DAS User Guide

(Disposition Automated Scheduler)

https://wms.dla.mil/sap/bc/ui5_ui5/ui2/ushell/shells/abap/Fiorilaunchpad.html#Shell-home



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Explanation of Appointment Types and Fields

Outbound Appointment Types

RTD Screening (customer organized pick-up): appointment for reutilization, transfer, and donation customers needing to inspect or collect property

Inbound Appointment Types

Local Delivery (customer organized drop-off): appointment for Department of Defense customers turning in excess property for disposal

Contact Info

<u>Primary Contact:</u> individual scheduling the appointment <u>Secondary Contact:</u> individual expected to attend the appointment <u>Cell Phone:</u> ten-digit number without hyphens, parentheses, or spaces <u>Phone:</u> ten-digit number without hyphens, parentheses, or spaces

Other Detail

<u>Number of Packages:</u> pallet count or rolling stock items <u>Comment:</u> additional information and notes about any of the following turnin preparations:

- DEMIL F instructions,
- hard drive removal certifications,
- MDAS (material documented as safe certifications),
- declassification certifications,
- drain and purge certifications,
- refrigerant removal certifications,
- lab equipment sanitation statement,
- clear text statement for local stock number property,
- non-radioactive certification, and
- safe default combination.

<u>DoDAAC:</u> Department of Defense Activity Address Code (six alphanumeric characters) (formatting requires capitalization)

Carrier: not required

Material Information

DTID's: document count

<u>Material Description:</u> plain text information about the turn-in items <u>Material Handling Info:</u> instructions to material handlers with data about special movement and unloading requirements (example: oversized property, requires crane)

<u>Material Hazardous Info:</u> identify and describe contents that contain any of the following:

- batteries,
- potential explosive substances,
- chemicals,
- liquids,
- firefighting foam,
- pressurized cannisters,
- oils,
- coolants, and
- refrigerants.

Attachment Confirmation

Last feasible delivery date: please specify the latest appointment date that would satisfy your disposal mission requirement

File Attachment

Please attach property information for the turn-in appointment. Uploads can include:

- Manifest or document listing,
- Pictures of turn-in material,
- DD Form 1348, and
- Documentation for special turn-in requirements.

Local Appointment: Book a local appointment to drop off property

1. Log on to the system at Logon (dla.mil) using your user name and password. If you do not currently have a user name or password, you will need to request an access role to the system using the <u>Account</u> <u>Management Provisioning System (AMPS)</u>.

ןע P Lan E	User Van Steer V
	Unange Password

2. Select [Inbound] as the Direction

< SAP Dock A	ppointment Schedu	uling 🔻		2 8
Direction	>>> (E) >>> Location	Availability S		
I Select Dire	ection, Category, and hit	Continue		
		Direct	on: Outbour 1 O Inbound	
			Appointment-Local Delivery Customer organized drop-off	
			Continue	J

3. Select Appointment [Local Delivery] and click continue.

< SAP Dock Appointment Scheduling •		Q 8
Direction Location Availability	Save	
Select Direction, Category, and hit Continue]
	Direction: Outbound O Inbound	
	Category: Celect a Category Appointment-Local Delivery Customer organized drop-off	
	Continue	it

4. In the drop down, select the Disposition Services site that you wish to turn in to.

Dock Appointment Scheduling •		
Z >>> >>> >>> Color >>> Color >> Direction Location Availability	Save	
Location Selection		
*Dispo Locations:	✓	
Street/No.:	Disposition - Anchorage	
ZIP Code/City:	Disposition - Anniston	—
Country:	Disposition - Barstow	
	Disposition - Bragg	
	Disposition - Campbell	
	Disposition - Colorado Springs	
	Disposition - Columbus	
	Disposition - Corpus Christi	
	Disposition - Eglin	
	Disposition - Fairbanks	
	Disposition - Groton	
	Disposition - Holloman	
	Disposition - Hood	
	Disposition - Jacksonville	
	Disposition - Lejeune	
	Disposition - Letterkenny	
	Disposition - Lewis	
	Dispersition Mende	

