

USMC ServMart Quick Start Guide

In order to access the USMC ServMart website, you must complete the following steps:

1. Membership Registration: register for membership on the USMC ServMart website
2. Request DoDAAC: request a DoDAAC from your DoDAAC Point of Contact (Approvers Only)
3. Request DoDAAC Password: Request a password for your registered DoDAAC (Approvers Only)

Membership Registration:

1. On the front page of the USMC ServMart website (www.usmcservmart.gsa.gov), click on the “Register” link in the Account Login box



2. You will be taken to the Membership Registration Page where you will provide the required information and click “Register”

MEMBER REGISTRATION

Agency*
- Select an Agency -

Bureau Code* (If your bureau is not listed, please select the bureau that matches your agency)
- Select a Bureau -

First Name* Last Name*
Phone* Fax
E-mail Address* Re-enter E-mail*

Enter a U.S. Shipping Address below. This is going to be your default shipping address. (APO/FPO Customers - enter city as APO or FPO, state as AA, AE or AP, then enter APO or FPO zip code).
Shipping Address Line 1 Shipping Address Line 2
City State or Province
Zip Code*

Please be sure to print out this page or write down your User ID, Password, and answer to the question below for your records!

User ID* (Must be at least six (6) characters long)
jman12345678

Note: Enter Case Sensitive password that is at least 8 characters long. Password must contain at least 1 alpha, 1 numeral, 1 special character. Please guard your password carefully.

New Password* Re-enter New Password*
Password Hint Question* Password Hint Answer*
What is your mother's maiden name?

Would you like to receive e-mail status updates for your orders?
 Yes No

Contact of emails
Consolidated - Send me one daily message combining all orders

Format of emails
Plain Text (works well with all mail clients except Lotus 4.x)

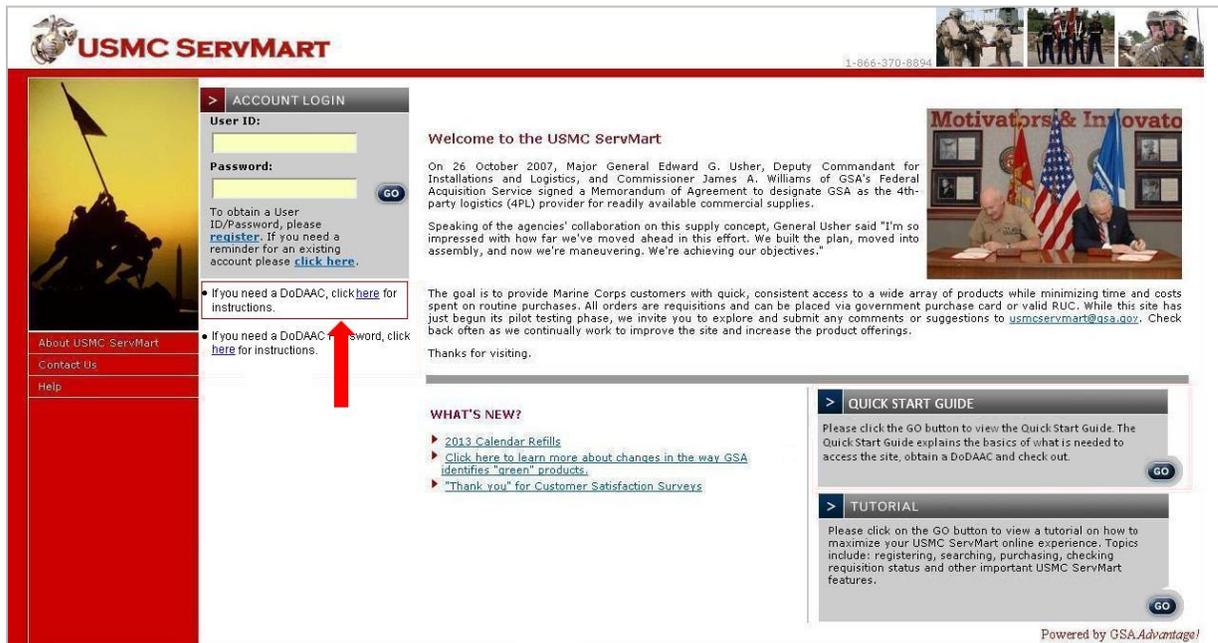
Would you like to receive USMC ServMart updates?
 Yes No

