



Invoicing Receipt Acceptance Property Transfer

Invoice and Reparables Receiving Report

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

The Receiving Report represents a repair activity – the QA/Acceptance signatures are for the acceptance of the REPAIR of government property hardware. The repaired hardware has been marked with Unique Item Identifiers (UIIs). The UIIs on the hardware have been added to the UID Registry, and loaded with a custody record that indicates the hardware is in the custody of the Contractor.

Affected Entitlement Systems

<i>Entitlement System</i>	<i>WAWF Support</i>	<i>EDI Capable</i>
MOCAS	YES	YES
ONE-PAY	YES	YES
IAPS-E	YES	YES
CAPS-C	YES	NO
CAPS-W	YES	YES
EBS	YES	YES
Navy ERP	YES	YES

1.1 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.

1.2 Standard Workflow and Status

Source/Source

	Role	Action	Recipient Location	Status
Standard Process	Initiator	Created	Inspector	Submitted
	Inspect By	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI
Pack Later and Transportation Later	Initiator	Created	Inspector	Submitted
	Inspect By	Acceptance	Initiator	Accepted
	Initiator	Enters Pack Data	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI

Source/Destination

	Role	Action	Recipient Location	Status
Standard Process	Initiator	Created	Inspector	Submitted
	Inspect By	Inspection	Acceptor	Inspected
	Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified

	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI
Pack Later and Transportation Later	Initiator	Created	Inspector	Submitted
	Inspect By	Acceptance	Initiator	Accepted
	Initiator	Enters Pack Data	Acceptor	Accepted
	Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified

Destination/Destination

	Role	Action	Recipient Location	Status
Standard Process	Initiator	Created	Inspector/Acceptor	Submitted
	Inspect By	Inspection	Acceptor	Inspected
	Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI
Pack Later and Transportation Later	Initiator	Created	Initiator	Submitted (held)
	Initiator	Enters Pack Data	Inspector/Acceptor	Submitted
	Inspect By	Inspection	Acceptor	Inspected
	Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted

	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI

1.3 Status

When the RRR is created, the document’s status is “Submitted.”; if submitted via the Navy interface to either ERP Log or ILSMIS, the status is “Navy in Process”.

2 Document Creation

2.1 Contract, Originator, & Entitlement System Identification

For Web-based input, a Vendor electing to submit an Invoice and Reparables Receiving Report (Combo) selects “Create New Document” link in the Vendor Folder.

Contract Info

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	
Contractual?	Mandatory	
	Drop-down selection. Defaults to "Y". This will be a "Y" for all document types which require a Contract Number.	
Contract Number Type	Mandatory	
	Select a description from the dropdown list of the Type of Contract. If no Type is selected from the list, will default to DoD Contract (FAR).	
Contract Number	Mandatory	
	See Contract Number edits below. This field represents the number identifying the contract vehicle the goods and/or services are being delivered under.	

Delivery Order	Conditional	
	Requires entry of the Contract Number. See Delivery Order Number edits below. This field represents a supplementary number identifying a release, call, delivery or task order issued under the basic award instrument.	
From Template?	Mandatory	
	Defaults to "N". Select "Y" if you wish to create from a previous document template.	

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
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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 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' 		0,4 or 13
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'	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

Following entry of the Contract Number, Delivery Order, originator's CAGE code and selecting "Y" or "N" from the From Template drop-down, 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 Pre-Populate Contract Number/Delivery Order

Label	Entry Requirement	Size
Contract Number	Optional	
	See Contract Number edits above. This field represents the number identifying the contract vehicle the goods and/or services are being delivered under.	
Delivery Order	Conditional	
	Requires entry of the Contract Number. See Delivery Order Number edits above. This field represents a supplementary number identifying a release, call, delivery or task order issued under the basic award instrument.	

Issue/Submitted Date	Optional	
	Matched up to the Submitted Date (for iRAPT) or Issue Date (for EDA) on the document.	
Issue/Submitted Date End	Optional	
	Matched up to the Submitted Date (for iRAPT) or Issue Date (for EDA) on the document.	
EDA	Optional	
	Click this link to populate contracts from the Electronic Document Access.	
iRAPT	Optional	
	Click this link to populate contracts from the iRAPT database.	
Advanced Search Criteria for iRAPT	Optional	
	Link to display advanced search criteria.	
Search for Contracts Submitted by your User ID	Conditional	
	Checkbox is displayed after clicking the Advanced Search Criteria for iRAPT link.	
Search For	Conditional	
	Drop-down selection to choose from Active or Archive Contracts. Visible after clicking the Advanced Search Criteria link.	

