PIEE User Guide

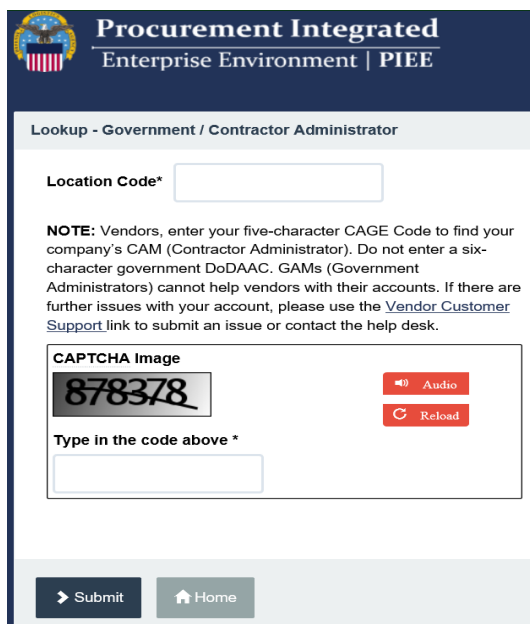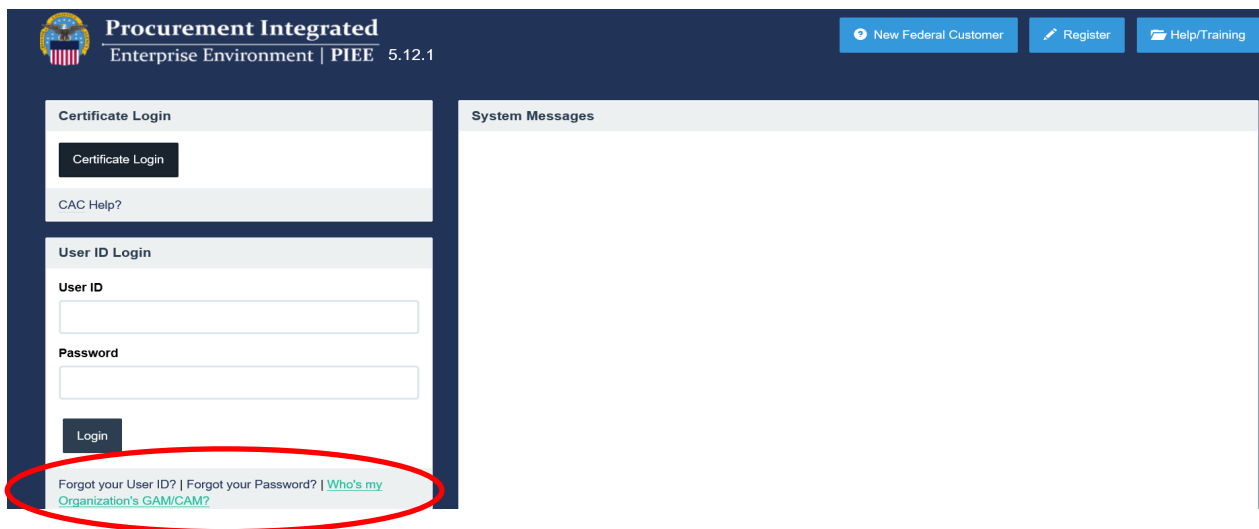## Procurement Integrated Enterprise Environment

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 <u>must</u> 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
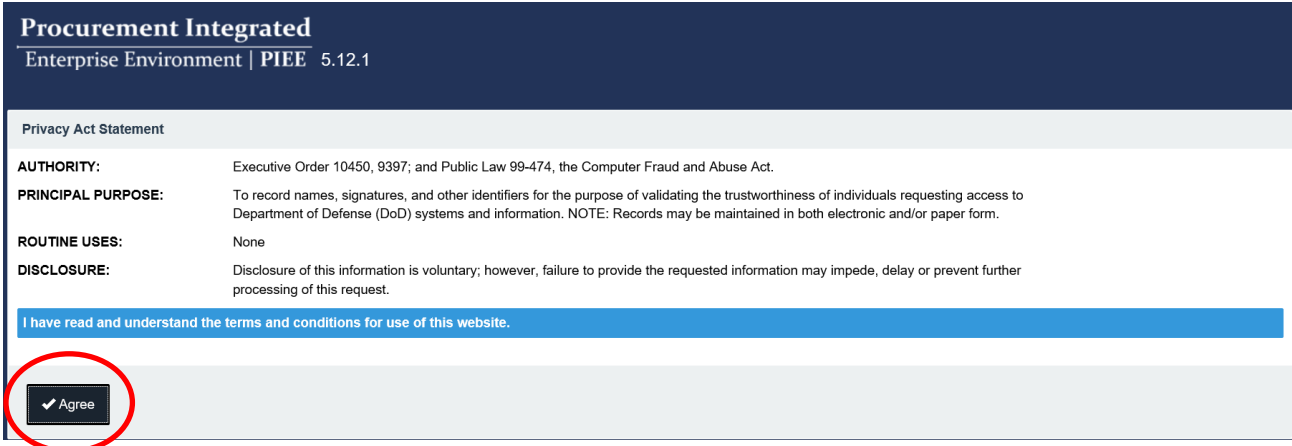
Setting up your CAM (Contract Administrator)
Return to the PIEE home page and click on "**Register**" in the top left hand corner.

