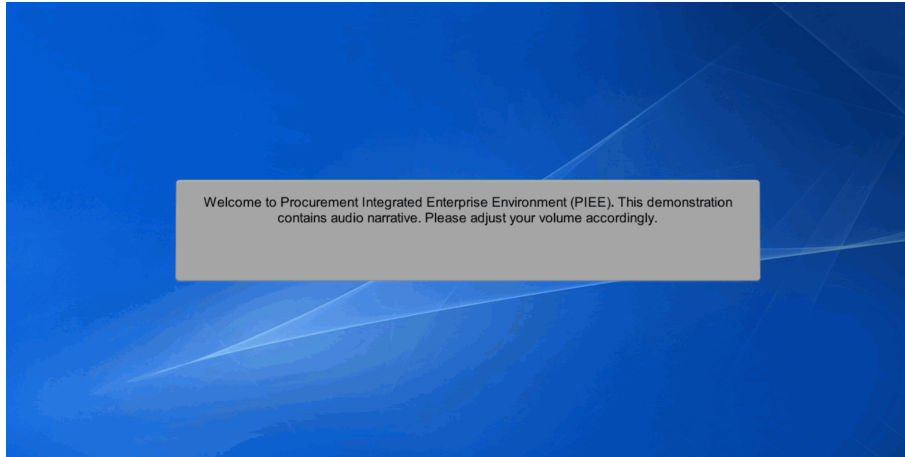
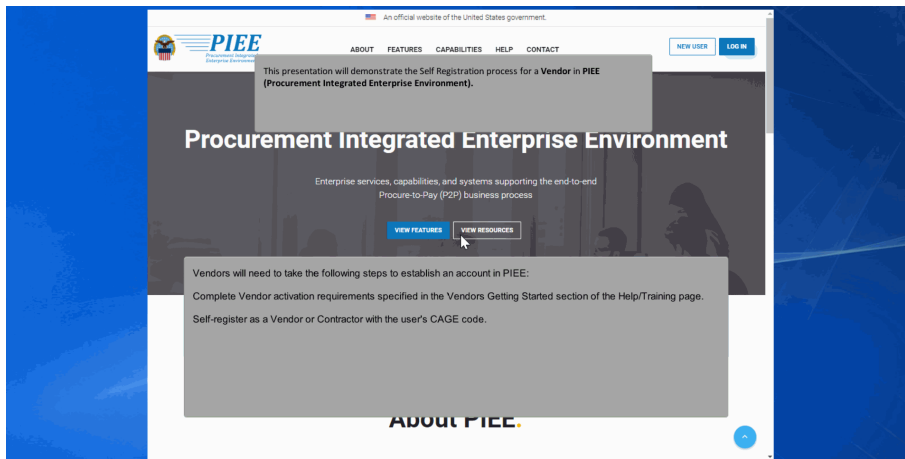


Intro



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

Step 1

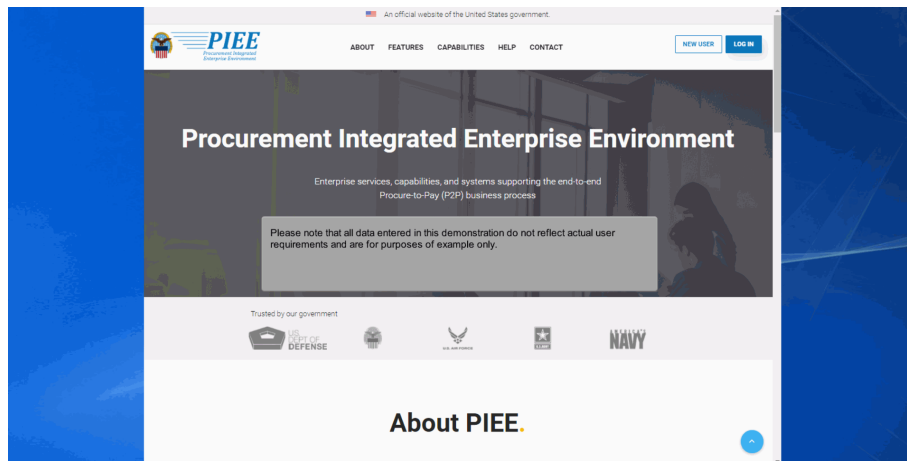


This presentation will demonstrate the Self Registration process for a Vendor in PIEE (Procurement Integrated Enterprise Environment). Vendors will need to take the following steps to establish an account in PIEE:

Complete Vendor activation requirements specified in the Vendors Getting Started section of the Help/Training page.

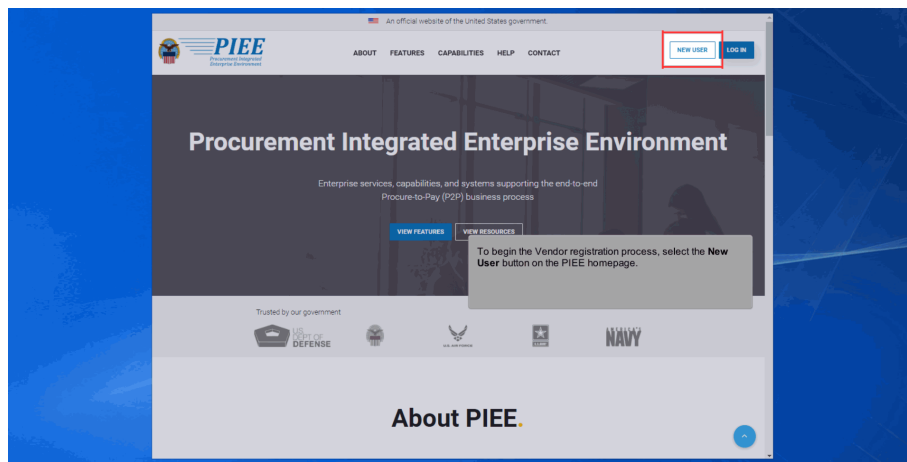
Self-register as a Vendor or Contractor with the user's CAGE code.