Pay DoDAAC

Label	Entry Requirement	Size
Reference Procurement Identifier	Optional	1/19
	<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). 	

	<ul style="list-style-type: none"> • 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. 	
Pay Official	Mandatory	6/6

2.3 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.

Label	Entry Requirement	Size
Currency Code	Mandatory	
	Drop-down selection	
Document Selection	Mandatory	
	Radio Button selection. The selection list will vary, depending on the Pay Official code.	
Inspection	Conditional	
	This drop-down list will be displayed depending on the document selected. This is a mandatory field, if displayed.	
Acceptance	Conditional	
	This drop-down list will be displayed depending on the document selected. This is a mandatory field, if displayed.	
Fast Pay (FAR 52.213-1)	Conditional	
	This checkbox will be displayed depending on the document selected. This is a mandatory field, if displayed. Default is unchecked.	
FMS	Mandatory	
	Select this Checkbox if you want to create an Invoice and	

	Reparable Receiving Report (Combo) FMS. Default is unchecked.	
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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.

2.4 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.

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
	Refers to the organization that issued the contract.	
Admin DoDAAC	Mandatory	6/6
	Refers to the agency responsible for administering the contract terms.	
Inspect By DoDAAC	Optional	6/6
	Refers to the agency responsible for inspecting the invoice. If entered, this DoDAAC must be the same as in the Ship To DoDAAC.	
Destination	Optional	
Source	Mandatory	
Inspect By Extensions	Conditional	1/6
	Requires entry of the Inspect By DoDAAC. Field is disabled until the Inspect By DoDAAC field has an entry.	
Mark For Code	Optional	6/6

	Further delineates shipping instructions. Available for Fast Pay Invoices only.	
Mark For Code Extensions	Conditional	1/6
	Requires entry of the Mark For Code. Field is disabled until the Mark For Code field has an entry.	
Ship To DoDAAC	Mandatory	6/6
	Refers to the service/agency responsible for accepting the goods and services.	
Ship To Extension	Conditional	1/6
	Requires entry of the Ship To DoDAAC. Field is disabled until the Ship To DoDAAC field has an entry.	
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	
Ship From Extension	Conditional	1/6
	Requires entry of the Ship From Code. Field is disabled until the Ship From Code field has an entry.	
LPO DoDAAC	Optional	6/6
	Refers to the Local Processing Office (LPO) responsible for certifying the document.	
Navy ERP MOCAS EBS STANDARD	Not Available	
CAPS-W CAPS-C	Optional	
LPO Extension	Conditional	1/6
	Requires entry of the LPO DoDAAC. Field is disabled until the LPO DoDAAC field has an entry.	
Navy ERP MOCAS EBS STANDARD	Not Available	

CAPS-W CAPS-C	Optional	
Accept By DoDAAC	Optional	6/6
	Refers to the Acceptor responsible for accepting the invoice. Pre-populates with the Inspect By DoDAAC information. Field is still editable.	
Accept By Extension	Conditional	1/6
	Requires entry of the Accept By DoDAAC.	

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.

Once the basic data required to set up the document and workflow requirements has been entered, 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

After entering the routing codes, the application performs a check to insure the document can be processed for the entitlement system selected and also checks that there is a registered 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. If the results of both tests are YES, the Vendor is provided the opportunity to enter data at the document level.

Label	Entry Requirement	Size
Supplies/Services	Conditional	
	Radio button selection. One or the other selection is required, but not both. “Services” is default selection.	
Shipment Number	Mandatory	2/22
	Number used to identify the shipment.	
Shipment Date	Mandatory	10/10
	Date the shipment is shipped. YYYY/MM/DD	
Estimated	Conditional	
	Dropdown list. Default is blank.	
Estimated Delivery Date	Optional	10/10
	Estimated date the shipment is expected to arrive.	

