



JCCS

Joint Contingency Contracting System

VENDOR USER GUIDE

March 2013



Prepared for:

JCCS Support
Defense Logistics Agency (DLA)
4800 Mark Center Drive
West Tower, 9th Floor, Suite 09F09-02
Alexandria, VA 22350

Version History – JCCS Vendor User Guide

Version	Publication Date	Author	Description of Change
V2.3	May 15, 2007	JCCS Team	Original version of the document
V3.4	September 11, 2008	JCCS Team	Updated content for JCCS v3.4, revised all content per the template for technical documents
V3.6	January 14, 2009	JCCS Team	Updated content for JCCS v3.6, revised all content per the template for technical documents
V3.7	May 6, 2009	JCCS Team	Updated content for JCCS v3.7, revised all content per the template for technical documents
V3.9	April 21, 2011	JCCS Team	Updated content for JCCS v3.7, revised vendor registration process
V4.0	June 27, 2011	JCCS Team	Updated content to include new EFT features
V4.1	July 13, 2011	JCCS Team	Minor edits
V5.0	August 29, 2011	JCCS Team	Updated content to include new features in JCCS v. 3.11
V6.0	October 13, 2011	JCCS Team	Updated content to include new features in JCCS v. 3.13
V7.0	May 3, 2012	JCCS Team	Updated content to include new features in JCCS v. 3.14 , v. 3.15, & v3.16
V8.0	July 6, 2012	JCCS Team	Updated content to include new features in JCCS v3.17
V9.0	October 5, 2012	JCCS Team	Updated content to include enhancements in JCCS v3.20
V9.1	December 17, 2012	JCCS Team	Updated content to include enhancements in JCCS v3.21
V10.0	March 27, 2013	JCCS Team	Updated content to include new features in JCCS v3.30

Table of Contents

1. Executive Summary	1
Who uses JCCS?	1
2. Accessing the JCCS Web Site	2
3. Vendor Registration	4
Why should vendors register?.....	4
What information is required?.....	4
How do I register my company?	6
Required Data Fields.....	7
Optional Data Fields.....	8
Electronic Funds Transfer (EFT) Fields	10
4. Logging in to JCCS.....	14
Logging in to JCCS	14
Questions & Answers	14
5. Vendor Profile and Point of Contact.....	17
Log On to Vendor Home Page.....	17
Maintain the Company Profile	17
Maintain Vendor Point of Contact.....	18
Editing EFT Fields.....	19
Uploading Vendor Documents	20
6. Search and View Solicitations	25
Search for Solicitations	25
View Solicitation Details	26
6. Proposals and the Approval Process	28
When can I submit a proposal?	28
Submit a Proposal	28
The Proposal Approval Process.....	30
7. Invoicing Features	32
Appendix A – Glossary of Terms	36
Appendix B – Contacting JCCS Support	37

Acronym List – JCCS Vendor User Guide

Acronym	Definition
C-JTSCC	CENTCOM-Joint Theater Support Contracting Command
DoD	Department of Defense (http://www.DefenseLink.mil)
DLA	Defense Logistics Agency (http://www.DLA.mil)
HN	Host Nation
JCCS	Joint Contingency Contracting System (https://www.JCCS.gov)
NSPA	NATO Support Agency
RCC	Regional Contracting Center
SOE	State Owned Enterprises

1. Executive Summary

The Joint Contingency Contracting System (JCCS) is a program under the Defense Logistics Agency (DLA), in the DLA's Information Operations (J6), which delivers IT capabilities solutions, including architecture, infrastructure, and operations, in support of mission needs. JCCS is an Information Technology (IT) system utilized by contingency programs that rapidly deploy for humanitarian, peacetime, and wartime missions. Theater Contracting Commands and Host Nation (HN) vendors access the JCCS web site for accurate and up-to-date contingency business information. In June 2007, JCCS won the Recognition Award by Major General Scott, Commanding General of C-JTSCC-CENTCOM-Joint Theater Support Contracting Command for acquisition excellence in an expeditionary environment.

Who uses JCCS?

JCCS consists of two parts: a desktop application that is used by the contracting command and a web site that is used by both the contracting command and the vendor community.

Vendors are encouraged to register themselves in the JCCS database through the web site, using either the English or the Arabic language interface. The web site can also be used to search for solicitations of commodities and services that the vendors can fulfill. Vendors can submit their contracting proposals online.

Vendors:

- ❖ Register with JCCS
- ❖ Search and Review Solicitations
- ❖ Submit Proposals
- ❖ Create, submit, and manage invoices and receiving reports

JCCS captures critical host nation vendor data. Within JCCS, there is an emphasis on Host Nation (HN) spending and State-Owned Enterprises (SOE) initiatives.

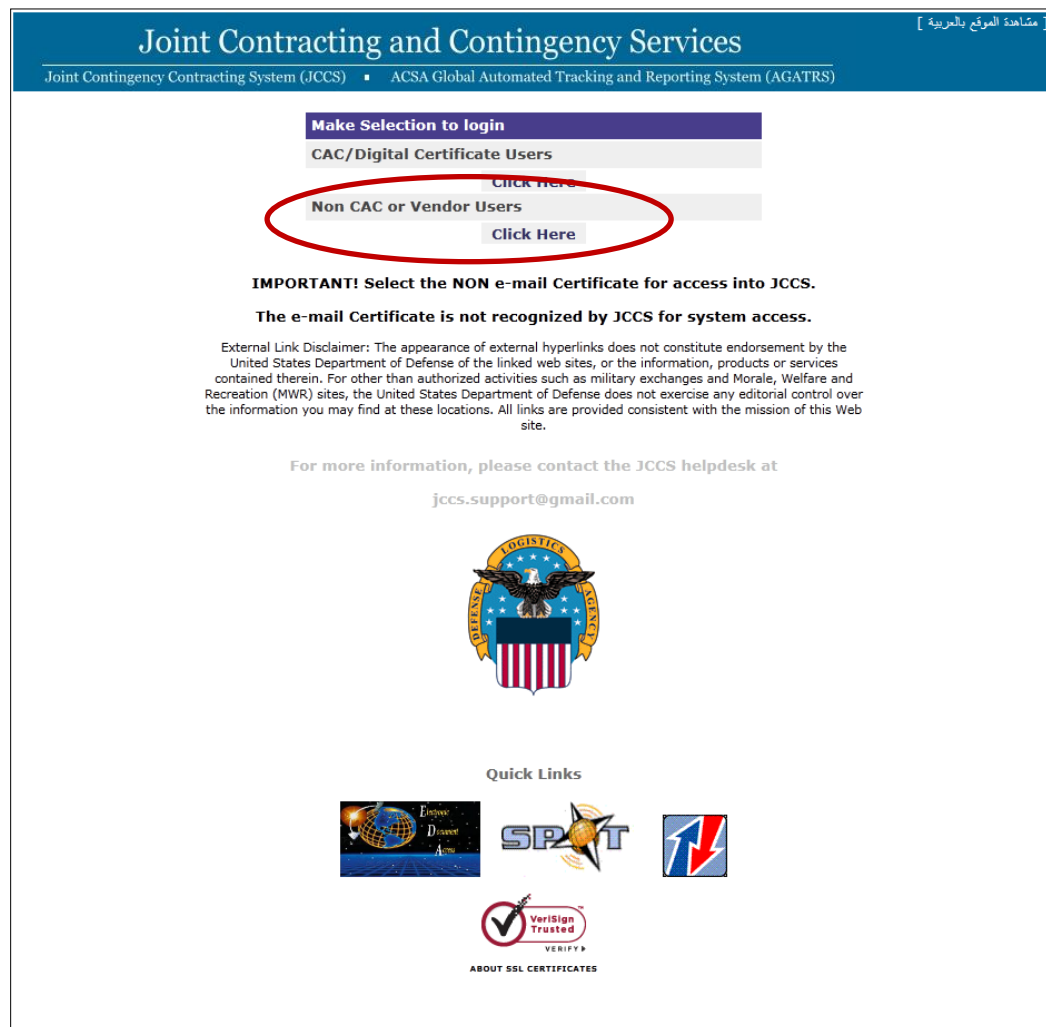
2. Accessing the JCCS Web Site

This guide describes functionality in JCCS that is applicable to contracting vendors. Only the web site portion of JCCS is discussed. The JCCS application used by government users is not described.

