

DAS

User Guide

(Disposition Automated Scheduler)

[https://wms.dla.mil/sap/bc/ui5 ui5/ui2/ushell/shells/abap/Fiorilaunchpad.html#Shell-home](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

Primary Contact: individual scheduling the appointment

Secondary Contact: individual expected to attend the appointment

Cell Phone: ten-digit number without hyphens, parentheses, or spaces

Phone: ten-digit number without hyphens, parentheses, or spaces

Other Detail

Number of Packages: pallet count or rolling stock items

Comment: additional information and notes about any of the following turn-in 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.

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

Carrier: not required

Material Information

DTID's: document count

Material Description: plain text information about the turn-in items

Material Handling Info: instructions to material handlers with data about special movement and unloading requirements (example: oversized property, requires crane)

Material Hazardous Info: 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

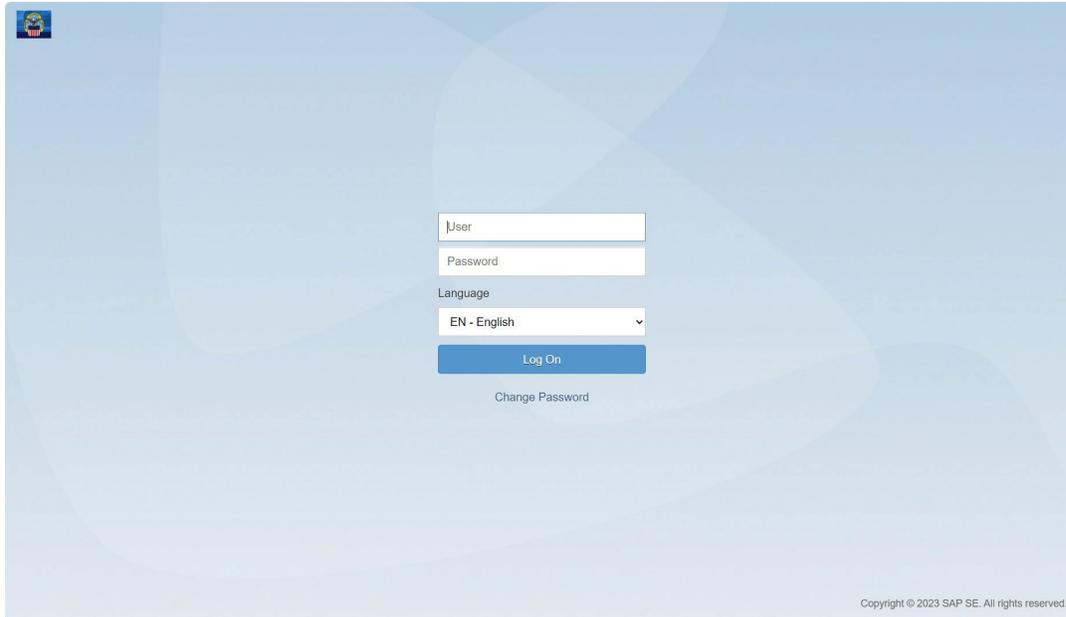
File Attachment

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

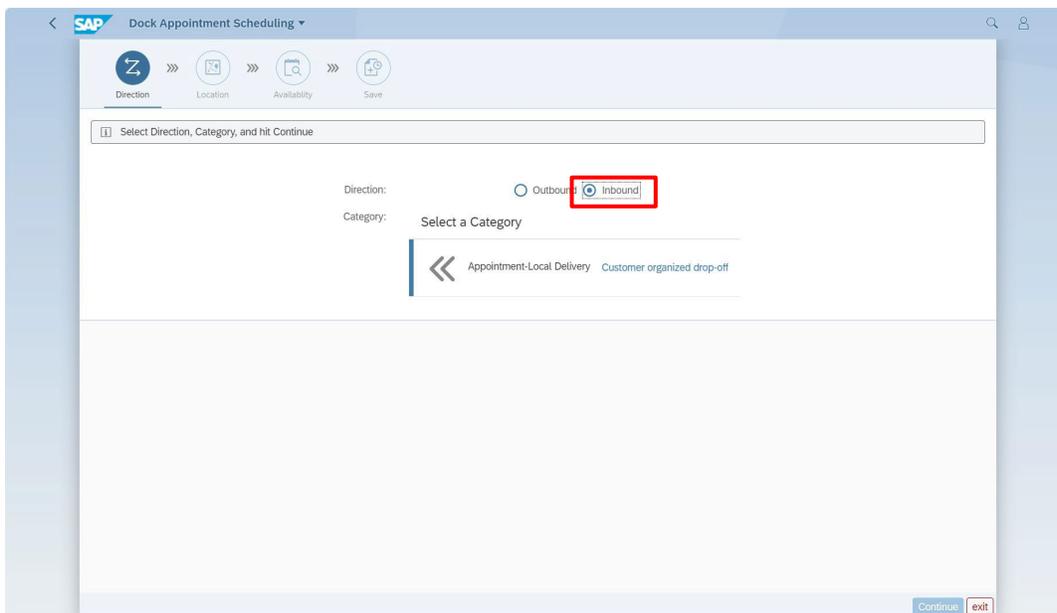
- Manifest or document listing,
- Pictures of turn-in material,
- DD Form 1348, and
- Documentation for special turn-in requirements.

Local Appointment: Book a local appointment to drop off property

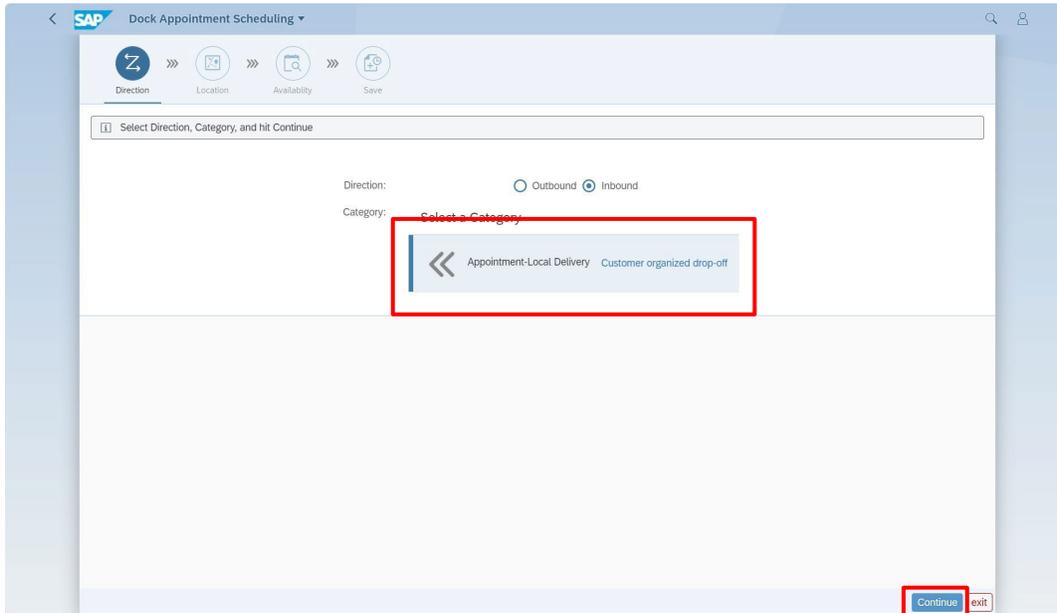
1. Log on to the system at [Logon \(dla.mil\)](https://dla.mil) using your user name and password. If you do not currently have a user name or password, you will need to request an access role to the system using the [Account Management Provisioning System \(AMPS\)](#).



