A vendor portal for solicitations was introduced as an enterprise-level service for the Department of Defense (DoD) within the Procurement Integrated Enterprise Environment (PIEE) platform. This capability allows DoD to have a more automated and secure process for capturing solicitations and their attachments and responses from industry.

There are two vendor roles (Proposal Manager, Proposal View Only) for the PIEE Solicitation Module. The Proposal Manager role is required to submit an offer to a solicitation posted in the PIEE Solicitation Module.

In this guide, you will find step by step by step instructions for new users to self-register for a PIEE user account and existing users to add additional roles. Refer to the Roles and Actions/Functions Matrix, in the help section, to assist with determining which PIEE Solicitation Module role you will need to add.

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Step by Step Instructions

New User

Follow the steps to self-register for a PIEE user account if your company already has an Account Administrator.

1.	Click on Register (Top Right) from the PIEE Landing Pa	age
	https://wawf.eb.mil/	REGISTER LOG IN
2.	Select Vendor	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
		Note: A security clearance is NOT required to access any of the applications in the Procurement Integrated Enterprise Environment.
		Previous Help
3.	Enter a User ID, Password, and CAPTCHA text. Then, s	select Next.
	 You cannot change your User ID once you register 	r.
	Authentication	
	Error: Password must contain minimum of 13 characters. Error: Password must contain at least 1 capital letter Error: Password must contain at least 1 lower case letter. Error: Password must contain at least 1 lower case.	
	How will you be accessing the Procurement Integrated Enterprise Environment ap	plications? *
	User ID \ Password	
	User ID*	User ID Rules
	Password *	Minimum 9 Characters. May Contain Only the following special characters = I # 3 () May NOT contain spaces.
		 Must not arready be registered in the Procurement integrated Enterprise Environment.
	Password Confirmation *	Password Rules Minimum 15 characters
		Must contain at least 1 capital letter Must contain at least 1 cover case letter Must contain at least 1 cover case letter
	CAPICHA Image	Must constill at least 1 pandial character Entered passwords must be different from last 10 passwords used Cannot be changed within 24 hours Entered passwords cannot be the same as User ID
	Enter in text in image above.	
	> Next < Previous ♠Home ●Help	

Procurement Integrated Enterprise Environment Vendor Registration Guide



	curity Answers must b	pe unique.			
Security Questions					
	NUMING the suggest picking unique securite a school website, picture sites (Ficks, photobucket,	pastions imports which cannot be looked up via the fi shutterfly1, unline phone books, reverse phone look ru	Analog means: Answers might be obtained via propling to as and other online resources.	togs, personal websites, genealings charts, online social networks (hardsook, myspace, et	C.NM
	Question 5*	Answer 1*		Answer Confirmation 1 *	
	Oursilon 21			Arrayer Confirmation 21	
	What are the fast four digits of your drivery	1 Scenae number? •			
	Question 3*	Answer 3*		Answer Confirmation 31	_
	What is your favor the song?				
	> Next Crystan Olicity				
Comn	lete vour User Profile	Then select Next			
. comp ■ R	equired fields are mark	ked with an asteris	k (*).		
	User Profile				
	First Name *	Middle Name	Last Name *	Suffix	
	Organization*	lah Titla *	Grade/Rank		
	C. Build Street				
	Email *	Confirm Email *			
	Commercial Telephone I	Extension Intl Country	Code and Bhone I Mol	hile Telephone DSN Telephone	
	Citizenship *				
	US	*			
	> Next < Previous Save F	Registration O Help			
Comp		nd Company Infor	mation Than sales	t Novt	
. comp	Additional Profile Information		nation. men, select		
	Supervisor Information				
	First Name	Last Name	Job Title		
	c				
	Email		Confirm Email		
	DSN Telephone	Phone	Extension	Intl Country Code and Phone	
	Company Information				
		Address *			
	Name *				
	Name*				
	Name * City *	Zip*	Country*		
	Name * City *	Zip*	Country *		
	Name* City*	Zip*	Country *	•	

