

## QUICK START GUIDE: SUPPLIER REGISTRATION

### What is FedMall? What's the Supplier Portal?

FedMall is an e-commerce ordering system for Department of Defense (DoD), Federal, State, and authorized local Agencies to search for and acquire products from government reserves and commercial sources. Buyers will have access to tens of millions of individual items of supply, from centrally managed DoD and General Service Administration (GSA) assets to commercial off-the-shelf (COTS) products.

As a supplier, you will access FedMall primarily via the Supplier Portal—a dedicated website where you will register, manage your catalog items, and view purchase orders. The Supplier Portal is available at <https://www.suppliers.fedmall.mil>.

### Registering as a FedMall Supplier

#### *Before you begin*

Before you start, be sure that you have each of the following (if you don't or aren't sure, see the sidebar):

- A valid authentication certificate, such as a CAC card, PIV card, or a hardware token available to your web browser
- A valid CAGE code
- An active SAM.gov registration
- The contract number and related contract information

See Supplier Portal registration steps on next page.

#### HOW DO I AUTHENTICATE TO FEDMALL?

To access the FedMall Supplier Portal, you will need to authenticate (identify) yourself with any of the following:

- **Common Access Card (CAC):** a credit-card-sized smart card issued by the DoD to uniformed service personnel, DoD civilian employees, and eligible contractors. For more information, visit <http://www.cac.mil/common-access-card/getting-your-cac/>
- **Personal Identify Verification (PIV) card:** a credit card-sized smart card issued by the U.S. Federal Government in accordance with Homeland Security Presidential Directive 12 (HSPD-12) requirements for a common identification standard for all Federal employees and contractors. For more information, visit: <http://fedidcard.gov/credget.aspx>
- **Public Key Infrastructure (PKI) certificate:** As an alternative to a Government-issued card, you may also obtain a hardware-based certificate, which you insert into your computer (e.g. a USB key). For more information, visit: <https://public.cyber.mil/eca/>

#### WHAT IS A CAGE CODE AND HOW DO I GET ONE?

Most suppliers can get a Contractor and Government Entity (CAGE) code, which is made up of 5 letters and/or numbers, automatically when registering in SAM.gov. You can search for your CAGE (or request or update it) at:

<https://cage.dla.mil/>

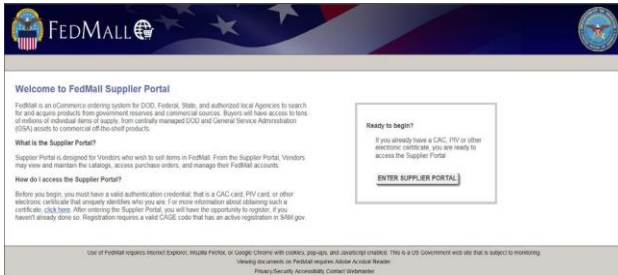
#### WHAT IS SAM.GOV?

Registering in the System for Award Management (SAM.gov) is a prerequisite for participating in FedMall. In most cases, your CAGE code will also get assigned when registering in SAM.gov. Visit <https://www.sam.gov/> and click on "Help" for more information.

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### Steps to register

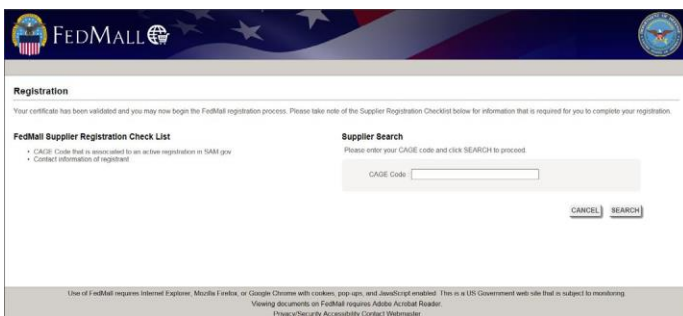
- Go to Supplier Portal at <https://www.suppliers.fedmall.mil>.



- Click the “Enter Supplier Portal” button.
- Read and accept the standard notice and consent.
- Select your CAC/PIV certificate and enter your PIN, if prompted. *(Note: If you are not prompted to select a certificate or if you are unable to proceed with your selected certificate, use the links in the sidebar for more information on troubleshooting your access.)*

First-time users will be prompted to register on the Supplier Portal. Click the “Register” button to begin.

