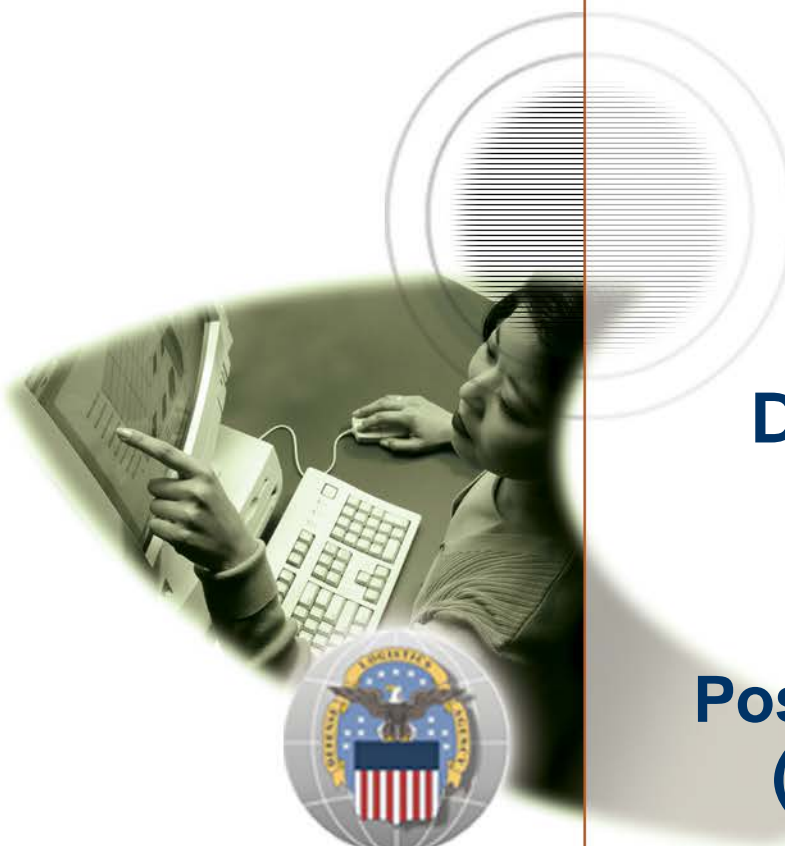**Procurement Job Aid**

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:

  o Vendor requested cancellation

  o Modification

  o 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
  - o 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

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🖥️¹²³ Detailed Steps and Procedures

I. Log into DIBBS using CAGE Code and Password
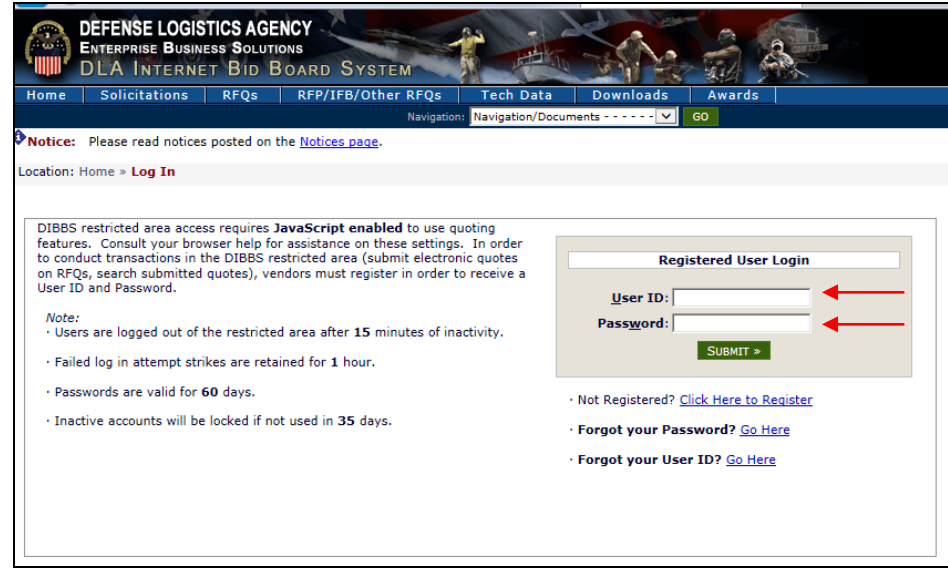
a. Login into DIBBS by clicking on the ⚷ icon

