

Create/Edit Solicitation Distribution List Templates

Training Document

Homepage

Solicitation

Distribution List

Table of Contents

Role	1
Navigation	1
Access Distribution Templates	1
<i>Distribution Templates Columns:</i>	<i>2</i>
Create A New Distribution Template	3
<i>Distribution Templates Columns:</i>	<i>3</i>
<i>Create Distribution Template Fields:</i>	<i>4</i>
<i>Recipients * Field:</i>	<i>4</i>
<i>Recipients * Headers:</i>	<i>4</i>
Search CAGE Codes Pop-Up:	5
<i>Search CAGE Codes Pop-Up Fields:</i>	<i>6</i>
CAGE Code Bulk Upload:	8
<i>CAGE Code Bulk Upload Template Fields:</i>	<i>8</i>
<i>CAGE Code Bulk Upload Pop-Up Columns:</i>	<i>10</i>
<i>CAGE Code Bulk Upload Results Pop-Up Columns:</i>	<i>13</i>
Manually Add An Email Address:	14
<i>Create Distribution List Fields:</i>	<i>14</i>
Removing Contacts From The Recipients * List:	15
Saving The Distribution List Template:	17

Edit A Distribution List..... 18

Distribution Templates Columns: 18

Create Distribution Template Fields: 20

*Recipients * Field:..... 20*

*Recipients * Headers:..... 20*

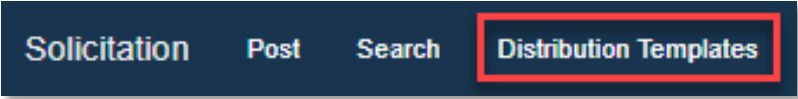
Delete An Existing Template 23

Distribution Templates Columns: 23

Export Distribution List Template 24

Distribution Templates Columns: 24

CAGE Code Bulk Upload Template Fields: 26

Role	This is an overview of the Solicitation Distribution List functionality (traditionally referenced as “Solicitation Mailing List”) which includes creating and managing distribution templates for efficiently notifying Proposal Managers of Solicitation and Combined Synopsis/Solicitations notices and inviting them to submit offers. Solicitation roles with these capabilities: • Solicitation Manager
Navigation	Log in to PIEE as a Solicitation Manager user to access the Solicitation application. Select Distribution Templates on the Solicitation navigation bar to access templates.  
Access Distribution Templates	The Distribution Templates page displays all saved distribution list templates available. Select Add Template to create new templates, Edit to make changes to existing templates, or Delete to remove existing templates. Enter known data in the Filter field to refine the list of templates displayed. Control the number of entries on the table by selecting an option on the Display # Items drop-down menu.

Distribution Templates			
Display	10	items	Filter:
Template Name	Template Description	Date Created/Modified	Action
DUCKBILL	Proposal Manager List for DUCKBILL	2026/01/19	Edit Delete Request Export
TSTMACS	Proposal Manager List for TSTMACS	2026/01/19	Edit Delete Request Export
Showing 1 to 2 of 2 items			Previous 1 Next
+ Add Template			

Distribution Templates Columns:

- Template Name
- Template Description
- Date Created/Modified (*format: YYYY/MM/DD*)
- Action
 - Edit
 - Delete
 - Request Export
 - Download Export

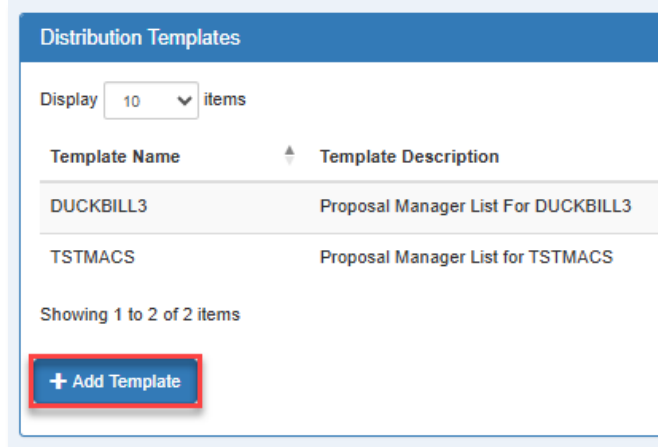
Action Buttons:

- Edit (*to edit saved template*)
- Delete (*to delete the existing template*)
- Request Export (*button appears when template is available to export*) (*to initiate the Distribution List Template export process*)
- Download Export (*button appears when the export process is successful*) (*to download the Distribution List Template to the local machine*)

Buttons:

- Add Template (*to manually create a new template*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

To begin the process of creating a new distribution template, click the **Add Template** button. The **Create Distribution Template** screen displays.



Create A New Distribution Template

Distribution Templates Columns:

- Template Name
- Template Description
- Date Created/Modified (*format: YYYY/MM/DD*)
- Action
 - Edit
 - Delete
 - Request Export
 - Download Export

Action Buttons:

- Edit (*to edit saved template*)
- Delete (*to delete the existing template*)
- Request Export (*button appears when template is available to export*) (*to initiate the Distribution List Template export process*)
- Download Export (*button appears when the export process is successful*) (*to download the Distribution List Template to the local machine*)

Buttons:

- Add Template (*to manually create a new template*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

Enter data in the **Distribution List Name *** and **Description** fields.

