

# EMALL Quick Reference Guide DoD EMALL Address:

<http://www.emall.dla.mil>

## Registration

- Click Registration
- Click **Create New Account**
- Answer questions related to Service Affiliation – be sure to select a **Major Command**
- Click Continue
- Fill in all blanks with red asterisk
- **DoDAAC = UIC**: If unknown, use zip code box and scroll list to find
- **MILSTRIP authorization requires Off line process**
- If you have questions call **EMALL Support** at 1-888-352-9333 EMALL Option

## Login

- Type Account Name, password, Zip code and DODAAC/UIC (optional)
- Click

## Search Screen (First screen after logon)

- Keyword search across all catalogs
- NSN Category searches (i.e. clothing) only searches DLA NSNs
- Search by NSN/NIIN, Manufacturer Part Number, Manufacturer Name,

Supplier Catalog Number, Universal Product Code (UPC)

- Click Search within NSN box

## Keyword Search

- Type unique keyword
- Results can be limited by additional keywords: search within results is default.

*Warning: Keyword search is word specific: singular words will not show plural forms e.g. search on 'pen" will not show 'pens" and visa versa.*

## Query Results Screen

- Click on description for more product information e.g. technical and pricing
- Sort results by price, delivery (ARO) or other by clicking on the column heading.
- Return results limited to the first 400 items returned - use additional keyword searching to limit items.
- Change item quantity and add items to shopping cart

## Supplier Search

- To limit search to desired supplier, click supplier name

## Menu Bar

### All of EMALL Search

- Searches all catalogs

### NSN Category Search

- Searches only DLA NSNs

### Commercial Catalog

- Searches only commercial catalogs

### IT Catalog Search

- Searches only IT catalogs

### Power Shopping

- Allows search a list of items up to 200 items all at once
- Available under **Search History**

### Shopping-Cart

- Click **Update** if quantity changed in shopping cart to recalculate prices
- Name and Save Cart for future use or delayed buying
- Save Cart as a **Quick List** for future reorder use
- Click **Check Out** if authorized to use Purchase Card or MILSTRIP

### Finalize Order

- Enter Purchase Card number and expiration date
- Select delivery address: DoDAAC (UIC) or type in Commercial delivery address
- Click **Submit Order**

### Check Status

- Order status available on left toolbar