

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.
- The use of the browser's BACK BUTTON will cause the loss of data.
- Use of this button will cause the loss of data.
- Where they exist, use the PREVIOUS or NEXT buttons.
- In data capture and when reviewing documents, use the following buttons: Header, Addresses, Comments, Line Items, etc.

This is an overview of the ECP0687 changes to provide functionality to re-sync an unprocessed COMBO created document when the related document is rejected by a Government user. This applies to Invoices, Fast Pay Invoices, Receiving Reports, and Reparable Receiving Reports created using the COMBO method of creation.

If a COMBO created Receiving Report or Reparable Receiving Report is being rejected to the Initiator by the Inspector or Acceptor, the related Invoice may be automatically rejected by the system if the following conditions are met:

- The Pay Office is not CAPS-C.
- There is an LPO DoDAAC on the document.
- The Invoice status is Submitted or Resubmitted.
- The Invoice has not been partially worked and saved.

If a COMBO created Invoice or Fast Pay Invoice is being rejected to the Initiator by the Local Processing Office or Pay Office, the related Receiving Report may be automatically rejected by the system if the following conditions are met:

- The Receiving Report Status is Submitted or Resubmitted
- A Standard Shipment (by shipment) extract has not been sent to an external system
- The Receiving Report has not been partially worked and saved.

This demonstration will show the auto rejection of an Invoice when a Receiving Report is rejected by the Acceptor.

It assumes the Vendor has already created a COMBO with an LPO where the Receiving Report has Destination Inspection and Acceptance Points.

Acceptor	Create Document
Cost Voucher Approver	Acceptance Folder
Cost Voucher Reviewer	History Folder by DoDAAC
Grant Approver	History Folder by User
Inspector	Hold Folder
Local Processing Office	Recall - Action Required Folder
Local Processing Office Reviewer	Rejected Transactions Folder
Pay Official	Post Payment Review Folder
	Suspended CEFT Transactions Folder
	Saved Documents Folder
	Pure Edge Folder

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application when completing electronic forms.

is page within the WAWF application.

to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

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- Please DO NOT use the bro
- The use of the browser's BA
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The Acceptor navigates to the Acceptance Folder.

Search Criteria - Acceptance Folder

FOUO - Privacy Sensitive:

Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

WARNING: DoDAACs: FU4417, W62G2T have saved documents that will be purged in 1 day.

DoDAAC *	
FU4417	
Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
SSN / Confirm SSN	Tax Id (EIN)
<input type="text"/> <input type="text"/>	<input type="text"/>
Type Document	Status
Combo	All Documents
Create / Update Date (YYYY/MM/DD)	
2011/09/09 <input type="text"/>	
Acceptance Date (YYYY/MM/DD)	
<input type="text"/>	
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>

From the Acceptance Folder, the Acceptor selects a DoDAAC and enters the appropriate search criteria, then clicks Submit.

Submit Help

Acceptance Folder for 'FU4417' (1 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice
1	Combo D/D	02LU7	176019107			F03000WBTA111	WBTA	SHIP0002	2011-09-09	2011-09-09		Submitted		H	I

The Receiving Report and Invoice created via the COMBO method of creation are displayed. The Acceptor can scroll to the right to view the Invoice related columns.



[\[-\] Shipment](#) [\[-\] Invoice](#)

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

Acceptance Folder for 'FU4417' (1 items, sorted by Contract Number)

Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
0WBTA111	WBTA	SHIP0002	2011-09-09	2011-09-09		Submitted		H	INV0002	2011-09-09	2011-09-09	Submitted			\$240.00

Notice the Invoice is in a Submitted status. It has not yet been worked by the Local Processing Office.

The Acceptor clicks the Shipment Number to open the Receiving Report.

[-] Shipment [-] Invoice

Return Help

Acceptor - Receiving Report

Header Line Item Addresses Misc. Info Preview Document

WARNING: This document was created as a COMBO. If you reject this document, the associated Invoice may be automatically rejected to keep the documents in sync. If the associated Invoice cannot be automatically rejected, the associated document should be reviewed for potential changes.

