

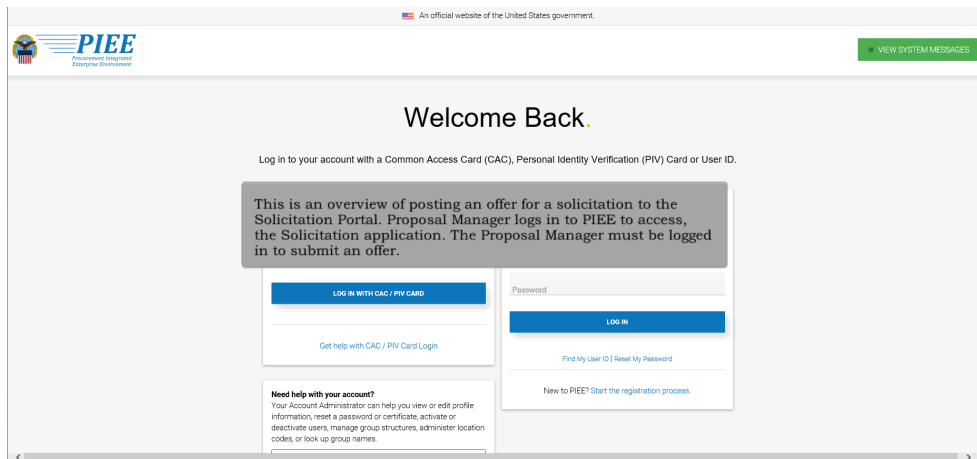
## Intro



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

**\* See Page 3 for USACE, Fort Worth District DoDAAC Numbers \***

## Step 1

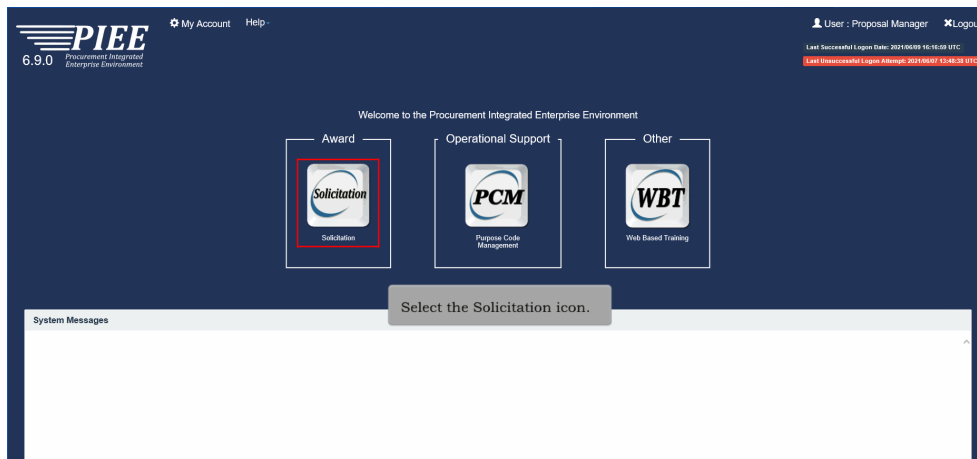


This is an overview of posting an offer for a solicitation to the Solicitation Portal.

Proposal Manager **must log in** to PIEE to access, the Solicitation application.

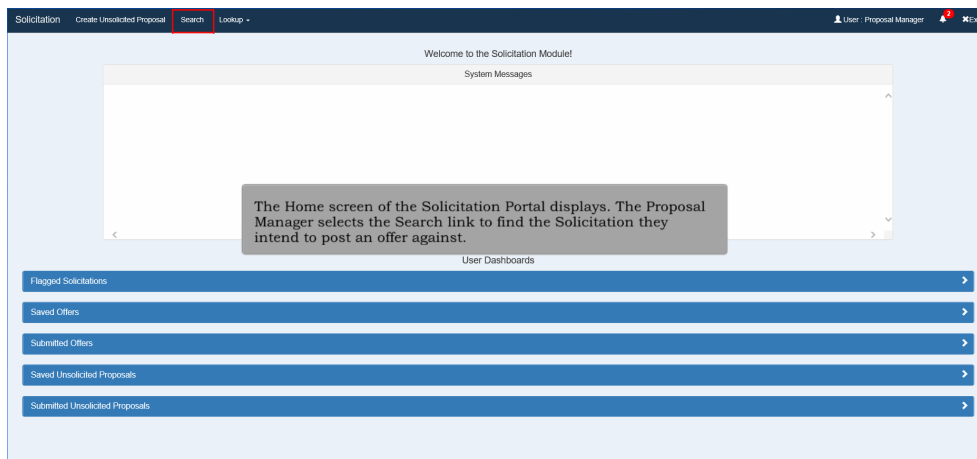
The Proposal Manager **must be logged in to submit** an offer.

