

Sales Menu

1. From the SharePoint web site page or the Home page, select the “Sales Menu” link.
2. If the contact does not have a PIN, the following is displayed.



3. If the contact does not belong to a company or solicitation registration, the following is displayed.

Browser window showing a webpage for the Defense Logistics Agency Strategic Materials. The address bar displays <https://strategicmaterialsucweb-test.hq>. The page features the DLA logo and the text "DEFENSE LOGISTICS AGENCY Strategic Materials". The main content area is titled "Sales Menu" and contains the following text:

Home

Sales Menu

Your account is not associated with an organization profile. If your organization has already created a profile, please contact your administrator for access.

Create a profile for a company/organization: [Company](#)

Create a profile for an individual: [Individual](#)

If you have questions, please [contact us](#).

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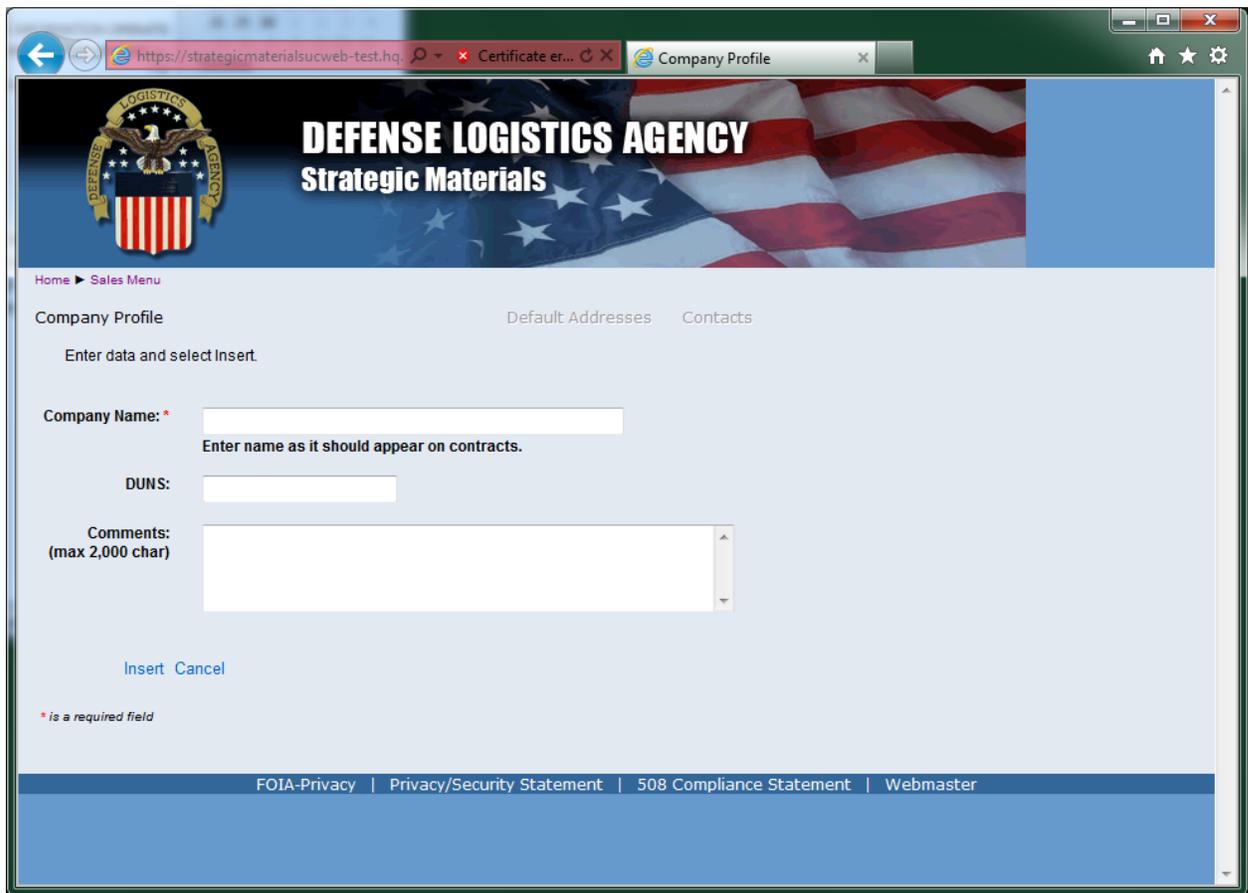
Sales Menu: Create a Company Profile: Company

1. From the SharePoint web site page or the Home page, select the “Sales Menu” link.
2. If the contact is associated with a company or registration, the contact cannot create a company profile.
3. If the contact is not associated with a company or registration, the Sales Menu page will display links to create a company profile for a company and an individual.



Notes:

- a. The only difference between a profile for a company and a profile for an individual is that the profile for a company accepts a DUNS number.
4. Select Company.



Notes:

- a. Enter the required data and select the Insert command.
 - b. When the company profile is inserted, the contact is added to the company contacts list as a Company Administrator.
 - c. Once the company profile is created, the Default Addresses and Contacts links are enabled.
 - d. At least one default mailing address must be entered before the company profile can be submitted.
 - e. Use the Contacts link to enter additional contacts.
5. Once the company profile has been created and a default mailing address inserted, the company profile must be submitted.



Notes:

- a. Enter the PIN and select the Submit command.
- b. If an invalid PIN is inserted three (3) times, the PIN is locked and the contact must access the Contact Profile (PIN page) and select the "Forgot my PIN" command to get a new PIN created and emailed to the contact.

Sales Menu: Create a Company Profile: Individual

1. From the SharePoint web site page or the Home page, select the “Sales Menu” link.
2. If the contact is associated with a company or registration, the contact cannot create a company profile.
3. If the contact is not associated with a company or registration, the Sales Menu page will display links to create a company profile for a company and an individual.

