

Supplier Registration Quick Start Guide

by

PARTNET

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1. What is FedMall? What is 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 through PIEE. The Supplier Portal is a dedicated website to allow management of catalog items and contract information, and the ability to view purchase orders. The Supplier Portal is available at <https://www.suppliers.fedmall.mil>.

2. 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>
- **External Certification Authorities (ECA) – DoD Cyber Exchange:** The DoD has established the External Certification Authority (ECA) Program to support the issuance of DoD-approved certificates to industry partners and other external entities and organizations. For more information, visit: <https://public.cyber.mil/eca/>

3. 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 five 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/>

4. What is SAM.gov?

Registering in the System for Aware 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.

5. Registering as a FedMall Supplier

5.1 Before you begin

It is imperative that the FedMall Vendors that do not currently have a PIEE account associated with a Contractor Administrator (CAM) designated, follow the procedures ['here'](#) to ensure that you are able to immediately access PIEE and FedMall after the transition.

New PIEE and FedMall users will follow the PIEE registration and approval processes. Contractor Administrator (CAM) approvals and activation will be required to gain access to FedMall.

Please note the following:

- Vendors using User ID to access PIEE today will have to update their Authentication Method in PIEE to be able to access the FedMall Portal.
- Users must Login to PIEE using their CAC / PIV / ECA to access FedMall.
- Users with existing PIEE accounts will have the FedMall Role added to their existing Roles.
- Existing FedMall User Information to include user profile information, company and contract information, catalogs, and order details will be maintained and available in FedMall.
- Vendors needing to add a CAGE to their FedMall profile will add the CAGE first in PIEE as a new role and then select the CAGE on the FedMall landing page for management.
- The existing FedMall landing page will continue to be available, but the 'Sign In / Register' link has been updated to 'PIEE Single Sign On' and will redirect you to PIEE to log in. However, FedMall announcements and quick start guides will continue to be maintained on the prior FedMall landing page.
- New FedMall SSO migration and registration guides are available for reference on the FedMall landing page.

Before you start, be sure that you have each of the following (if you do not or are not sure, see the above sections):

- 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.

5.2 Steps to register

- Visit the Supplier Portal at <https://www.suppliers.fedmall.mil>.
- You will be brought to the Supplier Portal Landing page. From here, you will have to register through the Procurement Integrated Enterprise Environment application (PIEE).
- Click “Enter Supplier Portal (via PIEE Single Sign On)”.



Enter Supplier Portal Button

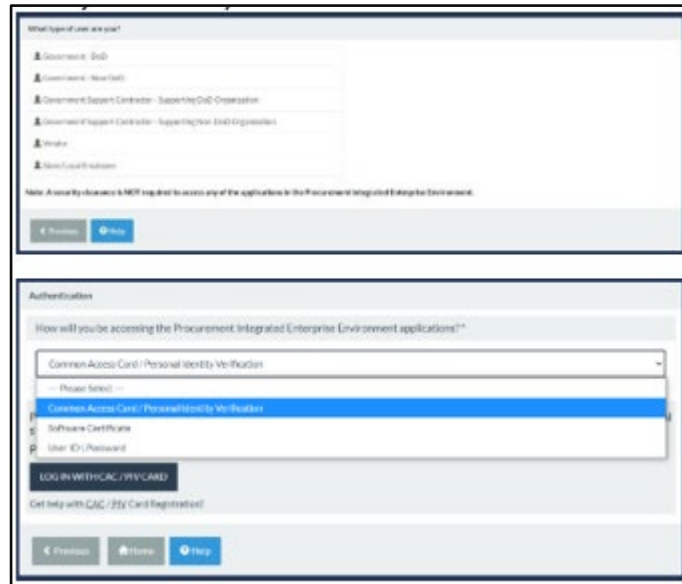
- You will be brought to the PIEE Landing Page.



Register Button

- Click the “Register” button in the top right-hand corner.

- Read and accept the Privacy Act Statement.
- When prompted to choose a User Role, you will select “Vendor” to access Supplier Portal. After such you can select your Authentication type (Software Certification or CAC Card – Do not select User ID/Password).



User Role/Authentication Selection

- Fill out all applicable fields on the following required forms: Profile, Roles, and Justification.

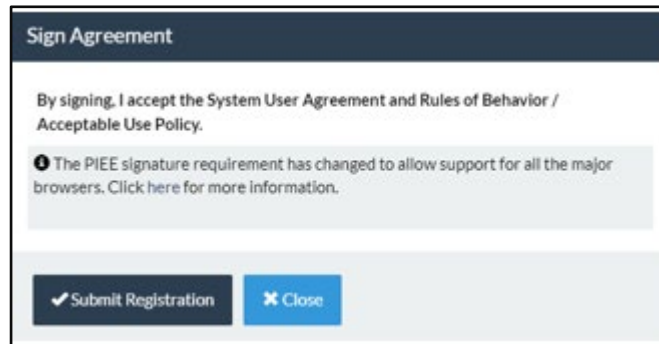
If desired, fill out the following optional field: Supervisor/Company.

- On the Roles page, there will be a dropdown with all the modules the user can request access to. The user should select FedMall. After selecting the FedMall application, any FedMall role the user has permission to add to their profile will display. NOTE: An active and corresponding Contract Administrator must be active for each CAGE to register.



