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# **Subcontracting Network System (SubNet) User Manual**

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## Document Details

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## Document Approvals

Name	Title
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Angela Terry	Subcontracting Program Manager and Project POC
Saritha Palley	Project Manager

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## About SubNet

SubNet is the Small Business Administration's (SBA) Subcontracting Network System that bridges the gap between businesses seeking small business (SB) subcontractors and SBs seeking subcontracting opportunities. SubNet allows businesses to post active solicitations, notices of sources sought and outreach events for SB participation maximum exposure.

SubNet is the centralized system for all federal government SB subcontracting opportunities that allows businesses to post or search SB subcontracting opportunities at no cost, 24 hours a day, 7 days a week. Public users can access opportunities in SubNet without registering in the system.

The Business Directory Map search in SubNet lists a combination of Other Than Small Businesses (OTSBs) and SBs that have posted or registered in the SubNet system. This information is made available to assist SBs in facilitating connections.

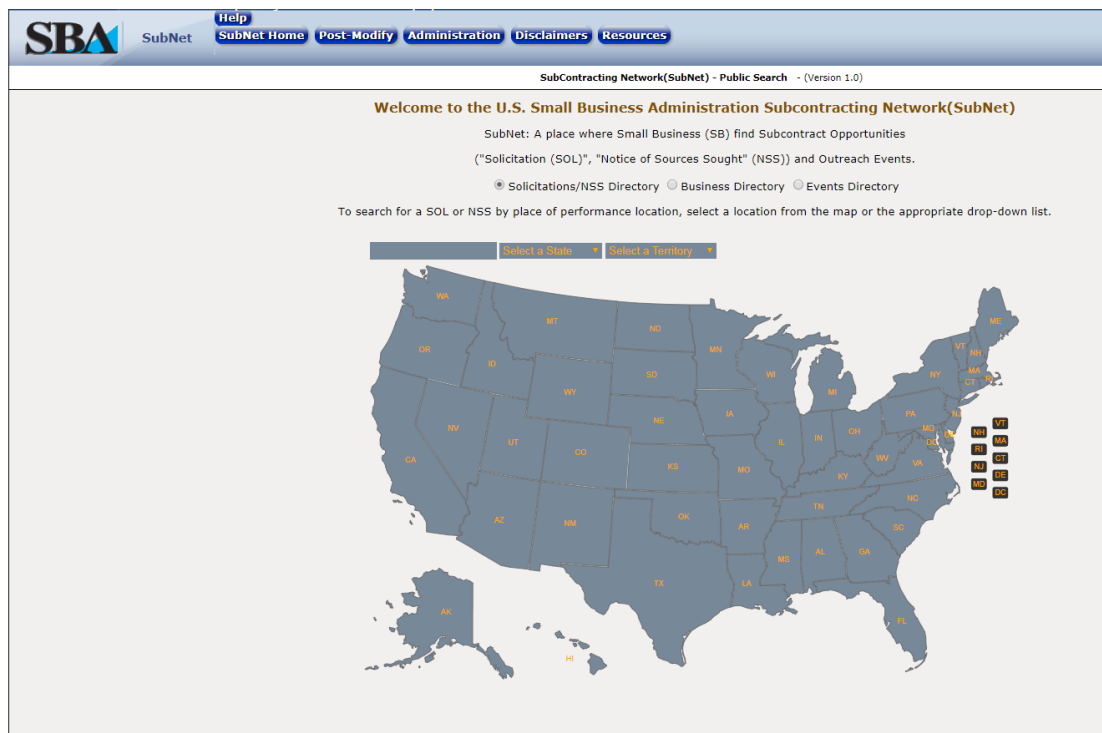
Videos on how to use SubNet are available by clicking "Help" on the SubNet system.

# 1. Accessing the SBA's General Login System (GLS):

## Step 1:

To post Small Business (SB) Opportunities in SubNet, you must register in SBA's GLS. You can access the GLS by:

- Going to the URL: [https://eweb.sba.gov/gls/dsp\\_sbabanner.cfm](https://eweb.sba.gov/gls/dsp_sbabanner.cfm)
- Conducting a Google search using "SubNet SBA" and clicking on the first link in the search results.

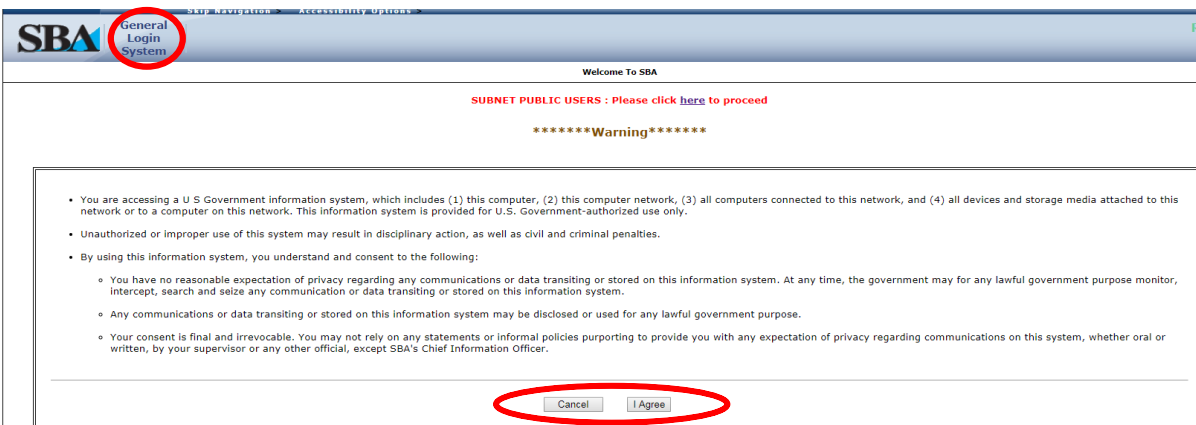


SubNet Homepage

## 1. Accessing the SBA's General Login System (GLS): continued

### Step 2:

Once the General Login System (GLS) landing page has loaded, review the Warning and select “I Agree” to proceed or “Cancel” to leave the page.



General Login System

Welcome To SBA

SUBNET PUBLIC USERS : Please click [here](#) to proceed

\*\*\*\*\*Warning\*\*\*\*\*

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except SBA's Chief Information Officer.

Cancel I Agree

GLS Landing Page

### Step 3:

If you have a GLS account, log into it. If you don't have a GLS account, you can create one. If you have a GLS account and have forgotten the User ID and Password, Select the appropriate action from the left hand navigation (Forgot User ID) or (Forgot or Expired Password).

**Note:** If you are only registering in GLS to post SB opportunities in SubNet, we recommend that you obtain a general user account to share throughout your organization. Instead of a private individual account, register using your business information (i.e., the name of your companySubnetposting@sba.gov).

### New GLS account request

To apply for a GLS account, look on the left-hand navigation bar and select “Create New SBA GLS Account.” It will take you to the GLS registration application page. Assistance with completing this form is available by clicking the “Help” button. Once you have completed the registration form, click “Submit”. When the GLS request is approved or denied, you will receive an email notification.

## 1. Accessing the SBA's General Login System (GLS): continued

Skip Navigation > Accessibility Options >  
Print Help

**SBA** General Login System

December 12, 2017      The WOSB and EDWOSB certification applications have been moved to [certify.sba.gov](http://certify.sba.gov). To access the new system, please [CLICK HERE](#).

GLS Instructions for:

- [Forgot User ID?](#)
- [Forgot or Expired Password?](#)
- Banking Partners
- Small Businesses
- SBA Employees and SBA Contractors
- **Create New SBA GLS Account**
- Contact Program Offices

Firms interested in applying for the 8(a) Business Development Program should visit [www.certify.SBA.Gov](http://www.certify.SBA.Gov) to submit an application and access BDMIS accounts for annual updates until early January 2018, when the annual update process will also be migrated to [y](#) questions.

**SBA Account Login**

User ID

Password

Login Clear

GLS Homepage

TEST Skip Navigation > Accessibility Options >  
Print Help

General Login System

• GLS Login

**BDMIS Applicant**

Are you a 8(a) Applicant? ☐ Yes ☒ NO

**Login Information**

User ID:  (Up to 15 characters. No <, >, ', ", & or accented characters.)

**Identity Information**

Name:      
(First) (Middle) (Last) (Suffix - Jr, Sr, I, II, etc)

Date of Birth:

PIN:  (Personal Identification Number, Last 4 Digits of SSN)

**Contact Information**

E-Mail Address:

Re-enter E-Mail:

Country:  UNITED STATES

(Enter Zip Code, and then click the Lookup Zip button to populate City and State)

Zip+4:

Street 1:

Street 2:

City:

Phone Number:    -    
(Country) (Area Code) (Prefix) (Number) (Extension)  
(999) - (9999)

**Federal Agency Information**

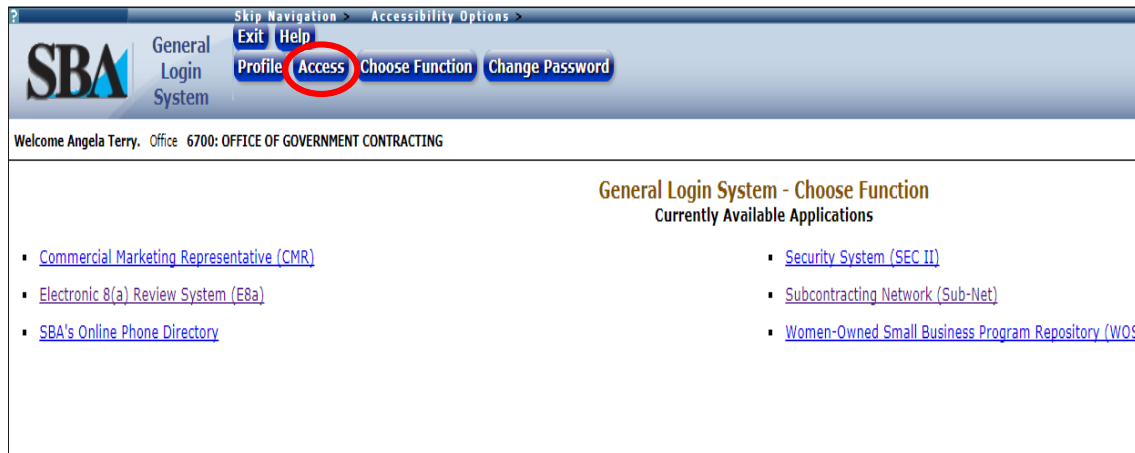
Are you a Federal Employee? ☒ NO ☐ Yes

GLS Access Form

## 2. Gaining Access to SubNet:

### Step 1:

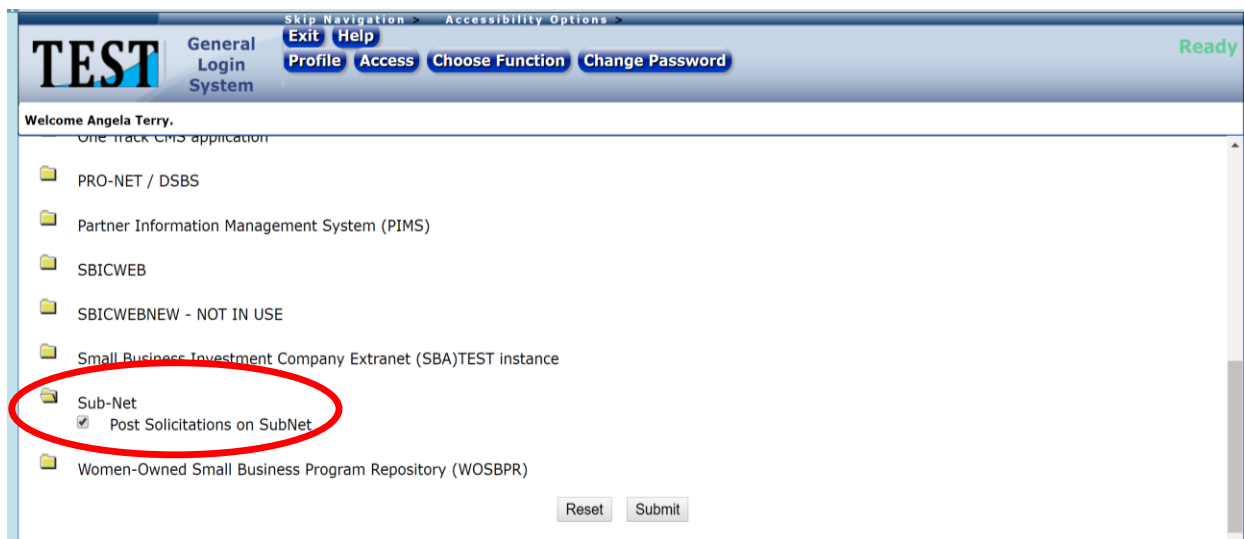
Once you log into your GLS account, you will be taken to the “GLS Currently Available System” page. To request access to SubNet, click “Access” located on the top menu bar. If you already have a GLS account, go to Step 3.



### GLS Currently Available System Page

### Step 2:

Once you have selected “Access,” you will be redirected to the System Selection page. Scroll down to Subcontracting Network (SubNet) and select the folder next to ☒ Post Solicitations on SubNet and click “Submit.” You will be given access to SubNet immediately.



### GLS System Selection Page



## 2. Gaining Access to SubNet: continued

### Step 3:

Log into your GLS account, and you will have access to SubNet. The “Currently Available Applications” screen will appear every time you log into your GLS account. Select “SubNet” from the list. It will take you to the SubNet’s registration page.

SBA General Login System

December 12, 2017

The WOSB and EDWOSB certification applications have been moved to [certify.sba.gov](http://certify.sba.gov). To access the new system, please [CLICK HERE](#).

Firms interested in applying for the 8(a) Business Development Program should visit [www.certify.SBA.Gov](http://www.certify.SBA.Gov) to submit an application and access BDMIS accounts for annual updates until early January 2018, when the annual update process will also be migrated to [y](#) questions.

Forgot User ID?

Forgot or Expired Password?

GLS Instructions for:

- Banking Partners
- Small Businesses
- SBA Employees and SBA Contractors
- Create New SBA GLS Account
- Contact Program Offices

**SBA Account Login**

User ID

Password

Login Clear

GLS Login Homepage

Welcome Subnet bus2.

General Login System - Choose Function  
Currently Available Applications

[Sub-net](#)

If you do not see an application to which you believe you should have access, please ensure you have requested the access to the application. This can be done by selecting the Access button at the top of the page. If you have requested access to the application, but have not yet been approved by the applicable Program Office, please [Click here to contact Program Offices](#).

If any application is listed below, it means you have been granted access, but there may be an issue, such as an Office Code mismatch or the Application is no longer supported, that is causing the application to display as unavailable.

SBA's Online Phone Directory [<Down>](#)

GLS Currently Available System Page

### 3. SubNet Registration

To post SB opportunities in SubNet, you must be registered in SBA's GLS and SubNet. You must also identify a Small Business Point of Contact (SBPOC) for your business.

