

### What is FEDS? What is DCSO Auto Validation?

FedMall stores information from Supplier Vendors, their respective Contracts, and provided Supplier Catalogs in the centralized FedMall Enterprise Database System (FEDS), as well as the Master Catalog. FedMall provides a web-based interface for Supplier Assistance Managers (SAMs) and DLA Contracting Service Office (DCSO) Users, to manage the Suppliers, Contracts, and Catalogs.

DCSO Auto Validation is the newly integrated capability of comparing the catalog files uploaded by a Supplier Vendor (any catalog that belong to contracts with the prefix "SP47W1") to a Gold Standard file provided by the DCSO KOs. This Comparison Validator process verifies that a supplier upload either has 'Errors' or 'No Errors' in the five validated fields: CAGE, Contract, Part Name, Part Number, Price. The final products of the validation process are the actionable Queue table and a Comparison Output File that can be exported, viewed, and sent to the necessary personnel to identify errors in their files.

As a DCSO User, the DCSO Manager page is visible upon logging in to FEDS. If supplier files are currently queued, the page title 'DCSO Manager' appears with a small red notification counter. Clicking the heading navigates the User to the Queue page, where users can submit their review of a supplier uploaded catalog file. Within the DCSO Manager page, Users can also navigate to the 'Previously Rejected' and 'Previously Approved' tabs, where a table of files already actioned exists. Comparison Output Files are downloadable on these tabs as well.

### Using FEDS

#### *Before you begin*

Before you start, be sure that you have each of the following (if you do not have all the items or are not sure, see the sidebar):

- A valid and registered DCSO or SAM account.
- Common Access Card (CAC)
- A valid DCSO login is required to view the DCSO Manager page.
- Contract number and related information to view, approve and reject, or request change to supplier uploaded catalog files.

#### *Steps to login*

1. Visit FEDS at <https://www.mdm.fedmall.mil>.
2. Select CAC Certificate and enter PIN

### HOW DO I LOG ON TO FEDS?

To access the FedMall Enterprise Database System (FEDS), you will need to authenticate (identify) yourself with a Common Access Card (CAC).

The interface requires Users to have network accessibility and an assigned account. Contact the FedMall PMO through the DLA helpdesk to request an account and obtain information on network connection requirements. Accounts are supported for SAMs and DCSO Contracting Officers.

#### **Accessing Contract and Supplier management**

SAM Users will only have visibility of the Contract and Supplier management tabs when they log in to the FEDS system. All contracts and suppliers will be visible to this User type. DCSO Users will only have visibility on DCSO Contracts, which begin with the 'SP47W1' prefix.

#### **Accessing the DCSO Manager**

Accounts with visibility of this tab are supported for DCSO Contracting Officers only. The DCSO Manager page is only accessible to DCSO FEDS Users.

#### **Log Out of FEDS**

To log out, a User can navigate to the User profile page by clicking the User's full name that is displayed in the upper right-hand corner. Then, proceed by clicking the Logout button found on the left side of the page and finally click the 'Yes' button in the confirmation pop-up. User will be notified the logout was successful by a yellow banner.

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### 3. Accept Standard Mandatory DoD Notice and Consent Banner

#### Gold Standard Files

##### *Uploading a Gold Standard file*

To upload Gold Standard files, DCSO KOs must navigate to the contracts page in the FEDSUI. Then search for the specific contract that requires the upload. After finding that contract, Click the contract number to go to the Contracts overview page:

- Scroll down until you see a tab labeled 'Gold Standard Upload.'
- Click the upload button.
- Provide the correct Gold Standard file for the Contract that was selected.
- A proper gold standard file must have correctly formatted header for it to be accepted as a Gold Standard upload.

##### *Error handling of improper Gold Standard upload*

The format validation check occurs at the Gold Standard Upload on the contracts page in FEDSUI. This check will only ensure that the header of this file is properly formatted with the correct 30 columns, there is no data validation at this point. This check will ensure that all Gold Standards are uploaded with the correct 30 column heading.

The check at the Gold Standard upload will also strip a file of any invalid characters before it becomes a part of the comparison validator (as is necessary for the comparison processing to utilize the file).

##### *Exporting the Gold Standard file*

In the case of a Gold Standard file that already exists in FEDS, a DCSO KO can use the 'export' button found under the Gold Standard Upload Tab.

