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# FedTeDS Vendor User Guide

FedTeDS System Version 2.02

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# TABLE OF CONTENTS

<b>1</b>	<b>VERSION HISTORY .....</b>	<b>3</b>
<b>2</b>	<b>INTRODUCTION .....</b>	<b>4</b>
2.1	Executive Summary.....	4
<b>3</b>	<b>UNAUTHENTICATED USER TASKS .....</b>	<b>5</b>
3.1	FedTeDS Home page .....	5
3.2	Mission page .....	5
3.3	Contact Us page.....	5
3.4	Help page .....	5
3.5	FAQs page .....	5
3.6	Security Notice page .....	6
3.7	E-Government Resources.....	6
3.8	Forgot Your Password.....	6
3.9	Registering with FedTeDS .....	6
3.9.1	FedTeDS Registration Request Form.....	7
3.9.2	Vendor/Contractor Registration Form .....	7
<b>4</b>	<b>AUTHENTICATED TASKS: VENDOR/CONTRACTOR .....</b>	<b>9</b>
4.1	Login.....	9
4.2	My Technical Data.....	9
4.2.1	Requesting Explicit Access.....	9
4.2.2	Requesting a CD to be sent.....	10
4.2.3	Downloading Technical Data files.....	11
4.3	My Colleagues.....	11
4.4	Edit My Profile .....	12
4.5	User Guide .....	12

# 1 Version History

Version	Publication Date	Changes	Author
1.0	09/22/2003	Initial Issuance	Brian Green
1.1	10/15/2004	Updated for CR changes	Brian Green
1.2	01/12/2005	Updated for version 2.02	Brian Green

## 2 Introduction

### 2.1 Executive Summary

The FedTeDS System was designed as an online dissemination solution to safeguard acquisition related information for use by all Federal Agencies. The system was developed by utilizing an existing DoD specific system, DoDTeDS, modifying the system to include a Federal look and feel, and making it available for use by all Federal Agencies within 45 days of contract award. The FedTeDS System was implemented 19 February 2003 and on 20 February the DoD successfully retired their first DoD specific system. The new system improves the efficiency, credibility, and effectiveness of the acquisition and logistics support process by streamlining the Federal procurement process.

The FedTeDS System is fully integrated with other electronic Government initiatives such as FedBizOpps (FBO) and the Central Contractor Registration (CCR). This integration will empower Federal agencies to embrace the President's requirements for tightening the access of information available on the Internet.

Currently, the United States Air Force (USAF), United States Coast Guard (USCG), Public Building Services (PBS), Internal Revenue Service (IRS), National Guard Bureau (NGB), New York City Mass Transit Authority (NYMTA) and Federal Emergency Management Agency (FEMA) have deployed the FedTeDS System. The FedTeDS Implementation Team is scheduled to continue deployment across the Federal Government. The schedule includes: Army Corp of Engineers (USACE), Federal Protective Service (FPS), Department of Interior (DOI), Department of Justice (DOJ), Treasury, and Immigration and Naturalization (INS). We are also currently negotiating the expansion of FedTeDS.gov to include additional state and local governments.

## 3 Unauthenticated User Tasks

Open a web browser (Internet Explorer or Netscape Navigator) and type <https://www.fedteds.gov> in your browser address field, then press the enter key.

### 3.1 FedTeDS Home page

The FedTeDS home page should open in your browser. For the purpose of this guide we will be breaking down the layout of the pages into three separate sections and referring to them in the following manner:

- **The top navigation section:** Provides immediate access to relevant information such as Help, Contact Us, FAQs, and Security Notice and can be accessed from every page throughout the site without losing the page and information that you are currently viewing.
- **The left-hand navigation section:** Provides links to all of the main functionality within the site and is dynamically generated based on your login/account type.
- **The main content area:** Is used to display all information and data contained on FedTeDS. It will also provide secondary navigation where appropriate, such as buttons to complete functions and hyperlinks to other sites.

