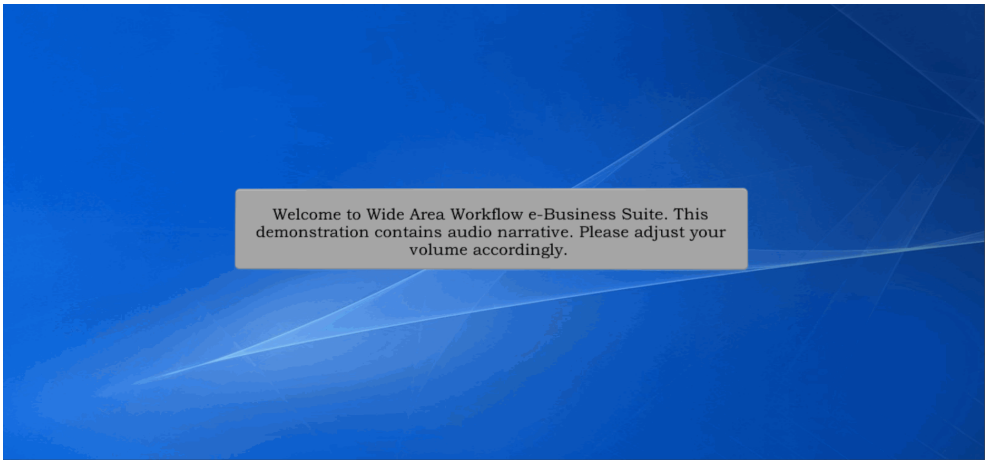
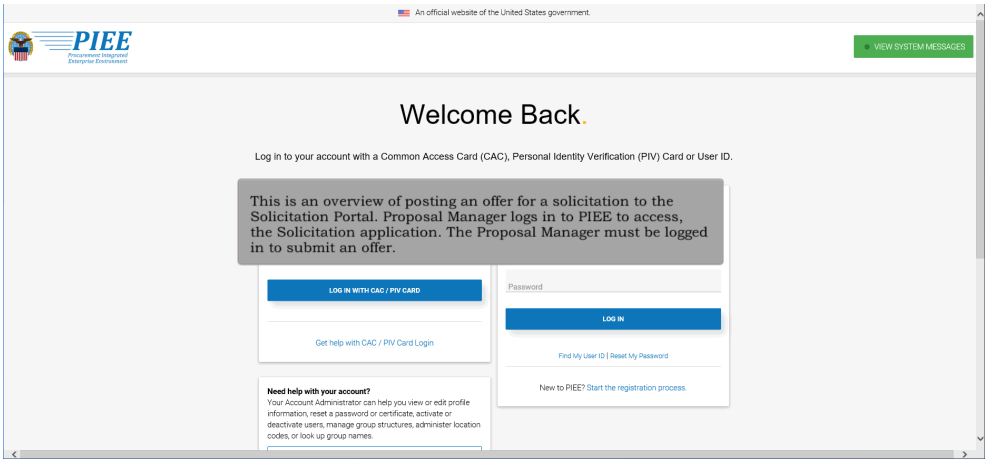
Intro



Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



This is an overview of posting an offer for a solicitation to the Solicitation Portal. Proposal Manager logs in to PIEE to access, the Solicitation application. The Proposal Manager must be logged in to submit an offer.

