1. Vendor Registration

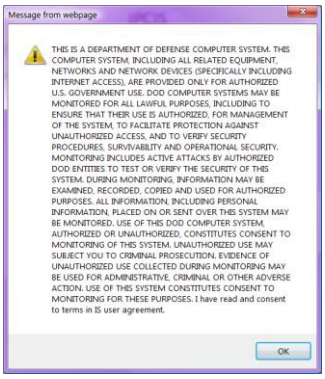
Every vendor/supplier who wants to bid on a DLA-Energy Solicitation for Posts, Camps & Stations (PCS) fuel must complete a registration process with DLA-Energy Account Management and Provisioning System (AMPS), which is accessible at https://**amps**.dla.mil and from the AMPS link on the **PCS OET Splash**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

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.

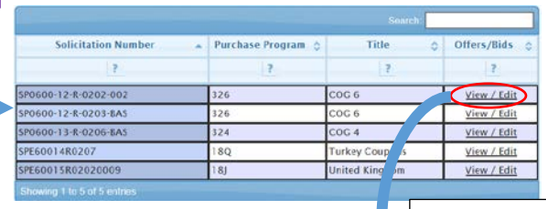


PCS OET Quick-Start Guide

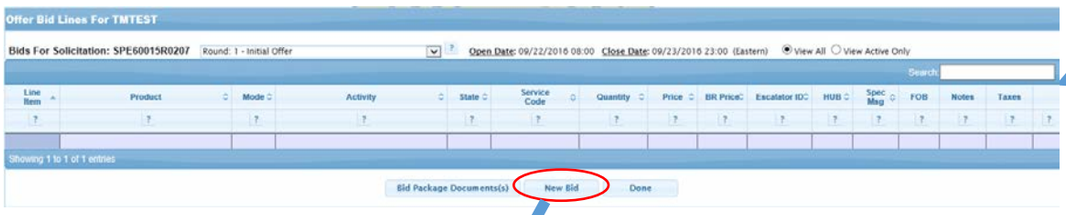
My Account

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

Enter Offers

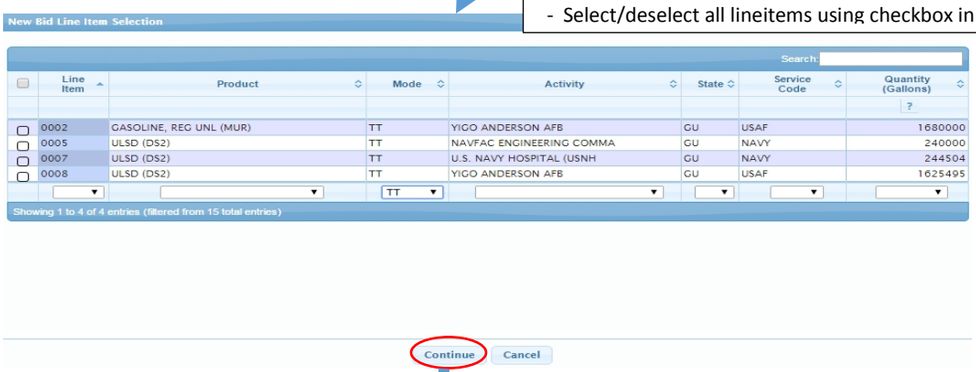


If you do not see the Solicitation you want, verify that the associated *Purchase Program* is selected under **My Account**.

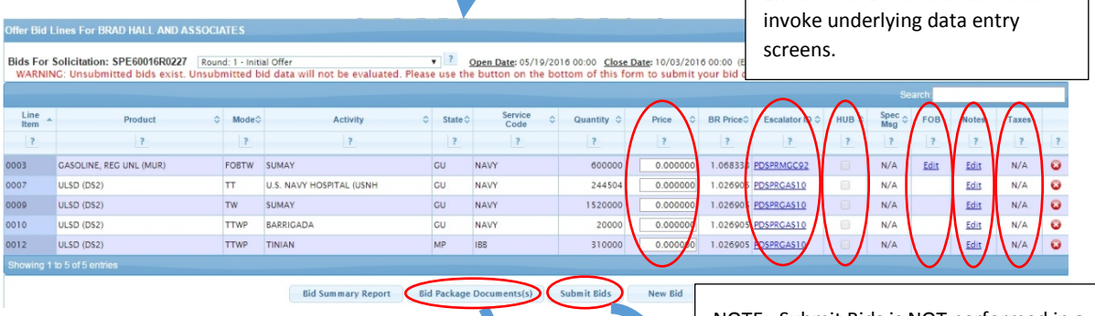


Check box(es) to select lineitems to bid.

