USER MANUAL

Version 4.0

Into Plane Contract Information System (IP CIS)

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SECTION 1. SCOPE OF THE USER MANUAL

This document, the Into Plane (IP) Contract Information System (CIS) User Manual (UM) describes the functionality of the IP CIS application from an end-user's perspective. This UM is applicable to the latest version of the IP CIS application as found in Appendix C.

IP CIS has been combined with the Bunkers and Posts, Camps, and Stations (PC&S) CIS to form a single application named Energy Contract Information System (ECIS). ECIS just combines the access to the two CIS applications into one access point with one URL. Each CIS application has its own screens and data and function separately within the ECIS application. As stated above, this document only covers the IP CIS application functionality. For information on how to use the Bunkers/PC&S CIS part of ECIS, see the latest version of the *PC&S CIS Software User Manual* on the ECIS splash page (https://cis.energy.dla.mil/energy_cis/).

1.1 Document Overview

This User Manual (UM) for the IP CIS application is written to provide:

- High-level overview of IP CIS (Section 1.2)
- How to access IP CIS (Section 2.1)
- Overview of the main parts of the IP CIS Main screen display (Section 2.2)
- Instructions on how to use the filtering and other links to alter the display of the grid containing the location and lineitem data (Section 2.3).
- Detailed information about the data contained in the data grid (Section 2.4).
- How to view Vendor Data for an awarded contract for a location (Section 2.5).
- Details about viewing individual lineitem records for a location (Section 2.6).
- Instructions about producing and viewing Excel Spreadsheet and PDF reports available in Into Plane (Section 2.7).
- User types and available functionality (Section SECTION 3)

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*.

1.2 Application Overview

IP CIS is a web application which allows operators of government-owned aircraft to examine line item data for fuel contracts, solicitations, and purchase requests for Into Plane fuels. In accordance with the Freedom of Information Act (FOIA), these data are available to the public. IP CIS, along with the Bulk/Bunkers/PC&S CIS combine to comprise the Energy Contract Information System (ECIS). Anyone is able to access ECIS by going to: https://cis.energy.dla.mil/energy_cis/. From that webpage, IP CIS can be accessed by clicking the ***Into Plane Contract Information System*** link. Government personnel and civilian Contractors/Suppliers use the IP CIS website to view current and historical lineitem details and information about the corresponding contracts, solicitations, and purchase requests of Into Plane fuels used by the DoD and federal civilian agencies worldwide. Into Plane fuels are those fuels that are purchased by the government at commercially-owned airports. The IP CIS application is designed to allow users to view contract, solicitation, and purchase request data for Into Plane locations throughout the world. IP CIS allows the user to filter the data displayed in grid format to aid in reviewing locations and lineitems and the associated contracts involved with Into Plane fuel orders. Specifically, IP CIS can:

- Allow all parties to review lineitems within contracts and the associated IP fuel contracts throughout the world based on location.
- Allow all parties to view unawarded lineitem requirements either on solicitations or purchase requests by location.
- Allow users to review contract lineitem monthly and total to-date lift usage data for specified region(s) and purchase program(s)
- Allow all parties to view updated reports over the Internet.
- Store information on Into Plane fuel requirements for future use in soliciting and awarding future contracts.

SECTION 2. STEP-BY-STEP INSTRUCTIONS FOR USING IP CIS

2.1 Accessing IP CIS

When a user first hits the ECIS splash page at https://cis.energy.dla.mil/energy_cis/, the **DOD Access Warning** pop-up (Figure 1) will be displayed over top of the **Energy CIS Access** screen (Figure 2). You must first read and acknowledge the warning by clicking the ***OK*** button. Next, click the ***Into Plane Contract Information System*** link (Figure 2) to proceed to the **IP CIS Main Page** (Figure 3).

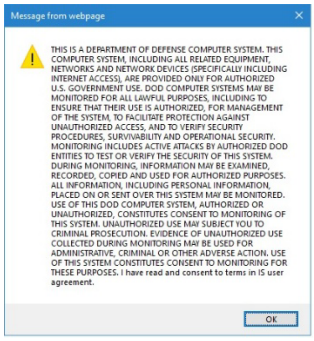


Figure 1 DoD Website Access Warning

Figure 2 Access Screen for Energy CIS

2.2 IP CIS Main Page

The **IP CIS Main Page** (Figure 3) is where most of the IP data are displayed. There are three main sections of the screen, each of which will be described in more detail below in the document.

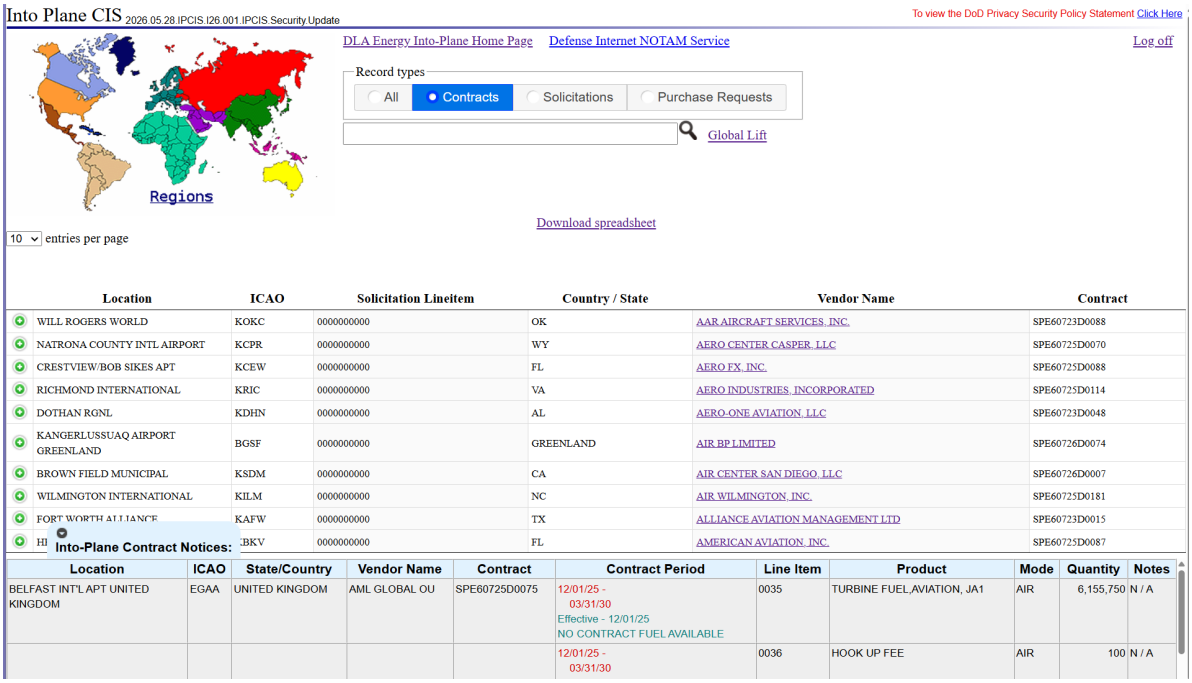


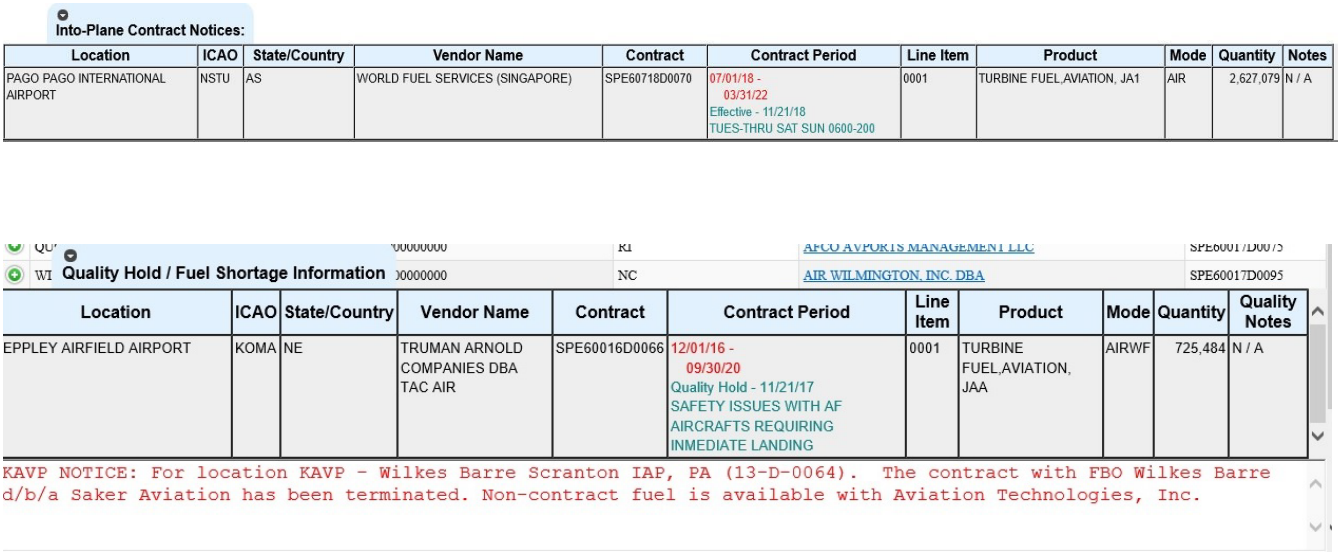
Figure 3 IP CIS Main Page

1) The top part of the screen contains several means in which to filter, sort, and display the grid containing the data. It also contains several links to other web pages, the links to create/download a spreadsheet of the data displayed in the grid and the ***Global Lift*** report. This section will be described in greater detail in Section 2.3 below.

2) The middle part of the screen contains the grid that displays the data for each location/airport and allows the user to view more detail about individual locations. This grid can be filtered and sorted using the objects in the top part of the screen. The grid data and functionality will be described in greater detail in Section 2.4 below.

3) The bottom part of the screen contains a tab (Figure 4 contains 2 examples) that displays both the **Into-Plane Contract Notices** grid as well as a text box containing any general notes that the system administrators want to pass along to all users, including, but not limited to, airport availability, and fuel outages. Quality Hold information that is posted on this website tells the user

that there is some kind of problem with the quality of a specific fuel type at a specified airport. Fuel Shortage information is also listed by fuel product and specific airport, i.e. the specified airport is temporarily out of a specific fuel type. This tab is originally displayed when the user initially accesses the screen. The tab can be minimized / maximized by clicking on the arrow above the "I" in Into-Plane on the tab.



Into-Plane Contract Notices:

Location	ICAO	State/Country	Vendor Name	Contract	Contract Period	Line Item	Product	Mode	Quantity	Notes
PAGO PAGO INTERNATIONAL AIRPORT	NSTU	AS	WORLD FUEL SERVICES (SINGAPORE)	SPE60718D0070	07/01/18 - 03/31/22 Effective - 11/21/18 TUES-THRU SAT SUN 0600-200	0001	TURBINE FUEL,AVIATION, JA1	AIR	2,627,079	N / A

Quality Hold / Fuel Shortage Information

Location	ICAO	State/Country	Vendor Name	Contract	Contract Period	Line Item	Product	Mode	Quantity	Quality Notes
EPPLEY AIRFIELD AIRPORT	KOMA	NE	TRUMAN ARNOLD COMPANIES DBA TAC AIR	SPE60016D0066	12/01/16 - 09/30/20 Quality Hold - 11/21/17 SAFETY ISSUES WITH AF AIRCRAFTS REQUIRING INMEDIATE LANDING	0001	TURBINE FUEL,AVIATION, JAA	AIRWF	725,484	N / A

KAVP NOTICE: For location KAVP - Wilkes Barre Scranton IAP, PA (13-D-0064). The contract with FBO Wilkes Barre d/b/a Saker Aviation has been terminated. Non-contract fuel is available with Aviation Technologies, Inc.

Figure 4 IP CIS Main Page - Quality Hold/Fuel Shortage Information Tab

2.3 IP CIS Main Page – Filtering / Links

The top section of the **IP CIS Main Page** contains tools used to filter the locations / lineitems in the data grid and also contains links used to access other Into Plane related websites and produce reports. See Figure 5 for a close-up view of this section with the objects identified for further description below.

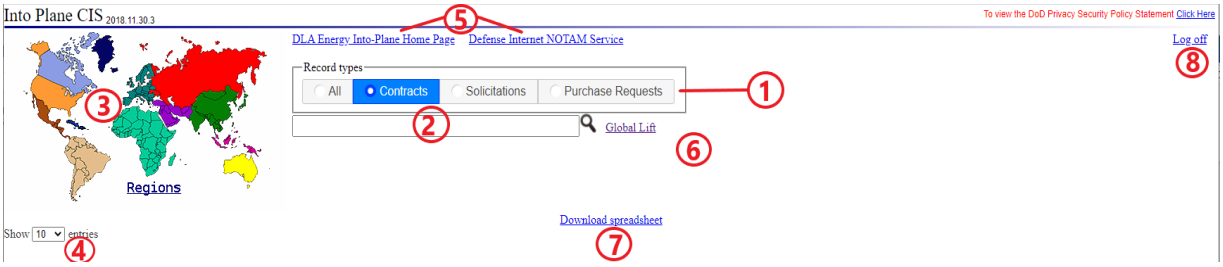


Figure 5 IP CIS Main Page – Filtering Options and Links

1) **Record types filter selection** – IP CIS can not only display awarded **Contracts'** lineitem information, but also **Solicitations** and **Purchase Requests** lineitem data. These radio buttons allow the user to filter the location data grid to display any of these data or **All** of them combined. The default is contract data.

2) **Search filter textbox** – This textbox allows the user to type in specific text on which to filter the data grid. The search can apply to any of the data in any of the columns displayed in the grid. As the user types in text into the text box, a list of specific matches will appear to aid in selecting the data filter. Once a selection is made or the enter button is pressed or the magnifying glass next to the textbox is clicked, the data grid will display only records data with data matching the text that was input. For more information see Section 2.3.1 below.