	YYYY/MM/DD	
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	Mandatory	1/22
Invoice Date	Mandatory	10/10
	Defaults to the iRAPT system server date.	
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 Transport Data Later	Optional	
	Checkbox. Used if the shipment data is not attached to the shipment.	
Transport Account Code	Optional	1/4
TCN	Optional	1/17
Gross Weight	Optional	1/6
	Numeral only	
Cube	Optional	1/8
FOB	Optional	
	Drop-down selection	
Serial Shipping Container Code	Optional	18/18
Standard Carrier Alpha Code	Optional	1/4

Bill of Lading Number	Optional	1/29
Secondary Transportation Tracking Number	Conditional	1/30
	Required when Secondary Transportation Tracking Type is selected.	
Secondary Transportation Tracking Type	Conditional	
	Drop down selection. Required when Secondary Transportation Tracking Number is entered.	
Transportation Method/Type	Optional	
	Dropdown selection.	

2.6 Transportation Later

Transportation Later applies to the Receiving Report portion of the COMBO 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.

2.7 Transportation Method/Type Codes

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

2.8 Address Data Tab

The address data is pre-populated based upon the codes entered on the routing window. The data can be modified by the user.

Label	Entry Requirement	Size
Payee/Activity Name 1	Optional	1/60
Payee/Activity Name 2	Optional	1/60

Payee/Activity 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	Optional	5/15
Country	Optional	3/3
Military Location Description	Optional	2/6

When entering Address data, WAWF will require the following Address combinations if a user attempts to modify pre-populated data:

For U. S. Addressing: Activity Name, Address, City, State and ZIP Code are the minimum required to complete the Address. Other fields are optional.

E.g. Fred's Computer Software, 1234 Main Street, Jacksonville, FL 32043

For Non-U. S. Addressing: Activity Name, Address, City, State/Province, ZIP Code, and Country are the minimum required to complete the Address. Other fields are optional.

E.g. FCC Company, 23 Main St, Bedford Nova Scotia, B4B 1G9, Canada

For U. S. Military Addressing: Activity Name, Address, ZIP Code, and Military Location are the minimum required to complete the Address. Other fields are optional.

E.g. 51st Activity Company, Camp David, 33043-0525, AR FPO AA

2.9 Discounts Tab

NOTE: Except for where noted below, WAWF allows up to 5 instances of a Discount Percentage/Due Days combination, Discount Amount/Discount Date combination or Net Days Discount.

Only one instance of Net Days Discount is allowed.

Label	Entry Requirement	Size
Add (Discount Percentage)	Optional	
	Link to add Discount Percentage.	
Discount Percentage (%)	Conditional	1/10
MOCAS	Field is available when the Add button for the Discount Percentage section is selected. Allows for only one instance of a Discount Percentage/Due Days combination.	
Due Days	Conditional	1/2
	Field is available when the Add button for the Discount Percentage section is selected.	
Delete (Discount Percentage)	Conditional	
	Link is available when the Add button for the Discount Percentage section is selected.	
Add (Discount Amount)	Optional	
	Link to add Discount Amount.	
Discount Amount	Conditional	1/20
MOCAS	Field is available when the Add button for the Discount Amount section is selected. Not allowed.	
Discount Date	Conditional	10/10
MOCAS	Field is available when the Add button for the Discount Amount section is selected. Format: YYYY/MM/DD Not allowed.	

Delete (Discount Amount)	Conditional	
	Link is available when the Add button for the Discount Amount section is selected.	
Add (Net Days)	Optional	
	Link to add Net Days.	
Net Days	Conditional	1/2
	Field is available when the Add button for the Net Days section is selected.	
MOCAS	Not allowed.	
Delete (Net Days)	Conditional	
	Link is available when the Add button for the Net Days section is selected.	

2.10 Mark For Tab

The Initiator is able to enter Mark For comments.

Label	Entry Requirement	Size
Mark For Rep	Optional	1/2000
Mark For Secondary	Optional	1/2000

2.11 Comments Tab

The Initiator is able to enter document level comments.