By selecting export, the User downloads a Zip of that file to a location of their choosing on their local machine. The User can also click 'Delete File' to remove that gold standard file from the UI and comparison validation service. A confirmation window

will pop-up when the User tries to delete the file. After its deleted, a new Gold Standard can be

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uploaded in its place.

### *Notification of missing Gold Standard file(s)*

In the case of a Gold Standard file that does not exist in the FEDS system, an email is generated that gets sent to a distribution list of DCSO KOs. This occurs whenever a Supplier catalog file is uploaded against the corresponding CAGE or Contract with a missing Gold Standard file.

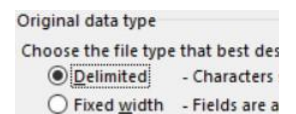
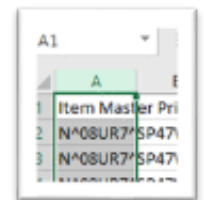
### *How to view a Gold Standard File*

NOTE: These steps must be followed to view a file in the proper format. If KO wishes to change or update the gold standard file, Use Notepad. To view in Excel, 'export' the gold standard upload from FEDSUI, and select the file in your file finder. Reference instructions below on how to delimit a Gold Standard file.

### *Instructions for delimiting files*

To delimit a file, the User must first...

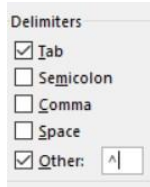
1. Open the file locally in Excel.
2. Identify the delimiting character in the file. All files in the system should uniformly be delimited with the caret, '^'. Then click on column A at the top of the sheet.
3. Once the entire first column is highlighted, click 'Data' in the tool bar on excel.
4. On the Data tool bar, find the 'Text to Columns' option and select it. A convert text to columns wizard modal should appear.
5. Select delimited as the original data type, Click Next >.



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6. Select 'Other:' as the delimiter from the list and type the caret ^ symbol into the text box. Click Next > again.

7. Leave the Column data format as is and click 'finish' (General should already be selected).



8. The data within the excel should now be formatted within columns, and the caret delimiters are now hidden. Clicking 'save' will save the file correctly, opposed to clicking 'Save-as' where the format may change. The user may rename the file if they choose to, after this step.

### Example of a catalog file after being delimited:

	A	B	C	D	E	F	G	H
1	Item Mast	Item Mast	Item Mast	Item Mast	Item Mast	Item Mast	Item Mast	Item
2	N	08UR7	SP47W11E	DY003113	CAP SCRE	5305	11.5	PG
3	N	08UR7	SP47W11E	DY003113	CAP SCRE	5305	12.84	PG
4	N	08UR7	SP47W11E	DY003113	CAP SCRE	5305	12.84	PG
5	N	08UR7	SP47W11E	DY003117	CAP SCRE	5305	16.85	PG
6	N	08UR7	SP47W11E	DY003117	CAP SCRE	5305	15.52	PG
7	N	08UR7	SP47W11E	DY003117	CAP SCRE	5305	20.06	PG
8	N	08UR7	SP47W11E	DY003121	CAP SCRE	5305	27.82	PG
9	N	08UR7	SP47W11E	DY003121	CAP SCRE	5305	18.19	PG

## DCSO Manager Page

### Queue tab

The DCSO Manager Queue is populated with supplier catalog files submitted through the comparison validator. When catalogs are available to review, a new activity notification is visible within the DCSO Manager UI. As seen below, the DCSO Manager button has a small red counter as an alert with a number attached to show how many catalogs are pending review.

**DCSO Manager** <sup>38</sup> | Contracts | Suppliers |

### Previously approved tab

The table in the 'Previously Approved' tab is populated by supplier uploaded catalog files that have already been approved by DCSO KOs. The comparison output file can be viewed for every previously approved item on this table.

### Previously rejected tab

The 'Previously Rejected' tab displays files that were previously reviewed by the KOs and were rejected. The KO has the capability to provide a comment for rejection. As seen below, the rejection message will display by hovering the mouse over the rejected validation status.

Validation Status	Latest Status Update
REJECTED	2022-02-28, 5:41 AM
REJECTED	2022-02-28, 11:06 AM
REJECTED <span>Price Error Line11</span>	2-02-28, 10:25 AM
REJECTED	2022-02-25, 7:04 AM

### Supplier portal status report

When a catalog is rejected and a comment is provided by a DCSO KO, the rejection message will update on Supplier Portal. View message by clicking the 'Status Report' hyperlink.

