



## Receiving Bulk 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 Bulk 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 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 **Received** page.

**Instructions**

<p><b>* Stock Nbr</b>  <input type="text" value="6850009857166"/> <span style="float: right; border: 1px solid gray; border-radius: 50%; padding: 2px 5px;">9</span> ...</p> <p><b>Cont/PO Nbr</b>  <input type="text"/></p> <p><b>Document Nbr</b>  <input type="text" value="(Auto-Generate)"/></p> <p><b>* Ordered Qty</b>  <input type="text" value="50"/> <span style="float: right; border: 1px solid gray; border-radius: 50%; padding: 2px 5px;">10</span></p> <p><b>* Document Unit Price</b>  <input type="text" value="\$2.03"/> <span style="float: right; border: 1px solid gray; border-radius: 50%; padding: 2px 5px;">11</span></p> <p><b>GFM Contract Nbr</b>  <input type="text" value="Optional"/></p> <p><b>Est Divry Dt</b>  <input type="text"/> </p> <p><b>Requisition Prj Cd</b>  <input type="text"/></p> <p><b>Scan 1348 Box 26</b>  <input type="button" value="Click here to scan"/> </p> <p><b>Add / Edit Remarks</b>  <input type="button" value="Back"/></p>	<p><b>Item Desc</b>  <input type="text" value="WATER PURIFICATION"/></p> <p><b>CLIN</b>  <input type="text"/></p> <p><b>Suffix Cd</b>  <input type="text" value="None"/> <span style="float: right;">▼</span></p> <p><b>UI</b>  <input type="text" value="BT - Bottle"/></p> <p><b>* Owning DoDAAC</b>  <input type="text" value="HC1001"/> <span style="float: right; border: 1px solid gray; border-radius: 50%; padding: 2px 5px;">12</span></p> <p><b>Reqd Divry Dt</b>  <input type="text"/> </p> <p><b>Document Ref Nbr</b>  <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Next"/> <span style="float: right; border: 1px solid gray; border-radius: 50%; padding: 2px 5px;">14</span></p>
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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**.

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**.

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 Bulk Materiel (cont'd)

**Instructions**

**\* Stock Nbr** 6850009857166 **18**

**Qty to Verify** 50

**\* ICN** Optional

**Suffix Cd**

**\* Mfr Dt** 8/01/2019 **19**

**\* Cond Cd** A - Svcbl(w/o Qual) **20**

**\* Container Id** Optional

**\* Verified Qty** 50

**\* Verified By** ELLIOTTCL1

**\* Verified Dt** 10/17/2019 8:12 AM

Add to Verified Grid **22**

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Ordered Items | **Verified Items**

**Verified Items** **23**

Grid Options Remove Edit Apply To QC Kit Components

<input checked="" type="checkbox"/>	Stock Nbr	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr	Container Id	Verified By
<input checked="" type="checkbox"/>	6850009857166		A			08/01/2019					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 **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.





## 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

\* Accepted Dt: 10/17/2019 8:12 AM

Items to Accept

**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 Status	UII	Meter Reading	In
<input type="button" value="Accept"/>	6850009857166		A			8/01/2019	8/31/2022								

50 items per page 1 - 1 of 1 items

**26**