Step 2



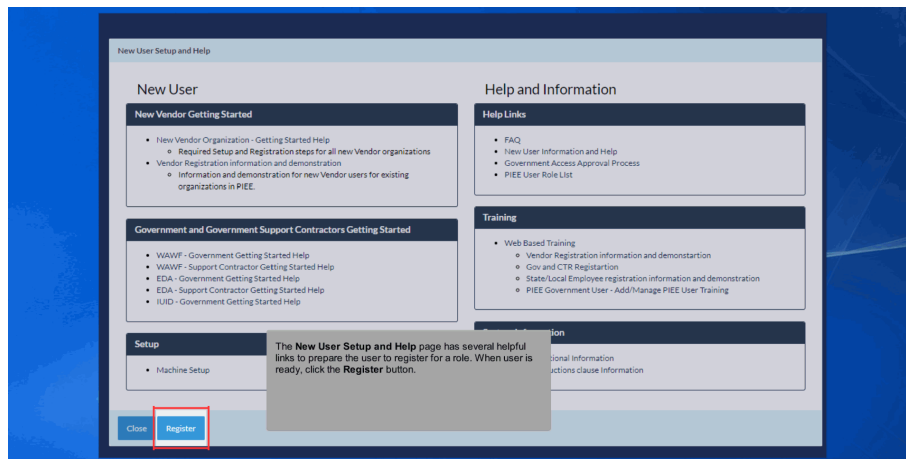
Please note that all data entered in this demonstration do not reflect actual user requirements and are for purposes of example only.

Step 3



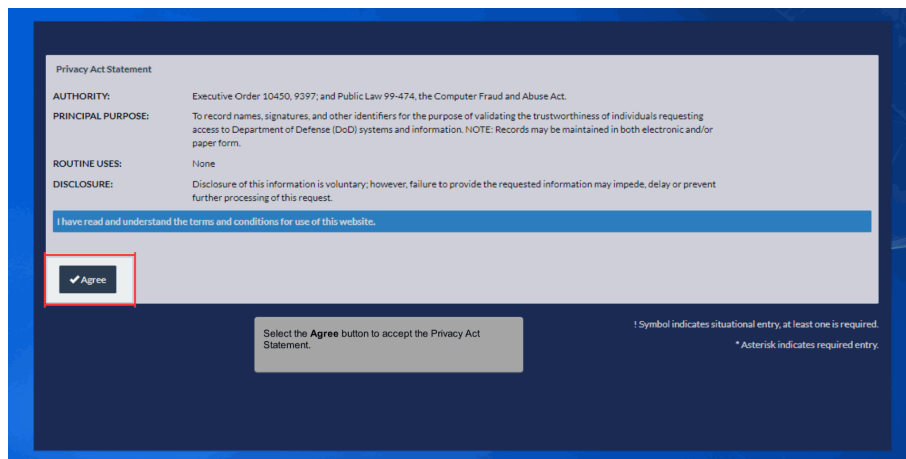
To begin the Vendor registration process, select the New User button on the P.I.E.E. homepage.

Step 4



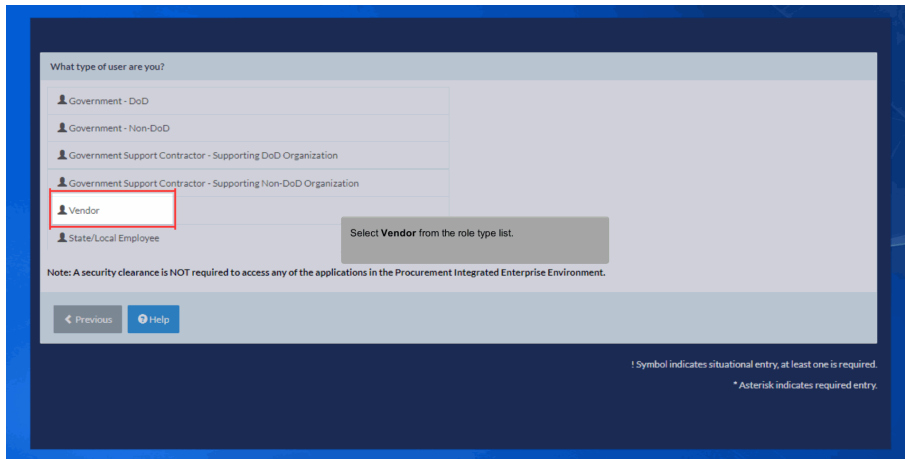
The New User Setup and Help page has several helpful links to prepare the user to register for a role. When user is ready, click the Register button.

