

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 Receiving Report.

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

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Acceptor Inspector

- Create Document
- Inspection Folder
- History Folder by DoDAAC
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- Hold Folder
- Recall - Action Required Folder
- Rejected Transactions Folder
- Saved Documents Folder
- Pure Edge Folder
- View Only Folder
- View Only Saved Documents Folder
- View Only Pure Edge Folder

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

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- 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 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="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

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

Inspector - Create Document

Contract Info

* = Required Fields

Contractual? *	Contract Number *	Delivery Order	InspectBy DoDAAC / Ext. *
<input type="checkbox"/> Y	HQ0347925WBTA	WBTA	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



Receiving Report is selected as the default document type.

Inspector - Create Document

Contract Info

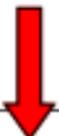
* = Required Fields

Contractual? *	Contract Number *	Delivery Order	InspectBy DoDAAC / Ext. *
<input type="checkbox"/> Y	HQ0347925WBTA	WBTA	FU4417

Select Document Type to Create

- Receiving Report
- Micro-Purchase Receiving Report

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



Next

Reset

Help

Inspector - Receiving Report

Contract >> Pay DoDAAC

Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *
Y	HQ0347925WBTA	WBTA	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.

Inspector - Receiving Report

Contract >> Pay DoDAAC

Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *
Y	HQ0347925WBTA	WBTA	FU4417	HQ0347

* = Required Fields

The Inspector 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.

Next Previous Reset Help

Inspector - Receiving Report

[Contract >>](#) Pay DoDAAC

Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *
Y	HQ0347925WBTA	WBTA	FU4417	<input type="text" value="HQ0347"/>

* = 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 Inspector enters the Pay Official Location Code and clicks the Next button to continue.



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	Inspect By DoDAAC / Ext.	Pay Official
HQ0347925WBTA	WBTA	FU4417	HQ0347

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](#)

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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	Inspect By DoDAAC / Ext.	Pay Official
HQ0347925WBTA	WBTA	FU4417	HQ0347

Search For:

Shipment No.

Template



The Inspector 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 Inspector can create a Receiving Report from Invoice.

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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	Inspect By DoDAAC / Ext.	Pay Official
HQ0347925WBTA	WBTA	FU4417	HQ0347

Search For:

Shipment No.

Template

Active Documents Archived Documents Active and Archived Documents

The Inspector selects the Inspection and Acceptance points.

Select Document to Create: *

Receiving Report Inspection: Acceptance: From Invoice



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The Inspector clicks the Next button to continue.

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)**Inspector - Receiving Report**[Contract >> Pay DoDAAC >> Document >> Routing](#)

Contract Number	Delivery Order	Inspect By DoDAAC / Ext.	Inspection Point	Acceptance Point	Pay DoDAAC
HQ0347925WBTA	WBTA	FU4417	S	D	HQ0347

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Mark For Code / Extension
<input type="text" value="YYYY/MM/DD"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
Ship To Code * / Extension	Ship From Code / Extension	LPO DoDAAC / Extension	CAGE Code * / Extension
<input type="text"/> <input type="text"/> <small>Enter Ship To Code</small>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

The Routing page is displayed.

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

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Inspector - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	Inspect By DoDAAC / Ext.	Inspection Point	Acceptance Point	Pay DoDAAC
HQ0347925WBTA	WBTA	FU4417	S	D	HQ0347

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Mark For Code / Extension
<input type="text" value="YYYY/MM/DD"/>	<input type="text"/>	<input type="text" value="FA3030"/>	<input type="text" value="FU4417"/> <input type="text"/>
Ship To Code * / Extension	Ship From Code / Extension	LPO DoDAAC / Extension	CAGE Code * / Extension
<input type="text" value="FU4417"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<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 - Receiving Report

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

- Header
- Addresses
- Mark For
- Comments
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- 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
HQ0347925WBTA	WBTA		S	D
Contract Number Type	Supplies	Services	CoC	ARP
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shipment Number **	Shipment Date *	Estimated	Final Shipment	Estimated Delivery Date
<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="v"/>	<input type="text" value="N"/> <input type="text" value="v"/>	<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" value="v"/>	<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" value="v"/>	
<input type="text"/>			<input type="text" value="v"/>	
First Line Haul Mode			Currency Code	Document Total (\$)
<input type="text" value="v"/>			<input type="text" value="USD"/> <input type="text" value="v"/>	

