

FEDMALL 

[v. 20.4.2]

September

2020

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

CRQ00000094666

User
Guide &
Training
Manual

Prepared by

 **USIT**

Contents

1	Executive Summary	3
1.1	FPDS Changes in FedMall v20.4.2	3
2	Adding/Updating a GPC Payment Method	4
2.1	Update Existing GPC Payment Method	9
3	FPDS Award Information (Checkout)	11
3.1	Performance-Based Service Acquisition Determination	17

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

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 or Marketplace catalog)
- 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 questionnaire that's completed during order Check Out.

This document documents procedures for:

- Adding/updating GPC payment methods for FPDS-qualifying purchases
- Completing the FPDS Award questionnaire in Check Out

1.1 FPDS Changes in FedMall v20.4.2

The following changes are introduced in FedMall version 20.4.2:

- National Interest Actions may only be cited on orders designated as Emergency Acquisitions (CRQ-94666)

These changes are 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 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 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

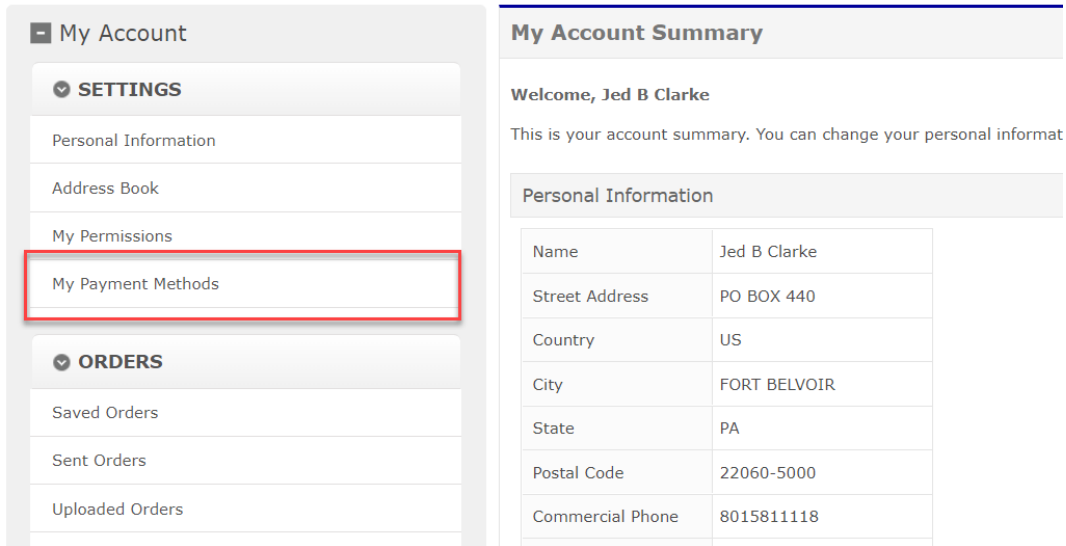
Pre-Conditions:

- User has an active FedMall Commerce account
- User is an authorized GPC cardholder

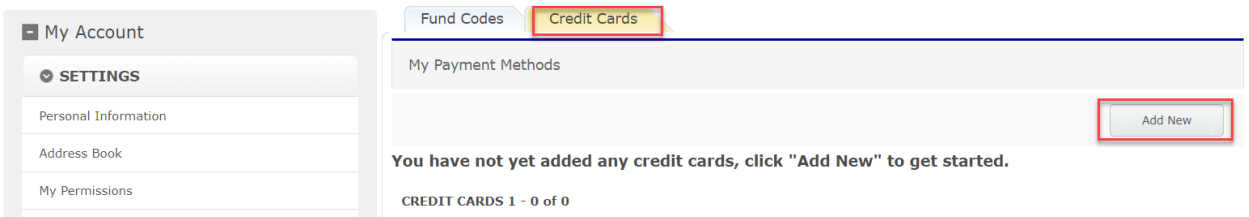
From the FedMall homepage (after logging in) ...



1. Select MY ACCOUNT from the FedMall header menu.



2. Select MY PAYMENT METHODS (listed under *Settings* in the **MY ACCOUNT** menu).
3. Select the **CREDIT CARDS** tab and click ADD NEW.



