

THE LINK

Connecting Suppliers with DLA



Issue 29
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2023 TKO Mark Your Calendars!

TKO
Seminars are
FREE!



Learn how to do business with
the Government!

July 11-12, 2023
September 5-6, 2023
November 7-8, 2023

HELD VIRTUALLY
9:00 AM - 2:30 PM (EST)

Register at: <https://tko.dla.mil/>

www.dla.mil

www.facebook.com/dla.mil

www.twitter.com/dlamil

[www.youtube.com/user/
dodlogisticsagency](https://www.youtube.com/user/dodlogisticsagency)

Packaging and Marking Discrepancies

Packaging, palletization, and marking/labeling discrepancies cause a considerable delay in payment of invoices, goods receipt, and delay the availability of material to the warfighter. In 2018, DLA began automatically notifying suppliers of materiel arriving with packaging and/or marking that is not contractually compliant. As part of a recent continuous process improvement (CPI) initiative, an enhanced notification letter will include links to a series of informational videos that provide a representation of what 'right' looks like.

Common errors addressed in the short videos are:

1. Unit/intermediate and exterior item [identification markings](#)
2. [Military shipping labels](#) – proper addressing in the Vendor Shipping Module
1. [Packaging](#) – preparation for delivery and packaging requirements
2. [Pallet types](#) – types of pallets used by DLA, correct use and preparation
3. [Shelf life](#) – how to handle materiel with a shelf life (e.g., batteries or tires)

The DLA Packaging website, <https://www.dla.mil/Logistics-Operations/Packaging/>, is the authoritative source for all DLA packaging related information. Along with a DLA Packaging and Marking Guide, Packaging FAQs, and many other packaging and marking related topics, full length educational videos are available for the following topics:

1. Vendor Shipping Requirements
2. Packaging Requirements
3. Unit Pack Marking Requirements
4. Care and Remediation of Electrostatic Discharge Sensitive (ESDS) Items

Questions for DLA Packaging can be submitted to DLA_PKG_SR@dlamail.

HINTS FOR A BETTER VENDOR

SHIPMENT MODULE (VSM) EXPERIENCE

The DLA Distribution Vendor Shipment Module (VSM) is a DLA enterprise-wide, web-based system that improves cargo movement from DLA vendors to customers while providing in-transit visibility. It streamlines movement through utilization of DLA routing/addressing logic and integrates shipments into the Defense Transportation System (DTS).

Whether you are new to using VSM or have been using the VSM system for years, this article contains helpful tips to avoid common errors.



- VSM is a web-based system, available to vendors for notifying DLA to provide transportation service.
- VSM usage is required for both DLA and DCMA administered contracts. For FOB origin contracts, shipping documents, to include either small parcel tracking labels, bills of lading (BOLs), military shipping labels (MSLs), package or box labels, and commercial invoices must be printed from the VSM system. For FOB destination contracts, the MSL will print, providing the most up to date, accurate ship to address. (Proc Letter 2023-01, dated 10/20/22, made the use of VSM for FOB destination a requirement.)
- Do not print small parcel labels prior to the day of or day before actual pickup. If labels are printed earlier, FedEx or UPS may have expired the tracking number and refuse the pickup. The most current recipient address is acquired at the time of order entry in the VSM system, therefore correct addressing is compromised when labels and BOLs are not immediately used.
- Choose the correct contract from the list of contracts in either the Origin or Destination processing screen.
- Enter the correct weight (including dunnage), pieces, and dimensions. Dimensions are in inches, not feet. Weight is in whole numbers only.
- Attach the correct MSL and package or box labels when shipping multiple contracts. The sort machines at small parcel facilities move at light speed, so be sure that labels are attached securely and packaging is adequate to avoid separation of material from the package or box and that there will be no loss or damage to the shipping labels.

HINTS FOR A BETTER VENDOR

SHIPMENT MODULE (VSM) EXPERIENCE CONT.