Enter your CAGE code and click the “Search” button. Your CAGE code is a five (5) character, alphanumeric identifier listed in your SAM.gov record.



FedMall will search SAM.gov for your registration. If you have a problem, check the following:

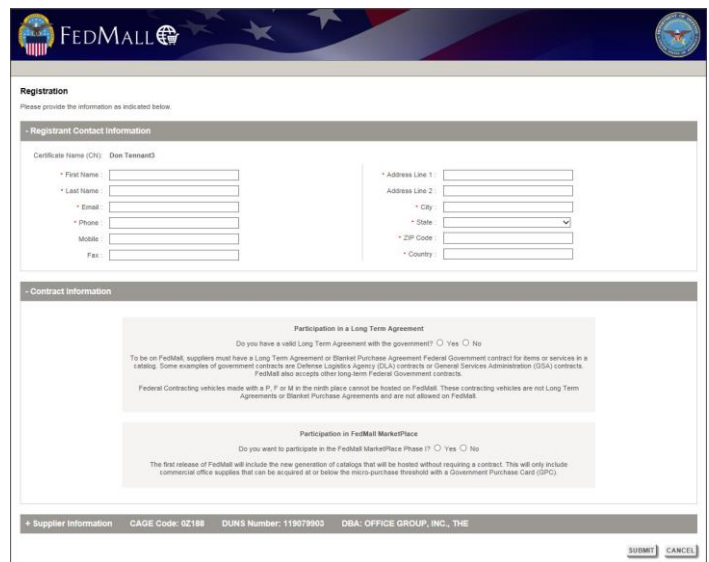
- Make sure that you can find your record in SAM.gov; if it’s a new registration, make sure that you have completed all registration steps and

received your confirmation email that the record has passed all validations.

- Your SAM.gov registration must be “active” — you must have completed your registration or an update to your registration within the last year.
- You must not have an active exclusion (debarment) against your supplier entity.

FedMall will display the information from your SAM.gov registration. Verify that it’s accurate, and click “Next” to continue.

Supply your contact information under “Registrant Contact Information.” (Note: If other individuals will be accessing FedMall on behalf of your organization, they will complete their own information here; this should be your own contact information.)



You have two options for participating in FedMall:

- If you have an existing Long Term Agreement (LTA) or Blanket Purchase Agreement (BPA) for items or services in a catalog, you can provide it here.
- Alternatively, if you have an approved NAICS code associated to your SAM.gov registration, you have the option of participating in the new FedMall

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MarketPlace. The MarketPlace lets you quickly start selling your products on FedMall without a Government-issued contract. MarketPlace orders must remain below Micro Purchase Threshold (MPT) to are limited to Government Purchase Card (GPC) holders. Catalog items on the MarketPlace are limited to products only. Suppliers associated to service-related NAICS codes only (i.e. IT services, construction, maintenance, custodial, professional services) are not currently eligible to participate.

Participation in FedMall MarketPlace

Do you want to participate in the FedMall MarketPlace Phase I?  Yes  No

The first release of FedMall will include the new generation of catalogs that will be hosted without requiring a contract. This will only include commercial office supplies that can be acquired at or below the micro-purchase threshold with a Government Purchase Card (GPC).

You are registering as part of the FedMall MarketPlace Phase I

I have read and accept the Vendor Selling Agreement for FedMall MarketPlace Phase I

See below for more information about adding contracts and specifying order routing configuration, especially if you will receive purchase orders via EDI or cXML.

Once you submit your registration, wait ten minutes for your application to be processed. Then return to the Supplier Portal and you will be able to proceed directly to the registered user home page.

### Payment Card Industry (PCI) acknowledgment

Suppliers participating on FedMall must acknowledge and agree to Payment Card Industry (PCI) standards and best practices to ensure that customer credit card information is secured. Acknowledgment is required on a recurring, annual basis.

Supplier Portal will automatically prompt users to acknowledge the PCI agreement upon initial registration. Thereafter, Supplier Portal will automatically enforce re-acknowledgement of the PCI agreement every 365.

### Providing Contract Information

Unless you only plan to participate in FedMall via the FedMall MarketPlace (i.e. without a government-sponsored Long Term Agreement (LTA) contract), then

you will need to provide information about the contract you have with the Federal Government.