Create Distribution Template

Distribution List Name *

Description

Recipients *

Add Recipients

Search CAGE Codes

CAGE Code Bulk Upload

Add Email Address

+ Add Email

Show 10 entries

CAGE Code	Company Name	Recipient Name	Email	Role	Actions
Filter	Filter	Filter	Filter	Filter	
No data available in table					

Showing 0 to 0 of 0 entries

Previous

Next

Create Distribution Template Fields:

- Distribution List Name * (*up to 50 alphanumeric characters*)
- Description (*up to 300 alphanumeric characters*)

Recipients * Field:

- Add Email Address (*up to 150 alphanumeric characters including special characters _+.&*) (*must be in valid email format: e.g. hostname@domain.com*)

Recipients * Headers:

- CAGE Code
- Company Name
- Recipient Name
- Email
- Role (*values: Proposal Manager / Proposal View Only / Vendor POC*)
- Actions

Page | 4

- Delete

*Recipients * Actions Button:*

- Delete (*to permanently remove selected Recipients from the Recipients * list*)

*Recipients * Buttons:*

- Search CAGE Codes (*leads to Search CAGE Codes Pop-up*)
- CAGE Code Bulk Upload (*to upload multiple CAGE Codes with the CAGE Code Bulk Upload Template*)
- Add Email (*to manually add email address*)
- Clear Distribution List (*button displays after adding recipients to the Recipients * List*) (*clears all recipients from the Recipients * List*)

Create Distribution Template Buttons:

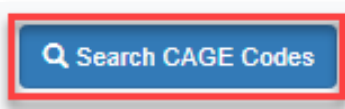
- Save (*to create template*)
- Home (*to navigate back to the Solicitation module home screen*)
- Cancel (*to disregard edits and close the Create Distribution Template page*)
- Help (*provides help information*)

Recipients are assigned by CAGE Codes or manually adding an email address. There are three options available for adding contacts to the Distribution List:

- [Search CAGE Codes](#)
- [CAGE Code Bulk Upload](#)
- [Manually Add An Email Address](#)

Search CAGE Codes Pop-Up:

To search for vendors by **CAGE Code** or **Vendor Name**, click the **Search CAGE Codes** button. A pop-up displays.



Enter search criteria in the text entry field for **CAGE Code** or **Vendor Name** and click the **Search** button. The results display with vendor CAGE codes, name, and locations.

Select the **checkbox** next to the vendor of interest. After selecting a CAGE Code (or multiple via Vendor Name search) from the search results, click the **Save** button.

Search CAGE Codes Pop-Up Fields:

- CAGE Code (5 alphanumeric characters; must be valid in the PEE database)
- Vendor Name (parameters: Begins With / Equal)

Search CAGE Codes Pop-Up Buttons:

- Search (to search for CAGE code in PEE Database)
- Checkbox (to select CAGE Code result)
- Cancel (to disregard search and close pop-up)
- Save (to confirm Proposal Managers selection)

The pop-up closes and the selected vendor's active Proposal Managers or Proposal View only users are added to the **Recipients *** list with the **CAGE Code, Company Name, Recipient Name, Email, and Role.**

Create Distribution Template

Distribution List Name *

OASIS

Description

Recipients List for OASIS

Recipients *

Add Recipients

Search CAGE Codes

CAGE Code Bulk Upload

Add Email Address

+ Add Email

Show 10 entries

CAGE Code	Company Name	Recipient Name	Email	Role	Actions
Filter	Filter	Filter	Filter	Filter	
	NORTHROP GRUMMAN SYSTEMS CORPORATION	Donald Duck	dduck@mil.com	Proposal Manager	Delete
	NORTHROP GRUMMAN SYSTEMS CORPORATION	Sam Iam	siam@mil.com	Proposal Manager	Delete
	NORTHROP GRUMMAN SYSTEMS CORPORATION	Jack Skellington	jskellington@mil.com	Proposal Manager	Delete

Showing 1 to 3 of 3 entries

Previous

1

Next

✕ Clear Distribution List

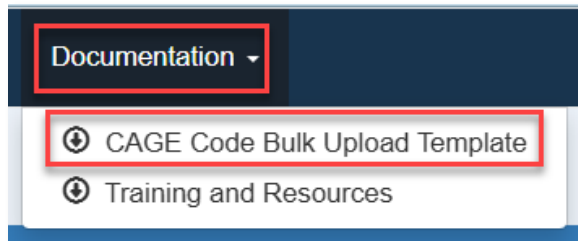
If no active Proposal Manager or Proposal View Only users exist for the CAGE Code, the Vendor POC displays when available. If no Vendor POC exists, an error message displays stating: “The following CAGE Code(s) have either no active, associated users or all the active, associated users are already included in the distribution list: [CAGE1], [CAGE2], [CAGE3]...”.

