

# FBO.GOV Buyer User Guide 1.6

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Updated: 5/6/2008

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# 1 System Overview

The system is a web-based portal which allows vendors to review Federal Procurement Opportunities over \$25,000.

**All Users:** From the site's main navigation page, any user (not password protected) can utilize navigation to review:

- General Information
- News
- Opportunities
- Agencies / Offices Lists
- Privacy Statement

**Government Users**, when logged in using their password protected account can do the following:

- **Buyers:** Possess key system functionality as outlined below:
  - Maintain Buyer Profile. Buyers can be set up to be agency, or specific contracting office, buyers.
  - Create, Modify/Amend, or Cancel an Opportunity Notice.
  - Manage document package content, and vendor accessibility to package documents, that support opportunities. Buyers can upload non-sensitive docs (and attach existing sensitive, but unclassified docs to notices)
  - Buyers can create non-fbo solicitation links. These links create document packages that are not tied to FBO solicitations (parallels functionality previously found in the FedTeds system). With this feature, the buyer is able to create a clickable link that can be used in other systems/documents. When clicked by a vendor, the vendor is taken to a system interface where their authorization to review materials (explicit access / export controlled) is vetted prior to letting the vendor access the materials.
- **Engineers:** This user group can post / update sensitive, but unclassified documents for use as attachments to Opportunities. Engineers, unless also designated to be a buyer, cannot post or manage opportunities. **NOTE:** Every user is registered for a particular agency/office and usually location, which includes engineers. Buyers of the same office will see unattached technical packages when posting notices for attachment. Buyers can also search by PR#, a technical package field, to find packages submitted for any office that is unattached, but a user must know the #PR# to find it.
- **Buyer/Engineer:** A user can be given both Buyer and Engineer user rights. This allows a single user to both post secured, but unclassified documents and to create solicitations.
- **Location Administrators:** Users that have the authority to authorize an agency's staff member as being able to post opportunities in the system. Location Administrators are also able to post opportunities for their agency.
- **Super User:** Users with system oversight and administrative rights.

**Vendors**, when logged in using their password protected account can do the following:

- Vendor Profile: Vendors maintain profiles in the system streamlining use of the portal. Among other profile elements, the following key vendor information is maintained in their profile:

- **DUNS (Data Universal Number System) Number**
  - **Commercial and Government Entity (CAGE) Code**
  - **MPIN (Marketing Partner Identification Number)** – Optional profile field required to view sensitive materials.
- Vendor Opportunity Review Features: Vendor can search for opportunities based on the following terms:
    - keyword search
    - opportunity/procurement type
    - posting date
    - response deadline
    - last modified date
    - place of performance zip code
    - set-aside code (“set aside” solicitations allow only specified business concerns)
    - classification code
    - NAICS (North American Industry Classification System) code
    - agency/Office(s)


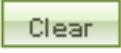



Vendor can set up “search agents” based on detailed search elements, which highlight newly added opportunities which align with their search criteria. Vendor can add opportunities to a “watch list” list (akin to a “favorites” list”). Per the vendor’s profile status, vendor can review documents associated with the opportunity (Packages).


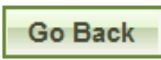








- Opportunity Actions: Vendor is able to add themselves to the “interested vendors list” for an opportunity. If the buyer has indicated that reviewing vendors are able to review other interested vendors, vendors can review the list of vendors who have expressed interest in the opportunity. Vendors can request explicit access to view secured, but unclassified with explicit access designation. Additionally, if the vendor’s profile indicates that the vendor is eligible for access to export controlled packages, the system allows the vendor access.

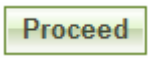
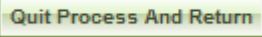

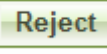
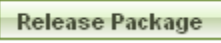



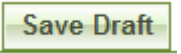


## 1.1 Definition of key terms

Below is a list of key terms and how they are used throughout the system.


| Term              | Icon  | Description   |
|-------------------|---|---|
| Accessibility     | <br>or  | Accessibility Mode – Disables select interface enhancements to ensure users of assistive technologies have full and equal access to all aspects of this web site. Icon is “red” if accessibility mode is “on” or “blue” if accessibility mode is “off”.   |
| Account           | n/a   | From an “account,” a user is designated as a engineer for a particular agency or office. Because some engineers are associated with multiple agency’s/offices, they will have multiple accounts tied to their username.   |
| Active Notice     | n/a   | Notice that is open for vendor review/response.   |
| Approve           |    | The “Approve” button is used to approve a vendor’s request for explicit access to sensitive, but unclassified documents.  |
| Audit Trail       | n/a   | For sensitive, but unclassified documents, the system tracks each time a vendor reviews the record. This is captured in the “audit trail” sub-tab of a released document.   |
| Authorized Party  | n/a   | Certain sensitive, but unclassified package(s) require that a vendor be explicitly authorized to review the materials. A government user can pro-actively select a vendor user for access, or a vendor can request, and be granted access, through this system. Once the vendor is given explicit access to review the package, they are an “authorized” party.   |
| Authorized Vendor | n/a   | Export Controlled requires that the vendor's company be certified by the Defense Logistics Information Service Joint Certification Program to receive unclassified technical data disclosing military critical technology with military or space application. Those vendors that are certified to receive export controlled materials are termed “authorized vendors.” This system receives a daily feed of authorized vendors, which determines access based on a vendor’s Cage code/MPIN. |
| Buyer             | n/a   | Government user that is presenting an opportunity notice in the system.   |
| Cage Code         | n/a   | Commercial and Government Entity (CAGE) Code - A CAGE Code is a five (5) position code that identifies companies doing, or wishing to do business with the Federal Government. The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding I and O. All positions are non-significant. The code provides for a standardized  |

|                       |   |  |
|-----------------------|---|--|
|                       |   | method of identifying a given facility at a specific location.   |
| Cancel Notice         |    | Notice that has been cancelled. Does not go to archives until archive date for the notice.   |
| Clear                 |    | The "Clear" button appears when a users is using search filters. If selected, the system "clears" any previously entered search filters.   |
| Create Award Document |    | Add designation of the contract award recipient. "Document" is a single attachment (either link or uploaded document) that can be attached to a "Notice". A collection of documents can be bundled to create a "Package"   |
| Document              | n/a   | "Document" is a single attachment (either link or uploaded document) that can be attached to a "Notice". A collection of documents can be bundled to create a "Package"  |
| Draft                 |    | Saved, but not necessarily complete. Drafts are not viewable on vendor interface.  |
| DUNS                  | n/a   | DUNS (Data Universal Number System) Number - According to the FAR 4.11, prospective vendors must be registered in CCR (Central Contract Registration) prior to the award of a contract; basic agreement, basic ordering agreement, or blanket purchase agreement. According to FAR 52.204-7, to register in CCR, a firm must have a Data Universal Numbering System (DUNS) number. The DUNS Number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities. |
| Edit                  |  | Open record for edits.   |
| Engineer              | n/a   | User that can post / update sensitive, but unclassified documents for use as attachments to Opportunities. Engineers are registered for a particular agency/office and usually location. Buyers of the same office will see unattached technical packages when posting notices for attachment.   |
| Explicit Access       | n/a   | Vendor is given explicit access to review sensitive, but unclassified package(s). A government user can pro-actively select a vendor user for access, or a vendor can request, and be granted access, through this system.   |
| Export Controlled     | n/a   | Export Controlled requires that the vendor's company be certified by the Defense Logistics Information Service Joint Certification Program to receive unclassified technical data disclosing military critical technology with military or space application. This system receives a daily feed of authorized vendors, which determines access based on a vendor's Cage code/MPIN.   |
| Form                  | n/a   | Any screen where a user enters data that is saved in   |

|                      |   |   |
|----------------------|---|---|
|                      |   | the system.   |
| Go                   |    | If data is entered in keyword search filter, select the "Go" button to submit the request.  |
| Go Back              |    | During a stepwise process, use of the "go back" button takes the user back one step in the process.   |
| Help                 | <br>or  | Throughout the system, the system presents users with the opportunity review system "Help" messages. The icons presented here will take the users to the help message that is available.  |
| Interested Vendor    | n/a   | If a notice is set to allow for either of these features (note the features are set by the buyer), vendors will be allowed to do the following: 1) indicate interest in a particular notice, 2) review the listing of interested vendors for a notice (i.e., potential list of targets for potential collaboration).  |
| Log-in               |    | Use username and password to logon to an account on the system  |
| Logout               |    | The "Logout" button can be used to log the user off the system.   |
| Modify/Amend         |    | Edit or amend a notice.   |
| MPIN                 | n/a   | Marketing Partner Identification Number. Export Controlled requires that the vendor's company be certified by the Defense Logistics Information Service Joint Certification Program to receive unclassified technical data disclosing military critical technology with military or space application. This system receives a daily feed of authorized vendors, which determines access based on a vendor's DUNS/MPiN.  |
| Non-FBO Solicitation | n/a   | Buyers can create links to sensitive, but unclassified, documents posted in the FBO system, for viewing outside the context of FBO notices. Non-FBO solicitations, when released in the system, support a "link" (URL) to the Non-FBO solicitation's sensitive, but unclassified, document packages. The Non-FBO "link" can be used in other systems, or documents, and when clicked by a vendor will "link" the vendor to the Non-FBO materials. The system controls vendor access (e.g., explicit access, export control) to the Non-FBO solicitation, in the same manner as it does for a FBO solicitation. Non-FBO links were previously managed through FedTeds. |
| Package              |    | Collection of "documents" that can be attached to a "notice".   |
| Paste Plain Text     |    | When entering "description" field for Solicitation, users can use this paste plain text tool to open pop-up that allows for plain text insertion into the field.  |
| Post                 |    | Finalizes a Notice and posts the notice on the system for vendor review.  |

|                                      |   |   |
|--------------------------------------|---|---|
| Proceed                              |    | The "Proceed" button saves the entered data on a form and takes the user to the next step (first prompting users to complete required fields on the form).  |
| Quicklink                            | n/a   | A "quicklink" is a system navigational option that if selected takes a user to a specific action on the site.   |
| Quit Process and Return              |    | The "quit process and return" button returns the user to the previous page, without updating any record fields.   |
| Register                             |    | Request a user account on the system.   |
| Reject                               |    | The "Reject" button is used to reject a vendor's request for explicit access to sensitive, but unclassified documents.  |
| Release Package                      |    | Finalizes a Package and releases for use by a buyer.  |
| Required Field                       | *   | A red asterisk next to a field label indicates that the field is a required.  |
| Return                               |    | The "return" button returns the user to the navigation.   |
| Review or view                       |    | "Review" opens an object for review.  |
| Save                                 |    | The "Save" button saves the entered data on the form. User will be required to complete all required fields on the form.  |
| Save Draft                           |  | The "Save Draft" button saves the entered data in a draft document, (user is not required to complete required fields on the form).   |
| Search Agent                         | n/a   | Vendors can set up "search agents" based on selected detailed search elements. Search agents can be run on an ad hoc or scheduled basis to highlight newly filed opportunities which align with the designated search criteria.   |
| Sensitive, but Unclassified Document | n/a   | Vendors are required to logon to the system and to have a valid MPIN on file, to review sensitive, but unclassified documents. "Export Controlled" and "explicit access" are more stringent access controls that may also apply to sensitive, but unclassified documents. |
| Spell Check                          |  | Certain text entry fields offer spell check tool that is indicated by this icon.  |
| Sub-tab                              | n/a   | These are sections of a main navigation that a user can move to while in that main navigation (e.g, "my profile" is a main navigation, and "account" and "contact information" are sub-tabs in that main navigation).   |
| Switch Accounts                      |  | Because some buyers are associated with multiple agencies/offices, they will have multiple accounts tied to their username. Users having multiple associations can switch between accounts by using the "switch account" tool   |
| Username                             | n/a   | All users will have one "username". The username is   |



|            |   |  |
|------------|---|--|
|            |   | used to log into the system.   |
| Vendor     | n/a   | Provider of services.  |
| Watch List |  | Designation that vendor can set on a notice that saves the notice on a sub-tab list of notices. The watch list is easily accessed with a quick link and the vendor |

## 2 Logging onto the System

### 2.1 System URL

The URL for the system is <https://www.fbo.gov>. All system users navigate to this URL to logon to the system.

### 2.2 Navigation Bar on Logon Page – Unsecured features

The Navigation across the top of the login page allows users access to the following features prior to being logged onto the system:

- I. General Information
- II. News
- III. Opportunities (for all agency/all offices)
- IV. Agencies
- V. Privacy

The screenshot shows the top navigation bar of the FEDBIZOPPS.GOV website. The navigation bar includes links for Home, General Info, News, Opportunities, Agencies, and Privacy. Five yellow arrows labeled I through V point to these links respectively. Below the navigation bar, the main content area features a welcome message, a 'Find Opportunities' button, and sections for Buyers/Engineers and Vendors. The 'Find Opportunities' section includes a 'Start researching now' button. The 'Buyers / Engineers' section includes a 'View Opportunities' button and a 'Register Now' button. The 'Vendors' section includes a 'Find Opportunities' button and a 'Register Now' button. The right sidebar contains a 'QUICK SEARCH' box, 'USER GUIDES' (Buyer, Vendor, Engineer, Location / Agency Admin), and 'ADDITIONAL RESOURCES' (Business Partner Network (BPN), Central Contractor Registration (CCR), Online Reqs & Cert Application (ORCA), Federal Agency Business Forecasts, Federal Assets Sales).

## 2.3 Register for an Account

Note - Before an individual government user can register to use FBO, his or her Agency must be registered with FBO. Please contact the FBO Helpdesk for Agency Registration 877-472-3779.

- I. To get started, go to [fbo.gov](http://fbo.gov) and click on the Buyers / Engineers' "Register" link. This will open up a series of screens where the user enters registration data.

The screenshot shows the FBO.gov homepage. At the top, there is a navigation bar with tabs for Home, General Info, News, Opportunities, Agencies, and Privacy. Below the navigation bar, there is a large banner area with a bald eagle on the left and a central message: "Welcome to FBO.gov, the U.S Government's one-stop virtual marketplace. Through this single point-of-entry, commercial vendors and government buyers are invited to post, search, monitor, and retrieve opportunities solicited by the entire Federal contracting community." To the right of the eagle, there are three green arrows pointing right, followed by the text "Find Opportunities NO REGISTRATION REQUIRED" and a link "Start researching now".

Below the banner, there are two main sections: "Buyers / Engineers" and "Vendors". The "Buyers / Engineers" section has a "Register Now" link. The "Vendors" section has a "Register Now" link. A yellow arrow points from the "Register Now" link in the "Vendors" section to the "Register Now" link in the "Buyers / Engineers" section.

On the right side of the page, there are several utility sections: "QUICK SEARCH" with a search box and "Go" button; "Advanced Search" link; "USER GUIDES" with links for Buyer, Vendor, Engineer, and Location / Agency Admin; a note about using Adobe Acrobat Reader; and "ADDITIONAL RESOURCES" with a list of links including Business Partner Network (BPN), Central Contractor Registration (CCR), Online Reqs & Cert Application (ORCA), Federal Agency Business Forecasts, Federal Assets Sales, Federal Grants, USA.gov, Minority Business Development Agency, SUB - Net (Subcontracting Opportunities), and IAE.

- II. Step one – Personal Information is entered. Once required fields are entered, select “proceed”.

**FEDBIZOPPS.GOV** Federal Business Opportunities

Home General Info News Opportunities Agencies Privacy

Accessibility

## Buyer/Engineer Registration

**1 Personal Information**

**2 Account Information**

**3 Review/Submit**

### FedBizOpps (FBO) Registration Form for Federal Users

\* indicates a required field

Before an individual user can register to use FBO, his or her Agency must be registered with FBO. Please contact the FBO Helpdesk for Agency Registration

**Your Full Name\*:**  
Please enter your full name.  
Example: John F. Smith

**Your Suffix:**  
If applicable, enter your suffix.

**The Title of Your Position:**  
Enter the title of the position you hold at your agency.

**Your Email Address\*:**  
Enter your email address.  
Example: john@agency.gov

Cancel Proceed


- I. Step two – Account Information is entered - Agency / Office is set up, along with password creation. When you enter a desired password, for security purposes, the password must meet the following criteria:
  - Must be between 8 and 14 characters
  - Must contain 1 of each of the following:
    - lower case letter
    - upper case letter
    - number
    - special character (e.g. !, %, ^)
- II. During account registration, buyers can register to be a “buyer”, “engineer” or both “buyer” and “engineer.” Registering as both allows a single user to both create sensitive, but unclassified documents and to manage opportunities.
- III. Once required fields are entered, select “proceed and review”.

## Buyer/Engineer Registration

1 Personal Information

2 Account Information

3 Review/Submit

 **On this step:** Please choose your agency/office location and choose an account password

### Account Information \* indicates a required field

**Agency\*:**

Choose your agency down to the lowest level

APPALACHIAN REGIONAL COMMISSION 

**User Role(s)\*:**

- **Buyers:** Create, Modify/Amend, or Cancel Opportunity Notices. They manage document package content, and vendor accessibility to package documents, that support opportunities. Buyers can upload non-sensitive docs (and attach existing sensitive, but unclassified docs to notices). Buyers can also create non-fbo solicitation links.
- **Engineers:** This user group can post / update sensitive, but unclassified packages for use as attachments to Opportunities.
- **Buyer/Engineer:** A single user can be given both Buyer and Engineer user rights. This allows a single user to both post secured, but unclassified packages and to create solicitations.
- **Office Location Administrators:** Users that authorize an office location's staff as either buyer / engineer. Office Location administrators are also able to post opportunities, and sensitive, but unclassified packages, for their location.

Buyer  Engineer  Office Location Administrator

**Username\*:**

Please choose your login username now

**Desired Password\*:**

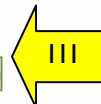
Enter the password you wish to use to gain access to the system.

For security purposes, the password must meet the following criteria:

1. Must be between 8 and 14 characters
2. Must contain **all of the following:**
  - 1 lower case letters
  - 1 upper case letters
  - 1 numbers
  - 1 special characters (e.g. !, %, ^)


**Repeat Desired Password\*:**

Repeat the password you entered in the previous field to verify it was entered correctly.



- I. Step three – Review/Submit - Registrant is asked to review registration information.
- II. Click “go back” to correct information on previous steps.
- III. If everything is correct, click “submit” at the bottom of the page.

- 1 Personal Information
- 2 Account Information
- 3 Review/Submit

 **On this step:** Please review your registration information. If everything is correct, click **Submit Registration** now. Otherwise, click **Go Back** to correct information on previous steps.

### FedBizOpps (FBO) Registration Form for Federal Users

Your Full Name:  
nancy

Your Suffix:  
n

The Title of Your Position:  
n

Your Email Address:  
[n@symplicity.com](mailto:n@symplicity.com)

### Account Information

Agency:  
AGENCY FOR INTERNATIONAL DEVELOPMENT

**Note:** You have selected the top level of this agency hierarchy.

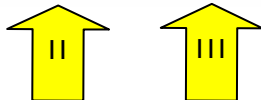
Contracting Office (Enter Manually):  
test

User Role(s):  
Engineer

Username:  
testeng

Desired Password:  
\*\*\*\*\*

Repeat Desired Password:  
\*\*\*\*\*



- I. The next screen explains that registrants will receive an e-mail after submitting a registration which allows them to confirm the validity of their identity/email. Users should follow the directions in the e-mail



- II. Once the buyer has completed the steps outlined in the email, the registrant's accounts must now wait for administrator approval prior to being able to logon to the system.
- III. Once approved, newly registered buyers will be sent another e-mail. Once that approval is received, a new user may login to the system.



## 2.4 Returning Users – Log into the system

- I. Point your browser to <https://www.fbo.gov> and enter username and password.
- II. Click log-in button.

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with links for Home, General Info, News, Opportunities, Agencies, and Privacy. Below the navigation bar is a main content area with a welcome message and a 'Find Opportunities' section. To the right, there is a 'QUICK SEARCH' box and a 'USER GUIDES' section. Below the main content area, there are two columns: 'Buyers / Engineers' and 'Vendors'. The 'Buyers / Engineers' section has a login form with fields for Username and Password, and a 'Login' button. A yellow callout box labeled 'I' points to the Username field, and another yellow callout box labeled 'II' points to the Login button. The 'Vendors' section also has a login form with fields for Username and Password, and a 'Login' button. To the right of the login forms is an 'ADDITIONAL RESOURCES' section with a list of links.

**FEDBIZOPPS.GOV** Federal Business Opportunities

Home General Info News Opportunities Agencies Privacy

Welcome to FBO.gov, the U.S Government's one-stop virtual marketplace. Through this single point-of-entry, commercial vendors and government buyers are invited to post, search, monitor, and retrieve opportunities solicited by the entire Federal contracting community.

