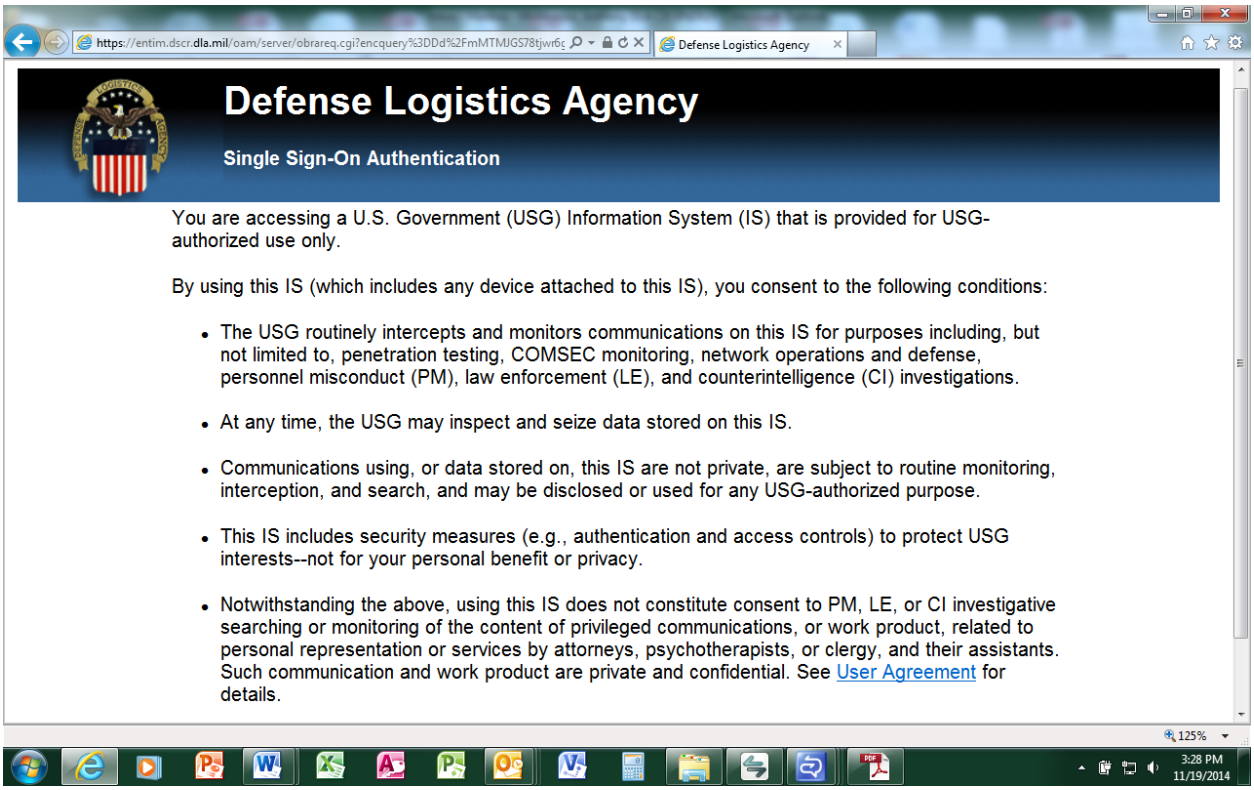
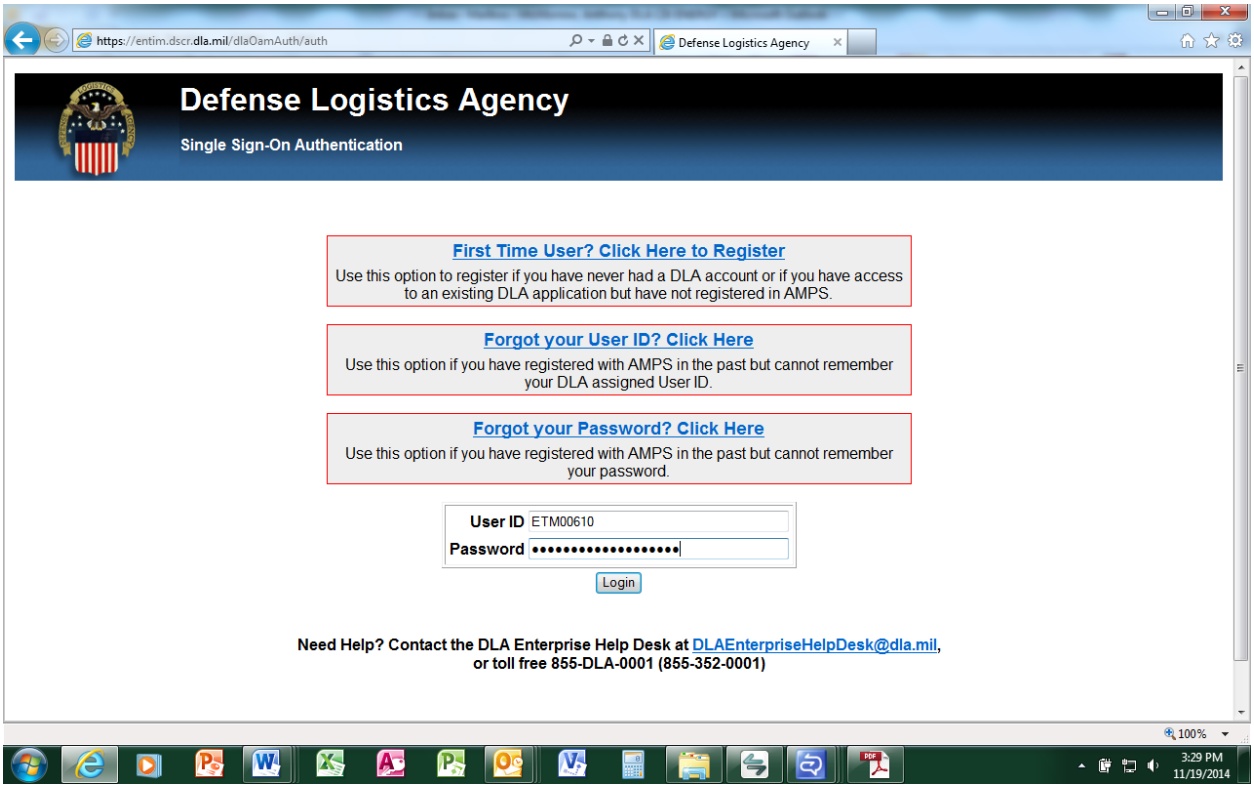
Requesting the OET Vendor Role in AMPS

