

EDA User Registering for Sub Roles

Reference Guide

PIEE Registration

Analytics

Reports

GFP Reports

GFP Attachment Aging Report

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EDA Roles

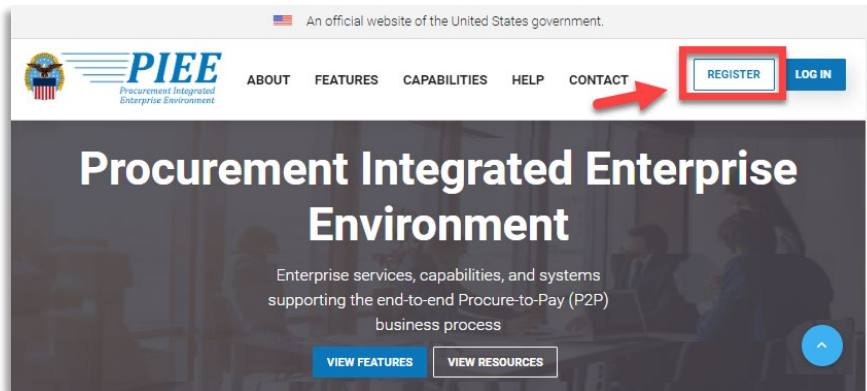
EDA Roles with the capability to register for Sub Roles:

- Contract Load Notifications
- Upload Attach/Admin Docs
- Upload Inactive Contracts
- Contracts MIPRs
- Upload MIPR
- Update MIPR Attachments
- Upload MIPR Attachments

NOTE: The process of requesting a Sub Role can also be done on applicable existing roles. For this guide, the process is shown from an initial role request. (Please see additional information last section of the guide)

The Government user will navigate to the PIEE Registration page and begin the registration process.

Registration



Agree to Privacy Act Statement and select user.

PIEE
6.14.1 Procurement Integrated Enterprise Environment

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

Choose how you will access the Procurement Integrated Enterprise Environment applications and proceed through the registration process.

Registration Steps

1. Registration Home
2. Authentication
3. Profile
4. Sponsor / Company
5. Contract Instrument
6. Roles
7. Justification
8. Summary
9. Agreement

Authentication

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

- Common Access Card / Personal Identity Verification
- Please Select ---
- Common Access Card / Personal Identity Verification**
- Software Certificate
- User ID \ Password

as additional steps must be taken for these authentication types.

Please click on the Certificate Login button to select the appropriate certificate.

LOG IN WITH CAC / PIV CARD

Get help with [CAC](#) / [PIV](#) Card Registration?

Previous Home Help

When requesting an EDA role, a warning message will appear to indicate that the role requested may need additional information. Select the **Additional Info** link and add the requested information.

The screenshot shows the 'Roles' registration page. A red warning banner at the top states: 'Info: The Contract Load Notification DoDAACs role may require additional information to be added. You may click the Additional Info. link, for the role, to add the required information.' Below this, there are three steps: Step 1 (Select Application), Step 2 (Select Roles), and Step 3 (Click 'Add Roles'). A dropdown menu for Step 2 is open, showing roles like 'Advanced Reporting', 'CDR POC', and 'Contract Load Notification DoDAACs'. Step 4 is 'Fill out the required information for the applicable applications'. A table lists the selected role with an 'Additional Info.' link highlighted by a red box and arrow. Navigation buttons for 'Next', 'Previous', 'Save Registration', and 'Help' are at the bottom.

Application	Role	Contract Instrument	Location Code Type	Location Code *	Extension	Group	Find My GAM	Action
EDA	Contract Load Notification DoDAACs	S0512A15D1001	N/A	S0512A	N/A		Admin Lookup	Additional Info. Delete

Add requested information for the Sub Role and click the **Save Role** button.


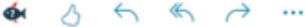
The screenshot shows the 'Additional Information' page for the 'EDA' role. It includes fields for 'EDA Issuing Agencies' and 'EDA Contract Information'. A 'Save Role' button is highlighted with a red box and arrow. Below is a 'Justification / Attachments' section with a text area for justification, a 'Browse...' button for attachments, and a 'Warning!' message: 'Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.' A history table shows a justification entry from the 'WAWF System' dated 2022/10/29. Navigation buttons for 'Previous' and 'Help' are at the bottom.