**Find Opportunities**  
NO REGISTRATION REQUIRED  
[Start researching now ▶](#)

**QUICK SEARCH**  
   
[Advanced Search](#)

**USER GUIDES**

- [Buyer](#)
- [Vendor](#)
- [Engineer](#)
- [Location / Agency Admin](#)

Use [Adobe Acrobat Reader](#) to view files in PDF format.

**ADDITIONAL RESOURCES**

- [Business Partner Network \(BPN\)](#)
- [Central Contractor Registration \(CCR\)](#)
- [Online Reqs & Cert Application \(ORCA\)](#)
- [Federal Agency Business Forecasts](#)
- [Federal Assets Sales](#)
- [Federal Grants](#)
- [USA.gov](#)
- [Minority Business Development Agency](#)
- [SUB - Net \(Subcontracting Opportunities\)](#)
- [IAE](#)

**Buyers / Engineers**  
Post, manage, and award opportunities.

Username  [View Opportunities](#)  
No login is required to view opportunities.

Password  [Register Now](#)  
[Password Reminder](#)

**Vendors**  
Search, monitor, and retrieve opportunities.

Username  [Find Opportunities](#)  
No login is required to view opportunities.

Password  [Register Now](#)  
[Password Reminder](#)

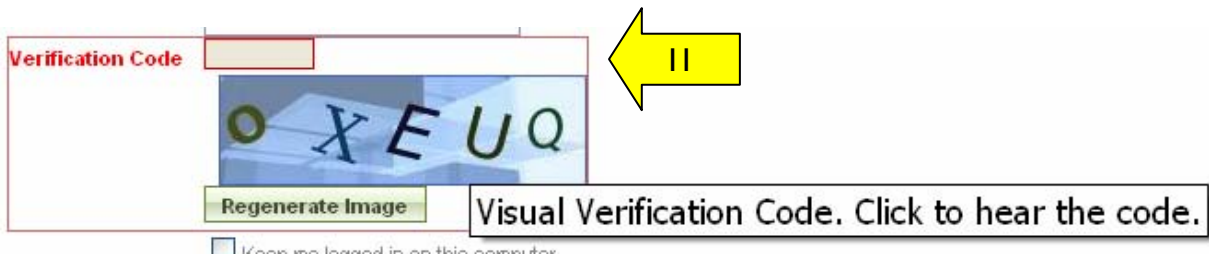
**Location / Agency Administrators**

- ▶ [Login Here](#)
- ▶ [Register Now](#)



## 2.4.1 Captcha Security

- I. Login Security – When a user (or machine) enters a username or password incorrectly three consecutive times, a captcha (image with characters) is displayed as a check to see if the user attempting to log in is indeed a human user.
- II. The user must enter the characters displayed in the “Verification Code” with their username and password in order to attempt another login. This prevents unauthorized access by spammers and other security threats. Users can click on the image to hear the code.



## 2.4.2 FBO Terms and Conditions

- I. All users are required to review and to agree to FBO Terms and Conditions which are presented after a user has entered correct username and password data.
- II. To agree to the terms and conditions, select "accept". If you do not consent to the conditions stated, select "decline." Decline logs the user off the system.

**FBO Terms and Conditions**

LOG OFF IMMEDIATELY if you do not consent to the conditions stated in the following notice. Otherwise click "Accept" to accept the terms and proceed.

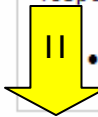
**I. Usage Agreement**

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and Intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized Small Business Administration (SBA) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SBA personnel, law enforcement personnel (including the OIG), and/or authorized officials of other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C. 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

**II. Privacy Act Routine Uses (5 USC § 522a as amended)**

**Disclosure (or providing) of information requested in forms contained within this system or provided via email contact is "voluntary."** By providing the information, the individual assumes all responsibility to ensure the information provided is correct and valid and is so maintained.

- Vendor Information: Vendor-provided information, including email addresses and company information, will be used to establish user accounts for submitting subcontracting reports,



• Vendor Information: Vendor-provided information, including email addresses and company information, will be used to establish user accounts for submitting subcontracting reports,

## 3 Buyer's Secured Interface

### 3.1 "session time out"

Once a user is logged onto the system, the system will check to make sure the user is actively using the site. If a user is inactive for 60 minutes, the user will be automatically logged off the system. Activity in this sense is defined as data that has been submitted by the user. Some examples are the request for a navigational (e.g., selection of a quicklink) or if a user submits a form (e.g., selection of "save draft" during notice creation).

To ensure the user is aware of this pending circumstance, after 55 minutes of inactivity, a warning message appears that indicates the pending action. When the warning message appears, to remain logged onto the system, select "click keep me logged in". If the user does not make this selection, the session will be closed and any unsaved data will be lost. The system returns the user to the system logon screen (fbo.gov).

### 3.2 Main Navigation

- Navigation for the Buyer's Secured Interface appears across the top of the user's page. Using this navigation, users can move between the following key navigational elements: "My FBO", "My Profile", "Notices", and "Document Packages".

**NOTE:** a green, versus blue, background highlights what the user has selected on the upper navigation bar.



### 3.2.1 Home

The "Home" page allows for easy access to the following system features:

- I. "quicklinks" – Navigational options that if selected take a user to a specific action on the site (e.g., "Create Notice").
- II. "Announcements" – System Announcements posted for the user's reference.
- III. "Pending Actions" – Tally of the pending actions, (e.g, number of explicit access requests in need of processing).
- IV. "Statistics" – Tally of the Active and Archived Notices on the site.

The screenshot shows the 'My FBO' page on FedBizOpps.gov. The page has a blue header with the site logo and navigation tabs for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below the header, there is a user greeting 'Welcome, nancy both' and links for 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled 'My FBO' and contains several sections:

- Pending Actions:** A warning icon followed by 'Pending Actions' and '2 Explicit Access Requests'. A yellow arrow labeled 'III' points to this section.
- Quicklinks:** A green arrow icon followed by 'Quicklinks' and a list of actions: 'Edit Draft Notice', 'Create Notice', 'Mod/Amend Notice', 'Create Award', 'Cancel Notice', and 'Upload New Documents/Links'. A yellow arrow labeled 'I' points to this section.
- Statistics:** A bar chart icon followed by 'Statistics', '26 Active Procurement Notices', and '1 Archived Procurement Notices'. A yellow arrow labeled 'IV' points to this section.
- Announcements:** A megaphone icon followed by 'Announcements' and the text 'There are no announcements at this time.'. A yellow arrow labeled 'II' points to this section.

At the bottom of the page, there is a notice: 'Notice of Section 508 Compliance: Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.'

### 3.2.2 Multi-account Users

- I. Because some buyers are associated with multiple agencies/offices, they will have multiple accounts tied to their username. Users having multiple associations can switch between accounts by using the “switch account” tool on their home page. A smaller switch account option also appears on the top of all pages of navigation.
- II. If the username is not associated with multiple accounts, these links will not be available.
- III. When a user logs in, they will see “user name” / “agency” of the account they are currently managing at the top of the page.

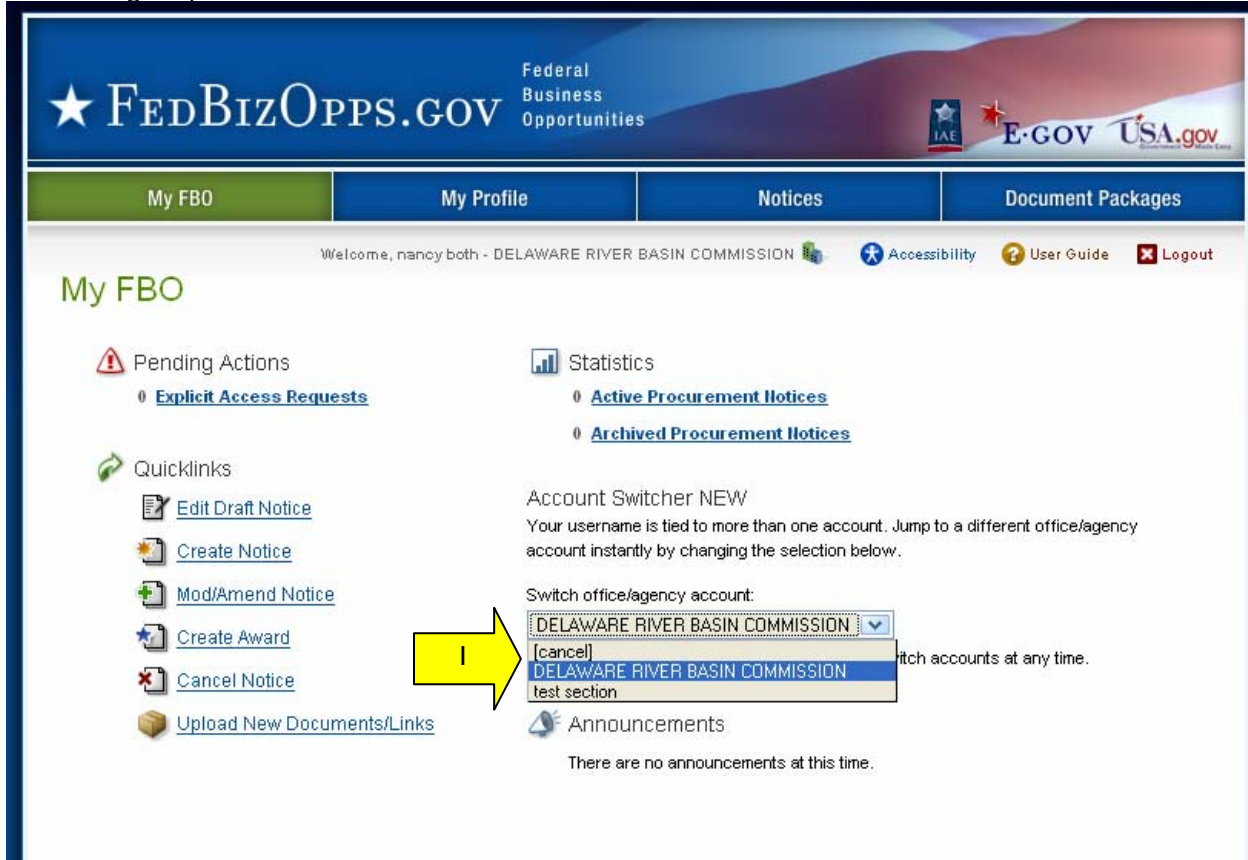
The screenshot displays the user interface for FEDBIZOPPS.GOV. At the top, there is a navigation bar with tabs for "My FBO", "My Profile", "Notices", and "Document Packages". Below this, a user is logged in as "nancy.both" for the "DELAWARE RIVER BASIN COMMISSION". A yellow arrow labeled "III" points to a small globe icon next to the user name.

The main content area is titled "My FBO" and contains several sections:

- Pending Actions:** Includes a link for "Explicit Access Requests".
- Quicklinks:** Includes links for "Edit Draft Notice", "Create Notice", "Mod/Amend Notice", "Create Award", "Cancel Notice", and "Upload New Documents/Links".
- Statistics:** Includes links for "Active Procurement Notices" and "Archived Procurement Notices".
- Account Switcher NEW:** A section explaining that the user's username is tied to multiple accounts. It features a dropdown menu currently set to "DELAWARE RIVER BASIN COMMISSION". A yellow arrow labeled "I" points to this dropdown. Below the dropdown, a tip states: "Tip: click the globe icon at the top of the page to switch accounts at any time." This tip refers to the globe icon mentioned in step III of the text above.
- Announcements:** A section stating "There are no announcements at this time."

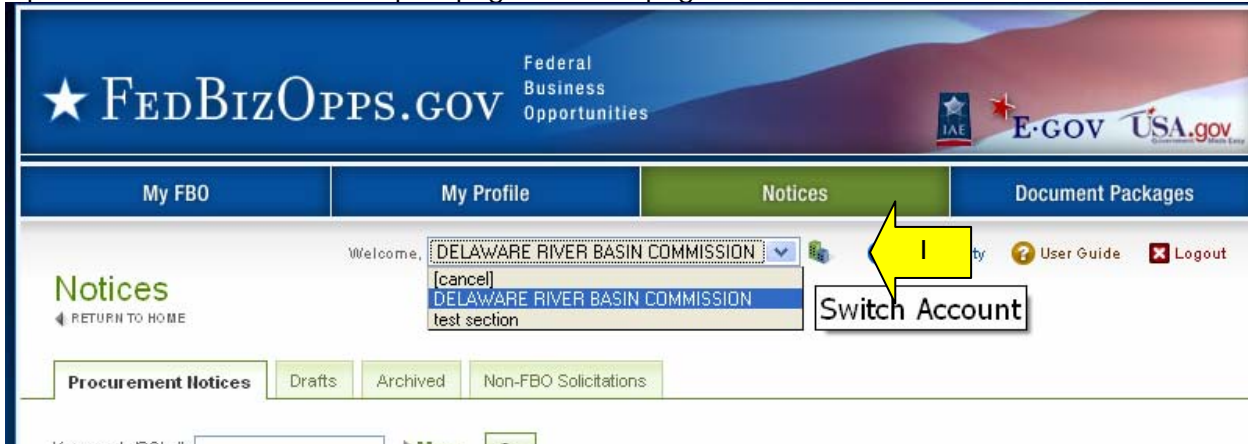
- I. If the “switch account” icon  is clicked, the user will have the option to select another account.

Home Page Option to switch account:



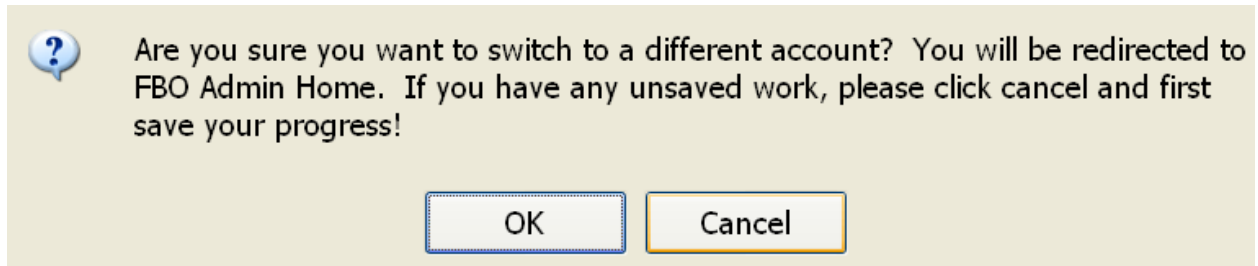
The screenshot shows the home page of FEDBIZOPPS.GOV. The user is logged in as 'nancy both - DELAWARE RIVER BASIN COMMISSION'. In the 'My FBO' section, there is a notification titled 'Account Switcher NEW' with the text: 'Your username is tied to more than one account. Jump to a different office/agency account instantly by changing the selection below.' Below this notification is a dropdown menu labeled 'Switch office/agency account:' with the following options: 'DELAWARE RIVER BASIN COMMISSION', '[cancel]', 'DELAWARE RIVER BASIN COMMISSION test section', and 'test section'. A yellow arrow points to the dropdown menu. To the right of the dropdown, there is a partially visible text 'itch accounts at any time.'

Option to switch shows on top of page of other pages in the site:



The screenshot shows the 'Notices' page of FEDBIZOPPS.GOV. The user is logged in as 'nancy both - DELAWARE RIVER BASIN COMMISSION'. At the top of the page, there is a dropdown menu labeled 'Switch Account' with the following options: 'DELAWARE RIVER BASIN COMMISSION', '[cancel]', 'DELAWARE RIVER BASIN COMMISSION test section', and 'test section'. A yellow arrow points to the dropdown menu. Below the dropdown menu, there is a button labeled 'Switch Account'.

- I. When a user is about to change accounts, the system will present the following warning. If a user switches accounts without saving work, they will lose those edits.





## My Profile

- I. There are two sub-tabs on the users "My Profile" page (which are tied to an account profile). On these sub-tabs the user is able to update "contact information" and "account" data.
- II. Agency, Office and Role information is show on the right section of this page. **Note**, the information reflected here determines which opportunities a buyer is able to manage on their account's secured interface. Buyers will manage opportunities that are aligned with their agency/location branch of the organization.
- III. From the "contact information" tab, select the "edit" to changes contact fields.

The screenshot displays the 'My Profile' page on FedBizOpps.gov. At the top, the navigation bar includes 'My FBO', 'My Profile' (highlighted with a yellow arrow I), 'Notices', and 'Document Packages'. Below this, the user is identified as 'nancy both' with links for 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled 'nancy both: Contact Info' and features two sub-tabs: 'Contact Information' (highlighted with a yellow arrow III) and 'Account'. Under 'Contact Information', there are 'Edit' and 'Return' buttons. The 'Agency User Information' section lists: Fullname: nancy both, First Name: nancy, Last Name: both, and Email: test-1@symplicity.com, test-13@symplicity.com. A sidebar on the right, titled 'AGENCY INFORMATION', lists: WASHINGTON, Agency METROPOLITAN AREA TRANSIT AUTHORITY, Office test section, and Role(s) Buyer, Engineer. A yellow arrow II points to this sidebar. At the bottom, there are links for 'User Guide', 'Help Desk', and 'Accessibility'.



I. Enter field changes as desired. Select "save" to save updates to the form.

**FEDBIZOPPS.GOV** Business Opportunities

IAE E-GOV USA.gov

My FBO **My Profile** Notices Document Packages

Welcome, nancy both Accessibility User Guide Logout

**nancy both: Contact Info**

RETURN

Contact Information Account

Save Return \* indicates a required field

**User Information**

Enter your personal information

Title:

Fullname\*:

First Name:

Middle Name:

Last Name:

Suffix:

Email:

Phone:

Cell Phone:

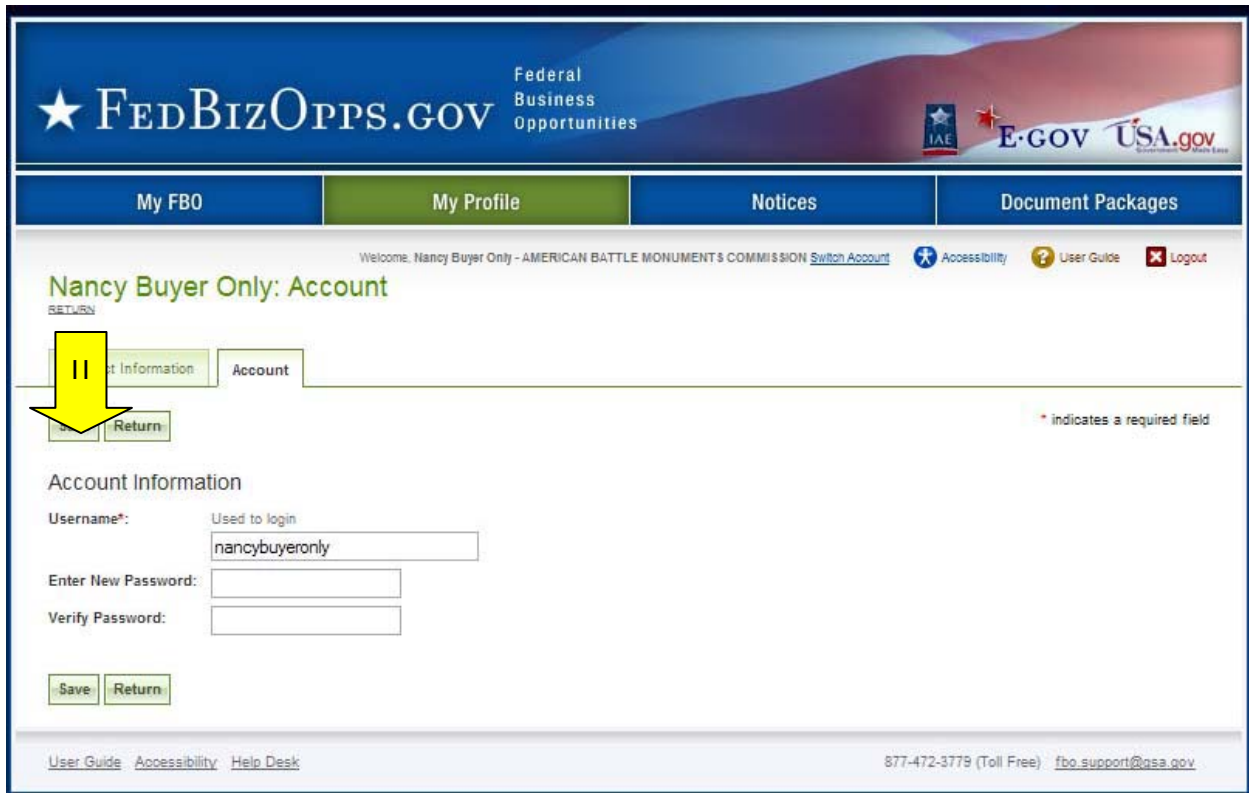
Fax:

Save Return

**AGENCY INFORMATION**

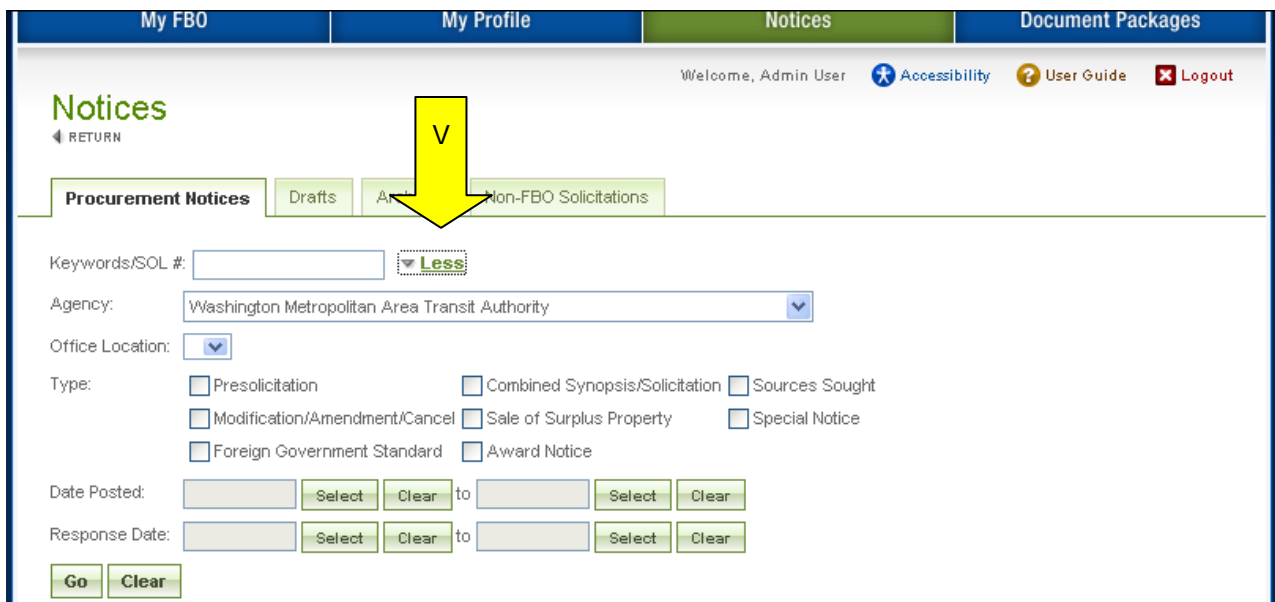
WASHINGTON  
 Agency METROPOLITAN AREA  
 TRANSIT AUTHORITY  
 Office test section  
 Role(s): Buyer, Engineer

- I. From the "account" tab, users can change their username or password.
- II. Select "save" to save updates to the form.



