

Create Notice: Justification & Approval, Consolidate/(Substantially) Bundle, or Award

Training Document

Homepage

Solicitation

Post

Create Notice

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<p>Roles</p>	<p>Solicitation roles with the capability to post new Notices:</p> <ul style="list-style-type: none"> • Solicitation Manager
<p>User Navigation</p>	<p>Log in to PIEE as a Solicitation Manager user to access the Solicitation application. Select Post in the navigation bar to begin creating a new Notice.</p>  
<p>Two Create Options</p>	<p>Navigate to the Create Notice page. There are two ways to create notices:</p> <ul style="list-style-type: none"> • Create a new notice • Create Related Notice from an existing notice <p>This training details the process of creating a new notice for Justification & Approval, Consolidate/(Substantially) Bundle, or Award.</p>
<p>Create A New Notice</p>	<p>Select a notice type using the drop-down menu with the following types available for selection:</p> <p><i>Notice Type Fields:</i></p> <ul style="list-style-type: none"> • Type (<i>drop-down</i>) <ul style="list-style-type: none"> ○ Special Notice ○ Solicitation ○ Combined Synopsis/Solicitation ○ Presolicitation ○ Sources Sought ○ Award Notice ○ Consolidate/(Substantially) Bundle

- Justification & Approval

Buttons:

- Next (*leads to Post Notice page*)
- Home (*to navigate back to the Solicitation Module home screen*)
- Help (*to display help information*)

Create a new Notice, please select:

Type

After selecting the notice type, click the **Next** Button. The Post Notice page displays on the next page.

For help with creating a new notice for [Solicitations or Combined Synopsis/Solicitations](#), more information is located on the **WBT > Solicitation > Create New Notices/Posting Updates > Create Notice: Solicitations or Combined Synopsis/Solicitations**.

For help with creating a new notice for [Presolicitation, Special Notice, or Sources Sought](#), more information is located on the **WBT > Solicitation > Create New Notices/Posting Updates > Create Notice: Presolicitation, Special Notice, or Sources Sought**.

For help with creating a [Related Notice from an existing Notice](#), more information is located on the **WBT > Solicitation > Create New Notices/Posting Updates > Create Related Notice**.

This training details the process of creating a notice for **Justification & Approval, Consolidate/(Substantially) Bundle, or Award**.

Post Notice

Justification and Approval / Consolidate/(Substantially) Bundle / Award Fields:

- Notice ID * (*up to 127 alphanumeric and -_(){} characters*)

(the following field displays if the user is creating an: Award Notice)

- Set Aside Code (*searchable drop-down; default is N/A*)
 - Total Small Business Set-Aside
 - Partial Small Business Set-Aside
 - 8(a) Set-Aside
 - Historically Underutilized Business (HUBZone) Set-Aside
 - Service-Disabled Veteran-Owned Small Business (SDVOSB) Set-Aside
 - Women-Owned Small Business (WOSB) Program Set-Aside
 - Economically Disadvantaged WOSB (EDWOSB) Program Set-Aside
 - 8(a) Sole Source

- Historically Underutilized Business (HUBZone) Sole Source
- Service-Disabled Veteran-Owned Small Business (SDVOSB) Sole Source
- Women-Owned Small Business (WOSB) Program Sole Source
- Economically Disadvantaged WOSB (EDWOSB) Program Sole Source
- Local Area Set-Aside

- Primary Solicitation Manager (*field pre-populates user's name; name can be changed by selecting Lookup button*)
- Secondary Solicitation Managers (*field is blank; name can be selected by selecting Lookup button; up to 150 alphanumeric characters including special characters; excluding characters: <>'&'")*)
- Description (*up to 65,535 alphanumeric characters including special characters; excluding characters: <>'&'")*)

Buttons:

- Lookup (*button displays beside 'Primary Solicitation Manager' and 'Secondary Solicitation Managers' fields; leads Look-Up search pop-up*)
- Delete (*displays when 'Secondary Solicitation Managers' is entered*)
- Post Notice (*posts completed notice to PIEE*)
- Save Notice (*a notice may be saved at any time prior to completion/posting*)
- Save as PDF (*to download opened notice to local machine*)
- Previous (*to navigate back to Create Notice home screen*)
- Home (*to navigate back to the Solicitation Module home screen*)
- Help (*displays help information*)

Notice ID *	<input type="text"/>
Primary Solicitation Manager	<input type="text"/> <input type="button" value="Lookup"/>
Secondary Solicitation Managers	<input type="text"/> <input type="button" value="Lookup"/>
Description	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>

 Post Notice

 Save Notice

 Save as PDF

 Previous

 Home

 Help

NOTE: Information entered in the Primary and Secondary Solicitation Managers fields is not sent to Contract Opportunities/SAM.gov.

NOTE: Duplicate Notice IDs cannot be used for the same Notice Type, excluding Award notices.

Solicitation Manager Lookup Pop-Up:

To search for Solicitation Managers, click the **Lookup** button. A pop-up displays.

Enter required fields and click the **Search** button. The results of active Solicitation Managers appear at the bottom of the pop-up. Select a Solicitation Manager and click **OK**.

Solicitation Manager Lookup Pop-Up Fields:

- Search by Email
- Search by First Name
- Search by Last Name

Pop-Up Buttons:

- Search
- Ok (*closes the pop-up if fields are blank; if the Solicitation Manager is selected, closes pop-up and populates name in designated field*)

Solicitation Manager Lookup

Search by E-mail:

Search by First Name:

Search by Last Name:

Search

Ok

NOTE: Solicitation Managers that are active within the posting user's DoDAAC may be selected. The Solicitation Manager posting the notice may remove themselves as the Primary Solicitation Manager and add themselves as a Secondary Solicitation Manager.

