

GSA Customer Supply Center (CSC) 4PL Program Customer Account Form

	Access Code:	
<p>*Leave blank and the Access Code will be created in the GSA system. Once account is loaded this form will be returned to the organization showing the Access Code.</p> <p>*Customer that desire to create their Access Code please enter numbers, letters or a combination of 4 to 6 characters. CANNOT BE THE AAC/DODAAC</p>		

An individual shopper that has made a purchase from any 4PL store and has not moved or changed organizations **does not** need to create a new account. A new individual shopper that has newly joined an organization or is shopping for the 1st time with an organization **does not** need a new account. Accounts are created for organizations, not individuals, unless the shopper is a GCPC cardholder. All shoppers for an organization can utilize the organization's established account(s). The Account number is referenced as an " **Access Code** "; the Access Code and DODAAC must be provided prior to shopping at a 4PL store location. **The Access Code should be guarded and controlled to prevent unauthorized purchases.** Customers should always submit orders to the 4PL program according to policies and procedures for obligating/spending government funding.

The following information is required to establish a New Customer Account to Shop with the GSA/CSC 4PL Stores. Elements with an "*" asterisk are mandatory for new Customer Accounts

*Requisitioner DODAAC: <small>This is the DODAAC loaded to the DLA DODAAD with an authority code of "00"</small>		
*Organization Name:		
Agency Code:	←	
*Billing Office Account Code(BOAC): <small>For the purpose of generating requisition this is normally the same as the DODAAC</small>		
*Fund Code:		
Job Order Number(JON): <small>4PL program enters MIPR numbers & MORD numbers</small>		
*Organization POC telephone Number:		
Email Address: <small>4 email addresses can be entered below. These can be individual email addresses or group email mailboxes</small>		
*1		
2		
3		
4		

First Chr of DODAAC	Agency Code
A,C,W (ARMY)	21
D,E,F (AIR FORCE)	57
H (OTHER DEFENSE AGENCIES)	97
K (MARINE CORPS)	17
L,M (MARINE CORPS)	17
N (NAVY)	17
P (NAVY)	17
Q (NAVY)	17
R (NAVY)	17
S,T,U (DLA)	97
V (NAVY)	17
Z (DEPT OF HOMELAND SECURITY)	70
3B0001(DLA Wildland Fire Program)	97

The following information is only needed for an addition of a DODAAC to the 4PL GECO/NPOS System

Mailing Address (Street, Building number, City, State & Zip Code)	Shipping Address (Street, Building number, City, State & Zip Code)

Resource/Fund Manager/Comptroller/Accounting Officer			
Print Name:			
Signature:			
Phone Number:		Email:	
Date Signed:			