



STATEMENT OF NON-AVAILABILITY (SoNA)

TUTORIAL

Sarah Mullins, CHES Product Lead

05 MAR 2024



BLUF REGARDING SoNAs



**SoNAs document that a hardware, software, and service is not available on CHES contracts.
A SoNA is not an authorization to purchase outside of CHES**

- SoNAs are a check and balance system and provide the CHES Product Office with data to improve our enterprise contracts.
- Army Chief Information Officer (CIO) provides ITAS Approval to purchase outside of CHES
- Remember- Army spends billions every year on IT Hardware and Software. We all must do our part to purchase efficiently

INTRODUCTION



- This briefing will introduce the Statement of Non-Availability (SoNA) process
- SoNAs must be created by using the CHESSE IT e-mart
<https://chess.army.mil>
- You will learn:
 - How to Verify Products are Available Through CHESSE
 - How to Access the SoNA Tool
 - How to Create a SoNA
 - How to View Successfully Submitted SoNAs

TABLE OF CONTENTS



SECTION	SLIDE NUMBER
Browser Requirements	5
SoNA Process	6
How to Verify Products are Available Through CHESS	8
Access to SoNA Tool	12
Creating a SoNA	19
Adding Another Item	27
View Submitted SoNA	34

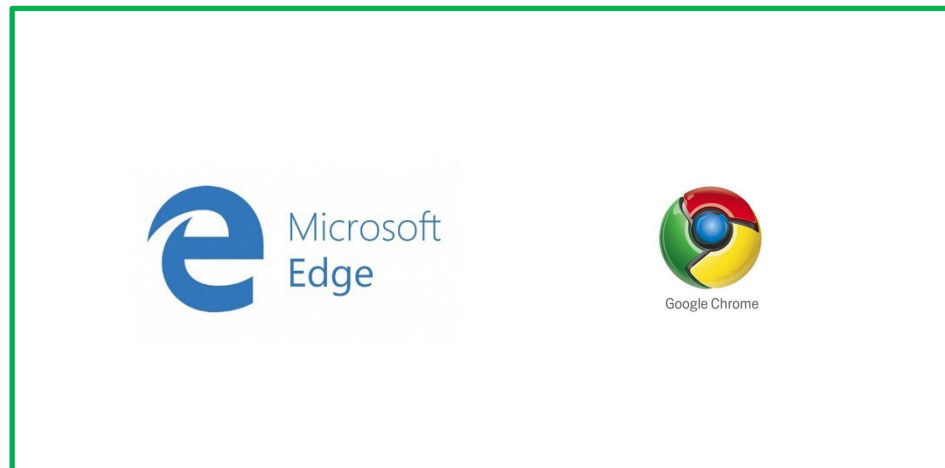
BROWSER REQUIREMENTS



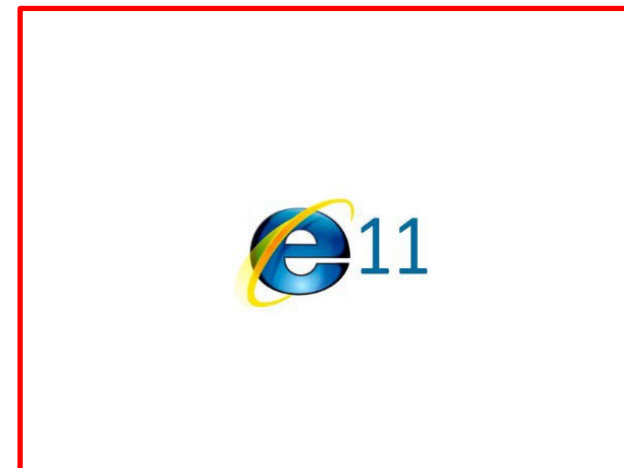
PLEASE NOTE:

- The SoNA process runs best in Microsoft Edge and Google Chrome.

