



Registration Process Tutorial

April 08 2013

POINT.

CLICK.

SHIP!



**DOD
EMALL**

Welcome to DOD EMALL! The premiere web-based ordering site for Military Branches, Government Offices, and Law Enforcement Agencies.

[About DOD EMALL](#) [Suppliers](#) [Shoppers](#) [What's New This Release?](#)[Home](#)

You are not logged in.

Attention All Suppliers!!

DOD EMALL invites you to offer on our four (4) open solicitations
Hardware: Solicitation SPMLW1-09-R-0001
Law Enforcement/First Responder: Solicitation SPMLW1-09-R-0002
Automotive & industrial supplies: Solicitation SPMLW1-09-R-0004
Food Preparation and Serving Equipment SPMLW1-13-R-7301
Solicitations can be viewed at
http://www.logisticsinformationservice.dla.mil/emall_contracting.asp

Attention DLA Customers

For information and instructions on The Federal Procurement Data System Next Generation (FPDS NG) initiative please click "What's New this Release" link above.

This tutorial explains the registration process necessary for users to log onto DOD EMALL to purchase goods and services at the agency's convenience.

Can't find what you
are looking for?

DOD EMALL is constantly
looking to expand our
product line. If there are
items you need, please
let us know by sending an
e-mail to
[DLAcontactcenter
@dlamail](mailto:DLAcontactcenter@dlamail)

**Help Center**

Have you used our help center lately?
Let DOD EMALL's helpful staff assist
you with everything from getting
registered to checking out.

Shoppers

How do I get registered with DOD EMALL?

What is the difference between a shopper and an orderer?

I have registered as a shopper, now how can I place orders?



Suppliers

What are the advantages of using DOD EMALL?

How much can I save using DOD EMALL?

How do I start?



Training Events

- ▶ [Frequently Asked Questions](#)
- ▶ [Supplier Information](#)
- ▶ [DLA Related Sites](#)
- ▶ [CAC/PKI Policy](#)

News & Info

April 3, 2013

On May 31st, 2013, Enterprise Business System (EBS) will take over the billing and collection of Department of Defense (DOD) Electronic Mall (EMALL) orders for which Federal and Non-Federal customers are paying via credit card. These changes were designed to improve system functionality, organize payments, and improve Defense Logistics Agency's (DLA) audit readiness. Click [New Credit Card Process!](#) for more information.



Environment

DOD EMALL promotes policies that protect the environment.

▶ [Read more](#)



SBA

Small businesses are an integral part of DOD EMALL's supplier base.

▶ [Read more](#)



Ability One

Many products featured on DOD EMALL were created by persons with disabilities.

▶ [Read more](#)



Secure & Reliable

How does DOD EMALL protect your business and your data?

▶ [Read more](#)

Many new changes have been made to the web site to improve registration and ordering. We shall discuss those new items here.

Use of the DOD EMALL requires [Internet Explorer 8.0+](#) or [Mozilla Firefox](#) with cookies, pop-ups, and JavaScript enabled.
This is a government web site that is subject to [monitoring](#). Viewing documents on the DOD EMALL requires [Adobe Acrobat Reader](#).
[Privacy/Security](#) [Accessibility](#) [Contact Webmaster](#)



DOD EMALL - What is it?

- The Department of Defense - Electronic Mall or (DOD EMALL) is a web based online ordering platform meant to provide a full service e-Commerce site to find and acquire off the shelf, finished goods and services from the commercial marketplace and government sources for the Defense Department and other State and Federal agencies. DOD EMALL optimizes the effectiveness and efficiency of the DOD Supply Chain.
- In 1998 DOD EMALL evolved from just a few million items to a comprehensive site offering over 65 million items since its inception.
- Today DOD EMALL provides entrepreneurs the opportunity to supply their products globally to multiple agencies. Entrepreneurs include women owned businesses, veteran and disabled veteran owned business, and small businesses. DOD EMALL provides the opportunity to move their marketable goods into a global environment.

This blurb explains what DOD EMALL is and what it does. This is accessible through the 'About DOD EMALL' link shown above.



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**DOD
EMALL**[About DOD EMALL](#) [Suppliers](#) [Shoppers](#) [What's New This Release?](#)[Home](#)

You are not logged in.

Suppliers

What are the advantages of using DOD EMALL?

