



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 Page
<https://wawf.eb.mil/>

REGISTER

LOG IN

2. Select Vendor

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

Note: A security clearance is NOT required to access any of the applications in the Procurement Integrated Enterprise Environment.

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3. Enter a User ID, Password, and CAPTCHA text. Then, select Next.
 - You cannot change your User ID once you register.

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 special character.

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

User ID \ Password

User ID *

Password *

Password Confirmation *

CAPTCHA Image

089396

Enter in text in image above.

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User ID Rules

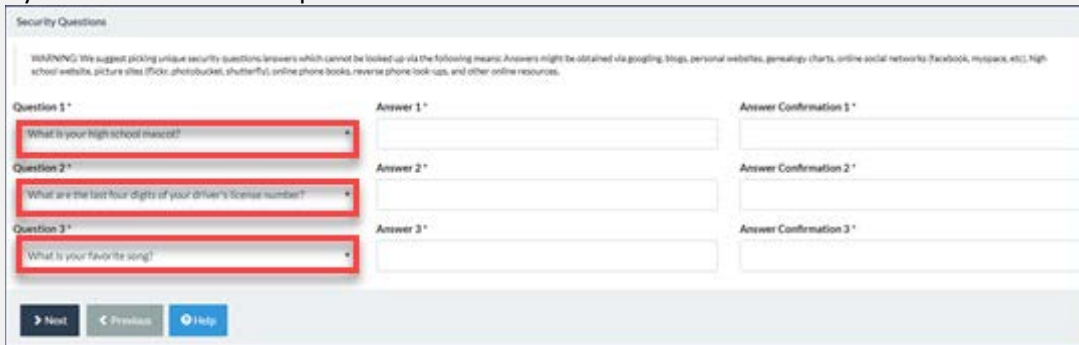
- Minimum 8 Characters.
- May Contain ONLY the following special characters = ! # \$ % & ' () * + , - . : ;
- May NOT contain spaces.
- Must not already be registered in the Procurement Integrated Enterprise Environment.

Password Rules

- Minimum 13 characters
- Must contain at least 1 capital letter
- Must contain at least 1 lower case letter
- Must contain at least 1 number
- Must contain at least 1 special 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

4. Create your security questions. Then, select Next.

- Security Answers must be unique.



Security Questions

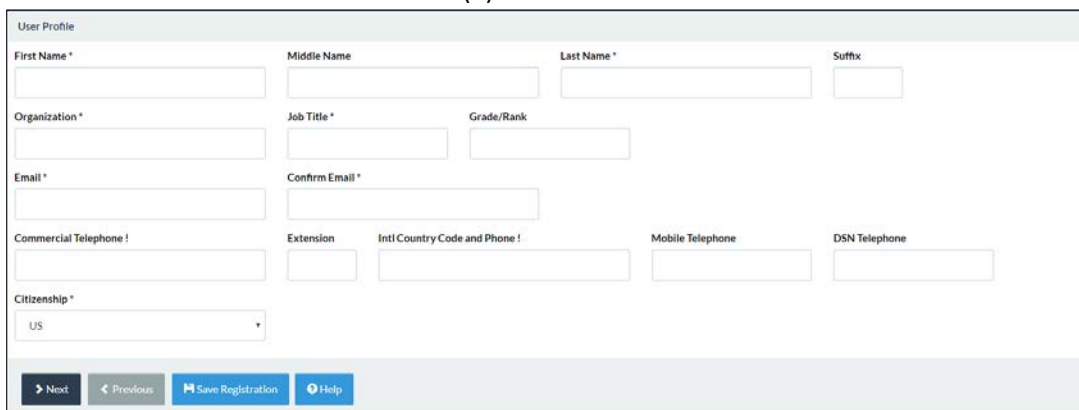
WARNING: We suggest picking unique security questions/answers which cannot be looked up via the following means: Answers might be obtained via googling, blogs, personal websites, personality charts, online social networks (Facebook, MySpace, etc), high school websites, picture sites (Flickr, Photobucket, Shutterfly), online phone books, reverse phone look-ups, and other online resources.

Question 1 *	Answer 1 *	Answer Confirmation 1 *
What is your high school mascot?		
Question 2 *	Answer 2 *	Answer Confirmation 2 *
What are the last four digits of your driver's license number?		
Question 3 *	Answer 3 *	Answer Confirmation 3 *
What is your favorite song?		

