

USERS MANUAL

Version 2

Posts, Camps & Stations Offer Entry Tool (PCS OET)

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QUICK START GUIDE

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SECTION 1 QUICK START GUIDE

The following diagram depicts the bid entry and submission steps in a PCS OET initial (Standard) bid round from the point where a registered user has logged on. Detailed description of these steps, as well as vendor registration, log-on and subsequent bid rounds, is provided in [Section 3](#).

My Account

Verify your Company information and *Purchase Program Selections*.

Enter Offers

Solicitation Number	Purchase Program	Title	Offers/Bids
SP0600-12-R-0202-002	326	COG 6	View / Edit
SP0600-12-R-0203-BAS	326	COG 6	View / Edit
SP0600-13-R-0206-BAS	324	COG 4	View / Edit
SPE60014R0207	18Q	Turkey Coupons	View / Edit
SPE60015R02020009	18J	United Kingdom	View / Edit

If you do not see the Solicitation you want, verify that the associated Purchase Program is selected under My Account.

Offer Bid Lines For TMEL22

Bids For Solicitation: SPE60014R0207 Round: 1 - Initial Offer Open Date: 04/21/2015 08:00 Close Date: 04/30/2015 17:00 (Eastern)

Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	HUB	Spec Mfg	FOB	Notes	Taxes
?	?	?	?	?	?	?	?	?	?	?	?	?	?	?

Showing 1 to 1 of 1 entries

New Bid Done

Highlight lineitems to bid.

- Select non-consecutive using CTRL+click;
- Select consecutive lineitems using

New Bid Line Item Selection

Filters: ?

State: ? Activity: ?

Product: ? Mode: ?

Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	HUB	Spec Mfg	FOB	Notes	Taxes
0001	DIESEL FUEL (TURKEY PC4S)	TT	TURKEY AUTOMATED PROG	TR	AAFES	174312	2.860000	2.864766	PLMFMDUL10		N/A	?	?	?
0002	GASOLINE, PREM (ULG)	TT	TURKEY AUTOMATED PROG	TR	AAFES	586834	2.800000	2.824735	PMFMDPUL10		N/A	?	?	?

Continue

Note: additional data columns are displayed in subsequent bid rounds.

Prev Bid

?

2.100000

2.200000

Win Bid

?

2.100000

2.200000

Displayed after the initial bid round.

Displayed in Reverse Auction bid rounds

Enter Bid Data

Offer Bid Lines For TMEL22

Bids For Solicitation: SPE60014R0207 Round: 1 - Initial Offer Open Date: 04/21/2015 08:00 Close Date: 04/30/2015 17:00 (Eastern)

Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	HUB	Spec Mfg	FOB	Notes	Taxes
0001	DIESEL FUEL (TURKEY PC4S)	TT	TURKEY AUTOMATED PROG	TR	AAFES	174312	2.860000	2.864766	PLMFMDUL10		N/A	?	?	?
0002	GASOLINE, PREM (ULG)	TT	TURKEY AUTOMATED PROG	TR	AAFES	586834	2.800000	2.824735	PMFMDPUL10		N/A	?	?	?

Showing 1 to 2 of 2 entries

Bid Summary Report **Submit Bids** New Bid Done

NOTE: Submit Bids is NOT performed in a Reverse Auction bid round; bids are submitted automatically at the end of the reverse auction.

Standard bid rounds: certify / sign using your PCS OET Password.

Submit Offer Package Verify

You must certify and sign the submitted Offer Package.

Continuing will generate an electronically signed 1449 that will be 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

Submit Bids For Solicitation SPE60014R0207 Round 1

Submit Email Message

From: tmelson@cnelsonassociates.com (Thia Melson)

To: shassler@cnelsonassociates.com, gruckdashel@cnelsonassociates.com, jkkaufmann@cnelsonassociates.com, tmel...

Subject: Bids For TMEL22 Purchase Program Turkey Coupons (18Q) Solicitation SPE60014R0207 Round 1

Comments / Message To Buyer: ?

Information entered is conveyed to the Buyer

Submit

Enter comments/notes to be conveyed to the Buyer

Bid Summary Report Provides an Excel spreadsheet of your bid data.

Bids For TMEL22 Solicitation SPE60014R0207 Round 1 (Initial Offer)

Open Date: 04/21/2015 08:00 Close Date: 04/30/2015 17:00 (Eastern)

Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	Tax Total
1	DIESEL FUEL	TT	TURKEY AUTOMATED PROG	TR	AAFES	174312	2.86	2.864766	PLMFMDUL10	0
2	GASOLINE	TT	TURKEY AUTOMATED PROG	TR	AAFES	586834	2.8	2.824735	PMFMDPUL10	0

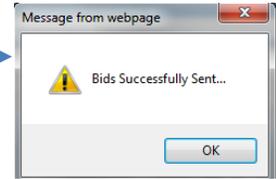


Figure 1 Quick Start Diagram

SECTION 2 SCOPE OF THE USER MANUAL

This document, the Posts, Camps & Stations (PCS) Offer Entry Tool (OET) User Manual (UM) describes the functionality of the application from an end-user's perspective. This UM is applicable to the latest version of the PCS OET application, as found in [Appendix C](#).

2.1 Document Overview

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

- ◆ Quick Start Guide ([Section 1](#))
- ◆ Application Overview (Section [2.2](#))
 - Navigation Conventions (Section [2.2.1](#))
 - Help Functions (Section [2.2.2](#))
- ◆ Step By Step Instructions ([Section 3](#))
 - Accessing PCS Offer Entry Tool (Section [3.1](#))
 - My Account (Section [3.2](#))
 - Offer Entry Process (Section [3.3](#))
 - Invitation to Bid (Section [3.3.1](#))
 - Select a Solicitation (Section [3.3.2](#))
 - Entering Bids (Section [3.3.3](#))
 - Bid Summary Report (Section [3.3.4](#))
 - Submit Bids (Section [3.3.5](#))

***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 PCS 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 PCS OET application code can be found in [Appendix C](#).

2.2 Application Overview

PCS OET is an external web application which allows registered prospective Posts, Camps & Stations / ground fuel vendors to securely bid on a DLA-Energy fuel Solicitation. DLA Buyers establish the round(s) of bidding where Vendors enter and submit Bid / Offer data, by lineitem, for a selected Solicitation. Specifically, PCS OET allows registered prospective vendors to:

- 1) Enter bid / offer data by lineitem for the currently OPEN bid round; view data from previous bid round(s).
- 2) Submit bid(s) to the Bid Evaluation Model (BEM)¹ for evaluation and/or award.
- 3) 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
- 4) Produce a **Bid Summary Report**.

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

The process works as follows:

- 1) A prospective vendor must be registered in the PCS OET application to bid.
- 2) Prospective fuel Vendors view DLA-Energy Solicitations from FedBizOps (<https://www.fbo.gov/>) and/or may be notified by an *Invitation to Bid*.
- 3) Vendor logs onto the PCS OET web application and selects a solicitation and OPEN bid round to bid on.
- 4) Vendor selects lineitem(s) to be bid on and enters the prices / bid data for each until all bids have been entered.
- 5) Vendor submits bid response.
- 6) Vendor repeats the bid entry process for all bid rounds (Standard Initial / Interim / Final, etc...and Reverse Auction) that the DLA Buyer opens, via BEM, for a Solicitation. The bid submission process is required on all Standard bid rounds; bid submission is not required on Reverse Auction rounds.

¹ See the *Posts, Camps & Stations Bid Evaluation Model Functional Description Document, CNA-FR 420-01* for more information on this application.

- 7) For each round of bidding, the Vendor is shown his previous bid for each lineitem. In a Reverse Auction round, the Vendor is also shown the current winning bid for each lineitem.

***NOTE:** A [Bid Summary Report](#) can be run anytime during the bid entry process to get a snapshot in time of the current round bid entry.

2.2.1 Navigation Conventions

Throughout the various PCS 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.
- 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).

2.2.2 Help Functions

Context Sensitive Help (CSH) is available on the screens of the PCS OET application indicated by a question mark icon (Figure 2). 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 2 CSH Icon Example

SECTION 3 STEP-BY-STEP INSTRUCTIONS FOR USING THE PCS OFFER ENTRY TOOL

3.1 Accessing PCS OET

PCS OET is available to registered users. See section [3.1.1](#) for details on becoming a registered user.

Additionally, PCS OET can be accessed from a link within the [Invitation to Bid](#) email notification (Figure 3). When a DLA Energy Ground Fuels Buyer establishes a round of bidding via PCS BEM², an **Invitation to Bid** email notification can be sent to registered vendors based on [Purchase Program](#) selection and bid history.

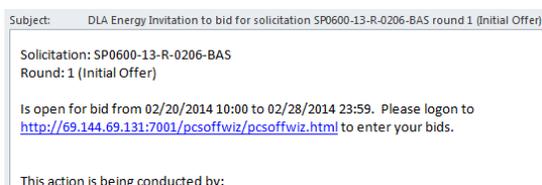


Figure 3 Invitation To Bid Email Example

3.1.1 Vendor Registration

Every vendor / supplier who wants to bid on a DLA-Energy Solicitation for Posts, Camps & Stations (PCS) fuel 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 **PCS OET Splash** page (Figure 4). If you cannot successfully access and complete the AMPS process, follow the instructions on the **Splash Page** to complete the OET registration process.

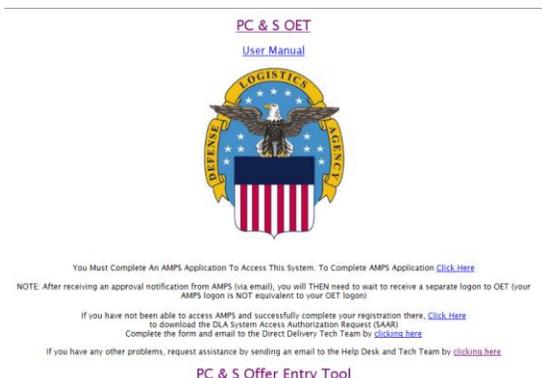


Figure 4 PCS OET Splash Page

² See the *Posts, Camps & Stations Bid Evaluation Model Functional Description Document, CNA-FR 421-01* for more information on this application.

