



Invoicing, Receipt, Acceptance and Property Transfer

Energy Invoice and Energy Receiving Report (Combo)

To learn how to electronically submit and take action on iRAPT documents through simulations and step-by-step procedures, visit the [WAWF e-Business Suite Web Based Training Main Menu](#) and select iRAPT.

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1 Description

iRAPT includes the functionality for submission and processing of an Energy Invoice and Receiving Report (ECOMBO).

ECOMBO documents represent an Invoice and a Receiving Report created from a single Data Capture session. Consult the Invoice or Receiving Report sections to determine associated data elements associated with ECOMBO creation.

If an IRAPT user attempts to create an ECOMBO with an Inspector or Acceptor DoDAAC which has no active users registered against it, the following rules apply. For Batch processing, the Invoice will be created and the Receiving Report will be rejected. For Web processing, the user will receive a pop-up message stating no active users are registered against the entered DoDAAC and advising them to submit a stand-alone Invoice. In IRAPT, the user is advised to submit a stand-alone Invoice only when the DoDAAC field is a required field.

1.1 Affected Entitlement Systems

The following table defines what DFAS Entitlement Systems are capable of accepting an Energy Invoice and Receiving Report (ECOMBO) transaction.

Affected Entitlement Systems

| Entitlement System | iRAPT Support | EDI Capable |
|---------------------------|----------------------|--------------------|
| EBS | YES | YES |

1.2 Table Convention

The tables in the following sections detail the data that is available for entry in the various screens that are viewable by the iRAPT Users working on this type of document. For each table there will be a line detailing the data that may be entered including the:

- **Label**
- **Requirement entry:**
 - Mandatory – must be entered
 - Optional – may/may not be entered depending upon the contract requirements
 - Conditional – require entry of some other data elements
 - System Generated – iRAPT calculated or populated field
- **Field Size (Minimum/Maximum)**

Following each primary table entry there may be one or more comment lines that reflect edits or descriptions that apply to that data element. The entry to the left indicates which entitlement system the comment applies to. Specific exceptions related to a role/function are highlighted in the appropriate section of this Appendix as they apply.

1.3 Standard Workflow and Status

Source/Source

| Role | Action | Recipient | Status |
|-------------------------------------|-----------------------|----------------------|-----------|
| Standard Process | | | |
| Initiator | Creation | Inspector | Submitted |
| Inspect By | Inspection/Acceptance | Accepted / Processed | |
| Pack Later and Transportation Later | | | |
| Initiator | Creation | Inspector | Submitted |
| Inspect By | Inspection/Acceptance | Initiator | Accepted |
| Initiator | Add Pack Data | Accepted / Processed | |

S/D (includes S/O)

| Role | Action | Recipient | Status |
|-------------------------------------|---------------|----------------------|-----------|
| Standard Process | | | |
| Initiator | Creation | Inspector | Submitted |
| Inspect By | Inspection | Acceptor | Inspected |
| Acceptor | Acceptance | Accepted / Processed | |
| Pack Later and Transportation Later | | | |
| Initiator | Creation | Inspector | Submitted |
| Inspect By | Acceptance | Initiator | Inspected |
| Initiator | Add Pack Data | Acceptor | Inspected |
| Acceptor | Acceptance | Accepted / Processed | |

D/D (includes D/O and O/O)

| Role | Action | Recipient | Status |
|--|---------------|----------------------|------------------|
| Standard Process | | | |
| Initiator | Creation | Inspector/Acceptor | Submitted |
| Inspect By (If entered) | Inspection | Acceptor | Inspected |
| Acceptor | Acceptance | Accepted / Processed | |
| Pack Later and Transportation Later | | | |
| Initiator | Creation | Initiator | Submitted (held) |
| Initiator | Add Pack Data | Inspector/Acceptor | Submitted |
| Inspect By (If entered) | Inspection | Acceptor | Inspected |
| Acceptor | Acceptance | Accepted / Processed | |

2 Document Creation

2.1 Contract, Originator, & Entitlement System Identification

For Web-based input, a Vendor electing to submit an Invoice (Standalone) selects "Create New Document" link in the Vendor Folder.

Contract Number Edits

| Label | Entry Requirement | Size |
|--|--------------------------|-------------|
| Contract Number | Mandatory | |
| DOD FAR FY17 and later | | |
| No special characters, Cannot have 'I' or 'O' in any position. <ul style="list-style-type: none"> ○ POS 1-6: Must be a valid DoDAAC ○ POS 7-8 (Fiscal Year): must be numeric and must be ≥ 16 and < 66 ○ POS 9: Must be alpha. Cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z. ○ POS 10+: POS 10-13 cannot be '0000' | | 13 |

| | |
|--|-------|
| DOD FAR FY16 and prior | |
| No special characters, Cannot have 'I' or 'O' in any position. <ul style="list-style-type: none"> ○ POS 1-6: Must be a valid DoDAAC ○ POS 7-8 (Fiscal Year): must be numeric and must ≤ 16 or >65 ○ POS 9: Must be alpha. Cannot be: B, E, I, J, N, O, Q, R, T, U or Y ○ POS 10+: POS 10-13 cannot be '0000' | 13 |
| Uniform PIID FY16 and later | |
| No special characters, Cannot have 'I' or 'O' in any position. <ul style="list-style-type: none"> ○ POS 1-6: Must be a valid FEDAAC ○ POS 7-8 (Fiscal Year) : Must be numeric and must be ≥ 16 ○ POS 9: Must be alpha. Cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z ○ POS 10+: Position 10 and after cannot be all zeros. | 13-17 |
| Uniform PIID FY15 and prior | |
| Not Allowed because Contract # Fiscal Year must be greater than or equal to 16. | |
| All Other Contracts | |
| No special characters | 1-19 |

