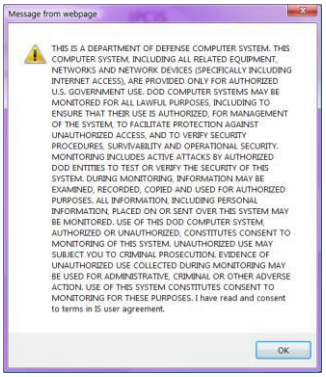
## 1. Vendor Registration

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.

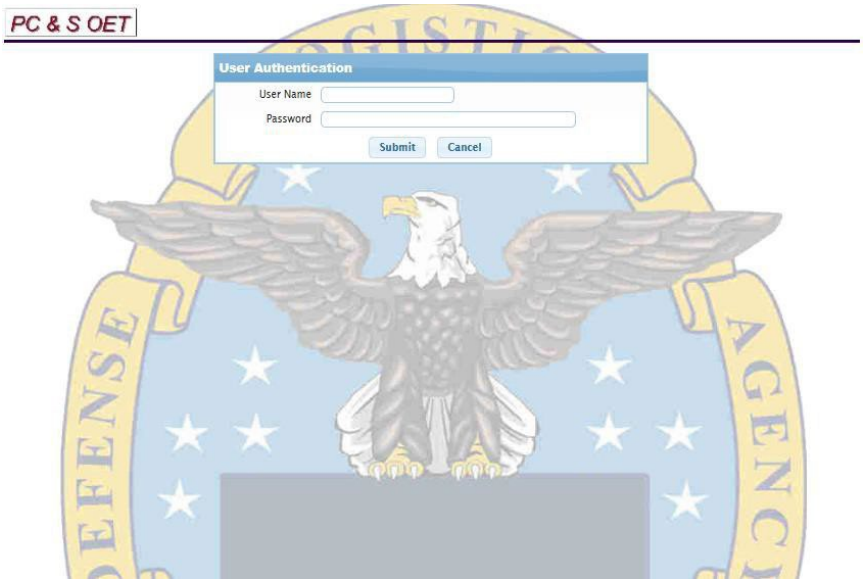
**PCS OET Splash Page**

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.

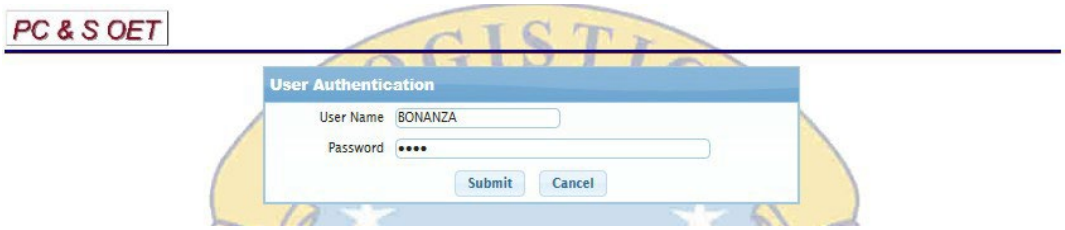
2. **Logging On – URL** https://oet.energy.dla.mil/epst_oet/oet.html Acknowledge the DOD Access Warning pop-up by clicking the **OK** button.



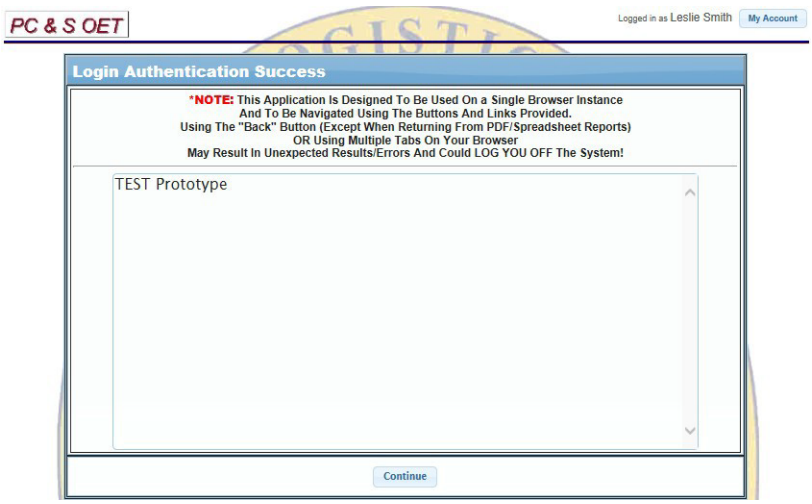
3. Click on either the ***PCS Offer Entry Tool*** or ***PCS OET*** link to proceed to the **User Authentication** screen.