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

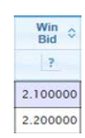


Enter Offer Data: Certain fields invoke underlying data entry screens.



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

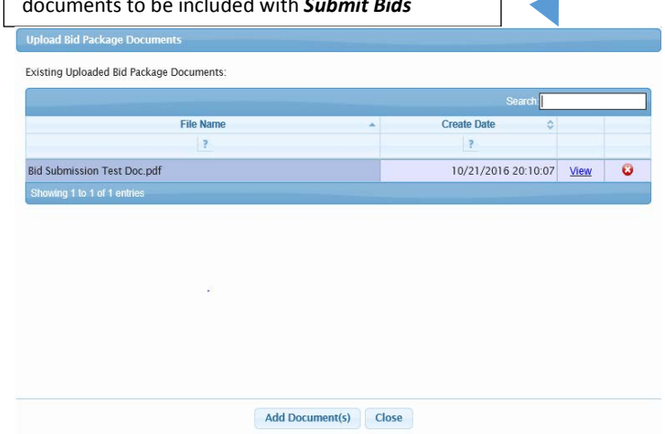
Displayed after the initial bid round.



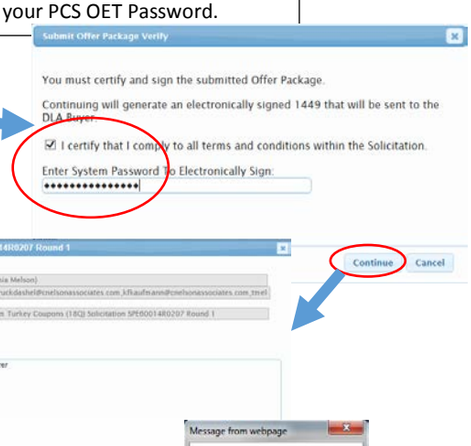
Displayed in Reverse Auction bid rounds

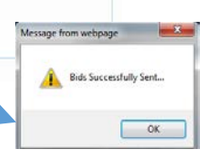
NOTE: Submit Bids is NOT performed in a Reverse Auction offer round; offers are submitted automatically at the end of the reverse auction.

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



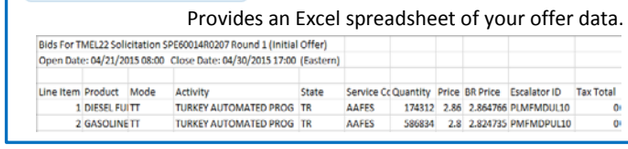
Standard offer rounds: certify / sign using your PCS OET Password.





Bid Summary Report

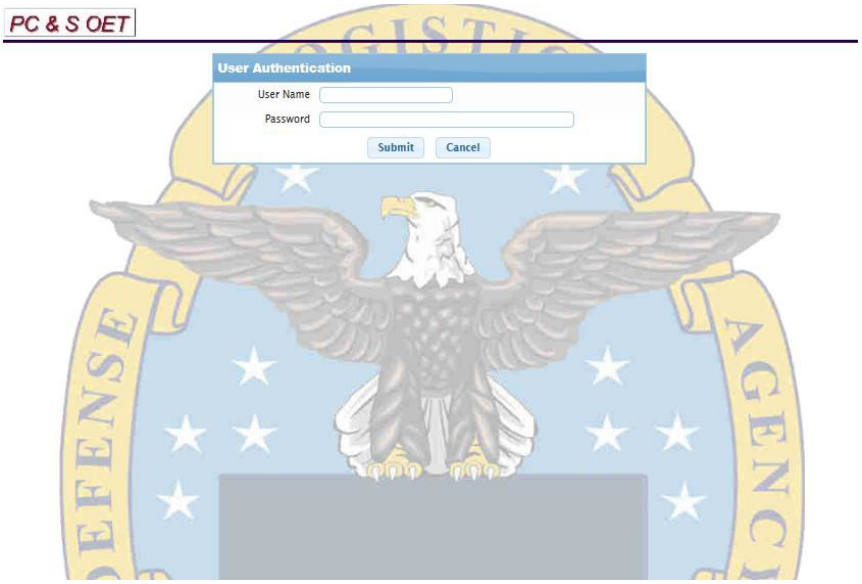
Provides an Excel spreadsheet of your offer data.



