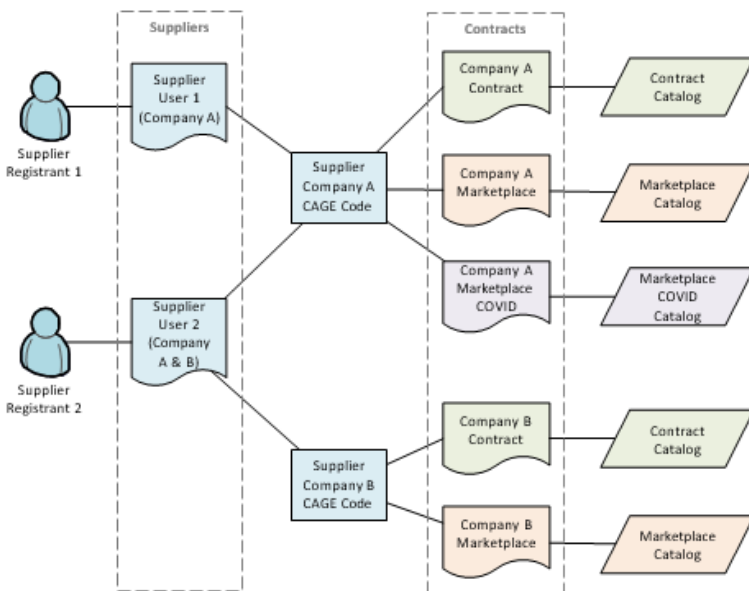


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What is FEDS?

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 Supplier Assistance Managers (SAMs).

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.



Using FEDS

Before you begin

Before you start, be sure that you have each of the following:

- A valid SAM login.
- An Internet Connection

Steps to login

- Visit FEDS at <https://www.mdm.fedmall.mil>.
- Authenticate to FEDS Via CAC (Common Access Card)

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.

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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.

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.

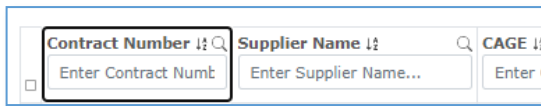
The page header provides links to *Contracts* to list all contracts, and *Suppliers* to list all supplier records the User is permitted to access. The User icon in the header provides access to User identity information, interface settings, and a *Logout* link.

Contract & Supplier Lists

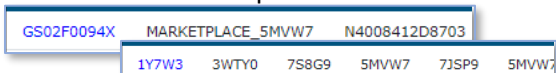
Common List Features

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

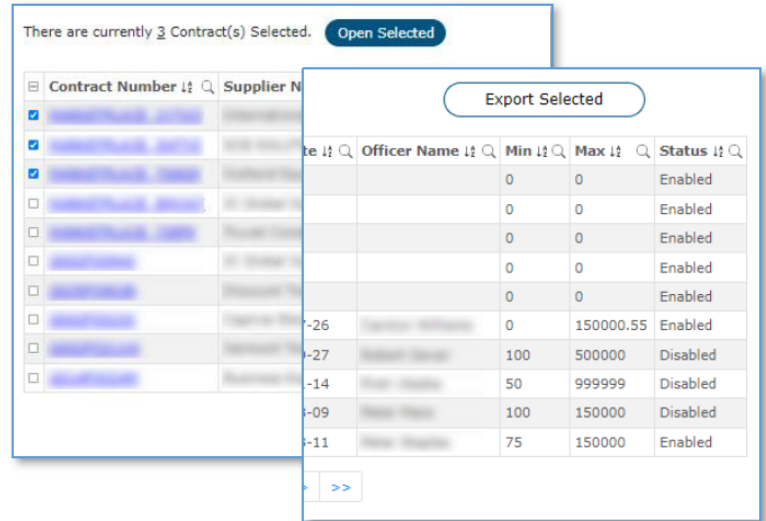
- Column headings are links to sort and reverse sort the column.
- Magnifier icons on column headings will prompt for text to filter the list of records if the character string is found anywhere in that field. More than one column filter can be applied to further narrow results.



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



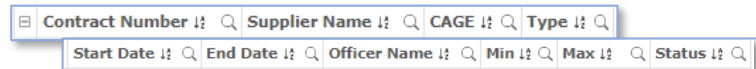
- The [Export All] button will download all (filtered or unfiltered) records that are currently listed; this includes all record on all pages.
- A Status column alerts if the Contract is enabled, in the process of archiving, or disabled.
- The results display (10) records per page with pagination links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



- Links to Contracts Numbers or Supplier CAGE Codes will open that record to View/Manage.

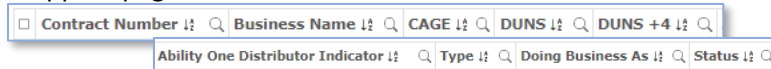
Contracts List

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

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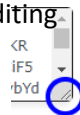
- Data that is displayed in Form Field boxes allow the User to edit the data. If the data is not in a field box, then the data cannot be changed.

- 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 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



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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.