

**LESSON 1:  
Accessing ECAT  
Objectives**

**At the conclusion of  
this lesson, you will  
be able to:**

\* **Access the ECAT home page.**

\* **Log in to ECAT using a  
predetermined username  
and password.**

## BEFORE YOU BEGIN:

**You must set your computer's browser options to run ECAT properly in either Netscape Navigator or Microsoft Internet Explorer.**

ECAT can be accessed using Netscape Navigator 4.x or Microsoft 5.x or higher. It is highly recommended that the latest browser version be used. Please refer to **Appendix A** for setup instructions specific to your Internet browser.

**You must also have an ECAT account established, with a logon and password assigned.**

You can apply for an account by filling out an on-line form displayed on page 9 of this Training Guide or by calling the ECAT Help Desk. Please refer to **Appendix C** for instructions on how to contact the ECAT Help Desk.

## LESSON 1: Accessing ECAT

### 1.1 Enter the ECAT web address

To access the application, launch your chosen browser and type in the URL [www.dmmonline.com](http://www.dmmonline.com).

The screenshot shows the Defense Logistics Agency (DLA) Home Page in Microsoft Internet Explorer. The browser's address bar contains the URL [www.dmmonline.com](http://www.dmmonline.com), which is circled in red. The page header includes the DLA logo and the text "DEFENSE LOGISTICS AGENCY" and "The Warfighters Logistics Combat Support Agency". A search bar is located in the top right corner. Below the header, there are navigation links: "About DLA", "News", "Library", "Employment", "Links", and "Site Index". The main content area is divided into three columns: "BUSINESS OPPORTUNITIES", "INFORMATION TECHNOLOGY", and "CORPORATE HEADQUARTERS". Each column contains a brief description and a "Select from list" dropdown menu. Below these columns, there is a "Read Our Magazines!" section with links to "Dimensions" and "LogLines". A "BSM" (Business Systems Modernization) banner is also present. At the bottom, a "Top Stories" section lists recent news items: "DLA Announces Business Alliance Awards, 7/12/2002", "DLA Affirms Distribution Depot A-76 Competition Results, 6/26/2002", and "DLA Shifting from Managing Supplies to Managing Suppliers, 5/30/2002". The footer contains links for "Privacy/Security", "Accessibility", and "Contact Webmaster".

## LESSON 1: Accessing ECAT (continued)

This brings you to the dmmonline.com homepage. Here, under MEDLIFE Programs, select **Web-Based Ordering-ECAT** or click the **Order Products** tab at the top of the page. Either of these actions will take you to the ECAT home page.

The Directorate of Medical Materiel - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address <http://www.dmmonline.com/>

**DMMonline**  
Directorate of Medical Materiel

The Warfighter's Medical Logistics Portal

Pharm Med/Surg Equipment Readiness **Order Products** Customer Services Site Log In

**DSCP Medical Homepage**

- Medical News
  - Lifeline Magazine
  - News Briefs
  - Vaccine Program Updates
- MEDLIFE Programs**
  - Web-Based Ordering-ECAT**
  - Business Intelligence-CDWIA
  - Readiness Management Application-RMA
  - Distribution & Pricing Agreements-DAPA
- Areas of Interest
  - Regional Standardization
  - Prime Vendor Program
  - NSN Action Form
  - Medical Contingency File
  - Pharm Returns Management Program
  - Managed Care NMOP-NPW-NPV
  - Army Single Stock Fund
  - National Contracts
  - Shelf Life Management
  - DLA Corporate Applications
  - DMM Partnerships
- Requisition Forms 1348
  - Emergency Requisition
  - New Requisition
  - Requisition Modification
  - Requisition Status

Welcome to DMMonline

Welcome to DMMonline.com, the official site for the Medical Directorate of the Defense Supply Center Philadelphia, a primary level field activity of the Defense Logistics Agency. Our site provides the military medical community, as well as other Federal agencies, medical products and services needed every day for every crisis around the world. DMMonline provides a single portal to a vast array of powerful, multi-functional business resources that significantly enhance the ability of the Medical Directorate to conduct electronic commerce and provide critical support to the warfighter in the field. Major capabilities housed within our site include Web-Based Ordering, the Prime Vendor Program and Business Intelligence.