- Submit
- Save Draft Document
- Previous
- Help

Inspector - Receiving Report

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

- Header
- Addresses
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- 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
HQ0347925WBTA	WBTA		S	D
Contract Number Type	Supplies	Services	CoC	ARP
DoD Contract (FAR)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shipment Number **	Shipment Date *	Estimated	Final Shipment	Estimated Delivery Date
SHP927	2010/11/18	<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	Bill of Lading Type	
1		B231231200241RGS21	Commercial	
Secondary Transportation Tracking Number		Secondary Transportation Tracking Type		
First Line Haul Mode	Currency Code	Document Total (\$)		
7 - Express mail	USD	666513.19		

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

- Submit
- Save Draft Document
- Previous
- Help

Inspector - Receiving Report

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

- Header
- Addresses
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- Pack
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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
HQ0347925WBTA	WBTA		S	D
Contract Number Type	Supplies	Services	CoC	ARP
DoD Contract (FAR)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shipment Number **	Shipment Date *	Estimated	Final Shipment	Estimated Delivery Date
SHP927	2010/11/18	<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		Bill of Lading Type
1	AA60	B231231200241RGS21		Commercial
Secondary Transportation Tracking Number	<div data-bbox="825 1302 1786 1638" data-label="Text"> <p>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.</p> </div>		Secondary Transportation Tracking Type	
First Line Haul Mode	Currency Code	Document Total (\$)		
7 - Express mail	USD	666513.19		

- Submit
- Save Draft Document
- Previous
- Help

Inspector - 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: HQ0347925WBTA, Delivery Order: WBTA, Issue Date, Inspection Point: S, Acceptance Point: D, Contract Number Type: DoD Contract (FAR), Shipment Number: SHP927, Shipment Date: 2010/11/18, Estimated, Final Shipment: N, Estimated Delivery Date, TCN, Gross Weight, FOB: S, Serial Shipping Container Code, Transportation Leg: 1, Standard Carrier Alpha Code: AA60, Bill of Lading Number: B231231200241RGS21, Commercial, Secondary Transportation Tracking Number, Secondary Transportation Tracking Type, First Line Haul Mode: 7 - Express mail, Currency Code: USD, Document Total (\$): 666513.19

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

Submit Save Draft Document Previous Help

Inspector - 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 Description

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.

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:

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 - 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 John Payee

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.

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:

Inspector - Receiving Report

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

- Header
- Addresses
- Mark For**
- Comments
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Mark For Rep

Mark for Comments



Mark For Secondary

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

Mark For Rep	Mark For Secondary
Mark for Comments	

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

- Submit
- Save Draft Document
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Inspector - 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

Comments for this Receiving Report



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

- Submit
- Save Draft Document
- Help

Inspector - Receiving Report

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

Initiator Comments

Comments for this Receiving Report

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

Submit Save Draft Document Help

Inspector - 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 type="text"/>	<input type="text"/>	<input type="text"/> clear

The Line Item page is displayed.

Line Item Details

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

CDRL ELIN Line Item Details

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

- Submit
- Save Draft Document
- Help

Inspector - 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 type="text" value="062654"/>	<input type="text" value="SDN4556220"/>	<input type="text" value="W2"/> clear

Line Item Details

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

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

CDRL ELIN Line Item Details

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

- Submit
- Save Draft Document
- Help

Inspector - 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 *

Qty. Shipped * Unit * NSP Unit Price (\$) Amount (\$)

AAI SDN ACRN

Multiple Box Pack Indicator GFE? Advice Code

Description *

[Large text area for description]

The CLIN/SLIN/ELIN page is displayed.

