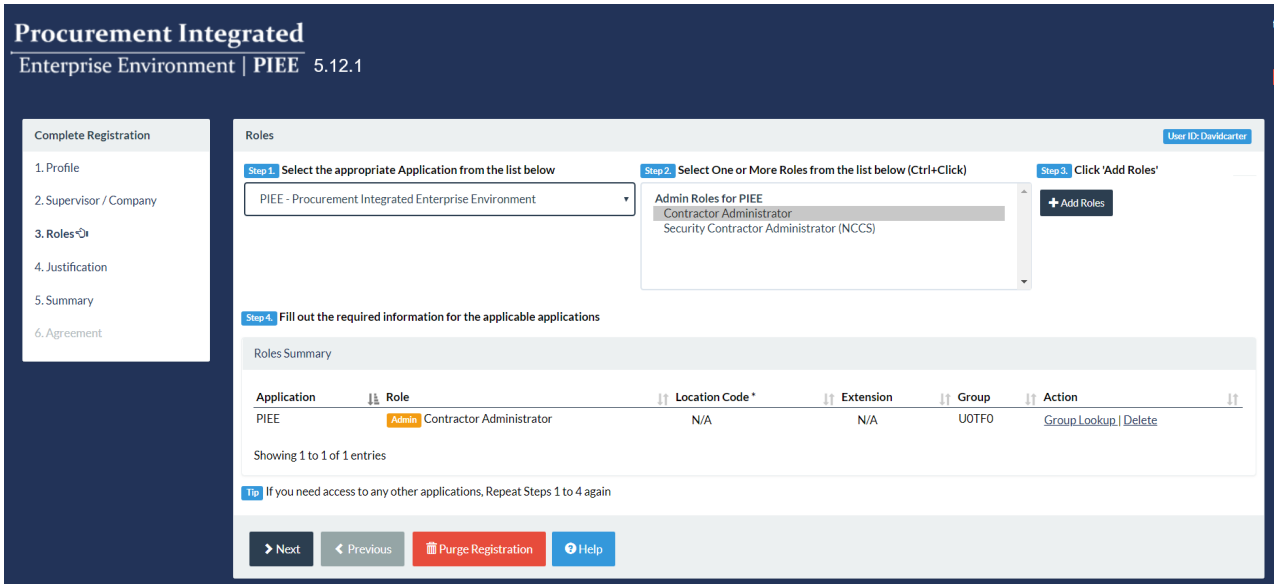
TOP\OGDENVENDORS\XXXXX

The XXXXX will show your NCAGE number.

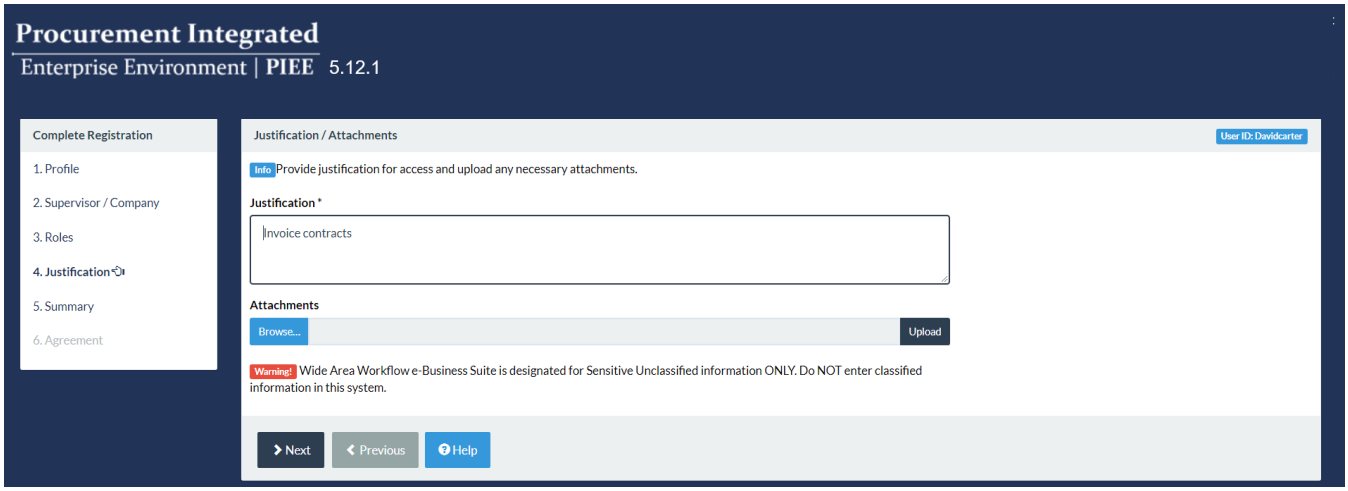
Click on **XClose** and you will see the entry below with your NCAGE number shown under the Group header.