There are two different types of SubNet registrations: Registrations with a business Dun & Bradstreet D-U-N-S® Number (DUNS#) and registrations without a DUNS#. This is further broken out into the following registration processes:

- **Registering in SubNet with a DUNS#**
  - **DUNS# that has an active account in the System for Award Management (SAM):**
  - **DUNS# that is not in the System for Award Management (SAM)**
- **Registering in SubNet without a DUNS#**

All Federal Government Prime contractors must register with a business DUNS# that is active in SAM. If your organization has multiple DUNS#, select one of your choices to register in SubNet. The DUNS# is not reflected in the SB opportunity you post.

Please enter your Business DUNS number below. If you don't have a DUNS enter xxxxxxxx (9xs).

DUNS Number:

**SubNet Registration Homepage**

### 3. SubNet Registration: continued

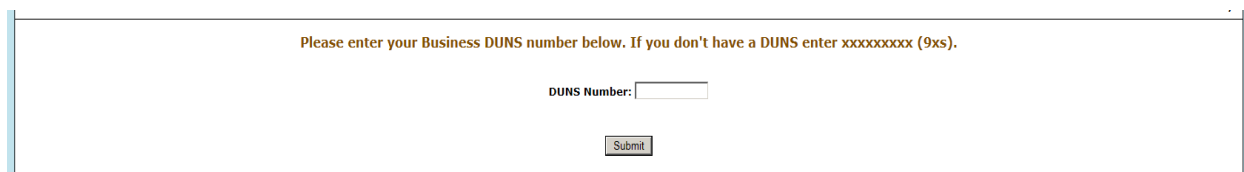
#### Registering in SubNet with a DUNS# that has an active account in SAM:

Registering in SubNet with a DUNS# that has an active SAM account transfers your SAM business profile information into the SubNet's "Registration Business Information" form.

**Changes to SubNet registration data populated from SAM:** To update your SubNet Business Profile information derived from SAM, the change must be made in SAM. The updated data in your SAM profile will be transferred to SubNet the next business day.

#### Step 1:

Enter the registered DUNS# in the "DUNS Number" field on the SubNet Registration form.



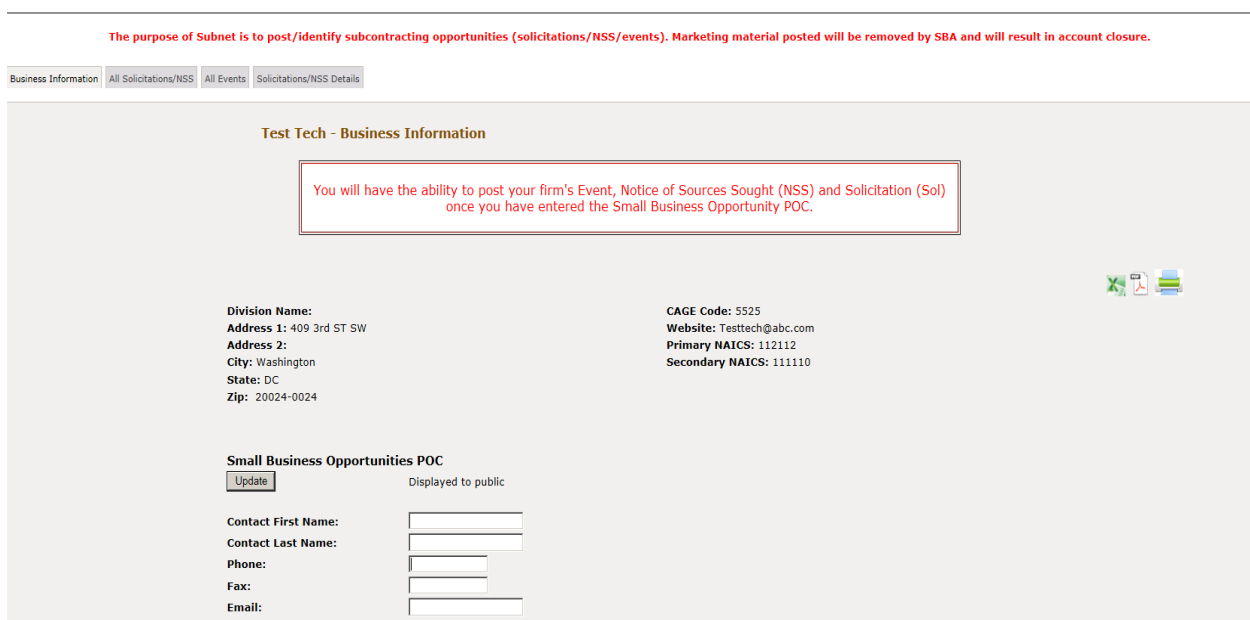
Please enter your Business DUNS number below. If you don't have a DUNS enter xxxxxxxx (9xs).

DUNS Number:

#### SubNet Registration Homepage

#### Step 2:

The Business Information form will appear with your data pre-populated. To complete the registration process, enter the SB Point of Contact (SBPOC). Once you have entered your SBPOC and clicked "Update," you have completed the registration process and can start to post SB opportunities for your organization.



The purpose of Subnet is to post/identify subcontracting opportunities (solicitations/NSS/events). Marketing material posted will be removed by SBA and will result in account closure.

Business Information | All Solicitations/NSS | All Events | Solicitations/NSS Details

#### Test Tech - Business Information

You will have the ability to post your firm's Event, Notice of Sources Sought (NSS) and Solicitation (Sol) once you have entered the Small Business Opportunity POC.

**Division Name:**  
**Address 1:** 409 3rd ST SW  
**Address 2:**  
**City:** Washington  
**State:** DC  
**Zip:** 20024-0024

**CAGE Code:** 5525  
**Website:** Testtech@abc.com  
**Primary NAICS:** 112112  
**Secondary NAICS:** 111110

**Small Business Opportunities POC**

Displayed to public

**Contact First Name:**

**Contact Last Name:**

**Phone:**

**Fax:**

**Email:**

#### SubNet Business Profile Page

### 3. SubNet Registration: continued

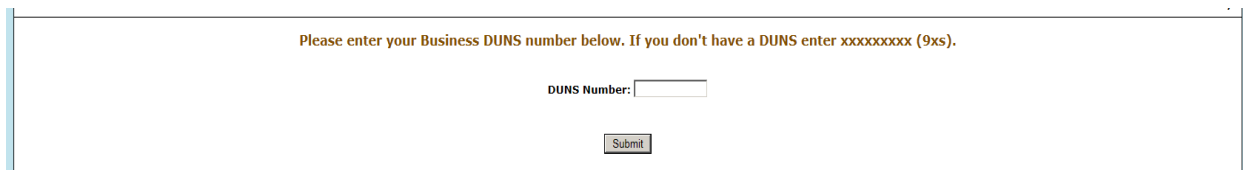
#### **Registering in SubNet with a DUNS# that is not active or registered in SAM:**

Registration in SAM is not required to post SB opportunities in SubNet. To register in SubNet with your DUNS#, enter it in the “SubNet Registration form.” You will be redirected to the “SubNet Business Information form” to input your business information.

**How to change SubNet registration data entered by the user:** If you entered your SubNet Business Profile data, you must send a request into the [GLS@sba.gov](mailto:GLS@sba.gov) mailbox with the information you would like to have updated. The updated data will be reflected in your SubNet Business Profile within two business days.

#### **Step 1:**

Enter the DUNS# in the DUNS Number field on the SubNet registration form.



Please enter your Business DUNS number below. If you don't have a DUNS enter xxxxxxxx (9xs).

DUNS Number:

#### **SubNet Registration Homepage**

#### **Step 2:**

The Business Information form will appear. You must fill in the mandatory fields which are Business Name, Address, City and State and Zip Code. It is also recommended that you fill in the optional fields, which are the Primary and Secondary NAICS for your organization, Division Name, Website URL, and CAGE Code. Once you have completed the form, click “Submit.”

### 3. SubNet Registration: continued

**TEST** SubNet [Exit](#) [Help](#) [Advanced Search](#) [SB Opportunities](#) [Disclaimers](#) [Resources](#)

---

Please enter your Business Information to Post Solicitations

**Business Information:**

DUNS number: [optional]

\*Business Name:  CAGE Code:

Primary NAICS Code:

Secondary NAICS Code:

**Business Address:**

\*Address  Address1

\*City:  \*State:

\*ZIP:  Corporate URL

SubNet Registration Business Information Page

### 3. SubNet Registration: continued

#### Step 3:

The SubNet Business Profile page will appear with the data you entered populated. To complete the registration process, enter the SB Point of Contact (SBPOC). Once you have entered your SBPOC and clicked "Update," you have completed the registration process and can start to post SB opportunities for the organization.

**TEST** SubNet [Exit](#) [Help](#) [Advanced Search](#) [SB Opportunities](#) [Post-Modify](#) [Disclaimers](#) [Resources](#)

[Business Information](#) [All Solicitations from this Business](#) [All Events from this Business](#)

**Gerri Whichard Tech-Business Information**  
  
**Division:**  
**DUNS:** 980428898  
**Website:** gerri.whichard@nyaka.com  
**Primary NAICS:** 112112  
**Secondary NAICS:** 111110  
  
**Small Opportunites Business POC**  
**First Name:** Gerri  
**Last Name:** Whichard  
**Phone:** 202-205-8899  
**Fax:**  
**Email:**  
  
**Address 1:** 409 3rd St SW  
**Address 2:**  
**City:** Washington  
**State:** DC  
**Zip:** 20024-0024  
  
[Back](#)  
[FirstGov](#) [F.Gov](#) [Benilations.gov](#) [White House](#)

SubNet Business Profile Page

### 3. SubNet Registration: continued

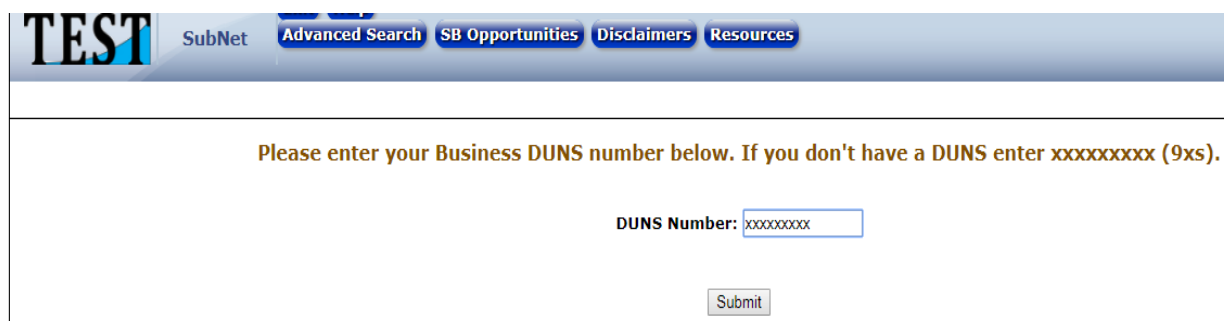
#### Registering in SubNet without a DUNS#:

A business DUNS# is not required to post SB opportunities in SubNet. To register without a DUNS#, enter 9x's "xxxxxxxx" in the "SubNet Registration form." You will be redirected to the "SubNet Business Information form" to input your business information.

**How to change SubNet registration data entered by the user:** If you entered your SubNet Business Profile data, you must send a request into the [GLS@sba.gov](mailto:GLS@sba.gov) mailbox with the information you would like to have updated. The updated data will be reflected in your SubNet Business Profile within two business days.

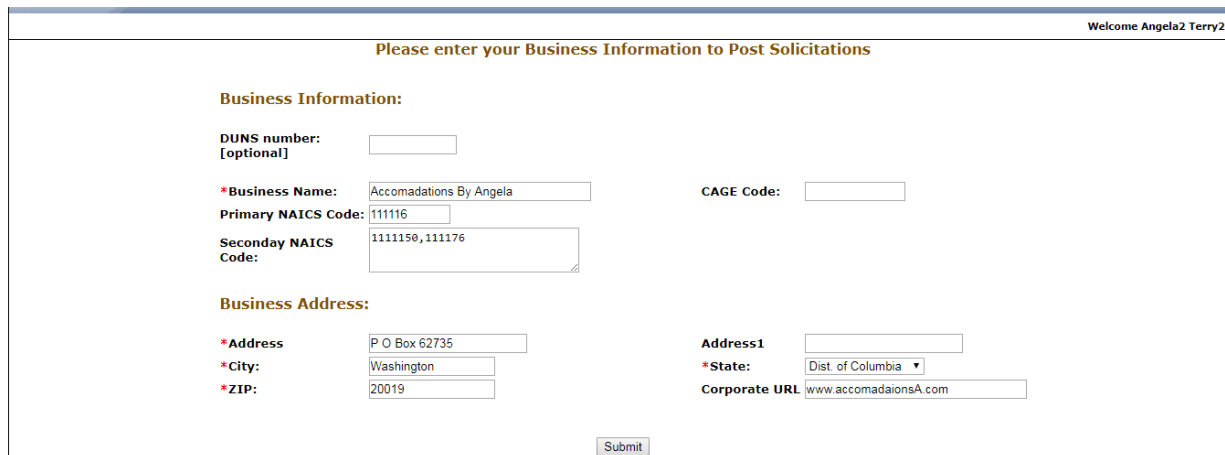
#### Step 1:

Enter 9xs "xxxxxxxx" in the DUNS Number field



#### SubNet Registration Homepage

**Step 2:** (identified with asterisks). We also recommend that you fill in the optional fields, which are the Primary and Secondary NAICS of your organization, Division Name, Website URL, and CAGE Code. Once you have completed the form. click "Submit."



#### SubNet Registration Business Information Page

### 3. SubNet Registration: continued

#### Step 3:

The SubNet Business Profile page will appear with the data you entered populated. To complete the registration process, enter the SB Point of Contact (SBPOC). Once you have entered your SBPOC and clicked update, you have completed the registration process and can start to post SB opportunities for any of your locations and divisions.

The screenshot shows a web application interface for SubNet. At the top, there is a navigation bar with the 'TEST' logo, 'SubNet' text, and links for 'Skip Navigation', 'Accessibility Options', 'Exit', 'Help', 'Advanced Search', 'SB Opportunities', 'Disclaimers', and 'Resources'. Below the navigation bar, a 'Welcome Ange' message is visible. The main content area is titled 'Angela Terry - Business Information'. It contains several sections: 'Division Name' (empty), 'Address 1' (p o box 62732), 'Address 2' (empty), 'City' (Washington), 'State' (DC), 'Zip' (20001-0019), 'CAGE Code' (empty), 'Website' (empty), 'Primary NAICS' (111150), and 'Secondary NAICS' (empty). There is a 'Small Business Opportunities POC' section with an 'Update' button and the text 'Displayed to public'. Below this, there are input fields for 'Contact First Name' (Angela), 'Contact Last Name' (Terry), 'Phone' (202-905-1566), 'Fax' (empty), and 'Email' (empty). On the right side of the form, there are buttons for 'Post Solicitation/NSS' and 'Post Event', along with icons for a folder, a document, and a printer.

SubNet Registration Business Information Page



## 4. Navigating in SubNet

Navigating through SubNet is easy and efficient. This chapter will help you understand SubNet's buttons and tabs. The menu buttons on the top of the homepage will take you to a specific functionality quickly.

