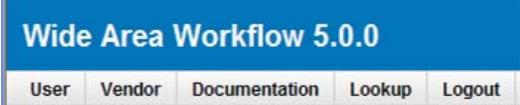
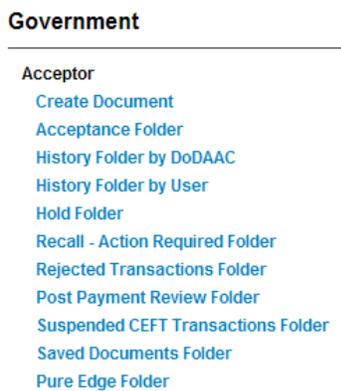
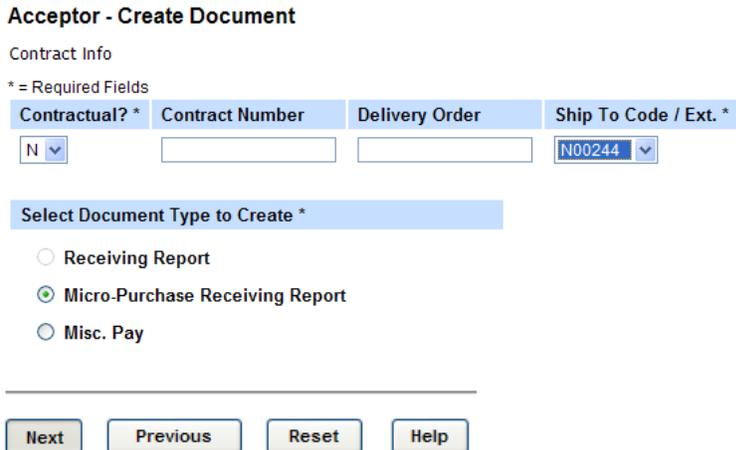


Create a Purchase Card Receiving Report- Acceptor

Overview Payments made on a government purchase card can be submitted through WAWF just like any other Receiving Report with a couple of exceptions. The Pay office for purchase card receiving reports must be “CRCARD” and the bank information must be included on the header tab.

Procedure Follow the steps below to create a Purchase Card Receiving Report in WAWF.

Step	Action
1	After Logon, click on the Vendor link at the top of the screen. 
2	Click on the Create Document link. 
3	Select N in the <i>Contractual?</i> drop-down menu, and select the Ship To Code. Then click the Next button. 

Continued on next page

Create a Purchase Card Receiving Report- Acceptor

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

Step	Action																																																												
4	<p>Select the Inspection and Acceptance points. Then click the Next button.</p> <p>Acceptor - Micro-Purchase Receiving Report</p> <p>Contract >> Document Flow Info</p> <p>* = Required Fields</p> <p>Pay Official *</p> <p>CRCARD</p> <p>Ship To Code / Extension *</p> <p>N00244</p> <p>Select Receiving Report Flow *</p> <p>Inspection: <input type="text" value="Destination"/> Acceptance: <input type="text" value="Destination"/></p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Reset"/> <input type="button" value="Help"/></p> <p>Note: If the contract is available in EDA, this field will automatically populate.</p>																																																												
5	<p>Enter the Routing Information available on the routing screen. Then click the Next button.</p> <p>Acceptor - Micro-Purchase Receiving Report</p> <p>Contract >> Document Flow Info >> Routing</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Ship To Code / Extension</th> <th>Pay DoDAAC</th> <th>Inspection Point</th> <th>Acceptance Point</th> </tr> </thead> <tbody> <tr> <td>PCN0024411042</td> <td>0001</td> <td>N00244</td> <td>CRCARD</td> <td>D</td> <td>D</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Issue Date</th> <th>Issue By DoDAAC *</th> <th>Inspect By DoDAAC / Extension</th> <th>Mark For Code / Extension</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="YYYYMM/DD"/></td> <td><input type="text" value="S0512A"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ship From Code / Extension</th> <th>CAGE Code / Extension</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Reset"/> <input type="button" value="Help"/></p>	Contract Number	Delivery Order	Ship To Code / Extension	Pay DoDAAC	Inspection Point	Acceptance Point	PCN0024411042	0001	N00244	CRCARD	D	D	Issue Date	Issue By DoDAAC *	Inspect By DoDAAC / Extension	Mark For Code / Extension	<input type="text" value="YYYYMM/DD"/>	<input type="text" value="S0512A"/>	<input type="text"/>	<input type="text"/>	Ship From Code / Extension	CAGE Code / Extension	<input type="text"/>	<input type="text"/>																																				
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6	<p>Enter the required fields on the Header tab. Optional fields should be entered if known.</p> <p>Acceptor - Micro-Purchase Receiving Report</p> <p>Contract >> Document Flow Info >> Routing >> Data Capture</p> <p><input type="button" value="Header"/> <input type="button" value="Addresses"/> <input type="button" value="Mark For"/> <input type="button" value="Comments"/> <input type="button" value="Line Item"/> <input type="button" value="Pack"/> <input type="button" value="Attachments"/> <input type="button" value="Preview Document"/></p> <p>single * = Required Fields on Submit, double ** = Required Fields on Submit, saving draft document, and tabbing.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Issue Date</th> <th>Inspection Point</th> <th>Acceptance Point</th> </tr> </thead> <tbody> <tr> <td>PCN0024411042</td> <td>0001</td> <td></td> <td>D</td> <td>D</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Contract Number Type</th> <th>Supplies</th> <th>Service</th> </tr> </thead> <tbody> <tr> <td>Micropurchase</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Vendor Identifier *</th> <th>Vendor Transaction Number *</th> <th>Card Issuing Bank Identifier *</th> <th>Amount Billed * (\$)</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="55863342"/></td> <td><input type="text" value="14425688"/></td> <td><input type="text" value="422111"/></td> <td><input type="text" value="1,000.00"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Shipment Number **</th> <th>Shipment Date *</th> <th>Estimated</th> <th>Final Shipment</th> <th>Estimated Delivery Date</th> <th>Government Document Identifier</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="SHIP123"/></td> <td><input type="text" value="2011/02/11"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox" value="N"/></td> <td><input type="text" value="YYYYMM/DD"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>TCN</th> <th>Gross Weight</th> <th>FOB</th> <th>Serial Shipping Container Code</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text" value="S"/></td> <td><input type="text"/></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> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Secondary Transportation Tracking Number</th> <th>Secondary Transportation Tracking Type</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>First Line Haul Mode</th> <th>Currency Code</th> <th>Document Total (\$)</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text" value="USD"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	PCN0024411042	0001		D	D	Contract Number Type	Supplies	Service	Micropurchase	<input checked="" type="radio"/>	<input type="radio"/>	Vendor Identifier *	Vendor Transaction Number *	Card Issuing Bank Identifier *	Amount Billed * (\$)	<input type="text" value="55863342"/>	<input type="text" value="14425688"/>	<input type="text" value="422111"/>	<input type="text" value="1,000.00"/>	Shipment Number **	Shipment Date *	Estimated	Final Shipment	Estimated Delivery Date	Government Document Identifier	<input type="text" value="SHIP123"/>	<input type="text" value="2011/02/11"/>	<input type="checkbox"/>	<input type="checkbox" value="N"/>	<input type="text" value="YYYYMM/DD"/>	<input type="text"/>	TCN	Gross Weight	FOB	Serial Shipping Container Code	<input type="text"/>	<input type="text"/>	<input type="text" value="S"/>	<input type="text"/>	Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	Secondary Transportation Tracking Number	Secondary Transportation Tracking Type	<input type="text"/>	<input type="text"/>	First Line Haul Mode	Currency Code	Document Total (\$)	<input type="text"/>	<input type="text" value="USD"/>	<input type="text"/>
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Create a Purchase Card Receiving Report- Acceptor

