

QUICK START GUIDE: SUPPLIER REGISTRATION

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.

As a supplier, you will access FedMall primarily via the Supplier Portal—a dedicated website where you will register, manage your catalog items, and view purchase orders. The Supplier Portal is available at <https://www.suppliers.fedmall.mil>.

Registering as a FedMall Supplier

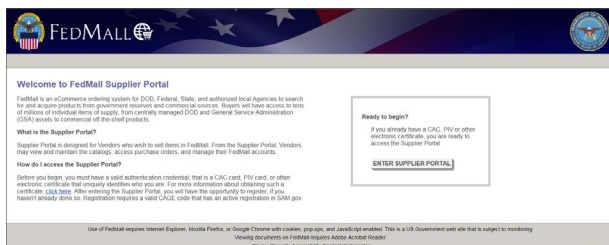
Before you begin

Before you start, be sure that you have each of the following (if you don't or aren't sure, see the sidebar):

- A valid authentication certificate, such as a CAC card, PIV card, or a hardware token available to your web browser
- A valid CAGE code
- An active SAM.gov registration
- The contract number and related contract information

Steps to register

- Visit the Supplier Portal at <https://www.suppliers.fedmall.mil>.



- Click the “Enter Supplier Portal” button.
- Read and accept the standard notice and consent.
- Select your certificate and enter your pin, if prompted. *(Note: If you are not prompted to select a certificate or if you are unable to proceed with your selected certificate, use the links in the sidebar for more information on troubleshooting your access.)*

HOW DO I AUTHENTICATE TO FEDMALL?

To access the FedMall Supplier Portal, you will need to authenticate (identify) yourself with any of the following:

- **Common Access Card (CAC):** a credit-card-sized smart card issued by the DoD to uniformed service personnel, DoD civilian employees, and eligible contractors. For more information, visit: <http://www.cac.mil/common-access-card/getting-your-cac/>
- **Personal Identify Verification (PIV) card:** a credit card-sized smart card issued by the U.S. Federal Government in accordance with Homeland Security Presidential Directive 12 (HSPD-12) requirements for a common identification standard for all Federal employees and contractors. For more information, visit: <http://fedidcard.gov/credget.aspx>
- **Public Key Infrastructure (PKI) certificate:** As an alternative to a Government-issued card, you may also obtain a hardware-based certificate, which you insert into your computer (e.g. a USB key). For more information, visit: <http://iase.disa.mil/pki/eca>

WHAT IS A CAGE CODE AND HOW DO I GET ONE?

Most suppliers can get a Contractor and Government Entity (CAGE) code, which is made up of 5 letters and/or numbers, automatically when registering in SAM.gov. You can search for your CAGE (or request or update it) at: <https://cage.dla.mil/>

WHAT IS SAM.GOV?

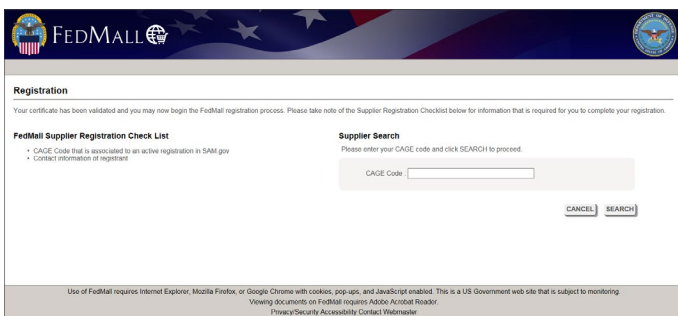
Registering in the System for Award Management (SAM.gov) is a prerequisite for participating in FedMall. In most cases, your CAGE code will also get assigned when registering in SAM.gov. Visit <https://www.sam.gov/> and click on “Help” for more information.

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Steps to register (continued)

If this is your first time accessing the Supplier Portal, you will be prompted to register. Click the “Register” button to begin.

Enter your CAGE code and click the “Search” button. Your CAGE code is a combination of five letters and numbers, and is listed in your SAM.gov record.