Delivery Order Number Edits

| Label | Entry Requirement | Size |
|--|-------------------|--------------|
| Delivery Order Number | Conditional | |
| DOD FAR FY17 and later | | |
| No special characters. Cannot have 'I' or 'O' in any position. Prohibited when POS 9 of Contract Number is C, F, H, M, P or V Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G' Required when POS 9 of Acquisition Contract Number is 'D' <ul style="list-style-type: none"> ○ POS 1-6: Must be a valid DoDAAC ○ POS 7-8: Must be numeric, Must be ≥ 16 and < 66 ○ POS 9 must be 'F'. ○ POS 10+: POS 10-13 cannot be '0000' | | 13 |
| DOD FAR FY16 and prior | | |
| No special characters, Cannot have 'I' or 'O' in any position. Prohibited when POS 9 of Contract Number is C, F, M, P, V or W | | 0,4 or 13 |

| | |
|---|-------|
| Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G' Required when POS 9 of Acquisition Contract Number is 'D' | |
| 4 Character DO Numbers Edits: <ul style="list-style-type: none"> 'A' and 'P' prohibited in first position '0000' is not an acceptable value | |
| 13 Character DO Numbers Edits: <ul style="list-style-type: none"> POS 1-6: Must be a valid DoDAAC POS 7-8: Must be numeric POS 9 must be 'F'. POS 10+: POS 10-13 cannot be '0000' | |
| Uniform PIID FY16 and later | |
| No special characters, Cannot have 'I' or 'O' in any position. Prohibited when POS 9 of Contract Number is C, F, H, P or V Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G' Required when POS 9 of Acquisition Contract Number is 'D' <ul style="list-style-type: none"> POS 1-6: Must be a valid FEDAAC POS 7-8 (Fiscal Year) : Must be numeric and must be ≥ 16 POS 9: Must be 'F' POS 10+: Position 10 and after cannot be all zeros. | 13-17 |
| Uniform PIID FY15 and prior | |
| Not Allowed because Contract # Fiscal Year must be greater than or equal to 16. | |
| All Other Contracts | |
| No special characters | 1-19 |

Cage Code & Pay Office

| Label | Entry Requirement | Size |
|----------------------------------|---|---------------------|
| CAGE Code / DUNS / DUNS+4 / Ext. | Mandatory | 5/5 9/9 13/13 |
| | Drop-down selection based upon User Profile/Logon | |
| Pay DoDAAC | Mandatory | 6/6 |
| | | |
| Reference Procurement | Optional | 1/19 |

| Identifier | | |
|------------|---|--|
| | <p>The system will attempt to pre-populate the Reference Procurement Instrument Number (Reference Procurement Identifier) with the Ordering Instrument Number from EDA for Web, FTP/EDI documents and IUID registry when the following conditions are met:</p> <ul style="list-style-type: none"> • The Contract Number Type is DoD Contract (FAR) or Uniform PIID (4.16). • The entered Contract Number Fiscal Year (Contract Number Positions 7-8) is equal to or later than: <ul style="list-style-type: none"> - The value for 'Fiscal Year For DoD Contract FAR' System Parameter for DoD Contract (FAR) documents. - The value for 'Fiscal Year For Uniform PIID' System Parameter for Uniform PIID (4.16) documents. • The entered Contract Number has an "F" in the 9th position. | |

Following entry of the Contract Number where first six positions are Energy Issue By DoDAAC, Delivery Order, originator's CAGE Code, EBS Pay DoDAAC and selecting "Y" or "N" from the From Template dropdown, the application will initiate a query of the Electronic Document Access (EDA) application. Based upon the results of that query, the Pay Office may be pre-populated.

In addition, it is mandatory to pre-populate EDA CLIN data, if available. If the user selects "Y" from the From Template dropdown, no CLINs from EDA will be pre-populated. The From Template option will default to "N" if not selected. If there are CLINs against the contract in EDA, the list of CLINs in EDA will be displayed.

2.2 Document Selection

Based upon the Pay Office entered the application will present the document types (Web-create only) that may be created for the associated Entitlement System. There may be one or more additional data elements to be flagged to further identify required document elements.

Document Selection (Initiator)

| Label | Entry Requirement | Size |
|--|--|------|
| Energy Invoice and Receiving Report (ECOMBO) | Mandatory | 1/1 |
| | Allows the initiator to submit an Energy Invoice and | |

| | | |
|---------------|---|-----|
| | Receiving Report (ECOMBO) | |
| Inspection | Mandatory | 1/1 |
| Acceptance | Mandatory | 1/1 |
| Currency Code | Mandatory | 3/3 |
| | This is a mandatory field that will default to USD (United States Dollar) if another Currency Code is not specified. Currency Codes that are allowed are based on the Pay DoDAAC. | |
| Tanker/Barge | Select this checkbox if the Energy Receiving Report needs to be marked as Tanker/Barge. | |

After the template document has been selected and the page submitted, the user is redirected to a window that displays the Routing Codes on the document. The routing codes are populated from the template and are editable and revalidated.

When the Data Capture window is displayed, all the document information from the template pre-populates the new document's fields except for the Shipment (Invoice/Voucher/Request) Number/Date fields. The Initiator can edit all pre-filled information.

2.3 Routing Codes

If the contract number is in the EDA database, IRAPT will automatically populate some of the Routing code fields. The user has the option to edit/update these codes. Any required fields (as denoted by an asterisk) that are not automatically populated will need to be completed. The routing elements entered are used to route the document through the workflow to the appropriate users.