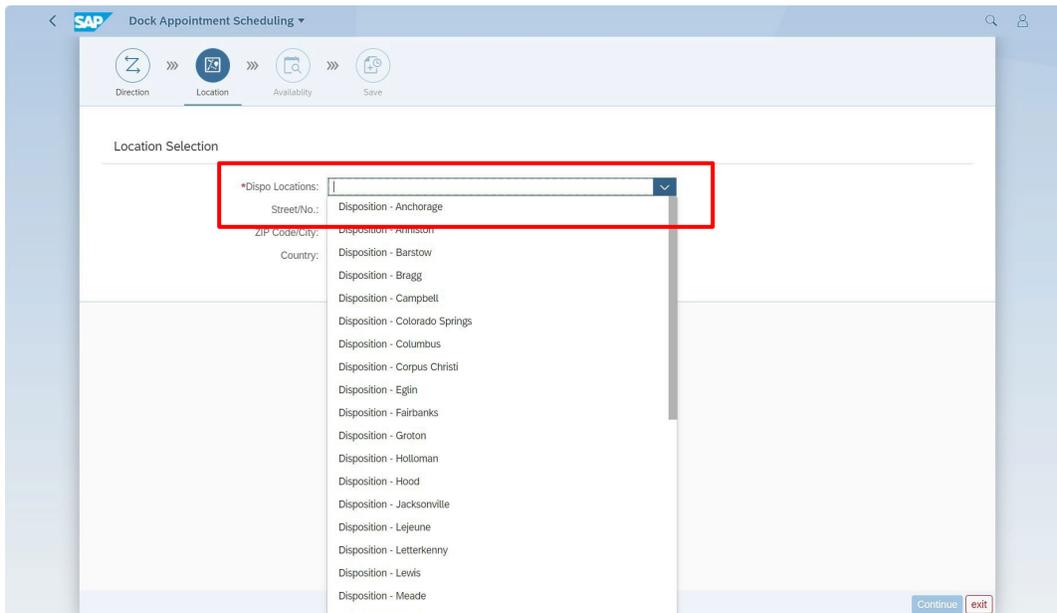
2. Select [Inbound] as the Direction



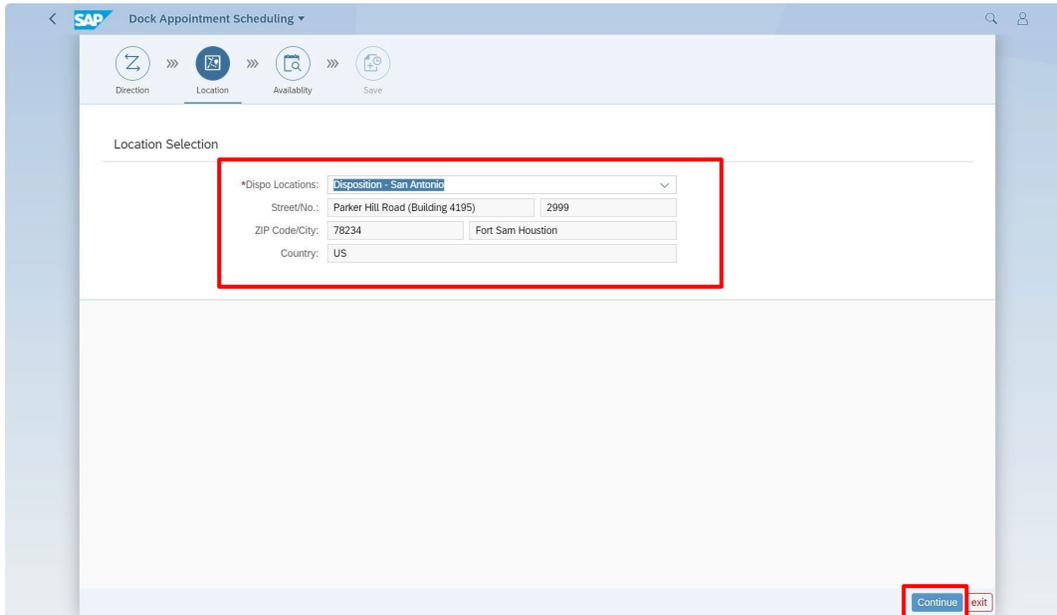
3. Select Appointment [**Local Delivery**] and click continue.



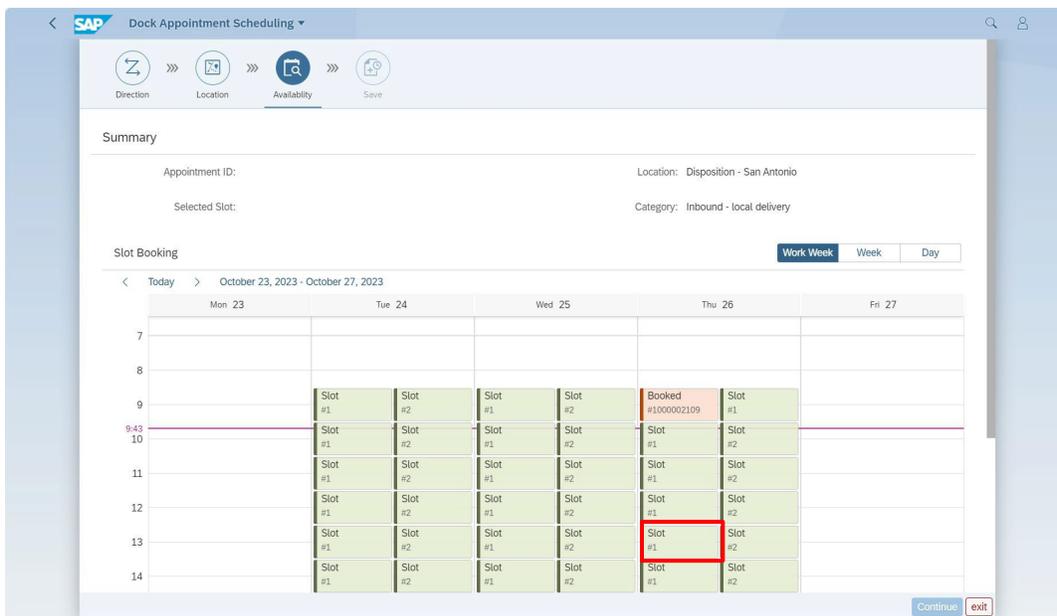
4. In the drop down, select the Disposition Services site that you wish to turn in to.



5. Review the site information and click on continue.



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



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.

The screenshot shows the SAP Dock Appointment Scheduling interface. The 'Contact Info' section is highlighted with a red box. The 'Primary Contact Info' field is labeled 'Click to enter info (Mandatory)'. Below it is the 'Secondary Contact Info' field labeled 'Click to enter info (Optional)'. Other fields in the 'Other Detail' section include 'Number of Packages', 'Comment', '*DoDAAC', and 'Carrier'. The 'Material Information' section includes '*DTID's', '*Material Description', '*Material Handling Info', and '*Material Hazardous Info'. The 'Attachment Confirmation' section has 'Is Form 1348 Attached?' with 'NO' selected. An 'exit' button is visible in the bottom right corner.

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

The screenshot shows the same SAP Dock Appointment Scheduling interface, but the 'Contact Info' section is now filled out. The 'Primary Contact Info' field is labeled 'Click to enter info (Mandatory)'. The 'Secondary Contact Info' field is labeled 'Click to enter info (Optional)'. The 'Other Detail' section includes 'Number of Packages', 'Comment', '*DoDAAC', and 'Carrier'. The 'Material Information' section includes '*DTID's', '*Material Description', '*Material Handling Info', and '*Material Hazardous Info'. The 'Attachment Confirmation' section has 'Is Form 1348 Attached?' with 'NO' selected. An 'exit' button is visible in the bottom right corner.

Primary Contact Info: Click to enter info (Mandatory)

Secondary Contact Info: Click to enter info (Optional)

*Name: John Doe

*Email: John.doe@dod.mil

*Cell Phone: 555-867-5309

Phone:

Appointment Notifications:
 Text Email Text and Email
 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.

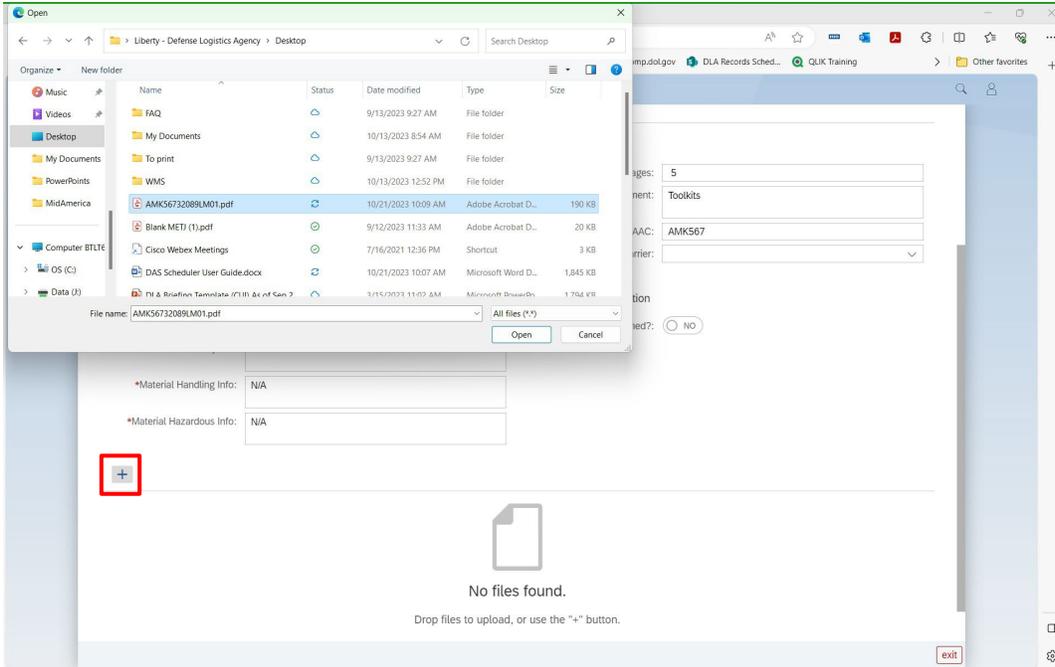
Troubleshooting tip: Contact your local Disposal Service Representative to address DoDAAC validation and agreement errors.

The screenshot shows the SAP 'Dock Appointment Scheduling' interface. The 'Summary' section includes Appointment ID: New, Location: Disposition - San Antonio, Selected Slot: 10/26/2023 12:30:00 PM - 1:30:00 PM, and Category: Inbound - local delivery. The 'SupAdditional Information' section is divided into 'Contact Info' and 'Other Detail'. The 'Other Detail' section, highlighted with a red box, contains: Number of Packages: 5, Comment: Toolkits, *DoDAAC: AMK567, and Carrier: (dropdown menu). Below this is the 'Attachment Confirmation' section with 'Is Form 1348 Attached?' set to NO. The 'Material Information' section is partially visible with fields for *DTID's, *Material Description, *Material Handling Info, and *Material Hazardous Info.