Step 5



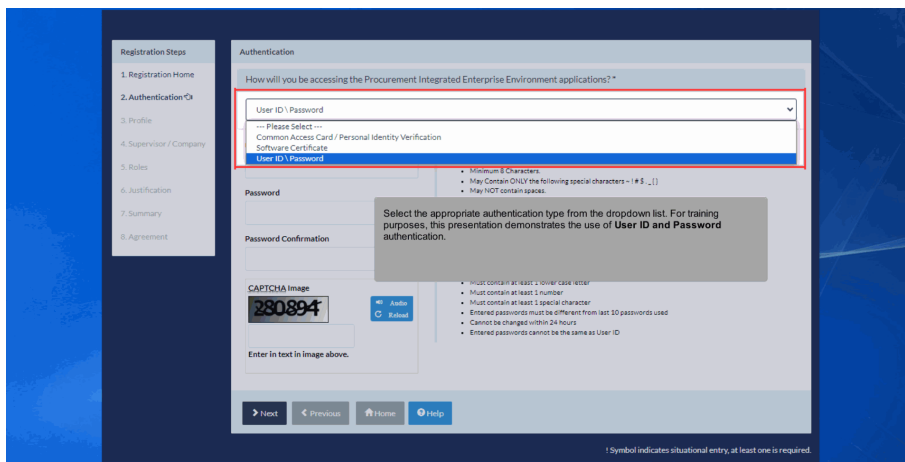
Select the Agree button to accept the Privacy Act Statement.

Step 6



Select Vendor from the role type list.

Step 7



Select the appropriate authentication type from the dropdown list. For training purposes, this presentation demonstrates the use of User ID and Password authentication.

Step 8

Registration Steps

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

Authentication

How will you be accessing the Procurement Integrated Entry?

Enter a user ID in the **User ID** field.

User ID | Password

User ID

Password

Password Confirmation

CAPTCHA Image

280894

Enter in text in image above.

User ID Rules

- Minimum 12 characters
- May Case
- May NOT
- Must not

Enter and confirm the desired password in the **Password** and **Password Confirmation** fields.

Password Rules

- Minimum 12 characters
- Maximum 40 characters
- Must contain at least 1 capital letter

Enter the CAPTCHA in the **CAPTCHA Image** field.

Entered passwords cannot be the same as user ID.

Select the **Next** button to continue.

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

Enter a user ID in the User ID field. Enter and confirm the desired password in the Password and Password Confirmation fields. Enter the CAPTCHA in the CAPTCHA Image field. Select the Next button to continue.

Step 9

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

Select the desired security questions from the **Question** dropdown menus and complete all **Answer** fields.

WARNING: We suggest pic... 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.

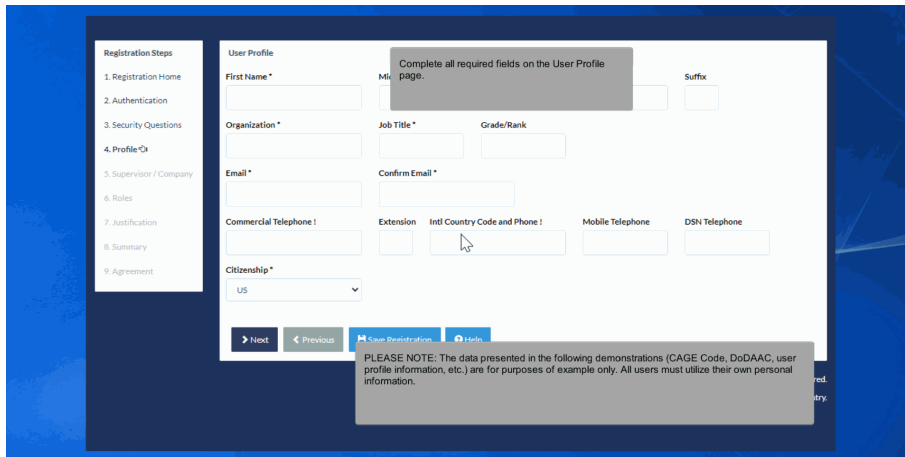
Question 1 *	Answer 1 *	Answer Confirmation 1 *
Where is your high school located? ▾		
Question 2 *	Answer 2 *	Answer Confirmation 2 *
Where is your high school located? ▾		
Question 3 *	Answer 3 *	Answer Confirmation 3 *
Where is your high school located? ▾		

Select the **Next** button to continue.

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

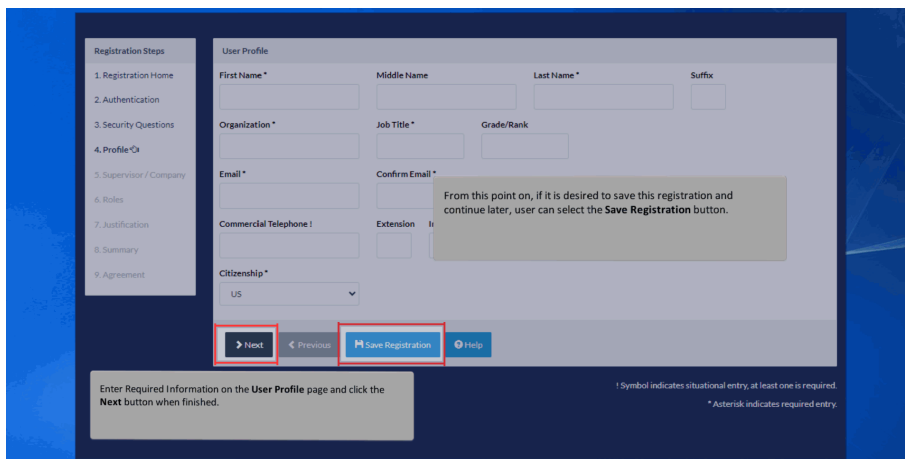
Select the desired security questions from the Question dropdown menus and complete all Answer fields. Select the Next button to continue.