- When shipping a partial, be sure that your order entry includes only the number of pieces you intend to ship. Entering the full quantity completely closes the order in VSM making it impossible to obtain further labels or transportation for any remaining quantity.
- When shipping multiple shipments as “all packed in one,” please note that at least one shipment in the group must complete and close the entire order CLIN.
- When awards requiring that a date for shelf life, manufactured date, or assembled date be printed on the outside packaging labels, be sure to enter the date in VSM by utilizing the Item Labels radio button. Next, use the dropdown box from the Item Label Data screen to choose the type of date. After entering the date and clicking submit, continue to process the shipment.
- Expect to see small parcel shipment labels in the print screen almost immediately after an order entry. Expect BOLs for Less than Truckload (LTL) and Truckload (TL) shipments to be available in the print screen between 24 and 48 hours of order entry. Air challenge shipments may be pending for 3-5 business days prior to clearance. Documents necessary for FOB destination shipments should be available immediately after order entry.
- Be proactive! If you don't have access to the labels within the appropriate timeframe, don't delay, call the respective VSM Help Desk. For DLA administered orders, call (800) 456-5507. For DCMA administered orders, call (314) 331-4940.
- Should you find that the award you intend to ship is not listed in either the FOB Origin or FOB Destination processing screen, the Manual Process Order (MPO) function is available for manually adding the order; however, it is imperative that you manually input the correct information. This includes NIIN, FSC, destination DODAAC, quantity, unit of issue, price per item, FOB terms, and contract delivery date. If you aren't sure what those items are or where to find them in your contract, reach out to the VSM transportation team for assistance. 100% accuracy is imperative.
- Keep the point of contact information for each shipping location up to date. Keep the hours of operation and observed holidays up to date for each shipping location. That information can be entered and updated in the maintenance tab of VSM.

The main function of DLA VSM transportation associates is arranging and dispatching freight transportation. With more than 20,000 vendor locations registered to use VSM, it is important that errors be reduced and even eliminated so that our transportation associates can focus on moving DLA parts and material to DLA warehouses and customers.

Please send any questions or concerns to fdtpi@dla.mil. DLA appreciates our suppliers!



DIBBS HELPDESK FAQ

Aren't SAM and DIBBS the same? I already registered in SAM, why do I need to register in DIBBS?

No, SAM and DIBBS are not the same. SAM registration is required for payment of most DLA contracts (see FAR 4.1102). The DLA Internet Bid Board System (DIBBS) is a separate, web-based application that allows suppliers to submit quotes, proposals, and other contracting functions related to DLA. DIBBS registration provides users with access to DLA contracting opportunities, and, like most web-based applications, is intended to provide a level of protection for the integrity of the DIBBS system. See link for additional information: [Registration Guidelines \(dla.mil\)](https://www.dla.mil/Registration-Guidelines).



System for Award Management (SAM) data

DIBBS will pre-fill certain registration information (e.g., company name and business address from SAM.GOV) the first time a representative for a CAGE starts the DIBBS registration process. Users cannot change this information in DIBBS, but updates occur daily from SAM.GOV.

Registration for all suppliers

Registration is required to receive a login account and password to conduct transactions over the restricted portions of DIBBS (e.g., submitting electronic quotes on RFQs) and to register email addresses for solicitation and award notification on DIBBS items.

In order to register on DIBBS, the company you are representing must have a prior system registration in SAM.GOV.

Why are you asking me to provide to provide additional information to register in DIBBS?

We are attempting to validate the existence of your business. Post cards are used to verify the physical address of the company registering in DIBBS. In some instances, you may also be required to provide proof of identity and/or photos of the business' physical address (interior and exterior). DLA does not restrict where a company conducts business (except when it comes to a virtual office space, which is prohibited by the CAGE office). A residential address that operates as a business is treated the same as a company located in a commercial or industrial address. We only require color photos of the business operations (computer/phone/office equipment/manufacturing facility and address of the exterior).

Why do we have to wait for the mail? This process seems so antiquated. Can't you just email us the PIN?

The purpose of using the postal system is to verify the physical business address of DIBBS registrants. It is the most efficient process available to the DIBBS Validation Team. The DIBBS User Agreement describes the terms and conditions that are required for accessing this platform and this is the first step to ensure that suppliers are located at a physical address in accordance with PGI guidance (linked below).

