

Posting Updates

Training Document

Homepage

Solicitation

Search

Table of Contents

Roles	1
User Navigation	1
Notice Search Criteria	2
<i>Notice Search Criteria Fields:</i>	2
Product or Service Code Lookup Pop-Up:.....	5
<i>Product or Service Code Lookup Pop-Up Fields:</i>	5
NAICS Lookup Pop-Up:	6
<i>NAICS Lookup Pop-Up Fields:</i>	6
Search Results	7
<i>Search Result Headers:</i>	7
<i>Search Result Fields:</i>	7
Viewing An Existing Notice	8
Update / Notice History	9
<i>Update / Notice Header:</i>	9
Related Notice History	10
<i>History Header:</i>	10
Update Process	11
Distribution List	12
<i>Distribution List Columns:</i>	12

<i>Edit Distribution List Fields:</i>	13
<i>Proposal Managers Columns:</i>	13
<i>Distribution List * Columns:</i>	14
Search CAGE Codes:	14
<i>Search CAGE Codes Pop-Up Fields:</i>	15
Populate From Template:	16
<i>Distribution List Templates Pop-Up Columns:</i>	17
Populate From MAC:	19
<i>Available MACs Pop-Up Columns:</i>	20
<i>CAGE Code Filters Fields:</i>	21
<i>Available CAGE Codes Columns:</i>	22
Populate From This Notice:	24
<i>Distribution List Pop-Up Columns:</i>	25
CAGE Code Bulk Upload:	27
<i>CAGE Code Bulk Upload Template Fields:</i>	27
<i>CAGE Code Bulk Upload Pop-Up Columns:</i>	30
<i>CAGE Code Bulk Upload Results Pop-Up Columns:</i>	32
Manually Add An Email Address:	33
<i>Edit Distribution List Fields:</i>	33
Managing Proposal Managers on the Distribution List:	34
Saving The Distribution List For Future Solicitations:	37
<i>Distribution List Columns:</i>	38
<i>Distribution List Fields:</i>	39
Material Safety Data Sheet (MSDS)	40
Attachments	40
Choose Files:	41

Add Attachment URL: 42

Mandatory Amendment Document Type For Solicitation and Combined Synopsis/Solicitation Notices: 43

Attachments Fields:..... 44

Edit Attachment Information Pop-Up: 45

Attachment Information Pop-Up Fields: 46

Restricted Access 47

Controlled Unclassified Information 47

Save/Post Update 48

Submit Success 48

Publish Changes..... 49

 Attachments 49

 Change Primary/Secondary Solicitation Managers 49

 Solicitation Manager Lookup Pop-Up: 50

Solicitation Manager Lookup Pop-Up Fields:..... 50

 Add Secondary Solicitation Manager Pop-Up: 51

Add Secondary Solicitation Manager Pop-Up Fields: 51

 Delete Secondary Solicitation Managers Pop-Up:..... 53

Notice Fields:..... 54

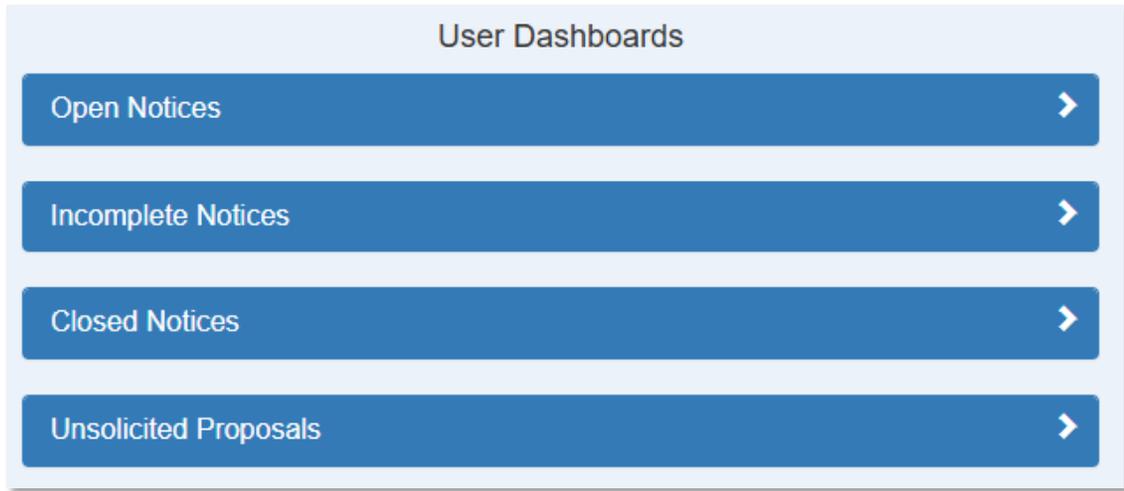
Posting to Contract Opportunities Error 54

 Existing Manual Update Error 54

Posting to Contract Opportunities Cancellation Error 55

Cancel An Existing Notice 56

Roles	<p>Solicitation roles with the capability to post Updates to existing Notices:</p> <ul style="list-style-type: none">• Solicitation Manager <p><i>NOTE: To post updates to an existing notice, a Solicitation Manager must be a Primary or Secondary Solicitation Manager and an active member of the Contracting Office associated with the notice.</i></p>
User Navigation	<p>Log in to PISE as a Solicitation Manager user to access the Solicitation application. Select Search in the navigation bar to begin updating an existing Notice.</p> <p>Existing notices are also accessed through the User Dashboard located on the Solicitation Home Screen.</p>  



To update or cancel a notice, enter known data in the **Notice Search Criteria** fields.

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 / Consolidate/(Substantially) Bundle / Justification and Approval / Award Notice*)
- Open Date (*subfields: Start / End; format YYYY/MM/DD*)
- Response Due Date (*subfields: Start / End; 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 (*must be valid codes in database*)
- 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

Notice Search Criteria

- 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*)

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"/>
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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.

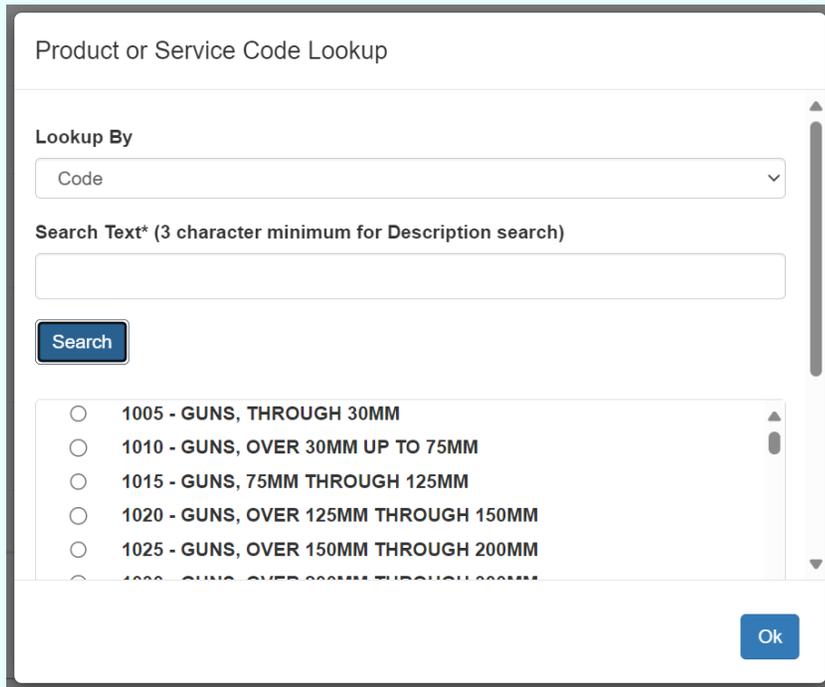
Enter required fields and click the **Search** button. The results for **Product or Service Code** appear at the bottom of the pop-up. Select a code and click **OK**.

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 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 250MM". An "Ok" button is located at the bottom right of the pop-up.

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

NAICS Lookup Pop-Up:

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

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

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 to continue the update process.

Search Result Headers:

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

Search Results

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:

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

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

Description	Restricted	Status	Attempted to Post to SAM	Notice Posted to SAM	Last Successful SAM Posting	PIEE Posted Date
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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	

Buttons:

- Copy to Clipboard (*copies link to clipboard*)
- Publish changes (*to publish changes to PIEE*)
- Add Update (*leads to Post Updates screen*)
- 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*)

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		2025/04/28 20:52 UTC	2025-06-27 00:00 Eastern Daylight Time	No	No
S0512A25R0426		2025/04/28 20:49 UTC	2025-06-27 00:00 Eastern Daylight Time	Yes	No

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
S0512A25R0504		Award Notice	2025/05/09 23:07 UTC
S0512A25R0504		Combined Synopsis/Solicitation	2025/05/09 23:06 UTC
S0512A25R0503		Special Notice	2025/05/09 23:02 UTC

Click the **Add Update** button to update an existing notice.

A unique four-digit **Update Number** is required after each update to ensure accurate tracking between updated versions of an existing notice.

Post Update Fields:

- Update Number (*must be 4 numeric characters; value cannot be 0000;*)

Update Number *

Notice updates follow the same process as creating a new notice.

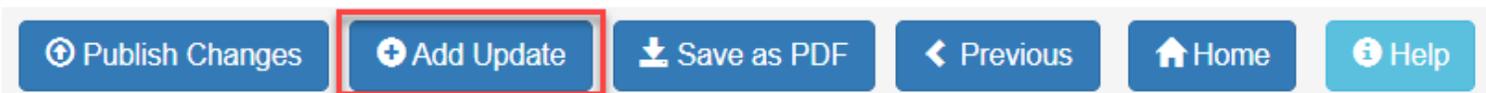
Refer to [Create Notice: Solicitations and Combined Synopsis/Solicitations](#) for information on the fields for these Notice types; located on the **WBT > Solicitation > Create New Notices/Posting Notice > Create Notice: Solicitations or Combined Synopsis/Solicitations**.