3) **Regions map selection** – This allows the user to select a region or country on which to filter the data grid. The selection is made by clicking a region on the map and then in some cases selecting more specific filters such as country or state. The selections populate the **Search Filter** textbox described in #2 above and cause the data grid to re-display. For more information see Section 2.3.2 below.

4) **Show # of Entries** – This drop-down menu allows the user to select the number of entries in the data grid to display on each page on the screen. The default is 10. If there are more entries after filtering to be displayed than will fit on the screen, then the grid will scroll. If there are more entries after filtering than the number selected (e.g. 10 is selected but there are 100 entries that meet the filtering specified) then only the selected number is displayed and buttons are displayed at the bottom of the grid to navigate to other pages/records (see Section 2.3.3).

5) **Related web links** – There are links to two outside web pages:

   - ***DLA Energy Into-Plane Home Page*** – Clicking this link redirects the user to the DLA Energy website for Direct Delivery fuels: Information for customers and air crews can be found on this page.
   - ***Defense Internet NOTAM Service*** – Clicking this link redirects the user to the Notice To Airmen (NOTAM) website. This website is a tool for both military and civilian pilots and contains information such as airspace restrictions and airport locations. This website can also be used to look up an International Commercial Airport Organization (ICAO) code by country/city/location.

6) **Global Lift** – This link begins the process of creating a report/spreadsheet of all lift data based on specified regions and purchase programs. "Lift" in regards to fuel refers to the quantity of fuel usage. Expressed in the units of issue applicable to the line item (e.g. gallons, metric tons). For more information about the creation of this report, see Section 2.7.2.

7) **Download Spreadsheet** – This link initiates the creation of a spreadsheet report containing all of the location/lineitem data currently contained in the data grid, based on the currently selected filters. For more information about the creation of this report, see Section 2.7.1.

8) **Log off** – Returns the user to the **Energy CIS Access Screen** (Figure 2).

2.3.1 Filtering Using the Search Textbox

You can use the textbox below the **Record types** filter radio buttons to have the data grid display specific records if you are searching for a specific location (Figure 6). The filtering in this case not case sensitive and is done across all columns in the Location Grid (**Location**, **ICAO**, **Solicitation Lineitem** number, **Country/State**, **Vendor Name**, and **Contract**). You can apply the filter at any time by hitting the *Enter* key after typing in any string into the textbox (hitting *Enter* without anything in the textbox will remove the text filtering and display all records of the selected type.

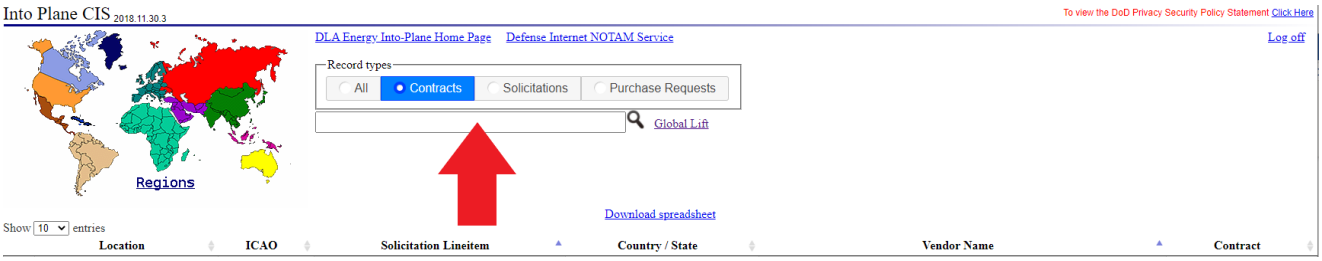


Figure 6 IP CIS Main Page – Filtering by Text

Once more than one character is entered into the textbox, a list of the first eight entries that match the string of characters in the textbox is displayed under the textbox (Figure 7). You can select a specific item in this list to make the filtering easier and more specific. If you select something from the drop-down list, the filtering is completed automatically. As you continue to type in characters, the list is refined to match what has been entered into the textbox.

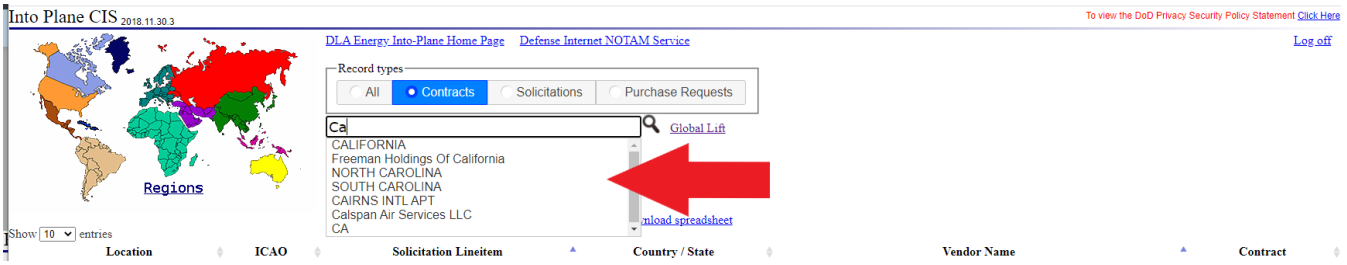


Figure 7 IP CIS Main Page – Filtering by Text, Automatic Listing

In the case in Figure 7, the letters “Ca” were entered, a listing of different items that match those characters, whether it is a full name of a state (CALIFORNIA, NORTH CAROLINA, SOUTH CAROLINA), a state abbreviation (CA), a location name (CAIRNS INTL APT), a vendor name (Calspan Air Services LLC), or any of the other data items (ICAO, Sol Lineitem, Contract, etc.).

If an item is selected, for instance “CALIFORNIA”, then the data grid is filtered to only list those items that match it (Figure 8).

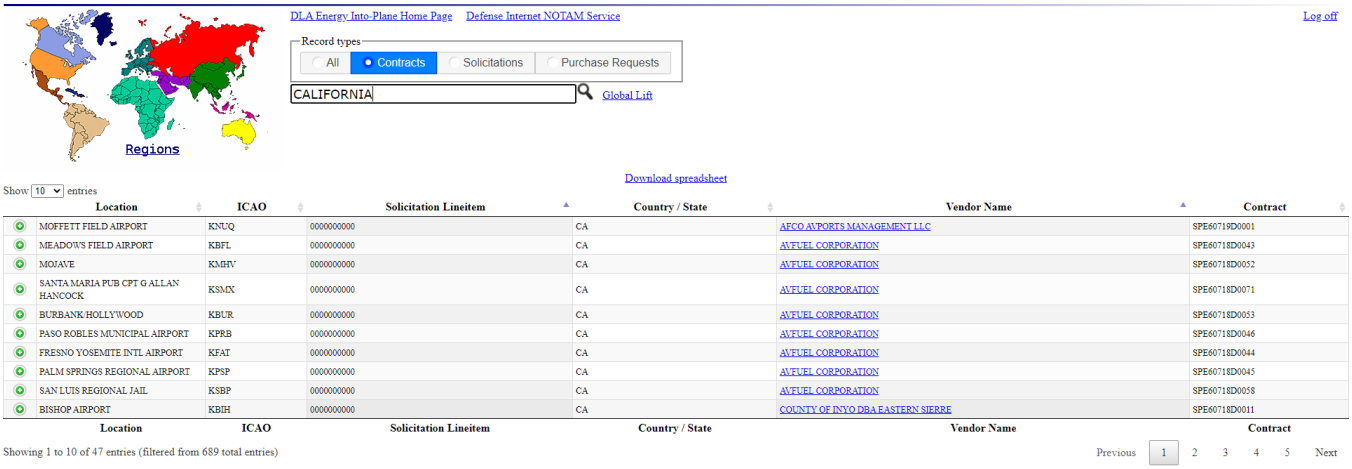


Figure 8 IP CIS Main Page – Filtered on “CALIFORNIA”

In Figure 8, all locations in the state of California are included. Also, any locations with California in the name, even if not in the state, would be included as well as any location awarded to a vendor with California in the name would be included, regardless of the state. Since the record type is set to **Contracts**, the list only displays awarded contracts. Note at the bottom that the list only includes records 1 to 10 of 47 entries (filtered from the original 689) are listed.

2.3.2 Filtering Using the Regions Map

You can filter the data grid by selecting a region on the map displayed in the upper left corner of the **Main Page** as well (Figure 9).

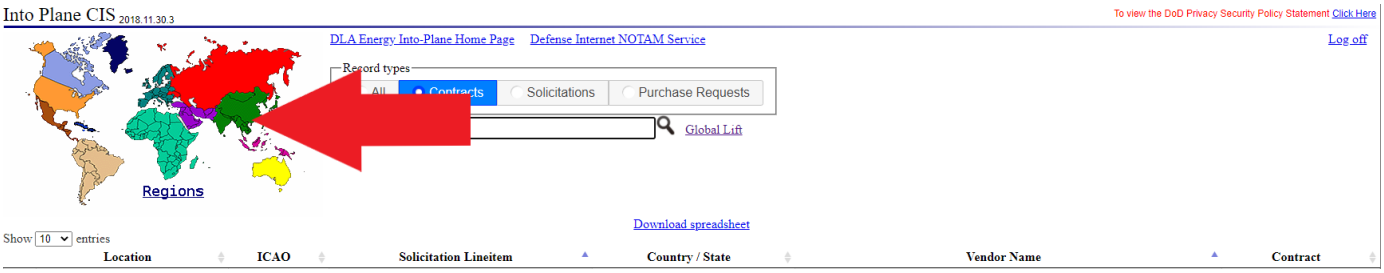


Figure 9 IP CIS Main Page – Using the Map to Filter by Region

The **Regions** are displayed by color on the map. There are several different options for filtering in this way:

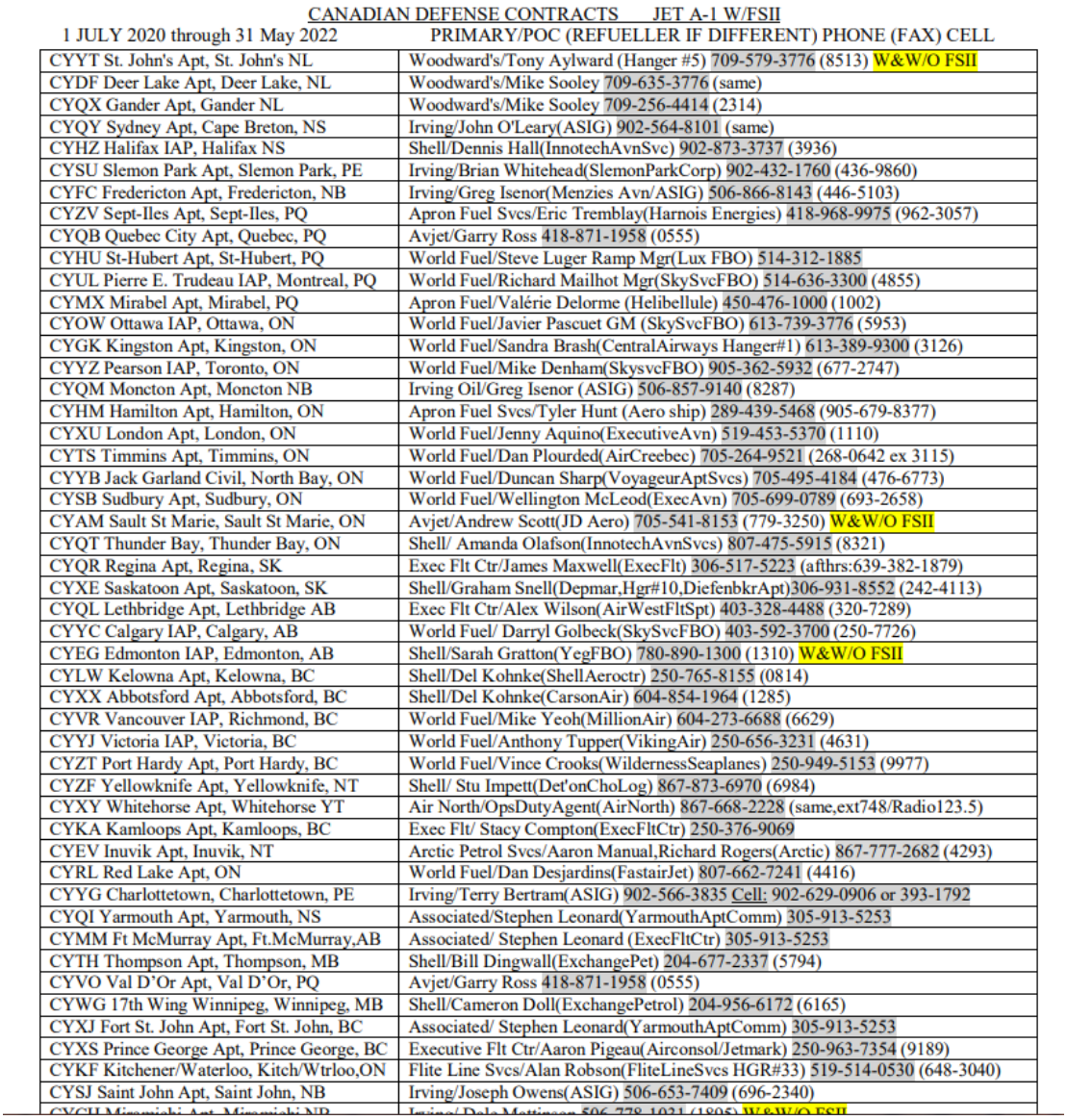
- Clicking on a region outside of the United States or Canada will cause a list to display where you can select to filter on a specific country in the region. For example in Figure 10, South America was selected on the map. A specific country can be then selected from the list or all of the locations in all South American countries may be selected.

Figure 10 IP CIS Main Page – Map Filter By Region (International)

- Clicking on the United States will allow you to select a specific state or all states (Figure 11).

Figure 11 IP CIS Main Page – Map Filter By Region (United States)

- Clicking on Canada will bring up the Canadian Bulletin, producing a PDF formatted report of all Canadian Into Plane contracts (Figure 12).