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"**

PIEE User Guide

Procurement Integrated
Enterprise Environment | PIEE 5.12.1

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Company
6. Roles
7. Justification
8. Summary
9. Agreement

Security Questions

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.

Question 1 *   Answer 1 *   Answer Confirmation 1 *
Where is your high school located?

Question 2 *   Answer 2 *   Answer Confirmation 2 *
Where is your high school located?

Question 3 *   Answer 3 *   Answer Confirmation 3 *
Where is your high school located?

Next   Previous   Help

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**"

Group Lookup

Group Search

XXXXX | 🔍 Search▾

Search By Group Name
Search By Location

NOTE: Maximum 200 results will be displayed. ✖Close

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**"

Group Lookup

Group Search

U0tf0 | 🔍 Search▾

Group Name

TOP\OGDEN VENDORS\ XXXXX

NOTE: Maximum 200 results will be displayed. ✖Close

Procurement Integrated
Enterprise Environment | PIEE 5.12.1

Complete Registration	Roles		User ID: Davidcarter
1. Profile			
2. Supervisor / Company			
3. Roles			
4. Justification			
5. Summary			
6. Agreement			

Step 1. Select the appropriate Application from the list below

PIEE - Procurement Integrated Enterprise Environment ▾

Step 2. Select One or More Roles from the list below (Ctrl+Click)

Admin Roles for PIEE
Contractor Administrator
Security Contractor Administrator (NCCS)

Step 3. Click 'Add Roles'

➕ Add Roles

Step 4. Fill out the required information for the applicable applications

Roles Summary

Application		Role	Location Code *	Extension	Group	Action	
PIEE	**Admin**	Contractor Administrator	N/A	N/A	U0TF0	Group Lookup | Delete	

Showing 1 to 1 of 1 entries

Tip If you need access to any other applications, Repeat Steps 1 to 4 again

> Next | ‹ Previous | 🗑 Purge Registration | ❓ Help

PIEE User Guide

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.

Government/Contractor Admin Appointment Letter

1.You are hereby appointed as a Group Administrator (GAM) for the Wide Area Workflow (WAWF) electronic (e)-Business Suite. Your span of control includes the following CAGE codes. [TOP\OGDEN VENDORS\U1987/U1987]
2. As a GAM, you are a critical part of maintaining system security because you have the ability to grant/deny access to users.
3. You accept the GAM role as a trusted agent for your agency. You will comply with all agency policies regarding security functions performed in support of your agency and the WAWF e-Business Program Office.
4. You are responsible for the following activities:
     a. Establish and maintain organizational e-mail for each CAGE under your span of control.
     b. Activate/Inactivate users in your group.
     c. Establish the position of trust for non-CAC users.
     d. Any GAM activating another GAM must maintain an appointment letter for the new GAM.
     e. Any GAM activating a Vendor as a GAM must validate Vendor's identity by verifying information the Vendor has entered during the registration process (i.e. security questions and answers)

5. When determining privileges and profiles, you will comply with the principle of least privilege (Granting minimal access for that which the user needs).

☑By signing below, I acknowledge my appointment. I have read and understand my responsibilities and accountability as contained in this Appointment Letter. I have also been briefed on my specific roles and responsibilities as defined in this Appointment Letter. I further understand that this appointment will remain in effect until revoked in writing.

Signature Date

2018/07/18

✔ Signature

‹ Previous   ❓ Help

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.

