



# DEFENSE LOGISTICS AGENCY

THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY



## DLA Internet Bid Board System (DIBBS) Breakout Session

DLA Land and Maritime  
Procurement Process Support

June 19-20, 2018



WARFIGHTER FIRST



# DIBBS Breakout Agenda



- Introduction
- “The Link” Newsletter
- DIBBS Security
- Notices & Banners
- Policy
  - DLA Master Solicitation
  - DLAD Procurement Notes
  - Technical and Quality Master List of Requirements
- Searching
- Quoting
- Uploading Proposals
- Post Award Requests (PARs)
- Questions



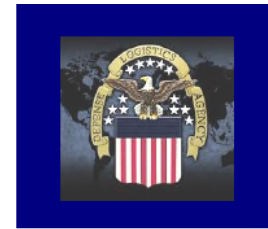


# “The Link” Newsletter



## THELINK Newsletter

- Do you have ideas for an article in “The Link” quarterly newsletter?
- Please fill out the suggestion form and drop it off at the DIBBS booth or send an email to: [dibbsbsm@dla.mil](mailto:dibbsbsm@dla.mil)
- All editions of the newsletter can be viewed on the Enterprise Business Systems Supplier Information Resource Center website:  
<http://www.dla.mil/HQ/InformationOperations/Business/EBSSupplierResources.aspx>



## THELINK

Connecting Suppliers with DLA



Issue 8  
April 2018

### Upcoming Events:

*Mark Your Calendars!*  
Training, Knowledge & Opportunities (TKO) Seminars are **FREE!**  
Learn how to do business with the Government

May 15–16  
September 11–12  
November 6–7

Registration coming soon:  
<https://tko.dla.mil/>  
All seminars are in Columbus, OH



[www.dla.mil](http://www.dla.mil)  
[www.facebook.com/dla.mil](https://www.facebook.com/dla.mil)  
[www.twitter.com/dlamil](https://www.twitter.com/dlamil)  
[www.youtube.com/user/dodlogisticsagency](https://www.youtube.com/user/dodlogisticsagency)

### Improving Readiness at DLA Industry Events

DLA is able to carry out its global mission as the nation's combat logistics support agency largely due to our strong partnerships with industry. We are committed to collaborating with our industrial base at all levels to meet the goals of the agency, its suppliers, whole of government partners, and the Warfighter. DLA's early engagement, continuous communication, and exchange of information with all our industry partners, including new businesses, is critical for DLA becoming more operationally agile, innovative, and cost effective. In order to facilitate engagements, communication, and exchange of ideas, DLA is hosting a number of industry focused events.

Please go to the link below to see the memorandum outlining our events:  
<http://www.dla.mil/Portals/104/Documents/InformationOperations/EBSS%20Supplier%20Information/Improving%20Readiness%20-%20Upcoming%20DLA%20Industry%20Events.pdf?ver=2018-03-14-082923-030>

DIBBS will be unavailable overnight for maintenance on the following dates:



Saturday, 4/14/2018  
Saturday 4/21/2018  
Saturday 5/19/2018  
Saturday 6/9/2018  
Saturday 6/16/2018

Please make adjustments in your schedule.



# Cyber Security



- National security and intelligence officials have long warned that cyber attacks are among the most serious threats facing the United States.
- The U.S. government was hit by more than 77,000 "cyber incidents" such as data thefts or other security breaches in fiscal year 2015, a 10% increase over the previous year, according to a White House audit.
- “Despite unprecedented improvements in securing federal information resources ... malicious actors continue to gain unauthorized access to, and compromise, federal networks, information systems, and data,” the report said.



**“Number of U.S. government  
‘cyber incidents’ jumps in 2015”**  
Reporting by Dustin Volz, [www.reuters.com](http://www.reuters.com)  
March 21, 2016



# Registration & Password Security



- During registration, you will receive a PIN number which you need to establish your new password
- The PIN number is only valid for **24** hours
- Once your password is established, you must log in **immediately**
- Inactive accounts will be locked if not used in **35** days
  - *10 days prior to an inactivity lockout, you will receive an email notification*



# DIBBS Password Security



- Passwords are required to be changed every **60** days
  - *You will receive emails **30** and **10** days prior to your password expiration*
  - *After **60** days, you will be forced to change your password at log in*
- After **3** failed log in attempts, your account will be locked and you will need to request an unlock
- If you “X” out of your browser without logging off, you will need to wait **15** minutes before you can access DIBBS again



