

FEDMALL 

[v.19.4.2]

September

2019

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**Federal Procurement Data  
System (FPDS-NG) Reporting  
Improvements**

CRQ00000063787

**User  
Guide &  
Training  
Manual**

Prepared by



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**Instructional Key:** **NAVIGATIONAL MENU/TABS**, *Screen/Page/Section Name*, **Field/Checkbox Name**,  
"Menu Selection", **BUTTON/RADIO BUTTON**, **HYPERLIN**

## 1 Executive Summary

The Federal Procurement Data System-Next Generation (FPDS-NG) is an enterprise reporting system that provides visibility into procurement activities and contracts across government agencies. The intent is to equip government and the public at-large with tools to understand how tax dollars are spent and how they may be better utilized.

The Office of the Secretary of Defense (OSD) mandates that FedMall must comply with FPDS initiatives by reporting on Department of Defense orders meeting the following criteria:

- Contains commercial items (from a Long Term Agreement (LTA) supplier contract)
- Paid via Government Purchase Card (GPC)

FPDS reporting does not apply to orders paid via MILSTRIP Fund Code or orders containing NSN items.

Most of the information FedMall provides to FPDS is automatically derived from various data sources within the application, including:

- Catalog product details
- Supplier contracts
- User profile
- Payment card details

Other supplemental details are collected directly from the shopper via a web form that's completed during order checkout. This document outlines changes to the way FedMall collects this supplemental information for FPDS reporting as of version 19.4.2.

### 1.1 FPDS Changes in FedMall v19.4.2

The following changes were introduced in FedMall version 19.4.2:

- Contracting Office and Program/Funding information automatically determined based on the selected GPC payment method. Consequently, FedMall now requires that the Contracting Office DODAAC cited on the GPC payment method corresponds to an active Contracting Office Code in FPDS.
- Shoppers are no longer required to identify Performance Based Service Acquisitions. This selection is performed automatically based on the Product Service Code associated to the highest-priced item in the order.

These changes were designed to reduce the number of FPDS reporting errors originating from FedMall.

## 2 Adding/Updating a GPC Payment Method

Contracting Office and Program/Funding information for FPDS reporting is now derived based on the Government Purchase Card (GPC) payment method used on any given commercial order. To ensure this information can be correctly and fully sourced, FedMall now validates the Contracting Office DODAAC against the FPDS Contracting Office Code lists (published and updated quarterly) before the GPC can be used for ordering.

The following instructions demonstrate how to add or update a GPC payment method using a valid FPDS Contracting Office DODAAC.

**User Role:** Federal Government Employee

**Pre-Conditions:**

User has an active FedMall Commerce account

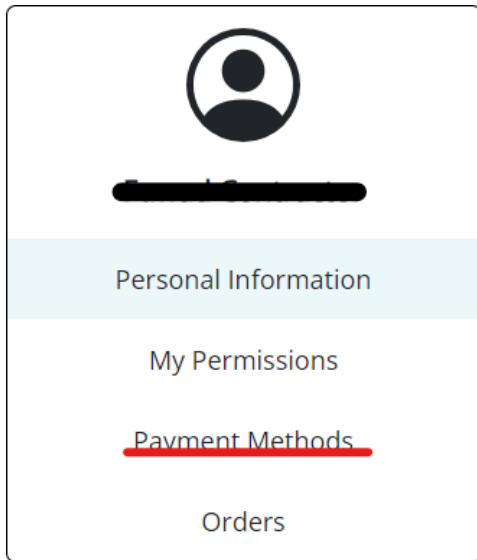
User is an authorized GPC cardholder

From the FedMall homepage (after logging in):

1. Select MY ACCOUNT from the FedMall header menu.



2. Select MY PAYMENT METHODS (listed under *Settings* in the MY ACCOUNT menu).



3. Under the CREDIT CARDS tab click ADD NEW.

## CREDIT CARDS

You have not yet added any credit cards, click "Add New" to get started.

