

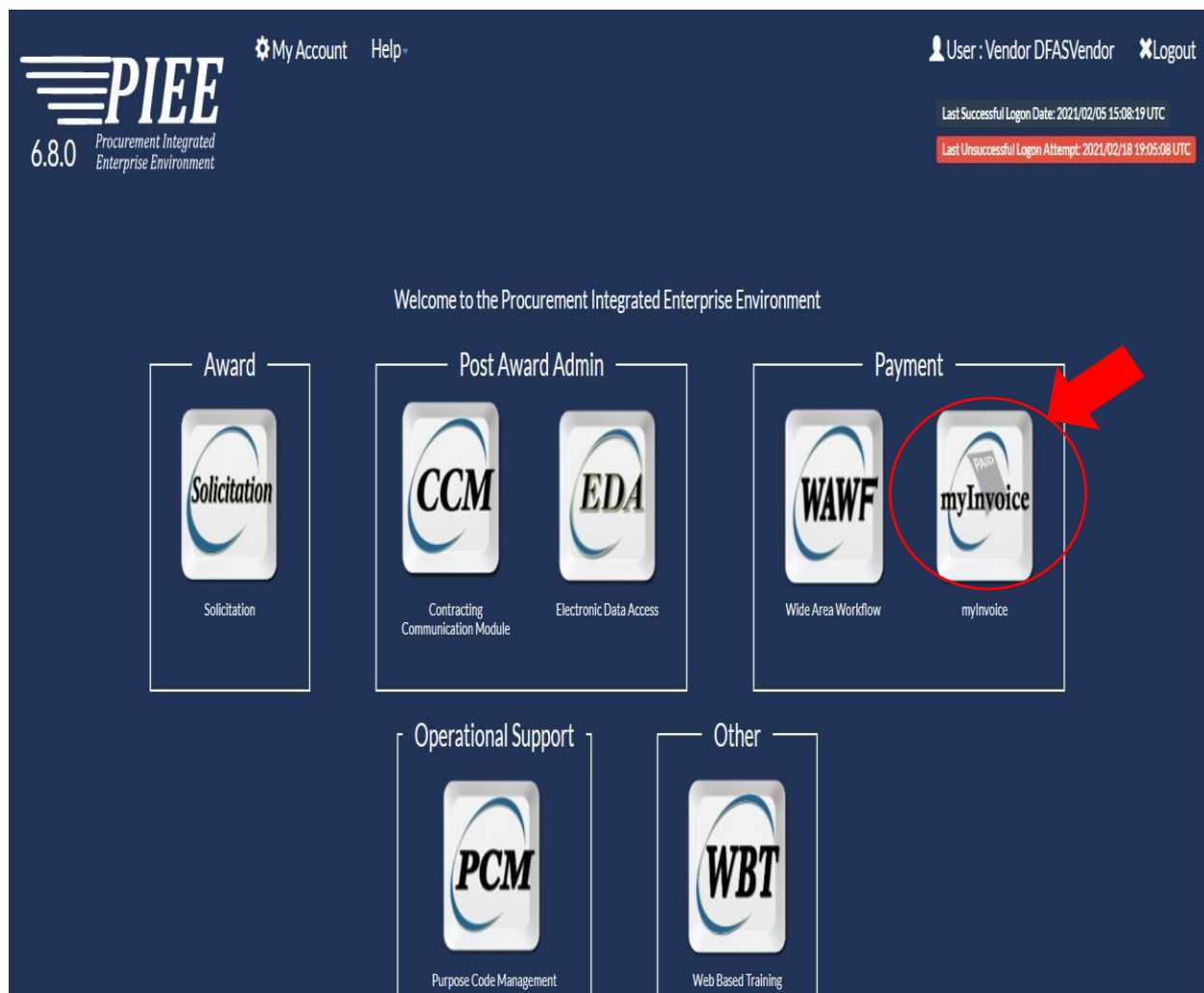
# Standard Operating Procedure for obtaining access to Tax Statements in myInvoice module of Procurement Integrated Enterprise Environment (PIEE).

## Purpose

This desk procedure presents the steps for a user of myInvoice module of PIEE to request access to their electronic tax statements from the 1099 Professional Corporate Suite (1099PRO).

