

USER MANUAL

Version 4.0

Post, Camps & Stations, Bulk Fuels, Ships Bunkers Contract Information System

PC&S/Bulk/Bunkers CIS

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SECTION 1. SCOPE OF THE USER MANUAL

This document, the Posts, Camps & Stations / Bulk Fuels / Ships Bunkers Contract Information System (CIS) User Manual (UM) describes the functionality of the Posts, Camps, and Stations (PC&S), Bulk Fuels (Bulk) and Ships Bunkers (Bunkers) CIS applications from an end-user's perspective. This UM is applicable to the latest version of the PC&S / Bulk / Bunkers CIS applications as found in [Appendix C](#).

PC&S CIS includes data for ground fuels, Bunkers includes data for fuel transported aboard ships and Bulk includes data for large (bulk) fuel contracts. .

The Bulk Fuels component has been added to make Bulk data available in CIS and will be referred to as Bulk CIS.

PC&S / Bulk / Bunkers CIS have been combined with the Into Plane CIS (IP CIS) to form a single application named Energy Contract Information System (ECIS). ECIS just combines the access to the four CIS applications into one access point with one URL. The IP CIS application has its own screens and data, and functions separately within the ECIS application from PC&S / Bulk / Bunkers CIS. As stated above, this document only covers the PC&S / Bulk / Bunkers CIS applications functionality. For information on how to use the IP CIS part of ECIS, please see the latest version of the Into Plane CIS User Manual that is housed on the DLA Share drive [\\Org Share\ENERGY\dscd-g](#) under the EPST\EPST Documentation folder.

PC&S / Bulk / Bunkers CIS share a splash page portal within Energy CIS. Each has their own COG Selection (PC&S and Bunkers) or Buy Selection (Bulk) screen. Once the geographic area of interest is selected, the data request is refined by the same parameters for PC&S / Bulk / Bunkers CIS. Data reports will contain different data for each of the applications based on the data differences in ground fuels (PC&S), bulk fuels (Bulk) and bunkers fuels.

1.1 Document Overview

This User Manual (UM) for the PC&S / Bulk / Bunkers CIS applications is written to provide:

- ◆ High-level overview of PC&S / Bulk / Bunkers CIS (Section [1.2](#))
- ◆ Application Navigation Conventions (Section [1.2.1](#))
- ◆ User types and available functionality (Section [1.2.2](#))
- ◆ How to access PC&S / Bulk / Bunkers CIS (Sections [2.1](#), [3.1](#), [4.1](#))

- ◆ How to produce a Global Lift report (Section [7.1](#))
- ◆ How to perform queries
 - By Purchase Program/COG (PC&S) (Section [2.2.2](#))
 - On Domestic Purchase Programs (Section [2.2.2.a](#))
 - On International Purchase Programs (Section [2.2.2.b](#))
 - By Buy (Bulk) (Section [3.2.2](#))
 - On Ships Bunkers Purchase Programs (Section [4.2.2](#))
 - Bulletin Extract (Section [4.2.2.a](#))
 - By Global Search of Purchase Programs or Buys (Section [7.2](#))
- ◆ How to Create Reports (Section [5](#))
- ◆ Types of Requirements Reports (Section [6](#))
 - Narrative **Requirement Report** (Section [6.1](#))
 - Tabular Requirement Grid (Section [6.2](#))
 - Excel Spreadsheet **Requirement Report** (Section [6.3](#))
 - Emailed Narrative **Requirement Report** (Section [6.4](#))

1.1.1 Document Navigation Conventions

This document contains many hyperlinks. To navigate back to your original position after clicking on any hyperlink within this document use *Alt+Left arrow*.

1.1.2 Document References

For a list of terms, definitions, or acronyms utilized within this document, see [Appendix A](#).

For a list of references applicable to the history and development of PC&S / Bulk / Bunkers CIS, documentation concerning related projects, and any other documents directly referenced within this document, see [Appendix B](#).

For historical reference, a list of previous versions of the PC&S / Bulk / Bunkers CIS application code can be found in [Appendix C](#).

1.2 Application Overview

PC&S / Bulk / Bunkers CIS are web applications that allow interested parties to examine data. PC&S CIS allows review of contract lineitem data for ground fuels, Bulk CIS provides contract/CLIN data for bulk fuels and Bunkers provides data for port to ships bunkers fuels. In accordance with the Freedom of Information Act (FOIA), these data are available to the public. PC&S / Bulk / Bunkers CIS along with the IP CIS combine to comprise ECIS. Anyone is able to access ECIS, via the Internet, by going to the appropriate web address: https://cis.energy.dla.mil/energy_cis/. From that webpage, PC&S CIS can be accessed by clicking the **PC&S Contract Information System** link, Bulk CIS can be accessed by clicking the **Bulk Contract Information System** link and Bunkers CIS can be accessed by clicking the **Ships Bunkers Contract Information System** link.

Government personnel and civilian Contractors/Suppliers use the PC&S, Bulk and Bunkers CIS applications to view current and historical lineitem details and information about the corresponding contracts of ground (PC&S) fuels, bulk fuels and ships bunkers fuels worldwide. The applications are designed to allow users to view contract data and to query the databases on certain fields and to produce reports in various formats. PC&S / Bulk / Bunkers CIS allow the user to define custom queries to aid in reviewing lineitems/CLINs and the associated contracts involved with PC&S, Bulk and Ships Bunkers orders. Specifically PC&S / Bulk / Bunkers CIS can:

- ◆ Allow all parties to review PC&S, Bulk and Bunkers contract lineitems.
- ◆ Automatically access all of the information needed in the creation of reports from existing databases.
- ◆ Automatically send, via e-mail, any created report to all parties involved.
- ◆ Allow all parties to view updated reports online.
- ◆ Store information on ground/bulk/bunkers fuel requirements for future use in soliciting and awarding future contracts

1.2.1 Application Navigation Conventions

Throughout the various ECIS steps and screens, the following navigation conventions are used to assist the user:

- ◆ Hyperlinks

Most of the navigation in ECIS is performed using hyperlinks. Clicking on various hyperlinks within ECIS invokes new screens for the refinement of report creation and returns the user to previous screens.

- ◆ Map (PC&S CIS only)

For PC&S CIS, the selection of a .CONUS/Domestic Purchase Program can be accomplished by using the hyperlink for that Purchase Program or by clicking on a region of a map of the United States displayed on the selection screen. The map regions are designated by different colors and function in the same manner as clicking the hyperlink for that Purchase Program. For more information about the map, see [Section 2.2.2.a](#).

- ◆ Browser “back button”

The ECIS application is designed for the user to only use his/her browser’s “back button” when (potentially) exiting from Reports displayed in Excel (this depends on how the user’s computer is set up to display a spreadsheet). Otherwise, all actions are taken on the screens within ECIS.

- ◆ Search

A *Search* field allows for dynamic filtering of data displayed on the screen (filter searches all data fields). As character/digits are entered into the *Search* field, the data displayed are filtered based on the specified character(s)/digit(s).

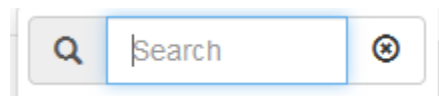


Figure 1 Search Field Example

1.2.2 User ID and Types

Since the PC&S / Bulk / Bunkers CIS applications are available to anyone, there is only one type of user within this application:

- ◆ **Read Only Users** - Those persons who have read only access to the data, but no power to update data.

The table below shows the functions available to a CIS user.

Table 1 User Functionality by User Type

User Functions	PC&S CIS User Type	Bulk CIS User Type	Bunkers CIS User Type
	All Users (Read-Only)	All Users (Read-Only)	All Users (Read Only)
Performance Period Selection	✓	✓	✓
Solicitation and Bulletin Clauses Access	✓	✓	✓
Filter Data by Location, Contractor, State, Service, Contract Line Item Number (CLIN), Contract Number, Product, Mode, and/or TSW Location	✓	✓	✓
Region Selection	✓	✓	✓
View/Display Requirement Data In Narrative Format	✓	✓	✓
View/Display Requirement Data In Tabular Format	✓	✓	✓
Download Requirement Data Excel Spreadsheet	✓	✓	✓
Email The Requirement Data In Narrative Format	✓	✓	✓
Sort Data by Location, Contractor, State, Service, CLIN, Contract Number, Product Mode, Date, TSW Location, and/or COG/Buy	✓	✓	✓
View/Print Current Lineitem/Lift Data	✓	✓	✓
View/Print Current Lineitem Price Escalation Data	✓	✓	✓
View/Print Lineitem Product Data Detail	✓	✓	✓
View/Print Lineitem Vendor Data Detail	✓	✓	✓
View/Print Ships Bunkers Bulletin Extract Data			✓

SECTION 2. STEP-BY-STEP INSTRUCTIONS FOR USING PC&S CIS

2.1 Accessing PC&S CIS

To access the system enter the link https://cis.energy.dla.mil/energy_cis/ into a DLA Energy approved web browser. The **DOD Access Warning** pop-up (Figure 2) will be displayed over top of the **Energy CIS Splash** screen (Figure 3). You must read and acknowledge the warning first by clicking the **OK** button. The pop-up will then close, and you can then click on **PC&S Contract Information System** link on Figure 3 to proceed to the **PC&S CIS Main Screen** (Figure 4).


THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM. THIS COMPUTER SYSTEM, INCLUDING ALL RELATED EQUIPMENT, NETWORKS AND NETWORK DEVICES (SPECIFICALLY INCLUDING INTERNET ACCESS), ARE PROVIDED ONLY FOR AUTHORIZED U.S. GOVERNMENT USE. DOD COMPUTER SYSTEMS MAY BE MONITORED FOR ALL LAWFUL PURPOSES, INCLUDING TO ENSURE THAT THEIR USE IS AUTHORIZED, FOR MANAGEMENT OF THE SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO VERIFY SECURITY PROCEDURES, SURVIVABILITY AND OPERATIONAL SECURITY. MONITORING INCLUDES ACTIVE ATTACKS BY AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, COPIED AND USED FOR AUTHORIZED PURPOSES. ALL INFORMATION, INCLUDING PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING OF THIS SYSTEM. UNAUTHORIZED USE MAY SUBJECT YOU TO CRIMINAL PROSECUTION. EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION. USE OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING FOR THESE PURPOSES. I have read and consent to terms in IS user agreement.



Figure 2 DoD Website Access Warning



[Into Plane Contract Information System](#)

[PC&S Contract Information System](#) 

[BULK Contract Information System](#)

[Bunkers Contract Information System](#)

If your browser says this is an untrusted web site download the DoD Root Certificates for your OS by [Clicking Here](#)

For assistance, please contact the BSM Energy Help Desk at 1-800-446-4950 or [DLA Energy Help Desk](#)

To view the DoD Privacy Security Policy Statement [Click Here](#)

Figure 3 Splash Screen for Energy CIS

2.2 PC&S CIS Main Screen

The **PC&S CIS Main** screen (Figure 4) is the first screen the user views after accessing the Energy CIS website and clicking the **PC&S Contract Information System** link. From this page, the user can query the database about contract information for specific worldwide Purchase Programs/COGs, create reports, or log off the site.

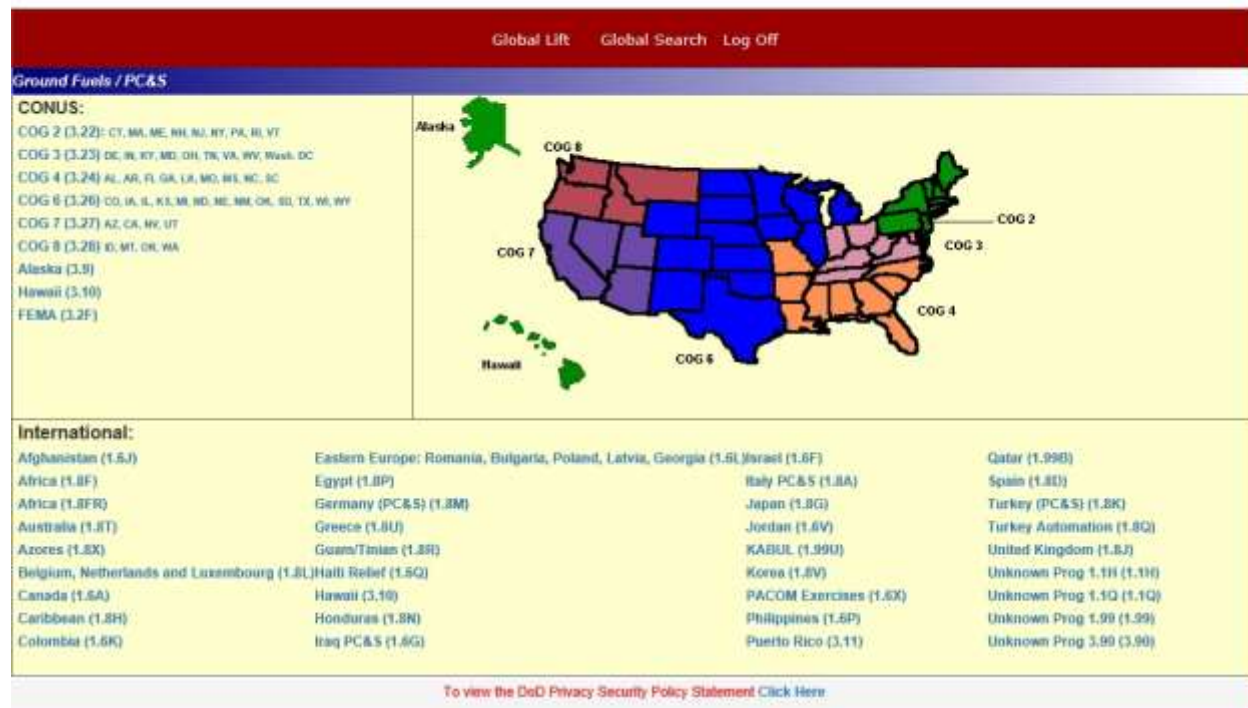


Figure 4 PC&S CIS Main Screen

The **PC&S CIS Main** screen (Figure 4) will be has two sections:

- 1.) The Screen Options section that has a **RED** background.
- 2.) The Purchase Program (PP) / COG Selection section that has a **YELLOW** background.

These two sections, and the data fields / hyperlinks therein, are described in detail in Section [2.2.1](#) and Section [2.2.2](#) below.

2.2.1 PC&S CIS Main - Screen Options



Figure 5 PC&S CIS Main Screen - Screen Options

The **Screen Options** on the **PC&S CIS Main** screen (Figure 5) provides the user three hyperlink options that are described in subsequent sections:

- 1.) **Global Lift** – This hyperlink creates an Excel spreadsheet report of all lift data based on specified Purchase Programs/COGs and a timeframe.
- 2.) **Global Search** – This hyperlink provides a different way to query the CIS data to create a **Requirement Report**, i.e. begins with a selection of current/future Purchase Programs (regions) through all time periods.
- 3.) **Log Off** – logs the user off of the PC&S CIS application and displays the **ECIS Log Off** screen (Figure 6).



Figure 6 ECIS Log Off Screen

2.2.1.a Global Lift Report

For detailed information about this option see Section [7.1](#).

2.2.1.b Global Search

For detailed information about this option see Section [7.2](#).

2.2.2 PC&S CIS Main - PP/COG Selection (Running Queries)

There are two query categories for the contract data within PC&S CIS: **CONUS/Domestic** and **International**. Each category can then be filtered via additional query criteria selections in order to produce the desired **Requirement Report**.

Thus, the **PP/COG Selection** portion of the **CIS Main** screen (Figure 4) is divided into sub-sections based on fuel program and geographical region:

- ◆ Ground Fuels / PC&S
 - [CONUS](#) (United States)
 - [International](#)

Each sub-section of the **PP/COG Selection** portion of the **CIS Main** screen (Figure 4) is populated with Purchase Program/COG hyperlinks that display a **Create Report**

For: XX screen (Figure 23) for the specific PP/COG named on the hyperlink. See Section 5 for details on setting the options on the **Create Report For: XX** screen (Figure 23) in order to produce a customized **Requirement Report**.

Ground Fuels / PC&S

CONUS:
 COG 2 (3.22): CT, MA, ME, NH, NJ, NY, PA, RI, VT
 COG 3 (3.23): DE, IL, IN, KY, MD, OH, TN, VA, WV, Wash, DC
 COG 4 (3.24): AL, AR, FL, GA, LA, MO, MS, NC, SC
 COG 5 (3.25): CO, IA, IL, IN, MI, MN, NE, ND, SD, TX, WI, WY
 COG 7 (3.27): AZ, CA, NV, UT
 COG 8 (3.28): HI, MT, OR, WA
 Alaska (3.9)
 Hawaii (3.10)
 FEMA (3.2F)

International:

Afghanistan (1.5J)	Eastern Europe: Romania, Bulgaria, Poland, Latvia, Georgia (1.5L), Israel (1.5F)	Qatar (1.99E)
Africa (1.8F)	Egypt (1.8P)	Spain (1.8D)
Africa (1.8FR)	Germany (PC&S) (1.8M)	Turkey (PC&S) (1.8K)
Australia (1.8T)	Greece (1.8U)	Turkey Automation (1.8Q)
Azores (1.8X)	Guam/Tinian (1.8R)	United Kingdom (1.8J)
Belgium, Netherlands and Luxembourg (1.8L), Haiti Relief (1.6Q)	Korea (1.8V)	Unknown Prog 1.1H (1.1H)
Canada (1.8A)	Jordan (1.8V)	Unknown Prog 1.1Q (1.1Q)
Caribbean (1.8H)	KABUL (1.99U)	Unknown Prog 1.99 (1.99)
Colombia (1.8K)	PACOM Exercises (1.8X)	Unknown Prog 3.90 (3.90)
	Philippines (1.8P)	
	Puerto Rico (3.11)	

Figure 7 PC&S CIS Main – PP/COG Selection

2.2.2.a CONUS

CONUS:
 COG 2 (3.22): CT, MA, ME, NH, NJ, NY, PA, RI, VT
 COG 3 (3.23): DE, IL, IN, KY, MD, OH, TN, VA, WV, Wash, DC
 COG 4 (3.24): AL, AR, FL, GA, LA, MO, MS, NC, SC
 COG 5 (3.25): CO, IA, IL, IN, MI, MN, NE, ND, SD, TX, WI, WY
 COG 7 (3.27): AZ, CA, NV, UT
 COG 8 (3.28): HI, MT, OR, WA
 Alaska (3.9)
 Hawaii (3.10)
 FEMA (3.2F)

Figure 8 PC&S CIS Main – CONUS Selection

The CONUS/Domestic COGs listed in the **PP/COG Selection** portion of the **CIS Main** screen (Figure 8) are groupings of states within the continental US and correspond to a single Purchase Program. You can either use the links on the left side of the screen or click on the area of the map on the right side to select a COG and proceed. The list of CONUS/Domestic COGs currently includes the following nine options:

- 1) COG 2 (3.22) - CT, MA, ME, NH, NJ, NY, PA, RI, VT
- 2) COG 3 (3.23) - DE, IN, KY, MD, OH, TN, VA, WV, Wash. DC
- 3) COG 4 (3.24) - AL, AR, FL GA, LA, MO, MS, NC, SC
- 4) COG 6 (3.26) - CO, IA, IL, KS, MI, MN, ND, NE, NM, OK, SD, TX, WI, WY
- 5) COG 7 (3.27) - AZ, CA, NV, UT
- 6) COG 8 (3.28) - ID, MT, OR, WA
- 7) Alaska (3.9)
- 8) Hawaii (3.10)
- 9) FEMA (3.2F) - Federal Emergency Management Agency locations

***NOTE:** The list above is subject to change.

2.2.2.b International

International:			
Afghanistan (1.6J)	Eastern Europe: Romania, Bulgaria, Poland, Latvia, Georgia (1.6L) Israel (1.6F)	Italy PC&S (1.8A)	Qatar (1.99B)
Africa (1.8F)	Egypt (1.8P)	Japan (1.8G)	Spain (1.8D)
Africa (1.8FR)	Germany (PC&S) (1.8M)	Jordan (1.6V)	Turkey (PC&S) (1.8K)
Australia (1.8T)	Greece (1.6U)	KABUL (1.99U)	Turkey Automation (1.8Q)
Azores (1.8X)	Guam/Tinian (1.8R)	Korea (1.8V)	United Kingdom (1.8J)
Belgium, Netherlands and Luxembourg (1.8L) Haiti Relief (1.6Q)	Hawaii (3.10)	PACOM Exercises (1.8X)	Unknown Prog 1.1H (1.1H)
Canada (1.6A)	Honduras (1.8N)	Philippines (1.6P)	Unknown Prog 1.1Q (1.1Q)
Caribbean (1.8H)	Iraq PC&S (1.6G)	Porto Rico (3.11)	Unknown Prog 1.99 (1.99)
Colombia (1.6K)			Unknown Prog 3.99 (3.99)

Figure 9 CIS Main – International Selection

The International Purchase Programs listed in the **PP/COG Selection** portion of the **CIS Main** screen (Figure 9) are for PC&S fuels located outside the United States, and currently includes the following 37 options:

- 1) Afghanistan (1.6J)
- 2) Africa (1.8F)
- 3) Africa (1.8FR)
- 4) Australia (1.8T)
- 5) Azores (1.8X)
- 6) Belgium, Netherlands and Luxemburg (1.8L)
- 7) Canada (1.6A)
- 8) Caribbean (1.8H)
- 9) Colombia (1.6K)
- 10) Eastern Europe : Romania, Bulgaria, Poland, Latvia, Georgia (1.6L)
- 11) Egypt (1.8P)
- 12) Germany (PC&S) (1.8M)
- 13) Greece (1.6U)
- 14) Guam/Tinian (1.8R)
- 15) Haiti Relief (1.6Q)
- 16) Hawaii (3.10)
- 17) Honduras (1.8N)
- 18) Iraq PC&S (1.6G)
- 19) Israel (1.6F)
- 20) Italy PC&S(1.8A)
- 21) Japan (1.8G)
- 22) Jordan (1.6V)

- 23) KABUL (1.99U)
- 24) Korea (1.8V)
- 25) PACOM Exercises (1.6X)
- 26) Philippines (1.6P)
- 27) Puerto Rico (3.11)
- 28) Qatar (1.99B)
- 29) Spain (1.8D)
- 30) Qatar (1.99B)
- 31) Turkey (PC&S) (1.8K)
- 32) Turkey Automation (1.8Q)
- 33) United Kingdom (1.8J)
- 34) Unknown Prog 1.1H (1.1H)
- 35) Unknown Prog 1.1Q (1.1Q)
- 36) Unknown Prog 1.99 (1.99)
- 37) Unknown Prog 3.90 (3.90)

***NOTE:** The list above is subject to change.

2.3 Create Report For: XX Screen

See [Section 5](#) for detailed information.

