

DDAS

User Guide

(Disposition Dock Appointment Scheduler)

wms.dla.mil/sap/bc/ui5_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

Inbound Transportation Request

Commercial Delivery (carrier): appointment for Department of Defense customers requesting Disposition Services arrange and book transportation to deliver 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/notes about any of the following:

- 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

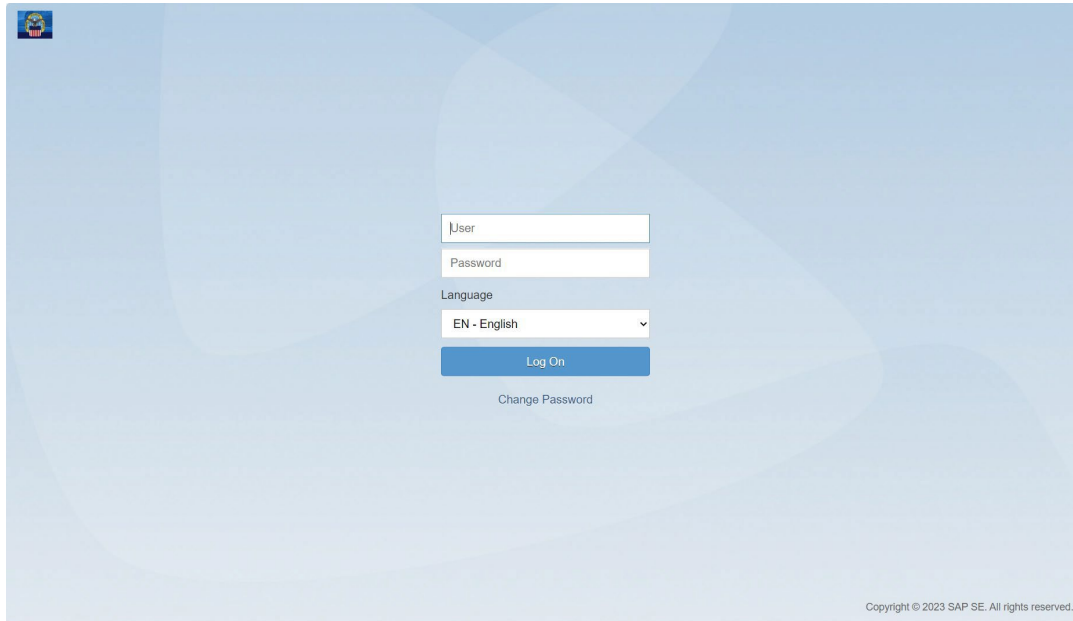
File Attachment

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.

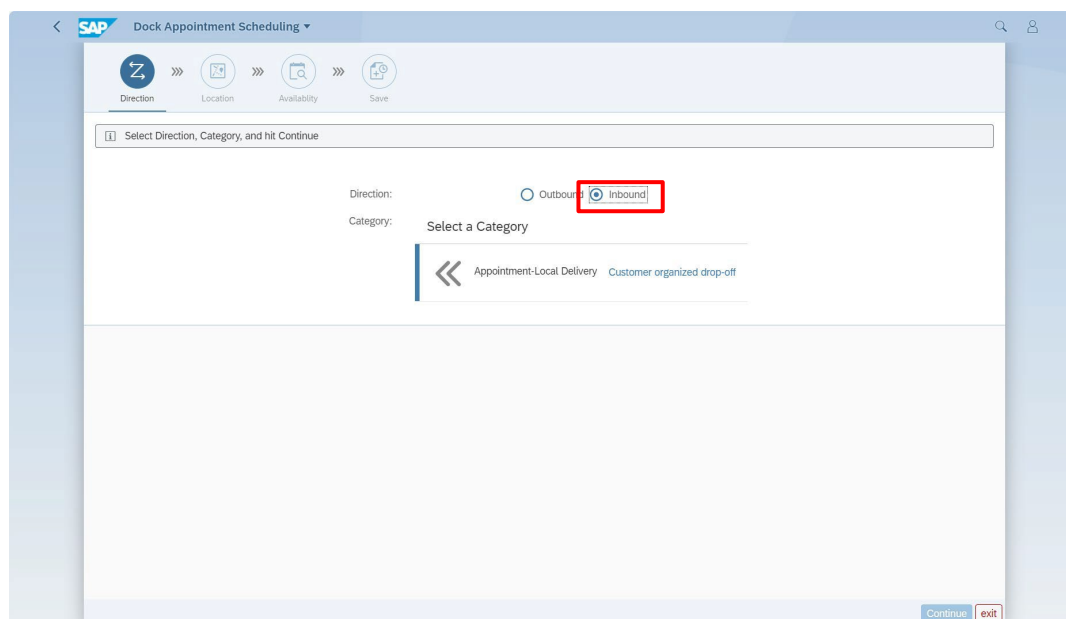
Transportation Request: Submit transportation request details for a commercial carrier

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 top left corner is a small DLA logo. The logon form is centered and contains 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 link labeled 'Change Password' below the button. At the bottom right, there is a small copyright notice: 'Copyright © 2023 SAP SE. All rights reserved.'

2. Military Service/Network customers, select **[Inbound]** as the Direction.



The image shows the SAP Dock Appointment Scheduling screen. The top bar includes the SAP logo and the title 'Dock Appointment Scheduling'. Below the title is a navigation bar with icons for 'Direction', 'Location', 'Availability', and 'Save'. The main content area has a search bar with the text 'Select Direction, Category, and hit Continue'. Below the search bar, the 'Direction' section shows two radio buttons: 'Outbound' and 'Inbound'. The 'Inbound' radio button is selected and highlighted with a red rectangle. Below the 'Direction' section, the 'Category' section shows 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 **[Transport Request- Direct Shipment]** and click continue.

The screenshot shows the 'Dock Appointment Scheduling' window in SAP. The 'Direction' section has 'Inbound' selected. The 'Category' section shows two options: 'Appointment-Local Delivery' and 'Transport Request-Direct Shipment'. The latter is highlighted with a red box. At the bottom right, the 'Continue' button is also highlighted with a red box.

4. Fill in the Zip Code of your excess property pick-up location.

The screenshot shows the 'Location Selection' section of the SAP interface. The 'Enter Zip Code' field is highlighted with a red box and contains the placeholder text 'Enter ZIP'. Below it are fields for 'Disposition Location/Site', 'Street/No.', 'ZIP Code/City', and 'Country'.

5. Verify a Disposition Services field site appears in the space below and click continue.

SAP Dock Appointment Scheduling

Location Selection

Enter Zip Code:

Disposition Location/Site:

Street/No.:

ZIP Code/City:

Country:

Continue Exit

6. Fill in the Ordering DoDAAC.

SAP TM Transport Request

TM Transport Request

Shipment Info

Destination (Ship-To)

*Destination Location:

Name:

*Movement Type:

Ordering DoDAAC:

ASN/Document #:

Number of DTIDs:

DLA Custom Info

RIC From:

Owner RIC:

Transportation Account Code:

Source (Ship-From)

*Source Location:

Name:

Address

Street/House Number:

Postal Code/City:

Region:

Country:

Pick-Up Address Validated: ☐

Alternate pick-up Address: ☐

Scheduling

*Requested Pickup Time:

Priority Group:

Continue Exit

7. Fill in Advanced-Shipment-Notification (ASN) / Document Number information (use a DTID document number from your turn-in material).

The screenshot shows the SAP TM Transport Request form. The 'Shipment Info' section is active. The 'Destination (Ship-To)' section includes fields for 'Destination Location', 'Name', 'Movement Type' (set to 'ZDI - Inbound Customer'), 'Ordering DoDAAC', 'ASN/Document #' (highlighted with a red box), and 'Number of DTIDs'. The 'Source (Ship-From)' section includes fields for 'Source Location', 'Name', 'Address' (Street/House Number, Postal Code/City), 'Region', 'Country' (set to 'US'), 'Pick-Up Address Validated' (radio buttons for NO and OFF), and 'Alternate pick-up Address' (radio buttons for NO and OFF). The 'DLA Custom Info' section includes fields for 'RIC From', 'Owner RIC', and 'Transportation Account Code'. The 'Scheduling' section includes fields for 'Requested Pickup Time' (set to '06/23/2026, 09:36') and 'Priority Group' (set to '03'). The 'Continue' and 'Exit' buttons are at the bottom right.

8. Fill in the Number of DTIDs that will be included in your shipment.

The screenshot shows the SAP TM Transport Request form. The 'Shipment Info' section is active. The 'Destination (Ship-To)' section includes fields for 'Destination Location', 'Name', 'Movement Type' (set to 'ZDI - Inbound Customer'), 'Ordering DoDAAC', 'ASN/Document #', and 'Number of DTIDs' (highlighted with a red box). The 'Source (Ship-From)' section includes fields for 'Source Location', 'Name', 'Address' (Street/House Number, Postal Code/City), 'Region', 'Country' (set to 'US'), 'Pick-Up Address Validated' (radio buttons for NO and OFF), and 'Alternate pick-up Address' (radio buttons for NO and OFF). The 'DLA Custom Info' section includes fields for 'RIC From', 'Owner RIC', and 'Transportation Account Code'. The 'Scheduling' section includes fields for 'Requested Pickup Time' (set to '06/23/2026, 09:36') and 'Priority Group' (set to '03'). The 'Continue' and 'Exit' buttons are at the bottom right.

9. Fill in the RIC (Routing Identifier Code) From field.

NOTE: Check character position 4-6 (RI FROM) on the top of your turn-in document. If unknown, input 999.

The screenshot shows the SAP TM Transport Request form. The 'Shipment Info' section is visible, with fields for Destination (Ship-To) and Source (Ship-From). The 'DLA Custom Info' section is highlighted with a red box, showing the 'RIC From' field. The 'Owner RIC' field is also visible. The 'Scheduling' section shows the 'Requested Pickup Time' and 'Priority Group'.

10. Fill in the Owner RIC field.

NOTE: Check character position 67-69 (RI) on the top of your turn-in document. If unknown, input 999.

