

Bulk Petroleum Products Desk Guide

Bulk Contract Information System (CIS)

Effective June 2022





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Overview

Description:

- Bulk CIS (CIS) is a web application in the Energy Procurement Suite of Tools (EPST), which allows government personnel and civilian Contractors/Suppliers the opportunity to examine contract line item and solicitation data for Bulk fuels. CIS is used to view current and historical line item and solicitation details and information about the corresponding worldwide contracts and solicitations; it allows users to view contract data, to query the line item databases on certain fields and to produce reports in various formats.
- Bulk CIS can be accessed by clicking the **BULK Contract Information System** link that follows: <https://cis.energy.dla.mil/pcscis/CogSelection?type=BULK>

Purpose:

- The purpose of this desk guide is to provide bulk contracting personnel and suppliers with instructions on how to view current and historical contract line item details and information about corresponding worldwide contracts and solicitations.

Audience:

- BEM Team, Bulk Contract Specialist (Buyer), Contracting Officer, Vendor



Accessing Bulk CIS

SCREEN: Bulk CIS Home Page

Browser address bar: <https://cis.energy.dla.mil/pcscis/CogSelection?type=BULK>

BULK CIS rel. 2020_04_24_01

Global Lift Global Search Log Off

BULK Fuels			
BULK:	AEM	IEG	Unknown BULK item
2.99	AL DHAFRA AIR BASE JPTS AND LFJP8 TRANS.	JPTS	WPC
4.8	AL DHAFRA SUPPLY	LUBES	
6.4	HAWAII ISO CONTAINERS	RMW	
ADDITIVES			

1. Access the Bulk CIS home page at the following link:
<https://cis.energy.dla.mil/pcscis/CogSelection?type=BULK>



Selecting the Bulk Procurement Program

1. Select the bulk fuels procurement program you are interested in reviewing contract or solicitation information. (For purposes of this desk guide, the AEM program is selected).

SCREEN: Bulk CIS Fuels Procurement Program Selection

Global Lift Global Search Log Off

AEM

AL DHAFRA AIR BASE JPTS AND LFJP8 TRANS.
AL DHAFRA SUPPLY
HAWAII ISO CONTAINERS

IEG
JPTS
LUBES
RMW

2. The following **Create Report** screen will appear:

SCREEN: Create Report Selection

Create Report For: AEM

Return to Buy Selection Solicitation and Bulletin Clauses POC

Date Range:
Beginning Date: 07/01/2019
Ending Date: 07/30/2021

Message:

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

Report Data: [Reset](#)

Location * None selected ▾

Contractor None selected ▾

State * None selected ▾

Service None selected ▾

Contract Number ▲ None selected ▾

Contract Lineitem None selected ▾

Solicitation Number ▲ None selected ▾

TSW Location None selected ▾

Product None selected ▾

Mode None selected ▾

* Selecting any Location or State option will limit Contract Numbers to Destination contracts only.

Report Sort Order:

1st Order Location ▾

2nd Order ▾

3rd Order ▾

4th Order ▾

5th Order ▾

6th Order ▾

7th Order ▾

8th Order ▾

9th Order ▾

Report Format Options:

[Display Report in Narrative Format](#)

[Display Report in Tabular Format](#)

[Download Excel Spreadsheet](#)

[Email Report in Narrative Format](#)

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

3. There are four sections in the Create Report screen: Date Range, Report Data, Report Sort Order and Report Format Options. First, you will select the Date Range you wish to search for your data.



Date Range Section

1. Choose a date range for your data pull (in this example, the dates in the following screenshot were chosen).

SCREEN: Date Range

Date Range:
Beginning Date: 07/01/2019
Ending Date: 07/30/2021



Report Data Section

SCREEN: Report Data



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

Report Data: Reset

Location *	None selected ▼
Contractor	None selected ▼
State *	None selected ▼
Service	None selected ▼
Contract Number ⚠	None selected ▼
Contract Lineitem	None selected ▼
Solicitation Number ⚠	None selected ▼
TSW Location	None selected ▼
Product	None selected ▼
Mode	None selected ▼

* Selecting any Location or State option will limit Contract Numbers to Destination contracts only.

1. Second, you must select either a contract number(s) or a solicitation number(s) from a drop down list, but you can not select both in one data pull. In this example, the AEM 2020 contracts were selected in the **Contract Number** dropdown list:

SCREEN: Contract Number Selection



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

Report Data: Reset

Location *	None selected ▼
Contractor	None selected ▼
State *	None selected ▼
Service	None selected ▼
Contract Number	5 selected ▼
Contract Lineitem	<input type="checkbox"/> SPE60219D0484
Solicitation Number	<input type="checkbox"/> SPE60219D0485
TSW Location	<input type="checkbox"/> SPE60219D0487
Product	<input checked="" type="checkbox"/> SPE60220D0478
Mode	<input checked="" type="checkbox"/> SPE60220D0479
	<input checked="" type="checkbox"/> SPE60220D0480
	<input checked="" type="checkbox"/> SPE60220D0481
	<input checked="" type="checkbox"/> SPE60220D0482

* Selecting any Location or State option will limit Contract Numbers to Destination contracts only.

