

# ***Vendors' Guide***

**Virtual Bid Room**

**Naval Logistics Library**

**20 July 1999**

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## **Introduction - Entering the VBR**

The Virtual Bidroom (VBR) is a Naval Supply Systems Command (NAVSUP) response to the Navy's initiative to convert commercial contracting activities (solicitations, proposals, and awards) from the traditional paper process into electronic commerce.

In this environment, all time delays due to surface mail, courier services, and copying and packaging of documents (both government and commercial) will be eliminated. Vendors will have instant electronic access to NAVSUP solicitations and amendments in the same hour that they are posted. They will be able to download these solicitations into their own personal computers, and submit proposals directly into a secure server at NAVSUP, where their proposal will be protected and restricted from access by any outside agent or activity. Any amendments to a solicitation will also be transmitted directly by e-mail to any vendor who has expressed interest in that solicitation.

The system administrator for the VBR is a non-Government employee contractor, operating the system under contract with NAVSUP. The contractor (Information Spectrum, Inc. of Annandale, VA) will have access to the secured server where proposals and/or quotes will reside, but will only access proposals or quotes in the event of a system malfunction. Prior to uploading a proposal, the vendor will be reminded of this, and required to acknowledge it. Otherwise he will have the option of canceling the solicitation upload, and submitting his proposal through whatever alternative means the solicitation might permit.

This manual is intended to assist all interested commercial vendors in working with the VBR. It describes the fundamental procedures associated with entering the VBR, viewing and downloading solicitations, and uploading proposals in response. The sections of this manual have been organized to correspond to the "hot" buttons at the top of each active internal page of the VBR.

A phone number and an e-mail address for more detailed questions is provided. The best learning tool is hands-on familiarization, however, which can begin right now.

# Naval Logistics Library

Naval Supply Systems Command



One Touch Supply



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Wednesday, June 16, 1999

[Who Are We?](#) | [Distribution List](#) | [Tool Kit](#)

Welcome to NAVSUP's Naval Logistics Library Website. This site contains only approved documents and is free to all users. ["Please read this privacy and security notice"](#). This website is maintained as part of NAVSUP's continuing effort to improve customer service. All documents at this website require a free PDF Viewer/Reader from Adobe. If you do not have one, [click here](#).

**Notice:** A valid Username and Password are required to enter the Government side. Click on the [Commercial](#) button or the [Government](#) button for access. (Click [here](#) to view a listing of Commercial and Government sites.)



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The VBR is accessed through the Naval Logistics Library (NLL) on the WorldWide Web. Any computer system which provides access to the Internet will allow you to enter the site, and will allow you to view and download solicitations in the VBR. The full electronic address for the VBR is: <http://nll.navsup.navy.mil>

This will bring you to the NLL Homepage, as shown in the figure above. This screening page asks you to identify yourself as a government or commercial user. Access to the commercial side of the NLL is unrestricted, and can be entered simply by clicking on the blue oval labeled "Commercial." (Note that the page offers the opportunity for downloading the Adobe Acrobat Reader, through a direct connection to the Adobe Website.)



Wednesday, June 16, 1999

Welcome to the NLL's **Commercial Access** site. This section of the site allows you to do various searches, but does not allow access to sites where you will need a password.

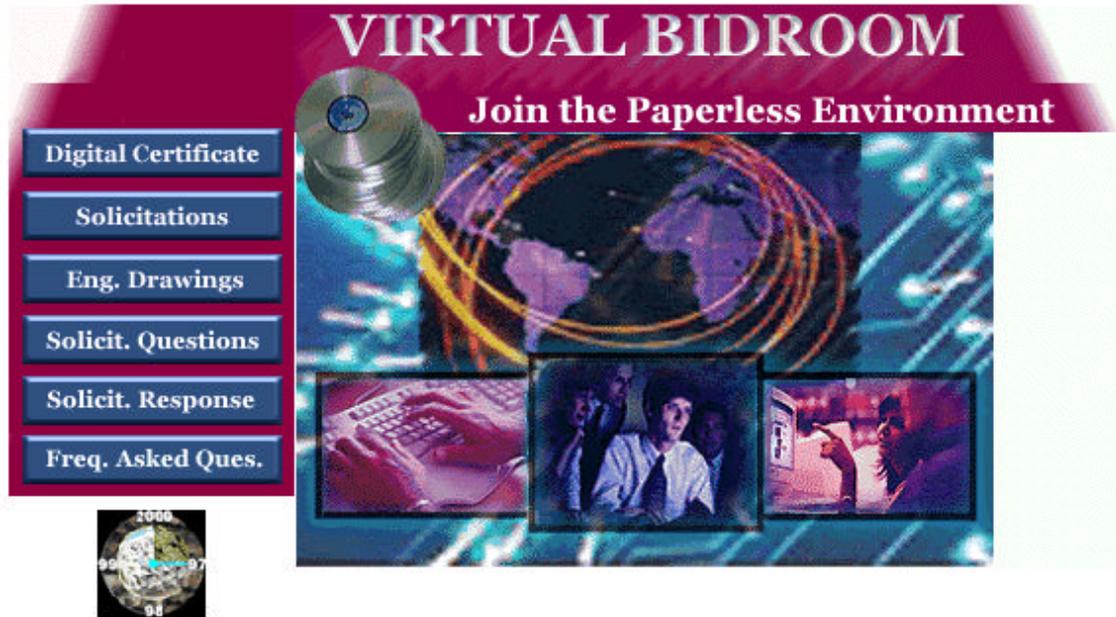
- Naval Logistics Library
- Contract Management Library
- Contract Support Library
- Competitive Sourcing /A-76
- P700/Navy Packaging Data
- P2002 Public Research Tool
- NAVICP ENG Order Module
- Y2K Compliance
- Supplier Y2K Disclosure
- Virtual Bidroom
- SHML On-Line

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From the commercial side of the NLL Homepage (shown above), place the cursor on the button that says "Virtual Bidroom", click the mouse once, and you will move to the VBR Homepage.

**Button 1: "Virtual Homepage"**

● **FIRST** [click here](#) for Instructions on using the Virtual Bidroom.



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This is probably the page that you should bookmark on your Web browser, enabling rapid return to the VBR in the future.

The VBR Homepage (shown above) has three basic sections. At the top, the user is invited to click for instructions on how to use any aspect of the VBR. The instructions are minimal, but they answer basic questions, and allow the viewer to get a sense of what each button will provide. Furthermore, a “hot button” on the instructions page will allow you to download the current version of the Vendors’ Guide to the VBR, a copy of which you are reading right now.

Along the left side of the homepage are a total of six buttons, which can be used to move directly to specified VBR capabilities. At the bottom, a series of links is provided for users who might desire to access other sites associated with Navy Logistics issues. To enter the “instructions” option, click on the underlined [click here](#).

# Virtual Bidroom Instructions

## Attaining a Digital Certificate

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**STEP ONE:** You must use Netscape 4.05 or better. **If you are not using Netscape 4.05, or better, you cannot request a digital certificate.** For the newest version of the Netscape browser, [click here](#). Be sure to download Netscape with **Strong US/Canada-only Encryption**.

**Notice:** While applying for a digital certificate, all vendors must apply as an "**Organization**." Failure to apply as an "**Organization**" will result in a certificate that does not work. Click [here](#) to see the button to use once you are at the Navy Aquisition PKI page.

Once you have the proper Netscape browser, apply for a Digital Certificate by going to [www.pki.navy.mil](http://www.pki.navy.mil).

► **For AOL users,** go to Keyword 'Netscape' to attain the newest version of Netscape.

**STEP TWO:** Send a Digital Certificate Letter to Joyce DeTolla, Code: 035X. The signed letter needs to be on company letterhead and can be faxed or mailed. The letter can be faxed to (717)605-6423, Attention: Joyce DeTolla; or it can be mailed to:

Naval Supply Systems Command  
Attention: Joyce DeTolla  
5450 Carlisle Pike, P.O. Box 2050  
Mechanicsburg, PA 17055-0791

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The instructions are a much simplified summation of the procedures in the Vendors' Guide. The purpose of this page is to provide rapid access to minimum essential information. It is not necessary to re-enter the instructions page every time the VBR is entered. However, the instructions page can be a valuable first line of trouble-shooting if problems arise during attempts to implement any VBR procedures. Changes to any of the VBR pages will immediately be noted and clearly identified on the instructions page. The Vendors' Guide will be brought up-to-date soon thereafter.

