

## Welcome to Wide Area Workflow!

Please start by selecting one of the links from the menu above.

### WARNING!

- If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.
- Please DO NOT use the browser BACK BUTTON within the WAWF application.
- The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server.
- Where they exist, use the PREVIOUS or RETURN buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

This is an overview of the changes made to the WAWF application for ECP0670 SDR/PQDR Open and Pre-pop.

This presentation contains Audio narrative. Please adjust your volume accordingly.

## Welcome to Wide Area Workflow!

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- Where they exist, use the browser's BACK BUTTON to return to the previous page.
- In data capture and when reporting on items, etc.

Reporting of defects or discrepancies of items is currently a separate process from destination acceptance or property receipt. The ability to capture data on item deficiencies or discrepancies can be used to improve information on item reliability and source selection.

WAWF has been enhanced to allow an Acceptor and Property Receiver and Government Property Receiver to mark a "Deficiency Report" indicator at the Line Item level when deficient or discrepant materiel is identified on Receiving Reports, Repairables Receiving Reports, Purchase Card Receiving Reports, and Property Transfer Documents.

Upon processing the document, the user will be given links to the Easy Product Data Reporting (EZPDR) system where the user can create a Product Quality Deficiency Report (PQDR) for defects and Supply Discrepancy Report (SDR) for discrepancies with information pre-populated from WAWF.

[Help](#)

[User](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

### Property Receipt Folder for 'FU4417' (2 items, sorted by Losing Contract Number Descending)

Type	Initiator	DUNS	DUNS+4	Ext	Losing Contract Number ▲	Losing Delivery Order	Gaining Contract Number	Gaining Delivery Order	Shipment Number	Submit D
Property Transfer	00C91	021799486	0001		<a href="#">1234567890123</a>	WBT1			<a href="#">SHP0006</a>	2012-05-
Property Transfer	493R2	076352947			<a href="#">HQ033712M0302</a>	0511			<a href="#">INV0612</a>	2012-05-

The 'Deficiency Report' indicator will be available for the Government Property Receiver when creating or processing Property Transfer/Receipt Documents with the following workflows:

DoD to DoD

Receipt by DoD, without shipment document in WAWF, from Contractor

Receipt by DoD, without shipment document in WAWF, from DoD

Spawned Property Transfer Document (to Government)

[Return](#)

[Help](#)

Logon Date : 2012/05/16 13:12:54 EDT Last Accessed Date : 2012/05/16 13:15:03 EDT

Property Receipt Folder for 'FU4417' (2 items, sorted by Losing Contract Number Descending)

Type	Initiator	DUNS	DUNS+4	Ext	Losing Contract Number ▲	Losing Delivery Order	Gaining Contract Number	Gaining Delivery Order	Shipment Number	Submit D
Property Transfer	00C91	021799486	0001		<a href="#">1234567890123</a>	WBT1			<a href="#">SHP0006</a>	2012-05
Property Transfer	493R2	076352947			<a href="#">HQ033712M0302</a>	0511			<a href="#">INV0612</a>	2012-05

Note:  
Documents that contain a Delivery Order Number greater than 17 characters in length or a User Commercial Phone Number greater than 20 characters in length will not be eligible to create deficiency reports via the EZPDR interface.



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Property Receipt Folder for 'FU4417' (2 items, sorted by Losing Contract Number Descending)

Type	Initiator	DUNS	DUNS+4	Ext	Losing Contract Number ▲	Losing Delivery Order	Gaining Contract Number	Gaining Delivery Order	Shipment Number	Submit D
Property Transfer	00C91	021799486	0001		<a href="#">1234567890123</a>	WBT1			<a href="#">SHP0006</a>	2012-05
Property Transfer	493R2	076352947			<a href="#">HQ033712M0302</a>	0511			<a href="#">INV0612</a>	2012-05

This presentation will demonstrate a Government Property Receiver accessing the EZPDR system via WAWF after processing a Property Transfer/Receipt Document where a Deficiency or Discrepancy has been identified for a line item.