NOTE: Existing Recipients on the Recipients * list remains unchanged when new Recipients are added to the list. New Recipients that share the same email address as an existing Recipient (duplicate email addresses) are not added.

Page | 7

CAGE Code Bulk Upload:

To bulk upload vendors, the **CAGE Code Bulk Upload Template** is required. In the Solicitation navigation bar, expand the **Documentation** menu and select **CAGE Code Bulk Upload Template**. The Excel file is downloaded to the local machine.



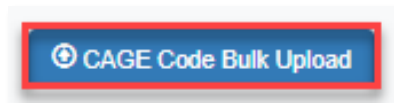
Open the Excel file and enter the vendor's **CAGE Code** in the provided template. When ready, save the edited file to the local machine.

	A	B
1	CAGE Code*	
2		
3		
4		
5		

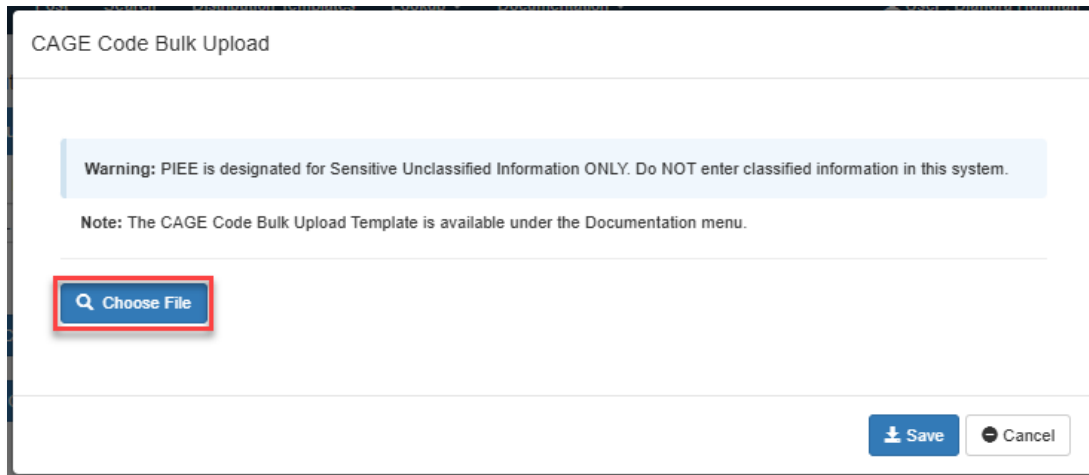
CAGE Code Bulk Upload Template Fields:

- CAGE Code * (*must be 5 alphanumeric characters*)

On the **Edit Distribution List** screen, click the **CAGE Code Bulk Upload** button.



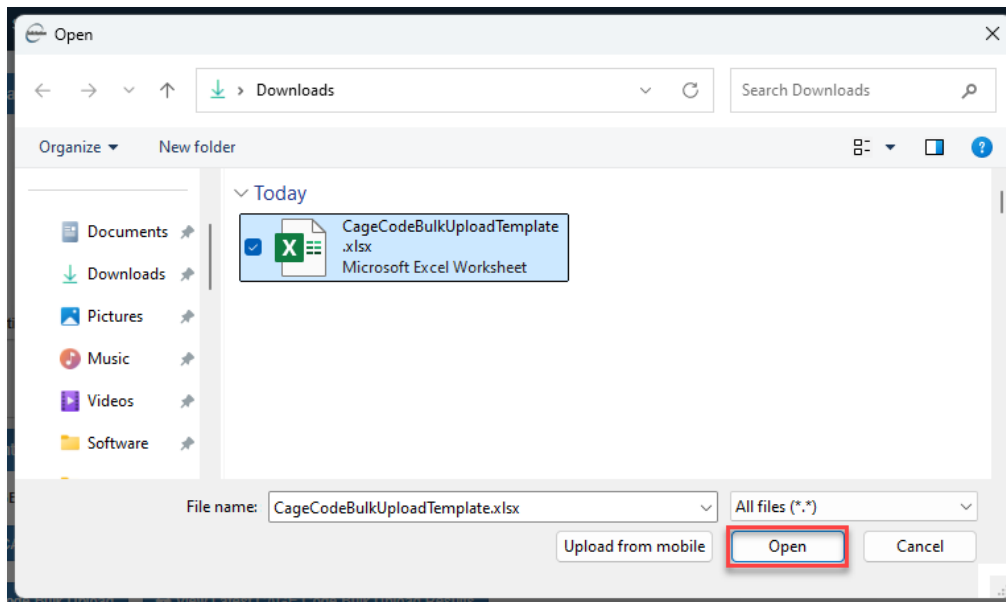
The **CAGE Code Bulk Upload** pop-up displays. Click the **Choose Files** button. A dialog box displays.



CAGE Code Bulk Pop-Up Buttons:

- Choose Files (*to select a file from the local machine*)
- Save (*to add successfully uploaded CAGE Codes to the Recipients * List*)
- Cancel (*to disregard uploaded Excel spreadsheet and close pop-up*)

Locate the Excel file and select **Open** to upload the completed file to the **Recipients * List**.