# DIBBS Password Rules



- **Your password must:**
  - *Be between 15-30 characters in length*
  - *Begin with a number or letter*
    - The first character cannot be a special character
    - The first three characters cannot all be the same





# DIBBS Password Rules



- Passwords must contain at least one each of the following four character types:
  1. Upper case letters:  
ABCDEFGHIJKLMNOPQRSTUVWXYZ
  2. Lower case letters: abcdefghijklmnopqrstuvwxyz
  3. Numbers: 0123456789
  4. Special characters: @ # \$ % ^ & + . = !
    - *Please use only the above characters*
    - *Avoid multiple special characters and do not repeat consecutively (i.e. @@)*
    - *If the special character "&" is followed by a "#", an error will result*





# DIBBS Banners

Banners are located at the top of the DIBBS home page and are short statements to highlight significant notices

The screenshot shows the DIBBS home page. At the top, there is a navigation bar with links: Home, Solicitations, RFQs, RFP/IFB/Other RFQs, Tech Data, Downloads, Awards. Below the navigation bar is a banner area. A blue arrow points to a notice banner that reads: "Notice: Submission of Invoices for Fast-Pay Orders through the Invoicing Receipt and Property Transfer (IRAPT) System » [Read Notice](#). Please read notices posted on the [Notices page](#). Location: Home". Below the banner is a description of the DIBBS system and a "Registered User Log In" button. The page is divided into several sections: Help (On-Line Help, Contact Us), Vendor Registration (Vendor Registration, Registration Guidelines, DLA Small Business Programs), Solicitations (Requests for Quotation (RFQ), Requests for Proposal (RFP) / Invitation For Bid (IFB), Other DLA Opportunities), Awards (Awards, Subistence Market Ready Orders, Post Award Request (PAR), Other DLA Awards), References (Global Search, DLA Master Solicitation for Automated Simplified Acquisitions), and Technical Data (DLA Collaboration Folders (cFolders), DLA Packaging). The URL http://www.dla.mil/ is visible at the bottom left.



# DIBBS Notices



The screenshot shows the DIBBS home page layout. At the top, there are two columns of links: 'DLA Energy Small Business Office', 'DLA Document Services', and 'DLA Strategic Materials'. Below these is a 'Notices' section, which is circled in blue. A blue arrow points from the left towards the 'Notices' section. The 'Notices' section contains a list of notices with their titles and dates.

Topic Title	Posted
<a href="#">New PAR Attachments Corrected</a>	07-13-2016
<a href="#">Submission of Invoices for Fast-Pay Orders through iRAPT System</a>	06-24-2016
<a href="#">DLA Land and Maritime Supplier Conference and Exposition</a>	06-23-2016
<a href="#">CORRECTION: The Link - Connecting Suppliers with DLA</a>	06-23-2016
<a href="#">Uploading Proposals - New DIBBS Functionality</a>	06-16-2016
<a href="#">The Link - Connecting Suppliers with DLA - Issue 1</a>	06-16-2016
<a href="#">TKO Cancelled in August</a>	05-31-2016
<a href="#">Hazard Communication Standard Notice</a>	05-02-2016
<a href="#">Supplier Best Practices - On Time Delivery for DLA Contracts</a>	04-08-2016
<a href="#">VSM - Vendor Shipment Module</a>	03-09-2016
<a href="#">System Downtimes for CY16</a>	03-07-2016
<a href="#">PARS Java Script Error</a>	02-29-2016
<a href="#">Medical Troop Support Vendors</a>	02-10-2016
<a href="#">First Destination Transportation - OCONUS quoting requirement FOB location</a>	01-07-2016
<a href="#">DIBBS Post Award Requests - PARs - A Tool For Improving Communication</a>	11-10-2015
<a href="#">Deletion of Defense Logistics Acquisition Directive Solicitation Provisions and Contract Clauses</a>	09-28-2015
<a href="#">Attachments to Awards and Modifications</a>	07-21-2014
<a href="#">Medical Supplies for Overseas Shipment</a>	10-21-2013
<a href="#">DIBBS Document Retention Policy</a>	04-24-2012

Notices are located at the bottom of the DIBBS home page and provide detailed information important to suppliers



# DLA Master Documents



The **DLA Internet Bid Board System (DIBBS)** is a web-based application that provides the capability to search for, view, and submit secure quotes on Requests For Quotations (RFQs) for **Defense Logistics Agency (DLA)** items of supply. DIBBS also allows users to search and view Request For Proposals (RFPs), Invitations For Bid (IFBs), Awards and other procurement information related to DLA.



