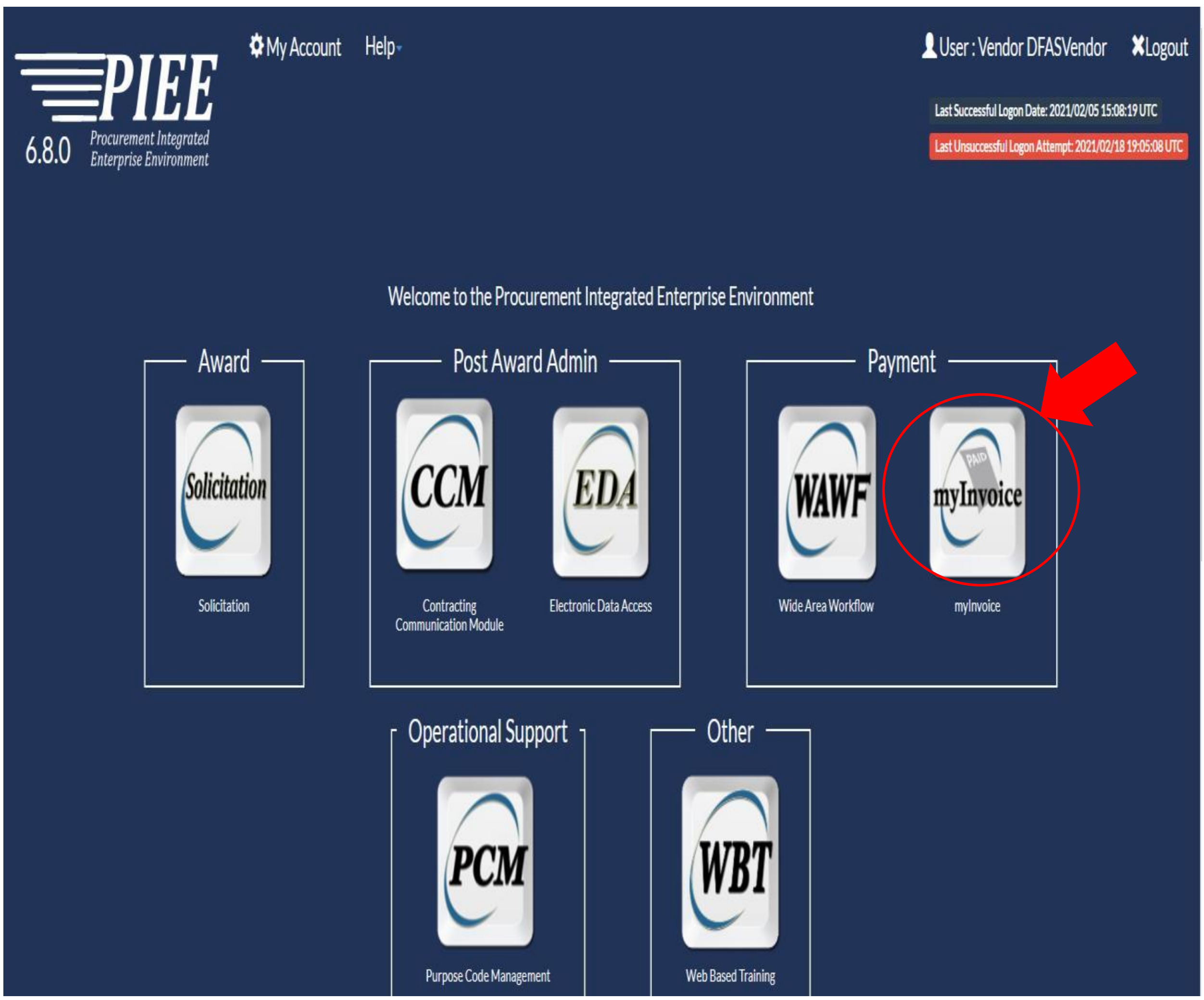
Standard Operating Procedure for obtaining access to Tax Statements in myInvoice module of Procurement Integrated Enterprise Environment (PIEE).

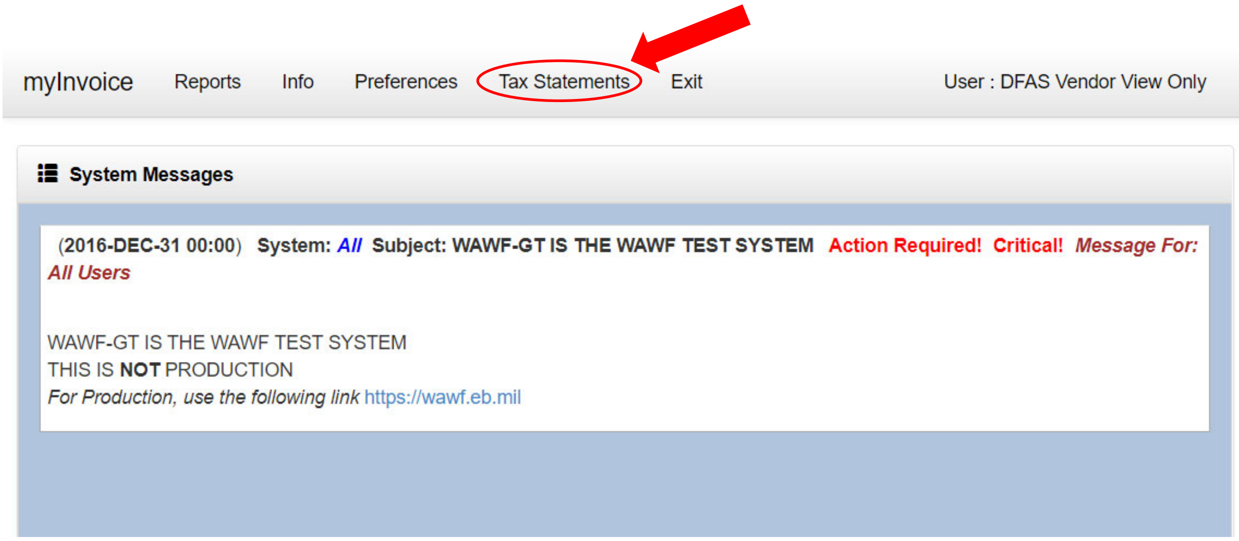
Purpose

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).

