

USERS MANUAL

Version 1.0

Bulk Fuels Offer Tool (BULK OET)

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Submitted to:
DLA Energy
J-6FSA
8725 John J. Kingman Rd.
Ft. Belvoir, VA 22060

Submitted by:
Nelson & Associates
55 Hiller Road
Ryegate, MT 59074

Attn: Craig Lockard
Craig.Lockard@dla.mil

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SECTION 1 SCOPE OF THE USER MANUAL

This document, the Bulk Fuels (Bulk) Offer Entry Tool (OET) User Manual (UM) describes the functionality of the Bulk OET application.

1.1 Document Overview

This User Manual (UM) for the Bulk OET application is written to provide:

- ◆ Application Overview (Section [1.2](#))
 - Navigation Conventions (Section [1.2.1](#))
 - Help Functions (Section [1.2.2](#))
- ◆ Step By Step Instructions ([Section 2](#))
 - Accessing Bulk Fuel Offer Entry Tool (Section [2.1](#))
 - My Account (Section [2.2](#))
 - Offer Entry Process (Section [2.3](#))
 - Invitation to Bid (Section [2.3.1](#))
 - Select a Solicitation (Section [2.3.2](#))
 - Shipping Point Physical Abilities (Section [2.3.3](#))
 - Enter Bids (Section [2.3.4](#))
 - Origin Bids (Section [2.3.4.a](#))
 - Destination Bids (Section [2.3.4.b](#))
 - Offer Conditions (Section [2.3.4.c](#))
 - Bid Rounds (Section [2.3.4.d](#))
 - Solicitation Amendments (Section [2.3.4.e](#))
 - Bid Package Report (Section [2.3.5](#))
 - Submit Offer Package (Section [2.3.6](#))

***NOTE:** Use *Alt+left arrow* to navigate back to your original section after clicking on a hyperlink within this document.

For a list of terms, definitions, or acronyms utilized within this document, see [Appendix A](#).

For a list of references applicable to the history and development of Bulk OET, documentation concerning related projects, and any other documents directly referenced within this document, see [Appendix B](#).

For historical reference, a list of previous versions of the Bulk OET application code can be found in [Appendix C](#).

1.2 Application Overview

Bulk OET is an external web application which allows prospective Bulk fuel vendors to securely bid on a DLA-Energy fuel Solicitation. Bid/Offer entries can be entered based on a Free on Board (FOB) Origin and/or FOB Destination basis for a selected Solicitation. Specifically, Bulk OET allows registered prospective vendors to:

- 1) Define company's physical shipping location capabilities (e.g. physical location, SPLC (Standard Point Location Code), available product(s), available additive(s), and available modes of transportation).
- 2) Enter bid/offer data for the currently open bid round; view data from previous bid round(s).
- 3) Upload relevant bid package which should contain all of your contracting (FARs, Certs, etc.) and payment information per the Solicitation.
- 4) Submit bid(s) to BEM¹ for evaluation and/or award.
- 5) Participate in the reverse auction process, satisfying the DLA mandate requiring that a reverse auction tool be used for all competitive contracts valued at more than \$150,000
- 6) Produce a **Bid Summary Report**.

***NOTE:** This Bulk OET application replaces the submission of paper bids.

The process works as follows:

- 1) Prospective fuel Vendors view DLA-Energy Solicitations from FedBizOps (<https://www.fbo.gov/>).
- 2) A prospective vendor must register in the Bulk OET application in order to bid on a Bulk Fuels Solicitation.

¹ See the *Bulk Fuels Bid Evaluation Model Functional Description Document, CNA-FR 970-04* for more information on this application.

- 3) Vendor logs onto the Bulk OET web application and selects a Solicitation upon which to bid.
- 4) Vendor enters/reviews the physical capabilities of their shipping locations.
- 5) Vendor enters any FOB Origin Bid Offers
 - a. may review entries via the **Origin Bid Summary Report**
- 6) Vendor enters any FOB Destination Bid Offers
 - a. May review entries via the **Destination Bid Summary Report**
- 7) Vendor enters any/all Offer Conditions.
- 8) Review offer data via Bid Package Report.
- 9) Vendor submits bid response (includes bid data entered in OET and PDF bid package).
- 10) Vendor repeats the bid submission process for all bid rounds (Standard and Reverse Auction) that the DLA Buyer opens, via BEM, for a Solicitation.

1.2.1 Navigation Conventions

NOTE: Simultaneous users for a particular company/cage code may create data issues; therefore, it is recommended that only ONE user at a time from a particular company edit bids/offer conditions.

Throughout the various Bulk OET steps and screens, the following navigation conventions are used to assist the user:

- Menus
 - A Menu/submenu hierarchy, located on the left of the screen, is used to navigate the application.
- Screen Sequence
 - The screens are designed in a sequence which steps you through the entire offer entry process in a specific screen by screen order. Prior to displaying any screen where you have not yet entered data, a **Yes / No / Cancel** pop-up screen is displayed asking if you have “X” data (e.g., *Do you have Origin Offers?*) and providing details of the data that are to be defined on the associated screen. Button options are provided on each displayed screen which access the functionality of the screen (e.g., enter new data; continue to the next screen; run a report; close the current screen). It is highly recommended that you follow the sequence, at least on your first time through the process, to avail yourself of all the direction provided; however, you may by-pass the sequence at any point in

your bid process, by selecting the **Cancel / Close** option on any screen and selecting another menu item. .

- Column sorting.
 - An arrow in the column title indicates the data is sortable by that column. Clicking the title/arrow reorders data alphabetically/numerically. The up or down direction of the arrow indicates which direction the data are sorted (ascending or descending).
- Search
 - A *Search* field allows for dynamic filtering of data displayed on the screen (filter searches all data fields). As character/digits are entered into the *Search* field, the data displayed are filtered based on the specified character(s)/digit(s).
- Main Menu Checkmark
 - Once you have entered data into a screen, a check mark will appear next to the title of that screen on the **Main Menu**.

1.2.2 Help Functions

Context Sensitive Help (CSH) is available on the screens of the Bulk OET application indicated by a question mark icon (Figure 1). Clicking this icon displays a pop-up with information specific to the associated field and/or process. An ***Index*** link is available on the pop-up which identifies all of the CSH for the displayed screen.



Figure 1 CSH Icon Example

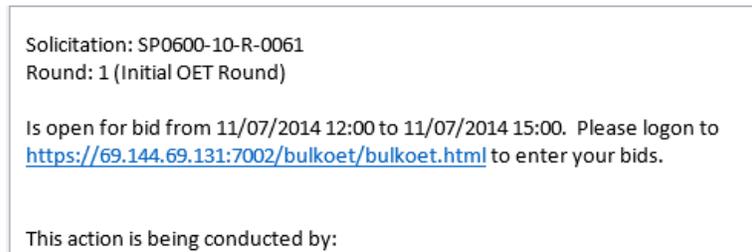
SECTION 2 STEP-BY-STEP INSTRUCTIONS FOR USING THE BULK OFFER ENTRY TOOL

2.1 Accessing Bulk OET

Bulk OET is available to registered users. See section [2.1.1](#) for details on becoming a registered user.

Additionally, Bulk OET can be accessed from a link within the [Invitation to Bid](#) email notification (Figure 2). When a DLA Energy Bulk Fuels Buyer establishes a round of bidding via Bulk BEM², an **Invitation to Bid** email notification is automatically sent to registered vendors, based on [Buy](#) selection and bid history.

DLA Energy Invitation to bid for solicitation SP0600-10-R-0061 round 1 (Initial OET Round)

The image shows a screenshot of an email notification. The text inside the email reads: "Solicitation: SP0600-10-R-0061", "Round: 1 (Initial OET Round)", "Is open for bid from 11/07/2014 12:00 to 11/07/2014 15:00. Please logon to <https://69.144.69.131:7002/bulkoet/bulkoet.html> to enter your bids.", and "This action is being conducted by:".

Solicitation: SP0600-10-R-0061
Round: 1 (Initial OET Round)

Is open for bid from 11/07/2014 12:00 to 11/07/2014 15:00. Please logon to <https://69.144.69.131:7002/bulkoet/bulkoet.html> to enter your bids.

This action is being conducted by:

Figure 2 Invitation To Bid Email Example

2.1.1 Vendor Registration

Every vendor/supplier who wants to bid on a DLA-Energy Solicitation for Bulk fuels must complete a registration process with DLA-Energy Account Management and Provisioning System (AMPS), which is accessible at <https://amps.dla.mil> and from the AMPS link on the **Bulk OET Splash** page (Figure 3). If you cannot successfully access and complete the AMPS process, follow the instructions on the **Splash Page** to complete the OET registration process.

² See the *Bulk Fuel Bid Evaluation Model Functional Description Document, CNA-FR 970-04* for more information on this application.

[Bulk OET](#)



You Must Complete An AMPS Application To Access This System. To Complete The AMPS Application [Click Here](#)
NOTE: After receiving an approval notification from AMPS (via email), you will THEN need to wait to receive a separate logon to OET (your AMPS logon is NOT equivalent to your OET logon)

If you have not been able to access AMPS and successfully complete your registration there, [Click Here](#) to download the DLA System Access Authorization Request (SAAR) Complete the form and email to the Bulk Tech Team by [clicking here](#)

If you have any other problems, request assistance by sending an email to the Help Desk and Tech Team by [clicking here](#)

[Bulk Offer Entry Tool](#)

Figure 3 Bulk OET Splash Page

You will be notified once the registration is processed via AMPS; you will then receive another communication establishing a unique *User Name* and temporary *Password* for access to Bulk OET.

***NOTE:** Your AMPS *User Name* and *Password* is NOT the same as your Bulk OET *User Name* and *Password*.

After receiving your temporary *Password*, you must [log on](#) to Bulk OET as soon as possible and [change](#) the provided temporary *Password* to a *Password* that you create and is known only to you; once your *Password* has been changed the temporary *Password* is invalid. The *Password* you create during the *Password* change is the one that you will use to access Bulk OET.

***NOTE:** The *Password* you create is valid for 60 days at which time you will need to change the *Password* to keep your account from going [inactive](#).

2.1.2 Logging On

After becoming a registered user, access to the Bulk OET application is accomplished by entering the web address into a DLA Energy approved web browser or by clicking the link in the **Invitation To Bid** (Figure 2) email notification.

The **DOD Access Warning** pop-up (Figure 4) will be displayed over top of the **Bulk OET Splash** screen (Figure 5). You (the vendor) must read and acknowledge the **DOD Access Warning** pop-up (Figure 4) by clicking the **OK** button.

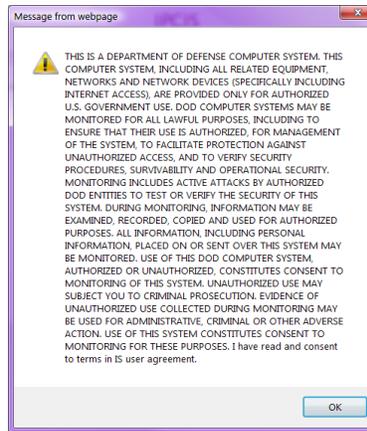


Figure 4 DOD Warning

This pop-up will then close, and you can then click on either the **Bulk OET** or **Bulk Offer Entry Tool** link on the **Bulk OET Splash** screen (Figure 5) to proceed to the **User Authentication** screen (Figure 6).

***NOTE:** The **Bulk OET Splash Page** contains links for registration assistance as well as Help Desk / Tech Team support.

[Bulk OET](#)



You Must Complete An AMPS Application To Access This System. To Complete The AMPS Application [Click Here](#)
NOTE: After receiving an approval notification from AMPS (via email), you will THEN need to wait to receive a separate logon to OET (your AMPS logon is NOT equivalent to your OET logon)

If you have not been able to access AMPS and successfully complete your registration there, [Click Here](#) to download the DLA System Access Authorization Request (SAAR) Complete the form and email to the Bulk Tech Team by [clicking here](#)

If you have any other problems, request assistance by sending an email to the Help Desk and Tech Team by [clicking here](#)

[Bulk Offer Entry Tool](#)

Figure 5 Bulk OET Splash Page

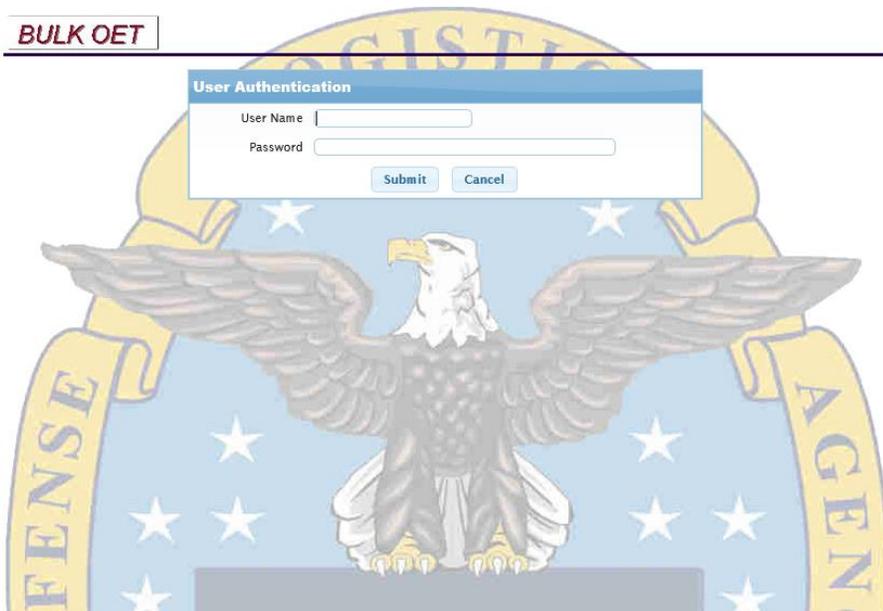


Figure 6 User Authentication

Enter your unique *User Name* and *Password* on the **User Authentication** screen (Figure 7).

***NOTE:** Your *User Name* and *Password* are case sensitive. Your *Password* will be the latest of either the temporary *Password* provided via administrator communication or the *Password* you created during the [Password Change](#) process.



Figure 7 Completed User Authentication

Clicking **Submit** on the correctly completed **User Authentication** screen (Figure 7) invokes the **Login Authentication Success** screen (Figure 8), which displays

navigation guidelines for the application and any other message that could be pertinent to the user.

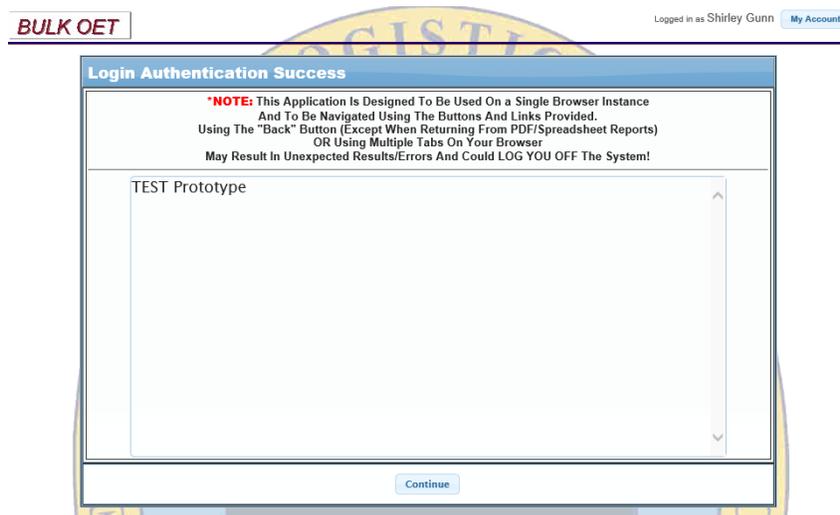


Figure 8 Login Authentication Success

***NOTE:** If there are problems with your account / log-on, you will receive an error message. For examples of the possible error messages see the [Logging On Errors](#) section of this document.

The next step depends on your user status as follows:

If you are a new user logging on for the first time or a user who has had their password administratively re-set /account reactivated, a **Password Change Required** message (Figure 10) will be displayed at this point and you will be required to follow the [Password Change](#) steps in order to continue.

If you are a returning user, or once you have changed your password, clicking **Continue** on the **Login Authentication Success** screen (Figure 8) brings you to the **Bulk OET Start** screen (Figure 9).



Figure 9 BULK OET Start Screen

From the **Bulk OET Start Screen** (Figure 9), you can manage your user account data under [My Account](#), [Select \(a\) Solicitation](#), view information [About](#) the system and **Logout** of the application.

The steps, in relation to the bid Offer Entry process begin with the **Select Solicitation** menu option to the left (Fig 11), which is detailed in [Section 2.3.2](#) below. Subsequent menu options for entering/viewing your bid(s) are displayed after selecting a solicitation and are detailed in [Section 2.3.3](#) through [2.3.6](#) below.

***NOTE:** As mentioned on the **Login Authentication Success** screen (Figure 8), the Bulk OET application is designed for all actions to be taken using the buttons/links provided on the screens within Bulk OET, i.e., the Browser *Back* button should not be used, except in the case where a user-created report might be displayed within the current browser window (this is dependent upon the configuration of your personal computer).

2.1.2.a Log On Password Change Required

The first time a new user, or a user who has had their password administratively re-set /account reactivated, logs on a **Password Change Required** message will immediately pop-up over the **Login Authentication Success** screen (Figure 10).



Figure 10 Password Change Required Message

The following constraints must be observed in regard to passwords:

- Your password is good for 60 days. You will be reminded to change your password upon login and via email as the 60-day mark approaches.
- When changing the password, you cannot re-use at least 4 characters/digits that were included in your previous password.
- Currently, passwords must contain 15-50 characters including at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character.
- You can only change your password once every 12 hours.

Clicking the **OK** on the **Password Change Required** message (Figure 10) displays the **Password Change (REQUIRED)** screen (Figure 11) which allows you to change your password. Enter your current password into the *Old Password* field, enter a new password following the [password constraints](#) into the *New Password* field, type the new password again into the *Confirm Password* field.

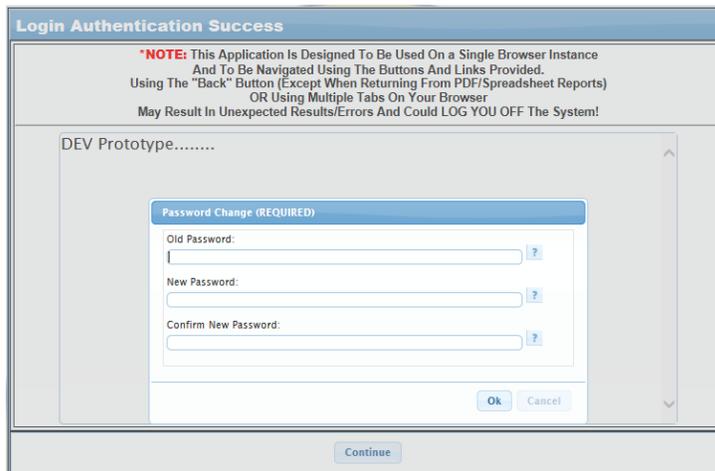


Figure 11 Password Change (REQUIRED) Screen

Clicking **OK** on the completed **Password Change (REQUIRED)** screen (Figure 11), produces a **Password Success** (Figure 12) screen where clicking **OK** returns you to the **Login Authentication Success** screen (Figure 8) and you may continue onto the Bulk OET application.

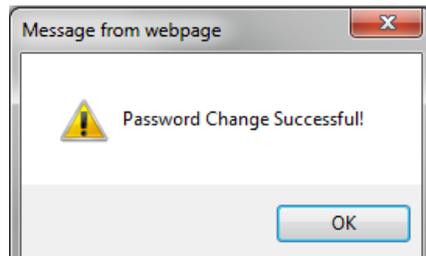


Figure 12 Password Change Successful!

Upon clicking **OK** on the **Password Change (REQUIRED)** screen (Figure 11), if your entries do not adhere to the [password constraints](#) the applicable message in Figure 13 is displayed.



Figure 13 Password Error Message

2.1.2.b Logging On Errors

Described in this section are errors you may encounter in the logging on process.

As indicated in the **Duplicate Logon Message** (Figure 14), you may only be logged onto the Bulk OET once.

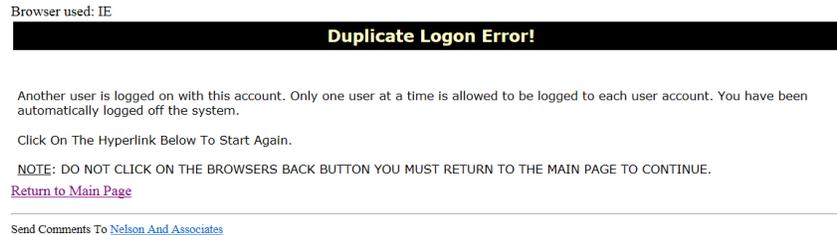


Figure 14 Duplicate Logon

The **Duplicate Logon Message** (Figure 14) will also appear if you did not properly log out of the Bulk OET application, but instead let it go idle. When you try to log back in, this message will appear. Click the **Return to Main Page** button and try again.

If there is an error in entering your *User Name* and/or *Password*, or your account has gone [inactive](#), the error message in Figure 15 is displayed. Click the **Return to Main Page** button and try again.

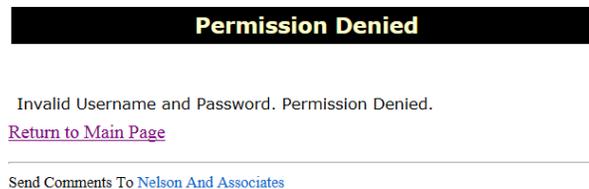


Figure 15 Incorrect U/N or Password

After three unsuccessful attempts to logon (e.g., you enter a password incorrectly 3 times in a row), the error message in Figure 16 is displayed informing you that your account has been locked. You will need to contact an administrator to unlock your account.

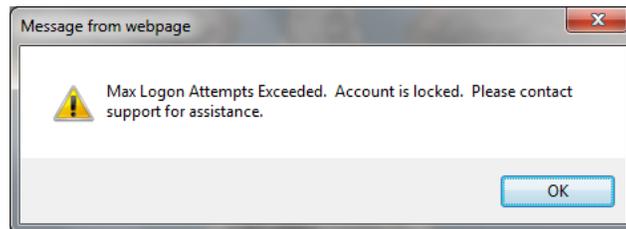


Figure 16 Max Logon Attempts Exceeded

After clicking **Submit** on the **User Authentication** screen (Figure 7), the message in Figure 17 is displayed if your password has expired, but your account has not yet gone inactive.

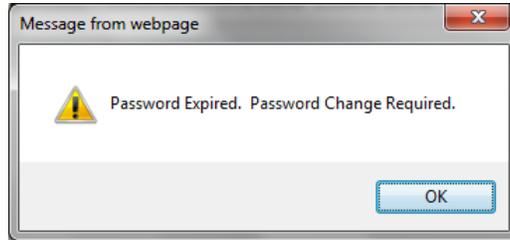


Figure 17 Password Expired Message

Clicking **OK** produces the **Password Change** screen (Figure 18) where you set a new password adhering to the [password constraints](#).



Figure 18 Password Change Screen

2.1.2.c Inactive Account

Your OET user account becomes inactive when you either don't log into the OET for 30 days or don't change your password for 60 days. An inactive account requires administrator assistance to have the account marked active again before you can log in.

If you have not logged into your account for 20 days you will receive an email (Figure 19) advising you to use the provided link to log-onto the application to keep your account from becoming inactive. After a 30 day period of inactivity your account will go to an inactive status requiring administrator assistance to reinstate the account to active.

TO : Test Inactive Logon

FROM :BULK OFFER ENTRY TOOL APPLICATION ADMINISTRATOR

Your Bulk Offer Entry Tool Application Account has had no activity within the last 20 Days.

To keep your account from expiring please follow the link below to logon to the system. If you fail to do so in the next 10 days your account will become inactive and you will need to submit a ticket to the BSM Energy Help Desk to reinstate your account.

<https://69.144.69.131:7002/bulkoet/bulkoet.html>

Figure 19 Account Inactivity Email Message Example

Ten days prior to your password expiration date you will receive an email (Figure 20) advising you to change your password to keep your account from becoming inactive. If your password is not changed within the following 10 days, your account will go to an inactive status requiring administrator assistance to reinstate the account to active.

TO : Test Inactive PW

FROM :BULK OFFER ENTRY TOOL APPLICATION ADMINISTRATOR

Your Bulk Offer Entry Tool Application Password will expire in 10 Days.

To keep your account from expiring please follow the link below to logon to the system and change your password. If your password is not changed in the next 10 days then you will need to submit a ticket to the BSM Energy Help Desk to reinstate your account.

<https://69.144.69.131:7002/bulkoet/bulkoet.html>

Figure 20 Change Password Email Message Example

2.2 My Account

Clicking the **My Account** button in the upper-right hand corner of the **Bulk OET Start Screen** (Figure 21) invokes the **User Account Info** screen (Figure 22).



Figure 21 Bulk OET Start Menu – My Account

The **User Account Info** screen (Figure 22) is where you, the Vendor, enter your company / personal information and selects the *Buy(s)* on which you want to bid; as well as change your user password (**Change Password**). After modifying any fields on the **User Account Info** screen, clicking **Save** retains your data and closes the screen; **Cancel** closes the screen without retaining your modifications.

The screenshot shows a web form titled "User Account Info - 1MC67". It includes a note: "Fields marked with * are required." The form contains the following fields:

- Company Name:** * (Changes Apply To All Accounts). Value: PHILLIPS 66 COMPANY.
- Title:** Value: COMM. SALES MGR.
- Phone:** * (Ex: 888.555.1212 | (888) 555-1212 | (888) 555.1212 x1212). Value: 9186615039.
- Email:** *. Value: ccabal@cnelsonassociates.com.
- Company Class:** *. Value: Large Business.
- Buy Selection:** *. A list of available options (AEM Multi Year, Ati/Eur/Med, EG Supplemental, East Gulf Multi Yr, Inland West, RMW Multi Year, RMW Supplemental, WestPac Multi Year) is shown on the left, and "East" is selected in the "Selected" box on the right.

At the bottom of the form are three buttons: "Change Password", "Save", and "Cancel".

Figure 22 User Account Info

The data are entered on the **User Account Info** screen (Figure 22) in the following manner:

Company Name:

Required: If not pre-populated, enter the name of your company. Any changes/edits made to the Company Name are applied to all user accounts within this company that correspond to its unique Commercial & Government Entity (CAGE) Code of the Company. Your company's CAGE Code is supplied when you [apply for access to OET via AMPS](#).

Title:

Enter your job title within the company.

Phone:

Required: Enter your business phone number.

Email:

Required: Enter your business email address. This email address will be used for all correspondence emails to / from the Bulk OET application and to / from the DLA-Energy Buyers who will be evaluating your bid(s).

Company Class:

Required: If not pre-populated, select a socio-economic business classification for your company. Any changes/edits made to the *Company Class* are applied to all user accounts within this company that correspond to the Commercial & Government Entity (CAGE) Code of the company. Your company's CAGE Code is supplied when you [apply for access to OET via AMPS](#).

***NOTE:** The bid evaluation process that evaluates offers/bids from all Vendors considers the class type of a company in the awarding of fuel contracts. Special awards and/or premiums (price compensations of up to 10%) are given to Small Businesses (SB) and companies located in [Historically Underutilized Business \(HUB\) Zones](#).

Buy Selection:

Required: The Buy is the identifier of the geographical area with which a particular Solicitation is associated. Select the Buy(s) in order to receive notification of and/or view Solicitations that are available for bids/offers in that Buy. These selections are unique to your user ID.

An individual Buy is moved between the **Available** and **Selected** columns by highlighting the Buy and clicking the single arrow button(s) (>, <) located between the boxes.

ALL Buys can be moved between the **Available** and **Selected** columns by clicking the double arrow button(s) (>>, <<).

Clicking the **Change Password** button displays the **Password Change** screen (Figure 23) which allows you to change your password. The following constraints must be observed in regard to passwords:

- Your password is good for 60 days. You will be reminded to change your password upon login and via email as the 60-day mark approaches.
- When changing the password, you cannot re-use at least 4 characters/digits that were included in your previous password.
- Currently, passwords must contain 15-50 characters including at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character.

- You can only change your password once every 12 hours.
- Your account logon is active for 30 days. If you do not logon within 30 days, you will need to submit a HelpDesk ticket to re-activate your account.

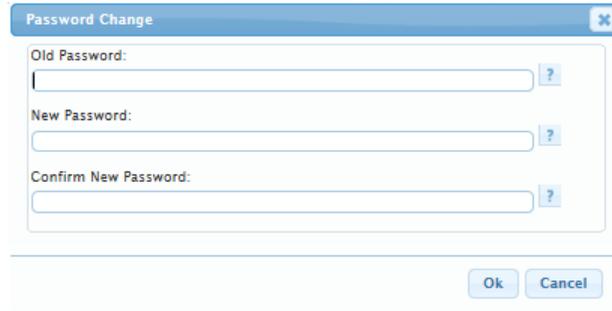
A screenshot of a web-based dialog box titled "Password Change". It contains three text input fields: "Old Password:", "New Password:", and "Confirm New Password:". Each field has a small question mark icon to its right. At the bottom of the dialog, there are two buttons: "Ok" and "Cancel".

Figure 23 Password Change Screen

To change your password, on the **Password Change** screen (Figure 23) enter your current password into the *Old Password* field, enter a new password following the [password constraints](#) into the *New Password* field, type the new password again into the *Confirm Password* field. Clicking **OK** on the completed **Password Change** screen (Figure 23), produces a **Password Success** (Figure 24) screen where clicking **OK** returns you to the **User Account Info** screen (Figure 22); **Cancel** returns you to the **User Account Info** screen without changing your password.

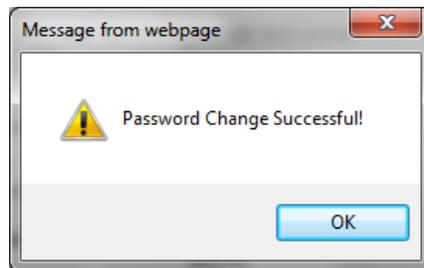


Figure 24 Password Success Screen

Upon clicking **OK** on the **Password Change** screen (Figure 23), if your entries do not adhere to the [password constraints](#) the applicable message in Figure 25 or Figure 26 is displayed.

