



DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Defense Logistics Agency (DLA)Energy

Enterprise External Business Portal (EEBP)
Frequently Asked Questions (FAQ)

July 2014



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Table of Contents

1.	What is the Enterprise External Business Portal (EEBP)?.....	3
2.	What specific functionality do external DLA Energy Users have with the EEBP?	3
3.	Who uses the EEBP and what access is needed?.....	4
4.	What Reports are available in the EEBP?.....	4
5.	How do Customers or Business Partners (DFSPs) who place orders in the EEBP add, remove and/or change DoDAACs?.....	5
6.	What is AMPS and what is the process for gaining access to the EEBP?	5
7.	Once access is granted to the AMPS, what AMPS role should users select to obtain proper access to the EEBP or FMD?.....	6
8.	How often are users required to revalidate AMPS accounts? What happens if the deadline is missed?	7
9.	Once the AMPS role is approved, how do users access the EEBP?	7
10.	What steps should be taken if an EEBP password has expired?	7
11.	Where are navigational Job Aids available for performing functions within the EEBP?	8
12.	Is there a list of fuel products and current prices available in the EEBP?	8
13.	Where can I find updates, reference material, or get assistance for the EEBP?.....	8



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

1. What is the Enterprise External Business Portal (EEBP)?

The EEBP is the gateway for accessing back-end DLA applications directly through a single point of access for DLA Customers and Business Partners at Defense Fuel Supply Points (DFSP) and Service Control Points (SCP)s. The EEBP:

- Is a secure, web-enabled interface
- Provides single sign-on capabilities via User ID and password or Department of Defense (DoD) issued Common Access Card (CAC)
- Eliminates the need for multiple login sessions and accounts

NOTE: Internet Explorer Users must use 100% zoom to properly view EEBP.

2. What specific functionality do external DLA Energy Users have with the EEBP?

EEBP Functionality	Description
Maintain Line of Accounting (LOA)	This option should be selected for Air Force and Navy Customers and Business Partners that need to maintain their LOA
View Line of Accounting	This option should be selected for Army Customers and Business Partners that need to view their LOA
Maintain Delivery Location Conditions	This is for users requesting access to maintain customer location and delivery data (e.g., Address, Delivery Notes, etc.) for their authorized Petroleum location/ material Department of Defense Activity Address Codes (DoDAACs)
Demand Planning Collaboration	This is for users requesting access to collaborate with the DLA Energy Demand Planners for their authorized Petroleum items/ locations
Customer Direct Ordering	This is for users requesting access to place Customer Direct Sales Orders for their authorized Petroleum DoDAACs
DLA Into-Stock Ordering	This is for users requesting access to place DLA Inventory Resupply Requests for their authorized Petroleum DoDAACs
Standard EEBP Reporting	This is for users requesting access to view and download standard EEBP sales reports for external organizations and systems
(SCP) Reporting	This is for SCP users requesting access to view and download additional SCP-only Reports in addition to standard EEBP sales reports for external organizations and systems
EEBP Vehicle/Aircraft Ownership Data Display	This reflects the USAF Aircraft ownership information stored in the Enterprise Core Component (ECC) Vehicle Ownership Table
EEBP Customer Card Data Display	This identifies the template to be submitted by customers using the EEBP in order to view Customer Card data as stored in the ECC custom table
Customer Direct Ordering	This is for users requesting access to place Customer Direct Sales Orders for their authorized Petroleum DoDAACs
DLA Into-Stock Ordering	This is for users requesting access to place DLA Inventory Resupply Requests for their authorized Petroleum DoDAACs



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

EEBP Functionality	Description
Standard EEBP Reporting	This is for users requesting access to view and download standard EEBP sales reports for external organizations and systems
EEBP Vehicle Ownership Data Display	Vehicle Ownership Data Display Form reflects the USAF Aircraft ownership information stored in the ECC Vehicle Ownership table
EEBP Customer Card Data Display	The EEBP Customer Card Data Display Form identifies the template to be submitted by customers using the EEBP in order to view Customer Card data as stored in the ECC custom table

3. Who uses the EEBP and what access is needed?

DLA Inventory Resupply DFSPs: If you are a DFSP that orders for DLA Inventory Resupply (specifically ground fuels), you probably used Fuels Enterprise Server (FES), Paperless Ordering Receipt Transaction Screens (PORTS), or Ground PORTS in the past. You now use the EEBP to place all DLA Inventory Resupply Requests (Into-Stock Orders). You will also need access in EEBP for updating Delivery Location Conditions and to view Reports that are available in the EEBP.

