

## STRIPES User Registration

The new Strategic Integrated Enterprise System (STRIPES) will be deployed in Oak Ridge on December 8, 2008. Many of our employees will need access to the system at its initial startup and/or soon thereafter. To initiate your account, you will need to log in to DOE's Management Information System (MIS) to request the creation of your individual STRIPES User Account. Your request will then be processed for approval.

In order for this registration process to work smoothly, we ask that you follow the MIS guidance procedures attached to this message (see Word file: *Procedure for Requesting a User Account at OR*). They have been specifically adapted to support the STRIPES registration process. For example, the attached MIS guidance instruction #11 requires that you choose the appropriate Security Group(s) and Route Roles(s) for yourself as well as a procurement office Head of Contracting Activity (HCA) site. To help you with the registration process, an Excel spreadsheet (*STRIPES Guidance for Route Roles and Security Group selections*) is attached. If you work with more than one contracting office, you should select the office with which you do the most work and any others with which you work. The office with which you do the most work will be your primary office registration in STRIPES. In most cases this will be Office of Science – Oak Ridge for Oak Ridge employees.

Please go into MIS and request your STRIPES Access as soon as possible but no later than COB **November 24, 2008**. You will receive your User ID and temporary password for STRIPES on December 8.

If there are any questions with regard to this request or you are unable to process your request in MIS to establish a STRIPES User Account, please contact Beth Holt at (865) 576-0783, Sharon Moore at (865) 576-0790.



# STRIPES

Strategic Integrated Procurement Enterprise System

## Procedures for Requesting a User Account at OR

1. Go to <http://mis.doe.gov>. Log in to MIS using your ESS User ID and password.
2. Under DOE Corporate Applications, select Application Access Request.
3. Verify your office address, e-mail, and telephone. When done, click on the Update/Continue button.
4. Click on the STRIPES link to select the STRIPES-specific access form.
5. After selecting STRIPES, click on "ADD a Request."
6. Review the Rules of Behavior regarding access to STRIPES. Select the "I do agree with the rules" button.
7. You then need to select the account type of STRIPES User Account.
8. Select the **STRIPES - Production** instance of STRIPES to access.
  - Use the drop-down list to select your Primary Level 1 Approving Official (see below). This person is at your job location and can verify your job duties and need for access to STRIPES. You may add written comments in the comments box.
  - Primary Level 1 Approving Officials (select only one):
    - Beth Holt**
    - Sharon Moore**
9. In the last box on this page, please enter a justification for access to STRIPES Production. You must supply a business reason for needing access to STRIPES such as you process requisitions (PRs) or are a Purchase Card holder for your office.
10. Click "Continue."
11. On the next screen, choose the appropriate route roles and security groups (*see Excel attachment: STRIPES Guidance for Route Roles and Security Group selections*). At least one item from each list needs to be selected and multiple items can be selected from each list. Also, a procurement office Head of Contracting Activity (HCA) site must be chosen as well. The HCA for OR is Office of Science – Oak Ridge Office. If your actions encompass awards for EM or fall under master agreements awarded by NNSA, you should select EM and/or NNSA as well, which will then be listed as secondary sites within STRIPES for your registration.
12. Once you have completed your selections, click "Submit."
13. At this point, a message should appear indicating that your application for STRIPES access was successful.
14. You will receive an email with details about your STRIPES access request.
15. Your STRIPES user name and temporary password will be sent to you via e-mail on December 8, 2008.

Job	STRIPES Security Group	STRIPES Route Role	<b>Acquisition / Financial Assistance</b> A = applies only to Acquisition FA = applies only to Financial Assistance A/FA = applies to both Acquisition and Financial Assistance
<b>Close-out Specialist</b>	Approver/Reviewer	Closeout Specialist	A/FA
<b>Contracting Officer</b>	Contracting Officer	Contract Officer	A
	Approver/Reviewer	Approver/Reviewer	A
	Requisitioner (if needed)	Requisitioner (if needed)	A
	Source Selection Official (if needed)	Source Selection Official (if needed)	A
		Closeout Specialist (if needed)	A
		Pricing Support (if needed)	A
<b>Contracting Officer - Financial Assistance</b>	FA Contract Officer	Contracting Officer	FA
	Approver/Reviewer	Approver/Reviewer	FA
	Requisitioner (if needed)	Requisitioner (if needed)	FA
		Closeout Specialist	FA
<b>Contracting Officers Representative</b>	Approver/Reviewer	COR	A
<b>Contracting Officers Representative (for Financial Assistance)</b>	FA COR	COR	FA
<b>Contract Specialist</b>	Contracting Specialist	Contract Specialist	A
	Requisitioner (if needed)	Requisitioner (if needed)	A
<b>Contract Specialist- Financial Assistance</b>	FA Contract Specialist	Contracting Specialist	FA
	Requisitioner (if needed)	Requisitioner (if needed)	FA
		Closeout Specialist (if needed)	FA
<b>Finance / accounting</b>	Finance		A/FA
<b>General Counsel</b>	Approver/Reviewer	Office of Counsel	A/FA
<b>Program Budget Officer (Approves Funding on Requisitions)</b>	Approver/Reviewer	Budget Approval	A/FA
<b>Program Reviewing Official</b>	Approver/Reviewer	Program - Non Budget	A/FA
		Pcard Approving Official (if needed)	
<b>PCard Approving Official</b>	Approver/Reviewer	PCard Approving Official	A

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<b>Purchase Card Holder</b>	Purchase Card Holder	Pcard Holder	A
<b>Pcard Organization Program Coordinator (OPC)</b>	Approver/Reviewer	Pcard Organization Program Coordinator	A
<b>Pricing Support - Non Contracting Officer/Specialist</b>	Approver/Reviewer	Pricing Support	A
<b>Requisitioner</b>	Requisitioner	Requisitioner	A/FA
<b>Small Business Specialist</b>	Approver/Reviewer	Small Business Specialist	A
<b>Source Selection Official - Non- Contracting Officer</b>	Source Selection Official	Source Selection Official	A
<b>Special Approver</b>	Approver/Reviewer	Special Review/Approval	A
<b>Technical Evaluator -Voting Member</b>	Eval Team Support/Voting Member	Evaluation Team Member	A/FA
<b>Technical Evaluator -Non-Voting Member</b>	Approver/Reviewer	Evaluation Team Member	A/FA