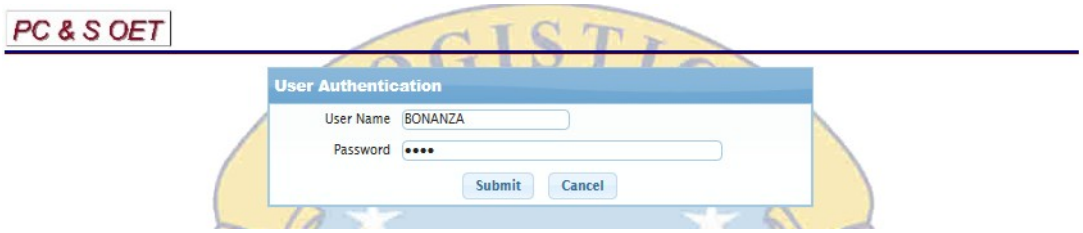
Bids For TMEL22 Solicitation SPE60014R0207 Round 1 (Initial Offer)
Open Date: 04/21/2015 08:00 Close Date: 04/30/2015 17:00 (Eastern)

Line Item	Product	Mode	Activity	State	Service Cc	Quantity	Price	BR Price	Escalator ID	Tax Total
1	DIESEL FUI	TT	TURKEY AUTOMATED PROG	TR	AAFES	174312	2.86	2.864766	PLMFMDUL10	0
2	GASOLINE	TT	TURKEY AUTOMATED PROG	TR	AAFES	586834	2.8	2.824735	PMFMDPUL10	0

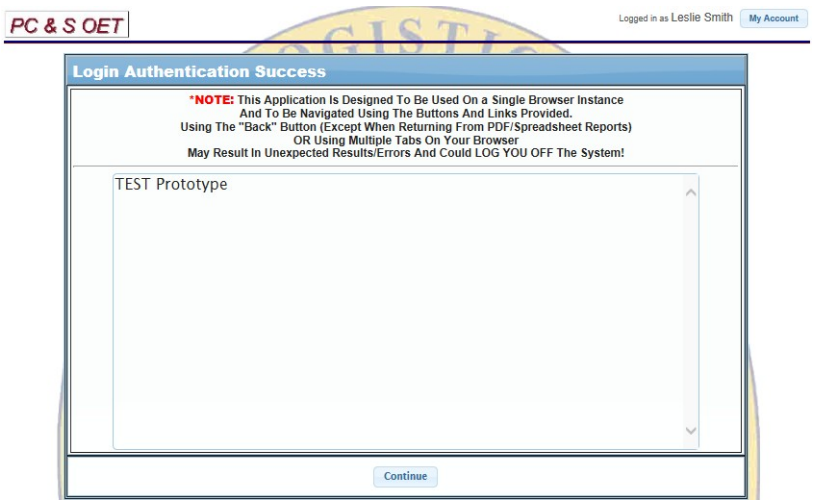
3. Click on either the ***PCS Offer Entry Tool*** or ***PCS OET*** link to proceed to the **User Authentication** screen.



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



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



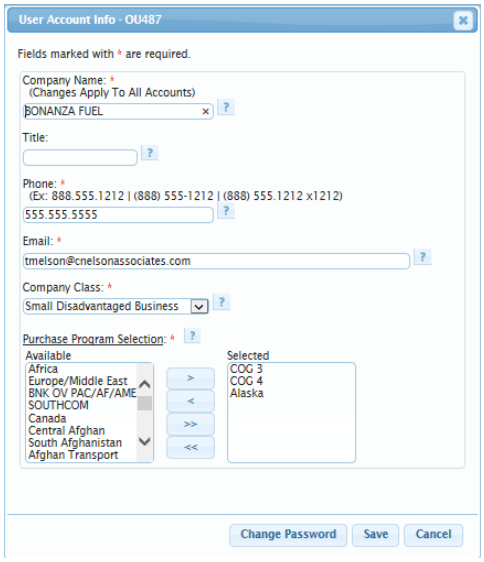
NOTE:** As mentioned on the above **Login Authentication Success** screen, the Browser ***Back button should not be used.