4. Enter a **Credit Card Label** (e.g. "My GPC") 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".

Fund Codes Credit Cards

My Payment Methods

Contracting Office DoDAAC
When registering a GPC, you will be requested to provide your Contracting Office's DoDAAC. It is the first six alpha-numeric characters of all contract numbers awarded by that office (i.e. SPE8EZ-17-V-0001; the DoDAAC would be SPE8EZ). The Contracting Office DODAAC is used to determine your corresponding Contracting Agency. If you do not know the DoDAAC, please reference the list by clicking the link [here](#) and searching for your contracting office.

Credit Card Label: *

Payment Option: *

Credit Card Number: *

Credit Card Type: *

Credit Card Expiration Date: *

Contracting Office DoDAAC: *

Contracting Agency Code:

First Name: *

Middle Name:

Last Name: *

6. Enter a valid GPC account number in the **Credit Card Number** field.
7. Select the **Credit Card Type** (i.e. "Visa", "Mastercard", etc.) and enter the **Credit Card Expiration Date**.
8. Enter the **Contracting Office DODAAC**. The **Contracting Office DODAAC** must be listed on the [FPDS Contracting Office list](#) (updated quarterly by FPDS) in order to proceed.

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**, you may search the listing of available FPDS Contracting Offices (available [here](#)) or contact your Supervisor, Billing Official, or A/OPC for further assistance.

Contracting Office DoDAAC

When registering a GPC, you will be requested to provide your Contracting Office's DoDAAC. It is the first six characters of all contract numbers awarded by that office (i.e. SPE8EZ-17-V-0001; the DoDAAC would be SP). Contracting Office DODAAC is used to determine your corresponding Contracting Agency. If you do not know, please reference the list by clicking the link [here](#) and searching for your contracting office.

Credit Card Label: *	FPDS
Payment Option: *	Government Purchase Card
Credit Card Number: *	[REDACTED]
Credit Card Type: *	VISA
Credit Card Expiration Date: *	01 2023
Contracting Office DoDAAC: *	HE1254
Contracting Agency Code:	97F2 - DOD EDUCATION ACTIVITY
First Name: *	[REDACTED]

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 Type: *	VISA
Credit Card Expiration Date: *	01 2023
Contracting Office DoDAAC: *	HE1252
Contracting Agency Code:	[REDACTED]
First Name: *	[REDACTED]

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

9. 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 ***

Required fields indicated with asterisks (*).

Contracting Office DoDAAC: *	<input type="text" value="HE1254"/>
Contracting Agency Code:	<input type="text" value="97F2 - DOD EDUCATION ACTIVITY"/>
First Name: *	<input type="text" value="John"/>
Middle Name:	<input type="text"/>
Last Name: *	<input type="text" value="Doe"/>
Email: *	<input type="text" value="jdoe@dla.mil"/>
Phone Number: *	<input type="text" value="8015811118"/>
Business Name:	<input type="text"/>
Billing Address:	<input type="text" value="Select Address or Enter Address Field"/>
Billing Address 1: *	<input type="text" value="123 FAKE ST"/>
Billing Address 2:	<input type="text"/>
Billing Address 3:	<input type="text"/>
Billing City: *	<input type="text" value="ARLINGTON"/>
Billing Country: *	<input type="text" value="United States"/>
Billing State: *	<input type="text" value="Virginia"/>
Province (Non US):	<input type="text" value="Choose Province (Non US)"/>
Billing Postal Code: *	<input type="text" value="22203"/>

Save as Default Payment

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

Billing City: * ARLINGTON

Billing Country: * United States

Billing State: * Virginia

Province (Non US): Choose Province (Non US)

Billing Postal Code: * 22203

Save as Default Payment

Submit Cancel

11. Click SUBMIT to add the GPC payment method to your account.

Fund Codes **Credit Cards**

My Payment Methods

Add New

Credit Card Label	Payment Type	Credit Card Number	Exp Date	
FPDS	Government Purchase Card	*****1157	01/2023	Edit - Remove

CREDIT CARDS 1 - 1 of 1

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

2.1 Update Existing GPC Payment Method

GPC payment methods created prior to v19.4.2 (September 2019) 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 ...

Fund Codes **Credit Cards**

My Payment Methods

Add New

Credit Card Label	Payment Type	Credit Card Number	Exp Date	
FPDS	Government Purchase Card	*****1157	01/2023	Edit - Remove

CREDIT CARDS 1 - 1 of 1

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.

