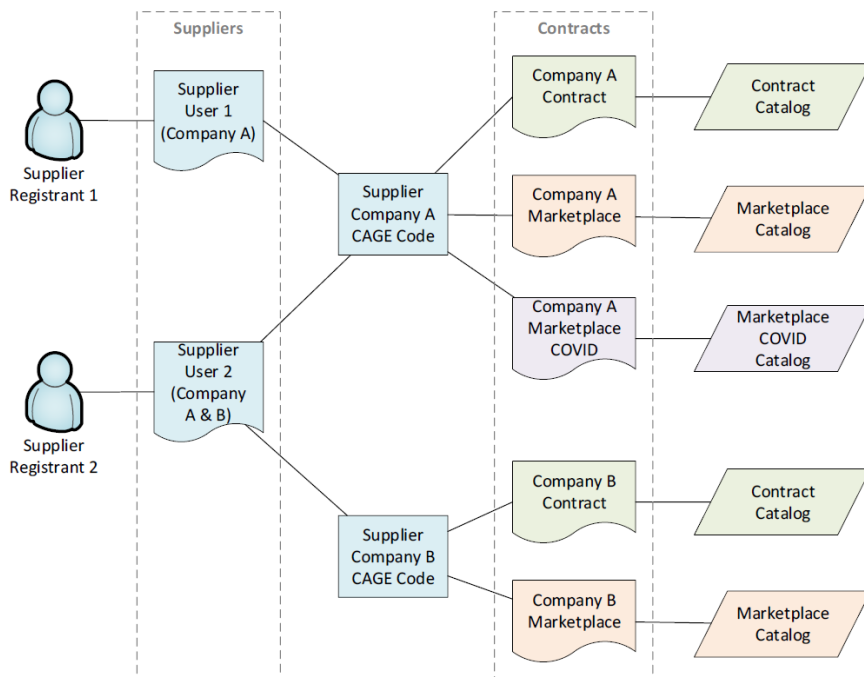


QUICK START GUIDE : DCSO MANAGER

What is FEDS

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

The following figure illustrates the data relationships of Supplier Registrants (Users), their Companies, Company Contracts, and respective Catalogs. Supplier Management addresses the Suppliers and Contracts (within dashed lines) that are related by Commercial and Government Entity (CAGE) codes. Suppliers can be associated with one or more CAGE Codes. Each CAGE Code can be associated with one or more Company Contracts.



Accessing Contract & Supplier Management

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

FEDMALL MASTER CATALOG

FedMall products are collected from commercial and government catalogs into a centralized database where they are merged into a Master Catalog that will be accessed by FedMall Users. The commercial catalogs are received from FedMall Portal that provides Suppliers to upload their respective catalogs containing one too many items. Portal provides Suppliers an online interface to change their catalogs; these changes are processed into the Master Catalog in the same manner as uploaded data.

SUPPLIER REGISTRANT ACCOUNTS

When Suppliers (Users) register through Portal, FedMall creates account records to validate their authenticated identity and association to one or more companies. The registration process is automated and maintained by the FedMall Sustainment Contractor.

SUPPLIER USERS

Supplier Users associate to one or more companies designated by a CAGE Code. FedMall allows one or more Supplier Users to access the same Company.

SUPPLIER CONTRACTS

Supplier Users can associate one or more Contracts to a Supplier Company. FedMall validates if the Contract is associated to the CAGE and retrieves other contract information from a cognizant government authority; the information is used to prepopulate the Contract record in FEDS.

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User login implies consent to the Consent to Monitoring statement that is on the login page. After acceptance, the User is directed to the List of Contracts Interface.

The page header provides links to *Contracts* to list all contracts, and *Suppliers* to list all supplier records the User is permitted to access. The User icon in the header provides access to User identity information, interface settings, and a *Logout* link.

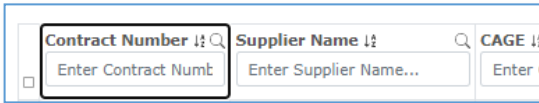


Contract & Supplier Lists

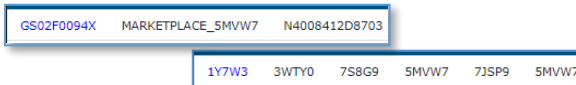
Common List Features

The Contracts and Suppliers list interfaces provide similar features to aid Users in finding information.

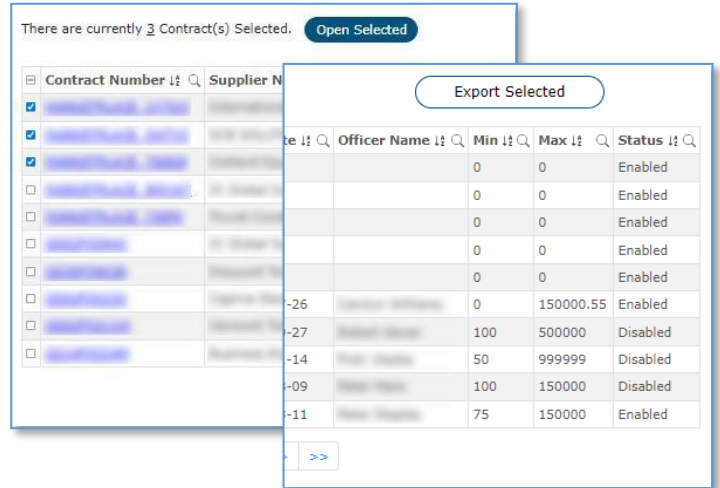
- Column headings are links to sort and reverse sort the column.
- Magnifier icons on column headings will prompt for text to filter the list of records if the character string is found anywhere in that field. More than one column filter can be applied to further narrow results.