Routing Codes (Initiator)

| Label | Entry Requirement | Size |
|-----------------|---|-------|
| Issue Date | Optional | 10/10 |
| | Refers to the issue date of the contract, not the date the document is being created. | |
| Issue By DoDAAC | Optional | 6/6 |
| | | |
| Admin DoDAAC | Mandatory | 6/6 |
| | | |

| | | |
|-------------------|--|-------|
| Inspect By DoDAAC | Conditional | 6/6 |
| | Mandatory if S/S, S/D, or S/O document. | |
| | For S/D and S/O: If Inspection point is NAVY ERP, the Acceptance point must also be NAVY ERP When the Ship To DoDAAC is a NAVY ERP location and document flow is D/D, D/O or O/O, Inspect By DoDAAC is not allowed. | |
| Standard Pay | iRAPT does not allow the entry of an Inspect By Location code if the Ship to DoDAAC on the document is signed up to receive a Standard Pay workflow extract | |
| Extension | Optional | 1/6 |
| | Requires entry of the Inspect By DoDAAC. | |
| Mark For Code | Optional | 6/6 |
| | Further delineates shipping instructions. | |
| Extension | Optional | 1/6 |
| | Requires entry of the Mark For Code. | |
| Shipment Date | Mandatory | 10/10 |
| | | |
| Ship To Code | Mandatory | 6/6 |
| | Refers to the service/agency responsible for accepting the goods and services. | |
| | When the Ship To DoDAAC is a NAVY ERP location and document flow is D/D, D/O or O/O, Inspect By DoDAAC is not allowed. | |
| Extension | Optional | 1/6 |
| | Requires entry of the Ship To DoDAAC. | |
| Ship From Code | Optional | 5/6 |
| | Refers to the agency/organization if the shipment originates from a location different from the contractor location May be a CAGE or a DoDAAC | |
| Extension | Optional | 1/5 |
| | Requires entry of the Ship From DoDAAC. | |
| Accept By DoDAAC | Mandatory | 6/6 |

| | | |
|-----------|--|-----|
| | Pre-populates with the Inspect By DoDAAC information for S/S. Pre-populates with the Ship To DoDAAC information for S/D, D/D. | |
| Extension | Optional | 1/6 |

Upon selecting Continue, the application will validate that each of the entered codes are valid and that there is an active user for each step in the workflow. If the result is NO for either of these tests, the Vendor is notified and not allowed to proceed.

2.4 Data Capture

Once the basic data requirements are entered and workflow requirements established, the user is provided the opportunity to enter the data that creates the document. This is presented in a series of data capture tabs.

2.5 Header Tab

Energy Invoice and Receiving Report (ECOMBO) will be reflected on Header Page of the document. Fast Pay Energy Invoice and Receiving Report (ECOMBO) will be reflected on Header Page of the document if Fast Pay was selected.

Header Tab (Initiator)

| Label | Entry Requirement | Size |
|----------------------|---|------|
| Supplies or Services | Conditional | 1/1 |
| | Defaults to Supplies. Only Supplies allowed | |
| CoC | Optional | 1/1 |
| | Certificate of Conformance Indicator | |
| ARP | Optional | 1/1 |
| | Alternate Release Procedures Indicator | |
| | Not available for D/D documents. | |
| | Either ARP or CoC may be selected, but not both at the same time. | |
| Shipment Number | Mandatory | 2/8 |
| | Must be 2 to 8 characters. Eighth position is only used for Final Shipment and must be a Z. | |
| Estimated | Optional | 1/1 |

| | | |
|----------------------------------|---|-------|
| | Estimated Shipment Date Indicator - If used will be an "E." | |
| Estimated Delivery Date | Optional | 10/10 |
| | | |
| Final Shipment | Mandatory | 1/1 |
| | "Y" or "N" required; defaults to blank. If a Shipment Number has been entered, the Final Shipment indicator will require a selection of 'N' or 'Y'. | |
| Invoice Number | Conditional | 1/16 |
| | ERR must be created as part of COMBO or from pre-existing Invoice for this field to be available. | |
| Invoice Date | Conditional | 10/10 |
| | Requires entry of the Invoice Number. | |
| Final Invoice | Mandatory | 1/1 |
| | "Y" or "N" required; defaults to blank. If an Invoice Number has been entered, the Final Invoice indicator will require a selection of 'N' or 'Y'. | |
| Submit Transportation Data Later | Optional | 1/1 |
| | If checked, transportation data can be submitted later | |
| Transportation Account Code | Optional | 1/17 |
| | | |
| TCN | Optional | 17/17 |
| | Transportation Control Number - TCN must be 17 alphanumeric characters. The 16 th position must be alpha character and it cannot be an "I" or "O". | |
| Gross Weight | Optional | 1/6 |
| | | |
| Cube | Optional | 1/8 |
| | | |
| FOB | Optional | 1/1 |
| | FOB Point Indicator - Will be "S", "D," or "O"; defaults to "S." | |
| Serial Shipping Container | Optional | 1/16 |

| | | |
|---|---|------|
| Code | | |
| Transportation Leg | Mandatory | 1/1 |
| | System defaults to "1" | |
| Standard Carrier Alpha Code | Optional | 2/4 |
| | If entered must be between 2 and 4 alphanumeric characters | |
| Bill of Lading Number | Optional | 1/30 |
| | If entered must be between 1 and 30 alphanumeric characters | |
| | 'Commercial' or 'Government' may be selected; defaults to 'Commercial' | |
| Secondary Transportation Tracking Number | Optional | 1/30 |
| | If entered must be between 1 and 30 alphanumeric characters | |
| Secondary Transportation Tracking Type | Conditional | 2/2 |
| | Mandatory if Secondary Transportation Number entered. | |
| Secondary Transportation Tracking Description | Conditional | 1/30 |
| | Mandatory if Secondary Transportation Tracking Type is "Other Unlisted Transportation Number" | |
| Transportation Method/Type | Optional | 1/1 |
| | Creator can select one option from dropdown menu | |

2.6 Transportation Later

Transportation Later applies to the Receiving Report portion of the ECOMBO and will follow the same workflow as Pack Later. During create, the Vendor can select the Submit Transportation Data Later Checkbox on the Header Tab and submit the document. If Source Acceptance, Inspector can inspect/accept the document at this time.

