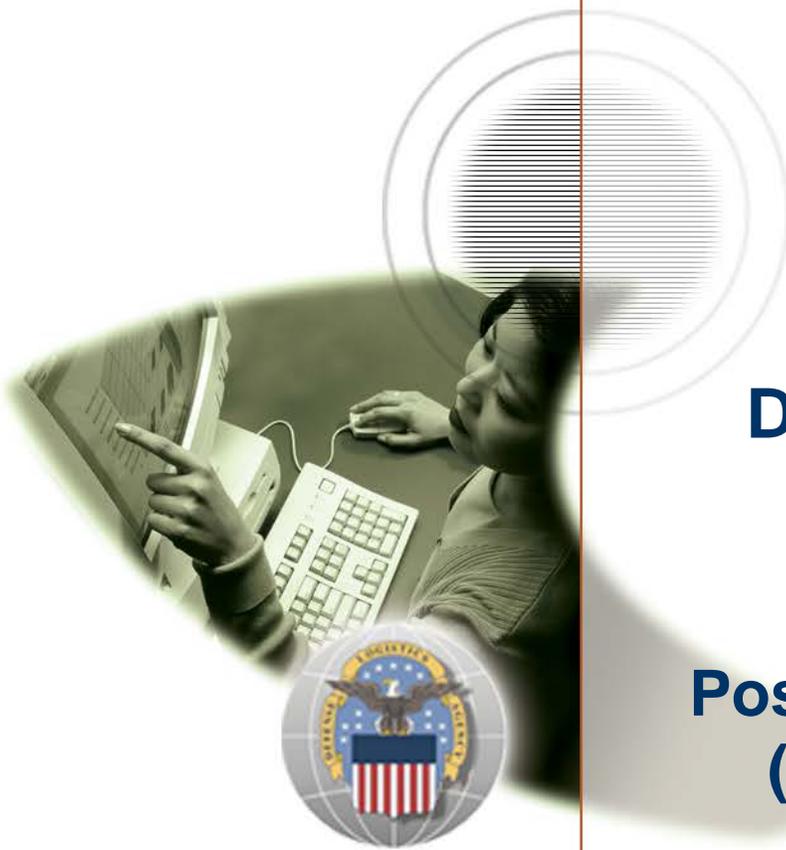


Procurement Job Aid

DLA Internet Bid Board System (DIBBS):