Changes to DFSP DoDAACs: If you are a DFSP, the inventory DoDAAC(s) and your FuelsManager Defense® (FMD) DoDAAC(s) set up changed when you moved to the Enterprise Business System (EBS). The Service-sponsored DoDAAC will no longer be used for the inventory location. Service-sponsored DoDAAC(s) will be used only for Customers. A DLA-sponsored DoDAAC will be used for DLA inventory locations.

CAC users can reference the current DoDAAC Conversion Matrix on the [DoD Enterprise Portal Service \(DEPS\)](#) site to ensure Account Management and Provisioning System (AMPS) requests for DLA Inventory Resupply (Into-Stock Ordering) functionality reflects the most current DoDAAC(s). Non-CAC Users need to contact the DLA Energy Help Desk at energy.helpdesk@dla.mil or call 1-800-446-4950 to request a copy of the DoDAAC Conversion Matrix.

Direct Delivery (Customer Direct) Customers: If you are a Direct Delivery Customer (receive fuel directly from the vendor off of a DLA contract), you will need access in the EEBP to place Customer Direct Sales Orders. You will also need access in the EEBP for updating Delivery Location Conditions and to view Reports. Additionally, you will need access to Wide Area Workflow (WAWF) to execute the goods receipt. If applicable, Customers and/or their supporting financial entity will need access in the EEBP for Maintaining LOA.

DLA Direct Customers: If you are a DLA Direct Customer (only buy directly out of DLA Stock), you will need access in EEBP to run any Reports that are available in the EEBP.

Customer Financial Managers: If you are a Customer Financial Manager, you will need access in EEBP to view/update LOA.

4. What Reports are available in the EEBP?

All Customers and DFSPs who require EEBP to view reports are now able to do so. The table in Question #7 lists the AMPS system access profiles (JDs) to submit for each piece of EEBP Reporting functionality.

The following is a list of standard EEBP sales reports for external organizations and systems:

- EEBP Report for Fast Data - Navy Fuel Obligation Report
- EEBP Report for Wasted Costs Orders (WCOS) - Navy Fuel Obligation Report
- EEBP Report for Aviation Storekeeper Information Technology (ASKIT)



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

- EEBP Report for General Services Administration (GSA)
- EEBP Report for Defense Working Capital Fund Accounting System (DWAS) -MAXIMO - Navy Asset Management Report
- EEBP Report for Coast Guard
- EEBP Customer Sales Report
- EEBP On-Line Vehicle Integrated Management System (OLVIMS) Report

NOTE: For inventory type reports, DFSPs will use FMD.

Under a different tab within the EEBP, users with the EEBP system access profiles have access to the data displays below:

- Vehicle/Aircraft Ownership Data Display reflects the USAF Aircraft ownership information stored in the ECC Vehicle Ownership Table
- EEBP Customer Card Data Display identifies the template to be submitted by customers using the EEBP in order to view Customer Card data as stored in the ECC custom table

It is important to note that FES history will not migrate over to the EEBP; however, FES will retain current history.

EEBP Reports support and assistance can be obtained by submitting a help desk ticket to the Business System Modernization (BSM) by sending an e-mail message to [BSM Energy Help Desk](mailto:BSM_Energy_Help_Desk). Your request will be routed appropriately and someone will contact you for assistance.

5. How do Customers or Business Partners (DFSPs) who place orders in the EEBP add, remove and/or change DoDAACs?

Contact the DLA Energy Help Desk at 800-446-4950 or send an e-mail to Energy.HelpDesk@dla.mil to submit the request(s) for processing.