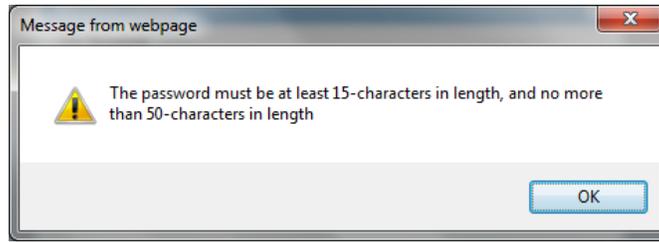


Figure 25 Password Length Message

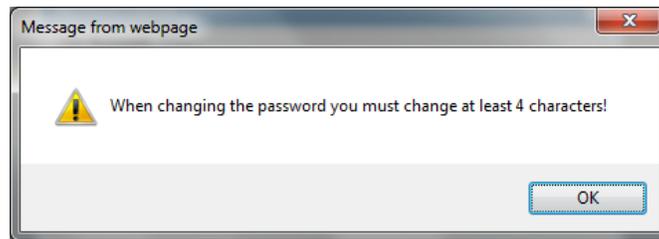


Figure 26 Password Change Requirement Message

If you attempt to change your password within 12 hours since your last password change, you will get the message shown in Figure 27.

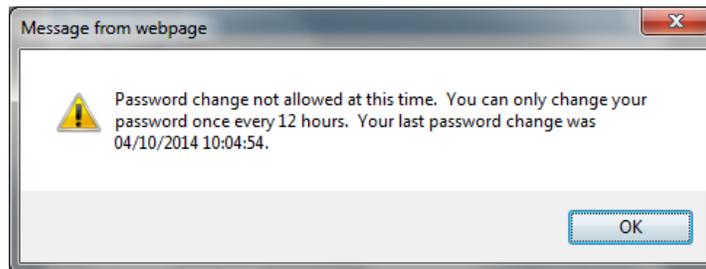


Figure 27 Password Change Not Allowed Message

2.3 Offer Entry Process

NOTE: Simultaneous users for a particular company/cage code may create data issues; therefore, it is recommended that only ONE user at a time edit bids/offer conditions.

As discussed in Section [1.2.1 Navigation Conventions](#), the menu items displayed on the left of the **OET Main Menu** screen (Figure 31) are designed in a sequence which steps you through the entire offer entry process in a specific screen by screen order. While a menu option may be selected directly from the **Main Menu** (Figure 31) at any time, it is highly recommended that you follow the sequence, at least on your first time through the process, to avail yourself of all the direction provided.

Prior to beginning the bid/offer-entry process, you (the vendor) should verify your [Buy Selection](#) under [My Account](#) because the selected Buys determine the Solicitations for which you receive an [Invitation to Bid](#), and the available Solicitations that are displayed on the **Solicitations For Offer Bid Entry** screen (Figure 30). The Solicitations displayed on the **Solicitations For Offer Bid Entry** screen (Figure 30), in turn, determine the displayed [Origin/Destination](#) items available for bidding.

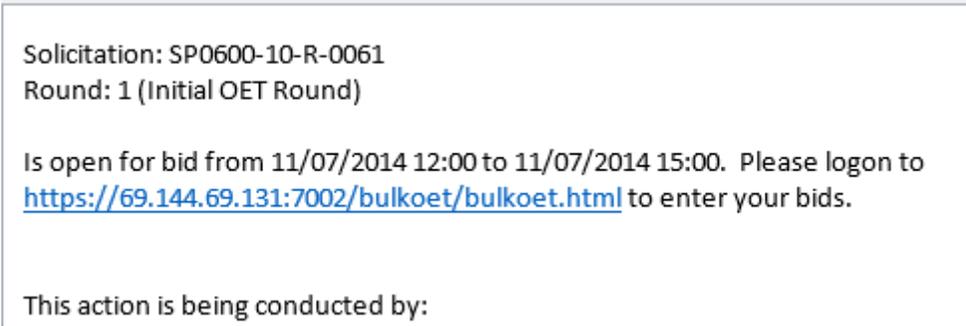
[Bid Rounds](#) are established at the discretion of the DLA Buyer, and may be either a [Standard](#) round or a [Reverse Auction](#) round. You must participate in the *Initial Standard* round in order to be eligible to bid in any subsequent rounds. Additionally, a Solicitation may be [amended](#) during any Standard bid round.

The data displayed and functions available on the offer entry screens are dependent on where you are in the bid process (e.g., Initial Standard round, subsequent Standard round, Reverse Auction round) as well as the round status (Open / Closed). These distinctions will be identified in the subsections below.

2.3.1 Invitation to Bid

For each round of bidding established by the Buyer via Bulk BEM, an **Invitation to Bid** email notification (Figure 28) is sent to registered vendors based on *Buy* selection and bid history. This notification contains the *Solicitation Number, Round* (e.g., *Round: 1(Initial Offer)*), bid open and close date/time and a link to the Bulk OET application.

ALL vendors who have selected the Buy, under [My Account](#), that is associated with a Solicitation will get the INITIAL **Invitation to Bid** email notifying them of an Initial bid round.



Solicitation: SP0600-10-R-0061
Round: 1 (Initial OET Round)

Is open for bid from 11/07/2014 12:00 to 11/07/2014 15:00. Please logon to <https://69.144.69.131:7002/bulkoet/bulkoet.html> to enter your bids.

This action is being conducted by:

Figure 28 Invitation to Bid Email Example, Standard Initial Round

ONLY those vendors who submitted bids on the Initial Standard round will receive **Invitation to Bid** emails, and be allowed to bid when subsequent rounds of bidding are opened.

Offers in response to the **Invitation to Bid** may be entered by accessing Bulk OET either by entering the web address into a DLA Energy approved web browser or by clicking the link in the **Invitation To Bid** email notification.

2.3.2 Select a Solicitation

The first step, after [Logging On](#) to Bulk OET and verifying your [Buy Selection](#) under [My Account](#), is to select the Solicitation on which you (the vendor) want to bid. Clicking the **Select Solicitation** option on the **Bulk OET Start Menu** screen (Figure 29) invokes the **Solicitations For Offer Bid Entry** screen (Figure 30) displaying the *Solicitation Number*, *Title* and an *Offers/Bids* link for each Solicitation associated with the [Buys](#) you selected under [My Account](#).



Figure 29 Bulk OET Start Menu



Figure 30 Solicitations For Offer Bid Entry Screen

[Search](#) and [sort](#) capabilities are available on the **Solicitations For Offer Bid Entry** screen (Figure 30) to assist in locating specific Solicitation(s) on which you are interested in bidding.

If you have modified your *Buy* selections under [My Account](#), or if you want to remove filters you have applied using the [Search](#) function, click the **Refresh List** button to update the selection(s) displayed on the **Solicitations For Offer Bid Entry** screen (Figure 30).

Once the Solicitation is located, the corresponding **View/Edit** link is clicked invoking the **OET Main Menu** screen (Figure 31) where menu selections are provided to enter/display bid data and offer conditions for the selected Solicitation.



Figure 31 OET Main Menu

Data/Actions that are required within OET in order to establish your company within the bulk fuel bidding process are marked with “*” on the **OET Main Menu** screen (Figure 31).

A **Change Solicitation** button is provided on the right-hand side of the **OET Main Menu** screen (Figure 31) which will return you to the **Solicitations For Offer Bid Entry Screen** (Figure 30) should you wish to select a different Solicitation.

2.3.3 Shipping Point Physical Abilities

Your company’s shipping location(s) and capabilities (by *Product*, the *Mode*(s) of transportation and the additive(s) injection capabilities for each *Mode*, at each shipping location) are defined under the **Shipping Point Physical Abilities** menu.

These definitions determine the selection(s) available for shipping location(s) and associated capabilities within the various offer entry screens. In order to be included in an offer, the shipping location and capabilities must be defined on the screens under the **Shipping Point Physical Abilities** menu; however, any shipping location / capability may or may not be selected for offers within a particular Solicitation.

If you are a new user of Bulk OET, then you need to [provide](#) these definitions.

If you are a previous user of Bulk OET, then you need to review these definitions because your **Physical Shipping Point Capabilities** will be automatically configured within OET based on Solicitations upon which you previously bid.

Upon clicking the **Shipping Point Physical Abilities** menu option on the **Main Menu** (Figure 31), a pop-up message (Figure 32) is displayed informing you of the specific data defined on the screen.

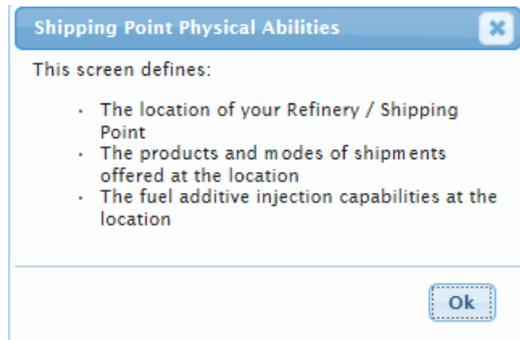


Figure 32 Shipping Point Physical Abilities Pop-Up

Click **OK** on the pop-up message (Figure 32) to display the **Shipping Points Data** screen (Figure 33). From this screen you can review existing shipping point data, define **New Shipping Point(s)**, **Edit Products/Modes/Additives**, and/or **Delete** shipping point(s). Once your **Shipping Point Data** is complete, you may continue the offer entry sequence by clicking the **Continue To Origin Bid Offers** button, or **Close** the screen and return to the **OET Main Menu** screen (Figure 31). **Search** and **Sort** functions are available on the screen to assist in locating a particular shipping point, if needed.

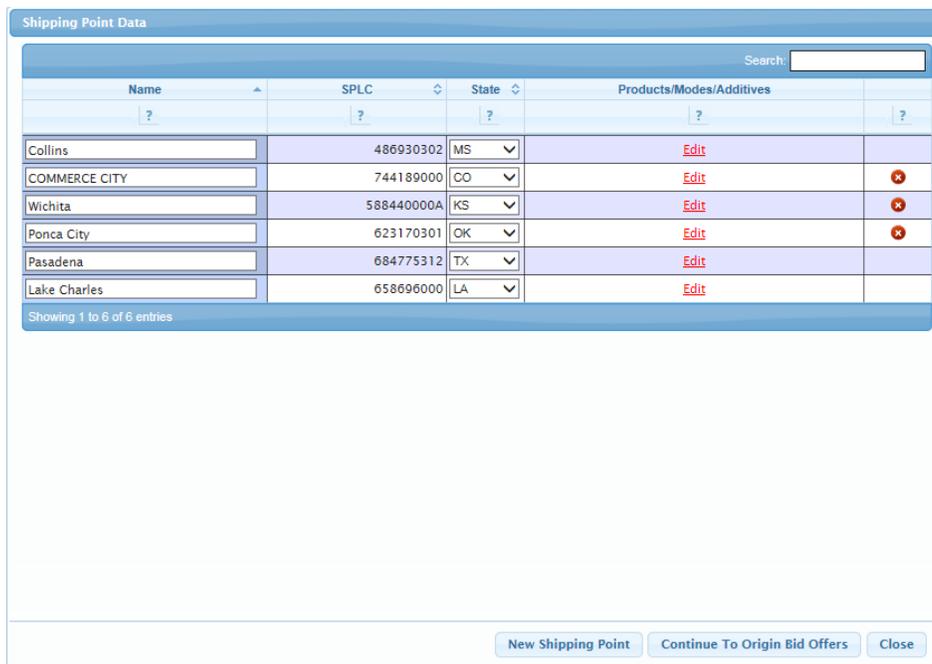


Figure 33 Populated Shipping Point Data Screen

If you already have bid data [entered](#), after clicking **OK** on the pop-up message in Figure 32, the warning message shown in Figure 34 is displayed. Click **OK** to acknowledge/close the warning message and continue on the **Shipping Points Data** screen Figure 33.

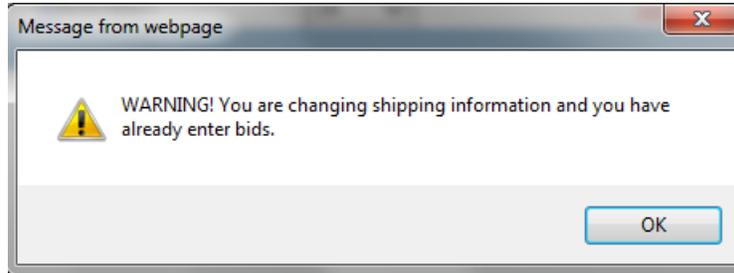


Figure 34 Shipping Point Bids Entered Warning

If the **Shipping Point Data** screen (Figure 35) is not populated with data (i.e., appears blank) it is because shipping points have yet to be [defined](#) for your company.

| Shipping Point Data | | | | |
|-----------------------------|------|-------|--------------------------|------------------------------|
| | | | | Search: <input type="text"/> |
| Name | SPLC | State | Products/Modes/Additives | |
| ? | ? | ? | ? | ? |
| Showing 1 to 1 of 1 entries | | | | |

Figure 35 Shipping Point Data Screen

***NOTE:** The **Shipping Point Physical Abilities** screens must be populated before stepping into the bid entry process.

2.3.3.a New Shipping Point

Click the **New Shipping Point** button at the bottom of the **Shipping Point Data** screen (Figure 36) to display the **New Shipping Point** screen (Figure 37).

| Shipping Point Data | | | | |
|---------------------|------------|-------|--------------------------|---|
| Name | SPLC | State | Products/Modes/Additives | |
| Collins | 486930302 | MS | Edit | |
| COMMERCE CITY | 744189000 | CO | Edit | ✖ |
| Wichita | 588440000A | KS | Edit | ✖ |
| Ponca City | 623170301 | OK | Edit | ✖ |
| Pasadena | 684775312 | TX | Edit | |
| Lake Charles | 658696000 | LA | Edit | |

Showing 1 to 6 of 6 entries

[New Shipping Point](#) [Continue To Origin Bid Offers](#) [Close](#)

Figure 36 Populated Shipping Point Data Screen

New Shipping Point

From SPLC
000000072U

Name
|

State
AF

[Save](#) [Cancel](#)

Figure 37 New Shipping Point Screen

On this screen you can define a shipping point by entering the following into the appropriate fields:

- *From SPLC* – this field is automatically populated by the system with a SPLC code ending in *U* indicating an *undefined* SPLC. The DLA Buyer is notified to provide a correct SPLC for the new shipping point, which will display in future bid rounds.
- *Name* – name of the shipping location.
- *State* – select from the drop-down the state where shipping point is located.

The screenshot shows a 'New Shipping Point' dialog box with the following fields and values:

- From SPLC: 000000080U
- Name: TEST
- State: AZ (dropdown menu)

Buttons: Save, Cancel

Figure 38 Populated New Shipping Point Screen

Click **Save** to retain your entries and return to the **Shipping Point Data** screen (Figure 39) which now displays the new shipping point.

The screenshot shows the 'Shipping Point Data' table with the following data:

| Name | SPLC | State | Products/Modes/Additives | Delete |
|---------------|------------|-------|--------------------------|--------|
| TEST | 000000080U | AZ | Edit | ✖ |
| Commerce City | 744189000 | CO | Edit | |
| Wichita | 588440000A | KS | Edit | |
| Oklahoma City | 626200000 | OK | Edit | |
| Ponca City | 623170301 | OK | Edit | |

Showing 1 to 5 of 5 entries

Buttons: New Shipping Point, Continue To Origin Bid Offers, Close

Figure 39 Shipping Point Data, New Shipping Point Added

Repeat these steps to create a record for each of your shipping locations.

2.3.3.b Edit Products/Modes/Additives

Click the **Edit** link in the *Products / Modes / Additives* column to display the **Product, Mode, Additive Selection** screen (Figure 40) where you can define / review / edit the capabilities of each shipping location.

***NOTE:** A red **Edit** link indicates there are *Modes* for the shipping location that have been previously selected.

Product, Mode, Additive Selection

Product Code: F76

? Tanker
CI: can inject; cannot inject;
FSI: can inject; cannot inject;
SDA: can inject; cannot inject;

Barge
CI: can inject; cannot inject;
FSI: can inject; cannot inject;
SDA: can inject; cannot inject;

Pipe
CI: can inject; cannot inject;
FSI: can inject; cannot inject;
SDA: can inject; cannot inject;

Car
CI: can inject; cannot inject;
FSI: can inject; cannot inject;
SDA: can inject; cannot inject;

Truck
CI: can inject; cannot inject;
FSI: can inject; cannot inject;
SDA: can inject; cannot inject;

Save Cancel

Figure 40 Product, Mode, Additive Selection Screen

To define / edit the capabilities of a location, first select the fuel *Product Code* (e.g., *F76*, *JAA*, etc.) from the drop-down at the top of the **Product, Mode, Additive Selection** screen (Figure 41).

Product, Mode, Additive Selection

Product Code: F76

? Tanker
CI: can inject; cannot inject;
FSI: can inject; cannot inject;
SDA: can inject; cannot inject;

JAA
JP5
JP8

Figure 41 Product Code Drop-Down

Next, click the checkbox for each *Mode* by which you can provide the selected *Product*. Note that all the additives for the selected *Mode* initially populate marked as *cannot inject* (Figure 42).

Product, Mode, Additive Selection

Product Code: F76

Tanker
CI: can inject, cannot inject;
FSII: can inject, cannot inject;
SDA: can inject, cannot inject;

Barge
CI: can inject, cannot inject;
FSII: can inject, cannot inject;
SDA: can inject, cannot inject;

Pipe
CI: can inject, cannot inject;
FSII: can inject, cannot inject;
SDA: can inject, cannot inject;

Car
CI: can inject, cannot inject;
FSII: can inject, cannot inject;
SDA: can inject, cannot inject;

Truck
CI: can inject, cannot inject;
FSII: can inject, cannot inject;
SDA: can inject, cannot inject;

Save Cancel

Figure 42 Shipping Point Additive / Mode Selection (Mode Selected)

For each *Additive* you are capable of providing for each selected *Mode*, click the radio-button associated with the *can inject* option (Figure 43).

Figure 43 Shipping Point Additive / Mode Selection (Additives Selected)

Identify the *Mode* and *Additive* capabilities for each *Product* available from the Shipping Point.

Click the **Save** button on the **Product, Mode, Additive Selection** screen (Figure 43) to retain your selections. The **Additive Saved** message (Figure 44) is displayed, click **OK** to close this screen and return to the **Shipping Point Data** screen (Figure 39).

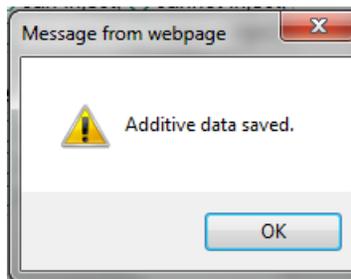
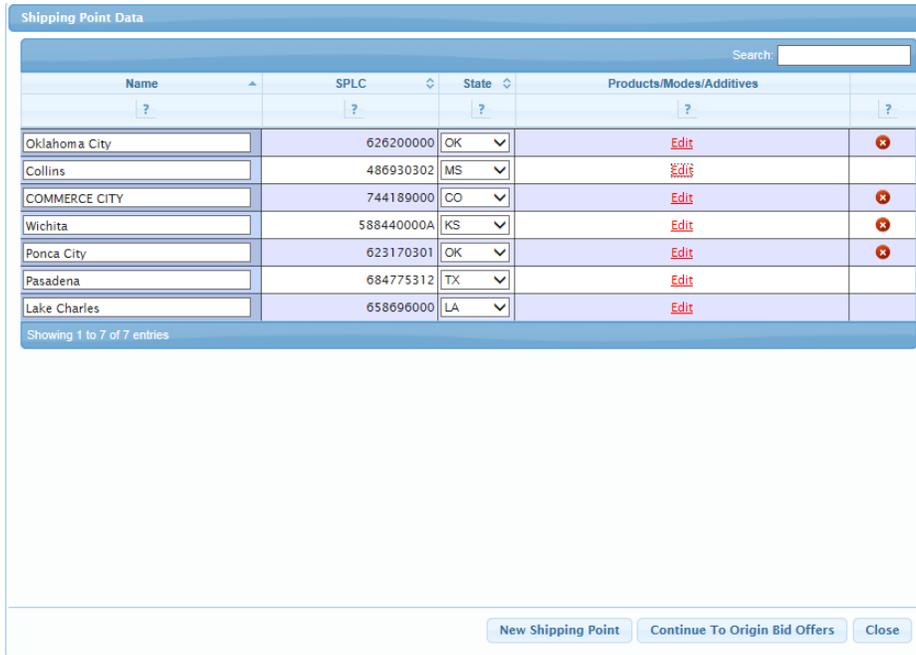


Figure 44 Additive Saved Message

Repeat these steps to identify *Product / Mode / Additive* capabilities for each of your company's shipping locations.

2.3.3.c Delete a Shipping Point

Shipping points that have not been selected for a bid line may be deleted by clicking the corresponding red circled X icon on the **Shipping Point Data** screen (Figure 45). The delete icon is not displayed if the shipping point has been selected for a bid line; any bid line associated with the shipping point would have to be removed before the shipping point could be deleted.



| Name | SPLC | State | Products/Modes/Additives | |
|---------------|------------|-------|--------------------------|---|
| Oklahoma City | 626200000 | OK | Edit | X |
| Collins | 486930302 | MS | Edit | |
| COMMERCE CITY | 744189000 | CO | Edit | X |
| Wichita | 588440000A | KS | Edit | X |
| Ponca City | 623170301 | OK | Edit | X |
| Pasadena | 684775312 | TX | Edit | |
| Lake Charles | 658696000 | LA | Edit | |

Figure 45 Shipping Point Data

Once the **Delete** icon is clicked, an *Are you sure...* message (Figure 46) is displayed asking you to confirm that you do want to *delete this shipping point and all associated records*.

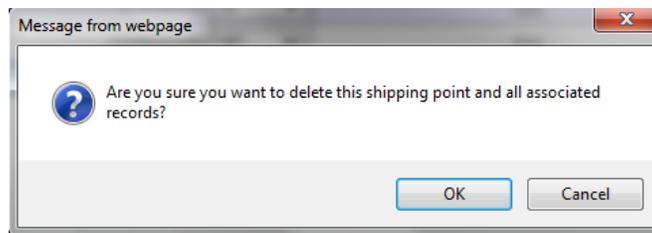


Figure 46 Delete Shipping Point Confirmation

Click the **OK** button on the *Are you sure...* message (Figure 46) to return to the **Shipping Point Data** screen (Figure 47) with the selected shipping point removed.

| Shipping Point Data | | | | |
|---------------------|------------|-------|--------------------------|---|
| Name | SPLC | State | Products/Modes/Additives | |
| Collins | 486930302 | MS | Edit | |
| COMMERCE CITY | 744189000 | CO | Edit | ✘ |
| Wichita | 588440000A | KS | Edit | ✘ |
| Ponca City | 623170301 | OK | Edit | ✘ |
| Pasadena | 684775312 | TX | Edit | |
| Lake Charles | 658696000 | LA | Edit | |

Showing 1 to 6 of 6 entries

[New Shipping Point](#) [Continue To Origin Bid Offers](#) [Close](#)

Figure 47 Shipping Point Data, Shipping Point Deleted

2.3.4 Entering Bids

Identified at the top of the **OET Main Menu** screen (Figure 48) is the *Solicitation Number, Round* drop-down, a round closing countdown timer, bid *Open* and *Close* date/time and vendor log-in identification. You are also provided options to produce a [Bid Package Report](#) as well as select a different Solicitation via [Change Solicitation](#).

After determining that all of your physical shipping point capabilities have been defined, via the [Shipping Point Physical Abilities](#) menu option, the next step is to enter your bid data.

Bids can be entered into Bulk OET as either “[Origin](#)” (the government takes possession of the fuel at your refinery, therefore no transportation costs are incurred by you, the Vendor) or “[Destination](#)” (the government takes possession of the fuel at a specified destination, therefore you, the Vendor, are responsible for the transportation costs). You must enter, at a minimum, either one [Origin](#) or one [Destination](#) bid. If you want to define any [Offer Conditions](#), many of these Conditions require more than one bid line to make sense.

All bid(s) do not have to be entered in a single session. Throughout the time that a round is open you (the vendor) can return to the bid entry process to edit / complete your current bid within the constraints of the round. Once a round has closed, the bid(s) can no longer be modified or [submitted](#). During [Standard](#) rounds (e.g., Initial/Interim/Final, etc...), you can update prices as well as add / delete bid line(s); in [Reverse Auction](#) rounds, prices can be updated, however, bid line(s) cannot be added or deleted.

*



Figure 48 Main Menu Screen

Prior to displaying a screen where you have not yet entered data, a pop-up screen is displayed asking if you have “X” data (e.g., *Do you have Origin Offers?*). This pop-up also provides an overview of the data that are to be defined on the associated screen and **Yes / No / Cancel** options to navigate through the process as follows:

- Selecting **Yes** allows you to enter data for the selected screen.
- Selecting **No** will progress you to the next step in the screen sequence.
- Selecting **Cancel** will close the screen and return you to the **Main Menu** (Figure 48).

***NOTE:** If you re-visit an Offer screen once it has been populated, indicated by a [checkmark](#) next to the title on the **Main Menu** (Figure 49), the definition pop-up will not be displayed, and you will be taken directly to the selected screen.

| |
|---|
| * Shipping Point Physical Abilities |
| * Enter Bids |
| ✓ Origin Bid Offers |
| ✓ Destination Bid Offers |
| Offer Conditions |
| ✓ Overall Min/Max Quantity Availability |
| ✓ Overall Max By Product |
| ✓ Overall Max By Product & Shipping Location |
| ✓ Min/Max For A Combination Of Products |
| ✓ Min/Max For An Individual Shipping Location |
| ✓ Min/Max For A Combination of Shipping Locations |
| Min/Max For A Combination Of Bid Lines |
| Offers That Must Be Awarded Together |
| Offers Where Only 1 Of Group Can Be Awarded |
| Offers Where 1 Must Be Awarded Before Another |
| * Submit Offer Package |

Figure 49 Main Menu, Populated Offer Screens

If you are logged into the Solicitation at the time that the bid round closes, the message in Figure 50 is displayed.

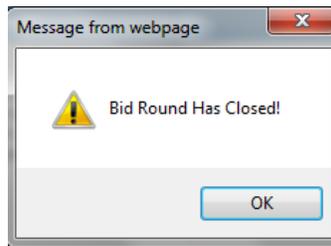


Figure 50 Bid Round Has Closed!

Click **OK** on the **Round Closed** message, and **(Closed)** text is displayed next to the *Round* drop-down on the **Main Menu** screen (Figure 51), and any offer entry screen selected displays in a read-only format (the buttons to create *New* items are no longer displayed) as shown in the **Origin Offer Bid** example in Figure 52. Bids can no longer be modified or submitted for the round.



Figure 51 Round Closed Text Display

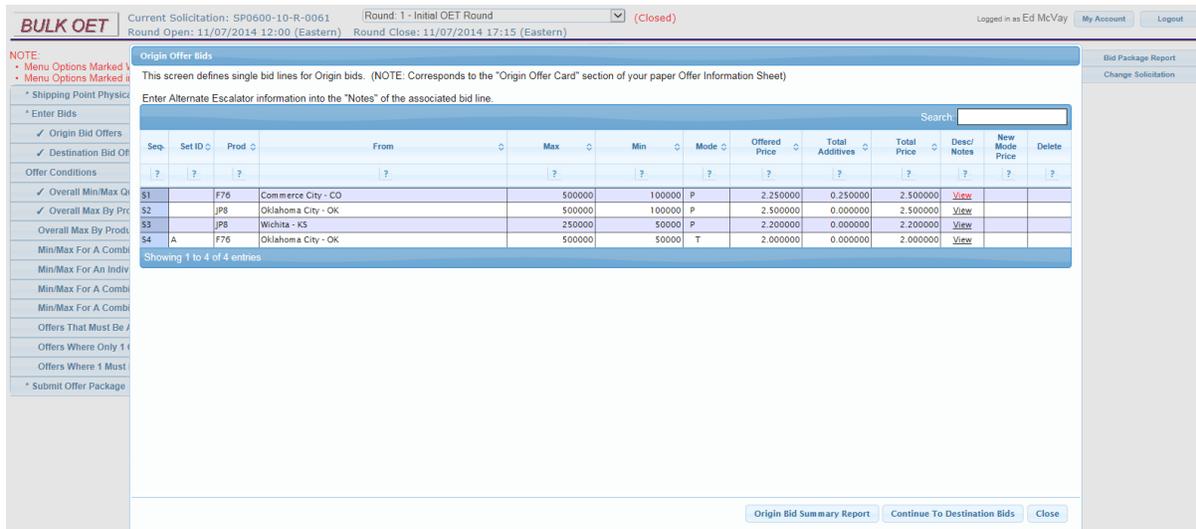


Figure 52 Origin Offer Bids Screen, Round Closed Example

2.3.4.a Origin Bid Offers

By either following the [bid entry screen sequence](#), or selecting the **Origin Bid Offers** option on the **Main Menu** screen (Figure 48) you can enter the data applicable your Origin offers on the **Origin Offers Bid** screen (Figure 54); i.e., those bids where the government takes possession of the fuel at your refinery, therefore no transportation costs are incurred by you, the Vendor.

Upon choosing the **Origin Bid Offers** option, the **Origin Offers?** pop-up (Figure 53) is displayed which identifies the data to be defined on the **Origin Offer Bids** screen (Figure 54). Depending on how you want to proceed, respond to the displayed question: *Do you have Origin Offers?*

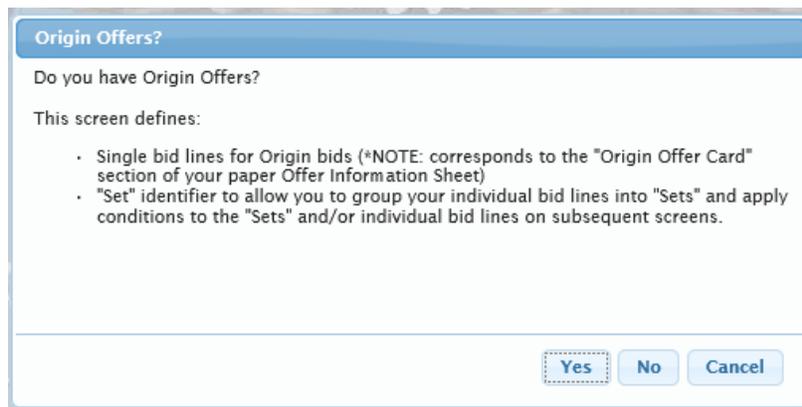


Figure 53 Origin Offers? Pop-up

If you do not have an Origin offer, selecting **No** on Figure 53 will progress you to the next offer entry pop-up screen in the sequence.

To close the screen and return to the **Main Menu** (Figure 48), select **Cancel** on Figure 53.

