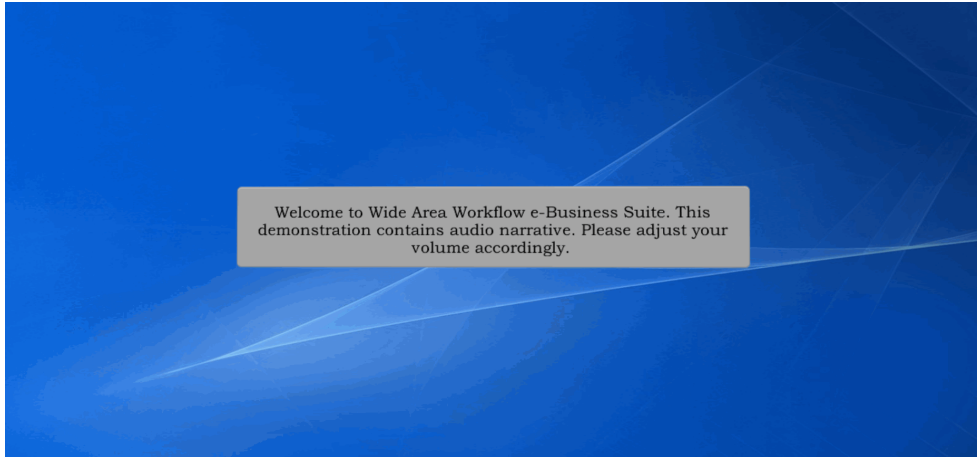
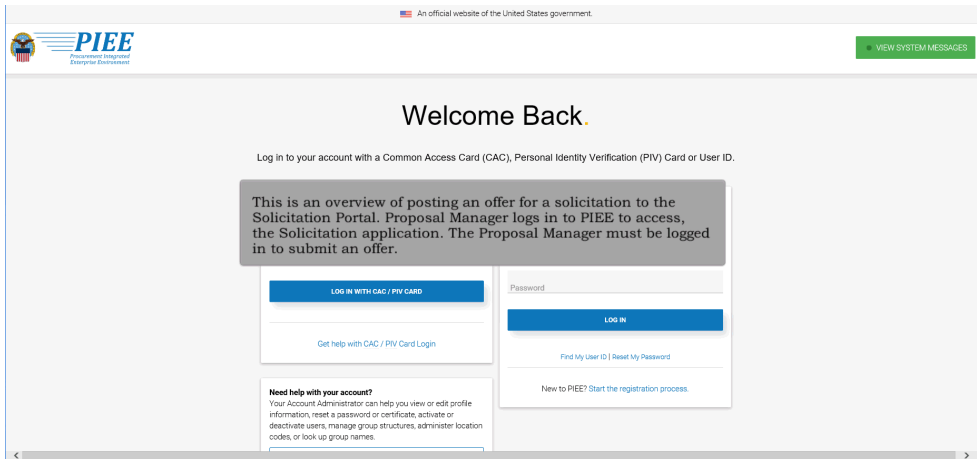


Intro



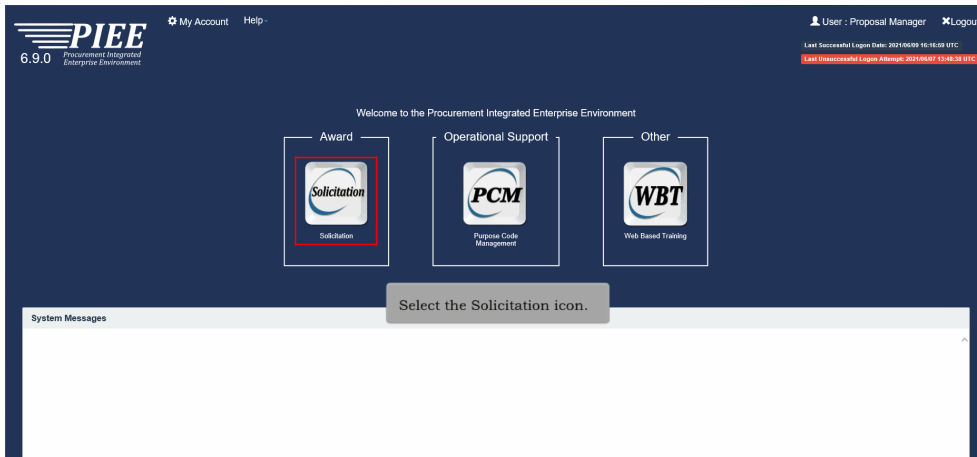
Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



