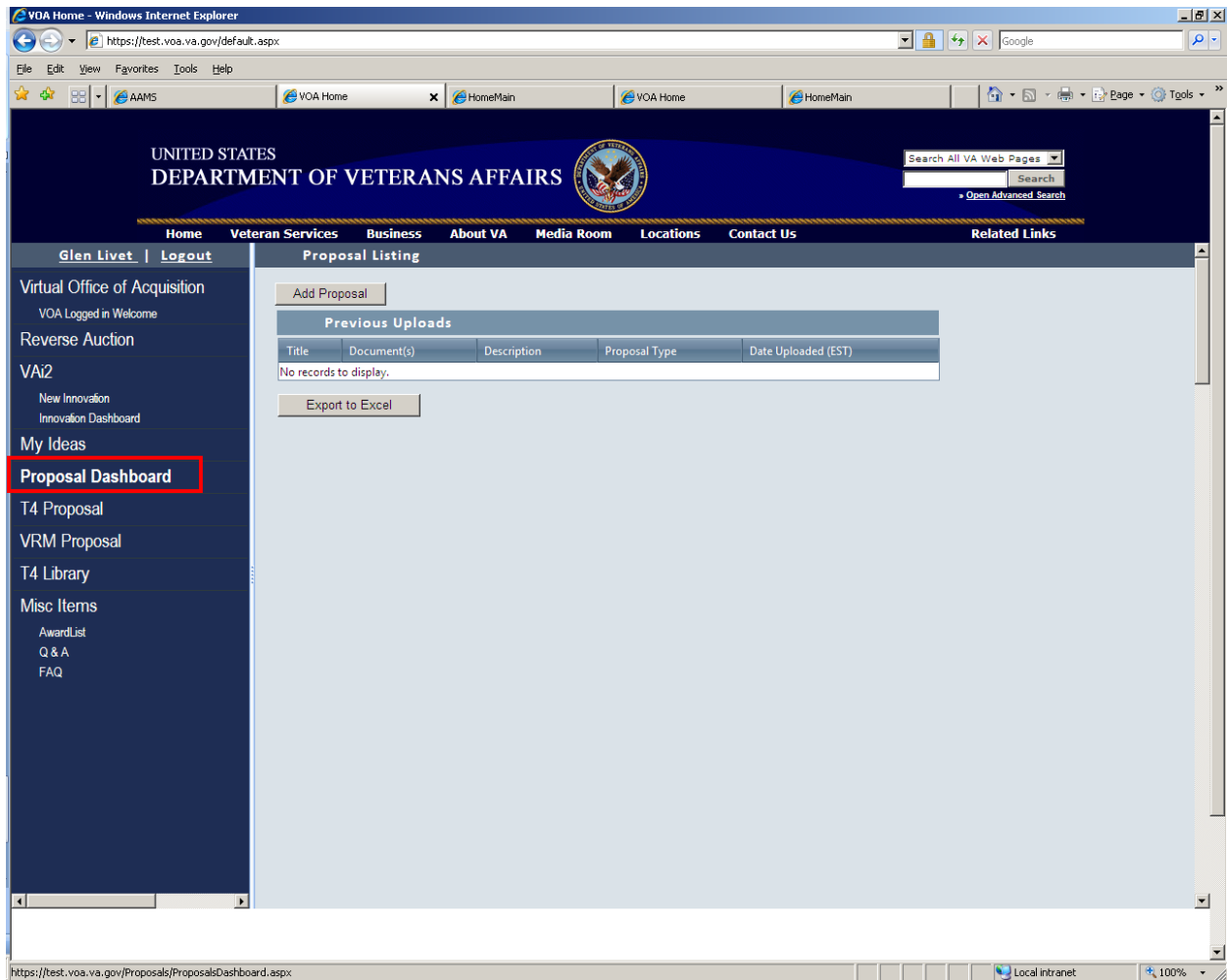


## VOA Proposal Submission Instructions v1.0

- 1) After logging in, click on Proposal Dashboard in the left navigator



2) Click on Add Proposal button in the center of the page

The screenshot shows the VOA Home page in a Windows Internet Explorer browser. The address bar displays `https://test.voa.va.gov/default.aspx`. The page features a dark blue header with the United States Department of Veterans Affairs logo and a search bar. Below the header is a navigation menu with links: Home, Veteran Services, Business, About VA, Media Room, Locations, Contact Us, and Related Links. The main content area is titled 'Proposal Listing' and contains an 'Add Proposal' button, which is highlighted with a red rectangle. Below this button is a table titled 'Previous Uploads' with columns: Title, Document(s), Description, Proposal Type, and Date Uploaded (EST). The table is currently empty, displaying 'No records to display.' and an 'Export to Excel' button. On the left side of the page, there is a sidebar with links: Virtual Office of Acquisition, VOA Logged in Welcome, Reverse Auction, VAI2, New Innovation, Innovation Dashboard, My Ideas, Proposal Dashboard (highlighted with a red rectangle), T4 Proposal, VRM Proposal, T4 Library, Misc Items, AwardList, Q & A, and FAQ. The status bar at the bottom shows the URL `https://test.voa.va.gov/Proposals/ProposalsDashboard.aspx` and a 'Local intranet' security warning.

VOA Home - Windows Internet Explorer  
`https://test.voa.va.gov/default.aspx`

File Edit View Favorites Tools Help

VOA Home HomeMain VOA Home HomeMain

UNITED STATES  
DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages  
Search  
Open Advanced Search

Home Veteran Services Business About VA Media Room Locations Contact Us Related Links

Glen Livet Logout

Virtual Office of Acquisition  
VOA Logged in Welcome  
Reverse Auction  
VAI2  
New Innovation  
Innovation Dashboard  
My Ideas  
**Proposal Dashboard**  
T4 Proposal  
VRM Proposal  
T4 Library  
Misc Items  
AwardList  
Q & A  
FAQ

**Proposal Listing**

Add Proposal

Previous Uploads

Title	Document(s)	Description	Proposal Type	Date Uploaded (EST)
No records to display.				

Export to Excel

`https://test.voa.va.gov/Proposals/ProposalsDashboard.aspx` Local intranet 100%

- 3) A form will open up to be filled out. Proposal Type should be selected to coincide with the solicitation number that is being proposed against

VOA Home - Windows Internet Explorer