Vendor can access the document through the History folder's 'Add' link and can either add the Transportation Data to the document and submit, OR, the vendor can submit without Transportation Data.

Transportation Method/Type Codes:

Please refer to the Transportation Method/Type Code Table maintained under the "Lookup" tab on the iRAPT web site to access the current list of codes.

2.7 Address Data Tab

Based on the routing Location Codes entered, iRAPT pre-populates the Address Information for each of the Location Codes in the document. From the Addresses tab, the Vendor is afforded the opportunity to review and/or change this Address Information. There must be at least a name of the organization/agency (Activity Name 1).

Any changes made apply only to the document being created.

The fields in the table below will be displayed for all Routing Codes entered.

Address Data Tab (Initiator)

| Label | Entry Requirement | Size |
|-------------------------------|-------------------|------|
| Activity/Payee Name 1 | Mandatory | 1/60 |
| Activity/Payee Name 2 | Optional | 1/60 |
| Activity/Payee Name 3 | Optional | 1/60 |
| Address 1 | Optional | 1/55 |
| Address 2 | Optional | 1/55 |
| Address 3 | Optional | 1/55 |
| Address 4 | Optional | 1/55 |
| City | Optional | 1/25 |
| State | Optional | 2/2 |
| ZIP Code | Optional | 5/15 |
| Country | Optional | 3/3 |
| Military Location Description | Optional | 2/6 |

2.8 Discounts Tab

NOTE: Only one instance of Discount Percentage/Due Days combination is allowed for EBS.

Discounts Tab

| Label | Entry Requirement | Size |
|-------|-------------------|------|
|-------|-------------------|------|

| | | |
|---------------------|---|---------|
| Discount Percentage | Optional | 0.2/2.2 |
| | Allows for only 1 instance of a Discount Percentage/Due Days combination. | |
| Due Days | Conditional | 1/2 |
| | Mandatory if Discount Percentage entered | |

2.9 Mark for Tab

The Initiator is able to enter Mark for comments.

Mark for Tab (Initiator)

| Label | Entry Requirement | Size |
|--------------------|-------------------|--------|
| Mark For Rep | Conditional | 1/2000 |
| Mark For Secondary | Conditional | 1/2000 |

2.10 Comments Tab

The Initiator is able to enter document level comments.

Comments Tab (Initiator)

| Label | Entry Requirement | Size |
|--------------------|--|--------|
| Initiator Comments | Conditional | 1/2000 |
| | Mandatory if there is a previously submitted final Invoice against the Contract Number and Delivery Order. | |

2.11 Line Item Tab

Requires at least 1 Contract Line Item Number (CLIN), Subsidiary Line Item Number (SLIN), or Exhibit Line Item (ELIN).

NOTE: CLIN/SLIN/ELIN data will be pre-populated from EDA if contract information is available, and will remain editable.

In addition, a column exists for Pricing Data. If pricing data for the line item was populated from the Prices to Web system, the indicator will set to "Y". If pricing data was not populated or if the user has edited the line item and changed the pricing data, the indicator will be set to "N".

CLIN/SLIN/ELIN

| Label | Entry Requirement | Size |
|--|--|-------------|
| Basic Contract LIN | System Generated | 4/6 |
| | If available, this will be populated from EDA. | |
| Line Item Details | Mandatory | 4/6 |
| | At least one Line Item is required. 1-999 Line Items allowed per document | |
| Hazardous Material Refrigerated Perishable | Optional | 1/3 |
| | | |
| Item No. | Mandatory | 4/6 |
| | Requires at least 1 entry. Must be 4 numeric or 4 numeric and 2 alpha characters | |
| Stock Part No. | Mandatory | 1/32 |
| | | |
| NSN | If NSN Stock Part Number from Energy NSN table is entered, Vendor signature is required on submission. | |
| | | |
| Type | Mandatory | 2/2 |
| | | |
| Qty. Shipped | Mandatory | 0.2/8.2 |
| | Maximum field size is 10 digits. If decimals are submitted, there may be 8 to the left and 2 to the right of the decimal, or 7 to the left and 3 to the right of the decimal | |
| DSS / DMLSS Ship To | Quantity must be whole number. Maximum field size is 10 digits. | |
| | | |
| UofM Code | Mandatory | 2/2 |
| | Units of Measure Table can be found under the Display Units of Measure Table link under the Lookup Menu in iRAPT. | |
| Unit of Measure | Mandatory | 2/70 |
| | | |

| | | |
|---------------------------------------|---|---------|
| NSP | Optional | 1 |
| | Not Separately Priced – if checked | |
| Price | Optional | 0.2/9.5 |
| | Permits 6 numbers to the right of the decimal | |
| GFE Government Furnished Equipment | Mandatory | 1/1 |
| | Will be "Y" or "N", defaults to "N." | |
| Advice Code | Optional | 1/1 |
| | | |
| Total | System-Generated | 0.6/9.6 |
| | Quantity multiplied by Unit Price. | |
| Multiple Box Pack Indicator | Optional | 1/1 |
| | Yes or No. Defaults to No. | |
| PR Number | Optional | 1/30 |
| | | |
| Description | Mandatory | 1/2000 |
| | | |
| Type Designation Method | Conditional | 1/1 |
| | | |
| Type Designation Value | Conditional | 1/80 |
| | The Type Designation Method and Type Designation Value fields are conditional of each other. If one is entered, then entry of the other is mandatory. | |

2.12 Milstrip Tab

Milstrip Tab (Initiator)

| Label | Entry Requirement | Size |
|--------------|-------------------|------|
| Milstrip No. | Optional | 1/15 |

| | | |
|---------------|---|---------|
| | Refers to the Government assigned number used to identify a specific piece of material. Should be 'NONE' or a 14 or 15 alphanumeric value. | |
| Milstrip Qty. | Conditional | 0.2/8.2 |
| | Mandatory if MILSTRIP Number entered. | |