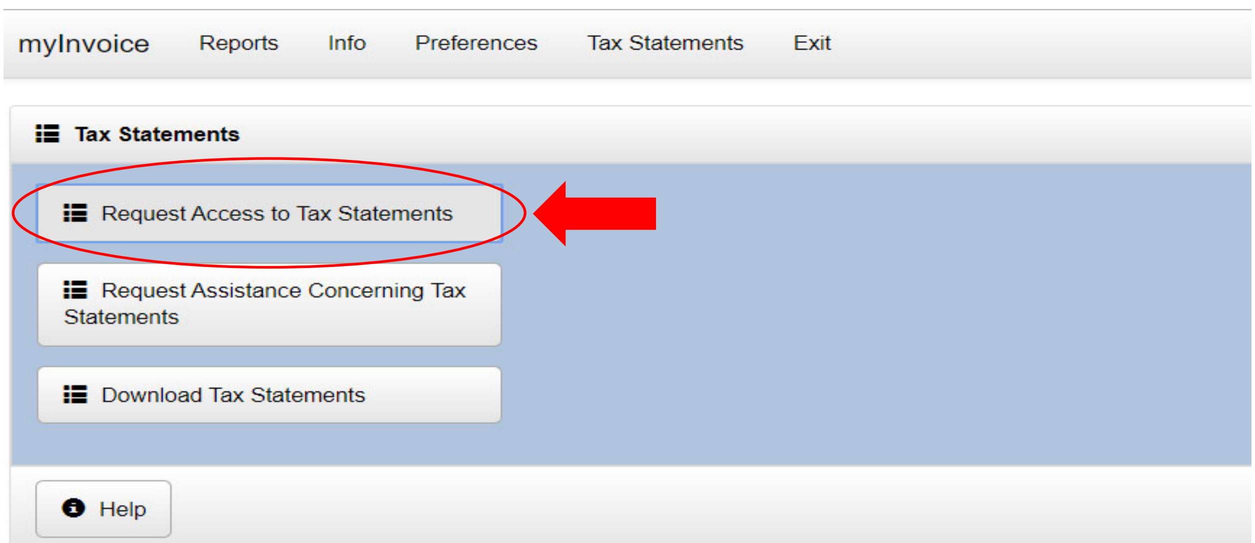
Requesting Access. (Available to users with **Vendor** or **Vendor View Only** roles in the WAWF module of PIEE**)**

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

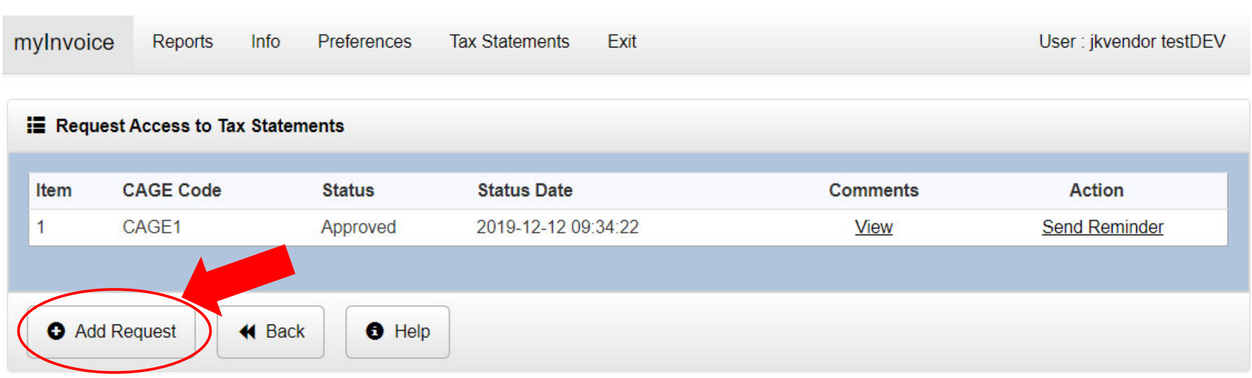




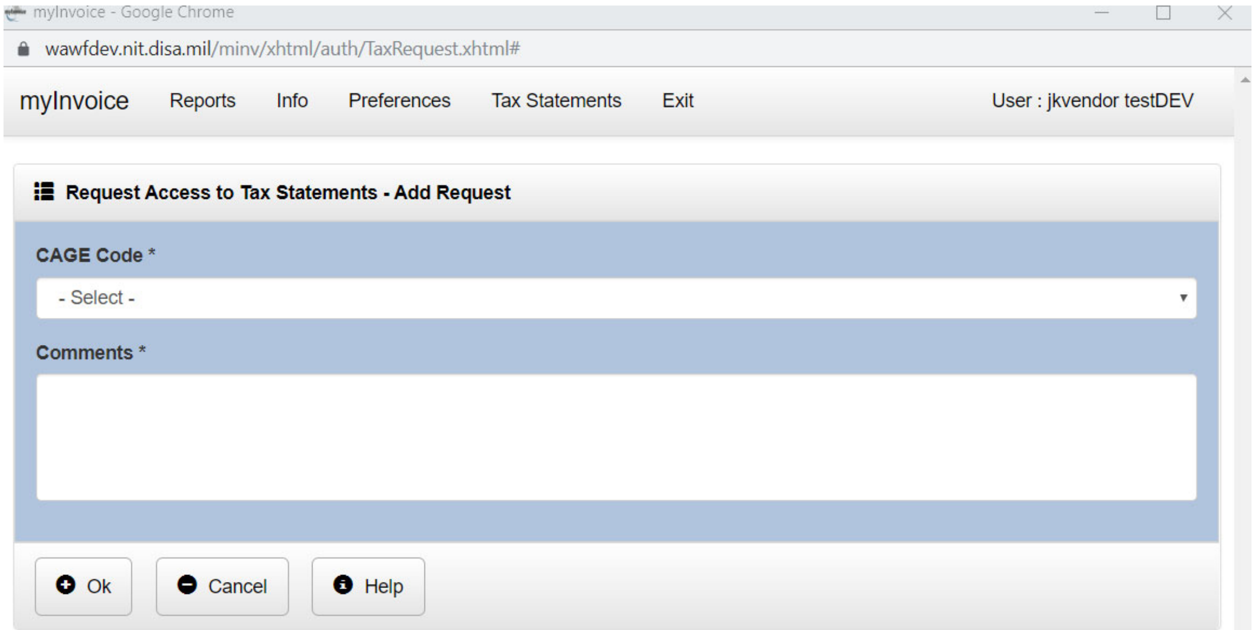
Step 2: Click the “Request Access to Tax Statements” button.