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.



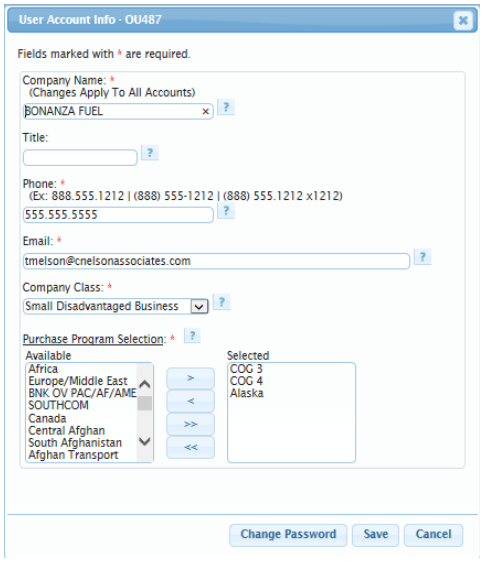

***NOTE:** As mentioned on the above **Login Authentication Success** screen, the Browser ***Back*** button should not be used.

**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**.

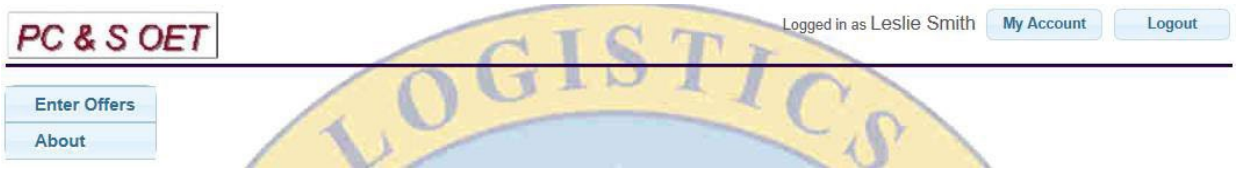
8. The **User Account Info** screen is where you (the vendor) supply your company / personal information and select the *Purchase Program(s)* on which you want to bid; as well as change your user password. After modifying any fields on the **User Account Info** screen, clicking ***Save*** retains your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

