

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 Inspector creating a Micro-Purchase Receiving Report.

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

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A Micro-purchase Receiving Report is a standalone receiving report, without an invoice. This type of Receiving Report is used for recording the receipt or acceptance of property purchased via a government purchase card. A Micro-purchase Receiving Report can be created to make a payment against a contract or for small locally purchased items.

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Inspector

Create Document

Inspection Folder

History Folder by DoDAAC

History Folder by User

Hold Folder

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Saved Documents Folder

Pure Edge Folder

View Only Folder

View Only Saved Documents Folder

View Only Pure Edge Folder

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- 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.
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To begin, the Government Inspector selects the Create Document option from the Inspector's dropdown menu option.

Help

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Inspector - Create Document

Contract Info

* = Required Fields

Contractual? *	Contract Number *	Delivery Order	InspectBy DoDAAC / Ext. *
<input type="button" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>

Select Document Type to Create

- Receiving Report
- Micro-Purchase Receiving Report

The Contract Information page is displayed.

[Next](#) [Reset](#) [Help](#)

Inspector - Create Document

Contract Info

* = Required Fields

Contractual? *	Contract Number *	Delivery Order	InspectBy DoDAAC / Ext. *
<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>

Y
N



Select Document Type to Create

- Receiving Report
- Micro-Purchase Receiving Report

The Inspector selects N from the Contractual? dropdown box.

Inspector - Create Document

Contract Info

* = Required Fields

Contractual? *	Contract Number	Delivery Order	InspectBy DoDAAC / Ext. *
<input type="text" value="N"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="FU4417"/>

Select Document Type to Create *

- Receiving Report
- Micro-Purchase Receiving Report**

The Micro-Purchase Receiving Report is selected as the default document type.

The Inspector selects the Inspect By Location Code and clicks the Next button to continue.

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Inspector - Micro-Purchase Receiving Report

[Contract >>](#) Document Flow Info

* = Required Fields

Pay Official * **InspectBy DoDAAC / Extension ***

CRCARD FU4417

Ship To Code / Extension *

FA3030

Select Receiving Report Flow *

Inspection: Acceptance:

The Document Selection page is displayed.
Note: CRCARD is populated as the Pay DoDAAC.

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Inspector - Micro-Purchase Receiving Report

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* = Required Fields

Pay Official * **InspectBy DoDAAC / Extension ***

CRCARD FU4417

Ship To Code / Extension *

FA3030

The Inspector enters the Ship To Location Code.

Select Receiving Report Flow *

Inspection: Acceptance:



The Inspector selects the Inspection and Acceptance points and clicks the Next button to continue.

Next Previous Reset Help

Inspector - Micro-Purchase Receiving Report

[Contract >> Document Flow Info >> Routing](#)

Contract Number	Delivery Order	InspectBy DoDAAC / Extension	Pay DoDAAC	Inspection Point	Acceptance Point
PCFA303010324	0002	FU4417	CRCARD	D	D

Issue Date **Issue By DoDAAC *** **Mark For Code / Extension**



Ship To Code / Extension **Ship From Code / Extension** **CAGE Code / Extension**

FA3030

The Routing page is displayed.

Note: The Contract Number and the Delivery Order Number are system generated.

Inspector - Micro-Purchase Receiving Report

[Contract >> Document Flow Info >> Routing](#)

Contract Number	Delivery Order	InspectBy DoDAAC / Extension	Pay DoDAAC	Inspection Point	Acceptance Point
PCFA303010324	0002	FU4417	CRCARD	D	D
Issue Date	Issue By DoDAAC *	Mark For Code / Extension			
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="FU4417"/>	<input type="text"/>	<input type="text"/>		
Ship To Code / Extension	Ship From Code / Extension	CAGE Code / Extension			
FA3030	<input type="text"/>	<input type="text"/>	<input type="text" value="493R2"/>	<input type="text"/>	

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



Inspector - Micro-Purchase Receiving Report

[Contract](#) >> [Document Flow Info](#)>> [Routing](#) >> Data Capture

- Header**
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single * = Required Fields on Submit; double ** = Required Fields on Submit, save

Contract Number	Delivery Order	Point
PCFA303010324	0002	
Contract Number Type	ce	
Micropurchase		

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

Note the Contract Number Type is system generated.