5. Review the site information and click on continue.



6. Select the date and time for drop off. Click continue.

Direction X	» (E) »» (ablity s	ave					
Summary								
Ap	ppointment ID:					Location: Dispo	sition - San Antonio	
	Selected Slot:					Category: Inbou	nd - local delivery	
Slot Bookin	g						Wor	k Week Day
< Today	V > October 23, 202	3 - October 27, 20	023					
	Mon 23		Tue 24		Wed 25	Th	u 26	Fri 27
-								
/								
8								
8		Slot	Slot	Slot	Slot	Booked	Slot	
8		Slot #1	Slot #2	Slot #1	Slot #2	Booked #1000002109	Slot #1	
9 9:43 10		Slot #1 Slot	Slot #2 Slot #2	Slot #1 Slot	Slot #2 Slot #2	Booked #1000002109	Slot #1 Slot	
9 9 9:43 10		Slot #1 Slot #1	Slot #2 Slot #2 Slot	Slot #1 Slot #1	Slot #2 Slot #2 Slot	Booked #1000002109 Slot #1	Slot #1 Slot #2	
9 9:43 10 11		Slot #1 Slot #1 Slot #1	Slot #2 Slot #2 Slot #2	Slot #1 Slot #1 Slot #1	Slot #2 Slot #2 Slot #2	Booked #1000002109 Slot #1 Slot #1	Slot #1 Slot #2 Slot #2	
9 9:43 10 11		Slot #1 Slot #1 Slot #1 Slot	Slot #2 Slot #2 Slot #2 Slot	Slot #1 Slot #1 Slot #1 Slot	Slot #2 Slot #2 Slot #2 Slot	Booked #1000002109 Slot #1 Slot #1 Slot	Slot #1 Slot #2 Slot #2 Slot	
9 9:43 10 11 12		Stot #1 Stot #1 Stot #1 Stot #1	Slot #2 Slot #2 Slot #2 Slot #2 Slot #2	Slot #1 Slot #1 Slot #1 Slot #1	Slot #2 Slot #2 Slot #2 Slot #2	Booked #1000002109 Slot #1 Slot #1 Slot #1	Slot #1 \$Slot #2 \$Slot #2 \$Slot #2 \$Slot #2	
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9 9 9:43 10 11 12 13		Slot #1 Slot #1 Slot #1 Slot #1 Slot #1	Slot #2 Slot #2 Slot #2 Slot #2 Slot #2 Slot #2 Slot #2	Slot #1 Slot #1 Slot #1 Slot #1 Slot #1 Slot #1	Slot #2 Slot #2 Slot #2 Slot #2 Slot #2 Slot #2 Slot #2	Booked #1000002109 Slot #1 Slot #1 Slot #1 Slot #1	Slot #1 Slot #2 Slot #2 Slot #2 Slot #2	

NOTE: The date shown is the next available slot. If the next available appointment does not work for you, advance the calendar to a future date to accommodate your schedule.

7. Select Primary Contact Info to put in your information for the appointment.

Image: Control of the second secon	Location: Category:	Disposition - San Antonio Inbound - local delivery
Summary Appointment ID: New Selected Slot: 10/26/2023 12:30:00 PM - 1:30:00 PM	Location: Category:	Disposition - San Antonio Inbound - local delivery
Appointment ID: New Selected Slot: 10/26/2023 12:30:00 PM - 1:30:00 PM SupAdditional Information	Location: Category:	Disposition - San Antonio Inbound - local delivery
Selected Slot: 10/26/2023 12:30:00 PM - 1:30:00 PM	Category:	Inbound - local delivery
SupAdditional Information		
Castast lufa	Other Detail	
	Other Detail	
Primary Contact Info: Click to enter Info (Mandatory)	Number of Packages:	
Secondary contact into.	comment.	
	*DoDAAC:	
	Carrier:	Y
Material Information	Attachment Confirmation	
*DTID's:	Is Form 1348 Attached?:	() NO
*Material Description:		
*Material Handling Info:		
*Material Hazardous Info:		

8. Completely fill out the contact information required on the form. Categories marked with an asterisk (*) are required fields.

Dock Appointment Scheduling •		(
Image: Direction Image: Direction <td>Save</td> <td></td>	Save	
Summary		
Appointment ID: New	Loca	tion: Disposition - San Antonio
Selected Slot: 10/26/2023 12:30:00 PM	- 1:30:00 PM Categ	ory: Inbound - local delivery
SupAdditional Information	Other Detail	
	Other Detail	
Primary Contact Info: Click to	enter info (Mandatory) Number of Packag	jes:
Secondary Conte	Comme	ent:
-Name.	*DoDA	AC:
*Email:	Cari	ier:
John.doe@dod.mil		
Material Informatio *Cell Phone:	hment Confirmati	on
555-867-5309	: Form 1348 Attache	d2: 0 NO
*Material Dest		
*Material Hand Appointment Notifications:	Text and Fmail	
O TOXE O EMAK O		
*Material Hazard O No		

9. Fill in the number of packages (pallet count), any comments about the property and DoDAAC. Please note you must have a valid DoDAAC and service agreement to turn property into a DLA Disposition Services site.

