

# VENDOR NEWS

News from the Federal Library and Information Network (FEDLINK)

## → After the Sale: Next Steps for eResources

Whether you receive an order from FEDLINK or a Direct Express order directly from a federal customer, your contract requires you check your spending ceiling limit and report monthly sales to FEDLINK. Here are a few tips to streamline accepting orders and making monthly reports.

- **Have a large order or a high number of orders?**  
Always contact [FEDLINKdirectexpress@loc.gov](mailto:FEDLINKdirectexpress@loc.gov) for approval before accepting an order above \$1,000,000.
- **Need help determining if you are reaching your contract ceiling?**  
Calculate all Transfer Pay and Direct Express orders received during the entire period of performance. If a new order exceeds the total of your contract, do not accept the order or provide any new services. Contact FEDLINK for assistance.
- **When are monthly sales reports due?**  
Be sure to submit your monthly sales report to FEDLINK on the 30th of each month even if there are no sales to report. The report for a sale is due in the month after the sale.
- **When should you report sales?**  
Report sales in the month you accepted the order.
- **What's the best way to track annual sales?**  
Be sure to report the full annual totals in the month you accepted the order. If you did not report a sale in the prior month, post it in the next monthly report. Do not make any changes to prior period.

## → Annual FEDLINK Vendor Directory Update

Get ready for new business in FY2026! With FEDLINK opening customer registration for the new fiscal year on August 18, now is a great time to add or review your organization's profile in our vendor directory. Complete the [vendor directory survey](#) to update your company information, products and services description, contact information, and website links.

### News Topics

[eResources Reporting](#)

[FEDLINK Vendor Directory](#)

[Connect with Customers](#)

[Visit the FEDLINK website](#)

## → Connect with Federal Customers

### [FEDLINK Marketplace](#)

Meet with FEDLINK members (virtually) and showcase your products and services by hosting a FEDLINK Marketplace program. If your organization is interested in offering a 60 to 90 minute virtual program with potential customers, please email [FEDLINK@loc.gov](mailto:FEDLINK@loc.gov).

### Reserve a Spot for the Fall Expo

Watch your email for an opportunity to present at the virtual FEDLINK Fall Expo on November 6, 2025.

