

DAS

User Guide

(Disposition Automated Scheduler)

wms.dla.mil/sap/bc/ui5_ui2/ushell/shells/abap/Fiorilaunchpad.html#zdas-create



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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)

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

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

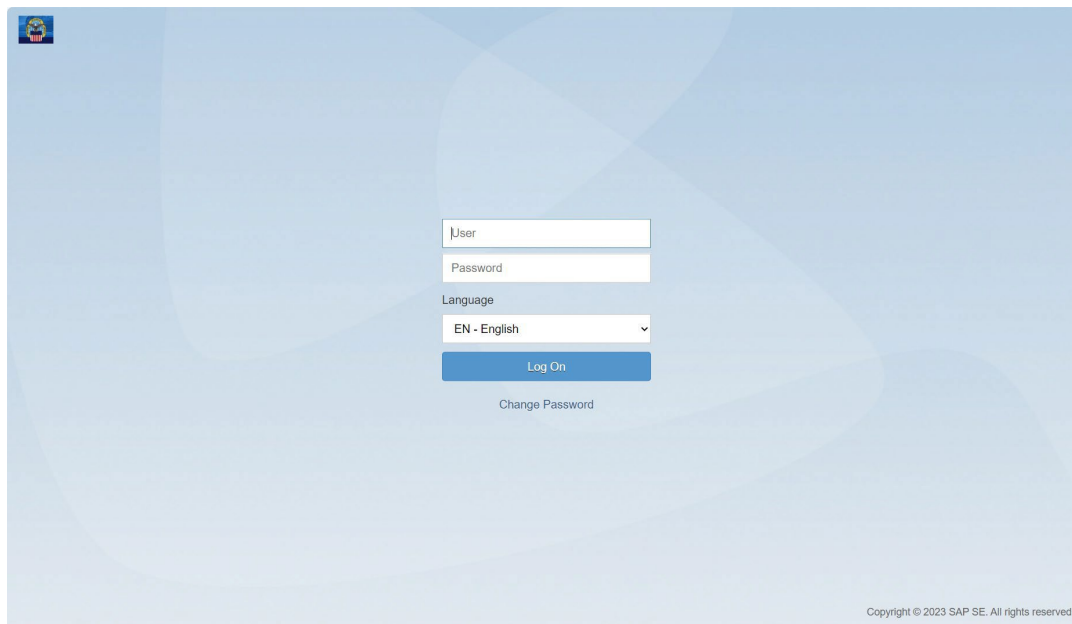
File Attachment

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.

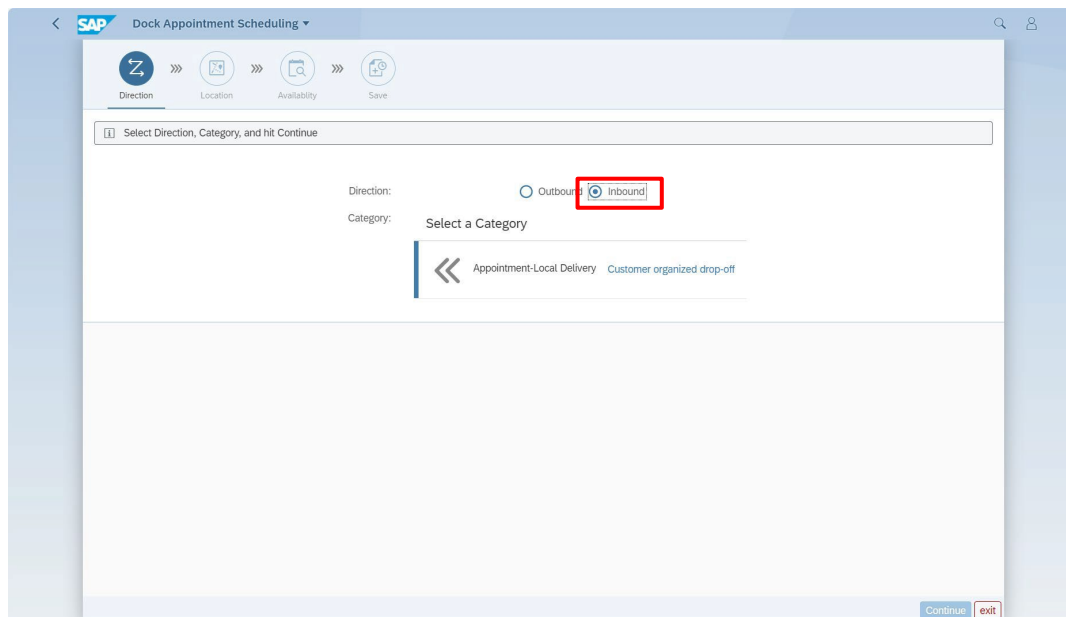
Local Appointment: Book a local appointment to drop off property

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 \(AMPS\)](#).



The screenshot shows a logon interface with a light blue background. In the top left corner is a small American flag icon. The logon form is centered and includes the following elements: a text input field labeled 'User', a text input field labeled 'Password', a dropdown menu labeled 'Language' with 'EN - English' selected, a blue 'Log On' button, and a 'Change Password' link below the button. At the bottom right, there is a small copyright notice: 'Copyright © 2023 SAP SE. All rights reserved.'

2. Select **[Inbound]** as the Direction



The screenshot displays the SAP 'Dock Appointment Scheduling' interface. At the top, there is a navigation bar with icons for 'Direction', 'Location', 'Availability', and 'Save'. Below this is a search bar with the placeholder text 'Select Direction, Category, and hit Continue'. The main area shows the 'Direction' section with two radio buttons: 'Outbound' and 'Inbound'. The 'Inbound' button is selected and highlighted with a red rectangle. Below the 'Direction' section is the 'Category' section, which has a 'Select a Category' label and a list of categories: 'Appointment-Local Delivery' and 'Customer organized drop-off'. At the bottom right, there are 'Continue' and 'exit' buttons.

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

The screenshot shows the SAP Dock Appointment Scheduling interface. At the top, there are tabs for Direction, Location, Availability, and Save. Below these, a instruction bar says "Select Direction, Category, and hit Continue". Under "Direction:", there are two radio buttons: "Outbound" and "Inbound", with "Inbound" selected. Under "Category:", there is a dropdown menu with "Appointment-Local Delivery" and "Customer organized drop-off". The "Appointment-Local Delivery" option is highlighted with a red box. At the bottom right, there are two buttons: "Continue" and "exit", with "Continue" highlighted by a red box.

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

The screenshot shows the SAP Dock Appointment Scheduling interface at the "Location Selection" step. A dropdown menu is open, showing a list of Disposition Services sites. The first item, "Disposition - Anchorage", is highlighted with a red box. The list includes: Disposition - Anchorage, Disposition - Aniston, Disposition - Barstow, Disposition - Bragg, Disposition - Campbell, Disposition - Colorado Springs, Disposition - Columbus, Disposition - Corpus Christi, Disposition - Egin, Disposition - Fairbanks, Disposition - Groton, Disposition - Holloman, Disposition - Hood, Disposition - Jacksonville, Disposition - Lejeune, Disposition - Letterkenny, Disposition - Lewis, Disposition - Meade, and Disposition - Mont. At the bottom right, there are two buttons: "Continue" and "exit".