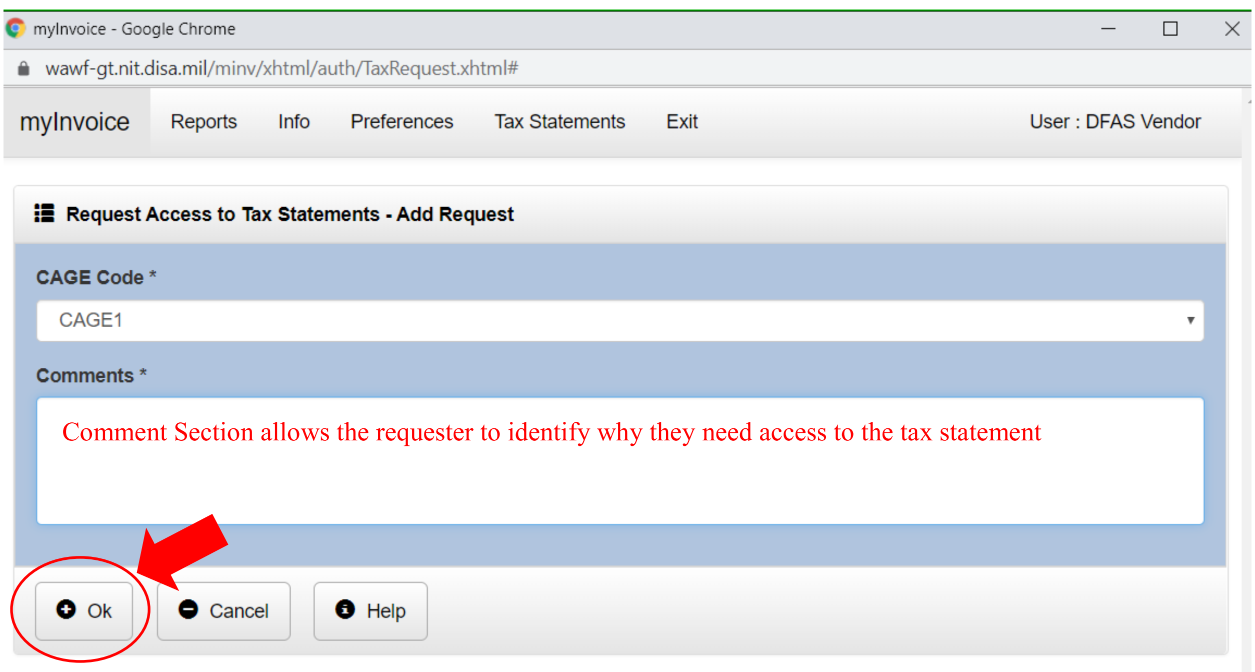


Step 3: Click the “Add Request” Button.

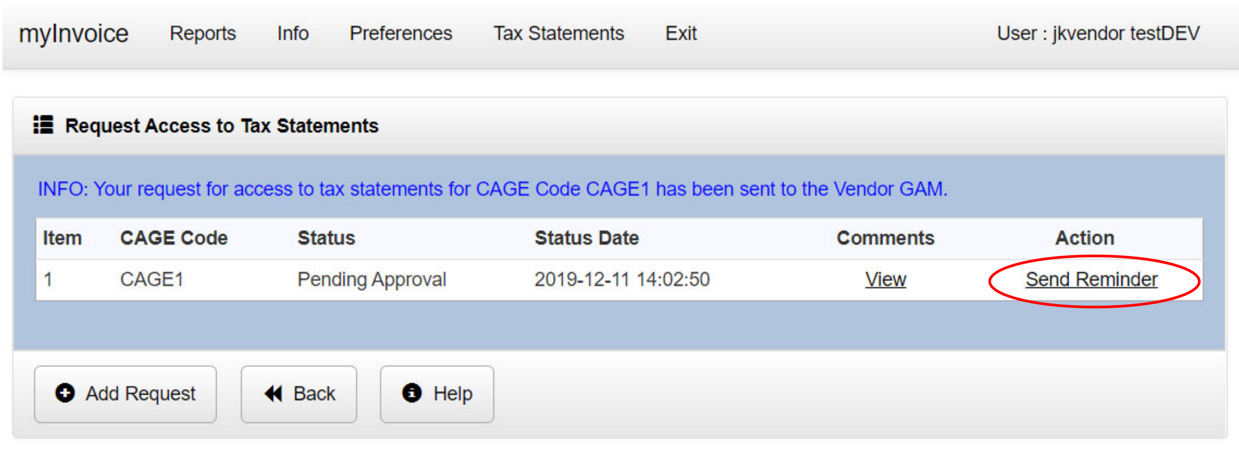


Step 4: Select the Cage code that you want to obtain access to view tax statements. Input your justification for access to your Administrator in the "Comments" field. Once complete click the "Ok" button.