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 PCS OET.

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

After receiving your temporary *Password*, you must [log on](#) to PCS 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 PCS 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](#).

3.1.2 Logging On

After becoming a registered user, i.e., receiving your *User Name* and temporary *Password*, access to the PCS 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 3) email notification.

You must log on to your account at least once within 30 days to remain active. If you have not logged on within 30 days, you will need to contact the Help Desk, via the link on the **PCS OET Splash Page** (Figure 6) to re-activate your account.

You (the vendor) must read and acknowledge the **DOD Access Warning** pop-up (Figure 5) by clicking the **OK** button.

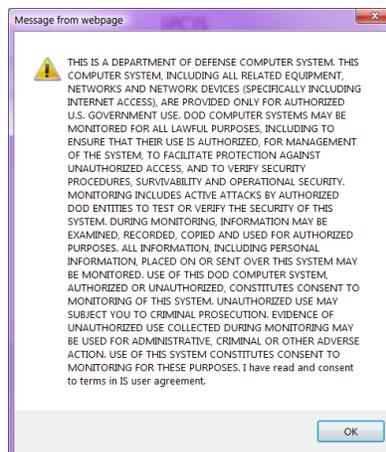


Figure 5 DOD Warning

This pop-up will then close, and you can click on either the **PC&S Offer Entry Tool** or **PC&S OET** link on the **PCS OET Splash** screen (Figure 6) to proceed to the **User Authentication** screen (Figure 7).

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

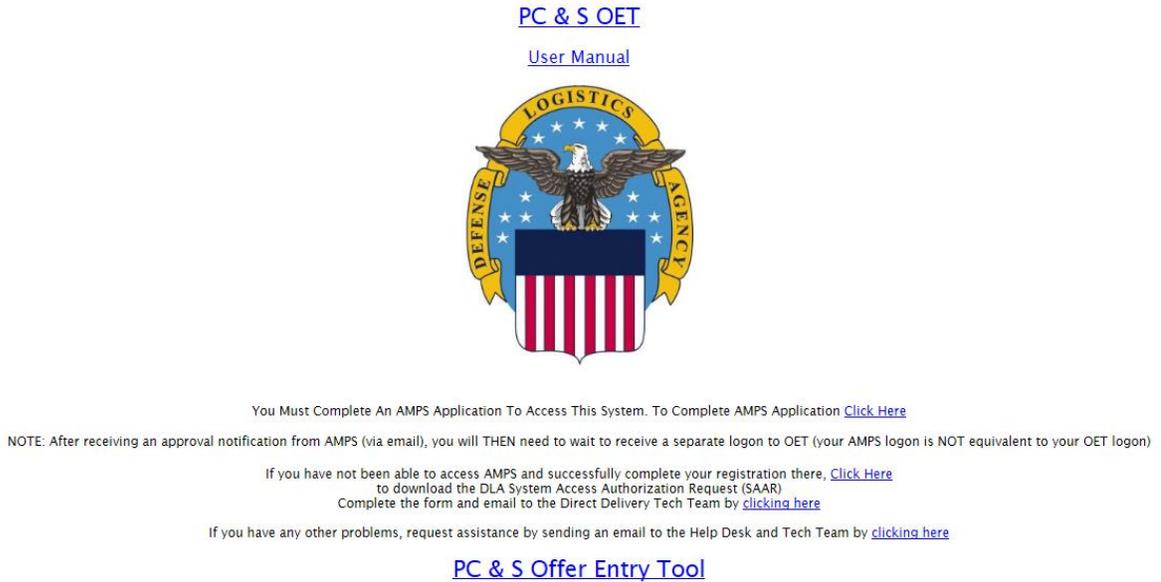


Figure 6 PCS OET Splash Page



Figure 7 User Authentication

Enter your PCS OET *User Name* and *Password* on the **User Authentication** screen (Figure 8).

***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 select during the [Password Change](#) process.

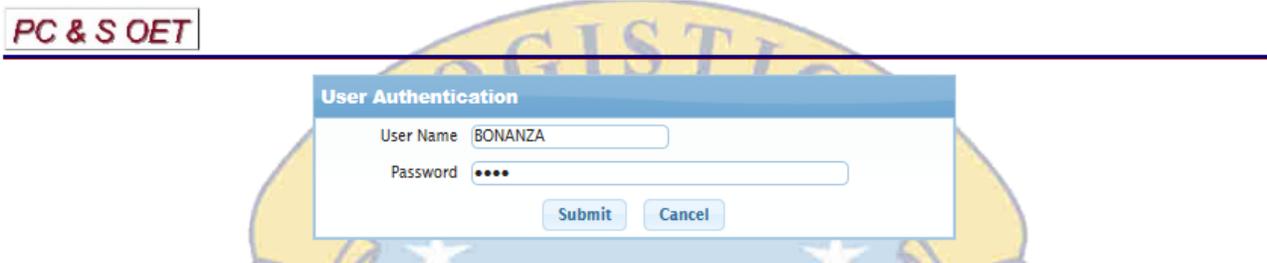


Figure 8 Completed User Authentication

Clicking **Submit** on the correctly completed **User Authentication** screen (Figure 8) invokes the **Login Authentication Success** screen (Figure 9), which displays navigation guidelines for the application and any other message that could be pertinent to the user.

***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.

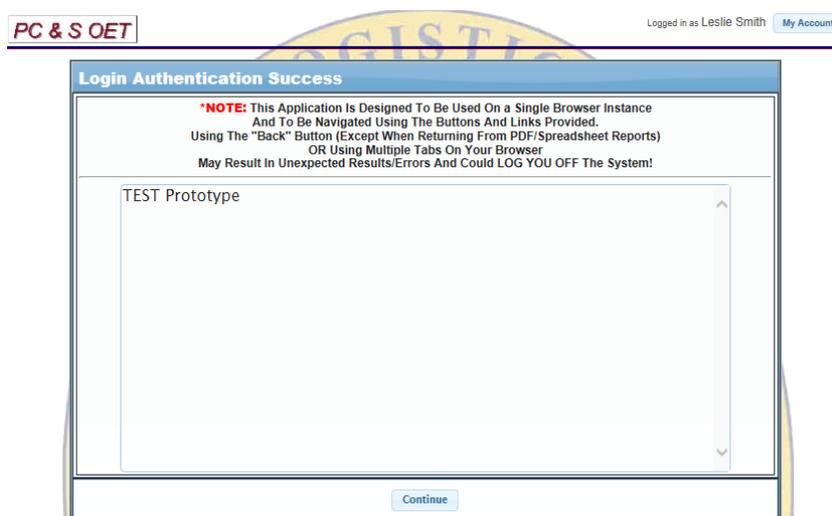


Figure 9 Login Authentication Success

The next step depends on your *Password* status, as follows:

If you are logging on using a temporary Password (e.g., a new user logging on for the first time or a user who has had their password re-set / [account reactivated](#) by an administrator) a **Password Change Required** message (Figure 11) will be displayed at this point and you will be required to follow the [Password Change](#) steps in order to continue.

Once you have changed your *Password*, the [My Account](#) screen (Figure 22) will be displayed for you to verify your Company information and [Purchase Program](#) selection(s). You MUST select at least one *Purchase Program* in order to [Enter Offers](#).

If you are logging on using a standard Password (i.e., one you created via [Password Change](#)), clicking **Continue** on the **Login Authentication Success** screen (Figure 9) brings you to the **PCS OET Main** screen (Figure 10).



Figure 10 PCS OET Main Screen

From the **Main Screen** (Figure 10), you can manage user account data under [My Account](#), manage / [Enter Offers](#), view information [About](#) the system and **Logout** of the application. The steps in relation to the Offer Entry process under each of these menu items / buttons are detailed in sections below.

***NOTE:** As mentioned on the **Login Authentication Success** screen (Figure 9), the PCS OET application is designed for all actions to be taken on the screens within PCS OET, i.e., the Browser *Back* button should not be used.

***NOTE:** Once logged on, please review your entries under [My Account](#), especially [Purchase Program](#) selections as these entries affect your options in PCS OET and BEM.

3.1.2.a Log On Password Change Required

If you are a new user, or a user who has had their password administratively re-set, you will receive notification providing a temporary PCS OET *Password*. You need to

log on and change the temporary password as soon as possible to avoid your account becoming [inactive](#) and requiring administrator assistance (available via a link on the **PCS OET Splash Page** (Figure 6).

When you log on using a temporary Password (e.g. you are a new user, or you had your password administratively re-set), a **Password Change Required** message will immediately pop-up over the **Login Authentication Success** screen (Figure 11).

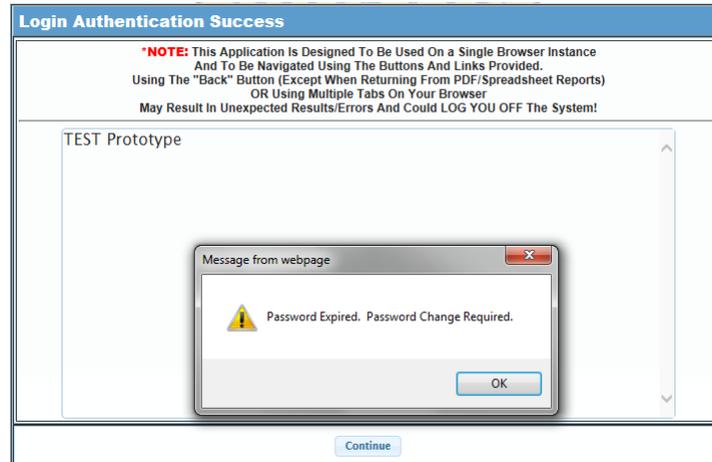


Figure 11 Password Change Required Message

Clicking the **OK** on the **Password Change Required** message (Figure 11) displays the **Password Change (REQUIRED)** screen (Figure 12) which allows you to change the password.