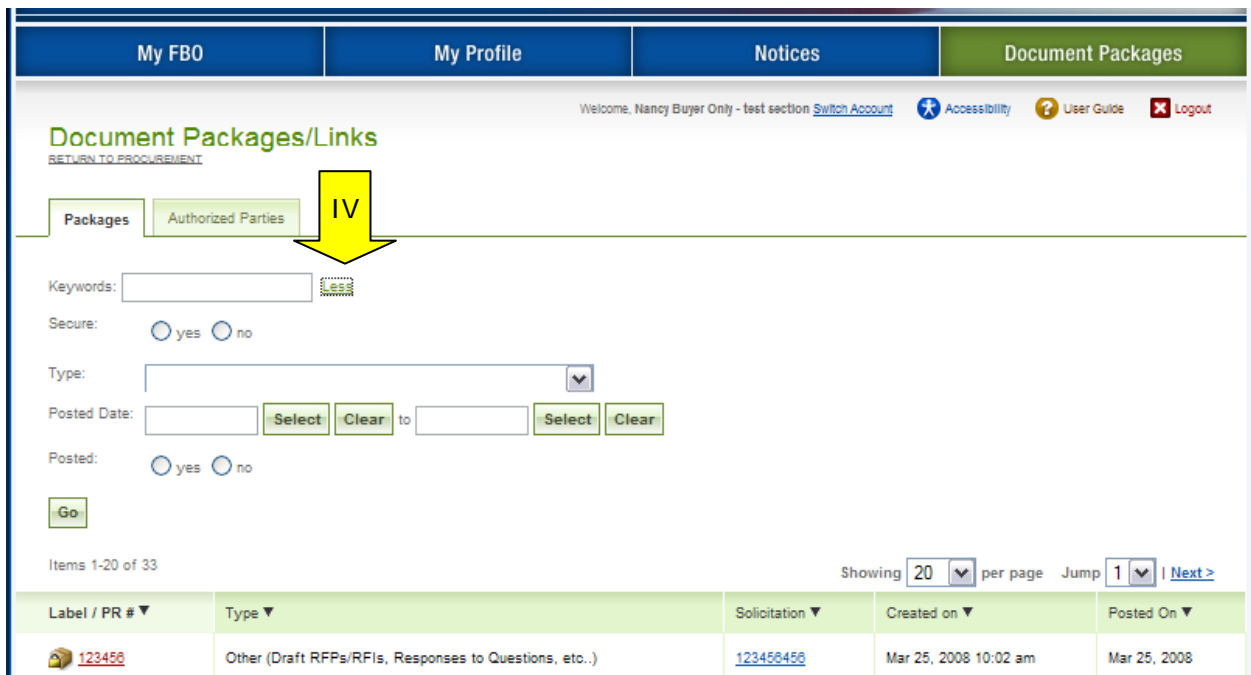
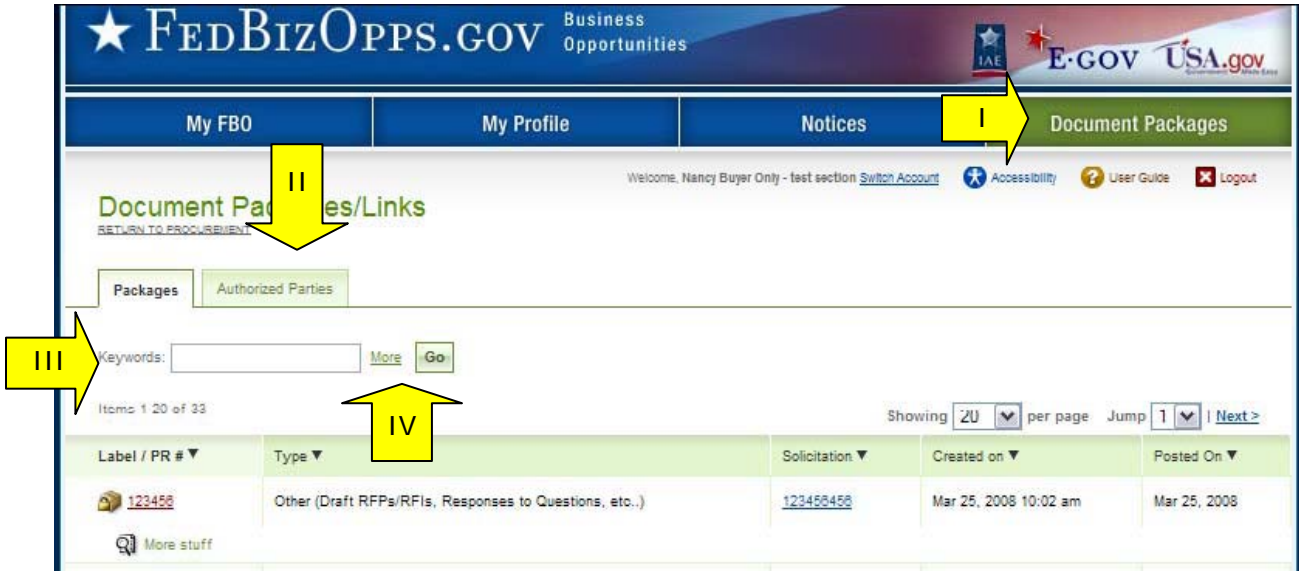
### 3.2.3 Procurement Notices

- I. There are four sub-tabs on the "Notices" page. "Procurement Notices" lists all "Posted" (viewable on vendor interface) notices.
- II. The "Draft" sub-tab presents a list of "draft" (not viewable on vendor interface) notices.
- III. The Archived sub-tab presents a list of archived notices.
- IV. Non-FBO Solicitations lists links to documents posted in FBO for viewing outside the context of FBO notices. Note, these sorts of links were previously managed through FedTeds.
- V. "More" opens up additional search filters ("less" closes the added search filters).



### 3.2.4 Document Packages

- I. There are two sub-tabs on the user's "Document Packages" page. The "packages" sub-tab presents the list of active document packages associated with their agency/office notice.
- II. The "authorized parties" tab has three sub tabs which enumerate, "authorized" vendors, "pending request" for authorization, and "rejected requests" for authorization.
- III. The keyword search allows a user to conduct a full word search of the document title. "More" opens up additional search filters ("less" closes the added search filters).






## 3.3 Manage FBO Notices

### 3.3.1 Create Notice

- I. From any page on the system, a user can go to upper navigation “Notices” button. This takes the user to the “notices” list.
- II. From the list, use the “Create New Notice/Opportunity” button, located at the bottom of the page, to initiate a new notice. To create a notice, the buyer will walk through a stepwise process.

The screenshot displays the 'Notices' page on the FEDBIZOPPS.GOV website. The top navigation bar includes 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. A yellow arrow points to the 'Notices' button. Below the navigation bar, there is a search section with a text input for 'Keywords/SOL #' and buttons for 'More', 'Go', and 'Clear'. A table lists one notice: '22 -- Rail Geometry Measuring Vehicle - Expression of Interest'. At the bottom of the page, a yellow arrow points to the 'Create New Notice/Opportunity' button.

| Actions   | Title  | Sol/Ref Number | Type           | Posted | Response Deadline | Modified              |
|---|--|----------------|----------------|--------|-------------------|-----------------------|
|    | <a href="#">22 -- Rail Geometry Measuring Vehicle - Expression of Interest</a> | EOIGEOEASVEH   | Special Notice | ✓      | -                 | Jun 22, 2006 12:00 am |

- III. Alternatively, a user can use the quicklink “Create Notice” on their home page to initiate a new notice.

## Step 1 – NOTICE TYPE

The first step establishes the following fields for the Notice:

- I. Agency/Office – will be preset to a particular user’s agency if that user is only affiliated with one agency.
- II. Contracting Office Location– may be preset to a particular user’s agency if that user is only affiliated with one location.
- III. Type
- IV. Solicitation Number
- V. Note data entered in step 1 cannot be edited later. Care should be taken to ensure accuracy of data entered.
- VI. Select “proceed” to move forward to step two.

**FEDBIZOPPS.GOV** Federal Business Opportunities

My FBO | My Profile | **Notices** | Document Packages

Welcome, Nancy Buyer Only - last section [Switch Account](#) | [Accessibility](#) | [User Guide](#) | [Logout](#)

### Create New Notice

1 Notice Type

Complete all required fields and click **proceed** to continue to the next step. \* indicates a required field

**Agency/Office:**  
This field cannot be changed  
WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY/test section

**Contracting Office Location\*:**  
You are not registered at the office location level. Please select the related office location  
5

**Type\*:**  
Combined Synopsis/Solicitation

**Solicitation Number\*:**  
Agency assigned number for control, tracking, and identification.  
Please use ONLY alphanumeric and - \_ ( ) characters [no spaces].

■ simplicity eProcurement

[User Guide](#) [Accessibility](#) [Help Desk](#) | 877-472-3779 (Toll Free) | [fbo\\_support@asa.gov](mailto:fbo_support@asa.gov)

## Step 2 – NOTICE Details

- I. The second step establishes the following fields for the Notice (asterisks indicates required form field):
  - a. Title\* - description of services, supplies, or project required. NOTE: 256 character limit.
  - b. Classification Code\* -
  - c. NAICS Code\*
  - d. Response Date\*
  - e. Primary Point of Contact\*
  - f. Secondary Point of Contact
  - g. Description\*
  - h. Place of Contact Performance
  - i. Set Aside
  - j. Archiving Policy\* (note - notices archive the morning of this date).
  - k. Allow Vendors to Add/Remove From Interested Vendors\*
  - l. Allow Vendors to View Interested Vendors List\*

The screenshot shows the 'Create New Notice' form. The navigation bar at the top includes 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The 'Notices' tab is selected. Below the navigation bar, there are links for 'Welcome, Nancy Buyer Only - test section', 'Switch Account', 'Accessibility', 'User Guide', and 'Logout'. The main heading is 'Create New Notice'. On the left, a sidebar shows four steps: 1. Notice Type, 2. Notice Details, 3. Attachments, and 4. Review/Submit. The 'Notice Details' section is active. It contains the following information:

- Solicitation #:** 330six
- Procurement Type:** Combined Synopsis/Solicitation
- Date Posted:** March 30, 2008
- Title\*:** Brief title description of services, supplies, or project required by the posting agency. Note: 256 character limit.
- Classification Code\*:** Service or supply code number. Each synopsis shall classify the contemplated contract action under the one classified code which most closely describes the acquisition. If the action is for a multiplicity of goods and/or services, the preparer should select the one category best describing the overall acquisition based upon value.
- NAICS Code\*:** Type the naics code to search for naics codes
- Response Date\*:** Issuing center deadline for receipt of bids, proposals or responses. Leave empty if there is no close date. Make: If a date is selected time will default to F.O.B.A. if left blank.

Note, because of the length of the form, not all fields are shown in the manual screen shots. Buyers should enter data requested in sequence as they scroll down the form. Fields will potentially appear conditionally as data is entered (e.g., if archiving policy is set to "automatic, on specified date" the buyer will be asked to enter the archive date).

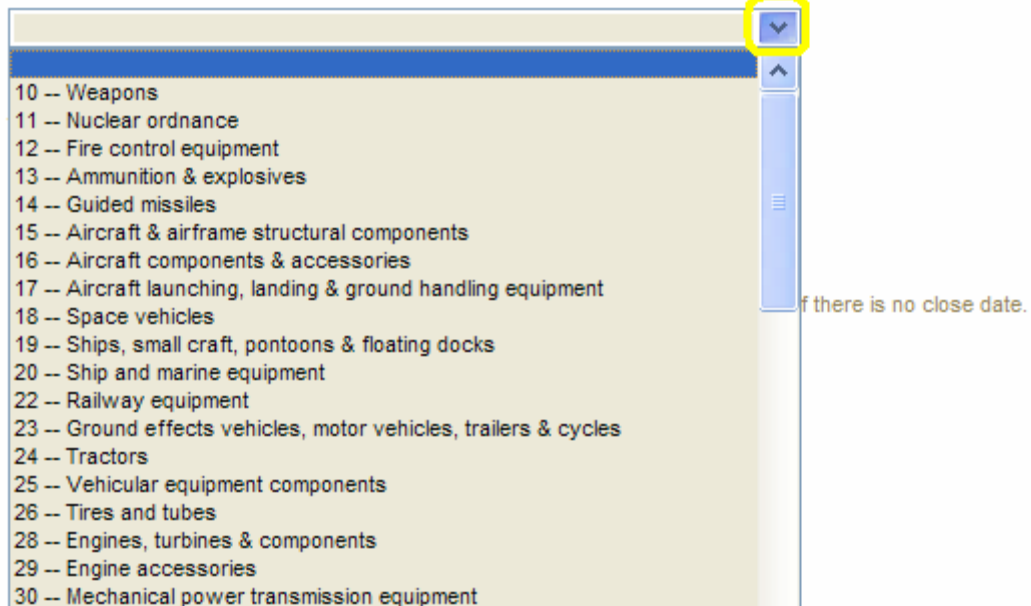
Some browsers may not display the form fields in the same way presented in this guide. The fields are structured to allow for a broad spectrum of browsers, and will be presented in the most robust manner for a user's system configuration. Internet Explorer users should upgrade to version 6.0 or higher, and Firefox users should operate on version 2.0 or higher, for optimal capabilities.



- I. For both Classification Code and NAICS Code fields, the system offers some features to help users more quickly navigate to their target values in the code lists.
- II. For the Classification Code field, use the arrow key field to open a complete listing. Highlight the target code and hit enter.

**Classification Code\*:**

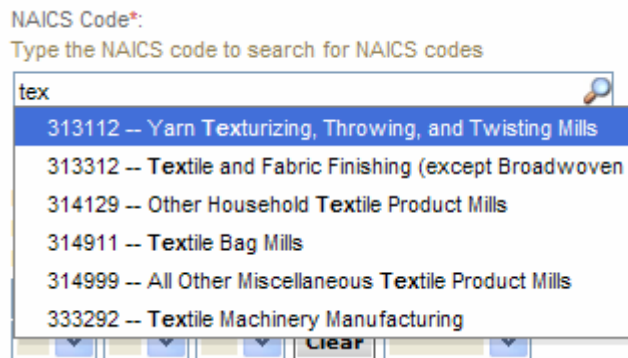
Service or supply code number. Each synopsis shall classify the contemplated contract action under the one classified code which most closely describes the acquisition. If the action is for a multiplicity of goods and/or services, the preparer should select the one category best describing the overall acquisition based upon value.



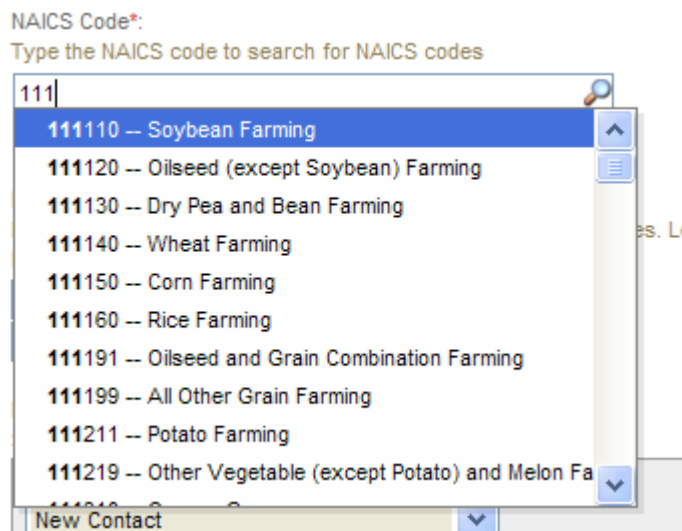
- III. Alternatively a user can type the code (e.g, "10" or "R") of the target value to navigate to the target selection and hit enter.



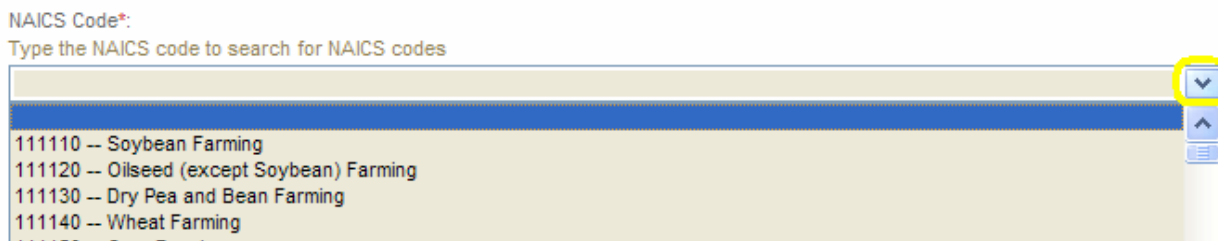
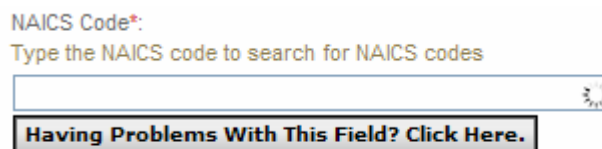
- IV. For the NAICS Code field, place the cursor on the field and start to type the code / or the text for the code. If you start to type part of a word found in a code, e.g., "tex", the system will start to display terms with that term in the code.



