JCCS

Joint Contingency Contracting System

VENDOR USER GUIDE

March 2013

Prepared for:

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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

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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**.
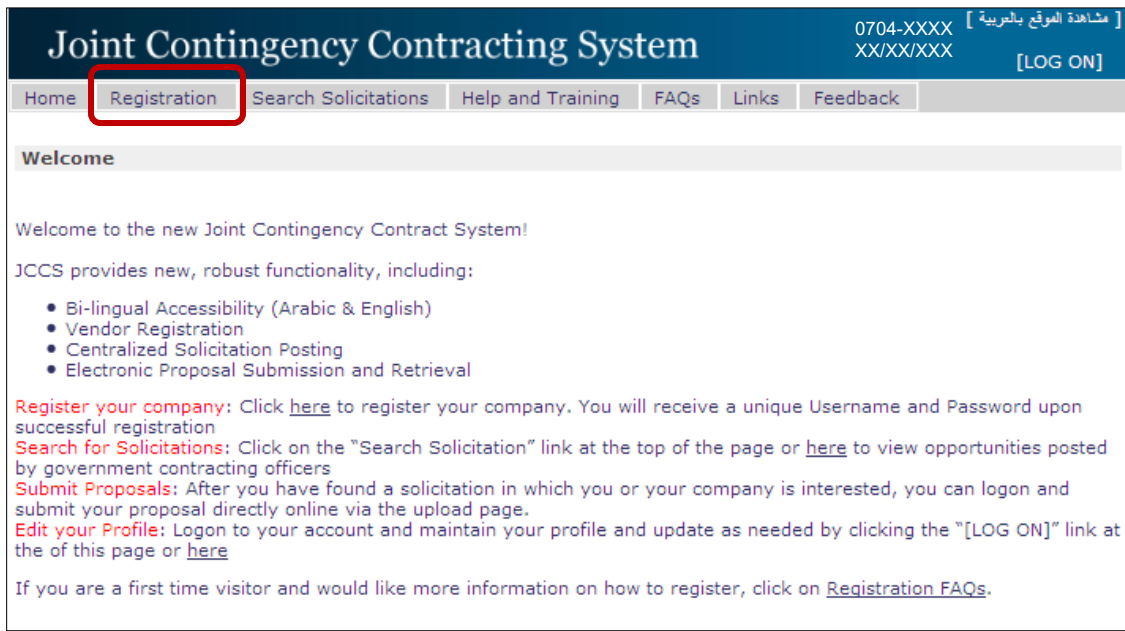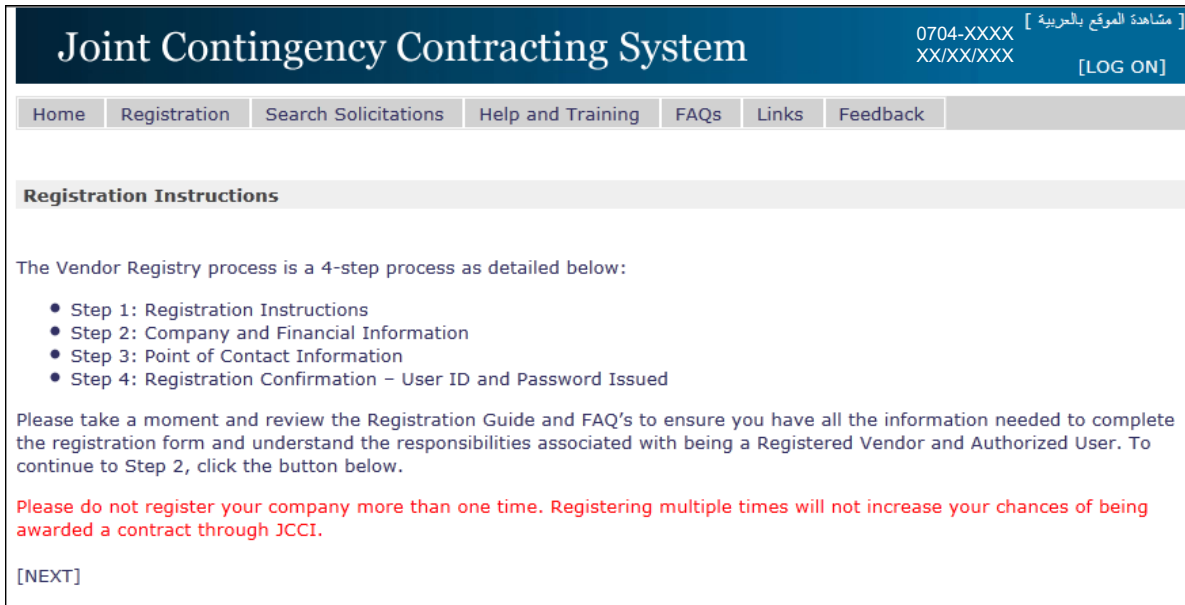

