

FEDMALL 

[v. 19.4.1.1]

August

2019

**Commercial Catalog Item
Removal & Archival**

CRQ00000067145

User
Guide &
Training
Manual

Prepared by

 **USIT**

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

1 Executive Summary

FedMall introduces new processes in v19.4.1.1 to facilitate the automated removal of *expired* catalog items. *Expired* refers to any commercial catalog items (originally supplied via the Supplier Portal) meeting any of the following criteria:

- Item is associated to an expired (i.e. disabled) commercial Long Term Agreement (i.e. an LTA contract)
- Item is a Marketplace catalog item (no associated LTA) with no recent sales history over the last twelve (12) months.

Once a commercial item is determined to be expired, the corresponding item data previously stored in the FedMall Master Data Management (MDM) database is thoroughly purged and the item is no longer visible or available for purchase in FedMall search results. Meanwhile, FedMall also creates an archived file record of the expired catalog data for auditing purposes.

These changes provide the following benefits to FedMall:

- **Improves shopping experience**—prevents users from inadvertently placing orders against expired contracts and makes in-demand Marketplace items easier to find in search results.
- **Improves search engine performance**—reduces the overall amount of item data that needs to be maintained in the FedMall Commerce application, resulting in faster search-engine indexing.
- **Controls DLA licensing costs**—helps FedMall avoid increased product licensing costs associated with larger volumes of data.

2 LTA Contract Item Removal

Expiration of catalog items associated to LTA contracts (Blanket Purchase Agreement (BPA) or Indefinite Delivery Indefinite Quantity (IDIQ) contracts) is based on the contract **End Date**.

Contract Information

* Contract Number : SPM5M306M0977

General Contract Info:

* Contract Type: Indefinite Delivery Indefinite Qua

* Contract Originating Service/Agency: Department of Defense

* NAICS Code: 423110

* Start Date: 12/31/2017

* End Date: 12/30/2019

Min Order Value: 0

* Max Order Value: 1000000

* Ceiling Limit: No Limit No Limit

Ship to States: All States

Select Ship to States: Yes No

Ship OCONUS: Yes No

Order Delivery Configuration:

* Order Transmission Type: Secure Email

* PGP Certificate:

* Order Delivery Email (Primary): mharrison@part.net

Order Delivery Email (CC):

Order Delivery Email (BCC):

* Contracting Officer Name: Michelle Harrison

Mailing Address:

* Address Line 1: 123 Test St

Address Line 2:

* City: Richmond

* State: Virginia

* ZIP Code: 23220-1908

* Country:

Primary Contact Information:

* First Name: Daniel

* Last Name: Stevens

* Phone: 1234567890

* Email: mharrison@part.net

Alternate Contact Information:

First Name: Michelle

Last Name: Harrison

Phone: 8436073413

Email:

I hereby certify that the contract data entered above are to the best of my knowledge true and accurate.

Supplier Portal requires users to cite the **End Date** when creating new or updating existing contract records in FedMall. In conjunction with the contract **Start Date**, the contract **End Date** sets the boundary for the contract period of performance—during which time orders can be successfully placed in FedMall for any associated catalog items.

Consequently, FedMall uses the contract **End Date** to determine the contract status. The different contract statuses and their transitions within FedMall are defined below:

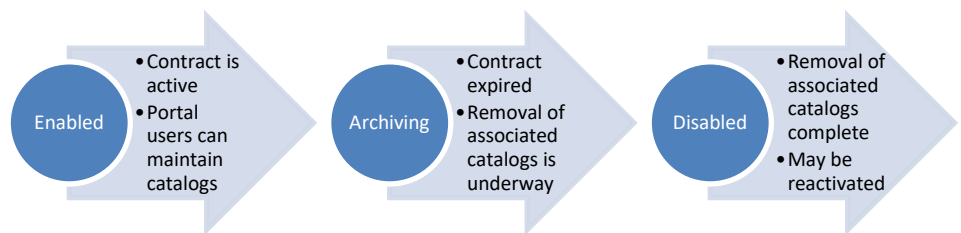


Figure 1 - Contract Status Transitions

- **Enabled:** Contract is active, and orders may be placed against it. Additionally, users may add, upload, or update any catalog items associated to the contract using the tools provided under **PRODUCT INFORMATION MANAGEMENT** in Supplier Portal.
- **Archiving:** Contract **End Date** has lapsed. Ordering against the contract is suspended and FedMall is actively in the process of removing and archiving all associated item data. Contract information may not be edited at this time. Catalog items associated to Archiving contracts

are no longer available under **PRODUCT INFORMATION MANAGEMENT**; likewise, new catalog items may not be added or uploaded.

