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## How To Find Business

### Introduction

Interested firms must help themselves by learning how DLA conducts its business, and by seeking out those purchasing offices (be it DLA or the Military Services) that buy the products and services they can supply.

### The Federal Supply System

The Federal Government buys, stocks, and uses over 7 million items. As a prospective supplier, you should know some basics about the system that manages those items.

### Federal Stock Class

The Federal Stock Class (FSC) is a code for items that are sold to the Federal Government. This field is available for DLA solicitations. Each item in the Federal Supply System is assigned to a specific Source of Supply (SOS) for management. FSCs indicate that DLA, General Services Agency (GSA), or Defense Mapping Agency (DMA) has been designated as the manager at the wholesale level for one or more consumable items of supply in the FSC.

#### Example:

FSC	1610
Manager (SOS)	DSCR
Item Description:	Aircraft Propellers and Components
National Stock Numbers	590
Description Details:	Includes Aircraft Propellers; Propeller Blades, Cams, Cones, Hubs, Nuts, and Spinners; Test Clubs; Synchronizers; Power Control Units; Integral Oil Control Measures and Propeller Governors. Excludes Rotary Rudder and Rotary Wing Blades (FSC 1615).

### National Stock Number

A National Stock Number (NSN) is a 13-digit number assigned to an item of supply. It consists of the four digit Federal Supply Class (FSC) and the nine digit National Item Identification Number (NIIN). A NIIN is a unique nine character code assigned to each item of supply purchased, stocked or distributed within the Federal Government. The National Item Identification Number consists of a two digit National Codification Bureau number designating the central cataloging office (whether North Atlantic Treaty Organization or other friendly country) that assigned the number and a seven digit (xxx-xxxx) non-significant number. The National Stock Number is arranged as follows: 9999-00-999-9999.

Example: NSN 1610-00-624-7188—CAM and BEARING ASSEMBLY

### NAICS Codes

NAICS, the North American Industry Classification System, is a method of classifying groups of products. NAICS is erected on a production-oriented or supply-based conceptual framework. This means that producing units that use the same or similar production processes are grouped together in NAICS. It replaces the Standard Industry Classification (SIC) codes.

<http://www.census.gov/epcd/naics02/>

NAICS was developed jointly by the U.S., Canada, and Mexico to provide new comparability in statistics about business activity across North America. The NAICS codes are maintained by the U.S. Census Bureau. To learn more about NAICS codes, visit the Census Bureau site.

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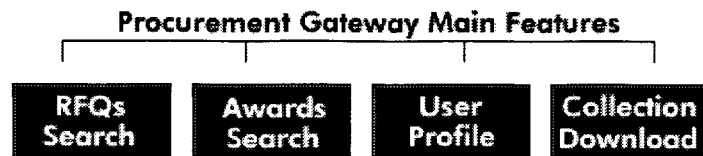
## How To Find Business, Continued

### Procurement Gateway

In an attempt to provide unified information to contractors, the DoD Procurement Gateway was established as an integrated collection of automated systems providing oversight for the management of procurement data from Defense Logistics Agency Supply Centers.

<http://131.82.253.20/home/>

The Procurement Gateway allows prospective government contractors to perform comprehensive and detailed searches against Request for Quotation (RFQ) and Award documents. Flexible search options permit the user to identify RFQs and Awards using a variety of search criteria including solicitation, Purchase Request Number (YPI), and National Stock Number (NSN). Users may also search the Procurement Gateway by providing keywords, data ranges, and Federal Supply Class (FSC). All RFQs and Awards are stored in digital format and may be viewed online. Please note that RFQs and Awards are available in Portable Document Format (PDF) and accessing them requires using the free Adobe Acrobat plug-in.



The User Profile option allows registered users to create and customize searches against account-specific profiles. Profile-based searches locate data that is important to you. The Collection Download option allows users to search and collect files on RFQs by the FSC search criteria. Users can collect multiple RFQs and have the Procurement Gateway zip those files up for you online, instantly. To conserve server resources, Collection Download requests are limited to 4 MB per request. Once the request has been processed successfully, users can download the zip file immediately, or access the URL within the next 24 hours. An index file identifying each RFQ will be included in the zip file, and as well as in the email to the user.

**User Profile:** A profile of your company is necessary to obtain notices of new solicitations, provide on line quotes and to verify your company Automated Best Value System score. Once the profile is completed, it may be several days before an ID number is provided. The ID number is key to accessing and inputting information. Complete the profile as soon as you have your CAGE code and are CCR registered.

**RFQ search:** Enables a search for open RFQs by various methods, including Federal Supply Class (FSC), NSN, RFQ number, item description and issue/closing dates. Multiple items are reflected in results and can be individually selected and reviewed.

