

1. Vendor Registration

Every vendor/supplier who wants to bid on a DLA-Energy Solicitation for Posts, Camps & Stations (PCS) fuel must complete a registration process with DLA-Energy Account Management and Provisioning System (AMPS), which is accessible at <https://amps.dla.mil> and from the AMPS link on the **PCS OET Splash** page.

PC & S OET



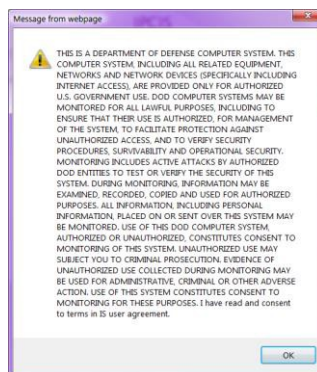
You Must Complete An AMPS Application To Access This System. To Complete AMPS Application [Click Here](#)

[PC & S Offer Entry Tool](#)

PCS OET Splash Page

Once the registration is processed via AMPS, a DLA-Energy HelpDesk ticket is created to establish a unique *User Name* and *Password* for access to PCS OET. You will be notified by email when your Authorization Request has been processed.

2. Logging On – URL <https://offerwizard.dla.mil/pcsoffwiz/pcsoffwiz.html>
Acknowledge the DOD Access Warning pop-up by clicking the **OK** button.



PCS OET Quick-Start Guide

My Account

Verify your Company information and *Purchase Program* selection(s).

Enter Offers

Solicitation Number	Purchase Program	Title	Offers/Bids
SP0600-12-R-0202-002	326	COG 6	View / Edit
SP0600-12-R-0203-8A5	326	COG 6	View / Edit
SP0600-13-R-0206-8A5	324	COG 4	View / Edit
SPE60014R0207	18Q	Turkey Coupons	View / Edit
SPE60015R020C009	18J	United Kingdom	View / Edit

If you do not see the Solicitation you want, verify that the associated *Purchase Program* is selected under **My Account**.

Offer Bid Lines For TMTEST

Bids For Solicitation: SPE60015R0207 Round: 1 - Initial Offer Open Date: 09/22/2016 08:00 Close Date: 09/23/2016 23:00 (Eastern) View All View Active Only

Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	HUB	Spec Mag	FOB	Notes	Taxes
?	?	?	?	?	?	?	?	?	?	?	?	?	?	?

Showing 1 to 1 of 1 entries

[Bid Package Documents\(s\)](#) [New Bid](#) [Done](#)

Check box(es) to select lineitems to bid.

- Select non-consecutive using CTRL+click box;
- Select consecutive lineitems using SHIFT+click box.
- Select/deselect all lineitems using checkbox in column header.

New Bid Line Item Selection

Line Item	Product	Mode	Activity	State	Service Code	Quantity (Gallons)
☐	0002 GASOLINE, REG UNL (MUR)	TT	YIGO ANDERSON AFB	GU	USAF	1680000
☐	0005 ULSD (DS2)	TT	NAVFAC ENGINEERING COMMA	GU	NAVY	240000
☐	0007 ULSD (DS2)	TT	U.S. NAVY HOSPITAL (USNH	GU	NAVY	244504
☐	0008 ULSD (DS2)	TT	YIGO ANDERSON AFB	GU	USAF	1625495

Showing 1 to 4 of 4 entries (filtered from 15 total entries)

[Continue](#) [Cancel](#)

Enter Offer Data: Certain fields invoke underlying data entry screens.

Note: additional data columns are displayed in subsequent bid rounds.

Offer Bid Lines For BRAD HALL AND ASSOCIATES

Bids For Solicitation: SPE60016R0227 Round: 1 - Initial Offer Open Date: 05/19/2016 00:00 Close Date: 10/03/2016 00:00 (Eastern) WARNING: Unsubmitted bids exist. Unsubmitted bid data will not be evaluated. Please use the button on the bottom of this form to submit your bid.

Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	HUB	Spec Mag	FOB	Notes	Taxes
0003	GASOLINE, REG UNL (MUR)	FOBTW	SUMAY	GU	NAVY	600000	0.000000	1.06833	PDSPBMCQ22		N/A	Edit	Edit	N/A
0007	ULSD (DS2)	TT	U.S. NAVY HOSPITAL (USNH	GU	NAVY	244504	0.000000	1.026905	PDSPBGCAS10		N/A	Edit	Edit	N/A
0009	ULSD (DS2)	TW	SUMAY	GU	NAVY	1520000	0.000000	1.02690	PDSPBGCAS10		N/A	Edit	Edit	N/A
0010	ULSD (DS2)	TTWP	BARRIGADA	GU	NAVY	20000	0.000000	1.026905	PDSPBGCAS10		N/A	Edit	Edit	N/A
0012	ULSD (DS2)	TTWP	TINIAN	MP	IBS	310000	0.000000	1.026905	PDSPBGCAS10		N/A	Edit	Edit	N/A

Showing 1 to 5 of 5 entries

[Bid Summary Report](#) [Bid Package Documents\(s\)](#) [Submit Bids](#) [New Bid](#)

Displayed after the initial bid round.

Prev Bid

?

2.100000

2.200000

Displayed in Reverse Auction bid rounds

Win Bid

?

2.100000

2.200000

NOTE: Submit Bids is NOT performed in a Reverse Auction offer round; offers are submitted automatically at the end of the reverse auction.

Standard offer round: Upload supporting .PDF documents to be included with **Submit Bids**

Upload Bid Package Documents

Existing Uploaded Bid Package Documents:

File Name	Create Date
Bid Submission Test Doc.pdf	10/21/2016 20:10:07

Showing 1 to 1 of 1 entries

[Add Document\(s\)](#) [Close](#)

Standard offer rounds: certify / sign using your PCS OET Password.

Submit Offer Package Verify

You must certify and sign the submitted Offer Package.

Continuing will generate an electronically signed 1449 that will be sent to the DIA Buyer.

☒ I certify that I comply to all terms and conditions within the Solicitation.

Enter System Password To Electronically Sign:

Submit Bids For Solicitation SPE60014R0207 Round 1

Submit Email Message

From: tmel22@cofsonassociates.com (Thia Melton)

To: alasser@cofsonassociates.com, gruckdesher@cofsonassociates.com, jbraufmann@cofsonassociates.com, tmel

Subject: Bids For TMEL22 Purchase Program Turkey Coupons (18Q) Solicitation SPE60014R0207 Round 1

Comments / Message To Buyer:

Information entered is conveyed to the Buyer

[Continue](#) [Cancel](#)

[Submit](#) [Cancel](#)

Message from webpage

Bids Successfully Sent...

OK

Bid Summary Report

Provides an Excel spreadsheet of your offer data.

Bids For TMEL22 Solicitation SPE60014R0207 Round 1 (Initial Offer)									
Open Date: 04/21/2015 08:00 Close Date: 04/30/2015 17:00 (Eastern)									
Line Item	Product	Mode	Activity	State	Service Cc	Quantity	Price	BR Price	Escalator ID
1	DIESEL FIUITT		TURKEY AUTOMATED PROG	TR	AAFES	174312	2.86	2.864766	PLMFMDUL10
2	GASOLINE TT		TURKEY AUTOMATED PROG	TR	AAFES	586834	2.8	2.824735	PMFMDPUL10

3. Click on either the **PCS Offer Entry Tool** or **PCS OET** link to proceed to the **User Authentication** screen.

[PC & S OET](#)



You Must Complete An AMPS Application To Access This System. To Complete AMPS Application [Click Here](#)

[PC & S Offer Entry Tool](#)

[PC & S OET](#)

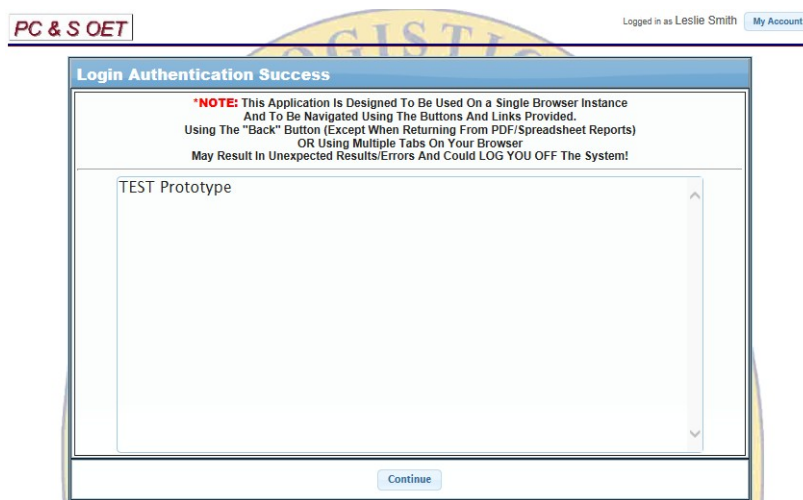
A screenshot of the "User Authentication" form overlaid on the DLA seal. The form has a blue header with the text "User Authentication". Below the header, there are two input fields: "User Name" and "Password". At the bottom of the form are two buttons: "Submit" and "Cancel".

