

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 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:
 - 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

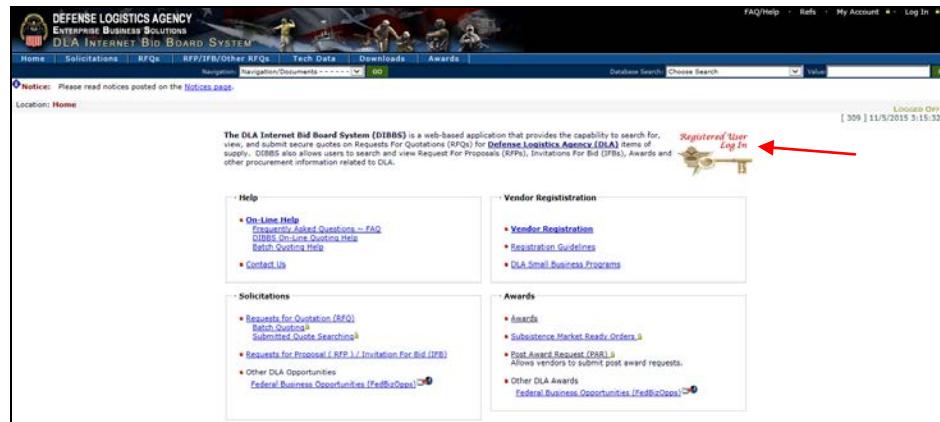


Detailed Steps and Procedures

I. Log into DIBBS using CAGE Code and Password

- Login into DIBBS by clicking on the  icon

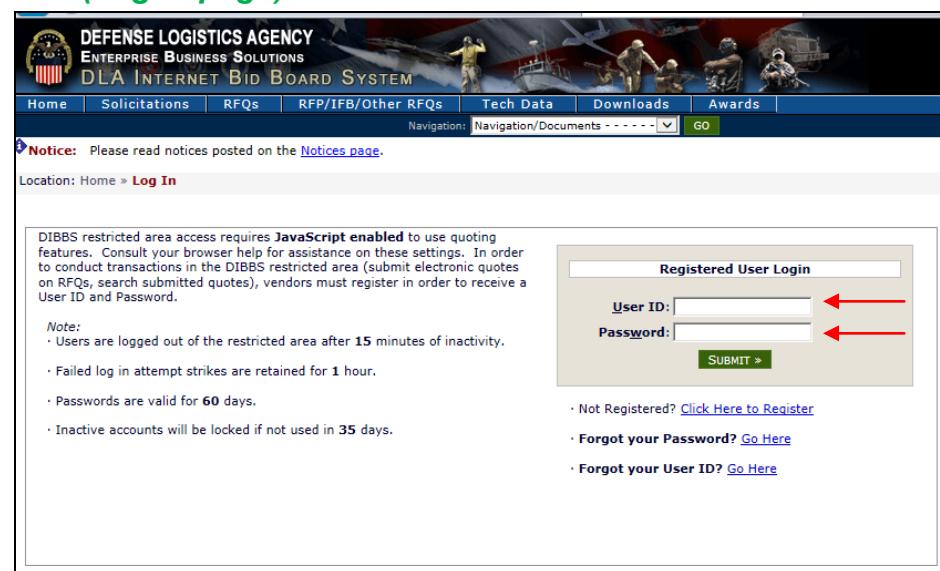
SCREEN: DIBBS (Landing page)



The screenshot shows the DLA Internet Bid Board System (DIBBS) landing page. At the top right, there is a 'Registered User Log In' button with a key icon. A red arrow points to this button. The page contains several sections: 'Help' (with links to Online Help, FAQ, and Contact Us), 'Vendor Registration' (with links to Vendor Registration, Registration Guidelines, and DLA Small Business Programs), 'Solicitations' (with links to Requests for Quotation (RFQ), Batch Quotations, and Submitted Quote Searching), and 'Awards' (with links to Awards, Subsistence Market Ready Orders, and Post Award Requests). The top navigation bar includes links for Home, Solicitations, RFQs, RFP/IFB/Other RFQs, Tech Data, Downloads, and Awards. A 'Database Search' field is also present.

