

This is an overview of the Initiator's "Saved Documents Folder".

Vendor

- [Create Document](#)
- [History Folder](#)
- [Rejected Receiving Reports Folder](#)
- [Rejected Invoices Folder](#)
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For an initiator to get to their "Saved Documents Folder", they should cursor over their menu dropdown and select the "Saved Documents Folder" link, or click on their Role menu link, and their Role page will be displayed, and you can click on the "Saved Documents Folder" link from here.

Note: this is an overview of a Vendor initiator.

Help

Search Criteria - Vendor Saved Documents Folder

CAGE Code *

Select the Location Code from the dropdown.



Contract Number

Delivery Order

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

Tax Id (EIN)

Type Document

Status

Create / Update Date (YYYY/MM/DD)

Create / Update Date End (YYYY/MM/DD)

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

Tax Id (EIN)

Type Document

Status

Create / Update Date (YYYY/MM/DD)

Create / Update Date End (YYYY/MM/DD)

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD)

Estimated Delivery Date End (YYYY/MM/DD)

Result Size / Result Font

Invoice Columns

Submit

Help

After filling in all the data in the search criteria, click the "Submit" button.

Note: the more data you fill in, the more you can narrow your search for specific documents.

The "Saved Documents Folder" is displayed for the initiator.

Vendor Saved Documents Folder for '06481' (12 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	P
1	Telecom (Contractual)	06481	1234567890123	1234	RKS3823	2010-12-08	2010-11-11		S-Resubmitted	
2	Telecom (Contractual)	06481	1234567890123	1234	RKS4022	2010-12-08	2010-11-16		S-Submitted	
3	Combo S/S	06481	1234567890123	1234	RKS6228	2010-12-08	2010-11-29		S-Submitted	
4	R Combo S/S	06481	1234567890123	1234	RKS6229	2010-12-08	2010-11-29		S-Submitted	
5	Telecom (Contractual)	06481	1234567890123	1234	RKS9964	2010-12-08	2010-10-04		S-Resubmitted	
6	Combo S/S	06481	AFTEST10XX001		SHP0011	2010-12-02	2010-12-02		S-Submitted	
7	Invoice 2in1	06481	BUILD3F1V50MR	MADU	INV0209	2010-12-08	2010-12-03		S-Rejected	
8	Grant	06481	BUILD47V500DP	CCNF						
9	Receiving Report D/D	06481	CZ00000000001	0014	RJD58585801	2010-12-08			Draft	
10	Receiving Report S/S	06481	HQ033709M0207	CBSSMBPBLINEUIDNS	SHP8153	2010-12-08	2009-01-04 E		S-Correction Required	

Draft
S-Correction Required



The Status column will contain statuses that begin with an "S-" indicating they are in a Saved status, or "Draft" indicating the document was Saved and not yet submitted into WAWF.

Receiving Report information is displayed on the left of the page.

Document Number	Submitted	Shipped	Accepted	Status	Purge	Void	Invoice Number	Submitted	Received	Status	Purge	Void	Amount
RKS3823	2010-12-08	2010-11-11		S-Resubmitted	3	V	RKS3823	2010-12-08		S-Resubmitted	3	V	\$1,585.01
RKS4022	2010-12-08	2010-11-16		S-Submitted	3	V	RKS4022	2010-12-08		S-Submitted	3	V	\$6,438.95
RKS6228	2010-12-08	2010-11-29		S-Submitted	3	V	RKS6228	2010-12-08		S-Submitted	3	V	\$999.00
RKS6229	2010-12-08	2010-11-29		S-Submitted	3	V	RKS6229	2010-12-08		S-Submitted	3	V	\$33.00
RKS9964	2010-12-08	2010-10-04		S-Resubmitted	3	V	RKS9964	2010-12-08		S-Resubmitted	3	V	\$1,209.00
SHP0011	2010-12-02	2010-12-02		S-Submitted		V	INV0011	2010-12-02		S-Submitted		V	\$1.00
INV0209	2010-12-08	2010-12-03		S-Rejected	3		INV0209	2010-12-08		S-Rejected	3		\$128,221.92
							VN7777	2010-12-08		S-Rejected	3		\$214.00
JD58585801	2010-12-08			Draft	3								\$0.00
SHP8153	2010-12-08	2009-01-04 E		S-Correction Required	3								\$139.22

Invoice information is displayed on the right of the page.