- Next, select the remaining report data you would like included in your report in the drop down selections next to each heading: Location, Contractor (Vendor), State, Service, Contract Line Item (CLIN), TSW Location, Product, and Mode or choose None Selected (as depicted in next screenshot).

Note: if you choose any Location or State option, which is marked with an asterisk, your data pull will be limited to destination contracts only.

SCREEN: Remaining Data Options Screen



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

Report Data: Reset

Location *	None selected ▼
Contractor	All selected (5) ▼
State *	None selected ▼
Service	All selected (2) ▼
Contract Number	5 selected ▼
Contract Lineitem	All selected (4) ▼
Solicitation Number	None selected ▼
TSW Location	All selected (5) ▼
Product	All selected (4) ▼
Mode	All selected (3) ▼

* Selecting any Location or State option will limit Contract Numbers to Destination contracts only.




Report Sort Order Section

1. Third, you now have the option to sort the order of the data in your report or you can choose to leave it blank and the report will generate in an existing format.

SCREEN: Report Sort Order



 **Report Sort Order:**

1st Order	Contract/Solicitation	▼
2nd Order	Clin	▼
3rd Order	Contractor	▼
4th Order	TSW Location ID	▼
5th Order	Location	▼
6th Order	State	▼
7th Order	Product	▼
8th Order	Mode	▼
9th Order	Service	▼



Report Format Options Section

SCREEN: Report Format Options



Report Format Options:

Display Report In Narrative Format

Display Report In Tabular Format

Download Excel Spreadsheet

Email Report In Narrative Format

1. Lastly, the user has the option to choose from four different report format options: Display Narrative, Display Tabular, Download Excel Spreadsheet, and Email Narrative. **Click on a format** (in this example for desk guide purposes, the Excel format was chosen).



Report Format Options:

Display Report In Narrative Format

Display Report In Tabular Format

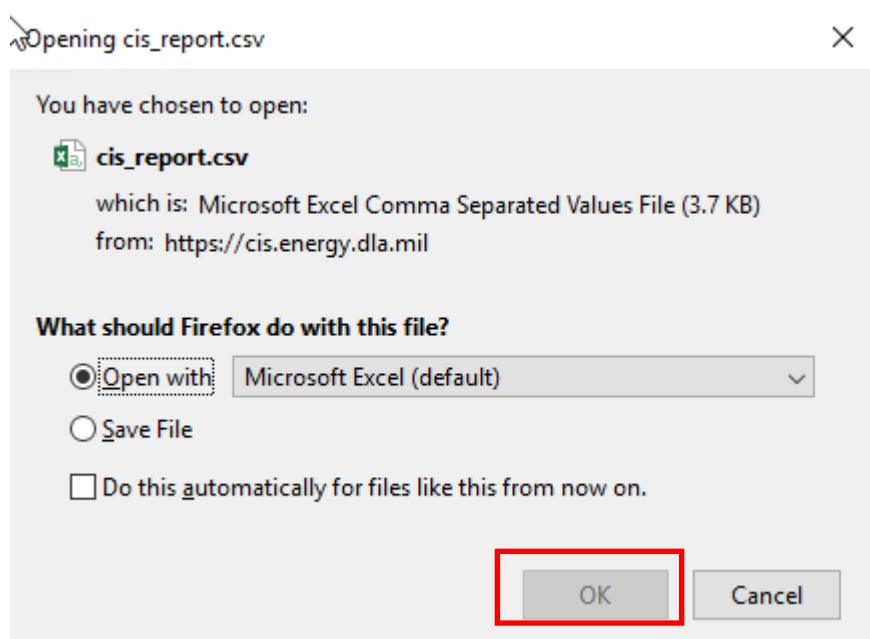
Download Excel Spreadsheet

Email Report In Narrative Format

2. Click **OK**.



SCREEN: Open or Save Option



- The report will generate in an Excel csv format, where you can view, print, save or email the spreadsheet.

