# **USER MANUAL**

Version 1.0

## Prices To Web

P2W

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#### SECTION 1. SCOPE OF THE USER MANUAL

#### 1.1 Document Overview

This document, the Prices To Web (P2W) User Manual (UM) describes the various steps taken to use the Prices To Web application from an end-user's perspective. This UM is applicable to the latest version of the Bulk OET application as found in <a href="Appendix C">Appendix C</a>.

### 1.1.1 Document Navigations Conventions

This document contains many hyperlinks. To navigate back to your original section after clicking on a hyperlink within this document, use *Alt+left arrow*.

A navigation pane is provided, on the left side of the document, containing heading links which you can use to easily get to a specific section containing the information you want. The heading links displaying an arrow to the left are expandable, by clicking the arrow, to display related sub-sections.

\*NOTE: If the Navigation Pane is not displayed upon opening the .pdf, the following steps will display it: In the Browser window, click **File > Properties**; on the **Initial View** tab of the **Properties** screen, select Bookmark Panel and Page in the **Navigation tab** field dropdown, and click the **OK** button. Save and close the .pdf. The Navigation Pane will be displayed upon re-opening the .pdf.

## **1.2** Application Overview

The Prices To Web application allows users to view all price updates for DLA Energy Contract Lineitems (CLINs). Contract price updates from price services (e.g., OPIS, PLATTS, etc...) are processed daily and the escalated prices (hereafter in this document referred to as Prices) are loaded into the Prices To Web data tables. P2W gives users a web interface through which to query, display and produce reports of these data. These reports provide escalated pricing data, by Contract and CLIN, for use by Vendors, Contract Specialists, and other interested parties (in accordance with the Freedom of Information Act [FOIA], these data are available to the public), for instance:

- Escalated pricing data aids Vendors in determining the price to invoice the government for delivery of their Product on a particular date.
- Perspective vendors can review historical pricing data for a Product at a particular location to aid in the preparation of a Solicitation response.
- Contract Specialists review historical pricing data and syncing of the escalated prices from the pricing services.

This version of the Prices To Web application was designed to replace the previous version which was limited in its functionality. This new version includes an updated web interface with enhanced filtering and sorting capabilities and a spreadsheet report option.

#### 1.2.1 Application Navigation Conventions

Throughout the various Prices To Web screens, the following navigation conventions are used to assist the user:

#### Web Browser

 Applications must be accessed through a DLA approved browser, which as of the writing of this document does not include Mozilla Firefox.

#### Menus/Links

o A menu, located on the left of the screen, is used to navigate certain functions for the application.

#### Column Sorting.

Arrow(s) in the column title indicate the data are sortable by that column.
 Clicking the title/arrow reorders data alphabetically/ numerically. The up or down direction of the arrow indicates which direction the data are sorted (ascending or descending).

#### • Grid Column Filter Options/Search

o Filtering/search text boxes at the bottom of the columns allow for the grid to display only filtered items. The filtering is dynamic, meaning when a letter is typed, the grid is re-displayed based on the entry. It is also cumulative, where the grid can be filtered on multiple fields. The grid displays records that match the string regardless of where it is in the entry in the column. For instance, entering "18D" in the Contract Number filter box will match any contract numbers with the string "18D" anywhere in the entry. The matching is NOT case sensitive.

#### Grid Display Options

- The number of entries/records displayed on a page can be selected using the pull down menu (Figure 1). The default is 10.
- o If more records exist based on the filter selections than can be displayed on a page in the grid, then page navigation can be accomplished by the buttons in the upper right corner of the grid (Figure 1).



Figure 1 Show X Entries Pull-down and Page Navigation

#### Record Count

O Displayed at the bottom left of a screen specifying the number of records shown, e.g., 1 - 20 of 60 entries shown.

#### Session Time Out

o If a user is idle or performs no actions for a specified amount of time, they will automatically be logged out of the application. A warning popup (Error! Reference source not found. and Error! Reference source not found.) will be displayed with a countdown for a period of time prior to the log out giving the user the opportunity to continue with the session or log out.

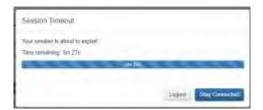


Figure 2 Session Timeout Warning

- Privacy and Security Notice Hyperlinks
  - At the bottom of every webpage and window is a link to the DoD Privacy Security Policy Statement. This page can be accessed by clicking the "Click Here" link

#### Log Out

 A Log Out link appears at the bottom of the menu. This link should ALWAYS be used to exit the application taking you to the EPST Log Out Success screen (Figure 3). From here you must close your browser



Figure 3 EPST Log Out Success Screen

#### SECTION 2. SCREENS AND INSTRUCTIONS

There are two main pages and a spreadsheet report option in the Prices To Web application:

- Report Options / Contract Selection Screen Section 2.2
- Tabular Report Screen <u>Section 2.4.1</u>
- Spreadsheet Report <u>Section 2.4.2</u>

A list of error and warning messages that can occur in P2W will be detailed in Section 2.6.