JCCS Web Site

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 Pont 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.

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

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.

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)

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.

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.

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**.

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.
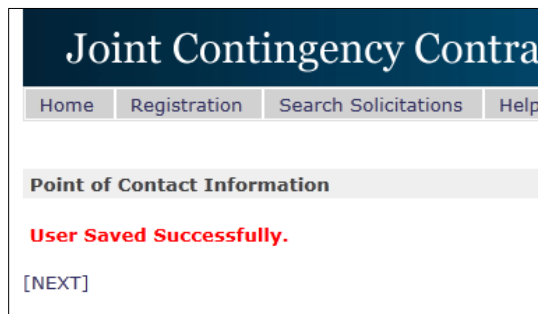
POC Information Saved

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 <u>approved</u> 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.
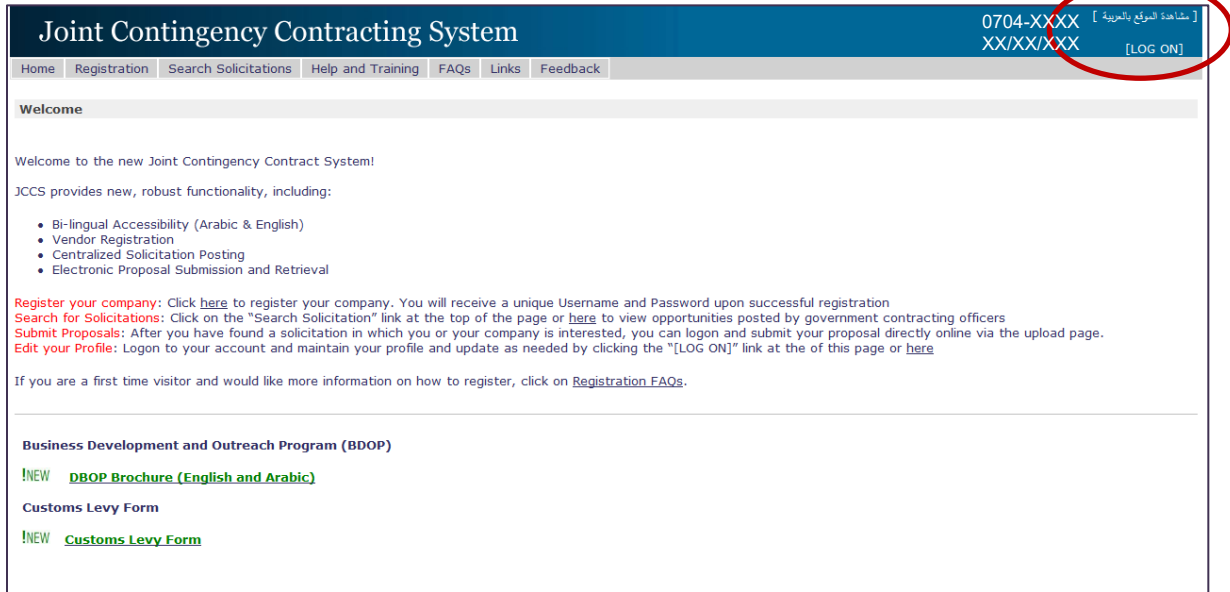
JCCS Home Page

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.