Label	Entry Requirement	Size
Initiator Comments	Optional	1/2000

2.12 Line Item Tab

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

Label	Entry Requirement	Size
AAI	Optional	6/6
	Numeric only	
SDN	Optional	1/30
ACRN	Optional	2/2
Clear	Optional	
	Link to clear AAI, SDN, and ACRN fields	
Special Package Markings/Special Handling Requirements	Optional	
	List box: Select a mark or requirement on the left side and click the right arrow to move to the right list box.	
Other Special Package Markings/Special Handling Requirements	Optional	1/80
Line Item Details	Mandatory	
	Add link	
CDRL ELIN Line Item Details	Optional	
	Add link	

2.13 Line Item Details:

CLIN/SLIN/ELIN Tab

Label	Entry Requirement	Size
Item No	Mandatory	1/6
Product/Service ID	Mandatory	1/48
Product/Service ID Qualifier	Mandatory	

	Drop down selection	
Add Additional	Optional	
	Add more Product/Service ID and Product/Service ID Qualifier pairs.	
Qty Shipped	Mandatory	1/12
Unit of Measure	Mandatory	2/2
No. of Items Repaired	Mandatory	1/17
Unit Price	Optional	1/19
AAI	Optional	6/6
	Line level AAI. Pre-populate from document level AAI, if entered.	
SDN	Optional	1/30
	Line Level SDN. Pre-populated from document level SDN, if entered.	
ACRN	Optional	0/2
	Line Level ACRN. Pre-populated from document level ACRN, if entered.	
Multiple Box Pack Indicator	Conditional	
	Drop down selection. Default selection is N.	
PR Number	Optional	1/30
GFE?	Conditional	
	Drop down selector. Default selection is N	
Advice Code	Optional	
	Drop down selection.	
Type Designation Method	Conditional	
	Drop down selection. Required when The Designation Value is entered.	

Type Designation Value	Conditional	1/100
	Required when Type Designation Method is selected.	
Description	Mandatory	1/2000

2.14 UID Tab

Entry of these elements is considered as applicable to every Full UID and Serial number entered for a specific Header Element entry. There may be multiple Header Level entries for each Line Item (CLIN/SLIN on a RRR).

In all cases there exists the capability to capture one or more UIDs per Line Item (CLIN or SLIN). However, there is no logic that forces the creation of a UID for a specific Line Item.

The number of UIDs entered adds up to the quantity of items repaired submitted on the CLIN/SLIN as entered by the Vendor. The UID number may not be utilized more than once on any single WAWF RRR.

In all cases, the Quantity for the UID is "1." The Unit of Measure (UOM) is the same as that submitted at the line level.

The acquisition cost for each UID is the Unit Price submitted at the CLIN/SLIN level.

Label	Entry Requirement	Size
Add UID	Optional	
	Add link	

2.15 Add UID

Label	Entry Requirement	Size
Special Tooling or Test Equipment	Conditional	
	Drop down selection. Default selection is Not Special Tooling or Test Equipment.	
UID Number	Mandatory	1/50

2.16 MILSTRIP Tab

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

MILSTRIP No.	Optional	15/15
MILSTRIP Qty	Optional	1/13

2.17 CDRL ELIN Line Item Details

Label	Entry Requirement	Size
Item No	Mandatory	1/6
NSP	Optional	
	Checkbox. Default is unchecked.	
Unit Price	Optional	1/19
AAI	Optional	6/6
	Line level AAI. Pre-populate from document level AAI, if entered.	
SDN	Optional	1/30
	Line level SDN. Pre-populate from document level SDN, if entered.	
ACRN	Optional	2/2
	Line level ACRN. Pre-populate from document level ACRN, if entered.	
SYSUID 1	Mandatory	
	Drop-down selection	
SYSUID 2	Optional	
	Drop-down selection	
Description	Mandatory	1/2000

2.18 Pack Tab

All units must be packed, if the Pack Later option is not used.

Label	Entry Requirement	Size
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Pack Later	Optional	
	Checkbox. If checked, the Add button is removed.	
Add	Conditional	
	Pack Later checkbox must be unchecked to use this option.	
Package Type	Conditional	
	Drop down selection. Available after clicking the Add link.	
Package ID	Conditional	
	Available after clicking the Add link. If RFID: Must be 16, 24, 32, or 64 characters in length. must be only digits 0-9 and letters A-F	
Pack CLIN	Conditional	
	Available after Saving Package information.	

2.19 CLIN/SLIN Data

Label	Entry Requirement	Size
Add	Conditional	
	Pack Later checkbox must be unchecked to use this option.	
Package Id	Mandatory	
	Drop down selection of Package IDs entered in previous screen.	
Quantity Packed	Mandatory	1/16
	Cannot be greater than the Qty. Shipped.	

