



Defense National Stockpile Center



Iodine Industry Meeting

May 26, 2004

Agenda

- Stockpile Overview- Cheryl Deister, Director, Contracting
- Operations Lance Kualii, Director Operations
- Sales Methods Sandra Dozier, Contract Specialist
Cheryl Deister
- Financial Frank Taylor, Chief, Financial Integrity Office
- Marketing Frank Ringquist, Director, Marketing
- Website Martha Hochberg, Procurement Analyst

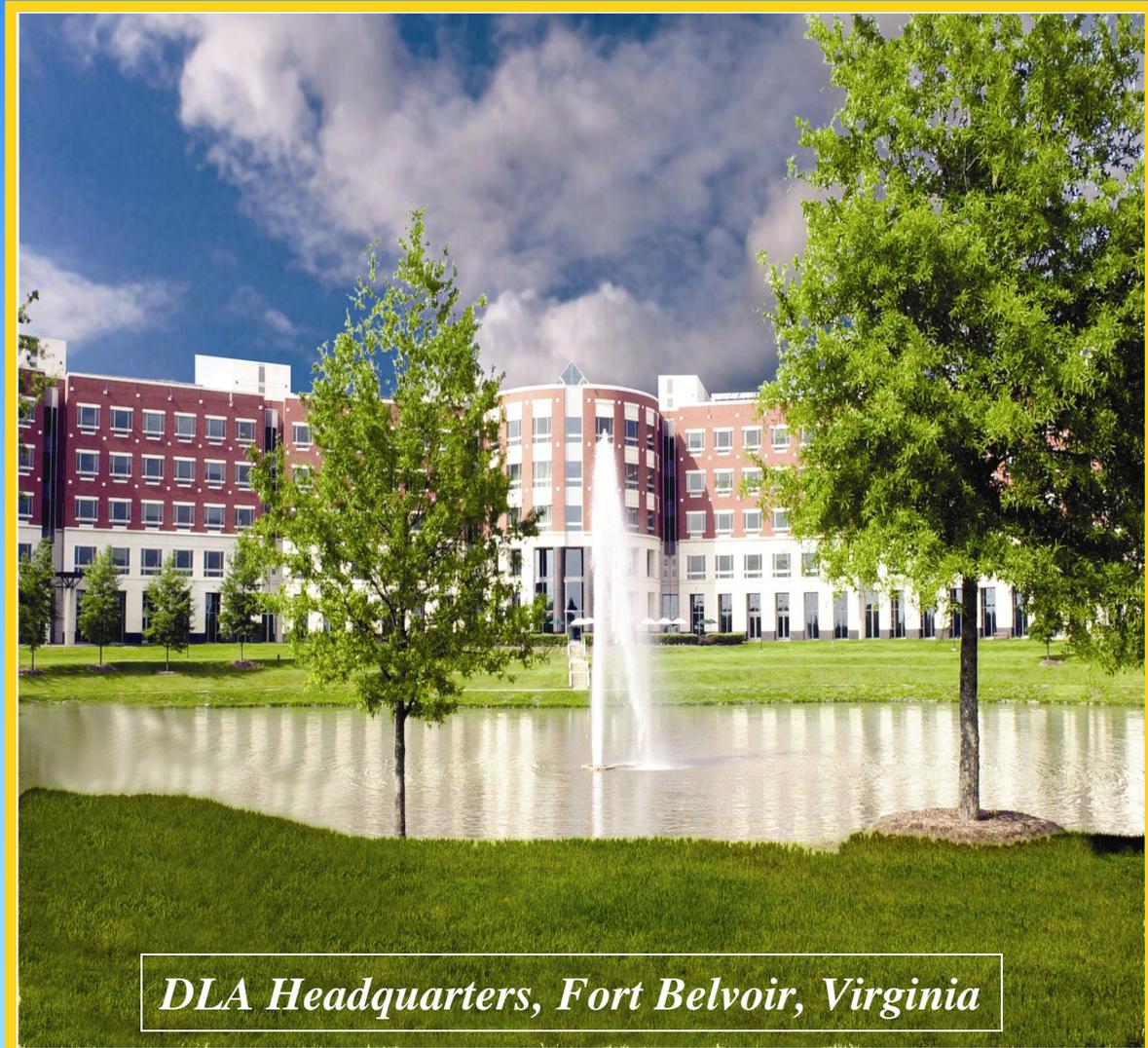


Why a Stockpile...

◆ DNSC, part of DLA, sells commodities on the open market

◆ This stockpile of strategic & critical materials was established to reduce US dependence on foreign sources of supply during national emergencies

◆ DNSC currently stores 47 commodities valued at \$1.7 Billion at 43 locations



DLA Headquarters, Fort Belvoir, Virginia



Stockpile Sales...

the law says:

- ➡ *Use competitive sales procedures*
- ➡ So, we can and do accept bids from both domestic & foreign concerns and, occasionally, from a foreign government.
- ➡ *"...avoid undue disruption of the usual markets of producers, processors and consumers..."*
- ➡ *"...protect against avoidable loss..."*



Annual Materials Plan (AMP)

- Defense Authorization Acts give general authority to sell commodities
- Annual Materials Plan (AMP) sets specific annual sales ceilings
- Market Impact Committee advises on AMP



Market Impact Committee

- ◆ The *MIC* advises NDS manager on domestic and foreign economic effects of proposed acquisitions and disposals of stockpiled material
- ◆ Members: Departments of State and Commerce (Co-Chairs), Agriculture, Defense, Interior, Treasury, Energy and Homeland Security
- ◆ The members are chosen for their expertise on materials and markets that could be adversely affected by NDS acquisitions and disposals.
- ◆ The *MIC* regularly consults with representatives of producers, processors, and consumers of the materials that could be affected by the AMP.