Select **Yes** to progress to the **Origin Offers Bids** screen (Figure 54).

At the outset of your Initial round of bidding on a Solicitation, the **Origin Offer Bids** screen (Figure 54) is unpopulated and provides options for you to create a [New Origin Bid Line](#), [Continue To Destination Bids](#), **Close** (return to **Main Menu** (Figure 48)) or produce an [Origin Bid Summary Report](#). These options are detailed in subsections below.

Origin Offer Bids

This screen defines single bid lines for Origin bids. (NOTE: Corresponds to the "Origin Offer Card" section of your paper Offer Information Sheet)

Enter Alternate Escalator information into the "Notes" of the associated bid line.

Search:

| Seq. | Set ID | Prod | From | Max | Min | Mode | Offered Price | Total Additives | Total Price | Desc/Notes | New Mode Price | Delete |
|------|--------|------|------|-----|-----|------|---------------|-----------------|-------------|------------|----------------|--------|
| ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? |

Showing 1 to 1 of 1 entries

Origin Bid Summary Report New Origin Bid Line Continue To Destination Bids Close

Figure 54 Unpopulated, Initial Round, Origin Offer Bids Screen

Once you have entered Origin offers for a Solicitation, via [New Origin Bid Line](#), the display on the **Origin Offer Bids** screen will be populated with your offer details as shown in Figure 55. [Search](#) and [sort](#) capabilities are available on the **Origin Offer Bids** screen to assist in viewing bid data as you wish.

Origin Offer Bids

This screen defines single bid lines for Origin bids. (NOTE: Corresponds to the "Origin Offer Card" section of your paper Offer Information Sheet)

Enter Alternate Escalator information into the "Notes" of the associated bid line.

Search:

| Seq# | Set ID | Prod | From | Max | Min | Mode | Offered Price | Total Additives | Total Price | Desc/ Notes | New Mode Price | Delete |
|------|--------|------|-------------------|---------|--------|------|---------------|-----------------|-------------|-------------|----------------|--------|
| S1 | A | F76 | Lake Charles - LA | 2000000 | 250000 | B | 3.000000 | 0.000000 | 3.000000 | Edit | ? | ? |
| S2 | F76 | F76 | Collins - MS | 1500000 | 100000 | P | 3.250000 | 0.000000 | 3.250000 | Edit | ? | ? |
| S3 | JP8 | JP8 | Pasadena - TX | 5000000 | 500000 | P | 3.500000 | 0.000000 | 3.500000 | Edit | ? | ? |
| S5 | A | JPS | Lake Charles - LA | 1000000 | 100000 | T | 2.750000 | 0.000000 | 2.750000 | Edit | ? | ? |

Showing 1 to 4 of 4 entries

Origin Bid Summary Report New Origin Bid Line Continue To Destination Bids Close

Figure 55 Populated, Initial Round, Origin Offer Bids Screen Example

In subsequent [rounds of bidding](#), the **Origin Offer Bids** screen will display with the bid data you entered in the previous round. In addition, a *Prev Bid* field populated with the price you offered in the previous round of bidding will also be displayed (Figure 56).

BULK OET Current Solicitation: SP0600-10-R-0061 Round: 2 - TEST Round 2 01:43:23 Until Bid Round Closes Logged in as Ed McVay My Account Logout

Origin Offer Bids

NOTE: This screen defines single bid lines for Origin bids. (NOTE: Corresponds to the "Origin Offer Card" section of your paper Offer Information Sheet)

Enter Alternate Escalator information into the "Notes" of the associated bid line.

Search:

| Seq# | Set ID | Prod | From | Max | Min | Mode | Prev Bid | Offered Price | Total Additives | Total Price | Desc/ Notes | New Mode Price | Delete |
|------|--------|------|--------------------|--------|--------|------|----------|---------------|-----------------|-------------|-------------|----------------|--------|
| S1 | A | F76 | Commerce City - CO | 500000 | 100000 | P | 2.250000 | 2.250000 | 0.250000 | 2.500000 | Edit | ? | ? |
| S4 | A | F76 | Oklahoma City - OK | 500000 | 50000 | T | 2.000000 | 2.000000 | 0.000000 | 2.000000 | Edit | ? | ? |
| S2 | JP8 | JP8 | Oklahoma City - OK | 500000 | 100000 | P | 2.500000 | 2.500000 | 0.000000 | 2.500000 | Edit | ? | ? |
| S3 | JP8 | JP8 | Wichita - KS | 250000 | 50000 | P | 2.200000 | 2.200000 | 0.250000 | 2.450000 | Edit | ? | ? |
| S3 | JP8 | JP8 | Wichita - KS | 250000 | 50000 | R | 0.000000 | 2.150000 | 0.000000 | 2.150000 | Edit | ? | ? |
| S3 | JP8 | JP8 | Wichita - KS | 250000 | 50000 | T | 0.000000 | 2.000000 | 0.100000 | 2.100000 | Edit | ? | ? |
| S7 | JP8 | JP8 | Ponca City - OK | 100000 | 50000 | P | 0.000000 | 2.100000 | 0.000000 | 2.100000 | Edit | ? | ? |

Showing 1 to 7 of 7 entries

Origin Bid Summary Report New Origin Bid Line Continue To Destination Bids Close

Figure 56 Populated, Subsequent Round, Origin Offer Bids Screen Example

Throughout the time that a round is open, the [bid entering](#) process can be repeated / updated as you want. You may enter bid data (which is saved to the database in real-time), exit the offer entry process and return at another time to modify / complete your bid(s) entry. During [Standard](#) rounds you can update the *Offered Price* as well as [add](#) / [delete](#) lineitems; in [Reverse Auction](#) rounds, the *Offered Price* can be updated, however, lineitems cannot be added or deleted.

2.3.4.a(1) New Origin Bid Line

At the outset of your (the vendor's) Initial round of bidding, the **Origin Offer Bids** screen (Figure 57) data grid is blank as offer data has yet to be entered.

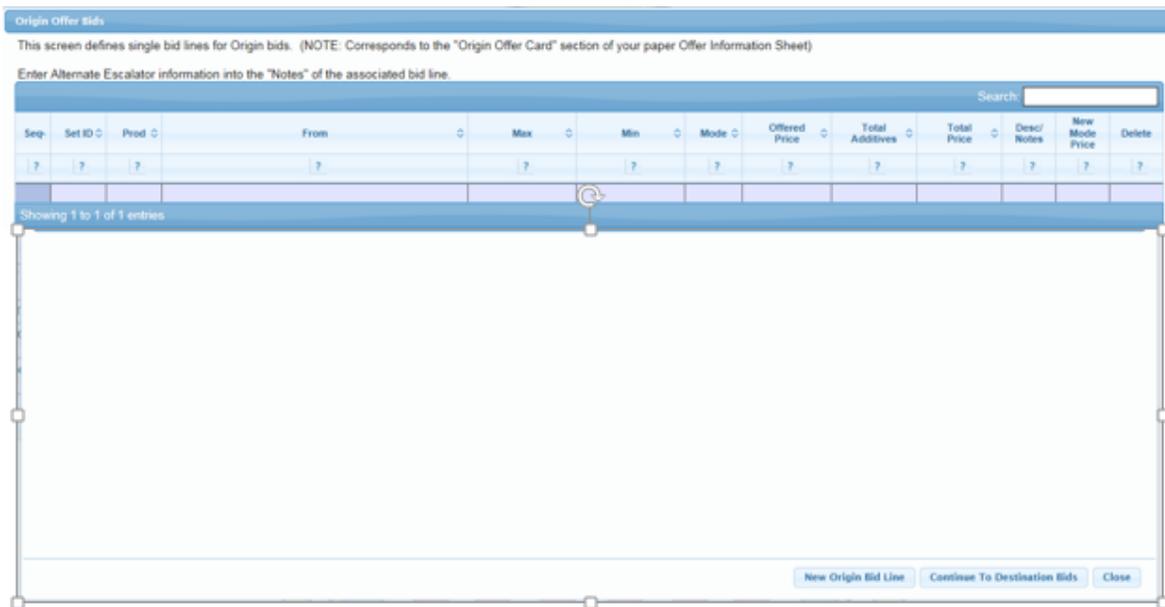


Figure 57 Origin Offer Bids Screen, Vendor's First Bid Round Example

Clicking the ***New Origin Bid Line*** button at the bottom of the **Origin Offer Bids** screen (Figure 57) creates an editable Offer record (Figure 58). This button will not be displayed if the screen is read-only, e.g., the round has [closed](#).

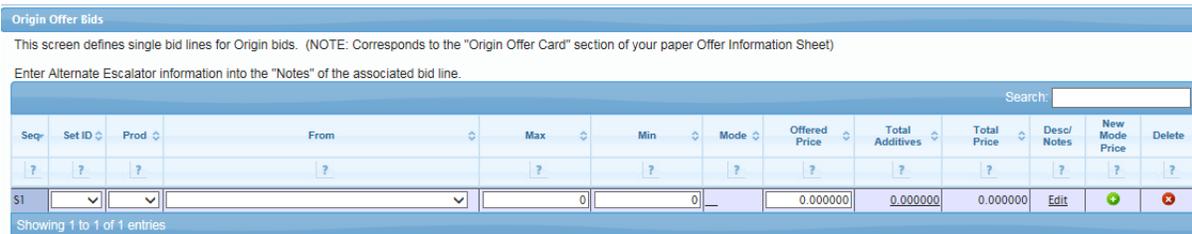


Figure 58 New Origin Bid Line Example

Data fields on this screen are populated as follows:

- *Seq* - The Bid Line identification code. This code is not editable and is auto-populated in sequential order (S1, S2, etc) when a new bid line is established.
***NOTE:** *SEQ ID* is used by both Origin and Destination Bid Lines and is set sequentially in the order that you enter both types of bid. So, for example, you enter an Origin Bid and it is given S1. If you then enter a Destination Bid, it is given S2. If you then enter another Origin bid, it is S3; and so on. When the **New Mode Price** option is selected, the Sequence ID is not updated, but is set to the same ID as the original bid line on which the **New Mode Price** is based.
- *Set ID* - Set Identification code. This code allows the user to group individual bid lines into "Sets" and apply conditions to the "Sets" as well as individual bid lines. Choose from the drop-down list of Set Identifiers, selecting the same identifier for each line to be included in a particular Set.
- *Product* - Fuel product to be shipped. Choose from the drop-down list of available products.
- *From* - Name of the Shipping Location for this bid. Choose from the drop-down list of shipping locations you defined on the [Shipping Point Data](#) screen (Figure 33).
***NOTE:** If the *From* drop-down displays *None Available* (example Figure 59), [Shipping Location\(s\)](#) have not been defined.

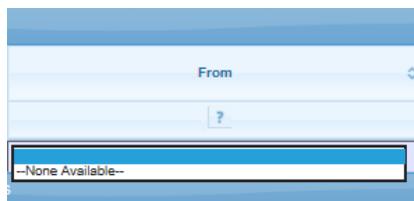


Figure 59 From Shipping Location - None Available

- *Max Quantity* – Enter the maximum quantity, in gallons, offered for the bid.
- *Min Quantity* – Enter the minimum quantity, in gallons, offered for the bid.
- *Mode* - Mode of transportation used to transport the specified [Product](#). Click the link in the *Mode* column to display the **Bid Mode Selection** screen (Figure 60); then click the box next to any available mode of transportation to select that mode for this bid. Only available modes, as defined on the

[Product, Modes, Additive Selection](#) screen (Figure 40), can be selected; all others are grayed out.

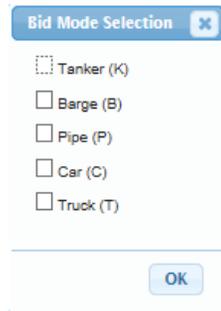


Figure 60 Origin Offers, Bid Mode Selection Screen

The **NO MODES AVAILABLE!** Message shown in Figure 61 will be displayed if the selected combination of *Location* and *Product* does not have an associated *Mode* defined on the [Product, Modes, Additive Selection](#) screen (Figure 40).

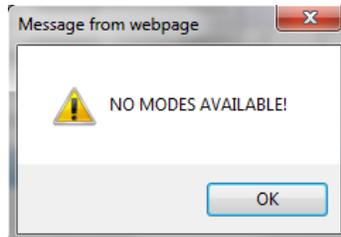


Figure 61 No Modes Available Message

- *Prev Bid* – This field is displayed for any round after the Initial Standard [bid round](#), and is populated with the [Offered Price](#) from your last round. This field is not editable.
- *Offered Price* – Enter your Price offered for the bid line in this bid round, excluding additives.
- *Total Additives* - Total price for all *Additives* for the bid. The displayed cost is not editable; it is calculated automatically based on the *Additive(s)* chosen. To edit the *Additives* or the price per *Additive*, click the link in the *Total Additives* column to display the **Offer Additive Selection** screen (Figure 62).

Figure 62 Origin Offers, Offer Additive Selection Screen

The additive can be *Additized*, *Not Additized* or *Optionally Additized*. On the **Offer Additive Selection** screen (Figure 62), click the radio buttons to choose the appropriate action for each of three available *Additives*:

- * Corrosion Inhibitor (CI)
- * Fuel System Icing Inhibitor (FSII)
- * Static Dissipater Additive (SDA)

If *Additized* or *Optionally Additized* is selected, please enter the price per gallon for this *Additive* in the associated cost field. Click **Save** to close the **Offer Additive Selection** screen (Figure 62). The total price for all chosen *Additives* will be displayed in the *Total Additives* column on the **Origin Offer Bids** screen (Figure 63).

| Mode | Offered Price | Total Additives | Total Price |
|------|---------------|-----------------|-------------|
| ? | ? | ? | ? |
| P | 2.250000 | 0.250000 | 2.500000 |
| P | 2.500000 | 0.000000 | 2.500000 |
| P | 2.200000 | 0.000000 | 2.200000 |
| T | 2.000000 | 0.000000 | 2.000000 |

Figure 63 Total Additives Example, Origin

If the selected *Additive* has not been associated, on the [Product, Modes, Additive Selection](#) screen (Figure 40), with the *Mode* offered for the bid line, upon clicking **Save** on the **Offer Additive Selection** screen (Figure 62) the **Invalid Additive** message shown in Figure 64 will be displayed.

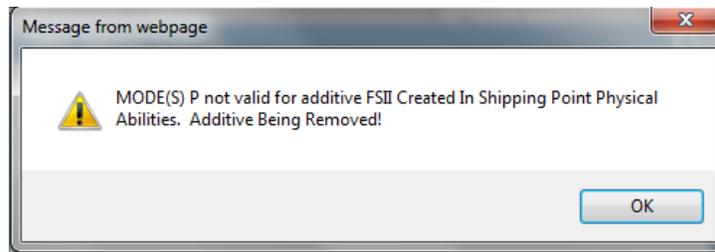


Figure 64 Mode(s) Not Valid Message

- *Total Price* - Total price for the bid, including additives. This field is not editable; it is calculated automatically based on the *Offered Price* and on the cost of any additives chosen under *Total Additives*.
- *Desc/Notes* - Description of bid or notes to the Buyer.
***NOTE:** As noted at the top of the **Origin Offer Bids** screen (Figure 58), if you wish to propose an alternate Price Escalator for this bid, please do so in this *Notes* field.

Click the *Edit* link to enter description, notes, and/or escalator changes, which can be reviewed by the DLA Buyer. A **red** link indicates there are previously entered *Desc/Notes*; click to view. If the link displays as *View*, then this item is read-only.

- *New Mode Price* - This feature allows you to specify a price and additive(s) for a different transportation mode for the same fuel shipment. Click green circled **+** to display the **Bid Mode Selection** screen.

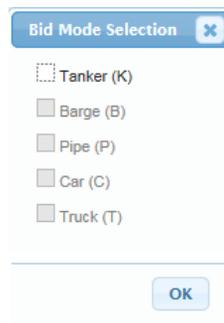


Figure 65 New Mode Price, Bid Mode Selection Screen

If the **No Modes Available** message (Figure 61) is displayed upon selecting the **New Mode Price** icon, you do not have any other *Modes* [defined](#) for the *Shipping Point*.

On the **Bid Mode Selection** screen, click the box next to any available mode of transportation to select that *Mode*. Only available *Modes*, as defined on the [Product, Modes, Additive Selection](#) screen, can be selected; all others are grayed out. Click **OK** on the **Bid Mode Selection** screen and a new bid line, duplicating the [Seq](#), [Prod](#), [From](#), [Max](#) and [Min](#) fields of the chosen bid line, with the newly selected *Mode* will be inserted into the **Origin Offer Bids** screen directly below the chosen bid line (Figure 66). You can then enter the *Offered Price* and any Additive(s) associated with the newly selected *Mode*.

| Origin Offer Bids | | | | | | | | | | | | | |
|--|--------|------|--------------------|--------|--------|------|----------|---------------|-----------------|-------------|-------------|----------------|--------|
| This screen defines single bid lines for Origin bids. (NOTE: Corresponds to the "Origin Offer Card" section of your paper Offer Information Sheet) | | | | | | | | | | | | | |
| Enter Alternate Escalator information into the "Notes" of the associated bid line. | | | | | | | | | | | | | |
| Seq. | Set ID | Prod | From | Max | Min | Mode | Prev Bid | Offered Price | Total Additives | Total Price | Desc/ Notes | New Mode Price | Delete |
| ? | ? | ? | ? | ? | ? | ? | | ? | ? | ? | ? | ? | ? |
| S1 | A | F76 | Commerce City - CO | 500000 | 100000 | P | 2.250000 | 2.250000 | 0.250000 | 2.500000 | Edit | + | X |
| S2 | | JP8 | Oklahoma City - OK | 500000 | 100000 | P | 2.500000 | 2.500000 | 0.000000 | 2.500000 | Edit | + | X |
| S3 | | JP8 | Wichita - KS | 250000 | 50000 | P | 2.200000 | 2.200000 | 0.050000 | 2.250000 | Edit | + | X |
| S3 | | JP8 | Wichita - KS | 250000 | 50000 | K | 0.000000 | 0.000000 | 0.000000 | 0.000000 | Edit | + | X |
| S4 | A | F76 | Oklahoma City - OK | 500000 | 50000 | T | 2.000000 | 2.000000 | 0.000000 | 2.000000 | Edit | + | X |

Showing 1 to 5 of 5 entries

Figure 66 New Mode Price Duplicated Bid Line Example

***NOTE:** These bid lines are tied together, any modifications made to the duplicated fields of one bid line are applied to any other with the same *Seq*

- *Delete* - Click the red circled **X** to delete the bid line and all related data

The example in Figure 67 shows a completed Origin bid line screen.

Origin Offer Bids

This screen defines single bid lines for Origin bids. (NOTE: Corresponds to the "Origin Offer Card" section of your paper Offer Information Sheet)

Enter Alternate Escalator information into the "Notes" of the associated bid line.

Search:

| Seq | Set ID | Prod | From | Max | Min | Mode | Offered Price | Total Additives | Total Price | Desc/Notes | New Mode Price | Delete |
|-----|--------|------|-------------------|---------|--------|------|---------------|-----------------|-------------|------------|----------------|--------|
| S1 | A | F76 | Collins - MS | 2000000 | 250000 | B | 3.000000 | 0.000000 | 3.000000 | Edit | | |
| S2 | | F76 | Collins - MS | 1500000 | 100000 | P | 3.250000 | 0.000000 | 3.250000 | Edit | | |
| S3 | | JP8 | Pasadena - TX | 5000000 | 500000 | P | 3.500000 | 0.000000 | 3.500000 | Edit | | |
| S5 | A | JP5 | Lake Charles - LA | 1000000 | 100000 | T | 2.750000 | 0.000000 | 2.750000 | Edit | | |

Showing 1 to 4 of 4 entries

Origin Bid Summary Report New Origin Bid Line Continue To Destination Bids Close

Figure 67 Populated Origin Offer Bids Screen

After entering your Origin Bids, click [Origin Bid Summary Report](#) to produce a summary of the bid data you entered for the round, [Continue To Destination Bids](#) to continue the offer process sequence or **Close** to return to the **Main Menu** (Figure 48)

Should you select **Close** or **Continue to Destination Bids** on the **Origin Offer Bids** screen (Figure 67) without all the required data entered for a new bid line, an error message similar to those in Figure 68 will be displayed.



Figure 68 New Bid Line Error Message Examples

2.3.4.a(2) Origin Bid Summary Report

In addition to viewing your (the vendor's) bid data on the **Origin Offer Bids** screen, the **Origin Bid Summary Report** button (Figure 69) allows you to create a record of your bid(s) for the currently selected round. This report contains a snapshot in time of your Origin bids, including any text entered into the *Desc / Notes* field.

Origin Offer Bids

This screen defines single bid lines for Origin bids. (NOTE: Corresponds to the "Origin Offer Card" section of your paper Offer Information Sheet)

Enter Alternate Escalator information into the "Notes" of the associated bid line.

Search:

| Seq# | Set ID | Prod | From | Max | Min | Mode | Offered Price | Total Additives | Total Price | Deso/Notes | New Mode Price | Delete |
|------|--------|------|-------------------|---------|--------|------|---------------|-----------------|-------------|------------|----------------|--------|
| S5 | A | JP5 | Lake Charles - LA | 1000000 | 100000 | T | 2.750000 | 0.000000 | 2.750000 | Edit | + | x |
| S3 | | JP8 | Pasadena - TX | 5000000 | 500000 | P | 3.500000 | 0.000000 | 3.500000 | Edit | + | x |
| S2 | | F76 | Collins - MS | 1500000 | 100000 | P | 3.250000 | 0.000000 | 3.250000 | Edit | + | x |
| S1 | A | F76 | Collins - MS | 2000000 | 250000 | B | 3.000000 | 0.000000 | 3.000000 | Edit | + | x |

Showing 1 to 4 of 4 entries

Origin Bid Summary Report New Origin Bid Line Continue To Destination Bids Close

Figure 69 Origin Offer Bids Screen Example

Upon clicking the **Origin Bid Summary Report** button, a report options window is displayed where you can select to **Open**, or **Save** the report.

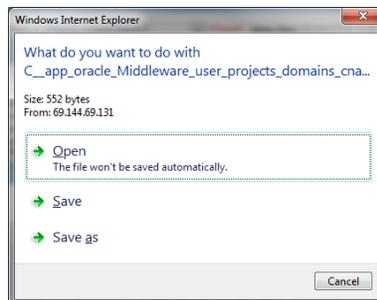


Figure 70 Report Options Window

The **Origin Bid Summary Report** (Figure 71) is produced in a spreadsheet format where you can sort / tally the data to meet your needs and save to have a record of your bid(s).

| Seq | Set ID | Product | From | Max | Min | Mode(s) | Offered P | Total Add | Total Price | Notes |
|-----|--------|---------|------|-------------------------------|---------|---------|-----------|-----------|-------------|--------------------------|
| 5 | S1 | A | F76 | Lake Charles - LA (658696000) | 2000000 | 250000 | B | 3 | 0 | 3 Use Alt Escalator: ABC |
| 6 | S2 | | F76 | Collins - MS (486930302) | 1500000 | 100000 | P | 3.25 | 0 | 3.25 |
| 7 | S3 | | JP8 | Pasadena - TX (684775312) | 5000000 | 500000 | P | 3.5 | 0 | 3.5 |
| 8 | S5 | A | JP5 | Lake Charles - LA (658696000) | 1000000 | 100000 | T | 2.75 | 0 | 2.75 |

Figure 71 Bid Summary Report

An **Origin Bid Summary Report** can be run anytime during the bid entry process to get a snapshot in time of the current round bid entry.

***NOTE:** A **Bid Summary Report** for a different round can be produced by first selecting the round via the *Round* drop-down at the top of the **Main Menu** (Figure 48).

2.3.4.b Destination Bid Offers

By either following the [bid entry screen sequence](#), or selecting the **Destination Bid Offers** option on the **Main Menu** screen (Figure 48) you can enter the data applicable to your Destination offers on the **Destination Offers Bid** screen (Figure 99); i.e., those bids where the government takes possession of the fuel at a specified destination, therefore you, the Vendor, are responsible for the transportation costs.

Upon choosing the **Destination Bid Offers** option, the **Destination Offers?** pop-up (Figure 72) is displayed which identifies the data to be defined on the **Destination Offer Bids** screen (Figure 73). Depending on how you want to proceed, respond to the displayed question: *Do you have Destination Offers?*

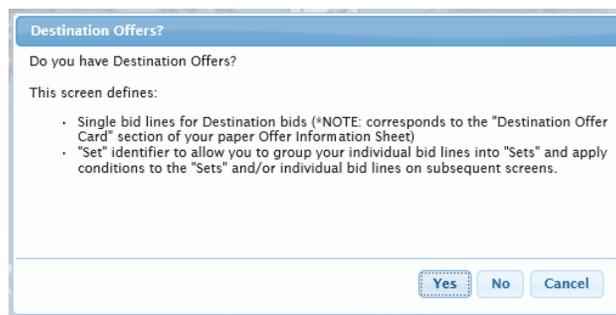


Figure 72 Destination Offers? Pop-up

If you do not have a Destination offer, selecting **No** on Figure 72 will progress you to the [first Offer Conditions pop-up](#) screen in the sequence.

To close the screen and return to the **Main Menu** (Figure 48), select **Cancel** on Figure 72.

Select **Yes** to progress to the **Destination Offers Bids** screen (Figure 73).

At the outset of your first round of bidding on a Solicitation, the **Destination Offer Bids** screen (Figure 73) is unpopulated and provides options for you to create a [New Destination Bid Line](#), [Continue To Overall Min/Max](#) (Offer Condition), **Close** (return to **Main Menu** (Figure 48)) or produce a [Destination Bid Summary Report](#). These options are detailed in subsections below.

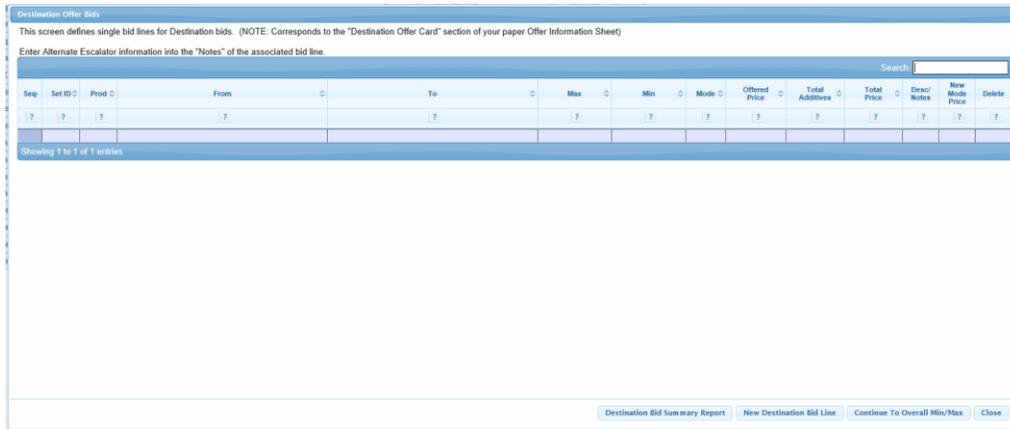


Figure 73 Unpopulated, Initial Round, Destination Offer Bids Screen

Once you have entered a Destination offer(s) for a Solicitation, via [New Destination Bid Line](#), the **Destination Offer Bids** screen will display populated with your offer details as shown in Figure 74. [Search](#) and [sort](#) capabilities are available on the **Destination Offer Bids** screen (Figure 74) to assist in viewing bid data as you wish.

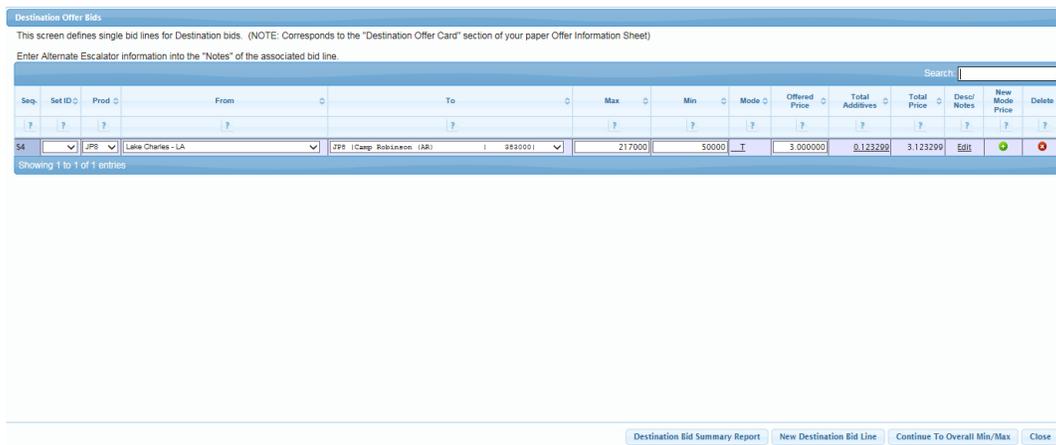


Figure 74 Populated, Initial Round, Destination Offer Bids Screen Example

In subsequent [rounds of bidding](#), the **Destination Offer Bids** screen will display with the bid data you entered in the previous round. In addition, a *Prev Bid* field populated with the price you offered in the previous round of bidding will also be displayed (Figure 75).

| Seq | Set ID | Prod | From | To | Max | Min | Mode | Prev Bid | Offered Price | Total Additives | Total Price | Desc/Notes | New Mode Price | Delete |
|-----|--------|--------------------|-----------------------------|----------|--------|-------|------|-----------|---------------|-----------------|-------------|------------|----------------|--------|
| S5 | F76 | Commerce City - CO | INAVAL SUB BASE GROTON (CT) | | 500000 | 10000 | T | 3,500,000 | 3,500,000 | 0,000,000 | 3,500,000 | Edit | | |
| S6 | JPS | Ponca City - OK | JPS LOGAN MIAMI FL (FL) | 13000000 | 10000 | 5000 | T | 0,000,000 | 2,750,000 | 0,000,000 | 2,750,000 | Edit | | |
| S8 | JPS | Wichita - KS | JPS IMCCONNELL AFB (KS) | 15000000 | 250000 | 50000 | P | 0,000,000 | 1,250,000 | 0,000,000 | 1,250,000 | Edit | | |
| S8 | JPS | Wichita - KS | JPS IMCCONNELL AFB (KS) | 15000000 | 250000 | 50000 | T | 0,000,000 | 1,500,000 | 0,000,000 | 1,500,000 | Edit | | |
| S9 | JPS | TEST - AZ | JPS LANG FORBES FIELD (KS) | 45000000 | 25000 | 1000 | T | 0,000,000 | 4,000,000 | 0,000,000 | 4,000,000 | Edit | | |

Figure 75 Populated, Subsequent Round, Destination Offer Bids Screen Example

Throughout the time that a round is open, the [bid entering](#) process can be repeated / updated as you want. You may enter bid data (which is saved to the database in real-time), exit the offer entry process and return at another time to modify / complete your bid(s) entry. During [Standard](#) rounds you can update prices as well as add / delete lineitems; in [Reverse Auction](#) rounds prices can be updated, however, lineitems cannot be added or deleted.

