

## 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 presentation provides an overview for creating a Property Transfer Document.

The Property Transfer document provides accountability and reporting of Government property in possession of contractors, government entities and agencies.

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

[Help](#)

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To begin creating a Property Transfer document, the Government Shipper can mouse over the Property Transfer Menu option to display the Create Document sub menu option.

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- Government Property Receiver
- Government Property Shipper

- Create Document
- Shipment Folder
- Rejected Shipments Folder
- Saved Documents Folder

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Select the Create Document option.

Help

## Government Property Shipper - Property Transfer Document

### Workflow Selection

\* Asterisk indicates required entry.

#### Select Property Transfer WorkFlow: \*

- DoD to Contractor
- DoD to DoD

WAWF's Property Transfer document accounts for transfer of property in two scenarios:

- 1) From Government (DoD) to Contractor
- 2) From one Government service or agency to another Government service or agency (also known as DoD to DoD or D2D)

The Government Shipper may use the Form DD 1149, the Form DD 1348-1, or some other approved form to provide the data to key into the WAWF forms.

The information you need to complete a document in WAWF comes from your contract or form and your knowledge of the applicable business processes.

If you already complete paper-based documents, you'll find that completing a document in WAWF doesn't require any new or different information.

In some cases, you may see fields in WAWF asking for information you have not supplied in the past. If this information is not required by your business process, leave the fields blank.

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

## Government Property Shipper - Property Transfer Document

Workflow Selection

\* Asterisk indicates required entry.

Select Property Transfer WorkFlow: \*

- DoD to Contractor
- DoD to DoD

Select the appropriate Property Transfer Document workflow.

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

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### Government Property Shipper - Property Transfer Document

Workflow Selection

\* Asterisk indicates required entry.

Select Property Transfer WorkFlow: \*

- DoD to Contractor
- DoD to DoD

Select the appropriate Property Transfer Document workflow.

Click the Next button to continue.



Next Reset Help

Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract Info

\* Asterisk indicates required entry.

Gaining Contract Information:

Contract Number \* Delivery Order

Shipper Code \* / Extension Receiver Code \* / Extension Ship To Code / Extension Ship From Code / Extension

Shipper Code Receiver Code Ship To Code Ship From Code

Search For:

Template Active Documents Archived Documents

Shipment No.

Shipment No. input field

Depending on the selected workflow, the Gaining Contract Number may either be required or optional.
1) For 'DoD to Contractor' scenario, the Gaining Contract Number is required.
2) For 'DoD to DoD' scenario, the Gaining Contract Number field is optional.
Note: For the 'DoD to DoD' scenario, the Losing and Gaining Contract Numbers are optional. In this case, a 'Transfer Document Number' on the Header Page is required instead of the Shipment Number.

Depending on the selected workflow, the Losing Contract Number may either be optional, or not applicable.
1) For 'DoD to Contractor' scenario, the Losing Contract Number is not applicable.
2) For 'DoD to DoD' scenario, the Losing Contract Number field is optional.

Next Previous

Use your Form DD 1149, Form DD 1348-1, or some other approved form to key in data into these fields.
WAWF routes documents electronically using the location codes so make sure the information is correct according to the latest information.

Processed Date : 2010/11/23 09:50:37 EST

Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract Info

\* Asterisk indicates required entry.

Gaining Contract Information:

Contract Number \* Delivery Order

Shipper Code \* / Extension Receiver Code \* / Extension Ship To Code / Extension Ship From Code / Extension

Search For:

Template Shipment No. Active Documents Archived Documents

The 'Ship To' location code is an optional entry. However, if left blank, it will be defaulted to the the 'Receiver' location code. The 'Ship From' location code is an optional entry. However, if left blank, it will be defaulted to the the 'Shipper' location code. Note: You do need to enter the Ship From Code (source of shipment) and the Ship To Code (destination of shipment) if these locations are different from the Shipper code and/or the Receiver Code.

Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract Info

\* Asterisk indicates required entry.

Gaining Contract Information:

Contract Number \* Delivery Order

GCNXXX78XX101

Enter the required fields.

Shipper Code \* / Extension Receiver Code \* / Extension Ship To Code / Extension Ship From Code / Extension

FU4417 1QU78

Search For:

Template Shipment No.