SCREEN: DIBBS (Landing page)
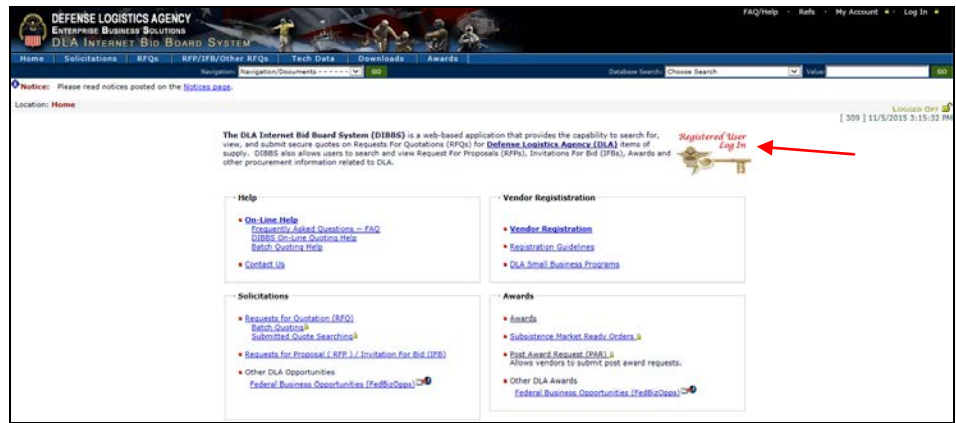
b. Enter the following on the *DIBBS Log-in* screen

   i. **User ID**

   ii. **Password**

c. Click the **SUBMIT** button once you have completed the appropriate fields

SCREEN: DIBBS (Log-in page)

II. Create a PAR

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

SCREEN: DIBBS (Home: Welcome)

SCREEN: DIBBS (Homepage)

b. Select the **New PAR** link from the *PAR Functions* screen

SCREEN: DIBBS (PAR Functions)
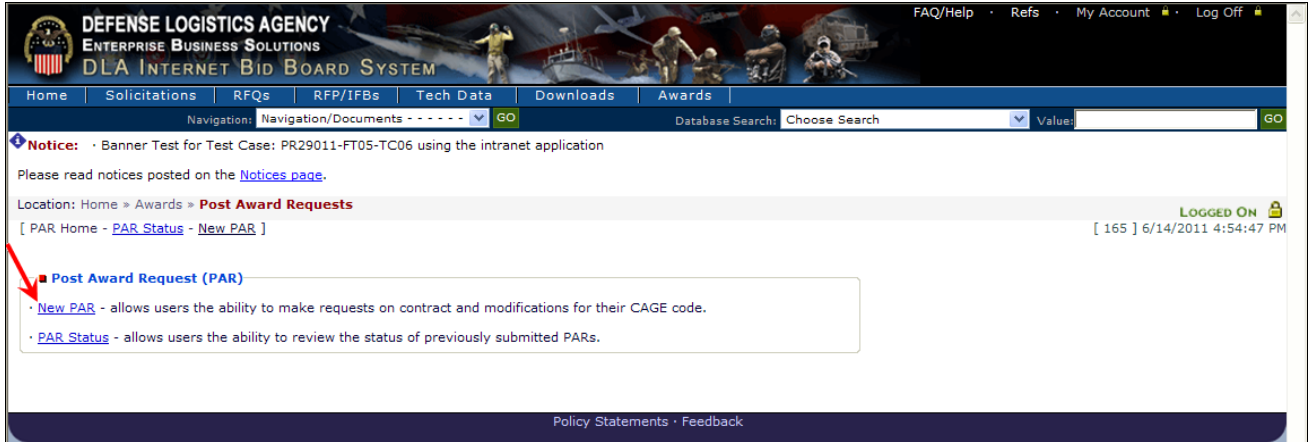
c. Verify that the **No** ⊙ radio button is selected