Access to the Internet is required. A current web browser program must be used, such as Internet Explorer, version 6 or later, or Mozilla Firefox, version 3 or later. The Google Chrome web browser is not supported.

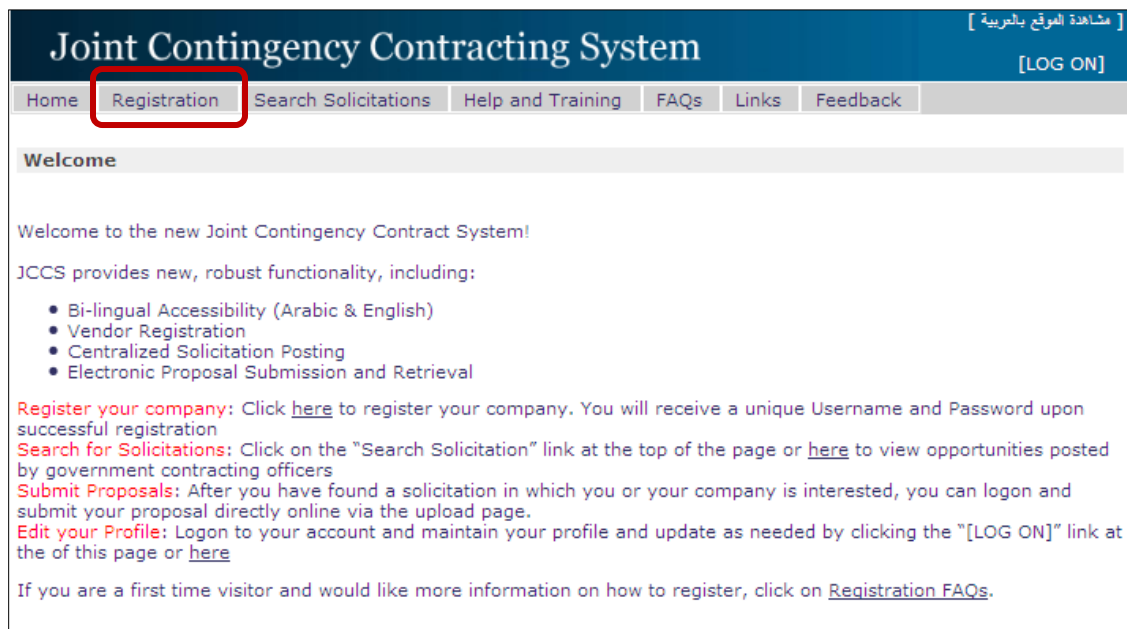
To begin the registration process:

1. Open an Internet browser and go to the public JCCS web site at this URL:
<https://www.JCCS.gov>
2. Click **Non CAC or Vendor Users**.



JCCS Web Site

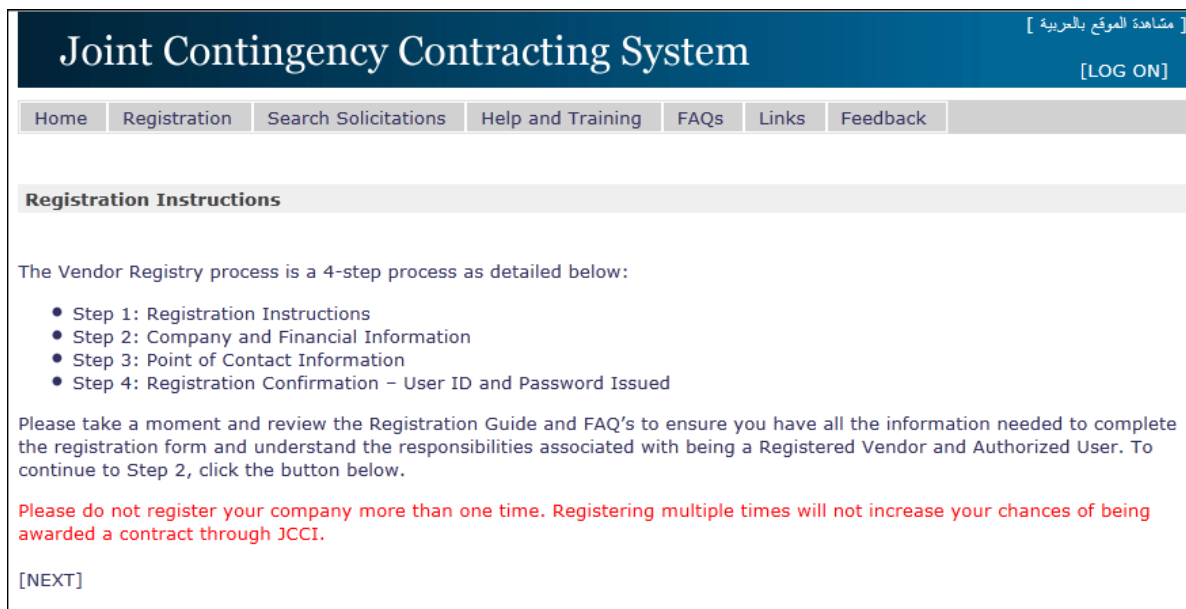
3. The following screenshot shows the JCCS home page. Click the **Registration** tab.



Registration Welcome Screen

4. Read the instructions provided on the screen below.

5. Click **[NEXT]** to proceed.



Registration Overview

3. Vendor Registration

Why should vendors register?

Registering your company enables you to bid on opportunities posted to the Joint Contingency Contract System.

The public can view solicitations posted by Contracting Officers and submit proposals for them, all in one online location. Anyone is allowed to view these opportunities; however, the web site integrates the searching and viewing of opportunities with a registered vendor's ability to submit proposals and track their proposal submission history.

What information is required?

Vendors should provide the following information on the registration screens. Required items are marked with an asterisk (*):

Company Information

Company Name*
Revenue Size*
Company Address*
Country*
Company Province/State*(if applicable)
Company City* (if applicable)
Tax ID Number*
Tax ID Expiration Date*
Vendor Licensing Number*
License Expiration Date*
Vendor Licensing Issuing Agency
Number of Offices*
Number of Host Nation Employees
Woman Owned (Yes/No)
NGO (Yes/No)
Method of Payment*
Preferred Currency Type*
Business Class Type
Product/Service Description Sector and
Operation Type
Identification Codes
Classification Codes

Bank Information (for EFT Payment Method):

Bank Name*
Bank Address*
Country
Province/State
City
Phone Number
Bank Account Number*
ACH Routing Number
SWIFT Code
Type of Account*
IBAN

Point of Contact Information

Primary Point of Contact Email*
Primary Point of Contact Title
Primary Point of Contact First Name*
Primary Point of Contact Last Name*
Primary Point of Contact Phone*
Primary Point of Contact Fax

Additional Information required for Iraqi and Afghan Vendors:

Position*
Middle Name*
Nickname*
Passport/Gensiya Number*
Tribe*
Date of Birth*

As a registered vendor, you may view a read-only version of your profile while you are registered and pending approval. As an approved vendor, you can update or make changes to your profile as needed.

Vendor Approvers

Vendor approvers will view your profile to verify that the information is correct. Vendor approvers will also access your profile if you submit a deactivation or reactivation request.

Contracting Officers

Contracting Officers may search for vendors that meet their product or service needs. Contracting Officers view read-only versions of vendor profiles and utilize the industry/section and point of contract information listed to find and contact vendors. Contracting Officer may also access vendor profiles to enter past performance information once a vendor has completed a contract.

How do I register my company?