This document is intended to guide authorized Vendors through the Offer Entry Tool (OET) Vendor role request process. The OET Vendor Role is only visible in new AMPS and only to External Vendors and Contractors. Go directly to new AMPS at https://amps.dla.mil/oim.



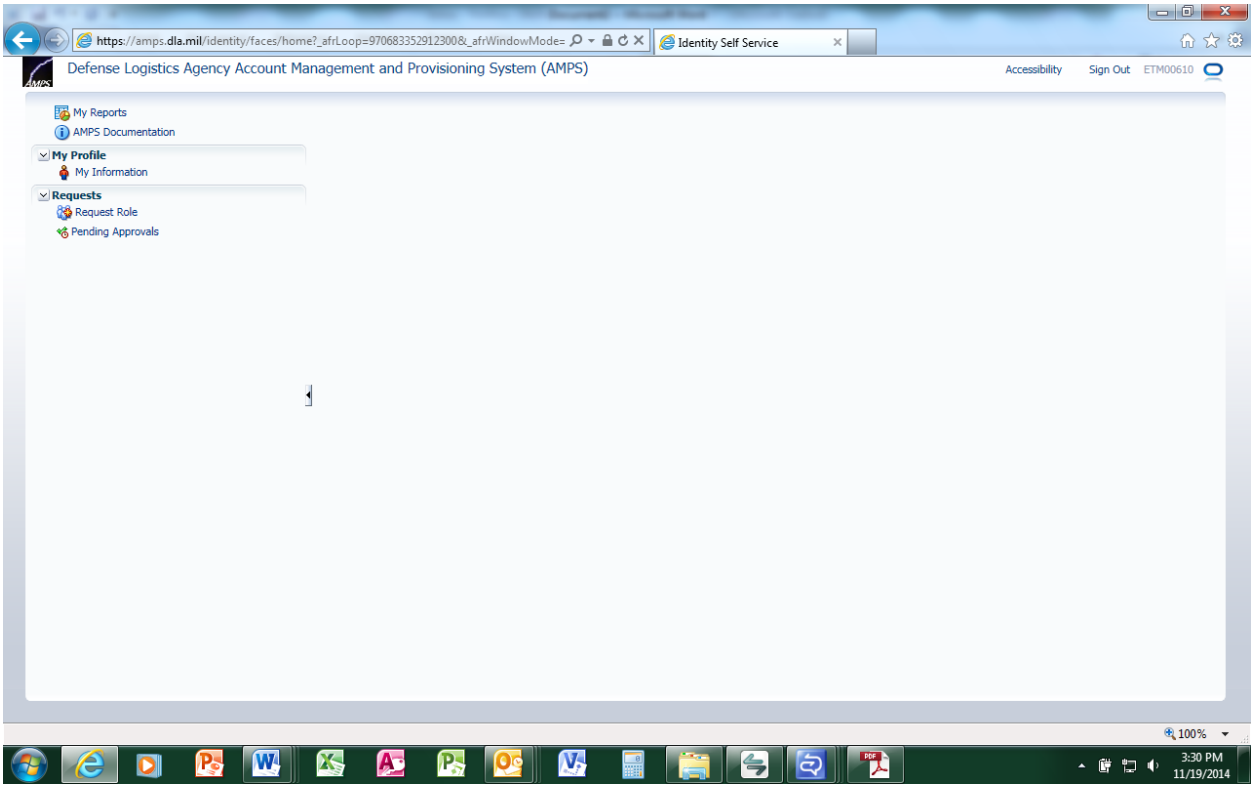
Click “Ok” (out of view at bottom) to advance to the next page.