Post-Award Requests (PARs) in DIBBS

Effective 01 January 2024





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

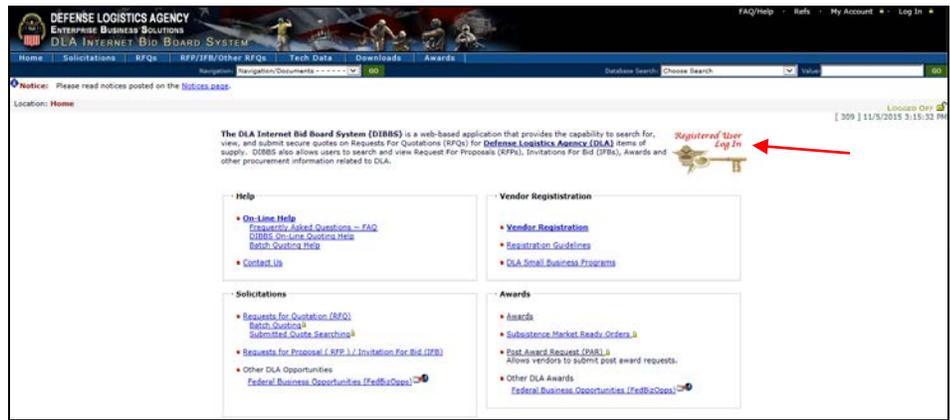


Detailed Steps and Procedures

I. Log into DIBBS using CAGE Code and Password

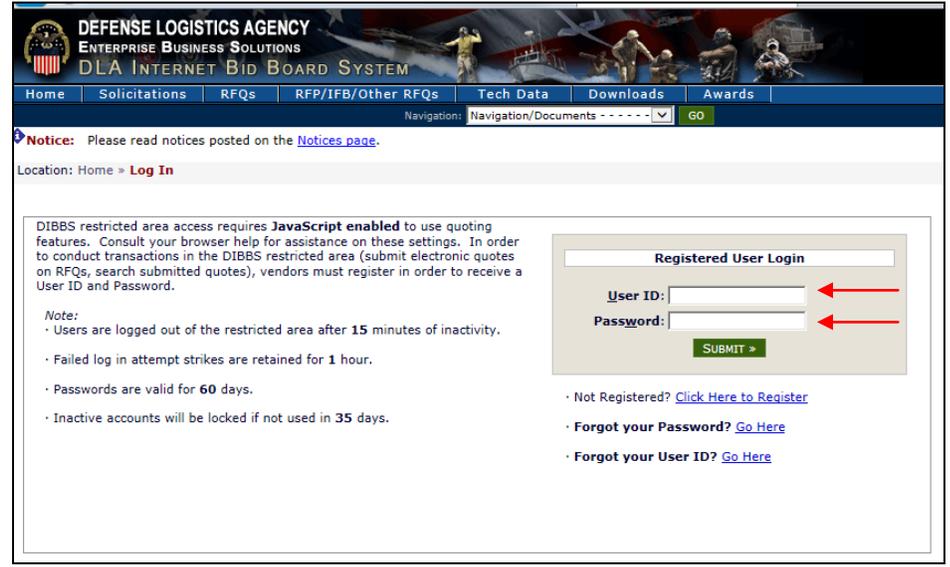
- a. Login into DIBBS by clicking on the  icon

SCREEN: DIBBS (Landing page)



- b. Enter the following on the **DIBBS Log-in** screen
 - 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 'Hot Links' pop-up window is centered on the screen, listing several navigation options. The 'Post Award Request (PAR)' link is circled in red. A red arrow points from the right side of the page towards this link. The background page shows a user login area with fields for 'Solicitation #' and a 'Go' button.

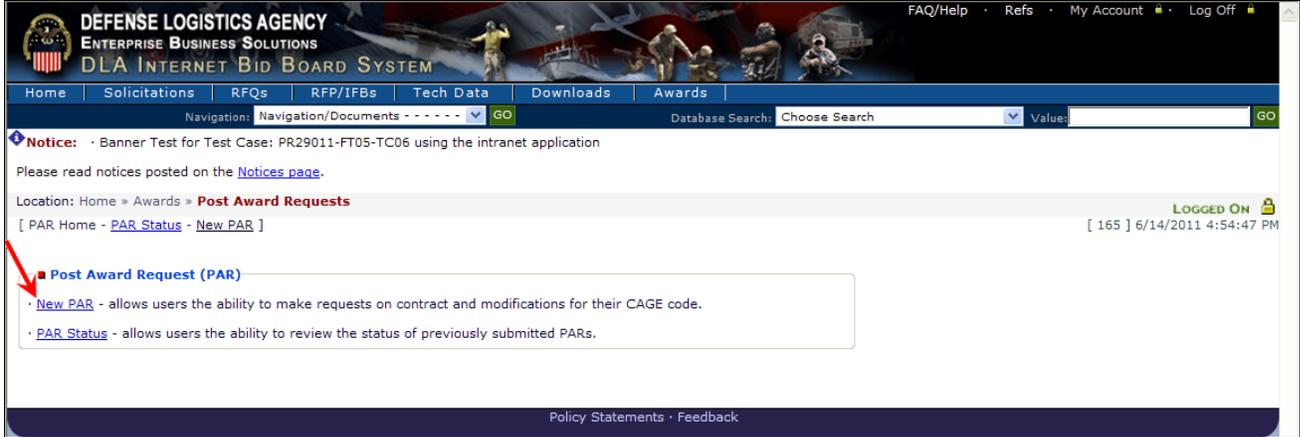
SCREEN: DIBBS (Homepage)

The screenshot shows the DIBBS Homepage. The 'Awards' section is visible, containing a link for 'Post Award Request (PAR)'. This link is circled in red, and a red arrow points to it from the right side of the page. Other sections include 'Help', 'Vendor Registration', and 'Solicitations'.



