Guide to Registering for Electronic CATalog (ECAT)
on DMMonline
(Production Environment)
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A. About Electronic CATalog (ECAT)

The Defense Logistics Agency (DLA) Troop Support's Medical Supply Chain developed the Electronic CATalog (ECAT) System to streamline its business practices and expand its range of procurement options. ECAT is a Net-centric ordering, distribution, and payment system providing Department of Defense (DoD) and other Federal customers access to multiple manufacturer and distributor commercial catalogs at discounted prices.

It has proven to be a successful acquisition strategy that allows customers to browse, compare, and order a wide range of pharmaceutical, laboratory, dental, optical fabrication, and medical/surgical equipment commercial items. ECAT is also the platform where Medical/Surgical Prime Vendor and Fleet Prime Vendor web ordering customers can place and manage PV orders. ECAT allows deploying units to rapidly acquire the full spectrum of products necessary to satisfy their requirements for consumable and shelf-life medical/surgical and pharmaceutical products from a multitude of commercial sources.

ECAT automates the entire customer procurement cycle – including searching for products, creating reorder lists, and submitting, approving, receiving, and paying for orders. ECAT provides status of vendor acceptance within hours and assures delivery based on contractual terms. ECAT accepts both Military Standard Billing System (MILSBILLS) and Government Purchase Card payment methods. These features give Medical customers the best of both worlds – the convenience of purchasing from local vendors, with the benefit of volume discount prices associated with central procurement systems. Additionally, ECAT interfaces with the Services' Material Management Systems, allowing customers to procure materiel in a business-to-business procurement model.

B. Access DMMonline on Production

STEP 1: Access DMMonline

DMMonline is the official website for the DLA Troop Support Medical Supply Chain. The site provides a single portal to a vast array of powerful, multi-functional business resources that significantly enhance the ability of the supply chain to provide critical support to the war fighter.

1. If you have a CAC or valid certificate, select your DOD email certificate and then click on **OK**.

![Select a Certificate](image)

**NOTE:** If you do **NOT** have a CAC or certificate, this pop-up will not appear.

**STEP 2: Consent to the IS User Agreement**
This takes you to the DOD NOTICE AND CONSENT page. After reading and consenting to the terms of the Information System (IS) User Agreement, click on the **I Agree** button:

![DOD Notice and Consent Banner](image)

**STEP 3: Access the Site Login for Single Signon**
In the upper-right corner of the main panel, click on the **Site Login** hyperlink:

![Site Login](image)

This takes you to the DMMonline Home page -- [https://www.medical.dla.mil/WAM/](https://www.medical.dla.mil/WAM/).
STEP 4: Register as Either a New or Existing DMMonline User

The next steps to follow depend on whether or not you have previously registered for any other application on DMMonline in the Production environment.

STEP 4A: Register as a New DMMonline User

If you do NOT have a DMMonline account and have NEVER registered for any application on www.medical.dla.mil:

Click on the Register for a New DMMonline Account hyperlink, then proceed to Step 5 in Section B1. DMMonline New User Registration, below. (If the hyperlink is NOT listed, then move to Step 4b, directly below.)

The page will refresh into a New User Registration Request page.

STEP 4B: Register as an DMMonline Existing User

If you already have a DMMonline account and HAVE registered for another application, the New User Registration hyperlink will NOT be listed as you are now an Existing User. In this case, skip to Step 12 in Section C2. DMMonline Existing User Registration of this document.
C1. DMMonline New User Registration

STEP 5: Enter Your Email Address
Enter your email in the Email Address text field, and click on the “Continue” button.

STEP 6: Receive Registration Request Confirmation Email
The screen will confirm your request and trigger an email to be sent to you.

Normally, you should receive the email from dmmonline@dlamil almost immediately.

**IMPORTANT NOTE:** If you do not receive the email within 48 hours, please send an email to the ECAT Help Desk at dscpecatelp@DLAMIL or call 800-290-8201 between 7 AM and 5 PM, Eastern.
STEP 7: Confirm Your Email Address
To confirm your email address, follow the instructions contained in the email, and either click on
the link or paste it into a web browser.

You will be taken to the **New User Registration** form --

STEP 8: Complete Your Basic User Information
Complete the fields in the **Basic User Information** section.