Vendor Identifier *	Vendor Transaction Number *	Card Issuing Bank Identifier *	Amount Billed * (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Shipment Number **	Shipment Date *	Estimated	Final Shipment	Estimated Delivery Date	Government Document Identifier
<input type="text"/>	YYYY/MM/DD <input type="text"/>	<input type="text"/>	N <input type="text"/>	YYYY/MM/DD <input type="text"/>	<input type="text"/>

TCN	Gross Weight	FOB	Serial Shipping Container Code
<input type="text"/>	<input type="text"/>	S <input type="text"/>	<input type="text"/>

Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number
<input type="text"/>	<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"/>	USD <input type="text"/>	<input type="text"/>

- Submit
- Save Draft Document
- Previous
- Help

User Government Documentation Lookup Logout

Inspector - Micro-Purchase Receiving Report

Contract >> Document Flow Info>> 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	
PCFA303010324		0002				D		D	
Contract Number Type						Supplies		Service	
Micropurchase						<input checked="" type="radio"/>		<input type="radio"/>	
Vendor Identifier *			Vendor Transaction Number *			Card Issuing Bank Identifier *		Amount Billed * (\$)	
<input type="text" value="5D5G541D98E2D85E56SE54GS56"/>			<input type="text" value="TR5654564456"/>			<input type="text" value="562245"/>		<input type="text" value="569.54"/>	
Shipment Number **		Shipment Date *		Estimated	Final Shipment	Estimated Delivery Date		Government Document Identifier	
<input type="text" value="SHP1126"/>		<input type="text" value="2010/11/20"/>		<input type="button" value="v"/>	<input type="button" value="N v"/>	<input type="text" value="YYYY/MM/DD"/>		<input type="text"/>	
TCN			Gross Weight		FOB		Serial Shipping Container Code		
<input type="text"/>			<input type="text" value="300"/>		<input type="button" value="S v"/>		<input type="text" value="553567241916454266"/>		
Transportation Leg								Shipping Number	
1								<input type="text"/>	
Secondary Transportation Tracking Number								Shipping Type *	
<input type="text" value="T445D5D58DFCDAFD"/>						<input type="text" value="AW - Air Waybill Number"/>		<input type="button" value="v"/>	
<input type="text"/>						<input type="text"/>		<input type="button" value="v"/>	
First Line Haul Mode							Currency Code		Document Total (\$)
<input type="button" value="v"/>							<input type="text" value="USD"/>		<input type="text" value="2441.25"/>

The Inspector enters the Shipment and Transportation data for the Micro-Purchase Receiving Report.

Submit Save Draft Document Previous Help

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Inspector - Micro-Purchase Receiving Report

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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	
PCFA303010324	0002		D	D	
Contract Number Type			Supplies	Service	
Micropurchase			<input checked="" type="radio"/>	<input type="radio"/>	
Vendor Identifier *	Vendor Transaction Number *	Card Issuing Bank Identifier *	Amount Billed * (\$)		
<input type="text" value="5D5G541D98E2D85E56SE54GS56"/>	<input type="text" value="TR5654564456"/>	<input type="text" value="562245"/>	<input type="text" value="569.54"/>		
Shipment Number **	Shipment Date *	Estimated	Final Shipment	Estimated Delivery Date	Government Document Identifier
<input type="text" value="SHP1126"/>	<input type="text" value="2010/11/20"/>	<input type="button" value="v"/>	<input type="button" value="N"/> <input type="button" value="v"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text"/>
TCN	Gross Weight	FOB	Serial Shipping Container Code		
<input type="text"/>	<input type="text" value="300"/>	<input type="button" value="S"/> <input type="button" value="v"/>	<input type="text" value="553567241916454266"/>		
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number			
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>			
Secondary Transportation Tracking	Transportation Tracking Type *				
<input type="text" value="T445D5D58DFCDAFD"/>	<input type="button" value="v"/>			<input type="button" value="v"/>	
First Line Haul Mode	Currency Code	Document Total (\$)			
<input type="text"/>	<input type="button" value="USD"/> <input type="button" value="v"/>	<input type="text" value="2441.25"/>			

The Inspector 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.