Step 10



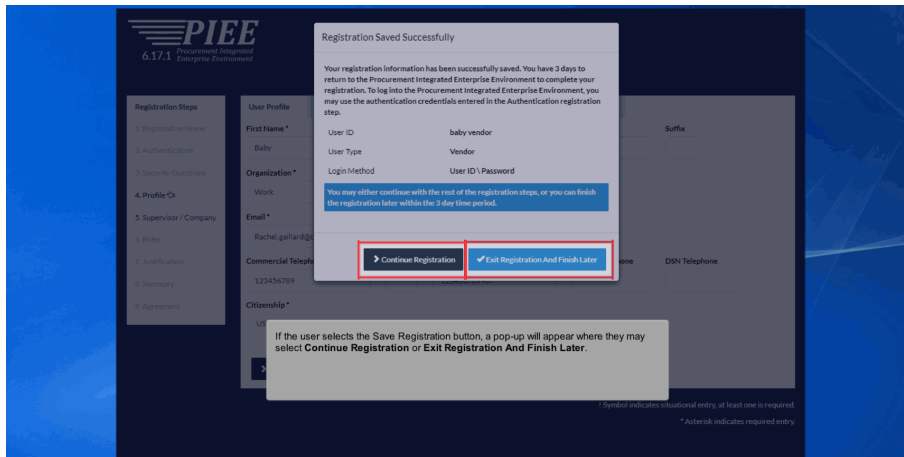
Complete all required fields on the User Profile page. PLEASE NOTE: The data presented in the following demonstrations (CAGE Code, DoDAAC, user profile information, etc.) are for purposes of example only. All users must utilize their own personal information.

Step 11



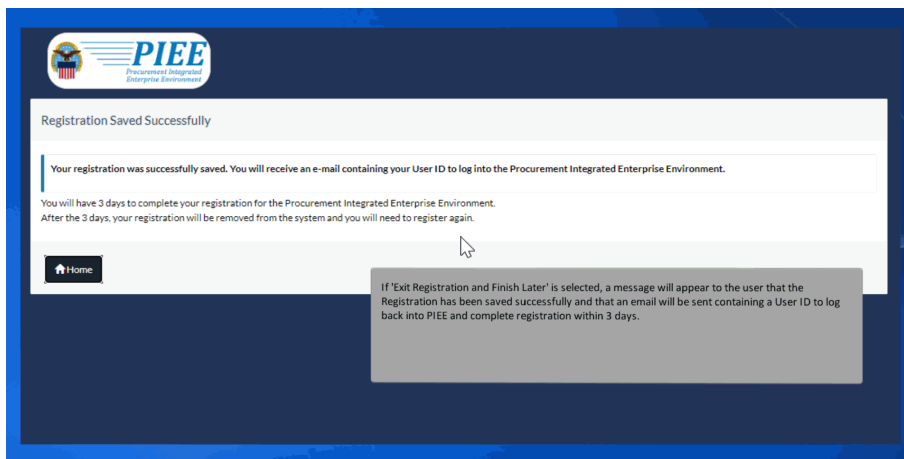
Enter Required Information on the User Profile page and click the Next button when finished. From this point on, if it is desired to save this registration and continue later, user can select the Save Registration button.

Step 12



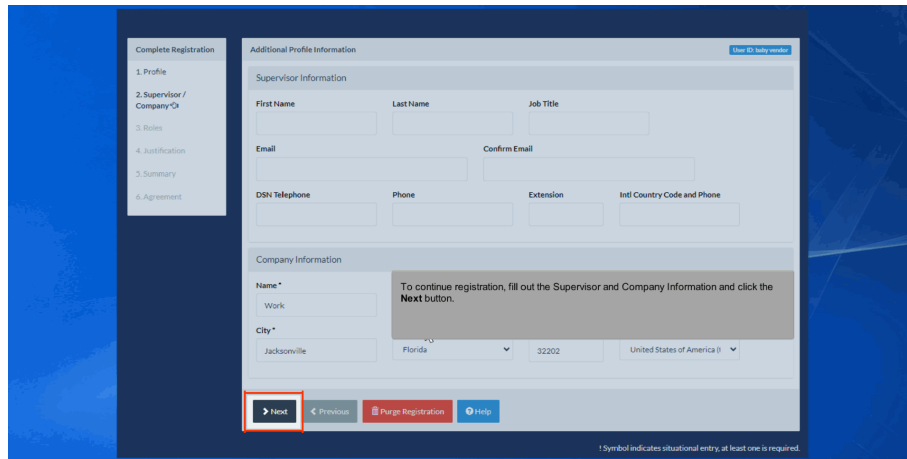
If the user selects the Save Registration button, a pop-up will appear where they may select Continue Registration or Exit Registration And Finish Later.

