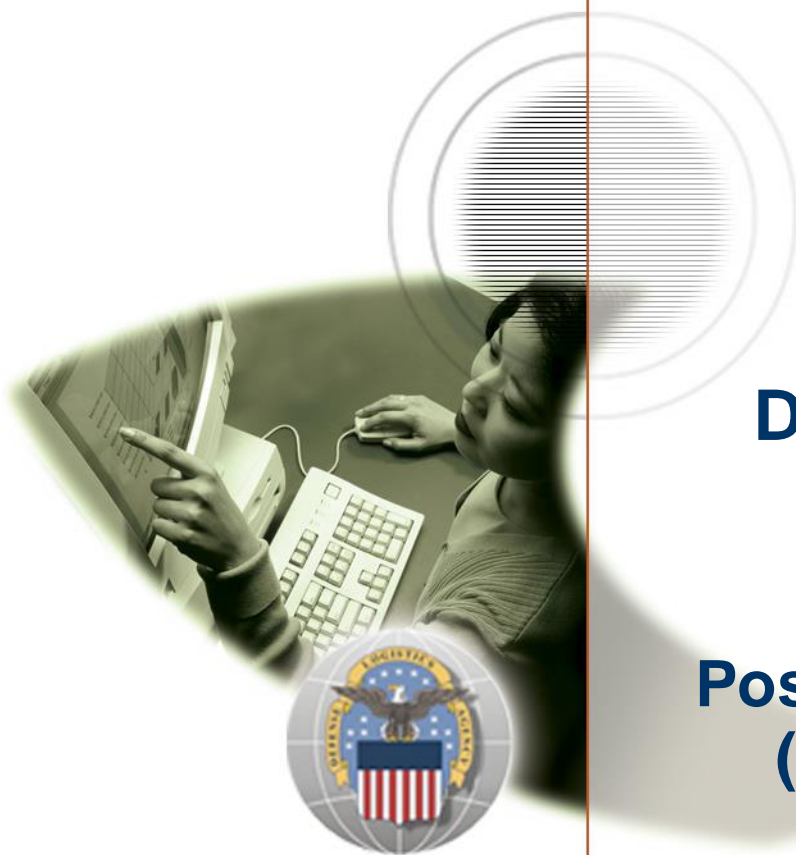


Procurement Job Aid



**DLA Internet Bid
Board System
(DIBBS):**

**Post-Award Requests
(PARs) in DIBBS**

Revised 31 JAN 2022



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 been 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
 - Modification request
 - 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) to initiate a request.

Appendix:

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

Audience:

- Vendors



Business Rules



- Vendors must have access and an account in DIBBS to create PARs
- 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
 - Awards processed in SAP SRM are posted to DIBBS
 - DIBBS allows external creation of Post-Award Requests (PARs) by Vendors

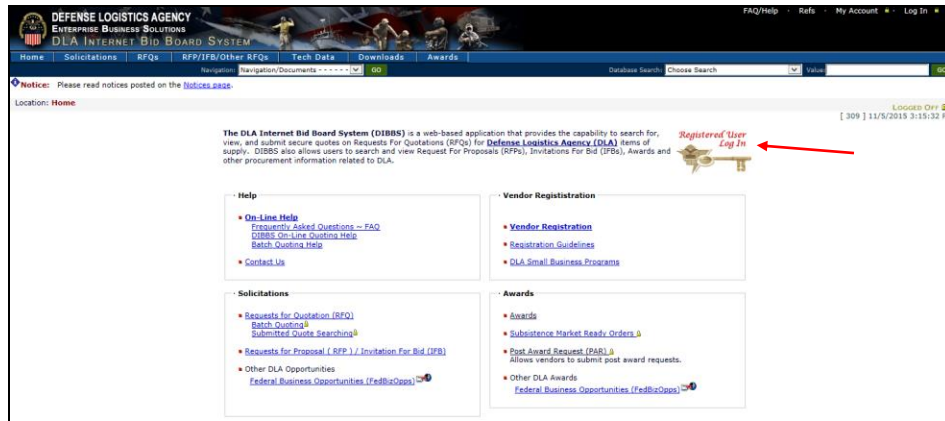


Detailed Steps and Procedures

I. Log into DIBBS using CAGE Code and Password

- a. Login into DIBBS by clicking on the  icon

SCREEN: DIBBS (Landing page)

