



QUICK START GUIDE: FINDING YOUR CONTRACTING OFFICE DoDAAC

Registering as a FedMall Government Purchase Card Buyer

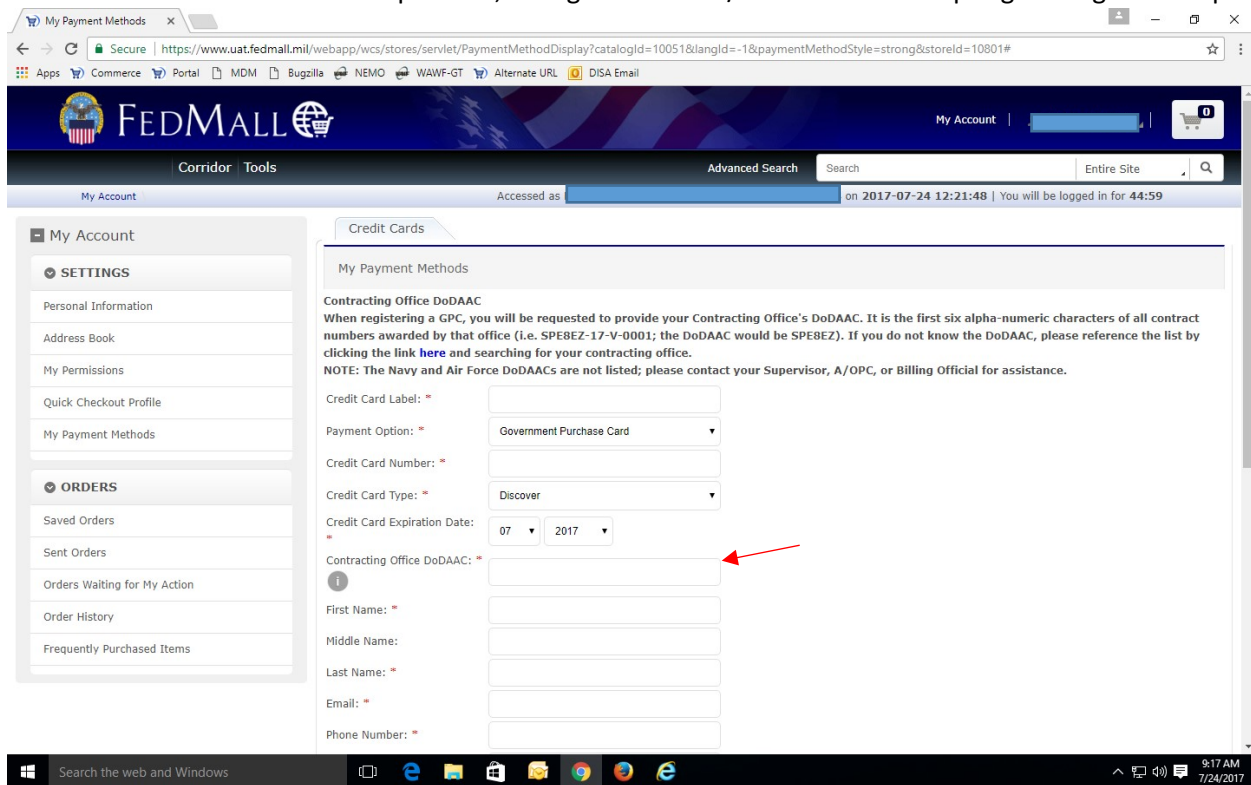
Before you begin

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

- ➔ A valid Contracting Office DoDAAC from the Contracting Office you are assigned ➔
- 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.



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 osd.pentagon.ousd-atl.mbx.dpap-clause-logic-service@mail.mil.