

Procurement Job Aid

DLA Internet Bid Board System (DIBBS):

Post-Award Requests (PARs) in DIBBS

Effective 06 November 2015



Post-Award Requests (PARs) in DIBBS



Transaction or Activity Overview

Purpose:

• To provide Vendors with step-by-step instructions on how to create Post-Award Requests (PARs) in DIBBS

Business Scenario:

- When an user has a request or question about a Contract or Purchase Order after an award is made, they can submit a Post-Award Request (PAR) in DLA Internet Bid Board System (DIBBS)
- PARs provide a direct method by which the Vendors are able to communicate issues and questions pertaining to an award to the Award Administrator, and also maintains a record of what actions have be taken on the associated award
- Once submitted, the PAR will be sent directly to the Award Administrator's Post-Award Workload, along with any documents the Vendor attaches to it
- Specific business scenarios in which the PAR can be used include (but are not limited to) the following:
 - Vendor requested cancellation
 - o Modification
 - Delivery date change request
- PARs are now the recommended method for Vendors to submit a request to the Award Administrators; replacing formerly used methods (e.g. calls, emails, letters, faxes, etc)

Appendix:

- Appendix A PAR Reasons Codes
- Appendix B Acceptable File Types

Audience:

• Vendors



Business Rules

- Vendors must have access and an account in DIBBS
- Vendors can only submit PARs for Purchase Orders/Contracts that they have been awarded in Supplier Relationship Management (SRM) system or reside in SRM

Glossary

- Post Award Request (PAR) An electronic request for administrative action or information on an award which can be created and submitted by Vendors via DIBBS in EProcurement
- DLA Internet Bid Board System (DIBBS) DLA website where solicitations are posted for public viewing
 - Vendors can quote on particular solicitations through DIBBS
 - o Awards processed in SAP SRM are posted to DIBBS
 - o DIBBS allows external creation of Post-Award Requests (PARs) by Vendors





I. Log into DIBBS using CAGE Code and Password

a. Login into DIBBS by clicking on the

SCREEN: DIBBS (Landing page)

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- b. Enter the following on the DIBBS Log-in screen
 - i. <u>U</u>ser ID
 - ii. Password
- c. Click the **SUBMIT** button once you have completed the appropriate fields

SCREEN: DIBBS (Log-in page)

DEFENSE LOGISTICS AGENCY ENTERPRISE BUSINESS SOLUTIONS DLA INTERNET BID BOARD SYSTEM	
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DIBBS restricted area access requires JavaScript enabled to use quoting features. Consult your browser help for assistance on these settings. In order to conduct transactions in the DIBBS restricted area (submit electronic quotes on RFQs, search submitted quotes), vendors must register in order to receive a User ID and Password. <i>Note:</i> • Users are logged out of the restricted area after 15 minutes of inactivity. • Failed log in attempt strikes are retained for 1 hour. • Passwords are valid for 60 days. • Inactive accounts will be locked if not used in 35 days.	Registered User Login User ID: Password: SUBMIT > • Not Registered? Click Here to Register • Forgot your Password? Go Here • Forgot your User ID? Go Here

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II. Create a PAR

a. Click on the <u>Post Award Request (PAR)</u> link in the Hot Links window from the *Welcome screen* or click on the <u>Post Award Request (PAR)</u> link from the *DIBBS Homepage* under Awards section.

SCREEN: DIBBS (Home: Welcome)

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number that you would like to quote, you may use Fast Trak Quoting an:	(PAR)	Solicitation #1 ((Enter without dashes or spaces)	
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SCREEN: DIBBS (Homepage)

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	Requests for Quotation (RFQ) Batch Quoting ¹⁸ Submitted Duote Searching ¹⁸ Requests for Proposal (RFP) / Invitation For Bid (IPB) Other DLA Opportunities Federal Business Opportunities (FedBizOpps) ²⁰	Amards Subsistence Market Ready Orders () Post Award Request (PAR) () Allows vendors to submit post award requests. Other DLA Awards Federal Business Opportunities (FedBigOppo) ()	



b. Select the <u>New PAR</u> link from the PAR Functions screen

SCREEN: DIBBS (PAR Functions)

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[PAR Home - PAR Status - New PAR]		[165] 6/14/2011 4:54:47	
Post Award Request (PAR) New PAR - allows users the ability to make requests on contract and modification PAR Status - allows users the ability to review the status of previously submitted			
- PAK Status - allows users the ability to review the status of previously submitted	PARS.		
F	Policy Statements · Feedback		

- c. Verify that the **No** 💿 radio button is selected
- d. Select the NEXT » button

SCREEN: DIBBS (PAR Functions)

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[<u>PAR Home</u> - <u>PAR Status</u> - New PAR]		[165] 6/14/2011 5:00:59 PM
Step 1 - Copy PAR Copy a previous PAR core data? O No O Yes	Steps: 1 2 3	
	Policy Statements · Feedback	

🚯 Note:

- The screen also provides the option to select Copy a previous PAR, which allows the requestor to submit another PAR for the same award
- ➤ To do this, select the Yes ③ radio button, then input the number of the PAR you would like to copy into the PAR # field and click on the NEXT >> button.
- You will then be returned to a pre-populated PAR Entry screen (PIIN, CLIN and PAR Type pre-populated) and will be able to continue to create the additional PAR

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- e. Enter data in the following fields:
 - i. Contract Number (*Mandatory Entry)
 - ii. CLIN (if applicable)
 - iii. **PAR Reason** Click on the **Dropdown List** arrow for the field to select a value (*Mandatory Entry)