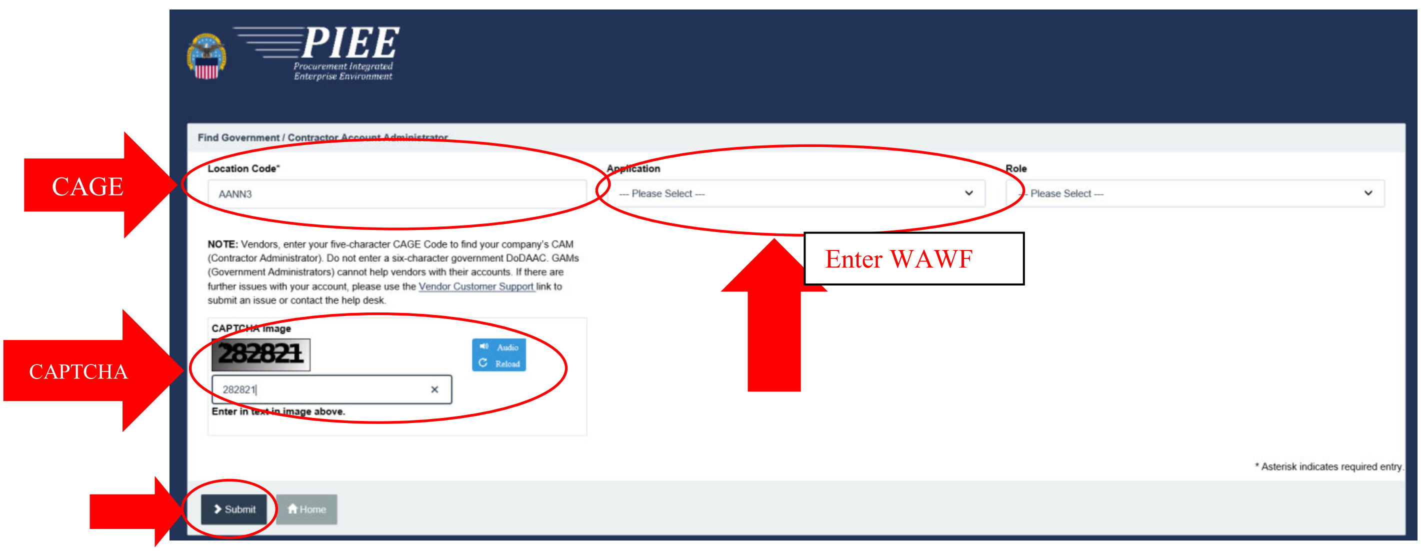




Step 5: After submitting your request for access, your request will be in pending status until your Administrator approves your access.



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.



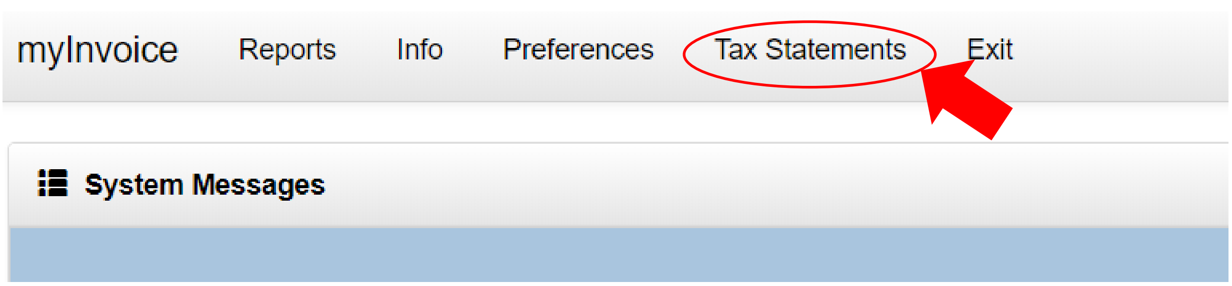
Step 1: Go to https://piee.eb.mil/xhtml/unauth/lookup/gamLookup.xhtml

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.

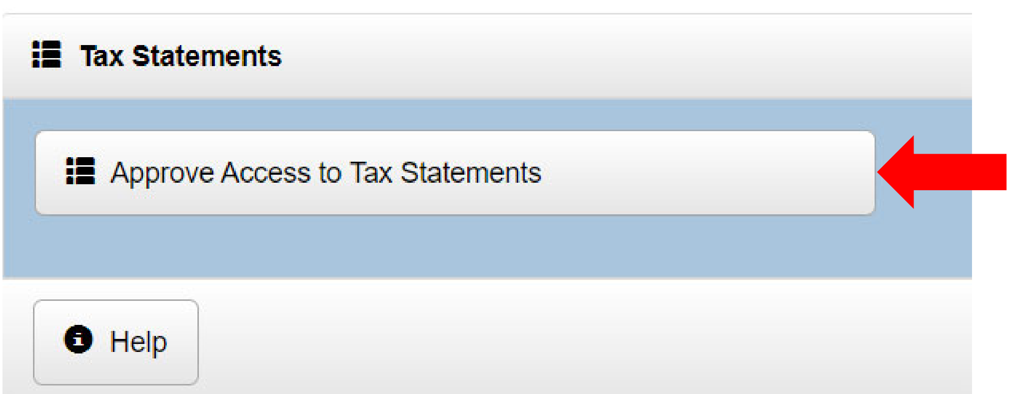
Approving/Disapproving Access. (Available to users with **Contractor Administrator** role in the PIEE**)**

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

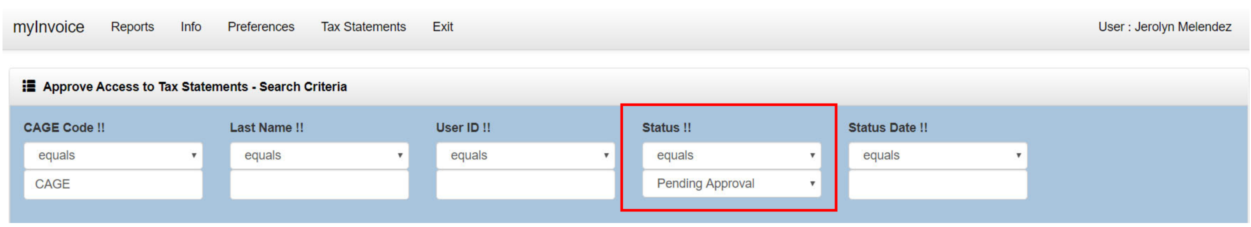
Step 2: Click the “Tax Statements” button.

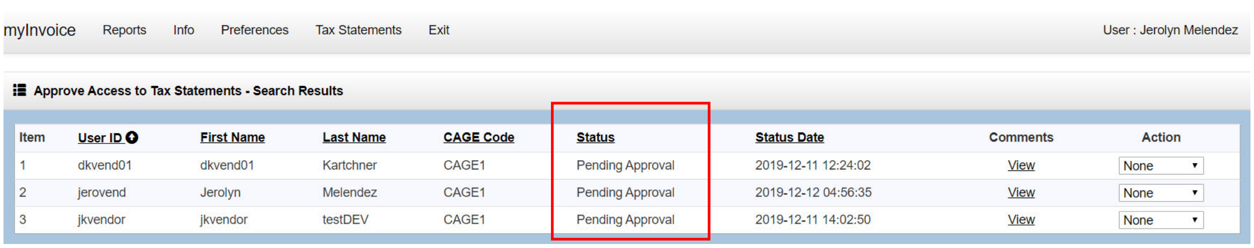


Step 3: Click the “Approve Access to Tax Statements” button.

