

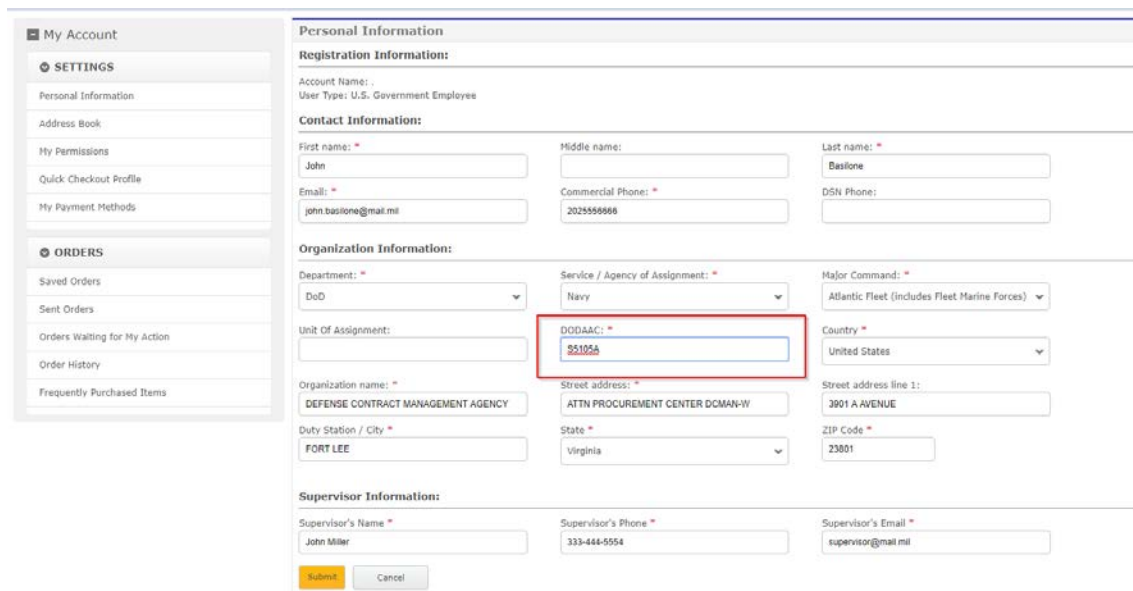
QUICK START GUIDE: ORDERING WITH MULTIPLE DoDAACS

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').

How do I know what my current Requisitioner's DoDAAC is?

Your current Requisitioner's DoDAAC can be found by clicking 'My Account' on the FedMall banner then 'Personal Information' under settings on the left-hand side navigation pane. This will display the user interface shown below in Figure 1. Your current Requisitioner's DoDAAC is contained within the 'DoDAAC' field highlighted below by the red box.



The screenshot shows the 'Personal Information' user interface. On the left is a navigation pane with 'My Account' selected, containing sections for 'SETTINGS' (Personal Information, Address Book, My Permissions, Quick Checkout Profile, My Payment Methods) and 'ORDERS' (Saved Orders, Sent Orders, Orders Waiting for My Action, Order History, Frequently Purchased Items). The main content area is titled 'Personal Information' and contains several sections: 'Registration Information' (Account Name, User Type), 'Contact Information' (First, Middle, Last name, Email, Commercial Phone, DSN Phone), 'Organization Information' (Department, Service / Agency of Assignment, Major Command, Unit of Assignment, DoDAAC, Organization name, Street address, State, ZIP Code, Country), and 'Supervisor Information' (Supervisor's Name, Supervisor's Phone, Supervisor's Email). The 'DoDAAC' field in the 'Organization Information' section is highlighted with a red box and contains the value 'S5105A'. Below the form are 'Submit' and 'Cancel' buttons.

Figure 1. Personal Information User Interface

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 Figure 1 by clicking 'My Account' on the FedMall banner then 'Personal Information' 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.

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Why would I change my Requisitioner's DoDAAC?

You would change your Requisitioner's DoDAAC if you need to requisition for ('shop for') different DoDAACS.

How do I requisition for ('shop for') different / multiple DoDAACs?

You requisition for ('shop for') different / multiple DoDAACs by first validating that the DoDAAC specified in the User Interface depicted in Figure 1 contains the DoDAAC you currently wish to requisition for ('shop 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 ('shop for') a different DoDAAC, go back to the same User Interface depicted in Figure 1 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 ('shop for') the newly specified DoDAAC. There is no limit on the number of times you can change this DoDAAC.

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 below in Figure 2.