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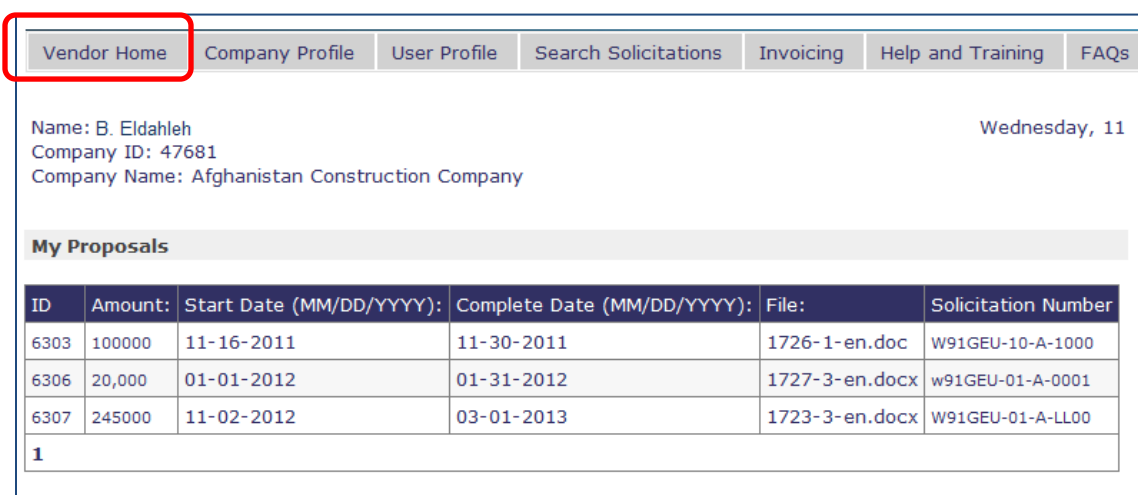
You will return to the initial JCCS Login screen to log in with your new password.

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 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.

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".

ID: 54043

User Name: afghan.logistics@alc.com

Title: Mr.

Position: Other POC

First Name: Ammar

Middle Name: K.

Last Name: Ali

Nick Name/Kunya: Abu Mustafa

Passport/Gensiya Number: 937253455

Tribe: Al-Azza

Date of Birth: 5/6/1974

Email: afghan.logistics@alc.com

Phone Number: 824-024-9483

Fax Number: 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.

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.

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.

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

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.