Logging into AMPS

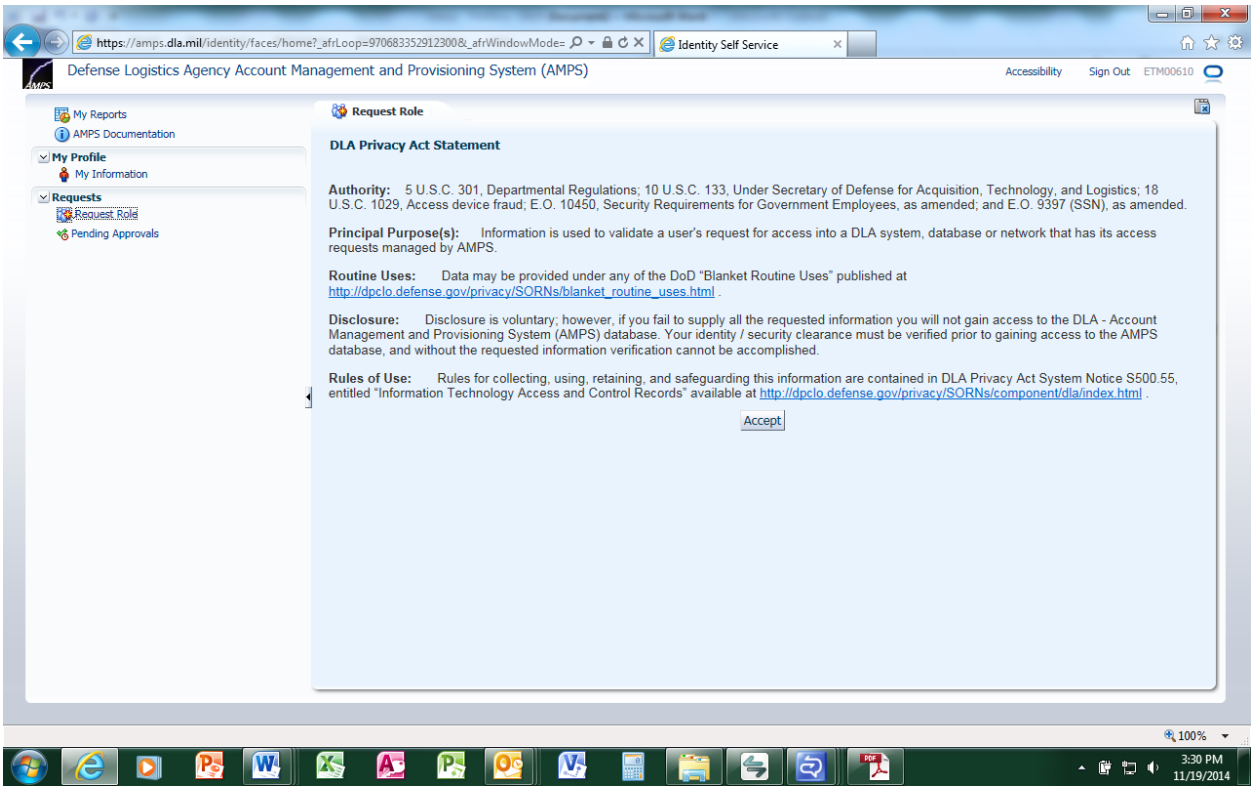


Input your DLA User ID and Password and click “Login”