Current Order Shipping & Billing Method Order Summary

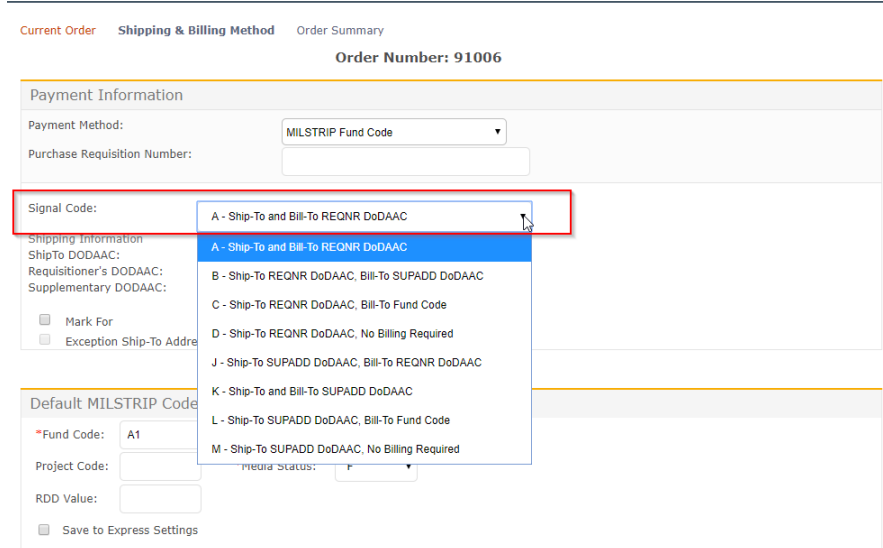
Order Number: 91006

| 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 |
| <input type="checkbox"/> Mark For <input type="checkbox"/> Exception Ship-To Address | |

Figure 2. MILSTRIP Addressing

If you want to change the Ship-To or Bill-To DoDAAC then you must select the 'Signal Code' drop down 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' drop down box is depicted below in Figure 3 which also displays a brief definition of each of the signal codes.

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The screenshot shows the 'Shipping & Billing Method' tab in the FedMall ordering system. The 'Signal Code' dropdown menu is open, displaying the following options:

- 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

The 'Signal Code' field is highlighted with a red box, and the dropdown menu is also highlighted with a blue box. The 'Fund Code' is set to 'A1'.

Figure 3. 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 in Table 1.

Table 1. MILSTRIP Signal Code Matrix

| MILSTRIP Signal Code Matrix | | |
|-----------------------------|---------------|---|
| 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) |

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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' hyperlink underneath the ship-to DoDAAC field as highlighted by the red box below in Figure 4.

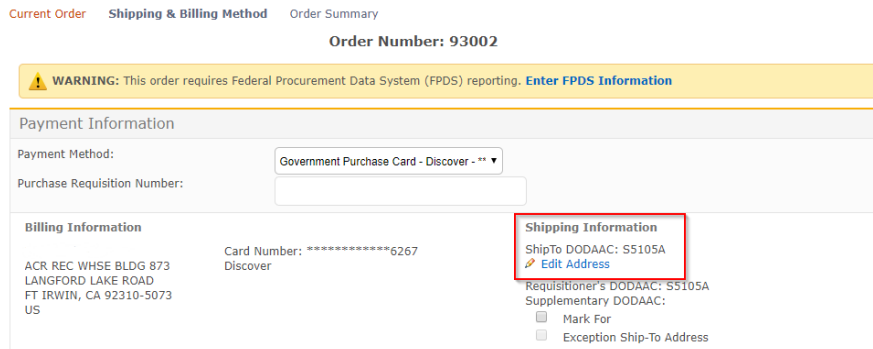


Figure 4. Credit Card Addressing

After selecting the 'Edit Address' hyperlink, FedMall will display a pop-up box containing the ship-to DoDAAC and its associated clear-text address pulled from the DoDAAD via WEBLOTS. If you want to change the ship-to DoDAAC, change the DoDAAC in the field highlighted below in Figure 5. After selecting outside of the box, FedMall will automatically pull in the DoDAAC's associated clear-text ship-to address (also known as it's TAC-2 address). 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 use is discouraged by the Defense Logistics Management Standard (DLMS).

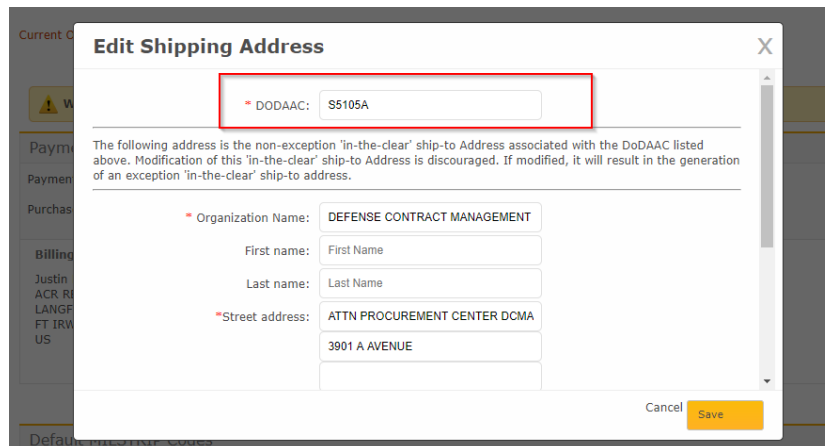


Figure 5. Edit Shipping Address Box



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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 specified when adding that payment method to your profile.