

Solicitation – E-Mail Notifications

Training Document

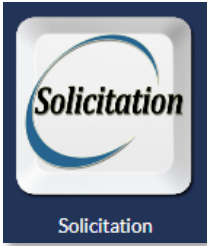
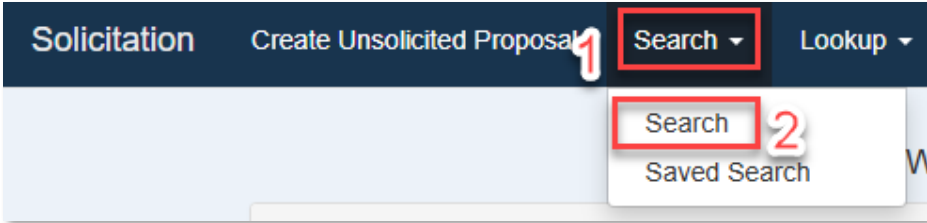
Homepage

Solicitation

Search

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Roles	<p>Solicitation Roles with the capability to set the E-Mail Subscriptions.</p> <ul style="list-style-type: none">• Proposal Manager• Proposal Manager View Only <p>This training provides an overview of how a Proposal Manager or Proposal Manager View Only creates an E-Mail Subscription in the Solicitation application for notification of newly-submitted notices by saving a Search Criteria. When a notice matching any of the search criteria is submitted then an E-Mail is sent to the Proposal Manager or Proposal Manager View Only who set the Subscription.</p>
Navigation	<p>Log in to PIEE as a Proposal Manager or Proposal Manger View Only role to access the Solicitation application. Click Search in the Solicitation navigation bar. A drop-down menu displays. Click Search. The user is led to Notice Search Criteria screen.</p> <div data-bbox="273 586 478 829">A square icon with a blue border. Inside, there's a white circle with a blue swoosh and the word "Solicitation" in a stylized font. Below the circle, the word "Solicitation" is written in a smaller, plain font.</div> <div data-bbox="273 914 1194 1135">A screenshot of the Solicitation application navigation bar. It has a dark blue background. On the left, the word "Solicitation" is in white. Next to it is "Create Unsolicited Proposal" 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 dropdown menu is open, showing "Search" (highlighted with a red box labeled "2") and "Saved Search".</div>

Notice Search Criteria

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

The user is led to the Search Results screen displaying results that match the criterion entered. Click the **Subscribe to Notifications** button at the bottom of the page.

Search Result (238 documents)

Show entries

Notice ID	Response Date	Notice Type	Subject
513BSOLIC1456	2024/12/27 23:50 E3 Time Zone	Solicitation	
8175525R1153		Award Notice	
COMBTOAWARD03		Award Notice	

A pop-up displays a confirmation message stating: *"Please confirm you wish to receive email notifications when the following is true."* and a table of the data entered in the Notice Search Criteria fields. Click **Confirm**.

Subscribe to Notifications

Please confirm you wish to receive email notifications when the following is true:

Notice Type is 'Solicitation'
Description starts with 'Test'

Notifications will be sent to

A message displays on the Search result screen stating: “*The notification subscription has been saved.*” The Proposal Manager is sent an email when a notice matching the search criteria is submitted.

- The notification subscription has been saved.

Notice Search Criteria Fields:

- Notice ID (*up to 127 alphanumeric characters including special characters*)
- Notice Type (*options: Special Notice / Solicitation / Combined Synopsis/Solicitation / Presolicitation / Sources Sought / Award Notice / Consolidate/(Substantially) Bundle / Justification and Approval*)
- Open Date (*subfields: ‘Start’ / ‘End’; date field is editable: format YYYY/MM/DD*)
- Response Due Date (*subfields: ‘Start’ / ‘End’; date field is editable: format YYYY/MM/DD*)
- Subject (*parameters: Starts With / Equal To / Contains / Ends With*)
- Description (*parameters: Starts With / Equal To / Contains / Ends With*)
- Product or Service Code (*field is editable; must be valid codes in database*)
- NAICS (*field is editable; 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 / Incomplete / No Response Due Date*)

Notice Search Criteria Buttons:

- Lookup (*button displays beside the 'Product or Service Code' and 'NAICS' fields; leads to Lookup search pop-ups*)
- Search (*leads to search results screen*)
- Reset (*deletes all entered data*)
- Help (*displays help information*)

Search Results 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*)

Subscribe to Notifications Pop-Up Buttons:

- Cancel (*to close pop-up*)
- Confirm (*to subscribe to search criterion emails*)

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.

NOTE: **Open Date**, **Response Due Date**, **Place of Performance Zip Code**, **Contracting Office DoDAAC**, and **Status** cannot be used to subscribe to notifications.

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 contact name 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

☐ 1030 - GUNS, OVER 200MM THROUGH 300MM

Ok

NOTE: If the Notice is for multiple goods or services, select the entry best describing the overall acquisition.

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**.

