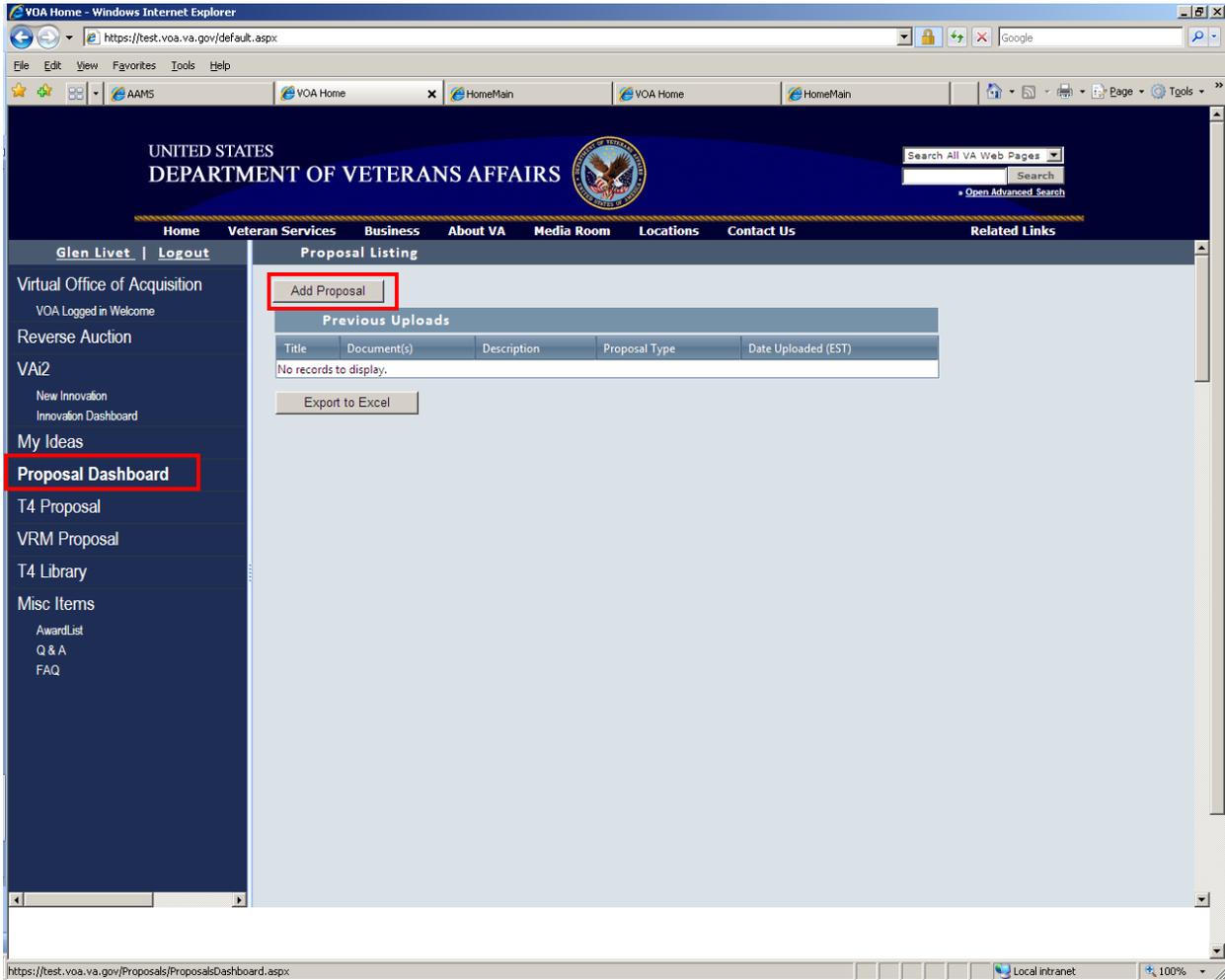


VOA Proposal Submission Instructions v1.0

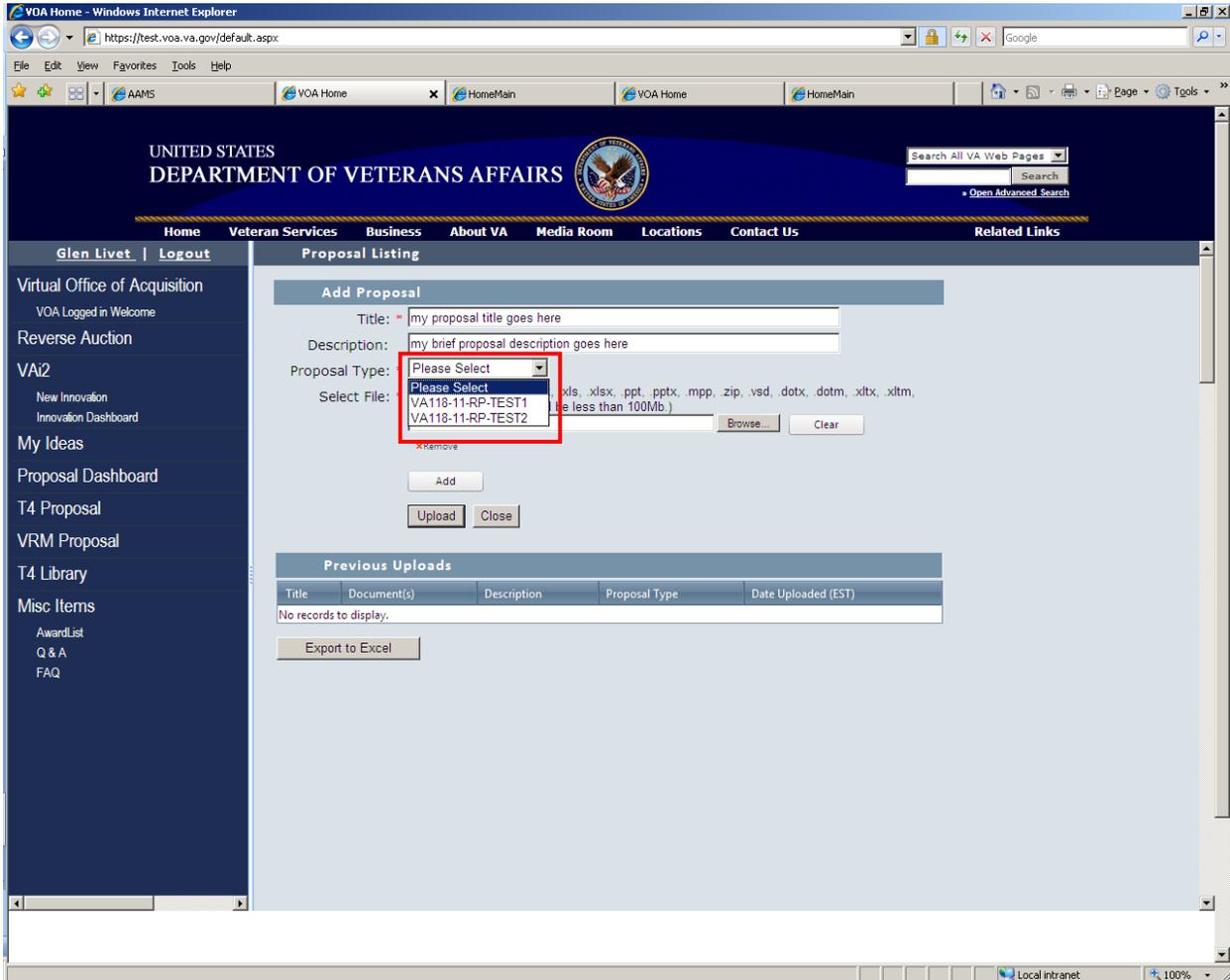
- 1) After logging in, click on Proposal Dashboard in the left navigator



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



- 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



- 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.

The screenshot shows the 'Add Proposal' form in the VOA Home application. The form includes the following fields and buttons:

