

DSCA CONTRACTS OFFICE

WIDE AREA WORKFLOW (WAWF) ACCEPTANCE PROCEDURES

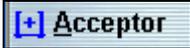
Accepting a Destination/Destination Combo

Overview

The Combo selection should be made when an invoice and receiving report are required and inspection and acceptance sites are both destination.

Acceptance Procedure

Follow the steps below to accept a Destination/Destination Receiving Report.

Step	Action																																				
1	After Logon, click on the [+] symbol located next to the <u>A</u> ceptor role in the left sidebar menu. <div style="text-align: center; margin-top: 10px;">  </div>																																				
2	Click <u>A</u> ccess Acceptance Folder. <div style="text-align: center; margin-top: 10px;">  </div>																																				
3	Select a valid <u>D</u> oDAAC from the DoDAAC drop down menu. <p>Important! The DoDAAC is a required field. Select an appropriate DoDAAC from the drop down menu.</p> <p>All other fields in the Search screen are optional. A user can enter in a much or as little information to narrow their search.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Search Criteria - Acceptance Folder</p> <p>* = Required Fields</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">DoDAAC *</td> <td style="width: 50%;">SSN / EIN</td> </tr> <tr> <td><input type="text" value="Select Location Code"/></td> <td><input type="text"/></td> </tr> <tr> <td>Contract Number</td> <td>Delivery Order</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Vendor (Payee) / Extension</td> <td>Ship From / Extension</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Shipment No.</td> <td>Invoice Number</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Type Document</td> <td>Status</td> </tr> <tr> <td><input type="text" value="All Documents"/></td> <td><input type="text" value="All Documents"/></td> </tr> <tr> <td>Create Date (YYYY/MM/DD)</td> <td>Create Date End (YYYY/MM/DD)</td> </tr> <tr> <td><input type="text" value="03"/></td> <td><input type="text" value="03"/></td> </tr> <tr> <td>Acceptance Date (YYYY/MM/DD)</td> <td>Acceptance Date End (YYYY/MM/DD)</td> </tr> <tr> <td><input type="text" value="03"/></td> <td><input type="text" value="03"/></td> </tr> <tr> <td>Invoice Received Date (YYYY/MM/DD)</td> <td>Invoice Received Date End (YYYY/MM/DD)</td> </tr> <tr> <td><input type="text" value="03"/></td> <td><input type="text" value="03"/></td> </tr> <tr> <td>Estimated Delivery Date (YYYY/MM/DD)</td> <td>Estimated Delivery Date End (YYYY/MM/DD)</td> </tr> <tr> <td><input type="text" value="03"/></td> <td><input type="text" value="03"/></td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Page Help"/> </div> </div> <p><u>Note:</u> See “Searching for Active, Achieved, Or Contract Review” section for more information on using the search screen.</p>	DoDAAC *	SSN / EIN	<input type="text" value="Select Location Code"/>	<input type="text"/>	Contract Number	Delivery Order	<input type="text"/>	<input type="text"/>	Vendor (Payee) / Extension	Ship From / Extension	<input type="text"/>	<input type="text"/>	Shipment No.	Invoice Number	<input type="text"/>	<input type="text"/>	Type Document	Status	<input type="text" value="All Documents"/>	<input type="text" value="All Documents"/>	Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)	<input type="text" value="03"/>	<input type="text" value="03"/>	Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)	<input type="text" value="03"/>	<input type="text" value="03"/>	Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)	<input type="text" value="03"/>	<input type="text" value="03"/>	Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)	<input type="text" value="03"/>	<input type="text" value="03"/>
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Accepting a Destination/Destination Combo, Continued

Acceptance Procedure (continued)