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

Step	Action																		
7	<p>Select the Line Item tab.</p> <p>Acceptor - Micro-Purchase Receiving Report Contract >> Document Flow Info>> Routing >> Data Capture</p> <p>Header Addresses Mark For Comments Line Item Pack Attachments Preview Document</p>																		
8	<p>Click the Add link under the <i>Actions</i> header.</p> <p>Acceptor - Micro-Purchase Receiving Report Contract >> Document Flow Info>> Routing >> Data Capture</p> <p>Header Addresses Mark For Comments Line Item Pack Attachments Preview Document</p> <p>At least one Line Item is required</p> <p>Line Item Details</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>Type</th> <th>Qty. Shipped</th> <th>Unit</th> <th>Unit Price (\$)</th> <th>Amount (\$)</th> <th>UID</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Add</td> </tr> </tbody> </table>	Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions									Add
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9	<p>Enter the Line Item information. The required fields are Quantity Shipped, Unit, and Description.</p> <p>Acceptor - Micro-Purchase Receiving Report</p> <p>CLIN/SLIN/ELIN UID MILSTRIP</p> <p>* = Required Fields</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>Type</th> <th>Qty. Shipped *</th> <th>Unit *</th> <th>NSP</th> <th>Unit Price (\$)</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td></td> <td></td> <td>12</td> <td>UN</td> <td><input type="checkbox"/></td> <td>123.00</td> <td>1,476.00</td> </tr> </tbody> </table> <p>Multiple Box Pack Indicator: N GFE?: N Advice Code: <input type="text"/></p> <p>Description * Description of Goods Shipped. </p>	Item No.	Stock Part No.	Type	Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)	0001			12	UN	<input type="checkbox"/>	123.00	1,476.00		
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10	<p>CLIN/SLIN/ELIN tab is the only tab that is required on this screen. The other tabs are optional in WAWF but if required per contract see the section on Description of TABS</p> <p>CLIN/SLIN/ELIN UID MILSTRIP</p>																		
11	<p>When all information has been entered select the Save Clin/Slin/Elin button.</p> <p>Save Clin/Slin/Elin Save Draft Document Previous Help</p>																		

Continued on next page

Create a Purchase Card Receiving Report- Acceptor

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

Step	Action								
12	<p>Add additional Line Item Numbers if necessary, by repeating above steps. (Up to 250 clins per invoice).</p> <p>Note1: The Edit link can be clicked to edit your previously entered line item number.</p> <p>Note 2: The Delete link can be clicked to delete your previously entered line item number.</p>								
13	<p>The Pack tab is optional. The Pack tab is only used to document RFID packaging information as required. For additional information regarding RFID, follow this link http://www.acq.osd.mil/log/rfid/index.htm</p> <p>To learn how to construct the Pack, copy and paste the web address below into your web browser. See <i>“Creating Pack Data (RFID)”</i></p> <p>http://www.wawftraining.com/courses/_content_package/content_files/menuTree.html</p>								
14	<p>Click the Submit button at the bottom of the screen.</p> 								
15	<p>View the successful submission system message screen.</p> <p>Success</p> <p>The Destination Inspection and Acceptance Receiving Report was successfully submitted.</p> <table border="1" data-bbox="418 1291 1177 1365"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>PCN0024411042</td> <td>0002</td> <td>SHIP123</td> <td></td> </tr> </tbody> </table> <p>Email sent to Acceptor: clspann@gmail.com Email sent to Acceptor: mech_navsisa_wawf_test@navy.mil</p> <p>Send Additional Email Notifications</p> <p>Fri Feb 11 11:05:35 MST 2011</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	PCN0024411042	0002	SHIP123	
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