Save Clin/Slin/Elin Save Draft Document Previous Help

Inspector - 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	sSTOCK213223	CL - COLOR		
Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)
2,001	P6	<input type="checkbox"/>	332.99	666,312.99
AAI	SDN	ACRN		
062654	SDN4556220	W2		
Multiple Box Pack Indicator	GFE?	Advice Code		
N	N			

Description *

Line Item description

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

Save Clin/Slin/Elin Save Draft Document Previous Help

Inspector - 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	sSTOCK213223	CL - COLOR		
Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)
2,001	P6	<input type="checkbox"/>	332.99	666,312.99
AAI	SDN	ACRN		
062654	SDN4556220	W2		
Multiple Box Pack Indicator	GFE?	Advice Code		
N	N			

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

Description *

Line Item description

Save Clin/Slin/Elin Save Draft Document Previous Help

Inspector - Receiving Report

CLIN/SLIN/ELIN

MILSTRIP

* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
		Add

The Milstrip page is displayed. The Inspector 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

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CLIN/SLIN/ELIN MILSTRIP

* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
<input type="text" value="MST424151"/>	<input type="text" value="2001"/>	Delete  Add 

The Inspector enters the Milstrip information. The Inspector 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

Inspector - Receiving Report

CLIN/SLIN/ELIN MILSTRIP

* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
<input type="text" value="MST424151"/>	<input type="text" value="2001"/>	Delete Add

The Inspector 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](#)

Inspector - 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	sSTOCK213223	CL - COLOR		
Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)
2,001	P6	<input type="checkbox"/>	332.99	666,312.99
AAI	SDN	ACRN		
062654	SDN4556220	W2		
Multiple Box Pack Indicator	GFE?	Advice Code		
N	N			

Description *

Line Item description

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

Inspector - Receiving Report

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

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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	sTOCK213223	CL	2001	P6	332.99	666312.99	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.

CDRL ELIN Line Item Details

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

- Submit
- Save Draft Document
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Inspector - Receiving Report

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

- Header
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At least one Line Item is required

AAI SDN ACRN

[clear](#)

To add another Line Item, the Inspector 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	sTOCK213223	CL	2001	P6	332.99	666312.99	Edit Delete Add



CDRL ELIN Line Item Details

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

- Submit
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Inspector - Receiving Report

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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	sTOCK213223	CL	2001	P6	332.99	666312.99	Edit Delete Add

CDRL ELIN Line Item Details

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

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

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

Logon Date : 2010/11/18 21:21:56 EST Last Accessed Date : 2010/11/18 21:30:42 EST

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[Site Index](#)

Inspector - 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 (\$)
<input type="text" value="AAP1"/>	<input type="text" value="1"/>	<input type="text" value="EA"/>	<input type="checkbox"/>	<input type="text" value="200.20"/>	<input type="text" value="200.20"/>

AAI	SDN	ACRN
<input type="text" value="062654"/>	<input type="text" value="SDN4556220"/>	<input type="text" value="W2"/>

SYSUID 1 *	SYSUID 2
<input type="text" value="1212SGR18A"/>	<input type="text"/>

Attachment Name *	Actions
	Add Attachment

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

Description *

Save CDRL Elin Save Draft Document Previous Reset Help

Inspector - 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 (\$)
<input type="text" value="AAP1"/>	<input type="text" value="1"/>	<input type="text" value="EA"/>	<input type="checkbox"/>	<input type="text" value="200.20"/>	<input type="text" value="200.20"/>

AAI	SDN	ACRN
<input type="text" value="062654"/>	<input type="text" value="SDN4556220"/>	<input type="text" value="W2"/>

SYSUID 1 *	SYSUID 2
<input type="text" value="1212SGR18A"/>	<input type="text"/>

Attachment Name * Actions

[Add Attachment](#)

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

Description *

Save CDRL Elin Save Draft Document Previous Reset Help

Inspector - Receiving Report

Form - Attachments

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

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

Logon Date : 2010/11/18 21:21:56 EST Last Accessed Date : 2010/11/18 21:32:02 EST

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Inspector - Receiving Report

Form - Attach

WARNING: system.