2.4 Requirement Report

See [Section 6](#) for detailed information.

SECTION 3. STEP-BY-STEP INSTRUCTIONS FOR USING BULK CIS

3.1 Accessing Bulk

To access the system enter the link https://cis.energy.dla.mil/energy_cis/ into a DLA Energy approved web browser. The **DOD Access Warning** pop-up (Figure 2) will be displayed over top of the **Energy CIS Splash** screen (Figure 10). You must read and acknowledge the warning first by clicking the **OK** button. The pop-up will then close, and you can then click on **Bulk Contract Information System** link on Figure 10 to proceed to the **Bulk CIS Main Screen** (Figure 11).



[Into Plane Contract Information System](#)

[PC&S Contract Information System](#)

[BULK Contract Information System](#) 

[Bunkers Contract Information System](#)

If your browser says this is an untrusted web site download the DoD Root Certificates for your OS by [Clicking Here](#)

For assistance, please contact the BSM Energy Help Desk at 1-800-446-4950 or [DLA Energy Help Desk](#).

[To view the DoD Privacy Security Policy Statement Click Here](#)

Figure 10 Energy CIS Splash Screen

3.2 Bulk CIS Main Screen

The **Bulk CIS Main** screen (Figure 11) is the first screen the user views after accessing the Energy CIS website and clicking the **Bulk Contract Information System** link. From this page, the user can view **Global Lift Data** for Bulk fuels, create reports, or log off the site.



Figure 11 Bulk CIS Main Screen

The **Bulk CIS Main** screen has two sections:

- 1.) The **Screen Options** section that has a **RED** background.
- 2.) The **Buys Selection** section that has a **YELLOW** background.

These two sections, and the data fields / hyperlinks therein, are described in detail in Section 3.2.1 and Section 3.2.2 below.

3.2.1 Bulk CIS Main – Screen Options



Figure 12 Bulk CIS Main Screen - Screen Options

The **Screen Options** on the **Bulk CIS Main** screen (Figure 12) provides the user three hyperlink options that are described in subsequent sections:

- 1.) **Global Lift** – This hyperlink creates an Excel spreadsheet report of all lift data based on specified Buys and a timeframe.
- 2.) **Global Search** – This hyperlink provides a different way to query the Bulk CIS data to create a **Requirement Report**, i.e. begins with a selection of current/future Buys through all time periods.
- 3.) **Log Off** – logs the user off of the Bulk CIS application and displays the **ECIS Log Off** screen (Figure 13).

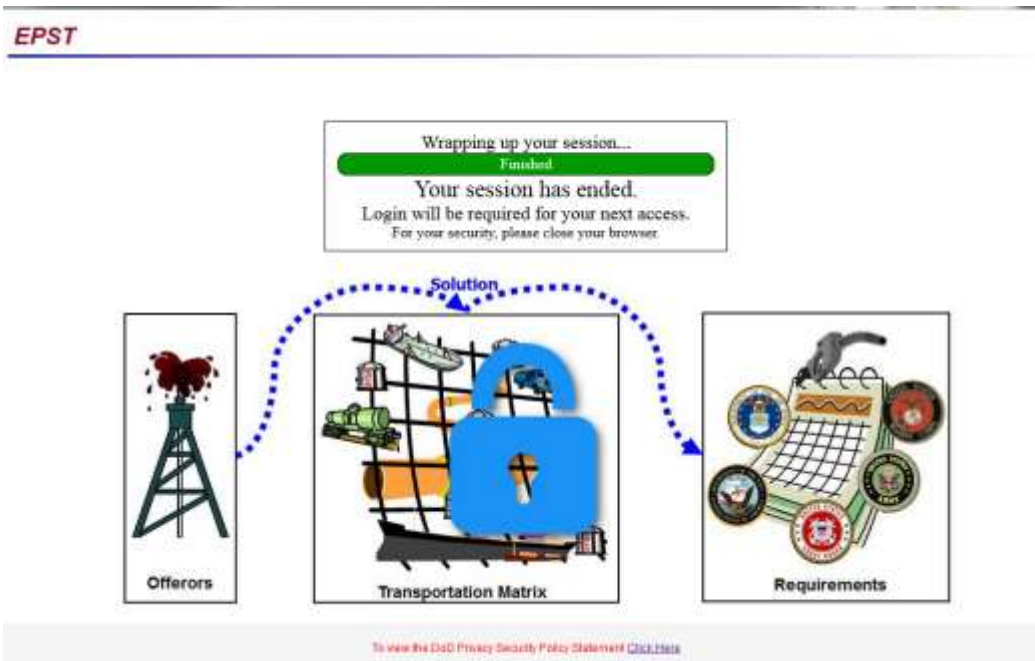


Figure 13 ECIS Log Off Screen

3.2.1.a Global Lift Report

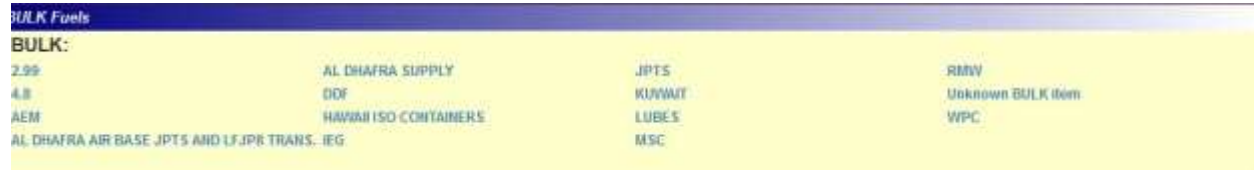
For detailed information see Section [7.1](#).

3.2.1.b Global Search

For detailed information see Section [7.2](#).

3.2.2 Bulk CIS Main - Buy Selection (Running Queries)

The Bulk Fuels Buy selection is populated with Buys hyperlinks that display a **Create Report For: XX** screen (Figure 24) for the specific Buy named on the hyperlink. See [Section 5](#) for details on setting the options on the **Create Report For: XX** screen (Figure 24) in order to produce a customized **Requirement Report**



BULK Fuels			
BULK:			
2.99	AL DHAFRA SUPPLY	JPTS	RMW
4.8	DDF	KUWAIT	Unknown BULK Item
AEM	HAWAII ISO CONTAINERS	LUBES	WPC
AL DHAFRA AIR BASE JPTS AND LFJPR TRANS. IEG			
		MSC	

Figure 14 Bulk CIS Main – Buy Selection

The Buys listed in the **Buy Selection** portion of the **Bulk CIS Main** screen (Figure 14) are Bulk fuel Buys located both inside and outside the United States, and currently includes the following 14 options:

- 1) 2.99
- 2) 4.8
- 3) AEM (Atlantic/Europe/Mediterranean)
- 4) Al Dhafra Airbase JPTS and LFJP8 Trans.
- 5) Al Dhafra Supply
- 6) DDF (Direct Delivery Fuels)
- 7) Hawaii ISO Containers
- 8) JPTS (Thermally stable jet fuel)
- 9) Kuwait
- 10) Lubes
- 11) MSC (Military Sealift Command)
- 12) RMW (Rocky Mountain West)
- 13) Unknown Bulk Item
- 14) WPC (Western Pacific Command)

***NOTE:** The list above is subject to change.

3.3 Create Report For: XX Screen

For detailed information see [Section 5](#).

3.4 Requirement Report

For detailed information see [Section 6](#).

SECTION 4. STEP-BY-STEP INSTRUCTIONS FOR USING BUNKERS CIS

4.1 Accessing Bunkers

To access the system enter the link https://cis.energy.dla.mil/energy_cis/ into a DLA Energy approved web browser. The **DOD Access Warning** pop-up (Figure 2) will be displayed over the top of the **Energy CIS Splash** screen (Figure 15). You must read and acknowledge the warning first by clicking the **OK** button. The pop-up will then close, and you can then click on **Bunkers Contract Information System** link on Figure 15 to proceed to the **Bunkers CIS Main Screen** (Figure 16).



[Into Plane Contract Information System](#)

[PC&S Contract Information System](#)

[BULK Contract Information System](#)

[Bunkers Contract Information System](#)



If your browser says this is an untrusted web site download the DoD Root Certificates for your OS by [Clicking Here](#)

For assistance, please contact the BSM Energy Help Desk at 1-800-446-4950 or [DLA Energy Help Desk](#).

[To view the DoD Privacy Security Policy Statement Click Here](#)

Figure 15 Energy CIS Splash Screen

4.2 Bunkers Main Screen

The **Bunkers CIS Main** screen (Figure 16) is the first screen the user views after accessing the Energy CIS website and clicking the **Bunkers Contract Information System** link. From this page, the user can view **Global Lift Data** for Bunkers fuels, create reports, view **Bulletin Extracts** or log off the site.

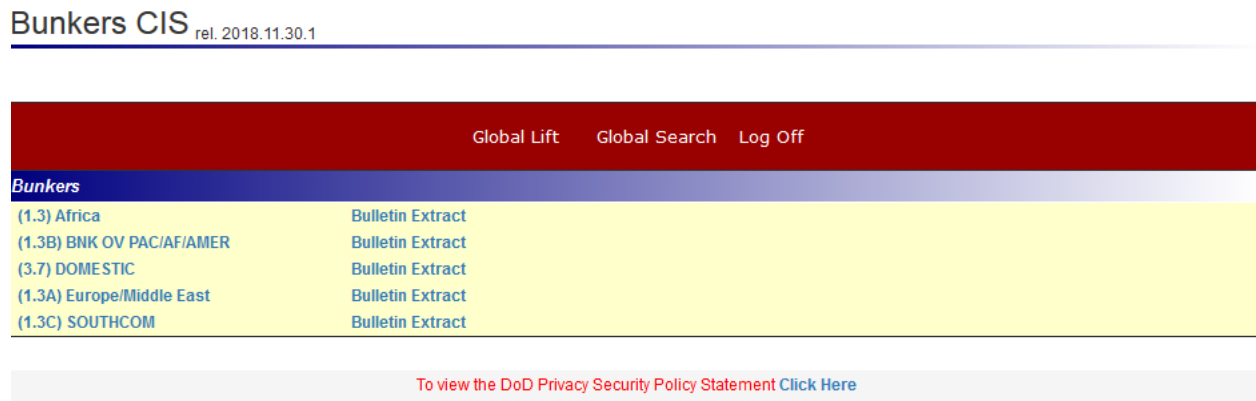


Figure 16 Bunkers CIS Main Screen

The **Bunkers CIS Main** screen has two sections:

- 1.) The **Screen Options** section that has a **RED** background.
- 2.) The **Purchase Program (PP) / COG Selection** section that has a **YELLOW** background.

These two sections, and the data fields / hyperlinks therein, are described in detail in Section [4.2.1](#) and Section [4.2.2](#) below.

4.2.1 Bunkers CIS Main – Screen Options

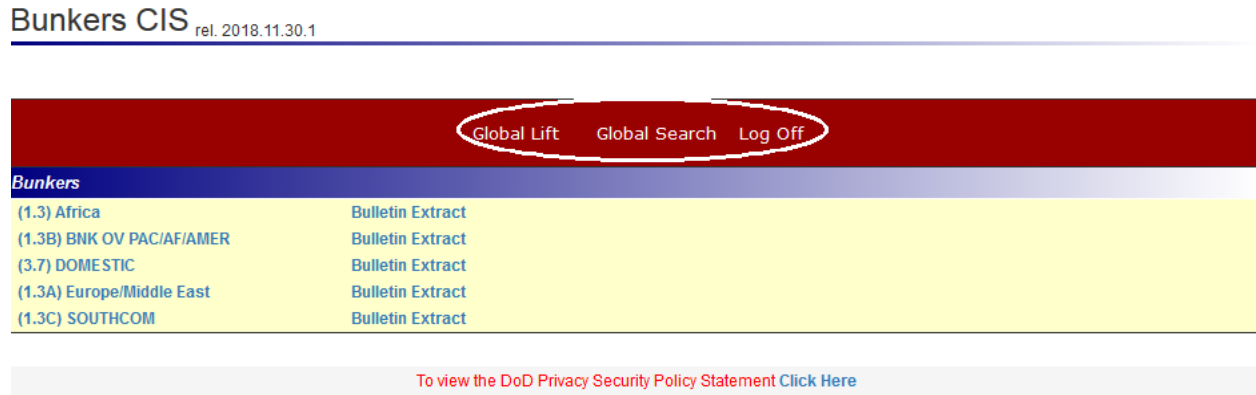


Figure 17 Bunkers CIS Main Screen - Screen Options

The **Screen Options** on the **Bunker CIS Main** screen (Figure 17) provides the user three hyperlink options that are described in subsequent sections:

- 1.) **Global Lift** – This hyperlink creates an Excel spreadsheet report of all lift data based on specified Purchase Programs/COGs and a timeframe.
- 2.) **Global Search** – This hyperlink provides a different way to query the Bunkers CIS data to create a **Requirement Report**, i.e. begins with a selection of current/future Purchase Programs (regions) through all time periods.
- 3.) **Log Off** – logs the user off of the Bunkers CIS application and displays the **ECIS Log Off** screen (Figure 18).

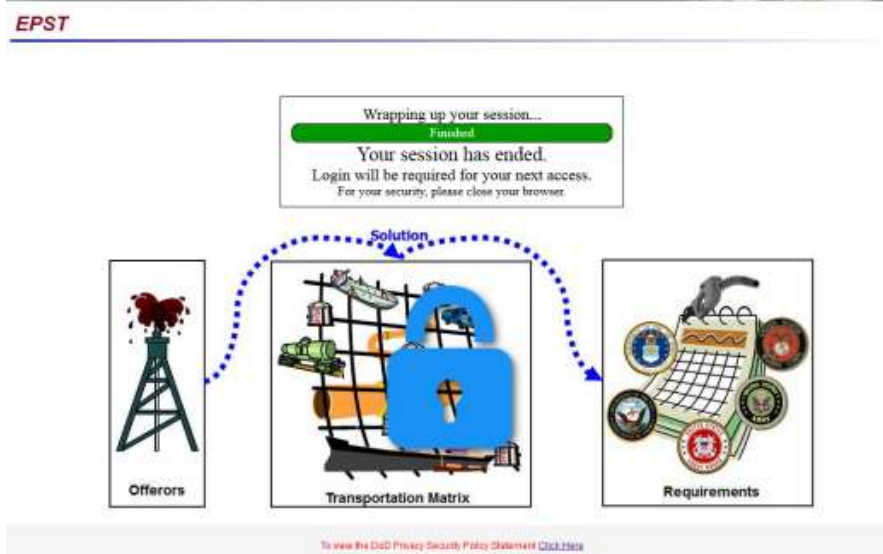


Figure 18 ECIS Log Off Screen

4.2.1.a Global Lift Report

For detailed information see Section [7.1](#).

4.2.1.b Global Search

For detailed information see Section [7.2](#).

4.2.2 Bunkers CIS Main - PP/COG Selection (Running Queries)

The **PP/COG Selection** portion of the **Bunkers CIS Main** screen (Figure 19) contains the Bunkers Fuels Purchase Programs. A [Bulletin Extract](#) hyperlink is available for each Bunkers PP. This link displays contract data for Ships Bunkers fuel in a spreadsheet format (CSV file for display in Excel).

Bunkers	
(1.3) Africa	Bulletin Extract
(1.3B) BNK OV PAC/AF/AMER	Bulletin Extract
(3.7) DOMESTIC	Bulletin Extract
(1.3A) Europe/Middle East	Bulletin Extract
(1.3C) SOUTHCOM	Bulletin Extract

Figure 19 Bunkers CIS COG/Purchase Program Selection

The Ships Bunkers Purchase Programs listed in the **PP/COG Selection** portion of the **Bunkers CIS Main** screen (Figure 19) are worldwide Purchase Programs, but only include fuel used aboard ships, and currently includes the following 6 options:

- 1) Africa (1.3)
- 2) BNK OV PAC/AF/AMER (1.3B)
- 3) DOMESTIC (3.7)
- 4) Europe (1.3A)
- 5) OS Bunkers CENTCOM (1.3D)
- 6) SOUTHCOM (1.3C)

***NOTE:** The list above is subject to change

When the Purchase Program link selected is clicked the **Create Report For: XX** screen (Figure 25) is displayed for the specific PP/COG named on the hyperlink. See [Section 5](#) for details on setting the options on the **Create Report For: XX** screen (Figure 25) in order to produce a customized **Requirement Report**.

4.2.2.a Bulletin Extract

A **Bulletin Extract** hyperlink is listed next to each Ships Bunkers Purchase Program (PP) on the **Bunkers CIS Main** screen (Figure 16) in order to give personnel interested in Ships Bunkers fuel(s) a quick means of access to the contract data relevant to a selected Bunkers PP. By clicking this link, the user does not have to navigate other screens and selection lists before producing a report

Bunkers	
(1.3) Africa	Bulletin Extract
(1.3B) BNK OV PAC/AF/AMER	Bulletin Extract
(3.7) DOMESTIC	Bulletin Extract
(1.3A) Europe/Middle East	Bulletin Extract
(1.3C) SOUTHCOM	Bulletin Extract

Figure 20 Bulletin Extract Hyperlink

When a **Bulletin Extract** link for a purchase program is clicked (Figure 20) a pop-up similar to that shown in Figure 21 is displayed in order to select whether you want to **Open/Save/Cancel** the spreadsheet.

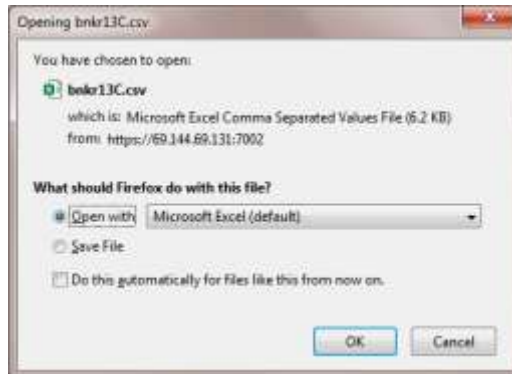


Figure 21 Browser Open/Save/Cancel Pop-Up

Clicking **Open With** and selecting the default of Microsoft Excel will open an Excel window with the spreadsheet displayed (Figure 22). You can then edit and save the spreadsheet as you would any Excel file.

