

# Create Related Notice

## Training Document

Homepage

Solicitation

Post

Create Notice

## Table of Contents

- Roles ..... 1**
- User Navigation ..... 1**
- Two Create Options ..... 1**
- Existing Notice Search ..... 1**
  - Notice Search Criteria Fields:..... 1*
  - Product or Service Code Lookup Pop-up: ..... 4
    - Product or Service Code Lookup Pop-Up Fields: ..... 4*
  - NAICS Lookup Pop-up:..... 5
    - NAICS Pop-Up Fields:..... 5*
- Search Results ..... 6**
  - Search Result Header: ..... 6*
  - Search Result Fields: ..... 6*
- Viewing An Existing Notice ..... 7**
  - Update / Notice History ..... 8
    - Update / Notice Header: ..... 9*
  - Related Notice History ..... 9
    - History Header:..... 9*
- Prepare Related Notice ..... 10**
  - Prepare Related Notice Fields: ..... 10*

<b>Post Related Notice</b> .....	<b>11</b>
<b>Submit Success</b> .....	<b>11</b>
<b>Posting to Contract Opportunities Error</b> .....	<b>12</b>
Duplicate Notice ID Error .....	12
<i>Award Notices</i> .....	13
<b>Save Notice</b> .....	<b>14</b>
<b>Editing A Saved Notice</b> .....	<b>15</b>
<i>Incomplete Notices Header:</i> .....	15
<i>Incomplete Notices Filter Fields:</i> .....	15
<b>Delete Saved Notice</b> .....	<b>17</b>
<b>Cancel Posted Notice</b> .....	<b>18</b>
<b>Resend to SAM</b> .....	<b>19</b>

<p><b>Roles</b></p>	<p>Solicitation roles with the capability to post Related 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 Related Notice.</p> 
<p><b>Two Create Options</b></p>	<p>The user navigates 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 <b>creating a Related Notice from an existing notice</b>.</p>
<p><b>Existing Notice Search</b></p>	<p>Enter known data of the existing notice in the <b>Create Related Notice</b> search. At least one search criterion is required to perform a search.</p> <p><i>Notice Search Criteria Fields:</i></p> <ul style="list-style-type: none"> <li>• Notice ID (<i>up to 127 alphanumeric characters including special characters</i>)</li> <li>• Notice Type (<i>options: Special Notice / Solicitation / Combined Synopsis/Solicitation / Presolicitation / Sources Sought / Award Notice</i>)</li> <li>• Open Date (<i>subfields: 'Start' / 'End'; date field is editable: format YYYY/MM/DD</i>)</li> <li>• Response Due Date (<i>subfields: 'Start' / 'End'; date field is editable: format YYYY/MM/DD</i>)</li> <li>• Subject (<i>parameters: Starts With / Equal To / Contains / Ends With</i>)</li> <li>• Description (<i>parameters: Starts With / Equal To / Contains / Ends With</i>)</li> <li>• Product or Service Code (<i>must be valid codes in database</i>)</li> </ul>

- NAICS (*must be valid codes in database*)
- Set Aside Code (*searchable drop-down*)
  - 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
  - Competitive 8(a)
  - Economically Disadvantaged Woman Owned Small Business
  - Emerging Small Business
  - HUBZone
  - Partial HBCU / MI
  - Partial Small Business
  - Service-Disabled Veteran-Owned Small Business
  - Total HBCU / MI
  - Total Small Business
  - Veteran-Owned Small Business
  - Woman Owned Small Business
- Place of Performance Zip Code (*must be 5 numeric characters*)
- Contracting Office DoDAAC (*must be 6 alphanumeric characters; excluding special characters*)
- Status (*options: Open / Closed / No Response Due Date*)

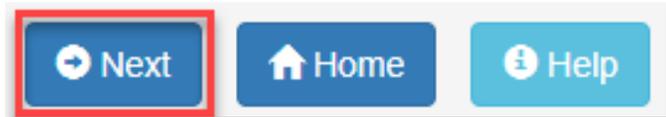
Click the **Next** button to view the search results.