STEPS ONE through THREE of the instructions summarize the Netscape Browser Requirement and the Digital Certificate procedure, which are described in detail in "Button 7" of this manual. It also provides direct hot-links for obtaining an upgraded browser and/or a Digital Certificate.

STEP FOUR describes how to view solicitations listed in the VBR. ("Button 2" of this manual)

STEP FIVE has procedures for ordering engineering drawings on CD-ROM. ("Button 3")

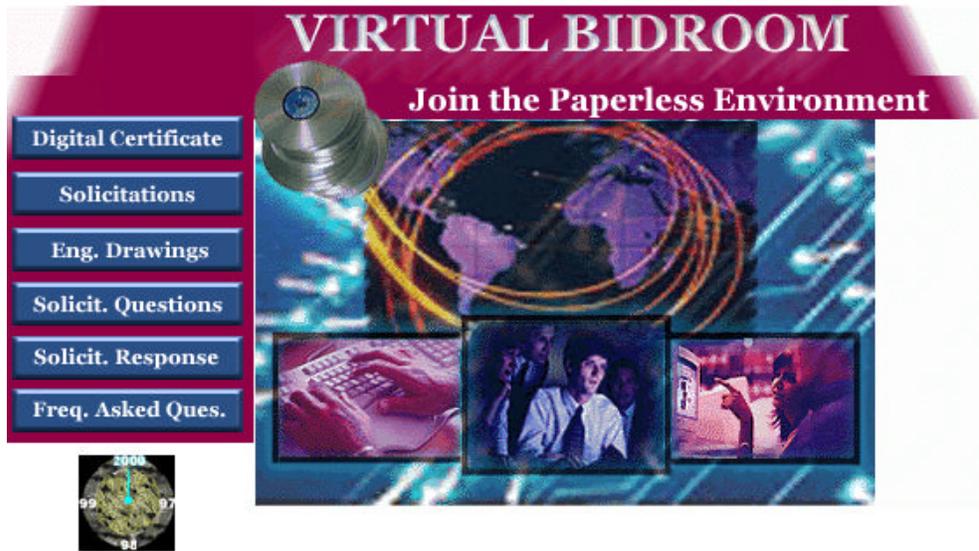
STEP SIX provides access to a posting of any vendor questions and government answers for a particular solicitation. ("Button 5")

STEP SEVEN deals with electronically submitting a proposal in response to a solicitation. (“Button 6”)

SECTION EIGHT simply provides a reminder that any amendments will automatically be provided to any vendor registering an e-mail address for that solicitation.

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● **FIRST** [click here](#) for Instructions on using the Virtual Bidroom.



Naval Supply Systems Command, 5450 Carlisle Pike, Mechanicsburg, PA.  
Questions or comments regarding this service? Email [Lou Manuel](#)  
or call 717.605.1842 Visitor Count: 4640  
Page Last Modified 06/10/99 10:45 AM

[Try these links!](#)

Click Here !

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As stated previously, the six buttons on the left-hand side provide direct access to specific VBR functions, corresponding to button two through seven on the sub-pages. Vendors already familiar with the VBR can move directly into any section, and even bookmark their browsers for direct and immediate access.

The suggested links in the bottom right corner offer the vendor the opportunity to transfer directly to other Web sites of possible interest, such as these:

- [Click Here !](#)
- [NLL Homepage](#)
- [NAVSUP Homepage](#)
- [QUADS Library](#)
- [SPECs/STDs](#)
- [Navy Directives](#)
- [ABM](#)
- [US Navy Online](#)
- [NAVICP](#)
- [NECO](#)
- [BUPERS](#)
- [Asst. Secretary of the Navy](#)
- [NAVAIR Instructions](#)
- [DoD Directives \(1000.1 - 4999.99\)](#)
- [DoD Directives \(5000.1 - 8999.99\)](#)
- [DoD Publications](#)

### Button 2: "Solicitations"



Date: Jun. 17. 1999 Time: 07:36 AM (EST)

▶ Welcome to the NAVICP Solicitations On-Line. We are posting all Manual Solicitations. This encompasses solicitations with unique qualities that preclude posting the solicitation in full text on any other website.

▶ Below is a brief description on how to use this Manual Solicitations Module:

1) Enter your email address on the following page. Double check your email address for accuracy to ensure that any amendments to solicitations will be sent to the correct email address.

2) After entering your email address, you can customize your search. To view all of the solicitations that are available, click on the "Find It!" button located at the bottom of the following page.

Continue

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Clicking the second button (“Solicitations”) on the left-side of the VBR homepage will bring the vendor to the Solicitations homepage, as shown above. Note that the top of this page offers the eight hot buttons, which will enable the vendor to either return to the VBR homepage, move directly to the instructions page, or move directly to a different VBR option without returning to the homepage. This eight button sequence form the basis for the structure of this manual.

The instructions on this page remind the vendor of the need to accurately register his e-mail address, and the procedure for viewing solicitations. Click on “Continue” at the bottom of the page to move ahead to the listing of solicitations.

► To view all Solicitations first enter your email address, then click on the "Find It!" button below or, for a more detailed search, use the optional fields.

Email Address	<input type="text"/>
Enter a Solicitation Number	<input type="text"/>
Enter a FSC	<input type="text"/>
Enter a NIIN	<input type="text"/>
Enter a Search Keyword	<input type="text"/>
Choose an Issue Date	<input type="text" value="All"/>
Enter a Closing Date	<input type="text"/> Format: yyyy/mm/dd
Choose a Category	<input type="text" value="All"/>
Choose a Status	<input type="text" value="All"/>

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The first entry field on the screen above is for the e-mail address of the vendor, and is a mandatory requirement. This e-mail address will be used by NAVSUP for all future communication concerning this solicitation - amendments, drawings, withdrawals, etc. Attempting to search out solicitations without providing an e-mail address will generate an error message, and a return to this page for an e-mail entry.

The vendor should be sure that the holder of the e-mail address entered will be identified by the government as the vendors’ representative for any future communication concerning the solicitation. The government’s responsibility is limited to ensuring that any new information pertaining to a given solicitation is promptly transmitted to the e-mail address provided.

The remaining eight fields offer the vendor different options for limiting his viewing of listed solicitations. A vendor may enter as many or as few as he desires. If none of the eight fields are used, the default values of “All” in several fields will ensure that every solicitation in the VBR will be returned in response to the query.

- Entering a specific solicitation number will generate a response of only the requested solicitation. The solicitation number must be entered as 13 consecutive characters, with no spaces or dashes.
- Entering a FSC will limit response to only those solicitations classified by that FSC. The FSC must be entered as a 4-digit number, with no spaces or dashes.
- Entering a NIIN will limit response to only those solicitations classified by that NIIN. The NIIN must be entered as a 9-digit number, with no spaces or dashes. Note: In a solicitation covering multiple NIINs, only the primary NIIN will be listed with the solicitation. It is therefore possible to search for a particular NIIN and be told that there are no solicitations available, when in fact that NIIN was part of a packaged solicitation. Buyers have been advised to enter any secondary NIINs as “keywords”, so that entering a NIIN both in this category and the one immediately below should protect the vendor against this circumstance. But it cannot be guaranteed.
- A “Search Keyword” will attempt to match the entered keyword(s) with a list of keywords generated by the buyer at the time the solicitation is uploaded into the VBR, and list all solicitations identifying that keyword.
- Selecting an “Issue Date” has a default value of “All”. Clicking the down-arrow to the right of the word “All” will open a menu of all dates on which solicitations were uploaded into the VBR. Selecting a specific date from that menu will generate only those solicitations issued on that date. Only one Issue Date may be entered at a time - searching multiple Issue Dates will require multiple searches.
- Entering a “Closing Date” will provide a response of all solicitations which close on that date or later. It will not show solicitations which are already closed, or which will close before the selected date. Besides solicitations which are currently open, the NLL also contains solicitations which have been closed for up to 60 days, and will provide them as well, unless a “Closing Date” is specified.