STEP 9: Supply Your DLA Username [DLA Users Only]
If you are a DLA User, include your DLA Username (if applicable).

STEP 10: Create a Password and Secret Question/Answer
Follow the rules for creating a password and answer the “Secret Question” section.
STEP 11: Place a Checkmark Next to Electronic CATalog (ECAT) System
 Scroll down the page and check off “Electronic CATalog (ECAT) System” as the application for which you want to register, and click on the Next button.

************ SKIP TO STEP 14 to Complete the ECAT User Registration ************

C2. DMMonline Existing User Registration

STEP 12: Register as an Existing DMMonline User
 CONTINUED FROM STEP 4B. If you have registered for another application on DMMonline, then in the Application Menu, click on the Existing User Registration hyperlink.
STEP 13: Place a Checkmark Next to Electronic CATalog (ECAT) System

On the following screen – [https://www.medical.dla.mil/WAM/Account/ModifyApplications](https://www.medical.dla.mil/WAM/Account/ModifyApplications) – Place a checkmark next to “Electronic CATalog (ECAT) System”\(^1\) and then click on the Next button.

Existing User Registration

Please select at least one application. After this form is submitted, the appropriate administrator will be notified to review access to the application(s) requested. You will be notified if you have been approved or rejected for access to the application(s).

If you have been told to request access to an application that you do not see below, please submit a Customer Assistance Request and indicate the application to which you need access, as well as the government point of contact who directed you to request access to it.

<table>
<thead>
<tr>
<th>Fillter Applications: Type Application Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Intelligence Support</td>
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<tr>
<td>Catalog Discrepancy Review Process (CDRP) Application</td>
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<tr>
<td>contingency Automation Application (CAA)</td>
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<tr>
<td>contract and Customer Maintenance (CCM) Tool</td>
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<tr>
<td>customer Assistance Management Tool (CAM1)</td>
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<tr>
<td>DAPA Manufacturers Application</td>
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<tr>
<td>DBA Controlled Substance Report (DBA CSR)</td>
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<tr>
<td>Defense Medical Logistics Enterprise Architecture (DML EA)</td>
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<tr>
<td>Defense Medical Logistics Item Identification System (DIMLIIIS)</td>
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<tr>
<td>Electronic CATalog (ECAT) System</td>
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<tr>
<td>Electronic CATalog Loader (ECAT Loader)</td>
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<tr>
<td>Enterprise Standardization</td>
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<td>Fair and Reasonable Evaluation</td>
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<td>Foreign Military Sales Catalog (FMS)</td>
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<tr>
<td>Historical Price Look-up Application</td>
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<td>Incentive Agreement Management System (IAMS)</td>
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<tr>
<td>Infrastructure Tools</td>
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<tr>
<td>Item Source Simulation (ISS) Tool</td>
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<tr>
<td>Managed Care Pricing File (MCPF)</td>
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<tr>
<td>Medical Air Bridge (MAB)</td>
</tr>
<tr>
<td>Medical Contingency Requirements Workflow (MCRW)</td>
</tr>
</tbody>
</table>

IMPORTANT NOTE: It is VERY IMPORTANT that you place the checkmark next to the correct application. If you choose the wrong application and you attempt to modify your registration, the ECAT Team will NOT be notified.

\(^1\) Prime Vendor Ordering Customers: If you are a NEW Prime Vendor Ordering Customer, you must FIRST register for the Trading Partner application on DMMonline and ensure your Trading Partner Profile has been completed for your DoDAAC. Register by placing a checkmark next to “Trading Partner” to register for that application. If you have any questions about the process or about Trading Partner, please contact your Service Representative or Contracting Officer.
D. Complete the ECAT User Registration Form

STEP 14: Complete All ECAT Application Questions

On the following screen, complete all ECAT Application Questions.

1. Select your **Access Type – Customer, Supplier, or Admin.**
   - **Customer**: You will be ordering either via Prime Vendor (see **Step 14A**) or traditional ECAT (see **Step 14B**).
   - **Supplier**: Your Company will sell items on ECAT (see **Step 14C**).
   - **Admin**: You have Administrative rights within ECAT (see **Step 14D**).

**STEP 14A: Prime Vendor Ordering Customers**

**IMPORTANT NOTE**: If you are a NEW Prime Vendor Ordering Customer, you must FIRST register for the **Trading Partner** application on DMMonline and ensure your Trading Partner Profile has been completed for your DoDAAC.

