DEFENSE LOGISTICS AGENCY
TROOP SUPPORT
700 ROBBINS AVENUE
PHILADELPHIA, PENNSYLVANIA 1 91 1 1 -5092

Current as of FY26

Reference: Instructions for Completing the Customer Registration/FOPOC Designation Form for the SOE TLSP

A. Each Ordering Activity is required to register a Finance Office Point of Contact (FOPOC) in order for DLA to ensure that orders are submitted by a user with proper authority and funding. This will allow the Ordering Activity to obligate the order in their system timely by providing detailed line item information, pricing, and order status. DLA will provide updates once an order has been acknowledged, successfully obligated by DLA, and then shipped by the TLSP Vendor.

1.) What is a FOPOC? The Finance Office POC has oversight and responsibility the financial obligations for one or more SOE Bidwiser customers. All SOE BidWiser customers need to specify a valid financial POC that has authority over their orders before any new order can be processed. Each FOPOC must specify a Backup FOPOC who will receive a copy of all communications directed to the FOPOC in the event that the FOPOC is unavailable to take the necessary action.

2.) What does a FOPOC do? With respect to the TLSP, the FOPOC needs to approve each order and to certify that your organization has the funding lined up to pay for your order. Before DLA Troop Support staff purchases any items you have requested, the FOPOC is engaged for review and approval of the items and final pricing.

3.) How many FOPOCs can be associated with a SOE Bidwiser Account Number? One registered FOPOC can be assigned to multiple registered Ordering Activity DoDAACs; however, a separate account must be created/established for each registered Ordering DoDAAC if multiple FOPOCs support different units using the same Ordering DoDAAC.

B. SOE TLSP Orders may now be processed using one (1) of three (3) funding options. It is required that one of the options for orders funded by requisition be selected on the Customer Registration/FOPOC Designation Form for the SOE TLSP. If an option is not selected, the default will be to use option 1 (customer provided requisition number). All three (3) funding options for SOE TLSP orders are listed below:

1.) The customer submits a MILS-like funding document (MILSTRIP Requisition Number with a Fund Code and Signal Code)

2.) The customer provides a two-position Fund Code, Signal Code, and Line of Accounting, and DLA will then generate a MILS-like funding document (using the provided Range of Serial Numbers provided with Customer Registration/FOPOC Designation)

3. ) The customer submits a 7600B Funding Order. *Please note that effective FY26, MIPR funding is replaced by 7600B, and MIPR can only be accepted on an exception basis for customers who are not G-Invoicing ready.*

Completed registration for can be sent to SOECustomerRegistration@dla.mil.