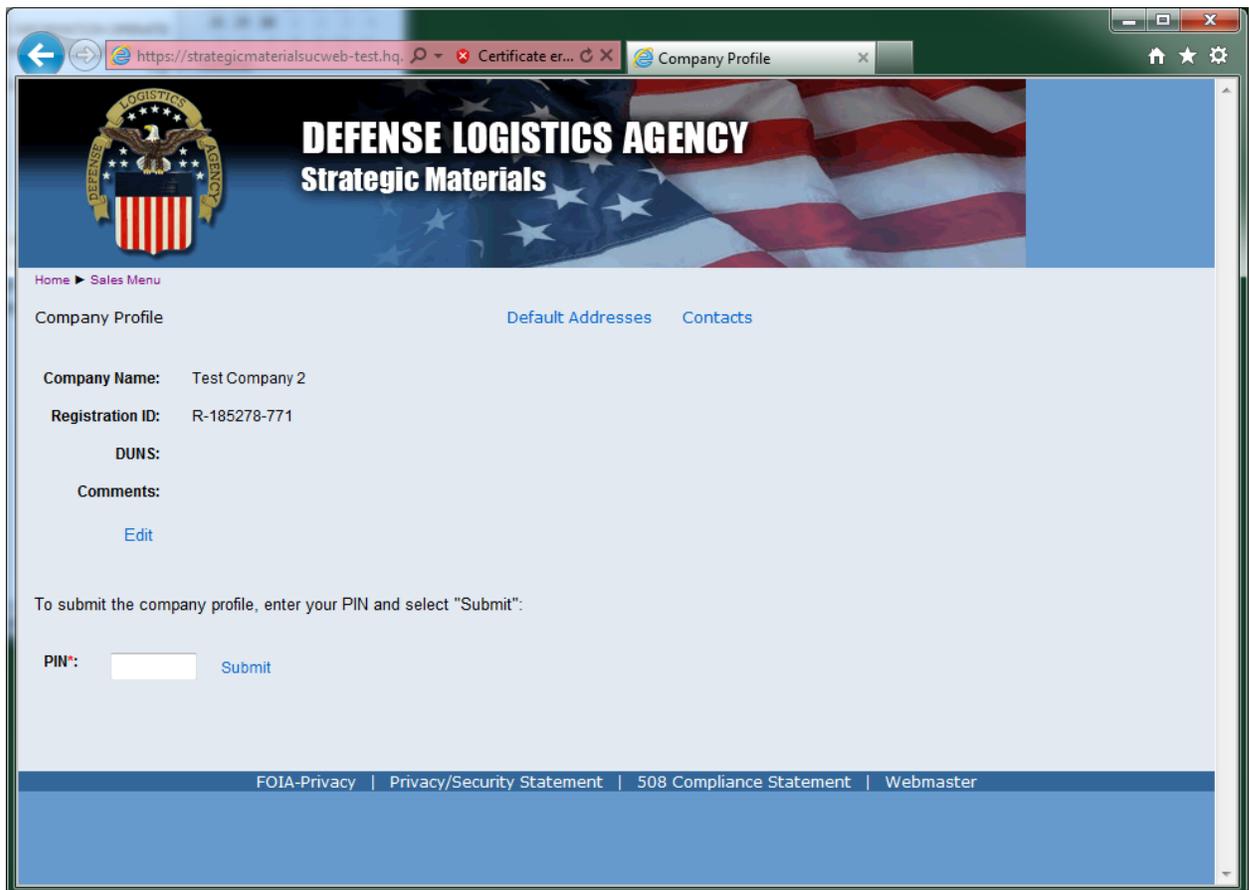


4. Select Individual.



Notes:

- a. Enter the required data and select the Insert command.
 - b. When the company profile is inserted, the contact is added to the company contacts list as a Company Administrator.
 - c. Once the company profile is created, the Default Addresses and Contacts links are enabled.
 - d. At least one default mailing address must be entered before the company profile can be submitted.
 - e. Use the Contacts link to enter additional contacts.
5. Once the company profile has been created and a default mailing address inserted, the company profile must be submitted.