Successful uploading displays the CAGE codes listed on the Excel template on the **CAGE Code Bulk Upload** pop-up. The vendor's information is listed per row by **Row Number**, **CAGE Code**, **Status**, and **Message**.

Incorrect or invalid information displays error messages specifying the issue. Review the error, correct the file accordingly, and reupload:

- Rows flagged **Duplicate** display the message: "This CAGE Code has been added via the spreadsheet and will be ignored."
- Rows flagged **Error** for invalid codes display the message: "The CAGE Code entered is not valid in PLEE. Please add a valid CAGE Code."

Click the **Save** button to add the CAGE Codes to the **Recipients *** list or the **Cancel** button to close the pop-up without adding the CAGE Codes.

*NOTE: Uploading a new CAGE Code Bulk Upload Template does not overwrite an existing Recipients * list. Upon Save, new Recipients that share the same email address as an existing Recipient (duplicate email addresses) are not added and existing recipients remain unchanged.*

The following CAGE codes were uploaded from the Excel file.

Select **Save** to save all CAGE codes with a status of 'Success' to your Distribution List or select **Cancel** to return without saving any CAGE codes.

CAGE Code Bulk Upload Results			
Row Number	CAGE Code	Status	Message
✓ 1		Success	
✓ 2		Success	
✓ 3		Success	
✗ 4		Error	The CAGE Code entered is not valid in PLEE. Please add a valid CAGE Code.
✗ 5		Duplicate	This CAGE Code has already been added via the spreadsheet and will be ignored.

CAGE Code Bulk Upload Pop-Up Columns:

- Row Number

- CAGE Code
- Status (*values: Success / Error / Duplicate*)
- Message

CAGE Code Bulk Pop-Up Buttons:

- Save (*to add successfully uploaded CAGE Codes to the Recipients * List*)
- Cancel (*to disregard uploaded Excel spreadsheet and close pop-up*)

Successfully adding the CAGE Codes displays the active Proposal Managers and Proposal View only users in the **Recipients *** list with the **CAGE Code, Company Name, Recipient Name, Email, and Role**.

Create Distribution Template

Distribution List Name *

OASIS

Description

Recipients List

Recipients *

Add Recipients

Search CAGE Codes

CAGE Code Bulk Upload

Add Email Address

+ Add Email

Show 10 entries

CAGE Code	Company Name	Recipient Name	Email	Role	Actions
Filter	Filter	Filter	Filter	Filter	
	JUBILANT DRAXIMAGE RADIOPHARMACIES INC.	Donald Duck	dduck@mil.com	Proposal Manager	Delete
	NORTHROP GRUMMAN SYSTEMS CORPORATION	Sam Iam	siam@mil.com	Proposal Manager	Delete
	NORTHROP GRUMMAN SYSTEMS CORPORATION	Jack Skellington	jskellington@mil.com	Proposal Manager	Delete

Showing 1 to 3 of 3 entries

Previous

1

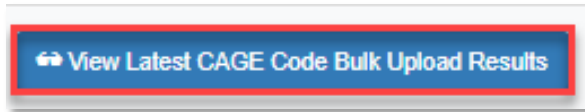
Next

Clear Distribution List

Page | 11

If no active Proposal Manager or Proposal View Only user exist for the CAGE Code, the Vendor POC displays when available. If no Vendor POC exists, an error message displays stating: “The following CAGE Code(s) have either no active, associated users or all the active, associated users are already included in the distribution list: [CAGE1], [CAGE2], [CAGE3]...”.

To view the outcomes from the most recently uploaded Excel spreadsheet, click the **View Latest CAGE Code Bulk Upload Results**.



Create Distribution Template Buttons:

- View Latest CAGE Code Bulk Upload Results (*button displays after uploading a CAGE Code Bulk Upload spreadsheet*) (*to view the most recent bulk upload results*)

The **CAGE Code Bulk Upload Results** pop-up appears presenting a list of CAGE Codes from the latest bulk upload. Click the **Close** button to close the pop-up.

CAGE Code Bulk Upload Results

The following CAGE codes were uploaded from the latest Excel file.

CAGE Code Bulk Upload Results

Display items Filter:

Row Number	CAGE Code	Status	Message
✓ 1		Success	
✓ 2		Success	
✓ 3		Success	
✗ 4		Error	The CAGE Code entered is not valid in PIEE. Please add a valid CAGE Code.
✗ 5		Duplicate	This CAGE Code has already been added via the spreadsheet and will be ignored.

Showing 1 to 5 of 5 items

Previous **1** Next

Close

CAGE Code Bulk Upload Results Pop-Up Columns:

- Row Number
- CAGE Code
- Status (values: Success / Error / Duplicate)
- Message

CAGE Code Bulk Upload Results Pop-Up Buttons:

- Close (to close pop-up)

NOTE: Double-check the Excel file for accuracy before uploading to minimize errors and the need for corrections.

