



**Department of Defense Electronic Mall
(DOD EMALL)**

**Supplier Informational
Package**

Version 1.2

November 19, 2012

CHANGE LOG

This record shall be maintained throughout the life of the document. Each change and published update shall be recorded.

CHANGE / REVISION RECORD			
Date	Section	Description of Change	Made By:
12/2/2011	N/A	Initial Supplier Informational Package developed	RAB
03/09/2012	2.0	Edited Contracting Officers responsibilities	RAB
03/09/2012	3.5	Edited Contracting Officers responsibilities	RAB
03/09/2012	4.0	Modified Business Rules...Catalog Requirements	RAB
03/09/2012	Appendix C	Edited Contracting Officers responsibilities	RAB
03/09/2012	Supplement 1	Move Business Rules to Supplement 1	RAB
04/6/2012	2.0	Added prohibited contracts	AMH
04-06-2012	2.0	Added Wide Area Work Flow	AMH
10/02/2012	Appendix D	Added	DJG
10/02/2012	Supplement 1	Additional Rules	DJG
10/02/2012	Section 2	Additions	DJG
11/13/2012	All	Incorporated changes/recommendations from the PMO (Sharon H)	Pam M

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1.0 Introduction

Department of Defense Electronic Mall (DOD EMALL) provides the Department of Defense (DoD), Federal, State and local agency customers a world class eCommerce, enterprise wide, web-based solution for one-stop shopping, searching, ordering, and shipping status.

If you have any questions that are not covered in this welcome package, please contact emall.vendors@dla.mil. Include your company name and contract number in the subject line of your email.

2.0 Requirements

To be on DOD EMALL, suppliers must have a Long Term Agreement or Blanket Purchase Agreement Federal Government contract for items or services in a catalog. Some examples of government contracts are Defense Logistics Agency (DLA) contracts or General Services Administration (GSA) contracts. DOD EMALL also accepts other long term Federal Government contracts. If a supplier has another long term Federal Government contract, contact DOD EMALL at emall.vendors@dla.mil and it will be determined whether the contract meets DOD EMALL requirements. If suppliers do not have a government contract, potential suppliers can go to http://www.logisticsinformationservice.dla.mil/emall_contracting.asp for information on DLA contracts, or <https://www.gsaadvantage.gov> for GSA contracts.

Federal Contracting vehicles made with a C, P, F or M in the ninth place cannot be hosted on DOD EMALL. These contracting vehicles are not Long Term agreements or Blanket Purchase Agreements and are not allowed on DOD EMALL.

Catalog prices shall be Freight On Board (FOB) destination only.

All contracts hosted on DOD EMALL must be posted on the DoD Electronic Document Access (EDA) and the Federal Procurement Data System-Next Generation (FPDS-NG) by the supplier's Government Contracting Officer. Contracts that are not posted on EDA and FPDS-NG will not be hosted on DOD EMALL.

Only contracts sponsored by the DOD EMALL Program Management Office or an active DOD EMALL customer will be hosted on DOD EMALL.

Hosting the catalog on DOD EMALL must be approved by the Government Contracting Officer. The approval must include company name, contract number, and the number of items approved for initial hosting. Supplier will provide DOD EMALL an Amendment of Solicitation/Modification of Contract (Standard Form 30) for all subsequent modifications to the Supplier's catalog.

The Contracting Officer must agree to review the initial catalog and subsequent catalog modifications posted on DOD EMALL for content and pricing.

The DOD EMALL program is mandated to comply with all financial and contracting regulations. The following paragraphs outline changes that will affect contracting offices and support our focus to comply and maintain the integrity of the catalog items that are hosted on DOD EMALL.

Suppliers will record DOD EMALL transactions into Wide Area Work Flow (WAWF) when stipulated by their contract. For more information on WAWF please go to <http://www.whs.mil/APO/documents/VendorGuide-WHS.pdf>.