Troubleshooting tip: Contact your local Disposal Service Representative to address DoDAAC validation and agreement errors.

Dock Appointment Schedul	ing 🔻			C
Direction Location A	vailability Save			
Summary				
Appointment ID: New		Location:	Disposition - San Antonio	
Selected Slot: 10/26/2	023 12:30:00 PM - 1:30:00 PM	Category:	Inbound - local delivery	
SupAdditional Information				
Contact Info		Other Detail		I
Primary Contact Info:	Click to enter info (Mandatory)	Number of Packages:	5	
Secondary Contact Info:	Click to enter info (Optional)	Comment:	Toolkits	
		*DoDAAC:	AMK567	
		Carrier:		~
Material Information		Attachment Confirmation		
*DTID's:		Is Form 1348 Attached?:	(O NO)	
*Material Description:				
*Material Handling Info:				
*Material Hazardous Info:				

10. Then fill in the Material Information to include number of DTIDs, material description, material handling information and any hazardous information. If the box does not apply, please input N/A.

Contact Info		Other Detail	
Primary Contact Info:	Click to enter info (Mandatory)	Number of Packages:	5
Secondary Contact Info:	Click to enter info (Optional)	Comment:	Toolkits
		*DoDAAC:	AMK567
		Carrier:	
Material Information		Attachment Confirmation	
*DTID's:	AMK56732089LM01	Is Form 1348 Attached?:	() NO
*Material Description:	Toolkits for electrical work		
*Material Handling Info:	N/A		
*Material Hazardous Info:	N/A		
+			
	N	o files found.	

11. Upload supporting documents by either click the (+) or dragging and dropping the files to the form. The document will remain in pending status until the appointment has been saved.

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🚱 Music 🔹	Name	Status	Date modified	Туре	Size							a i	9	
🞦 Videos 🛛 🖈	TAQ.	6	9/13/2023 9:27 AM	File folder										
Desktop	My Documents	0	10/13/2023 8:54 AM	File folder										
📁 My Documents	To print	0	9/13/2023 9:27 AM	File folder		- 11								
PowerPoints	T WMS	0	10/13/2023 12:52 PM	File folder		∎ age	25: 5							
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File nam	e: AMK56732089LM01.pdf			~ All files (*.*)		~	12 O NO							
				Open	Cancel									
	*Material Handling Info: N/A													
	 Material Hazardous Info: N/A 													
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12. Make sure to toggle the 1348 switch to Yes. Conduct a review of your transportation requisition for any errors. Then click Save.

Selected Slot: 10	//26/2023 12:30:00 PM - 1:30:00 PM	Category:	Inbound - local delivery	
SupAdditional Informatio	n			
Contact Info		Other Detail		
Primary Contact Info:	Click to enter info (Mandatory)	Number of Packages:	5	
Secondary Contact Info:	Click to enter info (Optional)	Comment:	Toolkits	
		*DoDAAC:	AMK567	
		Carrier:		~
Served on the post later of the		2000 10 NOVO 10 NO		
Material Information		Attachment Confirmation	_	
*DTID's:	AMK56732089LM01	Is Form 1348 Attached?:	YES O	
*Material Description:	Toolkits for electrical work	•		
*Material Handling Info:	N/A			
*Material Hazardous Info:	N/A			
+				
AMK56/32089	LM01.pdf		Pending	0% 🖗 🛇

13. Your appointment will now be confirmed via your selected method of communication. The screen will return to the calendar so that you may book additional appointments as needed.

Sel	ected Slot:					Category: Inbou	nd - local delivery	
Slot Booking							v	lork Week Day
< Today	> October 23, 2	023 - October 27, 2	023					
	Mon 23		Tue 24		Wed 25	Th	u 26	Fri 27
7								
8								
9		Slot	Slot	Slot	Slot	Booked	Slot	
		#1	#2	#1	#Z	#1000002109	#1	
10:12		#1	#2	#1	#2	= #1	#2	
		Slot	Slot	Slot	Slot	Slot	Slot	
11		#1	#2	#1	#2	#1	#2	
12		Slot #1	Slot #2	Slot #1	Slot #2	Slot #1	Slot #2	
12		Slot	Slot	Slot	Slot	Booked	Slot	
15		#1	#2	#1	#2	#1000002110	#1	
14		Slot #1	Slot #2	Slot #1	Slot #2	Slot #1	Slot #2	
		Slot	Slot	Slot	Slot	Slot	Slot	
15		#1	#2	#1	#2	#1	#2	
16								
17								
18								

Reschedule an Appointment: Drag and drop your appointment to another time slot

1. Log on to the system at Logon (dla.mil) using your user name and password. If you do not currently have a user name or password, you will need to request an access role to the system using the <u>Account</u> <u>Management Provisioning System (AMPS)</u>.

