

# Create Notice: Presolicitation, Special Notice, or Sources Sought

## Training Document

Homepage

Solicitation

Post

Create Notice

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

- 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 [Justification & Approval, Consolidate/\(Substantially\) Bundle, or Award](#), more information is located on the **WBT > Solicitation > Create New Notices/Posting Updates > Create Notice: Justification & Approval, Consolidate/(Substantially) Bundle, or Award**.

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 new notice for **Presolicitation, Special Notice, or Sources Sought**.

**Post Notice**

*Presolicitation / Special Notice / Sources Sought Fields:*

- Notice ID (*up to 127 alphanumeric characters including special characters*)
- Response Date \* (*date field is editable: format YYYY/MM/DD HH:MM; cannot be a past date*)
- Response Date Time Zone (*searchable drop-down*)
- 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 Manager' fields*)
- Delete (*displays when 'Secondary Solicitation Manager' 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"/>
Response Date	<input type="text"/>
Response Date Time Zone	<input type="text" value="--- Please Select ---"/> <a href="#">View Time Zone Map</a>
Set Aside Code	<input type="text" value="N/A"/>
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;"></div>

*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.*

### **Solicitation Manager Lookup Pop-Up:**

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

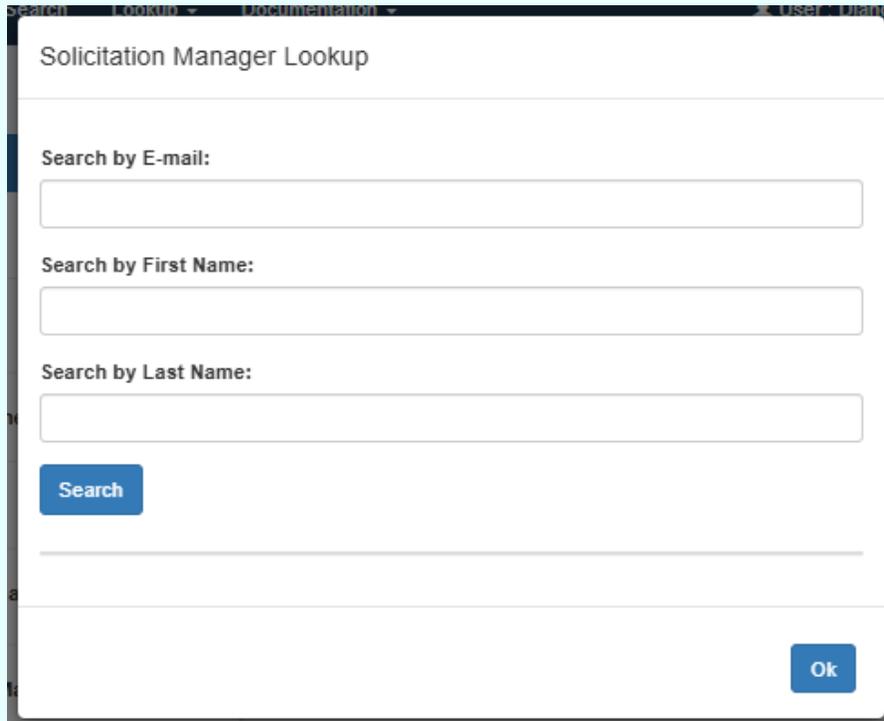
Enter required fields and click the **Search** button. The results of active Solicitation Managers appear at the bottom of the pop-up. Select a Solicitation Manager and click the **Ok** Button.

*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*)



The screenshot shows a window titled "Solicitation Manager Lookup". It contains three search criteria sections: "Search by E-mail:" with a text input field, "Search by First Name:" with a text input field, and "Search by Last Name:" with a text input field. Below these fields is a blue "Search" button. At the bottom right of the window is a blue "Ok" button. The window has a white background and a dark border.

*NOTE: Solicitation Managers that are active within the posting user's DoDAAC may be selected. The Solicitation Manager posting the Solicitation 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 Managers, click the **Lookup** button. A pop-up displays.