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point
DoD Contract (Non-FAR)	F03000WBTA111	WBTA			D	D

Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service
SHIP0002				<input type="radio"/>	<input type="radio"/>

A warning message will be displayed to inform the Acceptor that the document was created as a COMBO and if the Receiving Report is rejected, the Invoice may be automatically rejected to keep the documents in sync.

The Acceptor clicks the Misc Info tab to enter comments prior to rejecting the Receiving Report.

Invoice Number	Final Invoice
INV0002	N

Submit Transportation Document	Bill of Lading Type	Serial Shipping Container Code	FOB
<input type="checkbox"/>			S

Transportation Leg	Bill of Lading Number	Bill of Lading Type

Secondary Transportation Tracking Number	Tracking Type	Tracking Description

Hazardous Material	Refrigerated	Perishable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary of Detail Level Information	Total (\$)
1 CLIN/SLIN(s)	240.00

Routing Information			
Role	Location Code	Extension	Name
Payee	02LU7		HONEYWELL INTERNATIONAL INC

Submit Save Draft Document Previous Print Help

Acceptor - Receiving Report

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

title [Submitted, Web, Combo]

Org Email:
wawf@caci.com

Attachments:

Comments:

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Aimee Ivey	2011/09/09 1617 EDT	999-999-9999	
Email:	Title:	Action(s):	
	test		

Add Attachments

The Acceptor enters comments and then clicks the Header tab.

Comments:

rejecting to vendor

- Save Draft Document
- Help

Acceptor - Receiving Report

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

Secondary Transportation Tracking Number	Tracking Type	Tracking Description
<input type="checkbox"/> Hazardous Material	<input type="checkbox"/> Refrigerated	<input type="checkbox"/> Perishable

Summary of Detail Level Information	Total (\$)
1 CLIN/SLIN(s)	240.00

Routing Information			
Role	Location Code	Extension	Name
Payee	02LU7		HONEYWELL INTERNATIONAL INC
Pay Official	HQ0348		DFAS NORFOLK
Admin	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Ship To	FU4417		FU4417 1 SOCS SOCS ATTN BECO
LPO	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Accept By	FU4417		FU4417 1 SOCS SOCS ATTN BECO

* = Required Fields

ACTION BY: FU4417 *

- CQA
- Acceptance
- Reject to Initiator

The Acceptor checks the Reject to Initiator checkbox and submits the document.

has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Signature

Signature Of Authorized Government Representative

- Submit
- Save Draft Document
- Previous
- Print
- Help

Success

The Destination Inspection and Acceptance Receiving Report was successfully rejected.
The Invoice was systematically rejected.

Contract Number	Delivery Order	Shipment Number	Invoice Number
F03000WBTA111	WBTA	SHIP0002	INV0002

Email sent to Vendor: wawf@caci.com
Email sent to aimee barrow: wawf@caci.com
Email sent to Vendor: wawf@caci.com
Email sent to aimee barrow: wawf@caci.com
Email sent to Local Processing Office: wawf@caci.com

[Send Additional Email Notifications](#)

Fri Sep 09 16:18:05 EDT 2011

After the Receiving Report has been submitted, the WAWF system informs the Acceptor that the document was successfully rejected.

If the Invoice was automatically rejected, the WAWF system will inform the Acceptor of this as well. The WAWF system will add an entry to the Misc. Info tab of the Invoice with a copy of the Acceptor's comments and an explanation that the Invoice was automatically rejected based on the rejection of the Receiving Report.

An email will be sent to the organizational email address of the role that had the Invoice for action to notify them the document was automatically rejected.

[Return](#)

- Create Document
- History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Rejected Invoices Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder

- If you are 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, 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 the WAWF Web application. The text will be converted to text-only format and removes control characters that contain formatting information.
- Please use the browser BACK BUTTON within the WAWF application.
- The browser BACK BUTTON is not supported within the WAWF application when completing electronic forms.
- Use the browser BACK BUTTON to return to the previous page to prevent the loss of data not yet submitted.
- Use the browser BACK BUTTON to return to the PREVIOUS or RETURN page.
- In data capture and when reviewing documents.

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WARNING!