**Page Menu Buttons:** appear at the top of each SubNet page

- **Exit** - Click to Exit the system
- **Help** - Click to view the User Guide and Training Videos
- **Advanced Search** - Click to search for SB Opportunities using specific data fields
- **SB Opportunities** - Click to search for SB Opportunities using SubNet's easy Map Search
- **Post-Modify** - Click to log in to the GLS and post SB Opportunities
- **Disclaimer** - Click to read SubNet's Disclaimer
- **Resources** - Click to view resources about SB Opportunities, Subcontracting Tools and the location of SBA's Area Offices.

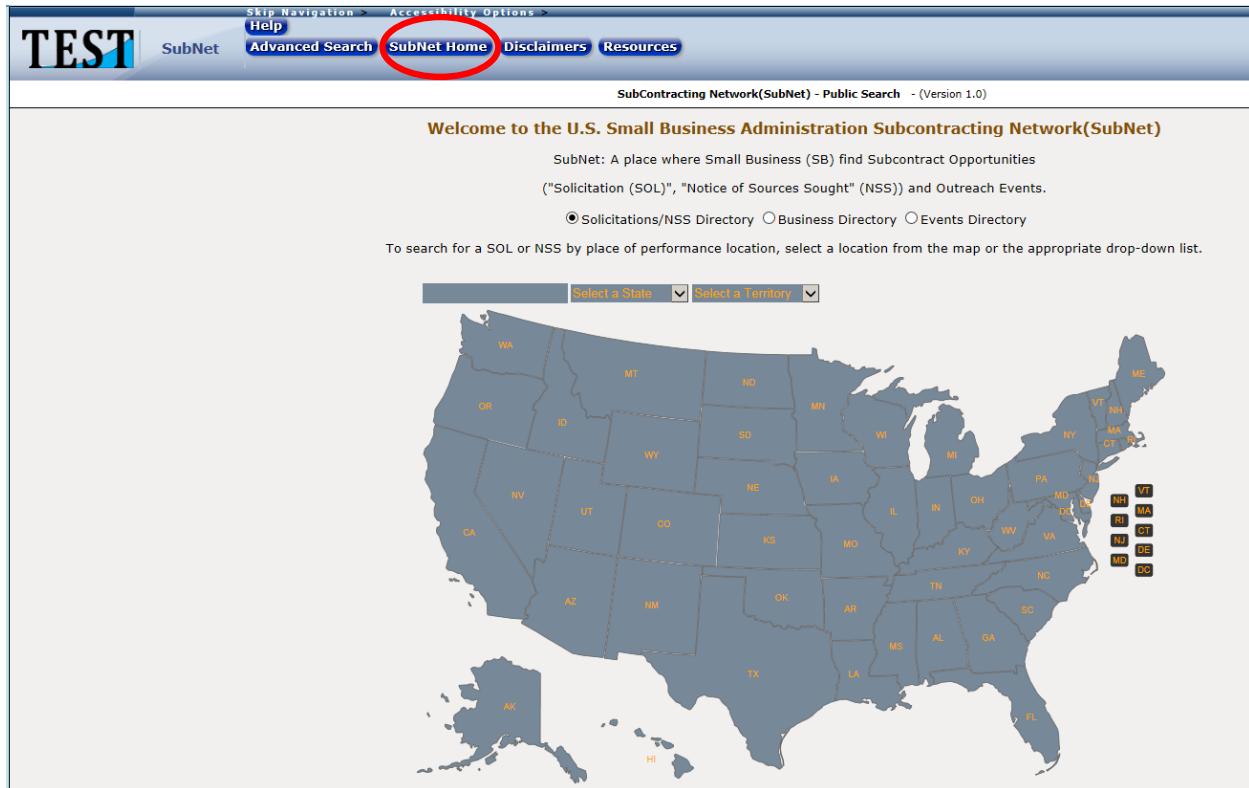


**Page Menu Buttons**

## 4. Navigating in SubNet: continued

### SubNet Homepage or Small Business (SB) Opportunity button

These buttons will take you to the homepage that allows you to access the functionality in SubNet.

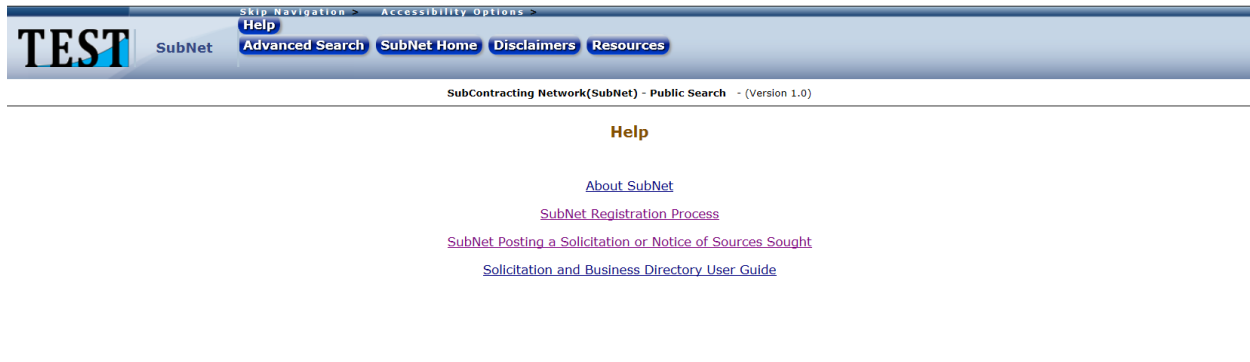


SubNet Homepage

## 4. Navigating in SubNet: continued

### Help

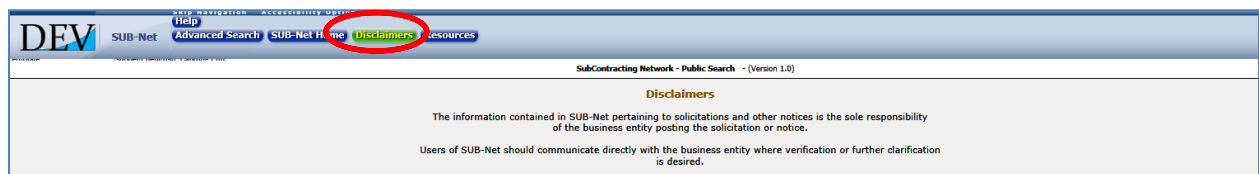
"Help" includes the user's manuals and training videos. They will open in separate windows so that you can navigate through SubNet on one tab while keeping the help information open on another tab.



### Help

### Disclaimers Button

This menu button displays the disclaimer statement for SubNet.



### Disclaimer

## 4. Navigating in SubNet: continued

### Resources Button

"Resources" includes links to Small Business Possibilities and external resources such as the System for Awards Management (SAM), the Dynamic Small Business Search (DSBS), and Federal Business Opportunities (FBO). It also provides a list of the Subcontracting Tools and SBA's Area Offices for additional support.

**TEST** SubNet [Advanced Search](#) [SB Opportunities](#) [Post-Modify](#) [Disclaimer](#) [Resources](#)

Welcome Angela Terry

### Resources

**System Concerns:**

- If you are having technical issues with the SubNet system, please [send](#) an email with a description of what you were attempting to do and the unexpected result you received along with a screenshot of the error to [Subnet@sba.gov](mailto:Subnet@sba.gov).

**SB Opportunities:**

- Search the [Subcontracting Possibilities Directory](#), a directory of prime contractors with a requirement to subcontract to small business (SB).
- Promote your SB and register to do business with the U.S. Federal government for free at the [System for Award Management \(SAM\)](#). Once your registration is complete your data will be visible in the [SBA's Small Business Search \(DSBS\)](#).
- Looking for a SB opportunity as a Small Business Prime contractor, search Federal Business Opportunities (FBO) OR FBO - Small Business Events [FBO - Small Business Events](#)

**Subcontracting Assistance:**

- SBA's Subcontracting [webpage](#) has many resources for the SB, other than small business (OTSB) and Federal government personnel (FGP) Subcontracting community. [www.sba.gov](http://www.sba.gov)
- Looking for a SB to do business with? Use the SBA's [Dynamic Small Business Search \(DSBS\) System](#). DSBS is a database of SB contractor's seeking subcontract opportunities.
- Have a concern with a Federal government solicitation contact your areas [Procurement Center Representatives \(PCR\)](#). PCRs provide subcontracting assistance to potential prime contractors of the Federal government during the pre-award (before receiving an award) stage.
- Need assistance understanding your subcontract responsibilities? Contact your [Commercial Market Representative \(CMR\)](#). CMRs provide post-award (after receiving an award) subcontract assistance once a Federal Government prime or subcontract has been awarded with a subcontracting plan.

**States represented by SBA Area Offices Click the Area link to contact your CMR**

Area [One](#) = (CT,ME,MA,NH,NJ,NY,RI,VT,PR,VI)  
Area [Two](#) = (DE,MD,PA,VA,WV,DC)  
Area [Three](#) = (AL,FL,GA,KY,MS,NC,SC,TN)  
Area [Four](#) = (IL,IN,IA,KS,MI,MN,MO,NE,OH,WI)  
Area [Five](#) = (MT,ND,SD,WY,UT,AR,CO,LA,NM,OK,TX)  
Area [Six](#) = (AK,GU,HI,CA,AZ,NV,OR,ID,WA)

### Resources Page

### Post-Modify Button

"Post Modify" takes you to the access point to post a small business opportunity.

**TEST** SubNet [Advanced Search](#) [SB Opportunities](#) [Post-Modify](#) [Disclaimers](#) [Resources](#)

Welcome Angela Terry

The purpose of Subnet is to post/identify subcontracting opportunities (solicitations/NSS/events). Marketing material posted will be removed by SBA and will result in account closure.

Business Information [All Solicitations/NSS](#) [All Events](#) [Solicitations/NSS Details](#)

### Angela Terry - Business Information

**Division Name:**  
**Address 1:** p o box 62732  
**Address 2:**  
**City:** Washington  
**State:** DC  
**Zip:** 20001-0019

**CAGE Code:**  
**Website:**  
**Primary NAICS:** 111150  
**Secondary NAICS:**

**Small Business Opportunities POC**  
[Update](#) Displayed to public

**Contact First Name:**   
**Contact Last Name:**   
**Phone:**  x  
**Fax:**   
**Email:**

[Post Solicitation/NSS](#)  
[Post Event](#)

### Post Modify Buttons

## 4. Navigating in SubNet: continued

### Business User Profile Tab

The Business User Profile page is the default page a user sees when logging into their SubNet account. The information on this page is displayed to the public. From this page users will be able to:

- Update the SBPOC
- Post a Solicitation/NSS
- Post an Event **coming soon**
- Access the following tabs:
  - Business Information (Default View)
  - All Solicitations/Notice of Sources Sought (NSS) (your firm has posted)
  - All Events (your firm has posted) **coming soon**
  - Solicitations/NSS Details
  - Inappropriate Solicitations/NSS/Events **coming soon**
  - Subcontracting Program Administrator **coming soon**
- Export Data using:
  - Excel
  - Print
  - PDF

TEST SubNet Skip Navigation Accessibility Options Exit Help Advanced Search SB Opportunities Post-Modify Disclaimers Resources

Welcome Angela Terry

The purpose of Subnet is to post/identify subcontracting opportunities (solicitations/NSS/events). Marketing material posted will be removed by SBA and will result in account closure.

Business Information | Solicitations/NSS | All Events | Solicitations/NSS Details

### Angela Terry - Business Information

Post Solicitation/NSS  
Post Event

Division Name:  
Address 1: p o box 62732  
Address 2:  
City: Washington  
State: DC  
Zip: 20001-0019

CAGE Code:  
Website:  
Primary NAICS: 111150  
Secondary NAICS:

Small Business Opportunities POC  
Update Displayed to public

Contact First Name: Angela  
Contact Last Name: Terry  
Phone: 202-905-1566  
Fax:  
Email:

Note: If your business information came over from the System for Award Management (SAM), The Small Business Opportunities POC is the only information on this page that can be changed. To update the SB POC, type the correct information in the fields and click "update". If your business information from SAM needs to be changed it must be done in your SAM account. Changes made in SAM will be reflected in SUB-Net the next business day.

### Business Profile Tab

## 4. Navigating in SubNet: continued

### All Solicitations/NSS/Event Tabs

The “All Solicitations/NSS or All Events” tab displays a list of all Solicitations (SOL)/Notices of Sources Sought (NSS) and Events which have been posted under the logged in user’s business profile. Under these tabs, the user can perform the following actions:

- **Add Solicitation/NSS/Event:** To add SB Opportunities, click “Post Event or Post Solicitation/NSS.”
- **To view Solicitation/NSS/Event Details:** Click on the posting link under the identifiers column of this tab.
- **Edit a Post:** To change information on a posting, click on the “Edit” link for the posting you want to update under the Edit/Dup column.
- **Duplicate:** To duplicate (copy) a solicitation, click on the “Dup” link at the far left under Edit/Dup.
- **Remove a Post from Public View:** To remove a post from public view click “Edit” and change the “Closing Date and Time” to the date you want it to be removed. The post will be archived.
- **View Archived Postings:** All postings are archived on the closing date and time stated on the posting. To view archived solicitations, click on “Include Archived Solicitations/NSS” link at the bottom of this tab. The list will be refreshed, and archived solicitations will be included in the list.
  - To remove archived solicitations from the list, click “Exclude Archived Solicitations.”
  - To archive a post, change the closing date to today’s date.
  - To add a post to the archived list, change the post-Closing Date to today’s date or date you want to archive.

## 4. Navigating in SubNet: continued

### All Solicitations/NSS/Event Tabs

The purpose of Subnet is to post/identify subcontracting opportunities (solicitations/NSS/events). Marketing material posted will be removed by SBA and will result in account closure.

Business Information **All Solicitations/NSS** All Events Solicitations/NSS Details

Angela Terry Post Solicitation/NSS

**SOLICITATIONS/NSS**

To sort data click on column heading .  
Click on a Solicitation number to view detailed description for a Solicitation.

Edit/ Dup	Solicitation(S)/NSS(N)	Solicitation Number NSS Number	Place of Performance	NAICS Code	Performance Start Date	Closing Date	Flagged as Inappropriate?	Archived?	Solicitation(S)/ NSS(N) Description	Created By
<a href="#">Edit/ Dup</a>	NSS	<a href="#">NSS-Angela Test</a>	AL	111160 Rice Farming		04/25/2018	No	No	TEst	Angela001
<a href="#">Edit/ Dup</a>	SOL	<a href="#">SOL-SolFebSecond</a>	ILChicago	111110 Soybean Farming	03/01/2018	02/28/2018	No	No	Brief Description will display in search results. Add an attachment by clicking the Next button below	Angela001
<a href="#">Edit/ Dup</a>	SOL	<a href="#">SOL-SolTestFeb</a>	VAVirginia Beach	112112 Cattle Feedlots	02/15/2018	02/25/2018	No	No	<a href="#">abd@gmail.comTest</a>	Angela001
<a href="#">Edit/ Dup</a>	SOL	<a href="#">SOL-Test-Jan24-2018</a>	HIHonolulu	111110 Soybean Farming	03/16/2018	04/25/2018	No	No	<a href="#">www.link.com</a>	Angela001
<a href="#">Edit/ Dup</a>	SOL	<a href="#">SOL-Test-Jan24-2018</a>	GU	111110 Soybean Farming	03/16/2018	04/25/2018	No	No	<a href="#">www.link.com</a>	Angela001

[Include Archived Solicitations](#)

### SubNet All Solicitation (Sol) and Notice of Sources Sought (NSS) Tab

## 4. Navigating in SubNet: continued

### Solicitations/NSS/Event Details Tabs

The “Solicitation/NSS/Event Details” provides the details of the last posting entered or of the posting the searcher has selected to view. When logged into SubNet, the user can perform the following actions under the Details tab:

- View Posting details
- Delete attachment: To delete the file, click on the ‘Delete’ button.
- Export data

The purpose of Subnet is to post/identify subcontracting opportunities (solicitations/NSS/events). Marketing material posted will be removed by SBA and will result in account closure.

