



# Contractor Registration Tutorial

08 April 2013

POINT.

CLICK.

SHIP!



Welcome Contractors to DOD EMALL.  
We will now begin the registration process for contractors.

Click 'Login / Register'

**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](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.

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.



## 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](#).

## Mandatory DOD Notice For EMALL Use

Star

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You are accessing a U.S. Government (USG)

By using this IS (which includes any device attach

- ▶ The USG routinely intercepts and monitors comm network operations and defense, personnel mis

- ▶ At any time, the USG may inspect and seize data

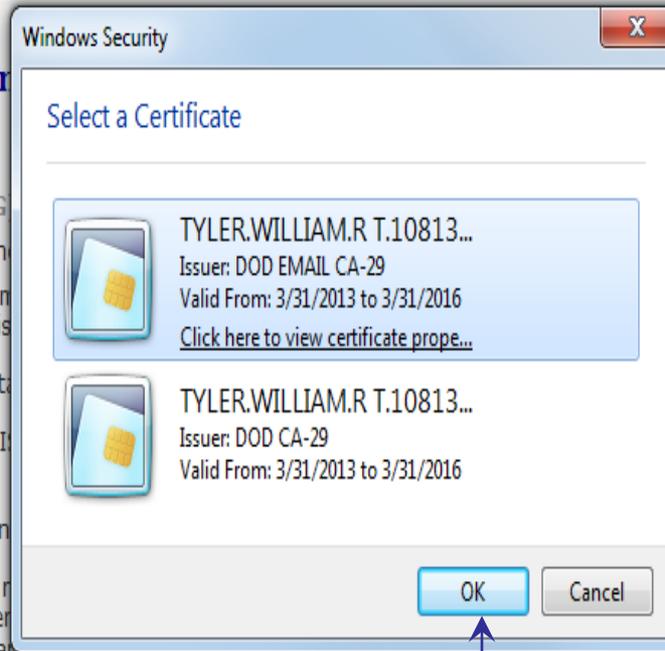
- ▶ Communications using, or data stored on, this I any USG authorized purpose.

- ▶ This IS includes security measures (e.g., authen

- ▶ Notwithstanding the above, using this IS does n communications, or work product, related to per communications and work product are private and

- ▶ 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 a



use only.

ation testing, COMSEC monitoring, stigations.

search, and may be disclosed or used for

rsonal benefit or privacy.

oring of the content of privileged ergy, and their assistants. Such

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. Please select 'Federal Government Contractors'.

As TYLER.WILLIAM.R T.1081339860., you will be logged in for 45:00

### 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.

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:

- 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



Selected User ID: FEDERAL\_CONTRACTOR\_2012

### New Account Registration

User Type

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

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

- 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 activate your account to your certificate. If no email is received, call the help desk at 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 42:20



Selected User ID: FEDERAL\_CONTRACTOR\_2013

## New Account Registration

### User Type

Registering as **Federal Government Contractor**. [\[change\]](#)

### User ID

Selected User ID **FEDERAL\_CONTRACTOR\_2013** [\[change\]](#)

### Optional Information

I am a Foreign National.

None.

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:

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



**DOD  
EMALL**

Welcome, FEDERAL\_CONTRACTOR\_2013

[Continue Registration](#)

[Help Desk](#)

[Logout](#)



Messages **0**

[Home](#)

As FEDERAL\_CONTRACTOR\_2013, you will be logged in for **44:10**



Please complete the following form.

## Essential User Information

### Registration Information

**Account Name:** FEDERAL\_CONTRACTOR\_2013

**User Type:** U.S. Government Contractor

### 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@ctr.dla.mil"/>
Commercial Phone *	<input type="text" value="(269) 961-7718"/>
DSN Phone	<input type="text" value="661-7718"/>

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

### Organization Information

## Organization Information

Department *	<input type="text" value="Department of Defense"/>	<input type="button" value="v"/>
Service / Agency of Assignment *	<input type="text" value="Navy"/>	<input type="button" value="v"/>
Major Command *	<input type="text" value="Contractor"/>	<input type="button" value="v"/>
Unit Of Assignment	<input type="text" value="General Dynamics-Newport News Shipbuilding"/>	
DODAAC *	<input type="text" value="N32A22"/>	<input type="button" value="?"/>
Country *	<input type="text" value="United States"/>	<input type="button" value="v"/>
ZIP Code *	<input type="text" value="23601"/>	
Duty Station/City *	<input type="text" value="NEWPORT NEWS"/>	
State *	<input type="text" value="Virginia"/>	<input type="button" value="v"/>

Pull Down Menus open for Department, Service/Agency of Assignment, Major Command will display 'Contractor', and Country. Entering a zip code will auto fill values for Duty Station/City and State

## Supervisor Information

Supervisor's Name *	<input type="text" value="James Edward O'Brien"/>
Supervisor's Phone *	<input type="text" value="(757) 336-3228"/>
Supervisor's Email *	<input type="text" value="james.e.o'brien@gd.org"/>

Please be sure to enter supervisor information as well in registration.