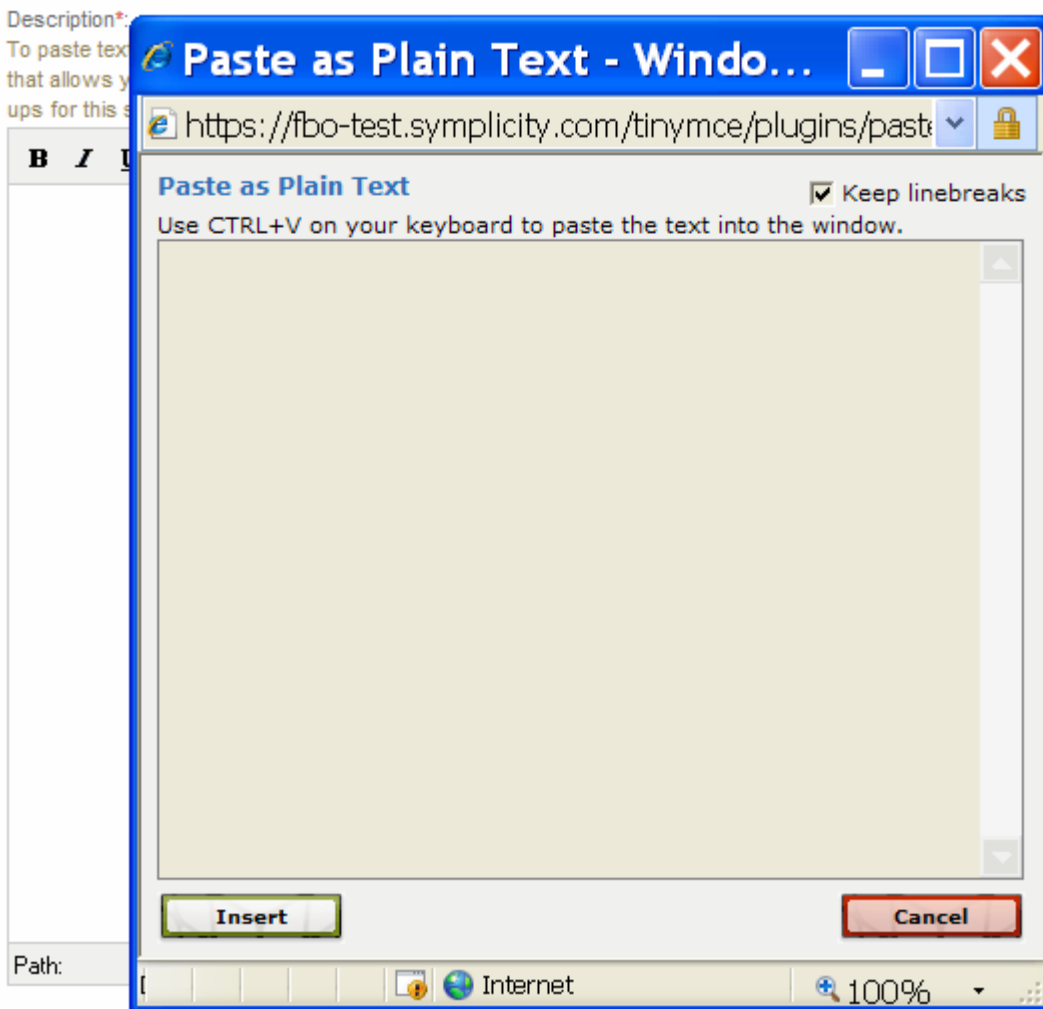
- V. If you start to type the numeric code, the system will present codes containing that string of values.



- VI. Click the "having problems with this field, click here" button to have the system display a complete listing of NAICS codes which can be used for selection. Use the arrow key field to open a complete listing. Highlight the target code and hit enter.



- I. When creating a notice, if you are having trouble cutting and pasting text to the description text box, click the icon with the letter T on the icon , or press the "control" and the "v" keys. Doing either will open a pop-up window that allows you to paste in plain text to the field. Note, it may take a few seconds for the pop-up window to open. Unless you use the icon, pop-up blocking will need to be disabled for this site.
- II. Once the pop-up window is open, paste the text in the pop-up box and click "insert" ("cancel" aborts the process.) Text is converted to plain text and inserted at the top of the text field box. Note, insertion does not overwrite existing text in the field. Use the alignment, bold, italicize, and underline tools to add formatting to the plain text being inserted.
- III. Note, IE 6 users, will be able to cut and paste, but will not have html editor or the icon.




For the IVL (Interested Vendor List) fields, agency administrators can force agency solicitations to be configured a certain way on the two fields that pertain to IVL. If the IVL fields are not editable, the system is applying agency forced values for this setting.

There are four options at the bottom of the form which the user can use on this form.

- I. The first is "Go Back". Use of this button takes the user back to step one.
- II. As the user is creating the notice, they may use the "Save Draft" option to save data entered for later edits/review. Notices saved in draft format will show with a red x for posted date on the notices list and they will only have the "review" action available.

Image of Notice list, displaying "draft" notice:

| Title ▼  | Sol/Ref Number ▼ | Type ▼          | Response Deadline ▼ | Modified ▼               |
|--|------------------|-----------------|---------------------|--------------------------|
|  II | SPM7L508R0033    | Presolicitation | -                   | Apr 02, 2008<br>10:10 am |

- III. "Quit Process and Return" if used when the notice was not previously saved as a draft, means that the solicitation will not be saved (will not appear on the notice list). I
- IV. "Proceed" – takes the user to step three in the process.

**Archiving Policy\*:**  
 Archiving policy. Synopsis and associated documents may be scheduled for archiving fifteen days after the response date, or upon a user-specified date subsequent to the posting date, or left unscheduled and manually archived later. The latest archiving date chosen for a synopsis or any associated document will become the effective archiving date for the entire document set.

Automatic, 15 days after response date  
 Automatic, on specified date  
 Manual Archive

**Allow Vendors To Add/Remove From Interested Vendors\*:**  
 Choose "yes" if you want vendors to be able to add/remove themselves.

yes  no

**Allow Vendors To View Interested Vendors List\*:**  
 Choose "yes" if you want vendors to be able to view the interested vendors list

yes  no

IV

### Step 3 – Attachments

- I. The third step allows the user to attach documents or packages to the notice. A Package is simply a collection of Documents bundled together for review.
- II. During Step 3, if you save the notice as a draft, you can edit the attachment(s) again before posting. When you upload a file during this step, it saves the document as a fixed attachment. Users cannot ever edit attached files per se. Users can “delete” an attached document or “remove Package” and upload a new one if the notice is still in draft status.
- III. If a user does not wish to attach any documents/packages, they may use “proceed” button to move to the next step without attaching any documents.
- IV. Click “Add New Package” to upload documents to the notice. Users can either submit materials themselves, or attach secured documents (or both).

The screenshot shows the 'Create New Notice' interface on the FEDBIZOPPS.GOV website. The page has a blue header with the site logo and navigation tabs for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The 'Notices' tab is active. Below the header, there's a navigation menu with four steps: 1. Notice Type, 2. Notice Details, 3. Attachments, and 4. Review/Submit. The 'Attachments' step is currently selected. The main content area is titled 'Attachments' and includes a note: 'Click Add New Package below to upload documents to this notice. You may proceed and review without attaching documents'. A large yellow arrow labeled 'IV' points to the 'Add New Package' button. Below this button are four other buttons: 'Go Back', 'Save Draft', 'Quit Process And Return', and 'Proceed'. The footer contains links for 'User Guide', 'Accessibility', and 'Help Desk', along with the contact number 877-472-3779 and the email fbo.support@gsa.gov.

## Sensitive, but Unclassified, Attachments

NOTE: If export control, or explicit access, are required on any of the solicitation's sensitive, but unclassified packages, then all sensitive, but unclassified packages attached to that solicitation will take on those requirements. So for instance if "attachment A" is export controlled and "attachment B" is explicit access, the solicitation as a whole will require that both explicit access and export control requirements are satisfied by the vendor before either package can be reviewed.

- I. When a buyer is adding a new package, the first step is to indicate whether the attachment is a sensitive, but unclassified/secure package. II. If "no," see below "Non-Sensitive Attachments".
- II. If yes, this means the buyer wishes to attach a document that has been uploaded by an engineer (unless they are themselves an engineer). If the buyer indicates "yes", then the buyer is prompted to select the "PR#" from a list of available packages.
- III. The buyer is also given the option to manually enter the PR# and use the "find package" button.
- IV. Once the secure package has been added, use package or "proceed" (bottom of form) to go to the next step.

The screenshot shows a web form titled "Package #1" with a light green background. The form contains the following elements:

- A question: "Is this is package sensitive/secure?\*" with two radio buttons: "yes" (selected) and "no". A yellow callout arrow labeled "I" points to the "yes" radio button.
- A dropdown menu labeled "Select PR # From Your Office:". A yellow callout arrow labeled "II" points to the dropdown menu.
- A text input field labeled "If not found above, Enter PR #:". Below it is a note: "Use 'find package' to find that pr on the system if it already exists, otherwise this PR # will be assigned to this package". A yellow callout arrow labeled "III" points to the "Find Package" button.
- A "Find Package" button.

- I. Buyers who are also "Engineers," will also be asked whether or not they want to create a new package. If yes, the form will allow the user to enter a new sensitive, but unclassified, document package. Buyers who are not also "Engineers" will be allowed to select a sensitive package (created by engineer).

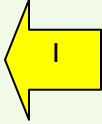
**Attachments** \* indicates a required field

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

**Package #1**

Is this is package sensitive/secure?\*

yes  no

Do you want to create new or attach/select existing?\*: 

Create New  Attach/Select Existing

PR #\*:

Label\*:

Project #:

NSN / MMAC:

- I. If adding new, a form will present that allows the user to set up the package.
- II. The form should be completed in sequence as displayed. The first section of the form establishes the terms used to define the package.

## Attachments \* indicates a required field

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

**Package #1**

Is this package sensitive/secure?\*

yes  no

Do you want to create new or attach/select existing?\*

Create New  Attach/Select Existing

PR #\*:

Label\*:

Project #:

NSN / MMAC:

Part Number #:

Nomenclature:

Is this Export Controlled?\*

yes  no

Explicit Access\*:

yes  no

Is CD Available\*:

yes  no

---

**File / Link #1**

File\*:

For files over 10 Mb, please use the Large Upload button. It requires Java to be installed on your system, and your browser needs to allow popups from this site.

If Uploaded File is compressed (.zip), check here to unzip after

- I. **Note** - There are some practical limits on file size. Users may have problems with files larger than ~100mb, due to problems with HTTP uploads.
- II. After setting up the terms to name the package, the user will indicate the controls for access, CD availability.
- III. Once the secure package has been added, use “add new package” to add another package or “proceed” to go to the next step.

is this Export Controlled? :

yes  no


Explicit Access\*:

yes  no

Is CD Available\*:

yes  no

---

 **File / Link #1**

File\*:

For files over 10 Mb, please use the Large Upload button. It requires Java to be installed on your system, and your browser needs to allow popups from this site.

If Uploaded File is compressed (.zip), check here to unzip after uploading

Description\*:

Enter in a short description for this file/link

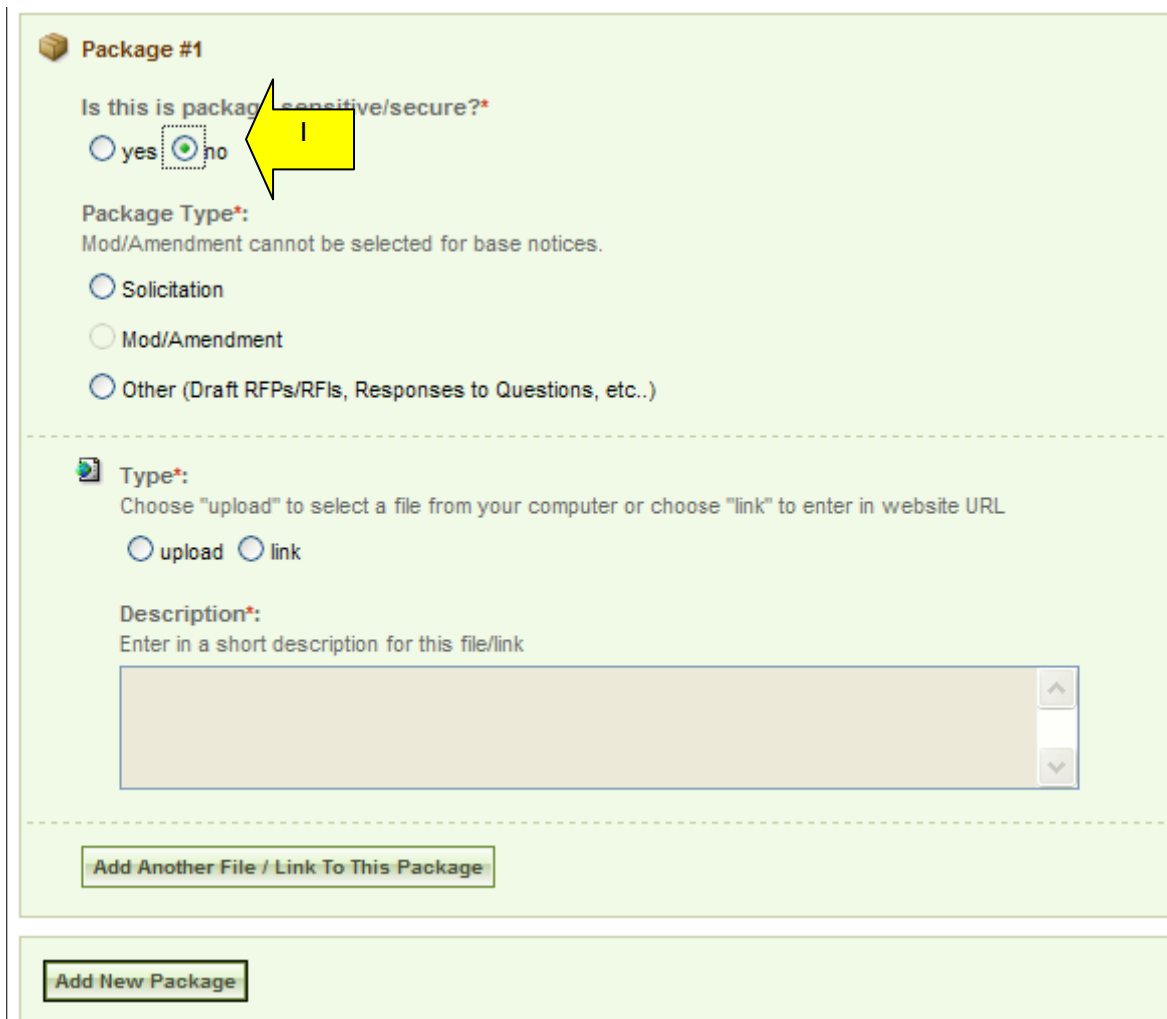
---

III



## Non-Sensitive Attachments

- I. If the user is attaching a document that is not sensitive, they should mark Is this package sensitive/secure? "no".
- II. Next, users are prompted to enter the "package type" (available package type options will align with the notice type).
- III. On the file "Type" field, the user indicates whether or not the material to upload is either a file or a "link"
- IV. If "upload" is chosen, the user is asked to specify the filename (note, user can use "browse" option to find the file) and to specify if the file is compressed (in .zip format). If "link" is chosen, the user is asked to specify the URL.
- V. Users are required to enter a description of the package.
- VI. After the document has been added, the user can add another document to this package or add another entirely new package.
- VII. "Go Back" button (bottom of form) takes the user back to step two in the process (not shown in image).
- VIII. "Save Draft" saves the materials to the draft notice (not shown in image)..
- IX. "Quit Process and Return" does not attach the materials (not shown in image)..
- X. "Proceed" takes the user to the next step in notice creation process (not shown in image).



**Package #1**

Is this package sensitive/secure?\*

yes  no

**Package Type\*:**  
Mod/Amendment cannot be selected for base notices.

Solicitation

Mod/Amendment

Other (Draft RFPs/RFIs, Responses to Questions, etc..)

---

**Type\*:**  
Choose "upload" to select a file from your computer or choose "link" to enter in website URL

upload  link

**Description\*:**  
Enter in a short description for this file/link

## Step 4 – Review / Submit

- I. The fourth step allows the user to review the notice and attachments and to submit the notice.
- II. The “go back” button takes user back in reverse order of the previous steps (3, 2, 1) and allows the user to edit data entered in earlier steps.
- III. “Save Draft” saves the materials to the draft notice.
- IV. “Quit Process And Return” returns the user to the previous navigation
- V. “Delete” allows the user to delete the draft package (save draft must have been used previously to see this option).
- VI. “Print” allows user to open the notice in a printer friendly format. See page for more details. See page 72 for more details.
- VII. “Post” moves the notice for review by users.

The screenshot displays the 'Create New Notice' interface. At the top, there are navigation tabs: 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below the tabs, a welcome message reads 'Welcome, Nancy Buyer Only - test section' with links for 'Switch Account', 'Accessibility', 'User Guide', and 'Logout'.

The main heading is 'Create New Notice'. On the left, a vertical navigation menu shows four steps: 1. Notice Type, 2. Notice Details, 3. Attachments, and 4. Review/Submit. Step 4 is currently selected.


A green banner at the top of the main content area contains the following text: 'On this step: Please review your notice information. If satisfied, click **post** to finalize your notice. You may click **save draft** to save your work for a later time, or can click **go back** to modify the information.'

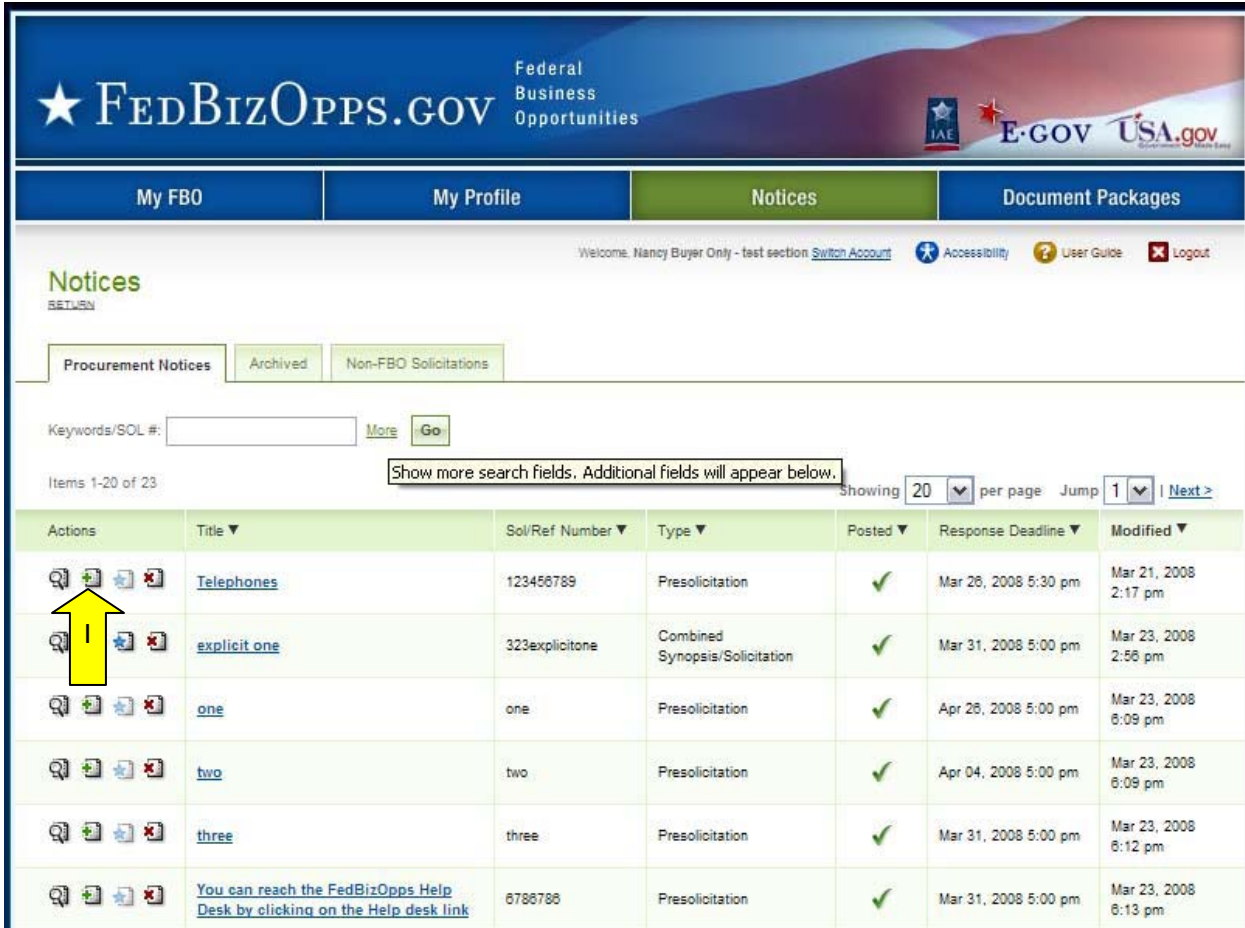
Below the banner are four buttons: 'Go Back', 'Save Draft', 'Quit Process And Return', and 'Post'. A yellow arrow labeled 'VII' points to the 'Post' button.

The 'Notice Details' section contains the following information:

- Solicitation #: test33
- Procurement Type: Combined Synopsis/Solicitation
- Date Posted: March 30, 2008
- Title: test
- Classification Code: 17 -- Aircraft launching, landing & ground handling equipment
- NAICS Code: 111130 -- Dry Pea and Bean Farming
- Response Date: Mar 31, 2008 5:00 pm
- Primary Point of Contact: Nancy Buyer Only, [nspettit@yahoo.com](mailto:nspettit@yahoo.com)
- Description: test
- Archiving Policy: Automatic, 15 days after response date

### 3.3.2 Modify/Amend Notice

- I. From any page on the system, a user can go to upper navigation "Notices" button and then use the modify/amend option to make edits to the notice. Look for:
 
- II. Additionally, a user can use the quicklink "Mod/Amend Notice" on their "My FBO" page to modify / amend a notice.