Inspector - Micro-Purchase Receiving Report

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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	
PCFA303010324			D	D	
Contract Number Type			Applies	Service	
Micropurchase			<input checked="" type="radio"/>	<input type="radio"/>	
Vendor Identifier *	Vendor Transaction Number *	Card Issuing Bank Identifier *	Amount Billed * (\$)		
5D5G541D98E2D85E56SE54GS56	TR5654564456	562245	569.54		
Shipment Number **	Shipment Date *	Estimated	Final Shipment	Estimated Delivery Date	Government Document Identifier
SHP1126	2010/11/20	<input type="checkbox"/>	N <input type="checkbox"/>	YYYY/MM/DD	
TCN	Gross Weight	FOB	Serial Shipping Container Code		
	300	S <input type="checkbox"/>	553567241916454266		
Transportation Leg	Standard Carrier Alpha Code		Bill of Lading Number		
1					
Secondary Transportation Tracking Number *			Secondary Transportation Tracking Type *		
T445D5D58DFCDAFD			AW - Air Waybill Number <input type="checkbox"/>		
First Line Haul Mode				Currency Code	Document Total (\$)
				USD <input type="checkbox"/>	2441.25

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

- Submit
- Save Draft Document
- Previous
- Help

User Government Documentation Lookup Logout

Inspector - Micro-Purchase Receiving Report

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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

State: TX

Zip Code: 752014612

Country: USA

Military Location Desc

Inspect By DoDAAC / Ext.: FU4417

* Activity Name 1: FU4417 1 SOCS SOCS ATTN BECO

Activity Name 2:

Activity Name 3:

Address 1: BLDG 90609 CP 850 884 6118

Address 2: 620 CRUZ AVE

Address 3:

Address 4: HURLBURT FIELD FL 32544-5708

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).

Inspector - Micro-Purchase Receiving Report

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- Header
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Payee / Ext.: 493R2

* Payee Name 1: COMERICA INCORPORATED

Payee Name 2: Attn: Mac Payee Juniper

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 Inspector can navigate to the Mark For page by clicking the Mark For tab.

Inspect By DoDAAC / Ext.: FU4417

* Activity Name 1: FU4417 1 SOCS SOCS ATTN BECO

Activity Name 2:

Activity Name 3:

Address 1: BLDG 90609 CP 850 884 6118

Address 2: 620 CRUZ AVE

Address 3:

Address 4: HURLBURT FIELD FL 32544-5708

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- Header
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Mark For Rep Mark For Secondary

Message for Mike Donald	Message for Sue Z King
-------------------------	------------------------

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

- Submit
- Save Draft Document
- Help

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Mark For Rep

Message for Mike Donald

Mark For Secondary

Message for Sue Z King

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

- Submit
- Save Draft Document
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Initiator Comments

Comments for This Micro-Purchase Receiving Report

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

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Initiator Comments

Comments for This Micro-Purchase Receiving Report

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

Submit

Save Draft Document

Help

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

At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions
----------	----------------	------	--------------	------	-----------------	-------------	-----	---------

[Add](#)

The Line Item page is displayed.

- Submit
- Save Draft Document
- Help

Inspector - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

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

At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions
								Add

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

- Submit
- Save Draft Document
- Help

Inspector - Micro-Purchase Receiving Report

CLIN/SLIN/ELIN

UID

MILSTRIP

* = Required Fields

Item No.	Stock Part No.	Type
0001	<input type="text"/>	<input type="text"/>

Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	

Multiple Box Pack Indicator	GFE?	Advice Code
<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text"/>

Description *

The CLIN/SLIN/ELIN page is displayed.

Save Clin/Slin/Elin Save Draft Document Previous Help

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Inspector - Micro-Purchase Receiving Report

CLIN/SLIN/ELIN

UID

MILSTRIP

* = Required Fields

Item No.	Stock Part No.	Type
0001	<input type="text" value="st444155pu"/>	<input type="text" value="B8 - BATCH NUMBER"/>

Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)
<input type="text" value="3,255"/>	<input type="text" value="EA"/>	<input type="checkbox"/>	<input type="text" value="0.75"/>	2,441.25

Multiple Box Pack Indicator	GFE?	Advice Code
<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text" value="C - Quantity Increase"/>

Description *

Line description for this Micro-Purchase



The Inspector enters the Line Item Information for the Micro-Purchase Receiving Report.