8	
	User
	Password
	Language
	EN - English ~
	Log On
	Change Password

2. Select the desired direction.

<	Dock Appointment Scheduling 🔻			Q 8
	Direction » Coation Availability	Save		
	Select Direction, Category, and hit Continue			
		Direction: Category:	Outbourt O Inbound	
			Appointment-Local Delivery Customer organized drop-off	
			Continue	it

3. Select the desired appointment category. Click continue.

C SAP Dock Appointment Scheduling -	۹ ۵
Z >>> (E) >>> (E) Direction Location Availability Save	
Select Direction, Category, and hit Continue	
Direction: Outbound	Inbound
Appointment-Local Delive	ify Customer organized drop-off
	Continue exit

4. In the drop down, select the Disposition Services site that you wish to turn in to.

C Sop Dock Appointment Scheduling -		٩
Z >>> Image: Second se	Save	
Location Selection		
*Dispo Locations: Street/No.:	Disposition - Anchorage	
ZIP Code/City:	Disposition - Anniston	
Country:	Disposition - Barstow	
	Disposition - Bragg	
	Disposition - Campbell	
	Disposition - Colorado Springs	
	Disposition - Columbus	
	Disposition - Corpus Christi	
	Disposition - Eglin	
	Disposition - Fairbanks	
	Disposition - Groton	
	Disposition - Holloman	
	Disposition - Hood	
	Disposition - Jacksonville	
	Disposition - Lejeune	
	Disposition - Letterkenny	
	Disposition - Lewis	
	Disposition - Meade	Continue
	Disposition Minot	Continue Cont

5. Review the site information and click on continue.



6. Identify the appointment to change. Click on time slot.

Direction Location Av	allability Save			
Summary				
Appointment ID:			Location: Disposition - Riley	
Selected Slot:			Category: Inbound - Local De	livery
Slot Booking				Work Week Day
< Today > March 24, 202	5 - March 28, 2025			
Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7				
<u>.</u>				
8				
9				
Slot	Slot	Slot	Slot	
10:19 - Booked	J- Slot	Slot	- Slot	- Slot
Slot Appointment No	: 1000002801, DoDAAC: W81RP6, Carrier: , Ref	erence Doc: Blot	Slot	Slot
SIUC	Slot	Slot	Slot	Slot
12 Slot	Slot	Slot	Slot	Slot
Slot	Slot	Slot	Slot	Slot
13				Slot
Slot	Slot	Slot	Slot	

7. While continuing to click the time slot, drag it to the new desired time. Align the appointment over the new available time slot and release.

Summa	ry				
	Appointment ID: 1000002	2801		Location: Disposition - Riley	
	Selected Slot: 3/24/202	25 10:00:00 AM - 10:30:00 AM		Category: Inbound - Local Deliver	у
Slot B	poking			v	Vork Week Day
<	Today > March 24, 202	25 - March 28, 2025			
	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7					
8					
9					
	Slot	Slot	Slot	Slot	
10-25	Booked	Slot	Slot	Slot	Slot
11	Slot	Slot	Slot	Slot	Slot
11	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	SIOT
12	Slot	Slot	Slot	Slot	Slot
13			Slot		ilot
	Slot	Slot	-		
14	Slot	Slot	- Slot		
			Booked		
15	Slot	Slot	Slot		
	Stor	SIDE			

8. Click confirm to review the appointment time change.

Summa	ry				
	Appointment ID: 1000002	801		Location: Disposition - Riley	
	Selected Slot: 3/24/202	5 10:00:00 AM - 10:30:00 AM		Category: Inbound - Local Deli	very
Slot Bo	ooking				Work Week Day
	Today > March 24, 202	5 - March 28, 2025			
	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7			Confirm Time Change		
8		Pre	ss confirm to review appointment tim	ne change	
9			Confirm	Cancel	
10	Slot	Slot	Slot	Slot	
10:28	Booked	Slot	Slot	Slot	Slot
	Slot	Slot	Slot	Slot	Slot
11	Slot	Slot	Slot	Slot	Slot
10	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	Slot
12					Slot
13	Slot	Slot	Slot	Slot	
14	Slot	Slot	Slot	Slot	
	Slot	Slot	Slot	Slot	
15	Slot	Slot	Slot	Slot	