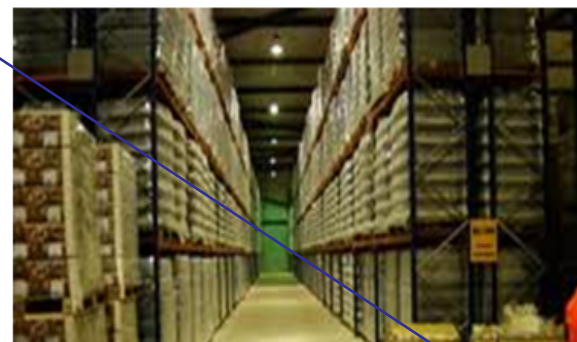
DOD EMALL functions as a single entry point for DOD customers seeking to acquire off-the-shelf, finished goods from the commercial marketplace. DOD EMALL provides sustained direct vendor delivery (DVD) to its customers.

How much can I save using DOD EMALL?

DOD EMALL shifts the acquisition paradigm away from repetitive small purchases to establishment of broad contractual arrangements that allow the Government Purchase Card (GPC) and Military Standard Requisitioning and Issue Procedures (MILSTRIP) customers to place delivery orders against established contract vehicles. This strategy enables the DOD and supplier to leverage the Department's buying power through volume discounts and streamline the procurement process for commercial items.

How do I start?

In order to be considered for evaluation for award of an Indefinite Delivery/Indefinite Quantity (IDIQ) contract, you must submit a proposal in response to one of three active DOD EMALL solicitations: Hardware Solicitation - SPMLW109R0001; Law Enforcement and First Responder Solicitation - SPMLW109R0002; or Automotive and Industrial Supplies Solicitation - SPMLW109R0004. These solicitations are restricted to items assigned to DLA for logistics management and are limited to certain FSGs called out in each solicitation. A list of the DLA managed Federal Supply Classes (FSC) and a description of Federal Supply Classes (FSC) falling within the FSGs can be found at <https://www.dibbs.bsm.dla.mil/Refs/Fsc.aspx>.



This blurb explains Suppliers and how DOD EMALL can benefit their business. This is accessible through the 'Suppliers' link shown above.



This blurb explains what Shoppers need to do to utilize DOD EMALL. This is accessible through the 'Shoppers' link shown above.

Shoppers

How do I get registered with DOD EMALL?

First you will need a Common Access Card (CAC) or a Medium Assurance Hard Token. If your organization does not issue you either of these, you may procure one from either Identrust, ORC or Verisign. After you have this, please select the "Register" link at the top of the screen.

What is the difference between a shopper and an orderer?

While both user types have successfully registered in DOD EMALL, a Shopper has registered without a payment permission. An orderer has registered with either a Government issued Credit Card, Contractor Credit Card or with MILSTRIP as a payment method.



I have registered as a shopper, how can I place orders?

In order to place orders, you will need either a Government issued Credit Card, Contractor Credit Card, or MILSTRIP. Upon logging in as a shopper, please select the "My Account" link at the top of the screen. After navigating here, please select the permissions tab, scroll down and select the correct payment type. Upon completing, and being authorized, your account will change from a shopper to an orderer, and you will be allowed to place orders.



What's New This Release

[New site look](#)

Beginning 12 January 2013, DOD EMALL will have a new look. The following document displays these changes

 [Site design new look.pdf](#)

[New User Registration](#)

 [New user registration.pdf](#)

[Status Email](#)

Customers may now elect to receive email notifications when status of your order changes. Follow these steps to activate this feature

1. Select "My Account" on upper right corner
2. Choose the "Options Tab"
3. Check the types of notifications you wish to receive
4. Click Update

[Ability One Toner Cartridges](#)

National Industries for the blind (NIB) contract for toner cartridges (SP700012A101) is now available in DOD EMALL

 [DLA Toner Contract Policy.pdf](#)

This blurb explains what is new in DOD EMALL. This is accessible through the 'What's New This Release?' link shown above.



3. Check the types of notifications you wish to receive

4. Click Update

Ability One Toner Cartridges

National Industries for the blind (NIB) contract for toner cartridges (SP700012A101) is now available in DOD EMALL

 [DLA Toner Contract Policy.pdf](#)

Tires Corridor

Tire eCatalog Corridor is in Production. Here, users will be able to search shop and order Tires, Tire Accessories and Wheel Assemblies from one location.....DOD EMALL

 [DOD EMALL Tire eCatalog.pdf](#)

DeCA Card Holder Guidance

 [DeCA and DOD EMALL Guidance Memo 13-07.pdf](#)

Create MILSTRIP transaction

 [MILSTRIP \(MOES\) redirect.pdf](#)

This is a continuation of the items new in DOD EMALL. This is accessible through the 'What's New This Release?' link shown above.