The following constraints must be observed in regard to passwords:

- Your password is valid for 60 days from date of issue. You will be reminded to change your password upon login as the 60-day mark approaches.
- You cannot re-use a recent password.
- 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.

Enter the temporary password you were provided into the *Old Password* field, create a new password following the [password constraints](#) and enter it into the *New Password* field, type the new password again into the *Confirm New Password* field.

Figure 12 Password Change (REQUIRED) Screen

Clicking **OK** on the correctly completed **Password Change (REQUIRED)** screen (Figure 12), produces a **Password Success** (Figure 13) screen where clicking **OK** returns you to the **Login Authentication Success** screen (Figure 9) and you may continue onto the PCS OET application.

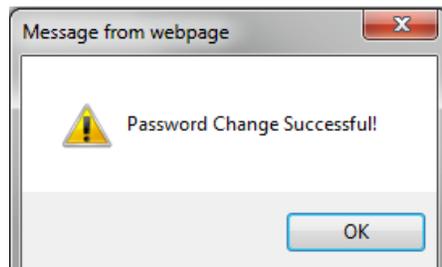


Figure 13 Password Change Successful!

Upon clicking **OK** on the **Password Change (REQUIRED)** screen (Figure 12), if your entries do not adhere to the [password constraints](#) the applicable message in Figure 14 is displayed.

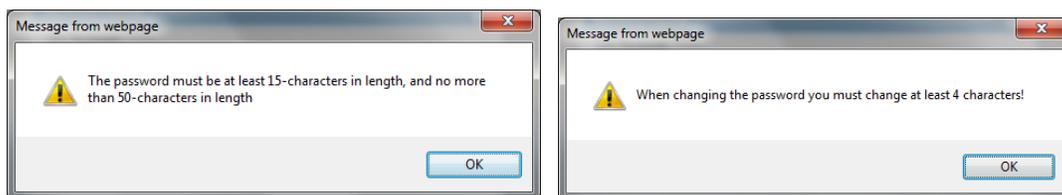


Figure 14 Password Error Message

You may change your *Password* at any time via the [Change Password](#) button on the [My Account](#) screen.

3.1.2.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 15), you may only be logged onto the PCS OET once.

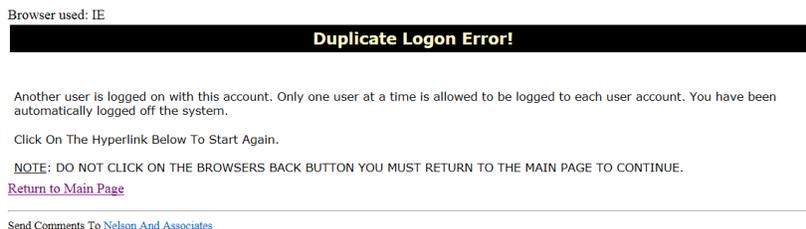


Figure 15 Duplicate Logon

The **Duplicate Logon Message** (Figure 15) will also appear if you did not properly log out of the PCS 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** link and try again.

If there is an error in entering your *User Name* and/or *Password* the error message in Figure 16 is displayed. Click the **Return to Main Page** link and try again.



Figure 16 Incorrect U/N or Password

Upon the third incorrect *User Name* entry, the error message in Figure 17 is displayed. If you get this message, first close your browser, start a new browser session and re-try the logon; if you still cannot logon in the new browser session contact the Help Desk via the link on the **PCS OET Splash Page** (Figure 6).

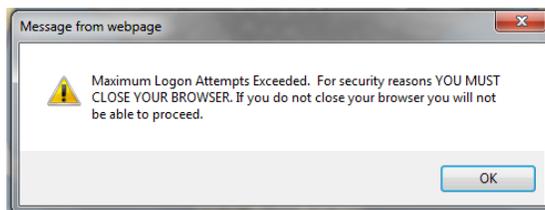


Figure 17 Max Logon Incorrect User Name

Upon the third incorrect *Password* entry, the error message in Figure 18Figure 17 is displayed and you must contact the Help Desk via the link on the **PCS OET Splash Page** (Figure 6) to have your account unlocked.

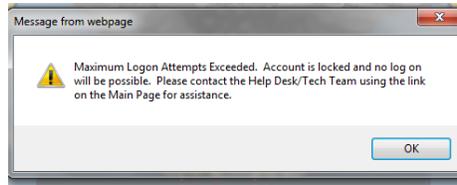


Figure 18 Max Logon Incorrect Password

After clicking **Submit** on the **User Authentication** screen (Figure 8), the message in Figure 19 is displayed if your password has expired.

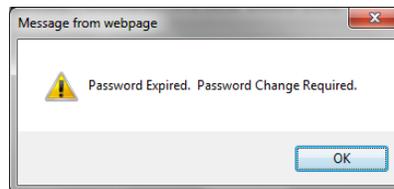


Figure 19 Password Expired Message

Clicking **OK** produces the **Password Change** screen (Figure 20) where you set a new password adhering to the [password constraints](#).



Figure 20 Password Change Screen

3.1.2.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, via the link on the **PCS OET Splash Page** (Figure 6), to have the account marked active again before you can log in. Logging on to PCS OET once a month, and changing your *Password* when required will keep your account active.

3.2 My Account

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



Figure 21 PCS OET Main Menu – My Account

The **User Account Info** screen (Figure 22) is where you (the vendor) supply your company / personal information and select the [Purchase Program\(s\)](#) associated with the Solicitations on which you want to bid; as well as change your user [Password](#). These data should be maintained to reflect your most current information as they affect the communications between you and the Buyer as well as the Solicitations available to you. After modifying any fields on the **User Account Info** screen, click **Save** to retain your data and close the screen; **Cancel** closes the screen without retaining your modifications.

Figure 22 User Account Info

You fill in the data fields on the **User Account Info** screen (Figure 22) in the following manner:

***NOTE:** Fields marked with * (on the screen) are required.

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.

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 PCS 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.

***NOTE:** The bid evaluation process that evaluates offers / bids from all Vendors uses 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](#).

Purchase Program Selection:

Required: Purchase Program (PP) / Customer Organized Groups (COGs) is the identifier of the geographical area with which a particular Solicitation is associated. Selections determine the Solicitations for which you receive an [Invitation to Bid](#), and the Solicitations displayed to you on the [Solicitations For Offers](#) screen. Select the PPs / COGs for which you want the associated Solicitations displayed. These selections are unique to your user ID.

***NOTE:** You will only be notified of / able to view / bid Solicitations for those Purchase Programs which you have selected.

You can move an individual Purchase Program between the **Available** and **Selected** columns by highlighting the PP and clicking the single arrow button(s) (>, <) located between the boxes.

You can move ALL PPs by clicking the double arrow button(s) (>>, <<).

***NOTE:** You MUST select at least one *Purchase Program* in order to **Enter Offers**.

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 case sensitive.
- Your password is valid for 60 days from date of issue. You will be reminded to change your password upon login as the 60-day mark approaches.
- You cannot re-use a recent password.
- 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.
- You must log on to your account at least once within 30 days to remain active. If you have not logged on within 30 days, you will need to contact the Help Desk, via the link on the **PCS OET Splash Page** (Figure 6) to re-activate your account.



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 New 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 **My Account** screen (Figure 22); **Cancel** returns you to the **My Account** screen without changing your password.

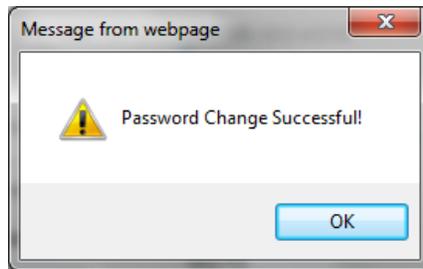


Figure 24 Password Success Screen

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.

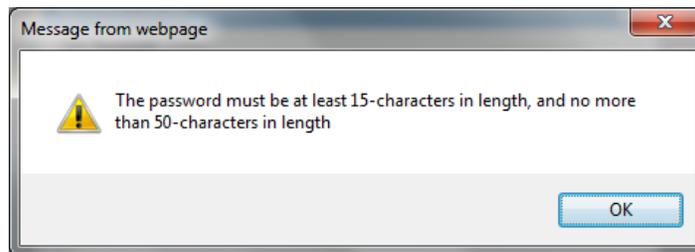


Figure 25 Password Length Message

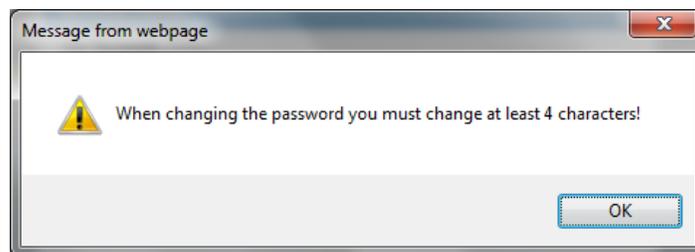


Figure 26 Password Change Requirement Message

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

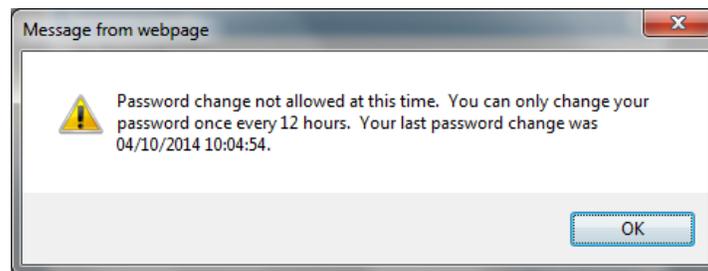


Figure 27 Password Change Not Allowed Message

3.3 Offer Entry Process

Your (the vendor's) [Purchase Program \(PP\) Selection](#) under [My Account](#) should be maintained to reflect your most current information as the selected PPs determine the Solicitations for which you receive an **Invitation to Bid**, and the available Solicitations that are displayed on the **Solicitations For Offers** screen (Figure 32). The Solicitations displayed on the **Solicitations For Offers** screen, in turn, determine the lineitems available for bidding.