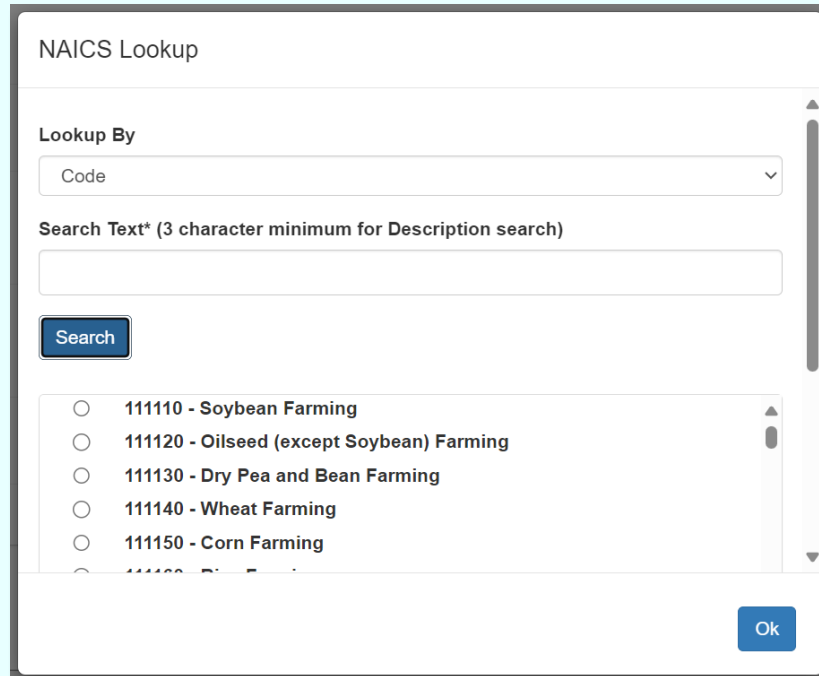
NAICS Lookup Pop-Up Fields:

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

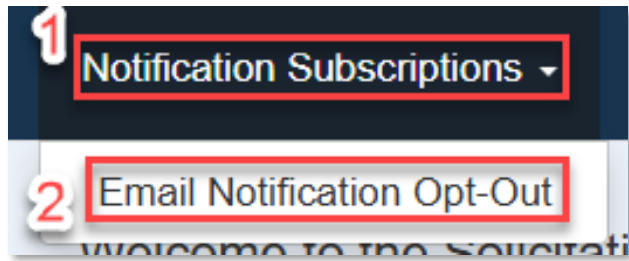


The image shows a 'NAICS Lookup' pop-up window. At the top, it says 'NAICS Lookup'. Below that is a section titled 'Lookup By' with a dropdown menu currently set to 'Code'. Underneath is a text input field labeled 'Search Text* (3 character minimum for Description search)'. Below the input field is a blue 'Search' button. At the bottom of the window is a list of radio button options for NAICS codes and descriptions: '111110 - Soybean Farming', '111120 - Oilseed (except Soybean) Farming', '111130 - Dry Pea and Bean Farming', '111140 - Wheat Farming', and '111150 - Corn Farming'. There is a vertical scrollbar on the right side of the list. At the bottom right of the pop-up is a blue 'Ok' button.

NOTE: If the Notice is for multiple goods or services, select the entry best describing the overall acquisition

**Email
Notification
Opt-Out**

Select **Notification Subscriptions** on the Solicitation navigation bar. A drop-down menu displays. Click **Email Notification Opt-Out**. The user is be led to Email Notification Opt-Out screen.



Email subscriptions can be filtered by entering data in the **Filter** field. The user can also control the number of entries displayed on the table by selecting an option on the **Display # items** drop-down menu.

Click the **Delete** button in the **Action** column.

Display10items

Filter:

Email Subscription Number	Email Subscription Description	Action
14419	Notice Type is 'Combined Synopsis/Solicitation'	<div>✕ Delete</div>
14418	Notice Type is 'Solicitation' and Description starts with 'Test'	<div>✕ Delete</div>
14399	Notice Type is 'Special Notice'	<div>✕ Delete</div>

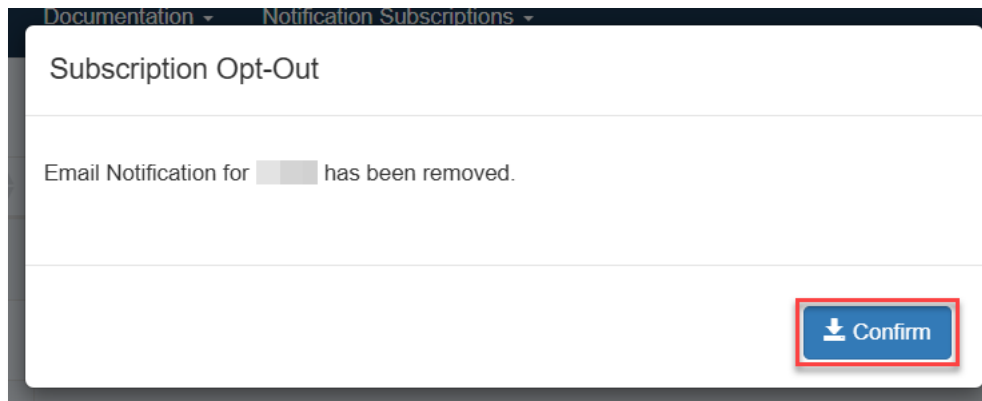
Showing 1 to 3 of 3 items

Previous

1

Next

A pop-up displays a message stating: “*Email Notification for (Email Subscription Number) has been removed.*” Click **Confirm** to opt-out of the email notification. The email subscription is deleted from the table and the user is no longer receive email notifications.



NOTE: *Email Subscription Numbers* are system generated.

Email Subscription Opt-Out Fields:

- Display # Items (*options: 10 / 25 / 50 / 100; controls number of entries appearing in the saved search table*)
- Filter (*field is editable; can filter results by keywords entered by the user*)

Saved Search Headers:

- Email Subscription Number
- Email Subscription Description
- Action

Action Buttons:

- Delete (*remove email subscription*)