## Requesting Access. (Available to users with **Vendor** or **Vendor View Only** roles in the WAWF module of PIEE)

Step 1: Login to PIEE system and go to myInvoice. Then click the “Tax Statements” button.



myInvoice   Reports   Info   Preferences   **Tax Statements**   Exit   User : DFAS Vendor View Only

**System Messages**

(2016-DEC-31 00:00) System: **All** Subject: **WAWF-GT IS THE WAWF TEST SYSTEM** **Action Required! Critical!** Message For: **All Users**

WAWF-GT IS THE WAWF TEST SYSTEM  
THIS IS **NOT** PRODUCTION  
For Production, use the following link <https://wawf.eb.mil>

Step 2: Click the “Request Access to Tax Statements” button.

myInvoice   Reports   Info   Preferences   **Tax Statements**   Exit

**Tax Statements**

**Request Access to Tax Statements**

Request Assistance Concerning Tax Statements

Download Tax Statements

Help

Step 3: Click the “Add Request” Button.

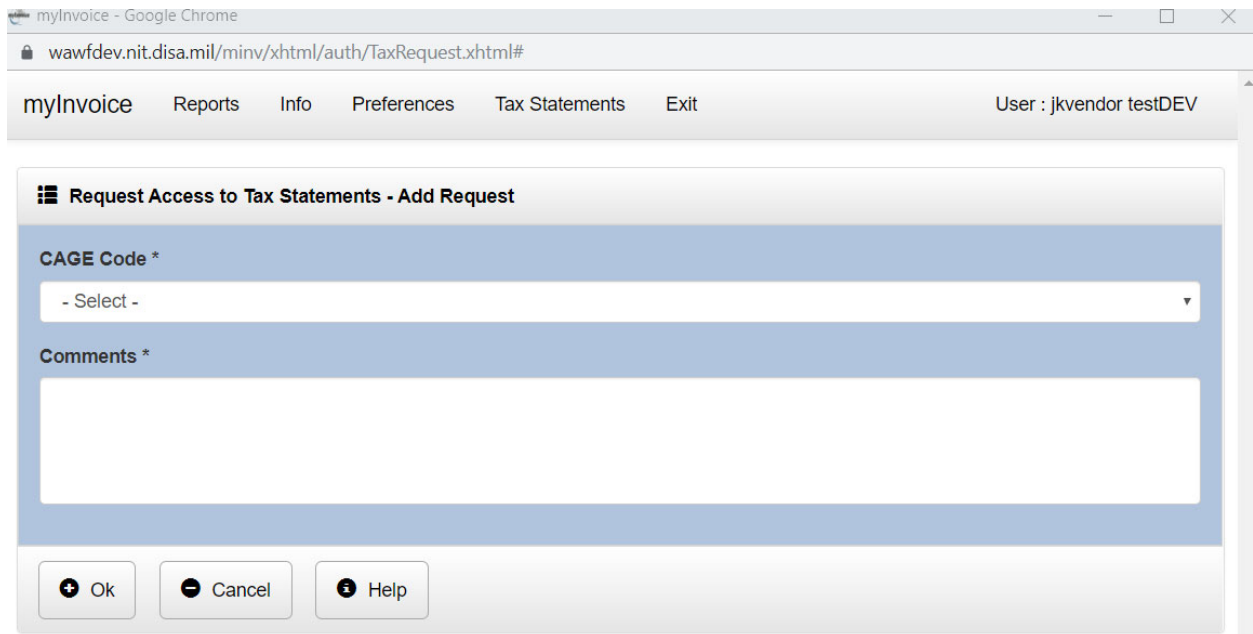
myInvoice   Reports   Info   Preferences   **Tax Statements**   Exit   User : jkvendor testDEV

**Request Access to Tax Statements**

Item	CAGE Code	Status	Status Date	Comments	Action
1	CAGE1	Approved	2019-12-12 09:34:22	<a href="#">View</a>	<a href="#">Send Reminder</a>

**Add Request**   Back   Help

Step 4: Select the Cage code that you want to obtain access to view tax statements. Input your justification for access to your Administrator in the “Comments” field. Once complete click the “Ok” button.