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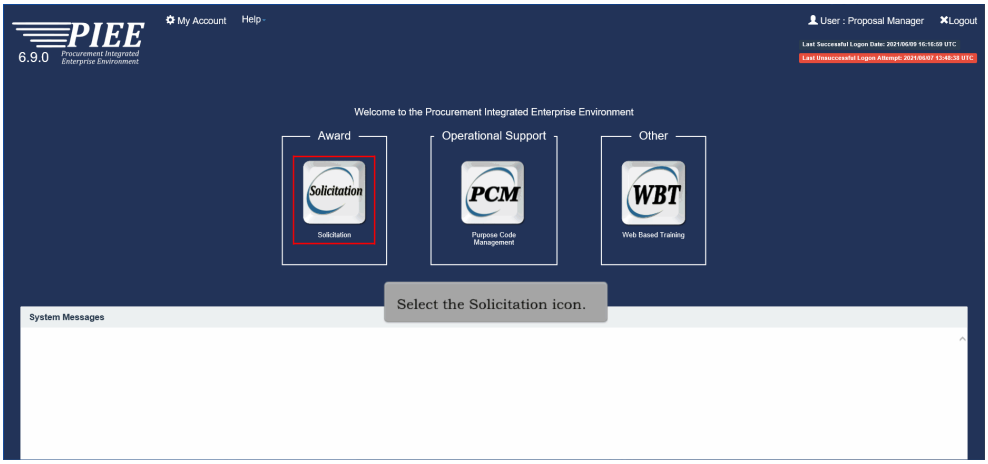
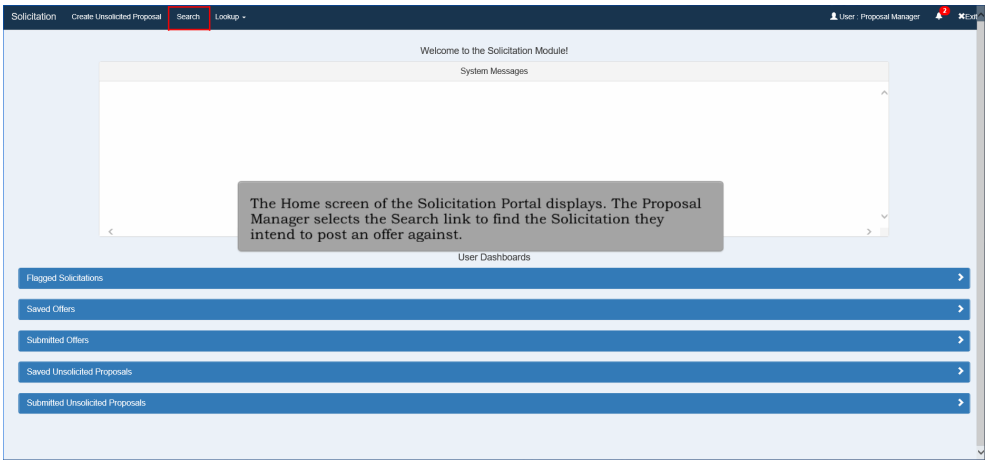
Step 2



Select the Solicitation icon.

Step 3



The Home screen of the Solicitation Portal displays. The Proposal Manager selects the Search link to find the Solicitation they intend to post an offer against.