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

4. Select [**Upload Vendor Documents**].

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

6. Select the document type to upload.
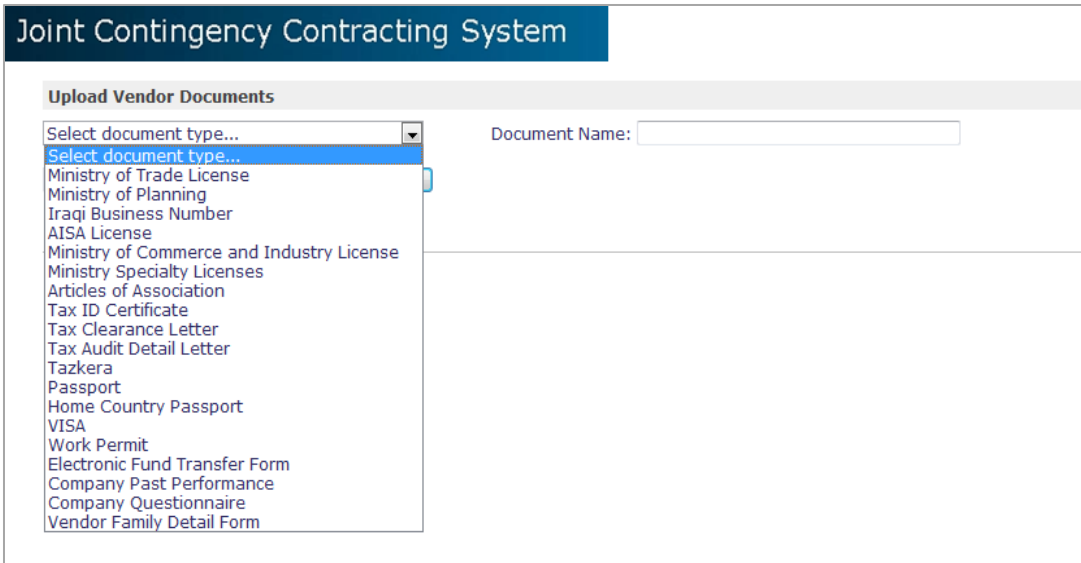
7. Click the **Browse** button to locate the file on your local computer.
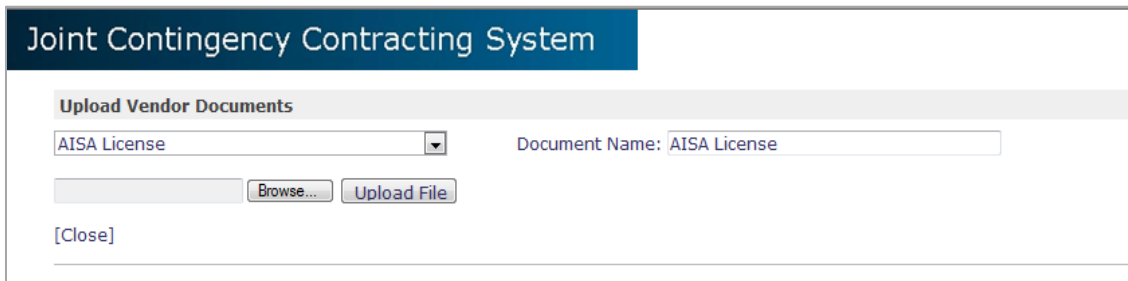
8. Select the document file, then click the **Open** button.
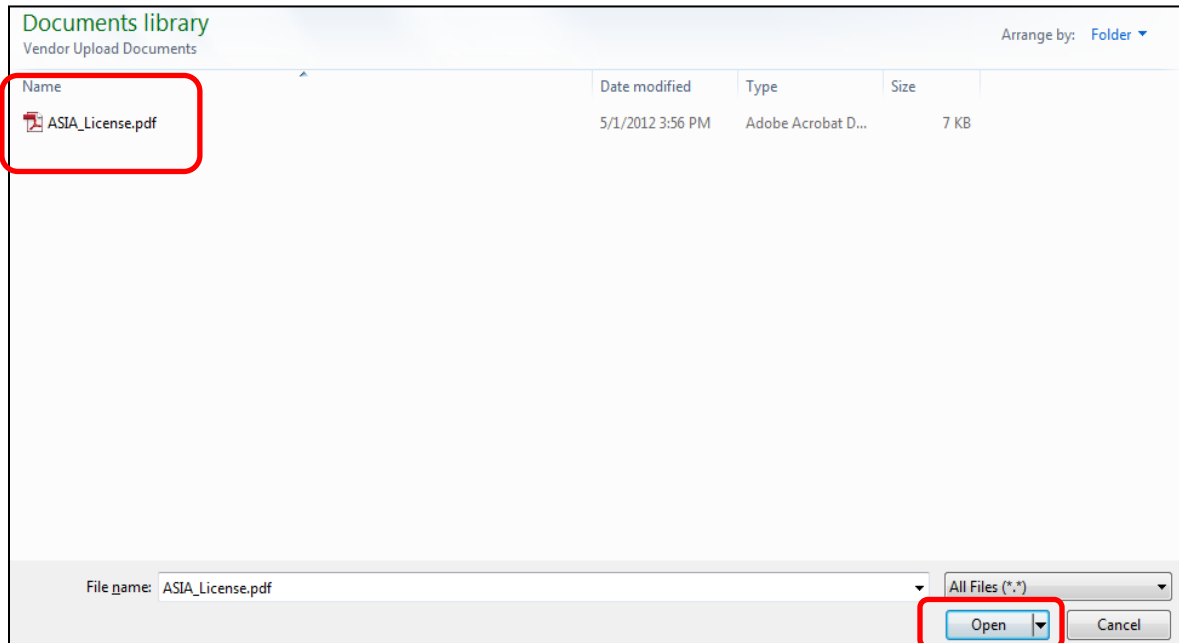
9. Select the **Upload File** button.