My Payment Methods

Contracting Office DoDAAC
 When registering a GPC, you will be requested to provide your Contracting Office's DoDAAC. It is the first six alpha-numeric characters of all co awarded by that office (i.e. SPE8EZ-17-V-0001; the DoDAAC would be SPE8EZ). The Contracting Office DODAAC is used to determine your corre Contracting Agency. If you do not know the DoDAAC, please reference the list by clicking the link [here](#) and searching for your contracting office

Credit Card Label: * FPDS

Payment Option: * Government Purchase Card

Credit Card Number: * *****1157

Credit Card Type: * VISA

Credit Card Expiration Date: * 01 2023

Contracting Office DoDAAC: * HE1252

Contracting Agency Code:

First Name: * John

Middle Name:

Last Name: * Doe

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

- Update the **Contracting Office DODAAC**. Verify the DODAAC is listed on the latest [FPDS Contracting Office listing](#).

My Payment Methods

Contracting Office DoDAAC
 When registering a GPC, you will be requested to provide your Contracting Office's DoDAAC. It is the first six alpha-numeric characters of all co awarded by that office (i.e. SPE8EZ-17-V-0001; the DoDAAC would be SPE8EZ). The Contracting Office DODAAC is used to determine your corre Contracting Agency. If you do not know the DoDAAC, please reference the list by clicking the link [here](#) and searching for your

Credit Card Label: * FPDS

Payment Option: * Government Purchase Card

Credit Card Number: * *****1157

Credit Card Type: * VISA

Credit Card Expiration Date: * 01 2023

Contracting Office DoDAAC: * HE1254

Contracting Agency Code: 97F2 - DOD EDUCATION ACTIVITY

First Name: * John

Middle Name:

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.

The screenshot shows a form with the following fields: Billing City: * (ARLINGTON), Billing Country: * (United States), Billing State: * (Virginia), Province (Non US): (Choose Province (Non US)), and Billing Postal Code: * (22203). There is a checkbox for 'Save as Default Payment' and two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