2.20 Attachments Tab

Label	Entry Requirement	Size
Browse	Optional	
	Button	
Upload	Conditional	

	Must select file in Browse, prior to clicking this button.	
View Attachment	Conditional	
	Link is visible after uploading file.	
Delete Attachment	Conditional	
	Link is visible after uploading file.	

2.21 Misc. Amounts

Label	Entry Requirement	Size
Add (Misc. Fee)	Optional	
	Link to add a Misc. Fee.	
Add (Misc. Allowance)	Optional	
	Link to add a Misc. Allowance.	
Add (Tax)	Optional	
	Link to add tax.	

2.22 Add Misc. Fee

Label	Entry Requirement	Size
Misc. Fee	Mandatory	
	Drop-down selection.	
Misc. Fee Price	Mandatory	1/14
Description	Mandatory	1/2000

2.23 Add Misc. Allowance

Label	Entry Requirement	Size
Misc. Allowance	Mandatory	
	Drop-down selection.	
Misc. Allowance Price	Mandatory	1/14

Description	Mandatory	1/2000

2.24 Add Tax

Label	Entry Requirement	Size
Tax	Mandatory	
	Drop-down selection.	
Tax Price	Mandatory	1/14
Description	Mandatory	1/2000

3 Packing

3.1 Description

If the Pack Later option was selected during the document creation, this step is mandatory.

The Initiator can add packing information or select the Submit without Pack Data option.

If the document is Source-to-Source or Source-to-Destination, then this step must be completed before the Acceptor can review the document. If the document is Destination-to-Destination, then this step must be completed before the Inspector can review the document.

3.2 Results (Acceptance Folder)

Label	Entry Requirement	Size
Contract Number	Optional	
	Link to the Electronic Document Access page.	
Shipment Number	Optional	
	Link to the Reparables Receiving Report page.	
Recall	Optional	
	Link to the Reparables Receiving Report page.	

Void	Optional	
	Link to the Repairable Receiving Report Void page	
Add	Mandatory	
	Link to the Repairable Receiving Report – Pack Later page.	
Invoice Number	Optional	
	Link to the Invoice page.	

3.3 Line Item Tab

Label	Entry Requirement	Size
Submit without Pack Data	Conditional	
	Mandatory if no pack information is entered.	
Multiple Box Pack Indicator	Optional	

3.4 Pack Tab

Label	Entry Requirement	Size
Estimated Delivery date	Optional	
Add	Conditional	
	Mandatory if the Submit without Pack Data is not selected.	
Package Type	Conditional	
	Drop down selection. Available after clicking the Add link.	
Package ID	Conditional	
	Available after clicking the Add link. If RFID: Must be 16, 24, 32, or 64 characters in length. must be only digits 0-9 and letters A-F	
Pack CLIN	Conditional	

	Available after Saving Package information.	
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3.5 CLIN/SLIN Data

Label	Entry Requirement	Size
Add	Conditional	
	Pack Later checkbox must be unchecked to use this option.	
Package Id	Mandatory	
	Drop down selection of Package IDs entered in previous screen.	
Quantity Packed	Mandatory	1/16
	Cannot be greater than the Qty. Shipped.	

3.6 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if rejecting shipment. Optional if accepting the full or partial shipment.	

4 Document Inspection

4.1 Description

Depending upon the type of RRR being created this may be an optional or mandatory step.

Upon opening a Source/Source Receiving Report as the Inspector, if the User ID of the Inspector is the same as the User ID of the LPO that worked the related Invoice, an error message will be given.

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

- Inspect the document.
- Reject the document to the Initiator.
- Enter Multiple ACRNs.

Partial/Complete Shipment Inspection:

- Destination-to-Destination:
 - No action is required by the Inspector for Invoice completion.
 - The Qty Accepted field must be greater than 0, but no more than Qty shipped in the Line Item tab.
 - CQA checkbox is checked.
 - Date received must be entered.
 - Click the Submit button to complete the Inspection process.
- Source-to-Source or Source-to-Destination
 - CQA Checkbox is checked.
 - Acceptance checkbox must be selected (Source-to-Source).
 - Inspection Date must be entered.
 - Click the Signature button to compete the Inspection process.

Reject Shipment:

- Reject to Initiator or Reject to Inspector is checked.
- Comments in the Misc. Info Tab.
- Click the Submit button to complete the rejection process.