RECOMMENDED



NOT RECOMMENDED





SoNA PROCESS





NOTE:

**PER AR 25-1: CHESS MUST BE ATTEMPTED
PRIOR TO SoNA SUBMISSION.**

HOW TO VERIFY PRODUCTS ARE AVAILABLE THROUGH CHESS



- Prior to requesting a SoNA you **MUST** attempt to utilize CHESS contracts.
 - CHESS supports 3 Hardware contracts, 1 Software contract, a Software Agreements page, and 1 Services contract.
- A SoNA is **required** for the procurement of Services outside of CHESS.
- If a product is not available from CHESS because it has not been approved for use on the Army network by the US Army Network Enterprise Technology Command (NETCOM), an approved SoNA does not authorize its use on the Army network.
- For software purchases: you **MUST** also verify your product is not available through DoD ESI www.esi.mil or ELA's. This is a CHESS approved ordering method and a SoNA is **NOT** required.
- A SoNA cannot be processed without verification that the product is unavailable through CHESS resources.
- ADMC-3 can only sell what is listed on the Consolidated Buy page: <https://chess.army.mil/ConsolidatedBuy>. ALL ADMC-3 SoNAs will be rejected and redirected to the ITES-3H contract to verify a product is not available from CHESS.

NOTE ON LOWER PRICE OUTSIDE CHESS



- Before soliciting quotes outside of CHESS, you are strongly encouraged to first submit RFQs to CHESS vendors.
- If you received a CHESS quote that is higher than a non-CHESS vendor quote for product(s) available through CHESS Hardware and Software contracts:
 - Step 1: You are encouraged to go back to the CHESS vendor(s) to negotiate lower pricing or price match.
- If lower pricing or price match cannot be met by the CHESS vendor(s):
 - Step 2: Submit for a CHESS SoNA (Note: The SoNA will be rejected as CHESS does not issue Statements of Non-Availability based on lower price. The rejected SoNA can be used to obtain an ITAS Approval.)
- Lower Price Feedback Form: If you have received a lower-price quote from a non-CHESS contract vehicle/vendor, please complete the form (link below) and the appropriate contract manager will contact you within 3-5 business days. We might be able to assist with finding a better price that meets current rules and regulations. <https://chess.army.mil/SoNA/SoNA/CreateLowerPrice>

HOW TO VERIFY PRODUCTS ARE AVAILABLE THROUGH CHESS



An RFI is strictly for market research and is NOT justification for a SoNA. Exception: if the requirement is verified as unavailable with no proposals in response to an ITES-3S RFI.

Hardware Products

- Utilize the CHESS RFQ Tool to send a Request For Quote (RFQ) to ADMC-3 or ITES-3H. This is required for SoNA approval.

Software Products

- Enterprise Software Agreements (ESAs) are listed on the Software Agreements page. Please click on the associated ESA link to obtain additional product(s) information, ordering guidelines and vendor POC information. Contact the vendor to verify product availability.

THEN

(Depending on your acquisition strategy, choose ITES-SW2 or DoD ESI)

- Utilize the CHESS RFQ Tool to send a Request For Quote (RFQ) to the ITES-SW2 vendors for product availability. This is required for SoNA approval

Or

- Visit DOD ESI at www.esi.mil. (CHESS honors the ESI BPA's. If products are available under these agreements a SoNA is not needed. Contact vendor directly for quote)

If product is not available, then submit for a SoNA using the “No-Bid” or “Out of Scope” responses from the RFQ.

HOW TO VERIFY PRODUCTS ARE AVAILABLE THROUGH CHESS



Services

- Utilize the CHESS RFP Tool to send a Request For Proposal (RFP) to ITES-3S. This is required for SoNA approval.

If product is not available, then submit for a SoNA using the “No-Bid” or “Out of Scope” responses from the RFP.

- **Important Note Regarding Information Assurance (IA) Products:** Verify that your product and version is listed on the DOD Information Network Approved Product List (DODIN APL) <https://aplits.disa.mil/processAPList.action>
- For Information Assurance (IA) or IA enabled products not listed on the UC APL contact the CIO/G-6 Cyber Directorate Tools Management Team at usarmy.pentagon.hqda-cio-g-6.mbx.cyber-ia-tools@army.mil for additional guidance prior to requesting a CHESS SoNA.