\*NOTE: The Prices To Web application is designed to be navigated by using the provided hyperlinks. You should not use the browsers *Back* button at any time unless instructed to do so.

#### 2.1 P2W Access

To access the P2W application navigate to <a href="https://cis.energy.dla.mil/energy\_cis/">https://cis.energy.dla.mil/energy\_cis/</a> in a DLA Energy approved <a href="web browser">web browser</a>. The **DOD Access Message** pop-up (Figure 4) will be displayed which you must read and acknowledge by clicking the **OK** button.



Figure 4 DOD Access Message

The pop-up will close, and you can then click on the **Prices To Web** link on the **Splash Page** (Figure 5). A **User Manuals** link and help links are also available on this page.



Figure 5 Splash Page

Upon clicking the *Prices To Web* link a screen of report options / contract selection options (Figure 6) is displayed where you define the parameters for your report query.

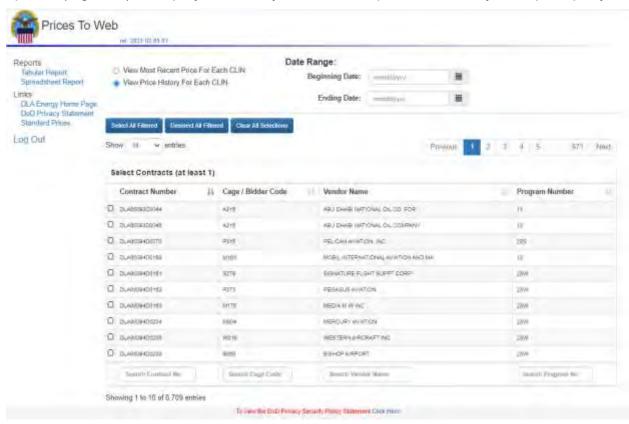


Figure 6 Prices To Web Report Options / Contract Selection Screen

## 2.2 Data Filtering Options

On the report options / select contract(s) screen (Figure 6), there are multiple means to filter the data you want to include in the report:

- View Most Recent or View Price History for Each CLIN:
- Specify a Date Range
- Select Contract(s)
  - Grid Sort by Column
  - o Grid Filter By Column

#### 2.2.1 Most Recent Price / Price History

Select the corresponding radio button to filter the data in the report to display either the most recent or all (price history) of the price modifications, based on the price modification effective date, for each contract line item (CLIN) of the selected contract(s).

The **View Price History For Each CLIN** option lists all price modifications for every CLIN for all contracts selected. Prices can be modified on a daily basis for some CLINs, so depending on how old the contract is, each CLIN can potentially have hundreds or even thousands of price records. That is something to keep in mind when selecting the **View Price History For Each CLIN** option. There is a <u>limit</u> to how many records can be included, especially when creating a spreadsheet. When creating a price history report, it is best to create it for a <u>single contract</u> at a time or to strictly limit the <u>date range</u> for the report.

The **View Most Recent Price For Each CLIN** option only lists the most recent price for each CLIN selected in the report. It is important to note that this option lists the most recent price within the <u>date range</u>, if any, specified. Since only one price for each CLIN is included in this type of report, it is more likely to be able to create a report with multiple contracts selected and not exceed the maximum number of records allowed for the report.

#### 2.2.2 Date Range

You can specify a range of price modification dates for the CLINs included in the report by either directly typing the date in the appropriate text box in **mm/dd/yyyy** format or selecting a date via the calendar option located to the right of the text boxes (Figure 7). If no **Beginning Date** is specified, then the report will contain prices going back to the beginning of the selected contract(s). If no **Ending Date** is specified, then the report will contain prices up to the latest price records for each CLIN. **Keep in mind that if an Ending Date is specified then the most recent prices listed in the report may not be the most recent prices overall for any given CLIN.** 



Figure 7 Date Range Calendar Option

#### 2.3 Select Contracts Grid

Prices To Web can include contracts in Bulk Fuels, PC&S/Ground Fuels, Ships Bunkers Fuels, and IntoPlane Fuels CBUs. There are thousands of contracts with price data, so <u>filtering</u> and/or <u>sorting</u> the grid will be necessary to find the contract(s) that you wish to select. Due to the large number of price modification records for many of the CLINs, selecting too many contracts to include will result in the report not being able to be created, invoking the error message in Figure 20. If you are selecting multiple contracts, it is advised to use the other filtering options provided (i.e., <u>grid display</u>, <u>recent / historical</u>, <u>date range</u>). In order to create a Price Report, <u>at least one</u> contract must be selected.