## • Help

- [On-Line Help](#)
  - [Frequently Asked Questions ~ FAQ](#)
  - [DIBBS On-Line Quoting Help](#)
  - [Batch Quoting Help](#)
- [Contact Us](#)

## • Vendor Registration

- [Vendor Registration](#)
- [Registration Guidelines](#)
- [DLA Small Business Programs](#)

## • Solicitations

- [Requests for Quotation \(RFQ\)](#)
  - [Batch Quoting](#)
  - [Submitted Quote Searching](#)
- [Requests for Proposal \( RFP \) / Invitation For Bid \(IFB\)](#)
- Other DLA Opportunities
  - [Federal Business Opportunities \(FedBizOpps\)](#)

## • Awards

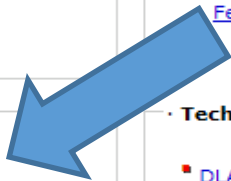
- [Awards](#)
- [Subsistence Market Ready Orders](#)
- [Post Award Request \(PAR\)](#)  
Allows vendors to submit post award requests.
- Other DLA Awards
  - [Federal Business Opportunities \(FedBizOpps\)](#)

## • References

- [Global Search](#)
- [DLA Master Solicitation for Automated Simplified Acquisitions](#)
- [Defense Logistics Agency Directive \(DLAD\) Procurement Notes](#)
- [Defense Logistics Agency \(DLA\) Technical and Quality Master List of Requirements](#)
- [Regulation Extracts used for DIBBS quoting](#)

## • Technical Data

- [DLA Collaboration Folders \(cFolders\)](#)
- [DLA Packaging](#)
- [Defense and Federal Specifications and Standards via ASSIST Quick Search](#)
- [Military Engineering Data Asset Locator System \(MEDALS\)](#)
- [Federal Stock Classes \(FSC\) managed by DLA](#)





# DLA Master Documents



<http://www.dla.mil/HQ/Acquisition/Offers/eProcurement.aspx>



**DEFENSE LOGISTICS AGENCY**  
THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY

Search Defense Logistics

HOME WHAT DLA OFFERS ▾ DOING BUSINESS WITH DLA ▾ ABOUT DLA ▾ CAREERS

## DLA Acquisition (J7)

- DLA Acquisition Home
- What Acquisition Offers
- Doing Business with DLA Acquisition
- About DLA Acquisition
- Contact DLA Acquisition

**DLA Master Solicitation for Automated Simplified Acquisitions**

Updated February 7, 2018

*For Archived Versions of the Automated Masters see below links*

**DLA Directive (DLAD) Procurement Notes**

Updated February 7, 2018

[Archived Version of the DLAD Procurement Notes](#)

**DLA Technical and Quality Master List of Requirements**

Updated December 11, 2017

[Archived Versions of the Technical and Quality Master List of Requirements](#)

### EProcurement Archived Automated Masters

- Master Solicitation Rev-45 February-1-2018.pdf
- Master Solicitation Rev-44 January-24-2018.pdf
- Master\_Solicitation\_Rev-43\_December-6-2017.pdf
- Master\_Solicitation\_Rev-42-November-28-2017.pdf
- Master\_Solicitation\_Rev-41\_October-5-2017.pdf
- Master\_Solicitation\_Rev-40\_Sept-1-2017-V2.pdf
- Master Solicitation Rev-39 August-3-2017-R1.pdf
- Master Solicitation Rev-38 May-22-2017.pdf



# DLA Master Solicitation



You can find the link to the most current Master Solicitation on the DD1155

SPE5EJ16T9919.PDF - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] Customize [Icons]

Tools Fill & Sign Comment

Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks. [Enable All Features]

Name: FREDERICK MILLER Buyer Code:PHPHCA0 Tel: 215-737-2369  
Email: FREDERICK.L.MILLER@DLA.MIL

9. DESTINATION  
a. NAME OF CONSIGNEE  
See Schedule  
b. STREET ADDRESS  
c. CITY  
d. STATE e. ZIP CODE

8. TO:

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5 ON OR BEFORE CLOSE OF BUSINESS (Date)  
2016 JUL 22

IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quote. Any representations and/or certifications attached to this Request for Quotations must be completed by the quote.

