

Rejected Transactions Folder

Overview The Rejected Transactions Folder is where all receiving reports will flow if you created receiving reports and they are rejected. There are three corrective action options to choose from:

- Resubmit
- Change DODAAC, or
- Void.

Under Resubmit you can change any information on the document except contract number, shipment or shipment date.

Rejected Transactions Follow the steps below to access the Rejected Transaction Folder to view the rejected Receiving Reports and determine the next step.

Procedures

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Under Inspector , Click the Rejected Transactions Folder .  Result: Search Criteria screen is displayed.
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.  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.

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

Step	Action																																																																		
4	<p>Click the Submit button.</p> <hr/> <div style="display: flex; justify-content: center; gap: 20px;"> Submit Help </div> <p>Result: Inspection Rejected Transactions Folder is displayed as shown on the next page</p>																																																																		
5	<p>An example of the Inspection Rejected Transactions screen is shown below.</p> <p>Inspection Rejected Transactions Folder for 'S0512A' (5 items, sorted by Contract Number)</p> <table border="1" data-bbox="407 667 1360 814"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Resubmit?</th> <th>Submitted</th> <th>Shipped</th> <th>Change DoDAAC</th> <th>Void</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Receiving Report S/D</td> <td>5JT45</td> <td>1212545632156</td> <td></td> <td>123654</td> <td>2009-12-08</td> <td>2009-12-08</td> <td>Yes</td> <td><input type="checkbox"/></td> <td>\$1.00</td> </tr> <tr> <td>2</td> <td>Reparables RR S/D</td> <td>5JT45</td> <td>125412587587P</td> <td></td> <td>AAAA222</td> <td>2010-02-02</td> <td>2010-02-02</td> <td></td> <td><input type="checkbox"/></td> <td>\$2.00</td> </tr> <tr> <td>3</td> <td>Receiving Report D/D MP</td> <td></td> <td>PCBTW00410124</td> <td>0001</td> <td>TEST111</td> <td>2010-05-04</td> <td>2010-05-04</td> <td></td> <td><input type="checkbox"/></td> <td>\$0.00</td> </tr> <tr> <td>4</td> <td>Receiving Report D/D MP</td> <td></td> <td>PCFU441710260</td> <td>0002</td> <td>SHIP01</td> <td>2010-09-17</td> <td>2010-09-17</td> <td>Yes</td> <td><input type="checkbox"/></td> <td>\$20.00</td> </tr> <tr> <td>5</td> <td>Receiving Report D/D MP</td> <td></td> <td>PCS0512A09280</td> <td>0001</td> <td>MIL01</td> <td>2009-10-07</td> <td>2009-10-07</td> <td>Yes</td> <td><input type="checkbox"/></td> <td>\$0.00</td> </tr> </tbody> </table>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Resubmit?	Submitted	Shipped	Change DoDAAC	Void	Amount	1	Receiving Report S/D	5JT45	1212545632156		123654	2009-12-08	2009-12-08	Yes	<input type="checkbox"/>	\$1.00	2	Reparables RR S/D	5JT45	125412587587P		AAAA222	2010-02-02	2010-02-02		<input type="checkbox"/>	\$2.00	3	Receiving Report D/D MP		PCBTW00410124	0001	TEST111	2010-05-04	2010-05-04		<input type="checkbox"/>	\$0.00	4	Receiving Report D/D MP		PCFU441710260	0002	SHIP01	2010-09-17	2010-09-17	Yes	<input type="checkbox"/>	\$20.00	5	Receiving Report D/D MP		PCS0512A09280	0001	MIL01	2009-10-07	2009-10-07	Yes	<input type="checkbox"/>	\$0.00
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6	<p>Review the Reject Reason field and determine which action needs to be performed. Select one the following actions:</p> <ul style="list-style-type: none"> • Resubmit • Change DoDAAC, or • Void. <table border="1" data-bbox="407 1066 1360 1331"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>resubmitting a document,</td> <td>proceed to step 7 on the next page.</td> </tr> <tr> <td>changing DoDAACs,</td> <td>proceed to step 11 on page 5.</td> </tr> <tr> <td>voiding the document,</td> <td>proceed to the step 17 on page 7.</td> </tr> </tbody> </table>	IF...	THEN...	resubmitting a document,	proceed to step 7 on the next page.	changing DoDAACs,	proceed to step 11 on page 5.	voiding the document,	proceed to the step 17 on page 7.																																																										