WideAreaWorkFlow
e-Business Suite 5.12.0

Registration Steps	Agreement
1. Registration Home	Statement of Accountability
2. Authentication	
3. Security Questions	Standard Mandatory Notice & ...
4. Profile	Security and Privacy Rules of B...
5. Supervisor / Company	The U.S. Government rout...
6. Roles	(COMSEC) monitoring, ne...

Password Confirmation

User ID

holadmin1

Password *

•••••••••••••••

✔ Submit Registration   ✖ Close

...ed access to. I will not exceed my authorized access.

...ding, but not limited to, penetration testing, communications security ...er-intelligence (CI) investigations.
At any time, the U.S. Government may inspect and seize 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.

Procurement Integrated
Enterprise Environment | PIEE 5.12.1

Successful Registration

You have successfully registered for the following applications. You will receive an e-mail containing your User ID.
   • iRAPT - Invoicing, Receipt, Acceptance, and Property Transfer
   • myInvoice

Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.
You may log into Wide Area Workflow e-Business Suite to check the status of your request or make changes to your profile and role information.
If you have any questions, please contact the Customer Support.

🏠 Home

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"

Procurement Integrated
Enterprise Environment | **PIEE** 5.12.1

Registration Steps	Justification / Attachments
1. Registration Home	**Info** Provide justification for access and upload any necessary attachments.
2. Authentication	**Justification** *
3. Security Questions	Invoices
4. Profile	
5. Supervisor / Company	**Attachments**
6. Roles	Browse...
7. Justification	Upload
8. Summary	**Warning!** Wide Area Workflow e-Business Suite is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.
9. Agreement	> Next < Previous ? Help

Registration Summary - Please Verify All the information

Registration Steps
1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Company
6. Roles
7. Justification
8. Summary
9. Agreement

User Information

User ID	holadmin1
User Type	Vendor
Login Method	User ID \ Password

User Profile ☑ Edit

First Name *	Middle Name	Last Name *	Suffix
Irapt		Test	

Organization *	Job Title *	Grade/Rank
Test Site	Tester	

Email *
holtreasures@gmail.com

Commercial Telephone !	Extension	Intl Country Code and Phone !	Mobile Telephone	DSN Telephone
00447739662086				

Citizenship *
OTHER ▼

Supervisor Information ☑ Edit

First Name	Last Name	Job Title

Email		

DSN Telephone	Phone	Extension	Intl Country Code and Phone

Company Information ☑ Edit

Name *	Address *		
Test Site	Test		
City *	State *	Zip *	Country *
Test	Test	Test	United Kingdom

User Roles ☑ Edit

Role	Location Code Type	Location Code	Extension	Group
Vendor	CAGE	U1987		U1987

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

Registration Steps	Agreement
1. Registration Home	**Statement of Accountability Agreement**
2. Authentication	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.
3. Security Questions	**Standard Mandatory Notice & Consent Provision For All DoD Information System User Agreements 9 May 2008.**
4. Profile	**Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) 14 Jan 2010.**
5. Supervisor / Company	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.
6. Roles	At any time, the U.S. Government may inspect and seize data stored on this information system.
7. Justification	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.
8. Summary	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.
9. Agreement	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 personal 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.

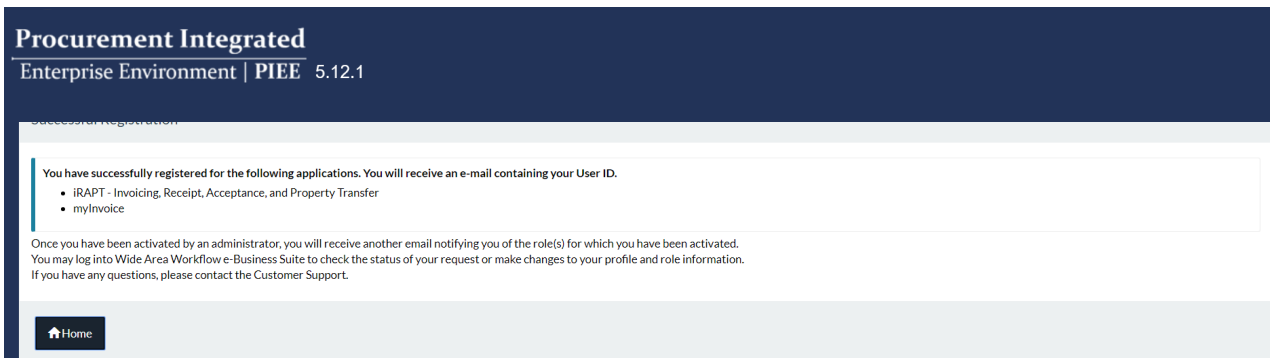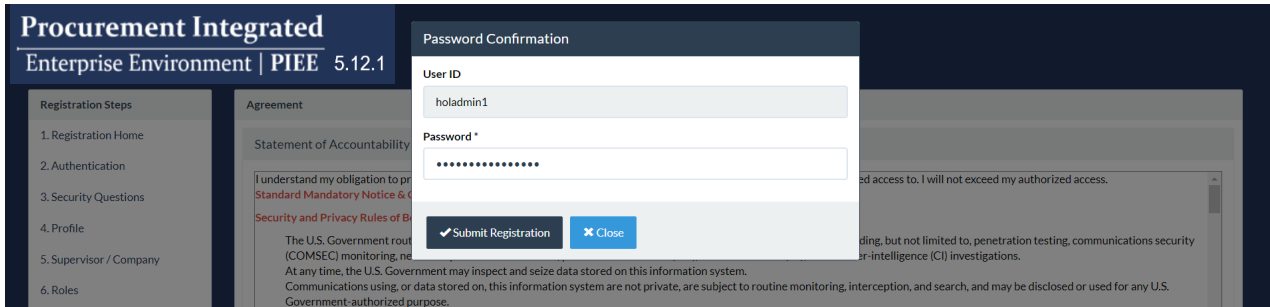**Signature Date**
2018/07/16