Step 1: Review the Registration Instructions

1. Go to the JCCS main web page (instructions are in section 2).
2. Click the **Registration** tab at the top of the page. This brings you to the Registration Instructions web page (shown below) where the registration process begins.
3. Review the registration instructions.
4. Click **[Next]** to proceed to the Corporate and Financial Information registration form.

The screenshot shows the JCCS web interface. At the top is a dark blue header with the text "Joint Contingency Contracting System" and a "[LOG ON]" link. Below the header is a navigation bar with tabs: "Home", "Registration", "Search Solicitations", "Help and Training", "FAQs", "Links", and "Feedback". The "Registration" tab is selected. Below the navigation bar is a section titled "Registration Instructions". The text in this section states: "The Vendor Registry process is a 4-step process as detailed below:" followed by a bulleted list: "Step 1: Registration Instructions", "Step 2: Company and Financial Information", "Step 3: Point of Contact Information", and "Step 4: Registration Confirmation – User ID and Password Issued". Below the list, it says: "Please take a moment and review the Registration Guide and FAQ's to ensure you have all the information needed to complete the registration form and understand the responsibilities associated with being a Registered Vendor and Authorized User. To continue to Step 2, click the button below." A red warning message follows: "Please do not register your company more than one time. Registering multiple times will not increase your chances of being awarded a contract through JCCI." At the bottom of the section is a "[NEXT]" button.

Registration Overview



IMPORTANT: DO NOT register your company more than one time. Registering multiple times will not increase your chances of being awarded a contract.

Step 2: Enter Corporate and Financial Information

Complete the Corporate and Financial Information section, as shown below. Scroll down to view additional fields that are not shown in the following figure.

Home	Registration	Search Solicitations	Help and Training	FAQs	Links	Feedback
----------------------	------------------------------	--------------------------------------	-----------------------------------	----------------------	-----------------------	--------------------------

Corporate / Financial Information

Company Name:	<input type="text" value="Presto Transportation"/>
Revenue Size:	Manufacturing and Services Companies: \$10,001K-\$1M ▼
Company Address:	<input type="text" value="3245 Old Orchard Road"/>
Country:	Afghanistan ▼
Province/State:	Baghlan ▼
City:	Baghlan ▼
Tax ID Number:	<input type="text" value="4848392199291"/>
Tax ID Expiration Date (MM/DD/YYYY):	<input type="text" value="01/31/2013"/> 
Vendor Licensing Number:	<input type="text" value="4F43943848"/>
License Expiration Date:	<input type="text" value="05/23/2013"/> 
Vendor Licensing Issuing Agency:	<input type="text"/>
Number of Offices:	<input type="text" value="3"/>
Number of Host Nation Employees:	<input type="text"/>
Women-Owned:	▼
NGO:	▼
Method of Payment:	EFT ▼
Preferred Currency Type:	Dollars ▼
	<input type="text"/>

Vendor Corporate Information

Required Data Fields

1. Enter your Company Name, Address, Country, and Number of Offices. The Revenue Size is also required.
2. The Province/State and City may be required depending on the country that was selected.
3. Enter the Tax ID Number and Tax ID Expiration date.
4. Enter the Vendor Licensing Number and Vendor License Expiration date.
5. Enter the number of Host Nation citizens employed by your company, even if your company is not a Host Nation company.

Note on Cage Codes: You will not be able to enter in the Cage Code or Duns number at this point.

If you have a Cage Code or Duns number, please wait until you have completed your JCCS registration and then email your Company ID, Cage Code, and Duns number to jccs.support@dla.mil.

If you do not have a Cage Code, once your registration is approved, your information will be submitted to the NATO Support Agency (NSPA) to obtain a valid NATO Cage code. A request ID will be displayed in your vendor profile after the information has been submitted. The turnaround time is normally three days.

Note on entering dates: Use the popup calendar to select dates or manually enter dates using the MM/DD/YYYY format. If you attempt to enter another format, you will receive an error message if the first value is not 01-12. For example, enter Sept. 27, 2012 as: 12/27/2012. Entering 27/12/2012 is invalid.

Optional Data Fields

1. If your company is women-owned or an NGO, then click the appropriate check box.
2. Choose your preferred method of payment, either Cash or EFT (Electronic Funds Transfer).
3. The drop-down list for Preferred Currency Type has three choices: Afghani, Dinars, and Dollars. (A choice is required.)
4. Select a Business Class Type. This field was added to provide standard categories that are used by most licensing organizations around the region.
 - a. Business Category Types related to the selected Business Class Type are displayed. Select one or more applicable checkboxes.
5. In the Product/Service Description Sector and Operation Type field, enter a short description of your product or service.

Preferred Currency Type: Afghani ▾

Business Class Type: Construction, and construction materials production

Business Category Type:

- ☒ Construction of buildings
- ☐ Civil engineering
- ☐ Construction of roads
- ☐ Construction of railways

Product / Service Description Sector and Operation Type:

Identification Codes:

Please do not use special characters < * ^ ? >, etc.

ID Type	ID Number	
		[SAVE] [CANCEL]

Cage Code:

NCAGE **JCCS CAGE**

Duns Number:

[SAVE]

Vendor Corporate Information - continued

Identification codes are mainly Iraqi and Afghani vendor-specific. Identification codes are optional; however, if any of the following identification codes are applicable, then please enter them. Be sure to click **[SAVE]** in the Identification Codes table.

- AISA
- Chamber of Commerce
- Citizenship
- Contractors Union
- Iraqi Business Number (IBN)
- Ministry of Planning (MoP)
- Ministry of Trade (MoT)
- Ministry of Economy (MoE)

Identification Codes:

Please do not use special characters < * ^ ? >, etc.

ID Type	ID Number	
Contractors Union ▾	978979-789-90-	[SAVE] CANCEL

Vendor Identification Code

When you have completed the Corporate and Financial Information page:

1. Click **[SAVE]** at the bottom of the Corporate and Financial Information page.
2. A confirmation message at the top of the web page states that your information has been saved. A JCCS assigned Company ID will be displayed.
3. Click **[NEXT]** to proceed.

Electronic Funds Transfer (EFT) Fields

If you selected EFT as the method of payment, the following screen displays so you can enter your bank information. The mandatory fields are: Bank Name, Address, Account Number, and Type of Account. Click **[SAVE]** at the bottom of the screen.

Joint Contingency Contracting System						
Home	Registration	Search Solicitations	Help and Training	FAQs	Links	Feedback
Bank Name:		<input type="text" value="First Bank"/>				
Bank Address:		<input type="text" value="292 NW 7th St"/>				
Country:		<input type="text" value="Afghanistan"/>				
Province/State:		<input type="text" value="Kabul"/>				
City:		<input type="text" value="Kabul"/>				
Phone Number:		<input type="text" value="9423838"/>				
Bank Account Number:		<input type="text" value="4548985409"/>				
ACH Routing Number:		<input type="text" value="348390890-1483-4"/>				
SWIFT Code:		<input type="text"/>				
Type of Account:		<input checked="" type="radio"/> Checking <input type="radio"/> Saving <input type="radio"/> Money Market				
IBAN:		<input type="text"/>				

Vendor Bank Information

Step 3: Enter Point of Contact Information

1. Enter the email address will serve as the username for logging in to JCCS to access your profile once you have submitted your registration.
2. Enter other contact information for a company representative. Contracting officers will use the contact information to contact the company representative point of contact regarding potential business opportunities.

