

PIEE Vendors - Getting Started Help

Website: <https://piee.eb.mil>

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Vendors - Getting Started Help

General Steps for a Vendor to follow to use Procurement Integrated Enterprise Environment applications

- Step 1. Register with the System for Award Management (SAM). (This is a mandatory step.)
- Step 2. Establish an Electronic Business (EB) Point of Contact (POC) in SAM. (This is a mandatory step.)
- Step 3. Ensure CAGE Code is added to the Procurement Integrated Enterprise Environment Vendor Group Structure. (This is a mandatory step.)
- Step 4. Establish an Organizational Email Address. (This is a WAWF step only.)
- Step 5. Designate a Contractor Administrator (CAM). (This is a mandatory step.)
- Step 6. Determine if batch feeds for data input is necessary. (This is a WAWF step only.)
- Step 7. Set up PCs to Access applications in Procurement Integrated Enterprise Environment.
- Step 8. Self-Register CAM. (This is a mandatory step - there must be a CAM to activate vendors.)
- Step 9. Have all users for the CAGE Code(s) self-register on the Procurement Integrated Enterprise Environment web site for one of the available Vendor Roles.
- Step 10. Complete the Web Based Training for the applications you will use in Procurement Integrated Enterprise Environment.

Step 1: Register with System for Award Management (SAM).

- All vendors must be registered in the SAM in order to sell goods and services to the Department of Defense (DoD).
- Register at URL <https://www.sam.gov/> (<https://www.sam.gov/>) (External Link).
- For help with registration in SAM, contact the Federal Service Desk at 866-606-8220 or 334-206-7828. If you do not know your SAM POC, you can contact the Federal Service Desk.

Return to the TOP of the page.

Step 2: Establish or verify the Electronic Business Point of Contact (EB POC) in SAM.

- To facilitate electronic commerce between vendors and DoD, vendors must establish an EB POC for their company in SAM.
- The EB POC will be responsible for authorizing vendor employee(s) access to submit, modify and/or view data on behalf of the vendor. In Procurement Integrated Enterprise Environment terminology, the EB POC also functions as the Contractor Administrator (CAM). The CAM is your company's "Gate Keeper" and will be responsible for authorizing access to applications in Procurement Integrated Enterprise Environment for all your company's employee(s).
- The SAM POC is responsible for entering EB POC data in SAM.

- To see if an EB POC is listed for a specific company, go to <https://www.sam.gov/> (<https://www.sam.gov/>) (External Link) and click on "Search SAM". Where prompted, enter the DUNS Number or CAGE Code or Company Name and click the "Search" button. If you are presented with a list of DUNS numbers, you will need to pick the specific location and click on the Detail link. Scroll to the bottom of the Inquiry Results page. There you can see if anyone is listed as the EB POC. If no one is listed, the company has not identified an EB POC yet.
- If a vendor sees that there is no one listed as their EB POC, they need to contact the SAME POC and ask the SAM to update the company's registration to include the EB POC.
- Each vendor can establish up to two EB POCs one primary and one alternate EB POC for each CAGE/DUNS code.

Return to the TOP of the page.

Step 3: Have your CAGE Code added to the Procurement Integrated Enterprise Environment Vendor Group Structure.

- To establish a vendor group for a CAGE Code, someone in your company needs to either call the Customer Support Center 1-866-618-5988 or send an email to DISA Ogden. If your organization has multiple CAGE Codes, the Procurement Integrated Enterprise Environment Customer Support Center will assist in adding all your CAGE Codes to your Vendor Group Structure in Procurement Integrated Enterprise Environment. (see Customer Support link)
- Phoned in requests will be activated immediately. Emailed requests will be processed within 48 business hours after receipt.
- Group Activation Email: Please use the following template to email requests to Procurement Integrated Enterprise Environment Customer Support: Customer Support email ([mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil?subject= Procurement Integrated Enterprise Environment CAGE Code Activation&body=Ogden%20Support:%20Please%20Activate%20the%20following%20CAGE%20Code\(s\)%20in%20WAWF:%20%0D%0A%0D%0A 1. CAGE Code\(s\): %0D%0A %0D%0A 2. EB POC's Name: %0D%0A %0D%0A 3. EB POC's Email: %0D%0A %0D%0A 4. EB POC's Phone Number:\)](mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil?subject=Procurement%20Integrated%20Enterprise%20Environment%20CAGE%20Code%20Activation&body=Ogden%20Support:%20Please%20Activate%20the%20following%20CAGE%20Code(s)%20in%20WAWF:%20%0D%0A%0D%0A%201.%20CAGE%20Code(s):%20%0D%0A%20%0D%0A%202.%20EB%20POC's%20Name:%20%0D%0A%20%0D%0A%203.%20EB%20POC's%20Email:%20%0D%0A%20%0D%0A%204.%20EB%20POC's%20Phone%20Number:) Please fill in missing information with your company information. (External Link).
- Your CAGE Code must be added to the Procurement Integrated Enterprise Environment Vendor Group Structure before any personnel can self-register for applications in Procurement Integrated Enterprise Environment. If you have multiple CAGE Codes they can all be added to your group at the same time.
- Optional CAGE Code extensions can be created to subdivide your CAGE Code into smaller units. Each CAGE Code and extension will have its own organizational e-mail address. The email addresses will be used to notify your sub-groups that a document status has changed.
- **Important - PLEASE NOTIFY YOUR EB POC!** We will need their authorization to activate individual accounts after the CAGE Code(s) are added to the Vendor Group Structure for Procurement Integrated Enterprise Environment.