Operations



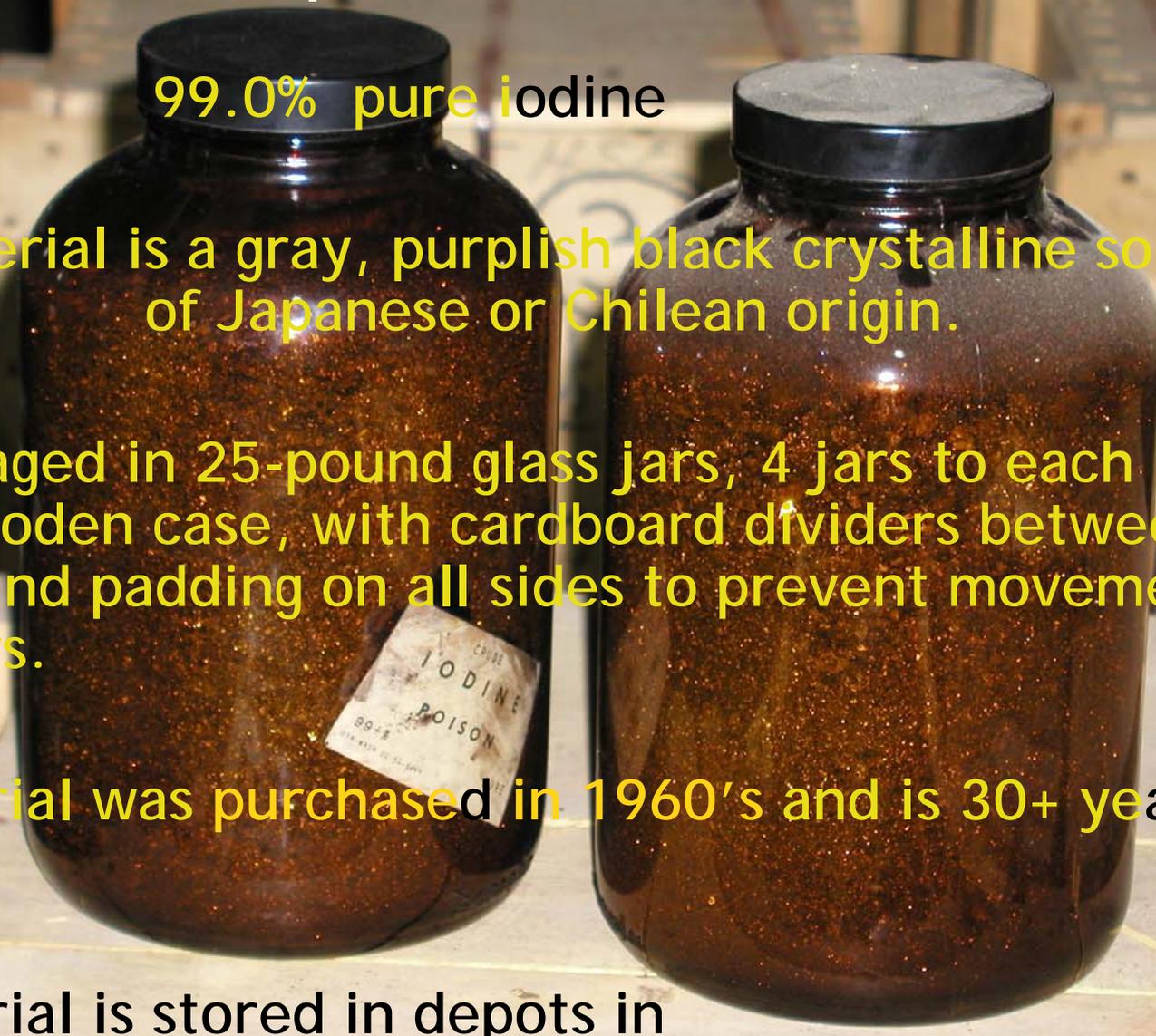
Lance Kualii, Director Stockpile Operations



Description of DNSC Iodine

99.0% pure iodine

- ➔ Material is a gray, purplish black crystalline solid of Japanese or Chilean origin.
- ➔ Packaged in 25-pound glass jars, 4 jars to each 100 lb wooden case, with cardboard dividers between jars and padding on all sides to prevent movement of jars.
- ➔ Material was purchased in 1960's and is 30+ years old.
- ➔ Material is stored in depots in New Haven, IN & Somerville, NJ



