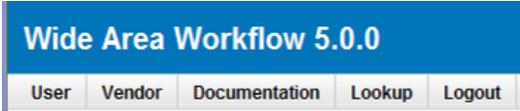
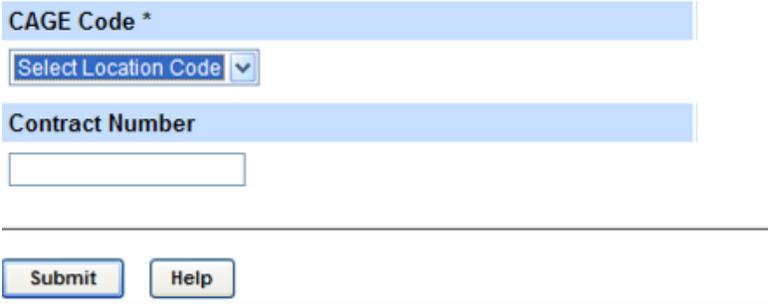


Recalling and Resubmitting a Document

Overview Documents within Wide Area Workflow can be recalled for correction by the initiator and then resubmitted. Documents can be recalled from within the View Vendor Documents search results. A document can only be recalled when in a recallable status which means that the document has not been acted on by another user. This means that the document will have a submitted status.

Procedure Follow the steps below to recall, correct, then resubmit a document.

Step	Action
1	<p>After Logon, click on the Vendor link at the top of the screen.</p> 
2	<p>Click on the History Folder link.</p> 
3	<p>Select the CAGE Code. All other fields are optional but will narrow the search results of entered. Click the Submit button.</p> 

Continued on next page

Recalling and Resubmitting a Document

Procedure Follow the steps below to create a Commercial Invoice in WAWF.

Step	Action																																																																																											
4	<p>Documents that can be recalled have a blue R under the Recall RR column. Select a blue R to open that document for correction.</p> <p>Vendor Documents from Active Folder for '027M9' (95 Items, sorted by Contract Number)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Void</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Telecom (Non-Contractual)</td> <td>027M9</td> <td>WSTELLE108027M9001</td> <td></td> <td>TELN500</td> <td>2010-09-02</td> <td>2010-09-02</td> <td>2010-09-27</td> <td>Processed</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Misc. Play</td> <td>027M9</td> <td>WYSREJM19A027M901Z</td> <td></td> <td>WYSREJM19A027M901Z</td> <td>2010-10-27</td> <td></td> <td></td> <td>Submitted</td> <td></td> <td>R</td> <td>Y</td> </tr> <tr> <td>3</td> <td>Misc. Play</td> <td>027M9</td> <td>WYCLTH10L027M9001</td> <td></td> <td>WYCLTH10L027M9001</td> <td>2010-08-26</td> <td></td> <td>2010-09-20</td> <td>Processed</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Combo D/D</td> <td>027M9</td> <td>TESTINGP90540</td> <td>0010</td> <td>TEST540</td> <td>2010-10-13</td> <td></td> <td>2010-10-13</td> <td>Resubmitted</td> <td></td> <td>R</td> <td>Y</td> </tr> <tr> <td>5</td> <td>Receiving Report S/S</td> <td>027M9</td> <td>TESTINGP90540</td> <td>0001</td> <td>TEST008</td> <td>2010-10-13</td> <td></td> <td>2010-10-13</td> <td>Resubmitted</td> <td></td> <td>R</td> <td>Y</td> </tr> <tr> <td>6</td> <td>CV-Direct</td> <td>027M9</td> <td>M681220081234</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	1	Telecom (Non-Contractual)	027M9	WSTELLE108027M9001		TELN500	2010-09-02	2010-09-02	2010-09-27	Processed				2	Misc. Play	027M9	WYSREJM19A027M901Z		WYSREJM19A027M901Z	2010-10-27			Submitted		R	Y	3	Misc. Play	027M9	WYCLTH10L027M9001		WYCLTH10L027M9001	2010-08-26		2010-09-20	Processed				4	Combo D/D	027M9	TESTINGP90540	0010	TEST540	2010-10-13		2010-10-13	Resubmitted		R	Y	5	Receiving Report S/S	027M9	TESTINGP90540	0001	TEST008	2010-10-13		2010-10-13	Resubmitted		R	Y	6	CV-Direct	027M9	M681220081234									
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7	<p>Review the document by click each of the links. The Misc. Information link contains the actions taken on the document.</p> <p>Vendor - Receiving Report</p> <p>Expand All Collapse All</p> <hr/> <p>[+]Document Information [+]Line Item Information [+]Address Information [+]Misc Information [+]Workflow Information</p>								
9	<p>Click the Submit button.</p> <hr/> <p><input type="button" value="Submit"/> <input type="button" value="Save Draft Document"/> <input type="button" value="Print Document"/> <input type="button" value="Help"/></p>								
10	<p>Note the Success Screen.</p> <p>Success</p> <hr/> <p>The Source Inspection and Acceptance Receiving Report was successfully recalled and resubmitted.</p> <hr/> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>TESTINGPR0540</td> <td>0001</td> <td>TEST008</td> <td></td> </tr> </tbody> </table> <p>Email sent to Vendor: hq-wawf@dfas.mil Email sent to Vendor: katrin.dilli@universal-inc.net Email sent to Vendor: mech_navsisa_wawf_test@navy.mil Email sent to Vendor: wawfvend@dcma.mil Email sent to Inspector: wawfgov@dcma.mil Email sent to Inspector: williams@ecedi.nit.disa.mil</p> <p>Send Additional Email Notifications</p> <p>Fri Oct 29 09:01:54 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	TESTINGPR0540	0001	TEST008	
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