

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 demonstration provides an overview for an Acceptor creating a Receiving Report.

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

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<u>U</u> ser	<u>G</u> overnment	<u>D</u> ocumentation	<u>L</u> ookup	<u>L</u> ogout
	Acceptor	Create Document		

- Acceptance Folder
- History Folder by DoDAAC
- History Folder by User
- Hold Folder
- Recall - Action Required Folder
- Rejected Transactions Folder
- Post Payment Review Folder
- Suspended CEFT Transactions Folder
- Saved Documents Folder
- Pure Edge Folder

Welcome to Wide Area Workflow!
 Please start by selecting one of the links from the menu above.

WARNING!

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- Please DO NOT use the browser's Back button to return to a previous page within the WAWF application.
- The use of the browser's Back button will cause the browser to return to a previous page within the WAWF application when completing electronic forms.
- Use of this button will cause the browser to return to a previous page within the WAWF application.
- Where they exist, use the Forward button to return to a previous page within the WAWF application.
- In data capture and when reviewing data, users may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

The Government Acceptor selects the Create Document option from the Acceptor's dropdown menu option.

Help

Acceptor - Create Document

Contract Info

* = Required Fields

Contractual? *	Contract Number *	Delivery Order	Ship To Code / Ext. *
<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select Document Type to Create

The Contract Information page is displayed.

- Receiving Report
- Micro-Purchase Receiving Report
- Misc. Pay

Next Reset Help

Acceptor - Create Document

Contract Info

* = Required Fields

Contractual? *	Contract Number *	Delivery Order	Ship To Code / Ext. *
<input type="button" value="Y"/>	<input type="text" value="HQ0303MPRRWBT"/>	<input type="text"/>	<input type="button" value="FU4417"/>

The Delivery Order field is optional in WAWF, however it may be required by your contract.

Select Document Type to Create

- Receiving Report
- Micro-Purchase Receiving Report
- Misc. Pay

Receiving Report is selected as the default document type.

Acceptor - Create Document

Contract Info

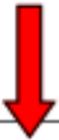
* = Required Fields

Contractual? *	Contract Number *	Delivery Order	Ship To Code / Ext. *
<input type="text" value="Y"/>	<input type="text" value="HQ0303MPRRWBT"/>	<input type="text"/>	<input type="text" value="FU4417"/>

Select Document Type to Create

- Receiving Report
- Micro-Purchase Receiving Report
- Misc. Pay

The Acceptor enters the Contract information and clicks the Next button to continue.



Acceptor - Receiving Report

Contract >> Pay DoDAAC

Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *
Y	HQ0303MPRRWBT		FU4417	<input type="text"/>



* = Required Fields

The Pay DoDAAC will be pre-populated from the EDA system if the contract number exists in the EDA system.

INFO: The contract data is not available in DoD EDA.

INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

Acceptor - Receiving Report

Contract >> Pay DoDAAC

Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *
Y	HQ0303MPRRWBT		FU4417	HQ0303

* = Required Fields

The Acceptor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

INFO: The contract data is not available in DoD EDA.

INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

Acceptor - Receiving Report

Contract >> Pay DoDAAC

Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *
Y	HQ0303MPRRWBT		FU4417	<input type="text" value="HQ0303"/>

* = Required Fields

INFO: The contract data is not available in DoD EDA.

INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

The Acceptor enters the Pay Official Location Code and clicks the Next button to continue.



Next Previous Reset Help

Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

WARNING: If this is a DCMA administered contract, you will not be able to create a Receiving Report. If you have any questions, please contact your PCO/ACO.

Contract Number	Delivery Order	Ship To Code / Ext.	Pay Official
HQ0303MPRRWBT		FU4417	HQ0303

Search For:

Shipment No.

Template

The Document Selection page is displayed with additional options specific to the Receiving Report.

Active Documents Archived Documents Active and Archived Documents

Select Document to Create: *

Receiving Report

Inspection:

Acceptance:

From Invoice

[Next](#)

[Previous](#)

[Reset](#)

[Help](#)

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Create New Document

Contract >> Pay DoDAAC >> Document

WARNING: If this is a DCMA administered contract, you will not be able to create a Receiving Report. If you have any questions, please contact your PCO/ACO.

Contract Number	Delivery Order	Ship To Code / Ext.	Pay Official
HQ0303MPRRWBT		FU4417	HQ0303

Search For:

Shipment No.

Template

The Acceptor can create a Receiving Report from Template.



Active Documents Archived Documents Active and Archived Documents

Select Document to Create: *

Receiving Report

Inspection: Acceptance:

From Invoice

The Acceptor can create a Receiving Report from Invoice.