*Buttons:*

- Lookup (*button displays beside the 'Product or Service Code' and 'NAICS' fields; leads to Lookup search pop-ups*)
- Next (*leads to search criteria results screen*)
- Home (*to navigate back to the Solicitation Module home screen*)
- Help (*displays help information*)

**Create a Related Notice, please search for an existing Notice:**

Notice ID	<input type="text"/>
Notice Type	<input type="text" value="--- Please Select ---"/>
Open Date	Start: <input type="text"/> End: <input type="text"/>
Response Due Date	Start: <input type="text"/> End: <input type="text"/>
Subject	<input type="text" value="Starts With"/> <input type="text"/>
Description	<input type="text" value="Starts With"/> <input type="text"/>
Product or Service Code	<input type="text"/> <input type="button" value="Lookup"/>
NAICS	<input type="text"/> <input type="button" value="Lookup"/>
Set Aside Code	<input type="text" value="--- Please Select ---"/>
Place of Performance Zip Code	<input type="text"/>
Contracting Office DoDAAC	<input type="text"/>
Status	<input type="text" value="--- Please Select ---"/>



**NOTE:** 'Product or Service Code' and 'NAICS' codes populate in field once selected from **Lookup** pop-up.

## Product or Service Code Lookup Pop-up:

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

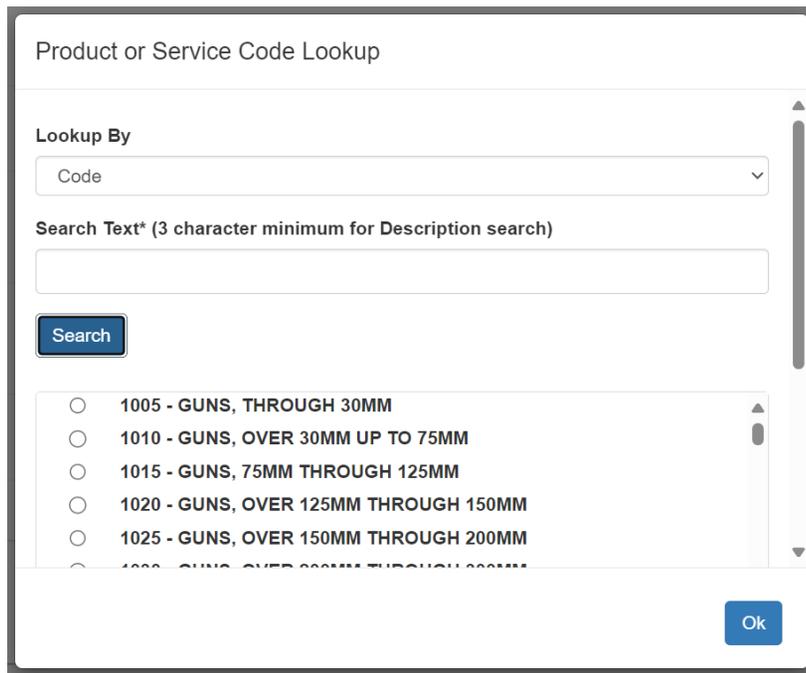
Enter the required fields and click the **Search** button. The results for **Product or Service Code** appear at the bottom of the pop-up. Select a code and click the **OK** button.

### 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 PSC 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 blue "Search" button is positioned below the input field. At the bottom of the window, there is a list of radio button options for product codes: "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". A blue "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 the required fields and click the **Search** button. The results for **NAICS** appear at the bottom of the pop-up. Select a code and click **Ok**.

### NAICS 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.*

## Search Results

**Search Results** appear on a new screen. Click the **Notice ID** hyperlink to view.

Search results display base notices during the creation process. Base notices that have been updated open to the latest updated version upon viewing.

### *Search Result Header:*

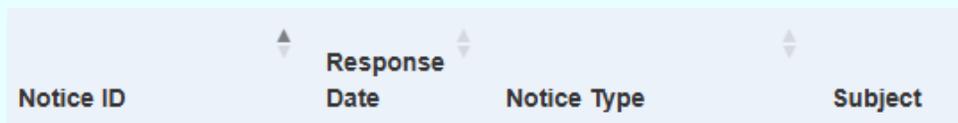
- Notice ID (*hyperlink*)
- Response Date
- Notice Type
- Subject
- Description
- Restricted
- Status
- Attempted to Post to SAM
- Notice Posted to SAM
- Last Successful SAM Posting
- PISEE Posted Date
- PSC
- NAICS
- Contracting Office Name
- Set Aside

### *Search Result Fields:*

- Show # Entries (*options: 20 / 40 / 60 / 80 / 100; controls number of entries appearing on each page*)
- Search (*field is editable; can filter results by keywords entered by the user*)

### *Buttons:*

- Previous (*to navigate back to Create Notice screen*)
- Help (*displays help information*)



Notice ID	Response Date	Notice Type	Subject
-----------	---------------	-------------	---------



Select the **File/URL hyperlink** to download and view attached files or URLs in the **Attachments** section.