3.0 How to Become a Supplier on DOD EMALL

- 3.1 Complete Appendix A- DOD EMALL Supplier Worksheet in its entirety.
- 3.2 Read and comply with Supplement 1 "Business Rules and Agreements to Sell on DOD EMALL" in its entirety.
- 3.3 Create a catalog in the Microsoft Excel spreadsheet titled "DOD EMALL Catalog Template". Your catalog will be entered on the "Requirements" tab of the spreadsheet. This spreadsheet contains 9 mandatory data elements about each product. Do not change the format of the spreadsheet and do not change the column headers on the spreadsheet. The template contains instructions, a listing of approved unit of issue codes, and the data dictionary that defines each field. Catalog data elements must comply with the requirements listed on the "Instructions" tab, "Data Dictionary" tab, and the "Product Unit of Issue Codes" tab located on the " DOD EMALL Catalog Template " spreadsheet. If the catalog does not comply with requirements, it will be returned for correction.
 - a. Please review the "Reason for Catalog Rejection" tab on the "DOD EMALL Catalog Template" spreadsheet. This tab contains the most common errors submitted that cause catalogs to error when loading.
 - b. You are encouraged to provide more information than the mandatory information, such as pictures in .jpg format and/or National Stock Number (NSN), please enter the data in the appropriate column.

- 3.4 To initially load your supplier catalog, you must provide documentation from the Contracting Officer indicating the catalog being submitted has been approved to be hosted on DOD EMALL. A sample letter can be found in Appendix C- Contracting Officer's approval to host catalog on DOD EMALL.
- 3.5 To make changes as a result of a modification, the supplier must submit a copy of the signed Amendment of Solicitation/Modification of Contract (Standard Form 30) with section changes identified to the Supplier Account Manager (SAM).
- a. Only authorized catalog items will be hosted on the DOD EMALL website.
 - b. DOD EMALL will prohibit the substitution of items ordered. Suppliers are responsible for maintaining their catalogs and reporting changes (e.g. discontinued, updated, or replacement items) to the DOD EMALL Contracting Office so that action can be taken to affect such catalog changes via formal modification to the contract(s).
 - c. The Supplier shall coordinate with the DOD EMALL's SAM to obtain access to the Contract Catalog Hosting System (CCHS), where catalog modifications can be directly entered into the CCHS system of DOD EMALL.
- 3.6 Select Order Transmission Types from section 5.0.
- 3.7 DOD EMALL and CCHS are Public Key Infrastructure (PKI) Enforced. Accounts for DOD EMALL and CCHS are mandatory. Suppliers must obtain an External Certification Authority (ECA) Smart card to gain access. Information on obtaining an ECA Smart card is found in Section 6.0 External Certification Authority.
- 3.8 Only complete supplier registration packages will be accepted. Please send all documents listed below to email.vendors@dla.mil.
- a. Appendix A- DOD EMALL Supplier Worksheet
 - b. Appendix B- Acknowledgment of Supplier Information Package
 - c. Catalog in the approved excel format
 - d. Contracting Officers approval letter
 - e. Order Transmission information i.e. PGP key, cXML information act.
 - f. Verification ECA Smart Card has been purchased

4.0 Business Rules and Agreement to Sell on DOD EMALL

- 4.1 If suppliers do not adhere to DOD EMALL Business Rules and Agreement to Sell on DOD EMALL, they are subject to removal.
- 4.2 The DOD EMALL Business Rules and Agreement to Sell on DOD EMALL can be found attached to this package in Supplement 1.

5.0 Order Transmission Types

5.1 Pretty Good Privacy (PGP):

PGP is a powerful encryption package that allows people to exchange files in a private, encrypted format, and provides message authentication via email. PGP is called a public key system. Each person using PGP has both a public and a private key. Each key is actually a digital signature (a small file with a stream of uniquely generated characters). The public key is widely distributed to many correspondents, while the private key is guarded with secrecy. An encrypted message in PGP is scrambled in a complex way to make it unreadable to anyone other than the intended recipient. The private key will be stored within your system and should never be sent in any form to an external party. Only this private key will be able to be used to decrypt your orders. To provide this capability, the supplier's public key from the unique PGP key pair is required.