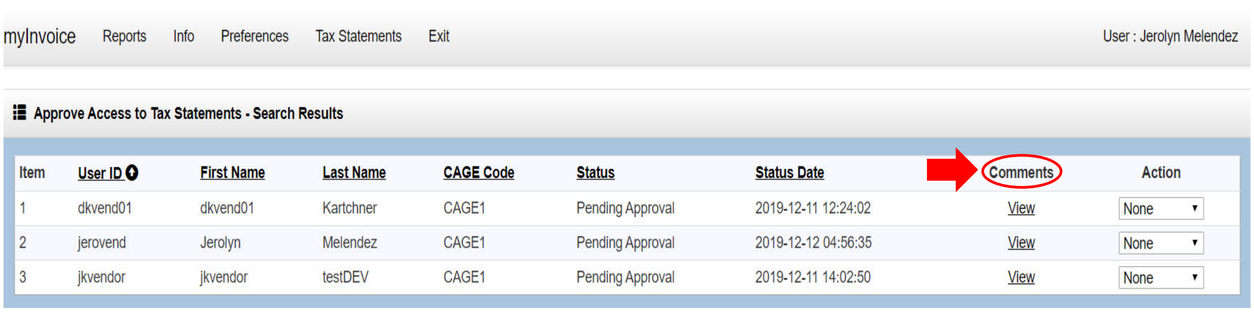


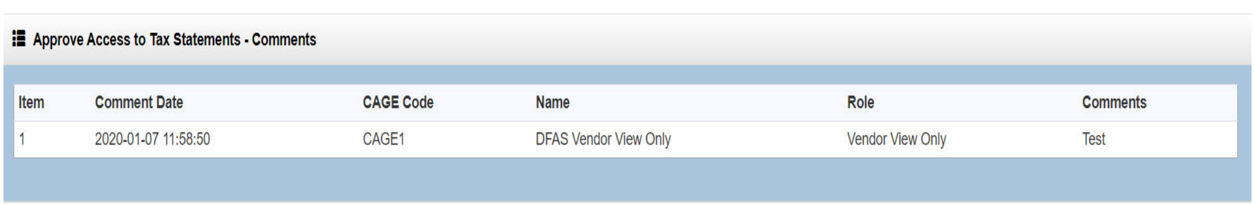
Step 4: As the Administrator, one can conduct a search by CAGE, Last Name, User ID, Status, or Status date to find which request to approve/disapprove. In this procedure manual, the search by "Status" will be shown.



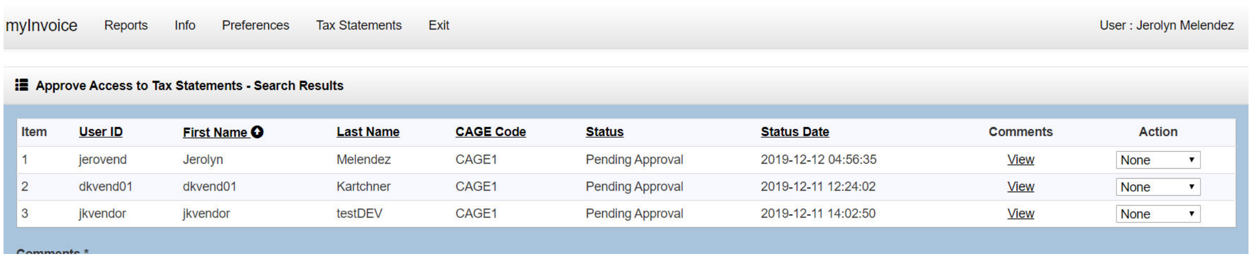


Step 5: Click the "View" button by any request to view the comments associated with the request.

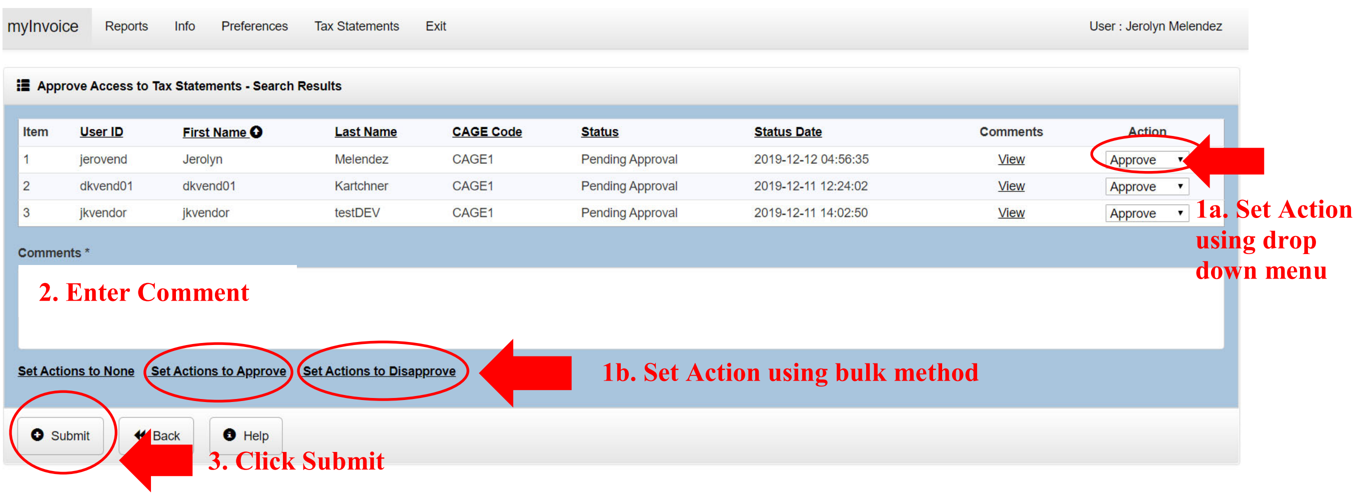




Step 6: After reviewing the comments made by the User, change the "Action" drop down menu for the request to either "Approve" or "Disapprove." Additionally, this action can be done in bulk by clicking the "Set Actions to Approve" button or the "Set Actions to Disapprove" button. Once the status has been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