ACCESS TO SoNA TOOL



STEP 1: REGISTER



If you do not have an account with the CHESS IT e-mart you must first register in order to gain access to the SoNA Tool.

The screenshot shows the CHESS IT e-mart website interface. At the top left is the logo and name "CHESS IT e-MART". To the right is a search bar with "All" and "Search...". Below the header is a "Menu" button. The main content area is divided into several sections: "Order..." with sub-sections for "Hardware", "Software", and "Services"; a grid of service tiles including "RFI (Request For Information)", "RFP (Request For Proposal)", "CB (Consolidated Buy)", "SoNA (Statement of Non-Availability)", "Office IT", and "ABE (Aggregated Buy Entry)"; and a login/register form on the right. The form includes fields for "Email Address:" and "Password:", a "Recover Password" link, a "Validation:" section with a CAPTCHA image, and a "Refresh Input symbols" button. At the bottom of the form are "Login" and "Register" buttons, with the "Register" button circled in red. A red arrow points from the text above to this "Register" button.

STEP 2: CREATE ACCOUNT



NOTE:
CHESS IT e-mart users should ensure their password is unique to CHESS and you do not use passwords from other systems (e.g., network, banking, email, etc.)

Complete form with your professional email address.

Create An Account

Account Instructions

Use the form below to create a new account. Without an enterprise e-mail address, you will not be able to utilize the CAC logon functionality. If you have an enterprise e-mail address, please register with that address.

Please note the the CHESS IT E-Mart is a public website. All information given on this page is completely voluntary and **ONLY OFFICIAL BUSINESS CONTACT INFORMATION** should be entered. To see the CHESS Privacy Notice, [Click Here](#) or scroll to bottom of the page and click "Privacy and Security Policy".

New Account

Title
- Select -

First Name Last Name

Email Address

Password None
Confirm Password None

Passwords are required to be a minimum of 15 characters in length. In addition, each password must contain:

- 2 uppercase letters
- 2 lowercase letters
- 2 numbers
- 2 special characters, except < and > and the sequence of & followed by #
- No spaces

Address 1 Address 2


City Country

State ZipCode -

Commercial Phone ext. DSN Phone Fax Number

Service or Agency Activity

Major Command


Refresh
Input symbols

STEP 3: LOGIN



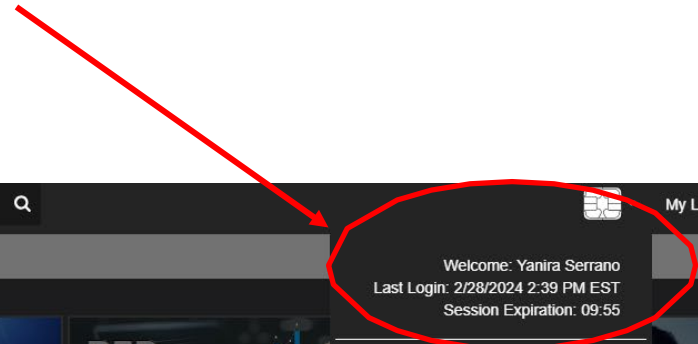
If you are not automatically logged-in with your CAC, you will need to login in order to gain access to certain pages and tools.

The screenshot displays the CHESS IT E-MART website interface. At the top left is the logo and the text "CHESS IT E-MART". To the right is a search bar with a dropdown menu set to "All" and a search icon. Below the search bar is a "Menu" button. The main content area features a grid of service tiles: "Hardware" (laptop), "Software" (Update Software, Update Autom), "Services" (Cloud networking), "RFI" (Request For Information), "RFP" (Request For Proposal), "CB" (Consolidated Buy), "SoNA" (Statement of Non-Avail), "Office IT", and "ABE" (Aggregated Buy Entry). On the right side, there is a login form with the following fields: "Email Address:" (input field), "Password:" (input field), "Recover Password" (link), "Validation:" (CAPTCHA image showing "VISWWW"), "Refresh" (link), "Input symbols" (input field), and "Login" (button) and "Register" (button). A red arrow points from the text above to the "Login" button.

