Procurement Integrated Enterprise Environment
Vendor Registration Guide

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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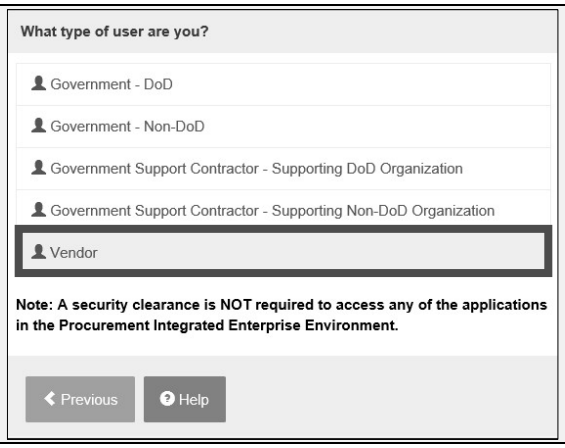
Step by Step Instructions

New User

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

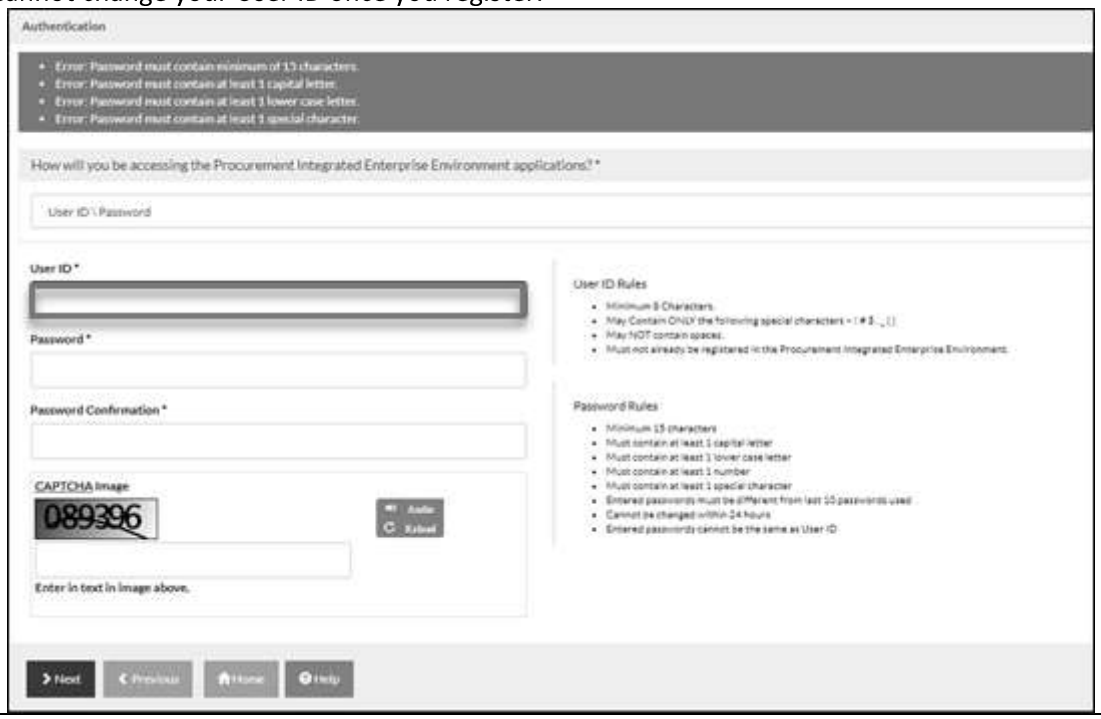
1. Click on **Register** (Top Right) from the PIEE Landing Page https://wawf.eb.mil/

2. Select Vendor



3. Enter a User ID, Password, and CAPTCHA text. Then, select Next.

- You cannot change your User ID once you register.