Business Information | All Solicitations/NSS | All Events | **Solicitations/NSS Details**

<b>Business Name:</b> Sanyal Technologies	<b>Solicitation POC</b> First Name: Andy Last Name: Sanyal Phone: 454-154-1565 Ext: Fax: Email:	<b>Solicitation:</b> SOL-MondayDecFourth
<b>Type of Business Being Solicited</b> Economically Disadvantaged Women Owned Small Business program, SBA Certified HUBZone Small Business (HUBZone), Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB)	<b>Place of Performance</b> IL: Chicago	
<b>NAICS Code</b> 112112 Cattle Feedlots	<b>Performance Start Date</b> 12/26/2017	
<b>Additional NAICS Code</b> <ul style="list-style-type: none"><li>• 111422 Floriculture Production</li></ul>	<b>Solicitation Closing Date</b> 12/30/2017 - 9:00 AM Time Zone: CDT	
<b>Brief Solicitation Description</b> Brief Testing		
<b>Files Attached:</b> <a href="#">/Doc1.docx</a>	<a href="#">Delete</a>	<i>Is this Solicitation inappropriate? (Click here if this posting contains inappropriate or potentially offensive content. If checked, the Solicitation will be reviewed and removed if necessary)</i> <input type="checkbox"/>

### SubNet All Solicitation (Sol) and Notice of Sources Sought (NSS) Tab



## 4. Navigating in SubNet: continued

### Inappropriate Solicitations/NSS/ Events Tab (coming soon)

The “Inappropriate Solicitations/NSS/Events” tab provides a listing of posting that has been posted by the logged in user and flagged inappropriate. The user can perform the following actions on the Inappropriate tab:

- **View Inappropriate Posting:** You can view all or view by state using the States drop-down list.
- **View Details:** You can view the details of inappropriate postings by clicking on the hyperlink in the list.
- **Clear Inappropriate flag:** You can remove a solicitation from the list by selecting “Select All” or selecting the check box to the left of a specific posting and click ‘Remove from inappropriate list’ button at the bottom of the page. The page will refresh, and the selected solicitation will be removed from the list and put back into public view.

### What is an Inappropriate Solicitation/NSS/Event posting?

An inappropriate posting is a post in SubNet that is not an SB opportunity (Solicitation/NSS/Event). If you use SubNet to post anything other than an opportunity for an SB to be a subcontractor on your contract, it is considered inappropriate and will be removed by SBA. If this continues, it will result in your SubNet account being closed.

### How did my posting become inappropriate?

Your posting was flagged inappropriate by someone who viewed it and considered it not to be an SB opportunity. If it is inappropriate, remove it. If it is not inappropriate, release it back into public view. If you have any questions or need assistance in this matter, please inform your SBA Area Commercial Market Representative (CMR). CMR contact information is located on SubNet’s Resource page.

The screenshot displays a web form for a solicitation. It is divided into several sections: Business Name, Type of Businesses Being Solicited, NAICS Code, Solicitation (SOL) / NSS Brief Description, Files Attached, Solicitation (SOL) / NSS POC, Place of Performance, Performance Start Date, and Solicitation (SOL) / NSS Closing Date. At the bottom, there is a checkbox labeled "Is this solicitation inappropriate? (Click here if this posting contains inappropriate or potentially offensive content. If checked, the solicitation will be reviewed and removed if necessary)". This checkbox is circled in red.

<b>Business Name:</b> DUNS:	<b>Solicitation (SOL) / NSS POC</b> First Name: Andy Last Name: Sanyal Phone: 454-154-1565 Fax: Email:	<b>Solicitation (SOL) / NSS No.</b> SOL-DecFourth01
<b>Type of Businesses Being Solicited</b> Economically Disadvantaged Women Owned Small Business program, SBA Certified HUBZone Small Business (HUBZone), Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB)	<b>Place of Performance</b> IL:Chicago	
<b>NAICS Code</b> 112112 Cattle Feedlots	<b>Performance Start Date</b> 12/26/2017	
<b>Additional NAICS Code</b> N/A	<b>Solicitation (SOL) / NSS Closing Date</b> 12/30/2017 9:00 AM Time Zone: CDT	
<b>Solicitation (SOL) / NSS Brief Description:</b> Brief Testing	<b>Is this solicitation inappropriate?</b> (Click here if this posting contains inappropriate or potentially offensive content. If checked, the solicitation will be reviewed and removed if necessary) <input type="checkbox"/>	
<b>Files Attached:</b> There are no files attached to this solicitation. <a href="#">Edit this Solicitation (SOL) / NSS</a>		

### Mark a Posting Inappropriate

## 4. Navigating in SubNet: continued

### What happens if a posting is flagged inappropriate?

It is removed from public view. An email is sent to the email in GLS, posting Point of Contact, Small Business POC, the Subcontracting Administrator, and the CMR for your area, informing them that your posting has been flagged inappropriate. You and the SBA CMR will have the option to review, correct and release the posting back into public view.

SubNet is not for marketing your Small Business (SB). If you use SubNet to post anything other than SB opportunities (Solicitations, NSS or Outreach Events), we will close your account.

Business Information | All Solicitations/NSS | All Events | Solicitations/NSS Details | **Inappropriate Solicitations/NSS Events** | Subcontracting Program Administration | Compliance Review | Corrective Action Plan

### Inappropriate Solicitations List

To filter by a state:

To sort data click on column heading.  
: Click on a solicitation/event number to view detailed description for a solicitation/event.

Select All	Solicitation (SQL) / NSS	Place of Performance	Business Name	DUNS	Solicitation (SQL) / NSS Description	Solicitation (SQL) / NSS POC	Solicitation (SQL) / NSS POC Email	Flagged by
<input type="checkbox"/>	<a href="#">solicitation test 6</a>	CA	CORT BUSINESS SERVICES CORPORATION	0188402947	as the growth of corn has spread to extensive production in 14 states (though it is grown to a lesser extent in all the other US states), a coalition of farmers associations in a	vijochana sala		Maine Rubber International

[Remove from inappropriate list](#)

**SubNet Inappropriate Posting Tab**

## 5. Posting SB Opportunities

### How do I Post a Solicitation (Sol) and Notice of Sources Sought (NSS)?

#### Step 1:

- Login to GLS and select SubNet
- Select 'Post-Modify' from the Page Menu Buttons

December 12, 2017

The WOSB and EDWOSB certification applications have been moved to [certify.sba.gov](http://certify.sba.gov). To access the new system, please [CLICK HERE](#).

Firms interested in applying for the 8(a) Business Development Program should visit [www.certify.SBA.Gov](http://www.certify.SBA.Gov) to submit an application and access BDMIS accounts for annual updates until early January 2018, when the annual update process will also be migrated to new questions.

**SBA Account Login**

User ID

Password

Login Clear

GLS Login Homepage

Welcome Subnet bus2.

General Login System - Choose Function  
Currently Available Applications

[Sub-Net](#)

If you do not see an application to which you believe you should have access, please ensure you have requested the access to the application. This can be done by selecting the Access button at the top of the page. If you have requested access to the application, but have not yet been approved by the applicable Program Office, please [Click here to contact Program Offices](#).

If any application is listed below, it means you have been granted access, but there may be an issue, such as an Office Code mismatch or the Application is no longer supported, that is causing the application to display as unavailable.

SBA's Online Phone Directory [<Down>](#)

GLS Currently Available System Page

TEST SubNet

Exit Help

Advanced Search SB Opportunities **Post-Modify** Disclaimers Resources

Page Menu Buttons

## 5. Posting SB Opportunities: continued

### Step 2:

- Once the business profile has loaded, select the “Post Solicitation/NSS” button in the right-hand corner.

The screenshot displays the SubNet Business Profile Page for Sanyal Technologies. The page is titled "Sanyal Technologies - Business Information". It includes a navigation bar with links: "Exit", "Help", "SubNet", "SB Opportunities", "Post-Modify", "Disclaimers", and "Resources". A red banner states: "The purpose of Subnet is to post/identify subcontracting opportunities (solicitations/NSS/events). Marketing material posted will be removed by SBA and will result in account closure." Below this, there are tabs for "Business Information", "All Solicitations/NSS", "All Events", and "Solicitations/NSS Details". The main content area shows the following information:

**Division Name:**  
**Address 1:** 101 G St SW  
**Address 2:**  
**City:** Washington  
**State:** DC  
**Zip:** 20024-0024

**CAGE Code:**  
**Website:** sanyal@abc.tech  
**Primary NAICS:** 112112  
**Secondary NAICS:**

**Small Business Opportunities POC**  
 Displayed to public

**Contact First Name:**   
**Contact Last Name:**   
**Phone:**  x  
**Fax:**   
**Email:**

In the top right corner, there are two buttons: "Post Solicitation/NSS" and "Post Event". The "Post Solicitation/NSS" button is circled in red.

SubNet Business Profile Page

## 5. Posting SB Opportunities: continued

### Step 3: The Sol/NSS Form Fields

Complete the necessary Solicitation/NSS form fields and select 'Post/Next.'

**Note: Don't add any spaces or periods (.) in the POC name field. If an error is detected the form will refresh, once the error is corrected and you will have to reselect the Time AM/PM option.**

- **Business Name:** Enter the Business Name to be shown on the Sol/NSS. This field is auto-populated with the name of the business associated with the registration but can be edited.
- **Sol/NSS Identifier:** Select Sol or NSS from the drop-down and the prefix will become a part of the Sol/NSS Identifier. Then enter the alpha, numeric or alphanumeric identifier in the box below the drop-down.
- **Division/Department:** Enter a division or department associated with the SOL/NSS.
- **What Type of Business are you looking for:** Click on the boxes next to the types of small businesses you are seeking to respond to this SOL/NSS.

**Note: Fields with asterisk are required fields.**

**\*Business Name:**  Your selection will be made a part of the SOL/NSS Number

**\*Solicitation/NSS Number:**

**Division/Department:**

**\*What Type of Business are you looking for? (Check all that apply.)**  
To add, edit and delete Business Types please email [Subnet@SBA.gov](mailto:Subnet@SBA.gov)

<input type="checkbox"/>	Small Business (SB)
<input type="checkbox"/>	SBA Certified HUBZone Small Business (HUBZone SB)
<input type="checkbox"/>	SBA Certified 8a Program Participant
<input type="checkbox"/>	Small Disadvantaged Business (SDB)

**SubNet Post Solicitation/ Notice of Sources Sought Form**

## 5. Posting SB Opportunities: continued

### Step 3: The Sol/NSS Form Fields continued

- **North American Industry Classification System (NAICS) Code:** Enter (type, lookup or cut and paste) one of the product or/and service NAICS you need an SB to provide.
- **Additional NAICS:** Enter (type, lookup or cut and paste) up to 25 product or/and service NAICS you need an SB to provide.
  - If you have more than 25 NAICS, you will need to use the duplicate option that allows the posting to be copied and edited thus allowing you to change the NAICS.
- **Brief Description:** Add a description that can be explained in up to 50 words. You can add hyperlinks to additional information by pasting the link into this field. You will also have the ability to add up to 4 attachments after completing the Sol/NSS form.
- **Sol/NSS POC:** This is the point of contact (POC) for the Sol/NSS. This person will be contacted with questions related to the posting. If this is not a specific person but a division or department, enter that name in the fields.
- **Preferred Means of Communication:** Select the “Radio Button” to indicate how you would like the POC to be contacted: phone, email or both.

**Note: Fields with asterisk are required fields.**

**\*Business Name:**   
Your selection will be made a part of the SOL/NSS Number

**\*Solicitation/NSS Number:**

**Division/Department:**

**\*What Type of Business are you looking for? (Check all that apply.)**  
To add, edit and delete Business Types please email [Subnet@SBA.gov](mailto:Subnet@SBA.gov)

☐ Small Business (SB)  
☐ SBA Certified HUBZone Small Business (HUBZone SB)  
☐ SBA Certified 8a Program Participant  
☐ Small Disadvantaged Business (SDB)  
☐ Women-Owned Small Business (WOSB)  
☐ Veteran-Owned Small Business (VOSB)  
☐ Service-Disabled Veteran-Owned Small Business (SDVOSB)  
☐ Alaskan Native Corporations (ANC) and Indian  
☐ Tribally Owned  
☐ Native Hawaiian Org (NHO) Owned  
☐ Women-Owned Small Business under the Women-Owned Small Business Program  
☐ Economically Disadvantaged Women-Owned Small Business under the Women-Owned Small Business Program  
☐ Women-Owned Small Business Joint Venture  
☐ Economically Disadvantaged Women-Owned Small Business Joint Venture  
☐ Economically Disadvantaged Women Owned Small Business

**\*NAICS Code:**   
[Look up](#)

**Additional NAICS Code:**   
[Look up](#)

Please click the "Look Up" link to add and enter an additional NAICS or Cut and Paste the NAICS in the Additional NAICS field below

**Additional NAICS List:**

**\*Solicitation/NSS POC:**  
**\*First Name:**   
**\*Last Name:**

**\*Preferred Means of Communication:**  
☒ Phone ☐ Email ☐ Both  
**Phone:**   
**Ext:**   
**Fax:**   
**Email:**

Place of Performance--> Mandatory for Solicitation/ Non-Mandatory for NSS

**\*Place of Performance:**  

Select State/Territory  
Alaska  
Alabama  
Arkansas

  
**\*State:**   
  
**Select Metro Area:**   
Note: If you select more than one state, you can not select a Metropolitan Area. However, if you select one state you can add a Metropolitan Area and duplicate the solicitation to add more states with the Metropolitan Area.

Performance Start Date--> Mandatory for Solicitation/ Non-Mandatory for NSS

**\*Performance Start Date:**  (mm/dd/yyyy)

**\*Closing Date:**  
(Not more than a year from today.)  
**\*Date:**  (mm/dd/yyyy)  
**\*Time:**  ☒ AM ☐ PM  
**\*Time Zone:**

### SubNet Post Solicitation/ Notice of Sources Sought Form

## 5. Posting SB Opportunities: continued

### Step 3: The Sol/NSS Form Fields continued

- **Place of Performance:** This is the location that the subcontract will be performed. This field is not mandatory for NSS. You can enter ten (10) states per posting. To add additional states, use the “Duplicate” function to copy the post, remove the states and add the new (additional states) to change the location and create a new post.