2.3.4.b(1) New Destination Bid Line

At the outset of your (the vendor's) first round of bidding, the **Destination Offer Bids** screen (Figure 76) data grid is blank as offer data has yet to be entered.



Figure 76 Destination Offer Bids Screen, Vendor’s First Bid Round Example

Clicking the **New Destination Bid Line** button at the bottom of the **Destination Offer Bids** screen (Figure 76) creates an editable Offer record (Figure 77). This button will not be displayed if the screen is read-only, e.g., the round has [closed](#).

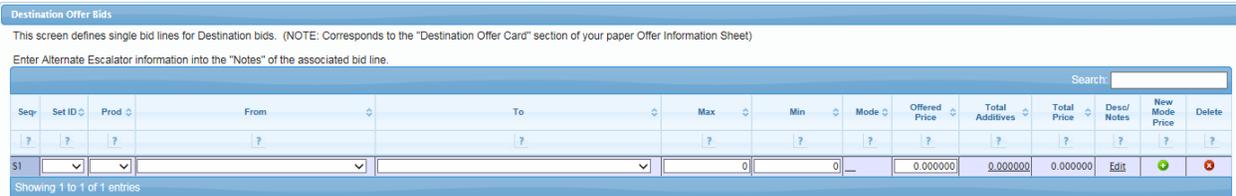


Figure 77 New Destination Bid Line Example

Data fields on this screen are populated as follows:

- **Seq** - The Bid Line identification code. This code is not editable and is auto-populated in sequential order (S1, S2, etc) when a new bid is entered using the **New Destination Bid Line** button.
 - *NOTE:** *SEQ ID* is used by both Origin and Destination Bid Lines and is set sequentially in the order that you enter both types of bids. So, for example, you enter an Origin Bid and it is given S1. If you then enter a Destination Bid, it is given S2. If you then enter another Origin bid, it is S3; and so on. When the **New Mode Price** option is selected, the Sequence ID is not updated, but is set to the same ID as the original bid line on which the **New Mode Price** is based.
- **Set ID** - Set Identification code. This code allows the user to group individual bid lines into "Sets" and apply conditions to the "Sets" as well as

individual bid lines. Choose from the drop-down list of Set Identifiers, selecting the same identifier for each line to be included in a particular Set.

- *Product* - Fuel product to be shipped. Choose from the drop-down list of available products.
- *From* - Name of the Shipping Location for this bid. Choose from the drop-down list of shipping locations you defined on the [Shipping Point Data](#) screen.

***NOTE:** If the *From* drop-down displays *None Available* (example Figure 59), [Shipping Location\(s\)](#) have not been defined.

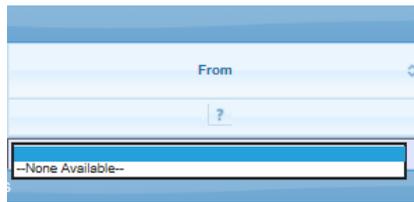


Figure 78 From Shipping Location - None Available

- *To* - Location to which the *Product* will be shipped for this bid, defined by: *Product*, *Location*, *Solicited Quantity*, *Small Business Set-Aside Quantity*, *8A Set-Aside Quantity*. Locations for which there is a Set-Aside are displayed in red if your [Company Class](#) qualifies for a Set-Aside. Choose from the list of available shipping destinations. The list, sorted by *State*, is filtered on the selected *Product* and includes all DFSPs, because they have the potential to handle all *Products*.

***NOTE:** If you do not select a *Product* before selecting a *TO* location, only DFSPs are displayed.

- *Max Quantity* – Enter the maximum quantity, in gallons, offered for the bid.
- *Min Quantity* – Enter the minimum quantity, in gallons, offered for the bid.
- *Mode* – Mode of transportation used to transport the specified [Product](#). Click the link in the *Mode* column to display the **Bid Mode Selection** screen (Figure 79); then click the box next to any available mode of transportation to select that *Mode* for this bid. Only available *Modes*, can be selected; all others are grayed out. Modes of transportation are cross-referenced by modes that you, the Vendor, have defined in [Shipping Point Physical Abilities](#) and by modes that are accepted at the *TO* destination. If you have defined a *Mode* in [Shipping Point Physical Abilities](#) and you do not see it available or receive a message of **NO MODES AVAILABLE!** (Figure 80), then that mode of transportation is not available for the *TO* location.

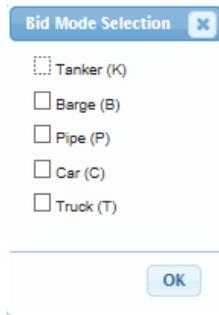


Figure 79 Destination Offers, Bid Mode Selection Screen

The **NO MODES AVAILABLE!** Message shown in Figure 80 will be displayed if the selected combination of *Location* and *Product* does not have an associated *Mode* defined on the [Product, Modes, Additive Selection](#) screen.

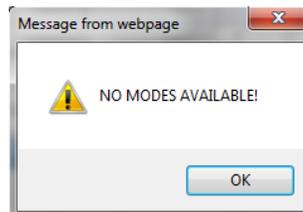


Figure 80 No Modes Available Message

- *Prev Bid* - This field is displayed after the Initial Standard [bid round](#), and is populated with the [Offered Price](#) from your last round. This field is not editable.
- *Offered Price* – Price offered for the bid, excluding additives.
- *Total Additives* - Total price for all additives for the bid. The displayed cost is not editable; it is calculated automatically based on the additives chosen. To edit the additives or the price per additive, click the link in the *Total Additives* column to display the **Offer Additive Selection** screen.

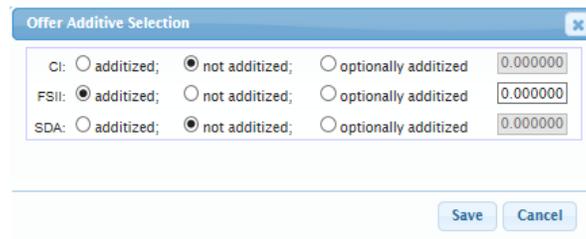
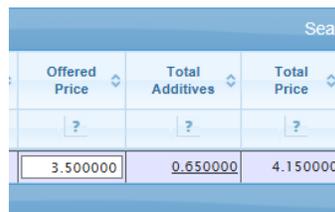


Figure 81 Origin Offers, Offer Additive Selection Screen

The additive can be *Additized*, *Not Additized* or *Optionally Additized*. On the **Offer Additive Selection** screen, click the radio buttons to choose the appropriate action for each of three available Additives:

- * Corrosion Inhibitor (CI)
- * Fuel System Icing Inhibitor (FSII)
- * Static Dissipater Additive (SDA)

If the additive is *Additized* or *Optionally Additized*, please enter the price per gallon for this additive. The total price for all additives will be displayed in the *Total Additives* column on the **Destination Offer Bids** screen.



| Offered Price | Total Additives | Total Price |
|---------------|-----------------|-------------|
| ? | ? | ? |
| 3.500000 | 0.650000 | 4.150000 |

Figure 82 Total Additives Example, Destination

Additives are cross-referenced by *Additives* that you, the Vendor, have defined in [Shipping Point Physical Abilities](#) and by *Additives* that are valid at the *TO* destination. If you have defined an *Additive* in [Shipping Point Physical Abilities](#) and it is not valid for the *TO* location you will receive the error message displayed in Figure 83 and the *Additive* will be removed from the bid line.

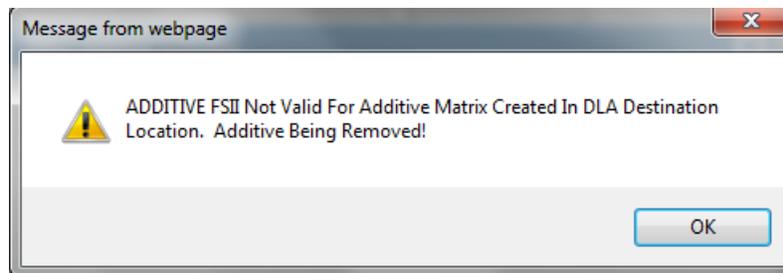


Figure 83 Invalid Additive

If the selected *Additive* has not been associated, on the [Product, Modes, Additive Selection](#) screen (Figure 40), with the *Mode* offered for the bid line, upon clicking **Save** on the **Offer Additive Selection** screen (Figure 81) the **Invalid Additive** message shown in Figure 84 will be displayed.

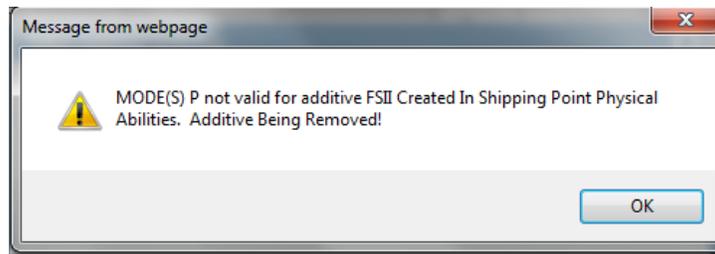


Figure 84 Mode(s) Not Valid Message

- *Total Price* - Total price for the bid, including additives. This field is not editable; it is calculated automatically based on the *Offered Price* and on the cost of any additives chosen under *Total Additives*.
- *Desc/Notes* - Description of bid or notes to the Buyer.
***NOTE:** As noted at the top of the **Destination Offer Bids** screen (Figure 73), if you wish to propose an alternate Price Escalator for this bid, please do so in this *Notes* field.

Click the *Edit* link to enter description, notes, and/or escalator changes, which can be reviewed by the DLA Buyer. A red link indicates there are previously entered *Desc/Notes*; click to view. If the link displays as *View*, then this item is read-only.

- *New Mode Price* – This feature allows you to specify a price and additive(s) for a different transportation mode for the same fuel shipment. Click green circled + to display the **Bid Mode Selection** screen.



Figure 85 New Mode Price, Bid Mode Selection Screen

If the **No Modes Available** message (Figure 86) is displayed upon selecting the **New Mode Price** icon, either you do not have any other *Modes* [defined](#) for the *Shipping Point* or there are no other *Modes* available at the *To* location.

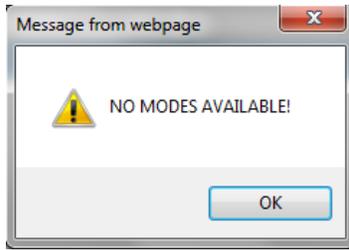


Figure 86 No Modes Available

On the **Bid Mode Selection** screen, click the box next to any available mode of transportation to select that *Mode*. Only available *Modes* can be selected, all others are grayed out. Modes of transportation are cross-referenced by *Modes* that you, the Vendor, have defined in [Shipping Point Physical Abilities](#) and by *Modes* that are accepted at the *TO* destination. If you have defined a *Mode* in [Shipping Point Physical Abilities](#) and you do not see it available or receive a message of **NO MODES AVAILABLE!**, then that mode of transportation is not available for the *TO* location. Once you have a *Mode* selected, click **OK** on the **Bid Mode Selection** screen and a new bid line, duplicating the [Seq](#), [Prod](#), [From](#), [To](#), [Max](#) and [Min](#) fields of the chosen bid line, with the newly selected *Mode* will be inserted into the **Destination Offer Bids** screen directly below the chosen bid line (Figure 87). You can then enter the *Offered Price* and any Additive(s) associated with the newly selected *Mode*.

| Seq# | Set ID# | Prod | From | To | Max | Min | Mode | Prev Bid | Offered Price | Total Additives | Total Price | Desc/Notes | New Mode Price | Delete |
|------|---------|--------------------|-----------------------------|------------|--------|-------|------|----------|---------------|-----------------|-------------|------------|----------------|--------|
| ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? |
| S5 | F76 | Commerce City - CO | INAVAL SUB BASE GROTON (CT) | I | 500000 | 10000 | T | 3.500000 | 3.500000 | 0.000000 | 3.500000 | Edit | + | - |
| S6 | JP5 | Ponca City - OK | JP5 (CGAS MIAMI FL (FL)) | I 13000000 | 10000 | 5000 | T | 0.000000 | 2.750000 | 0.000000 | 2.750000 | Edit | + | - |
| S8 | JP8 | Wichita - KS | JP8 (MCCONNELL AFB (KS)) | I 15000000 | 250000 | 50000 | P | 0.000000 | 1.250000 | 0.000000 | 1.250000 | Edit | + | - |
| S8 | JP8 | Wichita - KS | JP8 (MCCONNELL AFB (KS)) | I 15000000 | 250000 | 50000 | T | 0.000000 | 0.000000 | 0.000000 | 0.000000 | Edit | + | - |

Showing 1 to 4 of 4 entries

Figure 87 New Mode Price Duplicated Bid Line Example

***NOTE:** These bid lines are tied together, any modifications made to the copied fields of one bid line are applied to any other with the same *Seq*.

- *Delete* - Click the red circled **X** to delete the bid line and all related data.

The example in Figure 88 shows a completed Destination bid line screen.

Destination Offer Bids

This screen defines single bid lines for Destination bids. (NOTE: Corresponds to the "Destination Offer Card" section of your paper Offer Information Sheet)

Enter Alternate Escalator information into the "Notes" of the associated bid line.

Search:

| Seq | Set ID | Prod | From | To | Max | Min | Mode | Offered Price | Total Additives | Total Price | Desc/Notes | New Mode Price | Delete |
|-----|--------|-------------------|--------------------------|--------|--------|-------|------|---------------|-----------------|-------------|------------|----------------|--------|
| ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? |
| S4 | JPB | Lake Charles - LA | 778 (Camp Robinson (AR)) | 880001 | 217000 | 50000 | I | 3.000000 | 0.123209 | 3.123209 | Edit | | |

Showing 1 to 1 of 1 entries

Destination Bid Summary Report New Destination Bid Line Continue To Overall Min/Max Close

Figure 88 Populated Destination Offer Bids Screen

After entering your Destination Bids, click [Destination Bid Summary Report](#) to produce a summary of the bid data you entered for the round, [Continue To Overall Min/Max](#) to continue the offer process sequence or **Close** to return to the **Main Menu** (Figure 48)

Should you select **Close** or **Continue to Overall Min/Max** on the **Destination Offer Bids** screen (Figure 73) without having entered all the required data for a new bid line, an error message similar to those in Figure 89 will be displayed.



Figure 89 New Bid Line Error Message Examples

2.3.4.b(2) Destination Bid Summary Report

In addition to viewing your (the vendor's) bid data on the **Destination Offer Bids** screen, the **Destination Bid Summary Report** button (Figure 90) allows you to create a record of your bid(s) for the currently selected round. This report contains a snapshot in time of your Destination bids, including any text entered into the *Desc / Notes* field.

Destination Offer Bids

This screen defines single bid lines for Destination bids. (NOTE: Corresponds to the "Destination Offer Card" section of your paper Offer Information Sheet)

Enter Alternate Escalator information into the "Notes" of the associated bid line.

Search:

| Seq | Set ID | Prod | From | To | Max | Min | Mode | Offered Price | Total Additives | Total Price | Desc/Notes | New Mode Price | Delete |
|-----|--------|-------------|--------------------------------------|----|--------|-----|------|---------------|-----------------|-------------|------------|----------------|--------|
| S2 | JAA | Mobile - AL | JAA (NAS NEW ORLEANS (LA) 77080001 | | 600000 | 0 | B | 3.000000 | 0.023000 | 3.023000 | Edit | | |
| S4 | JP8 | Mobile - AL | DFSP Baltimore (MD) | | 50000 | 0 | B | 2.880000 | 0.000000 | 2.880000 | Edit | | |

Showing 1 to 2 of 2 entries

Destination Bid Summary Report New Destination Bid Line Continue To Overall Min/Max Close

Figure 90 Destination Offer Bids Screen Example

Upon clicking the **Destination Bid Summary Report** button, a report options window is displayed where you can select to **Open**, or **Save** the report.

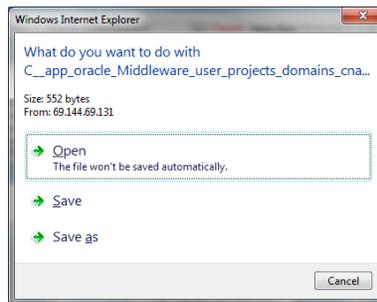


Figure 91 Report Options Window

The **Destination Bid Summary Report** (Figure 92) is produced in a spreadsheet format where you can sort / tally the data to meet your needs and save to have a record of your bid(s).

| A1 | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|--------|-------------------------|----------------------------------|----|--------|-----|---------|---------------|-----------------|-------------|------------------------|
| Bids For SHELL DEER PARK Solicitation SP0600-13-R-0061-BAS Round 1 (13R0061 FFR with Shell Mobile price revision) | | | | | | | | | | | | |
| 1 | Bids For SHELL DEER PARK Solicitation SP0600-13-R-0061-BAS Round 1 (13R0061 FFR with Shell Mobile price revision) | | | | | | | | | | | |
| 2 | Open Date: 06/05/2014 13:00 Close Date: 12/28/2015 13:01 (Eastern) | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | Seq | Set ID | Product | From | To | Max | Min | Mode(s) | Offered Price | Total Additives | Total Price | Notes |
| 5 | S2 | JAA | Mobile - AL (479948000) | NAS NEW ORLEANS - LA (649122290) | | 600000 | 0 | B | 3 | 0.023 | 3.023 | Use Alt Escalator: ABC |
| 6 | S4 | JP8 | Mobile - AL (479948000) | DFSP Baltimore - MD (234000270) | | 50000 | 0 | B | 2.88 | 0 | 2.88 | |

Figure 92 Bid Summary Report

A **Destination Bid Summary Report** can be run anytime during the bid entry process to get a snapshot in time of the current round bid entry.

***NOTE:** A **Bid Summary Report** for a different round can be produced by first selecting the round via the *Round* drop-down at the top of the **Main Menu** (Figure 48).

2.3.4.c Offer Conditions

The various **Offer Conditions'** menus are used to enter data relating to the availabilities, conditions, offer ties, etc...associated with your [Origin](#) and/or [Destination](#) bid offers. Offer Condition selections are dependent on the origin / destination bid lines offers – i.e., the products, additives, modes, etc...that are used in a bid line determine the selections that appear on the Offer Conditions screens.

***NOTE:** You may enter data into any / or all of the conditions, as apply to your offer(s); keeping in mind the effect one condition may have on another.



Figure 93 Main Menu Screen

While an Offer Condition menu option (Figure 94) may be selected directly from the **Main Menu** (Figure 93) at any time, these screens are designed as part of the offer entry process which steps you through the entire process in a specific screen by screen sequence. Prior to displaying any screen where you have not yet entered data, a pop-up screen is displayed asking if you have “X” data (e.g., *Do you want to enter Overall Min/Max Quantity By Mode data?*). This pop-up also provides an overview of the data that are to be defined on the associated screen and **Yes/No/Cancel** options to navigate through the process as follows:

- Selecting **Yes** allows you to enter data for the selected condition.

- Selecting **No** will progress you to the next step in the screen sequence.
- Selecting **Cancel** will close the screen and return you to the **Main Menu** (Figure 93).

***NOTE:** If you re-visit an Offer Conditions screen once it has been populated, indicated by a [checkmark](#) next to the title on the **Main Menu** (Figure 49), the definition pop-up will not be displayed, and you will be taken directly to the selected Offer Condition screen.

The Offer Conditions screens, in sequence order, consist of:

- [Overall \(Total Quantity\) Min/Max Availabilities](#) – define a total offered minimum/maximum quantity limitation.
- [Overall Max By Product](#) – define a total offered max quantity limitation for your individual *Product(s)*.
- [Overall Max By Product & Shipping Location](#) - define a total offered max quantity limitation for your *Product(s)* based on *Shipping Point*.
- [Min/Max For A Combination Of Products](#) – define a minimum/maximum quantity limitation for a combination of 2 or more *Products*
- [Min/Max For An Individual Shipping Location](#) - define a minimum/maximum quantity limitation at a single *Shipping Point(s)* by *Product* and/or *Shipping Mode*.
- [Min/Max For A Combination Of Shipping Locations](#) - define a minimum/maximum quantity limitation for a combination of *Shipping Point(s)* by *Product* and/or by *Shipping Mode*.
- [Min/Max For A Combination Of Bid Lines](#) - define a minimum/maximum quantity limitation that applies to multiple bid lines or on a bid line set(s).
- [Offers That Must Be Awarded Together](#) - specify bid line(s) and/or Set(s) that must be accepted in combination with other bid line(s) and/or Set(s).
- [Offers Where Only 1 Of Group Can Be Awarded](#) - specify if an award can be made to only one out of a group of bid lines and/or Sets.
- [Offers Where 1 Must Be Awarded Before Another](#) – specify any bid line(s) / Set(s) that must be awarded before another.

| Offer Conditions |
|---|
| Overall Min/Max Quantity Availability |
| Overall Max By Product |
| Overall Max By Product & Shipping Location |
| Min/Max For A Combination Of Products |
| Min/Max For An Individual Shipping Location |
| Min/Max For A Combination of Shipping Locations |
| Min/Max For A Combination Of Bid Lines |
| Offers That Must Be Awarded Together |
| Offers Where Only 1 Of Group Can Be Awarded |
| Offers Where 1 Must Be Awarded Before Another |

Figure 94 Offer Conditions Section of Main Menu

If you do not have bid line(s) entered into either the [Origin Bid Offers](#) or [Destination Bid Offers](#) screen(s), the selected offer conditions screen will display with a *No data available in table* message as seen in the example on Figure 95. This message is also displayed if you delete all conditions/availabilities on a particular screen.

Overall Max By Product

This screen allows you to define total offered quantity limitation for the individual products you are offering.

NOTE: Quantity 0 = no total limitation

| Product | Quantity |
|----------------------------|----------|
| No data available in table | |

Notes
Continue To Overall Max Product & Shipping Location
Close

Figure 95 No Data Available Screen Example

Additionally, if your entered bid line(s) do not meet the criteria required for a certain Offer Condition (e.g., you have a single bid entered and select the *Mix/Min for a Combination of Products* offer condition), the message in Figure 96 is displayed.

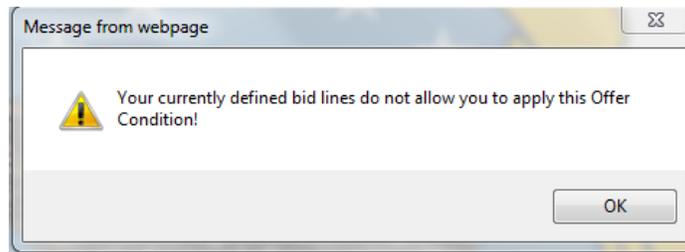


Figure 96 Offer Condition Error Message

Specific steps, and data to be provided, in each offer condition screen are provided in subsections below.

2.3.4.c(1) Overall Min/Max Quantity Availability

By either following the bid entry screen sequence, or selecting the **Overall Min/Max** option on the **Main Menu** screen (Figure 93) you can enter overall minimum/maximum availabilities that apply to your entire offer on the **Total Overall Min/Max Quantity Availabilities** screen (Figure 99). Overall availabilities apply across ALL *Products*, transportation *Modes* and *Shipping Locations*.

Upon selecting the **Overall Min/Max** option, the message in Figure 97 is displayed providing directive for the overall offer availabilities screens.

***NOTE:** The **OVERALL Conditions** pop-up (Figure 97) is also the point to which you are taken should you select **No** on the [Do you have Destination Offers?](#) pop-up (Figure 72) under the Destination Bid Offers section.

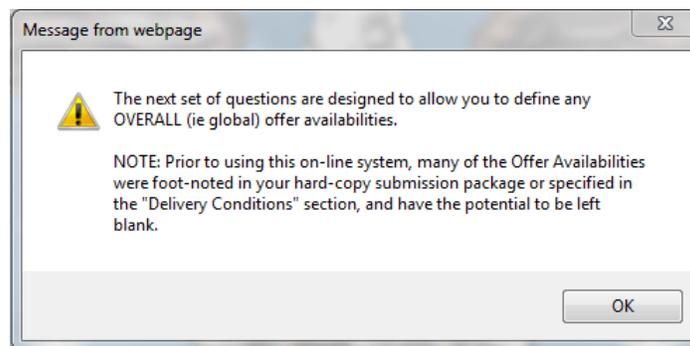
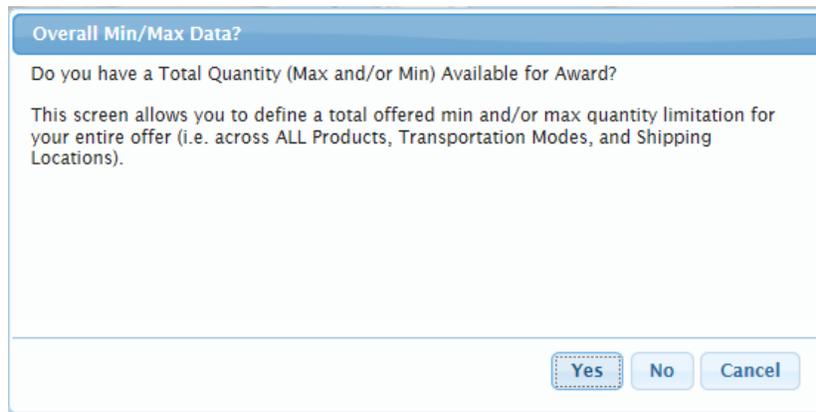


Figure 97 OVERALL Conditions Pop-up

Click **OK** on Figure 97, and the **Overall Min/Max Data?** pop-up (Figure 98) is displayed which identifies the data to be defined on the **Total Overall Min/Max Quantities Available** screen (Figure 98). Depending on how you want to proceed,

respond to the displayed question: *Do you have a Total Quantity (Max and/or Min) Available for Award?*



The dialog box has a blue header with the text "Overall Min/Max Data?". Below the header, the question "Do you have a Total Quantity (Max and/or Min) Available for Award?" is displayed. A paragraph of explanatory text follows: "This screen allows you to define a total offered min and/or max quantity limitation for your entire offer (i.e. across ALL Products, Transportation Modes, and Shipping Locations)." At the bottom right, there are three buttons: "Yes" (with a dashed border), "No", and "Cancel".

Figure 98 Overall Min/Max Data Pop-up

If you do not have an overall quantity, selecting **No** on Figure 98 will progress you to the next Offer Conditions screen pop-up in the sequence.

To close the screen and return to the **Main Menu** (Figure 93), select **Cancel** on Figure 98.

Select **Yes** to progress to the **Total Overall Min/Max Quantities Available** screen (Figure 99). The **Maximum/Minimum** data fields are directly editable and can be filled in with a fuel quantity in US gallons.



The screen has a blue header with the text "Total Overall Min/Max Available Quantities". Below the header, the same explanatory text as in Figure 98 is present. There are two input fields: "Maximum:" with a value of "0" and a "(0 = no max limit)" label, and "Minimum:" with a value of "0" and a "(0 = no min limit)" label. Below these is a "Notes:" label and a large empty text area. At the bottom, there are two buttons: "Continue To Overall Max By Product" and "Close".

Figure 99 Total Overall Min/Max Available Quantities Screen

The effect of a **Maximum** is to say that the sum of all accepted quantities from the Offeror must not exceed the **Maximum**. The effect of a **Minimum** is to say that at least the **Minimum** must be accepted, or no quantities at all may be accepted. These conditions apply across the entire offer, including, if they exist, multiple products.

Total Overall Min/Max Available Quantities

This screen allows you to define a total offered min and/or max quantity limitation for your entire offer (i.e. across ALL Products, Transportation Modes, and Shipping Locations).

Maximum: (0 = no max limit)

Minimum: (0 = no min limit)

Notes:

Figure 100 Populated Total Overall Min/Max Available Quantities Screen

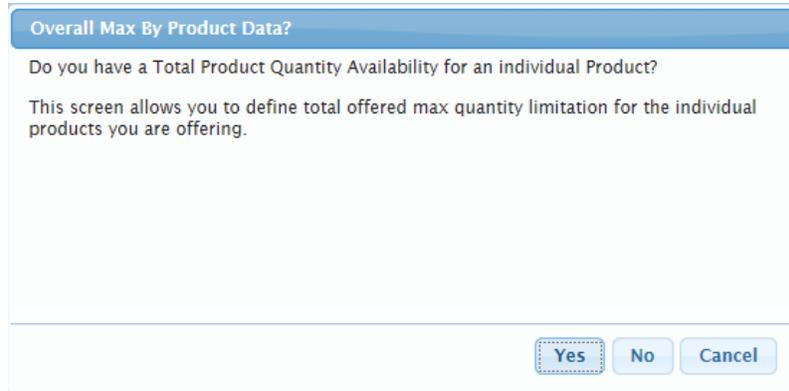
Once you have entered any **Maximum / Minimum** data for your offer, select the **Continue To Overall Max By Product** button to enter data applicable to that condition, or select **Close** to close the **Total Overall Min/Max Available Quantities** screen (Figure 100) and return to the **Main Menu** (Figure 93).

2.3.4.c(2) Overall Max By Product

By either following the bid entry screen sequence or selecting the **Overall Max By Product** option from the **Main Menu** (Figure 93) you can enter a total maximum quantity limit for the individual fuel product(s) you are offering.

Upon selecting the **Overall Max By Product** option, the **Overall Max By Product Data?** pop-up (Figure 101) is displayed which identifies the data to be defined on the

Overall Max By Product screen (Figure 102). Depending on how you want to proceed, respond to the displayed question: *Do you have a Total Product Quantity Availability for an individual Product?*



Overall Max By Product Data?

Do you have a Total Product Quantity Availability for an individual Product?

This screen allows you to define total offered max quantity limitation for the individual products you are offering.

