

DEFENSE LOGISTICS AGENCY

Established 1961



Document Services Directorate Training for G-Invoicing



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY



Doc Srvcs DSO Checkout

The screenshot shows the DSO Document Services homepage. At the top, there are navigation links for HOME, DSO HELP, HELP, ENGLISH (UNITED STATES), and LOGIN. Below this is a search bar and a shopping cart icon showing 0 items. The main header features the DLA logo and the text "Defense Logistics Agency Document Services". A green banner below the header reads "UNCLASSIFIED SYSTEM: UPLOAD ONLY UNCLASSIFIED MATERIAL". The page is divided into several sections: a main content area with a description of DLA Document Services, a "New Features" section with a red star icon, and a "Message to Our Customers" section with contact information and a "Print Shop Contact List" link. At the bottom, there are links for "Accessability/Section 508" and "Privacy Policy".

Assisting customers on using G-Invoicing in Document Services Online (DSO).

1. At check out ensure to select the proper site the order will be done.
2. Select the order is to be completed by.
3. Click Proceed to Checkout.

The screenshot shows the DSO checkout page. At the top, there are navigation links for HOME, DSO HELP, HELP, ENGLISH (UNITED STATES), and LOGIN. Below this is a search bar and a shopping cart icon showing 1 item. The main header features the DLA logo and the text "Defense Logistics Agency Document Services". A green banner below the header reads "UNCLASSIFIED SYSTEM: UPLOAD ONLY UNCLASSIFIED MATERIAL". The page is divided into several sections: a "Message to Our Customers" section, a "New Features" section, and a "Checkout" section. The checkout section includes a "Due Date" field (THU October 30 2025 00:00), a "Selected Print Shop" dropdown menu (OK - Tinker AFB), a table of products (Test, Item Name: B&W Output, Flat Sheets, Quantity: 10, Unit Price: \$1,900,000, Total: \$19.00), and a "Total" field (\$19.00). At the bottom, there are buttons for "CONTINUE SHOPPING", "CLEAR CART", and "PROCEED TO CHECKOUT".

Doc Srvcs DSO Checkout – Cont.



1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

▲ The shipping method(s) [Base Mail] are invalid for this Print Shop. Please select another delivery method.

! ***Attention Please*** Your order contains estimated value based on selections. Special instructions and other variables are not included in estimate and must be calculated offline. Final estimates can be obtained from your local print facility or procurement specialist. For urgent orders requiring delivery within less than 3 days, contact your representative. Final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount. Estimated delivery dates and tracking information cannot be provided for international USPS shipments and can only be provided using FedEx/UPS. A physical address (not an FPO/APO address) is also required to ship via FedEx/UPS internationally. If your order is time-sensitive or requires tracking information then a physical address must be provided.

SHIPMENT 1
Please select a shipment type.
 4

ADDRESS
Daral Valtinson
3420 D Ave Bldg 1 Dr 1
Tinker AFB
United States
OK - Oklahoma - 731459186 405-734-2177
Department of Defense
Daral.Valtinson@dla.mil

Hours Of Operation
Sun : Closed
Mon-Fri : 24 hours
Sat : Closed

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Products
Test
Item Name: B&W Output, Flat Sheets

Qty	Unit Price	Total
10	\$1.900000	\$19.00

*Estimated Subtotal: \$19.00
*Estimated Shipping: \$0.00
Total: \$19.00


4. Define which type of shipping you require using the dropdown.

5. Click Save

6. Click Proceed to Payment.

Doc Srvcs DSO Checkout – Cont.





Shipping
2
Payment
Finish

How would you like to pay?

1 ***Attention Please*** Your order contains estimated value based on selections. Special instructions and other variables are not included in estimate and must be calculated offline. Final estimates can be obtained from your local print facility or procurement specialist. For urgent orders requiring delivery within less than 3 days, contact your representative. Final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount. Estimated delivery dates and tracking information cannot be provided for international USPS shipments and can only be provided using FedEx/UPS. A physical address (not an FPO/APO address) is also required to ship via FedEx/UPS internationally. If your order is time-sensitive or requires tracking information then a physical address must be provided.

PAYMENT METHOD

Please select a payment type.

MIPR, CC, Check

MIPR, CC, CHECK

THANK YOU

Please continue to provide funding details

Products

Test

Item Name: B&W Output, Flat Sheets

Qty	Unit Price	Total
10	\$1.900000	\$19.00

*Estimated Subtotal: \$19.00

*Estimated Shipping: \$0.00

Total: \$19.00

← CONTINUE SHOPPING

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PLACE MY ORDER →

7. Click Place an Order

Doc Srvcs DSO Checkout – Cont.



8. Click the dropdown.
9. Select G-Invoicing

How would you like to pay?

Choose Payment Option *

Please Select

Please Select

Not Funded Yet

Open Funding

Credit Card

Line of Accounting

Pre-Paid Check

G-Invoice

v14. © 200

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Shipping

How would you like to pay?

Choose Payment Option *

G-Invoice

Funding Order Number *

O2505-097-097-196696

Input with dashes XXXXX-XXX-XXX-XXXXXX

Search

10

11

Choose Funding Order Number *

Please Select

Please Select

O2505-097-097-196696

12

13

Choose Funding Order Line Item *

Please Select

Please Select

00001

14

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10. Input the G-Invoicing Funding Number (7600B). The customer will have to know this number when entering. The number should be able to be obtained from your Comptroller, Financial Department, G-Invoicing team.

11. Select Search. If the funding is available in DSO it will bring up a dropdown list. If not available. work with your DSO representative.

12. Click the dropdown.

13. Select Funding Order Number (7600B). This will return another dropdown for the Funding Order Line Item. If there are more than one line item, multiple lines will appear.

14. Select the dropdown.

15. Select appropriate line item.

Doc Srvcs DSO Checkout – Cont.



Shipping 2 Payment 3 Finish

How would you like to pay?

Choose Payment Option *

Funding Order Number *

Input with dashes XXXXX-XXX-XXX-XXXXXX

Choose Funding Order Number *

Choose Funding Order Line Item *

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16. Click Proceed to Checkout. Upon click the Proceed to Checkout it will generate a DSO Order Number with funding applied.