**Web-Based Ordering**

Features the Electronic Catalog (ECAT) system, which enables the Directorate's customers to browse, compare, and purchase over 1 million medical items. ECAT offers multiple payment methods, including government and commercial credit cards. Web-based ordering saves DoD customers substantial product and handling costs involved in obtaining items through comparable processes like local purchase and MILSTRIPs.

**Prime Vendor Program**

Enables the Directorate's trading partners, including commercial vendors and federal customers, to exchange critical product, pricing and standardization information. This capability utilizes various data processing technologies, like the DAPA Management System, to allow users to quickly access and update pertinent information.

**Business Intelligence**

Web applications that provide convenient reporting that help guide federal customers to potential savings. For example, the National Contracts Compliance Report alerts customers of potential savings when purchasing pharmaceuticals out of the National Contract system. This system offers pricing that was negotiated by the DLA and the Department of Veterans Affairs and estimates the savings that would

**DMM in Action**

Medical ESOC and Customer Support Section Lead DLA'S Medical Supply Response To Terrorist Attacks [Read more](#)

Done Local intranet

**LESSON 1:  
Accessing ECAT  
(continued)**

Order Products with ECAT & MILSTRIPS - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address <http://www.dmmonline.com/orderprod/orderhome.asp>

Search: Web Shopping Travel Dictionary Encyclopedia Fun

**DMMonline**  
Directorate of Medical Materiel

The Warfighter's Medical Logistics Portal

Pharm Med/Surg Equipment Readiness Order Products Customer Service Site Log In

**Order Products**

**MILSTRIPS - DD 1348**

- New Requisition
- Emergency Requisition

**ECAT Info**

- Request Access
- Supplier Info
- Equipment ECAT Solicitation

**ECAT Training**

- Training Guide (Word Doc)
- Demonstration (Flash)
- Web Supplier Demo (Flash)

• Quick Find

• External Links

• Visiting The DSCP

• Suggestion Box

• Customer Assistance

To search our site, select here.

Return to DMM Home

**Order Products with ECAT & MILSTRIPS**

The Medical Electronic Catalog (ECAT) system is a "Total Catalog/Total Delivered Price" program, offering laboratory, dental, and optical products. ECAT also supports special committed volume pricing, enabling individual customers access to tiered pricing and deep unit price discounts based on volume or other considerations such as standardizing on one brand of products. ECAT provides paperless contracting, electronic ordering, electronic invoicing, and electronic payments. ECAT offers customized flexibility, ease of use, and commercial catalog accessibility to a broad range of products for a wide variety of Department of Defense and other Federally funded customers.

**Point of Contact**

*Our GOAL is to serve our customer's needs in a changing environment.*

[ECAT Login](#)

This brings you to the Web-Based Ordering-ECAT Homepage. Click **ECAT Login**, and the ECAT Login page will open.

## LESSON 1: Accessing ECAT (continued)

On this page is an **Announcements** section that is updated as needed and provides information on current and new suppliers, policy changes for existing suppliers, and the ECAT Help Desk. In addition, there are also links to the ECAT Flash Demo and the Web Supplier Flash Demo (if needed, a link to get the Flash Player Plug-in is also provided). There is also a link to the ECAT Training Guide and a site that walks you through your browser setup.