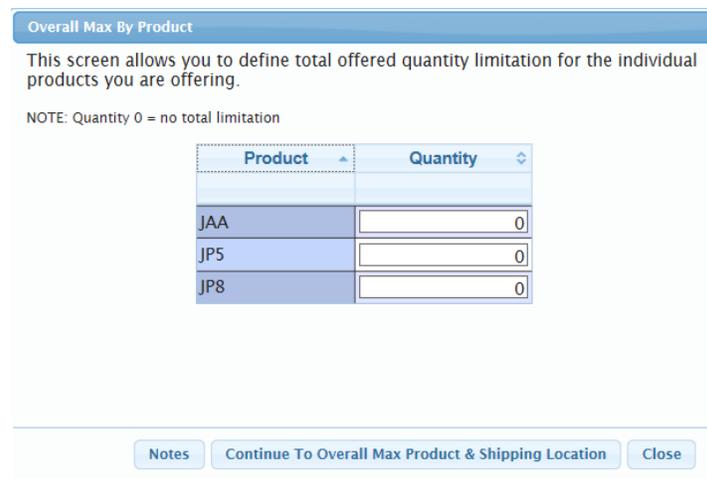
Yes No Cancel

Figure 101 Overall Max By Product Data? Pop-up

If you do not have a quantity limitation on any of the *Products* you are offering, selecting **No** on Figure 101 will progress you to the next Offer Conditions screen pop-up in the sequence.

To close the screen and return to the **Main Menu** (Figure 93), select **Cancel** on Figure 101.

Select **Yes** to progress to the **Overall Max By Products** screen (Figure 102). The *Products* field is pre-populated based on the *Products* you have offered in your bid lines; the *Quantity* data field is directly editable and can be filled in with a fuel quantity in US gallons (Figure 103). A value of 0 in the *Quantity* field indicates there is no limitation.



Overall Max By Product

This screen allows you to define total offered quantity limitation for the individual products you are offering.

NOTE: Quantity 0 = no total limitation

| Product | Quantity |
|---------|----------|
| JAA | 0 |
| JP5 | 0 |
| JP8 | 0 |

Notes Continue To Overall Max Product & Shipping Location Close

Figure 102 Overall Max By Product Screen

Overall Max By Product

This screen allows you to define total offered quantity limitation for the individual products you are offering.

NOTE: Quantity 0 = no total limitation

| Product | Quantity |
|---------|----------|
| JAA | 25000000 |
| JP5 | 300000 |
| JP8 | 25000000 |

Notes Continue To Overall Max Product & Shipping Location Close

Figure 103 Populated Overall Max By Product Screen

Click the **Notes** button on the **Overall Max By Product** screen (Figure 103) to provide additional information about the limit(s) you are setting; these can be reviewed by the DLA Buyer. Once you have entered your text on the **Description / Notes** screen (Figure 104), click **Save** to retain your entry and return to the **Overall Max By Product** screen (Figure 103).

Description / Notes

Notes:

Save Cancel

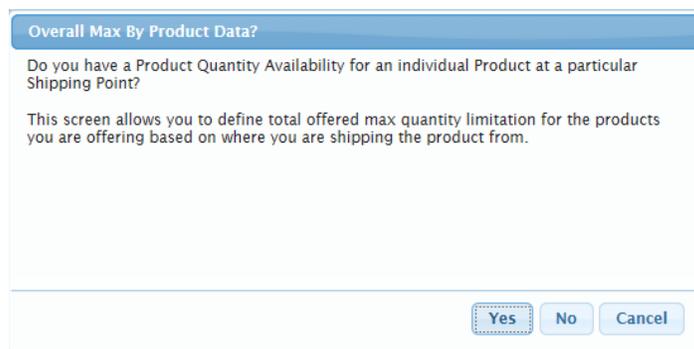
Figure 104 Description / Notes Screen

Having entered any maximum *Product* limitation data for your offer, select the **Continue To Overall Max By Product & Shipping Location** button to enter data applicable to that condition, or select **Close** to close the **Overall Max By Product** screen (Figure 100) and return to the **Main Menu** (Figure 93).

2.3.4.c(3) Overall Max By Product & Shipping Location

By either following the bid entry screen sequence or selecting the **Overall Max By Product & Shipping Location** option from the **Main Menu** (Figure 93) you can enter a maximum quantity limit for the individual fuel *Product(s)* you are offering from a specific *Shipping Location*.

Upon selecting the **Overall Max By Product & Shipping Location** option, the **Overall Max By Product Data?** pop-up (Figure 105) is displayed which identifies the data to be defined on the **Overall Max By Product & Shipping** screen (Figure 102). Depending on how you want to proceed, respond to the displayed question: *Do you have a Product Quantity Availability for an individual Product at a particular Shipping Point?*



The screenshot shows a dialog box with a blue header bar containing the text "Overall Max By Product Data?". Below the header, the main text asks: "Do you have a Product Quantity Availability for an individual Product at a particular Shipping Point?". A sub-note explains: "This screen allows you to define total offered max quantity limitation for the products you are offering based on where you are shipping the product from." At the bottom right, there are three buttons: "Yes" (highlighted with a dashed border), "No", and "Cancel".

Figure 105 Overall Max By Product Data? Pop-up

If you do not have a quantity limitation on any of the *Products* you are offering from a particular *Shipping Point*, selecting **No** on Figure 105 will progress you to the next Offer Conditions screen pop-up in the sequence.

To close the screen and return to the **Main Menu** (Figure 93), select **Cancel** on Figure 105.

Select **Yes** to progress to the **Overall Max By Product & Shipping** screen (Figure 106). The *Product* and *Shipping Location* fields are pre-populated based on the *Product / Shipping Location* combinations you have offered in your bid lines.

Overall Max By Product & Shipping

This screen allows you to define total offered quantity limitation for the products you are offering based on where you are shipping the product from.

NOTE: Quantity 0 = no total limitation

| Product | Shipping Location | Quantity |
|---------|-------------------|----------|
| ? | ? | ? |
| F76 | Collins - MS | 0 |
| F76 | Lake Charles - LA | 0 |
| JP5 | Lake Charles - LA | 0 |
| JP8 | Pasadena - TX | 0 |

Notes Continue To Min/Max For Combination Of Products Close

Figure 106 Overall Max By Product & Shipping Screen

The *Quantity* data field is directly editable and can be filled in with a fuel quantity in US gallons (Figure 107). A value of 0 in the *Quantity* field indicates there is no limitation.

Overall Max By Product & Shipping

This screen allows you to define total offered quantity limitation for the products you are offering based on where you are shipping the product from.

NOTE: Quantity 0 = no total limitation

| Product | Shipping Location | Quantity |
|---------|-------------------|----------|
| ? | ? | ? |
| F76 | Collins - MS | 500000 |
| F76 | Lake Charles - LA | 200000 |
| JP5 | Lake Charles - LA | 200000 |
| JP8 | Pasadena - TX | 500000 |

Notes Continue To Min/Max For Combination Of Products Close

Figure 107 Populated Overall Max By Product & Shipping

Click the **Notes** button on the **Overall Max By Product & Shipping** screen (Figure 107) to provide additional information about the limit(s) you are setting; these can be reviewed by the DLA Buyer. Once you have entered your text on the **Description / Notes** screen (Figure 108), click **Save** to retain your entry and return to the **Overall Max By Product & Shipping** screen (Figure 107).

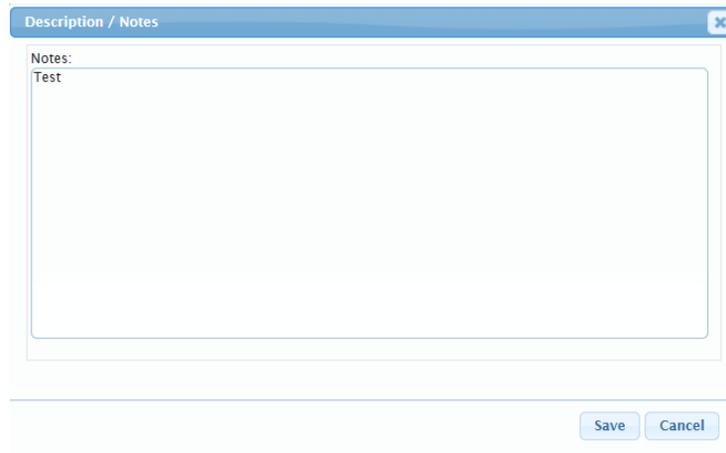


Figure 108 Description / Notes Screen

Having entered any maximum limitation data for *Product(s)* from a specific *Shipping Location*, select the **Continue To Min/Max For A Combination Of Products** button to enter data applicable to that condition, or select **Close** to close the **Overall Max By Product & Shipping** screen (Figure 103) and return to the **Main Menu** (Figure 93).

2.3.4.c(4) Min/Max For A Combination Of Products

By either following the bid entry screen sequence or selecting the **Min/Max For A Combination of Products** option from the **Main Menu** (Figure 93) you can enter minimum and maximum availabilities for a combination(s) of 2 or more products in your bid offers.

Upon selecting the **Min/Max For A Combination of Products** option, the **Min/Max For Combination Of Product Data?** pop-up (Figure 109) is displayed which identifies the data to be defined on the **Min/Max For A Combination of Products** screen (Figure 110). Depending on how you want to proceed, respond to the displayed question: *Do you have a Min/Max Product Quantity Availability for a combination of products?*

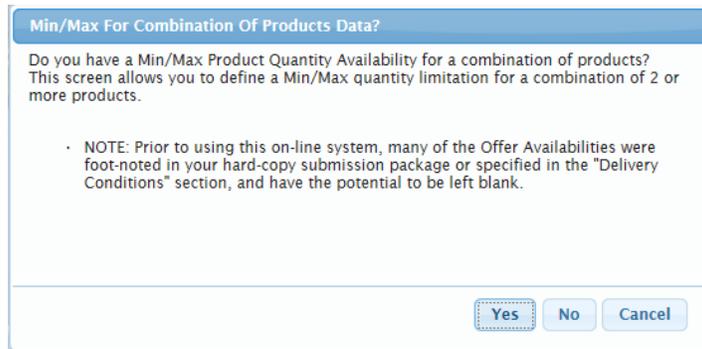


Figure 109 Min/Max For Combination OF Products Data? Pop-up

If you do not have a quantity limitation on any combination of the *Products* you are offering, selecting **No** on Figure 109 will progress you to the next Offer Conditions screen pop-up in the sequence.

To close the screen and return to the **Main Menu** (Figure 93), select **Cancel** on Figure 109.

Select **Yes** to progress to the **Min/Max For A Combination Of Products** screen (Figure 110). From the *Product* column, which displays all *Products* you have offered in your bid lines, check at least two products for each combination.

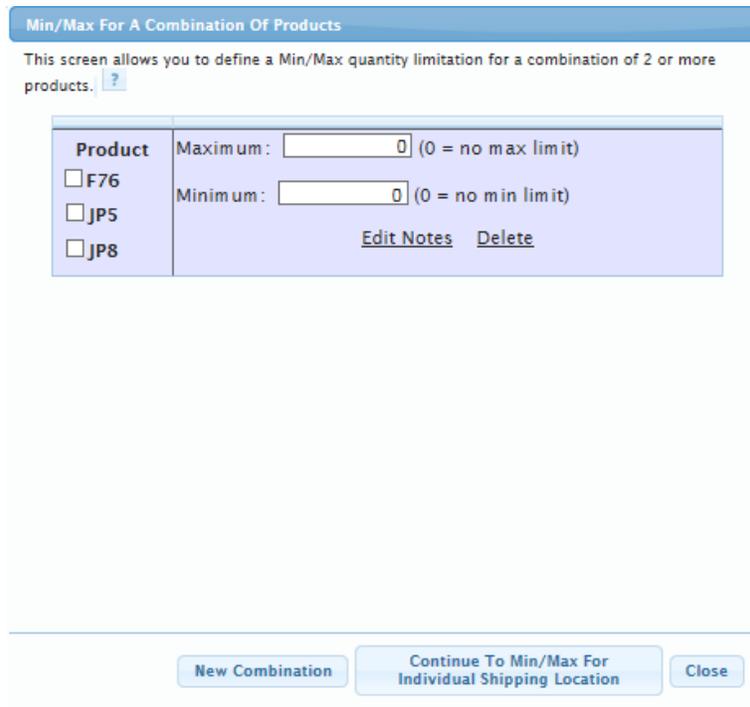


Figure 110 Min/Max For A Combination Of Products Screen

The *Maximum* and *Minimum* data fields are directly editable; enter a fuel quantity, in US gallons, for the chosen combination of *Products* into the *Maximum* and *Minimum* fields (Figure 111). A value of 0 indicates there is no limitation.

| Product | Maximum: |
|---|-----------------------------|
| <input checked="" type="checkbox"/> F76 | 1000000 (0 = no max limit) |
| <input type="checkbox"/> JP5 | |
| <input checked="" type="checkbox"/> JP8 | 250000 * (0 = no min limit) |

Figure 111 Populated Min/Max For a Combination Of Products Screen

Click the **Edit Notes** link on the **Min/Max For A Combination Of Products** screen (Figure 111) to provide additional information about the limit(s) you are setting; these can be reviewed by the DLA Buyer. Once you have entered your text on the **Description / Notes** screen (Figure 112), click **Save** to retain your entry and return to the **Min/Max For A Combination Of Products** screen (Figure 111).

Product Combination Notes:
Hello

Figure 112 Description / Notes Screen

A red **Edit Notes** link (example Figure 113) indicates that notes have been previously entered, but these are still editable.

| Product | Maximum: | Minimum: |
|---|----------------------------|---------------------------|
| <input checked="" type="checkbox"/> F76 | 1000000 (0 = no max limit) | 200000 (0 = no min limit) |
| <input type="checkbox"/> JP5 | | |
| <input checked="" type="checkbox"/> JP8 | | |

[Edit Notes](#) [Delete](#)

[New Combination](#) [Continue To Min/Max For Individual Shipping Location](#) [Close](#)

Figure 113 Populated Edit Notes Link Example

Should you want to delete an entire *Product* combination *Min/Max*, click the **Delete** link in the combination box (see Figure 113) to remove the associated *Product* combination *Min/Max* limit.

If you have quantity limitations for other *Product* combinations, click the **New Combination** button at the bottom of the **Min/Max For A Combination Of Products** screen to display a new combination box where you can enter data for another combination (Figure 114).

***NOTE:** If your offer(s) do not include more than two *Products*, the **New Combination** button will not be displayed.

Min/Max For A Combination Of Products

This screen allows you to define a Min/Max quantity limitation for a combination of 2 or more products. ?

| | |
|---|--|
| <input checked="" type="checkbox"/> F76 | Maximum: <input type="text" value="1000000"/> (0 = no max limit) |
| <input type="checkbox"/> JP5 | Minimum: <input type="text" value="200000"/> (0 = no min limit) |
| <input checked="" type="checkbox"/> JP8 | Edit Notes Delete |
| <input type="checkbox"/> F76 | Maximum: <input type="text" value="0"/> (0 = no max limit) |
| <input type="checkbox"/> JP5 | Minimum: <input type="text" value="0"/> (0 = no min limit) |
| <input type="checkbox"/> JP8 | Edit Notes Delete |

[New Combination](#) [Continue To Min/Max For Individual Shipping Location](#) [Close](#)

Figure 114 New Combination Example

Having entered any maximum limitation data for *Product* combination(s), select the ***Continue To Min/Max For An Individual Shipping Location*** button to enter data applicable to that condition, or select ***Close*** to close the **Min/Max For A Combination Of Products** screen (Figure 114) and return to the **Main Menu** (Figure 93).

2.3.4.c(5) Min/Max For An Individual Shipping Location

By either following the bid entry screen sequence or selecting the ***Min/Max For An Individual Shipping Location*** option from the **Main Menu** (Figure 93) you can enter a minimum and/or maximum quantity limit for an individual *Shipping Point(s)* by *Product* and/or *Mode* of transportation.

Upon selecting the ***Min/Max For An Individual Shipping Location*** option, the **Min/Max For An Individual Shipping Location Data?** pop-up (Figure 115) is displayed which identifies the data to be defined on the **Min/Max For Individual Shipping Location** screen (Figure 116). Depending on how you want to proceed, respond to the displayed question: *Do you have a Min/Max Quantity available for Award at any Shipping Point and each Product Available at the Shipping Point and each Mode of Transportation at the Shipping Point?*

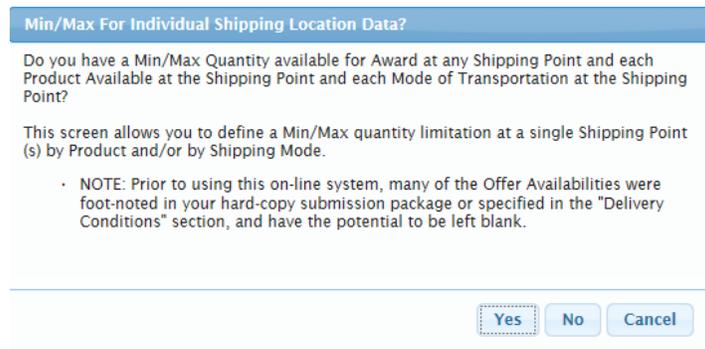


Figure 115 Min/Max For Individual Shipping Location Data? Pop-up

If you do not have a quantity limitation on a particular *Shipping Point* based on the *Products* and/or *Modes* you are offering, selecting **No** on Figure 115 will progress you to the next Offer Conditions screen pop-up in the sequence.

To close the screen and return to the **Main Menu** (Figure 93), select **Cancel** on Figure 115.

Select **Yes** to progress to the **Min/Max For Individual Shipping Location** screen (Figure 116) where you can define a minimum and maximum quantity limitation for a single Shipping Location(s) by Product and/or by Shipping Mode. The available *Shipping Point*, *Product* and *Mode* selections are based on those you have offered in your bid lines. Select the *Shipping Point* from the drop-down (example Figure 117) for which you have quantity limitation(s) based on *Product* and/or *Mode*; check the affected *Product* and/or *Mode* from the corresponding columns (defaults to *All* when a *Shipping Location* is selected).

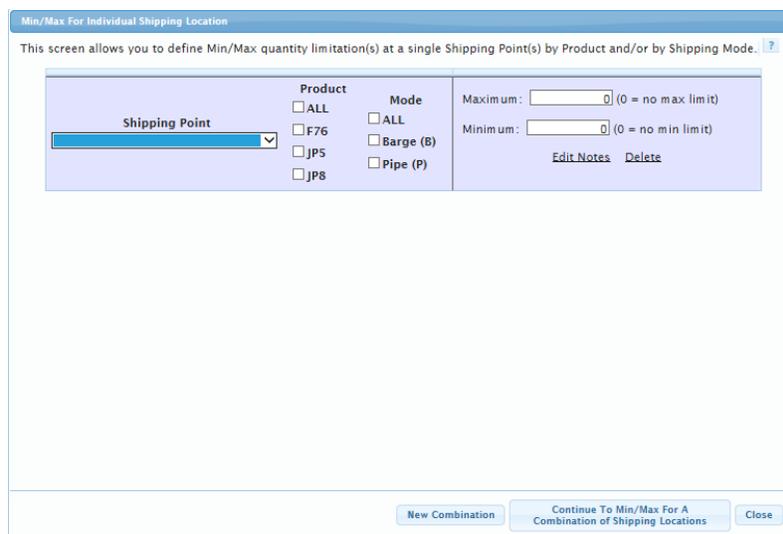


Figure 116 Min/Max For Individual Shipping Location Screen

Min/Max For Individual Shipping Location

This screen allows you to define Min/Max quantity limitation(s) at a single Shipping Point(s) by Product and/or by Shipping Mode. ?

| | | | |
|---|--|--|--|
| <p>Shipping Point</p> <p>Lake Charles - LA Collins - MS Pasadena - TX</p> | <p>Product</p> <p><input type="checkbox"/> ALL</p> <p><input type="checkbox"/> F76</p> <p><input type="checkbox"/> JP5</p> <p><input type="checkbox"/> JP8</p> | <p>Mode</p> <p><input type="checkbox"/> ALL</p> <p><input type="checkbox"/> Barge (B)</p> <p><input type="checkbox"/> Pipe (P)</p> | <p>Maximum: <input type="text" value="0"/> (0 = no max limit)</p> <p>Minimum: <input type="text" value="0"/> (0 = no min limit)</p> <p>Edit Notes Delete</p> |
|---|--|--|--|

Figure 117 Shipping Point Drop-Down Example

The *Maximum* and *Minimum* data fields are directly editable; enter a fuel quantity, in US gallons, for the chosen combination into the *Maximum* and *Minimum* fields (Figure 118). A value of 0 indicates there is no limitation.

Min/Max For Individual Shipping Location

This screen allows you to define Min/Max quantity limitation(s) at a single Shipping Point(s) by Product and/or by Shipping Mode. ?

| | | | |
|--|---|---|--|
| <p>Shipping Point</p> <p>Lake Charles - LA</p> | <p>Product</p> <p><input type="checkbox"/> ALL</p> <p><input checked="" type="checkbox"/> F76</p> <p><input type="checkbox"/> JP5</p> <p><input type="checkbox"/> JP8</p> | <p>Mode</p> <p><input checked="" type="checkbox"/> ALL</p> <p><input type="checkbox"/> Barge (B)</p> <p><input type="checkbox"/> Pipe (P)</p> <p><input type="checkbox"/> Truck (T)</p> | <p>Maximum: <input type="text" value="250000"/> (0 = no max limit)</p> <p>Minimum: <input type="text" value="100000"/> (0 = no min limit)</p> <p>Edit Notes Delete</p> |
|--|---|---|--|

[New Combination](#) [Continue To Min/Max For A Combination of Shipping Locations](#) [Close](#)

Figure 118 Populated Min/Max For Individual Shipping Location Screen

Click the **Edit Notes** link on the **Min/Max For Individual Shipping Location** screen (Figure 118) to provide additional information about the limit(s) you are setting; these can be reviewed by the DLA Buyer. Once you have entered your text on the **Description / Notes** screen (Figure 119), click **Save** to retain your entry and return to the **Min/Max For Individual Shipping Location** screen (Figure 118).

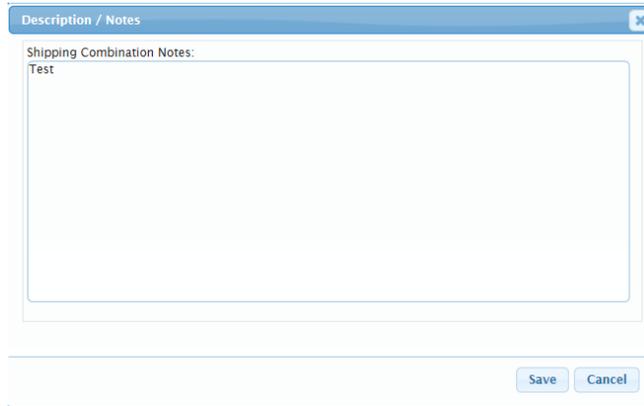


Figure 119 Edit Notes Screen

A red **Edit Notes** link (example Figure 120) indicates that notes have been previously entered but these are still editable.

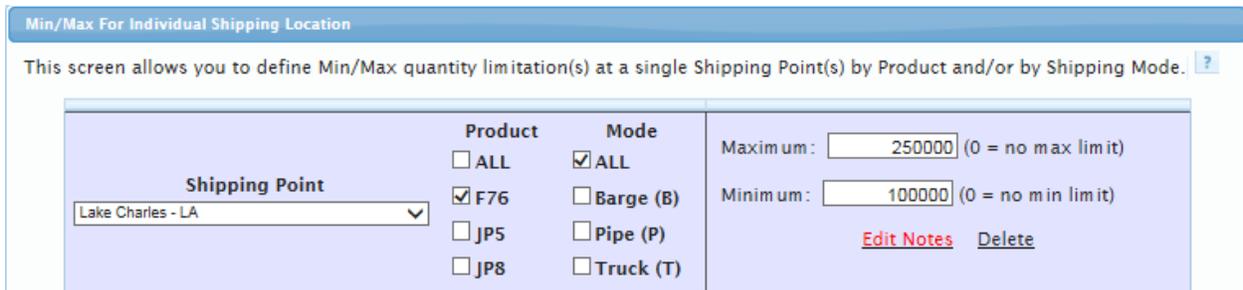


Figure 120 Populated Edit Notes Link Example

Click the **Delete** link in the combination box (see Figure 120) to remove the associated *Shipping Point* combination *Min/Max* limitation.

If you have quantity limitations for other *Shipping Point*, *Product* and/or *Mode* combinations, click the **New Combination** button at the bottom of the **Min/Max For Individual Shipping Location** screen (Figure 121) to display a new combination box where you can enter data for another combination.

Min/Max For Individual Shipping Location

This screen allows you to define Min/Max quantity limitation(s) at a single Shipping Point(s) by Product and/or by Shipping Mode. ?

| | | | |
|-------------------------------------|---|---|---|
| Shipping Point Lake Charles - LA | Product <input type="checkbox"/> ALL <input checked="" type="checkbox"/> F76 <input type="checkbox"/> JP5 <input type="checkbox"/> JP8 | Mode <input checked="" type="checkbox"/> ALL <input type="checkbox"/> Barge (B) <input type="checkbox"/> Pipe (P) <input type="checkbox"/> Truck (T) | Maximum: <input type="text" value="250000"/> (0 = no max limit) Minimum: <input type="text" value="100000"/> (0 = no min limit) Edit Notes Delete |
| Shipping Point | Product <input type="checkbox"/> ALL <input type="checkbox"/> F76 <input type="checkbox"/> JP5 <input type="checkbox"/> JP8 | Mode <input type="checkbox"/> ALL <input type="checkbox"/> Barge (B) <input type="checkbox"/> Pipe (P) <input type="checkbox"/> Truck (T) | Maximum: <input type="text" value="0"/> (0 = no max limit) Minimum: <input type="text" value="0"/> (0 = no min limit) Edit Notes Delete |

Figure 121 New Combination Example

Having entered any maximum/minimum limitation data for *Shipping Location*, *Product* and/or *Mode* combination(s), select the **Continue To Min/Max For A Combination of Shipping Location** button to enter data applicable to that condition, or select **Close** to close the **Min/Max For Individual Shipping Location** screen (Figure 121) and return to the **Main Menu** (Figure 93).

2.3.4.c(6) Min/Max For A Combination Of Shipping Locations

By either following the bid entry screen sequence or selecting the **Min/Max For Combination Of Shipping Locations** option from the **Main Menu** (Figure 93) you can enter a minimum and/or maximum quantity limit for a combination of *Shipping Point(s)* by *Product* and/or *Mode* of transportation.

Upon selecting the **Min/Max For A Combination Of Shipping Locations** option, the **Min/Max For Combination of Shipping Location Data?** pop-up (Figure 122) is displayed which identifies the data to be defined on the **Min/Max For Combined Shipping Locations** screen (Figure 125). Depending on how you want to proceed, respond to the displayed question: *Would the quantity awarded out of any Shipping Point affect the quantity available for award out of any other Shipping Point(s)?*

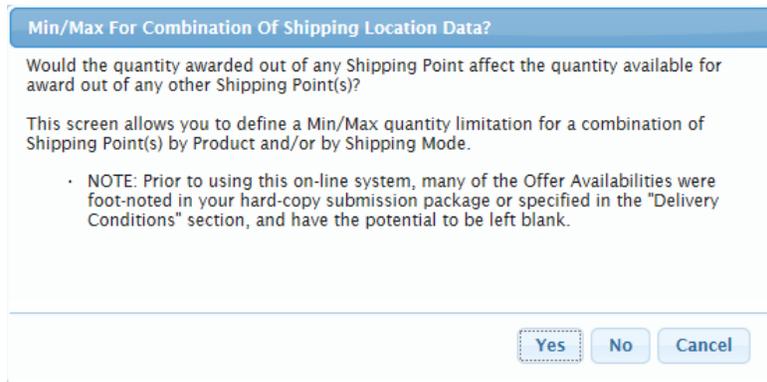


Figure 122 Min/Max For Combination Of Shipping Location Data? Pop-up

If you do not have a quantity limitation on a combination of *Shipping Points* based on the *Products* and/or *Modes* you are offering, selecting **No** on Figure 122 will progress you to the next Offer Conditions screen pop-up in the sequence.

To close the screen and return to the **Main Menu** (Figure 93), select **Cancel** on Figure 122.

Select **Yes** to display the **Shipping Points Affected?** screen (Figure 123) and enter the number of *Shipping Points* affected by the new condition. Click **Continue** to progress to the **Min/Max For Combined Shipping Locations** screen (Figure 125) where you can define a minimum and maximum quantity limitation for a combination of *Shipping Locations* by *Product* and/or by shipping *Mode*.

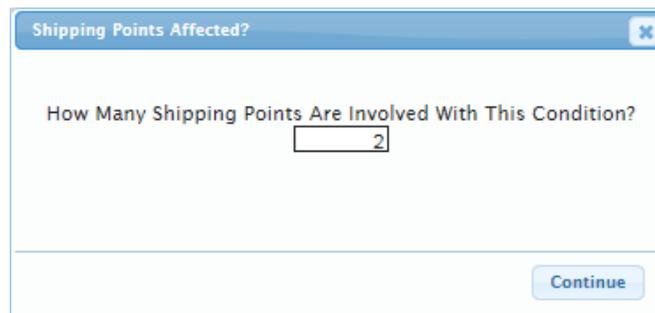


Figure 123 Shipping Points Affected? Screen

***NOTE:** If the number of *Shipping Points* you enter on the **Shipping Points Affected?** screen (Figure 123) exceeds the number of *Shipping Points* in your offer(s), a message similar to the example in Figure 124 will be displayed.

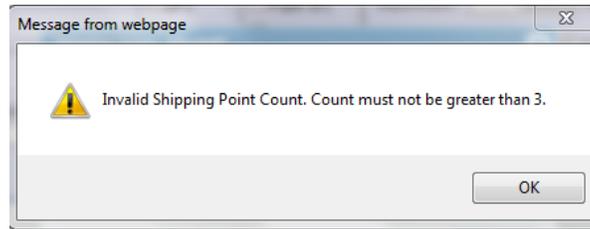


Figure 124 Invalid Shipping Point Count Message Example

The available *Shipping Point*, *Product* and *Mode* selections displayed on the **Min/Max For Combined Shipping Locations** screen (Figure 125) are based on those you have offered in your bid lines. Select from the drop-downs (example Figure 126) the *Shipping Points* for which you have combined quantity limitation(s) based on *Product* and/or *Mode*. Check the affected *Product* and/or *Mode* in the corresponding columns (defaults to *All* when a *Shipping Point* is selected).