If this looks correct select "**Next**"

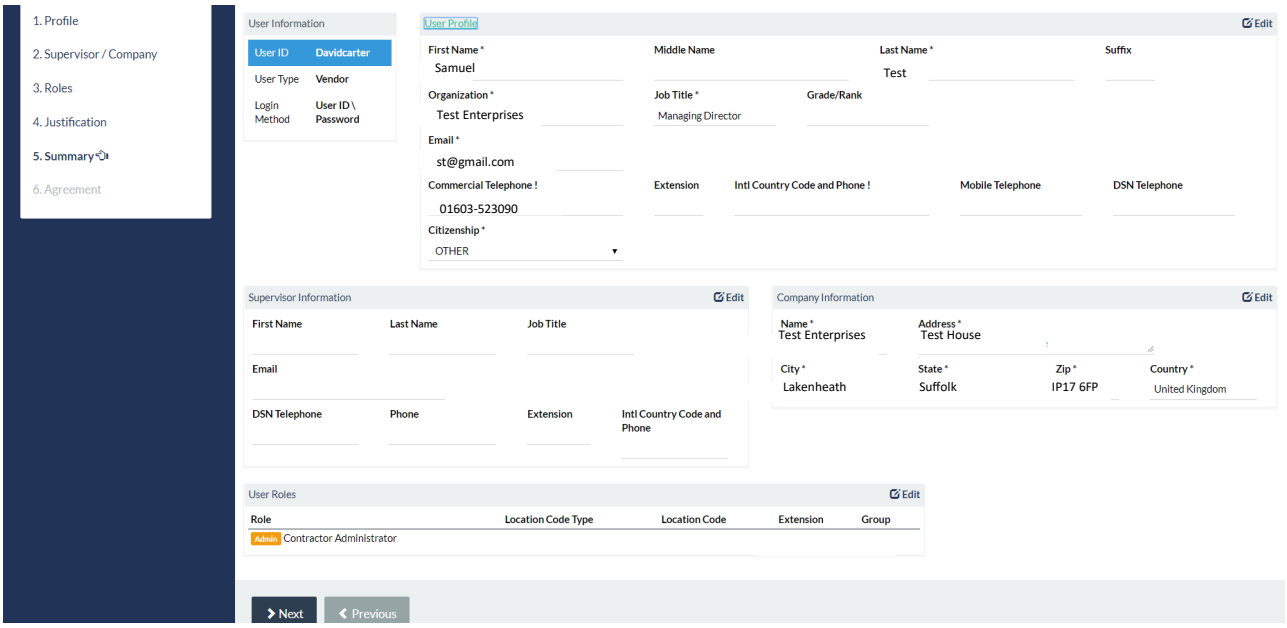




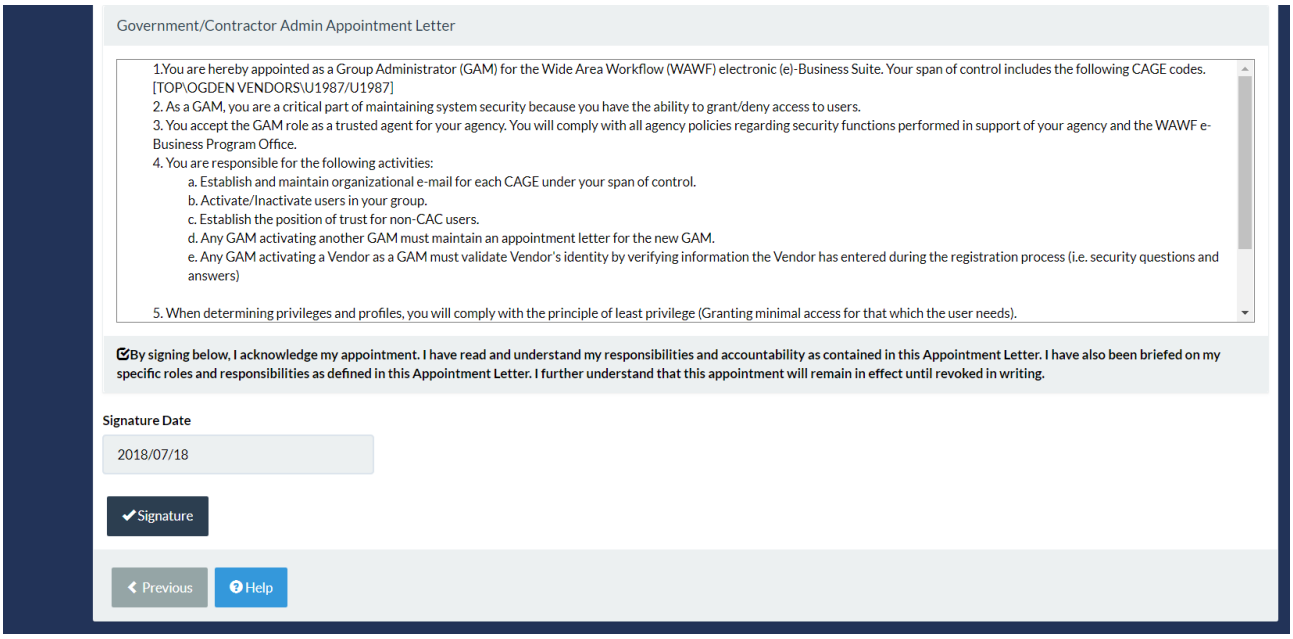
In the justification box enter, “Invoice Contracts” select “**Next**”