Inventory by Depot



New Haven, Indiana 1,033,468 lbs

Somerville, New Jersey 1,431,986 lbs

TOTAL 2,465,454 lbs

Iodine crates

Sales Methods



Sandra Dozier, Contract Specialist



Old Sales Method

Negotiated

- ➡ Offers are not publicly opened
- ➡ Price and other factors are negotiable
- ➡ Only aggregate or provisional contract amounts and company name made public



Iodine Sales through April 2004

<u>FY</u>	<u>AMP Qty</u>	<u>QTY Sold</u>	<u>% Of AMP Sold</u>
1999	1,000,000	225,000	23%
2000	1,000,000	83,500	8%
2001	1,000,000	210,000	21%
2002	1,000,000	56,000	6%
2003	1,000,000	520,000	52%
2004	1,000,000	542,489	54.3%



DNSC Iodine Sales Compared with U.S. Consumption and World Production

FY	DNSC Awards as percentage of of U.S. Consumption*	DNSC Awards as percentage of World Production*
1999	1.70%	0.53%
2000	0.70%	0.20%
2001	1.81%	0.50%
2002	0.36%	0.13%
2003	3.36%	1.20%
2004	3.64%	1.13%

- U.S. Consumption and World Production are based on U.S. Geological Survey data.



Proposed new Sales Method

BOA

- Quotes not released to the public
- Some pre-negotiated terms
- Only registered companies may participate
- Interactive submittals accepted
- Only aggregate or provisional contract amounts and company name made public

The BOA

Basic Ordering Agreement

A man wearing a grey cap, a dark jacket, and gloves is standing in a warehouse, looking at a piece of paper. He is surrounded by numerous wooden crates stacked on metal shelving units. The crates are labeled with 'CASE # 18', 'CASE # 20', 'CASE # 13', 'CASE # 14', 'CASE # 8', and 'CASE # 10'. A red dotted arrow points from the man's paper to a specific crate. A white box with a red border contains the text 'Your name here'.

Your name here

Checking inventory prior to shipping, at Somerville, NJ



Advantages - BOA

- ▶ Allows flexibility
 - ▶ Responsive to the market
 - ▶ Material offered weekly
 - ▶ Fill a "Spot" need in the marketplace
-
- ▶ DNSC selects quantity and quality of material being offered.
 - ▶ Pre-qualification and established negotiated special terms and conditions



Section A

Agreement/ Contract Form

- Agreement/Contract Form:
an executed copy of the *Basic Ordering Agreement* and the *Quote/Award Form (I.1)* together will constitute a contract
- Material available for sales will be posted Tuesdays on the DNSC website <https://dnsc.dla.mil> by 10:00am local time, Fort Belvoir time



Section B

Pre Qualification

- ◆ Companies may register and qualify under the BOA at any time (ongoing process)
- ◆ Submittals to register and qualify:
 - ◆ Applicants must review and agree to conform to the terms and conditions of the Agreement by completing pertinent sections of the BOA cover sheet
 - ◆ Complete Identifications I.4 through I.7
 - ◆ Financial statements and references



Section B

Pre-Qualification

- Based on financial strength of a company, DNSC will determine the financial exposure limit extended to the company and weigh acceptance of requested payment terms
- With payment terms, the Government will factor the cost of money and anticipates an equitable adjustment in quoted price



Section B

PreQualification

- ◆ Notification of payment terms will be forwarded to Applicant by letter within ten (10) working days from receipt
- ◆ Re-evaluation of submittal documents and financial information will occur annually or as otherwise required
- ◆ Representations and Identifications must be renewed annually or when information changes
- ◆ Independent Pricing and Debarred/Suspended status is confirmed on Quote/Award Form (I.1)



Section C

Quotes

- ◆ Quotes shall be submitted on I.1 Quote/Award Form; quoter initials in space provided to designate compliance with Independent Pricing and Debarment/Suspension (I.3, I.4)
- ◆ Quotes may either be faxed or submitted online. All quotes must be received by 10:00am Thursday following the Tuesday posting of material.
- ◆ Quote/Award Form will be automatically generated when quote is submitted electronically



Section C

Quotes

- ◆ Quotes shall be fixed price (dollar & cents on a per pound basis)
- ◆ Removal period is currently 30 calendar days.
- ◆ Quotes shall be for 5,000 lbs. minimum (or an entire line item if the quantity available on that line item is less than 5,000 lbs.)