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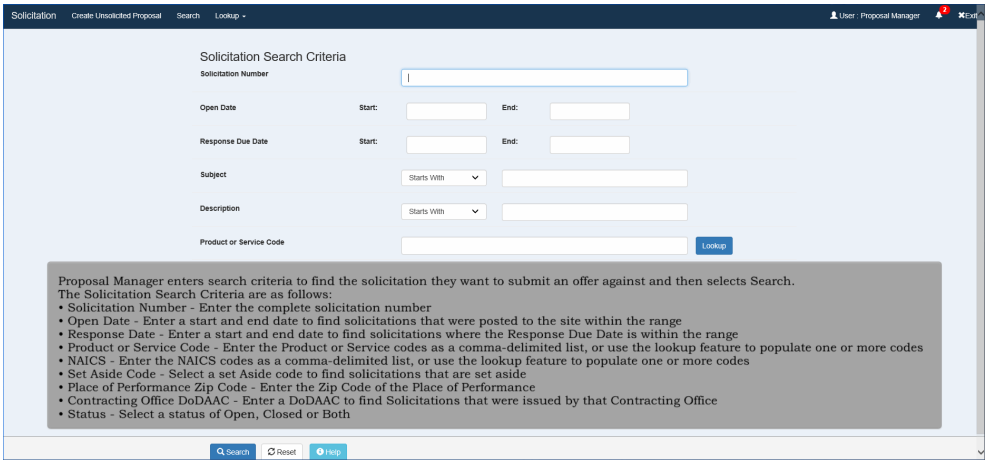
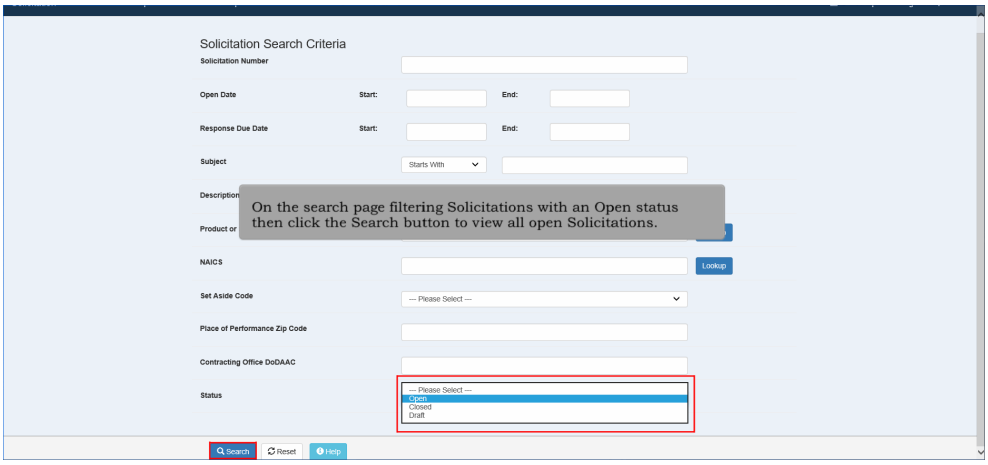
Step 4



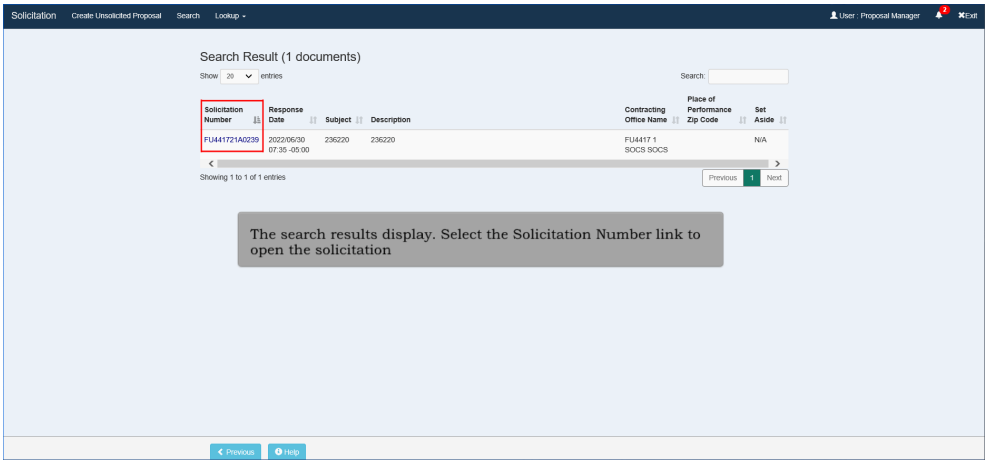
Proposal Manager enters search criteria to find the solicitation they want to submit an offer against and then selects Search.
The Solicitation Search Criteria are as follows:
• Solicitation Number - Enter the complete solicitation number
• Open Date - Enter a start and end date to find solicitations that were posted to the site within the range
• Response Date - Enter a start and end date to find solicitations where the Response Due Date is within the range
• Product or Service Code - Enter the Product or Service codes as a comma-delimited list, or use the lookup feature to populate one or more codes
• NAICS - Enter the NAICS codes as a comma-delimited list, or use the lookup feature to populate one or more codes
• Set Aside Code - Select a set Aside code to find solicitations that are set aside
• Place of Performance Zip Code - Enter the Zip Code of the Place of Performance
• Contracting Office DoDAAC - Enter a DoDAAC to find Solicitations that were issued by that Contracting Office
• Status - Select a status of Open, Closed or Both