Check the details below are correct and select “**Next**”

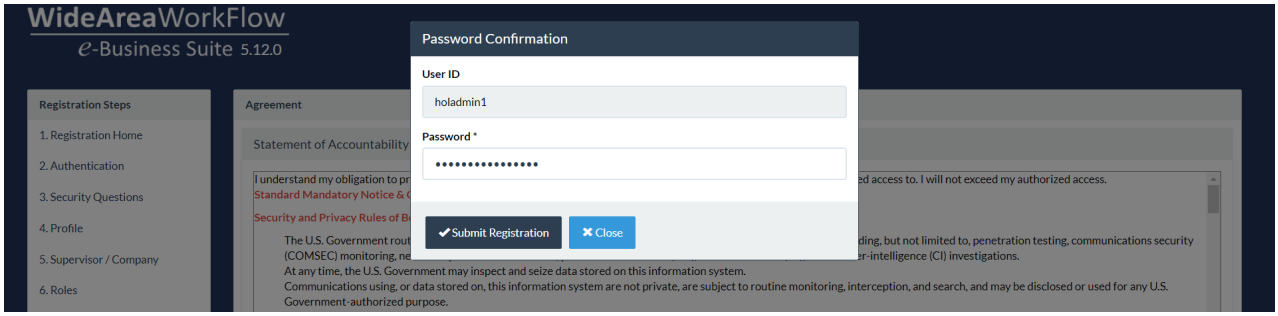


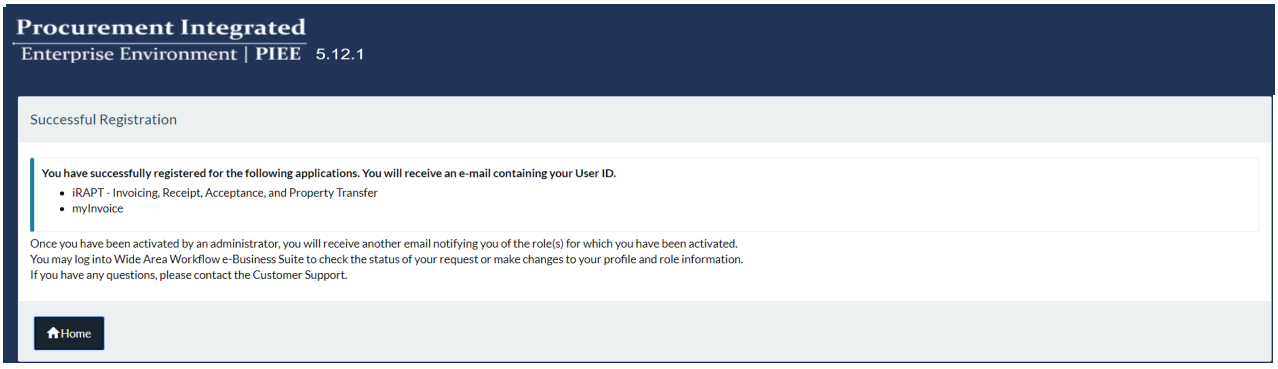
The next page is the Agreement, scroll down and click in the signature box at the bottom.



