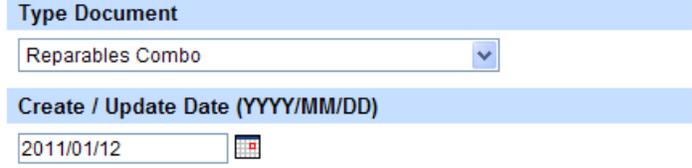


Accepting a Combination Invoice and Reparables and Receiving Report

Overview The Reparables Combo is used to capture data for the acceptance of the repair of reparable and the transfer of those reparable and their associated UIIs (including property that is shipped in place).

Procedure Follow the steps below to accept a Source/Destination Combination Invoice and Receiving Report

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Click the Acceptance Folder link.</p> <p> Acceptor Create Document Acceptance Folder History Folder by DoDAAC History Folder by User Hold Folder Recall - Action Required Folder Rejected Transactions Folder </p>
3	<p>Select a <u>DoDAAC</u> from the DoDAAC drop down menu.</p> <p>Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p> 
4	<p>Select Reparables Combo from the Type Document drop-down menu.</p>  <p>All other fields in the Search screen are optional. Users can enter in as much or as little information as needed to narrow their search.</p>

Continued on next page

Accepting a Combination Invoice and Reparables and Receiving Report

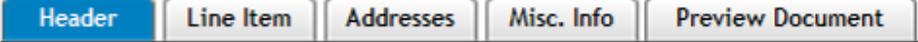
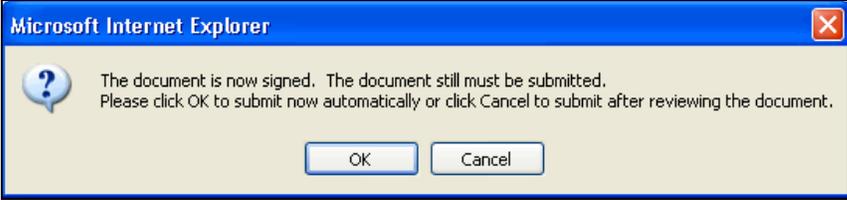
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																										
5	<p>Click the Submit button.</p> <hr/> <p><input type="button" value="Submit"/> <input type="button" value="Help"/></p>																																																																										
6	<p>Click on the desired Shipment Number to open the document.</p> <p>Acceptance Folder for 'S0512A' (3 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> </tr> </thead> <tbody> <tr> <td>1</td> <td>R Combo D/D</td> <td>02LU7</td> <td>JEROPRUEBAV50</td> <td>1234</td> <td>SHIP123Z</td> <td>2010-09-02</td> <td>2010-05-01</td> <td></td> <td>Submitted</td> </tr> <tr> <td>2</td> <td>R Combo D/D</td> <td>5JZ99</td> <td>TESTINGRRRCOM</td> <td>1234</td> <td>SHIP123Z</td> <td>2010-08-24</td> <td>2010-05-01</td> <td></td> <td>Inspected</td> </tr> <tr> <td>3</td> <td>R Combo D/D</td> <td>001Z0</td> <td>TESTINGV50FEW1</td> <td>8596</td> <td>SHIP555</td> <td>2010-09-16</td> <td>2010-09-16</td> <td></td> <td>Submitted</td> </tr> </tbody> </table>	Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	1	R Combo D/D	02LU7	JEROPRUEBAV50	1234	SHIP123Z	2010-09-02	2010-05-01		Submitted	2	R Combo D/D	5JZ99	TESTINGRRRCOM	1234	SHIP123Z	2010-08-24	2010-05-01		Inspected	3	R Combo D/D	001Z0	TESTINGV50FEW1	8596	SHIP555	2010-09-16	2010-09-16		Submitted																																		
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7	<p>Review the data on the Header tab.</p> <p>Acceptor - Reparables Receiving Report</p> <p><input type="button" value="Header"/> <input type="button" value="Line Item"/> <input type="button" value="UID"/> <input type="button" value="Addresses"/> <input type="button" value="Misc. Info"/> <input type="button" value="Preview Document"/></p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Contract Number Type</th> <th>Issue Date</th> <th>Inspection Point</th> <th>Acceptance Point</th> </tr> </thead> <tbody> <tr> <td>TESTINGRRRCOM</td> <td>1234</td> <td>DoD Contract (FAR)</td> <td>2010/05/01</td> <td>D</td> <td>D</td> </tr> </tbody> </table> <p>Losing Contract Information</p> <table border="1"> <thead> <tr> <th>Property PCO / Ext.</th> <th>Property ACO / Ext.</th> <th>Government Program Manager / Ext.</th> <th>Government Property Administrator / Ext.</th> </tr> </thead> <tbody> <tr> <td>S0512A</td> <td>S0512A</td> <td></td> <td>S0512A</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Contractor Program Manager / Ext.</th> <th>Contractor Property Manager / Ext.</th> <th>Contractor Contract Administrator / Ext.</th> </tr> </thead> <tbody> <tr> <td></td> <td>5JZ99</td> <td>5JZ99</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Shipment Number</th> <th>Shipment Date</th> <th>Final Shipment</th> <th>Estimated Delivery Date</th> <th>Supplies</th> <th>Service</th> </tr> </thead> <tbody> <tr> <td>SHIP123Z</td> <td>2010/05/01</td> <td>Y</td> <td></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Invoice Number</th> <th>Invoice Date</th> <th>Final Invoice</th> </tr> </thead> <tbody> <tr> <td>INV1234</td> <td>2010/05/10</td> <td>Y</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>TCN</th> <th>Gross Weight</th> <th>First Line Haul Mode</th> <th>Serial Shipping Container Code</th> <th>FOB</th> </tr> </thead> <tbody> <tr> <td>TCN123456789012R6</td> <td>5</td> <td></td> <td>654321987654321987</td> <td>D</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Transportation Leg</th> <th>Standard Carrier Alpha Code</th> <th>Bill of Lading Number</th> <th>Bill of Lading Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>USPS</td> <td>C</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Secondary Transportation Tracking Number</th> <th>Tracking Type</th> <th>Tracking Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Summary of Detail Level Information</p> <table border="1"> <thead> <tr> <th></th> <th>Total (\$)</th> </tr> </thead> <tbody> <tr> <td>1 CLIN/SLIN(s)</td> <td>125.50</td> </tr> <tr> <td>Document Total (\$):</td> <td>125.5</td> </tr> </tbody> </table>	Contract Number	Delivery Order	Contract Number Type	Issue Date	Inspection Point	Acceptance Point	TESTINGRRRCOM	1234	DoD Contract (FAR)	2010/05/01	D	D	Property PCO / Ext.	Property ACO / Ext.	Government Program Manager / Ext.	Government Property Administrator / Ext.	S0512A	S0512A		S0512A	Contractor Program Manager / Ext.	Contractor Property Manager / Ext.	Contractor Contract Administrator / Ext.		5JZ99	5JZ99	Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service	SHIP123Z	2010/05/01	Y		<input checked="" type="radio"/>	<input type="radio"/>	Invoice Number	Invoice Date	Final Invoice	INV1234	2010/05/10	Y	TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code	FOB	TCN123456789012R6	5		654321987654321987	D	Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type	1	USPS	C		Secondary Transportation Tracking Number	Tracking Type	Tracking Description					Total (\$)	1 CLIN/SLIN(s)	125.50	Document Total (\$):	125.5
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Accepting a Combination Invoice and Reparables and Receiving Report

