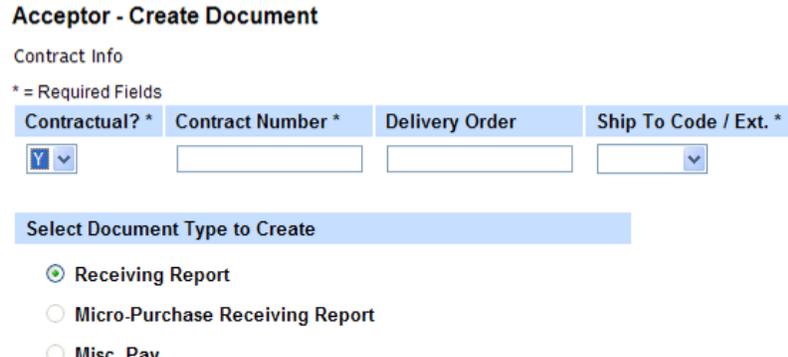


Create a Receiving Report from a Template-Acceptor

Overview The Create a Receiving Report from a Template is used when you want to pre-populate a new Receiving Report with routing codes and CLIN/ACRN data from a Receiving Report previously submitted in WAWF.

It takes a previously created Receiving Report and turns it into a template that will pre-populate a new Receiving Report from the previous Receiving Report's data. This process is very helpful when you have to create a new Receiving Report every month from the same contract number.

Procedure Follow the procedure below to create a Receiving Report from a template..

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click the Create Document link.  Result: Create New Document screen appears.
3	Enter the Contract Number , and select the Ship To Code . 

Continued on next page

Create a Receiving Report from a Template-Acceptor

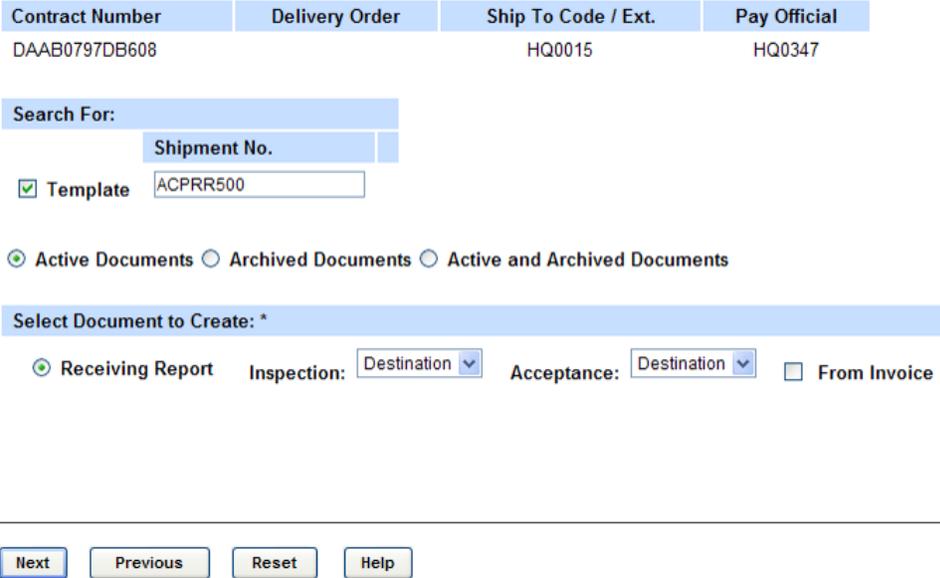
Procedure The steps below are continued from the previous page.
(continued)

Step	Action										
4	<p>Click the Next button.</p> <hr/> <p style="text-align: center;"> <input type="button" value="Next"/> <input type="button" value="Reset"/> <input type="button" value="Help"/> </p>										
5	<p>Enter the Pay DoDAAC if not populated systemically.</p> <p>Acceptor - Receiving Report</p> <p>Contract >> Pay DoDAAC</p> <hr/> <table border="1" data-bbox="423 653 1214 730"> <thead> <tr> <th>Contractual</th> <th>Contract Number</th> <th>Delivery Order</th> <th>DoDAAC / Ext.</th> <th>Pay Official *</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>DAAB0797DB608</td> <td></td> <td>HQ0015</td> <td><input type="text"/></td> </tr> </tbody> </table> <p>* = Required Fields</p> <p><small>INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time.</small></p>	Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *	Y	DAAB0797DB608		HQ0015	<input type="text"/>
Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *							
Y	DAAB0797DB608		HQ0015	<input type="text"/>							
6	<p>Click the Next button.</p> <hr/> <p style="text-align: center;"> <input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Reset"/> <input type="button" value="Help"/> </p>										
7	<p>The following warning will be displayed identifying that DCMA admin contracts cannot be created by Government Roles.</p> <p>Contract >> Pay DoDAAC >> Document</p> <p><small>WARNING: If this is a DCMA administered contract, you will not be able to create a Receiving Report. If you have any questions, please contact your PCO/ACO.</small></p>										
8	<p>Click the Receiving Report button.</p> <table border="1" data-bbox="415 1304 1239 1367"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Ship To Code / Ext.</th> <th>Pay Official</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td>HQ0015</td> <td>HQ0347</td> </tr> </tbody> </table> <p>Select Document to Create: *</p> <p><input type="radio"/> Receiving Report</p>	Contract Number	Delivery Order	Ship To Code / Ext.	Pay Official	DAAB0797DB608		HQ0015	HQ0347		
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DAAB0797DB608		HQ0015	HQ0347								

