



Registration Process Tutorial

April 08 2013

POINT.

CLICK.

SHIP!



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

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

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.

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



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.

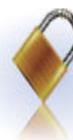
▶ [Read more](#)



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](#)

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

You are not logged in.

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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Version 13.2.1



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 (FSG) 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.



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

You are not logged in.

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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> [Home](#)

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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.

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



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

Mandatory DOD Notice For EMALL

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:

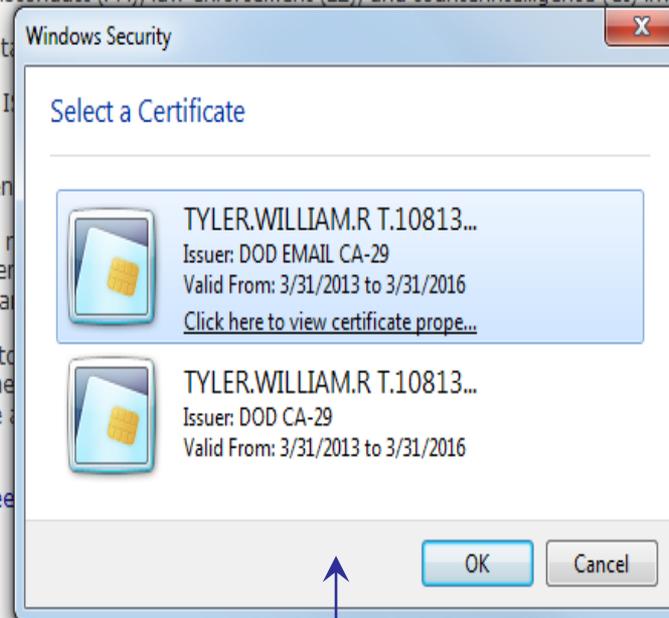
- ▶ The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- ▶ At any time, the 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 searched, and may be disclosed or used for any USG authorized purpose.
- ▶ This IS includes security measures (e.g., authentication, access controls, etc.) that may limit your ability to use certain features of the IS.
- ▶ Notwithstanding the above, using this IS does not constitute a consent that you are providing or disclosing the content of privileged communications and work product are private and confidential.
- ▶ Security protections may be utilized on this IS to protect the privacy and maybe modified or eliminated at the discretion of the Department of Defense (DoD) information systems, you are accessing is provided for U.S. Government-authorized use only.
- ▶ That you understand and accept the user agreement.



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.

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

Submit Reset

When user type selected please click 'Submit'.

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



> 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.

HHC2-5INFANTRY|

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 associated with your certificate, call the toll-free number 1-800-7-352-2255.

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.



> Home

As TYLER.WILLIAM.R T.1081339860., you will be logged in for 43:00

i 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



Messages **0**

> Home

As HHC2_5INFANTRY, you will be logged in for **44:10**

i Please complete the following form.

Essential User Information

Registration Information

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

Contact Information

First Name *	<input type="text" value="William"/>
Middle Initial	<input type="text" value="T"/>
Last Name *	<input type="text" value="Tyler"/>
Email Address *	<input type="text" value="william.thomas.tyler@us.army.mil"/>
Commercial Phone *	<input type="text" value="(808) 966-6410"/>
DSN Phone	<input type="text" value="966-4434"/>

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

Organization Information

Organization Information

Department *	<input type="text" value="Department of Defense"/>
Service / Agency of Assignment *	<input type="text" value=""/>
Major Command *	<input type="text" value=""/>
Unit Of Assignment	<input type="text" value=""/>
DODAAC *	<input type="text" value=""/>
Country *	<input type="text" value=""/>
ZIP Code *	<input type="text" value=""/>
Duty Station/City *	<input type="text" value=""/>
State *	<input type="text" value=""/>

Department of Defense

--- Make Selection ---

Department of Agriculture

Department of Commerce

Department of Health and Human Services

Department of Homeland Security

Department of Defense

Department of Energy

Department of the Interior

Department of Justice

Department of Labor

Department of Transportation

Department of Education

Department of Housing and Urban Development

Other Department

Department of State

State Government Under Federal Programs

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 (*).

Organization Information

Department *	Department of Defense
Service / Agency of Assignment *	-- Make Selection --
Major Command *	Office of the Secretary of Defense Joint Chiefs of Staff
Unit Of Assignment	Air Force Army
DODAAC *	Marine Corps Navy
Country *	Advanced Research Projects Agency Army and Air Force Exchange Service Defense Commissary Agency
ZIP Code *	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
Supervisor's Phone *	Missile Defense Agency
Supervisor's Email *	National Geospatial Intelligence Agency Tricare Support Office 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 (*).