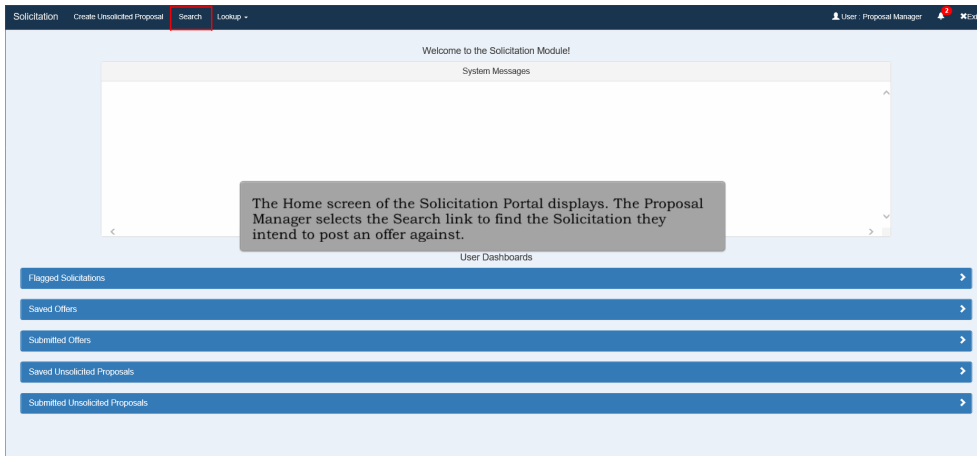
This is an overview of posting an offer for a solicitation to the Solicitation Portal. Proposal Manager logs in to PIEE to access, the Solicitation application. The Proposal Manager must be logged in to submit an offer.

Step 2



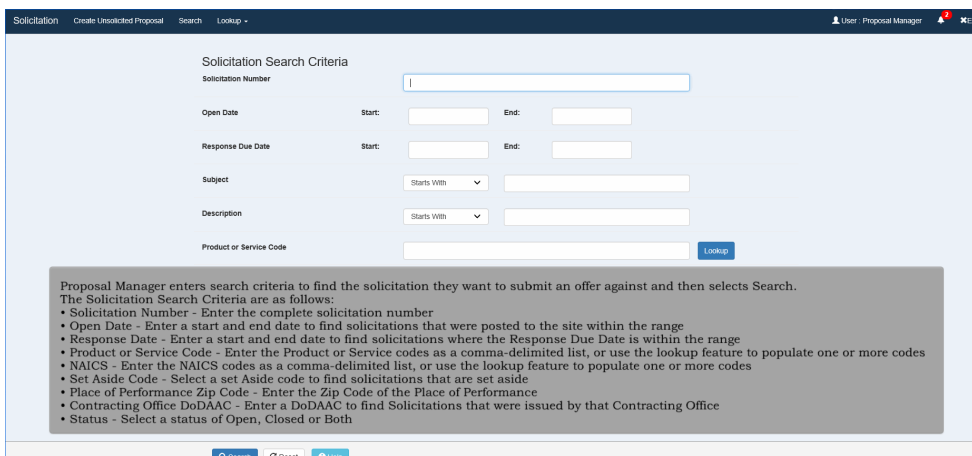
Select the Solicitation icon.

Step 3



The Home screen of the Solicitation Portal displays. The Proposal Manager selects the Search link to find the Solicitation they intend to post an offer against.