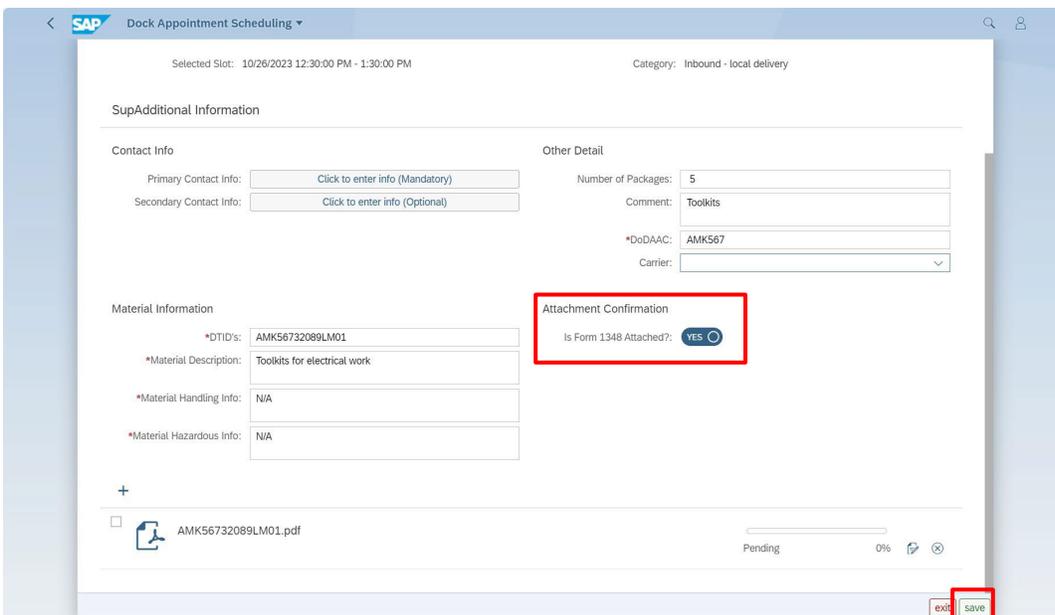
10. Then fill in the Material Information to include number of DTIDs, material description, material handling information and any hazardous information. If the box does not apply, please input N/A.

This screenshot shows the same SAP form as above, but with the 'Material Information' section highlighted in red. The fields are filled with: *DTID's: AMK56732089LM01, *Material Description: Toolkits for electrical work, *Material Handling Info: N/A, and *Material Hazardous Info: N/A. The 'Other Detail' and 'Attachment Confirmation' sections remain the same as in the previous screenshot. At the bottom, there is a file upload area with a document icon and the text 'No files found. Drop files to upload, or use the "+" button.'

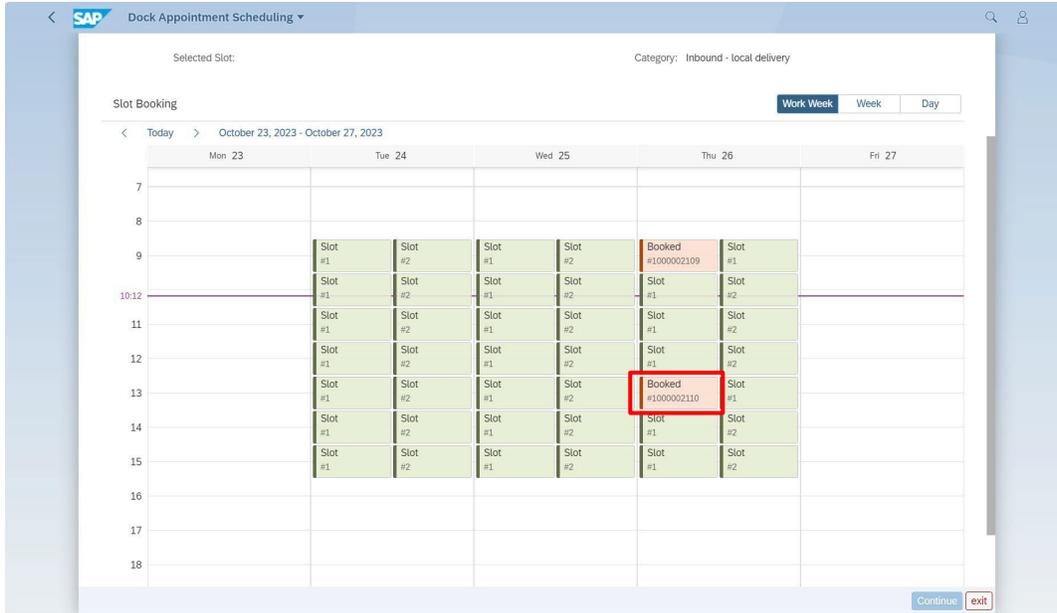
11. Upload supporting documents by either click the (+) or dragging and dropping the files to the form. The document will remain in pending status until the appointment has been saved.



12. Make sure to toggle the 1348 switch to Yes. Conduct a review of your transportation requisition for any errors. Then click Save.

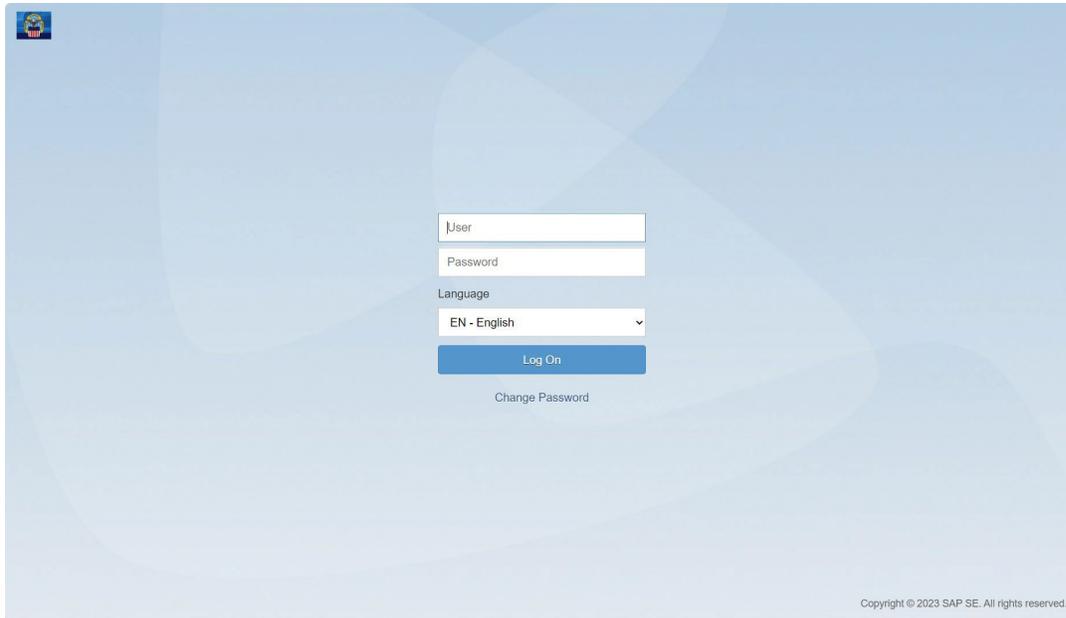


13. Your appointment will now be confirmed via your selected method of communication. The screen will return to the calendar so that you may book additional appointments as needed.