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**.

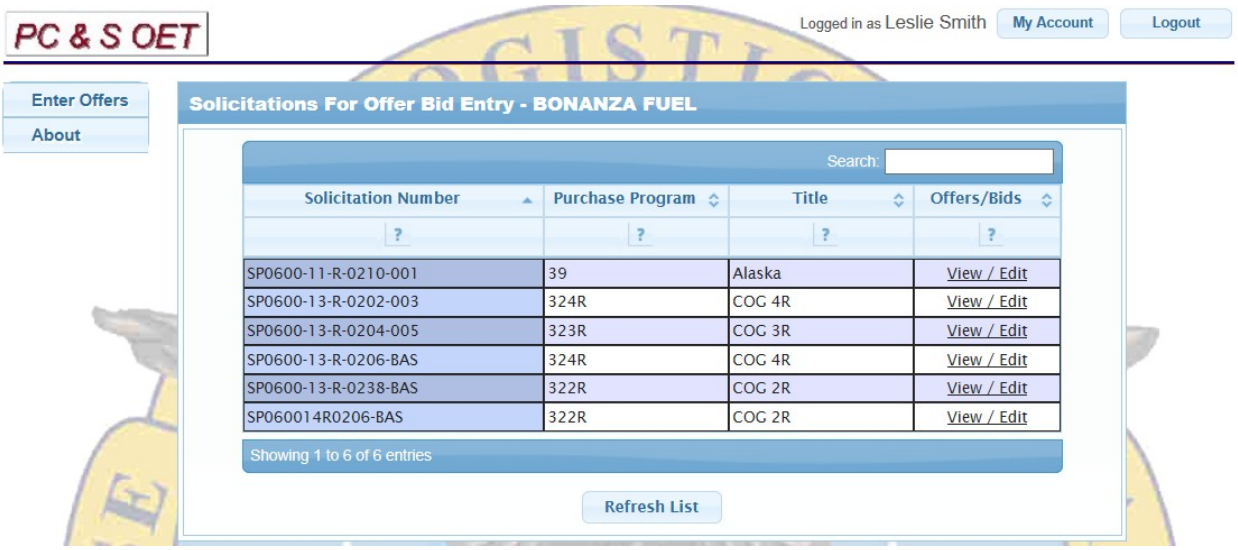
8. The **User Account Info** screen is where you (the vendor) supply your company / personal information and select the *Purchase Program(s)* on which you want to bid; as well as change your user password. After modifying any fields on the **User Account Info** screen, clicking ***Save*** retains your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



NOTE: Fields marked with ***** are required.

9. Offer Entry Process

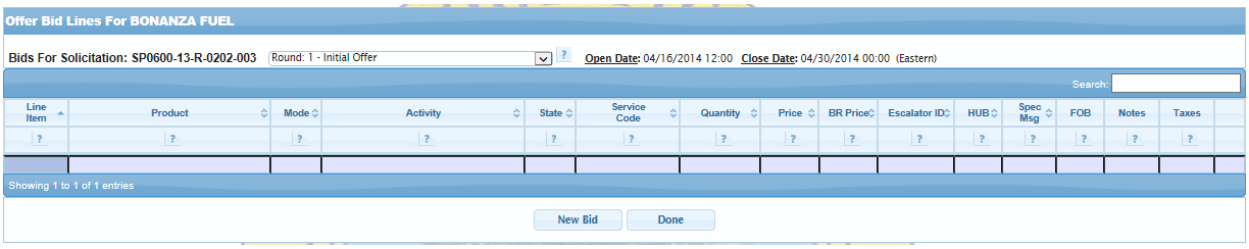
Click the ***Enter Offers*** menu to invoke the **Solicitations For Offer Bid Entry** screen displaying the *Solicitation Number*, *Purchase Program*, and *Title* for each Solicitation associated with the PP(s) you selected under My Account.