Figure 8 Prices To Web Select Contracts Grid

Select individual contracts simply by clicking the box in the left-most column of the grid for the contract record in question. The box will then be checked and the selected row(s) will have a dark blue background (Figure 9). The record count status at the bottom of the grid will also show how many records (contracts) are currently selected. Since not all contracts are shown on a given page, this is a good way of keeping track of the number of contracts that have been selected.

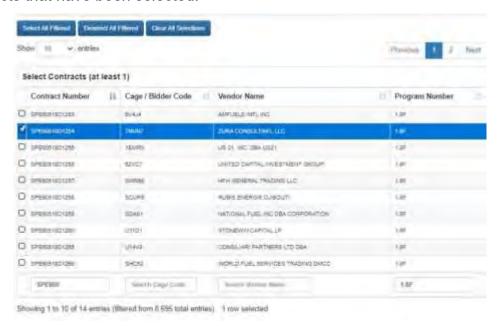


Figure 9 Prices To Web Contract Selected

More than one contract can be selected, but some contracts can have dozens or even hundreds of CLINs each with hundreds of price records. If you want to view prices for multiple contracts, it is advised to either select one contract at a time or use the filtering options (Section 2.2.1 and 2.2.2) to constrict the report data. Probably the most useful tool to find your desired contract(s) in the grid is to use the filter by column(s) option as shown in Figure 10.

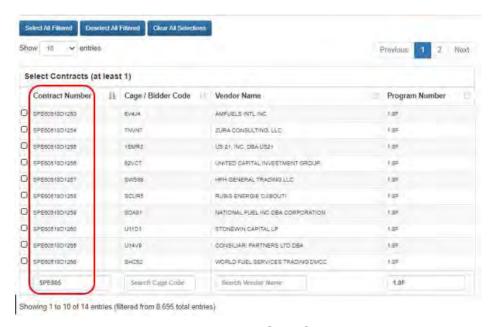


Figure 10 Prices To Web Grid Column Filtering

You can select or deselect multiple contracts via the three buttons at the top of the grid as follows: (Figure 11)

- Click the Select All Filtered to mark (check) all contracts that meet the currently set grid filtering options as selected.
- 2. Click the **Deselect All Filtered** to mark (uncheck) all of the contracts that meet the currently set filtering options as **unselected**. \*Note: any selected contracts that are not in the current filtered option will remain selected. To mark all contracts unselected, use the button option **Clear All Selections**.
- 3. **Clear All Selections** This button will mark all selected contracts as unselected, regardless of the grid filtering options currently specified.



Figure 11 Prices To Web Select Contract Grid Buttons

After selecting the contracts you are interested in, you then select the type of report (e.g., Tabular, Spreadsheet) you want from the **Reports** links.

## 2.4 Reports

The Prices report can be created in a Tabular HTML format, as well as a comma separated value (CSV) text file that can be opened in Microsoft Excel and other spreadsheet applications. Select either <u>Tabular Report</u> or <u>Spreadsheet Report</u> from the links under the **Reports** menu (Figure 12) at the left side of the reports options / contract selection screen (Figure 6).

Reports
Tabular Report
Spreadsheet Report

Figure 12 Reports Menu Options

#### 2.4.1 Tabular Report

Click the *Tabular Report* link to create a report displaying the price data (based on your <u>filtering options</u> and <u>contract selections</u>) in an HTML web page format (Figure 13). Should you select the *Tabular Report* option prior to selecting at least one contract, you will receive the error message displayed in Figure 19 prompting you to do so.



Figure 13 Tabular Report Screen

Upon first display of this **PRICES GRID** screen (Figure 13), the grid contains all of the contract line price records that meet the filtering rules and contract selections that you made on the report options screen (Figure 6). The grid displays data specific to a CLIN's price modification including the Contract Number, Contract Modification Number,

Contract Line Item Number, Product Code, Price Per Gallon relevant to the mod in question, Mod Effective Date, and the Date the price modification was posted. Once displayed you can use the <u>grid display options</u>, <u>sorting options</u>, and <u>filters</u> to change what records are displayed and how they are displayed; however, the data cannot be edited. The example in Figure 14 shows the **PRICES GRID** filtered via **Item No** for *0002*.

