

## QUICK START GUIDE: FREQUENTLY PURCHASED ITEMS

### What Is a Frequently Purchase Items List?

Think of it as your shopping list. You can create one or more frequently purchased items lists to keep track of items that you regularly shop for in FedMall, and you can even share these lists with others.

When you add items from your Frequently Purchased Items list to your shopping cart, the list remains intact—so you can reuse your list as often as you like.

### Getting Started

You can access your frequently purchased items from My Account -> Frequently Purchased Items:

Name	Items	Last Updated	Created By	Type	Actions
<a href="#">My Reqs List #1</a>	4	May 5, 2016		Shared	
<a href="#">This is a third list of frequently purchased items</a>	1	April 27, 2016		Private	
<a href="#">My second requisition list</a>	5	April 26, 2016		Private	

LISTS 1 - 3 of 3

There are four ways to use a Frequently Purchased Items list:

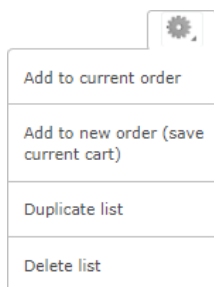
- Create your own private list
- Create a shared list that you maintain but that can be seen by your whole organization
- Use someone else’s shared list
- Upload a text file containing a pre-established list

### Ordering With A Frequently Purchased Items List

To order a Frequently Purchased Item list, click on the [Actions] icon and select the “Add to current order” or the “Add to new order (save current cart)” option. If adding to a new order, your current cart items will be automatically saved to another cart that you can resume at another time.

Items saved in Frequently Purchased Item lists include the supplier information when added. When ordering, you will be prompted to review and accept FAR 12.203 Purchase Guidelines.

*(continued on the following page)*



### A MORE FLEXIBLE SPECIALTY STORE

In EMALL you may have been familiar with the concept of a Specialty Store—a dedicated location where you could see predefined collections of items that are maintained by the administrators. If you are enjoyed the convenience of being able to use Specialty Stores as a customized, pre-defined “shopping list,” you’ll be able to accomplish the same goal in FedMall with Frequently Purchased Items lists. With Frequently Purchased Items lists, you will also have the benefit of being able to create and control your own tailored lists of items and to share them with others. If your organization needs your team to have access to a common set of items, your organization’s administrator can share a list that you and your colleagues can all leverage.

### WHAT IS FEDMALL? HOW DO I ACCESS IT?

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 customer, you will access FedMall by visiting: <https://www.fedmall.mil>

This guide assumes that you have already completed FedMall registration and understand the basics of orders. If you have not already done so, please review the *Customer Registration Quick Start Guide* and the *Shopping Carts and Orders Quick Start Guide*

## QUICK START GUIDE: FREQUENTLY PURCHASED ITEMS

### Maintaining Your Own Frequently Purchased Items Lists

#### *Creating a new list*

You can create a new public or shared list at any time, either from My Account or while shopping.

From My Account -> Frequently Purchase Items, click the Create List button, provide a name for the list, and select whether the list should be private or shared. You will now have an empty list that you can add to, either from this screen or as you shop for items.

Alternatively, while browsing search results or viewing an individual product's detail page, you can click the Add to Frequently Purchased Items button, and choose the option to create a new list. After you give the list a name and specify whether it should be private or shared, the item that you were viewing will become the first item in your new list.

#### *Adding to a list*

Once a list has already been created, you can add to it at any time. From the My Account -> Frequently Purchased Items screen, you can use the Action menu ("gear" icon) to select the option to add an item by part number to your list. Alternatively, you can browse for the desired item, and instead of adding it to the cart, you can add it to your existing list.

Note: You may only add to lists that you own. This includes your private lists and the shared lists that you created. You cannot add to a list that has been shared with you.

#### *Managing your existing lists*

Although you can create and add to lists from the search results and product detail pages, you can perform all Frequently Purchased Items list functions from My Account. From this screen, you can create a new list, upload a pre-existing list as a plain text file, rename an existing list, change the sharing settings of an existing

list, change the items in an existing list, or delete an existing list.

Because you can only modify lists that you own, all lists that have been shared with you will appear as read-only.

### Using Frequently Purchased Items Lists as Specialty Stores

#### *Using another user's shared list*

All lists that other users in your organization have marked as "Shared" will appear in your frequently purchased items list under My Account. Lists that have been shared with you are read-only; you are only allowed to view the list and add one or more items from it to your shopping cart.

#### *Sharing a list with your organization*

By setting the visibility of a list you create to "Shared," any user in your organization will be able to see your frequently purchased items list. You will still maintain control over the list, and any changes that you make to the list will be reflected when other users attempt to access this list. Use the option to share your list in this manner when you want to maintain control of the contents of the list and need a coordinated list for use among your organization.

#### *Uploading a shared list as a file*

Your organization administrator may share with you a predefined file which contains a Frequently Purchased Items list in a plain text format that FedMall understands. When you upload such a file, FedMall will create a new Frequently Purchased Items list with the items from that file. This new list that you created is your personal list, meaning that even if you received the text file from someone else, you can still update it yourself in FedMall and choose whether you want to share it with your organization or keep it private.