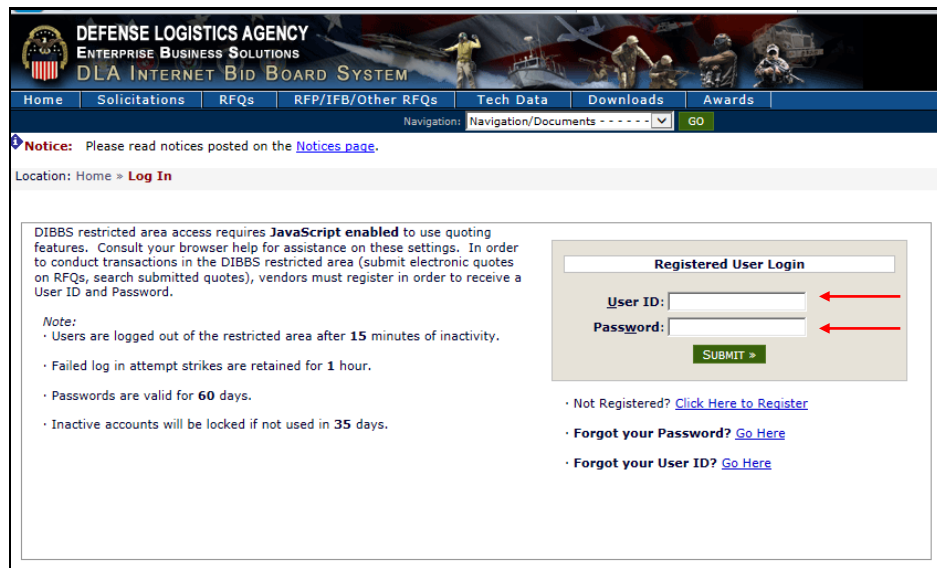


- b. Enter the following on the **DIBBS Log-in** screen

- 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)

The screenshot shows the DIBBS Welcome page. A yellow 'Hot Links' overlay is positioned in the center, listing several navigation options. The 'Post Award Request (PAR)' link is circled in red within this overlay. A red arrow points from this circled link to the 'Post Award Request (PAR)' link in the 'Hot Links' sidebar on the right side of the page. The main page content includes a welcome message for user Lucy Maldonado, system status notices, and a 'Fast Trak Quoting' section.

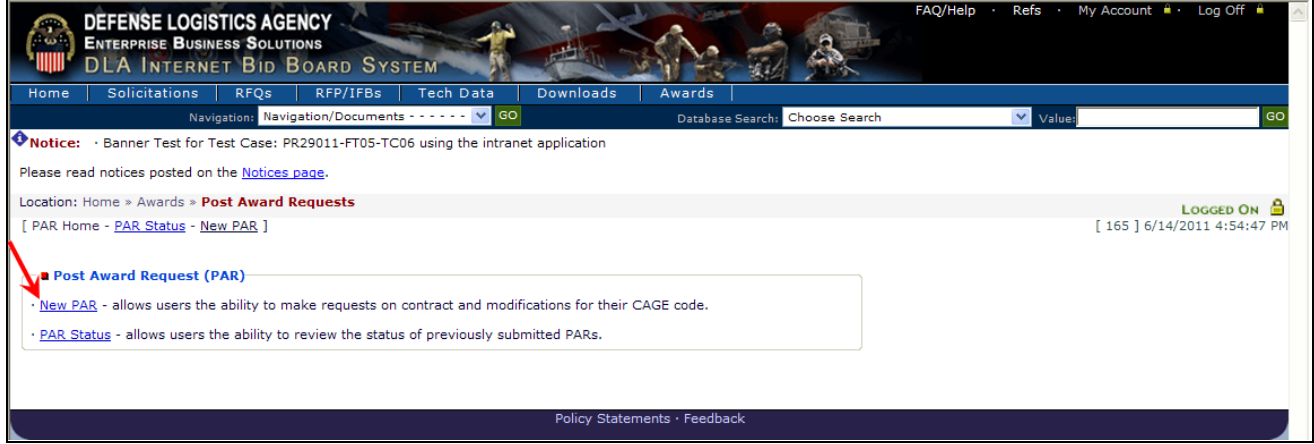
SCREEN: DIBBS (Homepage)

The screenshot shows the DIBBS Homepage. The 'Awards' section is highlighted, containing a link for 'Post Award Request (PAR)' and a sub-link that reads 'Allows vendors to submit post award requests.' A red arrow points to this sub-link. Other sections include 'Help', 'Vendor Registration', and 'Solicitations'.