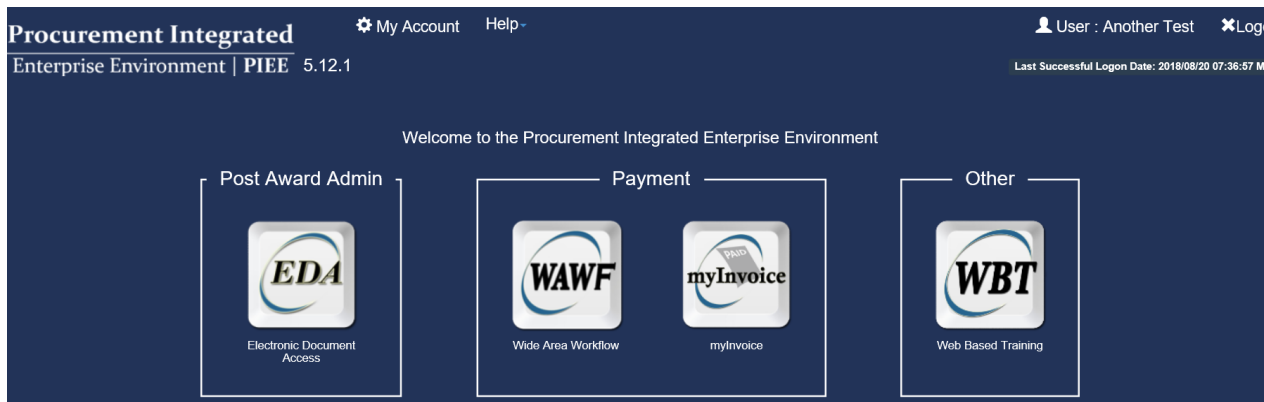✔ Signature

< Previous   ? Help

You will be asked to confirm your password and then click "**Submit Registration**"
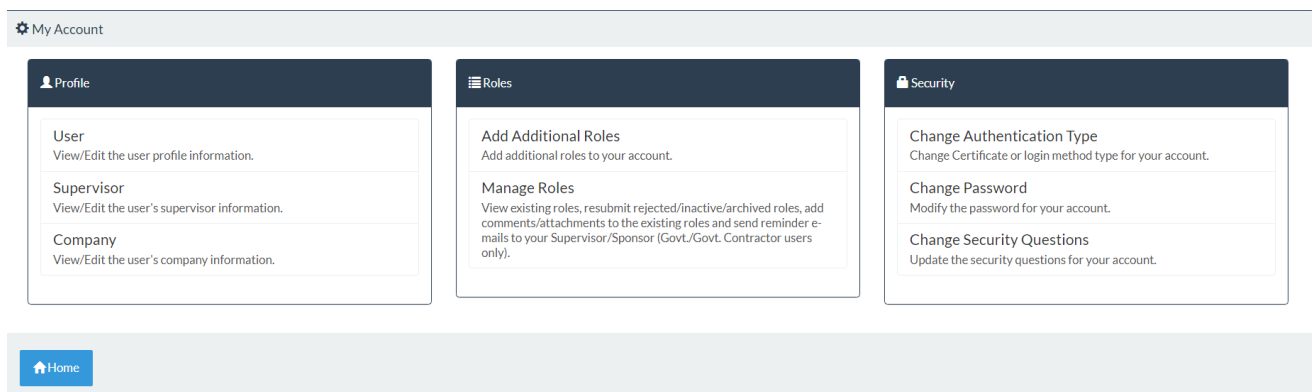
To add the Vendor role to a Contract Administrator Account (CAM).