5. Review the site information and click on continue.

SAP Dock Appointment Scheduling

Direction Location Availability Save

Location Selection

*Dispo Locations: Disposition - San Antonio

Street/No.: Parker Hill Road (Building 4195) 2999

ZIP Code/City: 78234 Fort Sam Houston

Country: US

Continue exit

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

SAP Dock Appointment Scheduling

Direction Location Availability Save

Summary

Appointment ID: Location: Disposition - San Antonio

Selected Slot: Category: Inbound - local delivery

Slot Booking

Work Week Week Day

< Today > October 23, 2023 - October 27, 2023

	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27
7					
8					
9		Slot #1	Slot #1	Booked #1000002109	Slot #1
9:43		Slot #2	Slot #2	Slot #1	Slot #2
10		Slot #1	Slot #1	Slot #2	Slot #1
11		Slot #2	Slot #2	Slot #1	Slot #2
12		Slot #1	Slot #1	Slot #2	Slot #1
13		Slot #2	Slot #2	Slot #1	Slot #2
14		Slot #1	Slot #1	Slot #2	Slot #1

Continue exit

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 expanded, and the 'Primary Contact Info' field is highlighted with a red box. The field contains a button that says 'Click to enter info (Mandatory)'. Other fields in the 'Contact Info' section include 'Secondary Contact Info' (with a button 'Click to enter info (Optional)'), 'Number of Packages', 'Comment', '*DoDAAC', and 'Carrier'. The 'Summary' section at the top shows '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 also visible.

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

The screenshot shows the SAP Dock Appointment Scheduling interface with the 'Contact Info' section expanded. A red box highlights the required fields for the primary contact: '*Name' (filled with 'John Doe'), '*Email' (filled with 'John.doe@dod.mil'), '*Cell Phone' (filled with '555-867-5309'), and 'Phone'. The 'Appointment Notifications' section is also visible, with radio buttons for 'Text', 'Email', 'Text and Email' (selected), and 'No'. Other fields in the 'Contact Info' section include 'Secondary Contact Info', 'Number of Packages', 'Comment', '*DoDAAC', and 'Carrier'. The 'Summary' section at the top shows '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 also visible.

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.

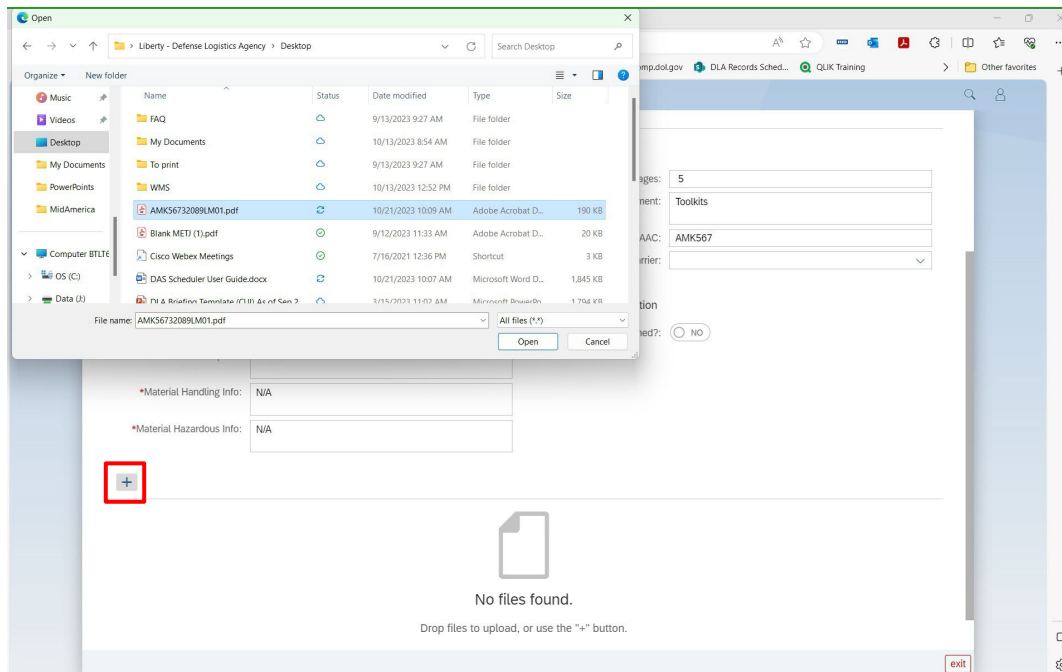
Troubleshooting tip: Contact your local Disposal Service Representative to address DoDAAC validation and agreement errors.

The screenshot shows the SAP Dock Appointment Scheduling interface. The 'Summary' section displays 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 the following fields: Number of Packages (5), Comment (Toolkits), *DoDAAC (AMK567), and Carrier (dropdown menu). The 'Material Information' section includes fields for *DTID's, *Material Description, *Material Handling Info, and *Material Hazardous Info. The 'Attachment Confirmation' section has a radio button for 'Is Form 1348 Attached?' (NO). An 'exit' button is located at the bottom right.

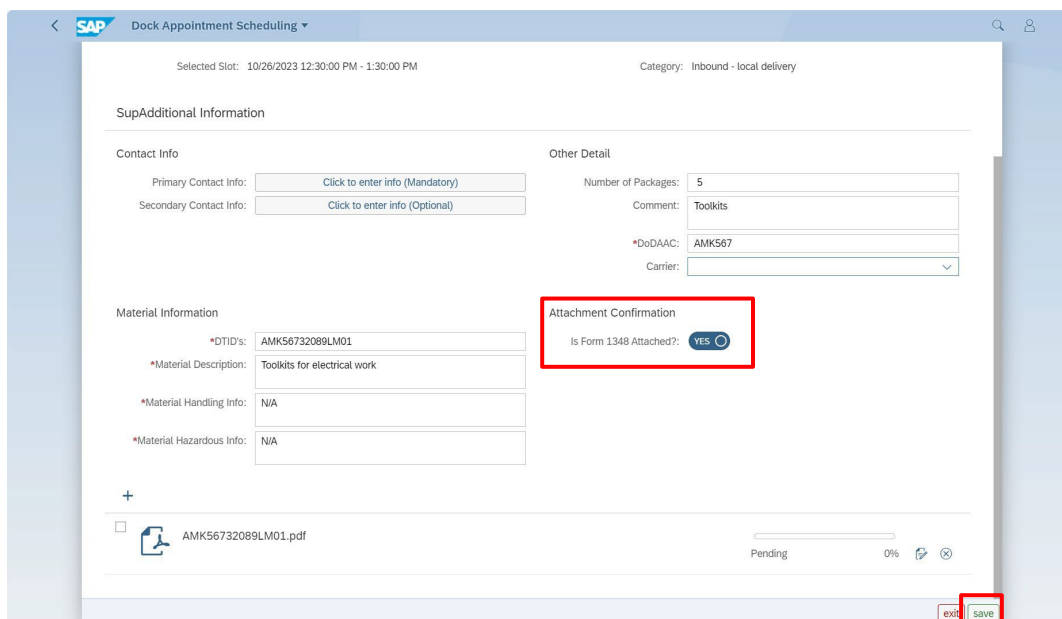
10. Then fill in the Material Information to include number of DTIDs, material description, material handling information and any hazardous information. If the box does not apply, please input N/A.