Step 13



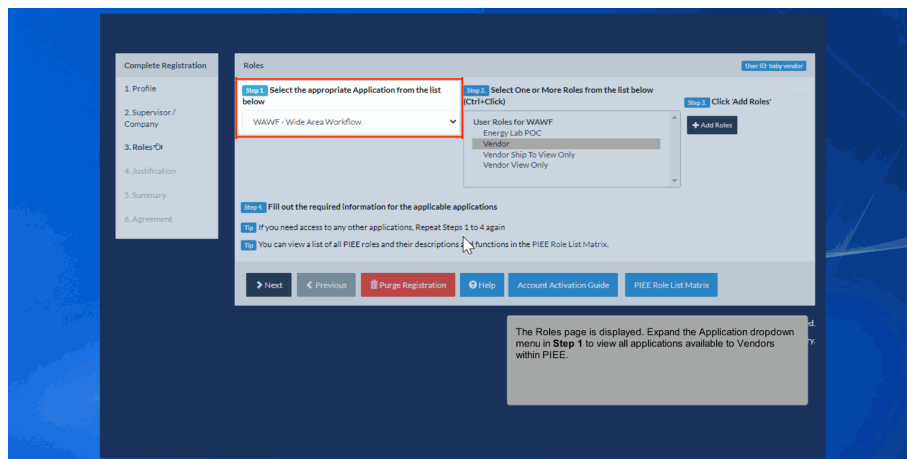
If 'Exit Registration and Finish Later' is selected, a message will appear to the user that the Registration has been saved successfully and that an email will be sent containing a User ID to log back into PIEE and complete registration within 3 days.

Step 14



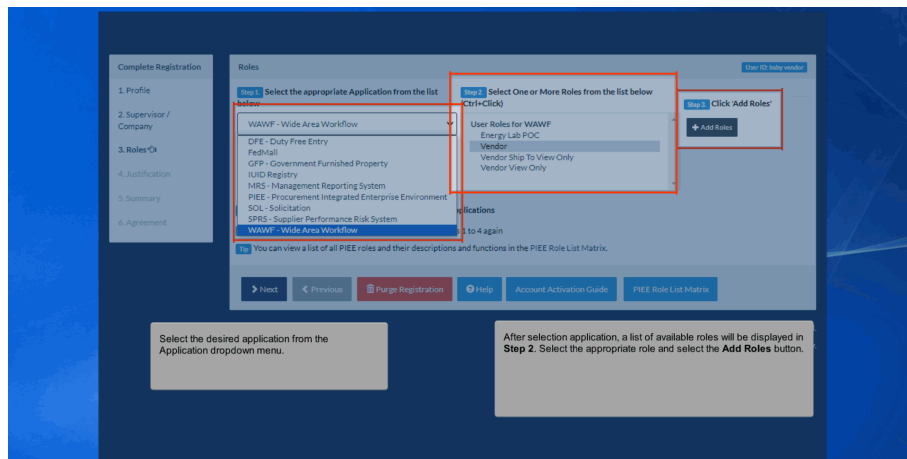
To continue registration, fill out the Supervisor and Company Information and click the Next button.

Step 15



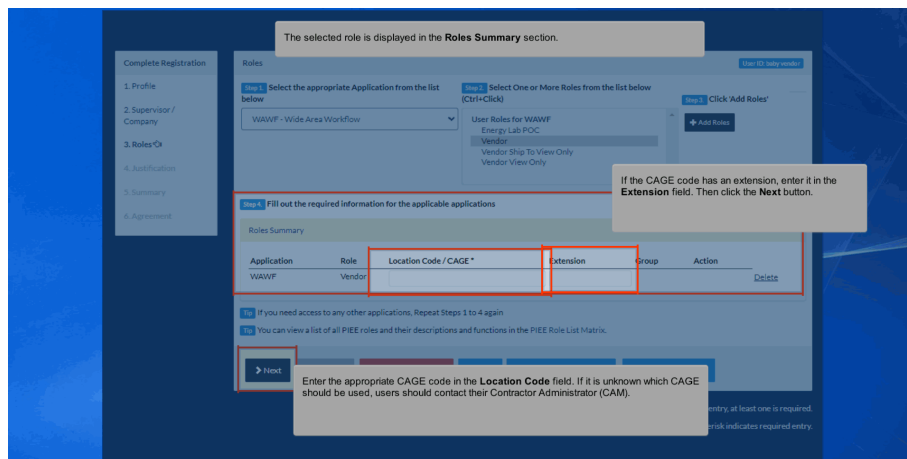
The Roles page is displayed. Expand the Application dropdown menu in Step 1 to view all applications available to Vendors within PIEE.

Step 16



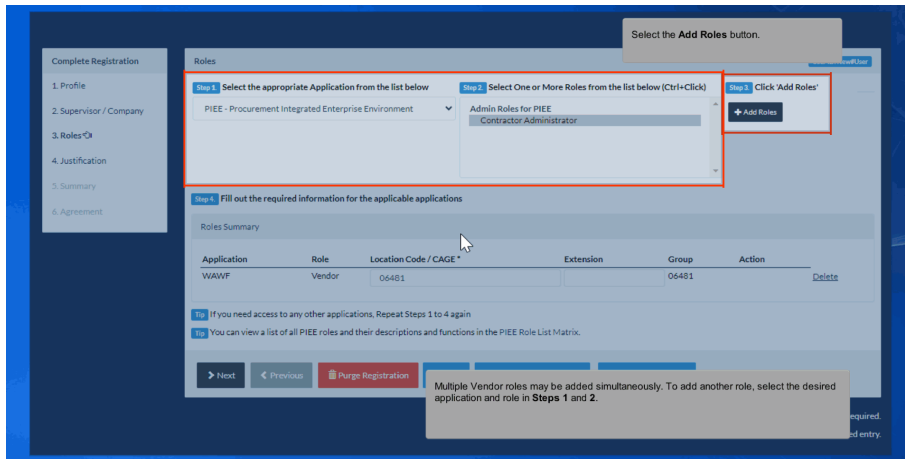
Select the desired application from the Application dropdown menu. After selection application, a list of available roles will be displayed in Step 2. Select the appropriate role and select the Add Roles button.

