



# FedMALL Guidance

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- The following slides provide a brief overview of the FedMall Website process and assisting GSA vendors in uploading catalogues for proper registration on FedMall.
- Additional Instructions can be found on ON-AM-17-04 (published on eCAT)

<http://www.dla.mil/Info/FedMall/>

The screenshot shows a web browser window with the URL <http://www.dla.mil/Info/FedMall/>. The browser tabs include "FedMall Updates", "Comprehensive Human Resou...", and "Citrix XenApp - Applications". The website header features the DLA logo and the tagline "DEFENSE LOGISTICS AGENCY THE RIGHT SOLUTION - ON TIME, EVERY TIME". A search bar is present with the text "Search Defense Logistics Agency". The navigation menu includes "HOME", "WHAT DLA OFFERS", "DOING BUSINESS WITH DLA", "ABOUT DLA", and "CAREERS". A left sidebar contains links for "DLA At A Glance", "What DLA Offers", "Doing Business With DLA", "About DLA", "Leaders", and "News". The main content area features the "FEDMALL" logo with a globe and shopping cart icon. Below the logo is the section "FEDMALL CURRENT INFORMATION AND NEXT EVENTS". The text in this section states: "Federal Mall (FedMall) is launching this summer and replacing Department of Defense Electronic Mall (DOD EMALL). Streamlined to provide users with a state-of-the-art online shopping – and selling– experience, FedMall has the ease of a commercial site while being catered to the acquisition needs of the government. FedMall will be fully deployed and ready for ordering in June. All purchases made in DOD EMALL prior to FedMall's activation will follow normal purchase cycle until products have arrived at their destined locations." It also includes the announcement: "\*\*\*Registration is OPEN\*\*\* During the soft go-live phase, all current DOD EMALL customers and new users need to register at the new site and vendors will begin uploading their catalogs. Actual ordering will still take place in DOD EMALL during soft go-live." Below this are links for "Customer Registration Information" and "Soft Go-Live Registration Steps". The section "SUPPLIERS REQUIREMENTS AND PROCEDURES" is also visible at the bottom of the page.

**FEDMALL replaced DoDEMALL on June 20, 2017**

# Manual Process - 4 steps\*

- 1. *Supplier/Contractor requests GSA CO assistance to have contract loaded in DoD owned Electronic Document Access (EDA)***
- 1. *GSA CO provides Supplier Package Information, to Common Acquisition Platform Point of Contact (CAP POC)***
- 1. *CAP POC uploads the Supplier Package Information to DoD EDA.***
- 1. *VENDOR must be registered in FEDMALL first, and then migrate his/her own information from DoD EDA to DoD FEDMALL***

# Breaking it down - Step 1

## **CS/CO gets Vendor Request and:**

- Verifies awarded DUNS# on vendor contract.
- Matches DUNS # on **SAM.gov** to get the Commercial and Government Entity (**CAGE**) Code
- Emails the GSA' CAP POC w/EDA load request

# Breaking it Down - Step 2

## ***CS/CO emails Supplier Package to CAP POC***

**Email subject: EDA Load Request for GSA Contract (#).**

1. Contractor Name & Address
2. Contract number
3. Issue (DoD) AAC\*
4. Admin (DoD) AAC
5. Pay (DoD) AAC
6. Signature Date:
7. Effective Date through End Date:
8. DUNS Number
9. CAGE Code
10. Number of line items in catalog approved for initial hosting

# Breaking it Down - Step 2 Cont'd

## ***CS/CO emails Supplier Package to CAP POC***

GSA CO Email to John Burke (CAP) should also include the following:

- Signed 1449
- 2 most recent modifications
- Most recent modification that included a price list
- The most recent GSA Price List

# Breaking it Down - Step 3

## ***CAP POC uploads the Supplier Package***

- CAP POC uploads the Supplier Package information provided by CO into EDA.
- CAP POC advises CO the estimated time for upload and requests further information if Supplier Package Information is incomplete.

# Breaking it Down -STEP 4

## What Vendors Need to Register

FEDMAll Registration is required **before** any catalog information may be uploaded onto FEDMALL.

- A valid authentication certificate, such as a CAC card, PIV card, or a soft certificate available to your web browser
- A valid [CAGE code](#)
- An active [SAM](#) registration
- The contract number and related contract information

[FedMall Vendor Registration Info.](#)

**Actual Registration:** [Supplier Portal](#)



# Clearing It Up: **What did they say?**

- GSA CS/CO's **do not** have access to EDA. (DoD CO's DO have access)
- Vendors **do not** need a “DoDAAC” from GSA
- DLA **should NOT** require GSA CO Warrants for Supplier upload/view in FedMall

**DoD owns the database which houses AACs for ALL agencies.** DoD agencies are simply familiar with the term DoDAAC and civilian agencies are more familiar with the term AAC.

# Explaining Activity Address Codes (AACs) - 6 digit codes

## **FAR 4.605(e)**

1. Use the Activity Address Code (AAC), as defined in [FAR 2.101](#),\* assigned to the issuing contracting office as the contracting office code, [ISSUE AAC] [GSA AAC Buyer Codes](#) and
1. Use the AAC assigned to the program/funding office providing the predominance of funding for the contract action as the program/funding office code. [PAY AAC]

All agencies are required to enter an awarding and funding office in FPDS per [FAR 4.603](#).

***For info on AACs: <https://insite.gsa.gov/portal/content/677366>***

# DO's and DONT's

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- DO email Contractor to advise that their request has been submitted and all requests are processed in order of receipt.
- If further information required by CAP POC, DO follow up with the contractor to obtain.
- DO let vendors and customers know that GSAAdvantage! is always available for orders
- DO NOT guarantee a timeframe/result as this involves a DLA owned-system.

# Additional Guidance

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- For a list of AACs for your contracting office, please see: [AAC Listings for GSA](#)
- GSA is not responsible for any lost sales revenue due to establishment of catalog postings in FEDMALL.
- Advance planning is the best practice. GSA CS/CO should handle request and process as part of their normal External Customer Service and Contract Administration Post-Award Duties.
- If additional support or help is required, please contact your Supervisor or Center Director for assistance.