Add Secondary Solicitation Manager Pop-Up:

To search for a Secondary Solicitation Manager, click the **Lookup** button. A pop-up displays.

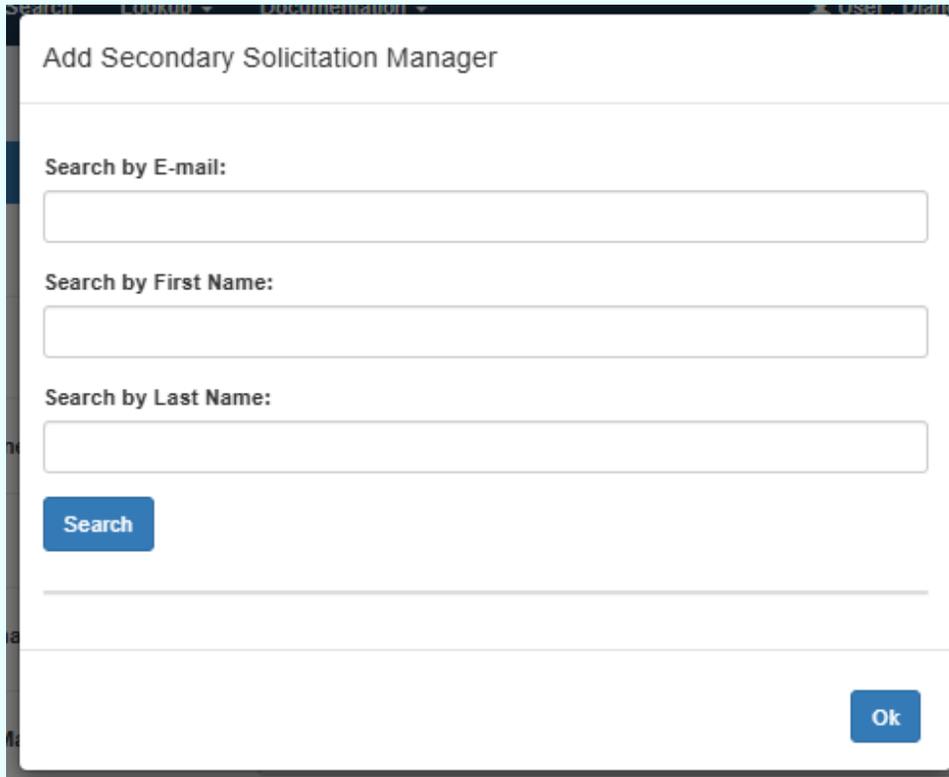
Enter required fields and click the **Search** button. The results of active Solicitation Managers appear at the bottom of the pop-up. Select a Solicitation Manager and click the **OK** button.

Add Secondary Solicitation Manager Pop-Up Fields:

- Search by Email
- Search by First Name
- Search by Last Name

Pop-Up Buttons:

- Search
- Ok (*closes the pop-up if fields are blank; if the Solicitation Manager is selected, closes pop-up and populates name in designated field*)



The screenshot shows a pop-up window titled "Add Secondary Solicitation Manager". It contains three search input fields: "Search by E-mail:", "Search by First Name:", and "Search by Last Name:". Below these fields is a blue "Search" button. At the bottom right of the pop-up is a blue "Ok" button. The pop-up is set against a dark background, likely a screenshot of a web application.

NOTE: Solicitation Managers that are active within the posting user's DoDAAC may be selected. The Solicitation Manager posting the notice may remove themselves as the Primary Solicitation Manager and add themselves as a Secondary Solicitation Manager.

NOTE: Multiple Solicitation Managers may be assigned to a notice using the 'Secondary Solicitation Manager' field. Notifications for the notice are sent to all assigned managers.

Delete Secondary Solicitation Managers Pop-Up:

To delete Secondary Solicitation Managers, select the **Delete** button. The **Delete Secondary Solicitation Manager** pop-up displays.

Primary Solicitation Manager	Donald Duck	Lookup
Secondary Solicitation Managers	Jack Skellington	Lookup Delete

Select the **Secondary Solicitation Manager** to be removed from the notice. Click the **Ok** button.

Delete Secondary Solicitation Manager

Jack Skellington, jskellington@mil.com

Ok

The Secondary Solicitation Manager no longer appears in the **Secondary Solicitation Managers** field.

Response Date Time Zone *	--- Please Select ---
Set Aside Code	N/A
Primary Solicitation Manager	Donald Duck
Secondary Solicitation Managers	

[Post Notice](#) [Save Notice](#) [Save as PDF](#) [Previous](#) [Home](#) [Help](#)

Notice Fields:

- Secondary Solicitation Managers (*pre-populated*)

Delete Secondary Solicitation Manager Pop-Up Buttons:

- Secondary Solicitation Manager Contact Name (*auto-populated; radio button*)
- Ok (*to confirm selection*)

Points of Contact Fields:

- Primary Contact Name * (*field pre-populates with Primary Solicitation Manager's First and Last Name*) (*up to 150 alphanumeric characters including special characters*)
- Primary Contact Email * (*field pre-populates with Primary Solicitation Manager's email*) (*up to 150 alphanumeric characters including special characters ' _ +.&*) (*must be in valid email format: e.g. hostname@domain.com*)
- Primary Contact Phone Number (*field pre-populates with Primary Solicitation Manager's commercial or international phone number*) (*up to 255 alphanumeric characters including special characters*)
- Primary Contact Fax (*up to 255 alphanumeric characters*)

Buttons:

- Add Alternate Contact (*hyperlink*)
- Arrow (*to collapse and expand contact*)

Points of Contact

Points of Contact

Primary Contact Name *

Primary Contact Email *

Primary Contact Phone Number

Primary Contact Fax

[Add Alternate Contact](#)

Alternate Contact

Click the **Add Alternate Contact** link to display alternate contact fields and enter information manually.