CANADIAN DEFENSE CONTRACTS JET A-1 W/FSII

1 JULY 2020 through 31 May 2022	PRIMARY/POC (REFUELLER IF DIFFERENT) PHONE (FAX) CELL
CYYT St. John's Apt, St. John's NL	Woodward's/Tony Aylward (Hanger #5) 709-579-3776 (8513) W&W/O FSII
CYDF Deer Lake Apt, Deer Lake, NL	Woodward's/Mike Sooley 709-635-3776 (same)
CYQX Gander Apt, Gander NL	Woodward's/Mike Sooley 709-256-4414 (2314)
CYQY Sydney Apt, Cape Breton, NS	Irving/John O'Leary(ASIG) 902-564-8101 (same)
CYHZ Halifax IAP, Halifax NS	Shell/Dennis Hall(InnotechAvnSvc) 902-873-3737 (3936)
CYSU Slemon Park Apt, Slemon Park, PE	Irving/Brian Whitehead(SlemonParkCorp) 902-432-1760 (436-9860)
CYFC Fredericton Apt, Fredericton, NB	Irving/Greg Isenor(Menzies Avn/ASIG) 506-866-8143 (446-5103)
CYZV Sept-Iles Apt, Sept-Iles, PQ	Apron Fuel Svcs/Eric Tremblay(Harnois Energies) 418-968-9975 (962-3057)
CYQB Quebec City Apt, Quebec, PQ	Avjet/Garry Ross 418-871-1958 (0555)
CYHU St-Hubert Apt, St-Hubert, PQ	World Fuel/Steve Luger Ramp Mgr(Lux FBO) 514-312-1885
CYUL Pierre E. Trudeau IAP, Montreal, PQ	World Fuel/Richard Mailhot Mgr(SkySvcFBO) 514-636-3300 (4855)
CYMX Mirabel Apt, Mirabel, PQ	Apron Fuel/Valérie Delorme (Helibellule) 450-476-1000 (1002)
CYOW Ottawa IAP, Ottawa, ON	World Fuel/Javier Pascuet GM (SkySvcFBO) 613-739-3776 (5953)
CYGK Kingston Apt, Kingston, ON	World Fuel/Sandra Brash(CentralAirways Hanger#1) 613-389-9300 (3126)
CYYZ Pearson IAP, Toronto, ON	World Fuel/Mike Denham(SkysvcFBO) 905-362-5932 (677-2747)
CYQM Moncton Apt, Moncton NB	Irving Oil/Greg Isenor (ASIG) 506-857-9140 (8287)
CYHM Hamilton Apt, Hamilton, ON	Apron Fuel Svcs/Tyler Hunt (Aero ship) 289-439-5468 (905-679-8377)
CYXU London Apt, London, ON	World Fuel/Jenny Aquino(ExecutiveAvn) 519-453-5370 (1110)
CYTS Timmins Apt, Timmins, ON	World Fuel/Dan Plourded(AirCreebec) 705-264-9521 (268-0642 ex 3115)
CYYB Jack Garland Civil, North Bay, ON	World Fuel/Duncan Sharp(VoyageurAptSvcs) 705-495-4184 (476-6773)
CYSB Sudbury Apt, Sudbury, ON	World Fuel/Wellington McLeod(ExecAvn) 705-699-0789 (693-2658)
CYAM Sault St Marie, Sault St Marie, ON	Avjet/Andrew Scott(JD Aero) 705-541-8153 (779-3250) W&W/O FSII
CYQT Thunder Bay, Thunder Bay, ON	Shell/ Amanda Olafson(InnotechAvnSvcs) 807-475-5915 (8321)
CYQR Regina Apt, Regina, SK	Exec Flt Ctr/James Maxwell(ExecFlt) 306-517-5223 (afthrs:639-382-1879)
CYXE Saskatoon Apt, Saskatoon, SK	Shell/Graham Snell(Depmar,Hgr#10,DiefenbkrApt)306-931-8552 (242-4113)
CYQL Lethbridge Apt, Lethbridge AB	Exec Flt Ctr/Alex Wilson(AirWestFltSpt) 403-328-4488 (320-7289)
CYYC Calgary IAP, Calgary, AB	World Fuel/ Darryl Golbeck(SkySvcFBO) 403-592-3700 (250-7726)
CYEG Edmonton IAP, Edmonton, AB	Shell/Sarah Gratton(YegFBO) 780-890-1300 (1310) W&W/O FSII
CYLW Kelowna Apt, Kelowna, BC	Shell/Del Kohnke(ShellAeroctr) 250-765-8155 (0814)
CYXX Abbotsford Apt, Abbotsford, BC	Shell/Del Kohnke(CarsonAir) 604-854-1964 (1285)
CYVR Vancouver IAP, Richmond, BC	World Fuel/Mike Yeoh(MillionAir) 604-273-6688 (6629)
CYYJ Victoria IAP, Victoria, BC	World Fuel/Anthony Tupper(VikingAir) 250-656-3231 (4631)
CYZT Port Hardy Apt, Port Hardy, BC	World Fuel/Vince Crooks(WildernessSeaplanes) 250-949-5153 (9977)
CYZF Yellowknife Apt, Yellowknife, NT	Shell/ Stu Impett(Det'onChoLog) 867-873-6970 (6984)
CYXY Whitehorse Apt, Whitehorse YT	Air North/OpsDutyAgent(AirNorth) 867-668-2228 (same,ext748/Radio123.5)
CYKA Kamloops Apt, Kamloops, BC	Exec Flt/ Stacy Compton(ExecFltCtr) 250-376-9069
CYEV Inuvik Apt, Inuvik, NT	Arctic Petrol Svcs/Aaron Manual,Richard Rogers(Arctic) 867-777-2682 (4293)
CYRL Red Lake Apt, ON	World Fuel/Dan Desjardins(FastairJet) 807-662-7241 (4416)
CYYG Charlottetown, Charlottetown, PE	Irving/Terry Bertram(ASIG) 902-566-3835 Cell: 902-629-0906 or 393-1792
CYQI Yarmouth Apt, Yarmouth, NS	Associated/Stephen Leonard(YarmouthAptComm) 305-913-5253
CYMM Ft McMurray Apt, Ft.McMurray,AB	Associated/ Stephen Leonard (ExecFltCtr) 305-913-5253
CYTH Thompson Apt, Thompson, MB	Shell/Bill Dingwall(ExchangePet) 204-677-2337 (5794)
CYVO Val D'Or Apt, Val D'Or, PQ	Avjet/Garry Ross 418-871-1958 (0555)
CYWG 17th Wing Winnipeg, Winnipeg, MB	Shell/Cameron Doll(ExchangePetrol) 204-956-6172 (6165)
CYXJ Fort St. John Apt, Fort St. John, BC	Associated/ Stephen Leonard(YarmouthAptComm) 305-913-5253
CYXS Prince George Apt, Prince George, BC	Executive Flt Ctr/Aaron Pigeau(Airconsol/Jetmark) 250-963-7354 (9189)
CYKF Kitchener/Waterloo, Kitch/Wtrloo,ON	Flite Line Svcs/Alan Robson(FliteLineSvcs HGR#33) 519-514-0530 (648-3040)
CYSJ Saint John Apt, Saint John, NB	Irving/Joseph Owens(ASIG) 506-653-7409 (696-2340)

Figure 12 IP CIS Main Page – Canadian Bulletin

- Clicking on the word **Regions** under the map will bring a list of all regions. From this list you can select ALL REGIONS or a specific region to filter.

Figure 13 IP CIS Main Page – All Regions

Clicking on an item in any of the lists mentioned above will cause the data grid to redisplay, filtered by the selection. The selection will also be displayed in the Filter Textbox (Section 2.3.1) as if you typed in the selection directly.

2.3.3 Determining the Number of Records to Display

You can specify the number of locations records to display on a "page" in the data grid by using the drop-down selection box under the **Regions** map and above the data grid. In Figure 14 it is labeled "*Show 10 entries*". This will determine how many records are displayed in the grid. Under the grid, on the left side (under the **Location**

column), it will tell you how many records are currently showing and how many total there are, based on the filtering options. Under the grid on the right side are several selection options (***Previous***, Numbers (1 - ?). and ***Next***). These allow you to select the group of records to view. In Figure 14 below, since the selected number of records per page is 10 and there are 689 total records, there are 69 "pages" of records you can view.

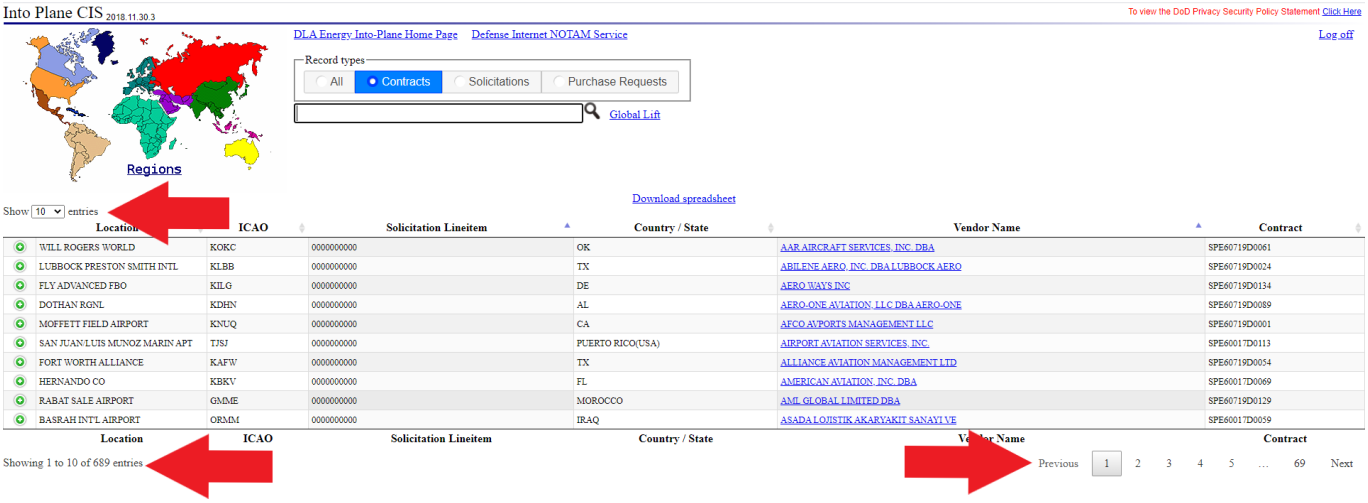


Figure 14 IP CIS Main Page – Selecting the Number of Entries to Show

To select a different number of entries to display per page, click on the drop-down menu box (Figure 15). The options available are 10, 25, 50, and 100, with 10 being the default.

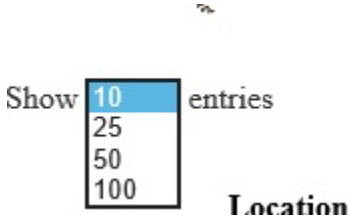


Figure 15 IP CIS Main Page – Changing the Number of Entries

If the number of entries is too many to fit on the screen, then the grid will be scrollable. In Figure 16 below, the number of entries was switched to 50. The note at the bottom now says *Showing 1 to 50 of 689 entries* and the number of pages that can be viewed is 14 instead of 69 since there are more records per page.

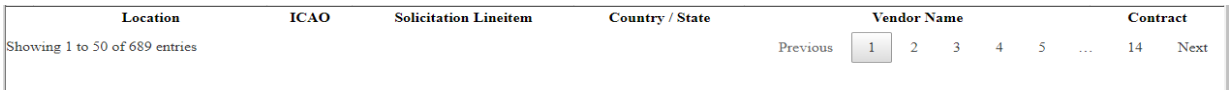
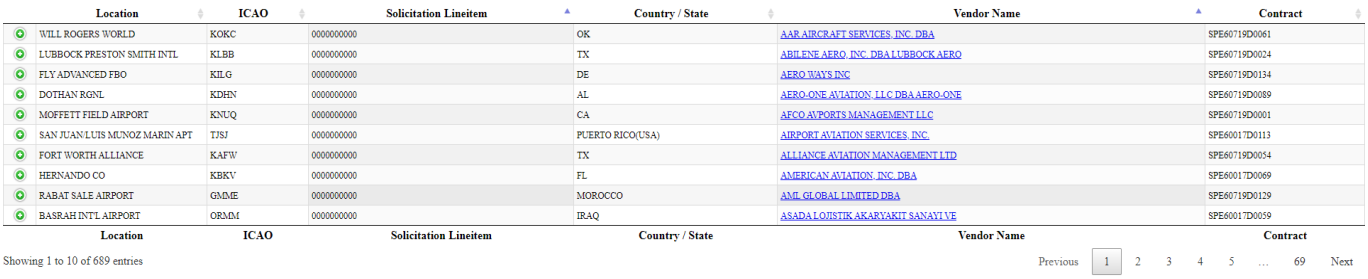


Figure 16 IP CIS Main Page – Displaying / Navigating Multiple Pages

2.4 IP CIS Main Page – Data Grid

The main section of the IP CIS, where most of the data are displayed, is the table (Figure 17) that displays the data pertaining to each location served by Into Plane contracts and the linked lineitems or requirements for those locations. IP CIS can be used to view not only contracts for all airports under the Into Plane program, but also lineitem requirements on solicitations and purchase request that haven't been awarded yet.



Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
WILL ROGERS WORLD	KOKC	0000000000	OK	AAR AIRCRAFT SERVICES, INC. DBA	SPE60719D0061
LUBBOCK PRESTON SMITH INTL	KLBB	0000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SPE60719D0024
FLY ADVANCED FBO	KILG	0000000000	DE	AERO WAYS INC	SPE60719D0134
DOTHAN RGNL	KDHN	0000000000	AL	AERO-ONE AVIATION, LLC DBA AERO-ONE	SPE60719D0089
MOFFETT FIELD AIRPORT	KNUQ	0000000000	CA	AFCO AVPORTS MANAGEMENT LLC	SPE60719D0001
SAN JUAN/LUIS MUNOZ MARIN APT	TJSJ	0000000000	PUERTO RICO(USA)	AIRPORT AVIATION SERVICES, INC.	SPE60017D0113
FORT WORTH ALLIANCE	KAFW	0000000000	TX	ALLIANCE AVIATION MANAGEMENT LTD	SPE60719D0054
HERNANDO CO	KBKV	0000000000	FL	AMERICAN AVIATION, INC. DBA	SPE60017D0069
RABAT SALE AIRPORT	GMME	0000000000	MOROCCO	AML GLOBAL LIMITED DBA	SPE60719D0129
BASRAH INT'L AIRPORT	ORMM	0000000000	IRAQ	ASADA LOJISTIK AKARYAKIT SANAYI VE	SPE60017D0059

Location ICAO Solicitation Lineitem Country / State Vendor Name Contract

Showing 1 to 10 of 689 entries

Previous 1 2 3 4 5 … 69 Next

Figure 17 IP CIS Main Page – Data Grid

As described in Section 2.3, this table can be filtered to display specific data and also formatted to display different numbers of records per page. In the case of Figure 17 it is set to display 10 records per page and the user can navigate the pages by using the ***Previous***, ***Next***, and individual page numbers at the bottom right of the grid.

The records can also be sorted in either ascending or descending order by any column by clicking the up/down arrows in the column headers. The data grid columns are explained below (Figure 18).

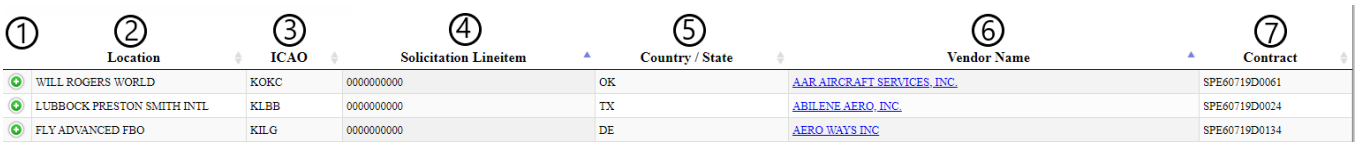
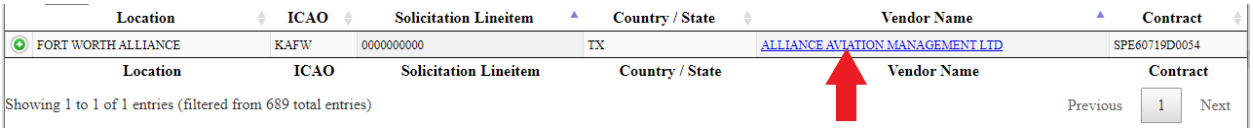


Figure 18 IP CIS Main Page – Data Grid Columns

1) **View/Hide Lineitem Records (+ / -)** – Clicking on this column (+ symbol) expands the corresponding record to show all lineitems and taxes/fees associated with the location contract/solicitation/purchase request (see Section 2.6). If the record is already expanded, then the symbol in the column will be a – symbol and clicking on it will hide the lineitems for the record.
2) **Location** – This is the location/airport name for the record.
3) **ICAO** – This is the International Commercial Airport Organization (ICAO) code for the location for which the record applies.
4) **Solicitation Lineitem** – This column contains the solicitation lineitem number for the location (not the Contract Lineitem). If the record is a contract record, then the value will either be the solicitation lineitem to which it corresponds, padded by "0"s to make it 10 characters in length or it may be all "0"s if no corresponding solicitation lineitem was supplied. If the record is a solicitation record, then the value will be the 4-digit solicitation lineitem number. If the record is a PR record, then this column will be blank. If the grid is filtered to only display PR records, then this column will not be displayed.
5) **Country/State** – This column will display either the state (for domestic locations) or country (for international locations) where this airport is located.
6) **Vendor Name** – This column displays the vendor who was awarded the contract if the record is a contract record. Clicking on the vendor name for a contract record brings up a pop up window displaying more information about the vendor (see Section 2.5). If the record is a Solicitation or PR record then it will be blank. If the grid is filtered to only display Solicitation or PR records, then this column will not be displayed.
7) **Contract** – This column displays the contract number if the record is a contract record. If the record is a solicitation record, it displays the solicitation number for the record. If the record is a PR record then it displays the PR number. Regardless of the type of records being viewed, the column header is always **Contract**.

2.5 IP CIS Main Page Data Grid – View Vendor Data

For location records in the data grid that have been awarded on a contract, the vendor that was awarded the contract will be displayed in the **Vendor Name** column (Figure 19).



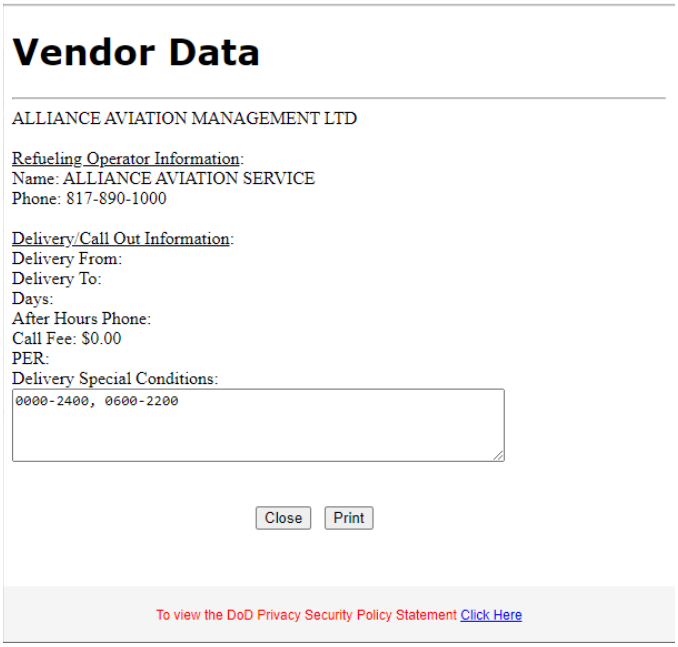
Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
FORT WORTH ALLIANCE	KAFW	0000000000	TX	ALLIANCE AVIATION MANAGEMENT LTD	SPE60719D0054

Location ICAO Solicitation Lineitem Country / State Vendor Name Contract

Showing 1 to 1 of 1 entries (filtered from 689 total entries) Previous 1 Next

Figure 19 IP CIS Main Page – Data Grid Vendor Column

The name will be a link which, when clicked, will display the contact/delivery information for that vendor in a pop-up box (Figure 20).



Vendor Data

ALLIANCE AVIATION MANAGEMENT LTD

Refueling Operator Information:
Name: ALLIANCE AVIATION SERVICE
Phone: 817-890-1000

Delivery/Call Out Information:
Delivery From:
Delivery To:
Days:
After Hours Phone:
Call Fee: $0.00
PER:
Delivery Special Conditions:
0000-2400, 0600-2200

Close Print

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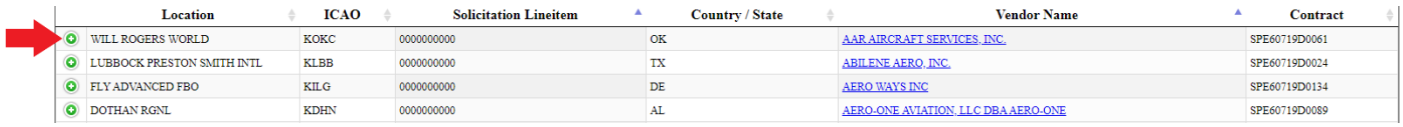
Figure 20 Vendor Data Pop-up Screen

The **Vendor Data** screen (Figure 20) displays vendor information such as the refueling operator name and phone number for the specified airport, and delivery/call out information including hours/days of operation, call out fees, and any special conditions or notes associated with the fuel delivery.

2.6 IP CIS Main Page Data Grid – View Lineitems

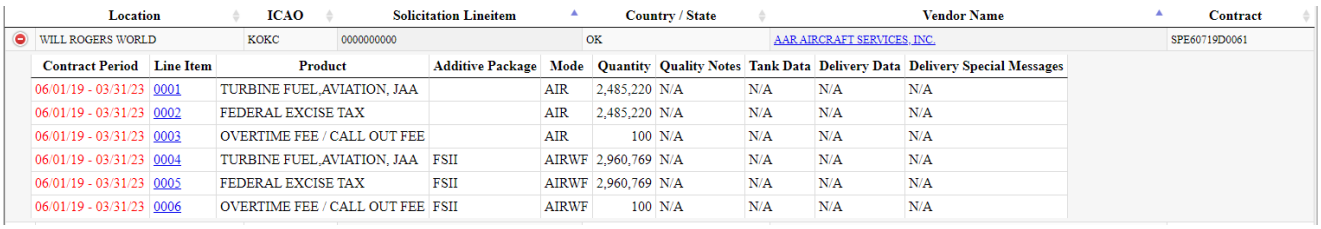
Each record in the main grid corresponds to a single location for a specific buy/contract period. There can be multiple records for a single location if it exists in both a current and future buy. Each record can be expanded to display individual lineitems/requirements assigned to that location and taxes that apply to the lineitems by clicking the green plus sign located in the far left column of the grid for the corresponding location (Figure 21).



Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
WILL ROGERS WORLD	KOKC	0000000000	OK	AAR AIRCRAFT SERVICES, INC.	SPE60719D0061
LUBBOCK PRESTON SMITH INTL	KLBB	0000000000	TX	ABILENE AERO, INC.	SPE60719D0024
FLY ADVANCED FBO	KILG	0000000000	DE	AERO WAYS INC	SPE60719D0134
DOTHAN RGNL	KDHN	0000000000	AL	AERO-ONE AVIATION, LLC DBA AERO-ONE	SPE60719D0089

Figure 21 IP CIS Main Page – Data Grid Expand Lineitems/Taxes

When the plus sign is clicked, all of the lineitems and taxes that are included for the location for the buy in question are displayed under the location record (Figure 22).



Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
WILL ROGERS WORLD	KOKC	0000000000	OK	AAR AIRCRAFT SERVICES, INC.	SPE60719D0061

Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
06/01/19 - 03/31/23	0001	TURBINE FUEL,AVIATION, JAA		AIR	2,485,220	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0002	FEDERAL EXCISE TAX		AIR	2,485,220	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0003	OVERTIME FEE / CALL OUT FEE		AIR	100	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0004	TURBINE FUEL,AVIATION, JAA	FSII	AIRWF	2,960,769	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0005	FEDERAL EXCISE TAX	FSII	AIRWF	2,960,769	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0006	OVERTIME FEE / CALL OUT FEE	FSII	AIRWF	100	N/A	N/A	N/A	N/A

Figure 22 IP CIS Main Page – Data Grid Lineitems/Taxes Displayed

In the example in Figure 22, the location for WILL ROGERS WORLD was expanded. There are actually two fuel lineitems, 0001 which is JAA without additives and 0004 which is JAA with FSII. Lineitems 0002 and 0003 are fees/taxes associated with 0001, and lineitems 0005 and 0006 are the fees/taxes associated with 0004. The following columns are displayed for each lineitem or tax/fee:

- **Contract Period** – These are the dates for which the line tem is supposed to run. It can either be a current or future buy.
- **Line Item** – This is the lineitem number. If the lineitem has been awarded to a contract, this is the Contract Line Item Number (CLIN). If the lineitem has not been awarded, this number will be a solicitation lineitem number. For a CLIN or tax/fee for a CLIN, the number will be a link and clicking on it will display the **Lineitem Data** pop-up window (Figure 25 or Figure 26) with data

for the CLIN or tax/fee including quantity, prices, and lift data (see Section 2.6.1). For solicitation lineitems, this number will not be a link.

- **Product** – The product name for the lineitem or the product for which the lineitem tax/fee applies.
- **Additive Package** – Additive(s) applied to the lineitem.
- **Mode** – Mode of Delivery.
- **Quantity** – Quantity awarded (for CLINs) and requirement quantity for solicitation lineitems.
- **Quality Notes** – If there are any quality notes linked to the lineitem, this column will display a link labeled ***View*** which, when clicked, will display a pop-up window with the notes (see Section 2.6.2). If no notes are linked, the column will display "N/A".
- **Tank Data** – If there are any tank data linked to the lineitem, this column will display a link labeled ***View*** which, when clicked, will display a pop-up window with the data displayed (see Section 2.6.3). If no tank data are linked, the column will display N/A".
- **Delivery Data** – If there are any delivery data linked to the lineitem, this column will display a link labeled ***View*** which, when clicked, will display a pop-up window with the data (see Section 2.6.4). If no delivery data are linked, the column will display "N/A".
- **Delivery Special Messages** – If there are any delivery special messages linked to the lineitem, this column will display a link labeled ***View*** which, when clicked, will display a pop-up window with the messages (see Section 2.6.5). If no messages are linked, the column will display "N/A".

2.6.1 View Lineitem – Lineitem Data and Lift Information for Contract Awards

If a contract award has been made for a location requirement, then the CLIN(s) listed in the **Line Item** column under that location will be hyperlinked. Each CLIN will either pertain to a specific award for a requirement for the location, or a tax or fee that gets applied to the requirement.

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
WILL ROGERS WORLD	KOKC	0000000000	OK	AAR AIRCRAFT SERVICES, INC.	SPE60719D0061

Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
06/01/19 - 03/31/23	0001	TURBINE FUEL,AVIATION, JAA		AIR	2,485,220	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0002	FEDERAL EXCISE TAX		AIR	2,485,220	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0003	OVERTIME FEE / CALL OUT FEE		AIR	100	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0004	TURBINE FUEL,AVIATION, JAA	FSII	AIRWF	2,960,769	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0005	FEDERAL EXCISE TAX	FSII	AIRWF	2,960,769	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0006	OVERTIME FEE / CALL OUT FEE	FSII	AIRWF	100	N/A	N/A	N/A	N/A

Figure 23 **IP CIS Main Page – Contract Lineitems and Taxes/Fees**

In the example in Figure **23**, the lineitems for WILL ROGERS WORLD are displayed. There are actually two lineitems, 0001 which is JAA without additives and 0004 which is JAA with FSII. Lineitem 0002 is the Federal Excise Tax associated with lineitem 0001 and lineitem 0003 is the overtime fee associated with lineitem 0001. Similarly, lineitems 0005 and 0006 are the Federal Excise Tax and overtime fee associated with lineitem 0004. Since the lineitems have been awarded, all of the lineitem numbers are hyperlinked and clicking any of them will open the **Lineitem Data** pop-up window that displays more data relevant to the lineitem award (see Section 2.6.1.a) or tax/fee (see Section 2.6.1.b).

