

External Web Process

To obtain access to DLA Web applications (i.e. LESO) as an external user, it is necessary to apply for the following:

1. AMPS
 - a. User ID and Password
 - b. Role Request – “DLA Disposition Services Prod EX - RTD Customer DDS-413”

DO NOT PROCEED UNTIL YOU HAVE REGISTERED IN AMPS AND RECEIVED EMAIL VERIFICATION OF DLA DISPOSITION SERVICES PROD EX - RTD CUSTOMER DDS-413 ROLE APPROVAL

PROBLEMS THAT MAY OCCUR

1. Time to complete AMPS to RTD WEB SYNC
 - a. The sync could take up to 24 hours to complete. If AMPS does not sync with the RTD web you will get authentication errors
Solution: Do not try to log into the RTD Web until you receive confirmation email that your requested roles have been approved
2. Users attempting to log in multiple times into the RTD Web prior to the completion of the AMPS to RTD WEB sync will inadvertently lock the user account.
 - a. After resetting password in AMPS the user must wait 24 hours prior to attempting to log into the RTD Web to allow AMPS to sync with the RTD WEB application

Solution: 1. Reset your password in AMPS, wait 24 hours and try again, if that does not work then contact the Customer Interaction Center (CIC) at 1.8177.352.2255 option 5 and request your account to be unlocked, please inform them you had already tried a password reset in AMPS and waited 24 hours before you tried it again.

https://businessportal.dla.mil/consent

U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

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- At any time, the USG may inspect and seize data stored on this IS.
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Click [I Accept]

DEFENSE LOGISTICS AGENCY

DLA Enterprise External Business Portal

Error while processing DLA user's certificate. Check user Assignments

Do not use your DLA system userid/password. This may lock your account.
Please contact your DLA system helpdesk.

Username: EXXXXXXX

Password: *****

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Enter User Name and Password that was established within AMPS during registration
(MAKE SURE YOU DO NOT HAVE ANY SPACES BEFORE OR AFTER YOUR USER NAME OR PASSWORD)

Click [LOG ON]

YOU MUST HAVE REGISTERED IN AMPS AND RECEIVED EMAIL VERIFICATION OF "DLA DISPOSITION SERVICES PROD EX - RTD CUSTOMER DDS-413" ROLE APPROVAL (could take up to 24 hours)

https://businessportal.dla.mil/portal

Favorites | famw... | EXTE... | LESO... | FUNC... | FUNC... | FUNC... | FUNC... | FUNC... | PROD... | PROD... | DSS... | DODA... | DLMS | LMS | ABEN... | Appl... | DAAS... | DDC

Welcome to DLA Enterprise External Portal - SAP

DEFENSE LOGISTICS AGENCY ENTERPRISE PORTAL

Welcome | **Disposition Services**

Welcome to DLA Enterprise External Portal | External Portal Utilities

Tuesday, September 11, 2012

- 1 | DLA Business Portal
- 2 | DLA Business Portal
- 3 | DLA Business Portal
- 4 | Department of Defense
- 5 | DLA Homepage

DLA Portal System Messages:
ETID and RTD applications will be available to users via this portal starting on 27 August 2012.



DLA External Business Portal
Working with industry and the Services to support the Warfighter.

Click the [Disposition Services] tab

Disposition Services - SAP NetWeaver Portal - Windows Internet Explorer

https://businessportal.dla.mil/portal

Disposition Services - SAP NetWeaver Portal

DEFENSE LOGISTICS AGENCY ENTERPRISE PORTAL

Welcome | **Disposition Services**

Disposition Services

Detailed Navigation

- **RTD**
- Job Aid

Click a link in the Detailed Navigation section to the left to launch the application in a new window.