Min/Max For Combined Shipping Locations

This screen allows you to define Min/Max quantity limitation(s) at a combination of Shipping Point(s) by Product and/or by Shipping Mode. ?

| | | | |
|------------------------------|--|--|---|
| Shipping Point [Dropdown] | Product <input type="checkbox"/> ALL <input type="checkbox"/> F76 <input type="checkbox"/> JP5 <input type="checkbox"/> JP8 | Mode <input type="checkbox"/> ALL <input type="checkbox"/> Barge (B) <input type="checkbox"/> Pipe (P) <input type="checkbox"/> Truck (T) | Maximum: [0] (0 = no max limit) Minimum: [0] (0 = no min limit) Edit Notes Delete |
| Shipping Point [Dropdown] | Product <input type="checkbox"/> ALL <input type="checkbox"/> F76 <input type="checkbox"/> JP5 <input type="checkbox"/> JP8 | Mode <input type="checkbox"/> ALL <input type="checkbox"/> Barge (B) <input type="checkbox"/> Pipe (P) <input type="checkbox"/> Truck (T) | |

Figure 125 Min/Max For Combined Shipping Locations

| | | | |
|---|--|--|---|
| Shipping Point Lake Charles - LA Collins - MS Pasadena - TX | Product <input type="checkbox"/> ALL <input type="checkbox"/> F76 <input type="checkbox"/> JP5 <input type="checkbox"/> JP8 | Mode <input type="checkbox"/> ALL <input type="checkbox"/> Barge (B) <input type="checkbox"/> Pipe (P) <input type="checkbox"/> Truck (T) | Maximum: <input type="text" value="0"/> (0 = no max limit) Minimum: <input type="text" value="0"/> (0 = no min limit) Edit Notes Delete |
| Shipping Point <input type="text"/> | Product <input type="checkbox"/> ALL <input type="checkbox"/> F76 <input type="checkbox"/> JP5 <input type="checkbox"/> JP8 | Mode <input type="checkbox"/> ALL <input type="checkbox"/> Barge (B) <input type="checkbox"/> Pipe (P) <input type="checkbox"/> Truck (T) | |

Figure 126 Shipping Point Drop-Down Example

The *Maximum* and *Minimum* data fields are directly editable. Enter a fuel quantity, in US gallons, for the selected combination into the *Maximum* and *Minimum* fields (Figure 125). A value of 0 indicates there is no limitation

Min/Max For Combined Shipping Locations

This screen allows you to define Min/Max quantity limitation(s) at a combination of Shipping Point(s) by Product and/or by Shipping Mode. [?](#)

| | | | |
|--|---|---|--|
| Shipping Point Lake Charles - LA | Product <input type="checkbox"/> ALL <input checked="" type="checkbox"/> F76 <input type="checkbox"/> JP5 <input type="checkbox"/> JP8 | Mode <input type="checkbox"/> ALL <input type="checkbox"/> Barge (B) <input checked="" type="checkbox"/> Pipe (P) <input type="checkbox"/> Truck (T) | Maximum: <input type="text" value="1000000"/> (0 = no max limit) Minimum: <input type="text" value="250000"/> (0 = no min limit) Edit Notes Delete |
| Shipping Point Pasadena - TX | Product <input checked="" type="checkbox"/> ALL <input type="checkbox"/> F76 <input type="checkbox"/> JP5 <input type="checkbox"/> JP8 | Mode <input type="checkbox"/> ALL <input type="checkbox"/> Barge (B) <input checked="" type="checkbox"/> Pipe (P) <input type="checkbox"/> Truck (T) | |

Figure 127 Populated Min/Max For Combined Shipping Locations Screen

Click the **Edit Notes** link on the **Min/Max For Combined Shipping Locations** screen (Figure 127) to provide additional information about the limit(s) you are setting; these can be reviewed by the DLA Buyer. Once you have entered your text on the

Description / Notes screen (Figure 128), click **Save** to retain your entry and return to the **Min/Max For Combined Shipping Locations** screen (Figure 127).

Figure 128 Description / Notes Screen

A red **Edit Notes** link (example Figure 129) indicates that notes have been previously entered but these are still editable.

| Shipping Point | Product | Mode |
|-------------------|--|--|
| Lake Charles - LA | <input checked="" type="checkbox"/> ALL <input checked="" type="checkbox"/> F76 <input type="checkbox"/> JP5 <input type="checkbox"/> JP8 | <input type="checkbox"/> ALL <input type="checkbox"/> Barge (B) <input checked="" type="checkbox"/> Pipe (P) <input type="checkbox"/> Truck (T) |
| Pasadena - TX | <input checked="" type="checkbox"/> ALL <input type="checkbox"/> F76 <input type="checkbox"/> JP5 <input type="checkbox"/> JP8 | <input type="checkbox"/> ALL <input type="checkbox"/> Barge (B) <input checked="" type="checkbox"/> Pipe (P) <input type="checkbox"/> Truck (T) |

Maximum: (0 = no max limit)
 Minimum: (0 = no min limit)
[Edit Notes](#) [Delete](#)

Figure 129 Populated Edit Notes Link Example

Click the **Delete** link in the combination box (see Figure 129) to remove the associated *Shipping Point* combination *Min/Max* limitation.

If you have quantity limitations for other combined *Shipping Points*, *Product* and/or *Mode* combinations, click the **New Combination** button at the bottom of the **Min/Max For Combined Shipping Locations** screen (Figure 129) then enter the number of *Shipping Points* affected by the new condition on the displayed **Shipping Points Affected?** screen (Figure 130).

Figure 130 Shipping Points Affected? Screen

Click **Continue** on Figure 130 to display a new combination box where you can enter data for the selected number of Shipping Points.

Figure 131 New Combination Example

Having entered any maximum/minimum limitation data for combined *Shipping Location, Product and/or Mode* combination(s), select the **Continue To Min/Max For A Combination of Bid Lines** button to enter data applicable to that condition, or select **Close** to close the **Min/Max For Combined Shipping Location** screen (Figure 131) and return to the **Main Menu** (Figure 93).

2.3.4.c(7) Min/Max For A Combination Of Bid Lines

By either following the bid entry screen sequence or selecting the **Min/Max For A Combination Of Bid Lines** option from the **Main Menu** (Figure 93) you can enter a minimum and/or maximum quantity limit for a combination of the Bid Lines and/or “[Sets](#)” you have offered.

Upon selecting the **Min/Max For A Combination Of Bid Lines** option, the **Min/Max For Combination of Bid Lines?** Pop-up (Figure 132) is displayed which identifies the data to be defined on the **Min/Max For Combination of Bid Lines** screen (Figure 133). Depending on how you want to proceed, respond to the displayed question: *Do you have a min/max quantity availability on a combination of your bid lines, and/or “Sets” of bid lines or on just one “Set”?*

Min/Max For Combination Of Bid Lines?

Do you have a min/max quantity availability on a combination of your bid lines, and/or "Sets" of bid lines or on just one "Set"?

This screen allows for a quantity limitation that applies to multiple bid lines / "Sets" of bid lines / one "Set".

- NOTE: Prior to using this on-line system, many of the Offer Availabilities were foot-noted in your hard-copy submission package or specified in the "Delivery Conditions" section, and have the potential to be left blank.

Yes No Cancel

Figure 132 Min/Max For Combination Of Bid Lines? Pop-up

If you do not have a quantity limitation on a combination of Bid Lines / Sets you are offering, selecting **No** on Figure 132 will progress you to the next Offer Conditions screen pop-up in the sequence.

To close the screen and return to the **Main Menu** (Figure 93), select **Cancel** on Figure 132.

Select **Yes** to progress to the **Min/Max For Combination Of Bid Lines** screen (Figure 133 **Min/Max For Combination Of Bid Lines**Figure 133) where you can define a

minimum and maximum quantity limitation for a combination of Bid Line(s) and/ or Set(s) of Bid Lines. The displayed *Bid Lines / Sets* selections are based on your Origin and/or Destination bids and identify the *Sequence ID, Shipping Point, Product, Mode: (Barge (B), Car (C), Pipe (P), Tanker (K), Truck (T))*, *Max Quantity* and *Price* from your bid. Check the *Bid Lines / Set(s)* for which you have combined quantity limitation(s).

| Bid Lines / Sets | | Maximum: | Minimum: |
|--------------------------------------|--|----------------------|----------------------|
| <input type="checkbox"/> Bid Line S1 | Lake Charles (LA) F76 B 2000000 3.000000 | 0 (0 = no max limit) | 0 (0 = no min limit) |
| <input type="checkbox"/> Bid Line S2 | Collins (MS) F76 P 1500000 3.250000 | | |
| <input type="checkbox"/> Bid Line S3 | Pasadena (TX) JPS P 5000000 3.500000 | | |
| <input type="checkbox"/> Bid Line S4 | Lake Charles (LA) F76 T 217000 3.000000 | | |
| <input type="checkbox"/> Bid Line S5 | Lake Charles (LA) JPS T 1000000 2.750000 | | |

[Edit Notes](#) [Delete](#)

[New Combination](#) [Continue To Offers To Award Together](#) [Close](#)

Figure 133 Min/Max For Combination Of Bid Lines

The *Maximum* and *Minimum* data fields are directly editable; enter a fuel quantity, in US gallons, for the selected combination into the *Maximum* and *Minimum* fields (Figure 134). A value of 0 indicates there is no limitation.

| Bid Lines / Sets | | | | | |
|-------------------------------------|-------------|--------------------|----------|---------|----------|
| <input checked="" type="checkbox"/> | Bid Line S1 | [Lake Charles (LA) | [E76 B | 2000000 | 3.000000 |
| <input type="checkbox"/> | Bid Line S2 | [Collins (MS) | [E76 P | 1500000 | 3.250000 |
| <input type="checkbox"/> | Bid Line S3 | [Pasadena (TX) | [JPS P | 5000000 | 3.500000 |
| <input checked="" type="checkbox"/> | Bid Line S4 | [Lake Charles (LA) | [E76 T | 217000 | 3.000000 |
| <input type="checkbox"/> | Bid Line S5 | [Lake Charles (LA) | [JPS T | 1000000 | 2.750000 |

Maximum: (0 = no max limit)
 Minimum: (0 = no min limit)
[Edit Notes](#) [Delete](#)

[New Combination](#) [Continue To Offers To Award Together](#) [Close](#)

Figure 134 Populated Min/Max For Combination Of Bid Lines Screen

Click the **Edit Notes** link on the **Min/Max For Combination Of Bid Lines** screen (Figure 134) to provide additional information about the limit(s) you are setting; these can be reviewed by the DLA Buyer. Once you have entered your text on the **Description / Notes** screen (Figure 135), click **Save** to retain your entry and return to the **Min/Max For Combination Of Bid Lines** screen (Figure 134).

Description / Notes

Bid Line Combination Notes:

Test

[Save](#) [Cancel](#)

Figure 135 Description / Notes Screen

A red **Edit Notes** link (see Figure 136) indicates that notes have been previously entered, but these are still editable.

Min/Max For Combination Of Bid Lines

?

| Bid Lines / Sets | | |
|---|---------|--------------------|
| <input checked="" type="checkbox"/> Bid Line S1 Lake Charles (LA) | E76 B | 2000000 3.000000 |
| <input type="checkbox"/> Bid Line S2 Collins (MS) | E76 P | 1500000 3.250000 |
| <input type="checkbox"/> Bid Line S3 Pasadena (TX) | JPS P | 5000000 3.500000 |
| <input checked="" type="checkbox"/> Bid Line S4 Lake Charles (LA) | E76 T | 217000 3.000000 |
| <input type="checkbox"/> Bid Line S5 Lake Charles (LA) | JPS T | 1000000 2.750000 |

Maximum: (0 = no max limit)
 Minimum: (0 = no min limit)
[Edit Notes](#) [Delete](#)

Figure 136 Populated Edit Notes Link Example

Click the **Delete** link in the combination box (see Figure 136) to remove the associated Bid Line / Set combination

If you have quantity limitations for other *Bid Line / Set* combinations, click the **New Combination** button at the bottom of the **Min/Max For A Combination Of Bid Lines** screen to display a new combination box where you can enter data for another combination (Figure 137).

Min/Max For Combination Of Bid Lines

?

| Bid Lines / Sets | | | | | | | |
|-------------------------------------|-------------|-------------------|---------|---------|----------|---|---|
| <input checked="" type="checkbox"/> | Bid Line S1 | Lake Charles (LA) | F76 B | 2000000 | 3.000000 | Maximum: | <input type="text" value="1000000"/> (0 = no max limit) |
| <input type="checkbox"/> | Bid Line S2 | Collins (MS) | F76 P | 1500000 | 3.250000 | Minimum: | <input type="text" value="300000"/> (0 = no min limit) |
| <input type="checkbox"/> | Bid Line S3 | Pasadena (TX) | JP8 P | 5000000 | 3.500000 | Edit Notes Delete | |
| <input checked="" type="checkbox"/> | Bid Line S4 | Lake Charles (LA) | F76 T | 217000 | 3.000000 | | |
| <input checked="" type="checkbox"/> | Bid Line S5 | Lake Charles (LA) | JP5 T | 1000000 | 2.750000 | | |

| Bid Lines / Sets | | | | | | | |
|--------------------------|-------------|-------------------|---------|---------|----------|---|---|
| <input type="checkbox"/> | Bid Line S1 | Lake Charles (LA) | F76 B | 2000000 | 3.000000 | Maximum: | <input type="text" value="0"/> (0 = no max limit) |
| <input type="checkbox"/> | Bid Line S2 | Collins (MS) | F76 P | 1500000 | 3.250000 | Minimum: | <input type="text" value="0"/> (0 = no min limit) |
| <input type="checkbox"/> | Bid Line S3 | Pasadena (TX) | JP8 P | 5000000 | 3.500000 | Edit Notes Delete | |
| <input type="checkbox"/> | Bid Line S4 | Lake Charles (LA) | F76 T | 217000 | 3.000000 | | |
| <input type="checkbox"/> | Bid Line S5 | Lake Charles (LA) | JP5 T | 1000000 | 2.750000 | | |

Figure 137 New Combination Example

Having entered any maximum/minimum limitation data for Bid Line / Set combination(s), select the **Continue To Offers To Award Together** button to enter data applicable to that condition, or select **Close** to close the **Min/Max For A Combination Of Bid Lines** screen (Figure 137) and return to the **Main Menu** (Figure 93).

2.3.4.c(8) Offers That Must Be Awarded Together

By either following the bid entry screen sequence or selecting the **Offers That Must Be Awarded Together** option from the **Main Menu** (Figure 93) you can specify *Bid Line(s)* and /or *Set(s)* of bid lines in your offer that **MUST** be awarded together.

Upon selecting the **Offers That Must Be Awarded Together** option, the **Offers That Must Be Awarded Together?** Pop-up (Figure 138) is displayed which identifies the data to be defined on the **Offers That Must Be Awarded Together** screen (Figure 139). Depending on how you want to proceed, respond to the displayed question: *Do you want to specify if any bid line(s) and/or "Set(s)" must be accepted in combination with any other bid line(s) and or "Sets(s)?"*

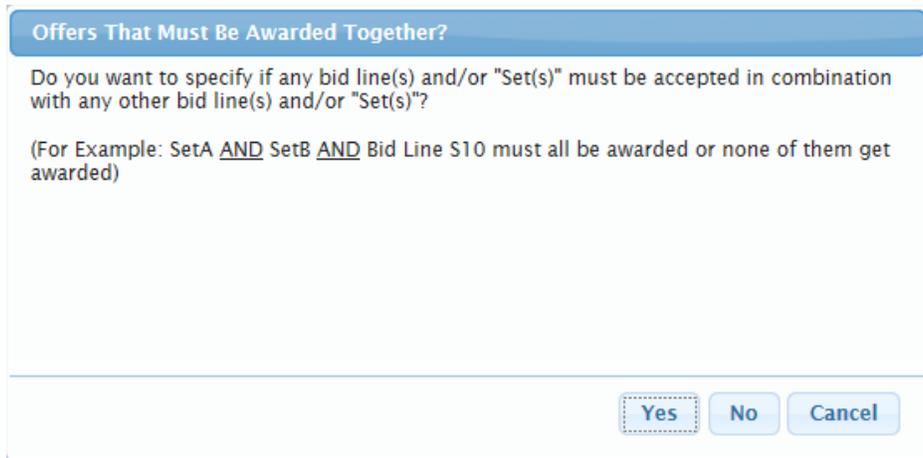


Figure 138 Offers That Must Be Awarded Together? Pop-up

If you do not have a combination of *Bid Lines / Sets* that must be awarded together in your offer, selecting **No** on Figure 138 will progress you to the next Offer Conditions screen pop-up in the sequence.

To close the screen and return to the **Main Menu** (Figure 93), select **Cancel** on Figure 138.

Select **Yes** to progress to the **Offer That Must Be Awarded Together** screen (Figure 139) where you can specify any combination of *Bid Line(s)* and/or *Set(s)* which must be awarded together. The displayed *Bid Lines / Sets* selections are based on your Origin and/or Destination bids and identify the *Sequence ID*, *Shipping Point*, *Product*, *Mode*: (Barge (B), Car (C), Pipe (P), Tanker (K), Truck (T)), *Max Quantity* and *Price* from your bid. Individual *Bid Lines* are displayed for each *Set*. Check the box next to each *Bid Line* or *Set* you wish to include in the combination. You may choose as many *Bid Line(s)* and/or *Set(s)* as you wish to which the condition will apply. All of these offers must be awarded or none can be awarded.

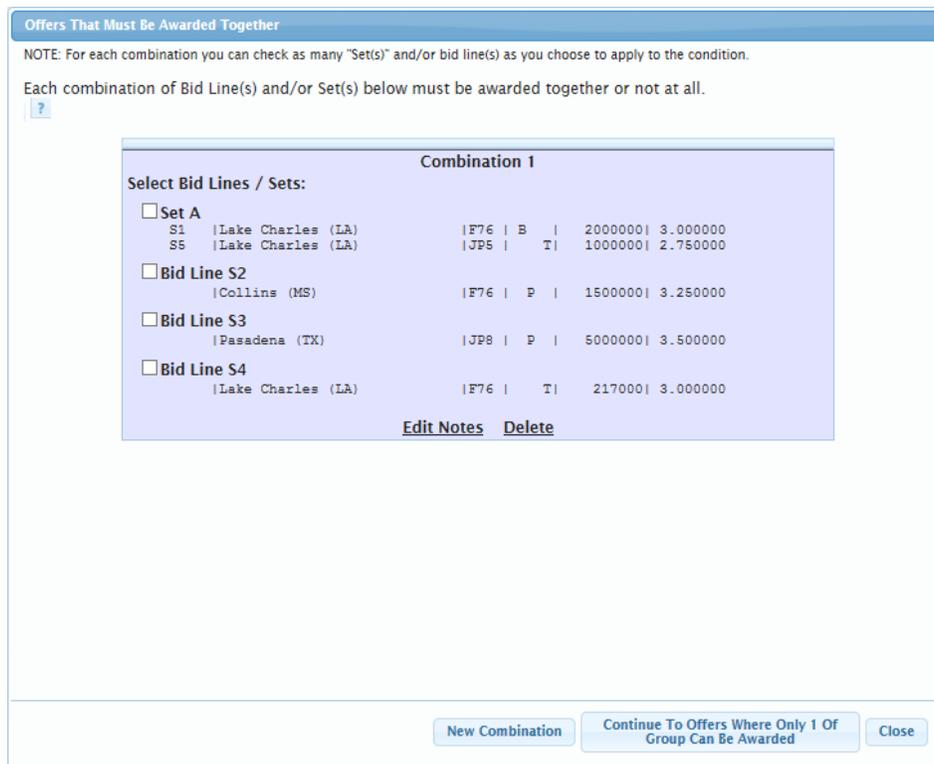


Figure 139 Offers That Must Be Awarded Together Screen

Click the **Edit Notes** link on the **Offers That Must Be Awarded Together** screen (Figure 139) to provide additional information about the limit(s) you are setting; these can be reviewed by the DLA Buyer. Once you have entered your text on the **Description / Notes** screen (Figure 140), click **Save** to retain your entry and return to the **Offers That Must Be Awarded Together** screen (Figure 139).

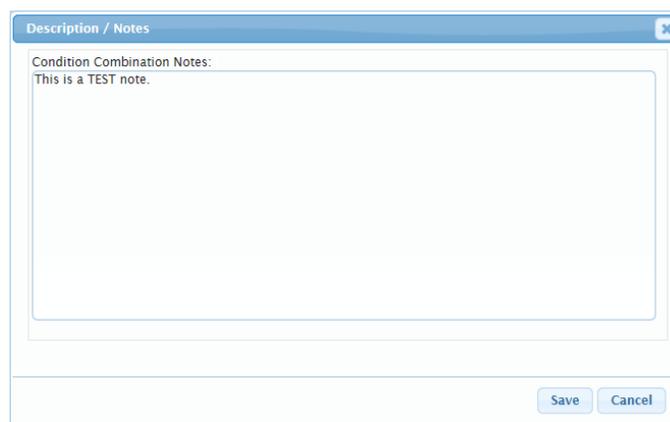


Figure 140 Edit Notes Screen

A red **Edit Notes** link (see Figure 141) indicates that notes have been previously entered, but these are still editable.

Offers That Must Be Awarded Together

NOTE: For each combination you can check as many "Set(s)" and/or bid line(s) as you choose to apply to the condition.

Each combination of Bid Line(s) and/or Set(s) below must be awarded together or not at all.

?

| Select Bid Lines / Sets: | | Combination 1 | |
|-------------------------------------|-------------------|---------------|--------------------|
| <input type="checkbox"/> | Set A | | |
| S1 | Lake Charles (LA) | F76 B | 2000000 3.000000 |
| S5 | Lake Charles (LA) | JPB T | 1000000 2.750000 |
| <input checked="" type="checkbox"/> | Bid Line S2 | | |
| | Collins (MS) | F76 P | 1500000 3.250000 |
| <input checked="" type="checkbox"/> | Bid Line S3 | | |
| | Pasadena (TX) | JPB P | 5000000 3.500000 |
| <input type="checkbox"/> | Bid Line S4 | | |
| | Lake Charles (LA) | F76 T | 2170000 3.000000 |

[Edit Notes](#) [Delete](#)

Figure 141 Populated Edit Notes Link Example

Click the **Delete** link in the combination box (see Figure 141) to remove the associated *Bid Line / Set* combination.

If you have another *Bid Line / Set* combination(s) that **MUST** be awarded together, click the **New Combination** button at the bottom of the **Offers That Must Be Awarded Together** screen to display a new combination box where you can select *Bid Lines / Sets* to create another combination (Figure 142).

Offers That Must Be Awarded Together

NOTE: For each combination you can check as many "Set(s)" and/or bid line(s) as you choose to apply to the condition.

Each combination of Bid Line(s) and/or Set(s) below must be awarded together or not at all.

[?](#)

| | | | | |
|-------------------------------------|--------------------|-------------------|---------|--------------------|
| <input checked="" type="checkbox"/> | Bid Line S2 | Collins (MS) | F76 P | 1500000 3.250000 |
| <input checked="" type="checkbox"/> | Bid Line S3 | Pasadena (TX) | JP8 P | 5000000 3.500000 |
| <input type="checkbox"/> | Bid Line S4 | Lake Charles (LA) | F76 T | 217000 3.000000 |

[Edit Notes](#) [Delete](#)

Combination 2

Select Bid Lines / Sets:

| | | | | |
|--------------------------|--------------------|-------------------|---------|--------------------|
| <input type="checkbox"/> | Set A | | | |
| | S1 | Lake Charles (LA) | F76 B | 2000000 3.000000 |
| | S5 | Lake Charles (LA) | JP5 T | 1000000 2.750000 |
| <input type="checkbox"/> | Bid Line S2 | Collins (MS) | F76 P | 1500000 3.250000 |
| <input type="checkbox"/> | Bid Line S3 | Pasadena (TX) | JP8 P | 5000000 3.500000 |
| <input type="checkbox"/> | Bid Line S4 | Lake Charles (LA) | F76 T | 217000 3.000000 |

[Edit Notes](#) [Delete](#)

[New Combination](#) [Continue To Offers Where Only 1 Of Group Can Be Awarded](#) [Close](#)

Figure 142 New Combination Example

Having entered your Bid Line / Set combination(s), select the **Continue To Offers Where Only 1 Of Group Can Be Awarded** button to enter data applicable to that condition, or select **Close** to close the **Offers That Must Be Awarded Together** screen (Figure 142) and return to the **Main Menu** (Figure 93).

2.3.4.c(9) Offers Where Only 1 Of Group Can Be Awarded

By either following the bid entry screen sequence or selecting the **Offers Where Only 1 Of Group Can Be Awarded** option from the **Main Menu** (Figure 93) you can specify *Bid Line(s)* and /or *Set(s)* of *Bid Lines* in your offer where only one in the group can be awarded.

Upon selecting the **Offers Where Only 1 Of Group Can Be Awarded** option, the **Offers Where Only 1 Of Group Can Be Awarded?** Pop-up (Figure 143) is displayed which identifies the data to be defined on the **Offers Where Only 1 Of Group Can Be Awarded** screen (Figure 144). Depending on how you want to proceed, respond to the displayed question: *Do you want to specify if an award can be made to only one out of a group of Bid Line(s) and or Set(s)?*

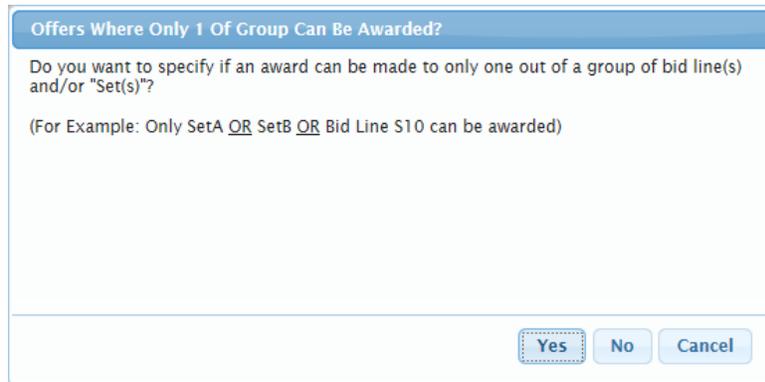


Figure 143 Offers Where Only 1 Of Group Can Be Awarded? Pop-up

If your offer does not contain a combination of *Bid Lines / Sets* where only one in the group can be awarded, selecting **No** on Figure 143 will progress you to the next Offer Conditions screen pop-up in the sequence.

To close the screen and return to the **Main Menu** (Figure 93), select **Cancel** on Figure 143.

Select **Yes** on Figure 143 to progress to the **Offer Where Only 1 Of Group Can Be Awarded** screen (Figure 144) where you can specify any combination of Bid Line(s) and/or Set(s) of which only one award can be made. The displayed *Bid Lines / Sets* selections are based on your Origin and/or Destination bids and identify the *Sequence ID, Shipping Point, Product, Mode*: (Barge (B), Car (C), Pipe (P), Tanker (K), Truck (T)), *Max Quantity* and *Price* from your bid. Individual *Bid Lines* are displayed for each *Set*. Check the box next to each *Bid Line* or *Set* you wish to include in the combination. You may choose as many *Bid Line(s)* and/or *Set(s)* as you wish to which the condition will apply. Only one of these offers can be awarded or none will be awarded.

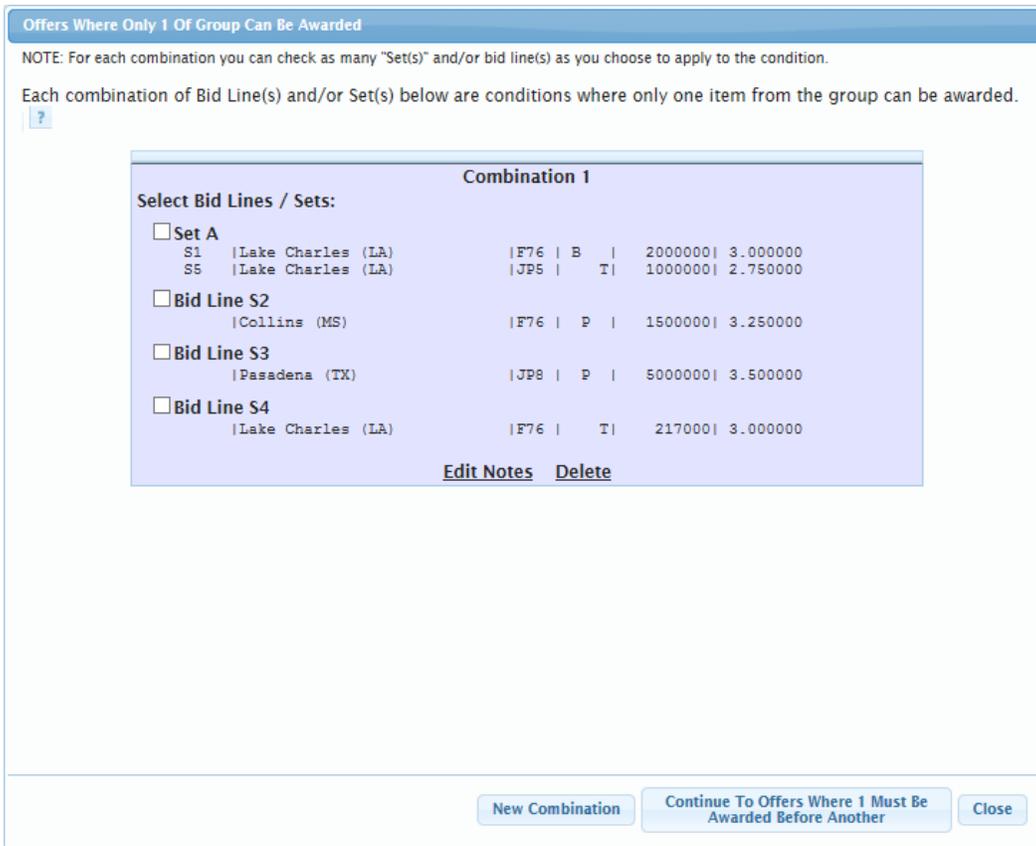


Figure 144 Offers Where Only 1 Of Group Can Be Awarded Screen

Click the **Edit Notes** link on the **Offers Where Only 1 Of Group Can Be Awarded** screen (Figure 144) to provide additional information about the selection(s) you are making; these can be reviewed by the DLA Buyer. Once you have entered your text on the **Description / Notes** screen (Figure 145), click **Save** to retain your entry and return to the **Offers Where Only 1 Of Group Can Be Awarded** screen (Figure 144).