Appointment Scheduling Summary	•			
Appointment	ID: 1000002801	Location:	Disposition - Riley	
Selected S	lot: 3/24/2025 10:00:00 AM - 10:30:00 AM 3/28/2025 11:00:00 AM - 11:30:00 AM - NEW	Category:	Inbound - Local Delivery	
Additional Informat	ion			
Contact Info		Other Detail		
Primary Contact	Info: Click to enter info (Mandatory)	Number of Packages:	10	
Secondary Conta		Comment:	TEST Comment	
	Primary Contact Info(Required)	*DoDAAC: Carrier:	W81RP6	
Material Informatio	*Name: TEST Reschedule			
	TestReschedule@TestReschedule.DLA	Is Form 1348 Attached?:	YES O	
*Material Desc	*Cell Phone:	Is Material Palletized?:	YES O	
	1 ~ 000000000	st feasible delivery Date:	03/26/2025	
*Material Handu	Phone:	Appointment Noti	fications:	
★Material Hazardo	Appointment Notifications:	O Text O Er	mail 🔵 Text and Email	
	No	💿 No		+

9.	Toggle the	appointment	notification	preferences.
<u> </u>	reggie are	appointaniont	nounouton	profotor 0110000.

Summary				
Appointment	ID: 1000002801	Location:	Disposition - Riley	
Selected S	Slot: 3/24/2025 10:00:00 AM - 10:30:00 AM 3/28/2025 11:00:00 AM - 11:30:00 AM - NEW	Category:	Inbound - Local Delivery	
Additional Informat	tion			
Contact Info		Other Detail		
Primary Contact	t Info: Click to enter info (Mandatory)	Number of Packages:	10	
Secondary Conta		Comment:	TEST Comment	
	Primary Contact Info(Required)	*DoDAAC: Carrier:	W81RP6	
	*Name:		1	
Material Informatio	TEST Reschedule	chment Confirmation		
	TestReschedule@TestReschedule.DLA	Is Form 1348 Attached?:	YES O	
*Material Des	*Cell Phone:	Is Material Palletized?:	YES O	
	1 ~ 000000000	ast feasible delivery Date:	03/26/2025	
*Material Handli *Material Hazardo	Phone: 1 V Appointment Notifications:	Appointment Notif	ications: nail 🔿 Text and Email	
	Text Text and Email No	O No	-	

NOTE: Choosing the appointment notification preference will allow the user to continue to the next step.

You will not need to save the changed preference, but you will have to toggle between the original selection and a different notification preference. You can restore your original selection before continuing.

10. Click save.

Appointment ID:	1000002801	Location:	Disposition - Riley	
Selected Slot:	3/24/2025 10:00:00 AM - 10:30:00 AM 3/28/2025 11:00:00 AM - 11:30:00 AM - NEW	Category:	Inbound - Local Delivery	
Additional Information				
Contact Info		Other Detail		
Primary Contact Info:	Click to enter info (Mandatory)	Number of Packages:	10	
Secondary Contact Info:	Click to enter info (Optional)	Comment:	TEST Comment	
		*DoDAAC:	W81RP6	
		Carrier:	C	
Material Information		Attachment Confirmation		
*DTID's:	ABCDEF5012TEST	Is Form 1348 Attached?:	YES O	
*Material Description:	TEST Material Description	Is Material Palletized?:	YES O	
		*Last feasible delivery Date:	03/26/2025	
*Material Handling Info:	TEST Material Handling Info			
*Material Hazardous Info:	TEST Material Hazardous Info			