The screenshot shows the SAP TM Transport Request form. The 'Shipment Info' section is visible, with fields for Destination (Ship-To) and Source (Ship-From). The 'DLA Custom Info' section is highlighted with a red box, showing the 'Owner RIC' field. The 'Transportation Account Code' field is also visible. The 'Scheduling' section shows the 'Requested Pickup Time' and 'Priority Group'.

11. Fill in your authorized Transportation Account Code.

NOTE: The last screen of the request will require you to provide a funding authorization memorandum or Funds Verification and Use Authorization document.

The screenshot shows the SAP TM Transport Request form. The 'Destination (Ship-To)' section includes fields for Destination Location, Name, Movement Type (set to 'ZDI - Inbound Customer'), Ordering DoDAAC, ASN/Document #, and Number of DTIDs. The 'Source (Ship-From)' section includes fields for Source Location, Name, Address (Street/House Number, Postal Code/City, Region, Country), Pick-Up Address Validated, and Alternate pick-up Address. The 'DLA Custom Info' section includes RIC From, Owner RIC, and Transportation Account Code (highlighted with a red box). The 'Scheduling' section includes Requested Pickup Time and Priority Group. The form has 'Continue' and 'Exit' buttons at the bottom right.

12. Fill in the Source Location information by providing your DoDAAC followed by a hyphen and TAC2.

Example: DoDAAC SC4400 becomes SC4400-TAC2.

The screenshot shows the same SAP TM Transport Request form. The 'Source (Ship-From)' section is highlighted with a red box, specifically the 'Source Location' field. The 'Destination (Ship-To)' section is also visible, with the 'Transportation Account Code' field highlighted with a red box. The 'DLA Custom Info' and 'Scheduling' sections are also visible. The form has 'Continue' and 'Exit' buttons at the bottom right.

13. Verify the address information associated with the DoDAAC. If it is correct, toggle the Pick-Up Address Validated flag to YES.

The screenshot shows the SAP TM Transport Request form. The 'Source (Ship-From)' section is highlighted in yellow. The 'Pick-Up Address Validated' flag is set to 'NO'. The 'Alternate pick-up Address' flag is set to 'OFF'. The 'Requested Pickup Time' is 06/23/2026, 09:36. The 'Priority Group' is 03.

If the pick-up location is different than the DoDAAC shipping address, toggle the Alternate Pick-Up Address flag to YES.

The screenshot shows the SAP TM Transport Request form. The 'Source (Ship-From)' section is highlighted in yellow. The 'Alternate pick-up Address' flag is set to 'OFF'. The 'Requested Pickup Time' is 06/23/2026, 09:36. The 'Priority Group' is 03.

14. If applicable, provide Street, City, State, Zip, and State information for your alternate Pick-Up Address.

The screenshot shows the SAP TM Transport Request form. The 'Destination (Ship-To)' section includes fields for *Destination Location, Name, *Movement Type (set to 'ZDI - Inbound Customer'), Ordering DoAAC, ASN/Document #, and Number of DTIDs. The 'Source (Ship-From)' section includes *Source Location, Name, Address (Street/House Number, Postal Code/City, Region, Country), Pick-Up Address Validated (set to 'NO'), and Alternate pick-up Address (set to 'ON'). The 'Alternate pick-up Address' section is highlighted with a red box and contains fields for *Street, *City, State, Zip, and a dropdown for 'Alab...'. The 'Scheduling' section includes *Requested Pickup Time (06/23/2026, 09:36) and Priority Group (03). The 'DLA Custom Info' section includes RIC From, Owner RIC, and Transportation Account Code.

15. Review the Requested Pickup Time and update if necessary.

NOTE: The requested pickup time only indicates the date your property will first be available for pick-up. A scheduler will help coordinate your shipment's dates.

The screenshot shows the same SAP TM Transport Request form as before, but with the 'Requested Pickup Time' field in the 'Scheduling' section highlighted with a red box. The 'Pick-Up Address Validated' field is now set to 'YES', and the 'Alternate pick-up Address' field is set to 'OFF'. The 'Requested Pickup Time' is 06/23/2026, 09:36, and the Priority Group is 03.

16. Review and verify Shipment Info before clicking continue.

Shipment Info

Destination (Ship-To)

*Destination Location:

Name:

*Movement Type:

Ordering DoAAC:

ASN/Document #:

Number of DTIDs:

Source (Ship-From)

*Source Location:

Name:

Address:

Street/House Number:

Postal Code/City:

Region:

Country:

Pick-Up Address Validated: ☒ YES ☐ OFF

Alternate pick-up Address: ☐ YES ☒ OFF

DLA Custom Info

RIC From:

Owner RIC:

Transportation Account Code:

Scheduling

*Requested Pickup Time:

Priority Group:

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

17. Building the Shipment—every shipment requires at least one package, every package requires at least one item. Click one **[+ Package]**.

Building the Shipment

Line No	Length	Width	Height	Dims UoM	Gross Weight	UoM	Packages	UoM	Stackable
ODO	Item No (NIIN or LSN)	Item Description	Quantity	UoM	Goods Value	UoM	Doc#/ASN		
No data									
Total:					0		0		

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

18. Update the Package Information (length, width, height, gross weight, and package).

NOTE: Gross weight identifies the total mass of the package and all the items on ONE pallet (PLT), container (CTR), cardboard box (BOX), or vehicle (VE).

The screenshot shows the SAP TM Transport Request interface. A dialog box titled "Package Information" is open, displaying the following details:

- Line No:** 10
- Length:** (empty field)
- Width:** 0
- Height:** 0
- Gross Weight:** 0
- Packages:** 0
- Stackable:** ☐
- UoM (Units of Measure):** IN (for Length), LB (for Width), BX (for Height)

The background interface shows a table with columns: Line No, Length, Width, Item No (NIIN or LSN), and Package. The table contains one row with values: 10, 0, 0, 310001423296, 15386300. The right side of the interface shows a summary table with columns: UoM, Packages, UoM, and Stackable. The summary table contains one row with values: LB, 0, BX, ☐.

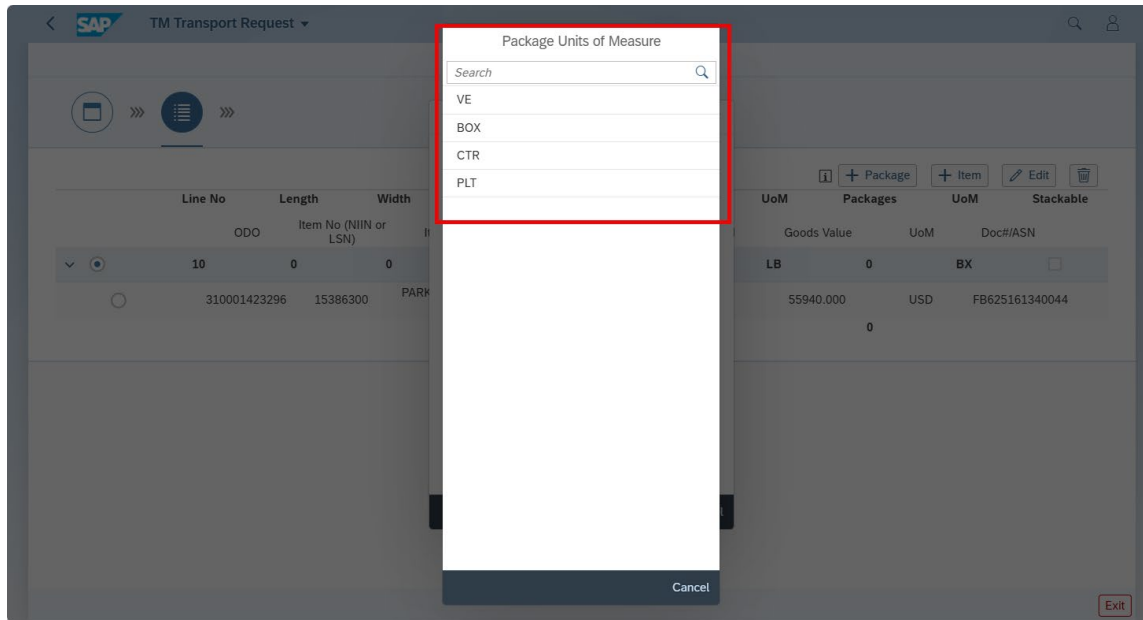
To update the unit of measure, select additional options by clicking the rectangular icon on the right of the field.

The screenshot shows the SAP TM Transport Request interface. A dialog box titled "Package Information" is open, displaying the following details:

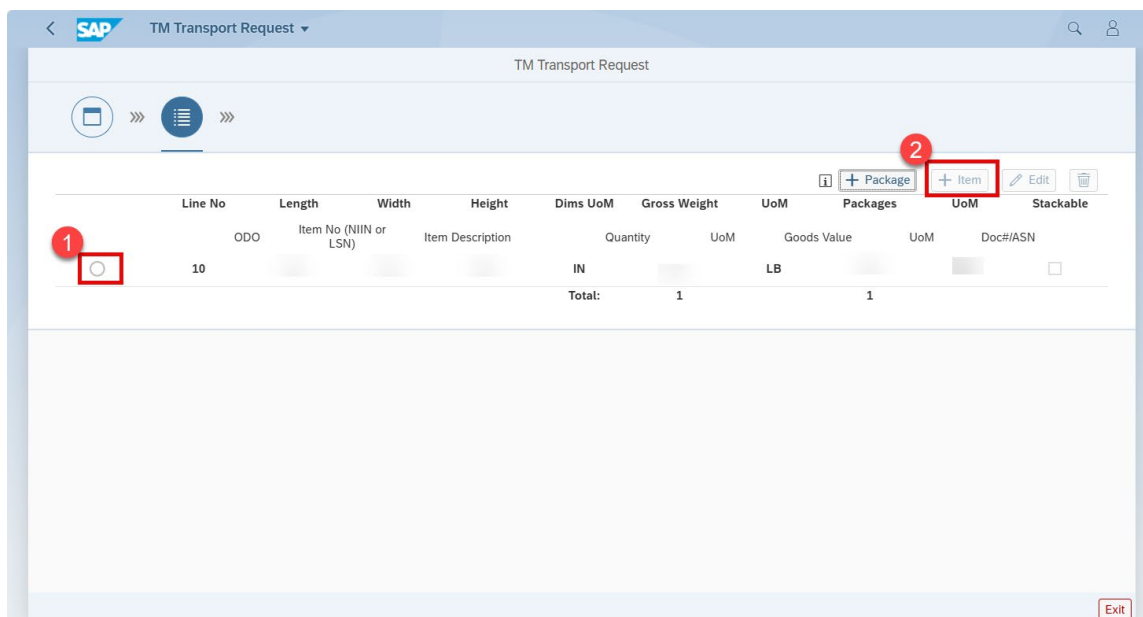
- Line No:** 10
- Length:** (empty field)
- Width:** 0
- Height:** 0
- Gross Weight:** 0
- Packages:** 0
- Stackable:** ☐
- UoM (Units of Measure):** IN (for Length), LB (for Width), BX (for Height)

The background interface shows a table with columns: Line No, Length, Width, Item No (NIIN or LSN), and Package. The table contains one row with values: 10, 0, 0, 310001423296, 15386300. The right side of the interface shows a summary table with columns: UoM, Packages, UoM, and Stackable. The summary table contains one row with values: LB, 0, BX, ☐.