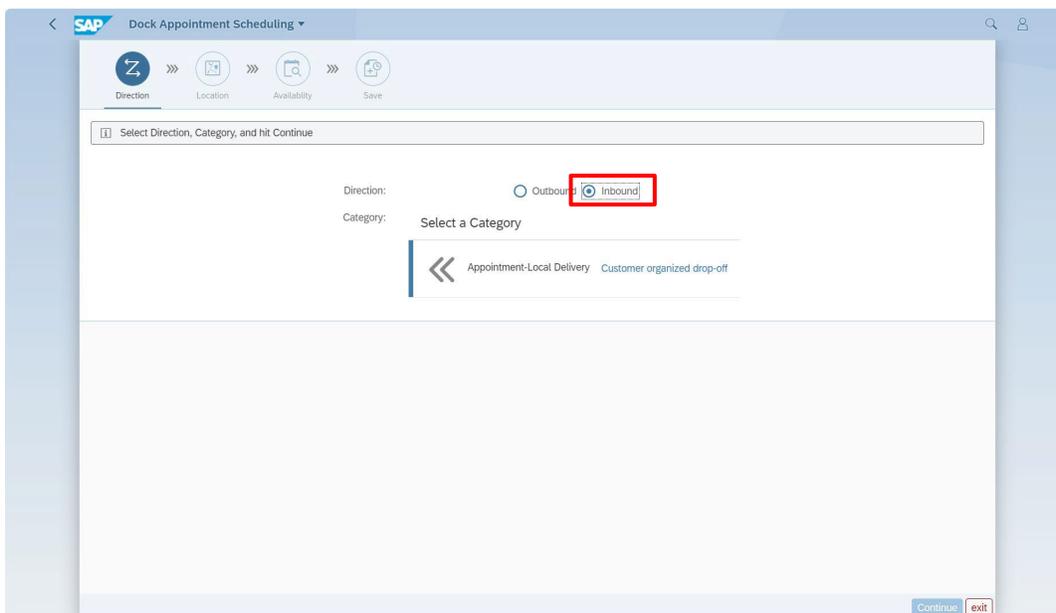


Reschedule an Appointment: Drag and drop your appointment to another time slot

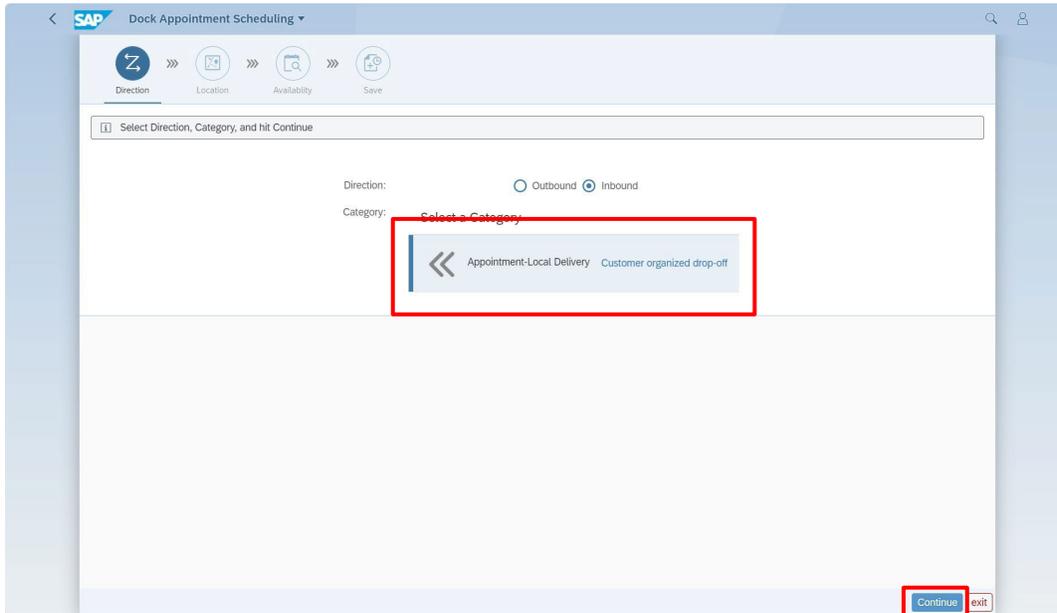
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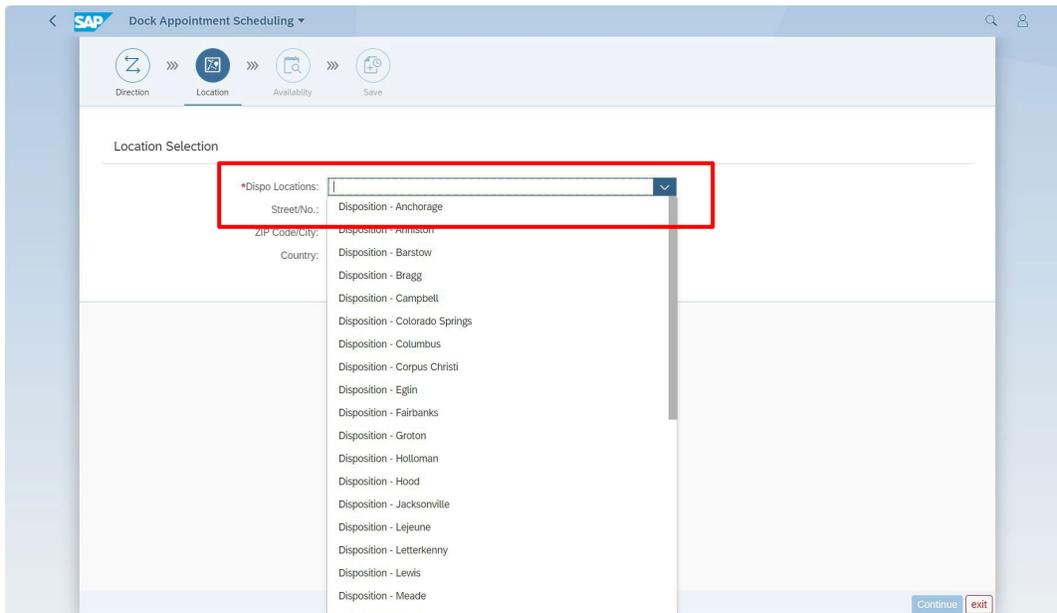
2. Select the desired direction.



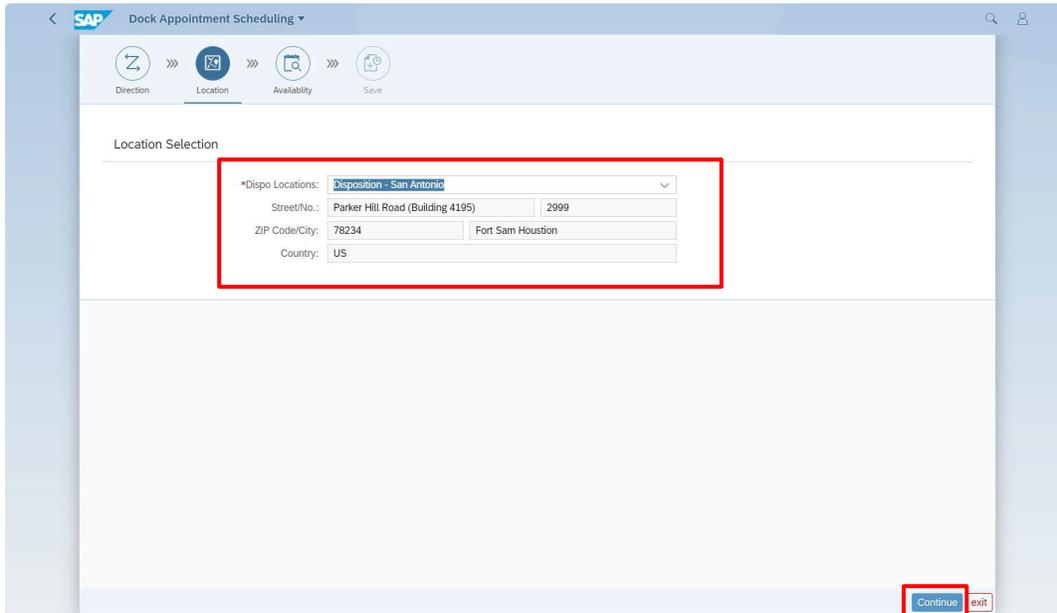
3. Select the desired appointment category. Click continue.



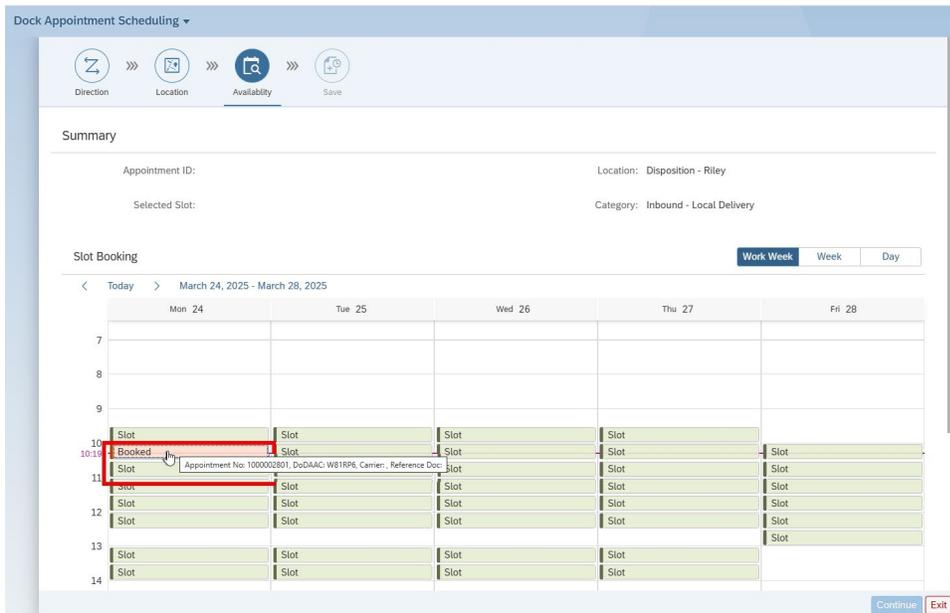
4. In the drop down, select the Disposition Services site that you wish to turn in to.



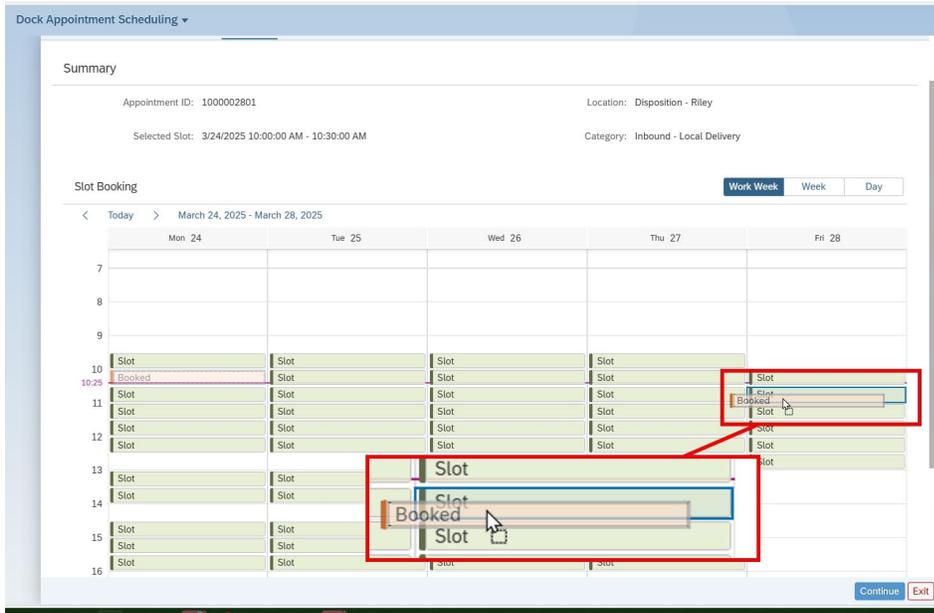
5. Review the site information and click on continue.