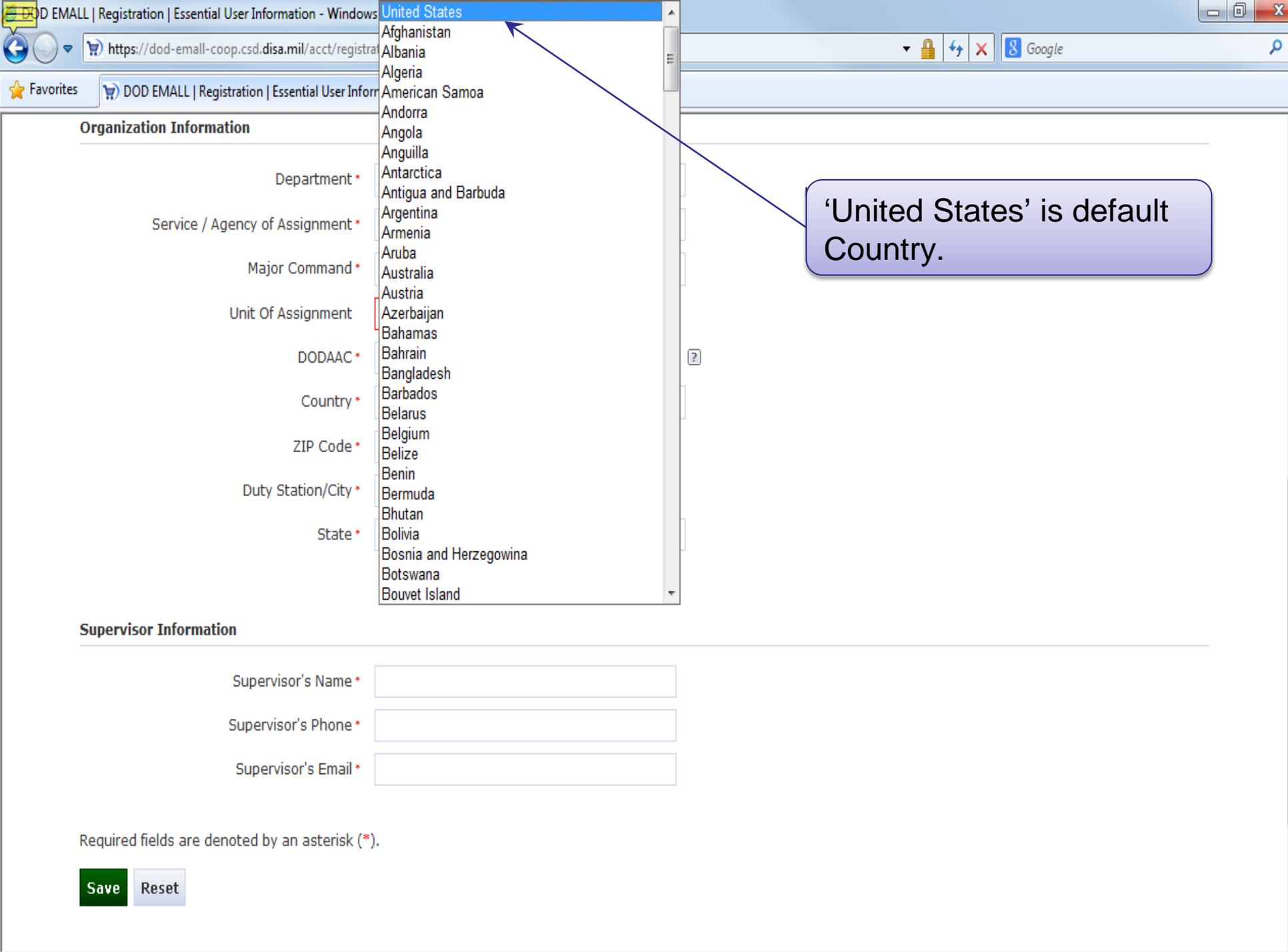
Organization Information

Department *	Department of Defense
Service / Agency of Assignment *	Army
Major Command *	--- Make Selection ---
Unit Of Assignment	HQDA
DODAAC *	Army Materiel Command
Country *	Chaplain Corps
ZIP Code *	Corps of Engineers
Duty Station/City *	Criminal Investigation Command
State *	Eighth US Army
Supervisor's Name *	Forces Command
Supervisor's Phone *	Information Systems Command
Supervisor's Email *	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
	US Army Space and Missile Defense Command
	Army Reserve
	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 (*).



