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 Government Shipper created Property Transfer Document from a Template.

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 Goverment Shipper can mouse over the Property Transfer Menu option to display the Create Document sub menu option.

Help

Government Property Receiver

Government Property Shipper

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

Welcome to Wide Area Workflow!

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- 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.

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

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 / E

Search For:

☐ Template

◉ Active Documents ○ Archived Documents

Shipment No.

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 not applicable.
□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 | Reset | Help

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.

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	

Shipper Code * / Extension

FU4417

Search For:

☑ Template

Click the Template checkbox.

◉ Active Documents ○ Archived Documents

Shipment No.

Note:
The 'Template' option allows you 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 | Previous | 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
GCNXXX78XX101	

Shipper Code * / Extension

FU4417

Search For:

☑ Template

◉ Active Documents ○ Archived Documents

Click the Template checkbox.

Shipment No.

The 'Receiver', 'Ship From' and 'Ship To' Location Code input text boxes are hidden when the 'Template' checkbox is selected.

These fields will be pulled from the template, if available.

You may enter a Shipment Number to narrow your search results for previously created documents.

Click Next to continue.

Next | Previous | Reset | Help

Create New Document

Workflow Selection >> Contract >> From Template

Gaining Contract Information:

Contract Number	Delivery Order
GCNXXX78XX101	

Shipper Code / Ext.	Receiver Code / Ext.
FU4417	

Property Transfer/Receipt Document from Template:

Shipment Number	Status	Date Created
○ AAXY192	Submitted	2010/11/23
○ AAXY191	Submitted	2010/11/23
○ AAXY105	Submitted	2010/10/18
○ AAYY098	Submitted	2010/09/28
○ AAAX0012	Submitted	2010/08/31
○ AAAX0011	Hold	2010/08/31
○ AAYY0062	Submitted	2010/08/05

A list of previously created documents for the given Gaining Contract Number and the Gaining Delivery Order number is displayed.

The results are displayed with the Shipment Number, Status of the Document and the Date that the document was created.

Next | Previous | Reset

Create New Document

Workflow Selection >> Contract >> From Template

Gaining Contract Information:

Contract Number	Delivery Order
GCNXXX78XX101	

Shipper Code / Ext.	Receiver Code / Ext.
FU4417	

Property Transfer/Receipt Document from Template:

Shipment Number	Status	Date Created
◉ AAXY192	Submitted	2010/11/23
○ AAXY191	Submitted	2010/11/23
○ AAXY105	Submitted	2010/10/18
○ AAYY098	Submitted	2010/09/28
○ AAAX0012	Submitted	2010/08/31
○ AAAX0011	Hold	2010/08/31
○ AAYY0062	Submitted	2010/08/05

Please select the Document that you want to use as a template for the current document.

Next | Previous | Reset

Create New Document

Workflow Selection >> Contract >> From Template

Gaining Contract Information:

Contract Number	Delivery Order
GCNXXX78XX101	

Shipper Code / Ext.	Receiver Code / Ext.
FU4417	

Property Transfer/Receipt Document from Template:

Shipment Number	Status	Date Created
◉ AAXY192	Submitted	2010/11/23
○ AAXY191	Submitted	2010/11/23
○ AAXY105	Submitted	2010/10/18
○ AAYY098	Submitted	2010/09/28
○ AAAX0012	Submitted	2010/08/31
○ AAAX0011	Hold	2010/08/31
○ AAYY0062	Submitted	2010/08/05

Please select the Document that you want to use as a template for the current document.

Click Next to continue.

Next | Previous | Reset

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	

Shipper Code * / Extension	Receiver Code * / Extension	Ship To Code / Extension	Ship From Code / Extension
FU4417	1QU78	1QU78	FU4417

The Contract Info page is displayed with the input text boxes pre-populated with data pulled from the selected template.

Note: The pre-populated data may be changed by the user.

Next | Previous | 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
GCNXXX78XX101	

Shipper Code * / Extension	Receiver Code * / Extension	Ship To Code / Extension	Ship From Code / Extension
FU4417	1QU78	1QU78	FU4417

The Contract Info page is displayed with the input text boxes pre-populated with data pulled from the selected template.