Step 17



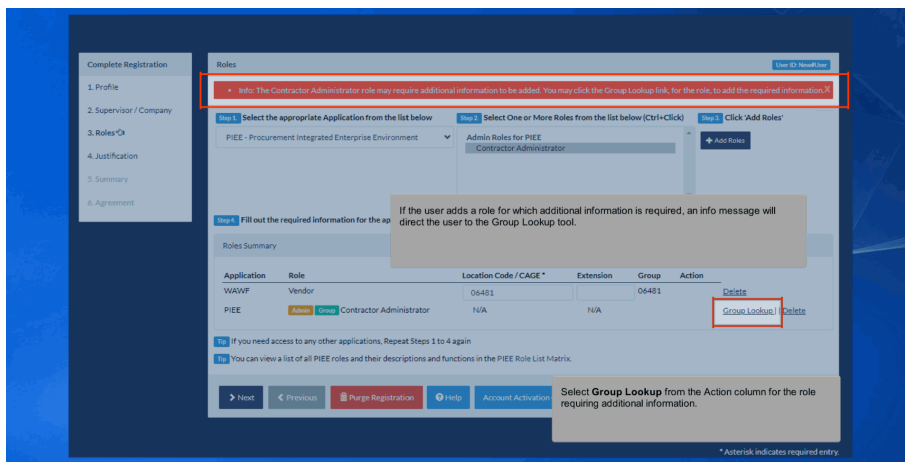
The selected role is displayed in the Roles Summary section. Enter the appropriate CAGE code in the Location Code field. If it is unknown which CAGE should be used, users should contact their Contractor Administrator (CAM). If the CAGE code has an extension, enter it in the Extension field. Then click the Next button.

Step 18



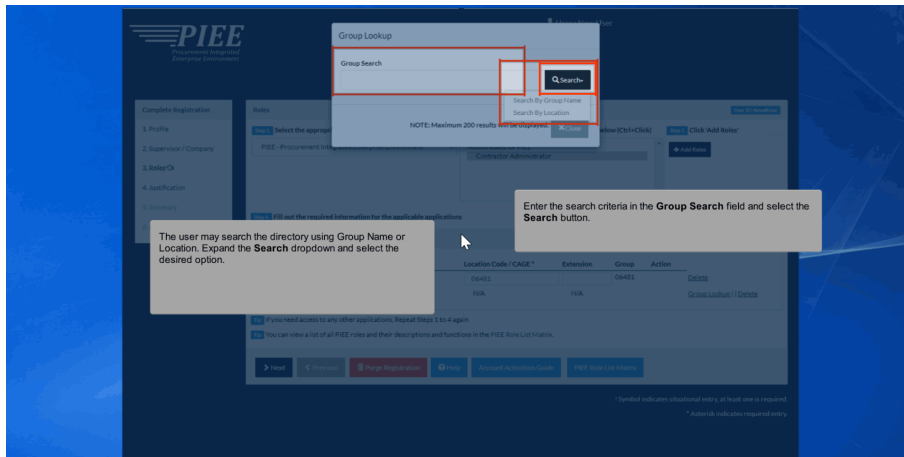
Multiple Vendor roles may be added simultaneously. To add another role, select the desired application and role in Steps 1 and 2. Select the Add Roles button.

Step 19



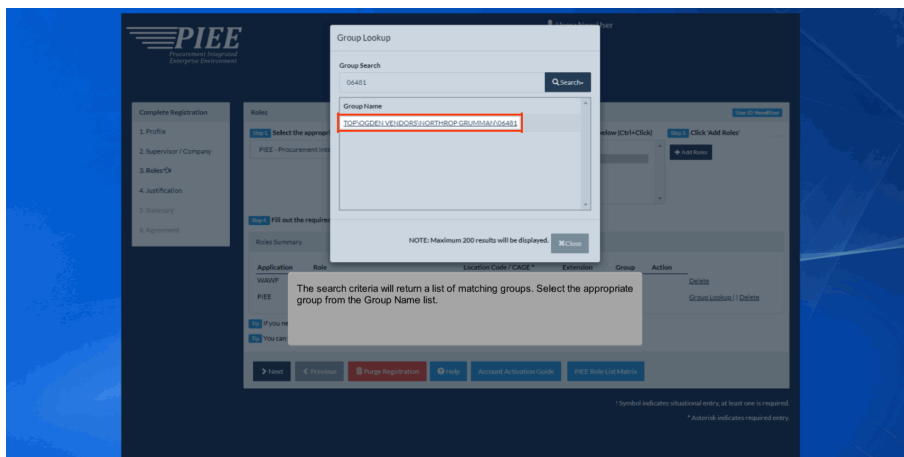
If the user adds a role for which additional information is required, an info message will direct the user to the Group Lookup tool. Select Group Lookup from the Action column for the role requiring additional information.