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[Privacy/Security](#) [Accessibility](#) [Contact Webmaster](#)



**DOD
EMALL**



[Login/Register](#)

[Help Desk](#)



[About DOD EMALL](#) [Suppliers](#) [Shoppers](#) [What's New This Release?](#)

[Home](#)

You are not logged in.

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Attention DLA Customers

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Something that needs to be pointed out before we start the Registration Process is the Help Desk Information which can be found by clicking this link.

What types of products does DOD EMALL have?

DOD EMALL has everything from office supplies to aircraft parts



Help Center

Have you used our help center lately? Let DOD EMALL's helpful staff assist you with everything from getting registered to checking out.

**DOD
EMALL**[Login/Register](#)[Help Desk](#)[About DOD EMALL](#) [Suppliers](#) [Shoppers](#) [What's New This Release?](#)[Home](#) > [Help Desk](#)**You are not logged in.**

Help Desk

Contact Information

DOD EMALL Customer Service
1-877-DLA-CALL / 1-877-352-2255
DLAcontactcenter@dla.mil

OCONUS Users
1-269-961-7766 / DSN 661-7766

Vendor Support Email
email.vendors@dla.mil

Should you need assistance in accessing your account this information will be beneficial to that task.

Now we are ready to start the Registration process. Please click this link to start.

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[Privacy/Security](#) [Accessibility](#) [Contact Webmaster](#)



Mandatory DOD Notice For EMAIL

This is the Standard Mandatory DOD Notice and Consent Banner. Please read in its entirety and if you agree please click the "OK" button shown below.

Standard Mandatory DOD Notice and Consent Banner Dated/Effective: May 9, 2008

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

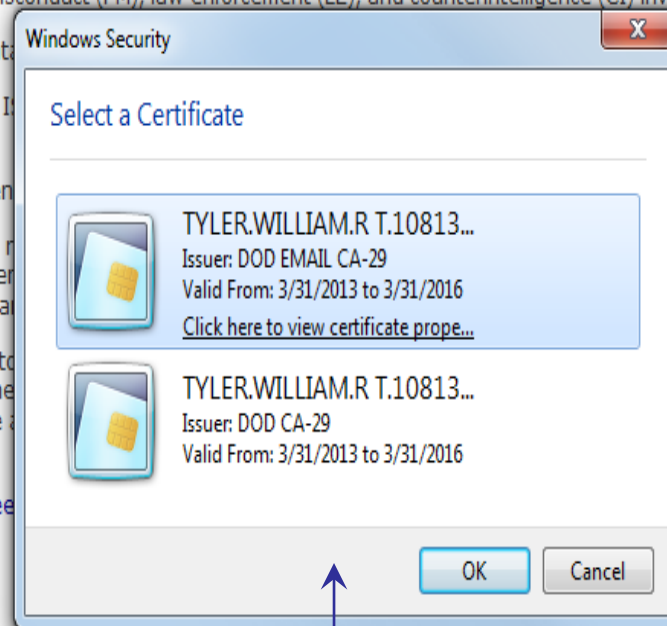
- ▶ The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- ▶ At any time, the USG may inspect and seize data stored on this IS.
- ▶ Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- ▶ This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- ▶ Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.
- ▶ Security protections may be utilized on this IS to protect certain interests that are important to the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion. By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems, you are accessing a U.S. Government information system (as defined in CNSSI 4009) that is provided for U.S. Government-authorized use only.
- ▶ That you understand and accept the [user agreement](#).

Dated/Effective: May 9, 2008

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- ▶ The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
 - ▶ At any time, the USG may inspect and seize data stored on this IS.
 - ▶ Communications using, or data stored on, this IS may be accessed, inspected, or seized by a USG authorized purpose.
 - ▶ This IS includes security measures (e.g., authentication, access controls, encryption) that may limit your ability to use certain features of the IS.
 - ▶ Notwithstanding the above, using this IS does not constitute an authorization to release, disseminate, or otherwise use any information, communications, or work product, related to personnel, operations, or activities of the Department of Defense (DoD) information systems, you are authorized to use only for official Government-authorized use only.
 - ▶ Security protections may be utilized on this IS to protect the privacy of the information, communications, or work product, and may be modified or eliminated at the discretion of the DoD.
 - ▶ That you understand and accept the [user agreement](#) and [privacy policy](#) for this IS.



Once you agree to the notice the system will ask you for your certificate which will be connected to your account. Then click 'OK'



These are the User Types available to the many different users of DOD EMALL. Default Users are 'Federal Government Employees' or 'Federal Government Contractors'.

