Create Notice: Solicitation or Combined Synopsis/Solicitation

Training Document

Homepage → Solicitation → Post → Create Notice

Table of Contents

Roles	Solicitation roles with the capability to post new notices: • Solicitation Manager
User Navigation	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. ![Solicitation icon] ![Solicitation Post navigation bar]
Two Create Options	Navigate to the Create Notice page. There are two ways to create notices: • Create a new Notice • Create Related Notice from an existing notice This training details the process of creating a notice for **Solicitation and Combined Synopsis/Solicitation.**

Create A New Notice	Select a notice type using the drop-down menu with the following types available for selection:
	
	Notice Type Fields:
	
	• Type *(drop-down)*
	    o Special Notice
	    o Solicitation
	    o Combined Synopsis/Solicitation
	    o Presolicitation
	    o Sources Sought
	    o Award Notice
	    o Consolidate/(Substantially) Bundle

o   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   --- Please Select ---   ⌄

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 **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 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 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 **Solicitation or Combined Synopsis/Solicitation.**

Notice ID Validations	**Non-DoD Notice IDs** Non-DoD Notice IDs must be 13 to 17 alphanumeric characters and must be unique when it is not an update or a related notice. **DoD Notice IDs** Solicitation and Combined Synopsis/Solicitation's Notice IDs are generated by the Contract Writing System (CWS). The Notice ID number must be unique and must follow the validations designated for DoD or Non-DoD Notice Ids. Validations are as follows:

	Position 1-6	Position 7-8	Position 9	Position 10-13
Represents	Issuing Office DoDAAC	Issuing Year	Solicitation Type	Sequence Number
Character Requirement	Alphanumeric	Numeric	Alpha	Alphanumeric (At least one position must be nonzero)
Solicitation Type RFP			Must be R	
Solicitation Type RFQ			Must be Q, T, or U*	
Solicitation Type IFB			Must be B	
Solicitation Type BAA			Must be S	
Solicitation Type CSO			Must be S	Position 10 must be C

NOTE: DoD Notice IDs exclude "I" and "O".

Post Notice

Solicitation / Combined Synopsis/Solicitation Fields:

- Notice ID * (*up to 127 alphanumeric characters including special characters*)
    - Non-DoD (*must be 13 to 17 characters including special characters*)
    - DoD (*must be unique and must consist of 13 alphanumeric characters; excludes "I" and "O"*)
- Solicitation Type * (*options: RFP: Request For Proposal / RFQ: Request For Quote / IFB: Invitation For Bid / BAA: Broad Agency Announcement / CSO: Commercial Solutions Opening*)
- Response Date * (*format YYYY/MM/DD HH:MM; cannot be a past date*)
- Response Date Time Zone * (*searchable drop-down*)
- Set Aside Code (*searchable drop-down; defaults to "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 (*displays beside 'Primary Solicitation Manager' and 'Secondary Solicitation Managers' fields*)
- 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 *	[ ]	DoD ▾
Solicitation Type *	--- Please Select --- ▾	
Response Date *	[ ]	
Response Date Time Zone *	--- Please Select --- ▾	View Time Zone Map
Set Aside Code	N/A ▾	
Primary Solicitation Manager	[ ]	Lookup
Secondary Solicitation Managers	[ ]	Lookup
Description *	[ ]	

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 the 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.

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

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 the 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

- 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*)

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.

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

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

	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 * Donald Duck Primary Contact Email * dduck@mil.com Primary Contact Phone Number 9996665555 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.

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	*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 Performance Address (*up to 2000 alphanumeric characters; excluding characters: <>'&"*) • Recovery Act (*options: Yes / No; default: "No"*) *Buttons:* • Lookup (*button displays beside the 'Product or Service Code' and 'NAICS' fields; leads to Look-Up search pop-up*) • Clear (*clears previously entered data*) 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:

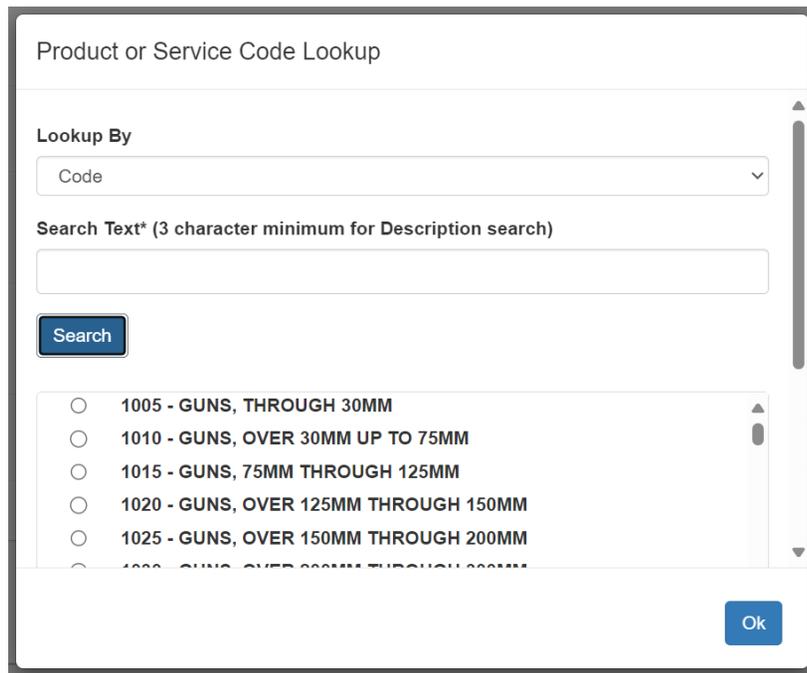To search for the Product or Service Code, click the **Lookup** button. A pop-up displays.

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 the Product or Service Code is selected, closes pop-up, and populates name in designated field*)

Product or Service Code Lookup

Lookup By

Code

Search Text* (3 character minimum for Description search)

Search

- ○ **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**

Ok

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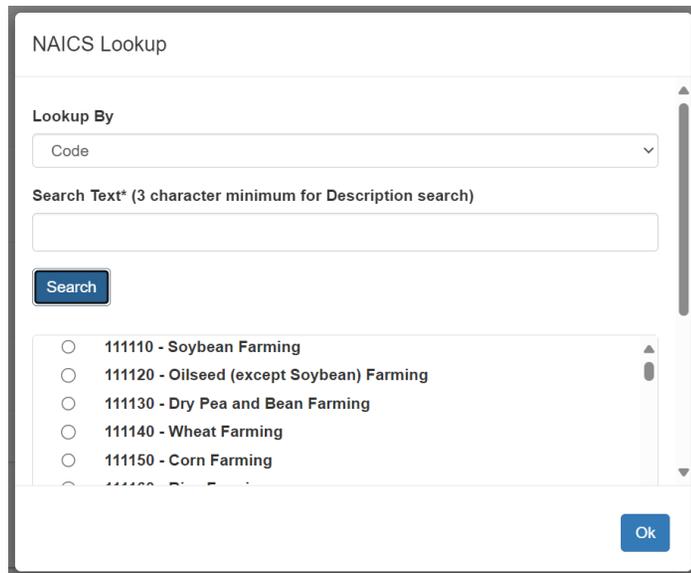
Enter required fields and click the **Search** button. The results for **NAICS** appear at the bottom of the pop-up. Select a code and click the **OK** button.

