



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Defense Logistics Agency-Energy Enterprise External Business Portal (EEBP)

Frequently Asked Questions Edition 6 January 2013

1. What is the Enterprise External Business Portal (EEBP)?

For Customers that currently order through Fuels Enterprise Server (FES) and Paperless Ordering Receipt Transaction Screens (PORTS), Business Partners at the Defense Fuel Support Point (DFSP) and Service Control Points (SCP), the EEBP will be the gateway for accessing back-end DLA applications directly through a single point of access. The EEBP:

- Is a secure, web-enabled interface
- Provides single sign-on capabilities via User ID and password or DoD issued Common Access Card (CAC)
- Eliminates the need for multiple login sessions and accounts
- Is intended for DLA Customers and Business Partners.

2. What current systems will the Enterprise External Business Portal (EEBP) replace?

The EEBP will replace DLA Energy's current Customer and Business Partner facing systems for Customer Direct Sales Ordering; DLA Inventory Resupply; Account Management; Reporting and Analytics; Delivery Location Condition Maintenance and Demand Planning Collaboration purposes. The Legacy Systems which will eventually retire and be replaced by the EEBP include Ground PORTS (including RDC), and FES. The following systems will continue to be active: CIS, IP CIS and BEM.

3. What specific functionality will External DLA Energy Users have with the Enterprise External Business Portal (EEBP)?

Functionality	Description	Begin Using EEBP
View/Maintain Line of Accounting (LOA)	Users who request and are approved for this functionality will have the ability to maintain and/or view Line(s) of Accounting for their authorized Aerospace and Petroleum billing DoDAAC(s). As of November 21, 2012, Line of Accounting must continue to be maintained in both EEBP and FES until further notice.	November 21, 2012
Maintain Delivery Location Conditions	Users who request and are approved for this functionality will have the ability to maintain customer location and delivery data (e.g.: Address, Delivery Notes, etc.) for their authorized Petroleum location/ material DoDAAC(s). While this functionality will be available January 1, 2013 legacy systems will continue to be used for geographic locations that have yet to be deployed until the final EC Rollout.	January 1, 2013
Demand Planning Collaboration	Users who request and are approved for this functionality will have the ability to collaborate with the DLA Energy Demand Plan for their authorized Petroleum items/ locations. While this functionality will be available January 1, 2013 legacy systems will continue to be used for geographic locations that have yet to be deployed until the final EC Rollout.	January 1, 2013



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Customer Direct Ordering	<p>Users who request and are approved for this functionality will have the ability to place Customer Direct Sales Orders for their authorized Petroleum DoDAAC(s). For Rollout 1, Orders will only be able to be placed for Alaska DoDAAC(s).</p> <p>Ordering for remaining DoDAAC(s) will continue in the legacy system until the specified Rollout date per Rollout Deployment Schedule.</p>	February 13, 2013
DLA Inventory Resupply	<p>Users who request and are approved for this functionality will have the ability to place DLA Inventory Resupply Requests (Into-Stock Orders) for their authorized Petroleum DoDAAC(s). For Rollout 1, Orders will only be able to be placed for Alaska Petroleum DoDAAC(s).</p> <p>Note: Ordering for remaining Petroleum DoDAAC(s) will continue in the legacy system until the specified Rollout date.</p>	February 13, 2013
Reporting/ SCP Reporting	<p>Users who request and are approved for this functionality will have the ability to view and download sales and inventory reports for external organizations and systems.</p> <p>While all Reports will be available Rollout 1, legacy reporting systems will continue to be used for geographic locations that have yet to be deployed. For example, as of March 1, 2013 only sales and inventory data related to the Alaska region will be available through EEBP reports.</p>	March 1, 2013

4. I am a DFSP, Direct Delivery (Customer Direct) Customer, DLA Direct Customer, or a Customer Financial Manager. What EEBP access do I need? (Specifics roles are at question 7 below)

DLA Inventory Resupply DFSPs: If you are a DFSP ordering for DLA Inventory Resupply (specifically ground fuels) you probably used FES PORTS or Ground PORTS in the past. In the future, you will need access in EEBP to place DLA Inventory Resupply Requests. They will also need permission in EEBP for updating Delivery Location Conditions and to run any Reports that are available in the EEBP.