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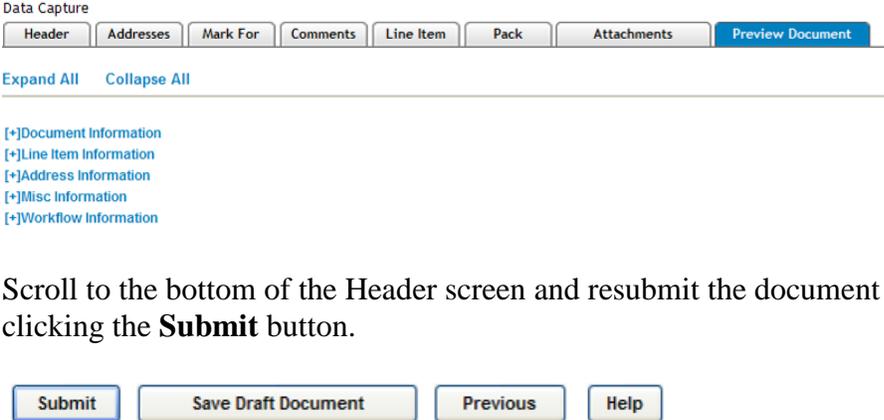
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																																																
7	<p>Identify document to Resubmit and click on the shipment number hyperlink shown in the Resubmit? column.</p> <p>Resubmit? 123654 AAAA222 TEST111 SHIP01 MIL01</p> <p>Result: the Data Capture screen displays.</p>																																																																																																
8	<p>Click on tab(s) requiring correction. Enter or change information as necessary to satisfy the reason for rejection.</p> <p>Data Capture</p> <p>Header Addresses Mark For Comments Line Item Pack Attachments 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>PCS0512A09280</td> <td>0001</td> <td></td> <td>D</td> <td>D</td> </tr> <tr> <th>Contract Number Type</th> <td colspan="2">Supplies</td> <td colspan="2">Service</td> </tr> <tr> <td>Micropurchase</td> <td colspan="2"></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <th>Vendor Identifier *</th> <th>Vendor Transaction Number *</th> <th>Card Issuing Bank Identifier *</th> <th colspan="2">Amount Billed * (\$)</th> </tr> <tr> <td>MILLYVEND</td> <td>0214</td> <td>100809</td> <td colspan="2">200.00</td> </tr> <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> <tr> <td>MIL01</td> <td>2009/10/07</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/> N</td> <td>YYYYMMDD</td> <td></td> </tr> <tr> <th>TCN</th> <th>Gross Weight</th> <th>FOB</th> <th colspan="3">Serial Shipping Container Code</th> </tr> <tr> <td></td> <td></td> <td>S</td> <td colspan="3"></td> </tr> <tr> <th>Transportation Leg</th> <th>Standard Carrier Alpha Code</th> <th colspan="4">Bill of Lading Number</th> </tr> <tr> <td></td> <td></td> <td colspan="4"></td> </tr> <tr> <th>Secondary Transportation Tracking Number</th> <th colspan="5">Secondary Transportation Tracking Type</th> </tr> <tr> <td></td> <td colspan="5"></td> </tr> <tr> <td></td> <td colspan="5"></td> </tr> <tr> <th>First Line Haul Mode</th> <th>Currency Code</th> <th colspan="4">Document Total (\$)</th> </tr> <tr> <td></td> <td>USD</td> <td colspan="4">0.00</td> </tr> </tbody> </table> <p>Note: On a Resubmit you cannot change the contract number, shipment number, or shipment dates.</p>	Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	PCS0512A09280	0001		D	D	Contract Number Type	Supplies		Service		Micropurchase			<input type="radio"/>	<input type="radio"/>	Vendor Identifier *	Vendor Transaction Number *	Card Issuing Bank Identifier *	Amount Billed * (\$)		MILLYVEND	0214	100809	200.00		Shipment Number	Shipment Date	Estimated	Final Shipment	Estimated Delivery Date	Government Document Identifier	MIL01	2009/10/07	<input type="checkbox"/>	<input checked="" type="checkbox"/> N	YYYYMMDD		TCN	Gross Weight	FOB	Serial Shipping Container Code					S				Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number										Secondary Transportation Tracking Number	Secondary Transportation Tracking Type																	First Line Haul Mode	Currency Code	Document Total (\$)					USD	0.00			
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9	<p>Review the form on the Preview Document tab to make sure it is correct.</p> <p>Important! Resubmitted documents will have all attachments removed when recalled. Therefore, attach/re-attach the attachments on the Misc. Info screen, as necessary.</p>  <p>Scroll to the bottom of the Header screen and resubmit the document by clicking the Submit button.</p>								
10	<p>View the verification screen.</p> <p>Success</p> <p>The Destination Inspection and Acceptance Receiving Report was successfully resubmitted.</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>PCS0512A09280</td> <td>0001</td> <td>MIL01</td> <td></td> </tr> </tbody> </table> <p>Email sent to Inspector: hq-wawf@dfas.mil Email sent to Inspector: sueswagg@yahoo.com Email sent to Inspector: wawf_undel@ecedi.nit.disa.mil Email sent to Acceptor: hq-wawf@dfas.mil Email sent to Acceptor: sueswagg@yahoo.com Email sent to Acceptor: wawf_undel@ecedi.nit.disa.mil</p> <p>Send Additional Email Notifications</p> <p>Wed Oct 13 08:23:37 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	PCS0512A09280	0001	MIL01	