Refer to [Create Notice: Presolicitation, Special Notice, or Sources Sought](#) for information for the fields for these Notice types; located on the **WBT > Solicitation > Create New Notices/Posting Notice > Create Notice: Presolicitation, Special Notice, or Sources Sought**.

Refer to [Create Notice: Justification And Approval, Consolidate/\(Substantially\) Bundle, or Award](#) for information for the fields for these Notice types; located on the **WBT > Solicitation > Create New Notices/Posting Notice > Create Notice: Justification And Approval, Consolidate/(Substantially) Bundle, or Award**.

Buttons:

- Publish Changes (*to publish changes to PEE*)
- Add Update (*leads to Post Updates screen*)
- Save as PDF (*to download opened notice to local machine*)
- Previous (*to navigate to previous screen*)
- Home (*to navigate to the Solicitation Module home screen*)
- Help (*to display help information*)

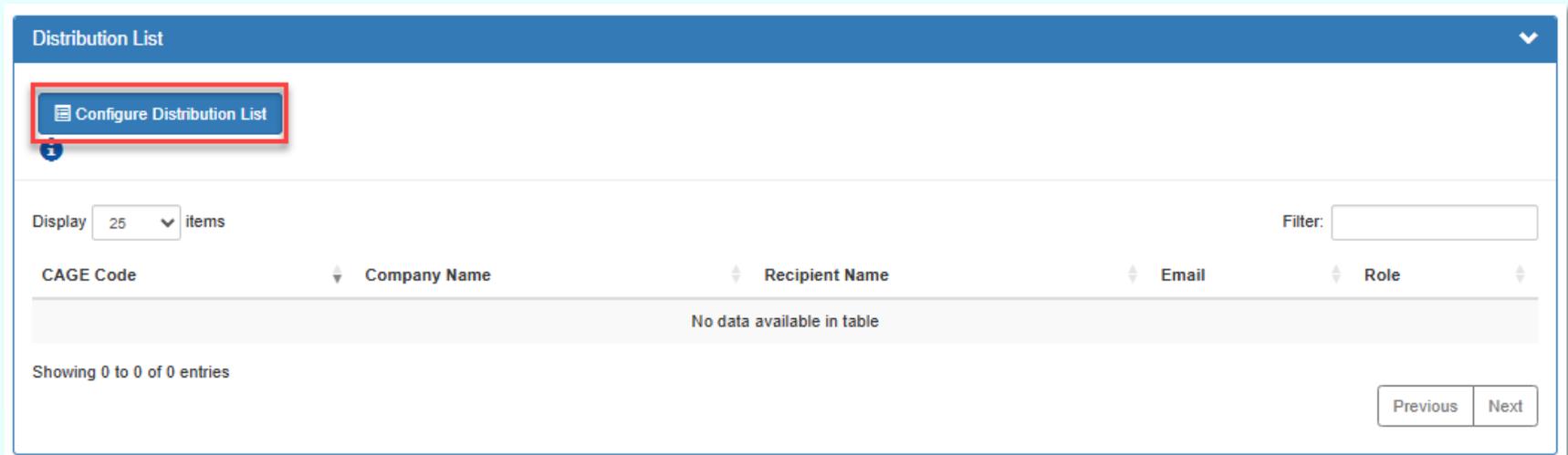


**Update
Process**

NOTE: Primary/Secondary Solicitation Managers and Posting Date fields are not editable during the Update process. Refer to the [Publish Changes](#) section of this training to change the Primary or Secondary Solicitation Managers.

NOTE: Posting Date defaults to current date.

Adding names to the **Distribution List** for Solicitations and Combined Synopsis/Solicitations allows PIEE to automatically notify selected vendors via email when the notice has been updated and posted. A four digit [Update Number](#) 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** and **Update Number** auto-populated as read-only. There are six options available for adding CAGE Codes and their associated contacts to the Distribution List:

- [CAGE Code Bulk Upload](#)
- [Search CAGE Codes](#)

- [Populate from MAC](#)
- [Populate from Template](#)
- [Populate from this Notice](#)
- [Manually Add An Email Address](#)

Edit Distribution List Fields:

- Notice ID (*auto-populated; read-only*)
- Update Number (*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*)
- Search CAGE Codes (*leads to Search CAGE Codes pop-up*)
- Populate from Template (*leads to Distribution List Templates pop-up*)
- Populate from MAC (*leads to Distribution List MACs pop-up*)
- Populate from this Notice (*to add a previously created template from a past notice update to the Distribution List * panel*)
- Add Email (*to manually add an email address to the Distribution List * Panel*)
- Clear Proposal Managers (*to clear all results in Proposal Managers panel*)
- Clear Distribution List (*to clear all Proposal Mangers in Distribution List * panel*)
- Delete (*to permanently remove selected Proposal Managers 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 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*)

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.

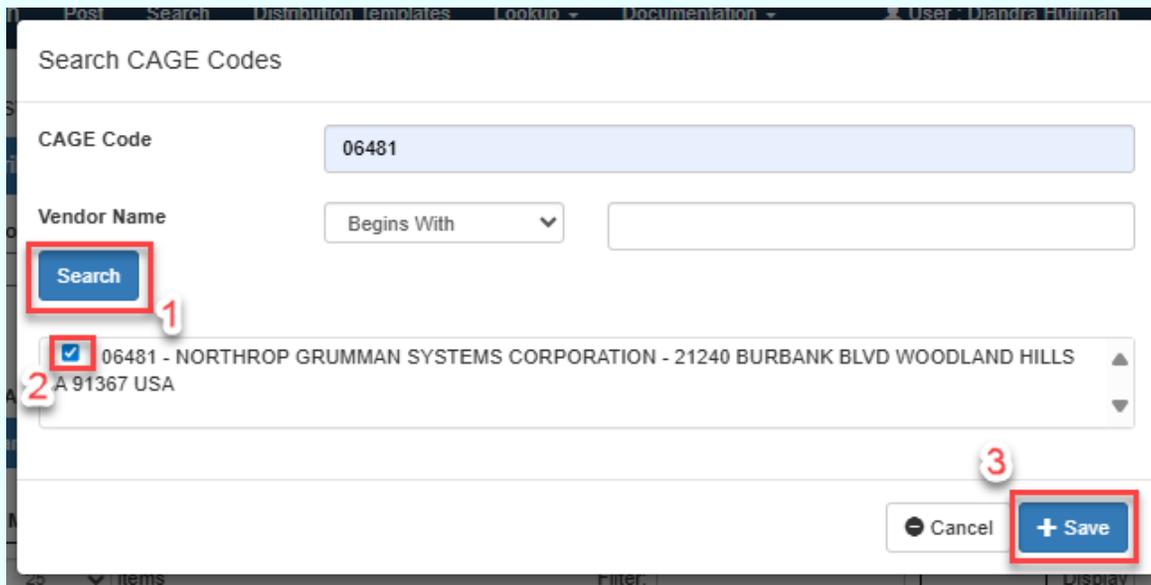
Search CAGE Codes:

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 PIII database)
- Vendor Name (parameters: Begins With / Equal)

Search CAGE Codes Pop-Up Buttons:

- Search (to search for CAGE code in PIII Database)
- Checkbox (to select CAGE Code result)
- Cancel (to disregard search and close pop-up)
- Save (to confirm Proposal Managers 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.

The screenshot displays the 'Edit Distribution List' interface. At the top, there are input fields for 'Notice ID' (W912HN24R8117) and 'Update Number' (0001). Below these are several action buttons: 'CAGE Code Bulk Upload', 'Search CAGE Codes', 'Populate from MAC', 'Populate from Template', and 'Populate from this Notice'. There is also an 'Add Email Address' section with a text input and an '+ Add Email' button.

The interface is divided into two main panels:

- Proposal Managers:** A table with columns for CAGE Code, Company Name, Recipient Name, Email, and Role. It shows three entries for 'NORTHROP GRUMMAN SYSTEMS CORPORATION' with roles 'Proposal Manager', 'Proposal View Only', and 'Vendor POC'. Below the table are pagination controls showing 'Showing 1 to 5 of 5 items' and a 'Clear Proposal Managers' button.
- Distribution List *:** A table with the same columns as the Proposal Managers table. It currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. It includes pagination controls and buttons for 'Clear Distribution List' and 'Delete'.

Navigation arrows (>, >>, <, <<) are positioned between the two panels.