- Enter the following on the **DIBBS Log-in** screen
 - User ID
 - Password
- Click the **SUBMIT** button once you have completed the appropriate fields

SCREEN: DIBBS (Log-in page)



The screenshot shows the DIBBS Log-in page. It features a 'Registered User Login' form with 'User ID' and 'Password' fields, both of which are highlighted with red arrows. Below the form, there is a note about JavaScript requirements and a list of login notes. At the bottom, there are links for 'Not Registered?', 'Forgot your Password?', and 'Forgot your User ID?'. The top navigation bar is identical to the landing page, and a 'Log In' button is visible on the right.



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)

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

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

Location: Home > Welcome

Welcome Lucy Maldonado, You've got DIBBS!

Your User Id: 4V31402 Password Expires: 1/4/2016

Last successful log in: 11/5/2015 4:08:19 PM via IP Address: 131.74.69.45
via IP Address:

Last unsuccessful log in:

⚠ Your System for Award Management (SAM) data needs updating. [System for Award Management](#)

⚠ You have Non-Public Buyer Directed Solicitations. [Click here to View](#)

QUOTING

- Web Form Quoting
- Find your Solicitation via the [RFQ Search](#) and then click on the (Quote) number that you would like to quote, you may use [Fast Trak Quoting](#) and
- Batch Quoting
- Allows quotes on DLA Request for Quotations (RFQ) to be batch uploaded. [Click here to go to DIBBS Batch Upload](#)
- Search Quotes
- Allows searching on submitted DLA Request for Quotations (RFQ) quotes. [Click to go to Search](#)

Hot Links

- Accounts
 - [Change Password](#)
 - [User](#)
- Offers
 - [Search Offers](#)
- Quotes
- SRVA
- Market Ready Orders
- Post Award Request (PAR)**

If you know the solicitation
in uploaded via the Internet.

Fast Trak Quoting

Solicitation #: (Enter without dashes or spaces) [Go](#)

LOGGED ON [309] 11/5/2015 4:25:03 PM

SCREEN: DIBBS (Homepage)

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

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

Location: Home

The DIBBS Internet Bid Board System is a web-based application that provides the capability to search for, view, and submit secure quotes on Requests For Quotations (RFQs) for Defense Logistics Agency (DLA) items of supply. DIBBS also allows users to search and view Request For Proposals (RFPs), Invitations For Bid (IFBs), Awards and other procurement information related to DLA.

Help

- [On Line Help](#)
 - Frequently Asked Questions ~ FAQ
 - DIBBS On-Line Quoting Help
 - Batch Quoting Help
- [Contact Us](#)

Vendor Registration

- [Vendor Registration](#)
- [Registration Guidelines](#)
- [DLA Small Business Programs](#)

Solicitations

- [Requests for Quotation \(RFQ\)](#)
 - [Batch Quoting](#)
 - [Submitted Quote Searching](#)
- [Requests for Proposal \(RFP\) / Invitation For Bid \(IFB\)](#)
- [Other DLA Opportunities](#)
 - [Federal Business Opportunities \(FedBizOpps\)](#)

Awards

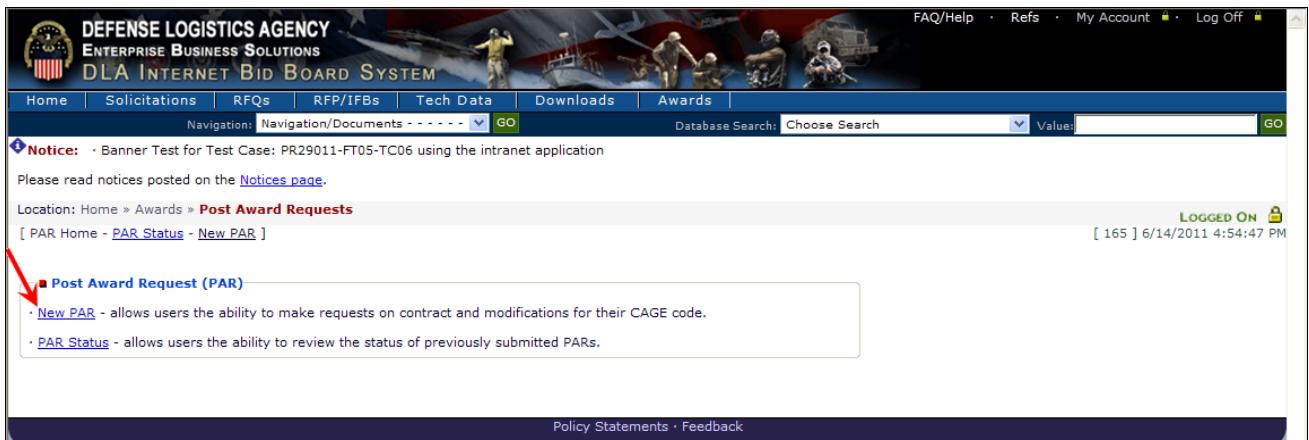
- [Awards](#)
- [Subsistence Market Ready Orders](#)
- [Post Award Request \(PAR\)](#)
 - Allows vendors to submit post award requests.
- [Other DLA Awards](#)
 - [Federal Business Opportunities \(FedBizOpps\)](#)