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Government Property Receiver - Property Transfer/Receipt Document (Contractor to DoD)

Header **Line Item** UID Addresses Misc. Info Preview Document

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Ship Advice Code
5555	9140014087211	FS	3	BK	A
<b>Type Designation Method</b>					
NAVAL VESSEL REGISTRATION SYSTEM (SECNAV INSTRUCTION 5030.8)					
<b>Type Designation Value</b>					
CVHE 21					
<b>Qty. Received</b>		<b>Deficiency Report</b>			
0		<input type="checkbox"/>			
<b>Description</b>					
[Redacted]					
<b>Qty. Received</b>		<b>Deficiency Report</b>			
0		<input type="checkbox"/>			
<b>Description</b>					
[Redacted]					

The Government Property Receiver has accessed the Property Transfer/Receipt Document and has navigated to the Line Item Tab.

A 'Deficiency Report' indicator will be displayed as a checkbox for each line item.

A mouseover help message is provided.



Save Draft Document Help

### Government Property Receiver - Property Transfer/Receipt Document (Contractor to DoD)

- Header
- Line Item**
- UID
- Addresses
- Misc. Info
- Preview Document

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Ship Advice Code
6666	1a2b3c4d5e6f8g9	FS	4	EA	A
<b>Type Designation Method</b>					
<input type="text"/>					
<b>Type Designation Value</b>					
<input type="text"/>					
<b>Qty. Received</b>			<b>Deficiency Report</b>		
0			<input checked="" type="checkbox"/>		
<b>Description</b>					
Line Description for RRR MOCAS					
7777	1a2b3c4d5e6f8g9			EA	A
<b>Type Designation Method</b>					
<input type="text" value="U.S. MILITARY AEROSPACE VEHICLE DESIGNATION - AIRCRAFT (DOD DIRECTIVE 4120.15)"/>					
<b>Qty. Received</b>			<b>Deficiency Report</b>		
0			<input type="checkbox"/>		
<b>Description</b>					
Line Description for RRR MOCAS					

The Help button provides additional information for the 'Deficiency Report' indicator.

[Save Draft Document](#) [Help](#) 

https://smokey.caci-op.com/html/property/ReceiptLineItemSummaryHelp.html

## Line Item - Details

Label	Type	Description
Item No.	Field (readonly)	Item No. if entered is displayed.
Stock Part No.	Field (readonly)	Stock Part No. if entered is displayed.
Type	Field (readonly)	Stock Part Number Type if entered is displayed.
Qty. Shipped	Field (readonly)	Qty. Shipped if entered is displayed.
Unit	Field (readonly)	Unit if entered is displayed.

The Help page is displayed. The Help message for the 'Deficiency Report' indicator states:

Select the Deficiency Report checkbox if you wish to create a Deficiency Report in EZPDR, 2 links will appear on the WAWF success page, a Product Quality Deficiency Report- Create PQDR (External Link), and a Supply Discrepancy Report - Create SDR (External Link), which when either are clicked, will open a new browser page and allow you to create a discrepancy report in the EZPDR system.

Deficiency Report

Checkbox

Select the Deficiency Report checkbox if you wish to create a Deficiency Report in EzPDR, 2 links will appear on the WAWF success page, a Product Quality Deficiency Report- Create PQDR (External Link), and a Supply Discrepancy Report - Create SDR (External Link), which when either are clicked, will open a new browser page and allow you to create a discrepancy report in the EzPDR system.

Save Draft D

Done

Internet

95%

Login Date : 2012/03/10 13:12:04 EDT Last Accessed Date : 2012/03/10 13:30:04 EDT

### Government Property Receiver - Property Transfer/Receipt Document (Contractor to DoD)

[Header](#) [Line Item](#) [Addresses](#) [Misc. Info](#) [Pack](#) [Preview Document](#)

<b>Contract Number</b> 1234567890123	<b>Delivery Order</b> WBT1	<b>Shipment Number</b> SHP0006
---	-------------------------------	-----------------------------------

\* = Required Fields

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Ship Advice Code
100100	914012301	A3	1	WE	

Type Designation Method

Type Designation Value

Qty. Received \*

Deficiency Report



Description

test

The Government Property Receiver enters the mandatory data and selects the 'Deficiency Report' Indicator for each Line Item associated with an identified deficient or discrepant materiel.