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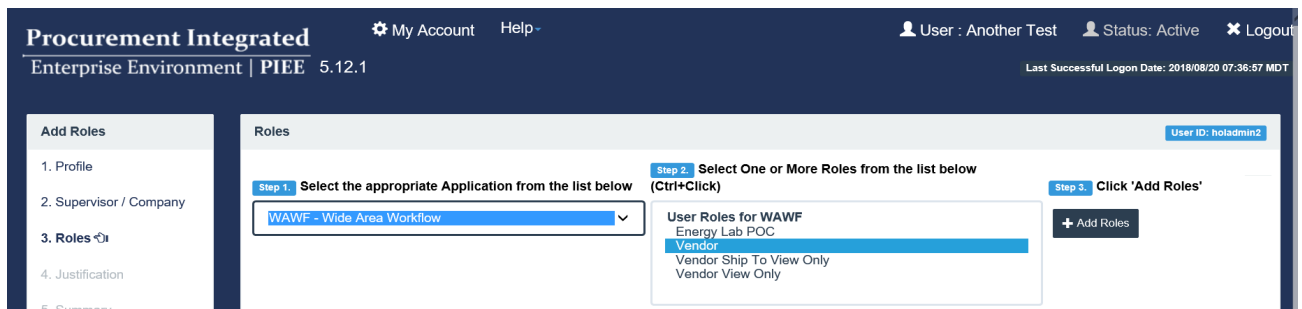
STEP 1
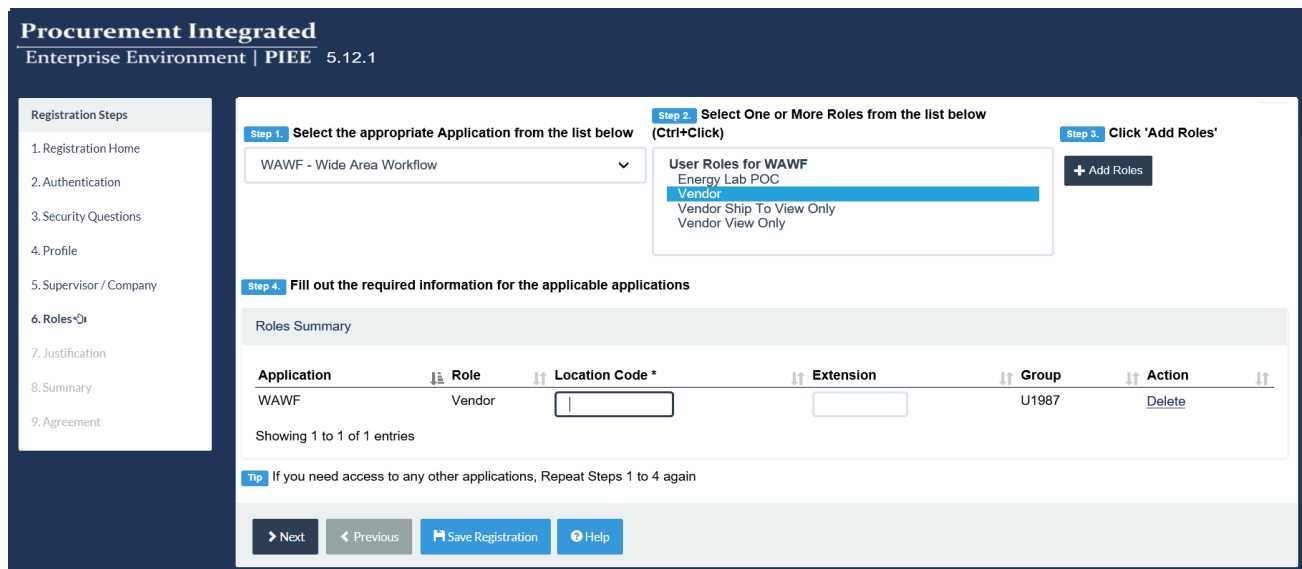Select **WAWF—Wide Area Workflow**

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.