3.3.1 Invitation to Bid

For each round of bidding established by the Buyer via PCS BEM, an **Invitation to Bid** email notification (Figure 28) may be sent to registered vendors based on *Purchase Program (PP)* 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 PCS OET application.

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

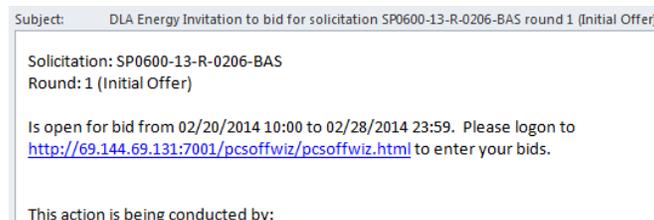


Figure 28 Invitation to Bid Email Example, Standard Initial Round

ONLY those vendors who submitted bids on the Initial Standard round will receive **Invitation to Bid** emails (Figure 29 and Figure 30) notifying them that subsequent rounds of bidding have been opened. For each Standard round of bidding established, even if you have not made changes to your offer(s), you must **Submit** your bid.

Subject: DLA Energy Invitation to bid for solicitation SP0600-11-R-0210-001 round 5 (BAFO)

Solicitation: SP0600-11-R-0210-001
Round: 5 (BAFO)

Is open for bid from 04/04/2014 12:00 to 04/25/2014 00:00. Please logon to <http://69.144.69.131:7001/pcsoffwiz/pcsoffwiz.html> to enter your bids.

This action is being conducted by:

Figure 29 Invitation to Bid Example, Standard Subsequent Round

Subject: DLA Energy Invitation to bid for solicitation SP0600-10-R-0214-002 round 7 (Reverse Auction Round 4)

Solicitation: SP0600-10-R-0214-002
Round: 7 (Reverse Auction Round 4)

Is open for bid from 03/24/2014 10:00 to 03/31/2014 10:00. Please logon to <http://69.144.69.131:7001/pcsoffwiz/pcsoffwiz.html> to enter your bids.

This action is being conducted by:

Figure 30 Invitation to Bid Email Example, Reverse Auction Round

3.3.2 Select a Solicitation

After [Logging On](#) to OET, having verified your Purchase Program selection under [My Account](#), the next step is to select the Solicitation on which you (the vendor) want to bid. Clicking the **Enter Offers** menu (Figure 31) invokes the **Solicitations For Offers** screen (Figure 32) displaying the *Solicitation Number*, *Purchase Program*, and *Title* for each Solicitation associated with the [PP\(s\)](#) you selected under [My Account](#).



Figure 31 PCS OET Main Menu – Offers

The screenshot shows a web application interface for 'Solicitations For Offer Bid Entry - TMTEST'. On the left, there are two buttons: 'Enter Offers' and 'About'. The main content area features a search bar at the top right. Below it is a table with four columns: 'Solicitation Number', 'Purchase Program', 'Title', and 'Offers/Bids'. Each column has a dropdown arrow. The table contains five rows of data, each with a 'View / Edit' link in the 'Offers/Bids' column. At the bottom of the table, it says 'Showing 1 to 5 of 5 entries'. Below the table are two buttons: 'Refresh List' and 'Cancel'.

Solicitation Number	Purchase Program	Title	Offers/Bids
SP0600-12-R-0202-002	326	COG 6	View / Edit
SP0600-12-R-0203-BAS	326	COG 6	View / Edit
SP0600-13-R-0206-BAS	324	COG 4	View / Edit
SPE60014R0207	18Q	Turkey Coupons	View / Edit
SPE60015R02020009	18J	United Kingdom	View / Edit

Figure 32 Solicitations For Offers

[Search](#) and [sort](#) capabilities are available on the **Solicitations For Offers** screen (Figure 32) to assist in locating specific Solicitation(s) on which you are interested in bidding.

If you modify your *Purchase Program* 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 Offers** screen (Figure 32).

If no Solicitations are found that match your Purchase Program selection(s), a notification will be displayed (Figure 33) advising to verify your selections under [My Account](#).

The screenshot shows the same web application interface as Figure 32, but with no data in the table. The table header is present, but the body contains a single row with the text 'No Active Solicitations Found!'. Below this row, it says 'Showing 1 to 1 of 1 entries'. A red error message is displayed below the table: 'No solicitations found that match your account purchase program selections. If you don't see the solicitation you wish to Enter Offers on please verify your purchase program selections using the "My Account" button.' At the bottom are 'Refresh List' and 'Cancel' buttons.

Figure 33 No Active Solicitations Found

Once the Solicitation is located, the corresponding **View / Edit** link is clicked invoking the **Offer Bid Lines** screen (Figure 35) where bid data for the selected Solicitation are entered / displayed.

3.3.3 Entering Bids

Identified at the top of the **Offer Bid Line** screen (Figure 35) is the *Vendor's* name, *Solicitation Number*, *Round* drop-down and bid *Open* and *Close* date / time. Depending on the round status, button options displayed below the data grid may include: [Bid Summary Report](#), [New Bid](#), [Submit Bids](#) and [Done](#) which are detailed in subsections below.

Bid data is not displayed on the **Offer Bid Line** screen prior to the *Open Date / Time* of the round. If you select **View / Edit** on a *Solicitation / Bid Round* prior to the *Open Date / Time*, you will be notified that the round is not yet open and provided a **Refresh** button (Figure 34). You will need to **Refresh** once the *Open Date / Time* has been reached in order to enter / view bid data.

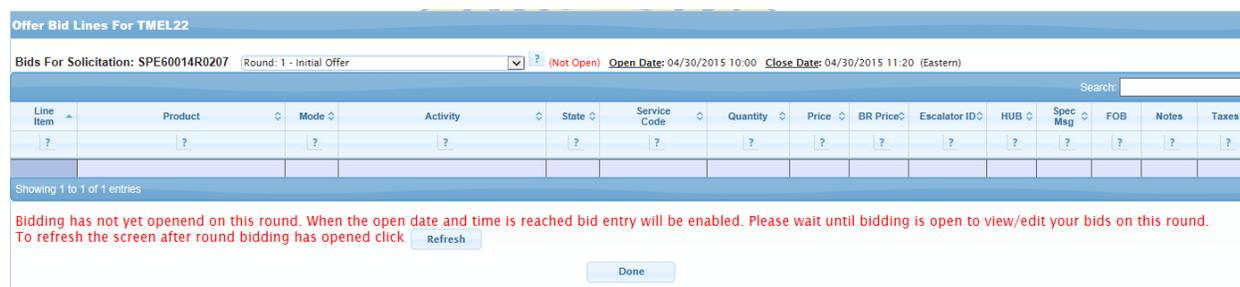


Figure 34 Offer Bid Lines Screen, Round Not Yet Open

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](#) lineitems; in [Reverse Auction](#) rounds, prices can be updated, however, lineitems cannot be added or deleted. For each Standard round of bidding established, even if you have not made changes to your offer(s), you must [Submit](#) your bid.

***NOTE:** Once a lineitem has been locked and / or awarded in the BEM³, it will display as read-only in OET and can no longer be modified.

3.3.3.a New Bid Option - Select Lineitems

At the outset of your (the vendor's) first round of bidding, the **Offer Bid Lines** screen (Figure 35) data grid is blank as lineitems to be bid on have yet to be selected.

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

Offer Bid Lines For BONANZA FUEL														
Bids For Solicitation: SP0600-13-R-0202-003 (Round: 1 - Initial Offer) Open Date: 04/16/2014 12:00 Close Date: 04/30/2014 00:00 (Eastern)														
Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	HUB	Spec Msg	FOB	Notes	Taxes
?	?	?	?	?	?	?	?	?	?	?	?	?	?	?

Showing 1 to 1 of 1 entries

New Bid Done

Figure 35 Offer Bid Lines Screen, Vendor's First Bid Round Example

Clicking the **New Bid** button at the bottom of the **Offer Bid Lines** screen (Figure 35) invokes the **New Bid Line Item Selection** screen (Figure 36) displaying the available lineitems associated with the selected Solicitation. You would also view / select lineitems that are added to the Solicitation on [Amendment](#) via **New Bid**.

New Bid Line Item Selection						
Filters: ?						
State:	▼	Activity:	▼			
Product:	▼	Mode:	▼ ?	Reset		
Line Item	Product	Mode	Activity	ST	Service	Quantity ?
515-BD	BIODIESEL B20 (BDI)	TW	GROTON,	CT	NAVY	95000 Gall
431-75	MARINE GAS OIL	TW	NEWBURYPORT	MA	USCG	15000 Gall
438-08	RFG REGULAR UNLEADED (MRR)	TW	GLOUCHESTER	MA	USCG	16000 Gall
438-75	MARINE GAS OIL	TW	GLOUCHESTER	MA	USCG	31000 Gall
441-08	RFG REGULAR UNLEADED (MRR)	TW	NANTUCKET	MA	USCG	5000 Gall
441-46	FUEL OIL, BURNER #2 (FS2)	TW	NANTUCKET	MA	USCG	10000 Gall
784-55	FUEL OIL, BURNER #6 (FS6)	TT	HANSCOM AFB	MA	USAF	6000000 Gall

Continue Cancel

Figure 36 New Bid Line Item Selection Screen

As the example in Figure 37 shows, lineitems can be filtered (individually or in combination) by: *State, Activity, Product and / or Mode*. Each filter selected restricts the selections of the next; therefore using a combination of filters produces a drill-down effect. Clicking the **Reset** button clears all filters and redispays all available lineitems.