[Save Draft Document](#)

[Help](#)

Government Property Receiver - Property Transfer/Receipt Document (Contractor to DoD)

Header Line Item Addresses Misc. Info Pack Preview Document

Secondary Transportation Tracking Number Secondary Transportation Tracking Type

Transportation Method/Type

Summary of Detail Level Information

1 Line Item(s)

Routing Information

Role	Location Code	Extension	Name
Contractor Property Shipper	00C91		EXCELLIGENCE LEARNING CORPORATION
Government Property Receiver	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Property Ship From	00C91		EXCELLIGENCE LEARNING CORPORATION
Property Ship To			SOCS ATTN BECO

\* = Required Fields

Action By: FU4417 \*

- Received
- Partially Received
- Reject to Initiator

When the 'Deficiency Report' indicator is selected, the Government Property Receiver will be allowed to enter the EZPDR system to create a Product Quality Deficiency Report (PQDR) or a Supply Discrepancy Report (SDR) upon Receipt, Partial Receipt or Rejection of the document.

Signature

Signature of Authorized Property Recipient

Submit Save Draft Document Previous Print Help

**Success**

The Property Transfer/Receipt Document (Contractor to DoD) was successfully rejected.

Create Report in EzPDR

Line Item	Product Quality Deficiency Report	Supply Discrepancy Report
1001	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>
1003	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>

Losing Contract Number	Losing Delivery Order	Gaining Contract Number	Gaining Delivery Order	Shipment Number
1234567890123	WBT1			SHP0006

Email sent to Shipper: [wawf@caci.com](mailto:wawf@caci.com)  
Email sent to norma\_rice\_vendor: [wawf@caci.com](mailto:wawf@caci.com)  
Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07

[Send Additional Email](#) [wawf@caci.com](mailto:wawf@caci.com)

Wed May 16 13:17:09 EDT 2012

The Success Page is now displayed. The system will provide links to create a Product Quality Deficiency Report (PQDR) or a Supply Discrepancy Report (SDR) in EZPDR for each Line Item where the 'Deficiency Report' Indicator has been checked.

[Return](#) [Help](#)

**Success**

The Property Transfer/Receipt Document (Contractor to DoD) was successfully rejected.

Create Report in EzPDR

Line Item	Product Quality Deficiency Report	Supply Discrepancy Report
1001	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>
1003	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>
<b>Losing Contract Numl</b>	<b><a href="#">Create Product Quality Deficiency Report</a></b>	<b><a href="#">Obtaining Delivery Order</a></b>
1234567890123	WBT1	SHIPMENT Number SHP0006



Email sent to Shipper: [wawf@caci.com](mailto:wawf@caci.com)  
Email sent to norma\_rice\_vendor: [wawf@caci.com](mailto:wawf@caci.com)  
Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA\_000000008, GS03: GS-000000000003

[Send Additional Email](#) [wawf@caci.com](mailto:wawf@caci.com)

Wed May 16 13:17:09 EDT 2012

A mouseover help message will be provided for each link.

## Success

The Property Transfer/Receipt Document (Contractor to DoD) was successfully rejected.

### Create Report in EzPDR

Line Item	Product Quality Deficiency Report	Supply Discrepancy Report
1001	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>
1003	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>

Losing Contract Number	Losing Delivery Order	Gaining Contract Number	Gaining Delivery Order	Shipment Number
1234567890123	WBT1			SHP0006

Email sent to Shipper: [wawf@caci.com](mailto:wawf@caci.com)

Email sent to norma\_rice\_vendor: [wawf@caci.com](mailto:wawf@caci.com)

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA\_000000008, GS03: GS-000000000003

[Send Additional Email](#) [wawf@caci.com](mailto:wawf@caci.com)

Wed May 16 13:17:09 EDT 2012

To create a Product Quality Deficiency Report (PQDR) in EZPDR, The Government Property Receiver clicks the Create PQDR link for the associated Line Item.