Add New

4. Enter a **Credit Card Label** (e.g. "MyGPC") on the *My Payment Methods* page.
5. Select "Government Purchase Card" from the **Payment Option** dropdown menu.

The **Contracting Office DODAAC** and **Contracting Agency Code** fields only display when the selected **Payment Option** is "Government Purchase Card".

A screenshot of a credit card form. It includes fields for 'Credit Card Label \*', 'Credit Card Number \*', and 'Credit Card Expiration Date \*' (with 'Month' and 'Year' sub-fields). The 'Payment Option \*' dropdown menu is open, showing options: 'Government Purchase Card' (highlighted in blue), 'Non-GPC', 'Corporate Credit Card', and 'State Purchase Card'.

1. Enter a valid GPC account number in the **Credit Card Number** field.

2. Select the **Credit Card Type** (i.e. "Visa", "Mastercard", etc.) and enter the **Credit Card Expiration Date**. The **Contracting Office DODAAC** is the first six characters of all contracts awarded by your contracting office. If you do not know your Contracting Office DODAAC, contact your Supervisor, Billing Official or A/OPC for assistance.
3. Enter the **Contracting Office DODAAC**.

The corresponding **Contracting Agency Code** auto-populates based on the associated **Contracting Office DODAAC**.

If an invalid DODAAC is entered OR the DODAAC cannot be found in the latest FPDS Contracting Office listing, the following error message displays.

*Invalid Contracting Office DODAAC. Please contact your Supervisor, A/OPC, or Billing Official for assistance.*

Credit Card Expiration Date \*

Month  Year

Contracting Office DoDAAC \*  Contracting Agency Code

First Name \* Middle Name Last Name \*

Contracting Office DoDAAC \* - Invalid Contracting Office DODAAC. Please Contact Your Supervisor, A/OPC, Or Billing Official For Assistance. Contracting Agency Code

XXXXXX

4. Enter/select the following fields to complete the GPC payment method request:

- **First Name\***
- **Middle Name**
- **Last Name\***
- **Email\***
- **Phone Number\***
- **Business Name**

- **Billing Address 1 \***
- **Billing Address 2**
- **Billing Address 3**
- **Billing City \***
- **Billing Country\***
- **Billing State \***
- **Province (Non US)**
- **Billing Postal Code\***

Credit Card Label \*  Payment Option \*

Credit Card Number \*  Credit Card Type \*

Credit Card Expiration Date \*

First Name \*  Middle Name  Last Name \*

Email \*  Phone Number \*

Business Name

Billing Street Address Line One \*

Billing Street Address Line Two

Billing Street Address Line Three

Billing City \*  Billing Country \*  Billing State

Province (Non US)  Billing Postal Code \*

Save as Default Payment Method

Required fields indicated with asterisks {\*).

{optional) Check **Save as Default Payment** to have this payment method auto-selected on future credit card/GPC orders.

Save as Default Payment Method

[Submit](#) [Cancel](#)

5. **Click SUBMIT to add** the GPC payment method to your account.

The new payment method is now displayed on the *My Payment Methods* page.

CREDIT CARDS					
Card Label	Payment Type	Card Number	EXP Date	EDIT	DELETE
test	Government Purchase Card	*****4751	03/2025	<a href="#">EDIT</a>	<a href="#">DELETE</a>
<a href="#">Add New</a>					

## 2.1 Update Existing GPC Payment Method

GPC payment methods created prior to 19.4.2 citing an invalid **Contracting Office DODAAC** must be updated before they can be used again on any commercial orders requiring FPDS reporting.

From the *My Payment Methods* page ...

