



# THE LINK

Connecting Suppliers with DLA



Issue 10  
October 2018

## Upcoming Events:

### *Mark Your Calendars!*

Training, Knowledge &  
Opportunities (TKO) Seminars are  
**FREE!**

Learn how to do business with the  
Government

November 15—16  
**Register Now!**

<https://tko.dla.mil/>

All seminars are in Columbus, OH



[www.dla.mil](http://www.dla.mil)

[www.facebook.com/dla.mil](https://www.facebook.com/dla.mil)

[www.twitter.com/dlamil](https://www.twitter.com/dlamil)

[www.youtube.com/user/  
dodlogisticsagency](https://www.youtube.com/user/dodlogisticsagency)

## New DIBBS Registration Process

On August 2, 2018, DIBBS established a new DIBBS registration process. All new, expired, or deleted DIBBS registrants will be subject to a two-step authentication process. This two-step authentication process includes the current e-mail verification and adds the new physical address verification step. The physical address verification step will send all new/expired/deleted registrants an actual postcard



which will be mailed via U.S. Postal Service to the address of record in SAM. The postcard will contain a PIN, which once received, is used to complete the supplier's DIBBS registration. The supplier will not be able to complete their registration or quote until then. Please allow up to 10 calendar

days CONUS and 30 calendar days OCONUS before requesting a second postcard via the DIBBS website as both postcards will contain the same information to complete the registration process.

Any questions concerning this new process should be directed to the [DIBBS\\_Validation@dlamail.mil](mailto:DIBBS_Validation@dlamail.mil) mailbox.

## Current DIBBS Users!

Want to avoid the new registration process? Keep your DIBBS account up to date! Make sure you log into your DIBBS account within 60 days. If your company has multiple users, only one user needs to log in to keep your account current.

# Wide Area Workflow (WAWF) TIPS

For this issue of [The Link](#), the DLA WAWF Support Team provided two common areas where users experience difficulty along with tips to help.

While creating a WAWF transaction, key fields are prepopulated from contract data stored in EDA. Although this step is not necessary to successfully submit a transaction, it can speed up the data entry process and help avoid validation errors. It is also beneficial to avoid changing the prepopulated data as WAWF validates this data throughout the document creation process. Once the document is created, the user has the capability to update fields with errors found during validation.

All suppliers know updating/renewing their SAM registration information is important. It is now even more important due to a change in the registration process. This change requires the supplier to send a notarized letter to the Federal Service Desk (FSA) before a CAGE is activated. The same procedure applies if a supplier's registration expires. CAGE activation may not be updated to WAWF for a few days which could cause a delay in submitting invoices and receiving payments.



**Update to WAWF:** Effective August 20, 2018, a noticeable change took place in the suite of modules known as the Wide Area Workflow (WAWF) e-Business Suite. The name of the suite was changed from WAWF e-Business Suite to Procurement Integrated Enterprise Environment (PIEE) and under the payment module, the invoicing, receipt, acceptance, and property transfer (iRAPT) was renamed Wide Area Workflow (WAWF). The URL remains the same: <https://wawf.eb.mil>.

**WAWF General Information:** Suppliers are reminded DLA requires invoices and receiving reports to be submitted in electronic form via <https://wawf.eb.mil>. The only exceptions to using Wide Area Workflow are listed at DFARS 232.7002 (a)(1). Clauses 252.232-7003 (Electronic Submission of Payment Requests and Receiving Reports) and 252.232-7006 (Wide Area Workflow Additional Instructions) are the clauses which will be included in the contract or will be included by reference via the DLA Master Solicitation. First time users may register by clicking on the "Register" tab on the home page. There are also instructions and help for new users under the "Help/Training" tab.

## PACKAGING VIDEO

A video, which describes the importance of packaging, labeling and transportation, is provided via a YouTube video titled [DLA Distribution Supplier Shipping Requirements](#).

The video, available at: <https://www.youtube.com/watch?v=mlwl9GkiO9Q&sns=em>,

provides guidance to suppliers on proper shipping requirements to DLA Distribution allowing DLA Distribution personnel to quickly process receipts and make materiel available faster to customers. Materiel received, stored, and issued within DLA Distribution Centers require proper care to ensure the items remain in a ready-for-issue condition.

Contact the contracting officer/administrator on your contract if you have specific questions.



## Fraud Alert! Fraud Alert! Fraud Alert! Fraud Alert! Fraud Alert!

The DIBBS Help Desk has received numerous inquiries from the supplier community receiving e-mails from DIBBS BSM(DSCC) but the underlying e-mail address is: [dibbsbsm@dla-mil.com](mailto:dibbsbsm@dla-mil.com). It is requesting you to confirm your personal key with a link to what they want you to think is [login.gov](http://login.gov). If the recipient were to click on the "Confirm Personal Key" link which is contained in the message, the URL which would be contacted is "http://ec2-18-222-200-115.us-east-2.compute.amazonaws.com/?=SAM\_GOV". **DO NOT CLICK ON THIS LINK!**

The DIBBS team will never request a company's [login.gov](http://login.gov) credentials. Please contact the DIBBS helpdesk for any questions at [dibbsbsm@dla.mil](mailto:dibbsbsm@dla.mil).