- **Disabled:** All previous catalog items have successfully been removed and archived. Contract information cannot be edited. New catalogs cannot be added or uploaded unless the contract is re-activated.

Contracts automatically transition from Archiving to Disabled status only after all associated catalog items and images are removed from the FedMall MDM application.

Contract status displays in Supplier Portal under the *Contract Information* section of the *Account Management*, as shown below:

Participation in a Long Term Agreement

Do you have a valid Long Term Agreement with the government? Yes No

To be on FedMall, suppliers must have a Long Term Agreement or Blanket Purchase Agreement Federal Government contract for items or services in a catalog. Some examples of government contracts are Defense Logistics Agency (DLA) contracts or General Services Administration (GSA) contracts. FedMall also accepts other long-term Federal Government contracts.

Federal Contracting vehicles made with a P, F or M in the ninth place cannot be hosted on FedMall. These contracting vehicles are not Long Term Agreements or Blanket Purchase Agreements and are not allowed on FedMall.

[I have read and accept the FedMall Business Rules and Agreement to Sell.](#)

To associate existing contracts with this registrant, please check the boxes below.

<input type="checkbox"/>	FA255005C1004	Stephens Office Supply	Archiving	View Details
<input type="checkbox"/>	FA480005P0127	Stephens Office Supply	Archiving	View Details
<input type="checkbox"/>	GS07FBA398	Stephens Office Supply	Enabled	View Details
<input type="checkbox"/>	N4008010D1003	Stephens Office Supply	Archiving	View Details
<input type="checkbox"/>	GS23FBA008	Stephens Office Supply	Archiving	View Details
<input type="checkbox"/>	GS08FBA399	Stephens Office Supply	Archiving	View Details
<input type="checkbox"/>	47X50413F3801	Stephens Office Supply	Enabled	View Details
<input type="checkbox"/>	SPM7M406M0799	Stephens Office Supply	Enabled	View Details
<input type="checkbox"/>	GS21F0054X	Stephens Office Supply	Archiving	View Details
<input checked="" type="checkbox"/>	SPM3M300M0977	Stephens Office Supply	Enabled	View Details
<input type="checkbox"/>	DAAD0599F0199	Stephens Office Supply	Archiving	View Details
<input type="checkbox"/>	FA805414D0003	Stephens Office Supply	Archiving	View Details
<input type="checkbox"/>	47X50419D38100003	Stephens Office Supply	Archiving	View Details

To add a new contract, please click the Add Contract button below.

Select the contract(s) you will administer

ADD CONTRACT

Archiving and Disabled Contracts

Supplier Portal disallows all updates to contracts in an Archiving or Disabled status (i.e. after the contract expires). In both cases, contract details display as read-only, as shown below:

Contract Information

* Contract Number : **GS14F0019L**

General Contract Info:

* Contract Type: Indefinite Delivery Indefinite Quai

* Contract Originating Service/Agency: General Services Administration

* NAICS Code: 333991

* Start Date: 06/26/2016

* End Date: 08/16/2019

* Min Order Value: 120

* Max Order Value: 1000000

* Ceiling Limit: 10000000 No Limit

Ship to States: All States

Ship OCONUS: Yes No

Order Delivery Configuration:

* Order Transmission Type: Secure Email

* PGP Certificate:

* Order Delivery Email (Primary): kvukomanovich@part.net

Order Delivery Email (CC):

Order Delivery Email (BCC):

* Contracting Officer Name: Kai Vukomanovich

Mailing Address:

* Address Line 1: 100 Tom Brady Way

Address Line 2:

* City: Sierra Vista

* State: Arizona

* ZIP Code: 85635-1234

* Country: United States

Primary Contact Information:

* First Name: Tom

* Last Name: Brady

* Phone: 5206786857

* Email: kvukomanovich@part.net

Alternate Contact Information:

First Name: Charlie

Last Name: Dutton

Phone: 5202552688

Email: cdutton@part.net

CLOSE

Consequently, regular options to manage catalog item data using the **PRODUCT INFORMATION MANAGEMENT** tools in Support Portal are limited to Enabled contracts only. Contracts in an Archiving or Disabled status cannot be selected in the **Contract #** dropdown menus provided for item SEARCH, MANAGE ITEM, CREATE ITEM, and TRACK functions.

Similarly, Portal users cannot **UPLOAD CATALOG FILE(s)** or **UPLOAD IMAGE ARCHIVE FILE(s)** for Archiving or Disabled contracts. File uploads attempted against an expired contract are rejected and produce the following error (returned in the upload file summary report):

ERROR: Line <#> - Column 3 (Contract Number) contains a Contract Number (<Contract Number>) in which the User Certificate <Common Name> does not have permission to submit files for on behalf of Supplier <CAGE Code>

CAUTION: Suppliers are advised NOT to edit contract information immediately prior to contract expiration. Any changes a user attempts to make to an Enabled contract that expires (i.e. transitions to Archiving) prior the user saving their changes in Supplier Portal will be ignored by the MDM application and discarded.

Item Image Removal

Image files are removed for all expired catalog items associated to a Disabled contract.

Re-activating Disabled Contracts

Suppliers may re-activate a previously Disabled contract under the following circumstances:

- The Contract **End Date** is extended by an appropriate contracting authority
- The **Contract Number** remains valid in the DOD Electronic Document Access (EDA) system

EDA is a web-based system providing secure online access, storage, and retrieval of DOD and Federal government contracts. FedMall integrates with EDA to validate **Contract Numbers** when adding, updating, or reactivating contract records in Supplier Portal.

Contract re-activation requires suppliers to add/upload new catalogs. FedMall does NOT retain or restore prior catalog item data or images upon re-activation.

The following instructions demonstrate how to re-activate a Disabled contract in the FedMall Supplier Portal:

User Role: Supplier

Pre-Conditions:

- User has an active FedMall Supplier Portal account
- User is associated to one or more Disabled contracts

1. Login to the FedMall Supplier Portal.

Welcome to FedMall Supplier Portal

FedMall is an eCommerce ordering system for 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 as well as commercial off-the-shelf products.

How do I upload my catalog?

You have the option to upload your catalog including images, in bulk. This can save significant time, particularly for larger catalogs. For a complete set of templates and instructions, click [here](#).

Get started today:

- Product Information Management
- Purchase Orders
- Account Management



2. Select **ACCOUNT MANAGEMENT** from the header menu.

Account Management

UPDATE USER PROFILE
UPDATE CONTRACTS

- User Contact Information

Certificate Name (CN): jbc-army

* First Name : JED
 * Last Name : CLARKE
 * Email : JCLARKE@PART.NET
 * Phone : 8015811118
 Mobile :
 Fax :

* Address Line 1 : 2455 E PARLEYS WAY STE 210
 Address Line 2 :
 * City : SALT LAKE CITY
 * State : UT
 * ZIP Code : 84109
 * Country : US

- Contract Information

Participation in a Long Term Agreement

Do you have a valid Long Term Agreement with the government? Yes No

To be on FedMall, suppliers must have a Long Term Agreement or Blanket Purchase Agreement Federal Government contract for items or services in a catalog. Some examples of government contracts are Defense Logistics Agency (DLA) contracts or General Services Administration (GSA) contracts. FedMall also accepts other long-term Federal Government contracts.

Federal Contracting vehicles made with a P, F or M in the ninth place cannot be hosted on FedMall. These contracting vehicles are not Long Term Agreements or Blanket Purchase Agreements and are not allowed on FedMall.

<input checked="" type="checkbox"/> GS14F0019L	Stephens Office Supply	Disabled	View Details
<input checked="" type="checkbox"/> SPM5M306M0977	Stephens Office Supply	Enabled	View Details

3. Click the **UPDATE CONTRACTS** button on the *Account Management* page.

I have read and accept the [FedMall Business Rules and Agreement to Sell](#).