Modes are displayed by code, which are defined as follows:

AIR = Airplane;	INTMO = Inter-Modal;
BRG = Barge;	MSS = Marine Svc;
CCARD = Credit Card;	NG = Hemtt;
COUP = Italian Coupon;	PIPE = Pipeline;
COUPN = Coupons;	RAIL = Railcar;
DR = Drums;	TC = Tank Car;
FOBBG = FOB Barge;	TRUCK = Truck;
FOBDR = FOB Drum;	TT= Tank Truck;
FOBPL = FOB Pipeline;	TTR = Tank Trk/Trl;
FOBRL = FOB Railcar;	TTRWP = Trk/Trl W/P;
FOBTT = FOB Tank Truck;	TTWP = Tank Truck Wagon;
FOBTW = FOB Tank Wagon;	TUG = Tug;
FUEL = Fuel Tanker;	TW = Tank Wagon
FUELE = Fuel Truck;	

Line Item	Product	Mode	Activity	ST	Service	Quantity
448-75	MARINE GAS OIL	TW	BOOTHAY HARBOR	ME	USCG	39000 Gallon
451-75	MARINE GAS OIL	TW	JONESTOWN	ME	USCG	48000 Gallon
547-US2	ULSD (DS2)	FOBTW	KITTERY	ME	NAVY	180000 Gallon
547-USF	ULSD (DS2)	FOBTW	KITTERY	ME	NAVY	34600 Gallon
B58-E85	FUEL ETHANOL (E85) (E8)	TW	TOGUS,	ME	VA	75000 Gallon

Figure 37 New Bid Line Item Selection Screen, Filtered

Select the lineitems from the **New Bid Line Item Selection** screen (Figure 36 / Figure 37) to be included in your bid. Multiple non-consecutive lineitems are selected by using CTRL+click, and multiple consecutive lineitems are selected using SHIFT+click. Clicking the **Continue** button populates the **Offer Bid Lines** screen (Figure 38) with the chosen lineitems.

Offer Bid Lines For BONANZA FUEL														
Bids For Solicitation: SP0600-13-R-0238-BAS Round: 1 - Initial Offer Open Date: 04/16/2014 00:00 Close Date: 04/30/2014 00:00 (Eastern)														
Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	HUB	Spec Msg	FOB	Notes	Taxes
416-55	FUEL OIL, BURNER #6 (F56)	TT	NEW LONDON	CT	USCG	220000	0.000000	2.271667	PNYCG#61.0		N/A		Edit	Taxes
547-DS1	Red-Dyed ULSD, #2 Grade (DSS)	FOSTW	KITTERY	ME	NAVY	730000	0.000000	3.188500	ODPTME2UR		N/A		Edit	Taxes
782-08	RFG REGULAR UNLEADED (MRR)	TW	BRADLEY	CT	AFNG	20000	0.000000	1.000000	AD-NUHV-RFGUNL		N/A		Edit	Taxes
799-US	ULSD (DS2)	TW	BUZZARDS BAY	MA	AFNG	18000	0.000000	1.000000	AD-NUHV-NO2ULS		N/A		Edit	Taxes
D04-08	RFG REGULAR UNLEADED (MRR)	TT	BELLMAWR	NI	USPS	145000	0.000000	2.921300	ODPHILURG		N/A		Edit	Taxes

Showing 1 to 5 of 5 entries

Figure 38 Offer Bid Lines Screen, Line Items Selected Example

During Open, Standard bid rounds (e.g., [Initial](#) / [Interim](#) / [Final](#), etc...) you can add lineitems. The lineitem selection process can be repeated as you want until the round of bidding has closed. Once the bid round has closed, indicated by the **Offer Bid Lines** screen (Figure 38) displaying in a read-only format and **(Closed)** text next to the *Round* drop-down, the **New Bid** button is no longer displayed and lineitems can no longer be modified. The **New Bid** button is not displayed in a [Reverse Auction](#) round as lineitems in a [Reverse Auction](#) round are based on the last Standard round of bidding and cannot be added or deleted.

3.3.3.b Bid Rounds

The sections below describe the **Offer Bid Line** screen in three separate sections because the screen display changes slightly based on where you are in the bid round process. The three sections are:

- ◆ [Round 1 – Initial Offer](#) (Section [3.3.3.b\(1\)](#))
- ◆ [Round N - Interim...Final Offer](#) (Section [3.3.3.b\(2\)](#))
- ◆ [Reverse Auction – Round 1....Round N](#) (Section [3.3.3.b\(3\)](#))

Bid data is not displayed prior to the *Open Date / Time* of the round. If upon selecting **View / Edit** on a *Solicitation / Bid Round* you are notified that the round is not yet open, you will need to click the provided [Refresh](#) button once the *Open Date / Time* has been reached in order to enter / view bid data.

3.3.3.b(1) Round 1 – Initial Offer

Once the lineitems have been selected on the **Bid Line Item Selection** screen (Figure 36 / Figure 37) and are displayed on the **Offer Bid Lines** screen (Figure 38), they can be filtered via the provided [Search](#) option and reordered using the [sort](#) arrows at the top of each data column.

Certain data fields for each selected lineitem on the **Offer Bid Lines** screen (Figure 38) may be populated by data from the [Solicitation](#); some are [Buyer](#) enabled; others require [your input](#) during the bid entry process as described below:

Data Fields Pre-populated from the Solicitation – Read-only:

The data fields pre-populated with data from the Solicitation on the **Offer Bid Lines** screen (Figure 38) include the following:

- **Line Item:**
Requirement lineitem identifier, which corresponds to the published Solicitation / Amendment.
- **Product:**
Fuel product to be delivered to the Activity.
- **Mode:**
Mode of transportation by which product is to be delivered to the Activity. Modes are displayed by code, which are defined as follows:

AIR = Airplane;	MSS = Marine Svc;
BRG = Barge;	NG = Hemtt;
CCARD = Credit Card;	PIPE = Pipeline;
COUP = Italian Coupon;	RAIL = Railcar;
COUPN = Coupons;	TC = Tank Car;
DR = Drums;	TRUCK = Truck;
FOBBG = FOB Barge;	TT= Tank Truck;
FOBDR = FOB Drum;	TTR = Tank Trk/Trl;
FOBPL = FOB Pipeline;	TTRWP = Trk/Trl W/P;
FOBRL = FOB Railcar;	TTWP = Tank Truck Wagon;
FOBTT = FOB Tank Truck;	TUG = Tug;
FOBTW = FOB Tank Wagon;	TW = Tank Wagon
FUEL = Fuel Tanker;	
FUELE = Fuel Truck;	
INTMO = Inter-Modal;	
- **Activity:**
Activity (end using location) to which *Product* is to be delivered.

- **State:**
Abbreviation of the state in which Activity resides if within the US;
Country abbreviation if overseas.
- **Service Code:**
Identifying code for the government service class.
- **Quantity:**
The amount (in gallons) of *Product* being procured for this lineitem.
- **BR Price:**
Base Reference Price: Cost per gallon for this product at the time
the Solicitation / Amendment was created, exclusive of additional
charges.
- **Escalator ID:**
The Escalators displayed in OET come from the published
Solicitation. The Base Reference Price (BRP) on the Escalator and
the Base Reference Date are part of the published Solicitation.

Buyer Enabled Data Fields:

The DLA Buyer must enable the fields below, via PCS BEM, in order for them to be functional in OET. Once enabled, some of these data fields require your (the vendor's) [input](#), others are read-only.

- **Hub:**
Applicable to CONUS / domestic Solicitations only. If HUB Zone preference is allowed for the Solicitation, the Buyer can enable this field on individual lineitem(s) where a HUB Zone bid is acceptable. If enabled, your [input](#) is needed for lineitems to be evaluated for Hub Zone preference.
- **Spec Msg:**
The Buyer can attach Special Message(s) to any bid line. On a Solicitation Amendment, lineitems that have been deleted and lineitem quantity change(s) are identified in the *Spec Msg* field. This is a read-only field from the Buyer to the [Vendor](#).

- **FOB:**

The Buyer can enable a particular *Mode* to allow (by lineitem) FOB bid entry. This is for informational purposes. If enabled, the Buyer wants your [input](#) of shipping information / cost.

- **Taxes:**

Applicable to CONUS / domestic Solicitations only. The Buyer can enable the *Taxes* field if, for informational purposes only, they want you to identify any taxes INCLUDED in your bid *Price*. If enabled, you can [input](#) (i.e. call out separately) the tax data INCLUDED in your bid *Price* for a particular lineitem.

User edited/Entered Data Fields:

In the fields listed below, you (the vendor) enter your applicable bid data for each lineitem as follows:

- **Price:**

Enter your total bid *Price* for each lineitem for the currently selected bid round inclusive of any and all applicable taxes.

For example, if your bid for a gallon of fuel is \$2.00 and taxes total \$1.00, your *Price* is entered as \$3.00.

Should the *Price* entry not be in the correct format, the error in Figure 39 will be displayed.

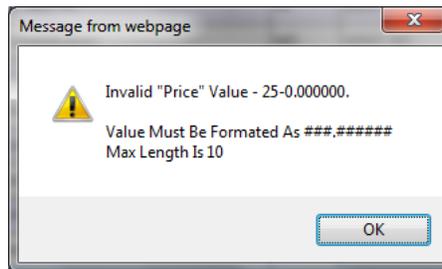


Figure 39 Invalid Price Message

- **Hub:**

If [enabled](#), check the box for the lineitem(s) you want evaluated for Historically Underutilized Business (HUB) Zone preference; otherwise, leave the box unchecked.

- **Spec Msg:**

The DLA Buyer can apply Special Message(s) to any bid line.

N/A = Not-available. If **View** is displayed, click to view Special Message(s) from the DLA Buyer. This is a read-only field.



Figure 40 Offer Bid Lines Screen, Spec Msg View Link

For your reference, an example of a **Bid Line Special Messages** screen is provided in Figure 41.

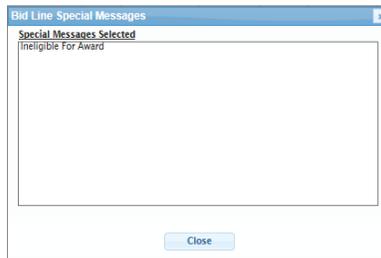


Figure 41 Bid Line Special Messages Screen

- **FOB:**

This is for informational purposes only. If enabled, the Buyer would like you to identify your transportation information. When a lineitem is selected that utilizes a *Mode* for which the Buyer has enabled Freight on Board (*FOB*) bids (e.g, *FOBTW*, *FOBRL*), an **Edit** link (Figure 42) is displayed in this field.