All three of these sections are consistently located on every page on the FedTeDS site. However, they will vary slightly based upon your login/account type.

### 3.2 Mission page

The FedTeDS 'Mission Statement' can be found at any time by clicking on the "Mission" link in the top navigation section.

### 3.3 Contact Us page

The FedTeDS 'Contact Us' page can be found at any time by clicking on the "Contact Us" link in the top navigation section. A smaller pop-up window will appear with a simple form that can be used to contact the FedTeDS help desk or to provide feedback. Complete the appropriate fields on the form and click on the "Submit" button at the bottom of the page.

### 3.4 Help page

The FedTeDS 'Help' page can be found at any time by clicking on the "Help" link in the top navigation section. A smaller pop-up window will appear displaying the help information page which provides information on how to obtain Export Control status (form DD2345), what types of file viewers can be used to view documents posted on FedTeDS, and other useful links.

### 3.5 FAQs page

The FedTeDS 'Frequently Asked Questions (FAQs)' page can be found at any time by clicking on the "FAQs" link in the top navigation section. A smaller pop-up window will appear displaying the most frequently asked questions for the FedTeDS site. These questions and answers are regularly updated. Click on any of the questions listed at the top of the page to automatically jump to the associated answer. Use the "return to top" link to go back and select another question or at any time click on the "Close this window" link to return to the page you were previously on.

### 3.6 Security Notice page

The FedTeDS 'Security Notice' page can be found at any time by clicking on the "Security Notice" link in the top navigation section. Please make sure to read the 'Security Notice' and check back on a regular basis to view any changes.

### 3.7 E-Government Resources

On the main content area of the FedTeDS home page there is a section on the right-hand side dedicated to other E-Government related resources.

### 3.8 Forgot Your Password

If you have forgotten your password, there is a "[Forgot Your Password?](#)" link on the FedTeDS home page directly under the login section that can be used to change your password by completing a few easy steps

1. Click on the "[Forgot Your Password?](#)" link, you will be taken to the 'Forgot Your Password' page and prompted to enter in the username you use to log in to FedTeDS. Enter your FedTeDS username and click on the "Next" button.
2. You will be taken to the second step in the process and prompted to enter in the answer to your 'Secret Question' which will be displayed (you would have entered this during the registration process). Enter the answer and click on the "Submit" button.
3. A confirmation page will be displayed showing that you have successfully requested to change your password. At the same time an email will be sent by the FedTeDS System to the address you used on the registration form. This is done as part of the FedTeDS user validation to ensure that only you have the ability to change your password,
4. Check your email account for a message from the FedTeDS System. Within the email message there will be a hyperlink to a page on FedTeDS. Click on the hyperlink,
5. A page will open on FedTeDS prompting you to enter in your new password and retype it for confirmation. Once done click on the "Submit" button to finish the process,
6. You should now be able to login to FedTeDS using your username and new password.

### 3.9 Registering with FedTeDS

The FedTeDS system supports three primary user communities:

- Federal Engineers
- Federal Buyers or Contracting Officers
- Federal Vendor/Contractor Community

There are two ways for Government users to obtain access to the FedTeDS System.

The first is by having an administrator create an account.

When an administrator creates a new user account on FedTeDS it is automatically approved and the user receives an email from FedTeDS letting them know that the account has been created and includes their new username and password.

The second way is by having the individual complete and submit the online 'Registration Request Form.' After submission, the 'Registration Request Form' is held in the FedTeDS system for an Administrator to approve. The user does not have the ability to login until Administrator approval is completed. Once approved, the user receives an email from FedTeDS letting them know that the account has been created and includes their new username and password.

Vendors must register using the 'Vendor Registration Form.' Vendors can obtain usernames and passwords immediately by providing their required CCR data and are not subject to Administrator approval.