Select the **Delete Contact** button to remove the Alternate Contact from the notice.

A screenshot of a form for adding an alternate contact. The form has four input fields: 'Alternate Contact Name', 'Alternate Contact Email *', 'Alternate Contact Phone Number', and 'Alternate Contact Fax'. To the right of the 'Alternate Contact Name' field is a red button with a white 'X' icon and the text 'Delete Contact', which is highlighted with a red rectangular border. A blue dropdown arrow is visible to the right of the button. Below the form is a blue link labeled 'Add Alternate Contact'.

Multiple Alternate Contacts can be added by clicking the **Add Alternate Contact** link. The first Alternate Contact listed on the notice is posted to Contract Opportunities/SAM.gov.

Alternate Contact Fields:

- Alternate Contact Name (*up to 150 alphanumeric characters including special characters*)
- Alternate Contact Email * (*field is mandatory if Alternate Contact Name is populated*) (*up to 150 alphanumeric characters including special characters ' _ +.&*) (*must be in valid email format: e.g. hostname@domain.com*)
- Alternate Contact Phone Number (*up to 255 alphanumeric characters*)
- Alternate Contact Fax (*up to 255 alphanumeric characters*)

Buttons:

- Add Alternate Contact (*hyperlink*)

- Delete Contact (*to remove Alternate Contact*)
- Arrow (*to collapse and expand contact*)

Notice Details Fields:

- Subject * (*up to 255 alphanumeric characters including special characters; excluding characters <>'&"*)
- Posting Date (*field defaults to today's date: format YYYY/MM/DD; not editable*)
- Archive Date (*format YYYY/MM/DD; cannot be a past date*)
- Product or Service Code * (*Up to 4 alphanumeric characters; cannot contain special characters; must be valid codes in database*)
- NAICS (*up to 6 numeric characters; must be valid codes in database*)

(the following fields displays if the user is creating a: Justification and Approval Notice or Award Notice)

- Place of Performance Zip Code (*must be 5 characters; must numeric*)
- Place Performance Address (*up to 2000 alphanumeric characters; excluding characters: <>'&"*)

(the following field displays if the user is creating a: Justification and Approval Notice, Consolidate/(Substantially) Bundle Notice, or Award Notice)

- Recovery Act (*options: Yes / No; default: "No"*)

(the following field displays if the user is creating a: Consolidate/(Substantially) Bundle Notice)

- Requirements Strategy (*multi-select checkbox; at least one checkbox must be selected*)
 - FAR 7.107-2 – Intent to Consolidate Requirements: Determination that consolidation is necessary and justified with the publication of the solicitation in Description
 - FAR 7.107-3 – Intent to Bundle Requirements: Determination that bundling is necessary and justified with the publication of the solicitation in Description
 - FAR 7.107-4 – Intent to (Substantially) Bundle Requirements: Include the rationale for substantial bundling as part of the determination for bundling with the publication of the solicitation.

(the following field displays if user is creating a: Justification & Approval Notice)

- Authority * (*drop-down with options*)
 - Urgency
 - Only One Source (except brand name)
 - Follow-on Delivery Order Following Competitive Initial Order
 - Minimum Guarantee
 - Other Statutory Authority (e.g. 8a, etc.)
 - FAR 6.302-1(c) - Brand Name
 - FAR 6.302-1 – Only one responsible source (except brand name)
 - FAR 6.302-1 – Unusual and compelling urgency
 - FAR 6.302-1 – Industrial mobilization; engineering, developmental or research capability; or expert services
 - FAR 6.302-1 – International agreement
 - FAR 6.302-1 – Authorized or required by statute
 - FAR 6.302-1 – National security
 - FAR 6.302-1 – Public interest
 - FAR 13.5 – Simplified Procedures for One Source

Notice Details

Buttons:

- Lookup (*button displays beside the 'Product or Service Code' and 'NAICS' fields; leads user to Lookup pop-up*)
- Clear (*clears previously entered data; button displays beside the 'Product or Service Code' and 'NAICS'*)

The screenshot shows a form with five rows. Each row has a label on the left and a text input field on the right. The first row is 'Subject *' with an empty text box. The second row is 'Posting Date' with a greyed-out text box. The third row is 'Archive Date' with an empty text box. The fourth row is 'Product or Service Code *' with a greyed-out text box, a blue 'Lookup' button, and a blue 'Clear' button with a plus icon. The fifth row is 'NAICS' with a greyed-out text box, a blue 'Lookup' button, and a blue 'Clear' button with a plus icon.

NOTE: 'Product or Service Code' and 'NAICS' codes populate in field once selected from **Lookup** pop-up. Refer to [Product or Service Code Lookup Pop-Up](#) or [NAICS Lookup Pop-Up](#) for further instruction.

Product or Service Code Lookup Pop-Up:

To search for the Product or Service Code, click the **Lookup** button. A pop-up displays.

Enter required fields and click the **Search** button. The results for **Product or Service Code** appear at the bottom of the pop-up. Select a code and click the **OK** button.

Product or Service Code Lookup Pop-Up Fields:

- Lookup By (*option: Code / Description*)
- Search Text * (*user must enter at least 3 characters to search by "Description"; field can remain blank if searching by "Code"*)

Pop-Up Buttons:

- Search
- Ok (*closes the pop-up if fields are blank; if Product or Service Code is selected, closes pop-up, and populates name in designated field*)

NOTE: Select the entry best describing the overall acquisition for notices with multiple goods or services.

NAICS Lookup Pop-Up:

To search for the NAICS, click the **Lookup** button. A pop-up displays.