View additional package units by clearing the search bar. You can select a new unit of measure by clicking the preferred package type.



19. Select the newly created package then click **[+ Item]**.



20. Enter the Item Number in the Item Information box (this information should be available from your turn-in document as a national stock number or a local stock number—once your cursor leaves the field or you click elsewhere, the description will populate with the material's nomenclature).

The screenshot shows the SAP TM Transport Request interface. A dialog box titled 'Item Information' is open, displaying the 'Details' section. The 'Item No (NIIN or LSN)' field is highlighted with a red box. The background interface shows a table with columns: Line No, Length, Width, ODO, Item No (NIIN or LSN), Item, UoM, Packages, UoM, Stackable, Goods Value, UoM, and Doc#/ASN. The table contains one row with values: 10, 10, 100, ODO, 10, 100, LB, 1, PJ, 1.

21. Enter the item's Quantity and Good Value using whole numbers (decimals will not be accepted), this information should be available on from your turn-in document. Click ok.

The screenshot shows the SAP TM Transport Request interface. A dialog box titled 'Item Information' is open, displaying the 'Details' section. The 'Quantity' and 'Goods Value' fields are highlighted with a red box. The background interface shows a table with columns: Line No, Length, Width, ODO, Item No (NIIN or LSN), Item, UoM, Packages, UoM, Stackable, Goods Value, UoM, and Doc#/ASN. The table contains one row with values: 10, 10, 100, ODO, 10, 100, LB, 1, PJ, 1.

NOTE: Expand and collapse the package record using the arrow in the lefthand margin.

The screenshot shows the SAP TM Transport Request interface. At the top, there is a header bar with the SAP logo and the title "TM Transport Request". Below the header, there is a navigation bar with icons for a list, a detail view, and a search icon. The main area displays a table with columns: Line No, Length, Width, Height, Dims UoM, Gross Weight, UoM, Packages, UoM, and Stackable. A single record is shown for Line No 10. The record is collapsed, indicated by a right-pointing arrow in the left margin. The record details include: ODO, Item No (NIIN or LSN), Item Description, Quantity, UoM, Goods Value, UoM, and Doc#/ASN. The total weight is 1 LB and the total value is 1 PJ. At the bottom right, there are "Continue" and "Exit" buttons.

Line No	Length	Width	Height	Dims UoM	Gross Weight	UoM	Packages	UoM	Stackable
10				IN		LB		PJ	
Total:					1		1		

The screenshot shows the same SAP TM Transport Request interface, but the package record for Line No 10 is now expanded. The left margin shows a downward-pointing arrow. The record details are visible, including the same fields as in the collapsed state. Additionally, the "Goods Value" field now shows "USD". The total weight remains 1 LB and the total value remains 1 PJ. The "Continue" and "Exit" buttons are still present at the bottom right.

Line No	Length	Width	Height	Dims UoM	Gross Weight	UoM	Packages	UoM	Stackable
10				IN		LB		PJ	
Total:					1		1		

22. Continue adding packages and items until you have completely recorded your shipments load plan details. Each package requires at least one item (DTID).

23. Verify your package and item information is complete and correct.
When ready to proceed, click continue.

The screenshot shows the SAP TM Transport Request interface. At the top, there's a header bar with the SAP logo and 'TM Transport Request'. Below it, a navigation bar contains icons for home, list, and details. The main area displays a table with columns: Line No, Length, Width, Height, Dims UoM, Gross Weight, UoM, Packages, UoM, Stackable, and Doc#/ASN. A single line item is visible with Line No 10. At the bottom right, a 'Continue' button is highlighted with a red box, and an 'Exit' button is next to it.

Line No	Length	Width	Height	Dims UoM	Gross Weight	UoM	Packages	UoM	Stackable	Doc#/ASN
10				IN		LB				
					Total:	1		1		

24. Input Special Instructions. Provide relevant **driving directions, access information, site hours, material details, loading requirements**, and permit information if applicable (make, model, serial number). Add in general comments about the material being transported and/or any additional loading capabilities needed at the pick up location (example: does not have a loading dock—need a lift gate to load material).

The screenshot shows the SAP TM Transport Request interface with the 'Special Instructions' section highlighted by a red box. This section includes a large text area for input and several dropdown menus for Material Type, Special Requirement Type, Handling Instructions, and Equipment Type. Below this, the 'Contact Info' section contains input fields for Contact Name, Contact Email, Contact Phone, and Contact Cell Phone, as well as fields for 2nd Contact Name, 2nd Contact Email, 2nd Contact Phone, and 2nd Contact Cell Phone. The 'Shipper' and 'Consignee' fields are also visible, along with a 'FVUA Form Attached' checkbox.

25. Enter Contact Info, providing primary point of contact name, email, phone, cell phone. Provide alternate point of contact name, email, phone, and cell phone.

The screenshot shows the SAP TM Transport Request form. The 'Contact Info' section is highlighted with a purple box. It contains the following fields:

- *Contact Name:
- *Contact Email:
- *Contact Phone:
- *Contact Cell Phone:
- *2nd Contact Name:
- *2nd Contact Email:
- *2nd Contact Phone:
- *2nd Contact Cell Phone:

Other visible fields include:

- Special Instructions:
- *Material Type:
- *Special Requirement Type:
- *Handling Instructions:
- *Equipment Type:
- Shipper: SC4400-TAC2
- Consignee: SP25VE
- FVUA Form Attached: ☐ NO ☐ YES

26. Identify the Material Type (select all that apply from the dropdown).

The screenshot shows the SAP TM Transport Request form with the 'Material Type' dropdown menu open. The dropdown menu is highlighted with a purple box and contains the following options:

- Invalid entry
- ☐ DEMIL
- ☐ Electronics
- ☐ Usable
- ☐ Other
- ☐ Scrap

Other visible fields include:

- Special Instructions:
- *Contact Name:
- *Contact Email:
- *Contact Phone:
- *Contact Cell Phone:
- *2nd Contact Name:
- *2nd Contact Email:
- *2nd Contact Phone:
- *2nd Contact Cell Phone:
- *Special Requirement Type:
- *Equipment Type:
- Shipper: SC4400-TAC2
- Consignee: SP25VE
- FVUA Form Attached: ☐ NO ☐ YES

27. Identify special turn-in requirements for your material in the Special Requirement Type dropdown (select all that apply). If none of the special turn-in requirements apply, select NONE. This helps better assist you prepare for a successful turn-in experience.

The screenshot shows the SAP TM Transport Request form. The 'Special Requirement Type' dropdown menu is open, displaying a list of options with checkboxes: Airconditions, Ammo Pouches, Bandoliers, Compasses, Computers, Hazardous Material, Holsters, Items Requiring Demilitarization, Metalworking Maschines, NONE, Radio Sets/Compasses/Tubes, Small Arms Parts, Tubes, and Vehicales. The 'Invalid entry' option is at the top. The form also includes fields for Material Type, Handling Instructions, Contact Info, and Shipper/Consignee details.

28. Identify Handling Instructions your shipment from the dropdown (select all that apply). If none of the special turn-in requirements apply, select NONE.

The screenshot shows the SAP TM Transport Request form. The 'Handling Instructions' dropdown menu is open, displaying a list of options with checkboxes: Crane, Liftgate, Chains and Binders, Wench, and None. The 'Invalid entry' option is at the top. The form also includes fields for Material Type, Special Requirement Type, Equipment Type, and Contact Info.

29. Select COMMERCIAL CARRIER in the Equipment Type dropdown.

The screenshot shows the SAP TM Transport Request form. The 'Equipment Type' dropdown menu is open, displaying the following options: Invalid entry, COMMERCIAL CARRIER, DRY (40' X 8'6" X 8'), GOVERNMENT VEHICLE, OTHER, HIGH CUBE DRY (40' X 9'6" X 8'), and POV (PERSONAL VEHICLE). The 'COMMERCIAL CARRIER' option is highlighted. Other fields visible include 'Special Instructions', 'Material Type', 'Special Requirement Type', 'Handling Instructions', 'Contact Info' (with fields for Contact Name, Email, Phone, and Cell Phone for both primary and secondary contacts), 'Shipper' (SC4400-TAC2), 'Consignee' (SP2SVE), and 'FVUA Form Attached' (radio buttons for YES and NO).

30. Scroll down to the Support Documents area. Include **TAC or funding authorization memorandum, 1348s**, and **photographs of vehicles/other oversized property**.

NOTE: If the request includes a trailer, provide a DOT trailer certification form.

The screenshot shows the SAP TM Transport Request form, scrolled down to the 'Supporting Documents' area. The 'Contact Info' section is visible at the top, including fields for Contact Name, Email, Phone, and Cell Phone for both primary and secondary contacts. The 'Supporting Documents' section is highlighted with a red box and contains a large area for uploading documents, with a plus sign icon and the text 'No files found.' below it. The 'FVUA Form Attached' section is also visible, showing radio buttons for YES and NO.