Save Clin/Slin/Elin

Save Draft Document

Previous

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Inspector - Micro-Purchase Receiving Report

CLIN/SLIN/ELIN **UID** MILSTRIP

* = Required Fields

Item No.	Stock Part No.	Type
0001	st444155pu	B8 - BATCH NUMBER

Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)
3,255	EA	<input type="checkbox"/>	0.75	2,441.25

Multiple Box Pack Indicator	GFE?	Advice Code
N	N	C - Quantity Increase

Description *

Line description for this Micro-Purchase

The Inspector can navigate to the UID page by clicking the UID tab.

Save Clin/Slin/Elin Save Draft Document Previous Help

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Inspector - Micro-Purchase Receiving Report

[CLIN/SLIN/ELIN](#)

U

[MILSTRIP](#)

* Asterisk indicates required entry for 'Save'. ** Double asterisk indicates required entry for 'Save and Continue'.

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

[Enterprise Identifier](#)

[Issuing Agency Code](#)

[UID Type](#)

[Original Part Number](#)

[Lot / Batch](#)

[Actions](#)

[Add UID](#)

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

Please refer to the UID demonstration on WBT for further information regarding UIDs.

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* Asterisk indicates required entry for 'Save'. ** Double asterisk indicates required entry for 'Save and Continue'.

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

[Enterprise Identifier](#)

[Issuing Agency Code](#)

[UID Type](#)

[Original Part Number](#)

[Lot / Batch](#)

[Actions](#)

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

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

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* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
--------------	---------------	---------

[Add](#)

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

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

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Inspector - Micro-Purchase Receiving Report

CLIN/SLIN/ELIN UID **MILSTRIP**

* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
<input type="text" value="MST1223"/>	<input type="text" value="3255"/>	Delete  Add 

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

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

Save Draft Document Help

Inspector - Micro-Purchase Receiving Report

CLIN/SLIN/ELIN UID MILSTRIP

* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
<input type="text" value="MST1223"/>	<input type="text" value="3,255"/>	Delete Add

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

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

Inspector - Micro-Purchase Receiving Report

CLIN/SLIN/ELIN

UID

MILSTRIP

* = Required Fields

Item No.	Stock Part No.	Type
0001	st444155pu	B8 - BATCH NUMBER

Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)
3,255	EA	<input type="checkbox"/>	0.75	2,441.25

Multiple Box Pack Indicator	GFE?	Advice Code
N	N	C - Quantity Increase

Description *

Line description for this Micro-Purchase

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

Save Clin/Slin/Elin

Save Draft Document

Previous

Help

Logon Date : 2010/11/20 11:24:05 EST Last Accessed Date : 2010/11/20 11:31:09 EST

Inspector - Micro-Purchase Receiving Report

[Contract](#) >> [Document Flow Info](#)>> [Routing](#) >> Data Capture

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

At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions
0001	st444155pu	B8	3,255	EA	0.75	2,441.25	N	Edit Delete Add



The Line Item is now saved.

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

- Submit
- Save Draft Document
- Help

Logon Date : 2010/11/20 11:24:05 EST Last Accessed Date : 2010/11/20 11:31:26 EST

Inspector - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

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

At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions
0001	st444155pu	B8	3,255	EA	0.75	2,441.25	N	Edit Delete Add 

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

- Submit
- Save Draft Document
- Help

Logon Date : 2010/11/20 11:24:05 EST Last Accessed Date : 2010/11/20 11:31:26 EST

Inspector - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

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

At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions
0001	st444155pu	B8	3,255	EA	0.75	2,441.25	N	Edit Delete Add

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

Submit Save Draft Document Help

Inspector - Micro-Purchase Receiving Report

[Contract](#) >> [Document Flow Info](#)>> [Routing](#) >> Data Capture

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

Actions
[Add](#)

Refer to the Pack demonstration in WBT for additional information regarding Pack data.

- Submit
- Save Draft Document
- Help

Inspector - Micro-Purchase Receiving Report

Contract >> Document Flow Info>> Routing >> Data Capture

Header Addresses Mark For Comments Line Item Pack Attachments Preview Document

Actions
Add

The Inspector clicks the Attachments tab to navigate back to the Attachments page.

Submit Save Draft Document Help

Inspector - Micro-Purchase Receiving Report

[Contract](#) >> [Document Flow Info](#)>> [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 Inspector clicks the Browse button to locate the file that is to be attached.