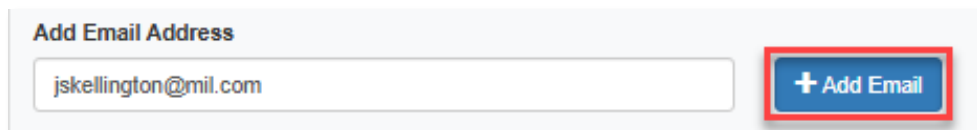
NOTE: For CAGE codes beginning with zero, format the Excel cell as 'Text' to preserve the leading zero.

NOTE: Upon detecting duplicate CAGE codes in the spreadsheet, the system imports a single instance of each duplicate.

NOTE: Bulk CAGE Code Excel templates accommodate up to 4,999 CAGE Codes, with the 5,000-row limit including the column header row.

Manually Add An Email Address:

To manually add a contact to the **Recipients *** list, enter the valid email address in the **Add Email Address** field. Click the **Add Email** button.



Create Distribution List Fields:

- Add Email Address (*up to 150 alphanumeric characters including special characters _+.&*) (*must be in valid email format: e.g. hostname@domain.com*)

Create Distribution List Buttons:

- Add Email (*to manually add email address*)

Successful addition displays the contact's email in the **Email** column of the **Recipients *** list while the **CAGE Code**, **Company Name**, **Recipient Name**, and **Role** columns remain blank.

Incorrect or invalid information displays error messages specifying the issue. Review the error and correct accordingly:

- Attempts to **add an email address that already exists** in the Distribution List displays an error stating: "The entered standalone email, [Email], already exists in the distribution list." and prevents the addition of the duplicate email address.
- Attempts to **add an invalid or blank email address** displays an error stating: "The entered standalone email, [Email], is not a valid email. Emails must consist of alphanumeric characters and +._-& characters."

Recipients *

Add Recipients

Search CAGE Codes
CAGE Code Bulk Upload

Add Email Address
Add Email

Show 10 entries

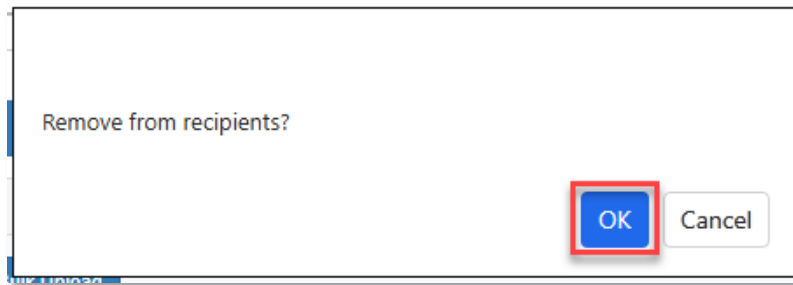
CAGE Code	Company Name	Recipient Name	Email	Role	Actions
Filter	Filter	Filter	Filter	Filter	
			jskellington@mil.com		Delete

Removing Contacts From The Recipients * List:

To permanently remove an individual Recipient from the **Recipients *** list, select the adjacent **Delete** button in the **Actions** column.

Role	Actions
Filter	
Proposal Manager	Delete

A pop-up displays asking: "Remove from recipients?" Click the **OK** button.



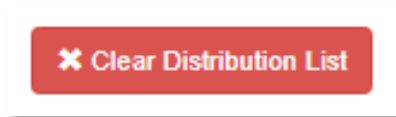
Delete Confirmation Pop-Up Buttons:

- OK (*to confirm deletion*)
- Cancel (*to disregard deletion and close pop-up*)

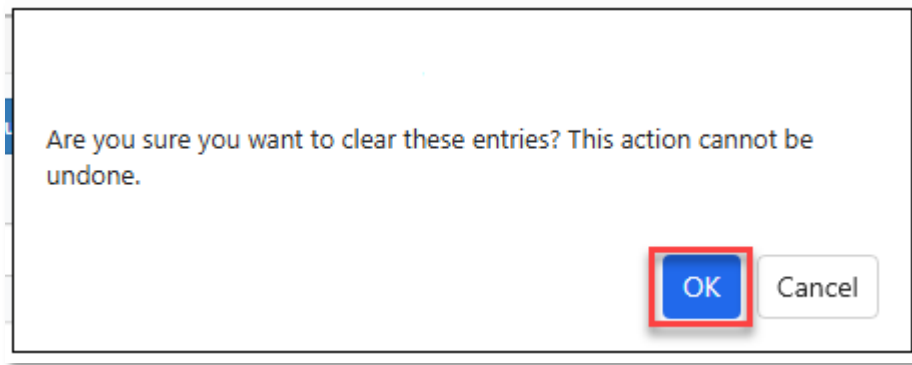
Successful deletion removes the contact from the **Recipients *** list and displays a message at the top of the screen stating: "Recipient, [CAGE] – [Email Address], has been removed from the working copy of the recipient list. Please click 'Save' to finalize the Distribution List."

NOTE: The success message for manually added email addresses remains the same without a CAGE Code reference.

To clear all contacts from the **Recipients *** list, click the **Clear Distribution List** button.



A pop-up displays with a message asking: "Are you sure you want to clear these entries? This action cannot be undone."