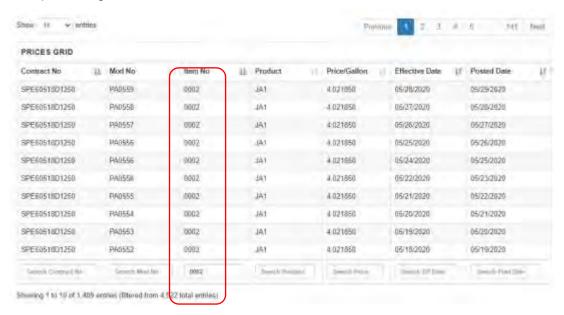


Figure 14 Prices To Web Grid Filtering

After viewing the report, and sorting or filtering as desired, you can click the *Create Spreadsheet* link (on the left-hand side of the screen) which will create the Prices Report in an Excel Spreadsheet format (<u>Section 2.4.2</u> below) based on your filtering selections in the **Prices Grid** (Figure 14).

#### 2.4.2 Spreadsheet Report

The Spreadsheet report can be created from two locations in Prices To Web:

- Report Options / Contract Selection screen Click the Spreadsheet Report link in the Reports menu (Figure 12) to create the Prices report in a spreadsheet format based on your filtering selections on that screen (Most Recent/History [Section 2.2.1], Date Range [Section 2.2.2], and Contract Selection [Section 2.3]). At least one contract must be selected to create the report from this screen; otherwise, you will receive an error message (Figure 19) prompting you to do so.
- Tabular Report Screen Click the *Create Spreadsheet* link in the menu on the left-hand side of the Tabular Report screen (Figure 17) to create a spreadsheet report based on the current filter options that you have established in the <u>PRICES GRID</u>.

In either case, the report will have the same format (Figure 15), only the records in the report will differ depending on your filtering selections in the Prices Grid (Figure 14). This allows you to further filter the selected contract price records on any columns in the **Prices Grid**, such as **Item No** or **Product**, before creating the spreadsheet. Only those records that appear in the filtered **Prices Grid** will be included in the spreadsheet. Like the HTML report format, the spreadsheet will contain data specific to a CLIN's price modification including the Contract Number, Contract Modification Number, Contract Line Item Number, Product Code, Price Per Gallon relevant to the modification in question, Mod Effective Date, and the Date the price modification was posted.

A	i *	200 A	$f_{x}$ Price	History Repo	ort Generated or	101/30/2021		-
	A	В	C	D	E	F	G	-
1	Price History Rep	ort Genera	ited on 01/30/2	021				
2	Contract No	Mod No	Item No	Product	Price/Gallo Eff	ective Date	Posted Date	
3	DLA60094D0070	PA0058	1903AR	IAA	1.1337	3/25/1996	10/22/1998	
4	DLA60094D0070	PA0058	1903AR	IAA	1,0637	3/18/1996	10/22/1998	
5	DLA60094D0070	PA0058	1903AR	IAA	1.0637	3/11/1996	10/22/1998	
5	DLA60094D0070	PA0058	1903AR	IAA	1.0787	3/4/1996	10/22/1998	
7	DLA60094D0070	PA0058	1903AR	IAA	1.0737	2/26/1996	10/22/1998	
3	DLA60094D0070	PA0058	1903AR	IAA	1.0662	2/19/1996	10/22/1998	
3	DLA60094D0070	PA0058	1903AR	IAA	1.0587	2/12/1996	10/22/1998	
0	DLA60094D0070	PA0058	1903AR	IAA	1.0537	2/5/1996	10/22/1998	
1	DLA60094D0070	PA0058	1903AR	IAA	1.0887	1/29/1996	10/22/1998	
2	DLA60094D0070	PA0058	1903AR	IAA	1.0987	1/22/1996	10/22/1998	
3	DLA60094D0070	PA0058	1903AR	IAA	1.1312	1/15/1996	10/22/1998	
4	DLA60094D0070	PA0058	1903AR	IAA	1.1037	1/8/1996	10/22/1998	
5	DLA60094D0070	PA0058	1903AR	IAA	1.0937	1/1/1996	10/22/1998	
6	DLA60094D0070	PA0058	1903BR	IAA	1.1737	3/25/1996	10/22/1998	
7	DLA60094D0070	PA0058	1903BR	IAA	1.1037	3/18/1996	10/22/1998	
8	DLA60094D0070	PA0058	1903BR	IAA	1.1037	3/11/1996	10/22/1998	
9	DLA60094D0070	PA0058	1903BR	IAA	1.1187	3/4/1996	10/22/1998	
		la course	1020122	100 a	I SALA		en for these	

Figure 15 Prices To Web Spreadsheet Report Example

The spreadsheet report is actually created as a comma separated value (CSV) text file. When the report is created you may be given the option of opening the report or saving it (Figure 16), depending on your browser and whether you have Excel installed. If you have Microsoft Excel installed on your computer, it will automatically display in this format. Other spreadsheet applications can also display files in this format.