If you have already registered with DOD EMALL, just enter your User ID and click 'Submit'.

User Type

Select the user type that best describes you.

- ☒ **Federal Government Employee (including National Guard and ROTC programs)**
I am an employee of the US Federal Government and have an active DOD CAC card or PKI token (Medium Token Assurance certification or Medium Hardware Assurance certificate) issued through one of the 3 approved commercial sources for these certificates: IdemTrust, Inc.; Operational Research Consultants, Inc.; or Symantec Corporation.
- ☐ **Federal Government Contractor**
I or the organization I am employed by is under contract with the U.S. Government.
- ☐ **State Government Employee**
I am an employee of a State Government and intend to use DOD EMALL under a Federal Government program. I have an ECA hard token.
- ☐ **Supplier**
I have my organization's CAGE Code and DUNS and intend to supply products for purchase in DOD EMALL.

[Submit](#) [Reset](#)

When user type selected please click 'Submit'.

Existing

Active DOD EMALL Account

DOD EMALL could not find any active user accounts associated with the certificate provided. One of the following conditions may apply:

- Your account(s) is no longer active
- You are attempting to log in with a new certificate

If you are an existing DOD EMALL user, enter your User ID below and click Submit. Assuming the account is active (not deleted or expired), an email will be sent to the contact email address associated with the account. Follow the instructions in the email to associate the account to your certificate. If no email is received, contact the Help Desk at 1-877-352-2255.

User ID

[Submit](#)

State Government Employees involve Federal Programs such as 1122. Suppliers are vendors in DOD EMALL



Welcome, TYLER.WILLIAM.R T.1081339860.

[Continue Registration](#)[Help Desk](#)[Logout](#)[Home](#)

As TYLER.WILLIAM.R T.1081339860., you will be logged in for 43:50

New Account Registration

User Type

Registering as **Federal Government Employee (including National Guard and ROTC programs)**. [\[change\]](#)

Please select an appropriate User ID at this time.

Click 'Check User ID' to see if User ID has been used.

[Check User ID](#)[Submit](#)[Reset](#)

If all is good click 'Submit.'

Existing Customer

Active DOD EMALL Account

DOD EMALL could not find any active user accounts associated with the certificate provided. One of the following conditions may apply:

Clicking the '?' icon explains the proper User ID rules.

If you are an existing DOD EMALL user, enter your User ID below and click Submit. Assuming the account is active (not deleted or expired), an email will be sent to the contact email address associated with the account. Follow the instructions in the email to associate the account to your certificate. If no email is 7-352-2255.

Rules for entering a User ID

User IDs may be 1 to 75 characters in length.

User IDs may contain letters (uppercase and lowercase) and numbers.

User IDs may not contain spaces or special characters.

User IDs must be unique.

**DOD
EMALL**

Welcome, TYLER.WILLIAM.R T.1081339860.

[Continue Registration](#)[Help Desk](#)[Logout](#)[Home](#)As TYLER.WILLIAM.R T.1081339860., you will be logged in for **43:00**

Selected User ID: HHC2_5INFANTRY

New Account Registration

User Type

Registering as **Federal Government Employee (including National Guard and ROTC programs)**. [\[change\]](#)

User ID

Selected User ID **HHC2_5INFANTRY** [\[change\]](#)

Optional Information

☐ I am a Foreign National.☒ None.

Existing Customer

Active DOD EMALL Account

DOD EMALL could not find any active user accounts associated with the certificate provided. One of the following conditions may apply:

Default is 'None'. Do not check Foreign National at this time.

If you are an existing DOD EMALL user, enter your User ID below and click Submit. Assuming the account is active (not deleted or expired), an email will be sent to the contact email address associated with the account. Follow the instructions in the email to associate the account to your certificate. If no email is received, contact the Help Desk at 1-877-352-2255.

User ID

Submit

Click, 'Submit'

**DOD
EMALL**

Welcome, HHC2_5INFANTRY

[Continue Registration](#)[Help Desk](#)[Logout](#)Messages **0**[Home](#)As HHC2_5INFANTRY, you will be logged in for **44:10**

Please complete the following form.

Essential User Information

Registration Information

Account Name: HHC2_5INFANTRY

User Type: U.S. Government Employee

Contact Information

First Name * William

Middle Initial T

Last Name * Tyler

Email Address * william.thomas.tyler@us.army.mil

Commercial Phone * (808) 966-6410

DSN Phone 966-4434

All items with the '*** (Red Asterisk)**' are required entries.