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*)

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

Adding names to the solicitation's **Distribution List** allows PIEE to automatically notify selected vendors via email when the notice is posted. A **Notice ID** and **Solicitation Type** is required to configure the Distribution List. Select the **Configure Distribution List** button to begin.

Distribution List	

Distribution List Columns:

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

Distribution List Buttons:

- Configure Distribution List (*leads to the Edit Distribution List page*)

The **Edit Distribution List** page opens with the previously entered **Notice ID** auto-populated as read-only. There are five options available for adding CAGE Codes and their associated contacts to the Distribution List:

- **CAGE Code Bulk Upload**
- **Search CAGE Code(s)**
- **Populate From MAC**
- **Populate From Template**
- **Manually Add An Email Address**

Edit Distribution List Fields:

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

Proposal Managers Columns:

- Action (*checkboxes*)
- CAGE Code
- Company Name
- Recipient Name
- Email
- Role (*options: Proposal Manager / Proposal View Only / Vendor POC*)

Distribution List * Columns:

- Action (*checkboxes*)
- CAGE Code

- Company Name
- Recipient Name
- Email
- Role (*options: Proposal Manager / Proposal View Only / Vendor POC*)

Edit Distribution List Buttons:

- CAGE Code Bulk Upload (*to upload multiple CAGE Codes with the CAGE Code Bulk Upload Template*)
- Populate from Template (*leads to Distribution List Templates pop-up*)
- Populate from MAC (*leads to Distribution List MACs pop-up*)
- Search CAGE Codes (*leads to Search CAGE Codes pop-up*)
- Add Email (*to manually add an email address to the Distribution List * Panel*)
- Clear Proposal Managers (*to clear all contacts in the Proposal Managers panel*)
- Clear Distribution List (*to clear all contacts in the Distribution List * panel*)
- Delete (*to permanently remove the selected contacts from the Distribution List * panel*)
- 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*)
- Save and Return to Solicitation (*button displays for Solicitations*) (*leads back to the Post Notice screen*)
- Save and Return to Combined Synopsis/Solicitation (*button displays for Combined Synopsis/Solicitations*) (*leads back to the Post Notice Screen*)

Edit Distribution Template Panel Action Buttons:

- Right Arrow (>) (*to add selected contacts to the Distribution List * Panel*)
- Double Right Arrow (>>) (*to add all contacts to the Distribution List *Panel*)
- Left Arrow (<) (*to move selected contacts back to the Proposal Managers panel*)
- Double Left Arrow (<<) (*to move all contacts back to the Proposal Managers panel*)

NOTE: When reopening a posted Solicitation or Combined Synopsis/Solicitation notice, be aware that the Distribution List remains visible only to authorized users (Solicitation Managers, Solicitation Administrators, and DPC Administrators). The list is not accessible to public users or Proposal Managers.

Search CAGE Codes:

To search for contacts associated to a CAGE code, 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 **checkboxes** next to the vendors of interest. After selecting one or more vendors from the search results, click the **Save** button.

Search CAGE Codes Pop-Up Fields:

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

Search CAGE Codes Pop-Up Buttons:

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

The pop-up closes and the selected vendor's contacts are added to the **Proposal Managers** panel of the **Edit Distribution Template** page. To continue the process of assigning and removing Proposal Managers, refer to **Managing Proposal Managers on the Distribution List** in this section.

Populate From Template:

To populate contacts from an already existing template, click the **Populate from Template** button. A pop-up displays.

For more information on how to create a template prior to posting a notice, refer to the **Create/Edit Solicitation Distribution List** training document; located on **WBT > Solicitation > Solicitation Distribution Lists > Create/Edit Solicitation Distribution List**.
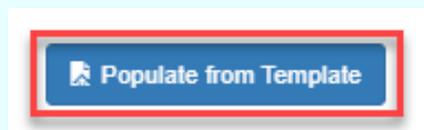
The **Distribution List Templates** pop-up displays previously created distribution lists with their names, descriptions, and creation/modification dates. Enter known data in the **Filter** field to refine the list of templates displayed. Control the number of entries on the table by selecting an option on the **Display # Items** drop-down menu.

Select the **Template Name** link associated with the template of interest.

Distribution List Templates Pop-Up Columns:

- Template Name (*hyperlink*)
- Template Description
- Date Created/Modified (*format: YYYY/MM/DD*)

Distribution List Templates Pop-Up Buttons:

- Close (*to close pop-up*)

The contacts listed on the selected template are displayed in the **Distribution List *** panel. To continue the process of assigning and removing Proposal Managers, refer to **Managing Proposal Managers on the Distribution List** in this section.

Edit Distribution List

Notice ID W912HN24R8120

⊕ CAGE Code Bulk Upload

🔍 Search CAGE Codes   🔍 Populate from MAC   ℹ️

🖹 Populate from Template

Add Email Address

➕ Add Email

Proposal Managers

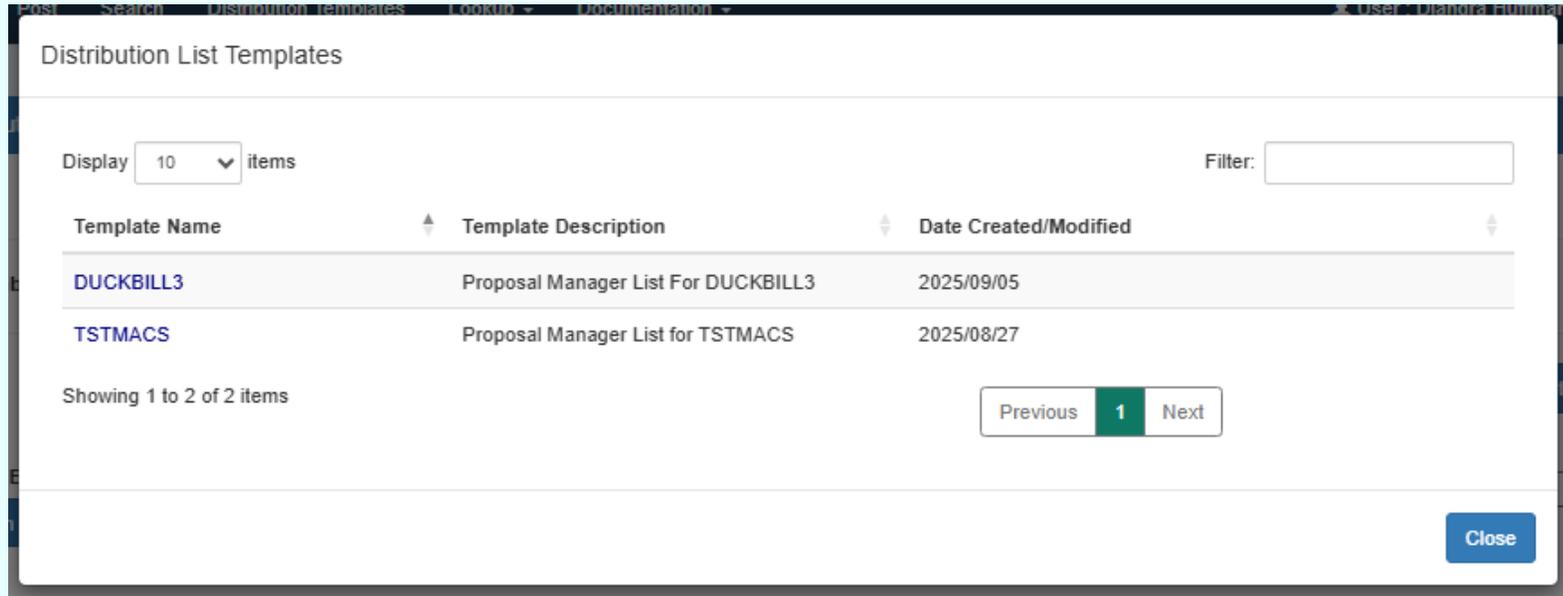Display [25] items   Filter: [   ]