myInvoice - Google Chrome

wawfdev.nit.disa.mil/minv/xhtml/auth/TaxRequest.xhtml#

myInvoice Reports Info Preferences Tax Statements Exit User : jkvendor testDEV

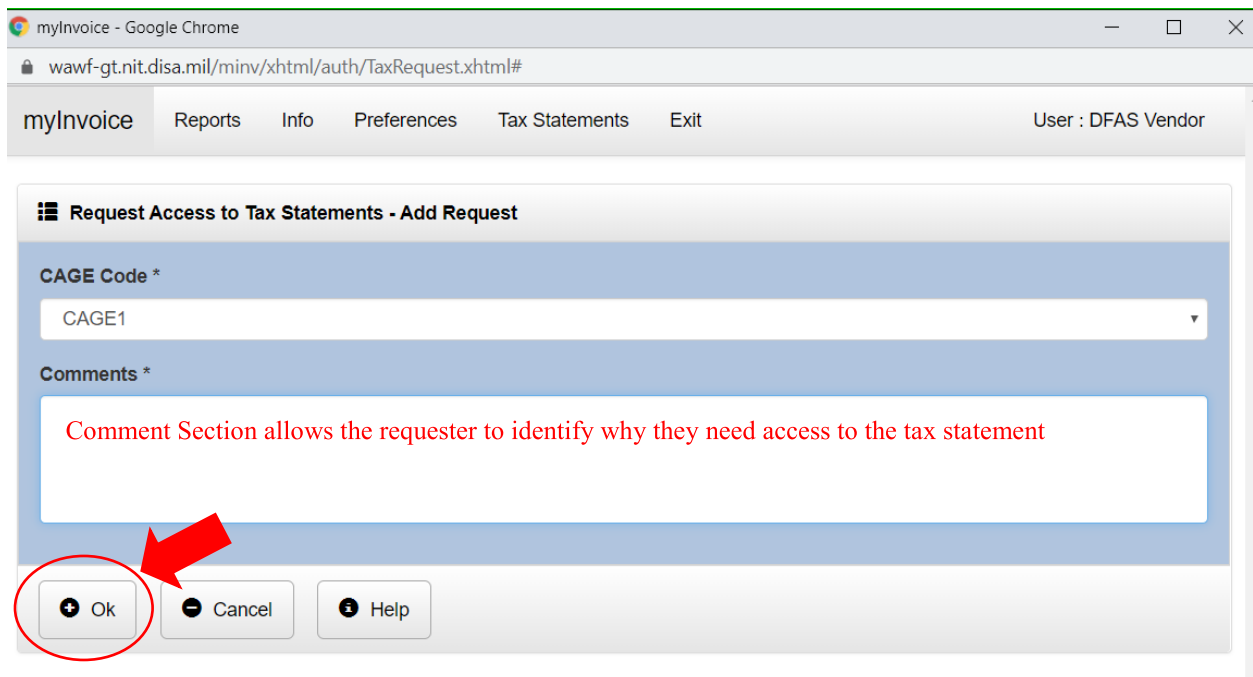
**Request Access to Tax Statements - Add Request**

**CAGE Code \***

- Select -

**Comments \***

+ Ok - Cancel i Help



myInvoice - Google Chrome

wawf-gt.nit.disa.mil/minv/xhtml/auth/TaxRequest.xhtml#

myInvoice Reports Info Preferences Tax Statements Exit User : DFAS Vendor

**Request Access to Tax Statements - Add Request**

**CAGE Code \***

CAGE1

**Comments \***

Comment Section allows the requester to identify why they need access to the tax statement

+ Ok - Cancel i Help

Step 5: After submitting your request for access, your request will be in pending status until your Administrator approves your access.

myInvoice Reports Info Preferences Tax Statements Exit User : jkvendor testDEV

### Request Access to Tax Statements

INFO: Your request for access to tax statements for CAGE Code CAGE1 has been sent to the Vendor GAM.

Item	CAGE Code	Status	Status Date	Comments	Action
1	CAGE1	Pending Approval	2019-12-11 14:02:50	<a href="#">View</a>	<a href="#">Send Reminder</a>

[+ Add Request](#) [◀ Back](#) [? Help](#)

**NOTE: Inform your Contractor Administrator (CAM) of your pending request for access. Additionally, you can press the “Send Reminder” button (see above picture) to send your CAM a reminder message to approve your access. If you do not know who your CAM is use the below instructions. However, if you are still unable to find your CAM contact PIEE Help Desk at 866-618-5988.**

PIEE Procurement Integrated Enterprise Environment

Find Government / Contractor Account Administrator

Location Code\* AANN3 Application — Please Select — Role — Please Select —

NOTE: Vendors, enter your five-character CAGE Code to find your company's CAM (Contractor Administrator). Do not enter a six-character government DoDAAC. GAMs (Government Administrators) cannot help vendors with their accounts. If there are further issues with your account, please use the [Vendor Customer Support](#) link to submit an issue or contact the help desk.