Next Previous Help

5. Complete your User Profile. Then, select Next.

- Required fields are marked with an asterisk (*).

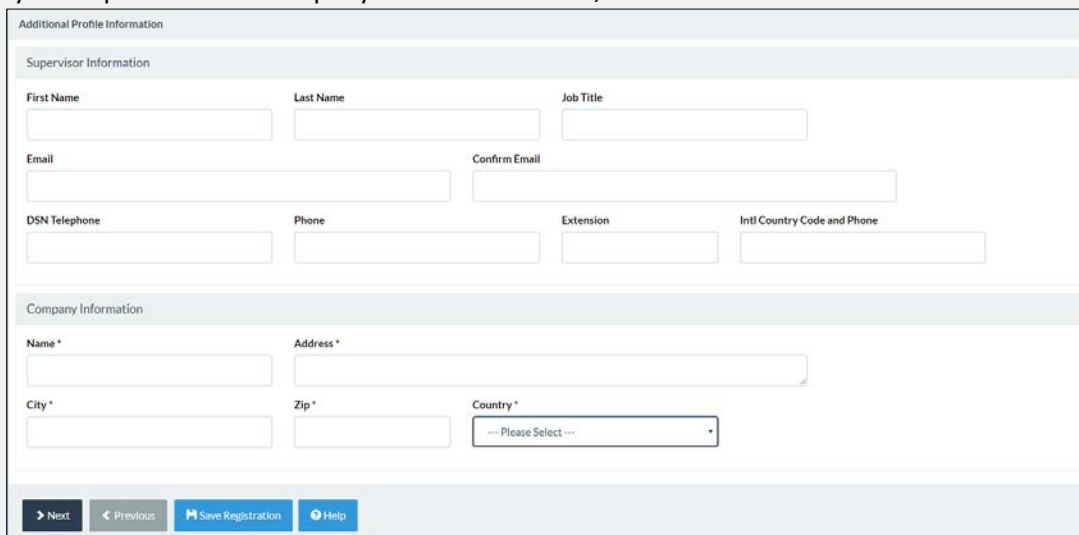


User Profile

First Name *	Middle Name	Last Name *	Suffix
Organization *	Job Title *	Grade/Rank	
Email *	Confirm Email *		
Commercial Telephone *	Extension	Intl Country Code and Phone *	Mobile Telephone
Citizenship *			DSN Telephone
US			

Next Previous Save Registration Help

6. Complete your Supervisor and Company Information. Then, select Next.



Additional Profile Information

Supervisor Information

First Name	Last Name	Job Title
Email	Confirm Email	
DSN Telephone	Phone	Extension
	Intl Country Code and Phone	

Company Information

Name *	Address *
City *	Zip *
	Country *
	--- Please Select ---

Next Previous Save Registration Help

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7. Complete Roles. Then, select Next.
 - A. Step 1. Select **SOL - Solicitation** from the dropdown.
 - B. Step 2. Select **Proposal Manager** (or **Proposal View Only**).
 - C. Step 3. Click **Add Roles**.
 - D. Step 4. Enter your CAGE Code in the Location Code field.

8. Enter a justification for access and upload any necessary attachments. Then, select Next.

9. Verify the information on the Registration Summary page is correct. Then, select Next.

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

- The 'Password Confirmation' modal window will appear.
- Enter password created in [Step 3](#).
- Click Submit Registration.

11. You will see a success message that your registration was successful. You will receive a confirmation email shortly. Once your account has been activated by an Account Administrator, you can login into PIEE.

Successful Registration

You have successfully registered for the following applications. You will receive an e-mail containing your User ID:

- SOL - Solicitation

Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated. You may log into 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, please contact the Customer Support.

