

The National Oceanic and Atmospheric Administration (NOAA) and the Bureau of Industry and Security (BIS) will transition to CWTSatoTravel's E2 Solutions travel system on May 22, 2017, and NOAA's Integrated Travel Manager (ITM) system will be retired on July 31, 2017. E2 is a web-based end-to-end travel and expense management tool that offers a convenient way to book travel reservations, create travel authorizations (TAs), receive approvals, submit receipts and other supporting documentation, and submit travel vouchers (TVs) for reimbursement.

Some E2 highlights include:

- Online Booking Engine (similar to Travelocity or Expedia) for domestic and international airline, rail, hotel and car reservations
- "Travel for Others" feature, allows designated travel arrangers/preparers to make travel plans for other users
- Paperless Travel Authorization (TA) and Travel Voucher (TV) process, including automated approval routing with email notifications
- The ability to scan, route and attach receipts to the voucher electronically
- Faster travel reimbursement
- Enhanced, agency-wide reporting

When Will I Receive Log-in Instructions for E2 Solutions?

May 19, 2017 – E2 Solutions users will receive an email titled "Welcome to E2" from the Department of Commerce. The email will be sent from E2HelpDesk@doc.gov. This email will contain your new E2 User credentials. It will also contain detailed information regarding steps required to be completed when logging into E2 Solutions for the first time, as well as the E2 Solutions production URL/link. **Please save this email for reference on May 22, 2017.**

May 22, 2017 – E2 Solutions users will receive an email titled "E2 New User Access" from CWTSatoTravel. The email will be sent from etravelservices@cwtsatotravel.com. This email will contain the link to initialize your E2 Solutions account for the first time. This link is customized to each individual user and will only be used for the initial login to E2 Solutions and will only be valid for 72 hours. **NOTE:** In order for a traveler/arranger to book travel reservations in E2 Solutions, you are required to first initialize your account and follow the steps to update your User Profile. These steps will be provided in the "Welcome to E2" email on May 19th.

May 22, 2017 – E2 Solutions users will receive an email titled "E2 Solutions New User Checklist". The email will be sent from client.servicesii@noaa.gov. This email will reiterate the steps required to log into E2 Solutions, how to update your User Profile and will provide the new Travel Management Center (TMC) contact number for CWTSatoTravel which users should begin using May 22nd.

If you do not receive any of the above emails, please first check your Spam folder. If the emails are not in the Spam folder, please contact NOAA Client Services at clientservices@noaa.gov or call [301-444-3400](tel:301-444-3400), Option 2.

How Will I Receive Training for E2 Solutions?

Training has been offered continuously since January 2017 with over 400 scheduled classes. This training has been provided by CWTSatoTravel as a mixture of classroom and webinar based classes covering basic and advanced Traveler/Arranger training and Approver training. Classes are currently scheduled through May 19, 2017 with space still available in most remaining classes. Users may register for training via the NOAA CLC. Here is a short video that explains the CLC registration process using the E2 Training Page in the CLC: <https://drive.google.com/open?id=0B3jeUomv4SObnM2eFVfd3UyNDA>. New employees or contractors who do not have access to the CLC should contact cbs.trainingservices@noaa.gov for further guidance.

Additional classes will be offered beginning May 24, 2017 through September 2017 to accommodate anyone who has not yet taken training, including new travelers. We are in the process of finalizing the post Go-Live training schedule which will be published before May 22, 2017.

Questions About E2 Solutions?

If you have any questions please contact the NOAA Finance Office Client Services Helpdesk at clientservices@noaa.gov or call 301-444-3400, Option 2, Monday - Friday, 7:00 am - 5:00 pm (ET). The E2 Travel webpage also contains helpful information regarding E2 Solutions. The webpage link is: <http://www.corporateservices.noaa.gov/finance/e2travel.html>. In addition, E2 Solutions has excellent documentation and support materials that users can access by clicking the Find Answers link from within the E2 Solutions travel system.