

## Attachment 7

### FCAS Vendor Portal Screen Shots

OMB No.: 0925-0773

Expiration Date: 10/31/2024

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>.

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## 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	

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

## 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

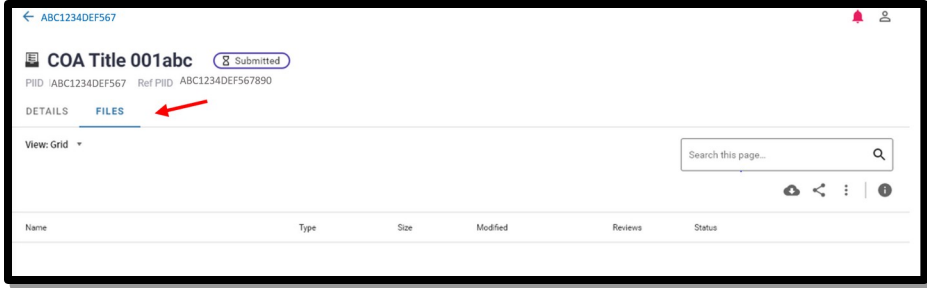
PIID ABC1234DEF567 Ref PIID ABC1234DEF567890

DETAILS FILES

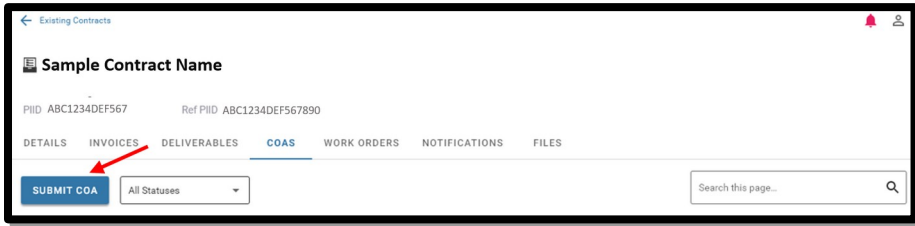
COA Information	
COA Requirement	Promo Items
COA #	203548221
Received	April 20, 2019
Primary POC	First LastName
Additional POCs	-

Team Assignments	
<a href="#">EDIT</a>	
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](#)

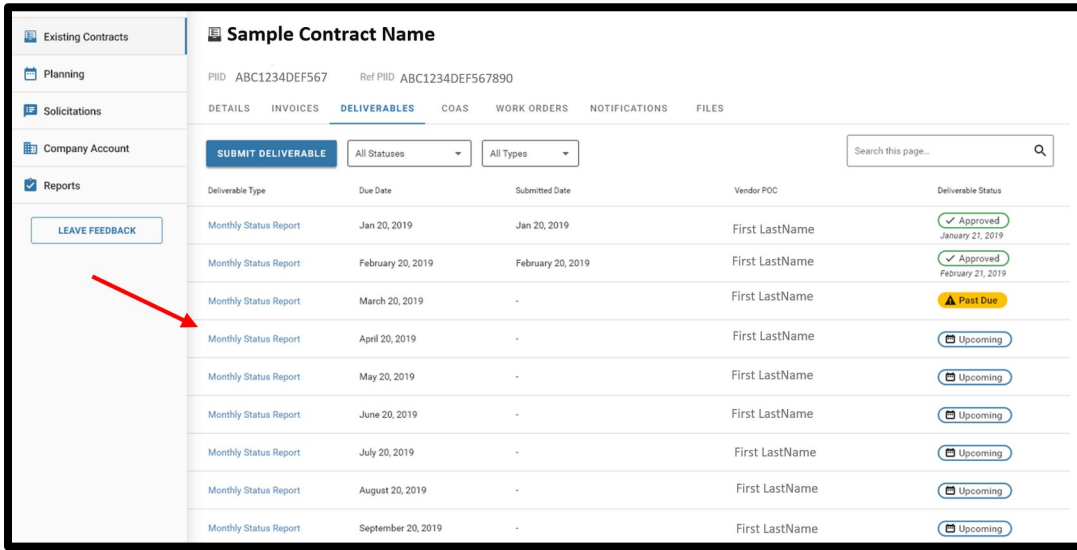
Primary Point of Contact   First LastName