Click the [RTD] tab

RTD - SAP NetWeaver Portal - Windows Internet Explorer
 https://businessportal.dla.mil/...
 Favorites | farmw... | EXTE... | LESO... | FUNC... | FUNC... | FUNC... | FUNC... | PROD... | PROD... | DSS... | DODA... | DLMS... | LMS... | ABEN... | Appl... | DAAS... | DDC

RTD - SAP NetWeaver Portal



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Disposition Services

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Reutilization / Transfer / Donation (RTD)
RTD Pre-Register

Application:

Choose

Choose

- Civil Air Patrol (CAP)
- Computers for Learning (CFL)
- Department of Defense (DOD)
- Department of Defense Contractor (DODC)
- Disposition Services (DS)
- Donation FEPD (FEPD)
- Firefighter (FF)
- Foreign Military Sales (FMS)
- Federal/State Screener (FS)
- Humanitarian Assistance Program (HAP)
- Law Enforcement Support Office (LESO)
- Military Affiliate Radio System (MARS)
- Reserve Officer Training Corps (ROTC)
- Service Museum (SVC MUS)
- Southwest Asia (SWA)
- Veterans Administration (VA)

Choose the 'Law Enforcement Support Office (LESO)' from the drop down menu

RTD - SAP NetWeaver Portal - Windows Internet Explorer
 https://businessportal.dla.mil/...
 Favorites | farmw... | EXTE... | LESO... | FUNC... | FUNC... | FUNC... | FUNC... | PROD... | PROD... | DSS... | DODA... | DLMS... | LMS... | ABEN... | Appl... | DAAS... | DDC

RTD - SAP NetWeaver Portal



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Reutilization / Transfer / Donation (RTD)
RTD Pre-Register

Application:

Law Enforcement Support Office (LESO)

Roles:

Choose

Choose

- LESO Federal Screener
- LESO State/Local Screener
- LESO Tribal Screener
- LESO State/Local Coordinator
- LESO HQ Admin

Choose the role that best represents your need for access from the drop down menu



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Reutilization / Transfer / Donation (RTD) Customer Registration - Law Enforcement Agency (LEA)

User Information

Title:

First Name:

Last Name:

Organization Name:

Work Address Line 1:

Work Address Line 2:

Work Address City:

Work Address State:

Work Address Zip:

Country:

Work Phone:

Work Ext:

Work Fax:

Work Email:

Customer Type:

DoDAAC (if known):

Do you have a Common Access Card?

Do you have a Security Certificate?

Opt-out of all email?

Receive NIH notification email:

Receive property receipt email:

USER INFORMATION is displayed:

Verify that the pre-populated data is correct – If not update as required

Enter: Title, Agency Name, Country, Work Fax

Customer Type = Role Requested
DoDAAC = your new 2YT DoDAAC

Answer the YES/NO Questions as applicable

NOTE: phone numbers must only contain numbers

Law Enforcement Agency (LEA) Information

Agency Type: State-Local
 Federal
 Tribal

Number of Officers:

Number of Part Time Officers:

Work Address Zip: 49017
Country: USA
Work Phone: 8005329946
Work Ext: 5024
Work Fax:
Work Email: stewartk@pcodl.org
Customer Type: Screener
DoDAAC (if known): 2YTXX
Do you have a Common Access Card? No
Do you have a Security Certificate? No
Opt-out of all email? No
Receive NIN notification email: Yes
Receive property receipt email: Yes

Law Enforcement Agency (LEA) Information

Agency Type: State-Local
 Federal
 Tribal

Number of Officers: 0
Number of Part Time Officers: 0
Number of 1st Responder Officers: 0
Number of Reserve Officers: 0
Level: Choose a level
Weapons POC:
Aircraft POC:
Does Agency have equipment from the 1208/1033 Program? No
If so, please specify equipment types:
Weapons: No
Aircraft: No
APCs: No
HMMWV: No
Watercraft: No
Vehicles: No

Submit

LEA INFORMATION:

Select the Agency type; fill in number of officers in each category.

Enter your Weapons and Aircraft POC names – or NA if not known

Level:

Answer the YES/NO Questions as applicable

Work Address Zip: 49017
Country: USA
Work Phone: 8005329946
Work Ext: 5024
Work Fax:
Work Email: stevenh@csod.org
Customer Type: Screener
DoDAAC (if known): 2YTX
Do you have a Common Access Card? No
Do you have a Security Certificate? No
Opt-out of all email? No
Receive HRN notification email: Yes
Receive property receipt email: Yes

Law Enforcement Agency (LEA) Information

Agency Type: State-Local
 Federal
 Tribal
Number of Officers: 10
Number of Part Time Officers: 20
Number of 1st Responder Officers: 30
Number of Reserve Officers: 40
Level: Screener
Weapons POC: Weapons POC is required for Screeners.
Aircraft POC: Aircraft POC is required for Screeners.
Does Agency have equipment from the 1208/1033 Program? Yes
If so, please specify equipment types:
Weapons: Yes
Aircraft: Yes
APCs: Yes
HMMWV: Yes
Watercraft: Yes
Vehicles: Yes