Create New Document

Contract >> Pay DoDAAC >> Document

WARNING: If this is a DCMA administered contract, you will not be able to create a Receiving Report. If you have any questions, please contact your PCO/ACO.

Contract Number	Delivery Order	Ship To Code / Ext.	Pay Official
HQ0303MPRRWBT		FU4417	HQ0303

Search For:

Shipment No.

Template

Active Documents Archived Documents Active and Archived Documents

The Acceptor selects the Inspection and Acceptance points.

Select Document to Create: *

Receiving Report Inspection: Acceptance: From Invoice



The Acceptor clicks the Next button to continue.

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	Ship To Code / Ext.	Inspection Point	Acceptance Point	Pay DoDAAC
HQ0303MPRRWBT		FU4417	D	D	HQ0303
Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension		Mark For Code / Extension
<input type="text" value="YYYY/MM/DD"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ship From Code / Extension	LPO DoDAAC / Extension	Cage Code * / Extension			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

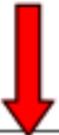
The Routing page is displayed.

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number HQ0303MPRRWBT	Delivery Order	Ship To Code / Ext. FU4417	Inspection Point D	Acceptance Point D	Pay DoDAAC HQ0303
Issue Date YYYY/MM/DD	Issue By DoDAAC	Admin DoDAAC * FA3030	Inspect By DoDAAC / Extension		Mark For Code / Extension FA3030 JOE
Ship From Code / Extension	LPO DoDAAC / Extension FA3030	Cage Code * / Extension 493R2			

The Acceptor enters the Routing Code information and clicks the next button to continue.



Next Previous Reset Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

The Data Capture tabs are displayed with the Header as the Active tab.

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

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point
HQ0303MPRRWBT			D	D
Contract Number Type	Supplies	Services		
<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Shipment Number **	Shipment Date *	Estimated	Final Shipment	Estimated Delivery Date
<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text" value="YYYY/MM/DD"/>
TCN	Gross Weight	FOB	Serial Shipping Container Code	
<input type="text"/>	<input type="text"/>	<input type="text" value="S"/>	<input type="text"/>	
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number		
	<input type="text"/>	<input type="text"/>		
Secondary Transportation Tracking Number			Secondary Transportation Tracking Type	
<input type="text"/>			<input type="text"/>	
<input type="text"/>			<input type="text"/>	
First Line Haul Mode	Currency Code	Document Total (\$)		
<input type="text"/>	<input type="text" value="USD"/>			

- Submit
- Save Draft Document
- Previous
- Help

Acceptor - Receiving Report

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

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

Contract Number		Delivery Order		Issue Date	Inspection Point	Acceptance Point
HQ0303MPRRWBT					D	D
Contract Number Type		Supplies		Services		
DoD Contract (FAR) <input type="button" value="v"/>		<input checked="" type="radio"/>		<input type="radio"/>		
Shipment Number **		Shipment Date *		Estimated	Final Shipment	Estimated Delivery Date
<input type="text" value="SHP308"/>		<input type="text" value="2010/11/17"/> <input type="button" value="calendar"/>		<input type="button" value="v"/>	<input type="text" value="N"/> <input type="button" value="v"/>	<input type="text" value="YYYY/MM/DD"/> <input type="button" value="calendar"/>
TCN	Gross Weight		FOB	Serial Shipping Container Code		
<input type="text"/>	<input type="text"/>		<input type="text" value="S"/> <input type="button" value="v"/>	<input type="text"/>		
Transportation Leg				Bill of Lading Number		
1				<input type="text"/>		
Secondary Transportation Tracking Number *				Secondary Transportation Tracking Type *		
<input type="text" value="STTN000054"/>				FI - Port Call File Number <input type="button" value="v"/>		
<input type="text"/>				<input type="button" value="v"/>		
First Line Haul Mode					Currency Code	Document Total (\$)
<input type="text" value="H - Air Parcel Post"/> <input type="button" value="v"/>					<input type="text" value="USD"/> <input type="button" value="v"/>	

The Acceptor enters the Shipment and Transportation data for the Receiving Report.