Clicking **Save File** will save the file as a .CSV file on your computer that can then be opened at any time using Excel.

Clicking **Cancel** will return you to the **Bunkers CIS Main** screen (Figure 16) without generating the report.

The **Bulletin Extract** only contains current contract award data, no Pending or Cancelled items.

A	B	C	D	E	F	G	H	I	
Location	Country	State	Vendor Name	Contract Number	Line Item	Ordering Period End	Service Name	Product	
2	GEORGETOWN	EL SALVADOR	VA	Ship Supply of Florida, Inc. DBA	SPE608180-0352 (P00002)	2	10/31/2022	BUNKR	GAS OIL MARINE (N)
3	CHIRQUI GRANDE	PANAMA	VA	Trans-Tec International, S.R.L.	SPE608180-0330 (P00002)	2	9/30/2022	USCG	GAS OIL MARINE (N)
4	COLON	PANAMA	VA	Clipper Oil DBA Clipper Oil Company	SPE608180-0354 (P00002)	10	10/31/2022		GAS OIL MARINE (N)
5	PUERTO QUETZAL	GUATEMALA	VA	Clipper Oil DBA Clipper Oil Company	SPE608180-0354 (P00002)	11	10/31/2022		GAS OIL MARINE (N)
6	ACTIUTLA	EL SALVADOR	VA	Clipper Oil DBA Clipper Oil Company	SPE608180-0354 (P00002)	12	10/31/2022	USCG	GAS OIL MARINE (N)
7	VASCO NÚÑEZ DE BALBOA	PANAMA	VA	Clipper Oil DBA Clipper Oil Company	SPE608180-0354 (P00002)	13	10/31/2022		GAS OIL MARINE (N)
8	COLON	PANAMA	VA	Clipper Oil DBA Clipper Oil Company	SPE608180-0354 (P00002)	14	10/31/2022		GAS OIL MARINE (N)
9	CARTAGENA	COLOMBIA	VA	Monjasa Inc. DBA	SPE608180-0333 (P00002)	2	10/31/2022		GAS OIL MARINE (N)
10	VASCO NÚÑEZ DE BALBOA	PANAMA	VA	STONEWIN CAPITAL LP	SPE608180-0336 (P00001)	1	10/31/2022		GAS OIL MARINE (N)
11	PUERTA VALLARTA	MEXICO	VA	Team Systems International LLC	SPE608180-0251 (P00001)	1	10/31/2022		GAS OIL MARINE (N)
12	COLON	EL SALVADOR	VA	Clipper Oil DBA Clipper Oil Company	SPE608180-0354 (P00002)	15	10/31/2022	BUNKR	GAS OIL MARINE (N)
13	MONTEGO BAY	EL SALVADOR	VA	Clipper Oil DBA Clipper Oil Company	SPE608180-0354 (P00002)	16	10/31/2022	BUNKR	GAS OIL MARINE (N)
14	PUERTO CORTES	EL SALVADOR	VA	Clipper Oil DBA Clipper Oil Company	SPE608180-0334 (P00002)	17	10/31/2022	BUNKR	GAS OIL MARINE (N)
15	CARTAGENA	COLOMBIA	VA	Clipper Oil DBA Clipper Oil Company	SPE608180-0354 (P00002)	18	10/31/2022	BUNKR	GAS OIL MARINE (N)
16	VASCO NÚÑEZ DE BALBOA	PANAMA	VA	Clipper Oil DBA Clipper Oil Company	SPE608180-0354 (P00002)	19	10/31/2022		GAS OIL MARINE (N)

Figure 22 Bulletin Extract Spreadsheet

4.3 Create Report For XX Screen

For detailed information see [Section 5](#).

4.4 Requirement Report

For detailed information see [Section 6](#).

SECTION 5. CREATE REPORT FOR: XX SCREEN – PC&S, BULK AND BUNKERS

The **Create Report For: XX** screen, where XX will be a specific COG for PC&S and Bunkers or a *Buy* for Bulk, is common to each with a single link name that varies. The link that is specific is circled on each of the screen images below (Figure 23, Figure 24 and Figure 25), otherwise the screen displays and functions the same for each. The page banner at the top left identifies which CIS component the user is in.

The **Date Range**, **Report Data**, **Report Sort Order** and **Report Format Options** on the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25) allow the user to create a customized **Requirement Report** for his/her own needs.

Figure 23 Create Report For: XX – PC&S

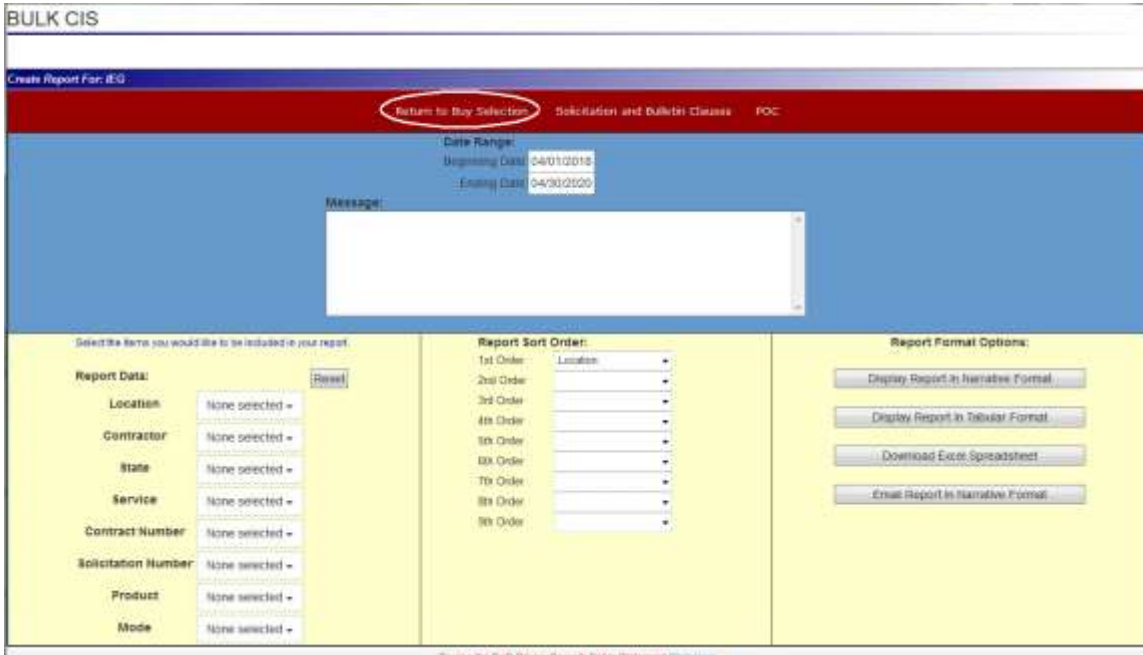


Figure 24 Create Report For: XX – Bulk

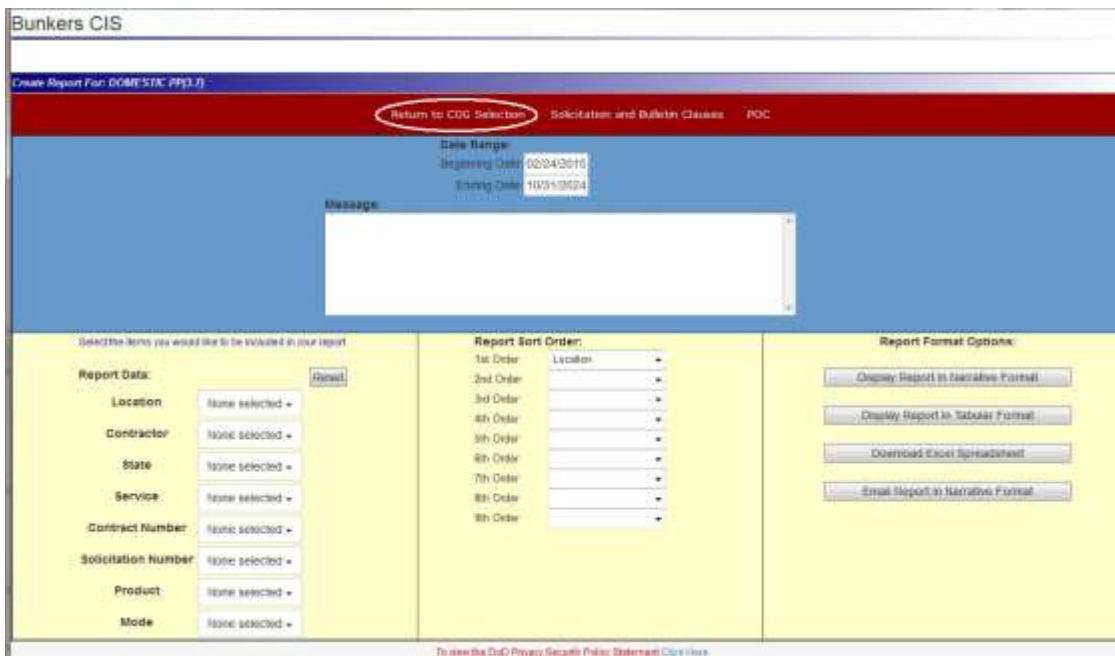


Figure 25 Create Report For: XX – Bunkers

The **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25) has three sections:

- 1.) The [Screen Options](#) section that has a **RED** background. See Section [5.1](#) for more information about the options available.
- 2.) The [Filtering Options](#) section that has **BLUE** background. This section is only displayed if one Purchase Program or Buy has been selected. If multiple programs or buys have been selected via the **Global Search** option (Section [7.2](#)), then this section will be hidden. See Section [5.2](#) for more information about this section of the screen.
- 3.) The [Report Criteria](#) section that has a **YELLOW** background. See Section [5.3](#) for more information about how to use the options in this section.

5.1 Create Report For: XX - Screen Options

The **Screen Options** on the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25) provides the user three hyperlink options:

- 1.) **Return to [COG or Buy] Selection** – returns the user to the appropriate **[PC&S/Bulk/Bunkers] CIS Main** screen (Figure 4, Figure 11, Figure 16) where he/she can select a different PP/COG or Buy.
- 2.) **Solicitation and Bulletin Clauses** – Invokes a DLA Energy website, the URL for which is determined by an application configuration setting.
- 3.) **POC** – invokes a DLA Energy website, the URL for which is determined by an application configuration setting.

5.2 Create Report For: XX – Filtering Options

Create Report For: COG 3 PPQ.23

Return to COG Selection Solicitation and Bulletin Clauses POC

Date Range:
Beginning Date: 10/01/2017
Ending Date: 08/31/2022

Message:

Select the items you would like to be included in your report.

Report Data:

Location: E selected ▾
Contractor: None selected ▾
State: None selected ▾
Service: None selected ▾
Contract Number: None selected ▾
Solicitation Number: None selected ▾
Product: None selected ▾
Mode: None selected ▾

Report Sort Order:

1st Order: Location ▾
2nd Order: ▾
3rd Order: ▾
4th Order: ▾
5th Order: ▾
6th Order: ▾
7th Order: ▾
8th Order: ▾
9th Order: ▾

Report Format Options:

Figure 26 Create Report For: XX Screen – Filtering Options Section

The [Filtering Options](#) section on the **Create Report For: XX** screen (Figure 26) provides the user a filter on a **Date Range** for contracts. You can specify the beginning and ending dates by clicking on each box and entering a desired date. Until a complete, valid date is entered a message will display to the right of the date entry box “Invalid Date” and date text will display as **Red**. Once a complete, valid date has been entered, this message will disappear and the text will display in Black.

Return to COG Selection Solicitation and Bulletin Clauses POC

Date Range:
Beginning Date: 10/01/2017
Ending Date: 12/31/ Invalid date

Message:

Figure 27 Create Report For: XX – Filtering Options Section – Invalid Date

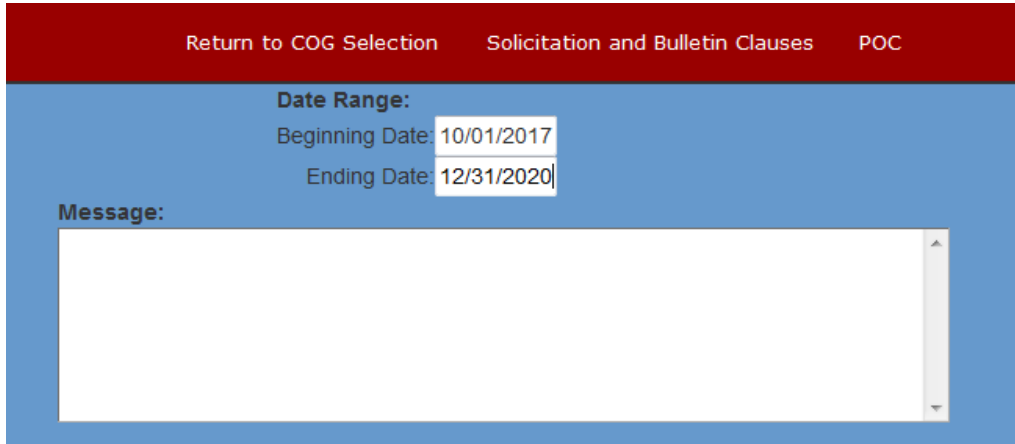


Figure 28 Create Report For: XX - Filtering Options Section - Valid Date Change

This section also displays any **Message(s)** relevant to the selected PP/COG or BUY. These messages are not editable.

***NOTE:** If multiple programs have been selected via the Global Search option (see Section 7.2), then this section will be hidden.

5.3 Create Report For: XX – Report Criteria

The **Report Criteria** section on the **Create Report For: XX** screen (Figure 29) is where the user creates his/her customized **Requirement Report**.

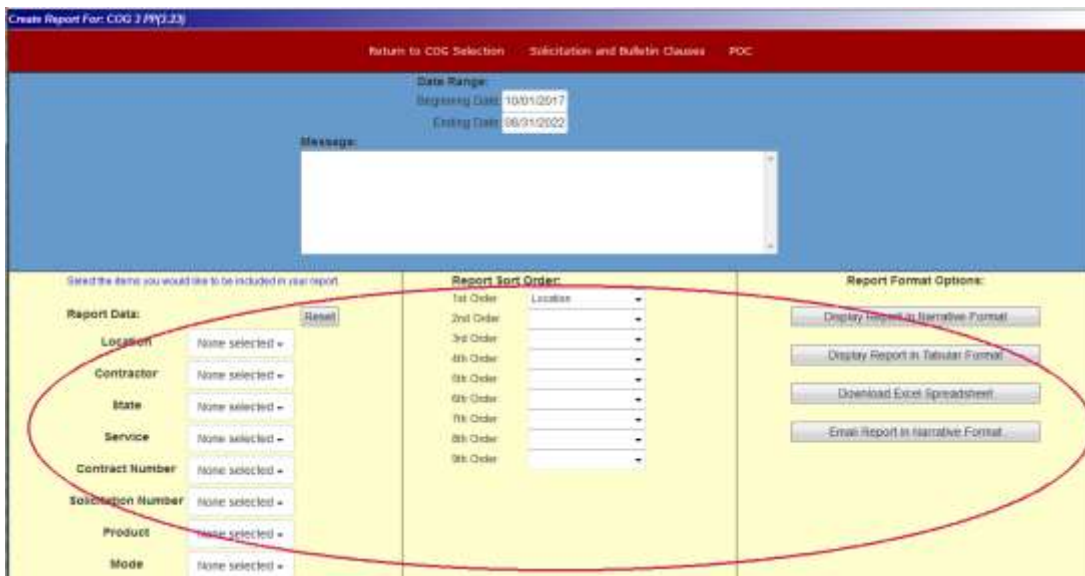


Figure 29 Create Report For: XX – Report Criteria Section

There are three sub-sections within the **Report Criteria** section:

- 1.) **Report Data** – creates the query by which the CIS database is searched for information that will create the **Requirement Report**. Allows the user to specify the data to be included in the report. See Section [5.3.1](#) for more information.
- 2.) **Report Sort Order** – specifies the order that the data within the **Requirement Report** is displayed to the user. See Section [5.3.2](#) for more information.
- 3.) **Report Format Options** – specifies the format of the **Requirement Report**. User selects the button labeled with the format desired to generate the customized **Requirement Report** based on the selected Criteria. See Section [5.3.3](#) for more information.

The options established in each of these three sub-sections can be set in any order, i.e. the **Report Format Options** can be selected and then the **Report Data** and/or the **Report Sort Order** can be set.

Once the user has determined all of his/her preferences, the button labeled with the desired report format in the **Report Format Options** section is clicked to create the **Requirement Report**. When the user returns to this screen from the **Requirement Report**, all previous criteria selections will remain until modified by user.

5.3.1 Report Data

Report Data is the first sub-section within the **Report Criteria** section on the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25), and is where up to eight different search parameters can be specified:

- 1.) **Location**
- 2.) **Contractor**
- 3.) **State**
- 4.) **Service**
- 5.) **Contract Number**
- 6.) **Solicitation Number**
- 7.) **Product**
- 8.) **Mode**

***NOTE:** By the time the user starts setting these eight parameters, they have already been constrained to within the selected PP/COG or Buy and **Date Range**

As indicated by the screen's instructions (Figure 30), "Select the items you would like to be included in your report".

Select the items you would like to be included in your report.

Report Data: Reset

Location None selected ▾

Contractor None selected ▾

State None selected ▾

Service None selected ▾

Contract Number None selected ▾

Solicitation Number None selected ▾

Product None selected ▾

Mode None selected ▾

Figure 30 Report Data

As the user clicks a drop-down box (**Location, Contractor, State, Service, Contract Number, Solicitation Number, Product, Mode**) to establish the search parameters of CIS's database, a list of selection options will display as a drop down (see Figure 31 through Figure 34) to allow the user to specify the search criteria. For each of the search parameters the user may click "Select all" to include all data for that parameter (Figure 31) or may select one or multiple of the listed selections (Figure 32).

Select the items you would like to be included in your report.

Report Data: Reset

Location All selected (381) ▾

Contractor Search [X]

State Select all

Service /PARKERSBURG

Contract Number 0601 EN CO ENGR SUPPORT/BUCKHANNON

Solicitation Number 11TH MEDICAL SQUADRON / BLDG GEN

Product 181 TFG HULMAN FLD

Mode 88TH CE PAVEMENT AND EQUIPMENT WRIG

Report Summary

- 1st Order
- 2nd Order
- 3rd Order
- 4th Order

Figure 31 Location Selection - Select All

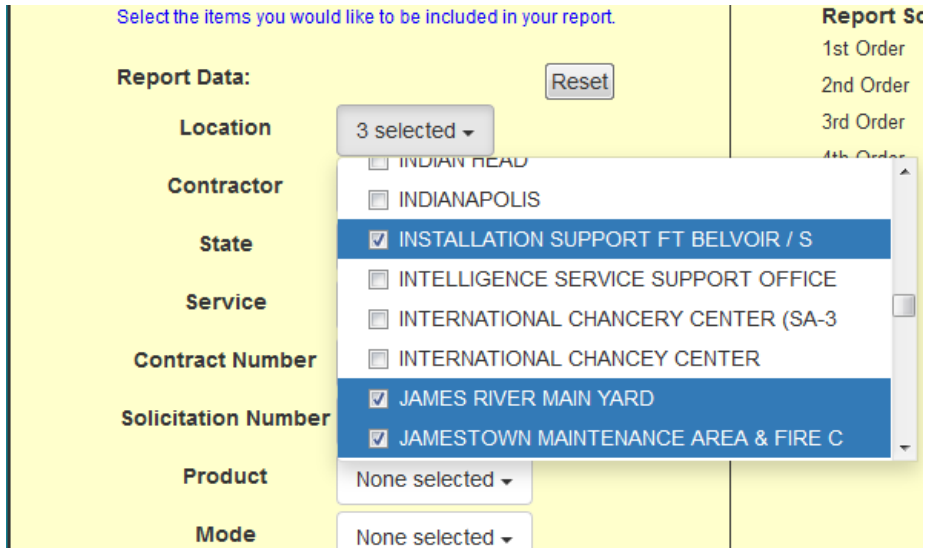


Figure 32 Location Selection - 3 Selected

If the user is looking for a specific item in the list, he/she may enter descriptive characters in the **Search** text box at the top of the drop down to narrow the selections available (Figure 33). Once desired selections have been made for a data category, the drop down box for the category will display the number of items chosen (Figure 34).