The screenshot shows a Microsoft Internet Explorer browser window displaying the ECAT website. The address bar shows the URL: <https://medweb.dscp.dla.mil/pls/prod/logon>. The page header includes the 'dmmonline defense medical materiel' logo and the 'ECAT' title. A navigation menu contains links for 'Request Access', 'General Info', 'Supplier Info', and 'Demonstration'. A 'news' section is highlighted, containing the following announcements:

- Announcements for Monday August 19, 2002**
- NEW Attention Attention Attention**
- NEW Items From Grobet File Company Temporarily Not Available**
- NEW PGC Scientific is no longer participating in ECAT**
- NEW [Click here to view the new ECAT Flash Demo](#)**

Below the announcements, contact information is provided: CONTACT THE ECAT HELP DESK AT (800)290-8201 OR (800)441-1837 X737-2443 FOR ASSISTANCE Email: [ecathelp@dscp.dla.mil](mailto:ecathelp@dscp.dla.mil). A section titled '\*\*\*\* New Suppliers Available \*\*\*\*' lists several suppliers: DENTAL -> Dental Health Products - Dentsply Trubyte - Accurate Set, Inc. - Dentsply Ceramco - Paradise Dental Technologies - Wykle Research Inc. Dentsply Professional Care - Dentsply Ceramco; OPTICAL -> Ames, Inc. - Keystone Tool & Mold - Slim N Lite; EQUIPMENT -> Eastman Kodak product lines are available. Please call Nora Steigerwalt for catalog access (215) 737-8053 or DSN 444-8053.

## LESSON 1: Accessing ECAT (continued)

The ECAT Login page also offers more than just a place for you to log in to the ECAT application and view announcements. Listed across the top, in tab format, are the following options:

- ✿ **Request Access**
- ✿ **General Information**
- ✿ **Supplier Information**
- ✿ **Demonstration**

Logon Screen - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address <https://medweb.dscp.dla.mil/pls/prod/logon>

dmmonline defense medical material

ECAT

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecatelp@dscp.dla.mil

Request Access General Info Supplier Info Demonstration

username

password

change password

login

register

news

Announcements for Monday August 19, 2002

**NEW** Attention Attention Attention

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**NEW** Items From Grobet File Company Temporarily Not Available

**NEW** PGC Scientific is no longer participating in ECAT

\*\*\*\*\*

**NEW** [Click here to view the new ECAT Flash Demo](#)

\*\*\*\*\*

CONTACT THE ECAT HELP DESK AT (800)290-8201 OR (800)441-1837 X737-2443  
FOR ASSISTANCE Email: ecatelp@dscp.dla.mil

\*\*\*\*\*

\*\*\*\* New Suppliers Available \*\*\*\*

DENTAL -> Dental Health Products - Dentsply Trubyte - Accurate Set, Inc. -  
Dentsply Ceramco - Paradise Dental Technologies - Wykle Research Inc.  
Dentsply Professional Care - Dentsply Ceramco

OPTICAL -> Ames, Inc. - Keystone Tool & Mold - Slim N Lite

EQUIPMENT -> Eastman Kodak product lines are available.

Please call Nora Steigerwalt for catalog access (215) 737-8053 or DSN 444-8053

**LESSON 1:  
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(continued)**

The screenshot shows a web browser window titled "ECAT Access Page - Microsoft Internet Explorer provided by DSCP". The address bar contains the URL "https://medweb.dscp.dla.mil/prod/com.mantech\_wva.ecat.servlets.accessRequest". The main content area features the heading "ECAT Access Request" and a sub-heading "Help Desk Phone: 800-290-8201". Below this is a note: "If you have any questions about filling out this form please contact the help desk." The form consists of several labeled input fields: "User Name:", "Address 1:", "Address 2:", "City:", "State:" (with a dropdown arrow), "Zip Code:", "Phone:", "DSN:", "Fax:", "Email:", "User DoDAAC:", and "Ship To DoDAAC:". At the bottom, there is a section titled "In the Clear Ship To Address (If Any):" with fields for "Name:", "Address 1:", "Address 2:", and "City:". The background of the page is a repeating pattern of "DSCP Medical Materiel" and a mortar and pestle icon. The browser's status bar at the bottom shows "Done" and "Local intranet".

The **Request Access** tab provides access to an on-line form for potential customers to request a login and password.

Complete this form and click the submit button at the bottom of the page to request a login and password to the ECAT application.