d. Select the [NEXT »] button

SCREEN: DIBBS (PAR Functions)
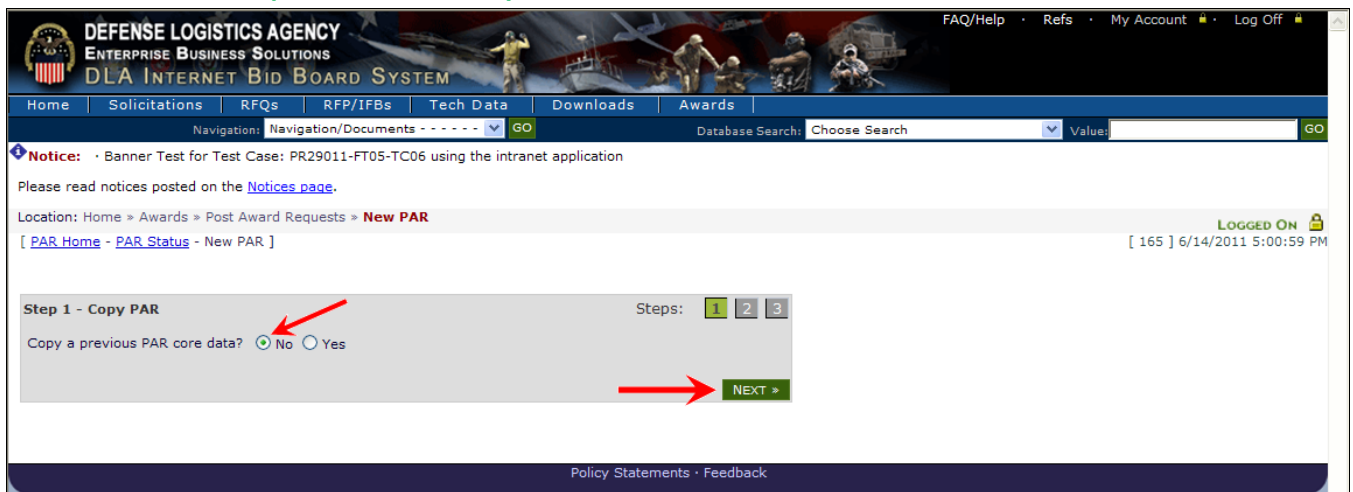
ⓘ **Note:**

➤ 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** ⊙ 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