Step 20



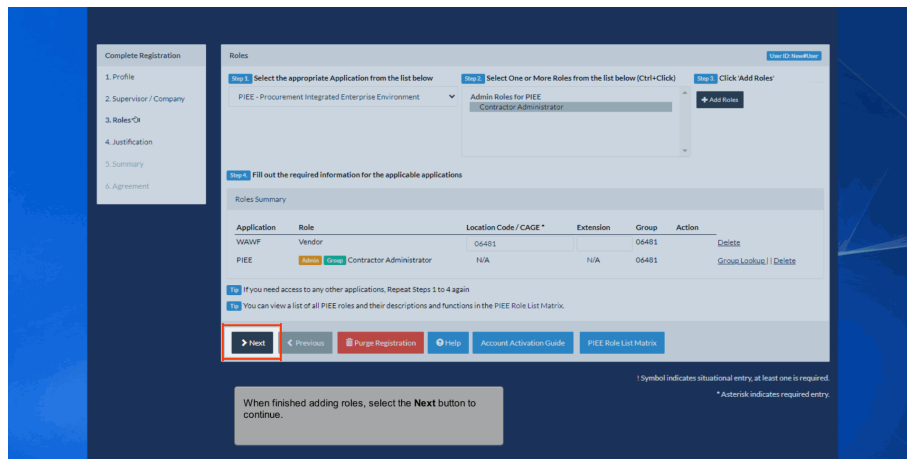
The user may search the directory using Group Name or Location. Expand the Search dropdown and select the desired option. Enter the search criteria in the Group Search field and select the Search button.

Step 21



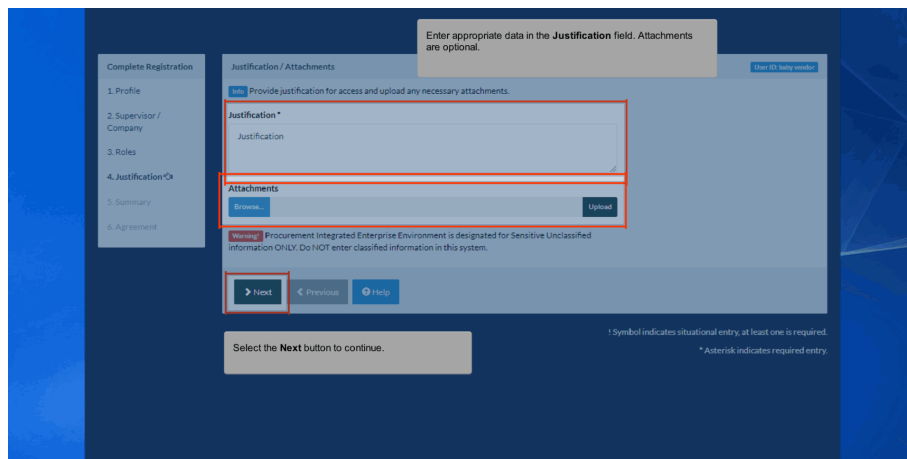
The search criteria will return a list of matching groups. Select the appropriate group from the Group Name list.

Step 22



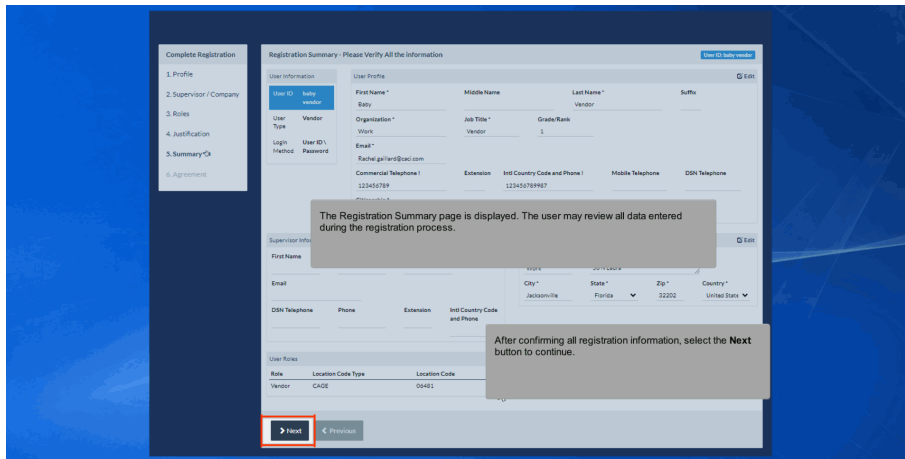
When finished adding roles, select the Next button to continue.

Step 23



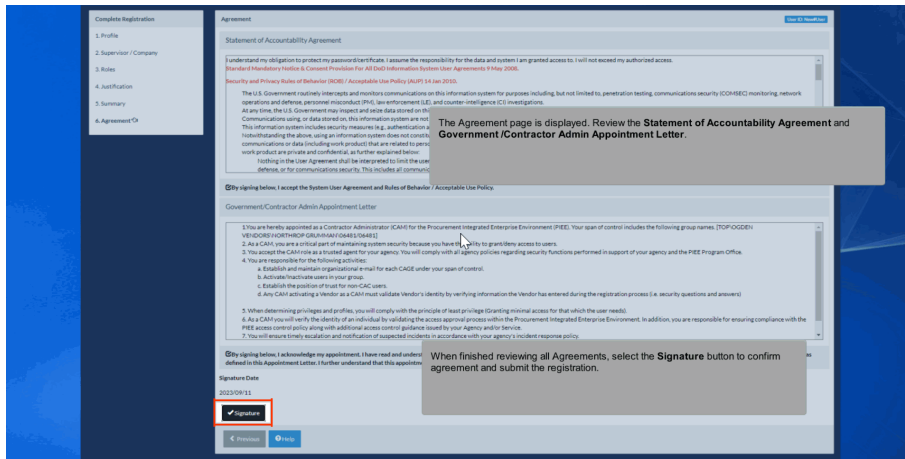
Enter appropriate data in the Justification field. Attachments are optional. Select the Next button to continue.