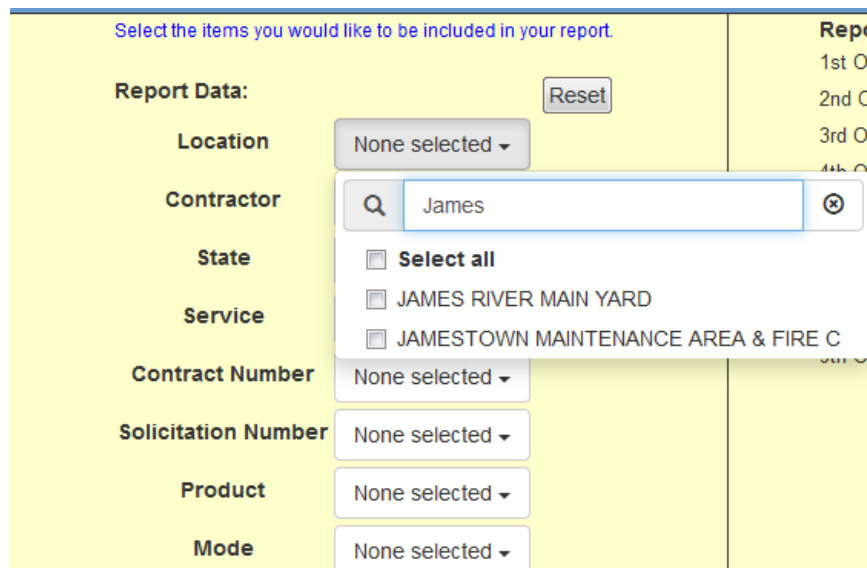


Figure 33 Location Selection – Search

Select the items you would like to be included in your report.

Report Data: Reset

Location	4 selected ▼
Contractor	All selected (6) ▼
State	None selected ▼
Service	None selected ▼
Contract Number	None selected ▼
Solicitation Number	None selected ▼
Product	All selected (4) ▼
Mode	None selected ▼

Figure 34 Data Categories With Item Counts

If the user does not make any **Report Data** criteria selection then all CIS data for the PP/COG or Buy will be included in the report that is generated.

5.3.2 Report Sort Order

Report Sort Order (Figure 35) is the second sub-section within the **Report Criteria** section on the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25), and is where the user determines the sort order for the **Requirement Report**.

The items on which the reports can be ordered are the eight items listed in the **Report Data** section described in Section [5.3.1](#) (**Location, Contractor, State, Service, Contract Number, Solicitation Number, Product, and Mode**) as well as the **Date**.

Report Sort Order:	
1st Order	Location ▼
2nd Order	▼
3rd Order	▼
4th Order	▼
5th Order	▼
6th Order	▼
7th Order	▼
8th Order	▼
9th Order	▼

Figure 35 Report Sort Order

If the user does not change the default setting, which is **Location** for 1st and only order, then the report is sorted on **Location**.

If the user sets the **1st Order** to blank, so there is no **Report Sort Order**, then the **Requirement Report** will be produced sorted in the following order:

- ◆ **Location**
- ◆ **State**
- ◆ **Service**

***NOTE:** If the user chooses to produce the **Tabular** format of the **Requirement Report**, these output sorting parameters are changeable on the display by clicking on various column headings to re-sort the data.

5.3.3 Report Format Options

Report Format Options (Figure 36) is the third sub-section within the **Report Criteria** section on the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25), and is where the user determines the format of his/her customized **Requirement Report**.

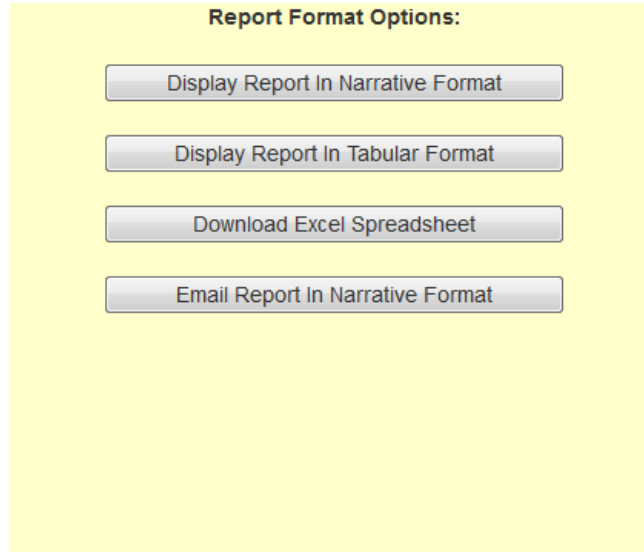


Figure 36 Report Format Options

The four options available (on Figure 36) are explained in detail, with examples, in [Section 6](#) below:

- 1.) ***Display Report In Narrative Format*** – see [Section 6.1](#)
- 2.) ***Display Report In Tabular Format*** – see [Section 6.2](#)
- 3.) ***Download Excel Spreadsheet*** - see [Section 6.3](#)
- 4.) ***Email Report In Narrative Format*** - see [Section 6.4](#)

SECTION 6. REQUIREMENT REPORT – PC&S / BULK / BUNKERS

A customized **Requirement Report** is created by clicking the button for the desired report type in the Report Format Options section of the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25) after setting the [Filtering Options](#) and [Report Criteria](#).

The **Requirement Report** is the same for PC&S / Bulk / Bunkers CIS with the exception of the banner title at the top of the report (Figure 37) which identifies the system for which data are being accessed. This is true for every report format, although only the Narrative Format **Requirement Report** is shown in Figure 37.

***NOTE:** The screen shots provided in this section are from PC&S CIS but represent reports from PC&S, Bulk and Bunkers.

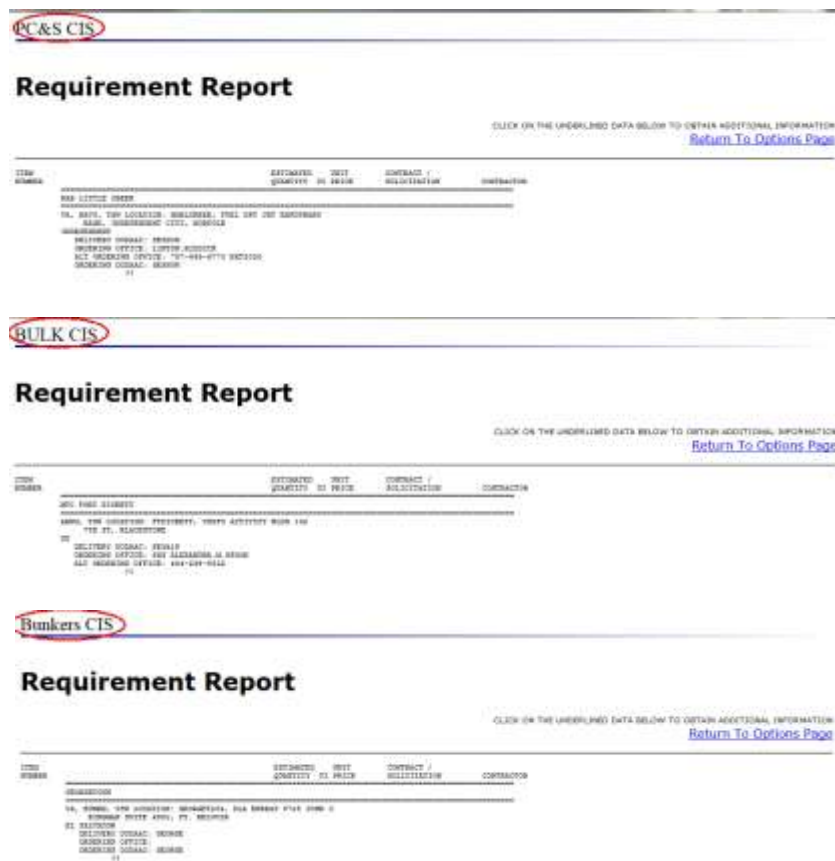


Figure 37 Requirement Report - PC&S, Bulk, Bunkers Banner IDs

Depending on the output format selected by the user in the [Report Format Options](#) section of the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25), the **Requirement Report** will either be displayed on screen in [Narrative](#) or [Tabular](#) format, in a downloadable [Microsoft Excel spreadsheet](#), or the report will be [emailed](#) in Narrative format as an HTML email. Each of these four output options for the **Requirement Report** is described in subsequent sections below.

6.1 Narrative Format

If the button selected within the [Report Format Options](#) section is “**Display Report in Narrative Format**”, then a narrative **Requirement Report**, such as the one seen in Figure 38, is displayed.

At the top and bottom of the page (Figure 38 and Figure 39) there will be a **Return to Options Page** link that returns the user to the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25). Also, as necessary, there will be **<<Previous / Next>>** links and a page number drop-down selection box at the bottom of the screen to allow the user to navigate a multiple-paged narrative **Requirement Report** (Figure 39).

PC&S CIS

Requirement Report

CLICK ON THE UNDERLINED DATA BELOW TO OBTAIN ADDITIONAL INFORMATION
[Return To Options Page](#)

ITEM NUMBER	ESTIMATED QUANTITY	UNIT PRICE	CONTRACT / SOLICITATION	CONTRACTOR
0029	195,000	1.940175	1.940175	Spokane Oil Company USA

0029 195,000 DIESEL FUEL (D2) 1.940175 1.940175 SPokane Oil Company USA
 Effective From: 11/01/2017 Effective To: 07/31/2022

Solicitation Line Item: 1000000000
 INFO (IMP): Delivery takes approx. 1MO
 \$/10,000 ABOVE GROUND TANK(S) THESE ARE COMPACT
 TANKS
 DELIVERY NOTES:
 VARIATIONS - WILL BE SPECIFIED IN LISA

Figure 38 Requirement Report - Display Report in Narrative Format – Return Link Top

ITEM NUMBER	ESTIMATED QUANTITY	UNIT	PRICE	CONTRACT / SOLICITATION	CONTRACTOR
<p>WASA HALLOPS ISLAND</p> <p>WASA, TFW LOCATION: 88282890, WASA HALLOPS FLIGHT ACTIVITY FACILITY BLDG F-16 RECEIVING, HALLOPS ISLAND</p> <p>IS</p> <p>DELIVERY DODAAC: 8828282 ORDERING OFFICE: NICHOLAS A. CLARK ACT ORDERING OFFICE: 787-214-2048 ORDERING DODAAC: 8828282 ??</p>					
2017	3.25	TIMBER FUEL AVIATION (3AA)	LiEn	421,000 TBA	2.00000 8F88018R0218008 REVISION
<p>Effective From: 09/28/2018 Effective To: 09/30/2022</p> <p>Solicitation Line Item: 2017</p> <p>THIS (TWS), Fuel required is EA (F14) = required for Navy customers. Delivery frequency is project driven and the frequency can vary from daily to monthly. Initial delivery required on October 1, 2017 to be in place for aircraft departing on October 2, 2017. Although this is outside normal delivery hours listed, personnel will be available to accept delivery. Adapter type: 4" female quick release Additional EERP DOC: Josh Wilson, 787-214-1181, joshua.h.wilson@nasa.gov Additional Delivery (CI): DOC: Josh Wilson, 787-214-1181, joshua.h.wilson@nasa.gov Assesment (WAW): dmia@nasa.gov/assessments.htm, 787-214-1181 ext 205 Delivery tickets required: INTO 2/30,000 ABOVE GROUND TANK(S) DELIVERY HOURS: 5:00 A.M. - 4:00 P.M. / MONDAY TO FRIDAY / CLOSED ON FEDERAL HOLIDAYS</p>					

Figure 39 Requirement Report - Display Report In Narrative Format - Return Link Bottom

The narrative **Requirement Report** (Figure 38) has various hyperlinks within the report. Clicking these hyperlinks displays screens of more detailed information and may include:

- ◆ [Lineitem Data](#)
- ◆ [Product Data](#)
- ◆ [Lift History](#)
- ◆ [Price Escalation Data](#)
- ◆ [Vendor Data](#)

6.1.1 Lineitem Data

PC&S CIS

Requirement Report

CLICK ON THE UNDERLINED DATA BELOW TO OBTAIN ADDITIONAL INFORMATION
[Return To Options Page](#)

ITEM NUMBER	ESTIMATED QUANTITY	UNIT PRICE	CONTRACT / SOLICITATION	CONTRACTOR
BAR LITTLE CREEK VA. NAVY, TSN LOCATION: HANCOCK, FUEL DFT INT EXPENDITURE BARK, INDEPENDENT CITY, SCOTLAND INDEPENDENT DELIVERY DODAC: 80389 ORDERING OFFICE: LINTON RINDOCH ALT ORDERING OFFICE: 787-645-8778 ENE0012 ORDERING DODAC: 80389 37				
<u>0005</u>	<u>1.22</u>	<u>DIERSL FUEL (002)</u>	<u>Life</u>	<u>1.732900</u>
Solicitation Line Item: 800000000 TYPE: (TNP), Delivery makes required. INFO 2/10,000 ABOVE GROSS TARE(S). THESE ARE COMBALLY TARE DELIVERY HOURS: VARIATIONS - WILL BE SPECIFIED IN ISS				

Figure 40 Narrative Requirement Report - Lineitem Link

Clicking any **Item Number** at the left of the narrative **Requirement Report** (Figure 40) invokes the **Contract Mod Data** screen (Figure 41), which provides current lineitem data and relevant contract mods, if applicable, for the selected lineitem

CONTRACT MOD DATA - Line Item 0005 - Mozilla Firefox

https://...

Current Line Item Data						
Contract/Solicitation	Mod	Signature Date	Effective Date	Quantity	Price	
SPE60518D4014	P00012	10/16/2017	11/01/2017	318000	1.732900	
Contract Mods						
Contract/Solicitation	Mod	Signature Date	Effective Date	Quantity	Change Quantity	Price
SPE60518D4014	P00010	01/08/2019	11/01/2017	318000	0	1.732900
SPE60518D4014	P00001	10/16/2017	11/01/2017	318000	0	1.732900

Figure 41 Contract Mod Data

6.1.2 Product Data

PC&S CIS

Requirement Report

CLICK ON THE UNDERLINED DATA BELOW TO OBTAIN ADDITIONAL INFORMATION
[Return To Options Page](#)

ITEM NUMBER	ESTIMATED QUANTITY	UNIT PRICE	UNIT	CONTRACT / SOLICITATION	CONTRACTOR
BAR LITTLE CRACK VA. NAVY. TPN LOCATION: HANCOCK. FUEL DFT CNT EXPENSARY BANK, INDEPENDENT CITY, SCOTLAND INDEPENDENT DELIVERY DODAC: 88309 ORDERING OFFICE: LINTON RINDOCH ALT ORDERING OFFICE: 757-445-5770 ERS0012 ORDERING DODAC: 88309					
8029	1.00	DISESEL FUEL (GAL)	Gal	1WS,800 TWS 1.00LITE SPREADER/DAC14	Libone Oil Company USA

Solicitation Line Item: 8000000000
 ITEM (ITEM): Delivery notes required. INFO
 2/10,000 ABOVE GROUND TANK(S) THESE ARE COMBUST
 TANKS
 DELIVERY NOTES:
 VARIANTS - WILL BE SPECIFIED IN LIS

Figure 42 Narrative Requirement Report - Product Data Link

Clicking any product hyperlink on the narrative **Requirement Report** (Figure 42) invokes the **Product Data** screen (Figure 43), which provides additional information about the fuel product.

Product Data - GASOLINE, AUTOMOTIVE (GUR) - Mozilla Firefox

[The American Petroleum Institute Home Page](#)
[American Society For Testing and Materials](#)

NSN	ID	Category	Code	Stock Fund Price
9130-01-090-1093			GUR	0.000000

Figure 43 Product Data

Clicking the **The American Petroleum Institute Home Page** link on the **Product Data** screen (Figure 43) redirects the user to their website (Figure 44).



Figure 44 The American Petroleum Institute Home Page

Clicking the ***American Society For Testing and Materials*** link on the **Product Data** screen (Figure 43) redirects the user to their website (Figure 45).

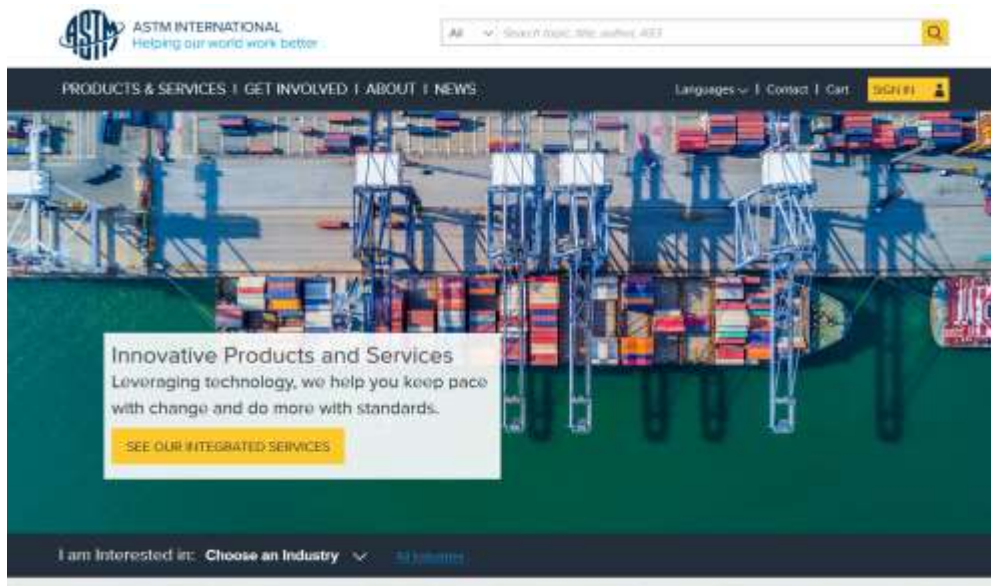


Figure 45 American Society For Testing and Materials Home Page

6.1.3 Lift History

PC&S CIS

Requirement Report

CLICK ON THE UNDERLINED DATA BELOW TO OBTAIN ADDITIONAL INFORMATION
[Return To Options Page](#)

ITEM NUMBER	ESTIMATED QUANTITY	UNIT PRICE	CONTRACT / SOLICITATION	CONTRACTOR
BAR LITTLE CRACK VA. NAVY TFW LOCATION: HANCOCK. FUEL DFT INT EXPENSARY BARK, INDEPENDENT CITY, SCOTLAND INDEPENDENT DELIVERY DODAAC: 823929 ORDERING OFFICE: LINTON RINDOICE ALT ORDERING OFFICE: 757-445-5770 ERS0012 ORDERING DODAAC: 823929 37				
0029	3.23	DIERSAL FUEL (DSE)	<u>Lifts</u>	192,800 USG 1.90LITE SPE60518D4014 <u>Lifeline Oil Company USA</u> Effective From: 11/01/2017 Effective To: 07/31/2022

Solicitation Line Item: 000000000
 ITEM: (ITW): Delivery notes required. INFO
 2/10.000 ABOVE GROUND TANK(S) THESE ARE CONVERTIBLE
 TANKS
 DELIVERY NOTES:
 VARIANTS - WILL BE SPECIFIED IN 1188

Figure 46 Narrative Requirement Report - Lift History Link

Clicking any **Lift** hyperlink on the narrative **Requirement Report** (Figure 46) invokes the **Lift History** screen (Figure 47), which provides the lift history of a product at the location.

LIFT HISTORY - Mozilla Firefox

https://...

Contract SPE60518D4014 - Line Item 0029 - Purchase Program 3.23

Delivery Month	Quantity Delivered
09/18	5,146
11/18	5,223
04/19	10,432
TOTAL QUANTITY 20,801	

Figure 47 Lift History

6.1.4 Price Escalation Data

PC&S CIS

Requirement Report

CLICK ON THE UNDERLINED DATA BELOW TO OBTAIN ADDITIONAL INFORMATION:

[Return To Options Page](#)

ITEM NUMBER	ESTIMATED QUANTITY	UNIT	UNIT PRICE	CONTRACT / SOLICITATION	CONTRACTOR		
<p>845 CORPUS CHRISTI TX, NAVY, TFW LOCATION: COMBAT, BUDDE BUILDING 1717, CORPUS CHRISTI STOCKS CODES DELIVERY DODAAC: 883818 ORDERING OFFICE: 8840000000000000 ALT ORDERING OFFICE: 841-861-4933 ORDERING DODAAC: 883818 :00</p>							
<u>CODE</u>	<u>1.28</u>	<u>GAULSIE, AUTOMOTIVE (USE)</u>	<u>1.00</u>	<u>80,000</u>	<u>2.049000</u>	<u>SPC60016D4513</u>	<u>Penobscot Trucking Corporation</u>
<p>Solicitation Line Item: 000000015 TW (TW) : 8838 1/4,000 ABOVE GROSS (MAX) : BUILDING \$148 DELIVERY HOUR: 8700 TERS 16000RS MONDAY TO FRIDAY REQUIRED DOCUMENTS ARE A SOL. DRIVER LICENSE, PROOF OF REGISTRATION AND INSURANCE. A BACKGROUND CHECK IS PERFORMED VIA NAVY FORM AS THEY WAIT. W/PMF 2 METER WITH A 2-2 INCH HOSE</p>							

Figure 48 Narrative Requirement Report – Price Data Link

Clicking any price hyperlink on the narrative **Requirement Report** (Figure 48) invokes the **Escalated Prices** screen (Figure 49), which provides the escalated price history for the selected lineitem.

