FedMall

QUICK START GUIDE: FINDING YOUR

CONTRACTING OFFICE DODAAC

Registering as a FedMall Government Purchase Card Buyer

Before you begin

Before you start, be sure that you have each of the following:

- ightarrow A valid Contracting Office DoDAAC from the Contracting Office you are assigned ightarrow
- A valid Government Purchase Card (GPC)

Steps to register your DoDAAC

For all agencies to keep accurate reporting, users must register with a Contracting Office DoDAAC. We encourage users to retrieve this information from their Supervisor, Billing Official or A/OPC before attempting the registration process.

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Corridor To	ols		Advanced Search	Search	Entire Site 🔒 🔾
My Account		Accessed as		on 2017-07-24 12:21:48	You will be logged in for 44:59
My Account	Credit Cards				
) SETTINGS	My Payment Methods				
ersonal Information	Contracting Office DoDAAC When registering a GPC, you	u will be requested to provide y	our Contracting Office's	DoDAAC. It is the first six alph	a-numeric characters of all contract
ddress Book	numbers awarded by that o clicking the link here and se	ffice (i.e. SPE8EZ-17-V-0001; the arching for your contracting of	ne DoDAAC would be SPE fice.	BEZ). If you do not know the I	DODAAC, please reference the list by
y Permissions	NOTE: The Navy and Air For	ce DoDAACs are not listed; plea	ise contact your Supervis	or, A/OPC, or Billing Official fo	or assistance.
uick Checkout Profile	Credit Card Label: *				
ly Payment Methods	Payment Option: *	Government Purchase Card	•		
	Credit Card Number: *				
ORDERS	Credit Card Type: *	Discover	•		
aved Orders	Credit Card Expiration Date:	07 • 2017 •			
ent Orders	Contracting Office DoDAAC: *				
rders Waiting for My Action	0				
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equently Purchased Items	Middle Name:				
	Last Name: *				
	Email: *				

Finding your DoDAAC

Step 1: To find your Contracting Office DoDAAC, access the DoDAAC list, and follow the instructions below. It is the first six alpha-numeric characters of all contract numbers awarded by that office (i.e. SPE4A4-17-V-0001; the DoDAAC would be SP4A4).





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Step 2: Verify the DoDAAC is correct by confirming the name and address of the organization

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Step 3: Lastly, the organizational point of contact is also listed on the spreadsheet for additional guidance. If the Supervisor, Billing Official or A/OPC require further assistance, please contact Ms. Kathleen Lemming (DPAP) at <u>osd.pentagon.ousd-atl.mbx.dpap-clause-logic-service@mail.mil</u>.