Register

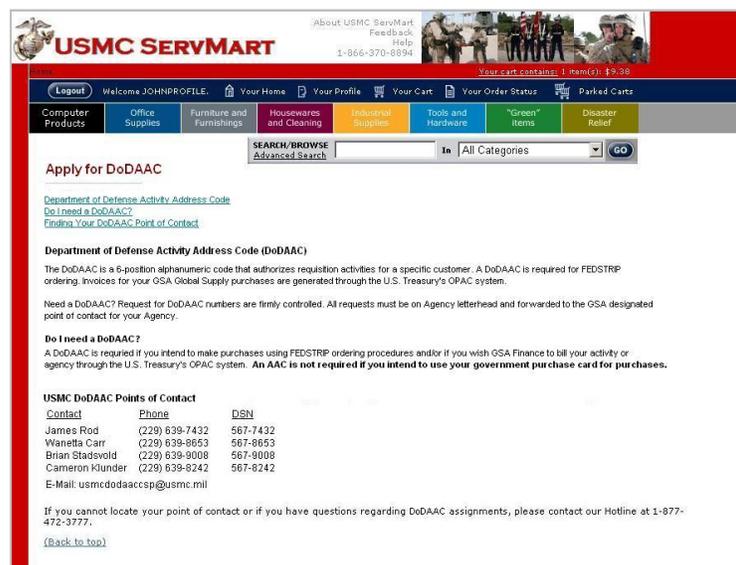
USMC ServMart Quick Start Guide

Request DoDAAC (Approvers Only):

1. Once you receive confirmation of approval, you may begin browsing the store. If you are going to pay with a Government Issued Purchase Card, you may add items to the cart and check out, i.e. pay for, your items. If you wish to use a DoDAAC to pay for your items, you must request a DoDAAC from your USMC DoDAAC point of contact. The information for requesting a DoDAAC, as well as applicable points of contact, can be found by clicking on the “If you need a DoDAAC, click [here](#) for instructions” link on the front page of the USMC ServMart page located directly under the Account Login Box:



2. You will be taken to the Apply for DoDAAC information page which will guide you to the correct point of contact for obtaining a DoDAAC within the USMC.



USMC ServMart Quick Start Guide

Request DoDAAC Password (Approvers Only):

1. If you already have a DoDAAC or have requested and received your new DoDAAC, you will need to set up a Password on the USMC ServMart website.
2. On the front page of the USMC ServMart website, click on the “If you need a DoDAAC Password, click [here](#) for instructions” link, OR

USMC SERVMART

1-866-370-8894

ACCOUNT LOGIN

User ID:

Password:

GO

To obtain a User ID/Password, please [register](#). If you need a reminder for an existing account please [click here](#).

- If you need a DoDAAC, click [here](#) for instructions.
- If you need a DoDAAC Password, click [here](#) for instructions.

Welcome to the USMC ServMart

On 26 October 2007, Major General Edward G. Usher, Deputy Commandant for Installations and Logistics, and Commissioner James A. Williams of GSA's Federal Acquisition Service signed a Memorandum of Agreement to designate GSA as the 4th-party logistics (4PL) provider for readily available commercial supplies.

Speaking of the agencies' collaboration on this supply concept, General Usher said "I'm so impressed with how far we've moved ahead in this effort. We built the plan, moved into assembly, and now we're maneuvering. We're achieving our objectives."

The goal is to provide Marine Corps customers with quick, consistent access to a wide array of products while minimizing time and costs spent on routine purchases. All orders are requisitions and can be placed via government purchase card or valid RUC. While this site has just begun its pilot testing phase, we invite you to explore and submit any comments or suggestions to usmcservmart@gsa.gov. Check back often as we continually work to improve the site and increase the product offerings.

Thanks for visiting.

WHAT'S NEW?

- ▶ [2013 Calendar Refills](#)
- ▶ [Click here to learn more about changes in the way GSA identifies "green" products.](#)
- ▶ ["Thank you" for Customer Satisfaction Surveys](#)

QUICK START GUIDE

Please click the GO button to view the Quick Start Guide. The Quick Start Guide explains the basics of what is needed to access the site, obtain a DoDAAC and check out.