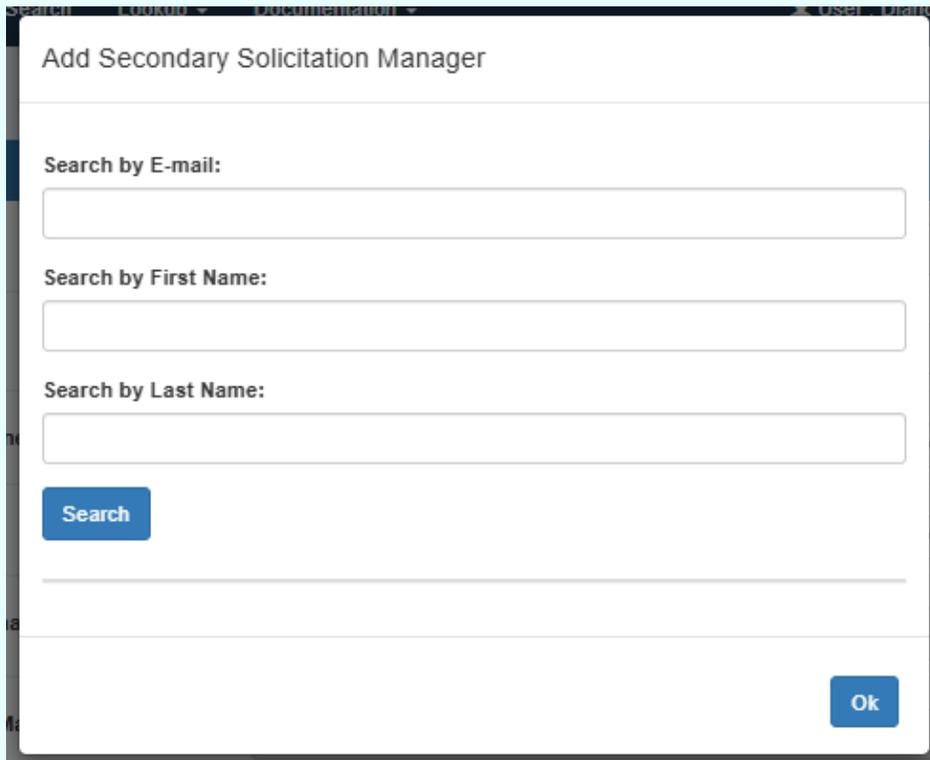
Enter required fields and click the **Search** button. The results of active Solicitation Managers appear at the bottom of the pop-up. Select a Solicitation Manager and click the **Ok** Button.

### *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 Solicitation Manager is selected, closes pop-up, and populates name in designated field*)



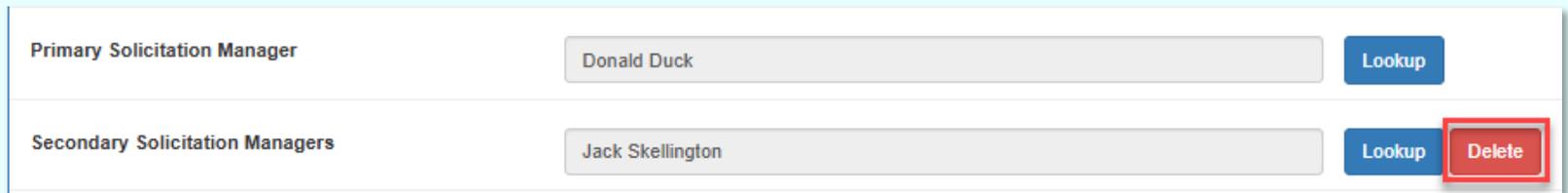
The screenshot shows a pop-up window titled "Add Secondary Solicitation Manager". It contains three search criteria: "Search by E-mail:", "Search by First Name:", and "Search by Last Name:", each followed by a text input field. Below these fields is a blue "Search" button. At the bottom right of the pop-up is a blue "Ok" button. The background of the pop-up is white, and it has a dark border.

*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.