LOGGED ON [309] 11/5/2015 4:37:55 PM



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

FAQ/Help · Refs · My Account · Log Off

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]

LOGGED ON [165] 6/14/2011 4:54:47 PM

Post Award Request (PAR)

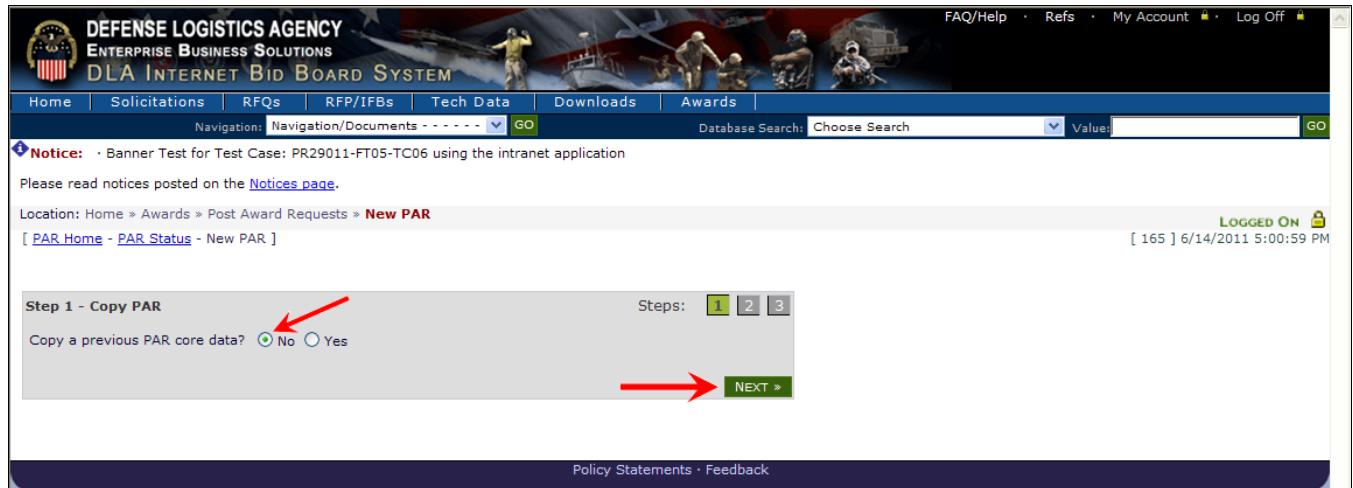
- [New PAR](#) - allows users the ability to make requests on contract and modifications for their CAGE code.
- [PAR Status](#) - allows users to review the status of previously submitted PARs.

Policy Statements · Feedback

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

d. Select the **NEXT >** button

SCREEN: DIBBS (PAR Functions)



DEFENSE LOGISTICS AGENCY
ENTERPRISE BUSINESS SOLUTIONS
DLA INTERNET BID BOARD SYSTEM

FAQ/Help · Refs · My Account · Log Off

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 5:00:59 PM

Step 1 - Copy PAR

Copy a previous PAR core data? No Yes

Steps: 1 2 3

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)

The screenshot shows the DLA Internet Bid Board System (DIBBS) PAR Entry page. The page title is "PAR Entry". The "New PAR Input" section contains the following fields with red arrows pointing to them:

- Contract #:
- CLIN:
- PAR Reason:
- Consideration Amount:
- Type additional notes to the Contract Administrator here:

Below the input fields, there are sections for "Submitter" (CAGE: 1X9V8) and "User ID" (1X9V801). At the bottom are "CLEAR", "SUBMIT", and navigation buttons ("< PREV", "SUBMIT"). The status bar at the bottom right indicates "LOGGED ON" and the date/time "6/14/2011 5:17:04 PM".



