

QUICK START GUIDE: CONTRACTOR REGISTRATION FOR COVID-19 CONTINGENCY STORE

What is FedMall?

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.

What is the COVID-19 Contingency Store?

The COVID-19 Contingency Store is a restricted storefront within FedMall offered to select Federal Government Contractor personnel in need of Non-Medical Personal Protective Equipment (PPE) and similar material in response to the Federal COVID-19 relief effort.

Registering as a Federal Contractor in FedMall

Before you begin

Check to be sure that you have each of the following before attempting to register a new account (if you don't, or aren't sure, refer to the sidebar for additional details):

- A valid authentication certificate, such as a CAC card, PIV card, or an ECA
- A valid DOD or Federal Activity Address Code (DODAAC or FEDAAC). You can find your DODAAC by referencing the first six (6) characters of your company's Contract Number.
Example: SP123419D0123
- If you intend to make purchases, your credit card information.

Steps to register

1. Visit FedMall at <https://fedmall.mil> and select the Sign in/Register link in the upper-right.
2. Select your certificate, when prompted, and enter your PIN (refer to sidebar for additional details). If using a CAC, be sure to select the DOD-ID certificate.
3. Read and accept the standard DOD consent notice.
4. **IMPORTANT:** Select "Federal Government Contractor" as your User Type.

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 the physical smart card, you may also obtain an X.509 certificate. For more information, visit: <http://iase.disa.mil/pki/eca>

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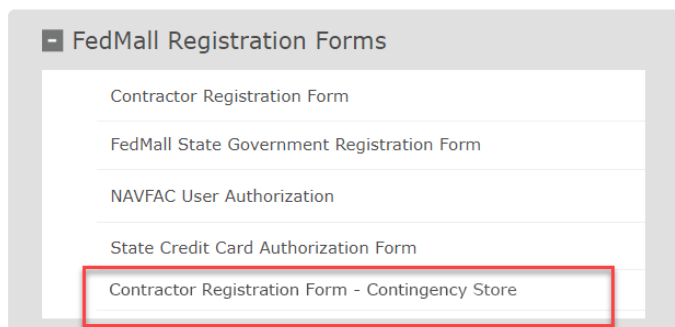
Steps to register (cont ...)

5. Complete the online registration form.
6. **IMPORTANT: Enter COVID19 in the Unit of Assignment (under Organization Information).**
7. Submit your online registration form.
8. Download and complete the Contractor Registration – Contingency Store Form (see next section for additional details).

Contractor Registration - Contingency Store Form

In addition to your online registration form in FedMall, you must also complete and submit the Contractor Registration – Contingency Store form. This separate form is required to authorize your access to the COVID-19 Contingency Store within FedMall.

The form is located on the FedMall website under FedMall Registration Forms.



IMPORTANT: The form must be signed digitally. In order to digitally sign, you must open the form using Internet Explorer or Adobe Reader/Acrobat.

You must then send the form to your company's Contracting Officer for signature.

After you and your Contracting Officer have both signed, please email the form to the J64 CS Access Management mailbox at: J64CSAccessManagement@dla.mil.

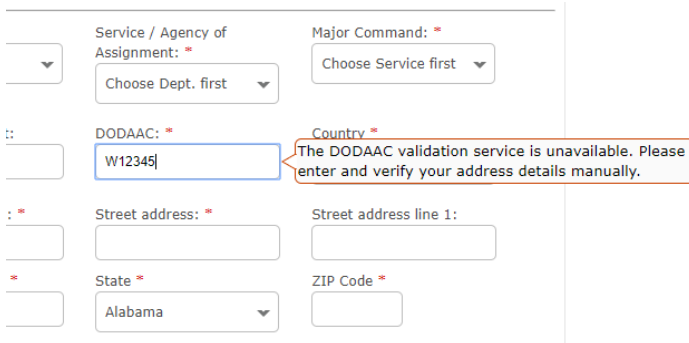
You'll be notified via email when your registration request is approved.

DODAAC Validation

Upon entering your DODAAC during registration, FedMall automatically verifies the address and populates the remaining Organization Information fields.

If DODAAC validation services are temporarily unavailable, FedMall administrators have the ability to bypass validation services so you can continue with your registration (DODAAC validation bypass is disabled by default).

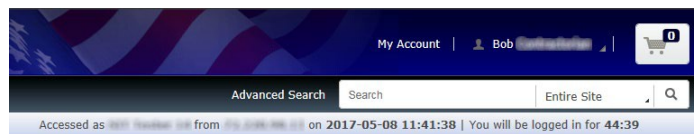
When DODAAC validation is bypassed during registration, it is recommended that you update your account at a future date when validation services are available to ensure the Organization Information is



accurate.

Managing My Account

You may view and update your FedMall account information at any time by clicking the "My Account" link in the site header (located in the upper-right).

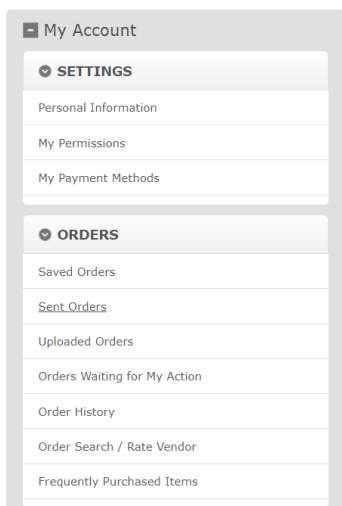


Edit personal information

To **edit your personal account information**, use the "Personal Information" link listed under *My Account* →

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Settings, or click the “Edit” link on the My Account Summary page.



Add a payment method

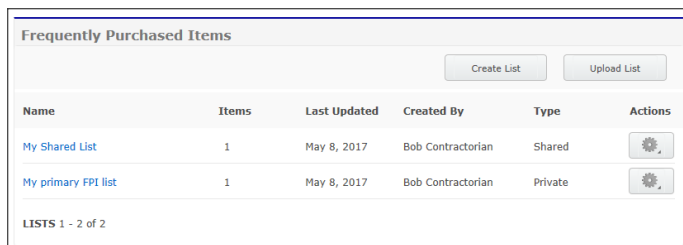
To add a credit card payment method to your account, go to My Permissions and request the appropriate payment method permission (e.g. Corporate Credit Card) from the menu provided. Payment method permissions are auto-approved upon request.

To begin using your credit card, to go My Payment Methods, click the “Add New” button, complete the web form provided, and click “Submit”.

View order history

To **view order history**, select the “Order History” link under *My Account* → *Orders*, or click the “View all orders” link on the my Account Summary page (under “Recent Order History”).

To **view requisitions lists**, use the “Frequently Purchased Items” link under *My Account* → *Orders*.



Name	Items	Last Updated	Created By	Type	Actions
My Shared List	1	May 8, 2017	Bob Contractorian	Shared	
My primary FPI list	1	May 8, 2017	Bob Contractorian	Private	

LISTS 1 - 2 of 2

Frequently Purchased Items may contain requisition lists shared by other members of your same organization.

Site Access and Purchasing Limits

The COVID-19 Contingency Store contains PPE and other material that may be purchased in support of the Federal COVID-19 response effort. Contractors authorized to access the COVID-19 Contingency Store are not permitted to access other areas of the FedMall application.

Within the Contingency Store, you may add one or more items of any quantity to your shopping cart up to \$10,000. The following error message displays in Check Out if your shopping cart exceeds the \$10,000 limit:

“COVID-19 purchases may not exceed \$10,000. Please remove items or reduce quantities to proceed with your purchase.”