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)**

        ⓘ **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

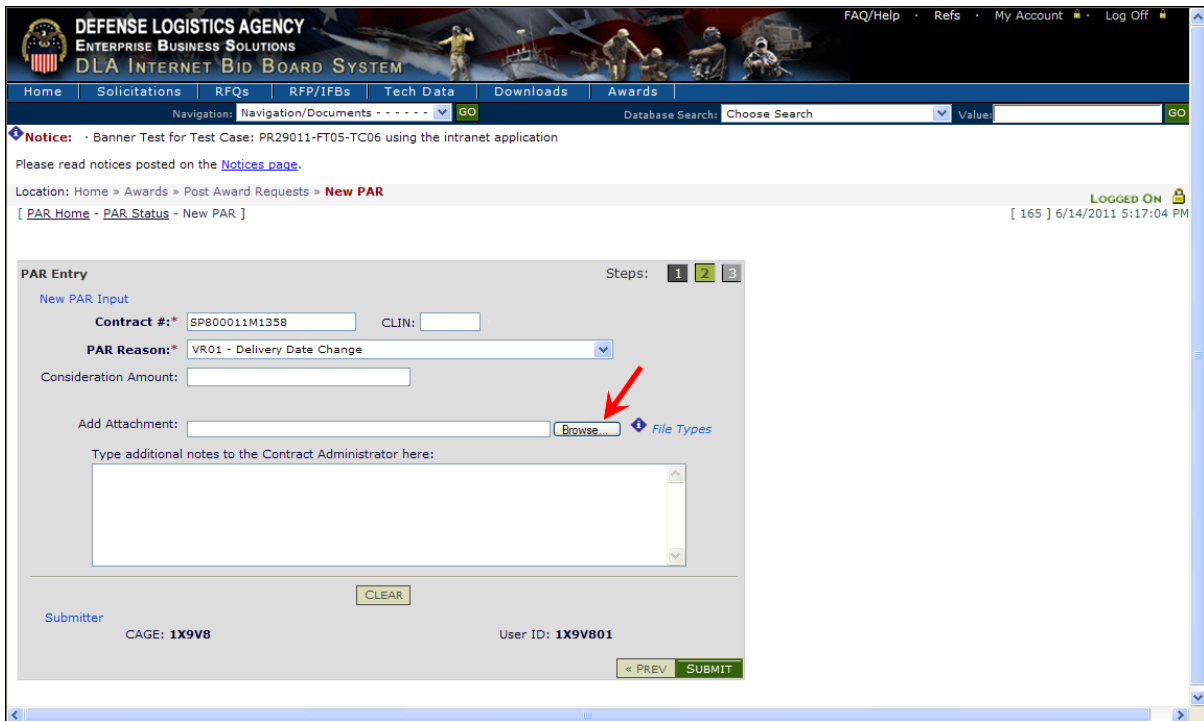*SCREEN: DIBBS (PAR Entry)*

     f.   To upload an attachment to the PAR, click on the [Browse...] button

        🛈 **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
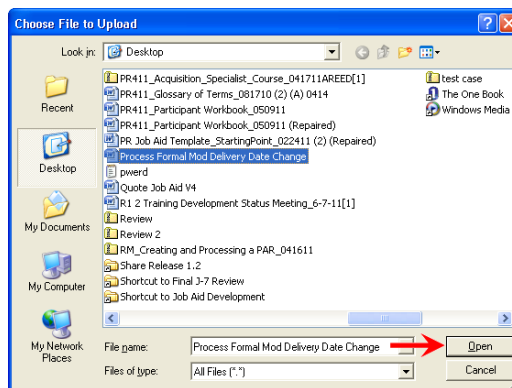
SCREEN: DIBBS (PAR Entry)

     i.   Select the desired file from the appropriate file path then click on the [Open] 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)

Note: Once you have successfully submitted the PAR, the PAR screen displays a confirmation, i.e: ✓ Created PAR #: 000000001455.

SCREEN: DIBBS (PAR Creation Confirmation page)

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

🛈 **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)
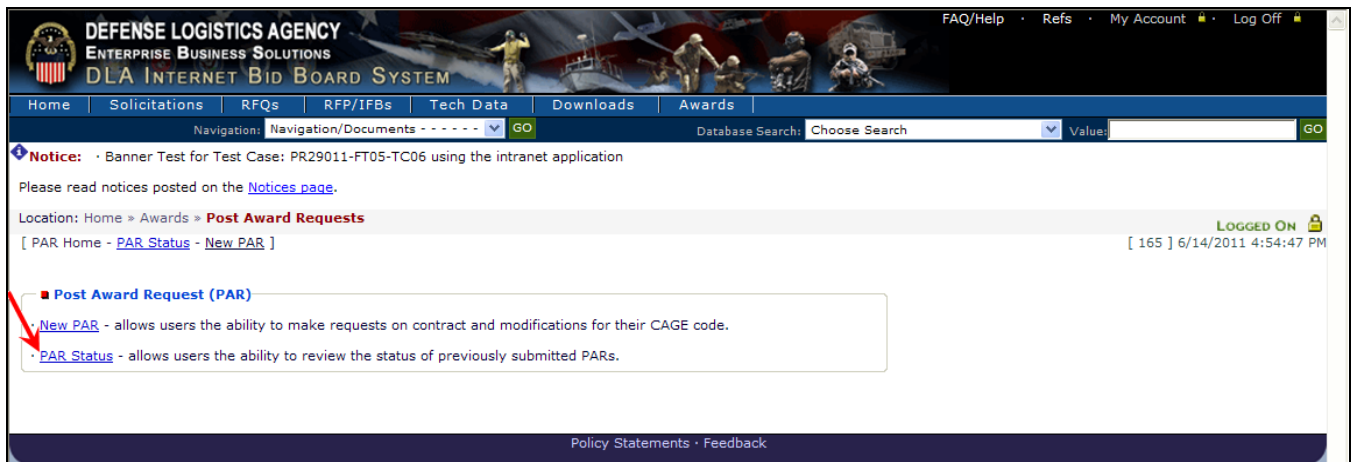
c. Select the **Contract Number** ◉ radio button and enter the Contract number in the **PAR Number** field

d. **Or** Select the **PAR Number** ◉ radio button and enter the PAR number in the **PAR Number** field

e. **Or** select the **Date Range** ◉ radio button and enter the date range using the *MM-DD-YYYY* format, in the **To:** and **From:** fields

🛈 **Note:** You can also select the **Calendar** 📅 icon to populate these fields

f. Click the SEARCH button

SCREEN: DIBBS (PAR Search)

ⓘ 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 the

PAR Status and the responsible **Administrator**.

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

SCREEN: DIBBS (PAR Functions Search Results)

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

◎ 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