CREDIT CARDS					
Card Label	Payment Type	Card Number	EXP Date	EDIT	DELETE
test	Government Purchase Card	*****4751	03/2025	<a href="#">EDIT</a>	<a href="#">DELETE</a>
<a href="#">Add New</a>					

1. Select the **CREDIT CARDS** tab to view your existing GPC payment methods.



2. Click the EDIT link associated to the GPC payment method you wish you to update.

Credit Card Label *	Payment Option *	
<input type="text"/>	Government Purchase Card <input type="button" value="v"/>	
Credit Card Number *	Credit Card Type *	
<input type="text"/>	American Express <input type="button" value="v"/>	
Credit Card Expiration Date *		
Month <input type="button" value="v"/>	Year <input type="button" value="v"/>	
Contracting Office DoDAAC *	Contracting Agency Code	
<input type="text"/>		
First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *	Phone Number *	
<input type="text"/>	<input type="text"/>	
Business Name	<input type="text"/>	
Billing Street Address Line One *	<input type="text"/>	
Billing Street Address Line Two	<input type="text"/>	
Billing Street Address Line Three	<input type="text"/>	
Billing City *	Billing Country *	Billing State
<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Provenance (Non US)	Billing Postal Code *	
<input type="button" value="v"/>	<input type="text"/>	
<input type="checkbox"/> Save as Default Payment Method		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

The **Contracting Agency Code** field remains empty if the associated **Contracting Office DODAAC** is not found in the latest FPDS Contracting Office listing.

3. Update the **Contracting Office DODAAC**.

The **Contracting Agency Code** auto-populates based on the associated **Contracting Office DODAAC**.

If an invalid DODAAC is entered OR the DODAAC cannot be found in the latest FPDS Contracting Office listing, the following error message displays.

*Invalid Contracting Office DODAAC. Please contact your Supervisor, A/OPC, or Billing Official for assistance.*

4. Click SUBMIT to save changes to the GPC payment method.

### 3 FPDS Award Information (Checkout)

**User Role:** Federal Government Employee


**Pre-Conditions:**

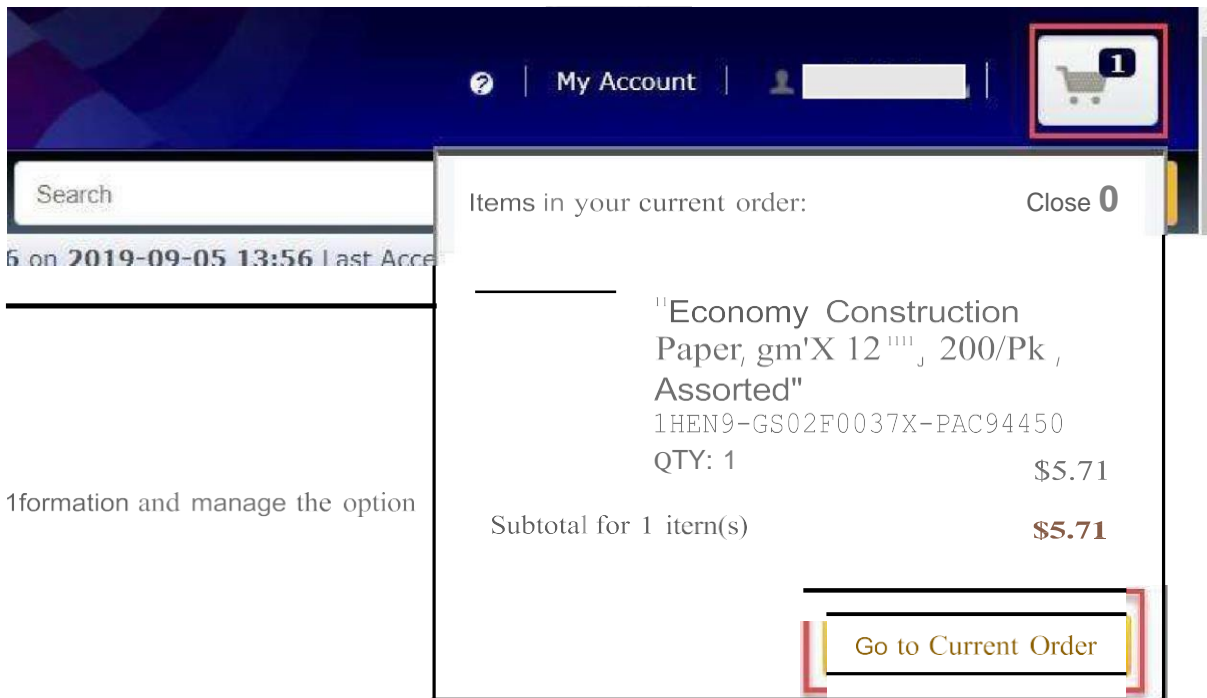
User has an active FedMall Commerce account