4.2 Header Tab

Label	Entry Requirement	Size
CQA	Conditional	
	Checkbox. Checking this box, also checks the Acceptance checkbox. If not checked, then the Reject to Initiator must be checked.	
Acceptance	Conditional	
	Checkbox. Checking this box, also checks the CQA checkbox. If not checked, then the Reject to Initiator must be checked.	
Reject to Initiator	Conditional	
	Checkbox. If not checked, then the CQA and Acceptance	

	boxes must be checked.	
Inspection Date	Mandatory	10/10
	Format: YYYY/MM/DD and cannot be more than one day after current date. Not used if the Reject to Initiator is checked.	
Date Received	Mandatory	
	Format: YYYY/MM/DD and cannot be more than one day after current date. Not used if the Reject to Initiator is checked.	
Signature	Conditional	
	Not used if the Reject to Initiator is checked.	

4.3 Line Item Tab

Label	Entry Requirement	Size
Qty Accepted	Conditional	1/13
	A value must be entered, if not rejecting the shipment.	
AAI	Optional	6/6
SDN	Optional	1/30
ACRN	Optional	2/2
Type Designation Method	Conditional	
	Drop down selection. Required when The Designation Value is entered.	
Type Designation Value	Conditional	1/100
	Required when Type Designation Method is selected.	

4.4 UID Tab

Label	Entry Requirement	Size
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Special Tooling Or Test Equipment Status	Optional	
	Drop-down selection	

4.5 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if rejecting shipment. Optional if accepting the full or partial shipment.	

5 Document Acceptance

5.1 Description

This is a mandatory workflow step for all types of RRRs.

Upon opening a Receiving Report as the Acceptor, if the User ID of the Acceptor is the same as the User ID of the LPO that worked the related Invoice, an error message will be given.

The Acceptor acts as the government approver and locks the approved amount for payment. The Acceptor is able to:

- Accept the document.
- Reject the document.
- Enter Multiple ACRNs.

Partial/Complete Shipment Acceptance:

- No action is needed to complete the Invoice.
- Qty Accepted must be greater than 0, but no more than Qty shipped in the Line Item tab.
- Checkboxes CQA and Acceptance are checked.
- Date Received and Acceptance Date have dates entered.
- Click the Signature button to complete the Acceptance process.

Reject Shipment:

- Reject to Initiator is checked.
- Comments in the Misc. Info Tab.
- Click the Submit button to complete the rejection process.

5.2 Search Criteria

Label	Entry Requirement	Size
DoDAAC	Mandatory	
	Drop-down selection based upon User Profile/Logon.	
DoDAAC Extension	Conditional	1/6
	Requires entry of the DoDAAC field.	
Contract Number	Optional	1/19
	Must be 13 positions unless Delivery order is 13 or 17. This field represents the number identifying the contract vehicle the goods and/or services are being delivered under.	
Delivery Order	Conditional	0/17
	Requires entry of the Contract Number. Must be blank, 4, 13, or 17 characters. This field represents a supplementary number identifying a release, call, delivery or task order issued under the basic award instrument.	
Reference Procurement ID	Optional	1/30
Vendor (Payee)	Optional	1/13
Vendor (Payee) Extension	Conditional	1/6
	Requires entry of the Vendor (Payee) field.	
Ship From	Optional	1/13
Ship From Extension	Conditional	1/6
	Requires entry of the Ship From field.	
Shipment No.	Optional	1/22

Invoice Number	Optional	1/30
SSN	Optional	1/9
Confirm SSN	Conditional	1/9
	Requires entry of the SSN field.	
Tax ID (EIN)	Optional	1/21
Type Documents	Optional	
	Drop-down selection. Defaults to All Documents.	
Status	Optional	
	Drop down selection. Defaults to All Documents.	
Create/Update Date	Optional	10/10
	Format: YYYY/MM/DD Default is one month prior to the current date.	
Create/Update Date End	Optional	10/10
	Format: YYYY/MM/DD Default is the current date.	
Acceptance Date	Conditional	10/10
	This field cannot be blank if Acceptance Date End is not empty.	
Acceptance Date End	Optional	10/10
Invoice Received Date	Conditional	10/10
	This field cannot be blank if the Invoice Received Date End field is not empty.	
Invoice Received Date End	Optional	10/10
Estimated Delivery Date	Conditional	10/10
	This field cannot be blank if the Estimated Delivery Date End field is not empty.	
Estimated Delivery Date End	Optional	10/10