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**Choose a Category**



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- “Choose a Category” has a default value of “All”. Clicking the down-arrow to the right of the word “All” will open a menu that allows the vendor to limit the response to only “Ammunition”, “Trident”, “Nuclear”, “Other - Competitive”, or “Other - Sole Source” solicitations.

- “Choose a Status” has a default value of “All”. Clicking the down-arrow to the right of the word “All” will open a menu that allows the vendor to limit the response to either “Amended” or “Not Amended” solicitations.

After the nine fields have been filled out or bypassed (remember, only the first is mandatory), the next option is the two gray buttons at the bottom of the page.

- “Find it” will initiate the search, and return a listing of all solicitations meeting the search criteria.

- “Reset” will clear all of the fields listed above except for the e-mail address. This button is useful after completing a search, and using the “Back” function on the browser to return to this page to initiate another search. If the new search should be associated with a different vendor e-mail address, that field may also be modified at this time.

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**▶ NO RECORDS WERE FOUND MATCHING YOUR SEARCH CRITERIA**

Return to Previous Page

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If no solicitations in the VBR match the specified criteria, the above screen will be returned. The only options available at this point are either to click on “Return to the Previous Page”, where the search criteria can be corrected or amended, or to use one of the eight buttons at the top of the page to move to a different section of the VBR.

## AMMUNITION

Document Num	Sum	File Size	Issue Date	Closing	FSC	NIIN	Amended	Drawings
<a href="#">N0010499RK025</a>	<a href="#">Y</a>	2549K	1999/05/21	1999/06/21	5340	010969498	<a href="#">Y</a>	<a href="#">Y</a>
<a href="#">N0010499RK023</a>	<a href="#">Y</a>	349K	1999/06/02	1999/06/17	1377	TBA	N/A	N
<a href="#">N0010499RK024</a>	<a href="#">Y</a>	572K	1999/05/25	1999/07/12	1377	TBD	N/A	N
<a href="#">N0010499RK018</a>	<a href="#">Y</a>	678K	1999/05/25	1999/07/09	1377	011493516	N/A	N

## OTHER COMPETITIVE

Document Num	Sum	File Size	Issue Date	Closing	FSC	NIIN	Amended	Drawings
<a href="#">N0038399R0022</a>	<a href="#">Y</a>	2300K	1999/02/16	CLOSED	N/A	N/A	<a href="#">Y</a>	N
<a href="#">N0010499RFA03</a>	<a href="#">Y</a>	916K	1999/06/01	1999/07/15	6150	LLH840159	N/A	<a href="#">Y</a>
<a href="#">N0010499RC903</a>	<a href="#">Y</a>	317K	1999/02/18	1999/06/21	4220	014446260	<a href="#">Y</a>	<a href="#">Y</a>

[Return to Previous Page](#)

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 If solicitations are found which match the specified search criteria, they will be shown in the format above.

Several of the table headings (“Document Number”, “Issue Date”, “Closing”, “FSC”, and “NIIN”) are self-explanatory. “File Size” is included to advise the vendor of the available storage required to successfully download the solicitation.

Virtual Homepage  
 Solicitations  
 Eng. Drawings  
 Freq. Asked Qu

7 Solicita  
 ► If drawings a  
 To download  
 You may also

Solicitation Summary for Solicitation N0010499RK018 - Netscape

**Solicitation Summary  
 N0010499RK018**

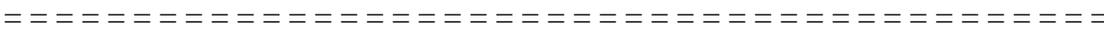
PAPER COPIES OF THIS SOLICITATION ARE NOT AVAILABLE AND WILL NOT BE PROVIDED. COMPETITIVE. "DRAWINGS MAY BE OBTAINED FROM BUYER". THIS IS AN EXPLOSIVE DEVICE. FAT (\$75,000 EVALUATION COST), LAT, AND CDRLS ARE REQUIRED. CLASS C EXPLOSIVE, 1.3 HAZARD CLASS. THE NET EXPLOSIVE WEIGHT IS .288 LBS PER UNIT. A PREAWARD SAFETY SURVEY IS REQUIRED. ITEM DESCRIPTION - MK 113-0-WORD/DROGUE RELEASE ASSY, MF67 QTY: 56

Document Num	Sum	File Size	Issue Date	Closing	FSC	NIIN	Amended	Drawings
<a href="#">N0010499RK025</a>	<u>Y</u>	2549K	1999/05/21	1999/06/21	5340	010969498	<u>Y</u>	<u>Y</u>
<a href="#">N0010499RK023</a>	<u>Y</u>	349K	1999/06/02	1999/06/17	1377	TBA	N/A	N
<a href="#">N0010499RK024</a>	<u>Y</u>	572K	1999/05/25	1999/07/12	1377	TBD	N/A	N
<a href="#">N0010499RK018</a>	<u>Y</u>	678K	1999/05/25	1999/07/09	1377	011493516	N/A	N

**OTHER COMPETITIVE**

Document Num	Sum	File Size	Issue Date	Closing	FSC	NIIN	Amended	Drawings
<a href="#">N0038399R0022</a>	<u>Y</u>	2300K	1999/02/16	CLOSED	N/A	N/A	<u>Y</u>	N
<a href="#">N0010499RFA03</a>	<u>Y</u>	916K	1999/06/01	1999/07/15	6150	LLH840159	N/A	<u>Y</u>
<a href="#">N0010499RC903</a>	<u>Y</u>	317K	1999/02/18	1999/06/21	4220	014446260	<u>Y</u>	<u>Y</u>

Return to Previous Page



The field "Sum" stands for "Summary", and will contain either a "Y" or an "N". A "Y" indicates that a narrative summary of the solicitation content has been prepared, and may be viewed simply by clicking on the "Y". An "N" indicates that no summary has been prepared for this solicitation. NOTE: This summary is not the same as the summary text which is prepared for the Commerce Business Daily. It is a 100-word narrative with sufficient detail to enable a vendor to determine whether or not this solicitation might be of interest to him.

The field "Amended" will also contain a "Y" or an "N", indicating whether or not the basic solicitation has been amended. Clicking on a "Y" entry will make a file of all amendments to that solicitation available for immediate download. Note: this field is intended for viewing by potentially interested vendors, but is not the primary means for disseminating amendments. Vendors will receive any and all existing amendments at the time the basic solicitation is downloaded, and any subsequent amendments will be automatically transmitted by e-mail.

**1 Step One**

Users wishing to use this NAVICP BIDSET Ordering Feature must have a valid Commercial and Government Entity (CAGE) Code. Requests from contractors who do not have a valid CAGE Code will not be accepted. To apply for a CAGE Code, please [click here](#). If the bidset that you are requesting contains Military Critical Technical Data (MCT) a valid DD Form 2345 Certification Number is also required. Non-valid Certification Numbers will be denied. To apply for a Certification Number, please [click here](#).

**2 Step Two**

In order to process your request, please complete the fields below. ●● Indicates a required field

●● First Name:  ●● Last Name:   
●● CAGE CODE:  ●● Solicitation Number:   
If you are a government buyer submitting a request for a vendor, please check here!   
If you want a copy of the solicitation, please check here!

In the “Drawings” field, a “Y” indicates that there are engineering drawings associated with this solicitation that are not already included in the solicitation itself. Clicking on the “Y” will take the vendor to a page which will allow him to order those drawings on-line, for subsequent delivery in CD-ROM format. The procedure for ordering engineering drawings from this page is identical to accessing the engineering drawing page through “Button 3” at the top of the page. The procedure for completing an order is discussed in detail in the next section of this manual.