## Step 2



Select the **Solicitation** icon.

## Step 3

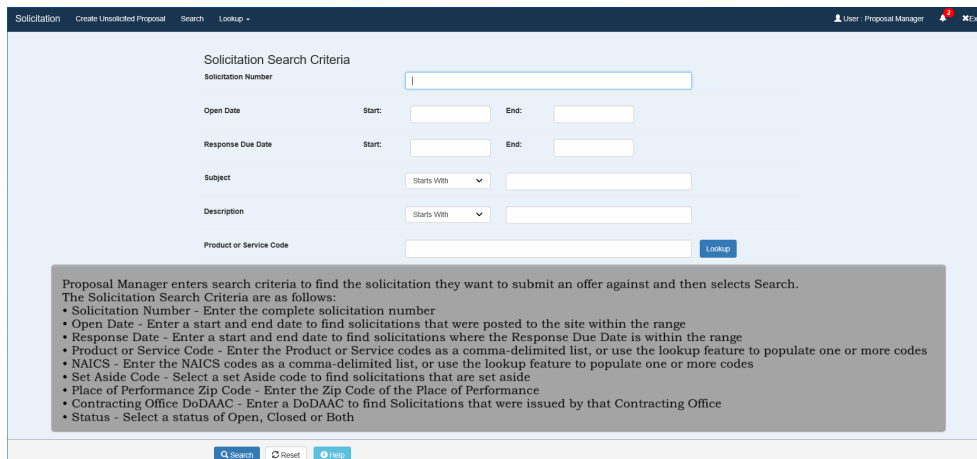


The Home screen of the Solicitation Portal displays.

The Proposal Manager selects the **Search** link to find the Solicitation they intend to post an offer against.

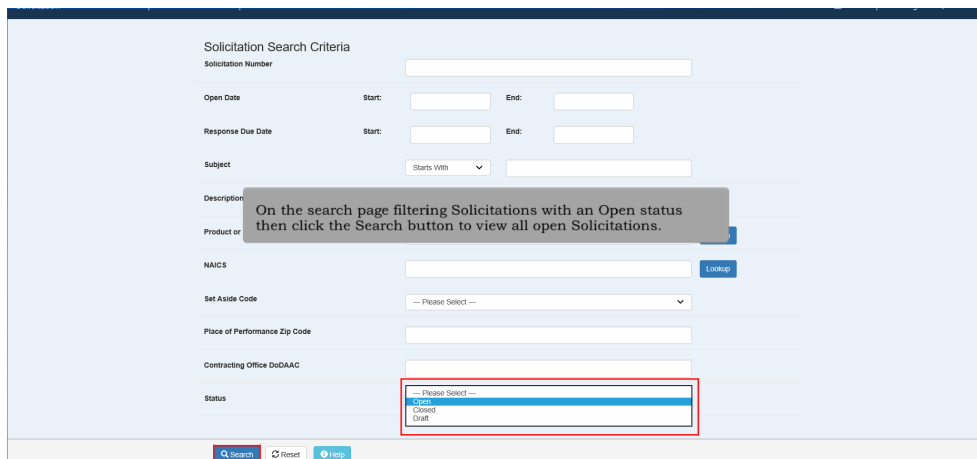
**W9126G** = DoD customers. **W518EA** = Non-DoD customers (VA, CBP, EPA, DOE)

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:

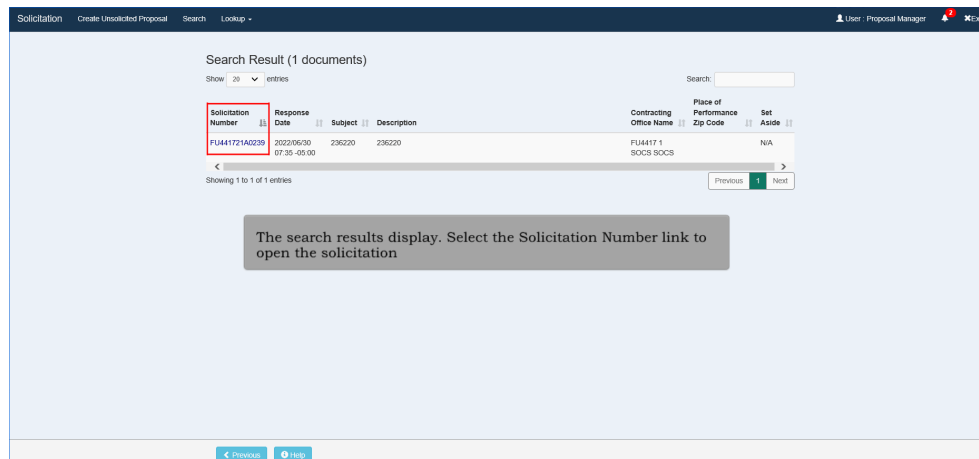
- Solicitation Number - Enter the complete solicitation number (Example Solicitation #: W9126G22R0123)
- Open Date - Enter a start and end date to find solicitations that were posted to the site within the range
- Response Date - Enter a start and end date to find solicitations where the Response Due 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 (**W9126G**)
- Status - Select a status of Open, Closed or Both