### Additional DCSO table updates

There are additional columns added to the DCSO Manager Page to display useful information and enhance the overall usability of the tables on each tab.



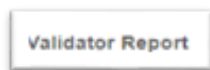
Users can now search for a specific FedMall **Supplier Name**, in its own column.



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The **Validation Status** informs Users if ‘Errors’ or ‘No Errors’ were found in the catalog files the supplier uploads. Comparison validation only occurs in the five fields: CAGE, Contract, Part Number, Part Name, Price. Whether the Supplier Catalog price is lower or higher than the Gold Standard file’s price, all variances will be flagged as an error, and displayed within the Comparison Output File under column 2, with the column name/header information.

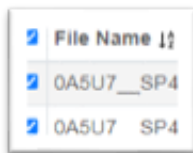
- ‘Errors’ – Supplier uploaded catalog files that have been through the comparison validator and do not exactly match the Gold Standard file.
- ‘No Errors’ – Supplier uploaded catalog that have been through the comparison validator and exactly match the Gold Standard file, produce this validation status.



The **Validator Report** column is where Users can download the comparison output file. The user clicks the ‘Download Report’ hyperlink to download a Zip file containing this comparison output file.

### ‘Download Selected’ button

KOs can select multiple comparison output files to download by checking the blue box next to the file names. Clicking the box at the top-left corner of the table will select every file on the page for download. Clicking the download selected button will then Download a Zip file locally for each selected item.



NOTE: Within the DCSO Manager UI the table on the Queue, Previously Approved, and Previously Rejected pages have the following functionality:

- The User can change the list in any column to descending alphabetical order using the ‘A-Z’ sort button. A second click will reverse this order. The

original order of Queue table feed can be restored by refreshing the page.

- Clicking the magnifying glass icon in any of the columns creates a text box for Users to search for something down to a specific character.

## Comparison Output File

### Download report

The ‘Download Selected’ button and ‘Download Report’ hyperlink both work by providing the User with a Zipped version of the comparison output file. This is the file that is created by the comparison validator and provides the DCSOKO with information on how a supplier uploaded catalog has mismatched with the set gold standard file.

### Viewing the comparison output file.

The Comparison Validator output file contains the supplier uploaded catalog file with two (2) additional columns to first identify which rows contained errors, and secondly, describe that error. There are five validated fields in the DCSO comparison validator process, those are: CAGE, contract, part number, part name, and price.

	A	B
1	Error	Error List
2		
3		

The first column will provide a numeral ‘1’ if errors are found in that row. If no errors are found the column will be ‘null’ or blank. The second of these additional columns will provide specific information on which of the validated fields contains errors. If multiple errors are in the same row, they will be separated by a comma.

NOTE: Non-DCSO catalogs are passed directly to FEDS for import into the Master Item table.

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### Possible error outputs

**PRICE FIELD VALIDATION** - The comparison validator compares and reports on all changes in price that do not match the Gold Standard file's 'Price' field.

	A	B	C	D	E
1	Error	Error List	Item Mast	Item Mast	Item Mast
2			N	40XXB	SP
3		1 [original unit price: 62.69 => 82.69]	N	40XXB	SP

**PART NAME FIELD VALIDATION** - All part name errors will show the correct item name from the Gold Standard file, with an arrow pointing to the incorrect name found in the supplier uploaded catalog file.

	A	B	C
1	Error	Error List	Item
2		1 [part_name: Level II Thermal Pants => Level II Thermi Pants]	N
3			N

**PART NUMBER FIELD VALIDATION** - Any part number error will produce the following message, 'No equivalent for Comparison.'

	A	B	C	D	E
1	Error	Error List	Item Mast	Item Mast	Item Mast
2		1 No Equivalent for Comparison	N	SQ399	SP47W11E 10-9
3			N	SQ399	SP47W11F 10-9

## Supplier Uploaded Catalog File

### Uploading a catalog file in Supplier Portal

NOTE: For Instructions on how to upload Supplier catalogs, reference Quick Start Guide – Supplier Portal, and Supplier QSG – Catalog Templates.