**Solicitation: N0010499RK018**

<b>Section A:</b> Cover Sheet	<a href="#">M99RK018a.pdf</a>	<b>Section H:</b> Special Provisions	<a href="#">m99rk018h.pdf</a>
<b>Section B:</b> Supplies/Services & Prices	<a href="#">m99rk018b.pdf</a>	<b>Section I:</b> Hazardous Materials	<a href="#">m99rk018i.pdf</a>
<b>Section C:</b> Description and Specification	<a href="#">m99rk018c.pdf</a>	<b>Section J:</b> List of Attachments	<a href="#">m99rk018j.pdf</a>
<b>Section D:</b> Preservation/Packing/Transportation	<a href="#">m99rk018d.pdf</a>	<b>Section K:</b> Representations/Certs/Other	<a href="#">m99rk018k.pdf</a>
<b>Section E:</b> Inspection and Acceptance	<a href="#">m99rk018e.pdf</a>	<b>Section L:</b> Instructs/Conditions/Notices	<a href="#">m99rk018l.pdf</a>
<b>Section F:</b> Time of Deliveries	<a href="#">m99rk018f.pdf</a>	<b>Section M:</b> Evaluation Factors for Award	<a href="#">m99rk018m.pdf</a>
<b>Section G:</b> Accounting Data	<a href="#">m99rk018g.pdf</a>	<b>Amendments:</b>	N/A

**View the Entire Solicitation: [M99RK018.PDF](#)**

To download a solicitation, or a portion thereof, the vendor should click on the solicitation number itself. This will take him to the screen above, which offers several features.

The first is a reminder that the documents are available only in Adobe Acrobat Reader format, which can be obtained at no cost over the Internet. A vendor who does not yet have this reader can obtain it by clicking on the light-blue "[Adobe Acrobat Reader](#)", and following the subsequent instructions from Adobe.

The second feature is a line which says, "If you have any questions about this Solicitation, please click [here](#)." Clicking on "[here](#)" will initiate e-mail which is pre-addressed to the buyer responsible for the solicitation itself.

The Solicitation Summary then appears in its entirety, followed by a breakdown of the complete solicitation by sections. Any section which is accompanied by light-blue underlined identifiers can be downloaded from the VBR into the vendor's PC simply by clicking on the underlined portion. The downloading process begins automatically after clicking.

**► There has been an Amendment to this Solicitation!**

**This Solicitation has an Amendment. In order to view the entire Solicitation you will have to view both the Solicitation and the Amendment by clicking on the links below.**

<a href="#">Solicitation</a>	<a href="#">Amendment</a>
<a href="#">P99R1234B.PDF</a>	<a href="#">TEST.PDF</a>

[Solicitation Home Page](#)

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As a minimum, the individually downloadable portions will include "Section A: Cover Sheet/Amendments" and another section called "The Entire Document". In some solicitations, Section C, Section M, or others may also be available for separate viewing or download if the buyer has provided for it. It is important to note that all amendments will be included when the "Entire Document" is downloaded. Consequently, it is never of any value to download "Section A" at the same time "The Entire Document" is downloaded.

After downloading is completed, the vendor can either click the "back" button on his Web Browser to return to the listing of solicitations, or he can use one of the eight buttons at the top of the page to move to a different section of the VBR.

## Button 3: “Engineering Drawings”

► **ATTENTION USERS:** Currently, this module is for **Mechanicsburg** bidsets only! If you are applying for a Philadelphia bidset, please follow your normal procedure.

**IMPORTANT NOTICE \*\*\*\*\* IMPORTANT NOTICE \*\*\*\*\* IMPORTANT NOTICE**

Solicitations released by the NAVICP do not always have a bidset associated with them. Some solicitations are sole source or limited competitive in nature. Before you go any further, please answer the following questions:

- a) If you viewed the solicitation in the Commerce Business Daily (CBD), did you check to see if it contained Note 22 (which indicates that the solicitation is for a sole source/limited competitive item)?
- b) If you viewed the solicitation through NECO (Navy Electronic Commerce Online), did you view section 2.2 of the solicitation or check under the header “Line Item Paperwork Required” to see if drawings are available?

IF NO DRAWINGS ARE LISTED IN SECTION 2.2 OR UNDER THE LINE ITEM PAPERWORK REQUIRED HEADER OF THE SOLICITATION OR NOTE 22 IS PRESENT IN THE CBD NOTICE - NO DRAWINGS EXIST.

**DO NOT PROCEED WITH YOUR REQUEST FOR A BIDSET.**

CONTINUE

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The first step upon arriving at the Engineering Drawing page is to ensure that there are actually engineering drawings to be ordered for a particular solicitation. Drawings may be ordered through the VBR even if the solicitation itself is not listed with the VBR i.e., a solicitation listed on the NECO Website, or published in the Commerce Business Daily (CBD). The warning at the top of this page declares where the question of “drawings?” can be answered in any of these circumstances. After ensuring that drawings do in fact exist, the vendor presses the “Continue” button at the bottom of the screen to move on with the ordering process.

The NLL will eventually make engineering drawings available for direct down-load. At this time, however, ordering CD-ROMs is the only available source of drawings. An “N” indicates that there are no drawings for this particular solicitation, and no attempt should be made to order drawings.

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**1 Step One**

Users wishing to use this NAVICP BIDSET Ordering Feature must have a valid Commercial and Government Entity (CAGE) Code. Requests from contractors who do not have a valid CAGE Code will not be accepted. To apply for a CAGE Code, please [click here!](#) If the bidset that you are requesting contains Military Critical Technical Data (MCT) a valid DD Form 2345 Certification Number is also required. Non-valid Certification Numbers will be denied. To apply for a Certification Number, please [click here!](#)

**2 Step Two**

In order to process your request, please complete the fields below. ●● Indicates a required field

●● First Name:	<input type="text"/>	●● Last Name:	<input type="text"/>
●● CAGE CODE:	<input type="text"/>	●● Solicitation Number:	<input type="text"/>
If you are a government buyer submitting a request for a vendor, please check here! <input type="checkbox"/>			
If you want a copy of the solicitation, please check here! <input type="checkbox"/>			
<input type="button" value="SUBMIT"/>		<input type="button" value="RESET"/>	

The next step is to ensure that the vendor has a valid Commercial and Government Entity (CAGE) Code. Furthermore, if the requested bidset contains Military Critical Technical (MCT) Data, a valid DD Form 2345 Certification Number is also required. **Step One** on this page provides a [click here](#) interface to assist any vendor who does not already meet these requirements.

**Step Two**, the actual request for drawings, is next to be completed. Any field marked with two red dots is a mandatory field, and must be completed. The vendor must enter both his first and last names, his organizational CAGE code, and the solicitation number for which drawings are being requested. All four fields must be completed, or the request will be rejected. If the solicitation number entered does not have drawings associated with it, the request will be rejected. If the CAGE code is not active, and registered with NAVSUP, the request will be rejected.

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►We apologize RUDDER REED, but the CAGE CODE you entered (00000) is not included in our current database as of Apr. 19, 1999. If you would like to reenter the CAGE Code, [click here!](#) If you have not yet applied for a valid CAGE Code, please [click here](#).

►The last update to this database was on Mon 04/19/1999. If you have received a CAGE Code since this time or have any questions regarding a CAGE Code, Email [Carlene Kaiser](#) or call 717.806.6559.

=====

If a rejection is received, the vendor will be advised of the required correction, and directed back to the ordering page. If the rejection is based upon the solicitation number or the CAGE code, and the vendor cannot identify why they might be unacceptable, the rejection page will provide him with a phone number that can be used to resolve the matter.

=====

#### 4 Step Four

The address provided is the location where bidsets not containing Military Critical Technical Data (MCT) will be sent. If this address is acceptable, click on the submit button at the bottom of the page. If you wish to receive non-MCT bidsets at an alternate location, enter that address in the blank fields below. The alternate address does not replace the permanent address.

*Notice to Users:* If the address which appears below is not correct, send the correct address to [DLIS](#).

▶ The CAGE Code entered corresponds with a valid Certification Number. Therefore, if the bidset requested contains MCT the CD will be issued to the address provided on your DD Form 2345.

• **Company:** APOGEE INDUSTRIES INC  
**Phone Number:** 313-293-9900  
**Company Address:** 34750 KLEIN FRASER, MI 48026-3008

▶ **Congratulations,** you have successfully submitted your BIDSET Order. Your order has been forwarded for processing. To make another order using the same user information [click here!](#) To make another order using new user information, [click here](#) or on the Order button provided above.

