

Solicitation – WAWF PMO

Reference Guide

Search Solicitation

Select the **Search** button in the navigation bar to search and view Solicitations. The user is navigated to the Search page. Enter criteria and select the **Search** button to retrieve the desired Solicitation(s).

Upon selecting a Solicitation from the search results, the user will be navigated to the Solicitation page. All information is read-only.

Product/Service / NAICS Lookup

To view Product/Service Codes or NAICS codes, expand the Lookup dropdown menu in the navigation bar and select the desired lookup tool.

The user will be navigated to the selected lookup page. Codes and descriptions may be searched using the following operators:

- Equal To: The data entered in the field will return results that are equal to the entered characters.
- Contains: The data entered in the field will return results that contain the entered characters.
- Starts With: The data entered in the field will return results that begin with the entered characters.
- Ends With: The data entered in the field will return results that end with the entered characters.

Document Upload

To view documents uploaded by the Solicitation DPC Admin, expand the Documentation menu in the navigation bar and select **Training and Resources**.

To view a document, select the **file name** in the File Name/URL column.

To filter files, utilize the **Filter** field at the top right of the page. Records displayed will be limited to those that include the provided text.

Manage Contract Opportunities Error Codes

The WAWF PMO has the ability to edit system error codes and messages. To manage Contract Opportunities error codes, expand the Administration dropdown menu and select **Contract Opportunities Error Codes**.

Edit Existing Error Codes

To edit an error code/message, select the **Edit** icon in the Action column on the Contract Opportunities Error Codes page. A modal will display in which the user may edit the error message and indicate whether users may have the option to repost to SAM. Select the **Confirm** button to save any changes or select the **Cancel** button to close the modal without saving changes.

Add New Error Codes

To create a new Contract Opportunities Error Code, select the **Add Error Code** button at the bottom of the page. A modal will display in which the user may enter an Error Code, Error Message, and select whether users may have the option to repost to SAM.