2.13 Reference Tax Tab

Reference Tax Tab (Initiator)

| Label | Entry Requirement | Size |
|--|--|------|
| <i>Reference Tax Question</i> Are all taxes reflected in the original contract applicable to this Invoice? * | Mandatory | 1/1 |
| | Yes / No. If Yes is selected, no Reference Tax entry is required. If No is selected, Vendor must enter at least one of the following taxes: Changed, Deleted, or New. | |
| Tax Type | Mandatory | 1/1 |
| | Values displayed in the Tax Type dropdown will be determined based on the inactive date field. The logic will filter out any tax types where the inactive date is prior/equal to the Shipment Date. | |
| <i>Changed Tax</i> Taxes reflected in the original contract are CHANGED as follows for this delivery order (please list exact name of tax as it appears on your contract): | Conditional | 1/1 |
| | Select this check box if Changed Taxes are going to be entered. When a Category is selected, at least one row of the table beneath it must be completed. Tax Type, Name, Rate or Percentage, and Unit are mandatory. | |
| <i>Deleted Tax</i> Taxes reflected in the | Conditional | 1/1 |

| | | |
|--|--|-----|
| original contract are DELETED as follows for this delivery order (please list exact name of tax as it appears on your contract): | | |
| | Select this check box if Deleted Taxes are going to be entered. When a Category is selected, at least one row of the table beneath it must be completed. Tax Type and Name are mandatory. | |
| New Tax The following NEW taxes not reflected in the original contract are applicable to this delivery order: | Conditional | 1/1 |
| | Select this check box if New Taxes are going to be entered. When a Category is selected, at least one row of the table beneath it must be completed. Tax Type, Name, Rate or Percentage, and Unit are mandatory. | |

2.14 Statement of Quality

Note: Quality Statement is at the Line Item level. The Sub-Commodity Dropdown will be populated based on selected Commodity. The Vendor is permitted to add to the Quality Statement at any time up to the point of acceptance.

| Label | Entry Requirement | Size |
|---------------|--|-------------|
| Commodity | Optional | 1/1 |
| | Only One Commodity may be selected per line item. | |
| Sub-Commodity | Conditional | 1/1 |
| | Commodity and Sub-Commodity must be selected before a test can be loaded. | |
| Load Test | Conditional | 1/1 |
| | Selecting Load Test for test to be loaded. The rows loaded in the test template are based on Commodity and Sub-Commodity and are populated from database. There is no limit to the number of tests to be loaded. | |

| | | |
|-------------|--|--------|
| Test | Mandatory | 1/1 |
| | Selecting Test A, B, C, etc. does not affect the rows that are displayed. Specific rows must be completed for the appropriate test type. | |
| Comments | Optional | 1/2000 |
| | | |
| Attachments | Optional | 20MB |
| | Currently the attachment size is being set to 20MB. However, this is subject to change. | |

2.15 Time Statement Tab

Note: Time Statement is only available when Tanker/Barge indicator is selected on document create. The Vendor is permitted to add to the Time Statement at any time up to the point of acceptance.

| Label | Entry Requirement | Size |
|------------------|---|------|
| Loading Report | Conditional | 1/1 |
| | Read only field. Loading Report is automatically selected for S/S workflow. | |
| Discharge Report | Conditional | 1/1 |
| | Read only field. Discharge Report is automatically selected for S/D, S/O, D/D, D/O and O/O workflows. | |
| Vessel | Optional | 1/25 |
| | | |
| Fore | Optional | 1/2 |
| | | |
| Aft | Optional | 1/2 |
| | | |
| Fore | Optional | 1/2 |
| | | |

| | | |
|--|---|-------|
| Aft | Optional | 1/2 |
| | | |
| First | Optional | 1/10 |
| | | |
| Last | Optional | 1/10 |
| | | |
| Prior Inspection (DODAAC) | Optional | 6/6 |
| | | |
| Condition of the Shore Pipeline | Optional | 1/10 |
| <i>Statement of Quantity</i> | | |
| Barrels (42 Gals) (Net) | Optional | 1/10 |
| | Loaded, Discharged, Loss/Gain, Percent: Negative sign in front of the full number indicates Loss. | |
| Gallons (Net) | Optional | 1/10 |
| | Loaded, Discharged, Loss/Gain, Percent: Negative sign in front of the full number indicates Loss. | |
| Tons (Long) | Optional | 1/10 |
| | Loaded, Discharged, Loss/Gain, Percent: Negative sign in front of the full number indicates Loss. | |
| <i>Time Statement / Additional Time Statement</i> | | |
| Date | Optional | |
| | Must be in YYYY/MM/DD format | 10/10 |
| Time | Optional | |
| | Must be in HH:MM format | 4/4 |
| <i>Pumping Record</i> | | |
| First Product Grade | Optional | 1/9 |
| | | |
| Date | Optional | |
| | Must be in YYYY/MM/DD format | 10/10 |
| Time | Optional | |
| | Must be in HH:MM format | 4/4 |

| | | |
|------------------|----------|-----|
| Barrels per Hour | Optional | 1/7 |
|------------------|----------|-----|

2.16 Pack Tab

Here is where detailed packaging information for the shipment is provided. The Pack Data form is used to visually create how the various pallets, packages, boxes, containers, etc. of a shipment are put together.

Entry of the Radio Frequency Identification (RFID) tag data may be required by contract. Radio Frequency Identification is the identification number is entered into an iRAPT document as Pack (Package) data. See the DoD RFID Web site (<http://www.acq.osd.mil/log/rfid/index.htm>) for up-to-date RFID information.

