

# Creating A Late Proposal – Proposal Manager

## Training Document

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Solicitation

Solicitation Homepage

Search

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<b>Roles</b>	<p>The role(s) required to <b>Create a Late Offer</b> submitted for review by a <b>Solicitation Manager</b> in the Solicitation module:</p> <ul style="list-style-type: none"><li>• Proposal Manager</li></ul>
<b>User Navigation</b>	<p>This guide provides an overview of how a <b>Proposal Manager</b> creates a Late Offer in the <b>Solicitation</b> module for solicitation with a <b>Response Date</b> in the past for review by an assigned Solicitation Manager.</p> <p>Log in to PIEE as a Proposal Manager user to access the Solicitation application. Select <b>Search</b> in the navigation bar to begin the Late Offer process.</p> <div data-bbox="336 560 541 800">A square icon with a blue border. Inside, there's a white circle with a blue swoosh and the word "Solicitation" in blue. Below the circle, the word "Solicitation" is written in a smaller font.</div> <div data-bbox="336 886 1138 1084">A screenshot of a navigation bar. It has a dark blue background. On the left, the word "Solicitation" is in white. Next to it is "Create Unsolicited Proposals" in white. Then, a red box labeled "1" highlights a "Search" button with a dropdown arrow. To the right of that is a "Lookup" button with a dropdown arrow. Below the "Search" button, a red box labeled "2" highlights a dropdown menu that is open, showing "Search" and "Saved Search" options.</div>
<b>Notice Search Criteria</b>	<p>Enter known data of the existing notice in the <b>Notice Search Criteria</b> fields.</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 / Consolidate/(Substantially) Bundle / Justification and Approval / Award Notice</i>)</li><li>• Open Date (<i>subfields: Start / End; format YYYY/MM/DD</i>)</li><li>• Response Due Date (<i>subfields: Start / End; 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 **Search** button to view search results.

*Buttons:*

- Lookup (*button displays beside the 'Product or Service Code' and 'NAICS' fields; leads to Lookup search pop-ups*)
- Search (*leads to search criteria results screen*)
- Reset (*clears fields in search form*)
- Help (*displays help information*)

## Notice Search Criteria

Notice ID	<input type="text"/>	
Notice Type	--- Please Select ---	
Open Date	Start: <input type="text"/>	End: <input type="text"/>
Response Due Date	Start: <input type="text"/>	End: <input type="text"/>
Subject	Starts With <input type="text"/>	<input type="text"/>
Description	Starts With <input type="text"/>	<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	--- Please Select ---	
Place of Performance Zip Code	<input type="text"/>	
Contracting Office DoDAAC	<input type="text"/>	
Status	--- Please Select ---	

<input type="button" value="Search"/>	<input type="button" value="Reset"/>	<input type="button" value="Help"/>
---------------------------------------	--------------------------------------	-------------------------------------

*NOTE: If a search is generated without any criterion, all notices created in the database to which the user has access (regardless of status) are returned in the search results.*

*NOTE: 'Product or Service Code' and 'NAICS' codes are populated 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 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 **OK**.

### *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*)

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. At the bottom of the pop-up is an "Ok" button. A list of search results is displayed in the center, each preceded by a radio button. The visible results are: "1005 - GUNS, THROUGH 30MM", "1010 - GUNS, OVER 30MM UP TO 75MM", "1015 - GUNS, 75MM THROUGH 125MM", "1020 - GUNS, OVER 125MM THROUGH 150MM", and "1025 - GUNS, OVER 150MM THROUGH 200MM".

*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.

