

Attachment 7

FCAS Vendor Portal Screen Shots

OMB No.: 0925-XXXX

Expiration Date: XX/XX/XXXX

Collection of this information is authorized by The Public Health Service Act, Section 411 (42 USC 285a). Rights of participants are protected by The Privacy Act of 1974. Participation is voluntary, however in order for NCI Office of Acquisitions (OA) to provide access to the Vendor Portal for use in uploading deliverables and invoices and responding to and submitting requests to NCI OA, Vendor Portal registration is required. The information collected will be kept private to the extent provided by law. Names and other identifiers will not appear in any report other than what is utilized by NCI OA and program staff for routine day-to-day contract administration. Information provided will be combined for all participants and reported as summaries. You are being contacted by email to complete this Vendor Portal Registration form and a voluntary survey so that NCI can provide your Vendor Firm with Vendor Portal access and improve the website. The information you provide will be included in a Privacy Act system of records, and will be used and may be disclosed for the purposes and routine uses described and published in the following System of Records Notices (SORN): 09-25-0216 Administration: NIH Electronic Discovery and 09-25-0118 Contracts: Professional Services Contractors <https://www.hhs.gov/foia/privacy/sorns/nih-sorns.html>.

Public reporting burden for this collection of information is estimated to average 1 minute per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-XXXX). Do not return the completed form to this address.

Editing Vendor User Account:

Sample Vendor Name
DUNS#: 12345678

DETAILS **USERS**

[ADD USER](#) Show inactive users

Name	Account Active	Email	Permissions	Admin
First LastName	✓	afmail@email.gov	Deliverables, Invoices, COAs, Notifications, Planning, Solicitations	✓
First LastName	✓	afmail@email.gov	Deliverables	
First LastName	✓	afmail@email.gov	Deliverables	
First LastName	✓	afmail@email.gov	Invoices	
First LastName	✓	afmail@email.gov	Invoices	
First LastName	✓	afmail@email.gov	Planning	
First LastName	✓	afmail@email.gov	Solicitations	
First LastName	✓	afmail@email.gov	Solicitations	
First LastName	✓	afmail@email.gov	Solicitations	

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Data Field Information/Action Step:

Edit User Account

Account Enabled

First Name Last Name

Job Title

Email

Phone Number

Grant access to view:

- All Areas: Business Representative
- COAs
- Deliverables
- Invoices
- Notifications
- Planning
- Solicitations

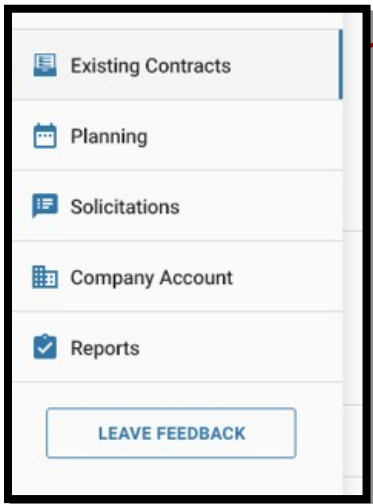
Coordinator Assignments:






- Planning Coordinator
Can be assigned to Requirements by the government.
- Solicitation Coordinator
Will be assigned to all Solicitations shared with your company.

[CANCEL](#) [SEND INVITE](#)

Contracting Officer Authorization (COA) Correspondence Processes:

View COA Correspondences within Contract:



-  Existing Contracts
-  Planning
-  Solicitations
-  Company Account
-  Reports

[LEAVE FEEDBACK](#)

← Existing Contracts

Sample Contract Name

PIID ABC1234DEF567 Ref PIID ABC1234DEF567890

DETAILS INVOICES DELIVERABLES **COAS** WORK ORDERS NOTIFICATIONS FILES

SUBMIT COA All Statuses Search this page...

Title	COA #	Vendor POC	Requirement	Submitted Date	Status
COA Title 001abc	123456	First LastName	Promo Items	5/5/2018	Submitted February 3, 2019
COA Title 001abc	123456	First LastName	Promo Items	5/5/2018	Submitted February 3, 2019
COA Title 001abc	123456	First LastName	Promo Items	5/5/2018	Submitted February 3, 2019
COA Title 001abc	123456	First LastName	Promo Items	5/5/2018	Submitted February 3, 2019
COA Title 001abc	123456	First LastName	Promo Items	5/5/2018	Submitted February 3, 2019
COA Title 001abc	123456	First LastName	Promo Items	5/5/2018	Submitted February 3, 2019
COA Title 001abc	123456	First LastName	Promo Items	5/5/2018	Submitted February 3, 2019
COA Title 001abc	123456	First LastName	Promo Items	5/5/2018	Submitted February 3, 2019
COA Title 001abc	123456	First LastName	Promo Items	5/5/2018	Submitted February 3, 2019
COA Title 001abc	123456	First LastName	Promo Items	5/5/2018	Rejected February 3, 2019

View Submitted COA Correspondence:

← HHSN26100001

COA Title 001abc Submitted

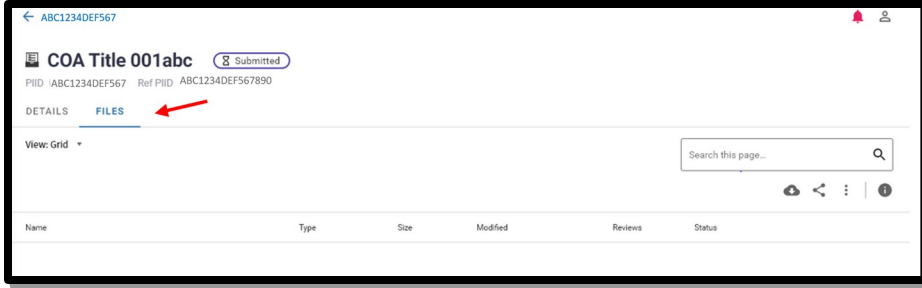
PIID ABC1234DEF567 Ref PIID ABC1234DEF567890

DETAILS FILES

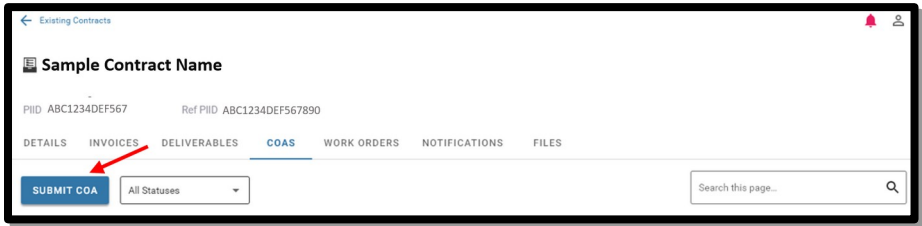
COA Information	
COA Requirement	Promo Items
COA #	203548221
Received	April 20, 2019
Primary POC	First LastName
Additional POCs	-

Team Assignments	
EDIT	
Primary Point of Contact	First LastName

Members



COA Submission:



Data Field Information/Action Step:

Submit COA

Sample Contract Name

PIID: ABC1234DEF567

REF PIID: ABC1234DEF567890

COA Requirement

COA #

Title

Primary Point of Contact

First LastName

Associates (optional)



Comments (optional)

Upload Documents

Drag & drop a document here or

CHOOSE FILE

CANCEL

SUBMIT COA

Deliverable Correspondence Processes:

View Deliverables Correspondences within Contract:

Existing Contracts

Sample Contract Name

PIID ABC1234DEF567 Ref PIID ABC1234DEF567890

DETAILS INVOICES **DELIVERABLES** COAS WORK ORDERS NOTIFICATIONS FILES

SUBMIT DELIVERABLE All Statuses All Types Search this page...