Price	Effective Date
1.687100	07/27/2016
1.677400	07/26/2016
1.705300	07/25/2016
1.712600	07/24/2016
1.712600	07/22/2016
1.742400	07/21/2016
1.723700	07/20/2016
1.715300	07/19/2016
1.733700	07/18/2016
1.742100	07/17/2016
1.742100	07/15/2016
1.723900	07/14/2016
1.794300	07/13/2016

Figure 49 Escalated Prices

Clicking the **Defense Fuel Supply Center Price Adjustment Page For Contractors** link on the **Escalated Prices** screen (Figure 49) redirects the user to the **DLA Energy Price Adjustment** screen (Figure 50).

DLA Energy
Price Adjustment
Current Prices ONLY

Please Enter a Bidder Code: OR Contract Number: But Not Both!

You may obtain Item History by also entering an Item Number:

[Previous Prices](#) [FAQ](#) [Help](#) [Questions or Comments?](#) [DLA Energy Home Page](#)

Effective 1 Nov 05 all PC&S Ground Fuel contracts were modified to include in the unit price any authorized tax for which the Government is not exempt, i.e. state motor fuel tax, environmental taxes and fees, etc. Previously, when authorized, these taxes were billed as separate line items on the contractors invoice. **The Federal Excise Tax is now the only tax that will be paid as a separate line item.** Please insure that your Paying Office understands that they should not be paying any State and Local Taxes or Fees as separate line items.

Figure 50 Price Adjustment – For Contractors

Clicking the **Defense Fuel Supply Center Price Adjustment Page For Government Activities** link on the **Escalated Prices** screen (Figure 49) redirects the user to the **DLA Energy Price Change Supplement** screen (Figure 51).

DLA Energy
Price Change Supplement

Please SELECT a
Purchase Program Number: OR Contract Number: But Not Both!

You may obtain Item History by also entering an Item Number:

[Previous Prices](#) [FAQ](#) [Help](#) [Purchase Program](#) [Questions or Comments?](#) [DLA Energy Home Page](#)

Effective 1 Nov 03 all PC&S Ground Fuels contracts were modified to include in the unit price any authorized tax for which the Government is not exempt, i.e. state motor fuel tax, environmental taxes and fees, etc. Previously, when authorized, these taxes were billed as separate line items on the contractors invoice. **The Federal Excise Tax is now the only tax that will be paid as a separate line item.** Please insure that your Paying Office understands that they should not be paying any State and Local Taxes or Fees as separate line items.

Figure 51 Price Adjustment – For Activities

6.1.5 Vendor Data

PC&S CIS

Requirement Report

CLICK ON THE UNDERLINED DATA BELOW TO OBTAIN ADDITIONAL INFORMATION
[Return To Options Page](#)

ITEM NUMBER	ESTIMATED QUANTITY	UNIT	UNIT PRICE	CONTRACT / SOLICITATION	CONTRACTOR
<p>BAR LITTLE CREEK VA. HWY. TRN LOCATION: BARLITTLE, FUEL DOT JMT EXEMPTARY STATE, INDEPENDENT CITY, NORFOLK INDEPENDENT DELIVERY COOAAAC: BESSON ORDERING OFFICE: LINTON RIDGICK ALT ORDERING OFFICE: 757-441-8774 EXT1028 ORDERING COOAAAC: BESSON 33</p>					
<u>0328</u>	<u>8.28</u>	<u>GALSEL FUEL (DSE)</u>	<u>194.000</u>	<u>036</u>	<u>Lykins Oil Company DBA</u>
<p>Solicitation Line Item: 008000008 TRN (TRN): Delivery ticket required. INFO 1/10,000 ABOVE GROSSD TARE(S): THESE ARE CONTAINS TARE(S) DELIVERY MODE: VARIATIONS - WILL BE SPECIFIED IN L193</p>					

Figure 52 Narrative Requirement Report – Vendor Data Link

Clicking any name of the vendor hyperlink on the narrative **Requirement Report** (Figure 52) displays the **Vendor Data** screen (Figure 53), which provides additional company and POC information about the fuel vendor/contractor.

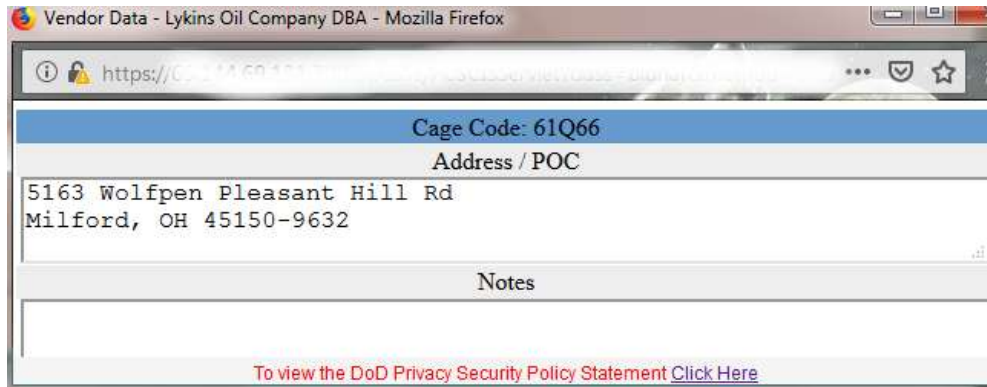


Figure 53 Vendor Data

6.2 Tabular Format

If the button selected within the **Report Format Options** section is “**Display Report in Tabular Format**”, then a tabular **Requirement Grid**, such as the one seen in Figure 54 is displayed.

At the top of the report (Figure 54) there are two links:

- 1.) **Return to Options Page** - returns the user to the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25).
- 2.) **Download Excel Spreadsheet** – Creates an Excel spreadsheet of the report currently generated. This basically is the same as if the user selected the **Download Excel Spreadsheet** option within the **Report Format Options** section of the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25). For more information on how the spreadsheet function works, see Section 6.3.

Return to Options Page
Download Excel Spreadsheet

REQUIREMENT GRID

Location	TSW Location	State	Vendor Name	Contract/Solicitation	Line Item	Solicitation Line Item	COG	Service	Product	Mode	Base Reference Price	Price	Quantity	Estimate	Formula Description	Value	Effective From	Effective To
001	LITTLE CREEK	VA	Lockwood Construction DBA	SPR011ED4014	001	000000018	3.23	NAVY	SHIELD FUEL DISC	TTW	1,80100	1,80100	181,000	ADDFUELDISC	3000POLE1001 DISC	\$178,200	11/01/2017	06/31/2021
001	LITTLE CREEK	VA	Evolution Design Construction	SPR011ED4019	001	000000020	3.23	NAVY	GASOLELACTONMETHYL SABE	TTW	1,74000	1,80100	174,000	ADDFUELDISC	3000POLE1001 RFD	\$171,180	11/01/2017	06/31/2021
001	HORNOLDALE	VA	Lockwood Construction DBA	SPR011ED4014	001	000000020	3.23	NAVY	GASOLELACTONMETHYL SABE	TT	1,55800	1,71100	156,000	ADDFUELDISC	HORNOLDALE RFD	\$158,520	11/01/2017	06/31/2021
001	HORNOLDALE	VA	Lockwood Construction DBA	SPR011ED4014	001	000000027	3.23	NAVY	SHIELD FUEL DISC	TTW	1,80100	1,80100	181,000	ADDFUELDISC	3000POLE1001 DISC	\$171,870	11/01/2017	06/31/2021
001	BANKNOTER	MD	Almond, Inc.	SPR011ED4008	001	000000018	3.23	NAVY	GASOLELACTONMETHYL SABE	TT	2,10000	1,80100	21,000	ADDFUELDISC	BANKNOTER BREMENHILL RFD	\$18,180	11/01/2017	06/31/2021
001	BANKNOTER	MD	Evolution Design Construction	SPR011ED4019	001	000000021	3.23	NAVY	GASOLELACTONMETHYL SABE	TT	1,80100	1,71100	174,000	ADDFUELDISC	BANKNOTER USL 010	\$169,200	11/01/2017	06/31/2021
001	BANKNOTER	MD	Evolution Design Construction	SPR011ED4019	001	000000040	3.23	NAVY	SHIELD FUEL DISC	TT	1,80100	1,80100	181,000	ADDFUELDISC	BANKNOTER HORNOLDALE RFD	\$178,200	11/01/2017	06/31/2021
001	BANKNOTER	MD	Evolution Design Construction	SPR011ED4019	001	000000078	3.23	NAVY	SHIELD FUEL DISC	TT	1,80100	1,71100	181,000	ADDFUELDISC	BANKNOTER HORNOLDALE RFD	\$169,200	11/01/2017	06/31/2021
001	HALLLOW	VA	Evolution Design Construction	SPR011ED4019	001	000000017	3.23	NAVY	TURBINE FUEL ACISTHIO SABE	TTW	1,80100	1,80100	11,000	ADDFUELDISC	HALLLOW USOC 0014 SP HORNOLDALE	\$11,000	06/14/2018	06/31/2021
001	HALLLOW	VA	Evolution Design Construction	SPR011ED4019	001	001	3.23	NAVY	TURBINE FUEL ACISTHIO SABE	TTW	1,80100	0,00000	421,000	ADDFUELDISC	HALLLOW USOC 0014 SP HORNOLDALE	\$0	06/14/2018	06/31/2021

Showing 1 of 17 entries

Click * To Use Default 10 Rows
Click * To Use 25, 50, or 100 Rows

Previous 1 2 Next

TOTAL LINEITEMS : 17
TOTAL QUANTITY : 2,945,000
TOTAL VALUE : \$4,755,707

Figure 54 Requirement Report - Display Report in Tabular Format

Above the grid, at the top left of the screen is a drop-down menu that allows the user to select the number of entries (records) to display at one time on the screen. The default is 10, but the user can also select 25, 50, or 100.

Below the grid, at the bottom left of the screen, shows the number of records being displayed and the total number of records in the report.

Below the grid, at the bottom right of the screen, are the navigation tools for viewing the pages of the report. If the number of entries being displayed at a time is less than the total number of records in the report, then you will need to use these links/buttons to

navigate through the report. Clicking the **Previous** link goes back to the previous group (page) of records. Clicking the **Next** link goes to the next group (page) of records. Clicking one of the numbered buttons goes directly to that page of the report.

Below the grid at the bottom center of the screen are the totals for the lineitems displayed in the report. This includes the total number of lineitems, the total quantity, and the total value in dollars.

The tabular **Requirement Grid** (Figure 54) has various hyperlinks within the report. Clicking these hyperlinks displays screens of more detailed information and may include:

- ◆ [Location Information](#) (**Location** column)
- ◆ [Vendor Information](#) (**Vendor Name** column)
- ◆ [Lineitem Data](#) (**Line Item** column)
- ◆ [Product Data](#) (**Product** column)
- ◆ [Price Escalation Data](#) (**Price** column)
- ◆ [Lift History](#) (* column)

6.2.1 Location

Clicking the name of an Activity in the **Location** column on the tabular **Requirement Grid** (Figure 54) invokes the **Location Information** screen (Figure 55), which provides information for the Delivery DODAAC/FEDAAC, the Billing DODAAC/FEDAAC (may not be present for all locations) and the Ordering DODAAC/FEDAAC for that specific location.

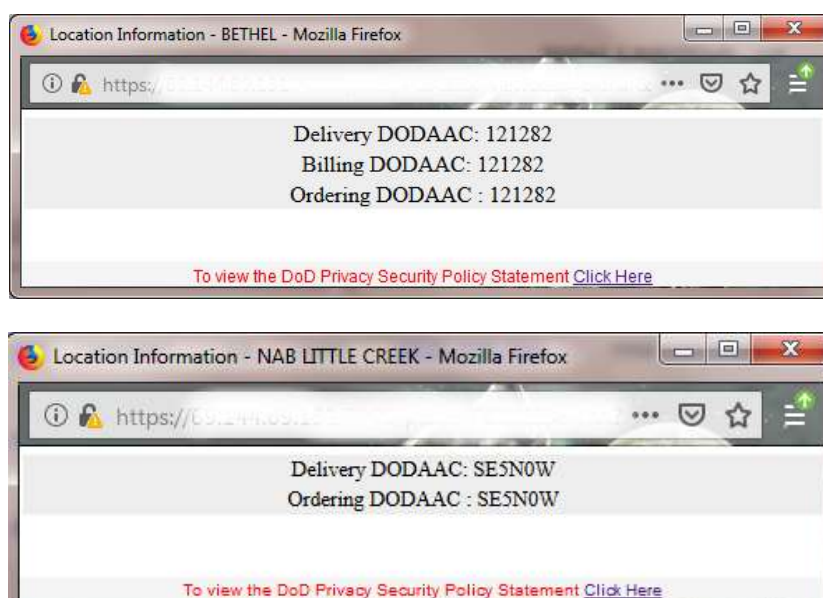


Figure 55 Location Information with and without Billing DODAAC

6.2.2 Vendor Name

Clicking the name of a vendor in the **Vendor Name** column on the tabular **Requirement Grid** (Figure 54) invokes the **Vendor Data** screen (Figure 56), which provides additional POC information about the fuel vendor/contractor.

***NOTE:** This is the same information that is displayed from the **Requirement Report (Narrative Format)** if the user clicks the vendor hyperlink (Figure 52).

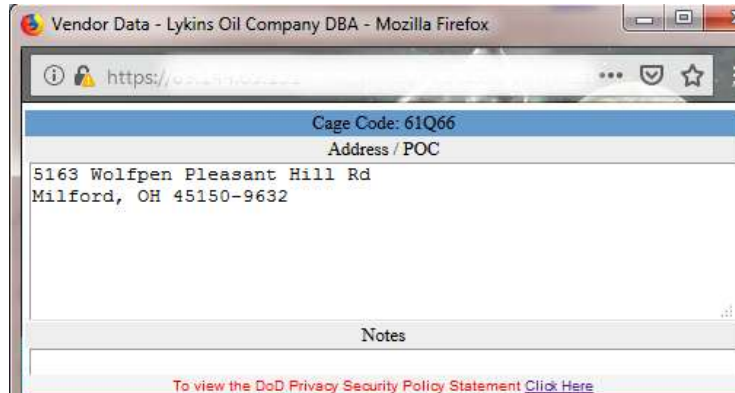


Figure 56 Vendor Data

6.2.3 Lineitem

Clicking a lineitem number in the **Line Item** column on the tabular **Requirement Grid** (Figure 54) invokes the **Contract Mod Data** screen (Figure 57), which provides current lineitem data and relevant contract mods, if applicable, for the selected lineitem.

***NOTE:** This is the same information that is displayed from the narrative **Requirement Report** if the user clicks the lineitem number link (Figure 40).

Current Line Item Data					
Contract/Solicitation	Mod	Signature Date	Effective Date	Quantity	Price
SPE60518D4014	P00012	10/16/2017	11/01/2017	195000	1.940100

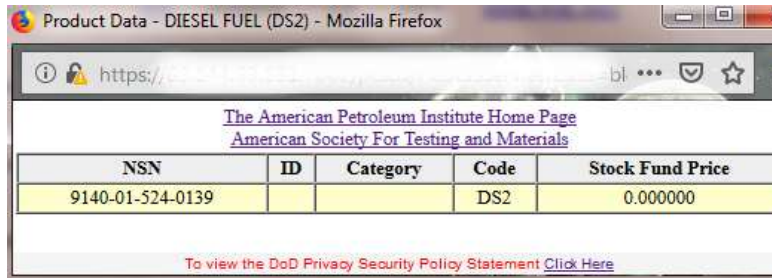
Contract Mods						
Contract/Solicitation	Mod	Signature Date	Effective Date	Quantity	Change Quantity	Price
SPE60518D4014	P00010	01/08/2019	11/01/2017	195000	0	1.940100
SPE60518D4014	P00001	10/16/2017	11/01/2017	195000	0	1.940100

Figure 57 Contract Mod Data

6.2.4 Product Data

Clicking a product name in the **Product** column on the tabular **Requirement Grid** (Figure 54) invokes the **Product Data** screen (Figure 58), which provides additional information about the fuel.

***NOTE:** This is the same information that is displayed from the narrative **Requirement Report** if the user clicks the product data hyperlink (Figure 42).



NSN	ID	Category	Code	Stock Fund Price
9140-01-524-0139			DS2	0.000000

Figure 58 Product Data

The two links at the top of the **Product Data** screen (Figure 58) redirect the user to the **The American Petroleum Institute Home Page** (Figure 44) and **American Society For Testing and Materials** (Figure 45) websites.

6.2.5 Price Escalation Data

Clicking a fuel price in the **Price** column on the tabular **Requirement Grid** (Figure 54) invokes the **Escalated Prices** screen (Figure 59), which provides the escalated price history for the selected lineitem.

***NOTE:** This is the same information that is displayed from the narrative **Requirement Report** if the user clicks any price hyperlink (Figure 48).

Line Item 0041 - Contract SPE60016D4513 - Awarded On 12/08/2015	
Price	Effective Date
1.687100	07/27/2016
1.677400	07/26/2016
1.705300	07/25/2016
1.712600	07/24/2016
1.712600	07/22/2016
1.742400	07/21/2016
1.723700	07/20/2016
1.715300	07/19/2016
1.733700	07/18/2016
1.742100	07/17/2016
1.742100	07/15/2016
1.723900	07/14/2016
1.794300	07/13/2016

Figure 59 Escalated Prices

The two links at the top of the **Escalated Prices** screen (Figure 59) redirect the user to the **Defense Fuel Supply Center Price Adjustment Page For Contractors** (Figure 50) and **Defense Fuel Supply Center Price Adjustment Page For Government Activities** (Figure 51) web pages.

6.2.6 Lift History

As noted (“Click * To See Actual Lift Data”) at the bottom of the the tabular **Requirement Grid** (Figure 54), clicking an asterisk (*) hyperlink in the * column on the tabular **Requirement Grid** (Figure 54) displays the **Lift History** screen (Figure 60), which provides the lift history of a product at the location.

***NOTE:** This is the same information that is displayed from the narrative **Requirement Report** if the user clicks any **Lift** hyperlink (Figure 46).

Contract SPE60518D4014 - Line Item 0029 - Purchase Program 3.23	
Delivery Month	Quantity Delivered
09/18	5,146
11/18	5,223
04/19	10,432
TOTAL QUANTITY 20,801	

[To view the DoD Privacy Security Policy Statement Click Here](#)

Figure 60 Lift History

6.3 Excel Spreadsheet

If the button selected within the **Report Format Options** section (Figure 36) of the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25) is “**Download Excel Spreadsheet**”, then a pop-up similar to that shown in Figure 61 is displayed in order to select whether you want to **Open/Save/Cancel** the spreadsheet.

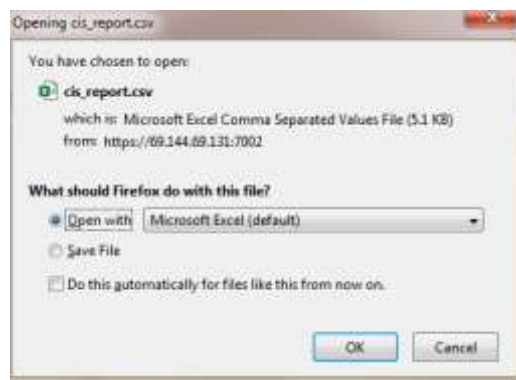


Figure 61 Browser Open/Save/Cancel Pop-Up

Clicking **Open With** and selecting the default of Microsoft Excel will open an Excel window with the spreadsheet displayed (Figure 62). You can then edit and save the spreadsheet as you would any Excel file.

Clicking **Save File** will save the file as a .CSV file on your computer that can then be opened at any time using Excel.

Clicking **Cancel** will return you to the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25) without generating the report.