11. View the confirmation message for the update.

Image: Sign of the second s	opointment Sch	neduling 🔻				
Summary AppIntment ID: Location: Disponsibility Category: Inbound - Local Dellwery Stot Booking Non 24 Tue 25 Wed 26 Tue 27 Fri 28 V Non 24 Tue 25 Wed 26 Tue 27 Fri 28 7 Mon 24 Tue 25 Wed 26 Tue 27 Fri 28 9 State State State State State State 10 State State State State State State State State 13 State State State State	Direction >>>	Location » Kailab	ity Save			
Appointment ID: Location: Disposition - Riley. Slot Booking Vork Week Day Slot Booking Vork Week Day Image: Comparison of the state o	Summary					
Seted Size Category induced Decision of Categ	Ap	pointment ID:			Location: Disposition - Riley	
Stot Booking County indexed County i		Selected Slot-			Category: Inbound - Local Deliv	97/
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Kin Log Kin Viet Kin Viet <	Slot Booking					Work Week Day
C Today > March 24, 2025-March 28, 2025 March 24, 2025-March 28, 2025 Mon 24 Tue 25 Wed 26 The 27 Pri 28 7	Stor Dooking	•				WOR WEEK HEEK Day
Mon 24 Tue 25 Wed 26 Thu 27 Fri 28 7 Image: Section of the se	< Today	> March 24, 2025 - M	March 28, 2025			
7		Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
8 - - - - - 9 - Stot Stot Stot Stot 10 Stot Stot Stot Stot Stot 1041 Stot Stot Stot Stot Stot 102 Stot Stot Stot Stot Stot 103 Stot Stot Stot Stot Stot 104 Stot Stot Stot Stot Stot 105 Stot Stot Stot Stot Stot 11 Stot Stot Stot Stot Stot 11 Stot Stot Stot Stot Stot 13 Stot Stot Stot Stot Stot 14 Stot Stot Stot Stot Stot	7					
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9 Stot Stot Stot Stot Stot 10 Stot Stot Stot Stot Stot 1041 Stot Stot Stot Stot Stot 1041 Stot Stot Stot Stot Stot 105 Stot Stot Stot Stot Stot 1041 Stot Stot Stot Stot Stot 105 Stot Stot Stot Stot Stot	8					
9 10 Stot						
Slot Slot Slot Slot Slot 10 Slot Slot Slot Slot Slot 141 Slot Slot Slot Slot Booked 11 Slot Slot Slot Slot Slot 2 Slot Slot Slot Slot Slot 3 Slot Slot Slot Slot Slot 3 Slot Slot Slot Slot Slot	9			₽.		
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1041 Slot Slot Slot Slot Booked 11 Slot Sl	Slot		Slot	Slot	Slot	Slot
Slot Slot Slot Slot Slot Slot 2 Slot Slot Slot Slot Slot Slot 3 Slot Slot Slot Slot Slot Slot 4 Slot Slot Slot Slot Slot Slot	10:41 Slot		Slot	Slot	T Slot	Booked
21 Slot Slot Slot Slot Slot 21 Slot Slot Slot Slot Slot 31 Slot Slot Appointment#1000002801 updated Slot 4 Slot Slot Slot Slot	Slot		Slot	Slot	Slot	Slot
Stot Stot Stot Stot Stot 13 Stot Stot Appointment#1000002801 updated Stot 14 Stot Stot Stot Stot	12 Slot		Slot	Slot	Slot	Slot
Slot Slot Slot Slot Slot Slot Slot	12 Slot		Slot	Slot	Slot	Slot
Slot Slot Appointment#1000002801 updated	13					Slot
Slot Slot	Slot		Slot	Appointment# 1000002801 updated		
	14 Slot		Slot	0.00		

Update an Appointment: Click your existing appointment and then update information entries

 Log on to the system at <u>Logon (dla.mil)</u> using your user name and password. If you do not currently have a user name or password, you will need to request an access role to the system using the <u>Account</u> <u>Management Provisioning System (AMPS)</u>.

8	
	liser
	Password
	Language EN - English
	Log On
	Change Password

2. Select the desired direction.

C SAP Dock Appointment Scheduling	·		28
Direction Location Available	ity Save		
i Select Direction, Category, and hit Contin	ue		
	Direction: Category:	O outbourd Dinbound	
		Appointment-Local Delivery Customer organized drop-off	
		Continue exit)

3. Select the desired appointment category. Click continue.

Cock Appointment Scheduling •		Q 8
Direction Location Availability	Seve	
(i) Select Direction, Category, and hit Continue]
	Direction: Outbound O Inbound	
	Appointment-Local Delivery Customer organized drop-off	
	Continue	ät

4. In the drop down, select the Disposition Services site that you wish to turn in to.

C Sop Dock Appointment Scheduling -		٩
Z >>> Image: Second se	Save	
Location Selection		_
*Dispo Locations: Street/No.:	Disposition - Anchorage	
ZIP Code/City:	Disposition - Anniston	
Country:	Disposition - Barstow	
	Disposition - Bragg	
	Disposition - Campbell	
	Disposition - Colorado Springs	
	Disposition - Columbus	
	Disposition - Corpus Christi	
	Disposition - Eglin	
	Disposition - Fairbanks	
	Disposition - Groton	
	Disposition - Holloman	
	Disposition - Hood	
	Disposition - Jacksonville	
	Disposition - Lejeune	
	Disposition - Letterkenny	
	Disposition - Lewis	
	Disposition - Meade	Continue
	Disposition Minot	Continue Cont