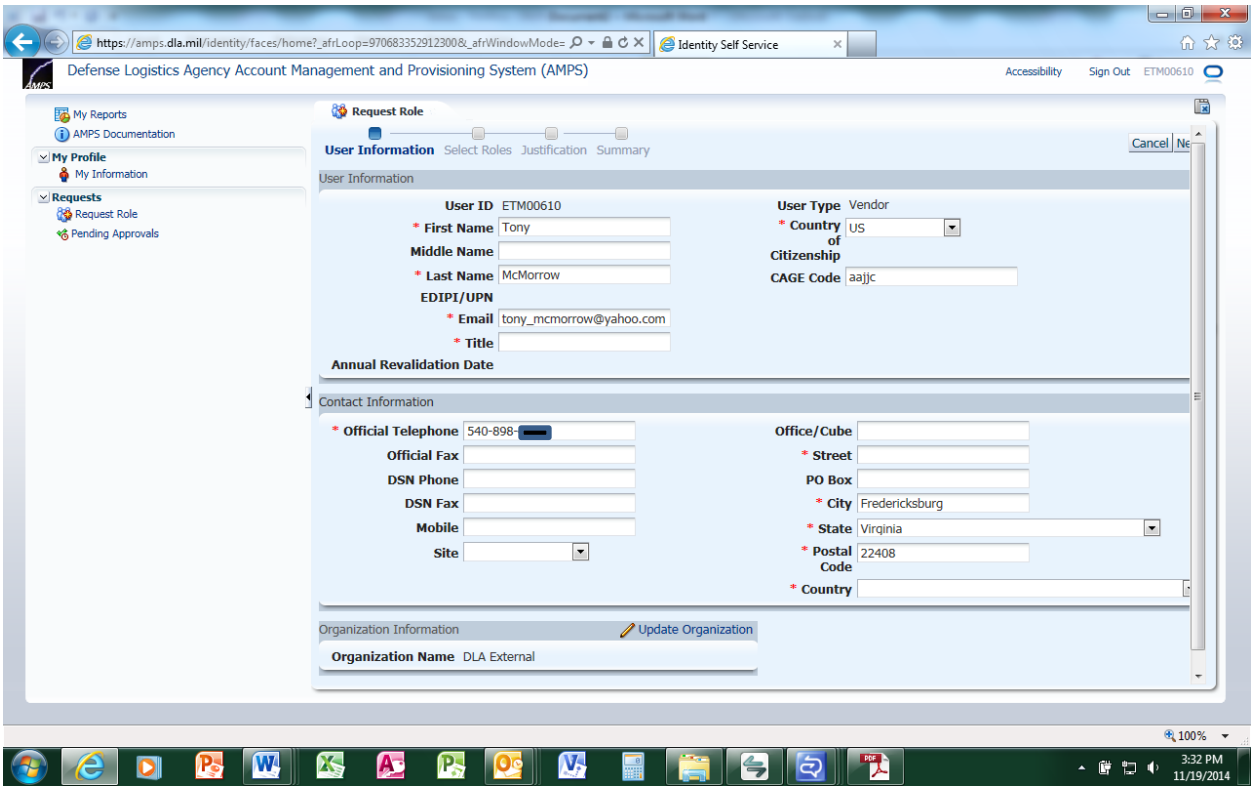
Request the Role



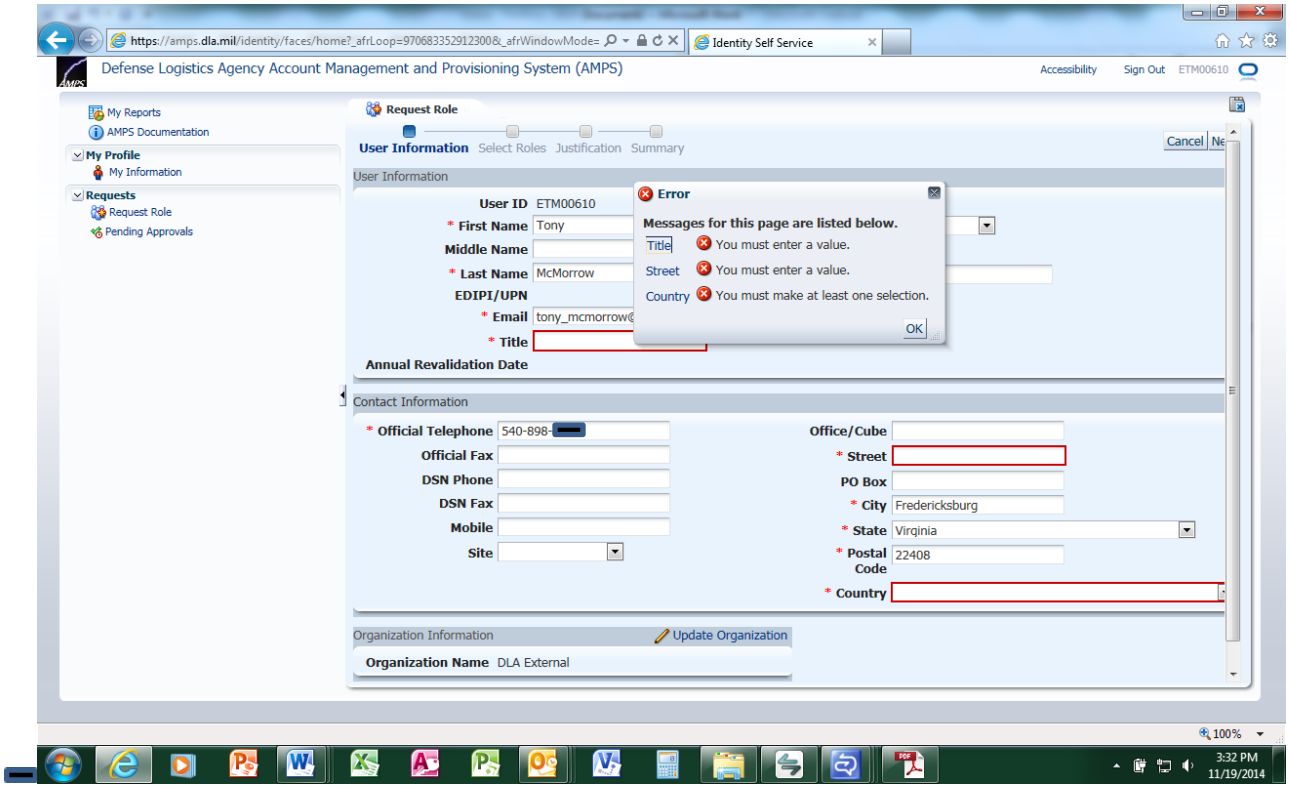
The screen above is the typical home screen in AMPS. You can look over documentation, update, your profile, request a role, and check the status of your pending requests. To begin the process, click on "Request Role".