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

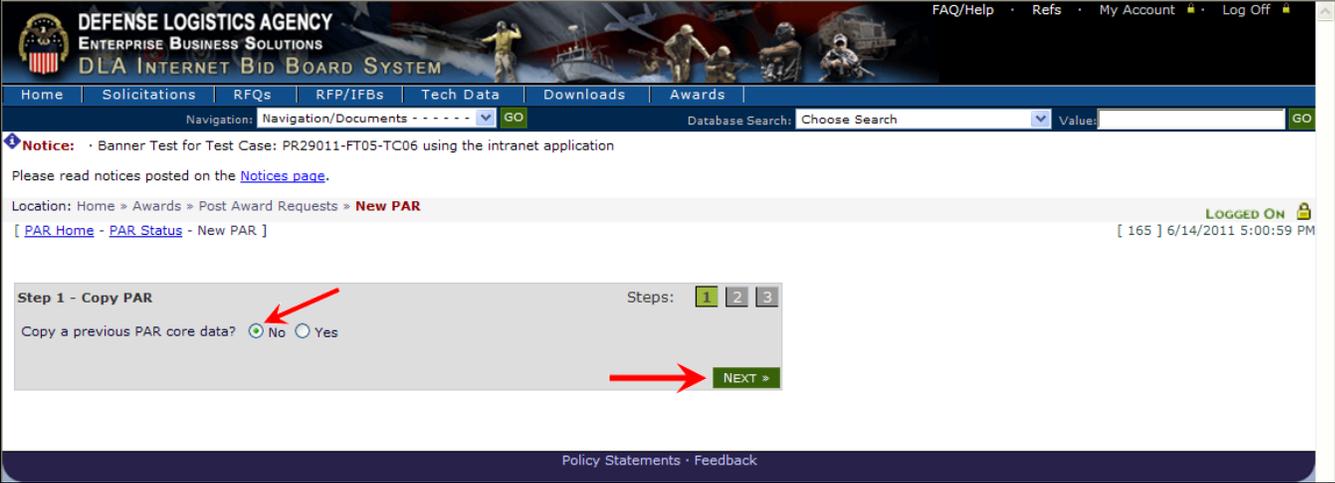
SCREEN: DIBBS (PAR Functions)



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)**
- 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
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

