

## What is FedMall? How do I access it?

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 customer, you will access FedMall by visiting:

<https://www.fedmall.mil>

## Logging on to FedMall as a shopper

### Before you begin

This guide assumes that you have already completed FedMall registration. If you have not already completed those steps, please review the Customer Registration Quick Start Guide.

### Steps to log on

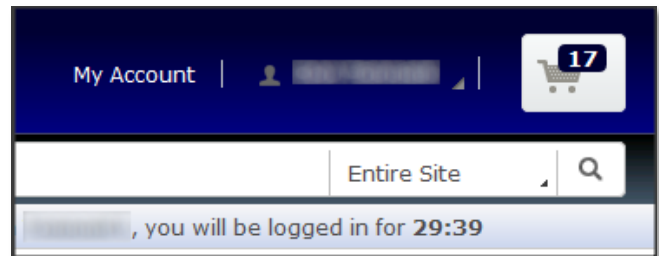
- Visit FedMall at <https://www.fedmall.mil>.



- Click the “Login” button.
- Read and accept the standard notice and consent.
- Select your certificate and enter your pin, if prompted. *(Note: Information about certificates is provided in the Customer Registration Quick Start Guide.)*
- As a registered user, you will be automatically directed to the FedMall home page and can begin shopping.

## How shopping carts work in FedMall

When you first access FedMall, you will have exactly one shopping cart, known as your “current cart” or “current order.” You can always access your current cart from the shopping cart icon in the upper right corner of every page.



If you wish, you can work with multiple shopping carts simultaneously. As you build up each shopping cart, the items in that cart will stay there until you are ready to check out; when you check out, your order will always reflect the latest prices.

Just like you can only push one physical shopping cart in a department store at a time, as you are shopping in FedMall the items you add to your cart will be placed in your current cart. However, you can switch between carts whenever you like from My Account -> Saved Orders. The current cart will have a gold star next to it. To make another cart the current cart, use the Actions menu and select “Set as current order.”

Saved Orders				
Order Number	Name	Last Updated	Total	Actions
★ 66041 (Current order)	This is a great order	May 1, 2017	\$ 258.05	[Settings]
☆ 66040	Another Saved Order	Apr 28, 2017	\$ 172.90	[Settings]
☆ 54084	This is a great order	Apr 27, 2017	\$ 31,993.13	[Settings]
☆ 54083	Another Saved Order	Mar 23, 2017	\$ 172.90	[Settings]

By clicking on an order that is not the current order, you can manually add items, rename the cart, or even set it as the current order and check out.

## Frequently Purchased Items Lists

You can create one or more frequently purchased items lists to keep track of items that you regularly shop for in FedMall, and you can even share these lists with others.

You can access your frequently purchased items from My Account -> Frequently Purchased Items:

Name	Items	Last Updated	Created By	Type	Actions
My Reqs List #1	4	May 5, 2016		Shared	
This is a third list of frequently purchased items	1	April 27, 2016		Private	
My second requisition list	5	April 26, 2016		Private	

LISTS 1 - 3 of 3

### Frequently purchased items or saved cart?

Frequently purchase items lists are different from saved shopping carts:

- Whereas saved orders may be thought of as being akin to physical shopping carts, a frequently purchased items list is more like a shopping list.
- When you are ready to check out using a saved cart, the saved cart becomes the current cart, the order is placed, and that order is now part of your order history. The saved cart no longer exists (just like you do not bring the physical shopping cart home with you when you are done at the department store).
- By contrast, when you are ready to use a frequently purchased items list, the items on the list are added into your current order (the shopping cart in the upper right of each page), but the list itself remains available to future use. So, you can add items from a list to the current cart at any time without destroying the list.
- When you are creating a saved cart, the goal is to eventually check out with that entire cart.

### 889 Compliance

GSA and NSN items do not have an 889 Compliance flag. All other items will be flagged with Green (889 Compliant) or Red (Non 889 Compliant). When attempting to purchase an 889 non-compliant item, the user is prompted with a pop-up:

You have items in your cart from a Supplier has represented in SAM.gov that it either "does provide" or "does use" covered telecommunications equipment or services as defined in FAR 4.2101.