4. Enter *User Name* and *Password* (from the email notifications received upon account registration) and click **Submit**.

[PC & S OET](#)

A screenshot of the "User Authentication" form with the "User Name" field filled with "BONANZA" and the "Password" field filled with four dots. The "Submit" and "Cancel" buttons are visible at the bottom of the form.

5. Click **Continue** on the **Login Authentication Success** screen.



***NOTE:** As mentioned on the above **Login Authentication Success** screen, the Browser **Back** button should not be used.

6. PCS OET Main Screen



7. My Account

Click the **My Account** button in the upper-right hand corner of the **PCS OET Main Screen**.



8. The **User Account Info** screen is where you (the vendor) supply your company / personal information and select the *Purchase Program(s)* on which you want to bid; as well as change your user password. After modifying any fields on the **User Account Info** screen, clicking **Save** retains your data and closes the screen; **Cancel** closes the screen without retaining your modifications.

User Account Info - OU487

Fields marked with * are required.

Company Name: *
(Changes Apply To All Accounts)
BONANZA FUEL x ?

Title: ?

Phone: *
(Ex: 888.555.1212 | (888) 555-1212 | (888) 555.1212 x1212)
555.555.5555 ?

Email: *
tmelson@cnelsonassociates.com ?

Company Class: *
Small Disadvantaged Business ?

Purchase Program Selection: * ?

Available		Selected
Africa	>	COG 3
Europe/Middle East	<	COG 4
BNK OV PAC/AF/AME	>>	Alaska
SOUTHCOM	<<	
Canada		
Central Afghan		
South Afghanistan		
Afghan Transport		

Change Password Save Cancel

NOTE: Fields marked with * are required.

9. Offer Entry Process

Click the **Enter Offers** menu to invoke the **Solicitations For Offer Bid Entry** screen displaying the *Solicitation Number*, *Purchase Program*, and *Title* for each Solicitation associated with the PP(s) you selected under My Account.

PC & S OET

Logged in as Leslie Smith My Account Logout

Enter Offers About

LOGISTICS

[Enter Offers](#)[About](#)

Solicitations For Offer Bid Entry - BONANZA FUEL

Search:			
Solicitation Number	Purchase Program	Title	Offers/Bids
?	?	?	?
SP0600-11-R-0210-001	39	Alaska	View / Edit
SP0600-13-R-0202-003	324R	COG 4R	View / Edit
SP0600-13-R-0204-005	323R	COG 3R	View / Edit
SP0600-13-R-0206-BAS	324R	COG 4R	View / Edit
SP0600-13-R-0238-BAS	322R	COG 2R	View / Edit
SP060014R0206-BAS	322R	COG 2R	View / Edit

Showing 1 to 6 of 6 entries

[Refresh List](#)

Once the Solicitation is located, Click the corresponding **View/Edit** link on the right to invoke the **Offer Bid Lines** screen where bid data for the selected Solicitation are entered/displayed.

10. New Bid Option - Select Lineitems

At the outset of your (the vendor's) first round of bidding, the **Offer Bid Lines** screen data grid is blank as lineitems to be bid on have yet to be selected.

Offer Bid Lines For BONANZA FUEL														
Bids For Solicitation: SP0600-13-R-0202-003 Round: 1 - Initial Offer v Open Date: 04/16/2014 12:00 Close Date: 04/30/2014 00:00 (Eastern)														
Search:														
Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	HUB	Spec Msg	FOB	Notes	Taxes
?	?	?	?	?	?	?	?	?	?	?	?	?	?	?

Showing 1 to 1 of 1 entries

[New Bid](#) [Done](#)

Click the **New Bid** button at the bottom of the **Offer Bid Lines** screen to invoke the **New Bid Line Item Selection** screen displaying the available lineitems associated with the selected Solicitation.

New Bid Line Item Selection

Filters: ?

State: Activity:

Product: Mode: ?

