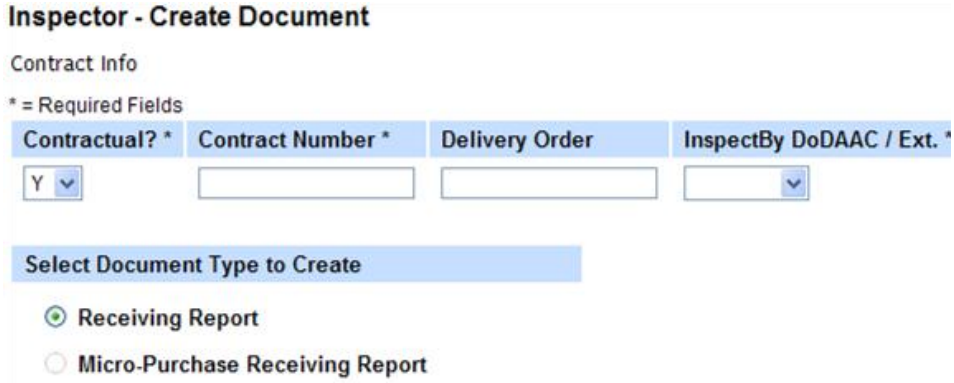
Create a Receiving Report-Inspector

Overview In some cases you may need to create the Receiving Report.

Before creating a Receiving Report we recommend checking to see if the vendor has an active account in WAWF.

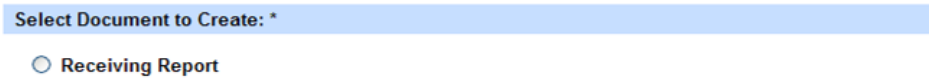
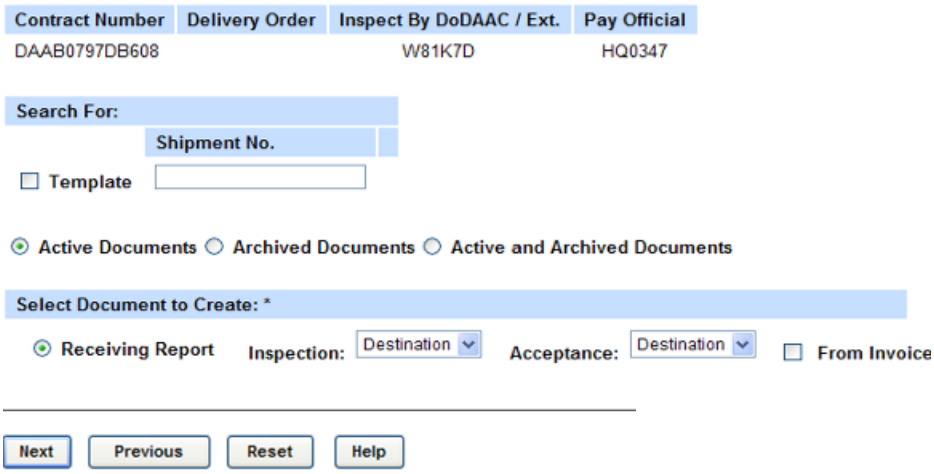
Create Procedure Follow the steps below to begin creating a Receiving Report.

Step	Action
1	After Logon, click on the Government link at the top of the screen.
2	Click the **Create Document** link.
3	Enter the **Contract Number,** and **InspectBy DoDAAC.**  Result: Create New Document screen appears.