The Vendor either selects the "Pack Later" check box or start packaging via the "Add Package Id" icon. Once the first Package ID has been added, the Vendor may elect to add additional Package Ids beneath the first one. Once packages are created, Vendor can click on "Pack CLIN" icon. Vendor can add the CLIN/SLIN/ELIN/UIDs to the Pack ID via the "Pack CLIN" icon. When finished, the Pack Tab will consist of a series of nested containers representing the packing structure of the transaction. The following rules are applied:

- A Pack must contain either another pack, or a CLIN. It may contain multiple packs.
- Every CLIN on the document must be accounted for on the Pack tab.
- Total quantities for each CLIN must be accounted for on the Pack tab.
- Every UID on the document must be accounted for on the Pack tab.
- CDRLS cannot be packed

Pack Tab (Initiator)

| Label | Entry Requirement | Size |
|------------|--|------|
| Pack Later | Optional | 1/1 |
| | <p>When "Pack Later" is selected, the Add Pack and Pack CLIN buttons disappear from the page.</p> <p>The Vendor has the option of "packing later" - submitting the document and returning later to create the Packaging information.</p> <p>For Pack Later, the Vendor must access the document from the View Vendor Documents folder and select the "Add" link under the Pack column. This will retrieve the document and allow the Vendor to add the pack data. Vendor also has the option to de-select pack later by clicking the checkbox marked 'Submit</p> | |

| | | |
|--------------------------|--|-------|
| | without Pack Data' on the Line Item Tab. Comments are then mandatory. | |
| Add Package ID | Conditional | 1/1 |
| | Mandatory if adding Pack Data. After saving Package ID, additional Package IDs may be created. Selecting the Add Package icon outside the package represents placing another package beside the package already created. | |
| Package ID | Conditional | 16/64 |
| | Mandatory if adding Pack Data. The Package ID for type "RFID" must have a length of exactly 16, 24, 32, or 64. The only characters allowed are numerals 0-9 and letters A-F. No spaces and no special characters are allowed. | |
| Package Type | Conditional | 1/1 |
| | Mandatory if adding Pack Data. RFID. This identification number is entered into an iRAPT document as Pack (Package) data. | |
| Add Pack ID to Pack Icon | Optional | 1/1 |
| | Add Pack ID to Pack icon will present itself after the Package ID has been added. Selecting the Add Pack ID to Pack icon within the box represents placing another package inside that package. Packing levels can only be nested five levels (layers) deep. The Department of Defense adheres to ISO standards for RFID tagging. See below to see a 5-layer diagram and explanations of all five layers. | |
| Pack CLIN | Conditional | 1/1 |
| | Mandatory if adding Pack Data. Click the Pack CLIN button to begin packing items inside the packages. | |
| Add Pack CLIN | Conditional | 1/1 |
| | Mandatory if adding Pack Data. | |
| Package ID-Type | Conditional | 1/1 |
| | Mandatory if adding Pack Data. All Package ID Types entered will be displayed in the Dropdown menu. | |

| | | |
|-----------------|--|-------|
| Quantity Packed | Conditional | 1/8.2 |
| | Mandatory if adding Pack Data. If adding Pack Data, all line items must be packed. | |
| Pack All UIDs | Conditional | 1/1 |
| | The Pack All UIDs checkbox will present itself when UIDs are included with the line item. The Vendor must select the UIDs to be packed. | |
| Unpack All UIDs | Conditional | 1/1 |
| | The Unpack All UIDs checkbox will present itself when UIDs are included with the line item. | |
| Pack | Conditional | 1/1 |
| | The Pack checkbox will present itself when UIDs are included with the line item. | |
| Mark Indicator | Conditional | 1/1 |
| | If the indicated UIDs would be packed in multiple boxes (by selecting Y for Multiple Box Indicator on the CLIN/SLIN/ELIN tab) AND associated a UID with each item, then the vendor will need to mark each Package ID with the UID. | |

RFID: The Five Packing Layers

There can be a total of five layers for packing (RFID tagging). The diagram below depicts these five levels. Each layer is then described in detail below the diagram.

Layer 5 - Movement Vehicle (truck, aircraft, ship, train)

Layer 4 - Freight container (20 or 40 foot Sea Vans, 463L Pallets with net)

Layer 3 - Unit Load (Warehouse pallet, tri-wall packaging, commercial fiberboard packaging): One or more transport units or other items held together by means such as pallet, slip sheet, strapping, interlocking, glue, shrink wrap, or net wrap, making them suitable for transport, stacking, and storage as a unit. In distribution, an item or assembly of items assembled or restrained for handling and transportation as a single entity.

Layer 2 - Transport Unit (cartons, boxes - second level packaging): Packaging designed to contain one or more articles or packages or bulk material for the purposes of transport, storage, handling and/or distribution.

Layer 1 - Package (first level packaging - the "bubble pack"): The first tie, wrap or container of a single item or quantity thereof that constitutes a complete identifiable pack. A product package may be an item packaged singularly, multiple quantities of the same item packaged together or a group of parts packaged together.

Layer 0 - Product item (individual item): A first level or higher assembly that is sold in a complete end-useable configuration.

2.17 Misc. Amounts Tab

Misc. Amounts

| Label | Entry Requirement | Size |
|-----------------------|---|---------|
| Misc. Fee | Optional | 4/4 |
| | Requires attachment of a document substantiating Miscellaneous Transportation Fees greater than \$100. Miscellaneous Fees are added to the total document. EBS allows for 1 Misc. Fee. EBS restricts Misc. Amounts to less than \$250.00 | |
| Misc. Fee Price | Conditional | 0.2/9.2 |
| | Mandatory if Misc. Fee entered. | |
| Misc. Fee Description | System Generated | 1/2000 |
| | Mandatory if Misc. Fee entered. Once the code is entered, the description is pre-populated and can be edited. | |
| Tax | Optional | 1/2 |
| | Allows for 3 Tax entries per Energy Invoice, except where noted below. | |
| Tax Amount | Conditional | 0.2/9.2 |
| | Mandatory if Misc. Tax entered. | |
| Tax Description | System Generated | 1/2000 |
| | Mandatory if Misc. Tax entered. Once the code is entered, the description is pre-populated and can be edited. | |
| Aft | Optional | 1/2 |

2.18 Document Submission

To continue with creation of the ECOMBO, click the Create Document button found at the bottom of the Header tab page.

