

## QUICK START GUIDE: FINDING YOUR CONTRACTING OFFICE DoDAAC

### Registering as a FedMall Government Purchase Card Buyer

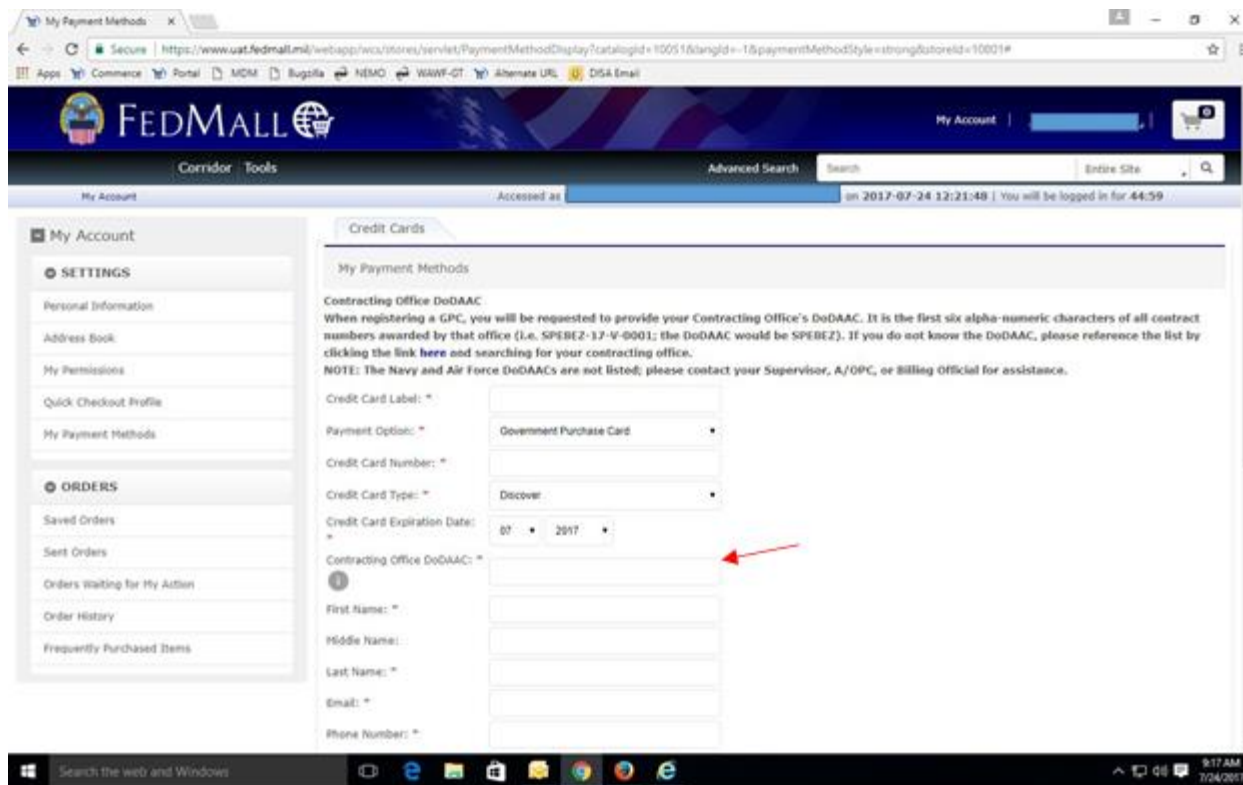
#### Before you begin

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).

5857	1	SPE444	D	00	DM	097	USNORTHCOM	12/09/2010	12-APR-17	Y	Y
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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](mailto:osd.pentagon.ousd-atl.mbx.dpap-clause-logic-service@mail.mil).