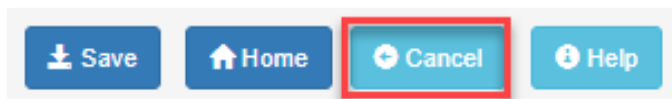
Successful deletion removes all contacts from the **Recipients** * list and displays a message at the top of the screen stating: "The working copy of the recipient list has been cleared. Please click 'Save' to finalize the Distribution List."

Saving The Distribution List Template:

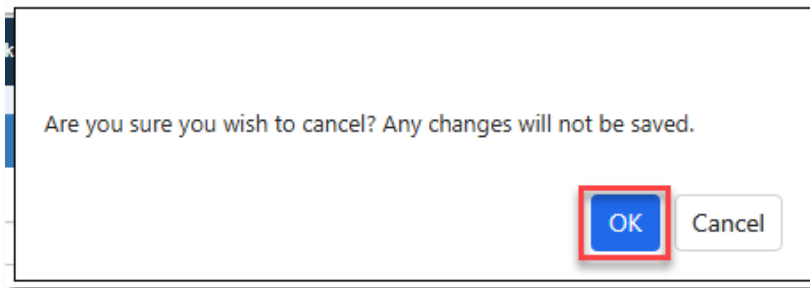
Click the **Save** button to confirm all template details. Successful creation redirects to the **Distribution Templates** screen with a message displayed stating: "Distribution List Template, (Distribution Template Name), has been successfully created." The newly created template is displayed on the list.



To disregard the new template creation, click the **Cancel** button at the bottom of the page.



A pop-up displays with a confirmation message stating: "Are you sure you wish to cancel? Any changes will not be saved". Select the **OK** button. The new distribution template is discarded and the **Distribution Templates** page displays.



Cancel Confirmation Pop-Up Buttons:

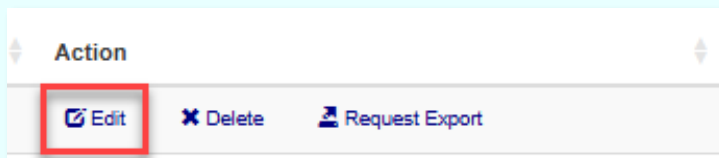
- OK (*to confirm cancellation*)
- Cancel (*to disregard new template creation and close pop-up*)

NOTE: Template names must be unique and not a duplicate. Template names are case sensitive (e.g., "TEMPLATE NAME" is considered different from "template name").

NOTE: Each Distribution List has configured maximums for the number of unique CAGE Codes and manually added email addresses. Exceeding these limits may result in errors.

Edit A Distribution List

The steps for editing an existing Distribution Template follow the same workflow as creating a new template. To edit an existing distribution template, locate the template on the **Distribution Templates** page and click the **Edit** button. The **Edit Distribution Template** screen displays.



Distribution Templates Columns:

- Template Name
- Template Description
- Date Created/Modified (*format: YYYY/MM/DD*)
- Action
 - Edit
 - Delete
 - Request Export
 - Download Export

Distribution Template Action Buttons:

- Edit (*to edit saved template*)
- Delete (*to delete the existing template*)
- Request Export (*button appears when template is available to export*) (*to initiate the Distribution List Template export process*)
- Download Export (*button appears when the export process is successful*) (*to download the Distribution List Template to the local machine*)

Buttons:

- Add Template (*to manually create a new template*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

Details of the existing distribution template are pre-populated in the provided fields and previously assigned Proposal Managers are listed in the **Recipients *** list.

Edit Distribution Template

Distribution List Name *

OASIS

Description

Recipients List

Recipients *

Add Recipients

Search CAGE Codes
CAGE Code Bulk Upload

Add Email Address

+ Add Email

Show 10 entries

CAGE Code	Company Name	Recipient Name	Email	Role	Actions
Filter	Filter	Filter	Filter	Filter	
	JUBILANT DRAXIMAGE RADIOPHARMACIES INC.	Donald Duck	dduck@mil.com	Proposal Manager	Delete
	NORTHROP GRUMMAN SYSTEMS CORPORATION	Sam Iam	siam@mil.com	Proposal Manager	Delete
	NORTHROP GRUMMAN SYSTEMS CORPORATION	Jack Skellington	jskellington@mil.com	Proposal Manager	Delete

Showing 1 to 3 of 3 entries

Previous

1

Next

✕ Clear Distribution List

Create Distribution Template Fields:

- Distribution List Name * (*up to 50 alphanumeric characters*)
- Description (*up to 300 alphanumeric characters*)

Recipients * Field:

- Add Email Address (*up to 150 alphanumeric characters including special characters _-+.& (must be in valid email format: e.g. hostname@domain.com)*)

Recipients * Headers:

- CAGE Code
- Company Name
- Recipient Name

- Email
- Role (*options: Proposal Manager / Proposal View Only / Vendor POC*)
- Actions
 - Delete

*Recipients * Actions Button:*

- Delete (*to permanently remove selected Recipients from the Recipients * list*)