The Status column will contain statuses that begin with an "S-" indicating they are in a Saved status, or "Draft" indicating the document was Saved and not yet submitted into WAWF.

Vendor Saved Documents Folder for '06481' (12 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Pr
1	Telecom (Contractual)	06481	1234567890123	1234	RKS3823	2010-12-08	2010-11-11		S-Resubmitted	
2	Telecom (Contractual)	06481	1234567890123	1234	RKS4022	2010-12-08	2010-11-16		S-Submitted	
3	Combo S/S	06481	1234567890123	1234	RKS6228	2010-12-08	2010-11-29		S-Submitted	
4	R Combo S/S	06481	1234567890123	1234	RKS6229	2010-12-08	2010-11-29		S-Submitted	
5	Telecom (Contractual)	06481	1234567890123	1234	RKS9964	2010-12-08	2010-10-04		S-Resubmitted	
6	Combo S/S	06481	AFTEST10XX001		SHP0011	2010-12-02	2010-12-02		S-Submitted	
7	Invoice 2in1	06481	BUILD3F1V50MR	MADU	INV0209	2010-12-08	2010-12-03		S-Rejected	
8	Grant	06481	BUILD47V500DP	CCNF						
9	Receiving Report D/D	06481	CZ00000000001	0014	RJD58585801	2010-12-08			Draft	
10	Receiving Report S/S	06481	HQ033709M0207	CBSSMBPBLINEUIDNS	SHP8153	2010-12-08	2009-01-04 E		S-Correction Required	



[First](#) [Prev](#) **01** [02](#) [Next](#) [Last](#)

[Return](#) [Help](#)

To work a saved document, click on the "Shipment Number" link in the Shipment Number column.

Vendor - Telecom Invoice (Contractual)

Data Capture

- Header
- Addresses
- Discounts
- Comments
- Line Item
- Misc. Amounts
- Attachments
- Preview Document

INFO: Saved as of: 2010/12/08 10:31:23 Document will be removed from a saved status after 3 day(s) and any data will be lost.

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

Contract Number	Delivery Order	Issue Date
1234567890123	1234	
Invoice Number	Invoice Date	Final Bill ?
RKS3823	2010/11/11	<input type="checkbox"/>
Shipment Number	Shipment Date	
RKS3823	2010/11/11	
Currency Code	Document Total (\$)	
<input type="text" value="USD"/>	1585.01	

The document is displayed in the "Data Capture" page so you can continue to work the document. When you are finished updating the document, click the "Submit" button, or you can click the "Save Draft Document" to save the changes and submit the document later.

- Submit
- Save Draft Document
- Previous
- Purge
- Help

Vendor Saved Documents Folder for '06481' (12 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Pr
1	Telecom (Contractual)	06481	1234567890123	1234	RKS3823	2010-12-08	2010-11-11		S-Resubmitted	
2	Telecom (Contractual)	06481	1234567890123	1234	RKS4022	2010-12-08	2010-11-16		S-Submitted	
3	Combo S/S	06481	1234567890123	1234	RKS6228	2010-12-08	2010-11-29		S-Submitted	
4	R Combo S/S	06481	1234567890123	1234	RKS6229	2010-12-08	2010-11-29		S-Submitted	
5	Telecom (Contractual)	06481	1234567890123	1234	RKS9964	2010-12-08	2010-10-04		S-Resubmitted	
6	Combo S/S	06481	AFTEST10XX001		SHP0011	2010-12-02	2010-12-02		S-Submitted	
7	Invoice 2in1	06481	BUILD3F1V50MR	MADU	INV0209	2010-12-08	2010-12-03		S-Rejected	
8	Grant	06481	BUILD47V500DP	CCNF						
9	Receiving Report D/D	06481	CZ00000000001	0014	RJD58585801	2010-12-08			Draft	
10	Receiving Report S/S	06481	HQ033709M0207	CBSSMBPBLINEUIDNS	SHP8153	2010-12-08	2009-01-04 E		S-Correction Required	