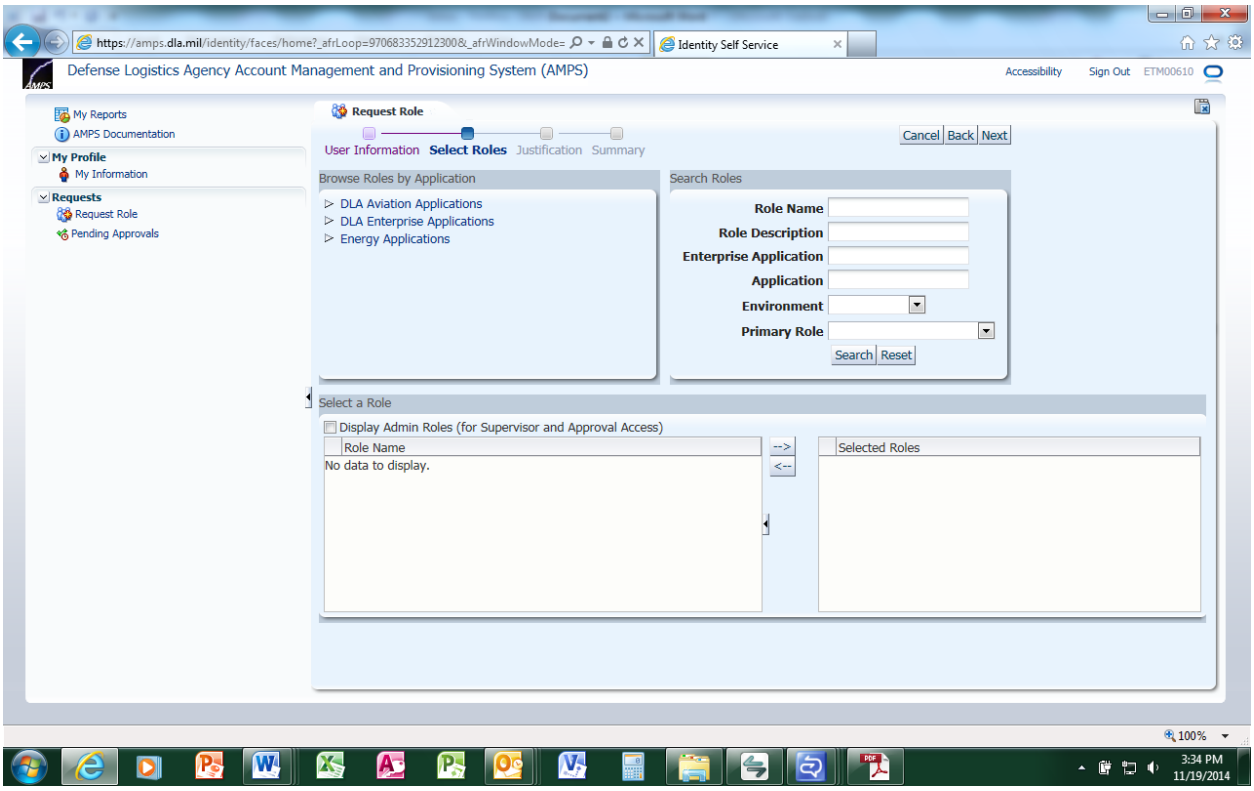
Read the DLA Privacy Act Statement and click “Accept” to continue.



