

**DLA ENERGY  
BULK PETROLEUM PRODUCTS**

**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:**

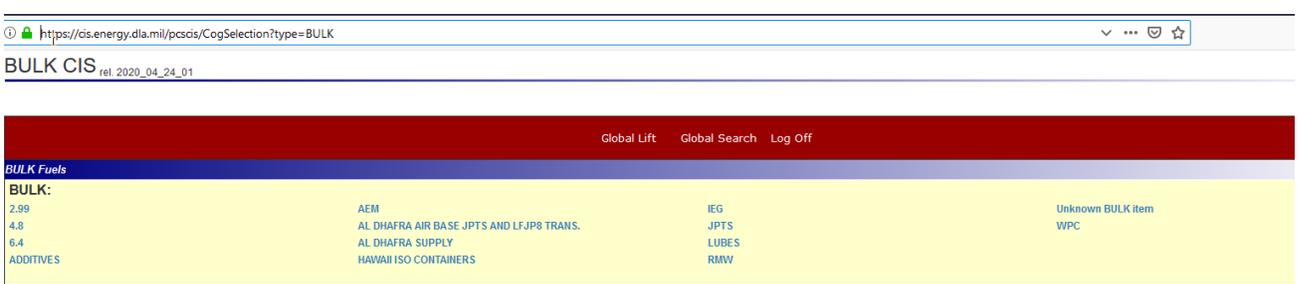
- The purpose of this desk guide is to provide bulk contracting personnel and suppliers with instructions on how to view current and historical contract line item details and information about corresponding worldwide contracts and solicitations.

**Audience:**

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

## Accessing Bulk CIS

**SCREEN: Bulk CIS Home Page**



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

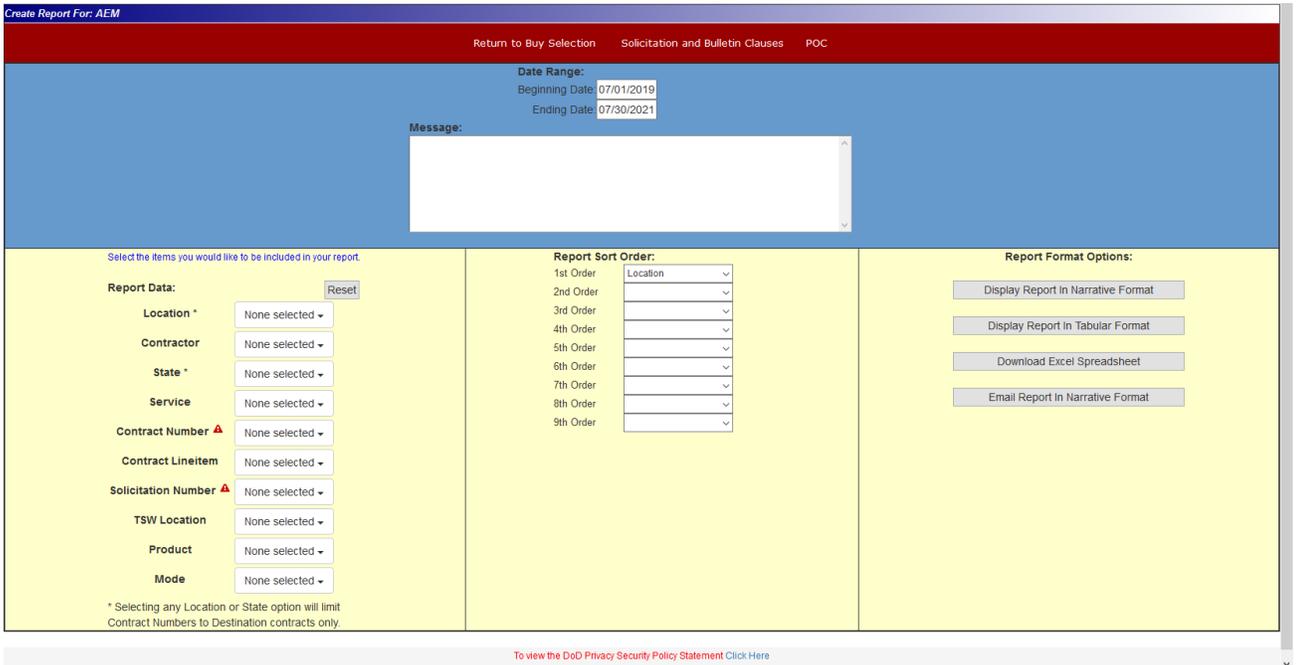
1. Select the bulk fuels procurement program you are interested in reviewing contract or solicitation information. (For purposes of this desk guide, the AEM program is selected).