[First](#) [Prev](#) **01** [02](#) [Next](#) [Last](#)

[Return](#) [Help](#)

To open a draft document, click on the "Shipment Number" or "Invoice Number" link with a status of "Draft".

INFO: Saved as of: 2010/12/08 10:36:11 Document will be removed from a saved status after 3 day(s) and any data will be lost.

WARNING: Shipment Date is a mandatory field.

WARNING: There must be at least one CLIN/SLIN type Line Item for this 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
CZ00000000001	0014		D	D

Contract Number Type	Supplies	Services
DoD Contract (FAR) <input type="button" value="v"/>	<input checked="" type="radio"/>	<input type="radio"/>

Shipment Number **	Shipment Date *	Estimated	Final Shipment	Estimated Delivery Date
RJD58585801	YYYY/MM/DD <input type="button" value="calendar"/>	<input type="button" value="v"/>	N <input type="button" value="v"/>	YYYY/MM/DD <input type="button" value="calendar"/>

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

Transportation Leg	Bill of Lading Number
<input type="text"/>	<input type="text"/>

Secondary Transportation Tracking Number	Secondary Transportation Tracking Type
<input type="text"/>	<input type="button" value="v"/>

First Line Haul Mode	Currency Code	Document Total (\$)
<input type="text"/>	USD <input type="button" value="v"/>	

The "Data Capture" page is displayed with the saved draft. WARNING messages will be given for any data that is missing from the draft that is needed before a "Submit" is done on the data.

You can "Submit" the draft from here, or click the "Save Draft Document" button to save the document again.

Document Number	Submitted	Shipped	Accepted	Status	Purge	Void	Invoice Number	Submitted	Received	Status	Purge	Void	Amount
RKS3823	2010-12-08	2010-11-11		S-Resubmitted	3	V	RKS3823	2010-12-08		S-Resubmitted	3	V	\$1,585.01
RKS4022	2010-12-08	2010-11-16		S-Submitted	3	V	RKS4022	2010-12-08		S-Submitted	3	V	\$6,438.95
RKS6228	2010-12-08	2010-11-29		S-Submitted	3	V	RKS6228	2010-12-08		S-Submitted	3	V	\$999.00
RKS6229	2010-12-08	2010-11-29		S-Submitted	3	V	RKS6229	2010-12-08		S-Submitted	3	V	\$33.00
RKS9964	2010-12-08	2010-10-04		S-Resubmitted	3	V	RKS9964	2010-12-08		S-Resubmitted	3	V	\$1,209.00
SHP0011	2010-12-02	2010-12-02		S-Submitted		V	INV0011	2010-12-02		S-Submitted		V	\$1.00
INV0209	2010-12-08	2010-12-03		S-Rejected	3		INV0209	2010-12-08		S-Rejected	3		\$128,221.92
							VN7777	2010-12-08		S-Rejected	3		\$214.00
JD58585801	2010-12-08			Draft	3								\$0.00
SHP8153	2010-12-08	2009-01-04 E		S-Correction Required	3								\$139.22

The number under the Purge column tells you how many days are left until the saved portion of the WAWF document is purged automatically from the system. To purge and remove the saved document yourself, click on the number link.

Vendor - Telecom Invoice (Contractual)

WARNING: You are about to purge the working copy of this Telecom Invoice (Contractual). Please click Purge to delete the working copy of this document.