\*Disclaimer: If the bidset requested contains Military Critical Technical Data (MCT) a valid DD Form 2345 Certification Number is required. If the user does not have a Certification Number the request will be denied. To apply for a Certification Number, [click here!](#)

If the request is accepted, and the drawings do not contain MCT data, a screen will appear where the vendor confirms the address to which the drawings are to be mailed. If the drawings include MCT data, the vendor will be requested to provide his DD2345 Certification Number before his order will be accepted.

The vendor will receive a CD-ROM with drawings through the postal service within seven to ten days.

Upon satisfactory completion of this request, the vendor has the option of using the “Reset” button to return to a fresh screen for ordering another set of drawings, or using the hot buttons at the top of the page to move to a different section of the VBR.

### **Button 4: “Frequently Asked Questions”**

This page will be used to build a permanent record of recurring questions received and the answers provided to those questions. It is a “read only” page, intended to assist vendors in discovering solutions to problems that they may encounter, and also in avoiding mistakes or misunderstandings which other vendors have made. It also provides a [Click Here](#) at the bottom of the page which opens an e-mail link to ask additional questions of the NAVSUP manager responsible for this page. In case of a genuine emergency, a question can be placed on the VBR Hotline (717-605-1842). However, e-mail communication is clearly preferred.

Below are the questions currently shown on this sight. More will be added as they are identified by the VBR Help Desk.

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● **How do I activate my Digital Certificate in my Browser?**

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- 1) After receiving your Digital Certificate email, open the email and find the link after: "You can pick up your completed certificate at ...".
- 2) Go to the site that is shown within your email.  
(Remember your serial number, in case any questions arise in the future)
- 3) Click on the link provided on the page that comes up to activate the certificate.
- 4) Follow the directions provided.

● **My browser does not seem to work well with this website, what can I do?**

---

This site is best viewed with the most current version of either [Netscape](#) or [Internet Explorer](#). You are currently using Mozilla/4.5 [en] (Win98; U).

● **How do I save a file to my computer without opening it first?**

---

Depending on your browser there are a couple of ways to save a file to your computer. If you are using a Netscape browser, place your cursor over the link/file and right mouse click. Once you right mouse click over the link, a menu will appear. Click Save Link As and save it to a folder on your computer. If you are using a Microsoft browser, place your cursor over the link/file and right mouse click. Once you right mouse click over the link, a menu will appear. Click Save Target As and save it to a folder on you computer.

● **Why do I have problems getting into http://pki.navy.mil?**

---

If you are getting the Error: JavaScript Error: http:www.pki.navy.mil/, line 16. The website you are trying to reach requires a browser capable of strong U.S. encryption. You will need to go to [www.netscape.com](http://www.netscape.com) to download the Netscape Communicator 4.5, which is capable of strong U.S. encryption. Once on the Netscape home page click the Browsers link from there follow the directions to download the Netscape Communicator 4.5 with 128 bit Strong Encryption\*.

● **What is a PDF File?**

---

PDF stands for Portable Document Format, a format commonly used in today's digital age of document transfer. PDF offers a document holder the ability to distribute documents in their original format. PDF files require a viewer program to read. This viewer can be downloaded, at no charge, from [Adobe](#). It will allow users to view and print PDF files. Any editing options require the Adobe Acrobat Product.

**Q: What are the requirements set forth by the Federal Acquisition Regulation regarding late proposals in the Electronic Commerce environment?**

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Use of the VBR as a vehicle to receive solicitation responses has raised issues regarding the receipt of proposals electronically and the late rules that apply to electronic proposals. FAR Subpart 15.2 addresses solicitation and receipt of proposals and information. FAR 15.203 (c) allows the use of Electronic Commerce to issue RFPs and to receive proposals, modifications and revisions. The RFP must specify the electronic method(s) the offerors may use. FAR 15.208 addresses submission, modification, revision and withdrawal of proposals and states:

(a) Offerors are responsible for submitting offers, and any revisions and modifications to them, so as to reach the Government office designated in the solicitation on time. If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(b) Proposals, and modification to them, that are received in the designated Government office after the exact time specified are late and shall be considered only if (1)they are received before award is made; and (2)the circumstances meet the specific requirements of 52.215-1(c)(3)(i).

FAR 52.215-1, Instructions to Offerors Competitive Acquisition, is a clause included in all competitive solicitations where the Government intends to award a contract without discussions. FAR 52.215-1(c)(3) addresses late proposals and revisions and states as follows: “Any proposal received at the office designated in the solicitation after the exact time specified for receipt of offers will not be considered unless it is received before award is made and (D) It was transmitted through an electronic commerce method authorized by the solicitation and was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals.”

According to FAR 15.208(g), proposals may be withdrawn at any time before award. Written proposals are withdrawn upon receipt by the contracting officer of a written notice of withdrawal. Upon withdrawal of an electronically transmitted proposal, the data received shall not be viewed and shall be purged from primary and backup data storage systems. Code 0253 (L. Manuel x1842) will be notified by the buyer when the system and backup must be purged.

Applying the above information to VBR acquisitions, the time set for receipt of proposals in the solicitation is the time controlling as to when an offer is considered late. To the extent an electronically submitted proposal is received after the closing time on the solicitation, it could still be considered if it was received before award and it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals. For example, if closing was 2:00 p.m. on a Wednesday, and the offer was received in the designated Government office at 3:00 p.m., it could only be

considered if (1)award had not been made (2) it was received at the initial point of entry to the Government infrastructure no later than 5:00 p.m. Tuesday afternoon.

The VBR module is set up to verify when the offer reached the initial point of entry to Government infrastructure. The contractor is put on notice by the terms of provision 52.215-1, which is included in all solicitations by reference, of these requirements.

The initial point of entry to the Government infrastructure and the designated Government Office for the VBR will be the Secure Server located at

**https://bidroom.navsup.navy.mil/solicitations/submit.** The SF33 Solicitation Offer and Award, Block 9 has been changed to read: “Sealed offers in original and 1 copies for furnishing the supplies or services in the schedule will be received at the place specified in item 8 or if handcarried in the depository located at Bldg 410, South End, Bid Room, Bay K-20 or uploaded electronically to the secure server located at:

**https://bidroom.navsup.navy.mil/solicitations/submit**  
until 2:00PM local time \_\_\_date\_\_\_.”

This change to the form will put vendors on notice of the specific location, time and date which will be required by the solicitation. Because we are specifying a WEB site on the form, we are telling vendors that this WEB address is the initial point of entry to the Government infrastructure and that it represents the designated Government office.

## **Button 5: “Solicitation Questions”**

**▶ Welcome to the Solicitation Questions.**

**The purpose of this site is to enable vendors to ask questions pertaining to specific solicitations. The questions are sent directly to the buyer.**

**Please enter the Solicitation Number below.**

**Solicitation Number:**

=====

This section enables the vendor to submit questions to the buyer about a particular solicitation. The question is transmitted by e-mail directly to the buyer managing the specified solicitation. NAVSUP is committed to ensuring that all questions are answered promptly. If the issue raised by the question generates the need for an amendment of the solicitation, the buyer will respond to the effect that an amendment which answers the question will be forthcoming.