On the search page filtering Solicitations with an **Open** status.

Then click the **Search** button to view all open Solicitations.

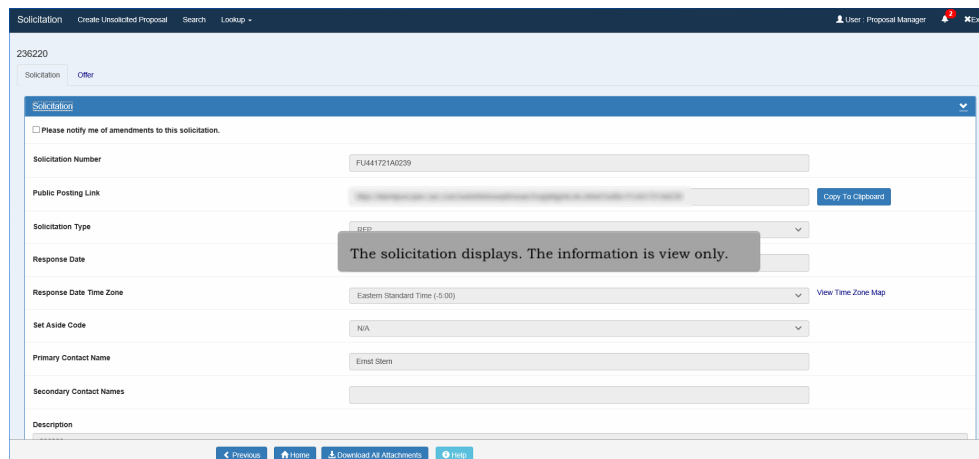
## Step 6



The search results display.

Select the **Solicitation Number link** to open the solicitation

## Step 7



The solicitation displays. The information is view only.

## Step 8

| Name          | Number        | FileURL           | Date       | Document Type | Include in Response |
|---------------|---------------|-------------------|------------|---------------|---------------------|
| COLF_Training | COLF_Training | COLF_Training.pdf | 2021-05-12 | Attachment    | No                  |

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

| Offeror CAGE | Offeror DUNS | Offeror Name  | Offer Date                                   | Proposal Manager Name | Proposal Manager Email Address |
|--------------|--------------|---|--|-----------------------|--------------------------------|
| 0HC11        | 144676556    | HENRY M. JACKSON FOUNDATION FOR THE ADVANCEMENT OF MILITARY | 2021-05-08 12:26:37 PM Eastern Standard Time | Proposal Manager      | Prop.Sand@manager.com          |

Click the **Offer tab** to Add and review current offers on the Solicitation.

Click the **Add** button to add an offer to the Solicitation.

## Step 10

Offer Details

Alternate Offer

Offer Identifier

Proposals Manager CAGE Code \* -- Please Select --

Company Name

Attachments \*

[Choose Files](#) Special characters and spaces in

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

| Name | Uploaded By | File | Date | Load Date | Action |
|------|-------------|------|------|-----------|--------|
|------|-------------|------|------|-----------|--------|

Signature

Signature Date\*

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

[Signature](#)

\* Asterisk indicates required entry.

[Save Offer](#)

Proposal Manager **selects** the **applicable CAGE** Code for which they are submitting the offer.

The list is pre-filtered based on the CAGE codes in the Proposal Manager's profile.

## Step 11

Proposals Manager CAGE Code \* 04C11

Company Name HENRY M. JACKSON FOUNDATION FOR THE ADVANCEMENT OF MILITARY

Attachments \*

[Choose Files](#) Special characters and spaces in the attachment filename will be replaced with underscores "\_".

| Name          | Uploaded By               | Action                              |
|---------------|---------------------------|-------------------------------------|
| Active_Warmat | Proposals Manager (bwnor) | <a href="#">🗑</a> <a href="#">✕</a> |

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

Signature

Signature Date\*

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

[Signature](#)

\* Asterisk indicates required entry.