Select the state from the dropdown list by clicking on the state you desire. To select more than one state, select the first state and hold down the CTRL key when selecting another state. Once you have selected a state, a listing of Metro Areas will appear in the Metro Area field. However, if you add multiple states, you will not be able to add a Metro Area. If Metro Area is necessary for each state/territory, enter it and use the duplicate function to copy the Sol/NSS and change the state and Metro Area.

- **Metro Area:** The Metro Area allows you to pick a specific area within a state/territory.

- **Performance Start Date:** This is the date that the work will begin and it cannot be more than one year from the post entry date. To select a date, click on the calendar. The month and year can be changed by clicking on the dropdown list. Once you enter the month and year click on the day and it will be entered into the Sol/NSS. This field is not mandatory for NSS.

- **Closing Date:** This is the date that the Sol/NSS will close and automatically taken from public view and archived. This date cannot be more than one year from the entry date. To select a date, click on the calendar. The month and year can be changed by clicking on the dropdown list. Once you enter the month and year, click on the day and it will be entered into the Sol/NSS.

- **Time:** This is the time that the Sol/NSS will close and automatically taken from public view and archived. You can enter the time with or without a colon (":"). You must also select “AM or PM.”
- **Time Zone:** This is the time that the Sol/NSS will close and automatically taken from public view and archived. To select the Time Zone, click on the drop-down menu and make the selection.

☐ SBA Certified HUBZone Small Business (HUBZone SB)

☐ SBA Certified 8a Program Participant

☐ Small Disadvantaged Business (SDB)

☐ Women-Owned Small Business (WOSB)

☐ Veteran-Owned Small Business (VOSB)

☐ Service-Disabled Veteran-Owned Small Business (SDVOSB)

☐ Alaskan Native Corporations (ANC) and Indian

☐ Tribally Owned

☐ Native Hawaiian Org (NHO) Owned

☐ Women-Owned Small Business under the Women-Owned Small Business Program

☐ Economically Disadvantaged Women-Owned Small Business under the Women-Owned Small Business Program

☐ Women-Owned Small Business Joint Venture

☐ Economically Disadvantaged Women-Owned Small Business Joint Venture

☐ Economically Disadvantaged Women Owned Small Business

[Select All](#)

**\*NAICS Code:**

[Look up](#)

**Additional NAICS Code:**

[Look up](#)

**Place of Performance--> Mandatory for Solicitation/ Non-Mandatory for NSS**

**\*Place of Performance:**

Select State/Territory

Alaska

Alabama

Arkansas

\*State:

Select Metro Area:

Note: If you select more than one state, you can not select a Metropolitan Area. However, if you select one state you can add a Metropolitan Area and duplicate the solicitation to add more states with the Metropolitan Area.

**Performance Start Date--> Mandatory for Solicitation/ Non-Mandatory for NSS**

**\*Performance Start Date:**  (mm/dd/yyyy)

**\*Closing Date:**

(Not more than a year from today.)

\*Date:  (mm/dd/yyyy)

\*Time: ☐ AM ☐ PM

\*Time Zone: Alaska Time

### SubNet Post Solicitation/ Notice of Sources Sought Form

## 5. Posting SB Opportunities: continued

**Post Solicitation/NSS**

**Note:** Fields with asterisk are required fields.

\***Business Name:**

Your selection will be made a part of the SOL/NSS Number

\***Solicitation/NSS Number:**

**Division/Department:**

**\*What Type of Business are you looking for? (Check all that apply.)**  
To add, edit and delete Business Types please email [Subnet@SBA.gov](mailto:Subnet@SBA.gov)

☐ Small Business (SB)

☐ SBA Certified HUBZone Small Business (HUBZone SB)

☐ SBA Certified 8a Program Participant

☐ Small Disadvantaged Business (SDB)

☐ Women-Owned Small Business (WOSB)

☐ Veteran-Owned Small Business (VOSB)

☐ Service-Disabled Veteran-Owned Small Business (SDVOSB)

☐ Alaskan Native Corporations (ANC) and Indian

☐ Tribally Owned

☐ Native Hawaiian Org (NHO) Owned

☐ Women-Owned Small Business under the Women-Owned Small Business Program

☐ Economically Disadvantaged Women-Owned Small Business under the Women-Owned Small Business Program

☐ Women-Owned Small Business Joint Venture

☐ Economically Disadvantaged Women-Owned Small Business Joint Venture

☐ Economically Disadvantaged Women Owned Small Business

**\*NAICS Code:**

**Additional NAICS Code:**

Please click the "Look Up" link to add and enter an additional NAICS or Cut and Paste the NAICS in the Additional NAICS field below

**Additional NAICS List:**

**\*Solicitation/NSS POC:**

\*First Name:

\*Last Name:

**\*Preferred Means of Communication:**

☒ Phone ☐ Email ☐ Both

Phone:

Ext:

Fax:

Email:

Place of Performance--> Mandatory for Solicitaion/ Non-Mandatory for NSS

**\*Place of Performance:**

Select State/Territory  
Alaska  
Alabama  
Arkansas

\*State:

Select Metro Area:

Note: If you select more than one state, you can not select a Metropolitan Area. However, if you select one state you can add a Metropolitan Area and duplicate the solicitation to add more states with the Metropolitan Area.

Performance Start Date--> Mandatory for Solicitaion/ Non-Mandatory for NSS

**\*Performance Start Date:**   (mm/dd/yyyy)

**\*Closing Date:**  
(Not more than a year from today.)

\*Date:   (mm/dd/yyyy)

\*Time:  ☒ AM ☐ PM

\*Time Zone: Alaska Time

Next Reset Back

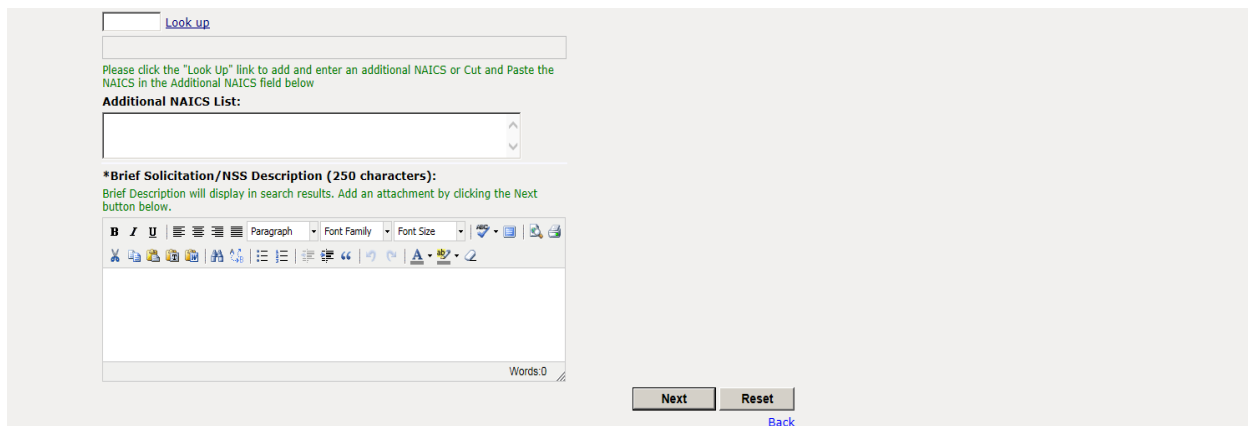
## Solicitation/Notice of Sources Sought Form



## 5. Posting SB Opportunities: continued

### Step 4: After Completing the Form:

- After completing the Sol/NSS form, select “Next.” Your Sol/NSS is complete and visible to the public. You will be directed to the SubNet “Interface File Upload” page to add attachments or review and edit your Sol/NSS. If you do not have an attachment to upload or wish to review the Sol/NSS, click the “Review” button.



The screenshot shows a web form for posting a solicitation. At the top, there is a text input field with a "Look up" link to its right. Below this is a green instruction: "Please click the 'Look Up' link to add and enter an additional NAICS or Cut and Paste the NAICS in the Additional NAICS field below". This is followed by a section titled "Additional NAICS List:" with a vertical scrollable text area. Below the scroll area is a section titled "\*Brief Solicitation/NSS Description (250 characters):" with a green instruction: "Brief Description will display in search results. Add an attachment by clicking the Next button below." This section contains a rich text editor with a toolbar showing options for bold, italic, underline, bulleted list, numbered list, paragraph, font family, and font size. Below the editor is a word count field showing "Words: 0". At the bottom right of the form are two buttons: "Next" and "Reset", with a "Back" link below the "Reset" button.

### SubNet Post Solicitation/ Notice of Sources Sought Form

## 5. Posting SB Opportunities: continued

### Step 5: Attaching a File:

**Interface File Upload:** This is where you can either browse and upload documents or select to review the Sol/NSS. If you are uploading documents, there is a maximum of four files per posting. The files accepted are: Text files (.txt extension); Word documents (.docx & .doc extensions); Excel (.xlsx & .xls extensions); PDF files (.pdf extension); PowerPoint (.pptx & .ppt extensions); Image files (.png, .tiff, .tif, .jpg, .jpeg, .gif & .BMP extensions); Web Files (.htm & .html) and Zip Files (.zip).

- **Choose File Button:** Click on the “Choose File” button to browse and select a file from your computer.
- **Upload Button:** Click “Upload” button to add the file to the post. Once the file has loaded, you will have the option to add another.
- **Delete File:** Once the file has loaded, you will have the option to remove it by clicking the “Delete” button.
- **Review Button:** To review the Sol/NSS, click the "Review" button and the “Edit” page will appear.

The screenshot displays the 'Welcome to SubNet- Interface File Upload' page. A red message box at the top states: '/From New Orleans Airport.docx was uploaded successfully.'. Below this, a note specifies the file type limits: 'Note: You are limited to four (4) attachments of the following file types: Text files (.txt extension), Word documents (.docx & .doc extensions), Excel (.xlsx & .xls extensions), PDF files (.pdf extension), PowerPoint (.pptx & .ppt extensions), Image files (.png, .tiff, .tif, .jpg, .jpeg, .gif & .BMP extensions), Web Files (.htm & .html) Zip Files (.zip)'. To the right, the 'File Upload:' section shows a 'Choose File' button and the text 'No file chosen'. At the bottom, there are three buttons: 'Upload', 'Review', and 'Delete'. A blue link '/From New Orleans Airport.docx' is also visible.

### SubNet Interface File Upload Page

### Step 6: Review and post attachment and changes:

Once you have uploaded the files and clicked next, you will be taken to the “Edit” page that allows you to review the Sol/NSS before posting the attachments. Once you have reviewed the Sol/NSS, click “Post” and the attachment is now made available to the public, and the process of posting a Sol/NSS is complete. The screen will display “This solicitation has been posted successfully. Click List of Sol/NSS below to choose another function.”

## 6. How do I remove a Posting from Public View?

### Step 1

To Archive a posting from the public search, locate the posting under the “All SOL/NSS or Event” tab.

### Step 2

Click “Edit” to open the posting.

The screenshot shows the SubNet interface with the 'All Solicitation (Sol) and Notice of Sources Sought (NSS) Tab' selected. A table of postings is displayed with columns: Edit/Dup, Solicitation(S)/NSS(N), Solicitation Number NSS Number, Place of Performance, NAICS Code, Performance Start Date, Closing Date, Flagged as Inappropriate?, Archived?, Solicitation(S)/NSS(N) Description, and Created By. The first row is circled in red, and the 'Edit/Dup' link is highlighted.

Edit/Dup	Solicitation(S)/NSS(N)	Solicitation Number NSS Number	Place of Performance	NAICS Code	Performance Start Date	Closing Date	Flagged as Inappropriate?	Archived?	Solicitation(S)/NSS(N) Description	Created By
<a href="#">Edit/Dup</a>	NSS	NSS-Angela Test	AL	111160 Rice Farming	04/25/2018	04/25/2018	No	No	TEST	Angela001
<a href="#">Edit/Dup</a>	SOL	SOL-SolFebSecond	ILChicago	111110 Soybean Farming	03/01/2018	02/28/2018	No	No	Brief Description will display in search results. Add an attachment by clicking the Next button below	Angela001
<a href="#">Edit/Dup</a>	SOL	SOL-SolTestFeb	VAVirginia Beach	112112 Cattle Feedlots	02/15/2018	02/25/2018	No	No	abd@gmail.comTest	Angela001
<a href="#">Edit/Dup</a>	SOL	SOL-Test-Jan24-2018	HIHonolulu	111110 Soybean Farming	03/16/2018	04/25/2018	No	No	www.link.com	Angela001
<a href="#">Edit/Dup</a>	SOL	SOL-Test-Jan24-2018	GU	111110 Soybean Farming	03/16/2018	04/25/2018	No	No	www.link.com	Angela001

### SubNet All Solicitation (Sol) and Notice of Sources Sought (NSS) Tab

### Step 3

When the posting opens, change the closing date and the time to reflect the date you wish to remove the solicitation and click “Update.”

The screenshot shows the SubNet Post Solicitation/ Notice of Sources Sought Form. The 'Closing Date' field is circled in red. The form includes sections for 'NAICS Code', 'Additional NAICS Code', and 'Additional NAICS List'. The 'Closing Date' field is labeled with a red circle and the text: 'Closing Date: (Not more than a year from today.) Date: (mm/dd/yyyy) Time: AM PM Time Zone: Alaska Time'.

### SubNet Post Solicitation/ Notice of Sources Sought Form

## 7. How do I view a Posting that has closed or archived?

### Step 1

To view a posting that has been closed or archived, log into SubNet and select the “All SOL/NSS or Event” tab. Scroll to the bottom of the page and click the “Include Archived” link. The archived postings will appear in the “All SOL/NSS or Event” tab. To open the posting, click “Edit.”

The purpose of Subnet is to post/identify subcontracting opportunities (solicitations/NSS/events). Marketing material posted will be removed by SBA and will result in account closure.

Business Information **All Solicitations/NSS** Events Solicitations/NSS Details

Angela Terry

Post Solicitation/NSS

To sort data click on column heading .  
Click on a Solicitation number to view detailed description for a Solicitation.

Edit/ Dup	Solicitation(S)/NSS(N)	Solicitation Number	Place of Performance	NAICS Code	Performance Start Date	Closing Date	Flagged as Inappropriate?	Archived?	Solicitation(S)/NSS(N) Description	Created By
<a href="#">Edit/ Dup</a>	NSS	<a href="#">NSS-Angela Test</a>	AL	111160 Rice Farming		04/25/2018	No	No		Angela001
<a href="#">Edit/ Dup</a>	SOL	<a href="#">SOL-SolFebSecond</a>	ILChicago	111110 Soybean Farming	03/01/2018	02/28/2018	No	No	Brief Description will display in search results. Add an attachment by clicking the Next button below.	Angela001
<a href="#">Edit/ Dup</a>	SOL	<a href="#">SOL-SolTestFeb</a>	VAVirginia Beach	112112 Cattle Feedlots	02/15/2018	02/25/2018	No	No	<a href="#">abd@gmail.comTest</a>	Angela001
<a href="#">Edit/ Dup</a>	SOL	<a href="#">SOL-Test-Jan24-2018</a>	HIHonolulu	111110 Soybean Farming	03/16/2018	04/25/2018	No	No	<a href="#">www.link.com</a>	Angela001
<a href="#">Edit/ Dup</a>	SOL	<a href="#">SOL-Test-Jan24-2018</a>	GU	111110 Soybean Farming	03/16/2018	04/25/2018	No	No	<a href="#">www.link.com</a>	Angela001

[Include Archived Solicitations](#)

### SubNet Event Solicitation (Sol) and Notice of Sources Sought (NSS) Tab

### Step 2

To activate the posting, change the closing date and time, then click “Update.”