A pop up box will ask you for your password, enter this click on "**Submit Registration**"

You will then see the Successful Registration box and you then need to wait for approval which will be e-mailed to you.





Registering as a Vendor

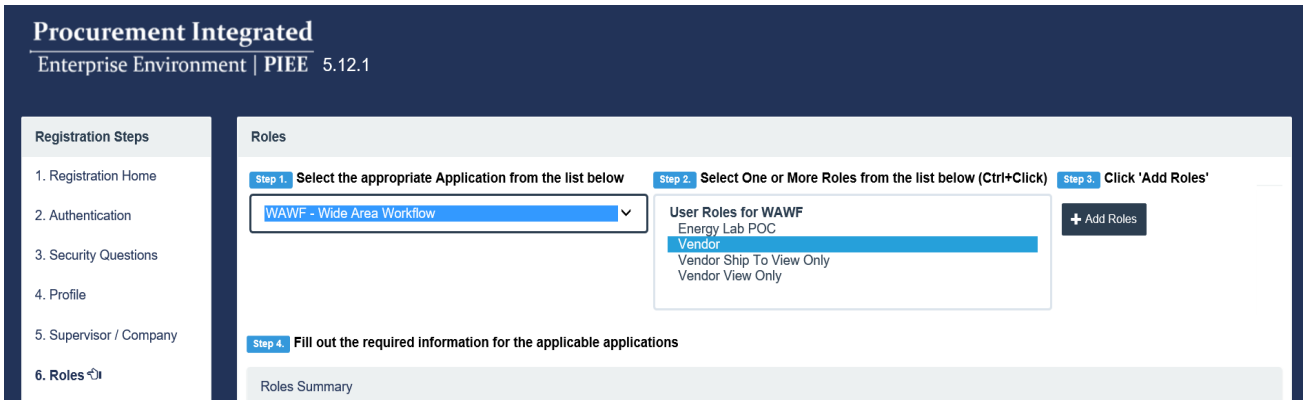
If you are a CAM you may wish to add another staff member to your existing account.

New registrations follow the steps shown on Pages 4, 5 & 6

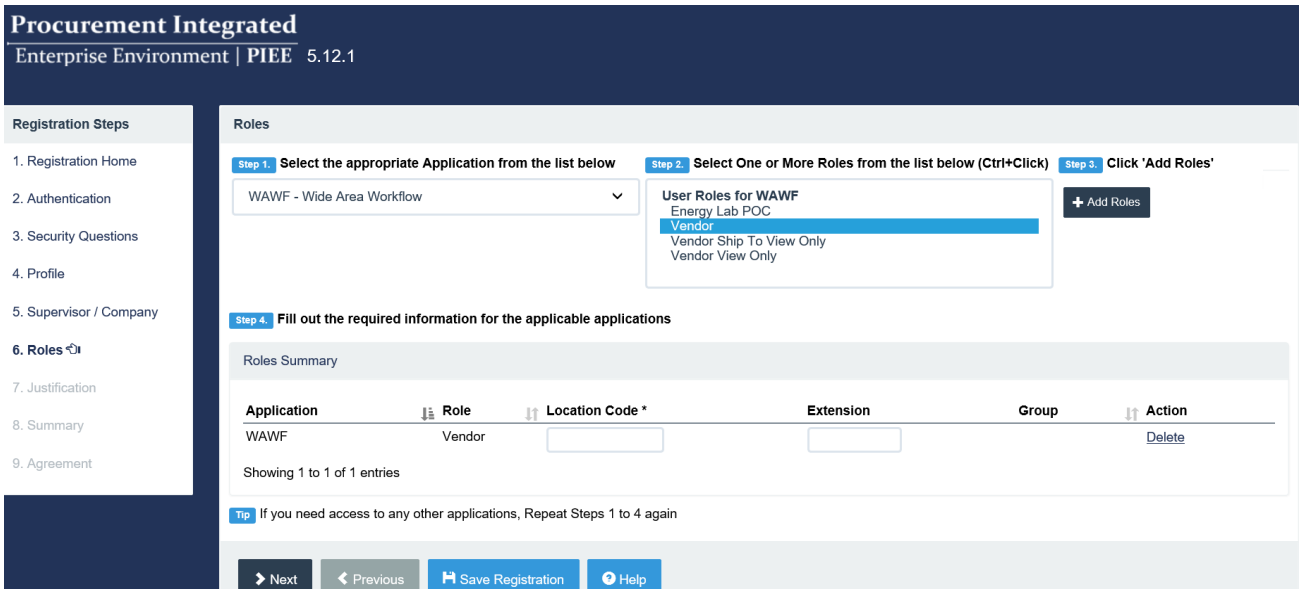
STEP 1
Select **WAWF Wide Area Workflow**