Expand All Collapse All

[-]Document Information

Contract Number	Delivery Order		Issue Date
1234567890123	1234		
Invoice Number	Date	Final Bill	Invoice Received Date
RKS3823	2010/11/11	N	2010/11/17

A warning message is displayed.

Summary of Detail Level Information			Total
1 CLIN/SLIN(s)			\$ 1,485.00
1 Miscellaneous Amount(s)			\$ 100.01
Document Total:			\$ 1,585.01

Shipment Number	Shipment Date
RKS3823	2010/11/11

[-]Line Item Information

Item No.	Unit Price (\$)	Unit of Measure	Qty. Invoiced	Amount (\$)
0001	45.00	EA	33	1,485.00
ACRN	SDN	Qty. Approved	AAI	Approved Amount (\$)

Description

Initiator

Name:	Date of Action / IRD:	Phone #:	DSN
Dick Shafer	2010/11/17 1421 EST / 2010/11/17 1421 EST	904-598-5311	
Email:	Title:	Action(s):	
rshafer@caci.com	dc	[Resubmitted]	
Org Email:	wawf@caci.com		
Attachments:	test.txt View Attachment		
Comments:			

Initiator

Name:	Date of Action:	Phone #:	DSN
John Doe	2010/12/08 1031 EST	444-444-4444	555-555-5555
Email:	Title:	Action(s):	
rdietz@caci.com	Manager		
Org Email:	wawf@caci.com		
Attachments:			
Comments:			

Click the "Purge" button to remove the saved document and revert back to the previous version in WAWF.

Note: for a document in a "Draft" status, the saved document will be removed, no previous version exists in WAWF.

Purge

Previous

help

Success

The working copy of the Telecom Invoice (Contractual) was successfully purged.

Contract Number	Delivery Order	Shipment Number	Invoice Number
1234567890123	1234	RKS3823	RKS3823

Wed Dec 08 10:41:31 EST 2010

After clicking the "Purge" a "Success" page is displayed..

Click the "Return" button to return to the results page.

[Return](#)

Document Number	Submitted	Shipped	Accepted	Status	Purge	Void	Invoice Number	Submitted	Received	Status	Purge	Void	Amount
RKS4022	2010-12-08	2010-11-16		S-Submitted	3	V	RKS4022	2010-12-08		S-Submitted	3	V	\$6,438.95
RKS6228	2010-12-08	2010-11-29		S-Submitted	3	V	RKS6228	2010-12-08		S-Submitted	3	V	\$999.00
RKS6229	2010-12-08	2010-11-29		S-Submitted	3	V	RKS6229	2010-12-08		S-Submitted	3	V	\$33.00
RKS9964	2010-12-08	2010-10-04		S-Resubmitted	3	V	RKS9964	2010-12-08		S-Resubmitted	3	V	\$1,209.00
SHP0011	2010-12-02	2010-12-02		S-Submitted		V	INV0011	2010-12-02		S-Submitted		V	\$1.00
INV0209	2010-12-08	2010-12-03		S-Rejected	3		INV0209	2010-12-08		S-Rejected	3		\$128,221.92
							VN7777	2010-12-08		S-Rejected	3		\$214.00
ID58585801	2010-12-08			Draft	3								\$0.00
SHP8153	2010-12-08	2009-01-04 E		S-Correction Re									\$139.22
SHIP601	2010-12-08	2010-12-02		S-Rejected				2010-12-08		S-Submitted	3	V	\$88,494.00

To void a document, click the "V" link under the Void column.

Vendor - Telecom Invoice (Contractual)

WARNING: You are about to void this Telecom Invoice (Contractual). Please click Void to permanently VOID this document.

Expand All Collapse All

[-]Document Information

Contract Number	1234567890123	Delivery Order	1234	Issue Date	2004/11/03
Invoice Number	RKS4022	Invoice Date	2010/11/16	Final Bill	N
				Invoice Received Date	2010/11/16

The document is displayed with a warning message.

