

**\*\*\* FedMall Ordering Guidance \*\*\***

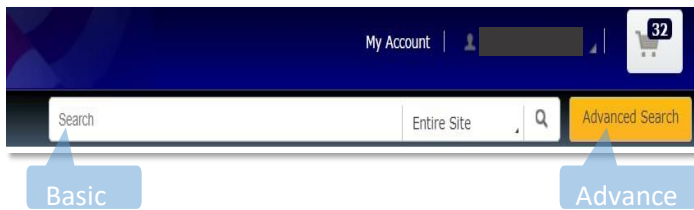
D.7.11. Orders valued between the Micro-Purchase Threshold and \$35,000

D.7.11.1. FEDMALL customers will review the schedules of at least three (3) FEDMALL contractors, if available, for orders valued between the micro-purchase threshold and the contract's maximum order amount (\$35,000). The customer shall place its order with the contractor that can supply the item or items that represent the best value. In addition to price, when determining the best value, the customer may consider, among other factors, the following:

- Item features required for effective mission performance;
- Warranty considerations;
- Delivery requirements;
- Past performance;
- Interchangeability;
- Environmental and energy efficiency considerations;
- Small Business considerations;
- Special features of the supply or service required for effective program performance;
- Trade-in considerations;
- Probable life of the item selected compared to that of a comparable item; and
- Maintenance availability.

## Searching for Items within FedMall

There is more than one way to search for products within FedMall. Begin by signing in. You may use Basic Search by using the *Search* box at the top of the FedMall homepage, or access Advanced Search by clicking on the *Advanced Search* button (to the right of the Search box). After you have a list of search results, you may further refine your search using the facets on the left side of the search results.



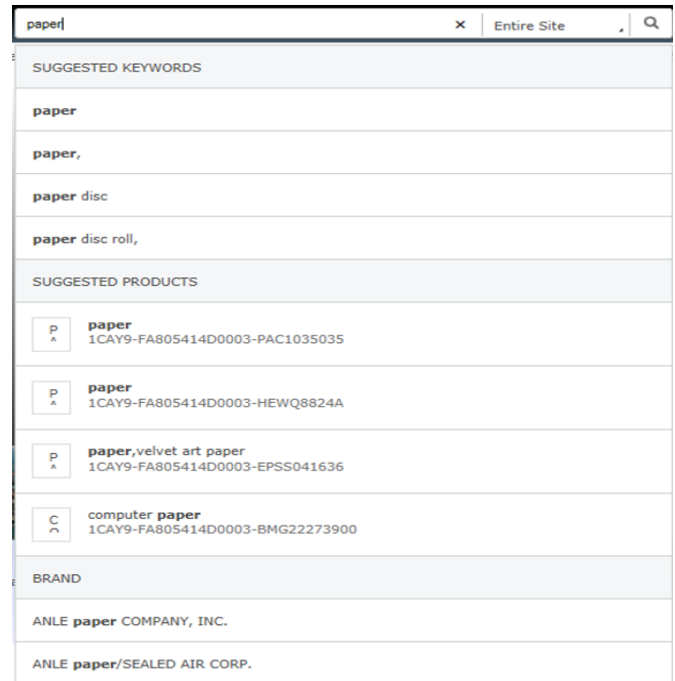
### Basic Search

For access to quick searches from anywhere in FedMall, there is a search bar in the top-right corner of the homepage, where search criteria can be entered.

For example, if a search for a paper product was executed, by typing in *paper* in the Search box, depending on the term(s) or keyword(s) that were entered, the System shall display suggested keywords, suggested products, and/or brands in a drop-down menu.

- Hit the *Enter* key on your keyboard or click the search (magnifying glass) icon to search for the term or keyword entered.
- Alternatively, click on any of the desired results that populate in the menu.

To search for an exact phrase, use double quotes around the term. For example, the term *"paper clips"* (with the double quotation marks) might be entered, to ensure that results that include that exact phrase get returned, and not just results that include both the word *paper* and the word *clips*.



