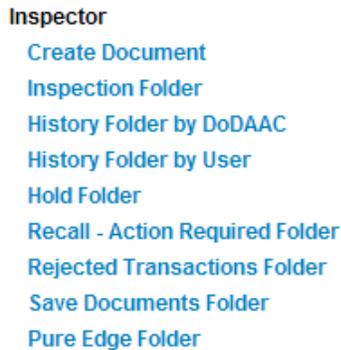
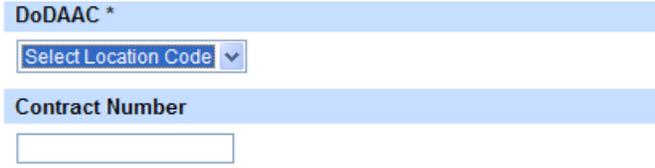
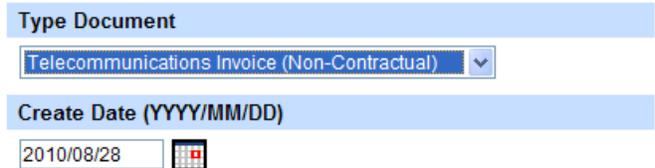


Inspecting a Non-Contractual Telecom Invoice

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 inspect a Non-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. 
3	Select a <u>Do</u> DAAC 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 (Non-Contractual) from the Type Document drop-down menu.  <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 Non-Contractual Telecom Invoice

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 Shipment or Invoice Number to open the document. Both links will direct the user to the same Telecom Invoice.</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> </tr> </thead> <tbody> <tr> <td>1</td> <td>Telecom (Non-Contractual)</td> <td>027M9</td> <td>W5TELE10M027M9001</td> <td></td> <td>TELN500</td> <td>2010-09-02</td> <td>2010-09-02</td> </tr> </tbody> </table> <p><u>Note:</u> See “Description of Columns Heading” section for more information on the Columns.</p>	Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	Shipped	1	Telecom (Non-Contractual)	027M9	W5TELE10M027M9001		TELN500	2010-09-02	2010-09-02																
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1	Telecom (Non-Contractual)	027M9	W5TELE10M027M9001		TELN500	2010-09-02	2010-09-02																										
7	<p>Enter the Qty Approved for each line item.</p> <p>Inspector - Telecom Invoice (Non-Contractual)</p> <p>Telecom Addresses Misc. Info Preview Document</p> <table border="1"> <thead> <tr> <th>Telecom Control Number</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Shipment Number</th> <th>Shipment Date</th> </tr> </thead> <tbody> <tr> <td>W5TELE10M027M9001</td> <td>TELN500</td> <td>2010/09/02</td> <td>TELN500</td> <td>2010/09/02</td> </tr> </tbody> </table> <p>AAI: <input type="text" value="033186"/> Modify AAI Requested Total (\$): 137.97 Approved Total (\$): 137.97</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>AAI</th> <th>Unit</th> <th>Unit Price (\$)</th> <th>Qty. Invoiced</th> <th>Total Price (\$)</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>033186</td> <td>MO</td> <td>45.99</td> <td>3</td> <td>137.97</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>SDN</th> <th>ACRN</th> <th>Fiscal Year Full</th> <th>Qty. Approved *</th> <th>Approved Amount (\$)</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text" value="3"/></td> <td>137.97</td> </tr> </tbody> </table> <p>Description: TELECOM Inv for past 3 months.</p>	Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date	W5TELE10M027M9001	TELN500	2010/09/02	TELN500	2010/09/02	Item No.	AAI	Unit	Unit Price (\$)	Qty. Invoiced	Total Price (\$)	0001	033186	MO	45.99	3	137.97	SDN	ACRN	Fiscal Year Full	Qty. Approved *	Approved Amount (\$)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3"/>	137.97
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8	<p>Review the Addresses and/or. Misc Info tab as needed.</p> <p>Inspector - Telecom Invoice (Non-Contractual)</p> <p>Telecom Addresses Misc. Info Preview Document</p>																																
9	<p>Select the appropriate checkbox, and enter the Inspection Date. Comments must be placed on the Misc. Info tab when Recommend Reduced Amount or the recommend Rejection boxes are checked.</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: <input type="text" value="2010/09/17"/> </p>																																
12	<p>Click the Submit button.</p> 																																

Continued on next page

Inspecting a Non-Contractual Telecom Invoice

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

Step	Action								
13	<p data-bbox="402 310 771 340">View the verification screen.</p> <p data-bbox="412 386 521 415">Success</p> <hr data-bbox="412 428 1240 432"/> <p data-bbox="412 445 1240 478" style="background-color: #e1f5fe; padding: 2px;">The Telecom Invoice (Non-Contractual) was successfully inspected.</p> <table border="1" data-bbox="412 533 1240 604" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="412 533 662 562">Contract Number</th> <th data-bbox="662 533 841 562">Delivery Order</th> <th data-bbox="841 533 1052 562">Shipment Number</th> <th data-bbox="1052 533 1240 562">Invoice Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="412 575 662 604">W5TELE10M027M9001</td> <td data-bbox="662 575 841 604"></td> <td data-bbox="841 575 1052 604">TELN500</td> <td data-bbox="1052 575 1240 604">TELN500</td> </tr> </tbody> </table> <p data-bbox="425 663 945 819"> 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 data-bbox="425 848 743 877">Send Additional Email Notifications</p> <p data-bbox="425 907 698 932">Fri Sep 17 06:47:31 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	W5TELE10M027M9001		TELN500	TELN500
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W5TELE10M027M9001		TELN500	TELN500						