[SUBPART 204.18 — COMMERCIAL AND GOVERNMENT ENTITY CODE \(osd.mil\)](#) .


DLA has a responsibility to our warfighters and the American taxpayers to ensure the integrity of our systems and protect our supply chain by verifying the identities of DIBBS users, including their business addresses.

DIBBS HELPDESK FAQ CONT.

Are we allowed to share credentials in DIBBS?

No. This is a violation of the DIBBS Terms and Conditions. Your account may be locked if DLA finds any user sharing credentials. This includes those suppliers registering as Agent/Reps. ALL DIBBS users should have their own login credentials.

Manufacturers Representatives/Agents

If you wish to add a new contractor to your "quote for" account you must submit a copy of a notarized letter or agreement authorizing you to quote on their behalf, signed by the principal/contractor granting the authorization. These letters need to be sent to the DIBBS Helpdesk Email:  DIBBSBsm@dla.mil.

Why is my DIBBS Reinstatement Package or DIBBS Post Card Verification of additional information being rejected?

We only accept a single file PDF or DOC file per the instructions that were provided. We do not accept .ZIP or any .JPG files. Any files received that do not meet the format as instructed are automatically rejected and the registrant will be asked to provide a corrected document. Single file means one document. Multiple files in a PDF or DOC format do not meet the requirements of single file.

Reminders:

All communication with the DIBBS Validation Team and DIBBS TC Monitor is conducted via email. Please contact them at DIBBS_Validation@dla.mil or DIBBS_TC_MONITOR@DLA.MIL.

DIBBS access via any proxy use is prohibited.

DIBBS OCONUS access without prior authorization is prohibited.

LAND SUPPLY CHAIN - "HOT" ITEMS LIST

Do you have parts on hand? Government surplus?
Manufacturers' overruns?

DLA Land Supply Chain has posted a list of items that are urgently needed at: [Selling to DLA Land and Maritime](#)

We are looking for readily available and usable material. We are asking our industry partners to review this list and let us know if you have surplus, manufacturers' overruns, or residual inventory. The intent is to update this list monthly so please check back regularly.

Please submit inquiries to FL.AvailMat@dla.mil .



REVISED DIBBS USER TERMS AND CONDITIONS 2023

In order to enhance information security, DLA will be updating the DIBBS user terms and conditions the evening of 06 Jul 2023. After this date, all DIBBS registered users will be prompted to accept the new terms and conditions the next time they log into the system. Until the new terms and conditions are accepted, DIBBS users will not have their full access privileges. The new terms and conditions can be viewed at:

DIBBS Super User

https://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/DIBBS%20SuperUser%20Terms%20and%20Conditions_July%202023.docx?ver=stOTOW3g8zlbS5o6srhHUA%3d%3d

DIBBS Subordinate User

https://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/DIBBS%20SubordinateUser%20Terms%20and%20Conditions_July%202023.docx?ver=NhV-cKsjK_r2g61GO347ZQ%3d%3d

DIBBS DOCUMENT RETENTION POLICY

This is a reminder that there is a retention policy for the amount of time documents are available on DIBBS. Please make sure you save all documents needed in a timely manner and in accordance with the following time frames listed below.

- Large Purchase Contract Awards and Modifications - 60 Days after Contract Closeout
- Basic Contract Awards and Modifications - 60 Days after Contract Closeout
- Purchase Order (PO) and Delivery Order (DO) Awards - 120 Days after Posting to DIBBS (unless Modified)*
 - *PO and DO Modifications (and associated PO/DO) - 120 Days after Latest Modification Posting to DIBBS
- Subsistence Awards (Non-Public) - 30 Days after Posting to DIBBS
- RFQs Cancelled or Deleted - 30 Days after Cancellation/Deletion Date
- RFQs Resulting in Awards - 90 Days after Solicitation Closing Date
- RFPs - On the Closing Date or Amended Closing Date

As always, any questions regarding DIBBS may be directed to the DIBBS support desk via the on-line feedback form at: <https://www.dibbs.bsm.dla.mil/FeedBack/> or via e-mail to: DibbsBSM@dlamail

A copy of this retention policy can be found on DIBBS under the “notices” section on the home page.