Procurement Integrated Enterprise Environment Vendor Registration Guide



7	Comp	Polos Thon solost Novt		
7.	Comp	Colest COL Calleitation from the drandown		
	A. Step 1. Select SOL - Solicitation from the dropdown.			
	B. St	Select Proposal Manager (or Proposal View Only).		
	C. St	Click Add Roles.		
	D. St	Enter your CAGE Code in the Location Code field.		
		toles .		
		10 Select the appropriate Application from the list below 10 Page 2 Select One or More Roles from the list below (Ctri+Click) 10 Page 3 Click 'Add Roles'		
		SOL-Solitation A User Notes for SOL Proposil Manager Proposil Manager Proposil Manager		
		*		
		III out the required information for the applicable applications		
		Roles Summary		
		Application 11 Role 11 Location Code* Extension Group 11 Action		
		SOL Proposal Manager SS3Q0 NIA Delete		
		Showing 1 to 1 of 1 entries		
		If you need access to any other applications. Repeat Steps 1 to 4 again		
		> Next C Previous PEsawa Registration O Help		
•	Fintan	ification for second unload on a second with the herents. Then, called North		
8.	Enter	uncation for access and upload any necessary attachments. Then, select Next.		
		Attachments		
		Browse Upload		
		Warning: Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY.		
		Next < Previous Help		
9.	Verify	nformation on the Registration Summary page is correct. Then, select Next.		
	,	glatration Summary - Pieses Verlty All the Information (our diversion)		
		Internation Internation GEAL karry Vendor#1 First Name ' Suffix		
		ter York Vendor Organization ' Job Tele ' Grade Rank		
		Enal '		
		Commercial Telephone ! Estension Inti Country Code and Phone ! Mobile Telephone DSN Telephone		
		Citizenship ' US ·		
		anvisor Information ST&ER Company Information ST&ER		
		rstName LustName Job Tife Name' Address'		
		City * State * Zip * Country * • United States of America (http://www.states.org/america (http://www.states.org/america) •		
		N inseptions Prove Extension left Country Code and Phone		
		er Ross Cifet		
		>Nod ⊄ Previous		



10. Review the Statement of Accountability Agreement. Then, select Signature.

- The 'Password Confirmation' modal window will appear.
- Enter password created in <u>Step 3</u>.
- Click Submit Registration.

Agreement	User ID VenderR			
Statement of Accountability Agreement				
Jurdestand my obligation to protect my parsword bentificate. Jacume the responsibility for the data and system I am granted access to I will not exceed my authorize Standard Mandatory Notice's Consert Provision For All DicD Information System User Agreements 9 May 2008.	ed access.			
Security and Privacy Rules of Behavior (ROB) / Acceptuble Use Policy (AUP) 14 Jan 2010.				
The U.S. Coverment receively intercepts and monthers communications on this information system for purposes including, but not limited to, penetration testim carater in editors, the U.S. Coverment may increase and search data stored on this information system. Communications using or data section of this information system are not private, a explicit to routine monitoring, interception, and search and may be disclose This information system and assess teaching measures line, authentication and access controlo its person to this information system is information system and assess teaching measures line, authentication and access controls its person the information system are not private to south the information system are not private and may be disclose. This information system is and same information system is one not contactive control U.S. Comment intercents—out to your pensoral benefit Neteritation and invision system and the intercent on system are not private and microbiols. This devices are also seen to any approximation system are not private to any approximation system are not private pensore intercents. Such comparison data seen to any approximation in the system are not private pensore in the system and the system and the intercent base in the system are not private to any approximation system and the system a	The U.S. Conversion in the interaction is interaction on this information system for purposes including, but not limited to, pontor state interactions and before, personnel interactions and before, personnel interactions (U.S. and Section 2014). The section of			
Citiby stipping below, Laccept the System User Agreement and Rules of Behavior / Acceptable Use Policy.				
Signature Date	Sjanstare Date 2020.04/22 ✓Signifare			
TADAVE Z				
✓Signature				
C Threekas Of Hubs				
11. You will see a success message that your registration	Successful Registration			
was successful. You will receive a confirmation email	You have successfully redistered for the following anglications. You will receive an e-mail containing your User ID.			
shortly. Once your account has been activated by an	SOL-Solicitation			
	Once you have been activated by an administrator, you will receive another email notifying you of the roless) for which you have been activated.			
Account Administrator, you can login into PIEE. You may light for Procurement integrated Enterprise Environment to check the status of your request or make changes to your profile and role information. If you have any questions, places contact the Customer Support.				