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

Showing 0 to 0 of 0 entries

[Previous] [Next]

Distribution List *

Display [25] items   Filter: [   ]

	CAGE Code	Company Name	Recipient Name	Email	Role
☐	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Donald Duck	dduck@mil.com	Proposal Manager
☐	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Jack Skellington	jskellington@mil.com	Vendor POC

Showing 1 to 2 of 2 items

[Previous] [1] [Next]

[>] [>>] [<] [<<]

Clear Proposal Managers

Clear Distribution List   Delete

Selecting another template after a previous template has populated displays a pop-up with a message stating: "Are you sure you want to overwrite the data in the distribution list? This action cannot be undone." Select the **OK** button to overwrite the current Distribution List with the new template's data. Select the **Cancel** button to retain the current Distribution List and close the pop-up.

Are you sure you want to overwrite the data in the distribution list? This action cannot be undone.
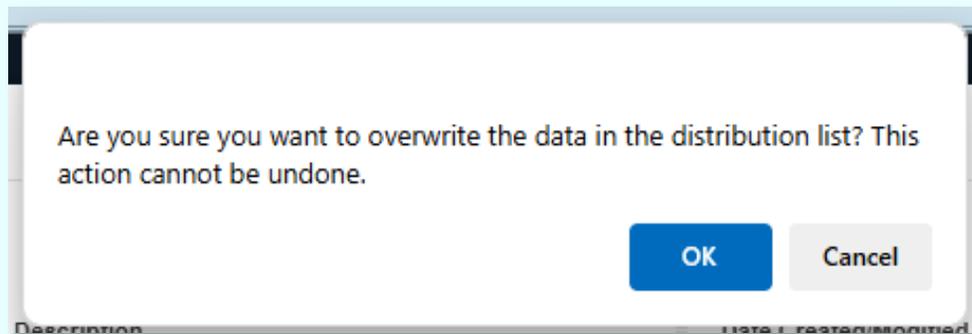
[OK] [Cancel]

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

Populate From MAC:

The ability to add MAC (Multiple Award Contracts) vendors to the Distribution list is made possible by using the **Populate from MAC** functionality. By matching the notice's Contracting Office with the corresponding groups or DoDAACs in the MAC's Ordering Office, the appropriate list of MACs is made available. The **Contracting Office DoDAAC** field of the Solicitation must be selected prior to this process. Refer to the **Contract Information** section of this training for further instruction.
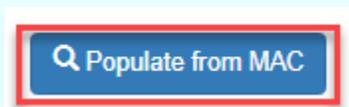

On the **Edit Distribution List** screen, click the **Populate from MAC** button. The **Distribution List MACs** pop-up displays.

All available MACs associated with the **Contracting Office DoDAAC** are listed with the MAC's **Name**, **Description**, and **Ordering Offices**. Enter known data in the **Filter** field to refine the list displayed. Control the number of entries on the table by selecting an option on the **Display # Items** drop-down menu.

If no MACs are available, a message displays stating: "No MACs available. Your Notice's Contracting Office DoDAAC is not included in any MAC Ordering office."
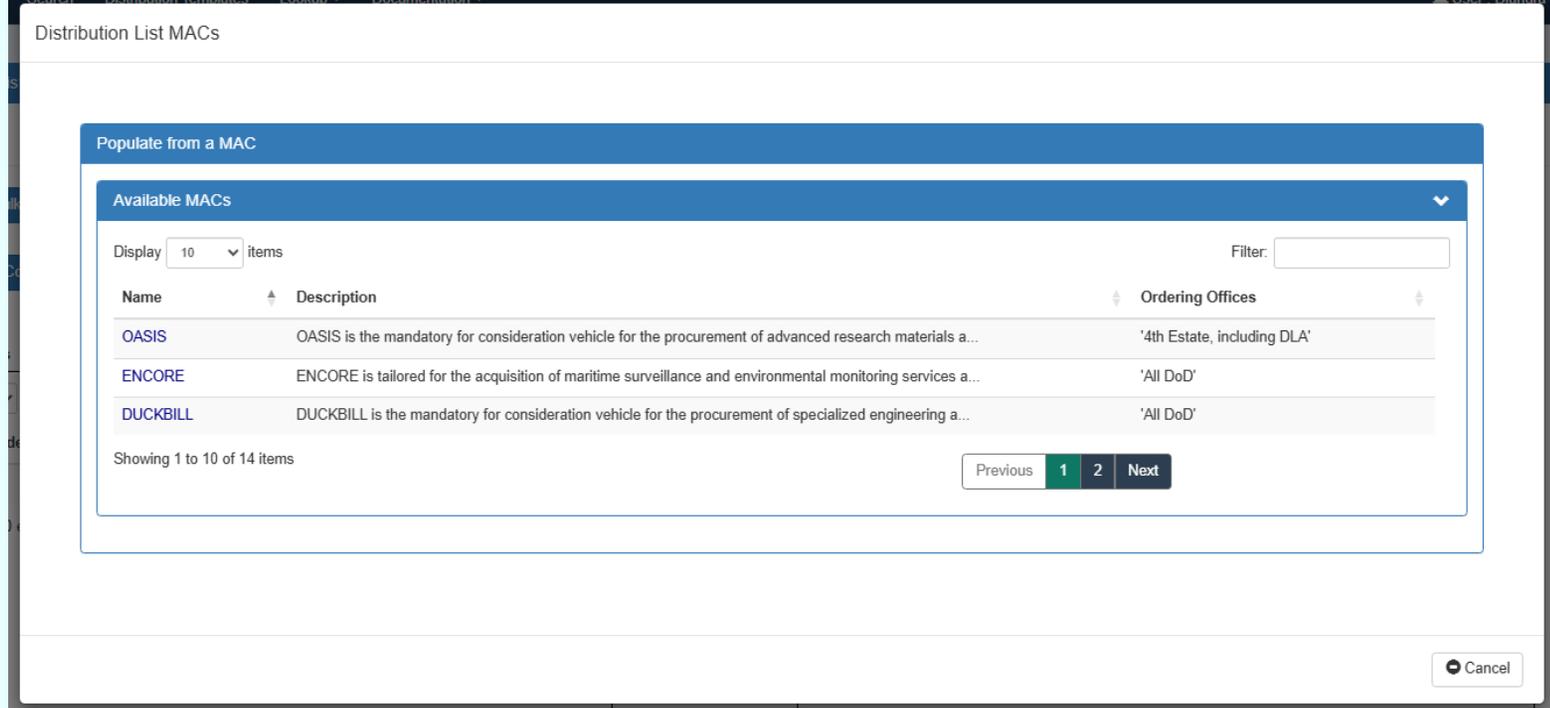
Available MACs Pop-Up Columns:

- Name (*hyperlink*)
- Description
- Ordering Offices

Available MACs Pop-Up Buttons:

- Cancel (*to close pop-up*)

To filter and select CAGE Codes of targeted vendors, click the **Name** hyperlink of the MAC to display the **CAGE Code Filters** section.