RECENT CHANGES TO DFSP DoDAACs: For DFSP personnel, the inventory DoDAAC(s) will change when you move to EBS. This means your FMD DoDAAC set up will change also. The Service-sponsored DoDAAC will no longer be used for the inventory location. Service-sponsored DoDAACs will be used only for Customers. We will use a DLA-sponsored DoDAAC for DLA inventory locations. Please reference the [DoDAAC Matrix](#) posted on [DLA Energy's External Website for EEBP](#) to ensure your AMPS request for DLA Inventory Resupply functionality reflects the most current DoDAAC(s).

Direct Delivery (Customer Direct) Customers: Direct Delivery Customers (receive fuel directly from the vendor off of a DLA contract) will need access in EEBP to place Customer Direct Sales Orders. They will also need access in EEBP for updating Delivery Location Conditions and to run any Reports that are available in the EEBP. Additionally, they will need access to Wide Area Work Flow (WAWF) to execute the goods receipt. If applicable, Customers and/or their supporting financial entity will need access in EEBP for Maintaining Line of Accounting.

DLA Direct Customers: DLA Direct Customers (only buy directly out of DLA Stock) will need access in EEBP to run any Reports that are available in the EEBP.



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Customer Financial Managers: Customer Financial Managers will need access in EEBP to view/ update Line of Accounting (LOA).

5. When will I be required to use the Enterprise External Business Portal (EEBP) for my transactions with DLA?

The EEBP will Go-live in a series of six Rollouts based on functionality and contracts associated with each Rollout Phase. Customers and Business Partners will be required to begin using EEBP and Wide Area Workflow (WAWF) as early as November 21, 2012. The use of EEBP and WAWF will be driven by the type of transactions that will be performed.

Line of Accounting Transactions (November 21, 2012):

Customers using the EEBP for Line of Accounting purposes will begin to use the EEBP on November 21, 2012. From November 21, 2012, Customers must continue to maintain their Lines of Accounting in FES as well as the EEBP until everyone has fully transitioned to the EEBP per the Rollout Deployment Schedule.

Delivery Location Condition Maintenance and Planning Collaboration Transactions (January 1, 2013):

Customers and Business Partners using EEBP for Delivery Location Condition maintenance and Planning Collaboration purposes will begin to use the EEBP on January 1, 2013. Customers and Business Partners may need to use the EEBP as well as their appropriate legacy system (e.g., RDC) until all Rollouts are finished in April 2014. After April 2014, the legacy systems will be archived, and Customers and Business Partners will only use EEBP going forward.

Customer Direct Ordering Transactions (February 13, 2013 for Alaska Ordering DoDAACs):

Customers using the EEBP for Customer Direct Petroleum Sales Orders will begin using the EEBP during the month prior to the Rollout date of the geographical region(s) where they reside.

DLA Inventory Resupply (Into-Stock Ordering) Transactions (February 13, 2013 for Alaska Ordering DoDAACs):

DFSPs using PORTS for Ground Fuel stock replenishment will begin using the EEBP during the month prior to the Rollout date of the geographical region(s) where they reside. Upon each DFSP's Rollout, Bulk Fuel Orders currently placed by Region Reps will be initiated by DLA Energy.

DLA Energy Rollout Deployment Schedule

Date	Rollout
Mar 1, 2013	Rollout 1: Alaska
Jun 1, 2013	Rollout 2: US West Region and Hawaii
Sep 1, 2013	Rollout 3: Into-Plane, AIR Card®, Fleet Card®, Bunkers, SEA Card® & SEA Card Swipe®
Nov 1, 2013	Rollout 4: Remainder of CONUS, Puerto Rico, Canada, Cuba, South & Central America
Feb 1, 2014	Rollout 5: Remainder of Pacific
Apr 1, 2014	Rollout 6: Europe/Africa/Middle East

Alaska DoDAACs: On February 13, 2013, Customers and Business Partners will begin placing Sales Orders and DLA Inventory Resupply Requests (Into-Stock Orders) for Alaska DoDAACs with anticipated deliveries occurring after March 1, 2013 in EEBP. All other Sales Orders and DLA Inventory Resupply Requests will be placed in PORTS or FES, including those orders for Alaska DoDAACs with anticipated deliveries prior to March 1, 2013. As EEBP ordering functionality and its associated receipting system will not Go-Live until the Rollout 1 date (March 1, 2013) for Alaska, users must order and receipt using the same system, either Legacy (PORTS/FES) or EEBP to maintain data integrity.