Line Item	Product	Mode	Activity	ST	Service	Quantity	?
515-BD	BIODIESEL B20 (BDI)	TW	GROTON,	CT	NAVY	95000	Gall
431-75	MARINE GAS OIL	TW	NEWBURYPORT	MA	USCG	15000	Gall
438-08	RFG REGULAR UNLEADED (MRR)	TW	GLOUCESTER	MA	USCG	16000	Gall
438-75	MARINE GAS OIL	TW	GLOUCESTER	MA	USCG	31000	Gall
441-08	RFG REGULAR UNLEADED (MRR)	TW	NANTUCKET	MA	USCG	5000	Gall
441-46	FUEL OIL, BURNER #2 (FS2)	TW	NANTUCKET	MA	USCG	10000	Gall
784-55	FUEL OIL, BURNER #6 (FS6)	TT	HANSCOM AFB	MA	USAF	6000000	Gall

11. As the screen below shows, lineitems can be filtered (individually or in combination) by: *State*, *Activity*, *Product* and / or *Mode*. Each filter selected restricts the selections of the next; therefore using a combination of filters produces a drill-down effect. Clicking the **Reset** button clears all filters and redisplay all available lineitems.

Modes are displayed by code, which are defined as follows:

AIR = Airplane;	INTMO = Inter-Modal;
BRG = Barge;	MSS = Marine Svc;
CCARD = Credit Card;	NG = Hemtt;
COUP = Italian Coupon;	PIPE = Pipeline;
COUPN = Coupons;	RAIL = Railcar;
DR = Drums;	TC = Tank Car;
FOBBG = FOB Barge;	TRUCK = Truck;
FOBDR = FOB Drum;	TT= Tank Truck;
FOBPL = FOB Pipeline;	TTR = Tank Trk/Trl;
FOBRL = FOB Railcar;	TTRWP = Trk/Trl W/P;
FOBTT = FOB Tank Truck;	TTWP = Tank Truck Wagon;
FOBTW = FOB Tank Wagon;	TUG = Tug;
FUEL = Fuel Tanker;	TW = Tank Wagon
FUELE = Fuel Truck;	

New Bid Line Item Selection

Filters: ?

State: ME

Activity:

Product:

Mode: TW

?

Reset

Line Item	Product	Mode	Activity	ST	Service	Quantity	
448-75	MARINE GAS OIL	TW	BOOTHAY HARBOR	ME	USCG	39000	Gallon
451-75	MARINE GAS OIL	TW	JONESTOWN	ME	USCG	48000	Gallon
547-US2	ULSD (DS2)	FOBTW	KITTERY	ME	NAVY	180000	Gallon
547-USF	ULSD (DS2)	FOBTW	KITTERY	ME	NAVY	34600	Gallon
B58-E85	FUEL ETHANOL (E85) (E8)	TW	TOGUS,	ME	VA	75000	Gallon

Continue
Cancel

New Bid Line Item Selection Screen, Filtered

Select the lineitems from the **New Bid Line Item Selection** screen to be included in your bid. Multiple non-consecutive lineitems are selected by using CTRL+click, and multiple consecutive lineitems are selected using SHIFT+click. Clicking the **Continue** button populates the **Offer Bid Lines** screen with the chosen lineitems.

Offer Bid Lines For BONANZA FUEL														
Bids For Solicitation: SP0600-13-R-0238-BAS Round: 1 - Initial Offer Open Date: 04/16/2014 00:00 Close Date: 04/30/2014 00:00 (Eastern)														
Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	HUB	Spec. Msg	FOB	Notes	Taxes
416-55	FUEL OIL, BURNER #6 (F56)	TT	NEW LONDON	CT	USCG	220000	0.000000	2.271667	PNYCG#61.0			N/A	Edit	Taxes
547-DS1	Red-Dyed ULSD, #2 Grade (DS)	FOBTW	KITTERY	ME	NAVY	730000	0.000000	3.188500	COPTME2UR			N/A	Edit	Taxes
782-08	RFG REGULAR UNLEADED (MRR)	TW	BRADLEY	CT	AFNG	20000	0.000000	1.000000	AD-NUHV-RFGUNL			N/A	Edit	Taxes
799-US	ULSD (DS2)	TW	BUZZARDS BAY	MA	AFNG	18000	0.000000	1.000000	AD-NUHV-NOZULS			N/A	Edit	Taxes
D04-08	RFG REGULAR UNLEADED (MRR)	TT	BELLMAWR	NJ	USPS	145000	0.000000	2.921300	ODPHILURG			N/A	Edit	Taxes