Note: The pre-populated data may be changed by the user.

Click Next to continue.

Next | Previous | Reset | Help

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		
Property ACO		
Government Program Manager		
Government Property Administrator		
Contractor Program Manager		
Contractor Property Manager		
Contractor Contract Administrator		

Issue Date	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	Location Code / Extention
Property PCO		FU4417
Property ACO		FU4417
Government Program Manager		
Government Property Administrator		
Contractor Program Manager		
Contractor Property Manager		
Contractor Contract Administrator		

Issue Date: YYYY/MM/DD

Click Next to continue.

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

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.

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

The Header tab is displayed with the input text boxes pre-populated with data pulled from the selected template.

Note: The pre-populated data may be changed by the user.

Gaining Contract Information			
Gaining Contract Number	Gaining Delivery Order		
GCNXXX78XX101			
Gaining Contract Number Type			
Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date
	YYYY/MM/DD		YYYY/MM/DD
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
		USD

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.

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 *

YYYY/MM/DD

Estimated

Estimated Delivery Date

YYYY/MM/DD

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

USD

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.

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 *

YYYY/MM/DD

Estimated

Estimated Delivery Date

YYYY/MM/DD

TCN

Gross Weight

Serial Shipping Container Code

Transportation Leg **Code**

For 'DoD to DoD' scenario, where the Gaining Contract Number was not entered, the 'Shipment Number' would be displayed as the 'Transfer Document Number'.

Bill of Lading Number

Secondary Transportation Tracking

Secondary Transportation Tracking Type

First Line Haul Mode

Currency Code

USD

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.

Gaining Contract Information

Gaining Contract Number	Gaining Delivery Order
GCNXXX78XX101	

Gaining Contract Number Type

Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date
AAXY191	2010/11/23		YYYY/MM/DD

TCN	Gross Weight	Serial Shipping Container Code

Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number

Secondary Transportation Tracking Number

ndary Transportation Tracking Type

First Line Haul Mode

Currency Code: USD

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

Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date
AAXY191	2010/11/23		YYYY/MM/DD

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
	USD

Submit | Save Draft Document | Previous | Help

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

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

Click Comments tab to go to the Comments page.

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:	

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)

Initiator Comments

Comments for Government Property Shipper - DoD to Contractor

The Comments tab is displayed with comments pre-populated from the selected template.

Note: The pre-populated data may be changed by the user.

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

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

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

Add

The Line Item tab is displayed with data pre-populated from the selected template.

Notes:
1) The pre-populated data may be changed by the user.
2) UID information is not imported from the Template, and must be added using the 'Edit' link under Actions.
3) New Line Items may be added by the user.

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

Add

Click Add link under the 'Actions' heading to Add a new Line Item.

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
						Add

Click the Edit link under the 'Actions' heading to Edit the Line Item pulled from the Template and add new UIDs.

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 *
1001	stock000001	B8 - BATCH NUMBER

Qty. Shipped *	Unit *
2	EA

Advice Code

Description *

Line Item Description

The CLIN/SLIN page is displayed with data pre-populated from selected template.

Notes:
1) The pre-populated data may be changed by the user.

2) At least one Line Item must be entered to submit a Property Transfer document to WAWF.

3) 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 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
				Add UID

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
		YYYY/MM/DD

2D Compliant *	Property Category Code *

UID Number *	Actions
	Delete
	Add

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.

Save UID | Previous | Save Draft Document | Help

Add UID

single * = Required Fields on Submit.

Current Part Number	Current Part Number Cost	Current Part Number Effective Date
		YYYY/MM/DD

2D Compliant *	Property Category Code *
Y	E

Enter the required information.

UID Number *	Actions
UID_number_00000000000123456	Delete
UID_number_00000000000789012	Delete

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

Save UID | Previous | Save Draft Document | 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	Actions
			Edit UID Delete UID

2D Compliant	Property Category Code
Y	E

UID Number
uidxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx1

UID Number
uidxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx2

Add UID

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

The UID header and the associated UIDs are displayed on the UID Summary Page.