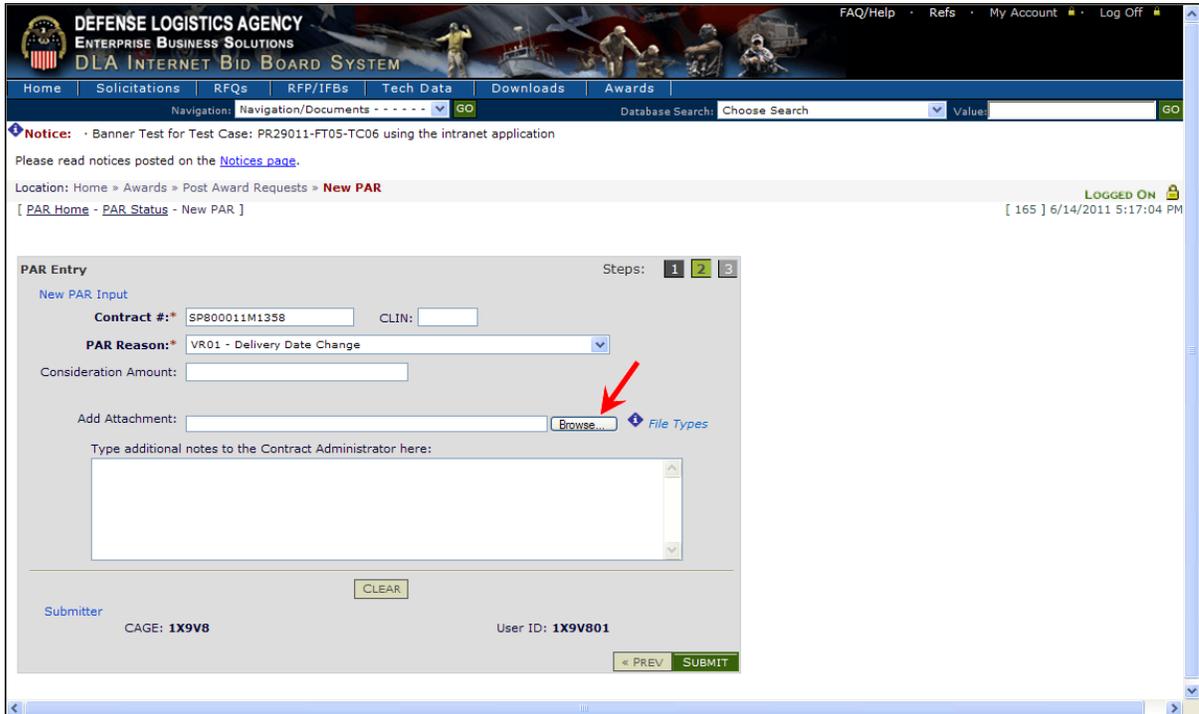
PREV SUBMIT



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

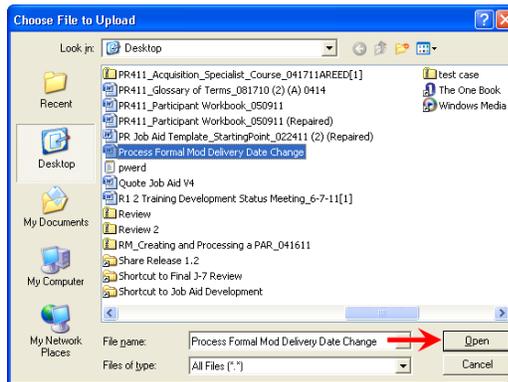
SCREEN: DIBBS (PAR Entry)



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)

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
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 1:31:25 PM

Created PAR #: 000000001455.

PAR Submission Results [Printer Friendly Version](#)

PAR Number: 000000001455 Created Wednesday, June 15, 2011 On: 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

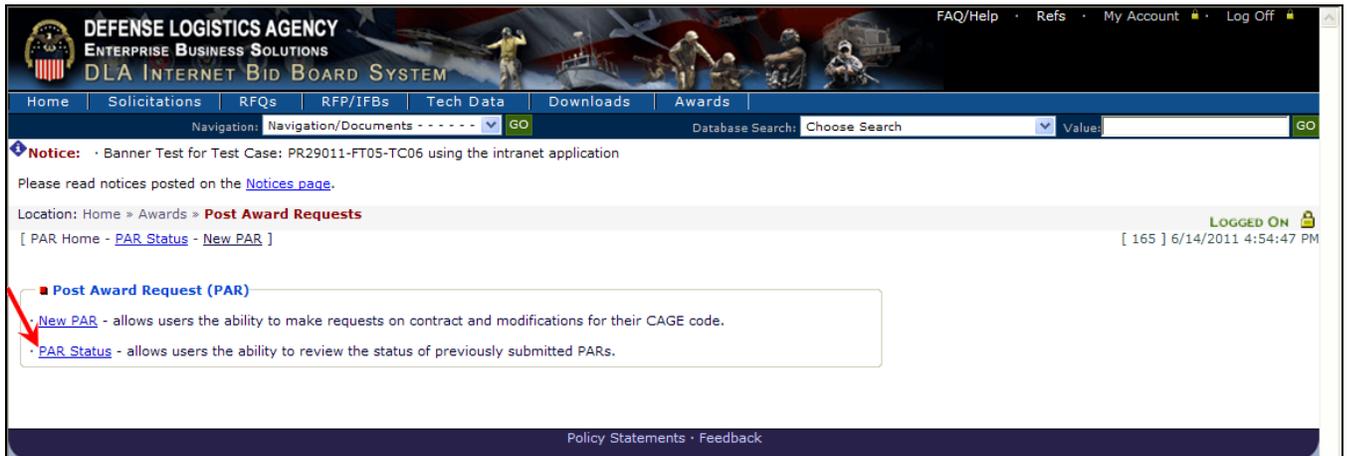


III. Viewing Status of a PAR

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 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 | RFP/IFBs | Tech Data | Downloads | Awards

Navigation: Navigation/Documents - - - - - 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** – Economic Price Adjustments and Redeterminations
- **VR06** – Quantity change or Variation in QTY change
- **VR07** – Unit of Issue change
- **VR08** – Vendor Requested Cancellation
- **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

**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