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


3 FPDS Award Information (Checkout)

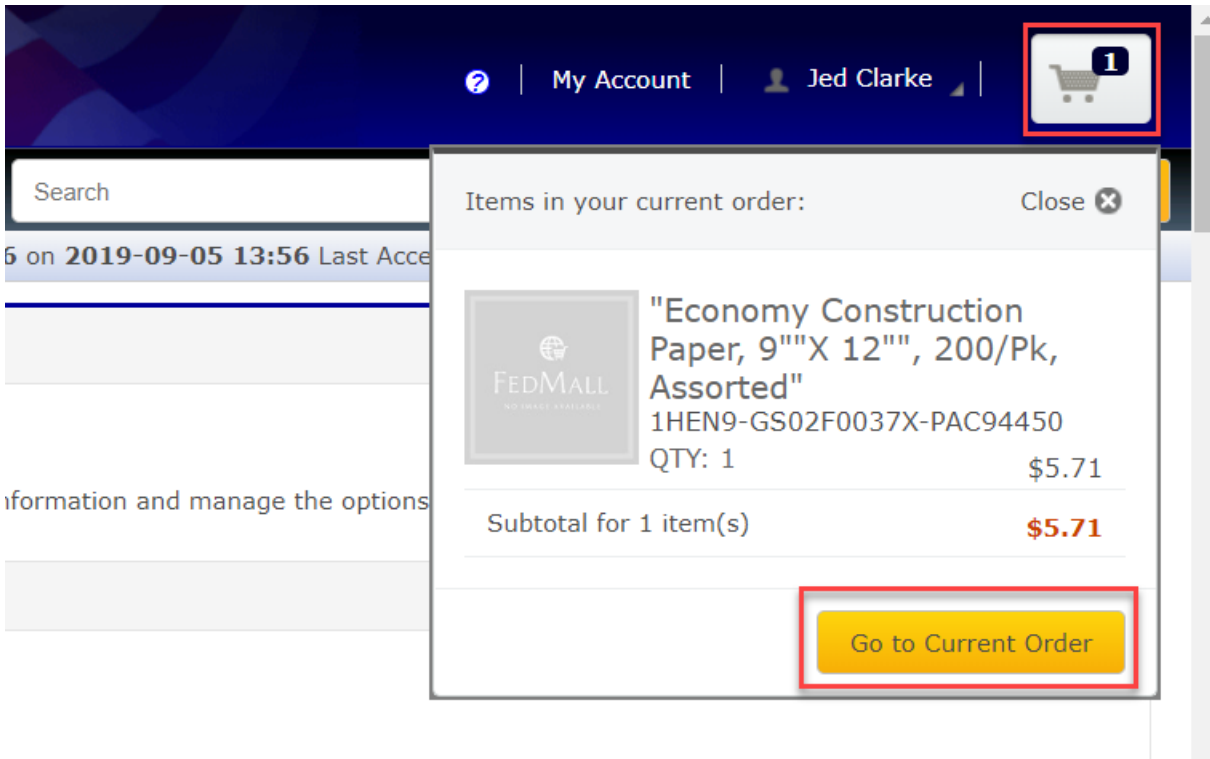
User Role: Federal Government Employee

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 or Marketplace catalog

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

Supplier Name: Noble Sales Co., Inc.
 Contract Number: GS02F0037X
 Contract Minimum Order Dollar Value: \$5.00
 Contract Maximum Order Dollar Value: \$500,000.00

Subtotal: \$5.71

	Quantity Ordered	Unit Price	Line Total
 "Economy Construction Paper, 9"X 12", 200/Pk, Assorted" Shipping charges apply Mfr. Part #: PAC94450 Item ID: 1HEN9-GS02F0037X-PAC94450 Supplier Name : Noble Sales Co., Inc. Description: PAPER, CONSTRUC, SPRVLU, 9X12, Art, Drafting & School Supplies Ship OCONUS: Y Ship to State(s): AK, AL, AR, CA, DC, DE, GA, IL, IN, KY, LA, MA, MD, MO, MS, NC, NH, NV, NY, OH, OK, PA, SD, TN, VI, VT, WI, WV ✕ Remove	1	\$5.71 PG	\$5.71

Order Total: \$5.71

3. 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: Please choose a payment method ▼

Purchase Requisition Number: Please choose a payment method
Government Purchase Card - VISA - *****1157

Customer Information

Customer Contract Number:

Customer Contract Line Item Number:


4. 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:

<p>Billing Information</p> <p>John Doe 123 FAKE ST ARLINGTON, VA 22203 US</p>	<p>Shipping Information</p> <p>ShipTo DODAAC: W81FGL Edit Address</p> <p>Requisitioner's DODAAC: W81FGL Supplementary DODAAC: <input type="checkbox"/> Mark For <input type="checkbox"/> Exception Ship-To Address</p>
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FPDS Information is collected for all commercial orders, including Marketplace orders. However, FedMall currently only provides reporting data to FDPS for orders placed against an LTA contract (BPA or IDIQ).

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

Edit FPDS Award Information ✕

Order Number:380003

Award Questions

*Is this in support of Major Program? --Select-- ▾

Enter Major Program:

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

*Is this part of a National Interest Action? None

FPDS Agency & Office Codes ⓘ

*Contracting Agency Code:

*Contracting Office Code:

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.

If the selected GPC payment method contains an invalid **Contracting Office Code** [DODAAC] OR cannot be found in the latest [FPDS Contracting Office listing](#), 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.

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.

Edit FPDS Award Information ✕

Order Number:380003

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:

*Contracting Office Code:

Save FPDS Agency & Office Codes options to Express Settings

Cancel

6. 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?

*Enter Major 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?**

--Select Code--

- 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 = A or B does not apply

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

NOTE: As of v20.4.2, availability of this question is depending upon the answer to the “*Is this being ordered in support of a Contingency, Humanitarian, or Peacekeeping operation?*” question:

- **If “X = A or B does not apply” is selected**, then the National Interest Action dropdown menu remains disabled and the answer defaults to ‘NONE’.
- **If any other value is selected**, then the National Interest Action dropdown menu is enabled and the user may select from the list provided.

C = Presidential Issued Emergency, or Major Disaster Declaration

--Select Code--

- Select Code--
- COVID-19 2020
- None
- Operations in Iraq and Syria
- Operation Freedom's Sentinel (OFS) 2015
- Hurricane Maria 2017
- Hurricane Dorian 2019
- Hurricane Laura 2020

7. Click SAVE after all required fields are completed.

Calendar Drive JIRA Keep

www.uat.fedmall.mil says
The FPDS information was saved successfully

Edit FPDS Award Information

Order Number: 250004

Award Questions

*Is this in support of Major Program? No

Enter Major Program: Major Program Name

*Is this being ordered in support of a Contingency, Humanitarian, or Peacekeeping operation? X = A or B does not apply

*Is this part of a National Interest Action? NONE None

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

FedMall displays the following message:

The FPDS information was saved successfully.

8. Resume the order in Checkout.

3.1 Performance-Based Service Acquisition Determination

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

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

Shoppers were required 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.

Now, 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)