STEP 2
Select "**Vendor**"

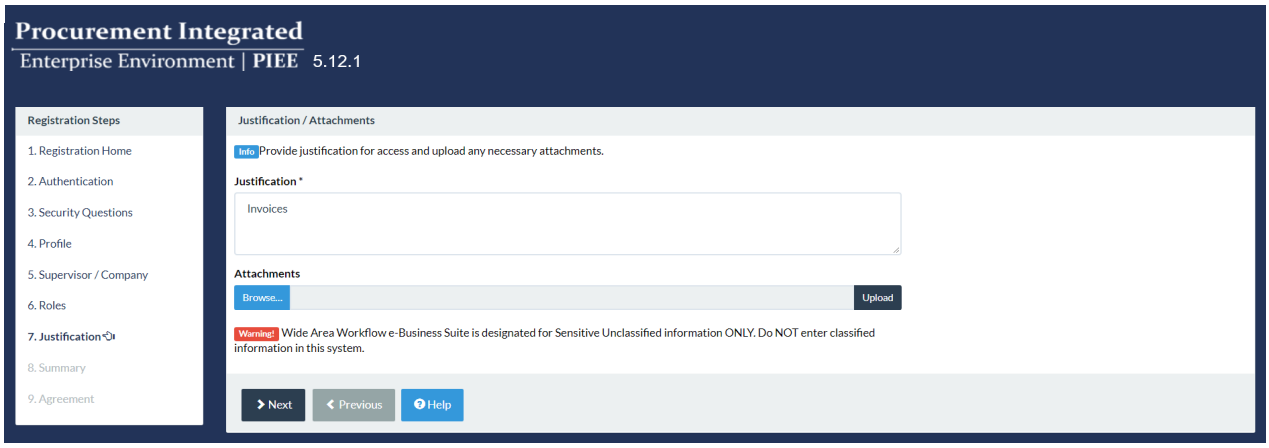
STEP 3
Click on **+Add Roles**

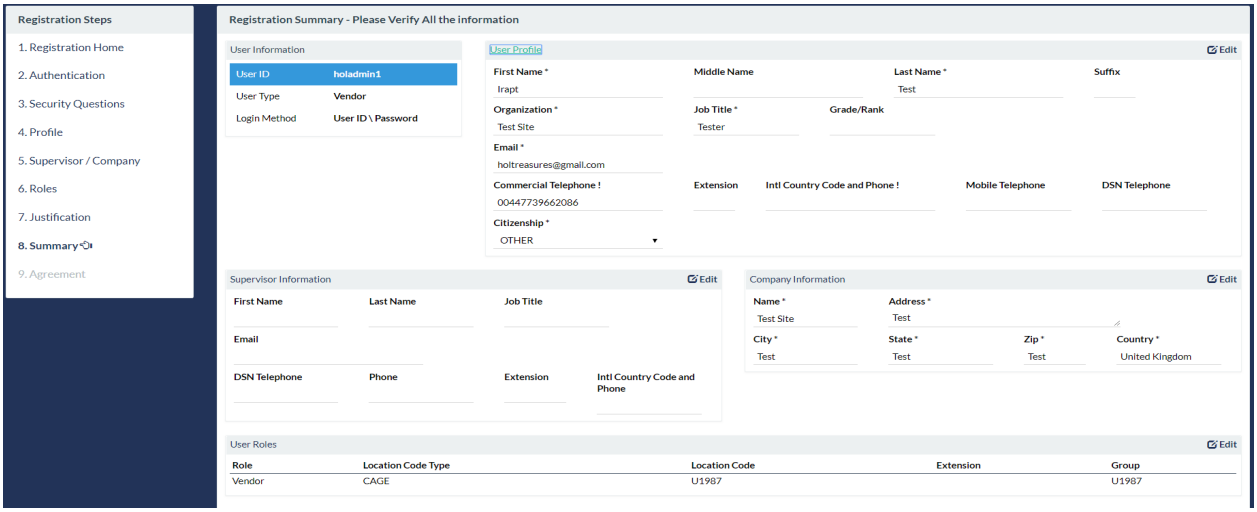


In the **Location Code** box enter your company NCAGE and click on "**Next**"