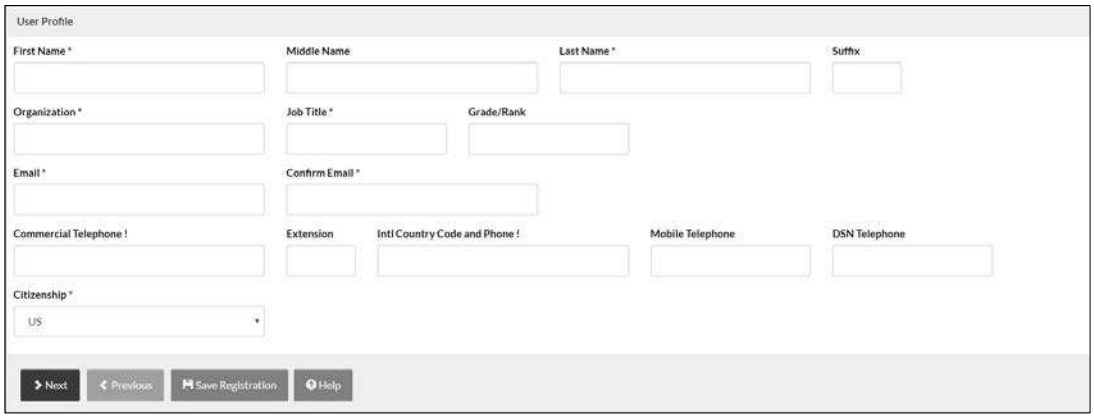


4. Create your security questions. Then, select Next.

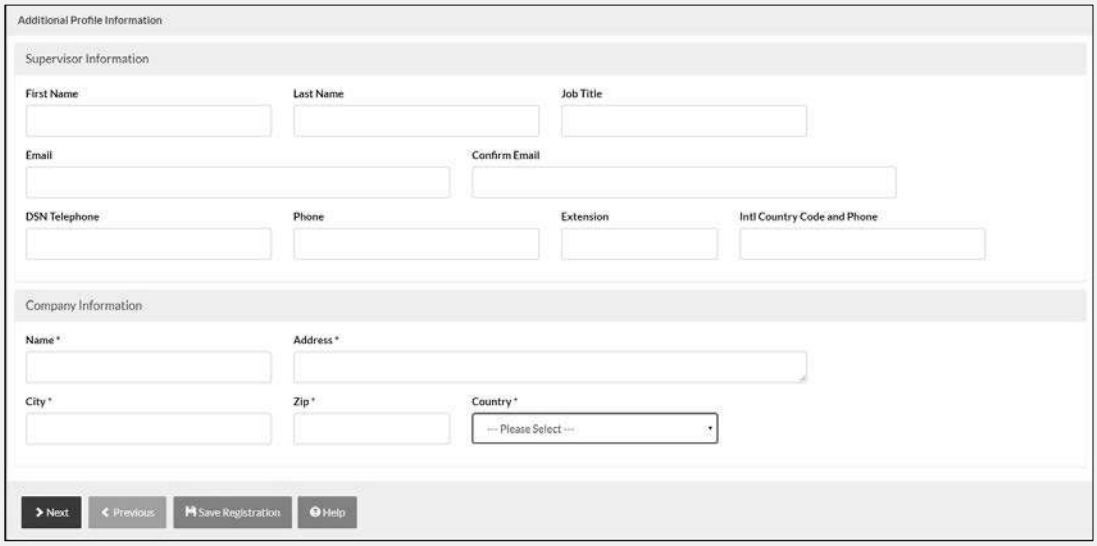
- Security Answers must be unique.

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

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



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

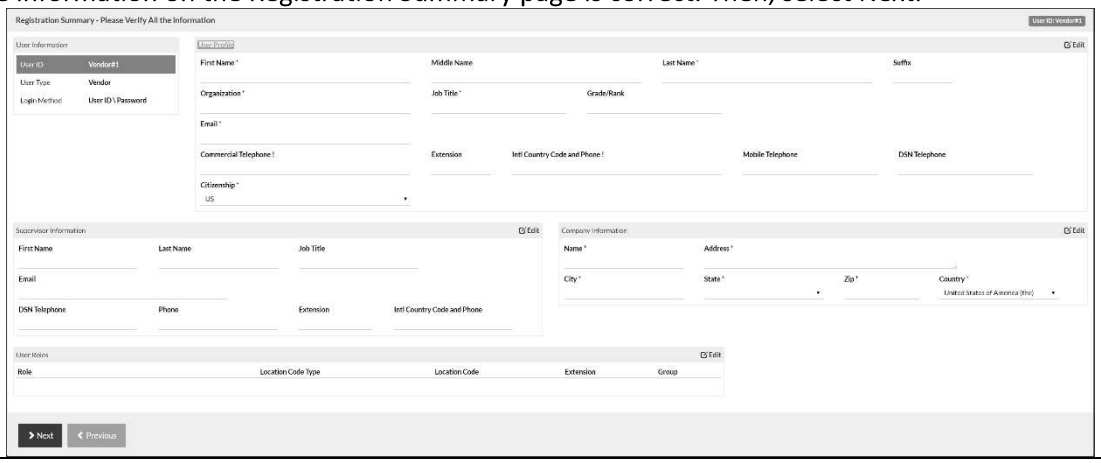


7. Complete Roles. Then, select Next.

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.

