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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	<b>v</b>	i Stock Nbr i Item Desc Requisition Prj Cd i Shipment Ref Nbr teset + Add 4	All All All All		fields with "All" and					
<ol> <li>Use the Dro Receive / Ac field.</li> <li>Use the Dro desired Doc</li> <li>Use the Dro desired Doc</li> <li>Select the N to the Received</li> </ol>	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	<b>:</b> •
* 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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