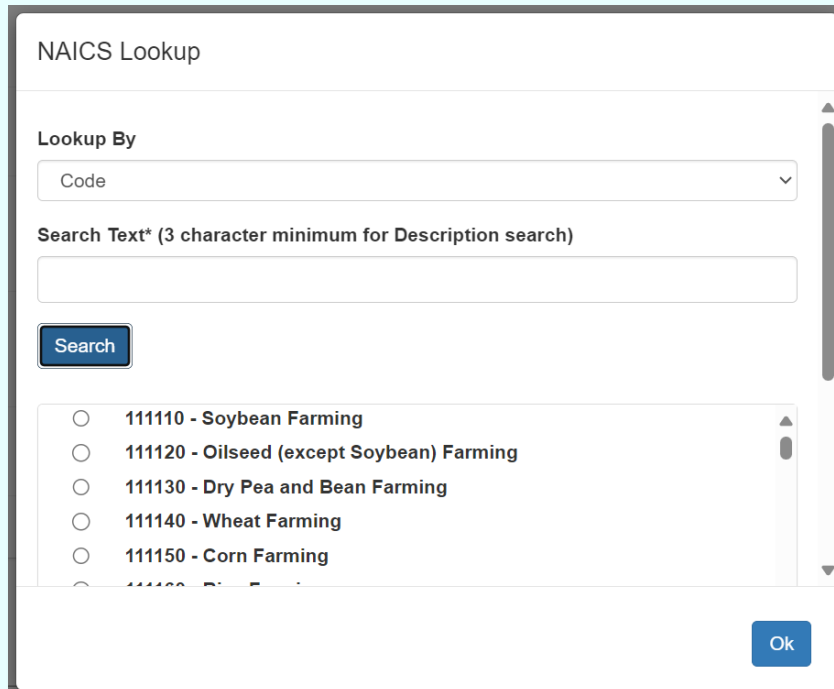
Enter required fields and click the **Search** button. The results for **NAICS** appear at the bottom of the pop-up. Select a code and click **Ok**.

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

A screenshot of the NAICS Lookup pop-up form. The form has a title bar 'NAICS Lookup'. Below the title bar, there is a 'Lookup By' section with a dropdown menu currently set to 'Code'. Below this is a 'Search Text\*' input field with a placeholder '(3 character minimum for Description search)'. A 'Search' button is located below the input field. At the bottom of the form, there is a list of NAICS codes with radio buttons next to them. The visible codes are: 111110 - Soybean Farming, 111120 - Oilseed (except Soybean) Farming, 111130 - Dry Pea and Bean Farming, 111140 - Wheat Farming, and 111150 - Corn Farming. An 'Ok' button is located at the bottom right of the form.

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** appear on a new screen. Select the **Notice ID** hyperlink to view the existing notice.

Notice ID

TEST04232025

## Search Results

### Search Result Headers:

- Notice ID (*hyperlink*)
- Response Date
- Notice Type
- Subject
- Description
- Restricted
- Status
- PIEE Posted Date
- PSC
- NAICS
- Contracting Office Name
- Set Aside
- Number of Updates

### Search Result Fields:

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

### Buttons:

- Save Search (*leads to Save Search pop-up*)
- Subscribe to Notifications (*leads to Subscribe to Notifications pop-up*)
- Previous (*to navigate back to Create Notice screen*)
- Help (*displays help information*)

Notice ID



Response  
Date



Notice Type



Subject



Description	Restricted	Status	PIEE Posted Date	PSC
-------------	------------	--------	------------------------	-----

NAICS	Contracting Office Name	Set Aside	Number of Updates
-------	----------------------------	--------------	-------------------------

[Save Search](#)
[Subscribe to Notifications](#)
[← Previous](#)
[Help](#)

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

All fields of the existing notice are displayed as read-only. A message is displayed at the top of the screen stating: “The response date for this solicitation has passed. Offers submitted past the response date will be recorded as late.”

All non-restricted notices offer an auto-populated **Public Posting Link** for sharing and public viewing of the selected notice by clicking the **Copy To Clipboard** button. If the selected notice has been updated, the Public Posting Link directs to the most recent version.

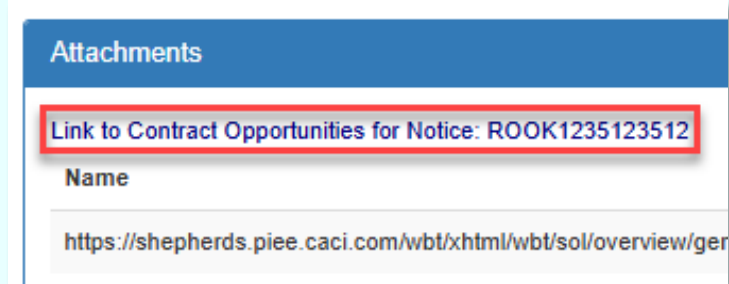
Public Posting Link
[Copy To Clipboard](#)

## Viewing An Existing Notice

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		<a href="#">Sample_of_J_A.pdf</a>	2024-10-17	Attachment	No	

Notices that have been successfully posted to Contract Opportunities display direct links to their corresponding entries on SAM.gov.