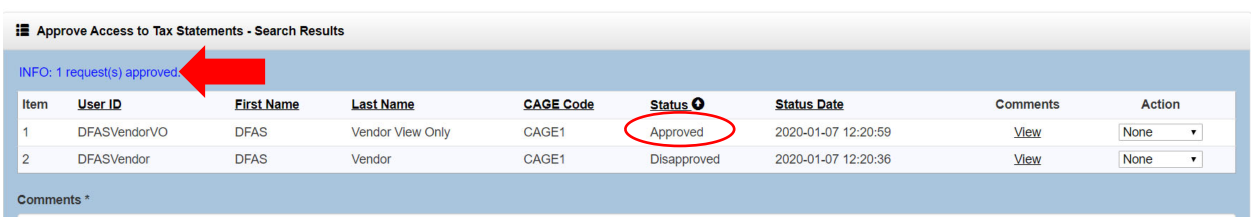


Item	User ID	First Name	Last Name	CAGE Code	Status	Status Date	Comments	Action
1	jerovend	Jerolyn	Melendez	CAGE1	Pending Approval	2019-12-12 04:56:35	View	None
2	dkvend01	dkvend01	Kartchner	CAGE1	Pending Approval	2019-12-11 12:24:02	View	None
3	jkvendor	jkvendor	testDEV	CAGE1	Pending Approval	2019-12-11 14:02:50	View	None

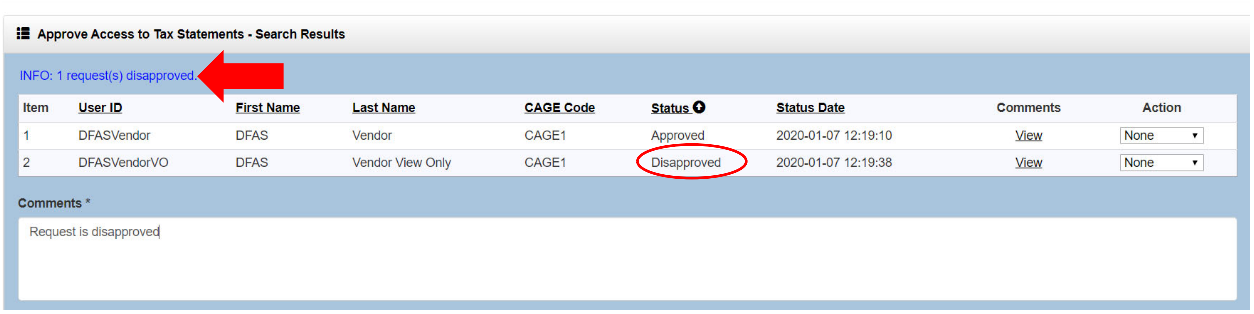


Item	User ID	First Name	Last Name	CAGE Code	Status	Status Date	Comments	Action
1	jerovend	Jerolyn	Melendez	CAGE1	Pending Approval	2019-12-12 04:56:35	View	Approve
2	dkvend01	dkvend01	Kartchner	CAGE1	Pending Approval	2019-12-11 12:24:02	View	Approve
3	jkvendor	jkvendor	testDEV	CAGE1	Pending Approval	2019-12-11 14:02:50	View	Approve

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



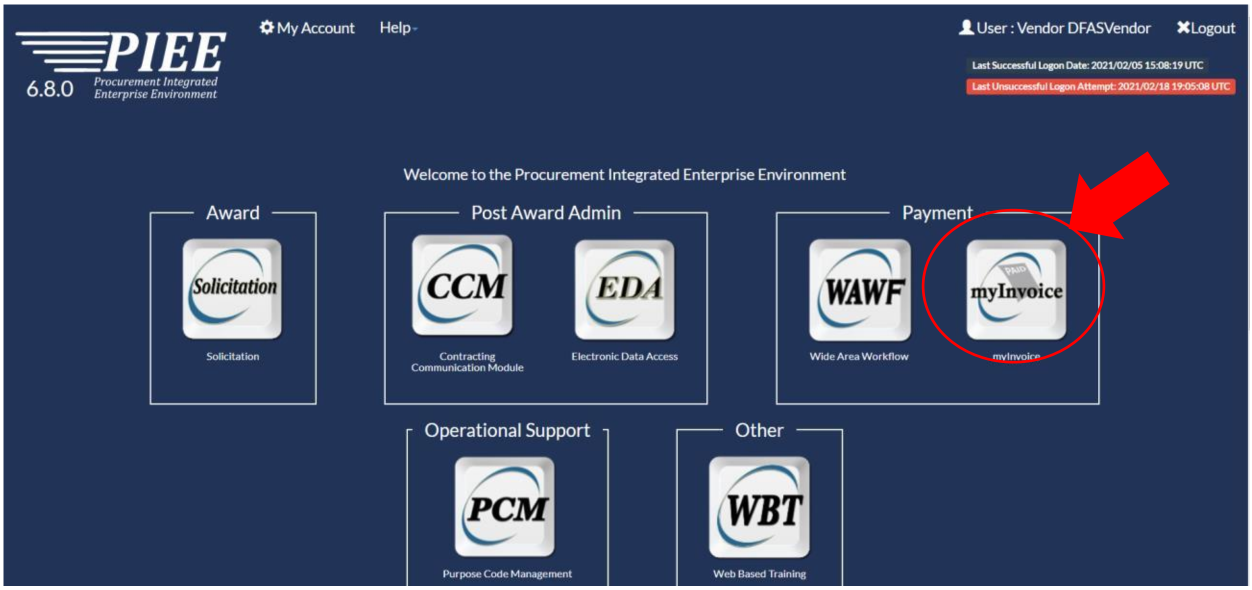
Item	User ID	First Name	Last Name	CAGE Code	Status	Status Date	Comments	Action
1	DFASVendorVO	DFAS	Vendor View Only	CAGE1	Approved	2020-01-07 12:20:59	View	None
2	DFASVendor	DFAS	Vendor	CAGE1	Disapproved	2020-01-07 12:20:36	View	None



