

Doing Business with the DLA



DEFENSE LOGISTICS AGENCY
THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY

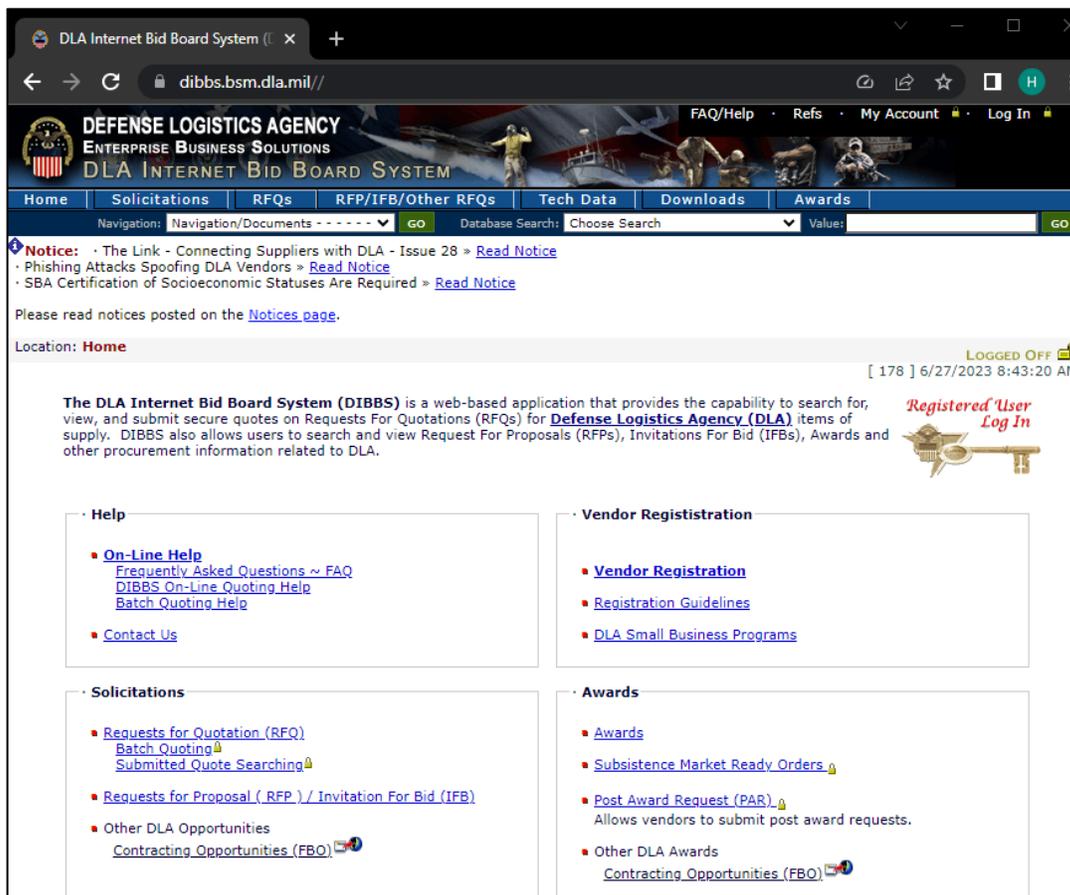
The Defense Logistics Agency manages the end-to-end global defense supply chain – from raw materials to end user disposition – for the five military services, 11 combatant commands, other federal, state and local agencies partner and allied nations.

Getting Started with the DLA

You must first be registered within the System for Award Management (SAM). Registration is free via the SAM website or with assistance from Select GCR.

Register with DIBBS as a Vendor – You will need your CAGE code.

DLA Internet Bid Board System (dibbs.bsm.dla.mil)



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DEFENSE LOGISTICS AGENCY
ENTERPRISE BUSINESS SOLUTIONS
DLA INTERNET BID BOARD SYSTEM

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Notice:

- The Link - Connecting Suppliers with DLA - Issue 28 » [Read Notice](#)
- Phishing Attacks Spoofing DLA Vendors » [Read Notice](#)
- SBA Certification of Socioeconomic Statuses Are Required » [Read Notice](#)

Please read notices posted on the [Notices page](#).

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The DLA Internet Bid Board System (DIBBS) is a web-based application that provides the capability to search for, view, and submit secure quotes on Requests For Quotations (RFQs) for **Defense Logistics Agency (DLA)** items of supply. DIBBS also allows users to search and view Request For Proposals (RFPs), Invitations For Bid (IFBs), Awards and other procurement information related to DLA.

Registered User Log In

Help

- **On-Line Help**
 - [Frequently Asked Questions ~ FAQ](#)
 - [DIBBS On-Line Quoting Help](#)
 - [Batch Quoting Help](#)
- [Contact Us](#)

Vendor Registration

- [Vendor Registration](#)
- [Registration Guidelines](#)
- [DLA Small Business Programs](#)

Solicitations

- [Requests for Quotation \(RFQ\)](#)
 - [Batch Quoting](#)
 - [Submitted Quote Searching](#)
- [Requests for Proposal \(RFP \) / Invitation For Bid \(IFB\)](#)
- Other DLA Opportunities
 - [Contracting Opportunities \(FBO\)](#)

Awards

- [Awards](#)
- [Subsistence Market Ready Orders](#)
- [Post Award Request \(PAR\)](#)
 - Allows vendors to submit post award requests.
- Other DLA Awards
 - [Contracting Opportunities \(FBO\)](#)

11 Steps to Registering as a Vendor on DIBBS

1. Enter company CAGE code.
2. Review the address populated by the SAM database, verify this is accurate information by selecting the check box. – If the address is incorrect, do not continue. See SAM for any corrections before proceeding with your registration.
3. Enter personal data for your DIBBS account manager or Super Admin. You will need a name, phone number and email address.
4. A temporary Personal Identification Number (PIN) will be emailed to the email address provided in step 3. You must enter the PIN into validate your email quickly.
5. Request a temporary Physical Address Verification Number (PAVN) that will be mailed to your company address. You are to enter the PAVN from the post card to verify your physical address.
6. Accept the User Agreement by checking the box
7. Create a Password meeting these requirements:
 - a. At a minimum your password must be at least 15 characters long.
 - b. Your password must contain at least 1 character from each of the following 4 classes listed in the chart below:
 - i. English Upper Case Letters: ABCDEFGHIJKLMNOPQRSTUVWXYZ
 - ii. English Lower Case Letters: abcdefghijklmnopqrstuvwxyz
 - iii. Westernized Arabic Numerals: 0123456789
 - iv. Non-alphanumeric (special characters) @ # \$ % ^ & + . = !
 - c. New password must have no more than 4 Upper and Lower Case letters in a row, or 4 numbers in a row. (i.e. aBcD, 5678)
 - d. New password must differ from your last 10 passwords.
 - e. New password characters must differ from previous password by at least 8 characters.
 - f. Passwords are valid for 60 days.
8. Select three challenge questions and give an answer for each. Answers are not case sensitive.
9. Complete Supplier Information
 - a. Select Agree or Disagree to use Alternate Disputes Resolution
 - b. Enter Quote Valid For Days – default is 90
 - c. Select from dropdown list of most common discount terms
 - d. Enter primary and alternate email address for award notifications
 - e. Enter primary and alternate email address for solicitation notifications
 - f. Enter a dLA Supported Federal Supply Class for solicitation notifications
 - g. Opt out box to not receive automatic email notification of new solicitations
 - h. Turn off or on quote reminders
10. Review and Submit
11. Upon completion, your User ID will appear on the screen.

You can now use this information to login to the DIBBS restricted area.