Return to the TOP of the page.

Step 4: Establish an Organizational email Address.

- Wide Area Workflow (WAWF) routes information according to CAGE Codes. WAWF documents themselves do not get routed, but status information about the documents is sent in emails. For example, email confirmations are sent when a vendor SUBMITS a document. Email notices are sent when the government ACCEPTS or REJECTS the document.
- In order to receive status information about the WAWF documents, vendors need to establish organizational email accounts and determine who will have access to this organizational email account.
- Ensure that the organizational email address is operational and can receive email prior to registering it with the Procurement Integrated Enterprise Environment Customer Support Center.
- The CAM or EB POC shall provide the organizational email to the Procurement Integrated Enterprise Environment Customer Support Center. (See CAM Appointment Letter in Step 5 below).

- **Note:** If you do not set up an organizational email address, the personal email address of the first person who self-registers from your CAGE Code / UEI will be used as the organizational email address.

Return to the TOP of the page.

Step 5: Designate a Contractor Administrator (CAM) for your company. (Mandatory Step - there must be a CAM registered)

- A CAM determines who has access to their data in Procurement Integrated Enterprise Environment and provides the authorization to activate.
- In medium to large sized companies, there may be a need to establish more than one CAM.
- The EB POC will also be contacted when there is a question about invoices submitted through WAWF. Please ensure your EB POC is familiar with the WAWF process and they can contact company personnel to answer invoicing questions from government officials.
- Vendors must appoint a CAM to manage their Procurement Integrated Enterprise Environment accounts. It is recommended that the EB POC be the CAM. As mentioned earlier, the CAM is your company's "Gate Keeper" and as such this person authorizes the activations and deactivations for the company's CAGE Code(s). When the EB POC registers as the CAM no additional paperwork is required to establish your Procurement Integrated Enterprise Environment CAM account. Proceed to Registration (see Step 8).
- If you appoint a CAM that is not your EB POC, they are required to submit their CAM appointment letter, signed by their EB POC, via email to the Ogden Customer Support Center. See sample **CAM Appointment letter** (/documentation/CAM-VendorAppointmentLetter.pdf). Proceed to Registration immediately after the letter has been submitted (see step 8).

Return to the TOP of the page.

Step 6: Determine if batch feeds for WAWF data input is necessary.

- Most Vendors use the manual, web entry method to input their documents directly into WAWF. Web entry is a good method if you have a small volume of payment documents to create or if you have a small amount of lines on your contract(s). But for vendors that have a large number of transactions and/or many line items per payment document, you may want to consider submitting documents into WAWF via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) method.
- WAWF FTP and EDI Guides are available after your account has been activated. If further assistance is needed, please contact the WAWF Customer Service Center and ask for help with EDI. A trouble ticket will be created and you will be forwarded to the Joint Interoperability Test Center (JITC) and a technician will be assigned to assist you in testing your file layout(s). (See Customer Support Link).

Return to the TOP of the page.

Step 7: Set up PCs to access Procurement Integrated Enterprise Environment.

- Your current computer configuration is usually sufficient to use the applications in Procurement Integrated Enterprise Environment. On rare occasions your computer's browser setting may need to be changed.
- Please try using the applications in Procurement Integrated Enterprise Environment first and then if you experience problems check your set-up by selecting the "Machine Setup" link on the Procurement Integrated Enterprise Environment home page or call the Ogden Help desk for assistance - for Ogden Help desk information select the "Customer Support" link on the Procurement Integrated Enterprise Environment home page.

Return to the TOP of the page.

Step 8: CAM needs to Self-Register in Procurement Integrated Enterprise Environment. (Mandatory step - CAMs activate the vendor users)

- Refer to the "Registration" button at the top right of the " Procurement Integrated Enterprise Environment " home page.
- When registering as a CAM, Vendor User Roles will not be allowed, only add Administrative User Roles.
- If the CAM's account has not been activated within 2 business days of self-registering, notify the Procurement Integrated Enterprise Environment Customer Service. (See Vendor Customer Support Link).

Return to the TOP of the page.

Step 9: Have all users for the CAGE Code(s) self-register on the Procurement Integrated Enterprise Environment web site for one of the available Vendor Roles.

- Once the EB POC (CAM) has been activated, all company users will need to self-register. Now the EB POC (CAM) can activate or deactivate their own company personnel within Procurement Integrated Enterprise Environment.
- Every user must self-register on the Procurement Integrated Enterprise Environment web site by completing the online registration form.
- Refer to the "Registration" button on the Procurement Integrated Enterprise Environment home page and the Help button for details on registering for an application in the Procurement Integrated Enterprise Environment as a Vendor Role.
- Note: User accounts will not be activated until the CAM activates the accounts. The CAM will receive an email for all registrations.
- If a user's account has not been activated within 2 business days of self-registering, notify the EB POC or Procurement Integrated Enterprise Environment Customer Support Center.

Return to the TOP of the page.

Step 10: Complete the Web Based Training for the applications you will use in Procurement Integrated Enterprise Environment.

- Once you have completed steps 1-9, you may want to take the offered Web Based Training (WBT) for detailed information on how to effectively use the application you have registered for.
- You may also practice using the applications in the online training site. This site is for practice only. You can practice submitting documents for payment, and viewing and working on documents in the online training site. After getting to the Web Based Training menu, you should click the "Instructions" hyperlink to get your training User IDs and passwords and important sample data.

Return to the TOP of the page.

Close