Deliverable Type	Due Date	Submitted Date	Vendor POC	Deliverable Status
Monthly Status Report	Jan 20, 2019	Jan 20, 2019	First LastName	Approved January 21, 2019
Monthly Status Report	February 20, 2019	February 20, 2019	First LastName	Approved February 21, 2019
Monthly Status Report	March 20, 2019	-	First LastName	Past Due
Monthly Status Report	April 20, 2019	-	First LastName	Upcoming
Monthly Status Report	May 20, 2019	-	First LastName	Upcoming
Monthly Status Report	June 20, 2019	-	First LastName	Upcoming
Monthly Status Report	July 20, 2019	-	First LastName	Upcoming
Monthly Status Report	August 20, 2019	-	First LastName	Upcoming
Monthly Status Report	September 20, 2019	-	First LastName	Upcoming

View Submitted Deliverable Correspondence:

ABC1234DEF567

Monthly Status Report

PIID ABC1234DEF567 Ref PIID ABC1234DEF567890

DETAILS FILES

Deliverable Information

Due Date	April 20, 2019
Vendor	Sample Vendor Name
Received	April 20, 2019
Primary POC	First LastName
Additional POCs	-

Team Assignments

EDIT

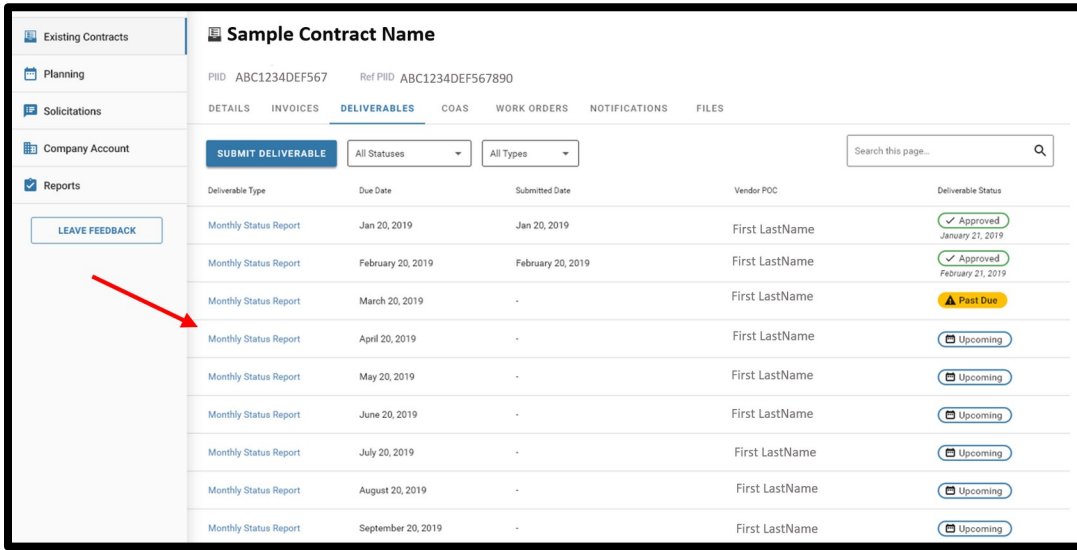
Primary Point of Contact First LastName

Members



Deliverable Submission:

- Can submit deliverable by selecting the hyperlink within the deliverable schedule and click the 'submit deliverable' button on the pink action banner



Would you like to submit this Deliverable? **SUBMIT DELIVERABLE**

← ABC1234DEF567 🔔 👤

Monthly Status Report ⚠️ Past Due

PIID ABC1234DEF567 Ref PIID ABC1234DEF567890

DETAILS FILES

Deliverable Information ^

Due Date	April 20, 2019
Vendor	Sample Vendor Name
Received	April 20, 2019
Primary POC	First LastName
Additional POCs	-

Team Assignments ^

Primary Point of Contact	First LastName
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Members v

Data Field Information/Action Step:

Submit Deliverable

Select Deliverable ———— 2 Documents

Monthly Status Report March 20, 2019

Primary Point of Contact

Associates (optional)

Comments (optional)

Upload Documents

Drag & drop a document here or

- Can submit deliverable by selecting the 'submit deliverable' button and a pop-up window appearing

The screenshot shows a web interface for a contract named "Sample Contract Name". The left sidebar contains navigation options: Existing Contracts, Planning, Solicitations, Company Account, and Reports. The main content area has tabs for DETAILS, INVOICES, DELIVERABLES (selected), COAS, WORK ORDERS, NOTIFICATIONS, and FILES. Below the tabs is a "SUBMIT DELIVERABLE" button and two dropdown menus for "All Statuses" and "All Types". A search bar is also present. The main table lists deliverables with columns for Deliverable Type, Due Date, Submitted Date, Vendor POC, and Deliverable Status.

Deliverable Type	Due Date	Submitted Date	Vendor POC	Deliverable Status
Monthly Status Report	Jan 20, 2019	Jan 20, 2019	First LastName	Approved January 21, 2019
Monthly Status Report	February 20, 2019	February 20, 2019	First LastName	Approved February 21, 2019
Monthly Status Report	March 20, 2019	-	First LastName	Past Due
Monthly Status Report	April 20, 2019	-	First LastName	Upcoming
Monthly Status Report	May 20, 2019	-	First LastName	Upcoming
Monthly Status Report	June 20, 2019	-	First LastName	Upcoming
Monthly Status Report	July 20, 2019	-	First LastName	Upcoming
Monthly Status Report	August 20, 2019	-	First LastName	Upcoming
Monthly Status Report	September 20, 2019	-	First LastName	Upcoming

The "Submit Deliverable" pop-up window has a two-step progress bar: "1 Select Deliverable" (active) and "2 Documents". Below the progress bar, the contract details are shown: "PIID: ABC1234DEF567" and "REF PIID: ABC1234DEF567890". The "Scheduled" section, titled "All Scheduled Deliverables", contains a table of deliverables with their due dates and status buttons. The "Unscheduled" section has a text input field for "Unscheduled Deliverable Type" with a blue callout bubble containing the text "Ad hoc deliverable". At the bottom, there are "CANCEL" and "NEXT" buttons.