- Checkboxes allow for opening multiple records into tabs within the Interface. Up to 10 Suppliers or Contracts can be opened into tabs.

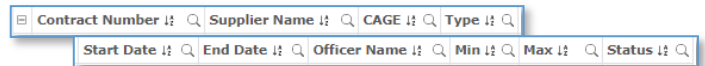


- The [Export All] button will download all (filtered or unfiltered) records that are currently listed; this includes all records on all pages.
- A Status column alerts if the Contract is enabled, in the process of archiving, or disabled.
- The results display (10) records per page with pagination links below the table.
- Links to Contracts Numbers or Supplier CAGE Codes will open that record to View/Manage.



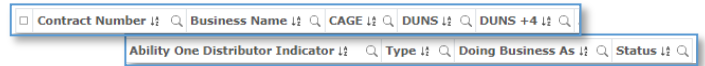
Contracts List

The Contracts list displays key contract fields including Contract Number, Supplier Name, CAGE, and Contract Start and End Dates. All fields in a row will open that Contract to the View/Manage Contract page.



Suppliers List

The Suppliers list displays key contract fields including Contract Number, Supplier Name, and CAGE. All fields in a row will open that Supplier to the View/Manage Supplier page.

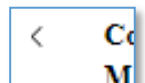


Contract & Supplier Forms

Common View/Manage Record Features

The View/Manage Record pages provide common features.

- The “back” icon (left of the page title) returns to the Contracts or Suppliers List. Sort, filter, and pagination options are not recalled.



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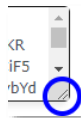
- Data that is displayed in Form Field boxes allow the User to edit the data. If the data is not in a field box, then the data cannot be changed.

- The [Save] button will store the changes.
- The [Print] button will send a printer-friendly report including all the on-screen information.
- The [Export] button will download the Contract Catalog in CSV format.
- Contracts have a colored and labeled status for Active, Inactive, or Archiving as appropriate.
- All records contain Audit data that reports information on the record Creation date, Last Modification Date, and associated Users.

View/Manage Contract Record

This Contract Record includes information about the Contract and sections for Mailing address, Order Routing, Contacts, Shipping destinations, and Corridors.

The PGP Certificate form element can be expanded to aid the User in viewing or editing the certificate information. To expand/contract, use the mouse to grab and drag the right-bottom corner of the form element.



The State Selector provides a rapid method for selecting individual states or blocks of states/territories that are grouped in CONUS and OCONUS sections. Note, the CONUS/OCONUS option does not force the selected states. For example, CONUS=Yes can be combined with shipping to Hawaii.

The Form allows Users to associate more than one corridor as appropriate. When corridor changes are saved, FEDS will re-assign the contract-corridor relationships that will send updates to Commerce for ingest.

View/Manage Supplier Record

The Supplier record includes information about the Business, and a list of associated Contracts. This feature is described in greater detail in the following section.

Recommendations

Contract End Date Triggers Archival Process

Recommend Contract Managers update Contract End Dates soonest to avoid unwanted Contract and Catalog archiving.

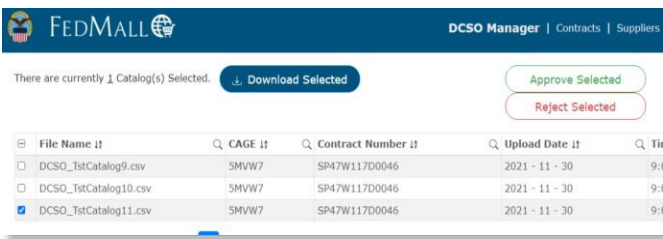
FedMall is designed to automatically remove Catalog Items for expired Contracts. This archive process cannot be stopped until it has been completed. If the Contract End Date is on or after today, then FedMall has already initiated the process. Contracts will be disabled at the conclusion of the archive process. Contracts can be re-enabled with support from the FedMall Sustainment Contractor.

DCSO Manager

Managing item Catalogs under DCSO Contracts

The DCSO Manager interface provides many similar features to that of the Contracts & Suppliers Lists. These will aid Users in sorting, searching, and finding catalogs and other relevant information. The DCSO Manager tab's implementation into the FEDSUI serves the purpose of allowing catalogs of items to be reviewed before being uploaded, and then will be either approved or rejected based on that review.