5.2 cXML:

cXML is a protocol intended for communication of business documents between procurement applications, e-commerce hubs, and suppliers. cXML is based on XML and provides formal XML schemas for standard business transactions, allowing programs to modify and validate documents without prior knowledge of their form. The protocol does not include the full breadth of interactions some parties may wish to communicate. However, through the use of extrinsic elements and newly-defined domains for various identifiers, it is easily expanded by such applications. This expansion is the limit of point-to-point configurations necessary for communication. The current protocol includes documents for setup (company details and transaction profiles), catalogue content, application integration, change/deleted purchase orders, responses to all of these requests, order confirmation, ship notice documents (cXML analogue of EDI 855 and 856 transactions), and new invoice documents.

- a. The encrypted order documents are sent in a Secure/Multipurpose Internet Mail Extension (S/MIME) message using existing connection methods (HTTPS or SFTP). These files can be opened in commonly available email clients that support the S/MIME standard. Software libraries supporting S/MIME are freely available for many development platforms to support automated processing.
 - 1) The S/MIME format acts as a secure envelope to carry the same cXML documents received in the past. A digital signature

- will also be included; suppliers should verify this signature to ensure the cXML content is authentic and unaltered.
- 2) Once these changes are in place, no cXML orders will be sent unless the DOD EMALL has a valid public key certificate for the supplier.
 - 3) ECA/PKI certificates are typically valid for 1 to 3 years. The DOD EMALL will alert suppliers when their certificate is near expiration. Suppliers need to provide DOD EMALL with a new certificate in order to avoid interruption of service.
- b. The public key will be provided to DOD EMALL in an X.509 certificate issued through the DOD ECA program, or through DOD PKI itself. The current list of ECA vendors is available at <http://iase.disa.mil/pki/eca/>
Note: An SSL certificate for an existing web server is unlikely to meet this requirement.
- 1) Keys must use the RSA algorithm.
 - 2) Keys must be a minimum 1024-bit key, but a 2048-bit key is recommended.
 - 3) The certificate provided to the DOD EMALL must be issued for the purpose of encryption—some certificates indicate that they may be used only to verify signatures.
 - 4) Obtain a certificate from an approved certification authority (ECA or DOD). Provide a copy of the certificate in the “Supplier Registration Package”.

5.3 Electronic Data Interchange (EDI)

Data (orders) are sent electronically in a set format known as ANSI X12. The order is normally sent to a Value Added Network (VAN). Once the order gets to the VAN, one of several things can happen depending on supplier’s technical capabilities. If suppliers have the ability to receive and translate the order from ANSI X12 format to a readable format, the VAN will put the data in an electronic mailbox for pick up. If suppliers do not have the capability to translate the order, the VAN will translate the order and put it in an email box for pick up.

- a. Link to approved VANs <https://www.daas.dla.mil/daashome/edi.asp>
- b. Inform the VAN provider that you will need to be able to receive EDI 850's (purchase orders)
- c. Obtain the information below from your VAN provider; provide the information in the "Supplier Registration Package". This information can be likened to mailing address.

Name of VAN:
 ISA Receiver ID:
 ISA Receiver Qualifier:

6.0 External Certification Authority (ECA)

DOD EMALL is mandated by Defense Information Systems Agency (DISA) and DLA to be Common Access Card (CAC)/Public Key Infrastructure (PKI) enforced.

DOD EMALL users are required to present a **Medium Token Assurance** or a **Medium Hardware Assurance** certificate for access to DOD EMALL. Suppliers with authorization to gain access to DOD EMALL will need to obtain a Medium Token Assurance or Medium Hardware Assurance ECA . There are currently three approved commercial sources for these. Contact one of these approved sources and obtain the certificate, token, and all associated hardware and software.