11. SCHEDULE (See Continuation Sheets)

POC INFORMATION:  
WHEN TECHNICAL DATA IS PROVIDED IT MUST BE OBTAINED AT <https://pcf1.bsm.dla.mil/cfolders>. DISCREPANCIES FOUND IN TECHNICAL DATA PROVIDED, SUBMIT REQUEST TO THE DLA CUSTOMER SERVICE WEBSITE: <https://www.pdmd.dla.mil/cs/>  
ALL OTHER QUESTIONS (SOLICITATION REQUIREMENTS, ITEM DESCRIPTION, AWARD CHOICE, ETC.), PLEASE CONTACT THE BUYER SHOWN ABOVE.  
QUESTIONS REGARDING OPERATION OF THE DLA-BSM INTERNET BID BOARD SYSTEM SHOULD BE E-MAILED to [DibbsBSM@dlamail](mailto:DibbsBSM@dlamail)  
FOR IMMEDIATE ASSISTANCE, PLEASE REFER TO THE FREQUENTLY ASKED QUESTIONS (FAQS) ON BSM DIBBS AT: <https://www.dibbs.bsm.dla.mil/relshelp/DIBBSHelp.htm> OR PHONE 1-855-DLA-0001 (1-855-352-0001).

MASTER SOLICITATION  
THIS SOLICITATION INCORPORATES THE TERMS AND CONDITIONS SET FORTH IN THE DLA MASTER SOLICITATION FOR EPROCUREMENT AUTOMATED SIMPLIFIED ACQUISITIONS (PART 13) REVISION 32 (MARCH 9, 2016) WHICH CAN BE FOUND ON THE WEB AT: [http://www.dla.mil/Portals/104/Documents/J7Acquisition/Master\\_Solicitation\\_REV\\_32\\_MAR\\_16.pdf](http://www.dla.mil/Portals/104/Documents/J7Acquisition/Master_Solicitation_REV_32_MAR_16.pdf)

12. DISCOUNT FOR PROMPT PAYMENT [Play Icon]

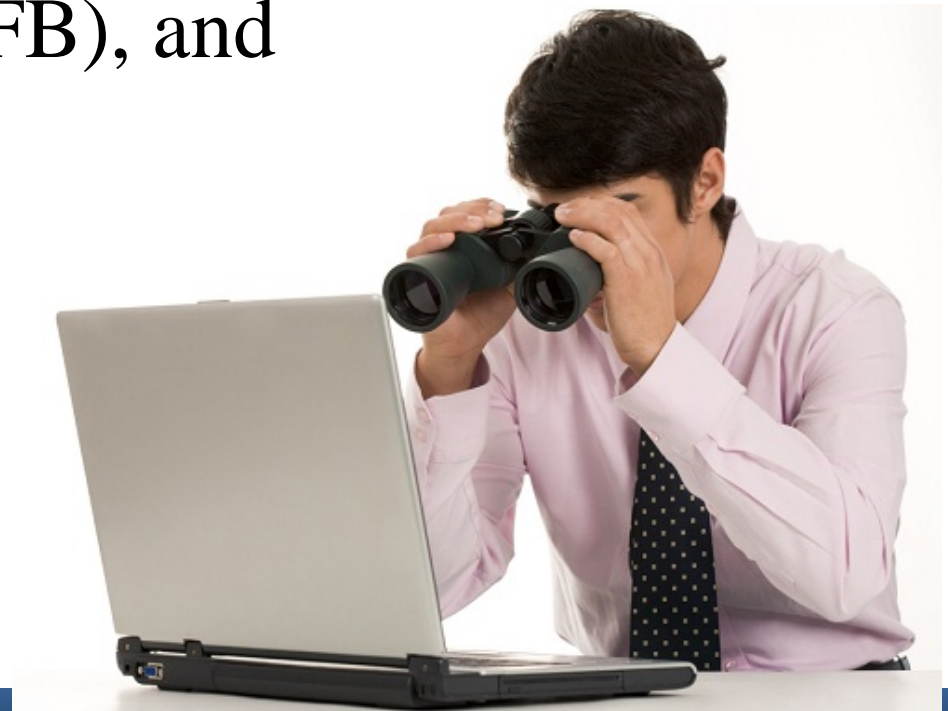
	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE



# Searching on DIBBS



- Request for Quotes (RFQ)
- Request for Proposals (RFP), Invitation for Bid (IFB), and Other RFQs
- Awards





# Searching on DIBBS



## \*Request for Quotes (RFQ)\*

- **RFQ text search update**
  - *More robust than previous version*
  - *Search by a certain number of days since issued*
  - *New sorting feature*
  - *Same filters as regular searching*
  - *Improved RFQ search*



# Searching on DIBBS



## \*Request for Quotes (RFQ) (Cont.)\*

- **Search by:**
  - *Federal Supply Class (FSC)*
  - *National Stock Number (NSN)*
  - *Solicitation Number*
  - *Purchase Request Number*
  - *Nomenclature*
  - *Approved Part Number*
  - *Approved Cage*
  - ❖ **Can include wildcards (\*)**





# Searching on DIBBS



## \*Request for Quotes (RFQ) (Cont.)\*

- **Filter by:**
  - *Items with Technical Documents*
  - *Fast Award Candidates*
  - *Small Business Set-Asides*
  - *Hubzone Set-Asides*
  - *Combined Set-Asides*
  - *Service Disabled Veteran Owned Set-Asides*



# Searching on DIBBS



## \*RFP/IFB/Other RFQs\*

- **Search by:**
  - *Solicitation Number*
  - *NSN/Part Number*
  - *Nomenclature*
  - *Buyer Code*
- **Filter by:**
  - *Items with Technical Documents*



# Searching on DIBBS



## \*Awards\*

- **Search by:**
  - *Award Cage*
  - *Award/Basic Number*
  - *Delivery Order*
  - *Award Basic Delivery Order Counter*
  - *Solicitation #*
  - *Purchase Request*
  - *NSN/Part Number*
  - *Nomenclature*
- **Filter by:**
  - *Today*
  - *Past 15 Days*
  - *Date Range*
  - *All*



# Quoting on DIBBS



- **Three ways to submit quotes:**
  1. *Web Quote Form - must be logged in*
  2. *Batch Quoting - must be logged in*
  3. *EDI Quoting - requires a Value Added Network (VAN)*
  
- **Four different bid types available:**
  1. *Bid without Exception*
  2. *Bid with Exception*
  3. *Alternate Bid*
  4. *No Bid*



# Quoting on DIBBS (cont.)



- **Quoting tips:**

- *The Web Quote Form is dynamic with some pre-populated fields*
- *Pay attention to what constitutes a Bid with Exception and what does not (in Master Solicitation)*
- *Having remarks on an Automated Solicitation is a Bid with Exception*
- *Prior to submittal, make sure it is reviewed for accuracy*



# Quoting on DIBBS (cont.)



- **Quoting tips (cont.):**
  - *At submittal it will either accept or reject*
  - *Correct any errors*
  - *Successfully submitted quotes can be searched by:*
    - *Today*
    - *Recent*
    - *Specific Date*
    - *Date Range*
    - *Custom Search*



# Quoting on DIBBS (cont.)



# DEMO



DIBBS  
Solicitations



DIBBS Quoting



# Uploading Proposals

Solicitation

[SPE7MX-16-X-0003](#)

» [Package View](#)

EPROC

*Offer*

- You must be logged into DIBBS
- Unless prohibited by the solicitation, DIBBS electronic upload is the preferred method of proposal submission
- The offer must be signed and completed in its entirety
- No data will be saved unless the offer is submitted
- Documents may be added, but not removed
- Found on the RFP search screen by selecting the “*Offer*” icon





# Uploading Proposals



# DEMO



Upload Proposal  
Help



# Post Award Request (PAR)




There is a link to the PAR screen in the “Hot Links” box and under “Awards”

**Hot Links**

- [Accounts](#)
  - [Change Password](#)
  - [User](#)
- [Offers](#)
  - [Search Offers](#)
- [Quotes](#)
- [SRVA](#)
- [Market Ready Orders](#)
- [Post Award Request \(PAR\)](#)

**The DLA Internet Bid Board System (DIBBS)** is a web-based application that provides the capability to search for, view, and submit secure quotes on Requests For Quotations (RFQs) for **Defense Logistics Agency (DLA)** items of supply. DIBBS also allows users to search and view Request For Proposals (RFPs), Invitations For Bid (IFBs), Awards and other procurement information related to DLA.