STEP 3: LOGIN (CONT.)



Once you are logged in, you will see your first and last name appear in the top, right corner of the IT e-mart.



The screenshot displays the CHESSE-IT-MART website interface. At the top left is the logo and name "CHESSE-IT-MART". To the right of the logo is a search bar with "All" and "Search..." options. Further right is a search icon and a "My Links" dropdown menu. In the top right corner, a user profile dropdown menu is open, circled in red. The profile information includes: "Welcome: Yanira Serrano", "Last Login: 2/28/2024 2:39 PM EST", and "Session Expiration: 09:55". Below this information are links for "Admin Tools", "Report a Bug", "My Account", and "Log Off". The main content area features several category tiles: "Hardware", "Software", "Services", "RFI (Request For Information)", "RFP (Request For Proposal)", "CB (Consolidated Buy)", "SoNA (Statement of Non-Availability)", "RA (Reverse Auction)", "Office IT", "ABE (Aggregated Buy Entry)", and "LTS (License Tracker for Software)". At the bottom, there are links for "Contracts" and "FY24 CHESSE Event Schedule".

STEP 4: ACCESS SoNA TOOL



Click on “SoNA: Statement of Non-Availability” on the CHESS home page.

CHESSITE-MART All Search...

Menu

Order...

Hardware

Software

Services

RFI
Request For Information

RFP
Request For Proposal

RFQ
Request For Quote

CB
Consolidated Buy

SoNA
Statement of Non-Availability

RA
Reverse Auction

Office IT

ABE
Aggregated Buy Entry

LTS
License Tracker for Software

STEP 5: BEGIN REQUEST PROCESS



- After you have verified that the desired product is not available on a CHES contract vehicle, you may begin the SoNA request process.
- Scroll to the bottom of the “SoNA Request” page (<https://chess.army.mil/Content/Page/SONA>) and click “Continue to SoNA”

Menu | Statement of Non-Availability (SoNA)

Received Lower Price Quote

Before soliciting quotes outside of CHES, you are strongly encouraged to first submit RFQs to CHES vendors.

If you received a CHES quote that is higher than a non-CHES vendor quote for product(s) available through CHES Hardware and Software contracts:

STEP 1: You are encouraged to go back to the CHES vendor(s) to negotiate lower pricing or price match.

If lower pricing or price match cannot be met by the CHES vendor(s).

STEP 2: Submit for a CHES SoNA (Note: The SoNA will be rejected as CHES does not issue Statements of Non-Availability based on lower price. The rejected SoNA can be used to obtain an ITAS waiver.)

Lower Price Feedback Form: If you have received a lower price quote from a non-CHES contract vehicle/vendor, please complete the form ([link below](#)) and the appropriate contract manager will contact you within 3-5 business days. We might be able to assist with finding a better price that meets current rules and regulations.

[Lower Price Feedback Form](#)
[View Lower Price Status](#)

Information Assurance (IA) Products

Verify that your product and version is listed on the DoD Unified Capabilities Approved Product List (DOD UC APL) <https://aplits.disa.mil/processAPLList.do>. For Information Assurance (IA) or IA enabled products not listed on the UC APL contact the HQDA CIO/G-6 Cyber Directorate Tools Management Team at usarmy.pentagon.hqda-cio-g-6.mbx.cyber-ia-tools@mail.mil for additional guidance prior to requesting a CHES Statement of Non-Availability.

[DOD UC APL](#)
usarmy.pentagon.hqda-cio-g-6.mbx.cyber-ia-tools@mail.mil

Request a SoNA

Please click the [Continue to SoNA](#) link to get started.