Joint Contingency Contracting System	
Home	Registration
Search Solicitations	Help and Training
FAQs	Links
Feedback	
Point of Contact Information	
Email:	<input type="text" value="smalad@abc.com"/>
Position:	<input type="text" value="Other POC"/>
Title:	<input type="text" value="Manager"/>
First Name:	<input type="text" value="Sami"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Malad"/>
Nick Name/Kunya:	<input type="text"/>
Passport/Gensiya Number:	<input type="text"/>
Tribe:	<input type="text"/>
Date of Birth:	Month: <input type="text" value="1"/> Day: <input type="text" value="5"/> Year: <input type="text" value="1971"/>
Phone Number:	<input type="text" value="493837837"/>
Fax Number:	<input type="text"/>

Vendor Point of Contact Information

Step 3 (continued): Answer Security Questions and Enter Password

1. On the following screen, select and answer three security questions. If you forgot your JCCS password, you will need to provide the answers to your security questions to reset your password.
2. Specify a **New Password** and **Confirm New Password**.

JCCS Password Questions

Select and enter the answers to each of your three (3) questions

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

Password

Password must have at least 15 characters including 1 number, 1 special character (!, @, #, \$, %, ^, &, +, =), 1 lower-case letter, and 1 capitalized letter.

New Password:

Confirm New Password:

[SUBMIT]

Security Questions and Password

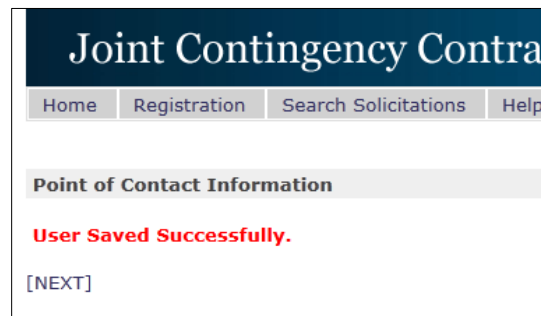
Your permanent password must be at least 15 characters long, include at least 1 number, at least 1 special character (@#\$%^&+=), and at least 1 capitalized letter.

An example of a valid password: abc1Def*ghijklm

3. Click **[SUBMIT]**. A confirmation at the top of the web page states that the point of contact user information has been saved.
4. Click **[NEXT]** to proceed to the Registration Confirmation web page.

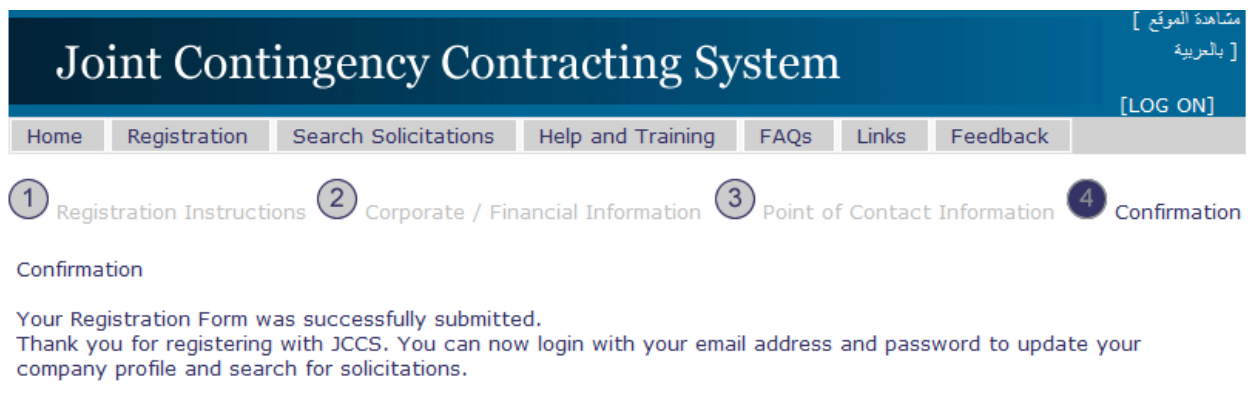
Step 4: Registration Confirmation

The last steps in the registration process confirm that the registration information was entered correctly.



POC Information Saved

Select **[NEXT]** to view the following message. This message indicates you have successfully registered with JCCS. You can log in to JCCS using your email and password, to upload required vendor registration documents.



Registration Form Submission Confirmation

What Happens Next?

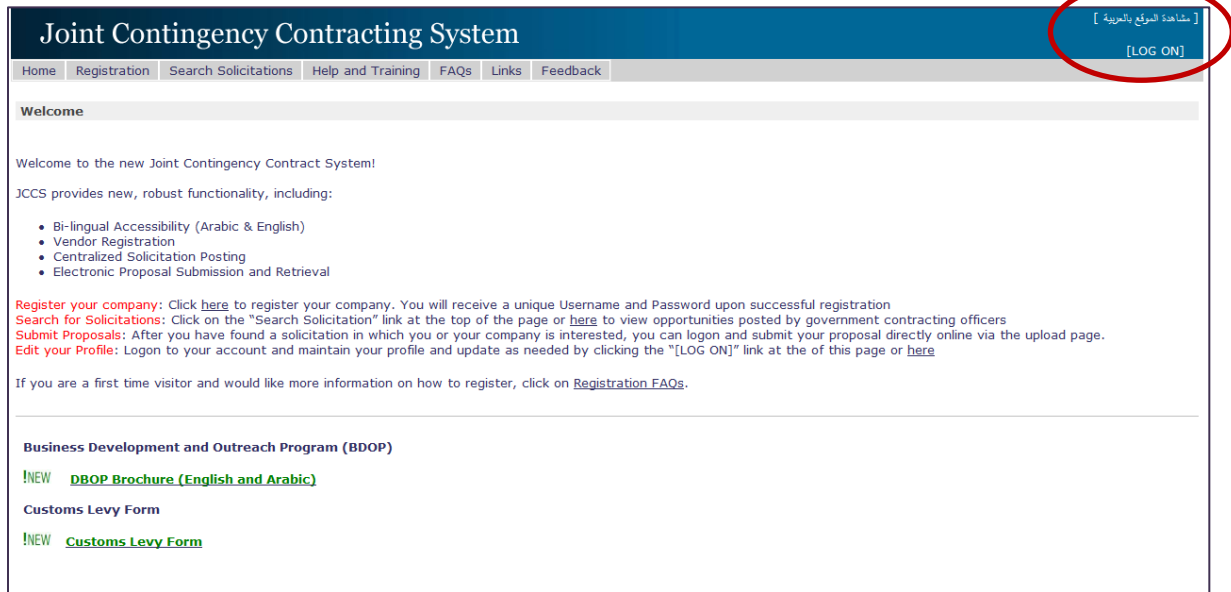
- As a registered vendor with a user name and password, you may log on to JCCS view a read-only version of your profile.
- Vendor approvers will view your profile to verify that the information is correct and identify you as an approved vendor.
- As an approved vendor, you can update or make changes to your profile.

4. Logging in to JCCS

Logging in to JCCS

Once you are a registered JCCS user, log in using your email address and password:

1. Open your Internet browser and go to the JCCS home page: <https://www.JCCS.gov>.
2. Click **[LOG ON]** in the top right corner.



JCCS Home Page

3. Enter your email address and password. Click **[LOG ON]** to advance to the vendor home page.



JCCS Login Screen

Tip: To access online help and training, click the **Help and Training** tab at the top of the screen, then select one of the documents listed on the screen.

Questions & Answers

How do I change my password?

1. Enter your username and password on the JCCS login screen.
2. Select **Change Password**.

3. Create a password and enter it twice. Follow the password rules on the screen.
4. Click [**Change Password**].

Change Password Rules:

- Must be different from the previous 10 passwords
- Can be changed by the associated user only once in a 24 hour period
- Passwords are not changeable by users other than an administrator or the individual user
- Passwords are changeable by an administrator at any time

Note: Users will be forced to reset their password after 60 days

How do I reset a forgotten password?

1. Enter your username on the JCCS login screen.
2. Select **Forgot Password**.

3. Enter your JCCS user name and then click **SUBMIT**.

4. Answer each of your (3) security questions and then click the **Submit** button.

JCCS Password Questions

Select and enter the answers to each of your three (3) questions

Question 1: What city were you born in?

Answer 1: New York

Question 2: What is the name of your favorite childhood friend?

Answer 2: Sam

Question 3: In what city or town did your mother and father meet?