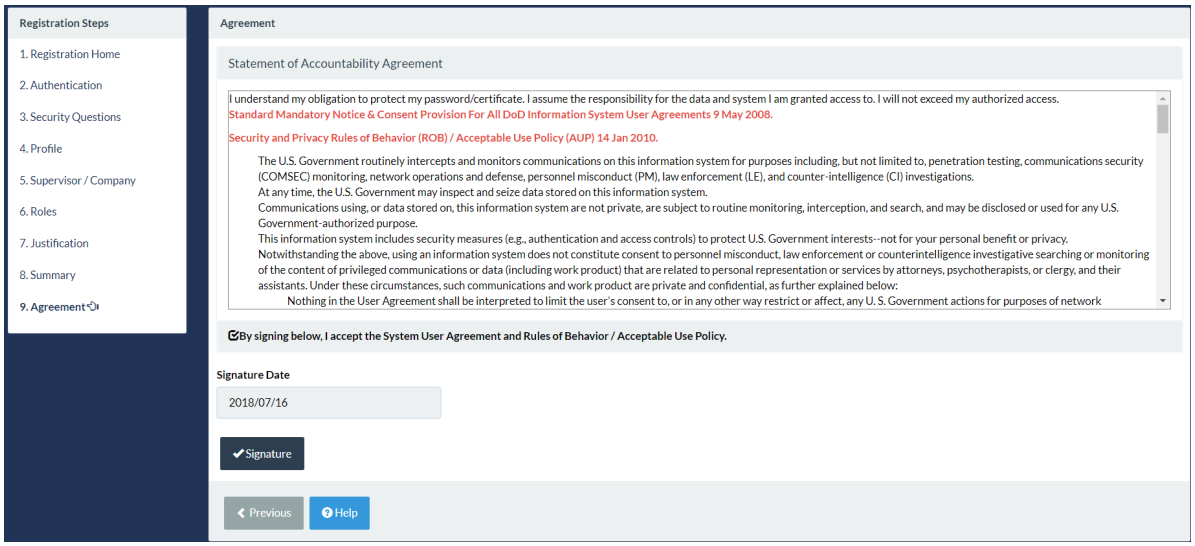


In the Justification/Attachments box enter free text such as “To invoice contracts”