Active Documents Archived Documents

Shipment No. input field

Note: You can also choose to populate the data from a previously submitted Property Transfer document. When you choose this method, WAWF will automatically fill in fields for routing information and Line Item data taken from the template document. This pre-population reduces repetitive keystrokes and data errors. When creating a document from the template, enter the required Contract Numbers and Delivery Order Numbers, if applicable, select required Location Codes, and check the Template checkbox. Narrow the search by entering a specific Shipment Number.

Next

Last Accessed Date : 2010/11/23 09:50:37 EST

### Government Property Shipper - Property Transfer Document - DoD to Contractor

[Workflow Selection](#) >> [Contract Info](#)

\* Asterisk indicates required entry.

#### Gaining Contract Information:

| Contract Number *                          | Delivery Order       |
|--|----------------------|
| <input type="text" value="GCNXXX78XX101"/> | <input type="text"/> |

Enter the required fields.

| Shipper Code * / Extension          | Receiver Code * / Extension        | Ship To Code / Extension | Ship From Code / Extension |
|-------------------------------------|------------------------------------|--------------------------|----------------------------|
| <input type="text" value="FU4417"/> | <input type="text" value="1QU78"/> | <input type="text"/>     | <input type="text"/>       |

#### Search For:

Template  Active Documents  Archived Documents

**Shipment No.**

Click the Next button to continue.



Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract Info >> Routing

\* Asterisk indicates required entry.

| Role                              | Losing Information                        | Gaining Information                       |
|-----------------------------------|---|---|
|                                   | Location Code / Extention                 | Location Code / Extention                 |
| Property PCO                      |   | <input type="text"/> <input type="text"/> |
| Property ACO                      |   | <input type="text"/> <input type="text"/> |
| Government Program Manager        | <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> |
| Government Property Administrator | <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> |
| Contractor Program Manager        |   | <input type="text"/> <input type="text"/> |
| Contractor Property Manager       |   | <input type="text"/> <input type="text"/> |
| Contractor Contract Administrator |   | <input type="text"/> <input type="text"/> |
| Issue Date                        |   | <input type="text" value="YYYY/MM/DD"/>   |

Next Previous Reset Help

Depending on the selected workflow, the Losing and Gaining Property PCO and Property ACO Location Codes may either be required, optional or not applicable.

- 1) For 'DoD to Contractor' scenario, the Losing Property PCO and the Losing Property ACO Location Codes are not applicable.
- 2) For 'DoD to DoD' scenario, the Losing Property PCO and the Losing Property ACO Location Codes are optional fields.

For both scenarios, the Losing Government Program Manager and Government Property Administrator Location Codes are optional fields.

- 1) For 'DoD to Contractor' scenario, the Gaining Property PCO and the Losing Property ACO Location Codes are optional fields.
- 2) For 'DoD to DoD' scenario, the Gaining Property PCO and the Losing Property ACO Location Codes are optional fields.

The rest of the Gaining Location Codes are optional for the 'DoD to Contractor' scenario.  
 The Losing Government Program Manager and Government Property Administrator Location Codes are optional for the 'DoD to DoD' scenario.

Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract Info >> Routing

\* Asterisk indicates required entry.

| Role                              | Losing Information                        | Gaining Information                       |
|-----------------------------------|---|---|
|                                   | Location Code / Extention                 |   |
| Property PCO                      |   | FU4417 <input type="text"/>               |
| Property ACO                      |   | FU4417 <input type="text"/>               |
| Government Program Manager        | <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> |
| Government Property Administrator | <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> |
| Contractor Program Manager        |   | <input type="text"/> <input type="text"/> |
| Contractor Property Manager       |   | <input type="text"/> <input type="text"/> |
| Contractor Contract Administrator |   | <input type="text"/> <input type="text"/> |
| Issue Date                        |   | YYYY/MM/DD <input type="text"/>           |

Note: The Issue Date is the date of the contract (not the date the document is being created).

Click Next to continue.