31. Click the [+] sign to add attachments—making sure to include **EITHER a transportation funding memorandum or a Funds Verification and Use Authorization** document. Please include a loading list, a load plan diagram, a manifest, and pictures if available.

The screenshot shows the SAP TM Transport Request form. The 'Contact Info' section includes fields for Contact Name, Email, Phone, and Cell Phone, as well as Shipper and Consignee. The 'Supporting Documents' section is highlighted, showing a list of attachments. A red box is drawn around the '+' icon in the bottom right corner of the 'Supporting Documents' section, indicating where to click to add new attachments. The text 'No files found.' is displayed below the attachment list.

This screenshot shows the same SAP TM Transport Request form, but with a file selection dialog box open over the 'Supporting Documents' section. The dialog box is titled 'Open' and shows a file explorer view of the 'Documents' folder. It includes a search bar, a list of files, and a 'File name' field. The 'File name' field is empty, and the 'All files (*.*)' file type is selected. The 'Open' button is visible at the bottom right of the dialog. The background form shows the 'Supporting Documents' section with the '+' icon still visible. The text 'No files found.' is displayed below the attachment list.

NOTE: Files will remain in Pending status. Continue with the request submission.

32. Once funding information like TAC memorandum or financial authorization documentation has been added as an attachment, toggle the FVUA Form Attached flag to YES.

The screenshot shows the SAP TM Transport Request form. The 'Contact Info' section includes fields for Contact Name, Email, Phone, and Cell Phone, as well as 2nd Contact Name, Email, Phone, and Cell Phone. The 'Shipper' field is set to 'SC4400-TAC2' and the 'Consignee' field is set to 'SP25VE'. The 'FVUA Form Attached' flag is set to 'YES' and is highlighted with a red box. The 'Supporting Documents' section shows a document icon and a progress bar indicating 'Pending' status at 0%. The 'Save' and 'Exit' buttons are visible at the bottom right.

33. When you have provided all the information required for a request, click **[SAVE]**.

This screenshot is identical to the previous one, showing the SAP TM Transport Request form with the 'FVUA Form Attached' flag set to 'YES'. The 'Save' button at the bottom right is highlighted with a red box, indicating the next step in the process.

34. Review confirmation message, looking for “ZDI – Inbound Customer” and “Freight.” Click OK.

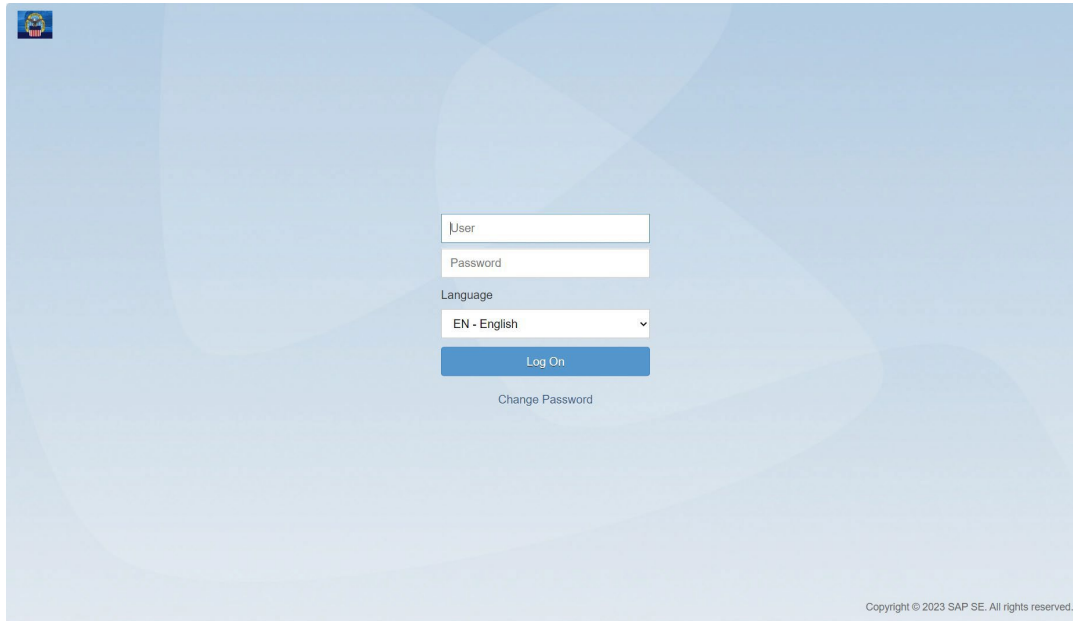
The screenshot shows the SAP TM Transport Request interface. A confirmation dialog box is displayed in the center, asking for confirmation to create a Transport Request. The dialog contains the text "Please confirm to create Transport Request for:" followed by a yellow box containing "ZDI - Inbound Customer" and "Freight". Below this, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red rectangle. The background shows the "Contact Info" section with fields for *Contact Name, *Contact Email, *Contact Phone, *Contact Cell Phone, *2nd Contact Name, *2nd Contact Email, *2nd Contact Phone, *2nd Contact Cell Phone, Shipper, and Consignee. The "FVUA Form Attached" section has a "YES" radio button selected. The "Supporting Documents" section shows a document named "W.docx" with a status of "Pending" and "0%".

35. Review submission confirmation message and record Transport Request number.

The screenshot shows the SAP TM Transport Request interface. A confirmation dialog box is displayed in the center, indicating that the Transport Request has been created. The dialog contains a checked box labeled "Completed" and the text "Transport Request created. TR number is:". Below this, there is an "OK" button. The background shows the "Contact Info" section with fields for *Contact Name, *Contact Email, *Contact Phone, *Contact Cell Phone, *2nd Contact Name, *2nd Contact Email, *2nd Contact Phone, *2nd Contact Cell Phone, Shipper, and Consignee. The "FVUA Form Attached" section has a "YES" radio button selected. The "Supporting Documents" section shows a document icon. The "Save" and "Exit" buttons are visible at the bottom right.

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 \(AMPS\)](#).

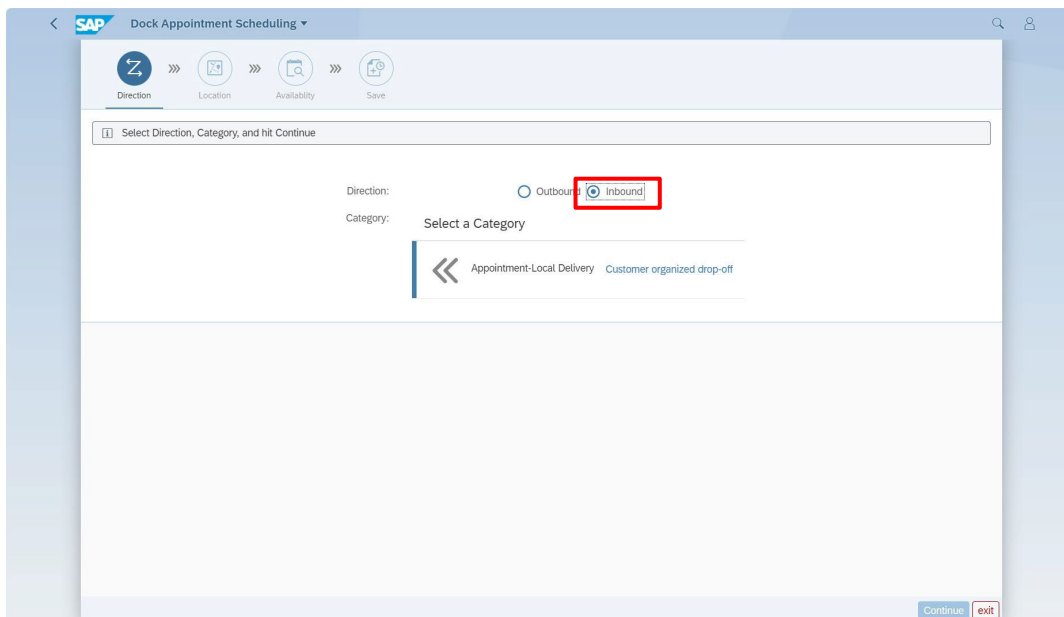


The image shows a logon screen with a light blue background. In the center, there is a white box containing the following fields and buttons:

- User: [text input field]
- Password: [text input field]
- Language: EN - English (dropdown menu)
- Log On: [blue button]
- Change Password: [text link]

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

2. Select [Inbound] as the Direction

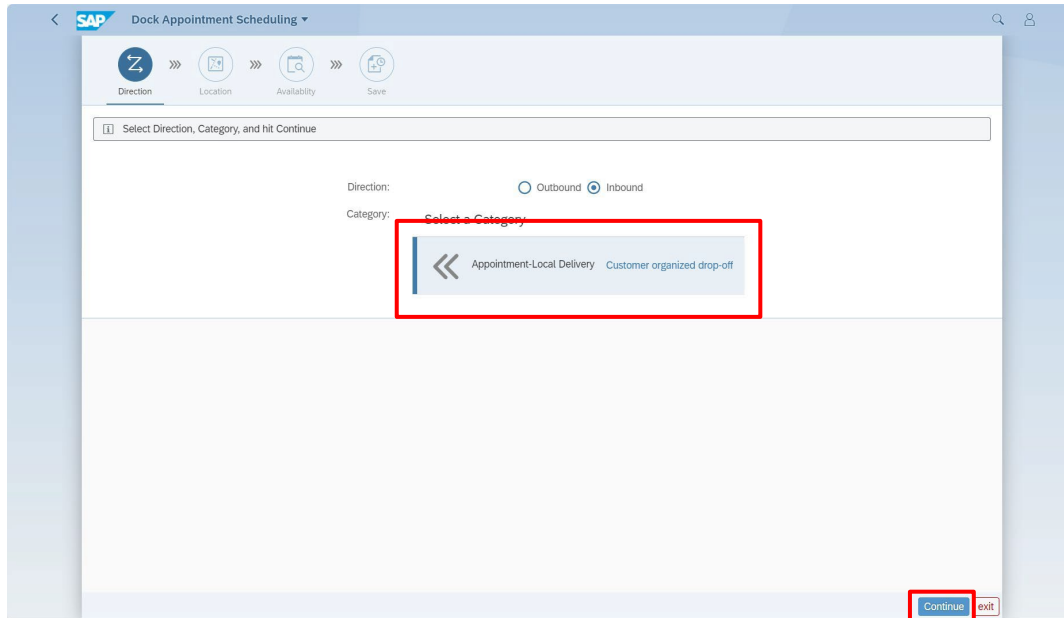


The image shows a screenshot of the SAP Dock Appointment Scheduling interface. The top bar displays the SAP logo and the title "Dock Appointment Scheduling". Below the title, there are four tabs: Direction, Location, Availability, and Save. The "Direction" tab is selected. The main area contains a form with the following fields and options:

- Direction: Outbound (radio button), Inbound (radio button, highlighted with a red box)
- Category: Select a Category (dropdown menu)
- Appointment-Local Delivery (checkbox)
- Customer organized drop-off (checkbox)

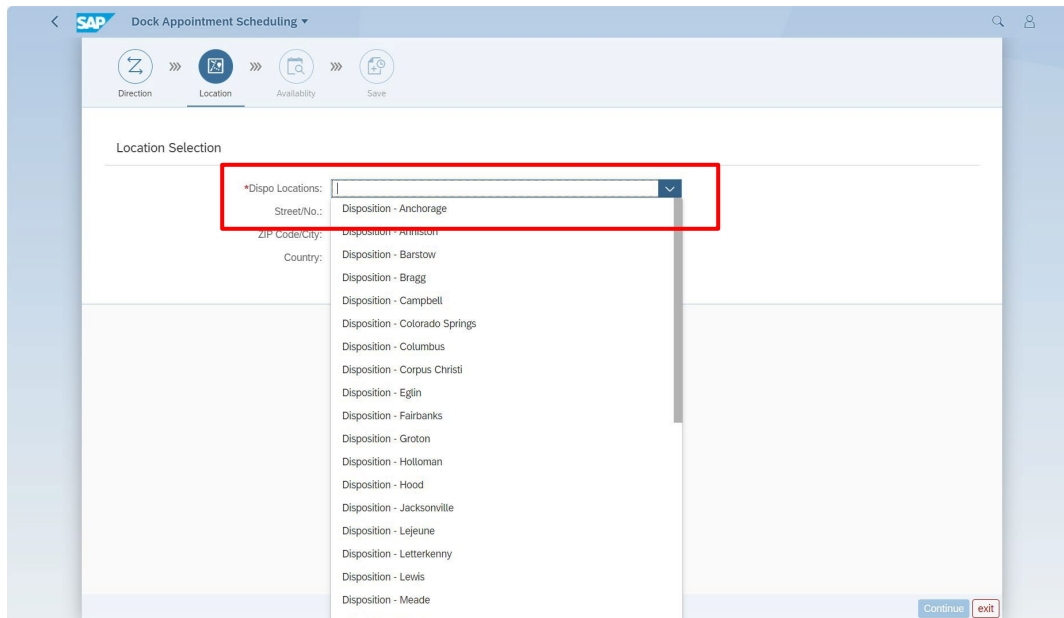
At the bottom right of the screen, there are two buttons: "Continue" and "exit".

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



The screenshot shows the 'Direction' step of the SAP Dock Appointment Scheduling process. The 'Direction' field has 'Inbound' selected. The 'Category' field is highlighted with a red box, showing a dropdown menu with two options: 'Appointment-Local Delivery' and 'Customer organized drop-off'. The 'Continue' button at the bottom right is also highlighted with 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 Selection' step of the SAP Dock Appointment Scheduling process. The 'Disposition Locations' dropdown menu is open, showing a list of locations. The 'Continue' button at the bottom right is highlighted with a red box.

Disposition Locations
Disposition - Anchorage
Disposition - Aniston
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
Disposition - Mont

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	Slot #1	Slot #1
9:43		Slot #2	Slot #2	Slot #2	Slot #2
10		Slot #1	Slot #1	Slot #1	Slot #1
11		Slot #2	Slot #2	Slot #2	Slot #2
12		Slot #1	Slot #1	Slot #1	Slot #1
13		Slot #2	Slot #2	Slot #2	Slot #2
14		Slot #1	Slot #1	Slot #1	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 labeled '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 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 includes 'Material Information' (with fields for *DTID, *Material Description, *Material Handling Info, and *Material Hazardous Info) and 'Attachment Confirmation' (with a field for 'Is Form 1348 Attached?' and a 'NO' button). An 'exit' button is located at the bottom right.

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 'Primary Contact Info' field is now filled out with contact details for John Doe. The field is highlighted with a red box. The details include: *Name: John Doe, *Email: John.doe@dod.mil, *Cell Phone: 555-867-5309, and Phone: (empty). The 'Appointment Notifications' section is also visible, with options for Text, Email, Text and Email (selected), and No. Other fields in the 'Contact Info' section remain the same. The 'Summary' and 'SupAdditional Information' sections are also visible, showing the same appointment details as in the previous screenshot. An 'exit' button is located at the bottom right.

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.

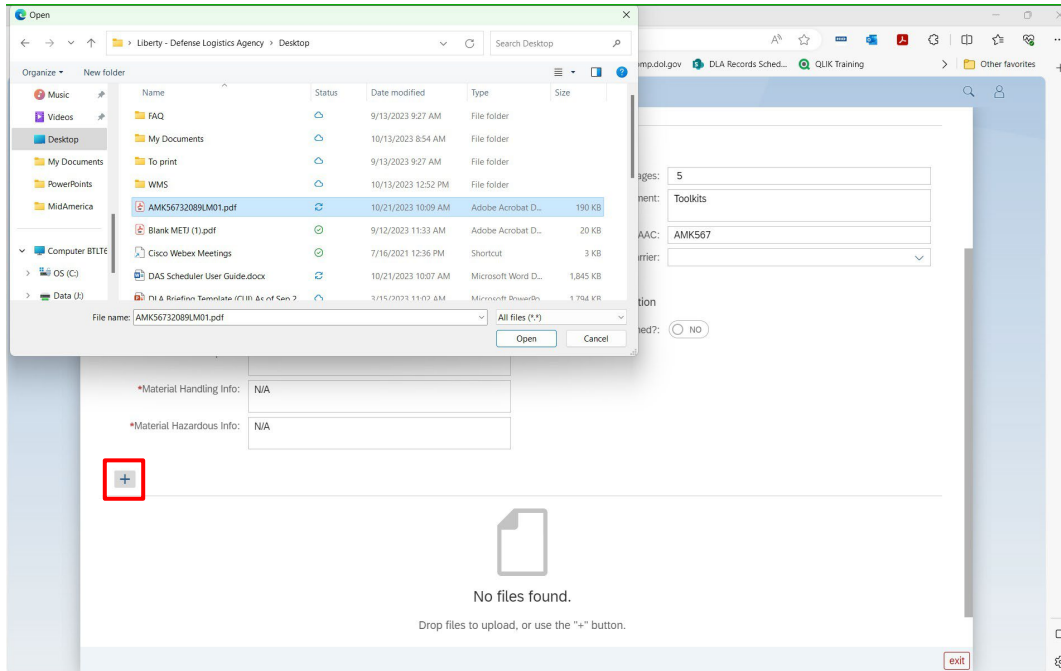
Troubleshooting tip: Contact your local Disposal Service Representative to address DoDAAC validation and agreement errors.

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).

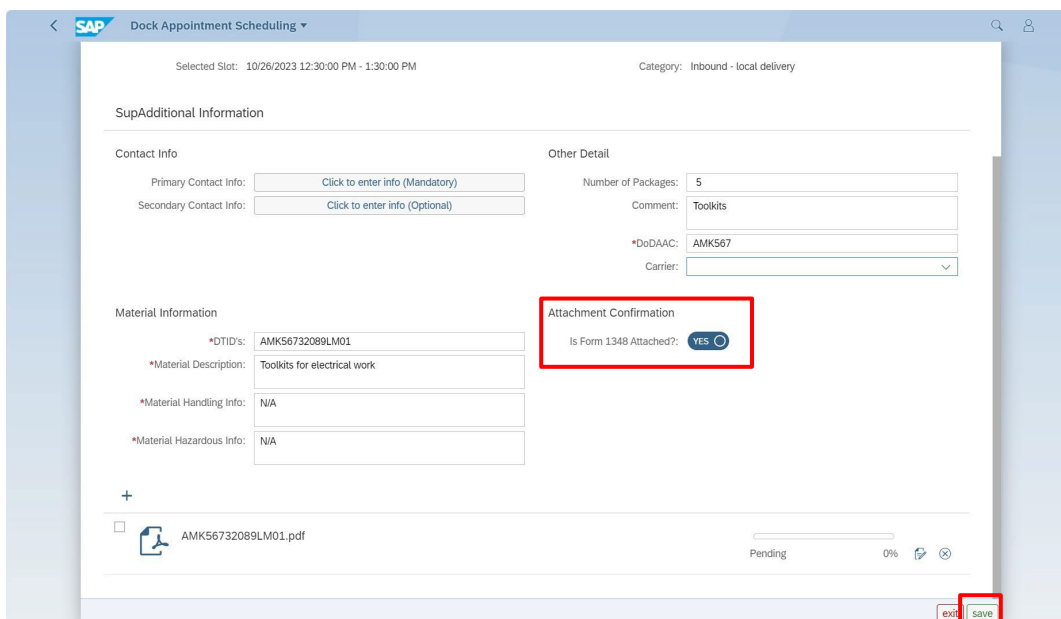
10. Then fill in the Material Information to include number of DTIDs, material description, material handling information and any hazardous information. If the box does not apply, please input N/A.

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). 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.