The screenshot shows the SAP Dock Appointment Scheduling interface with the 'SupAdditional Information' section expanded. The 'Material Information' section, highlighted with a red box, contains the following fields: *DTID's (AMK56732089LM01), *Material Description (Toolkits for electrical work), *Material Handling Info (N/A), and *Material Hazardous Info (N/A). The 'Other Detail' section remains visible, showing Number of Packages (5), Comment (Toolkits), *DoDAAC (AMK567), and Carrier (dropdown menu). The 'Attachment Confirmation' section has a radio button for 'Is Form 1348 Attached?' (NO). A file upload area at the bottom shows 'No files found.' and a message: 'Drop files to upload, or use the "+" button.' An 'exit' button is located at the bottom right.

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.

SAP Dock Appointment Scheduling

Selected Slot: Category: Inbound - local delivery

Slot Booking Work Week Week Day

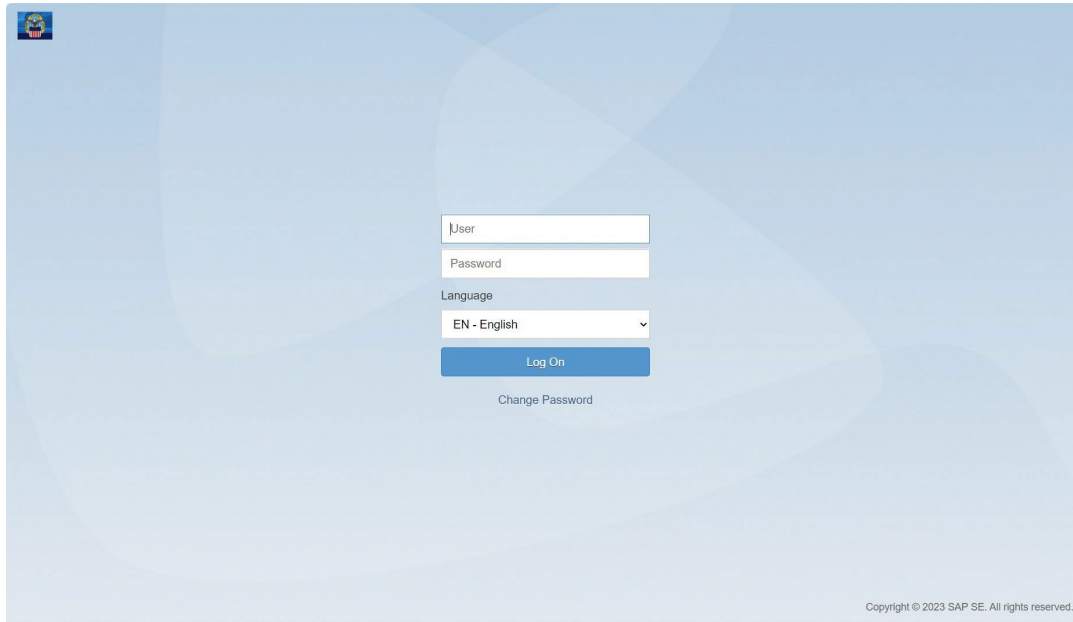
< Today > October 23, 2023 - October 27, 2023

	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27
7					
8					
9		Slot #1 Slot #2	Slot #1 Slot #2	Booked #1000002109 Slot #1	
10:12		Slot #1 Slot #2	Slot #1 Slot #2	Slot #1 Slot #2	
11		Slot #1 Slot #2	Slot #1 Slot #2	Slot #1 Slot #2	
12		Slot #1 Slot #2	Slot #1 Slot #2	Slot #1 Slot #2	
13		Slot #1 Slot #2	Slot #1 Slot #2	Booked #1000002110 Slot #1	
14		Slot #1 Slot #2	Slot #1 Slot #2	Slot #1 Slot #2	
15		Slot #1 Slot #2	Slot #1 Slot #2	Slot #1 Slot #2	
16					
17					
18					

Continue exit

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

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 \(AMPS\)](#).

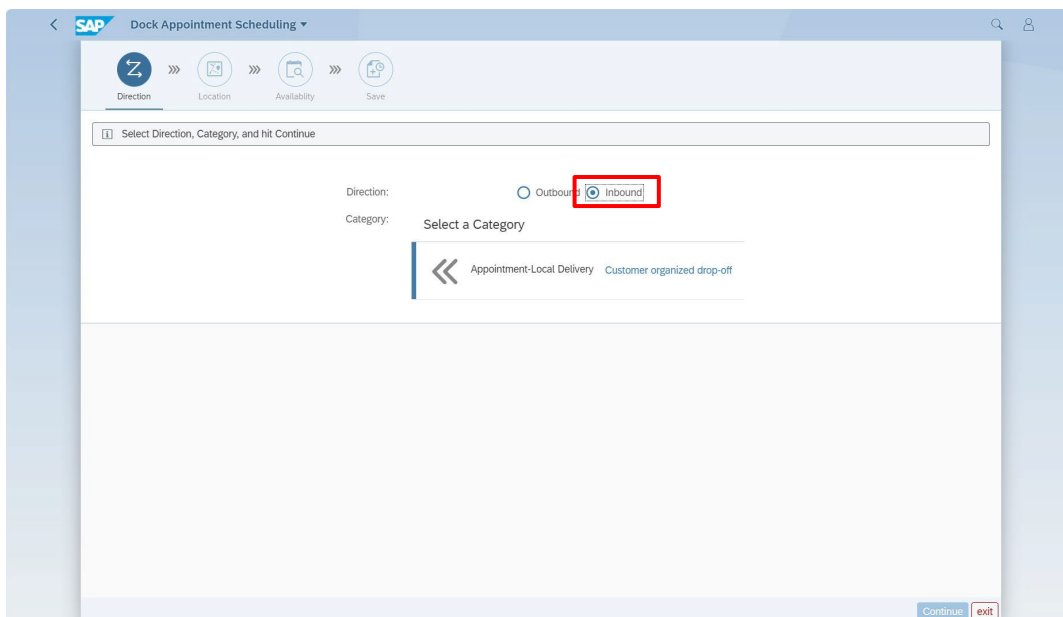


The image shows a logon screen with a light blue background. In the center, there is a white box containing the following fields and buttons:

- A text input field labeled "User".
- A text input field labeled "Password".
- A dropdown menu labeled "Language" with "EN - English" selected.
- A blue button labeled "Log On".
- A link labeled "Change Password" below the "Log On" button.

At the bottom right of the screen, there is a small copyright notice: "Copyright © 2023 SAP SE. All rights reserved."

2. Select the desired direction.



The image shows a screenshot of the SAP Dock Appointment Scheduling interface. The top bar includes the SAP logo and the title "Dock Appointment Scheduling". Below the title, there are four tabs: "Direction", "Location", "Availability", and "Save". The "Direction" tab is currently selected. Below the tabs, there is a instruction bar that says "Select Direction, Category, and hit Continue".

The main content area shows the "Direction" section with two radio buttons: "Outbound" and "Inbound". The "Inbound" radio button is selected and highlighted with a red box. Below this, there is a "Category" section with the text "Select a Category". Underneath, there are two options: "Appointment-Local Delivery" and "Customer organized drop-off".

At the bottom right of the interface, there are two buttons: "Continue" and "exit".

3. Select the desired appointment category. Click continue.

The screenshot shows the 'Direction' step of the SAP Dock Appointment Scheduling process. The breadcrumb trail at the top includes 'Direction', 'Location', 'Availability', and 'Save'. A instruction bar at the top says 'Select Direction, Category, and hit Continue'. Below this, the 'Direction' section has two radio buttons: 'Outbound' and 'Inbound', with 'Inbound' selected. The 'Category' section has a label 'Select a Category:' and a dropdown menu. The dropdown menu is open, showing two options: 'Appointment-Local Delivery' and 'Customer organized drop-off'. A red box highlights the dropdown menu. At the bottom right, there are 'Continue' and 'exit' buttons, with 'Continue' highlighted by a red box.