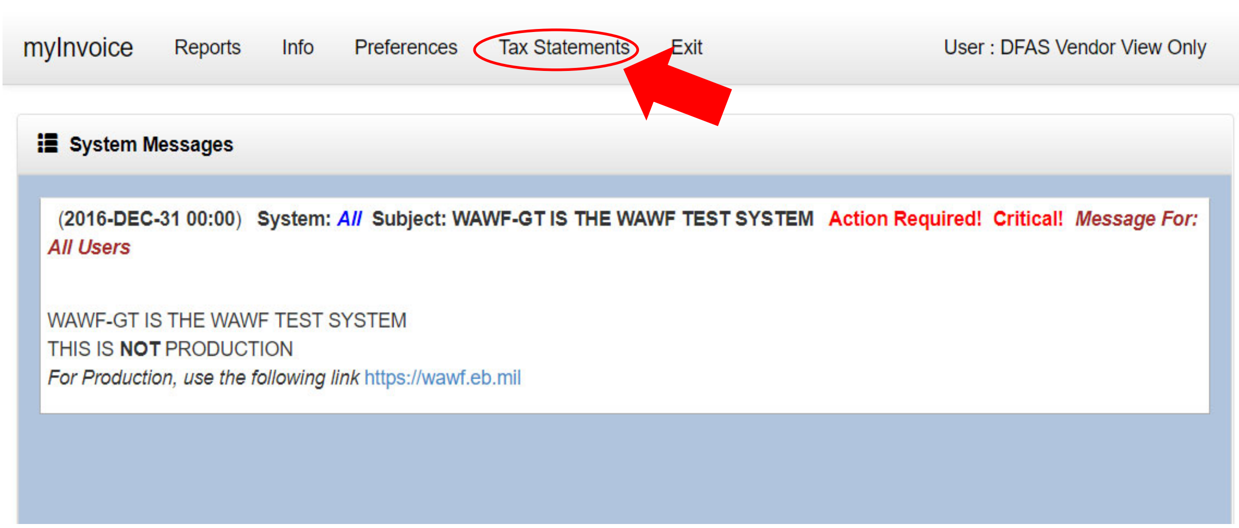
Item	User ID	First Name	Last Name	CAGE Code	Status	Status Date	Comments	Action
1	DFASVendor	DFAS	Vendor	CAGE1	Approved	2020-01-07 12:19:10	View	None
2	DFASVendorVO	DFAS	Vendor View Only	CAGE1	Disapproved	2020-01-07 12:19:38	View	None

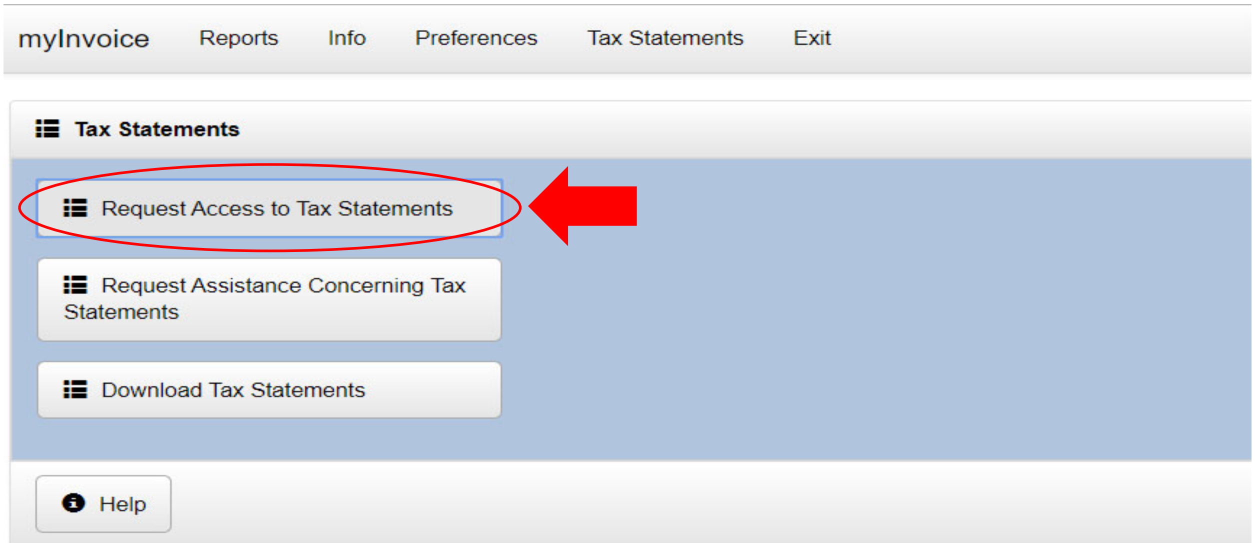
Downloading a Tax Statement. (Available to users with **Vendor** or **Vendor View Only** roles in the WAWF module of PIEE**)**

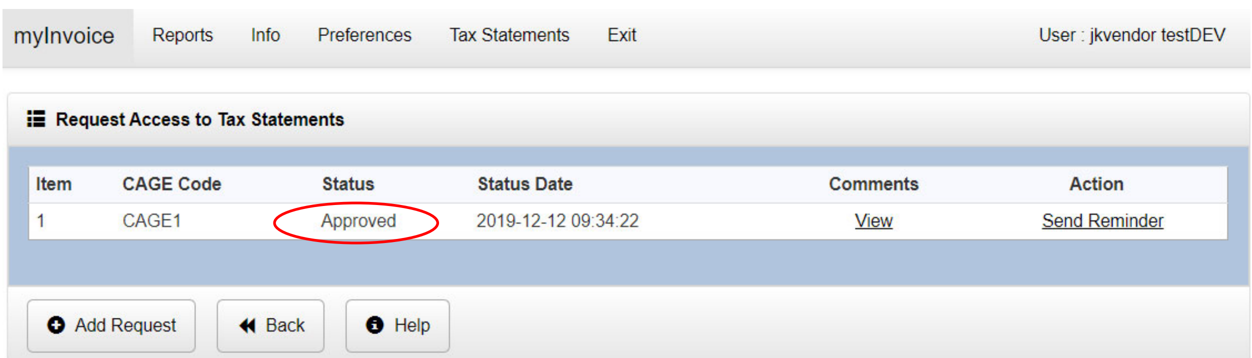
Step 1: Login to the PIEE system and go to myInvoice.