Click on the appropriate link - 'Edit UID', 'Delete UID' to modify or delete the existing UIDs.

Click 'Add UID' to add more UID headers and the associated UIIs.

Click the CLIN/SLIN tab to return to the CLIN/SLIN page.

Save Draft Document | Help

Government Property Shipper - Property Transfer Document - DoD to Contractor

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

Add

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

Add

Click Pack to go to the Pack page.

Submit | Save Draft Document | Help

Government Property Shipper - Property Transfer Document - DoD to Contractor

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

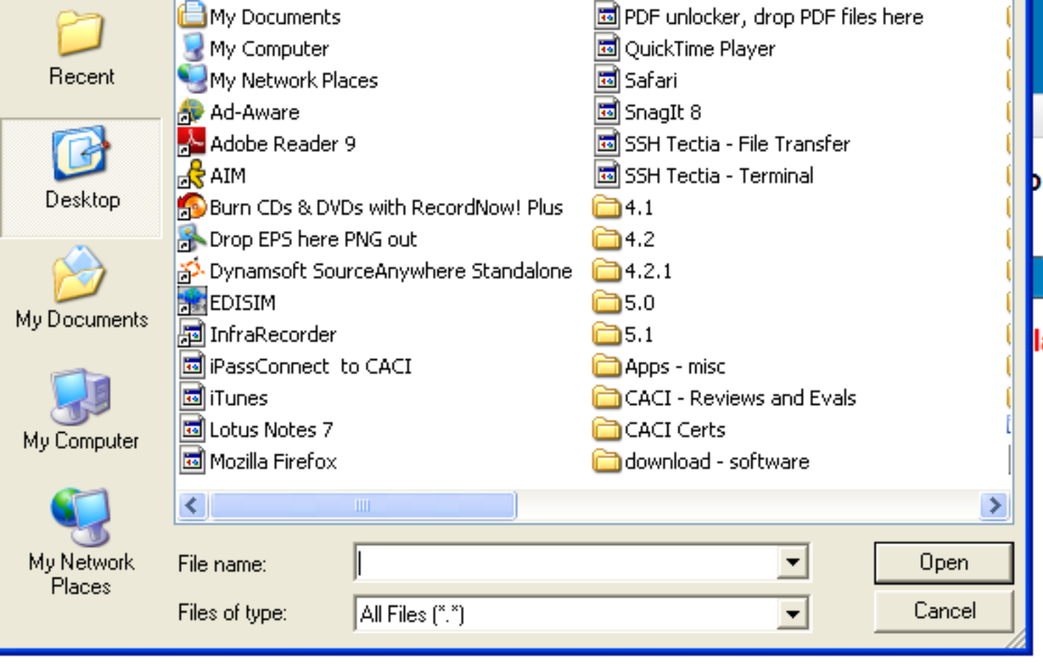
Browse... Upload

Attachments Name **Actions**

The Attachment page is now displayed.

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

Submit | Save Draft Document | Help



oD to Contractor)

Preview Document

lassified information ONLY. Do NOT enter classified information in this system.

Select the File you wish to upload.

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

C:\Documents and Settings\amp Browse... Upload

Attachments Name **Actions**

Click the Upload button to upload the attachment file.

Submit | Save Draft Document | Help

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

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
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

Browse... Upload

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

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

Browse... Upload

Attachments Name	Actions
wawf_attachment_1.txt	View Attachment Delete Attachment

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

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

Browse... Upload

Attachments Name	Actions
wawf_attachment_1.txt	View Attachment Delete Attachment

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

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.

[-]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

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

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.

[-]Document Information

Losing Contract Number	Losing		
Issue Date	Property PCO / Ext		Program Manager / Ext
Government Property Administrator / Ext	Contractor Program		ontractor Contract Administrator / Ext
Gaining Contract Number	Gaining		

GCNXXX78XX101

DoD Contract (PAR)

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

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
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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)

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

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

[+]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.

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: 898999999999999, 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 Notification

Tue Nov 23 09:57:06 EST 2010

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.

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

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: 898999999999999, 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 from a Template.

Help