



QUICK START GUIDE: SUPPLIER REGISTRATION

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>.

Registering as a FedMall Supplier

Before you begin

Before you start, be sure that you have each of the following (if you do not or are not 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/>.
- 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)".



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/>

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/>

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.

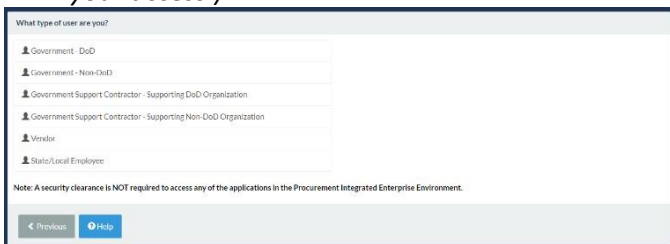
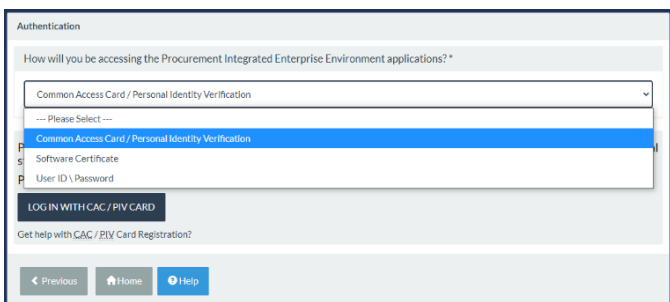
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Steps to register (continued)

- You will be brought to the PEE Landing Page.
- 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). *(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.)*

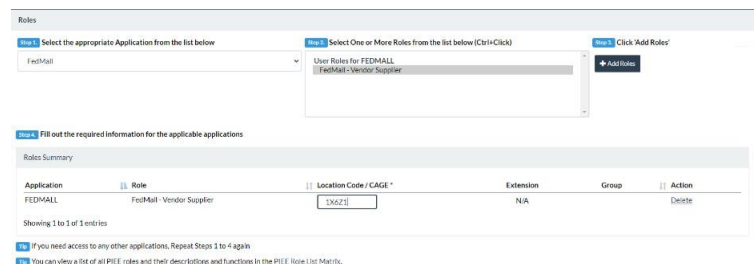



- Fill out all applicable fields on the following required forms: Profile, Roles, and Justification.

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

Steps to register (continued)

- 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.



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

Sign Agreement

By signing, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

i The PEE signature requirement has changed to allow support for all the major browsers. Click here for more information.

 Submit Registration

 Close

- 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 PEE and select the Supplier Portal icon. Clicking the FedMall Supplier Portal Icon will bring you to the Supplier Portal website.



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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.



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.)

All mandatory fields are marked with a red asterisk (*) and must be completed for a successful registration. All grayed fields are non-editable and provided by FIFE. These fields can be added in your FIFE account.

Certificate Name (CIN) [Redacted]

* First Name [Redacted] * Last Name [Redacted]

* Email [Redacted] * Phone [Redacted]

Address Input

* Street Address (Line 1) [Redacted]

Address Line 2 [Redacted]

* City Name [Redacted] * State [Redacted]

* Zip Code [Redacted] * Country [Redacted]

* Valid State [Redacted]

Number [Redacted] ZIP+4 [Redacted]

First Last

Next Save & Continue

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.

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 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.

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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.

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

Contract Number

General Contract Information

* Contract Type * Contracting Officer Name

* Contract Originating Service/Agency **Mailing Address**

* NAICS Code * Mailing Address Line 1

* Start Date * Mailing Address Line 2

* End Date * City

* Min Order Value * State

* Max Order Value * Zip Code

* Calling Unit ☐ No Line * Country

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.

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 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.

Order Delivery Configuration

* 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

850via511R



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

Order Delivery Configuration

* 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

850via511R

☒ VAN Information

* ISA Receiver ID Qualifier: 12 - Phone
* ISA Receiver ID: 1234567890

* GS App Receiver Code: 4321
* Van Provider: Test Provider

* EDI Point Of Contact: Test EDI Contact

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.

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 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

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.

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

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.

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