[Continue to SoNA](#)



CREATING A SoNA



STEP 1: CREATE



Click on “Create” to start the SoNA process.

The screenshot shows the CHESSE-IT-MART website interface. The main heading is "Statement of Non-Availability". Below the heading, there are three tabs: "Pending", "Completed", and "Create". The "Create" tab is circled in red. Below the tabs, there are filters for "10" items and a "Type" dropdown menu set to "-Select-". A search bar is also present. Below the filters is a table with the following columns: "Ref. #", "Requester", "Status", "Draft", "Request Date", and "Actions". The footer contains the following information:

- UNCLASSIFIED
- Version: 3.4 Build: 36 Revision: 1
Last Updated: 12/16/2022
- CHESSE Customer Support Hours: Monday-Friday 8am-5pm EST
Telephone: 1-888-232-4405 | Email: armychess@army.mil
- Sitemap, Feedback, Webmaster, Web Policy, Section 508, Privacy and Security Policy
- Logos for the Army and PEXEIS.

STEP 2: SELECT ITEM TYPE



From the drop-down menu:
Select an “Item Type”: Bundled, Hardware, Software, or Services

Complete the fields below. This will create a Statement of Non-Availability. "Justification" must include rationale for the Reason For Statement of Non-Availability selected from the drop down menu.
Expect a response in 1-3 business days.

Statement of Non-Availability Item

Item Type
Select a type ▼

Manufacturer
Search Manufacturers...

Quantity
0

Submitted RFQ or RA? (Did you submit an RFQ or RA to CHES vendors?)
 Yes No

Request Reason
Select a reason ▼

Justification (Why are you purchasing this product outside of CHES/DOO EIS?)

Characters left: 2000
DO NOT UPLOAD FOUO/CUI INFORMATION

Attachments

Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- Word (.doc & .docx)
- Image Files (.jpg)

You may upload with a maximum file size of 5 megabytes (MB) per file.

Vendor
Search Vendors...

Product

Total Price (Do not use , or \$)
0.00

RFQ#/RA# (CHES RFQ/RA#, if applicable)

Browse... Clear

Next

NOTE:
Bundled = Multiple products from the same vendor

STEP 3: INPUT REQUESTOR INFORMATION



* When choosing Hardware or Software as an item type you must select a category in order to provide additional details.

Statement of Non-Availability Item

Item Type
Software

Category:
Database Management Systems

Manufacturer
Search Manufacturers...

Quantity
0

Submitted RFQ or RA? (Did you submit an RFQ or RA to CHESS vendors?)
 Yes No

Request Reason
Select a reason

Justification (Why are you purchasing this product outside of CHESS/DOD ESI?)

Characters left: 2000

Vendor
Search Vendors...

Product

Total Price (Do not use , or \$)
0.00

RFQ#/RA# (CHESS RFQ#/RA#, if applicable)

NOTE: Bundled = Multiple products from the same vendor

STEP 4: INPUT REQUESTOR INFORMATION (CONT.)



Once your category is selected, input information in **ALL** the remaining data fields.

Statement of Non-Availability Item

Item Type Software	Category: Enterprise Architecture Integration	Vendor Puppet Labs
Manufacturer Puppet Lab Enterprises, LLC		Product Puppet Enterprise
Quantity 200		Total Price (Do not use , or \$) 19600.00
Submitted RFQ or RA? (Did you submit an RFQ or RA to CHES vendors?) <input checked="" type="radio"/> Yes <input type="radio"/> No		RFQ#/RA# (CHES RFQ#/RA#, if applicable) 123456
Request Reason Item not available through CHES contracts		
Justification (Why are you purchasing this product outside of CHES/DOD ESI?) The required Puppet Enterprise subscription license is not available through CHES contracts nor is it listed on the software agreement page. An RFQ submitted to vendors through ITES-SW2 received no bids.		