Next Previous Reset Help

Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract >> Routing >> Data Capture

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

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

Gaining Contract Information

|                         |                        |
|-------------------------|------------------------|
| Gaining Contract Number | Gaining Delivery Order |
|-------------------------|------------------------|

GCNXXX78XX101

Gaining Contract Number Type

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

|                    |                 |           |                         |
|--------------------|-----------------|-----------|-------------------------|
| Shipment Number ** | Shipment Date * | Estimated | Estimated Delivery Date |
|--------------------|-----------------|-----------|-------------------------|



|     |              |                                |
|-----|--------------|--------------------------------|
| TCN | Gross Weight | Serial Shipping Container Code |
|-----|--------------|--------------------------------|

|                    |                             |                       |
|--------------------|-----------------------------|-----------------------|
| Transportation Leg | Standard Carrier Alpha Code | Bill of Lading Number |
|--------------------|-----------------------------|-----------------------|

|  |  |
|--|--|
| Secondary Transportation Tracking Number | Secondary Transportation Tracking Type |
|--|--|

|                      |               |
|----------------------|---------------|
| First Line Haul Mode | Currency Code |
|----------------------|---------------|

- Submit
- Save Draft Document
- Previous
- Help

Logon Date : 2010/11/23 09:48:46 EST Last Accessed Date : 2010/11/23 09:51:40 EST

Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract >> Routing >> Data Capture

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

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

Gaining Contract Information

|                         |                        |
|-------------------------|------------------------|
| Gaining Contract Number | Gaining Delivery Order |
|-------------------------|------------------------|

GCNXXX78XX101

Gaining Contract Number Type

|                    |                 |           |                         |
|--------------------|-----------------|-----------|-------------------------|
| Shipment Number ** | Shipment Date * | Estimated | Estimated Delivery Date |
|--------------------|-----------------|-----------|-------------------------|

The Shipment Number is mandatory. Enter the Shipment Number before continuing.



|     |              |                                |
|-----|--------------|--------------------------------|
| TCN | Gross Weight | Serial Shipping Container Code |
|-----|--------------|--------------------------------|

|                    |                             |                       |
|--------------------|-----------------------------|-----------------------|
| Transportation Leg | Standard Carrier Alpha Code | Bill of Lading Number |
|--------------------|-----------------------------|-----------------------|

|  |  |
|--|--|
| Secondary Transportation Tracking Number | Secondary Transportation Tracking Type |
|--|--|

|                      |               |
|----------------------|---------------|
| First Line Haul Mode | Currency Code |
|----------------------|---------------|

- Submit
- Save Draft Document
- Previous
- Help

Logon Date : 2010/11/23 09:48:46 EST Last Accessed Date : 2010/11/23 09:51:40 EST

Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract >> Routing >> Data Capture

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

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

Gaining Contract Information

Gaining Contract Number Gaining Delivery Order

GCNXXX78XX101

Gaining Contract Number Type

Shipment Number \*\*

The Shipment Number is mandatory. Enter the Shipment Number before continuing.

Shipment Date \*

Estimated

Estimated Delivery Date

TCN

Gross Weight

Serial Shipping Container Code

Transportation Leg

Code

Bill of Lading Number

Secondary Transportation Tracking

Secondary Transportation Tracking Type

First Line Haul Mode

Currency Code

- Submit
- Save Draft Document
- Previous
- Help

Logon Date : 2010/11/23 09:48:46 EST Last Accessed Date : 2010/11/23 09:51:40 EST

Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract >> Routing >> Data Capture

Header Addresses Comments Line Item Pack Attachments Preview Document

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

Gaining Contract Information

Gaining Contract Number Gaining Delivery Order

GCNXXX78XX101

Gaining Contract Number Type

[Dropdown menu]

Shipment Number \*\* Shipment Date \* Estimated Estimated Delivery Date

AAXY191

2010/11/23 [Calendar icon]

[Dropdown menu]

YYYY/MM/DD [Calendar icon]

TCN Gross Weight Serial Shipping Container Code

[Text input]

[Text input]

[Text input]

Transportation Leg Standard Carrier Alpha Code Bill of Lading Number

[Text input]

[Text input]

Secondary Transportation Tracking Number Secondary Transportation Tracking Type

[Text input]

[Dropdown menu]

[Text input]

[Dropdown menu]

First Line Haul Mode Currency Code

[Text input]

USD [Dropdown menu]

The Contractor Property Shipper 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

Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract >> Routing >> Data Capture

- Header Addresses Comments Line Item Pack Attachments Preview Document

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

Click the Addresses Tab to go to the Address page.