Enter required fields and click the **Search** button. The results for **NAICS** appear at the bottom of the pop-up. Select a code and click the **OK** button.

NAICS Lookup Pop-Up Fields:

- Lookup By (*drop-down with the options: Code / Description*)
- Search Text * (*user must enter at least 3 characters to search by "Description"; field can remain blank if searching by "Code"*)

Pop-Up Buttons:

- Search
- Ok (*closes the pop-up if fields are blank; if NAICS is selected, closes pop-up and populates name in designated field*)

NAICS Lookup

Lookup By

Code

Search Text* (3 character minimum for Description search)

Search

- 111110 - Soybean Farming
- 111120 - Oilseed (except Soybean) Farming
- 111130 - Dry Pea and Bean Farming
- 111140 - Wheat Farming
- 111150 - Corn Farming

Ok

NOTE: Select the entry best describing the overall acquisition for notices with multiple goods or services.

Contract Information

Contract Information Fields:

- Contracting Office DoDAAC * (*drop-down populates user's registered DoDAAC*)
- Contracting Office Name * (*populates from chosen DoDAAC; up to 150 alphanumeric characters including special characters; excluding characters: <>'&"*)
- Contracting Office Address (*populates from chosen DoDAAC; up to 2000 alphanumeric characters including special characters; excluding characters: <>'&"*)

Contract Information ▼

Contracting Office DoDAAC *

Contracting Office Name *

Contracting Office Address

Award Details

Award Details Fields:

- Contract Award Date * *(date field is editable: format YYYY/MM/DD)*
- Contract Award Number * *(up to 30 alphanumeric characters and -_{} characters; no spaces)*
- Task/Delivery Order Number *(up to 30 alphanumeric characters and -_{} characters; no spaces)*

(the following field is displayed when the user is creating a: Justification and Approval Notice)

- Modification Number *(up to 6 alphanumeric characters and special characters)*

(the following fields are displayed when the user is creating an: Award Notice)

- CAGE Code *(must be valid CAGE Code)*
- Contractor Awarded UEI *(field populated based on CAGE CODE; not editable)*
- Contractor Awarded Name *(field populated based on CAGE CODE; not editable)*
- Address *(field populated based on CAGE CODE; not editable)*
- City *(field populated based on CAGE CODE)*
- State *(field populated based on CAGE CODE; not editable)*
- Postal Code *(field populated based on CAGE CODE; not editable)*
- Country *(field populated based on CAGE CODE; not editable)*
- Base and All Options Value (Total Contract Value) *(up to 17 numeric characters)*
- Line Item Number(s) *(up to 255 alphanumeric characters and -_{} characters)*

CAGE Code *	<input type="text"/>
Contractor Awarded UEI	<input type="text"/>
Contractor Awarded Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>
Base and All Options Value (Total Contract Value) *	<input type="text"/>
Line Item Number(s)	<input type="text"/>

Attachments

There are two ways to attach an attachment:

- **Choose Files**
- **Add Attachment URL**

Added Attachment URLs or Files are displayed in the table below with populated information. Attachments can be sorted, edited, or deleted using the buttons in the Action column.

Attachments Fields:

- Name (*up to 255 alphanumeric characters including special characters; excluding specific characters: <>'&"*)
- Number (*up to 4 numeric characters*)
- Uploaded By (*defaults to user's name and email address*)
- File/URL (*up to 2000 alphanumeric characters; URL attachment starts with 'http://' or 'https://'*)
- Date (*defaults to today's date*)

- Document Type (defaults to "Attachment")
- Include in Response (defaults to "No"; can be changed to "Yes" when attachment information is edited)
- Has CUI
- Load Date (displays date, time, and time zone)
- Restriction (defaults to "No Restriction"; populates CAGE codes when added during editing of attachment)
- Action
 - Move Up
 - Move Down
 - Edit
 - Delete

Buttons:

- Choose Files (select to locate and attach a file from the local directory)
- Add Attachment URL (URL may be added as an attachment; multiple URLs can be added; URLs must include 'http://' or 'https://')

Action Buttons:

- Move (arrows display to reorder multiple attached files; hover text: Move up / Move Down)
- Edit (leads to Edit Attachment Information pop-up; hover text: Edit)
- Delete (removes the line item and cannot be restored; hover text: Delete)

Attachments
▼

CUI Warning: PIEE Solicitation Portal does not permit users to upload attachments that contain classified or unrestricted Controlled Unclassified Information (CUI). CUI may be entered in the PIEE Solicitation Portal but must be marked as restricted. Users must ensure files do not contain these types of data and are aware your organization will be held accountable for non-compliant data sent through the system.

🔍 Choose Files

Special characters and spaces in the attachment filename will be replaced with underscores "_".

URL

+ Add Attachment URL

Name	Number	Uploaded By	File/URL	Date	Document Type	Include in Response	Has CUI	Load Date	Restriction	Action

Load Date	Restriction	Action
2024-12-17 18:39:48.976431 +0:00	No Restrictions	<div style="display: flex; justify-content: space-around; align-items: center;"> ↓ ✎ ✖ </div>
2024-12-17 18:40:06.66408 +0:00	No Restrictions	<div style="display: flex; justify-content: space-around; align-items: center;"> ↑ ✎ ✖ </div>

NOTE: The combined total of all simultaneously uploaded files must not exceed 1.9GB.

NOTE: Special characters and spaces in the attachment filename are replaced with underscores “_”.

Edit Attachment Information Pop-Up:

To edit an attachment, select the **Edit** icon in the Action column.

To confirm all edited attachment information, click the **Confirm** button. All edits are visible in the Attachments section.