- Submit
- Save Draft Document
- Previous
- Help

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Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

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

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point
HQ0303MPRRWBT			D	D
Contract Number Type	Supplies	Services		
DoD Contract (FAR)	<input checked="" type="radio"/>	<input type="radio"/>		
Shipment Number **	Shipment Date *	Estimated	Final Shipment	Estimated Delivery Date
SHP308	2010/11/17	<input type="checkbox"/>	N	YYYY/MM/DD
TCN	Gross Weight	FOB	Serial Shipping Container Code	
		S		
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number		
1				
Secondary Transportation Tracking Number *	Secondary Transportation Tracking Type *			
STTN000054	FI - Port Call File Number			
First Line Haul Mode	Currency Code	Document Total (\$)		
H - Air Parcel Post	USD			

The Acceptor can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

- Submit
- Save Draft Document
- Previous
- Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

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

Contract Number		Delivery Order		Issue Date	Inspection Point	Acceptance Point
HQ0303MPRRWBT					D	D
Contract Number Type		Supplies		Services		
DoD Contract (FAR)		<input checked="" type="radio"/>		<input type="radio"/>		
Shipment Number **		Shipment Date *		Estimated	Final Shipment	Estimated Delivery Date
SHP308		2010/11/17		<input type="checkbox"/>	N	YYYY/MM/DD
TCN		Gross Weight		FOB	Serial Shipping Container Code	
				S		
Transportation Leg		Standard Carrier Alpha Code			Bill of Lading Number	
1						
Secondary Transportation Tracking Number			Secondary Transportation Tracking Type *			
STTN000054			FI - Port Call File Number			
First Line Haul Mode				Currency Code	Document Total (\$)	
H - Air Parcel Post				USD		

The Acceptor can navigate to the Addresses page by clicking the Addresses tab.

- Submit
- Save Draft Document
- Previous
- Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses**
- Mark For
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

Payee / Ext.: 493R2

* Payee Name 1: COMERICA INCORPORATED

Payee Name 2:

Payee Name 3:

Address 1: 1717 MAIN ST

Address 2:

Address 3:

Address 4:

City: DALLAS

Country: USA

Military Location Des

Administered By DoDAAC: FA3030

* Activity Name 1: FA3030 17 CONS CC

Activity Name 2:

Activity Name 3:

Address 1: ADMINISTRATIVE ONLY NO REQUISITIONS

Address 2: 210 SCHERZ BLVD

Address 3:

Address 4: GOODFELLOW AFB TX 76908-4705

City:

State:

Zip Code:

WAWF will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered.

- CAGE Code information is pulled from CCR (Central Contractor Registration)
- DoDAAC information is pulled from DAAS (Defense Automatic Addressing System). These sites are the official DoD sites for address information.

If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in these systems.

If you want to specify a particular room or building number, which may not be pulled from these systems, you can make that change on this screen.

Please remember that any change you make on the form only applies to the form you are creating and does not apply to future forms you may create. If permanent changes are needed, you will need to get that address information corrected permanently.

No matter what entries are made there must be at least a name of the organization/agency (the Payee Name 1 field).

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Mark For**
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

Payee / Ext.: 493R2

* Payee Name 1: COMERICA INCORPORATED

Payee Name 2: Attn: Joe Payee Smith

Payee Name 3:

Address 1: 1717 MAIN ST

Address 2:

Address 3:

Address 4:

City: DALLAS

State: TX

Zip Code: 752014612

Country: USA

Military Location Description:

The Acceptor can navigate to the Mark For page by clicking the Mark For tab.

Administered By DoDAAC: FA3030

* Activity Name 1: FA3030 17 CONS CC

Activity Name 2:

Activity Name 3:

Address 1: ADMINISTRATIVE ONLY NO REQUISITIONS

Address 2: 210 SCHERZ BLVD

Address 3:

Address 4: GOODFELLOW AFB TX 76908-4705

City:

State:

Zip Code:

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

Mark For Rep

Mark For Secondary

Mark for comments. Thank you.



Enter Mark For Rep

The Mark For Page is displayed. The Acceptor can use the Mark For tab to enter comments for the Mark For Rep and Mark For Secondary.

- Submit
- Save Draft Document
- Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
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Mark For Rep Mark For Secondary

Mark for comments. Thank you.

The Acceptor can navigate to the Comments page by clicking the Comments tab.

- Submit
- Save Draft Document
- Help

Acceptor - Receiving Report

[Contract >>](#) [Pay DoDAAC >>](#) [Document >>](#) [Routing >>](#) Data Capture

- Header
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Initiator Comments

Acceptor Comments for this Receiving Report

The Comments page allows the Acceptor to enter comments for the document.

- Submit
- Save Draft Document
- Help

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Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
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- Preview Document

Initiator Comments

Acceptor Comments for this Receiving Report

The Acceptor can navigate to the Line Item page by clicking the Line Item tab.