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)**

Note: If the request is for a Delivery Order, input the 13-character Delivery Order as listed in Block 2 of DD1155.

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 offering to pay consideration**

v. Enter an explanation of the requested action into the **“Type additional notes to the Contract Administrator here”** block

SCREEN: DIBBS (PAR Entry)

DEFENSE LOGISTICS AGENCY
ENTERPRISE BUSINESS SOLUTIONS
DLA INTERNET BID BOARD SYSTEM

Home | Solicitations | RFQs | RFP/IFBs | Tech Data | Downloads | Awards

Navigation: Navigation/Documents - - - - - GO Database Search: Choose Search Value: GO

Notice: Banner Test for Test Case: PR29011-FT05-TC06 using the intranet application

Please read notices posted on the [Notices page](#).

Location: Home » Awards » Post Award Requests » **New PAR**

[PAR Home - PAR Status - New PAR] LOGGED ON [165] 6/14/2011 5:17:04 PM

PAR Entry Steps: 1 2 3

New PAR Input

Contract #: SP800011M1358 **CLIN:** **PAR Reason:** VR01 - Delivery Date Change

Consideration Amount:

Add Attachment: Browse... File Types

Type additional notes to the Contract Administrator here:

CLEAR

Submitter CAGE: 1X9V8 User ID: 1X9V801

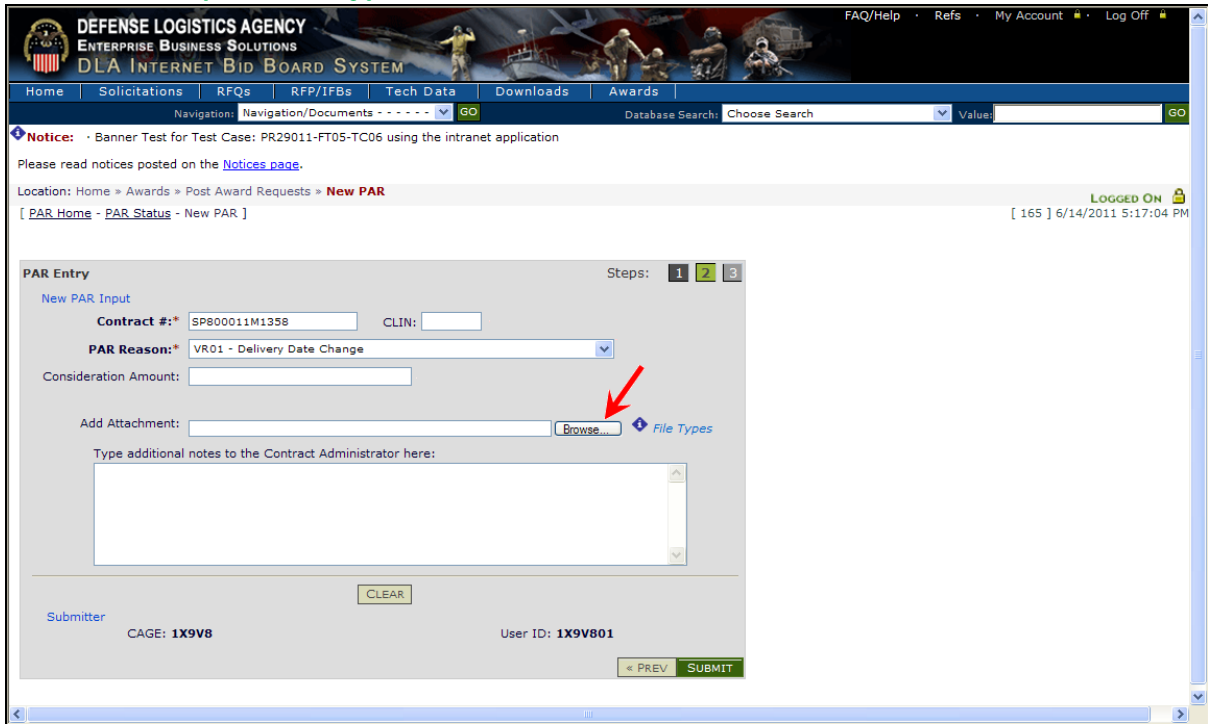
PREV SUBMIT



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

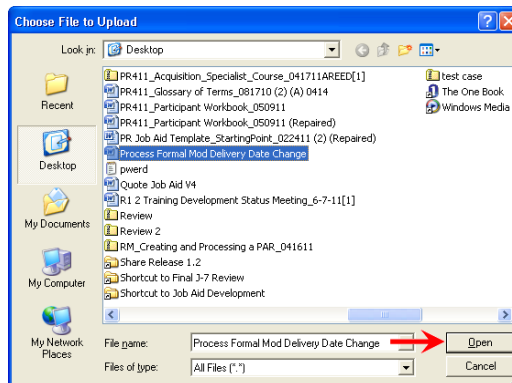
SCREEN: DIBBS (PAR Entry)



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