Figure 16 Contract Line Prices Screen - Menu Options

Upon opening the spreadsheet you have the opportunity then to make any formatting changes and save or print it like any spreadsheet. You also have the option to save the file directly without opening it.

Click the **Return to Report Options** link, in the menu on the left-hand side of the **Tabular Report** screen (Figure 17), to return to the report options / contract selection screen (Figure 6) should you want to edit your selections (all of your previous selections and settings on that screen will be retained). You should use this link as opposed to using the browser's back button.

## 2.5 Additional Menu Options

The menu list at the left side of the report options / contract selection screen) and the **Tabular Report** screen provides you with additional link options (Figure 17).



Figure 17 Additional Menu Options

- DLA Energy Home Page This link opens the Defense Logistics Agency (DLA) Energy home page in a new browser window. (Prices To Web is a DLA Energy application). From the home page you can conveniently navigate to various DLA information, e.g., Solicitations; how to do business with DLA, etc.
- DoD Privacy Statement This link opens the Department of Defense (DoD)
   Privacy Statement web page in a new browser window. This Privacy Statement applies to most DoD web pages and applications.

• **Standard Prices** – This option displays a pop-up window (Figure 18) that explains the DoD Standard Price of Fuel as it relates to the Prices To Web application.



Figure 18 Standard Prices Pop-up Screen

## 2.6 Error and Warning Messages

#### 2.6.1 No Contracts Selected Error

This error (Figure 19) occurs when you click either the *Tabular Report* or *Spreadsheet Report* link in the menu options (Figure 12) without first selecting at least one contract. One or more contracts must be selected before creating a Prices Report in any format.

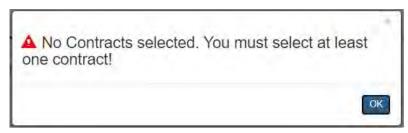


Figure 19 No Contracts Selected Error

#### 2.6.2 Too Many Price Records Error

This error (Figure 20) occurs when you click either the *Tabular Report* or *Spreadsheet Report* link in the menu options (Figure 12) and there are too many records to create the report. There is a limitation on how many records can be displayed in a grid and how many can be included in a CSV file. This number may vary and will be updated if the limitations change. To prevent this error, try selecting fewer contracts at a time to create the report.



Figure 20 Too Many Price Records Error

#### 2.6.3 Invalid Character Error

This error (Figure 21) occurs either when the user inputs an invalid character into any of the filter/search boxes at the bottom of the columns in the **Prices Grid** (Figure 14). Most characters are allowed, however, there may be some that are not due to technical issues, such as a double quote ("). If this error occurs, remove the character and continue.

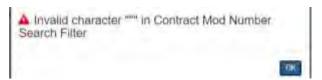


Figure 21 Invalid Character Error

#### 2.6.4 Error Getting Tabular Data

This error (Figure 22) occurs when the **Tabular Report** (Figure 13) is loading and there is an error when trying to load the Price data into the grid. The page will be displayed with no records in the grid. If this is a temporary issue, you can return to the report options / contract selection screen (Figure 6) and try again. If the issue persists, the user should note exactly what they were attempting to do in the system and contact the help desk using the link on the **Splash** page (Figure 5).