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

Step	Action
9	Review the <u>A</u>ddresses and/or <u>M</u>isc. Info tabs as needed. 
10	Click the <u>H</u>header tab and scroll to the bottom of the screen. 
11	Check the <u>A</u>cceptance box and enter the <u>D</u>ate Received (the date received will only need to be entered if the acceptor filled the Qty. Accepted fields on the line item tab.). 
12	Enter the <u>S</u>ignature Date , and then click the <u>S</u>ignature button. 
13	Enter the <u>P</u>assword , and then click the <u>N</u>ext button. 
14	Review message and click the <u>O</u>K button. 

Continued on next page

Accepting a Combination Invoice and Reparables and Receiving Report

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

Step	Action								
15	<p data-bbox="402 380 771 411">View the verification screen.</p> <p data-bbox="402 443 493 468">Success</p> <p data-bbox="415 493 1352 518">The Invoice and Destination Inspection and Acceptance Reparables Receiving Report were successfully accepted.</p> <table border="1" data-bbox="415 562 1027 621"> <thead> <tr> <th data-bbox="415 562 573 590">Contract Number</th> <th data-bbox="573 562 716 590">Delivery Order</th> <th data-bbox="716 562 883 590">Shipment Number</th> <th data-bbox="883 562 1027 590">Invoice Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="415 596 573 621">TESTINGRRRCOM</td> <td data-bbox="573 596 716 621">1234</td> <td data-bbox="716 596 883 621">SHIP123Z</td> <td data-bbox="883 596 1027 621">INV1234</td> </tr> </tbody> </table> <p data-bbox="415 667 771 693">Email sent to Vendor: williams@ecedi.nit.disa.mil</p> <p data-bbox="415 695 824 720">Email sent to Local Processing Office: hq-wawf@dfas.mil</p> <p data-bbox="415 722 950 747">Email sent to Local Processing Office: mech_navsisa_wawf_test@navy.mil</p> <p data-bbox="415 766 675 791">Send Additional Email Notifications</p> <p data-bbox="415 812 634 837">Fri Sep 17 07:30:44 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	TESTINGRRRCOM	1234	SHIP123Z	INV1234
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