Notices

Keywords/SOL #:  [More](#)

Items 1-20 of 23 Show more search fields. Additional fields will appear below. Showing 20 per page Jump 1 | [Next >](#)

| Actions | Title  | Sol/Ref Number | Type                           | Posted | Response Deadline    | Modified             |
|---------|--|----------------|--------------------------------|--------|----------------------|----------------------|
|         | <a href="#">Telephones</a>   | 123456789      | Presolicitation                | ✓      | Mar 26, 2008 5:30 pm | Mar 21, 2008 2:17 pm |
|         | <a href="#">explicit one</a>   | 323explicitone | Combined Synopsis/Solicitation | ✓      | Mar 31, 2008 5:00 pm | Mar 23, 2008 2:56 pm |
|         | <a href="#">one</a>  | one            | Presolicitation                | ✓      | Apr 26, 2008 5:00 pm | Mar 23, 2008 6:09 pm |
|         | <a href="#">two</a>  | two            | Presolicitation                | ✓      | Apr 04, 2008 5:00 pm | Mar 23, 2008 6:09 pm |
|         | <a href="#">three</a>  | three          | Presolicitation                | ✓      | Mar 31, 2008 5:00 pm | Mar 23, 2008 6:12 pm |
|         | <a href="#">You can reach the FedBizOpps Help Desk by clicking on the Help desk link</a> | 6786786        | Presolicitation                | ✓      | Mar 31, 2008 5:00 pm | Mar 23, 2008 6:13 pm |

- I. During the “modification type” step in the modify/amend process, the user indicates which step they would like to start with as they move forward:
  - a. add to or edit the description
  - b. attach files to the notice
- II. The system will then present the appropriate steps to allow the user to make the requested modifications/amendments.
- III. If making edits to notice details, they will be taken to “notice details” step.
- IV. If only attaching files, the user is taken directly to attachments.

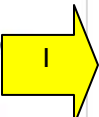
**FEDBIZOPPS.GOV** Federal Business Opportunities

My FBO | My Profile | **Notices** | Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

### New Modification For Telephones - 123456789

1 Notice Type

2 **Modification Type** 

3 Notice Details

4 Attachments

5 Review/Submit

#### Modification Details

\* indicates a required field

Where do you want to start the modification process\*:

Notice Details, add/edit description

Attachments, attach Files

[Go Back](#) [Quit Process And Return](#) [Proceed](#)

■ simplicity eProcurement

[User Guide](#) [Accessibility](#) [Help Desk](#) 877-472-3779 (Toll Free) [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)

I. If the user indicates that they would like to add/edit the description, the system will prompt the user to specify whether the existing description should be modified or if the user would like to append a new text field to the notice that would be highlighted as newly added material (highlighted in a vendor's review).

The screenshot displays the 'New Modification For Telephones - 123456789' page on the FEDBIZOPPS.GOV website. The page features a navigation bar with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. A sidebar on the left shows a five-step process: 1. Notice Type, 2. Modification Type, 3. Notice Details, 4. Attachments (highlighted with a yellow arrow), and 5. Review/Submit. The main content area is titled 'Modification Details' and includes a question: 'Where do you want to start the modification process\*:' with two radio button options: 'Notice Details, add/edit description' (selected) and 'Attachments, attach Files'. Below this is another question: 'Do you want to change the existing description or simply add to it\*:' with two radio button options: 'Edit Existing Description' and 'Add To Description'. At the bottom of the form are three buttons: 'Go Back', 'Quit Process And Return', and 'Proceed'. The footer contains links for 'User Guide', 'Accessibility', and 'Help Desk', along with the contact information '877-472-3779 (Toll Free)' and 'fbo.support@asa.gov'.

I. If editing the existing description, the user will be able to edit the existing description and other notice detail fields.

II.

**Notice Details**

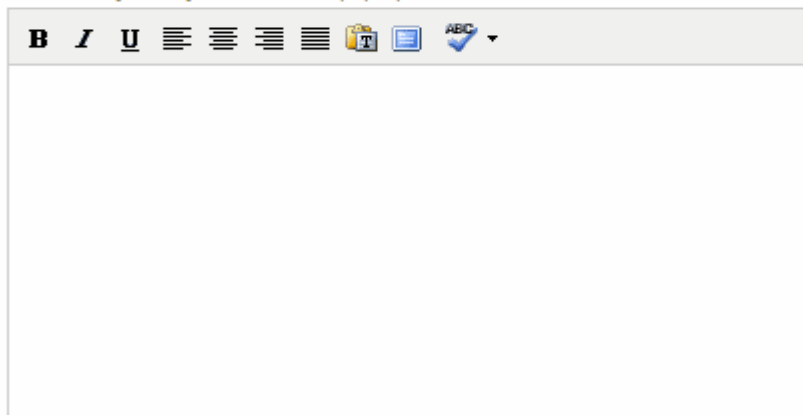
*\* indicates a required field*

You may update notice information below. Note that many fields are locked and cannot be changed from the base notice. When are you satisfied with your changes, you can click **save draft** to save this Modification/Amendment for later. Otherwise, click **proceed** to review your information

III. If adding new text field to the notice, a new text box “add the following to description” appears and is a required field (red asterisk).

**Add The Following To Description\*:**

To paste text into this field, click the icon with the letter T, or press CTRL+V. That will open a pop-up window that allows you to paste in the text. Click “insert” to add the text to the field. Note: you may need to allow pop-ups for this site.



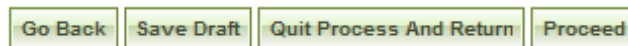
- 1 Notice Type
- 2 Modificaton Type
- 3 Notice Details
- 4 Attachments
- 5 Review/Submit

IV. At the bottom of the form for step three, the “Go Back” takes the user back to step two in the process.

V. “Save Draft” saves the modification in draft notice.

VI. “Quit Process and Return” does not save the modification.

VII. “Proceed” takes the user to the next step in notice modification process.



- I. The fourth step allows the user to attach documents or packages to the notice. A Package is simply a collection of Documents bundled together for review.
- II. If a user does not wish to attach any documents/packages, they may use "proceed" button to move to the next step without attaching any documents.
- III. Click "Add New Package" to upload documents to the notice. Users can either submit materials themselves, or attach secured documents (or both).

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IAE E-GOV USA.gov

My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

### New Modification For Telephones - 123456789

1 Notice Type

2 Modification Type

3 Notice Details

4 Attachments

5 Review/Submit

#### Attachments

\* indicates a required field

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

**Add New Package**

[Go Back](#) [Save Draft](#) [Quit Process And Return](#) [Proceed](#)

■ simplicity eProcurement

[User Guide](#) [Accessibility](#) [Help Desk](#) 877-472-3779 (Toll Free) [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)

### Sensitive, but Unclassified, Attachments

**NOTE:** If export control, or explicit access, are required on any of the solicitation's sensitive, but unclassified packages, then all sensitive, but unclassified packages attached to that solicitation will take on those requirements. So for instance if "attachment A" is export controlled and "attachment B" is explicit access, the solicitation as a whole will require that both explicit access and export control requirements are satisfied by the vendor before either package can be reviewed.

- I. When a buyer is adding a new package, the first step is to indicate whether the attachment is a sensitive, but unclassified/secure package.
- II. If yes, this means the buyer wishes to attach a document that has been uploaded by an engineer (unless they are themselves an engineer). If the buyer indicates "yes", then the buyer is prompted to select the "PR#" from a list of available packages.
- III. The buyer is also given the option to manually enter the PR# and use the "find package" button.

The screenshot shows a form titled "Package #1" with the following elements:

- A question: "Is this is package sensitive/secure?\*" with radio buttons for "yes" (selected) and "no". A yellow arrow labeled "I" points to the "yes" radio button.
- A section titled "Select PR # From Your Office:" with a dropdown menu. A yellow arrow labeled "II" points to the dropdown.
- A section titled "If not found above, Enter PR #\*:" with a text input field and a "Find Package" button. A yellow arrow labeled "III" points to the "Find Package" button.

- IV. Once the secure package has been added, use "add new package" to add another package or "proceed" to go to the next step.



- I. If attaching sensitive, but unclassified, the user is given the option to enter a new package (if user has Engineer User rights) or to select an existing (enter the PR# and use the "find package" button).


**Attachments** \* indicates a required field

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

**Package #1**

Is this is package sensitive/secure?\*

yes  no

Do you want to create new or attach/select existing?\*: 

Create New  Attach/Select Existing

PR #\*:

Label\*:

Project #:

NSN / MMAC:

- I. If adding new, a form will present that allows the user to set up the package. Users can either create a new package or select an existing package.
- II. The form should be completed in sequence as displayed. The first section of the form establishes the terms used to define the package.

## Attachments

*\* indicates a required field*

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

**Package #1**

Is this package sensitive/secure?\*

yes  no

Do you want to create new or attach/select existing?\*

Create New  Attach/Select Existing

PR #\*:

Label\*:

Project #:

NSN / MMAC:

Part Number #:

Nomenclature:

Is this Export Controlled?\*

yes  no

Explicit Access\*:

yes  no

Is CD Available\*:

yes  no

---

**File / Link #1**

File\*:

For files over 10 Mb, please use the Large Upload button. It requires Java to be installed on your system, and your browser needs to allow popups from this site.

If Uploaded File is compressed (.zip), check here to unzip after

- I. **Note** - There are some practical limits on file size. Users may have problems with files larger than ~100mb, due to problems with HTTP uploads.
- II. After setting up the terms to name the package, the user will indicate the controls for access, CD availability.
- III. Once the secure package has been added, use “add new package” to add another package or “proceed” to go to the next step.

is this Export Controlled? :  
 yes  no

Explicit Access\*:  
 yes  no

Is CD Available\*:  
 yes  no

---

 **File / Link #1**

File\*:  
For files over 10 Mb, please use the Large Upload button. It requires Java to be installed on your system, and your browser needs to allow popups from this site.

If Uploaded File is compressed (.zip), check here to unzip after uploading

Description\*:  
Enter in a short description for this file/link

---



## Non-Sensitive Attachments

- I. If the user is attaching a document that is not sensitive, they should mark Is this package sensitive/secure? "no".
- II. Next, users are prompted to enter the "package type" (available package type options will align with the notice type).
- III. On the file "Type" field, the user indicates whether or not the material to upload is either a file or a "link"
- IV. **Note** - There are some practical limits on file size. Users may have problems with files larger than ~100mb, due to problems with HTTP uploads.
- V. If "upload" is chosen, the user is asked to specify the filename (note, user can use "browse" option to find the file) and to specify if the file is compressed (in .zip format). If "link" is chosen, the user is asked to specify the URL.
- VI. Users are required to enter a description of the package.
- VII. After the document has been added, the user can add another document to this package or add another entirely new package.
- VIII. "Go Back" button (bottom of form) takes the user back to step two in the process.
- IX. "Save Draft" saves the materials to the draft notice.
- X. "Quit Process and Return" does not attach the materials.
- XI. "Proceed" takes the user to the next step in notice creation process (not shown on image).

**Package #1**

Is this is package sensitive/secure?\*

yes  no

**Package Type\*:**  
Mod/Amendment cannot be selected for base notices.

Solicitation

Mod/Amendment

Other (Draft RFPs/RFIs, Responses to Questions, etc..)

---

**Type\*:**  
Choose "upload" to select a file from your computer or choose "link" to enter in website URL

upload  link

**Description\*:**  
Enter in a short description for this file/link

---

---

- II. At step five, the user is able to review materials, and if appropriate to “post” the modification/amendment for vendor review.
- III. “Go back” allows the user to go back in the stepwise process.
- IV. The “save draft” button saves the modifications in draft format.
- V. “Quit Process And Return” returns the user to the previous navigation.
- VI. “Post” moves the notice for review by users.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) Accessibility User Guide Logout

### New Modification For Telephones - 123456789

On this step: Please review your notice information. If satisfied, click **post** to finalize your notice. You may click **save draft** to save your work for a later time, or can click **go back** to modify the information.

[Go Back](#) [Save Draft](#) [Quit Process And Return](#) [Post](#)

#### Modification Details

Where do you want to start the modification process:  
Notice Details, add/edit description

Do you want to change the existing description or simply add to it?  
[Edit Existing Description](#)


#### Notice Details

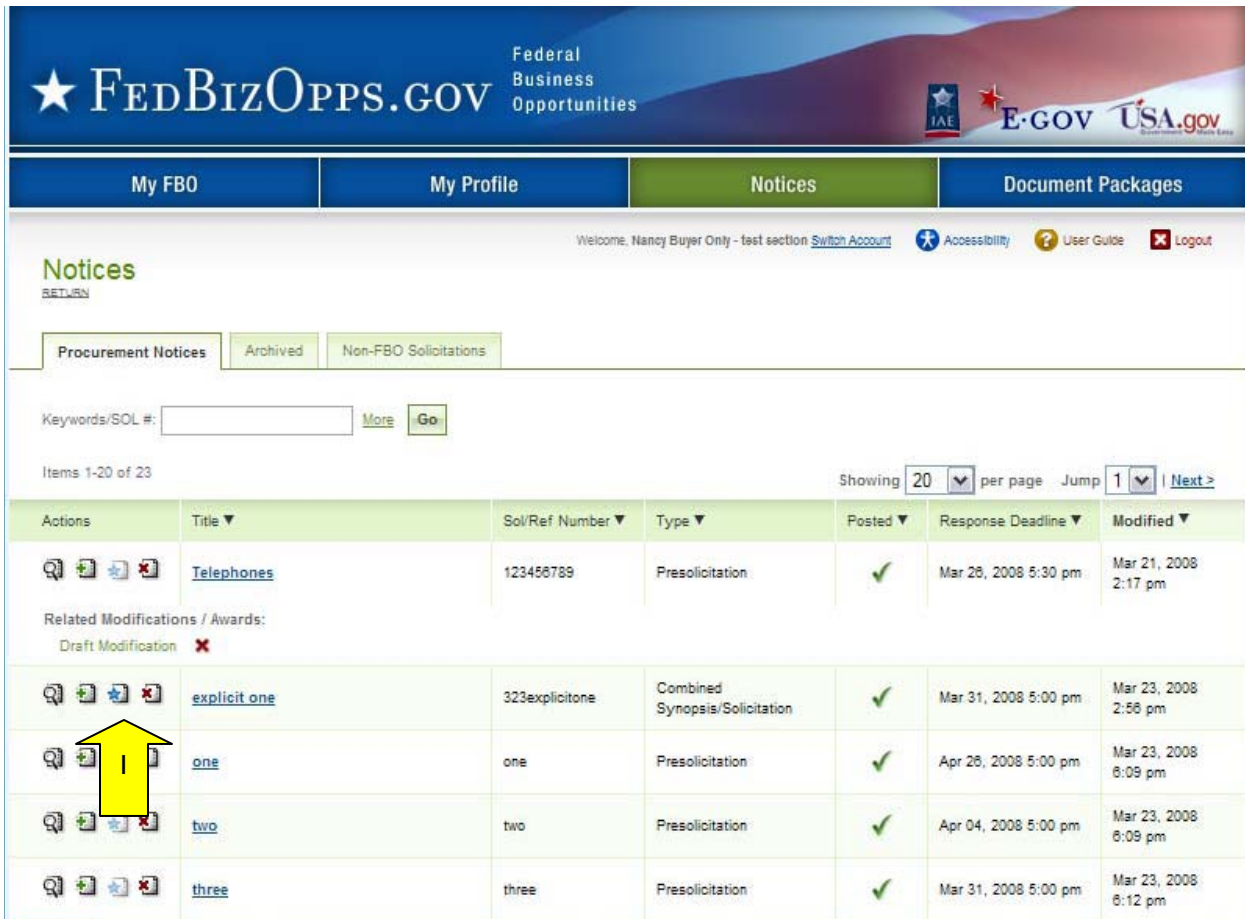
|                              |  |                                |
|------------------------------|--|--------------------------------|
| Solicitation #:<br>123456789 | Procurement Type:<br><b>Modification/Amendment</b> | Date Posted:<br>March 30, 2008 |
|------------------------------|--|--------------------------------|

Title:  
Telephones




Description:  
Added: Mar 21, 2008 2:17 pm Modified: Mar 30, 2008 2:53 pm

### 3.3.3 Create Award

- I. From any page on the system, a user can go to upper navigation "Notices" button and then use the create award button to add an award to the notice. Look for: 
- II. Additionally, a user can use the quicklink "create award" on their "My FBO" page to modify / amend a notice.
- III. If a notice is not eligible for award, the award icon will be grayed out and non-selectable.



















Notices

Welcome, Nancy Buyer Only - last section [Switch Account](#)  Accessibility  User Guide  Logout

Procurement Notices Archived Non-FBO Solicitations

Keywords/SOL #:  [More](#)

Items 1-20 of 23 Showing 20 per page Jump 1 | [Next >](#)

| Actions   | Title                        | Sol/Ref Number | Type                           | Posted | Response Deadline    | Modified             |
|---|------------------------------|----------------|--------------------------------|--------|----------------------|----------------------|
|    | <a href="#">Telephones</a>   | 123456789      | Presolicitation                | ✓      | Mar 26, 2008 5:30 pm | Mar 21, 2008 2:17 pm |
| Related Modifications / Awards:<br>Draft Modification    |                              |                |                                |        |                      |                      |
|    | <a href="#">explicit one</a> | 323explicitone | Combined Synopsis/Solicitation | ✓      | Mar 31, 2008 5:00 pm | Mar 23, 2008 2:56 pm |
|    | <a href="#">one</a>          | one            | Presolicitation                | ✓      | Apr 26, 2008 5:00 pm | Mar 23, 2008 6:09 pm |
|    | <a href="#">two</a>          | two            | Presolicitation                | ✓      | Apr 04, 2008 5:00 pm | Mar 23, 2008 6:09 pm |
|    | <a href="#">three</a>        | three          | Presolicitation                | ✓      | Mar 31, 2008 5:00 pm | Mar 23, 2008 6:12 pm |

- I. At step two of the award notice, the user is required to enter the contract award date, contract award number, contract dollar amount, and awarded contractor name.
- II. Contract Line Item Number and Contractor Awarded Address are not required fields.

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Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

### New Award For Another test - 456987123

**1** Notice Type

**2** Notice Details

**3** Attachments

**4** Review/Submit

**Notice Details** \* indicates a required field

Please enter in contract award details below. Note that many fields are locked and cannot be changed from the base notice. When are you satisfied with your changes, you can click **save draft** to save this Award for later. Otherwise, click **proceed** to review your information

Solicitation #: 456987123 Procurement Type: **Award Notice** Date Posted: March 30, 2008

**Title:**  
Brief title description of services, supplies, or project required by the posting agency. Note: 256 character limit.  
Another test

**Classification Code:**  
Service or supply code number. Each synopsis shall classify the contemplated contract action under the one classified code which most closely describes the acquisition. If the action is for a multiplicity of goods and/or services, the preparer should select the one category best describing the overall acquisition based upon value.  
30 -- Mechanical power transmission equipment

**NAICS Code:**  
Type the naics code to search for naics codes  
111160 -- Rice Farming

**Contract Award Date\*:**  
The date the contract was awarded

**Contract Award Number\*:**

- III. The form is too long to capture in a screen shot. Users should work through the form in sequence.
- IV. At the bottom of the form, the "save draft" button saves the award in draft format.
- V. "Quit Process and Return" returns the user to the list of notices
- VI. "Go back" allows the user to go back in the stepwise process.
- VII. "Proceed" moves the user forward in the stepwise process.

- I. The next step allows the user to attach documents or packages to the award notice. A Package is simply a collection of Documents bundled together for review.
- II. If a user does not wish to attach any documents/packages, they may use “proceed” button to move to the next step without attaching any documents.
- III. Click “Add New Package” to upload documents to the notice. Users can either submit materials themselves, or attach secured documents (or both).

The screenshot displays the 'Attachments' step in the 'New Award For Another test - 456987123' process. The page features a navigation bar with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The 'Attachments' section includes an 'Add New Package' button, a 'Go Back' button, a 'Save Draft' button, a 'Quit Process And Return' button, and a 'Proceed' button. A yellow arrow labeled 'III' points to the 'Add New Package' button, and another yellow arrow labeled 'II' points to the 'Proceed' button. The page also includes a sidebar with steps 1-4, a footer with contact information, and a logo for 'simplicity eProcurement'.



## Sensitive, but Unclassified, Attachments

NOTE: If export control, or explicit access, are required on any of the solicitation's sensitive, but unclassified packages, then all sensitive, but unclassified packages attached to that solicitation will take on those requirements. So for instance if "attachment A" is export controlled and "attachment B" is explicit access, the solicitation as a whole will require that both explicit access and export control requirements are satisfied by the vendor before either package can be reviewed.