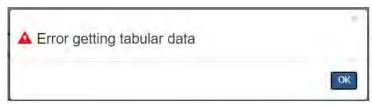


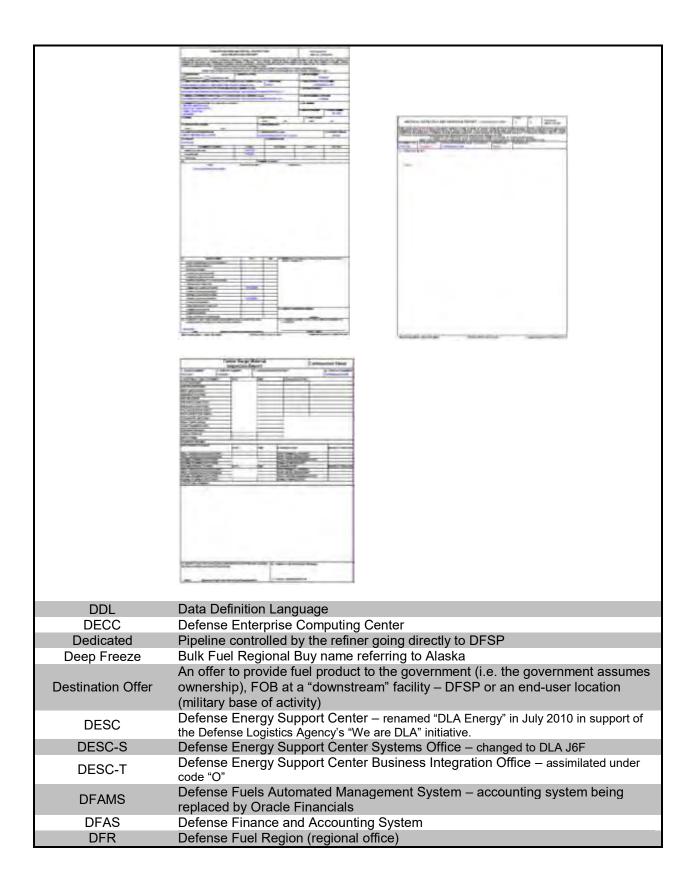
Figure 22 Error Getting Tabular Data

## **APPENDIX A -** Terms and Abbreviations

Aoronym/Torm	Mooning
Acronym/Term	<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
В	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
ВОА	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
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
С	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
	σ
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
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	"Order for Supplies or Services" Form Example:

	COUNTS 1700 MINUTES AND ADDRESS OF THE PROPERTY OF THE PROPERT
DD250	Material Inspection and Receiving Report (load or discharge)  Example:    Comparison   Compariso
DD250-1	Material Inspection and Receiving Report for a waterborne move Example:



	Defense Fuel Supply Point / Ta1nk Farm – government owned intermediate point
DFSP	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
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
	Employee Activity Guide for Labor Entry (EAGLE) Request Tracker Enterprise
ECRT	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
EDC EAST	centers into two EDCs Enterprise Data Center in Columbus Obje
	Enterprise Data Center in Columbus Ohio
EDI	Electronic Data Interchange
EFB	Emergency Fuel Buy

EFT	Electronic Funds Transfer
CF1	Enterprise Mission Assurance Support Service – Department of Defense's (DoD)
eMASS	recommended tool for information system Certification and Accreditation (C&A).
elviA33	*replaced by RMF 2016
	Economic Price Adjustment – difference between the contractor's bid price and the
EPA	Base Reference Market Price
EPST	Energy Procurement Support Tools
ERP	Enterprise Resource Planning
EIG	CA ERwin Data Modeler (ERwin) is a software tool for data modeling (data
Erwin	requirements analysis, database design etc.) of custom developed information
LI WIII	systems, including databases of transactional systems and data marts.
Escalators	Price adjustment factors to be used during the life cycle of fuel contracts.
	MIL-SPEC Navy distillate fuel normally used in shipboard diesels, gas turbines
F-76	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
-	Federal Information Security Management Act - United States legislation that
FISMA	defines a comprehensive framework to protect government information,
	operations and assets against natural or man-made threats.
FMD	Fuels Manager Defense application
	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
FOB	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
FPR FSC	Final Price Revision Federal Supply Class code. 4-digits long and is the beginning of an NSN.
FPR FSC FSII	Final Price Revision Federal Supply Class code. 4-digits long and is the beginning of an NSN. Fuel System Icing Inhibitor (Fuel additive)
FPR FSC FSII FSII	Final Price Revision Federal Supply Class code. 4-digits long and is the beginning of an NSN. Fuel System Icing Inhibitor (Fuel additive) Bulk Fuel Regional Buy name referring to a location in need of the FSII additive
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FPR FSC FSII FSII	Final Price Revision Federal Supply Class code. 4-digits long and is the beginning of an NSN. Fuel System Icing Inhibitor (Fuel additive) Bulk Fuel Regional Buy name referring to a location in need of the FSII additive File Transfer Protocol is used to transfer data from one computer to another over the Internet, or through a network.
FPR FSC FSII FSII FTP	Final Price Revision Federal Supply Class code. 4-digits long and is the beginning of an NSN. Fuel System Icing Inhibitor (Fuel additive) Bulk Fuel Regional Buy name referring to a location in need of the FSII additive File Transfer Protocol is used to transfer data from one computer to another over
FPR FSC FSII FSII	Final Price Revision Federal Supply Class code. 4-digits long and is the beginning of an NSN. Fuel System Icing Inhibitor (Fuel additive) Bulk Fuel Regional Buy name referring to a location in need of the FSII additive File Transfer Protocol is used to transfer data from one computer to another over the Internet, or through a network. 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
FPR FSC FSII FSII FTP	Final Price Revision Federal Supply Class code. 4-digits long and is the beginning of an NSN. Fuel System Icing Inhibitor (Fuel additive) Bulk Fuel Regional Buy name referring to a location in need of the FSII additive File Transfer Protocol is used to transfer data from one computer to another over the Internet, or through a network. 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.
FPR FSC FSII FSII FTP Fund Code	Final Price Revision Federal Supply Class code. 4-digits long and is the beginning of an NSN. Fuel System Icing Inhibitor (Fuel additive) Bulk Fuel Regional Buy name referring to a location in need of the FSII additive File Transfer Protocol is used to transfer data from one computer to another over the Internet, or through a network. 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. Global Freight Management — SDDC's database for common carrier transportation
FPR FSC FSII FSII FTP  Fund Code  GFM	Final Price Revision Federal Supply Class code. 4-digits long and is the beginning of an NSN. Fuel System Icing Inhibitor (Fuel additive) Bulk Fuel Regional Buy name referring to a location in need of the FSII additive File Transfer Protocol is used to transfer data from one computer to another over the Internet, or through a network. 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. Global Freight Management — SDDC's database for common carrier transportation rates
FPR FSC FSII FSII FTP  Fund Code  GFM GOCO	Final Price Revision Federal Supply Class code. 4-digits long and is the beginning of an NSN. Fuel System Icing Inhibitor (Fuel additive) Bulk Fuel Regional Buy name referring to a location in need of the FSII additive File Transfer Protocol is used to transfer data from one computer to another over the Internet, or through a network. 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. Global Freight Management – SDDC's database for common carrier transportation rates Government Owned/Contractor Operated
FPR FSC FSII FSII FTP  Fund Code  GFM	Final Price Revision Federal Supply Class code. 4-digits long and is the beginning of an NSN. Fuel System Icing Inhibitor (Fuel additive) Bulk Fuel Regional Buy name referring to a location in need of the FSII additive File Transfer Protocol is used to transfer data from one computer to another over the Internet, or through a network. 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. Global Freight Management — SDDC's database for common carrier transportation rates