Existing User

Follow the steps to add additional roles (Proposal Manager, Proposal View Only) to your PIEE user account.

12. After l	ogging into PIEE, click I	My Account (Top Lef	t)	🌣 My Account	Help∽
13. Select	Add Additional Roles.				
	My Account				
	1 Profile	Roles		Security	
	User	Add Additional Roles		Change Authentication Type	
	View/Edit the user profile information.	Add additional roles to you Manage Poles	/ account.	Change Certificate or login method type for your account.	
	View/Edit the user's supervisor information, some	View existing roles, resubn comments/attachments to	it rejected/inactive/archived roles, add the existing roles and send reminder e-mails to	Modify the password for your account.	
	Company View/Edit the user's company information.	your Supervisor(s)/Sponso	(Govt/Govt, Contractor users only).	Change Security Questions Update the security questions for your account.	
	nHome.				
-					
14. Verify	all profile information	within your account	is up-to-date. The	n, select Next.	
	User Profile				User ID: Vendor#1
	First Name *	Middle Name	Last Name *	Suffix	
	Organization *	Job Title "Grade	Kank		
	Email *	Confirm Email *			
	Commercial Telephone !	Extension Intl Country Code and Ph	one ! Mobile Telep	hone DSN Telephone	
	Citizenship*				
	US				
	Next Previous Help				
15. Follow	/ Steps 7 - 10 above.				
16. You w	ill receive a confirmation	on email that the new	v role(s) were acti	vated by your Account	Administrator.
201 104 11	Success			fatea by your recount	
	You have successfully added roles for the following application	205:			
	SOL - Solicitation				
	Your approval request, for your new roles, will now go to an admi Support.	inistrator for approval. Once you have been approved by an ad	ninistrator, you will receive an email indicating the activ	vated role(s) for your account. If you have any questions or concerns, ple	ase contact Customer
	₩Home				



Help

Getting Started

If your company is new to PIEE and has no Account Administrator, the link below provides the general steps in getting started as a vendor to use the PIEE Solicitation Module and other PIEE applications:

https://wawf.eb.mil/xhtml/unauth/web/homepage/vendorGettingStartedHelp.xhtml

Account Support

Your company's Account Administrator can help you view or edit profile information, reset a password or certificate. You can enter your five-character CAGE Code to find your company's Account Administrator at the link below:

https://wawf.eb.mil/xhtml/unauth/lookup/gamLookup.xhtml

Technical Support

If you are experiencing technical problems with PIEE and your company's Account Administrator cannot resolve, please contact the DISA DECC Ogden Electronic Business Service Desk or visit the link below and click "Ogden Help Desk" to submit a ticket.

https://wawf.eb.mil/xhtml/unauth/web/homepage/vendorCustomerSupport.xhtml

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

Phone: 866-618-5988, 801-605-7095

Roles and Actions/Functions Matrix

The Roles and Actions Matrix provides a depiction of the available actions for each vendor role.

Action	Role(s)
Submit Offers	 Proposal Manager
View Offers	 Proposal Manager
	 Proposal View Only
Posts Offer Revision	 Proposal Manager

The Roles and Functions Matrix provides a depiction of the Menu Items available for each vendor role.

Menu Item	Role(s)
Create Unsolicited Proposal	 Proposal Manager
Search	 Proposal Manager
	 Proposal View Only
Lookup Product/Service Codes	 Proposal Manager
	 Proposal View Only
Lookup NAICS	 Proposal Manager
	 Proposal View Only