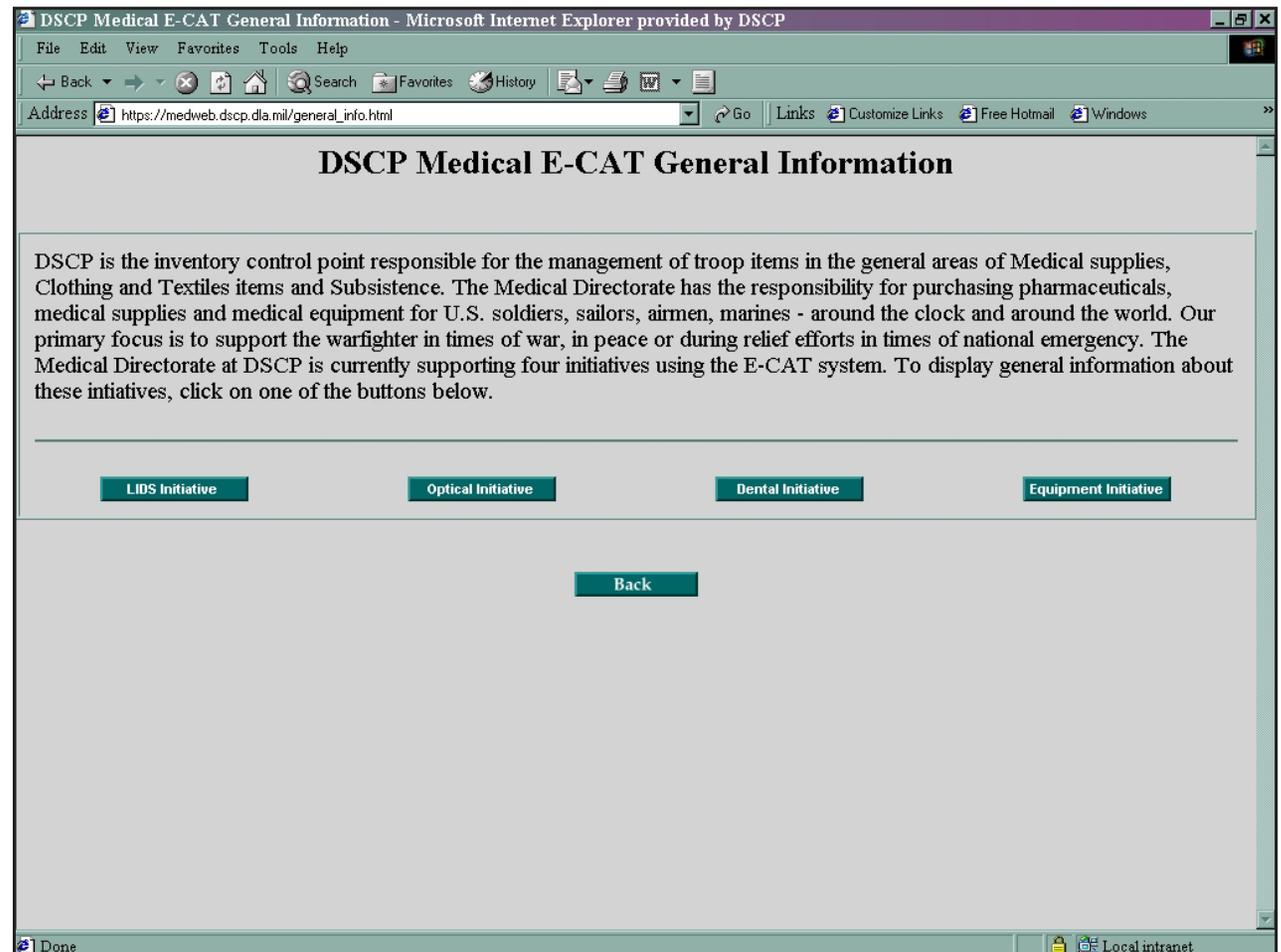
Click the back button on your browser to return to the ECAT Login page.

## LESSON 1: Accessing ECAT (continued)

Click on the **General Info** tab to view buttons leading to information about the Laboratory, Optical, Dental, and Equipment initiatives.