6. What is AMPS and what is the process for gaining access to the EEBP?

AMPS is the method DLA uses to grant both internal DLA users and external users access to DLA applications. All external users are required to self-register with AMPS, create an account, and request the necessary access in order to utilize the EEBP. The AMPS process is comprised of a series of approvals through the external site's Security Officer as well as DLA's Data Owner and Information Awareness team. The steps below outline the process external users will need to follow in obtaining access to the EEBP:

- **Step 1: AMPS Self-Registration** – A user must first create an AMPS account in order to submit a role request. "Self-Registration" is the first step needed for an External User to gain access to DLA applications
- **Step 2: Point-of-Need Access Request** – In order to access DLA applications a user must submit a role request via AMPS. Users will have the ability to request multiple roles to perform their required transactions in EEBP; however only one role can be processed at a time. Thus, a user must wait until their role is approved before applying for another role
- **Step 3: Receive AMPS Role Approval** – Users will receive an E-mail notification from AMPS indicating your role request has been approved. At this point, access to EEBP and DLA applications is granted

NOTE: Passwords will need to be changed every 60 days and will expire after 30 days of inactivity.



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

7. Once access is granted to the AMPS, what AMPS role should users select to obtain proper access to the EEBP or FMD?

The required AMPS application roles are different for each piece of EEBP functionality. These roles also vary for users that have a non “dla.mil” e-mail address versus a “dla.mil” e-mail address. Additionally, new FMD roles are needed in order to send your site’s transactions to EBS.

NOTE: On the AMPS website, desk guides and e-learning training modules are available under the AMPS Information tab to assist users.

The tables below list the AMPS Roles to submit for each piece of EEBP and/ or FMDE functionality:

EEBP Functionality	AMPS Role Overview	AMPS Role to Select for Users Without a “dla.mil” Email Address	AMPS Role to Select for Users With a “dla.mil” Email Address
Maintain Line of Accounting	This option should be selected for Air Force and Navy Customers and Business Partners that need to maintain their LOA	JD-2203 / JD-2203B*: Energy LOA Maintainer	JD-793 / JD-793B*: Energy LOA Maintainer
View Line of Accounting	This option should be selected for Army Customers and Business Partners that need to view their LOA	JD-2204 / JD-2204B*: Energy LOA Viewer	JD-794 / JD-794B*: Energy LOA Viewer
Maintain Delivery Location Conditions	This is for users requesting access to maintain customer location and delivery data (e.g. Address, Delivery Notes, etc.) for their authorized Petroleum location/ material DoDAAC(s)	JD-2202 / JD-2202B*: Energy Delivery Location Conditions Maintainer	JD-792 / JD-792B*: Energy Delivery Location Conditions Maintainer
Demand Planning Collaboration	This is for users requesting access to collaborate with the DLA Energy Demand Plan for their authorized Petroleum items/ locations	JD-2205 / JD-2205B*: Energy Planning Collaborator	JD-795 / JD-795B*: Energy Planning Collaborator
Customer Direct Ordering	This is for users requesting access to place Customer Direct Sales Orders for their authorized Petroleum DoDAACs	JD-2200 / JD-2200B*: Energy Customer Direct Order Processor	JD-790 / JD-790B*: Energy Customer Direct Order Processor
DLA Into-Stock Ordering	This is for users requesting access to place DLA Inventory Resupply Requests for their authorized Petroleum DoDAACs	JD-2201 / JD-2201B*: Energy Into-Stock Order Processor	JD-791 / JD-791B*: Energy Into-Stock Order Processor
Standard EEBP Reporting	This is for users requesting access to view and download standard EEBP sales reports for external organizations and systems	JD-2206 / JD-2206B*: Energy Report Viewer	JD-226: BO Energy Finance Reporting Role JD-227: BO Energy Non-Finance Reporting Role



