**FEDMALL SUPPLY ORDERING**

*Program Contact:*

Brady Rothschadl

Wildland Fire Mechanic

SD Wildland Fire

3305 W South St

Rapid City, SD 57702

605.593.7460

Brady.rothschadl@state.sd.us

How to order supplies:

1. Contact Brady to obtain the current catalog and order form.
2. Fill out the order form completely.
	1. To use the form:
		1. Find the NFES number of the item you would like to purchase. This can be located on the order form on the Items tab or in the catalog underneath the item description.
		2. Enter the NFES number in the first column on the order form (labeled NFES #).
		3. Tab over and the rest of the row will auto-populate with the information on the item.
		4. In column D (labeled QTY) put in the quantity desired for the item.
		5. This will start your running total.
		6. Don’t forget to use Page 2 of the order form if you run out of space on the first page. This will automatically total and appear on the first page as well.
	2. **Ensure the address used is a good mailing address that someone checks daily. FedMall cannot be delivered to PO Boxes and the orders usually come in a multitude of boxes.**
3. Submit the completed order to Brady via email.
4. After verification of the total order cost is given by Brady, please send a check for the amount to him at the address above. Checks should be made payable to SD Department of Public Safety.
5. Once Brady receives the check, he submits the order through FedMall. Items usually ship within two weeks.
6. Once the shipment arrives, please check it for accuracy and notify Brady immediately if items are missing.
	1. At times items go on backorder without notification and we often find out when it isn’t shipped. We can then investigate the issue and see when the item should ship out next.

**Orders for Volunteer Fire Assistance (VFA) Grants:** Please go through Brady to obtain the most current pricing before submitting your billing statement. This will ensure there is no delay in payment due to incorrect numbers.