

Veterans Affairs Quick Start AAC Guide

How to Order from GSA Global Supply Using an Activity Address Code (AAC)

This guide was prepared by GSA & the VA New York Harbor Healthcare System. These steps can be used by anyone authorized by their VA purchasing authority. Purchase cards should be used for most Global Supply purchases. However, an Activity Address Code (AAC) can be used when product requirements are larger than typical. For example, a furniture requirement, gsa.gov/healthcarefurniture.

It is important to note that AAC usage is a controlled process that should be coordinated with your facility purchasing director, such as your Chief Logistics Officer (CLO) or other authorized office. For help, email furniture@gsa.gov

START UP

This is a one-time process

Step 1 Request an Activity Address Code (AAC) by contacting:

surette.davis@va.gov (708) 786-7807 or dan.krey@va.gov (708) 786-7782

Step 2 Register and create a profile on gsaglobalsupply.gsa.gov (If you already have an account, login.)

Step 3 Add your AAC code to your Global Supply profile on gsaglobalsupply.gsa.gov

Step 4 Wait for GSA to verify that you are authorized to order. (When you add an AAC to your profile, GSA sends an email to your supervisor for approval.)

Step 5 Proceed to ordering steps below.

ORDERING *This is a repeat process for every order*

Step 1 Submit a request to FISCAL for funding approval. Include your AAC with this request.

Step 2 Wait for notification of your funding approval.

Step 3 Select your products from any of these Global Supply Catalog options:

- GSA Supply Catalog (hardcopy)
- GSA Supply Catalog [electronic copy](#)
- GSA Global Supply online ordering site, gsaglobalsupply.gsa.gov
- GSA Global Supply Furniture, gsa.gov/furnitureasn

Step 4 Using the table on the next page, create a list of all 13-digit National Stock Numbers (NSNs) and quantities you need. Confirm actual prices by searching for your selected NSNs on gsaglobalsupply.gsa.gov

Step 5 Place your order at gsaglobalsupply.gsa.gov