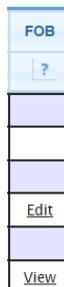


Figure 42 Offer Bid Lines Screen, FOB Edit Link

Click the **Edit** link to display the **FOB Bid Line Data** screen (Figure 43) where you can fill in the following transportation information:

Shipping Information:

Enter the location from which the fuel is being shipped, e.g. the name of a town, the name of a refinery, etc. *(up to 25 Characters, capitalized)*

State:

Enter the abbreviation of the state from which the fuel is being shipped. *(2 Characters, capitalized)*

Zip:

Enter the zip code of the area from which the fuel is being shipped. *(Number, 11111-1111)*

Rate:

Enter the cost per gallon that it will cost (the Vendor) to ship the fuel to its destination. *(Number, up to 3 places to the left of the decimal, up to 6 places to the right of the decimal)*

When you are finished entering FOB data, clicking **Done** retains your entries and returns you to the **Offer Bid Lines** screen (Figure 38); **Cancel** returns you to the **Offer Bid Lines** screen without keeping your entries.

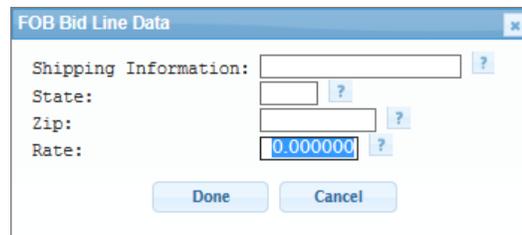
The screenshot shows a window titled "FOB Bid Line Data" with a close button in the top right corner. Inside the window, there are four input fields with labels to their left: "Shipping Information:", "State:", "Zip:", and "Rate:". Each input field has a small blue question mark icon to its right. The "Rate" field contains the text "0.000000". At the bottom of the window, there are two buttons: "Done" and "Cancel".

Figure 43 FOB Bid Line Data Screen

If the link on the **Offer Bid Lines** screen (Figure 42) displays as **View**, the lineitem and, therefore, the **FOB Bid Line Data** screen is read-only.

- **Notes:**

Click the **Edit** link to display the **Notes For LineItem** screen (Figure 45) where you can enter additional information you want to convey to the Buyer about a particular lineitem. A red link indicates there are notes that have previously been entered. If the link displays as **View**, then the associated lineitem is read-only.

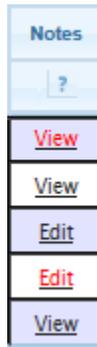


Figure 44 Offer Bid Lines Screen, Notes Edit Link

When you are finished entering your *Notes*, clicking **Save** retains your entries and returns you to the **Offer Bid Lines** screen (Figure 38); **Cancel** returns you to the **Offer Bid Lines** screen without keeping your entries.



Figure 45 Notes For Line Item Screen

- **Taxes:**

This is for informational purposes only. If [enabled](#), the Buyer would like you to identify the taxes that are INCLUDED in you total *Price*. When tax entry has been enabled by the DLA Buyer, a **Taxes** link is displayed in black text (Figure 46). Click this link to select / enter tax information on the **Bid Line Taxes** screen (Figure 47).

For example, if you entered \$3.00 as your *Price* of which *Taxes* total \$1.00, you identify the \$1.00 in *Taxes* on the **Bid Line Taxes** screen.

If the **Taxes** link displays in red text (Figure 46), tax information has been provided for the associated lineitem. If tax entry has not been enabled *N/A* displays in this field.



Figure 46 Offer Bid Lines Screen, Taxes Link



Figure 47 Bid Line Taxes Screen

To select the tax(es) included in your bid *Price*, from the *Available Taxes* column, on the **Bid Line Taxes** screen (Figure 47), click on the desired tax item to move it to the *Selected Taxes* box. Clicking the magnifying glass icon provides a text box which allows you to [Search](#) for a particular tax.

To remove a *Selected Taxes* item, click the arrow next to an individual tax item you want to remove or click the arrow at the top of the column to remove All items.

For each selected tax item, enter the value of the tax (in dollars). When you are finished with your tax items, clicking **Save** retains your entries and returns you to the **Offer Bid Lines** screen (Figure 38); **Cancel** returns you to the **Offer Bid Lines** screen without keeping your entries.

- **Delete:**

The red circled **X** on the **Offer Bid Lines** screen (Figure 48) allows you to delete the associated lineitem, after confirming the desired action on the **Are You Sure...Warning** screen (Figure 49). If the **Delete** icon is not displayed, i.e., field is empty (Figure 48), the lineitem is read-only.



Figure 48 Offer Bid Lines Screen, Delete Link



Figure 49 Delete This Record Warning

An example of a completed **Offer Bid Lines** screen, after selecting your lineitems, and making your bid entries (including bid price and applicable, *HUB*, *FOB* and *Tax* data) is shown in Figure 50.

Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	HUB	Spec Msg	FOB	Notes	Taxes
416-55	FUEL OIL, BURNER #6 (F56)	TT	NEW LONDON	CT	USCG	220000	2.250000	2.271667	PNYCG#1.0	<input type="checkbox"/>	N/A		Edit	Taxes
547-DS1	Red-Dyed ULSD, #2 Grade (DSS)	FOBTW	KITTERY	ME	NAVY	730000	3.150000	3.188500	COPTME2UR	<input type="checkbox"/>	N/A		Edit	Taxes
782-08	RFG REGULAR UNLEADED (MRR)	TW	BRADLEY	CT	AFNG	20000	1.000000	1.000000	AD-NUHVRFGUNL	<input type="checkbox"/>	N/A		Edit	Taxes
799-US	ULSD (DS2)	TW	BUZZARDS BAY	MA	AFNG	18000	0.999000	1.000000	AD-NUHVRNO2ULS	<input type="checkbox"/>	N/A		Edit	Taxes
D04-08	RFG REGULAR UNLEADED (MRR)	TT	BELLMAWR	NI	USPS	145000	2.950000	2.921300	COPHILURG	<input type="checkbox"/>	N/A		Edit	Taxes

Showing 1 to 5 of 5 entries

Bid Summary Report Submit Bids New Bid Done

Figure 50 Offer Bid Lines Screen, Bids Entered Example (Round 1, Initial Offer)

Clicking **Done** on the **Offer Bid Lines** screen (Figure 48) returns you to the **Solicitations For Offers** screen (Figure 32). Clicking **Done** does NOT submit your bid. Bids are conveyed to the Buyer via the [Submit Bids](#) process which is described in Section [3.3.5](#).

Throughout the time that a round is open, the [bid entering](#) and [submission](#) processes can be repeated / updated as you want. You may enter bid data (which is saved to the database in real-time), exit the **Offer Bid Lines** screen (**Done**) and return at another time to modify / complete your bid(s) entry. During Standard rounds (e.g., [Initial](#) / [Interim](#) / [Final](#), etc...), 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.

Once the bid round has closed, indicated by the **Offer Bid Lines** screen displaying **(Closed)** text next to the *Round* drop-down, the screen is in a read-only format and bids can no longer be modified for this round as shown in Figure 51.

Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	HUB	Spec Msg	FOB	Notes	Taxes
004-US3	ULSD (DS2)	TW	REGION IV	AL	FEMA	2025000	2.950000	2.987500	PLUSGCWBULSD		N/A		View	Taxes
009-285	GASOLINE, REG UNL (MUR)	TW	REGION IX	CA	FEMA	30000	2.600000	2.619200	PLUSGCWBUNL		N/A		View	Taxes
009-US3	ULSD (DS2)	TW	REGION IX	CA	FEMA	168750	2.900000	2.987500	PLUSGCWBULSD		N/A		View	Taxes

Showing 1 to 3 of 3 entries

[Bid Summary Report](#) [Done](#)

Figure 51 Offer Bid Lines Screen, Round Closed Example

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.

3.3.3.b(2) Round *N* – Interim...Final Offer

Subsequent Standard rounds of bidding are identified as those rounds after the first bid round through the last Standard round, prior to any [Reverse Auction](#) round(s). In these rounds, after [selecting a solicitation](#), the **Offer Bid Lines** screen (Figure 52) displays with the lineitems on which you (the vendor) bid in the previous round. Your bid *Price* from the previous round now displays in the *Prev Bid* field as well as the *Price* field. (The *Prev Bid* field is NOT displayed in the [initial round](#) of bidding). The *Price* field is editable to modify your bid for the current round.

Offer Bid Lines For BONANZA FUEL															
Bids For Solicitation: SP0600-11-R-0210-001 Round: 5 - BAFO															
Open Date: 04/04/2014 12:00 Close Date: 04/25/2014 00:00 (Eastern)															
Line Item	Product	Mode	Activity	State	Service Code	Quantity	Prev Bid	Price	BR Price	Escalator ID	HUB	Spec Msg	FOB	Notes	Taxes
001-58	JET FUEL, TYPE A-50 (JET A50)	TW	BETHEL	AK	ARMY NG	150000	0.000000	3.050000	3.196800	PD-SEAT:JKBAR		N/A		View	N/A
002-43	FUEL OIL, BURNER, #1 (FS1)	TT	CHENA FLOOD CONTROL PROJ	AK	ARMY	25000	0.000000	3.150000	3.540000	OD-ACRG-NO1		N/A		View	N/A
003-US	ULSD (DS2)	TT	BLACK RAPIDS TRAINING SJ	AK	ARMY	100000	0.000000	3.200000	3.243000	OD-DSEAT-NO2ULS		N/A		Edit	N/A
790-UMT	ULSD (DS1)	FOBTW	EIELSON AFB	AK	USAF	42000	0.000000	0.000000	3.676700	OD-ACRG-NO1ULS		N/A	Edit	Edit	N/A
785-28	GASOLINE, REG UNL (MUR)	AIR	INDIAN MOUNTAIN AFS	AK	USAF	2500	0.000000	0.000000	3.400000	GP-ACHRG-UNL		N/A		Edit	N/A
D05-43	FUEL OIL, BURNER, #1 (FS1)	FOBTW	KING SALMON	AK	FAA	220000	0.000000	3.300000	3.540000	OD-ACRG-NO1		N/A	View	View	N/A

Figure 52 Offer Bid Lines Screen, Round N (Interim...Final Offer) Example

The lineitems displayed in the grid can be filtered via the provided [Search](#) option and reordered using the [sort](#) arrows at the top of each data column. Certain data fields for each lineitem on the **Offer Bid Lines Screen** (Figure 52) were populated by [data from the Solicitation](#); some are [Buyer](#) enabled; others require [your input](#) during the bid entry process.