2.6.1.a Viewing Lineitem Data for a CLIN

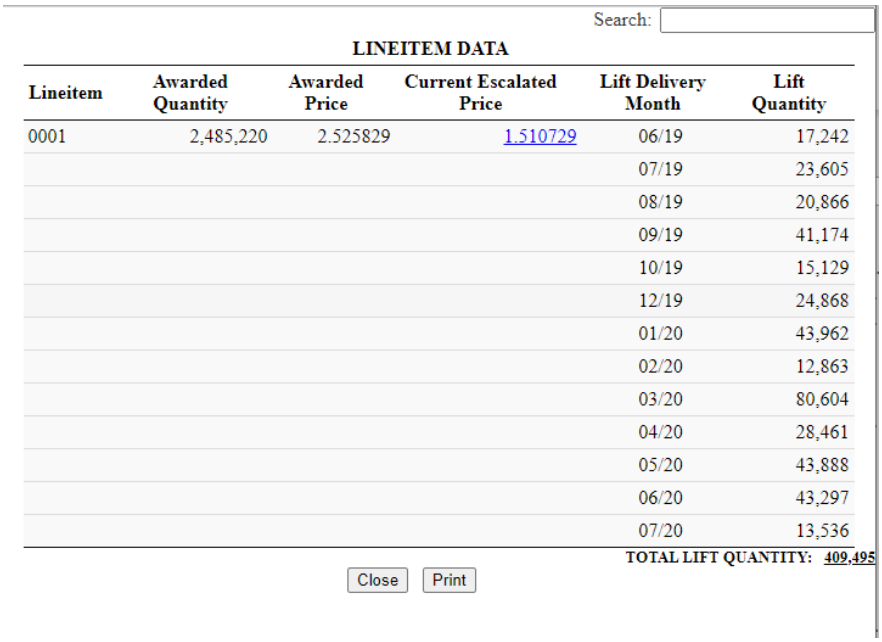
To view data associated with a CLIN listed under a location in the data grid, you must expand the location to display the CLINs for the location (Figure 21) and then click on the **Line Item** number hyperlink for the CLIN in question (Figure 24).

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
WILL ROGERS WORLD	KOKC	0000000000	OK	AAR AIRCRAFT SERVICES, INC.	SPE60719D0061

Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
06/01/19 - 03/31/23	0001	FUEL,AVIATION, JAA		AIR	2,485,220	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0002	FEDERAL EXCISE TAX		AIR	2,485,220	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0003	OVERTIME FEE / CALL OUT FEE		AIR	100	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0004	TURBINE FUEL,AVIATION, JAA	FSII	AIRWF	2,960,769	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0005	FEDERAL EXCISE TAX	FSII	AIRWF	2,960,769	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0006	OVERTIME FEE / CALL OUT FEE	FSII	AIRWF	100	N/A	N/A	N/A	N/A

Figure 24 IP CIS Main Page – View Lineitem Data for a CLIN

In this example, CLIN 0001 for WILL ROGERS WORLD is selected. The **Lineitem Data** pop-up window (Figure 25) is then opened, displaying more information about the contract award.



Search:

LINEITEM DATA

Lineitem	Awarded Quantity	Awarded Price	Current Escalated Price	Lift Delivery Month	Lift Quantity
0001	2,485,220	2.525829	1.510729	06/19	17,242
				07/19	23,605
				08/19	20,866
				09/19	41,174
				10/19	15,129
				12/19	24,868
				01/20	43,962
				02/20	12,863
				03/20	80,604
				04/20	28,461
				05/20	43,888
				06/20	43,297
				07/20	13,536

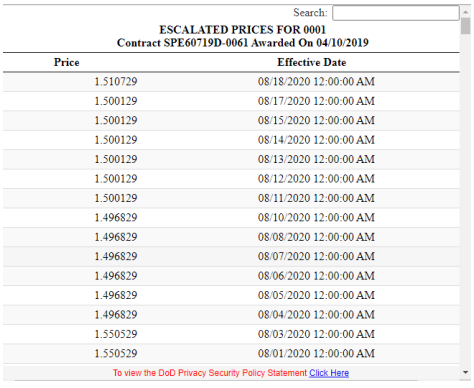
TOTAL LIFT QUANTITY: 409,495

Close Print

Figure 25 Lineitem Data Pop-up (CLIN)

Data on this screen includes:

- **Lineitem** number
- **Awarded Quantity** for this lineitem
- **Awarded Price**
- **Current Escalated Price** – The value in this column is the current escalated price, as stated. Often, this entry will be a hyperlink, clicking on which will display another pop-up window displaying a history of the escalated prices, if it exists (Figure 26).



Search:

ESCALATED PRICES FOR 0001
Contract SPE60719D-0061 Awarded On 04/10/2019

Price	Effective Date
1.510729	08/18/2020 12:00:00 AM
1.500129	08/17/2020 12:00:00 AM
1.500129	08/15/2020 12:00:00 AM
1.500129	08/14/2020 12:00:00 AM
1.500129	08/13/2020 12:00:00 AM
1.500129	08/12/2020 12:00:00 AM
1.500129	08/11/2020 12:00:00 AM
1.496829	08/10/2020 12:00:00 AM
1.496829	08/08/2020 12:00:00 AM
1.496829	08/07/2020 12:00:00 AM
1.496829	08/06/2020 12:00:00 AM
1.496829	08/05/2020 12:00:00 AM
1.496829	08/04/2020 12:00:00 AM
1.550529	08/03/2020 12:00:00 AM
1.550529	08/01/2020 12:00:00 AM

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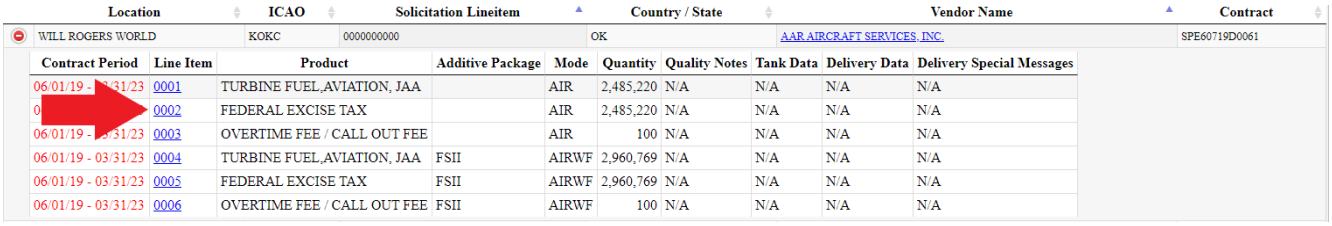
Figure 26 Escalated Prices Pop-up (CLIN)

- Lift History – The last two columns display the lift history by month for this CLIN if it exists.
- The **TOTAL LIFT QUANTITY** is displayed at the bottom right side of the screen.

From the **Lineitem Data** pop-up screen (Figure 25), the user is given the button options of closing the window when done (***Close***) or printing the information if the computer is linked to a printer (***Print***).

2.6.1.b Viewing Lineitem Data for a CLIN Tax or Fee

To view data associated with a tax or fee that is applied to a CLIN listed under a location in the data grid, you must expand the location to display the lineitems for the location (Figure 22) and then click on the lineitem number hyperlink for the tax or fee in question (Figure 27).

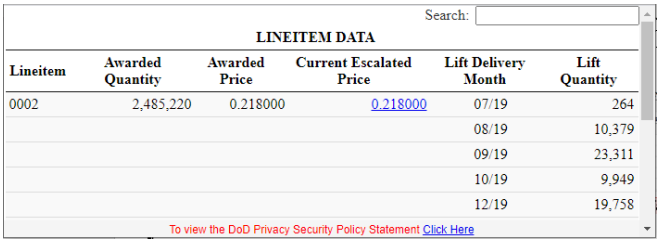


Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
WILL ROGERS WORLD	KOKC	0000000000	OK	AAR AIRCRAFT SERVICES, INC.	SPE60719D0061

Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
06/01/19 - 03/31/23	0001	TURBINE FUEL,AVIATION, JAA		AIR	2,485,220	N/A	N/A	N/A	N/A
0	0002	FEDERAL EXCISE TAX		AIR	2,485,220	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0003	OVERTIME FEE / CALL OUT FEE		AIR	100	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0004	TURBINE FUEL,AVIATION, JAA	FSII	AIRWF	2,960,769	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0005	FEDERAL EXCISE TAX	FSII	AIRWF	2,960,769	N/A	N/A	N/A	N/A
06/01/19 - 03/31/23	0006	OVERTIME FEE / CALL OUT FEE	FSII	AIRWF	100	N/A	N/A	N/A	N/A

Figure 27 IP CIS Main Page – View Lineitem Data for a Tax or Fee

In this example, lineitem 0002 for WILL ROGERS WORLD is selected. This is the FEDERAL EXCISE TAX applied to CLIN 0001 (JAA neat). The **Lineitem Data** pop-up window (Figure 28) is then opened, displaying more information about the tax/fee.



Search:

LINEITEM DATA

Lineitem	Awarded Quantity	Awarded Price	Current Escalated Price	Lift Delivery Month	Lift Quantity
0002	2,485,220	0.218000	0.218000	07/19	264
				08/19	10,379
				09/19	23,311
				10/19	9,949
				12/19	19,758

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Figure 28 Lineitem Data Pop-up (Tax/Fee)

Data on this screen includes:

- **Lineitem** number – This is the lineitem number assigned to the tax or fee, not the actual CLIN that the tax/fee apples to.

- **Awarded Quantity** – Since this is a tax or fee, the awarded quantity is not actually relevant.
- **Awarded Price** – The actual amount for the tax/fee.
- **Current Escalated Price** – Even if a value is included in this column, this is not relevant for taxes or fees. If a value is there, it should be identical to the amount in the **Awarded Price** column.
- Lift History – The last two columns do not apply to taxes or fees.
- The **TOTAL LIFT QUANTITY** displayed at the bottom right side of the screen does not apply to taxes or fees.

From the **Lineitem Data** pop-up screen (Figure 28), the user is given the button options of closing the window when done (***Close***) or printing the information if the computer is linked to a printer (***Print***).

2.6.2 View Lineitem - Quality Notes

If there are any **Quality Notes** for a lineitem, the entry for that lineitem will be a hyperlink that says "***View***" (Figure 29). If no **Quality Notes** are applied to the lineitem, then the entry in the column will read "**N/A**".

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
ABILENE RGNL	KABI	0000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP060015D0091
LUBBOCK PRESTON SMITH INTL	KLBB	0000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP060015D0015
DOTHAN RGNL	KDHN	0000000000	AL	AERO-ONE AVIATION, LLC DBA AERO-ONE	SP060015D0103

Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
05/28/15 - 03/31/19	0001	TURBINE FUEL,AVIATION, JAA		AIR	180,625	View		N/A	View
05/28/15 - 03/31/19	0002	OVERTIME FEE		AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0003	FEDERAL EXCISE TAX		AIR	130,625	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0004	TURBINE FUEL,AVIATION, JAA	FSII	AIR	352,087	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0005	OVERTIME FEE	FSII	AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0006	FEDERAL EXCISE TAX	FSII	AIR	352,087	N/A	N/A	N/A	N/A

Figure 29 Lineitems - View Quality Notes

Clicking the ***View*** hyperlink under the **Quality Notes** column for a lineitem will display a **Quality Notes** pop-up screen (Figure 30) which usually displays the contact information for the person responsible for checking the quality of the contractor's fuel for the location.

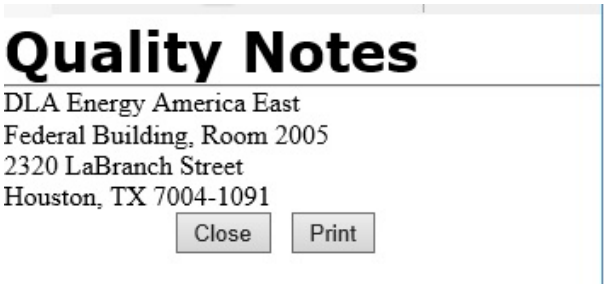
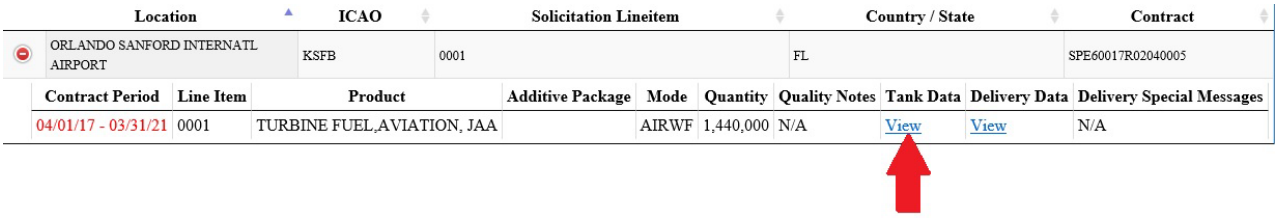


Figure 30 Quality Notes Pop-up Screen

From the **Quality Notes** pop-up screen (Figure 30), the user is given the button options of closing the window when done (***Close***) or printing the information if the computer is linked to a printer (***Print***).

2.6.3 View Lineitem – Tank Data

If there are any **Tank Data** for a lineitem, the entry for that lineitem will be a hyperlink that says "***View***" (Figure 31). If no **Tank Data** are linked to the lineitem, then the entry in the column will read "**N/A**".



Location	ICAO	Solicitation Lineitem	Country / State	Contract
ORLANDO SANFORD INTERNATL AIRPORT	KSFB	0001	FL	SPE60017R02040005

Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
04/01/17 - 03/31/21	0001	TURBINE FUEL,AVIATION, JAA		AIRWF	1,440,000	N/A	View	View	N/A

Figure 31 Lineitems - View Tank Data

Clicking the ***View*** hyperlink under the **Tank Data** column for a lineitem will display a **Tank Data** pop-up screen (Figure 32) which displays, in a grid format, information specific to storage tanks for the specified delivery location.

