

## Before You Begin

### System for Award Management (SAM)

Vendors must be registered in SAM to acquire a DIBBS account. DIBBS completes certain registration information by accessing SAM data.

- First complete a D-U-N-S registration at <http://fedgov.dnb.com/webform>
- For SAM registration go to the following website: <https://www.sam.gov>

### Procurement Technical Assistance Center (PTAC)

PTACs have a local presence in all 50 states, Washington, D.C., Puerto Rico and Guam. They help businesses pursue and perform under contracts with the Department of Defense, other federal agencies, state and local governments and with government prime contractors. Most of the assistance the PTACs provide is free. PTAC support to businesses include registration in SAM, identification of contract opportunities, help understanding requirements and in preparing and submitting bids.

To locate a PTAC in your area, visit:  
<http://www.aptac-us.org/>

### DIBBS FAQ/Help Website:

<https://www.dibbs.bsm.dla.mil/refs/help/dibbshelp.htm>

### DIBBS Helpdesk Email:

[dibbsbsm@dlamail.mil](mailto:dibbsbsm@dlamail.mil)

### cFolders & cFolders Customer Support:

<https://pcf1x.bsm.dla.mil/cfolders>  
<https://www.pdmd.dla.mil/cs/>

### Training Knowledge & Opportunities Seminars (TKOs):

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

## Acronyms Quick Reference List

ADR - Alternate Disputes 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

### Supplier Information Resource Center (SIRC):

<http://www.dla.mil/hq/informationoperations/business/ebssupplierresources.aspx>

# POCKET GUIDE

Defense Logistics Agency



## Internet Bid Board System (DIBBS)

<https://www.dibbs.bsm.dla.mil>

### Introduction

The Defense Logistics Agency (DLA) Internet Bid Board System (DIBBS) is a web-based application that enables the supplier community to search for, view, and submit secure quotes on Request for Quotations (RFQs) for DLA items of supply. Through DIBBS, users can also search for, view, and upload proposals for Requests for Proposal (RFPs) and Invitations for Bid (IFB). Additionally, users can view awards and other procurement information. This Pocket Guide provides an overview of the DIBBS application and brief instructions for its use.

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## Registration

Registration in both SAM and DIBBS is required to receive a login account and password to conduct transactions over the restricted portions of DIBBS (e.g., submitting electronic quotes on RFQs) and to register email addresses for solicitation and award notifications.

Detailed system requirements and instructions for registration can be found on the DIBBS Help Page at: <https://www.dibbs.bsm.dla.mil/>

- Primary registration steps are as follows: On the DIBBS home page click the “Vendor Registration” link to begin the process.
- A CAGE’s registration will be processed immediately. A user ID will appear on the registration screen, and a temporary Personal Identification Number (PIN) will be sent separately to the email address of the identified Super User to enable the Super User to create a password. If a CAGE is already registered on DIBBS, the name and email address of the Super User will be provided. The Super User should be contracted to set up additional accounts for the CAGE.

### What is the Super User?

The supplier representative initiating the DIBBS registration process has the option to assign a representative as the Super User (the individual who controls the account), accept their SAM registration point of contact as the Super User, or designate himself/herself to act as the Super User for the CAGE. The Super User is the individual who controls the DIBBS account and has the ability to change the following:

- The DIBBS Super User Password
- Vendor Profile: Update DIBBS defaults, email accounts, and other business information
- User(s) Account Profile: Add/Delete users, and modify user accounts.

## Solicitation Searching

**Federal Supply Class (FSC):** The first four digits of an NSN identifying the group and class of an item (e.g., 5905).

**National Stock Number (NSN):** A 13-digit number consisting of the FSC for the item followed by a nine-digit identification number. This number is used to label and categorize each item that is stocked.







**Solicitation Number:** a 13-position alpha/numeric document identification number used to communicate government requirements to prospective suppliers.

**Purchase Request Number:** a 10-position numeric document identification number, which describes the required supplies so that procurement can be initiated.

**Nomenclature:** The basic noun designation by which an item is commonly known (e.g., filter element, fluid).

**Approved Part Number (P/N):** This search is for approved part numbers on NSN buys described by manufacturer’s CAGE and part number.

**Approved CAGE:** This search is for approved CAGEs on NSN buys described by the manufacturer’s CAGE and part number.

	Selecting this icon allows a user to quote on a specific solicitation.
	There are technical documents available for the NSN.
	This solicitation is set aside for small business.
	The NSN is a Mil-Spec Qualified Product List (QPL) item.
	Solicitation displayed may not include all pertinent data.
	This is a Fast Award candidate. Quotes under the micro-purchase authority may be awarded prior to the solicitation return date.

## Quote Submission

### Submitting Web Form Quotes

- Users must be registered and logged into DIBBS in order to submit quotes. User registration in SAM must be up to date.
- After locating a solicitation using the RFQ search tool, click on the “Quote” button. Users not logged on at this point will be prompted to do so then.
- After completing the quote form and reviewing the synopsis for accuracy, click “Submit”.
- Users will receive a message indicating that the submission was “successful” or “unsuccessful”.
- Submitted quotes may be viewed until the contract is awarded/cancelled. Revisions to quotes submitted on behalf of a CAGE will overlay previously submitted quotes for the same requirement.

### Batch Quoting

Batch quoting allows quotes from the Request for Quotations to be batch loaded. Quotes are prepared off-line in a prescribed, comma delimited format that can be uploaded via the internet. See:

<https://www.dibbs.bsm.dla.mil/Refs/help/Quoting/Batch/Default.aspx>

### Quoting Input Assistance

Complete quote input form as specified. For details on completing price data, product offer representation, or contract representation visit one of the following websites listed below:

**Federal Acquisition Regulation:**

<http://www.acquisition.gov/far/index.html>

**Defense Federal Acquisition Regulations Supplement:**

<https://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

**DLA Master Solicitation, Procurement Notes & Technical Quality Master List of Requirements:**

<https://www.dla.mil/hq/acquisition/offers/eprocurement.aspx>

**Small Business Representation:**

<http://www.sba.gov/content/determining-business-size>

**Defense Logistics Acquisition Directive:**

<http://www.dla.mil/hq/acquisition/offers/dlad.aspx>