CAPTCHA Image 282821 Audio Refresh

282821 Enter in text in image above.

Submit Home

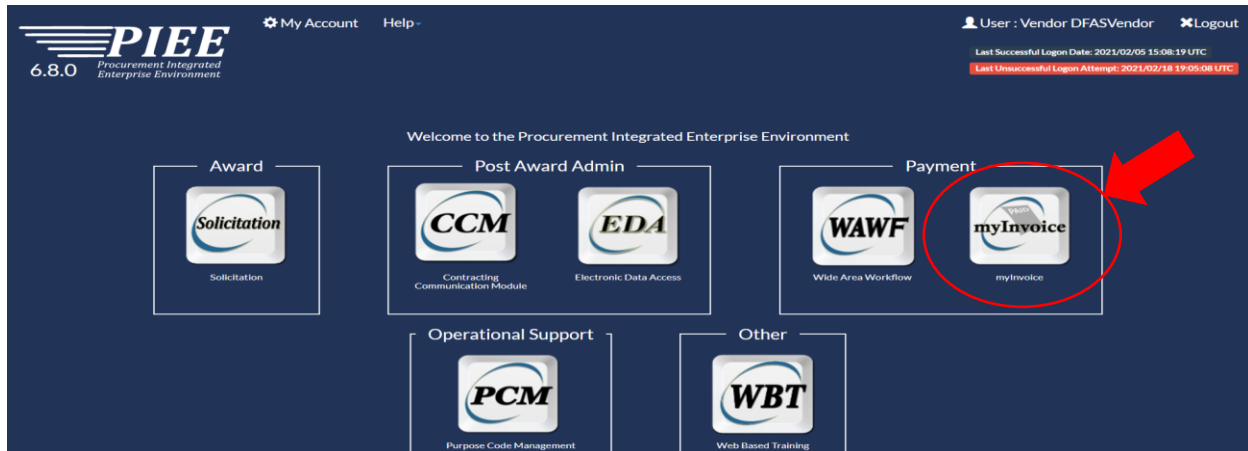
\* Asterisk indicates required entry

Step 1: Go to <https://piee.eb.mil/xhtml/unauth/lookup/gamLookup.xhtml>

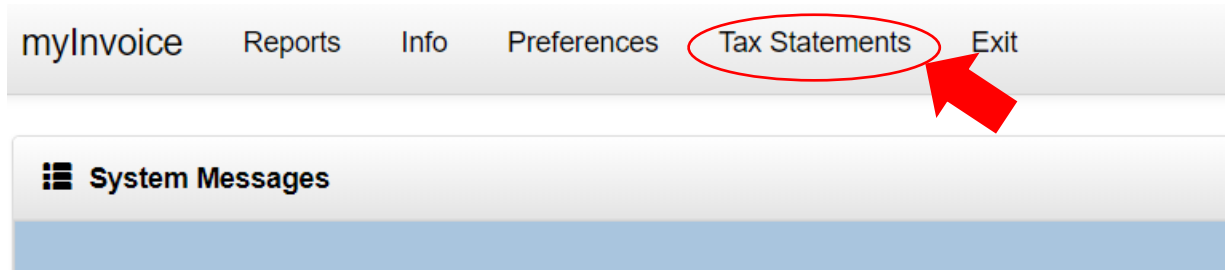
Step 2: Enter your cage in LOCATION CODE window, select WAWF in the APPLICATION window, skip ROLE window, enter numbers from the CAPTCHA image and click Submit.

## Approving/Disapproving Access. (Available to users with **Contractor Administrator** role in the PIEE)

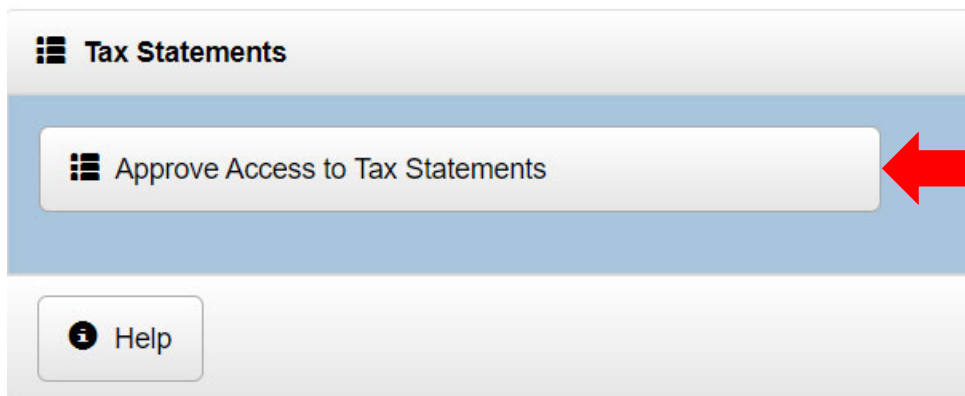
Step 1: Login to the PIEE system and go to myInvoice.