Discounts	12% 33 Days
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Summary of Detail Level Information	Total
2 CLIN/SLIN(s)	\$ 6,450.95
1 Miscellaneous Amount(s)	\$ -12.00
Document Total:	\$ 6,438.95

Shipment Number	RKS4022	Shipment Date	2010/11/16
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[-]Line Item Information

Item No.	Unit Price (\$)	Unit of Measure	Qty. Invoiced	Amount (\$)
0001	67.00	EA	33	2,211.00
ACRN	SDN	Qty. Approved	AAI	Approved Amount (\$)

Attachments:

Comments:

Initiator

Name:	Date of Action:	Phone #:	DSN
John Doe	2010/12/08 1031 EST	444-444-4444	555-555-5555
Email:	rdietz@caci.com	Title:	Manager
		Action(s):	[Saved]
Org Email:	wawf@caci.com		
Attachments:			
Comments:			

Initiator

Name:	Date of Action / IRD:	Phone #:	DSN
John Doe	2010/12/08 1042 EST / 2010/12/08 1042 EST	444-444-4444	555-555-5555
Email:	rdietz@caci.com	Title:	Manager
Org Email:	wawf@caci.com		
Attachments:			
Comments:			

Click the "Void" button to void the document.

Void Previous Help

Success

The Telecom Invoice (Contractual) was successfully Voided.

Contract Number	Delivery Order	Shipment Number	Invoice Number
1234567890123	1234	RKS4022	RKS4022

Wed Dec 08 10:42:26 EST 2010

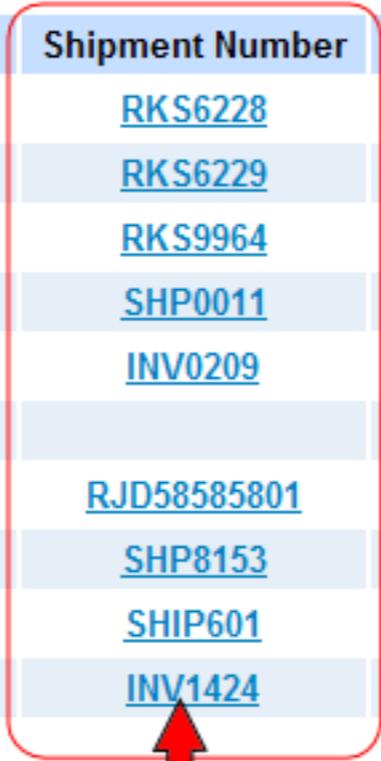
After clicking the "Void" button, a "Success" page is displayed.

Click the "Return" button to return back to the results page.

[Return](#)

Vendor Saved Documents Folder for '06481' (10 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	P
1	Combo S/S	06481	1234567890123	1234	RKS6228	2010-12-08	2010-11-29		S-Submitted	
2	R Combo S/S	06481	1234567890123	1234	RKS6229	2010-12-08	2010-11-29		S-Submitted	
3	Telecom (Contractual)	06481	1234567890123	1234	RKS9964	2010-12-08	2010-10-04		S-Resubmitted	
4	Combo S/S	06481	AFTEST10XX001		SHP0011	2010-12-02	2010-12-02		S-Submitted	
5	Invoice 2in1	06481	BUILD3F1V50MR	MADU	INV0209	2010-12-08	2010-12-03		S-Rejected	
6	Grant	06481	BUILD47V500DP	CCNF						
7	Receiving Report D/D	06481	CZ00000000001	0014	RJD58585801	2010-12-08			Draft	
8	Receiving Report S/S	06481	HQ033709M0207	CBSSMBPBLINEUIDNS	SHP8153	2010-12-08	2009-01-04 E		S-Correction Required	
9	Combo S/S	06481	HQ033710M1202	MADU	SHIP601	2010-12-08	2010-12-02		S-Rejected	
10	Invoice 2in1	06481	N6868810F1119	0680	INV1424	2010-12-08	2010-07-21		S-Rejected	



You may also purge when editing a document. Select a document by clicking on a "Shipment Number" or "Invoice Number" link.