Section C

Quotes

Evaluation of Quotes

- Price and price alone (including payment terms, if any)
- Must have completed and approved BOA package prior to quoting (DNSC letter)
- Must submit a completed I.8 Iodine End User Certification (as required in 21 U.S.C 802 (35)(i) and 21 U.S.C.890 with each quote)

Contract Award

- I.1 Quote/Award Form - completed and approved BOA signed by Contracting Officer



Section D

Payment

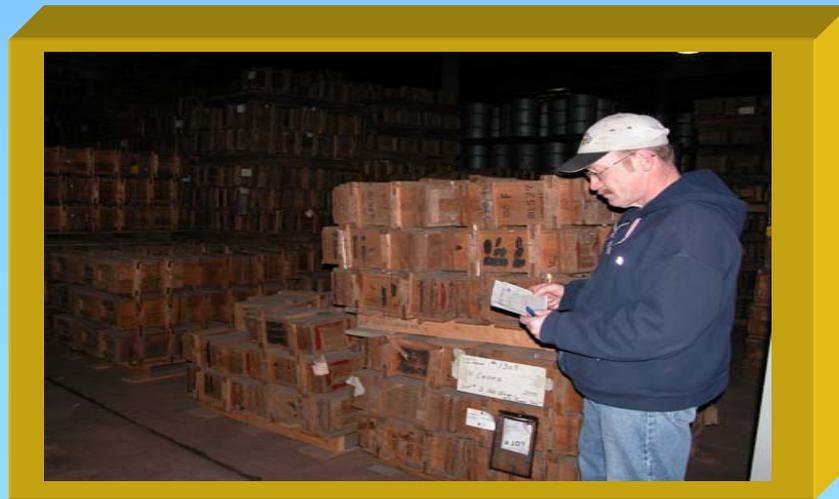
- **Payment Terms:** Must be requested and pre-approved
- Maximum payment terms will be 30 days from receipt of current, accurate & complete shipping instructions.
- If Shipping Instructions are not submitted on or before final day of contract period, Govt. will revoke payment terms & payment will be required before shipment.
- Payment remitted in form of wire transfer, U.S. Postal Service Money Order, company check or bank check
- Service charge of \$100.00 for all returned checks
- Penalty charge of 6% per annum will be assessed on any debt principal more than 90 days delinquent. Administrative charges may be assessed to cover expenses incurred by the Government in recovery of delinquent debts.



Section E

Material Removal

- ◆ Contract Period = 30 calendar days
- ◆ Storage Charge = \$0.005 per pound, or fraction thereof per 30 day period that material remains in the depot beyond the contract period.





Section F

Shipping

- ◆ Shipping Instructions must be received five (5) working days prior to requested shipment date.
- ◆ Request for shipment will be for a minimum of 5,000 pounds
- ◆ Variation in quantity \pm 2% of the quantity awarded



Section G

Contract Administration Data

- ◆ Changes in terms & conditions of the Agreement shall be accompanied by written amendment
- ◆ Changes in terms & conditions of any resulting contract shall be accompanied by a written modification signed by the Contracting Officer
- ◆ Title to the material shall pass to the Contractor after payment is received or material is shipped, whichever comes first
- ◆ Setoff- Contractor agrees that Government may use all or a portion of any monies received by Government to satisfy in whole or in part any debt (e.g. delinquent payments, interest, storage charges, penalty charges or administrative charges)



Section J

List of Attachments

- ◆ Storage Locations
 - ◆ New Haven, IN
 - ◆ Somerville, NJ

- ◆ Shipping Instructions
- ◆ Material Safety Data Sheets
- ◆ Fedwire Procedures

Financial Determination



Frank Taylor,
Chief, Financial Integrity Office
703-767-6530



Financial Responsibility

- ◆ Financial Exposure Limit
 - ◆ Maximum level of business

- ◆ Payment Terms - *(Up to 30 days from receipt of current complete & accurate shipping instructions)*
 - ◆ Negotiated - Available, if qualified
 - ◆ BOA - Available, if qualified



Financial Responsibility Recommendation

- ◆ Establish Financial Exposure Limit for all Companies
 - ◆ Financial Position
 - ◆ Past Performance
 - ◆ References (Suppliers, Financial Institutions)
 - ◆ Credit Reports
 - ◆ Monitor Financial Risks



Financial Responsibility Monitoring

- ◆ Tracking Performance
 - ◆ Financial
 - ◆ Physical
- ◆ If exposure limit has been reached, all subsequent sales will cease until the account balance is reduced or exposure limit is increased.
- ◆ If account(s) are delinquent--
 - ◆ Shipment of commodities will stop until the delinquency is eliminated.
 - ◆ Any monies received will be used to offset delinquent accounts.



Payment Methods

- Electronic Funds Transfer (wire transfer)
 - Convenient
 - Accelerates release & shipment of goods
- Company Check
- Under consideration -
Automated/Accelerated Check Processing

Marketing



Frank Ringquist, Director, Planning & Market
Research

703-767-6479

Barry Klein, Market Analyst



Establishing a Floor Price for BOA Sales

- Market Intelligence & Surveys

 - Wire: Reuters, Telerate

 - On-line: internet research, Import/Export Data

 - Publications: Mineral Price Watch, Wall St. Journal, Financial Times, Chemical Market Reporter

- Assess current market conditions, trends, pricing levels

- Set Floor Price for Material

 - Material quality, packaging, age, form, location

 - No guarantee of quality

 - Customer pays for all shipping costs & disposal of any packaging



Market Outreach

- Demand/ Need for material
- Types/ Form/ Grade
- Quantity
- Pricing Trends
- Locations
- Quality Issues
- Success of sales formats



Customer Contacts

- ◆ Industry Meetings
- ◆ Telephone
- ◆ Site visits & meetings
- ◆ Email

Navigating the web site

Martha Hochberg 703-767-5503



Defense National Stockpile Center Online Commodity Sales

Thursday, February 12, 2004

- Home
- Inside DNSC
- Materials Reports
- News Releases
- Commodities
- Depot Locations
- BOA Sales
- SSA Sales
- Register
- Login
- Links
- Notices
- Contact Us



Defense National Stockpile Center HQ

Fort Belvoir, Virginia



[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#)

Site last modified Thursday, February 12, 2004



Web Site

Required fields are marked in yellow and with an asterisk (*)

15. Type of Business Organization (APR 96)

The Offeror represents that the:

A. Domestic Organization operates as * operating in the state of *

Primary Bidder Information

First Name:* M.I.