*Recipients * Buttons:*

- Search CAGE Codes (*leads to Search CAGE Codes Pop-up*)
- CAGE Code Bulk Upload (*to upload multiple CAGE Codes with the CAGE Code Bulk Upload Template*)
- Add Email (*to manually add email address*)
- Clear Distribution List (*button displays after adding recipients to the Recipients * List*) (*clears all recipients from the Recipients * List*)

Create Distribution Template Buttons:

- Save (*to create template*)
- Home (*to navigate back to the Solicitation module home screen*)
- Cancel (*to disregard edits and close the Create Distribution Template page*)
- Help (*provides help information*)

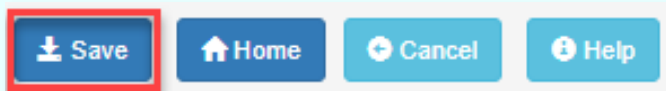
Refer to [Search CAGE Codes Pop-Up](#) in this training for detailed instructions on how to search for Proposal Managers by CAGE Code.

Refer to [CAGE Code Bulk Upload](#) in this training for detailed instructions on how to add multiple CAGE Codes at once through the Bulk Upload functionality.

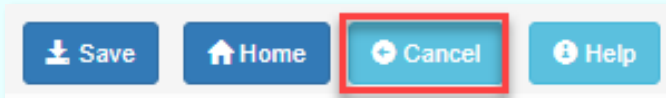
Refer to [Manually Add An Email Address](#) in this training for detailed instructions on manually adding an email address to the **Recipients * List**.

Refer to [Removing Contacts From The Recipients * List](#) in this training for detailed instructions on removing a Proposal Managers on the Distribution List.

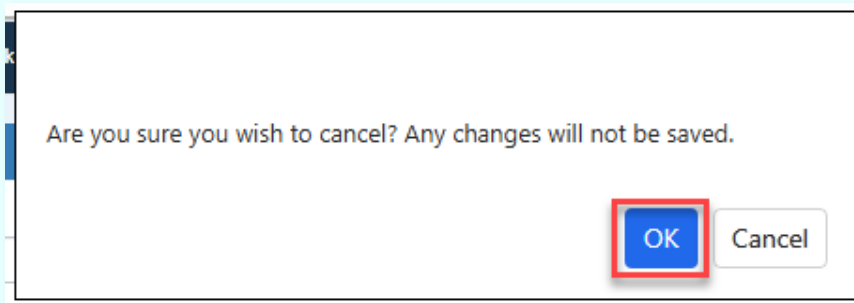
Click the **Save** button to confirm modified template details. Successful creation redirects to the **Distribution Templates** screen with a message displayed stating: "Distribution List Template, (Distribution List Name), has been successfully updated." The updated template is displayed on the Distribution Templates list.



To disregard the changes made to the existing template, click the **Cancel** button at the bottom of the page.



A pop-up displays with a confirmation message stating: “Are you sure you wish to cancel? Any changes will not be saved”. Select the **OK** button. The edits to the distribution template are discarded and the **Distribution Templates** page displays.



Cancel Confirmation Pop-Up Buttons:

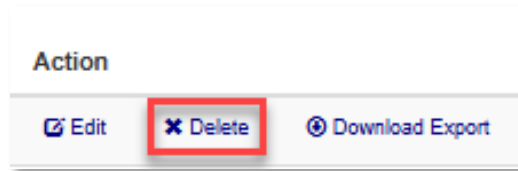
- OK (*to confirm cancellation*)
- Cancel (*to disregard edits and close pop-up*)

NOTE: Template names must be unique and not a duplicate. Template names are case sensitive (e.g., “TEMPLATE NAME” is considered different from “template name”).

NOTE: If no active Proposal Manager or Proposal View Only users exist for the CAGE Code, the Vendor POC displays when available. If no Vendor POC exists, an error message displays stating: “The following CAGE Code(s) have either no active, associated users or all the active, associated users are already included in the distribution list: [CAGE1], [CAGE2], [CAGE3]...”.

NOTE: Each Distribution List has configured maximums for the number of unique CAGE Codes and manually added email addresses. Exceeding these limits may result in errors.

To delete an existing template, locate the template on the Distribution Templates page and click the **Delete** button.



Distribution Templates Columns:

- Template Name
- Template Description
- Date Created/Modified (*format: YYYY/MM/DD*)
- Action
 - Edit
 - Delete
 - Request Export
 - Download Export

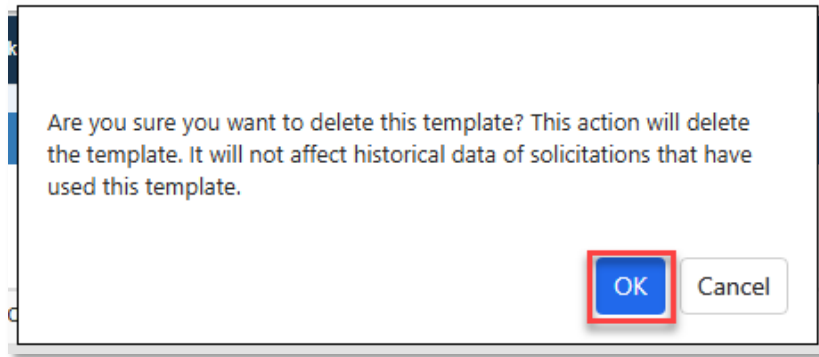
Action Buttons:

- Add Template (*to manually create a new template*)
- Action
 - Edit (*to edit saved template*)
 - Delete (*to delete the existing template*)
 - Request Export (*button appears when template is available to export*) (*to initiate the Distribution List Template export process*)
 - Download Export (*button appears when the export process is successful*) (*to download the Distribution List Template to the local machine*)

Buttons:

- Add Template (*to manually create a new template*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

A pop-up displays with a message stating: “Are you sure you want to delete this template? This action will delete the template. It will not affect historical data of solicitations that have used this template.” Click the **OK** button to confirm deletion.