Populate From Template:

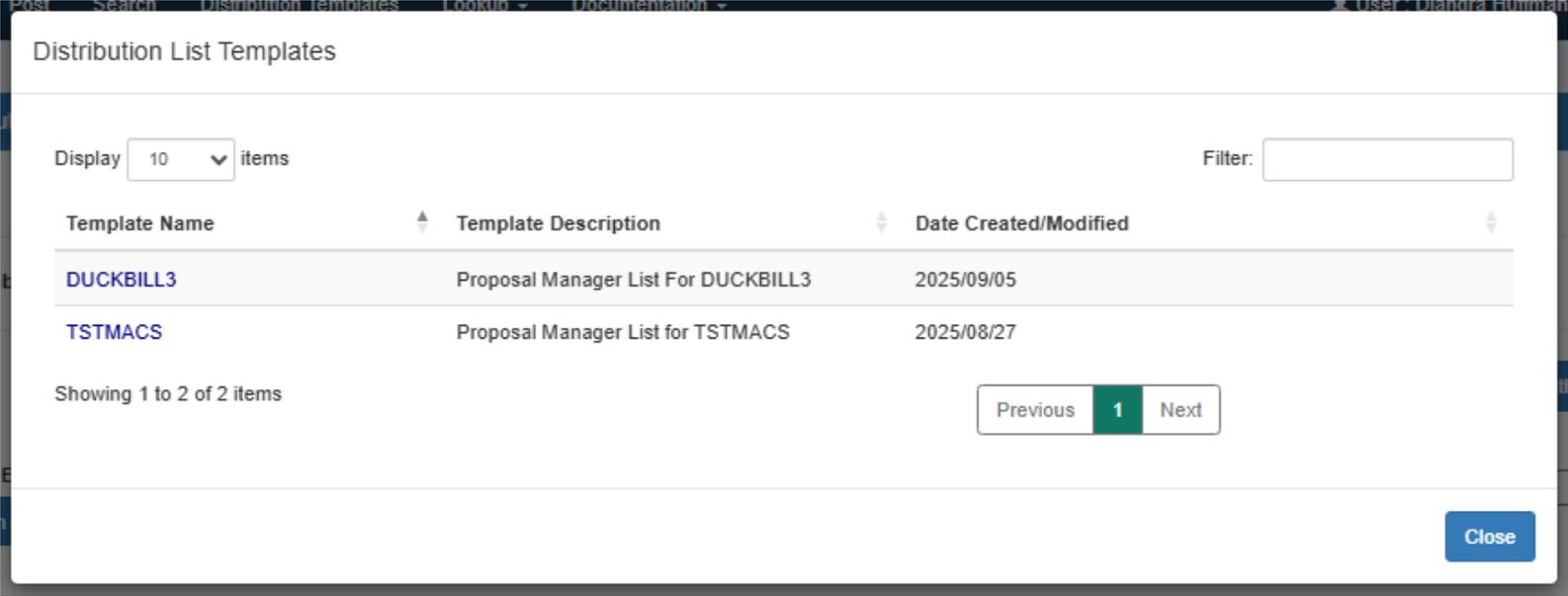
To populate contacts from an already existing template, click the **Populate from Template** button. A pop-up displays.

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.

The screenshot displays the 'Edit Distribution List' interface. At the top, the 'Notice ID' is W912HN24R8117 and the 'Update Number' is 0001. Below this, there are buttons for 'CAGE Code Bulk Upload', 'Search CAGE Codes', and 'Populate from MAC'. On the right, there are buttons for 'Populate from Template' and 'Populate from this Notice'. An 'Add Email Address' field with an '+ Add Email' button is also present.

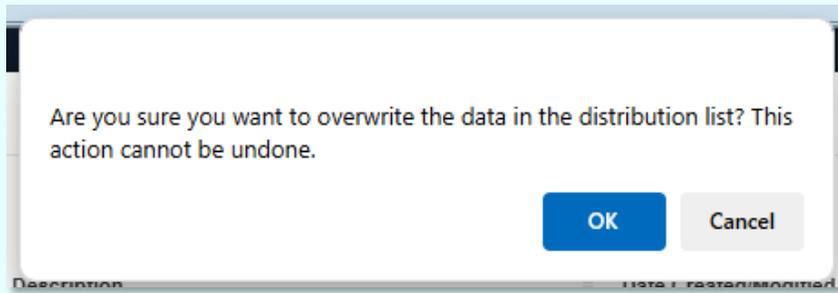
The 'Proposal Managers' panel on the left shows a table with columns: CAGE Code, Company Name, Recipient Name, Email, and Role. It currently displays 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A 'Clear Proposal Managers' button is at the bottom.

The 'Distribution List *' panel on the right shows a table with the same columns. It displays two entries, with the first one highlighted by a red box:

CAGE Code	Company Name	Recipient Name	Email	Role
<input type="checkbox"/> 06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Donald Duck	dduck@mil.com	Proposal Manager
<input type="checkbox"/> 06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Jack Skellington	jskellington@mil.com	Vendor POC

The panel shows 'Showing 1 to 2 of 2 items' and includes 'Previous', '1', and 'Next' navigation buttons. A 'Clear Distribution List' button and a red 'Delete' button are at the bottom.

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.

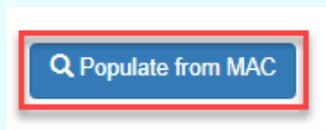


Overwrite Distribution List Pop-Up Buttons:

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

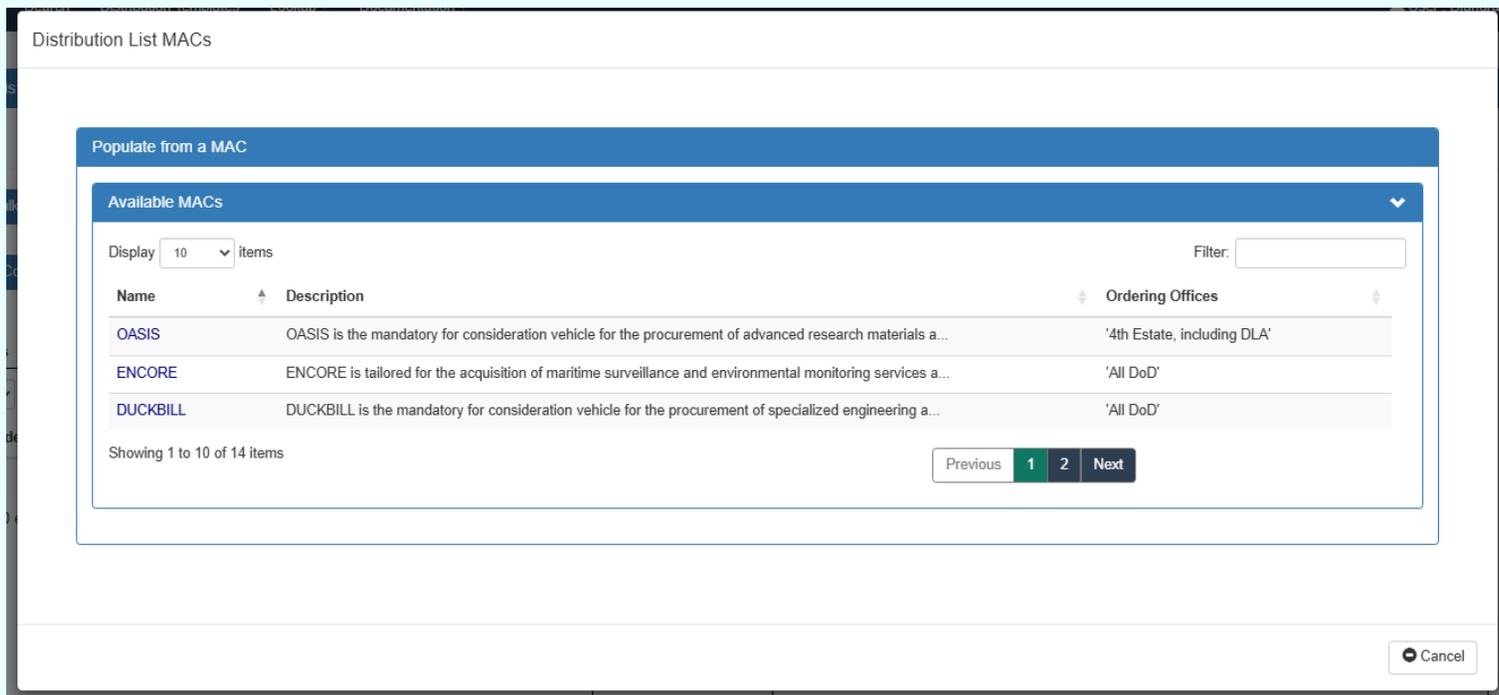
Populate From MAC:

To add MAC (Multiple Award Contract) vendors to the Distribution List, 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.

Populate from a MAC

Available MACs

Display 10 items Filter:

Name	Description	Ordering Offices
DUCKBILL	DUCKBILL is the mandatory for consideration vehicle for the procurement of specialized engineering a...	'All DoD'
ENCORE	ENCORE is tailored for the acquisition of maritime surveillance and environmental monitoring service...	'All DoD'
OASIS	OASIS is the mandatory consideration vehicle for the procurement of advanced research materials a...	'4th Estate, including DLA'

Showing 1 to 10 of 10 items (filtered from 24 total items) Previous 1 Next

CAGE Code Filters for DUCKBILL - DUCKBILL is the mandatory for consideration vehicle for the procurement of specialized engineering a...

Business Type:

Show Only Prime Contractors

Show Only Small Businesses

Product or Service Code(s):

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.

CAGE Code Filters for DUCKBILL - DUCKBILL is the mandatory for consideration vehicle for the procurement of specialized engineering a...

Business Type: LB

Show Only Prime Contractors

Show Only Small Businesses

Product or Service Code(s): 1005, 1010

Search for CAGE Code(s) on the MAC

Available CAGE Codes

Display 25 items

Filter:

<input type="checkbox"/> Select All	CAGE Code	Company Name
<input type="checkbox"/>	1G0P5	JEFFERSON FIRE & SAFETY, INC.
<input type="checkbox"/>	80205	NATIOINAL AEROSPACE STANDARDS COMMITTEE AEROSPACE INDUSTRIES ASSOCIATION OF AMERICA INC NOT FOR RFQ OR SOLICITATION USE
<input type="checkbox"/>	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION

Showing 1 to 4 of 4 items

Previous 1 Next

+ Select CAGE Code(s)

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.