Continued on next page

Create a Receiving Report-Inspector

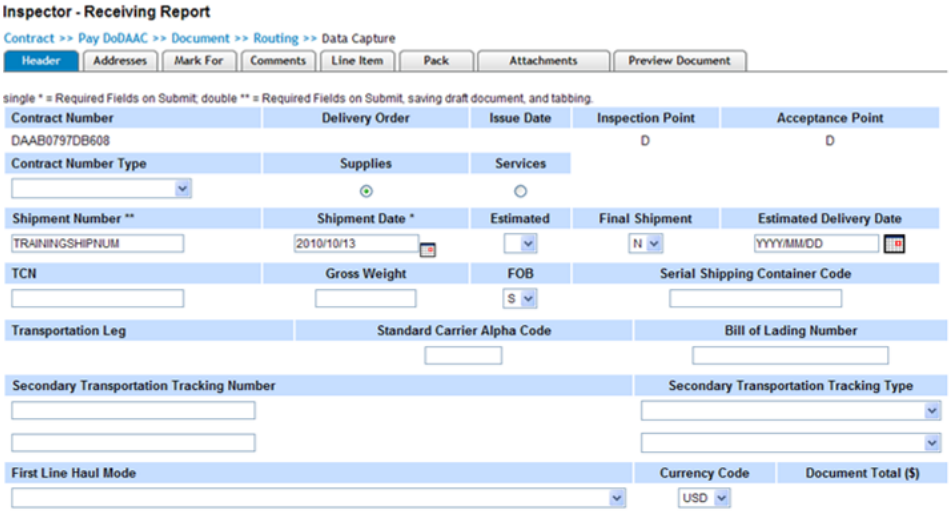
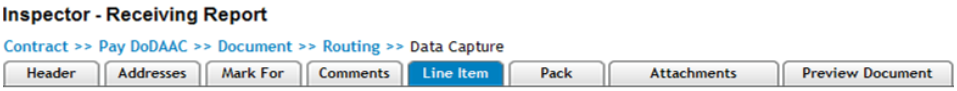
Procedure (continued) The steps below are continued from the previous page.

Step	Action
4	Click the **Next** button.
5	Enter the Pay DoDAAC if not populated systemically. Then click the **Next** button.
6	Click the **Receiving Report** button. 
7	Click **Inspection** and **Acceptance** points. Then click the **Next** button.  Note: • Click the Template box and enter Shipment No. if creating the receiving report from a previous document. (See instructions for Creating a Receiving Report from a Template) • Check the From Invoice box if the receiving report is to be matched to a specific previously submitted invoice. (See instructions for Create a Receiving Report from an Invoice)

Continued on next page

Create a Receiving Report-Inspector

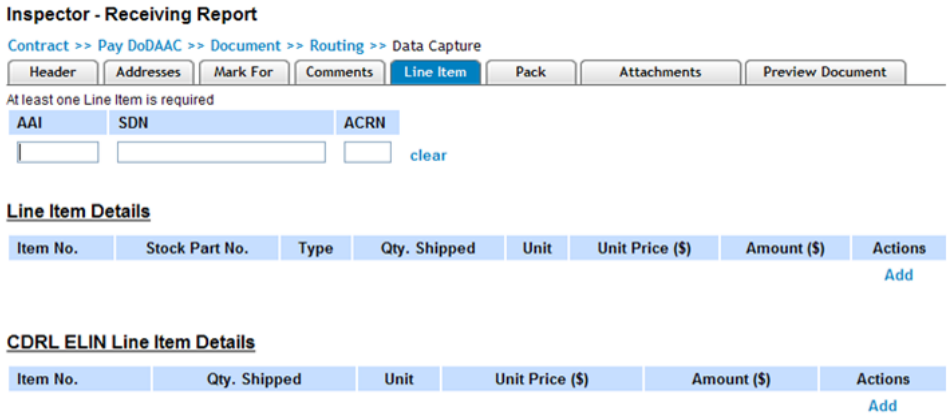
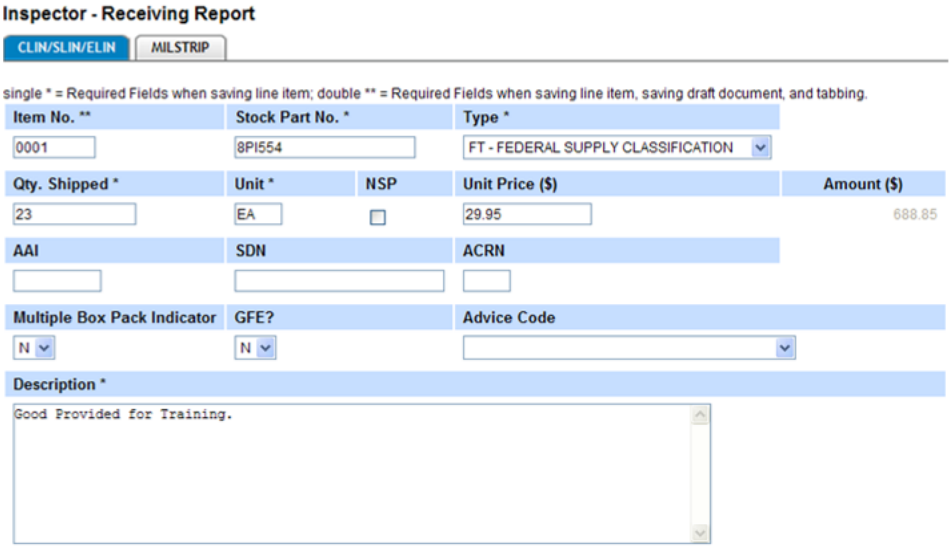
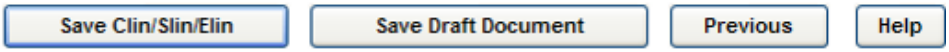
Procedure (continued) The steps below are continued from the previous page.

