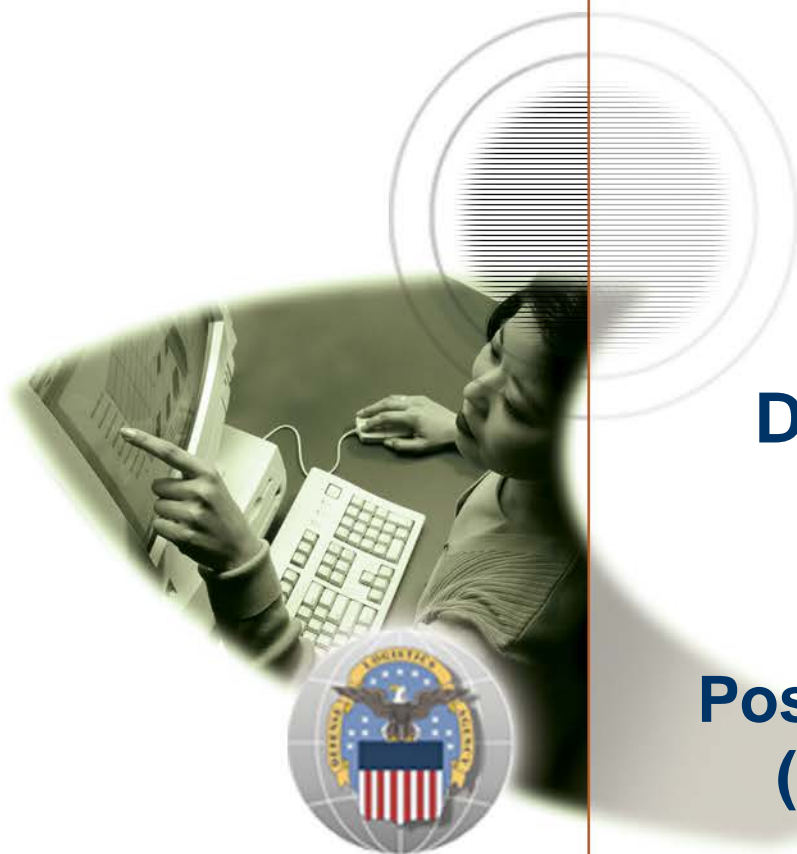


Procurement Job Aid



DLA Internet Bid Board System (DIBBS):

Post-Award Requests (PARs) in DIBBS

Effective 15 January 2026



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
 - 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
 - Awards processed in SAP SRM are posted to DIBBS
 - DIBBS allows external creation of Post-Award Requests (PARs) by Vendors

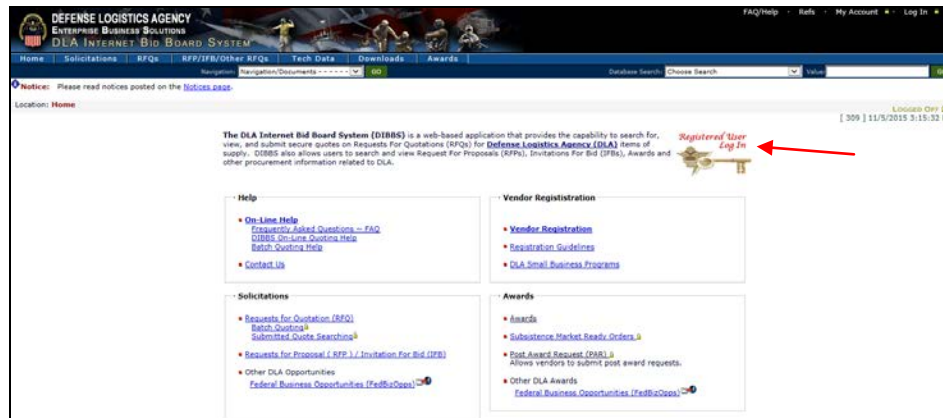


Detailed Steps and Procedures

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
- User ID
 - 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

Home Solicitations RFQs RFP/IFB/Other RFQs Tech Data Downloads Awards

Navigation: Navigation/Documents - - - - - GO

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

Location: Home » **Log In**

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.