- I. When a buyer is adding a new package, the first step is to indicate whether the attachment is a sensitive, but unclassified/secure package.
- II. If yes, this means the buyer wishes to attach a document that has been uploaded by an engineer (unless they are themselves an engineer). If the buyer indicates "yes", then the buyer is prompted to select the "PR#" from a list of available packages.
- III. The buyer is also given the option to manually enter the PR# and use the "find package" button.

The screenshot shows a form titled "Package #1" with the following elements and annotations:

- A yellow arrow labeled "I" points to the "yes" radio button in the "Is this is package sensitive/secure?\*" section.
- A yellow arrow labeled "II" points to the "Select PR # From Your Office:" dropdown menu.
- A yellow arrow labeled "III" points to the "Find Package" button.

The form content includes:

**Package #1**

Is this is package sensitive/secure?\*

yes  no

Select PR # From Your Office:

▼

If not found above, Enter PR #\*:


Use "find package" to find that pr on the system if it already exists, otherwise this PR # will be assigned to this package

- I. Buyers who are also "Engineers," will also be asked whether or not they want to create a new package. If yes, the form will allow the user to enter a new sensitive, but unclassified, document package.

### Attachments

\* indicates a required field

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

 **Package #1**

Is this is package sensitive/secure?\*

yes  no

Do you want to create new or attach/select existing?\*

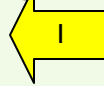
Create New  Attach/Select Existing

PR #\*:

Label\*:

Project #:

NSN / MMAC:



- I. If adding new, a form will present that allows the user to set up the package. Users can either create a new package or select an existing package.
- II. The form should be completed in sequence as displayed. The first section of the form establishes the terms used to define the package.

## Attachments

*\* indicates a required field*

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

**Package #1**

Is this package sensitive/secure?\*

yes  no

Do you want to create new or attach/select existing?\*

Create New  Attach/Select Existing

PR #\*:

Label\*:

Project #:

NSN / MMAC:

Part Number #:

Nomenclature:

Is this Export Controlled?\*

yes  no

Explicit Access\*:

yes  no

Is CD Available\*:

yes  no

---

**File / Link #1**

File\*:

For files over 10 Mb, please use the Large Upload button. It requires Java to be installed on your system, and your browser needs to allow popups from this site.

If Uploaded File is compressed (.zip), check here to unzip after

- I. **Note** - There are some practical limits on file size. Users may have problems with files larger than ~100mb, due to problems with HTTP uploads.
- II. After setting up the terms to name the package, the user will indicate the controls for access, CD availability.
- III. Once the secure package has been added, use "add new package" to add another package or "proceed" to go to the next step.

is this Export Controlled? :  
 yes  no

Explicit Access\*:  
 yes  no

Is CD Available\*:  
 yes  no

---

 **File / Link #1**

File\*:  
For files over 10 Mb, please use the Large Upload button. It requires Java to be installed on your system, and your browser needs to allow popups from this site.

If Uploaded File is compressed (.zip), check here to unzip after uploading

Description\*:  
Enter in a short description for this file/link

---

## Non-Sensitive Attachments

- I. If the user is attaching a document that is not sensitive, they should mark Is this package sensitive/secure? "no".
- II. Next, users are prompted to enter the "package type" (available package type options will align with the notice type).
- III. On the file "Type" field, the user indicates whether or not the material to upload is either a file or a "link"
- IV. If "upload" is chosen, the user is asked to specify the filename (note, user can use "browse" option to find the file) and to specify if the file is compressed (in .zip format). If "link" is chosen, the user is asked to specify the URL.
- V. Users are required to enter a description of the package.
- VI. After the document has been added, the user can add another document to this package or add another entirely new package. **Note** - There are some practical limits on file size. Users may have problems with files larger than ~100mb, due to problems with HTTP uploads.
- VII. "Go Back" button (bottom of form, not shown) takes the user back to step two in the process.
- VIII. "Save Draft" (bottom of form, not shown) saves the materials to the draft notice.
- IX. "Quit Process and Return" (bottom of form, not shown) does not attach the materials.
- X. "Proceed" (bottom of form, not shown) takes the user to the next step in notice creation process.


The screenshot shows a web form titled "Package #1" with a light green background. It contains several sections:

- Is this is package sensitive/secure?\***: Radio buttons for "yes" and "no". The "no" button is selected and highlighted with a dashed box.
- Package Type\*:**: Radio buttons for "Solicitation", "Mod/Amendment", and "Other (Draft RFPs/RFIs, Responses to Questions, etc..)". A note below says "Mod/Amendment cannot be selected for base notices."
- Type\*:**: Radio buttons for "upload" and "link".
- Description\*:**: A text input field with a placeholder "Enter in a short description for this file/link".
- Buttons:**
  - "Add Another File / Link To This Package" button at the bottom of the main form area.
  - "Add New Package" button at the bottom of the page.
  - A yellow arrow labeled "VI" points to the "Add New Package" button.

- I. At step four in the process, the user is able to review materials, and if appropriate to “post” the modification/amendment for vendor review.
- II. “Go back” allows the user to go back in the stepwise process.
- III. The “save draft” button saves the modifications in draft format.
- IV. “Quit Process And Return” returns the user to the previous navigation
- V. “Post” moves the award notice for review by users.


The screenshot displays the FEDBIZOPPS.GOV website interface. At the top, there is a header with the site logo and navigation tabs: 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below the header, a welcome message reads 'Welcome, Nancy Buyer Only - test section' with links for 'Switch Account', 'Accessibility', 'User Guide', and 'Logout'. The main heading is 'New Award For Another test - 456987123'. A sidebar on the left shows a four-step process: 1. Notice Type, 2. Notice Details, 3. Attachments, and 4. Review/Submit. The main content area features a light green box with a lightbulb icon and the text: 'On this step: Please review your notice information. If satisfied, click **post** to finalize your notice. You may click **save draft** to save your work for a later time, or can click **go back** to modify the information.' Below this are four buttons: 'Go Back', 'Save Draft', 'Quit Process And Return', and 'Post'. A yellow arrow labeled 'V' points to the 'Post' button. Underneath the buttons is the 'Notice Details' section, which lists the following information: Solicitation #: 456987123; Procurement Type: Award Notice; Date Posted: March 30, 2008; Title: Another test; Classification Code: 30 - Mechanical power transmission equipment; NAICS Code: 111160 - Rice Farming; Contract Award Date: March 31, 2008; and Contract Award Number: 8877.

### 3.3.4 Cancel Notice

- I. From any page on the system, a user can go to upper navigation "Notices" button and then use the cancel award button to cancel the notice. Look for: 
- II. Additionally, a user can use the quicklink "cancel notice" on their "My FBO" page to cancel a notice.



The screenshot displays the "Notices" section of the FEDBIZOPPS.GOV website. The navigation bar includes "My FBO", "My Profile", "Notices", and "Document Packages". The "Notices" page shows a search bar for "Keywords/SOL #:" and a table of notices. The table has the following columns: Actions, Title, Sol/Ref Number, Type, Posted, Response Deadline, and Modified. A yellow arrow points to the "cancel" icon (a red 'X' in a square) in the Actions column for the notice titled "explicit one".

| Actions   | Title                        | Sol/Ref Number | Type                           | Posted | Response Deadline    | Modified             |
|---|------------------------------|----------------|--------------------------------|--------|----------------------|----------------------|
|    | <a href="#">Telephones</a>   | 123456789      | Presolicitation                | ✓      | Mar 26, 2008 5:30 pm | Mar 21, 2008 2:17 pm |
| Related Modifications / Awards:<br>Draft Modification  |                              |                |                                |        |                      |                      |
|    | <a href="#">explicit one</a> | 323explicitone | Combined Synopsis/Solicitation | ✓      | Mar 31, 2008 5:00 pm | Mar 23, 2008 2:56 pm |
|    | <a href="#">one</a>          | one            | Presolicitation                | ✓      | Apr 26, 2008 5:00 pm | Mar 23, 2008 6:09 pm |
|    | <a href="#">two</a>          | two            | Presolicitation                | ✓      | Apr 04, 2008 5:00 pm | Mar 23, 2008 6:09 pm |
|    | <a href="#">three</a>        | three          | Presolicitation                | ✓      | Mar 31, 2008 5:00 pm | Mar 23, 2008 6:12 pm |

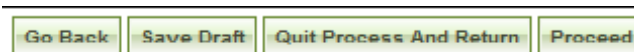
- I. If an award is being cancelled, the user is prompted to enter additional text that will be highlighted to vendors reviewing the cancelled notice.

The screenshot shows the 'Cancellation For Telephones - 123456789' form. The navigation sidebar on the left has three steps: 1 Notice Type, 2 Notice Details, and 3 Review/Submit. The main content area is titled 'Cancellation Details' and includes the instruction 'Please provide a cancellation notice'. It displays the following information:

| Solicitation #: | Procurement Type: | Date Posted:   |
|-----------------|-------------------|----------------|
| 123456789       | Cancellation      | March 30, 2008 |

Below this is a 'Title' field with the instruction: 'Brief title description of services, supplies, or project required by the posting agency. Note: 256 character limit. Telephones'. The 'Cancellation Description\*' field is a rich text editor with a toolbar containing buttons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, and a link icon. A yellow arrow points to the 'Cancellation Description\*' field.

- II. At the bottom of the form, the "Go Back" button takes the user back to step two in the process
- III. "Save Draft" saves the materials to the draft notice.
- IV. "Quit Process and Return" does not attach the materials.
- V. "Proceed" takes the user to the next step in notice creation process.





- I. At step three, the user is able to review materials, and if appropriate to “post” the cancellation notice for vendor review.
- II. “Go back” allows the user to go back in the stepwise process.
- III. The “save draft” button saves the modifications in draft format.
- IV. “Quit Process And Return” returns the user to the previous navigation
- V. “Post” moves the cancellation notice for review by vendors.



**FEDBIZOPPS.GOV** Federal Business Opportunities

My FBO | My Profile | **Notices** | Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

### Cancellation For Telephones - 123456789

**1** Notice Type  
**2** Notice Details  
**3** Review/Submit

**On this step:** Please review your notice information. If satisfied, click **post** to finalize your notice. You may click **save draft** to save your work for a later time, or can click **go back** to modify the information.

[Go Back](#) [Save Draft](#) [Quit Process And Return](#) [Post](#)

**Notice Details**

Solicitation #: 123456789      Procurement Type: **Cancellation**      Date Posted: March 30, 2008

Title: Telephones

Cancellation Description: budget changes.

Classification Code: 74 - Office machines, text processing systems & visible record equipment


NAICS Code: 423450 - Medical, Dental, and Hospital Equipment and Supplies Merchant Wholesalers

Response Date: Mar 26, 2008 5:30 pm

### 3.3.5 Deletion of Draft Notices

- I. A user can review all drafts from the main “procurement notices” list of notices. Draft items are indicated with a red x in the posted column.
- II. To delete a draft item, the user can click on the review icon for the list item to open the draft notice.

The screenshot shows the FEDBIZOPPS.GOV interface. The top navigation bar includes 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The 'Notices' section is active, displaying a welcome message and utility links. Below the navigation, there are tabs for 'Procurement', 'Drafts', 'Archived', and 'Non-FBO Solicitations'. A search bar with 'Keywords/SOL #' and buttons for 'More', 'Go', and 'Clear' is present. The table below shows a list of notices with columns for Title, Sol/Ref Number, Type, Response Deadline, and Modified. The first row has a red 'x' icon in the Title column, indicating a draft item.

| Title ▼   | Sol/Ref Number ▼ | Type ▼          | Response Deadline ▼ | Modified ▼            |
|---|------------------|-----------------|---------------------|-----------------------|
|  | SPM7L508R0033    | Presolicitation | -                   | Apr 02, 2008 10:10 am |
|  | WARS836210       | Presolicitation | -                   | Apr 02, 2008 11:05 am |
|  | SPM4A7-08-R-1073 | Presolicitation | -                   | Apr 02, 2008 12:47 pm |

- I. Within the notice use the “proceed” option to move forward to the “review/submit” step “
- II. When on the Review/Submit step, if the user selects “delete,” they will be asked to confirm that they indeed want to delete the item. This is important to consider, as deleted drafts do not go to archives and because the process of deletion cannot be undone.

The screenshot displays the 'Base Notice: new example solicitation - combined123' page. The navigation menu on the left includes four steps: 1. Notice Type, 2. Notice Details, 3. Attachments, and 4. Review/Submit. A yellow arrow labeled 'I' points to the 'Review/Submit' step. The main content area features a light green banner with a lightbulb icon and the text: 'On this step: Please review your notice information. If satisfied, click **post** to finalize your notice. You may click **save draft** to save your work for a later time, or can click **go back** to modify the information.' Below the banner are buttons for 'Go Back', 'Save Draft', 'Quit Process', 'Delete', and 'Post'. A yellow arrow labeled 'II' points to the 'Delete' button. The 'Notice Details' section shows: Solicitation #: combined123, Procurement Type: Combined Synopsis/Solicitation, and Date Posted: March 19, 2008. The Title is 'new example solicitation' and the Classification Code is partially visible.

### 3.3.6 Archive Notices

- I. A user can “archive” a notice from the main “procurement notices” list of notices. To archive a notice, the user can click on the review icon for the list item to open the draft notice.
- II. When the notice information tab is open, select the “archive” button to archive the notice.

Keywords/SOL #:  [More](#)

Items 1-20 of 30 Showing 20 per page Jump 1 [Next >](#)

| Actions                                | Title                              | Sol/Ref Number | Type                           | Posted | Response Deadline | Modified              |
|--|------------------------------------|----------------|--------------------------------|--------|-------------------|-----------------------|
|  | <a href="#">1test replication</a>  | aabb           | Presolicitation                | ✓      | -                 | Apr 18, 2008 1:19 pm  |
|  | <a href="#">417buyersol</a>        | 78979a8sd7f    | Combined Synopsis/Solicitation | ✓      | -                 | Apr 17, 2008 11:33 am |
| <b>Related Modifications / Awards:</b> |                                    |                |                                |        |                   |                       |
| Modification 1 Apr 17, 2008            |                                    |                |                                |        |                   |                       |
|  | <a href="#">added export after</a> | taetevnyvnot   | Award Notice                   | ✓      |                   | Apr 15, 2008          |

**Base Notice: 1test replication - aabb**

[Return To List](#) [Modify/Amend](#) [Archive](#) [Print](#)

**Notice Information**

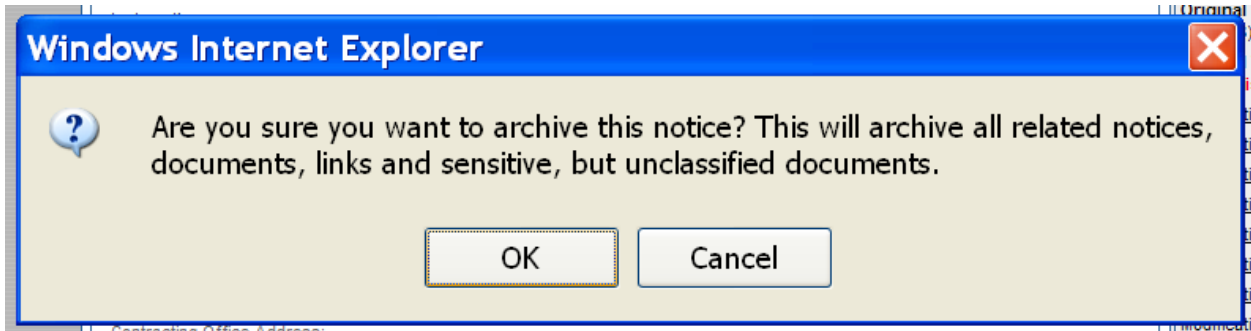
Solicitation: aabb Agency/Office: test section

Location: 5

**PROCUREMENT NOTICE INFO**  
 Created: April 9, 2008 10:39 am  
 By: [nanoy both](#)  
 Modified: April 18, 2008 1:19 pm  
 By: [nanoy both](#)

**NOTICE HISTORY**  
 Original Notice: aabb (Apr 18, 2008)

- I. User will be asked to confirm the "archive".



### 3.3.7 Unarchive Notices

- I. To review all archived notices, go to upper navigation “notices” and the sub-tab “archived”.
- II. To unarchive the notice, from the archived sub tab, click on the view icon for the notice.

The screenshot shows the FEDBIZOPPS.GOV website interface. The top navigation bar includes 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The 'Notices' section is active, displaying a 'Welcome, Admin User' message and links for 'Accessibility', 'User Guide', and 'Logout'. Below the navigation, there are tabs for 'Procurement Notices', 'Drafts', 'Archived', and 'Non-FBO Solicitations'. The 'Archived' tab is selected. A search bar with 'Keywords/SOL #' and buttons for 'More', 'Go', and 'Clear' is present. Below the search bar, it shows '1 - 20 of 459' results and a pagination menu with links from 1 to 11 and a '231' link. A table lists the notices with columns for Title, Sol/Ref #, Type, Last Posted Date, and Archived On. Two notices are visible: '99 -- International Broadcast Rights for TV Programming from Mar/Vista Entertainment' and '70 -- Complete Apple Computer System'. A yellow arrow points to the 'Archived' tab, and another yellow arrow points to the view icon for the second notice. Below the table, it says 'Modification 4 Mar 04, 2008'.

| Title ▼  | Sol/Ref # ▼    | Type ▼                    | Last Posted Date | Archived On ▲         |
|--|----------------|---------------------------|------------------|-----------------------|
| 99 -- International Broadcast Rights for TV Programming from Mar/Vista Entertainment | 316480606456   | Special Notice            | Mar 10, 2008     | Mar 29, 2008 12:00 am |
| 70 -- Complete Apple Computer System   | HQ002873479002 | Special Notice (Modified) | Mar 04, 2008     | Mar 21, 2008 12:00 am |

Modification 4 Mar 04, 2008

- I. Select "unarchive" to return the notice and associated documents to active status.
- II. The system will prompt the user to confirm this operation.





### 3.3.8 Print Notices

- I. Users can print both released and draft notices.
- II. For a non-draft notice, go to the notice list and select the review icon.
- III. When the notice is in review format, use the "Print" button to open a window that displays the notice in a printer friendly format.

The screenshot shows the 'Notices' section of the FEDBIZOPPS.GOV website. The user is logged in as 'nancy both - test section'. The page displays a list of notices with columns for Actions, Title, Sol/Ref Number, Type, Posted, Response Deadline, and Modified. A yellow arrow points to the 'Print' icon in the Actions column of the first notice, 'ttest replication'.

| Actions   | Title                             | Sol/Ref Number | Type                           | Posted | Response Deadline | Modified              |
|---|-----------------------------------|----------------|--------------------------------|--------|-------------------|-----------------------|
|         | <a href="#">ttest replication</a> | aabb           | Presolicitation                | ✓      | -                 | Apr 18, 2008 1:19 pm  |
|     | <a href="#">417buyersol</a>       | 78979a8sd7f    | Combined Synopsis/Solicitation | ✓      | -                 | Apr 17, 2008 11:33 am |

Related Modifications / Awards:  
Modification 1 Apr 17, 2008

The screenshot shows the 'Base Notice' page for 'teset - 777423sol'. The user is logged in as 'nancy both - DELAWARE RIVER BASIN COMMISSION'. The page displays notice information, including a note that the notice has been posted and must be done in the form of a new modification/amendment notice. A yellow arrow points to the 'Print' button in the top right corner.

**Notice Information**

Solicitation: 777423sol  
Agency/Office: DELAWARE RIVER BASIN COMMISSION

**PROCUREMENT NOTICE INFO**  
Created: April 24, 2008 9:05 am  
By: [nancy both](#)  
Modified: April 24, 2008 9:05 am  
By: [nancy both](#)

**NOTICE HISTORY**



- I. In the print window, "print" sends the notice to the printer.
- II. Use "Close" to close the print window.

Press **Print** or select **File » Print** from the browser menu to open the print dialog.

**Award: 5533hou / added export after original explicit added - testexpexport**

---

|   |  |
|---|--|
| <b>Notice Type:</b><br>Award Notice   | <b>Original Posted Date:</b><br>March 23, 2008         |
| <b>Posted Date:</b><br>March 23, 2008   | <b>Original Response Date:</b><br>Mar 31, 2008 5:00 pm |
| <b>Response Date:</b><br>-  |  |
| <b>Archiving Policy:</b><br>Automatic, 15 days after response date              |  |
| <b>Original Archive Date:</b><br>-  |  |
| <b>Archive Date:</b><br>-   |  |
| <b>Classification Code:</b><br>A -- Research & Development                      |  |
| <b>NAICS Code:</b><br>111 -- Crop Production/111130 -- Dry Pea and Bean Farming |  |

---

- II. For draft notices, the print option is available at the "review/submit" step of the notice

### 3.3.9 Review Interested Vendors List

- I. To review the "interested vendors list" for a solicitation, use the review icon to open the solicitation from the procurement notices list.
- II. Go to the "interested vendors" sub-tab.