User is an authorized GPC cardholder

Current shopping cart contains commercial items from an LTA supplier contract

The following provides instructions for completing the *FPDS Award Information* page when placing a commercial order with a GPC payment method:

1. Select the  icon located in the FedMall header to view the contents of your current shopping cart.




2. Verify the shopping cart contains one or more commercial items and click GO TO CURRENT ORDER.

Product Information

Clear Cart Send Cart Save Cart

Supplier Name: [REDACTED]  
Contract Number: [REDACTED]  
Contract Minimum: [REDACTED]  
Contract Maximum Order Dollar Value: [REDACTED]  
Subtotal: \$1,999.98

	Quantity Ordered	Unit Price	Line Total
 TEST Shipping included Mfr. Part #: VONTP250 Item ID: [REDACTED] Supplier Name : SANDS BUSINESS EQUIPMENT & SUPPLIES, LLC Description: TEST TEST Ship OCONUS: Y Ship to State(s): AK, AL, AR, AS, ... See More Remove	<input type="text" value="2"/>	\$999.99 EA	\$1,999.98

CC 889 Compliant  
Days ARO: 1  
Notes:

Order Total: \$1,999.98

Continue Shopping Save Cart Check Out

1. Click the CHECK OUT button on the current Shopping Cart page.

Users may optionally click SAVE CART or CONTINUE SHOPPING to add additional items to their shopping cart.

Current Order Shipping & Billing Method Order Summary

Order Number: 250004

Payment Information

Payment Method:

Purchase Requisition Number:

Customer Information

Customer Contract Number:

Customer Contract Line Item Number:

2. Open the **Payment Method** dropdown menu on the *Shipping & Billing Method* page, then select an existing GPC payment method from the list provided.

The following warning message displays:

**WARNING: This order requires Federal Procurement Data System (FPDS) reporting.**

Current Order **Shipping & Billing Method** Order Summary

**Order Number: 250004**

**WARNING:** This order requires Federal Procurement Data System (FPDS) reporting. [Enter FPDS Information](#)

**Payment Information**

Payment Method: Government Purchase Card - VISA - \*\*\*\*\* ▾

Purchase Requisition Number:

**Billing Information**

John Doe  
123 FAKE ST  
ARLINGTON, VA 22203  
US

Card Number: \*\*\*\*\*1157  
VISA

**Shipping Information**

ShipTo DODAAC:

[Edit Address](#)

Requisitioner's DODAAC: W81FGL  
Supplementary DODAAC:

Mark For  
 Exception Ship-To Address

FPDS Information is collected for all commercial orders. However, FedMall currently only provides reporting data to FDPS for orders placed against an LTA contract (BPAor IDIQ).

3. Click the ENTER FPDS INFORMATION link provided to open the *FPDS Award Information* page.

Edit FPDS Award Information X

**Order Number: 250004**

**Award Questions**

\*Is this in support of Major Program?

Enter Major Program:

Is this being ordered in support of a Contingency, Humanitarian, or Peacekeeping operation?

Is this part of a National Interest Action?

**FPDS Agency & Office Codes**

\*Contracting Agency Code: 97F2 - DOD EDUCATION ACTIVITY

"Contracting Office Code: HE1254

Save FPDS Agency & Office Codes options to Express Settings

Cancel Save

The **Contracting Agency Code** and **Contracting Office Code** fields are auto-populated based on the selected GPC payment method. As of v19.4.2, shoppers are no longer required to enter this information manually.

