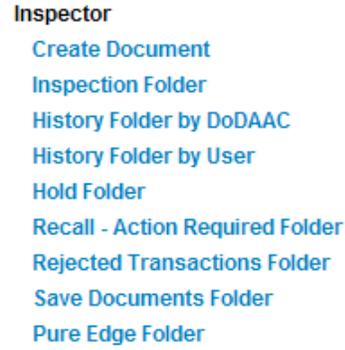
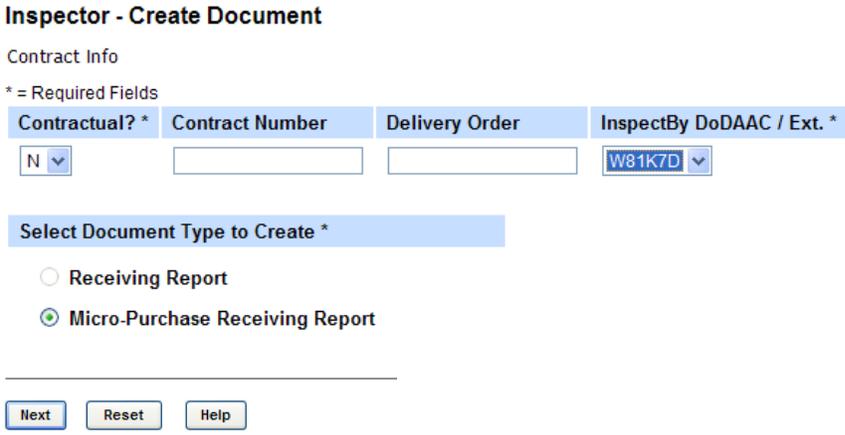


# Create a Purchase Card Receiving Report- Inspector

**Overview** Payments made on a government purchase card can be submitted through WAWF just like any other Receiving Report with a couple of exceptions. The Pay office for purchase card receiving reports must be “CRCARD” and the bank information must be included on the header tab.

**Procedure** Follow the steps below to create a Purchase Card Receiving Report in WAWF.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click on the <b>Create Document</b> link. 
3	Select <b>N</b> in the <i>Contractual?</i> drop-down menu, and select the <b>InspectBy DoDAAC</b> . Then click the <b>Next</b> button. 

*Continued on next page*

# Create a Purchase Card Receiving Report- Inspector

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

Step	Action																														
4	<p>Enter the Ship To Code, and select the Inspection and Acceptance points. Then click the <b>Next</b> button.</p> <p><b>Inspector - Micro-Purchase Receiving Report</b></p> <p>Document Flow Info</p> <p>* = Required Fields</p> <p><b>Pay Official *</b> <b>InspectBy DoDAAC / Extension *</b></p> <p>CRCARD W81K7D</p> <p><b>Ship To Code / Extension *</b></p> <p>HQ0015</p> <p><b>Select Receiving Report Flow *</b></p> <p>Inspection: <input type="text" value="Destination"/> Acceptance: <input type="text" value="Destination"/></p> <p><input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Reset"/> <input type="button" value="Help"/></p>																														
5	<p>Enter the Routing Information available on the routing screen. Then click the <b>Next</b> button.</p> <p><b>Inspector - Micro-Purchase Receiving Report</b></p> <p>Document Flow Info &gt;&gt; Routing</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>InspectBy DoDAAC / Extension</th> <th>Pay DoDAAC</th> <th>Inspection Point</th> <th>Acceptance Point</th> </tr> </thead> <tbody> <tr> <td>PCHQ001510252</td> <td>0001</td> <td>W81K7D</td> <td>CRCARD</td> <td>D</td> <td>D</td> </tr> </tbody> </table> <p><b>Issue Date</b> <b>Issue By DoDAAC *</b> <b>Mark For Code / Extension</b></p> <p><input type="text"/> <input type="text" value="S0512A"/> <input type="text"/></p> <p><b>Ship To Code / Extension</b> <b>Ship From Code / Extension</b> <b>Cage Code / Extension</b></p> <p>HQ0015 <input type="text"/> <input type="text"/> <input type="text"/></p> <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	InspectBy DoDAAC / Extension	Pay DoDAAC	Inspection Point	Acceptance Point	PCHQ001510252	0001	W81K7D	CRCARD	D	D																		
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PCHQ001510252	0001	W81K7D	CRCARD	D	D																										
6	<p>Enter the required fields on the Header tab. Optional fields should be entered if known.</p> <p><b>Inspector - Micro-Purchase Receiving Report</b></p> <p>Document Flow Info &gt;&gt; Routing &gt;&gt; Data Capture</p> <p><b>Header</b> <input type="button" value="Addresses"/> <input type="button" value="Mark For"/> <input type="button" value="Comments"/> <input type="button" value="Line Item"/> <input type="button" value="Pack"/> <input type="button" value="Attachments"/> <input type="button" value="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>PCHQ001510252</td> <td>0001</td> <td></td> <td>D</td> <td>D</td> </tr> </tbody> </table> <p><b>Contract Number Type</b> <b>Supplies</b> <b>Service</b></p> <p>Micropurchase <input checked="" type="radio"/> <input type="radio"/></p> <table border="1"> <thead> <tr> <th>Vendor Identifier *</th> <th>Vendor Transaction Number *</th> <th>Card Issuing Bank Identifier *</th> <th>Amount Billed * (\$)</th> </tr> </thead> <tbody> <tr> <td>VID500</td> <td>VTN500</td> <td>855469</td> <td>54,300</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> <th>Government Document Identifier</th> </tr> </thead> <tbody> <tr> <td>CRCARD500</td> <td>2010/09/09</td> <td>N</td> <td><input type="text"/></td> <td>YYYY/MM/DD</td> <td><input type="text"/></td> </tr> </tbody> </table>	Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	PCHQ001510252	0001		D	D	Vendor Identifier *	Vendor Transaction Number *	Card Issuing Bank Identifier *	Amount Billed * (\$)	VID500	VTN500	855469	54,300	Shipment Number **	Shipment Date *	Final Shipment	Estimated	Estimated Delivery Date	Government Document Identifier	CRCARD500	2010/09/09	N	<input type="text"/>	YYYY/MM/DD	<input type="text"/>
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# Create a Purchase Card Receiving Report- Inspector