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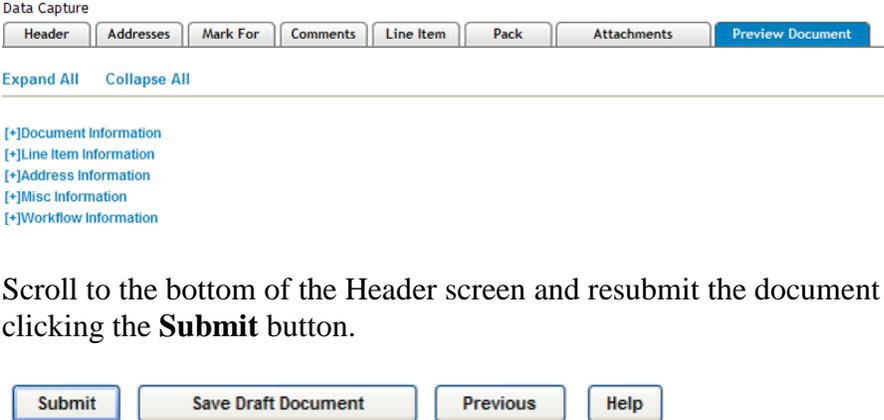
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Step	Action																						
11	<p>Identify the document in which to change the DoDAAC and click Yes in the Change DoDAAC column.</p> <p>Change DoDAAC</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Results: Change Routing Information screen is displayed.</p>																						
12	<p>Change or add DoDAAC routing information in the applicable field(s).</p> <p>Inspector - Receiving Report</p> <p>Routing</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Inspect By DoDAAC / Ext.</th> <th>Inspection Point</th> <th>Acceptance Point</th> <th>Issue Date</th> <th>Shipment No.</th> <th>Shipment Date</th> </tr> </thead> <tbody> <tr> <td>1212545632156</td> <td></td> <td>S0512A</td> <td>S</td> <td>D</td> <td></td> <td>123654</td> <td>2009/12/08</td> </tr> </tbody> </table> <p>Issue By DoDAAC Admin DoDAAC * Mark For Code / Extension</p> <p>SL5001 SL5001 <input type="text"/></p> <p>Ship To Code * / Extension Ship From Code / Extension Cage Code * / Extension Pay Official *</p> <p>SL5001 <input type="text"/> <input type="text"/> 5JT45 <input type="text"/> SL4701</p>	Contract Number	Delivery Order	Inspect By DoDAAC / Ext.	Inspection Point	Acceptance Point	Issue Date	Shipment No.	Shipment Date	1212545632156		S0512A	S	D		123654	2009/12/08						
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13	<p>Click the Next button.</p> <p>Next Previous Reset Help</p> <p>Result: Data Capture screen is displayed.</p>																						
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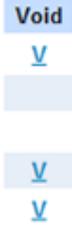
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16	<p>View verification screen.</p> <p>Success</p> <p>The Destination Inspection and Acceptance Receiving Report was successfully resubmitted.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>PCS0512A09280</td> <td>0001</td> <td>MIL01</td> <td></td> </tr> </tbody> </table> <p>Email sent to Inspector: hq-wawf@dfas.mil Email sent to Inspector: sueswagg@yahoo.com Email sent to Inspector: wawf_undel@ecedi.nit.disa.mil Email sent to Acceptor: hq-wawf@dfas.mil Email sent to Acceptor: sueswagg@yahoo.com Email sent to Acceptor: wawf_undel@ecedi.nit.disa.mil</p> <p>Send Additional Email Notifications</p> <p>Wed Oct 13 08:23:37 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	PCS0512A09280	0001	MIL01	
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Rejected Transactions Folder

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

Step	Action								
17	Identify a document to Void and click the V in the Void column. 								
18	Read the warning message. Inspector - Receiving Report WARNING: You are about to void this Receiving Report. Please click Void to permanently VOID this document.								
19	Review the document then click the Void button. Inspector - Receiving Report WARNING: You are about to void this Receiving Report. Please click Void to permanently VOID this document. Expand All Collapse All [+]Document Information [+]Line Item Information [+]Address Information [+]Misc Information [+]Workflow Information <input type="button" value="Void"/> <input type="button" value="Previous"/> <input type="button" value="Help"/>								
3	View the verification screen. Success <div style="border: 1px solid black; background-color: #e0f0ff; padding: 5px;"> The Source Inspection and Destination Acceptance Receiving Report was successfully Voided. </div> <table border="1" data-bbox="402 1390 1128 1459"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>1212545632156</td> <td></td> <td>123654</td> <td></td> </tr> </tbody> </table> Wed Oct 13 10:54:17 MST 2010 Result: The status of the document is now Voided.	Contract Number	Delivery Order	Shipment Number	Invoice Number	1212545632156		123654	
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