Clicking **Done** on the **Offer Bid Lines** screen (Figure 52) returns you to the **Solicitations For Offers** screen (Figure 32). Clicking **Done** does NOT submit your bid. Bids are conveyed to the Buyer via the [Submit Bids](#) process which is described in Section [3.3.5](#). You must **Submit Bids** on each Standard round established; whether or not you make any change to your offer(s).

Throughout the time that a round is open, the [bid entering](#) and [submission](#) processes can be repeated / updated as you want. You may enter bid data (which is saved to the database in real-time), exit the **Offer Bid Lines** screen (**Done**) and return at another time to modify / complete your bid(s) entry. During Standard rounds (e.g., [Initial](#) / [Interim](#) / [Final](#), etc...), you can update prices as well as [add](#) / [delete](#) lineitems; in [Reverse Auction](#) rounds *Price* can be updated, however, lineitems cannot be added or deleted.

Once the bid round has closed, indicated by the **Offer Bid Lines** screen displaying **(Closed)** text next to the *Round* drop-down, the screen is in a read-only format and bids can no longer be modified for this round as shown in Figure 53.

Offer Bid Lines For BONANZA FUEL															
Bids For Solicitation: SP0600-11-R-0210-001 Round: 3 - Final Proposal Revision															
(Closed) Open Date: 01/01/2014 06:30 Close Date: 01/15/2014 12:00 (Eastern)															
Line Item	Product	Mode	Activity	State	Service Code	Quantity	Prev Bid	Price	BR Price	Escalator ID	HUB	Spec Msg	FOB	Notes	Taxes
D58-43	FUEL OIL, BURNER, #1 (FS1)	TT	NOME	AK	GSA	40000	0.000000	4.210000	4.220000	FIXED-PRICE		N/A		View	Taxes
D58-46	FUEL OIL, BURNER #2 (FS2)	TT	NOME	AK	GSA	40000	0.000000	4.210000	3.202000	OD-DSEAT-NO2HS		N/A		View	Taxes
D53-AA	DIESEL FUEL #1 (AG1)	TW	NOME	AK	FAA	220000	0.000000	4.210000	4.220000	FIXED-PRICE		N/A		View	Taxes

Figure 53 Offer Bid Lines Screen, Round Closed Example (Round N – Interim...Final Offer)

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.

3.3.3.b(3) Reverse Auction – Round 1...Round N

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.

In Reverse Auction rounds of bidding, after [selecting a solicitation](#), the **Offer Bid Lines** screen (Figure 54) displays with the lineitems you (the vendor) bid on in the last Standard round that have been included in the Reverse Auction. These are the only lineitems you may bid on in the Reverse Auction process. Lineitems may not be added or deleted in a Reverse Auction round.

The lineitems displayed in the grid can be filtered via the provided [Search](#) option and reordered using the [sort](#) arrows at the top of each data column. As with a Standard bid round, certain data fields for each lineitem on the **Offer Bid Lines** screen (Figure 54) were populated by [data from the Solicitation](#); some are [Buyer](#) enabled; others require [your input](#) during the bid entry process.

A *Win Bid* field now displays showing the winning low bid from the previous round for each lineitem. Your last round bid is displayed in both the *Prev Bid* and *Price* fields, with the *Price*, *Hub* (if applicable), *FOB* (if applicable), *Notes* and *Taxes* fields editable to modify your bid for the Reverse Auction round.

Line Item	Product	Mode	Activity	State	Service Code	Quantity	Prev Bid	Win Bid	Price	BR Price	Escalator ID	HUB	Spec Mtg	FOB	Notes	Taxes
0001	DIESEL FUEL (TURKEY PC&S)	TT	TURKEY AUTOMATED PROG	TR	AAFES	174312	2.850000	2.850000	2.850000	2.864766	PLMFMDUL10		N/A		Edit	N/A
0002	GASOLINE, PREM (ULG)	TT	TURKEY AUTOMATED PROG	TR	AAFES	580834	2.950000	2.800000	2.950000	2.824735	PMFMDPUL10		N/A		Edit	N/A

Figure 54 Offer Bid Lines Screen, Reverse Auction Round Example

The **Submit Bids** process is not applicable to Reverse Auction rounds as all bids are automatically submitted at the end of the round as part of the Reverse Auction process. Clicking **Done** on the **Offer Bid Lines** screen (Figure 54) returns you to the **Solicitations For Offers** screen (Figure 32).

Throughout the time that a round is open, the [enter bids](#) process can be repeated / updated as you want.

Once the bid round has closed, indicated by the **Offer Bid Lines** screen displaying **(Closed)** text next to the *Round* drop-down as shown in Figure 55, the screen is in a read-only format and bids can no longer be modified for this round.



**Figure 55 Offer Bid Lines Screen, Round Closed Example
(Reverse Auction Round)**

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.

3.3.3.c 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 PP (under [My Account](#)) will get an email notification that the Solicitation has been amended (example Figure 56). 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.

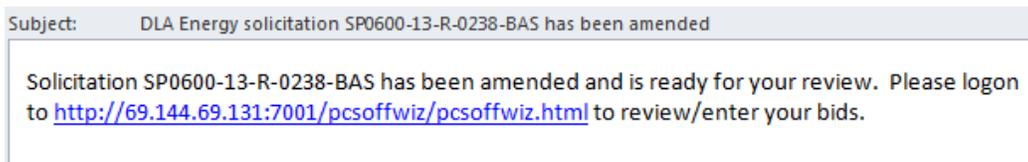


Figure 56 Solicitation Amendment Notification Example

You can identify cancelled lineitem(s) and lineitem quantity change(s) that occur on amendment by looking at the Special Message ([Spec Msg](#)) field. Additionally, if a lineitem that has been bid on gets cancelled on amendment, the lineitem will turn to read-only (i.e., the [Delete](#) function will not be available) on the **Offer Bid Lines Screen**.

Lineitems that are added on amendment may be identified in the Solicitation Amendment email notification, and/or will be displayed on the **Bid Line Item Selection** screen (Figure 36) to be selected via the [New Bid](#) button.

If an Amendment has been published / applied to the Solicitation, you should check FedBizOps (<https://www.fbo.gov/>) prior to submitting your bid 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.

As with any other Standard round, in an amended Solicitation round, throughout the time that a round is open, you may repeat / update the [bid entering](#) and [submission](#) processes as you want. You may enter bid data (which is saved to the database in real-time), exit the **Offer Bid Lines** screen (**Done**) and return at another time to modify / complete your bid(s) entry. You can update prices, [add](#) lineitems and [delete](#) lineitems.

3.3.4 Bid Summary Report

For each round of bidding, the **Offer Bid Lines** screen displays a **Bid Summary Report** button (Figure 57). This report contains a snapshot in time of your (the vendor's) bids and associated lineitem data for the currently selected round. A **Bid Summary Report** for a different round can be produced by first selecting the round via the *Round* drop-down.

Line Item	Product	Mode	Activity	State	Service Code	Quantity	Prev Bid	Price	BR Price	Escalator ID	HUB	Spec	FOB	Notes	Taxes
001-58	JET FUEL, TYPE A-50 (JET A50)	TW	BETHEL	AK	ARMY NG	150000	0.000000	3.050000	3.196800	PD-SEAT-JKBAR		N/A		View	N/A
002-43	FUEL OIL, BURNER, #1 (FS1)	TT	CHENA FLOOD CONTROL PROJ	AK	ARMY	25000	0.000000	3.150000	3.540000	OD-ACRG-NO1		N/A		View	N/A
003-US	ULSD (DS2)	TT	BLACK RAPIDS TRAINING SI	AK	ARMY	100000	0.000000	3.200000	3.243000	OD-DSEAT-NO2ULS		N/A		Edit	N/A
760-UW1	ULSD (DS1)	FOBTW	EIELSON AFB	AK	USAF	42000	0.000000	0.000000	3.676700	OD-ACRG-NO1ULS		N/A		Edit	N/A
785-28	GASOLINE, REG UNL (MUR)	AIR	INDIAN MOUNTAIN AFS	AK	USAF	2500	0.000000	0.000000	3.400000	OP-ACHRG-UNL		N/A		Edit	N/A
D05-43	FUEL OIL, BURNER, #1 (FS1)	FOBTW	KING SALMON	AK	FAA	220000	0.000000	3.300000	3.540000	OD-ACRG-NO1		N/A		View	View

Figure 57 Bid Line Screen Example

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

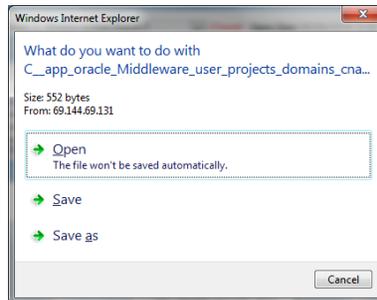


Figure 58 Report Options Window

The **Bid Summary Report** (Figure 59) 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).