Within FedMall, each catalog of items is directly linked to a specific LTA contract. Thus, a given supplier may have one or multiple catalogs based on the number of applicable government LTA contract for items or services.

### Valid Types of Contracts

FedMall requires suppliers to have a Federally-sponsored **Indefinite Delivery Indefinite Quantity (IDIQ)** or **Blanket Purchase Agreement (BPA)** contract for selling catalog items and services. IDIQ and BPA contracts may be issued by any of several supported Federal agencies, including but not limited to:

- Department of Defense (DOD)
- General Services Administration (GSA)
- Veteran Affairs
- Department of the Interior

FedMall also accepts other long-term Federal Government contracts.

Regardless of the type of contract, all contracts added to FedMall must exist in the Electronic Data Access (EDA) database.

### Invalid Types of Contracts

Contracts having a “P”, “F”, or “M” in the ninth (9<sup>th</sup>) position of the Contract Number are NOT valid on FedMall. These represent unsupported contracting vehicles (i.e. not an IDIQ or BPA) and are not allowed on FedMall.

### Selecting an Existing Contract

FedMall does not automatically retrieve contract data from external sources. However, if you have existing contracts that were previously added by another registered user (e.g., a different Supplier Portal user registered under the same supplier CAGE code, or directly by the FedMall program office), then those existing

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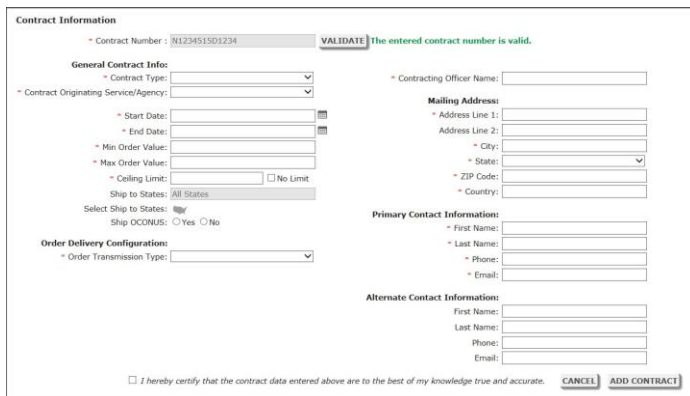
contracts will be available during account registration. Requesting access to use those contracts (i.e. manage those catalogs) is as simple as checking the applicable checkbox.



### Adding a New Contract

A valid Contract Number must be provided in order create a new contract record in FedMall. The Contract Number must correspond to a base contract vehicle (e.g. not an associated delivery order or call number). The base Contract Number must contain alphanumeric characters only and must not exceed 19 characters in length.

If the base Contract Number is valid (i.e. the contract has been recorded in the DOD Electronic Data Access (EDA) system), then the remaining contracts fields may be entered. Otherwise, contact your Contracting Officer to confirm the contract has been recorded in EDA.



Required fields are indicated with a red asterisk (\*). See the next section for details regarding order routing configuration.

You must assert to the accuracy of the contract data. Failure to provide accurate contract data is cause for removal from FedMall.

### DOD CONTRACTS

Contract Type is one of the required fields users must complete when adding a new contract. However, the Supplier Portal automatically sets the Contract Type for Department of Defense (DOD) contracts based on the ninth (9<sup>th</sup>) character of the Contract Number, as follows:

- BPA, if ninth character = "A"
- IDIQ, if ninth character = "D"

DOD contracts are automatically determined based on both of the following criteria:

- Contract Number is 13 characters in length
- First (1<sup>st</sup>) character of Contract Number equals "S", "H", "A", "W", "F", "J", "N", "R", "M" or "V".

The Contract Originating Service/Agency field auto-populates as "Department of Defense" when a DOD contract is determined.

Suppliers must manually select the Contract Originating Service/Agency in all other cases.

