



Receiving Serialized Materiel

1. 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 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.

Receiving Serialized Materiel has the following prerequisites:

- End items must have a Stock Number record
- End items must have a Stock Item record

To view all open Receiving Documents, leave the fields with “All” and select the **Search** button.

5. Use the **Drop Down** button to select Receive / Accept for the **I Want To...** field.
6. Use the **Drop Down** button to select the desired **Document Type**.
7. Use the **Drop Down** button to select the desired **Document Sub Type**.
8. Select the **Next** button – the screen advances to the **Received** page.





Receiving Serialized 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 **Received** page.

Instructions

<p>i * Stock Nbr <input type="text" value="1005004634616"/> × 9 ...</p> <p>Cont/PO Nbr <input type="text"/></p> <p>Document Nbr <input type="text" value="(Auto-Generate)"/></p> <p>* Ordered Qty <input type="text" value="2"/> 10</p> <p>* Document Unit Price <input type="text" value="\$1,205.00"/> 11</p> <p>GFM Contract Nbr <input type="text" value="Optional"/></p> <p>Est Divrv Dt <input type="text"/></p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/></p> <p>Add / Edit Remarks <input type="button" value="Back"/></p>	<p>Item Desc <input type="text" value="BARREL,MACHINE GUN"/></p> <p>CLIN <input type="text"/></p> <p>Suffix Cd <input type="text" value="None"/></p> <p>UI <input type="text" value="AY - AY Assembly"/></p> <p>* Owning DoDAAC <input type="text" value="N00022"/> 12</p> <p>Reqd Divrv Dt <input type="text"/></p> <p>Document Ref Nbr <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Next"/> 14</p>
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Receiving Serialized 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**.

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 serial number in the **Serial Number** field, or select the **Generate**

checkbox if the serial number is not known but you want the item to have a serial number.

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.





Receiving Serialized Materiel (cont'd)

Instructions

18 i* Stock Nbr
 1005004634616

19 i* ICN
 Optional

* Serial Nbr

Generate

Last COSIS Date

Last MAINTENANCE Date

Last TEST Date

Last CALIBRATION Date

Secondary Serial Nbr

* Cond Cd
 A - Svcb1(w/o Qual)

* Verified By
 ELLIOTTCL1

Add to Verified Grid **22**

Qty to Verify
 2

Suffix Cd

Next COSIS Date

Next MAINTENANCE Date

Next TEST Date

Next CALIBRATION Date

i Container Id
 Optional

* Verified Dt
 10/14/2019 3:27 PM

Ordered Items | Verified Items

23 Verified Items

Grid Options | Remove | Edit | Apply | To QC | Kit Components

<input checked="" type="checkbox"/> All	Stock Nbr	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondar
<input checked="" type="checkbox"/>	1005004634616	336B090CFD314198846B8C30AA979C	A						
<input checked="" type="checkbox"/>	1005004634616	8693FFC7B8AA4B3CB901FF59E7994E	A						

Selected 2/2 | Page 1 of 1 | 50 items per page | 1 - 2 of 2 items

Show Items in QC

Print Labels When Finished

Back **24** Next

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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- 25. Select the **Accept All** button to accept all of the of the serialized 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: 10/14/2019 3:27 PM

Items to Accept: **25** **Accept All**

	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	UUI Status
Accept	1005004634616	336B090CFD314198846B8C30AA979C	A									
Accept	1005004634616	8693FFC7B8AA4B3CB901FF59E7994E	A									

50 items per page | 1 - 2 of 2 items

26 **Finish**

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