Existing User

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

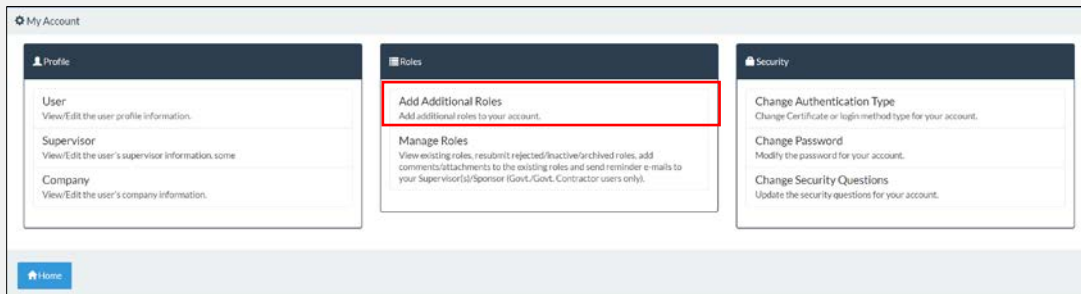
12. After logging into PIEE, click **My Account** (Top Left)



My Account

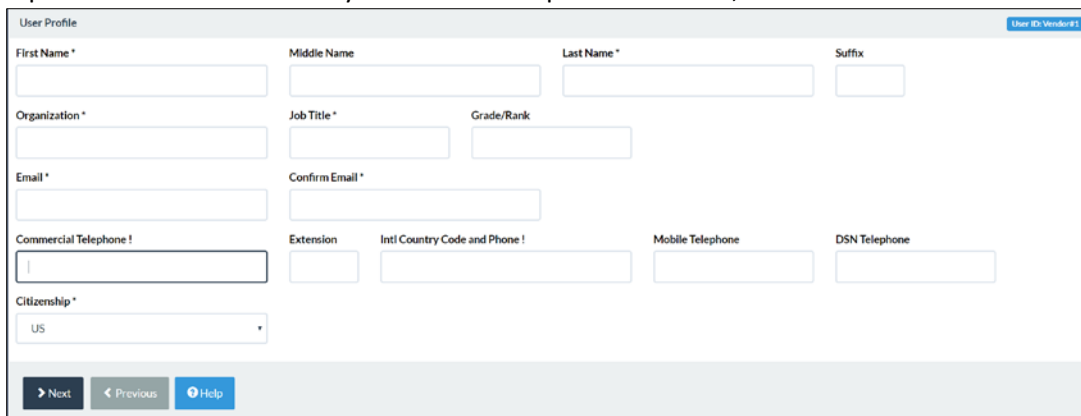
Help

13. Select Add Additional Roles.



The screenshot shows the 'My Account' page with three main sections: Profile, Roles, and Security. The 'Roles' section is highlighted with a red box, and the 'Add Additional Roles' link is visible within it. The 'Profile' section includes links for User, Supervisor, and Company. The 'Security' section includes links for Change Authentication Type, Change Password, and Change Security Questions.

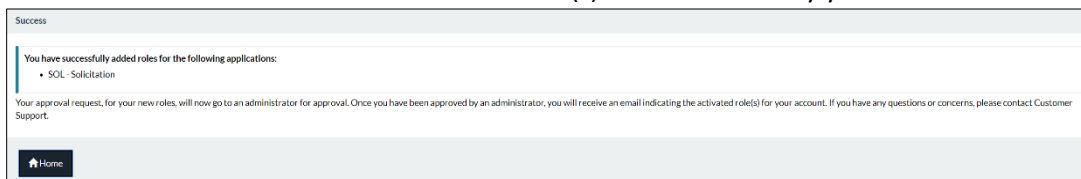
14. Verify all profile information within your account is up-to-date. Then, select Next.



The screenshot shows the 'User Profile' form with various input fields. The 'First Name' field is highlighted. The form includes fields for First Name, Middle Name, Last Name, Suffix, Organization, Job Title, Grade/Rank, Email, Confirm Email, Commercial Telephone, Extension, Intl Country Code and Phone, Mobile Telephone, DSN Telephone, and Citizenship. Navigation buttons for Next, Previous, and Help are at the bottom.

15. Follow [Steps 7 - 10](#) above.

16. You will receive a confirmation email that the new role(s) were activated by your Account Administrator.



The screenshot shows a 'Success' message box. It states: 'You have successfully added roles for the following applications: • SOL - Solicitation'. Below this, it says: 'Your approval request, for your new roles, will now go to an administrator for approval. Once you have been approved by an administrator, you will receive an email indicating the activated role(s) for your account. If you have any questions or concerns, please contact Customer Support.' A 'Home' button is at the bottom.

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