## Contract Information

If ordering GFM or CFM in direct contract performance, you must furnish the designation of the weapons system or other DOD project being supported, e.g., "KC-135".

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If ordering GFM or CFM in direct contract performance, you must furnish the designation of the weapons system or other DOD project being supported, e.g., "KC-135".

Contractor Type *	Ordering GFM or CFM in direct contract perform ▾
Program or Project Name *	U.S.S Gerald R. Ford
Contract Company Name *	Newport News Shipbuilding
Contract Number *	NCC3210-B2212
Current Period of Performance Start Date (mm/dd/yyyy) *	01/14/2013 <input type="text"/>
Current Period of Performance End Date (mm/dd/yyyy) *	08/24/2018 <input type="text"/>
Government Contracting Officer Name *	Cpt. James Rivers
Government Contracting Officer Phone *	(757) 336-4412
Government Contracting Officer Email *	james.rivers@navy.mil

Please enter all pertinent information regarding contract in these window fills to include contract justification of use.

## Justification Information

Justification for use of DOD EMALL

(approx. 400 words) \*

Purchase of high turn around items  
for Naval Construction Contract - USS  
Gerald R Ford.



**DOD  
EMALL**

Welcome, FEDERAL\_CONTRACTOR\_2013

[Continue Registration](#)

[Help Desk](#)

[Logout](#)



Messages **0**

[Home](#)

As FEDERAL\_CONTRACTOR\_2013, you will be logged in for **30:10**



- ▶ 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:** FEDERAL\_CONTRACTOR\_2013

**User Type:** U.S. Government Contractor

### Contact Information

**First Name:** William

**Middle Initial:** T

**Last Name:** Tyler

**Email Address:** william.thomas.tyler@ctr.dla.mil

**Commercial Phone:** (269) 961-7718

**DSN Phone:** 661-7718

Please Verify that all information is accurate and is entered properly

### Organization Information

**Department:** Department of Defense

**Service / Agency of Assignment:** Navy

**Major Command:** Contractor

**Unit Of Assignment:** General Dynamics-Newport News Shipbuilding

**DODAAC:** N32A22

**DODAAC:** N32A22

**Country:** United States

**ZIP Code:** 23601

**Duty Station/City:** NEWPORT NEWS

**State:** VA

## Supervisor Information

**Supervisor's Name:** James Edward O'Brien

**Supervisor's Phone:** (757) 336-3228

**Supervisor's Email:** james.e.o'brien@gd.org

## Contract Information

**Contractor Type:** Ordering GFM or CFM in direct contract performance

**Program or Project Name:** U.S.S Gerald R. Ford

**Contract Company Name:** Newport News Shipbuilding

**Contract Number:** NCC3210-B2212

**Current Period of Performance Start**

**Date (mm/dd/yyyy):** 01/14/2013

**Current Period of Performance End**

**Date (mm/dd/yyyy):** 08/24/2018

**Government Contracting Officer Name:** Cpt. James Rivers

**Government Contracting Officer**

**Phone:** (757) 336-4412

**Government Contracting Officer Email:** james.rivers@navy.mil

## Justification Information

**Justification for use of DOD EMALL**

**(approx. 400 words):** Purchase of high turn around items for Naval Construction Contract - USS Gerald R Ford.

Edit

Submit

If all contact information is correct then click 'Submit'



**DOD  
EMALL**



Welcome, FEDERAL\_CONTRACTOR\_2013

[Continue Registration](#)

[Help Desk](#)

[Logout](#)



Messages **1**

[Home](#)

As FEDERAL\_CONTRACTOR\_2013, you will be logged in for **44:50**



- ▶ Your DOD EMALL account has been created but activation is pending form.
- ▶ While awaiting account activation, you can request payment permission request these permissions.

All information has been verified and Signature Form is ready to be printed and Signed for submittal.

## Essential User Information

Sign the "User Signature" line and forward to the next approving official for review and signature.