CAGE Code Filters Fields:

(*the following section displays after clicking an Available MACs Name hyperlink*)

- Business Type (*drop-down; options: LB / SB / SDVOSM / WOSB / EDWOSB / 8(a) / ANC / HUBZone*)
- Show Only Prime Contractors (*checkbox*)
- Show Only Small Businesses (*checkbox*)
- Product or Service Code(s) (*up to 200 numeric characters; multiple codes must be separated by commas*)

CAGE Code Filters Buttons:

- Search for CAGE Code(s) on the MAC (*to search for accessible CAGE Codes related to the MAC*)

Select filters from the **Business Type** drop-down, the **Show Only Prime Contractors** or **Show Only Small Business** checkboxes, or by entering **Product or Service Code(s)** in the editable field. Multiple **Product or Service Code(s)** may be entered in the field by using commas as separators. Click the **Search for CAGE Code(s) on the MAC** button to view results.

Results matching the selected filters displays in the **Available CAGE Code** section, whereas searching without filter criteria presents all CAGE Codes accessible to Solicitation Managers. Enter known data in the **Filter** field to refine the list displayed. Control the number of entries on the table by selecting an option on the **Display # Items** drop-down menu.

If no CAGE Codes meet the filter criteria, a message is displayed stating: "No CAGE Codes meet the filter criteria."

NOTE: Multiple filter selections are permitted.

Available CAGE Codes Columns:

(***the following section displays after clicking the Search for CAGE Codes on the MAC button***)

- Select All (***checkbox***)
- CAGE Code
- Company Name

Available CAGE Codes Buttons:

- Select CAGE Code(s) (*adds associated contacts of the CAGE Code to the Proposal Managers Panel*)

Click the **checkbox** next to the desired CAGE Code or the **Select All** checkbox to choose all available CAGE Codes. Click the **Select CAGE Code(s)** button to add the CAGE Code(s) to the Distribution List.

All contacts associated with the selected CAGE Codes are displayed in the **Proposal Managers** panel. To continue the process of assigning and removing Proposal Managers, refer to **Managing Proposal Managers on the Distribution List** in this section.

CAGE Code Bulk Upload:

To bulk upload vendors, the **CAGE Co**de **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.
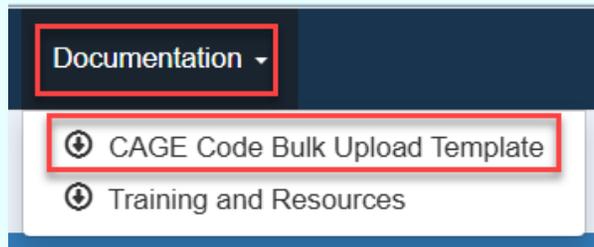
Open the Excel file and enter the vendor's **CAGE Code** in the provided template. When ready, save the edited file to the local machine.
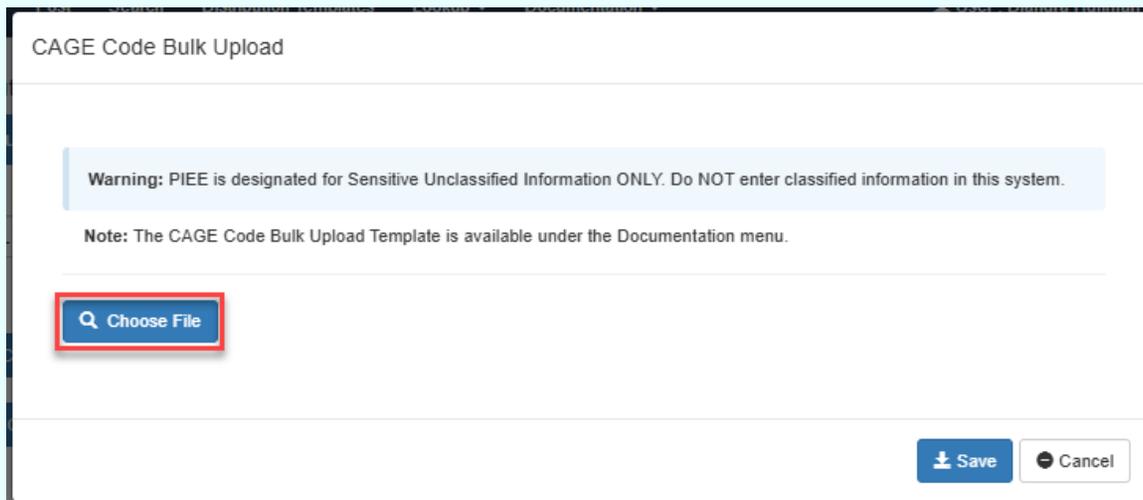
CAGE Code Bulk Upload Template Fields:

- 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.

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 Proposal Managers Panel*)
- Cancel (*to disregard uploaded Excel spreadsheet and close pop-up*)

Locate the Excel file and select **Open** to upload the completed file to the Distribution List.
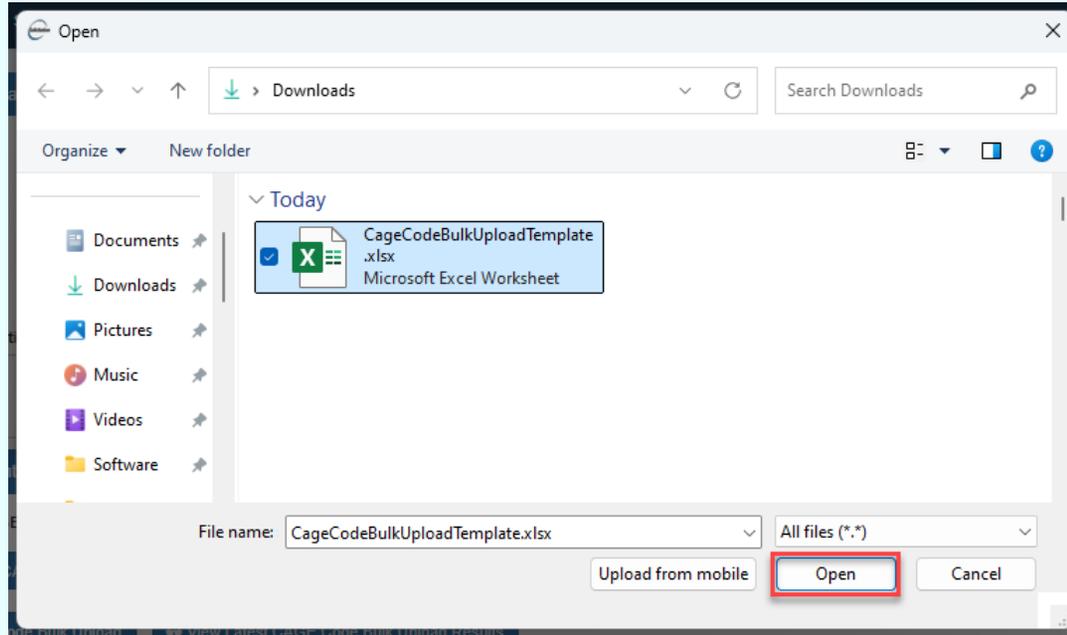
Successful uploading displays the CAGE codes listed on the Excel template on the **CAGE Code Bulk Upload** pop-up. The vendor's information is listed by **Row Number**, **CAGE Code**, **Status**, and **Message**. Incorrect or invalid information displays error messages specifying the issue. Review the error, correct the file accordingly, and reupload.