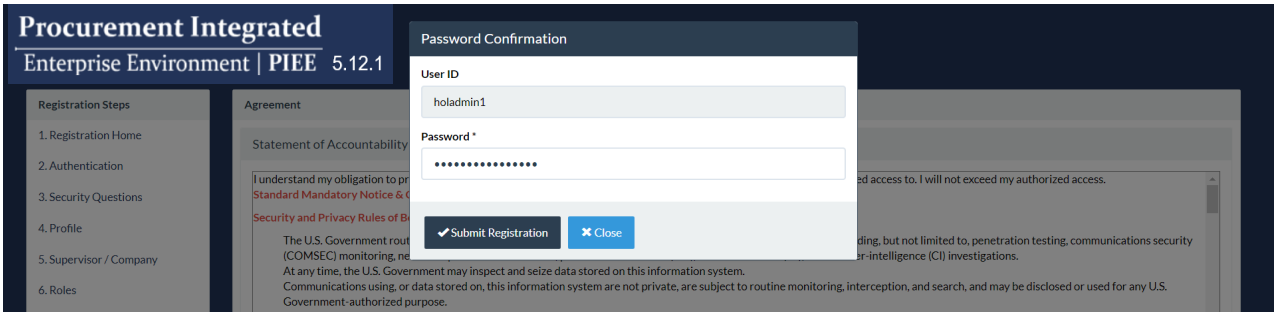


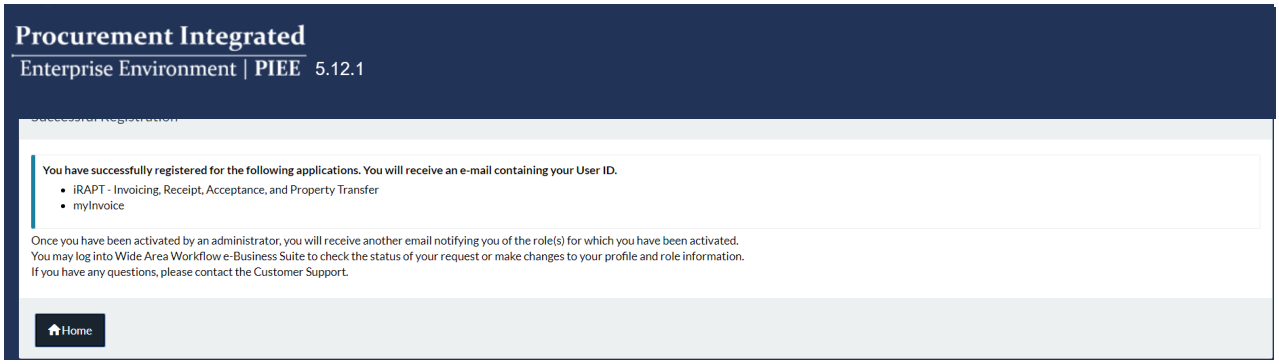


You will see a summary of your information, if this information is correct select “**Next**”



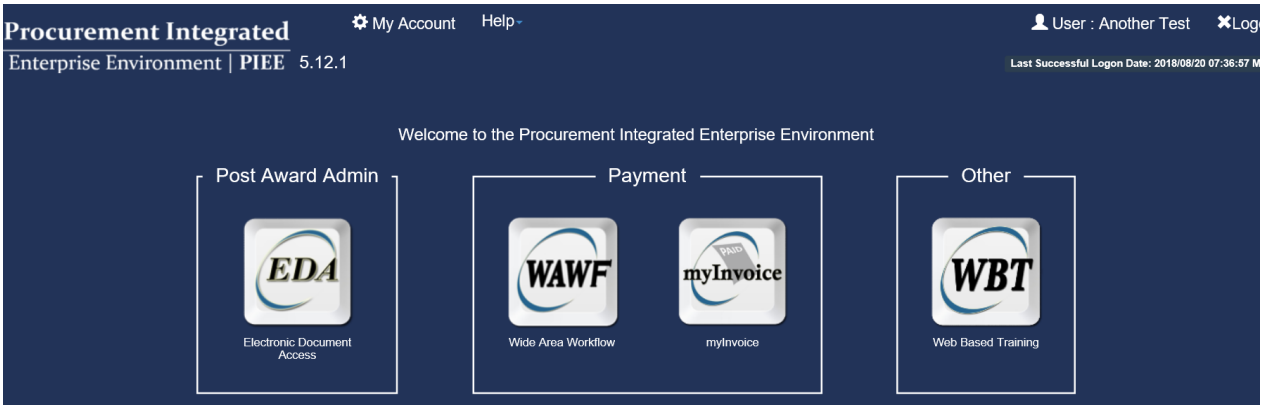
You will be asked to confirm your password and then click "**Submit Registration**"



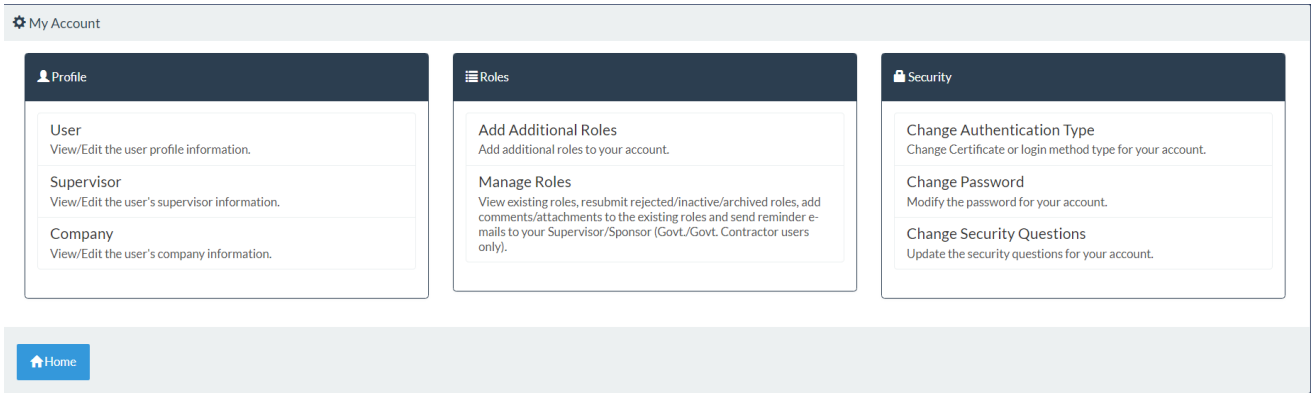


To add the Vendor role to a Contract Administrator Account (CAM).