Figure 62 Requirement Report – Download Excel Spreadsheet

6.4 Email

If the button selected within the [Report Format Options](#) section of the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25) is **“Email Report In Narrative Format”**, then the **Enter “Mail To” Email Address** screen (Figure 63) is displayed.

Figure 63 Enter “Mail To” Email Address

Entering a valid email address in the **Email To Address:** field on Figure 63 and clicking the **Submit** link sends a **Narrative Requirement Report** (Figure 64) to the address as an HTML-formatted email report.

***NOTE:** Unlike the narrative **Requirement Report** (Figure 38) generated directly, this emailed version does NOT have any embedded hyperlinks to provide additional detail information.

Requirement Report

ITEM NUMBER	ESTIMATED QUANTITY	UNIT	UI PRICE	CONTRACT / SOLICITATION	CONTRACTOR
H&B LITTLE CREEK ----- VA, NAVY, TSW LOCATION: H&BLCREEK, FUEL DPI JMT EXSDTARY BASE, INDEPENDENT CITY, NORFOLK INDEPENDENT DELIVERY DODAAC: SESHOW ORDERING OFFICE: LINTON.RIDDICK ALI ORDERING OFFICE: 757-445-6773 EX13028 ORDERING DODAAC: SESHOW ??					
0029	3.23	DIESEL FUEL (DS2)	195,000	UG6	1.940100 SPE60612D4014 Lykins Oil Company DBA Effective From: 11/01/2017 Effective To: 08/31/2022
Solicitation Line Item: 0000000539 ITWP (ITWP), Delivery ticket required. INTO 2/10,000 ABOVE GROUND TANK(S) THESE ARE CONVAULT TANKS DELIVERY HOURS: VARIOUS - WILL BE SPECIFIED IN 1155					

Figure 64 Requirement Report – Emailed Narrative in HTML Format

Once the email is sent, the message below (Figure 65) is displayed to the user. Clicking **OK** returns the user to the **Create Report For: XX** screen (Figure 23, Figure 24 and Figure 25).

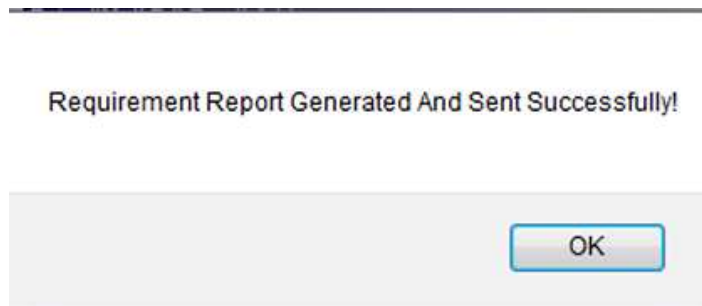


Figure 65 Email Success

An example of the email that the recipient receives is shown in Figure 66.

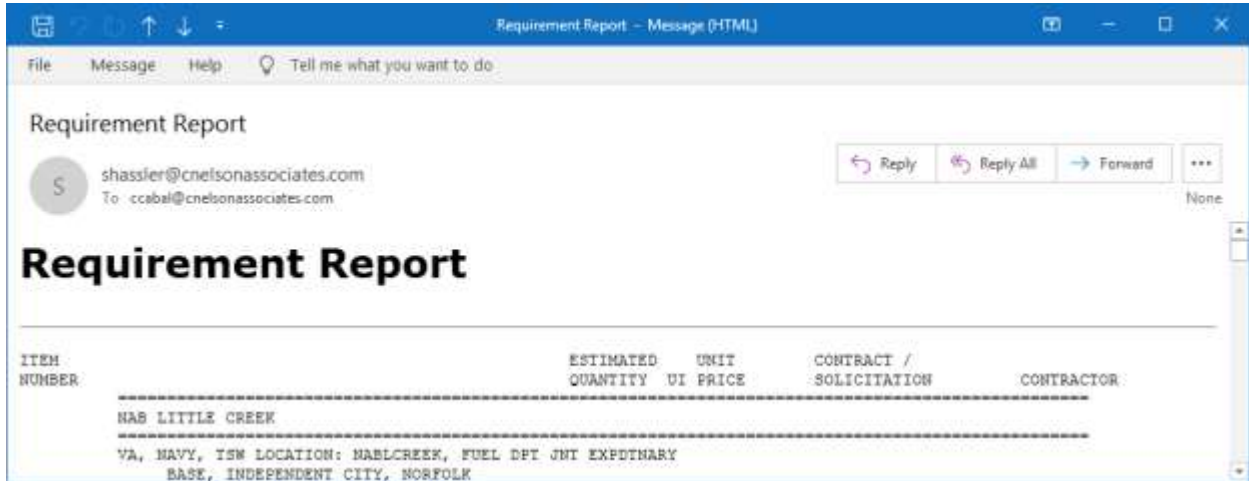


Figure 66 Requirement Report E-Mail Example

SECTION 7. GLOBAL LIFT REPORT AND GLOBAL SEARCH – PC&S, BULK AND BUNKERS

The **Global Lift Report** and **Global Search** are screen options on each of the CIS component Main screens (PC&S / Bulk / Bunkers), Although accessed from these different screens the reports themselves are the same format and display for each, and so this section applies to PC&S, Bulk and Bunkers CIS.

7.1 Global Lift Report

The **Global Lift** link in the **Screen Options** section of the **PC&S / Bulk / Bunkers CIS Main** screens (Figure 4, Figure 11 and Figure 16) produces either a summary or a detailed spreadsheet report of all lift data, based on a date range, for selected COG/Purchase Programs (PC&S and Bunkers) or Buys (Bulk).

Selecting the **Global Lift** link on the **Main** screen (all applications) displays the **Search Global Lift** screen (Figure 67) where the user may specify the following parameters for the **Global Lift Report**.

- ◆ **Report Type** - allows the user to select an output report format of either **Detail** or **Summary**. The **Detail** report (Figure 72) gives the lift quantities for each month for every CLIN included in the report. The **Summary** report (Figure 73) gives a summary of the total quantity lifted and the average per month lifted for each CLIN included in the report.
- ◆ **Lift Date Range** - allows the user to enter start and/or end dates for lift data to be included in the report.
- ◆ **Lifts To Be Included** – allows the user to select COGs/Purchase Programs (PC&S and Bunkers) or Buys (Bulk) for which lifts are to be included in the report. The user may check **Select All** (Figure 68) to include all geographic areas or may use the **Search** box (Figure 69) to locate and select particular COGs/Purchase Programs (PC&S and Bunkers) or Buys (Bulk).

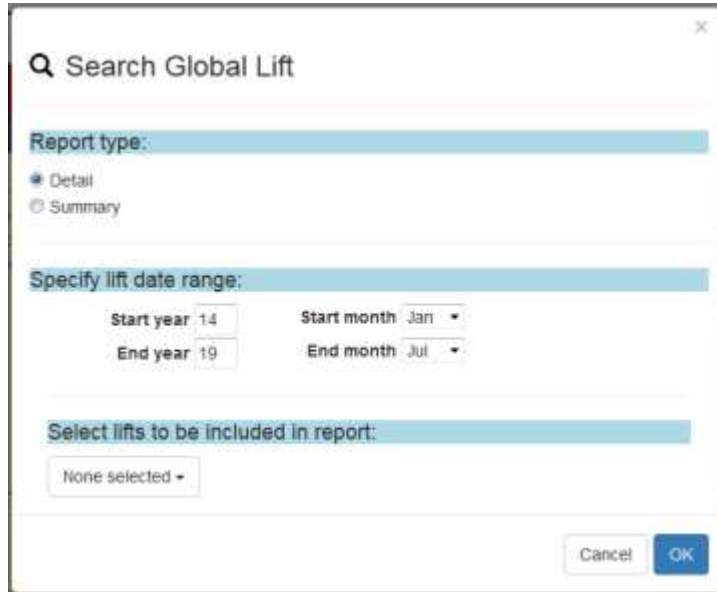


Figure 67 Search Global Lift

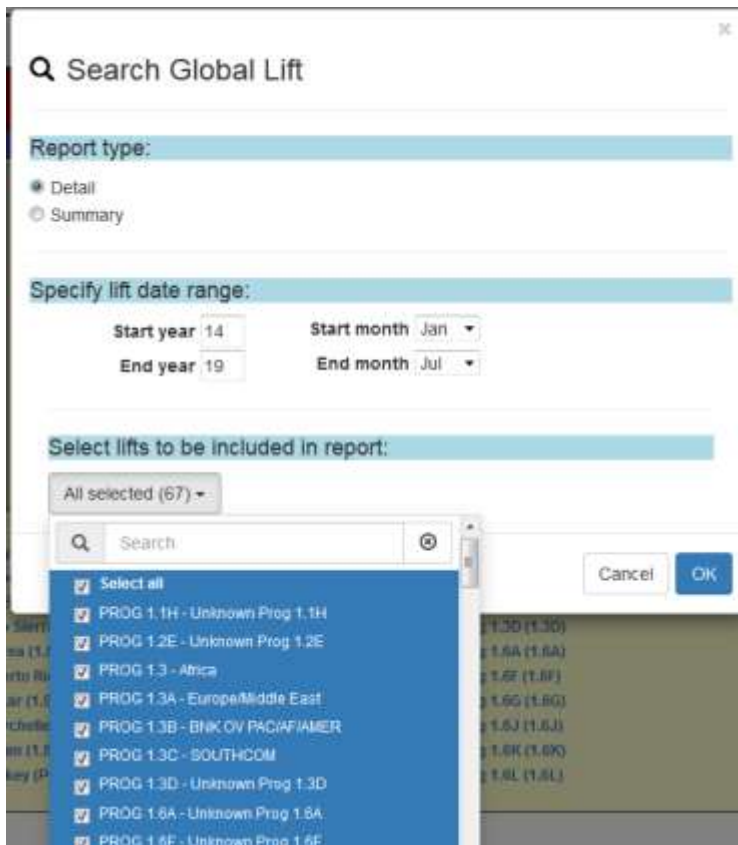


Figure 68 Search Global Lift - Select All Checked

Figure 69 Search Global Lift - Search for COG/PP or Buy

Once desired selections are made by user on the **Search Global Lift** screen (Figure 67), clicking the **OK** button displays a browser pop-up similar to that shown in Figure 71 where the user may select whether to **Open/Save/Cancel** the spreadsheet. While the report is being generated, the user may see a notification that it is in process (Figure 70).

On the browser pop-up screen clicking **Open With** and selecting the default of Microsoft Excel will open an Excel window with the spreadsheet displayed (Figure 72 and Figure 73). You can then edit and save the spreadsheet as you would any Excel file.

Clicking **Save File** will save the file as a .CSV file on your computer that can then be opened at any time using Excel.

Clicking **Cancel** will return you to the **COG Selection** (PC&S and Bunkers) or **Buy Selection** (Bulk) screen without generating a report.

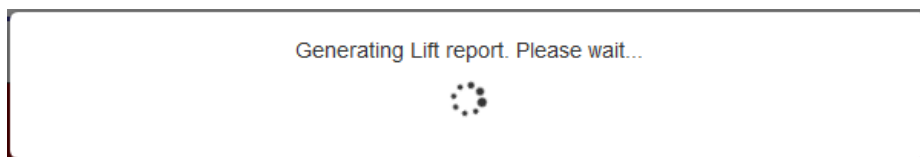


Figure 70 Generating report notification

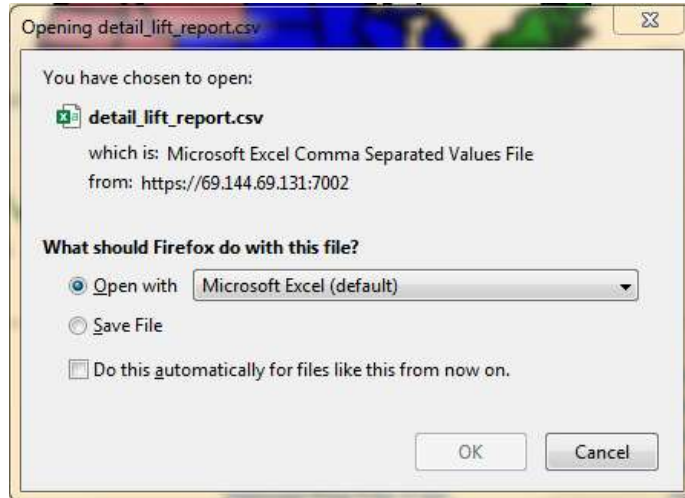


Figure 71 Browser Open/Save/Cancel Pop-Up

If the user chooses to **Open** the report on the pop-up screen, the report will either be displayed as a **Detail Report** (Figure 72) or as a **Summary Report** (Figure 73) in a downloadable Microsoft Excel spreadsheet format, depending on which type the user selects on the **Search Global Lift** screen (Figure 67). The **Detail** report gives the lift quantities for each month for every CLIN included in the report. The **Summary** report gives a summary of the total quantity lifted and the average per month lifted for each CLIN included in the report.

Contract	Clin	PPN	Yymm	Quantity	Prod Code	Location	Service Code	DoDaac
12D4500		1	3.26	1401	8582	130 CANNON AFB	USAF	FP4855
12D4500		1	3.26	1401	8582	130 USAF ACADEMY	USAF	SE5F35
12D4500		1	3.26	1401	8582 DS1	FMS-12	ARNG	W56P5N
12D4500		1	3.26	1401	8582 DS1	WI ANG VOLK FLD	USAF	SE5F3B
12D4500		1	3.26	1401	8582 DS2	BIA CHEYENNE RIVER AGENCY	BIA	
12D4500		1	3.26	1401	8582 DS2	BIG SPRING	DJ	158503
12D4500		1	3.26	1401	8582 DS2	CAMP RAMSEY FOB BORDER PATROL STATI	DHS	707490
12D4500		1	3.26	1401	8582 DS2	FOREST PARK	USPS	185AGW
12D4500		1	3.26	1401	8582 DS2	LEAVENWORTH	DJ	156201
12D4500		1	3.26	1401	8582 DS2	SEAGOVILLE	DJ	158514
12D4500		1	3.26	1401	8582 DS2	SELFRIIDGE ANGB	AFNG	SE5F1B
12D4500		1	3.26	1401	8582 D55	EASTOVER	ARNG	
12D4500		1	3.26	1401	8582 D55	FORT SAM HOUSTON	ARMY	W81NTE
12D4500		1	3.26	1401	8582 D55	YELLOWSTONE NATL PARK	DI	148518
12D4500		1	3.26	1401	8582 E85	ANN ARBOR	VA	365401
12D4500		1	3.26	1401	8582 GUR	ANG CHEYENNE	USAF	SE5F4D
12D4500		1	3.26	1401	8582 GUR	BIG BEND NATL PARK	DI	147413
12D4500		1	3.26	1401	8582 GUR	CAMP RAMSEY FOB BORDER PATROL STATI	DHS	707490
12D4500		1	3.26	1401	8582 GUR	FORT BROWN STATION	DHS	7074HG
12D4500		1	3.26	1401	8582 GUR	JOE FOSS FLD	AFNG	SE5F4F
12D4500		1	3.26	1401	8582 GUR	KABETOGAMA LAKE	DI	14637G
12D4500		1	3.26	1401	8582 GUR	LITTLETON	DJ	158251
12D4500		1	3.26	1401	8582 GUR	MCALLEN ANNEX	DHS	707445

Figure 72 Global Lift Report- Detail

Summary Lift Report For Date Range 1401 to 1907 66 Months									
Clin	PPN	Total Lift	Avg Lift	Avg Lift/Mth	Prod Code	Location	Service Code	DoDaac	
1	1	3.26	14192642	28788.32	215040.03	130 CANNON AFB	USAF	FP4855	
4	1	3.26	14192642	28788.32	215040.03	130 USAF ACADEMY	USAF	5E5F35	
5	1	3.26	14192642	28788.32	215040.03 DS1	FMS-12	ARNG	W56P5N	
6	1	3.26	14192642	28788.32	215040.03 DS1	WI ANG VOLK FLD	USAF	5E5F3B	
7	1	3.26	14192642	28788.32	215040.03 DS2	BIA CHEYENNE RIVER AGENCY	BIA		
8	1	3.26	14192642	28788.32	215040.03 DS2	BIG SPRING	DJ	158503	
9	1	3.26	14192642	28788.32	215040.03 DS2	CAMP RAMSEY FOB BORDER PATROL STATI	DHS	707490	
10	1	3.26	14192642	28788.32	215040.03 DS2	FOREST PARK	USPS	185AGW	
11	1	3.26	14192642	28788.32	215040.03 DS2	LEAVENWORTH	DJ	156201	
12	1	3.26	14192642	28788.32	215040.03 DS2	SEAGOVILLE	DJ	158514	
13	1	3.26	14192642	28788.32	215040.03 DS2	SELFRIDGE ANGB	AFNG	5E5F1B	
14	1	3.26	14192642	28788.32	215040.03 DS5	EASTOVER	ARNG		
15	1	3.26	14192642	28788.32	215040.03 DS5	FORT SAM HOUSTON	ARMY	W81NTE	
16	1	3.26	14192642	28788.32	215040.03 DS5	YELLOWSTONE NATL PARK	DI	148518	
17	1	3.26	14192642	28788.32	215040.03 EB5	ANN ARBOR	VA	165401	
18	1	3.26	14192642	28788.32	215040.03 GUR	ANG CHEYENNE	USAF	5E5F4D	
19	1	3.26	14192642	28788.32	215040.03 GUR	BIG BEND NATL PARK	DI	147413	
20	1	3.26	14192642	28788.32	215040.03 GUR	CAMP RAMSEY FOB BORDER PATROL STATI	DHS	707490	
21	1	3.26	14192642	28788.32	215040.03 GUR	FORT BROWN STATION	DHS	7074H6	
22	1	3.26	14192642	28788.32	215040.03 GUR	JOE FOSS FLD	AFNG	5E5F4F	
23	1	3.26	14192642	28788.32	215040.03 GUR	KABETOGAMA LAKE	DI	146376	
24	1	3.26	14192642	28788.32	215040.03 GUR	LITTLETON	DJ	158251	
25	1	3.26	14192642	28788.32	215040.03 GUR	MCALLEN ANNEX	DHS	707445	

Figure 73 Global Lift Report – Summary

7.2 Global Search

The **Global Search** link in the **Screen Options** section of the **PC&S / Bulk / Bunkers CIS Main** screens (Figure 4, Figure 11 and Figure 16) produces a **Requirement Report** by beginning with a selection of Purchase Programs (PC&S and Bunkers) or Buys (Bulk).

The **Global Search** option allows the user to select multiple Regions (Purchase Programs/Buys) across all time periods to view at one time, as opposed to the selection of a single COG/Program or Buy described in Sections [2.2.2](#) (PC&S), [3.2.2](#) (Bulk) and [4.2.2](#) (Bunkers).

Clicking the **Global Search Screen Option** invokes the **Select All Regions You Wish To Search** screen (Figure 74) where the user may click **Select All** to choose all regions (Figure 75), or may use the **Search** box to find a single or group based on the characters entered (Figure 76).