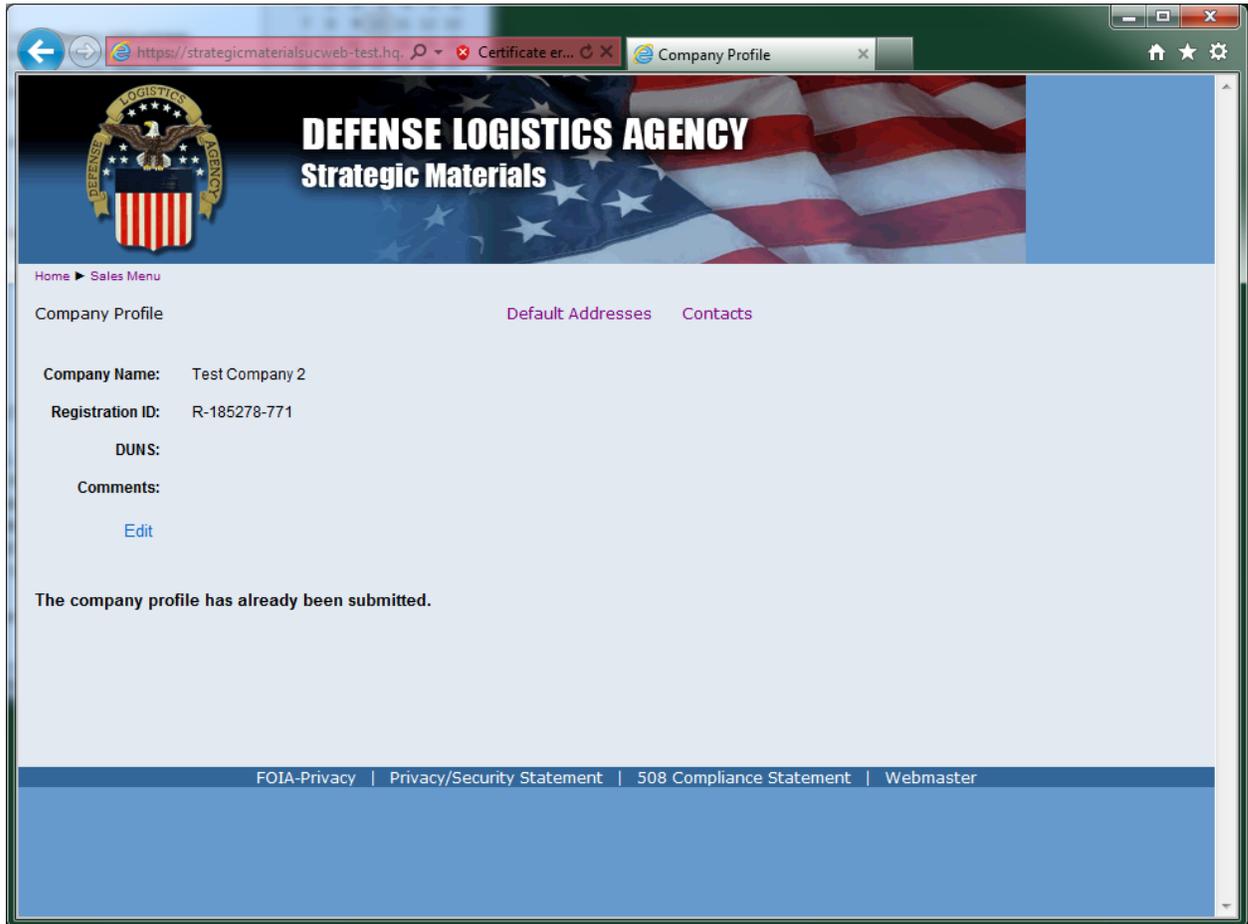


Notes:

- a. Enter the PIN and select the Submit command.
- b. If an invalid PIN is inserted three (3) times, the PIN is locked and the contact must access the Contact Profile (PIN page) and select the "Forgot my PIN" command to get a new PIN created and emailed to the contact.

Sales Menu: Company Profile: Default Addresses

1. From the Company Profile page, either when the company profile is created or subsequently edited:



2. Select the "Default Addresses" link.

Company Profile Default Addresses Default Addresses Contacts

[Insert a Default Address](#)

2 Default Addresses found.

Command	Type	Description	Address/Telephone/Fax/Email	Delete
Select	Mailing	Default address 1	Test Company 2 123 main MYTOWN VA 55555 Telephone: 555 555 5555 Fax: Email: MyCompany@TestCompany2.com	
Select	Mailing, Billing	Mailing and Billing address	Test Company 2 1234 S. Main St MYTOWN VA 55555 Telephone: 555 555 5555 Fax: Email: myCompany@TestCompany2.com	

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Notes:

- a. Use the Select command to edit a single address.
 - b. Use the "Insert a Default Address" command to insert a new address.
3. Select the "Insert a Default Address" command.

[Home](#) ► [Sales Menu](#) ► [Company Profile](#)

[Company Profile Default Addresses](#) [Default Addresses](#) [Contacts](#)

Location Type*: Domestic International

Address Type*: Mailing Address Billing Address

Description*:

Attention Line:

Individual Title:

Department/Division:

Company Name*:

Address Line 1*:

Address Line 2:

City*:

State/Province*:

Zip/Postal Code*:

Telephone*:

Fax:

Email*:

[Insert](#) [Cancel](#)

* is a required field

2 Default Addresses found.

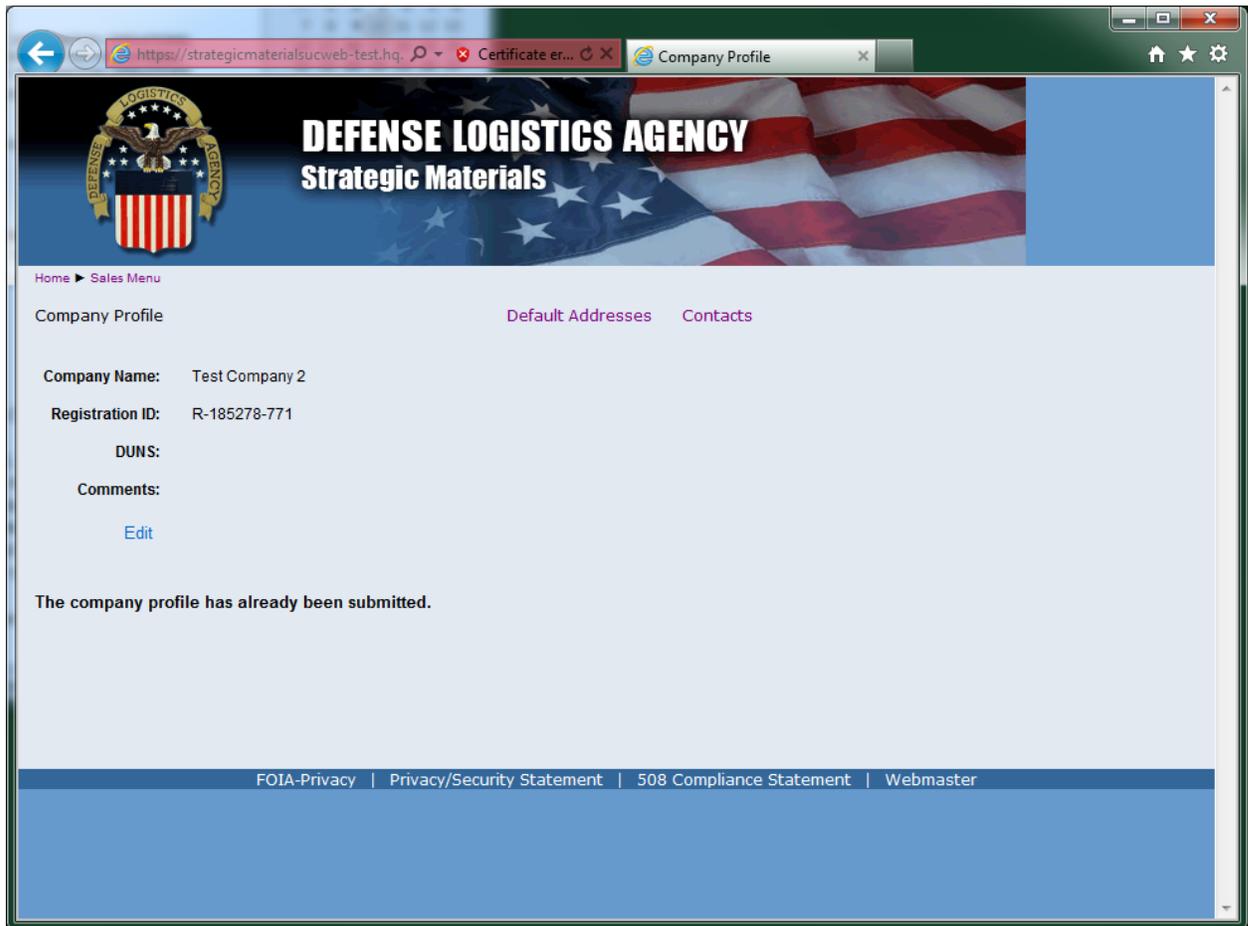
Command	Type	Description	Address/Telephone/Fax/Email	Delete
			Test Company 2	