Step	Action
8	Enter the **Admin DoDAAC, Ship To Code**, and **CAGE Code**. All other fields are optional.
9	Click the **Next** button. Result: Header Tab screen appears
10	Enter the **Shipment Number**, and **Shipment Date.** All other fields are optional on the header tab. 
11	Click the **Line Item** tab. 

Continued on next page

Create a Receiving Report-Inspector

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

Step	Action
12	Click the A**dd** link under the **Actions** section to add line item data. 
13	Complete Required Fields on the Line Item.  <u>Note</u>: See instructions for Description of Receiving Report Line Item Details.
14	Click on **<u>S</u>ave Clin/Slin**. 

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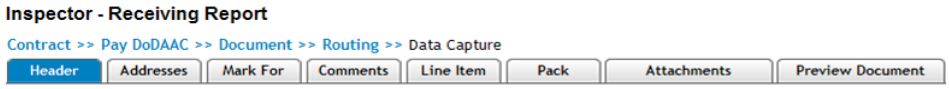
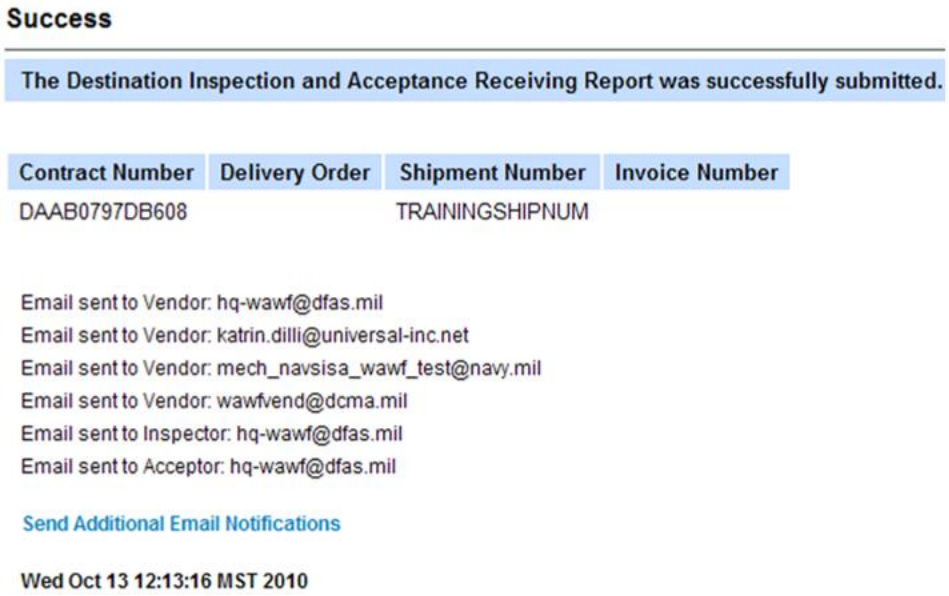
Create a Receiving Report-Inspector

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

Step	Action
15	Review the **Address**, **Mark For**, **Comments**, **Pack** and/or **Attachments** tabs as needed. 
16	Review the document on the **Preview Document** tab and click the **Submit** button.
17	View the verification screen.