SAP Dock Appointment Scheduling

Selected Slot: Category: Inbound - local delivery

Slot Booking Work Week Week Day

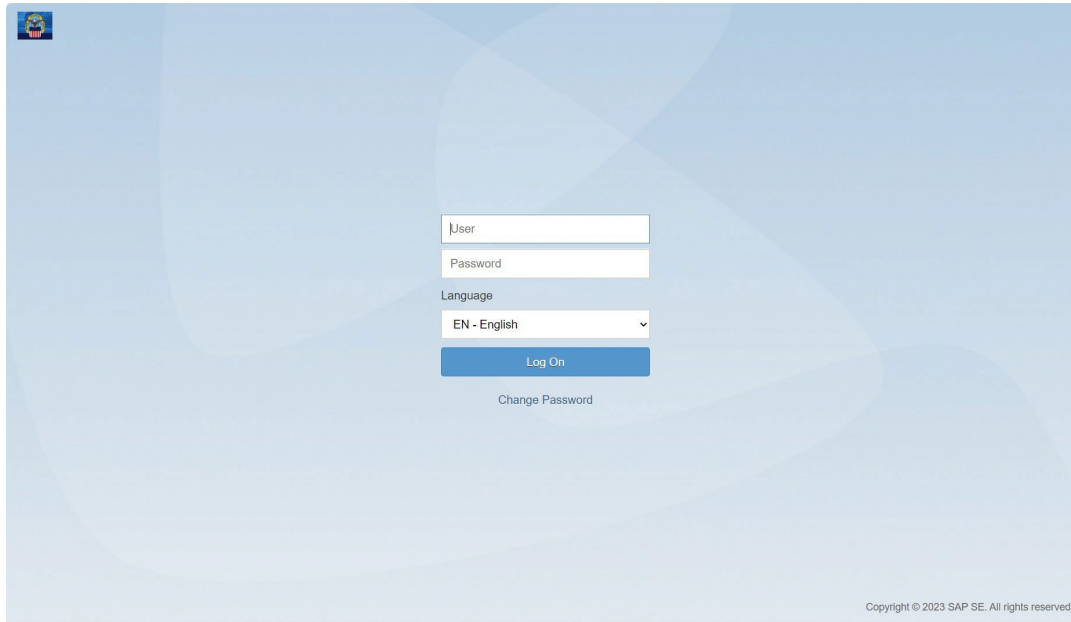
< Today > October 23, 2023 - October 27, 2023

	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 \(AMPS\)](#).

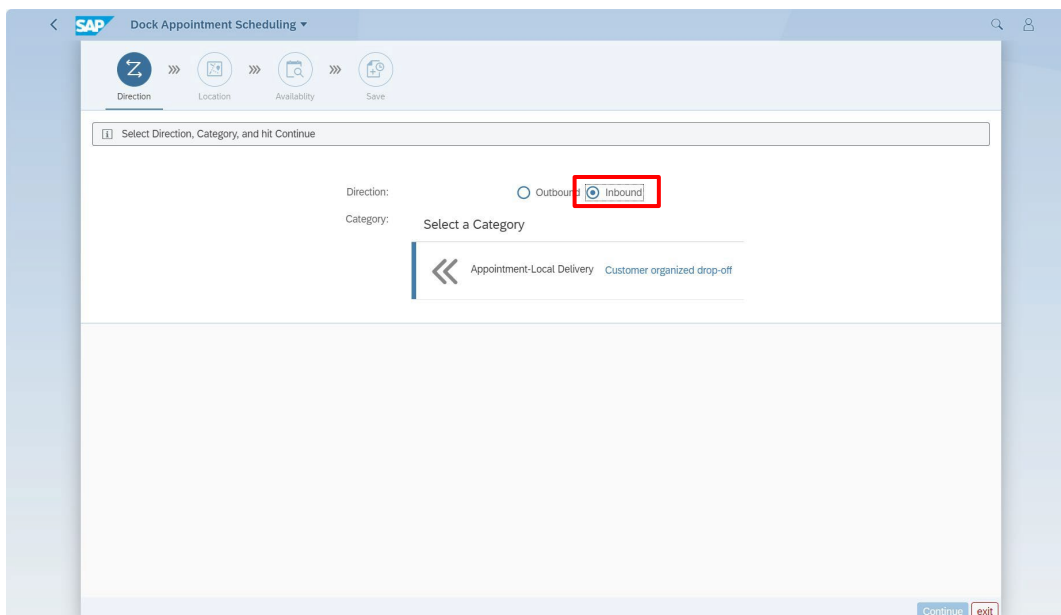


The image shows the logon screen for the system. It features a light blue background with a subtle pattern. In the center, there is a white box containing the following fields and controls:

- 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 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. Below the tabs, there is a search bar with the placeholder text "Select Direction, Category, and hit Continue".

The main content area displays the "Direction" selection options:

- Direction:** Two radio buttons are shown: "Outbound" (unselected) and "Inbound" (selected and highlighted with a red box).
- Category:** A section titled "Select a Category" with a left-pointing arrow icon. Below this, two categories are listed: "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 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' (which is selected). Under 'Category', there is a red box highlighting the 'Appointment-Local Delivery' option. At the bottom right, there is a 'Continue' button and an 'exit' button.

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 with the 'Location' tab selected. A 'Location Selection' section is visible. A red box highlights a dropdown menu for 'Disposition - Anchorage'. Below this, there is a list of locations including '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 is a 'Continue' button and an 'exit' button.

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

SAP Dock Appointment Scheduling

Direction Location Availability Save

Summary

Appointment ID: Location: Disposition - Riley

Selected Slot: Category: Inbound - Local Delivery

Slot Booking

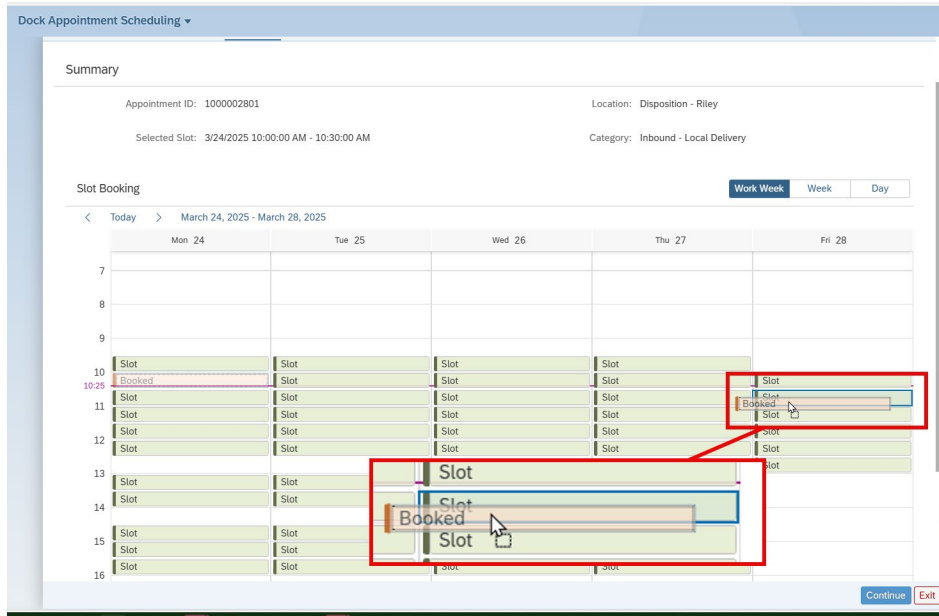
Work Week Week Day

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

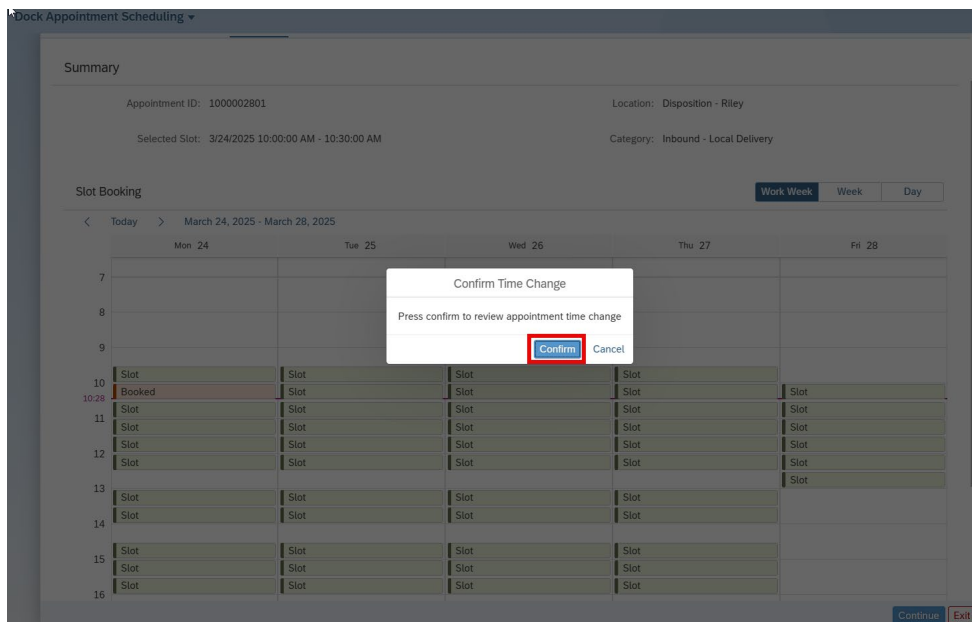
	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7					
8					
9					
10	Slot	Slot	Slot	Slot	Slot
10:10	Booked	Slot	Slot	Slot	Slot
11	Slot	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot	Slot

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.

The screenshot shows the 'Dock Appointment Scheduling' interface. The 'Summary' section displays Appointment ID: 1000002801, Location: Disposition - Riley, and Category: Inbound - Local Delivery. The 'Additional Information' section includes Contact Info, Other Detail, and Material Information. A red box highlights the 'Appointment Notifications' dialog box, which is open over the 'Primary Contact Info' field. The dialog box has the title 'Appointment Notifications:' and four radio button options: 'Text', 'Email', 'Text and Email', and 'No'. The 'No' option is selected, indicated by a filled blue circle. A red line connects the 'Appointment Notifications' label in the dialog box to the 'Appointment Notifications' text in the 'Primary Contact Info' field.

The screenshot shows the same 'Dock Appointment Scheduling' interface. The 'Appointment Notifications' dialog box is open, and the 'Text' option is now selected, indicated by a filled blue circle. A red box highlights the dialog box, and a red line connects the 'Appointment Notifications' label in the dialog box to the 'Appointment Notifications' text in the 'Primary Contact Info' field.