Click the **Save** button to add the CAGE codes to the **Proposal Managers** panel or the **Cancel** button to close the pop-up without adding the CAGE codes.

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	06481	Success	
✔ 2	5Y2M8	Success	
✔ 3	05FX4	Success	
✘ 4	24A22	Error	The CAGE Code entered is not valid in PIEE. Please add a valid CAGE Code.
✘ 5	06481	Duplicate	This CAGE Code has already been added via the spreadsheet and will be ignored.

± Save   ⊖ Cancel

CAGE Code Bulk Upload Pop-Up Columns:

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

CAGE Code Bulk Pop-Up Buttons:

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

Successfully adding the CAGE Codes displays a message at the top of the page stating: "The CAGE Codes added using the Bulk Upload functionality have been successfully added to the Proposal Managers box." and the contacts associated with the uploaded CAGE Codes are displayed in the **Proposal Manager** panel. To continue the process of assigning and removing Proposal Managers, refer to **Managing Proposal Managers on the Distribution List** in this section.

The system automatically overwrites existing contacts in the Proposal Manager panel upon upload of a Bulk CAGE Code template. This action replaces all previously listed contacts with new contacts associated with the CAGE codes listed in the uploaded template.

- The CAGE Codes added using the Bulk Upload functionality have been successfully added to the Proposal Managers box.
- CAGE Code, 6M5S9, has no active Proposal Manager, Proposal Manager View Only, or Vendor POC associated with it.

Edit Distribution List

Notice ID   W912HN24R8120

⊕ CAGE Code Bulk Upload   ↔ View Latest CAGE Code Bulk Upload Results   ↗ Populate from Template

Q Search CAGE Codes   Q Populate from MAC ⓘ   Add Email Address

                                                                                            ＋ Add Email

Proposal Managers

Display [25 ▾] items   Filter: [   ]

	CAGE Code	Company Name	Recipient Name	Email	Role
☐	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Donald Duck	dduck@mil.com	Proposal Manager
☐	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Sam Iam	siam@mil.com	Proposal View Only
☐	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Jack Skellington	jskellington@mil.com	Vendor POC

Showing 1 to 5 of 5 items

[Previous | 1 | Next]

[>] [>>] [<] [<<]

Distribution List *

Display [25 ▾] items   Filter: [   ]

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

Showing 0 to 0 of 0 entries

[Previous | Next]

Clear Proposal Managers   Clear Distribution List   Delete

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

↔ View Latest CAGE Code Bulk Upload Results

- 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 Pop-Up Columns:

- Row Number
- CAGE Code
- Status (*options: 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 **Distribution List *,** enter the valid email address in the **Add Email Address** field. Click the **Add Email** button.

> **Add Email Address**
>
> jskellington@mil.com
>
> **+ Add Email**
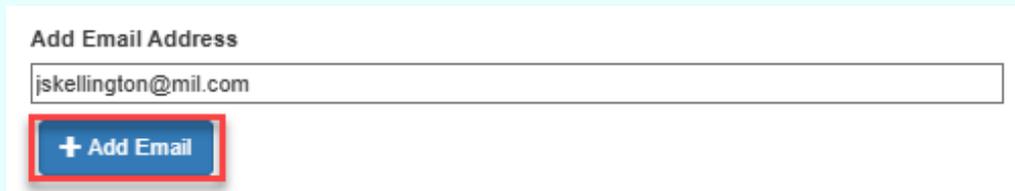
Edit Distribution List Fields:

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

Edit Distribution List Buttons:

- Add Email (*to manually add an email address to the Distribution List * Panel*)

The contact's email displays in the **Distribution List *** panel. Attempts to add an email address that already exists in the Distribution List displays an error and prevents the addition of the duplicate email address.

Managing Proposal Managers on the Distribution List:

The results of contacts associated with the selected vendors appear with their **CAGE Code**, **Company Name**, **Recipient Name**, **Email**, and **Role** (Proposal Manager, Proposal View Only, and Vendor POC). Manually added email addresses appear with the **Email** only.

Select the **checkboxes** beside the contacts of interest. To **assign selected contacts**, click the **single right arrow (>)** button to assign to the **Distribution List *** panel. To **assign all contacts** in the Proposal Manager panel, click the **double right arrow (>>)** button.

To move a selected contact from the **Distribution List *** panel back to the **Proposal Managers** panel, select the **checkbox** of the contact and click the **single left arrow (<)** button. To move all contacts from the **Distribution * List** panel back to the **Proposal Managers** panel, click the **double left arrow (<<)** button.

Duplicate email addresses on a Distribution List are not allowed across all CAGE Codes. To ensure proper notification, remove any duplicate emails and select unique contacts for each CAGE code in the Distribution List.

Edit Distribution Template Panel Action Buttons:

- Right Arrow (>) (*to add selected Proposal Managers to the Distribution List * Panel*)
- Double Right Arrow (>>) (*to add all Proposal Managers to the Distribution List *Panel*)
- Left Arrow (<) (*to move selected Proposal Managers back to the Proposal Managers panel*)
- Double Left Arrow (<<) (*to move all Proposal Managers back to the Proposal Managers panel*)

To clear all contacts from the **Proposal Managers** results panel, click the **Clear Proposal Managers** button.
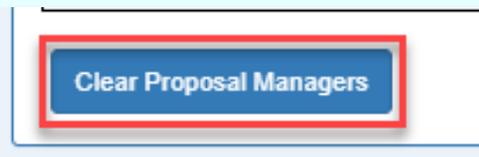
To permanently remove a single contact from the **Distribution List *** panel without adding them back to the **Proposal Managers** panel, select the **checkbox** beside the contact and select the **Delete** button.

A pop-up displays stating: "Are you sure you want to delete these entries? This action cannot be undone." Click the **OK** button. The contact is removed from the Distribution List.

Deletion Pop-Up Buttons:
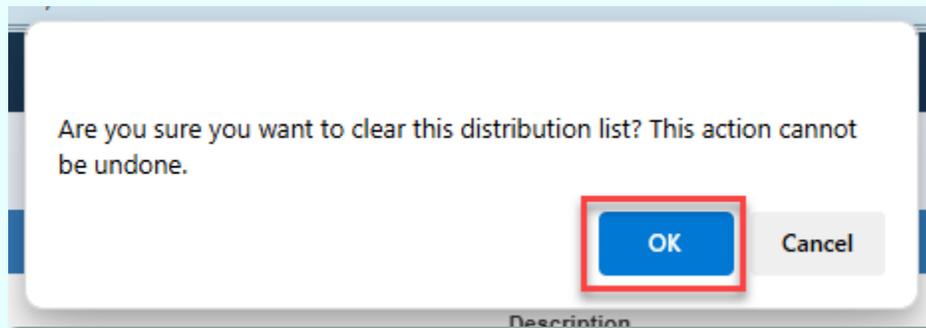
- OK (*to confirm CAGE Code deletion*)

- Cancel (*to close pop-up*)

To permanently remove all assigned contacts from the **Distribution List *** panel, click the **Clear Distribution List** button.

A pop-up displays with the message stating: "Are you sure you want to clear this distribution list? This action cannot be undone." Click the **OK** button to confirm. All contacts listed in the **Distribution List *** panel are removed.