The screenshot shows a form with two rows. The first row is labeled 'Primary Solicitation Manager' and contains a text input field with 'Donald Duck' and a blue 'Lookup' button. The second row is labeled 'Secondary Solicitation Managers' and contains a text input field with 'Jack Skellington', a blue 'Lookup' button, and a red 'Delete' button. The 'Delete' button is highlighted with a red border.

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



The screenshot shows a dialog box titled 'Delete Secondary Solicitation Manager'. It features a dropdown menu with 'Jack Skellington, jskellington@mil.com' selected. At the bottom right, there is a blue 'Ok' button highlighted with a red border.

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**

**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** ▼

Primary Contact Name *	<input type="text"/>	▼
Primary Contact Email *	<input type="text"/>	
Primary Contact Phone Number	<input type="text" value="9996665555"/>	
Primary Contact Fax	<input type="text"/>	

[Add Alternate Contact](#)

### Alternate Contact

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

Primary Contact Fax
<a href="#">Add Alternate Contact</a>

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

Alternate Contact Name	<input type="text"/>	<a href="#">✕ Delete Contact</a>	▼
Alternate Contact Email *	<input type="text"/>		
Alternate Contact Phone Number	<input type="text"/>		
Alternate Contact Fax	<input type="text"/>		

[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)
- Place of Performance Zip Code (must be 5 numeric characters)
- Place of Performance Address (up to 2000 alphanumeric characters; excluding characters: <>'&")
- Recovery Act (options: Yes / No; defaults to "No")

**Notice Details**

*Buttons:*

- Lookup (*button displays beside the 'Product or Service Code' and 'NAICS' fields*)
- Clear (*clears previously entered data*)

The screenshot shows a form with the following fields and controls:

- Subject \***: A text input field.
- Posting Date**: A date selection field.
- Archive Date**: A text input field.
- Product or Service Code**: A text input field with a **Lookup** button and a **Clear** button (with a trash icon) to its right.
- NAICS**: A text input field with a **Lookup** button and a **Clear** button (with a trash icon) to its right.
- Place of Performance Zip Code**: A text input field.
- Place of Performance Address**: A large text area for address input.
- Recovery Act**: A radio button group with options **Yes** and **No**. The **No** option is selected.

*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*)

The screenshot shows a pop-up window titled "Product or Service Code Lookup". It contains a "Lookup By" dropdown menu with "Code" selected. Below it is a "Search Text\*" input field with a note "(3 character minimum for Description search)". A "Search" button is positioned below the input field. A list of search results is displayed below the search button, each with a radio button and a description: "1005 - GUNS, THROUGH 30MM", "1010 - GUNS, OVER 30MM UP TO 75MM", "1015 - GUNS, 75MM THROUGH 125MM", "1020 - GUNS, OVER 125MM THROUGH 150MM", "1025 - GUNS, OVER 150MM THROUGH 200MM", and "1030 - GUNS, OVER 200MM THROUGH 300MM". An "Ok" button is located at the bottom right of the pop-up.

*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 (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 that populates user's registered DoDAAC)
- Contracting Office Name \* (populates from chosen DoDAAC; up to 2000 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**

## 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.

Q Choose Files

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

+ 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	
2024-12-17 18:40:06.66408 +0:00	No Restrictions	