To initiate this communication, the vendor enters a solicitation number on the screen above. He will then be shown the e-mail address of the buyer on the screen below:

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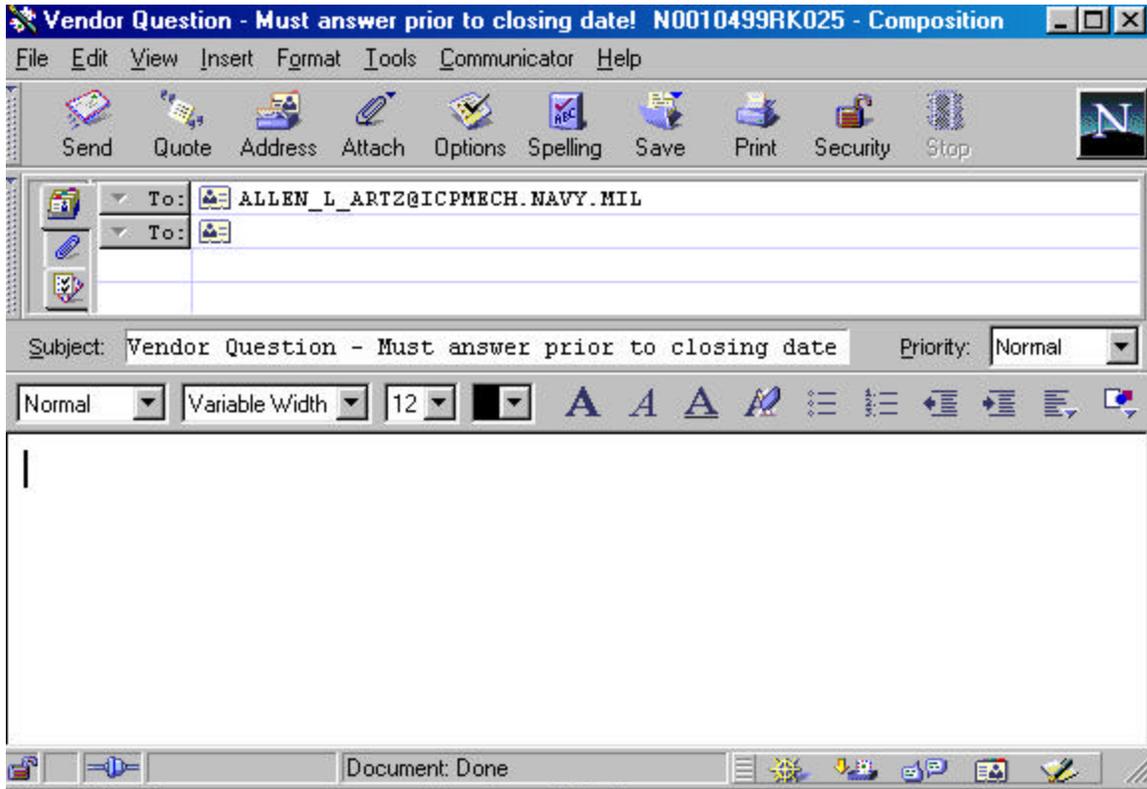
**If you would like to send a question, please click on the email address below.  
This will allow you to automatically send an email to the buyer!!!**

**Buyer Email Address:** [ALLEN\\_L\\_ARTZ@ICPMECH.NAVY.MIL](mailto:ALLEN_L_ARTZ@ICPMECH.NAVY.MIL)

**Return to Solicitation Questions**

The vendor now has two options. If he has set up his PC to operate e-mail through Netscape, he need only click on the address and an e-mail transmission format will open up, enabling him to enter his message directly through the VBR. If he has not set up e-mail through Netscape, he should copy that address and reenter it into whatever e-mail system he normally uses. Either way, the e-mail will go directly to the buyer's PC. A copy of the Netscape e-mail link is shown below:

=====



### Button 6: "Solicitation Responses"

To view all the Solicitations available on our website click [here](#).

### Mailing Response

- ▶ Download the entire Solicitation to your hard drive.
- ▶ Once the Solicitation is downloaded to your hard drive, complete all necessary fill ins manually.
- ▶ Print the entire document that is to be mailed to the buyer. Find the buyers address on the Solicitation, which is located in block 8 of the standard form 33, and mail your entire Solicitation Response to the buyer.

### Uploading Response

- ▶ Download the entire Solicitation to your hard drive.
- ▶ Once the Solicitation is downloaded to your hard drive, complete all necessary fill ins using **Adobe Acrobat Exchange**, this is different than the **Adobe Acrobat Reader**. [Click here](#) for more information on Adobe Acrobat Exchange.
- ▶ The entire document will be uploaded to the Secured Server and the vendor will copy and fax the signature page to buyer.
- ▶ Buyer will match signature page with the rest of the Solicitation to complete the Solicitation Response.

Solicitation Homepage

Secured Server

=====

A vendor with a proposal to upload through the VBR will see the screen above after clicking the "Solicitation Responses" button. This screen describes two different processes for responding to the solicitations contained in the VBR. The first option, "Mail Response", requires no interaction with the VBR. The procedure is simply to download the solicitation, print it out in hard copy, fill in all the necessary blanks, sign the cover page, and then mail or deliver the proposal to the government. This procedure differs from "business as usual" only in that the solicitation itself is received electronically instead of through the Postal Service. Submitting responses through the mail is a temporary option, and will not be offered indefinitely.

The second option is to upload the proposal electronically to the VBR secure server, where it will be stored until the solicitation has closed, and then made available to the buyer. This mode of responding to solicitations will soon become the only acceptable method of doing business with NAVICP.

A vendor desiring to upload a solicitation response will not be allowed to proceed beyond the initial screen, however, unless he has met the three prerequisites for gaining access to the NLL secure server: an active Digital Certificate, a Netscape Browser 4.05 or higher, and a working copy of Adobe Acrobat Exchange. The requirement for the browser and the certificate are discussed under the "Digital Certificate" button, which is the next section of this document. It should also be noted that, since obtaining a Digital Certificate requires both an electronic application and a letter transmitted through conventional mail services with a hand-written verifiable signature, the process is far from instantaneous. A vendor should initiate the Digital Certificate process as soon as he decides to bid for business from NAVSUP, several weeks in advance of the closing date of the solicitation.

The Adobe Acrobat Reader is free software, and useful in viewing documents on the Web, but it cannot support the security features required for access to the VBR secure server. The Adobe Acrobat Exchange must be purchased in order to submit a proposal electronically. It can be obtained rapidly, by clicking on the Adobe link provided on the screen above, and following the appropriate instructions.

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[Click here](#) for more information on Adobe Acrobat Exchange.

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If all three elements are in place, the vendor may proceed to the upload screen by clicking on the hot button labeled "Secure Server". He will then encounter a series of screens which lead him through the process of confirming his Digital Certificate. The final screen will require that he provide the associated password. If the certificate has expired, or the password forgotten, the vendor will not be able to proceed beyond this point and gain access to the secure server.

After successfully confirming the certificate, the following screen will be encountered:

**Notice:** The system administrator for the Naval Logistics Library is a non-Government employee contractor, operating the system under contract with the Naval Supply Systems Command. The contractor will have access to the secured server where proposals and/or quotes will reside. The contractor will only access the proposals and/or quotes in the case of a system malfunction. Prior to uploading a proposal and/or quote to the secured server, a screen will request your authorization for the system administrator to be granted access to the proposal and/or quote submitted. **If you do not grant authorization for the system administrator to have access to your proposal and/or quote, then you will not be able to execute the upload function and will have to submit your proposal and/or quote in another manner authorized by the solicitation.**

► In order to complete the fill in clauses located in the Solicitations, you will need **Adobe Acrobat Exchange**, this is different than the **Adobe Acrobat Reader**. [Click here](#) for more information on Adobe Acrobat Exchange.

► Once the Solicitation Response is complete, use the browse button below to select the Solicitation Response File to upload. After you have chosen the file, click on the Upload the File button. The file will be uploaded directly to the Virtual Bidroom. Next copy and fax the signature page to the buyer.

► [Click here](#) for more instructions.

• Indicates a required field.

• E-mail:	<input type="text"/>	• Cage Code:	<input type="text"/>
• Phone #:	<input type="text"/>	• Full Name:	<input type="text"/>
• Solicitation #:	<input type="text"/>		
• File to Upload:	<input type="text"/>	<input type="button" value="Browse..."/>	

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At the top of this page, next to a blinking “Notice” sign, will appear a reminder that a non-government employee contractor has access to the secure server on which all uploaded proposals and quotations will reside. That contractor is identified as Information Spectrum, Inc. (ISI) of Annandale, VA. ISI has entered into an agreement with the government acknowledging their legal liabilities if any bid/proposal information is compromised, and have confirmed that they have no conflicting interest in the business solicited through the VBR. A vendor who does wish to submit a proposal or quotation through the VBR because of ISI’s role should find an alternative means of submitting their proposal in accordance with the terms of the solicitation.

▶ [Click here](#) for more instructions.

• Indicates a required field.