*Buttons:*

- 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*)
- Download All Attachments (*to bulk download attachments*)
- Help (*displays help information*)

## 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 Headers:*

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

Update / Notice			
Update / Notice ID	Description	Posted Date	Response Date
<a href="#">S0512A25SC623</a>	RELATE MSDS Solicitation Notice via API	2025/06/23 18:43 UTC	2025-06-27 12:30 Eastern Daylight Time




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 Headers:

- 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
	<a href="#">0001</a>	Sources Sought	2025/01/09 20:07 UTC
		Sources Sought	2024/11/11 15:58 UTC

Offer Tab

Click the **Offer** tab. The Offer screen displays.

The response date for this solicitation has passed. Offers submitted past the response date will be recorded as late.

**S0512A24R1519**

Notice

Offer

Solicitation

Click the **Add** button to expand the Offer Details fields and begin the Late Offer process.

Notice

Offer

Source Selection Information - See FAR 2.101 and 3.104

Offeror CAGE

Offeror UEI

Offeror Name

Offer Date

Proposal Manager Name

Proposal Manager Email Address

+Add

**Offers Headers:**

- Offeror CAGE
- Offeror UEI
- Offeror Name
- Offer Date
- Proposal Manager Name
- Proposal Manager Email Address

**Buttons:**

- Offer Tab (*leads to the Offer screen*)
- Add (*to expand offer details*)

NOTE: If the notice has been updated, then access to the Offer tab is available on the latest update of the notice.

Select the **Alternate Offer** checkbox to indicate that the offer varies from the solicitation requirements.

If the notice has updates, a mandatory checkbox is displayed with a message stating: "Solicitation (Notice ID) has updates that require your acknowledgment. To be considered for award you must acknowledge each update and submit (or resubmit) your response to ensure your response complies with the changes. By checking this box you acknowledge that you have read the terms and conditions of each update." Select the **checkbox**.

*Offer Details Fields:*

- Alternate Offer (*checkbox*)
- Offer Identifier (*up to 80 alphanumeric characters*)
- Proposal Manager CAGE Code (*drop-down; displays Proposal Manager's CAGE Codes*)
- Company Name (*auto-populated from CAGE code; read-only*)
- Update Acknowledgment (*checkbox; if applicable*)

**Offer Details**

**Offer Template**

The **Offer Template** is an optional feature that helps standardize proposal structures and lets the Solicitation Manager specify required volumes and attachments when creating a solicitation. Proposal Managers then use this template to format their offers according to the given guidelines.

Solicitation Manager's **Volume Comments** are displayed as read-only.

Select the **Choose Files** button to add the appropriate attachments to Volumes.

Added attachment files are displayed in the table below with populated information. Click the buttons in the **Action** column to reorder, edit, or delete attachments.

Click the **x** icon to delete the file and remove the file from the Attachments table.

The screenshot displays the 'Offer Template' interface. At the top, there's a 'Volume Name: Offer test' field. Below it is a 'Volume Comments' section with a text area containing 'Test'. Underneath is the 'Attachment Placeholders' section, showing 'Attachment Name: Dummy Offer' and 'Attachment Comments: test'. The main part of the interface is the 'Attachments' table. A red box highlights the 'Choose Files' button, which is accompanied by a note: 'Special characters and spaces in the attachment filename will be replaced with underscores "\_"'. The table has columns for Name, Uploaded By, File, Date, Load Date, and Action. Two rows are visible: 'dummy' and 'dummy\_\_2\_'. The 'Action' column for each row contains three icons: a down arrow (reorder), a pencil (edit), and an 'x' (delete). A red box highlights the 'Action' column for the second row.