Return to **Step 13** in this Guide and place a checkmark next to **Trading Partner** to register for that application.

If you have any questions about the process or about Trading Partner, please contact your Service Representative or Contracting Officer.

   a. Enter a **Justification** (Reason for requesting access to the application).
      
      **Note**: If you will only use the system to Post Receipt for Prime Vendor orders, please specify that in the Justification field, to ensure proper Profile setup.

   b. Select **Customer** as your Access Type.

   c. Select the **Authorizer** radio button for your **Account Type**.

   d. Additional options appear. Check the **Prime Vendor Ordering** checkbox.

   e. Select **MILSBILLS** as your **Payment Method**.
f. Additional options appear:
   o Select your **Billing Method**:
      - Fleet Prime Vendor Ordering Customers should select **Summary**.
      - All other Prime Vendor Ordering Customers should select **Detail**.

   o Enter your **Bill To DoDAAC** and 2-digit alpha-numeric **Fund Code** *(see Note in Step k)*:

   g. If you would like the ECAT system to generate requisition serial numbers based on the starting and ending range you set for the number of requisitions submitted each day, and reset to the starting number of the range at the beginning of each day, place a checkmark next to **Auto Fill Serial Number**.

   h. Leave **Consignment Purchasing** unchecked, as it does not apply to Prime Vendor Ordering.

   i. Select your **Organization** from the drop-down.
      o If you do not see your Organization, contact your Contracting Officer (KO) (Linda.Grugan@dla.mil for Pharm Fleet, David.Zarenkiewicz@dla.mil for MSPV - North OCONUS, Tara.Perrien@dla.mil for MSPV - North CONUS, Nancy.Martin@dla.mil for MSPV - Global South, or Donna.Raday@dla.mil for MSPV - Global West).

   j. Specify your **DoDAAC**.
      o Type in at least 3 characters of your DoDAAC or DoDAAC Name / Description to initiate the search. All matching DoDAACs will be listed.
      o Select your DoDAAC. If your DoDAAC is not listed, contact your KO for assistance.

   k. If you are authorized to support multiple DoDAACs *(e.g., Navy Fleet Prime Vendor Ordering Customers)*, place a checkmark next to **Multiple DoDAAC Support**.
      
      *Note: If you order for multiple units using the same DoDAAC but need to change the Fund Code per order, you must select the **Multiple DoDAAC Support** option. You will then be able to change the Fund Code at checkout when ordering.*

   l. Leave the **Readiness** checkbox unchecked, as it is not applicable to Prime Vendor Ordering.

   m. Click on the **Email Notifications** checkbox if you wish to receive Order notifications from the system.
STEP 14B: Traditional ECAT Customers

a. Enter a **Justification** (Reason for requesting access to the application).

b. Select **Customer** as your Access Type.

c. Select the radio button for your **Account Type**:

   o **Researcher**: You can browse products but not purchase them. You cannot build a Cart.
   
   o **Builder**: You will purchase products and build Carts, but your purchase must be approved by an Authorizer.
   
   o **Authorizer**: You will purchase products and have purchase authorization.

d. If you select **Authorizer**, additional options then appear:

   o Leave the **Prime Vendor Ordering** checkbox unchecked.

   o Select your **Payment Method** as either **CREDIT CARD** (Government Purchase Card) or **MILSBILLS** (Military Standard Billing System):

   e. If you select **MILSBILLS**, additional options appear:

   o Select your **Billing Method** as either **Detail** or **Summary**:

   o And enter your **Bill To DoDAAC** and 2-digit alpha-numeric **Fund Code**:

f. If you would like the ECAT system to generate requisition serial numbers based on the starting and ending range you set for the number of requisitions submitted each day, and reset to the starting number of the range at the beginning of each day, place a checkmark next to **Auto Fill Serial Number**.

g. If you will be authorizing consignment purchases, place a checkmark next to **Consignment Purchasing**.

h. Select your **Organization** from the drop-down.

   o If you do not see your Organization, select **ORGANIZATION NOT FOUND** and contact the ECAT Help Desk at dscpecathelp@DLA.mil or call 800-290-8201 between 7 AM to 5 PM, Eastern.
i. Specify your DoDAAC.
   - Type in at least 3 characters of your DoDAAC or DoDAAC Name / Description to initiate the search. All matching DoDAACs will be listed.
   - Select your DoDAAC, or, if you find that your DoDAAC is not listed, choose **DoDAAC Not Listed** from the pull-down and contact the Help Desk.

j. If you are authorized to support multiple DoDAACs, place a checkmark next to **Multiple DoDAAC Support**.

k. If you are authorized to view/order Readiness items check the **Readiness** checkbox.

l. Click on the **Email Notifications** checkbox if you wish to receive Order notifications from the system.