[Return](#)

[Help](#)



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## Wide Area Workflow - EzPDR

### EzPDR Interface

Connecting to EzPDR, please wait ...

When the Government Property Receiver clicks on a create report link, the EZPDR application will be opened in a new window. WAWF Users will not be required to authenticate to the EZPDR site. Authentication will be system to system.

Close



**DOD WARNING AND CONSENT BANNER**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes... your personal information.
- Notwithstanding... for services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

The Government Property Receiver selects Accept on the DOD WARNING AND CONSENT BANNER

Select Accept or Decline to continue.



Accept  Decline

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012  
Phone : (207) 438-1690 [Email Technical Support](#)  
Tuesday, 15<sup>th</sup> May, 2012

## Success

The Destination Inspection and Acceptance Report has been processed via EDI.

Create Report in EzP

Line Item	Product Quality Deficiency Report
1001	Create PQDR (External Link)
1003	Create PQDR (External Link)

Contract Number	Delivery Order	Shipment
1234567890123	WBT1	SHP0

Email sent to Vendor: wawf@caci.com  
 Email sent to Pay Official: wawf@caci.com  
 Notification sent for CAGE code 00C91 to EDI Routing

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Tue May 15 15:40:20 EDT 2012

[Return](#)

## PQDR Originator Data Entry Blocks 1-21

### Instructions

**(M)** denotes a mandatory field

1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
4. To save the record, click **Save Draft**
5. To forward PQDR to a Screening Point, click **Submit PQDR**
6. To cancel the process, click **Cancel**
7. To access all available data entry fields, click **Switch to Standard View**

Add/View Attachments

Submit PQDR

Switch to Standard View

**(M)** Category:  CAT I  CAT II

**(M)** Report Control Number:  -  -

**(M)** Date  
05/15/2012

**(M)** 1a. From  
SYSCOM:

**DODAAC:** FU4417  
**Activity Name:** FU4417 16 CS SCBBE A  
**Address:** 423 CODY AVE  
**City,State,Zip:** HURLBURT FLD, FL 32544-5407 US

**(M)** 1b. Originator Name, Phone Number & Email Address

<u>Name</u>	<u>Telephone Number</u>	<u>Email Address</u>
NORMA WBT	555-555-5555	NRICE@CACI.COM

The PQDR Originator Data Entry form is displayed. WAWF will provide appropriate data related to the document in the EZPDR system.

The user can then complete the report in EZPDR by entering additional data as required for the Product Quality Deficiency Report (PQDR).

**Success**

The Property Transfer/Receipt Document (Contractor to DoD) was successfully rejected.

Create Report in EzPDR

Line Item	Product Quality Deficiency Report	Supply Discrepancy Report
1001	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>
1003	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>

  

Losing Contract Number	Losing Delivery Order	Gaining Contract number	Gaining Delivery Order	Shipment Number
1234567890123	WBT1			SHP0006



The Government Property Receiver submits the Product Quality Deficiency Report (PQDR) via EZPDR and returns to the WAWF success page to create a Supply Discrepancy Report (SDR) for the next Line Item.

A mouseover help message will be provided.

Email sent to Shipper: [wawf@caci.com](mailto:wawf@caci.com)  
Email sent to norma\_rice\_vendor: [wawf@caci.com](mailto:wawf@caci.com)  
Notification sent for CAGE code 00C91 to EDI Routing

[Send Additional Email](#) [wawf@caci.com](mailto:wawf@caci.com)

Wed May 16 13:17:09 EDT 2012

[Return](#) [Help](#)

**Success**

The Property Transfer/Receipt Document (Contractor to DoD) was successfully rejected.