A message confirms a successful file uploading.

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.

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.

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

Contracting Office Information
Primary POC: Aubery Turner

Secondary POC:

Issuing Contracting Office:

Solicitation Information
Solicitation Number: W91GEU-01-A-LL00

Solicitation Title: Construction

Description: Construction Supplies

Classification Code: Construction

Place Of Performance:
Longitude: **Latitude:**

Country: Afghanistan

Province: Kabul

Date Information
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?
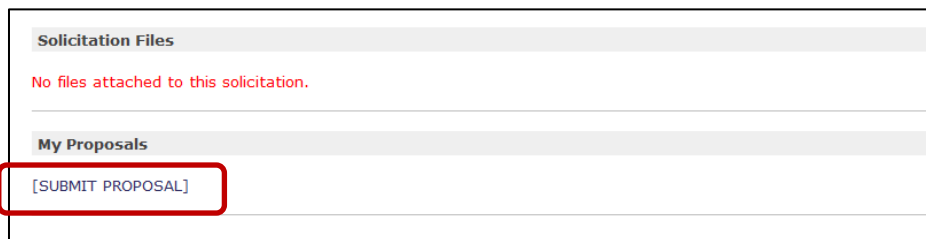
First, complete the following steps.

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.
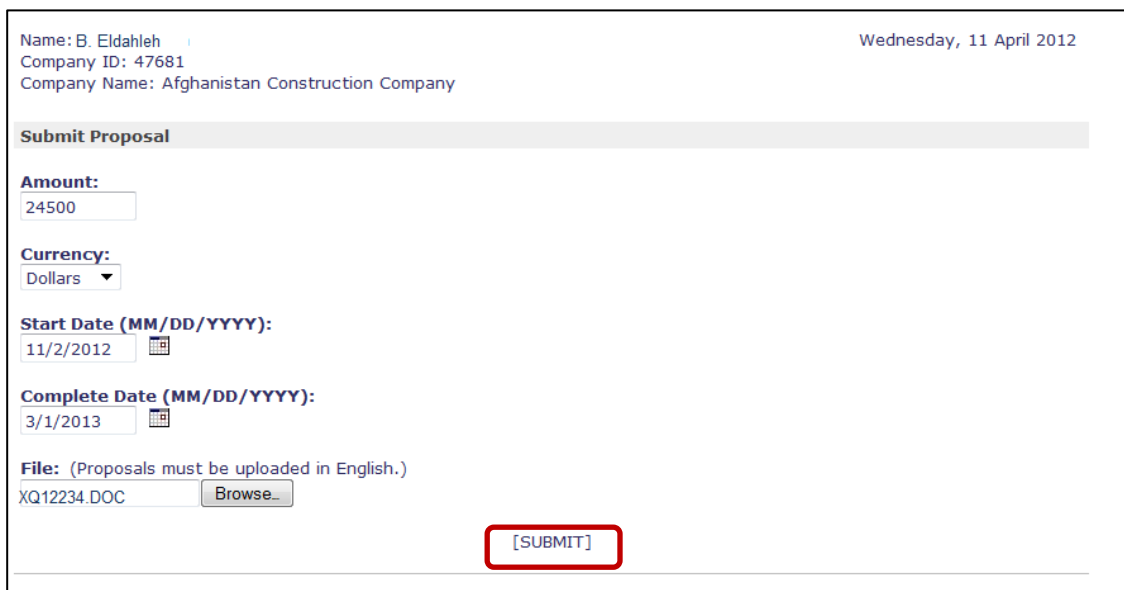
Submit a Proposal

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

   Solicitation Files

   No files attached to this solicitation.

   My Proposals

   [SUBMIT PROPOSAL]

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

   Name: B. Eldahleh
   Company ID: 47681
   Company Name: Afghanistan Construction Company

   Wednesday, 11 April 2012

   Submit Proposal

   Amount:
   24500

   Currency:
   Dollars ▼

   Start Date (MM/DD/YYYY):
   11/2/2012

   Complete Date (MM/DD/YYYY):
   3/1/2013

   File: (Proposals must be uploaded in English.)
   XQ12234.DOC   Browse...