- Submit
- Save Draft Document
- Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header Addresses Mark For Comments Line Item Pack Attachments Preview Document

At least one Line Item is required

AAI SDN ACRN [input] [input] [input] clear

The Line Item page is displayed.

Line Item Details

Table with columns: Item No., Stock Part No., Type, Qty. Shipped, Unit, Unit Price (\$), Amount (\$), Actions. Includes an 'Add' link.

CDRL ELIN Line Item Details

Table with columns: Item No., Qty. Shipped, Unit, Unit Price (\$), Amount (\$), Actions. Includes an 'Add' link.

- Submit Save Draft Document Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header Addresses Mark For Comments Line Item Pack Attachments Preview Document

At least one Line Item is required

AAI SDN ACRN
001002 SDN111111 22 clear

Line Item Details

Table with columns: Item No., Stock Part No., Type, Qty. Shipped, Unit, Unit Price (\$), Amount (\$), Actions. Includes an 'Add' link in the Actions column.

The Acceptor clicks the Add link to add a Line Item.

CDRL ELIN Line Item Details

Table with columns: Item No., Qty. Shipped, Unit, Unit Price (\$), Amount (\$), Actions. Includes an 'Add' link in the Actions column.

- Submit Save Draft Document Help

Acceptor - Receiving Report

CLIN/SLIN/ELIN MILSTRIP

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Form fields for Item No., Stock Part No., Type, Qty. Shipped, Unit, NSP, Unit Price (\$), Amount (\$), AAI, SDN, ACRN, Multiple Box Pack Indicator, GFE?, Advice Code.

The CLIN/SLIN/ELIN page is displayed.

Description * text area

Save Clin/Slin/Elin Save Draft Document Previous Help

Acceptor - Receiving Report

CLIN/SLIN/ELIN MILSTRIP

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Form fields for Item No., Stock Part No., Type, Qty. Shipped, Unit, NSP, Unit Price, Amount, AAI, SDN, ACRN, Multiple Box Pack Indicator, GFE?, and Advice Code.

Description *

Line Item Description # 1

The Acceptor enters the Line Item Information for the Receiving Report.

Save Clin/Slin/Elin Save Draft Document Previous Help

Acceptor - Receiving Report

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Stock Part No. *	Type *		
1000	STP11220a1	CL - COLOR		
Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)
300	EA	<input type="checkbox"/>	0.02	6.00
AAI	SDN	ACRN		
001002	SDN111111	22		
Multiple Box Pack Indicator	GFE?	Advice Code		
N	N	G - Shipped in Place		

The Acceptor can navigate to the Milstrip page by clicking the Milstrip tab.

Description *

Line Item Description # 1

Acceptor - Receiving Report

CLIN/SLIN/ELIN MILSTRIP

* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
		Add

The Milstrip page is displayed. The Acceptor clicks the Add link to add Milstrip Information.

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

Save Draft Document Help

Acceptor - Receiving Report

CLIN/SLIN/ELIN MILSTRIP

* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
<input type="text" value="MST112AR2"/>	<input type="text" value="300"/>	Delete  Add 

The Acceptor enters the Milstrip information. The Acceptor can Delete or Add additional Milstrip information by clicking the Delete or Add links.

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

Save Draft Document Help

Acceptor - Receiving Report

CLIN/SLIN/ELIN

MILSTRIP

* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
<input type="text" value="MST112AR2"/>	<input type="text" value="300"/>	Delete Add

The Acceptor clicks the CLIN/SLIN/ELIN tab to navigate back to the CLIN/SLIN/ELIN page.

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

Save Draft Document

Help

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Acceptor - Receiving Report

CLIN/SLIN/ELIN MILSTRIP

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Stock Part No. *	Type *		
1000	STP11220a1	CL - COLOR		
Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)
300	EA	<input type="checkbox"/>	0.02	6.00
AAI	SDN	ACRN		
001002	SDN111111	22		
Multiple Box Pack Indicator	GFE?	Advice Code		
N	N	G - Shipped in Place		

Description *

Line Item Description # 1

When the required information for the Line Item has been entered, the Acceptor clicks the Save Clin/Slin/Elin button at the bottom of the screen.

Save Clin/Slin/Elin Save Draft Document Previous Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
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- Line Item**
- Pack
- Attachments
- Preview Document

At least one Line Item is required

AAI SDN ACRN

[clear](#)

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
1000	STP111220a1	CL	300	EA	0.02	6.00	Edit Delete



The Line Item is now saved.



The Acceptor can edit or delete Line Items as necessary by clicking the Edit and Delete links under the 'Actions' heading.

