DLA ENERGY
BULK PETROLEUM PRODUCTS

Bulk Petroleum Products Desk Guide

Bulk Contract Information System (CIS)

Effective June 2022

Table of Contents

Contents

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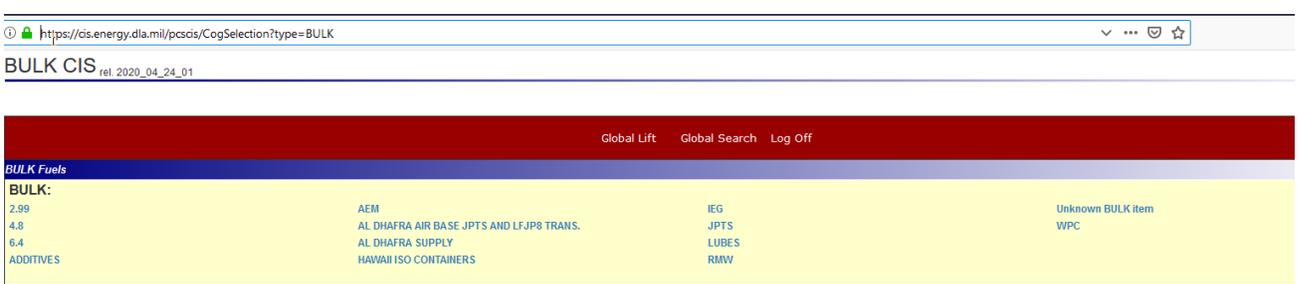
1. Access the Bulk CIS home page at the following link:
   https://cis.energy.dla.mil/pcscis/CogSelection?type=BULK

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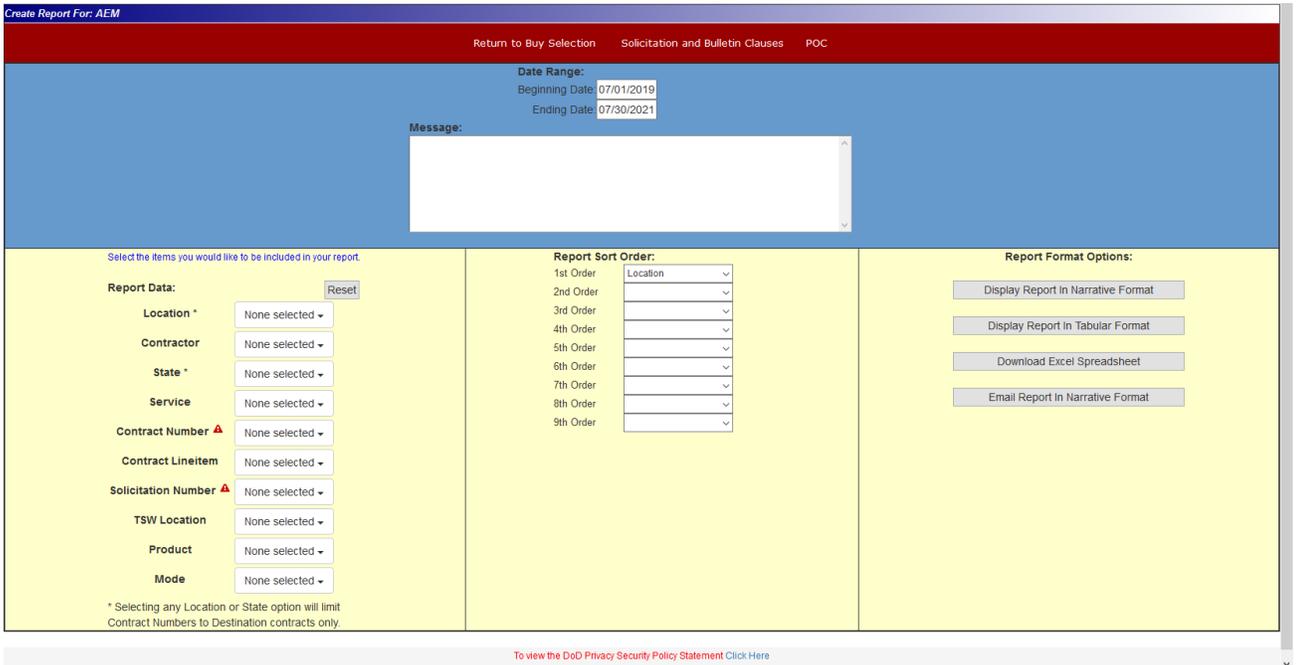
3. There are four sections in the Create Report screen: Date Range, Report Data, Report Sort Order and Report Format Options. First, you will select the Date Range you wish to search for your data.

◎ 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

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 solicitaion 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

2. 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

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 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).

2. Click **OK.**

SCREEN: Open or Save Option
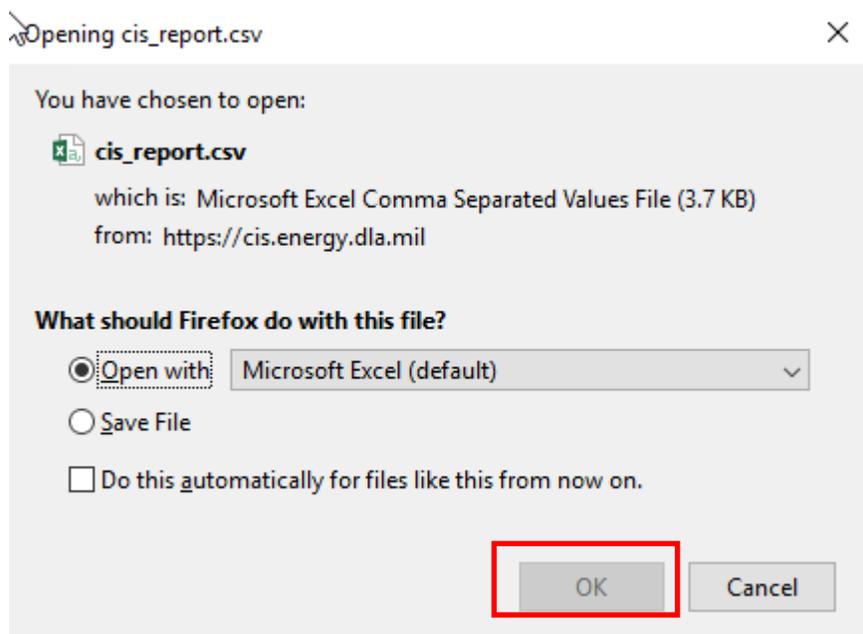
3. The report will generate in an Excel csv format, where you can view, print, save or email the spreadsheet.

SCREEN: Excel Spreadsheet

◎ Exiting the Bulk CIS

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

SCREEN: Return to Buy Selection

2. Click on *Log Off*.

SCREEN: Bulk Fuels CIS Home Page

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

SCREEN: EPST Session Ended

EPST