Gaining Contract Information

Gaining Contract Number Gaining Delivery Order

GCNXXX78XX101

Gaining Contract Number Type

Dropdown menu

Shipment Number \*\* Shipment Date \* Estimated Estimated Delivery Date

AAXY191

2010/11/23

Estimated dropdown

YYYY/MM/DD

TCN Gross Weight Serial Shipping Container Code

TCN input

Gross Weight input

Serial Shipping Container Code input

Transportation Leg Standard Carrier Alpha Code Bill of Lading Number

Standard Carrier Alpha Code input

Bill of Lading Number input

Secondary Transportation Tracking Number Secondary Transportation Tracking Type

Secondary Transportation Tracking Number input

Secondary Transportation Tracking Type dropdown

Secondary Transportation Tracking Number input

Secondary Transportation Tracking Type dropdown

First Line Haul Mode Currency Code

First Line Haul Mode dropdown

Currency Code dropdown (USD)

- Submit Save Draft Document Previous Help

Logon Date : 2010/11/23 09:48:46 EST Last Accessed Date : 2010/11/23 09:51:40 EST

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

Workflow Selection >> Contract >> Routing >> Data Capture

Header Addresses Comments Line Item Pack Attachments Preview Document

single \* = Required Fields on Submit.

Government Property Shipper 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

City:

State:

Zip Code:

Country:

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.

Contractor Property Receiver 1QU78

\* Activity Name 1: CACI INC FEDERAL

Activity Name 2:

Activity Name 3:

Address 1: 14370 NEWBROOK DRIVE

Address 2:

Address 3:

Address 4:

City: CHANTILLY

State: VA

Zip Code: 201512218

Country: USA

Military Location Description:

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).

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

Workflow Selection >> Contract >> Routing >> Data Capture

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

single \* = Required Fields on Submit.

Click Comments tab to go to the Comments page.

Government Property Shipper 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

City :

State :

Zip Code :

Country :

Military Location Description:

Contractor Property Receiver 1QU78

\* Activity Name 1: CACI INC FEDERAL

Activity Name 2:

Activity Name 3:

Address 1: 14370 NEWBROOK DRIVE

Address 2:

Address 3:

Address 4:

City : CHANTILLY

State : VA

Zip Code : 201512218

Country : USA

Military Location Description:

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

Workflow Selection >> Contract >> Routing >> Data Capture

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

Initiator Comments

Enter Comments

The Comments page allows you to enter Property Transfer Document comments.

- Submit
- Save Draft Document
- Help

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

Workflow Selection >> Contract >> Routing >> Data Capture

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

#### Initiator Comments

Comments for Government Property Shipper - DoD to Contractor

Click the Line Item Tab to go to the Line Item

- Submit
- Save Draft Document
- Help

Logon Date : 2010/11/23 09:48:46 EST Last Accessed Date : 2010/11/23 10:41:42 EST

### Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract >> Routing >> Data Capture

- Header
- Addresses
- 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 | UID | Actions |
|----------|----------------|------|--------------|------|-----|---------|
|----------|----------------|------|--------------|------|-----|---------|

[Add](#)

The Line Item Details page is displayed.  
Click Add link under the 'Actions' heading to Add a Line Item.

- Submit
- Save Draft Document
- Help

Government Property Shipper - Property Transfer Document - DoD to Contractor

CLIN/SLIN UID MILSTRIP

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

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Item No. **          | Stock Part No. *     | Type *               |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Qty. Shipped *       | Unit *               |                      |
| <input type="text"/> | <input type="text"/> |                      |
| Advice Code          |                      |                      |
| <input type="text"/> |                      |                      |
| Description *        |                      |                      |
| <input type="text"/> |                      |                      |

The CLIN/SLIN page is displayed.

Notes:

- 1) At least one Line Item must be entered to submit a Property Transfer document to WAWF.
- 2) Unit Price - Only the 'DoD to DoD' scenario will have a Unit Price field. The Government initiator may enter the unit price if the contract requires. If the Government initiator enters Unique Identification data in the UID tab form, then the WAWF system will not allow an entry of Unit Price.

Save CLIN/SLIN/ELIN Save Draft Document Previous Help

Government Property Shipper - Property Transfer Document - DoD to Contractor

CLIN/SLIN **UID** MILSTRIP

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

| Item No. ** | Stock Part No. * | Type *            |
|-------------|------------------|-------------------|
| 1001        | stock000001      | B8 - BATCH NUMBER |

| Qty. Shipped * | Unit * |
|----------------|--------|
| 2              | EA     |

Advice Code

Description \*

| Line | Item | Description |
|------|------|-------------|
|      |      |             |

Note: UIDs are not mandatory on document creation for all Government Shipper created Property Transfer Documents.