**STEP 14C: Suppliers**

a. Enter a **Justification** (Reason for requesting access to the application).

b. Select **Supplier** as your **Access Type**.

c. Select your Supplier(s) from the list. If your company is not listed, contact the ECAT Help Desk at dscpecathelp@DLA.mil or call 800-290-8201 between 7 AM to 5 PM, Eastern.

   - Hold down the CTRL key to choose multiple Suppliers.
     - You may also filter on a specific Supplier to narrow down the list to your specific filter criteria.
     - Click on the right arrow button to Add to the Selected Suppliers or the left arrow button to Remove them.

d. Click on the **Email Notifications** checkbox if you wish to receive Order notifications from the system.
**STEP 14D: Admins**

a. Select *Admin* as your *Access Type.*

b. Choose the corresponding radio button for your *Account Type:*

   - ECAT Admin
   - Help Desk
   - Contract Admin
   - Buyer

   **Account Type**

   [ ] ECAT Admin
   [ ] Help Desk
   [ ] Contract Admin
   [ ] Buyer

   [ ] Prime Vendor Ordering

   [ ] Readiness Allocation Override

   [ ] Readiness

   [ ] Multiple DoDAAC Support

   [ ] Email Notifications

c. If you are authorized to search and order Prime Vendor items, check the *Prime Vendor Ordering* checkbox.

d. Place a checkmark next to *Readiness Allocation Override* if you are authorized to override Readiness allocation rules.

e. If you are authorized to view/order Readiness items check the *Readiness* checkbox.

f. The *Multiple DoDAAC Support* checkbox will be checked (read-only).

g. *Email Notifications* checkbox is checked by default to indicate that you will receive ECAT system notifications, but can be removed.
STEP 15: Submit Your ECAT Registration Request

Click on the **Submit** button.

**IMPORTANT NOTE:**

If you encounter an error after you click on the **Submit** button – either:

a) **You can’t move off the page and you see a small yellow icon in the lower-left corner of the screen (i.e., a javascript error)...**

Or b) **The registration page closes but an “unexpected error” appears:**

... then the SMTP mail service is down and the ECAT/Infrastructure Teams will NOT receive your registration request. When this occurs, contact the ECAT Help Desk.

You will be taken to the registration request confirmation screen --
[https://www.medical.dla.mil/Registration/RegistrationComplete.aspx](https://www.medical.dla.mil/Registration/RegistrationComplete.aspx)

**STEP 16: Receive Notification of Successful ECAT Activation**

The remainder of the registration process requires participation from both the ECAT Team and the DMMonline Administrator. As a result, depending on what time of day you are completing your registration, it may take some time to complete the process and receive a confirmation email.

Once you have been activated/approved, you will receive a confirmation email with helpful information about your access and instructions on how to access the application. Any changes you made in your Registration Form will now be reflected when you log in to the application.

**IMPORTANT NOTES:**

a. **If you attempt to access ECAT prior to access being granted and receiving an approval email, you will see the following status update (if you had never registered before)...**

b. **If you do not receive an email within 48 hours, please contact the ECAT Help Desk.**
STEP 17: Access the ECAT System

If you are using a Common Access Card (CAC) to authenticate your identity, then when you go to DMMonline - [https://www.medical.dla.mil/WAM/](https://www.medical.dla.mil/WAM/) “Electronic CATalog (ECAT) System” will now be listed under “Applications you currently have access to:” or you can click on the “ECAT” quick link at the top of the page:

![DMMonline Home](https://www.medical.dla.mil/WAM/)

The application can also be accessed from the Logistics Applications pull-down menu on the Portal home page: [https://www.medical.dla.mil/Portal/](https://www.medical.dla.mil/Portal/)

If you do NOT have a CAC card, enter your **User Name** and **Password**, and click the **Login** button:

![Login](https://www.medical.dla.mil/Portal/)

Then, access the ECAT System via the any of the methods, above.
Once selected, and you click on the “I Agree” button on the consent form, you will be taken to the ECAT application homepage. Click on the Log into ECAT link on the left under General Info to access the ECAT system. ECAT documentation and links are found in the ECAT Navigation pane on the left side of the page. Special instructions and contact information are found in the main body of the page, including a hyperlink to the ECAT Help Desk.