Notes:

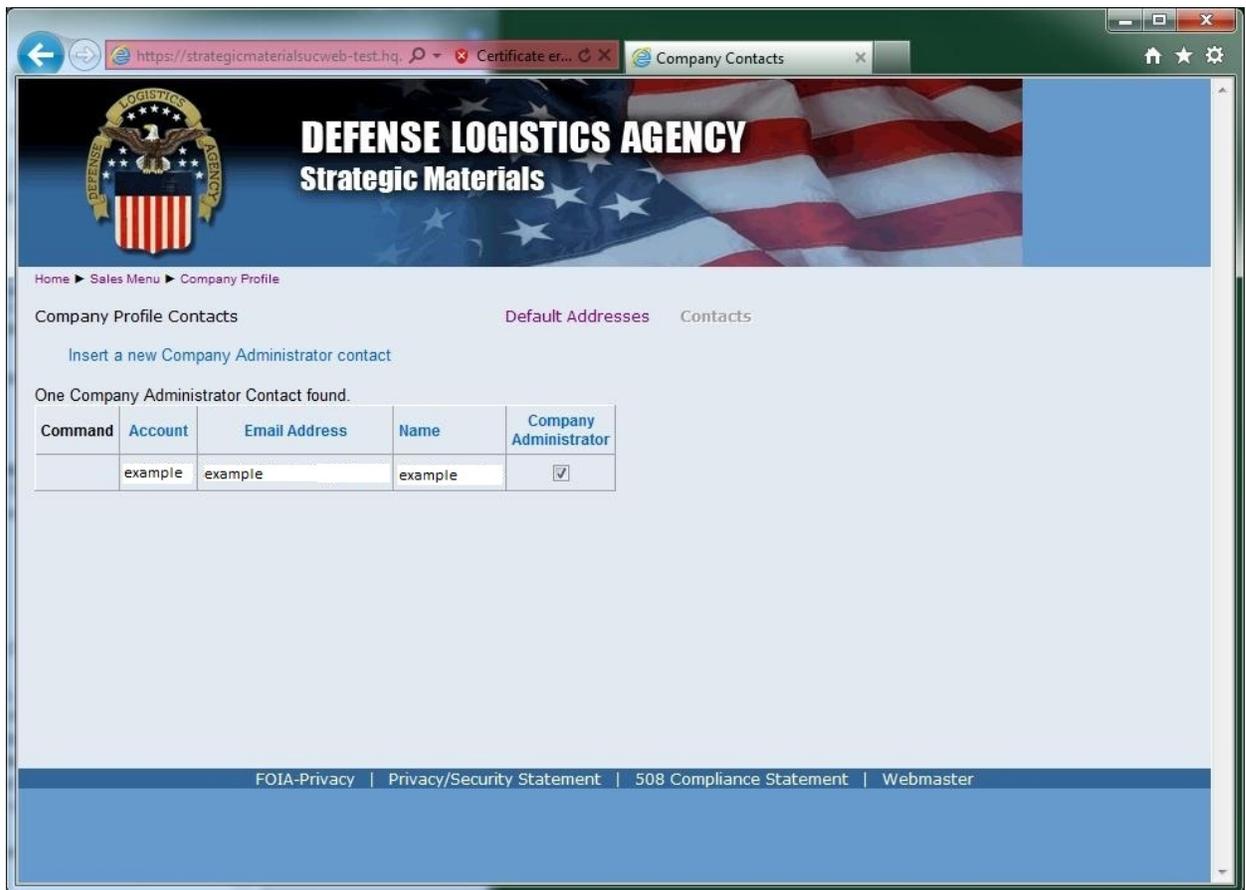
- a. The Address Type can be a Mailing Address, Billing Address or both.
- b. The Description should be meaningful to the contact – such as: “Billing Address” or “Mailing Address for My Project”. Later, when adding an address to a solicitation registration, the Description field will be presented in a drop-down list for selection.

Sales Menu: Company Profile: Contacts

1. From the Company Profile page, either when the company profile is created or subsequently edited:



2. Select the "Contacts" link.



Notes:

- a. When the Company Profile is created, the contact that created the Company Profile is inserted as a Company Administrator.
 - b. Additional contacts can be added as Company Administrators.
 - c. If there are multiple Company Profile Contacts, the Command column will contain a command to delete the contact, but the last contact cannot be deleted – i.e. there must always be at least one Company Administrator contact.
3. Select the “Insert a new Company Administrator Contact” link.

[Home](#) ► [Sales Menu](#) ► [Company Profile](#)

[Company Profile Contacts](#) [Default Addresses](#) [Contacts](#)

Insert the Account ID and Email Address for the contact to be inserted.

Account ID*:

Email Address*:

* is a required field

[Insert](#) [Cancel](#)

One Company Administrator Contact found.

Command	Account	Email Address	Name	Company Administrator
	example	example	example	<input checked="" type="checkbox"/>