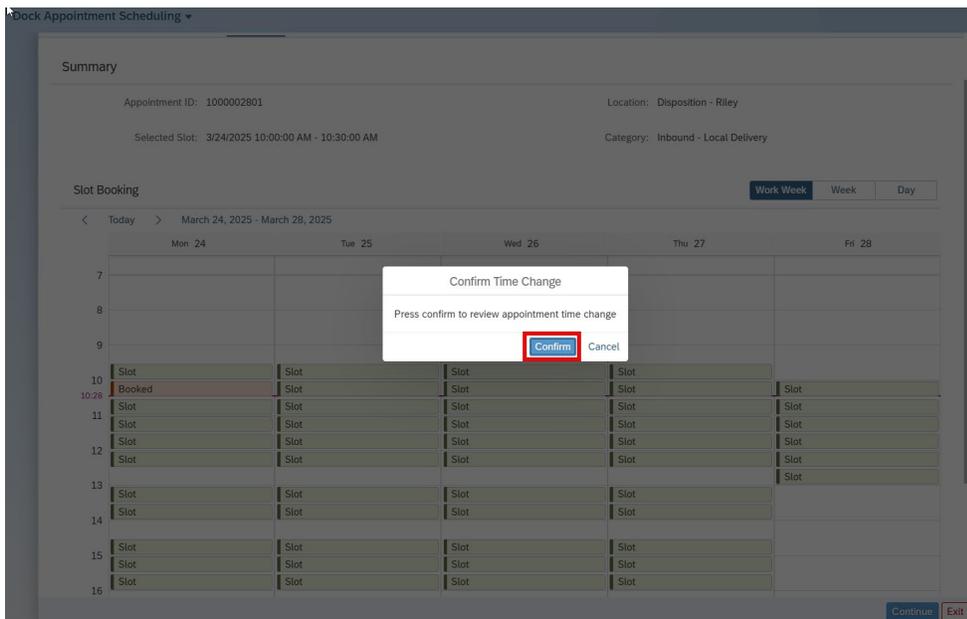
6. Identify the appointment to change. Click on time slot.



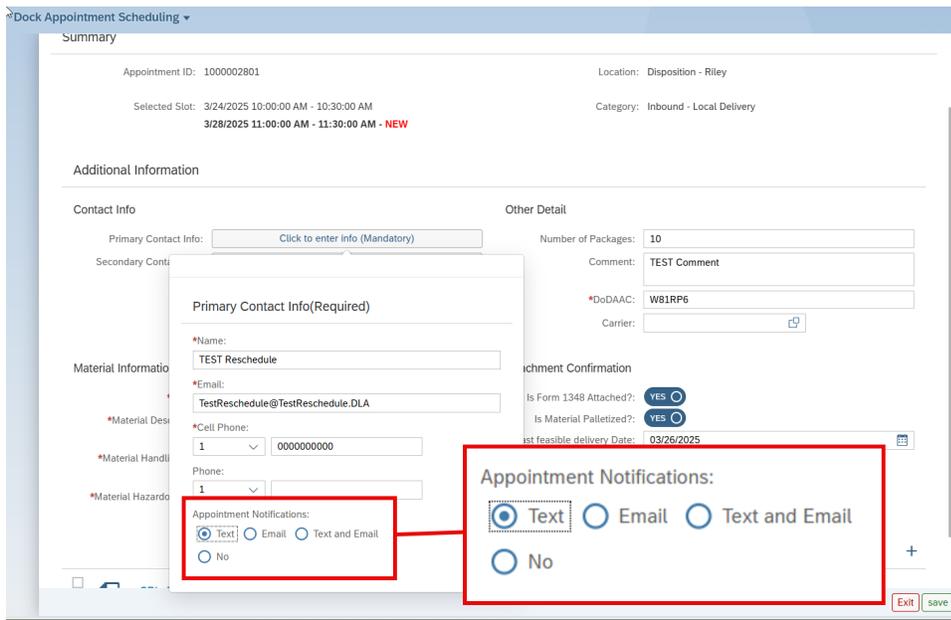
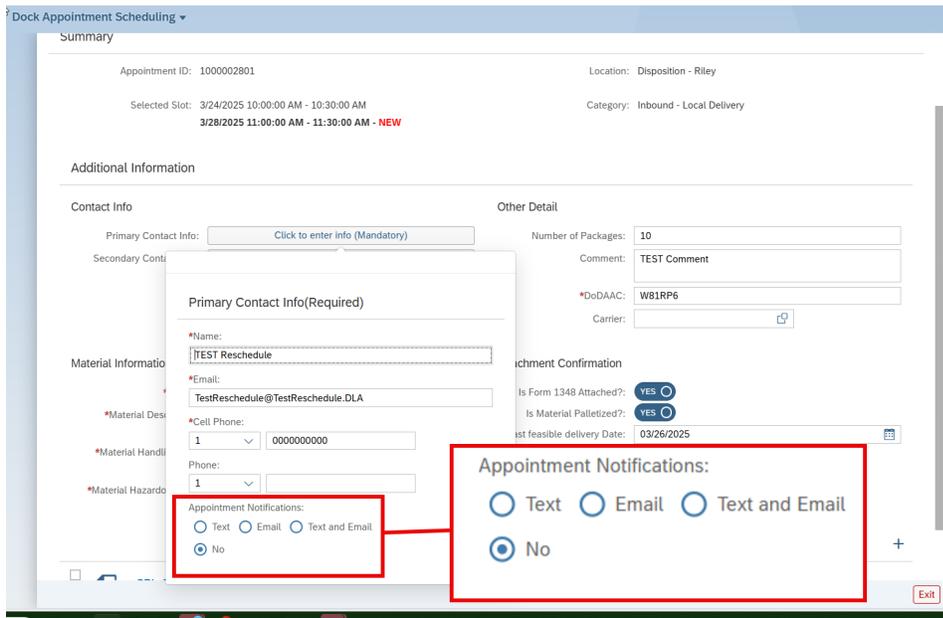
7. While continuing to click the time slot, drag it to the new desired time. Align the appointment over the new available time slot and release.



8. Click confirm to review the appointment time change.



9. Toggle the appointment notification preferences.



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.

Summary

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
Primary Contact Info:
Secondary Contact Info:

Other Detail
Number of Packages: 10
Comment: TEST Comment
*DoDAAC: W81RP6
Carrier:

Material Information
*DTID's: ABCDEF5012TEST
*Material Description: TEST Material Description
*Material Handling Info: TEST Material Handling Info
*Material Hazardous Info: TEST Material Hazardous Info

Attachment Confirmation
Is Form 1348 Attached?: YES
Is Material Palletized?: YES
*Last feasible delivery Date: 03/26/2025

11. View the confirmation message for the update.

Summary

Appointment ID: Location: Disposition - Riley
Selected Slot: Category: Inbound - Local Delivery

Slot Booking

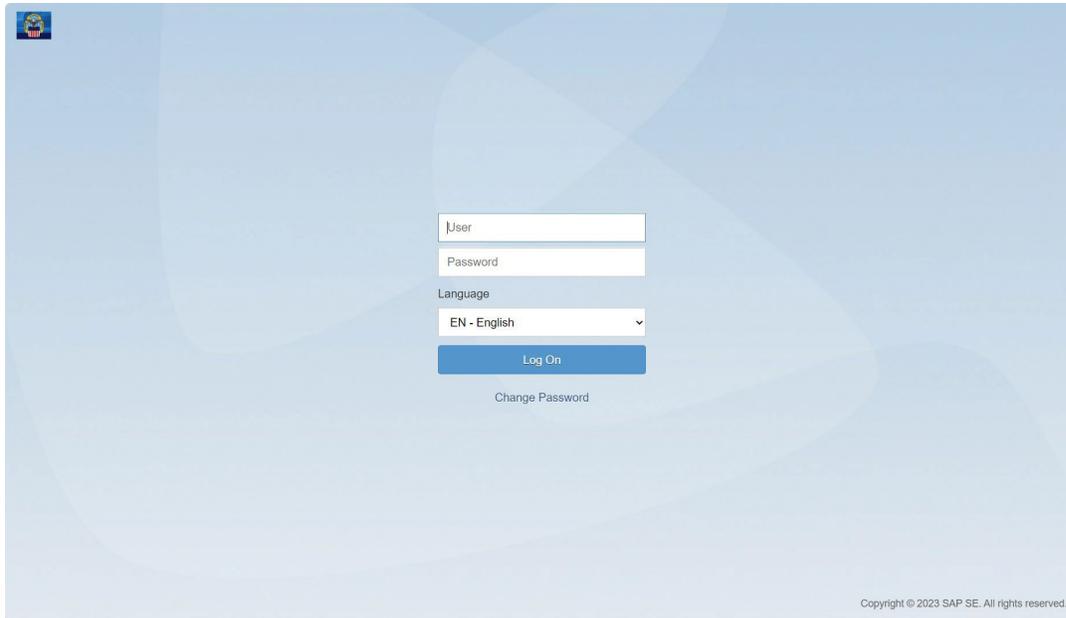
< Today > March 24, 2025 - March 28, 2025