Result Size	Optional	
	Drop down selection. Default is 20 Items.	
Result font	Optional	
	Drop down selection. Default is 13px	

5.3 Results (Acceptance Folder)

Label	Entry Requirement	Size
Contract Number	Optional	
	Link to the Electronic Document Access page.	
Shipment Number	Optional	
	Link to the Acceptor – Reparables Receiving Report page.	
Hold	Optional	
	Link to the Acceptor – Reparables Receiving Report Hold page.	
Invoice Number	Optional	
	Link to the Acceptor – Invoice page.	

5.4 Acceptor – Reparables Receiving Report

5.5 Header Tab

Label	Entry Requirement	Size
CQA	Conditional	
	Checkbox. Checking this box, also checks the Acceptance checkbox. If not checked, then the Reject to Initiator must be checked.	
Acceptance	Conditional	
	Checkbox. Checking this box, also checks the CQA checkbox. If not checked, then the Reject to Initiator must be checked.	
Reject to Initiator	Conditional	
	Checkbox. If not checked, then the CQA and Acceptance	

	boxes must be checked.	
Reject to Inspector	Conditional	
	Checkbox. Available when the Inspector accepts the document.	
Date Received	Conditional	10/10
	Format: YYYY/MM/DD and cannot be more than one day after current date. . Not used if the Reject to Initiator is checked.	
Acceptance Date	Mandatory	10/10
	Format: YYYY/MM/DD and cannot be more than one day after current date. Not used if the Reject to Initiator is checked.	
Signature	Conditional	
	Button. Not used if the Reject to Initiator is checked.	

5.6 Line Item Tab

Label	Entry Requirement	Size
Qty Accepted	Conditional	1/13
	A value must be entered, if not rejecting the shipment.	
AAI	Optional	6/6
SDN	Optional	1/30
ACRN	Optional	2/2
PQDR/SDR Report	Optional	
	Checkbox	
Type Designation Method	Conditional	
	Drop down selection. Required when The Designation Value is entered.	

Type Designation Value	Conditional	1/100
	Required when Type Designation Method is selected.	

5.7 UID Tab

Label	Entry Requirement	Size
Special Tooling Or Test Equipment Status	Optional	
	Drop-down selection	

5.8 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if rejecting shipment. Optional if accepting the full or partial shipment.	

6 Document Pre-Certification

6.1 Description

This is an optional workflow step.

The LPO Reviewer provides a point for the certification of funds associated with the payment request. The LPO Reviewer does not have the capability to adjust the quantity accepted. If the LPO Reviewer believes there is an error they must work with the Vendor/Inspector/Service Acceptor, as appropriate to resolve it.

The LPO Reviewer is able to:

- Recommend certify the document.
- Enter Multiple ACRNs.

6.2 Local Processing Officer Reviewer – Reparables Receiving Report

6.3 Header Tab

Label	Entry Requirement	Size
Recommend Review	Mandatory	

6.4 Line Item Tab

Label	Entry Requirement	Size
AAI	Optional	6/6
SDN	Optional	1/30
ACRN	Optional	2/2

6.5 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if rejecting shipment. Optional if accepting the full or partial shipment.	

6.6 Local Processing Officer Reviewer – Invoice

6.7 Header Tab

Label	Entry Requirement	Size
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Recommend Document Certified	Conditional	
	Checkbox. If Recommend Document Certified is not selected, then Recommend Document Rejected must be selected.	
Recommend Document Rejected	Conditional	
	Checkbox. If Recommend Document Rejected is not selected, then Recommend Document Certified must be selected.	

6.8 Line Item Tab

Label	Entry Requirement	Size
AAI	Optional	6/6
SDN	Optional	1/30
ACRN	Optional	2/2

6.9 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if rejecting shipment. Optional if accepting the full or partial shipment.	

7 Document Certification

7.1 Description

This is a conditional workflow step that is controlled by Payment Specific edits. The LPO provides a point for the certification of funds associated with the payment request. If the LLA entry is mandatory for the Entitlement System it must be entered at this step. The LPO does not have the capability to adjust the quantity accepted. If the LPO believes there is an error they must work with the Vendor to resolve it.