HTML	HyperText Markup Language
HUB (blue)	Air Force transactions feed into here
HUB (purple)	Joint services transactions feed into here
,	Business classification – a company that is located in historically underutilized
HUBZone	business zones. These are determined by geographic location.
HWCI	Hardware Configuration Item
I	Government owned truck
IA	Information Assurance
ICAO	Internation Assurance International Civil Aviation Organization - 4 character code for a commercial airport
ICIS	Integrated Consumable Item Support Model
IDD	Integrated Consumable item Support Model  Interface Design Description
IDIQ	Indefinite Quantity, Indefinite Delivery contract
lu al da u4	A system/application "minor" change/fix request submitted by users/developers
Incident	as defined within the Enterprise Change Request Tool (ECRT), which replaced
11	the Issue Tracking Solution (ITS) Tool in 2013
Inland West	Bulk Fuel Regional Buy name
	An intermodal tank container is a delivery device consisting of a tank with a
14	capacity ranging from 4,500 to 6,500 gallons nestled in a steel frame cage and
Intermodal	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
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
OLITIK	RM, Bulk RM, and the Scheduler
	Jet Propellant 5. Marine aviation fuel with a flashpoint of 140 degrees F, which
JP-5	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
Laiu-uowii cost	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
LIIL	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	
լլ	
LIMS Laboratory Information Management System (QARs use this)	
Linear Programming  Linear	vill readily
LP Linear Programming	
LP Liters	
The composite modeling methodology, used in the BEM, to determine to LP/MIP awards while complying with complex offer conditions (e.g. offer B is a vonly if offer A is also taken)	
Lubes Bulk Fuel Regional Buy name	
MAC Mission Assurance Category	
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	
A modeling methodology which extends LP to permit the use of selected Mixed Integer variables which can assume only integer values. In the case of the BE Programming variables are used to represent "logical" conditions and are usually rest	M, such
the binary values zero (0) or 1 (1).	
MM Maintenance Manual	
MNS Mission Need Statement	
Mode of transportation (Tanker (K), Barge (B), Pipeline (P), Rail Car (C (T))	), Tanker
MPS III Mathematical Programming System	
MTMC Military Traffic Management Command - repository for common carrier rate MTMC was changed to SDDC in 2016	es. :
NG Natural Gas	
National (or NATO) Item Identification Number – 9-digit numeric code to uniquely identifies an item of supply in the NATO Codification System ( The NIIN is often prefixed by the NATO Supply Class (NSC aka FSC) to National Stock Number (NSN); however, the NIIN alone uniquely identifiem, the FSC merely adds context by indicating the general classification item.	NCS). o form a fies the
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	
National (or NATO) Stock Number. An NSN is created by joining an FS (Federal Supply Class) code with a NIIN (National Item Identification Not a "-" to create a 13-digit numeric code that identifies all the "standardized material items of supply.  FSC NIIN 6645-00-123-4567 = NSN	umber) by
O&R Ordering & Receiving	
OCD Operational Concept Description	
OCONUS Outside Continental U.S.	

