

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.

Credit Card Label *	Payment Option *	
<input type="text"/>	<input type="text" value="Government Purchase Card"/>	
Credit Card Number *	Credit Card Type *	
<input type="text"/>	<input type="text" value="American Express"/>	
Credit Card Expiration Date *		
<input type="text" value="Month"/>	<input type="text" value="Year"/>	
<u>Contracting Office DoDAAC *</u>	Contracting Agency Code	
<input type="text"/>		
First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *	Phone Number *	
<input type="text"/>	<input type="text"/>	