To associate existing contracts with this registrant, please check the boxes below.

<input type="checkbox"/> SPM7M406M0789	Stephens Office Supply	Enabled	View Details
<input type="checkbox"/> GS07FBA397	Stephens Office Supply	Disabled	View Details
<input checked="" type="checkbox"/> GS14F0019L	Stephens Office Supply	Disabled	View/Reactivate
<input type="checkbox"/> SPM7M406M07XX	Stephens Office Supply	Disabled	View Details
<input type="checkbox"/> FA805414D0004	Stephens Office Supply	Enabled	View Details
<input type="checkbox"/> SPMLW113DE018	Stephens Office Supply	Disabled	View Details
<input type="checkbox"/> SPM5M106V1424	Stephens Office Supply	Disabled	View Details
<input type="checkbox"/> FA480005P0127	Stephens Office Supply	Enabled	View Details
<input checked="" type="checkbox"/> SPM5M306M0977	Stephens Office Supply	Enabled	Edit/Update

To add a new contract, please click the Add Contract button below.

Select the contract(s) you will administer

ADD CONTRACT

Supplier Portal lists all contracts associated to the corresponding supplier CAGE Code. Only contracts currently associated to the registered user (indicated with a checkbox) may be re-activated.

Users may optionally select (or deselect) the checkbox to change their account association to any listed contracts.

4. Click the VIEW/REACTIVATE link for a Disabled contract to view the associated *Contract Information* page.

Contract Information

* Contract Number : GS14F0019

General Contract Info:

* Contract Type: Indefinite Delivery Indefinite Quali

* Contract Originating Service/Agency: General Services Administration

* NAICS Code: 333991

* Start Date: 06/26/2016

* End Date: 08/16/2019

* Min Order Value: 120

* Max Order Value: 1000000

* Ceiling Limit: 10000000 No Limit

Ship to States: All States

Ship OCONUS: Yes No

Order Delivery Configuration:

* Order Transmission Type: Secure Email

* PGP Certificate:

* Order Delivery Email (Primary): kvukomanovich@part.net

Order Delivery Email (CC):

Order Delivery Email (BCC):

* Contracting Officer Name: Kai Vukomanovich

Mailing Address:

* Address Line 1: 100 Tom Brady Way

Address Line 2:

* City: Sierra Vista

* State: Arizona

* ZIP Code: 85635-1234

* Country: United States

Primary Contact Information:

* First Name: Tom

* Last Name: Brady

* Phone: 5206786857

* Email: kvukomanovich@part.net

Alternate Contact Information:

First Name: Charlie

Last Name: Dutton

Phone: 5202552688

Email: cdutton@part.net

The *Contract Information* page displays as read-only. Users may optionally click the CLOSE button to return to the *Account Management* page to view other associated contracts.

5. Click the REACTIVATE button.

FedMall re-validates the **Contract Number** against EDA. Supplier Portal displays an error if the **Contract Number** is no longer valid in EDA.

If the **Contract Number** is still valid in EDA, the *Contract Information* page become editable once again and the following message displays:

"The entered contract number is valid."

The previous contract **End Date** value is deleted upon reactivation. All other previous values on the *Contract Information* page are retained.

Contract Information

* Contract Number : **GS14F0019L** **REACTIVATE** The entered contract number is valid.

General Contract Info:

* Contract Type: Indefinite Delivery Indefinite Quar
* Contract Originating Service/Agency: General Services Administration
* NAICS Code: 333991
* Start Date: 06/26/2016
* End Date: 12/31/2020
* Min Order Value: 120
* Max Order Value: 1000000
* Ceiling Limit: 10000000 No Limit
Ship to States: All States
Select Ship to States:
Ship OCONUS: Yes No

Order Delivery Configuration:

* Order Transmission Type: Secure Email
* PGP Certificate:
* Order Delivery Email (Primary): kvukomanovich@part.net
Order Delivery Email (CC):
Order Delivery Email (BCC):

* Contracting Officer Name: Kai Vukomanovich

Mailing Address:

* Address Line 1: 100 Tom Brady Way
Address Line 2:
* City: Sierra Vista
* State: Arizona
* ZIP Code: 85635-1234
* Country: United States

Primary Contact Information:

* First Name: Tom
* Last Name: Brady
* Phone: 5206786857
* Email: kvukomanovich@part.net


Alternate Contact Information:

First Name: Charlie
Last Name: Dutton
Phone: 5202552688
Email: cdutton@part.net

I hereby certify that the contract data entered above are to the best of my knowledge true and accurate.