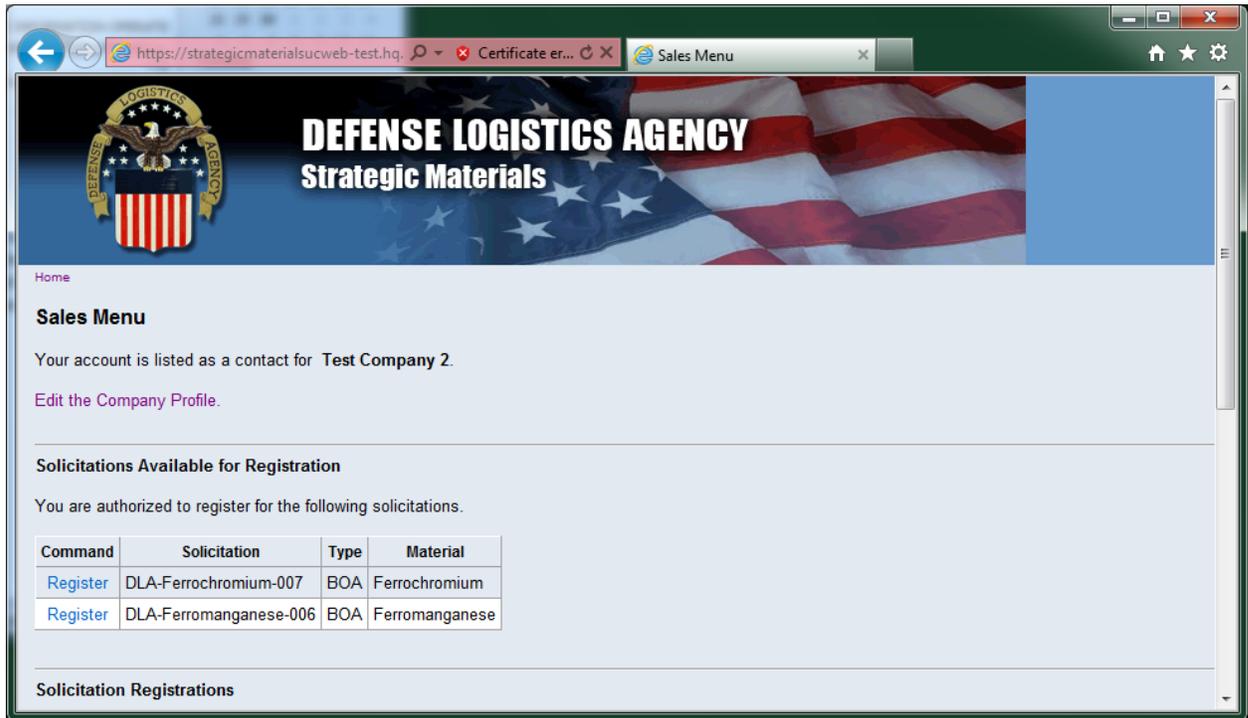
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Notes:

- a. When inserting a new contact, the contacts' SLIM account ID and email address is required. Additionally, the contact must have logged onto the web site at least once.

Sales Menu: Edit a Company Profile

1. From the SharePoint web site page or the Home page, select the “Sales Menu” link.
2. If the contact is a company administrator, there will be a link to edit the company profile.

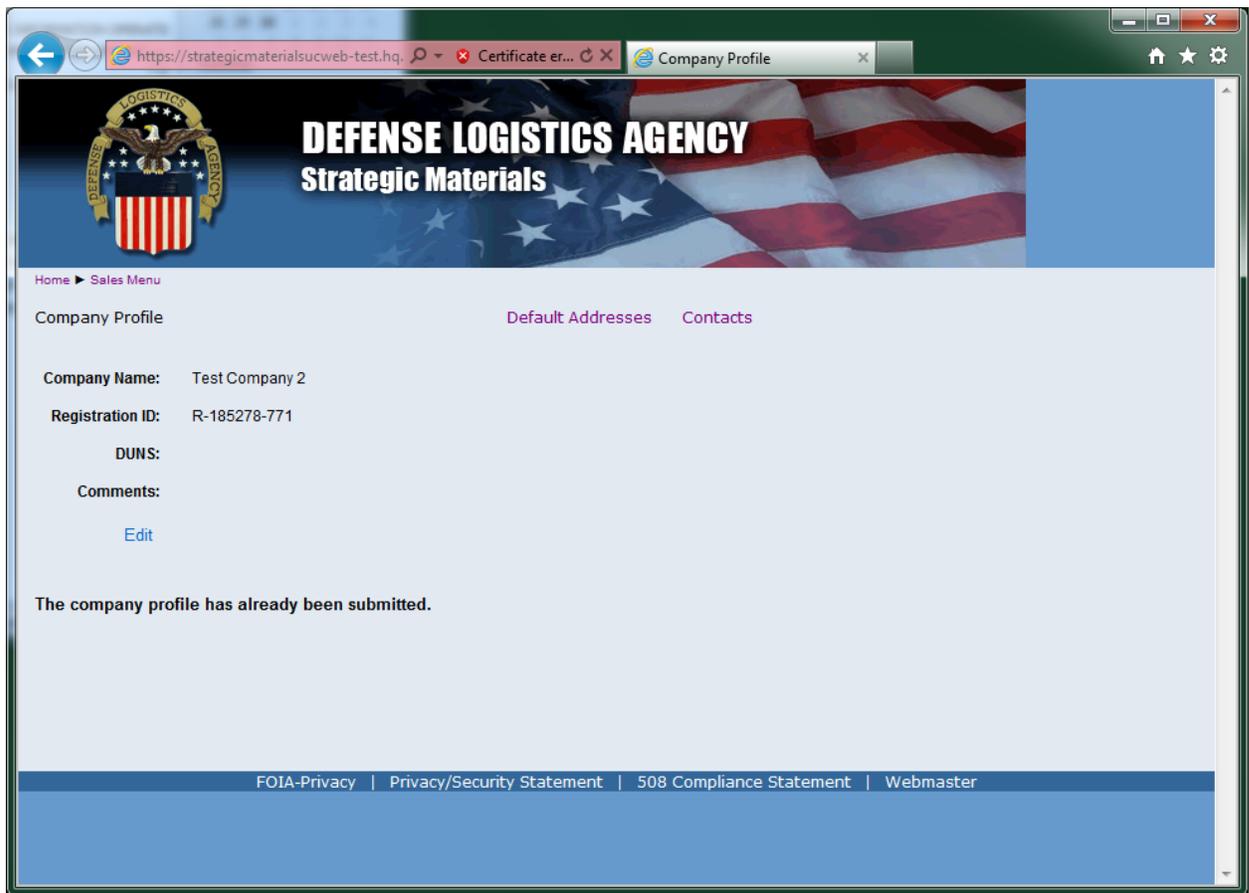


The screenshot shows a web browser window with the URL <https://strategicmaterialsucweb-test.hq>. The page header features the Defense Logistics Agency logo and the text "DEFENSE LOGISTICS AGENCY Strategic Materials". Below the header, the page is titled "Sales Menu" and displays the message: "Your account is listed as a contact for Test Company 2." A link labeled "Edit the Company Profile" is visible. The page also includes a section titled "Solicitations Available for Registration" with the text: "You are authorized to register for the following solicitations." Below this text is a table with the following data:

Command	Solicitation	Type	Material
Register	DLA-Ferrochromium-007	BOA	Ferrochromium
Register	DLA-Ferromanganese-006	BOA	Ferromanganese

At the bottom of the page, there is a section titled "Solicitation Registrations".