Save CLIN/SLIN/ELIN Save Draft Document Previous Help

Government Property Shipper - Property Transfer Document - DoD to Contractor

CLIN/SLIN **UID** MILSTRIP

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

|                       |                         |                   |
|-----------------------|-------------------------|-------------------|
| <b>Item No. **</b>    | <b>Stock Part No. *</b> | <b>Type *</b>     |
| 1001                  | stock000001             | B8 - BATCH NUMBER |
| <b>Qty. Shipped *</b> | <b>Unit *</b>           |                   |
| 2                     | EA                      |                   |
| <b>Advice Code</b>    |                         |                   |
|                       |                         |                   |
| <b>Description *</b>  |                         |                   |
| Line Item Description |                         |                   |

Note: UIDs are not mandatory on document creation for any Government Shipper created Property Transfer Documents.

Click UID tab to add the optional UIDs.

Save CLIN/SLIN/ELIN Save Draft Document Previous Help

Government Property Shipper - Property Transfer Document - DoD to Contractor

CLIN/SLIN UID MILSTRIP

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

| Current Part Number | Current Part Number Cost | Current Part Number Effective Date | UID Number | Actions                 |
|---------------------|--------------------------|------------------------------------|------------|-------------------------|
|                     |                          |                                    |            | <a href="#">Add UID</a> |

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

The UID Summary page is displayed.

Click Add UID link under the 'Actions' heading to Add UID.

Save Draft Document Help

Add UID

single \* = Required Fields on Submit.

| Current Part Number  | Current Part Number Cost | Current Part Number Effective Date |
|----------------------|--------------------------|------------------------------------|
| <input type="text"/> | <input type="text"/>     | YYYY/MM/DD                         |

| 2D Compliant *       | Property Category Code * |
|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/>     |

| UID Number *         | Actions                                       |
|----------------------|---|
| <input type="text"/> | <a href="#">Delete</a><br><a href="#">Add</a> |

Click Add under 'Actions' to add more UIDs

The UID Details page is displayed.

2D Compliant - Two Dimensional Compliant (2D) is the equivalent of the bar code, such as RFID. If your item is 2D compliant, select Y for "Yes."

Property Category Code - E represents equipment; M represents Material.

The Unique Identifier (UID) is a number that uniquely identifies tangible items. It provides asset accountability within the DoD Supply Chain.

Add UID

single \* = Required Fields on Submit.

|                      |                          |                                    |
|----------------------|--------------------------|------------------------------------|
| Current Part Number  | Current Part Number Cost | Current Part Number Effective Date |
| <input type="text"/> | <input type="text"/>     | YYYY/MM/DD                         |

|                                |                                |
|--------------------------------|--------------------------------|
| 2D Compliant *                 | Property Category Code *       |
| <input type="text" value="Y"/> | <input type="text" value="E"/> |

Enter the required information.

| UID Number *   | Actions |
|--|---------|
| <input type="text" value="UID_number_000000000000123456"/> | Delete  |
| <input type="text" value="UID_number_000000000000789012"/> | Delete  |

Click Save UID to save the UID(s) and return to the UID Summary Page.





### Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract >> Routing >> Data Capture

- Header
- Addresses
- 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 | UID | Actions  |
|----------|----------------|------|--------------|------|-----|--|
| 1001     | stock000001    | B8   | 2            | EA   | N   | <a href="#">Edit</a> <a href="#">Delete</a><br><a href="#">Add</a>  |

To add another Line Item, click the Add link again and repeat the procedure.

You can add up to 250 line items using this action. However, if you need to enter a large number of items, you should use FTP or EDI to submit your Property Transfer Document.

- Submit
- Save Draft Document
- Help

### Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract >> Routing >> Data Capture

- Header
- Addresses
- 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 | UID | Actions            |
|----------|----------------|------|--------------|------|-----|--------------------|
| 1001     | stock000001    | B8   | 2            | EA   | N   | Edit Delete<br>Add |

Click Pack to go to the Pack page.