Organization Information

Organization Information

Department *	Department of Defense
Service / Agency of Assignment *	--- Make Selection ---
Major Command *	Department of Agriculture
Unit Of Assignment	Department of Commerce
	Department of Health and Human Services
	Department of Homeland Security
	Department of Defense
	Department of Energy
	Department of the Interior
DODAAC *	Department of Justice
	Department of Labor
Country *	Department of Transportation
	Department of Education
ZIP Code *	Department of Housing and Urban Development
	Other Department
Duty Station/City *	Department of State
	State Government Under Federal Programs
State *	Department of the Treasury
	Department of Veterans Affairs

Select 'Department'

Pull Down Menus open for
Department, Service/Agency of
Assignment, Major Command,
and Country.

Required fields are denoted by an asterisk (*).

Save Reset

Organization Information

Department *	Department of Defense
Service / Agency of Assignment *	--- Make Selection ---
Major Command *	Office of the Secretary of Defense
Unit Of Assignment	Joint Chiefs of Staff
	Air Force
	Army
DODAAC *	Marine Corps
	Navy
Country *	Advanced Research Projects Agency
	Army and Air Force Exchange Service
ZIP Code *	Defense Commissary Agency
	Defense Contract Audit Agency
	Defense Contract Management Agency
Duty Station/City *	Defense Finance & Accounting Service
	Defense Information Systems Agency
State *	Defense Intelligence Agency
	Defense Logistics Agency
	Defense Security Cooperation Agency
	Defense Security Service
	Defense Threat Reduction Agency
	DoD Education Activity
	DoD Inspector General
	DoD Medical Info Systems
Supervisor's Name *	Joint Tactical Command Control and Comm Agenc
	Missile Defense Agency
Supervisor's Phone *	National Geospatial Intelligence Agency
	Tricare Support Office
Supervisor's Email *	Unif Services Uni Health Sciences
	US Central Command
	US Special Operations Command
	Other

Select 'Service / Agency of Assignment'

Required fields are denoted by an asterisk (*).

Save

Reset

Organization Information

Department *	Department of Defense
Service / Agency of Assignment *	Army
Major Command *	--- Make Selection ---
Unit Of Assignment	--- Make Selection ---
DODAAC *	HQDA
Country *	Army Materiel Command
ZIP Code *	Chaplain Corps
Duty Station/City *	Corps of Engineers
State *	Criminal Investigation Command
	Eighth US Army
	Forces Command
	Information Systems Command
	Intelligence and Security Command
	Installation Management Command
	Medical Command
	Military District of Washington
	Surface Deployment and Distribution Command
	Special Operations Command
	Training and Doctrine Command
	US Army Europe and Seventh Army
	US Army Pacific
	US Army South
Supervisor's Name *	US Army Space and Missile Defense Command
Supervisor's Phone *	Army Reserve
Supervisor's Email *	Army National Guard
	Other Army Activity
	ROTC Junior/High School
	ROTC Senior/College

Select 'Major Command'

Supervisor Information

Required fields are denoted by an asterisk (*).

Save

Reset

Andorra

Angola

Anguilla

Antarctic

Antigua and Barbuda

Argentina

Armenia

Aruba

Australia

Austria

Azerbaijani

Bahamas

Bahrain

Bangladesh

Barbados

Belarus

Belgium

Belize

Benin

Bermuda

Bhutan

Bolivia

Bosnia and

Botswana

Bouvet Island

Beaver Island

Reset

'United States' is default Country.

Organization Information

Department *	Department of Defense	▼
Service / Agency of Assignment *	Army	▼
Major Command *	US Army Pacific	▼
Unit Of Assignment	25th Infantry Division (Light) 3rd Bde HHC 2-5 Inf	
DODAAC *	WA4ET0	?
Country *	United States	▼
ZIP Code *	96786	
Duty Station/City *	WAHIAWA	
State *	Hawaii	▼

Supervisor Information

Supervisor's Name *	Cpt. Steven Bergman
Supervisor's Phone *	(808) 966-3675
Supervisor's Email *	steven.g.bergman@army.mil

Please be sure to enter supervisor information as they are required fields.

Required fields are denoted by an asterisk (*).

Save Reset

Click 'Save' when complete.

Messages **0**

Welcome, HHC2_5INFANTRY

[Continue Registration](#)[Help Desk](#)[Logout](#)[Home](#)As HHC2_5INFANTRY, you will be logged in for **33:20**

- ▶ Please verify that the information you have provided is accurate. Click "Edit" to make any changes.
- ▶ Click "Submit" to proceed. Once you submit the form you will be prevented from making further edits until your account is activated.

