

Submit Final Proposal Revision

Training Document

Homepage


Solicitation

Solicitation Homepage

User Dashboards

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Roles	<p>Solicitation Roles with the capability to submit a final proposal revision:</p> <ul style="list-style-type: none">• Proposal Manager
User Navigation	<p>Log in to PIEE as a Proposal Manager user to access the Solicitation Application. The Submitted Offers User Dashboard is located on the Solicitation Module Homepage. Select the arrow icon to expand the Submitted Offers User Dashboard.</p> <div data-bbox="296 422 541 711"></div> <div data-bbox="296 797 1482 1369"><div>User Dashboards</div><div>Flagged Notices ></div><div>Saved Offers ></div><div>Submitted Offers ></div><div>Saved Unsolicited Proposals ></div><div>Submitted Unsolicited Proposals ></div></div>
Offer Details	<p>Notices can be filtered by entering data in the corresponding header. Control the number of entries displayed on the table by selecting an option on the Show # entries drop-down menu or by entering a number in the Closing within # days field.</p>

Select the **Notice ID** of the notice of interest to revise the offer. The notice's Offer page displays.

Submitted Offers					
Show 10 entries					
Offer Identifier	Offeror CAGE	Proposal Manager Name	Submit Date	Notice ID	Description
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
001-			2025/03/28 20:56	S0512A24R1060	
0001-			2025/03/26 21:11	ELIYA_032602_API	

The previously submitted offers display as read-only. Click the **arrow** of the offer to display and review the offer information for the final proposal revision.

Notice

Offer

Source Selection Information - See FAR 2.101 and 3.104

Offeror CAGE	Offeror UEI	Offeror Name	Offer Date	Proposal Manager Name	Proposal Manager Email Address
			2025-04-03 11:05:44 AM Eastern Standard Time		

Offer Details

☐ Alternate Offer

Offer Identifier

001-

Date and Time Submitted

2025-04-03 11:05:44 AM Eastern Standard Time

Equivalent time in UTC

Proposal Manager Phone Number

9996665555

Submitted Offers User Dashboard Headers:

- Offer Identifier
- Offeror CAGE
- Proposal Manager Name
- Submit Date (*format: YYYY-MM-DD HH:MM*)
- Notice ID (*hyperlink*)
- Description

Submitted Offers User Dashboard Filter Fields:

- Show # entries (*options: 10 / 20 / 40 / 60 / 80 / 100*)
- Closing within # days (*must be numeric characters*)
- Offer Identifier
- Offeror CAGE (*must be numeric characters*)
- Proposal Manager Name
- Submit Date (*format: YYYY-MM-DD HH:MM*)
- Notice ID
- Description

Offers Headers:

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

Offer Details Fields:

- Alternate Offer (*checkbox; read-only*)
- Offer Identifier (*read-only*)
- Date and Time Submitted (*format: YYYY-MM-DD HH:MM:SS Time Zone; read-only*)
- Proposal Manager Phone Number (*read-only*)
- Update Acknowledgment (*checkbox if applicable; read-only*)

Offer Details Buttons:

- Offer Tab (*leads to the Offer screen*)
- Arrow Button (*to view offer details*)
- Add (*to add an offer*)

Attachments

Edit or delete the attachments as appropriate to upload the revised offer.

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

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

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

Attachments *

Choose Files

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

Name	Uploaded By	File	Date	Load Date	Document Type	Action
dummy		dummy.txt	2025/06/04	2025-06-04 08:43:54 Eastern Daylight Time	MSDS	<div><div>↓</div><div>✎</div><div>✕</div></div>
dummy__1_		dummy__1_.txt	2025/06/04	2025-06-04 08:44:06 Eastern Daylight Time	Attachment	<div><div>↑</div><div>✎</div><div>✕</div></div>

Material Safety Data Sheet (MSDS)

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

Attachments *

Choose Files

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

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

Name	Uploaded By	File	Date	Load Date	Document Type	Action
dummy		dummy.txt	2025/06/04	2025-06-04 09:10:47 Eastern Standard Time	MSDS	<div>↓</div> <div>✕</div>
dummy__1_		dummy__1_.txt	2025/06/04	2025-06-04 09:10:58 Eastern Standard Time	Attachment	<div>↑</div> <div>✕</div>

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

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

Attachments Fields:

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

Buttons:

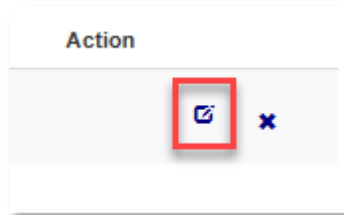
- Choose Files (*select to locate and attach a file from the local directory*)

Action Buttons:

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

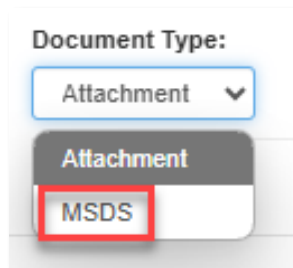
Edit Attachment Information Pop-Up:

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

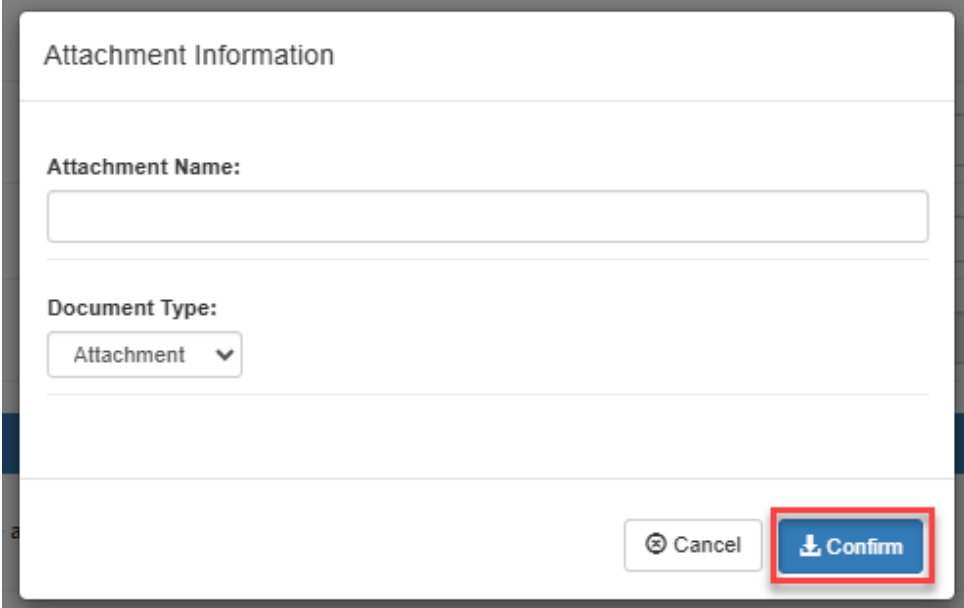


To modify the attachment's name, enter the new file name in the **Attachment Name** field.

To identify the attachment as a **Material Safety Data Sheet (MSDS)** document, select **MSDS** in the **Document Type** drop-down menu.



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



The image shows a pop-up window titled "Attachment Information". It contains two main input fields: "Attachment Name:" which is a text box, and "Document Type:" which is a dropdown menu currently showing "Attachment". At the bottom right of the window are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a red rectangular border.

Attachment Information Pop-Up Fields:

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

Buttons:

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

Signature

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

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

Signature Fields:

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

Buttons:

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

Signature

Signature Date*

YYYY/MM/DD

1

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

 Signature

2

Sign Document Pop-Up:

Enter the **Digital Pin** and **OTP (One-Time Password)**.

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

Sign Document Pop-up Fields:

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

Buttons:

- Sign and Submit (*to submit offer*)
- Cancel (*to close pop-up*)

NOTE: Create a Digital PIN by clicking the **Manage Digital PIN** hyperlink; also located at **My Account > Setup Digital PIN**.

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

**Offer
Submission
Success**

Successfully submitting the final proposal revision displays a confirmation message stating: “The Final Proposal has been submitted.” The Solicitation Manager assigned to the notice is notified of the offer submission.

- The Final Proposal has been submitted.

Withdraw a submitted offer to have it removed from consideration prior to a Solicitation Manager's action. If the Solicitation Manager accepts or rejects an offer, it cannot be withdrawn.

Click the **Withdraw Offer** button located at the bottom of the submitted offer details.

Signature

Signature Date*

2025/02/18

Signed By: [Profile Picture]

Withdraw Offer

A pop-up displays with a message asking: "Are you sure you want to withdraw this offer?" Click **Yes**.

Withdraw Offer

Withdraw Offer

Are you sure you want to withdraw this offer?

Yes **No**

Successfully withdrawing an offer displays a message at the top of the screen stating: "The offer was withdrawn on (Date and Time) by (Proposal Manager's Name)." The submitted offer is removed from the **Submitted Offers** user dashboard.

- The offer was withdrawn on 2025/02/21 23:01:00 by [Profile Picture]

Buttons:

- Withdraw (*leads to the Withdraw Offer pop-up*)

Pop-Up Buttons:

- Yes (*confirms withdrawal of Offer/Unsolicited Proposal*)
- No (*closes Withdraw Offer pop-up*)