- Submit
- Save Draft Document
- Help

### Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract >> Routing >> Data Capture

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

Actions

Add



The Pack page is displayed.  
Click Add under 'Actions' to add Pack data

- Submit
- Save Draft Document
- Help

Government Property Shipper - Property Transfer Document - DoD to Contractor

Workflow Selection >> Contract >> Routing >> Data Capture

Header Addresses Comments Line Item Pack Attachments Preview Document

Actions

Add



Click the Attachments tab to go to the Attachments page.

Submit Save Draft Document Help

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

Workflow Selection >> Contract >> Routing >> Data Capture

- Header
- Addresses
- 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

The Attachment page is now displayed.

Attachments Name Actions

Click the 'Browse' button to navigate to your file that you wish to upload.

- Submit
- Save Draft Document
- Help

Windows Explorer window showing file navigation options and a file list. The left sidebar includes 'Recent', 'Desktop', 'My Documents', 'My Computer', and 'My Network Places'. The main pane lists various applications and folders, including 'PDF unlocker, drop PDF files here', 'QuickTime Player', 'Safari', 'SnagIt 8', 'SSH Tectia - File Transfer', 'SSH Tectia - Terminal', and several numbered folders (4.1, 4.2, 4.2.1, 5.0, 5.1). The bottom pane shows 'Apps - misc', 'CACI - Reviews and Evals', 'CACI Certs', and 'download - software'. The 'File name' field is empty, and 'Files of type' is set to 'All Files (\*.\*)'. 'Open' and 'Cancel' buttons are visible.

...D to Contractor)

Preview Document

**Classified information ONLY. Do NOT enter classified information in this system.**

Select the File you wish to upload.

Submit

Save Draft Document

Help

Logon Date : 2010/11/23 09:48:46 EST Last Accessed Date : 2010/11/23 10:42:54 EST

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

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

Workflow Selection >> Contract >> Routing >> Data Capture

- Header
- Addresses
- 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\lamp

Click the Upload button to upload the attachment file.

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

- Submit
- Save Draft Document
- Help

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

Workflow Selection >> Contract >> Routing >> Data Capture

- Header
- Addresses
- 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

wawf\_attachment\_1.txt [View Attachment](#) [Delete Attachment](#)



The attachment is now saved on the document.

- Submit
- Save Draft Document
- Help

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

Workflow Selection >> Contract >> Routing >> Data Capture

- Header
- Addresses
- 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

wawf\_attachment\_1.txt [View Attachment](#) [Delete Attachment](#)



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

- Submit
- Save Draft Document
- Help

Logon Date : 2010/11/23 09:48:46 EST Last Accessed Date : 2010/11/23 10:42:56 EST

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

Workflow Selection >> Contract >> Routing >> Data Capture

- Header
- Addresses
- 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   |
|-----------------------|---|
| wawf_attachment_1.txt | <a href="#">View Attachment</a> <a href="#">Delete Attachment</a> |

To add another attachment, click the Browse button and repeat the process.

- 
- 
-

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

Workflow Selection >> Contract >> Routing >> Data Capture

- Header
- Addresses
- 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 |
|------------------|---------|
|------------------|---------|

|                       |   |
|-----------------------|---|
| wawf_attachment_1.txt | <a href="#">View Attachment</a> <a href="#">Delete Attachment</a> |
|-----------------------|---|

Click the Preview Document tab to View the entire document.

- Submit
- Save Draft Document
- Help

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

Workflow Selection >> Contract >> Routing >> Data Capture

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

Expand All Collapse All

[-]Document Information

|   |                                  |   |
|---|----------------------------------|---|
| Losing Contract Number                  |                                  | Losing                                  |
| Issue Date                              | Property PCO / Ext               | Program Manager / Ext                   |
| Government Property Administrator / Ext | Contractor Program Manager / Ext | Contractor Property Manager / Ext       |
|   |                                  | Contractor Contract Administrator / Ext |

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

Gaining Information

|   |                                  |   |
|---|----------------------------------|---|
| Gaining Contract Number                 | Gaining Delivery Order           | Gaining Contract Number Type            |
| GCNXXX78XX101                           |                                  | DoD Contract (FAR)                      |
| Issue Date                              | Property PCO / Ext               | Property ACO / Ext                      |
|   | FU4417                           | FU4417                                  |
| Government Property Administrator / Ext | Contractor Program Manager / Ext | Contractor Property Manager / Ext       |
|   |                                  | Contractor Contract Administrator / Ext |