- Submit
- Save Draft Document
- Help

Logon Date : 2010/11/20 11:24:05 EST Last Accessed Date : 2010/11/20 11:31:52 EST

Inspector - Micro-Purchase Receiving Report

Contract >> Document Flow Info>> Routing >> Data Capture

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

WARNING: Wide Area Workflow information in this system.

NOT enter classified

Attachment

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

Choose file

Look in: Attachments

- Attachment_for_WAWF.doc
- Attach.txt

File name: Attachment_for_WAWF.doc

Files of type: All Files (*.*)

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

- Submit
- Save Draft Document
- Help

Inspector - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> 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

C:\Documents and Settings\Inrice

[Browse...](#)

[Upload](#)

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

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

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2010/11/20 11:24:05 EST Last Accessed Date : 2010/11/20 11:31:52 EST

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Inspector - Micro-Purchase Receiving Report

[Contract](#) >> [Document Flow Info](#)>> [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
Attachment_for_WAWF.doc	View Attachment Delete Attachment



The attachment is now saved on the document.

-
-
-

Logon Date : 2010/11/20 11:24:05 EST Last Accessed Date : 2010/11/20 11:31:54 EST

Inspector - Micro-Purchase Receiving Report

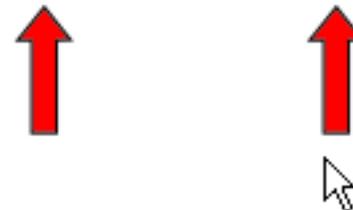
[Contract >> Document Flow Info>> Routing >> Data Capture](#)

- 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
Attachment_for_WAWF.doc	View Attachment Delete Attachment



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

-
-
-

Logon Date : 2010/11/20 11:24:05 EST Last Accessed Date : 2010/11/20 11:31:54 EST

Inspector - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> 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

[Browse...](#) [Upload](#)

Attachments Name	Actions
Attachment_for_WAWF.doc	View Attachment Delete Attachment

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

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

User Government Documentation Lookup Logout

Inspector - Micro-Purchase Receiving Report

Contract >> Document Flow Info>> 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
PCFA303010324	0002	Micropurchase
Shipment Number	Shipment Date	Final Shipment
SHP1126	2010/11/20	N

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

TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code	FOB
	300		553567241916454266	S

Transportation Leg	Standard Carrier Alpha Code
1	
Secondary Transportation Tracking Number	
T445D5D58DFCDAFD	

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

Vendor Identifier	Vendor Transaction Number	Card Issuing Bank Identifier	Amount Billed (\$)	Government Document Identifier
5D5G541D98E2D85E56SE54GS56	TR5654564456	562245	569.54	

Summary of Detail Level Information	Total (\$)
1 CLIN/SLIN(s)	2,441.25

[_]Line Item Information

Item No.	Stock Part No.	Type	NSP	Qty. Shipped	Unit	Unit Price	Qty. Accepted	Amount
0001	st444155pu	B8	N	3,255	EA	\$ 0.75		\$ 2,441.25
GFE	Advice Code		Multi-Box Pack Ind.					
N	C		N					
Description								

User Government Documentation Lookup Logout

Inspector - Micro-Purchase Receiving Report

Contract >> Document Flow Info>> Routing >> Data Capture

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

Expand All **Collapse All**

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

[+]Document Information

Contract Number		Delivery Order	Inspection Point		Acceptance Point
PCFA303010324		0002	D		D
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date		Supplies
SHP1126	2010/11/20	N			<input checked="" type="radio"/>
TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code		FOB
	300		553567241916454266		S
Transportation Leg		Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type	
1					
Secondary Transportation Tracking Number			Tracking Type	Tracking Description	
T445D5D58DFCDAFD			AW		
Vendor Identifier	Vendor Transaction Number	Card Issuing Bank Identifier	Amount Billed (\$)	Government Document Identifier	
5D5G541D98E2D85E56SE54GS56	TR5654564456	562245	569.54		

Summary of Detail Level Information	Total (\$)
1 CLIN/SLIN(s)	2,441.25

[+]Line Item Information

Item No.	Stock Part No.	Type	NSP	Qty. Shipped	Unit	Unit Price	Qty. Accepted	Amount
0001	st444155pu	B8	N	3,255	EA	\$ 0.75		\$ 2,441.25
GFE		Advice Code			Multi-Box Pack Ind.			
N		C			N			
Description								

Inspector - Micro-Purchase Receiving Report

Contract >> Document Flow Info>> Routing >> Data Capture

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

Expand All Collapse All

- [+]Document Information
- [+]Line Item Information
- [+]Address Information
- [+]Misc Information



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

- Submit
- Save Draft Document
- Help

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

Inspector - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

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

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

The Document Information section of the tab is now expanded.

