

## Before You Begin

### System for Award Management (SAM)

Vendors must be registered in the SAM to acquire a DIBBS account. DIBBS completes certain registration information by accessing SAM data.

- First complete a D-U-N-S registration at <http://fedgov.dnb.com/webform>
- For SAM registration, please call 877-332-8277, or go to the following web site; <https://www.sam.gov/portal/public/SAM/#1>

### Procurement Technical Assistance Center (PTAC)

PTACs have a local presence in 49 states, Washington, D.C., Puerto Rico and Guam. They provide free assistance to businesses interested in marketing products to the federal, state, and local governments. They also assist suppliers identify contract opportunities; help comprehend requirements and in preparing and submitting bids.

To locate a PTAC in your area, visit: <http://www.aptac-us.org/>

### DIBBS FAQ/Help Web site:

<https://www.dibbs.bsm.dla.mil/refs/help/DIBBSHelp.htm>

### Email:

[DibbsBSM@dla.mil](mailto:DibbsBSM@dla.mil)

### cFolders

<https://pcf1.bsm.dla.mil/cfolders/>

### cFolders Customer Service:

<https://www.pdmd.dla.mil/cs/>

## Free Supplier Training

Training Knowledge & Opportunities Seminars (TKO's)

<http://www.landandmaritime.dla.mil/news/events/tko/>

## Acronyms Quick Reference List

|         |  |
|---------|--|
| ADR -   | Alternate Disputes Resolution                      |
| ADQ -   | Annual Demand Quantity                             |
| ADV -   | Annual Demand Value                                |
| BOA -   | Basic Ordering Agreement                           |
| BPA -   | Blanket Purchase                                   |
| BSM -   | Business Systems Modernization                     |
| CAGE -  | Commercial and Government Entity                   |
| CCR -   | Central Contractor Registration                    |
| CFR -   | Code of Federal Regulations                        |
| DFARS - | Defense Federal Acquisition Regulations Supplement |
| DIBBS - | DLA Internet Bid Board System                      |
| DLA -   | Defense Logistics Agency                           |
| DLAD -  | Defense Logistics Acquisition Directive            |
| DUNS -  | Data Universal Numbering System Number             |
| EDI -   | Electronic Data Interface                          |
| FAR -   | Federal Acquisition Regulation                     |
| FDTI -  | First Destination Transportation Initiative        |
| FOB -   | Free on Board                                      |
| FSC -   | Federal Supply Class                               |
| IDPO -  | Indefinite Delivery Purchase Order                 |
| IFB -   | Invitation for Bid                                 |
| NAFTA - | North American Free Trade Agreement                |
| NAICS - | North American Industry Classification System      |
| NIIN -  | National Item Identification Number                |
| NSN -   | National Stock Number                              |
| P/N -   | Part Number  |
| PAR -   | Post Award Request                                 |
| PID -   | Procurement Item Description                       |
| POC -   | Point of Contact                                   |
| PPRIS - | Past Performance Information                       |
| PR -    | Purchase Request                                   |
| PTAC -  | Procurement Technical Assistance Center            |
| QAP -   | Quality Assurance Provisions                       |
| QML -   | Qualified Manufacturer List                        |
| QPL -   | Qualified Products List                            |
| SAM -   | System for Award Management                        |
| RFID -  | Radio Frequency Identification                     |
| RFP -   | Request for Proposal                               |
| RFQ -   | Request for Quotation                              |
| SBA -   | Small Business Administration                      |
| SDB -   | Small Disadvantaged Business                       |
| SPI -   | Single Process Initiative                          |
| SSL -   | Secure Socket Layer                                |
| TLS -   | Transport Layer Security                           |
| USC -   | United States Code                                 |

Supplier Information Resource Center  
<http://www.dla.mil/HQ/InformationOperations/Business/EBSSupplierResources.aspx>

## Defense Logistics Agency

Defense Logistics Agency (DLA)  
Internet Bid Board System (DIBBS)

## Pocket Guide



<https://www.DIBBS.BSM.DLA.MIL>

### Introduction

*The Defense Logistics Agency (DLA) Internet Bid Board System (DIBBS) is a web-based application that enables the vendor community to search for, view, and submit secure quotes on Requests for Quotations (RFQs). Through DIBBS, users can search for and view Requests for Proposal (RFPs), Invitations for Bid (IFB), Awards, and other procurement information. This Pocket Guide provides an overview of the DIBBS application and brief instructions for its use.*

## Registration

Registration in both SAM (System for Award Management) and DIBBS 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.