Name	Uploaded By	File	Date	Load Date	Action
dummy		<a href="#">dummy.txt</a>	2025/06/27	2025-06-27 10:52:48 Eastern Daylight Time	↓ ↗ ✕
dummy__2_		<a href="#">dummy__2_.txt</a>	2025/06/27	2025-06-27 10:53:02 Eastern Daylight Time	↑ ↗ ✕

**Attachments Headers:**

- Name (*up to 255 alphanumeric characters including special characters; excluding specific characters: <>'&"*)

- Uploaded By (*defaults to user's name and email address*)
- File (*up to 2000 alphanumeric characters*)
- Date (*defaults to date of original uploaded or resubmitted file*)
- Load Date (*displays original date, time, and time zone of uploaded file*)
- Action
  - Move Up
  - Move Down
  - Edit
  - Delete

#### Buttons:

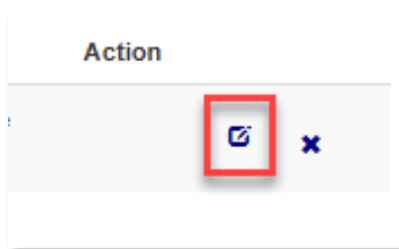
- Choose Files (*select to locate and attach a file from the local directory*)

#### Action Buttons:

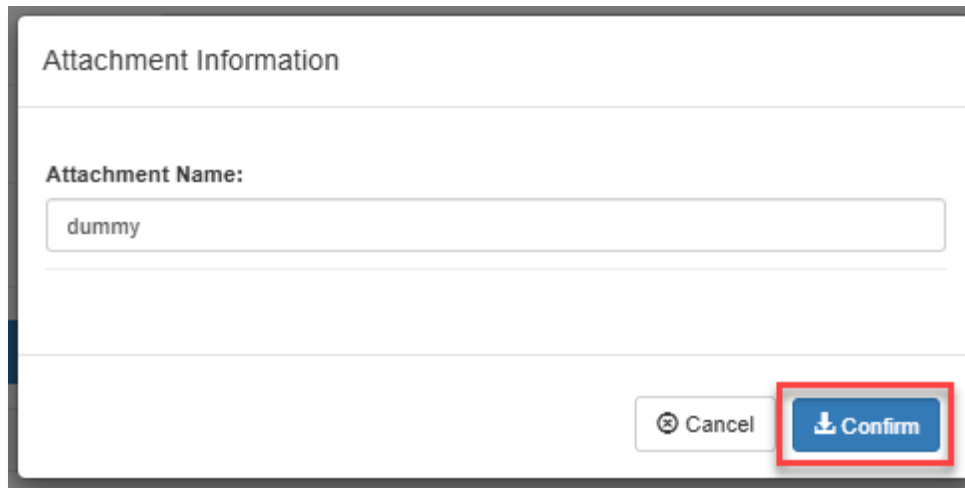
- Move (*arrows display to reorder multiple attached files*)
- Edit (*leads to Attachment Information pop-up*)
- Delete (*x icon; removes the line item and cannot be restored*)

### Edit Offer Template Attachment Name:

To edit an attachment name, select the **Edit** icon in the Action column. The Attachment Information pop-up displays.



To modify the attachment's name, enter the new file name in the **Attachment Name** field. Click the **Confirm** button to save changes.



The image shows a modal window titled "Attachment Information". It contains a label "Attachment Name:" followed by a text input field containing the word "dummy". At the bottom right of the modal, there are two buttons: a "Cancel" button with a close icon and a "Confirm" button with a download icon. The "Confirm" button is highlighted with a red rectangular border.

*Attachment Information Pop-Up Field:*

- Attachment Name (*up to 255 alphanumeric characters including special characters; excluding specific characters: <>'&"*)
- Document Type (*options: Attachment / MSDS; defaults to "Attachment"; available for MSDS required offers*)

*Attachment Information Buttons:*

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

## Attachments

To add attachments to the offer, click the **Choose Files** button.

Added Attachment files are displayed in the table below with populated information. Click the buttons in the **Action** column to reorder, edit, or delete attachments.

Click the **x** icon to delete the file and remove the file from the Attachments table.