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

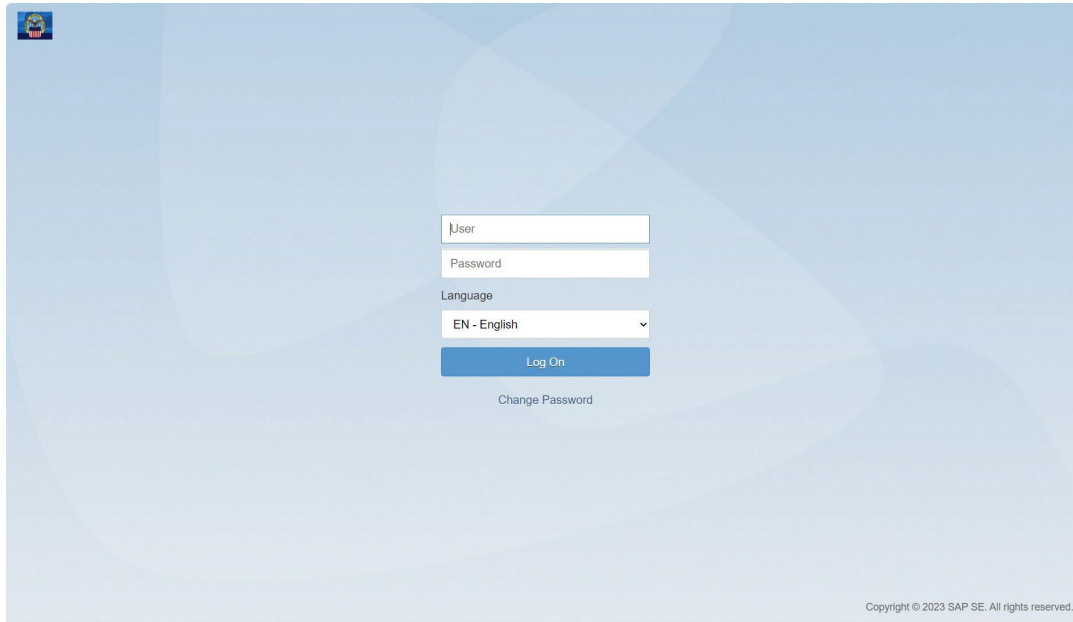
	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7					
8					
9					
10	Slot	Slot	Slot	Slot	Slot
10:41	Slot	Slot	Slot	Slot	Slot
11	Slot	Slot	Slot	Slot	Booked
12	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot	Slot

Appointment# 1000002801 updated

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

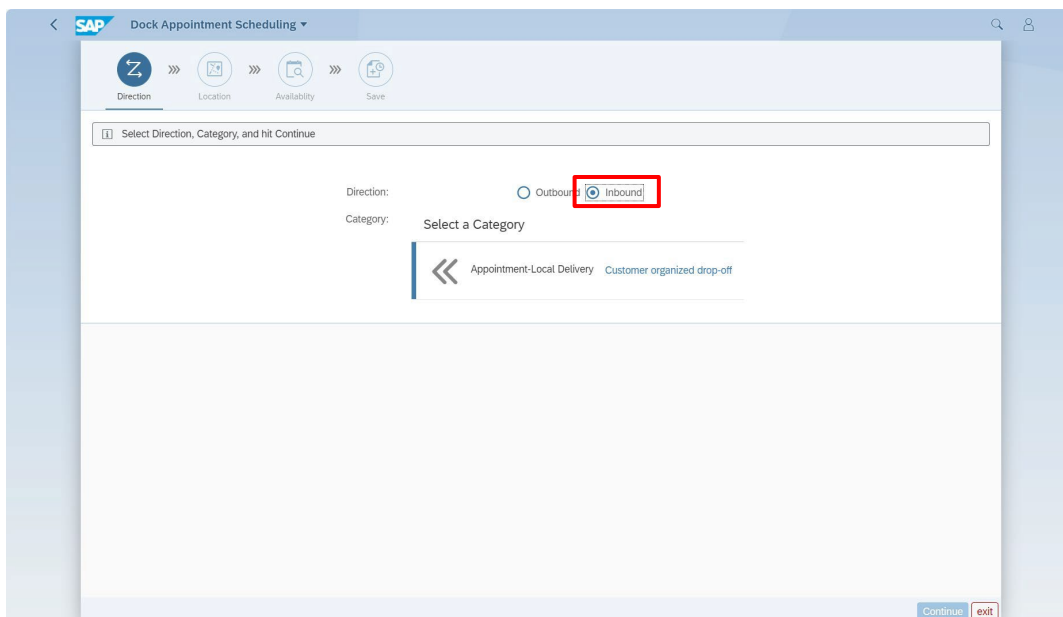
Reschedule an Appointment (alternative): Open your appointment and select another time slot

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, a breadcrumb trail shows 'Direction' > 'Location' > 'Availability' > 'Save'. 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' option is selected and highlighted with a red rectangular box. Below the 'Direction' section, the 'Category' section is titled 'Select a Category' and shows two options: 'Appointment-Local Delivery' and 'Customer organized drop-off'. At the bottom right of the interface, there are 'Continue' and 'exit' buttons.

3. Select the desired appointment category. 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'. The 'Direction' section has two radio buttons: 'Outbound' and 'Inbound', with 'Inbound' selected. The 'Category' section has a dropdown menu labeled 'Select a Category'. The dropdown is open, showing two options: 'Appointment-Local Delivery' (selected) and 'Customer organized drop-off'. At the bottom right, there are two buttons: 'Continue' and 'exit'.

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 top, there are tabs for 'Direction', 'Location', 'Availability', and 'Save'. Below these, a instruction bar says 'Select Direction, Category, and hit Continue'. The 'Location' section is active, showing a 'Location Selection' dropdown. The dropdown is open, displaying a list of 'Disposition' sites. 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. Identify the appointment to change. Click on time slot.

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
10:10	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

Appointment No. 1000002801, DuDAAC: WB1R6, Carrier: Reference Doc

Continue Exit

7. 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	Slot	Slot	Slot
10	Slot	Slot	Slot	Slot
11	Slot	Slot	Slot	Slot
12	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot
15	Slot	Slot	Slot	Slot
16				

Continue **Cancel**

8. 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**

9. 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

10. 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: TEST

*Material Description: TEST

*Material Handling Info: TEST

*Material Hazardous Info: TEST

Attachment Confirmation

Is Form 1348 Attached?: ☒ YES ☐ NO

Is Material Palletized?: ☒ YES ☐ NO

*Last feasible delivery Date: 05/01/2025

Reschedule 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 > May 12, 2025 - May 16, 2025

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

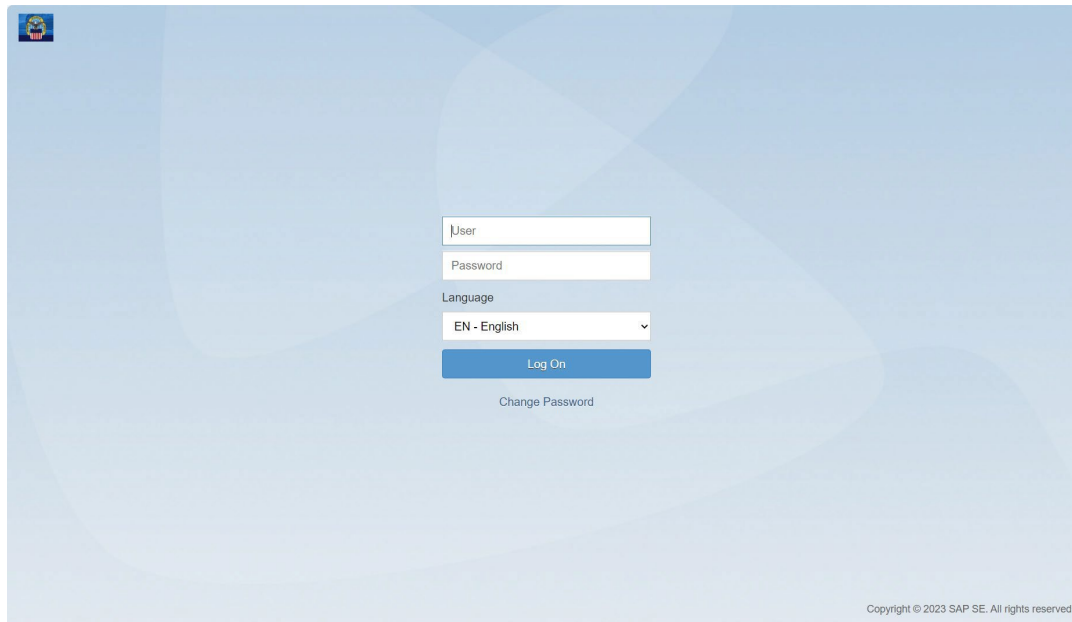
Appointment# 1000002912 updated

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://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 [Account Management Provisioning System \(AMPS\)](#).