	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7					
8					
9					
10	Slot	Slot	Slot	Slot	Slot
10:41	Slot	Slot	Slot	Slot	Booked
11	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot	Slot

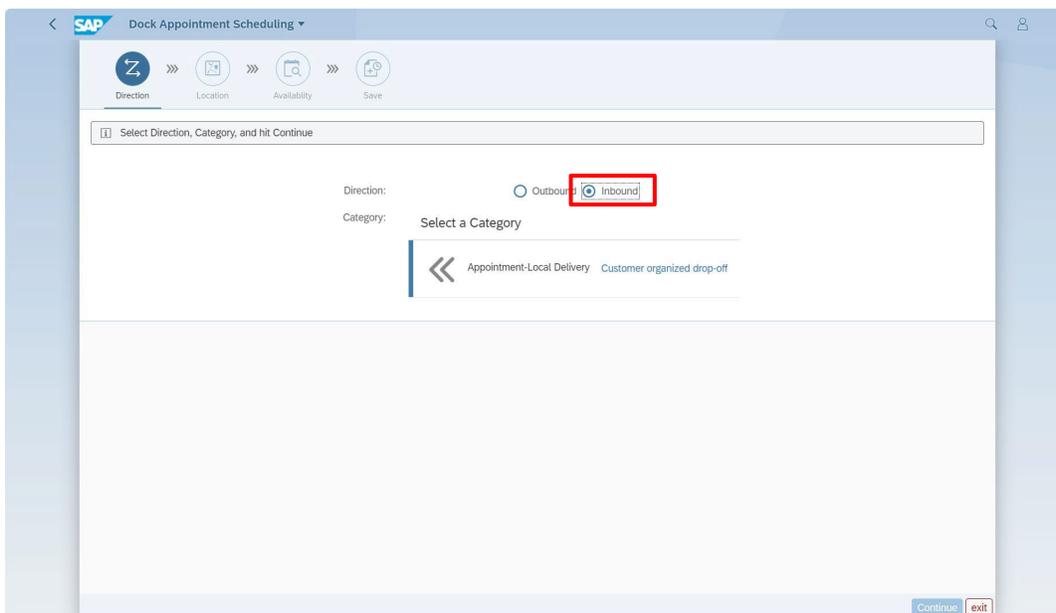
Appointment# 1000002801 updated

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

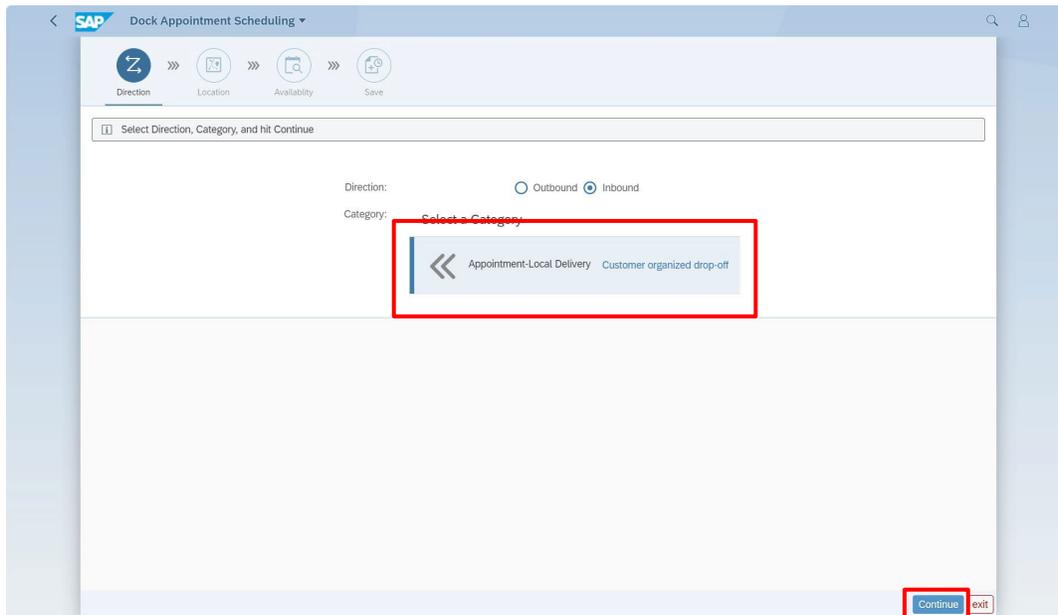
1. Log on to the system at [Logon \(dla.mil\)](https://dla.mil) using your user name and password. If you do not currently have a user name or password, you will need to request an access role to the system using the [Account Management Provisioning System \(AMPS\)](#).



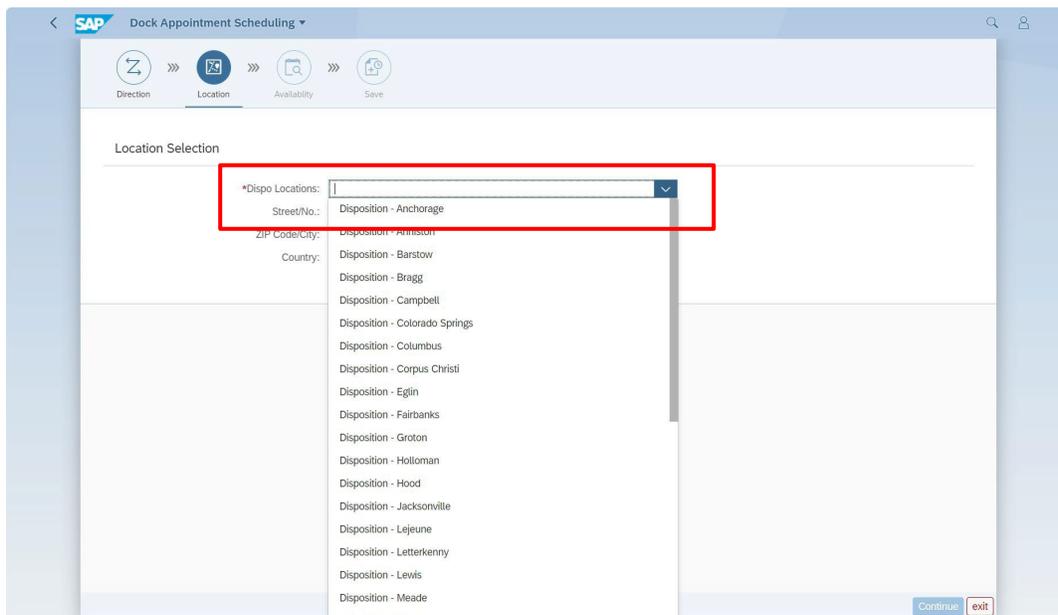
2. Select the desired direction.



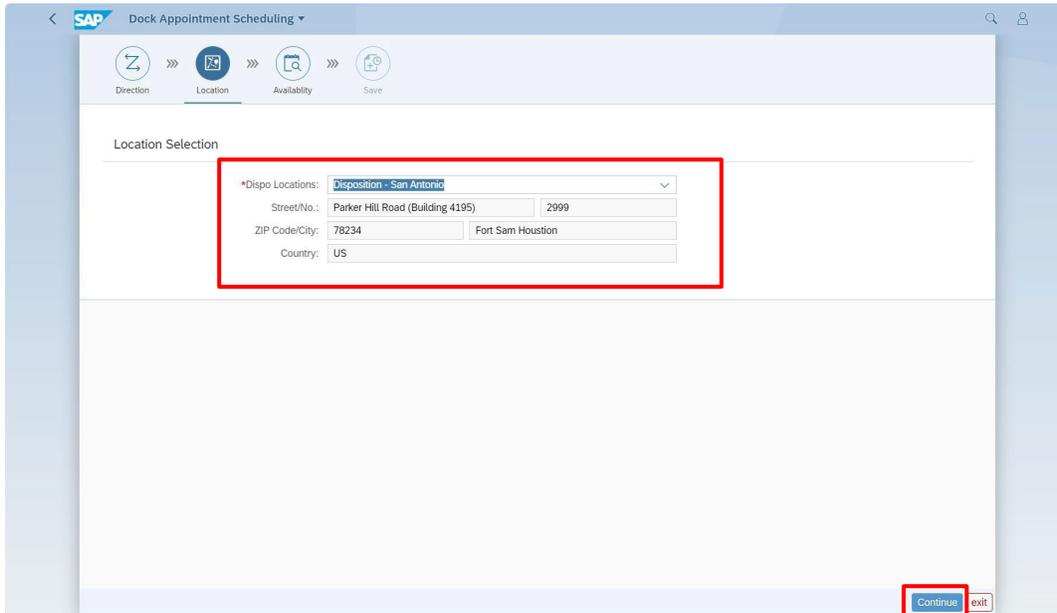
3. Select the desired appointment category. Click continue.