Log in as normal and you will see the following page, click on **"My Account"**



Under the Roles box select **"Add Additional Roles".**



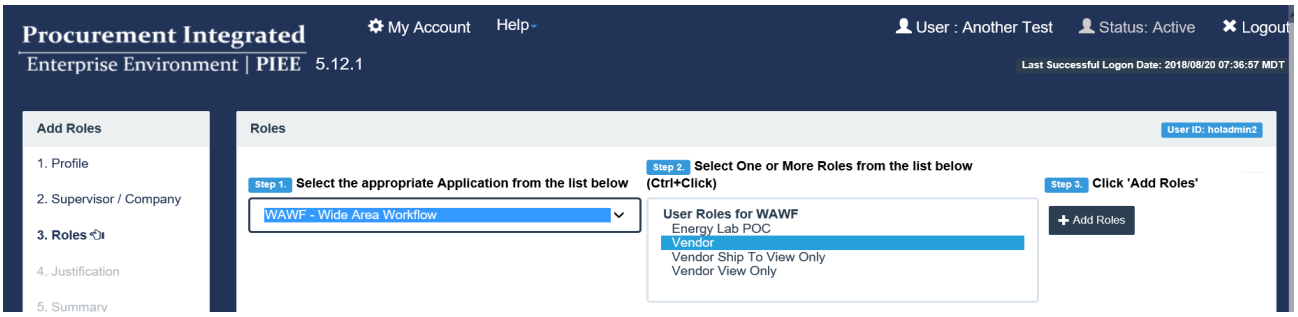
You will see your profile page, there are no mandatory items to change/confirm so select **"Next".**

This will take you to the Supervisor/Company page and if there are no changes select **"Next"**

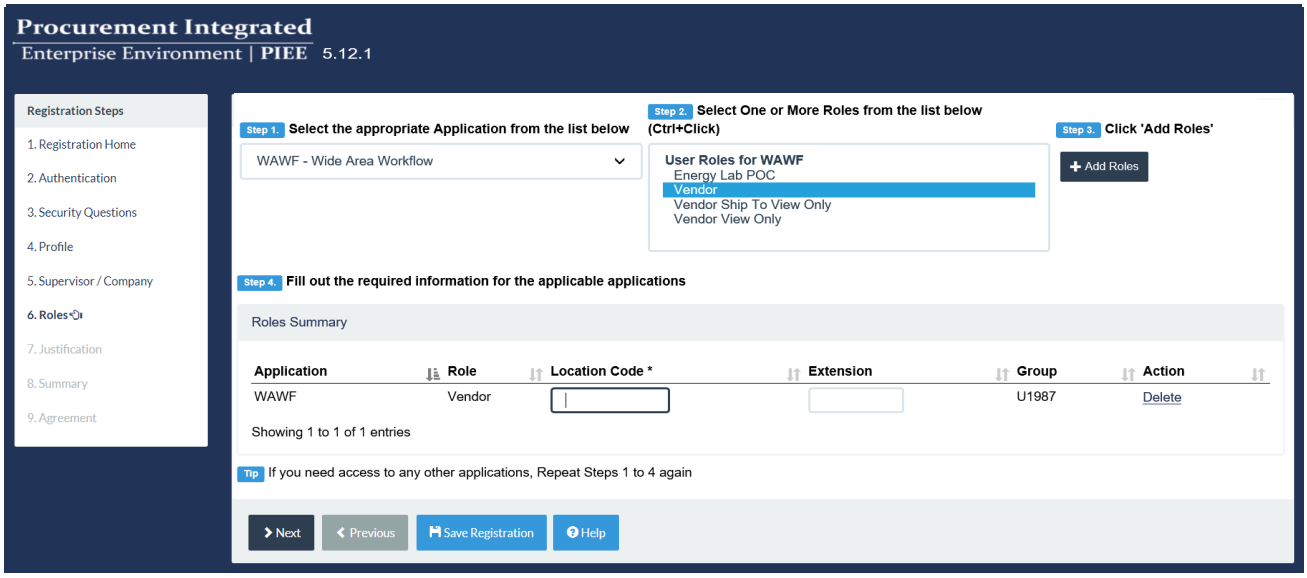
STEP 1
Select **WAWF—Wide Area Workflow**

STEP 2
Select "**Vendor**"

STEP 3
Click on **+Add Roles**



In the **Location Code** box enter your company NCAGE and click on "**Next**"



After clicking next follow the instructions on Pages 12 & 13.