For DoD GPC Cardholders, prior to proceeding you must either:

- Remove the item(s) or "Cancel" the order and find an alternate merchant offering the item at a comparable price that represents it "does not provide" and "does not use" covered telecommunications equipment or services (i.e., an 889 fully compliant merchant), or
- Review Supplier's 889 representation, and only after determining that an approved waiver or exception applies (See FAR 4.21), "Acknowledge" you are aware the merchant is not 889 fully compliant to proceed with the order. You may view the merchant representations directly in SAM or use the RPA capability (Section 889 Request Bot User Training available at <https://dodprocurementtoolbox.com/site-pages/section-889-request>). Direct questions related to approved 889 exceptions and waivers to your GPC Agency/Organization Program Coordinator or supporting contracting office, or
- If the order cannot be made following steps 1 and 2, "Cancel" the order and direct the requiring office to send the requirement to its supporting contracting office for action.

For non-DoD shoppers:

Follow your Agency 889 compliance or related company procedures.



Figure 1 889 non-compliant

Figure 2 889 compliant

### Compliance on Shopping Cart and Orders

The screenshot shows a shopping cart with three items. Each item row includes a 'Shipping included' section with fields for Mfr. Part #, Item ID, Supplier Name, and Description. To the right of each item, there is a 'Quantity Ordered', 'Unit Price', and 'Line Total' column. A compliance flag is visible next to each item: a red '889' flag for the first item and a green '889' flag for the second item. Below the items, there are sections for 'Supplier Name', 'Contract Number', 'Contract Minimum Order Dollar Value', and 'Contract Maximum Order Dollar Value'. At the bottom, there is a 'Source of Supply' section.

## QUICK START GUIDE: SHOPPING CARTS AND ORDERS

The above image displays how the item is seen in the Shopping Cart. Whether a Commercial Item is from a Compliant CAGE or non-Compliant CAGE. Also, how it does not display for NSN items.

The image below displays how items shall look upon placing the Order.

The screenshot shows a shopping cart with three items. Each item has a 'Quantity Ordered' field, a 'Unit Price' field, a 'Shipping' field, and a 'Line Total' field. The items are:

- Item 1:** Document Number: [redacted], Mfr. Part #: [redacted], Item ID: [redacted], Supplier Name: [redacted], Description: [redacted], Tan 499, Ship OCONUS: Y, Ship to State(s): All US States. Price: CC \$89, Days ARO: 7.
- Item 2:** Document Number: [redacted], Mfr. Part #: [redacted], Item ID: [redacted], Supplier Name: [redacted], Description: [redacted], Ship OCONUS: Y, Ship to State(s): All US States. Price: CC \$89, Days ARO: 5.
- Item 3:** Document Number: [redacted], NSN #: [redacted], Source of Supply: [redacted], Ship OCONUS: Y, Ship to State(s): [redacted]. Price: CC MIL, Days ARO: [redacted].

At the bottom of the cart, there are buttons for 'Return to Cart', 'Save Order', and 'Review Order'.

Below is an image that displays how the Order History would display after completing a purchase with these items.

The screenshot shows the Order History page with a table of completed orders. The table has columns for 'Status', 'Qty', 'Each', 'Shipping', and 'Subtotal'. The orders are:

Order Information	Status	Qty	Each	Shipping	Subtotal
Document Number: [redacted] Mfr. Part #: [redacted] Item ID: [redacted] Supplier Name: [redacted] Description: [redacted] CC \$89	Completed	[redacted]	[redacted]	[redacted]	[redacted]
Document Number: [redacted] Mfr. Part #: [redacted] Item ID: [redacted] Supplier Name: [redacted] Description: [redacted] CC \$89	Completed	[redacted]	[redacted]	[redacted]	[redacted]
Document Number: [redacted] NSN #: [redacted] Source of Supply: [redacted] Ship OCONUS: Y Ship to State(s): [redacted]	Completed	[redacted]	[redacted]	[redacted]	[redacted]

At the bottom of the page, there are buttons for 'Back', 'Download', 'Download', 'Print', 'Refresh', and 'Clear'.