Medical Electronic Catalog (ECAT)

Since its inception, ECAT has reliably delivered capabilities demanded by a complex and uncertain business environment. For ECAT to maintain its record of success it must continue to be flexible, reliable, and scalable. To this end ECAT has been reengineered to offer an improved look, navigation, and performance.

If you need assistance with ECAT issues please contact the ECAT Help Desk at or by phone during normal business hours 9:00 am to 5:00 pm at 800-390-201.

In an Emergency, if you need assistance with ECAT issues after duty hours you can contact the Customer Interaction Center (CIC) at 1-877-352-2255. You should indicate to the CIC that your issue is "Urgent". The CIC staff will contact the DLA Troop Support Staff Duty Officer (SDO). The SDO will contact the DLA Troop Support Medical Supply Chain representative that is on call to address your issue. This process will take some time for the DLA Troop Support On Call representative to respond back to you, so please be patient. Calls to the CIC should only be made in true emergency situations.

General Information

DLA Troop Support’s Medical Supply Chain developed ECAT to streamline its business practices and expanded its range of procurement options. ECAT is a Net-centric ordering, distribution, and payment system providing Department of Defense and other Federal customers access to multiple manufacturer and distributor commercial catalogs at discounted prices. The program is a complementary acquisition strategy allowing customers to browse, compare, and order a wide range of pharmaceutical, laboratory, dental, optical fabrication, and medical/surgical equipment commercial items not available through Distribution and Pricing Agreements (DPARs) under the Medical Prime Vendor Program. ECAT also allows deploying units to rapidly acquire the full spectrum of products necessary to satisfy their requirements for consumable and shelf-life medical/surgical and pharmaceutical products from a multitude of commercial sources.

ECAT automates the entire customer procurement cycle - from searching for products, to creating vendor lists, to submitting an order, to approving an order, to receiving and paying for an order. ECAT provides status of vendor acceptance within hours and issues delivery within 72 hours from receipt of the order within the United States and within 3-10 days for overseas orders. ECAT accepts both Military Standard Billing System (MILSPEC) and Government Purchase Card payment methods. These features give Medical customers the best of both worlds, the convenience of purchasing from local vendors while still benefiting from the volume discount prices associated with central procurement systems. In addition, ECAT interfaces with the Services’ Material Management Systems allowing customers to procure material in a business to business procurement model.

ECAT provides products from manufacturers and distributors to maximize the breadth and depth of its product offerings and promote competition among vendors. Vendors are not charged any fees to participate in the ECAT program. DLA Troop Support Medical Supply Chain contracting specialists negotiate discounted pricing off of the vendors’ commercial catalog prices. This discounted price is presented to ECAT customers as the “Total Enrolled Price” of the product. This price includes all transportation/distribution and administrative costs.

With sales in excess of $15 million per month, providing average discounts of 5 to 20% off traditional purchasing methods, ECAT has significantly improved the relationship between customers and vendors through the implementation of e-Commerce concepts and technologies. Annual sales have grown from $2.6 million in FY 1999 to $202 million in FY 2008.

Supplier Information

Interested in having your products available to military ordering facilities around the world? Go to the DLA Troop Support Procurement Gateway (T2G Online) submit your proposal, and you will be contacted by the appropriate DLA Troop Support Medical Supply Chain personnel.

Suppliers have the option of transacting business with ECAT utilizing Electronic Data Interchange (EDI) or ECAT’s Supplier Order Management (SOM) interface. ECAT offers the Supplier Order Management interface as an alternative to EDI. The SOM interface allows ECAT customers to acknowledge orders and submit invoices securely over the Internet without the need for any special software. The only requirement is an Internet connection (DSL or broadband recommended) and a Web browser.