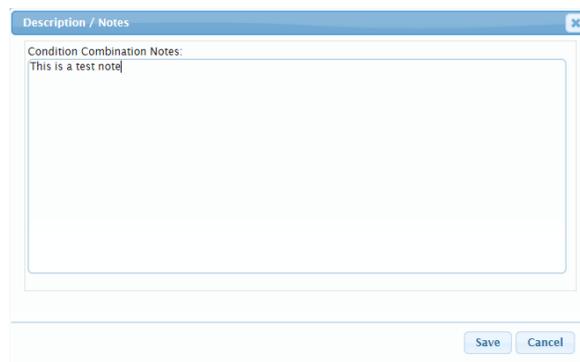


Figure 145 Description / Notes Screen

A red **Edit Notes** link (see Figure 146) indicates that notes have been previously entered, but these are still editable.

Offers Where Only 1 Of Group Can Be Awarded

NOTE: For each combination you can check as many "Set(s)" and/or bid line(s) as you choose to apply to the condition.

Each combination of Bid Line(s) and/or Set(s) below are conditions where only one item from the group can be awarded.

Combination 1

Select Bid Lines / Sets:

Set A

| | | | |
|----|-------------------|---------|-------------------|
| S1 | Lake Charles (LA) | F76 B | 2000000 3.000000 |
| S5 | Lake Charles (LA) | JPS T | 1000000 2.750000 |

Bid Line S2

| | | |
|--------------|---------|-------------------|
| Collins (MS) | F76 P | 1500000 3.250000 |
|--------------|---------|-------------------|

Bid Line S3

| | | |
|---------------|---------|-------------------|
| Pasadena (TX) | JPS P | 5000000 3.500000 |
|---------------|---------|-------------------|

Bid Line S4

| | | |
|-------------------|---------|------------------|
| Lake Charles (LA) | F76 T | 217000 3.000000 |
|-------------------|---------|------------------|

[Edit Notes](#) [Delete](#)

New Combination
Continue To Offers Where 1 Must Be Awarded Before Another
Close

Figure 146 Populated Edit Notes Link Example

Click the **Delete** link in the combination box (see Figure 146) to remove the associated *Bid Line / Set* combination.

If you have another *Bid Line / Set* combination(s) where only one in the group can be awarded, click the **New Combination** button at the bottom of the **Offers Where Only 1 Of Group Can Be Awarded** screen to display a new combination box where you can select *Bid Lines / Sets* to create another combination (Figure 147).

Offers Where Only 1 Of Group Can Be Awarded

NOTE: For each combination you can check as many "Set(s)" and/or bid line(s) as you choose to apply to the condition.

Each combination of Bid Line(s) and/or Set(s) below are conditions where only one item from the group can be awarded.

[?](#)

| | | | | | |
|-------------------------------------|--------------------|-------------------|---------|---------|----------|
| <input type="checkbox"/> | Bid Line S2 | Collins (MS) | F76 P | 1500000 | 3.250000 |
| <input type="checkbox"/> | Bid Line S3 | Pasadena (TX) | JPB P | 5000000 | 3.500000 |
| <input checked="" type="checkbox"/> | Bid Line S4 | Lake Charles (LA) | F76 T | 217000 | 3.000000 |

[Edit Notes](#) [Delete](#)

Combination 2

Select Bid Lines / Sets:

| | | | | | |
|--------------------------|--------------------|-------------------|---------|---------|----------|
| <input type="checkbox"/> | Set A | | | | |
| | S1 | Lake Charles (LA) | F76 B | 2000000 | 3.000000 |
| | S5 | Lake Charles (LA) | JPB T | 1000000 | 2.750000 |
| <input type="checkbox"/> | Bid Line S2 | Collins (MS) | F76 P | 1500000 | 3.250000 |
| <input type="checkbox"/> | Bid Line S3 | Pasadena (TX) | JPB P | 5000000 | 3.500000 |
| <input type="checkbox"/> | Bid Line S4 | Lake Charles (LA) | F76 T | 217000 | 3.000000 |

[Edit Notes](#) [Delete](#)

Figure 147 New Combination Example

Having entered your *Bid Line / Set* combination(s), select the **Continue To Offers Where 1 Must Be Awarded Before Another** button to enter data applicable to that condition, or select **Close** to close the **Offers Where Only 1 Of Group Can Be Awarded** screen (Figure 147) and return to the **Main Menu** (Figure 93).

2.3.4.c(10) Offers Where 1 Must Be Awarded Before Another

By either following the bid entry screen sequence or selecting the **Offers Where 1 Must Be Awarded Before Another** option from the **Main Menu** (Figure 93) you can specify a *bid line* or *Set* of bid lines in your offer where one in the group **MUST** be awarded before another.

Upon selecting the **Offers Where 1 Must Be Awarded Before Another** option, the **Offers Where 1 Must Be Awarded Before Another?** Pop-up (Figure 148) is displayed which identifies the data to be defined on the **Offers Where 1 Must Be Awarded Before Another** screen (Figure 149). Depending on how you want to proceed,

respond to the displayed question: *Do you want to specify if any of bid line(s) and/or “Set(s)” must be awarded BEFORE any other bid line(s) and/or “Set(s)”?*

Offers Where 1 Must Be Awarded Before Another?

Do you want to specify if any of bid line(s) and/or Set(s) must be awarded BEFORE any other bid line(s) and/or Set(s)?

(For Example: SetA must be awarded BEFORE SetB, which must be awarded BEFORE Bid Line S10)

Yes No Cancel

Figure 148 Offers Where 1 Must Be Awarded Before Another? Pop-up

If your offer does not contain a combination of *Bid Lines / Sets* where one **MUST** be awarded before another, as this is the last Offer Condition in the sequence, selecting **No** on Figure 148 will initiate the [offer submission](#) process prompting the **Upload Documents?** Screen (Figure 161).

To close the screen and return to the **Main Menu** (Figure 93), select **Cancel** on Figure 148.

Select **Yes** on Figure 148 to progress to the **Offer Where 1 Must Be Awarded Before Another** screen (Figure 149) where you can specify any combination of Bid Line(s) and/or Set(s) for which one **MUST** be awarded before another. The displayed *Bid Lines / Sets* selections are based on your Origin and/or Destination bids and identify the *Sequence ID, Shipping Point, Product, Mode*: (Barge (B), Car (C), Pipe (P), Tanker (K), Truck (T)), *Max Quantity* and *Price* from your bid. Individual *Bid Lines* are displayed for each *Set*.

Offers Where 1 Must Be Awarded Before Another

NOTE: For each combination you can check as many "Set(s)" and/or bid line(s) as you choose to apply to the condition.

Each combination of Bid Line(s) and/or Set(s) below are conditions where one must be awarded before another in order. As you click a checkbox below, the "(#)" displayed next to the Bid Line / Set indicates the order for which the "BEFORE" condition is evaluated. For example (1) must be awarded BEFORE (2), which must be awarded BEFORE (3), etc.

[?](#)

Combination 1

Select Bid Lines / Sets:

Set A

| | | | | |
|----|-------------------|---------|---------|----------|
| S1 | Lake Charles (LA) | F76 B | 2000000 | 3.000000 |
| S5 | Lake Charles (LA) | J95 T | 1000000 | 2.750000 |

Bid Line S2

| | | | |
|--------------|---------|---------|----------|
| Collins (MS) | F76 P | 1500000 | 3.250000 |
|--------------|---------|---------|----------|

Bid Line S3

| | | | |
|---------------|---------|---------|----------|
| Pasadena (TX) | J98 P | 5000000 | 3.500000 |
|---------------|---------|---------|----------|

Bid Line S4

| | | | |
|-------------------|---------|--------|----------|
| Lake Charles (LA) | F76 T | 217000 | 3.000000 |
|-------------------|---------|--------|----------|

[Edit Notes](#) [Delete](#)

[New Combination](#) [Continue To Submit Offers](#) [Close](#)

Figure 149 Offers Where 1 Must Be Awarded Before Another Screen

Check the box next to each *Bid Line* or *Set* you wish to include in the combination. You may choose as many *Bid Line(s)* and/or *Set(s)* as you wish to which the condition will apply. As you click a checkbox, a number is displayed next to the *Bid Line / Set* indicating the order in which the offers must be awarded (e.g., 1 must be awarded BEFORE 2, etc...).

A red **Edit Notes** link (see Figure 152) indicates that notes have been previously entered, but these are still editable.

Offers Where 1 Must Be Awarded Before Another

NOTE: For each combination you can check as many "Set(s)" and/or bid line(s) as you choose to apply to the condition.

Each combination of Bid Line(s) and/or Set(s) below are conditions where one must be awarded before another in order. As you click a checkbox below, the "(#)" displayed next to the Bid Line / Set indicates the order for which the "BEFORE" condition is evaluated. For example (1) must be awarded BEFORE (2), which must be awarded BEFORE (3), etc.

[?](#)

| Select Bid Lines / Sets: | | Combination 1 | |
|--------------------------|---|---------------|-------------------|
| (2) | <input checked="" type="checkbox"/> Set A | | |
| | S1 Lake Charles (LA) | F76 B | 2000000 3.000000 |
| | S5 Lake Charles (LA) | JP5 T | 1000000 2.750000 |
| | <input type="checkbox"/> Bid Line S2 | | |
| | Collins (MS) | F76 P | 1500000 3.250000 |
| (1) | <input checked="" type="checkbox"/> Bid Line S3 | | |
| | Pasadena (TX) | JP8 P | 5000000 3.500000 |
| | <input type="checkbox"/> Bid Line S4 | | |
| | Lake Charles (LA) | F76 T | 217000 3.000000 |

[Edit Notes](#) [Delete](#)

[New Combination](#)
[Continue To Submit Offers](#)
[Close](#)

Figure 152 Populated Edit Notes Link Example

Click the **Delete** link in the combination box (see Figure 152) to remove the associated *Bid Line / Set* combination.

If you have another *Bid Line / Set* combination(s) where one must be awarded before another, click the **New Combination** button at the bottom of the **Offers Where 1 Must Be Awarded Before Another** screen (Figure 152) to display a new combination box where you can select *Bid Lines / Sets* to create another combination (Figure 153).

Offers Where 1 Must Be Awarded Before Another

NOTE: For each combination you can check as many "Set(s)" and/or bid line(s) as you choose to apply to the condition.

Each combination of Bid Line(s) and/or Set(s) below are conditions where one must be awarded before another in order. As you click a checkbox below, the "(#)" displayed next to the Bid Line / Set indicates the order for which the "BEFORE" condition is evaluated. For example (1) must be awarded BEFORE (2), which must be awarded BEFORE (3), etc.

?

Combination 1

Select Bid Lines / Sets:

(2) **Set A**

| | | |
|-----------------------|---------|-------------------|
| S1 Lake Charles (LA) | F76 B | 2000000 3.000000 |
| S5 Lake Charles (LA) | JPS T | 1000000 2.750000 |

Bid Line S2

| | | |
|--------------|---------|-------------------|
| Collins (MS) | F76 P | 1500000 3.250000 |
|--------------|---------|-------------------|

(1) **Bid Line S3**

| | | |
|---------------|---------|-------------------|
| Pasadena (TX) | JPS P | 5000000 3.500000 |
|---------------|---------|-------------------|

Bid Line S4

| | | |
|-------------------|---------|------------------|
| Lake Charles (LA) | F76 T | 217000 3.000000 |
|-------------------|---------|------------------|

[Edit Notes](#) [Delete](#)

Combination 2

Select Bid Lines / Sets:

Set A

| | | |
|-----------------------|---------|-------------------|
| S1 Lake Charles (LA) | F76 B | 2000000 3.000000 |
| S5 Lake Charles (LA) | JPS T | 1000000 2.750000 |

Bid Line S2

| | | |
|--------------|---------|-------------------|
| Collins (MS) | F76 P | 1500000 3.250000 |
|--------------|---------|-------------------|

Bid Line S3

| | | |
|---------------|---------|-------------------|
| Pasadena (TX) | JPS P | 5000000 3.500000 |
|---------------|---------|-------------------|

Figure 153 New Combination Example

Having entered your *Bid Line / Set* combination(s), select the **Continue To Submit Offers** button to select documents to be attached to your bid data, or select **Close** to close the **Offers Where 1 Must Be Awarded Before Another** screen (Figure 153) and return to the **Main Menu** (Figure 93).

2.3.4.d Bid Rounds

Bid Rounds are established at the discretion of the DLA Buyer, and may be either a *Standard* round or a *Reverse Auction* round. Standard rounds include such iterations as Initial, Revised Initial, Final Price Revision, etc... You must participate in the Initial Standard round in order to be eligible to bid in any subsequent rounds. Eligible vendors will receive an [Invitation To Bid](#) for each bid round established. [Reverse Auction](#) rounds are conducted on a much shorter timeframe and only allow for price revisions to previously submitted offers.

In addition to viewing your bid data on the **Offer Bid Lines** screen a [Bid Summary Report](#) allows you to create a record of your bid(s) for the currently selected round.

***NOTE:** Offer data for other rounds may be displayed by selecting a different round via the [Round](#) drop-down.

2.3.4.d(1) Standard Bid Round

The Initial round of bidding for a Solicitation begins with a Standard round. As an eligible vendor, after receiving an [Invitation To Bid](#), you log-in to OET, [select](#) the corresponding Solicitation, enter/review your [Shipping Points](#), then enter your [Origin](#) offers, [Destination](#) offers and applicable [Offer Conditions](#). As previously stated, you must participate in the Initial Standard round in order to be eligible to bid in any subsequent rounds.

While a menu option may be selected directly from the **Main Menu** (Figure 31) at any time, the **OET** screens are designed in a sequence which steps you through the entire offer entry process in a specific screen by screen order; it is highly recommended that you enter your bids following the sequence, at least on your first time through the process, to avail yourself of all the direction provided.

Throughout the time that a Standard round is open, the [bid entering](#) and [submission](#) processes can be repeated / updated as you want. You may enter/modify bid data, which are saved to the database in real-time, exit the offer entry process and return at another time to modify / complete your bid(s) entry. During open Standard rounds you can update prices as well as add / delete bid lines. Once [submitted](#), while the round remains open, an offer package can be marked as "[unsubmitted](#)", edited and re-submitted.

When the bid round has closed, indicated by **(Closed)** text next to the *Round* drop-down on the **Main Menu** screen (Figure 52) and any selected offer entry screens displaying in a read-only format, bids can no longer be modified / submitted for the round.

This enter/modify/review process is repeated for each Standard round of bidding the Buyer establishes.

2.3.4.d(2) Reverse Auction Round

A Buyer may choose to open a Reverse Auction round for any Solicitation; however, DLA mandate requires that a reverse auction tool be used for all competitive contracts valued at more than \$150,000. Typically, a Buyer will only conduct one Reverse Auction round.

In a Reverse Auction round of bidding, after [selecting a solicitation](#) on the **Solicitations For Offer Bid Entry** screen (Figure 30), the **Origin Offer Bids** screen (Figure 55) and **Destination Offer Bids** screen (Figure 74) display the offer(s) that you (the vendor) bid in the last Standard round. The ONLY data field that you are allowed to change at this point is your *Offered Price*. You cannot change your Offer Conditions, nor can you add or delete bids during a Reverse Auction round.

Throughout the time that a Reverse Auction round is open, price modifications can be made/edited/submitted, as you want. You may enter bid data (which is saved to the database in real-time), exit the offer entry process and return at another time to modify / complete your bid(s) entry. Once [submitted](#), while the round remains open, an offer package can be marked as “[unsubmitted](#)”, edited and re-submitted.

When the bid round has closed, indicated by **(Closed)** text next to the *Round* drop-down on the **Main Menu** screen (Figure 52) and any selected offer entry screens displaying in a read-only format, bids can no longer be modified / submitted for the round.

2.3.4.e Solicitation Amendments

Solicitations may be amended throughout Standard bidding rounds. If the Solicitation is amended while the Standard Round 1: Initial Offer is still *Open* then ALL vendors associated with the [Buy](#) (under [My Account](#)) will get an email notification that the Solicitation has been amended. Even if the Initial round has closed, the Buyer may choose to re-open the bidding at the Initial round if he/she thinks necessary. If this is the case, ALL vendors will receive notification and will be able to bid. If the Solicitation is amended in subsequent rounds, ONLY those vendors who submitted bids in the Initial Standard round will receive email notification that the Solicitation has been amended.

If an Amendment has been published/applied to the Solicitation, you should check FedBizOps (<https://www.fbo.gov/>) prior to submitting your bid package to confirm that you have the latest contracting and accounting requirements (i.e., FARs, certificates, clauses, etc...) as these potentially could have changed on the Amendment.

2.3.5 Bid Package Report

Clicking the **Bid Package Report** option in the upper right-hand side of the Bulk OET **Main Menu** screen (Figure 154) produces a PDF report of all the *Shipping Point* and bid data, e.g., *Origin Offer(s)*, *Destination Offer(s)*, *Offer Condition(s)*, you have entered for the selected Solicitation and bid round.



Figure 154 Bid Package Report Option

Examples of a single page for each report section are provided in Figure 155 through Figure 158.

***NOTE:** If the PDF of the report is displayed WITHIN your browser, then to exit the displayed report you must click the back button for the *BROWSER* window. This is the only place within Bulk OET where the *Back* button is used. Some users may find that a PDF is displayed in a separate window, in which case, “x” or close is used to close the displayed report.

| Shipping Point Data | | | |
|---|-------------|-----------------|---------------------|
| Solicitation: SP0600-13-R-0061-BAS Round: 1 - 13R0061 FFR with Shell Mobile price revision Submitted: | | | 10/22/2014 19:35:51 |
| Round Open: 06/05/2014 13:00 Round Close: 12/28/2015 13:01 | | | Page 1 |
| Company Name: PHILLIPS 66 COMPANY Cage Code: 1MC67 Company Class: LB | | | |
| Shipping Point Name | | State | |
| COMMERCE CITY | | CO | |
| Product | Mode | Additive | Can Inject? |
| JAA | Truck (T) | CI | Yes |
| JAA | Truck (T) | FSII | Yes |
| JAA | Truck (T) | SDA | Yes |
| JP8 | Truck (T) | CI | Yes |
| JP8 | Truck (T) | FSII | Yes |
| JP8 | Truck (T) | SDA | Yes |
| Shipping Point Name | | State | |
| Collins | | MS | |
| Source Selection Information - See FAR 2.101 and 3.104 | | | |

Figure 155 Bid Package Report Example – Shipping Point Data

Origin Offer Bids

Solicitation: SP0600-13-R-0061-BAS Round: 1 - 13R0061 FFR with Shell Mobile price revision Submitted:
 Round Open: 06/05/2014 13:00 Round Close: 12/28/2015 13:01
 Company Name: PHILLIP S 66 COMPANY Cage Code: 1MC67 Company Class: LB

10/22/2014 19:35:51

Page 7

| Seq | Set ID | Product | From Location | Max | Min Mode | Offered Price | Total Additives | Total Cost |
|-----|--------|---------|---------------|-----------|-----------|---------------|-----------------|------------|
| S1 | A | F76 | Collins | 2,000,000 | 250,000 B | 3.000000 | 0.000000 | 3.000000 |
| S2 | | F76 | Collins | 1,500,000 | 100,000 P | 3.250000 | 0.000000 | 3.250000 |
| S3 | | JP8 | Pasadena | 5,000,000 | 500,000 P | 3.500000 | 0.000000 | 3.500000 |
| S5 | A | JP5 | Lake Charles | 1,000,000 | 100,000 T | 2.750000 | 0.000000 | 2.750000 |

Figure 156 Bid Package Report Example – Origin Offer Bids

Destination Offer Bids

Solicitation: SP0600-13-R-0061-BAS Round: 1 - 13R0061 FFR with Shell Mobile price revision Submitted:
 Round Open: 06/05/2014 13:00 Round Close: 12/28/2015 13:01
 Company Name: PHILLIP S 66 COMPANY Cage Code: 1MC67 Company Class: LB

10/22/2014 19:35:51

Page 8

| Seq | Set ID | Product | From Location | To Location | Max | Min Mode |
|-----|--------|----------------------|----------------------------------|-------------------|---------|----------|
| S4 | | JP8 | Lake Charles | Camp Robinson | 217,000 | 50,000 T |
| | | Offered Price | Total Additives | Total Cost | | |
| | | 3.000000 | 0.123299 | 3.123299 | | |
| | | Additive | Additized/Optionally Add. | Amount | | |
| | | FSII | ADDITIZED | 0.123299 | | |

Figure 157 Bid Package Report Example – Destination Offer Bids

Offer Conditions

10/22/2014 19:35:51

Solicitation: SP0600-13-R-0061-BAS Round: 1 - 13R0061 FFR with Shell Mobile price revision Submitted:
Round Open: 06/05/2014 13:00 Round Close: 12/28/2015 13:01
Company Name: PHILLIPS 66 COMPANY Cage Code: 1MC67 Company Class: LB

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Total Overall Min/Max Available Quantities

MAX : 5,000,000
MIN : 100,000

Overall Max Quantity By Product

| Product | Max Quantity |
|---------|--------------|
| F76 | 25,000,000 |
| JP5 | 3,000,000 |
| JP8 | 2,500,000 |

Overall Max Quantity By Product and Location

| Location | Product | Max Quantity |
|-------------------|---------|--------------|
| Collins - MS | F76 | 500,000 |
| Lake Charles - LA | JP5 | 200,000 |
| Pasadena - TX | JP8 | 500,000 |

Min/Max For a Combination of Products

| Product Combinations | Max Quantity | Min Quantity |
|----------------------|--------------|--------------|
| JP8, F76 | 1,000,000 | 100,000 |

Min/Max For Individual Shipping Location

| Shipping Point | Product | Mode | Max Quantity | Min Quantity |
|-------------------|---------|------|--------------|--------------|
| Lake Charles - LA | F76 | All | 250,000 | 100,000 |

Source Selection Information - See FAR 2.101 and 3.104

Figure 158 Bid Package Report Example – Offer Conditions

If an error occurs while compiling your report, you may receive the error message shown in Figure 159. Click **OK** to close the message, verify your offer data, and run the report again.



Figure 159 Bid Package Report Error Message

2.3.6 Submit Offer Package

When you (the vendor) are ready to convey your bid(s) to the Buyer, clicking the **Submit Offer Package** menu option at the bottom of the **OET Main Menu** (Figure 160) produces the **Upload Documents?** screen (Figure 161), where you will click the **Yes** button to continue the submission process.



Figure 160 Main Menu – Submit Offer Package

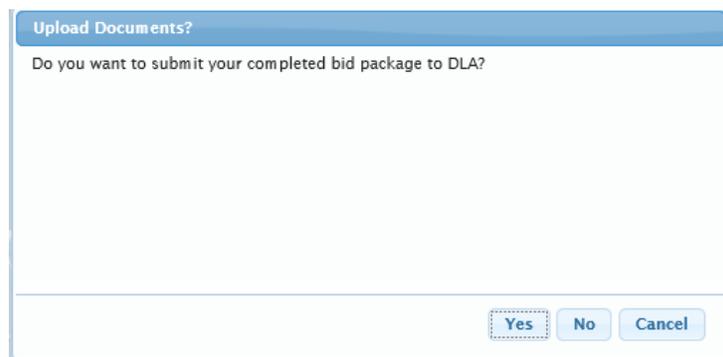


Figure 161 Upload Documents?

Clicking **Yes** on the **Upload Documents?** screen (Figure 161) invokes the **Submit Offer Package Verify** screen (Figure 162).

Submit Offer Package Verify

You must certify and sign the submitted Offer Package.

Continuing will generate an electronically signed 1449 that will automatically be concatenated to the beginning of your required Bid Document PDF and sent to the DLA Buyer.

I certify that I comply to all terms and conditions within the Solicitation.

Enter System Password To Electronically Sign:

Continue Cancel

Figure 162 Submit Offer Package Verify Screen

In order to continue the submission you must certify and sign the **Submit Offer Package Verify**:

- acknowledge that *Continuing will generate an electronically signed 1449.*
- click the checkbox to certify that you comply to all terms and conditions of the Solicitation.
- enter your OET password to electronically sign the submission.

Submit Offer Package Verify

You must certify and sign the submitted Offer Package.

Continuing will generate an electronically signed 1449 that will automatically be concatenated to the beginning of your required Bid Document PDF and sent to the DLA Buyer.

I certify that I comply to all terms and conditions within the Solicitation.

Enter System Password To Electronically Sign:

.....

Continue Cancel

Figure 163 Submit Offer Package Verify Screen, Completed

Clicking **Continue** on the completed **Submit Offer Package Verify** screen (Figure 163) invokes the **Submit Offer Package** screen (Figure 164) displayed as an email message screen with the *From*, *To* and *Subject* fields appropriately pre-populated.

Submit Offer Package

From: ccabal@cnelsonassociates.com (Ed McVay)

To: gruckdashel@cnelsonassociates.com

Get Bid Document.. (Required - PDF) ?

Subject: Bids For PHILLIPS 66 COMPANY Solicitation SP0600-13-R-0061-BAS Round 13R0061 FFR with Shell M

Comments / Message To Buyer: ?

Submit Cancel

Figure 164 Submit Offer Package Screen

In a Standard bid round, a PDF file bid package **MUST** be attached to the submission by clicking the **Get Bid Document** link which opens a window where you can browse your system to locate and attach a PDF file to the bid. The attached PDF should contain your OSP Bidder Sheet information.

If an Amendment has been published/applied to the Solicitation, you should check FedBizOps (<https://www.fbo.gov/>) prior to submitting your bid package to confirm that you have the latest contracting and accounting requirements (i.e., FARs, certificates, clauses, etc...) as these potentially could have changed on the Amendment

Any notes or additional information you would like to send with the submission may be entered into the *Comments / Message to Buyer* field.

Figure 165 Submit Offer Package Screen , Completed

Finally, clicking **Submit** on the completed **Submit Offer Package** screen (Figure 165) prepares your bid for import into the Bulk BEM³ application and notifies the Buyer that the submission package is available. Upon successful submission, the message in Figure 166 is displayed.

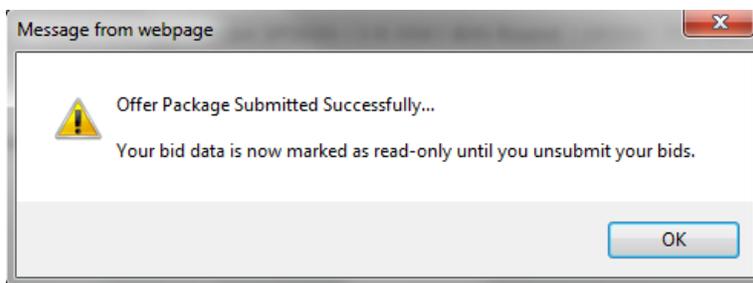


Figure 166 Successful Submission Message

***NOTE:** If you submit a “very large” bid package attachment, you may want to confirm receipt by the DLA Buyer with a phone call, even if you get a **Successful Submission** message.

³ See the *Bulk Bid Evaluation Model Functional Description Document, CNA-FR 420-01* for more information on this application.

Once bid data has been successfully submitted, the Offer Bids/Conditions screens are in a read-only status as seen in the **Origin Offer Bids** screen example (Figure 167).

| Origin Offer Bids | | | | | | | | | | | | | |
|--|--------|------|--------------------|--------|--------|------|----------|---------------|-----------------|-------------|----------------------|----------------|------------------------------|
| This screen defines single bid lines for Origin bids. (NOTE: Corresponds to the "Origin Offer Card" section of your paper Offer Information Sheet) | | | | | | | | | | | | | |
| Enter Alternate Escalator information into the "Notes" of the associated bid line. | | | | | | | | | | | | | |
| | | | | | | | | | | | | | Search: <input type="text"/> |
| Seq | Set ID | Prod | From | Max | Min | Mode | Prev Bid | Offered Price | Total Additives | Total Price | Desc/Notes | New Mode Price | Delete |
| ? | ? | ? | ? | ? | ? | ? | | ? | ? | ? | ? | ? | ? |
| S1 | A | F76 | Commerce City - CO | 500000 | 100000 | P | 2.250000 | 2.250000 | 0.250000 | 2.500000 | View | | |
| S2 | | JP8 | Oklahoma City - OK | 500000 | 100000 | P | 2.500000 | 2.500000 | 0.000000 | 2.500000 | View | | |
| S3 | | JP8 | Wichita - KS | 250000 | 50000 | P | 2.200000 | 2.200000 | 0.250000 | 2.450000 | View | | |
| S3 | | JP8 | Wichita - KS | 250000 | 50000 | K | 0.000000 | 2.150000 | 0.000000 | 2.150000 | View | | |
| S3 | | JP8 | Wichita - KS | 250000 | 50000 | T | 0.000000 | 2.000000 | 0.100000 | 2.100000 | View | | |
| S4 | A | F76 | Oklahoma City - OK | 500000 | 50000 | T | 2.000000 | 2.000000 | 0.000000 | 2.000000 | View | | |
| S7 | | JP8 | Ponca City - OK | 100000 | 50000 | P | 0.000000 | 2.100000 | 0.000000 | 2.100000 | View | | |

Showing 1 to 7 of 7 entries

Origin Bid Summary Report Continue To Destination Bids Close

Figure 167 Post Submission Bid Line Screen, Read-Only

***NOTE:** The bid submission process can be repeated as you want until the closing time/date of the bid round. During Standard and Reverse Auction rounds (that are open), vendors can elect to mark their bids as [unsubmitted](#), update their offer package within the constraints of the round, and re-submit.

2.3.6.a Revising Bids / Offer Package

Prior to the closing of a bid round, if you log back in and select a Solicitation for which you have previously [submitted](#) a Bid Package, the **Bids Submitted – Unlock?** message shown in Figure 168 is displayed. You must select to **Edit** or **View** your previously submitted bid data.

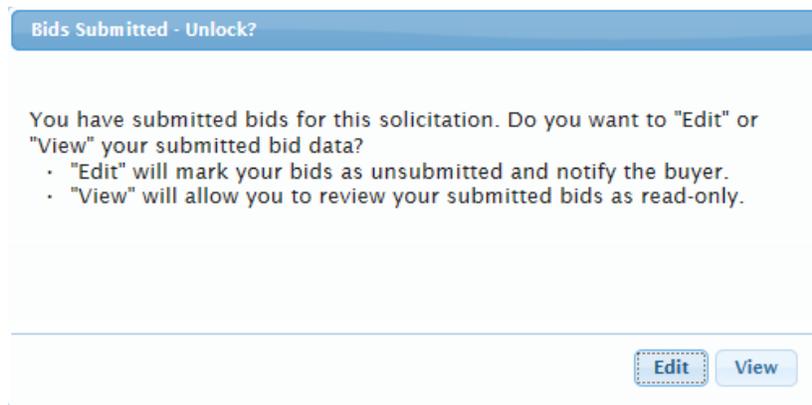


Figure 168 Bids Submitted – Unlock? Message

Selecting **Edit** on Figure 168 will mark your bids as *Unsubmitted* and send an email notification to the DLA buyer (example Figure 169).