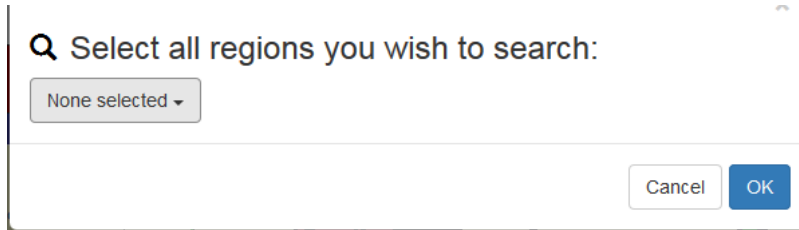


Figure 74 Global Search - Select All Regions You Wish To Search

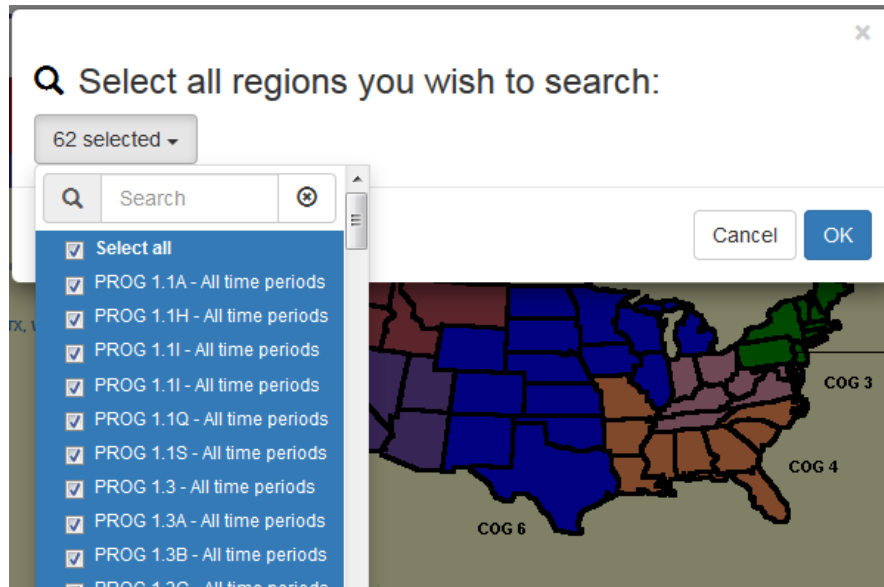


Figure 75 Global Search - Select All Regions You Wish To Search - Select All

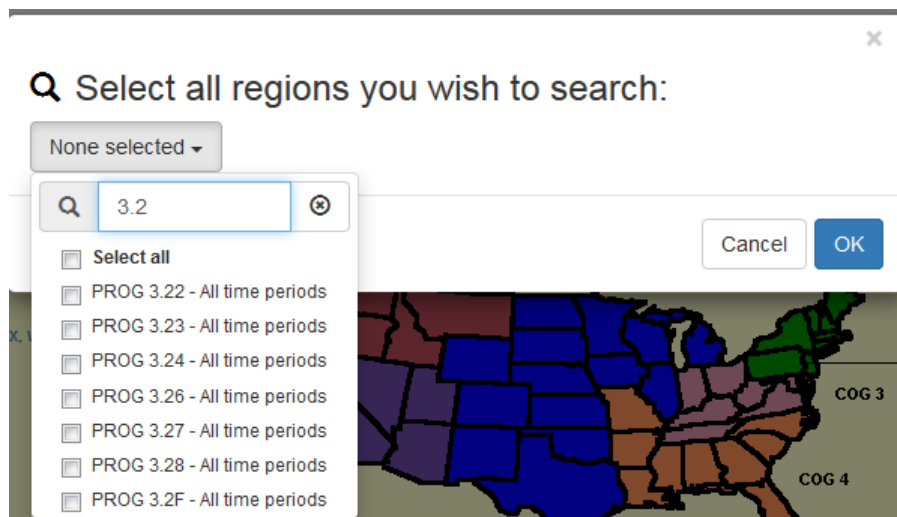


Figure 76 Global Search - Select All Regions You Wish To Search - Search Characters

Once the regions (PPs or Buys) are selected, clicking the **OK** button displays the **Create Report For: XX** screen. If a single region (Purchase Program or Buy) was selected for the report, the **Create Report For: XX** screen will display with a [Filtering Options](#) section (Figure 77). If multiple regions were selected, the **Create Report For: Multiple** screen will display without the [Filtering Options](#) section (Figure 78).

The **Report Data**, **Report Sort Order** and **Report Format Options** on the **Create Report For: XX** screen (Figure 77 and Figure 78) then allow the user to create a customized **Requirement Report** (see [Section 6](#)) for his/her own needs. For detailed information about setting options on this screen, see [Section 5](#).



Figure 77 Create Report For: XX With Filtering Options




Figure 78 Create Report For: Multiple With No Filtering Options

Appendix A - TERMS AND ABBREVIATIONS

<u>Acronym/Term</u>	<u>Meaning</u>
24/7	Twenty-four hours a day, seven days per week
8A	A Minority-Owned or Other Disadvantaged Business (named for Section 8A of the Small Business Act)
ACL	Access Control Limit
Activity	Military Installation or Region with a fuel requirement
ACART	Architecture Compliance and Requirements Traceability. ACART is a web-based compliance tool that can be used by government and commercial enterprises to allow users to show compliance against an established set of requirements, whether from an enterprise architecture or from a regulatory compliance checklist.
Additive	A fuel additive is an ingredient added to military fuels to achieve certain desirable properties or specifications. (ex: FSII, SDA, CI)
ADP	Automatic Data Processing
ADPE	Automatic Data Processing Equipment
AEM	Atlantic Europe Mediterranean – geographical Buy name
AIS	Automated Information System
AMPS	Account Management and Provisioning System
Arc	Possible Single-leg move from one SPLC to the next SPLC
ARIS	Architecture of Integrated Information Systems (ARIS) is an approach to enterprise modeling. It offers methods for analyzing processes and taking a holistic view of process design, management, work flow, and application processing. The ARIS approach provides a generic methodological framework and a business process modeling tool.
ATO	Authority to Operate
AVEDS	Automated Voucher Examination and Disbursement System
B	Barge
B & F	Best and Final (bid)
Barge Grid	Price scaling – the more gallons a ship takes on the lower the price
BEM	Bid Evaluation Model
Bid/Offer	Synonymous terms, here used to describe industry proposal to supply fuel product under contract with DLA Energy. Firms submitting such a bid/offer are called Offerors.
BID	Bulk Inventory Distribution group/manager
BIT	Bulk Inventory Tankers group/manager
BLOB	Binary Large Object
BLSA	Base Level Systems Application
BOA	Basic Ordering Agreement – yes or no answer by a supplier to indicate whether or not they want to bid on natural gas contract
BRMP	Base Reference Market Price – Used in calculating the EPA

<u>Acronym/Term</u>	<u>Meaning</u>
BRP	Base Reference Price – Cost per gallon for this product at the time the Solicitation / Amendment is created, exclusive of additional charges
BSM-E	Business Systems Modernization – Energy (assimilated into Energy Convergence [EC] in 2014)
Bunkers	Acronym for fuel supplied to a ship by a Port
Buy	Geographical Area composed of several Purchase Programs
C	Rail Car
C&A	Certification and Accreditation
CA	Certifying Authority
CAC	Common Access Card
CAGE Code	Commercial And Government Entity Code
Capitalized	A capitalized fuel order is one that is DLA Energy-owned.
CBU	Commodity Business Unit
CCB	Configuration Control Board
CCR	Central Contractor Registration – Database of basic business information for contractors that want to do business with the US Department of Defense (DoD).
CFM	Common Freight Manager – database that stores approved rates
CI	Corrosion Inhibitor fuel additive
CINC	Commander-In-Chief
CIS	Contract Information System
CLIN	Contract Line Item Number
CM	Configuration Management
CMB	Configuration Management Board
CMWG	Configuration Management Working Group
CNSNE	Consignee
CO	Contracting Officer
COCO	Contractor Owned/Contractor Operated
COCOM	Combatant Command
COG	Customer Organized Groups – used in PC&S for grouping geographical regions in CONUS
Common Carrier	Transportation company which sends bulk fuel by Truck, Pipe or Rail car
COMPUSEC	Computer Security
COMSEC	Communications Security
Contractor	Fuel Supplier
CONUS	Continental U.S.
COOP	Continuity of Operations
COTS	Commercial Off-the-Shelf

<u>Acronym/Term</u>	<u>Meaning</u>
Cron	Cron is a time-based job scheduler in Unix-like computer operating systems. Cron enables users to schedule jobs (commands or scripts) to run periodically at certain times or dates.
CS	Contracting Specialist
CSCI	Computer Software Configuration Item
CSV	Comma-Separated Value. File format read by Excel.
DAA	Designated Approving Authority
DAC	Discretionary Access Controls
DBA	Database Administrator
DBDD	Database Design Description
DBMS	Database Management System
DCQ	Daily Contract Quantity
DD1155	<p>“Order for Supplies or Services” Form Example:</p> 
DD250	<p>Material Inspection and Receiving Report (load or discharge) Example:</p>

Acronym/Term

Meaning

This is a thumbnail of a 'MATERIAL INSPECTION AND RECEIVING REPORT' form. It contains various fields for identifying the material, including name, quantity, and location. There are also sections for 'REMARKS' and 'INSPECTION' details.


This is a thumbnail of a 'MATERIAL INSPECTION AND RECEIVING REPORT' form, similar to the one on the left. It features a large table with multiple rows and columns, likely for recording inspection data or receiving details.

Material Inspection and Receiving Report for a waterborne move
Example:

DD250-1

This is a full view of a 'MATERIAL INSPECTION AND RECEIVING REPORT' form. It includes a header with the form title and number (DD250-1), followed by several sections for data entry. The bottom portion of the form contains a table with columns for 'QUANTITY', 'UNIT', and 'REMARKS'.

This is a full view of a 'MATERIAL INSPECTION AND RECEIVING REPORT' form, showing a different layout or version. It features a large table with multiple rows and columns, intended for recording inspection or receiving data.

<u>Acronym/Term</u>	<u>Meaning</u>
	
DDL	Data Definition Language
DECC	Defense Enterprise Computing Center
Dedicated	Pipeline controlled by the refiner going directly to DFSP
Deep Freeze	Bulk Fuel Regional Buy name referring to Alaska
Destination Offer	An offer to provide fuel product to the government (i.e. the government assumes ownership), FOB at a “downstream” facility – DFSP or an end-user location (military base of activity)
DESC	Defense Energy Support Center – renamed “DLA Energy” in July 2010 in support of the Defense Logistics Agency’s “We are DLA” initiative.
DESC-S	Defense Energy Support Center Systems Office – changed to DLA J6F
DESC-T	Defense Energy Support Center Business Integration Office – assimilated under code “O”
DFAMS	Defense Fuels Automated Management System – accounting system being replaced by Oracle Financials
DFAS	Defense Finance and Accounting System
DFR	Defense Fuel Region (regional office)
DFSP	Defense Fuel Supply Point / Ta1nk Farm – government owned intermediate point along distribution route
DIACAP	DoD Information Assurance Certification and Accreditation Process
DID	Date Item Description
DINS	Defense Internet NOTAM Service
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DLA Energy	New name for DESC as of July 2010
DLA Energy-B	B – Bulk
DLA Energy-P	P – Posts, Camps & Stations
DLA Energy-R	R – Finance
DLA Energy-RB	RB – Finance / Budget
DLL	Dynamic Link Library

<u>Acronym/Term</u>	<u>Meaning</u>
DMZ	Demilitarized Zone or Data Management Zone or Demarcation Zone. The purpose of a DMZ is to add an additional layer of security to an organization's Local Area Network (LAN); an external attacker only has access to equipment in the DMZ, rather than the whole of the network.
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Code – a six position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive material. The first position designates the particular Service/Agency element of ownership.
DODAAD	Department Of Defense Activity Address Directory – is defined as a file of activity address codes (AACs) and corresponding organization address and related address data.
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DPA	Distribution Plan Authority
DPAs	Authorized Distribution Plans
DPATS	Defense Logistics Agency Portfolio and Architecture Tool (DPATS). Formerly ARIS/ACART/ERWIN
DRDB	Data Repository Data Base
DRI	Defense Reform Initiative – calls for a paperless/on-line fuel ordering system
DRO	Domestic Route Order – the authorized routing to move fuel from point to point
DS	Database Specification
DSIO	DLA Systems Integration Office
DUNS	Data Universal Numbering System - A unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together.
DWC	Defense Working Capital
East Gulf	Bulk Fuel Regional Buy name
EBS	Enterprise Business System
EC	Energy Convergence
ECMP	Enterprise Configuration Management Plan
ECRT	Employee Activity Guide for Labor Entry (EAGLE) Request Tracker Enterprise Change Request Tool (replaced the ITS tool in 2013)
ED	Energy Downstream – repository of data for orders, lifts and receipts – renamed to Oracle Energy Downstream (OED)
EDC	Enterprise Data Center – consolidation of DLA global information technology data centers into two EDCs
EDC EAST	Enterprise Data Center in Columbus Ohio
EDI	Electronic Data Interchange
EFB	Emergency Fuel Buy
EFT	Electronic Funds Transfer
eMASS	Enterprise Mission Assurance Support Service – Department of Defense's (DoD) recommended tool for information system Certification and Accreditation (C&A). *replaced by RMF 2016

<u>Acronym/Term</u>	<u>Meaning</u>
EPA	Economic Price Adjustment – difference between the contractor’s bid price and the Base Reference Market Price
EPST	Energy Procurement Support Tools - suite of applications within the J6 Architectural Portfolio that support DLA Energy in the procurement process for fuel products. Includes: Bulk/PCS BEM; Bulk/PCS OET; Provisioner; ECIS; TRIS/Demurrage; P2W
ERP	Enterprise Resource Planning
Erwin	CA ERwin Data Modeler (ERwin) is a software tool for data modeling (data requirements analysis, database design etc.) of custom developed information systems, including databases of transactional systems and data marts.
Escalators	Price adjustment factors to be used during the life cycle of fuel contracts.
F-76	MIL-SPEC Navy distillate fuel normally used in shipboard diesels, gas turbines and boilers. F-76 has very tight specification and storage/handling quality control requirements.
FAR	Federal Acquisition Regulation
FAS	Fuels Automated System (renamed to BSM-E in 2004)
FCC	Fuels Control Center – part of FES
FD	Functional Description
FEDAAC	Federal Activity Address Code
FEH	FAS Enterprise Hub (known as FES)
FES	Fuels Enterprise System
FET	Federal Excise Tax
FII	Facilities Inventory Division Section 1
FIPS	Federal Information Processing Standard
Firm	Type of pricing for natural gas when supply priority is set to the highest standard
FISCAM	Federal Information System Controls Audit Manual
FISMA	Federal Information Security Management Act - United States legislation that defines a comprehensive framework to protect government information, operations and assets against natural or man-made threats.
FMD	Fuels Manager Defense application
FOB	Free/Freight on Board. A definition of price basis and condition upon which product changes ownership. A FOB price at a designated location indicates that the seller will make the product available for pick-up at the stated location at the stated price. The new owner (buyer) assumes all further transportation costs. (the cost of ground fuel is bid on with FOB built-in)
FOC	Full Operational Capability
FPQ	Fixed Price Quantity
FPR	Final Price Revision
FSC	Federal Supply Class code. 4-digits long and is the beginning of an NSN.



<u>Acronym/Term</u>	<u>Meaning</u>
FSII	Fuel System Icing Inhibitor (Fuel additive)
FSII	Bulk Fuel Regional Buy name referring to a location in need of the FSII additive
FTP	File Transfer Protocol is used to transfer data from one computer to another over the Internet, or through a network.
Fund Code	Found on a non-capitalized DD1155 bulk fuels order. Used in conjunction with the Signal Code. The Fund Code is a 2-digit number provided by the requesting activity. All Non-cap orders require a Fund Code with the exception of those with a signal code of "M", which indicates a free issue.
GFM	Global Freight Management – database for common carrier transportation rates
GOCO	Government Owned/Contractor Operated
GOTS	Government Off the Shelf
GUI	Graphical User Interface
HTML	HyperText Markup Language
HUB (blue)	Air Force transactions feed into here
HUB (purple)	Joint services transactions feed into here
HUBZone	Business classification – a company that is located in historically underutilized business zones. These are determined by geographic location.
HWCI	Hardware Configuration Item
I	Government owned truck
IA	Information Assurance
ICAO	International Civil Aviation Organization - 4 character code for a commercial airport
ICIS	Integrated Consumable Item Support Model
IDD	Interface Design Description
IDIQ	Indefinite Quantity, Indefinite Delivery contract
Incident	A system/application "minor" change/fix request submitted by users/developers as defined within the Enterprise Change Request Tool (ECRT), which replaced the Issue Tracking Solution (ITS) Tool in 2013
Inland West	Bulk Fuel Regional Buy name
Intermodal	An intermodal tank container is a delivery device consisting of a tank with a capacity ranging from 4,500 to 6,500 gallons nestled in a steel frame cage and able to be transported by wheel, rail, or water. Intermodal containers are normally used for delivery of bulk products (lube oils, FSII, and aviation gasoline) where the requirements and parcel sizes are small.
Interruptible	Type of pricing for natural gas when supply can be interrupted at any time by the supplier
IP	Into Plane
IP	Implementation Procedures

<u>Acronym/Term</u>	<u>Meaning</u>
IP	Internet Protocol is the communications protocol of the public Internet
IP Address	Internet Protocol address is a computer network address
IRS	Interface Requirements Specification
IT	Information Technology
ITS	J6SS Issue Tracking Solution (ITS) Tool, which was replaced by ECRT in 2013
JDBC	Java Database Connectivity
JDK	Java Development Kit
JLink	Java application that serves as the primary interface between OED and PC&S RM, Bulk RM, and the Scheduler
JP-5	Jet Propellant 5. Marine aviation fuel with a flashpoint of 140 degrees F, which is substantially higher than commercial aviation turbine fuels. It requires military-unique additives.
JP-8	Jet Propellant 8. Kerosene-based with a flashpoint of 115 degrees F. It can be used in all government diesel fueled vehicles.
JPTS	Jet Propulsion Thermally Stable
K	Tanker
KDAAC	Unofficial term meaning a ship DODAAC
KG	Kilograms
KTR	Contractor
Laid-down cost	The total cost of product delivered to the end-user location. Product cost plus transportation cost plus additive cost plus “other” costs.
LAN	Local Area Network
LCCB	Local Configuration Control Board
LDC	Local Distribution Company/Center - natural gas supplier
Lift	The quantity of fuel usage. Expressed in the units of issue applicable to the line item (e.g. gallons, metric tons)
Limited-interruptible	Type of price for natural gas when supply priority is set to be partially interruptible by the supplier
LIMS	Laboratory Information Management System (QARs use this)
Linear Programming	A modeling methodology which can be used to represent a situation such as in the BEM model where numerous possibilities of conditions apply. LP will readily determine the “best” (least costly set of supply/shipments) that will satisfy the required demands.
LP	Linear Programming
LP	Liters
LP/MIP	The composite modeling methodology, used in the BEM, to determine the “best” awards while complying with complex offer conditions (e.g. offer B is available only if offer A is also taken)
Lubes	Bulk Fuel Regional Buy name
MAC	Mission Assurance Category

<u>Acronym/Term</u>	<u>Meaning</u>
MDQ	Maximum Daily Quantity
MGQ	Monthly Guaranteed Quantity
MIL-SPEC	Military Specification
MIP	Mixed Integer Programming
MIPR	Military Interdepartmental Purchase Request
Misc	Bulk Fuel Regional Buy name servicing emergency situations
Mixed Integer Programming	A modeling methodology which extends LP to permit the use of selected variables which can assume only integer values. In the case of the BEM, such variables are used to represent “logical” conditions and are usually restricted to the binary values zero (0) or 1 (1).
MM	Maintenance Manual
MNS	Mission Need Statement
Mode	Mode of transportation (Tanker (K), Barge (B), Pipeline (P), Rail Car (C), Tanker (T))
MPS III	Mathematical Programming System
MTMC	Military Traffic Management Command - repository for common carrier rates. NOTE: MTMC was changed to SDDC in 2016; SDDC was removed in 2018
NG	Natural Gas
NIIN	National (or NATO) Item Identification Number – 9-digit numeric code that uniquely identifies an item of supply in the NATO Codification System (NCS). The NIIN is often prefixed by the NATO Supply Class (NSC aka FSC) to form a National Stock Number (NSN); however, the NIIN alone uniquely identifies the item, the FSC merely adds context by indicating the general classification of the item.
Non-Capitalized	A non-capitalized fuel order is one that is customer owned.
Non-common carrier	Transportation company that sends fuel by Barge and Pipe
Non-Dedicated	Common carrier pipeline
NOTAM	Notice to Airman
NATO	North Atlantic Treaty Organization also called the North Atlantic Alliance
NSN	National (or NATO) Stock Number. An NSN is created by joining an FSC (Federal Supply Class) code with a NIIN (National Item Identification Number) by a “-“ to create a 13-digit numeric code that identifies all the “standardized material items of supply. FSC 6645-00-123-4567 = NSN NIIN
O&R	Ordering & Receiving
OCD	Operational Concept Description
OCONUS	Outside Continental U.S.
OD	Operational Description