### 3.9.1 FedTeDS Registration Request Form

Federal Engineers and Buyers can request access to the FedTeDS System via the online 'Registration Request Form' by following these steps:

1. From the FedTeDS home page, click on the "[Register with FedTeDS](#)" hyperlink underneath the main login section. The 'Register with FedTeDS' page will open.
2. Click on the "[Begin Government User Registration Process](#)" hyperlink. The FedTeDS 'Registration Request Form' will open.
3. Use the Agency, Organization, and Location (A/O/L) drop-down menus to select your A/O/L from the lists provided.

Note: If your A/O/L is not listed it means that it has not yet been implemented on FedTeDS. To go to the 'Implementation Request Form,' click on the hyperlink text below the location drop-down menu, "[Click here if your Agency, Organization or Location is not listed.](#)" Simply fill out the form with the required information and click "Submit."

4. Next, choose the type of account you want to request access for (Engineer, Buyer or Buyer-Engineer) from the Account type drop-down menu. Fill in all of the required fields (these are marked with a red asterisk). You will be prompted to fill out any required fields that you may have missed when you try to submit the form. Make sure your password follows the required format shown in the box on the right-side of the form. Once the form is complete, click on the "Submit" button at the bottom.
5. You will receive the 'Registration Request confirmation' page listing key information. You can use the links on the page to print a copy for your records.

Once the request has been handled by an Administrator for your A/O/L you will receive an email from FedTeDS notifying you of the outcome. If approved, the email will include your new username and password.

You will then be able to login to the FedTeDS system using your new username and password.

### 3.9.2 Vendor/Contractor Registration Form

Federal Vendors/Contractors can register with FedTeDS via the online Vendor Registration Form by following these steps:

1. From the FedTeDS home page, click on the "[Register with FedTeDS](#)" hyperlink underneath the main login section. The 'Register with FedTeDS' page will open.
2. Click on the "[Begin Vendor/Contractor Registration Process](#)" hyperlink towards the bottom of the page. The 'Vendor/Contractor Registration Form' will open displaying the requirements for creating a Vendor/Contractor account on FedTeDS.

3. As Vendor/Contractor registrations are not subject to Administrator approval, you are required to enter your company's CCR MPIN and either the CAGE Code or DUNS Number for authentication. If you have the necessary information click on the "Next" button at the bottom of the page. The second page of the 'Vendor/Contractor Registration' process will open prompting you to enter the required information. If you are missing any of the required information, please take the appropriate actions to remedy this using the information provided on this page.
4. Enter your information in the fields and click on the "Next" button to continue the registration process.
5. The 'Vendor/Contractor Registration Form' will be displayed with your 'Company Information' at the top. Fill in all of the required fields (these are marked with a red asterisk). You will be prompted to fill out any required fields that you may have missed when you try to submit the form. Make sure your password follows the required format shown in the box on the right-side of the form. Once the form is complete, click on the "Submit" button.
6. You will receive the 'Registration successful confirmation' page listing key information. You can use the links on the page to print a copy for your records.



## 4 Authenticated Tasks: Vendor/Contractor

The FedTeDS Vendor Module allows the Federal Vendor/Contractor Community to obtain access to sensitive acquisition materials via the Internet.

### 4.1 Login

Open a web browser (Internet Explorer or Netscape Navigator) and type <https://www.fedteds.gov> in your browser address field, then press the enter key.

The FedTeDS home page will open. To login to FedTeDS you must enter your username and password in the appropriate fields of the login section and click on the "Login" button. If you do not have a username and password for FedTeDS, see section 3.9 "Registering with FedTeDS."

The "My Technical Data" page is displayed; this is the default homepage for Vendors.

At the very top left of the FedTeDS page your username will be displayed, preceded by "You are logged in as..." This is very useful for users with more than one account on FedTeDS; it lets them instantly see which account they are currently logged in with.

The following options are available to Vendors via the left-hand navigation:

- My Technical Data
- My Colleagues
- Edit My Profile
- User Guide

### 4.2 My Technical Data

By default the "My Technical Data page" is displayed for Vendors. Vendors can also view their technical data by selecting the "[My Technical Data](#)" link from the left-hand navigation at any time.