For All Other DoDAACs: Up until a region's Rollout date, both DLA Energy internal users and EEBP Users will continue to conduct business using the current systems in place today. For example, a Customer or Business



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Partner with an Ordering DoDAAC aligned to the Alaska geographic location will start utilizing the EEBP to place orders with deliveries after March 1, 2013 during Rollout 1. However, Customers or Business Partners with an Ordering DoDAAC aligned to Europe, Africa or the Middle East will continue to place orders in the legacy system until Rollout 6 (Europe/Africa/Middle East).

Reporting Transactions (March 1, 2013):

Customers and DFSPs using EEBP to obtain reports will begin to use the EEBP on March 1, 2013 during Rollout 1. Customers and Business Partners may need to utilize EEBP as well as their appropriate legacy system (e.g. FES) until all Rollouts are finished in April 2014. For inventory type reports, DFSPs will use FMD.

The following is a list of standard EEBP sales and inventory reports for external organizations and systems:

- EEBP Report for Fast Data
- EEBP Report for WCOS
- EEBP Report for ASKIT
- EEBP Report for GSA
- EEBP Report for DWAS-MAXIMO
- EEBP Report for Coast Guard
- EEBP Customer Sales Report
- EEBP On-Line Vehicle Integrated Management System (OLVIMS) Report

Note: For inventory type reports, DFSPs will use FMD.

Note: Additional SCP-only reports will be available to users who request and are approved for Energy SCP Reporting access.

It is important to note that until all Rollouts are complete and all contracts have been moved from Legacy to EEBP, Customers and Business Partners that use EEBP functionality and information may have to use both "Legacy" systems and the EEBP for a complete picture. FES history will not migrate over to EEBP however, FES will retain current history. The archive strategy will follow standard DLA procedures and will be defined and communicated after Release 3.

6. What is the Account Management and Provisioning System (AMPS) and what is the process for gaining access to the Enterprise External Business Portal (EEBP)?

AMPS is the method DLA uses to grant both internal DLA users and external users access to DLA applications. With the deployment of the EEBP, external users will now be required to self-register with AMPS, create an account, and request the necessary access in order to utilize the EEBP. FES and PORTS users already use AMPS to request access to those Legacy applications. The AMPS process is comprised of a series of approvals through the external site's Security Officer as well as DLA's Data Owner and Information Awareness team. The steps below outline the process external users will need to follow in obtaining access to the EEBP:

- **Step 1: AMPS Self-Registration** – Process by which a user creates an account in AMPS. User must first create an AMPS account in order to submit a role request. "Self-Registration" is the first step needed for an External User to gain access to DLA applications. Existing Legacy users already have an account.
- **Step 2: Point-of-Need Access Request** – Process by which an External User submits a role request to access DLA applications. Role requests are submitted via AMPS once an AMPS account is created, as noted above. Users will have the ability to request multiple roles to perform their required transactions in EEBP.
- **Step 3: Receive AMPS Role Approval** – E-mail notification sent from AMPS system indicating role request has been approved. At this point access to EEBP and DLA applications is granted. Note: There is a 60 day window before a user's password expires so users should use the system once their AMPS request has been approved.



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

NOTE: In general, users will be able to begin requesting access to each EEBP role through AMPS approximately two months prior to the functionality Go-Live date. Facilitated AMPS sessions as well as facilitated EEBP navigational job aid sessions will be conducted by the project team in the two months prior to the date users will begin utilizing each EEBP function and each subsequent Rollout (see FAQ Question #4). Detailed communications instructing users on when to begin applying for AMPS roles and attend facilitated job aid sessions will be sent to Customers and Business Partners each functionality Go-Live date and subsequent Rollout(s) approaches.

7. Once I have access to the Account Management and Provisioning System (AMPS), what AMPS role do I select to obtain my proper access?