Attachment Information Pop-Up Fields:

- Attachment Name (*up to 255 alphanumeric characters including special characters; excluding specific characters: <>'&"*)
- Attachment Number (*up to 4 numeric characters*)
- Include in Response (*options: No / Yes; defaults to “No”*)
- Restricted Access
 - Allowed CAGE Codes

Pop-Up Buttons:

- Confirm (*to confirm attachment information changes*)
- Cancel (*to disregard changes and close pop-up*)

Attachment Information

Attachment Name:

Attachment Number:

Include in Response:

Restricted Access:

Allowed CAGE Codes	Action
Add CAGE Code	

Restricted Access

Access to attachments may be restricted by adding CAGE codes. Click the **Add CAGE Code** link.

Enter the CAGE Code in the **Allowed CAGE Codes** field. Click the **Confirm** button to add the CAGE code to the Attachment Information and close the pop-up. The code populates in the Restriction column of the Attachment table.

To delete a CAGE code, click the **Edit** button in the Action column on the Attachment table. Locate the CAGE code under the Restricted Access section of the pop-up and click the **Delete** button.

Action Buttons:

- Add CAGE Code (*hyperlink*)
- Delete (*removes CAGE code entered in 'Allowed CAGE Codes' field*)

Pop-Up Buttons:

- Confirm (*updates or overwrites information in corresponding fields previously entered in the attachment pop-up*)
- Cancel (*disregards changes and closes pop-up*)

Restricted Access:

Allowed CAGE Codes	Action
<input type="text"/>	✕ Delete
Add CAGE Code	

*NOTE: Multiple CAGE Codes can be added by selecting the **Add CAGE Code** link.*

Controlled Unclassified Information

The presence of CUI in attachment files will be systematically detected and indicated in the ‘Has CUI’ column upon upload. Prior to saving or posting the Notice, all attachments with CUI must be CAGE restricted and the checkbox within the Attachments section must be selected to confirm that no files contain classified information or unrestricted CUI.

I confirm that the files in this upload do NOT contain classified or unrestricted Controlled Unclassified Information (CUI).
By checking this box, I am confirming that the files do not contain these types of data and I am aware my organization will be held accountable for non-compliant data sent through the system.

NOTE: Applies to Government users only.

Submit Notice

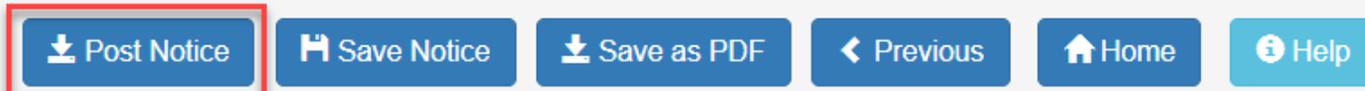
When data entry for the Notice is completed, select the **Post Notice** button at the bottom of the Post Notice page. The Notice is posted to PIEE and initiates the Contract Opportunities/SAM integration to post the Notice to Contract Opportunities/SAM.

Buttons:

- Post Notice (*posts complete Notice to PIEE*)
- Save Notice (*a notice may be saved at any time prior to completion/posting*)
- Save as PDF (*to download opened notice to local machine*)
- Previous (*to navigate back to the previous screen*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

I confirm that the files in this upload do NOT contain classified or unrestricted Controlled Unclassified information and I am aware my organization will be held accountable for any data that the files do not contain these types of data and I am aware my organization will be held accountable

* Asterisk indicates required entry.



**Submit
Success**

Successfully submitting a notice displays a success screen and a confirmation message stating: "Notice (ID Number) has successfully been submitted!". The notice is posted to PIEE and initiates the Contract Opportunities/SAM integration to post the notice to the Contract Opportunities/SAM.

Buttons:

- Home (*to navigate back to the Solicitation Module home screen*)

Notice [redacted] has successfully been submitted!

Duplicate Notice ID Error

Justification & Approval and Consolidate/(Substantially) Bundle Notices

After clicking the **Post Notice** button, if the Notice ID has already been used in Contract Opportunities for the same notice type, a pop-up displays the following message: "WARNING: A notice with this Notice ID already exists in in the Governmentwide Point of Entry (SAM.gov Contract Opportunities). This may have occurred because the notice was originally posted in the Governmentwide Point of Entry (SAM.gov Contract Opportunities). If you choose to continue posting this notice, the notice in the Governmentwide Point of Entry (SAM.gov Contract Opportunities) will be updated with the data entered. Do you wish to continue?"

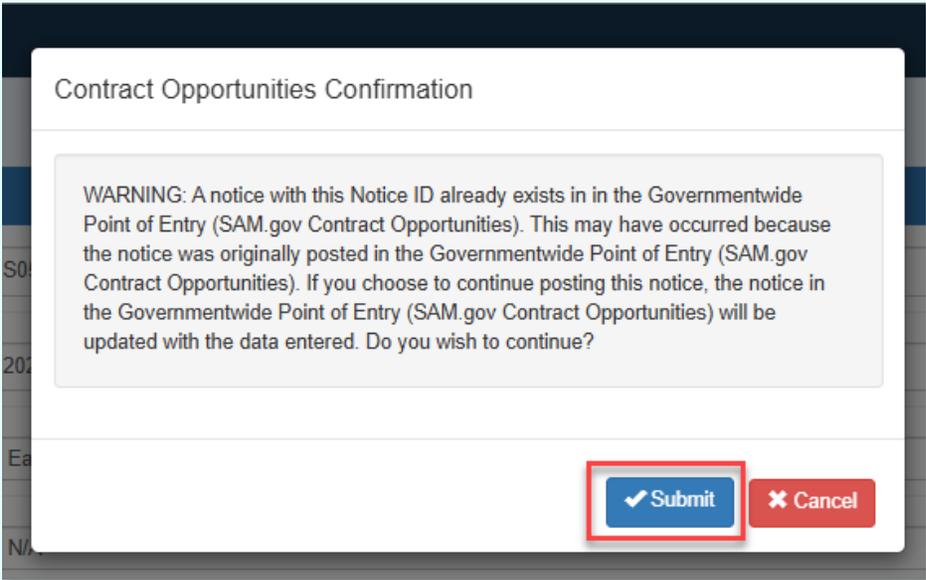
Click **Submit** to continue.