**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

**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

### Submit Deliverable

1 Select Deliverable   2 Documents

PIID: ABC1234DEF567   REF PIID: ABC1234DEF567890

All Scheduled Deliverables

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

Unscheduled

Ad hoc deliverable

CANCEL   NEXT

**Invoice Correspondence Processes:**

**View Invoice Correspondences within Contract:**

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

**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

**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 <sup>1</sup>	1	\$99.00	\$99.00		
Small Instance (hourly) <sup>1</sup>	489	\$0.25	\$122.25		
Large Instance (hourly) <sup>1</sup>	548	\$0.50	\$274.00		
Discount(s) Applied:			Subtotal	\$475.25	
1. MULTIS - Multi-service discount (19%) \$49.53			Discounts	(\$49.53)	
			NC Sales Tax (6.75%)	\$30.09	
			<b>Subscription Total</b>	<b>\$475.81</b>	
Subscription 2: Professional Plan				Total	\$1,032.81
Subscription 3: Standard Plan				Total	\$397.75
				Subtotal	\$1,904.25
				Total Discounts	(\$198.43)
				<b>Grand Total</b>	<b>\$1,906.37</b>
				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

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## Data Field Information/Action Step:

### Submit Invoice

**Advance Universal Influenza Vaccine Candidates Based on RBD-Ferritin Nanoparticles**

PIIID: ABC1234DEF567    REF PIIID: ABC1234DEF567890

Invoice Number

Invoice Date

Start Date

End Date

Amount

Primary Point of Contact  
 First LastName

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

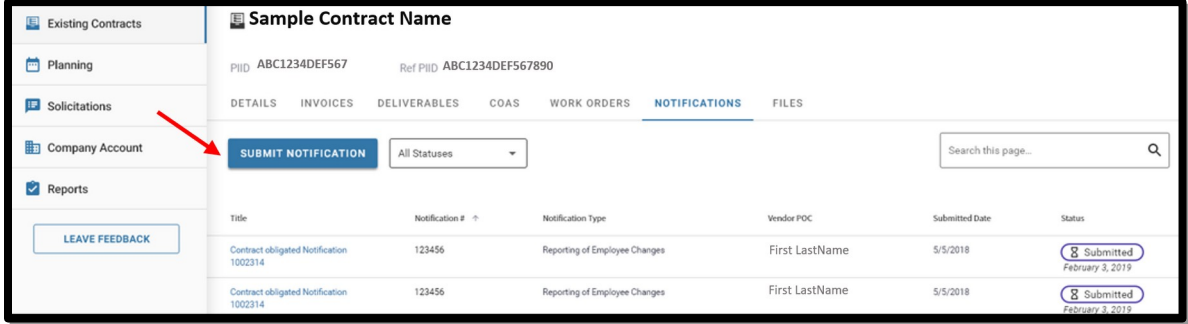
EDIT

Primary Point of Contact: First LastName

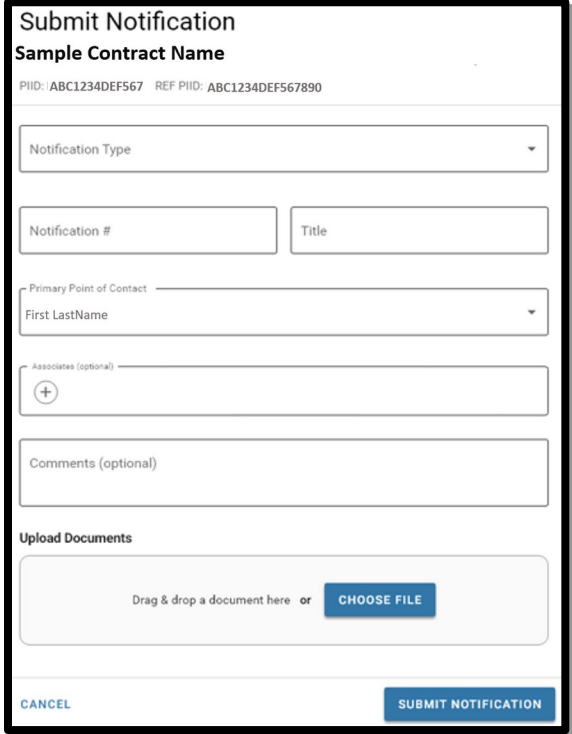
Members



**Notification Submission:**



**Data Field Information/Action Step:**



## 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


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#### 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