https://test.voa.va.gov/default.aspx

File Edit View Favorites Tools Help

VOA Home HomeMain VOA Home HomeMain

UNITED STATES  
DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages Search

Open Advanced Search

Home Veteran Services Business About VA Media Room Locations Contact Us Related Links

Glen Livet Logout

Virtual Office of Acquisition  
VOA Logged in Welcome

Reverse Auction

VAi2  
New Innovation  
Innovation Dashboard

My Ideas

Proposal Dashboard

T4 Proposal

VRM Proposal

T4 Library

Misc Items  
AwardList  
Q & A  
FAQ

Proposal Listing

Add Proposal

Title: my proposal title goes here

Description: my brief proposal description goes here

Proposal Type: Please Select

Select File: Please Select  
VA118-11-RP-TEST1  
VA118-11-RP-TEST2  
(file less than 100Mb)

Browse... Clear

Remove

Add

Upload Close

Previous Uploads

Title	Document(s)	Description	Proposal Type	Date Uploaded (EST)
No records to display.				

Export to Excel

Local intranet 100%

- 4) After filling out the rest of the form, click on the BROWSE button to select your proposal file. To add additional file upload areas, click on ADD and then BROWSE again to select an additional file. **NOTE: ZIP files are permitted, but please do not submit ZIPX files.** When the form is filled out and the files are selected click on the UPLOAD button to start your proposal submission.

VOA Home - Windows Internet Explorer

https://test.voa.va.gov/default.aspx

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages

Home Veteran Services Business About VA Media Room Locations Contact Us Related Links

Glen Livet | Logout

Virtual Office of Acquisition  
VOA Logged in Welcome  
Reverse Auction  
VAI2  
New Innovation  
Innovation Dashboard  
My Ideas  
Proposal Dashboard  
T4 Proposal  
VRM Proposal  
T4 Library  
Misc Items  
AwardList  
Q & A  
FAQ

**Add Proposal**

Title: \* [my proposal title goes here]

Description: [my brief proposal description goes here]

Proposal Type: \* [VA118-11-RP-TEST1]

Select File: \* (Must be .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .mpp, .zip, .vsd, .dotx, .dotm, .xltx, .xltm, .xslm, .potx, or .potm and be less than 100mb)

[\\VHAEASCLU1\USER55\whaasevangm1\Documents\65 mb file] Browse... Clear

[\\VHAEASCLU1\USER55\whaasevangm1\Documents\Downloa] Browse... Clear

X Remove

Add

Upload Close

**Previous Uploads**

Title	Document(s)	Description	Proposal Type	Date Uploaded (EST)
No records to display.				