\*Brief Solicitation Description (250 characters):  
Brief Description will display in search results. Add an attachment by clicking the Next button below.

Brief Testing

\*Closing Date:  
(No more than 30 days from today.)  
\*Date: 12/30/2017 (mm/dd/yyyy)  
\*Time: 9:00 AM PM  
\*Time Zone: Central Time

Attached Files:  
[Doc1.docx](#) Delete

Upload File Post

### SubNet Post Solicitation/ Notice of Sources Sought Form

## 8. Edit Posting

If you need to edit a posting (i.e., add the email address, change a telephone number or add an attachment), the “Edit” function allows you to make changes to a posting.

### Step 1

To edit a post, select the “All SOL/NSS or Event” tab and click on the “Edit” link at the far left under “Edit/Dup.”

The screenshot shows the TEST SubNet website interface. At the top, there's a navigation bar with links like 'Skip Navigation', 'Accessibility Options', 'Edit', 'Help', 'Advanced Search', 'SB Opportunities', 'Post-Modify', 'Disclaimers', and 'Resources'. Below this, a message states: 'The purpose of Subnet is to post/identify subcontracting opportunities (solicitations/NSS/events). Marketing material posted will be removed by SBA and will result in account closure.' The main content area has tabs for 'Business Information', 'All Solicitations/NSS', 'All Events', and 'Solicitations/NSS Details'. The 'All Solicitations/NSS' tab is selected. Below the tabs, the user 'Angela Terry' is logged in. A 'Post Solicitation/NSS' button is visible. A message says: 'To sort data click on column heading. Click on a Solicitation number to view detailed description for a Solicitation.' Below this is a table of solicitations. The first row is highlighted, and the 'Edit' link in the 'Edit/Dup' column is circled in red. The table columns are: Edit/Dup, Solicitation(S)/NSS(N), Solicitation Number NSS Number, Place of Performance, NAICS Code, Performance Start Date, Closing Date, Flagged as Inappropriate?, Archived?, Solicitation(S)/NSS(N) Description, and Created By.

Edit/Dup	Solicitation(S)/NSS(N)	Solicitation Number NSS Number	Place of Performance	NAICS Code	Performance Start Date	Closing Date	Flagged as Inappropriate?	Archived?	Solicitation(S)/NSS(N) Description	Created By
<a href="#">Edit</a> <a href="#">Dup</a>	NSS	NSS-Angela Test	AL	111160 Rice Farming		04/25/2018	No	No	TEST	Angela001
<a href="#">Edit</a> <a href="#">Dup</a>	SOL	SOL-SolFebSecond	ILChicago	111110 Soybean Farming	03/01/2018	02/28/2018	No	No	Brief Description will display in search results. Add an attachment by clicking the Next button below	Angela001
<a href="#">Edit</a> <a href="#">Dup</a>	SOL	SOL-SolTestFeb	VAVirginia Beach	112112 Cattle Feedlots	02/15/2018	02/25/2018	No	No	abof@gmail.comTest	Angela001
<a href="#">Edit</a> <a href="#">Dup</a>	SOL	SOL-Test-Jan24-2018	HIHonolulu	111110 Soybean Farming	03/16/2018	04/25/2018	No	No	www.link.com	Angela001
<a href="#">Edit</a> <a href="#">Dup</a>	SOL	SOL-Test-Jan24-2018	GU	111110 Soybean Farming	03/16/2018	04/25/2018	No	No	www.link.com	Angela001

### Step 2

The posting will open. The fields in the form will be editable for you to make your changes and click “Post.” You cannot change the Sol/NSS/Event Identifier once it has been posted. If you need to correct this field you will need to use the “duplicate” functionality to duplicate the Sol/NSS/Event and add the correct identifier. You will also need to archive the incorrect posting by selecting the “edit” functionality and changing the “Closing Date”.

The screenshot shows the 'Edit Solicitation' form. It contains several sections: 'Business Information' with fields for Business Name, Solicitation, and Division/Department; 'What Type of Business are you looking for?' with checkboxes for various business types; 'NAICS Code' with a field for the code and a 'Look up' button; 'Performance Start Date' and 'Closing Date' with date pickers; 'Preferred Means of Communication' with fields for phone, fax, and email; 'Place of Performance' with a dropdown for state and a text field for metro area; and 'Brief Solicitation Description' with a text area. There are also buttons for 'Upload File' and 'Post'.

Edit Sol/NSS Form

## 9. Duplicate Posting

The Duplicate function allows the user to copy a current post and modify the fields. This is also recommended if you have a solicitation that will be performed in more than ten states or need to post more than 25 NAICS.

### 1. How does Duplicate work?

#### Step 1

To duplicate a post, select the “All SOL/NSS or Event” tab then click on the ‘Dup’ link at the far left under “Edit/Dup.”

The purpose of Subnet is to post/identify subcontracting opportunities (solicitations/NSS/events). Marketing material posted will be removed by SBA and will result in account closure.

Business Information **All Solicitations/NSS** Events Solicitations/NSS Details

Angela Terry

Post Solicitation/NSS

To sort data click on column heading .  
Click on a Solicitation number to view detailed description for a Solicitation.

Edit/Dup	Solicitation(s)/NSS(N)	Solicitation Number	Place of Performance	NAICS Code	Performance Start Date	Closing Date	Flagged as Inappropriate?	Archived?	Solicitation(s)/NSS(N) Description	Created By
<a href="#">Edit/Dup</a>	SS	NSS-Angela Test	AL	111160 Rice Farming		04/25/2018	No	No	Test	Angela001
<a href="#">Edit/Dup</a>	SOL	SOL-SolFebSecond	ILChicago	111110 Soybean Farming	03/01/2018	02/28/2018	No	No	Brief Description will display in search results. Add an attachment by clicking the Next button below	Angela001
<a href="#">Edit/Dup</a>	SOL	SOL-SolTestFeb	VAVirginia Beach	112112 Cattle Feedlots	02/15/2018	02/25/2018	No	No	abd@gmail.comTest	Angela001
<a href="#">Edit/Dup</a>	SOL	SOL-Test-Jan24-2018	HIHonolulu	111110 Soybean Farming	03/16/2018	04/25/2018	No	No	www.link.com	Angela001
<a href="#">Edit/Dup</a>	SOL	SOL-Test-Jan24-2018	GU	111110 Soybean Farming	03/16/2018	04/25/2018	No	No	www.link.com	Angela001

[Include Archived Solicitations](#)

#### Step 2

The posting will open in edit mode with all fields opened including the identifier field. Make your changes and click “Post.”

**Note: Fields with asterisk are required fields.**

\*Business Name:

\*Solicitation :  SOL-MondayDecFourth

Division/Department:

\*What Type of Business are you looking for? (Check all that apply.)  
To add, edit and delete Business Types please email [Subnet@SBA.gov](mailto:Subnet@SBA.gov)

☐ SBA-certified 8(a) Program Participant  
☐ Women Owned Small Business (WOSB)  
☒ Economically Disadvantaged Women Owned Small Business program  
☒ SBA Certified HUBZone Small Business (HUBZone)  
☒ Veteran-Owned Small Business (VOSB)  
☒ Service-Disabled Veteran-Owned Small Business (SDVOSB)  
☐ SBA 8a Certified Small Business (8a)  
☐ Self Certified Small Disadvantaged Business (SDB)  
☐ Small Business (SB)  
[Select All](#)

\*NAICS Code:  112112 [Look up](#)  
Cattle Feedlots

Additional NAICS Code:  111422 [Look up](#)

Please click the "Look Up" link to add and enter an additional NAICS or Cut and Paste the NAICS in the Additional NAICS field below

Additional NAICS List:  
 111422 Flourmixture Production

\*Brief Solicitation Description (250 characters):  
Brief Description will display in search results. Add an attachment by clicking the Next button below.  
 Brief Testing

\*Solicitation POC  
\*First Name:  Andy  
\*Last Name:  Sanyal

\*Preferred Means of Communication:  
☒ Phone ☐ Email ☐ Both  
Phone:  454-154-1565  
Ext:   
Fax:   
Email:

\*Place of Performance:  
 Indiana  
\*State:  Kentucky  
 Chicago  
Metro Area:  Decatur  
Note: If you select more than one state, you can not select a Metropolitan Area. However, if you select one state you can add a Metropolitan Area and duplicate the solicitation to add more states with the Metropolitan Area.

Performance Start Date: -> Mandatory for Solicitation/ Non-Mandatory for NSS  
 12/26/2017  (mm/dd/yyyy)

\*Closing Date:  
(Not more than a year from today.)  
\*Date:  12/30/2017  (mm/dd/yyyy)  
\*Time:  9:00 ☒ AM ☐ PM  
\*Time Zone: ☒ Central Time

Attached Files:  
 Doc1.docx [Delete](#)

[Upload File](#) [Post](#)

### Duplicate Solicitation Uses The Edit Form

## 10. How to PDF and Print when exporting SubNet Information

You can save to PDF or print any page in SubNet by following the steps below. The individual

### Step 1

Select the "PDF" or "print" icon and the save or print page will appear.

SubContracting Network(SubNet) - Public Search - (Version 1.0)									
Advanced Solicitation Search Result									
To sort data click on column heading. Click on a Sol/NSS identifier to view the Sol/NSS details.									
Solicitation (SOL) / NSS Identifier	Business Name	Place of Performance	Performance Start Date	NAICS Code	Additional NAICS Code	Closing Date	POC	POC Phone	POC Email
<a href="#">SOL-FY18-123-XYZ-ABC</a>	LOCKHEED MARTIN SERVICES, INC	WV Beckley	06/04/2018	111110 Soybean Farming	111110 Soybean Farming,111199 All Other Grain Farming,111191 Oilseed and Grain Combination Farming,111160 Rice Farming,111150 Corn Farming,111140 Wheat Farming,111130 Dry Pea and Bean Farming,111120 Oilseed (except Soybean) Farming	05/22/2019	Ralph Buchanan	202-205-6539	N/A
<a href="#">SOL-Assignment 6A Sol 3</a>	LOCKHEED MARTIN SERVICES, INC	MD Baltimore	06/11/2018	541613 Marketing Consulting Services	N/A	05/01/2019	Ralph Buchanan	N/A	ralph.buchanan@sba.gov
<a href="#">SOL-ABCDEFG Yada yada yada</a>	LOCKHEED MARTIN SERVICES, INC	DE Dover,Dover	06/01/2018	541611 Administrative Management and General Management Consulting Services	N/A	04/30/2019	Ralph Buchanan	N/A	ralph.buchanan@sba.gov
<a href="#">SOL-1234567890</a>	Big Value Company	VA	05/31/2018	541330 Engineering Services	N/A	04/30/2019	Ralph Buchanan	202-205-0659	N/A
<a href="#">SOL-Assignment 6A Sol 2</a>	Company B	DE	06/04/2018	237990 Other Heavy and Civil Engineering Construction	N/A	04/30/2019	Ralph Buchanan	202-205-6539	N/A
<a href="#">SOL-Assignment 6A Sol 1</a>	LOCKHEED MARTIN SERVICES, INC	DC Washington	06/01/2018	541513 Computer Facilities Management Services	N/A	04/30/2019	Ralph Buchanan	202-205-6539	ralph.buchanan@sba.gov
<a href="#">SOL-18-S-DOD-A-XXXXXX</a>	Buchanan Associates	WV Clarksburg	06/25/2018	561612 Security Guards and Patrol Services	561621 Security Systems Services (except Locksmiths)	04/29/2019	Ralph Buchanan	202-205-6539	ralph.buchanan@sba.gov
<a href="#">SOL-ABCDEFG Yada yada yada</a>	LOCKHEED MARTIN SERVICES, INC	DE Dover,Dover	06/01/2018	541611 Administrative Management and General Management Consulting Services	N/A	04/23/2019	Ralph Buchanan	N/A	ralph.buchanan@sba.gov
<a href="#">SOL-Area2 ABCXYZ123</a>	GOODRICH CORPORATION	DE Dover	07/09/2018	237120 Oil and Gas Pipeline and Related Structures Construction	N/A	04/15/2019	Ralph Buchanan	N/A	Area2Subcontracting@sba.gov
<a href="#">SOL-SOL5N6-NDUNS-2 USING SUB</a>	My Best Effort LLC	DE Dover	07/02/2018	541519 Other Computer Related Services	N/A	04/12/2019	Ralph Buchanan	N/A	Area2Subcontracting@sba.gov

### SubNet Search Results

### Step 2

Click the "Change" button under "Destination" to select PDF or Print to continue.





## 11. How to export SubNet information to Excel

### Step 1

Click on the “Excel” icon. The file will download, and you will receive an on-screen message.

**TEST** SubNet [Help](#) [Advanced Search](#) [SubNet Home](#) [Disclaimers](#) [Resources](#)

SubContracting Network(SubNet) - Public Search - (Version 1.0)

**Advanced Solicitation Search Result**

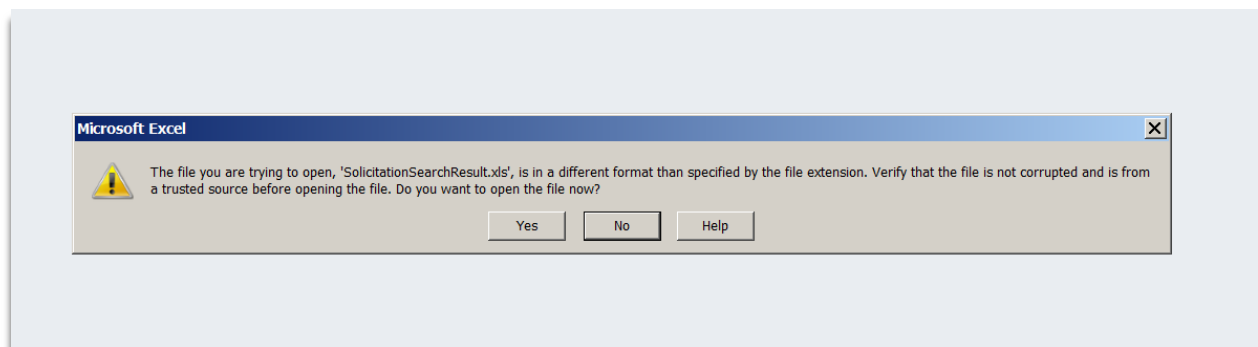
To sort data click on column heading.  
Click on a Sol/NSS identifier to view the Sol/NSS details.