   [SUBMIT]

   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.

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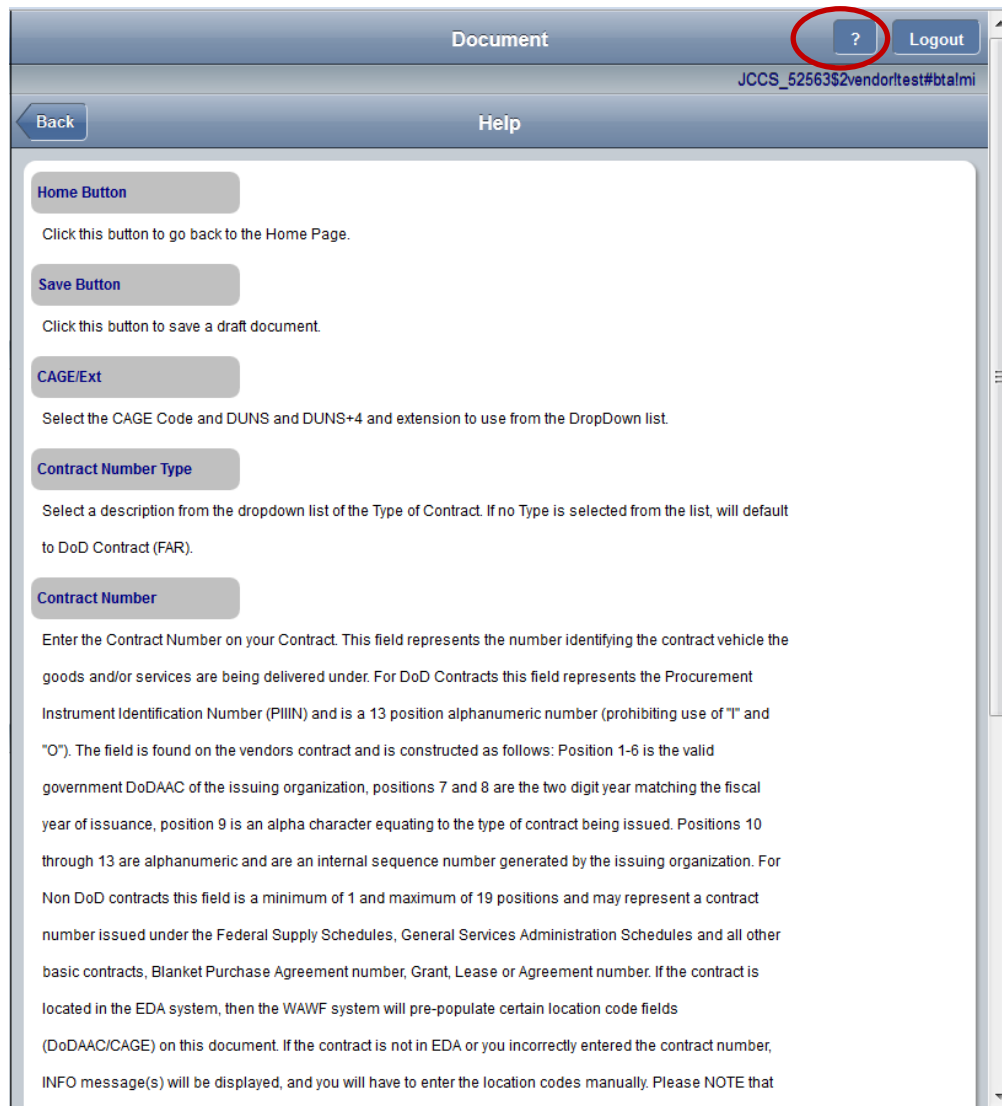
Comprehensive online help provides information on appropriate content for the data fields. Click the Help icon [?] if you have a question about a data field.

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

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	An employee of the company who may be contacted regarding potential business opportunities. 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. 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.
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	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. 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.
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