Attachments						
Name	Number	File/URL	Date	Document Type	Include in Response	Has CUI
Sample_of_J_A		Sample_of_J_A.pdf	2024-10-17	Attachment	No	

After verifying the notice, select the **Prepare Related Notice** button to begin creating a related Notice.



*Buttons:*

- Copy to Clipboard (*copies link to clipboard*)
- Prepare Related Notice (*leads to page to select Notice type for Related Notice*)
- Save as PDF (*to download opened notice to local machine*)
- Previous (*leads back to Search Results*)
- Home (*to navigate back to the Solicitation Module home screen*)
- Help (*displays help information*)

*NOTE: Existing notices with saved updates that have not been posted are unable to access the **Prepare Related Notice** button. All required fields on the saved notice must be completed and successfully post to PIEE to be able to create a related notice based on their most recent update. Refer to the [Posting Updates](#) training for more information; located on the **WBT > Solicitation > Create New Notices/Posting Updates > Posting Updates**.*

## Update / Notice History

An Update / Notice History section is displayed at the bottom of the page documenting the number of updates of the selected notice. Updates are listed on the table in order of most recent Posted Date.

Click the **Update / Notice ID** hyperlink to view previous updates.

*Update / Notice Header:*

- Update / Notice ID (*hyperlink*)
- Description
- Posted Date (*format: YYYY/MM/DD HH:MM UTC*)
- Response Date (*format: YYYY/MM/DD HH:MM Time Zone*)
- Attempted to Post to SAM
- Notice Posted to SAM

Update / Notice						
Update / Notice ID	Description	Posted Date	Response Date	Attempted to Post to SAM	Notice Posted to SAM	
0001		2025/02/04 18:59 UTC	2025-03-28 00:00 Eastern Daylight Time	Yes	Successful	
		2025/02/04 16:26 UTC	2025-03-28 00:00 Eastern Daylight Time	Yes	Successful	

**Related Notice History**

A **History** section is displayed at the bottom of the page listing the history and updates of the base notice and all previously created related notices in order of most recent Posted Date.

Click the **Notice ID** or **Update Number** hyperlink to view the related notice or update.

*History Header:*

- Notice ID (*hyperlink*)
- Update Number (*hyperlink*)
- Notice Type
- Posted Date (*format: YYYY/MM/DD HH:MM UTC*)

History			
Notice ID	Update Number	Notice Type	Posted Date
		Presolicitation	2025/01/09 20:36 UTC
	0001	Sources Sought	2025/01/09 20:07 UTC
		Sources Sought	2024/11/11 15:58 UTC

The **Prepare Related Notice** screen displays the Notice ID of the selected existing notice.

Select a notice type from the **Notice Type** drop-down menu to create the corresponding related notice. Click **Next** to proceed to the creation screen of the type selected.

*Prepare Related Notice Fields:*

- Notice ID (*field is not editable*)
- Notice Type \* (*options: Special Notice / Presolicitation / Solicitation / Sources Sought / Combined Synopsis/Solicitation / Award / Justification and Approval*)

*Buttons:*

- Next (*proceeds to Post Related Notice screen*)
- Previous (*to navigate back to viewing the existing notice*)
- Help (*displays help information*)

**Prepare  
Related  
Notice**

**Prepare Related Notice**

**Notice ID**

**Notice Type \*** --- Please Select ---

➡ Next

⬅ Previous

i Help

*NOTE: The Notice Types that are compatible with the existing notice are available for selection.*

The creation process continues to the **Post Related Notice** page of the Related Notice type selected by the user on the previous screen. Creating a Related Notice follows the same process as creating a new notice. Please see below hyperlinks for more information.

Refer to the [Create Notice: Solicitations or Combined Synopsis/Solicitations](#) training to create these Related Notice types; located on the **WBT > Solicitation > Create New Notice/Posting Updates > Create Notice: Solicitations or Combined Synopsis/Solicitations**.

Refer to the [Create Notice: Presolicitation, Special Notice, or Sources Sought](#) training to create these Related Notice types; located on the **WBT > Solicitation > Create New Notice/Posting Updates > Create Notice: Presolicitation, Special Notice, or Sources Sought**.

Refer to the [Create Notice: Justification And Approval, Consolidate/\(Substantially\) Bundle, or Award](#) training to create these Related Notice types; located on the **WBT > Solicitation > Create Notice/Posting Updates > Create Notice: Justification And Approval, Consolidate/(Substantially) Bundle, or Award**.