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

FMDE Functionality	AMPS Role Overview	AMPS Role to Select
Accountant at Thin Client Installation	This is for any DFSP Enterprise Accountant that performs Accounting functions; the permissions allowed for this role are Accounting (R, W), Enterprise file Export	FMD8-100 Service DFSP Acct Role 100
Responsible Officer at Thin Client Installation	This is for any FMD 8 Thick Client Accountant User; the permissions allowed for this role are Accounting, Appointments, Equipment Status, Personnel, Quality Assurance, Training, and Maintenance (R only)	FMD8-101 Service DFSP RO Role 101
Accountant at Thick Client Location	This is for any FMD 8 Thick Client Accountant User; the permission allowed for this role is Enterprise file Import Export	FMD8-102 Service DFSP Using FMD

The FMDE Role Request Desk Guide on requesting FMDE roles has been posted to [DLA Energy's EEBP Website](#).

NOTE: The first AMPS role selected by a user becomes their primary JD. If a user needs secondary JD access, the primary JD must be fully approved before the user can request a secondary JD. If the primary JD has not been approved, the user will receive an error message when requesting their secondary JD.

* Denotes a secondary JD. This option only appears in AMPS if the user already has a primary JD.

8. How often are users required to revalidate AMPS accounts? What happens if the deadline is missed?

Users have to revalidate their account on an annual basis. There will be a 30 day notice prior to the annual revalidation deadline. If a user fails to revalidate during this 30 day period, their account will expire. If the account then goes 90 days from that point without an AMPS role, the account will be deleted. Once an account is deleted, the user will then have to create a new AMPS account to regain access. It is imperative that users are logging and revalidating their accounts in a timely manner.

NOTE: All AMPS notification e-mails are be sent from amps_user@dla.mil.

9. Once the AMPS role is approved, how do users access the EEBP?

The EEBP can be accessed at <https://business.dla.mil/>. From this website, the user can log on via CAC or User ID and Password.

10. What steps should be taken if an EEBP password has expired?

EEBP passwords need to be changed every 60 days. If you fail to change your password in time, a "password expired" logon error message will be displayed. To reset your password, go to the AMPS website at <https://amps.dla.mil/> and reference the EEBP Login Job Aid for additional steps.

Furthermore, users will be locked out of the EEBP after 30 days of inactivity. Contact the DLA Energy Help Desk at 800-446-4950 or by sending an e-mail message to Energy.HelpDesk@dla.mil to unlock your account.

NOTE: This does not apply to users that access AMPS via their CAC card.



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

11. Where are navigational Job Aids available for performing functions within the EEBP?

All EEBP Job Aids and supporting materials are available on the DoD [DEPS website](#). CAC Users can obtain EEBP materials through DEPS while non-CAC Users will need to contact the DLA Energy Help Desk for EEBP materials.

- **CAC Users:** Current versions of the EEBP Job Aids, WAWF Desk Guides, and the DoDAAC Conversion Matrix table are posted on the [DEPS website](#). Users will need to select the e-mail CAC certificate to gain access to this site. If users have problems logging in, please contact the DLA Energy Help Desk at energy.helpdesk@dla.mil or 1-800-446-4950
- **Non-CAC Users:** Users without a DoD-issued CAC will need to contact the DLA Energy Help Desk at energy.helpdesk@dla.mil or 1-800-446-4950 to request copies of the current EEBP Job Aids, WAWF Desk Guides, and the DoDAAC Conversion Matrix

12. Is there a list of fuel products and current prices available in the EEBP?

No, but this information and relevant links are posted on the [DLA Energy Standard Prices page](#).

13. Where can I find updates, reference material, or get assistance for the EEBP?

- Maintain awareness of DLA Energy communications that are sent out regarding EEBP functionality delivered by e-mail from the DLA Energy Convergence Mailbox
- Refer to the [DLA Energy's External Website for EEBP](#) for all information regarding EEBP and AMPS

If you encounter technical difficulties or require assistance, please call the DLA Energy Help Desk at 800-446-4950, DSN: 697-6733/34/35/36/37/38, or Fax: 770-582-1463. You may also contact the DLA Energy Help Desk at any time by sending an e-mail message to Energy.HelpDesk@dla.mil.

If you have general EEBP questions, please send them to DLAEnergyConvergence@dla.mil. The project team will address them in a timely manner.