Step 2: Click the “Tax Statements” button.



Step 3: Click the “Approve Access to Tax Statements” button.



Step 4: As the Administrator, one can conduct a search by CAGE, Last Name, User ID, Status, or Status date to find which request to approve/disapprove. In this procedure manual, the search by “Status” will be shown.

myInvoice Reports Info Preferences Tax Statements Exit User : Jerolyn Melendez

**Approve Access to Tax Statements - Search Criteria**

CAGE Code !! Last Name !! User ID !! Status !! Status Date !!

equals equals equals equals equals

CAGE

Pending Approval

myInvoice Reports Info Preferences Tax Statements Exit User : Jerolyn Melendez

**Approve Access to Tax Statements - Search Results**

Item	User ID	First Name	Last Name	CAGE Code	Status	Status Date	Comments	Action
1	dkvend01	dkvend01	Kartchner	CAGE1	Pending Approval	2019-12-11 12:24:02	<a href="#">View</a>	None
2	jrovend	Jerolyn	Melendez	CAGE1	Pending Approval	2019-12-12 04:56:35	<a href="#">View</a>	None
3	jkvendor	jkvendor	testDEV	CAGE1	Pending Approval	2019-12-11 14:02:50	<a href="#">View</a>	None

Step 5: Click the “View” button by any request to view the comments associated with the request.

myInvoice Reports Info Preferences Tax Statements Exit User : Jerolyn Melendez

**Approve Access to Tax Statements - Search Results**

Item	User ID	First Name	Last Name	CAGE Code	Status	Status Date	Comments	Action
1	dkvend01	dkvend01	Kartchner	CAGE1	Pending Approval	2019-12-11 12:24:02	<a href="#">View</a>	None
2	jrovend	Jerolyn	Melendez	CAGE1	Pending Approval	2019-12-12 04:56:35	<a href="#">View</a>	None
3	jkvendor	jkvendor	testDEV	CAGE1	Pending Approval	2019-12-11 14:02:50	<a href="#">View</a>	None

**Approve Access to Tax Statements - Comments**

Item	Comment Date	CAGE Code	Name	Role	Comments
1	2020-01-07 11:58:50	CAGE1	DFAS Vendor View Only	Vendor View Only	Test

Step 6: After reviewing the comments made by the User, change the “Action” drop down menu for the request to either “Approve” or “Disapprove.” Additionally, this action can be done in bulk by clicking the “Set Actions to Approve” button or the “Set Actions to Disapprove” button. Once the status has been changed from “None” to “Approve” or “Disapprove” enter comments into the “Comments” field. Once finished, click the “Submit” button.

myInvoice Reports Info Preferences Tax Statements Exit User : Jerolyn Melendez

Approve Access to Tax Statements - Search Results

Item	User ID	First Name	Last Name	CAGE Code	Status	Status Date	Comments	Action
1	jervend	Jerolyn	Melendez	CAGE1	Pending Approval	2019-12-12 04:56:35	<a href="#">View</a>	None
2	dkvend01	dkvend01	Kartchner	CAGE1	Pending Approval	2019-12-11 12:24:02	<a href="#">View</a>	None
3	jkvendor	jkvendor	testDEV	CAGE1	Pending Approval	2019-12-11 14:02:50	<a href="#">View</a>	None

Comments \*

**2. Enter Comment**

Set Actions to None Set Actions to Approve Set Actions to Disapprove **1b. Set Action using bulk method**

**1a. Set Action using drop down menu**

**3. Click Submit**

Step 7: A message will appear stating the action taken by the Administrator

Approve Access to Tax Statements - Search Results

INFO: 1 request(s) approved

Item	User ID	First Name	Last Name	CAGE Code	Status	Status Date	Comments	Action
1	DFASVendorVO	DFAS	Vendor View Only	CAGE1	Approved	2020-01-07 12:20:59	<a href="#">View</a>	None
2	DFASVendor	DFAS	Vendor	CAGE1	Disapproved	2020-01-07 12:20:36	<a href="#">View</a>	None

