Agenda

• Agency/Organization Program Coordinator (A/OPC) Roles
• Benefits of FedMall
• FedMall Components
• FedMall MarketPlace
• FedMall Commerce Registration
• Contracting Office Activity Address Code
• FedMall Requisitioning
A/OPC Roles

- The A/OPC plays a critical role in your agency’s/organization’s purchase program and have responsibility for both administrative functions relating to the program and oversight of the purchase account holders
- The A/OPC works with the account holders, the bank, and other key stakeholders to ensure that all purchase accounts are effectively managed
- The A/OPC ensures that the account holders are notified and take action to update FedMall with new card details
- The A/OPC submits FedMall tickets to ensure former user’s accounts are deactivated when required
Benefits of FedMall

• Provides access to over 30 million products
• Ability to find and acquire goods from commercial and government sources for Federal, State, and Local Governments as well as other authorized buyers
• Enables large and small businesses to supply their products 24/7 to multiple Services/Agencies across the globe via a web-based environment
• Market-driven competition, with dynamic pricing and flexible contract arrangements
Benefits of FedMall cont.

- Safe shopping experience with pre-qualified Suppliers
- Validates Supplier registration and status in SAM.gov
- Streamlined business processes, including automated approvals and data validations
- Variety of shipping options, specified by Suppliers and selected by Buyers
FedMall Components

- Buyers and shoppers access the Commerce storefront to register, search catalogs and place orders.
- Suppliers have their own dedicated access to register, manage catalogs and manage purchase orders via the Supplier Portal.
- DLA Supplier Account Managers oversee data quality from a dedicated Master Data Management console.
FedMall MarketPlace

- Allows Supplier to upload their catalog and sell their items to the Government without a contract
- Current buying on the MarketPlace requires:
  - Use of Government Purchase Cards or other authorized credit cards for all transactions
  - Allows purchases under the micro-purchase threshold only
- Empowers the Supplier to modify their prices anytime
- Enables shipping options specified by the Supplier and selected by customer
FedMall MarketPlace cont.

- Roll out in phases
  - Phase I Implemented: Office Supplies NAICS Code 453210
  - Subsequent phases will expand the product range
- Strategically sourced business agreements and MarketPlace items will be visible to Purchase Card holders in the Search Results
FedMall Customer Registration

- Everyone who uses FedMall to browse, search, select, and/or buy items is known as a customer
- When you first register as a customer, you will be able to shop for items (shopper) and pay for them using a Government Purchase Card
- Additional permissions may be requested (e.g. to pay for items via MILSTRIP), or send your shopping cart to those with purchase authority
- Once you submit your registration, you will automatically be approved as a FedMall customer and be ready to shop
FedMall Registration Steps

• Steps to register
  – FedMall Commerce URL:  https://www.fedmall.mil
  – Quick Start Guides and Self Help Documents posted on FedMall Commerce landing page
  – Must register with authentication certificate; a CAC card, PIV card, or a soft certificate
  – Select your certificate and enter your pin, if prompted
  – Read and accept the standard notice and consent
  – Complete the one-page registration form
FedMall Registration Page

New Account Registration

User Type:
Select the user type that best describes you.

- Federal Government Employee (including National Guard, ROTC programs, and Foreign Nationals).
- I am an employee of the U.S. Federal Government and have an active DOD CAC card or HIN token (Medium Token Assurance certification or Medium hardware Assurance certificates) issued through one of the 3 approved commercial sources for these certificates: IdentTrust, Inc., Operational Research Consultants, Inc., or Symanter Corporation.
- Federal Government Contractor
- I or the organization I am employed by is under contract with the U.S. Government.
- State Government Employee
- I am an employee of a State, City, County, Township, Parish, Borough, Fire District, Tribe etc. Government and intend to use FedMall under a Federal Government program. I have an ECA feed token.

Security

Use of the FedMall requires Internet Explorer 8.0+, Mozilla Firefox 38 or Google Chrome with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to monitoring. Viewing documents on this FedMall requires Adobe Acrobat Reader.

Privacy/Security
Accessibility
Contact Webmaster

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Version 11.3.0
One-Page Registration Form

<table>
<thead>
<tr>
<th>Registration Information:</th>
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<tbody>
<tr>
<td>User Name: *</td>
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<tr>
<td>U.S. Government Employee: *</td>
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<table>
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<td>Duty Station / City: *</td>
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<tr>
<td>State: *</td>
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<tr>
<td>Zip Code: *</td>
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<table>
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<td>Supervisor's Phone: *</td>
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<td>Supervisor's Email: *</td>
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### My Payment Methods Page

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<td>My GPC Mastercard</td>
<td>Government Purchase Card</td>
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Contracting Office Activity Address Code

- When registering a Government Purchase Card (GCP), you will be required to provide your Contracting Office's Activity Address Code (AAC): DoDAAC or FEDAAC
  - It is the first six alpha-numeric characters of all contract numbers awarded by that office (i.e. SPE8EZ-17-V-0001; the AAC would be SPE8EZ)
  - FedMall provides a link to a list of National Guard and U.S. Army contracting office AACs
  - Navy and Air Force AACs are not listed; please contact your Supervisor, A/OPC, or Billing Official for assistance
Adding or Editing Credit Cards

Contracting Office DoDAAC
When registering a GPC, you will be requested to provide your Contracting Office’s DoDAAC. It is the first six alpha-numeric characters of all contract numbers awarded by that office (i.e. SPE18E-17-V-0001; the DoDAAC would be SPE18E). If you do not know the DoDAAC, please reference the list by clicking the link here and searching for your contracting office.

NOTE: The Navy and Air Force DoDAAC’s are not listed; please contact your Supervisor, A/OPC, or Billing Official for assistance.

Credit Card Label: *
Payment Option: *
Credit Card Number: *
Credit Card Type: *
Credit Card Expiration Date: *

First Name: *
Middle Name:
Last Name: *
Email: *
Phone Number: *
### My Permissions Page

#### My Account
- SETTINGS
  - Personal Information
  - Address Book
  - My Permissions
  - Quick Checkout Profile
  - My Payment Methods

#### My Permissions

<table>
<thead>
<tr>
<th>Roles &amp; Access</th>
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<tr>
<td>WSSP Read-Only User</td>
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<td>WSSP User</td>
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<tr>
<td>Change DODAAC List</td>
<td>Request</td>
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<tr>
<td>HMBE Corridor Access</td>
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<tr>
<td>NAVFAC Corridor Access</td>
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#### Payment Methods

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<td>Non-Stand Government Purchase Card Payment</td>
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<tr>
<td>Corporate Credit Card</td>
<td>Request</td>
</tr>
<tr>
<td>State Purchase Card Payment</td>
<td>Request</td>
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</table>
FedMall Requisitioning

- FedMall offers multiple ways to requisition items
- The primary methods to requisition items is through the standard Commerce application which is similar to online shopping as well as Manual Order Entry System (MOES)
  - Both methods source from DLA, GSA and Services managed stock as well as DLA Contracted items
  - Users have the option to procure these items using their Military Standard Requisitioning and Issue Procedures (MILSTRIP) or their Government Purchase Card (GPC)