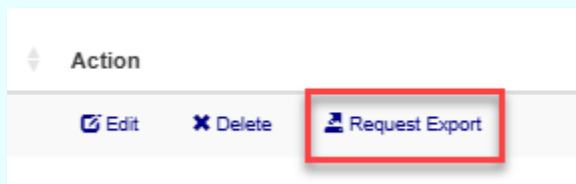
Successful deletion displays a message at the top of the screen stating: “The template, (Template Name), has been successfully deleted.” The template is no longer displayed on the list.

Deletion Confirmation Pop-Up Buttons:

- OK (*to confirm deletion*)
- Cancel (*to disregard deletion and close pop-up*)

Export Distribution List Template

To export a Distribution List Template to store, modify, or share with others, click the **Request Export** button of the template on the **Distribution Templates** page.



Distribution Templates Columns:

- Template Name
- Template Description
- Date Created/Modified (*format: YYYY/MM/DD*)
- Action
 - Edit
 - Delete
 - Request Export
 - Download Export

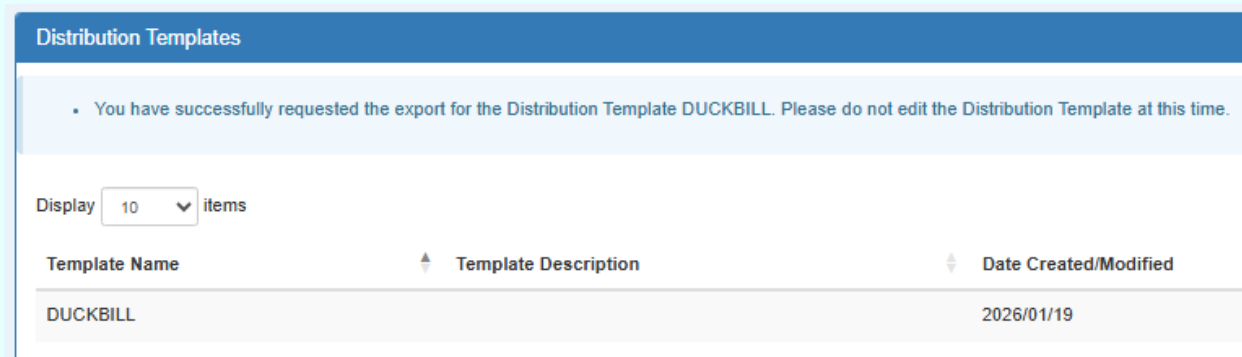
Action Buttons:

- Edit (*to edit saved template*)
- Delete (*to delete the existing template*)
- Request Export (*button appears when template is available to export*) (*to initiate the Distribution List Template export process*)
- Download Export (*button appears when the export process is successful*) (*to download the Distribution List Template to the local machine*)

Buttons:

- Add Template (*to manually create a new template*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

A message displays stating: “You have successfully requested the export for the Distribution Template [Name]. Please do not edit the Distribution Template at this time.” The **Request Export** button is no longer displayed after a request has been submitted. Navigate out of the **Distribution Templates** page while the export is in progress.



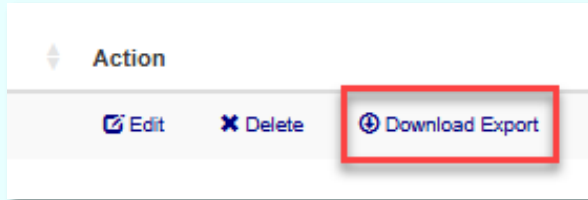
After the export is complete, a red bell notification displays on the Solicitation navigation bar. Click the **bell** icon and a message displays indicating that the request is now available for download. Simultaneously, the system sends an email confirming the successful export and availability of the file.



Solicitation Navigation Bar Buttons:

- Bell Icon (*displays PEE notifications*)

Return to the **Distribution Templates** page. Click the **Download Export** button to download the template and save to the local machine. A failed export displays an error message and the **Request Export** button is available to retry.



When opened, the spreadsheet displays all CAGE Codes that are listed on the Template.

	A	B
1	CAGE Code*	
2		
3		
4		
5		

CAGE Code Bulk Upload Template Fields:

- CAGE Code * (*5 alphanumeric characters*)

NOTE: The Distribution List Template export focuses exclusively on CAGE Codes, omitting individual users and standalone emails. This approach enables efficient template sharing between users.