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5	<p>Click on the desired Shipment No to open the document.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Acceptance Folder for 'FA4877' (9 items, sorted by Contract Number)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment No</th> <th>Acceptance Date</th> <th>Status</th> <th>Hold RR?</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Combo</td> <td>81755</td> <td>DABT2307F1234</td> <td></td> <td>COMBO123</td> <td></td> <td>Submitted</td> <td>H</td> <td>COMBO</td> </tr> <tr> <td>2</td> <td>Combo</td> <td>81755</td> <td>DABT2307F1234</td> <td></td> <td>RECALL</td> <td></td> <td>Submitted</td> <td>H</td> <td>RECALL</td> </tr> <tr> <td>3</td> <td>Combo</td> <td>81755</td> <td>F0260102DC001</td> <td>0003</td> <td>ZA20004</td> <td></td> <td>Submitted</td> <td>H</td> <td>ZA20004</td> </tr> <tr> <td>4</td> <td>Combo</td> <td>81755</td> <td>F0260102DC001</td> <td>0004</td> <td>JJJ0003</td> <td></td> <td>Submitted</td> <td>H</td> <td>876543</td> </tr> <tr> <td>5</td> <td>Combo</td> <td>81755</td> <td>F0260102DC001</td> <td>0005</td> <td>HHH0001</td> <td></td> <td>Inspected</td> <td>H</td> <td>34567</td> </tr> <tr> <td>6</td> <td>Combo</td> <td>81755</td> <td>F0260102DC001</td> <td>0005</td> <td>HHH0002</td> <td></td> <td>Submitted</td> <td>H</td> <td>4567876</td> </tr> <tr> <td>7</td> <td>Combo</td> <td>07MR7</td> <td>F4161400MS064</td> <td></td> <td>TFH4716</td> <td></td> <td>Submitted</td> <td>H</td> <td>TFH4716</td> </tr> <tr> <td>8</td> <td>Combo</td> <td>1M7R0</td> <td>FA8771F041234</td> <td></td> <td>GUNTER1207A</td> <td></td> <td>Submitted</td> <td>H</td> <td>GUNTER1207A</td> </tr> <tr> <td>9</td> <td>Combo</td> <td>1M8C0</td> <td>FM480003A9322</td> <td></td> <td>1605TIPP1</td> <td></td> <td>Resubmitted</td> <td>H</td> <td>1605TIPP1</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="First"/> <input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Last"/> </p> <p style="text-align: center;"> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div> <p>Note: See “Description of Columns Heading” section for more information on the Columns.</p>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RR?	Invoice Number	1	Combo	81755	DABT2307F1234		COMBO123		Submitted	H	COMBO	2	Combo	81755	DABT2307F1234		RECALL		Submitted	H	RECALL	3	Combo	81755	F0260102DC001	0003	ZA20004		Submitted	H	ZA20004	4	Combo	81755	F0260102DC001	0004	JJJ0003		Submitted	H	876543	5	Combo	81755	F0260102DC001	0005	HHH0001		Inspected	H	34567	6	Combo	81755	F0260102DC001	0005	HHH0002		Submitted	H	4567876	7	Combo	07MR7	F4161400MS064		TFH4716		Submitted	H	TFH4716	8	Combo	1M7R0	FA8771F041234		GUNTER1207A		Submitted	H	GUNTER1207A	9	Combo	1M8C0	FM480003A9322		1605TIPP1		Resubmitted	H	1605TIPP1																																																																																																														
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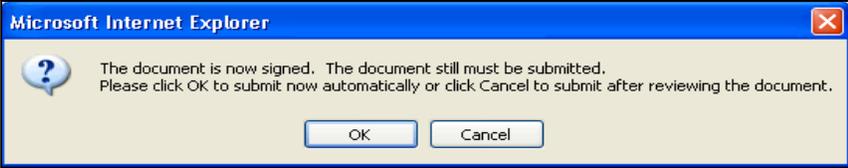
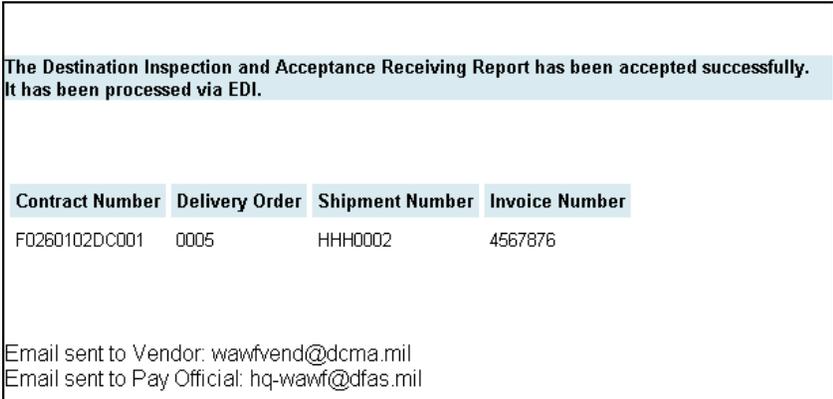
Acceptance Procedure (continued)