[Return](#) [Help](#)

INFO: Saved as of: 2010/12/08 10:31:44 Document will be removed from a saved status after 3 day(s) and any data will be lost.

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

Contract Number 1234567890123	Delivery Order 1234	Issue Date	Inspection Point S	Acceptance Point S
Contract Number Type DoD Contract (FAR)	Supplies <input checked="" type="radio"/>	Services <input type="radio"/>	CoC <input type="checkbox"/>	ARP <input type="checkbox"/>
Shipment Number RKS6228	Shipment Date	Estimated	Final Shipment	Estimated Delivery Date YYYY/MM/DD
Invoice Number RKS6228				Container Code
TCN	Standard Carrier Alpha Code		Bill of Lading Number	
Secondary Transportation			Secondary Transportation Tracking Type	
First Line Haul Mode		Currency Code USD	Document Total (\$) 999.00	

Windows Internet Explorer



You have selected 'Purge', which will remove the saved version of this document and revert back to the original. Do you wish to continue?

OK

Cancel

Click the "Purge" button on the document, and you will receive a popup info message.

Click the "OK" button on the popup to purge the saved document.

Submit

Save Draft Document

Previous

Purge

Help

Success

The working copy of the Invoice and Source Inspection and Acceptance Receiving Report was successfully purged.

Contract Number	Delivery Order	Shipment Number	Invoice Number
1234567890123	1234	RKS6228	RKS6228

Wed Dec 08 10:43:25 EST 2010

After clicking the "OK" on the popup, a "Success" page will be displayed.

[Return](#)

Click the "Return" button to return back to the results page.

Vendor Saved Documents Folder for '06481' (9 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	P
1	R Combo S/S	06481	1234567890123	1234	RKS6229	2010-12-08	2010-11-29		S-Submitted	
2	Telecom (Contractual)	06481	1234567890123	1234	RKS9964	2010-12-08	2010-10-04		S-Resubmitted	
3	Combo S/S	06481	AFTEST10XX001		SHP0011	2010-12-02	2010-12-02		S-Submitted	
4	Invoice 2in1	06481	BUILD3F1V50MR	MADU	INV0209	2010-12-08	2010-12-03		S-Rejected	
5	Grant	06481	BUILD47V500DP	CCNF						
6	Receiving Report D/D	06481	CZ00000000001	0014	RJD58585801	2010-12-08			Draft	
7	Receiving Report S/S	06481	HQ033709M0207	CBSSMBPBLINEUIDNS	SHP8153	2010-12-08	2009-01-04 E		S-Correction Required	
8	Combo S/S	06481	HQ033710M1202	MADU	S				ed	
9	Invoice 2in1	06481	N6868810F1119	0680	IN				ed	

Vendor Saved Documents Folder for '06481' (9 items, sorted by Contract Number)

All columns on the results page are sortable except for the Item column, which is the first column. To sort by a different column, just click on the column label.

Note: if you click on the same label again, it will sort in the opposite order of the first sort.

Ascending sort and descending sort.

Click the "Return" button to return back to the search page.



Search Criteria - Vendor Saved Documents Folder

The "Search Criteria" page is displayed.

CAGE Code *

06481

Contract Number

Delivery Order

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

Tax Id (EIN)

Type Document

All Documents

Status

All Documents

Create / Update Date (YYYY/MM/DD)

2010/11/08

Create / Update Date End (YYYY/MM/DD)

2010/12/08

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Vendor

- [Create Document](#)
- [History Folder](#)
- [Rejected Receiving Reports Folder](#)
- [Rejected Invoices Folder](#)
- [Correction Required Folder](#)
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- [Saved Documents Folder](#)
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This is the end of the overview of the initiator's "Saved Documents Folder".

[Help](#)