3. Select the “Edit the Company Profile” link.



Notes:

- a. Select the Edit command to edit the Company Name, DUNS or Comments.
- b. Select the Default Addresses link to edit the default addresses.
- c. Select the Contacts link to edit the list of company administrators.
- d. Any changes will require that the company profile be re-submitted for approval.

Sales Menu: Register for a Solicitation

1. From the SharePoint web site page or the Home page, select the “Sales Menu” link.
2. If the contact is a company administrator, the available solicitations will be listed with the option to register for the solicitation.
3. Available solicitations include those solicitations where the status is “Open” and a registration has not been created.

The screenshot shows a web browser window with the URL <https://strategicmaterialsucweb-test.hq>. The page header features the Defense Logistics Agency logo and the text "DEFENSE LOGISTICS AGENCY Strategic Materials". Below the header, the page is titled "Sales Menu" and displays the following sections:

Home

Sales Menu

Your account is listed as a contact for **Test Company 2**.
[Edit the Company Profile.](#)

Solicitations Available for Registration

You are authorized to register for the following solicitations.

Command	Solicitation	Type	Material
Register	DLA-Ferrochromium-007	BOA	Ferrochromium
Register	DLA-Ferromanganese-006	BOA	Ferromanganese

Solicitation Registrations

The following solicitation registrations have been created.

Command	Solicitation	Type	Material	Date Submitted	Date Approved	Expiration Date
Edit	DLA-Chromium Metal-004	BOA	Chromium Metal	02/02/2013 12:54	02/02/2013 12:55	02/02/2014 12:55
Edit	DLA-Tungsten Ores and Concentrates-007	BOA	Tungsten Ores and Concentrates	02/06/2013 10:12	02/06/2013 10:25	02/06/2014 10:25

Manage Solicitation Quotes

You are authorized to manage the quotes for the following solicitations.

Command	Solicitation	Type	Material
Select	DLA-Chromium Metal-004	BOA	Chromium Metal
Select	DLA-Tungsten Ores and Concentrates-007	BOA	Tungsten Ores and Concentrates

Manage Shipment Requests

There are no solicitation awards for which you are authorized to manage the shipment requests.

4. Select the Register command for solicitation DLA-Ferrochromium-007.

[Home](#) ► [Sales Menu](#)

Registration for Solicitation:
DLA-Ferrochromium-007

[Summary](#)

Created By Account ID: example **Date Created:** 04/10/2013 14:55
Submitted By Account ID: **Date Submitted:**
Expiration Date: **Date DLA Approved:**

Command	Submittal	Updated By	Date Updated	Certified
Select	BOA Signature Form			
Select	Certification Regarding Authorized Persons (MAR 11)			<input type="checkbox"/>
Select	Certification Regarding Responsibility Matters (APR 10)			<input type="checkbox"/>
Select	Contractor's Billing Address			<input type="checkbox"/>
Select	Contractor's Mailing Address			<input type="checkbox"/>
Select	Disputes: Agreement to Use Alternative Dispute Resolution (JUL 06)			<input type="checkbox"/>
Select	Type of Business Organization (APR 96)			<input type="checkbox"/>

The solicitation registration cannot be submitted until all of the forms have been certified.

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5. Select the Sales Menu link.

Home

Sales Menu

Your account is listed as a contact for **Test Company 2**.

[Edit the Company Profile.](#)

Solicitations Available for Registration

You are authorized to register for the following solicitations.

Command	Solicitation	Type	Material
Register	DLA-Ferromanganese-006	BOA	Ferromanganese

Solicitation Registrations

The following solicitation registrations have been created.

Command	Solicitation	Type	Material	Date Submitted	Date Approved	Expiration Date
Edit	DLA-Chromium Metal-004	BOA	Chromium Metal	02/02/2013 12:54	02/02/2013 12:55	02/02/2014 12:55
Edit	DLA-Ferrochromium-007	BOA	Ferrochromium			
Edit	DLA-Tungsten Ores and Concentrates-007	BOA	Tungsten Ores and Concentrates	02/06/2013 10:12	02/06/2013 10:25	02/06/2014 10:25

Manage Solicitation Quotes

You are authorized to manage the quotes for the following solicitations.

Command	Solicitation	Type	Material
Select	DLA-Chromium Metal-004	BOA	Chromium Metal
Select	DLA-Tungsten Ores and Concentrates-007	BOA	Tungsten Ores and Concentrates

Manage Shipment Requests

There are no solicitation awards for which you are authorized to manage the shipment requests.

Notes:

- a. DLA-Ferrochromium-007 has been removed from the list of available solicitations.
- b. DLA-Ferrochromium-007 has been added to the list of solicitation registrations.

Sales Menu: Edit and Submit a Solicitation Registration

1. From the SharePoint web site page or the Home page, select the “Sales Menu” link.
2. If the contact is a company administrator or a registration administrator, the available registrations will be listed with the option to edit the registration.

The screenshot shows a web browser window with the URL <https://strategicmaterialsucweb-test.hq>. The page header features the Defense Logistics Agency logo and the text "DEFENSE LOGISTICS AGENCY Strategic Materials".

Home

Sales Menu

Your account is listed as a contact for **Test Company 2**.
[Edit the Company Profile.](#)

Solicitations Available for Registration

You are authorized to register for the following solicitations.

Command	Solicitation	Type	Material
Register	DLA-Ferromanganese-006	BOA	Ferromanganese

Solicitation Registrations

The following solicitation registrations have been created.