5. Review the site information and click continue.



6. Select the appointment to update. Click continue.

Direction	Location Av	ailablity Save			
Summai	ry				
	Appointment ID:			Location: Disposition - Riley	
	Selected Slot:			Category: Inbound - Local De	ellvery
Slot Bo	ooking				Work Week Da
<	Today > March 24, 202	5 - March 28, 2025			
	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7					
8					
9					
5					
10	Slot	Slot	Slot	Slot	Let.
40.52	Slot	Slot	Slot	Slot	Booked -
10:52	Slot	Slot	Slot	Slot	Slot Appointment
	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	Slot
	-				Slot
12		Clot	Slot	Slot	
13	Slot	3101	otor		

7. Update desired fields.

Selected Slot: 3	/28/2025 10:30:00 AM - 11:00:00 AM	Category:	Inbound - Local Delivery
Additional Information			
Contact Info		Other Detail	
Primary Contact Info:	Click to enter info (Mandatory)	Number of Packages:	10
Secondary Contact Info:	Click to enter info (Optional)	Comment:	Before Comment
		*DoDAAC:	W81RP6
		Carrier:	C
Material Information		Attachment Confirmation	
*DTID's:	ABCDEF5012TEST	Is Form 1348 Attached?:	YES O
*Material Description:	Before Material Description	Is Material Palletized?:	YES O
*Material Handling Info:	Before Material Handling Info	*Last feasible delivery Date:	03/26/2025
*Material Hazardous Info:	Before Material Hazardous Info]	
	L	1	
	3C_truckload.pdf		

Additional Information			
Contact Info		Other Detail	
Primary Contact Info:	Click to enter info (Mandatory)	Number of Packages:	10
Secondary Contact Info:	Click to enter info (Optional)	Comment:	After Comment
		*DoDAAC:	W81RP6
		Carrier:	C
Material Information		Attachment Confirmation	
*DTID's:	ABCDEF5012TEST	Is Form 1348 Attached?:	YES O
*Material Description:	After Material Description	Is Material Palletized?:	YES O
*Material Handling Info:	After Material Handling Info	*Last feasible delivery Date:	03/26/2025
*Material Hazardous Info:	After Material Hazardous Info		
	2C truckload adf		
	sc_ruckioad.pdf		

8. Click save.

Additional Information				
Contact Info		Other Detail		
Primary Contact Info:	Click to enter info (Mandatory)	Number of Packages:	10	
Secondary Contact Info:	Click to enter info (Optional)	Comment:	After Comment	
		*DoDAAC:	W81RP6	
		Carrier:	C	
Material Information		Attachment Confirmation		
*DTID's:	ABCDEF5012TEST	Is Form 1348 Attached?:	YES O	
*Material Description:	After Material Description	Is Material Palletized?:	YES O	
*Material Handling Info:	After Material Handling Info	*Last feasible delivery Date:	03/26/2025	8
*Material Hazardous Info:	After Material Hazardous Info			
	3C_truckload.pdf			

9. View the confirmation message for the update.

	Selected Slot:			Category: Inbound - Local De	livery
Slot Bo	poking				Work Week Week Day
<	Today > March 24, 20	25 - March 28, 2025			
	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7					
/					
8					
9					
	Slot	Slot	Slot	Slot	
10	Slot	Slot Be	Slot	Slot	Slot
10-57	Slot	Slot	Slot	Slot	Booked
10.57	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	Slot
13	-				Slot
	Slot	Slot	Slot	Slot	
14	Slot	Slot	Slot	Slot	
	Slot	Slot	Slot	Slot	
15	Slot	Slot	Slot	Slot	
	Slot	Slot	Slot	Slot	
16	•		•	•	
17					
1/		ſ	A		
18			Appointment# 1000002801 update		
		-			

Cancel an Appointment: Click your existing appointment and then cancel

1. Log on to the system at Logon (dla.mil) using your user name and password. If you do not currently have a user name or password, you will need to request an access role to the system using the <u>Account</u> <u>Management Provisioning System (AMPS)</u>.

