State Purchase Card Payment Registration in FedMall

After your registration in FedMall has been approved, and **prior to adding your credit card information in My Payment Methods**, State and Local Buyers must complete their respective credit card authorization form by submitting the request for **State Purchase Card** Payment permission under the **My Permissions** tab in FedMall. The authorization form will present itself upon clicking on the 'Request' hyperlink. Prior to clicking 'Submit' on the request, print and send the form to your DLA POC. Note, you will not be able to print out the form after clicking 'Submit'. The user will request and receive permission as shown in the print screens below:

To request approval to use the state credit card click on the **Request** hyperlink next to **State Purchase Card Payment.**

The **U.S State Purchase Card Authorization** form will load to the current window.

State Purchase Card Payment Registration in FedMall

STATE PURCHASE CARD PAYMENT PERMISSION REQUEST

Requesting this permission will allow you to add a State/Local Government-issued Purchase Card as an additional payment method, if you are employed by a State or Local Government wishing to pay by credit card. With this permission, you will have the option to add a new State/Local Government-issued Purchase Card on the 'My Payment Methods' screen.
If you are employed by the US State Government or US Local Government and wish to purchase.

After your request has been processed, you will recieve an email confirmation that your authorization has been activated. If you have questions, please call FedMall Support at 1-877-352-2255

Name	Commercial Phone
▓▓▓▓▓▓▓▓▓	1234567890

Email	DSN Phone
▓▓▓▓▓▓▓▓▓	

Department	User ID
DoD	AYERS.DIANE.9670003518

Service/Agency of Assignment	Major Command
Defense Logistics Agency	DDC

Unit of Assignment	Duty Station/City
	NEW CUMBERLAND

State/Province	Postal Code
PA	17070

Country
US

SPOC Name *	SPOC Phone *

SPOC Email *	DODAAC
	SA4705

☐ I acknowledge that I have been granted authority to obligate funds on behalf of my company, agency or organization. My Supervisor, Commander, or any other approving official in my chain of command has been given authorization to approve my use of this payment method.

[Request]   (Cancel)

User will then enter **SPOC's Name, Phone, and Email**. Then, the user will need to **print out the form, sign, and send the form to their DLA POC**. **After** printing out the form, click on **Submit** to complete the State Purchase Card payment permission request.

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Upon submitting the State Purchase Card payment permission, the status will display in a **Pending** state. **DO NOT** attempt to enter credit card information in **My Payment Methods** until the **State Purchase Card Payment** <u>permission has been granted</u>.

After the permission is granted to use the State Purchase Card the user will **receive an email** notification and the permission is reflected as **Granted**.

WSSP Read-Only User   `Request`

Requesting this permission will allow you to access WSSP, which is used to manage WS1 transactions. The read-only permission will allow you to search for but not initiate transactions. You must specify one or more RIC(s).

WSSP User   `Request`

Requesting this permission will allow you to access WISSP, which is used to initiate WS1 transactions. WS1 transactions are used to update (add, change, or delete) weapons coding on NSNs and are meant to tell DLA the importance of an item to a weapon system for use in DLA management decisions and better support the customer. With WISSP you may search for, upload, edit, and delete transactions, as well as send transactions to DAAS and view the status and response from DAAS. You must specify one or more RIC(s).

SDA User   `Request`

Granted to DLA Users only. Requesting this permission will grant access to the Source of Supply Delivery Acknowledgement functionality within the Receive Orders / Requisitions (MRA Search) tool. Users with this permission may view and submit SDAs for orders/requisitions generated by FedMall.

DODAAC DLA Orders   `Request`

Requesting this permission will allow you to access a different list of DoDAACs used when searching the DLA Orders Inquiry Service System (available from the Tools menu). You must specify one or more DODAAC(s) that you wish to gain access to.

All Requisitions   `Request`

This permission may be granted to DLA Contractors; other contractors will be on a case-by-case basis. If you are a DLA employee or an Air Force, Army, Marine, or Navy employee, you are implicitly granted access to all requisitions, and you DO NOT need to request this permission. Requesting this permission allows access to all requisitions within DLA Orders, available from the Tools menu. All users are allowed access to NSN/NIIN and WSDC searches from DLA Orders; however, access to requisition numbers is restricted to the DoDAAC registered in your 'My Account' profile, or to your Service/Agency of assignment (for Air Force, Army, Marine, and Navy contractors).

MILSTRIP/FEDSTRIP Payment Method   `Request`

Requesting this permission will allow you to pay for items using a MILSTRIP Fund Code, i.e. interfund billing. With this permission, you will have the option to add a new interfund billing / MILSTRIP payment method on the 'My Payment Methods' screen. Such payment methods may be used to purchase items with the blue "MIL" icon. This permission also enables financial transactions via the MILSTRIP Order Entry System (MOES).

State Purchase Card Payment Method   *Granted by Automatic Approval on 07/28/2023, 11:09:38 am*   `Remove`

Requesting this permission will allow you to add a State/Local Government-issued Purchase Card as an additional payment method, if you are employed by a State or Local Government wishing to pay by credit card. With this permission, you will have the option to add a new State/Local Government-issued Purchase Card on the 'My Payment Methods' screen.

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State Purchase Card Payment Registration in FedMall

User will register their card under **My Payment Methods** located under **Settings**. User must select the **Add New** button to prompt a credit card registration.

Choose the Payment Option drop down and select **State Purchase Card.**

State Purchase Card Payment Registration in FedMall

The following screen shows that the **State Purchase Card** was selected and that it is a Discover Card (Credit Card Type). There are additional credit card type choices available by using the drop down.

ADDING A CREDIT CARD

Contracting Office DoDAAC

When registering a GPC, you will be requested to provide your Contracting Office's DoDAAC. It is the first six alpha-numeric characters of all contract numbers awarded by that office (i.e. SPE8EZ-17-V-0001; the DoDAAC would be SPE8EZ). The Contracting Office DODAAC is used to determine your corresponding Contracting Agency. If you do not know the DoDAAC, please reference the list by clicking the link here and searching for your contracting office.

Credit Card Label *

Payment Option *
State Purchase Card

Credit Card Number *

Credit Card Type *
American Express

Credit Card Expiration Date *
Month   Year

First Name *   Middle Name   Last Name *

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