Command	Solicitation	Type	Material	Date Submitted	Date Approved	Expiration Date
Edit	DLA-Chromium Metal-004	BOA	Chromium Metal	02/02/2013 12:54	02/02/2013 12:55	02/02/2014 12:55
Edit	DLA-Ferrochromium-007	BOA	Ferrochromium			
Edit	DLA-Tungsten Ores and Concentrates-007	BOA	Tungsten Ores and Concentrates	02/06/2013 10:12	02/06/2013 10:25	02/06/2014 10:25

Manage Solicitation Quotes

You are authorized to manage the quotes for the following solicitations.

Command	Solicitation	Type	Material
Select	DLA-Chromium Metal-004	BOA	Chromium Metal
Select	DLA-Tungsten Ores and Concentrates-007	BOA	Tungsten Ores and Concentrates

Manage Shipment Requests

There are no solicitation awards for which you are authorized to manage the shipment requests.

3. Under Solicitation Registrations, select the Edit command for DLA-Ferrochromium-007.

Registration for Solicitation:
DLA-Ferrochromium-007

Created By Account ID: Date Created: 04/10/2013 14:55

Submitted By Account ID: Date Submitted:

Expiration Date: Date DLA Approved:

Command	Submittal	Updated By	Date Updated	Certified
Select	BOA Signature Form			
Select	Certification Regarding Authorized Persons (MAR 11)			<input type="checkbox"/>
Select	Certification Regarding Responsibility Matters (APR 10)			<input type="checkbox"/>
Select	Contractor's Billing Address			<input type="checkbox"/>
Select	Contractor's Mailing Address			<input type="checkbox"/>
Select	Disputes: Agreement to Use Alternative Dispute Resolution (JUL 06)			<input type="checkbox"/>
Select	Type of Business Organization (APR 96)			<input type="checkbox"/>

The solicitation registration cannot be submitted until all of the forms have been certified.

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Notes:

- a. The list of submittals can vary by solicitation.
 - b. All submittals with a checkbox in the Certified column must be selected, completed as required and certified before the solicitation registration can be submitted.
 - c. Submittals without a checkbox in the Certified column do not require certification, but can be selected for viewing.
4. Select the Select command for Certification Regarding Authorized Persons.

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Registration for Solicitation: [Summary](#)
DLA-Ferrochromium-007

I.5 Certification Regarding Authorized Persons (MAR 11)

The Contractor represents that the following individuals are current employees of **Test Company 2** and are authorized to perform the indicated roles.

Administrator: Can submit and update the Registration for solicitation DLA-Ferrochromium-007.
 Quoter: Can submit and update Quotes for solicitation DLA-Ferrochromium-007.
 Shipment Requestor: Upon award, can submit Requests for Shipment for contracts awarded under solicitation DLA-Ferrochromium-007.

[Insert new contact](#)

Command	Account	Name	Company Title	Administrator	Quoter	Shipment Requestor
	example	example		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User Certified:
 (By checking this box, you are certifying that you accept the contents of the certification and that all input is correct.)

[Submit](#) [Cancel](#)

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Notes:

- a. At least one Administrator must exist.
 - b. At least one Quoter must exist.
 - c. At least one Shipment Requestor must exist.
 - d. A Company Title must be specified for all Administrators and Quoters.
5. Complete form, select User Certified and select Submit. The list of submittals is displayed.
 6. Select the Select command for Certification Regarding Responsibility Matters.

Browser tabs: Certificate er..., Registration Submittals

URL: https://strategicmaterialsucweb-test.hq



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I.4 Certification Regarding Responsibility Matters (APR 10)

a.1	The Offeror certifies, to the best of its knowledge and belief, that—
a.1.i	The Offeror and/or any of its Principals—
a.1.i.A	Are (<input type="checkbox"/>) are not (<input type="checkbox"/>) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
a.1.i.B	Have (<input type="checkbox"/>) have not (<input type="checkbox"/>), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;
a.1.i.C	Are (<input type="checkbox"/>) are not (<input type="checkbox"/>) presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;
a.1.i.D	Have (<input type="checkbox"/>), have not (<input type="checkbox"/>), within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.
a.1.i.D.1	Federal taxes are considered delinquent if both of the following criteria
a.1.i.D.1.i	The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
a.1.i.D.1.ii	The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
a.1.i.D.2	Examples.
a.1.i.D.2.i	The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

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a.1.i.D.2.ii	The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.
a.1.i.D.2.iii	The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.
a.1.i.D.2.iv	The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).
a.1.ii	The Offeror has (<input type="checkbox"/>) has not (<input type="checkbox"/>) , within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
a.2	"Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).
This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.	
b	The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
c	A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.
d	Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
e	The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this Basic Ordering Agreement for default.

User Certified:
 (By checking this box, you are certifying that you accept the contents of the certification and that all input is correct.)

[Submit](#) [Cancel](#)

7. Complete form, select User Certified and select Submit. The list of submittals is displayed.
8. Select the Select command for Contractor's Billing Address.

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I.8 Contractor's Billing Address

The Contractor shall provide its billing address, billing telephone number, billing facsimile number and billing email address.

Use company default address [Go](#)

Location Type*: Domestic International

Attention Line:

Individual Title:

Department/Division:

Company Name*: Test Company 2

Address Line 1*:

Address Line 2:

City*:

State/Province*:

Zip/Postal Code*:

Telephone*:

Fax:

Email*:

* is a required field

User Certified:
(By checking this box, you are certifying that you accept the contents of the certification and that all input is correct.)

[Submit](#) [Cancel](#)

9. Complete form, select User Certified and select Submit. The list of submittals is displayed.
10. Select the Select command for Contractor's Mailing Address.

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I.7 Contractor's Mailing Address

The Contractor shall provide its address, telephone number, facsimile number and email address.

Use company default address [Go](#)

Location Type*: Domestic International

Attention Line:

Individual Title:

Department/Division:

Company Name: Test Company 2

Address Line 1*:

Address Line 2:

City*:

State/Province*:

Zip/Postal Code*:

Telephone*:

Fax:

Email*:

* is a required field

User Certified:
(By checking this box, you are certifying that you accept the contents of the certification and that all input is correct.)

[Submit](#) [Cancel](#)

11. Complete form, select User Certified and select Submit. The list of submittals is displayed.
12. Select the Select command for Disputes: Agreement to Use Alternative Dispute Resolution.