'United States' is default Country.

Organization Information

- Department *
- Service / Agency of Assignment *
- Major Command *
- Unit Of Assignment
- DODAAC *
- Country *
- ZIP Code *
- Duty Station/City *
- State *

- United States
- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium
- Belize
- Benin
- Bermuda
- Bhutan
- Bolivia
- Bosnia and Herzegowina
- Botswana
- Bouvet Island

Supervisor Information

Supervisor's Name *

Supervisor's Phone *

Supervisor's Email *

Required fields are denoted by an asterisk (*).

Organization Information

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

Supervisor Information

Supervisor's Name *	<input type="text" value="Cpt. Steven Bergman"/>
Supervisor's Phone *	<input type="text" value="(808) 966-3675"/>
Supervisor's Email *	<input type="text" value="steven.g.bergman@army.mil"/>

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

Required fields are denoted by an asterisk (*).

Click 'Save' when complete.



DOD EMALL



Messages 0

> Home

As HHC2_5INFANTRY, you will be logged in for 33:20

i ▶ 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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**DOD
EMALL**

Welcome, HHC2_5THINFANTRY

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

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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

Print

Homepage

Advanced Options

To select Payment Options
please click 'Advanced Options'

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DOD EMALL



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 *

Credit Card Holder Name *

Expiration Date *

Business Name

Billing Address *

Country *

ZIP Code *

City *

State *

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

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

When finished please click 'Save'.

Default Ship-To Address

I want to enter a Default Ship-To Address

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

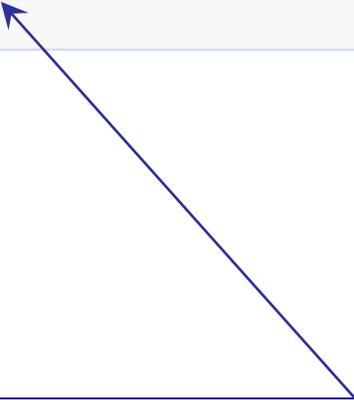
Click 'Homepage' to enter DOD EMALL Landing Page

DOD EMALL Agency Policy Statement

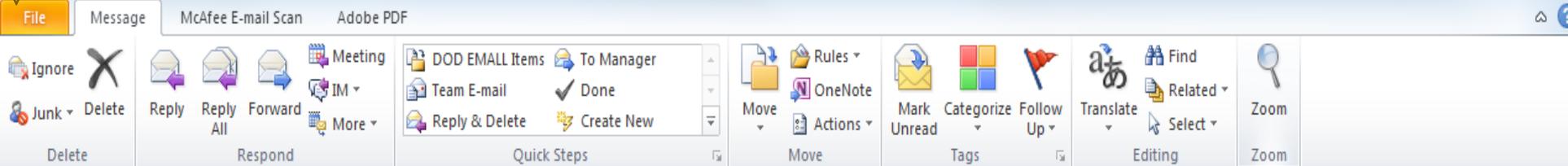
Your service/agency has not yet provided guidelines for use of the DOD EMALL. As soon as they become available they will be posted here. The Government-wide Purchase Card is the preferred method of payment for EMALL orders.

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-email.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!



Search Army Office Supply BPAs Enter a keyword, supplier, NSN or other part

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

Item of Note: Agency / Branch Logo changes to represent that Agency or Branch Account registered to.

Search Multiple Search

Corridor ?

Army Office Supply BPAs

Keywords ?

Part Numbers Equals

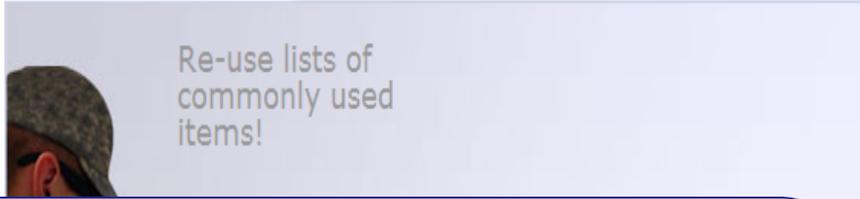
Refinements Keep Discard

Search Clear

General Attributes

Multiple Search with Refinements

Shopping Lists



Congratulations! You have completed the Registration Process tutorial.

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@dla.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...