CDRL ELIN Line Item Details

Item No.	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
					Add

- Submit
- Save Draft Document
- Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Mark For
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- Preview Document

At least one Line Item is required

AAI	SDN	ACRN	
<input type="text" value="p01002"/>	<input type="text" value="SDN111111"/>	<input type="text" value="22"/>	clear

To add another Line Item, the Acceptor can click the Add button and repeat the process.

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
1000	STP111220a1	CL	300	EA	0.02	6.00	Edit Delete Add 

CDRL ELIN Line Item Details

Item No.	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
					Add

- Submit
- Save Draft Document
- Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header Addresses Mark For Comments Line Item Pack Attachments Preview Document

At least one Line Item is required

AAI SDN ACRN
p01002 SDN111111 22 clear

Line Item Details

Table with columns: Item No., Stock Part No., Type, Qty. Shipped, Unit, Unit Price (\$), Amount (\$), Actions. Row 1: 1000, STP111220a1, CL, 300, EA, 0.02, 6.00, Edit Delete Add

CDRL ELIN Line Item Details

Table with columns: Item No., Qty. Shipped, Unit, Unit Price (\$), Amount (\$), Actions. Row 1: Add

The Acceptor clicks the Add link under the CDRL ELIN Line Item Details Header to add CDRL Elin information.

- Submit Save Draft Document Help

Acceptor - Receiving Report

ELIN

single * = Required Fields when saving CDRL line item; double ** = Required Fields when saving CDRL line item, saving draft document, and tabbing.

Item No. **	Qty. Shipped	Unit	NSP	Unit Price (\$) *	Amount (\$)
AAA1	1	EA	<input type="checkbox"/>	30.00	30.00

AAI	SDN	ACRN
001002	SDN111111	22

SYSUID 1 *	SYSUID 2
1011RTFTXT	1212SGR18A

Attachment Name *	Actions
	Add Attachment

The Acceptor enters the CDRL Elin Information for the Receiving Report.

Description *

Save CDRL Elin Save Draft Document Previous Reset Help

Acceptor - Receiving Report

ELIN

single * = Required Fields when saving CDRL line item; double ** = Required Fields when saving CDRL line item, saving draft document, and tabbing.

Item No. **	Qty. Shipped	Unit	NSP	Unit Price (\$) *	Amount (\$)
AAA1	1	EA	<input type="checkbox"/>	30.00	30.00

AAI	SDN	ACRN
001002	SDN111111	22

SYSUID 1 *	SYSUID 2
1011RTFTXT	1212SGR18A

Attachment Name *	Actions
	Add Attachment

The Acceptor clicks the Add link to add the required attachment.

Description *

Save CDRL Elin Save Draft Document Previous Reset Help

Acceptor - Receiving Report

Form - Attachments

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

C:\Documents and Settings\Inric...

The Acceptor clicks the Browse button to locate the file that is to be attached.

Acceptor - Receiving Report

Form - A Choose file

WARNIN
system.

C:\Docume

The image shows a Windows-style file explorer dialog box titled "Choose file". The "Look in:" field is set to "Attachments". The file list contains two items: "Attach.txt" and "Attachment_for_WAWF.doc", with the latter selected. The "File name:" field at the bottom contains "Attachment_for_WAWF.doc" and the "Files of type:" field is set to "All Files (*.*)". The "Open" button is highlighted with a red rectangular box, and a mouse cursor is pointing at it. The "Cancel" button is also visible below it.

formation ONLY. Do NOT enter classified information in this

The Acceptor clicks the Open button after the file is selected.

Upload Return Help

Acceptor - Receiving Report

Form - Attachments

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

C:\Documents and Settings\nrice

The Acceptor clicks the Upload button to attach the selected document.

Acceptor - Receiving Report

ELIN

single * = Required Fields when saving CDRL line item; double ** = Required Fields when saving CDRL line item, saving draft document, and tabbing.

Item No. **	Qty. Shipped	Unit	NSP	Unit Price (\$) *	Amount (\$)
AAA1	1	EA	<input type="checkbox"/>	30.00	30.00

AAI	SDN	ACRN
001002	SDN111111	22

SYSUID 1 *	SYSUID 2
1011RTFTXT	1212SGR18A

Attachment Name *	Actions
Attachment_for_WAWF.doc	View Attachment Delete Attachment

Description *



The attachment is now saved on the document.

Save CDRL Elin Save Draft Document Previous Reset Help

Acceptor - Receiving Report

ELIN

single * = Required Fields when saving CDRL line item; double ** = Required Fields when saving CDRL line item, saving draft document, and tabbing.