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

The screenshot shows the 'Location' step of the SAP Dock Appointment Scheduling process. The breadcrumb trail at the top includes 'Direction', 'Location', 'Availability', and 'Save'. The 'Location Selection' section has a label '*Dispo Locations:' and a dropdown menu. The dropdown menu is open, showing a list of locations: 'Disposition - Anchorage', 'Disposition - Aniston', 'Disposition - Barstow', 'Disposition - Bragg', 'Disposition - Campbell', 'Disposition - Colorado Springs', 'Disposition - Columbus', 'Disposition - Corpus Christi', 'Disposition - Egin', 'Disposition - Fairbanks', 'Disposition - Groton', 'Disposition - Holloman', 'Disposition - Hood', 'Disposition - Jacksonville', 'Disposition - Lejeune', 'Disposition - Letterkenny', 'Disposition - Lewis', 'Disposition - Meade', and 'Disposition - Mont'. A red box highlights the dropdown menu. At the bottom right, there are 'Continue' and 'exit' buttons.

5. Review the site information and click on continue.

Location Selection

*Dispo Locations: Disposition - San Antonio

Street/No.: Parker Hill Road (Building 4195) 2999

ZIP Code/City: 78234 Fort Sam Houston

Country: US

Continue Exit

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

Summary

Appointment ID: Location: Disposition - Riley

Selected Slot: Category: Inbound - Local Delivery

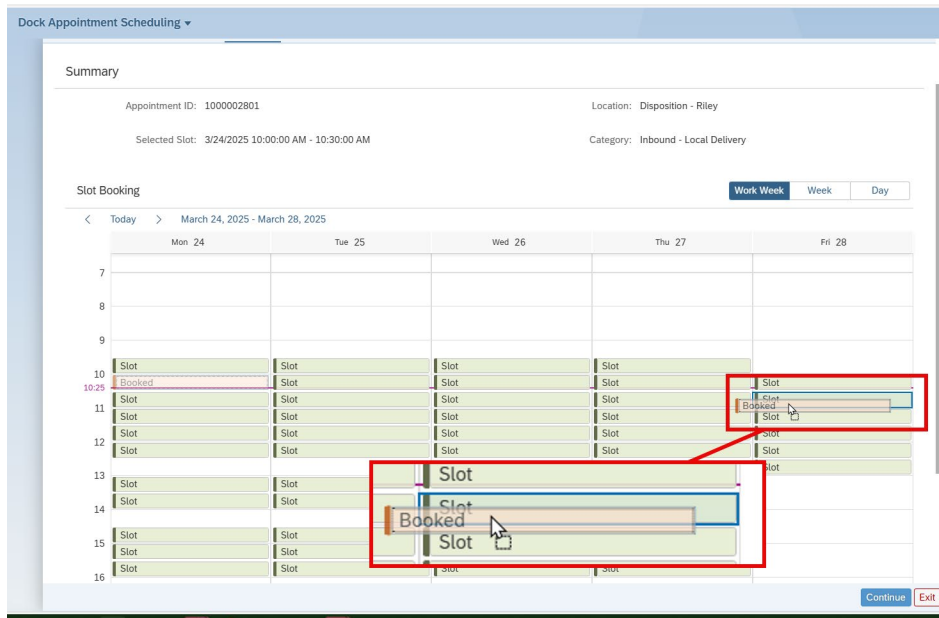
Slot Booking Work Week Week Day

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

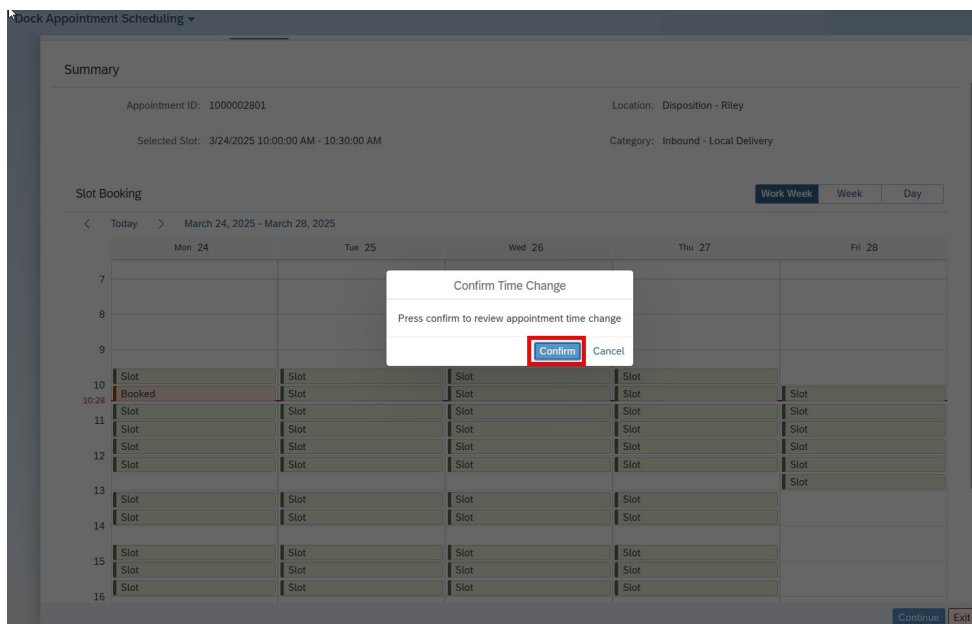
	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7					
8					
9					
10	Slot	Slot	Slot	Slot	Slot
10:10	Booked	Slot	Slot	Slot	Slot
11	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot	Slot

Continue Exit

- 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.



- Click confirm to review the appointment time change.



9. Toggle the appointment notification preferences.

Appointment Notifications:

☐ Text ☐ Email ☐ Text and Email

☒ No

Appointment Notifications:

☒ Text ☐ Email ☐ Text and Email

☐ 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.

Dock Appointment Scheduling

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: [Click to enter info \(Mandatory\)](#)

Secondary Contact Info: [Click to enter info \(Optional\)](#)

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

[+](#)

[Exit](#) [Save](#)

11. View the confirmation message for the update.

Dock Appointment Scheduling

[Direction](#) [Location](#) [Availability](#) [Save](#)

Summary

Appointment ID: Location: Disposition - Riley

Selected Slot: Category: Inbound - Local Delivery

Slot Booking [Work Week](#) [Week](#) [Day](#)