Type	Due Date	Status
Monthly Status Report	March 20, 2019	Past Due
Monthly Status Report	April 20, 2019	Upcoming
Monthly Status Report	May 20, 2019	Upcoming
Monthly Status Report	June 20, 2019	Upcoming
Quarterly Status Report	July 20, 2019	Upcoming
Monthly Status Report	August 20, 2019	Upcoming
Monthly Status Report	September 20, 2019	Upcoming
Monthly Status Report	October 20, 2019	Upcoming
Monthly Status Report	November 20, 2019	Upcoming

Invoice Correspondence Processes:

View Invoice Correspondences within Contract:

Existing Contracts | Planning | Solicitations | Company Account | Reports

LEAVE FEEDBACK

Sample Contract Name

PIID: ABC1234DEF567 → Ref PIID: ABC1234DEF567890

DETAILS | **INVOICES** | DELIVERABLES | COAS | WORK ORDERS | NOTIFICATIONS | FILES

SUBMIT INVOICE | All Statuses | EXPORT LIST | Search this page...

Invoice #	Amount	Vendor POC	Invoice Date	Issue Date	Submitted Date	Status
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Pending February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Pending February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	5/5/2018	5/5/2018	Paid February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	5/5/2018	5/5/2018	Paid February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Rejected February 3, 2019

Items per page: 10 | 1 - 10 of 50 | < > >>

View Submitted Invoice Correspondence:

← ABC1234DEF567

12345

 Submitted

PIID: ABC1234DEF567 Ref PIID: ABC1234DEF567890

DETAILS | FILES

Invoice Information

Invoice Date	April 20, 2019
Vendor	Sample Vendor Name
Received	April 20, 2019
Primary POC	First LastName
Additional POCs	-

Team Assignments

EDIT

Primary Point of Contact	First LastName
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Members

ABC1234DEF567

12345 Submitted

PIID: ABC1234DEF567 Ref PIID: ABC1234DEF567890

DETAILS FILES

View: Grid

Search this page...

Name	Type	Size	Modified	Reviews	Status
Invoice123.pdf	Folder	-	04-03-2018		N/A

File_Name.pdf

Sample Logo 555-555-1234 x137

Invoice Number: 00000001

Issue Date: 2018-04-14

Due Date: 2018-04-14

Bill to: Sample address Ship to: Sample address

PAID \$1,906.37

Subscription 1: Professional Plan				Total	\$475.81
Item	Quantity	Unit Price	Amount		
Professional Plan ¹	1	\$99.00	\$99.00		
Small Instance (hourly) ¹	489	\$0.25	\$122.25		
Large Instance (hourly) ¹	548	\$0.50	\$274.00		
Discount(s) Applied:			Subtotal	\$495.25	
1. MULTIS - Multi-service discount (19%) \$49.53			Discounts	(\$49.53)	
			NC Sales Tax (6.75%)	\$30.09	
			Subscription Total	\$475.81	
Subscription 2: Professional Plan				Total	\$1,032.81
Subscription 3: Standard Plan				Total	\$397.75
				Subtotal	\$1,984.25
				Total Discounts	(\$198.43)
				Grand Total	\$1,906.37
				Paid	\$1,906.37
				Due	\$0.00

Invoice Submission:

Sample Contract Name
 PIIID: ABC1234DEF567 Ref PIIID: ABC1234DEF567890

DETAILS **INVOICES** DELIVERABLES COAS WORK ORDERS NOTIFICATIONS FILES

SUBMIT INVOICE All Statuses EXPORT LIST Search this page...

Invoice #	Amount	Vendor POC	Invoice Date	Issue Date	Submitted Date	Status
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Pending February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Pending February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	5/5/2018	5/5/2018	Paid February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	5/5/2018	5/5/2018	Paid February 3, 2019
123456	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Rejected February 3, 2019

Items per page: 10 1 - 10 of 50

Data Field Information/Action Step:

Submit Invoice

Advance Universal Influenza Vaccine Candidates Based on RBD-Ferritin Nanoparticles

PIIID: ABC1234DEF567 REF PIIID: ABC1234DEF567890

Primary Point of Contact

Associates (optional)

Comments (optional)

Upload Documents

Drag & drop a document here or
CHOOSE FILE

CANCEL
SUBMIT INVOICE

Notification Correspondence Processes:

View Notification Correspondences within Contract:

Existing Contracts

Sample Contract Name

PIID: ABC1234DEF567 Ref PIID: ABC1234DEF567890

DETAILS INVOICES DELIVERABLES COAS WORK ORDERS **NOTIFICATIONS** FILES

SUBMIT NOTIFICATION All Statuses Search this page...

Title	Notification #	Notification Type	Vendor POC	Submitted Date	Status
Contract obligated Notification 1002314	123456	Reporting of Employee Changes	First LastName	5/5/2018	Submitted February 3, 2019
Contract obligated Notification 1002314	123456	Reporting of Employee Changes	First LastName	5/5/2018	Submitted February 3, 2019
Contract obligated Notification 1002314	123456	Reporting of Employee Changes	First LastName	5/5/2018	Submitted February 3, 2019
Contract obligated Notification 1002314	123456	Reporting of Employee Changes	First LastName	5/5/2018	Submitted February 3, 2019
Contract obligated Notification 1002314	123456	Reporting of Employee Changes	First LastName	5/5/2018	Submitted February 3, 2019
Contract obligated Notification 1002314	123456	Reporting of Employee Changes	First LastName	5/5/2018	Submitted February 3, 2019
Contract obligated Notification 1002314	123456	Reporting of Employee Changes	First LastName	5/5/2018	Archived February 3, 2019
Contract obligated Notification 1002314	123456	Reporting of Employee Changes	First LastName	5/5/2018	Archived February 3, 2019
Contract obligated Notification 1002314	123456	Reporting of Employee Changes	First LastName	5/5/2018	Archived February 3, 2019
Contract obligated Notification 1002314	123456	Reporting of Employee Changes	First LastName	5/5/2018	Archived February 3, 2019

View Submitted Notification Correspondence:

Existing Contracts

Contract obligated Notification 1002314 Submitted

PIID: ABC1234DEF567 Ref PIID: ABC1234DEF567890

DETAILS FILES

Notification Information

Notification Number: 07

Notification Type: Reporting on Employee Changes

Received: April 20, 2019

Primary POC: First LastName

Additional POCs: -

Team Assignments

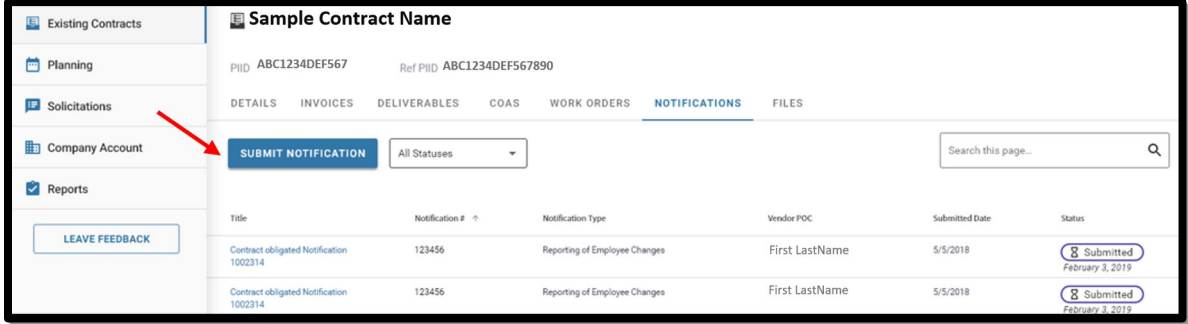
EDIT

Primary Point of Contact: First LastName

Members



Notification Submission:



Data Field Information/Action Step:

Submit Notification

Sample Contract Name

PIID: ABC1234DEF567 REF PIID: ABC1234DEF567890

Notification Type

Notification # Title

Primary Point of Contact
First LastName

Associates (optional)

Comments (optional)

Upload Documents

Drag & drop a document here or CHOOSE FILE

CANCEL SUBMIT NOTIFICATION

View/Update Contract Details and Assignments Processes:

View Contract Details:

Existing Contracts

Planning

Solicitations

Company Account

Reports

LEAVE FEEDBACK

Sample Contract Name

PIID: ABC1234DEF567 Ref PIID: ABC1234DEF567890

DETAILS INVOICES DELIVERABLES COAS WORK ORDERS NOTIFICATIONS FILES

Contract Details

Vendor	Sample Vendor Name
Status	Active
PIID	ABC1234DEF567 REF PIID: ABC1234DEF567890
Severability	Other
Amount Funded	\$5,000,000.00
Amount Remaining	\$5,000,000.00
Amount Remaining	\$5,000,000.00

Team Assignments

[EDIT](#)

Primary Point of Contact	First LastName
Associate	First LastName
Associate	First LastName

Assigned Staff

CO	First LastName
Date Assigned	June 4, 2017
CS	First LastName
Date Assigned	June 4, 2017
COR	First LastName
Date Assigned	June 4, 2017
SS	First LastName
Date Assigned	June 4, 2017
SS	First LastName
Date Assigned	June 4, 2017
SS	First LastName
Date Assigned	June 4, 2017

Edit Vendor Assigned Staff

← Existing Contracts

Sample Contract Name

PIID: ABC1234DEF567 Ref PIID: ABC1234DEF567890

DETAILS INVOICES DELIVERABLES COAS WORK ORDERS NOTIFICATIONS FILES

Contract Details ^

Vendor	Leidos Biomedical Research
Status	Active
PIID	ABC1234DEF567 REF PIID:ABC1234DEF567890
Severability	Other
Amount Funded	\$5,000,000.00
Amount Remaining	\$5,000,000.00
Amount Remaining	\$5,000,000.00

Team Assignments ^

[EDIT](#) ←

Primary Point of Contact	First LastName
Associate	First LastName
Associate	First LastName

Assigned Staff ^

CO	First LastName
Date Assigned	June 4, 2017
CS	First LastName
Date Assigned	June 4, 2017
COR	First LastName
Date Assigned	June 4, 2017
SS	First LastName
Date Assigned	June 4, 2017
SS	First LastName
Date Assigned	June 4, 2017
SS	First LastName
Date Assigned	June 4, 2017

Data Field Information/Action Step:

Edit Team Assignments

Primary Point of Contact

First LastName [X] [+]

Associates

[+]

CANCEL **SAVE**

View Contract Files:

*Note only those marked as 'visible to vendor' will be displayed

Existing Contracts | **Sample Contract Name**

PIID: ABC1234DEF567 | Ref PIID: ABC1234DEF567890

DETAILS | INVOICES | DELIVERABLES | COAS | WORK ORDERS | NOTIFICATIONS | **FILES**

View: Grid | Search this page... | [Icons]

Name	Type	Size	Modified	Status
Sample file name	Technical Proposal Instructions	5.1 MB	September 30, 2019	N/A
Sample File name	SOW (Scope of Work)	215 KB	September 30, 2019	Ready for Review

Submit Correspondences from Existing Contracts Overview Page:

Existing Contracts | **Existing Contracts**

All Contracts | Show closed contracts | Search this page... | [Icon]

Title	PID	Ref PID	Period of Performance	Severability	Status	
Sample Contract Name	ABC1234DEF567	ABC1234DEF567890	January 1, 2018-December 31, 2020	Severable	Available	⋮
Sample Contract Name	ABC1234DEF567	ABC1234DEF567890	January 1, 2018-December 31, 2020	Severable	Available	⋮
Sample Contract Name	ABC1234DEF567	ABC1234DEF567890	January 1, 2018-December 31, 2020	Severable	Available	⋮
Sample Contract Name	ABC1234DEF567	ABC1234DEF567890	January 1, 2018-December 31, 2020	Severable	Available	⋮
Sample Contract Name	ABC1234DEF567	ABC1234DEF567890	January 1, 2018-December 31, 2020	Severable	Available	⋮
Sample Contract Name	ABC1234DEF567	ABC1234DEF567890	January 1, 2018-December 31, 2020	Severable	Available	⋮
Sample Contract Name	ABC1234DEF567	ABC1234DEF567890	January 1, 2018-December 31, 2020	Severable	Available	⋮
Sample Contract Name	ABC1234DEF567	ABC1234DEF567890	January 1, 2018-December 31, 2020	Severable	Available	⋮
Sample Contract Name	ABC1234DEF567	ABC1234DEF567890	January 1, 2018-December 31, 2020	Severable	Available	⋮
Sample Contract Name	ABC1234DEF567	ABC1234DEF567890	January 1, 2018-December 31, 2020	Severable	Available	⋮

Items per page: 10 | 1 - 10 of 50 | [Navigation icons]

View/Manage Planning/Requirements Processes:

Planning Overview Page:

The screenshot shows the 'Planning' overview page. On the left is a navigation sidebar with options: Existing Contracts, Planning (selected), Solicitations, Company Account, and Reports. A 'LEAVE FEEDBACK' button is also present. The main content area features a search bar 'Search this page...' and a dropdown menu for 'All Statuses'. Below this is a table with the following columns: Project Title, ID, Requested By, Severability, Est. Award Date, Last Updated, and Status. The table contains 10 rows of data, with the first 9 rows in 'Draft' status and the last row in 'Approved' status. A red box highlights the 'All Statuses' dropdown and the 'Status' column.