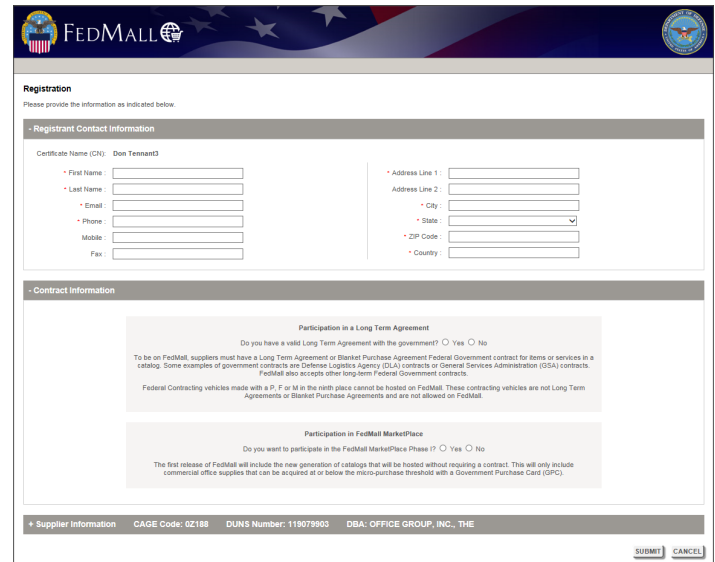


FedMall will search SAM.gov for your registration. If you have a problem, check the following:

- Make sure that you can find your record in SAM.gov; if it’s a new registration, make sure that you have completed all registration steps and received your confirmation email that the record has passed all validations.
- Your SAM.gov registration must be “active”—you must have completed your registration or an update to your registration within the last year.
- You must not have an active exclusion (debarment) against your supplier entity.

FedMall will display the information from your SAM.gov registration. Verify that it’s accurate, and click “Next” to continue.

Supply your contact information under “Registrant Contact Information.” (Note: If other individuals will be accessing FedMall on behalf of your organization, they will complete their own information here; this should be your own contact information.)



You have two options for participating in FedMall:

- If you have an existing Long Term Agreement (LTA) or Blanket Purchase Agreement (BPA) for items or services in a catalog, you can provide it here.
- Alternatively, if you are a supplier of office supplies and have the NAICS code 453210 in your SAM.gov registration, you have the option of participating in the new FedMall Marketplace. The Marketplace requires no contract, and lets you quickly get up and running selling commercial office supplies up to the micro-purchase threshold to Government Purchase Card (GPC) holders.



See below for more information about adding contracts and specifying order routing configuration, especially if you will receive purchase orders via EDI or cXML.

Once you submit your registration, wait ten minutes for your application to be processed. Then return to the Supplier Portal and you will be able to proceed directly to the registered user home page.

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Providing Contract Information

Unless you are going to participate in FedMall only via the FedMall MarketPlace (i.e. to sell office supplies without a long term agreement with the Government), then you will need to provide information about the contract you have with the Federal Government.

Within FedMall, each catalog of items is directly linked to a specific contract. Thus, a given supplier may have several catalogs, if the supplier has more than one applicable Federal contract for items or services.

Valid Types of Contracts

To be on FedMall, suppliers must have a Long Term Agreement (LTA) or Blanket Purchase Agreement (BPA) Federal Government contract for items or services in a catalog. Some examples of Government contracts include:

- Defense Logistics Agency (DLA) contracts
- General Services Administration (GSA) contracts.

FedMall also accepts other long-term Federal Government contracts.

Regardless of the type of contract, all contracts added to FedMall must exist in the Electronic Data Access (EDA) database.

Invalid Types of Contracts

Federal Contracting vehicles made with a “P”, “F”, or “M” in the ninth (9th) position cannot be hosted on FedMall. These contracting vehicles are not Long Term Agreements or Blanket Purchase Agreements and are not allowed on FedMall.

Selecting an Existing Contract

FedMall does not automatically retrieve contract data from external sources. However, if you have existing contracts that have been previously added by an authorized user (i.e. either another representative of your Supplier entity, or directly by the FedMall program office), then you will see existing contracts listed during the

registration process. Requesting access to use those contracts (i.e. manage those catalogs) is as simple as checking the applicable checkbox.



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.

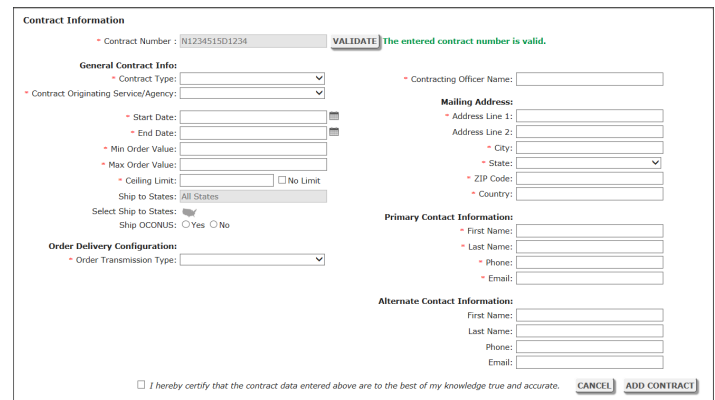
<input type="checkbox"/> W62P4E15D1241	STEPHENS OFFICE SUPPLY	View Details
<input type="checkbox"/> M0203015D1242	STEPHENS OFFICE SUPPLY	View Details
<input type="checkbox"/> N123456	STEPHENS OFFICE SUPPLY	View Details
<input type="checkbox"/> N0024415D1234	STEPHENS OFFICE SUPPLY	View Details
<input type="checkbox"/> N0060415D1241	STEPHENS OFFICE SUPPLY	View Details