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#### 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  

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 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	<span>Draft</span> <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	<span>Draft</span> <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	<span>Draft</span> <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	<span>Draft</span> <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	<span>Approved</span> <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	<span>Approved</span> <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	<span>Approved</span> <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	<span>Approved</span> <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	<span>Approved</span> <small>February 3, 2019</small>

**Requirement Details:**

The screenshot shows the 'Requirement Details' page for a project titled 'This is a Title' (Draft status). 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 shows a web interface for editing a contract requirement. On the left is a navigation sidebar with options: Existing Contracts, Planning, Solicitations, Company Account, and Reports. A 'LEAVE FEEDBACK' button is also present. The main content area is titled 'This is a Title' and is in 'Draft' status. It has tabs for 'DETAILS', 'FILES', and 'CHATS'. The 'Requirement Information' section contains a table with the following data:

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	-

Below this is the 'Team Assignments' section, which includes an 'EDIT' button highlighted by a red arrow. The table below the button lists the following roles and names:

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 main sections for adding team members:

- Planning Coordinators:** A horizontal input field containing three placeholder entries, each with a first and last name and a close button (x), followed by a plus sign (+) to add more.
- Reviewers:** A horizontal input field containing two placeholder entries, each with a first and last name and a close button (x), followed by a plus sign (+) to add more.

At the bottom of the dialog are two buttons: 'CANCEL' on the left and 'SAVE' on the right.

## 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	-	-	-	<span style="border: 1px solid red; border-radius: 5px; padding: 2px;">Draft</span>
Document 2	Folder	-	September 30, 2020	-	-	-	<span style="border: 1px solid red; border-radius: 5px; padding: 2px;">Draft</span>