Step 24



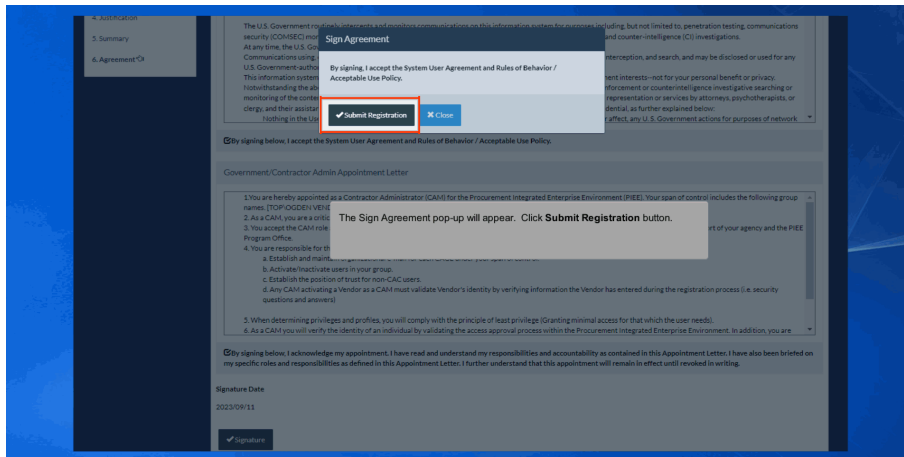
The Registration Summary page is displayed. The user may review all data entered during the registration process. After confirming all registration information, select the Next button to continue.

Step 25



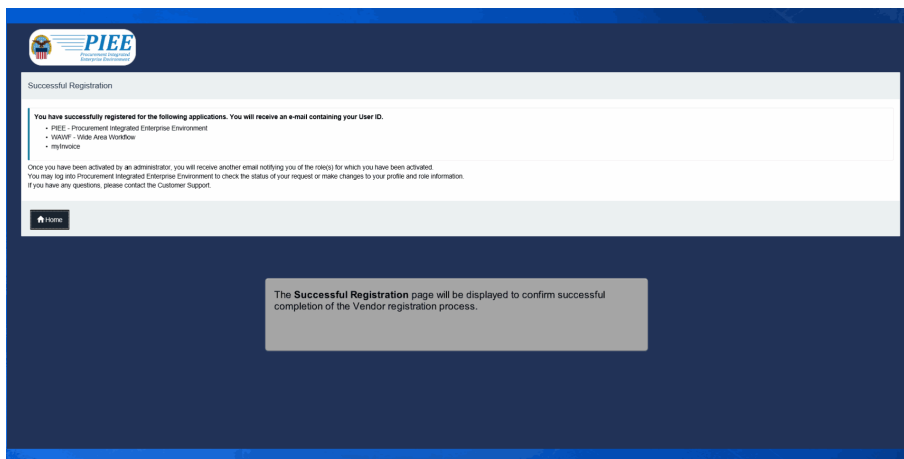
The Agreement page is displayed. Review the Statement of Accountability Agreement and Government /Contractor Admin Appointment Letter. When finished reviewing all Agreements, select the Signature button to confirm agreement and submit the registration.

Step 26



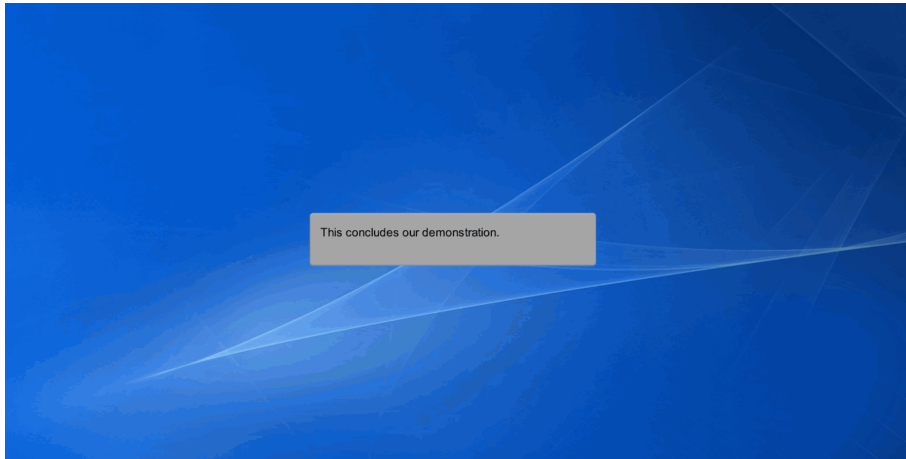
The Sign Agreement pop-up will appear. Click Submit Registration button.

Step 27



The Successful Registration page will be displayed to confirm successful completion of the Vendor registration process.

End



This concludes our demonstration.