8	
	User
	Password
	Language
	EN - English 🗸
	Log On
	Change Password

2. Select the desired direction.

<	Dock Appointment Scheduling 🔻			Q	8
	Direction X Location X Availability	>>> Save			
	Select Direction, Category, and hit Continue				
		Direction: Category:	Outbourd Outbourd Select a Category		
			Continue	it	

3. Select the desired appointment category. Click continue.

< SAP Dock Appointment Scheduling •		Q 8
Direction Location Availability	Save	
(i) Select Direction, Category, and hit Continue]
	Direction: O Outbound () Inbound	
	Category: Select a Category: Appointment-Local Delivery Customer organized drop-off	
	Continue	it

4. In the drop down, select the Disposition Services site that you wish to turn in to.

✓ SAPY Dock Appointment Scheduling ▼		Q
Z >>> Image: Section >>> Image: Section Availability	Swe	
Location Selection		
*Dispo Locations: Street/No.:	Disposition - Anchorage	
ZIP Code/City:	Disposition - Anniston	
Country:	Disposition - Barstow	
	Disposition - Bragg	
	Disposition - Campbell	
	Disposition - Colorado Springs	
	Disposition - Columbus	
	Disposition - Corpus Christi	
	Disposition - Eglin	
	Disposition - Fairbanks	
	Disposition - Groton	
	Disposition - Holloman	
	Disposition - Hood	
	Disposition - Jacksonville	
	Disposition - Lejeune	
	Disposition - Letterkenny	
	Disposition - Lewis	
	Disposition - Meade	Continue
	Disposition Minot	Continue Cont

5. Review the site information and click on continue.



6. Select the appointment to cancel. Click continue.

Direction) »» (In Location Av	ailablity Save			
Summai	ry				
	Appointment ID:			Location: Disposition - Riley	
	Selected Slot:			Category: Inbound - Local De	livery
Slot Bo	poking				Work Week Da
<	Today > March 24, 202	25 - March 28, 2025			
	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7					
,					
8					
9					
	Slot	Slot	Slot	Slot	
10	Slot	Slot	Slot	Slot	Slot
10:52	. Slot	Slot	Slot	_ Slot	_ Booked
	Slot	Slot	Slot	Slot	Slot Appointment
12	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	Slot
					Slot
13		E 01 - 1	Slot	Slot	
13	Slot	Slot	5101		

7. Click cancel.

Additional Information				
Contact Info		Other Detail		
Primary Contact Info:	Click to enter info (Mandatory)	Number of Packages:	10	
Secondary Contact Info:	Click to enter info (Optional)	Comment:	After Comment	
		*DoDAAC:	W81RP6	
		Carrier:	C	
Material Information		Attachment Confirmation	_	
*DTID's:	ABCDEF5012TEST	Is Form 1348 Attached?:	YES O	
*Material Description:	After Material Description	Is Material Palletized?:	YES ()	
*Material Handling Info:	After Material Handling Info	Lust reasone delivery bute.	03202020	
*Material Hazardous Info:	After Material Hazardous Info			
				4
	3C_truckload.pdf			

8. Click OK to confirm cancellation.

Sel	ected Slot: 3	/28/2025 10:30:00 AM - 11:00:00 AM		Category:	Inbound - Local Delivery	
Additional Inf	ormation					
Contact Info				Other Detail		
Primary 0	Contact Info:	Click to enter info (Mandat		Number of Packages:	10	
Secondary (Contact Info:	Click to enter info (Option	al)	Comment:	After Comment	
				*DoDAAC:	W81RP6	
				Carrier:		
Manual Information			Δ	Warning		
Material Inform	nation	TI	his will cancel the a	ppointment. Please confirm.	_	
	*DTID's:	ABCDEF5012TEST		OK Cancel	VES O	
*Material		After Material Description		*i ast feasible delivery Date:	03/26/2025	
*Material H	andling Info:	After Material Handling Info				
*Material Haz	zardous Info:	After Material Hazardous Info				
						+
- [] •	BL_TM NWE	3C_truckload.pdf				
						Exit Ca



9. View the confirmation message for the cancellation.

Assistance with DAS

<u>Access issues (error messages encountered when accessing DAS)</u> *Be sure to report your problem, identifying it using the "Disposition Automated Scheduler" name

DISA Global Service Desk Toll Free: 844-DISA-HLP (844-347-2457) DSN: 850-0032 - Press 5, then speak or enter D-L-A Online at: <u>DLA Service Portal (</u>CAC or User ID/Password required) Email: disa.global.servicedesk.mbx.dla-ticket-request@mail.mil