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Receiving Bulk Materiel

1. In the DPAS Warehouse Management module, navigate to **Receiving** from the **Materiel Mgmt** menu - The Search Criteria section displays. Receiving Bulk Materiel has the following prerequisites:

- End items must have a Stock Number record
- End items must have a Stock Item record
- If Receiving has already been partially performed, enter the desired data on the Receiving Document in the fields provided and select the **Search** button – the document will display in the Results Grid.
- 3. Select the **Edit** button the screen advances to the **Document Options** page.
- 4. If the Receiving Document is new, select the **Add** button the **Add Documents** pop-up window appears.

| Instructions Search Criteria | | | To view all open Receiving Documents, leave the | | | | | | | | |
|---|---|---|---|-----------------|--|---|--|--|--|--|--|
| Document Nbr Document Type Document Status Serial Number | All O - Open | v | i Stock Nbr i Item Desc Requisition Prj Cd i Shipment Ref Nbr teset + Add 4 | All All All All | | fields with "All" and | | | | | |
| Use the Dro Receive / Ac field. Use the Dro desired Doc Use the Dro desired Doc Select the N to the Received | p Down but ument Type p Down but ument Sub | e I Wa tton to e. tton to Type. | o select the select the | ices | Instruct * I Wa Rec * Doct PO * Doct CPC | nt To eive / Accep ument Type - Purchase (ument Sub) - Contract 1348 (2D Ba | t v 5 Drder v 6 Type Purchase v 7 | | | | |



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DPAS Website http://dpassupport.golearnportal.org

WM – Receiving







Receiving Bulk Materiel (cont'd)

- 9. Enter the Stock Number or use the **Browse** button to select the **Stock Nbr**. *Data from the Stock Number Catalog auto-fills the Item Desc, UI*, *and Document Unit Price fields*.
- 10.Enter the quantity or use the Incremental buttons to select the Ordered Qty.
- 11.Verify the price or use the **Incremental** buttons to select the desired **Document Unit Price**.
- 12.Use the **Drop Down** button to select the **Owning DoDAAC**.
- 13.Complete any of the remaining optional fields.
- 14.Select the **Next** button – the screen advances to the R**eceived** page.

| i * Stock Nbr | Item Desc |
|-----------------------|----------------------|
| 6850009857166 | 9 WATER PURIFICATION |
| Cont/PO Nbr | CLIN |
| Document Nbr | Suffix Cd |
| (Auto-Generate) | None 💌 |
| * Ordered Qty | UI |
| 50 \$ 10 | BT - Bottle |
| * Document Unit Price | * Owning DoDAAC |
| \$2.03 \$11 | HC1001 🗸 |
| GFM Contract Nbr | |
| Optional | • |
| Est Divry Dt | Reqd Divry Dt |
| | |
| Requisition Prj Cd | Document Ref Nbr |
| Scan 1348 Box 26 | |
| Click here to scan | LAUN |
| Add / Edit Remarks | |





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Receiving Bulk Materiel (cont'd)

The Received By and Received Dt fields auto-fill with the system's date and time.

15.Enter the quantity or use the **Incremental** buttons to enter the **Received Qty**.

16.Enter the location or use the **Browse** button to select the **Location Id**.

Instructions

- 17.Select the **Next** button the screen advances to the **Stock Number** Information page. *Image provided on next page.*
- 18.Verify the stock number or use the Browse button to search for and select the desired Stock Number.
- 19.Enter the date or use the Calendar button to select the Mfr Dt.

| * Received By ELLIOTTCL1 | * Received Dt 10/17/2019 8:12 AM | : • |
|------------------------------|-------------------------------------|------------|
| * Received Qty 50 \$15 | Suffix Cd | |
| i * Location Id GRJ | 16 | |
| Previously Received Qty 0 | Due In Qty 50 | |
| < Back | ✓Finish | Next 🕨 🚺 |

- 20.Use the Drop Down button to select the Cond Cd.
- 21.Complete any of the remaining optional fields.
- 22.Select the Add to Verified Grid button the item appears in the Verified Items grid.
- 23.Select the **Checkbox(es)** of the item(s) in the Verified Items grid and select the **Apply** button all qualities and states from the above fields are applied to the Item(s).
- 24.Select the Next button the screen advances to the Items to Accept page.







DPAS Quick Reference Guide



Receiving

Receiving Bulk Materiel (cont'd)

| Instructions | Υ |
|---|---|
| i* Stock Nbr 6850009857166 | Qty to Verify 50 |
| i ICN | Suffix Cd |
| Optional | |
| 8/01/2019 | |
| * Cond Cd A - Svcbl(w/o Qual) | i Container Id Optional |
| * Verified Qty | |
| 50 🜲 | |
| * Verified By ELLIOTTCL1 | * Verified Dt 10/17/2019 8:12 AM |
| | |
| Add to Verified Grid | |
| Ordered Items Verified Items | |
| Verified Items 🕏 Grid Options 🗙 Remove 🖉 Edit 🖻 Apply 23 ro QC 🚠 Ka | Components |
| All Stock Nbr Y Serial Nbr Y Cond Cd Y Suffix Cd Y Mfr CAGE Y Mfr | Dt Y Mfr Lot Nbr Y Mfr Contract Y Secondary Serial Nbr Y Container Id Y Verified By Y V |
| 2 6850009857166 A 08/0 | 1/2019 ELLIOTTCL1 |
| | |
| Selected 1/1 Page 1 of 1 50 | ▼ items per page 1 - 1 of 1 items ♂ |
| | |
| Show Items in QC Print Labels When Finished | |
| Back | |
| | |

If the Verified Items need to pass Quality Control before being accepted, select the **Show Items in QC** Checkbox. The items are then assigned to a QC/QA/Inspection Number and must pass inspection before they can be accepted. If labels are needed, select the **Print Labels When Finished** Checkbox. Upon completion of the Receiving process, labels of the items will print.

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Receiving Bulk Materiel (cont'd)

25.Select the **Accept All** button to accept all of the of the bulk items. *If you are partially accepting items in the grid, use the* **Accept** *button for each item listed.*

26.Select the **Finish** button to complete the transaction – the pop-up closes, and the completed transaction appears in the Results Grid, highlighted in green.

| Instructions | | | | | | | | | | | | | | | |
|---|---|------------|---------|-----------|----------|-----------|--------------------------|-------------|--------------|----------------------|--------------|------------|-----|---------------|----|
| * Accepted By ELLIOTTCL1 Items to Acce Accept All 25 | * Accepted Dt 10/17/2019 8:12 AM 🛱 🕒 | | | | | | | | | | | | | | |
| | Stock Nbr | Serial Nbr | Cond Cd | Suffix Cd | Mfr CAGE | Mfr Dt | Shelf Life Expiration Dt | Mfr Lot Nbr | Mfr Contract | Secondary Serial Nbr | Container Id | UII Status | UII | Meter Reading | In |
| < | | | | | | | | | | | | | | | > |
| Accept | 6850009857166 | | A | | | 8/01/2019 | 8/31/2022 | | | | | | | | |
| | | | | | | | | | | > | | | | | |
| (H) (H) (H) (E) (E) <td>ms</td> | | | | | | | | | ms | | | | | | |
| < Back | | | | | | | | | | | | | 2 | 6 Finish | |





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