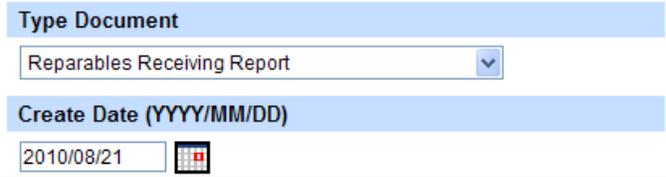


# Accepting a Reparables Receiving Report

**Overview** The Receiving Report for Reparables 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 Reparables Receiving Report in WAWF.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click the <b>Acceptance Folder</b> link. 
3	Select a <u>D</u> oDAAC from the <b>DoDAAC</b> drop down menu. <p><b>Important!</b> The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p> 
4	Select Reparables Receiving Report from the <b>Type Document</b> drop-down menu. 
5	Select the <b>Submit</b> button 

*Continued on next page*

# Accepting a Reparables Receiving Report

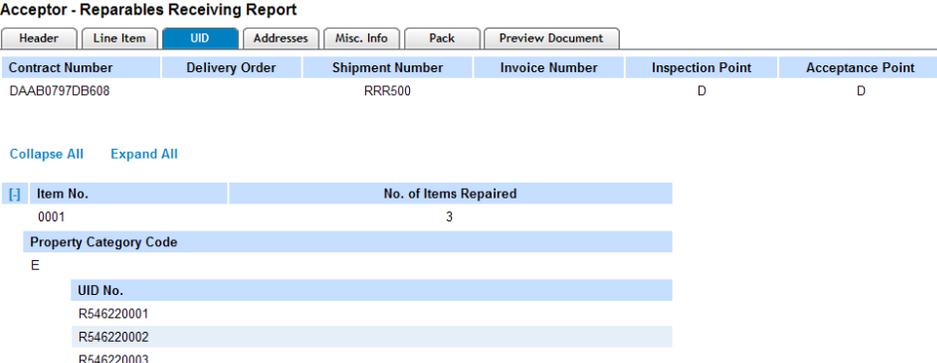
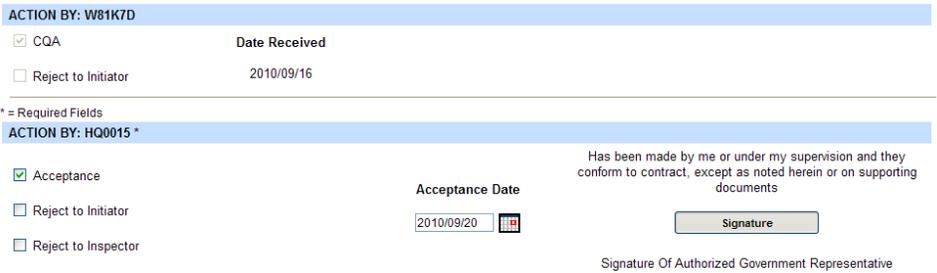
Procedure (continued) The steps below are continued from the previous page.