*Registered User Log In* 

- **Help**
  - [On-Line Help](#)
    - [Frequently Asked Questions ~ FAQ](#)
    - [DIBBS On-Line Quoting Help](#)
    - [Batch Quoting Help](#)
  - [Contact Us](#)
- **Solicitations**
  - [Requests for Quotation \(RFQ\)](#)
    - [Batch Quoting](#)
    - [Submitted Quote Searching](#)
  - [Requests for Proposal \( RFP \) / Invitation For Bid \(IFB\)](#)
  - Other DLA Opportunities
    - [Federal Business Opportunities \(FedBizOpps\)](#)
- **Vendor Registration**
  - [Vendor Registration](#)
  - [Registration Guidelines](#)
  - [DLA Small Business Programs](#)
- **Awards**
  - [Awards](#)
  - [Subsistence Market Ready Orders](#)
  - [Post Award Request \(PAR\)](#)
    - Allows vendors to submit post award requests.
  - Other DLA Awards
    - [Federal Business Opportunities \(FedBizOpps\)](#)



# Post Award Request (PAR)



- A PAR is a request for a post award action against a DLA contract or purchase order (PO)
- PARs are automatically assigned to the Post Award administrator responsible for contract administration of the contract or purchase order
- DIBBS PARs are the preferred method for submitting a request to the Post Award administrator; email requests to the administrators are discouraged



# Post Award Request (PAR)



- Each PAR is assigned a unique Case ID number and is tracked on the Post Award workload screen and in management reports
- There are established Post Award metrics and performance standards for completing PARs
- PARs are permanent records stored in the official contract file



# Contract Number



## Input "Contract Number"

PAR Entry Steps: 1 2 3

New PAR Input

**Contract Number:**  CLIN:

- ✓ For contracts (long term contract / LTC) input the 13-character format PIID. "D" in the 9th position of PIID.
- ✓ For purchase orders (PO) input the 13-character format PIID. "P" or "V" in the 9th position of PIID.
- ✓ For delivery orders (DO) input the 13-character format PIID. "F" or "M" in the 9th position of PIID located in Block 2 of DD1155.

ORDER FOR SUPPLIES OR SERVICES		
1. CONTRACT/PURCH ORDER/AGREEMENT NO. SPE8EJ14D0002	2. DELIVERY ORDER/CALL NO. SPE8EJ16F0001	3. DATE OF ORDER/CALL (YYYYMMDD) 2016 APR 21



# Post Award Request (PAR)



## Vendor Request Reason Codes:

- VR01** – Delivery Date Change
- VR02** – Duty Free Entry Request
- VR03** – Free Issues
- VR04** – Price Change and Mistakes-in-Bid
- VR05** – Request for Price Change in Accordance with Economic Price
- VR06** – Variation in Quantity Change
- VR07** – Quantity Change
- VR08** – Vendor Requested Cancellation
- VR09** – Modification
- VR10** – Wage Determination
- VR11** – Other Vendor Request
- VR12** – Payment Issue



# Questions?



- Come see us at Booth **325** during the conference
- Email us at [dibbsbsm@dla.mil](mailto:dibbsbsm@dla.mil) after the conference
- Call the DLA Land and Maritime Business Counseling Center at (800) 262-3272

**DEFENSE LOGISTICS AGENCY**

**Enterprise Business Systems**

**DLA Internet Bid Board System (DIBBS)**







# Steps to Submit a New PAR



Click “New PAR.”

**DEFENSE LOGISTICS AGENCY**  
ENTERPRISE BUSINESS SOLUTIONS  
**DLA INTERNET BID BOARD SYSTEM**

Home | Solicitations | RFQs | RFP/IFB/Other RFQs | Tech Data | Downloads | Awards

Navigation:  GO

**Notice:** · The Link - Connecting Suppliers with DLA - Issue 8 » [Read Notice](#)  
· Alleged Fraudulent Activity in SAM » [Read Notice](#)

Please read notices posted on the [Notices page](#).

Location: Home » Awards » **Post Award Requests**

[ PAR Home - PAR Status - New PAR ]

**Post Award Request (PAR)**

- **New PAR** - allows users the ability to make requests on contract and modifications for their CAGE code.
- [PAR Status](#) - allows users the ability to review the status of previously submitted PARs.