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

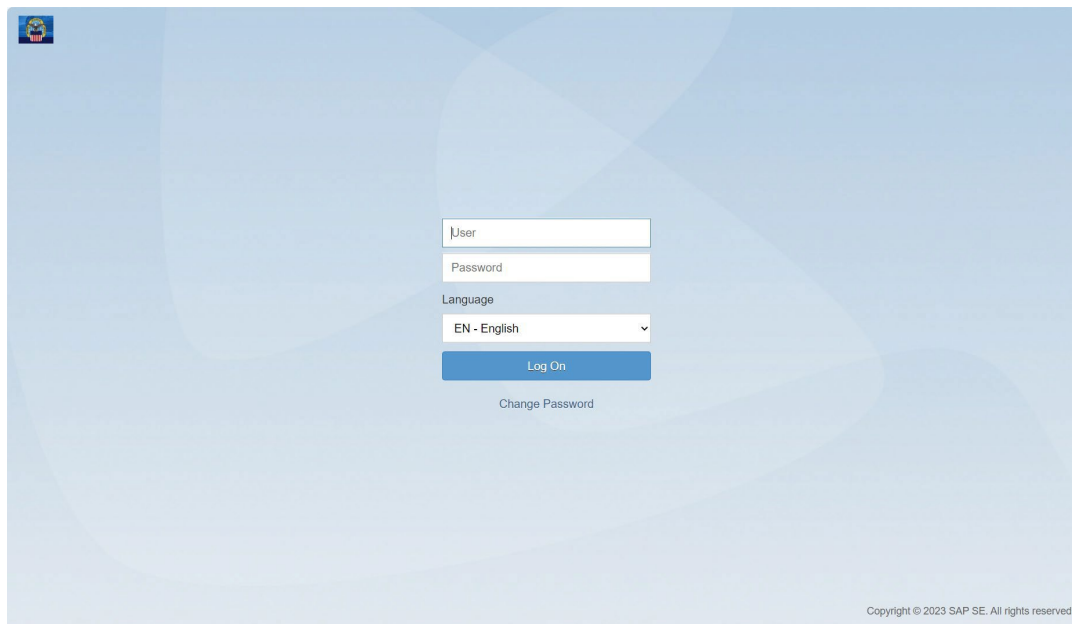
	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7					
8					
9					
10	Slot	Slot	Slot	Slot	Slot
10:41	Slot	Slot	Slot	Slot	Slot
11	Slot	Slot	Slot	Slot	Booked
12	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot	Slot

Appointment# 1000002801 updated

[Continue](#) [Exit](#)

Reschedule an Appointment (alternative): Open your appointment and select another time slot

12. 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 \(AMPS\)](#).

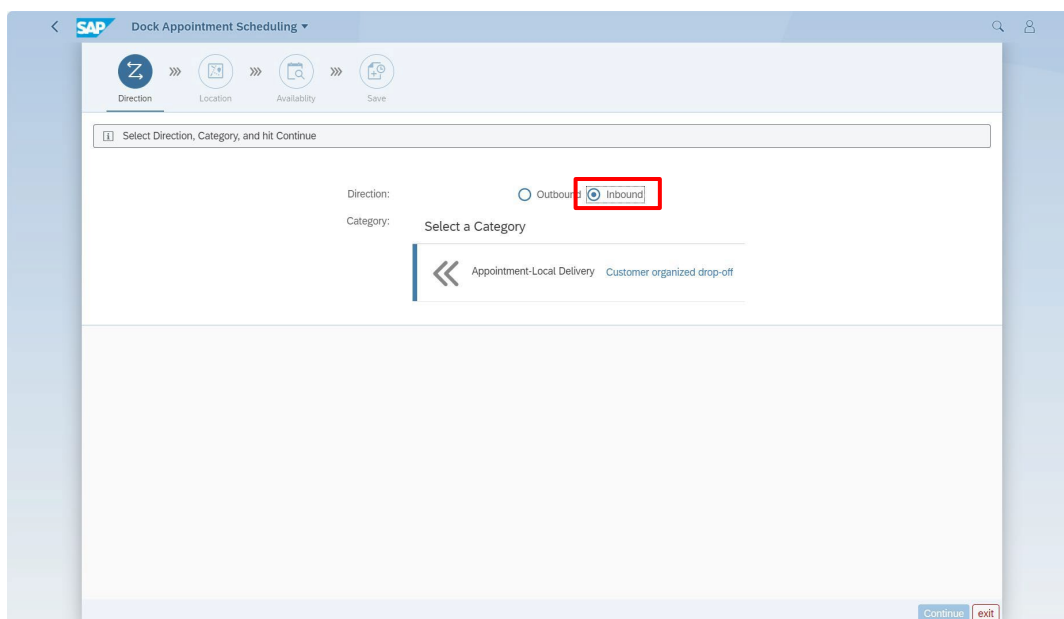


The screenshot shows the logon interface for the system. It features a light blue background with a central white box containing the following elements:

- A text input field labeled "User".
- A text input field labeled "Password".
- A dropdown menu labeled "Language" with "EN - English" selected.
- A blue "Log On" button.
- A link labeled "Change Password" below the button.

At the bottom right of the page, there is a small copyright notice: "Copyright © 2023 SAP SE. All rights reserved."

13. Select the desired direction.



The screenshot displays the SAP Dock Appointment Scheduling interface. The top navigation bar includes the SAP logo and the title "Dock Appointment Scheduling". Below the navigation bar, there are four tabs: "Direction", "Location", "Availability", and "Save". The "Direction" tab is currently selected.

Under the "Direction" tab, there is a section titled "Select Direction, Category, and hit Continue". This section contains two radio buttons for "Direction": "Outbound" and "Inbound". The "Inbound" radio button is selected and highlighted with a red rectangle.

Below the "Direction" section, there is a "Category" section with the text "Select a Category". Under this section, there are two options: "Appointment-Local Delivery" and "Customer organized drop-off". The "Appointment-Local Delivery" option is selected and highlighted with a blue bar.

At the bottom right of the interface, there are two buttons: "Continue" and "exit".

14. Select the desired appointment category. Click continue.

SAP Dock Appointment Scheduling

Direction: ☐ Outbound ☒ Inbound

Category: Select a Category

Appointment-Local Delivery Customer organized drop-off

Continue exit

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

SAP Dock Appointment Scheduling

Location Selection

*Dispo Locations: [Dropdown Menu]

Street/No.: Disposition - Anchorage

ZIP Code/City: Disposition - Aniston

Country: Disposition - Barstow

Disposition - Bragg

Disposition - Campbell

Disposition - Colorado Springs

Disposition - Columbus

Disposition - Corpus Christi

Disposition - Egin

Disposition - Fairbanks

Disposition - Groton

Disposition - Holloman

Disposition - Hood

Disposition - Jacksonville

Disposition - Lejeune

Disposition - Letterkenny

Disposition - Lewis

Disposition - Meade

Disposition - Mont

Continue exit

16. Review the site information and click on continue.

Location Selection

*Dispo Locations: Disposition - San Antonio

Street/No.: Parker Hill Road (Building 4195) 2999

ZIP Code/City: 78234 Fort Sam Houston

Country: US

Continue exit

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

Summary

Appointment ID: Location: Disposition - Riley

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
10:10	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

Continue Exit

18. While the appointment is selected, click continue.

Dock Appointment Scheduling

Direction Location Availability Save

Summary

Appointment ID: 1000002912 Location: Disposition - Riley
 Selected Slot: 4/28/2025 9:00:00 AM - 9:30:00 AM Category: Inbound - Local Delivery

Slot Booking Work Week Week Day

< Today > April 28, 2025 - May 4, 2025

	Mon 28	Tue 29	Wed 30	Thu 1	Fri 2
7					
8					
9	Slot Booked	Slot	Slot	Slot	Slot
10	Slot	Slot	Slot	Slot	Slot
11	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot	Slot
15	Slot	Slot	Slot	Slot	Slot
16					

Continue **Cancel**

19. From the appointment information screen, click reschedule to open the calendar view.

Dock Appointment Scheduling

Direction Location Availability Save

Summary

Appointment ID: 1000002912 Location: Disposition - Riley
 Selected Slot: 4/28/2025 9:00:00 AM - 9:30:00 AM Category: Inbound - Local Delivery