Attachments \*

Choose Files

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

Name	Uploaded By	File	Date	Load Date	Action
dummy		<a href="#">dummy.txt</a>	2025/06/26	2025-06-26 15:39:54 Eastern Daylight Time	<div> <div></div> <div></div> <div></div> </div>
dummy__1_		<a href="#">dummy__1_.txt</a>	2025/06/26	2025-06-26 15:40:22 Eastern Daylight Time	<div> <div></div> <div></div> <div></div> </div>

## Material Safety Data Sheet (MSDS)

Vendors are required to submit a Material Safety Data Sheet (MSDS) as an attachment with their offers if it has been designated as mandatory by the Solicitation Manager. Material Safety Data Sheets are identified in the **Document Type** field of the [Edit Attachment Information Pop-Up](#).

Attachments \*

Choose Files

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

MSDS Document Type Warning: An "MSDS" document type must be attached in order to submit the offer.

Name	Uploaded By	File	Date	Load Date	Document Type	Action
dummy		<a href="#">dummy.txt</a>	2025/06/04	2025-06-04 09:10:47 Eastern Standard Time	MSDS	<div> <div></div> <div></div> <div></div> </div>
dummy__1_		<a href="#">dummy__1_.txt</a>	2025/06/04	2025-06-04 09:10:58 Eastern Standard Time	Attachment	<div> <div></div> <div></div> <div></div> </div>

Submitting an offer without attaching the MSDS document displays a message stating: "An "MSDS" document type must be attached in order to submit the offer in accordance with FED-STD-313 or MIL-STD-882E."

- An "MSDS" document type must be attached in order to submit the offer in accordance with FED-STD-313 or MIL-STD-882E.

#### *Attachments \* Headers:*

- Name (*up to 255 alphanumeric characters including special characters; excluding specific characters: <>'&"*)
- Uploaded By (*defaults to user's name and email address*)
- File (*up to 2000 alphanumeric characters*)
- Date (*defaults to date of original uploaded or resubmitted file*)
- Load Date (*displays original date, time, and time zone of uploaded file*)
- Document Type (*options: Attachment / MSDS; defaults to "Attachment"; available for MSDS required offers*)
- Action
  - Move Up
  - Move Down
  - Edit
  - Delete

#### *Buttons:*

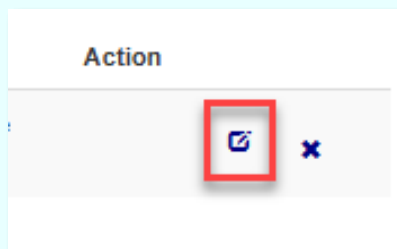
- Choose Files (*select to locate and attach a file from the local directory*)

#### *Action Buttons:*

- Move (*arrows display to reorder multiple attached files*)
- Edit (*leads to Attachment Information pop-up*)
- Delete (*x icon; removes the line item and cannot be restored*)

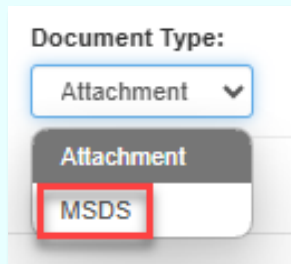
### **Edit Attachment Information Pop-Up:**