IdenTrust, Inc.
 Email: helpdesk@identrust.com
 Web: <http://www.identrust.com>
 Phone: 888-882-1104

Operational Research Consultants, Inc. (ORC)
 Email: ecahelp@orc.com
 Web: <http://www.eca.orc.com>
 Phone: 800-816-5548

Symantec Corporation
 Email: eca_support@symantec.com
 Web: <http://www.verisign.com>
 Phone: 866-202-5570

7.0 Identifying "Green" Products in DOD EMALL

DOD EMALL's objective is to provide quality green products to our customers, but this depends highly on product descriptions. DOD EMALL will no longer rely upon self-declaration of green items. The Federal Government has implemented a series of Laws and Guidelines concerning "Buying Green". Federal agencies are now required to advance sustainable acquisition by ensuring that 95 percent of new contract actions (meaning any oral or written action that results in the purchase, rent, or lease of supplies

or equipment, services, or construction using appropriated dollars, including purchases below the micro-purchase threshold), for the supply of products and for the acquisition of services (including construction) require that the products are energy-efficient (ENERGY STAR® or Federal Energy Management Program (FEMP)-designated), water-efficient, biobased, environmentally preferable (e.g., EPEAT-registered, or non-toxic or less toxic alternatives), non-ozone depleting, or made with recovered materials. DOD EMALL has developed a method to assist our buyers in the identification and procurement of green items within our system.

- a. Supplier shall specify exactly how the item is green per manufacture or authorized agency specifications.
- b. Contact the government agency that you feel would best represent your product(s), and ask them how to get your product(s) on their Qualified Products List. It is only through these methods and cooperation that DOD EMALL can ensure the highest quality of green products are available to our customers.
- c. If the Supplier product description includes the proper item name, manufacture name, part number and green measures, the item is given the Green Tree. Another preferred method would be to have the products entered into a Qualified Products List with the appropriate agency. To date, DOD EMALL has been very successful in identifying over 900,276 Green items.
- d. DOD EMALL requires Supplier to identify the specific category and quantity of “greenness” within the item description. This information is generally available from the manufacturer, and typically annotated on the product packaging. Minimum Biobased Content %, and Post Consumer Content %, are examples of what to look for.
- e. Supplier shall identify specific manufacturer product details in columns: B, H, J, in the DOD EMALL Catalog Template Excel document. Examples of what shall be included in the description are as follows.
- f. Supplier shall identify specific manufacturer product details in columns: B, H, J, in the DOD EMALL Catalog Template Excel document. Examples of what shall be included in the description are as follows.
 - 1) Minimum Biobased Content (%)
 - 2) Post-Consumer Content (%)
 - 3) Total Recovered Materials Content (%)
 - 4) VOC Grams Per Liter
 - 5) Modified Energy Factor-MEF

- g. The above is not a complete list but identifies a sampling of classification details suppliers shall include in the product description. Accurate information is required to better the chances a product is given a “Green Tree” representation. Below is a list of the broad areas of Green that DLA recognizes. Each broad area has several sub-levels that get down to very specific criteria and requirements.
- 1) Asbestos Alternative Products
 - 2) Bio-based Products
 - 3) Energy Efficient Products
 - 4) Energy Star Qualified Products
 - 5) Low Volatile Organic Compound (VOC) Products
 - 6) Non-Mercury Alternatives
 - 7) Recycled Content Products
 - 8) Non-Cadmium Containing Products

7.1 Reference Material can be found at the following locations:

- a. <http://www.epa.gov>
- b. <http://www1.eere.energy.gov>
- c. <http://www.epeat.net/>
- d. <http://www.aqmd.gov>
- e. <http://www.usda.gov/wps/portal/usda/usdahome>
- f. <http://www.energystar.gov/>
- g. http://www1.eere.energy.gov/femp/procurement/eep_requirements.html
- h. <http://www.epa.gov/epawaste/consERVE/tools/cpg/index.htm>
- i. <http://www.epa.gov/cpg/products.htm>
- j. <http://www.biopreferred.gov>
- k. <http://www.epa.gov/ozone/snap>

Appendix A - DOD EMALL Supplier Worksheet

Company Name	
Address	
CAGE Code	
DUNS Number	

Government Contract Information

Contract Number	
Contracting Officer Name	
Contracting Officer Phone	
Contracting Officer Email	
Contracting Officer Mailing Address	
Contract Start Date	
Contract End Date	
Contract Min Order Value	
Contract Max Order Value	
Contract Ceiling limit	

****Price must include shipping/handling costs****	
Ship to the 48 states	
****If yes to the below options you MUST build zone prices in your catalog. Price must include shipping/handling costs ****	
Ship to Alaska	
Ship to Hawaii	
Ship Overseas (outside the continental U.S)	
Order Transmission Type:	

	Company's Primary Point of Contact	Company's Alternate Point of Contact (Must be different from Primary Contact)
Name		
Phone Number		
Email		

Appendix B- Acknowledgment of Supplier Information Package

I have read and understand the Supplier Informational Package and DOD EMALL Business Rules and Agreement to Sell on DOD EMALL documents in their entirety. I understand that if I fail to comply with the Supplier Informational Package, my catalog can be suspended or removed from DOD EMALL.