Available CAGE Codes

Display 25 items Filter:

<input type="checkbox"/> Select All	CAGE Code	Company Name
<input type="checkbox"/>	1G0P5	JEFFERSON FIRE & SAFETY, INC.
<input checked="" type="checkbox"/>	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION
<input type="checkbox"/>	80205	NATIONAL AEROSPACE STANDARDS COMMITTEE AEROSPACE INDUSTRIES ASSOCIATION OF AMERICA INC NOT FOR RFQ OR SOLICITATION USE

Showing 1 to 3 of 3 items

Previous 1 Next

+ Select CAGE Code(s)

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.

Edit Distribution List

Notice ID: W912HN24R8117

Update Number: 0001

[CAGE Code Bulk Upload](#)
[Populate from Template](#)
[Populate from this Notice](#)

[Search CAGE Codes](#)
[Populate from MAC](#)

Add Email Address: [+ Add Email](#)

Proposal Managers

Display: 25 items Filter:

CAGE Code	Company Name	Recipient Name	Email	Role
<input type="checkbox"/> 06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Donald Duck	dduck@mil.com	Proposal Manager
<input type="checkbox"/> 06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Sam lam	siam@mil.com	Proposal View Only
<input type="checkbox"/> 06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Jack Skellington	jskellington@mil.com	Vendor POC

Showing 1 to 3 of 3 items

[Previous](#) [1](#) [Next](#)

[Clear Proposal Managers](#)

Distribution List *

Display: 25 items Filter:

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

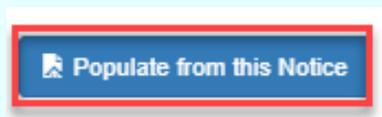
Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

[Clear Distribution List](#) [Delete](#)

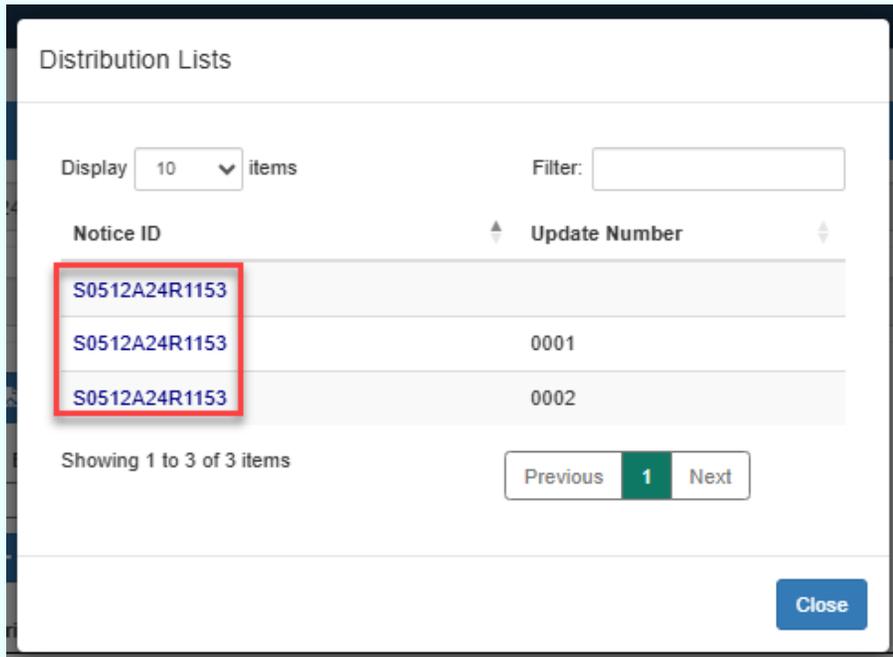
Populate From This Notice:

To populate contacts from the base notice or previously posted updates, click the **Populate from this Notice** button. **The Distribution Lists** pop-up displays.



Previously posted distribution are listed with the **Notice ID** and **Update Numbers**. 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 **Notice ID** hyperlink associated with the notice/update of interest.



Distribution List Pop-Up Columns:

- Notice ID (*hyperlink*)
- Update Number

Distribution Lists Pop-Up Buttons:

- Close (*to close pop-up*)

The contacts listed on the selected notice 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: W912HN24R8117

Update Number: 0001

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

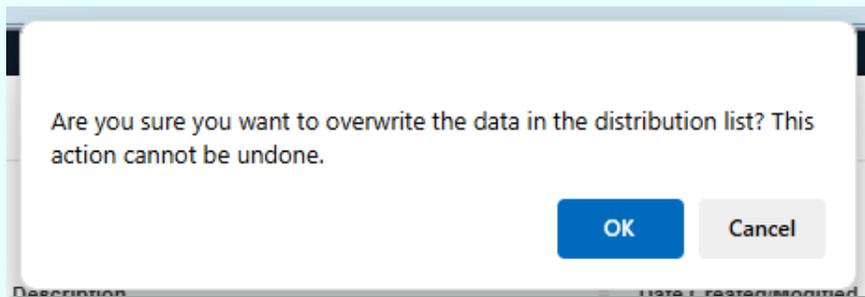
Distribution List *

Display: 25 items Filter:

CAGE Code	Company Name	Recipient Name	Email	Role
<input type="checkbox"/>	06481 NORTHROP GRUMMAN SYSTEMS CORPORATION	Donald Duck	dduck@mil.com	Proposal Manager
<input type="checkbox"/>	06481 NORTHROP GRUMMAN SYSTEMS CORPORATION	Jack Skellington	jskellington@mil.com	Vendor POC

Showing 1 to 2 of 2 items

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.

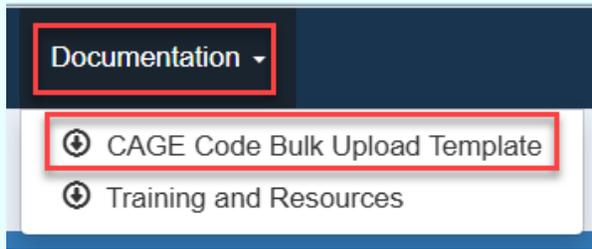


Overwrite Distribution List Pop-Up Buttons:

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

CAGE Code Bulk Upload:

To bulk upload vendors, the **CAGE Code 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.

	A	B
1	CAGE Code*	
2	06481	
3	5Y2M8	
4	05FX4	
5	24A22	

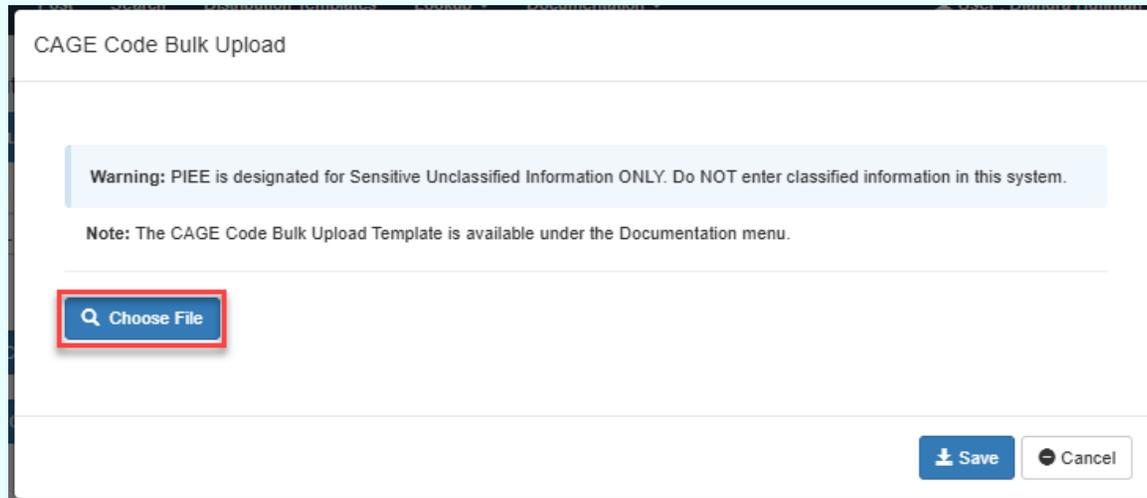
CAGE Code Bulk Upload Template Fields:

- CAGE Code * (must be 5 alphanumeric characters)

On the **Edit Distribution List** screen, click the **CAGE Code Bulk Upload** button.



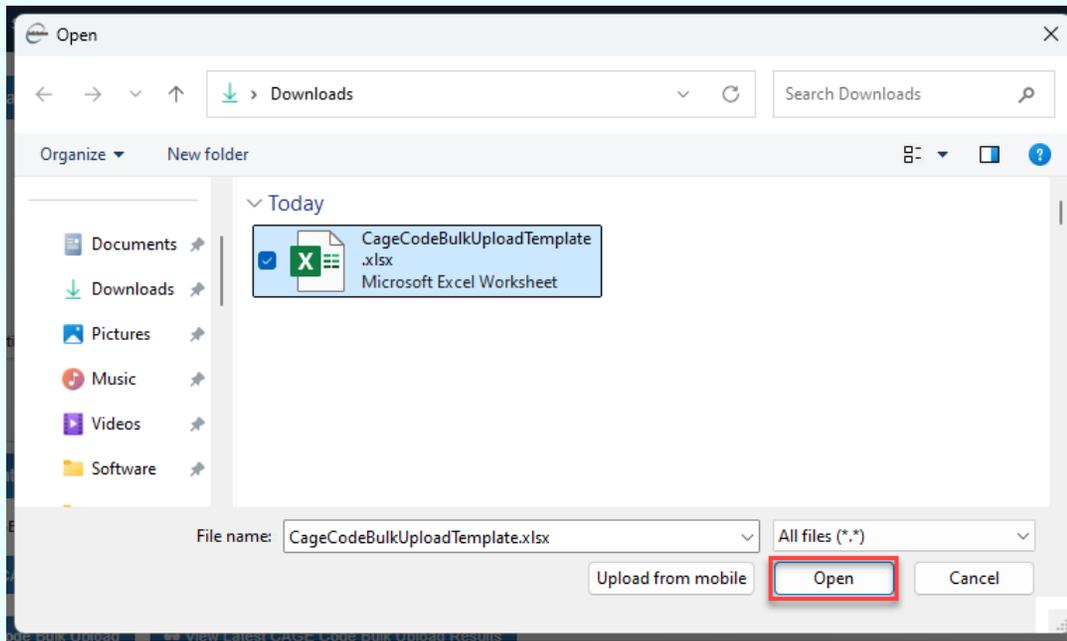
The **CAGE Code Bulk Upload** pop-up displays. Click the **Choose Files** button. A dialog box displays.