OD Operational Description ODBC Open Database Connectivity - A Microsoft protocol for setting up connections databases	hetween
databases	natween .
	DEIMEEII
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	
An offer to provide fuel product to the government (i.e. the government as	sumes
Origin Offer ownership), FOB at a "source" facility, which is a refinery or terminal ownership.	ed by
the Offeror.	
P Pipeline	
P10 Order Transaction (DFAMS)	\D\
P20 Shipment Transaction-signifies acceptance of fuel by the government (QA (DFAMS)	,
P21 Shipment Transaction of a DLA-owned product from a DFSP to an Activit	У
P22 Shipment Transaction from one DFSP to another	
Prices-to-Web – a module of EPST that contains current price escalation	
for every contract lineitem on every fuel contract. Each contract lineitem	
P2W to a particular escalator (e.g., Platt's, OPIS, etc., which track market fuel p	
in specific geographic areas) and a base reference price which is taken a	t 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 pipel	
P32 Receipt Transaction in response to a P22, for all modes of shipment exce	pt
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	
Petroleum Quality Information System - database used to track the quality of specification jet fuels and naval distillate fuel purchased by DLA Energy. The PQ PQIS database covers three types of jet fuel (JP4, JP5, and JP8) and contains informat report date, contractor, crude source, refining technique, destination, quantity, and all physical and chemical properties as stated in the fuel specifications.	IS ion on
PR Purchase Request	
Price Escalation	
Product A military fuel meeting particular quality specifications (e.g. JP4, JP8, F76	6, etc.)
PT Test Plan	
PTR Program Trouble Request as defined within the Issue Tracking Solution (I Tool (replaced by "Incident" within the ECRT)	TS)
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 typ	е

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. Systemanalyse und Programmentwicklung ("Systems, Applications and Products")
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 is part of USTRANSCOM. NOTE: SDDC replaced MTMC in 2016
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

	Chandard Farms "Calisitation / Canturat/Onder for Carrent "				
	Standard Form "Solicitation/Contract/Order for Commercial Items"				
	Example:				
	And the second s				
SF1449	LIMATURE, THE PROPERTY OF THE				
	Times In Company Company Company				
	Eller Children Chi				
	Carried Programme				
	TOTAL COLUMN TOTAL COLUMN COLU				
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	a Billion come. In so. In Million account.				
	Commence of the commence of th				
	Description of the Control of the Co				
	NAME AND POST OF THE PARTY OF T				
	PORTON TO THE PROPERTY OF THE				
	5011375				
	Secure File Transfer Protocol is a network protocol that provides file access, file				
CETD	transfer, and file management functionality over any reliable data stream. This				
SFTP	protocol assumes that it is run over a secure channel such as SSH, that the				
	server has already authenticated the client, and that the identity of the client use 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.				
	product received, when applicable. Osed in conjunction with the rand code.				
	When the product is to be shipped to the activity indicated in Block 3, the signal				
	code will be as follows:				
	Code Explanation				
	A Bill to the activity in Block 4				
0: 10 1	B Bill to the activity in Block 14				
Signal Code	C Bill to the activity in the Fund Code				
	D No billing required – free issue				
	<u> </u>				
	When the product is to be shipped to the activity indicated in Block 14, the signal code will be as follows:				
	Code Explanation				
	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				
	"Signature-on-left", located on top left section of a PR, is the electronic signature				
Sig-on-left	of the authorizing party within the CBU and it indicates a finalization of the data				
010 4=::	on the PR so that the data can no longer be changed or re-routed				
SIOATH	Source Identification and Ordering Authorization				
IOATHs	List of approved single-leg moves				
SIP	Software Installation Plan				
SIP	Supply Index Prices (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			
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 UI	Tank Truck			
UM	Units of Issue (measurement) User Manual			
	Software Unit Specification - Any logical set or grouping of instructions to a computer,			
US	such as a module or package			
USG	US gallons			
USTRANSCOM	GFM database resides at SDDC.			
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 \\organtimesat\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 Prices To Web.

This appendix is not applicable to the User Manual for the Prices To Web application.

## **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 historical term System Change Request (SCR). An "Incident (INC)" is an interruption to an IT service or reduction in the quality of functionality of an application. The term "Incident" is synonymous with the historical 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 Prices to Web Application may still be referenced by "SCR" and/or "PTR".

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

Code Release Version Number	Date	Included RFCs (SCRs) #	Included INCs (PTRs) #	Description
2021.02.05.01	18 Feb 2021		BEM-I21- 0001	New Prices - Cage Code Data: Update to fill in CAGE code data for contracts.
2020.11.20.01	31 Jan 2021	P2W-C20- 0001		Modernization Front-end P2WEB-AZURE/CLOUD Migration (Creation of Prices-to-Web application)  1) Migrate Prices to Web functionality to a new application as part of EPST.