Clear Distribution List Pop-Up Buttons:
- OK (*to confirm deletion*)
- Cancel (*to close pop-up*)

Saving The Distribution List For Future Solicitations:

Click the **Save and Return to Solicitation** button (or **Save and Return to Combined Synopsis/Solicitation** button for Combined Synopsis/Solicitation) at the bottom of the page to confirm all template details. The **Post Notice** screen displays with the selected contacts in the **Distribution List** section.

Distribution List Columns:

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

Distribution List Buttons:

- Configure Distribution List (*leads to the Edit Distribution List page*)
- Save this Distribution List as a Template? (*checkbox*)

Select the **checkbox** to save the Distribution list as a template to use for future solicitations in PIEE. The **Distribution Template Name *** and **Description** fields display. Enter the template name and description in the provided fields. After posting the notice, the Distribution List is saved as a template and accessible on the **Distribution Templates** screen.

Distribution List Fields:

(*the following displays if the 'Save this Distribution List as a Template?' checkbox is selected*)

- Distribution Template Name * (*up to 50 alphanumeric characters*)
- Description (*up to 250 alphanumeric characters*)

For more information on how to create or access Distribution List Templates, refer to the **Create/Edit Solicitation Distribution List Templates** training document; located on **WBT > Solicitation > Solicitation Distribution Lists > Create/Edit Solicitation Distribution List Templates**.

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 the Distribution list includes MAC CAGE Codes, the saved template contains the current data. It will not automatically update if MAC data changes.

NOTE: CAGE codes in PIEE established with an Vendor POC email address and have no active Proposal Managers or Proposal View Only users displays Recipient Name (if applicable), CAGE Code, and the Vendor POC email address. CAGE codes in PIEE that have no active Proposal Managers and no Vendor POC email address does not populate with an email address.

NOTE: When saving an Incomplete notice, the Distribution List is also saved without posting. Upon returning to the notice, the Distribution List is able to be viewed and edited multiple times, reflecting the latest changes with each save.

	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.

Restricted Access	*Restricted Access Fields:*
	
	• Restricted Notice (*options: Restricted / Non-Restricted*)
	
	(If "Restricted" is selected, the following fields will display)
	
	• Should this notice be attempted to be posted on the Governmentwide Point of Entry (SAM.gov Contract Opportunities)? * (*options: Yes, attempt to post / No, do not attempt to post notice*)
	
	Should this notice be attempted to be posted on the Governmentwide Point of Entry (SAM.gov Contract Opportunities)? *
	
	--- Please Select ---
	
	(field displays when "No, do not attempt to post notice" is selected for the 'Should this notice be attempted to be posted on the Governmentwide Point of Entry (SAM.gov Contract Opportunities)?' field)
	
	• Justification for not posting to SAM * (*drop-down with options*)
	   ○ FAR 5.202(a)(1) Disclosure of Agency need/compromise National Security
	   ○ FAR 5.202(a)(2) Made under 6.302-2 conditions; government injured by time periods in 5.203
	   ○ FAR 5.202(a)(3) Specific source required by foreign government reimbursement, international agreement or treaty
	   ○ FAR 5.202(a)(4) Contract action is expressly authorized or required by a statute to be made through another Government agency
	   ○ FAR 5.202(a)(5) Utility services other than telecommunications services and only one source is available
	   ○ FAR 5.202(a)(6) Order placed under subpart 16.5; see 16.505(a)(4) for specific brand-name specification
	   ○ FAR 5.202(a)(7) Contract action from acceptance of a proposal under the Small Business Innovation Development Act of 1982
	   ○ FAR 5.202(a)(8) Contract action from the acceptance of an unsolicited research proposal; unique and innovative concept
	   ○ FAR 5.202(a)(9) Contract action for perishable subsistence supplies; advance notice is not appropriate or reasonable
	   ○ FAR 5.202(a)(10) Contract action made under 6.302-3, or 6.302-5 or 6.302-7, and advance notice is not appropriate or reasonable
	   ○ FAR 5.202(a)(11) Contract action made under the terms of an existing contract; complies with 5.207 for current proposed contract action
	   ○ FAR 5.202(a)(12) Contract action by a Defense agency made and performed outside the United States and its outlying areas
	   ○ FAR 5.202(a)(13) Contract action does not exceed simplified acquisition threshold; provides for notice through GPE; permits public response
	   ○ FAR 5.202(a)(14) Contract action made under 6.302-3 with respect to services of an expert
	   ○ FAR 5.202(b) head of the agency determines in writing that advance notice is not appropriate or reasonable
	   ○ Other
	
	Justification for not posting to SAM *
	ⓘ --- Please Select ---
	
	(field displays when "Other" is selected for the 'Justification for not posting to SAM' field)

- Comments * (*up to 2000 alphanumeric characters, including special characters*)

Comments *

- Allowed CAGE Codes (*options: Add CAGE Code / CAGE Code Bulk Upload*)

NOTE: CAGE Codes entered below are permitted to view this notice.

(*field displays when "Add CAGE Code" is selected for 'Allowed CAGE Codes'*)

Enter a **CAGE Code** in the free text field. The information for the CAGE Code pre-populates displaying the name, the number of active Proposal Managers, and the number of active Proposal View Only roles associated with that CAGE Code in PIEE.

Click the **CAGE Code Bulk Upload** button to upload multiple CAGE codes.

Click the **Choose File** action button and select the appropriate CAGE Codes Excel file. CAGE Codes from the file pre-populate in rows in the 'Allowed CAGE Code' pop-up.

Allowed CAGE Codes - Only CAGE Codes entered below will be permitted to view this Notice ⓘ

Add CAGE Code

CAGE Code Bulk Upload

- Additional Comments for Proposal Manager (*up to 2000 alphanumeric characters with special characters*)

Additional Comments For Proposal Manager

Action Buttons:
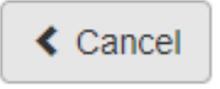
- Proposal Manager Emails (*opens pop-up to select proposal managers email addresses associated with entered CAGE CODE*)
- Delete (*removes CAGE code entered in 'Allowed CAGE Codes' field*)
- Choose Files (*select to locate and attach a file from the local directory; displays when user selects "CAGE Code Bulk Upload"*)
- Cancel (*disregards 'Cage Code Bulk Upload' selection; displays when user selects "CAGE Code Bulk Upload"*)

Restricted Access

Restricted Notice *	--- Please Select ---

Proposal Manager Emails   **Action**

✖ Delete

🔍 Choose File

‹ Cancel
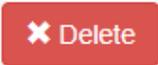
NOTE: A CAGE Code Excel template is available under the Documentation menu on the Solicitation navigation bar.

WARNING: Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Proposal Manager Email Addresses for CAGE Code Pop-Up:

Click the **Edit** action button to select active Proposal Managers associated with the corresponding CAGE code.

A free text field is available to add a Proposal Manager Email Address not populated in the Proposal Manager list.

Pop-Up Buttons:

- Select Emails (*checkbox to select Proposal Manager*)
- Add Email (*adds email address of Proposal Manager not populated on list*)
- Cancel (*disregards selections and closes pop-up*)
- Confirm (*confirms Proposal Manager selections and closes pop-up*)

Proposal Manager Email Addresses for CAGE Code: 06481

Name	Email Address	☐ Select Emails
Donald Duck	dduck@mil.com	☐
Jack Skellington	jskellington@mil.com	☐
Sam Iam	siam@mil.com	☐

± Add Email

⊗ Cancel   **± Confirm**

NOTE: To save the selected contacts, the notice must be saved or posted (Save Notice or Post Notice buttons).