Item No. **	Qty. Shipped	Unit	NSP	Unit Price (\$) *	Amount (\$)
AAA1	1	EA	<input type="checkbox"/>	30.00	30.00

AAI	SDN	ACRN
001002	SDN111111	22

SYSUID 1 *	SYSUID 2
1011RTFTXT	1212SGR18A

Attachment Name *	Actions
Attachment_for_WAWF.doc	View Attachment Delete Attachment

Description *

The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.

- Save CDRL Elin
- Save Draft Document
- Previous
- Reset
- Help

Acceptor - Receiving Report

ELIN

single * = Required Fields when saving CDRL line item; double ** = Required Fields when saving CDRL line item, saving draft document, and tabbing.

Item No. **	Qty. Shipped	Unit	NSP	Unit Price (\$) *	Amount (\$)
AAA1	1	EA	<input type="checkbox"/>	30.00	30.00

AAI	SDN	ACRN
001002	SDN111111	22

SYSUID 1 *	SYSUID 2
1011RTFTXT	1212SGR18A

Attachment Name *	Actions
Attachment_for_WAWF.doc	View Attachment Delete Attachment

Description *

Line Description for this CDRL

When the required information for the line item has been entered, the Acceptor clicks the Save CDRL Elin button at the bottom of the screen.

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Acceptor - Receiving Report

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[Header](#)
[Addresses](#)
[Mark For](#)
[Comments](#)
[Line Item](#)
[Pack](#)
[Attachments](#)
[Preview Document](#)

At least one Line Item is required

[clear](#)

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
1000	STP111220a1	CL	300	EA	0.02	6.00	Edit Delete Add

CDRL ELIN Line Item Details

Item No.	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
AAA1	1	EA	30.00	30.00	Edit Delete Add



The CRDL ELIN is now saved on the document.

Up to 250 Line Items can be added using the actions shown. However, if you need to enter a large number of items, you should use FTP or EDI to submit the document.

[Submit](#)

[Save Draft Document](#)

[Help](#)

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Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Mark For Comments Line Item Pack Attachments Preview Document

At least one Line Item is required

AAI SDN ACRN
001002 SDN111111 22 clear

The Acceptor can navigate to the Pack page by clicking the Pack tab.

Line Item Details

Table with columns: Item No., Stock Part No., Type, Qty. Shipped, Unit, Unit Price (\$), Amount (\$), Actions. Row 1: 1000, STP111220a1, CL, 300, EA, 0.02, 6.00, Edit Delete Add

CDRL ELIN Line Item Details

Table with columns: Item No., Qty. Shipped, Unit, Unit Price (\$), Amount (\$), Actions. Row 1: AAA1, 1, EA, 30.00, 30.00, Edit Delete Add

Submit Save Draft Document Help

Acceptor - Receiving Report

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- Header
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- Attachments
- Preview Document

The Acceptor clicks the Add link to add the Pack data information.

Actions
[Add](#)

- Submit
- Save Draft Document
- Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack**
- Attachments
- Preview Document

Package Type	Package ID	Actions
RFID - Radio Frequency Identification (Passive) ▼	ADEC22D211222123	Save Cancel

The Acceptor enters the Package ID and clicks the Save link.

Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack**
- Attachments
- Preview Document

Pack CLIN

Expand All Collapse All

[-] Package Type	Package ID	Actions
RFID	ADEC22D211222123	Add Edit Delete



The Package ID is now saved on the document.

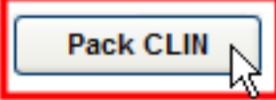
Actions
Add

- Submit
- Save Draft Document
- Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack**
- Attachments
- Preview Document



The Acceptor clicks the Pack CLIN button to continue packing.

Expand All Collapse All

[-] Package Type	Package ID	Actions
RFID	ADEC22D211222123	Add Edit Delete

Actions
Add

- Submit
- Save Draft Document
- Help

CLIN/SLIN Data

* = Required Fields

Item No	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions
1000	STP111220a1	N	300	0	300	Add

The Acceptor clicks the Add link to continue packing the CLIN/SLIN.

CLIN/SLIN Data

* = Required Fields

Item No	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions
1000	STP111220a1	N	300	300	0	
Package ID			Quantity Packed			
<input type="text" value="ADEC22D211222123"/>			<input type="text" value="300"/>			Save Cancel

The Acceptor enters the Quantity Packed and clicks the Save link.

Help

CLIN/SLIN Data

* = Required Fields

Item No	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions
1000	STP111220a1	N	300	300	0	
	Package ID		Quantity Packed			
	ADEC22D211222123		300			

Edit Delete



The Acceptor can Edit or Delete the Pack data by clicking the Edit or Delete links.