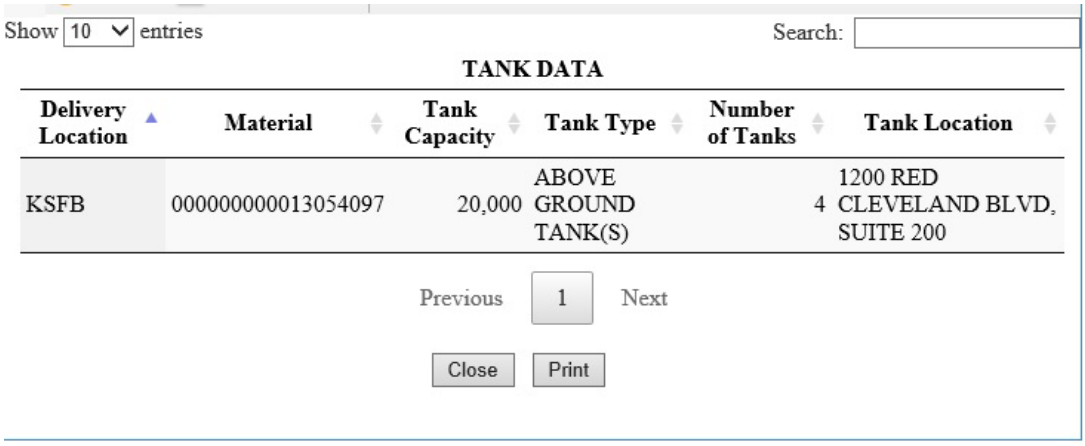


Figure 32 Tank Data Pop-up Screen

From the **Tank Data** pop-up screen (Figure 32), the user is given the button options of closing the window when done (***Close***) or printing the information if the computer is linked to a printer (***Print***).

2.6.4 View Lineitem – Delivery Data

If there are any **Delivery Data** for a lineitem, the entry for that lineitem will be a hyperlink that says "***View***" (Figure 33). If no **Delivery Data** are linked to the lineitem, then the entry in the column will read "**N/A**".

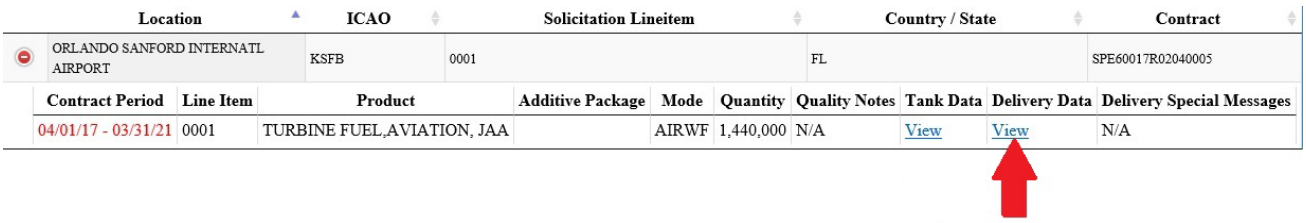
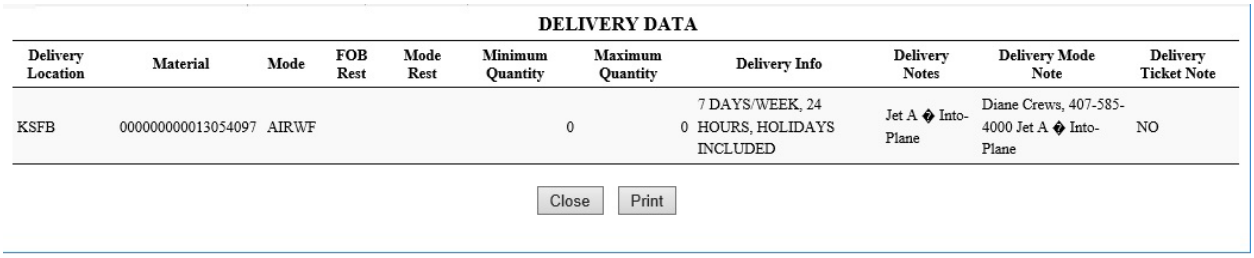


Figure 33 Lineitems - View Delivery Data

Clicking the ***View*** hyperlink under the **Delivery Data** column for a lineitem will display a **Delivery Data** pop-up screen (Figure 34) which displays, in a grid format, information specific to the delivery of fuel for the specified delivery location.



DELIVERY DATA

Delivery Location	Material	Mode	FOB Rest	Mode Rest	Minimum Quantity	Maximum Quantity	Delivery Info	Delivery Notes	Delivery Mode Note	Delivery Ticket Note
KSFB	000000000013054097	AIRWF			0	0	7 DAYS/WEEK, 24 HOURS, HOLIDAYS INCLUDED	Jet A Into-Plane	Diane Crews, 407-585-4000 Jet A Into-Plane	NO

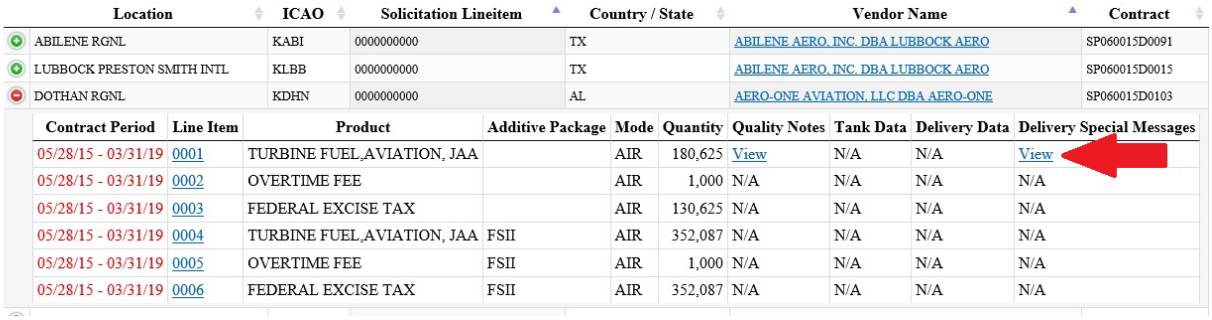
Close Print

Figure 34 Delivery Data Pop-up Screen

From the **Delivery Data** pop-up screen (Figure 34), the user is given the button options of closing the window when done (***Close***) or printing the information if the computer is linked to a printer (***Print***).

2.6.5 View Lineitem – Delivery Special Messages

If there are any **Delivery Special Messages** for a lineitem, the entry for that lineitem will be a hyperlink that says "***View***" (Figure 35). If no **Delivery Special Messages** are linked to the lineitem, then the entry in the column will read "**N/A**".



Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
ABILENE RGNL	KABI	0000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP060015D0091
LUBBOCK PRESTON SMITH INTL	KLBB	0000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP060015D0015
DOTHAN RGNL	KDHN	0000000000	AL	AERO-ONE AVIATION, LLC DBA AERO-ONE	SP060015D0103

Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
05/28/15 - 03/31/19	0001	TURBINE FUEL,AVIATION, JAA		AIR	180,625	View	N/A	N/A	View
05/28/15 - 03/31/19	0002	OVERTIME FEE		AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0003	FEDERAL EXCISE TAX		AIR	130,625	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0004	TURBINE FUEL,AVIATION, JAA	FSII	AIR	352,087	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0005	OVERTIME FEE	FSII	AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0006	FEDERAL EXCISE TAX	FSII	AIR	352,087	N/A	N/A	N/A	N/A

Figure 35 Lineitems - View Delivery Special Massages

Clicking the ***View*** hyperlink under the **Delivery Special Messages** column for a lineitem will display a **Delivery Special Message** pop-up screen (Figure 36) which displays, in grid format, any special messages pertaining to the delivery of fuel for the specified delivery location.

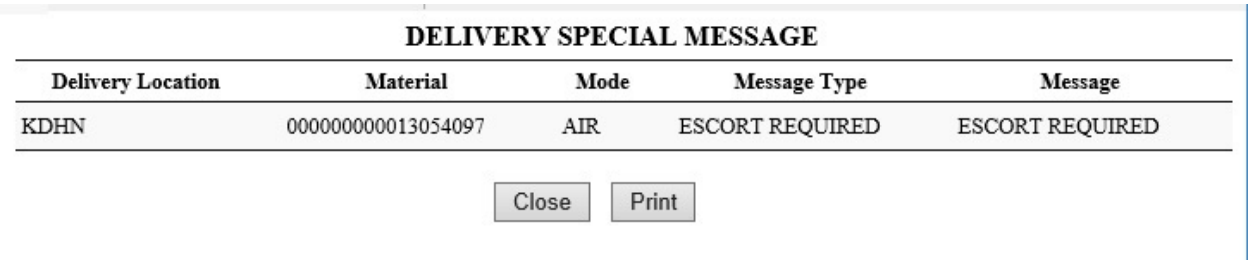


Figure 36 Delivery Special Message Pop-up Screen

From the **Delivery Special Message** pop-up screen (Figure 36), the user is given the button options of closing the window when done (***Close***) or printing the information if the computer is linked to a printer (***Print***).

2.7 Producing Reports

In addition to being able to print the output of many screens mentioned above, there are also several reports that can be produced in various formats from IP CIS. These include:

- Requirements Report (spreadsheet)
- Global Lift Report (spreadsheet)
- Canadian Bulletin (PDF)

2.7.1 Requirements Report Spreadsheet

You can produce a spreadsheet containing data for specific locations/requirements by clicking the ***Download Spreadsheet*** link on the **Main Page** above the data grid (Figure 37).

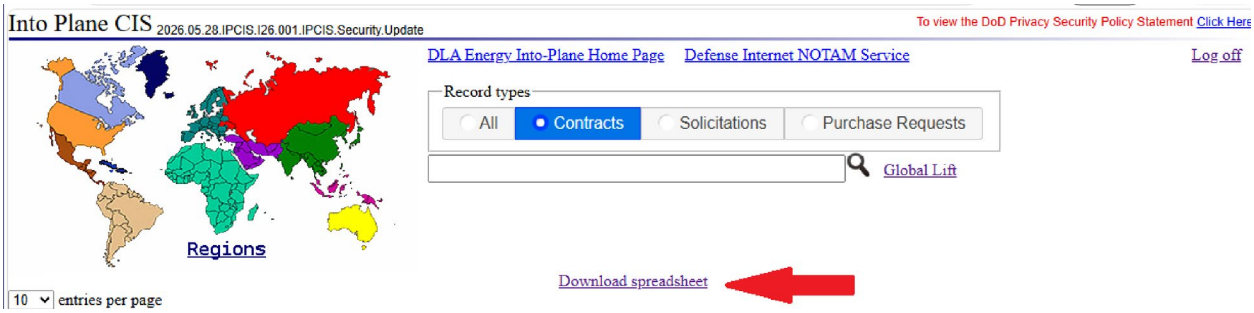


Figure 37 Download Spreadsheet (Requirements) Option

This creates a spreadsheet of all of the lineitems for all of the locations that meet the current filtering options.

To create the report, you must first determine what requirements you want to include in the report. To do this, use the filtering options described in Section 2.3 above. You can choose the types of records (**Contracts**, **Solicitations**, **Purchase Requests**, or **All**) and you can filter down to specific records either by regions/countries/states or by typing in a specific filter into the filter textbox. For more information how to filter the locations, see Section 2.3.

As an example, to produce a requirements report for all lineitems on contracts for the state of California in the U.S., make sure the **Contracts** option is selected under the **Record types** radio buttons. You can then either type in *California* (or *CA*) in the filter textbox under the **Record types** radio buttons or click on the United States region on the map on the left side of the screen (Figure 38).

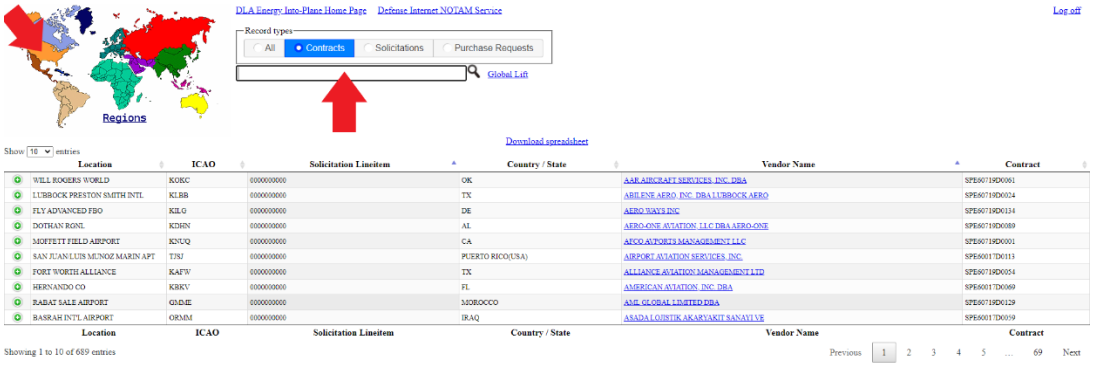


Figure 38 Filter Options to Produce Requirements Report

In this example, the map was used. When the United States was clicked, a list of states is displayed. California was clicked (Figure 39).

Figure 39 Filter Options to Produce Requirements Report – Select California

Once California is clicked, the data grid is filtered to show only locations in California under contracts (Figure 40). Note that the number of records to be displayed per page on the screen is only 10. Below the data grid, it says "*Showing 1 to 10 of 67 entries (filtered from 689 total entries)*". For the Requirements report, all lineitems for all filtered entries will be included, regardless of how many are shown per page on the screen. In this example, the lineitems will be included for the 67 filtered California locations with contracts.

Once the filtering is completed to select the required locations, click the ***Download Spreadsheet*** link above the grid.