Essential User Information

Registration Information

Account Name: HHC2_5INFANTRY**User Type:** U.S. Government Employee

Contact Information

First Name: William**Middle Initial:** T**Last Name:** Tyler**Email Address:** william.thomas.tyler@us.army.mil**Commercial Phone:** (808) 966-6410**DSN Phone:** 966-4434

Organization Information

Department: Department of Defense**Service / Agency of Assignment:** Army**Major Command:** US Army Pacific**Unit Of Assignment:** 25th Infantry Division (Light) 3rd Bde HHC 2-5 Inf**DODAAC:** WA4ETO

Please review information and assure its correctness.

Email Address: william.thomas.tyler@us.army.mil**Commercial Phone:** (808) 966-6410**DSN Phone:** 966-4434

Organization Information

Department: Department of Defense**Service / Agency of Assignment:** Army**Major Command:** US Army Pacific**Unit Of Assignment:** 25th Infantry Division (Light) 3rd Bde HHC 2-5 Inf**DODAAC:** WA4ET0**Country:** United States**ZIP Code:** 96786**Duty Station/City:** WAHIAWA**State:** HI

Supervisor Information

Supervisor's Name: Cpt. Steven Bergman**Supervisor's Phone:** (808) 966-3675**Supervisor's Email:** steven.g.bergman@army.mil[Edit](#)[Submit](#)

If all information is correct
please click 'Submit'

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[Privacy/Security](#) [Accessibility](#) [Contact Webmaster](#)

Messages **2**[Home](#)As HHC2_5THINFANTRY, you will be logged in for **35:50**

- ▶ You have completed DOD EMALL basic registration and your account has been authorized for use.
- ▶ In order to place orders on DOD EMALL, you must register a Government Purchase Card. To do so now, click the "Advanced Options" button below.
- ▶ Alternatively, you may immediately enter DOD EMALL and shop for items by clicking the "Homepage" button.

Registration Information

Account Name: HHC2_5INFANTRY**User Type:** U.S. Government Employee

Contact Information

First Name: William**Middle Initial:** T**Last Name:** Tyler**Email Address:** william.thomas.tyler@us.army.mil**Commercial Phone:** (808) 966-6410**DSN Phone:** 966-4434

Registration is now complete.
Scroll to bottom of page to select
payment options for account.

Organization Information

Department: Department of Defense**Service / Agency of Assignment:** Army**Major Command:** US Army Pacific**Unit Of Assignment:** 25th Infantry Division (Light) 3rd Bde HHC 2-5 Inf**DODAAC:** WA4ETO

Email Address: william.thomas.tyler@us.army.mil**Commercial Phone:** (808) 966-6410**DSN Phone:** 966-4434

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Supervisor Information

Supervisor's Name: Cpt. Steven Bergman**Supervisor's Phone:** (808) 966-3675**Supervisor's Email:** steven.g.bergman@army.mil[Print](#)[Homepage](#)[Advanced Options](#)

To select Payment Options
please click 'Advanced Options'

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Messages **2**[Home](#)

As HHC2_5THINFANTRY, you will be logged in for 42:40

Military Branches can select
'MILSTRIP' Option

Advanced Options

MILSTRIP

☒ I am Authorized to Pay Using MILSTRIP Fund Code

If you are planning to pay for your DOD EMALL orders using a MILSTRIP fund code, you should request this special permission. You will need to fax us your request form with your signature and the signature of your Supervisor.

Fund Code *

11

Supplemental Address

WB3RT1

Enter appropriate 'Fund Code'
and Supplemental Address if
available.

Check 'RDD 999'
Box if order is
urgent.

☒ RDD 999

Checking this box will cause "999" to be inserted into your MILSTRIP Fund Code requisition, indicating that the requirement is urgent.

[Request and Print](#)

Click 'Request and Print' to request permission
and print signature authorization page.

Non-standard GPC

☐ I am Authorized to Pay Using a Non Standard Government Purchase Card

Government Purchase Card

☐ I am Authorized to Pay Using a Government Purchase Card

If you want to use a Government Purchase Card to pay for items on DOD EMALL, then enter the required information and click "Save" to authorize the card, and if successful, you will be allowed to pay for your orders on DOD EMALL.

Non Standard GPC
is for State and
Contractor usage

Government Purchase Card

☒ I am Authorized to Pay Using a Government Purchase Card

If you want to use a Government Purchase Card to pay for items on DOD EMALL, then enter the required information and click "Save". DOD EMALL will attempt to authorize the card, and if successful, you will be allowed to pay for your orders on DOD EMALL.