Continued on next page

Create a Receiving Report from a Template-Acceptor

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

Step	Action
9	<p>Check the Template box, and add a Shipment Number. (Note: If no shipment number is entered WAWF will display all documents that match the Contract Number and Routing Codes.) Then select the Inspection and Acceptance points and click the Next button.</p> 
10	<p>Select a previous shipment number to be used as a template for the new receiving report.</p> <p>Create New Document</p> <p>Contract >> Pay DoDAAC >> Document >> From Template</p> 

Continued on next page

Create a Receiving Report from a Template-Acceptor

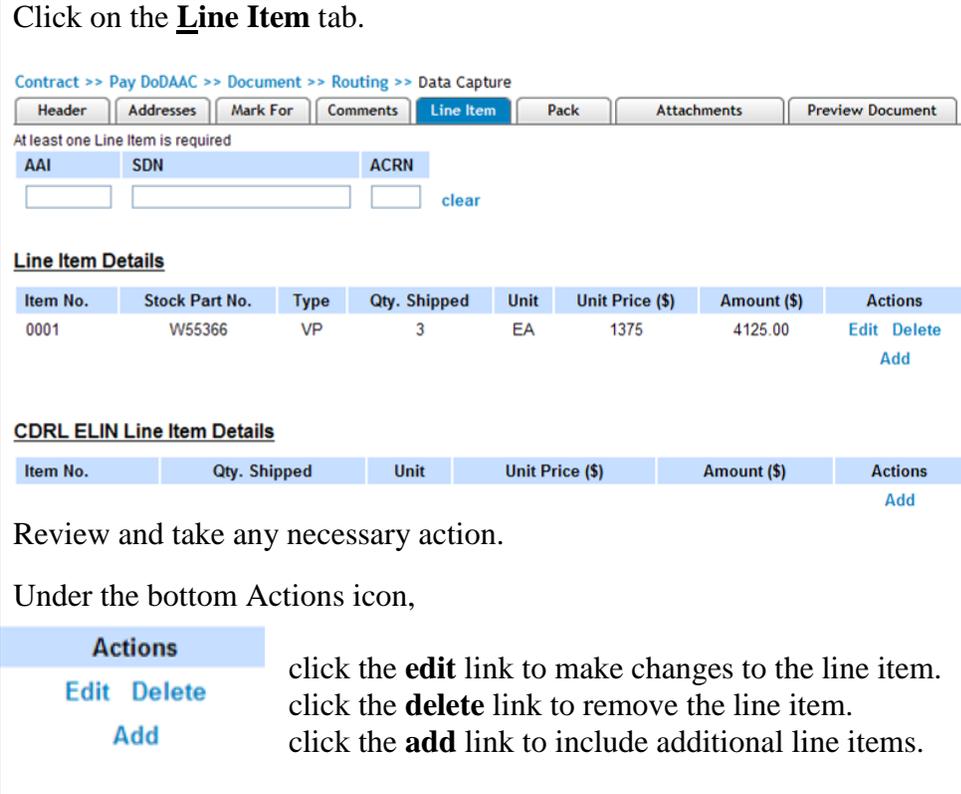
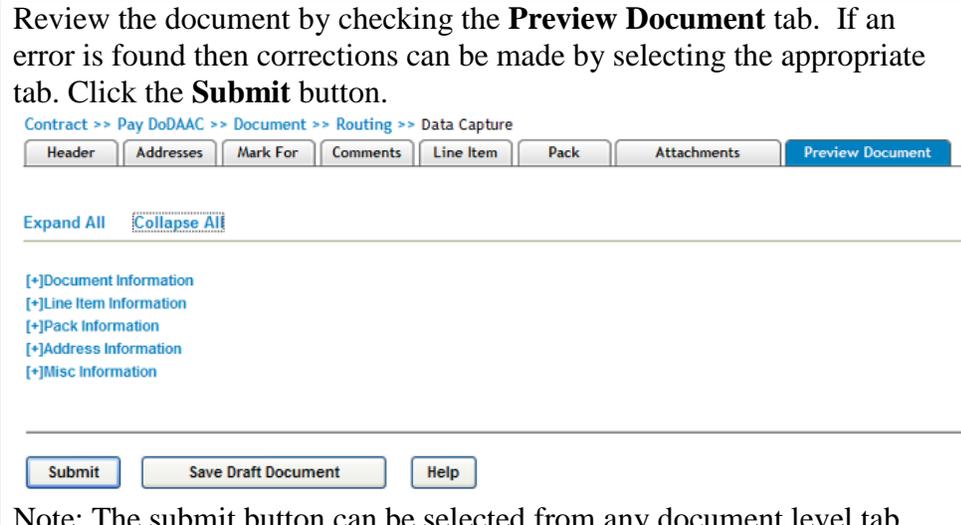
Procedure (continued) The steps below are continued from the previous page.