Comments \*

Request is disapproved

INFO: 1 request(s) disapproved

Item	User ID	First Name	Last Name	CAGE Code	Status	Status Date	Comments	Action
1	DFASVendor	DFAS	Vendor	CAGE1	Approved	2020-01-07 12:19:10	<a href="#">View</a>	None
2	DFASVendorVO	DFAS	Vendor View Only	CAGE1	Disapproved	2020-01-07 12:19:38	<a href="#">View</a>	None

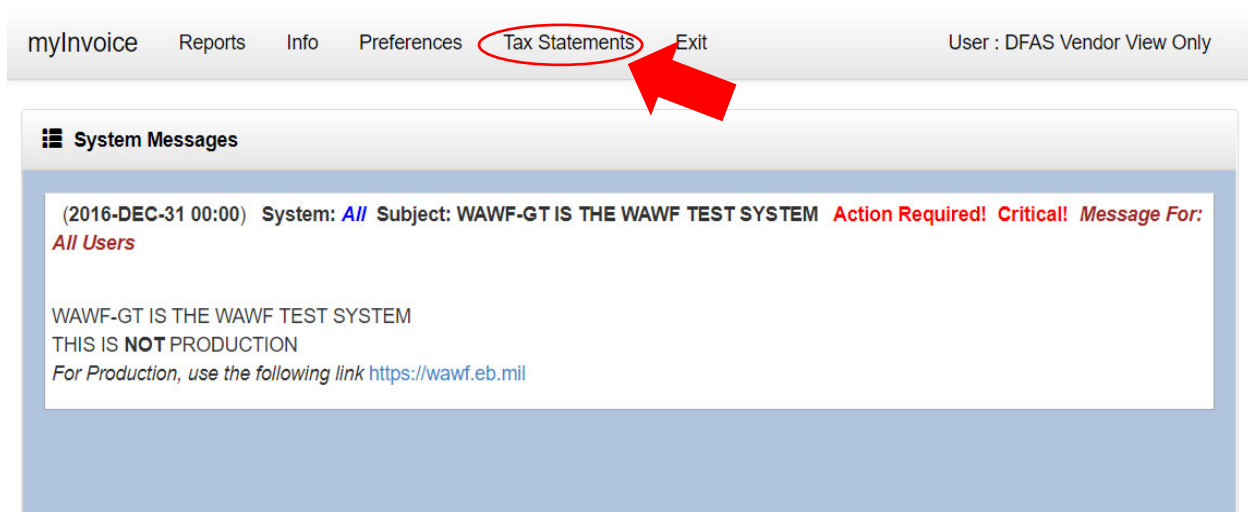
Comments \*

## Downloading a Tax Statement. (Available to users with **Vendor** or **Vendor View Only** roles in the WAWF module of PIEE)

Step 1: Login to the PIEE system and go to myInvoice.



Step 2: First, check and see if the previous User request for access to the tax statement was approved by the Administrator. To do this, click on the “Tax Statements” button and then click on “Request Access to Tax Statements” button. The status of the request should state “Approved” for the User to have the ability to access the tax statement.





myInvoice   Reports   Info   Preferences   Tax Statements   Exit

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**☰ Tax Statements**

**☰ Request Access to Tax Statements**

**☰ Request Assistance Concerning Tax Statements**

**☰ Download Tax Statements**

**?** Help

myInvoice   Reports   Info   Preferences   Tax Statements   Exit   User : jkvendor testDEV

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**☰ Request Access to Tax Statements**

Item	CAGE Code	Status	Status Date	Comments	Action
1	CAGE1	Approved	2019-12-12 09:34:22	<a href="#">View</a>	<a href="#">Send Reminder</a>

**+** Add Request   **◀** Back   **?** Help

Step 3: If the status is “Approved” then click the “Tax Statements” button.

myInvoice   Reports   Info   Preferences   Tax Statements   Exit   User : jkvendor testDEV