**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

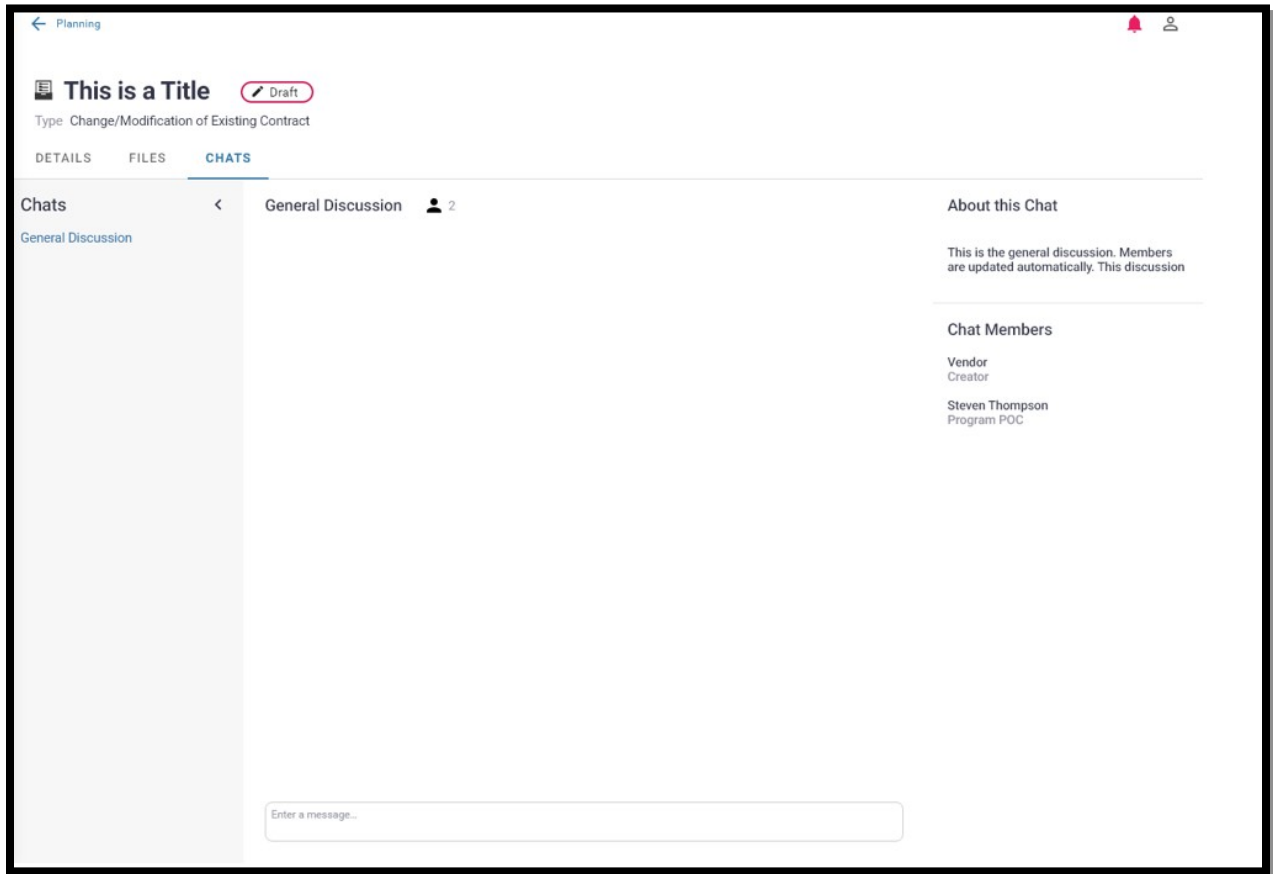
Description  Type

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...

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...

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
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	<span style="border: 1px solid blue; border-radius: 15px; padding: 2px 10px;">Proposal Requested</span>
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	<span style="border: 1px solid blue; border-radius: 15px; padding: 2px 10px;">Proposal Requested</span>

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	<span style="border: 1px solid purple; border-radius: 15px; padding: 2px 10px;">Submitted</span>
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	<span style="border: 1px solid purple; border-radius: 15px; padding: 2px 10px;">Submitted</span>
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	<span style="border: 1px solid purple; border-radius: 15px; padding: 2px 10px;">Submitted</span>
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	<span style="border: 1px solid purple; border-radius: 15px; padding: 2px 10px;">Submitted</span>
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	<span style="border: 1px solid purple; border-radius: 15px; padding: 2px 10px;">Submitted</span>
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	<span style="border: 1px solid purple; border-radius: 15px; padding: 2px 10px;">Submitted</span>
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	<span style="border: 1px solid purple; border-radius: 15px; padding: 2px 10px;">Submitted</span>
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	<span style="border: 1px solid purple; border-radius: 15px; padding: 2px 10px;">Submitted</span>
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	<span style="border: 1px solid purple; border-radius: 15px; padding: 2px 10px;">Submitted</span>

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 #	NCL-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:

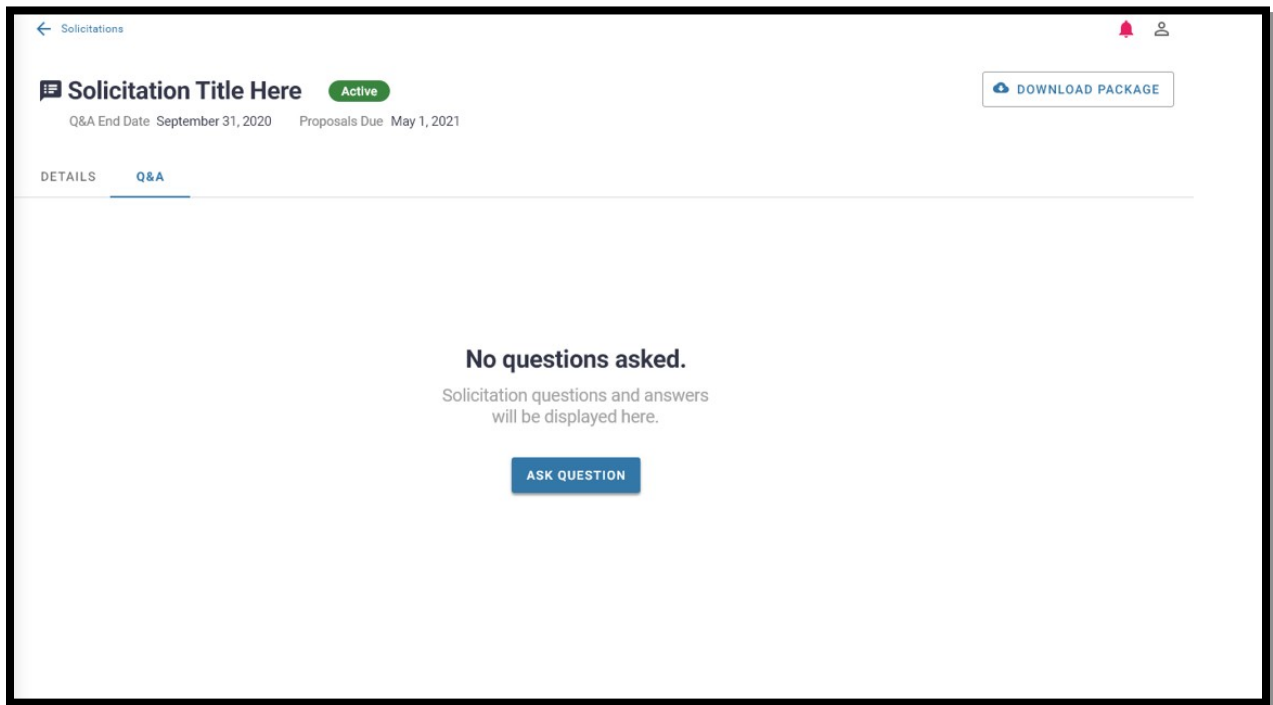
The screenshot shows a web interface for managing a solicitation. On the left is a navigation menu with items: Existing Contracts, Planning, Solicitations, Company Account, and Reports. A 'LEAVE FEEDBACK' button is located below the Reports item. The main content area is titled 'Solicitation Title Here' and includes a status indicator 'Active' and a 'DOWNLOAD PACKAGE' button. Below the title, there 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:

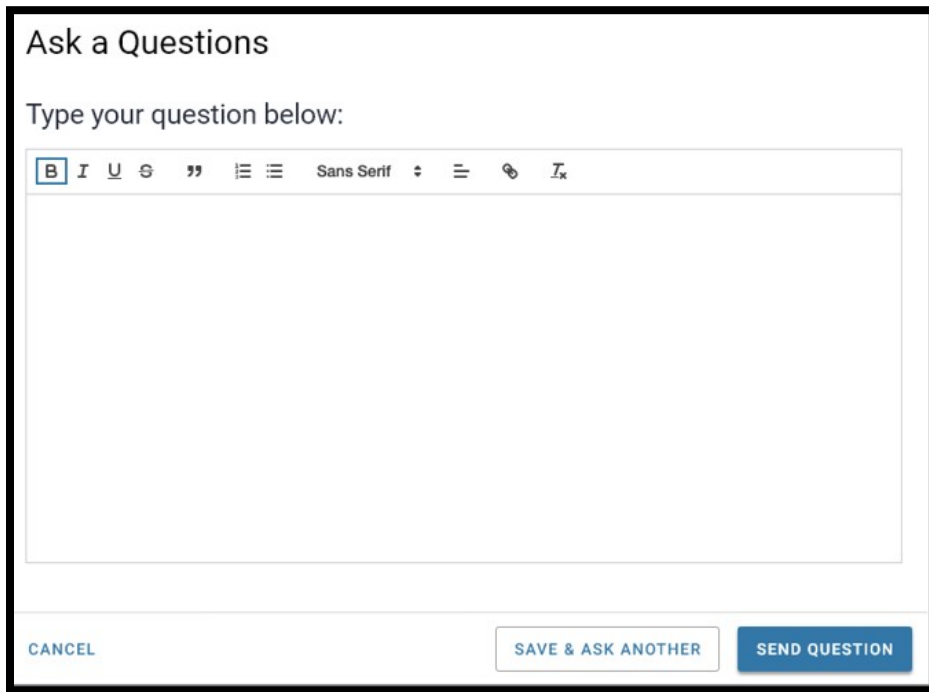
The 'Edit Team Assignments' dialog box contains two input fields. The first field is labeled 'Solicitations Coordinators' and contains a single entry 'First LastName'. The second field is labeled 'Associates' and contains a single entry 'First LastName' with a delete icon (x) to its right and an add icon (+) to its left. At the bottom of the dialog, there are two buttons: 'CANCEL' on the left and 'SAVE' on the right.