Detailed system requirements and instructions for registration can be found on the DIBBS Help Page at <https://www.dibbs.bsm.dla.mil>

Primary registration steps are as follows:

- On the DIBBS Home Page click the VENDOR REGISTRATION link to begin the process.
- A CAGE's registration will be processed immediately. A User ID will appear on the registration screen, and a temporary Personal Identification Number (PIN) will be sent separately to the email address of the identified Super User to enable the Super User to create a password. If a CAGE is already registered on DIBBS, the name and email address of the Super User will be provided. The Super User should be contacted to set up additional accounts for the CAGE.

## What Is the Super User?

The vendor representative initiating the DIBBS registration process has the option to assign a representative as the super user (the individual who controls the account), accept their SAM registration Point of Contact (POC) as the Super User, or designate himself/herself to act as the Super User for the CAGE. The Super User is the individual who controls the DIBBS account and has the ability to change the following:

- The DIBBS Super User Password
- Vendor Profile: Update DIBBS defaults, email accounts, and other business information
- User(s) Account Profile: Add/Delete users, and modify user accounts

## Solicitation

### Requests for Quotation (RFQ) Database Search Criteria

**Federal Supply Class (FSC):** The first four digits of an NSN identifying the group and class of an item (e.g., 5905).

**National Stock Number (NSN):** A 13-digit number consisting of the FSC for the item followed by a nine-digit identification number. This number is used to label and categorize each item that is stocked.




**Solicitation Number:** A 13-position alpha/numeric document identification number used to communicate government requirements to prospective contractors.

**Purchase Request Number:** A 10-position numeric document identification number, which describes the required supplies so that procurement can be initiated.

**Nomenclature:** The basic noun designation by which an item is commonly known (e.g., filter element, fluid).

**Approved Part Number (P/N):** This search is for approved part numbers on NSN buys described by manufacturer's CAGE and part number.

**Approved CAGE:** This search is for approved CAGES on NSN buys described by the manufacturer's CAGE and part number.

|   |  |
|---|--|
|  <b>Quote</b> | Selecting this icon allows a user to quote on a specific solicitation.   |
|              | There are technical documents available for the NSN.   |
| <b>SB</b>   | This solicitation is set aside for small business.   |
| <b>Mil-Spec QPL</b>   | The NSN is a Mil-Spec Qualified Product List (QPL) item.   |
| <b>HELP</b>   | Solicitation displayed may not include all pertinent data.   |
|              | This is a Fast Award candidate. Quotes under the micropurchase authority may be awarded prior to the solicitation return date. |

## Quote Submission

### Submitting Web Form Quotes

- Users must be registered and logged into DIBBS in order to submit quotes. User registration in SAM must be up to date.
- After locating a solicitation using the RFQ Search, click on the Quote button. Users not logged on at this point will be prompted to do so.
- After completing the quote form and reviewing the synopsis for accuracy, click Submit.
- Users will receive a message indicating that the submission was “successful” or “unsuccessful.”
- Submitted quotes may be viewed until the contract is awarded/cancelled. Revisions to quotes submitted on behalf of a CAGE will overlay previously submitted quotes for the same requirement. See <https://www.dibbs.bsm.dla.mil/Refs/help/Quoting/Batch/Default.aspx>

### Batch Quoting

Batch quoting allows quotes from the Request for Quotations to be batch loaded. Quotes are prepared offline in a prescribed, comma delimited format that can be uploaded via the Internet.

## Quoting Input Assistance

Complete Quote Input Form as specified. For details on completing Price Data, Product Offered Representation, or Contract Representation visit one of the following Web sites listed below:

Federal Acquisition Regulation:  
<http://www.acquisition.gov/far/index.html>

Defense Federal Acquisition Regulations Supplement:  
<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

Code of Federal Regulations:  
<https://www.archives.gov/federal-register/cfr/>

Small Business Representation:  
<http://www.sba.gov/content/determining-business-size>

Defense Logistics Acquisition Directive:  
<http://www.dla.mil/HQ/Acquisition/offers/DLAD.aspx>