Choose file

Look in: Attachments

- Attach.txt
- Attachment_for_WAWF.doc

File name: Attachment_for_WAWF.doc

Files of type: All Files (*.*)

Open

Cancel

Information ONLY. Do NOT enter classified information in this

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

Upload Return Help

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

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

Logon Date : 2010/11/18 21:21:56 EST Last Accessed Date : 2010/11/18 21:32:02 EST

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Inspector - 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 (\$)
AAP1	1	EA	<input type="checkbox"/>	200.20	200.20

AAI	SDN	ACRN
062654	SDN4556220	W2

SYSUID 1 *	SYSUID 2
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

Inspector - 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 (\$)
AAP1	1	EA	<input type="checkbox"/>	200.20	200.20

AAI	SDN	ACRN
062654	SDN4556220	W2

SYSUID 1 *	SYSUID 2
1212SGR18A	

Attachment Name *	Actions
Attachment_for_WAWF.doc	View Attachment Delete Attachment

Description *

Line Description for this CRDL

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

Inspector - 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 (\$)
<input type="text" value="AAP1"/>	<input type="text" value="1"/>	<input type="text" value="EA"/>	<input type="checkbox"/>	<input type="text" value="200.20"/>	200.20

AAI	SDN	ACRN
<input type="text" value="062654"/>	<input type="text" value="SDN4556220"/>	<input type="text" value="W2"/>

SYSUID 1 *	SYSUID 2
<input type="text" value="1212SGR18A"/>	<input type="text"/>

Attachment Name *	Actions
Attachment_for_WAWF.doc	View Attachment Delete Attachment

Description *

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

Inspector - 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

[clear](#)

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
1000	sTOCK213223	CL	2001	P6	332.99	666312.99	Edit Delete Add

CDRL ELIN Line Item Details

Item No.	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
AAP1	1	EA	200.20	200.20	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.

-
-
-

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Inspector - 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 type="text" value="062654"/>	<input type="text" value="SDN4556220"/>	<input type="text" value="W2"/> clear

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

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
1000	sTOCK213223	CL	2001	P6	332.99	666312.99	Edit Delete Add

CDRL ELIN Line Item Details

Item No.	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
AAP1	1	EA	200.20	200.20	Edit Delete Add

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

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Inspector - Receiving Report

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

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

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

Actions
[Add](#)

- Submit
- Save Draft Document
- Help

Inspector - Receiving Report

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

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

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

Package Type	Package ID	Actions
RFID - Radio Frequency Identification (Passive) ▼	BEAD45EA65145456	Save Cancel

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

[Help](#)

Inspector - 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	BEAD45EA65145456	Add Edit Delete



The Package ID is now saved on the document.

Actions
Add

- Submit
- Save Draft Document
- Help

Inspector - Receiving Report

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

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



The Inspector clicks the Pack CLIN button to continue packing.

Expand All Collapse All

[-] Package Type	Package ID	Actions
RFID	BEAD45EA65145456	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	sTOCK213223	N	2,001	0	2,001	Add

The Inspector 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	sTOCK213223	N	2,001	0	2,001	
Package ID			Quantity Packed			
<input type="text" value="BEAD45EA65145456"/>			<input type="text" value="2001"/>			Save Cancel

The Inspector 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	sTOCK213223	N	2,001	2,001	0	
	Package ID		Quantity Packed			
	BEAD45EA65145456		2,001			

Edit Delete



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

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

Inspector - 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	BEAD45EA65145456	Add Edit Delete
CLIN: 1000 Quantity: 2,001		

Actions
[Add](#)

The Pack Data is now saved on the document.

- Submit
- Save Draft Document
- Help

Inspector - 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 Inspector can navigate to the Attachments page by clicking the Attachments tab

[-] Package Type	Package ID	Actions
RFID	BEAD45EA65145456	Add Edit Delete
CLIN: 1000 Quantity: 2,001		

Actions
Add

- Submit
- Save Draft Document
- Help

Inspector - 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 Inspector can add attachments as shown in the CDRL attachment portion of this demonstration.

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Inspector - 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

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

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

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

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

Inspector - 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 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.