NOTE:
Weapons and Aircraft POC are required fields; enter NA if unknown or if you do not have one

Submit

Click [SUBMIT]

RTD - SAP NetWeaver Portal - Windows Internet Explorer

https://businessportal.dla.mil/.../content/21/mil/disposal/external/links/311a-percentage-of-steps/21/mil/.../index.jsp

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Disposition Services

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Reutilization / Transfer / Donation (RTD)
RTD Main

show reminder

Reutilization, Transfer, Donation Home

Announcements

No announcements.

Previously Viewed Items

RTD - MY PENDING ROLES

Customer Service: 1-800-342-3881 or DODIG 641-3000 Email: CustomerService@dla.mil
 Privacy Policy | Accessibility | Contact Webmaster | Download Content | Download JCS Word Viewer

Last Updated: 2012-07-24

Click [MY PENDING ROLES]

MY PENDING ROLES

RTD - SAP NetWeaver Portal - Windows Internet Explorer

https://businessportal.dla.mil/.../content/21/mil/disposal/external/links/311a-percentage-of-steps/21/mil/.../index.jsp

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Reutilization / Transfer / Donation (RTD)
Pending User Status

show reminder

Hello KL Stewart. Please select the role you would like to inquire about

Choose the role you would like to inquire on

Click [SUBMIT]

Customer Service: 1-800-342-3881 or DODIG 641-3000 Email: CustomerService@dla.mil
 Privacy Policy | Accessibility | Contact Webmaster | Download Content | Download JCS Word Viewer

Last Updated: 2012-08-17

OTHER OPTIONS AVAILABLE TO USERS:

RTD - SAP NetWeaver Portal - Windows Internet Explorer

https://businessportal.dla.mil/rtddel/rtddel/portal/procedureName/Navigation/rtddel/portal/content2.html.dla.pct.external2.html.dla.pct.external.desktop2.html.dla.pct.external.default3/frame.html.dla.pct...

RTD - SAP NetWeaver Portal

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Reutilization / Transfer / Donation (RTD)

RTD Main

- RTD Home
- DOD
- Reutilization / Transfer / Donation (RTD)
- My Shopping Rules

DOD Search

DOD Shopping Cart

Edit Profile

Announcements

announcements

Previously Viewed Items

PRDD - v2.6 12/02.1

Customer Service: 1-855-342-0001 or DSN 661-3001 Email: rtddel@dal.dla.mil
Privacy/Security | Accessibility | Contact Webmaster | Download Account | Download US Warf Viewer

Last Updated: 2013-07-24

RTD - SAP NetWeaver Portal - Windows Internet Explorer

https://businessportal.dla.mil/servlet/portal?_afz=.../Navigation/pt/proc/pdd3portal_content2fmi.dla.pct.external2fmi.dla.pct.external/desktop2fmi.30.pct.external/default2fmi/home/workPages2fmi.dla.pct.e

RTD - SAP NetWeaver Portal



RTD Home
DOD
Request Role
My Pending Roles

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Reutilization / Transfer / Donation (RTD)

RTD MAIN

DOD Shopping Cart | **Shopping Cart** | Transfer | Donation Home

Announcements

No announcements.

Previously Viewed Items

PRDD - 306.13362-1

Customer Service: 1-855-432-0601 or 1-844-661-0001 Email: dladhelp@dlad.dla.mil
[Privacy Policy](#) | [Accessibility](#) | [Contact Webmaster](#) | [Download Script](#) | [Download All Content](#)

Last Updated: 2012-07-24

RTD - SAP NetWeaver Portal - Windows Internet Explorer

https://businessportal.dla.mil/servlet/portal?_afz=.../Navigation/pt/proc/pdd3portal_content2fmi.dla.pct.external2fmi.dla.pct.external/desktop2fmi.30.pct.external/default2fmi/home/workPages2fmi.dla.pct.e

RTD - SAP NetWeaver Portal



RTD Home
DOD
Request Role
My Pending Roles

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Reutilization / Transfer / Donation (RTD)