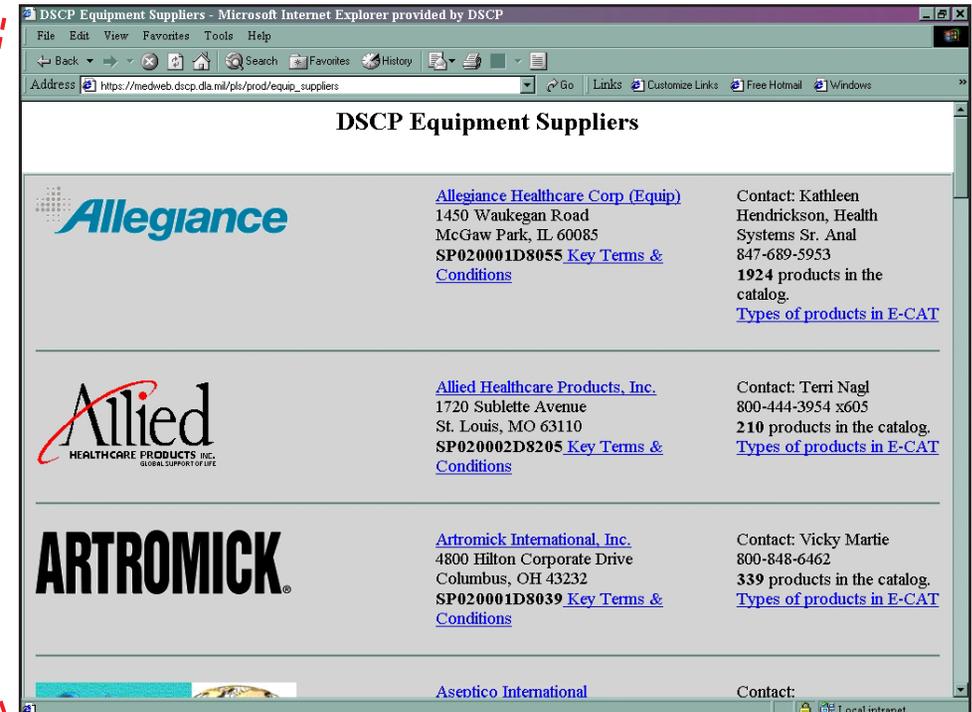
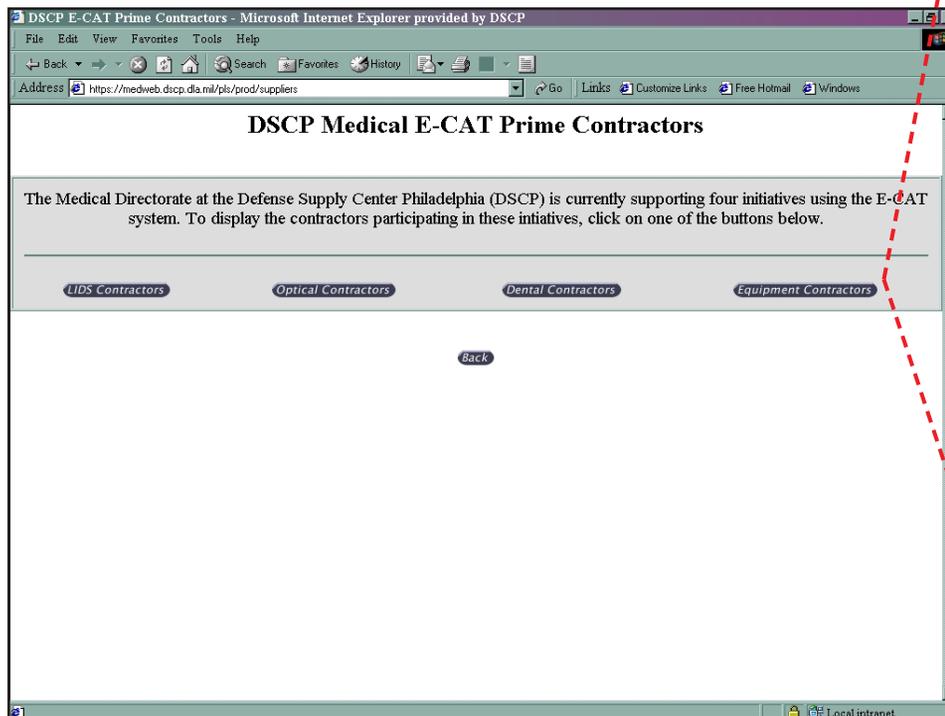
Click on the specific button for each initiative for more information about that initiative.