Showing 1 to 5 of 5 entries

Bid Summary Report
Submit Bids
New Bid
Done

Offer Bid Lines Screen, Line Items Selected Example

During Open Standard bid rounds (e.g., [Initial/Interim/Final](#), etc...) you can add lineitems. The lineitem selection process can be repeated as you want until the round of bidding has closed. Once the bid round has closed, indicated by the **Offer Bid Lines** screen displaying in a read-only format and **(Closed)** text next to the *Round* drop-down, the **New Bid** button is no longer displayed and lineitems can no longer be modified.

An example of a completed **Offer Bid Lines** screen, after selecting your lineitems, and making your bid entries.

Offer Bid Lines For BONANZA FUEL

Bids For Solicitation: SP0600-13-R-0238-BAS Round: 1 - Initial Offer Open Date: 04/16/2014 00:00 Close Date: 04/30/2014 00:00 (Eastern)

Search:

Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	HUB	Spec. Msg	FOB	Notes	Taxes
416-55	FUEL OIL, BURNER #6 (FS6)	TT	NEW LONDON	CT	USCG	220000	2.250000	2.271667	PNYCG#61.0		N/A		Edit	Taxes
547-D51	Red-Dyed ULSD, #2 Grade (D5S)	FOBTW	KITTERY	ME	NAVY	730000	3.150000	3.188500	ODPTME2UR		N/A	Edit	Edit	Taxes
782-08	RFG REGULAR UNLEADED (MRR)	TW	BRADLEY	CT	AFNG	20000	1.000000	1.000000	AD-NUHY-RFGUNL		N/A	Edit	Edit	Taxes
799-US	ULSD (DS2)	TW	BUZZARDS BAY	MA	AFNG	18000	0.999000	1.000000	AD-NUHY-NO2ULS		N/A	Edit	Edit	Taxes
D04-08	RFG REGULAR UNLEADED (MRR)	TT	BELLMAR	NJ	USPS	145000	2.950000	2.921300	ODPHILURG		N/A	Edit	Edit	Taxes

Showing 1 to 5 of 5 entries

Bid Summary Report Submit Bids New Bid Done

Offer Bid Lines Screen, Bids Entered Example (Round 1, Initial Offer)

12. Submit Bids

Click the **Submit Bids** button at the bottom of the **Offer Bid Lines** screen to convey your bid(s) to the Buyer.

Offer Bid Lines For BONANZA FUEL

Bids For Solicitation: SP0600-11-R-0210-001 Round: 5 - BAFO Open Date: 04/04/2014 12:00 Close Date: 04/25/2014 00:00 (Eastern)

Search:

Line Item	Product	Mode	Activity	State	Service Code	Quantity	Prev Bid	Price	BR Price	Escalator ID	HUB	Spec. Msg	FOB	Notes	Taxes
001-58	JET FUEL, TYPE A-50 (JET A50)	TW	BETHEL	AK	ARMY NG	150000	0.000000	3.050000	3.196800	PD-SEAT-JKBAR		N/A		View	N/A
002-43	FUEL OIL, BURNER, #1 (FS1)	TT	CHENA FLOOD CONTROL PROJ	AK	ARMY	25000	0.000000	3.150000	3.540000	OD-ACRG-NO1		N/A		View	N/A
003-US	ULSD (DS2)	TT	BLACK RAPIDS TRAINING SI	AK	ARMY	100000	0.000000	3.200000	3.243000	OD-DSEAT-NO2ULS		N/A		Edit	N/A
760-UW1	ULSD (DS1)	FOBTW	EIELSON AFB	AK	USAF	42000	0.000000	0.000000	3.676700	OD-ACRG-NO1ULS		N/A	Edit	Edit	N/A
785-28	GASOLINE, REG UNL (MUR)	AIR	INDIAN MOUNTAIN AFS	AK	USAF	2500	0.000000	0.000000	3.400000	OP-ACHRG-UNL		N/A	Edit	Edit	N/A
D05-43	FUEL OIL, BURNER, #1 (FS1)	FOBTW	KING SALMON	AK	FAA	220000	0.000000	3.300000	3.540000	OD-ACRG-NO1		N/A	View	View	N/A

Showing 1 to 6 of 6 entries

Bid Summary Report Submit Bids New Bid Done

The **Submit Bids For Solicitation** screen displays as an email message screen with the *From*, *To* and *Subject* fields appropriately pre-populated.