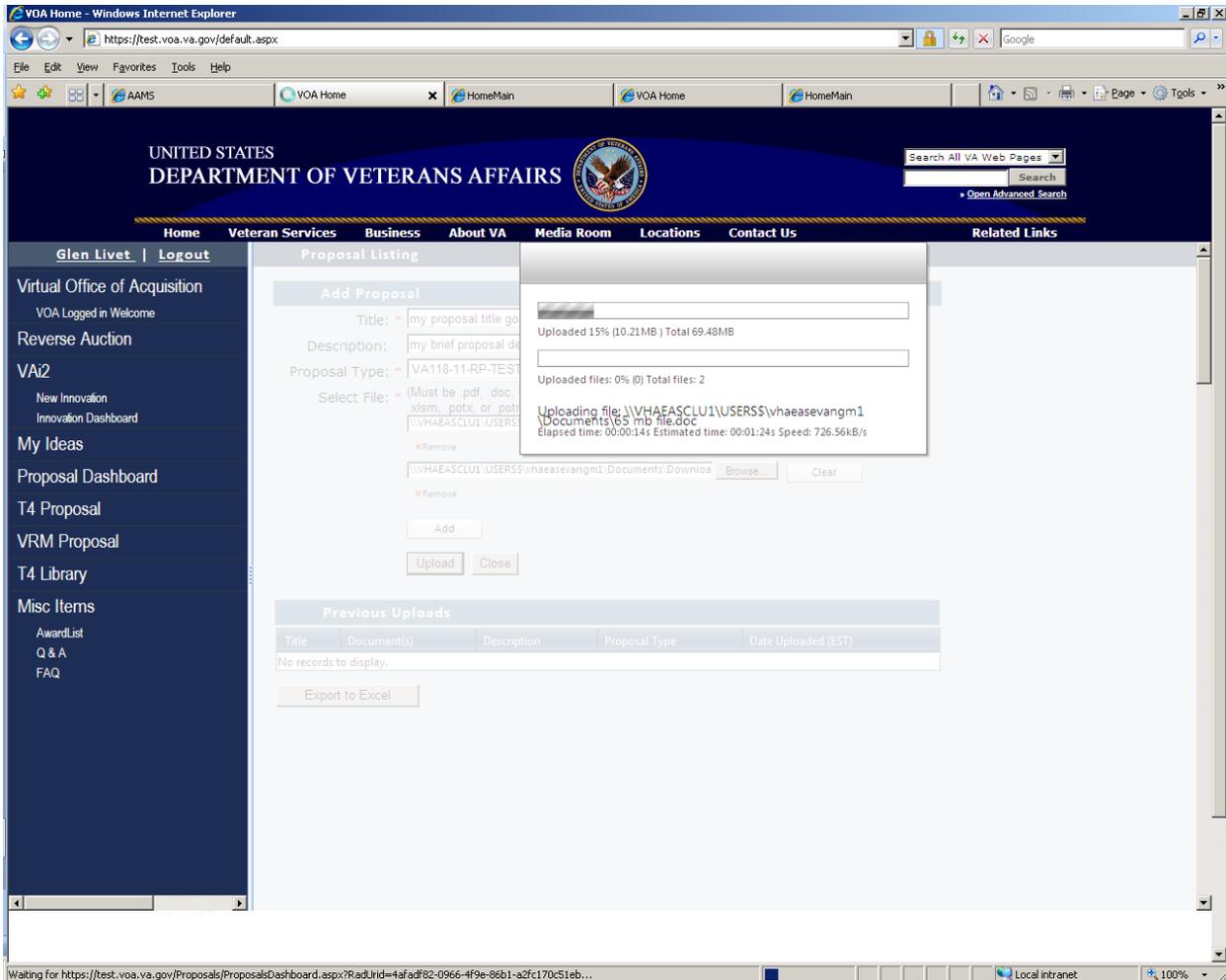
- Title:** [my proposal title goes here]
- Description:** [my brief proposal description goes here]
- Proposal Type:** [VA118-11-RP-TEST1]
- Select File:** (Must be .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .mpp, .zip, .vsd, .dotx, .dotm, .xltx, .xltm, .xslm, .potx, or .potm and be less than 100MB)
 - [\\VHAEASCLU1\USER55\vhaeasevangm1\Documents\65 mb file] [Browse...]
 - [\\VHAEASCLU1\USER55\vhaeasevangm1\Documents\Download] [Browse...]
 - [Remove]
 - [Add] (highlighted with a red box)
 - [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.



- 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 a web browser window displaying the VOA Home website. The page header includes the United States Department of Veterans Affairs logo and a search bar. The main navigation menu includes Home, Veteran Services, Business, About VA, Media Room, Locations, Contact Us, and Related Links. The user is logged in as Glen Livet. The main content area is titled "Proposal Listing" and features an "Add Proposal" button and a table of "Previous Uploads".

Previous Uploads				
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. The left sidebar contains navigation links for Virtual Office of Acquisition, Reverse Auction, VAI2, My Ideas, Proposal Dashboard, T4 Proposal, VRM Proposal, T4 Library, and Misc Items.