

# Save Notice as PDF

Training Document

Homepage

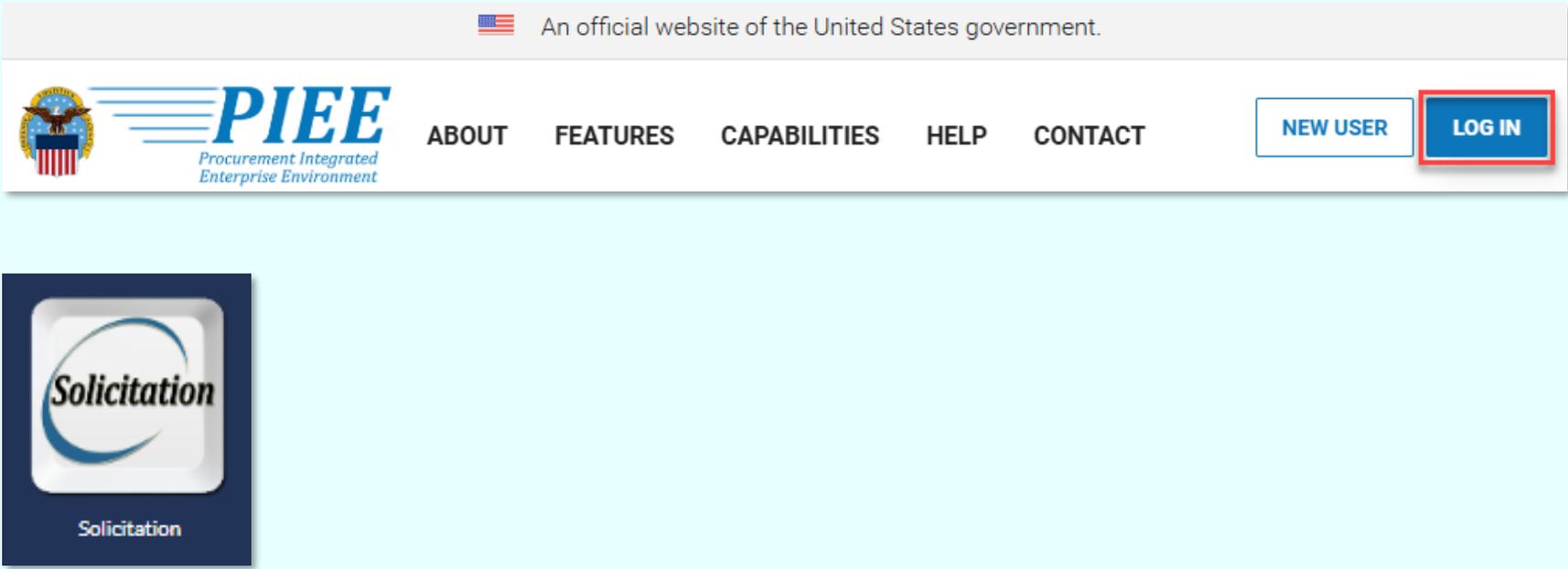
Solicitation

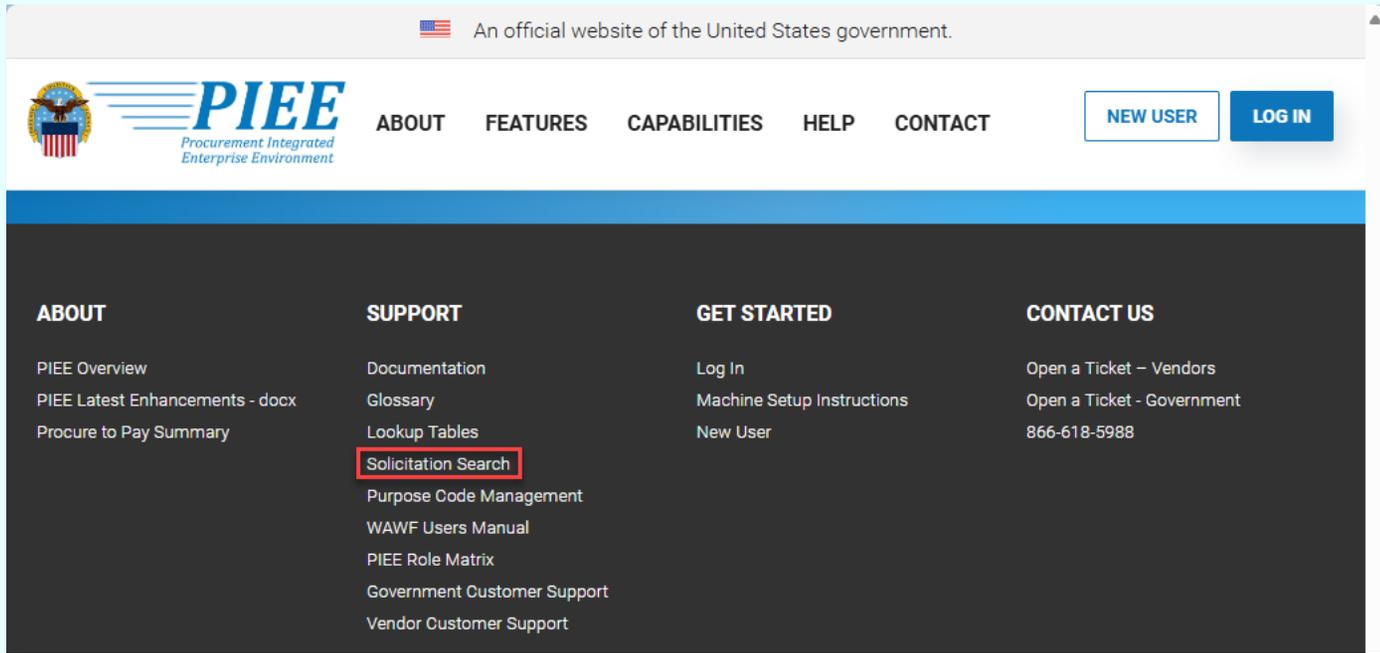
## Table of Contents

<b>Save Notice as PDF</b> .....	1
<b>Roles</b> .....	1
<b>Navigation</b> .....	1
<b>Save Notice as PDF Process</b> .....	2
<b>File Name</b> .....	3
Notice Type Acronyms: .....	3
<b>Notice PDF</b> .....	3
Page Header .....	3
<i>Notice PDF Header Fields:</i> .....	3
Cover Page .....	4
<b>Continuation Pages</b> .....	4
Notice Details .....	4
Contact Information .....	5
Contracting Office Information .....	5
Place of Performance .....	5
<b>Award Details</b> .....	5
Award Notice .....	5
<i>Award Notice Award Details Fields:</i> .....	5
Justification and Approval Notice or Consolidate/(Substantially) Bundle Notice .....	6

*Justification and Approval Notice or Consolidate/(Substantially) Bundle Notice Award Details Fields: ..... 6*

**Attachments ..... 6**

<p><b>Save Notice as PDF</b></p>	<p>The <b>Save as PDF</b> function allows users to download and save a notice as a PDF file. Incomplete and posted notices and updates are savable as PDF files. The PDF files contain the same information shown on the screen for the notice at the time it is saved as a PDF.</p> <p>The user can save all unrestricted notices and restricted notices to which they have access.</p> <p>This training provides an overview of the Save as PDF function for Solicitation Notices.</p>
<p><b>Roles</b></p>	<p>Roles with the capability to save a notice as PDF:</p> <ul style="list-style-type: none"> <li>• All Solicitation PIEE Roles</li> <li>• Public Users</li> </ul>