Upon opening an Invoice as the Local Processing Office, if the User ID of the LPO is the same as the User ID of the Inspector that worked the related S/S Receiving Report, an error message will be given.

Upon opening an Invoice as the Local Processing Office, if the User ID of the LPO is the same as the User ID of the Acceptor that worked the related Receiving Report, an error message will be given.

The LPO is able to:

- Certify the document.
- Reject the document to the Initiator.
- If a COMBO created Invoice or Fast Pay Invoice is being rejected to the Initiator by the Local Processing Office, the related Repairable Receiving Report may be automatically rejected by the system if the following conditions are met:
 - The Repairable Receiving Report Status is Submitted or Resubmitted
 - A Standard Shipment (by shipment) extract has not been sent to an external system
 - The Repairable Receiving Report has not been partially worked and saved.
- Enter SDN, AAA and ACRN information.
- Enter the Long Line of Accounting (One-Pay only)

7.2 Local Processing Office – Repairables Receiving Report

7.3 Header Tab

Label	Entry Requirement	Size
CQA	Conditional	
	Checkbox. Checking this box, also checks the Acceptance checkbox. If not checked, then the Reject to Initiator must be checked.	
Document Viewed by Certifier	Mandatory	

	Checkbox.	
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7.4 Line Item Tab

Label	Entry Requirement	Size
AAI	Optional	6/6
SDN	Optional	1/30
ACRN	Optional	2/2

7.5 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if rejecting shipment. Optional if accepting the full or partial shipment.	

7.6 Local Processing Office – Invoice

7.7 Header Tab

Label	Entry Requirement	Size
Document Certified	Conditional	
	Checkbox. If not checked, then the Document Reject checkbox must be checked.	
Document Rejected	Conditional	
	Checkbox. If not checked, then the Document Certified checkbox must be checked.	
Signature Date	Mandatory	10/10
	Format: YYYY/MM/DD and cannot be more than one day after current date. Not used if the Reject to Initiator is	

	checked.	
Signature	Conditional	
	Button. Not used if the Document Rejected is checked.	

7.8 Line Item Tab

Label	Entry Requirement	Size
AAI	Optional	6/6
SDN	Optional	1/30
ACRN	Optional	2/2

7.9 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if rejecting shipment. Optional if accepting the full or partial shipment.	

8 Payment Processing

8.1 Description

The Payment Office is able to:

- Review the document if it does not come in EDI.
- Process the document if it does not come in EDI.
- View history if the document comes in EDI.
- Recall document from history and make available for recall.
- Suspend the document.

8.2 Pay Official – Reparables Receiving Report

8.3 Header Tab

Label	Entry Requirement	Size
Document Reviewed	Conditional	
	Document Suspended and Document Available for Recall cannot be selected, if Document Reviewed is selected.	
Document Processed	Conditional	
	Document Reviewed is also selected when Document Processed is selected. Document Suspended and Document Available for Recall cannot be selected, if Document Processed is selected.	
Document Suspended	Conditional	
	Document Reviewed, Document Processed, and Document Available for Recall cannot be selected, if Document Suspended is selected. Comments (Misc. Info Tab) are required if document Suspended is selected.	
Document Available for Recall	Conditional	
	Document Reviewed, Document Processed, and Document Suspended cannot be selected, if Document Available for Recall is selected.	

8.4 Regenerate EDI Tab

Label	Entry Requirement	Size
Regenerate EDI Extract(s)	Optional	

8.5 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if Document Suspended is selected.	

8.6 Pay Official – Invoice

8.7 Header Tab

Label	Entry Requirement	Size
Document Accepted	Conditional	
	Document Rejected and Document Suspended cannot be selected, if Document Accepted is selected.	
Document Processed	Conditional	
	Document Accepted is also selected when Document Processed is selected. Document Rejected and Document Suspended cannot be selected, if Document Processed is selected.	
Document Suspended	Conditional	
	Document Accepted, Document Processed, and Document Rejected cannot be selected, if Document Suspended is selected. Comments (Misc. Info Tab) are required if document Suspended is selected.	
Document Available for Recall	Conditional	
	Document Accepted, Document Processed, and Document Suspended cannot be selected, if Document Rejected is selected.	

8.8 Regenerate EDI Tab

Label	Entry Requirement	Size
Regenerate EDI Extract(s)	Optional	

8.9 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if Document Suspended is selected.	