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.

CAGE Code Bulk Upload Pop-Up Columns:

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

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: W912HN24R8117

Update Number: 0001

[CAGE Code Bulk Upload](#)
[View Latest CAGE Code Bulk Upload Results](#)
[Populate from Template](#)
[Populate from this Notice](#)

[Search CAGE Codes](#)
[Populate from MAC](#)

Proposal Managers

Display 25 items Filter:

CAGE Code	Company Name	Recipient Name	Email	Role
<input type="checkbox"/> 06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Donald Duck	dduck@mil.com	Proposal Manager
<input type="checkbox"/> 06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Sam lam	siam@mil.com	Proposal View Only
<input type="checkbox"/> 06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Jack Skellington	jskellington@mil.com	Vendor POC

Showing 1 to 5 of 5 items

[Clear Proposal Managers](#)

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 Distribution List](#) [Delete](#)

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

The following CAGE codes were uploaded from the latest Excel file.

CAGE Code Bulk Upload Results

Display items Filter:

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.

Showing 1 to 5 of 5 items

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.

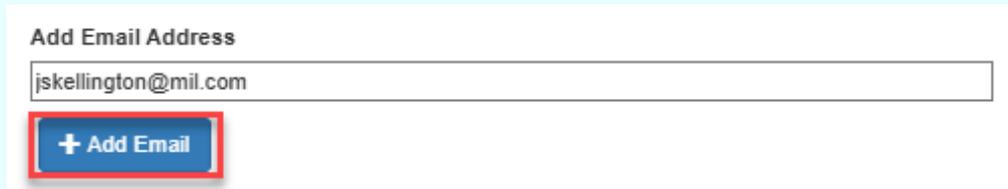
NOTE: For CAGE codes beginning with zero, format the Excel cell as 'Text' to preserve the leading zero.

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.



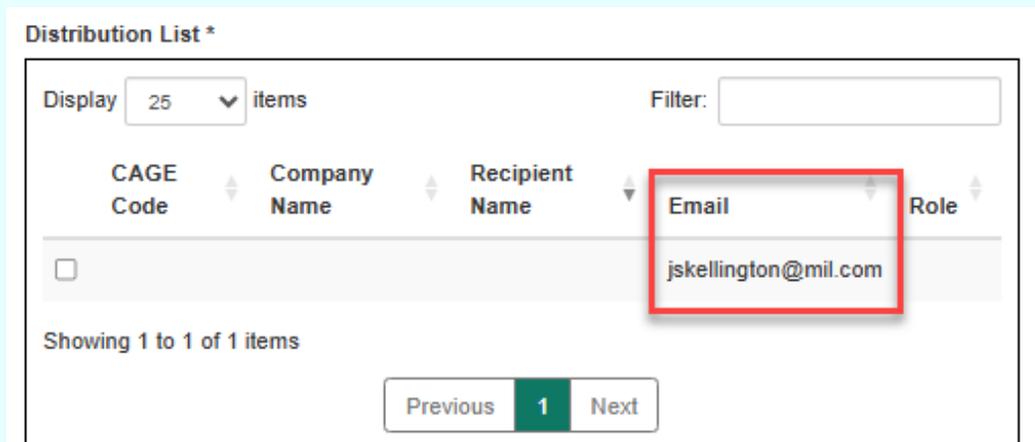
Edit Distribution List Fields:

- 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 Proposal Managers 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 List

Notice ID: W912HN24R8117

Update Number: 0001

[CAGE Code Bulk Upload](#) [View Latest CAGE Code Bulk Upload Results](#) [Populate from Template](#) [Populate from this Notice](#)

[Search CAGE Codes](#) [Populate from MAC](#)

Proposal Managers

CAGE Code	Company Name	Recipient Name	Email	Role
<input checked="" type="checkbox"/>	06481 NORTHROP GRUMMAN SYSTEMS CORPORATION	Donald Duck	dduck@mail.com	Proposal Manager
<input type="checkbox"/>	06481 NORTHROP GRUMMAN SYSTEMS CORPORATION	Sam lam	siam@mail.com	Proposal View Only
<input type="checkbox"/>	06481 NORTHROP GRUMMAN SYSTEMS CORPORATION	Jack Skellington	jskellington@mail.com	Vendor POC

Showing 1 to 5 of 5 items

[Clear Proposal Managers](#)

Distribution List *

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

Showing 0 to 0 of 0 entries

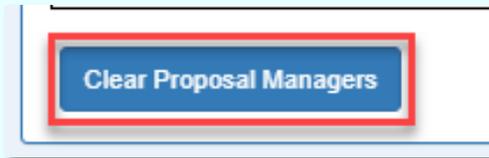
[Previous](#) [Next](#)

[Clear Distribution List](#) [Delete](#)

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.

Distribution List *

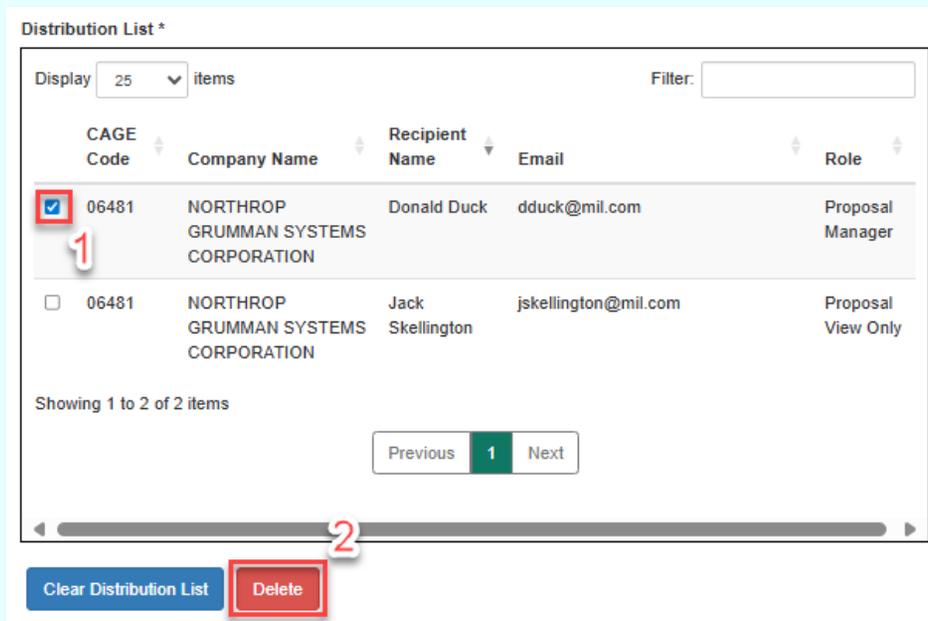
Display 25 items Filter:

CAGE Code	Company Name	Recipient Name	Email	Role	
<input checked="" type="checkbox"/>	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Donald Duck	dduck@mil.com	Proposal Manager
<input type="checkbox"/>	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Jack Skellington	jskellington@mil.com	Proposal View Only

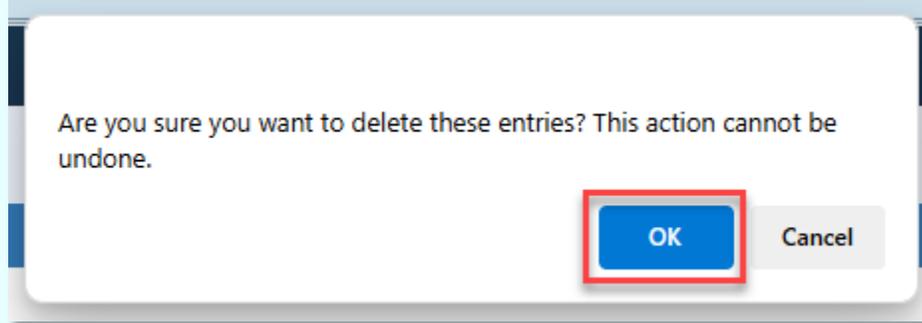
Showing 1 to 2 of 2 items

Previous 1 Next

Clear Distribution List Delete



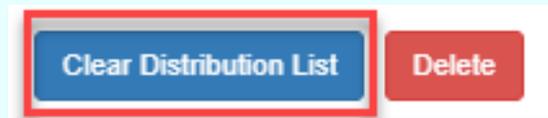
A pop-up displays stating: “Are you sure you want to delete these entries? This action cannot be undone.” Click the **OK** button. The Proposal Manager is removed from the Distribution List.



