



## CONTRACTOR USAGE OF DOD EMALL

The following policy and instructions apply only to contractors that intend to *place orders* through DOD EMALL in support of a military or government contract or those contractors requiring *access to DLA ORDERS* for forecasting purposes. This guidance is NOT intended for contractors that *sell* through DOD EMALL. Such vendors should look at the Supplier's Corner link on the DOD EMALL "Home" page for guidance.

Certain contractor personnel can be granted access to DOD EMALL **if** the following conditions are met:

1. The contractor is employed by a military or government *office* in a job requiring ordering of items for the government office, **or**
2. The contractor has a government *contract* authorizing ordering through the DoD Supply System in performance of a contract **or**
3. A contractor requires *access to DLA Orders* for forecasting purposes.
4. All contractor registrants **MUST** have a contractor-specific DODAAC\*, contract number, contracting officer name with contact information, and a contract period of performance submitted in the registration form and validated by the DOD EMALL Registration Authority.
5. Access to DOD EMALL is restricted to the registrant contractor. **DO NOT** share your password or account information with others. Additional users **MUST** register separately under their own user name and password. Violators of this requirement will have their access to DOD EMALL immediately suspended and may be subject to other penalties.
6. **DO NOT** use your DOD EMALL ordering authority under one contract/contracting officer to make purchases in support of another contract/ contracting officer. You **MUST** register for a separate account using the different contract information. Violators of this requirement will have their access to DOD EMALL immediately suspended and may be subject to other penalties.

The contractor registration process is as follows:

1. Contractor selects "New User Registration" from the Home Page at [https://dod-  
email.dla.mil](https://dod-<br/>email.dla.mil).
2. Under "Registration Type", the contractor *must* check the box associated with the question: I am a government contractor?
3. If you are authorized to make purchases through DOD EMALL on behalf of your organization, you *must* check the box associated with the question: I have a government purchase card or the authority to spend money on behalf of my organization? Note: If you **DO NOT** have purchasing authority, **DO NOT** check this box.

4. Contractor fills out the next screen completely. Those fields indicated by a red asterisk \* are mandatory fields which must be completed in order to proceed to other screens. Include contract number, contracting officer name with contact information, and the contract period of performance. Contractor selects Department and Service/Agency from drop down boxes to reflect the contract writing organization. For Major Command, Contractor is a defaulted field.
5. If authorized to make purchases as defined above, the contractor must select appropriate radio buttons and completes and submits request to pay by MILSTRIP and/or a corporate credit card forms as directed by the appropriate screens.
6. Review all information for accuracy and make corrections if needed *before* submission to contracting officer. Contractor prints all registration and special permission request pages, and faxes to the contracting officer for approval. The contracting officer certifies by signature to the validity of the information and to contractor's need for access. The contracting officer faxes all signed documents to the DOD EMALL Registration Authority using the number shown on the upper left hand corner of the registration form.
7. The DOD EMALL Registration Authority (RA), located at the Defense Logistics Information Service in Battle Creek, MI receives the fax. After review of the registration documents, the RA will contact the contracting officer by email as a final validation. The contracting officer, preferably by return email, *must* respond to this final inquiry before an account is activated.
8. If approved, the RA will notify the DOD EMALL Program Office of the new account for monitoring and report generation to the contracting officer.
9. The contractor and contracting officer will receive an email indicating the account has been activated. With that notice, the contractor may logon and begin using DOD EMALL.

\* A DODAAC is a Department of Defense Activity Address Code. For more information on DODAACs, please see FAQs found through a link under "Learn more about DOD EMALL" under "General Information" on the DOD EMALL "Home" page.