## SCREEN: Bulk CIS Fuels Procurement Program Selection



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

## SCREEN: Create Report Selection



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

The screenshot shows a blue interface with a red header bar. It contains the following text and input fields:

- Date Range:**
- Beginning Date:
- Ending Date:



## Report Data Section

### SCREEN: Report Data



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

**Report Data:** Reset

<b>Location *</b>	None selected ▾
<b>Contractor</b>	None selected ▾
<b>State *</b>	None selected ▾
<b>Service</b>	None selected ▾
<b>Contract Number</b> ⚠	None selected ▾
<b>Contract Lineitem</b>	None selected ▾
<b>Solicitation Number</b> ⚠	None selected ▾
<b>TSW Location</b>	None selected ▾
<b>Product</b>	None selected ▾
<b>Mode</b>	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 \***

**Contractor**

**State \***

**Service**

**Contract Number**

**Contract Lineitem**  SPE60219D0484

**Solicitation Number**  SPE60219D0485

**TSW Location**  SPE60220D0478

**Product**  SPE60220D0479

**Mode**  SPE60220D0480

SPE60220D0481

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

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

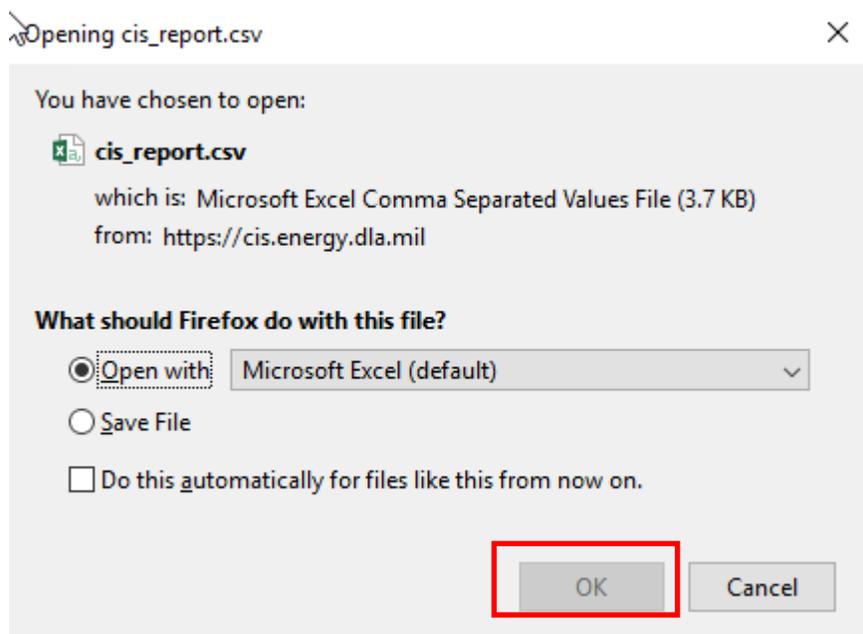
**Download Excel Spreadsheet**

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

J	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	AD								
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	Formula	Escalator	I	Value	Ren	Order	Doc	Delivery	C	Billing	I	Sub	Do	Da	Messages	Effective	Effective to	FSII	FSII Price	SDA	SDA Price	CI	
3	U.S.	NAV	SICILY	IT	AIR	BP-SO	AIR	BP	ITA	SP60220I	0001	FOB	Desti	1.1I	NAVY	TURBINE	FT	1.81277	2.224395	7500000	FOBMED	JET6	16682963	SI0601	SE6N03		N6295		#####	7/30/2021	Y	0.044593	Y	0	Y			
4					BP	OIL	INT	BP	OIL	INT	SP60220I	0001	FOB	Orig	1.1J	DLA	TURBINE	FK	1.85281	1.876256	8500000	CIFN	WEJETG	15948176	SI0601	SE6F05		7/1/2020	7/30/2021	Y	0.009485	Y	0.000271	Y				
5	OA	ALGEC			ALGECIRA	COMP	??	SP60220I	0001	FOB	Desti	1.1B	DLA	DISTILLATIP	1.796226	1.893924	35500000	PLMED	ULSD	67234302	SI0601	SE6N04				7/1/2020	7/30/2021	N	0	N	0	N	0	N				