Click the back button on your browser to return to the ECAT Login page.



## LESSON 1: Accessing ECAT (continued)

Click on the **Supplier Information** tab to view information about vendors participating in the ECAT program. Click each of the buttons to display information about the various vendors aligned in that category of the ECAT program.



Click the hyperlinks displayed to view additional information about a vendor, including that vendor's full name and address, the contract key terms and conditions, and the products that supplier offers in ECAT.

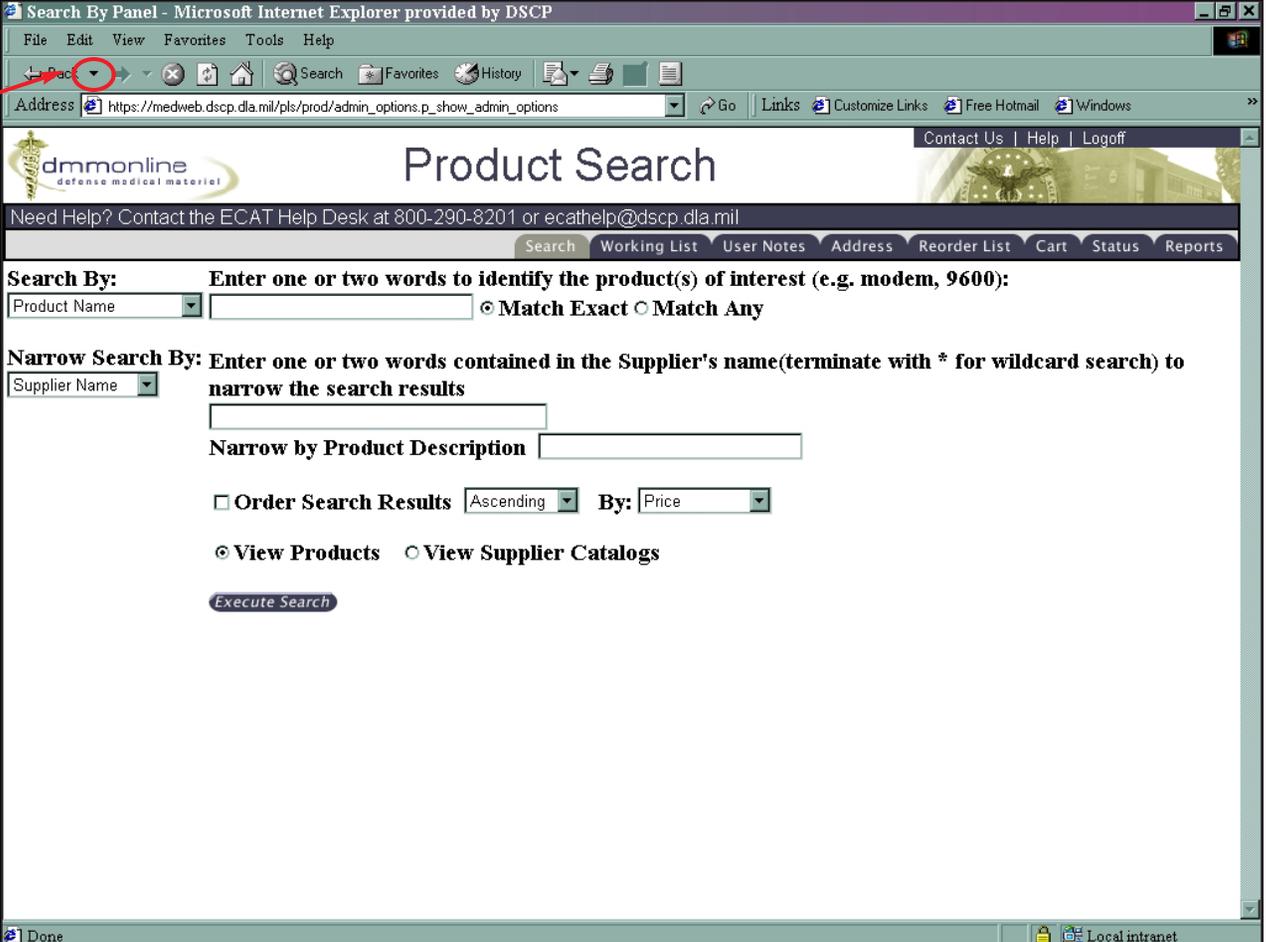
## LESSON 1: Accessing ECAT (continued)

