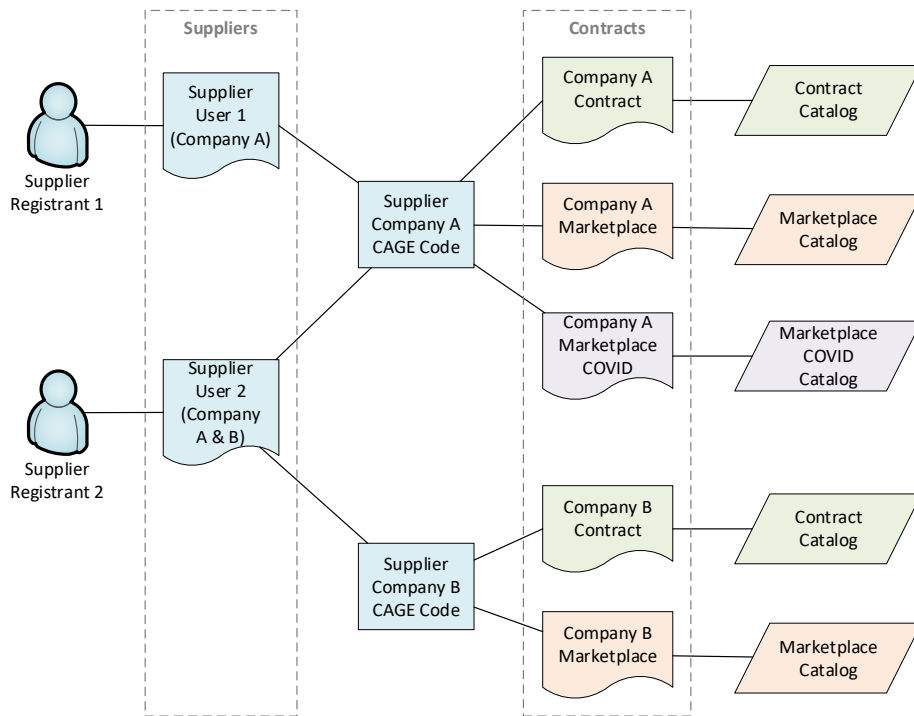


**QUICK START GUIDE:
CONTRACT & SUPPLIER MANAGEMENT, DCSO MANAGER & NSN ITEM SEARCH**

Overview

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 Supplier Assistance Managers (SAMs) and 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 address the Suppliers and Contracts (within dashed lines) that are related by Commercial and Government Entity (CAGE) codes. Suppliers can be associated to one or more CAGE Codes. Each CAGE Code can be associated to 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 for SAMs and 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 to 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.

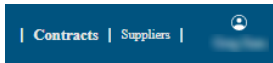
SUPPLIER CONTRACTS

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.

**QUICK START GUIDE:
CONTRACT & SUPPLIER MANAGEMENT, DCSO MANAGER & NSN ITEM SEARCH**

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.

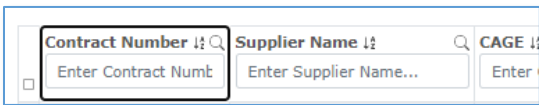


Contract & Supplier Lists

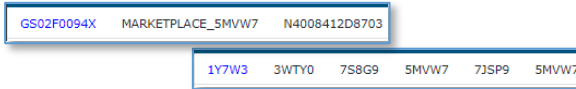
Common List Features

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

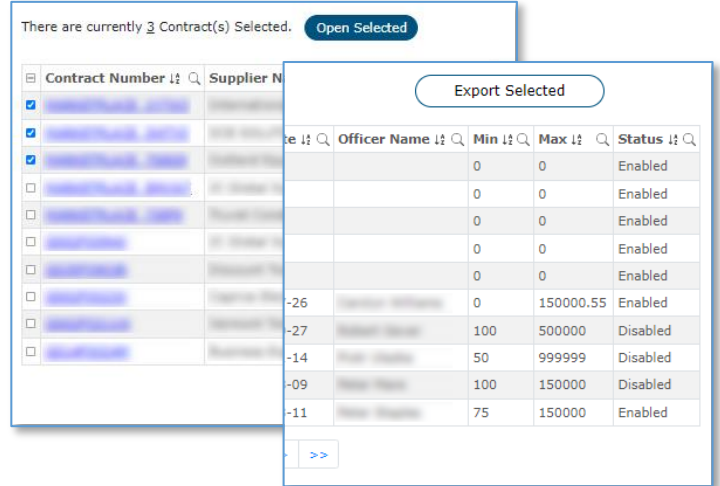
- Column headings are links to sort and reverse sort the column.
- Magnifier icons on column headings will prompt for text to filter the list of records if the character string is found anywhere in that field. More than one column filter can be applied to further narrow results.



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

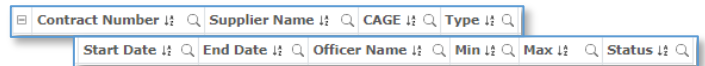


- The [Export All] button will download all (filtered or unfiltered) records that are currently listed; this includes all record on all pages.
- A Status column alerts if the Contract is enabled, in the process of archiving, or disabled.
- The results display (10) records per page with pagination links 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.

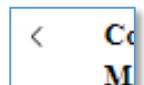


Contract & Supplier Forms

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.



**QUICK START GUIDE:
CONTRACT & SUPPLIER MANAGEMENT, DCSO MANAGER & NSN ITEM SEARCH**

- 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 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.