Note:

- 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](#)



II. Create a PAR

- 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 screen. The 'Hot Links' window is open, displaying a list of links. The 'Post Award Request (PAR)' link is circled in red. A red arrow points from the 'Post Award Request (PAR)' link in the 'Hot Links' window to the 'Post Award Request (PAR)' link in the 'Hot Links' window on the right side of the screen.

SCREEN: DIBBS (Homepage)

The screenshot shows the DIBBS Homepage. The 'Awards' section is visible, and the 'Post Award Request (PAR)' link is highlighted with a red arrow.



- b. Select the [New PAR](#) link from the *PAR Functions* screen

SCREEN: DIBBS (PAR Functions)

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**

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

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. Verify that the **No** ☒ radio button is selected

- d. Select the **NEXT** button

SCREEN: DIBBS (PAR Functions)

DEFENSE LOGISTICS AGENCY
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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](#)]

Step 1 - Copy PAR Steps: 1 2 3

Copy a previous PAR core data? ☒ No ☐ Yes

NEXT


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** ☐ 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



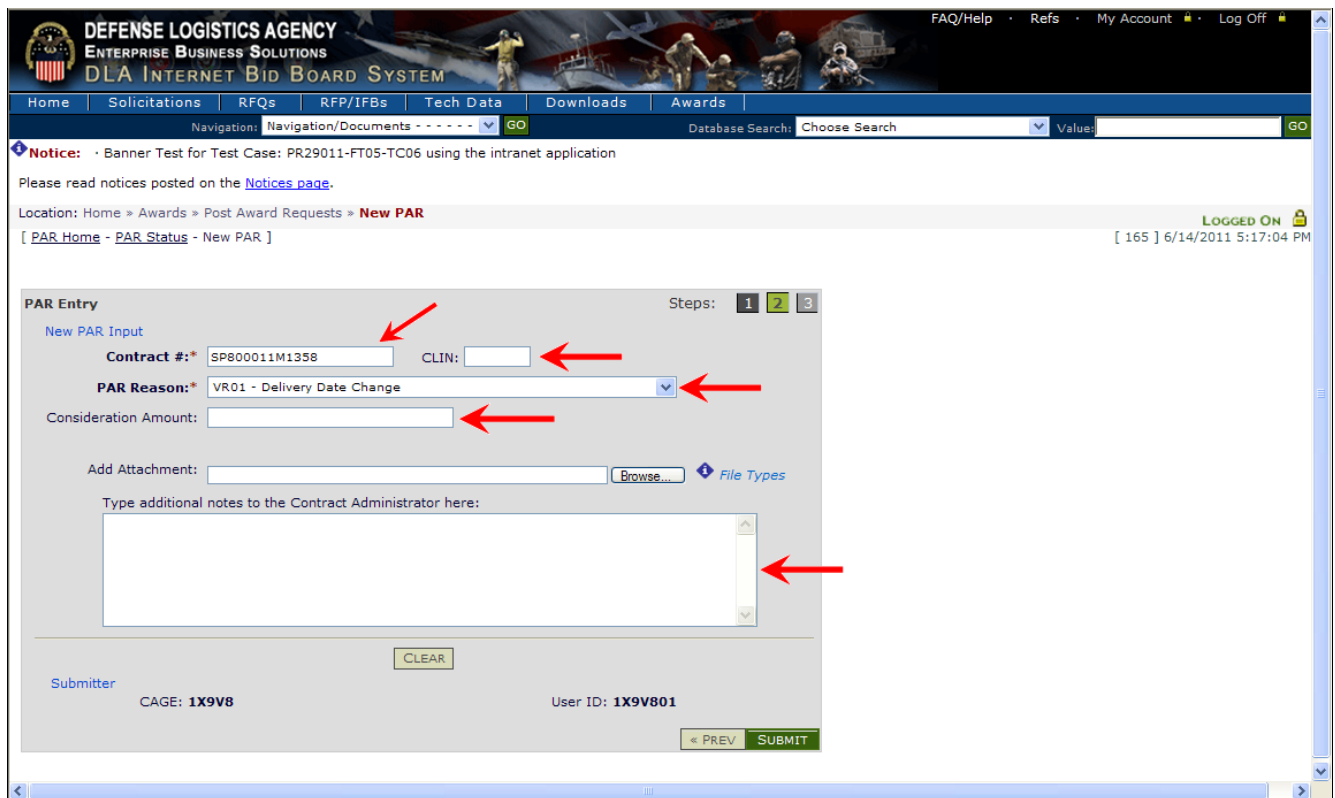
e. Enter data in the following fields:

- 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)



DEFENSE LOGISTICS AGENCY
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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)

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

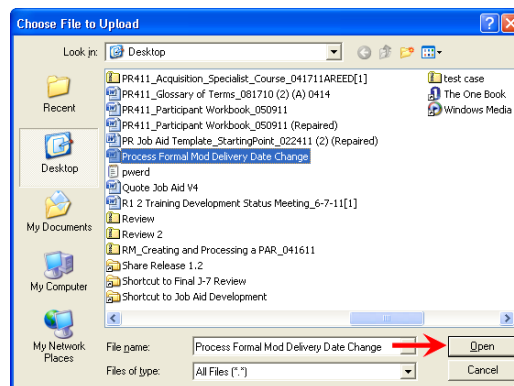
Submitter CAGE: 1X9V8 User ID: 1X9V801

PREV SUBMIT

- 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)

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 [166] 6/15/2011 8:41:28 AM

PAR Entry Steps: 1 2 3

New PAR Input

Contract #: SP800011M1358 CLIN:

PAR Reason: VR01 - Delivery Date Change

Consideration Amount:

Add Attachment: C:\Documents and Settings\HA94002\Desktop\Process Forms Browse File Types

Type additional notes to the Contract Administrator here:
TEST

CLEAR

Submitter CAGE: 1X9V8 User ID: 1X9V801

PREV SUBMIT

Policy Statements Feedback

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)

DEFENSE LOGISTICS AGENCY
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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 [166] 6/15/2011 1:31:25 PM

Created PAR #: 000000001455.

[Printer Friendly Version](#)

PAR Submission Results

PAR Number: 000000001455 Created: Wednesday, June 15, 2011
Contract Number: SP800011M1358 CLIN:
PAR Reason: VR01
Consideration Amount:
Submitter: 1X9V8

Contract Administrator
Name: SRM2ECC_SYS_
Phone:
Email:

PREV

Policy Statements Feedback



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

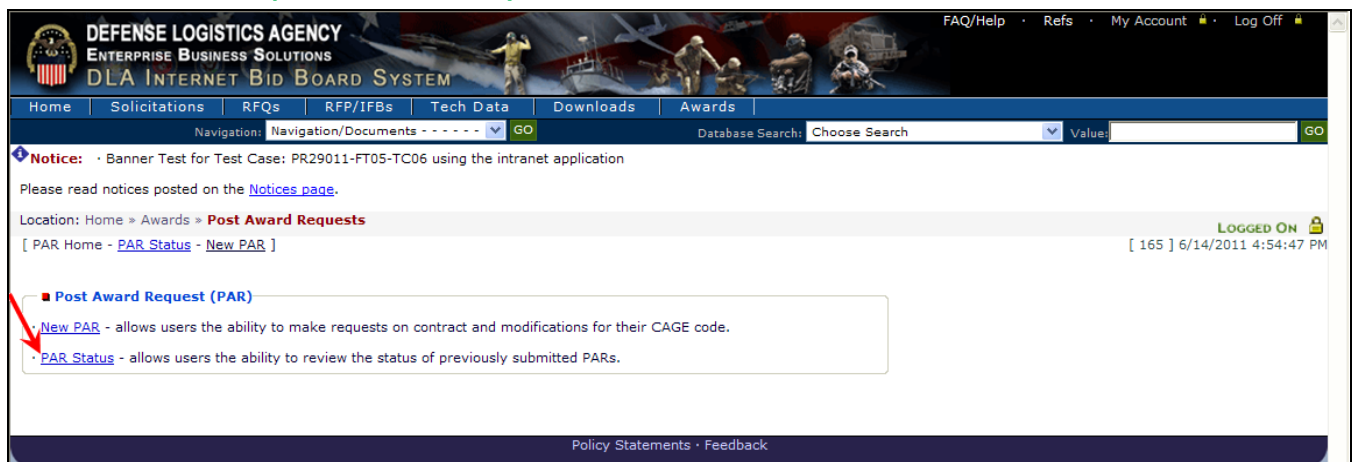





III. Viewing Status of a PAR

Notes:

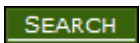
- Vendors have the ability to search for all PARs (open and closed) by selecting the Contract Number, PAR Number or a Creation date range.
- Vendors will be able to view the status of any PARs they have previously submitted.
 - a. Follow the steps in section *I. Log into DIBBS using CAGE Code and password*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

SCREEN: DIBBS (PAR Functions)



- c. Select the **Contract Number**  and enter the Contract number in the **PAR Number** field
- d. **Or** Select the **PAR Number**  and enter the PAR number in the **PAR Number** field
- e. **Or** select the **Date Range**  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  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/IFBs | 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 (Including 15 CFR 700.13(b). Add reason.
- **VR02** – Duty Free Entry request
- **VR03** – Free Issues
- **VR04** – Price Change and Mistakes-in-bid
- **VR05** – Economic Price Adjustments and Redeterminations
- **VR06** – Quantity change or Variation in QTY change
- **VR07** – Unit of Issue change
- **VR08** – Vendor Requested Cancellation – Unrated Order
- **VR09** – Packaging change or clarification
- **VR10** – Place of performance change
- **VR11** – Other Vendor Request
- **VR12** – Payment Issues
- **VR13** – Tooling Request
- **VR14** – Transportation Issues
- **VR15** – Request for Variance (from NIIN technical Data)
- **VR16** – First Article Test (Gov or Ctr) Inquiry
- **VR17** - Production Lot Test Inquiry
- **VR18** – Technical data package request & clarification of drawings
- **VR19** – Change Administration office or Inspection/Acceptance
- **VR20** – Addition of Non-Reoccurring Expenses
- **VR21** – Part number or revision change
- **VR22** – Modification
- **VR23** – DPAS - Vendor Requested Cancellation 15 CFR 700.13(c)(1)
- **VR24** – DPAS - Vendor Requested Cancellation 15 CFR 700.13(c)(2)
- **VR25** – DPAS - Vendor Requested Cancellation 15 CFR 700.13(c)

**Appendix A – PAR Reasons Codes**

PAR Reason Code	Reason Code Text	Explanation for Vendor Requested Cancellation Code
VR08	Vendor Requested Cancellation – Unrated Order	Request a <u>full</u> cancellation of the award for unrated orders that do not have an assigned DPAS rating. Note: If you have a DPAS rated <u>order</u> see PAR code options VR23; VR24; VR25
VR23	DPAS - Vendor Requested Cancellation 15 CFR 700.13(c)(1)	Request a full cancellation of the DPAS rated award IAW 15 CFR 700.13(c)(1) customer unwilling/unable to meet established payment terms
VR24	DPAS - Vendor Requested Cancellation 15 CFR 700.13(c)(2)	Request a full cancellation of the DPAS rated award IAW 15 CFR 700.13(c)(2) item/service not supplied/performed
VR25	DPAS - Vendor Requested Cancellation 15 CFR 700.13(c)(5)	Request a full cancellation of the DPAS rated award IAW 15 CFR 700.13(c)(5) acceptance violates any other regulation, official action, or order of the Department of Commerce (see 15 CFR 700.75)

**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