



Ordering with Multiple DoDAACs Quick Start Guide

by

PARTNET

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Revision History

Revision Date	Author	Summary of Changes
11 / 3 / 2023	Tiffany Hayes	Update Formatting
7 / 1 / 2024	Bryon Voyer	Update Content for DoDAAC
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1. What is meant by ‘ordering with multiple DoDAACs’?

Ordering with multiple DoDAACs covers the scenario when a single customer wants to place orders using more than one Department of Defense Activity Address Code (DoDAAC). In other words, the customer wants to place orders using different Requisitioner’s DoDAACs, which is the DoDAAC placed at the beginning of a requisition’s Document Number (e.g. the ‘S5105A’ in ‘S5105A7214AAAE’).

2. How do I Know What My Current Requisitioner’s DoDAACs is?

Your current Requisitioner’s DoDAAC can be found by clicking “My Account” link on the FedMall banner then “Personal Information” under settings on the left-hand side navigation pane. This will display the user interface shown in the below Figure. Your current Requisitioner’s DoDAAC is contained within the ‘DoDAAC’ field highlighted below by the red line.

ORGANIZATION INFORMATION		
Department *	Service/Agency of Assignment *	Major Command *
DoD	Air Force	Air Education and Training Command (AE)
Unit of Assignment	DODAAC *	Country *
	SA4705	United States
Organization Name *	Street Address *	Street Address Line 1
DCSO-P NEW CUMBERLAND	5404 J AVE BLDG 404	NEW CUMBERLAND PA 17070-5059
Duty Station/City *	State *	Zip Code *
NEW CUMBERLAND	Pennsylvania	17070
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Personal Information User Interface

3. How do Change My Requisitioner’s DoDAAC?

Your Requisitioner’s DoDAAC can be changed anytime to any valid DoDAAC contained within the Department of Defense Activity Address Directory (DoDAAD). To change your Requisitioner’s DoDAAC, navigate to the same User Interface depicted in screenshot above by clicking ‘My Account’ link on the FedMall banner then “Personal Information” link under settings on the left-hand side navigation pane. From this User Interface change the DoDAAC specified within the ‘DoDAAC’ field, which will then validate the DoDAAC against the DoDAAD (via WEBLOTS). If the DoDAAC is valid it will

pre-populate the address information for the DoDAAC once you click outside of the text box and allow you to proceed to “Submit” the change in DoDAAC. Once successfully submitted, the Requisitioner’s DoDAAC associated with your profile will be the newly entered DoDAAC.

4. Why would I Change My Requisitioner’s DoDAAC?

You would change your Requisitioner’s DoDAAC if you need to requisition for different DoDAACs.

5. How do I Requisition for different / multiple DoDAACs?

You requisition for different / multiple DoDAACs by first validating that the DoDAAC specified in the User Interface depicted in the above Figure contains the DoDAAC you currently wish to requisition for. If the DoDAAC is correct, proceed to go through the check-out process for the items you wish to purchase using that DoDAAC. If the DoDAAC is NOT correct, change it to the desired DoDAAC then proceed to check-out. If you wish to requisition for a different DoDAAC, go back to the same User Interface depicted in the above Figure and modify the DoDAAC contained within the ‘DoDAAC’ field. Once you submit the change on the page by clicking the “Submit” button, you can then requisition for the newly specified DoDAAC. There is no limit on the number of times you can change this DoDAAC.

6. How do I change the ship-to / bill-to DoDAAC when using a MILSTRIP payment method?

You change the ship-to / bill-to DoDAAC when using a MILSTRIP payment method by proceeding to the ‘Shipping & Billing Method’ User Interface during the check-out process. After selecting a MILSTRIP Fund Code payment method, the user interface will display additional fields specifying your current Signal code, Ship-To DoDAAC, Requisitioner’s DoDAAC, and Supplementary DoDAAC as depicted in the below screenshot.

MILSTRIP CODES

Media Status	Demand Code *	Fund Code *	Distribution Code	Project Code	Priority Code
<input type="text" value="0"/>	<input type="text" value="I"/>	<input type="text" value="3M"/>	<input type="text" value="4"/>	<input type="text" value="3AZ"/>	<input type="text" value="Select"/>
RDD Value	Advice Code				
<input type="text"/>	<input type="text" value="Select"/>				

Enable Line Item Milstrip Codes ⓘ

[MILSTRIP Addressing](#)

For example, if Signal Code 'A' is selected then that means that you want to Bill-To and Ship-To the Requisitioner's DoDAAC. Signal Code 'A' does NOT require that you specify a Supplementary DoDAAC. If Signal Code 'B' is selected then that means that you want to Ship-To the Requisitioner's DoDAAC, but Bill-To the Supplementary DoDAAC. Signal Code 'B' requires that you must specify a Supplementary DoDAAC. The logic associated with each Signal Code is also defined below.

Code	Ship to . . .	Bill to . . .
A	Requisitioner	Requisitioner
B	Requisitioner	Supplementary address
C	Requisitioner	Bill-to party designated by the fund code
D	Requisitioner	No billing required (free issue) (Not to be used by DoD activities when submitting requisitions on General Services Administration (GSA))
J	Supplementary	Requisitioner
K	Supplementary	Supplementary address
L	Supplementary	Bill-to party designated by the fund code
M	Supplementary	No billing required (free issue) (Not to be used by DoD activities when submitting requisitions on GSA)

MILSTRIP Signal Code Matrix

7. How do I change the ship-to DoDAAC when using a Credit Card payment method?

You change the ship-to DoDAAC when using a Credit Card payment method by proceeding to the Shipping & Billing Method User Interface during the check-out process. After selecting a Credit Card payment method, the user interface will display additional fields specifying your current billing and shipping information. To change the ship-to DoDAAC, select the “Edit Address” link underneath the ship-to DoDAAC field as highlighted by the red box in the below screenshot.

Requisitioner's DoDAAC: SA4705

Shipping Information

Ship To DoDAAC: SA4705

Daren Abramson

DCSO-P NEW CUMBERLAND

5404 J AVE BLDG 404

NEW CUMBERLAND PA 17070

US

[Edit Address](#)

Mark For

Exception Ship-To Address

Credit Card Addressing

After selecting the “Edit Address” link, FedMall will display a pop-up box containing the ship-to DoDAAC and its associated clear-text address. If you want to change the ship-to DoDAAC, change the DoDAAC in the field highlighted in the below screenshot. Upon entering your DoDAAC, FedMall automatically verifies the DoDAAC and populates the ship-to address (also known as the TAC-2 address). If DoDAAC validation services are unavailable, FedMall may permit you to continue using the address. It is the User’s responsibility to ensure the address is accurate. Select the “Save” button to save the associated DoDAAC change. Changing any text box below the DoDAAC field will cause the associated address to be considered an exception ‘in-the-clear’ ship-to address, which is discouraged by the Defense Logistics Management Standard (DLMS).

EDIT SHIPPING ADDRESS



The following address is the Non-Exception 'in-the-clear' Address associated with the DoDAAC. Modification is discouraged. If modified, it will result in an Exception Ship-To Address.



DoDAAC *

SA4705

Organization Name *

DCSO-P NEW CUMBERLAND

Edit Shipping Address Box

The bill-to address associated with an order using a Credit Card payment method is set to the bill-to address associated with the Credit Card / Government Purchase Card (GPC) specified when adding that payment method to your profile.