# Submit a New PAR



Click "Next."

**DEFENSE LOGISTICS AGENCY**  
ENTERPRISE BUSINESS SOLUTIONS  
DLA INTERNET BID BOARD SYSTEM

[Home](#) | [Solicitations](#) | [RFQs](#) | [RFP/IFB/Other RFQs](#) | [Tech Data](#) | [Downloads](#) | [Awards](#)

Navigation:  GO

**Notice:** · The Link - Connecting Suppliers with DLA - Issue 8 » [Read Notice](#)  
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Please read notices posted on the [Notices page](#).

Location: [Home](#) » [Awards](#) » [Post Award Requests](#) » **New PAR**  
[ [PAR Home](#) - [PAR Status](#) - [New PAR](#) ]

**Step 1 - Copy PAR** Steps:  1  2  3

Copy a previous PAR core data?  No  Yes

**NEXT »**



# PAR Entry



“Contract Number” and “ PAR Reason” fields are Mandatory Entries.

Location: Home » Awards » Post Award Requests » **New PAR**

[ [PAR Home](#) - [PAR Status](#) - [New PAR](#) ]

**PAR Entry** Steps: **1** **2** 3

New PAR Input

**Contract Number:**\*  CLIN:

**PAR Reason:**\* --- Select ---

Consideration Amount:

Add Attachment:

[File Types](#)

Type additional notes to the Contract Administrator here:

Characters left: 4000

---

Submitter

CAGE: **DIBBS** User ID: **DIBBS13**



# Contract Number

Input “Contract Number.”

PAR Entry Steps: 1 2 3

New PAR Input

**Contract Number:**  CLIN:

- ✓ For contracts (long term contract / LTC) input the 13-character format PIID. “D” in the 9th position of PIID.
- ✓ For purchase orders (PO) input the 13-character format PIID. “P” or “V” in the 9th position of PIID.
- ✓ For delivery orders (DO) input the 13-character format PIID. “F” or “M” in the 9th position of PIID located in Block 2 of DD1155.

ORDER FOR SUPPLIES OR SERVICES		
1. CONTRACT/PURCH ORDER/AGREEMENT NO. SPE8EJ14D0002	2. DELIVERY ORDER/CALL NO. SPE8EJ16F0001	3. DATE OF ORDER/CALL (YYYYMM/DD) 2016 APR 21



# PAR Reason



Select a Reason Code.

PAR Entry Steps: 1 2 3

New PAR Input

Contract Number: \*  CLIN:

PAR Reason: \* 

--- Select ---

VR01 - Delivery Date Change

VR02 - Duty Free Entry Request

VR03 - Free Issues

VR04 - Price Change and Mistakes-in-Bid

VR05 - Request for Price Change in Accordance with Economic Price

VR06 - Variation in Quantity Change

VR07 - Quantity Change

VR08 - Vendor Requested Cancellation

VR09 - Modification

VR10 - Wage Determination

VR11 - Other Vendor Request

VR12 - Payment Issue

Consideration Amount:

Add Attachment:

Type additional



# Add Attachment

Browse for file if including an attachment with the request.

Add Attachment:

Acceptable File Types	
· doc	Microsoft Word document / Word Perfect document
· docx	Microsoft Office Open XML Format Word document
· gif	GIF image file
· htm	Hypertext Markup Language File
· html	Hypertext Markup Language File
· jpe	JPEG Image File
· jpg	JPEG Image File
· pdf	Portable Document Format / Printer description file
· png	Portable Network Graphic file
· pps	Power Point slide show / Ping Plotter file
· ppt	Power Point presentation file
· pptx	Power Point Microsoft Office Open XML Format Presentation
· rtf	Rich text file
· rtx	Rich text file
· tif	TIFF file
· tiff	TIFF file
· txt	Text File
· xls	Microsoft Excel Spreadsheet
· xlsx	Microsoft Excel Open XML Document



# Submit PAR



Type notes to the Administrator if needed and click “Submit.”

**PAR Entry** Steps: **1** **2** 3

New PAR Input

**Contract Number:**\*  **CLIN:**

**PAR Reason:**\* --- Select ---

**Consideration Amount:**

**Add Attachment:**

*File Types*

Type additional notes to the Contract Administrator here:

Characters left: 4000

---

Submitter

CAGE: **DIBBS** User ID: **DIBBS13**



# PAR Created



PAR successfully created message and PAR Number assigned.