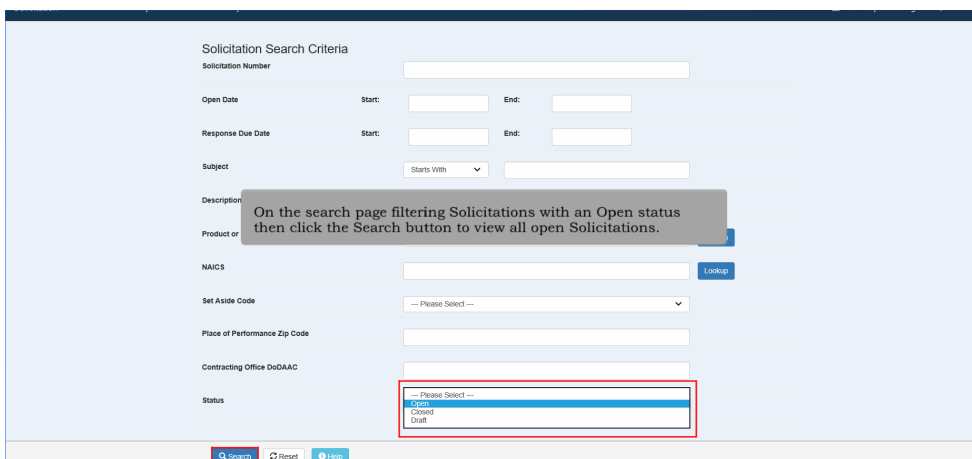
Step 4



Proposal Manager enters search criteria to find the solicitation they want to submit an offer against and then selects Search. The Solicitation Search Criteria are as follows:

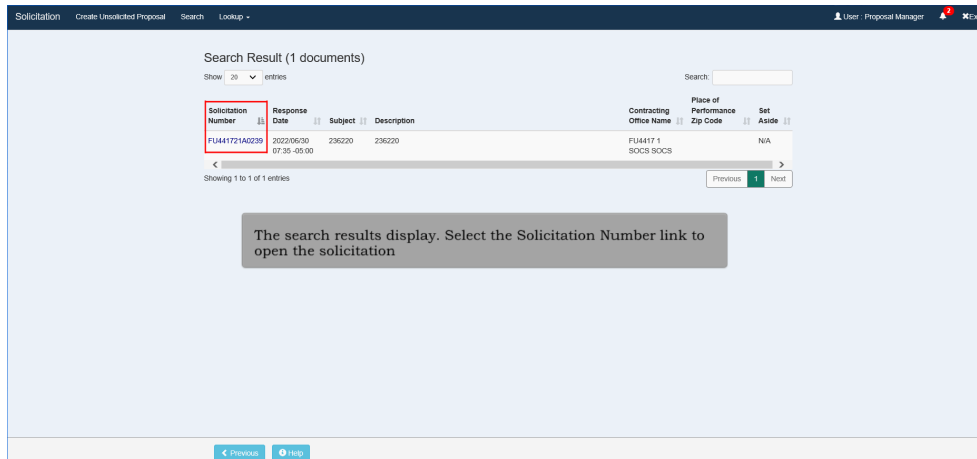
- Solicitation Number - Enter the complete solicitation number
- Open Date - Enter a start and end date to find solicitations that were posted to the site within the range
- Response Date - Enter a start and end date to find solicitations where the Response Due Date is within the range
- Product or Service Code - Enter the Product or Service codes as a comma-delimited list, or use the lookup feature to populate one or more codes
- NAICS - Enter the NAICS codes as a comma-delimited list, or use the lookup feature to populate one or more codes
- Set Aside Code - Select a set Aside code to find solicitations that are set aside
- Place of Performance Zip Code - Enter the Zip Code of the Place of Performance
- Contracting Office DoDAAC - Enter a DoDAAC to find Solicitations that were issued by that Contracting Office
- Status - Select a status of Open, Closed or Both