Company Name:	
Email Address:	
Phone Number:	
Cage:	
DUNS#:	

Print Full Name: _____

Signature & Title: _____

Date: _____

Appendix C- Contracting Officer's approval to host catalog on DOD EMALL

I certify that prior to award, the contract has been reviewed, and it meets all government regulations and compliance pertaining to government procurement. I agree to review the initial catalog and subsequent catalog modification posted on DOD EMALL for content and pricing. I certify that the prices shall be Freight On Board (FOB) destination only.

Company's Name: _____

Contract Number: _____

Number of line items in catalog approved for initial hosting: _____

Contracting Officer's signature

Date

Contracting Officer's printed name

Email Address

Office name

Phone number

Appendix D- Supplier Package Checklist

- Supplier has a federal contract.
- Supplier is listed in SAMS. (<https://www.sam.gov>)
- Contract is in DOD Electronic Document Access. (<http://eda.ogden.disa.mil>)
- Contract is in Federal Procurement Data System. (<https://www.fpds.gov>)
- Documentation of contract sponsorship for hosting on DOD EMALL
- Supplier reads and understands the DOD EMALL Supplier's Informational Package and the DOD EMALL Business Rules and Agreement to Sell on DOD EMALL (Appendix B)
- Contracting Officer approves of hosting on DOD EMALL. (Appendix C)
- Supplier completes the DOD EMALL Supplier Worksheet (Appendix A)
- Complete the catalog on the catalog template (Prices shall be Freight On Board (FOB) destination only.)
- Select an order transmission type. (Section 5 of the Supplier's Informational Package)
- Purchase the ECA certificate. (Section 6 of the Supplier's Informational Package)



SUPPLEMENT 1

**Business Rules and Agreement to Sell
on DOD EMALL**

Version 2.0

October 23, 2012

CHANGE LOG

This record shall be maintained throughout the life of the document. Each change and published update shall be recorded.

CHANGE / REVISION RECORD			
Date	Section	Description of Change	Made By:
9 Mar 2012	1.0	Added 1.8, 1.9,1.10, and 1.11	RAB
02 Oct 2012	All	Complete revision; Added 1.4, 2.2, 4.5, 4.8, 4.10, 4.11, 4.13, 5.2 and 5.10	DJG
22NOV12	APP C	Removed all references to GSA	Pam M

Business Rules and Agreement to Sell on DOD EMAL

Suppliers shall comply with the following DOD EMALL Business Rules or be subject to termination, quarantine or suspension/debarment of their DOD EMALL contract/catalog at the discretion of the DOD EMALL Contracting office. Monitoring will be conducted to assure compliance:

1.0 Requirements:

1.1 The supplier must be actively registered in the System for Award Management (SAM) system, formerly known as Central Contractor Registration (CCR) and Online Representations and Certifications Application (ORCA), and not suspended or debarred from doing business with the U.S. Government.

1.2 Suppliers are responsible to notify DOD EMALL of any changes to their business or contract(s) as it pertains to DOD EMALL.

1.3 Suppliers will conduct business in a professional manner.

1.4 Supplier will respond to an annual DOD EMALL business questionnaire when requested.

2.0 Customer Complaints:

2.1 All customer complaints will be evaluated by the DOD EMALL Contracting office, followed by a formal notice to the supplier requiring corrective action. Suppliers are subject to the following depending on the severity of the complaint. If a customer complaint is validated, the supplier will receive a formal notice requiring corrective action.