Export to Excel

- 5) A dialogue box will appear that shows the status of your upload. Please do not close the window until this upload is complete.

The screenshot shows a Windows Internet Explorer browser window displaying the VOA Home website. The address bar shows the URL <https://test.voa.va.gov/default.aspx>. The website header includes the United States Department of Veterans Affairs logo and a search bar. The main navigation menu includes links for Home, Veteran Services, Business, About VA, Media Room, Locations, Contact Us, and Related Links. The left sidebar contains links for Glen Livet, Logout, Virtual Office of Acquisition, Reverse Auction, VAI2, New Innovation, Innovation Dashboard, My Ideas, Proposal Dashboard, T4 Proposal, VRM Proposal, T4 Library, and Misc Items. The main content area is titled "Proposal Listing" and contains an "Add Proposal" form. A file upload progress dialog box is overlaid on the form, showing the upload status of a file named "65 mb file.doc". The dialog box indicates that 15% (10.21 MB) of the 69.48 MB file has been uploaded. The upload speed is 726.56 KB/s, and the estimated time to complete the upload is 00:01:24s. The dialog box also shows the file path: \\VHAEASCLU1\USERS\vhaseevangm1\Documents\65 mb file.doc. The "Previous Uploads" section below the form shows no records to display.

UNITED STATES  
DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages  
Search  
Open Advanced Search

Home Veteran Services Business About VA Media Room Locations Contact Us Related Links

Glen Livet | Logout

Virtual Office of Acquisition  
VOA Logged in Welcome

Reverse Auction

VAI2  
New Innovation  
Innovation Dashboard

My Ideas

Proposal Dashboard

T4 Proposal

VRM Proposal

T4 Library

Misc Items  
AwardList  
Q & A  
FAQ

Proposal Listing

Add Proposal

Title: my proposal title go

Description: my brief proposal de

Proposal Type: VA118-11-RP-TEST

Select File: (Must be .pdf, .doc, .xslm, .potx, or .pot)

\\VHAEASCLU1\USERS\vhaseevangm1\Documents\65 mb file.doc

Remove

\\VHAEASCLU1\USERS\vhaseevangm1\Documents\Download... Browse Clear

Remove

Add

Upload Close

Previous Uploads

Title	Document(s)	Description	Proposal Type	Date Uploaded (EST)
No records to display.				

Export to Excel

Waiting for https://test.voa.va.gov/Proposals/ProposalsDashboard.aspx?RadUrid=4afadf82-0966-4f9e-86b1-a2fc170c51eb... Local intranet 100%

- 6) Upon completion, a grid will display with the files uploaded. A date and time stamp will accompany your submission. Submissions cannot be changed to an already submitted proposal. To change/modify/edit your submission, please resubmit a new form using the ADD PROPOSAL button and describe the situation in the description on the form.

The screenshot shows the VOA Home website in Internet Explorer. The browser address bar displays <https://test.voa.va.gov/default.aspx>. The website header features the United States Department of Veterans Affairs logo and a search bar. The navigation menu includes links for Home, Veteran Services, Business, About VA, Media Room, Locations, Contact Us, and Related Links. The left sidebar contains links for Glen Livet, Logout, Virtual Office of Acquisition, Reverse Auction, VAI2, New Innovation, Innovation Dashboard, My Ideas, Proposal Dashboard, T4 Proposal, VRM Proposal, T4 Library, Misc Items, AwardList, Q & A, and FAQ.

The main content area is titled "Proposal Listing" and includes an "Add Proposal" button. Below this is a table titled "Previous Uploads" with the following data:

Title	Document(s)	Description	Proposal Type	Date Uploaded (EST)
my proposal title goes here	65 mb file.doc - 64.94 MB dgl4500_manual_150.zip - 4.53 MB	my brief proposal description goes here	VA118-11-RP-TEST1	6/8/2011 10:18:27 AM

Below the table is an "Export to Excel" button.