Characters left: 1795

STEP 5: CREATE SoNA



Statement of Non-Availability Item

Item Type Software	Category: Enterprise Architecture Integration	Vendor Puppet Labs
Manufacturer Puppet Lab Enterprises, LLC	Product Puppet Enterprise	Total Price (Do not use , or \$) 186000.00
Quantity 200	Submitted RFQ? (Did you submit an RFQ to CHESS vendors?) <input checked="" type="radio"/> Yes <input type="radio"/> No	RFQ # (CHESS RFQ#, if applicable) 123456
Request Reason Item not available through CHESS contract		
Justification (Why are you purchasing this product outside of CHESS/DOD ESI?) The required Puppet Enterprise subscription license is not available through CHESS contracts nor is it listed on the software agreement page. An RFQ submitted to CHESS vendors through ITES-SW received no bids.		

Characters left: 1790

Next

Once the form is complete, click “Next”

STEP 6: SUBMIT SoNA SUCCESSFULLY CREATED



Once your SoNA is created you will see this screen. You must click “Submit Request For Approval” at the top of this screen to submit your SoNA!

Statement of Non-Availability

Pending Completed Create

Update your contact information, if everything is up to date then add another item or submit the Statement of Non-Availability **Submit Request For Approval**

Requesting User's Information

First Name CHESS	Last Name USER
Commerical Phone: 571-555-7853	DSN Phone:
Email address CHESS.USER.ctr@mail.mil	
Major Command U.S. ARMY AUDIT AGENCY, (AAA)	Installation Not In The List

Next

Update User Information

✓ **CHESS-SUCCESS!** ~0 seconds ago ✕

You have successfully created a Statement of Non-Availability: 216805435 an email has been sent to you for your records.



NOTE:

Attach all supporting SoNA documentation when creating the SoNA or send all supporting SoNA documentation to armychess@army.mil Please ensure to have CHES reference numbers listed in the subject line of any emails related to your request.



ADDING ANOTHER ITEM



STEP 1: ADDING ANOTHER ITEM



To add additional items to your SoNA click “Add another Item”

Request: 216739576

Product Name	Type	Reason	Qty	Price
Puppet Server	Software	Item not available through CHESS contracts	100	\$125,000.00

Add another Item Submit Request For Approval

STEP 2: SELECT ITEM TYPE



From the drop-down menu:
Select an “Item Type”: Bundled, Hardware, Software, or Services

Complete the fields below. This will create a Statement of Non-Availability. "Justification" must include rationale for the Reason For Statement of Non-Availability selected from the drop down menu.
Expect a response in 1-3 business days.

Statement of Non-Availability Item

Item Type
Select a type

Manufacturer
Search Manufacturers...

Quantity
0

Submitted RFQ or RA? (Did you submit an RFQ or RA to CHES vendors?)
 Yes No

Request Reason
Select a reason

Justification (Why are you purchasing this product outside of CHES/DOD ESI?)
Characters left: 2000

Vendor
Search Vendors...

Product

Total Price (Do not use , or \$)

RFQ#/RA# (CHES RFQ#/RA#, if applicable)

NOTE:
Bundled = Multiple products from the same vendor

STEP 3: INPUT REQUESTOR INFORMATION



* When choosing Hardware or Software as an item type you must select a category in order to provide additional details.

Complete the fields below. This will create a Statement of Non-Availability. "Justification" must include rationale for the Reason For Statement of Non-Availability selected from the drop down menu.
Expect a response in 1-3 business days.

Statement of Non-Availability Item

Item Type Software	Category: Enterprise Architecture Integration	Vendor Puppet Labs
Manufacturer Puppet Lab Enterprises, LLC		Product Puppet Enterprise
Quantity 200		Total Price (Do not use , or \$) 196000.00
Submitted RFQ or RA? (Did you submit an RFQ or RA to CHES vendors?) <input checked="" type="radio"/> Yes <input type="radio"/> No		RFQ#/RA# (CHES RFQ#/RA#, if applicable) 123456
Request Reason Item not available through CHES contracts		
Justification (Why are you purchasing this product outside of CHES/DOD ESI?) Not available through CHES contracts.		

