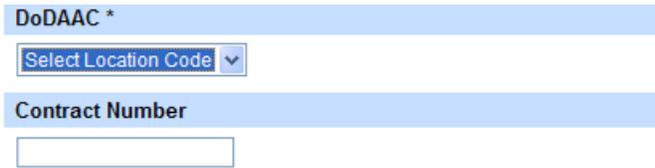
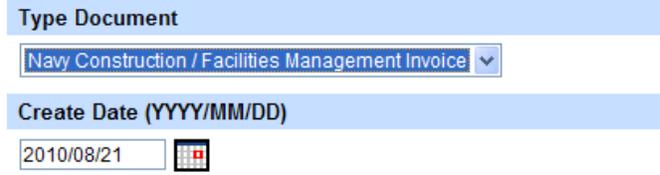


Inspecting a NAVCON document

Overview The Naval Construction/Facilities (NAVCON) document was created to process shore facility construction invoices. NAVCON is limited to the One Pay entitlement system, and the system prohibits creation by any role other than Vendor.

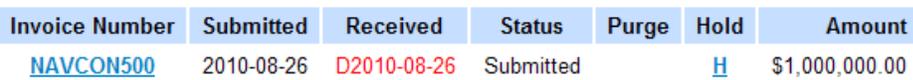
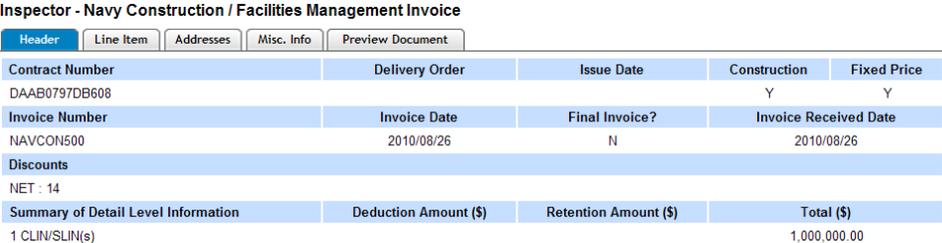
Procedure Follow the steps below to accept a NAVCON document.

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Click the Inspection Folder link.</p> <p>Inspector</p> <ul style="list-style-type: none"> Create Document Inspection Folder History Folder by DoDAAC History Folder by User Hold Folder Recall - Action Required Folder Rejected Transactions Folder Save Documents Folder Pure Edge Folder
3	<p>Select a DoDAAC 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 the Navy Construction/Facilities Management Invoice 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

Inspecting a NAVCON document

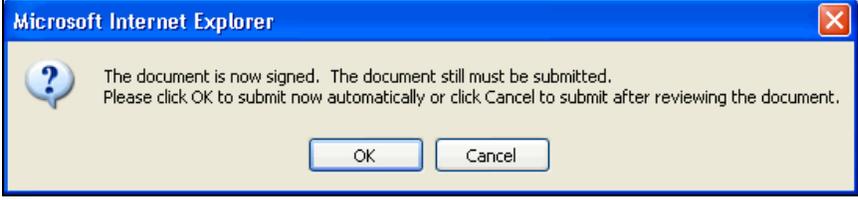
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																												
5	<p>Click the Submit button.</p> 																												
6	<p>Click on the desired Invoice Number to open the document.</p>  <table border="1"> <thead> <tr> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Hold</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>NAVCON500</td> <td>2010-08-26</td> <td>D2010-08-26</td> <td>Submitted</td> <td></td> <td>H</td> <td>\$1,000,000.00</td> </tr> </tbody> </table>	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount	NAVCON500	2010-08-26	D2010-08-26	Submitted		H	\$1,000,000.00														
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NAVCON500	2010-08-26	D2010-08-26	Submitted		H	\$1,000,000.00																							
7	<p>Review the data on the Header tab.</p>  <p>Inspector - Navy Construction / Facilities Management Invoice</p> <p>Header Line Item Addresses Misc. Info Preview Document</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Issue Date</th> <th>Construction</th> <th>Fixed Price</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td></td> <td>Y</td> <td>Y</td> </tr> <tr> <th>Invoice Number</th> <th>Invoice Date</th> <th>Final Invoice?</th> <th colspan="2">Invoice Received Date</th> </tr> <tr> <td>NAVCON500</td> <td>2010/08/26</td> <td>N</td> <td colspan="2">2010/08/26</td> </tr> </tbody> </table> <p>Discounts</p> <p>NET : 14</p> <table border="1"> <thead> <tr> <th>Summary of Detail Level Information</th> <th>Deduction Amount (\$)</th> <th>Retention Amount (\$)</th> <th>Total (\$)</th> </tr> </thead> <tbody> <tr> <td>1 CLIN/SLIN(s)</td> <td></td> <td></td> <td>1,000,000.00</td> </tr> </tbody> </table>	Contract Number	Delivery Order	Issue Date	Construction	Fixed Price	DAAB0797DB608			Y	Y	Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		NAVCON500	2010/08/26	N	2010/08/26		Summary of Detail Level Information	Deduction Amount (\$)	Retention Amount (\$)	Total (\$)	1 CLIN/SLIN(s)			1,000,000.00
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NAVCON500	2010/08/26	N	2010/08/26																										
Summary of Detail Level Information	Deduction Amount (\$)	Retention Amount (\$)	Total (\$)																										
1 CLIN/SLIN(s)			1,000,000.00																										
8	<p>Click the Line Item tab to review the information included on the document.</p>  <p>Inspector - Navy Construction / Facilities Management Invoice</p> <p>Header Line Item Addresses Misc. Info Preview Document</p>																												
9	<p>Click the Header tab and scroll to the bottom of the screen.</p>  <p>Header Line Item Addresses Misc. Info Preview Document</p>																												
10	<p>Check the Recommend Approval box, and change the Inspection Date if not correct.</p>  <p>ACTION BY: W81K7D *</p> <p><input checked="" type="checkbox"/> Recommend Approval</p> <p><input type="checkbox"/> Recommend Reduced Amount</p> <p><input type="checkbox"/> Recommend Rejection</p> <p>Inspection Date: 2010/09/10</p>																												

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Inspecting a NAVCON document

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

Step	Action
11	<p>Enter the Signature Date, and then click the Signature button.</p> 
12	<p>Enter the Password, and then click the Next button.</p> 
13	<p>Review message and click the OK button.</p> 
14	<p>View the verification screen.</p> 