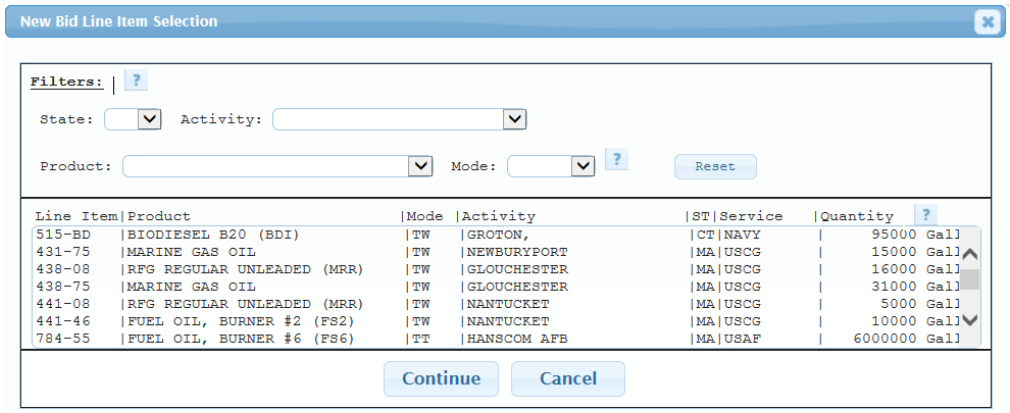
Once the Solicitation is located, Click the corresponding ***View/*Edit** link on the right to invoke the **Offer Bid Lines** screen where bid data for the selected Solicitation are entered/displayed.

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.



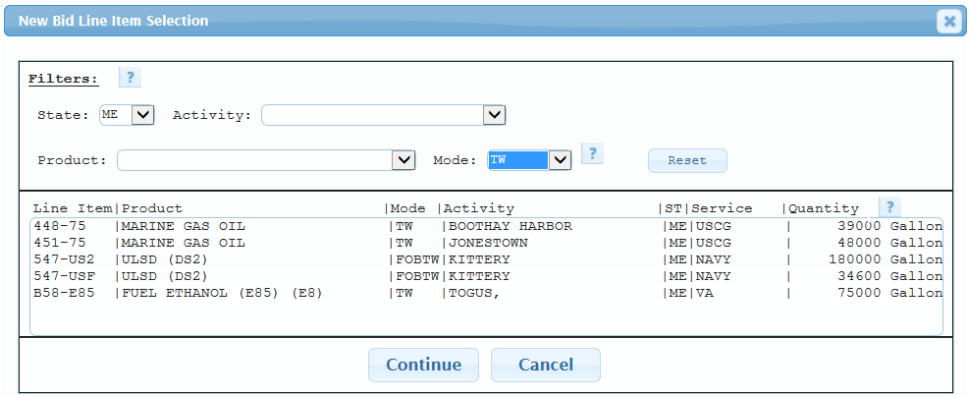
Click the ***New Bid*** button at the bottom of the **Offer Bid Lines** screen to invoke the **New Bid Line Item Selection** screen displaying the available lineitems associated with the selected Solicitation.



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 redisplays all available lineitems.

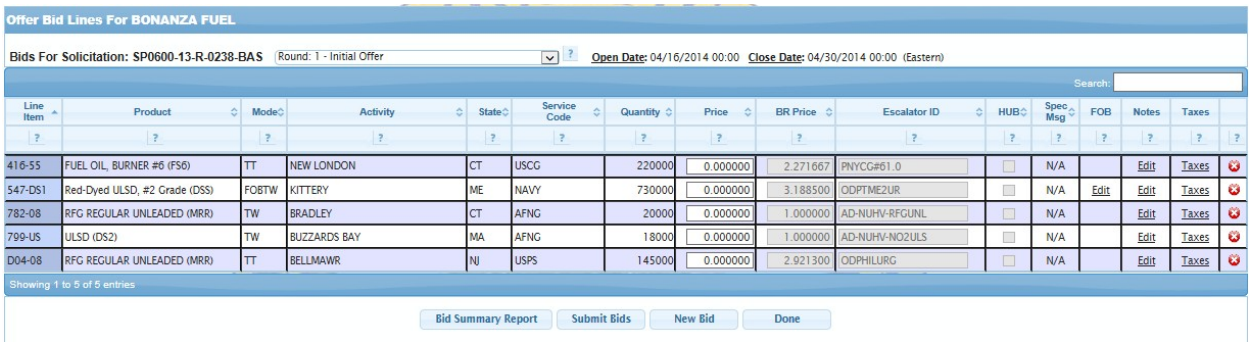
Modes are displayed by code, which are defined as follows:

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



New Bid Line Item Selection Screen, Filtered

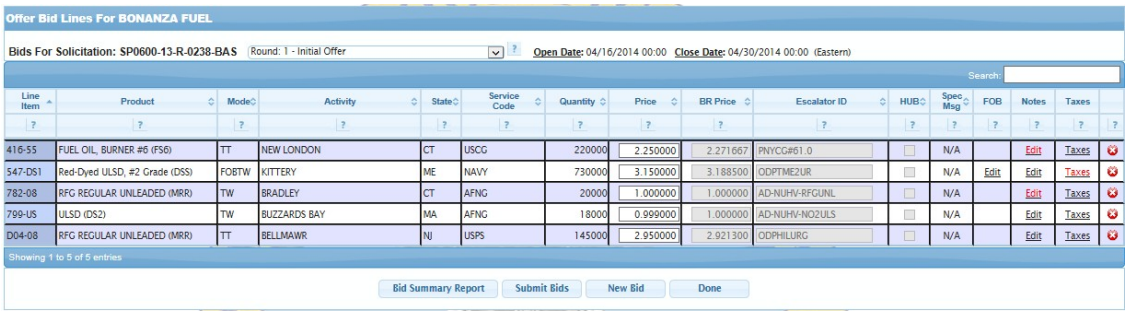
Select the lineitems from the **New Bid Line Item Selection** screen to be included in your bid. Multiple non-consecutive lineitems are selected by using CTRL+click, and multiple consecutive lineitems are selected using SHIFT+click. Clicking the ***Continue*** button populates the **Offer Bid Lines**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



Offer Bid Lines 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.

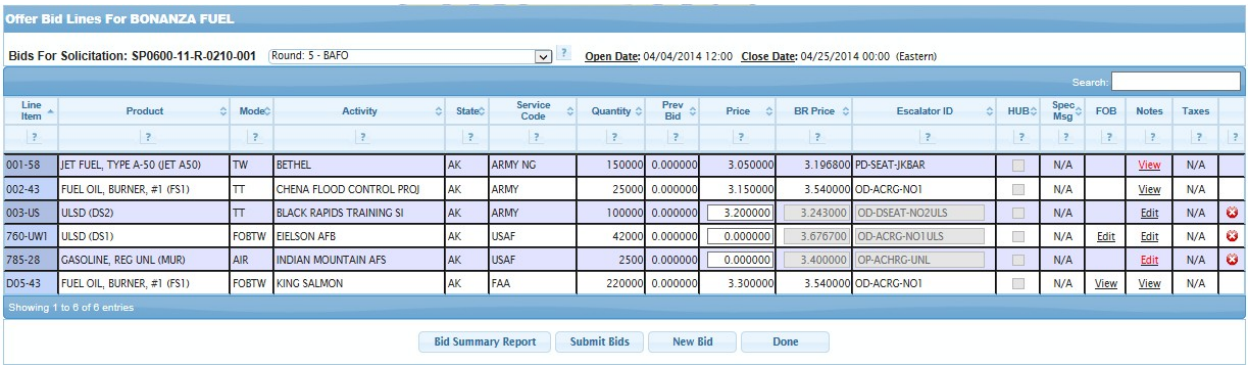


Line Item	Product	Mode	Activity	State	Service Code	Quantity	Price	BR Price	Escalator ID	HUB	Spec Msg	FOB	Notes	Taxes
416-55	FUEL OIL, BURNER #6 (FS6)	TT	NEW LONDON	CT	USCG	220000	2.250000	2.271667	PNYCG#61.0		N/A		Edit	Taxes
547-DS1	Red-Dyed ULSD, #2 Grade (DS5)	FOBTW	KITTERY	ME	NAVY	730000	3.150000	3.188500	ODPTME2UR		N/A	Edit	Edit	Taxes
782-08	RFG REGULAR UNLEADED (MRR)	TW	BRADLEY	CT	AFNG	20000	1.000000	1.000000	AD-NUHV-RFGUNL		N/A		Edit	Taxes
799-US	ULSD (DS2)	TW	BUZZARDS BAY	MA	AFNG	18000	0.999000	1.000000	AD-NUHV-NO2ULS		N/A		Edit	Taxes
D04-08	RFG REGULAR UNLEADED (MRR)	TT	BELLMAWR	NJ	USPS	145000	2.950000	2.921300	ODPHILURG		N/A		Edit	Taxes