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

-
-
-

Inspector - Receiving Report

Contract >> Pay DoDAAC >> Document >> 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	Contract Number	Acceptance Point			
HQ0347925WBTA	WBTA	DoD Contract (FAR)	S D			
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service	
SHP927	2010/11/18	N		<input checked="" type="radio"/>	<input type="radio"/>	
TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code	FOB	CoC	ARP
		7		S	<input type="radio"/>	<input type="radio"/>
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type			
1	AA60	B231231200241RGS21	Commercial			
Secondary Transportation Tracking Number	Tracking Type	Tracking Description				

Summary of Detail Level Information	Total (\$)
2 CLIN/SLIN(s)	666,513.19

[+]Line Item Information

Item No.	Stock Part No.	Type	NSP	Qty. Shipped	Unit	Unit Price (\$)	Qty. Accepted	Amount (\$)
1000	sTOCK213223	CL	N	2,001	P6	332.99		666,312.99
SDN	ACRN	AAI	GFE	Multi-Box Pack Ind.				
SDN4556220	W2	062654	N	N				
Description								
Line Item description								
Milstrip	Milstrip Quantity							
MST424151	2001							

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

- Submit
- Save Draft Document
- Help

User Government Documentation Lookup Logout

Inspector - Receiving Report

Contract >> Pay DoDAAC >> Document >> 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	
HQ0347925WBTA		WBTA		DoD Contract (FAR)				S		D	
Shipment Number			Shipment Date		Final Shipment		Estimated Delivery Date			Supplies	Service
SHP927			2010/11/18		N					<input checked="" type="radio"/>	<input type="radio"/>
TCN	Gross Weight		First Line Haul Mode		Serial Shipping Container Code				FOB	CoC	ARP
			7						S	<input type="radio"/>	<input type="radio"/>
Transportation Leg		Standard Carrier Alpha Code				Bill of Lading Number			Bill of Lading Type		
1		AA60				B231231200241RGS21			Commercial		
Secondary Transportation Tracking Number						Tracking Type		Tracking Description			

Summary of Detail Level Information										Total (\$)	
2 CLIN/SLIN(s)										666,513.19	

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

Submit Save Draft Document Help

User Government Documentation Lookup Logout

Inspector - 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	
HQ0347925WBTA		WBTA		DoD Contract (FAR)				S		D	
Shipment Number			Shipment Date		Final Shipment		Estimated Delivery Date			Supplies	Service
SHP927			2010/11/18		N					<input checked="" type="radio"/>	<input type="radio"/>
TCN	Gross Weight		First Line Haul Mode			Serial Shipping Container Code			FOB	CoC	ARP
			7						S	<input type="radio"/>	<input type="radio"/>
Transportation Leg		Standard Carrier Alpha Code				Bill of Lading Number			Bill of Lading Type		
1		AA60				B231231200241RGS21			Commercial		
Secondary Transportation Tracking Number						Tracking Type		Tracking Description			

Summary of Detail Level Information										Total (\$)	
2 CLIN/SLIN(s)										666,513.19	

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

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

Submit Save Draft Document Help

Inspector - 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	
HQ0347925WBTA		WBTA		DoD Contract (FAR)				S		D	
Shipment Number			Shipment Date		Final Shipment		Estimated Delivery Date			Supplies	Service
SHP927			2010/11/18		N					<input checked="" type="radio"/>	<input type="radio"/>
TCN	Gross Weight		First Line Haul Mode		Serial Shipping Container Code				FOB	CoC	ARP
			7						S	<input type="radio"/>	<input type="radio"/>
Transportation Leg		Standard Carrier Alpha Code				Bill of Lading Number			Bill of Lading Type		
1		AA60				B231231200241RGS21			Commercial		
Secondary Transportation Tracking Number						Tracking Type		Tracking Description			

Summary of Detail Level Information										Total (\$)	
2 CLIN/SLIN(s)										666,513.19	

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

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

- Submit
- Save Draft Document
- Help

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

The Source Inspection and Destination Acceptance Receiving Report was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
HQ0347925WBTA	WBTA	SHP927	

Email sent to Vendor: nrice@caci.com

Email sent to Inspector: 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/FTPEDIDirectory/ftp_working/nrice/493R2

[Send Additional Email Notifications](#) 

Thu Nov 18 21:35:08 EST 2010

After the 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](#)

Logon Date : 2010/11/18 21:21:56 EST Last Accessed Date : 2010/11/18 21:34:56 EST

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

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

The Source Inspection and Destination Acceptance Receiving Report was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
HQ0347925WBTA	WBTA	SHP927	

Email sent to Vendor: nrice@caci.com

Email sent to Inspector: 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/FTPEDIDirectory/ftp_working/nrice/493R2

[Send Additional Email Notifications](#)

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

[Return](#)

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