Required fields are marked in yellow and with an asterisk (*)

Company Information

Company Name:*

Address 1:*

Address 2:

Registration Instructions

The Public Sales Website registration process is provided to allow companies or individuals interested in bidding on commodities included in the solicitations posted on this web site to identify themselves to the Defense National Stockpile Center staff. Registration is a five(5)-step process that stores general information about the company as well as Representations and Certifications (Reps & Certs) into a database. In Step 1, one must provide all requested information about the Company and at least one bidder. The process then requires acknowledgement of four (4) Reps & Certs pages. After submission, a confirmation screen allows for review of all the information entered. After submission of the registration information, a message box will confirm that the information was saved and advise that the user will be notified by e-mail when the account is activated.

Step 1. Company Information

Enter all information about the company and at least one primary bidder.

The following information is required:

Company Name, Address 1 (Street Address), City, State, Zip, Country, Company Phone Number, Company Size, Primary Bidder First Name, Last Name, Phone Number, E-mail Address, Username, Password and a confirmation of the password.

Step 2. 15 - Type of Business Organization

In Step 2, one must first select whether the organization is a **domestic** or **foreign entity**. Then appropriate choices must be selected about the **type of organization** (corporation, individual ownership, partnership, nonprofit, or joint venture), and **the state or country** that it operates in.

If a corporation is selected, then the appropriate information must be entered in **Section C** to identify whether the corporation is **individually owned or owned by or controlled by another entity**.

Step 3. 1.6 - Authorized Negotiator

The following fields are required for at least one negotiator (bidder):

First Name, Last Name, Company Title, Phone Number, and Fax Number.

If any information is entered for a second or third negotiator, all the required fields must be completed.

Step 4. 1.7 - Persons authorized to request shipment of material

The following fields are required for at least one requestor:

First Name, Last Name, Company Title, Phone Number, and Fax Number.

If any information is entered for a second or third shipping requestor, all the required fields listed above must be completed.

Small (< 500 Employees)

have at least one number and one letter.

This is your login screen...

The screenshot shows a Microsoft Internet Explorer browser window with the following elements:

- Browser Title Bar:** Defense National Stockpile Center - Microsoft Internet Explorer
- Address Bar:** http://localhost/
- Page Header:** Defense National Stockpile Center Online Commodity Sales
- Navigation Menu:** Home, Bids, Help, Logout
- Left Sidebar:** Home, Inside DNSC, Materials Reports, News Releases, Commodities, Depot Locations, BOA Sales, SSA Sales, Register, Login, Links, Notices, Contact Us
- Main Content Area:**
 - Welcome Test, your login was successful!**
 - User Name:** testbidder
 - Company Name:** DCSI, Inc.
 - Full Name:** Test Bidder
 - Location:** Reston, VA
 - [Change Your Password](#)
 - [View Company Profile](#)
- Announcement:** Defense National Stockpile Center is now accepting bids online for BOA Sales and SSA Sales.
- Instruction:** Mouse over on the **Bids** link above and click on [Make a bid](#) to search for an open solicitation and make a bid.

The Windows taskbar at the bottom shows the Start button, taskbar icons for Internet Explorer, and the system tray with the time 2:30 PM.

Look for something to quote on...

Defense National Stockpile Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print W

Address http://localhost/ Go Links >>

Defense National Stockpile Center Online Commodity Sales

Home Bids Help Logout

Solicitation Search

Please search for an open solicitation to bid on.

Solicitation Number	Status	Type	Commodity
DLA-Base Metals-001	Opened	Strategic Supply Alliance	Base Metals
DLA-Tantalum-001	Opened	Basic Ordering Agreement	Tantalum
DLA-Tungsten Ores and Concentrates-004	Opened	Strategic Supply Alliance	Tungsten Ores and Con
DLA-VTE-002	Opened	Strategic Supply Alliance	VTE

Search

Click on Search to see a list of open solicitations.

solicitationbid_search.asp?sectok=6447 Local intranet

Start Defense National Stoc... Document1 - Microsoft W... 2:32 PM

Defense National Stockpile Center - Microsoft Internet Explorer

Address: http://localhost/

Defense National Stockpile Center Online Commodity Sales

Home Bids Help Logout

General Bid Packages Shopping List (view only) Solicitation Documents Solicitation Package Print

Bid Package Info

Company: DCSI, Inc. Bid Status: Pending
 Created By: Test Bidder Date Created: 3/25/2004 8:12:32 AM