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I.9 Disputes: Agreement to Use Alternative Dispute Resolution (JUL 06)

a	The parties agree to negotiate with each other to try to resolve any disputes that may arise. If unassisted negotiations are unsuccessful, the parties will use alternative dispute resolution (ADR) techniques to try to resolve the dispute. Litigation will only be considered as a last resort when ADR is unsuccessful or has been documented by the party rejecting ADR to be inappropriate for resolving the dispute.
b	Before either party determines ADR inappropriate, that party must discuss the use of ADR with the other party. The documentation rejecting ADR must be signed by an official authorized to bind the contractor, or, for the Agency, by the contracting officer, and approved at a level above the contracting officer after consultation with the ADR Specialist and with legal counsel. Contractor personnel are also encouraged to include the ADR Specialist in their discussions with the contracting officer before determining ADR to be inappropriate.
c	If you wish to opt out of this clause, check here <input type="checkbox"/> . Alternate wording may be negotiated with the contracting officer.

User
Certified: (By checking this box, you are certifying that you accept the contents of the certification and that all input is correct.)

[Submit](#) [Cancel](#)

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13. Complete form, select User Certified and select Submit. The list of submittals is displayed.
14. Select the Select command for Type of Business Organization.

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Registration for Solicitation:
DLA-Ferrochromium-007

[Summary](#)

I.6 Type of Business Organization (APR 96)

The Contractor represents that -

a	It operates as (<input type="checkbox"/>) a corporation incorporated under the laws of the State of <input type="text"/> , (<input type="checkbox"/>) an individual, (<input type="checkbox"/>) a partnership, (<input type="checkbox"/>) a nonprofit organization, or (<input type="checkbox"/>) a joint venture.
b	If the Contractor is a foreign entity, it operates as (<input type="checkbox"/>) an individual, (<input type="checkbox"/>) a partnership, (<input type="checkbox"/>) a nonprofit organization, (<input type="checkbox"/>) a joint venture, or (<input type="checkbox"/>) a corporation registered for business in <input type="text"/> (country).
c	If the Contractor is a corporation, it is (<input type="checkbox"/>) independent (not owned or controlled by another company), (<input type="checkbox"/>) owned or controlled by <input type="text"/> corporation company registered for business in <input type="text"/> (state/country).
d	If the Contractor is owned or controlled by another, state the relationship (e.g., wholly owned subsidiary, etc.): <input type="text"/> .
e	The Contractor agrees to provide additional information relating to the above representations if requested to do so by the Contracting Officer.

User Certified:
 (By checking this box, you are certifying that you accept the contents of the certification and that all input is correct.)

[Submit](#) [Cancel](#)

15. Complete form, select User Certified and select Submit. The list of submittals is displayed.
16. Once all of the forms have been certified:

[Home](#) ▶ [Sales Menu](#)

Registration for Solicitation:
DLA-Ferrochromium-007

[Summary](#)

Created By Account ID: **Date Created:** 04/10/2013 14:55
Submitted By Account ID: **Date Submitted:**
Expiration Date: **Date DLA Approved:**

Command	Submittal	Updated By	Date Updated	Certified
Select	BOA Signature Form			
Select	Certification Regarding Authorized Persons (MAR 11)	example	04/10/2013 15:31	<input checked="" type="checkbox"/>
Select	Certification Regarding Responsibility Matters (APR 10)	example	04/10/2013 15:42	<input checked="" type="checkbox"/>
Select	Contractor's Billing Address	example	04/10/2013 15:44	<input checked="" type="checkbox"/>
Select	Contractor's Mailing Address	example	04/10/2013 15:45	<input checked="" type="checkbox"/>
Select	Disputes: Agreement to Use Alternative Dispute Resolution (JUL 06)	example	04/10/2013 15:46	<input checked="" type="checkbox"/>
Select	Type of Business Organization (APR 96)	example	04/10/2013 15:47	<input checked="" type="checkbox"/>

To submit the solicitation registration, enter your PIN and select "Submit":

PIN*: [Submit](#)

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17. Enter the PIN and select Submit.

[Home](#) ► [Sales Menu](#)

Registration for Solicitation:
DLA-Ferrochromium-007

[Summary](#)

Created By Account ID: Date Created: 04/10/2013 14:55
 Submitted By Account ID: Date Submitted: 04/10/2013 15:49
 Expiration Date: _____ Date DLA Approved: _____

Command	Submittal	Updated By	Date Updated	Certified
Select	BOA Signature Form			
Select	Certification Regarding Authorized Persons (MAR 11)	example	04/10/2013 15:31	<input checked="" type="checkbox"/>
Select	Certification Regarding Responsibility Matters (APR 10)	example	04/10/2013 15:42	<input checked="" type="checkbox"/>
Select	Contractor's Billing Address	example	04/10/2013 15:44	<input checked="" type="checkbox"/>
Select	Contractor's Mailing Address	example	04/10/2013 15:45	<input checked="" type="checkbox"/>
Select	Disputes: Agreement to Use Alternative Dispute Resolution (JUL 06)	example	04/10/2013 15:46	<input checked="" type="checkbox"/>
Select	Type of Business Organization (APR 96)	example	04/10/2013 15:47	<input checked="" type="checkbox"/>

The solicitation registration has been successfully submitted.

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18. Select the Sales Menu link and note that the registration has been updated.

Browser address bar: <https://strategicmaterialsucweb-test.hq> | Certificate er... | Sales Menu



DEFENSE LOGISTICS AGENCY Strategic Materials

[Home](#)

Sales Menu

Your account is listed as a contact for **Test Company 2**.

[Edit the Company Profile.](#)

Solicitations Available for Registration

You are authorized to register for the following solicitations.

Command	Solicitation	Type	Material
Register	DLA-Ferromanganese-006	BOA	Ferromanganese

Solicitation Registrations

The following solicitation registrations have been created.

Command	Solicitation	Type	Material	Date Submitted	Date Approved	Expiration Date
Edit	DLA-Chromium Metal-004	BOA	Chromium Metal	02/02/2013 12:54	02/02/2013 12:55	02/02/2014 12:55
Edit	DLA-Ferrochromium-007	BOA	Ferrochromium	04/10/2013 15:49		
Edit	DLA-Tungsten Ores and Concentrates-007	BOA	Tungsten Ores and Concentrates	02/06/2013 10:12	02/06/2013 10:25	02/06/2014 10:25