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7	<p>Click the Line Item tab and review the data. Enter ACRN, SDN and/or AAA data if required.</p> <div data-bbox="557 583 1414 1003" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: center;">RECEIVING REPORT</th> </tr> <tr> <th colspan="7" style="text-align: center;">- CONTINUATION SHEET</th> </tr> <tr> <th colspan="7" style="text-align: center;">* = Required Fields</th> </tr> <tr> <th style="width: 25%;">Contract Number</th> <th style="width: 25%;">Delivery Order</th> <th style="width: 25%;">Shipment Number</th> <th colspan="3" style="width: 25%;">Invoice Number</th> </tr> </thead> <tbody> <tr> <td>DAA0797DB068</td> <td>0014</td> <td>TMAS002</td> <td colspan="3"></td> </tr> <tr> <th>Item No</th> <th>Stock #</th> <th>Unit Price</th> <th>Unit of Measure</th> <th>NSP</th> <th>Qty. Shipped</th> <th style="text-align: right;">Amount</th> </tr> <tr> <td>0001</td> <td>123456</td> <td>\$42.95</td> <td>EA</td> <td></td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$85.90</td> </tr> <tr> <th>Stock Type</th> <th>ACRN</th> <th>GFE</th> <th>Qty. Accepted</th> <td colspan="3"></td> </tr> <tr> <td>CL</td> <td></td> <td>N</td> <td></td> <td colspan="3"></td> </tr> <tr> <th>SDN</th> <th>Ship Advice Code</th> <td colspan="4"></td> </tr> <tr> <td></td> <td></td> <td colspan="4"></td> </tr> <tr> <th>AAA</th> <th>Multiple Box Pack Indicator</th> <td colspan="4"></td> </tr> <tr> <td></td> <td></td> <td colspan="4"></td> </tr> <tr> <th>Description</th> <td colspan="5"></td> </tr> <tr> <td>test training box after 3.0.8 install</td> <td colspan="5"></td> </tr> <tr> <td colspan="6" style="text-align: right;">TOTAL:</td> <td style="text-align: right;">\$85.90</td> </tr> </tbody> </table> </div> <p>Note: If there is an Inspector in the workflow you will not have the capability to add “Qty Accepted”, only to view the information.</p>	RECEIVING REPORT							- CONTINUATION SHEET							* = Required Fields							Contract Number	Delivery Order	Shipment Number	Invoice Number			DAA0797DB068	0014	TMAS002				Item No	Stock #	Unit Price	Unit of Measure	NSP	Qty. Shipped	Amount	0001	123456	\$42.95	EA		2	\$85.90	Stock Type	ACRN	GFE	Qty. Accepted				CL		N					SDN	Ship Advice Code											AAA	Multiple Box Pack Indicator											Description						test training box after 3.0.8 install						TOTAL:						\$85.90
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8	<p>Click in the Qty. Accepted field for each CLIN (Item No.) and enter the Qty of accepted goods/services.</p> <ul style="list-style-type: none"> • The Qty. you are accepting may be less than the quantity shipped. • The Line Item Amount will be adjusted on the Line item page and on the Header page. <div data-bbox="557 1413 1414 1791" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: center;">RECEIVING REPORT</th> </tr> <tr> <th colspan="7" style="text-align: center;">- CONTINUATION SHEET</th> </tr> <tr> <th colspan="7" style="text-align: center;">* = Required Fields</th> </tr> <tr> <th style="width: 25%;">Contract Number</th> <th style="width: 25%;">Delivery Order</th> <th style="width: 25%;">Shipment Number</th> <th colspan="3" style="width: 25%;">Invoice Number</th> </tr> </thead> <tbody> <tr> <td>DAA0797DB068</td> <td>0014</td> <td>TMAS002</td> <td colspan="3"></td> </tr> <tr> <th>Item No</th> <th>Stock #</th> <th>Unit Price</th> <th>Unit of Measure</th> <th>NSP</th> <th>Qty. Shipped</th> <th style="text-align: right;">Amount</th> </tr> <tr> <td>0001</td> <td>123456</td> <td>\$42.95</td> <td>EA</td> <td></td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$85.90</td> </tr> <tr> <th>Stock Type</th> <th>ACRN</th> <th>GFE</th> <th>Qty. Accepted</th> <td colspan="3"></td> </tr> <tr> <td>CL</td> <td></td> <td>N</td> <td></td> <td colspan="3"></td> </tr> <tr> <th>SDN</th> <th>Ship Advice Code</th> <td colspan="4"></td> </tr> <tr> <td></td> <td></td> <td colspan="4"></td> </tr> <tr> <th>AAA</th> <th>Multiple Box Pack Indicator</th> <td colspan="4"></td> </tr> <tr> <td></td> <td></td> <td colspan="4"></td> </tr> <tr> <th>Description</th> <td colspan="5"></td> </tr> <tr> <td>test training box after 3.0.8 install</td> <td colspan="5"></td> </tr> <tr> <td colspan="6" style="text-align: right;">TOTAL:</td> <td style="text-align: right;">\$85.90</td> </tr> </tbody> </table> </div>	RECEIVING REPORT							- CONTINUATION SHEET							* = Required Fields							Contract Number	Delivery Order	Shipment Number	Invoice Number			DAA0797DB068	0014	TMAS002				Item No	Stock #	Unit Price	Unit of Measure	NSP	Qty. Shipped	Amount	0001	123456	\$42.95	EA		2	\$85.90	Stock Type	ACRN	GFE	Qty. Accepted				CL		N					SDN	Ship Advice Code											AAA	Multiple Box Pack Indicator											Description						test training box after 3.0.8 install						TOTAL:						\$85.90
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Accepting a Destination/Destination Combo, Continued

Acceptance Procedure (continued)

Step	Action
13	<p>Review the message and click the OK button.</p> 
14	<p>View the verification screen.</p> 

WIDE AREA WORKFLOW (WAWF) GLOSSARY

CQA – Certified Quality Assurance

Date Accepted – Date Acceptor performs acceptance in WAWF.

Date Received – Date goods or services were received and inspected at the acceptance location. For the acceptance of services the Acceptor shall use the last day of the month in which the services were received.

WAWF RESOURCES

The following websites provide WAWF information and training:

<http://www.wawftraining.com/>

<http://www.dfas.mil/contractorpay/electroniccommerce/wawfgovtools.html>

If additional information concerning WAWF is required please contact your assigned contract team member.