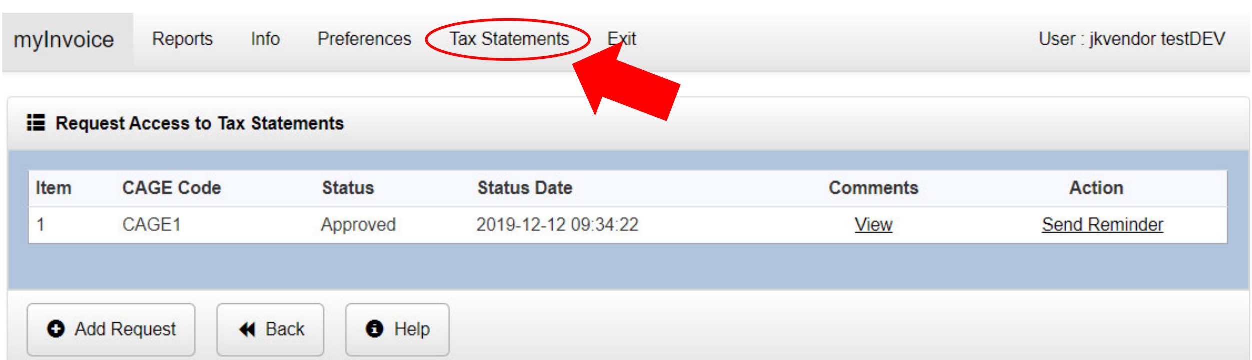
Step 2: First, check and see if the previous User request for access to the tax statement was approved by the Administrator. To do this, click on the Tax Statements" button and then click on "Request Access to Tax Statements" button. The status of the request should state "Approved" for the User to have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



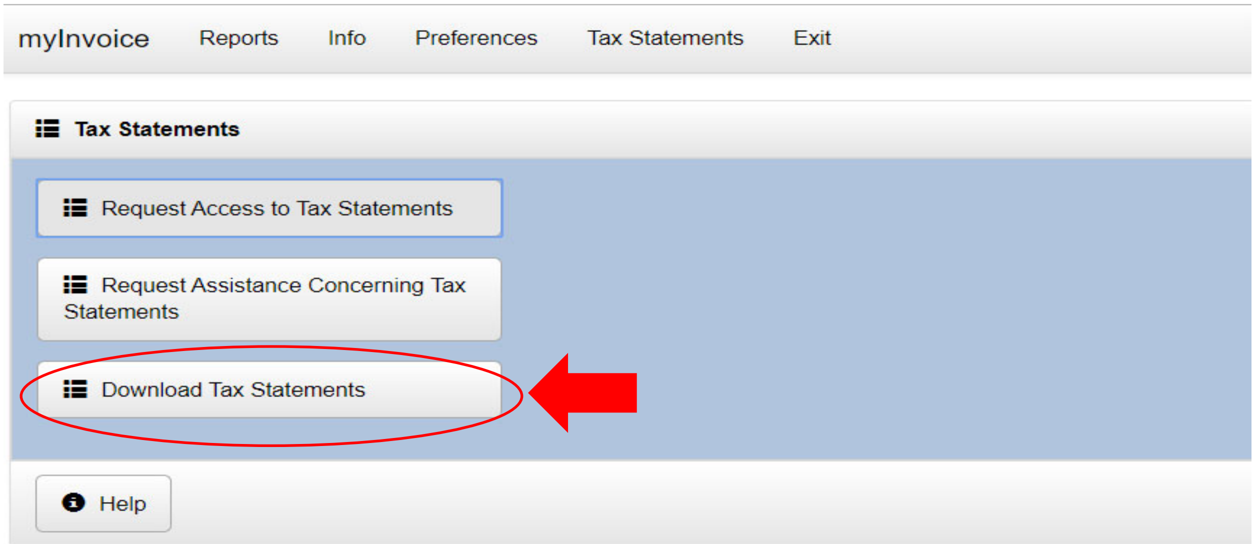




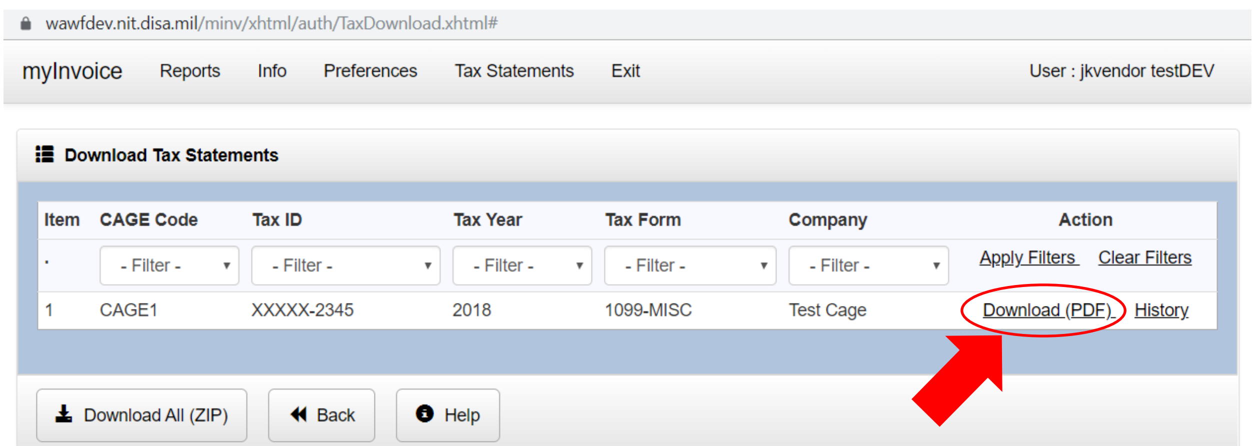
Step 3: If the status is “Approved” then click the “Tax Statements” button.



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.