The Acceptor clicks the Save Pack Clin button after the Quantity Packed has been saved for the Package ID.

Save Pack Clin

Save Draft Document

Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack**
- Attachments
- Preview Document

Pack CLIN

Expand All Collapse All

[] Package Type	Package ID	Actions
RFID	ADEC22D211222123	Add Edit Delete
CLIN: 1000 Quantity: 300		

The Pack Data is now saved on the document.

Actions
Add

- Submit
- Save Draft Document
- Help

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments**
- Preview Document

Pack CLIN

Expand All Collapse All

The Acceptor can navigate to the Attachments page by clicking the Attachments tab.

[-] Package Type	Package ID	Actions
RFID	ADEC22D211222123	Add Edit Delete
CLIN: 1000 Quantity: 300		

Actions
Add

- Submit
- Save Draft Document
- Help

Acceptor - Receiving Report

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments**
- Preview Document

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Attachment

Attachments Name	Actions
------------------	---------

The Acceptor can add attachments as shown in the CDRL attachment portion of this demonstration.

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Acceptor - Receiving Report

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- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Attachment

Attachments Name	Actions
------------------	---------

The Acceptor can click the Preview Document tab to View the entire document.

- Submit
- Save Draft Document
- Help

User Government Documentation Lookup Logout

Acceptor - Receiving Report

Data Capture

Header Addresses Mark For Comments Line Item Pack Attachments **Preview Document**

Expand All Collapse All

[+]Document Information

Contract Number		Delivery Order		Contract Number		Acceptance Point	
HQ0303MPRRWBT				DoD Contract (F		D	
Shipment Number		Shipment Date		Final Shipment		Estimated Delivery Date	
SHP308		2010/11/17		N			
TCN	Gross Weight		First Line Haul Mode			Service	
			H			FOB S	
Transportation Leg		Standard Carrier Alpha Code					
1							
Secondary Transportation Tracking Number					Tracking Type		Tracking Description
STTN000054					FI		

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The Acceptor can scroll the contents of tab to review the document.

If the Acceptor notices an inaccuracy after reviewing the document information, the Acceptor can return to the appropriate tab to correct the information.

Summary of Detail Level Information							Total (\$)
2 CLIN/SLIN(s)							36.00

[+]Line Item Information

Item No.	Stock Part No.	Type	NSP	Qty. Shipped	Unit	Unit Price (\$)	Qty. Accepted	Amount (\$)
1000	STP111220a1	CL	N	300	EA	0.02		6.00
SDN		ACRN		AAI		GFE		Multi-Box Pack Ind.
SDN111111		22		001002		N		N
Description								
Line Item Description # 1								

Item No	NSP	Qty. Shipped	Unit	Unit Price (\$)	Qty. Accepted	Amount (\$)
---------	-----	--------------	------	-----------------	---------------	-------------

Acceptor - Receiving Report

Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

Expand All Collapse All

The Acceptor can expand all document sections by clicking the Expand All link. The Acceptor can collapse the contents of the tab by clicking the Collapse All link.

[+]Document Information

Contract Number	Delivery Order	Contract Number	Acceptance Point
HQ0303MPRRWBT		DoD Contract (FAR)	D
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date
SHP308	2010/11/17	N	
TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code
		H	
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type
1			
Secondary Transportation Tracking Number	Tracking Type	Tracking Description	
STTN000054	FI		

Summary of Detail Level Information	Total (\$)
2 CLIN/SLIN(s)	36.00

[+]Line Item Information

Item No.	Stock Part No.	Type	NSP	Qty. Shipped	Unit	Unit Price (\$)	Qty. Accepted	Amount (\$)
1000	STP111220a1	CL	N	300	EA	0.02		6.00
	SDN	ACRN	AAI	GFE	Multi-Box Pack Ind.			
	SDN111111	22	001002	N	N			
Description								
Line Item Description # 1								

Item No	NSP	Qty. Shipped	Unit	Unit Price (\$)	Qty. Accepted	Amount (\$)
---------	-----	--------------	------	-----------------	---------------	-------------

Acceptor - Receiving Report

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments
- Preview Document**

[Expand All](#) [Collapse All](#)

- [\[+\]Document Information](#)
- [\[+\]Line Item Information](#)
- [\[+\]Pack Information](#)
- [\[+\]Address Information](#)
- [\[+\]Misc Information](#)



The Acceptor can expand and collapse individual headers by clicking on the section headers.