Click the **Demonstration** tab to access an on-line interactive demo.

To return to the Login screen:

\* In Internet Explorer, click the small , down-facing arrow next to the Back button on your browser to access the Back dropdown menu, and choose “Logon Screen”.

\* In Netscape, right click on the Back button on your browser, and choose “Logon Screen”.



The screenshot shows a Microsoft Internet Explorer browser window titled "Search By Panel - Microsoft Internet Explorer provided by DSCP". The address bar displays "https://medweb.dscp.dla.mil/pls/prod/admin\_options.p\_show\_admin\_options". The page content includes a "Product Search" header with the "dmmonline defense medical materiel" logo. Below the header, there are navigation tabs: "Search", "Working List", "User Notes", "Address", "Reorder List", "Cart", "Status", and "Reports". The main search area contains the following fields and options:

- Search By:** Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):  
Product Name   Match Exact  Match Any
- Narrow Search By:** Enter one or two words contained in the Supplier's name(terminate with \* for wildcard search) to narrow the search results  
Supplier Name
- Narrow by Product Description**
- Order Search Results  By:
- View Products  View Supplier Catalogs
- 

The status bar at the bottom shows "Done" and "Local intranet". A red arrow points to the small down-facing arrow next to the Back button in the browser's navigation bar.

## 1.2 Log in

To log in to the application, enter your **Username** and **Password** in the appropriate boxes and click the **Login** button. Please note that your password is case sensitive. This action will bring you to the **Product Search** page.

Enter your **Username** and **Password** and click the login button.

You can change your password at any time by clicking on the **Change Password** box and following the directions.

Logon Screen - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address <https://medweb.dscp.dla.mil/pls/prod/logon>

dmmonline defense medical materiel ECAT

Need Help? Contact the ECAT Help Desk at 800-290-8201 or [ecathelp@dscp.dla.mil](mailto:ecathelp@dscp.dla.mil)

Request Access General Info Supplier Info Demonstration

username  
password  
 change password  
login  
register

news

Announcements for Monday August 19, 2002

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[OPTICAL -> Ames, Inc. - Keystone Tool & Mold - Slim N Lite](#)  
[EQUIPMENT -> Eastman Kodak product lines are available.](#)  
Please call Nora Steigerwalt for catalog access (215) 737-8053 or DSN 444-8053

Below are a few questions designed to reinforce the material presented in the preceding lesson.  
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

## Lesson 1 Questions

### 1. What web address should you use to access the ECAT application?

- a. [www.ecat.com](http://www.ecat.com)
- b. [www.dmmonline.com](http://www.dmmonline.com)
- c. [www.dmmonline.mil](http://www.dmmonline.mil)
- d. [www.ecat.mil](http://www.ecat.mil)

### 2. From DMMonline, which two links allow you to access the ECAT homepage?

- a. Web-based Ordering – ECAT or the Equipment tab
- b. The Order Products tab or the Med/Surg tab
- c. The Equipment tab or the Med/Surg tab
- d. Web-based Ordering – ECAT or the Order Products tab