<p><b>Navigation</b></p>	<p>For <b>Solicitation PIEE Roles</b>, log in to Procurement Integrated Enterprise Environment (PIEE) Application (<a href="https://piee.eb.mil/">https://piee.eb.mil/</a>). Open Solicitation by clicking the ‘<b>Solicitation</b>’ icon.</p>  <p>The screenshot shows the top navigation bar of the PIEE website. It includes the text 'An official website of the United States government.' followed by the PIEE logo and the text 'Procurement Integrated Enterprise Environment'. Navigation links for 'ABOUT', 'FEATURES', 'CAPABILITIES', 'HELP', and 'CONTACT' are present. There are two buttons: 'NEW USER' and 'LOG IN'. Below the navigation bar, a 'Solicitation' icon is shown, which is a blue square with a white circle and the word 'Solicitation' inside.</p> <p>For <b>Public Users</b>, click the <b>Solicitation Search</b> hyperlink at the bottom of the Procurement Integrated Enterprise Environment (PIEE) Application website (<a href="https://piee.eb.mil/">https://piee.eb.mil/</a>); located on the <b>PIEE &gt; Support &gt; Solicitation Search</b>.</p>



1. Select **Search** on the Solicitation navigation bar or locate the notice in the User Dashboards.
2. Enter the search criteria and click the **Search** button.
3. Find the notice in the search results table and click the **Notice ID** hyperlink to view the notice.
4. Review the document information to ensure it is the correct document.
5. Click the **Save as PDF** button. A pop-up displays the message: "Please wait until the download process completes before closing this popup. Closing this popup before the download process completes will terminate the download." The PDF downloads to the local machine.