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

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)

Acceptor - Receiving Report

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[Pack](#)
[Attachments](#)
[Preview Document](#)

[Expand All](#) [Collapse All](#)

[\[-\]Document Information](#)

The Document Information section of the tab is now expanded.

Contract Number		Delivery Order		Inspection Point		Acceptance Point			
HQ0303MPRRWBT		DoD Contract (FAR)		D		D			
Shipment Number		Shipment Date		Final Shipment		Estimated Delivery Date		Supplies	Service
SHP308		2010/11/17		N				<input checked="" type="radio"/>	<input type="radio"/>
TCN	Gross Weight		First Line Haul Mode			Serial Shipping Container Code		FOB	
			H					S	
Transportation Leg		Standard Carrier Alpha Code			Bill of Lading Number		Bill of Lading Type		
1									
Secondary Transportation Tracking Number					Tracking Type		Tracking Description		
STTN000054					FI				

Summary of Detail Level Information							Total (\$)	
2 CLIN/SLIN(s)							36.00	

[\[+\]Line Item Information](#)
[\[+\]Pack Information](#)
[\[+\]Address Information](#)
[\[+\]Misc Information](#)

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Acceptor - Receiving Report

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Header Addresses Mark For Comments Line Item Pack Attachments Preview Document

Expand All Collapse All

[.]Document Information

Contract Number	Delivery Order	Contract Number Type	Issue Date	Inspection Point	Acceptance Point
HQ0303MPRRWBT		DoD Contract (FAR)		D	D
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service
SHP308	2010/11/17	N		<input checked="" type="radio"/>	<input type="radio"/>
TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code	FOB	
		H		S	
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type		
1					
Secondary Transportation Tracking Number	Tracking Type	Tracking Description			
STTN000054	FI				

Summary of Detail Level Information	Total (\$)
2 CLIN/SLIN(s)	36.00

Once the information is correct, the Acceptor can click the Submit button from any page.

[+]Line Item Information
[+]Pack Information
[+]Address Information
[+]Misc Information

Submit Save Draft Document Help

User Government Documentation Lookup Logout

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Mark For Comments Line Item Pack Attachments Preview Document

Expand All Collapse All

[.]Document Information

Contract Number	Delivery Order	Contract Number Type	Issue Date	Inspection Point	Acceptance Point
HQ0303MPRRWBT		DoD Contract (FAR)		D	D
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service
SHP308	2010/11/17	N		<input checked="" type="radio"/>	<input type="radio"/>
TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code	FOB	
		H		S	
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type		
1					
Secondary Transportation Tracking Number	Tracking Type	Tracking Description			
STTN000054	FI				

Summary of Detail Level Information	Total (\$)
2 CLIN/SLIN(s)	36.00

The Acceptor clicks the Submit button to submit the document to WAWF.

[+]Line Item Information
[+]Pack Information
[+]Address Information
[+]Misc Information

Submit Save Draft Document Help

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)**Success**

The Destination Inspection and Acceptance Receiving Report was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
HQ0303MPRRWBT		SHP308	

Email sent to Vendor: nrice@caci.com

Email sent to Acceptor: wawf@caci.com

Notification sent for CAGE code 493R2 to EDI Routing Codes- ISA07: 42, ISA08: SENDALL-NOTICES, GS03: NORMA493R2

Notification sent for CAGE code 493R2 to FTP Directory: /caci_db/efp/WAWF_RA_sec/TestVersion500/FTPEDIDirectory/ftp_working/nrice/493R2

[Send Additional Email Notifications](#)

Wed Nov 17 15:25:08 EST 2010

After the Receiving Report has been submitted, the WAWF system informs the Acceptor that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.

The Acceptor can add more email addresses by clicking the Send Additional Email Notifications link.

[Return](#)

Logon Date : 2010/11/17 15:02:26 EST Last Accessed Date : 2010/11/17 15:24:54 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)**Success**

The Destination Inspection and Acceptance Receiving Report was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
-----------------	----------------	-----------------	----------------

HQ0303MPRRWBT

SHP308

Email sent to Vendor: nrice@caci.com

Email sent to Acceptor: wawf@caci.com

Notification sent for CAGE code 493R2 to EDI Routing Codes- ISA07: 42, ISA08: SENDALL-NOTICES, GS03: NORMA493R2

Notification sent for CAGE code 493R2 to FTP Directory: /caci_db/efp/WAWF_RA_sec/Test/Version500/FTPEDI/Directory/ftp_working/nrice/493R2

[Send Additional Email Notifications](#)

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This concludes the demonstration for an Acceptor creating a Receiving Report.

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