

FEDMALL ORDERING INSTRUCTIONS

WHAT IS FEDMALL?

- ▶ 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.
- ▶ As a customer, you will access FedMall by visiting: <https://www.fedmall.mil>

REGISTERING AS A FEDMALL CUSTOMER

BEFORE YOU BEGIN

Be sure that you have each of the following:

- A valid authentication certificate, such as a CAC card, PIV card, or a soft certificate available to your web browser
- If you intend to have purchasing authority, the credit card (e.g. Government Purchase Card GPC) information and/or MILSTRIP information.

STEPS TO REGISTER

- ▶ Visit FedMall at <https://www.fedmall.mil>
- ▶ Select your certificate and enter your pin, if prompted. (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.)
- ▶ Read and accept the standard notice and consent.
- ▶ Complete the one-page registration form.

Once you submit your registration, you will automatically be approved as a registered FedMall customer and be ready to shop. You may optionally add payment methods or request additional permissions.

ORDERING DIRECT FROM DARLEY DEFENSE

1

GO TO FEDMALL

Log in to your account using your Common Access Card (CAC), Personal Identify Verification (PIV) card, or an approved DOD PKI External Certificate Authority (ECA) digital certificate.

2

SELECT ADVANCED SEARCH IN THE TOOL BAR

Enter our CAGE Code 15852 and click search to browse the complete Darley Defense catalog on FedMall.

3

REFINE YOUR SEARCH RESULTS

Results can be narrowed by the manufacturer, price range, FSC (Federal Supply Class) Code, or department.

4

PURCHASE WITH GPC OR MILSTRIP

If you need to add a credit card (GPC) to your account, click on "My Account" At the top of the page, and then "My Payment Methods".

If you need to request permission to pay via MILSTRIP go to "My Account" and then click "My Permissions" click the request button next to MILSTRIP Fund Code Payment and follow the provided directions.

Images courtesy of DVIDS

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>

PUBLIC KEY INFRASTRUCTURE (PKI) CERTIFICATE:

- ▶ As an alternative to the physical smart card, you may also obtain a software-based X.509 certificate, which you import a file into your browser's personal certificate store. For more information, visit: <http://iase.disa.mil/pki/eca>

MANAGING MY ACCOUNT

REQUEST ADDITIONAL PERMISSIONS

- ▶ To request additional permissions (eg. to request permission to pay via MILSTRIP), click on "My permissions" and submit the request for the applicable permission following the directions provided

ADDING A CREDIT CARD

- ▶ To add a credit card (eg. Government Purchase Card, GPC) to your user account, click on "My Payment Methods."

VIEW ORDER HISTORY

- ▶ To view order history, use the "Order History" link under *My Account: Orders*, or click the "View all orders" link on the My Account Summary page (under "Recent Order History")

PRODUCT SELECTION

Contract: SP47W1-18-D-0006

Managing Contract Office: DLA Logistics Information Services (DLIS)

Approved Funding: MILSTRIP, GPC

Administrative Fee: 10.00%

Freight: FOB Destination

Scope: Industrial Safety Equipment, Protective Footwear, Miscellaneous Alarm and Signal Systems, Canine Handling Equipment, Surveillance Equipment, Breathing Air Equipment, Inhalator Devices, Respiratory, Emergency Patient Transportation and Immobilization Devices, Firefighting and Rescue Equipment.

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