**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 sub-headers are 'Q&A End Date September 31, 2020' and 'Proposals Due May 1, 2021'. The 'DETAILS' and 'Q&A' tabs are visible, with 'Q&A' being the active tab. Below the tabs, there is an 'ASK QUESTION' button, a sort dropdown set to 'Sort: Date Asked (Newest on top)', a status dropdown set to 'All Statuses', and a search bar labeled 'Search this page...'. The main content area displays a list of questions and answers. Each question entry includes a question icon, the question text, and a date. Some questions have corresponding answer entries with an answer icon, answer text, and a 'SEE ANSWER HISTORY' link. An 'EDIT QUESTION' button is visible at the bottom of the question list.

## Submit Proposal Processes:

### Submit Proposal:

The screenshot shows a modal overlay for the 'Submit Proposal' process. The modal has a dark red header bar with 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 header bar, the modal content is identical to the screenshot above, showing the 'Solicitations' page with the 'Q&A' tab active.

**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

5.9 MB September 30, 2019

File\_Name.JPG ^

**DELETE**

Description

Type Size Date Modified

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
<a href="#">File-Example.doc</a>	Our SOW outlines our work statement in detail	313.13 KB	September 31, 2020
<a href="#">File-Example.doc</a>	Proposal for Solicitation NCI-00-0000	313.13 KB	September 31, 2020
<a href="#">File-Example.doc</a>	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 'Solicitations'. At the top, there's a navigation bar with a back arrow, the word 'Solicitations', a notification bell, 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 includes 'DETAILS', 'Q&A', 'PROPOSAL', and 'NEGOTIATIONS' (which is selected). The main content area shows two negotiation entries. The first is 'Request for Revised Proposal - Received September 1, 2019', which includes a 'SEND RESPONSE' button, a 'Response Sent By' field, a 'Sent' date of 'September 2, 2019, 11:00 AM EST', 'Comments' with a paragraph and a bulleted list, and a 'Files' section with 'Negotiation 01.PDF'. The second entry is 'Negotiation Sent By' with a 'Received' date of 'September 1, 2019, 9:03 AM EST', 'Comments' with a paragraph, and a 'Files' section with 'Negotiation 02.PDF'. A third entry, 'Negotiation Inquiry - Received May 1, 2019', is partially visible at the bottom.

## Data Field Information/Action Step:

### Send a Negotiation Response:

The screenshot shows a 'Send Negotiation Response' form. The title is 'Send Negotiation Response' with a subtitle 'Request for Revised Proposal - received September 1, 2019'. Below the title is the instruction 'Type your comments:'. There is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, text color, and background color. The font is set to 'Sans Serif'. Below the editor is a file upload area with the text 'Drag & drop a document here or CHOOSE FILE'. 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, there are fields for 'Type', 'Size' (5.9 MB), and 'Date Modified' (September 30, 2019). The form has 'CANCEL' and 'SEND' buttons at the bottom.

**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

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