Add Bid Item Add Comment Check Out

Delete Entire Package

Bid Summary

Solicitation Number: DLA-Base Metals-001
 Commodity: Base Metals

Item Number	Location	Grade	Brand
42	Mechanicsburg, PA	Corroding	Broken Hill

Home Inside DNSC Materials Reports News Releases Commodities Depot Locations BOA Sales SSA Sales Register Login Links Notices Contact Us

Defense National Stockpile Center - Microsoft Internet Explorer

Address: http://localhost/

Defense National Stockpile Center Online Commodity Sales

Home Bids Help Logout

I.3 Certificate of Independent Price Determination (JUL 97)

a. The Contractor certifies that:

- (1) The prices in each quote have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Quoters or competitor relating to (i) each quote, (ii) the intention to submit a quote, or (iii) the methods or factors used to calculate the price quoted;
- (2) The prices in each quote have not been and will not be knowingly disclosed by the Quoter, directly or indirectly, to any other Quoter or competitor before contract award unless otherwise required by law; and
- (3) No attempt has been made or will be made by the Quoter to induce any other concern to submit or not to submit a quote for purposes of restricting competition.

b. Each signature on the quote is considered to be a certification by the signatory that the signatory:

- (1) is the person in the Quoter's organization the signatory has not participated and will not through a (2) above, or
- (2)(i) Has been authorized, in writing, to act as an authorized agent, does certify that any action contrary to subparagraphs a (1) (1) through (3) above, or

c. If the Quoter deletes or modifies subparagraph (1) through (3) above, the Quoter shall provide a statement setting forth in detail the circumstances.

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Defense National Stockpile Center - Microsoft Internet Explorer

Address: http://localhost/

Defense National Stockpile Center Online Commodity Sales

Home Bids Help Logout

I.4 Certification Regarding Debarment, Suspension, Proposed Debarment, Environmental Compliance and Other Responsibility Matters (JUL 97)

a. (1) The Contractor certifies that:

- (i) The Contractor is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision a.(1)(i)(B) of this provision.
- (ii) The Contractor has not, within a three-year period preceding this Agreement, had one or more contracts terminated for default by any Federal Agency.

(2) "Principal" for the purposes of this certification means officers, directors, owners, partners, and

Microsoft Internet Explorer

IMPORTANT!

This is the final step in submitting a bid/offer for this solicitation. Clicking below will constitute an electronic signature certifying that the bid information is valid and is submitted by an official authorized to bind your company.

Click on OK to complete this submission and to accept and electronically sign this bid/offer submission.

OK

Home Inside DNSC Materials Reports News Releases Commodities Depot Locations BOA Sales SSA Sales Register Login Links Notices Contact Us

eligible for the award of or had a civil connection with contract or subcontract, or commission of false statement, or



DWAS

Interactive Shipping Releases ...

an innovative way to accelerate the release and shipment of materials purchased from DNSC under any sales method.

Customer Shipping Instruction Process Overview

Vendor identifies individual(s) for access to DWAS.
Vendor completes Part 1, signs the form and faxes to DNSC-C,
Attn: Martha Hochberg (703) 767-5484

The screenshot displays the Adobe Acrobat Professional interface with a PDF document titled "DWASCustRequestForm.pdf" open. The document is a "Defense National Stockpile (DNSC) Customer DWAS WEB Access Request Form". The form is divided into three main sections: Part I (Customer/User completion), Part II (DNSC Trusted Agent completion), and Part III (DFAS-CO TASCO completion). The current view shows Part I and the beginning of Part II.

**Defense National Stockpile (DNSC)
Customer
DWAS WEB Access Request Form**

TYPE OF REQUEST: INITIAL MODIFICATION DISABLE

PART I (To Be Completed By Customer /User)

Company Name: _____
Street: _____
City: _____ State: _____ Zip Code: _____
Country: _____
Use Name: First: _____ Last: _____
Job Title/Function: _____
Phone: _____ Email: _____

Statement of Accountability
I understand my obligation to protect my password/login. I understand and will comply with the Instructions provided me and will not divulge the password/login to any other person.

Signature: _____ Date: _____

PART II (TO BE COMPLETED BY DNSC TRUSTED AGENT)

Name: _____ Title: _____
Phone (COMM): _____ (DSN): _____

Authentication
I certify that the Customer/User identified in Part I requires DWAS WEB "Customer Shipping Instructions" access to view, prepare and submit Customer Shipping Instructions for their contracts only.

Signature: _____ Date: _____
Vendor Code/ Buyer ID: _____

PART III (TO BE COMPLETED BY DFAS-CO TASCO)

Assigned USER ID: _____ Assigned PASSWORD: _____
User ID/Password assigned by: _____ Date: _____
Signature: _____ Date: _____

The interface includes a sidebar with "Bookmarks", "Signatures", "Layers", "Pages", and "Comments". The status bar at the bottom shows "8.5 x 11 in" and "1 of 1". The Windows taskbar at the very bottom shows the Start button, several application icons, and the system clock at 3:30 PM.