The screenshot displays the DLA Internet Bid Board System interface. At the top, the header includes the Department of Defense logo, the text "DEFENSE LOGISTICS AGENCY ENTERPRISE BUSINESS SOLUTIONS DLA INTERNET BID BOARD SYSTEM", and navigation links like "Home", "Solicitations", "RFQs", "RFP/IFBs", "Tech Data", "Downloads", and "Awards". A "Notice" section contains a message about a banner test. Below this, a breadcrumb trail shows "Location: Home » Awards » Post Award Requests » **New PAR**". A green checkmark and a red arrow point to the message: "Created PAR #: 000000001455." Below this is a "PAR Submission Results" box containing the following information:

PAR Number: 000000001455	Created On: Wednesday, June 15,
Contract Number: SP800 M1358	CLIN: _____
PAR Reason: VR01	
Consideration Amount: _____	
Submitter: 1X9V8	
Contract Administrator Name: SRM2ECC_SYS	
Phone: _____	
Email: _____	

At the bottom of the submission results box is a "PREV" button. The footer of the page contains "Policy Statements" and "Feedback" links.





# Review Status of PAR



Click "PAR Status"

**DEFENSE LOGISTICS AGENCY**  
ENTERPRISE BUSINESS SOLUTIONS  
**DLA INTERNET BID BOARD SYSTEM**

Home | Solicitations | RFQs | RFP/IFB/Other RFQs | Tech Data | Downloads | Awards

Navigation:  GO

**Notice:** · The Link - Connecting Suppliers with DLA - Issue 8 » [Read Notice](#)  
· Alleged Fraudulent Activity in SAM » [Read Notice](#)

Please read notices posted on the [Notices page](#).

Location: Home » Awards » **Post Award Requests**

[ PAR Home - PAR Status - New PAR ]

■ **Post Award Request (PAR)**

- [New PAR](#) - allows users the ability to make requests on contract and modifications for their CAGE code.
- [PAR Status](#) - allows users the ability to review the status of previously submitted PARs.



# PAR Status



Vendors can search for previously submitted PARs by entering Contract Number, PAR Number (6 digit), or Date Range when PAR was created. Click “Search.”

**DEFENSE LOGISTICS AGENCY**  
ENTERPRISE BUSINESS SOLUTIONS  
**DLA INTERNET BID BOARD SYSTEM**

Home | Solicitations | RFQs | RFP/IFB/Other RFQs | Tech

Navigation: Navigation/Documents - - - - -

**Notice:** - The Link - Connecting Suppliers with DLA - Issue 8 » [Read Notice](#)  
- Alleged Fraudulent Activity in SAM » [Read Notice](#)

Please read notices posted on the [Notices page](#).

Location: Home » Awards » Post Award Requests » **Status**  
[ PAR Home - PAR Status - New PAR ]

PAR Search

Contract Number:

PAR Number:

Date Range From:  To:



# PAR Status



Data for Selected PAR displays including PAR Status and Administrator.

DEFENSE LOGISTICS AGENCY  
ENTERPRISE BUSINESS SOLUTIONS  
DLA INTERNET BID BOARD SYSTEM

Home | Solicitations | RFQs | RFP/IFDs | Tech Data | Downloads | Awards

Navigation: Navigation/Documents ----- GO Database Search: Choose Search Value: GO

**Notice:** Banner Test for Test Case: PR29011-FT05-TC06 using the intranet application

Please read notices posted on the [Notices page](#).

Location: Home » Awards » Post Award Requests » **Status**

[ [PAR Home](#) - [PAR Status](#) - [New PAR](#) ] SPE7L314M1079 [ 167 ] **LOGGED ON**

PAR Search

Contract Number:

PAR Number:

Date Range: From:  To:

Requestor Data					Response Data			
Contract/Delivery Order	CLIN	Reason Code	Consideration Amount	Submitter ID	PAR #	CR Date	Status	Administrator
SPE7L314M1079P00001	0001	VR01 - Delivery Date Change		50888	665172	2014-10-29 13:25:18	In Process	Kevin Davis (T95) <a href="mailto:Kevin.K.Davis@dla.mil">Kevin.K.Davis@dla.mil</a> (614) 692-4345 ext. X