Create Report in EzPDR

Line Item	Product Quality Deficiency Report	Supply Discrepancy Report
1001	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>
1003	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>

Losing Contract Number	Losing Delivery Order	Gaining Contract Number	Gaining Delivery Order	Shipment Number
1234567890123	WBT1			SHP0006

Email sent to Shipper: [wawf@caci.com](mailto:wawf@caci.com)

Email sent to norma\_rice\_vendor: [wawf@caci.com](mailto:wawf@caci.com)

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA\_000000008, GS03: GS-000000000003

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To create a Supply Discrepancy Report (SDR) in EZPDR, the Government Property Receiver clicks the Create SDR link for the associated Line Item.

SDR Originator - Edit

Success

The Destination Inspection It has been processed

Line Item	Product Q
1001	Create
1003	Create

Contract Number De  
1234567890123

Email sent to Vendor: cole  
Email sent to Pay Official:  
Notification sent for CAGE

Send Additional Email No

Tue May 15 15:40:20 EDT

Return

Instructions

(M) denotes a mandatory field

1. Enter/modify mandatory field(s)
2. Enter/modify additional information if available
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
4. To add a DoD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the **Add UII** button.
5. To add a UII using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.
6. To save the record, click **Save Draft**
7. To forward SDR to an Action Point, click **Submit SDR**
8. To cancel the process, click **Cancel**

Add/View Attachments Submit SDR

(M) SDR Type: S-SHIPPING

(M) Problem Type: 7-(Default) SUPPLY CUSTOMER ORIGINATED, DEPOT SHIPMENT

Date Discrepancy Discovered: 05/15/2012

1. Date Of Preparation: 05/15/2012

(M) 2. Report Control Number: FU4417 - 12 - 0075

(M) AAC Lookup CAGE

After the Government Property Receiver selects 'Accept' on the DOD WARNING AND CONSENT BANNER, the SDR Originator form is displayed. WAWF will provide appropriate data related to the document in the EZPDR system.

The user can then complete the report in EZPDR by entering additional data as required for the Supply Discrepancy Report (SDR).

## Success

The Property Transfer/Receipt Document (Contractor to DoD) was successfully rejected.

### Create Report in EzPDR

Line Item	Product Quality Deficiency Report	Supply Discrepancy Report
1001	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>
1003	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>

Losing Contract Number	Losing Delivery Order	Gaining Contract Number	Gaining Delivery Order	Shipment Number
1234567890123	WBT1			SHP0006

Email sent to Shipper: [wawf@caci.com](mailto:wawf@caci.com)

Email sent to norma\_rice\_vendor: [wawf@caci.com](mailto:wawf@caci.com)

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA\_000000008, GS03: GS-000000000003

[Send Additional Email Notifications](#)

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Once the Reports have been completed, the Government Property Receiver can continue working in WAWF.

If the Government Property Receiver chooses not to create the PQDR or SDR at this point, the Government Property Receiver may go to the PDREP website to access EZPDR and create the reports as usual.

[Return](#)

[Help](#)

**Success**

The Property Transfer/Receipt Document (Contractor to DoD) was successfully rejected.

**Create Report in EzPDR**

Line Item	Product Quality Deficiency Report	Supply Discrepancy Report
1001	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>
1003	<a href="#">Create PQDR (External Link)</a>	<a href="#">Create SDR (External Link)</a>

Losing Contract Number	Losing Delivery Order	Gaining Contract Number	Gaining Delivery Order	Shipment Number
1234567890123	WBT1			SHP0006

Email sent to Shipper: [wawf@caci.com](mailto:wawf@caci.com)

Email sent to norma\_rice\_vendor: [wawf@caci.com](mailto:wawf@caci.com)

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA\_000000008, GS03: GS-000000000003

[Send Additional Email Notifications](#)

Wed May 16 13:17:09 EDT 2012

This concludes the overview of the changes made to the WAWF application for ECP0670 SDR/PQDR Open and Pre-pop.

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