



DPAS Quick Reference Guide

Receiving a Managed SKO

- In the DPAS Warehouse Management module, navigate to **Receiving** from the **Materiel Mgmt** menu – The Search Criteria section displays.
- 2. If Receiving has already been partially performed, enter the desired data on the Receiving Document in the fields

Receiving a Managed SKO has the following prerequisites:

- End items and Components must have a Stock Number record
- End items and Components must have a Stock Item record
- SKO must be established in the Warehouse Catalog
- 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.

I and the second second							To view all open Dessiving				
Instructions											
Search Criteria			Documents, leave the								
Document Nbr			i Stock Nbr	All			fields with "All" and selec				
Document Type	e All 💌		i Item Desc	All			the Search button.				
Document Status	O - Open	•	Requisition Prj Cd								
Serial Number			i Shipment Ref Nbr	All							
	Q Sea	rch	CReset + Add 4								
			Add Documents ×								
5. Use the Dro	p Down bu	Instru	Instructions •								
Receive / Accept for the I Want To							* I Want To				
field							ceive / Accept - (5)				
		cument Type									
6. Use the Dro	6. Use the Drop Down button to select the						Order • (6)				
desired Document Type .							Document Sub Type				
7 Use the Drep Down button to select the							D - Contract Purchase (7)				

7. Use the **Drop Down** button to select the desired **Document Sub Type**.

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 Select the Next button – the screen advances to the Ordered page.



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Scan 1348 (2D Barcode)

Cancel

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Receiving a Managed SKO (cont'd)

- 9. Enter the Stock Number or use the **Browse** button to select the **Stock Nbr** ordered. *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 enter the Ordered Qty.
- 11.Verify the price or use the **Incremental** buttons to enter 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 **Received** page.

Instructions	
i* Stock Nbr	Item Desc
5840090007562	(9) RADAR SET
Cont/PO Nbr	CLIN
Document Nbr	Suffix Cd
(Auto-Generate)	None 💌
* Ordered Qty	UI
3 \$ (10)	EA - Each
* Document Unit Price	* Owning DoDAAC
\$581,000.00 \$ (11)	HC1001
GFM Contract Nbr	
Optional	r
Est Divry Dt	Reqd Divry Dt
	Ť.
Requisition Prj Cd	Document Ref Nbr
Scan 1348 Box 26	
Click here to scan	
Add / Edit Remarks	
▲ Back	14 Ne



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Receiving a Managed SKO (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**.
- 17.Select the **Next** button the screen advances to the **Verified Items** 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 if incorrect.
- 19.Enter the serial number in the Serial Number field, or select the Generate checkbox if the serial number is not known but you want the SKO to have a serial number.

Add Documents	×
Instructions	•
* Received By	* Received Dt
ELLIOTTCL1	10/8/2019 12:15 PM
* Received Qty 3 \$15 <i>i</i> * Location Id CL1234	Suffix Cd
Previously Received Qty 0	Due In Qty 5 ✓ Finish Next ► 17

- 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. *In the case of SKO and its components, each complete SKO Stock Number appears with the number of components received over the total number of components per SKO. In the image provided, this is "3/3".*
- 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.





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Receiving a Managed SKO (cont'd)

Instructions	τ
i* Stock Nbr 5840090007562	Qty to Verify 3
i ICN Optional	Suffix Cd
* Serial Nbr	
Generate AL Cd All Secondary Serial Nbr	
Cond Cd G - Unsvcbl(Incomp) Auto Verify Bulk Components Verified By ELLIOTTCL1	i Container Id Optional Verified Dt 10/8/2019 12:15 PM H
Add to Verified Grid 22	
Ordered Items Verified nems	
Verified Items 🛱 Grid Options 🗙 Remove 🖉 Edit 🗈 Apply 23 To QC 🚓 Kit	
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
☑ 3/3 5840090007562 BFBBF29D7769478DB94F962CAAE45B A	
23 5840090007562 7406BC4465F1421E88200A99220F4A A	
3 /3 5840090007562 6001BFE631E643E99F1641942B2EDF A	
Selected 3/3 (4 (1) Page 1 of 1 () (4 (4) (4) (50) (50) (50) (50) (50) (50) (50) (50	items per page 1 - 3 of 3 items
Show Items in QC Print Labels When Finished Sack	24 Next >

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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 a Managed SKO (cont'd)

25.Select the **Accept All** button to accept all of the of the SKO 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				* Accepted Dt 10/8/2019 12:15 PM									
1	Accept All 25												
		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 Statu
	<												>
	Accept	5840090007562	BFBBF29D7769478DB94F962CAAE45B	A									
	Accept	5840090007562	7406BC4465F1421E88200A99220F4A	A									
	Accept	5840090007562	6001BFE631E643E99F1641942B2EDF	A									
	<												>
	(H) (H) (H) (E) (E) <td>of 3 items</td>								of 3 items				
									>				
	< Back 26 ✓ Finish									Finish			

CUI





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