If the selected GPC payment method contains an invalid **Contracting Office Code** [DODAAC] the **Contracting Agency Code** field remains empty and the following error message displays:

*Invalid Contracting Office Code. Update the GPC payment method in your account settings with a valid Contracting Office Code to proceed, or selected a different payment method.*

### Award Questions

\*Is this in support of Major Program?

Enter Major Program:

\*Is this being ordered in support of a Contingency, Humanitarian, or Peacekeeping operation?

Is this part of a National Interest Action?

### FPDS Agency & Office Codes i

\*Contracting Agency Code:

\*Contracting Office Code:

Save FPDS Agency & Office Codes options to Express Settings

Cancel

Refer to the previous section for instructions for updating an existing GPC payment method. The selected GPC payment method must have a valid **Contracting Office Code** in order for the shopper to proceed with their order.

4. Enter/select the following *Award Questions* to complete the *FPDS Award Information* page:

- **Is this in support of a Major Program?** (Yes/No)

\*Is this in support of Major Program? Yes ▼  
\*Enter Major Program: FPDS Test Program

If "Yes" is selected, the shopper is required to provide a value in the **Enter Major Program** text box.

- **Is this being ordered in support of a Contingency, Humanitarian, or Peacekeeping operation?**

n? --Select Code--  
C = Presidential Issued Emergency, or Major Disaster Declaration  
A = Contingency operation as defined in 10 U.S.C. 101(a)(13)  
B = Humanitarian or peacekeeping operation as defined in 10 U.S.C 2302(8)  
D = Humanitarian and Civic Assistance as Defined in 10 U.S.C. 401)(e)  
X = Not applicable

- **Is this part of a National Interest Action?**

? --Select Code-- ▼  
--Select Code--  
None  
Operations in Iraq and Syria  
Operation Freedom's Sentinel (OFS) 2015  
: 97AS - DCSO-P NEW CUMBERLAND

5. Click SAVE after all required fields are completed.



FedMall displays the following message:

The screenshot shows a web browser window with a notification box at the top. The notification box contains the text: "www.uat.fedmall.mil says" and "The FPDS information was saved successfully", with an "OK" button. Below the notification, the page title is "Edit FPDS Award Information". The main content area is titled "Order Number: 250004" and "Award Questions". It contains several dropdown menus and text input fields. The "Award Questions" section includes: "\*Is this in support of Major Program?" with a dropdown set to "No" and an "Enter Major Program:" field containing "Major Program Name"; "\*Is this being ordered in support of a Contingency, Humanitarian, or Peacekeeping operation?" with a dropdown set to "X = A or B does not apply"; and "\*Is this part of a National Interest Action?" with a dropdown set to "NONE None". The "FPDS Agency & Office Codes" section includes: "\*Contracting Agency Code:" with a field containing "97F2 - DOD EDUCATION ACTIVITY"; "\*Contracting Office Code:" with a field containing "HE1254"; and a checked checkbox for "Save FPDS Agency & Office Codes options to Express Settings". At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button highlighted by a red box.

6. Resume the order at Checkout.

### 3.1 Performance-Based Service Acquisition Determination

Prior to v19.4.2, the *FPDS Award Information* page include a fourth question:

- **Is this a Performance-Based Service Acquisition?**

Shoppers were required to answer the question by manually selecting "Yes", "No", or "Does not apply". However, the shopper's selection was often NOT compatible with the corresponding Product Service Code(s) associated to the order-resulting in FPDS data errors.

As of v19.4.2, FedMall automatically determines the **Performance-Based Service Acquisition** selection based on the Product Service Code (PSC) associated to the commercial item with the highest Line Total (Unit Price x Quantity), as follows:

- "Does not apply" [X], if the PSC is numeric only (indicating the commercial item is a product)
- "No" [N], if the PSC is alphanumeric (indicating the commercial item is a service)