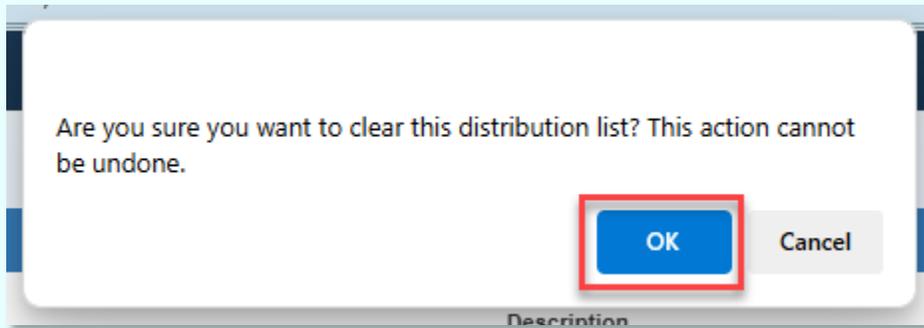
Deletion Pop-Up Buttons:

- 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.

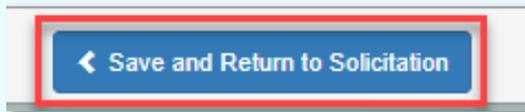


Clear Distribution List Pop-Up Buttons:

- 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

Configure 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	Proposal View Only

Showing 1 to 2 of 2 items

Previous 1 Next

Save this Distribution List as a Template?

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.

Save this Distribution List as a Template? i

Distribution Template Name *
TSTMACS

Description
Proposal Manager List for TSTMACS

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 update, 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.

Material Safety Data Sheet (MSDS)

For **Solicitation and Combined Synopsis/Solicitation** updates, the user can modify the option to add or remove the alert for vendors to submit a Material Safety Data Sheet (MSDS) as an attachment with their offers.

To add or remove the alert, 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.

Attachments

There are two ways to attach and edit an attachment for all notice types' updates:

- **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.

Edits or changes to the notice's attachments after posting the update can be made through the [Publish Changes](#) process without creating a new notice update.

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.

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

URL

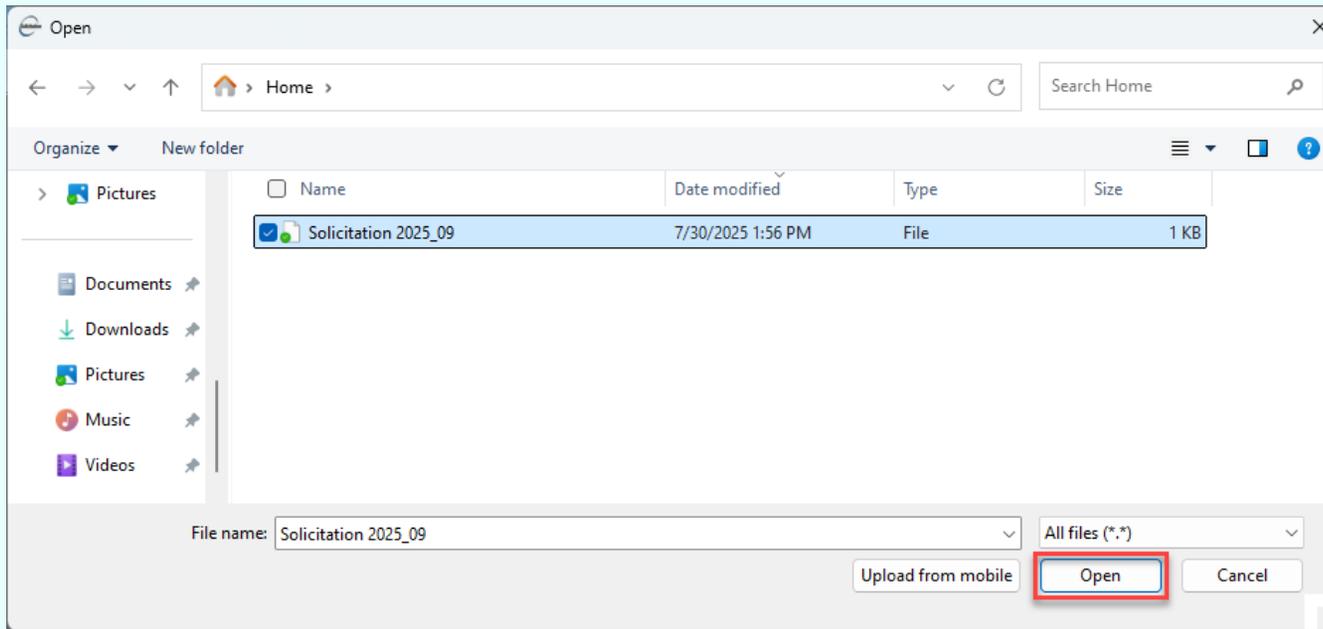
Name	Number	Uploaded By	File/URL	Date	Document Type	Include in Response	Has CUI	Load Date	Restriction	Action
------	--------	-------------	----------	------	---------------	---------------------	---------	-----------	-------------	--------

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.

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.

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

URL

Name	Number	Uploaded By	File/URL	Date	Document Type	Include in Response	Has CUI	Load Date	Restriction	Action
Solicitation_2025_09	1	Donald Duck (dduck@mil.com)	Solicitation_2025_09.docx	2025/09/05	Solicitation	No		2025-09-05 19:51:14.725834 +0:00	No Restrictions	

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.

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.

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.

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

URL

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

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.

🔍 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
https://pieetraining.eb.mil			https://pieetraining.eb.mil	2025/09/04	Attachment	No			No Restrictions	🔗 ✖

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.

Mandatory Amendment Document Type For Solicitation and Combined Synopsis/Solicitation Notices:

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

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.

Amendment Document Type Warning: An "Amendment" 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
<input type="checkbox"/> 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.										

Updating a Solicitation or Combined Synopsis/Solicitation notice without attaching an “Amendment” document type displays a message stating: “An “Amendment” document type must be added to the Attachments section in order to publicize to the Governmentwide Point of Entry (GPE)”.

- An "Amendment" 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 today's date*)
- Document Type (*defaults to "Attachment"*)
- Include in Response (*defaults to "No"; can be changed to "Yes" when attachment information is edited*)
- Has CUI
- Load Date (*displays date, time, and time zone*)
- Restriction (*defaults to "No Restriction"; populates CAGE codes when added during editing of attachment*)
- Action
 - Move Up
 - Move Down
 - Edit
 - Delete

Buttons:

- Choose Files (*select to locate and attach a file from the local directory*)
- Add Attachment URL (*URL may be added as an attachment; multiple URLs can be added; URLs must include 'http://' or 'https://'*)

Action Buttons:

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

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 “_”.

NOTE: Attachments previously added to an existing notice are not transferred to updated notices and must be reattached, if necessary.

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 **Amendment** document for the Solicitation or Combined Synopsis/Solicitation notice type, select **Amendment** 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.

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 / Amendment; defaults to "Attachment")
- Include in Response (options: No / Yes; defaults: "No")
- Restricted Access
 - Allowed CAGE Codes

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)

The screenshot shows a pop-up window titled "Attachment Information". It contains the following fields and controls:

- Attachment Name:** A text input field.
- Attachment Number:** A text input field.
- Document Type:** A dropdown menu with "Attachment" selected.
- Include in Response:** A dropdown menu with "No" selected.
- Restricted Access:** A section with a table header "Allowed CAGE Codes" and "Action". Below the header is a text input field for "Add CAGE Code".
- Buttons:** "Cancel" (with a close icon) and "Confirm" (with a download icon).

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 Codes (*hyperlink*)
- Delete (*removes CAGE code entered in 'Allowed CAGE Codes' field*)

Allowed CAGE Codes	Action
<input type="text"/>	✕ Delete

[Add CAGE Code](#)

*NOTE: Multiple CAGE Codes can be added by selecting the **Add CAGE Code** link.*

Controlled Unclassified Information

The presence of CUI in attachment files will be systematically detected and indicated in the 'Has CUI' column upon upload. Prior to saving or posting the Notice, all attachments with CUI must be CAGE restricted and the checkbox within the Attachments section must be selected to confirm that no files contain classified information or unrestricted CUI.

I confirm that the files in this upload do NOT contain classified or unrestricted Controlled Unclassified Information (CUI).
By checking this box, I am confirming that the files do not contain these types of data and I am aware my organization will be held accountable for non-compliant data sent through the system.

NOTE: Applies to Government users only.

Click the **Save Update** button to save progress at any time.

A confirmation message is displayed at the top of the page stating: "Update (Number) has successfully been saved! The update is not posted or sent to Contract Opportunities until the Post Update action is taken." The saved notice can be located on the Incomplete Notices User Dashboard for future editing.

Click the **Post Update** button to submit the updates to PIEE and initiate the Contract Opportunities/SAM integration to post the updates of the notice to Contract Opportunities/SAM.

Save/Post Update

Buttons:

- Post Update (*to publish updates to PIEE*)
- Save Update (*to save updates without posting to PIEE*)
- Save as PDF (*to download opened notice to local machine*)
- Previous (*to navigate to previous screen*)
- Help (*to display help information*)

• Update Number 0002 has successfully been saved! The update is not posted or sent to Contract Opportunities until the Post Update action is taken.



Submit Success

Successfully submitting an update displays a success screen and a confirmation message stating: "Notice (ID Number) / Update (Number) has successfully been submitted!" The update is posted to PIEE and initiates the Contract Opportunities/SAM integration to post the notice to the Contract Opportunities/SAM.

Buttons:

- Previous (*navigates to the previous screen*)

- Home (*to navigate back to the Solicitation Module home screen*)
- Help (*displays help information*)

Notice [redacted] / Update [redacted] has successfully been submitted!