*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 “\_”.*

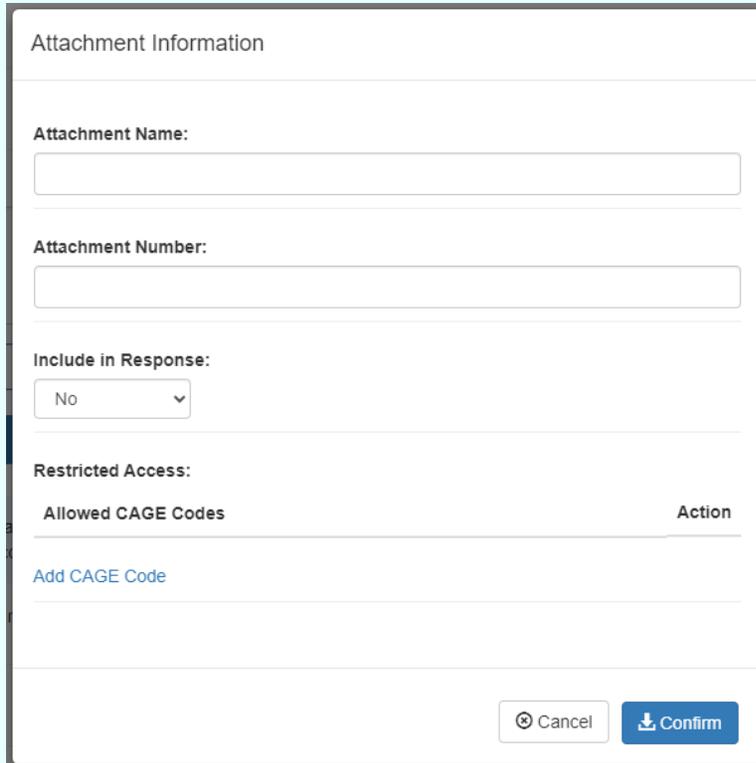
**Edit Attachment Information Pop-Up:**

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 Attachment 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



The image shows a screenshot of the 'Attachment Information' pop-up form. It contains the following fields and controls:

- Attachment Name:** A text input field.
- Attachment Number:** A text input field.
- Include in Response:** A dropdown menu currently set to 'No'.
- Restricted Access:** A section with a table header for 'Allowed CAGE Codes' and 'Action'. Below the header is a blue link labeled 'Add CAGE Code'.
- Buttons:** At the bottom right, there are two buttons: 'Cancel' (with a close icon) and 'Confirm' (with a download icon).

**Buttons:**

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

**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*)

Allowed CAGE Codes	Action
<input type="text"/>	<a href="#">X Delete</a>

[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.*

Select the **Post Notice** button at the bottom of the Post Notice page. This initiates the Contract Opportunities/SAM.gov integration to post the notice to Contract Opportunities/SAM.gov and made available on the portal for vendor offers.

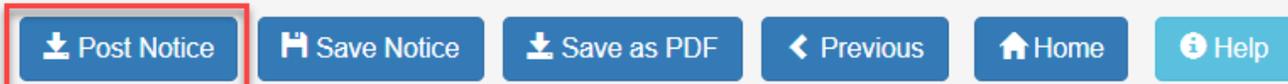
*Buttons:*

- 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*)

## Submit Notice

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.

\* Asterisk indicates required entry.



Successfully submitting a notice displays a success screen and a confirmation message stating: "Notice (ID Number) has successfully been submitted!" This 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*)

## Submit Success

Notice [redacted] has successfully been submitted!

**Posting to  
Contract  
Opportunities  
Error**

**Duplicate Notice ID Error**

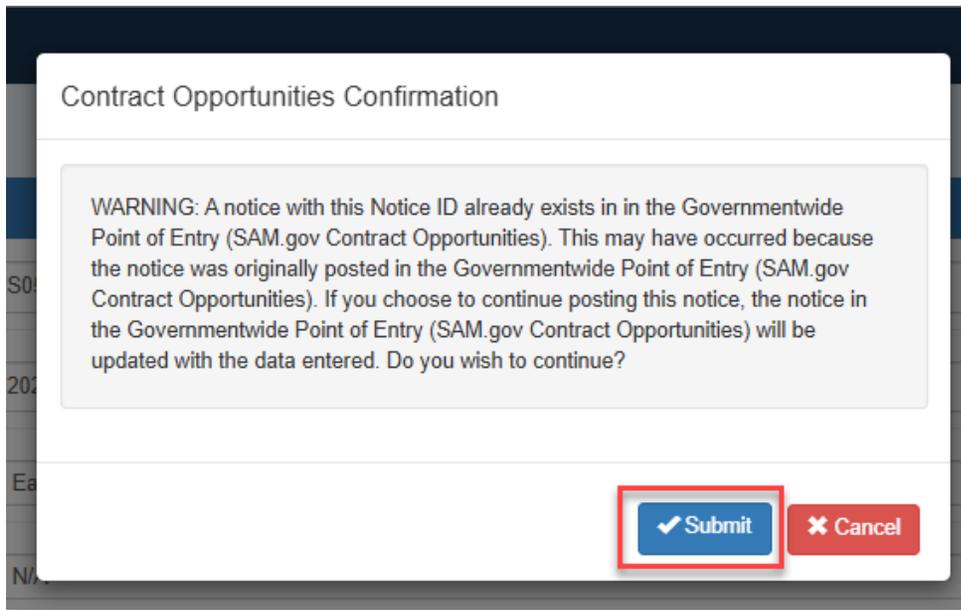
After clicking the **Post Notice** button, if the Notice ID has already been used in Contract Opportunities for the same notice type, a pop-up displays the following message: "WARNING: A notice with this Notice ID already exists in in the Governmentwide Point of Entry (SAM.gov Contract Opportunities). 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 will attempt to post again 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 PIEE*)
- 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.

