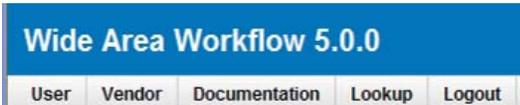


Voiding a Document from the History Folder

Overview Documents can be voided from your View Vendor Documents, Access Rejected Receiving Reports, Access Rejected Invoices, and Documentation Required folders. The user can void a document that is in a voidable status. This is identified by a blue 'V' hyperlink that is visible in the 'Void RR' column.

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

Step	Action																																																																	
1	<p>After Logon, click on the Vendor link at the top of the screen.</p> 																																																																	
2	<p>Click on History Folder.</p> 																																																																	
3	<p>Select the CAGE Code. All other fields are optional but will narrow the search results of entered. Click Submit.</p> 																																																																	
4	<p>This screen provides detailed information for receiving reports and invoices. To void a document click the blue V in the appropriate Void column for the desired document.</p> <p>Vendor Documents from Active Folder for '027M9' (4 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>Invoice</td> <td>027M9</td> <td>N0042108A1139</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>CV-Direct</td> <td>027M9</td> <td>N0942197A1142</td> <td>0018</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>NSI</td> <td>027M9</td> <td>N6832208M1234</td> <td></td> <td>MTST</td> <td>2009-10-02</td> <td></td> <td>2009-10-02</td> <td>Accepted</td> <td></td> <td></td> <td>V</td> </tr> <tr> <td>4</td> <td>Misc. Pay</td> <td>027M9</td> <td>SDPARK09D027M9001</td> <td></td> <td>STACY0001</td> <td>2009-10-29</td> <td>2009-10-29</td> <td></td> <td>Submitted</td> <td></td> <td>R</td> <td>V</td> </tr> </tbody> </table>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	1	Invoice	027M9	N0042108A1139										2	CV-Direct	027M9	N0942197A1142	0018									3	NSI	027M9	N6832208M1234		MTST	2009-10-02		2009-10-02	Accepted			V	4	Misc. Pay	027M9	SDPARK09D027M9001		STACY0001	2009-10-29	2009-10-29		Submitted		R	V
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Voiding a Document form the History Folder

Continued on next page

Procedure The steps below are continued from the previous page.
(continued)

Step	Action								
5	<p>This warning message appears at the top of the screen.</p> <p>Vendor - Navy Shipbuilding Invoice</p> <p><i>WARNING: You are about to void this Navy Shipbuilding Invoice. Please click Void to permanently VOID this document.</i></p> <p>Note: The warning message will be specific to the type of document selected.</p>								
6	<p>Confirm the document is the one needing to be voided then click the Void button at the bottom of the screen.</p> <p>Vendor - Navy Shipbuilding Invoice</p> <p><i>WARNING: You are about to void this Navy Shipbuilding Invoice. Please click Void to permanently VOID this document.</i></p> <p>Expand All Collapse All</p> <hr/> <p>[+] Document Information</p> <p>[+] Line Item Information</p> <p>[+] Address Information</p> <p>[+] Misc Information</p> <p>[+] Workflow Information</p> <hr/> <p>Void Previous Help</p> <p>Note: The warning message will be specific to the type of document selected.</p>								
7	<p>The successful void action message will appear.</p> <p>Success</p> <hr/> <p>The Navy Shipbuilding Invoice was successfully Voided.</p> <table border="1" data-bbox="412 1499 1354 1587"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>N6832208M1234</td> <td></td> <td>MTEST</td> <td>MTEST</td> </tr> </tbody> </table> <p>Fri Oct 29 10:40:10 MST 2010</p> <p>Note: The warning message will be specific to the type of document selected.</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	N6832208M1234		MTEST	MTEST
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