NOTE: Bundled = Multiple products from the same vendor

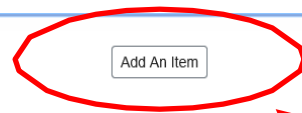
STEP 3: INPUT REQUESTOR INFORMATION (CONT.)



Statement of Non-Availability Item

Item Type Software	Category: Enterprise Architecture Integration	Vendor Puppet Labs
Manufacturer Puppet Lab Enterprises, LLC		Product Puppet Enterprise
Quantity 100		Total Price (Do not use , or \$) 125000.00
Submitted RFQ? (Did you submit an RFQ to CHESV vendors?) <input checked="" type="radio"/> Yes <input type="radio"/> No		RFQ # (CHESV RFQ#, if applicable) 123457
Request Reason Item not available through CHESV contract		
Justification (Why are you purchasing this product outside of CHESV/DOD ESI?) No bids were received through ITES-3H		

Characters left: 1962



Once your category is selected, input information in **ALL** the remaining data fields.

Once form is completed, click "Add An Item" to submit.

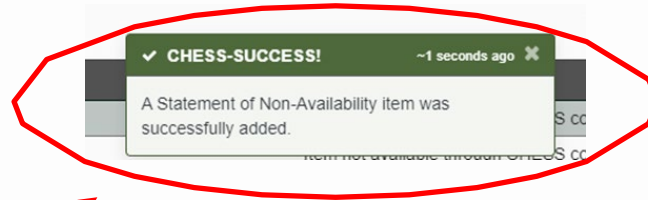
STEP 4: ADDITIONAL ITEM HAS BEEN ADDED



Request: 216739576

Product Name	Type	Reason	Qty	Price
Puppet Server	Software	Item not available through CHES contracts	100	\$125,000.00
Puppet Enterprise	Software	Item not available through CHES contracts	100	\$125,000.00

[Add another Item](#) [Submit Request For Approval](#)



Once your item has been added, a banner will appear at the bottom of your screen and the new product will appear under your previously submitted product.

STEP 5: ADDITIONAL ITEM HAS BEEN ADDED



The information you submitted has been successfully entered into our database. A confirmation email has also been sent to yanira.d.serrano2_ctr@army.mil You will receive an email response regarding your statement of non-availability from CHES within 1-3 business days.

****DO NOT FORGET:** You must also obtain an ITAS Waiver from CIO/G-6 via the following website: <https://cprobe.army.mil/enterprise-portal/web/itas/home>

For your records, the following data was submitted:

Requestor Information	
Name:	Yanira Serrano
Email:	yanira.d.serrano2_ctr@army.mil
Phone:	+17038068235
Major Command/PEO:	PEO EIS
Installation:	

SoNA ID: 216805281			
Vendor:	Puppet Labs	Date Required	3/24/2024
Product OR Services:	Puppet Enterprise	Status:	PENDING
Item Type:	Software	Quantity:	200
RFQ Submitted:	No	Total Price:	\$19,600.00
Item Category:	Enterprise Architecture Integration		
Manufacturer:	Puppet Lab Enterprises, LLC		
Reason for waiver:	Item not available through CHES contracts		
Justification:	Not available through CHES contracts.		
Vendor:	Puppet Labs	Date Required	3/24/2024
Product OR Services:	Puppet Enterprise	Status:	PENDING
Item Type:	Software	Quantity:	100
RFQ Submitted:	No	Total Price:	\$19,860.00
Item Category:	Enterprise Architecture Integration		
Manufacturer:	Puppet Lab Enterprises, LLC		
Reason for waiver:	Item not available through CHES contracts		
Justification:	Not available through CHES contracts.		

✓ **CHES-SUCCESS!** ~1 seconds ago ✕

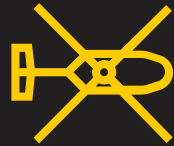
You have successfully created a Statement of Non-Availability: 216805281 an email has been sent to you for your records.