NOTE: Selected Proposal Managers receive notifications for the notice.

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 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: <>'&"*)

Offer Template	The **Offer Template** is an optional feature that allows the Solicitation Manager to create a standardized proposal structure that identifies the volumes and attachments to be submitted as required by the Solicitation.
	
	Click the **Add Volume** link to proceed.
	
	(*fields displays when "Add Volume" link is selected*)
	Offer Template Fields:
	    • Volume Name * (*up to 100 alphanumeric characters; excluding characters: <>'&"*)
	    • Volume Comments (*up to 2000 alphanumeric characters; excluding characters: <>'&"*)
	
	Buttons:
	    • Add Volume (*hyperlink*)
	    • Delete Volume (*removes the Volume and cannot be restored; hover text: Delete Volume*)

Attachment Placeholders:

- Attachment Name * (*up to 100 alphanumeric characters; excluding characters: <>'&"*)
- Mandatory (*options: No / Yes; defaults to "No"*)
- Attachment Comments (*up to 2000 alphanumeric characters; excluding characters: <>'&"*)
- Actions
    - Move Up
    - Move Down
    - Delete

Actions Buttons:

- Move (*arrows display to reorder multiple attached files; hover text: Move up / Move Down*)
- Delete (*removes the line item and cannot be restored; trash icon; hover text: Delete Attachment Placeholder (access key D)*)

	Attachment Comments	**Actions**
	[ ]	↓ 🗑
	[ ]	↑ 🗑
	NOTE: **Add Attachment Placeholder** and **Add Volume** *link allows multiple Attachment Placeholders and Volumes to be added.*	
Material Safety Data Sheet (MSDS)	To alert vendors that the Material Safety Data Sheet (MSDS) must be submitted as an attachment with their offers, select the checkbox displaying the following text: **"A Material Safety Data Sheet (MSDS) must be attached to offer submissions in accordance with FAR Clause 52.223-3."** ☐ A Material Safety Data Sheet (MSDS) must be attached to offer submissions in accordance with FAR Clause 52.223-3. After the notice is posted, this selection may be modified through the Update process. For more information refer to the **Posting Updates** training; located on the **WBT > Solicitation > Create New Notices/Posting Updates > Posting Updates**.	
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

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.

Solicitation Document Type Warning: A "Solicitation" document type must be attached in order to publicize.

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

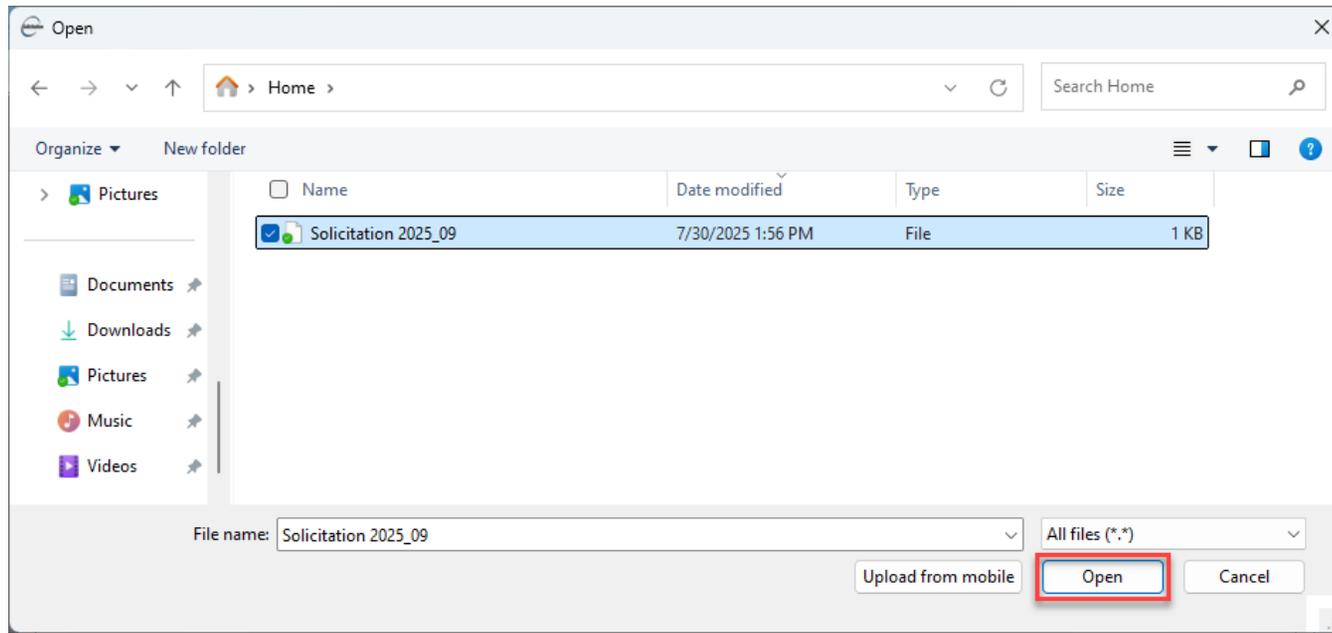URL [   ]   ➕ **Add Attachment URL**

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

☐ 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.

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	↑ ☑ ✖

Choose Files:

To add attachments from the local machine, click the **Choose Files** button. A dialog box displays. Select the file of interest and click the **Open** button.

Successful addition displays the selected file on the **Attachments** table with populated information.

Add Attachment URL:

To add an attachment using its web address, enter the web address (URL) in the **URL** field and select the **Add Attachment URL** button.

Successful addition displays the selected file on the **Attachments** table with populated information.

Mandatory Solicitation Document Type:

To successfully post a Solicitation or Combined Synopsis/Solicitation notice, an identifiable "**Solicitation**" document type is required as an attachment in order to publicize to PIEE and the Governmentwide Point of Entry (GPE). Solicitation documents are identified in the **Document Type** field of the **Edit Attachment Information Pop-Up**.

Posting a Solicitation or Combined Synopsis/Solicitation without attaching a "Solicitation" document type displays a message at the top of the screen stating: "A "Solicitation" document type must be added to the Attachments section in order to publicize to the Governmentwide Point of Entry (GPE)".

- A "Solicitation" document type must be added to the Attachments section in order to publicize to the Governmentwide Point of Entry (GPE)

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 date attachment is added*)
- Document Type (*options: Attachment / Solicitation; 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*)
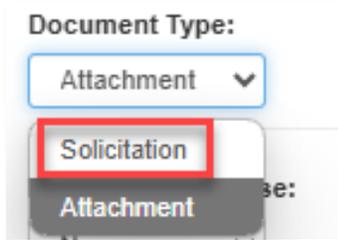
NOTE: The combined total of all simultaneously uploaded files must not exceed 1.9GB.

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

Edit Attachment Information Pop-Up:

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

To identify the attachment as the mandatory "Solicitation" document, select **Solicitation** in the **Document Type** drop-down menu.

