

Wildland Fire Protection Program

October

2025

The following ordering instructions apply to Federal Customers (non-cache) only. For additional information, please refer to the National Cache or State & Local GSA Tips Guides.

Federal
Customer
Orders
(non-
cache)

1. Routine Orders:

- 1.1. Place routine orders using the Department of Defense e-Commerce platform, FedMall. If you do not have a FedMall e-Commerce account, you will need to create one by going to <https://www.fedmall.mil>.
- 1.2. FedMall e-Commerce requires Internet Explorer 8.0 or above Google Chrome, or Mozilla Firefox, with cookies, pop-ups, and JavaScript enabled. FedMall e-Commerce is a U.S. Government website and is subject to monitoring.
- 1.3. FedMall e-Commerce requires a Medium Assurance Token to log-on. Most Common Access Card (CAC), "LincPass" and PIV cards contain the required security credentials to access FedMall e-Commerce. Once in FedMall e-Commerce, register as a "Federal Government Employee." Ensure the AAC/DODAAC is recorded in the "DODAAC" field when populating the contact and organizational information. Record, save, and submit the information. From the same screen, select "Advanced Options."
- 1.4. When using a credit card to place an order, select the Government Purchase Card option and complete the credit card information. Fund Code information is required for credit card orders and FedMall e-Commerce will automatically populate this information.
- 1.5. When placing an order in FedMall e-Commerce, a systems problem may cause some items to return dual prices. If this happens, please select the price that reflects "DLA Clothing & Textiles" as the supplier.
- 1.6. Routine Orders are required to have a Priority Code "10" and Project Code "NES". Input in the appropriate data location by the ordering personnel.
- 1.7. It is imperative to provide the Required Delivery Date (RDD) so DLA can ensure the material arrives at the specified location when needed.
- 1.8. An email receipt is sent to the person sending the order.

2. Material Returns:

- 2.1. **Discrepant Material** (i.e., supply, packaging, product defect)
If materiel must be returned as a result of receiving defective materiel contact the CIC to begin the Supply Discrepancy Report process.
- 2.2. **Excess Material**
If excess material must be turned in as a result of receiving more than the quantity ordered, contact the CIC to begin the Supply Discrepancy Report.

Contact the DLA Customer Interaction Center (CIC) for Order Inquiries

DLA CIC

Toll Free: 1-877-DLA-CALL (1-877-352-2255)

Commercial: 1-269-961-7766

Email: dlacontactcenter@dla.mil

****The DLA CIC can address order and shipping status questions****

Attachment 1 Reference Sheet

Federal Customers (non-cache)

Project Code	Description
NES	Routine Requirement (Pri 10)
WFP	Emergency Requirement (Pri 08)
Fund Code	XP
Signal Code	Description
A	Ship to requisitioner - Bill requisitioner
B	Ship to requisitioner - Bill to supplementary address
C	Ship to requisitioner - Bill to addressee designated by the fund code
J	Ship to supplementary address - Bill to requisitioner
K	Ship to supplementary address - Bill to supplementary address
L	Ship to supplementary address Bill to addressee designated by the fund code
Requisition Status Code	Description
BA	Item being processed for release and shipment
BB	Item is backordered against due-in stock
BD	Requisition is delayed to verify requirements
BM	Requisition forwarded to last know activity
BQ	Requisition cancelled at the request of the requisitioner
BV	Item procured and on contract for direct shipment to co-signee. The contract shipping date is entered in rp 70-73 of the FEDSTRIP. Cancellation, if requested, may result in billing for contract termination and/or transportation costs, if applicable.
BZ	Requisition being processed for Direct Delivery
C8	Requisition rejected, minimum order quantity referenced
CA	Requisition rejected
CD	Requisition rejected; errors in quantity, date or serial number
CE	Requisition rejected; unit of issue error. If still required, submit a new requisition with the correct unit of issue and quantity.
CG	Requisition rejected. Unable to identify requested items. Submit a new requisition and furnish correct NSN or part number.
CJ	Requisition rejected, item coded obsolete, substitute offered
CQ	Command/Service controlled item

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CS	Requisition rejected, quantity requisitioned is suspect of error or indicates excessive quantity. Partial quantity being supplied. Quantity field in this transaction reflects quantity rejected. If requirement still exists, submit a new requisition for the required quantity using Advice Code "2L"
CU	Requisition rejected unable to procure item requested, substitute item offered
CX	Rejected. Unable to identify the ship-to address as designated by the Signal Code or the Signal Code is invalid. If still required, submit a new requisition with valid data entries
CY	Requisition rejected, unable to procure item requested; no known substitute
SD	Rejected, material number (NSN) not identifiable
SH	Rejected; unit of measure is incorrect and cannot be converted
SJ	Rejected; signal code is incorrect
SS	Material shipped
Requisition Advice Code	Description
2B	Requested item only will suffice. Do not substitute or interchange
2C	Do not backorder. Reject any unfilled quantity not available to meet RDD Suitable substitute acceptable.
2D	Furnish exact quantity requested (i.e., do not adjust to quantity unit pack unless adjustment is upward and the dollar value increase is not more than \$5.00 over the requisition's extended money value)
2F	Item known to be coded 'obsolete' but still required for immediate consumption. Service coordinated/approved substitute is acceptable
2G	Ship new stocks or stocks having new appearance; mission requires latest model and configuration; mission requires newest stock only; anticipated usage requires latest expiration dates only
2J	Do not substitute or backorder any unfilled quantities
2L	Quantity reflected in quantity field exceeds normal demands; however, this is a confirmed valid requirement
22	Combination of Advice Code 2C and 2L
23	Combination of Advice Code 2L and 2G
24	Combination of Advice Code 2B and 2G
26	Combination of Advice Code 2B and 2L
27	Combination of Advice Code 2D and 2L
29	Combination of Advice Code 2D and 2G
31	Combination of Advice Code 2J and 2G
33	Combination of Advice Code 2L and 2J