**Collective Download:** Another direct means of searching for RFQs by FSC. The search can be tailored to recent time frames, the type of solicitation issued and the location issuing the solicitation. Using the FSC provides listings for all items within an FSC for the specified period time. From there, each item can be individually selected and reviewed.

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## How To Find Business, Continued

### FedBizOpps

FedBizOpps (FBO) is a government point-of-entry (GPE) for Federal government procurement opportunities over \$25,000. Government buyers are required to publicize their business opportunities by posting information directly to FedBizOpps via the Internet.

<http://FedBizOpps.gov>

Vendors do not need a user ID or password to access the system. A user's manual for Vendors is available on the website. To access the manual from the homepage:

- Click on “FedBizOpps Vendor”
- Click on “FBO Vendors Guide”

FedBizOpps provides two ways to find solicitations—a drill down via the list of agencies or via the field search. To locate a specific solicitation without the solicitation number you need to search other unique attributes of that solicitation. This could include a combination of: Agency, office, posted date, procurement classification code, and/or archived versus active status.

When you have as much information as possible you will want to search for the solicitation by:

- Start at <http://www1.eps.gov/>
- Click on “FedBizOpps Vendors”
- Initiate drill down through your target agency OR
- Click on “Find Business Opportunity”
- Specify all the information you have available
- Proceed to search for the solicitation by clicking the “start search.”

A service of the FedBizOpps allows vendors to register to receive emails notifying the Vendor of the following:

- All notices for a particular solicitation number.
- All notices from selected organizations and product service classifications.
- All procurement notices.

From the FedBizOpps home page:

- Click on "Vendor Notification Service" on right-hand side of page under “Related Links.”
- Click on the subscription option desired and follow the instructions.

***Disclaimer:*** This service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this list service are ultimately responsible for reviewing the Federal Business Opportunities site for all information relevant to desired acquisitions.

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## How To Find Business, Continued

### DoD EMALL

DoD EMALL is an electronic shopping mall that allows military and government customers to search for, and order, “off-the-shelf” finished items from the commercial marketplace. DoD EMALL currently has 143 commercial catalogs; 81 of those are small businesses.

<https://emall.prod.dodonline.net/scripts/EMlogon.asp>

DoD EMALL not only offers small businesses an avenue to sell to the military and government customer but also provides an opportunity for fantastic business growth, and does not require any additional overhead costs. A variety of contractual vehicles are available for the small business. Products are purchased by Government Purchase Card or fund code depending on the contract type. Besides a large, ready-made customer base, DoD EMALL provides a supportive, knowledgeable team to help guide small businesses in developing, hosting and maintaining their Catalogs.

DoD EMALL has the ability to host regional, nation-wide, or worldwide catalogs. The Supplier may use the National Stock Number (NSN), commercial part number or Universal Product Code (UPC) to identify their catalog items. The catalogs can be designed so that when a customer inputs their zip code or Department of Defense Automatic Address Code (DoDAAC), the regional pricing feature adjusts the product-shipping price according to the customer’s location. Catalogs may also be set up for tiered pricing for volume discounts.

To help our military and government customers become aware of a new supplier, the DoD EMALL Welcome page features a “Supplier of the Week” that provides information about a supplier and their products. A “Supplier Support “ page contains information of interest to the supplier such as Supplier Conferences being planned, how suppliers may enhance their catalogs with illustrations, and highlighting the environmentally friendly products in their catalog. In addition, DoD EMALL suppliers and customers are supported by a world-class help desk that may be contacted for assistance.

For information on how to become a DoD EMALL Supplier, contact the DoD EMALL Help Desk at (888) 352-9333 Option 2 or visit the Supplier’s Corner at [www.emall.dla.mil](http://www.emall.dla.mil).

**Note:** All EMALL Suppliers must be registered in the Central Contractor Registration (CCR) system. You may register online at <http://www.ccr.dlsc.dla.mil>.

### Value-Added Networks (VANs)

Electronic Data Interchange (EDI), defined as the computer-to-computer exchange of routine business information in a standard format between the Government and its Trading Partners, can be made with the help of an intermediary known as a Value-Added Network (VAN). A VAN is a third-party communication company that provides services such as electronic post offices, data translation, sorting, storage retrieval, and archiving for registered Trading Partners. Trading Partners that do not have the staff or the time to manage a complex communications network may want to utilize a VAN for receiving and sending transactions to and from the Government.

A list of VANs that have completed the Electronic Commerce Interoperability Process (ECIP) and are authorized to connect to the Electronic Commerce Infrastructure (ECI) can be viewed at <http://www.defenselink.mil/acq/ebusiness/policy/ebusiness/vans.htm>.