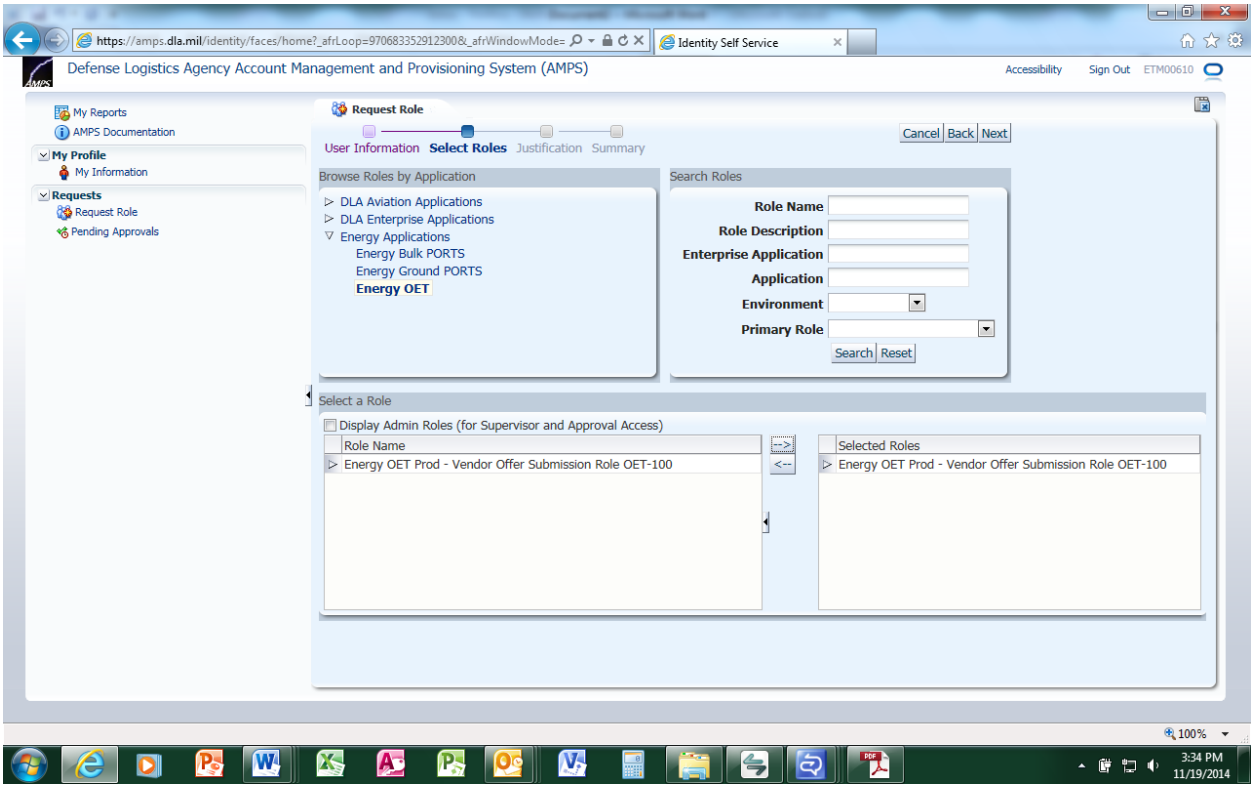
On the User Information screen, you must update your information. Please note, you must be a User Type of "Vendor" and your Organization Name must be "DLA External" to access the OET Vendor role. Mandatory entries are identified with a red asterisk "*". When all items are complete, click "Next" in upper right corner of the screen.