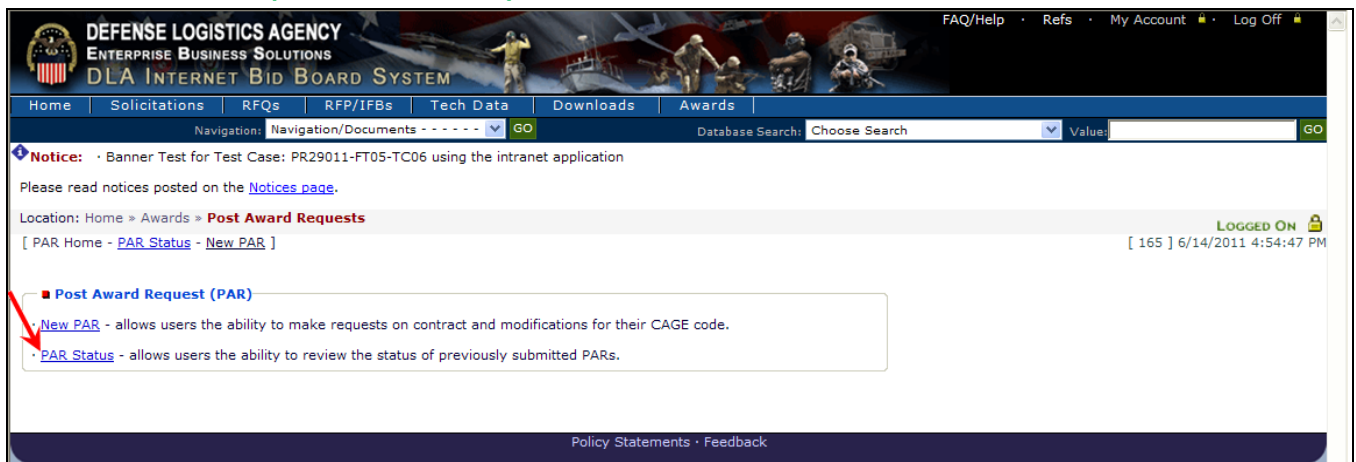


III. Viewing Status of a PAR

i 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

i Note: You can also select the **Calendar** icon to populate these fields
- f. Click the 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)

DEFENSE LOGISTICS AGENCY
ENTERPRISE BUSINESS SOLUTIONS
DLA INTERNET BID BOARD SYSTEM

Home | Solicitations | RFQs | RFP/IFDs | Tech Data | Downloads | Awards

Navigation: Navigation/Documents - - - - - 30 Database Search: Choose Search Value:

Notice: Banner Test for Test Case: PR29011-FT05-TC06 using the intranet application
 Please read notices posted on the [Notices page](#).

Location: Home » Awards » Post Award Requests » **Status**

[[PAR Home](#) - [PAR Status](#) - [New PAR](#)] [167]

PAR Search

Contract Number: SPE7L314M1079

PAR Number:

Date Range From: To:

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) Kevin.K.Davis@dla.mil (614) 692-4345 ext. X



Appendix A – PAR Reasons Codes

- **VR01** – Delivery Date Change
- **VR02** – Duty Free Entry Request
- **VR03** – Free Issues
- **VR04** – Price Change and 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
- **VR12** – Payment Issues
- **VR13** – Tooling Request
- **VR14** – Covid-19
- **VR15** - Request For Variance (from NIIN Technical Data)
- **VR16** - First Article (Govt or Ctr) Inquiry
- **VR17** - Production Lot Test Inquiry



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