

Customer Information Guide for the new DLA Strategic Materials Website

- All users must create a new account to access the system.
- All users that currently receive email notifications regarding news releases will have to create a new profile to specify the desired types of email notifications and the materials of interest.
- All users must obtain Standard Login Interface Module (SLIM) account in accordance with DLA standard operating procedures in order to register
 - SLIM accounts must include a user generated 15 character, strong password.
 - SLIM accounts that exceed 30 day windows without being accessed will be deactivated and will require reactivation from DLA Strategic Materials (users will be encouraged to login in monthly to avoid any issues)
- Companies must use the online web site to register a company, register for a solicitation, submit quotes and request shipments. **Faxes will no longer be accepted.**
- No previous information will be transferred to the new system—everyone and every company must register anew.
- A user can register a new company and he/she will become the administrator for the company. The company registration must be approved by DLA before the company can register for solicitations.
- The company administrator can add additional company administrators. The new administrators must have an account. Only a company administrator can register a company for solicitations.
- A company will be required to register for each solicitation for which it wishes to submit quotes. This applies to solicitations for different materials, but also for different solicitation versions for the same material (for example: DLA-Cobalt-001, DLA-Cobalt-002).
- Again, only company administrators can register for a solicitation. Solicitation registrations will be accepted for any open solicitation and must be approved by DLA before the company can submit a quote.
- When a company administrator registers for a solicitation, he/she becomes the solicitation registration administrator.
- The solicitation registration administrator can edit the solicitation registration and can add additional solicitation registration administrators. The new administrators must have an account. The registration administrator can identify users for specific roles under the solicitation (bidder, negotiator, shipment requestor).
- Solicitation registrations will require the specification of users to perform the following roles:
 - Bidder – authorized to submit quotes for the company
 - Negotiator – authorized to negotiate on behalf of the company (applies only to Negotiated solicitations)
 - Shipment Requestor – authorized to request shipment for the company

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- All users in the roles under a solicitation must have a SLIM account.
- One user can perform multiple roles—bidder, negotiator, shipment requester.
- Company administrators and users performing the above roles will be required to specify a personal identification number (PIN) in their user profile. The PIN will be used in lieu of a signature when submitting solicitation registrations, quotes and shipment requests.
- Companies will be responsible for ensuring that all users are valid and current.

More information regarding the new DLA Strategic Materials website and registration will be available soon. Existing customers will be contacted directly with more information in the coming weeks.