Solicitation (Sol) / NSS Identifier	Business Name	Place of Performance	Performance Start Date	NAICS Code	Additional NAICS Code	Closing Date	POC	POC Phone	POC Email
<a href="#">SOL-FY18-123-XYZ-ABC</a>	LOCKHEED MARTIN SERVICES, INC	WV Beckley	06/04/2018	111110 Soybean Farming	111110 Soybean Farming, 111199 All Other Grain Farming, 111191 Oilseed and Grain Combination Farming, 111160 Rice Farming, 111150 Corn Farming, 111140 Wheat Farming, 111130 Dry Pea and Bean Farming, 111120 Oilseed (except Soybean) Farming	05/22/2019	Ralph Buchanan	202-205-6539	N/A
<a href="#">SOL-Assignment 6A Sol 3</a>	LOCKHEED MARTIN SERVICES, INC	MD Baltimore	06/11/2018	541613 Marketing Consulting Services	N/A	05/01/2019	Ralph Buchanan	N/A	ralph.buchanan@sba.gov
<a href="#">SOL-ABCDEFG Yada yada yada</a>	LOCKHEED MARTIN SERVICES, INC	DE Dover, Dover	06/01/2018	541611 Administrative Management and General Management Consulting Services	N/A	04/30/2019	Ralph Buchanan	N/A	ralph.buchanan@sba.gov
<a href="#">SOL-1234567890</a>	Big Value Company	VA	05/31/2018	541330 Engineering Services	N/A	04/30/2019	Ralph Buchanan	202-205-0659	N/A
<a href="#">SOL-Assignment 6A Sol 2</a>	Company B	DE	06/04/2018	237990 Other Heavy and Civil Engineering Construction	N/A	04/30/2019	Ralph Buchanan	202-205-6539	N/A
<a href="#">SOL-Assignment 6A Sol 1</a>	LOCKHEED MARTIN SERVICES, INC	DC Washington	06/01/2018	541513 Computer Facilities Management Services	N/A	04/30/2019	Ralph Buchanan	202-205-6539	ralph.buchanan@sba.gov
<a href="#">SOL-18-S-DOD-A-XXXXXX</a>	Buchanan Associates	WV Clarksburg	06/25/2018	561612 Security Guards and Patrol Services	561621 Security Systems Services (except Locksmiths)	04/29/2019	Ralph Buchanan	202-205-6539	ralph.buchanan@sba.gov
<a href="#">SOL-ABCDEFG Yada yada yada</a>	LOCKHEED MARTIN SERVICES, INC	DE Dover, Dover	06/01/2018	541611 Administrative Management and General Management Consulting Services	N/A	04/23/2019	Ralph Buchanan	N/A	ralph.buchanan@sba.gov
<a href="#">SOL-Area2 ABCXYZ123</a>	GOODRICH CORPORATION	DE Dover	07/09/2018	237120 Oil and Gas Pipeline and Related Structures Construction	N/A	04/15/2019	Ralph Buchanan	N/A	Area2Subcontracting@sba.gov
<a href="#">SOL-SOLSN6-NDUNS-2 USING DUP</a>	My Best Effort LLC	DE Dover	07/02/2018	541519 Other Computer Related Services	N/A	04/12/2019	Ralph Buchanan	N/A	Area2Subcontracting@sba.gov

SubNet Search Results

### Step 2

Click ‘Yes’ when you see the message on the screen and the file will open.

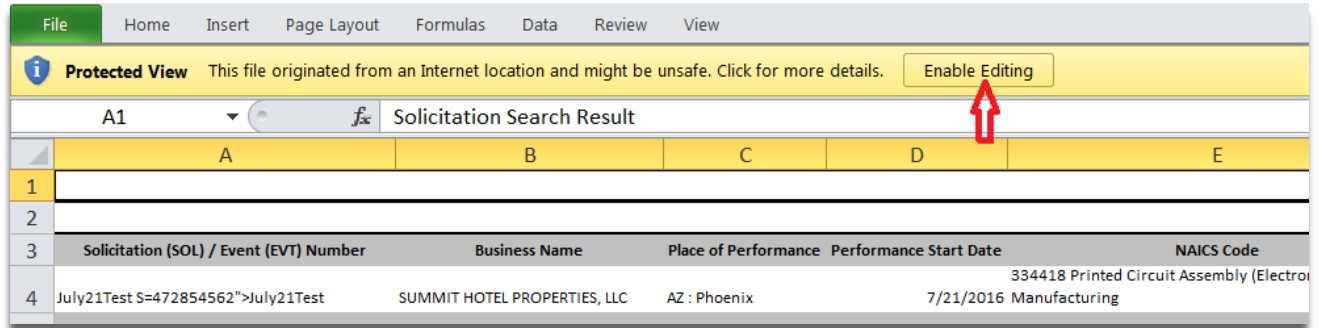


### Export Message

## 11. How to export SubNet information to Excel

### Step 3

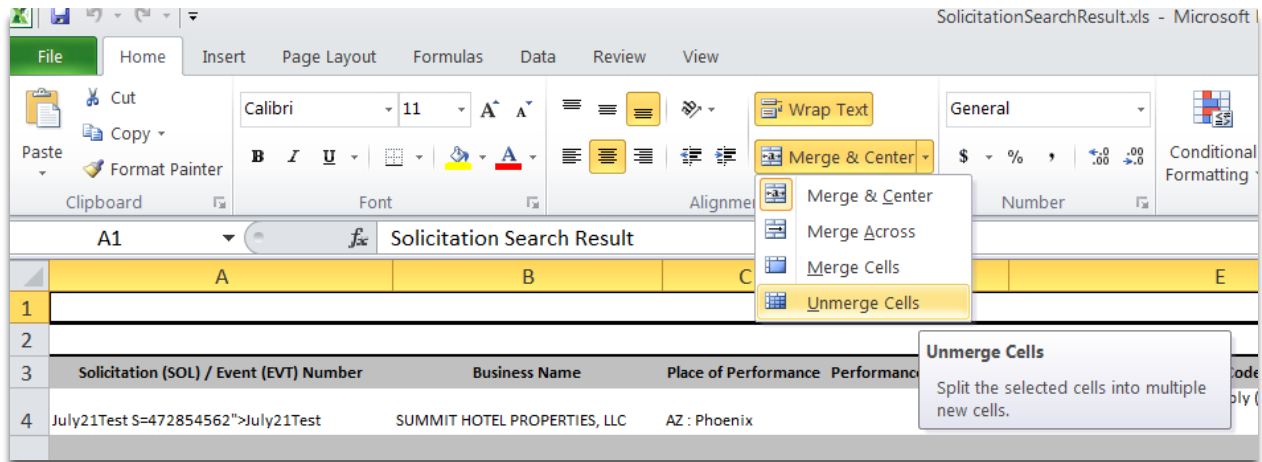
When the file is opened, click on “Enable Editing” on the top of the page as shown below:



### Document Exported to Excel

### Step 4

Click on “Merge & Center” then select “Unmerge Cells” as shown below. You can now utilize the functionality available in Excel.



### Steps to take in Excel

## 12. Map Search

Map search is a quick search option to find Solicitations/NSS, Business, and Events Directory. **Note:** There will be instances when a search will not have any posting with your search criteria. In these cases, SubNet will display a message on the top of the search page indicating there are no postings found.

**Note:** When searching for a Sol/NSS or Event, use the state that the work or event will be conducted in - better known as the place of performance. When searching using the Business Directory, select the state or territory of the location you are seeking to find businesses.

### Step 1 Choose a search category:

Select the radio button for the directory you want to search "Solicitations/NSS Directory, Business Directory or Events Directory."

**Note:** The Event post and search functionality are **coming soon**.

SubContracting Network(SubNet) - Public Search - (Version 1.0)

Welcome to the U.S. Small Business Administration Subcontracting Network(SubNet)

SubNet: The Small Business Administration's (SBA) Subcontracting Network System that bridges the gap between businesses seeking small businesses and small business seeking contracting opportunities.

To search for Solicitations (SOL), click the "SOL" radio button. To search for Businesses (BUS), click the category radio button.

☒ Solicitations/NSS Directory ☐ Business Directory

Select the location of the work to be performed. Select the state or territory of the location you are seeking to find businesses.

Select a State Select a Territory

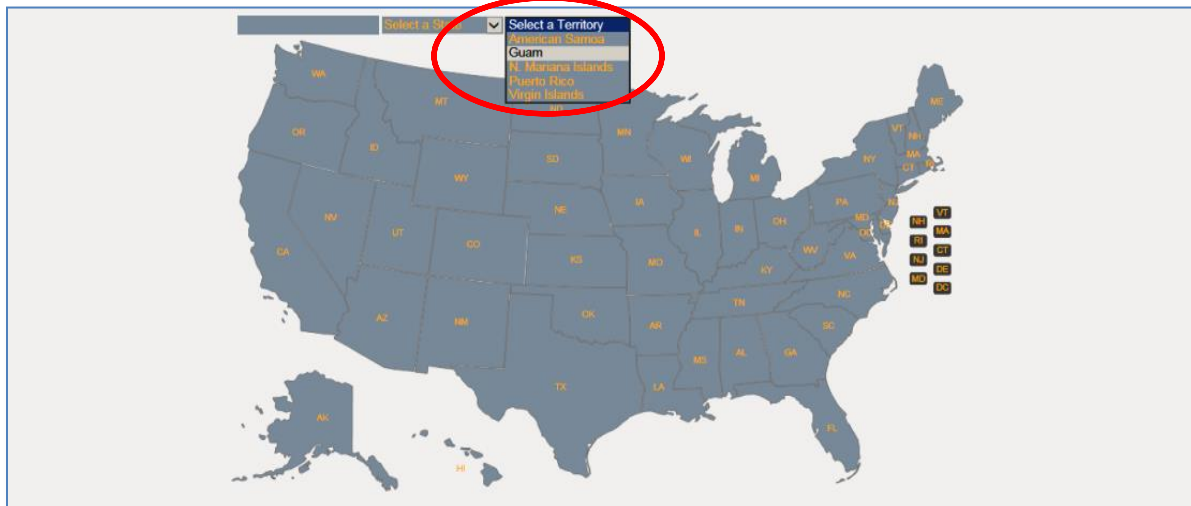
Map of the United States showing state abbreviations.

Selecting a Directory

## 12. Map Search: continued

### Step 2 Select your search place of performance or business location

Select a state on the map or via the drop-down list for the data set that you would like to view. The nine small squares on the right side of the map represent the states of NH, RI, NJ, MD, VT, MA, CT, DE, DC. To perform a search function, you can click either on a square or the corresponding state on the map. Upon selection of a state or territory, the user will be redirected to the search results page.



Selecting the States

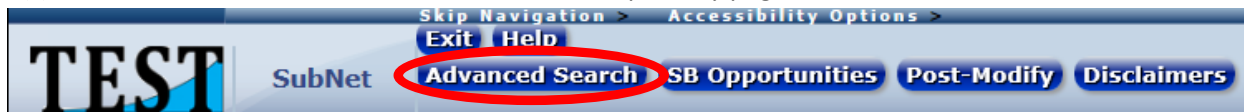
## 13. Advanced Search

Advanced search options for Solicitations/NSS, Business and Events directory allows for a more detailed Solicitations/NSS, Business and Events Directory search. There are two ways to go to the Advanced function.

### Step 1 Select Advanced Search:

To be taken to the advanced search page:

- (a) Use the “**Advanced Search:**” button at the top of any page, OR



### Step 2 Select the directory for your search Sol/NSS, Business or Event Directory Search.

The default search form is the is Sol/NSS.

A screenshot of the 'Advanced Search' page. The page has a blue header with the 'TEST' logo and navigation links. Below the header, there's a section titled 'Advanced Search' with three radio buttons: 'Search Solicitations/NSS' (selected and circled in red), 'Search Business Directory', and 'Search Events'. Below this, there's a form with several sections: 'Solicitation/NSS: SOL' (a dropdown menu), 'To search for a keyword in the SOL or NSS description, enter a word or a phrase below:' (a text input field), 'To search for a SOL or NSS using the place of performance location select an SBA Area from the drop-down list below:' (a dropdown menu), 'To search for a SOL or NSS by the specific state/territory the work is being performed (place of performance) select a state/territory, below:' (a dropdown menu with 'Alaska', 'Alabama', 'Arkansas' visible), 'State and Territory:' (a dropdown menu), 'Select Metro Area:' (a dropdown menu with 'ALL' selected), 'To search for SOL or NSS active during a specific time frame, enter dates below and one another criteria:' (two date input fields), 'To search for a SOL or NSS in a specific industry, enter the NAICS Code, or use the lookup function:' (a text input field and a 'Look up' link), 'To search for a specific SOL or NSS, enter the SOL or NSS identifier below:' (a text input field), 'To search for a SOL or NSS of a specific business, enter the business name below:' (a text input field), and 'To search for a SOL or NSS by the business type solicited, select a business type from the drop-down list below:' (a dropdown menu).

Advanced Search SOL/NSS Directory Form

## 13. Advanced Search: continued

**Step 2 Select the directory for your search Sol/NSS, Business or Event Directory Search.** The default search form is the is Sol/NSS.

**TEST** SubNet [Exit](#) [Help](#) [Advanced Search](#) [SB Opportunities](#) [Post-Modify](#) [Disclaimers](#) [Resources](#)

Welcome Angela Terry

**Advanced Search**

☐ Search Solicitations/NSS ☒ Search Business Directory ☐ Search Events

**Note: Select a Business Directory Type from the drop down below:**

**To search for businesses with/without solicitations/NSS, select options below:**  
Select Business Search Type

**To search for a business by name, enter the business name below:**

**To search for a business located in a specific SBA Area select the SBA Area from the drop-down list below: (Note: The listing of states/territories that make up the SBA Area is visible on the Resource page.)**  
Select an area

**To search for a business in a specific location, select a state/territory below:**  
Select State/Territory   
State:   
Select City:

**To search for a specific Business using their Duns, enter the Duns number below:**  
Business DUNS Number:

**To search for a business that performs work in a particular industry, enter the NAICS code below, or use the lookup function:**  
Business Primary NAICS:  [Look up](#)

**Advanced Search Business Directory Form**

## 13. Advanced Search: continued

### Step 3 Fill-in Search Criteria for Solicitation/NSS Advanced Search:

Advanced search provides the ability to search for **Solicitation/NSS/Events** by specific search criteria.

**Note:** There will be instances when a search will not have any posting with your search criteria. In these cases, SubNet will display a message on the top of the search page indicating there are no postings found.

- (a) **Key Word:** Searches the description field for the word or phrase that you entered.
- (b) **SBA Area:** To view a range of posting in states or territory within a specific SBA Area, select the SBA Area from the drop-down list. For a listing of states and territories within an SBA Area, go to SubNet Resources.
- (c) **Place of Performance:** To view posting in states where the work will be performed, select a state or territory from the drop-down list. You can select up to ten (10) states.
  - The Metro Area search will work when selecting only one state.
  - If you select to search on an SBA Area, you cannot select a specific state or territory from the drop-down list.
- (d) **Date:** To view postings active between the **Start Date** and **End Date** you enter. If you enter **5/1/2017** start date and **5/30/2017** end date, the search will display all posting that are active during this period.
- (e) **NAICS:** To view postings for a specific NAICS, enter or lookup the NAICS for your search. If looking up the NAICS follow these steps:
  - a. Click on the **'Look up'** link to open a NAICS lookup table.
  - b. Enter any portion of the NAICS and click **Search**.
  - c. Click on the NAICS for your search and click **'Yes'**.
  - d. Only one (1) NAICS may be selected in the Advanced Search function.
- (g) **Business Name:** To view postings from a specific business, enter any portion of their name.