Justification By	Justification	Date
WAWF System	THIS ACCOUNTS ROLES WERE ARCHIVED BY THE AUTOMATED SYSTEM PROCESS SINCE THE ACCOUNT HAD NOT BEEN REACTIVATED 30 DAYS	2022/10/29 14:10:14

After the user has requested Roles/Sub Roles, an email will confirm that their role request has been registered in PIEE and is awaiting Supervisor/Sponsor approval.

Sample Confirmation email to user:

Registration has been submitted.

 wawf-test@caci.com 

To: [REDACTED] - EXT Tue 11/1/2022 1:26 PM

This email was generated in TalentPool (DB name: DSPIEE01, Version:6.11 - CACI Development) environment. If you are a PRODUCTION user, then please ignore it.

The following information has been submitted to the Procurement Integrated Enterprise Environment:

User Type: Government Support Contractor
First Name: GPC
Last Name: Test
Rank: 1
Title: Test
Organization: Air Force
E-Mail: rachel.gaillard@caci.com
Phone: 123
Intl Phone: 123

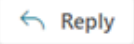
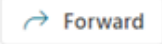
The following roles were registered:

EDA - Advanced Reporting for Location Code: FU4417
EDA Contract: S0512A15D1002 / S0512A15F1001

Once your access has been activated, you will be logging on with your user ID and password. Your user ID is:
GSCtest_rdg

You will be notified by email once you have been activated for access to the registered applications.

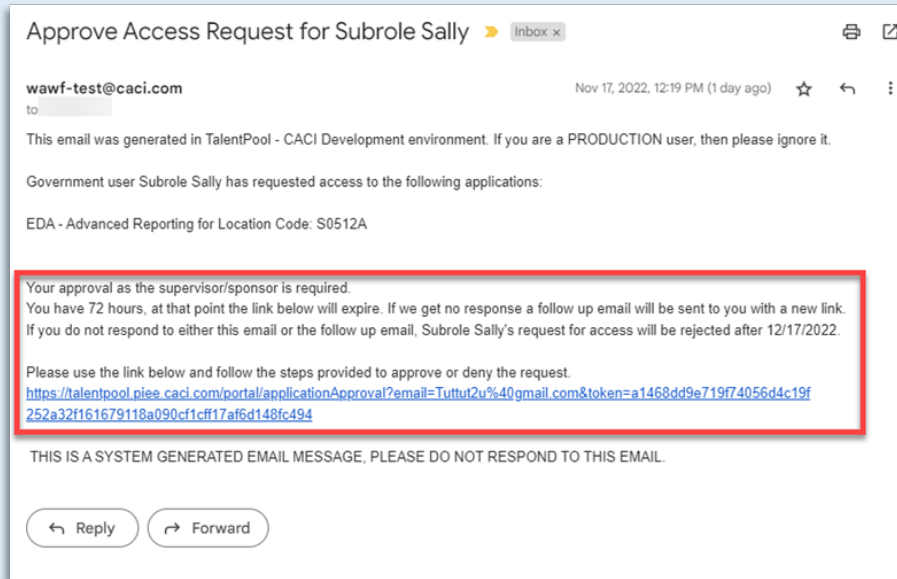
If you have any questions, please contact the Procurement Integrated Enterprise Environment Help Desk.