Step	Action																																																																				
6	<p>Select the <b>Shipment Number</b> of the document you would like to view.</p> <p>Acceptance Folder for 'HQ0015' (1 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>Reparables RR D/D</td> <td>15090</td> <td>DAAB0797DB608</td> <td></td> <td>RRR500</td> <td>2010-09-08</td> <td>2010-09-08</td> <td></td> <td>Inspected</td> </tr> </tbody> </table>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	1	Reparables RR D/D	15090	DAAB0797DB608		RRR500	2010-09-08	2010-09-08		Inspected																																																
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7	<p>Select the <b>Line Item</b> tab to review the CLINS associated with this document.</p> <p>Acceptor - Reparables Receiving Report</p> <p>Header   Line Item   UID   Addresses   Misc. Info   Pack   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>DAAB0797DB608</td> <td></td> <td>DoD Contract (FAR)</td> <td></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>HQ0015</td> <td>HQ0347</td> <td></td> <td>HQ0347</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>027M9</td> <td>027M9</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>RRR500</td> <td>2010/09/08</td> <td>N</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></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></td> <td></td> <td></td> <td></td> <td>S</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></td> <td></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>920.00</td> </tr> <tr> <td>Document Total (\$):</td> <td>920</td> </tr> </tbody> </table>	Contract Number	Delivery Order	Contract Number Type	Issue Date	Inspection Point	Acceptance Point	DAAB0797DB608		DoD Contract (FAR)		D	D	Property PCO / Ext.	Property ACO / Ext.	Government Program Manager / Ext.	Government Property Administrator / Ext.	HQ0015	HQ0347		HQ0347	Contractor Program Manager / Ext.	Contractor Property Manager / Ext.	Contractor Contract Administrator / Ext.		027M9	027M9	Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service	RRR500	2010/09/08	N		<input type="radio"/>	<input checked="" type="radio"/>	TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code	FOB					S	Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type	1				Secondary Transportation Tracking Number	Tracking Type	Tracking Description					Total (\$)	1 CLIN/SLIN(s)	920.00	Document Total (\$):	920
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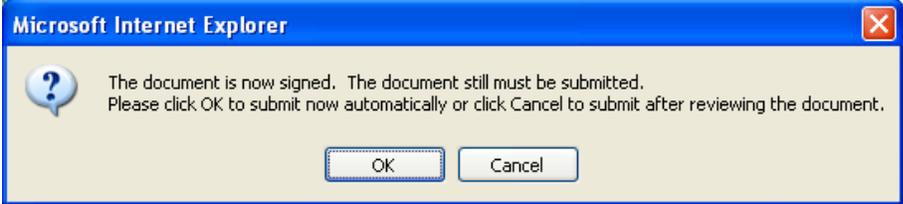
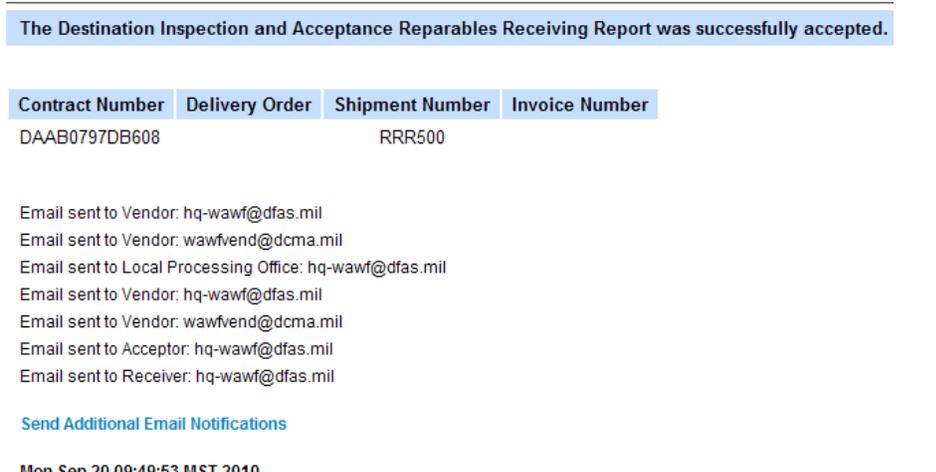
**Procedure** The steps below are continued from the previous page.  
(continued)

Step	Action
9	<p>Select the <b>UID</b> tab and review the UID information included on the document.</p> 
10	<p>Once the CLINS have been reviewed check the <b>Pack</b> tab to confirm the document reflects the packing of the items.</p> 
11	<p>Once you have reviewed the Pack data return to the <b>Header</b> tab.</p> 
12	<p>Scroll to the bottom of the page.</p>  <p>Check the <b>Acceptance</b>, or the <b>Reject to Initiator</b> (A Reject to Inspector box may be available in place of the CQA box if the document was already worked by an Inspector.)</p> <p>Note: If the document is to be rejected then comments must be added on the Misc. Info tab.</p>

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# Accepting a Reparables Receiving Report

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

Step	Action								
13	<p>Enter the date or click the calendar icon for the <b>Acceptance Date</b>, then click the <b>Signature</b> button.</p>  <p>Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents</p> <p><b>Acceptance Date</b></p> <p>2010/09/20  <input type="button" value="Signature"/></p> <p>Signature Of Authorized Government Representative</p>								
14	<p>Enter the Password and click the Continue button.</p> <p><b>WAWF Password Confirmation</b></p>  <p>User ID DFASgovt</p> <p>Password * <input type="password"/></p> <p><input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Help"/></p>								
15	<p>Click the OK button on the pop-up message to submit the document.</p>  <p><b>Microsoft Internet Explorer</b></p> <p>The document is now signed. The document still must be submitted. Please click OK to submit now automatically or click Cancel to submit after reviewing the document.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>								
16	<p>View the successful submission system message screen.</p> <p><b>Success</b></p>  <p>The Destination Inspection and Acceptance Reparables Receiving Report was successfully accepted.</p> <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>DAAB0797DB608</td> <td></td> <td>RRR500</td> <td></td> </tr> </tbody> </table> <p>Email sent to Vendor: hq-wawf@dfas.mil            Email sent to Vendor: wawfvend@dcma.mil            Email sent to Local Processing Office: hq-wawf@dfas.mil            Email sent to Vendor: hq-wawf@dfas.mil            Email sent to Vendor: wawfvend@dcma.mil            Email sent to Acceptor: hq-wawf@dfas.mil            Email sent to Receiver: hq-wawf@dfas.mil</p> <p><a href="#">Send Additional Email Notifications</a></p> <p>Mon Sep 20 09:49:53 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		RRR500	
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