Project Title	ID	Requested By	Severability	Est. Award Date	Last Updated	Status
This is a title <small>This is a title</small>	NCI-99-0001 <small>Created on July 11, 2020</small>	First LastName	Severable	September 30, 2020	September 30, 2020 9:40 AM EST	Draft <small>February 3, 2019</small>
This is a title <small>This is a title</small>	NCI-99-0001 <small>Created on July 11, 2020</small>	First LastName	Severable	September 30, 2020	September 30, 2020 9:40 AM EST	Draft <small>February 3, 2019</small>
This is a title <small>This is a title</small>	NCI-99-0001 <small>Created on July 11, 2020</small>	First LastName	Non-severable	September 30, 2020	September 30, 2020 9:40 AM EST	Draft <small>February 3, 2019</small>
This is a title <small>This is a title</small>	NCI-99-0001 <small>Created on July 11, 2020</small>	First LastName	Severable	September 30, 2020	September 30, 2020 9:40 AM EST	Draft <small>February 3, 2019</small>
This is a title <small>This is a title</small>	NCI-99-0001 <small>Created on July 11, 2020</small>	First LastName	Severable	September 30, 2020	September 30, 2020 9:40 AM EST	Approved <small>February 3, 2019</small>
This is a title <small>This is a title</small>	NCI-99-0001 <small>Created on July 11, 2020</small>	First LastName	Non-severable	September 30, 2020	September 30, 2020 9:40 AM EST	Approved <small>February 3, 2019</small>
This is a title <small>This is a title</small>	NCI-99-0001 <small>Created on July 11, 2020</small>	First LastName	Non-severable	September 30, 2020	September 30, 2020 9:40 AM EST	Approved <small>February 3, 2019</small>
This is a title <small>This is a title</small>	NCI-99-0001 <small>Created on July 11, 2020</small>	First LastName	Severable	September 30, 2020	September 30, 2020 9:40 AM EST	Approved <small>February 3, 2019</small>
This is a title <small>This is a title</small>	NCI-99-0001 <small>Created on July 11, 2020</small>	First LastName	Severable	September 30, 2020	September 30, 2020 9:40 AM EST	Approved <small>February 3, 2019</small>

Requirement Details:

The screenshot shows the 'Requirement Details' page for a project titled 'This is a Title' (Draft). The page is divided into sections: 'Requirement Information' and 'Team Assignments'. The 'Requirement Information' section includes fields for Number, Description, Institute, Division, Estimated Award Date, PIID, Severability, Period of Performance, Estimated Value, Associated Solicitation, and Associated Contract. The 'Team Assignments' section includes an 'EDIT' button and a list of roles and names.

Requirement Information	
Number	NCI-00-0000
Description	-
Institute	Sample Text
Division	Sample Text
Estimated Award Date	September 30, 2020
PIID	-
Severability	Non-severable
Period of Performance	6
Estimated Value	\$20,000
Associated Solicitation	NCI-00-0000
Associated Contract	-

Team Assignments	
Planning Coordinator	First LastName
Planning Coordinator	First LastName
Planning Coordinator	First LastName
Vendor Reviewer	First LastName
Vendor Reviewer	First LastName

Edit Requirement Vendor Assignments:

The screenshot displays a web interface for editing a requirement. On the left is a navigation sidebar with options: Existing Contracts, Planning, Solicitations, Company Account, and Reports. A 'LEAVE FEEDBACK' button is located below the Reports section. The main content area is titled 'This is a Title' with a 'Draft' status. Below the title are tabs for 'DETAILS', 'FILES', and 'CHATS'. The 'DETAILS' tab is active, showing 'Requirement Information' and 'Team Assignments' sections.

Requirement Information

Number	NCI-00-0000
Description	-
Institute	Sample Text
Division	Sample Text
Estimated Award Date	September 30, 2020
PIID	-
Severability	Non-severable
Period of Performance	6
Estimated Value	\$20,000
Associated Solicitation	NCI-00-0000
Associated Contract	-

Team Assignments

[EDIT](#)

Planning Coordinator	First LastName
Planning Coordinator	First LastName
Planning Coordinator	First LastName
Vendor Reviewer	First LastName

Data Field Information/Action Step:

The 'Edit Team Assignments' dialog box contains two input fields. The first is labeled 'Planning Coordinators' and contains three text boxes, each with 'FirstName LastName' and a close button, followed by a plus sign. The second is labeled 'Reviewers' and contains two text boxes, each with 'First LastName' and a close button, followed by a plus sign. At the bottom left is a 'CANCEL' button and at the bottom right is a 'SAVE' button.

View Requirement Files:

*Note: Only visible to vendor files will be shown

← Planning 🔔 👤

This is a Title Draft

Type: Change/Modification of Existing Contract

DETAILS **FILES** CHATS

ADD FILE 📁 ⋮ ⓘ

Name	Type	Size	Modified Date	Reviews	Included In Contract	Not Applicable	Status
Document 1	Folder	-	September 30, 2020	-	-	-	Draft
Document 2	Folder	-	September 30, 2020	-	-	-	Draft

Add a Requirement File(s):

Data Field Information/Action Step:

*Note: Only Yellow Task Requirement Types will allow vendors the ability to add files