Roles Page

- Provide Justification and review all information filled out in the registration fields. If all the information is correct, click “Signature”.



Sign Agreement

- Once the agreement is signed, the user will receive a success message. The user will require CAM activation after the Registration is submitted.
- After Registration is approved, sign in to PIEE and select the Supplier Portal icon. Clicking the FedMall Supplier Portal icon will bring you to the Supplier Portal website.

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



Supplier Portal Registration

Choose your CAGE code from the dropdown menu 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 is a first-time 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 is 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.)

The screenshot shows a web form titled "Registrant Contact Information". The form contains several input fields: "Name", "Title", "Address Street", "City", "State" (a dropdown menu), "Zip", "Phone", and "Email". There is a "Next" button at the bottom right of the form.

Registrant 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 with a valid SAM.gov registration and sell items that are not services, you have the option of participating in FedMall MarketPlace. The MarketPlace requires no contract, and lets you quickly get up and running selling items 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.

6. Providing Contract Information

Unless you are going to participate in FedMall only via the FedMall MarketPlace (i.e 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 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.

6.1 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.

6.2 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.

6.3 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.

6.4 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.

Add a 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.

7. Configuring Order Routing

7.1 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 are 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.

When Suppliers (Users) register through the Supplier Portal, they must enter their Order Delivery Configuration.

For a DCSO Contract (starts with 'SP47W1*'), the Order Transmission Type will be automatically set to 850via511R in the Supplier Portal.

The screenshot shows a form titled "Order Delivery Configuration". At the top, there is a red note: "Order Transmission Type - DLA IDIQ Contracts default to EDI Order Transmission via DIBBS. If you want to add a VAN please select checkbox and provide required VAN information". Below this is a dropdown menu for "Order Transmission Type" which is currently set to "850via511R".

Order Delivery Configuration

The Suppliers (Users) have an optional feature to enter VAN information for a DCSO Contract.

This screenshot shows the "Order Delivery Configuration" form with the "VAN Information" section expanded. The "Order Transmission Type" dropdown is still set to "850via511R". The expanded section includes several input fields: "EDI Receiver ED Qualifier" (set to "12 - Phone"), "EDI Receiver ED" (set to "1234567890"), "EDI Receiver Code" (set to "4321"), "EDI Vendor ID Contact" (set to "Test Provider"), and "EDI Receiver ED" (set to "Test Provider").

Order Delivery Configuration (VAN)

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 unique needs for different contracts, you have that flexibility.

7.2 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 are 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 Manager (SAMs) for assistance in getting you up and running, before uploading your catalog items.

7.3 Need Assistance?

Contact dlacontactcenter@dla.mil 877-DLA-CALL to create a service ticket.

7.4 What Information Do I Need?

7.4.1 Secure Email

The Supplier Portal provides an option to use ECA or PGP certificate for Email Order Delivery Configuration. If assistance is needed, please reach out to the company you purchased ECA/PGP certificate from.

- ECA/PGP certificate. This is the plain text public key, including “-----BEGIN-----” and “-----END-----” lines. Refer to Web Based Training Videos for more details.
- 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.

The screenshot shows the 'Email Order Delivery Configuration' form. It is divided into two main sections: 'Order Delivery Configuration' and 'Certificate Configuration'.
 1. 'Order Delivery Configuration' includes fields for 'Order Transmission Type' (set to 'Secure Email'), 'Order Delivery Email (Primary)', 'Order Delivery Email (CC)', and 'Order Delivery Email (BCC)'.
 2. 'Certificate Configuration' includes a dropdown for 'Certificate Type' (set to 'PGP - Public Key/Private Certificate') and a text area for the certificate content.
 3. A 'Test Certificate' button is located at the bottom left.
 4. A red box on the right contains a list of instructions: '1. Select Update Contract/MSI Contract Data Order Delivery Configuration', '2. Enter or add Email Address to Test and receive attached Order Shirts', '3. Set your Primary Certificate which will be used for user order email communication process', '4. Select ECA Option from Certificate Type dropdown', and '5. Check on Certificate from vendor Certificate'.
 5. A blue information icon is at the bottom right.

Email Order Delivery Configuration

7.4.2 EDI 850

- ISA Receive ID Qualifier. Select one of the following:
 - 10: DEPARTMENT OF DEFENSE (DOD) ACTIVITY ADDRESS CODE
 - 12: Phone
 - ZZ: Mutually defined (as agreed between FedMall and the supplier)
- ISA Receiver ID corresponds to the qualifier selected, (e.g., if the qualifier is 10: DEPARTMENT OF DEFENSE (DOD) ACTIVITY ADDRESS CODE), the Receiver ID would be the six-character alpha-numeric code.
- GS App Receiver Code

7.4.3 cXML

- Receiver ID Domain
- Receiver ID
- Shared Secret
- Transfer Method – select *HTTPS*
 - Optional: Checkbox for Basic Authentication. If selected, requires a username and password.
 - WS-Security requires a valid X509 certificate.

When using EDI or cXML, obtain SAM confirmation via a service ticket by calling or emailing the DLA Customer Interaction Center 1-877-352-2255 (1-877-DLA-CALL) or email: dlacontactcenter@dla.mil. They will create a service ticket for you as needed.