• E-mail Address:	<input type="text"/>	• Cage Code:	<input type="text"/>
• Phone Number:	<input type="text"/>	• Full Name:	<input type="text"/>
• Solicitation Number:	<input type="text"/>		
• File to Upload:	<input type="text"/>	<input type="button" value="Browse..."/>	
	<input type="button" value="Upload the File"/>	<input type="button" value="Reset"/>	

=====

The above screen contains five mandatory fields which must be filled out before an upload can be attempted: E-MAIL, CAGE CODE, PHONE NUMBER, FULL NAME, and SOLICITATION NUMBER. The VBR security system will validate the Cage Code against the government's list of qualified companies, and provide a rejection message if the Cage Code is not valid. The Solicitation Number will also be checked against the list of solicitations being processed through the VBR, and the vendor will be advised if he has entered an invalid solicitation number.

NOTE: This is the only check which the VBR provides against a vendor proposal being improperly addressed by the vendor. If vendor error in entering the solicitation number happens to result in a valid but erroneous solicitation number, the proposal will be accepted by the VBR and held for access by the buyer of the wrong solicitation. This may or may not prove recoverable, depending on the closing dates of each solicitation. The government assumes no responsibility for proposals which are improperly addressed. Therefore, the vendor should make absolutely certain that the correct solicitation number is entered.

The other fields (E-mail address, Phone #, and Full Name) must be completed in order to proceed, but there is no validation process for the information provided. The information will be used to provide the vendor's official point of contact for any future communication concerning the submitted proposal.

With these five fields completed, the vendor now enters the file name and address (to include drives and directories within his own computer) of the proposal to be uploaded. If uncertain, the "Browse..." option can be used to access the internal file manager on the vendor's PC and allow the vendor to select the file for upload. Upon completion of this field, the vendor should click on the gray button at the bottom of the page, which is labeled "Upload the File."

Before the server will accept a vendor proposal, the vendor asked one more time to acknowledge the role of Information Spectrum, Inc. in maintaining the secure server, and to concur in that possibility. If he clicks on the button marked “Cancel”, the proposal will not be uploaded.



After the file has been uploaded, the above screen will be shown, confirming the date and time of the upload, the name of the file, and the e-mail address and phone number for all future contact with the vendor concerning this proposal. At the same time this screen appears, the VBR simultaneously generates and transmits three separate e-mails containing that same information: an acknowledgment of receipt to the vendor, notification of bid received to the government buyer, and notification of bid received to the VBR systems manager. Note: If the solicitation is a Request For Quotation (RFQ), the buyer will have immediate access to the submitted file. If it is a Request For Proposal (RFP), the buyer will not have access to the proposal until the closing date has passed.

From that notification page, the vendor must return to the page for initiating Solicitation Response. He can do this using the “Back” button on his browser, or by clicking on the “Return to Previous Page” button at the bottom of the screen.

Having returned to that page, the vendor can use the “Reset” button at the bottom of the page to clear all entries in the above fields, if he has multiple submissions for multiple proposals. Or he can move to another VBR page, or exit the VBR entirely.

If a vendor wishes to amend a proposal that has already been submitted, and the closing date for the proposal has not yet occurred, he can accomplish this simply by entering his amended proposal following the same procedure described above. The VBR will accept his new proposal without question. If it is submitted under the same file name as the previous submission, the VBR will assign a new file name, and store it along with the previous proposal. It will not erase the previous submission, nor will it append the amended submittal.

When the buyer receives the e-mail notifying him that he has received a second proposal from the same vendor, he has the option of immediately contacting the vendor to determine whether

the previously submitted proposal is to be retained or deleted, or of delaying that contact until after the solicitation is closed. After the closing date has passed, the buyer will be responsible for determining which of the submitted proposals are to be considered.

### Button 7: “Digital Certificate

This page will take the vendor directly to the PKI Web site, where he can apply for a Digital Certificate that will enable him to upload proposals into the VBR. NAVSUP has no direct control over these pages, so the procedures shown below cannot be guaranteed to be current. Every effort will be made to provide the most recent version of the PKI site at this location, with appropriate comments to assist in obtaining a Digital Certificate.

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## Digital Certificate Instructions

### STEP 1

Accept the certificate root for the Digital Certificate. Click on the **Begin button** to begin the digital certificate process.



**Accept the certificate root**



**Obtain your certificate**



### STEP 2

The Instructions screen (shown below) appears next. The applicant must read the instructions carefully and click on **Trust** to proceed. Following, a gray box with text will appear. Review and click **Next**. This step must be completed three times until the user arrives at screen four. At screen four, be sure to select all three options by clicking in the box to the left of each option and click **Next** to proceed to screen five. Do **not** select the “Warn me...” option. Click **Next**. At screen six, click on the “Name” box and type **Navy Acquisition Root CA**, then click **Finish**.

Instructions (Please print for reference)

Your browser will present a sequence of six informational screens as you accept the new certificate authority. Perform the steps as you go through these screens:

- Screen 1: Review the text and click **Next**.  
Screen 2: Review the text and click **Next**.  
Screen 3: Review the text and click **Next**.  
Screen 4: Select all three options presented by clicking in the boxes to the left of the options, then click **Next**.  
Screen 5: Do not select the "Warn me..." option. Click **Next**.  
Screen 6: Click on the "Name" box and type the **Navy Acquisition Root CA**, then click **Finish**.

Begin now  
Obtain your certificate

Trust

RA

### STEP 3

After completing the steps mentioned above you will return back to the Instructions page shown below. Click on **RA** to obtain your certificate. This will take you to the Subscriber Obligations page (seen below). The applicant must carefully read the subscriber obligations and click **I accept** to proceed.

## Subscriber Obligations

**As a holder of a digital certificate, you agree to abide by the following obligations:**

- **Accurately enter all the information requested.**
- **Protect your certificate private key.**
- **Only use the certificate for authorized purposes.**
- **If your key is compromised, report it to the RA immediately.**

For further information about these requirements, read the [Navy Acquisition Certificate Practice Statement](#).

I accept



**STEP 4**

After accepting the subscriber obligations the applicant will arrive at this screen allowing a command or application to be selected. Click on **Virtual Bid Room** icon which will take you to the screen shown below prompting the status to be selected.

## Select a command or application

NAVSUP HQ		NAVAIR HQ	
FMSO		NEXCOM	
NAVICP		FISCs	

[One Touch  
Supply](#)

[Virtual Bid  
Room](#)

[EDA](#)

[OSM](#)

 [Back](#)

**STEP 5**

Select the appropriate status here. Selecting **Vendor** will forward the user to policy that must be abided by upon receiving a Digital Certificate as well as further instructions. Selecting **Mechanicsburg** or **Philadelphia** will take the applicant to a screen asking for further elaboration of status. Direct links are provided to help answer any specific questions the applicant may have involving policy, terms and conditions. This information must be reviewed thoroughly before the applicant clicks **I Agree** at the bottom.

**Select your status**

**Vendor**

**Mechanicsburg Buyer**

**Phildelphia Buyer**

 **Back**

=====

**NOTE:** Clicking anything other than “Vendor” on the screen above will effectively terminate the session, since all other options require the applicant to validate his governmental standing for requesting a Digital certificate. Since vendors will be unable to provide that information, they will need to start the process all over again. Do NOT be distracted by the “Philadelphia” or “Mechanicsburg” options.

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**STEP 6**

Below is the form that must be completed when **U.S. Citizen, Government Employee (Military or Civilian)** status is selected.

If **U.S. Citizen Government Contractor** status is selected it forwards the user to a NAVSUP Contractor Certificate Authority document that must be reviewed and submitted.

If **Foreign National** status is selected the applicant must contact the INFOSEC Point of Contact for their command due to the fact that the CA is not yet operational.

**Registration Authority:**

No RA Selected

**City, State:**

The next five fields will be included in your certificate and will be publicly accessible.

**First Name:**

**Middle Initial:**

**Last Name:**

**Generation:**

N/A

Enter your full Internet (SMTP) electronic mail address (e.g. John\_Smith@navsup.navy.mil).

**E-mail Address:**

Enter a phone number including the area code where you can be contacted.