The last approving official or the registrant must fax the completed request to:

**DOD EMALL Registration Authority DLIS-TA**  
**74 Washington N., Suite 7**  
**Battle Creek, MI 49037-3084**  
**FAX 269-961-5925/ DSN 661-5925**

You will receive email confirmation once your account has been activated. Activation is completed within 5 business days of form receipt. For help or questions, please send an email to [acctManage-qa@part.net](mailto:acctManage-qa@part.net).

## Registration Information

**Account Name:** FEDERAL\_CONTRACTOR\_2013

**User Type:** U.S. Government Contractor

## Contact Information

**First Name:** William

**Middle Initial:** T

**Last Name:** Tyler

**Email Address:** [william.thomas.tyler@ctr.dla.mil](mailto:william.thomas.tyler@ctr.dla.mil)

**Commercial Phone:** (269) 961-7718

**DSN Phone:** 661-7718

## Organization Information

**Department:** Department of Defense

**Service / Agency of Assignment:** Navy

**Major Command:** Contractor

**Unit Of Assignment:** General Dynamics-Newport News Shipbuilding

**DODAAC:** N32A22

**Country:** United States

**ZIP Code:** 23601

**Duty Station/City:** NEWPORT NEWS

**State:** VA

All information has been verified and Signature Form is ready to be printed and Signed for submittal.

## Supervisor Information

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**Supervisor's Phone:** (757) 336-3228

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**Program or Project Name:** U.S.S Gerald R. Ford

**Contract Company Name:** Newport News Shipbuilding

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**Date (mm/dd/yyyy):** 01/14/2013

**Current Period of Performance End**

**Date (mm/dd/yyyy):** 08/24/2018

**Government Contracting Officer Name:** Cpt. James Rivers

**Government Contracting Officer**

**Phone:** (757) 336-4412

**Government Contracting Officer Email:** james.rivers@navy.mil

Current Period of Performance End  
Date (mm/dd/yyyy): 08/24/2018

Government Contracting Officer Name: Cpt. James Rivers

Government Contracting Officer  
Phone: (757) 336-4412

Government Contracting Officer Email: james.rivers@navy.mil

All information has been verified and Signature Form is ready to be printed and Signed for submittal.

## Justification Information

### Justification for use of DOD EMALL

(approx. 400 words): Purchase of high turn around items for Naval Construction Contract - USS Gerald R Ford.

## Required Signatures

I certify that the above information is true and that I am currently employed by the organization that appears on this letter.

User Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Contracting Officer Signature: \_\_\_\_\_

Print Advanced Options

Once all signatures are collected fax to Customer Interaction Center to activate account. Payment Options can be added and saved at this time. Click 'Advanced Options'

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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Unclassified / For Official Use Only

Version 13.2.1



Messages **1**

[Home](#)

As FEDERAL\_CONTRACTOR\_2013, you will be logged in for 45:00

## Advanced Options

### MILSTRIP

I am Authorized to Pay Using MILSTRIP Fund Code

### Credit Card

I am authorized to pay using Corporate Credit Card

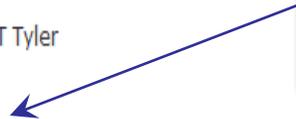
### Government Purchase Card

I am Authorized to Pay Using a Government Purchase Card

Your request for the Government Purchase Card Payment has been granted.

<b>GPC Number:</b>	*****1110
<b>Credit Card Holder Name:</b>	William T Tyler
<b>Expiration Month:</b>	3
<b>Expiration Year:</b>	2016
<b>Business Name:</b>	Newport News Shipyards
<b>Billing Address:</b>	4101 Washington Avenue
<b>Country:</b>	United States
<b>ZIP Code:</b>	23607
<b>City:</b>	NEWPORT NEWS
<b>State:</b>	VA

Contractors enter GPC Purchase Option with their Card Information and then click 'Save'



-----Original Message-----

From: noreply@dla.mil [mailto:noreply@dla.mil]

Sent: Thursday, July 10, 2014 8:04 AM

To: Ulrich, Jon DLA CIV INFORMATION OPERATIONS

Subject: Welcome to DOD EMALL

HHC2:

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

Account Options:

You can request additional special permissions

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.

**An email will appear when the authorization is approved. Just log into DOD EMALL and place 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

Thank you for using the DOD EMALL!



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\_SINFANTRY, 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!

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

# 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  
**DOD 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](mailto: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 Reports
- UNSPSC
- WARFIGHTER Registration & Ordering Process
- Your Shopping Cart

and MORE...