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

Select the contract(s) you will administer **ADD CONTRACT**

Adding a New Contract

Before adding a new contract, you must provide the base contract number (i.e. not any delivery order number, etc.). The base contract number must contain only letters and numbers, and may not be more than 19 characters long. If the base contract number is found to be valid (i.e. if it exists as a valid contract in Electronic Document Access), then the remaining fields may be entered. Otherwise, contact your Contracting Officer to confirm the contract has been entered into EDA.



Contract Information

* Contract Number: N1234515D1234 **VALIDATE** The entered contract number is valid.

General Contract Info:

* Contract Type:

* Contract Originating Service/Agency:

* Start Date:

* End Date:

* Min Order Value:

* Max Order Value:

* Ceiling Limit: No Limit

Ship to States:

Select Ship to States: Yes No

Order Delivery Configuration:

* Order Transmission Type:

* Contracting Officer Name:

Mailing Address:

* Address Line 1:

Address Line 2:

* City:

* State:

* ZIP Code:

* Country:

Primary Contact Information:

* First Name:

* Last Name:

* Phone:

* Email:

Alternate Contact Information:

First Name:

Last Name:

Phone:

Email:

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

Required fields are indicated with a red asterisk (*). See the next section for details regarding order routing configuration.

You must assert to the accuracy of the contract data. Failure to provide accurate contract data is cause for removal from FedMall.

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Configuring Order Routing

What is Order Routing?

When a customer purchases items from your catalog in FedMall, an order will be generated based on the payment method. If the items is paid for via MILSTRIP, you will receive a 511R in the same way you do today. On the other hand, if the order is placed with a Government Purchase Card (GPC, i.e. a Government credit card), then a purchase order will be generated.

All purchase orders will be made available via the Supplier Portal, where you can view, acknowledge, reject, and provide shipment tracking for these orders. To receive the payment information for these orders, however, you will also want to receive the order via one of the three delivery options available. These order routing options are established for each contract, so if you have different needs for different contracts, you have that flexibility.

Order Routing Options

FedMall offers three order routing options:

- Secure Email
- EDI 850
- cXML

The easiest and quickest to configure is secure email, which can typically be set up the same day. This is also the most common delivery method for small-to-medium suppliers. Larger suppliers may wish to leverage direct system integration using EDI or cXML. Because significantly more coordination and configuration is required for these transmission methods, you will want to budget several days or weeks to complete the process, and to engage FedMall's helpful Supplier Account Managers (SAMs) for assistance in getting you up and running, before uploading your catalog items.

Need Assistance?

Contact a Supplier Account Manager via email (Fedmall.vendors@dla.mil) for help with the correct configuration of these settings.

What Information Do I Need?

SECURE EMAIL

- PGP certificate. This is the plain text public key, including the “---BEGIN---” and “---END---” lines.
- Email addresses. You can specify TO, CC, and BCC recipients. Separate more than one email address with a comma or whitespace, e.g. [email1@example.com, email2@example.com].
- The “Test Certificate” function will verify email receipt and decryption works.

EDI 850

- ISA Receive ID Qualifier. Select one of the following:
 - 01: DUNS number (9 numbers)
 - 14: DUNS plus (four-character) suffix
 - ZZ: Mutually defined (as agreed between FedMall and the supplier)
 - 10: DODAAC (Department of Defense Activity Address Code, 6 letters and/or numbers)
- ISA Receiver ID corresponds to the qualifier selected, e.g. if the qualifier is 01 (DUNS number), the Receiver ID would be the 9-digit DUNS.
- GS App Receiver Code

CXML

- Transfer Method. Select from HTTPS, SFTP, or Value Added Network (VAN).
 - If you select VAN, you'll be prompted to select either Thalerus or Traxian.
 - Otherwise, you will manually specify the Transfer URL and the HTTP Security Type (either HTTP Basic Authentication or WS-Security)
 - Basic Authentication requires a username and password. WS-Security requires an X509 certificate with an optional username and password.
- Receiver ID Domain
- Receiver ID

Tip: When using EDI or cXML, obtain SAM confirmation before uploading your first catalog.