



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



DOD EMALL Contractor Registration



WARFIGHTER SUPPORT

STEWARDSHIP EXCELLENCE

WORKFORCE DEVELOPMENT



***** DOD EMALL Maintenance Scheduled 16 Mar 2013*****

There will be a scheduled DOD EMALL program outage Saturday 16 March 2013 from 8:00 AM EDT until 11:30 PM EDT. DOD EMALL will be unavailable during this time.

DLA EMPLOYEES ----Ability One Toner Cartridges are here

National Industries for the Blind (NIB) DLA contract for toner cartridges (SP700012A1001) is now available on DOD EMALL. BPA SP7000-12-A-1001 is currently NOT AVAILABLE to OCONUS activities that do not have an APO address. To locate these in DOD EMALL, simply ensure your corridor is set to "All of DOD EMALL" and then input SP700012A1001 into the search field. The system will then pull the results. You may then save the search and refer to this everytime you login to DOD EMALL

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
Solicitations can be viewed at
http://www.logisticsinformationservice.dla.mil/emall_contracting.asp

To begin your registration process, select "Login/Register link above.

You can also select from the Self Help options if you have any other questions.



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.

1-877-DLA-CALL (352-2255)

Self Help

- ▶ [Registration](#)
- ▶ [Receive Orders/Requisition \(MRA\)](#)
- ▶ [Contractor Registration](#)
- ▶ [Training Events](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Supplier Information](#)
- ▶ [DLA Related Sites](#)
- ▶ [CAC/PKI Policy](#)

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?





Mandatory DOD Notice For EMALL Use

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](#).

Please read the Standard Mandatory DOD Notice and Consent Banner. Select "Ok" when finished.



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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New Account Registration

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: IdenTrust, 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

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

Submit

The New Account Registration page allows you to select various account types or re-associate an existing account.

But as a new contractor, you would select "Federal Government Contractor", followed by selecting the Submit button.

Use Firefox with cookies, pop-ups, and JavaScript enabled. Documents on the DOD EMALL requires Adobe Acrobat Reader. [Contact Webmaster](#)



New Account Registration

User Type

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

User ID

Enter a User ID.

User ID

Check User ID

Submit

Reset

Here you will create a new User ID, one that is unique to only you and your account. You can check your User ID to see if its currently being used by selecting the associated button, followed by hitting Submit when finished.

Existing Customer

Active DOD EMALL Account

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User ID

Submit

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

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Selected User ID: SUPP101

New Account Registration

User Type

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

User ID

Selected User ID **SUPP101** [\[change\]](#)

Optional Information

I am a Foreign National.

None.

Submit

Reset

Existing Customer

Active DOD EMALL Account

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- 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

Once you've finished creating a new User ID, you will have the option to change your User Type or create a new ID if applicable. If not, select Submit to proceed.

Internet Explorer 8.0+ or Mozilla Firefox with cookies, pop-ups, and JavaScript enabled.
Subject to monitoring. Viewing documents on the DOD EMALL requires Adobe Acrobat Reader.
[Privacy/Security](#) [Accessibility](#) [Contact Webmaster](#)

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Please complete the following form.

Essential User Information

Registration Information

Account Name: SUPP101

User Type: U.S. Government Contractor

Contact Information

First Name * Mathew

Middle Initial P

Last Name * Ford

Email Address *

Commercial Phone *

DSN Phone

This page requires basic user information to complete your registration. Please follow all on screen directions to include any mandatory fields.

Organization Information

Department * -- Make Selection --

Service / Agency of Assignment *

Major Command *

Unit of Assignment

DODAAC * ?

Country * United States

ZIP Code *

Duty Station/City *

State * -- Make Selection --



Messages 0



> Home

As SUPP101, you will be logged in for 40:00



- ▶ 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: SUPP101
User Type: U.S. Government Contractor

Contact Information

First Name: Mathew
Middle Initial: P
Last Name: Ford
Email Address: mathew.ford@dla.mil
Commercial Phone: mathew.ford@dal.mil

Organization Information

Department: Department of Defense
Service / Agency of Assignment: Defense Intelligence Agency
Major Command: Contractor
Unit Of Assignment: a place
DODAAC: sb4210
Country: United States
ZIP Code: 49008
Duty Station/City: KALAMAZOO
State: MI

Supervisor Information

Supervisor's Name: bob
Supervisor's Phone: 5556565
Supervisor's Email: mathew.ford@dlaa.mill

Contract Information

Contractor Type: Employed by US Govt as support/administrative staff
Program or Project Name: mq9
Contract Company Name: usaf
Contract Number: 55555544334332233
Current Period of Performance Start Date (mm/dd/yyyy): 02/06/2013

Once you've completed entering the required registration information, you will have an opportunity to review and make any corrections if needed. Once complete, follow the below direction to include printing and obtaining the required signatures.

Major Command: Contractor
 Unit Of Assignment: a place
 DODAAC: sb4210
 Country: United States
 ZIP Code: 49008
 Duty Station/City: KALAMAZOO
 State: MI

Supervisor Information
 Supervisor's Name: bob
 Supervisor's Phone: 5556565
 Supervisor's Email: mathew.ford@dlaa.mill

Contract Information
 Contractor Type: Employed by US Govt as support/administrative staff
 Program or Project Name: mq9
 Contract Company Name: usaf
 Contract Number: 55555544334332233
 Current Period of Performance Start Date (mm/dd/yyyy): 02/06/2013
 Current Period of Performance End Date (mm/dd/yyyy): 05/31/2013
 Government Contracting Officer Name: jenny
 Government Contracting Officer Phone: 4443434
 Government Contracting Officer Email: mathew.ford@dlaa.mill

Justification Information
 Justification for use of DOD EMALL: I agree with using things

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

Your Signature: _____
 Supervisor Signature: _____
 Contracting Officer Signature: _____

[Print](#) [Advanced Options](#)



SUPP101:

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!

After fully completing the registration process and approval has been granted, you will receive an email indicating your account has been activated.

You can also modify your account as indicated by the instructions above 1-3.



Reports are available

Request a report by emailing emallcustomreports@dla.mil

After receiving your confirmation email, navigate to the DOD EMALL homepage and Login to begin using all of the great features DOD EMALL has to offer.



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.

1-877-DLA-CALL (352-2255)

[Edit](#)

Suppliers

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How do I start?



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[Edit](#)



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.



Secure & Reliable

How does DOD EMALL protect your business and your data?

[Read more](#)

DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

If you have any additional questions,
please review the links at the bottom of
any page or contact us below.

Contact Information

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

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



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