In the event of an issue, the Solicitation portal retries posting after a set time designated in system parameters. The user will be notified that the posting failed and that the system will attempt to post again after a designated time interval.

Posting to Contract Opportunities Error

Pop-Up Buttons:

- Submit (*to continue posting to SAM.gov*)
- Cancel (*to close pop-up and not post to SAM.gov*)



Award Notices

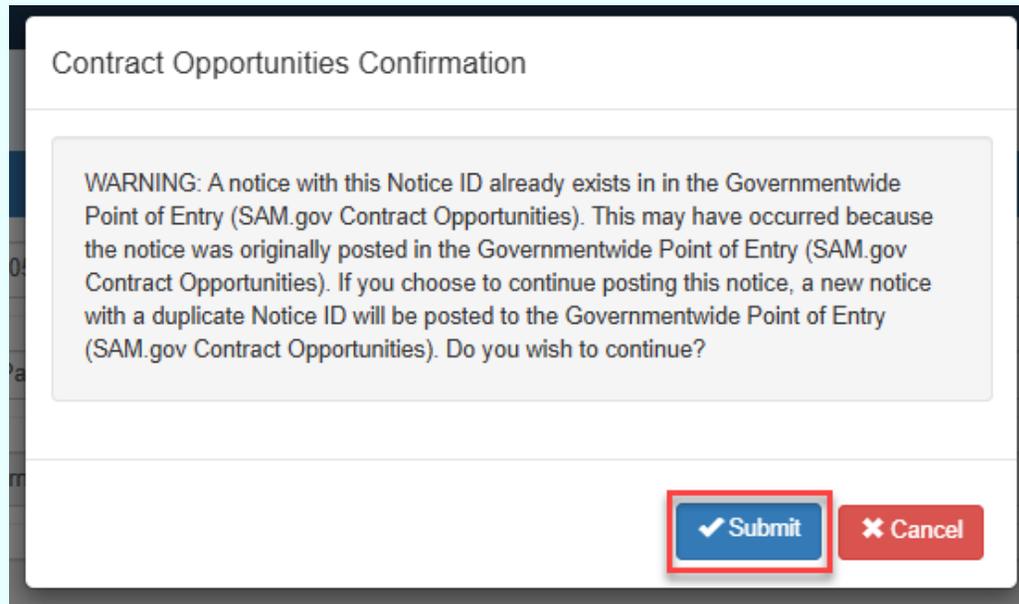
After clicking the **Post Notice** button, if the Notice ID has already been used in Contract Opportunities for the same notice type, a pop-up displays the following message: “WARNING: A notice with this Notice ID already exists in in the Governmentwide Point of Entry (SAM.gov Contract Opportunities). This may have occurred because the notice was originally posted in the Governmentwide Point of Entry (SAM.gov Contract Opportunities). If you choose to continue posting this notice, a new notice with a duplicate Notice ID will be posted to the Governmentwide Point of Entry (SAM.gov Contract Opportunities). Do you wish to continue?”

Click **Submit** to continue.

In the event of an issue, the Solicitation portal retries posting after a set time designated in system parameters. The user will be notified that the posting failed and that the system will attempt to post again after a designated time interval.

Pop-Up Buttons:

- Submit (*to continue posting to SAM.gov*)
- Cancel (*to close pop-up and not post to SAM.gov*)



Save Notice

The **Save Notice** button is available at any time during the creation process. A **Notice ID** is required to save a notice.

Click the **Save Notice** button at the bottom of the page. The button saves all data in completed fields that pass validations.

Successfully saving a notice displays a confirmation message at the top of the screen saying: "Notice (ID Number) has successfully been saved! The notice is not posted or sent to Contract Opportunities until the Post Notice action is taken."

The notice is given the status of **Incomplete** and is available for future editing.

Buttons:

- Post Notice (*posts complete Notice to PLEE*)
- Save Notice (*a notice may be saved at any time prior to completion/posting*)
- Delete Notice (*deletes incomplete Notice from database; button displays after Notice has been saved successfully*)
- Save as PDF (*to download opened notice to local machine*)
- Previous (*to navigate back to the previous screen*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)



• Notice [redacted] has successfully been saved! The notice is not posted or sent to Contract Opportunities until the Post Notice action is taken.



Editing A Saved Notice

The **Incomplete Notices** dashboard displays all saved notices for future editing and posting where the user is listed as a Primary or Secondary Solicitation Manager. Click the arrow to expand the Incomplete Notices dashboard.

Notices can be filtered by entering data or using the drop-down menu of the corresponding header. The user can control the number of entries displayed on the table by selecting an option on the **Show # entries** drop-down menu or by entering a number in the **Saved within # days** field.

Click the **Notice ID** hyperlink in the Notice ID column to view the saved notice.