[Return To Statement of Non-Availability Index](#) [Create Another Statement of Non-Availability](#)

Once you submit your request you will be taken to the final page with an important reminder about the mandatory G6 ITAS Approval for all SoNA requests.



VIEW SUBMITTED SoNA



STEP 1: PENDING FOLDER



Menu | Statement of Non-Availability (SoNA) / Statement of Non-Availability / RFQ / Statement of Non-Availability

Statement of Non-Availability

Pending Completed Create

10 Type: -Select-

Ref. #	Requester	Status	Draft	Request Date
--------	-----------	--------	-------	--------------

Once your SoNA has been submitted click "Pending" to see a list of your recently submitted SoNAs

STEP 2: LINE ITEM DETAIL



CHESS ITE-MART My Links Hardware Software Services RFx Consolidated Buy Resources About CHESS All Search...

Statement of Non-Availability (SoNA) / Account / Statement of Non-Availability

Statement of Non-Availability

Pending Completed Create

10 Type: -Select- Search... Search

Ref. #	Requester	Status	Draft	Request Date	Actions
--------	-----------	--------	-------	--------------	---------

Statement of Non-Availability

Pending Completed Create

10 Search... Search

Ref. #	SubmitterID	Requester	Status	Draft	Request Date	Actions
216723335	51821547	Monica Dennis	PENDING	Yes	1/5/2018 12:41:54 PM	Details Cancel All View Item(s)
216723334	51821547	Monica Dennis	PENDING		1/5/2018 12:23:24 PM	Details Cancel All View Item(s)

1

Once you are on the Pending page if you see "Yes" in the Draft column, this indicates that your SoNA is still a draft and needs to be submitted for processing. To submit your SoNA click "View Item(s)" for detailed information about the SoNA.

STEP 2: LINE ITEM DETAIL (CONT.)



Statement of Non-Availability

Pending Completed Create

10 Search... Search

Ref. #	Requester	Status	Draft	Request Date	Actions
216755518	Tricia Shelley	PENDING	Yes	10/21/2020 9:49:08 AM	Details Share Cancel All View Item(s)
Item Type	Product Name	Manufacturer	Quantity	Status	Actions
Hardware	CISCO MX 300 G2 (6) /MX 700 (5)	CISCO MX 300 G2 (6) /MX 700 (5)	1	PENDING	Cancel Details
216755515	Minh CHESS Two Thai Admin	PENDING		9/29/2020 10:58:26 AM	Details Cancel All View Item(s)

Once line item details drop down, you will need select "Details" under the Actions column to view your pending SoNA.

Once the Item Details open you will need to select the "Comment or Instructions" tab in order to submit your SoNA request for approval by selecting the "Submit Request for Approval" button. You can also leave a comment or add another item.

Item Details

Item Detail | Comments or Instructions

Comments:

Leave Comment

Add Another Item | Submit Request For Approval

Close

STEP 3: ADDITIONAL DETAILS



The screenshot displays a web interface for managing Statements of Non-Availability (SoNA). A main table lists various SoNA entries with columns for Ref. #, Requester, and Status. A pop-up window titled 'Statement of Non-Availability Information: #216739577' is open, showing detailed information for a specific item. The pop-up has tabs for 'Status', 'User Information', and 'Item(s)'. The 'Item(s)' tab is active, displaying a table with the following data:

Item ID Number	Product Name	Manufacturer	Quantity	Status	Actions
207491	Server	Puppet Enterprise	200	PENDING	Cancel Details

Below the table in the pop-up are buttons for 'Close', 'Cancel All', and 'Print'. In the background, the main SoNA list is visible, and a red circle highlights the 'Details' button in the 'Actions' column of the first row, with a red arrow pointing to the pop-up window.

For additional detailed information about a particular line item click “Details” and the SoNA information will display as a pop up.

THANK YOU.



10119 Beach Road, Building 322

Fort Belvoir, VA 22060

CHESS Customer Support Team

armychess@army.mil



U.S. ARMY