GPC Number *	4716111111111110
Credit Card Holder Name *	William T. Tyler
Expiration Date *	March (3) 2015
Business Name	HHC 2-5 Inf
Billing Address *	F Quad Schofield Barracks
Country *	United States
ZIP Code *	96786
City *	WAHIAWA
State *	Hawaii
Save Reset	

All items with the *** (Red Asterisk)** are required entries.

If your Agency or Unit has a 'Government Purchase Card', you may select this payment option as well.

When finished please click 'Save'.

Default Ship-To Address

☐ I want to enter a Default Ship-To Address[Back](#) [Homepage](#)

Click 'Homepage' to enter DOD EMALL Landing Page

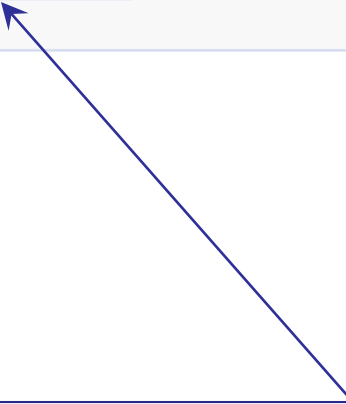
'Default Ship-To Address' can be used for forward units.

DOD EMALL Agency Policy Statement

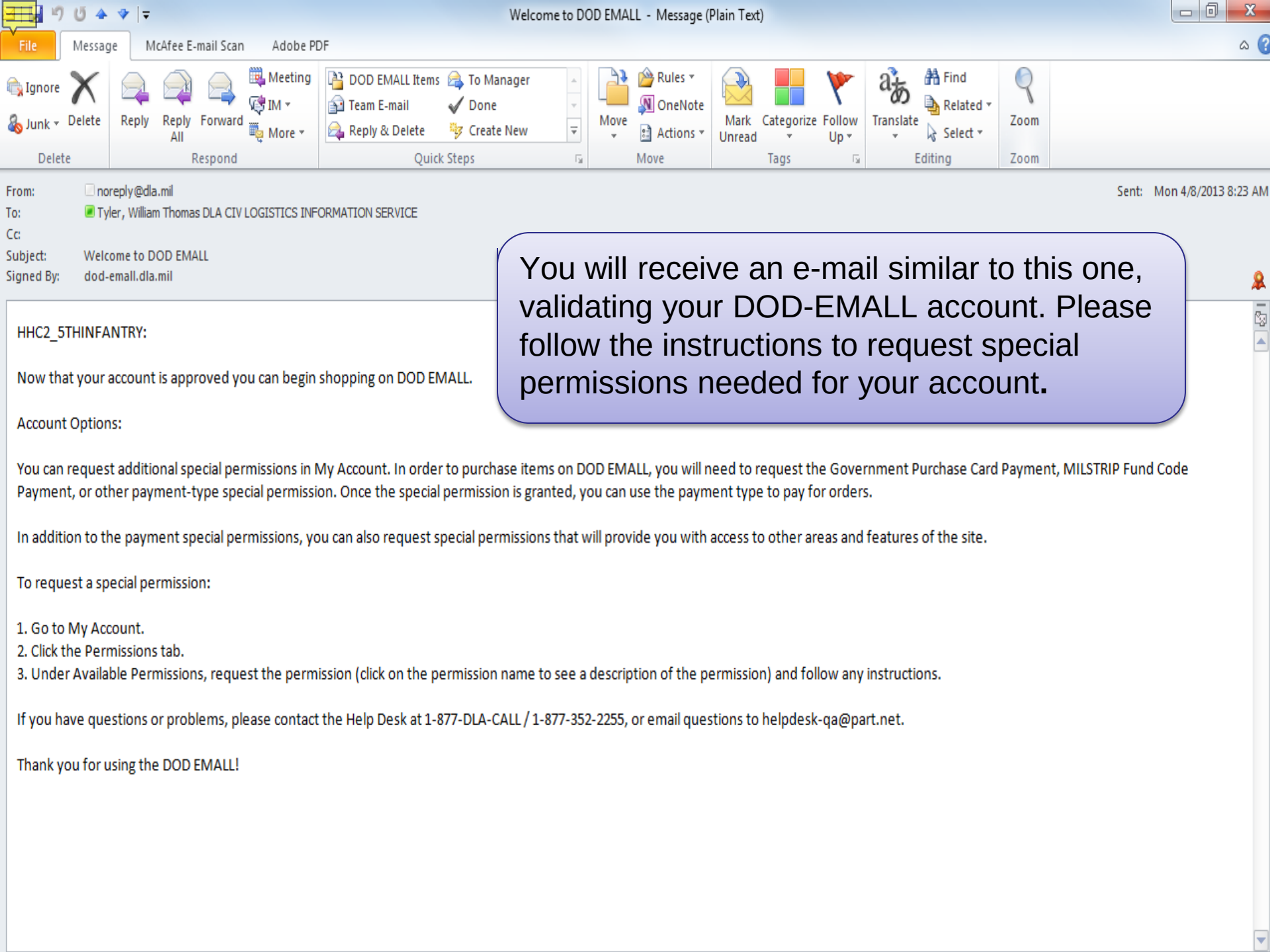
Your service/agency has not yet provided guidelines for use of the DOD EMALL. As soon as they become available they will be posted here. The Government-wide Purchase Card is the preferred method of payment for EMALL orders.