↓ Post Notice

🏠 Save Notice

🗑 Delete Notice

↓ Save as PDF

← Previous

🏠 Home

ℹ Help

## 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. 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
- Response Date
- Description
- Restricted
- Notice Type
- PSC
- NAICS
- Set Aside

### *Incomplete Solicitation Fields:*

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

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

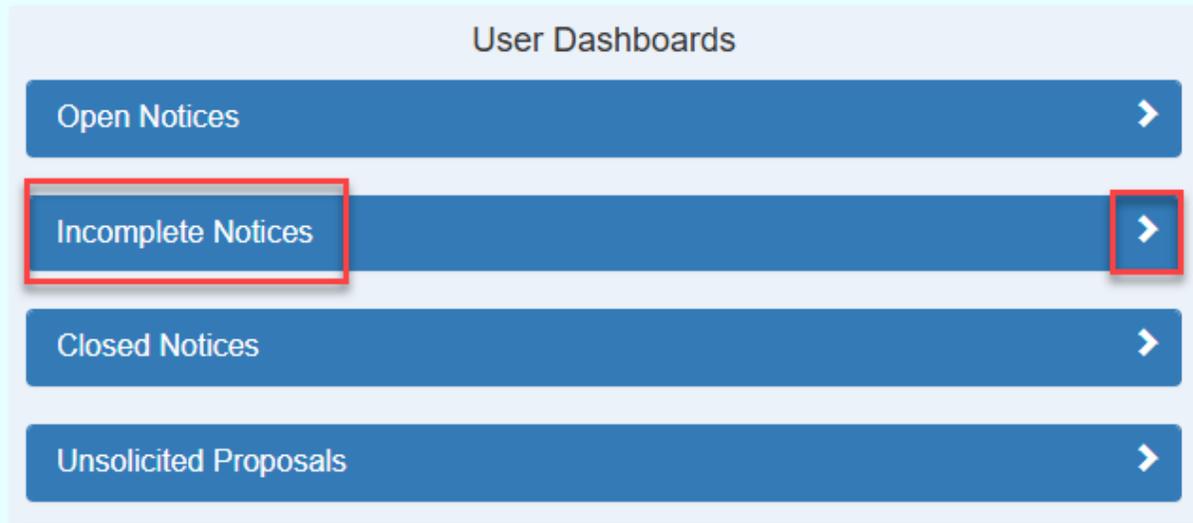
NOTE: Click the arrows next to the headers to sort in ascending/descending order.

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.

## Delete Saved Notice



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.

Are you sure you want to delete this notice? This action cannot be undone!

OK

Cancel

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 [redacted] 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 PIEE*)
- 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*)

User Dashboards

- Open Notices >
- Incomplete Notices >
- Closed Notices >
- Unsolicited Proposals >

Public Posting Link  [Copy To Clipboard](#)

[Publish Changes](#)
[Add Update](#)
[Save as PDF](#)
[Previous](#)
[Home](#)
[Help](#)

**Cancel Posted Notice**

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**.

**Resend to SAM**

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.