Answer 3: Boston

Note: You can only reset your password once during a 24-hour period. Also, if you fail on three attempts to answer your security questions you will be locked out of JCCS. If you are locked out, please contact jccs.support@dla.mil.

5. Enter your **New Password** and **Confirm New Password**. Click **[Change Password]**.

Joint Contingency Contracting System [بالعربية]

Password must have at least 15 characters including 1 number, 1 special character (!,@,#,\$,%,&,+), 1 lower-case letter, and 1 capitalized letter.

New Password:

Confirm New Password:


You will return to the initial JCCS Login screen to log in with your new password.

5. Vendor Profile and Point of Contact

This section describes how to update your vendor profile and how to maintain point of contact information.

Log On to Vendor Home Page

1. First, go to the JCCS home page, <https://www.JCCS.gov/olvr>.
2. Click [**LOG ON**] in the top right portion of the web page.
3. Enter your username and password.
4. On the Vendor Home page (shown below), a list of your proposals, if there are any, will be displayed.



Vendor Home Company Profile User Profile Search Solicitations Invoicing Help and Training FAQs

Name: B. Eldahleh Wednesday, 11
Company ID: 47681
Company Name: Afghanistan Construction Company

My Proposals

ID	Amount:	Start Date (MM/DD/YYYY):	Complete Date (MM/DD/YYYY):	File:	Solicitation Number
6303	100000	11-16-2011	11-30-2011	1726-1-en.doc	W91GEU-10-A-1000
6306	20,000	01-01-2012	01-31-2012	1727-3-en.docx	w91GEU-01-A-0001
6307	245000	11-02-2012	03-01-2013	1723-3-en.docx	W91GEU-01-A-LL00



1

Vendor Home Page

Maintain the Company Profile

To view/update your company profile:

1. Click the “**Company Profile**” tab at the top of the Vendor home page.
The Company Profile web page displays all of your company information. If you are registered, but not approved, information is read-only. Once you are an approved vendor, you may update and edit this information.
2. Update the company profile information as necessary.
3. Click [**SAVE**] at the bottom of the web page. The Company Profile page will be re-displayed with a confirmation message stating that the information was successfully updated.

Vendor Home	Company Profile	User Profile	Search Solicitations	Help and Training	FAQs	Links	Feedback
Name: Sami Dur - VendorContactNotApproved Company ID: 47681 Company Name: Afghanistan Construction Company							
Company Profile: Afghanistan Construction Company							
Company Name:	<input type="text" value="Afghanistan Construction Company"/>						
Revenue Size:	<input type="text"/>						
Company Address:	<input type="text" value="354 NW 56th. St"/>						
Country:	<input type="text" value="Afghanistan"/>						
Province/State:	<input type="text" value="Kabul"/>						
City:	<input type="text" value="Kabul"/>						
Tax ID Number:	<input type="text"/>						
Tax ID Expiration Date (MM/DD/YYYY):	<input type="text"/> 						
Vendor Licensing Number:	<input type="text"/>						
License Expiration Date:	<input type="text"/> 						
Vendor Licensing Issuing Agency:	<input type="text"/>						
Number of Offices:	<input type="text" value="10"/>						
Number of Host Nation Employees:	<input type="text" value="15"/>						
Women-Owned:	<input type="text" value="Yes"/>						
NGO:	<input type="text"/>						
Method of Payment:	<input type="text" value="Cash"/>						
Preferred Currency Type:	<input type="text" value="Dollars"/>						
	<input type="text" value="Construction Supplies"/>						

Company Profile Page

Maintain Vendor Point of Contact

To updated your company's Point of Contact (POC) information:

1. At the bottom of the Company Profile web page, the point of contact (POC) for the vendor is identified. Click on the hyperlinked ID, POC Name, or Email address. A web page similar to the one shown below will be displayed. This is where POC information can be updated.
2. Update vendor point of contact information as necessary.
3. Click [**SAVE**] at the bottom of the web page. The web page will be re-displayed with a red confirmation message that confirms "User Saved Successfully".

Name: Ammar Ali
 Company ID: 47690
 Company Name: Afghan Logistics Company

Friday, 22 April 2011

ID:	<input type="text" value="54043"/>
User Name:	<input type="text" value="afghan.logistics@alc.com"/>
Title:	<input type="text" value="Mr."/>
Position:	<input type="text" value="Other POC"/>
First Name:	<input type="text" value="Ammar"/>
Middle Name:	<input type="text" value="K."/>
Last Name:	<input type="text" value="Ali"/>
Nick Name/Kunya:	<input type="text" value="Abu Mustafa"/>
Passport/Gensiya Number:	<input type="text" value="937253455"/>
Tribe:	<input type="text" value="Al-Azza"/>
Date of Birth:	<input type="text" value="5/6/1974"/>
Email:	<input type="text" value="afghan.logistics@alc.com"/>
Phone Number:	<input type="text" value="824-024-9483"/>
Fax Number:	<input type="text" value="824-025-9485"/>

Point of Contact Page

Note: If a vendor is registered with JCCS, but has not yet been approved, the point of contact information is read-only. Once the vendor is approved, the point of contract information may be updated.

Editing EFT Fields

If Electronic Funds Transfer (EFT) is the selected method of payment, edit the bank information by clicking the [Vendor Bank Information](#) link on the Company Profile page, as shown below.

Method of Payment:	EFT						
Preferred Currency Type:	Dollars						
Product / Service Description:	Construction Supplies						
Identification Codes:	<p>Please do not use special characters < * ^ %</p> <table border="1"> <thead> <tr> <th>ID Type</th> <th>ID Number</th> </tr> </thead> <tbody> <tr> <td>Chamber of Commerce</td> <td>342425</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	ID Type	ID Number	Chamber of Commerce	342425		
ID Type	ID Number						
Chamber of Commerce	342425						
Classification Codes:	<table border="1"> <thead> <tr> <th>Order</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>[SEARCH]</td> </tr> </tbody> </table>	Order	Title	1	[SEARCH]		
Order	Title						
1	[SEARCH]						
Cage Code:	984A5						
Duns Number:	432541234						
Vendor Banking Information	[SAVE]						

Company Profile Page

Edit the vendor banking information fields shown below. Mandatory fields: Bank Name, Address, Account Number, and Type of Account. Click [SAVE] at the bottom of the screen to save the changes.

Bank Name:	First Bank
Bank Address:	292 NW 7th St
Country:	Afghanistan
Province/State:	Kabul
City:	Kabul
Phone Number:	9423838
Bank Account Number:	4548985409
ACH Routing Number:	348390890-1483-4
SWIFT Code:	
Type of Account:	<input checked="" type="radio"/> Checking <input type="radio"/> Saving <input type="radio"/> Money Market
IBAN:	

Vendor Banking Information

Uploading Vendor Documents

The “Upload Vendor Documents” feature enables vendors to directly upload their documentation for review, instead of having to meet in person or send e-mail with the KO.

[ADD A USER]			
Upload Vendor Documents			
Vendor Documents			
View	Document Title	Uploaded By	Date Uploaded
View	Tax ID (from MoF)	dulman.ko	4/26/2012 2:25:47 PM

The following figure shows the current list of required documents that vendors must upload to JCCS.