- The user logs on to DWAS
- User must change the temporary password to a unique password
- Make sure all letters in your password are input using lower case
- Be extremely careful in distinguishing between the letter “i vs. j”
- If you attempt to enter your password unsuccessfully three times in a row, you will have to request a new password.
- (Note: if you fail two times in a row, log off DWAS and then log in again before attempting the third time unless you are certain of what you need to change on your inputs)

Security - MSIE6 ::: DEFENSE LOGISTICS AGENCY :::

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://nsc.wr.disa.mil/prod/> Go Links Customize Links Free Hotmail

 **Login**

Defense National Stockpile Center

Main Menu | Help | Login

Users
[Login](#)
[Logout](#)

User Log In

User Name:

Password:

LOGIN

Done Trusted sites

Start |  | 9:46 AM

- This screen shows the opening display when a user successfully logs into DWAS
- Note the user will only see shipping instructions associated with their company

The screenshot displays a Microsoft Internet Explorer browser window. The title bar reads "DNSC - MSIE6 :: DEFENSE LOGISTICS AGENCY ::". The address bar contains the URL "https://nsc.wr.disa.mil/accept/execute/VerifyLogIn". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The navigation bar shows "Back", "Forward", "Home", "Search", "Favorites", "Media", and "Go". The page content includes a "Main Menu" and "Shipping" navigation bar, a "Welcome DNSC Customer" message, and a "40th Anniversary" logo. The taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "12:08 PM".

- When My Shipping Instructions link is selected, DWAS will display all shipping instructions
- that are have a status of pending, open, closed and aborted by contract number
- The display can show all shipping instructions or you can select a specific status category i.e. Open by using the "Search" function

The screenshot shows a web browser window titled "Shipping - MSIE6 :: DEFENSE LOGISTICS AGENCY". The address bar shows the URL: <https://nsc.wr.disa.mil/accept/execute/NavigateShippingInstructionsCu>. The page content includes a navigation menu with "Main" and "Shipping" tabs, and a "Stockpile Center" logo. The main heading is "Shipping Instructions Maintenance" with a sub-heading "Browse Mode". Below this is a section titled "Browse Shipping Instructions" with navigation links: "<< | < | > | >> | Goto [input type='text'] | Search | Add Shipping Instructions".

Serial Number	Contract Number	Sequence	Status	Action
3976	SP083300S00313	17	Open	Shipment Order Report Contract Info
4033	SP083300S00313	2	Open	Shipment Order Report Contract Info
4034	SP083300S00313	3	Open	Shipment Order Report Contract Info
4046	SP083300S00313	4	Open	Shipment Order Report Contract Info
4055	SP083300S00313	5	Open	Shipment Order Report Contract Info
4056	SP083300S00313	6	Open	Shipment Order Report Contract Info
4057	SP083300S00313	7	Open	Shipment Order Report Contract Info
4058	SP083300S00313	8	Open	Shipment Order Report Contract Info
4066	SP083300S00313	9	Open	Shipment Order Report Contract Info
4073	SP083300S00313	10	Open	Shipment Order Report Contract Info

The browser status bar shows "Done, but with errors on page." and "Trusted sites". The taskbar at the bottom shows the Start button and several open applications: "Inbox - ...", "FW: SS...", "DNSCM...", "Custom...", "Shippin...", and system icons for network, volume, and time (12:09 PM).

When a user clicks the Add New Shipping Instruction link, the screen below displays
User must select the appropriate Contract Number from the drop down box
User must then complete: Location, Contact, Request #, Shipping Method, Requested
Shipping Date, Carrier Name, POC, and Phone. The Tracking field should not be
completed and all other fields are optional
When all required fields are completed, the user must click the "Save" link

Shipping
My Shipping Instructions

Shipping Instructions Maintenance

Browse Mode Shipping Instructions

Add Shipping Instructions

Contract Number: SP083304S40124

Status: P - Pending

Payment Type: 30 days after S/I
Received Date

Preparer: test, a

Settlement: No

Requested Ship Date: 2004-03-31

Location: 207-BINGHAMTON, NY

Instr. Prepared Date: 2004-03-26

Contact: TEST, A

Request #: TEST 123

Sampler:

Tracking #:

Sampler Phone:

Shipping Method: TRUCK

Carrier Name: TEST 123

Min. Load: 0.0

POC: TEST 123

Out Loader:

Phone: TEST 123

Out Loader Phone:

E-mail:

Ship To:

Comments: TEST 123

40th ANNIVERSARY 1945-2005

Start | In... | D... | C... | Mi... | U... | Sh... | Internet | 9:27 AM

- When the “Save” link is clicked, the screen will automatically refresh and the “Items” tab will appear to the right of the Shipping Instructions tab

Shipping - MSIE6 :: DEFENSE LOGISTICS AGENCY ::

File Edit View Favorites Tools Help

Address <https://dwaswebt.csd.disa.mil/accept/execute/AddShippingInstructions>

Main Menu | Help | Logout

Shipping Instructions Maintenance

[Browse Mode](#) | [Shipping Instructions](#) | [Items](#)