The required AMPS role (or JD), are different for each piece of EEBP functionality. These roles also vary for users that have a non "dla.mil" email address versus a "dla.mil" email address. The below table highlights the specific AMPS roles that should be selected by EEBP users:

EEBP Functionality	AMPS Role Overview	AMPS Role to Select for Users Without a "dla.mil" Email Address	AMPS Role to Select for Users With a "dla.mil" Email Address
Maintain Line of Accounting	This is for users requesting access to maintain their Line(s) of Accounting. This option should be selected for Air Force and Navy Customers and Business Partners that need to maintain their LOA.	JD-2003 / JD-2003B*: Energy Line of Accounting Maintainer	JD-793 / JD-793B*: Energy Line of Accounting Maintainer
View Line of Accounting	This is for users requesting access to view their Line(s) of Accounting. This option should be selected for Army Customers and Business Partners that need to view their LOA.	JD-2004 / JD-2204B*: Energy Line of Accounting Viewer	JD-794 / JD-794B*: Energy Line of Accounting Viewer
Maintain Delivery Location Conditions	This is for users requesting access to maintain customer location and delivery data (e.g.: Address, Delivery Notes, etc.) for their authorized Petroleum location/material DoDAAC(s).	JD-2202 / JD-2202B*: Energy Delivery Location Conditions Maintainer	JD-792 / JD-792B*: Energy Delivery Location Conditions Maintainer
Demand Planning Collaboration	This is for users requesting access to collaborate with the DLA Energy Demand Plan for their authorized Petroleum items/ locations.	JD-2205 / JD-2205B*: Energy Planning Collaborator	JD-795 / JD-795B*: Energy Planning Collaborator
Customer Direct Ordering	This is for users requesting access to place Customer Direct Sales Orders for their authorized Petroleum DoDAACs.	JD-2200 / JD-2200B*: Energy Customer Direct Order Processor	JD-790 / JD-790B*: Energy Customer Direct Order Processor
DLA Into-Stock Ordering	This is for users requesting access to place DLA Inventory Resupply Requests for their authorized Petroleum DoDAACs.	JD-2201 / JD-2201B*: Energy Into-Stock Order Processor	JD-791 / JD-791B*: Energy Into-Stock Order Processor
Standard EEBP Reporting	This is for users requesting access to view and download standard EEBP sales and inventory reports for external organizations and systems.	JD-2206 / JD-2206B*: Energy Report Viewer	JD-796 / JD-796B*: Energy Report Viewer
SCP Reporting	This is for SCP users requesting access to view and download additional SCP-only Reports in addition to standard EEBP sales and inventory reports for external organizations and systems.	JD-2207 / JD-2207B*: Energy SCP Report Viewer	JD-797 / JD-797B*: Energy SCP Report Viewer



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

NOTE: The first AMPS role selected by a user becomes their primary JD. Once a user has requested a primary JD, the primary JD must be fully approved before the user can request a secondary JD. If the primary JD has not been approved, the user will receive an error message when requesting their secondary JD.

* Denotes a secondary JD. This option will only appear in AMPS if the user already has a primary JD.

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11. Once my AMPS role (JD) is approved, how do I access the Enterprise External Business Portal (EEBP)?

The EEBP can be accessed at <https://business.dla.mil/>. From this website, the user can log on via Common Access Card (CAC) or User ID and Password. Job Aids on logging in to EEBP are forthcoming, and will be posted to [DLA Energy's External Website for EEBP](#).

12. What do I need to do to be prepared for migration to the Enterprise External Business Portal (EEBP)?

- Maintain awareness of DLA Energy communications that are sent out regarding EEBP functionality.
- Maintain awareness on Job Aids that will be delivered closer to each Rollout. Job Aids will detail the following:
 - Registration and Point-of-Need access requests in DLA's Account Management and Provisioning System (AMPS)
 - Logging in and navigating of EEBP
- Continue to relay any questions and concerns to the DLA Energy Convergence team before EEBP deployment.
- Refer to the [DLA Energy's External Website for EEBP](#) for all information regarding EEBP and AMPS.

If you have general EEBP questions, please send them to DLAEnergyConvergence@dla.mil. The project team will address them in a timely manner.