



Receiving a Managed SKO

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 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

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 **Ordered** page.





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.

Add Documents ✕

Instructions ▾

<p>* Stock Nbr <input type="text" value="5840090007562"/> ... 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="3"/> 10</p> <p>* Document Unit Price <input type="text" value="\$581,000.00"/> 11</p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▾</p> <p>Est Dlrvy Dt <input type="text"/> </p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 <input type="button" value="Click here to scan"/> </p> <p>Add / Edit Remarks <input type="button" value="◀ Back"/></p>	<p>Item Desc <input type="text" value="RADAR SET"/></p> <p>CLIN <input type="text"/></p> <p>Suffix Cd <input type="text" value="None"/> ▾</p> <p>UI <input type="text" value="EA - Each"/></p> <p>* Owning DoDAAC <input type="text" value="HC1001"/> ▾ 12</p> <p>Reqd Dlrvy Dt <input type="text"/> </p> <p>Document Ref Nbr <input type="text"/></p>
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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.

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.





Receiving a Managed SKO (cont'd)

Instructions

18 **Stock Nbr**
 5840090007562

Qty to Verify
 3

19 **Serial Nbr**
 Generate
AL Cd
 All

20 **Cond Cd**
 G - Unsvcl(Incomp)

22 **Verified By**
 ELLIOTTCL1

23 **Apply To QC**

24 **Print Labels When Finished**

Stock Nbr	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract
5840090007562	BFBFB29D7769478DB94F962CAAE45B	A					
5840090007562	7406BC4465F1421E88200A99220F4A	A					
5840090007562	6001BFE631E643E99F1641942B2EDF	A					

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 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

Items to Accept

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	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	Ull Status
<input type="button" value="Accept"/>	5840090007562	BFBBF29D7769478DB94F962CAAE45B	A									
<input type="button" value="Accept"/>	5840090007562	7406BC4465F1421E88200A99220F4A	A									
<input type="button" value="Accept"/>	5840090007562	6001BFE631E643E99F1641942B2EDF	A									

50 items per page 1 - 3 of 3 items

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