◀ Previous

🏠 Home

ℹ Help

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.

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 the [Notice Criteria Search](#). 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 save 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.

For notices with updates, the **Primary Solicitation Manager** and **Secondary Solicitation Managers** fields are read-only upon viewing. Click the **Change Solicitation Manager** button. The base notice displays and the Primary and Secondary Solicitation Managers fields are editable.

Primary Solicitation Manager

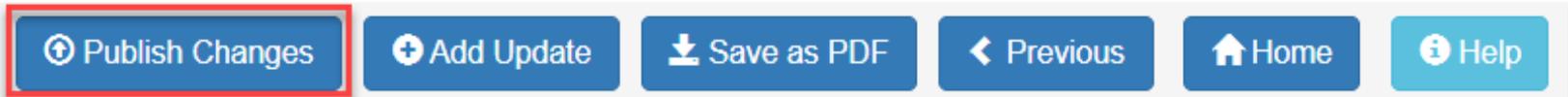
 Change Solicitation Manager

Edit the Solicitation Managers using the [Solicitation Manager Lookup Pop-Up](#) and the [Add Secondary Solicitation Manager Pop-Up](#).

Click **Publish Changes** to save changes.

Buttons:

- Publish Changes (*to publish changes*)
- Add Update (*leads to Post Updates 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*)



NOTE: Information entered in the Primary and Secondary Solicitation Managers fields is not sent to Contract Opportunities/SAM.gov.

Solicitation Manager Lookup Pop-Up:

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

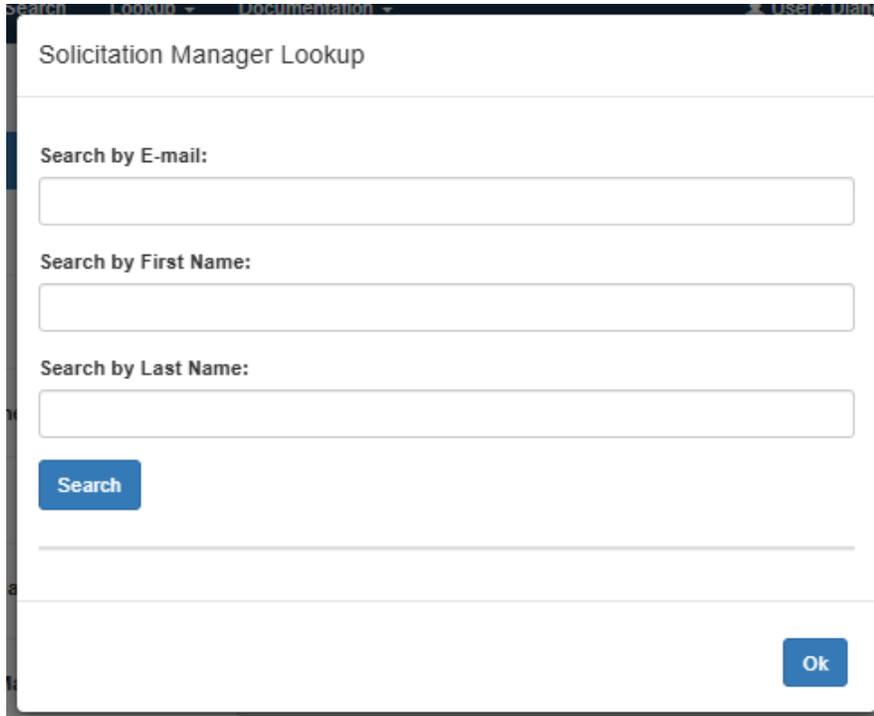
Enter required fields and click the **Search** button. The results of active Solicitation Managers appear at the bottom of the pop-up. Select a Solicitation Manager and click the **Ok** Button.

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



The screenshot shows a pop-up window titled "Solicitation Manager Lookup". It contains three search criteria: "Search by E-mail:", "Search by First Name:", and "Search by Last Name:", each with a corresponding text input field. Below these fields is a blue "Search" button. At the bottom right of the window is a blue "Ok" button. The window is overlaid on a background that includes a "Search" button and a "Lookup" button.

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 a Secondary Solicitation Manager, click the **Lookup** button. A pop-up displays.

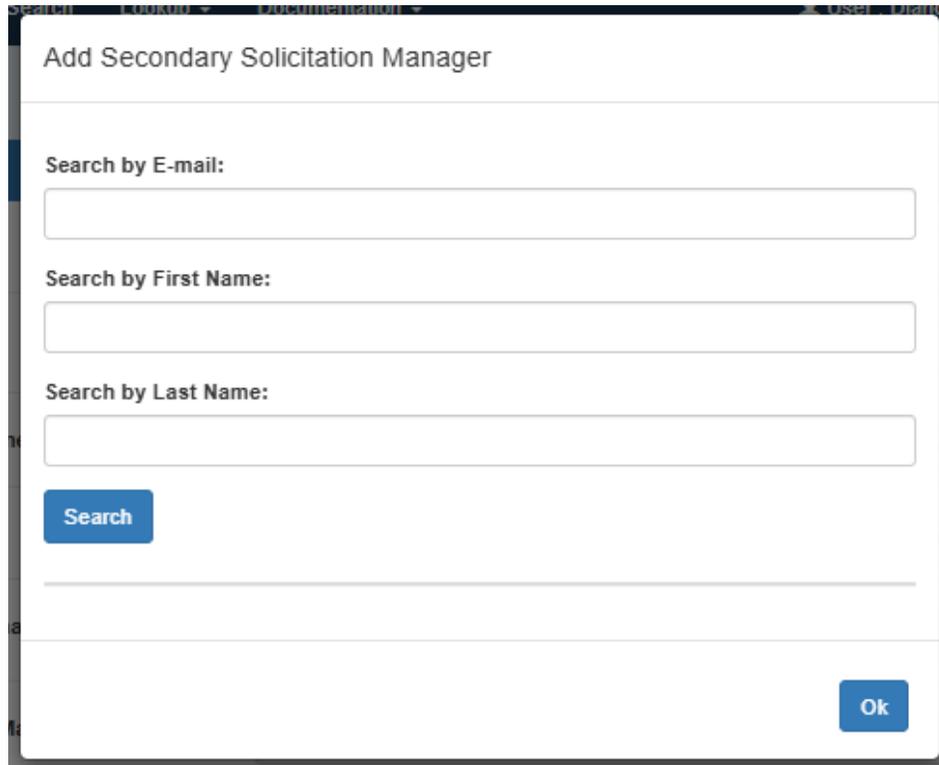
Enter required fields and click the **Search** button. The results of active Solicitation Managers appear at the bottom of the pop-up. Select a Solicitation Manager and click the **Ok** Button.

Add Secondary Solicitation Manager Pop-Up Fields:

- Search by Email
- Search by First Name
- Search by Last Name

Pop-Up Buttons:

- Search
- Ok (*closes the pop-up if fields are blank; if the Solicitation Manager is selected, closes pop-up, and populates name in designated field*)



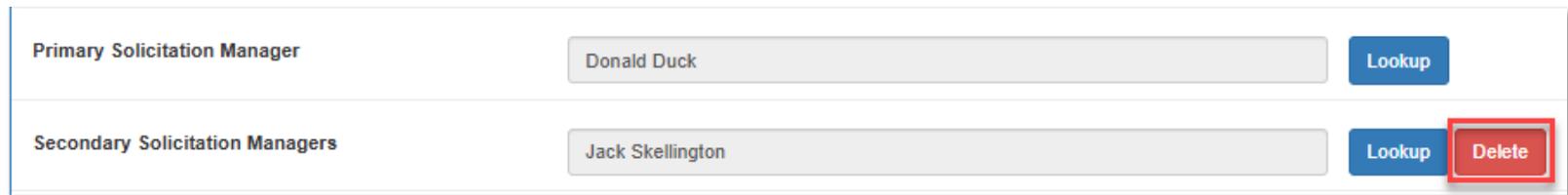
The screenshot shows a pop-up window titled "Add Secondary Solicitation Manager". It contains three search input fields: "Search by E-mail:", "Search by First Name:", and "Search by Last Name:". Below these fields is a blue "Search" button. At the bottom right of the pop-up is a blue "Ok" button. The pop-up is overlaid on a blurred background of a web application interface.

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 Managers**' field. Notifications for the notice are sent to all assigned managers.*

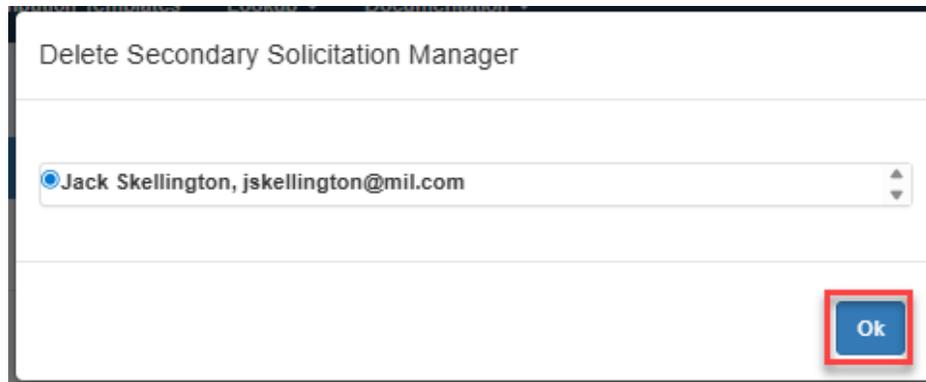
Delete Secondary Solicitation Managers Pop-Up:

To delete Secondary Solicitation Managers, select the **Delete** button. The **Delete Secondary Solicitation Manager** pop-up displays.