1 Note: Refer to Appendix A - PAR Reasons Codes for the list of values

- iv. Consideration amount only fill out if applicable
- v. Enter an explanation of the request action into the "Type additional notes to the Contract Administrator here" block

SCREEN: DIBBS (PAR Entry)

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PAR Entry			Steps: 1 2	3		
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	SP800011M1358	CLIN:				
	VR01 - Delivery Date Change					
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Consideration Amount:						
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f. To upload an attachment to the PAR, click on the Browse... button

1 Note: It is not necessary to attach a document in order to create a PAR. Refer to Appendix B for the list of acceptable file types if you are attaching a document

SCREEN: DIBBS (PAR Entry)

DEFENSE LOGISTICS AGENCY ENTERPRISE BUSINESS SOLUTIONS DLA INTERNET BID BOARD SYSTEM	FAQ	/Help · Refs · My Account 🕯 · Log Off 🕯 🔺
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PAR Entry	Steps: 1 2 3	
New PAR Input		
Contract #:* SP800011M1358 CLIN:		
PAR Reason:* VR01 - Delivery Date Change	~	
Consideration Amount:	4	
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Type additional notes to the Contract Administrator here:		
CLEAR		
CAGE: 1X9V8	User ID: 1X9V801	
	« PREV SUBMIT	
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i. Select the desired file from the appropriate file path then click on the uppen button

Note: Up to this point, you can cancel the PAR, and no data will be submitted to the system. To cancel the PAR click on "CLEAR" button

DIALOG BOX: Choose File to Upload





g. Review the PAR inputs, and then select the SUBMIT button

SCREEN: DIBBS (PAR Entry)

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PAR Entry			Steps:	1 2 3			
New PAR Input							
Contract #:*	SP800011M1358	CLIN:					
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Consideration Amount:							
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Type additional TEST	notes to the Contract Administ	rator here:					
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() Note: Once you have successfully submitted the PAR, the PAR screen displays a confirmation, i.e: Created PAR #: 00000001455.

SCREEN: DIBBS (PAR Creation Confirmation page)

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tion: Home » Awards » Post Award Requests » New	PAR			LOGGED ON
<u>R Home</u> - <u>PAR Status</u> - New PAR]				[166] 6/15/2011 1:31:25
K				
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PAR Submission Results				
PAR Number: 00000001455	Created Wednesday, J On: 2011	une 15,		
Contract Number: SP800011M1358	CLIN:			
PAR Reason: VR01				
Consideration Amount:	e			
Submitter: 1X9V8				
Contract Administrator				
Name: SRM2ECC_SYS_				
Phone: Email:				
		- Demi		
		« PREV		



(1) Note: All the PAR details are displayed on this screen including:

- PAR number
- PAR creation date
- Contract Number (PIIN)
- CLIN (if applicable)
- PAR Reason code
- Consideration Amount (if applicable)
- Submitter's CAGE
- Submission Date
- Contract Administrator's
 - Name
 - Phone number
 - Email address



III. Viewing Status of a PAR

\rm Notes:

- Vendors have the ability to search for all PARs (open and closed) by selecting the Contract Number, PAR Number or a Creation date range.
- > Vendors will be able to view the status of any PARs they have previously submitted.
- a. Follow the steps in section *I. Log into DIBBS using CAGE Code and password* if necessary
- b. Click on the **PAR Status** link

SCREEN: DIBBS (PAR Functions)

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[PAR Home - <u>PAR Status</u> - <u>New PAR</u>]	[165] 6/14/2011 4:54:47 PM
Post Award Request (PAR)	
New PAR - allows users the ability to make requests on contract and modifications for their CAGE code.	
• PAR Status - allows users the ability to review the status of previously submitted PARs.	
Policy Statements · Feedback	

- c. Select the **Contract Number** I radio button and enter the Contract number in the **PAR Number** field
- d. <u>Or</u> Select the **PAR Number** (•) radio button and enter the PAR number in the **PAR Number** field
- e. <u>Or</u> select the **Date Range** radio button and enter the date range using the *MM-DD-*YYYY format, in the **To:** and **From:** fields

(1) Note: You can also select the **Calendar** I icon to populate these fields

f. Click the SEARCH button



SCREEN: DIBBS (PAR Search)

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Location: H	lome » Awards » F	ost Award Re	quests » St	atus	
PAR Sear	act Number:		To:		

(1) Note: The search results appear in at table at the bottom of the screen

g. Once the results display in the table, the Vendor can see under the Response Data section thePAR Status and the responsible Administrator.

1 Note: PAR status could be New, In Process, Completed or Cancelled.



SCREEN: DIBBS (PAR Functions Search Results)

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ocation: Home » Award	s » Post A	ward Requests » Status							
PAR Home - PAR Statu	s - <u>New P</u>	<u>AR</u>]							[167]
PAR Search									
Contract Number:	SPE7L314	M1079							
C PAR Number:									
Fr	om:	To:							
O Date Range									
CAGE: 50888									
Record Found: 1									
Requestor Data					Response Data				
Contract/Delivery Order	CLIN	Reason Code	Consideration Amount	Submitter ID	PAR.#	CR Date	Status	Administrator	
SPE7L314M1079P00001	0001	VR01 - Delivery Date Change		50888	665172	2014-10-29 13:25:18	In Process	Kevin Davis (T95)	



Appendix A – PAR Reasons Codes

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



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Appendix B – Acceptable File Types for Attachments

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