2.2 A validated customer complaint will be maintained for a period of 180 days.

3.0 Indecent Content:

3.1 DOD EMALL enforces a ZERO TOLERANCE policy for listing indecent content or related material on the DOD EMALL website. Indecent content or related material includes, but is not limited to, blatant or veiled displays of sexual content that produces sexual associations in people's minds, is provocative and/or degrading, contains language or images that are sexually suggestive or provocative with respect to sexual activities, sexual process/methods, contains provocative titles or descriptions, etc., as determined by the DOD EMALL Contracting Office. Suppliers will be subjected to suspension and/or termination action for listing indecent content or related material on the DOD EMALL website. The DOD EMALL Contracting office reserves the right to remove any item in a supplier's catalog if deemed inappropriate.

4.0 Catalogs:

4.1 The supplier's catalog is subject to removal from DOD EMALL if items other than those specifically authorized by the contract are added. Suppliers are responsible to ensure that their catalog complies with the terms of the contract.

4.2 Suppliers on DOD EMALL are responsible to ensure that their catalog contains accurate shipping Days After Receipt of Order (ARO).

4.3 Supplier catalog will only list the part number in the Part Number data field. Part numbers will not be hosted in the part name or description data field.

4.4 Suppliers catalog will only list the product name in the Product Name data field. Product Name will not include part number or description.

4.5 Suppliers catalog will only list the Product Description in the Description and Long Description data fields. Suppliers must provide a detailed Product Description. Long Description shall not duplicate the Product Description. Part Number, Company Information, and Associated Products will not be allowed in the catalog description fields.

4.6 "Unit of Issue" and "Quantity per unit of Issue" shall conform to DLA authorized codes as delineated in the Required Data Elements template.

4.7 Catalog items submitted must be verified by the contract's administrator/contracting office. If suppliers are submitting items under a GSA FSS contract, the items MUST be visible on GSA Advantage!

4.8 Suppliers must be an Authorized Distributor or an Authorized Reseller for catalog items. Suppliers are required to provide documentation from the Original Equipment Manufacturer (OEM) confirming this authorization.

4.9 Do not list products multiple times. Only ONE listing shall be made per product.

4.10 Suppliers will not list the same item on multiple catalogs on DOD EMALL, unless the item has a restricted view in one or more of the catalogs.

4.11 Suppliers will be restricted to one catalog modification each 12-month period of the contract. Deletions, price reductions or sale items may be submitted at any time with no restrictions.

4.12 Suppliers shall not misrepresent products. Suppliers shall guarantee the Original Equipment Manufacturer (OEM) listed is correct. Supplier shall ensure the "Product Description" is not

misleading, and that the OEM part number is listed as the manufacturer does. For items that are remanufactured, the company who remanufactures the item is to be listed in the OEM Name and the part numbers of the products should not be the same as the original product. If a product is remanufactured, it needs to be identified as “remanufactured” or “refurbished” in the “Part Name” data element in the catalog.

4.13 Catalogs will contain only items that have a reasonable expectation for sales.

5.0 Order Fulfillment:

5.1 Orders from the DOD EMALL will be sent via Electronic Data Interchange (EDI), secure encrypted email, encrypted cXML, or other secure electronic format agreed to, based upon best practices.

5.2 Suppliers will notify the customer with an email confirmation of order shipment within one business day of the order being placed.

5.3 Suppliers will notify the customer of a backorder via email within one business day. The customer must have the option to cancel an order when the order cannot be filled within the quoted delivery time.

5.4 Suppliers may not charge shipping and handling to DOD EMALL orders. The prices shall be Freight On Board (FOB) destination only.

5.5 A restocking fee shall not be charged on items that are shipped back to the supplier due to supplier error.

5.6 Prices charged to the customer will be the same in the order from DOD EMALL as to the charge to the customer’s credit card.

5.7 Charges to GPC’s will not be processed until shipment of 100% of the ordered quantity occurs.

5.8 No product substitutions are allowed unless specifically authorized in writing.

5.9 Items shipped must include a detailed invoice or packing slip with DOD EMALL prices listed.

5.10 Suppliers must meet annual sales requirements or they will be removed on DOD EMALL for not meeting performance; minimum annual sales requirement is \$12,500.00

6.0 Unsolicited Customer Contact:

6.1 Suppliers shall not harvest DOD EMALL customer contact information from the DOD EMALL site.

6.2 Suppliers shall not distribute customer contact information using any mass method of distribution without explicit prior written consent of individual users and the DOD EMALL System Management Office.