# Changes Are Coming!

- Changes to the 1155 have been implemented based on Defense Procurement Acquisition Policy (DPAP) Procurement Data Standard (PDS). When providing FOB details, payment method is mandatory. Users will see FOB PAYMENT METHOD on 1155s.

See link for details:

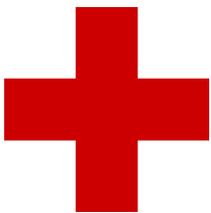
<http://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/Changes%20to%20the%20DD1155%20from%20EBS.docx?ver=2018-09-10-141653-327>

- DLA is making and has made updates to the EDI in an effort to comply with DPAP PDS. The updates were done so the information mandated and requested would be in sync with business requirements.

The link below has the updates which were made and upcoming changes in the near future. All maps will be impacted by the change.

<http://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/EDIChanges.docx?ver=2018-08-27-071220-610>

## MEDICAL SUPPLIES FOR OVERSEAS SHIPMENTS



All medical material to be shipped to overseas locations may be sent to a Medical Air Bridge or to Defense Distribution Norfolk Virginia.

Instructions on when to use these transshipment points are located at the following website:

<http://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/OCONUS%20Medical%208-17-2018.pdf?ver=2018-08-17-095936-003>

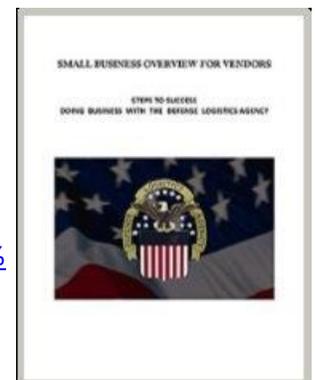
Only shipments of medical supplies are authorized to use these facilities.

## New to Working with the Government? New to Working with DLA? Just Looking for a Place to Get Started?

Learn the basics with the Small Business Overview for Suppliers by visiting:

<http://www.dla.mil/Portals/104/Documents/SmallBusiness/Overview%20for%20Suppliers%20-%20August%202018%20V1.pdf?ver=2018-08-02-083859-307>

The overview details what DLA is, what DLA buys, and how the federal government buys goods and services. Find out what programs your business might be eligible for and the steps and systems needed to become registered to do business with DLA. Also learn how to find current DLA and other federal government business opportunities, as well as where to turn if you need help.



# WHAT DOES THAT STAND FOR?

Have you ever wondered what an acronym the government uses stands for? Below is a list of common acronyms and their meanings.

ADR - Alternate Dispute Resolution  
ADQ - Annual Demand Quantity  
ADV - Annual Demand Value  
BOA - Basic Ordering Agreement  
BPA - Blanket Purchase Agreement  
BSM - Business Systems Modernization  
CAGE - Commercial and Government Entity  
CFR - Code of Federal Regulations  
DFARS - Defense Federal Acquisition Regulations Supplement  
DIBBS - DLA Internet Bid Board System  
DLA - Defense Logistics Agency  
DLAD - Defense Logistics Acquisition Directive  
DoDAAC - Department of Defense Activity Address Code  
DUNS - Data Universal Numbering System  
EBS - Enterprise Business Systems  
EDI - Electronic Data Interface  
FAR - Federal Acquisition Regulation  
FDTI - First Destination Transportation Initiative  
FOB - Free on Board  
FSC - Federal Supply Class  
IFB - Invitation for Bid  
MSC - Major Support Command  
NAFTA - North American Free Trade Agreement  
NAICS - North American Industry Classification System  
NIIN - National Item Identification Number  
NSN - National Stock Number  
P/N - Part Number  
PAR - Post Award Request  
PID - Procurement Item Description  
POC - Point of Contact  
PR - Purchase Request  
PTAC - Procurement Technical Assistance Center  
QAP - Quality Assurance Provisions  
SAM - System for Award Management  
RFID - Radio Frequency Identification  
RFP - Request for Proposal  
RFQ - Request for Quotation  
SBA - Small Business Administration  
SPI - Single Process Initiative  
SPRS - Supplier Performance Risk System  
TLS - Transport Layer Security  
USC - United States Code



## WE NEED YOUR HELP!

Do you have any comments or ideas for articles for our next issue of The Link? We would love to hear them!



Send your comments and ideas to the DIBBS mailbox at: [DibbsBSM@dla.mil](mailto:DibbsBSM@dla.mil).