



# DEFENSE LOGISTICS AGENCY

THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY



## Submitting a Military Interdepartmental Purchase Request (MIPR) DD Form 448 or Interagency Agreement, FS Form 7600B as funding for a Fire & Emergency Services Equipment (FESE) Order:

Navigate to the Vendor Contract Awarded Logistics (VCAL) web portal. First time users will need to Register first before being able to access the website with your CAC. Reference the FES VCAL Customer Registration Instructions for steps on registering.

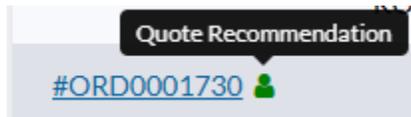
Returning users can log in with their registered CAC or Username and Password. Once logged in, you will be on the *Welcome! Let's Start a New Order* screen.

### Submitting Funding

Within the "My Orders" list, you can filter the stage to "Customer Action Required".

The "My Orders" list will display all your orders that require your action. Orders with a green person icon indicates orders with "Quote Recommendations", meaning ready to fund.

Order Number	Order Name	Date Submitted	Program	Related RFQ	Order Stage	Ordering DoDAAC	Ship to DoDAAC
#ORD0001732	HT STRY0095046	March 28, 2025	F&ESE	RFQ202503280001501	Customer Action Required	W80H2D	MMK205
#ORD0001738	grestest	March 27, 2025	F&ESE	RFQ202503270001498	Customer Action Required	W80H2D	2YTG99
#ORD0001730	HT End to End	March 27, 2025	F&ESE	RFQ202503270001499	Customer Action Required	W80H2D	MMK205
#ORD0001737	HT Test 2	March 26, 2025	F&ESE	RFQ202503260001496	Customer Action Required	W80H2D	MMK205
#ORD0001749	htfanTest	March 25, 2025	F&ESE	RFQ202503250001477	Customer Action Required	W80H2D	2YTG99



Click on the order number you want to fund. You will be directed to the Order page where you can view the "Total Cost to Customer".

Order: ORD0001181  
Created By: Wade Wilson  
Order Name: Test Order Tents 2  
On Behalf Of: Wade Wilson  
Transferred From: --  
Priority: Urgent

Stage: Customer Review  
Program: SOE Tents  
Total Cost To Customer: **\$2,529,600.00**  
Created: 11-26-2024 11:24:29

To export the pricing quote, first select your "Funding Type". From the "Funding Type" dropdown select either MIPR or 7600B. Once selected click "Save To Order". This will enable the "Download" function.

Financial Information  
Please choose a Funding Type for in order to enter further financial details for each order line item.

Funding Type: \*

Save To Order

In the Financial Information Bulk Upload section, click "Download". A downloads box should appear. Click "Open file".

Financial Information Bulk Upload  
To submit Financial Information in bulk, select Download for the template and populate the spreadsheet according to the instructions tab. Save file, then select Choose File to upload.  
Please note only the current version of the file will be accepted for upload.

Download  
Choose File | No file chosen

The pricing spreadsheet will open, listing all the line items that were in scope and ready to fund.

Downloads

ORD0001181-MIPR-01\_Financial Bulk Upload.xlsx  
Open file

See more



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### Using the Financial Information Bulk Upload Spreadsheet:

Users can "Download" the Financial Information Bulk Upload spreadsheet to enter funding information. This will allow you to bypass entering funding individually by line items within the "Line Item" tab.

When completing the financial information spreadsheet, note you can only upload the last downloaded "Current Version". **Example:** *ORD0001181-MIPR-1*. If downloaded again the new version is *ORD0001181-MIPR-2*.

End users will need to scroll over to column "AC" to confirm the order quantity. The MIPR #/7600B # should be entered in column "AF".

AC	AD	AE	AF
Updated Qty	Confirmed Ext Price	Req Number	MIPR Number
12	\$2,529,600.00	12A14450900000	
	\$2,529,600.00		

Note: After confirming your order quantity in column "AC", the total cost for the order will display in column "AD"

Column AJ is also a mandatory field that needs to be completed, indicating whether the Ship to DoDAAC needs to be changed.

**AJ**

**I need to change my Ship To DoDaaC**

Note: Any changes to the Ship to DoDAAC will be reevaluated for any change in pricing.

*Order Lead Time is indicated in column "N" for your review.*

### Uploading the Financial Information spreadsheet

Users will need to save the completed current version spreadsheet to be uploaded.

**Financial Information Bulk Upload**

To submit Financial Information in bulk, select Download for the template and populate the spreadsheet according to the instructions tab. Save file, then select Choose File to upload.

Please note only the current version of the file will be accepted for upload.

Download

Choose File No file chosen

Current Version: ORD0001181-MIPR-3

Click "Choose File" to select your saved file. A successful upload will indicate the spreadsheet file name next to "Choose File".

**Financial Information Bulk Upload**

To submit Financial Information in bulk, select Download for the template and populate the spreadsheet according to the instructions tab. Save file, then select Choose File to upload.

Please note only the current version of the file will be accepted for upload.

Download

Choose File ORD000118...ulk Upload.xlsx

Current Version: ORD0001181-MIPR-3

Scroll to the bottom of the page, where it indicates attachments. You will need to click on the paperclip.

Attachments

Drop files here

The "Upload Attachments" box will appear. Select "Funding Documents" and upload your MIPR/7600B document(s) and your completed Financial Information Bulk spreadsheet.

**Upload Attachments**

Select Attachment(s) Label: Funding Documents

Choose files to upload:

Choose Files No file chosen

Cancel Upload



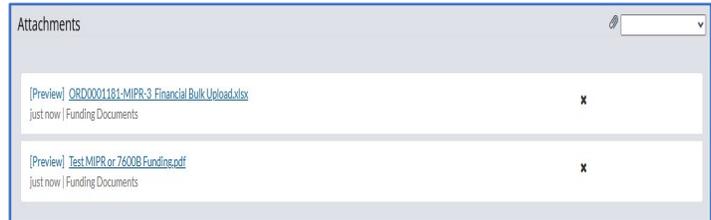
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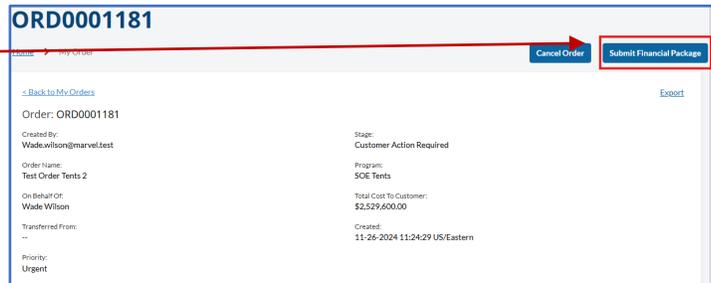
## Uploading the Financial Information spreadsheet continued

Once attachments are uploaded, you should see the attached files under attachments.



Note: *Funding Memos can also be uploaded as needed.*

On the top of the order screen click “Submit Financial Package” to submit your funding to DLA.



A successful submission will be indicated by a green banner. Order will be in the “Order Updated Review” Stage.

## Corrections to Funding Submissions

The Tailored Vendor Logistics Specialist (TVLS) will notify customers if corrections to their funding document(s) are needed. This will be communicated via the “Communication Channel” within the order, along with an email notification.

Should you experience any issues when submitting your funding, contact your assigned Tailored Vendor Logistics Specialist (TVLS) or email [FESVCALSupport@dla.mil](mailto:FESVCALSupport@dla.mil)

Click: [DLA MIPR Instructions](#) to access information on creating your MIPR to DLA.