



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 ELMS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

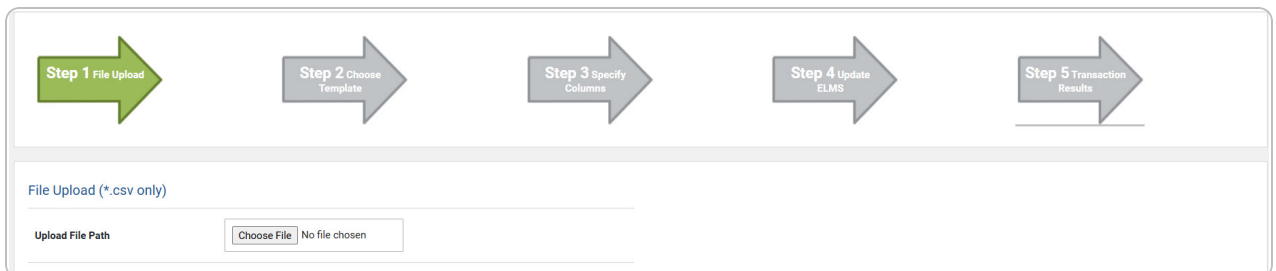
Utilities > File Upload > DLA Fuel > DLA Fuel Upload page

Procedures

Upload a DLA Fuel File

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

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

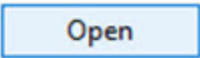


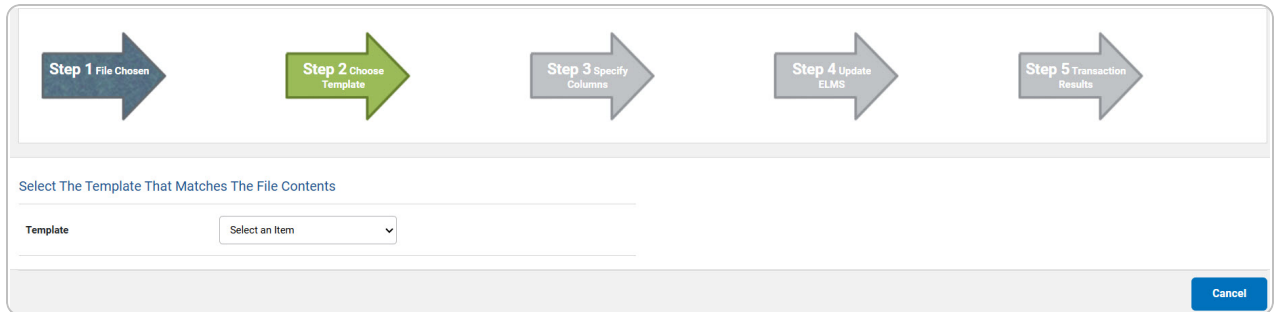
The screenshot displays a five-step process flow at the top: Step 1 File Upload (highlighted in green), Step 2 Choose Template, Step 3 Specify Columns, Step 4 Update ELMS, and Step 5 Transaction Results. Below the flow, the 'File Upload (*.csv only)' section contains an 'Upload File Path' field with a 'Choose File' button and the text 'No file chosen'.



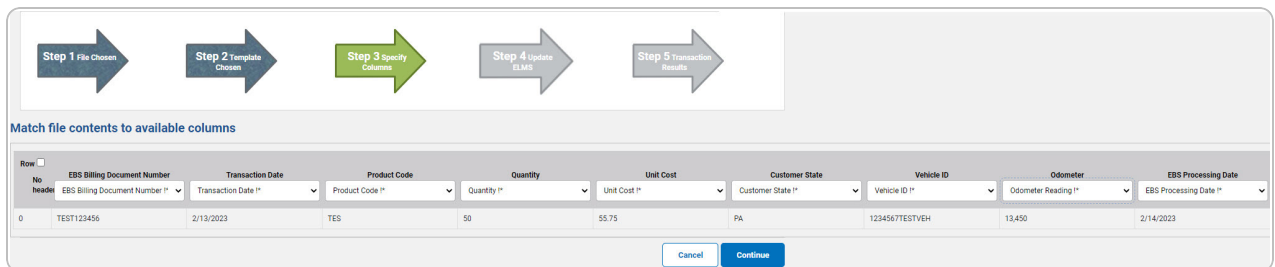


Help Reference Guide

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



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



Row	No Header	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

- Click ☐ to select the No Header. Only select if the .csv file does NOT have a header row listing the column contents.
- Use  to select the correct column indicator for the EBS Billing Document Number.
- Use  to select the correct column indicator for the Transaction Date.
- Use  to select the correct column indicator for the Product Code.
- Use  to select the correct column indicator for the Quantity.
- Use  to select the correct column indicator for the Unit Cost.
- Use  to select the correct column indicator for the Customer State.
- Use  to select the correct column indicator for the Vehicle ID.
- Use  to select the correct column indicator for the Odometer.
- Use  to select the correct column indicator for the EBS Processing Date.





15. For all other rows, use ▼ to select Not Used.

16. Select **Continue**. 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 **Cancel** twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of ELMS.

D. Return to Step 1.

If the validation passes:

The to the Update ELMS step appears.

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

Transaction Status		
Status	Action Required	Details
Success		Template Successful Duration Err Count
		DLA Fuel Purchase Upload True 00:00:00.2186885 0

Print Upload File

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



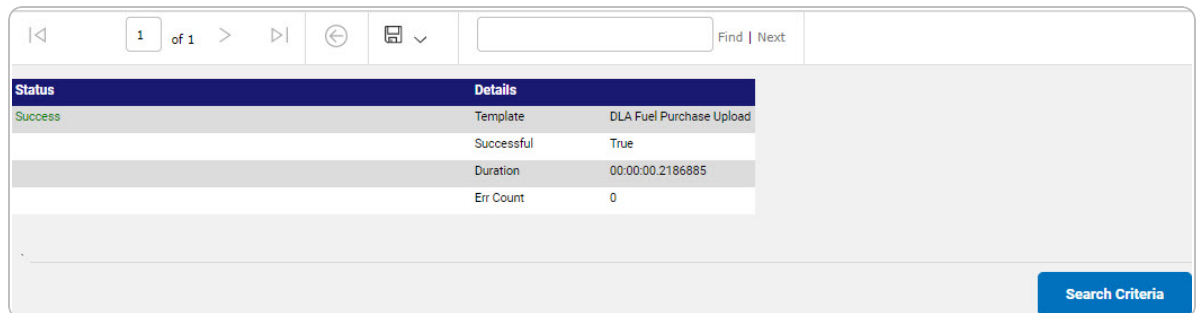


Help Reference Guide

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

If the file **does** pass validation:

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



Status	Details	
Success	Template	DLA Fuel Purchase Upload
	Successful	True
	Duration	00:00:00.2186885
	Err Count	0

Search Criteria

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