**Note:** Technical data will only be displayed if a Buyer has pre-selected the Vendor as an 'Interested Party' to view the 'Technical Data' or after a Buyer has approved a Vendor's request (Explicit Access) to view the material.

1. Click on the "[My Technical Data](#)" link from the left-hand navigation, if you are not already on the page by default. The "My Technical Data" page will be displayed with a list of all solicitations for which you have been selected as an 'Interested Party' for and that have not been marked as read.
2. Click on one of the solicitation numbers listed on the left-hand side. The "Solicitation Information" page will be displayed showing the technical data associated with the solicitation.
3. Depending on the individual solicitation there are three options available:
  - Request Explicit Access to this Technical Data
  - Request a CD to be sent
  - Download Technical Data

#### 4.2.1 Requesting Explicit Access

Some solicitations require a Buyer or procurement officer to explicitly grant a Vendor access to their Technical Data documents. When a Buyer releases a solicitation via FedTeDS, it is automatically posted on the [FedBizOpps.gov](http://FedBizOpps.gov) (FBO) website. As long as a synopsis or pre-solicitation exists on FBO prior to the Buyer releasing the solicitation, these items will marry up creating a hyperlink on FBO which will lead vendors to FedTeDS.

Vendors can request access to a Buyer's solicitation data by following these steps:

1. Go to the FBO website (<http://www.fedbizopps.gov>) and locate the solicitation number you want to request access to using the search functionality,
2. From the FBO search results page, follow the “[Technical Data Package \(TDP\)](#)” hyperlinks for that solicitation until you find the “[Available online via the FedTeDS \(Federal Technical Data Solution\) website](#)” hyperlink.
3. Click on the “[Available online via the FedTeDS \(Federal Technical Data Solution\) website](#)” link, you will be forwarded to the FedTeDS website and the “Vendor login from FBO” page will be displayed. Notice that the solicitation number you are accessing is also displayed.
4. Enter your vendor username and password in the appropriate fields on the login page, and then click on the “Login” button. The “Solicitation Information” page will be displayed.
5. Click on the “[Request Explicit Access](#)” hyperlink on the page, the “Request Explicit Access confirmation” page will be displayed showing the solicitation number and the date you requested access.
6. The Buyer or Contracting Officer must log into FedTeDS in order to either approve or decline your request for access to that solicitation. In the future, an email will automatically be sent to the Buyer letting them know that a request has been made.
7. Once the Buyer has either approved or declined the request, you will receive an email notifying you of the outcome. The solicitation will also show up in the list on the “My Technical Data” page.

#### **4.2.2 Requesting a CD to be sent**

A vendor can request to have a CD containing the Technical Data files sent to them instead of downloading them directly from FedTeDS, if this option has been made available to the vendor by the Buyer.

1. Go to the FBO website (<http://www.fedbizopps.gov>) and locate the solicitation number you want to request a CD for using the search functionality. (You can also go directly to the “My Technical Data” page on FedTeDS if you have been granted Explicit Access or identified as an ‘Interested Party’ by the Buyer.).
2. From the FBO search results page, follow the “[Technical Data Package \(TDP\)](#)” hyperlinks for that solicitation until you find the “[Available online via the FedTeDS \(Federal Technical Data Solution\) website](#)” hyperlink.
3. Click on the “[Available online via the FedTeDS \(Federal Technical Data Solution\) website](#)” link, you will be forwarded to the FedTeDS website and the “Vendor login from FBO” page will be displayed. Notice that the solicitation number you are accessing is also displayed.
4. Enter your vendor username and password in the appropriate fields on the login page, and then click on the “Login” button. The “Solicitation Information” page will be displayed.
5. Click on the “[Request CD to be Sent](#)” hyperlink on the page, the “Sensitive but Unclassified (SBU) warning” pop-up will open.