Shipment Information

|  |  |   |                         |
|--|--|---|-------------------------|
| Shipment Number                          | Shipment Date                          | Estimated                                     | Estimated Delivery Date |
| AAXY191                                  | 2010/11/23                             |   |                         |
| TCN                                      | Gross Weight                           | Serial Shipping Container Code                |                         |
| Transportation Leg                       | Standard Carrier Alpha Code            | Bill of Lading Number                         | Bill of Lading Type     |
| Secondary Transportation Tracking Number | Secondary Transportation Tracking Type | Secondary Transportation Tracking Description |                         |
| First Line Haul Mode                     |  |   |                         |

[-]Line Item Information

| Item No. | Stock Part No.   | Type | Qty. Shipped | Unit | Qty. Received |
|----------|------------------|------|--------------|------|---------------|
| 1001     | stock000001      | B8   | 2            | EA   |               |
|          | Ship Advice Code |      |              |      |               |

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

Workflow Selection >> Contract >> Routing >> Data Capture

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

Expand All Collapse All

[-]Document Information

|   |  |  |  |                                  |  |  |  |   |  |  |  |   |  |  |  |
|---|--|--|--|----------------------------------|--|--|--|---|--|--|--|---|--|--|--|
| Losing Contract Number                  |  |  |  | Losing                           |  |  |  |   |  |  |  |   |  |  |  |
| Issue Date                              |  |  |  | Property PCO / Ext               |  |  |  | Program Manager / Ext                   |  |  |  |   |  |  |  |
| Government Property Administrator / Ext |  |  |  | Contractor Program               |  |  |  | Contractor Contract Administrator / Ext |  |  |  |   |  |  |  |
| Gaining Contract Number                 |  |  |  | Gaining                          |  |  |  |   |  |  |  |   |  |  |  |
| GCNXXX78XX101                           |  |  |  | DoD Contract (FAR)               |  |  |  |   |  |  |  |   |  |  |  |
| Issue Date                              |  |  |  | Property PCO / Ext               |  |  |  | Property ACO / Ext                      |  |  |  | Government Program Manager / Ext        |  |  |  |
|   |  |  |  | FU4417                           |  |  |  | FU4417                                  |  |  |  |   |  |  |  |
| Government Property Administrator / Ext |  |  |  | Contractor Program Manager / Ext |  |  |  | Contractor Property Manager / Ext       |  |  |  | Contractor Contract Administrator / Ext |  |  |  |

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

If after reviewing the Property Transfer information you notice an inaccuracy, you may return to the appropriate tab to correct the information.

| Shipment Information                     |                             |               |  |                                |   |                         |  |
|--|-----------------------------|---------------|--|--------------------------------|---|-------------------------|--|
| Shipment Number                          |                             | Shipment Date |  | Estimated                      |   | Estimated Delivery Date |  |
| AAXY191                                  |                             | 2010/11/23    |  |                                |   |                         |  |
| TCN                                      |                             | Gross Weight  |  | Serial Shipping Container Code |   |                         |  |
| Transportation Leg                       | Standard Carrier Alpha Code |               | Bill of Lading Number                  |                                | Bill of Lading Type                           |                         |  |
| Secondary Transportation Tracking Number |                             |               | Secondary Transportation Tracking Type |                                | Secondary Transportation Tracking Description |                         |  |
| First Line Haul Mode                     |                             |               |  |                                |   |                         |  |

[-]Line Item Information

| Item No.         | Stock Part No. | Type | Qty. Shipped | Unit | Qty. Received |
|------------------|----------------|------|--------------|------|---------------|
| 1001             | stock000001    | B8   | 2            | EA   |               |
| Ship Advice Code |                |      |              |      |               |

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

Workflow Selection >> Contract >> Routing >> Data Capture

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

Expand All Collapse All 

The vendor can expand all document sections by clicking the Expand All link. The Contractor Property Shipper can collapse the contents of the tab by clicking the Collapse All link.

