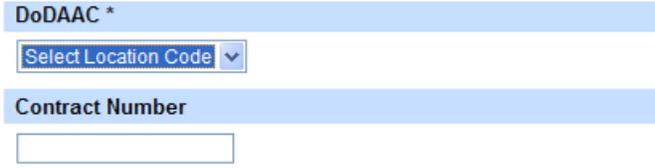
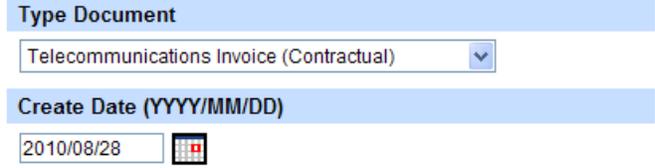


Inspecting a Contractual Telecom Invoice

Overview The Telecommunication (Telecom) Invoice was created to develop a standard means for allowing submission of telephony invoices, by the broadest base population, through WAWF. Telecom invoices may include data such as phone numbers, taxes, text messages, internet usage charges, etc. Telecom Invoices can be contractual or non-contractual.

Procedure Follow the steps below to accept a Contractual Telecom Invoice.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click the Inspection Folder link. Inspector <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	Select a <u>D</u> oDAAC from the DoDAAC drop down menu. Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu. 
4	Select the Telecommunications Invoice (Contractual) from the Type Document drop-down menu.  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.

Continued on next page

Inspecting a Contractual Telecom Invoice

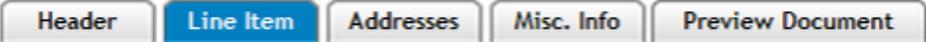
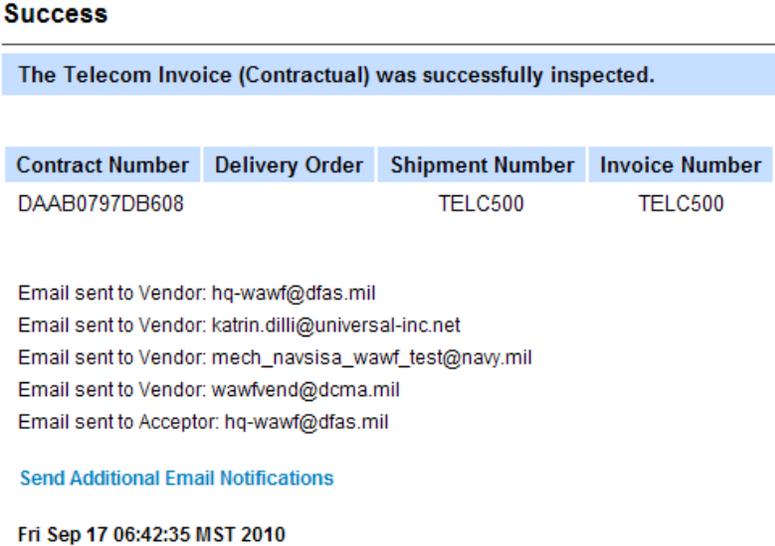
Procedure The steps below are continued from the previous page.
(continued)

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 or Invoice Number to open the document. Both links will direct the user to the same Telecom Invoice.</p> <p>Inspection Folder for 'N00244' (27 items, sorted by Contract Number)</p> <table border="1"> <thead> <tr> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> <th>Purge</th> <th>Hold</th> <th>Invoice Number</th> <th>Submitted</th> </tr> </thead> <tbody> <tr> <td>TELC001</td> <td>2010-06-17</td> <td>2010-04-26</td> <td></td> <td>Submitted</td> <td></td> <td>H</td> <td>TELC001</td> <td>2010-06-17</td> </tr> <tr> <td>TELC002</td> <td>2010-06-17</td> <td>2010-04-26</td> <td></td> <td>Submitted</td> <td></td> <td>H</td> <td>TELC002</td> <td>2010-06-17</td> </tr> <tr> <td>TELC004</td> <td>2010-06-17</td> <td>2010-04-26</td> <td></td> <td>Submitted</td> <td></td> <td>H</td> <td>TELC004</td> <td>2010-06-17</td> </tr> <tr> <td>TELC005</td> <td>2010-06-17</td> <td>2010-04-26</td> <td></td> <td>Submitted</td> <td></td> <td>H</td> <td>TELC005</td> <td>2010-06-17</td> </tr> <tr> <td>TELC007</td> <td>2010-06-17</td> <td>2010-04-26</td> <td></td> <td>Submitted</td> <td></td> <td>H</td> <td>TELC007</td> <td>2010-06-17</td> </tr> </tbody> </table>	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	TELC001	2010-06-17	2010-04-26		Submitted		H	TELC001	2010-06-17	TELC002	2010-06-17	2010-04-26		Submitted		H	TELC002	2010-06-17	TELC004	2010-06-17	2010-04-26		Submitted		H	TELC004	2010-06-17	TELC005	2010-06-17	2010-04-26		Submitted		H	TELC005	2010-06-17	TELC007	2010-06-17	2010-04-26		Submitted		H	TELC007	2010-06-17				
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Inspecting a Contractual Telecom Invoice

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

Step	Action								
10	Review the Addresses and/or. Misc Info tab as needed. 								
11	Click the Header tab and scroll to the bottom of the screen. 								
12	Select the appropriate checkbox, and enter the Inspection Date. Comments must be placed on the Misc. Info tab when the Recommend Reduced Amount or the Recommend Rejection Initiator boxes are checked. 								
13	Click the Submit button. 								
14	View the verification screen.  <p>Success</p> <p>The Telecom Invoice (Contractual) was successfully inspected.</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>TELC500</td> <td>TELC500</td> </tr> </tbody> </table> <p>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 Acceptor: hq-wawf@dfas.mil</p> <p>Send Additional Email Notifications</p> <p>Fri Sep 17 06:42:35 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		TELC500	TELC500
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