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

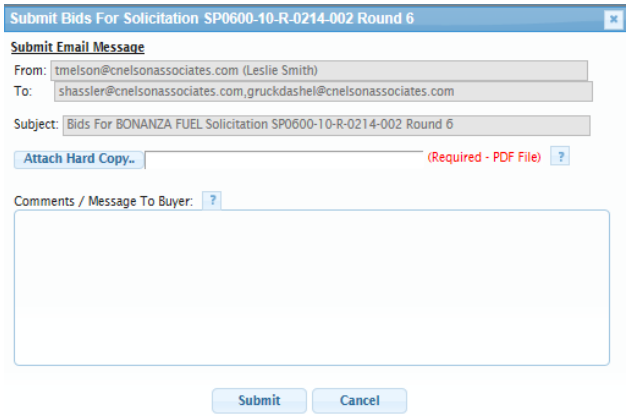
12. Submit Bids

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



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	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

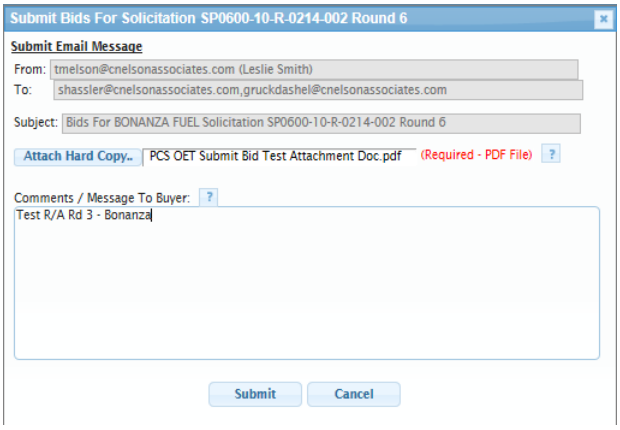
The **Submit Bids For Solicitation** screen displays as an email message screen with the *From*, *To* and *Subject* fields appropriately pre-populated.



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.



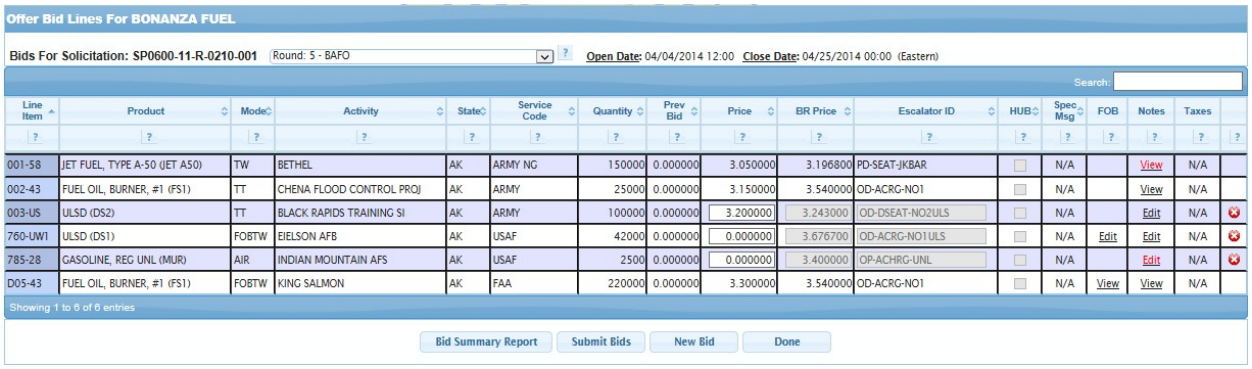
Complete Submit Bids for Solicitation Screen

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-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	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.

Source Selection Information – See FAR 2.101 and 3.104