EDA User Registering for Sub Roles Reference Guide PIEE Registration Analytics **GFP** Reports Reports **Table of Contents** EDA Roles1 Registration.....1 Sponsor Approval and GAM Activation4 Additional Information EDA Roles with the capability to register for Sub Roles: Contracts MIPRs **Contract Load Notifications EDA Roles** Update MIPR Attachments Upload Attach/Admin Docs Upload MIPR Upload MIPR Attachments **Upload Inactive Contracts** 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. An official website of the United States government. PIEE LOG IN REGISTER ABOUT FEATURES CAPABILITIES HEI P CONTACT Registration **Procurement Integrated Enterprise** Environment

Enterprise services, capabilities, and systems supporting the end-to-end Procure-to-Pay (P2P) business process

VIEW RESOURCES

VIEW FEATURES

Agree to Privacy Act Statement and select user.

6.14.1 Procurement Integrated 6.14.1 Enterprise Environment
What type of user are you?
L Government - DoD
L Government - Non-DoD
L Government Support Contractor - Supporting DoD Organization
L Government Support Contractor - Supporting Non-DoD Organization
L Vendor
L State/Local Employee
Note: A security clearance is NOT required to access any of the applications in the Procurement Integrated Enterprise Environment.
< Previous Previous

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

1. Registration Home	How will you be accessing the Procurement Integrated Enterprise Environment applications?*
2. Authentication ூ	Common Access Cord / Dessenal Identity Verification
3. Profile	Please Select
4. Sponsor / Company	Common Access Card / Personal Identity Verification Software Certificate User ID \ Password
5. Contract Instrument	Please click on the Certificate Login button to select the appropriate certificate.
6. Roles	
7. Justification	Get help with <u>CAC / PIV</u> Card Registration?
8. Summary	
9. Agreement	

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.

Registration Steps	Roles
1. Registration Home	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.
2. Authentication	Step 1 Select the appropriate Application from the list below Step 2. Select One or More Roles from the list below (Ctrl+Click) Step 3. Click 'Add Roles'
3. User ID	EDA - Electronic Data Access
4. Profile	Contract Deficiency Report (Legacy) Contract Deficiency Report (Legacy) - ACO
5. Sponsor / Company	Contract Deficiency Report (Legacy) - PCO Contract Deficiency Report (Legacy) - Reviewer
6. Contract Instrument	Contract Load Notification DoDAACs
7. Roles ூ	Step 4 Fill out the required information for the applicable applications
8. Justification	Roles Summary
9. Summary	Application 🔢 Role 🌐 Contract Instrument Location Code Type Location Code * Extension Group 👔 Find My GAM
10. Agreement	EDA Contract Load Notification DoDAACs S0512A15D1001 V N/A S0512A N/A Admin Lookug Additional Into. Delete
	Showing 1 to 1 of 1 entries
	10 If you need access to any other applications, Repeat Steps 1 to 4 again
	10 You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.
	➤ Next ► Save Registration ● Help

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

Additional Informat	on				
Application	Role			Location Co	ode/Extension
EDA	Advanced	Reporting		50512A/NA	λ.
EDA - Sub Roles					
Info This page all	ows you to update existing and add additional issuing and contract	nformation for EDA.			
EDA Issuing Ag	encies				
Enter a list of Is: Location Code	suing Agency Location Codes which you will need while working in th	EDA Application.			
	+ Add Issuing Agency				
EDA Contract In	formation				
Enter a list of Co	ontract Information which you will need while working in the EDA Ap	plication.			
Contract Numb	er Type Contract Number		Delivery Order Number		Add Contract Number
Picase Je	• · · · ·				H- Add Contract Number
🕑 Save Role	-				
Justincation / Atta	cninents				
Justification			Browse		Upload
			Warning! Procurement Integrated	Enterprise Envir	ronment is designated for Sensitive Unclassified
Lifetony			information ONLY. Do NOT enter o	lassified informa	ation in this system.
History					
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			
🖾 Save Justificatio	'n				
Previous	Help				

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:

wawf-test@caci.com 🔹 👌 🕤 🐔 🤿
To: EXT Tue 11/1/2022 1
This email was generated in TalentPool {DB name: DSPIEE01, Version:6.11 - CACI Development} environment. If you ar 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:

Approve Access Request for Subrole Sally 🔉 🗈	8	Ľ
wawf-test@caci.com Nov 17, 2022, 12:19 PM (1 day ago) 📩	¢	:
This email was generated in TalentPool - CACI Development environment. If you are a PRODUCTION user, then please ignore it.		
Government user Subrole Sally has requested access to the following applications:		
EDA - Advanced Reporting for Location Code: S0512A		
	_	
Your approval as the supervisor/sponsor is required. You have 72 hours, at that point the link below will expire. If we get no response a follow up email will be sent to you with a new lin If you do not respond to either this email or the follow up email, Subrole Sally's request for access will be rejected after 12/17/2022	ik. 2.	
Please use the link below and follow the steps provided to approve or deny the request. https://talentpool.piee.caci.com/portal/applicationApproval?email=Tuttut2u%40gmail.com&token=a1468dd9e719f74056d4c19f 252a32f161679118a090cf1cff17af6d148fc494		
THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.		
← Reply → Forward		

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

Registration has been submitted.
wawf-test@caci.com Image: Comparison of the state of the
This email was generated in TalentPool - 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: Sub Last Name: Role Rank: 1 Title: Govt. Contr. Organization: DCMA E-Mail: Rachel.Gaillard@caci.com Phone: 123 Intl Phone: 123
The following roles were registered:
Once your access has been activated, you will be logging on to the system with the certificate you have selected. For future reference, your user ID is: Subrole#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.
← Reply → Forward

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

ACTI	ION NEEDED - PIEE - User Role Status Updated - S0512A							
w	wawf-test@caci.com		é r	3	4	«	\rightarrow	
	Cc:				Tue 11	/15/20)22 3:54	4 PM
	This email was generated in TalentPool - CACI Development environment. If you ignore it.	u are a PROD	UCTI	ON u	ser, th	en pl	ease	
	Sub Role, This email is for informational purposes only and you have no action items at th	nis time.						
	PIEE Administrator, The status for the following role(s) changed to 'Activation Required' and require Status Update for Role: Contract Load Notification DoDAACs, Application: EDA, Code: S0512A: Approved - Requires Admin Activation	e(s) activatior Group: DCM	n: A LOI	S AN(GELES,	, Loca	tion	
	An administrator must activate the role(s) above for the user Subrole#rdg to op	erate the ap	plicat	tion.				-
	Contact information:							
	Liser ID: Subrola#rda							
	Name: Sub Role							
	User Type: Government Support Contractor							
	Email Address							
	Commercial Phone: 123							
	International Phone: 123							
	THIS IS A SYSTEM GENERATED MESSAGE, PLEASE DO NOT RESPOND TO THIS E	MAIL.						
	← 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
w	wawf-test@caci.com ♠ A ← ← To: 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 PIEE with applicable user and select the **My Account** link at the top of the PIEE homepage.



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

User View/Edit the user profile information. Supervisor Add Additional Roles View/Edit the user's supervisor information. some Add additional roles to your account. Alternate Supervisor View/Edit the user's alternate supervisor information. View/Edit the user's alternate supervisor information. Manage Roles View/Edit the user's alternate supervisor information. View existing roles, resubmit rejected/inactive/archived roles, add comments/attachments to the existing roles and send reminder e-mails to your Setup Digital PIN to perform electronic signature comments/attachments to the existing roles and send reminder e-mails to your View/Edit the user's agency information. My Training View/Add/Archive training information. My Training View/Add/Archive training information. View/Add/Archive training information.	ormation			
Supervisor View/Edit the user's supervisor information. some Alternate Supervisor View/Edit the user's alternate supervisor information. Agency View/Edit the user's agency information. My Training View/Add/Archive training information.		User View/Edit the user profile information.	Add Additional Roles Add additional roles to your account.	Change Authentication Type Change Certificate or login method type for your
View/Edit the user's agency information. Update the security questions for your account. Update the security questions for your account.		Supervisor View/Edit the user's supervisor information. some Alternate Supervisor View/Edit the user's alternate supervisor information. Agency	Manage Roles View existing roles, resubmit rejected/inactive/archived roles, add comments/attachments to the existing roles and send reminder e-mails to your Supervisor(s)/Sponsor (Govt/Govt. Contractor users only).	Setup Digital PIN Setup Digital PIN to perform electronic signature Change Password Modify the password for your account. Change Security Questions
		View/Edit the user's agency information. My Training View/Add/Archive training information.		Update the security questions for your account.