Required Registration Documents

- Host Nation General Business License
- Host Nation Specialty License (if applicable)
- AISA License (if doing business inside of Afghanistan)
- Articles of Association or Letters of Incorporation
- Tax Identification Number (TIN)
- Tax Clearance Letter
- Tax Audit Detail Letter
- Host Nation National ID and Host Nation Passport (if CAS or Afghan ex-pat)
- Home Country Passport
- Host Nation Visa
- Host Nation Work Permit
- Electronic Fund Transfer Form
- Company/Corporate Questionnaire
- Vendor Family Detail Form
- JCCS Registration Identification (ID)
- Company Marketing Portfolio and Past Performance Contracting History

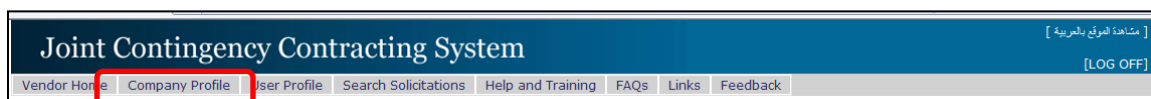
Required Vendor Registration Documents (VRDs) that must be uploaded to JCCS

2

Required Vendor Registration Documents that Vendors Must Upload to JCCS

To upload documents:

1. Use your username and password to log on to the JCCS home page, <https://www.JCCS.gov/olvr>.
2. Select the **Company Profile** tab.



3. Scroll to the bottom of the **Profile** screen.

Company Profile: JCCS Release v3.17 Vendor 9

Company Name: JCCS Release v3.17 Vendor 9

Company Alias: JCCS V9

Revenue Size: Manufacturing and Services Companies: Less than \$10k

Company Address: 12345 Kabul Road

Country: Afghanistan

Province/State: Kabul

City: Kabul

Tax ID Number: 123456789

Tax ID Expiration Date (MM/DD/YYYY): 1/1/2013 12:00:00 AM
242 Days left before expiration

Vendor Licensing Number: 123456789

License Expiration Date: 1/1/2013 12:00:00 AM
242 Days left before expiration

Vendor Licensing Issuing Agency: AISA

Number of Offices: 10

Number of Host Nation Employees: 10

Women-Owned: Yes

NGO: Yes

Scroll down the Company Profile screen to reach the Vendor Documents section

4. Select [Upload Vendor Documents].

Point of Contact Information

ID	POC Name	Email	Phone	Primary POC
54505	Last, First	JCCS.v9@bta.mil	011-93-999-999-9999	Yes

1

[Upload Vendor Documents]


Vendor Documents

View	Document Title	FileExtension	Uploaded By	Date Uploaded
View	Ministry of Trade License	.docx	JCCS.v9@bta.mil	5/3/2012 5:00:41 PM
View	Ministry of Planning	.xlsx	JCCS.v9@bta.mil	5/3/2012 5:01:04 PM
View	Iraqi Business Number	.pdf	JCCS.v9@bta.mil	5/3/2012 5:01:50 PM
View	AISA License	.pptx	JCCS.v9@bta.mil	5/3/2012 5:02:11 PM
View	Ministry of Commerce and Industry License	.txt	JCCS.v9@bta.mil	5/3/2012 5:02:27 PM

5. Select the arrow beside the "Select Document Type" drop-down list.

Joint Contingency Contracting System

Upload Vendor Documents

Select document type...  Document Name:

[\[Close\]](#)

6. Select the document type to upload.

Joint Contingency Contracting System

Upload Vendor Documents

Select document type...
 Select document type...
 Ministry of Trade License
 Ministry of Planning
 Iraqi Business Number
 AISA License
 Ministry of Commerce and Industry License
 Ministry Specialty Licenses
 Articles of Association
 Tax ID Certificate
 Tax Clearance Letter
 Tax Audit Detail Letter
 Tazkera
 Passport
 Home Country Passport
 VISA
 Work Permit
 Electronic Fund Transfer Form
 Company Past Performance
 Company Questionnaire
 Vendor Family Detail Form

Document Name:

- Click the **Browse** button to locate the file on your local computer.

Joint Contingency Contracting System


Upload Vendor Documents

AISA License Document Name: AISA License

- Select the document file, then click the **Open** button.

Documents library
Vendor Upload Documents

Arrange by: Folder ▼

Name	Date modified	Type	Size
 ASIA_License.pdf	5/1/2012 3:56 PM	Adobe Acrobat D...	7 KB

File name: ASIA_License.pdf All Files (*.*)

- Select the **Upload File** button.

Joint Contingency Contracting System

Upload Vendor Documents

AISA License Document Name: AISA License

C:\Users\HIB3008\Doi Browse... **Upload File**

[Close]

A message confirms a successful file uploading.

Joint Contingency Contracting System

Upload Vendor Documents

AISA License Document Name: AISA License

Browse... Upload File

Document has been uploaded

[Close]

10. Upload additional documents or click the [**Close**] button.

6. Search and View Solicitations

Search for Solicitations

From the Vendor home page, click “Search Solicitations” in the menu bar at the top of the web page. You may search JCCS contracting solicitations using any combination of search criteria.

مشاهدة الموقع بالعربية

Joint Contingency Contracting System

[LOG OFF]

Vendor HomeCompany ProfileUser ProfileSearch SolicitationsHelp and TrainingFAQsLinksFeedback

Search Solicitations

Solicitation Title:

Solicitation Number:

Business Class Type:

Construction, and construction materials production

Classification Code:

[SEARCH]

Country:

Afghanistan

Provinces with View Access:

Sector/RCC:

Keyword

Construction

Close Date (MM/DD/YYYY):

From:

To:

[SEARCH]

ID	Solicitation Title	Solicitation Number	Close Date	Award Date	Solicitation Type	Solicitation Status
1815	w91geu-02-L-AA01	w91geu-02-L-AA01	06-01-2013	06-30-2013	Solicitation	Open
1766	Construction	W91GEU-25-A-0007	11-08-2013	11-15-2013	Solicitation	Open
1816	Vessel Attention	N68836-13-R-0019	12-01-2013	12-31-2013	Solicitation	Open
1						

Search Solicitations Screen

All data fields for search criteria may be left blank. A complete list of all solicitations may be retrieved by simply clicking **[SEARCH]** at the bottom of the web page. Note that this may return a very large number of solicitations.

A list of solicitations that meet specific criteria may be retrieved by entering any combination of search options. Text data fields are not case sensitive. Enter the desired criteria and click **[SEARCH]** at the bottom of the web page.

- Solicitation Title Enter any portion of the solicitation title
- Solicitation Number Enter the identifying number linked to each solicitation
- Classification Code Click **[SEARCH]** to look up and select one classification code
- Business Class Type Click the drop-down to select a business class type

- Country/Province Click the drop-down to select a country/province where the work will take place
- Sector/RCC Click the drop-down to select a sector or RCC
- Keyword Enter one or more keywords to search solicitation descriptions and titles
- Close Date Enter a range of dates when proposals are due

A successful search will display a list of active solicitations at the bottom of the Search screen. Here is an example web page that shows a list of solicitations.

Keyword

Close Date:

From: To:

[SEARCH]

ID	Solicitation Title	Solicitation Number	Close Date	Award Date	Solicitation Type	Solicitation Status
2144	Printers & Service	W91B4M-11-T-0060	04-24-2011	04-28-2011	Solicitation	Open
1						

Each Solicitation Title is hyperlinked to a specific Solicitation Details web page. Click on the Solicitation Title to display the web page with solicitation details, as discussed in the next section.

View Solicitation Details

As shown in the previous section, you may search and retrieve a list of contracting solicitations. The Search Solicitations web page shows a list of solicitations retrieved using a combination of search criteria.

Click the hyperlinked Solicitation Title to view the Solicitation Details web page, as shown below.

Name: Steve Marshall	
Company ID: 47681	
Company Name: Afghanistan Construction Company	
Solicitation Details	
Solicitation Type:	Solicitation
Solicitation Status:	Released
<i>Contracting Office Information</i>	
Primary POC:	Aubery Turner
Secondary POC:	
Issuing Contracting Office:	
<i>Solicitation Information</i>	
Solicitation Number:	W91GEU-01-A-LL00
Solicitation Title:	Construction
Description:	Construction Supplies
Classification Code:	Construction
<i>Place Of Performance:</i>	
Longitude:	Latitude:
Country:	Afghanistan
Province:	Kabul
<i>Date Information</i>	
Close Date:	10/15/2011
Award Date:	10/30/2011
Solicitation Amendments	
No Amendments	
Solicitation Files	
No files attached to this solicitation.	
My Proposals	
[SUBMIT PROPOSAL]	

Solicitation Details

The Solicitation Details web page contains all publicly available information about the product or service being requested. This information includes the Contracting Officer points of contact, a description of the work requested, and associated file attachments.