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

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



The screenshot shows a dialog box titled "Delete Secondary Solicitation Manager". It has a text input field containing "Jack Skellington, jskellington@mil.com" with a blue selection dot on the left and a dropdown arrow on the right. At the bottom right of the dialog is a blue "Ok" button, which is highlighted with a red border.

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

Response Date Time Zone *	--- Please Select ---
Set Aside Code	N/A
Primary Solicitation Manager	Donald Duck
Secondary Solicitation Managers	

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*)

Posting to Contract Opportunities Error

Existing Manual Update Error

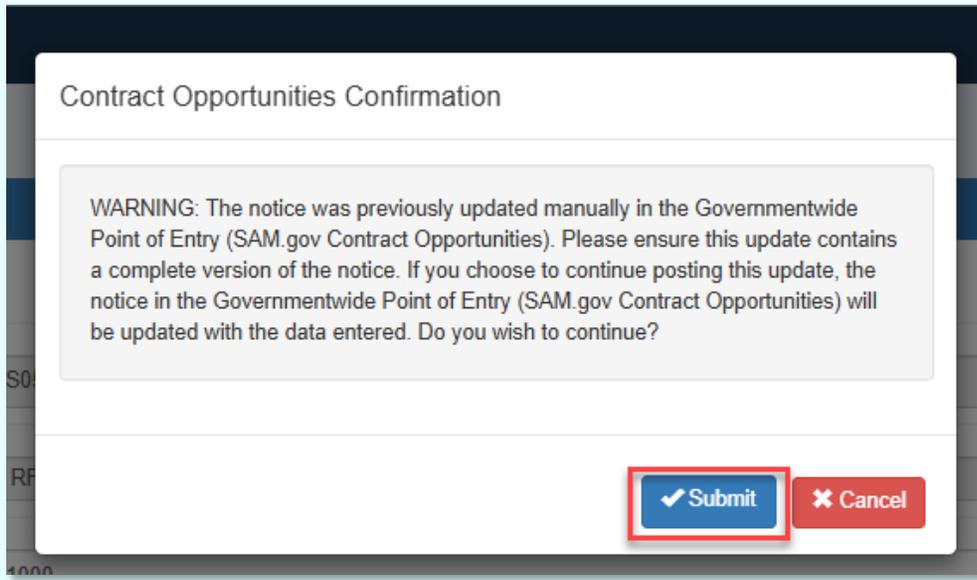
After clicking the **Post Update** button, if the notice fails to update due to an existing manual update on Contract Opportunities, a pop-up displays the following message: “WARNING: The notice was previously updated manually in the Governmentwide Point of Entry (SAM.gov Contract Opportunities). Please ensure this update contains a complete version of the notice. If you choose to continue posting this update, 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. The system updates the notice in Contract Opportunities.

In the event of an issue, the Solicitation portal retries posting after a set time designated in system parameters. The user is 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*)



**Posting to
Contract
Opportunities
Cancellation
Error**

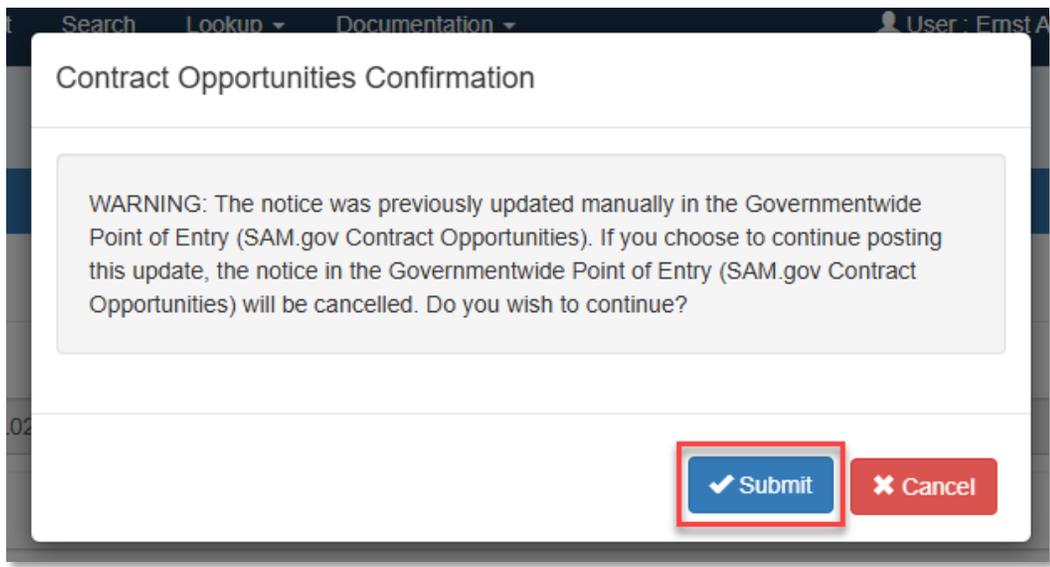
After clicking the **Post Update** Button, if the notice has already been revised in Contract opportunities, a pop-up displays the following message stating: "WARNING: The notice was previously updated manually in the Governmentwide Point of Entry (SAM.gov Contract Opportunities). If you choose to continue posting this update, the notice in the Governmentwide Point of Entry (SAM.gov Contract Opportunities) will be cancelled. Do you wish to continue?"

Click **Submit** to continue. The system cancels the notice in Contract Opportunities.

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

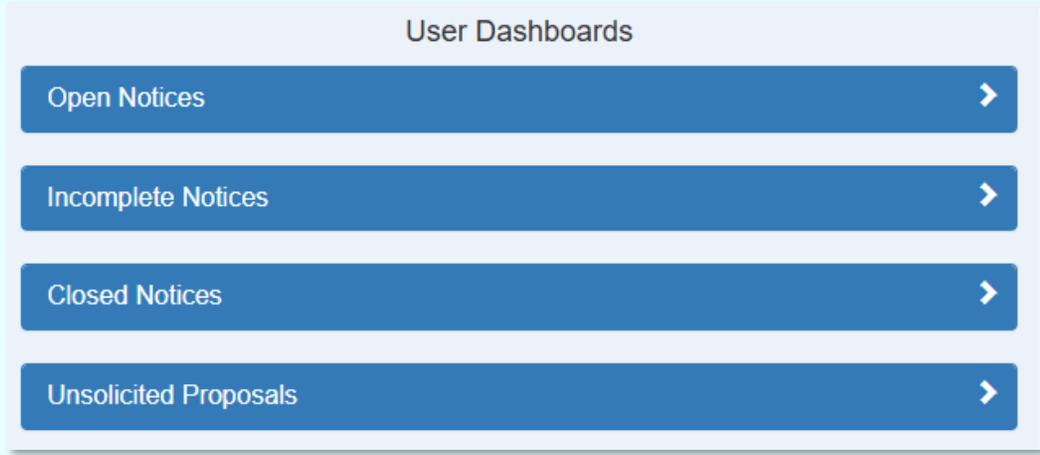
Pop-Up Buttons:

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



To cancel the selected notice, locate the notice by using the **Notice Search Criteria** or on the User Dashboards located on the Solicitation Module home screen.

Cancel An Existing Notice



Click the **Notice ID** hyperlink. Select the **Add Update** at the bottom of the page. The Post Updates page displays.



Select the 'Cancel Notice' checkbox at the top left of the screen.

Post Updates

Update

Cancel Notice

Notice ID

A unique four-digit **Update Number** is required to cancel an existing notice.

Post Update Fields:

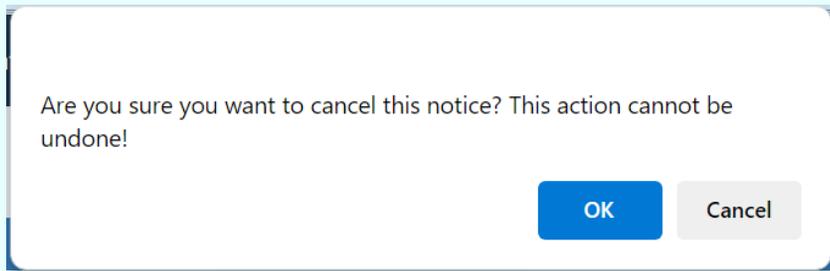
- Update Number (*must be 4 numeric characters; value cannot be 0000;*)

Update Number *

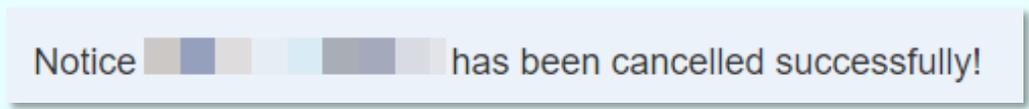
Click the **Post Update** button.



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



Successfully cancelling a notice displays a success screen and a confirmation message stating: "Notice (ID Number) has been cancelled successfully!"



Buttons:

- Add Update (*leads to Post Updates screen*)
- Post Update (*to publish updates to PIEE*)
- Save Update (*to save updates without posting to PIEE*)
- Save as PDF (*to download opened notice to local machine*)
- Previous (*to navigate to previous screen*)
- Help (*to display help information*)
- Home (*displays on the submit success screen; to navigate to Solicitation Module home screen*)

Pop-Up Buttons:

- OK (*the Notice is deleted and removed from the database*)
- Cancel (*closes the pop-up and returns user to notice*)

NOTE: To successfully cancel a Solicitation or Combined Synopsis/Solicitation, an "Amendment" document must be attached to the notice. For more information on attaching an "Amendment" document type, refer to the [Attachments](#) section of this training document.