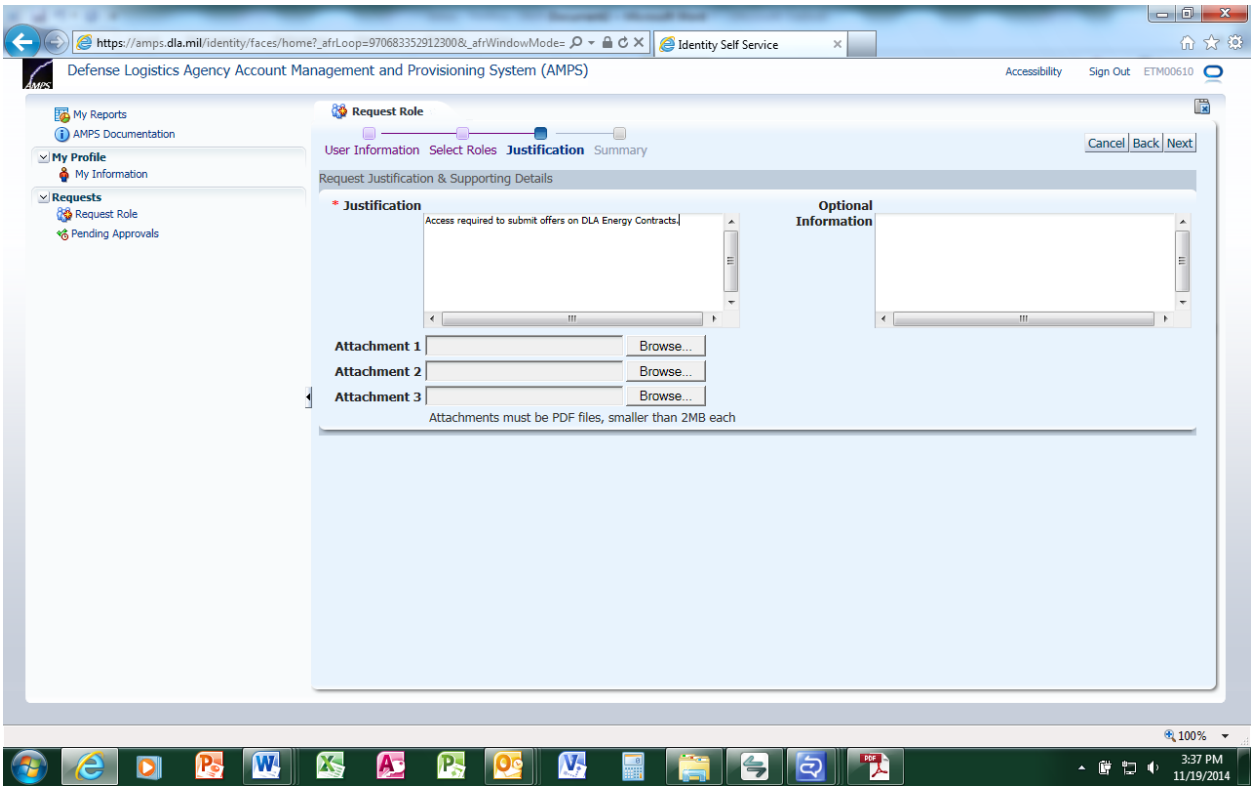
If any of the mandatory items are missed, you will receive an error message like above. Click “Ok”, to close the box and make the required entries. Click “next” to continue.



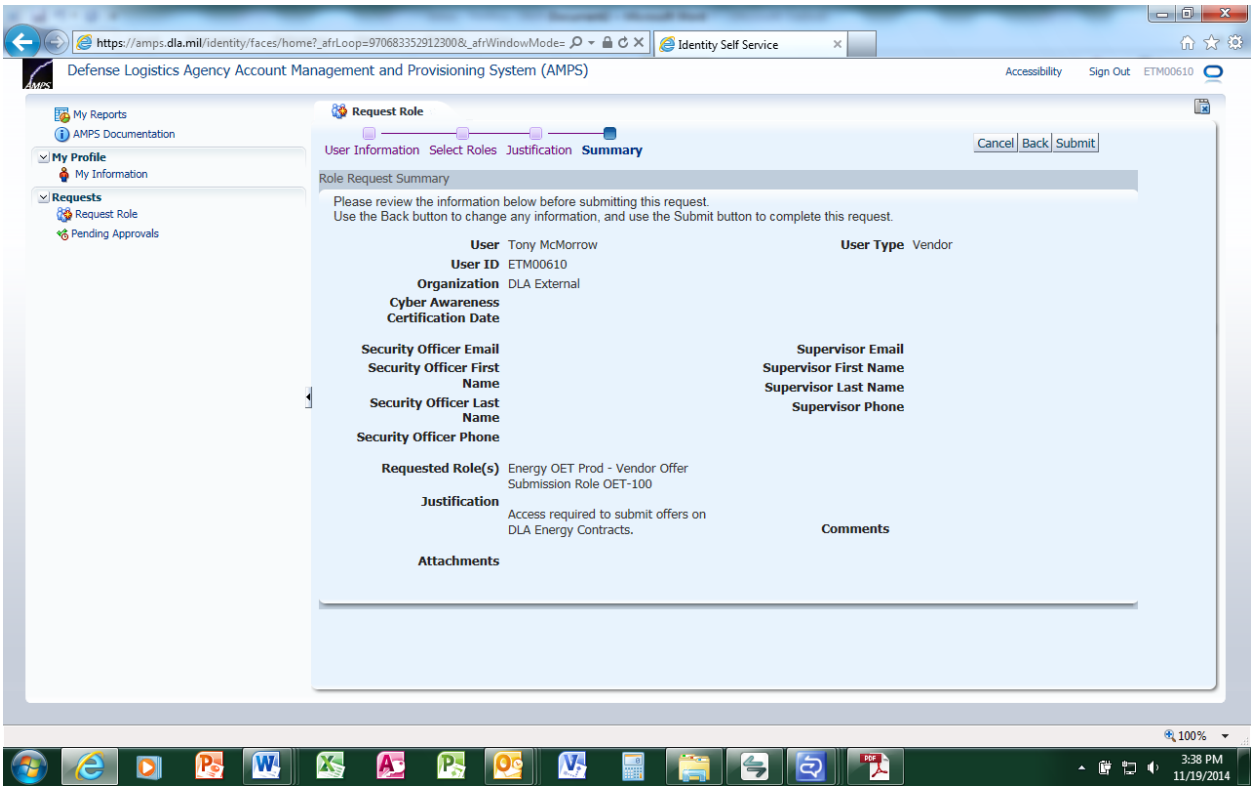
At the Select Roles screen, click on “Energy Applications” then “Energy OET” to display the OET 100 Vendor role.