### Advanced Search

In addition to using the Basic Search bar on the FedMall homepage, you will also find an *Advanced Search* button to the right of the Search box. Clicking this will bring the User to the *Advanced Search* page. This is where a product identifier or multiple search term(s) may be entered. The Advanced search fields are as shown below:

## QUICK START GUIDE: FEDMALL SEARCH

The first option allows for searching by one of the following product identifiers:

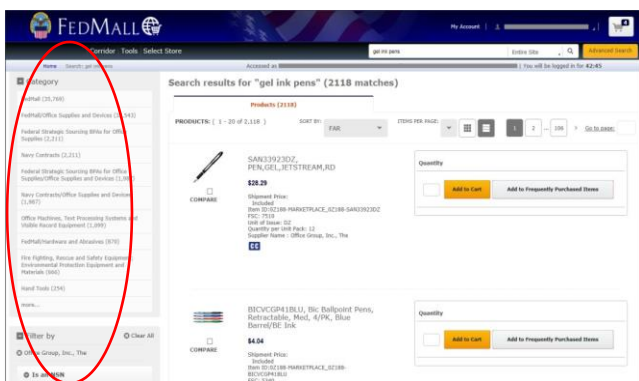
- NSN or Item ID
- NIIN
- PGC

The second option allows for searching by one or more of a set of parameters, which includes:

- Product Name (also known as Nomenclature)
- Description
- Supplier Name
- Supplier CAGE Code
- Contract Number

Additionally, there is an option to select a specific corridor within FedMall to retrieve search results from. The number of records per page for your search results may also be specified via a dropdown menu. Once the identifier or parameter(s) have been set in the Advanced Search page, click on the Search button. The results page shall appear with results displayed in a list view.

### Filtering Items on Results Page



Once the results page has populated based on either a Basic or Advanced Search, there are multiple ways to filter items to narrow down the selection to the desired item.

There are two specific areas of the page in which you can select subcategories:

- Category
- Filter by

These two options can be seen in the gray panel to the left of the search results.

Additionally, there are several other features that can be utilized to narrow down or alter the search results:



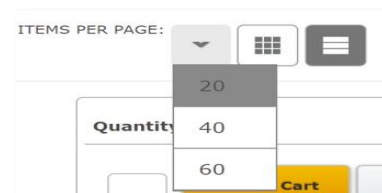
The Sort By: feature can be changed via the following selections:

- FAR
- Relevance
- Supplier Name
- Name



The Items per Page can be changed to the following views, or to display either 20, 40, or 60 results:

- Grid View
- List View



Alongside those features, there is also a page pagination counter to allow for navigation to additional pages, or the option to go to a 'specific page' via the 'Go to page:' function.

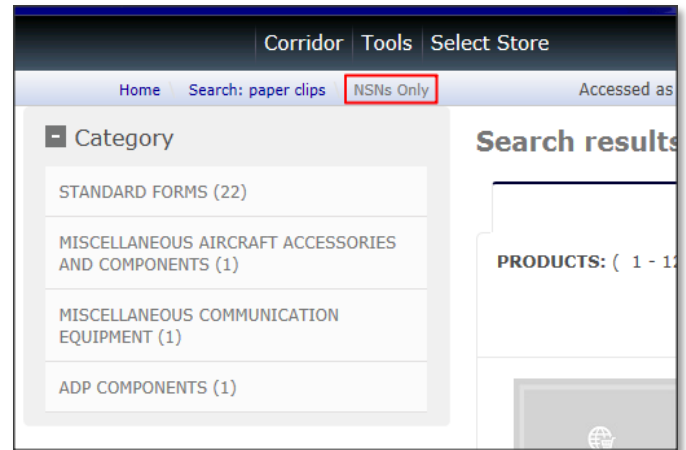
### Narrowing Search Results by Category

The filters in the Category panel allow restrictions on search results to a single category. For example, a

## QUICK START GUIDE: FEDMALL SEARCH

search for *paper clips* produces a set of matches. Within these matches, there are several categories that the results can be narrowed down to, such as “NSNs Only,” “Navy Contracts,” as a few examples and various subcategories based on the first two characters of the product’s Federal Supply Class (FSC).

For example, if the “NSNs Only” category was to be clicked, the page would only show those matches that are associated to that corridor. The breadcrumb bar at the top of the page will display this.



### Narrowing Search Results using Filters

The *Filter by* section on the left side panel of the Results page allows for filtering the results by many different characteristics. These options will vary and are dependent on the search results. Various filters include:

- Is the item an NSN?
- Can it be purchased using MILSTRIP?
- What is the price of the item?
- Can it be purchased using Credit Card (including GPC)?
- Is the item made in the USA?
- What category of products is the item in?
- Is the item a green product?
- What is the manufacturer?
- What is the FSC (Federal Supply Class) code?
- What is the contract type?
- Who is the supplier?
- Is the item MILSPEC?
- Is the item 889 Compliant?

Other facets in the *Filter by* section will populate in response the items being searched (i.e., Weapon System Names, Design Form, Mounting Type, Size Designation, etc.)