6. You must read and agree to the terms of the SBU policy. Click on the “Accept” button at the bottom of the page to continue with the request. Click on the “Decline” button if you do not agree to the terms or if you do not wish to continue.
7. If “Accept” was chosen, the “Request for CD” confirmation page will be displayed, and the Buyer will automatically be notified via email with all the Vendor information.
8. A copy of the email that is sent to the Buyer will also go to the Vendor making the request.
9. A CD will be sent once the Buyer has had time to create it.

### 4.2.3 Downloading Technical Data files

Vendors can download Technical Data files directly from the FedTeDS site. A broadband connection is recommended as some of the Technical Data files can be very large and will take some time to download on dialup speeds.

1. Go to the FBO website (<http://www.fedbizopps.gov>) and locate the solicitation number you want to download Technical Data files for using the search functionality. (You can also go directly to the “My Technical Data” page on FedTeDS if you have been granted Explicit Access or identified as an Interested Party by the Buyer.)
2. From the FBO search results page, follow the “Technical Data Package (TDP)” hyperlinks for that solicitation until you find the “Available online via the FedTeDS (Federal Technical Data Solution) website” hyperlink.
3. Click on the “Available online via the FedTeDS (Federal Technical Data Solution) website” link, you will be forwarded to the FedTeDS website and the “Vendor login from FBO page” will be displayed. Notice that the solicitation number you are accessing is also displayed.
4. Enter your vendor username and password in the appropriate fields on the login page and then click on the “Login” button. The “Solicitation Information” page will be displayed.
5. Click on any of the Technical Data filename links, the “Sensitive but Unclassified (SBU) warning” page will open.
6. You must read and agree to the terms of the SBU policy. Click on the “Accept” button at the bottom of the page to continue with the download. Click on the “Decline” button if you do not agree to the terms or if you do not wish to continue.
7. If “Accept” was chosen, the standard Windows file download window will appear, chose a location on your computer to save the file attachment to and click, on the “Save” button. Depending upon your settings, the file may automatically open up within your browser.

### 4.3 My Colleagues

The ‘My Colleagues’ functionality allows Vendors to view an alphabetically sorted list of all their colleagues with the same CAGE Code. This helps ensure that only authorized people are able to view a Company's data.

1. From any of the FedTeDS Vendor pages, click on the “My Colleagues” hyperlink on the left-hand navigation. The ‘My Colleagues’ page will open.
2. The ‘CCR Point of Contact’ will be listed at the top of the page and a list of all the Vendors with the same CAGE Code will be listed underneath.

3. Click on any of the Vendors' email addresses to automatically send an email to that Vendor using your email client.

#### **4.4 Edit My Profile**

Vendors may edit their profile information at any time via the "Edit My Profile" page.

1. To make changes or updates to your profile, click on the "[Edit My Profile](#)" hyperlink on the left hand navigation. The "Edit My Profile" page will appear.
2. Make the necessary changes to your profile, and then click on the "Save & Close" button at the bottom of the page.
3. The "Profile Successfully Updated" confirmation screen will appear.

#### **4.5 User Guide**

The FedTeDS User Guide can be downloaded or viewed at any time within the FedTeDS system. It is in PDF format in order to make it accessible to as many users as possible.

1. To download the 'User Guide,' click on the "[User Guide](#)" hyperlink on the left hand navigation. The "User Guide" page will be displayed.
2. Click on the PDF icon or on the "FedTeDS User Guide.pdf" hyperlink to download the latest version.

Note: If your browser is capable of viewing PDF files, the 'User Guide' will automatically open in the browser window. It can be saved to your hard drive for future reference by clicking on the floppy disk (Save) icon in the browser's PDF toolbar.

If your browser does not support opening PDF files, you will be prompted to download the file and open it using Adobe Acrobat. A free tool for viewing PDF files is available for download and can be found on the FedTeDS 'Help' page via the top navigation.