Add File

Drag & drop a document here or **CHOOSE FILE**

File Name

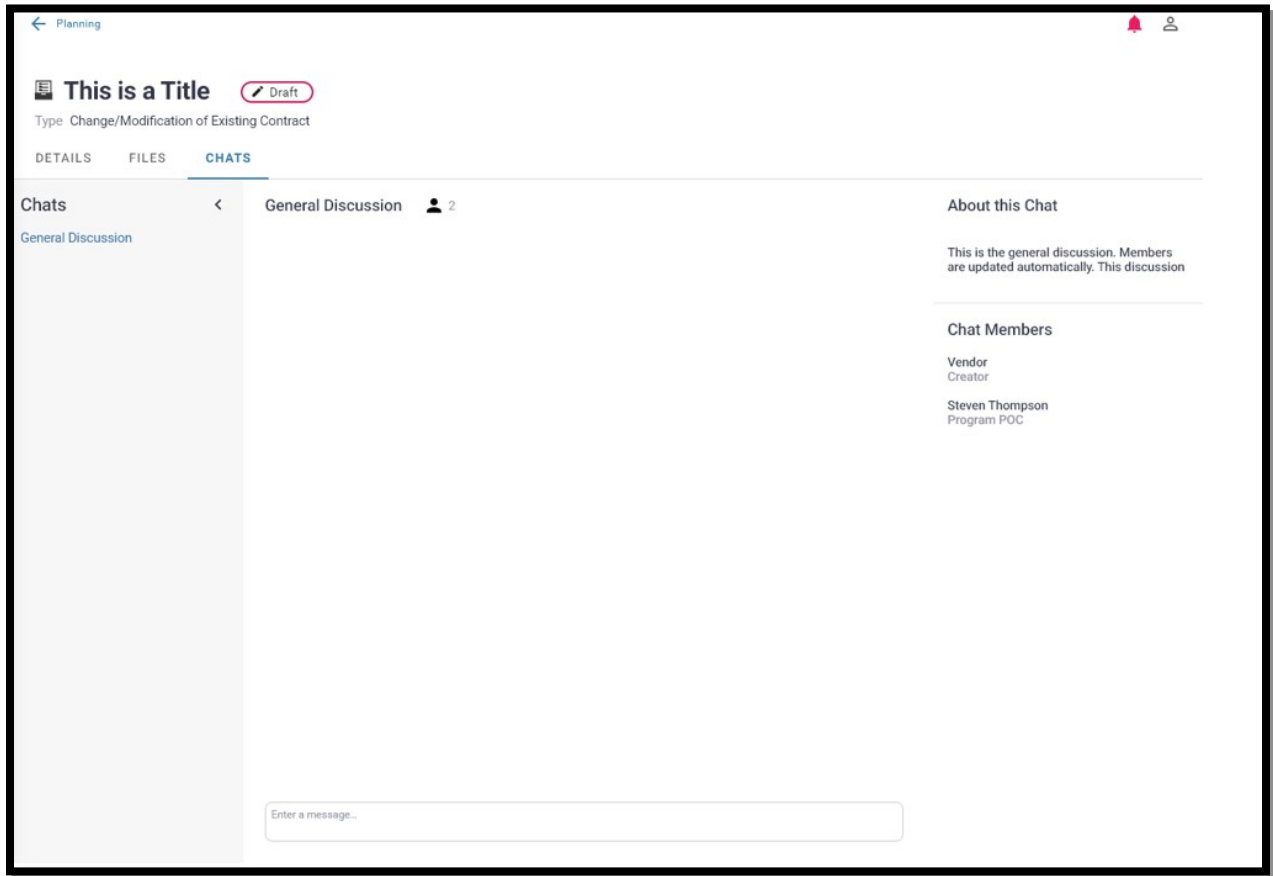
Description Type

Not Applicable **REMOVE FILE**

CANCEL **SAVE**

Chats within Requirement:

Data Field Information/Action Step:



View/Manage Solicitations Processes:

Solicitations Overview Page:

Solicitations

Quick Filters: Proposal Requested 2, Active 10, Submitted 10, **Drafted 2**, Rejected 10

Search this page...

Title	Solicitation #	Division	Amendments	Price Type	Q&A End Date	Proposal Due Date	Last Updated	Status
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	MOSB	-	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Proposal Requested
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Proposal Requested
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Submitted
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Submitted
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Submitted
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Submitted
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Rejected
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Rejected

Active Solicitations Filter:

Solicitations

Quick Filters: Proposal Requested 2, **Active 10**, Submitted 10, Drafted 2, Rejected 10

Search this page...

Title	Solicitation #	Division	Amendments	Price Type	Q&A End Date	Proposal Due Date	Last Updated	Status
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft

Items per page: 10 | 1 - 10 of 10 | < > >>

Drafted Solicitations Filter:

Solicitations									
Quick Filters									
Proposal Requested 2		Active 10		Submitted 10		Drafted 2		Rejected 10	
Search this page...								Q	
Title	Solicitation #	Division	Amendments	Price Type	Q&A End Date	Proposal Due Date	Last Updated	Status	
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft	
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Draft	

Items per page: 10 1 - 2 of 2 |< < > >|

Rejected Solicitations Filter:

Solicitations									
Quick Filters									
Proposal Requested 2		Active 10		Submitted 10		Drafted 2		Rejected 10	
Search this page...								Q	
Title	Solicitation #	Division	Amendments	Price Type	Q&A End Date	Proposal Due Date	Last Updated	Status	
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Rejected	
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Rejected	
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Rejected	
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Rejected	
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Rejected	
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Rejected	
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Rejected	
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Rejected	
Solicitation Title Will Display Here <i>RFP - Task Order</i>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Rejected	

Items per page: 10 1 - 10 of 10 |< < > >|

Proposal Requested Solicitations Filter:

Solicitations

Quick Filters

Proposal Requested 2
Active 10
Submitted 10
Drafted 2
Rejected 10

Title	Solicitation #	Division	Amendments	Price Type	Q&A End Date	Proposal Due Date	Last Updated	Status
Solicitation Title Will Display Here <small>RFP - Task Order</small>	X0006217R0001	MOSB	-	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Proposal Requested
Solicitation Title Will Display Here <small>RFP - Task Order</small>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Proposal Requested

Items per page: 10 | 1 - 2 of 2 | < >

Submitted Solicitations Filter:

Solicitations

Quick Filters

Proposal Requested 2
Active 10
Submitted 10
Drafted 2
Rejected 10

Title	Solicitation #	Division	Amendments	Price Type	Q&A End Date	Proposal Due Date	Last Updated	Status
Solicitation Title Will Display Here <small>RFP - Task Order</small>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Submitted
Solicitation Title Will Display Here <small>RFP - Task Order</small>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Submitted
Solicitation Title Will Display Here <small>RFP - Task Order</small>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Submitted
Solicitation Title Will Display Here <small>RFP - Task Order</small>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Submitted
Solicitation Title Will Display Here <small>RFP - Task Order</small>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Submitted
Solicitation Title Will Display Here <small>RFP - Task Order</small>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Submitted
Solicitation Title Will Display Here <small>RFP - Task Order</small>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Submitted
Solicitation Title Will Display Here <small>RFP - Task Order</small>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Submitted
Solicitation Title Will Display Here <small>RFP - Task Order</small>	X0006217R0001	-	Sep 9, 2018	Fixed Price	January 1, 2019 9:32 PM EST	January 1, 2019 9:32 PM EST	January 15, 2019 9:32 PM EST	Submitted

Items per page: 10 | 1 - 10 of 10 | < >

Solicitation Details:

← Solicitations
🔔 👤

Solicitation Title Here Active

Q&A End Date: September 31, 2020 Proposals Due: May 1, 2021

📄 DOWNLOAD PACKAGE

DETAILS
Q&A

Amendments ^

Amendment 2	September 31, 2020
Reason for Amendment	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.
Amendment 1	September 30, 2020
Reason for Amendment	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. In ante metus dictum at. Gravida in fermentum et sollicitudin ac orci phasel.