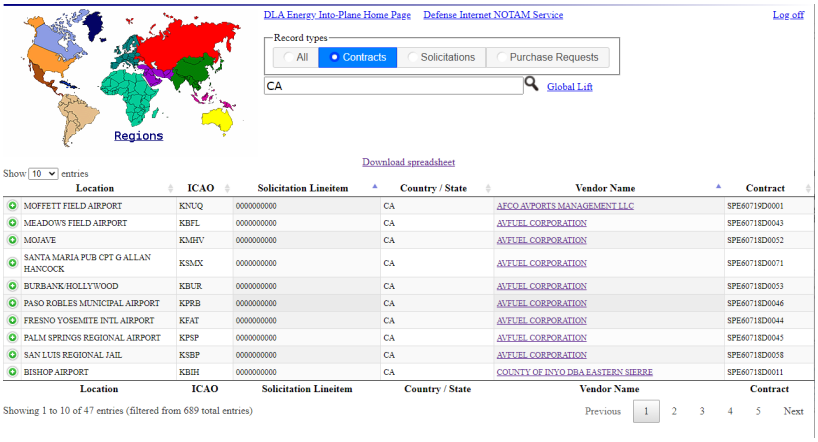


Figure 40 Requirements Report – Filtered Grid

Depending on your browser, you will be given an option to **Open** or **Save** the spreadsheet (Figure 41). The spreadsheet is created in CSV format, which is normally opened in Microsoft Excel. If you open the file directly, it should open in Excel. From there you can save it as an Excel (.xls) file. If you save the file, it will save it in your default download folder as a CSV file unless you change it.

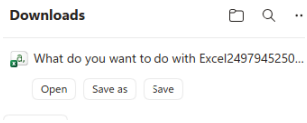


Figure 41 Requirements Report – Open/Save Options

When the ***Open*** option is selected, an Excel window will be opened and the spreadsheet will be displayed. You can then format it and save it as whatever file type you wish. In the example below, only the top and bottom of the spreadsheet are displayed, as there are 133 total lineitems (including taxes and fees) for the 67 California locations selected.

	Location	ICAO	Country/S	Vendor Na	Contract/S	Contract F	Line Item	Purchase	Product	Additives	Mode	Quantity	Award Pri	Total Dollar Value
2	BARSTOW	KDAG	CA	Daggett A	SPE60718(	06/01/18 -	4	23W	TURBINE F	FSII	AIRWF	622474	3.557743	2214603
3	BARSTOW	KDAG	CA	Daggett A	SPE60718(	06/01/18 -	1	23W	TURBINE FUEL AVIAT		AIR	117210	3.517743	412314.7
4	BARSTOW	KDAG	CA	Daggett A	SPE60718(	06/01/18 -	2	23W	CUSTOMS DUTY			117210	0.02	2344.2
5	BARSTOW	KDAG	CA	Daggett A	SPE60718(	06/01/18 -	3	23W	FEDERAL EXCISE TAX			117210	0.218	25551.78
6	BARSTOW	KDAG	CA	Daggett A	SPE60718(	06/01/18 -	5	23W	CUSTOMS DUTY		AIRWF	622474	0.02	12449.48
7	BARSTOW	KDAG	CA	Daggett A	SPE60718(	06/01/18 -	6	23W	FEDERAL EXCISE TAX		AIRWF	622474	0.218	135699.3
8	BARSTOW	KDAG	CA	Daggett A	SPE60718(	06/01/18 -	7	23W	OVERTIME FEE / CAL		OUT FEE	900	50	45000
9	BARSTOW	KDAG	CA	Daggett A	SPE60718(	06/01/18 -	8	23W	OVERTIME FEE / CAL		AIR	300	50	15000
10	BISHOP AI	KBIH	CA	COUNTY C	SPE60718(	04/01/18 -	2	23W	FEDERAL E	FSII	AIRWF	331520	0.218	72271.36
11	BISHOP AI	KBIH	CA	COUNTY C	SPE60718(	04/01/18 -	1	23W	TURBINE F	FSII	AIRWF	331520	2.81114	931949.1
12	BROWN FI	KSDM	CA	Lancair Co	SPE60718(	07/01/18 -	2	23W	FEDERAL E	FSII	AIRWF	5217442	0.218	1137402
13	BROWN FI	KSDM	CA	Lancair Co	SPE60718(	07/01/18 -	1	23W	TURBINE F	FSII	AIRWF	5217442	3.14404	16403846
14	BROWN FI	KSDM	CA	Lancair Co	SPE60718(	07/01/18 -	3	23W	OVERTIME	FSII	AIRWF	100	55	5500
15	BURBANK	KBUR	CA	AVFUEL C	SPE60718(	09/07/18 -	4	23W	TURBINE F	FSII	AIRWF	747850	2.37962	1779599
16	BURBANK	KBUR	CA	AVFUEL C	SPE60718(	09/07/18 -	5	23W	FEDERAL E	FSII	AIRWF	747850	0.218	163031.3
17	BURBANK	KBUR	CA	AVFUEL C	SPE60718(	06/01/18 -	3	23W	STATE/LOCAL TAX		AIR	747850	0.02	14957
18	BURBANK	KBUR	CA	AVFUEL C	SPE60718(	09/07/18 -	6	23W	STATE/LO	FSII	AIRWF	747850	0.02	14957
19	BURBANK	KBUR	CA	AVFUEL C	SPE60718(	06/01/18 -	1	23W	TURBINE FUEL AVIAT		AIR	747850	2.31962	1734728
20	BURBANK	KBUR	CA	AVFUEL C	SPE60718(	06/01/18 -	2	23W	FEDERAL EXCISE TAX		AIR	747850	0.218	163031.3

124	SANTA BA	KSBA	CA	EPIC AVIA	SPE60718(	12/04/18 -	4	23W	TURBINE F	FSII	AIRWF	160000	2.240953	358552.5
125	SANTA BA	KSBA	CA	EPIC AVIA	SPE60718(	07/01/18 -	3	23W	OVERTIME FEE / CAL		AIR	100	100	10000
126	SANTA MA	KSMX	CA	AVFUEL C	SPE60718(	06/01/18 -	5	23W	STATE/LO	FSII	AIRWF	2508386	0.02	50167.72
127	SANTA MA	KSMX	CA	AVFUEL C	SPE60718(	06/01/18 -	2	23W	FEDERAL E	FSII	AIRWF	2508386	0.218	546828.2
128	SANTA MA	KSMX	CA	AVFUEL C	SPE60718(	06/01/18 -	1	23W	TURBINE F	FSII	AIRWF	2508386	3.42306	8586356
129	SANTA MA	KSMX	CA	AVFUEL C	SPE60718(	06/01/18 -	4	23W	Rapid Refi	FSII	RRAIR	20000	0.05	1000
130	SANTA MA	KSMX	CA	AVFUEL C	SPE60718(	06/01/18 -	3	23W	OVERTIME	FSII	AIRWF	200	75	15000
131	VICTORVI	KVCV	CA	Freeman I	SPE60718(	07/01/18 -	1	23W	TURBINE FUEL AVIAT		AIR	14143640	3.16914	44823175
132	VICTORVI	KVCV	CA	Freeman I	SPE60718(	07/01/18 -	2	23W	FEDERAL EXCISE TAX		AIR	14143640	0.218	3083314
133	VICTORVI	KVCV	CA	Freeman I	SPE60718(	07/01/18 -	3	23W	TURBINE F	FSII	AIRWF	169968	3.23914	550550.2
134	VICTORVI	KVCV	CA	Freeman I	SPE60718(	07/01/18 -	4	23W	FEDERAL E	FSII	AIRWF	169968	0.218	37053.02
135										TOTAL LINEITEMS:	133			

Figure 42 Requirements Report – Spreadsheet Example

2.7.2 Global Lift Report Spreadsheet

The **Global Lift Data Report** was developed to allow DLA Energy item managers to easily review lifted quantity versus previously solicited quantity by Region and Purchase Program to assist in determining quantities to be solicited on the next procurement cycle. The report, which lists all lift data based on users' Region and Purchase Program selections, can be opened or saved.

To create a **Global Lift** report, click on the ***Global Lift*** link on the **Main Page**, to the right of the filtering textbox (Figure 43). Unlike the **Requirements Report** above, filtering prior to clicking the link is not necessary, as report filter options will be given later.

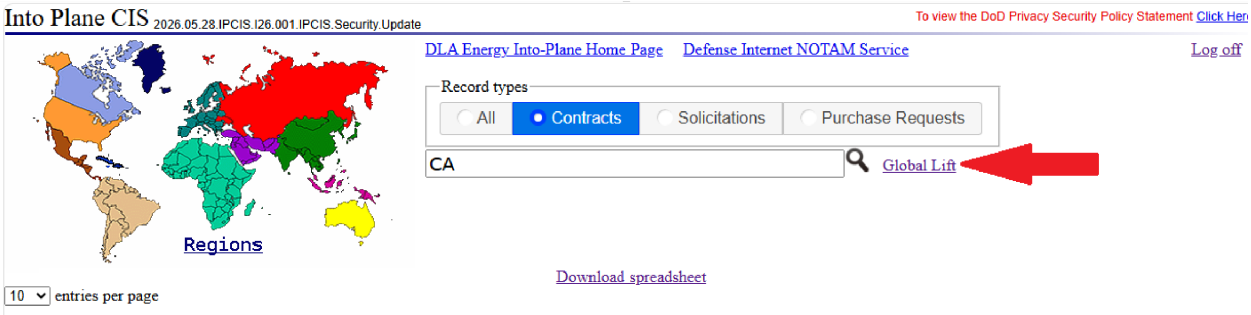


Figure 43 Select Global Lift Report

After the ***Global Lift*** option is clicked, the **Global Lift Data Selection** screen (Figure 44) showing selection/deselection boxes will be displayed. To create the report, both one or more **Regions** and one or more **Purchase Programs** must be selected. Note that until at least one **Region** is selected, no **Purchase Programs** will be available to select. The list of available **Purchase Programs** is dependent on the **Regions** that are selected.

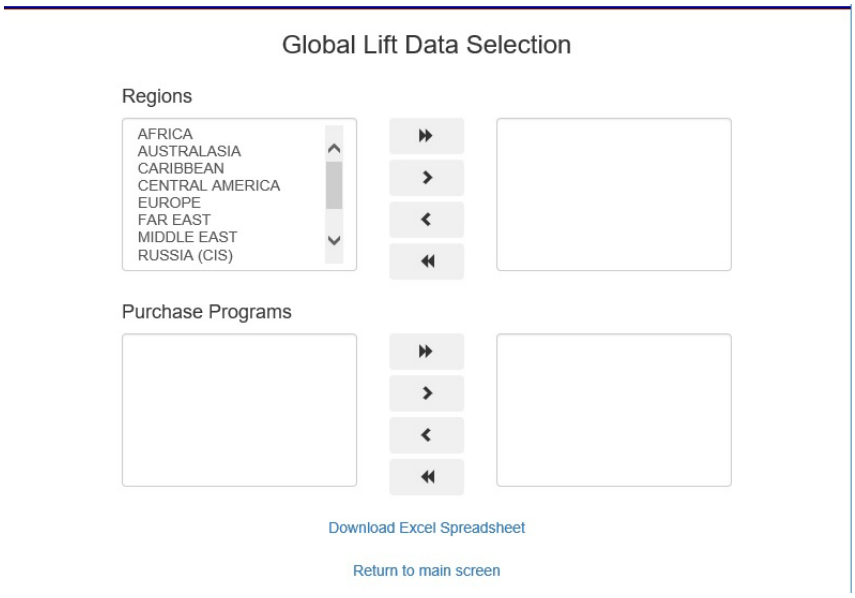


Figure 44 Global Lift Report Data Selection

To select a **Region**, you can either single-click on an item in the left box to select it, then click the "**>**" button to move it to the right hand box. If you want to move all regions, you can click the "**>>**" button. Or to move a single item, you can just double-click it. Deselecting an item works the same way moving an item from the right-hand box to the left by using the "**<**" or "**<<**" buttons or by double clicking the item. Note that if there are more regions than can be displayed in either box, then the box will scroll. For this example, first the UNITED STATES was selected for the **Region** (Figure 45).

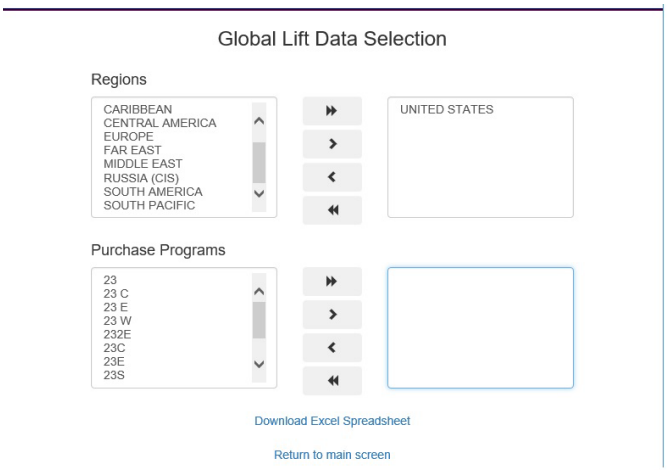


Figure 45 Global Lift Report Data Selection – Regions

After the **Region** is selected, all of the relevant available purchase programs are displayed. For this example, program 23S is selected (Figure 46).

