

## FedMall COVID-19 Contingency Corridor Check List

1. Cage code must be in good standing in SAM.gov
2. Obtain a PKI/ECA smart card
  - a. Public Key Infrastructure (PKI) certificate: As an alternative to a Government-issued card, you may also obtain a hardware-based certificate, which you insert into your computer (e.g. a USB key). For more information, visit: <https://public.cyber.mil/eca/>
3. Select an Order Transmission Type
  - a. The order transmission type is how your company will obtain FedMall orders in a secure method.
  - b. Details on order transmission type can be found in the Quick Start Guide titled "Supplier Registration" which can be found at <https://www.suppliers.fedmall.mil/>
4. Please go to <https://www.suppliers.fedmall.mil/> and print off all the Quick Start Guides.
5. Look over the rules and regulations of MarketPlace
  - a. Under Supplier Portal Announcement on the home page of Portal
  - b. Go to "Revision to MarketPlace Supplier Agreement and LTA Supplier Agreement"
6. Create your catalog. Follow the two guides below found at <https://www.suppliers.fedmall.mil/>
  - a. Supplier QSG-Catalog Template (spreadsheet)
  - b. Supplier QSG-Catalog Template (document)
7. Send your catalog to [fedmallvendors@dla.mil](mailto:fedmallvendors@dla.mil) and we will review and provide feed back on the catalog.
8. Once you obtain the PKI/ECA Card and Order Transmission type then proceed to <https://www.suppliers.fedmall.mil/>
9. Once you have created an account and created a MarketPlace contract number then you must email [fedmallvendors@dla.mil](mailto:fedmallvendors@dla.mil) and provide your MarketPlace contract number.
  - a. This step is critical we have to add your contract number into the special store in order for users to see the items properly
10. DO NOT LOAD YOUR CATALOG UNTIL YOU HEAR BACK FROM FEDMALL VENDOR EMAIL.
11. Once you receive a response from the FedMall vendors email we will give you the green light to load your catalog.
12. Once the catalog is uploaded and accepted by the system then you will be active to receive orders.