QUICK START GUIDE: Ability One

NOTE: This Quick Start Guide applies to ALL Vendors regardless if you are an authorized Ability One Distributor or not.

What is FedMall? What's the Supplier Portal?

FedMall is an e-commerce ordering system for Department of Defense (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 to commercial off-the-shelf (COTS) products.

Suppliers will access FedMall primarily via the Supplier Portal—a dedicated website where suppliers will register, manage catalog items, and view purchase orders. Access FedMall by visiting the Procurement Integrated Enterprise Environment (PIEE) at https://piee.eb.mil

What is Ability One?

The Ability One Program is one of the largest sources of employment in the United States for people who are blind or have significant disabilities. Approximately 500 nonprofit organizations employ these individuals and provide quality products and services to the Federal Government at a fair market price.

Uploading Ability One Products

Via Catalog Upload

Before uploading your catalog, the User must ensure that they are using the correct, current format based on the templates provided. A specialized Quick Start Guide (in both PDF and Microsoft Excel formats) is available to provide field-by-field guidance on how to construct a well-formed catalog file, and how to name and organize the images associated with those items. This file may be downloaded from the Supplier Portal home page, immediately after logging in. This file is called:

- *Supplier QSG – Catalog Template (document)*
- *Supplier QSG – Catalog Template (spreadsheet)*

NOTE: To properly upload an Ability One NSN (National Stock Number) item, the Supplier <u>must</u> enter in only the 13-digit NSN into the Supplier Part Number field.
**The Item ID will display as:**
  - **CAGE-Contract-XXXXXXXXXXXXX**
    (ex. 11111-2222222222222-1234567890123)

The same standard adheres for when the Supplier creates an individual item(s) via the 'Create Item' page.

To upload catalog items, The User shall navigate to the 'Product Information Management' Page in Supplier Portal.
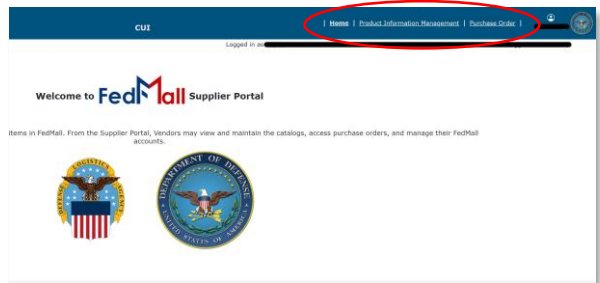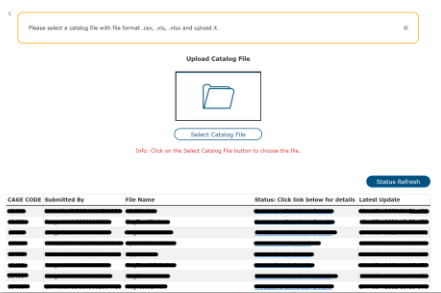

The Supplier shall click on the 'Upload Catalog File' button on the left side panel. This will bring the Supplier to the Upload Catalog page.
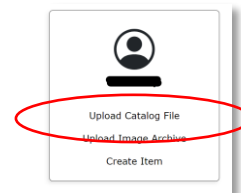

Click on the 'Select Catalog File' button and locate the .csv or Excel (.xls or .xlsx) file on your local computer and click the "Upload" button. The Supplier may notice that the upload is tracked within the Activity Status Table.

Via Create Item page

To create an item individually, the Supplier can access and utilize the 'Create Item' page. The Supplier shall navigate to the 'Product Information Management' page and click on the 'Create Item' button on the left side panel. This will bring the Supplier to the Upload Catalog page.
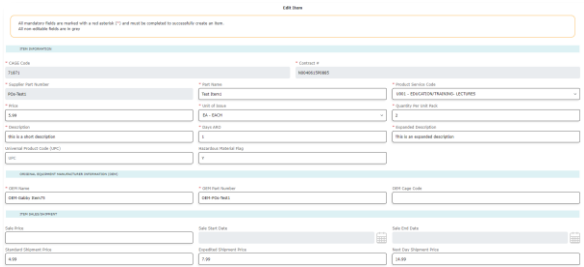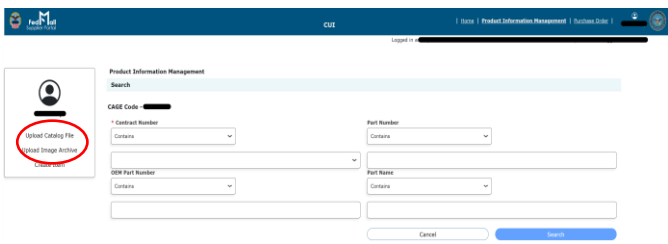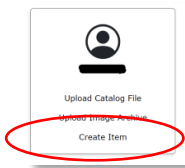
Suppliers do have the capability to edit their products either individually or via mass edit. To edit/update items individually, Suppliers may search for the product via the Search page on the Product Information tab. The Search Results will display their product. Once an

update is made, the Supplier shall click on the 'Update' button. Additionally, for mass edit, the Supplier can select multiple items (based on search provided) and select the check box next to the items they wish to edit. To proceed the Supplier shall then click "Edit Item/s" at the bottom of the screen. This allows for edits to be made to multiple products at a time.
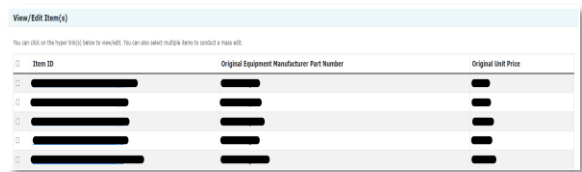
Ability One Standards

To comply with the Ability One standards, the term *'Ability One'*, or any other variant (AbilityOne, Ability-One, abilityone, etc. cannot be included in the following fields when creating or updating an item:

- **Supplier Part Name**
- **Supplier Part Number**
- **Description**
- **Extended Description**
- **OEM Name**
- **OEM Part Number**

> NOTE: The OEM Name for Products can be found on the Ability One site under the Procurement List.

When adding an Ability One product through Supplier Portal, the User Interface will prevent the term Ability One from being included on a product. An Ability One flag is added to a product if an active Ability One Supplier creates an item. The FEDS logic will then process the item that is uploaded, created, or edited and add an Ability One flag to the export, and an icon to the item in FedMall Commerce. The Supplier however must be registered on a valid CAGE code that exists on the Authoritative list for Ability One Suppliers. This list signifies if a Supplier (based on CAGE) is a valid Ability One distributor or not.