GO

TUTORIAL

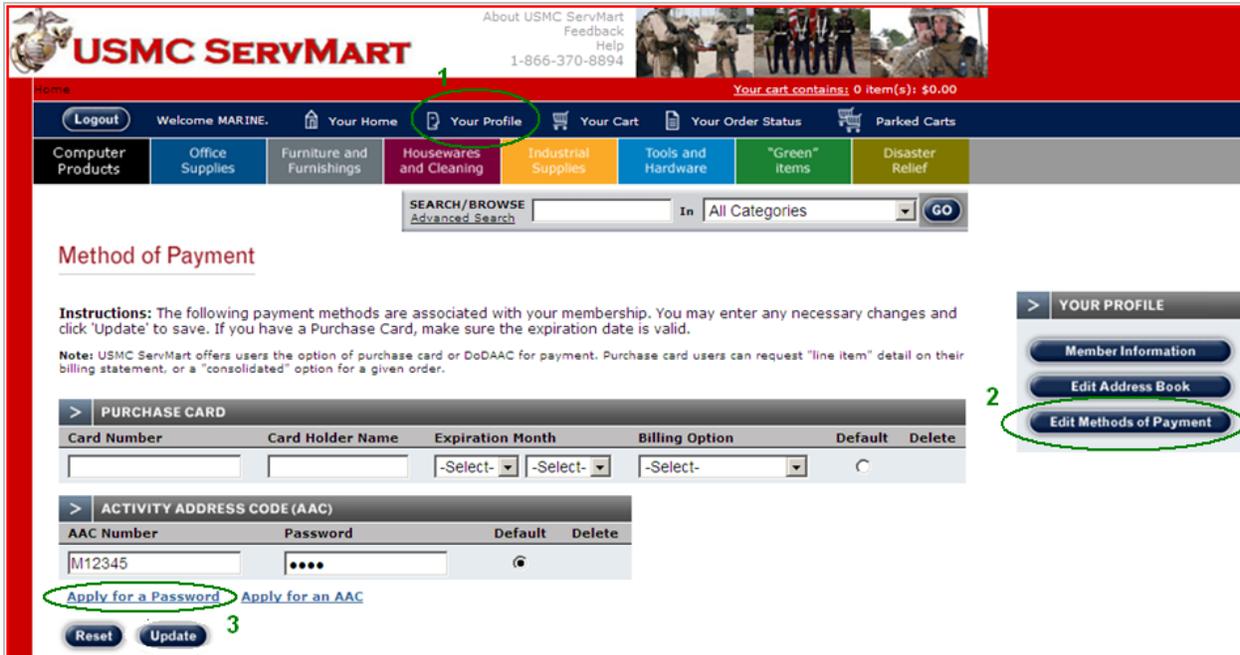
Please click on the GO button to view a tutorial on how to maximize your USMC ServMart online experience. Topics include: registering, searching, purchasing, checking requisition status and other important USMC ServMart features.

GO

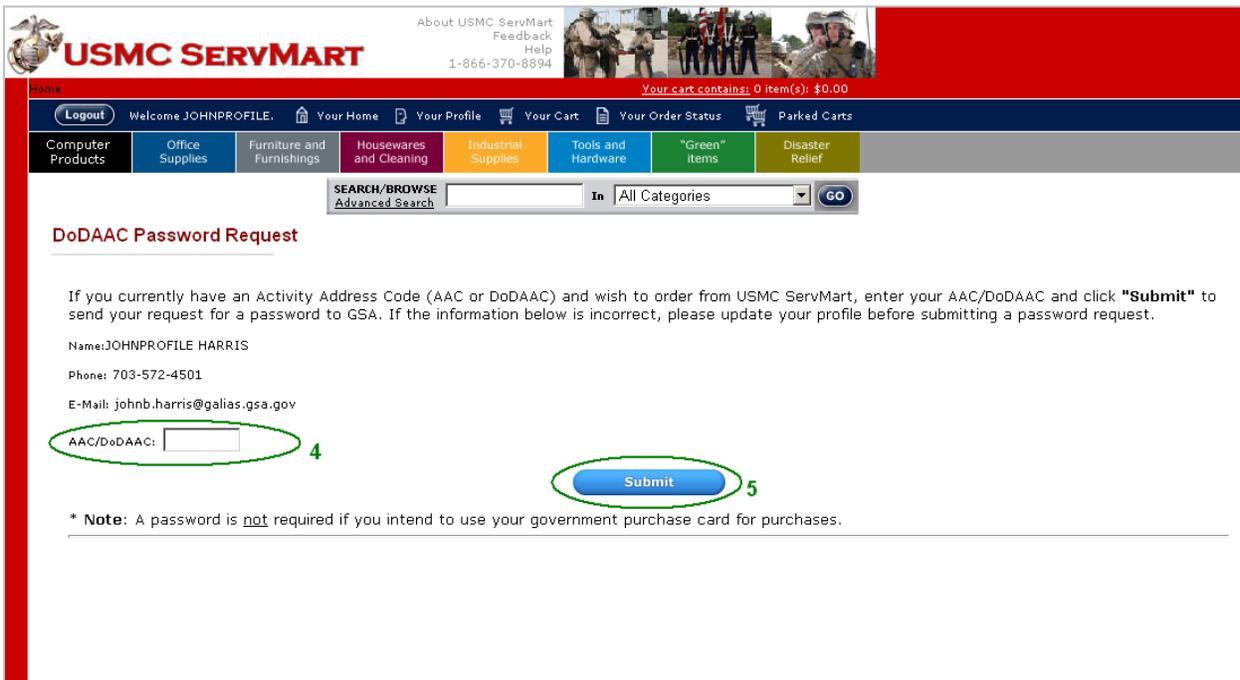
Powered by GSA Advantage!

3. Log into USMC ServMart and click on (1)Your Profile, (2) Edit Methods of Payment, and then (3) Apply for a Password

USMC ServMart Quick Start Guide



4. You will see the DoDAAC Password Request page which will show your USMC ServMart Login ID, the phone number associated with that ID and the e-mail associated with that ID. Enter the DoDAAC for which you would like to create a password in the (4) AAC/DoDAAC field and click the (5) Submit button:



5. The password, once created, will be sent to the e-mail associated with your USMC ServMart Login ID.

USMC ServMart Quick Start Guide

After you have completed these steps, you are ready to proceed with accessing the USMC ServMart and purchasing items using your DoDAAC.