## 13. Advanced Search: continued

### Step 3 Fill-in Search Criteria for Business Directory Advanced Search:

Advanced search provides the ability to search for a business to partner with by specific search criteria.

**Note:** There will be instances when a search will not have any posting with your search criteria. In these cases, SubNet will display a message on the top of the search page indicating there are no postings found.

**Step 1: Select Business Type: Business with or without Postings: Note:** This is a mandatory field.

### Step 2: Select Search Criteria

- (a) **SBA Area:** To view a range of businesses in states or territory within a specific SBA Area, select the SBA Area from the drop-down list. For a listing of states and territories within an SBA Area, go to SubNet Resources.
- (b) **Business Location:** To view a range of businesses in specific states or territory, select a state or territory from the drop-down list. You can select more than one state.
  - The City search will work when selecting only one state.
  - If you select to search on an SBA Area, you cannot select a specific state or territory from the drop-down list.
- (c) **NAICS:** To view businesses by the products or services NAICS of their business, enter or lookup the NAICS for your search. If looking up the NAICS follow these steps:
  - a. Click on the **'Look up'** link to open a NAICS lookup table.
  - b. Enter any portion of the NAICS and click **Search**.
  - c. Click on the NAICS for your search and click **'Yes.'**
- (f) **Business Name:** To view a specific business's information, enter any portion of their name.
- (d) **DUNS#:** To view specific business's information, enter their DUNS#.



## 14. Viewing Map and Advanced Search Results:

### Step 1: View Search Results

The search results page will display when you submit your search criteria with a listing of results for your search request. Click on the corresponding icons to print or export the results to an Excel spreadsheet

SubContracting Network(SubNet) - Public Search - (Version 1.0)									
Advanced Solicitation Search Result									
To sort data click on column heading. Click on a Sol/NSS identifier to view the Sol/NSS details.									
Solicitation (SOL) / NSS Identifier	Business Name	Place of Performance	Performance Start Date	NAICS Code	Additional NAICS Code	Closing Date	POC	POC Phone	POC Email
<a href="#">SOL-FY18-123-XYZ-ABC</a>	LOCKHEED MARTIN SERVICES, INC	WV Beckley	06/04/2018	111110 Soybean Farming	111110 Soybean Farming,111199 All Other Grain Farming,111191 Oilseed and Grain Combination Farming,111160 Rice Farming,111150 Corn Farming,111140 Wheat Farming,111130 Dry Pea and Bean Farming,111120 Oilseed (except Soybean) Farming	05/22/2019	Ralph Buchanan	202-205-6539	N/A
<a href="#">SOL-Assignment 6A Sol.3</a>	LOCKHEED MARTIN SERVICES, INC	MD Baltimore	06/11/2018	541613 Marketing Consulting Services	N/A	05/01/2019	Ralph Buchanan	N/A	ralph.buchanan@sba.gov
<a href="#">SOL-ABCDEFG Yada yada yada</a>	LOCKHEED MARTIN SERVICES, INC	DE Dover,Dover	06/01/2018	541611 Administrative Management and General Management Consulting Services	N/A	04/30/2019	Ralph Buchanan	N/A	ralph.buchanan@sba.gov
<a href="#">SOL-1234567890</a>	Big Value Company	VA	05/31/2018	541330 Engineering Services	N/A	04/30/2019	Ralph Buchanan	202-205-0659	N/A
<a href="#">SOL-Assignment 6A Sol.2</a>	Company B	DE	06/04/2018	237990 Other Heavy and Civil Engineering Construction	N/A	04/30/2019	Ralph Buchanan	202-205-6539	N/A
<a href="#">SOL-Assignment 6A Sol.1</a>	LOCKHEED MARTIN SERVICES, INC	DC Washington	06/01/2018	541513 Computer Facilities Management Services	N/A	04/30/2019	Ralph Buchanan	202-205-6539	ralph.buchanan@sba.gov
<a href="#">SOL-18-S-DOD-A-XXXXXX</a>	Buchanan Associates	WV Clarksburg	06/25/2018	561612 Security Guards and Patrol Services	561621 Security Systems Services (except Locksmiths)	04/29/2019	Ralph Buchanan	202-205-6539	ralph.buchanan@sba.gov
<a href="#">SOL-ABCDEFG Yada yada yada</a>	LOCKHEED MARTIN SERVICES, INC	DE Dover,Dover	06/01/2018	541611 Administrative Management and General Management Consulting Services	N/A	04/23/2019	Ralph Buchanan	N/A	ralph.buchanan@sba.gov
<a href="#">SOL-Area2 ABCXYZ123</a>	GOODRICH CORPORATION	DE Dover	07/09/2018	237120 Oil and Gas Pipeline and Related Structures Construction	N/A	04/15/2019	Ralph Buchanan	N/A	Area2Subcontracting@sba.gov
<a href="#">SOL-SOLSN6-NDUNS-2 USING DUP</a>	My Best Effort LLC	DE Dover	07/02/2018	541519 Other Computer Related Services	N/A	04/12/2019	Ralph Buchanan	N/A	Area2Subcontracting@sba.gov
<a href="#">SOL-SOLSN6-</a>				236210 Industrial Building			Ralph		

Search Results Found

## 14. Viewing Map and Advanced Search Results:

**Note:** There will be instances when a search will not have any posting with your search criteria. In these cases, SubNet will display a message on the top of the search page indicating there are no postings found.

**TEST** SubNet [Exit](#) [Help](#) [Advanced Search](#) [SB Opportunities](#) [Post-Modify](#) [Disclaimers](#) [Resources](#)

Welcome Angela T

No solicitations found for the State of Utah

**Welcome to the U.S. Small Business Administration Subcontracting Network(SubNet)**  
SubNet: A place where Small Business (SB) find Subcontract Opportunities  
("Solicitation (SOL)", "Notice of Sources Sought" (NSS)) and Outreach Events.  
☒ Solicitations/NSS Directory ☐ Business Directory ☐ Events Directory  
To search for a SOL or NSS by place of performance location, select a location from the map or the appropriate drop-down list.

Select a StateSelect a Territory



**No Search Results Found**

## 14. Viewing Map and Advanced Search Results:

### Step 2: How to view details of an item in the results

To view the details of an item on the search result list, click on the link in the “Identifier” column, which is located on the far-left side of the search results table. Once you are in the details of a posting, you will have access to view all Sol/NSS and Events from a business along with the firm’s basic business information.

SubContracting Network(SubNet) - Public Search - (Version 1.0)									
Advanced Solicitation Search Result									
To sort data click on column heading. Click on a Sol/NSS identifier to view the Sol/NSS details.									
Solicitation (SOL) / NSS Identifier	Business Name	Place of Performance	Performance Start Date	NAICS Code	Additional NAICS Code	Closing Date	POC	POC Phone	POC Email
<a href="#">SOL-FY18-123-XYZ-ABC</a>	LOCKHEED MARTIN SERVICES, INC	WV Beckley	06/04/2018	111110 Soybean Farming	111110 Soybean Farming,111199 All Other Grain Farming,111191 Oilseed and Grain Combination Farming,111160 Rice Farming,111150 Corn Farming,111140 Wheat Farming,111130 Dry Pea and Bean Farming,111120 Oilseed (except Soybean) Farming	05/22/2019	Ralph Buchanan	202-205-6539	N/A
<a href="#">SOL-Assignment 6A Sol 3</a>	LOCKHEED MARTIN SERVICES, INC	MD Baltimore	06/11/2018	541613 Marketing Consulting Services	N/A	05/01/2019	Ralph Buchanan	N/A	ralph.buchanan@sba.gov
<a href="#">SOL-ABCDEFG Yada yada yada</a>	LOCKHEED MARTIN SERVICES, INC	DE Dover,Dover	06/01/2018	541611 Administrative Management and General Management Consulting Services	N/A	04/30/2019	Ralph Buchanan	N/A	ralph.buchanan@sba.gov
<a href="#">SOL-1234567890</a>	Big Value Company	VA	05/31/2018	541330 Engineering Services	N/A	04/30/2019	Ralph Buchanan	202-205-6539	N/A
<a href="#">SOL-Assignment 6A Sol 2</a>	Company B	DE	06/04/2018	237990 Other Heavy and Civil Engineering Construction	N/A	04/30/2019	Ralph Buchanan	202-205-6539	N/A
<a href="#">SOL-Assignment 6A Sol 1</a>	LOCKHEED MARTIN SERVICES, INC	DC Washington	06/01/2018	541513 Computer Facilities Management Services	N/A	04/30/2019	Ralph Buchanan	202-205-6539	ralph.buchanan@sba.gov
<a href="#">SOL-18-S-DOD-AXXXXXX</a>	Buchanan Associates	WV Clarksburg	06/25/2018	561612 Security Guards and Patrol Services	561621 Security Systems Services (except Locksmiths)	04/29/2019	Ralph Buchanan	202-205-6539	ralph.buchanan@sba.gov
<a href="#">SOL-ABCDEFG Yada yada yada</a>	LOCKHEED MARTIN SERVICES, INC	DE Dover,Dover	06/01/2018	541611 Administrative Management and General Management Consulting Services	N/A	04/23/2019	Ralph Buchanan	N/A	ralph.buchanan@sba.gov
<a href="#">SOL-Area2 ABCXYZ123</a>	GOODRICH CORPORATION	DE Dover	07/09/2018	237120 Oil and Gas Pipeline and Related Structures Construction	N/A	04/15/2019	Ralph Buchanan	N/A	Area2Subcontracting@sba.gov
<a href="#">SOL-SOLSN6-NDUNS-2 USING DUP</a>	My Best Effort LLC	DE Dover	07/02/2018	541519 Other Computer Related Services	N/A	04/12/2019	Ralph Buchanan	N/A	Area2Subcontracting@sba.gov
<a href="#">SOL-SOLSN6-</a>				236210 Industrial Building			Ralph		

### Sol/NSS Directory Search Results

<b>TEST</b> SubNet <a href="#">Exit</a> <a href="#">Help</a> <a href="#">Advanced Search</a> <a href="#">SB Opportunities</a> <a href="#">Post-Modify</a> <a href="#">Disclaimers</a> <a href="#">Resources</a>											
Welcome Angela Terry											
Advanced Business Search Result											
To sort data click on column heading. Click on a business name to view detailed description for that business.											
Business Name	DUNS	State	City	Business Primary Naics	Active Solicitation (SOL) / Event (EVT)?	POC Type	POC Name	POC Email	POC Phone	POC Fax	Website
<a href="#">Angela Terry</a>		DC	Washington	111150	Yes	SMALL BUSINESS POC	Angela Terry	N/A	202-905-1566	N/A	N/A
<a href="#">Raviyayasa Corp</a>		VA	Ashburn	112112	Yes	SMALL BUSINESS POC	Ravi Perkit	ravi.perkit@sba.gov	N/A	N/A	gaddamp@corp.com
<a href="#">Back</a>											

### Business Directory Search Results

## 14. Viewing Map and Advanced Search Results:

### Step 3 View Posting Details

The Sol/NSS and Events posting opens in the details tab. In the SOL/NSS and Events details, you can view attached files and mark a posting inappropriate (see page 22). The Business Directory opens in the Business information tab. The 'Business Information provides public information about the business, which includes the firm's Government or Small Business point of contact who can inform you about the organization's SB opportunities process. If the firm has provided the primary and secondary NAICS the firm does business in; it will be displayed in the Business Information tab.

Solicitation Detail **All Solicitations from this Business** All Events from this Business Business Information

**Business Name:**  
**DUNS:**

**Type of Businesses Being Solicited**  
Economically Disadvantaged Women Owned Small Business program, SBA Certified HUBZone Small Business (HUBZone), Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB)

**NAICS Code**  
112112 Cattle Feedlots

**Additional NAICS Code**  
N/A

**Solicitation (SOL) / NSS Brief Description:**  
Brief Testing

**Files Attached:**  
There are no files attached to this solicitation.

[Edit this Solicitation \(SOL\) / NSS](#)

**Solicitation (SOL) / NSS POC**  
First Name: Andy  
Last Name: Sanyal  
Phone: 454-154-1565  
Fax:  
Email:

**Place of Performance**  
IL: Chicago

**Performance Start Date**  
12/26/2017

**Solicitation (SOL) / NSS Closing Date**  
12/30/2017 9:00 AM  
Time Zone: CDT

**Solicitation (SOL) / NSS No.** SOL-DecFourth01

*Is this solicitation inappropriate? (Click here if this posting contains inappropriate or potentially offensive content. If checked, the solicitation will be reviewed and removed if necessary)* ☐

[Back](#)

### Posting Details tab

SubContracting Network - Public Search - (Version 1.0)

Business Information **All Solicitations from this Business**

**SUMMIT HOTEL PROPERTIES, LLC-Business Information**

**Division:** Division2  
**DUNS:** 472854562  
**Website:**

**Address 1:** 5455 GREEN PARK DR  
**Address 2:**  
**City:** IRVING  
**State:** TX  
**Zip:** 750386924

**Small Business Opportunities POC**  
First Name: Nalini  
Last Name: Vanam  
222-22-2222  
Fax: 333-33-3333  
Email: [nalini.vanam@sba.gov](mailto:nalini.vanam@sba.gov)

**Government Business POC**  
First Name: KEN  
Last Name: MORGAN  
972-550-7400  
Fax: 972-550-7252  
Email: [kmorgan@thesummitgroupinc.com](mailto:kmorgan@thesummitgroupinc.com)  
Number of Inappropriate Solicitations for this Business: 9

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### Business Information Tab

## 14. Viewing Map and Advanced Search Results:

### Step 3 View All Solicitations/NSS and Events

On the "All Solicitations/NSS" and the "All Events from this Business" tabs, the user will be able to view and open the detail of each posting.

SubContracting Network(SubNet) - Public Search - (Version 1.0)

Business Information

All Sol/NSS from this Business

To sort data click on column heading.  
Click on a Sol/NSS identifier to view detailed description for a Sol/NSS.



Sol/NSS Number	Place of Performance	Performance Start Date	NAICS Code	Additional NAICS Code	Sol/NSS Closing Date	Sol/NSS Description
<a href="#">NSS-Feb082018</a>	AZ,CA	02/22/2018	111160 Rice Farming	N/A	02/05/2019	test
<a href="#">NSS-NSSMusic2019</a>	AL Birmingham	07/31/2018	111191 Oilseed and Grain Combination Farming	N/A	06/25/2018	hello
<a href="#">SOL-SBAREF</a>	WA,WI,WV	05/31/2018	237110 Water and Sewer Line and Related Structures Construction	N/A	06/09/2018	'maxlength='250'>
<a href="#">SOL-MichelleVesa_Test</a>	CO Colorado Springs	05/05/2018	112112 Cattle Feedlots	N/A	06/05/2018	Please click the 'Look Up' link to add and enter an additional NAICS or Cut and Paste t Brief Description will display in search results. Add an attachment by clicking the Next button below.
<a href="#">SOL-April10Test</a>	CO Denver	05/26/2018	111110 Soybean Farming	N/A	05/31/2018	Brief Description will display in search results. Add an attachment by clicking the Next button below.

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