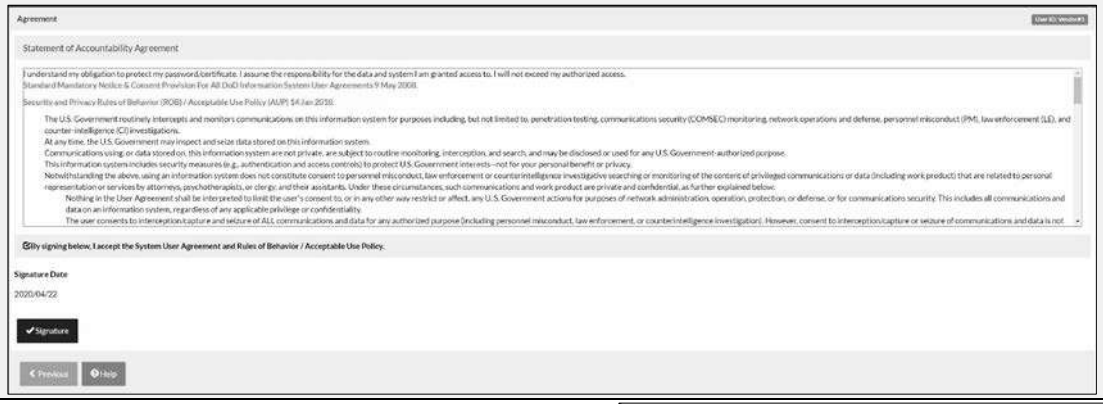
8. Enter a justification for access and upload any necessary attachments. Then, select Next.

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

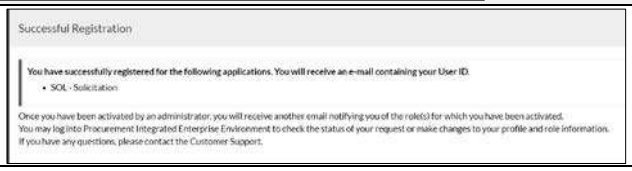


10. Review the Statement of Accountability Agreement. Then, select Signature.

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



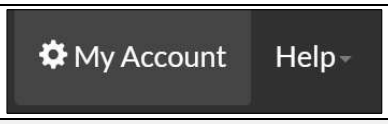
11. You will see a success message that your registration was successful. You will receive a confirmation email shortly. Once your account has been activated by an Account Administrator, you can login into PIEE.



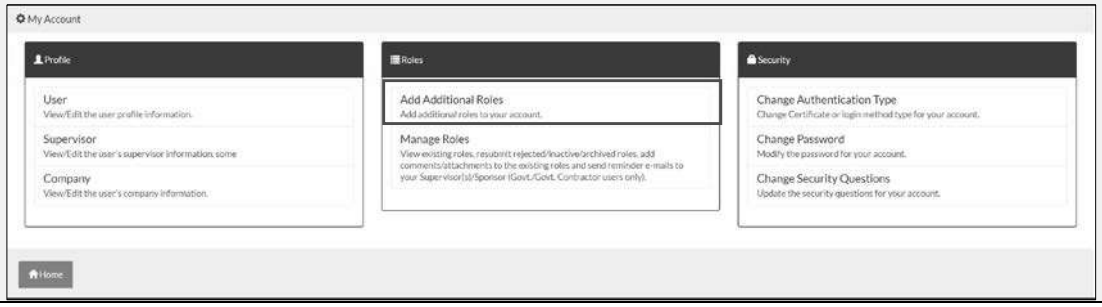
Existing User

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)



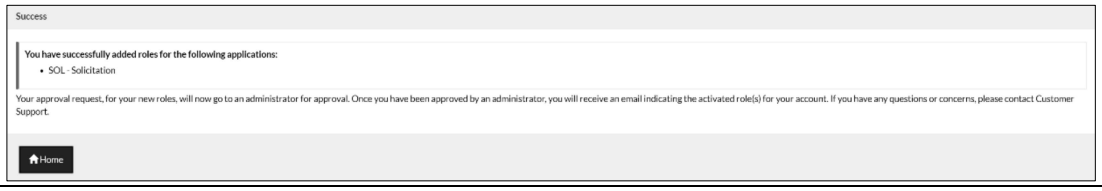
13. Select Add Additional Roles.



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

15. Follow Steps 7 - 10 above.

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



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