SCREEN: Excel Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC			
1	BULK CIS Report Generated on 06/18/2020																															
2	Location	County	State	Shipping I	Vendor N	Contract	Clin	FOB Point	Purchase	Service C	Prod Code	Mode	Base Refe	Price	Quantity I	Formula I	Escalator I	Value Ren	Order Doc	Delivery C	Billing I	Sub DoDa	Messages	Effective	Effective to	FSII	FSII Price	SDA	SDA Price			
3	U.S. NAV	SICILY	IT	AIR	BP	SOA	BP	ITA	SP60220I	0001	FOB Desti	1.1I	NAVY	TURBINE	FT	1.81277	2.224395	7500000	FOBMEDJET6	16682963	SJ0601	SE6N03		N62995	#####	7/1/2020	7/30/2021	Y	0.044593	Y	0 Y	
4				BP	OIL	INT	BP	ITA	SP60220I	0001	FOB Orig	1.1J	DLA	TURBINE	F K	1.85281	1.876256	8500000	CIFNWEJETG	15948176	SJ0601	SE6P05			7/1/2020	7/30/2021	Y	0.009485	Y	0.000271		
5	OA	ALGEC		ALGECIRA	COMP	A??	SP60220I	0001	FOB Desti	1.1B	DLA	DISTILLATI	P	1.796226	1.893924	35500000	PLMEDULSD	67234302	SJ0601	SE6N04					7/1/2020	7/30/2021	N	0 N		0 N		
6				AGHII	THE	MOTOR	O	SP60220I	0001	FOB Orig	1.1B	DLA	DISTILLATI	K	1.796226	1.893816	35500000	PLMEDULSD	67230468	SJ0601					7/1/2020	7/30/2021	N	0 N		0 N		
7				KILLUNGSH	Vital Inc.		SP60220I	0001	FOB Orig	1.1J	DLA	TURBINE	F P	1.85281	1.879149	53000000	CIFNWEJETG	9594897	SJ0601					7/1/2020	7/30/2021	N	0 N		0 N			
8				BP	OIL	INT	BP	ITA	SP60220I	0002	FOB Orig	1.1I	DLA	TURBINE	F K	1.85281	1.853571	30000000	CIFNWEJETG	55607130	SJ0601	SE6N04			7/1/2020	7/30/2021	Y	0.009485	Y	0.000271		
9	OA	ALGEC		ALGECIRA	COMP	A??	SP60220I	0002	FOB Desti	1.1I	DLA	TURBINE	F P	1.85281	1.90429	11000000	CIFNWEJETG	20947190	SJ0601	SE6P03					7/1/2020	7/30/2021	N	0 N		0 N		
10				AGHII	THE	MOTOR	O	SP60220I	0002	FOB Orig	1.1I	DLA	TURBINE	F K	1.85281	1.828893	10025500	CIFNWEJETG	18335567	SJ0601					7/1/2020	7/30/2021	N	0 Y	0.000507	Y		
11				BP	OIL	INT	BP	ITA	SP60220I	0003	FOB Orig	1.1I	DLA	TURBINE	F P	1.85281	1.834432	95959500	CIFNWEJETG	1.76E+08	SJ0601	SE6P09			7/1/2020	7/30/2021	N	0 Y	0.0005	N		
12	OA	ALGEC		ALGECIRA	COMP	A??	SP60220I	0003	FOB Desti	1.1D	DLA	TURBINE	F P	1.85281	1.936433	45000000	CIFNWEJETG	8713949	SJ0601	SE6N04					7/1/2020	7/30/2021	Y	0.005291	N	0 Y		
13				AGHII	THE	MOTOR	O	SP60220I	0003	FOB Orig	1.1D	DLA	TURBINE	F K	1.85281	1.945654	22500000	CIFNWEJETG	43777215	SJ0601					7/1/2020	7/30/2021	Y	0.022633	N	0 Y		
14				AGHII	THE	MOTOR	O	SP60220I	0004	FOB Orig	1.1J	DLA	TURBINE	F K	1.85281	1.863888	75000000	CIFNWEJETG	1.4E+08	SJ0601					7/1/2020	7/30/2021	Y	0.022633	Y	0.000507		
15																																



Exiting the Bulk CIS

- Click on **Return to Buy Selection** in the Create Report Screen.

SCREEN: Return to Buy Selection



Create Report For: AEM

[Return to Buy Selection](#) [Solicitation and Bulletin Clauses](#) [POC](#)

Beginning Date: 07/01/2019
Ending Date: 07/30/2021

Message:

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

Report Data: [Reset](#)

Location * None selected ▾
Contractor None selected ▾
State * None selected ▾
Service All selected (2) ▾
Contract Number 5 selected ▾
Contract Lineitem All selected (4) ▾
Solicitation Number None selected ▾
TSW Location All selected (5) ▾
Product All selected (4) ▾
Mode All selected (3) ▾

* Selecting any Location or State option will limit Contract Numbers to Destination contracts only

Report Sort Order:

1st Order	Contract/Solicitation ▾
2nd Order	Clin ▾
3rd Order	Contractor ▾
4th Order	TSW Location ID ▾
5th Order	Location ▾
6th Order	State ▾
7th Order	Product ▾
8th Order	Mode ▾
9th Order	Service ▾

Report Format Options:

[Display Report In Narrative Format](#)
[Display Report In Tabular Format](#)
[Download Excel Spreadsheet](#)
[Email Report In Narrative Format](#)

2. Click on **Log Off**.

SCREEN: Bulk Fuels CIS Home Page

Global Lift Global Search [Log Off](#)

BULK Fuels

BULK:	AEM	IEG	Unknown BULK Item
2.99	AL DHAFRA AIR BASE JPTS AND LFJP8 TRANS.	JPTS	WPC
4.8	AL DHAFRA SUPPLY	LUBES	
6.4	HAWAII ISO CONTAINERS	RMW	
ADDITIVES			

3. The following “Session Ended” screen will appear and you can now close the web browser.

SCREEN: EPST Session Ended



EPST



Wrapping up your session...
Finished
Your session has ended.
Login will be required for your next access.
For your security, please close your browser.

