



# Exception Ship-To Addressing Quick Start Guide

by

**PARTNET**

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## Revision History

Revision Date	Author	Summary of Changes
07 / 01 / 2024	Bryon Voyer	Update Formatting
10 / 08 / 2024	Fuwad Tufail	Update screenshots

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# 1. What is an “Exception Ship-to Address”?

An exception ship-to address is an in-the-clear address that is specified at time of check-out and that does *not* correspond to a Department of Defense Activity Address Code’s (DoDAAC) Type of Address Code 2 (TAC 2) or TAC 1 as specified in the Department of Defense Activity Address Directory (DoDAAD). The use of an exception ship-to address is discouraged.

## 2. Why is an Exception Ship-to Addressing discouraged?

The use of exception ship-to addressing bypasses the routine systematic controls that validate ship-to locations based upon the associated DoDAAC. When shipped via the Defense Transportation System (DTS), the use of clear text addressing requires manual processing and has been associated with a higher rate of frustrated freight shipments. The DoDAAD Table is used to ensure that shippers do not ship items to activities/locations that are not active or to outdated locations for mobile units. It ensures that shippers have the most current address information, which becomes critical during deployment. Use of clear-text addressing precludes the systemic capability to validate that the address is still valid and current.

## 3. How do I Specify an Exception Ship-to Address?

### 3.1 How do I specify an exception ship-to address when using MILSTRIP payments?

1. On the checkout page, select “Edit Address” next to the ship-to DoDAAC:

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

*Shipping address info*

2. A pop-up box will appear with the ship-to DoDAAC's default TAC 2 (shipping) address specified. Please take note of the message displayed discouraging its usage. 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.

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 *	Organization Name *		
SA4705	DCSO-P NEW CUMBERLAND		
First Name *	Last Name *	Email *	Phone Number *
test	test	test.test@gmail.com	1234567890
Street Address *			
5404 J AVE BLDG 404			
Street Address 2			
NEW CUMBERLAND PA 17070-5059			
Street Address 3			
NEW CUMBERLAND PA 17070			
City *	Country/Region *		
NEW CUMBERLAND	United States		
State *	Zip / postal Code *		
Pennsylvania	17070		

[Edit Shipping address info](#)

- If DoDAAC validation is not available or you wish *not* to use the ship-to DoDAAC's default address (i.e., its non-exception "in-the-clear" ship-to address) then simply modify the address specified below the DoDAAC, then click "Save."

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 * W85GNS	Organization Name * DCSO-P NEW CUMBERLAND		
First Name * test	Last Name * test	Email * test@test.com	Phone Number * 1234567890
Street Address * 5404 J AVE BLDG 404			
Street Address 2 NEW CUMBERLAND PA 17070-5059			
Street Address 3			
City * NEW CUMBERLAND	Country/Region * United States		
State * Pennsylvania	Zip / postal Code * 17070		

*Edit Shipping address info*

- After clicking the Save button you will be returned to the checkout page; you will notice that the "Exception Ship-To Address" checkbox is now checked, since you modified the address in the previous step.

Requisitioner's DoDAAC: W85GNS

Shipping Information

Ship To DoDAAC: W85GNS

test test

DCSO-P NEW CUMBERLAND

5404 J AVE BLDG 404

NEW CUMBERLAND PA 17070

US

Note:

[Edit Address](#)

Mark For

Exception Ship-To Address

*Shipping address info*

## 3.2 How do I specify an exception ship-to address when using a credit card?

1. On the checkout page select 'Edit Address' below the ship-to DoDAAC:

Requisitioner's DoDAAC: SA4705

Shipping Information

Ship To DoDAAC: SA4705

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5404 J AVE BLDG 404

NEW CUMBERLAND PA 17070

US

[Edit Address](#)

Mark For

Exception Ship-To Address

*Shipping address info*

2. **Note:** Follow the same steps as described in the previous section.

## 4. What Happens After I Submit an Order with an Exception Ship-to Address?

If an item within the order is from a Government Source of Supply (e.g., DLA or GSA), then an outbound requisition is generated to the Defense Automatic Addressing System (DAAS) for routing to the associated supply system for fulfillment. The address associated with this requisition is the exception ship-to address specified at the time of checkout.

If an item within the order is from a Commercial Supplier, then an outbound Purchase Order, Delivery Order, Call Order, or Task Order is generated to the Commercial Supplier. The address associated with this requisition is also the exception ship-to address specified at the time of checkout.

## 5. How Does an Exception Ship-to Address Relate to the Mark-for Address?

A mark-for address is used to identify an entity located within the ship-to address (exception or not) that is to actually receive the material. Both an exception ship-to address and a mark-for address can be specified for an order. The following table shows an example use of both a mark-for address and an exception ship-to address.

Mark-For Address	Exception Ship-To Address
<b>ATTN: Mark M. Miller ROTATION 12-1</b>	<b>Defense Supply Shop CLEVELAND-SAN DIEGO SHORE 9287 EAST 3RD ST SUB BASEMENT 41 CLEVELAND OH 54139-2004</b>

*Edit Shipping address info*