If the Invoice was created from a Template, a pop-up message is displayed "The data in this document was populated based on a template and all data from that template was brought onto this new document. Please ensure that you have updated all applicable data to reflect desired values for this submission."

The Create Document Button allows the Vendor to:

- Verify the accuracy of all the pages of the completed invoice.
- Select the Return button to go back to the Data Capture pages to make necessary edits
- Review the document’s history and add Comments and Attachments in the Misc. Info Tab

2.19 Misc. Info Tab

The Vendor is able to:

- View the document’s history
- View the previous user’s comments and attachments
- Add comments and attachments

Attachments Tab (Initiator)

| Label | Entry Requirement | Size |
|-------------|---|------|
| Attachments | Optional | 20MB |
| | Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20 MB. Multiple attachments can be associated with the document. Files can only be uploaded one at a time. The attachment may be viewed by clicking the "View Attachment" link and deleted by clicking the "Delete Attachment" link. Only the user who attached a file may delete it. | |

To complete the creation of the Invoice, return to the Header Tab to click the Submit button. The information is permanently saved to the database, and the Invoice Received Date is set to the current date. The user receives a Success message from the system indicating that

his/her document was successfully saved, and that e-mail notification was sent to the appropriate government users.

The Vendor can add more email addresses by clicking the Send More Email Notifications link on the Success Message page.

2.20 EDI/SFTP

The Energy Invoice and Receiving Report (ECOMBO) may also be created with the submission of the EDI 857 or the ECOMBO Invoice &RR UDF. FTP/EDI Guides are available under the **Documentation** link in the Navigation Menu in iRAPT.

3 Document Inspection

The Energy Invoice and Receiving Report (ECOMBO), has both a Shipment Number Link and Invoice Number Link. The Inspector only has to take action on the ECOMBO's Receiving Report of the Shipment Number link.

The Inspector is only permitted to view the Invoice portion of the ECOMBO.

Depending upon the workflow of the Energy Invoice and Receiving Report (ECOMBO), this may be an optional or mandatory step.

The Inspector acts as a first point of review within the government workflow process. The Inspector is able to:

- Inspect the document. (CQA)
- Reject the document to the Initiator.
- If an ECOMBO created Receiving Report or Repairable Receiving Report is being rejected to the Initiator by the Inspector, the related Invoice may be automatically rejected by the system if the following conditions are met:
 - The Invoice status is Submitted or Resubmitted.
 - The Invoice has not been partially worked and saved.
- Accept the document (S/S workflow)

3.1 Header Tab (Inspection)

For Data Capture to take place, one of the three options listed must be checked.

| Label | Entry Requirement | Size |
|---------------------|---|-------------|
| CQA | Conditional | 1/1 |
| | Contract Quality Assurance or Inspected | |
| Acceptance | Conditional | 1/1 |
| | Applies to S/S workflow | |
| Reject to Initiator | Conditional | 1/1 |
| | | |
| Date Received | Mandatory | 10/10 |
| | Applies to D/D and D/O workflows. | |
| Inspection Date | Mandatory | 10/10 |
| | Applies to S/D, S/D and S/O workflows. | |
| Signature | Mandatory | 1/64 |
| | Applies to S/S, S/D and S/O workflows. | |

3.2 Line Item Tab

The Inspector can enter or modify the Type Designation Method and Type Designation Value information that was originally submitted on the document.

Line Item Tab (Inspection)

| Label | Entry Requirement | Size |
|-------------------------|---|-------------|
| Type Designation Method | Conditional | 1/1 |
| | Contract Quality Assurance or Inspected | |
| Type Designation Value | Conditional | 1/80 |
| | The Type Designation Method and Type Designation Value fields are conditional of each other. If one is entered, then entry of the other is mandatory. | |
| Reject to Initiator | Conditional | 1/1 |

3.3 Address Tab

The Inspector may **not** adjust any data on the Address tab.

3.4 Misc. Info Tab

The Inspector is able to:

- View the document's history
- View the previous user's comments and attachments
- Add comments and attachments

Misc. Info. Tab (Inspection)

| Label | Entry Requirement | Size |
|---------------------|---|--------|
| Comments | Conditional | 1/2000 |
| | Mandatory when rejecting the document. | |
| Attachments | Optional | 20 MB |
| | Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20 MB. Multiple attachments can be associated with the document. Files can only be uploaded one at a time. The attachment may be viewed by clicking the "View Attachment" link and deleted by clicking the "Delete Attachment" link. Only the user who attached a file may delete it. | |
| Reject to Initiator | Conditional | 1/1 |

3.5 Pack Tab

The Inspector may **not** adjust any data on the Pack Tab.

4 Document Acceptance

The ECOMBO has both a Shipment Number Link and Invoice Number Link. The Acceptor only has to take action on the ECOMBO's Receiving Report of the Shipment Number link.

The Acceptor is only permitted to view the Invoice portion of the ECOMBO.

This is a mandatory workflow step. The Acceptor acts as the government Approver and locks the approved amount for payment.

