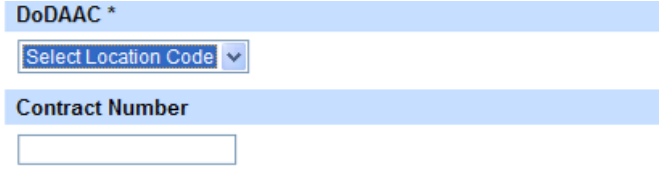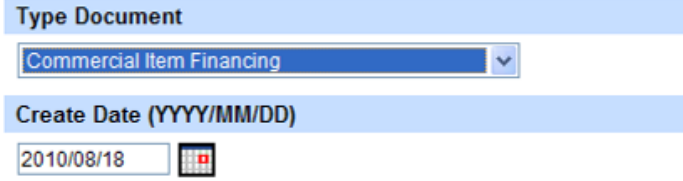# Accepting a Commercial Item Financing Request

**Overview**  The Federal Acquisition Streamlining Act of 1994 included new provisions for the acquisition of commercial items as well as new provisions for the financing of commercial item purchases.
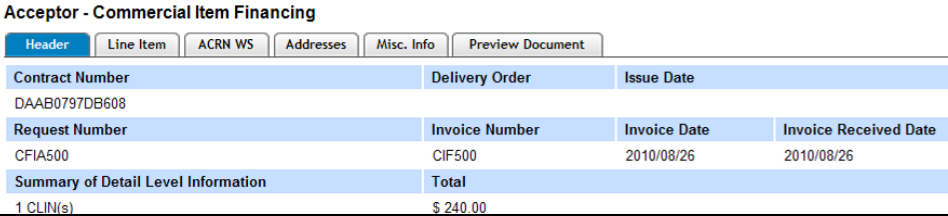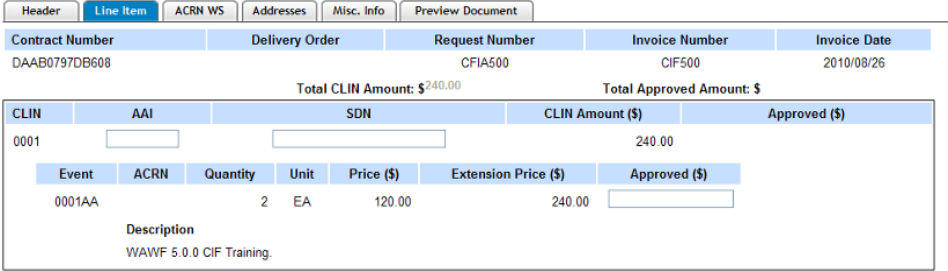
**Procedure**  Follow the steps below to accept a Commercial Item Financing Request.

| Step | Action |
|------|--------|
| 1 | After Logon, click on the Government link at the top of the screen.<br><br>**Wide Area Workflow 5.0.0**<br>User   Administration Console   Government   Property Transfer   Documentation   Lookup   Logout |
| 2 | Click the **Acceptance Folder** link.<br><br>Acceptor<br>   Create Document<br>   Acceptance Folder<br>   History Folder by DoDAAC<br>   History Folder by User<br>   Hold Folder<br>   Recall - Action Required Folder<br>   Rejected Transactions Folder |
| 3 | Select a DoDAAC from the **DoDAAC** drop down menu.<br><br>**Important!**  The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.<br><br>DoDAAC *<br>Select Location Code<br>Contract Number |
| 4 | Select the Commercial Item Financing from the Type Document drop-down menu.<br><br>Type Document<br>Commercial Item Financing<br>Create Date (YYYY/MM/DD)<br>2010/08/18<br><br>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.<br><br>Note: See "Searching for Active, Archived, Or Contract Review" section for more information on using the search screen. |

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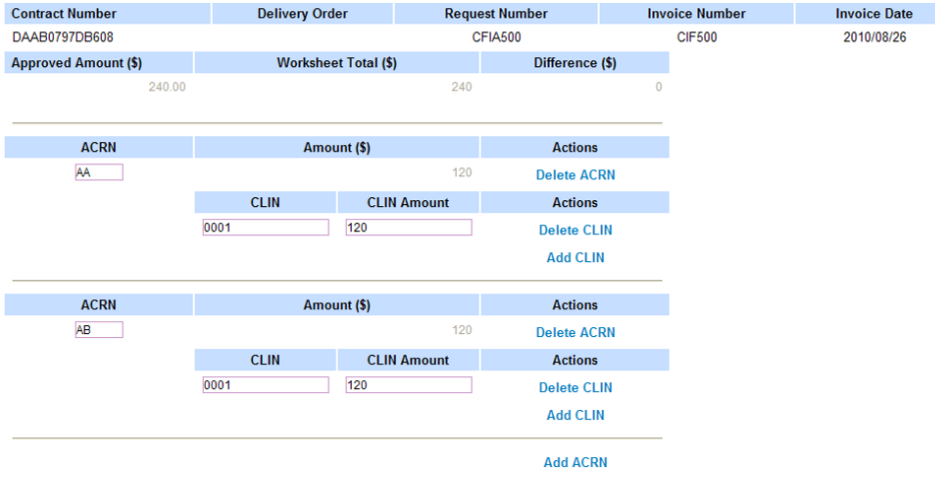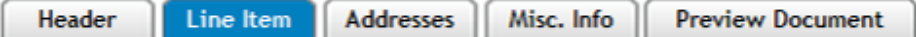
# Accepting a Commercial Item Financing Request