Incomplete Notices Header:

- Notice ID (*hyperlink*)
- Response Date
- Description
- Restricted

- Notice Type
- PSC
- NAICS
- Set Aside

Incomplete Notices Filter Fields:

- Show # entries (*options: 10 / 20 / 40 / 60 / 80 / 100*)
- Saved within # days (*must be numeric characters*)
- Notice ID
- Response Date (*format: YYYY-MM-DD Time Zone*)
- Description
- Restricted (*options: Y / N*)
- Notice Type
- PSC (*must be numeric characters*)
- NAICS (*must be numeric characters*)
- Set Aside

Solicitation

Post

User Dashboards

Open Notices



Incomplete Notices



Closed Notices



Unsolicited Proposals



Incomplete Notices Saved within days

Show entries

Notice ID	Response Date	Description	Restricted	Notice Type	PSC	NAICS	Set Aside
<input type="text" value="Filter"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="Filter"/>	<input type="text" value="N"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
W912HN24B8171			N	Presolicitation			N/A

Showing 1 to 1 of 1 entries

Previous **1** Next

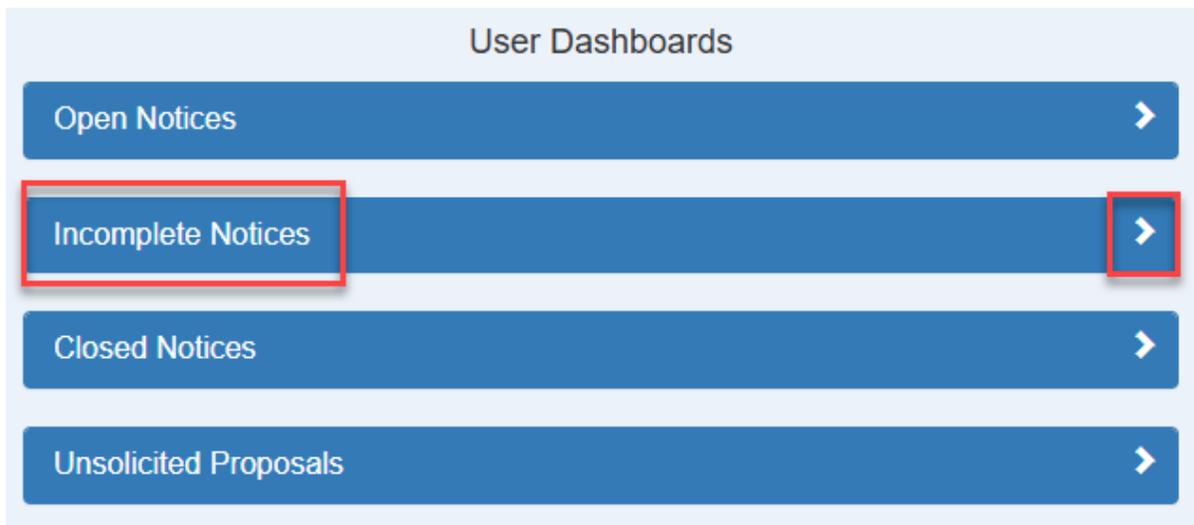
NOTE: Click the arrows next to the headers to sort in ascending/descending order.

Delete Saved Notice

Roles with the capability to delete saved notices:

- Solicitation Managers
- Solicitation Administrators
- DPC Administrators

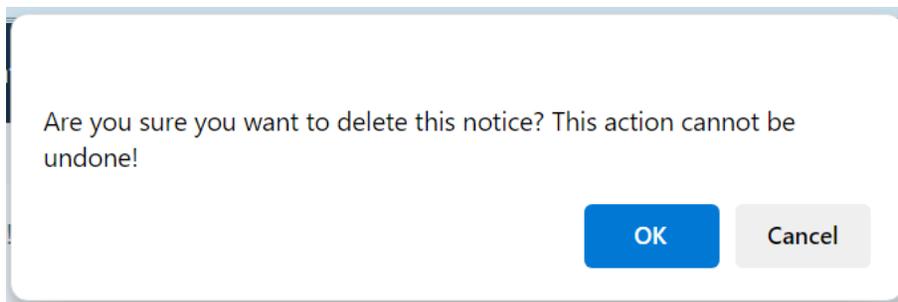
The **Delete Notice** button becomes visible after a Notice is successfully saved. Locate the notice under **Incomplete Notices** on the User Dashboard on the Solicitation Module home screen.



Click the **Notice ID** to view. Select the **Delete Notice** button at the bottom of the page to delete a saved Notice.



A pop-up displays asking “Are you sure you want to delete this notice? This action cannot be undone!”. Click **OK** to delete the Notice.



A new screen is displayed with a confirmation message stating: “Notice (ID Number) has been successfully deleted from the Solicitation Portal! Any other copies sent to other systems have not been deleted.” The Notice is deleted from **Incomplete Notices** on the User Dashboard.

Notice  has been successfully deleted from the Solicitation Portal! Any other copies sent to other systems have not been deleted.

Buttons:

- Post Notice (*posts complete Notice to PEE*)
- Save Notice (*a notice may be saved at any time prior to completion/posting*)
- Delete Notice (*to begin the deletion process*)
- Save as PDF (*to download opened notice to local machine*)
- Previous (*to navigate back to the previous screen*)
- Home (*to navigate back to Solicitation Module home screen*)
- Help (*provides help information*)

Pop-Up Buttons:

- OK (*displayed on pop-up; the Notice is deleted and removed from the database*)
- Cancel (*displayed on pop-up; closes the pop-up and returns user to notice*)

**Publish
Changes**

Following successful submission, changes or updates to an existing posted notice are possible. However, modification to **Primary/Secondary Solicitation Managers** and **Attachments** can be made directly without initiating the formal Update process.

Updates to the **Primary** and **Alternate Contacts** fields located in the Points of Contact section can only be modified through the update process.

For more information on posting **Notice Updates** or using the **Search** feature on the Solicitation Module, refer to the [Posting Updates](#) training; located on the **WBT > Solicitation > Create New Notices/Posting Updates > Posting Updates**.