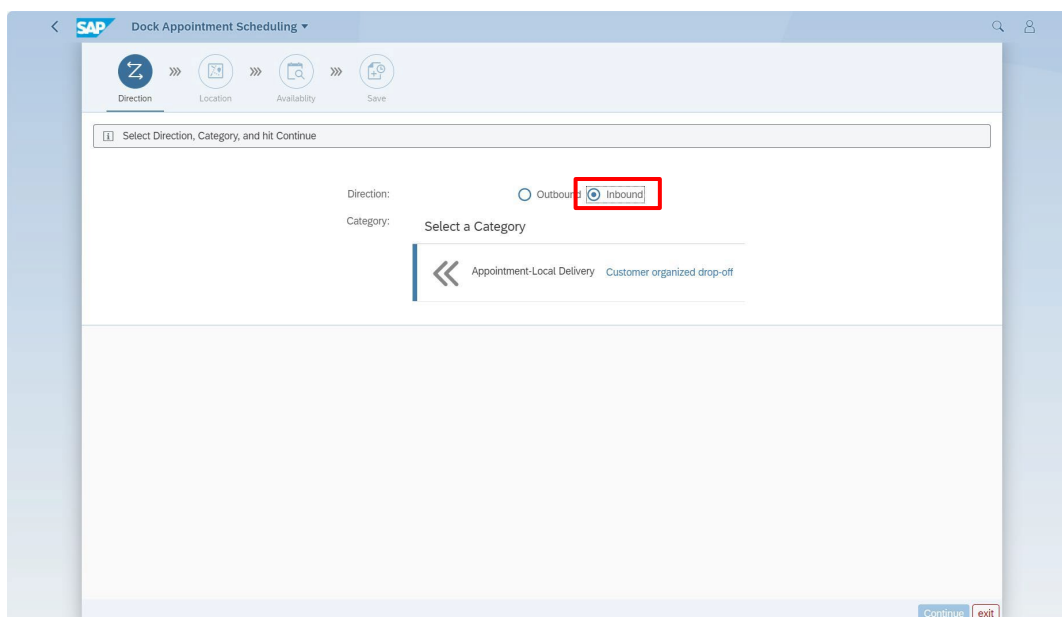


The image shows a logon screen with a light blue background. In the center, there is a white box containing the following fields and controls:

- 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 the "Dock Appointment Scheduling" screen in the SAP system. 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.

Below the tabs, there is a section titled "Select Direction, Category, and hit Continue". It contains two radio buttons for "Direction": "Outbound" and "Inbound". The "Inbound" radio button is selected and highlighted with a red box.

Below the "Direction" section, there is a "Category" section with the text "Select a Category". It shows two categories: "Appointment-Local Delivery" and "Customer organized drop-off". The "Appointment-Local Delivery" category is selected and highlighted with a blue bar.

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

3. Select the desired appointment category. 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'. The 'Direction' section has two radio buttons: 'Outbound' and 'Inbound', with 'Inbound' selected. The 'Category' section has a red box around the text 'Select a Category:' and two options: 'Appointment-Local Delivery' and 'Customer organized drop-off'. At the bottom right, there is a red box around the 'Continue' button and an 'exit' button.

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 with the 'Location' tab selected. The 'Location Selection' section is active. A red box highlights the 'Dispo Locations' dropdown menu, which is open and showing a list of locations. The locations listed are: 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 is a 'Continue' button and an 'exit' button.

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: Click to enter info (Mandatory)	Number of Packages: 10
Secondary Contact Info: Click to enter info (Optional)	Comment: Before Comment
	*DoDAAC: W81RP6
	Carrier: 

Material Information	Attachment Confirmation
*DTID's: ABCDEF5012TEST	Is Form 1348 Attached?: YES ☒
*Material Description: Before Material Description	Is Material Palletized?: YES ☒
*Material Handling Info: Before Material Handling Info	*Last feasible delivery Date: 03/26/2025 
*Material Hazardous Info: Before Material Hazardous Info	

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[Exit](#) [save](#) [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: Click to enter info (Mandatory)	Number of Packages: 10
Secondary Contact Info: Click to enter info (Optional)	Comment: After Comment
	*DoDAAC: W81RP6
	Carrier: 

Material Information	Attachment Confirmation
*DTID's: ABCDEF5012TEST	Is Form 1348 Attached?: YES ☒
*Material Description: After Material Description	Is Material Palletized?: YES ☒
*Material Handling Info: After Material Handling Info	*Last feasible delivery Date: 03/26/2025 
*Material Hazardous Info: After Material Hazardous Info	

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[Exit](#) [save](#) [Cancel](#)

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 info](#)

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

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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

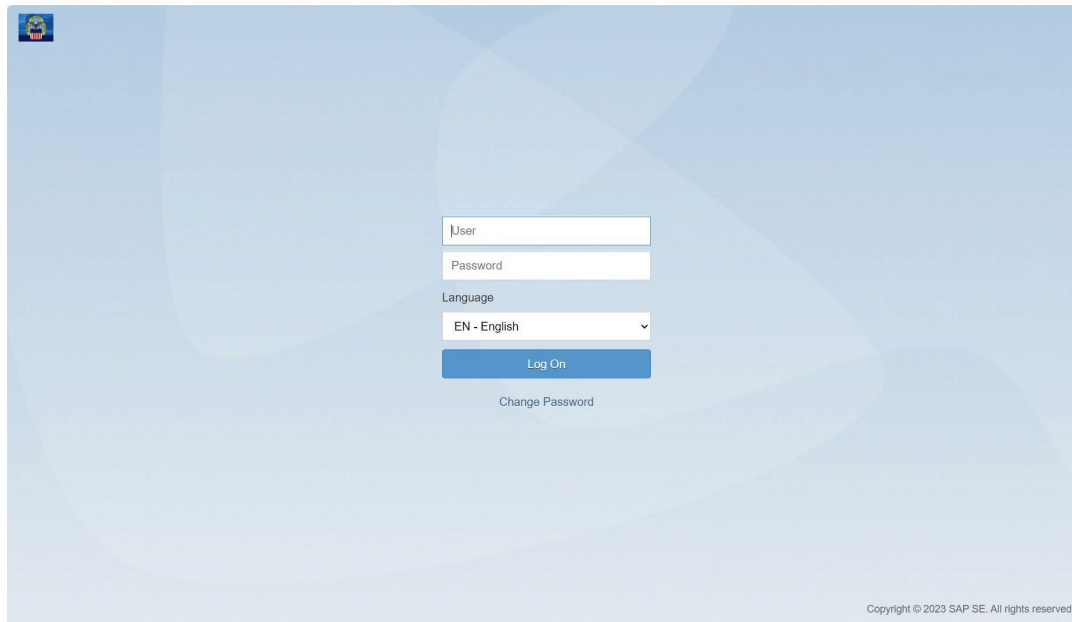
	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
7					
8					
9					
10	Slot	Slot	Slot	Slot	Slot
10:57	Slot	Slot	Slot	Slot	Booked
12	Slot	Slot	Slot	Slot	Slot
13	Slot	Slot	Slot	Slot	Slot
14	Slot	Slot	Slot	Slot	
15	Slot	Slot	Slot	Slot	
16	Slot	Slot	Slot	Slot	
17					
18					

Appointment# 1000002801 updated

Continue Exit

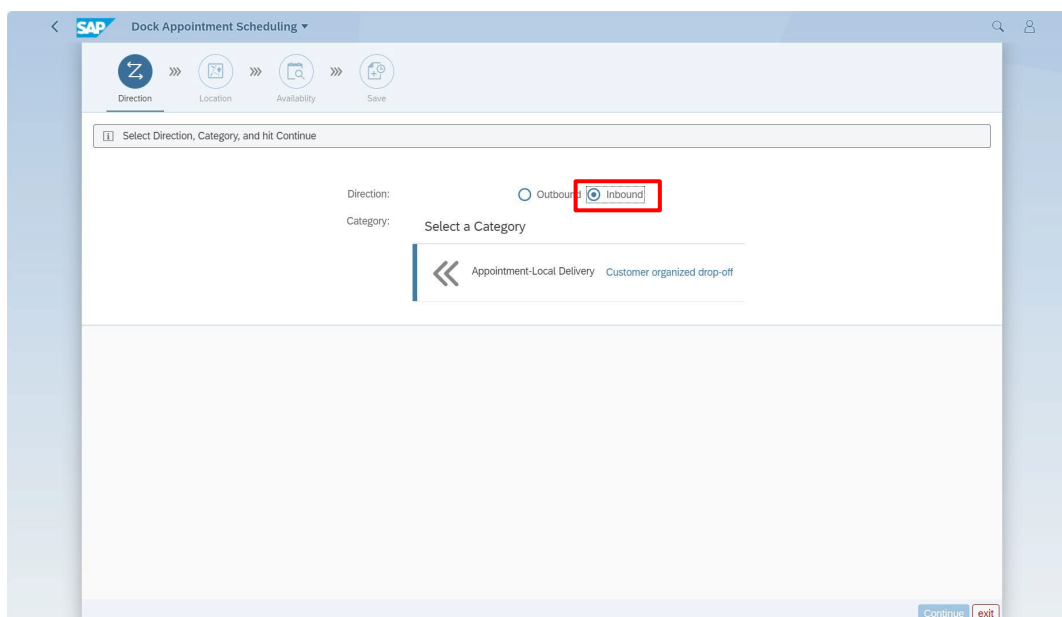
Cancel an Appointment: Click your existing appointment and then cancel

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 a logon interface with a light blue background. 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 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 shows the 'Dock Appointment Scheduling' screen in the SAP system. The top navigation bar includes the SAP logo and the title 'Dock Appointment Scheduling'. Below the navigation bar, there are four icons: 'Direction', 'Location', 'Availability', and 'Save'. The 'Direction' icon is selected. The main content area has a heading '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. Under 'Category', there is a section titled 'Select a Category' with two options: 'Appointment-Local Delivery' and 'Customer organized drop-off'. The 'Appointment-Local Delivery' option is selected. 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 - 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

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. Select the appointment to cancel. Click continue.

Summary

Appointment ID: **1000000280** Location: **Disposition - Riley**

Selected Slot: **10:52** 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: Click to enter info (Mandatory)	Number of Packages: 10
Secondary Contact Info: Click to enter info (Optional)	Comment: After Comment
	*DoDAAC: W81RP6
	Carrier:

Material Information	Attachment Confirmation
*DTID's: ABCDEF5012TEST	Is Form 1348 Attached?: ☒ YES ☐ NO
*Material Description: After Material Description	Is Material Palletized?: ☒ YES ☐ NO
*Material Handling Info: After Material Handling Info	*Last feasible delivery Date: 03/26/2025
*Material Hazardous Info: 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: Click to enter info (Mandatory)	Number of Packages: 10
Secondary Contact Info: Click to enter info (Optional)	Comment: After Comment
	*DoDAAC: W81RP6
	Carrier:

Material Information	Attachment Confirmation
*DTID's: ABCDEF5012TEST	Is Form 1348 Attached?: ☒ YES ☐ NO
*Material Description: After Material Description	Is Material Palletized?: ☒ YES ☐ NO
*Material Handling Info: After Material Handling Info	*Last feasible delivery Date: 03/26/2025
*Material Hazardous Info: 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