Edit Shipping Instructions

Serial Number: 7858 **Status:** P - Pending

Contract Number: SP083304S40124 **SeqNo:** 3 **Preparer:** test, a

Payment: 30 days after S/I **Requested Ship Date:** 2004-03-31
Type: Received Date

Settlement: No **Instr. Prepared Date:** 2004-03-26

Location: 207-BINGHAMTON, NY **Sampler:**

Contact: TEST, A **Sampler Phone:**

Request #: TEST 123

Tracking #:

Shipping Method: TRUCK **Carrier Name:** TEST 123

Min. Load: 0.0 **POC:** TEST 123

Out Loader: **Phone:** TEST 123

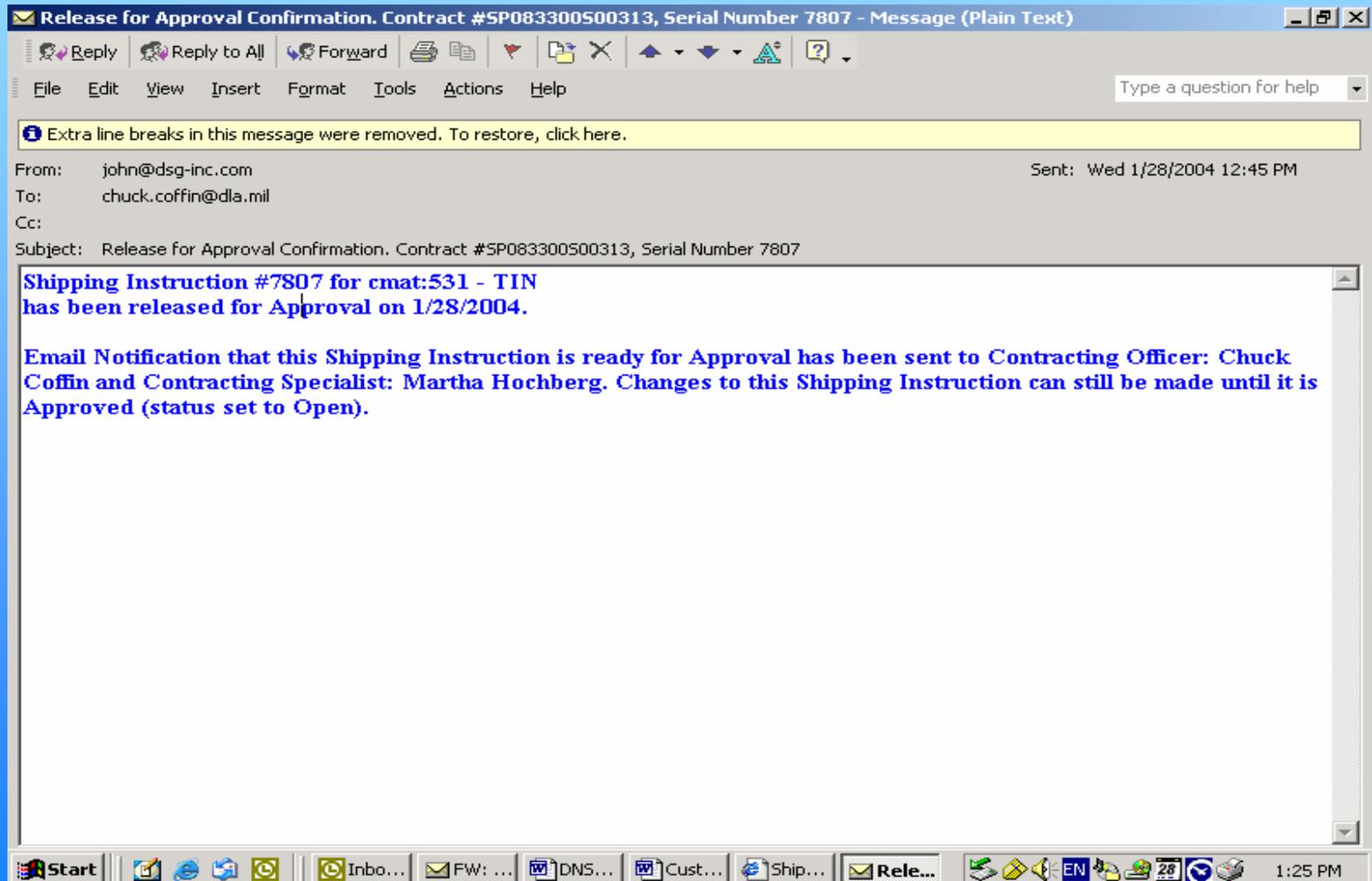
Out Loader Phone: **E-mail:**

Comments: TEST 123

Done Internet

Start In... D... C... Mi... U... Sh... 9:27 AM

- The screen shows the automatic email message that the user receives
- after they submit a new shipping instruction request.





Points of Contact

CORNEL HOLDER
Administrator, 703-767-5500

ESSIE SCHLOSS
Deputy Administrator, 703-767- 5500

CHERYL DEISTER
Director, Contracting, 703-767-5475

FRANK RINGQUIST
Director, Marketing, 703-767-6479

JENNIFER IRIBARREN, CONTRACTING OFFICER
703-767-5487

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