Additional Information

Contact Info

Primary Contact Info: [Click to enter info \(Mandatory\)](#)
 Secondary Contact Info: [Click to enter info \(Optional\)](#)

Other Detail

Number of Packages:
 Comment:
 *DoDAAC: FB5518
 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: 05/01/2025

Reschedule **Exit** **Cancel**

20. Select an available appointment.

Dock Appointment Scheduling

Direction Location Availability **Save**

Summary

Appointment ID: 1000002912 Location: Disposition - Riley

Selected Slot: 4/28/2025 9:00:00 AM - 9:30:00 AM Category: Inbound - Local Delivery

Slot Booking Work Week Week Day

< Today > May 12, 2025 - May 16, 2025

	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16
7					
8					
9	Slot	Slot	Slot	Slot	Slot
10	Slot	Slot	Slot	Slot	Slot
11	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot	Slot
15	Slot	Slot	Slot	Slot	Slot
16					

Cancel Reschedule Continue Exit

21. Click save.

Dock Appointment Scheduling

Direction Location Availability **Save**

Summary

Appointment ID: 1000002912 Location: Disposition - Riley

Selected Slot: 4/28/2025 9:00:00 AM - 9:30:00 AM
5/16/2025 9:30:00 AM - 10:00:00 AM - **NEW** Category: Inbound - Local Delivery

Additional Information

Contact Info

Primary Contact Info: Click to enter info (Mandatory)

Secondary Contact Info: Click to enter info (Optional)

Other Detail

Number of Packages: Enter Number please....

Comment:

*DoDAAC: FB5518

Carrier:

Material Information

*OTID'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: 05/01/2025

Reschedule Exit Save

22. View the confirmation message for the update.

Dock Appointment Scheduling

Direction Location **Availability** Save

Summary

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

Slot Booking Work Week Week Day

< Today > May 12, 2025 - May 16, 2025

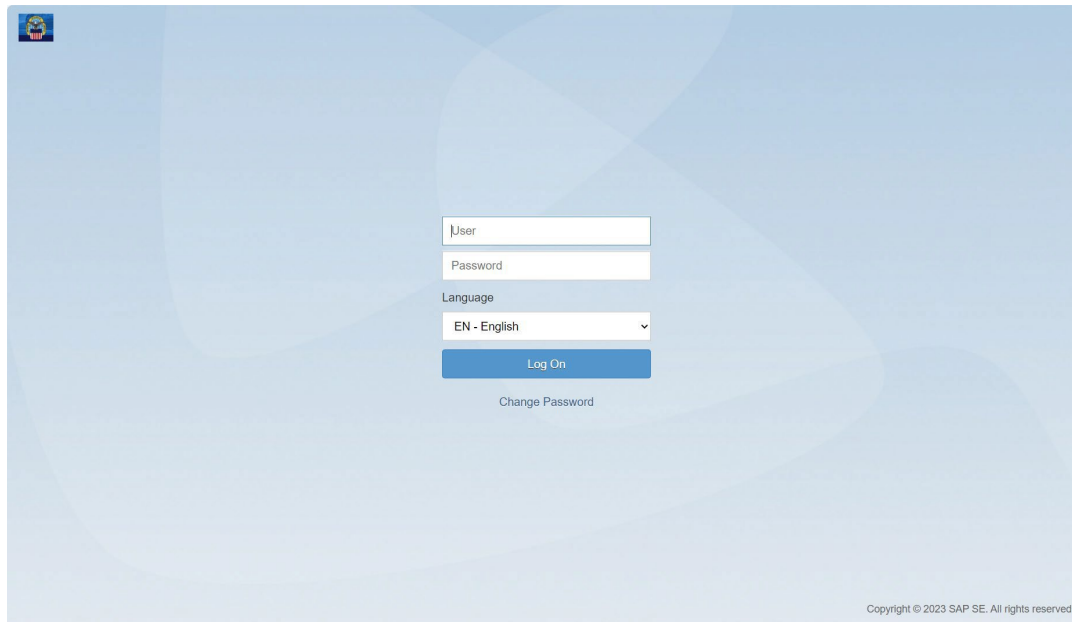
	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16
7					
8					
9	Slot	Slot	Slot	Slot	Slot
10	Slot	Slot	Slot	Slot	Slot
11	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot	Slot
15	Slot	Slot	Slot	Slot	Slot
16					

Appointment# 1000002912 updated

Continue Exit

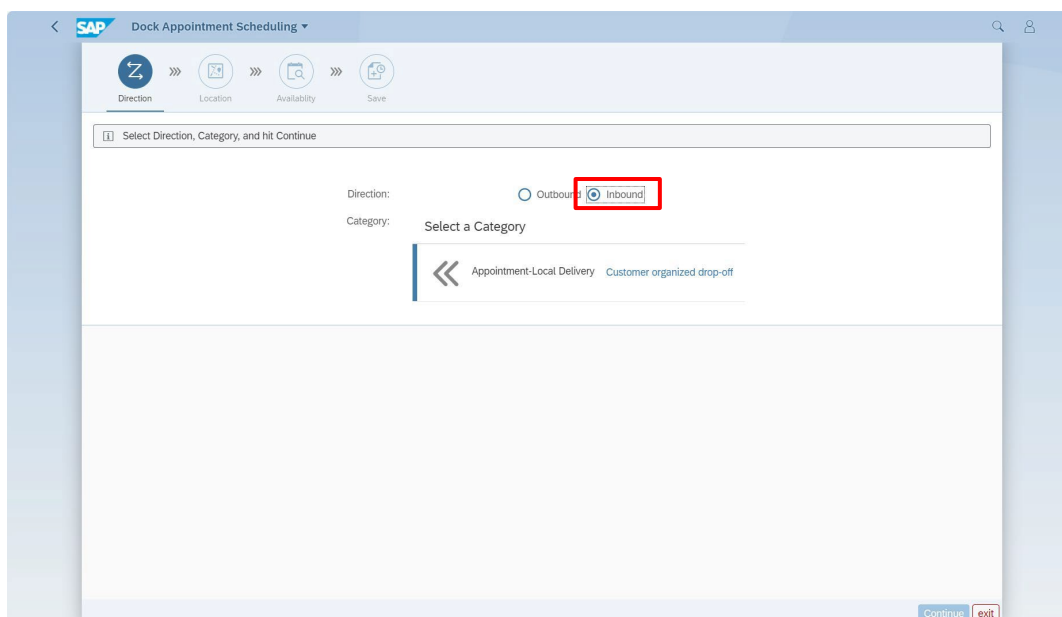
Update an Appointment: Click your existing appointment and then update information entries

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 \(AMPS\)](#).



The screenshot shows the logon interface for the system. It features a light blue background with a subtle pattern. In the center, there is a white box containing the following elements: a 'User' text input field, a 'Password' text input field, a 'Language' dropdown menu currently set to 'EN - English', a blue 'Log On' button, and a 'Change Password' link below it. The SAP logo is visible in the top left corner. At the bottom right, the text 'Copyright © 2023 SAP SE. All rights reserved.' is displayed.