DOD Shopping Cart Checkout

Show reminder

DOD Shopping Cart

Your shopping cart is empty. [Search for inventory.](#)

Click [RETURN]

PRDD - 306.13362-1

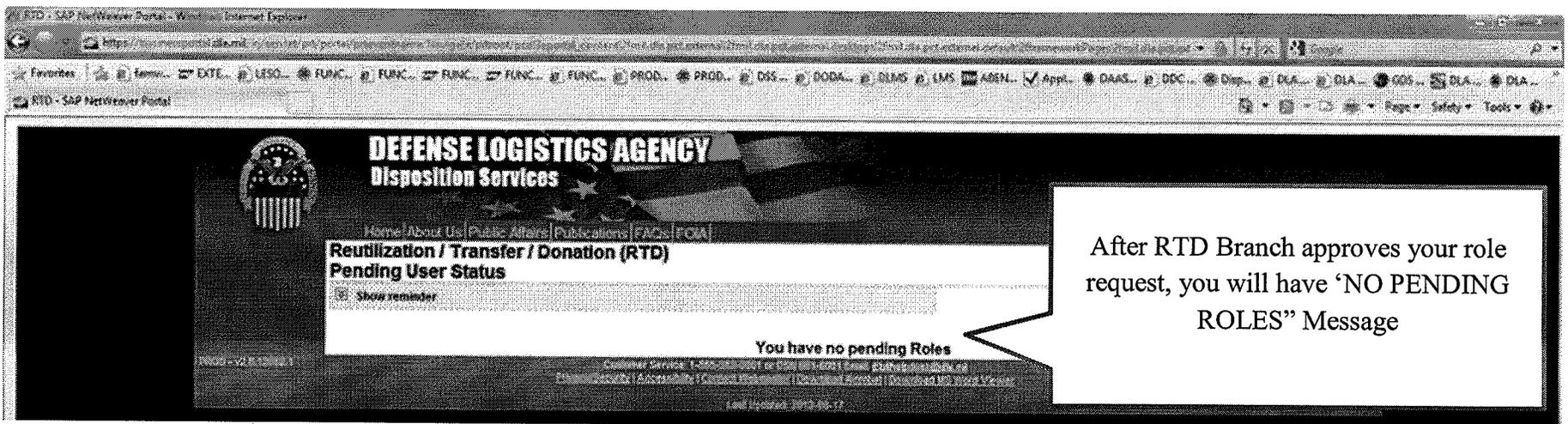
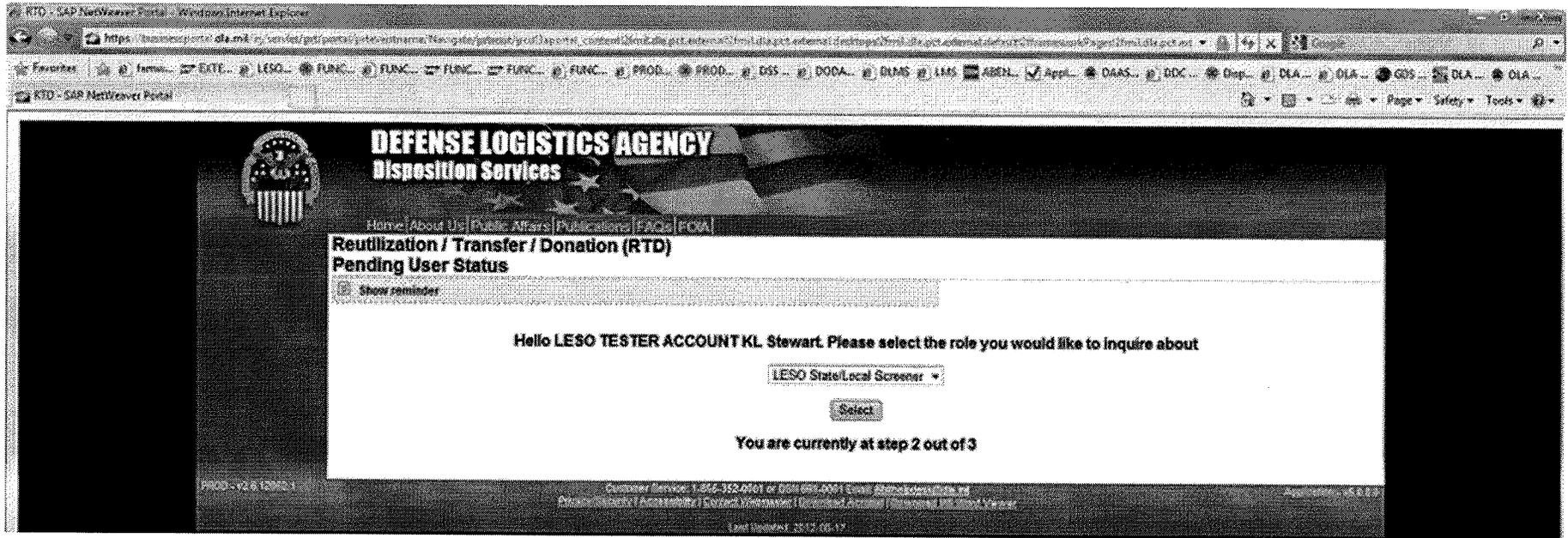
Customer Service: 1-855-432-0601 or 1-844-661-0001 Email: dladhelp@dlad.dla.mil
[Privacy Policy](#) | [Accessibility](#) | [Contact Webmaster](#) | [Download Script](#) | [Download All Content](#)