### Save Notice as PDF Process



	<p>6. Open the PDF to view.</p> <p><i>NOTE: Information contained in the saved PDF only includes data that is visible on the opened notice screen.</i></p>
<p><b>File Name</b></p>	<p>The file name of the selected notice defaults to the Notice ID combined with the latest Update Number (if applicable), Notice Type acronym, and Posted Date separated by underscores (e.g., FU441725R12340003_CSB_01312025.pdf).</p> <p><b>Notice Type Acronyms:</b></p> <ul style="list-style-type: none"> <li>• Special Notice – <b>SN</b></li> <li>• Presolicitation – <b>PS</b></li> <li>• Sources Sought – <b>SS</b></li> <li>• Solicitation – <b>SOL</b></li> <li>• Combined Synopsis/Solicitation – <b>CSS</b></li> <li>• Award – <b>AWD</b></li> <li>• Justification &amp; Approval – <b>JA</b></li> <li>• Consolidated/(Substantially) Bundled – <b>CSB</b></li> </ul>
<p><b>Notice PDF</b></p>	<p><b>Page Header</b></p> <p><i>Notice PDF Header Fields:</i></p> <p><i>(fields display with information from the notice)</i></p> <ul style="list-style-type: none"> <li>• Notice Type</li> <li>• Subject</li> <li>• Notice ID</li> <li>• Update Number <i>(if applicable)</i></li> <li>• Canceled <i>(if applicable; displays on each page)</i></li> </ul>

**CANCELED Award Notice: S0512A25D0310**  
**Canceling Award Notice Update: 0001**

### Award Notice Details

Notice ID: S0512A25D0310  
Primary Contact:  
Subject:  
Description:

*NOTE: Update Number displays if saving an updated notice.*

*NOTE: Canceled notices displays a red “Canceled” indicator on the PDF for the base notice and any subsequent updates.*

### Cover Page

*(fields display with information from the notice)*

- Section Title containing the Notice Type and Details (e.g., Special Notice Details, Solicitation Details, etc.)
- Notice ID
- Primary Solicitation Manager
- Secondary Solicitation Managers *(if applicable)*
- Subject
- Description

*NOTE: Secondary Solicitation Managers only display if populated on the notice.*

### Continuation Pages

The following sections display with the data elements shown below (page 2 and beyond):

#### Notice Details

- Solicitation Type *(only available for Solicitation and Combined Synopsis/Solicitation notices)*
- Response Date and Time Zone *(format: YYYY/MM/DD HH:MM) (not available on Award, Justification and Approval, and Consolidate/(Substantially) Bundle notices)*
- Set Aside Code *(not available on Justification and Approval, Consolidate/(Substantially) Bundle notices)*

- Posting Date (*format: YYYY/MM/DD*)
- Archive Date (*format: YYYY/MM/DD*)
- Product or Service Code
- NAICS
- Recovery Act (*options: Y or N*)
- Authority (*only available on Justification and Approval notices*)
- Requirements Strategy (*only available on Consolidate/(Substantially) Bundle notice*)

### Contact Information

- Primary Contact Name
- Primary Contact Email
- Primary Contact Phone Number (*if applicable*)
- Primary Contact Fax (*if applicable*)
- Alternate Contact Name (*if applicable*)
- Alternate Contact Email (*if applicable*)
- Alternate Contact Phone Number (*if applicable*)
- Alternate Contact Fax (*if applicable*)

*NOTE: Alternate Contact fields are not displayed if information is not provided.*

*NOTE: Notice PDFs displays up to three Alternate Contacts.*

### Contracting Office Information

- Contracting Office DoDAAC
- Contracting Office Name
- Contracting Office Address

Material Safety Data Sheet (MSDS) (*options: Y or N*) (*field displays for Solicitation or Combined Synopsis/Solicitation notices*)

### Place of Performance

- Place of Performance Zip Code (*not available on Consolidate/(Substantially) Bundle notice*)
- Place of Performance Address (*not available on Consolidate/(Substantially) Bundle notice*)

## Award Details

### Award Notice

*Award Notice Award Details Fields:*

*(fields display on a new page with information from the notice)*

- Contract Award Date (*format: YYYY/MM/DD*)

- Contract Award Number
- Task/Delivery Order Number
- CAGE Code
- Contractor Awarded UEI
- Contractor Awarded Name
- Address
- City
- State
- Postal Code
- Country
- Base and All Options Value (Total Contract Value)
- Line Item Number(s)

**Justification and Approval Notice or Consolidate/(Substantially) Bundle Notice**

*Justification and Approval Notice or Consolidate/(Substantially) Bundle Notice Award Details Fields:*

*(fields display on a new page with information from the notice)*

- Contract Award Date (*format: YYYY/MM/DD*)
- Contract Award Number
- Task/Delivery Order Number
- Modification Number (*only available for Justification and Approval notice*)

**Attachments**

The Attachments section only displays attachments for which the user has access. The following information displays for all notices:

- File Name
- File URL

*NOTE: The Attachments section is not included if the notice does not have attachments.*

*NOTE: The user downloads and views attachments separately by clicking the hyperlink of the file located in the Attachments section of the opened notice. For more information, please refer to the [Create Notice](#) trainings located on the **WBT > Solicitation > Create New Notices/Posting Updates**.*