Step 5



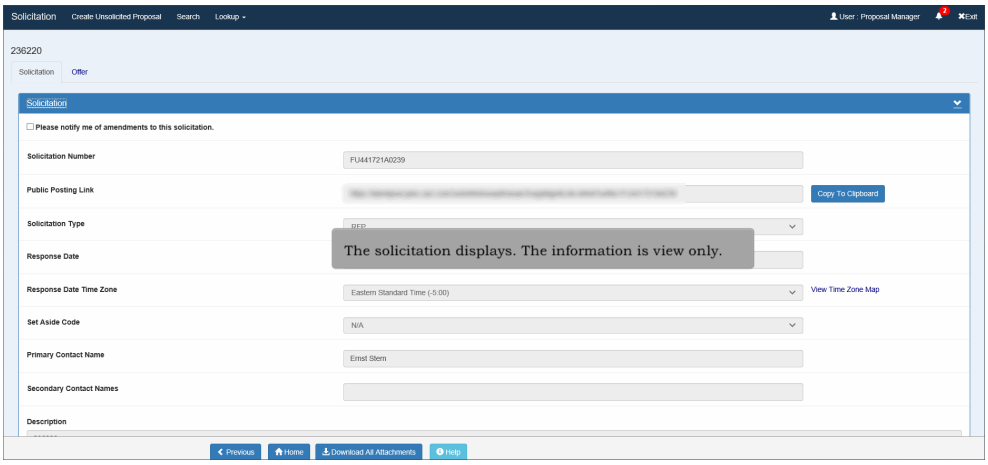
On the search page filtering Solicitations with an Open status then click the Search button to view all open Solicitations.

Step 6



The search results display. Select the Solicitation Number link to open the solicitation

Step 7



The solicitation displays. The information is view only.

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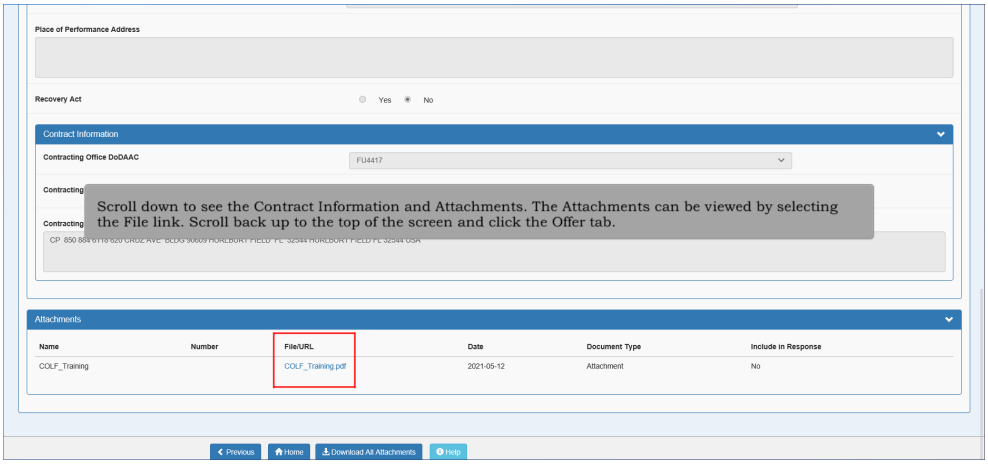
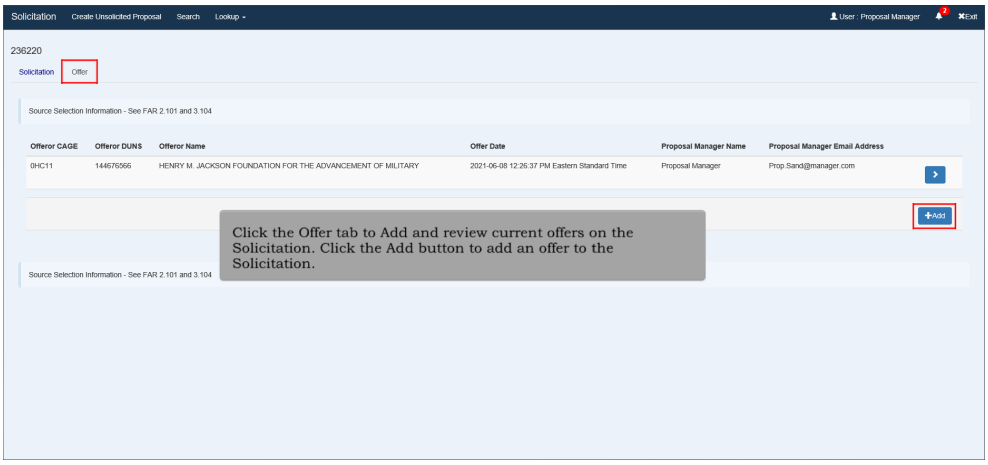
Step 8



