

Supplier Agreement related Q &A

1. "I have a GSA Catalog on DOD EMALL as well. Do I need to remove the duplicate items from the GSA version or should I remove the whole GSA catalog from EMALL?"

ANSWER: If a Vendor is awarded a DOD EMALL BPA against the GSA IDIQ and both are loaded into DOD EMALL, then yes, remove all duplicate items. However, if a Vendor has a GSA contract catalog for GPC purchases and DOD EMALL contract catalog for MILSTRIP purchases, it is not necessary to remove them.

2. "We are a Supplier already, are we only required to complete Appendix A & B? Or, do we have to complete Appendix C as well?"

ANSWER: Complete only Appendix A & B.

3. "Under section 4.11, it states that 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."

ANSWER: Only DOD EMALL managed IDIQ contracts will be restricted to one catalog modification each 12-month period of performance.

4. "Our GSA BPA catalog is made up of many different manufacturers who update their products constantly throughout the year and our GSA contracts allows updates every 30 days per manufacturer. How are we to ensure our catalog is kept accurate if we are only allowed to update pricing/report replacement items once every 12 months?"

ANSWER: Changes made to the base contract (GSA IDIQ) should be mirrored in the DOD EMALL BPA – including catalog Modifications. Hence there are no limitations for contract Modifications on the BPAs; however, it is incumbent upon the vendor to provide the DOD EMALL contracting office with the documentation (SF 30s) for the Modification(s) made to the GSA contract, so that the same Modification(s) can be made on the corresponding BPA.

5. "It states that we will only be allowed one catalog modification per year. Do you know when this provision will be taking effect?"

ANSWER: This is effective April 16, 2013.

6. "Does the new supplier agreement void small mods allowed in amendment 4?(4.11)"

ANSWER: Yes.

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7. "On DLA contracts, invoice for IDIQ catalog items does not match the price on DOD EMALL because of the surcharge. REF: 5.0 Order Fulfillment: item 5.9. Is it ok to send my invoice to the DOD EMALL customer?"

ANSWER: No, invoices are not to be sent to the customers. Fast Payment procedures apply pursuant to FAR 52.213-1, DLAD 52.212-9001 and DLAD 52.213-9009. DFARS 252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING Reports (JUN 2012). Unless the Contracting Officer approves an exception, DOD EMALL vendors shall submit invoices using Wide Area Work Flow (WAWF), in one of the following electronic formats that WAWF accepts: Electronic Data Interchange, Secure File Transfer Protocol, or World Wide Web input. WAWF and vendor registration information is available on the Internet at <https://wawf.eb.mil/>.

8. "Is it possible to get an Auto email response from the email contractssupport@dla.mil that they have received my email and will process? I am not sure all my emails are reaching the correct points of contact."

ANSWER: Yes, the sender does receive an automated confirmation of the email receipt.

9. "On reviewing the revised DOD EMALL supplier agreement and noticed in Section 5.10 that the annual sales requirement is \$12,500 to avoid being removed from DOD EMALL. Is this retroactive to the previous FY or going forward for FY2013? If it is retroactive and we did not meet the sales requirement, will we be removed?"

ANSWER: This will be enforced annually for each 12 month period starting from the contract award date. The effective date is April 16, 2013 and all current year sales will be pro-rated.

10. "Prohibited items must be removed from catalogs within 30 day of the date of this correspondence. Failure to remove prohibited items from the supplier catalog will result in removal of the entire catalog from DOD EMALL." The restricted item list located under DOD EMALL- Contracts Checklist July 20, 2012 section 3. Is that the most recent list?"

ANSWER: Yes, it is the most current list. The prohibited items list is a living document, and as such, the Vendor will receive changes to the list from the DOD EMALL Contracting Officer.

11. "Regarding the FOB terms, it states right on the Appendix "A" *****Price must include shipping/handling costs*****, *****If yes to the below options you MUST build zone prices in your catalog. Price must include shipping shipping/handling cost***** Therefore how do we reconcile for weight of an item, since the item is origin on GSA? Why can't we add in the freight using the stated build in zones?"

ANSWER: All catalogs hosted on DOD EMALL should price items as FOB – Destination. Contracts that are FOB - Origin are not allowed on DOD EMALL.