Step	Action																																																				
11	<p>Make any necessary adjustments to the routing codes. Then click the Next button.</p> <p>Contract >> Pay DoDAAC >> Document >> From Template >> Routing</p> <p>INFO: A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Ship To Code / Ext.</th> <th>Pay DoDAAC</th> <th>Inspection Point</th> <th>Acceptance Point</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td>HQ0015</td> <td>HQ0347</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>Admin DoDAAC *</th> <th>Inspect By DoDAAC / Extension</th> <th>Mark For Code / Extension</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>W150KN</td> <td>W81K7D</td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ship From Code / Extension</th> <th>LPO DoDAAC / Extension</th> <th>Cage Code * / Extension</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td>HQ0313</td> <td>027M9</td> </tr> </tbody> </table> <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 / Ext.	Pay DoDAAC	Inspection Point	Acceptance Point	DAAB0797DB608		HQ0015	HQ0347	D	D	Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension	Mark For Code / Extension	<input type="text"/>	<input type="text"/>	W150KN	W81K7D	<input type="text"/>	Ship From Code / Extension	LPO DoDAAC / Extension	Cage Code * / Extension	<input type="text"/>	HQ0313	027M9																								
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12	<p>Enter the Shipment Number and Shipment Date on the Header tab. All other fields are mandatory and can be entered if included on the contract.</p> <p>Contract >> Pay DoDAAC >> Document >> From Template >> Routing >> Data Capture</p> <p>Header Addresses Mark For Comments Line Item Pack Attachments Preview Document</p> <p>INFO: The data in this document was populated based upon a template and all data from that template was brought onto this new document. Please note that UID (including Embedded UID) data and Pack data are not imported from template. Please ensure that you have updated all applicable data to reflect desired values for this submission.</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>DAAB0797DB608</td> <td></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>Services</th> </tr> </thead> <tbody> <tr> <td>DoD Contract (FAR)</td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Shipment Number **</th> <th>Shipment Date *</th> <th>Final Shipment</th> <th>Estimated</th> <th>Estimated Delivery Date</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td>YYYYMMDD <input type="text"/></td> <td>N</td> <td><input type="text"/></td> <td>YYYYMMDD <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>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> <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>USD</td> <td>1125.00</td> </tr> </tbody> </table>	Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	DAAB0797DB608			D	D	Contract Number Type	Supplies	Services	DoD Contract (FAR)	<input type="radio"/>	<input type="radio"/>	Shipment Number **	Shipment Date *	Final Shipment	Estimated	Estimated Delivery Date	<input type="text"/>	YYYYMMDD <input type="text"/>	N	<input type="text"/>	YYYYMMDD <input type="text"/>	TCN	Gross Weight	FOB	Serial Shipping Container Code	<input type="text"/>	<input type="text"/>	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"/>	<input type="text"/>	<input type="text"/>	First Line Haul Mode	Currency Code	Document Total (\$)	<input type="text"/>	USD	1125.00
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Procedure The steps below are continued from the previous page.
(continued)

Step	Action
13	<p>Click on the Line Item tab.</p>  <p>Review and take any necessary action.</p> <p>Under the bottom Actions icon,</p> <p>click the edit link to make changes to the line item. click the delete link to remove the line item. click the add link to include additional line items.</p>
14	<p>Review the Address, Mark For, Comments, and/or Pack tabs as needed.</p> 
15	<p>Review the document by checking the Preview Document tab. If an error is found then corrections can be made by selecting the appropriate tab. Click the Submit button.</p>  <p>Note: The submit button can be selected from any document level tab.</p>

Continued on next page

Create a Receiving Report from a Template-Acceptor

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

Step	Action								
16	<p data-bbox="402 310 776 342">View the Verification screen.</p> <p data-bbox="402 380 513 411">Success</p> <hr data-bbox="402 422 1352 426"/> <p data-bbox="418 443 1344 474">The Destination Inspection and Acceptance Receiving Report was successfully submitted.</p> <table border="1" data-bbox="410 527 1182 600"> <thead> <tr> <th data-bbox="410 527 605 558">Contract Number</th> <th data-bbox="605 527 781 558">Delivery Order</th> <th data-bbox="781 527 1003 558">Shipment Number</th> <th data-bbox="1003 527 1182 558">Invoice Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="410 569 589 600">DAAB0797DB608</td> <td data-bbox="605 569 781 600"></td> <td data-bbox="781 569 1003 600">RRFT500</td> <td data-bbox="1003 569 1182 600"></td> </tr> </tbody> </table> <p data-bbox="418 663 943 852"> 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: hq-wawf@dfas.mil Email sent to Acceptor: hq-wawf@dfas.mil </p> <p data-bbox="418 877 743 909">Send Additional Email Notifications</p> <p data-bbox="418 936 703 968">Thu Sep 30 07:59:56 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		RRFT500	
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