[Save Offer](#)

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

## Step 12

Company Name: HENRY M. JACKSON FOUNDATION FOR THE ADVANCEMENT OF MILITARY

Attachments:

| Name          | Uploaded By                             | File              | Date       | Load Date                                 | Action |
|---------------|---|-------------------|------------|---|--------|
| Active_Warmat | Proposal Manager (bwonsamd18@gmail.com) | Active_Warmat.pdf | 2021-05-09 | 2021-05-09 12:55:26 Eastern Standard Time |        |

Signature:

Signature Date\*: 20210509

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

\* Asterisk indicates required entry.

Source Selection Information - See FAR 2.101 and 3.104

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

## Step 13

Sign Document

As of 20210509 17:55:42 UTC, an email was sent to your email account bwonsamd18@gmail.com with a One-Time Password (OTP). This password will expire in 200 seconds.

- The PHEE signature requirement has changed to allow support for all the major browsers. Click here for more information.
- If you have not setup your Digital PIN, click on Manage Digital PIN link to setup your PIN.
- If you are having issue with receiving One-Time Password(OTP) via E-mail, you can also setup OTP on your mobile device by visiting Setup Time-Saved One Time Password page.

User ID: PropMtg

Digital Pin:

OTP (One-Time Password):

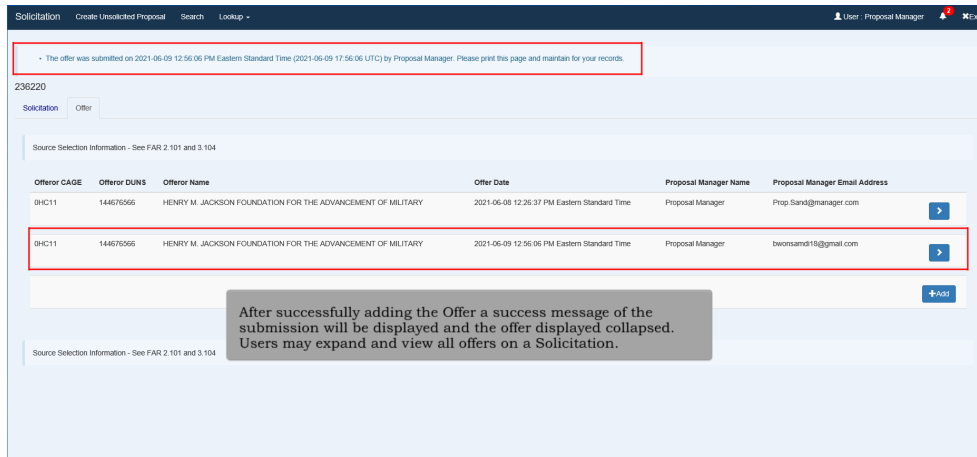
Signature of Authorized Proposal Manager: \_\_\_\_\_

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.

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.

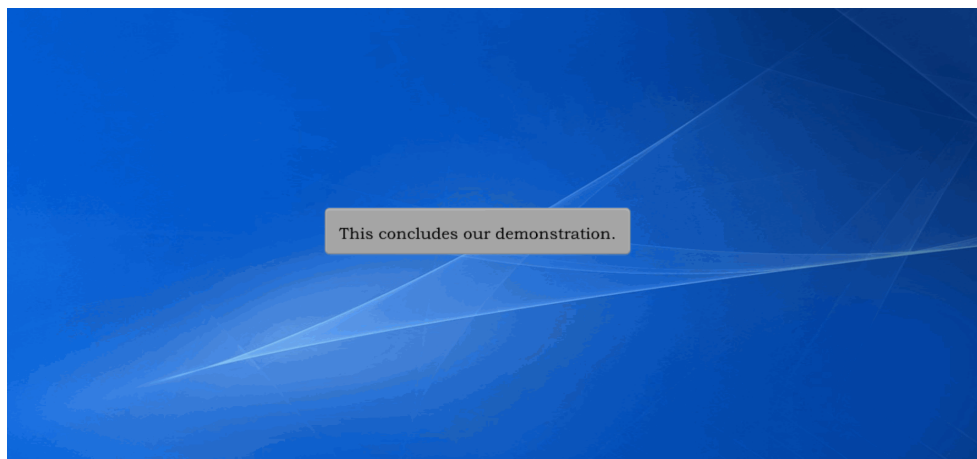
Step 14



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.