**FEDBIZOPPS.GOV** Business Opportunities  
 Welcome, nancy both - test section | Accessibility | User Guide | Logout

My FBO | My Profile | **Notices** | Document Packages

**Notices**  
 RETURN TO HOME

Procurement Notices | Drafts | Archived | Non-FBO Solicitations

Keywords/SOL #:  [More](#)

Items 1-20 of 30 | Showing 20 per page | Jump 1 | [Next >](#)

| Actions   | Title                             | Sol/Ref Number | Type                           | Posted | Response Deadline | Modified              |
|---|-----------------------------------|----------------|--------------------------------|--------|-------------------|-----------------------|
|     | <a href="#">f1est replication</a> | aabb           | Presolicitation                | ✓      | -                 | Apr 18, 2008 1:19 pm  |
|      | <a href="#">417buyersol</a>       | 78979a8sd7f    | Combined Synopsis/Solicitation | ✓      | -                 | Apr 17, 2008 11:33 am |

Related Modifications / Awards:  
 Modification 1 Apr 17, 2008

**FEDBIZOPPS.GOV** Federal Business Opportunities  
 Welcome, nancy both - test section | Accessibility | User Guide | Logout

My FBO | My Profile | **Notices** | Document Packages

**417buyersol - 78979a8sd7f**  
 RETURN | RETURN TO LIST (PROCUREMENT)

Notice Information | Packages | **Interested Vendors**

Keywords:

Items 1-1 of 1

| Last Name | First Name | Email  | Contractor   | Phone        | Address   |
|-----------|------------|--|--------------|--------------|---|
| Vendor    | Alan       | <a href="mailto:test10@symplicity.com">test10@symplicity.com</a> <a href="mailto:nspettit@yahoo.com">nspettit@yahoo.com</a> <a href="mailto:btmnspp@gmail.com">btmnspp@gmail.com</a> | LOEB, H CORP | 201-874-7854 | 419 SAWYER ST<br>NEW BEDFORD<br>MA<br>027461013 |

Items 1-1 of 1

### 3.4 Non-FBO Secure Document Link

Users can create links to documents posted in FBO for viewing outside the context of FBO notices. These sorts of links were previously managed through FedTeds.

#### 3.4.1 Create Non-FBO Secure Document Link

- I. From notices tab, go to Non-FBO Solicitation sub-tab to see list of Non-FBO Solicitations.
- II. Red x in the released column indicates the Non-FBO solicitation is in draft format (not released yet). A date in this column, means the Non-FBO solicitation was released on this date.
- III. Click "Add New Non-FBO Solicitation" to create a new Non-FBO solicitation link.

Business Opportunities

IAE E-GOV USA.gov

My FBO My Profile Notices Document Packages

Welcome, Admin User Accessibility User Guide Logout

### Non-FBO Solicitations

RETURN

Procurement Notices Drafts Archived **Non-FBO Solicitations**

Solicitations Archived

Keywords:  [More](#)

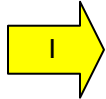
Items 1-6 of 6

| Actions | Sol/Ref # ▼    | Created on ▼         | Released ▼            |
|---------|----------------|----------------------|-----------------------|
|         | GS02P08PWC0018 | Apr 07, 2008 4:18 pm | <b>x</b>              |
|         | GS0507SVC0022  | Apr 10, 2008 5:02 pm | Jul 06, 2007 5:09 am  |
|         | GS06P08GYC0005 | Apr 10, 2008 5:02 pm | Jan 25, 2008 3:44 am  |
|         | GS06P08GYC0004 | Feb 06, 2008 2:00 am | Feb 06, 2008 2:00 am  |
|         | GSUBP08GZC0004 | Apr 01, 2008 4:52 pm | Feb 27, 2008 10:00 am |
|         | GS06P08GZC0009 | Apr 01, 2008 4:52 pm | Feb 28, 2008 11:30 am |

[Add New Non-FBO Solicitation](#) Items 1-6 of 6

- I. The first step of creating a Non-FBO Secure Document Link is essentially a simplified version of the notice form. This form only captures three key elements:
  - i. the archive date
  - ii. point of contact(s)
  - iii. solicitation #.
- II. Note, solicitation # and archive date must be entered before the “save draft” button can be used to save the Non-FBO Solicitation in draft format.
- III. “Cancel” returns the user to the list of Non-FBO Solicitations.
- IV. “Proceed” takes the user to the next step in the process.

### Non-FBO Solicitation: nonfbo123



1 Details

2 Attach Packages

3 Review/Submit

**Note:** This solicitation and attached Secure Packages have not yet been released and are saved as draft. You may make modifications and submit when ready.

\* Indicates a required field

---

#### Solicitation Details

Please enter the details for this non-fbo solicitation

**Solicitation #:** Enter the solicitation number  
nonfbo123

**Primary Point of Contact\*:** Select the primary point of contact

Select an Existing or New Contact:

Title:

Full Name:

Email:

Phone:

Fax:

**Secondary Point of Contact:** Optionally, select a secondary point of contact.

Select an Existing or New Contact:

Title:

Full Name:

Email:

Phone:

Fax:

**Archive Date\*:** The date this solicitation and packages will be archived

- I. The next step of creating a Non-FBO form allows the user to add the secured package(s).
- II. The user can create new or attach/select existing secured package.
- III. Contingent on the response, the system will prompt users to enter data as appropriate.
- IV. Use the "Attach Additional Secure Package" button to add additional packages to the Non-FBO Solicitation.
- V. "Go Back" takes the user back one step in the process.
- VI. Use the "save draft" button to save the Non-FBO Solicitation in draft format.
- VII. "Cancel" returns the user to the list of Non-FBO Solicitations.
- VIII. "Proceed & Review" takes the user to the final step in the process.

**FEDBIZOPPS.GOV** Business Opportunities

My FBO | My Profile | Notices | Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

### [New Non-FBO Solicitation]

1 Details

2 **Attach Packages**

3 Review and Submit

#### Attach Packages

\* indicates a required field

**Package #1**

Select PR # From Your Office:

PR #:

Use "find package" to find that pr on the system if it already exists.

Find Package

Attach Additional Secure Package

Go Back | Save Draft | Quit Process And Return | **Proceed & Review**

- I. The final step of creating a Non-FBO allows the user to review and submit materials.
- II. "Go Back" takes the user back one step in the process.
- III. Use the "Save Draft" button to save the Non-FBO Solicitation in draft format.
- IV. "Quit Process and Return" returns the user to the list of Non-FBO Solicitations
- V. "Release Solicitation" makes the Non-FBO solicitation link valid. Users will be asked to confirm release.

**FEDBIZOPPS.GOV** Federal Business Opportunities

Welcome, nancy both - test section

**[New Non-FBO Solicitation]**

1 Details

2 Attach Packages

3 **Review/Submit**

**Solicitation Details**

**Solicitation #:**  
asdfasdasdf

**Primary Point of Contact:**  
nancy both,  
Supervisor BUlyer  
[test-1@symplicity.com](mailto:test-1@symplicity.com) [test-13@symplicity.com](mailto:test-13@symplicity.com)  
Phone: 512 555 66677

**Archive Date:**  
April 30, 2008

**Attach Packages**

**Package #1**

PR #: newpar3iou  
Is this Export Controlled?: yes  
Explicit Access: no

[tiffany.txt](#) (74.46 Kb)  
Description: tset

**Go Back** **Save Draft** **Quit Process And Return** **Release Solicitation**

- I. The link for the Non-FBO solicitation is presented in the notice when it is released.
- II. Vendors must log in after clicking that link and will see the uploaded packages - and can request access etc, same way they would for FBO Solicitation. Users will manage explicit access requests in the same way as described for FBO solicitations.

The screenshot displays the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with tabs for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below this, a user greeting reads 'Welcome, nancy both - test section' with links for 'Accessibility', 'User Guide', and 'Logout'. The main heading is 'Non-FBO Solicitation: 32608', with links to 'RETURN' and 'RETURN TO LIST (NONFBO)'. A secondary navigation bar contains 'Procurement Notices', 'Drafts', 'Archived', and 'Non-FBO Solicitations'. Underneath, there are tabs for 'Details' and 'Authorized Parties'. A row of action buttons includes 'Unrelease Solicitation', 'Return', and 'Archive'. The 'Solicitation Details' section lists:
 

- Solicitation #: 32608
- Primary Point of Contact: nancy cybil (cybil@g.gov)
- Secondary Point of Contact: nancy office five (test-4@symplicity.com)
- Archive Date: April 25, 2008
- Vendor Link: <https://fbo-test.symplicity.com/fedteds/32608>

 A yellow arrow points to the Vendor Link. To the right, a 'NON-FBO SOLICITATION INFO' box shows creation and modification dates and user information. At the bottom left, a 'Package #1' box lists PR #: 235687 and export control status.



### 3.4.2 Un-release Non-FBO Secure Document Link

- I. Users can un-release Non-FBO solicitations. Doing so renders the Non-FBO Solicitation link nonfunctional. Vendors trying to view the link of an unreleased Non-FBO solicitation will receive the following error message:  
NOTE: The Secure Documents link (formerly FedTeDS) you are trying to access cannot be found
- II. Un-released Non-FBO solicitations are returned to "draft" status on the list of Non-FBO solicitations. On that list, in the released date, a red x will display.
- III. To unreleased a previously released Non-FBO document, go to "Notices" and the "Non-FBO Solicitations" sub-tab. Click on the review tab to open the previously released item.

The screenshot displays the 'Non-FBO Solicitations' page on the FEDBIZOPPS.GOV website. The page includes a navigation bar with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below the navigation bar, there are tabs for 'Procurement Notices', 'Drafts', 'Archived', and 'Non-FBO Solicitations'. The 'Non-FBO Solicitations' tab is active, and there are sub-tabs for 'Solicitations' and 'Archived'. A search bar contains the keyword 'gs' and buttons for 'More', 'Go', and 'Clear'. Below the search bar, it says 'Items 1-6 of 6'. A table lists six solicitations with columns for 'Actions', 'Sol/Ref #', 'Created on', and 'Released'. The first row (GS02P08PWC0018) has a red 'x' in the 'Released' column. A yellow arrow points to the 'Released' column header, and another yellow arrow points to the 'Actions' column for the first row.

| Actions | Sol/Ref # ▼    | Created on ▼         | Released ▼            |
|---------|----------------|----------------------|-----------------------|
|         | GS02P08PWC0018 | Apr 07, 2008 4:18 pm | x                     |
|         | GS0507SVC0022  | Apr 10, 2008 5:02 pm | Jul 06, 2007 5:09 am  |
|         | GS06P08GYC0005 | Apr 10, 2008 5:02 pm | Jan 25, 2008 3:44 am  |
|         | GS06P08GYC0004 | Feb 06, 2008 2:00 am | Feb 06, 2008 2:00 am  |
|         | GS06P08GZC0004 | Apr 01, 2008 4:52 pm | Feb 27, 2008 10:00 am |
|         | GS06P08GZC0009 | Apr 01, 2008 4:52 pm | Feb 28, 2008 11:30 am |

At the bottom of the table, there is a button labeled 'Add New Non-FBO Solicitation' and the text 'Items 1-6 of 6'.



- I. From the Details tab, use the “unreleased solicitation” button to unreleased the Non-FBO solicitation. When prompted, the user will need to confirm intended operation.
- II. If there is not an intention to re-release the solicitation, use “archive” to send the solicitation to archives. When prompted, the user will need to confirm intended operation.
- III. “Return” returns the user to the list of Non-FBO Solicitations

The screenshot displays the user interface for a Non-FBO Solicitation. At the top, the header includes the FEDBIZOPPS.GOV logo and navigation tabs for My FBO, My Profile, Notices, and Document Packages. The main content area shows the solicitation number 58979 and a yellow arrow pointing to the 'Unrelease Solicitation' button. Below this, there are sections for Solicitation Details and Attach Packages. The Solicitation Details section includes fields for Solicitation #, Primary Point of Contact, Archive Date, and Vendor Link. The Attach Packages section shows a package named 'Package #1' with a PDF document 'fbo buyer guide1.pdf' attached. A sidebar on the right provides 'NON-FBO SOLICITATION INFO' with creation and modification dates and user information.

**FEDBIZOPPS.GOV** Federal Business Opportunities

My FBO | My Profile | **Notices** | Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

**Non-FBO Solicitation: 58979**

[Return to List \(NONFBO\)](#)

[Planned Notices](#) | [Archived](#) | **Non-FBO Solicitations**

[Details](#) | [Authorized Parties](#)

[Unrelease Solicitation](#) | [Archive](#) | [Return](#)

**Solicitation Details**

Solicitation #: 58979  
 Primary Point of Contact: nancy both  
[test-1@symplioity.com](mailto:test-1@symplioity.com)  
 Archive Date: March 31, 2008  
 Vendor Link: <https://fbo-test.symplioity.com/fedteds/58979>

**Attach Packages**

**Package #1**  
 PR #: 14785  
 Is this Export Controlled?: no  
 Explicit Access: yes

[fbo buyer guide1.pdf](#) (4,587.53 Kb)  
 Description: testing

[Unrelease Solicitation](#) | [Archive](#) | [Return](#)

**NON-FBO SOLICITATION INFO**  
 Created: March 25, 2008 6:08 pm  
 By: [nancy both](#)  
 Modified: March 25, 2008 6:08 pm  
 By: [nancy both](#)

### 3.4.3 Delete Draft Non-FBO Secure Document Link

- I. A user can review all drafts non-fbo solicitations from main “procurement notices” navigation and the sub-tab “non-fbo solicitations. Draft items are indicated with a red x in the released column.
- II. To delete a draft item, the user can click on the review icon for the list item to open the draft notice.

The screenshot displays the 'Non-FBO Solicitations' page on the FEDBIZOPPS.GOV website. The page includes a navigation bar with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below the navigation, there are tabs for 'Procurement Notices', 'Drafts', 'Archived', and 'Non-FBO Solicitations'. The 'Non-FBO Solicitations' tab is active, and there are sub-tabs for 'Solicitations' and 'Archived'. A search bar contains the keyword 'gs' with 'More', 'Go', and 'Clear' buttons. Below the search bar, it says '6 of 6' items. A table lists six solicitations with columns for 'Sol/Ref #', 'Created on', and 'Released'. The first row has a red 'x' in the 'Released' column. A yellow arrow points to the review icon (a magnifying glass) in the first row, and another yellow arrow points to the 'Released' column header.

|  | Sol/Ref # ▼    | Created on ▼         | Released ▼            |
|--|----------------|----------------------|-----------------------|
|  | GS02P08PWC0018 | Apr 07, 2008 4:18 pm | ×                     |
|  | GS0507SVC0022  | Apr 10, 2008 5:02 pm | Jul 06, 2007 5:09 am  |
|  | GS06P08GYC0005 | Apr 10, 2008 5:02 pm | Jan 25, 2008 3:44 am  |
|  | GS06P08GYC0004 | Feb 06, 2008 2:00 am | Feb 06, 2008 2:00 am  |
|  | GS06P08GZC0004 | Apr 01, 2008 4:52 pm | Feb 27, 2008 10:00 am |
|  | GS06P08GZC0009 | Apr 01, 2008 4:52 pm | Feb 28, 2008 11:30 am |

At the bottom of the table, there is a button labeled 'Add New Non-FBO Solicitation' and a text indicator 'Items 1-6 of 6'.

- I. Within the Non-FBO notice use the “proceed” option to move forward to the “review/submit” step “
- II. When on the Review/Submit step, if the user selects “delete,” (appears at the bottom of the form), they will be asked to confirm that they indeed want to delete the item. This is important to consider, as deleted drafts do not go to archives and because the process of deletion cannot be undone.

My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

## Non-FBO Solicitation: 32608

1 Details

2 Attach Packages

3 Review/Submit

**Note:** This solicitation and attached Secure Packages have not yet been released and are saved as draft. You may make modifications and submit when ready.

### Solicitation Details

Solicitation #: 32608

Primary Point of Contact:  
nancy both  
[test-1@symplicity.com](mailto:test-1@symplicity.com)

Archive Date:  
March 31, 2008

### Attach Packages

Package #1

PR #: 235687  
Is this Export Controlled?: no  
Explicit Access: yes

[fbo\\_vendor\\_guide.MDI \(2,057.88 Kb\)](#)  
Description: ghjk

[Go Back](#) [Save Draft](#) [Quit Process And Return](#) [Delete](#) [Release Solicitation](#)

## 3.5 Manage Document Packages

(outside context of FBO Notice Creation)

### 3.5.1 Add New Document Package to Existing Notice

- I. From the “Document / Links” main navigation, users can create, and assign new documents to released solicitations.
- II. Use the “add new” button.
- III. Additionally, a user can use the quicklink “upload new docs/links” on their “My FBO” page to add a new package.
- IV. Note, if you create a new documents using this resource, and save the materials as drafts, the resources will remain as drafts in the system until they are posted, or deleted.
- V. Buyers that are buyer only – versus both “buyer and engineer” = will only be able to create non-secured packages through this process.

The screenshot displays the 'Document Packages/Links' page on the FEDBIZOPPS.GOV website. The page features a navigation bar with tabs for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. A yellow arrow points to the 'Document Packages' tab. Below the navigation bar, there is a welcome message and a 'Logout' button. The main content area includes a search section with filters for 'Keywords', 'Secure' (yes/no), 'Type' (dropdown), 'Posted Date' (range), and 'Posted' (yes/no). Below the search filters, there is a 'Go' button and a 'Clear' button. A table displays one item with the following details:

| Label / PR #     | Type  | Solicitation                   | Created on           | Posted On    |
|------------------|---|--------------------------------|----------------------|--------------|
| exp<br>yahoo.com | Other (Draft RFPs/RFIs, Responses to Questions, etc.) | <a href="#">323explicitone</a> | Mar 23, 2008 2:58 pm | Mar 23, 2008 |

Below the table, there is an 'Add New Package' button and a link to 'Items 1-1 of 1'. At the bottom of the page, there is a footer with 'User Guide', 'Accessibility', 'Help Desk', and contact information: '877-472-3779 (Toll Free) fbo.support@gsa.gov'.

- I. At step one, Details, the user indicates whether the document is sensitive, tied to a FBO solicitation, and completes the other elements of the document package creation process (fields will appear conditionally based on user responses).
- II. At the bottom of the form, "Save Draft" saves the materials to the draft notice, "Quit Process and Return" returns the user to the list of document packages and "Proceed" moves the user forward in the stepwise process.

**FEDBIZOPPS.GOV** Federal Business Opportunities

My FBO | My Profile | Notices | Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

### [New Documents/Links]

**1** Details  
**2** Upload Files  
**3** Review/Submit

#### Package Details

Please enter the details for this document package \* indicates a required field

**Contracting Office Location\*:**  
You are not registered at the office location level. Please select the related office location

**Sol/Ref #\*:**

**Type\*:**

Solicitation  
 Mod/Amendment  
 Other (Draft RFPs/RFIs, Responses to Questions, etc.)

[User Guide](#) [Accessibility](#) [Help Desk](#) 877-472-3779 (Toll Free) [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)

- I. At step two, the user uploads files.
- II. A "description" is required.
- III. Bottom of page, "Go back" allows the user to go back in the stepwise process.
- IV. "Save Draft" saves the materials to the draft notice.
- V. "Cancel" returns the user to the previous navigation.
- VI. "Proceed & Review" moves the user forward in the stepwise process.

The screenshot displays the 'New Documents/Links' interface on the FEDBIZOPPS.GOV website. The header includes the site logo and navigation tabs for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. A user navigation bar shows 'Welcome, Nancy Buyer Only - test section' with links for 'Switch Account', 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled '[New Documents/Links]' and features a sidebar with three steps: '1 Details', '2 Upload Files', and '3 Review/Submit'. The 'Files / Attachments' section contains a 'File / Link #1' field with a 'Type\*' dropdown (options: 'upload', 'link') and a 'Description\*' text area. Below these fields are buttons for 'Delete', 'Add Another Document', and a row of four buttons: 'Go Back', 'Save Draft', 'Quit Process And Return', and 'Proceed & Review'. A yellow arrow points to the 'Proceed & Review' button. The footer includes links for 'User Guide', 'Accessibility', and 'Help Desk', along with contact information: '877-472-3779 (Toll Free)' and 'fbo\_support@gsa.gov'.



- I. At step three, "review/submit," the user is able to review materials, and if appropriate to use "post documents."
- II. "Go back" allows the user to go back in the stepwise process.
- III. "Save Draft" saves the materials to the draft notice.
- IV. "Cancel" returns the user to the previous navigation.
- V. "Release Package" adds the documents for use in the system.

The screenshot displays the FEDBIZOPPS.GOV website interface. At the top, the header includes the site logo and navigation tabs: "My FBO", "My Profile", "Notices", and "Document Packages". A user greeting "Welcome, Nancy Buyer Only - test section" is visible, along with links for "Switch Account", "Accessibility", "User Guide", and "Logout".