The Vendor will receive an email notification that the Receiving Report and Invoice have been rejected. The Vendor may resubmit the documents from either the Rejected Receiving Reports Folder or the Rejected Invoice Folder. Because both documents are in a Rejected status, the WAWF system will automatically recombine the documents during the resubmit process so that the documents are resubmitted using the COMBO method of creation.

The Vendor selects the Rejected Invoices Folder.

er, Addresses, Comments, Line Items, etc.

Search Criteria - Vendor Rejected Invoices Folder

CAGE Code or Contractor DoDAAC / DUNS / DUNS+4 / Ext *	
<input type="text" value="02LU7 / 176019107 //"/>	
Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
Tax Id (EIN)	Systems
<input type="text"/>	<input type="text" value="All Systems"/>
Type Document	Status
<input type="text" value="Combo"/>	<input type="text" value="All Documents"/>
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)
<input type="text" value="2011/09/09"/>	<input type="text"/>
Acceptance Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Invoice Received Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Estimated Delivery Date (YYYY/MM/DD)	Invoice Received Date (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>

The Vendor selects a CAGE code and enters the appropriate search criteria and then clicks Submit.

Vendor Rejected Invoices Folder for '02LU7' (1 items, sorted by Contract Number)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Resubmit?	Submitted	Received	Purge	Change DoDAAC	Void	Amount
1	WAWF	Combo D/D	02LU7	176019107			F03000WBTA111	WBTA	INV0002	2011-09-09	2011-09-09		Yes	V	\$240.00

The rejected Invoice will be displayed in the Vendor Rejected Invoices Folder. The Vendor can scroll to the right to see the Reject Reason.



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

Vendor Rejected Invoices Folder for '02LU7' (1 items, sorted by Contract Number)

e)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Resubmit?	Submitted	Received	Purge	Change DoDAAC	Void	Amount	Reject Reason
	176019107			F03000WBTA111	WBTA	INV0002	2011-09-09	2011-09-09		Yes	V	\$240.00	USER COMMENT: rejecting to vendor SYSTEM COMMENT: Because this Invoice was created as a COMBO, the Invoice was automatically rejected to the Vendor and placed within the Vendor's Rejected Invoices Folder for appropriate action after the rejection of the associated Receiving Report on 2011/09/09.

The Reject Reason will display the comment added by the Acceptor when the Receiving Report was rejected. It will also display the comment added by the WAWF system.

The Vendor clicks the Invoice number to resubmit the document.



Vendor - Receiving Report and Invoice COMBO

Data Capture

- Header
- Addresses
- Discounts
- Mark For
- Comments
- Line Item
- Pack
- Attachments
- Misc. Amounts
- Preview CI
- Preview RR

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point
F03000WBTA111	WBTA			D	D

Contract Number Type	Supplies	Services
DoD Contract (Non-FAR)	<input checked="" type="radio"/>	<input type="radio"/>

Shipment Number	Shipment Date	Estimated	Estimated Delivery Date	Final Shipment
SHIP0002	2011/09/09	<input type="checkbox"/>	YYYY/MM/DD	<input type="checkbox"/>

Invoice Number	Invoice Date	Final Invoice
INV0002	2011/09/09	<input type="checkbox"/>

Submit Transportation Data Later	DB	Serial Shipping Container Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Hazardous Material

Transportation Leg	Bill of Lading Number
<input type="text"/>	<input type="text"/>

Because the Receiving Report was also in a rejected status, the document will be opened as a COMBO and will contain the combined data from the Receiving Report and Invoice.

The Vendor makes the necessary changes to the document and clicks Submit.

Secondary Transportation Tracking Number	Secondary Transportation Tracking Type
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Transportation Method/Type	Currency Code	Document Total (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Submit
- Save Draft Document
- Previous
- Help

Success

The Invoice and Destination Inspection and Acceptance Receiving Report were successfully resubmitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
F03000WBTA111	WBTA	SHIP0002	INV0002

Email sent to Vendor: wawf@caci.com

Email sent to Acceptor: wawf@caci.com

Email sent to Vendor: wawf@caci.com

Email sent to Local Processing Office: wawf@caci.com

[Send Additional Email Notifications](#)

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The Success page is displayed with Email, FTP and EDI notifications as applicable.

This concludes the overview demonstration for ECP0687.

[Return](#)