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

| Step | Action |
|------|--------|
| 5 | Click the **Submit** button.<br><br>Submit     Help |
| 6 | Click on the desired invoice number to open the document.<br><br>| Status | Purge | Hold | Invoice Number | Submitted | Received | Status | Purge | Hold | Amount |<br>\|---\|---\|---\|---\|---\|---\|---\|---\|---\|---\|<br>\| \| \| \| CFIA500 \| 2010-08-26 \| D2010-08-26 \| Inspected \| \| H \| $240.00 \|<br><br>Note: See "Description of Columns Heading" section for more information of the Columns. |
| 7 | Review the data on the **Header** tab.<br><br>Acceptor - Commercial Item Financing<br>Tabs: Header \| Line Item \| ACRN WS \| Addresses \| Misc. Info \| Preview Document<br><br>Contract Number: DAAB0797DB608<br>Delivery Order:    Issue Date:<br>Request Number: CFIA500   Invoice Number: CIF500   Invoice Date: 2010/08/26   Invoice Received Date: 2010/08/26<br>Summary of Detail Level Information: 1 CLIN(s)   Total: $ 240.00 |
| 8 | Click the **Line Item** tab and review the data.<br><br>Tabs: Header \| Line Item \| ACRN WS \| Addresses \| Misc. Info \| Preview Document<br><br>Contract Number: DAAB0797DB608   Delivery Order:   Request Number: CFIA500   Invoice Number: CIF500   Invoice Date: 2010/08/26<br>Total CLIN Amount: $240.00    Total Approved Amount: $<br><br>\| CLIN \| AAI \| SDN \| CLIN Amount ($) \| Approved ($) \|<br>\| 0001 \| \| \| 240.00 \| \|<br><br>\| Event \| ACRN \| Quantity \| Unit \| Price ($) \| Extension Price ($) \| Approved ($) \|<br>\| 0001AA \| \| 2 \| EA \| 120.00 \| 240.00 \| \|<br>Description: WAWF 5.0.0 CIF Training. |
| 9 | Verify the Line Item tab CLIN and Event data against the contract for each item.<br>Type the approved amount for payment for each **Event** field<br><br>\| CLIN \| AAI \| SDN \| CLIN Amount ($) \| Approved ($) \|<br>\| 0001 \| \| \| 240.00 \| \|<br><br>\| Event \| ACRN \| Quantity \| Unit \| Price ($) \| Extension Price ($) \| Approved ($) \|<br>\| 0001AA \| \| 2 \| EA \| 120.00 \| 240.00 \| 240.00 \|<br>Description: WAWF 5.0.0 CIF Training. |
| 10 | Click on the **ACRN WS** tab.<br><br>Acceptor - Commercial Item Financing<br>Tabs: Header \| Line Item \| ACRN WS \| Addresses \| Misc. Info \| Preview Document |
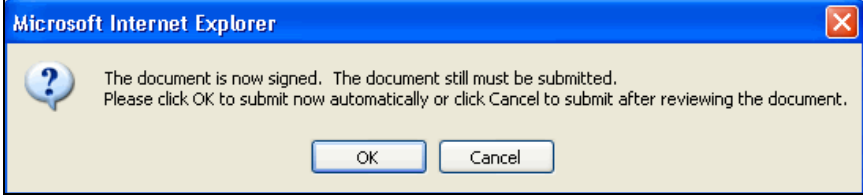
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# Accepting a Commercial Item Financing Request

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

| Step | Action |
|------|--------|
| 11 | Verify the entries on the ACRN Worksheet.<br>• The acceptor may need to modify or add ACRNs or CLINs.<br>• This can be done by using several links identified with each ACRN/CLIN.<br> |
| 12 | Review the **Addresses** and/or. **Misc Info** tab as needed.<br> |
| 13 | Click the **Header** tab and scroll to the bottom of the screen.<br> |
| 14 | Click the checkbox that applies, and enter the Approved Amount. (This applies when the **Approve for Lesser Amount** box is checked.)<br> |
| 15 | Enter the **Signature Date**, and then click the **Signature** button.<br> |

# Accepting a Commercial Item Financing Request

Procedure
(continued)

The steps below are continued from the previous page.

| Step | Action |
|------|--------|
| 16 | Enter the **Password**, and then click the **Next** button.<br><br>**WAWF Password Confirmation**<br><br>User ID    DFASgovt<br>Password *    ••••••••<br><br>[Next] [Previous] [Help] |
| 17 | View message box and click OK.<br><br>**Microsoft Internet Explorer**<br><br>? The document is now signed. The document still must be submitted.<br>Please click OK to submit now automatically or click Cancel to submit after reviewing the document.<br><br>[OK] [Cancel] |
| 18 | View the verification screen.<br><br>**Success**<br><br>The Commercial Item Financing was successfully accepted.<br><br>| Contract Number | Delivery Order | Request Number | Invoice Number |<br>| DAAB0797DB608 | | CFIA500 | CIF500 |<br><br>Email sent to Vendor: hq-wawf@dfas.mil<br>Email sent to Vendor: katrin.dilli@universal-inc.net<br>Email sent to Vendor: mech_navsisa_wawf_test@navy.mil<br>Email sent to Vendor: wawfvend@dcma.mil<br>Email sent to Local Processing Office: hq-wawf@dfas.mil<br><br>Send Additional Email Notifications<br><br>Fri Sep 17 07:12:37 MST 2010 |