Scroll down to see the Contract Information and Attachments. The Attachments can be viewed by selecting the File link. Scroll back up to the top of the screen and click the Offer tab.

Step 9



Click the Offer tab to Add and review current offers on the Solicitation. Click the Add button to add an offer to the Solicitation.

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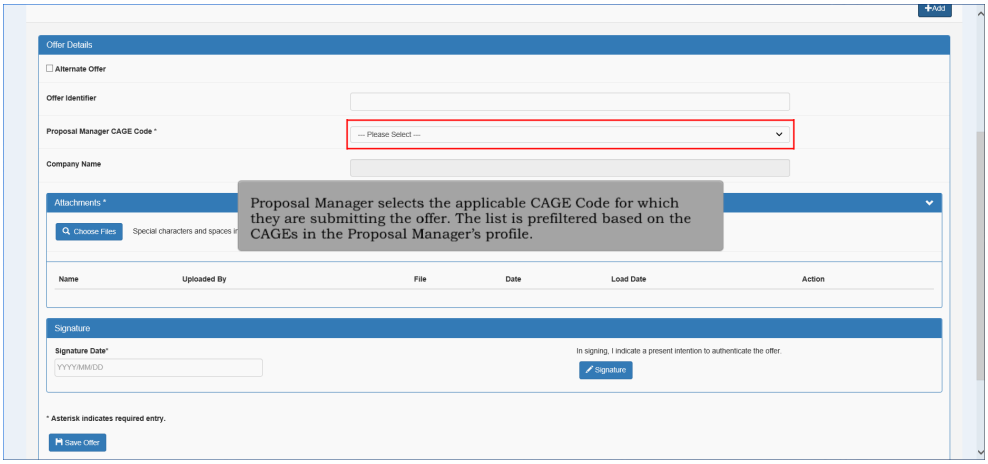
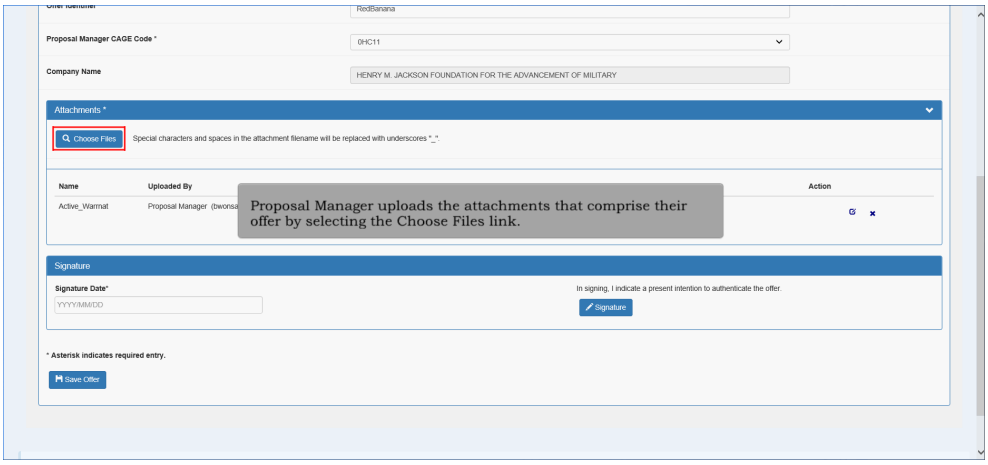
Step 10