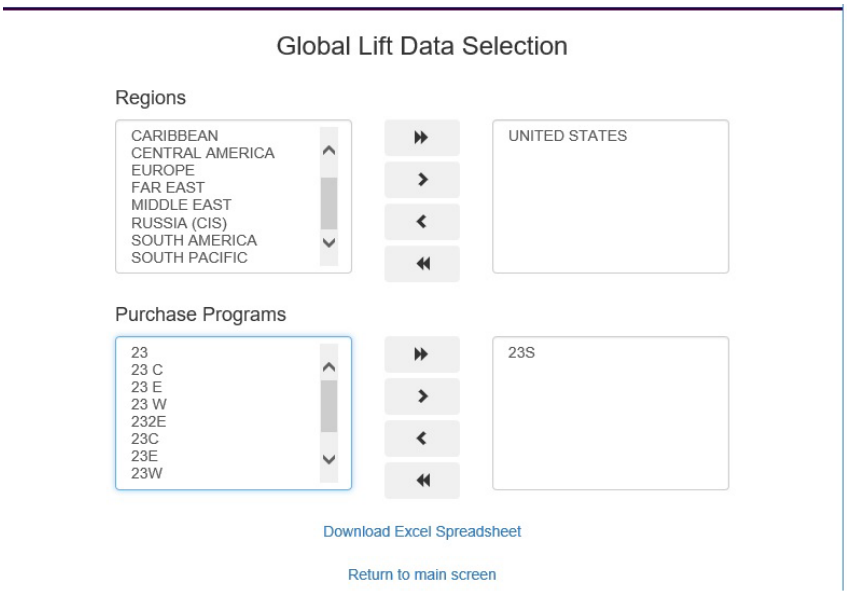


Figure 46 Global Lift Report Data Selection – Purchase Programs

Once the **Region**(s) and **Program**(s) are all selected, click the ***Download Excel Spreadsheet*** link below the selection boxes to start the report processing. ***NOTE*: some reports might take several minutes to create, depending on the amount of data being reported. Only click the link once**.

When the report is generated, you will be given the option of opening the report in Excel, saving the report on your computer (as a .csv file), or cancelling the report generation (Figure 47). If the report is opened in Excel, then it can be saved from that screen as an Excel file normally. For this example, the report is being opened in an Excel window.

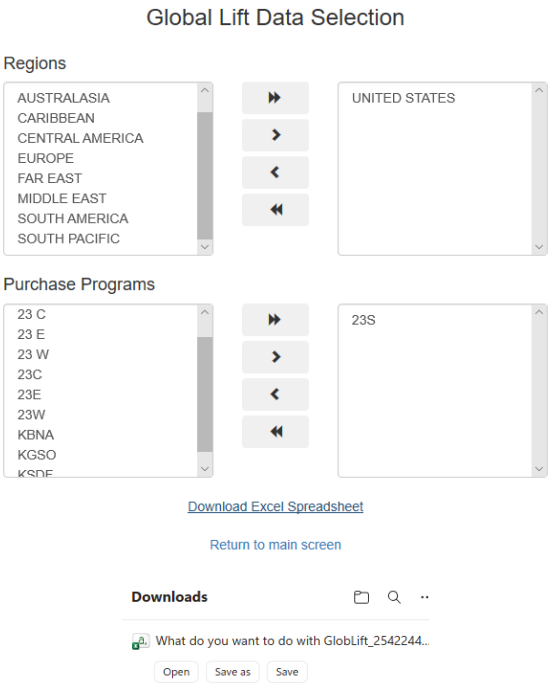


Figure 47 Global Lift Report Data Selection – Report Options

When the report is opened in Excel, you can format it, save it, or print it as needed as with any Excel file. The data are grouped by lineitem, with monthly lift quantities displayed per line then totaled at the bottom. If no quantity has been lifted that will be noted.

	Region	Purchase Program	Lineitem	Awarded Quantity	Awarded Price	Current Escalated Price	Lift Delivery Month	Lift Quantity
2	UNITED STATES	23	3	13591	0.218	0		0
3							TOTAL LIFT QUANTITY:	0
4								
5	UNITED STATES	23	4	93121	2.526	0	19-Aug	1200
6	UNITED STATES	23	4	93121	2.526	0	19-Oct	10916
7	UNITED STATES	23	4	93121	2.526	0	19-Dec	17611
8	UNITED STATES	23	4	93121	2.526	0	20-Jan	11136
9	UNITED STATES	23	4	93121	2.526	0	20-Feb	7494
10	UNITED STATES	23	4	93121	2.526	0	20-Apr	8184
11	UNITED STATES	23	4	93121	2.526	0	20-Jun	8530
12	UNITED STATES	23	4	93121	2.526	0	20-Jul	1023
13							TOTAL LIFT QUANTITY:	66094
14								
15	UNITED STATES	23	4	50	95	0		0
16							TOTAL LIFT QUANTITY:	0
17								
18	UNITED STATES	23	5	367202	0.218	0	19-Jan	299
19							TOTAL LIFT QUANTITY:	299
20								
21	UNITED STATES	23S	1	97092	3.1716	2.09456	19-May	1188
22	UNITED STATES	23S	1	97092	3.1716	2.09456	19-Jun	1736
23	UNITED STATES	23S	1	97092	3.1716	2.09456	19-Jul	1639
24	UNITED STATES	23S	1	97092	3.1716	2.09456	19-Aug	3419
25	UNITED STATES	23S	1	97092	3.1716	2.09456	19-Sep	6433
26	UNITED STATES	23S	1	97092	3.1716	2.09456	19-Oct	4890
27	UNITED STATES	23S	1	97092	3.1716	2.09456	19-Dec	2862
28	UNITED STATES	23S	1	97092	3.1716	2.09456	20-Jan	775
29	UNITED STATES	23S	1	97092	3.1716	2.09456	20-Feb	3505
30	UNITED STATES	23S	1	97092	3.1716	2.09456	20-Apr	1826
31	UNITED STATES	23S	1	97092	3.1716	2.09456	20-Jun	811
32	UNITED STATES	23S	1	97092	3.1716	2.09456	20-Jul	3970
33							TOTAL LIFT QUANTITY:	33054

Figure 48 Global Lift Report

The spreadsheet is opened in a separate Excel window. The **Global Lift Data Selection** window remains open with the previous selection. You can go back and create another report if necessary or, when done, click the "***Return to main screen***" link (Figure 49) to go back to the IP CIS **Main Page**.

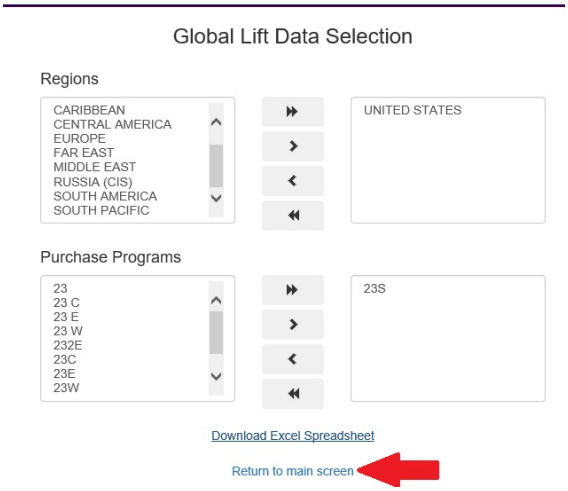


Figure 49 Global Lift Report Data Selection – Return to main screen

2.7.3 Canadian Bulletin (PDF)

When filtering on a region using the map on the **Main Page** as detailed in Section 2.3.2 above, if you select Canada on the map (Figure 50), instead of filtering the data grid, a new browser window will be opened to display the Canadian Bulletin (Figure 51). This is simply a PDF version of a report that contains all Canadian Into Plane contracts.

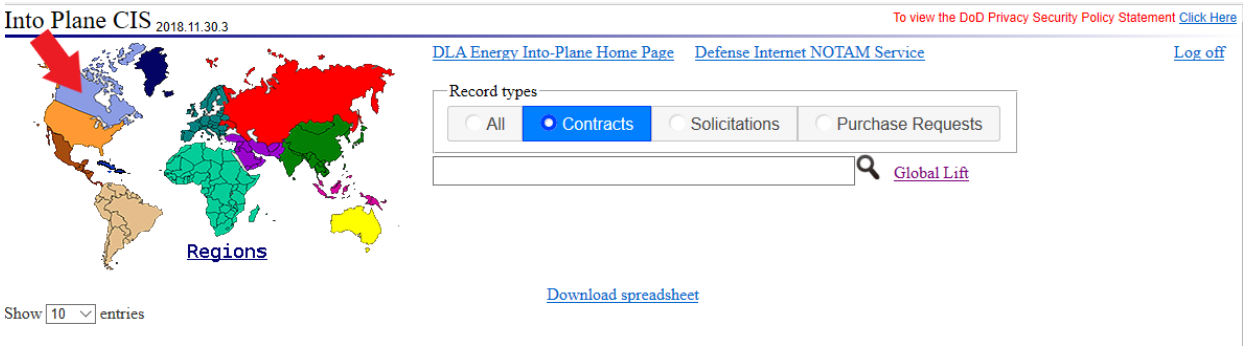


Figure 50 Canadian Bulletin – Select Canada

CANADIAN DEFENSE CONTRACTS JET A-1 W/FSII

1 JULY 2020 through 31 May 2022

	PRIMARY/POC (REFUELLER IF DIFFERENT) PHONE (FAX) CELL
CYYT St. John's Apt, St. John's NL	Woodward's/Tony Aylward (Hanger #5) 709-579-3776 (8513) W&W/O FSII
CYDF Deer Lake Apt, Deer Lake, NL	Woodward's/Mike Sooley 709-635-3776 (same)
CYQX Gander Apt, Gander NL	Woodward's/Mike Sooley 709-256-4414 (2314)
CYQY Sydney Apt, Cape Breton, NS	Irving/John O'Leary(ASIG) 902-564-8101 (same)
CYHZ Halifax IAP, Halifax NS	Shell/Dennis Hall(InnotechAvnSvc) 902-873-3737 (3936)
CYSU Slemon Park Apt, Slemon Park, PE	Irving/Brian Whitehead(SlemonParkCorp) 902-432-1760 (436-9860)
CYFC Fredericton Apt, Fredericton, NB	Irving/Greg Isenor(Menzies Avn/ASIG) 506-866-8143 (446-5103)
CYZV Sept-Iles Apt, Sept-Iles, PQ	Apron Fuel Svcs/Eric Tremblay(Harnois Energies) 418-968-9975 (962-3057)
CYQB Quebec City Apt, Quebec, PQ	Avjet/Garry Ross 418-871-1958 (0555)
CYHU St-Hubert Apt, St-Hubert, PQ	World Fuel/Steve Luger Ramp Mgr(Lux FBO) 514-312-1885
CYUL Pierre E. Trudeau IAP, Montreal, PQ	World Fuel/Richard Mailhot Mgr(SkySvcFBO) 514-636-3300 (4855)
CYMX Mirabel Apt, Mirabel, PQ	Apron Fuel/Valérie Delorme (Helibellule) 450-476-1000 (1002)
CYOW Ottawa IAP, Ottawa, ON	World Fuel/Javier Pascuet GM (SkySvcFBO) 613-739-3776 (5953)
CYGK Kingston Apt, Kingston, ON	World Fuel/Sandra Brash(CentralAirways Hanger#1) 613-389-9300 (3126)
CYYZ Pearson IAP, Toronto, ON	World Fuel/Mike Denham(SkysvcFBO) 905-362-5932 (677-2747)
CYQM Moncton Apt, Moncton NB	Irving Oil/Greg Isenor (ASIG) 506-857-9140 (8287)
CYHM Hamilton Apt, Hamilton, ON	Apron Fuel Svcs/Tyler Hunt (Aero ship) 289-439-5468 (905-679-8377)
CYXU London Apt, London, ON	World Fuel/Jenny Aquino(ExecutiveAvn) 519-453-5370 (1110)
CYTS Timmins Apt, Timmins, ON	World Fuel/Dan Plourded(AirCreebec) 705-264-9521 (268-0642 ex 3115)
CYYB Jack Garland Civil, North Bay, ON	World Fuel/Duncan Sharp(VoyageurAptSvcs) 705-495-4184 (476-6773)
CYSB Sudbury Apt, Sudbury, ON	World Fuel/Wellington McLeod(ExecAvn) 705-699-0789 (693-2658)
CYAM Sault St Marie, Sault St Marie, ON	Avjet/Andrew Scott(JD Aero) 705-541-8153 (779-3250) W&W/O FSII
CYQT Thunder Bay, Thunder Bay, ON	Shell/ Amanda Olafson(InnotechAvnSvcs) 807-475-5915 (8321)
CYQR Regina Apt, Regina, SK	Exec Flt Ctr/James Maxwell(ExecFlt) 306-517-5223 (afthrs:639-382-1879)
CYXE Saskatoon Apt, Saskatoon, SK	Shell/Graham Snell(Depmar,Hgr#10,DiefenbkrApt)306-931-8552 (242-4113)
CYQL Lethbridge Apt, Lethbridge AB	Exec Flt Ctr/Alex Wilson(AirWestFltSpt) 403-328-4488 (320-7289)
CYYC Calgary IAP, Calgary, AB	World Fuel/ Darryl Golbeck(SkySvcFBO) 403-592-3700 (250-7726)
CYEG Edmonton IAP, Edmonton, AB	Shell/Sarah Gratton(YegFBO) 780-890-1300 (1310) W&W/O FSII
CYLW Kelowna Apt, Kelowna, BC	Shell/Del Kohnke(ShellAeroctr) 250-765-8155 (0814)
CYXX Abbotsford Apt, Abbotsford, BC	Shell/Del Kohnke(CarsonAir) 604-854-1964 (1285)
CYVR Vancouver IAP, Richmond, BC	World Fuel/Mike Yeoh(MillionAir) 604-273-6688 (6629)

Figure 51 Canadian Bulletin

The PDF report can be printed or saved as with a normal PDF file using the tool box/icons that are displayed at the bottom if the cursor is moved over the report. Since this report is displayed in a separate browser window, you can select the original window to return to the **Main Page** (Figure 3Figure 12), or just close the report window.

SECTION 3. USER ID AND TYPES

Since the IP CIS application is 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 an IP CIS user.

Table 1 User Functionality by User Type

User Functions	User Type
	Read-Only (All Users)
Filter Data by ICAO, Region, Country/State, Location	✓
View Location Data Grid	✓
View/Print Vendor Data	✓
View Contract Lineitem Data	✓
View Solicitation and/or Purchase Request Lineitem Requirement Data for Unawarded Locations	✓
View Tax and Fee Data for Lineitems	✓
View/Print Quality Notes	✓
View/Print Tank Data	✓
View/Print Delivery Data	✓
View/Print Delivery Special Messages	✓
Download Requirements Data to Excel Spreadsheet	✓
Print Requirements Data	✓
Create/View/Print/Download Global Lift Data Report	✓