Information ^

Solicitation #	NCI-00-0000
Type	RFP
PIID	-
Requirement	Lorem ipsum dolor sit campri itsa

Solicitation Files v

Team Assignments v

← Solicitations
🔔 👤

Solicitation Title Here Active

Q&A End Date: September 31, 2020 Proposals Due: May 1, 2021

📄 DOWNLOAD PACKAGE

DETAILS
Q&A

Amendments v

Information v

Solicitation Files ^

File Name	Description	Size	Modified	
File-Example.doc		313.13 KB	September 31, 2020	📄
File-Example.doc		313.13 KB	September 31, 2020	📄
File-Example.doc		313.13 KB	September 31, 2020	📄
File-Example.doc	Here is an example of a description that has a very long description. Longer descriptions like this should wrap to fit full description.	313.13 KB	September 31, 2020	📄

Vendor Assignments v

Editing Solicitation Vendor Assignments:

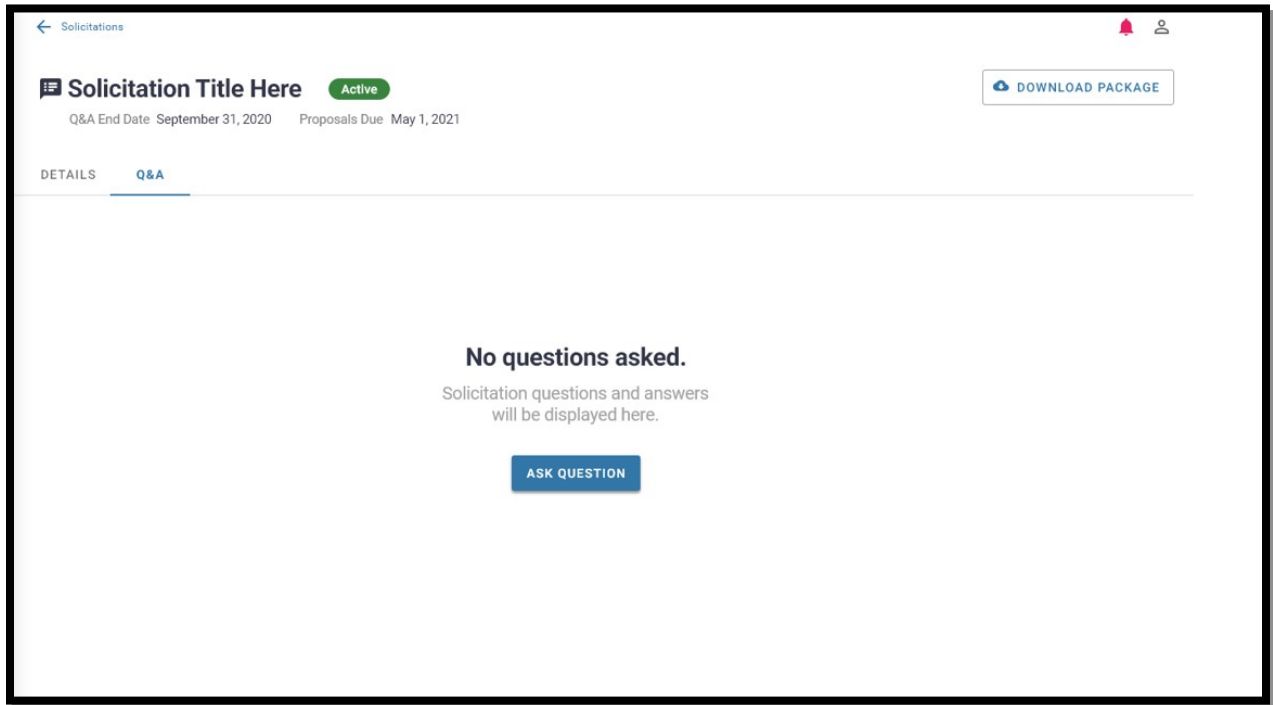
The screenshot shows a web interface for managing a solicitation. On the left is a navigation menu with items: Existing Contracts, Planning, Solicitations, Company Account, and Reports. A 'LEAVE FEEDBACK' button is located below the Reports item. The main content area is titled 'Solicitation Title Here' and includes a status 'Active' and dates: 'Q&A End Date September 31, 2020' and 'Proposals Due May 1, 2021'. Below this are tabs for 'DETAILS', 'Q&A', 'PROPOSAL', and 'NEGOTIATIONS'. The 'DETAILS' tab is active and contains several sections: 'Amendments', 'Information', 'Solicitation Files', and 'Team Assignments'. The 'Team Assignments' section has an 'EDIT' button with a pencil icon, which is highlighted by a red arrow. Below the 'EDIT' button is a table with two rows, each containing 'Solicitations Coordinator' and 'First LastName'.

Data Field Information/Action Step:

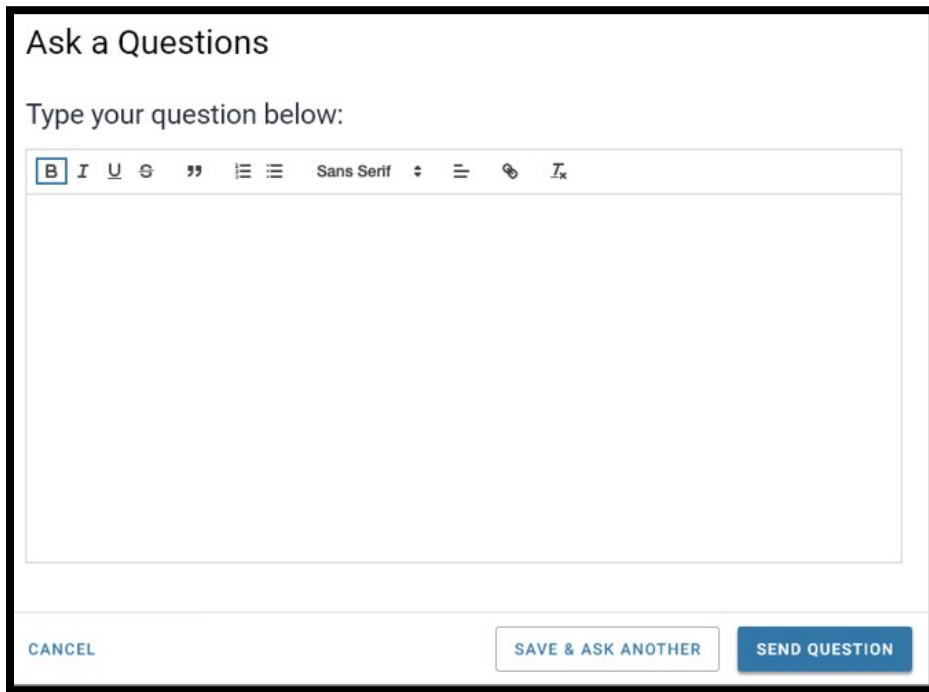
The 'Edit Team Assignments' dialog box contains two input fields. The first is labeled 'Solicitations Coordinators' and contains a single text field with 'First LastName'. The second is labeled 'Associates' and contains a text field with 'First LastName', a delete icon (x), and an add icon (+). At the bottom left is a 'CANCEL' button and at the bottom right is a 'SAVE' button.