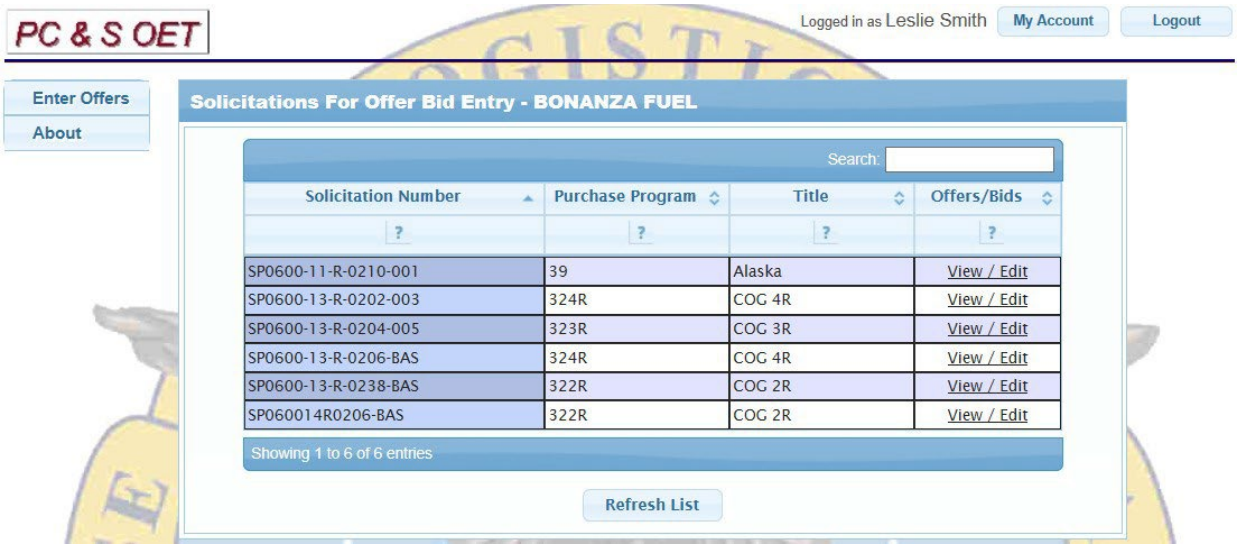



**NOTE:** Fields marked with * are required.

## 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.

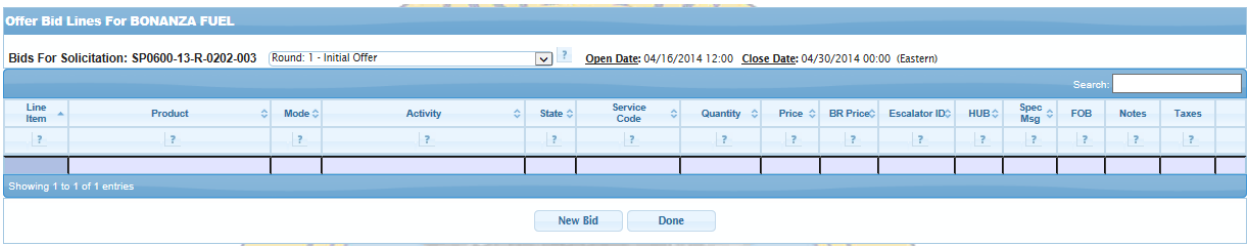




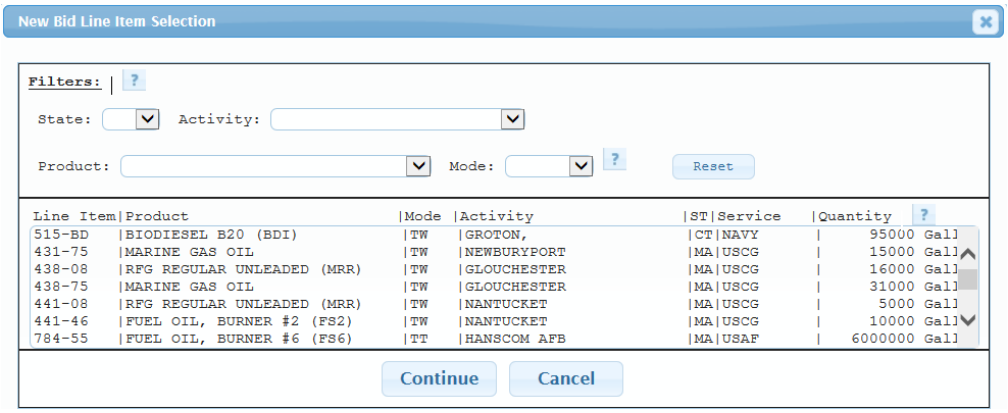

Once the Solicitation is located, Click the corresponding ***View/*Edit** link on the right to invoke the **Offer Bid Lines** screen where bid data for the selected Solicitation are entered/displayed.

## 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.



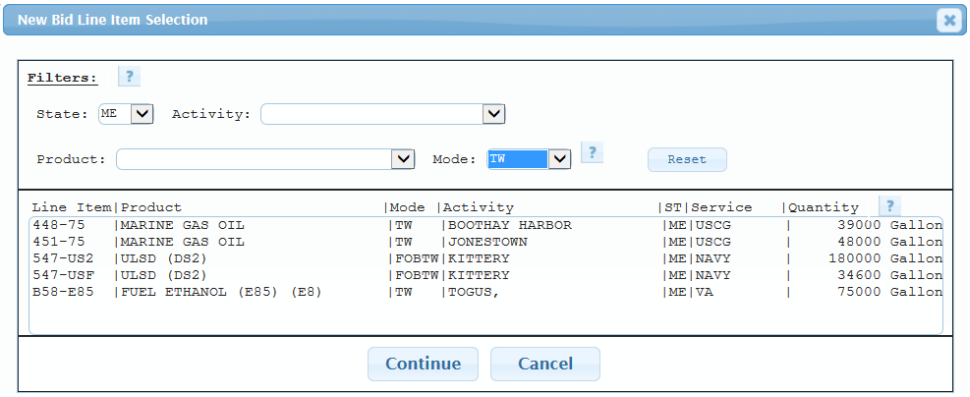

Click the ***New Bid*** button at the bottom of the **Offer Bid Lines** screen to invoke the **New Bid Line Item Selection** screen displaying the available lineitems associated with the selected Solicitation.