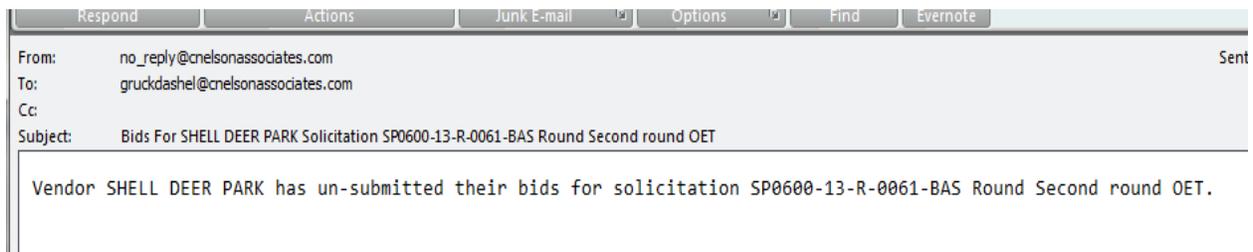


Figure 169 Buyer Notification of Unsubmitted Bid

Your bid data can now be edited, and must be [re-submitted](#) to be included in the bid round.

Selecting **View** on the **Bids Submitted – Unlock?** message (Figure 168) will display the bid data in a read-only format, where you may review the previously submitted bid(s) as shown in the example in Figure 170.

Origin Offer Bids

This screen defines single bid lines for Origin bids. (NOTE: Corresponds to the "Origin Offer Card" section of your paper Offer Information Sheet)

Enter Alternate Escalator information into the "Notes" of the associated bid line.

Search:

| Seq | Set ID | Prod | From | Max | Min | Mode | Offered Price | Total Additives | Total Price | Desc/Notes | New Mode Price | Delete |
|-----|--------|------|-------------------|---------|--------|------|---------------|-----------------|-------------|----------------------|----------------|--------|
| ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? |
| S1 | A | F76 | Collins - MS | 2000000 | 250000 | B | 3.000000 | 0.000000 | 3.000000 | View | | |
| S2 | | F76 | Collins - MS | 1500000 | 100000 | P | 3.250000 | 0.000000 | 3.250000 | View | | |
| S3 | | JP8 | Pasadena - TX | 5000000 | 500000 | P | 3.500000 | 0.000000 | 3.500000 | View | | |
| S5 | A | JP5 | Lake Charles - LA | 1000000 | 100000 | T | 2.750000 | 0.000000 | 2.750000 | View | | |

Showing 1 to 4 of 4 entries

[Origin Bid Summary Report](#) [Continue To Destination Bids](#) [Close](#)

Figure 170 Origin Offer Bids Screen, Read-Only

2.3.6.b Submit Bid Errors

Described in this section are errors you may encounter in the bid submission process.

Entering an incorrect password into the **Submit Offer Package Verify** screen (Figure 163), displays the message in Figure 171. Click **OK** and enter a correct passcode.

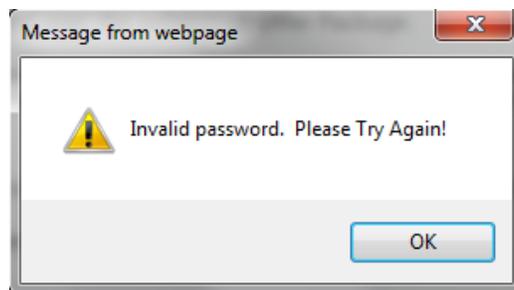


Figure 171 Invalid Password Error Message

The bid package attachment **MUST** be in PDF format; should you attach a different file format the warning message shown in Figure 172 is displayed. Click **OK** and attach a PDF file.

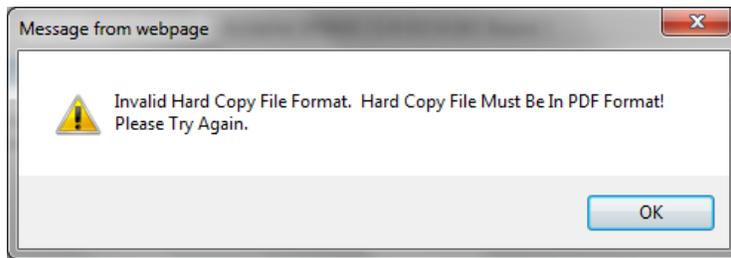


Figure 172 Invalid Format

If a PDF bid package is not attached, upon clicking **Submit** on the **Submit Bids** screen (Figure 165), you will get the warning shown in Figure 173. You will need to attach the bid package in order for the bid submission to proceed.

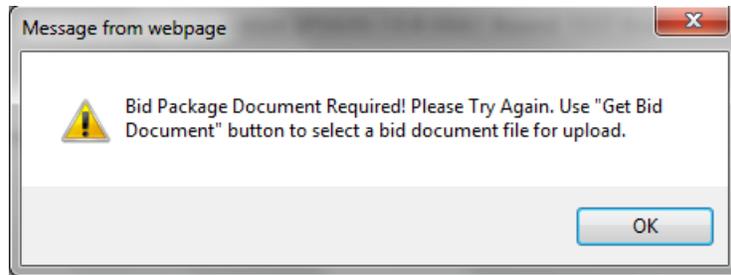


Figure 173 No Bid Package Attachment Warning

Once a bid round has closed, bid submission is no longer allowed. Selecting the **Submit Offer Package** option on the **Main Menu** (Figure 160) will display the message shown in Figure 174 .

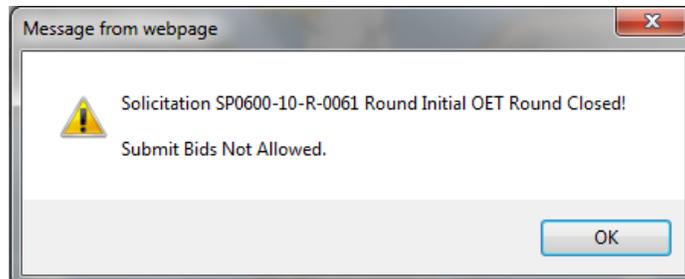


Figure 174 Round Closed Error Message

2.4 About

Clicking the **About** option on the **Main Menu** screen (Figure 175) invokes the **About Bulk Offer Entry Tool** screen (Figure 176). This screen provides version/release information about the Bulk OET.



Figure 175 Main Screen, About



Figure 176 About Screen

Appendix A Terms and Abbreviations

| <u>Acronym/Term</u> | <u>Meaning</u> |
|---------------------|---|
| 24/7 | Twenty-four hours a day, seven days per week |
| 8A | A Minority-Owned or Other Disadvantaged Business (named for Section 8A of the Small Business Act) |
| ACL | Access Control Limit |
| Activity | Military Installation or Region with a fuel requirement |
| Additive | A fuel additive is an ingredient added to military fuels to achieve certain desirable properties or specifications. (ex: FSII, SDA, CI) |
| ADP | Automatic Data Processing |
| ADPE | Automatic Data Processing Equipment |
| AEM | Atlantic Europe Mediterranean – geographical Buy name |
| AIS | Automated Information System |
| Arc | Possible Single-leg move from one SPLC to the next SPLC |
| AVEDS | Automated Voucher Examination and Disbursement System |
| B | Barge |
| B & F | Best and Final (bid) |
| Barge Grid | Price scaling – the more gallons a ship takes on the lower the price |
| BEM | Bid Evaluation Model |
| Bid/Offer | Synonymous terms, here used to describe industry proposal to supply fuel product under contract with DLA Energy. Firms submitting such a bid/offer are called Offerors. |
| BID | Bulk Inventory Distribution group/manager |
| BIT | Bulk Inventory Tankers group/manager |
| BLOB | Binary Large Object |
| BLSA | Base Level Systems Application |
| BOA | Basic Ordering Agreement – yes or no answer by a supplier to indicate whether or not they want to bid on natural gas contract |
| BRMP | Base Reference Market Price – Used in calculating the EPA |
| BSM-E | Business Systems Modernization – Energy (assimilated into Energy Convergence [EC] in 2014) |
| Bunkers | Acronym for fuel supplied to a ship by a Port |
| Buy | Geographical Area composed of several Purchase Programs |
| C | Rail Car |
| CA | Certifying Authority |
| CAC | Common Access Card |
| CAGE Code | Commercial And Government Entity Code |
| Capitalized | A capitalized fuel order is one that is DLA Energy-owned. |
| CBU | Commodity Business Unit |
| CCB | Configuration Control Board |

| | |
|----------------|--|
| CCR | Central Contractor Registration – Database of basic business information for contractors that want to do business with the US Department of Defense (DoD). |
| CFM | Common Freight Manager – database that stores approved rates |
| CI | Corrosion Inhibitor fuel additive |
| CINC | Commander-In-Chief |
| CIS | Contract Information System |
| CLIN | Contract Line Item Number |
| CM | Configuration Management |
| CMB | Configuration Management Board |
| CMWG | Configuration Management Working Group |
| CNSNE | Consignee |
| CO | Contracting Officer |
| COCO | Contractor Owned/Contractor Operated |
| COCOM | Combatant Command |
| COG | Customer Organized Groups – used in PC&S for grouping geographical regions in CONUS |
| Common Carrier | Transportation company which sends bulk fuel by Truck, Pipe or Rail car |
| COMPUSEC | Computer Security |
| COMSEC | Communications Security |
| Contractor | Fuel Supplier |
| CONUS | Continental U.S. |
| COOP | Continuity of Operations |
| COTS | Commercial Off-the-Shelf |
| Cron | Cron is a time-based job scheduler in Unix-like computer operating systems. Cron enables users to schedule jobs (commands or scripts) to run periodically at certain times or dates. |
| CS | Contracting Specialist |
| CSCI | Computer Software Configuration Item |
| CSV | Comma-Separated Value. File format read by Excel. |
| DAA | Designated Approving Authority |
| DAC | Discretionary Access Controls |
| DBA | Database Administrator |
| DBDD | Database Design Description |
| DBMS | Database Management System |
| DCQ | Daily Contract Quantity |
| DD1155 | “Order for Supplies or Services” Form Example: |

| | |
|---------------|---|
| DFAMS | Defense Fuels Automated Management System – accounting system being replaced by Oracle Financials |
| DFAS | Defense Finance and Accounting System |
| DFR | Defense Fuel Region (regional office) |
| DFSP | Defense Fuel Supply Point / Tank Farm – government owned intermediate point along distribution route |
| DID | Date Item Description |
| DINS | Defense Internet NOTAM Service |
| DISA | Defense Information Systems Agency |
| DLA | Defense Logistics Agency |
| DLA Energy | New name for DESC as of July 2010 |
| DLA Energy-B | B – Bulk |
| DLA Energy-P | P – Posts, Camps & Stations |
| DLA Energy-R | R – Finance |
| DLA Energy-RB | RB – Finance / Budget |
| DLL | Dynamic Link Library |
| DMZ | Demilitarized Zone or Data Management Zone or Demarcation Zone. The purpose of a DMZ is to add an additional layer of security to an organization's Local Area Network (LAN); an external attacker only has access to equipment in the DMZ, rather than the whole of the network. |
| DoD | Department of Defense |
| DODAAC | Department of Defense Activity Address Code – a six position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive material. The first position designates the particular Service/Agency element of ownership. |
| DODAAD | Department Of Defense Activity Address Directory – is defined as a file of activity address codes (AACs) and corresponding organization address and related address data. |
| DoDD | Department of Defense Directive |
| DoDI | Department of Defense Instruction |
| DPA | Distribution Plan Authority |
| DPAs | Authorized Distribution Plans |
| DRI | Defense Reform Initiative – calls for a paperless/on-line fuel ordering system |
| DRO | Domestic Route Order – the authorized routing to move fuel from point to point |
| DS | Database Specification |
| DSIO | DLA Systems Integration Office |
| DUNS | Data Universal Numbering System - A unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together. |
| DWC | Defense Working Capital |
| East Gulf | Bulk Fuel Regional Buy name |
| EBS | Enterprise Business System |
| EC | Energy Convergence |
| ECMP | Enterprise Configuration Management Plan |

| | |
|------------|---|
| ECRT | Employee Activity Guide for Labor Entry (EAGLE) Request Tracker Enterprise Change Request Tool (replaced the ITS tool in 2013) |
| ED | Energy Downstream – repository of data for orders, lifts and receipts – renamed to Oracle Energy Downstream (OED) |
| EDC | Enterprise Data Center – consolidation of DLA global information technology data centers into two EDCs |
| EDC EAST | Enterprise Data Center in Columbus Ohio |
| EDI | Electronic Data Interchange |
| EFB | Emergency Fuel Buy |
| EFT | Electronic Funds Transfer |
| EPA | Economic Price Adjustment – difference between the contractor's bid price and the Base Reference Market Price |
| EPST | Energy Procurement Support Tools |
| ERP | Enterprise Resource Planning |
| Escalators | Price adjustment factors to be used during the life cycle of fuel contracts. |
| F-76 | MIL-SPEC Navy distillate fuel normally used in shipboard diesels, gas turbines and boilers. F-76 has very tight specification and storage/handling quality control requirements. |
| FAR | Federal Acquisition Regulation |
| FAS | Fuels Automated System (renamed to BSM-E in 2004) |
| FCC | Fuels Control Center – part of FES |
| FD | Functional Description |
| FEDAAC | Federal Activity Address Code |
| FEH | FAS Enterprise Hub (known as FES) |
| FES | Fuels Enterprise System |
| FET | Federal Excise Tax |
| FII | Facilities Inventory Division Section 1 |
| FIPS | Federal Information Processing Standard |
| Firm | Type of pricing for natural gas when supply priority is set to the highest standard |
| FISCAM | Federal Information System Controls Audit Manual |
| FMD | Fuels Manager Defense application |
| FOB | Free/Freight on Board. A definition of price basis and condition upon which product changes ownership. A FOB price at a designated location indicates that the seller will make the product available for pick-up at the stated location at the stated price. The new owner (buyer) assumes all further transportation costs. (the cost of ground fuel is bid on with FOB built-in) |
| FOC | Full Operational Capability |
| FPQ | Fixed Price Quantity |
| FPR | Final Price Revision |
| FSC | Federal Supply Class code. 4-digits long and is the beginning of an NSN. |
| FSII | Fuel System Icing Inhibitor (Fuel additive) |

| | |
|---------------|---|
| FSII | Bulk Fuel Regional Buy name referring to a location in need of the FSII additive |
| FTP | File Transfer Protocol is used to transfer data from one computer to another over the Internet, or through a network. |
| Fund Code | Found on a non-capitalized DD1155 bulk fuels order. Used in conjunction with the Signal Code. The Fund Code is a 2-digit number provided by the requesting activity. All Non-cap orders require a Fund Code with the exception of those with a signal code of "M", which indicates a free issue. |
| GFM | Global Freight Management – MTMC's database for common carrier transportation rates |
| GOCO | Government Owned/Contractor Operated |
| GOTS | Government Off the Shelf |
| GUI | Graphical User Interface |
| HTML | HyperText Markup Language |
| HUB (blue) | Air Force transactions feed into here |
| HUB (purple) | Joint services transactions feed into here |
| HUBZone | Business classification – a company that is located in historically underutilized business zones. These are determined by geographic location. |
| HWCI | Hardware Configuration Item |
| I | Government owned truck |
| IA | Information Assurance |
| ICAO | International Civil Aviation Organization - 4 character code for a commercial airport |
| ICIS | Integrated Consumable Item Support Model |
| IDD | Interface Design Description |
| IDIQ | Indefinite Quantity, Indefinite Delivery contract |
| Incident | A system/application "minor" change/fix request submitted by users/developers as defined within the Enterprise Change Request Tool (ECRT), which replaced the Issue Tracking Solution (ITS) Tool in 2013 |
| Inland West | Bulk Fuel Regional Buy name |
| Intermodal | An intermodal tank container is a delivery device consisting of a tank with a capacity ranging from 4,500 to 6,500 gallons nestled in a steel frame cage and able to be transported by wheel, rail, or water. Intermodal containers are normally used for delivery of bulk products (lube oils, FSII, and aviation gasoline) where the requirements and parcel sizes are small. |
| Interruptible | Type of pricing for natural gas when supply can be interrupted at any time by the supplier |
| IP | Into Plane |
| IP | Implementation Procedures |
| IP | Internet Protocol is the communications protocol of the public Internet |

| | |
|-----------------------|--|
| IP Address | Internet Protocol address is a computer network address |
| IRS | Interface Requirements Specification |
| IT | Information Technology |
| ITS | J6SS Issue Tracking Solution (ITS) Tool, which was replaced by ECRT in 2013 |
| JDBC | Java Database Connectivity |
| JDK | Java Development Kit |
| JLink | Java application that serves as the primary interface between OED and PC&S RM, Bulk RM, and the Scheduler |
| JP-5 | Jet Propellant 5. Marine aviation fuel with a flashpoint of 140 degrees F, which is substantially higher than commercial aviation turbine fuels. It requires military-unique additives. |
| JP-8 | Jet Propellant 8. Kerosene-based with a flashpoint of 115 degrees F. It can be used in all government diesel fueled vehicles. |
| JPTS | Jet Propulsion Thermally Stable |
| K | Tanker |
| KDAAC | Unofficial term meaning a ship DODAAC |
| KG | Kilograms |
| KTR | Contractor |
| Laid-down cost | The total cost of product delivered to the end-user location. Product cost plus transportation cost plus additive cost plus “other” costs. |
| LAN | Local Area Network |
| LCCB | Local Configuration Control Board |
| LDC | Local Distribution Company/Center - natural gas supplier |
| Lift | The quantity of fuel usage. Expressed in the units of issue applicable to the line item (e.g. gallons, metric tons) |
| Limited-interruptible | Type of price for natural gas when supply priority is set to be partially interruptible by the supplier |
| LIMS | Laboratory Information Management System (QARs use this) |
| Linear Programming | A modeling methodology which can be used to represent a situation such as in the BEM model where numerous possibilities of conditions apply. LP will readily determine the “best” (least costly set of supply/shipments) that will satisfy the required demands. |
| LP | Linear Programming |
| LP | Liters |
| LP/MIP | The composite modeling methodology, used in the BEM, to determine the “best” awards while complying with complex offer conditions (e.g. offer B is available only if offer A is also taken) |
| Lubes | Bulk Fuel Regional Buy name |
| MAC | Mission Assurance Category |
| MDQ | Maximum Daily Quantity |
| MGQ | Monthly Guaranteed Quantity |
| MIL-SPEC | Military Specification |

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|---------------------------|---|
| MIP | Mixed Integer Programming |
| MIPR | Military Interdepartmental Purchase Request |
| Misc | Bulk Fuel Regional Buy name servicing emergency situations |
| Mixed Integer Programming | A modeling methodology which extends LP to permit the use of selected variables which can assume only integer values. In the case of the BEM, such variables are used to represent “logical” conditions and are usually restricted to the binary values zero (0) or 1 (1). |
| MM | Maintenance Manual |
| MNS | Mission Need Statement |
| Mode | Mode of transportation (Tanker (K), Barge (B), Pipeline (P), Rail Car (C), Tanker (T)) |
| MPS III | Mathematical Programming System |
| MTMC | Military Traffic Management Command - repository for common carrier rates |
| NG | Natural Gas |
| NIIN | National (or NATO) Item Identification Number – 9-digit numeric code that uniquely identifies an item of supply in the NATO Codification System (NCS). The NIIN is often prefixed by the NATO Supply Class (NSC aka FSC) to form a National Stock Number (NSN); however, the NIIN alone uniquely identifies the item, the FSC merely adds context by indicating the general classification of the item. |
| Non-Capitalized | A non-capitalized fuel order is one that is customer owned. |
| Non-common carrier | Transportation company that sends fuel by Barge and Pipe |
| Non-Dedicated | Common carrier pipeline |
| NOTAM | Notice to Airman |
| NSN | National (or NATO) Stock Number. An NSN is created by joining an FSC (Federal Supply Class) code with a NIIN (National Item Identification Number) by a “-“ to create a 13-digit numeric code that identifies all the “standardized material items of supply. FSC 6645-00-123-4567 = NSN NIIN |
| O&R | Ordering & Receiving |
| OCD | Operational Concept Description |
| OCONUS | Outside Continental U.S. |
| OD | Operational Description |
| ODBC | Open Database Connectivity - A Microsoft protocol for setting up connections between databases |
| OED | Oracle Energy Downstream |
| OET | Offer Entry Tool – used by fuel Vendors to submit bids / bid packages in response to solicitations |
| Offeror | A potential Contractor/bidder |

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| OGF | Oracle Government Financials |
| OM | Computer Operation Manual |
| OPSEC | Operations Security |
| Origin Offer | An offer to provide fuel product to the government (i.e. the government assumes ownership), FOB at a “source” facility, which is a refinery or terminal owned by the Offeror. |
| P | Pipeline |
| P10 | Order Transaction (DFAMS) |
| P20 | Shipment Transaction-signifies acceptance of fuel by the government (QAR) (DFAMS) |
| P21 | Shipment Transaction of a DLA-owned product from a DFSP to an Activity |
| P22 | Shipment Transaction from one DFSP to another |
| P30 | Receipt Transaction - for fuel being delivered (DFAMS) |
| P31 | Receipt Transaction in response to a P21, mandatory for barge and pipeline |
| P32 | Receipt Transaction in response to a P22, for all modes of shipment except tankers |
| P3T | Receipt Transaction in response to a P22, for a tanker |
| PA | Product Assurance group at DLA Energy |
| PAP | Posted Airport Prices - price per gallon charged to fly-in customer |
| PC&S | Post, Camps & Stations |
| PDF | Portable Data Format - types of files read by Adobe |
| pin | the act of electronically attaching one's signature to a form |
| PIN | Personal Identification Number (the PIN links to an electronic signature) |
| PKI | Public Key Infrastructure |
| PO | Purchase Order |
| POC | Point of Contact |
| PORTS | Paperless Ordering and Receipt Transaction Screens |
| PQIS | Petroleum Quality Information System - database used to track the quality of Military specification jet fuels and naval distillate fuel purchased by DLA Energy. The PQIS database covers three types of jet fuel (JP4, JP5, and JP8) and contains information on report date, contractor, crude source, refining technique, destination, quantity, additives, and all physical and chemical properties as stated in the fuel specifications. |
| PR | Purchase Request |
| Price Escalation | Allows the price paid to a Contractor to float with the market |
| Product | A military fuel meeting particular quality specifications (e.g. JP4, JP8, F76, etc.) |
| PT | Test Plan |
| PTR | Program Trouble Request as defined within the Issue Tracking Solution (ITS) Tool (replaced by “Incident” within the ECRT) |
| Purchase Program | Geographical area dealing with a (non-bulk) single fuel type |

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|--------------------|---|
| Purchase Program | Group within a geographical Buy dealing with a (bulk fuels) single fuel type |
| QAR | Quality Assurance Representative (accepts ownership of fuel for gov't at the refinery) |
| QSR | Quality Surveillance Representative (accepts fuel at the delivery point) |
| RDC | Requirements Data Call |
| RDS | Report Distribution System |
| Requiring Activity | A location having a demand for fuel. Also known as a demand location. Usually the location is a military base, but it may also be a DFSP, Federal activity or commercial location. |
| RI | Referential Integrity |
| RIC | Record Identification Code (used by DFAMS) |
| RFC | Request For Change - A system/application "major" change request submitted by users/developers as defined within the Enterprise Change Request Tool (ECRT), which replaced the Issue Tracking Solution (ITS) Tool in 2013 |
| RM | Requirements Manager |
| Route | A specific path of "flow" for moving fuel from an offer location to a demand location. A route may flow through up to three intermediate DFSPs and can be composed of one, two, three or four Arcs (single leg moves) |
| RT | Test Analysis Report |
| RTM | Regional Transportation Manager |
| RTRIS | Regional version of the Transportation Rates Information System (TRIS) |
| SAAR | System Authorization Access Request |
| SAP | A German-based company. <i>Systemanalyse und Programmentwicklung</i> ("System Analysis and Program Development") |
| SB | Small Business. A business firm meeting certain Small Business Administration criteria relative to size and revenues. |
| SCAC | Standard Carrier Alpha Code - four-digit identifying code for Common Carrier |
| SCP | Service Control Point |
| SCR | System Change Request as defined within the Issue Tracking Solution (ITS) Tool (replaced by "RFC" within the ECRT) |
| SDA | Static Dissipation (or Dissipator) Fuel Additive |
| SDB | Small Disadvantaged Business. A Small Business meeting specific minority ownership criteria. |
| SDD | System Design Description |
| SDDC | Military Surface Deployment and Distribution Command - repository for common carrier rates |

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| Set-aside | The prime contractor must be a minority-owned company |
| Set-aside Price | The price a small business must match (on a laid-down cost basis) to win an award of a portion of a set-aside volume. This applies if the small business did not win at its own price, but is willing to offer a price equal to the otherwise winning price. |
| Set-aside Quantity | That portion of the required (demanded) quantity at a specific demand location which is set aside for award to qualified small businesses. |
| SF | Standard Form |

Standard Form “Solicitation/Contract/Order for Commercial Items” Example:

SF1449

SFTP Secure File Transfer Protocol is a network protocol that provides file access, file transfer, and file management functionality over any reliable data stream. This protocol assumes that it is run over a secure channel such as SSH, that the server has already authenticated the client, and that the identity of the client user is available to the protocol.

Signal Code Found on a non-capitalized DD1155 bulk fuels order. The purpose of the Signal Code is twofold: it designates the fields containing the intended consignee (Ship to DoDAAC), and it identifies the activity to receive and effect payment of bills for product received, when applicable. Used in conjunction with the Fund Code.

When the product is to be shipped to the activity indicated in Block 3, the signal code will be as follows:

| Code | Explanation |
|------|---------------------------------------|
| A | Bill to the activity in Block 4 |
| B | Bill to the activity in Block 14 |
| C | Bill to the activity in the Fund Code |
| D | No billing required – free issue |

When the product is to be shipped to the activity indicated in Block 14, the signal code will be as follows:

| Code | Explanation |
|------|---------------------------------------|
| J | Bill the activity in Block 4 |
| K | Bill the activity in Block 14 |
| L | Bill to the activity in the Fund Code |
| M | No billing required – free issue |

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| Sig-on-left | “Signature-on-left”, located on top left section of a PR, is the electronic signature of the authorizing party within the CBU and it indicates a finalization of the data on the PR so that the data can no longer be changed or re-routed |
| SIOATH | Source Identification and Ordering Authorization |
| SIOATHs | List of approved single-leg moves |
| SIP | Software Installation Plan |
| SIP | Supply Index Pipeline (Natural Gas) |
| SIPs | Supply Index Prices (Natural Gas) |
| Smart CLIN | A CLIN with routes attached to it; details what, how much, from where & how it gets there |
| SMTP | Simple Mail Transfer Protocol is the de facto standard for e-mail transmissions across the Internet. |
| SPIDERS | Support Planning Integrated Data Enterprise Readiness System |
| SPLC | Standard Point Location Code - 9 or 10 alpha-numeric code used as a unique identifier to designate locations around the world based on the latitude and longitude coordinates of the location. This code may refer to a shipping point (origin), a DFSP, or an end-using Activity. |
| SPS | Software Product Specification |
| SQL | Structured Query Language - data retrieval and manipulation language used to communicate with Oracle databases |
| SRS | Software Requirements Specification |
| SSDD | System & Subsystem Design Description |
| SSH | Secure Shell is a network protocol that allows data to be exchanged using a secure channel between two networked devices. |
| SSS | System & Subsystem Specifications |
| Stock Fund Price | The fixed price that the Services pay to DLA Energy throughout the fiscal year |
| SUPAAC | Supplementary Activity Address Code – six-character alphanumeric entry indicating the service and address of the requestor. |
| SWCI | Software Configuration Item |
| T1 | High Speed Data Line |
| Ter | Technical Refresh |
| TFF | Transportation Fuel Factors |
| Tie-in Bid | A bid which is contingent upon |
| TIN | Tax ID number |
| TOP | Take-or-Pay contract |

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| TRIS | Transportation Rates Information System |
| TSN | Transaction Sequence Number |
| TSW | Trader's and Scheduler's Workbench – a module within SAP Oil & Gas |
| TT | Tank Truck |
| UI | Units of Issue (measurement) |
| UM | Users Manual |
| US | Software Unit Specification - Any logical set or grouping of instructions to a computer, such as a module or package |
| USG | US gallons |
| V | Intermodal (fuel in a container on a ship then put into the container by truck) |
| Western Pacific | Bulk Fuel Regional Buy name |
| Whitelist | A listing of characters allowed to be input by users defined for each type of user text input. (e.g. passwords, user names, email addresses, etc.) |

Appendix B References

This appendix provides a list of the documents that provided data to help prepare the User Manual for the Bulk Offer Entry Tool

- 1.) *Bulk Fuel Bid Evaluation Model Functional Description Document, CNA-FR 970-04.*

Appendix C Application Release History

Applications within BSM-E/EC are updated for a variety of reasons that typically fall within the following categories: users' requests; upgrades to the operating system and/or programming language(s); and updated security specifications for DLA/DoD applications.

As of 2013, the requested updates, which are initiated by the users and/or developers, are processed through the Employee Activity Guide for Labor Entry (EAGLE) Request Tracker Enterprise Change Request Tool (ECRT). A "Request for Change (RFC)" is a change to an application to add to or alter existing functionality. The term RFC is synonymous with the term System Change Request (SCR). An "Incident" is an interruption to an IT service or reduction in the quality of functionality of an application. The term "Incident" is synonymous with the term Program Trouble Report (PTR).

Prior to 2013, SCRs/PTRs were processed via the Issue Tracking Solution (ITS) Tool. As ECRT replaced ITS, some of the prior numbering system (i.e., SCR/PTR) was imported into ECRT; thus, changes to the Bulk Offer Entry Tool (OET) may still be referenced by "SCR" and/or "PTR".

One or more RFCs and/or Incidents can be included in a particular release of the application code, which is assigned an identifying version number. The table below depicts the versions of the Bulk OET that have been tested and placed into production, and the RFCs/Incidents that were fixed/updated in the release.

| Version Number | Date | Included RFCs (SCR) | | Included Incidents (PTR) | |
|----------------|-------------|---------------------|--|--------------------------|-------------|
| | | # | Description | # | Description |
| 2014.09.26.01 | 29 Jan 2015 | BEM-SCR-2013-0025 | External Bid Tool for the Bulk Fuels BEM | | N/A |