**Phone:**

Your key will be 1024 bits long to ensure strong encryption.

1024 (High Grade)

**Button 8: "Instructions"**

# Virtual Bidroom Instructions

## Attaining a Digital Certificate

---

**STEP ONE:** You must use Netscape 4.05 or better. **If you are not using Netscape 4.05, or better, you cannot request a digital certificate.** For the newest version of the Netscape browser, [click here](#). Be sure to download Netscape with **Strong US/Canada-only Encryption**.

► **For AOL users**, go to Keyword 'Netscape' to attain the newest version of Netscape.

Once you have the proper Netscape browser, apply for a Digital Certificate by going to:

**Vendors** click [here](#).

**Philadelphia Buyers** click [here](#).

**Mechanicsburg Buyers** click [here](#).

**STEP TWO:** Send a Digital Certificate Letter to Joyce DeTolla, Code: 35X. The signed letter needs to be on company letterhead and can be faxed or mailed. The letter can be faxed to (717)605-6423, Attention: Joyce DeTolla; or it can be mailed to:

Naval Supply Systems Command  
Attention: Joyce DeTolla  
5450 Carlisle Pike, P.O. Box 2050  
Mechanicsburg, PA 17055-0791

An example of the letter can be found by clicking on one of the following links:

[Word Format](#) [PDF Format](#) [WordPerfect Format](#)

It is Ms. DeTolla's responsibility to verify the identity of the person requesting a Digital Certificate. She will be contacting company personnel offices or calling users directly. Digital Certificates will not be granted until Ms. DeTolla can verify the identity of the applicant.

**STEP THREE:** Users will be notified via secured email that the certificate request is complete. Only the person who applied for the Digital Certificate will be able to retrieve it.

=====

This button will direct the vendor to the same page he would have reached if he had clicked on the "[click here](#) for instructions" line on the VBR Homepage. The Instructions page provides a brief summary for each section of the VBR, and will be the most current source of information on changes to the VBR. This button enable the vendor to move directly to the Instructions page without returning to the VBR Homepage en route.

As previously stated, the instructions are a much simplified summation of the procedures in this Vendors' Guide. The instructions page can be a valuable first line of trouble-shooting if problems arise during attempts to implement any VBR procedures. Changes to any of the VBR pages will immediately be noted and clearly identified on the instructions page. The Vendors' Guide will be brought up-to-date soon thereafter.

STEPS ONE through THREE of the instructions summarize the Netscape Browser Requirement and the Digital Certificate procedure, which are described in detail in “Button 7” of this manual. It also provides direct hot-links for obtaining an upgraded browser and/or a Digital Certificate.

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**STEP FOUR:** Download or view the Solicitation you may wish to submit a Solicitation Response to by going to [Solicitations On-Line](#). Solicitations On-Line is a search page which allows users to search for and download available Solicitations. Once you view a Solicitation, you will be added to an email list, which will advise you of any amendments made to the Solicitation.

**STEP FIVE:** If the Solicitation has drawings associated with it, you can order the CD-ROM containing the engineering drawings by going to the Naval Logistics Library [NAVICP Engineering Drawings CD ROM Order Module](#). You must have a valid Commercial and Government Entity (CAGE) Code in order to request engineering drawings. The CD-ROM is sent directly to the user.

**STEP SIX:** If you have questions for the buyer concerning a Solicitation you can go to the [Solicitation Questions](#). This is not a real-time chat. Users can submit questions and buyers will reply via email with answers.

=====

STEP FOUR describes how to view solicitations listed in the VBR. (“Button 2” of this manual)

STEP FIVE has procedures for ordering engineering drawings on CD-ROM. (“Button 3”)

STEP SIX provides access to a posting of any vendor questions and government answers for a particular solicitation. (“Button 5”)

**You MUST have a Digital Certificate for the last two steps.**

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**\*\*\* NOTE \*\*\*** In order to complete the fill in clauses in the following step you will need **Adobe Acrobat Exchange**, this is different than the **Adobe Acrobat Reader**. Adobe Acrobat Exchange is software that allows users to modify and view files in Portable Document Format (PDF), which is the format that all our Solicitations are offered. If you do not have Adobe Acrobat Exchange, you can find out where to purchase the product at [www.adobe.com](http://www.adobe.com). **You will need Adobe Acrobat 3.0 or higher to Submit Solicitation Responses to this site.**

**STEP SEVEN:** Save the Solicitation to your harddrive by right clicking on the link for the entire document. Complete all the fill in clauses that are pertinent to you, and save the completed Solicitation. Submit the Solicitation Response [here](#). You must have a Digital Certificate **before** you attempt to submit a Solicitation Response and you must be using Netscape 4.05 or higher, as described in **Step One**. You will NOT be able to submit a Solicitation Response if you do not have a Digital Certificate.

**\*\*\* NOTE \*\*\*** If you fail to properly fill out the Solicitation Response, the Solicitation Response could run the chance of being rejected.

**STEP EIGHT:** All users who requested notification on a particular Solicitation will be advised via email when an amendment or decision has been made concerning that Solicitation.

Return to Virtual Bidroom

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STEP SEVEN deals with electronically submitting a proposal in response to a solicitation. (“Button 6”) As the system for proposal submittals is upgraded, new instructions will appear here. It is wise to check this page before a proposal submission is due, to ensure that current procedures are understood.

STEP EIGHT simply provides a reminder that any amendments will automatically be provided to any vendor registering an e-mail address for that solicitation.

**Button 9: “SPI / TMCR”**



NAVICP Library	
Library Count:	148
NAVICP Instructions:	2
Special Packaging Instructions:	106
Contract Support Documentation:	36
Technical Manual Contract Requirements:	7

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- \* Email Contract Support Documentation questions or concerns to [Louisa Marnuel](#) or call 717.605.1842.

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This page is used to obtain Navy documents which may be needed by the vendor in complying with the terms of the solicitation. These document can be viewed on-line, using the Adobe Acrobat reader, they can be downloaded into the vendor's PC, or they may be requested in hard copy through the Navy's conventional document ordering process.

The page is set up with defaults that will enable the vendor to view the entire contents of the NAVICP Library. Simply clicking the "Find It!" button at the bottom of the page will produce a listing of all documents in the library. Several screening measures have been provided to simplify the search process, however, and limit the number of documents to be considered.



NAVICP Library	
Library Count	149
NAVICP Instructions	2
Special Packaging Instructions	107
Contract Support Documentation	35
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The first option is “Document type”, which enable the vendor to limit the search to the document types shown above. The vendor can choose from any of the four, but may only view one type at a time, unless the default of “All” is used.

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All

1999

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1997

1996

1995

1994

1993

1992

1989

1988

1980

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The options provided under “Year” are limited to those years for which an active document exists in the library.



NAVICP Library	
Library Count-	149
NAVICP Instructions-	2
Special Packaging Instructions-	100
Contract Support Documentation-	30
Technical Manual Contract Requirements-	7

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If the vendor desires a document that has been issued by one of the two NAVICPs, he may specify either Philadelphia or Mechanicsburg.

After the search has been set up, the “Find It!” button at the bottom of the page should be clicked to initiate the search. The following screen shows the result of a search request that was limited to NAVICP Instructions.

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**2 Document(s) were found matching your search criteria.**

▶ All files listed below are in Adobe PDF format. Users need a free PDF Reader available at [Adobe](#).

Reference Number	Document Title	File Size
412031	<a href="#">CODE 054 SUBMITTALS FOR NAVAL WEB PAGE VISIBILITY</a> NAVICP Site: MECHANISBURG	1186K
421524	<a href="#">MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS (MIPR) OUTGOING HANDLING</a> NAVICP Site: MECHANISBURG	1078K

- \* Email SPI questions or concerns to [Gloria Warner](#) or call 717.605.2694.
- \* Email TMCR questions or concerns to [Bill Wise](#) or call 717.605.3176.
- \* Email Contract Support Documentation questions or concerns to [Louis Manuel](#) or call 717.605.1842.

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By clicking on either of the documents shown, the vendor will be able to browse through the document and gain whatever information he might be seeking. If desired, the vendor can also download it directly into his own PC. The document listing shows the file size requirement for downloading.