I accept

I accept; do not show this statement again



Each Agency / Military Branch has its own specific Policy Statements. Please review and click 'I accept; do not show this statement again' if you do not wish to review statement after this initial review.



From: ☐ noreply@dla.mil
To: ☒ Tyler, William Thomas DLA CIV LOGISTICS INFORMATION SERVICE
Cc:
Subject: Welcome to DOD EMALL
Signed By: dod-emall.dla.mil

Sent: Mon 4/8/2013 8:23 AM

You will receive an e-mail similar to this one, validating your DOD-EMALL account. Please follow the instructions to request special permissions needed for your account.

HHC2_5THINFANTRY:

Now that your account is approved you can begin shopping on DOD EMALL.

Account Options:

You can request additional special permissions in My Account. In order to purchase items on DOD EMALL, you will need to request the Government Purchase Card Payment, MILSTRIP Fund Code Payment, or other payment-type special permission. Once the special permission is granted, you can use the payment type to pay for orders.

In addition to the payment special permissions, you can also request special permissions that will provide you with access to other areas and features of the site.

To request a special permission:

1. Go to My Account.
2. Click the Permissions tab.
3. Under Available Permissions, request the permission (click on the permission name to see a description of the permission) and follow any instructions.

If you have questions or problems, please contact the Help Desk at 1-877-DLA-CALL / 1-877-352-2255, or email questions to helpdesk-qa@part.net.

Thank you for using the DOD EMALL!

**DOD
EMAIL**

Welcome, HHC2_5INFANTRY

[My Account](#)[Help Desk](#)[Logout](#)

U.S. ARMY

Search

Army Office Supply BPAs

Enter a keyword, supplier, NSN or other part

[Shop](#) [Orders](#) [Tools](#) [Reports](#) [Messages](#) **2**[Home](#) > [Search](#)

Last Accessed Timestamp: 04/08/2013 08:06:22 EDT

As HHC2_5INFANTRY, you will be logged in for 45:00

Region/Special Codes: Country: UNITED STATES Postal Code: 96786

Search

Multiple Search

Corridor



Army Office Supply BPAs



Keywords



Part Numbers

Equals



Refinements

☒ Keep ☐ Discard

Search

Clear

+ General Attributes**► Multiple Search with Refinements**

Shopping Lists

Re-use lists of
commonly used
items!*Congratulations!*You have completed the Registration Process
tutorial.Item of Note: Agency / Branch Logo
changes to represent that Agency or
Branch Account registered to.

Did you know...?

< PREV

NEXT >

Did you know you can keep
or discard your prior filters
with your next search by
using the Keep or Discard
search refinements?

Orders



- DLA Orders
- Receive Orders / Requisition
- Carts Sent to Another User
- Orders Waiting to be Placed
- Orders I have Placed

Tools



If you need assistance please call
EMALL Help Desk

DOD EMALL Customer Service Only:

1-877-DLA-CALL

1-877-352-2255

OCONUS Users

1-269-961-7766

DSN 661-7766

Email

DLAcontactcenter@dlamail.mil

For other tutorials refer to the "DOD EMALL Self Training" section of DOD EMALL

- Account Options
- MILSTRIP
- Bread Crumbs
- Buying Green
- Checkout Options
- Contractor Registration
- DLA Map Catalog Orders
- DLA Orders
- EMALL Orders
- Foreign National Contractor Registration
- List Management
- Material Receipt Acknowledgement
- Pop-Ups
- Power Searching
- Registration
- Searching & Shopping Tour
- Specialty Stores
- Supply Assistance Request
- Supportability Analysis – Stock Out Report
- UNSPSC
- WARFIGHTER Registration & Ordering Process
- Your Shopping Cart

and MORE...