Submit Solicitation Question Process:

Ask a Question within Solicitation Q&A:



Data Field Information/Action Step:



View all Q&A and edit Question:

The screenshot shows the 'Q&A' tab of a solicitation page. At the top, there is a navigation bar with a back arrow, the text 'Solicitations', a notification bell, and a user icon. Below this, the main header includes 'Solicitation Title Here' with a 'Proposal Requested' status badge and a 'DOWNLOAD PACKAGE' button. The dates 'Q&A End Date September 31, 2020' and 'Proposals Due May 1, 2021' are also displayed. The 'Q&A' tab is active, and there is an 'ASK QUESTION' button. Below the button are filters for 'Sort: Date Asked (Newest on top)' and 'All Statuses', along with a search bar labeled 'Search this page...'. The main content area lists five questions, each with a date of 'May 30, 2019'. Questions 1, 2, 3, and 4 are followed by an 'Answer' section. Question 5 has an 'EDIT QUESTION' button. The questions and answers are as follows:

- Question 1:** Are we allowed to build a new lab? (Answer: Yes. There is an allowance in the proposal for a lab. SEE ANSWER HISTORY)
- Question 2:** Are we allowed to build a new lab?
- Question 3:** Are we allowed to build a new lab?
- Question 4:** Are we allowed to build a new lab? (Answer: Yes. There is an allowance in the proposal for a lab. SEE ANSWER HISTORY)
- Question 5:** Are we allowed to build a new lab?

Submit Proposal Processes:

Submit Proposal:

The screenshot shows a dark red overlay at the top of the solicitation page. The overlay contains the text 'Would you like to submit a Revised Proposal?' followed by two buttons: 'SUBMIT PROPOSAL' (with a checkmark icon) and 'DECLINE INVITATION' (with an 'X' icon). A red arrow points to the 'SUBMIT PROPOSAL' button. Below the overlay, the same solicitation page header is visible, including the title 'Solicitation Title Here', 'Proposal Requested' status, 'DOWNLOAD PACKAGE' button, and dates 'Q&A End Date September 31, 2020' and 'Proposals Due May 1, 2021'.

Data Field Information/Action Step:

Submit Proposal

\$ Price/Cost

Optional comments...

Drag & drop a document here or **CHOOSE FILE**

File_Name.JPG ^

DELETE

Description

Type Size Date Modified

Type 5.9 MB September 30, 2019

File_Name.JPG ^

DELETE

Description

Type Size Date Modified

Type 5.9 MB September 30, 2019

CANCEL **SAVE DRAFT** **SUBMIT**

Data Field Information/Action Step:

Decline Initiation to Submit Proposal:

Decline Invitation

You're about to decline an invitation to submit a proposal for this Solicitation—Solicitation Title Here.

Optional comments...

CANCEL **DECLINE**

Proposals Submitted within Solicitation:

← Solicitations 🔔 👤

Solicitation Title Here Submitted 📄 DOWNLOAD PACKAGE

Q&A End Date September 31, 2020 Proposals Due May 1, 2021

DETAILS Q&A **PROPOSAL** NEGOTIATIONS

Proposal 3 – Submitted September 1, 2019, 9:30:12 AM ^

Price/Cost	\$10,000.00
Description	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

Proposal Files

File Name	Description	Size	Modified
File-Example.doc	Our SOW outlines our work statement in detail	313.13 KB	September 31, 2020
File-Example.doc	Proposal for Solicitation NCI-00-0000	313.13 KB	September 31, 2020
File-Example.doc	Our business proposal outlines other details.	313.13 KB	September 31, 2020

Proposal 2 – Drafted May 1, 2019, 9:30:12 AM v

Proposal 1 – Submitted February 1, 2019, 9:30:12 AM v

View Negotiations/Submit Response Processes:

Negotiations within Solicitation:

The screenshot shows a web interface for a solicitation. At the top, there's a navigation bar with a back arrow, the word "Solicitations", and a user profile icon. Below this, the main header displays "Solicitation Title Here" with a "Submitted" status badge and a "DOWNLOAD PACKAGE" button. Key dates are listed: "Q&A End Date September 31, 2020" and "Proposals Due May 1, 2021". A horizontal menu below the header includes "DETAILS", "Q&A", "PROPOSAL", and "NEGOTIATIONS" (which is highlighted). The main content area is titled "Request for Revised Proposal – Received September 1, 2019" and features a "SEND RESPONSE" button. It contains two negotiation entries. The first entry shows a response sent by "First LastName" on "September 2, 2019, 11:00 AM EST" with a comment: "Yes. We can definitely allow for your requests within a revised proposal. Please clarify a few of the details within your requests: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus consequat blandit." followed by a bulleted list: "• Mauris elementum", "• Dolor nisi", and "• Quis tempor mauris cursus vel." and a file "Negotiation 01.PDF". The second entry shows a negotiation sent by "First LastName" received on "September 1, 2019, 9:03 AM EST" with a comment: "Please submit a Revised Proposal for this solicitation via the pink Action Bar on the top of the solicitation's screen. Your response is due by September 30, 2018." and a file "Negotiation 02.PDF". At the bottom, a partially visible entry for "Negotiation Inquiry – Received May 1, 2019" is shown.

Data Field Information/Action Step:

Send a Negotiation Response:

The screenshot shows a form titled "Send Negotiation Response" for a "Request for Revised Proposal – received September 1, 2019". The form prompts the user to "Type your comments:" and includes a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, text color, and background color. Below the editor is a file upload area with the text "Drag & drop a document here or" and a "CHOOSE FILE" button. A file named "File_Name.JPG" is currently selected, with a "DELETE" button next to it. Below the file name is a "Description" field. At the bottom of the form, there are fields for "Type" (a dropdown menu), "Size" (displaying "5.9 MB"), and "Date Modified" (displaying "September 30, 2019"). The form concludes with "CANCEL" and "SEND" buttons.

View Reports Process:

Reports within Vendor Portal:



Invoice Status Report:

← Reports 🔔 👤

Invoice Status Report

Date Range: Status:

Invoice #	Contract	Amount	Vendor POC	Invoice Date	Issue Date	Submitted Date	Status
123456	Sample Contract Name ABC1234DEF567 ABC1234DEF567890	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	Sample Contract Name ABC1234DEF567 ABC1234DEF567890	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	Sample Contract Name ABC1234DEF567 ABC1234DEF567890	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	Sample Contract Name ABC1234DEF567 ABC1234DEF567890	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Submitted February 3, 2019
123456	Sample Contract Name ABC1234DEF567 ABC1234DEF567890	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Pending February 3, 2019
123456	Sample Contract Name ABC1234DEF567 ABC1234DEF567890	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Pending February 3, 2019
123456	Sample Contract Name ABC1234DEF567 ABC1234DEF567890	\$100,000.00	First LastName	5/5/2018	5/5/2018	5/5/2018	Paid February 3, 2019
123456	Sample Contract Name ABC1234DEF567 ABC1234DEF567890	\$100,000.00	First LastName	5/5/2018	5/5/2018	5/5/2018	Paid February 3, 2019
123456	Sample Contract Name ABC1234DEF567 ABC1234DEF567890	\$100,000.00	First LastName	5/5/2018	-	5/5/2018	Rejected February 3, 2019

Items per page: 10 1 - 10 of 50 < > >>