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

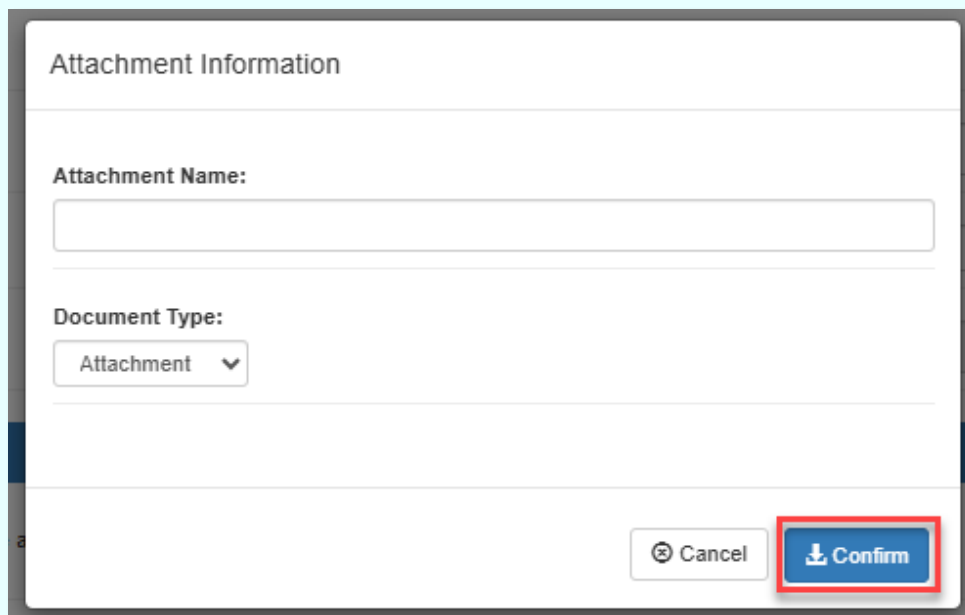


To modify the attachment's name, enter the new file name in the **Attachment Name** field.

For notices requiring a **Material Safety Data Sheet (MSDS)** document, select **MSDS** in the **Document Type** drop-down menu.



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

A screenshot of the 'Attachment Information' pop-up form. The form has a title bar 'Attachment Information'. Below it, there is a label 'Attachment Name:' followed by a text input field. Below that is a label 'Document Type:' followed by a dropdown menu currently showing 'Attachment'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red rectangular border.

*Attachment Information Pop-Up Fields:*

- Attachment Name (*up to 255 alphanumeric characters including special characters; excluding specific characters: <>'&"*)
- Document Type (*options: Attachment / MSDS; defaults to "Attachment"; available for MSDS required offers*)

*Buttons:*

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

Enter the date in the **Signature Date** field.

Click the **Signature Button** to display the Sign Document pop-up and submit the offer.

Signature

Signature Date\* 1

YYYY/MM/DD

In signing, I indicate a present intention to authenticate the offer.

Signature 2

*Signature Field:*

- Signature Date\* (*format: YYYY/MM/DD*)

*Buttons:*

- Signature (*leads to Sign Document pop-up*)

**Sign Document Pop-Up:**

Enter the Proposal Manager's **Digital Pin** and **OTP (One-Time Password)**.

Click the **Sign And Submit** button to submit offer.

*Sign Document Pop-Up Fields:*

- User ID (*auto-populated; defaults to user's name*)
- Digital PIN (*must be 6 numeric characters*)
- OTP (*One-Time Password*)

*Buttons:*

- Sign and Submit (*to submit offer*)

- Cancel (*to close pop-up*)

Sign Document

As of 2025/02/21 19:16:17 UTC , an email was sent to your email account [redacted] with a One-Time Password (OTP). This password will expire in 3 minutes.

**i** The PEE signature requirement has changed to allow support for all the major browsers. Click [here](#) for more information.

**⚙** If you have not setup your Digital PIN, click on [Manage Digital PIN](#) link to setup your PIN.

**🕒** If you are having issue with receiving One-Time Password(OTP) via E-mail, you can also setup OTP on your mobile device by visiting [Setup Time-Based One Time Password](#) page.

User ID [redacted]

Digital Pin  [Manage Digital PIN](#)

OTP (One-Time Password)  [Send OTP via E-Mail](#)

Signature of Authorized Proposal Manager

**NOTE:** Digital PIN can be created clicking the **Manage Digital PIN** hyperlink; also located at **My Account > Setup Digital PIN**.

**NOTE:** OTP (One-Time Password) can be sent by clicking the **Send OTP via E-mail**; also located at **My Account > Setup Authenticator App/Time Based One Time Password**.

**Late Offer  
Submission  
Success**

Successfully submitting an offer displays a confirmation message stating: "The response date for this solicitation has passed; therefore, this Offer has been recorded as late. The offer was submitted on (Signature Date, Time, Time Zone) (Signature Date and UTC Time Zone) by (Proposal Manager Name). Please print this page and maintain for your records."

An email is sent to the Solicitation Managers associated with the notice informing them of the late offer submission.