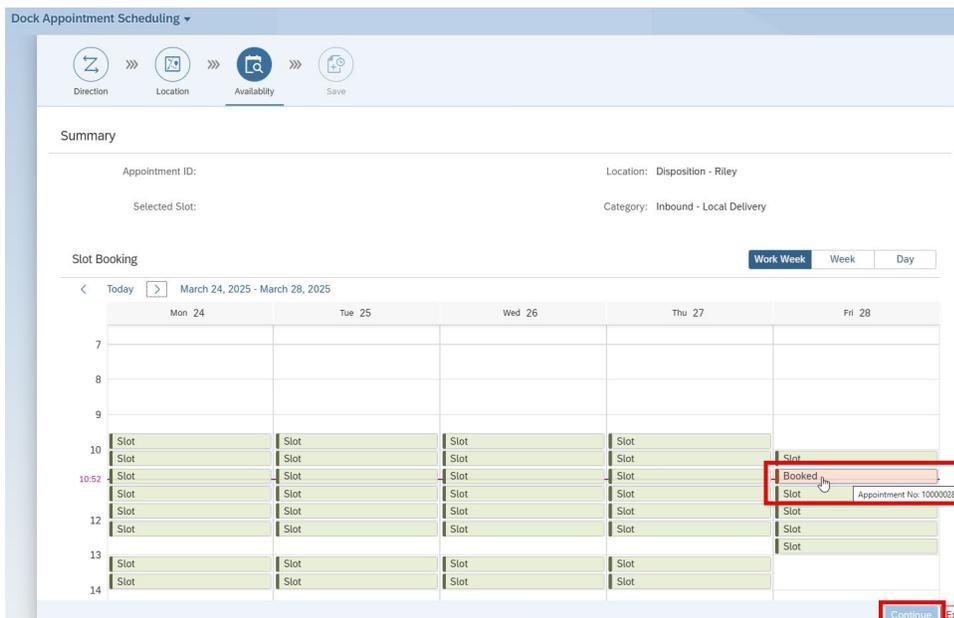
4. In the drop down, select the Disposition Services site that you wish to turn in to.



5. Review the site information and click continue.



6. Select the appointment to update. Click continue.



7. Update desired fields.

Dock Appointment Scheduling ▾

Selected Slot: 3/28/2025 10:30:00 AM - 11:00:00 AM Category: Inbound - Local Delivery

Additional Information

Contact Info

Primary Contact Info:

Secondary Contact Info:

Other Detail

Number of Packages:

Comment:

*DoDAAC:

Carrier:

Material Information

*DTID's:

*Material Description:

*Material Handling Info:

*Material Hazardous Info:

Attachment Confirmation

Is Form 1348 Attached?: YES NO

Is Material Palletized?: YES NO

*Last feasible delivery Date:

 CBL_TM NWBC_truckload.pdf

Dock Appointment Scheduling ▾

Selected Slot: 3/28/2025 10:30:00 AM - 11:00:00 AM Category: Inbound - Local Delivery

Additional Information

Contact Info

Primary Contact Info:

Secondary Contact Info:

Other Detail

Number of Packages:

Comment:

*DoDAAC:

Carrier:

Material Information

*DTID's:

*Material Description:

*Material Handling Info:

*Material Hazardous Info:

Attachment Confirmation

Is Form 1348 Attached?: YES NO

Is Material Palletized?: YES NO

*Last feasible delivery Date:

 CBL_TM NWBC_truckload.pdf

8. Click save.

Dock Appointment Scheduling

Selected Slot: 3/28/2025 10:30:00 AM - 11:00:00 AM Category: Inbound - Local Delivery

Additional Information

Contact Info

Primary Contact Info:

Secondary Contact Info:

Other Detail

Number of Packages:

Comment:

*DoDAAC:

Carrier:

Material Information

*DTID's:

*Material Description:

*Material Handling Info:

*Material Hazardous Info:

Attachment Confirmation

Is Form 1348 Attached?: YES NO

Is Material Palletized?: YES NO

*Last feasible delivery Date:

 CBL_TM NWBC_truckload.pdf

9. View the confirmation message for the update.

Dock Appointment Scheduling

Selected Slot: Category: Inbound - Local Delivery

Slot Booking Work Week Week Day

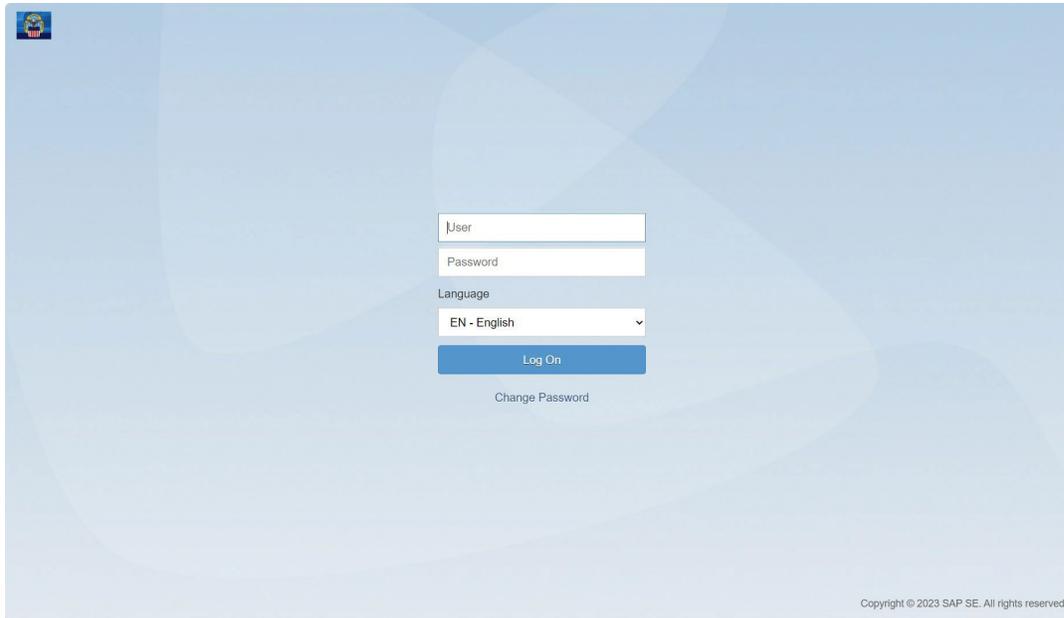
< Today > March 24, 2025 - March 28, 2025

	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7					
8					
9					
10	Slot	Slot	Slot	Slot	Slot
10:57	Slot	Slot	Slot	Slot	Booked
11	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot	
15	Slot	Slot	Slot	Slot	
16	Slot	Slot	Slot	Slot	
17					
18					