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All catalogs displayed on the DCSO Manager tab will have a relevant DCSO cage and contract. A catalog without a DCSO cage and contact cannot load into this list. After a catalog is reviewed by a DCSO User, they can either approve or reject that file for upload based on its contents. Once a catalog is approved, it will move on to automated catalog processing, and then Commerce. The rejected files will be removed, the DCSO User can make note of the error found within the Catalog file, and then address fixing the catalog for re-upload.

Downloading a Catalog for Review

To download a copy of a Catalog, the User must navigate to the DCSO Manager tab in the FEDSUI and proceed to select catalogs they wish to view. Select a catalog file by clicking on the checkboxes in the left-most column on the table. Once the desired files are selected, download the catalog file by clicking on the large "Download Selected" button found at the top of the page.

The number of catalogs selected will display next to the download button, allowing Users to keep track in case catalog selections were made across multiple

pages. The selected catalogs will be downloaded as a .zip file, it is necessary to unzip and then open the file to view.



Catalog Approval and Rejection

If the catalog files that the User reviewed are satisfactory, then they can proceed by clicking the green "Approve Selected" button. This will be followed by a pop-up message telling the User that approval means "the catalog(s) will be uploaded and listed on the FedMall System", and they can confirm their action.



A DCSO User that discovers an error in the catalog upload file during their review process, can proceed by clicking the "Reject Selected" button, and a similar message will appear to confirm their action.



Sorting and Searching the DCSO Manager Table

Any DCSO catalog uploaded for manual approval will

appear queued on the table in the DCSO Manager tab. There are notable features implemented to allow the User easy, and capable searching in every column describing the catalog upload. A user can search by:

- File Name
- CAGE Code
- Contract Number
- Upload Date
- Time (of upload)

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To utilize the search functionality, click the small magnifying glasses located in the header of each column.



The 'sort' functionality is located just to the right of the column titles in the table. The User can click this small icon to sort the current list of queued DCSO Catalog Files in descending alphanumeric order, which is 1-9 then a-z.

What is DCSO Auto Validation?

DCSO Auto Validation is the newly integrated capability of comparing the catalog files uploaded by a Supplier Vendor (any catalog that belongs 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 awaiting KO approval, 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 are also able to 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.

DCSO Reprocess

KO Notification for 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 in Supplier and that corresponding CAGE or contract has a missing Gold Standard file in FEDS.

Reprocessing Queue and Supplier Notification

Suppliers who uploaded a Catalog file can now expect that their upload will be stored in the DCSO reprocessing queue when a Gold Standard file is absent (not visible in the UI) awaiting upload by KO.

Once a KO uploads the associated Gold Standard file for that CAGE and contract, an email notification is sent to the suppliers informing them that a catalog file has been routed for KO's review.

In addition, as part of the new DCSO reprocess "DCSO Auto-initiate Comparison Validator", as supplier catalogs are now queued awaiting upload of the missing Gold Standard file. Once a KO uploads the associated Gold Standard file, the comparison validator automatically re-processes. With the implementation of the DCSO reprocess, KOs no longer must ask suppliers to reupload their catalog files once the missing Gold Standard file is uploaded.

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

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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 thirty columns, there is no data validation at this point. This check will ensure that all Gold Standards are uploaded with the correct thirty 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 uploaded in its place.

How to View a Gold Standard File

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

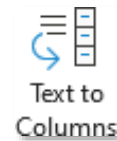
To delimit a file, the User must first...

1. Open the file locally in Excel.

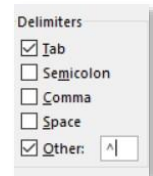
2. Identify the delimiting character in the file. All files in the system should uniformly be delimited with the caret, '^'. Then click on column 'A' at the top of the sheet.

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 >.



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 Mast
2	N	0BUR7	SP47W11E	DY003113	CAP SCRE	5305	11.5	PG
3	N	0BUR7	SP47W11E	DY003113	CAP SCRE	5305	12.84	PG
4	N	0BUR7	SP47W11E	DY003113	CAP SCRE	5305	12.84	PG
5	N	0BUR7	SP47W11E	DY003117	CAP SCRE	5305	16.85	PG
6	N	0BUR7	SP47W11E	DY003117	CAP SCRE	5305	15.52	PG
7	N	0BUR7	SP47W11E	DY003117	CAP SCRE	5305	20.06	PG
8	N	0BUR7	SP47W11E	DY003121	CAP SCRE	5305	27.82	PG
9	N	0BUR7	SP47W11E	DY003121	CAP SCRE	5305	18.19	PG

DCSO Manager Page

Queue Tab

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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. Files from the last 90 days will be available for review. 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.

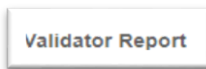
A	B	C	D
Error	Error List	Item Mast	Item Mast
1 [original unit price: 62.69 => 82.69]	N	4DXK8	SP.

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. Files from the last 60 days will be available for review. 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. Files from the last 60 days will be available for review. As seen below, the rejection message will display by hovering the mouse over the rejected validation status.



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

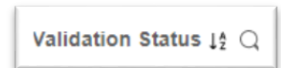
There are additional columns added to the DCSO Manager Page to display useful

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.



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

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

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

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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 DCSO KO 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. The first column will provide a numeral 'one' 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.

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.

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.

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

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.