6.3 Suppliers shall not solicit DOD EMALL customers.

6.4 Do not sell or distribute any past, current or future DOD EMALL customer lists to any third party.

6.5 Penalties for violating unsolicited customer contact and harvesting or distributing customer lists are as follows:

6.5.1 First incident of violation- supplier (and their contracting officer) are directly contacted and reminded of the Business Rules.

6.5.2 Second incident of violation- supplier (and their contracting officer) are informed that their catalog/catalogs have been quarantined for a period of 6 months.

6.5.3 Third incident of violation- supplier (and their contracting officer) are directly contacted and informed that their catalog/catalogs have been quarantined from DOD EMALL.

6.6 Penalties for mass or bulk emailing to the DOD EMALL Customer will result in the supplier (and their contracting officer) being directly contacted and informed that their catalog/catalogs have been quarantined from DOD EMALL.

NOTE: IF IT IS DETERMINED THAT ANY SUPPLIER IS CIRCUMVENTING THESE RULES, THEIR CATALOG WILL BE QUARANTINED IMMEDIATELY.

DOD EMALL- Contracts Checklist

July 20, 2012

Contract Compliance:

1. All responsible suppliers submitting verification of a contract with acceptable items must be in good standing with the Government, offer items at fair and reasonable prices, and meet all eligibility requirements for hosting on DOD EMALL. Individual delivery orders will be placed based on the DOD EMALL customer's determination as to the best value/lowest overall price alternative.
2. Suppliers must be able to demonstrate that there is a bona fide need for the items offered and that historical sales justify placing the items from their contract into DOD EMALL.
3. It is the supplier's responsibility to exclude the following from the contract associated catalog:
 - Mandatory source items: Items that compete with AbilityOne and UNICOR (see FAR 8.602 and 8.700 Policy, and FAR 8.603 and 8.704 Purchase Priorities)
 - Non-commercial items (See FAR Subpart 2.1 – Definitions, "Commercial item")
 - Any provision allowing the use of re-seller agreements
 - Items requiring government source inspection
 - Surplus items
 - Ammunition
 - Tires (TACOM managed)
 - Items not in accord with the Berry Amendment (see 10 U.S.C. 2533a and DFARS 225.7002-1), Buy American Act (see DFARS 252.225-7007), and Trade Agreements Act (see DFARS 252.225-7021)
 - DLA Stocked NSNs, if known to the supplier
4. Suppliers are cautioned and reminded that ALL components must be of domestic origin in compliance with their contract clause 252.225-7012, Preference for Certain Domestic Commodities (DEC 2008) (10 U.S.C. 2533a).
5. Suppliers failing to comply with the exclusions above will not be allowed to host catalogs.
6. The following prerequisites must occur:
 - Contracts must be loaded into the Electronic Data Access System (EDA)
 - Contracts must be loaded into the Federal Procurement Data System (FPDS)
 - All Contracts must provide proper coverage to ensure compliance with FAR ordering provisions for IDIQ contracts
 - Contracts must provide line-item prices for all of the items in any catalog hosted on EMALL and a mechanism for updating those prices in such a way that provides evidence of "most Favored" per FAR and DFARS.

7. Suppliers are responsible for ensuring that their DOD EMALL catalog contains only items specifically allowed under the contract. The supplier's catalog shall be removed from DOD EMALL if other than the items that are allowed under the contract schedule appear in their catalog.
8. Suppliers on DOD EMALL are responsible to ensure that their catalog contains accurate Days after Receipt of Order (ARO).
9. Supplier catalog will only list the part number in the Part Number data field. Part numbers will not be hosted in the part name or description data field.
10. Supplier catalog shall list the product name in the Product Name data field and the details of the nomenclature shall be sufficient and meets the definition of level 3 data. Product Name will not include part number or description. (Level 3 data is defined as the full description detail of the item being sold; quantity and unit of issue must match what was delivered and received by the customer as ordered.).