2. Select the desired direction.



The screenshot displays the SAP Dock Appointment Scheduling interface. The top navigation bar includes the SAP logo and the title 'Dock Appointment Scheduling'. Below this, there are four tabs: 'Direction', 'Location', 'Availability', and 'Save'. The 'Direction' tab is active. The main content area shows a instruction bar: 'Select Direction, Category, and hit Continue'. Under 'Direction:', there are two radio buttons: 'Outbound' and 'Inbound'. The 'Inbound' radio button is selected and highlighted with a red rectangle. Below this, under 'Category:', there is a section titled 'Select a Category' with a left-pointing arrow icon and two options: 'Appointment-Local Delivery' and 'Customer organized drop-off'. At the bottom right, there are 'Continue' and 'exit' buttons.

3. Select the desired appointment category. Click continue.

SAP Dock Appointment Scheduling

Direction: ☐ Outbound ☒ Inbound

Category: **Select a Category:**

Appointment-Local Delivery Customer organized drop-off

Continue exit

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

SAP Dock Appointment Scheduling

Location Selection

*Dispo Locations: [Dropdown Menu]

Street/No.: Disposition - Anchorage

ZIP Code/City: Disposition - Anchorage

Country: Disposition - Anchorage

Disposition - Anchorage

Disposition - Aniston

Disposition - Barstow

Disposition - Bragg

Disposition - Campbell

Disposition - Colorado Springs

Disposition - Columbus

Disposition - Corpus Christi

Disposition - Egin

Disposition - Fairbanks

Disposition - Groton

Disposition - Holloman

Disposition - Hood

Disposition - Jacksonville

Disposition - Lejeune

Disposition - Letterkenny

Disposition - Lewis

Disposition - Meade

Disposition - Mont

Continue exit

5. Review the site information and click continue.

SAP Dock Appointment Scheduling

Direction Location Availability Save

Location Selection

*Dispo Locations: Disposition - San Antonio

Street/No.: Parker Hill Road (Building 4195) 2999

ZIP Code/City: 78234 Fort Sam Houston

Country: US

Continue exit

6. Select the appointment to update. Click continue.

SAP Dock Appointment Scheduling

Direction Location Availability Save

Summary

Appointment ID: Location: Disposition - Riley

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
10:52	Slot	Slot	Slot	Slot	Booked Slot Appointment No: 1000000280
12	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot	Slot

Continue Exit

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	Other Detail
Primary Contact Info: <input type="button" value="Click to enter info (Mandatory)"/>	Number of Packages: <input type="text" value="10"/>
Secondary Contact Info: <input type="button" value="Click to enter info (Optional)"/>	Comment: <input type="text" value="Before Comment"/>
	*DoDAAC: <input type="text" value="W81RP6"/>
	Carrier: <input type="text" value=""/>

Material Information	Attachment Confirmation
*DTID's: <input type="text" value="ABCDEF5012TEST"/>	Is Form 1348 Attached?: <input checked="" type="radio"/> YES <input type="radio"/> NO
*Material Description: <input type="text" value="Before Material Description"/>	Is Material Palletized?: <input checked="" type="radio"/> YES <input type="radio"/> NO
*Material Handling Info: <input type="text" value="Before Material Handling Info"/>	*Last feasible delivery Date: <input type="text" value="03/26/2025"/>
*Material Hazardous Info: <input type="text" value="Before Material Hazardous Info"/>	

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Dock Appointment Scheduling ▾

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: <input type="button" value="Click to enter info (Mandatory)"/>	Number of Packages: <input type="text" value="10"/>
Secondary Contact Info: <input type="button" value="Click to enter info (Optional)"/>	Comment: <input type="text" value="After Comment"/>
	*DoDAAC: <input type="text" value="W81RP6"/>
	Carrier: <input type="text" value=""/>

Material Information	Attachment Confirmation
*DTID's: <input type="text" value="ABCDEF5012TEST"/>	Is Form 1348 Attached?: <input checked="" type="radio"/> YES <input type="radio"/> NO
*Material Description: <input type="text" value="After Material Description"/>	Is Material Palletized?: <input checked="" type="radio"/> YES <input type="radio"/> NO
*Material Handling Info: <input type="text" value="After Material Handling Info"/>	*Last feasible delivery Date: <input type="text" value="03/26/2025"/>
*Material Hazardous Info: <input type="text" value="After Material Hazardous Info"/>	

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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: [Click to enter info \(Mandatory\)](#)

Secondary Contact Info: [Click to enter info \(Optional\)](#)

Other Detail

Number of Packages: 10

Comment: After Comment

*DoDAAC: W61RP6

Carrier: [Click to enter carrier](#)

Material Information

*DTID's: ABCDEF5012TEST

*Material Description: After Material Description

*Material Handling Info: After Material Handling Info

*Material Hazardous Info: After Material Hazardous Info

Attachment Confirmation

Is Form 1348 Attached?: YES ☐

Is Material Palletized?: YES ☐

*Last feasible delivery Date: 03/26/2025

[CBL_TM NWBC_truckload.pdf](#)

Exit save Cancel

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

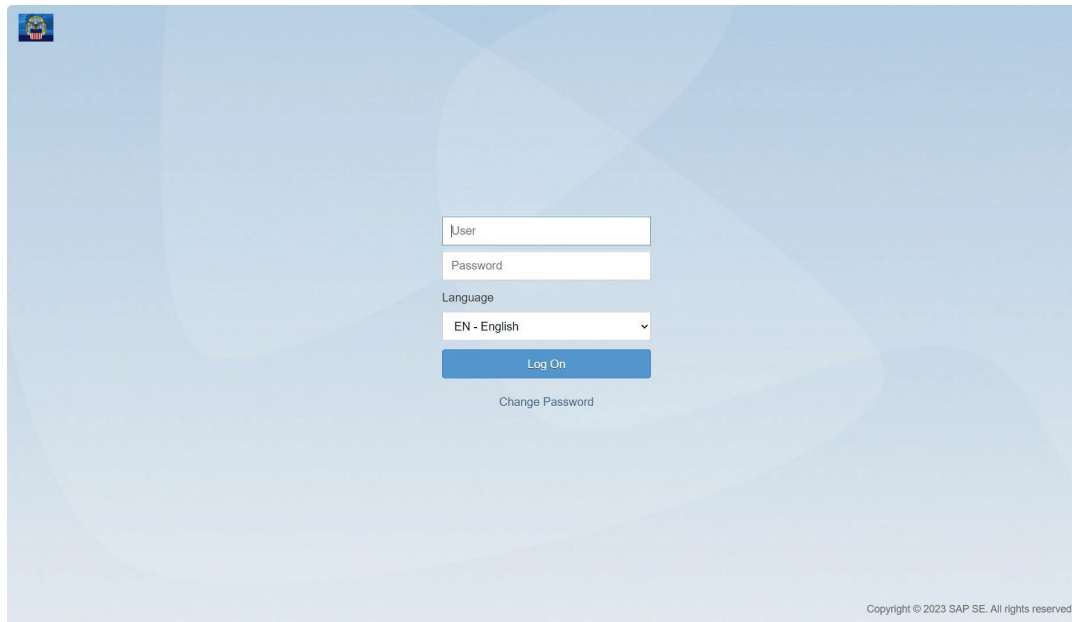
	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7					
8					
9					
10	Slot	Slot	Slot	Slot	Slot
10:57	Slot	Slot	Slot	Slot	Booked
12	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot	
15	Slot	Slot	Slot	Slot	
16	Slot	Slot	Slot	Slot	
17					
18					