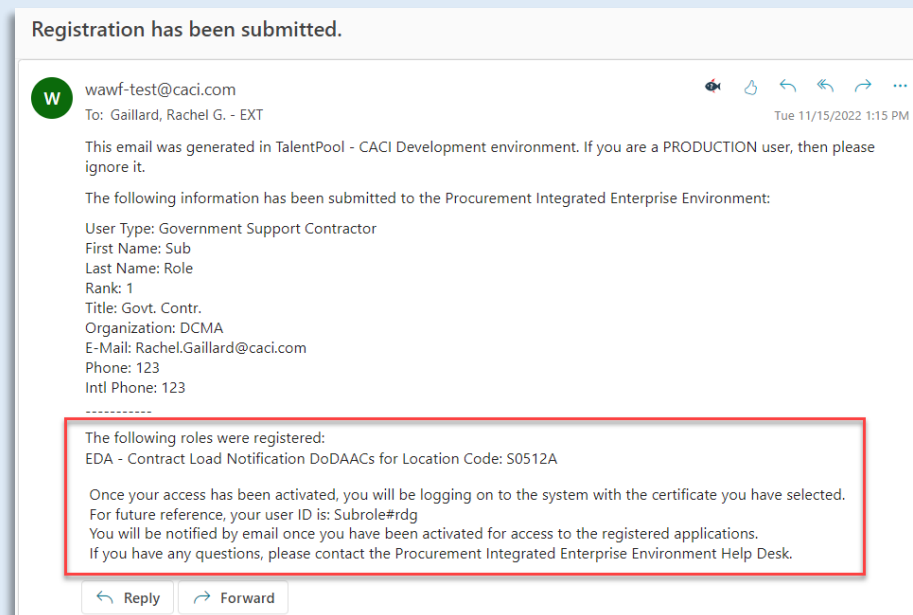
**Sponsor
Approval and
GAM Activation**

The Sponsor/Supervisor will receive an email notifying them that a sub role has been requested and they need to take action. There is a link in the email they will use to approve the sub role.

Supervisor/Sponsor Approval Required email:



When the roles are approved, the user will receive an email notification that the role has been approved and is awaiting activation.



Once the roles are approved, the GAM will receive an email notifying that action is needed to activate the requested sub role.

ACTION NEEDED - PIEE - User Role Status Updated - S0512A

wawf-test@caci.com
To: [Redacted]
Cc: [Redacted]
Tue 11/15/2022 3:54 PM

This email was generated in TalentPool - CACI Development environment. If you are a PRODUCTION user, then please ignore it.

Sub Role,
This email is for informational purposes only and you have no action items at this time.

PIEE Administrator,
The status for the following role(s) changed to 'Activation Required' and require(s) activation:
Status Update for Role: Contract Load Notification DoDAACs, Application: EDA, Group: DCMA LOS ANGELES, Location Code: S0512A: Approved - Requires Admin Activation

An administrator must activate the role(s) above for the user Subrole#rdg to operate the application.

Contact information:

User ID: Subrole#rdg
Name: Sub Role
User Type: Government Support Contractor
Email Address [Redacted]
Commercial Phone: 123
International Phone: 123

THIS IS A SYSTEM GENERATED MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

Reply Reply all Forward

When the roles are activated, the user will receive an email that the sub roles were added.

EDA Sub Role Status Update

wawf-test@caci.com
To: [Redacted]
Tue 11/15/2022 1:48 PM

This email was generated in TalentPool - CACI Development environment. If you are a PRODUCTION user, then please ignore it.

Sub Role,

The following role has had their sub roles modified:
Role: Contract Load Notification DoDAACs
Group: DCMA LOS ANGELES
DoDAAC: S0512A

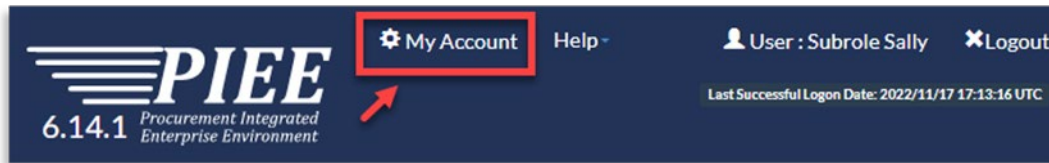
The following sub role has been added:
DoDAAC Number: S0512A

THIS IS A SYSTEM GENERATED EMAIL, PLEASE DO NOT RESPOND TO THIS EMAIL.

Reply Forward

Requesting a Sub Role for Existing Role

Log into PREE with applicable user and select the **My Account** link at the top of the PREE homepage.



Click the **Manage Roles** on the My Account page and follow instructions to add a sub role.

Additional Information

