



## Upload a DLA Fuel File

### Overview

The Maintenance and Utilization module Defense Logistics Agency (DLA) Fuel Upload process provides the ability to upload one to many DLA Fuel records associated within the M&U module. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data.

The process consists of a five step sequence:

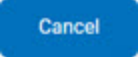
1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update DPAS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully


### Navigation

Utilities > File Upload > DLA Fuel > DLA Fuel Upload page






### Procedures

#### Upload a DLA Fuel File

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  in the Upload File Path field. *The Windows **Choose File to Upload** pop-up window appears.*














File Upload (\*.csv only)

Upload File Path  No file chosen

2. Choose the .csv file to attach, and select it.

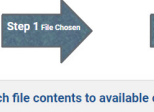



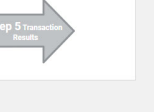
3. Select . The **Choose File to Upload** pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.

Select The Template That Matches The File Contents

Template

4. Use  to select the DLA Fuel file template. The Specify Columns step automatically appears, with a grid showing the file's contents.

Match file contents to available columns









Row	EBS Billing Document Number	Transaction Date	Product Code	Quantity	Unit Cost	Customer State	Vehicle ID	Odometer	EBS Processing Date
0	TEST123456	2/13/2023	TES	50	55.75	PA	1234567TESTVEH	13,450	2/14/2023

5. Click  to select the No Header. Only select if the .csv file does NOT have a header row listing the column contents.

6. Use  to select the correct column indicator for the EBS Billing Document Number.

7. Use  to select the correct column indicator for the Transaction Date.






8. Use  to select the correct column indicator for the Product Code.

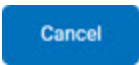
9. Use  to select the correct column indicator for the Quantity.
10. Use  to select the correct column indicator for the Unit Cost.
11. Use  to select the correct column indicator for the Customer State.
12. Use  to select the correct column indicator for the Vehicle ID.
13. Use  to select the correct column indicator for the Odometer.
14. Use  to select the correct column indicator for the EBS Processing Date.
15. For all other rows, use  to select Not Used.
16. Select . *The file upload starts validating.*



*If the validation fails:*

A. The following symbols specify the error for the individual cell:

-  — Error
-  — Invalid Data Type
-  — Data not found in Look up
-  — Value Required
-  — Max Length of field exceeded. Max Length: x

- B. Select  twice to return to the **File Upload** page.
- C. Review and edit the original .csv file outside of DPAS.
- D. Return to Step 1.

*If the validation passes:*

*The to the Update DPAS step appears.*

17. Select . *The file is finalized, checked for errors, and the Transaction Results step appears.*





## Help Reference Guide


### Transaction Status

Status	Action Required	Details								
Success		<table border="0"> <tr> <td>Template</td> <td>DLA Fuel Purchase Upload</td> </tr> <tr> <td>Successful</td> <td>True</td> </tr> <tr> <td>Duration</td> <td>00:00:00.2186885</td> </tr> <tr> <td>Err Count</td> <td>0</td> </tr> </table>	Template	DLA Fuel Purchase Upload	Successful	True	Duration	00:00:00.2186885	Err Count	0
Template	DLA Fuel Purchase Upload									
Successful	True									
Duration	00:00:00.2186885									
Err Count	0									


Print

Upload File

If the file **does not** pass validation:


- Review and edit the original .csv file outside of DPAS.
- Select . The page returns to the **File Upload** page, and repeat the process with the revised file.

If the file **does** pass validation:

- Select  to print a report of the transaction. The **Print a File Upload** page appears.

1 of 1
Find | Next

Status	Details								
Success	<table border="0" style="width: 100%;"> <tr> <td>Template</td> <td>DLA Fuel Purchase Upload</td> </tr> <tr> <td>Successful</td> <td>True</td> </tr> <tr> <td>Duration</td> <td>00:00:00.2186885</td> </tr> <tr> <td>Err Count</td> <td>0</td> </tr> </table>	Template	DLA Fuel Purchase Upload	Successful	True	Duration	00:00:00.2186885	Err Count	0
Template	DLA Fuel Purchase Upload								
Successful	True								
Duration	00:00:00.2186885								
Err Count	0								



- Select . The **File Upload** page appears.