The Contracting Officer may have added one or more files to the solicitation. If solicitation files are shown, then you may download a solicitation file attachment by clicking on the hyperlinked file title. The File Download dialog box provides the option to open the file or save it to your computer.

6. Proposals and the Approval Process

When can I submit a proposal?

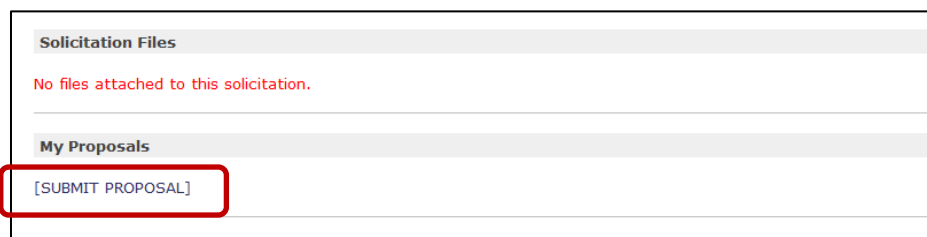
First, complete the following steps.

1. Register your company in JCCS and receive approval as a JCCS vendor. You must be a registered and approved JCCS vendor in order to submit proposals.
2. Use the Search Solicitations feature described in the previous section to locate the solicitation for which you want to submit a proposal.

The Search results display a list of solicitations. Click a solicitation title to move to the Solicitations Details web page.

Submit a Proposal

1. At the bottom of the Solicitations Details web page, click **[SUBMIT PROPOSAL]**.



The screenshot shows a web interface with two sections: 'Solicitation Files' and 'My Proposals'. The 'Solicitation Files' section has a message: 'No files attached to this solicitation.' The 'My Proposals' section contains a button labeled '[SUBMIT PROPOSAL]' which is highlighted with a red rectangular box.

2. Enter data for all fields on the Submit Proposal web page.



The screenshot shows the 'Submit Proposal' web page. At the top, it displays user information: 'Name: B. Eldahleh', 'Company ID: 47681', and 'Company Name: Afghanistan Construction Company'. The date 'Wednesday, 11 April 2012' is shown in the top right. The main form area is titled 'Submit Proposal' and contains several fields: 'Amount:' with a text box containing '24500'; 'Currency:' with a dropdown menu set to 'Dollars'; 'Start Date (MM/DD/YYYY):' with a text box containing '11/2/2012' and a calendar icon; 'Complete Date (MM/DD/YYYY):' with a text box containing '3/1/2013' and a calendar icon; and 'File: (Proposals must be uploaded in English.)' with a text box containing 'XQ12234.DOC' and a 'Browse...' button. At the bottom right of the form, there is a button labeled '[SUBMIT]' which is highlighted with a red rectangular box.

The last data field on the web page asks for a file prepared by your company in support of this proposal. The file type can be DOC (Microsoft Word), PPT (Microsoft PowerPoint), PDF (Adobe Reader format), or XLS (Microsoft Excel spreadsheet). The proposal should be in accordance with the terms and conditions of the advertised

solicitation. Your proposal should be crafted around the Statement-of-Work (SOW) that accompanies the solicitation.

3. Click the **[SUBMIT]** text link at the bottom of the web page to continue and confirm submission of your proposal.

When the proposal is submitted, a confirmation web page is displayed (shown below). This web page gives you the chance to review the details entered on the Submit Proposal web page. If the information is not correct, then click the “Back” button on your web browser (usually found in the top left portion of the window for most web browsers such as Firefox and Internet Explorer).

If the information on the confirmation web page Proposal Detail is accurate, then click **[SAVE]** at the bottom of the web page.

The following confirmation web page shows the Proposal Detail screen just before **[SAVE]** is clicked.

The screenshot shows the 'Joint Contingency Contracting System' web interface. At the top, there is a header bar with the system name and a '[LOG OFF]' link. Below the header is a navigation menu with links: Vendor Home, Company Profile, User Profile, Search Solicitations, Invoicing, Help and Training, FAQs, Links, and Feedback. The main content area displays user information: Name: B. Eldahleh, Company ID: 47681, and Company Name: Afghanistan Construction Company. The date 'Wednesday, 11 April 2012' is shown in the top right. The 'Proposal Detail' section contains the following information: Solicitation Number: W91GEU-01-A-LL00, Solicitation Title: Construction, Amount: 245000, Currency: Dollars (dropdown menu), Start Date (MM/DD/YYYY): 11/2/2012, Complete Date (MM/DD/YYYY): 3/1/2013, Submit Date (MM/DD/YYYY): 4/11/2012, Update Date (MM/DD/YYYY): 4/11/2012, and File: XQ12234.DOC. A '[SAVE]' button is located at the bottom right of the form.

Proposal Details

Your proposal is committed to the JCCS system when you click **[SAVE]**. The web page will be re-displayed and a confirmation message will be shown above the Proposal Detail web page title.

Contracting Officers will review the submitted proposal during the proposal review process (described in the next section).

The Proposal Approval Process

Once a Solicitation is closed, Contracting Officers will review all of the submitted proposals.

A vendor will be notified if they submitted the winning proposal. The person listed as the vendor point of contact will be contacted.

Steps in the approval process:

1. Solicitation is announced by the Government

Vendor must make a decision to “Bid or No Bid” the opportunity being advertised by the Government at this time. Deciding factors are usually how large (scope) is the intended product or service – if large – can the Vendor afford to front the inventory (product) or Labor (services) for up to 60 days (if given the award) before being paid by the Government – other considerations are whether or not the Vendor has the capabilities to match up against the Government's intended scope, whether or not the company has had any experience (past performance) with the Federal Government before, etc.

2. Proposal is submitted

Vendor prepares his/her proposal in accordance with the terms and conditions of the advertised solicitation – carefully crafting their proposal around the Statement-of-Work (SOW) that accompanies the solicitation. Vendor must make extra sure to submit their finished proposal on time – prior to the ending date and time of the advertised solicitation.

3. Contract Award is Announced

Winner of solicitation (source selection) is announced – meaning – the competitive range was established – the remaining proposals were evaluated based on the solicitation factors – generally price, past performance and technical factors – however, sometimes other factors such as socio-economic factors, “weighted” factors, etc. – also exist – and the “best offer” (proposal) is then selected for award – providing that Legal (JAG) agrees – the winning proposal (Vendor) is announced. All other vendors are then notified (unsuccessful offeror's notice) of the announced winner.

Rights of the Vendor

After the solicitation winner is announced, the unsuccessful offerors have the right to petition (in writing) the cognizant Contracting Officer for the specific reasons or rationale that prevented their proposal from becoming the winning proposal. The Vendor must petition the Contracting Officer with three (3) days of the winning proposal announcement in order to receive a “formal debrief” concerning the status of their proposal in comparison to the winning proposal. The Contracting Officer must in turn, provide the unsuccessful bidder (Vendor) – a debriefing within five (5) days, unless compelling reasons prevent this time limit – causing the debriefing to exceed five (5) days. Typical types of debriefing information are as follows (FAR Subpart 15.506 “Post-award Debriefing of Offerors”):

- (1) The Government's evaluation of the significant weaknesses or deficiencies in the offeror's proposal, if applicable;
- (2) The overall evaluated cost or price (including unit prices) and technical rating, if applicable, of the successful offeror and the debriefed offeror, and past performance information on the debriefed offeror;

- (3) The overall ranking of all offerors, when any ranking was developed by the agency during the source selection;
- (4) A summary of the rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror; and
- (6) Reasonable responses to relevant questions about whether source selection procedures contained in the solicitation, applicable regulations, and other applicable authorities were followed.

