

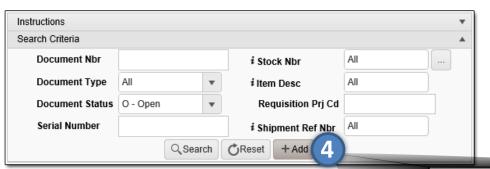


#### **Receiving Serialized Materiel**

1. In the DPAS Warehouse Management module, navigate to Receiving from the Materiel Mgmt menu - The Search Criteria section displays.

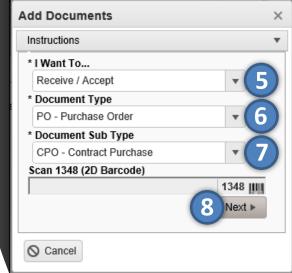
Receiving Serialized Materiel has the following prerequisites:

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



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.

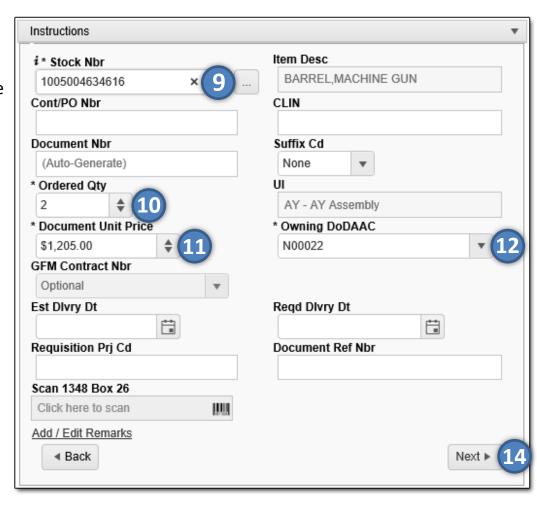






# Receiving Serialized Materiel (cont'd)

- 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
  R**eceived** page.





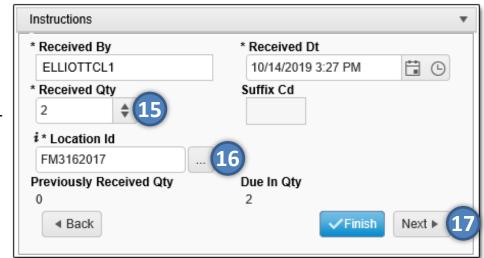


# Receiving Serialized Materiel (cont'd)

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

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

- 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.

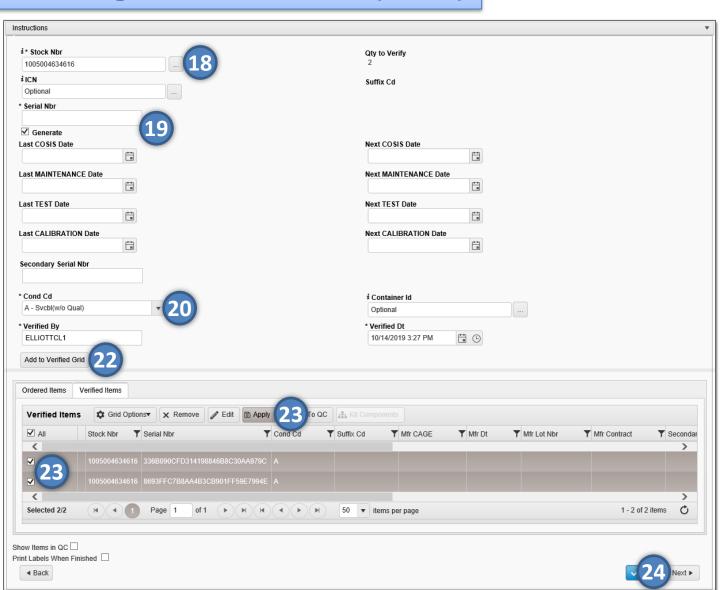
- 20. Use the **Drop Down** button to select the **Cond Cd**.
- 21. Complete any of the remaining optional fields.
- 22. Select the Add to Verified Grid button the item appears in the Verified Items grid.
- 23. Select the Checkbox(es) of the item(s) in the Verified Items grid and select the Apply button – 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

# Receiving Serialized Materiel (cont'd)



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.







Receiving

### Receiving Serialized Materiel (cont'd)

- 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.