## Post Related Notice

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

### *Buttons:*

- Post Notice (*to post 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 (*navigates to the previous screen*)
- Home (*to navigate back to the Solicitation Module home screen*)
- Help (*displays help information*)



*NOTE: When creating a Related Notice, certain fields pre-populate with data from the corresponding fields in the existing notice and are editable.*

## Submit Success

Successfully submitting a Notice directs the user to a Success screen displaying 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.

Notice [redacted] has successfully been submitted!

*Buttons:*

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

**Posting to  
Contract  
Opportunities  
Error**

**Duplicate Notice ID Error**

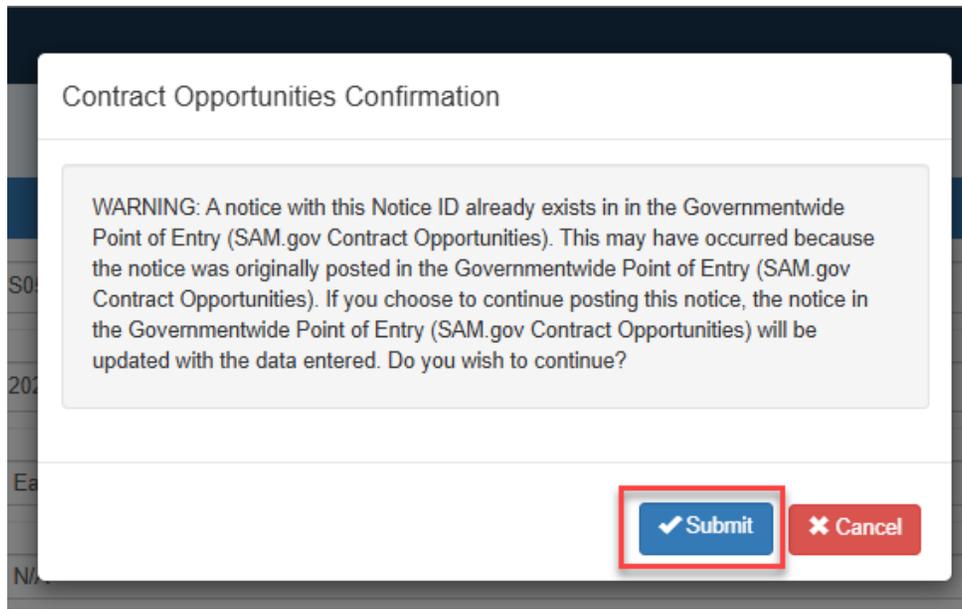
After clicking the **Post Notice** button, if the Notice ID has already been used in Contract Opportunities for the same notice type, a pop-up displays the following message: “WARNING: A notice with this Notice ID already exists in in the Governmentwide Point of Entry (SAM.gov Contract Opportunities).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

*Buttons:*

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



### *Award Notices*

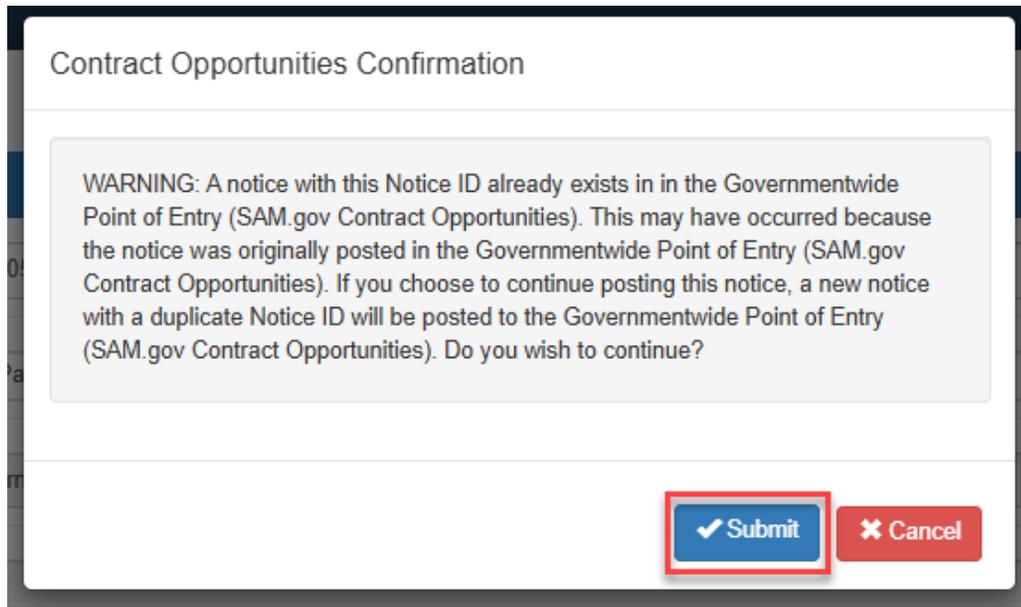
After clicking the **Post Notice** button, if the Notice ID has already been used in Contract Opportunities for the same notice type, a pop-up displays the following message: “WARNING: A notice with this Notice ID already exists in in the Governmentwide Point of Entry (SAM.gov Contract Opportunities).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

Click **Submit** to continue.