**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.

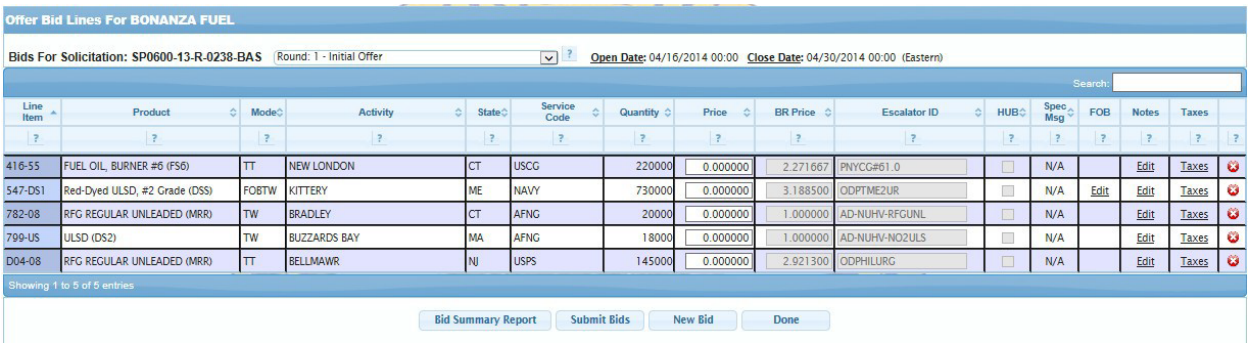
Modes are displayed by code, which are defined as follows:

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**

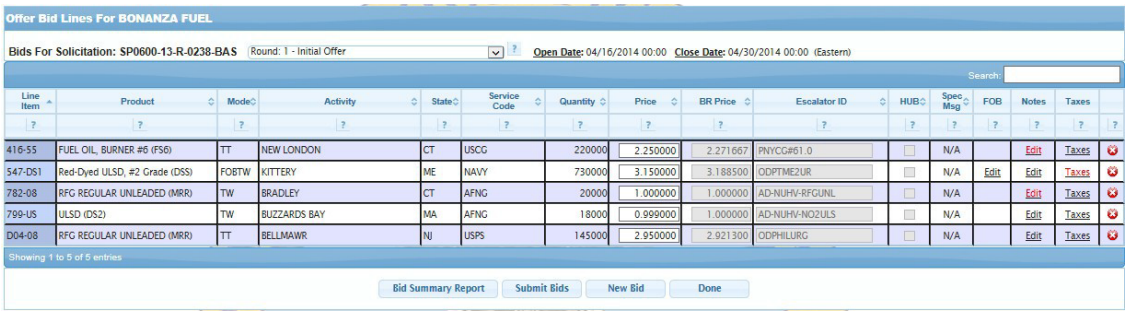
Select the lineitems from the **New Bid Line Item Selection** screen to be included in your bid. Multiple non-consecutive lineitems are selected by using CTRL+click, and multiple consecutive lineitems are selected using SHIFT+click. Clicking the ***Continue*** button populates the **Offer Bid Lines**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




**Offer Bid Lines Screen, Line Items Selected Example**

During Open Standard bid rounds (e.g., Initial//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 line items can no longer be modified.

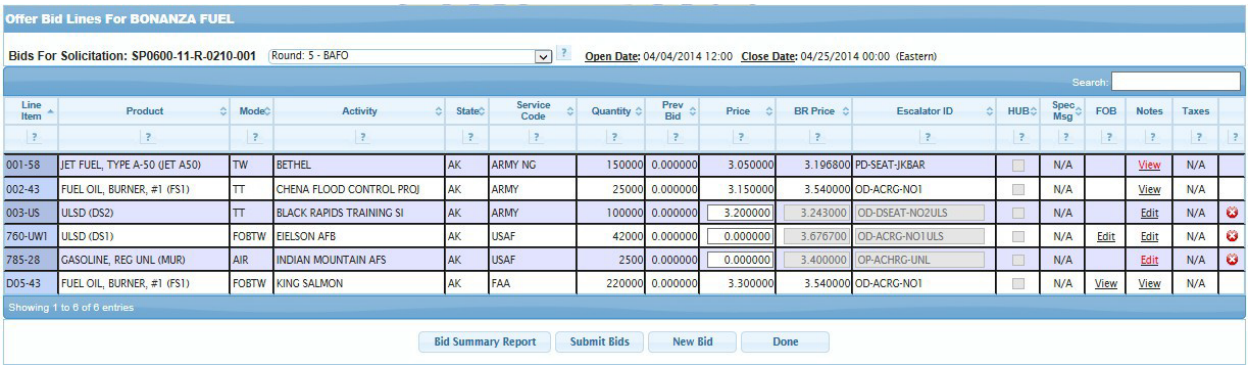
An example of a completed **Offer Bid Lines** screen, after selecting your lineitems, and making your bid entries.