The main content area is titled "[New Documents/Links]" and features a left-hand navigation menu with three steps: "1 Details", "2 Upload Files", and "3 Review/Submit". The "Review/Submit" step is currently active.

The "Package Details" section on the right shows the following information:  
Contracting Office Location: 5  
Sol/Ref #: 322newexport (Combined Synopsis/Solicitation)  
Type: Solicitation

Below this, the "Files / Attachments" section lists a file named "uh\_plo.bmp" (1,727.54 Kb) with the description "test".

At the bottom of the package details, there are four buttons: "Go Back", "Save Draft", "Quit Process And Return", and "Release Package". A yellow arrow with the letter "V" points directly to the "Release Package" button.

The footer contains links for "User Guide", "Accessibility", and "Help Desk", along with the contact information "877-472-3779 (Toll Free)" and "fbo.support@ops.gov".

### 3.5.2 Edit Document Package

- I. Note, if a package has been posted to a solicitation, the user will not be able to edit the package. Only packages that list "unassigned" in the solicitation column will have "edit" as an option when opened.
- II. To edit a document package, go to main navigation "document packages", and select the package link for the package to be edited. This opens the "details" of the package.
- III. When "details" are open, select the "edit" button.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Notices Document Packages

Welcome, nancy both - test section Accessibility User Guide Logout

## Document Packages/Links

RETURN TO PROCUREMENT

Packages Authorized Parties

Keywords:  More Go

Items 1-20 of 57 Showing 20 per page Jump 1 Next >

| Label / PR #                         | Type   | Solicitation              | Created on            | Posted On    |
|--------------------------------------|--|---------------------------|-----------------------|--------------|
| <a href="#">123456</a><br>More stuff | Other (Draft RFPs/RFIs, Responses to Questions, etc..) | <a href="#">123456456</a> | Mar 25, 2008 10:02 am | Mar 25, 2008 |
| <a href="#">123aa</a><br>More stuff  | Other (Draft RFPs/RFIs, Responses to Questions, etc..) | [Unassigned]              | Mar 29, 2008 1:19 pm  | Apr 14, 2008 |
| <a href="#">589</a><br>More stuff    | Other (Draft RFPs/RFIs, Responses to Questions, etc..) | <a href="#">589</a>       | Mar 25, 2008 4:02 pm  | Mar 25, 2008 |

My FBO My Profile Notices Document Packages

Welcome, nancy both - test section Accessibility User Guide Logout

## test414

RETURN RETURN TO LIST (DOCUMENT\_PACKAGE)

Details Audit Trail

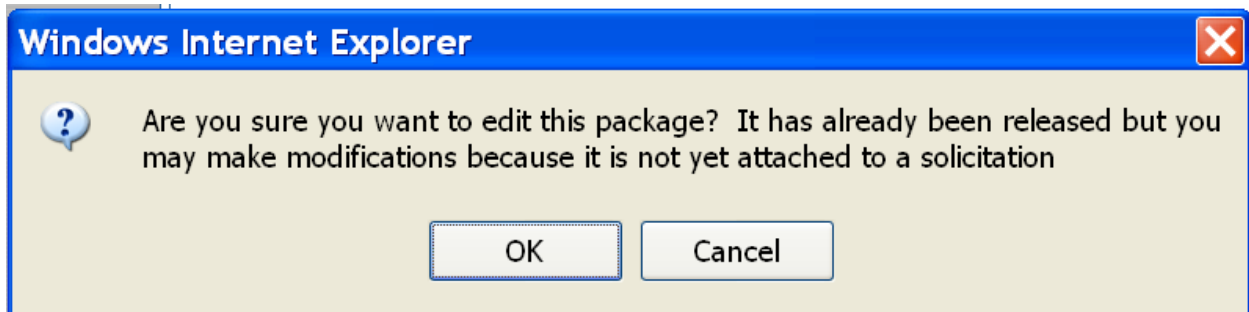
**Note:** This is a sensitive, but unclassified document package.

Return Delete Edit

Contracting Office: 5  
Is this a sensitive document package?: yes



- I. After edit is selected, user see message indicating why edits are allowed, and will need to confirm the desire to make edits to the package.



- II. Users will be taken to step one of document creation and can progress as if the document had been previously saved as draft. See above for details on notice creation.

### 3.5.3 Delete Document Package

- I. Note, if a package has been posted to a solicitation, the user will not be able to delete the package. Only packages that list "unassigned" in the solicitation column will have "delete" as an option when opened.
- II. To delete a document package, go to main navigation "document packages", and select the package link for the package to be deleted. This opens the "details" of the package.
- III. When "details" are open, select the "delete" button.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Notices Document Packages

Welcome, nancy both - test section Accessibility User Guide Logout

## Document Packages/Links

RETURN TO PROCUREMENT

Packages Authorized Parties

Keywords:  More Go

Items 1-20 of 57 Showing 20 per page Jump 1 Next >

| Label / PR #           | Type   | Solicitation              | Created on            | Posted On    |
|------------------------|--|---------------------------|-----------------------|--------------|
| <a href="#">123456</a> | Other (Draft RFPs/RFIs, Responses to Questions, etc..) | <a href="#">123456456</a> | Mar 25, 2008 10:02 am | Mar 25, 2008 |
| <a href="#">123aa</a>  | Other (Draft RFPs/RFIs, Responses to Questions, etc..) | [Unassigned]              | Mar 29, 2008 1:19 pm  | Apr 14, 2008 |

My FBO My Profile Notices Document Packages

Welcome, nancy both - test section Accessibility User Guide Logout

## test414

RETURN RETURN TO LIST (DOCUMENT\_PACKAGE)

Details Audit Trail

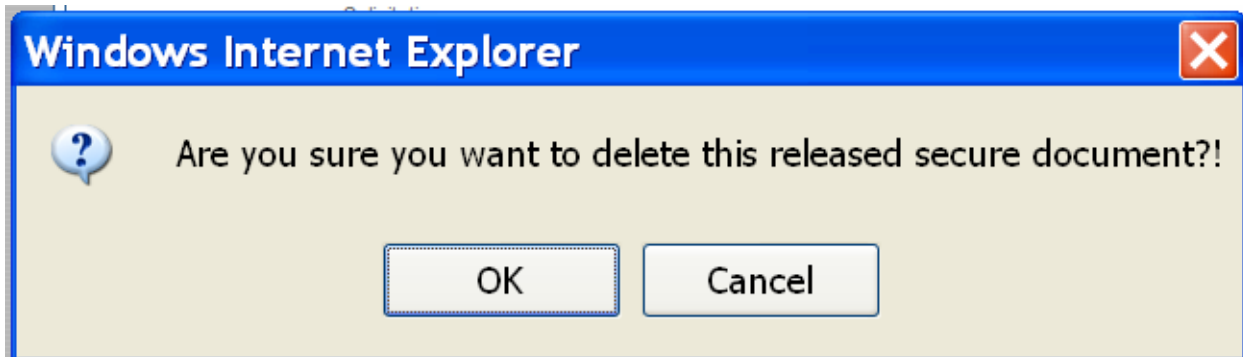
**Note:** This is a sensitive, but unclassified document package.

Return Delete Edit

Contracting Location: 5

Is this a sensitive package?: yes

- I. After delete is selected, user sees message indicating why delete is allowed, and will need to confirm the desire to delete the package.



### 3.5.4 Manage Explicit Access Requests

- I. A user can see if they have any pending Explicit Access Requests on their home page in the Pending Actions display. Note this tally is specific to the account.
- II. Click on the presented link to navigate to the list of pending requests.
- III. Alternatively, a user can navigate to the “authorized parties” list from the “Document Packages” main navigation, and selecting the “authorized Parties” sub-tab.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Notices Document Packages

Welcome, nancy both Accessibility User Guide Logout

## My FBO

Pending Actions  
2 [Explicit Access Requests](#)

Quicklinks  
[Edit Draft](#)  
[Create Notice](#)  
[Mod/Amend Notice](#)  
[Create Award](#)  
[Cancel Notice](#)  
[Upload New Documents/Links](#)

Statistics  
26 [Active Procurement Notices](#)  
1 [Archived Procurement Notices](#)

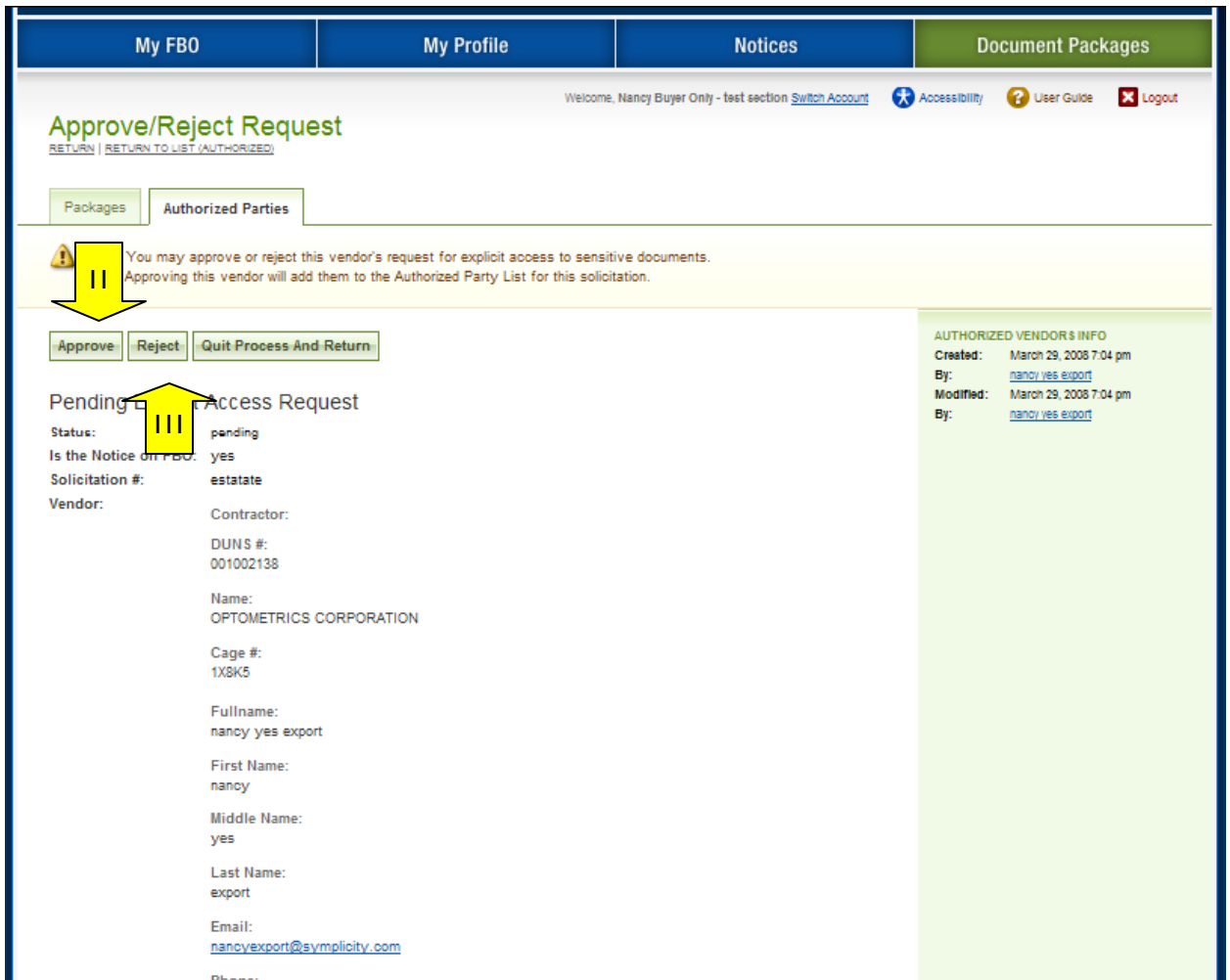
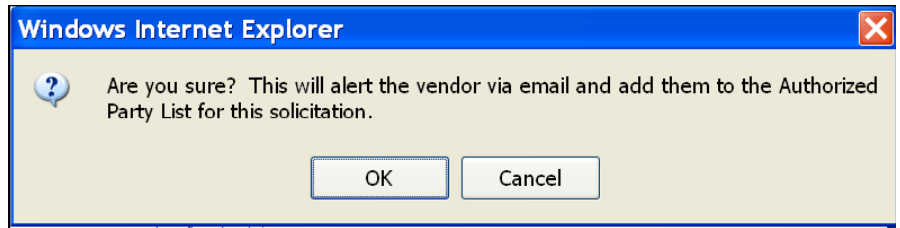
Announcements  
There are no announcements at this time.

Notice of Section 508 Compliance: Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.

- I. The "authorized parties" list is divided into three sub-tabs: "pending requests," "authorized," and "rejected requests".
- II. To review a pending requests, click on the review icon for the request record.

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below this is a header for 'Document Packages/Links' with a 'RETURN TO HOME' link. The main content area has tabs for 'Packages' and 'Authorized Parties'. Under 'Authorized Parties', there are sub-tabs for 'Pending Requests', 'Authorized', and 'Rejected Requests'. A search bar with a 'Go' button is present. Below the search bar, it says 'Items 1-1 of 1'. A table with the following columns is displayed: 'Actions', 'Sol/Ref #', 'Last Name', 'First Name', 'Email', 'Contractor', 'DUNS', and 'Cage #'. The table contains one record: 'estatate', 'export', 'nancy', 'nancyexport@symplicity.com', 'OPTOMETRICS CORPORATION', '001002138', and '1X8K5'. A yellow arrow points to a magnifying glass icon in the 'Actions' column of this record. At the bottom of the page, there are links for 'Guide', 'Accessibility', and 'Help Desk', along with contact information: '877-472-3779 (Toll Free)' and 'fbo.support@qas.gov'.

- I. When the review icon is clicked, the pending explicit access request record is opened.
- II. If the user is comfortable "approving" the request for access to the document, they select "approve"  
 Approved vendors receive email notification that they have been granted explicit access to the document. If approved is selected, user will be asked to confirm action.
- III. To "reject" the request, select "reject" (see below for details on rejection).
- IV. If the user is not ready to do either action, use "quit process and return" to retain pending status on the record.



- I. If “reject” was selected, the user will be prompted to provide text explaining the rejection. This information will be included in the rejection email received by the vendor.
- II. If a user changes their mind at this step, they can still use “quit process and return” button to retain the pending status of the explicit access request.
- III. “Save and Send Rejection” will change the request status to rejected and send vendor notification about rejection.

The screenshot displays the 'Reject Request' page on the FEDBIZOPPS.GOV website. The page header includes the site logo and navigation tabs for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The main content area is titled 'Reject Request' and includes a 'Note' stating 'Please add a reason for rejection'. Below this, there are two buttons: 'Quit Process And Return' and 'Save And Send Rejection'. A yellow arrow points to the 'Save And Send Rejection' button. The page also displays 'AUTHORIZED VENDOR'S INFO' with details such as 'Created: March 29, 2008 7:04 pm' and 'By: nancy yes export'.

**FEDBIZOPPS.GOV** Federal Business Opportunities

My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

### Reject Request

[RETURN](#) | [RETURN TO LIST \(AUTHORIZED\)](#)

Packages Authorized Parties

**Note:** Please add a reason for rejection

[Quit Process And Return](#) [Save And Send Rejection](#) \* indicates a required field

#### Reject Authorized Party Request

Please provide an explanation for this rejection which will be emailed to the vendor

Status: rejected  
Is the Notice on FBO: yes  
Solicitation #: estate  
Vendor: nancy yes export (Vendor Associates: 147852963)  
Rejection Note\*: Please provide a reason for this rejection

[Quit Process And Return](#) [Save And Send Rejection](#)

[User Guide](#) [Accessibility](#) [Help Desk](#) 877-472-3779 (Toll Free) [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)

**AUTHORIZED VENDOR'S INFO**  
Created: March 29, 2008 7:04 pm  
By: [nancy yes export](#)  
Modified: March 29, 2008 7:04 pm  
By: [nancy yes export](#)

### 3.5.5 Review Authorized / Rejected Explicit Access Requests

- I. To review the previously authorized / rejected explicit access requests, got to the Notice of interest, and the “packages” sub-tab and the “authorized parties” sub-tab.
- II. Authorized vendors will be listed on the “authorized” sub-tab.
- III. Previously rejected requests will be listed on the “rejected requests” sub-tab.

417buyersol...979a8sd7f: Authorized Parties

Notice Information Packages Interested Vendors

Packages Authorized Parties

Pending Requests Authorized Rejected Requests

Keywords:

Items 1-1 of 1

| Actions | Last Name ▼ | First Name ▼ | Email  | Contractor ▼          | DUNS ▼    | Cage # ▼ |
|---------|-------------|--------------|--|-----------------------|-----------|----------|
|         | Kern        | Doug         | <a href="mailto:aqocity@symplicity.com">aqocity@symplicity.com</a> | nancy's import export | 000002222 | XXXXY    |

[Add Authorized Party](#) Items 1-1 of 1



### 3.5.6 Document Audit Trail

- I. For sensitive, but unclassified documents, the system tracks each time a vendor reviews the record. This is captured in the “audit trail” sub-tab of a released document.
- II. Go to main navigation “Document Packages.”
- III. For the document package you would like to review click on the package link (not the actually document file link(s)).

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with tabs for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The 'Document Packages' tab is highlighted with a yellow arrow. Below the navigation bar, there is a welcome message for 'nancy both - test section' and links for 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled 'Document Packages/Links' and includes a search bar with the keyword '3.' and buttons for 'More', 'Go', and 'Clear'. Below the search bar, there is a table of document packages. A yellow arrow points to the first row of the table, which has the label '3.23explicit'. The table has columns for 'Label', 'Type', 'Solicitation', 'Created on', and 'Posted On'. There are three rows of data in the table.

| Label        | Type   | Solicitation  | Created on            | Posted On    |
|--------------|--|---------------|-----------------------|--------------|
| 3.23explicit | Other (Draft RFPs/RFIs, Responses to Questions, etc..) | testexpexport | Mar 23, 2008 12:52 pm | Mar 23, 2008 |
| 76767        | Other (Draft RFPs/RFIs, Responses to Questions, etc..) | a6dsf76afd87  | Mar 25, 2008 5:35 pm  | Mar 25, 2008 |
| 87q98e7r     | Other (Draft RFPs/RFIs, Responses to Questions, etc..) | a6dsf76afd87  | Mar 25, 2008 5:35 pm  | Mar 25, 2008 |

At the bottom of the table, there is an 'Add New Package' button and a note 'Items 1-3 of 3'.

- I. When the Document package record is opened, it defaults to the “details” sub-tab for the record. Click on the “audit trail” sub-tab, to review the listing of vendor document reviews.
- II. On the “audit trail” sub-tab, the system will list out each time a document was viewed (note, if viewed multiple times by the same vendor, each occurrence will be reflected in the list.)
- III. Click the review icon to open the audit trail record.

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My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

Audit Trail PR # explicitone: 323explicitone

RETURN | RETURN | DOCUMENT\_PACKAGE

Details Audit Trail

Keywords:

1 of 1

| Icons | Last Name | First Name | Contractor   | DUNS      | Filename    | Created on           |
|-------|-----------|------------|--------------|-----------|-------------|----------------------|
|       | Vendor    | Alan       | LOEB, H CORP | 001001668 | package.zip | Mar 23, 2008 3:35 pm |

Items 1-1 of 1

[User Guide](#) [Accessibility](#) [Help Desk](#) 877-472-3779 (Toll Free) [fbo\\_support@gsa.gov](mailto:fbo_support@gsa.gov)

- I. The "audit trail" record details the specifics of the secured, but unclassified, document review.
- II. "Return" closes the record.

The screenshot displays the 'Audit Trail' section of the FBO system. At the top, there are navigation tabs: 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below these is a header area with the text 'Welcome, Nancy Buyer Only - test section' and links for 'Switch Account', 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled 'Audit Trail' and shows a record for 'PR # explicitone: 323explicitone'. A yellow arrow points to the 'Return' button at the top of this record. Below the record, there is a 'Secure Package Log' section with the following details:

- PR #: explicitone
- Sol/Ref #: 323explicitone
- Filename: package.zip
- Vendor: Contractor:
  - DUNS #: 001001868
  - Name: LOEB, H CORP
  - Doing Business As (DBA): LOEB
  - Cage #: 3X4W6
  - Title: Mr
  - Fullname: Alan Vendor
  - Email: [test10@symplicity.com](mailto:test10@symplicity.com)
  - Phone: 201-874-7854
- Action: download
- Action Occured On: Mar 23, 2008 3:35 pm
- IP Address: 66.108.204.235

At the bottom of the record, there is a 'Return' button. A yellow arrow points to this button. To the right of the main content area, there is a 'SECURE DOCUMENT LOG INFO' section with the following details:

- Created: March 23, 2008 3:35 pm
- By: [Alan Vendor](#)
- Modified: March 23, 2008 3:35 pm
- By: [Alan Vendor](#)