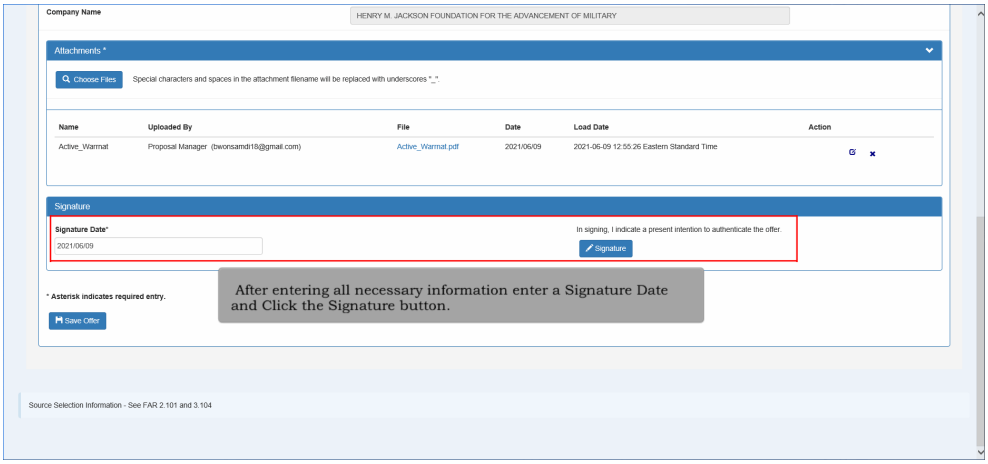
Proposal Manager selects the applicable CAGE Code for which they are submitting the offer. The list is prefiltered based on the CAGEs in the Proposal Manager's profile.

Step 11



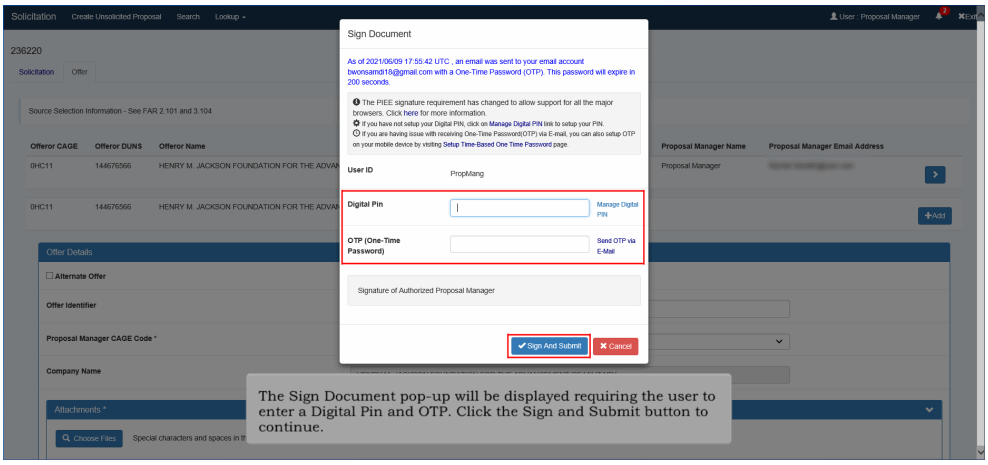
Proposal Manager uploads the attachments that comprise their offer by selecting the Choose Files link.