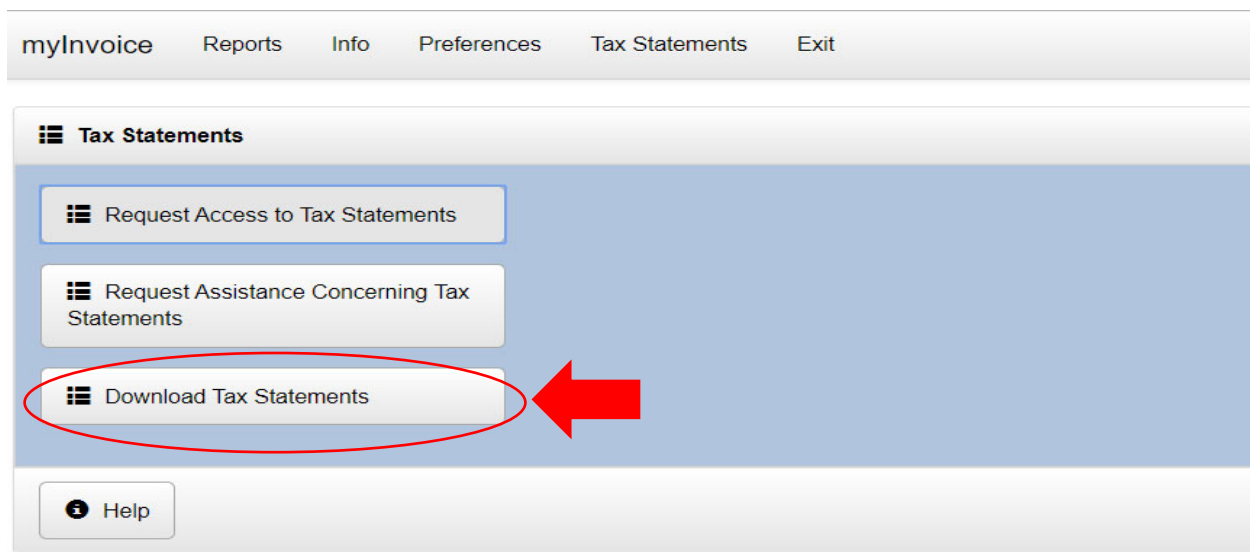
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**☰ Request Access to Tax Statements**

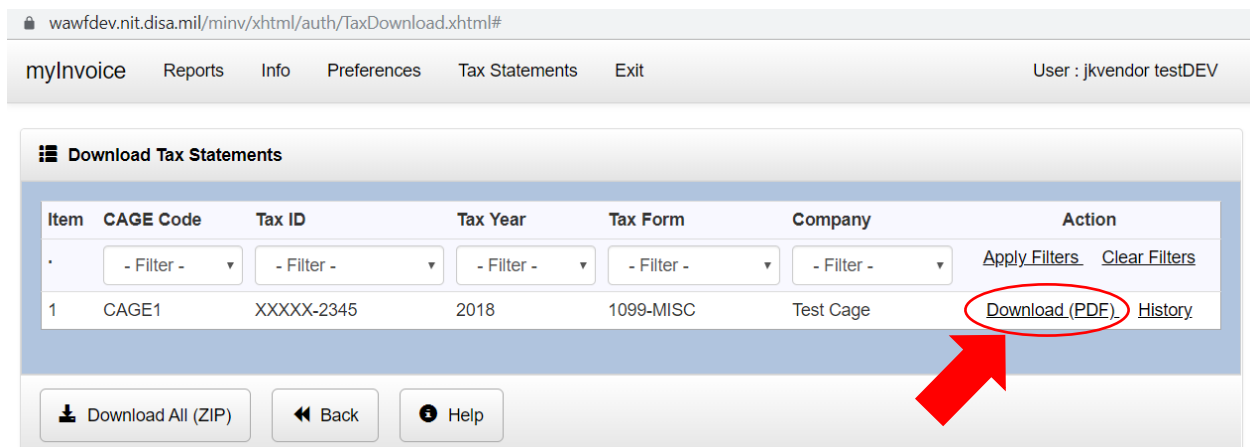
Item	CAGE Code	Status	Status Date	Comments	Action
1	CAGE1	Approved	2019-12-12 09:34:22	<a href="#">View</a>	<a href="#">Send Reminder</a>