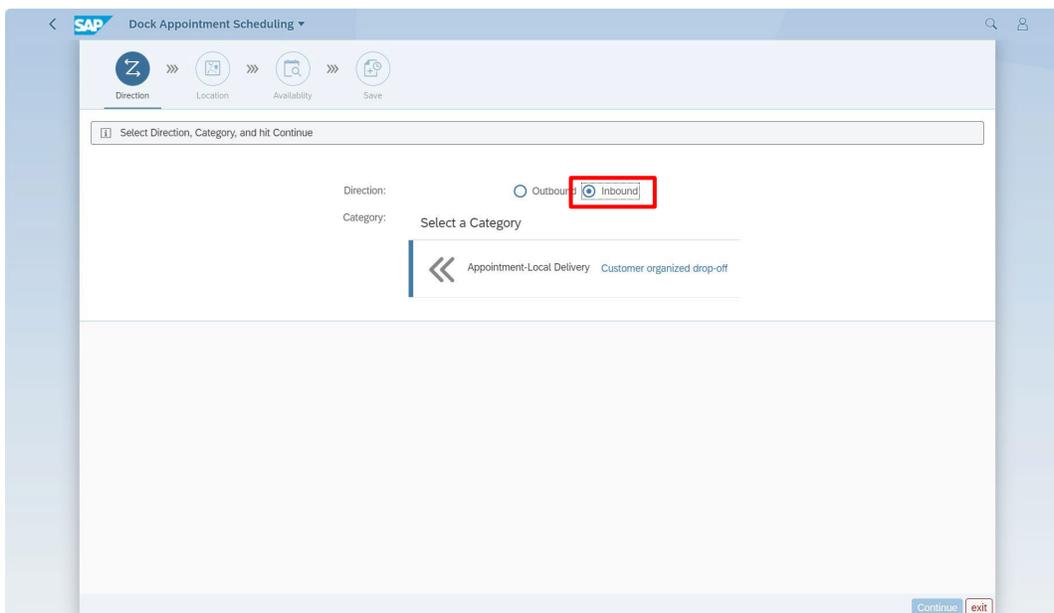
Appointment# 1000002801 updated

Cancel an Appointment: Click your existing appointment and then cancel

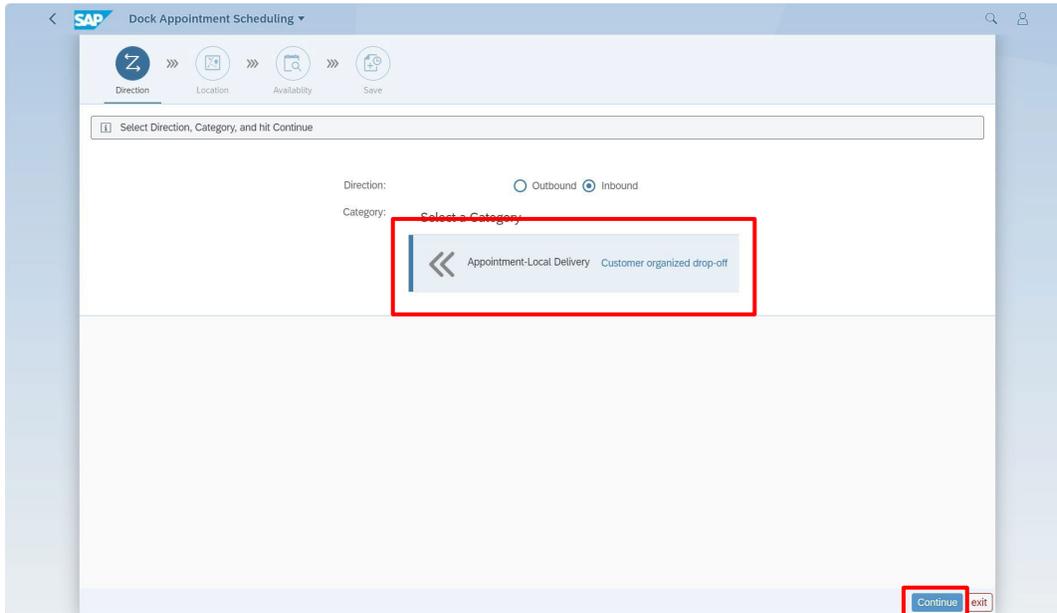
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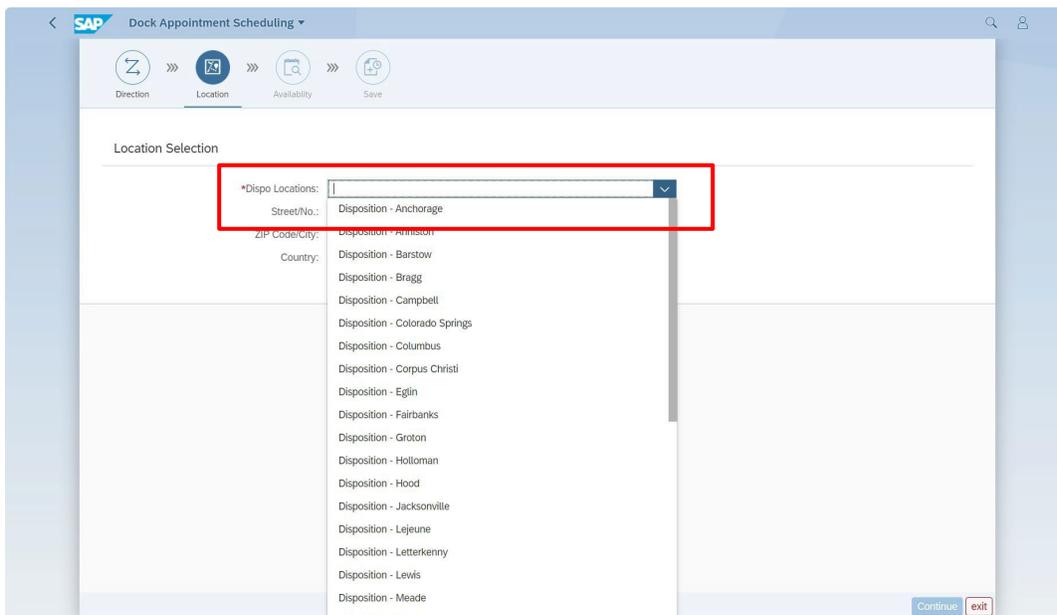
2. Select the desired direction.



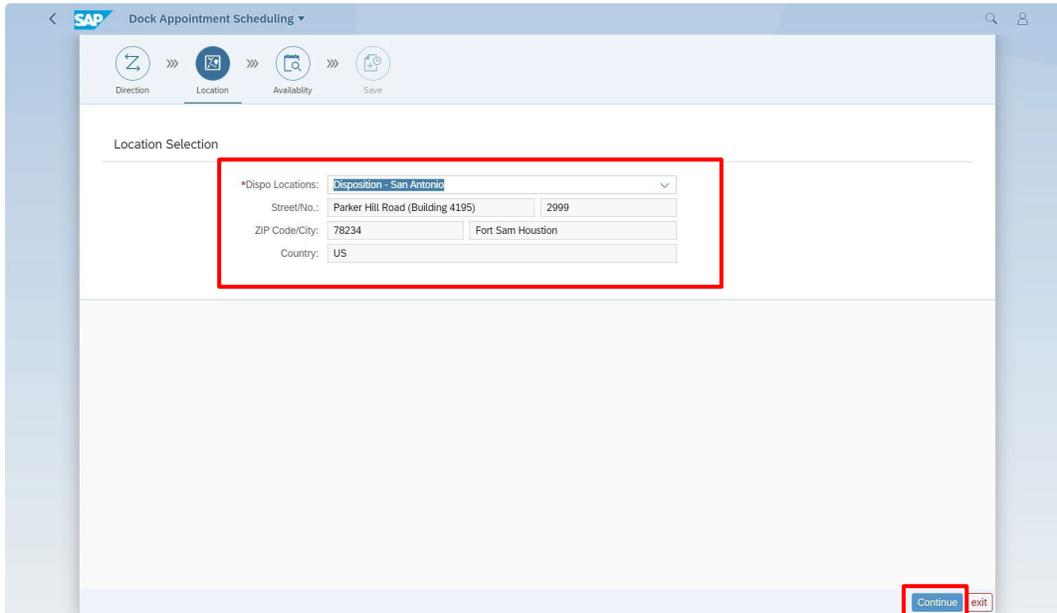
3. Select the desired appointment category. Click continue.



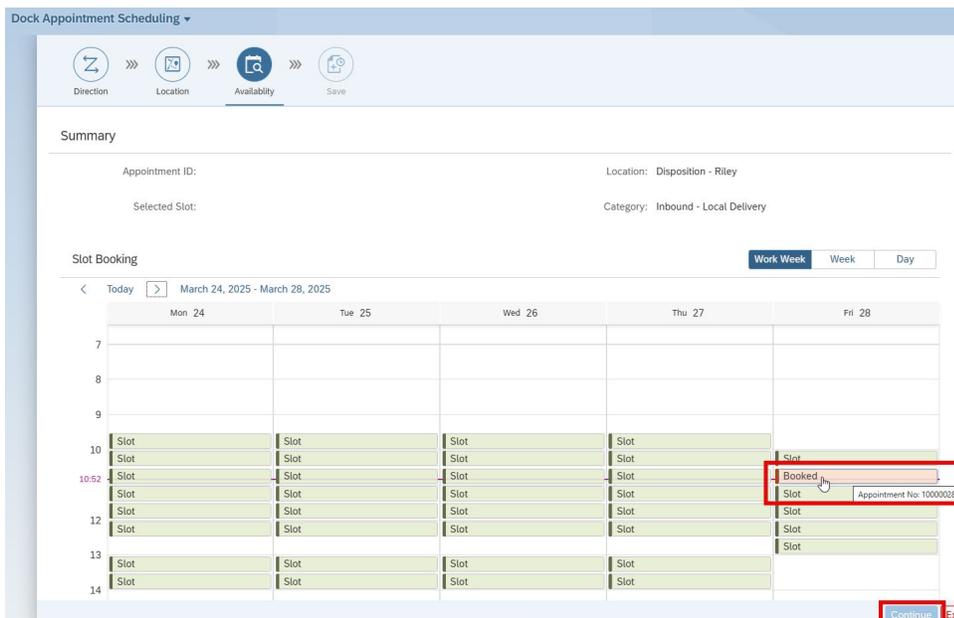
4. In the drop down, select the Disposition Services site that you wish to turn in to.



5. Review the site information and click on continue.



6. Select the appointment to cancel. Click continue.



7. Click cancel.

The screenshot shows the 'Dock Appointment Scheduling' interface. At the top, it displays 'Selected Slot: 3/28/2025 10:30:00 AM - 11:00:00 AM' and 'Category: Inbound - Local Delivery'. The form is divided into several sections: 'Additional Information', 'Contact Info', 'Other Detail', 'Material Information', and 'Attachment Confirmation'. The 'Contact Info' section has fields for 'Primary Contact Info' and 'Secondary Contact Info', both with 'Click to enter info' buttons. The 'Other Detail' section includes 'Number of Packages' (10), 'Comment' (After Comment), '*DoDAAC' (W81RP6), and 'Carrier'. The 'Material Information' section has fields for '*DTID's' (ABCDEF5012TEST), '*Material Description', '*Material Handling Info', and '*Material Hazardous Info'. The 'Attachment Confirmation' section has radio buttons for 'Is Form 1348 Attached?' and 'Is Material Palletized?' (both set to YES), and a date field for '*Last feasible delivery Date' (03/26/2025). At the bottom right, there are 'Exit' and 'Cancel' buttons, with the 'Cancel' button highlighted by a red box.

8. Click OK to confirm cancellation.

This screenshot shows the same 'Dock Appointment Scheduling' form as in the previous image, but with a 'Warning' dialog box overlaid in the center. The dialog box contains a warning icon, the text 'Warning', and the message 'This will cancel the appointment. Please confirm.' Below the message are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box. The background form is dimmed, and the 'Exit' and 'Cancel' buttons at the bottom right are also visible.

9. View the confirmation message for the cancellation.

The screenshot displays the 'Dock Appointment Scheduling' interface. At the top, it shows 'Selected Slot:' and 'Category: Inbound - Local Delivery'. Below this, there are tabs for 'Work Week', 'Week', and 'Day'. The main area is a calendar grid for the dates 'Mon 24', 'Tue 25', 'Wed 26', 'Thu 27', and 'Fri 28'. The grid shows time slots from 7 to 18. A red box highlights a dark grey notification box at the bottom center of the grid, containing the text 'Appointment# 1000002801 Deleted'. At the bottom right of the interface, there are 'Continue' and 'Exit' buttons.

Assistance with DAS

Access issues (error messages encountered when accessing DAS)

*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: [DLA Service Portal](#) (CAC or User ID/Password required)

Email: disa.global.servicedesk.mbx.dla-ticket-request@mail.mil