The debriefing shall not include point-by-point comparisons of the debriefed offeror's proposal with those of other offerors. Moreover, the debriefing shall not reveal any information prohibited from disclosure by 24.202 or exempt from release under the Freedom of Information Act (5 U.S.C. 552)

7. Invoicing Features

Invoicing features accessed through JCCS enable Host Nation vendors to create, submit, and manage invoices and receiving reports. Specifically, vendors can perform the following tasks:

- ❖ Create an invoice, receiving report, or 2n1 document*
- ❖ Recall invoices, receiving reports or 2n1 documents
- ❖ Void an invoice, receiving report, or 2n1 document
- ❖ Perform basic and advanced searches for invoices, receiving reports or 2n1 documents

* A 2n1 document refers to an Invoice and Receiving Report combination document; it enables a vendor to create two documents from the same data entry session.

Vendors log in to JCCS as usual, with their username and password. Once they have logged in, a new “Invoicing” tab is displayed. Click this tab to access all the invoicing and receiving report features.




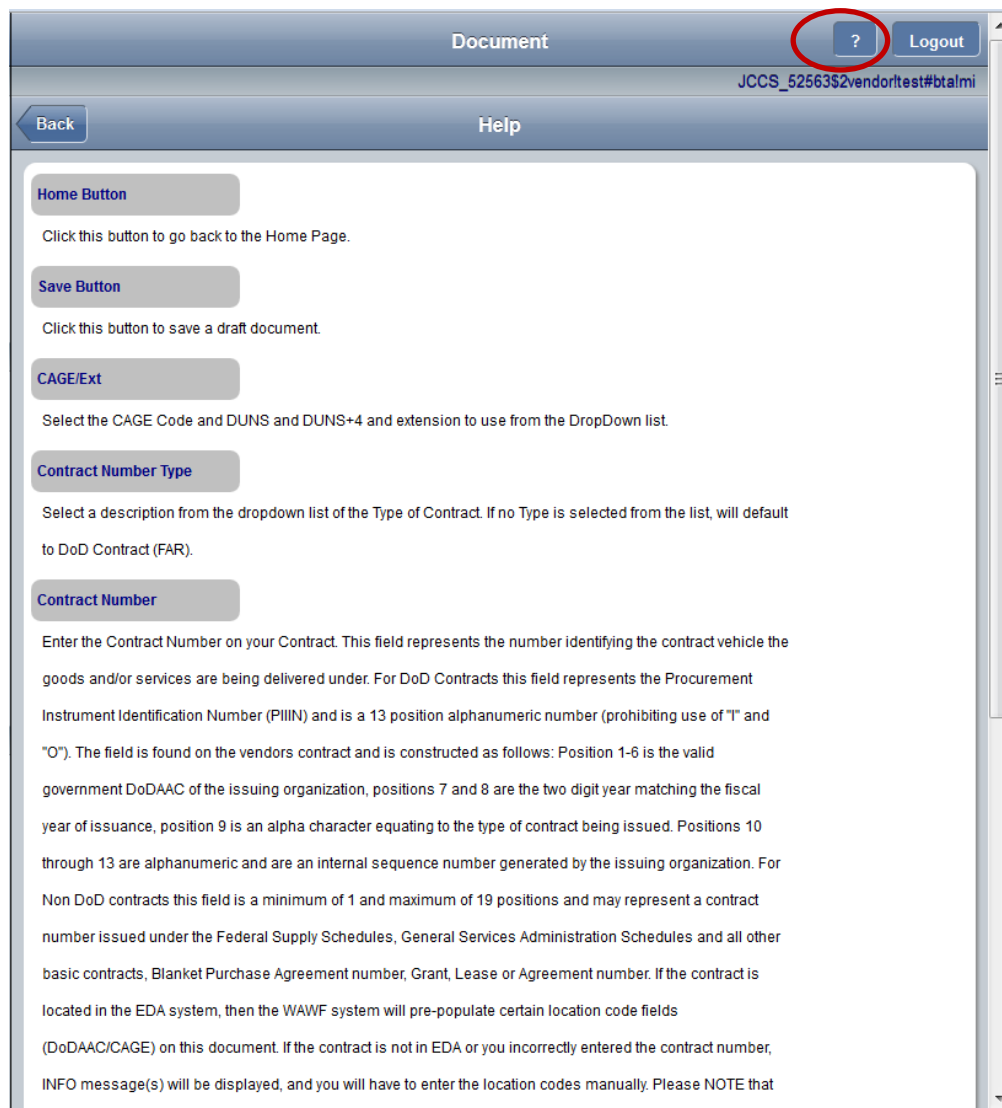
This single click enables vendors to access the Wide Area Workflow (WAWF), which is a secure, web-based system for electronic invoicing, receipt, and acceptance. Government vendors use WAWF to submit and track invoices and receive/accept documents over the web; government personnel process the invoices in a real-time, paperless environment.

No additional logins are required; vendors click the “Accept” button to continue on to the invoicing features. Vendor registration information, including CAGE code and point-of-contact information, is transferred from JCCS to the invoicing module.



Numbered steps guide you through the process of creating and submitting an invoice. Required and optional fields are identified on the screen.

Comprehensive online help provides information on appropriate content for the data fields. Click the Help icon  if you have a question about a data field.



Self-paced training on the invoicing features is available on the JCCS Help and Training page.

Training Documents

Click on the links below to download the selected document.

Vendor Users: JCCS

Vendor Users Website Training

- [User Guide](#)
- [How to Log On to JCCS](#)
- [Contracting Overview](#)
- [JCCS Registration Overview](#)
- [Solicitation Overview](#)
- [Proposal Overview](#)
- [Invoicing Overview \(for Host Nations\)](#)
- [Creating Invoices \(for Host Nations\)](#)

CAC/Digital Certificate enabled Users: JCCS

New Users

- [New User Registration](#)

Existing Users

- [JCCS Login](#)
- [How to Register your CAC](#)
- [How to Reset your Password](#)
- [How to Change your Password](#)

Appendix A – Glossary of Terms

Term	Definition
Amendment	A notice that something in the Solicitation has been added or changed since it was originally posted.
Contracting Officer	A government employee who carries out the solicitation and award of contracts that procure needed goods and services.
Joint Contingency Contract System	A system for Contingency Contracting which provides the centralized function of registering Vendors, posting Solicitations, and receiving Proposals.
Primary Company Representative	<p>An employee of the company who may be contacted regarding potential business opportunities.</p> <p>The Primary Company Representative is the first person who will be contacted. They are also responsible for updating the Company Profile information and should have the most responsibility and/or understanding of what the Company does in order to answer any and all questions.</p> <p>A Company Representative may also be referred to as a “Point of Contact”—an individual who may be contacted for all questions and inquires—or a (Vendor) User.</p>
Proposal	An offer that a Vendor makes to the government in response to a Solicitation
Request for Information	A Request for Information (RFI) is a standard business process whose purpose is to collect written information about the capabilities of various suppliers. Normally it follows a format that can be used for comparative purposes.
Secondary Company Representative	<p>An employee of the company who may be contacted regarding potential business opportunities. The Secondary Company Representative may be added to the Company as an alternative contact who may be reached. They maintain their own User Profile within ICCR, and can submit Proposals, but are not able to edit the Company Profile.</p> <p>A Company Representative may also be referred to as a “Point of Contact”—an individual who may be contacted for all questions and inquires—or a (Vendor) User.</p>
Solicitation	A request for goods and/or services that the government puts out on RBI.Net NG. A document is attached to the Solicitation detailing the requirements that need to be met.
Synopsis	A notice released before the Solicitation is posted. A Contracting Officer may release a Synopsis to give Vendors an early notice of what is being requested before the Solicitation is posted.
Vendor	A company looking to do business with the United States Government.
Vendor Approver	A government representative who views submitted company profiles in the ICCR to verify that the information documented is correct.

Appendix B – Contacting JCCS Support

Please contact the JCCS team by email at: jccs.support@dla.mil