6					AGHII	THE	MOTOR	O	SP60220I	0001	FOB	Orig	1.1B	DLA	DISTILLATIK	1.796226	1.893816	35500000	PLMED	ULSD	67230468	SI0601				7/1/2020	7/30/2021	N	0	N	0	N	0	N				
7					KILLINGH	Vital	Inc.	SP60220I	0001	FOB	Orig	1.1I	DLA	TURBINE	FP	1.85281	1.879149	53000000	CIFN	WEJETG	9594897	SI0601				7/1/2020	7/30/2021	N	0	N	0	N	0	N				
8	OA	ALGEC			ALGECIRA	COMP	??	SP60220I	0002	FOB	Orig	1.1I	DLA	TURBINE	FK	1.85281	1.853571	30000000	CIFN	WEJETG	55607130	SI0601	SE6N04				7/1/2020	7/30/2021	Y	0.009485	Y	0.000271	Y	0	N	0	N	
9					AGHII	THE	MOTOR	O	SP60220I	0002	FOB	Desti	1.1I	DLA	TURBINE	FP	1.85281	1.90429	11000000	CIFN	WEJETG	20947190	SI0601	SE6P03			7/1/2020	7/30/2021	N	0	N	0	N	0	N			
10					AGHII	THE	MOTOR	O	SP60220I	0002	FOB	Orig	1.1I	DLA	TURBINE	FK	1.85281	1.828893	10025500	CIFN	WEJETG	18335567	SI0601				7/1/2020	7/30/2021	N	0	Y	0.000507	Y	0	Y	0.0005	N	
11					BP	OIL	INT	BP	OIL	INT	SP60220I	0003	FOB	Orig	1.1I	DLA	TURBINE	FP	1.85281	1.834432	95959500	CIFN	WEJETG	1.76E+08	SI0601	SE6P09		7/1/2020	7/30/2021	N	0	Y	0.0005	N				
12	OA	ALGEC			ALGECIRA	COMP	??	SP60220I	0003	FOB	Desti	1.1D	DLA	TURBINE	FP	1.85281	1.936433	45000000	CIFN	WEJETG	8713949	SI0601	SE6N04				7/1/2020	7/30/2021	Y	0.005291	N	0	Y	0	Y	0.002633	N	
13					AGHII	THE	MOTOR	O	SP60220I	0003	FOB	Orig	1.1D	DLA	TURBINE	FK	1.85281	1.945654	22500000	CIFN	WEJETG	43777215	SI0601				7/1/2020	7/30/2021	Y	0.002633	N	0	Y	0	Y	0.000507	Y	
14					AGHII	THE	MOTOR	O	SP60220I	0004	FOB	Orig	1.1J	DLA	TURBINE	FK	1.85281	1.863888	75000000	CIFN	WEJETG	1.4E+08	SI0601				7/1/2020	7/30/2021	Y	0.022633	Y	0.000507	Y					
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.

<b>Report Data:</b>	<input type="button" value="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

<b>Report Sort Order:</b>	
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 ▾

<b>Report Format Options:</b>
<input type="button" value="Display Report In Narrative Format"/>
<input type="button" value="Display Report In Tabular Format"/>
<input type="button" value="Download Excel Spreadsheet"/>
<input type="button" value="Email Report In Narrative Format"/>

2. Click on **Log Off**.

### SCREEN: Bulk Fuels CIS Home Page

Global Lift Global Search [Log Off](#)

**BULK Fuels**

<b>BULK:</b>	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.