Appointment# 1000002801 updated

Continue Exit

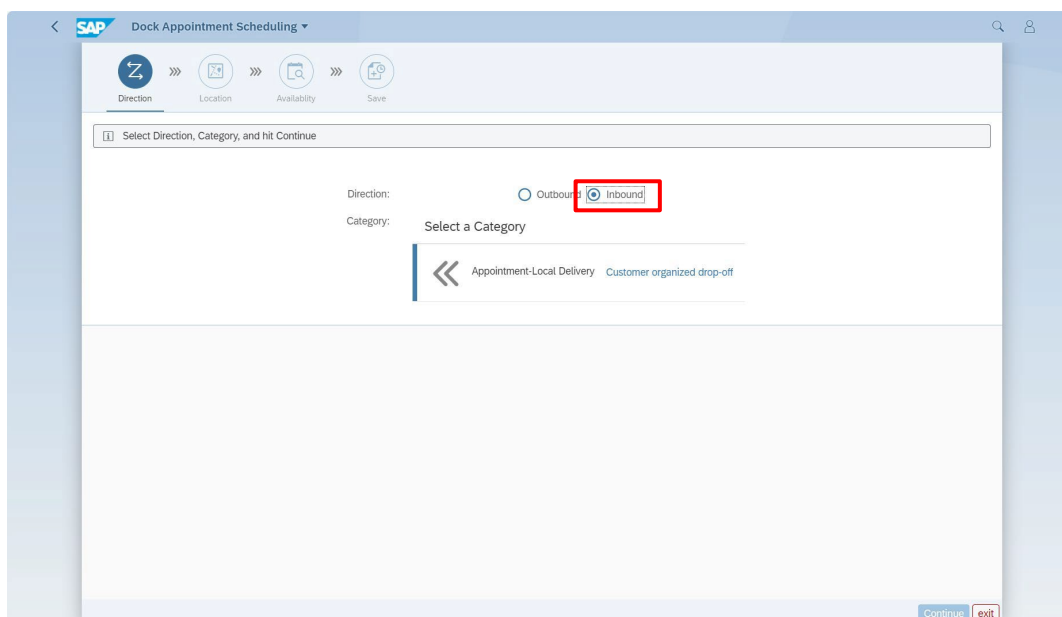
Cancel an Appointment: Click your existing appointment and then cancel

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 \(AMPS\)](#).



The screenshot shows the logon interface for the system. It features a light blue background with a subtle pattern. In the center, there is a white box containing the following elements: a 'User' text input field, a 'Password' text input field, a 'Language' dropdown menu currently set to 'EN - English', a blue 'Log On' button, and a 'Change Password' link below it. The SAP logo is visible in the top left corner, and the copyright notice 'Copyright © 2023 SAP SE. All rights reserved.' is in the bottom right corner.

2. Select the desired direction.



The screenshot displays the 'Dock Appointment Scheduling' screen within the SAP interface. The top navigation bar includes the SAP logo and the title 'Dock Appointment Scheduling'. Below this, there are four tabs: 'Direction', 'Location', 'Availability', and 'Save'. The 'Direction' tab is active. The main content area has a header 'Select Direction, Category, and hit Continue'. Under 'Direction', there are two radio buttons: 'Outbound' and 'Inbound'. The 'Inbound' radio button is selected and highlighted with a red rectangle. Below this, the 'Category' section is titled 'Select a Category' and shows two options: 'Appointment-Local Delivery' and 'Customer organized drop-off'. At the bottom right, there are 'Continue' and 'exit' buttons.

3. Select the desired appointment category. Click continue.

SAP Dock Appointment Scheduling

Direction: ☐ Outbound ☒ Inbound

Category: Select a Category

Appointment-Local Delivery Customer organized drop-off

Continue exit

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

SAP Dock Appointment Scheduling

Location Selection

*Dispo Locations: Disposition - Anchorage

Street/No.: Disposition - Aniston

ZIP Code/City: Disposition - Barstow

Country: Disposition - Bragg

Disposition - Campbell

Disposition - Colorado Springs

Disposition - Columbus

Disposition - Corpus Christi

Disposition - Egin

Disposition - Fairbanks

Disposition - Groton

Disposition - Holloman

Disposition - Hood

Disposition - Jacksonville

Disposition - Lejeune

Disposition - Letterkenny

Disposition - Lewis

Disposition - Meade

Disposition - Mont

Continue exit

5. Review the site information and click on continue.

SAP Dock Appointment Scheduling

Direction Location Availability Save

Location Selection

*Dispo Locations: Disposition - San Antonio

Street/No.: Parker Hill Road (Building 4195) 2999

ZIP Code/City: 78234 Fort Sam Houston

Country: US

Continue Exit

6. Select the appointment to cancel. Click continue.

SAP Dock Appointment Scheduling

Direction Location Availability Save

Summary

Appointment ID: Location: Disposition - Riley

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
10:52	Slot	Slot	Slot	Slot	Booked Slot Appointment No: 1000000280
12	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot	Slot

Continue Exit

7. Click cancel.


Dock Appointment Scheduling ▾

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: <input type="button" value="Click to enter info (Mandatory)"/>	Number of Packages: <input type="text" value="10"/>
Secondary Contact Info: <input type="button" value="Click to enter info (Optional)"/>	Comment: <input type="text" value="After Comment"/>
	*DoDAAC: <input type="text" value="W81RP6"/>
	Carrier: <input type="text" value=""/>

Material Information	Attachment Confirmation
*DTID's: <input type="text" value="ABCDEF5012TEST"/>	Is Form 1348 Attached?: <input checked="" type="radio"/> YES <input type="radio"/> NO
*Material Description: <input type="text" value="After Material Description"/>	Is Material Palletized?: <input checked="" type="radio"/> YES <input type="radio"/> NO
*Material Handling Info: <input type="text" value="After Material Handling Info"/>	*Last feasible delivery Date: <input type="text" value="03/26/2025"/>
*Material Hazardous Info: <input type="text" value="After Material Hazardous Info"/>	

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8. Click OK to confirm cancellation.


Dock Appointment Scheduling ▾


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: <input type="button" value="Click to enter info (Mandatory)"/>	Number of Packages: <input type="text" value="10"/>
Secondary Contact Info: <input type="button" value="Click to enter info (Optional)"/>	Comment: <input type="text" value="After Comment"/>
	*DoDAAC: <input type="text" value="W81RP6"/>
	Carrier: <input type="text" value=""/>

Material Information	Attachment Confirmation
*DTID's: <input type="text" value="ABCDEF5012TEST"/>	Is Form 1348 Attached?: <input checked="" type="radio"/> YES <input type="radio"/> NO
*Material Description: <input type="text" value="After Material Description"/>	Is Material Palletized?: <input checked="" type="radio"/> YES <input type="radio"/> NO
*Material Handling Info: <input type="text" value="After Material Handling Info"/>	*Last feasible delivery Date: <input type="text" value="03/26/2025"/>
*Material Hazardous Info: <input type="text" value="After Material Hazardous Info"/>	

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 **Warning**

This will cancel the appointment. Please confirm.

9. View the confirmation message for the cancellation.

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
	Slot	Slot	Slot	Slot	Slot
11:10	Slot	Slot	Slot	Slot	Slot
	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	Slot
	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
	Slot	Slot	Slot	Slot	Slot
14					
15	Slot	Slot	Slot	Slot	
	Slot	Slot	Slot	Slot	
16	Slot	Slot	Slot	Slot	
17					
18					

Appointment# 1000002801 Deleted

Continue Exit

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