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

### *Pop-Up Buttons:*

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



## Save Notice

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

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

Successfully saving a notice displays a confirmation message at the top of the screen stating: "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.



## 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

### 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="v"/>	<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

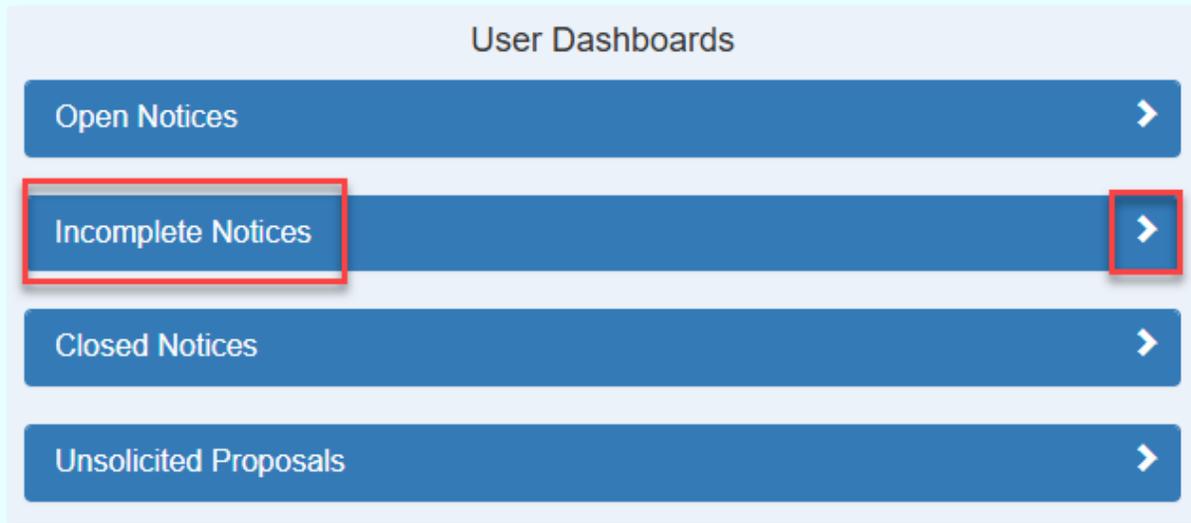
NOTE: Click the arrows next to the headers to sort in ascending/descending order.

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.

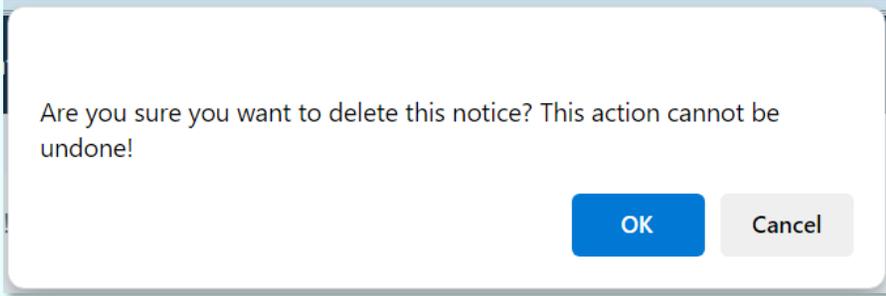
## Delete Saved Notice



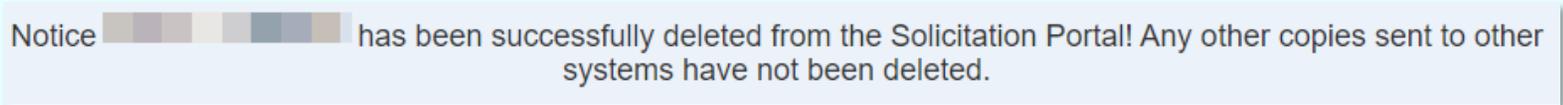
Click the **Notice ID** to view. Select the **Delete Notice** button at the bottom of the page to delete a saved notice.



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



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



*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 Update (*to save updates without posting to PIEE*)
- 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*)

**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.