CANCEL **UPDATE**

6. Enter a new contract **End Date**.

The contract **End Date** must be a future date. Users may optionally click the  icon to select an **End Date** using a date picker.

- 7. (Optional) Update any other fields on the *Contract Information* page, as needed.
- 8. Select the checkbox at the bottom of the *Contract Information* page to acknowledge the following statement:

"I hereby certify that the contract data entered above are to the best of my knowledge true and accurate."

Order Delivery Email (CC):
Order Delivery Email (BCC):

First Name: Charlie
Last Name: Dutton
Phone: 5202552688
Email: cdutton@part.net

I hereby certify that the contract data entered above are to the best of my knowledge true and accurate.

CANCEL **UPDATE**

9. Click **UPDATE** to complete contract re-activation.

Users may optionally click **CANCEL** to discard changes and keep the contract in a Disabled status.

To associate existing contracts with this registrant, please check the boxes below.

<input type="checkbox"/>	SPM7M406M0789	Stephens Office Supply	Enabled	View Details
<input type="checkbox"/>	GS07FBA397	Stephens Office Supply	Disabled	View Details
<input checked="" type="checkbox"/>	GS14F0019L	Stephens Office Supply	Enabled	Edit/Update
<input type="checkbox"/>	SPM7M406M07XX	Stephens Office Supply	Disabled	View Details
<input type="checkbox"/>	FA805414D0004	Stephens Office Supply	Enabled	View Details
<input type="checkbox"/>	SPMLW113DE018	Stephens Office Supply	Disabled	View Details
<input type="checkbox"/>	SPM5M106V1424	Stephens Office Supply	Disabled	View Details
<input type="checkbox"/>	FA480005P0127	Stephens Office Supply	Enabled	View Details
<input checked="" type="checkbox"/>	SPM5M306M0977	Stephens Office Supply	Enabled	Edit/Update

To add a new contract, please click the Add Contract button below.

Select the contract(s) you will administer

ADD CONTRACT

The selected contract is now Enabled.

3 Marketplace Item Removal

The FedMall Marketplace allows participating suppliers to upload their commercial catalogs to Supplier Portal without an associated LTA contract.

Unlike items associated to an LTA contract, there is no contract **End Date** attribute that can be referenced to trigger Marketplace item removal and archiving activities. Instead, Marketplace catalog items are removed based on sales history, pursuant to section 8.1 of the FedMall Marketplace Supplier Agreement:

8.1 [The] FedMall System Management Office (FMSMO) will conduct annual review of the supplier's catalog. If there are no sales processed within a 12-month period, the FMSMO will remove the catalog [item] from FedMall.

As of v19.4.1.1, FedMall performs regular, periodic queries of its Commerce database to identify “stale” Marketplace items. *Stale* refers any Marketplace item meeting EITHER of the following criteria:

- Date of last sale (order) is greater than 365 days from current date
- No orders placed 365 days after the item was initially loaded to FedMall

Item IDs for any stale Marketplace items found in Commerce are reported to FedMall’s MDM application for immediate archival and removal. All image files associated to stale Marketplace items are also removed.

In Supplier Portal, users are unable to search, view, or update stale Marketplace items that have been removed.

4 Catalog Archive Files

As LTA contracts expire and/or Marketplace items become stale, FedMall takes a snapshot of the corresponding item data and saves it in an archive file prior to its permanent removal from the database. The archive-file format is the same format used by vendors to upload their catalogs into Supplier Portal.

FedMall securely stores the archived catalog files for auditing purposes in compliance with DLA data retention guidelines. Retrieval and distribution of any catalog archive files is at the sole discretion of the FedMall System Management Office.