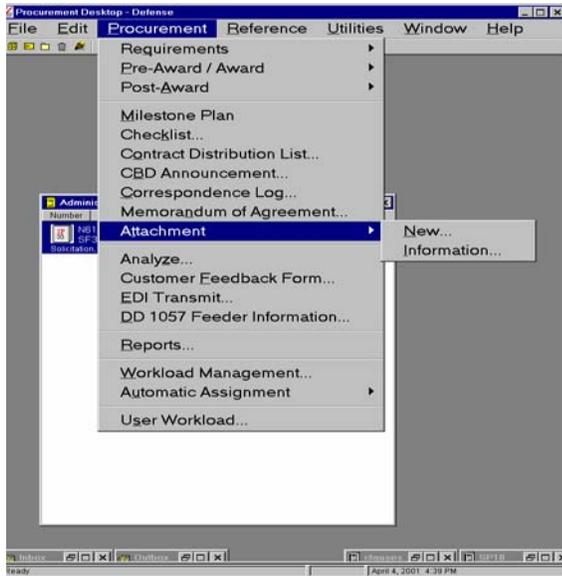


In order to create and add text to Section J in PD2 Version 4.1e, you must create a PD2 Attachment. Here's how:

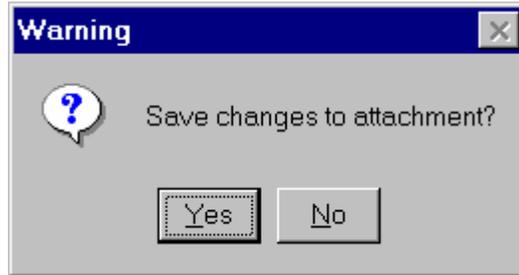
1. Highlight (do not open) your solicitation.
2. On the Menu bar, go to Procurement\Attachment\New



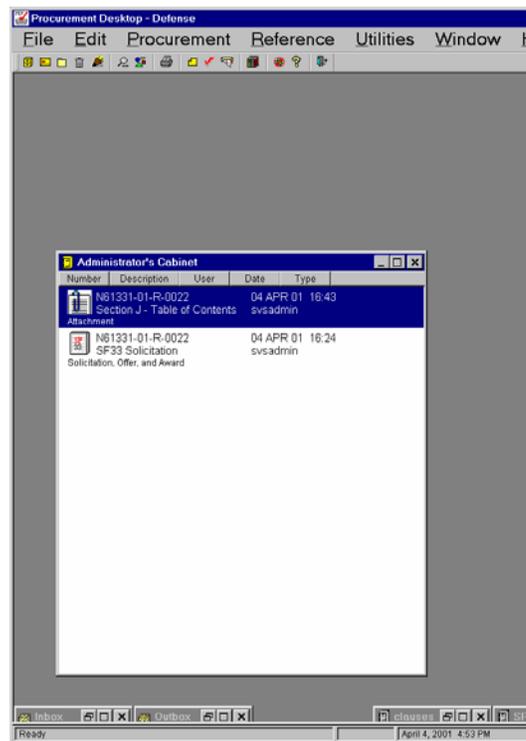
3. The "Create Attachment" window opens. In the **Template Type** box, use the drop down arrow to select "Solicitation". In the **Template** box, use the drop down arrow to select "Section J – Table of Contents". Other information in the window can be filled in if you want, but it is not required.

A screenshot of the 'Create Attachment' dialog box. The 'Attachment Number' field contains 'N61331-01-R-0022' and the 'Attachment Title' field contains 'Section J - Table of Contents'. The 'Source Document' section shows 'Description: SF33 Solicitation' and 'Number: N61331-01-R-0022'. The 'Contact' section has fields for 'Name', 'Organization', and 'Phone', with an 'Add' button. The 'Template Type' dropdown is set to 'Solicitation' and the 'Template' dropdown is set to 'Section J - Table of Contents'. The 'Status' section has radio buttons for 'Open' (selected), 'Completed', and 'Canceled'. The 'Action Pending' dropdown is set to 'None'. There are also fields for 'Expiration Date', 'Dollar Value Limit', and 'Description'. At the bottom, there are 'Edit', 'OK', and 'Cancel' buttons.

4. Click on OK. The template will open in word. **DO NOT DO ANY EDITING IN THE WORD DOCUMENT AT THIS TIME.** Save and close the document. You will get a “Warning” screen:



Select YES. Notice that you now have an Attachment in the folder/cabinet where you were working



5. You can now open your solicitation. **CAUTION:** You must select the Clauses Tab before proceeding to Step 6.

6. With the Clauses Tab open, go to Document Options and select Generate Section J. A “Section J Table of Contents” window will open. (See next page for the screen capture of the window)

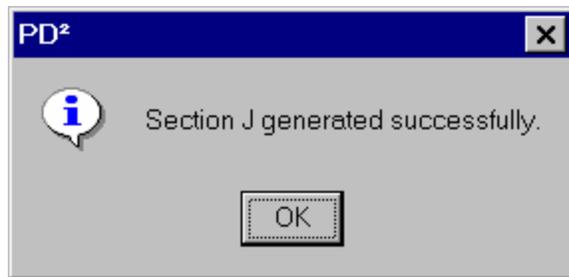
**Section J Table of Contents**

Document Type	Doc#	Document Description	Creation Date	# of Pages	Included
Attachment	1	Section J - Table of Contents	Apr-04-2001		<input checked="" type="checkbox"/>

OK Cancel

Click on the box under **Included**, so the  appears and then click on OK

7. You will get a window indicating Section J generated successfully.



8. Notice that Section J now appears in your Clauses Tab.

Solicitation, Offer, and Award - N61331-01-R-0022

Items 1-10 Item 11 CLINS Items 12-18 Items 19-27 Clauses

Clause/CLIN Number	Editable	Required	Incorporation
<b>SECTION: B - Supplies or Services and Prices</b>			
0001 stuff	Editable		
<b>SECTION: J - List of Documents, Exhibits and Other Attachments</b>			
<b>Table of Contents</b>	Editable		<input type="checkbox"/> Not Included
Classification:	Special Instructions:		

Delete Add Clause... Edit... Usage... Add Text... Refresh... Match...

Make sure it is highlighted, and then click on the **Edit** button, which will open Word and allow you to add the Attachments and Exhibit information that is appropriate for your solicitation, for example:

Attachment No.	Description	Date	No. of Pages
Exhibit A	DD Form 1423, CDRLs		24
Atch 1	DD Form 254	Mar 23 00	4
Atch 2	Navy Value Engineering Guide		3

**9. When you have finished editing the word document, SAVE AND CLOSE THE DOCUMENT, USING THE FOLLOWING STEPS:**

- a. In the Word File Menu, select update
- b. In the Word File Menu, select file close and return to... (the PD2 Document you are working in)
- c. This closes the word document, but Word remains open: close Word

10. You can now proceed with the completion of your solicitation (generate document, etc.).

11. Use Print Preview if you need to see what your document looks like – avoid using View Document – Changes made in View Document mode will be lost if you regenerate the document. Also, changes made in View Document may not be captured in the EDA process.

12. Award document – Section J may disappear again when you generate an Award from your solicitation. Generate the award and save and close it. Then look at the document in Print Preview mode to determine if Section J appears. If it is missing, you will need to follow steps 1 through 9, using the Award Document as the highlighted document in step 1.