



Ordering with Multiple DoDAACs Quick Start Guide

by

PARTNET

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Revision History

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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 DoDAAC 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 I 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 selected 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.

Current Order Shipping & Billing Method Order Summary
Order Number: 91006

Payment Information
Payment Method: MILSTRIP Fund Code
Purchase Requisition Number:

Signal Code: A - Ship-To and Bill-To REQNR DoDAAC

Shipping Information
ShipTo DODAAC: N65888 Edit Address
Requisitioner's DODAAC: N65888
Supplementary DODAAC: N00244

Mark For
 Exception Ship-To Address

MILSTRIP Addressing

If you want to change the Ship-To or Bill-To DoDAAC then you must select the "Signal Code" dropdown box and select the associated Signal Code based upon your desired behavior. The purpose of the Signal Code is to toggle the Ship-To DoDAAC and the Bill-To DoDAAC between the Requisitioner's DoDAAC and Supplementary DoDAAC. The "Signal Code" dropdown box is depicted in the below screenshot which also displays a brief definition of each of the signal codes.

Current Order Shipping & Billing Method Order Summary
Order Number: 91006

Payment Information
Payment Method: MILSTRIP Fund Code
Purchase Requisition Number:

Signal Code: A - Ship-To and Bill-To REQNR DoDAAC

Shipping Information
ShipTo DODAAC:
Requisitioner's DODAAC:
Supplementary DODAAC:

Mark For
 Exception Ship-To Address

Default MILSTRIP Code
*Fund Code: A1
Project Code:
RDD Value:
 Save to Express Settings

Signal Code Selection:
A - Ship-To and Bill-To REQNR DoDAAC
B - Ship-To REQNR DoDAAC, Bill-To SUPADD DoDAAC
C - Ship-To REQNR DoDAAC, Bill-To Fund Code
D - Ship-To REQNR DoDAAC, No Billing Required
J - Ship-To SUPADD DoDAAC, Bill-To REQNR DoDAAC
K - Ship-To and Bill-To SUPADD DoDAAC
L - Ship-To SUPADD DoDAAC, Bill-To Fund Code
M - Ship-To SUPADD DoDAAC, No Billing Required

MILSTRIP Signal Code Selection

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.

Current Order: Shipping & Billing Method Order Summary

Order Number: 93002

WARNING: This order requires Federal Procurement Data System (FPDS) reporting. [Enter FPDS Information](#)

Payment Information

Payment Method: Government Purchase Card - Discover - **

Purchase Requisition Number:

Billing Information

Card Number: *****6267
Discover

ACR REC WHSE BLDG 873
LANGFORD LAKE ROAD
FT IRWIN, CA 92310-5073
US

Shipping Information

ShipTo DODAAC: S5105A
[Edit Address](#)

Requisitioner's DODAAC: S5105A
Supplementary DODAAC:
 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).

Current Order: Shipping & Billing Method Order Summary

Order Number: 93002

WARNING: This order requires Federal Procurement Data System (FPDS) reporting. [Enter FPDS Information](#)

Payment Information

Payment Method: Government Purchase Card - Discover - **

Purchase Requisition Number:

Billing Information

Card Number: *****6267
Discover

ACR REC WHSE BLDG 873
LANGFORD LAKE ROAD
FT IRWIN, CA 92310-5073
US

Shipping Information

ShipTo DODAAC: S5105A
[Edit Address](#)

Requisitioner's DODAAC: S5105A
Supplementary DODAAC:
 Mark For
 Exception Ship-To Address

Edit Shipping Address

* DODAAC: S5105A

The following address is the non-exception 'in-the-clear' ship-to Address associated with the DoDAAC listed above. Modification of this 'in-the-clear' ship-to Address is discouraged. If modified, it will result in the generation of an exception 'in-the-clear' ship-to address.

* Organization Name: DEFENSE CONTRACT MANAGEMENT

First name: First Name

Last name: Last Name

* Street address: ATTN PROCUREMENT CENTER DCMA
3901 A AVENUE

Cancel Save

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.