This section details the process of **making changes to the Primary/Secondary Solicitation Managers or Attachments to an existing notice**.

To make changes to an existing notice, the user must be a Primary or Secondary Solicitation Manager and an active member of the Contracting Office associated with the notice.

Locate the notice of interest in the User Dashboards or by using the **Search** feature located in the navigation bar at the top of the page. Click the **Notice ID** hyperlink to view the notice.

Attachments

To edit, remove, or add attachments to an existing notice without creating an update, refer to the [Attachments](#) section of this training document.

Click **Publish Changes** to confirm changes.

Change Primary/Secondary Solicitation Managers

For notices without updates, the **Primary Solicitation Manager** and **Secondary Solicitation Managers** fields are editable upon viewing the existing notice.

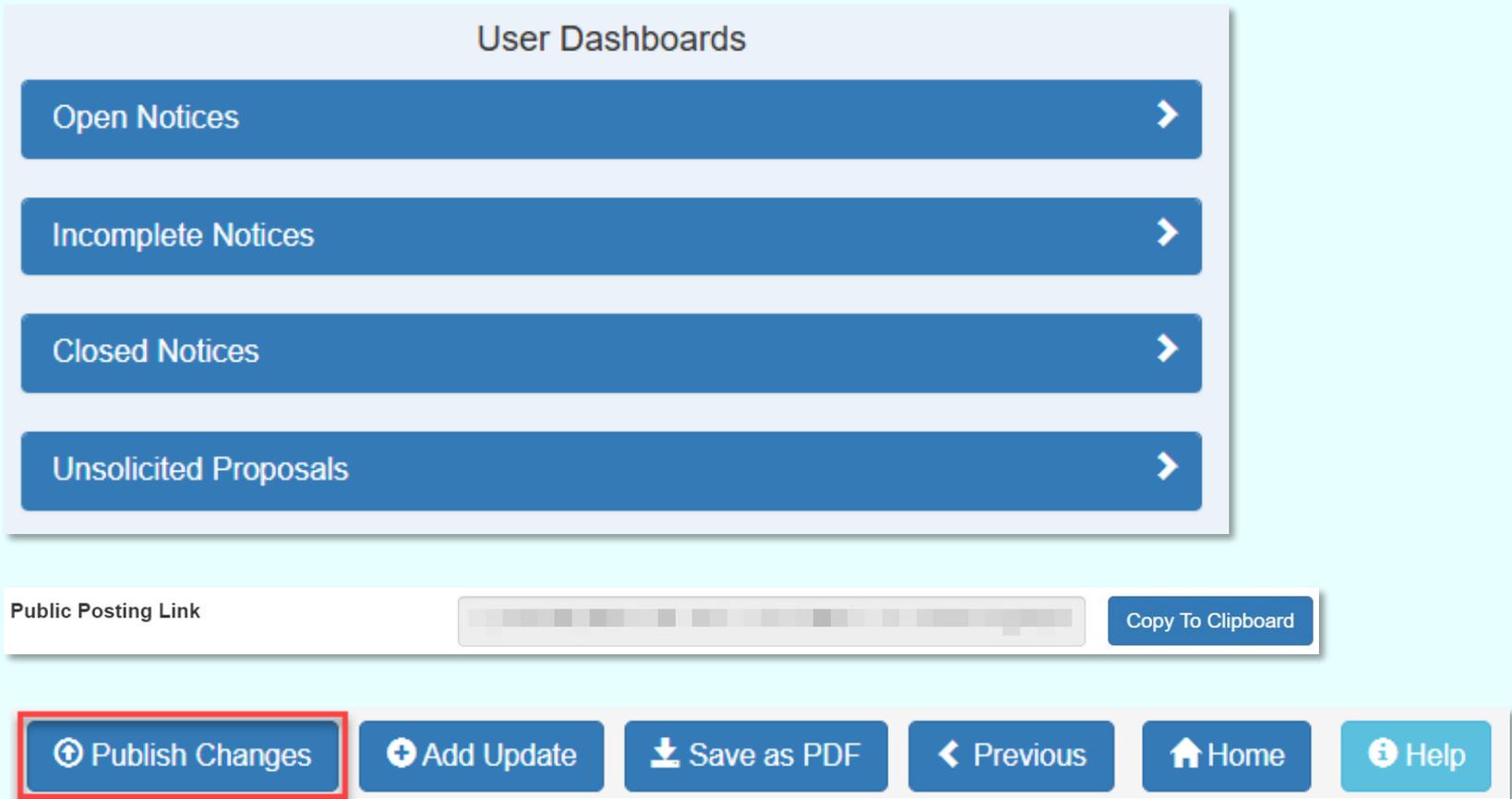
Edit the Solicitation Managers using the [Solicitation Manager Lookup Pop-Up](#) and the [Add Secondary Solicitation Manager Pop-Up](#).

Click **Publish Changes** to confirm changes.

Buttons:

- Publish Changes (*to publish changes*)
- Add Update (*to navigate to Post Update screen*)
- Save as PDF (*to download opened notice to local machine*)
- Previous (*to navigate back to the previous screen*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)



	
<p>Cancel Posted Notice</p>	<p>For more information on cancelling a posted Notice, refer to Posting Updates training; located on the WBT > Solicitation > Create New Notices/Posting Updates > Posting Updates.</p>
<p>Resend to SAM</p>	<p>When an error occurs in sending a posted Notice to SAM for an issue that the posting Solicitation Manager may resolve, the reason for the error and associated instructions for resolving the error are displayed at the top of the Solicitation page. Prior to the response date, the Solicitation Manager may reattempt to post the Solicitation to SAM by correcting the stated issue(s) and selecting the Resend to SAM button at the bottom of the Solicitation page.</p>