This feature is described in greater detail in the following section.

## QUICK START GUIDE: FREQUENTLY PURCHASED ITEMS

### Using the Upload File Feature

#### Overview

To create a list, you will need to specify whether it's a shared list, and you'll need to know the part numbers and desired quantities of each item. The format of the text file consists of a header row to indicate the sharing setting, followed by one line per part to be included.

Once you have created your text file, save it with a .csv extension and upload it from My Account -> Frequently Purchased Items using the *Upload List* button.

#### File Details

The file that you upload:

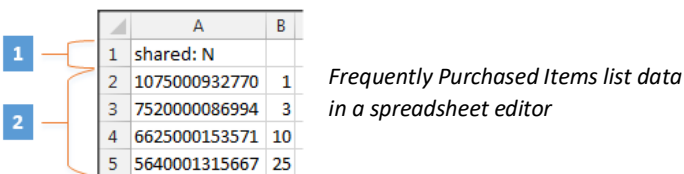
- Must be a plain text file that contains data in a specific format.
- Must have the file extension .csv. A CSV (comma-separated values) file is a text file that stores tabular data that is separated by commas.

#### Procedure

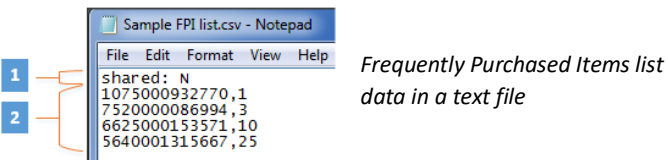
Copy the following sample data for a Frequently Purchased Items list into a spreadsheet editor like Microsoft Excel, or into a text editor like Notepad:

```
shared: N
1075000932770,1
7520000086994,3
6625000153571,10
5640001315667,25
```

The result looks like one of these examples:



	A	B
1	shared: N	
2	1075000932770	1
3	7520000086994	3
4	6625000153571	10
5	5640001315667	25



```
Sample FPI list.csv - Notepad
File Edit Format View Help
shared: N
1075000932770,1
7520000086994,3
6625000153571,10
5640001315667,25
```

Update your file with data for your own Frequently Purchased Items list as follows:

- In the row that is labeled 1, specify whether the Frequently Purchased Items list is shared or private. A shared Frequently Purchased Items list can be viewed and used by other people in the same organization, but only the person who created the list can change or delete it. A private Frequently Purchased Items list can be viewed, used, edited, and deleted only by the person who created it.

- For a shared list, type `shared: Y`
- For a private list, type `shared: N`

If you do not include the row that is labeled 1, your list is private.

- In the rows that are labeled 2, type the part number and then the quantity of each item to include in the Frequently Purchased Items list.
  - If you are using a spreadsheet editor, put the part number and quantity in separate columns.
  - If you are using a text editor, separate the part number and quantity with a comma.

Save the sample file as a .csv file by using a file name that makes sense for your Frequently Purchased Items list; the name of the file will be used to name your list in FedMall.

*Example:* CommonTentParts.csv

- If you are using a spreadsheet editor, click the Save As option, and then select .csv as the file type.
- If you are using a text editor, you can manually change the file extension from .txt to .csv after you save the file.

If your file has another extension, such as .xls or .txt, you cannot upload it.

Sign in to FedMall and click the My Account link.

In the left pane of the My Account Summary page, click Frequently Purchased Items link.

## QUICK START GUIDE: FREQUENTLY PURCHASED ITEMS

On the Frequently Purchased Items page, upload your file:

- Click the Upload List tab.
- Click Browse, and then browse to the file that you created.
- Click Upload.

Uploading might take a few minutes or longer, especially if the file has many parts. The status shows *Uploading* while the upload is in progress. When the upload is complete, the page is refreshed. The upload status is displayed at the top of the Frequently Purchased Items page. There are three possible statuses:

Status	What it means	What to do
<b>Uploaded</b>	The requisition list is created and the list contains all the parts in the CSV file.	To view the uploaded list, click the list name, which is displayed in the first row of the Frequently Purchased Items table. The list name is the name of the CSV file that you uploaded.
<b>Partially uploaded</b>	The Frequently Purchased Items list is created but certain parts in the CSV file are not included in the list. The reason might be that the part does not exist in the catalog, the part number was entered incorrectly in the file, or the quantity is not valid.	In the Frequently Purchased Items list pane, click View Log beside the CSV file name. Review the list of parts that are not included in the Frequently Purchased Items list. If you want to try uploading the list again, delete the partially uploaded list. Then, correct your CSV file and try uploading the entire file again.
<b>Upload failed</b>	The Frequently Purchased Items list is not created. The reasons might be that the file is not a CSV-format file or the data in the file is not formatted correctly.	Check your file to ensure that the file has a .csv file extension and that the data is formatted correctly. Then, try uploading the entire file again.