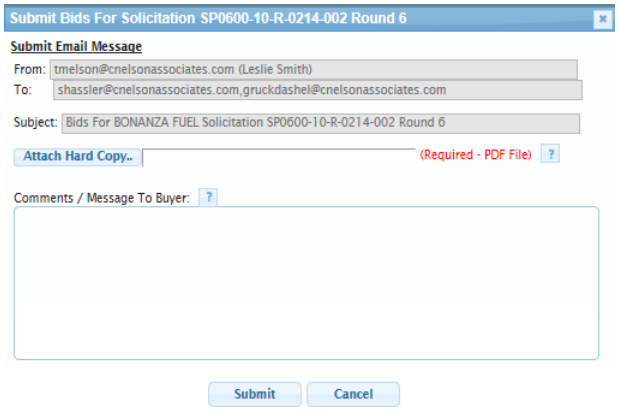

**Offer Bid Lines Screen, Bids Entered Example (Round 1, Initial Offer)**

## 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.



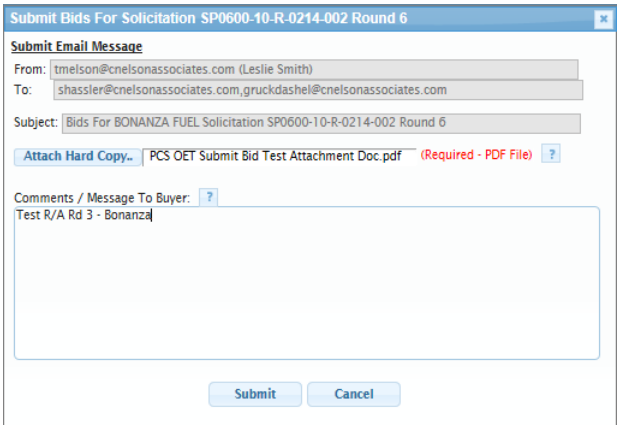

The **Submit Bids For Solicitation** screen displays as an email message screen with the *From*, *To* and *Subject* fields appropriately pre-populated.



**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 System for Award Management (https://sam.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.



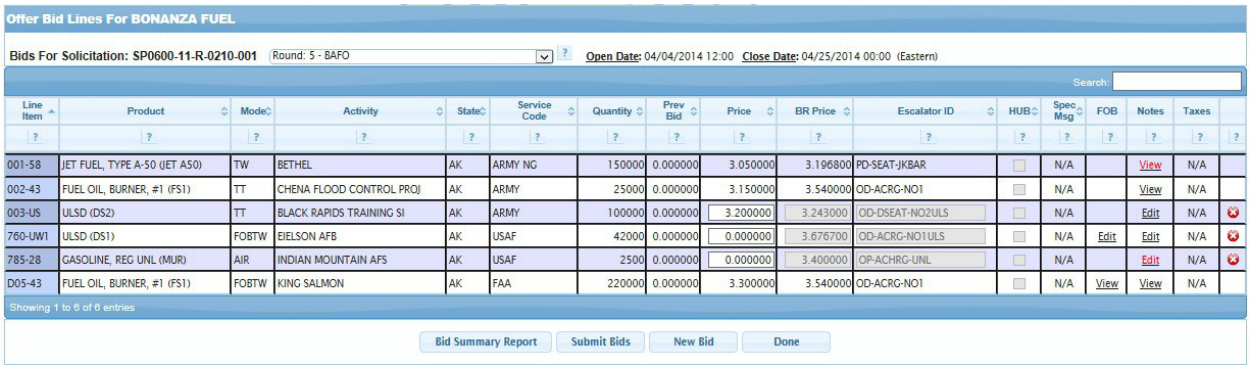

**Complete Submit Bids for Solicitation Screen**

**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/Final/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.