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

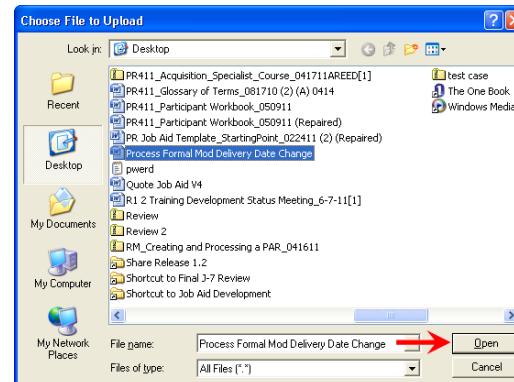
Note: It is not necessary to attach a document in order to create a PAR. Refer to [Appendix B](#) for the list of acceptable file types if you are attaching a document

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)

The screenshot shows the 'PAR Entry' page. The 'Contract #' field contains 'SP800011M1358'. The 'PAR Reason:' dropdown is set to 'VR01 - Delivery Date Change'. The 'Consideration Amount' field is empty. The 'Add Attachment' field shows a local file path. The 'Type additional notes to the Contract Administrator here:' text area contains 'TEST'. The 'Submitter' section shows 'CAGE: 1X9V8' and 'User ID: 1X9V801'. At the bottom, there are 'PREV' and 'SUBMIT' buttons, with a red arrow pointing to the 'SUBMIT' button.

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)

The screenshot shows the 'PAR Submission Results' page. It displays the created PAR number '000000001455'. The 'Contract Number' is 'SP800011M1358', 'PAR Reason' is 'VR01', and 'Consideration Amount' is empty. The 'Submitter' is '1X9V8'. The 'Contract Administrator' section includes fields for 'Name', 'Phone', and 'Email', with the value 'SRM2EC_SYS' entered in the 'Name' field. A red arrow points to the confirmation message 'Created PAR #: 000000001455.'



i Note: All the PAR details are displayed on this screen including:

- PAR number
- PAR creation date
- Contract Number (PIN)
- 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)

The screenshot shows the DLA Internet Bid Board System homepage. The top navigation bar includes links for Home, Solicitations, RFQs, RFP/IFBs, Tech Data, Downloads, and Awards. A search bar is present with a 'GO' button. The main content area displays a banner for a test case and links for Notices, Location, and User status (LOGGED ON). A callout box highlights the 'Post Award Requests' section, specifically the 'PAR Status' link, which is underlined and has a red arrow pointing to it.

- 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 a 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 | RFI/IFBs | Tech Data | Downloads | Awards |

Navigation: Navigation/Documents - - - - - 50 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 full cancellation of the award for unrated orders that do not have an assigned DPAS rating. Note: If you have a DPAS rated order 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/perform
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

<code>.doc</code>	Microsoft Word document / Word Perfect document
<code>.docx</code>	Microsoft Office Open XML Format Word document
<code>.gif</code>	GIF image file
<code>.htm</code>	Hypertext Markup Language File
<code>.html</code>	Hypertext Markup Language File
<code>.jpe</code>	JPEG Image File
<code>.jpg</code>	JPEG Image File
<code>.pdf</code>	Portable Document Format / Printer description file
<code>.png</code>	Portable Network Graphic file
<code>.pps</code>	Power Point slide show / Ping Plotter file
<code>.ppt</code>	Power Point presentation file
<code>.pptx</code>	Power Point Microsoft Office Open XML Format Presentation
<code>.rtf</code>	Rich text file
<code>.rtx</code>	Rich text file
<code>.tif</code>	TIFF file
<code>.tiff</code>	TIFF file
<code>.txt</code>	Text File
<code>.xls</code>	Microsoft Excel Spreadsheet
<code>.xlsx</code>	Microsoft Excel Open XML Document