The Acceptor is able to:

1. Accept the document.
2. Reject the document to Initiator:
 - If a ECOMBO created Receiving Report or Repairable Receiving Report is being rejected to the Initiator by the Acceptor, the related Invoice may be automatically rejected by the system if the following conditions are met:
 - The Invoice status is Submitted or Resubmitted.
 - The Invoice has not been partially worked and saved.
3. Reject the document to the Inspector

4.1 Header Tab

Header Tab (Acceptance)

| Label | Entry Requirement | Size |
|-----------------------|--|-------|
| Action Block | Mandatory | 1/1 |
| | Acceptor must select. | |
| Acceptance Date | Mandatory | 10/10 |
| Approve Lesser Amount | Optional | 1/1 |
| | For Data Capture to take place, one of the last three options listed must be checked. Must be less than the Document Total. | |
| Reject to Initiator | Optional | 1/1 |
| | For Data Capture to take place, one of the last three options listed must be checked. | |
| Approve Amount | Conditional | 1/1 |
| | Mandatory when Approving or Approving for less. Whenever Acceptor opens the document, Approved Amount is pre-populated from the Document total amount. When Approving for less, the Acceptor must enter the amount approved. | |
| Acceptance Date | Mandatory | 10/10 |
| | | |
| Signature | Mandatory | 1/64 |

4.2 Line Item Tab

The Acceptor can enter or modify the Type Designation Method and Type Designation Value information that was originally submitted on the document.

Line Item Tab (Acceptance)

| Label | Entry Requirement | Size |
|-------------------------|--|------|
| Quantity Accepted | Conditional | 1/1 |
| | <p>On the Line Item tab, there are two Quantity Accepted options:</p> <ol style="list-style-type: none">1. Qty. Accepted field will not be available for entry when the Vendor created the Receiving Report with UID data. The Acceptor will be required to accept the quantity on the UID tab.2. Qty. Accepted field will require entry for when the Vendor did not UID data for the Line Item. <p>If the Acceptor needs to accept a quantity less than the "Quantity Shipped," the "Amount" will be adjusted on this Line Item page and on the Header page.</p> | |
| Type Designation Method | Conditional | 1/1 |
| Type Designation Value | Conditional | 1/80 |
| | <p>The Type Designation Method and Type Designation Value fields are conditional of each other. If one is entered, then entry of the other is mandatory.</p> | |

4.3 Address Tab

The Acceptor may **not** adjust any data on the Address tab.

4.4 Pack Tab

The Acceptor may **not** adjust any data on the Pack Tab.

4.5 Misc Info Tab

The Acceptor is able to:

- View the document's history
- View the previous user's comments and attachments

- Add comments and attachments

Misc. Info. Tab (Acceptance)

| Label | Entry Requirement | Size |
|-------------|--|--------|
| Comments | Conditional | 1/2000 |
| | Mandatory for Rejection and Approved for Lesser Amount. | |
| Attachments | Optional | 20MB |
| | Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20 MB. Multiple attachments can be associated with the document. Files can only be uploaded one at a time. The attachment may be viewed by clicking the "View Attachment" link and deleted by clicking the "Delete Attachment" link. Only the user who attached a file may delete it. | |

5 Payment Processing

This is a mandatory workflow step.

If accessing a processed Invoice from the Invoice Number link or the Contract Number link in the Pay Official's History Folder, the Pay Official is able to:

- View document history

If accessing a processed Invoice from the Recall Invoice Link in the Pay Official's History Folder, the Pay Official is able to:

- View document history
- Reject the document:
 - If a ECOMBO created Invoice is being rejected to the Initiator by the Pay Office, the related Receiving Report may be automatically rejected by the system if the following conditions are met:
 - The Receiving Report Status is Submitted or Resubmitted
 - The Receiving Report has not been partially worked and saved.
- Recall a Process document
- Suspend the document

- Add Attachments
- Regenerate an extract that was previously generated EDI

5.1 Header Tab

Header Tab (Payment)

| Label | Entry Requirement | Size |
|---|--|------|
| Document Accepted Document Processed Document Rejected Document Suspended Document Available for Recall | Mandatory | 1/1 |
| | The user must select one of the actions to be applied to the document. | |

5.2 Line Item Tab (Energy Invoice and Receiving Report)

The Pay Official may not adjust any data on this tab.

5.3 Address Tab (Invoice)

The Pay Official may not adjust any data on this tab.

5.4 UID Tab (Receiving Report)

The Pay Official may **not** adjust any data on the UID Tab.

5.5 Pack Tab (Receiving Report)

The Pay Official may **not** adjust any data on the Pack Tab.

5.6 Regenerate EDI Tab

NOTE: Regeneration applies to all iRAPT documents forwarded to an EDI-capable Pay Office and applies to all transaction types that are EDI-capable.

Regenerate EDI Tab (Payment)

| Label | Entry Requirement | Size |
|---------------------------|---|-------------|
| Regenerate EDI Extract(s) | Optional | 1/1 |
| | Once an EDI transaction extracts, Pay Officials can regenerate a transaction and resend it to the Pay Office. | |

Following regeneration, all document status and date indicators are reset to reflect the status and date related to the regenerated transactions.

5.7 Misc. Info Tab (Energy Invoice and Receiving Report)

The Pay Official is able to:

- View the document's history, view the previous user's comments and attachments
- Add comments and attachments

Misc. Info Tab (Payment)

| Label | Entry Requirement | Size |
|--------------|---|-------------|
| Comments | Conditional | 1/2000 |
| | Mandatory when rejecting or suspending a document. | |
| Attachments | Optional | 20MB |
| | Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20 MB. Multiple attachments can be associated with the document. Files can only be uploaded one at a time. The attachment may be viewed by clicking the "View Attachment" link and deleted by clicking the "Delete Attachment" link. Only the user who attached a file may delete it. | |

5.8 Status

- If the Payment Office suspends the document, the status is "Suspended."
- If the Payment Office rejects the document, the status is "Rejected."
- If the Payment Office makes the document available for recall, the status is "Recall Available."