Last Updated: 2012-07-24

After the State Coordinator approves the application you will be step 1 completed

After the LESO approves the application you will be step 2 completed

After the RTD Branch approves the application your application will be completed and you will be able to start screening property





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- RTD Home
- DOO
- Reports
- Request Form
- My Pending Reports

Reutilization / Transfer / Donation (RTD) RTD

[User Record Management](#) | [DoDAAC Lookup](#) | [PICIS Organization Codes](#) | [PICIS Codes](#)

Report List:
DoDAAC Lookup
Name of Organization or DoDAAC or five digit Zip Code:
 Option to look for all words

Get Report Get Report as Excel

Reports Menu appears after State Coordinator approves application



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Disposition Services

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- RTD Home
- DDC
- Law Enforcement Support Office
- Want Lists
- Feedback
- Points
- Request Rate
- My Pending Rates

Reutilization / Transfer / Donation (RTD)

RTD Main

Show reminder
 Reutilization / Transfer / Donation / Main

Announcements
 No announcements.

Law Enforcement Support Office Menu
 and Want Lists Menu

Appears after RTD Branch approves application and you are cleared to start screening property

Previously Viewed Items

	Cycle: G86	Days Left in Cycle: 15	Quantity Available: 1
	Condition: E	SPN: SLL	Orig. Acq. Price: 10000
	Item Name: GENERATOR SET DIESE	RSN: 6115000331373	DTDX: 091108-22112002
	DEMR: A	Unit of Issue: EA	
	Cycle: G86	Days Left in Cycle: 15	Quantity Available: 1
	Condition: E	SPN: SLL	Orig. Acq. Price: 10000
	Item Name: GENERATOR SET DIESE	RSN: 6115000331373	DTDX: 091108-22112002
	DEMR: A	Unit of Issue: EA	
	Cycle: G86	Days Left in Cycle: 15	Quantity Available: 1



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Reutilization / Transfer / Donation (RTD)

RTD Main

- [Share Center](#)
- [LESO Search](#)
- [LESO Shopping Cart](#)
- [Edit Profile](#)

Transfer, Donation Home

Announcements

No announcements.

Previously Viewed Items

	Cycle: GSA Condition: H Item Name: GENERATOR SET,DIESE DEMIL: A	Days Left in Cycle: 15 Site: SILL NSN: 6115000331373 Unit of Issue: EA	Quantity Available: Orig. Acq. Price: DTID:
	Cycle: GSA Condition: H Item Name: GENERATOR SET,DIESE DEMIL: A	Days Left in Cycle: 15 Site: SILL NSN: 6115000331373 Unit of Issue: EA	Quantity Available: Orig. Acq. Price: DTID:
	Cycle: GSA	Days Left in Cycle: 15	Quantity Available:

- RTD Home
- DDO
- Law Enforcement Support Office
- Want Lists
- Feedback
- Report
- Request Role
- My Pending Roles

Law Enforcement Support Office Menu Options

LESO Search: Search for and request property

LESO Shopping Cart: Review what is in your shopping cart (Requests)

Edit Profile: Edit your user profile information