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

Step	Action																		
7	<p>Select the <b>Line Item</b> tab.</p> <p><b>Inspector - Micro-Purchase Receiving Report</b></p> <p><a href="#">Document Flow Info</a>&gt;&gt; <a href="#">Routing</a> &gt;&gt; Data Capture</p> <p>Header   Addresses   Mark For   Comments   <b>Line Item</b>   Pack   Attachments   Preview Document</p>																		
8	<p>Click the <b>Add</b> link under the <i>Actions</i> header.</p> <p><b>Inspector - Micro-Purchase Receiving Report</b></p> <p><a href="#">Document Flow Info</a>&gt;&gt; <a href="#">Routing</a> &gt;&gt; Data Capture</p> <p>Header   Addresses   Mark For   Comments   <b>Line Item</b>   Pack   Attachments   Preview Document</p> <p>At least one Line Item is required</p> <p><b>Line Item Details</b></p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>Type</th> <th>Qty. Shipped</th> <th>Unit</th> <th>Unit Price (\$)</th> <th>Amount (\$)</th> <th>UID</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">Add</a></td> </tr> </tbody> </table>	Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions									<a href="#">Add</a>
Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions											
								<a href="#">Add</a>											
9	<p>Enter the <b>Line Item</b> information. The required fields are <b>Quantity Shipped, Unit, and Description.</b></p> <p><b>Inspector - Micro-Purchase Receiving Report</b></p> <p><b>CLIN/SLIN/ELIN</b>   UID   MILSTRIP</p> <p>* = Required Fields</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>Type</th> <th>Qty. Shipped *</th> <th>Unit *</th> <th>NSP</th> <th>Unit Price (\$)</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td></td> <td></td> <td>1</td> <td>LS</td> <td><input type="checkbox"/></td> <td></td> <td>0.00</td> </tr> </tbody> </table> <p>Multiple Box Pack Indicator: <b>N</b>   GFE?: <b>N</b>   Advice Code: <input type="text"/></p> <p>Description *</p> <p>WAWF 5.0.0 CRCARD for INS</p>	Item No.	Stock Part No.	Type	Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)	0001			1	LS	<input type="checkbox"/>		0.00		
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0001			1	LS	<input type="checkbox"/>		0.00												
10	<p>CLIN/SLIN/ELIN tab is the only tab that is required on this screen. The other tabs are optional in WAWF but if required per contract see the section on Description of TABS</p> <p><b>CLIN/SLIN/ELIN</b>   UID   MILSTRIP</p>																		
11	<p>When all information has been entered select the <b>Save Clin/Slin/Elin</b> button.</p> <p>Save Clin/Slin/Elin   Save Draft Document   Previous   Help</p>																		

Continued on next page

# Create a Purchase Card Receiving Report- Inspector

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

Step	Action								
12	<p>Add additional Line Item Numbers if necessary, by repeating above steps. (Up to 250 clins per invoice).</p> <p>Note1: The <a href="#">Edit</a> link can be clicked to edit your previously entered line item number.</p> <p>Note 2: The <a href="#">Delete</a> link can be clicked to delete your previously entered line item number.</p>								
13	<p>The <b>Pack</b> tab is optional. The <b>Pack</b> tab is only used to document RFID packaging information as required. For additional information regarding RFID, follow this link <a href="http://www.acq.osd.mil/log/rfid/index.htm">http://www.acq.osd.mil/log/rfid/index.htm</a></p> <p>To learn how to construct the Pack, copy and paste the web address below into your web browser. See <i>“Creating Pack Data (RFID)”</i></p> <p><a href="http://www.wawftraining.com/courses/_content_package/content_files/menuTree.html">http://www.wawftraining.com/courses/_content_package/content_files/menuTree.html</a></p>								
14	<p>Click the <b>Submit</b> button at the bottom of the screen.</p> 								
15	<p>View the successful submission system message screen.</p> <p><b>Success</b></p> <p>The Destination Inspection and Acceptance Receiving Report was successfully submitted.</p> <table border="1" data-bbox="418 1297 1190 1367"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>PCHQ001510252</td> <td>0001</td> <td>CRCARD500</td> <td></td> </tr> </tbody> </table> <p>Email sent to Inspector: <a href="mailto:hq-wawf@dfas.mil">hq-wawf@dfas.mil</a>            Email sent to Acceptor: <a href="mailto:hq-wawf@dfas.mil">hq-wawf@dfas.mil</a></p> <p><a href="#">Send Additional Email Notifications</a></p> <p>Thu Sep 09 12:13:15 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	PCHQ001510252	0001	CRCARD500	
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