Step 12



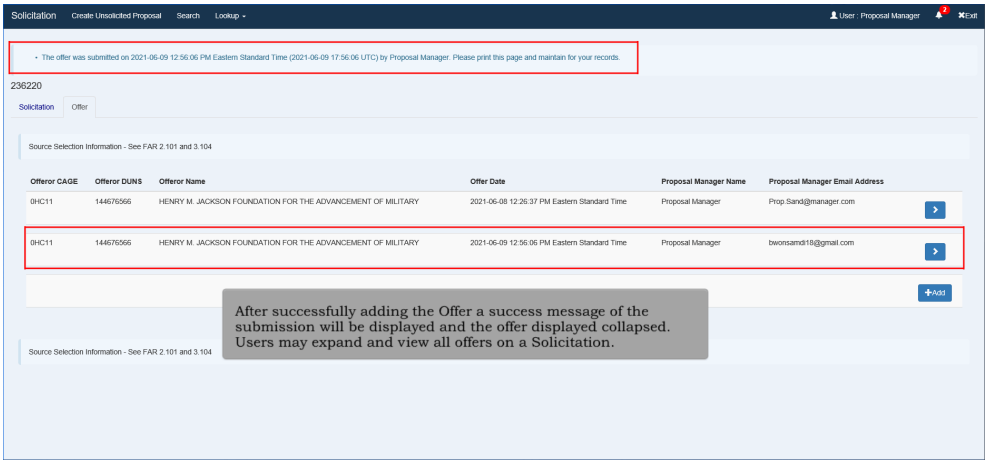
After entering all necessary information enter a Signature Date and Click the Signature button.

Step 13



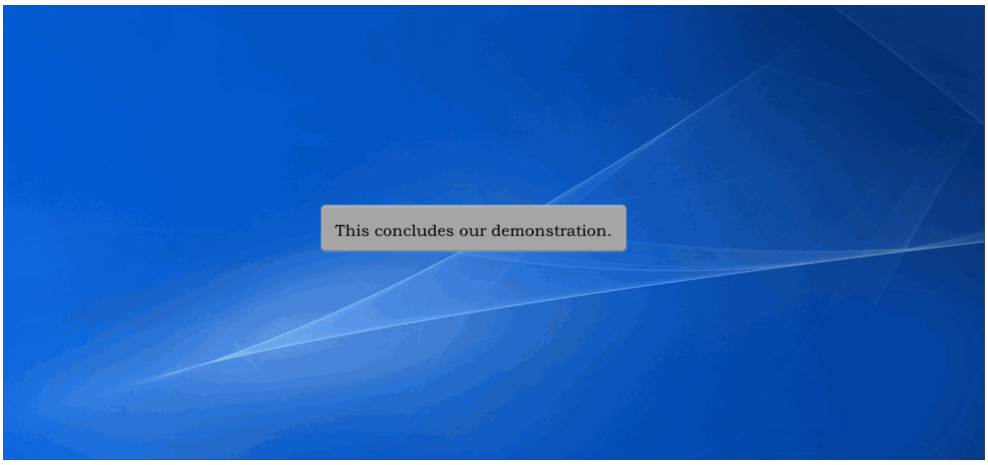
The Sign Document pop-up will be displayed requiring the user to enter a Digital Pin and OTP. Click the Sign and Submit button to continue.

Step 14



After successfully adding the Offer a success message of the submission will be displayed and the offer displayed collapsed. Users may expand and view all offers on a Solicitation.

End



This concludes our demonstration.

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