**+** Add Request   **◀** Back   **?** Help

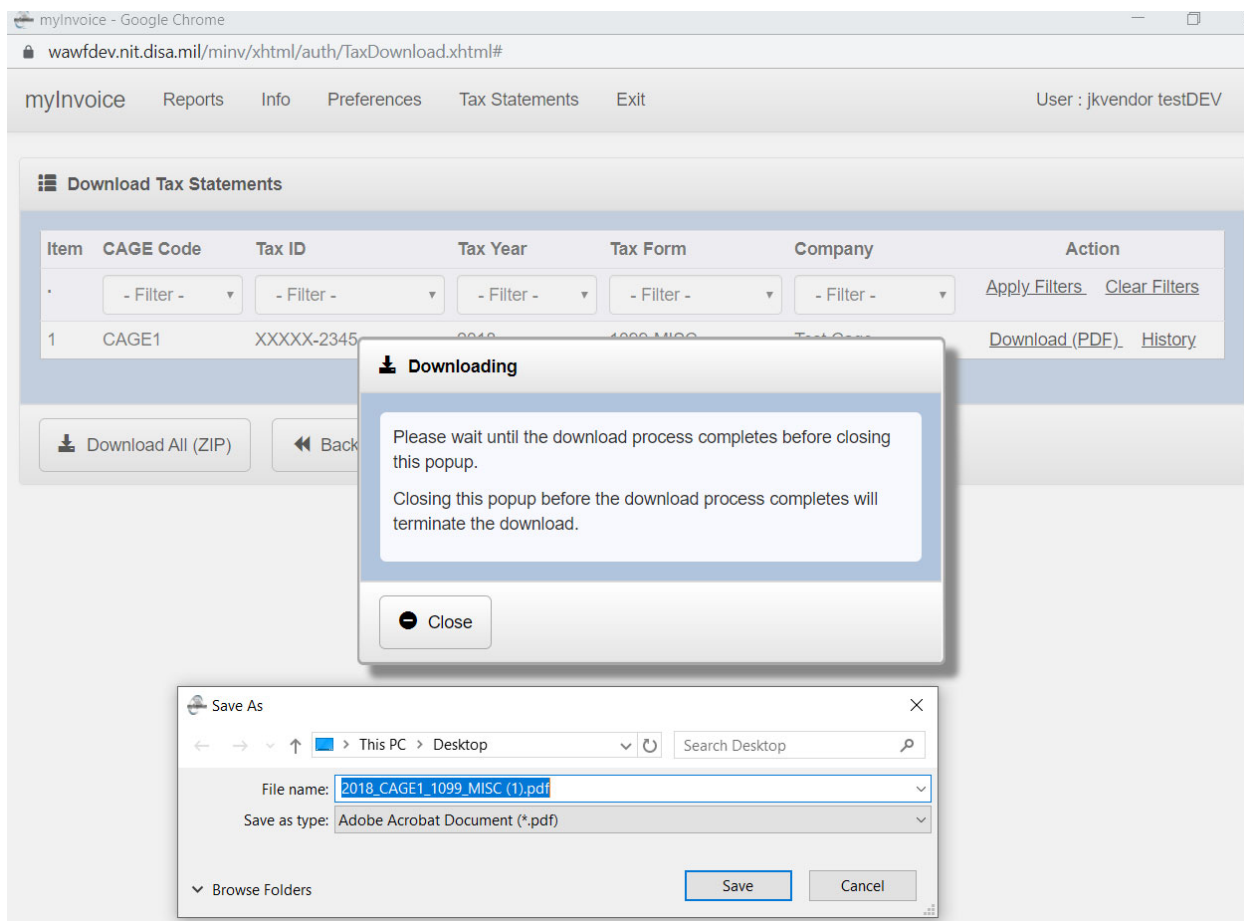
Step 4: Click the “Download Tax Statements” button.



Step 5: the “Download Tax Statements” screen will appear. It will show all the tax statements that User currently has access to view. The results can be filtered by CAGE, Tax ID, Tax Year, Tax Form, or Company. Click the “Download (PDF)” button to download the tax statement.



Step 6: A popup screen will appear allowing the User to rename and save the file in the destination of the User's choosing. If you are using Internet Explorer or another browser the option to view/save the download may look slightly different.



1099-MISC Combined 1 / 1

☐ CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. <b>Taking Care Of Business</b> <b>2929 East</b> <b>Dungannon, VA 24245</b> (317) 222-1234		1 Rents <b>\$ 750.00</b>	2 Royalties <b>\$</b>	OMB No. 1545-0115 <b>2018</b> Form <b>1099-MISC</b> <b>Miscellaneous Income</b>
		3 Other income <b>\$</b>	4 Federal income tax withheld <b>\$</b>	
		5 Fishing boat proceeds <b>\$</b>	6 Medical and health care payments <b>\$ 1700.00</b>	
		7 Nonemployee compensation <b>\$</b>	8 Substitute payments in lieu of dividends or interest <b>\$</b>	
PAYER'S TIN		RECIPIENT'S TIN		