### GENERAL SERVICE ADMINISTRATION AND VETERAN AFFAIRS BPAS

If the selected Contract Type is "Blanket Purchase Agreement" AND the Contract Originating Service/Agency is either of the following:

- General Services Administration (GSA)
- Veteran Affairs

... then suppliers must additionally specify ("Yes" or "No") if the BPA is created off a GSA Schedule (per Federal Acquisition Rules (FAR) Part 13 guidelines), as shown below:

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### Contract Information

\* Contract Number : **GSTEST19A001**

#### General Contract Info:

\* Contract Type:

\* Contract Originating Service/Agency:

\* BPA created off GSA schedule?:  Yes  No

\* NAICS Code:

## Configuring Order Delivery

### What is Order Delivery?

When a FedMall customer purchases items from your catalog, an electronic purchase order will be generated and transmitted to you. The electronic purchase order identifies:

- Requested items and quantities
- Customer contact information
- Shipping information
- Payment information (including credit card account number and expiration date)
- Special order instructions (if any).

All commercial purchase orders associated to your supplier CAGE code are searchable via the Supplier Portal. NOTE: Supplier Portal does NOT provide access to requisition orders placed against DLA-issued contracts.

The Supplier Portal allows you to view purchase order details, acknowledge order receipt, reject orders, or provide shipment tracking information.

Payment information, however, is ONLY available via the electronically-transmitted purchase order. In order to receive the electronic purchase order, suppliers must configure order delivery as part of their LTA contract or MarketPlace agreement.

### Order Delivery Configurations

The Order Delivery Configuration associated to each contract tells FedMall how and where you want to receive your electronic purchase orders. This information differs depending on the selected Order Transmission Type.

FedMall offers three (3) Order Transmission Types for purchase order delivery:

- Secure Email
- EDI 850
- cXML

A fourth Order Transmission Type is available for DLA-issued contracts only: 850via511R. This transmission type requires coordination with a FedMall Supplier Account Manager (available via the DLA Customer Interaction Center).

Secure Email is the easiest type to configure. It is also the most common type among small-to-medium sized suppliers.

Larger suppliers with automated order management systems typically use EDI or cXML. These types often require coordination with a third-party intermediary (e.g. a value-added network (VAN) or EDI service provider). Consequently, you will need to budget several days or weeks to complete this coordination process before purchase orders can begin transmitting.

### Need Assistance?

Please contact the DLA Customer Interaction Center (DLA CIC) at 1-877-DLA-CALL (1-877-352-2255) or send email to [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil)

### What Information Do I Need?

#### SECURE EMAIL

- PGP certificate. This is the plain text public key, including the “---BEGIN---” and “---END---” lines.
- Email addresses. You can specify TO, CC, and BCC recipients. Separate more than one email address with a comma or whitespace, e.g. [email1@example.com, [email2@example.com](mailto:email2@example.com)].
- The “Test Certificate” function will verify email receipt and decryption works.



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### EDI 850

- ISA Receive ID Qualifier. Select one of the following:
  - 01: DUNS number (9 numbers)
  - 14: DUNSplus (four-character) suffix
  - ZZ: Mutually defined (as agreed between FedMall and the supplier)
  - 10: DODAAC (Department of Defense Activity Address Code, 6 letters and/or numbers)
- ISA Receiver ID. Corresponds to the qualifier selected, e.g. if the qualifier is 01 (DUNS number), the Receiver ID would be the 9-digit DUNS.
- GS App Receiver Code

### cXML

**The following fields are Required\* by the receiver of the cXML:**

#### **Receiver ID Domain**

- Receiver's Domain that specifies the type of credential. This attribute value is sent as a data element in the cXML payload.

#### **Receiver ID**

- Identity of the receiver. This attribute value is sent as a data element in the cXML payload.

#### **Shared Secret:**

- An element used when the sender has a password that the receiver recognizes. This attribute value is sent as a data element in the cXML payload.

#### **Transfer Method:**

- HTTPS shall be selected. This is the only transfer method supported and available from the dropdown menu.
- The X.509 certificate is required and is used to encrypt the signed payload.

#### **Transfer URL:**

- Transfer resource locator to which the cXML is sent. Must begin with: https://

#### **X.509 Certificate:**

- The certificate is required and is used to encrypt the signed payload.

#### **The following field is Optional:**

##### **HTTP Basic Authentication:**

- A checkbox which indicates the use of HTTP Basic Authentication for transfer.
- If checked, the following two fields (**User name** and **Password**) are Required\* fields that need to be provided by the Supplier.
  - **Username:**
  - **Password:**
  -

**Tip:** When using EDI or cXML, obtain SAM confirmation before uploading your first catalog.