[-]Document Information

| Losing Information                      |                                  |                                   |   |
|---|----------------------------------|-----------------------------------|---|
| Losing Contract Number                  | Losing Delivery Order            | Losing Contract Number Type       |   |
| Issue Date                              | Property PCO / Ext               | Property ACO / Ext                | Government Program Manager / Ext        |
| Government Property Administrator / Ext | Contractor Program Manager / Ext | Contractor Property Manager / Ext | Contractor Contract Administrator / Ext |

| Gaining Information                     |                                  |                                   |   |
|---|----------------------------------|-----------------------------------|---|
| Gaining Contract Number                 | Gaining Delivery Order           | Gaining Contract Number Type      |   |
| GCNXXX78XX101                           |                                  | DoD Contract (FAR)                |   |
| Issue Date                              | Property PCO / Ext               | Property ACO / Ext                | Government Program Manager / Ext        |
|   | FU4417                           | FU4417                            |   |
| Government Property Administrator / Ext | Contractor Program Manager / Ext | Contractor Property Manager / Ext | Contractor Contract Administrator / Ext |

| Shipment Information                     |  |   |                         |
|--|--|---|-------------------------|
| Shipment Number                          | Shipment Date                          | Estimated                                     | Estimated Delivery Date |
| AAXY191                                  | 2010/11/23                             |   |                         |
| TCN                                      | Gross Weight                           | Serial Shipping Container Code                |                         |
| Transportation Leg                       | Standard Carrier Alpha Code            | Bill of Lading Number                         | Bill of Lading Type     |
| Secondary Transportation Tracking Number | Secondary Transportation Tracking Type | Secondary Transportation Tracking Description |                         |
| First Line Haul Mode                     |  |   |                         |

[-]Line Item Information

| Item No. | Stock Part No.   | Type | Qty. Shipped | Unit | Qty. Received |
|----------|------------------|------|--------------|------|---------------|
| 1001     | stock000001      | B8   | 2            | EA   |               |
|          | Ship Advice Code |      |              |      |               |

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

Workflow Selection >> Contract >> Routing >> Data Capture

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

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

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

The Government Property Shipper can expand and collapse individual headers by clicking on the section headers.

- Submit
- Save Draft Document
- Print Document
- Help

Logon Date : 2010/11/23 09:48:46 EST Last Accessed Date : 2010/11/23 09:56:40 EST

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

Workflow Selection >> Contract >> Routing >> Data Capture

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

Expand All Collapse All

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

The Government Property Shipper can expand and collapse individual headers by clicking on the section headers.

Click the Submit button.

- Submit
- Save Draft Document
- Print Document
- Help

Success

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

| Losing Contract Number | Losing Delivery Order | Gaining Contract Number | Gaining Delivery Order | Shipment Number |
|------------------------|-----------------------|-------------------------|------------------------|-----------------|
|                        |                       | GCNXXX78XX101           |                        | AAXY191         |

Email sent to Shipper: wawf@caci.com  
Email sent to Receiver: krismith@caci.com  
Notification sent for CAGE code 1QU78 to EDI Routing Codes- ISA07: 88, ISA08: 8989999999999999, GS03: 987  
Notification sent for CAGE code 1QU78 to FTP Directory: /caci\_db/efp/WAWF\_RA\_sec/Dev/Version500/FTPEDIDirectory/notifications\_temp

After the Property Transfer Document has been submitted, the WAWF system informs you that the submission was successful.  
  
E-mails, FTP and EDI notifications were sent as applicable.

[Send Additional Email Notification](#)



If you would like to add more addresses, click the Send Additional Email Notifications link.

Tue Nov 23 09:57:06 EST 2010

Help

Success

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

| Losing Contract Number | Losing Delivery Order | Gaining Contract Number | Gaining Delivery Order | Shipment Number |
|------------------------|-----------------------|-------------------------|------------------------|-----------------|
|                        |                       | GCNXXX78XX101           |                        | AAXY191         |

Email sent to Shipper: wawf@caci.com  
Email sent to Receiver: krismith@caci.com  
Notification sent for CAGE code 1QU78 to EDI Routing Codes- ISA07: 88, ISA08: 8989999999999999, GS03: 987  
Notification sent for CAGE code 1QU78 to FTP Directory: /caci\_db/efp/WAWF\_RA\_sec/Dev/Version500/FTPEDIDirectory/notifications\_temp

[Send Additional Email Notifications](#)

Tue Nov 23 09:57:06 EST 2010

This concludes the overview demonstration for creating a Government Shipper created Property Transfer Document.

Help