Step 5



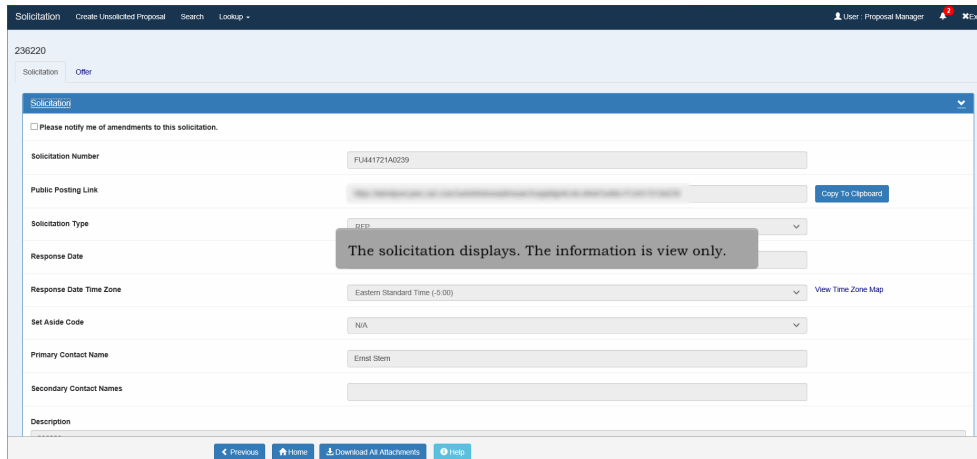
On the search page filtering Solicitations with an Open status then click the Search button to view all open Solicitations.

Step 6



The search results display. Select the Solicitation Number link to open the solicitation

Step 7



The solicitation displays. The information is view only.

Step 8

Name	Number	FileURL	Date	Document Type	Include in Response
COLF_Training		COLF_Training.pdf	2021-05-12	Attachment	No

Scroll down to see the Contract Information and Attachments. The Attachments can be viewed by selecting the File link. Scroll back up to the top of the screen and click the Offer tab.

Step 9

Offeror CAGE	Offeror DUNS	Offeror Name	Offer Date	Proposal Manager Name	Proposal Manager Email Address
0HC11	144676556	HENRY M. JACKSON FOUNDATION FOR THE ADVANCEMENT OF MILITARY	2021-05-08 12:26:37 PM Eastern Standard Time	Proposal Manager	Prop.Sand@manager.com

Click the Offer tab to Add and review current offers on the Solicitation. Click the Add button to add an offer to the Solicitation.

Step 10

Offer Details

Alternate Offer

Offer Identifier:

Proposals Manager CAGE Code * -- Please Select --

Company Name:

Attachments *

[Choose Files](#) Special characters and spaces in

Signature

Signature Date* [Signature](#)

In signing, I indicate a present intention to authenticate the offer.

* Asterisk indicates required entry.

[Save Offer](#)

Proposal Manager selects the applicable CAGE Code for which they are submitting the offer. The list is prefiltered based on the CAGEs in the Proposal Manager's profile.

Step 11

User Identifier:

Proposals Manager CAGE Code *

Company Name:

Attachments *

[Choose Files](#) Special characters and spaces in the attachment filename will be replaced with underscores "_"

Name	Uploaded By	Action
Active_Warmat	Proposals Manager (bwnor)	x

Signature

Signature Date* [Signature](#)

In signing, I indicate a present intention to authenticate the offer.

* Asterisk indicates required entry.

[Save Offer](#)

Proposal Manager uploads the attachments that comprise their offer by selecting the Choose Files link.

Step 12

The screenshot shows a web form for posting an offer. At the top, the 'Company Name' is 'HENRY M. JACKSON FOUNDATION FOR THE ADVANCEMENT OF MILITARY'. Below this is an 'Attachments' section with a search bar and a table of uploaded files. The table has columns for Name, Uploaded By, File, Date, Load Date, and Action. One file is listed: 'Active_Warmat' uploaded by 'Proposal Manager (bwonsamd18@gmail.com)' on '2021-05-09'.

The 'Signature' section contains a 'Signature Date' field with the value '20210509' and a 'Signature' button. A note states: 'In signing, I indicate a present intention to authenticate the offer.' Below the signature section is a 'Save Offer' button and a grey callout box with the text: 'After entering all necessary information enter a Signature Date and Click the Signature button.'

At the bottom, there is a link for 'Source Selection Information - See FAR 2.101 and 3.104'.

After entering all necessary information enter a Signature Date and Click the Signature button.