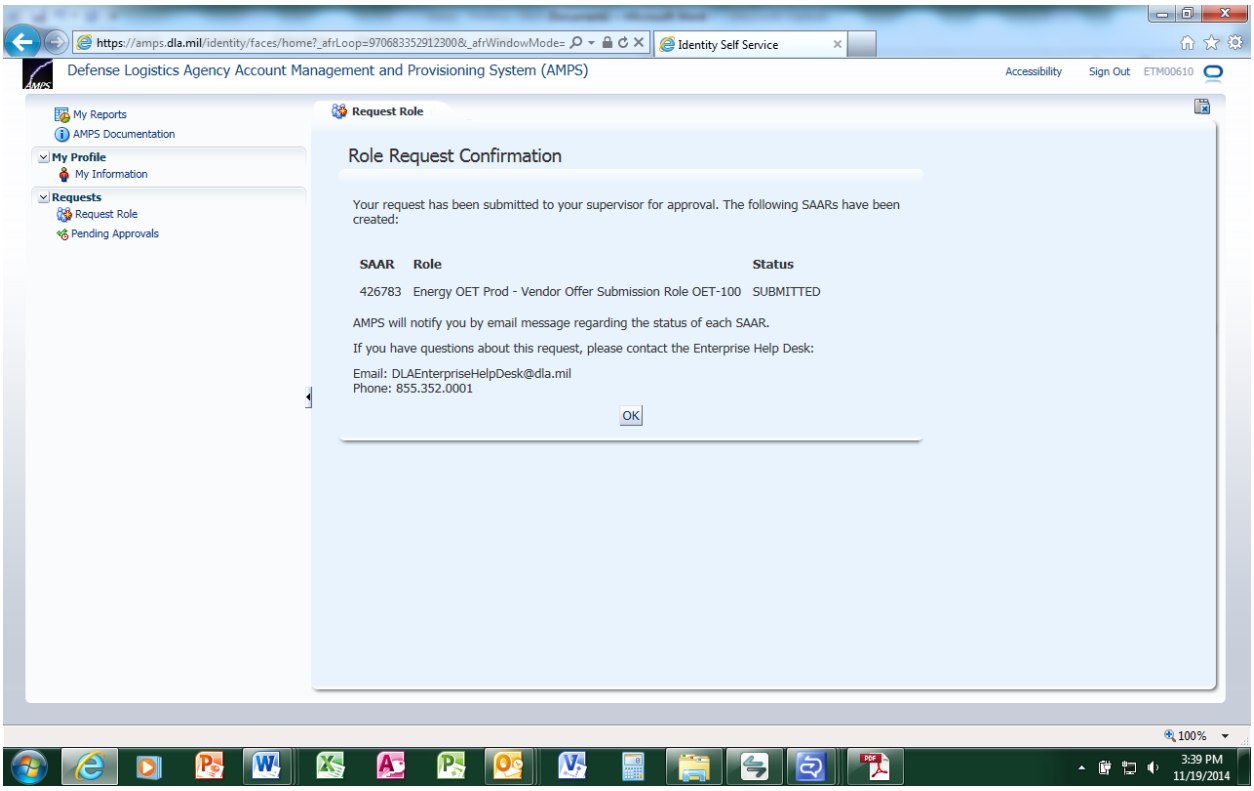
In the lower left box, click on the role name, then click the "-->" arrow to move it to the right. Click "Next to continue.



A justification is required for access. A good justification would state that you are a vendor wishing to submit offers via the Offer Entry Tool. Enter any Optional Information you deem necessary. It is an optional entry. When finished click “Next” to continue.



The details of your request will be displayed. Click “Submit” to complete the request. You will receive a confirmation email and emails from AMPS as your request advances through the approval process.



Make note of the System Authorization Access Request (SAAR) number and click “Ok”. You have successfully submitted a request for the OET Vendor Role.

Confirmation Email

Your email confirmation will look like this:

From: amps.user@dla.mil
Date: November 19, 2014 at 3:39:47 PM EST
To: tony_mcmorrow@yahoo.com
Subject: Notification:SAAR #426783 - Request User Access for Tony McMorrow(ETM00610) (DLA External(Energy OET) 2014-11-19T00:00:00.000-05:00

Your request for roleEnergy OET Prod - Vendor Offer Submission Role OET-100 with access to Energy OET (SAAR 426783) has been submitted for approval. AMPS provides this message for notification only. Please do not respond to this message. If you have any questions about this notification, please contact the Enterprise Help Desk at 855.352.0001.