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*)
- Document Type (*options: Attachment / Solicitation; default to "Attachment"*)
- Include in Response (*options: No / Yes; defaults: "No"*)
- Restricted Access
  - Allowed CAGE Codes

Buttons:

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

Attachment Information

Attachment Name:

[   ]

Attachment Number:

[   ]

Document Type:

[Attachment   ▾]

Include in Response:

[No   ▾]

Restricted Access:

Allowed CAGE Codes	Action

Add CAGE Code

[⊗ Cancel]   [⬇ Confirm]

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)*

*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	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. Upon submission of a restricted Solicitation or Combined Synopsis/Solicitation notice, Proposal Managers registered for the CAGE Codes specified on the notice is notified via email that the notice was posted.
	
	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 Unclassif that the files do not contain these types of data and I am aware my organization will be held accountal
	
	* Asterisk indicates required entry.
	
	⬇ Post Notice 🖫 Save Notice ⬇ Save as PDF ‹ Previous 🏠 Home ⓘ Help

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 W912HN24B8127 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 retries posting after a set time designated in system parameters. The user will be notified that the posting failed and that the system attempts 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*)

Contract Opportunities Confirmation

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?

✔ Submit   ✖ Cancel |

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 W912HN24B8127 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 ⓘ Help *NOTE: A **DoD Notice ID** and **Solicitation Type** is required to save a notice.*
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 Notices Filter 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

Solicitation   Post

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.

User Dashboards

Open Notices	>
Incomplete Notices	>
Closed Notices	>
Unsolicited Proposals	>
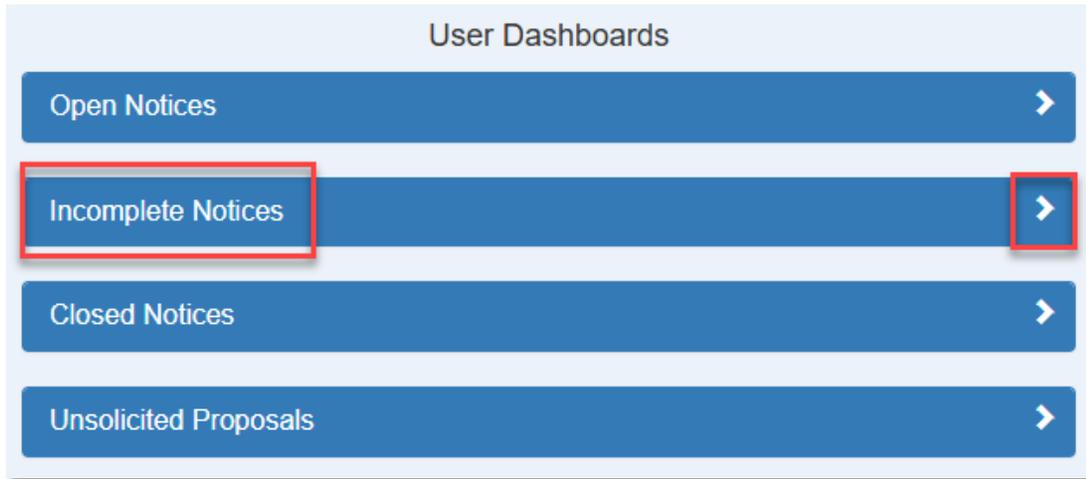
Click the **Notice ID** to view. Select the **Delete Notice** button at the bottom of the page to delete a saved notice.

Post Notice | Save Notice | Delete Notice | Save as PDF | Previous | Home | Help

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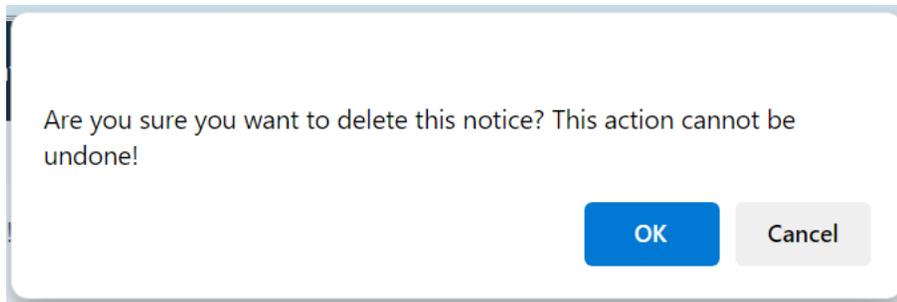
A new screen is displayed with a confirmation message stating: "Notice (ID Number) has been successfully deleted from the Solicitation Portal! Any other copies sent to other systems have not been deleted." The notice is deleted from **Incomplete Notices** on the User Dashboard.

Notice W912HN24B81177 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*)

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.
	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.

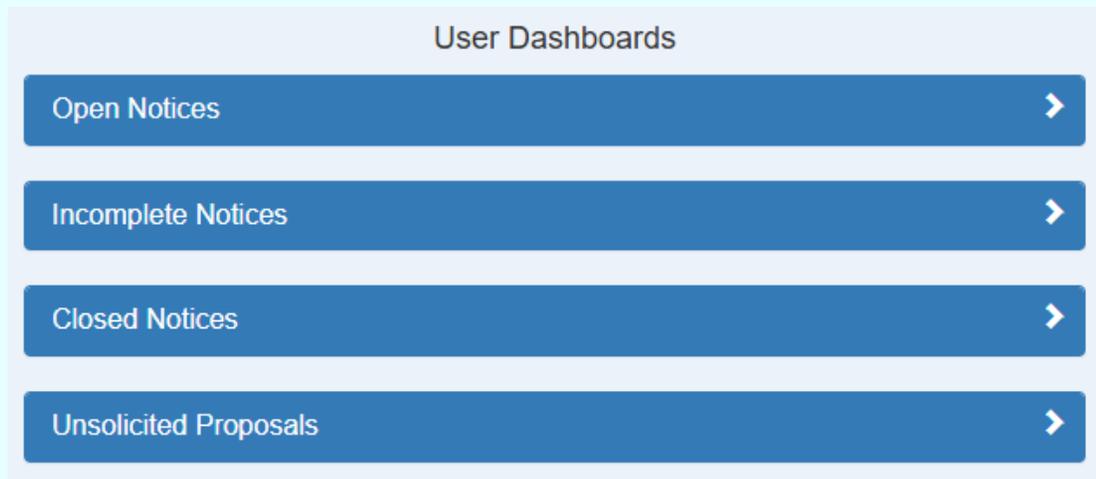## Change Primary/Secondary Solicitation Managers:

For notices without updates, the **Primary Solicitation Manager** and **Secondary Solicitation Managers** fields are editable upon viewing the existing notice.
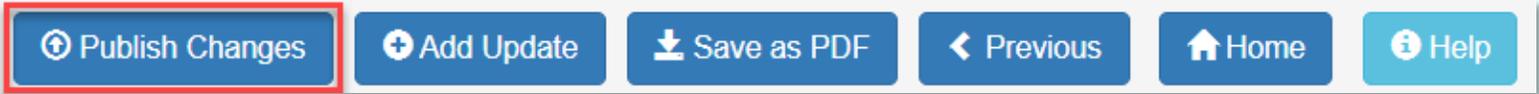
Edit the Solicitation Managers using the **Solicitation Manager Lookup Pop-Up** and the **Add Secondary Solicitation Manager Pop-Up**.

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*)

Solicitation   Post   Search

User Dashboards

Open Notices   ❯

Incomplete Notices   ❯

Closed Notices   ❯

Unsolicited Proposals   ❯

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 is 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.