<u>Acronym/Term</u>	<u>Meaning</u>
ODBC	Open Database Connectivity - A Microsoft protocol for setting up connections between databases
OED	Oracle Energy Downstream
OET	Offer Entry Tool – used by fuel Vendors to submit bids / bid packages in response to DLA-Energy solicitations
Offeror	A potential Contractor/bidder
OGF	Oracle Government Financials
OM	Computer Operation Manual
OPSEC	Operations Security
Origin Offer	An offer to provide fuel product to the government (i.e. the government assumes ownership), FOB at a “source” facility, which is a refinery or terminal owned by the Offeror.
P	Pipeline
P10	Order Transaction (DFAMS)
P20	Shipment Transaction-signifies acceptance of fuel by the government (QAR) (DFAMS)
P21	Shipment Transaction of a DLA-owned product from a DFSP to an Activity
P22	Shipment Transaction from one DFSP to another
P2W	Prices-to-Web – a module of EPST that contains current price escalation data for every contract lineitem on every fuel contract. Each contract lineitem is tied to a particular escalator (e.g., Platt’s, OPIS, etc., which track market fuel prices in specific geographic areas) and a base reference price which is taken at the time of fuel solicitation and ultimate contract award.
P30	Receipt Transaction - for fuel being delivered (DFAMS)
P31	Receipt Transaction in response to a P21, mandatory for barge and pipeline
P32	Receipt Transaction in response to a P22, for all modes of shipment except tankers
P3T	Receipt Transaction in response to a P22, for a tanker
PA	Product Assurance group at DLA Energy
PAP	Posted Airport Prices - price per gallon charged to fly-in customer
PC&S	Post, Camps & Stations
PDF	Portable Data Format - types of files read by Adobe
pin	the act of electronically attaching one's signature to a form
PIN	Personal Identification Number (the PIN links to an electronic signature)
PKI	Public Key Infrastructure
PO	Purchase Order
POC	Point of Contact
PORTS	Paperless Ordering and Receipt Transaction Screens
PQIS	Petroleum Quality Information System - database used to track the quality of Military specification jet fuels and naval distillate fuel purchased by DLA Energy. The PQIS database covers three types of jet fuel (JP4, JP5, and JP8) and contains information on

<u>Acronym/Term</u>	<u>Meaning</u>
	report date, contractor, crude source, refining technique, destination, quantity, additives, and all physical and chemical properties as stated in the fuel specifications.
PR	Purchase Request
Price Escalation	Allows the price paid to a Contractor to float with the market
Product	A military fuel meeting particular quality specifications (e.g. JP4, JP8, F76, etc.)
PT	Test Plan
PTR	Program Trouble Request as defined within the Issue Tracking Solution (ITS) Tool (replaced by "Incident" within the ECRT)
Purchase Program	Geographical area dealing with a (non-bulk) single fuel type
Purchase Program	Group within a geographical Buy dealing with a (bulk fuels) single fuel type
QAR	Quality Assurance Representative (accepts ownership of fuel for gov't at the refinery)
QSR	Quality Surveillance Representative (accepts fuel at the delivery point)
RDC	Requirements Data Call
RDS	Report Distribution System
Requiring Activity	A location having a demand for fuel. Also known as a demand location. Usually the location is a military base, but it may also be a DFSP, Federal activity or commercial location.
RI	Referential Integrity
RIC	Record Identification Code (used by DFAMS)
RFC	Request For Change - A system/application "major" change request submitted by users/developers as defined within the Enterprise Change Request Tool (ECRT), which replaced the Issue Tracking Solution (ITS) Tool in 2013
RM	Requirements Manager
RMF	Risk Management Framework - the unified information security framework for the entire federal government that is replacing the legacy Certification and Accreditation (C&A) processes within federal government departments and agencies, the Department of Defense (DOD) and the Intelligence Community (IC).
Route	A specific path of "flow" for moving fuel from an offer location to a demand location. A route may flow through up to five intermediate DFSPs and can be composed of one, two, three, four, five or six Arcs (single leg moves)
RT	Test Analysis Report
RTM	Regional Transportation Manager
RTRIS	Regional version of the Transportation Rates Information System (TRIS)
SAAR	System Authorization Access Request
SAP	A German-based company. <i>Systemanalyse und Programmentwicklung</i> ("Systems, Applications and Products")

<u>Acronym/Term</u>	<u>Meaning</u>
SB	Small Business. A business firm meeting certain Small Business Administration criteria relative to size and revenues.
SCAC	Standard Carrier Alpha Code - four-digit identifying code for Common Carrier
SCP	Service Control Point
SCR	System Change Request as defined within the Issue Tracking Solution (ITS) Tool (replaced by "RFC" within the ECRT)
SDA	Static Dissipation (or Dissipator) Fuel Additive
SDB	Small Disadvantaged Business. A Small Business meeting specific minority ownership criteria.
SDD	System Design Description
SDDC	Military Surface Deployment and Distribution Command - repository for common carrier rates. SDDC replaced MTMC in 2016 and was removed in 2018. SDDC was part of USTRANSCOM.
Set-aside	The prime contractor must be a minority-owned company
Set-aside Price	The price a small business must match (on a laid-down cost basis) to win an award of a portion of a set-aside volume. This applies if the small business did not win at its own price, but is willing to offer a price equal to the otherwise winning price.
Set-aside Quantity	That portion of the required (demanded) quantity at a specific demand location which is set aside for award to qualified small businesses.
SF	Standard Form
SF1449	Standard Form "Solicitation/Contract/Order for Commercial Items" Example: <div style="display: flex; justify-content: space-around;">   </div>
SFTP	Secure File Transfer Protocol is a network protocol that provides file access, file transfer, and file management functionality over any reliable data stream. This protocol assumes that it is run over a secure channel such as SSH, that the server has already

<u>Acronym/Term</u>	<u>Meaning</u>																				
	authenticated the client, and that the identity of the client user is available to the protocol.																				
	Found on a non-capitalized DD1155 bulk fuels order. The purpose of the Signal Code is twofold: it designates the fields containing the intended consignee (Ship to DoDAAC), and it identifies the activity to receive and effect payment of bills for product received, when applicable. Used in conjunction with the Fund Code.																				
Signal Code	<p>When the product is to be shipped to the activity indicated in Block 3, the signal code will be as follows:</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Explanation</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Bill to the activity in Block 4</td> </tr> <tr> <td>B</td> <td>Bill to the activity in Block 14</td> </tr> <tr> <td>C</td> <td>Bill to the activity in the Fund Code</td> </tr> <tr> <td>D</td> <td>No billing required – free issue</td> </tr> </tbody> </table> <p>When the product is to be shipped to the activity indicated in Block 14, the signal code will be as follows:</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Explanation</u></th> </tr> </thead> <tbody> <tr> <td>J</td> <td>Bill the activity in Block 4</td> </tr> <tr> <td>K</td> <td>Bill the activity in Block 14</td> </tr> <tr> <td>L</td> <td>Bill to the activity in the Fund Code</td> </tr> <tr> <td>M</td> <td>No billing required – free issue</td> </tr> </tbody> </table>	<u>Code</u>	<u>Explanation</u>	A	Bill to the activity in Block 4	B	Bill to the activity in Block 14	C	Bill to the activity in the Fund Code	D	No billing required – free issue	<u>Code</u>	<u>Explanation</u>	J	Bill the activity in Block 4	K	Bill the activity in Block 14	L	Bill to the activity in the Fund Code	M	No billing required – free issue
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Sig-on-left	“Signature-on-left”, located on top left section of a PR, is the electronic signature of the authorizing party within the CBU and it indicates a finalization of the data on the PR so that the data can no longer be changed or re-routed																				
SIOATH	Source Identification and Ordering Authorization																				
SIOATHs	List of approved single-leg moves																				
SIP	Software Installation Plan																				
SIP	Supply Index Pipeline (Natural Gas)																				
SIPs	Supply Index Prices (Natural Gas)																				
Smart CLIN	A CLIN with routes attached to it; details what, how much, from where & how it gets there																				
SMTP	Simple Mail Transfer Protocol is the de facto standard for e-mail transmissions across the Internet.																				
Splash page	The screen that is initially shown to a user for a particular application. This screen appears before any logon process takes place.																				
SPIDERS	Support Planning Integrated Data Enterprise Readiness System																				
SPLC	Standard Point Location Code - 9 or 10 alpha-numeric code used as a unique identifier to designate locations around the world based on the latitude and longitude coordinates of the location. This code may refer to a shipping point (origin), a DFSP, or an end-using Activity.																				
SPS	Software Product Specification																				

<u>Acronym/Term</u>	<u>Meaning</u>
SQL	Structured Query Language - data retrieval and manipulation language used to communicate with Oracle databases
SRS	Software Requirements Specification
SSDD	System & Subsystem Design Description
SSH	Secure Shell is a network protocol that allows data to be exchanged using a secure channel between two networked devices.
SSS	System & Subsystem Specifications
Stock Fund Price	The fixed price that the Services pay to DLA Energy throughout the fiscal year
SUPAAC	Supplementary Activity Address Code – six-character alphanumeric entry indicating the service and address of the requestor.
SWCI	Software Configuration Item
T1	High Speed Data Line
TER	Technical Refresh
TFF	Transportation Fuel Factors
Tie-in Bid	A bid which is contingent upon
TIN	Tax ID number
TOP	Take-or-Pay contract
TRIS	Transportation Rates Information System
TSN	Transaction Sequence Number
TSW	Trader's and Scheduler's Workbench – a module within SAP Oil & Gas
TT	Tank Truck
UI	Units of Issue (measurement)
UM	User Manual
US	Software Unit Specification - Any logical set or grouping of instructions to a computer, such as a module or package
USG	US gallons
USTRANSCOM	United States Transportation Command. SDDC was part of USTRANSCOM until 2018.
V	Intermodal (fuel in a container on a ship then put into the container by truck)
Western Pacific	Bulk Fuel Regional Buy name
Whitelist	A listing of characters allowed to be input by users defined for each type of user text input. (e.g. passwords, user names, email addresses, etc.)

Appendix B - REFERENCES

As of June 2018, documentation related to all of the EPST applications is housed on the \\Org_Share\ENERGY\dsdc-g Share Drive under the EPST/EPST Documentation folder. This appendix lists the directory location on the Share Drive at DLA of any other documents that provided data to help prepare or were referenced within this User Manual for PC&S / Bulk / Bunkers CIS.

- 1.) */ECIS – Energy Contract Information System* AP CIS User Manual

Appendix C - APPLICATION RELEASE HISTORY

Applications within EPST are updated for a variety of reasons that typically fall within the following categories: users' requests; upgrades to the operating system and/or programming language(s); and updated security specifications for DLA/DoD applications.

As of 2013, the requested updates, which are initiated by the users and/or developers, are processed through the Employee Activity Guide for Labor Entry (EAGLE) Request Tracker Enterprise Change Request Tool (ECRT). A "Request for Change (RFC)" is a change to an application to add to or alter existing functionality. The term RFC is synonymous with the term System Change Request (SCR). An "Incident" is an interruption to an IT service or reduction in the quality of functionality of an application. The term "Incident" is synonymous with the term Program Trouble Report (PTR).

Prior to 2013, SCRs/PTRs were processed via the Issue Tracking Solution (ITS) Tool. As ECRT replaced ITS, some of the prior numbering system (i.e. SCR/PTR) was imported into ECRT; thus, changes to ECIS may still be referenced by "SCR" and/or "PTR".

One or more RFCs and/or Incidents can be included in a particular release of the application code, which is assigned an identifying version/release number. The table below depicts the versions of ECIS that have been tested and placed into production, and the RFCs/Incidents that were fixed/updated in the release.

Version Number	Date	Included RFC/SCR		Included INC/PTR	
		#	Description	#	Description
Energy CIS (ECIS) releases (applies to all CIS: PC&S, Bulk, Bunkers, IP)					
2019.08.09.01	16 Oct 2019	BEM-C17-0003	DLA Energy Bulk BEM/OET/TRIS enhancements 1) Add Bulk Fuels data to Energy CIS (ECIS)		N/A
Older PC&S/Bunkers CIS releases					
2018.08.24.01	01 Nov 2018	BEM-C17-0002	DoD Compliance Issue #2		N/A
2018.07.20.01	13 Sep 2018	BEM-C17-0001	DoD Compliance Issues		N/A
2018.04.20.01	19 Apr 2018		N/A	BEM-I18-0003	Energy CIS Spreadsheet Format (Commas in Escalator)
2016.09.16.01	04 Feb 2017	BEM-C15-0002	Bulk/PC&S BEM and OET Enhancements		N/A

Version Number	Date	Included RFC/SCR		Included INC/PTR	
		#	Description	#	Description
			1) Add BRP, Escalator and Formula Description the tabular/CSV report for EBS solicitation data. 2) Add Solicitation Line Item to all data reports that include EBS contract data. 3) Enable TSW Location selection and sort for all reports/searches. Enable TSW Location in Ships Bunkers Static Spreadsheets		
2014.05.02.01	30 Jul 2014	ITP-SCR-2013-0026	Combined PCCIS/IPCIS ENERGY CIS		N/A
2014.05.09.01	09 May 2014	ITP-SCR-2013-0015	Outbound Interface to CIS/IPCIS update		N/A
2013.11.01.01	18 Nov 2013		N/A	PTO-I14-0001	CIS Spreadsheet Report Error
2013.08.28.01 (Part 2) (released with BEM)	03 Oct 2013	RM-SCR-2013-0024	Multipart follow-on SCR for RM for EBS/EC		<p>NOTE: This SCR has multiple parts and affects different applications This release deals with the PCS CIS Segments of the SCR only</p> <p>1) IF a cog is EBS Including the PR number and/or Solicitation number in the narrative for Pending lineitems.</p> <p>2) IF a cog is EBS include TSW Location ID to both the Search and Sort criteria</p> <p>3) IF EBS cog add the TSW Location to the tabular report and the spreadsheet report</p> <p>4) IF EBS cog In the Narrative add the static TSW LOCATION: just Before the TSW location id display.</p> <p>5) IF EBS COG concatenate the product code and product id in the narrative to make it easier to distinguish similar products</p> <p>6) Identify and include any additional changes in the display of EBS information that could be made to make the display more informative: a) Added effective-from date and effective-to date to all reports</p>

Version Number	Date	Included RFC/SCR		Included INC/PTR	
		#	Description	#	Description
					b) Added a sub-selection to the EBS Solicitation / PR / Contract selection mechanism
2013.08.28.01 (Part 1)	10 Aug 2013	RM-SCR-2013-0024	Multipart follow-on SCR for RM for EBS/EC		<p>NOTE: This SCR has multiple parts and affects different applications This release deals with the PCS CIS Segments of the SCR only</p> <p>1) Modify The CIS main page and map to allow for a split of the COG 6 program into 2 cog 6 programs, one EBS and one non EBS</p> <p>2) : The following enhancement is Scheduler code and cannot be tested by either PA or the Testers. To accommodate the CIS receiving files from both EBS and RM that contain data within the same COG, create a processing parameter ("switch" or ini setting) within the CIS scheduler which determines which set of data to process into the CIS for that COG. The initial parameter setting should be to process only the data from the EBS file into the CIS for the COG. This setting should be able to be changed via a database administrator action. To give an example with the initial setting of EBS, if the EBS file contains data for COGs 3.27 and 3.9, and the RM file contains data for COGs 3.27 and 3.23, the CIS should process the data from EBS for COGs 3.27 and 3.9 but only the data from COG 3.23 from RM.</p>
2013.07.12.01	13 Jul 2013		N/A	LIF-PTR-2013-0016	Contract Sheet Display
2013.05.07.01	13 May 2013		N/A	LIF-PTR-2013-0012	Problem with PC&S CIS Pop-up Selection Screens
2013.03.15.01	21 Mar 2013	PIF-SCR-2012-0033	EBS to CIS PR Dates		N/A
2013.02.25.01	27 Feb 2013		N/A	PIF-PTR-2013-0007	Min/Max issue (Mik Thompson), Ticket# 608447
				PIF-PTR-2013-0009	Narrative Email issue
2013.01.11.01	19 Jan 2013		N/A	ITP-PTR-2013-0004	Global Search
2012.09.20.01	15 Dec 2012	RM-SCR-2012-0009	EBS to CIS/IPCIS Interface		N/A
11.343	12 Dec 2011		N/A	RM-PTR-2012-0004	CIS/IPCIS Excel file to CSV
11.218	05 Aug 2010		N/A	PIF-PTR-2011-0024	CIS Data via International Search

Version Number	Date	Included RFC/SCR		Included INC/PTR	
		#	Description	#	Description
10.218	20 Aug 2010	PTO-SCR-2008-0079	Lift Data Report	N/A	
10.134	10 May 2010	N/A		RM-PTR-2010-0021	Updated Delivery Info feeding over to CIS
09.324	13 Nov 2009	RM-SCR-2009-0060	Flag to exclude lineitem from PC&S CIS	N/A	
09.079	31 Mar 2009	RM-SCR-2008-0086	Bunker CIS available as Spreadsheet	N/A	
06.125	20 Nov 2007	RM-SCR-2006-0143	Contract Information System spreadsheet report	PTO-PTR-2006-0140	Page cannot be displayed error
3.106	2003			RM-IDES-0000-I0023	CIS Various Fixes
				RM-IDES-0000-I0034	Erroneous lift data totals in CIS
N/A	N/A			PTS-IDES-0000-I0012	Problems in PCS CIS with Lift Data and Hyperlinks
N/A	N/A	RM-ISCR-0000-S0003	CIS Map Coloring Issue		
N/A	N/A			RM-IDES-0000-I0001	Problems displaying proper quantity in CIS on contracts with prorated quantity changes
Older IP CIS releases					
2018.11.30.01	24 Jan 2019	N/A		BEM-I19-0001	Into-Plane CIS Note Field Update
2018.08.24.01	01 Nov 2018	BEM-C17-0002	DoD Compliance Issue #2	N/A	
2018.07.20.01	13 Sep 2018	BEM-C17-0001	DoD Compliance Issues	N/A	
2017.09.28.01	05 Dec 2017	N/A		BEM-I17-0009	IPCIS Default View
2017.04.28.01	21 Jun 2017	N/A		BEM-I17-0003	ECIS Search Filter issue
2016.09.16.01	04 Feb 2017	BEM-C15-0002	Bulk/PC&S BEM and OET Enhancements 1) Add Solicitation Line Item number to IP CIS	N/A	

Version Number	Date	Included RFC/SCR		Included INC/PTR	
		#	Description	#	Description
			Spreadsheet and GUI data reports. 2) Display the EBS Additive Package. 3) Allow user to filter on, Contract, PR, or Solicitation Data.		
2015.07.31.01	18 Sep 2015		N/A	BEM-I15-0006	ECIS Missing Data Fix
2014.05.02.01	30 Jul 2014	ITP-SCR-2013-0026	Combined CIS Initial Release (PCS/IP)		N/A
2014.05.09.01	09 May 2014	ITP-SCR-2013-0015	Outbound Interface to CIS/IPCIS update		N/A
2013.07.09.01	25 Jul 2013		N/A	ITP-PTR-2013-0017	Show Lift Data for the Entire Length of the Contract
	15 Dec 2012	RM-SCR-2012-0009	EBS to CIS/IPCIS Interface Upload on Request (Not an actual release.)		N/A
2011.05.27.02 (released w/OBP, OGP, DPA, PORTS PW)	30 Jun 2011	DBR-EQU-2011-0002	Upgrade all CNA Oracle Applications to 11G		N/A
2010.07.06.01	17 Aug 2010	PTO-SCR-2008-0080	IPCIS -- Lift Data Report		N/A
2009.10.02.01 (part of CNA combined release 2009.10.02.01 – OBP, OGP, IP CIS, Oracon, PORTS PW App, BEM PW App, Web DPA)	21 Oct 2009	PTO-SCR-2009-0048	PORTS Oracle Password Length		N/A
2009.07.24.01	18 Aug 2009		N/A	ITP-PTR-2009-0023	Parenthesis in location data error for IPCIS
2008.05.29.01	29 Jun 2008	PTO-SCR-2007-0291	Application and Password Security to Oracle Web Applications (Phase II)		N/A
2008.01.15.01	29 Jun 2008	PTO-SCR-2007-0291	Application and Password Security (Phase I)	PTO-PTR-2008-0003	FTP to SFTP Program Change
2007.03.01.01	09 Jun 2007		N/A	ITP-PTR-2006-0144	Changes Report
2006.11.01.01	17 Dec 2006	PTO-SCR-2006-0054	Technical enhancement request (TER) for all PORTS server applications- Oracle 10gAS upgrade		N/A

Version Number	Date	Included RFC/SCR		Included INC/PTR	
		#	Description	#	Description
2005.11.18.01	10 Feb 2006	PTO- ISCR- 0000- S0021	Report of Data Changes	PTO-IDES-0000- I0077	Overseas Spreadsheet
		PTO- ISCR- 0000- S0024	Adding Additional Information Display ICAO's PR record		
2005.02.07.01	10 Sep 2005	RM-ISCR- 0000- S0031	Into Plane -- Contract Information System (CIS) -- IPCIS -- Internet Based Application	N/A	