Submit Bids For Solicitation SP0600-10-R-0214-002 Round 6

Submit Email Message

From: tmelson@cnelsonassociates.com (Leslie Smith)

To: shassler@cnelsonassociates.com, gruckdashel@cnelsonassociates.com

Subject: Bids For BONANZA FUEL Solicitation SP0600-10-R-0214-002 Round 6

Attach Hard Copy.. (Required - PDF File)

Comments / Message To Buyer:

Submit Cancel

13. A **PDF** file bid package **MUST** be attached to the submission by clicking the **Attach Hard Copy** link which opens a window where you can browse your system to locate and attach a PDF file to the bid. The attached PDF should contain all of your contracting (FARs, Certs, etc.) and payment information per the Solicitation.

If an Amendment has been published/applied to the Solicitation, you should check FedBizOps (<https://www.fbo.gov/>) prior to submitting your bid package to confirm that you have the latest contracting and accounting requirements (i.e., FARs, certificates, clauses, etc...) as these potentially could have changed on the Amendment

Any notes or additional information you would like to send with the submission may be entered into the *Comments / Message to Buyer* field.

Submit Bids For Solicitation SP0600-10-R-0214-002 Round 6

Submit Email Message

From: tmelson@cnelsonassociates.com (Leslie Smith)

To: shassler@cnelsonassociates.com, gruckdashel@cnelsonassociates.com

Subject: Bids For BONANZA FUEL Solicitation SP0600-10-R-0214-002 Round 6

Attach Hard Copy... PCS OET Submit Bid Test Attachment Doc.pdf (Required - PDF File)

Comments / Message To Buyer: ?

Test R/A Rd 3 - Bonanza

Submit Cancel

Complete Submit Bids for Solicitation Screen

14. Clicking **Submit** on the completed **Submit Bids For Solicitation** screen prepares your bid for import into the PCS BEM application and notifies the Buyer that the submission package is available.

***NOTE:** The bid submission process can be repeated as you want until the closing time/date of the bid round. During Initial/Interim/Final/Reverse Auction rounds (that are open), vendors can update their bids, within the constraints of the round, and re-submit.

15. The Bids Successfully Sent screen will be displayed. Click **OK**.



16. You are returned to the screen below. Click **Done**.

Offer Bid Lines For BONANZA FUEL																
Bids For Solicitation: SP0600-11-R-0210-001 Round: 5 - BAFO Open Date: 04/04/2014 12:00 Close Date: 04/25/2014 00:00 (Eastern)																
Search:																
Line Item	Product	Mode	Activity	State	Service Code	Quantity	Prev Bid	Price	BR Price	Escalator ID	HUB	Spec Msg	FOB	Notes	Taxes	
?	?	?	?	?	?	?	?	?	?	?	?	?	?	?	?	?
001-58	JET FUEL, TYPE A-50 (JET A50)	TW	BETHEL	AK	ARMY NG	150000	0.000000	3.050000	3.196800	PD-SEAT-JKBAR		N/A		View	N/A	
002-43	FUEL OIL, BURNER, #1 (FS1)	TT	CHENA FLOOD CONTROL PROJ	AK	ARMY	25000	0.000000	3.150000	3.540000	OD-ACRG-NO1		N/A		View	N/A	
003-05	ULSD (DS2)	TT	BLACK RAPIDS TRAINING SI	AK	ARMY	100000	0.000000	3.200000	3.243000	OD-DSEAT-NO2ULS		N/A		Edit	N/A	
760-UW1	ULSD (DS1)	FOBTW	EIELSON AFB	AK	USAF	42000	0.000000	0.000000	3.676700	OD-ACRG-NO1ULS		N/A	Edit	Edit	N/A	
785-28	GASOLINE, REG UNL (MUR)	AIR	INDIAN MOUNTAIN AFS	AK	USAF	2500	0.000000	0.000000	3.400000	OP-ACHRG-UNL		N/A		Edit	N/A	
D05-43	FUEL OIL, BURNER, #1 (FS1)	FOBTW	KING SALMON	AK	FAA	220000	0.000000	3.300000	3.540000	OD-ACRG-NO1		N/A	View	View	N/A	
Showing 1 to 6 of 6 entries																
Bid Summary Report Submit Bids New Bid Done																

17. Log out.