Contract Order Values Restrict Ordering

Recommend Contract Managers set accurate Min and Max Order Values to prevent Suppliers from receiving Orders that exceed either value.

FedMall is designed to prevent Buyers from placing orders against a contract that is less than the minimum Order value or greater than the maximum Order value. The Min and Max Order values are set at the discretion of the Contracting Officer. However, Orders placed when the Min or Max values are incorrect may fail payment processing, order fulfillment, and/or contract auditing.

**QUICK START GUIDE:
CONTRACT & SUPPLIER MANAGEMENT, DCSO MANAGER & NSN ITEM SEARCH**

Contract Ceiling Can Prevent Order Failure

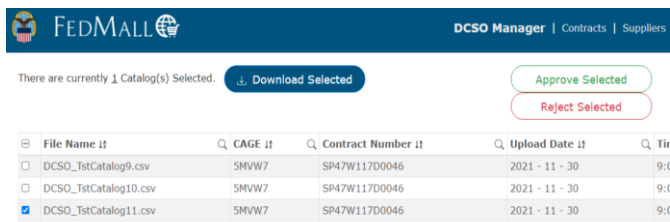
Recommend Contract Managers set accurate Contract Ceiling Values to prevent downstream Order rejections.

FedMall is designed to prevent orders from being placed for Contracts with expenditures meeting the Contract Ceiling. During checkout, FedMall verifies per-contract cart totals will not exceed the contract ceiling. If the contract ceiling is satisfied, then FedMall disables checkout until the per-contract totals are within contract ceiling. This FedMall feature prevents downstream order rejection.

DCSO Manager

Managing item Catalogs under DCSO Contracts

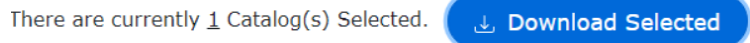
The DCSO Manager interface provides many similar features to that of the Contracts & Suppliers Lists. These will aid Users in sorting, searching, and finding catalogs and other relevant information. The DCSO Manager tab’s implementation into the FEDSUI serves the purpose of allowing catalogs of items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



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 download 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.

You are going to Approve this Catalog(s)

This means the catalog(s) will be uploaded and listed on the FedMall system.



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.

**QUICK START GUIDE:
CONTRACT & SUPPLIER MANAGEMENT, DCSO MANAGER & NSN ITEM SEARCH**

You are going to Reject this Catalog(s) ×

This means the catalog(s) will not be uploaded and listed on the FedMall system and will require the vendor to make changes on the catalog before re-uploading for approval.

Reject

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)

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.

NSN Item Search

Searching NSNs with NSN Item Search

The NSN Price Search tool allows a User with the NSN Admin role to search for NSNs that exist within the FEDS

Database. The User may search for an NSN by clicking the NSN Price Search link located in the Header.



Clicking the 'NSN Item Search' Link will populate the following page where Users can search for an NSN.

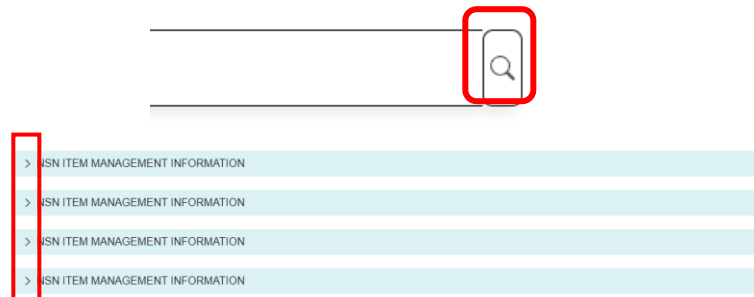
NOTE: The NSN Item Search tool should only be used to search for NSNs; the User shall **not** search for Commercial Items, Contracts, or CAGE Codes. If they do, it will produce an error message.

Please enter the National Stock Number (NSS) you are looking for in the search bar below.

Populate Search Results

To Populate results the User shall press enter or click the small magnifying glass located next to the search box.

Search results will populate via non-editable fields along with additional information displayed in tabs that are collapsible.



The Arrow on each tab indicates whether that tab is either expanded or collapsed. If the User clicks on the Tab, more information regarding that NSN will display.

**QUICK START GUIDE:
CONTRACT & SUPPLIER MANAGEMENT, DCSO MANAGER & NSN ITEM SEARCH**

NSN ITEM MANAGEMENT INFORMATION

Buyable Selected Line Code

Major Organizational Entity: Acquisition Advice Code:

Source of Supply Code: Controlled Inventory Item:

Shelf Life Code: MCE Price Unit:

MOE Unit of Issue: Quantity Per Unit Pack:

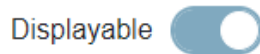
NSN ITEM MANAGEMENT INFORMATION

NOTE: Not all NSNs will display the same number of tabs or the same information. Each NSN has its own specific item characteristic data, etc.

Buyable, Displayable, Archived, and Selected Line Code switches

After Searching for an NSN, the User will notice different buttons throughout the NSN Item Search UI and collapsible tabs.

The Displayable Switch indicates whether the NSN being searched is displayable in the Commerce application.



The Buyable Switch indicates if the NSN being searched, is Buyable in the Commerce application.



The Archive Switch indicates if the NSN being searched, is Archived - i.e., the NSN is not buyable or displayable in the Commerce application.



The Selected Line Code switch tells the user what NSN Item Management tab is being displayed for the Segment H: section displayed in the Description tab in the Commerce application.