Bids For BONANZA FUEL Solicitation SP0600-11-R-0210-001 Round 5 (BAFO)											
A	B	C	D	E	F	G	H	I	J	K	L
Bids For BONANZA FUEL Solicitation SP0600-11-R-0210-001 Round 5 (BAFO)											
Open Date: 04/04/2014 12:00 Close Date: 04/25/2014 00:00 (Eastern)											
Line Item	Product	Mode	Activity	State	Service Cc	Quantity	Prev Bid	Price	BR Price	Escalator ID	Tax Total
001-58	JET FUEL TYPE A-50 (JET A50)	TW	BETHEL	AK	ARMY NG	150000	0	3.05	3.1968	PD-SEAT-JKBAR	0
002-43	FUEL OIL BURNER #1 (FS1)	TT	CHENA FLOOD CONTROL PROJ	AK	ARMY	25000	0	3.15	3.54	OD-ACRG-NO1	0
003-US	ULSD (DS2)	TT	BLACK RAPIDS TRAINING SI	AK	ARMY	100000	0	3.2	3.243	OD-DSEAT-NO2ULS	0
760-UW1	ULSD (DS1)	FOBTW	EIELSON AFB	AK	USAF	42000	0	0	3.6767	OD-ACRG-NO1ULS	0
785-28	GASOLINE REG UNL (MUR)	AIR	INDIAN MOUNTAIN AFS	AK	USAF	2500	0	0	3.4	OP-ACHRG-UNL	0
D05-43	FUEL OIL BURNER #1 (FS1)	FOBTW	KING SALMON	AK	FAA	220000	0	3.3	3.54	OD-ACRG-NO1	0

Figure 59 Bid Summary Report

3.3.5 Submit Bids

For each Standard round of bidding established, even if you have not made changes to your offer(s), you must **Submit** your bid.

When you (the vendor) are ready to convey your bid(s) to the Buyer, clicking the **Submit Bids** button at the bottom of the **Offer Bid Lines** screen (Figure 60) produces the **Submit Offer Package Verify** screen (Figure 61).

Line Item	Product	Mode	Activity	State	Service Code	Quantity	Prev Bid	Price	BR Price	Escalator ID	HUB	Spec Msg	FOG	Notes	Taxes
001-58	JET FUEL, TYPE A-50 (JET A50)	TW	BETHEL	AK	ARMY NG	150000	0.000000	3.050000	3.196800	PD-SEAT-JKBAR	<input type="checkbox"/>	N/A		View	N/A
002-43	FUEL OIL, BURNER, #1 (FS1)	TT	CHENA FLOOD CONTROL PROJ	AK	ARMY	25000	0.000000	3.150000	3.540000	OD-ACRG-NO1	<input type="checkbox"/>	N/A		View	N/A
003-US	ULSD (DS2)	TT	BLACK RAPIDS TRAINING SI	AK	ARMY	100000	0.000000	3.200000	3.243000	OD-DSEAT-NO2ULS	<input type="checkbox"/>	N/A		Edit	N/A
760-UW1	ULSD (DS1)	FOBTW	EIELSON AFB	AK	USAF	42000	0.000000	0.000000	3.676700	OD-ACRG-NO1ULS	<input type="checkbox"/>	N/A	Edit	Edit	N/A
785-28	GASOLINE, REG UNL (MUR)	AIR	INDIAN MOUNTAIN AFS	AK	USAF	2500	0.000000	0.000000	3.400000	OP-ACHRG-UNL	<input type="checkbox"/>	N/A		Edit	N/A
D05-43	FUEL OIL, BURNER, #1 (FS1)	FOBTW	KING SALMON	AK	FAA	220000	0.000000	3.300000	3.540000	OD-ACRG-NO1	<input type="checkbox"/>	N/A	View	View	N/A

Figure 60 Completed Offer Bid Lines Screen Example

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

Figure 61 Submit Offer Package Verify Screen

Clicking **Continue** on the completed **Submit Offer Package Verify** screen (Figure 61) invokes the **Submit Offer Package** screen (Figure 62) displayed as an email message screen with the *From*, *To* and *Subject* fields appropriately pre-populated.

The **Submit Bids For Solicitation** screen (Figure 62) displays as an email message screen with the *From*, *To* and *Subject* fields appropriately pre-populated.

Figure 62 Submit Bids For Solicitation Screen

Enter any notes or additional information you would like to send with the submission into the *Comments / Message to Buyer* field.

Figure 63 Complete Submit Bids for Solicitation Screen

Finally, clicking **Submit** on the completed **Submit Bids For Solicitation** screen (Figure 63) prepares your bid for import into the PCS BEM⁴ application and notifies the Buyer that the submission package is available. Upon successful submission, the message in Figure 64 will be displayed. Click **OK** and you will be returned to the **Offer Bid Lines** screen (Figure 60). Your bids have been submitted, and you can log-out.



Figure 64 Bids Successfully Sent Message

***NOTE:** The bid submission process can be repeated as you want until the closing time / date of the bid round. During Standard Initial / Interim / Final rounds (that are open), vendors can update their bids and re-submit, within the constraints of the round.

The **Submit Bids** process is not applicable to Reverse Auction rounds as all bids are automatically submitted at the end of the round as part of the Reverse Auction process.

⁴ See the *Posts, Camps & Stations Bid Evaluation Model Functional Description Document, CNA-FR 420-01* for more information on this application.

3.4 About

Clicking the **About** menu on the **Main** screen (Figure 65) invokes the **About PC&S Offer Entry Tool** screen (Figure 66). This screen provides version / release information about the PCS OET.



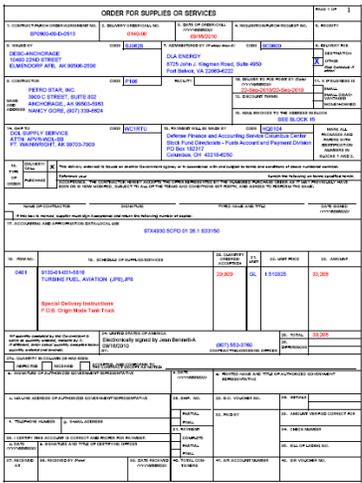
Figure 65 Main Screen, About



Figure 66 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
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
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: 
DD250	Material Inspection and Receiving Report (load or discharge) Example:

Tanker Barge Material Inspection Report			Continuation Sheet	
1. CARD NUMBER	2. REPORT NUMBER	3. LOAD/DISCHARGE REPORT	4. CONTRACT NUMBER	
NO.	CONTRACT		DESCRIPTION	
5. DETAIL TIME STATEMENT	DATE	TIME	6. LOGGING RECORD	
START OF RECORD				
ENDING DATE/TIME				
TIME LINE CODES				
OPERATOR				
OFFICER				
PRE INSPECTION START				
PRE INSPECTION TIME				
POST INSPECTION START				
POST INSPECTION TIME				
DOCUMENTS ON BOARD				
Inspection Report				
Inspection Entry				
General Remarks				
Contract Number				
Inspection Report				
PRE INSPECTION START	DATE	TIME	7. INSPECTION NOTES	8. INSPECTION REPORT
REAL LOAD/DISCHARGE START			DATE/TIME	OFFICER
REAL LOAD/DISCHARGE END			DATE/TIME	OFFICER
REAL UNLOAD/DISCHARGE START			DATE/TIME	OFFICER
REAL UNLOAD/DISCHARGE END			DATE/TIME	OFFICER
SECURE PRODUCT START	DATE	TIME	UNLOAD/START	OFFICER
SECURE PRODUCT END			DATE/TIME	OFFICER
REAL UNLOAD/DISCHARGE START			DATE/TIME	OFFICER
REAL UNLOAD/DISCHARGE END			DATE/TIME	OFFICER
REAL UNLOAD/DISCHARGE START			DATE/TIME	OFFICER
REAL UNLOAD/DISCHARGE END			DATE/TIME	OFFICER
ADDITIONAL REMARKS				
9. VERIFY THAT ALL CALDS WERE CORRECTLY ACCEPTED AND LOADED OR DISCHARGED AS INDICATED ABOVE.			10. COMMENTS ON RECEIVING TERMINAL	
Date			Signature of Tanker/Owner Representative	
			11. VESSEL REPRESENTATIVE	

DDL	Data Definition Language
DECC	Defense Enterprise Computing Center
Dedicated	Pipeline controlled by the refiner going directly to DFSP
Deep Freeze	Bulk Fuel Regional Buy name referring to Alaska
Destination Offer	An offer to provide fuel product to the government (i.e. the government assumes ownership), FOB at a “downstream” facility – DFSP or an end-user location (military base of activity)
DESC	Defense Energy Support Center – renamed “DLA Energy” in July 2010 in support of the Defense Logistics Agency’s “We are DLA” initiative.
DESC-S	Defense Energy Support Center Systems Office – changed to DLA J6F
DESC-T	Defense Energy Support Center Business Integration Office – assimilated under code “O”
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 / Ta1nk 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
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
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 NIIN 6645-00-123-4567 = NSN
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
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
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
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
SF1449	Standard Form "Solicitation/Contract/Order for Commercial Items" Example:

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
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	
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 PCS Offer Entry Tool

Posts, Camps & Stations Bid Evaluation Model Functional Description Document, CNA-FR 421-01, 2014.

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 Posts, Camps & Stations (PCS) 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 PCS OET that have been tested and placed into production, and the RFCs/Incidents that were fixed/updated in the release.

Version Number	Date	Included RFC/SCR		Included Incident/PTR	
		#	Description	#	Description
2015.04.10.01	20 April 2015			BEM-I15-0002	Require new user PP Selection upon initial log-on; exclude Zero price offers from export process; provide solution for circumstance where no Solicitation is available for selection; modify bid submission process: include an e-sig and 1449 form / exclude bid package pdf; modify handling of email communication.
2015.01.09.01	29 Jan 2015		N/A	BEM-I15-0001	EBS PCS BEM Interface so that the PR-INT-35129 And PR-INT-35130 Data Files

Version Number	Date	Included RFC/SCR		Included Incident/PTR	
		#	Description	#	Description
					use TSW Location Id as the a location identifier
2014.04.25.01	25 April 2014	BEM-SCR-2013-0025	External Bid Tool for the BEM.		N/A
2014.04.04.01	02 April 2014	BEM-SCR-2013-0025	External Bid Tool for the BEM.		PCS OET Test Release to establish DB connections
Phase 1 Proptype	03 July 2013	BEM-SCR-2013-0025	<i>External Bid Tool for the BEM</i>		N/A