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

Contract Number	Delivery Order	Contract Number Type	Issue Date	Inspection Point	Acceptance Point
PCFA303010324	0002	Micropurchase		D	D
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service
SHP1126	2010/11/20	N		<input checked="" type="radio"/>	<input type="radio"/>
TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code	FOB	
	300		553567241916454266	S	
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type		
1					
Secondary Transportation Tracking Number	Tracking Type	Tracking Description			
T445D5D58DFCDAFD	AW				
Vendor Identifier	Vendor Transaction Number	Card Issuing Bank Identifier	Amount Billed (\$)	Government Document Identifier	
5D5G541D98E2D85E56SE54GS56	TR5654564456	562245	569.54		
Summary of Detail Level Information				Total (\$)	
1 CLIN/SLIN(s)				2,441.25	

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

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

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

Inspector - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

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

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

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

Contract Number		Delivery Order		Contract Number Type		Issue Date		Inspection Point		Acceptance Point	
PCFA303010324		0002		Micropurchase				D		D	
Shipment Number			Shipment Date		Final Shipment		Estimated Delivery Date			Supplies	Service
SHP1126			2010/11/20		N					<input checked="" type="radio"/>	<input type="radio"/>
TCN	Gross Weight		First Line Haul Mode			Serial Shipping Container Code				FOB	
	300					553567241916454266				S	
Transportation Leg		Standard Carrier Alpha Code				Bill of Lading Number		Bill of Lading Type			
1											
Secondary Transportation Tracking Number						Tracking Description					
T445D5D58DFCDAFD											
Vendor Identifier		Vendor Transaction		Quantity		Unit Price		Amount		Government Document Identifier	
5D5G541D98E2D85E56SE54GS56		TR565456456		562245		569.54					

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

Summary of Detail Level Information										Total (\$)	
1 CLIN/SLIN(s)										2,441.25	

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

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

User Government Documentation Lookup Logout

Inspector - Micro-Purchase Receiving Report

Contract >> Document Flow Info>> 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
PCFA303010324	0002	Micropurchase		D	D
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service
SHP1126	2010/11/20	N		<input checked="" type="radio"/>	<input type="radio"/>
TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code	FOB	
	300		553567241916454266	S	
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type		
1					
Secondary Transportation Tracking Number	Tracking Type	Tracking Description			
T445D5D58DFCDAFD	AW				
Vendor Identifier	Vendor Transaction Number	Card Issuing Bank Identifier	Amount Billed (\$)	Government Document Identifier	
5D5G541D98E2D85E56SE54GS56	TR5654564456	562245	569.54		

Summary of Detail Level Information	Total (\$)
1 CLIN/SLIN(s)	2,441.25

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

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

Submit Save Draft Document Help

Success

The Destination Inspection and Acceptance Receiving Report was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
PCFA303010324	0002	SHP1126	

Email sent to Vendor: nrice@caci.com

Email sent to Inspector: wawf@caci.com

Email sent to Acceptor: nrice@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_d

/493R2



[Send Additional Email Notifications](#)

Sat Nov 20 11:33:22 EST 2010

After the Micro-Purchase Receiving Report has been submitted, the WAWF system informs the Inspector that the submission was successful.

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

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

[Return](#)

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Success

The Destination Inspection and Acceptance Receiving Report was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
PCFA303010324	0002	SHP1126	

Email sent to Vendor: nrice@caci.com

Email sent to Inspector: wawf@caci.com

Email sent to Acceptor: nrice@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/FTPEDIDirectory/ftp_working/nrice/493R2

[Send Additional Email Notifications](#)

Sat Nov 20 11:33:22 EST 2010

This concludes the demonstration for an Inspector creating a Micro-Purchase Receiving Report.

[Return](#)

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