Step 13

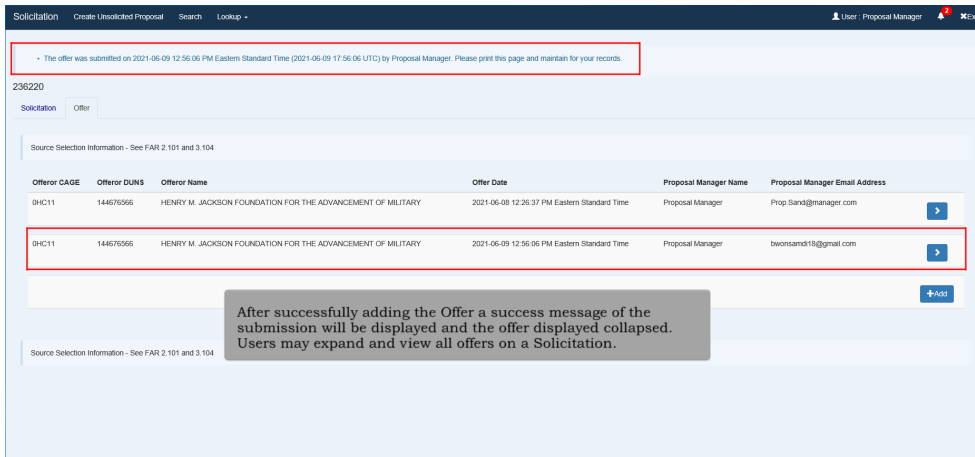
The screenshot shows a 'Sign Document' pop-up dialog box overlaid on a background form. The dialog box contains the following information:

- A timestamp: 'As of 20210509 17:55:42 UTC, an email was sent to your email account bwonsamd18@gmail.com with a One-Time Password (OTP). This password will expire in 200 seconds.'
- Instructions: 'The PHEE signature requirement has changed to allow support for all the major browsers. Click here for more information.' and 'If you have not setup your Digital PIN, click on Manage Digital PIN link to setup your PIN. If you are having issue with receiving One-Time Password(OTP) via E-mail, you can also setup OTP on your mobile device by visiting Setup Time-Saved One Time Password page.'
- Fields for 'User ID' (containing 'PropMzng') and 'Digital Pin' (with a 'Manage Digital PIN' link).
- Fields for 'OTP (One-Time Password)' and 'Send OTP via E-Mail'.
- A 'Signature of Authorized Proposal Manager' field.
- Buttons for 'Sign And Submit' and 'Cancel'.

A grey callout box at the bottom of the dialog box contains the text: 'The Sign Document pop-up will be displayed requiring the user to enter a Digital Pin and OTP. Click the Sign and Submit button to continue.'

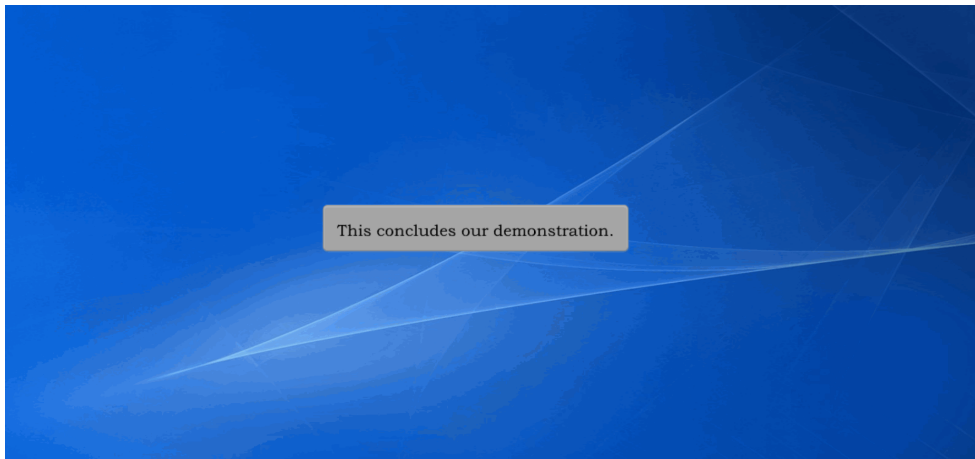
The Sign Document pop-up will be displayed requiring the user to enter a Digital Pin and OTP. Click the Sign and Submit button to continue.

Step 14



After successfully adding the Offer a success message of the submission will be displayed and the offer displayed collapsed. Users may expand and view all offers on a Solicitation.

End



This concludes our demonstration.