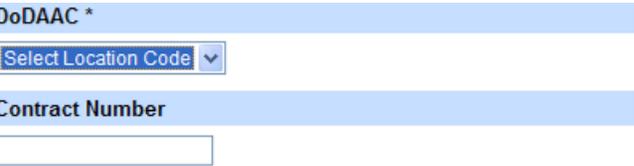# Accepting a Construction Payment Invoice

Overview   This guide will explain how to perform acceptance on a Construction Payment invoice from a contract for construction. The contract may contain the Clauses FAR 52.232-5 or 52.232-10.
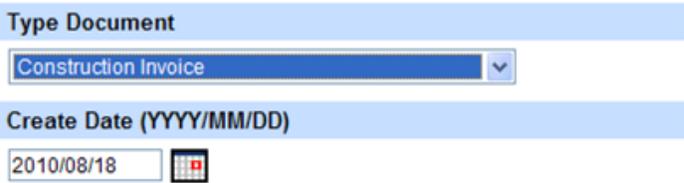
Procedure   Follow the steps below to accept a Construction Payment Invoice.

Step	Action
1	After Logon, click on the Government link at the top of the screen. **Wide Area Workflow 5.0.0** User Administration Console Government Property Transfer Documentation Lookup Logout
2	Click the **Acceptance Folder** link. Acceptor Create Document Acceptance Folder History Folder by DoDAAC History Folder by User Hold Folder Recall - Action Required Folder Rejected Transactions Folder
3	Select a DoDAAC from the **DoDAAC** drop down menu. **Important!** The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu. DoDAAC * Select Location Code Contract Number

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

Step	Action
4	Select the Construction Invoice from the Type Document drop-down menu. **Type Document** Construction Invoice **Create Date (YYYY/MM/DD)** 2010/08/18 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. Note: See "Searching for Active, Archived, Or Contract Review" section for more information on using the search screen.
5	Click the **Submit** button. Submit Help
6	Click on the desired **Shipment Number** to open the document. Acceptance Folder for 'HQ0015' (1 items, sorted by Contract Number) | Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Shipment Number	Submitted	Shipped
---	---	---	---	---	---	---	---
1	Construction Invoice	027M9	DAAB0797DB608		CONST500	2010-09-09	2010-09-09	 Note: See "Description of Columns Heading" section for more information of the Columns.
7	Review the data on the **Header** tab. Acceptor - Construction Payment Invoice Header | Line Item | Addresses | Misc. Info **Contract Number**: DAAB0797DB608 **Delivery Order** **Issue Date** **Invoice Number**: CONST500 **Invoice Date**: 2010/09/09 **Final Invoice?**: N **Invoice Received Date**: 2010/09/09 **Discounts**: NET : 14 **Summary of Detail Level Information** **Total** 1 CLIN/SLIN(s) $ 134,500.00 0 Miscellaneous Amount(s) $ 0.00 Document Total: $ 134,500.00 **Shipment Number**: CONST500 **Shipment Date**: 2010/09/09 **Final Shipment**

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

Step	Action
8	Click the **Line Item** tab and review the data. Enter ACRN and/or SDN data if required. **Acceptor - Construction Payment Invoice** Header · Line Item · Addresses · Misc. Info · Preview Document 	Contract Number	Delivery Order	Invoice Number	Invoice Date	Shipment Number	Shipment Date
DAAB0797DB608		CONST500	2010/09/09	CONST500	2010/09/09 | Total: 134500.00 Government Total: 134500 | Item No.	Stock Part No.	Type	Qty. Provided	Unit	Unit Price ($)	Amount ($)
0001	1563224	SV	1	LS	134,500	134,500.00 | | SDN	ACRN	Qty. Inspected	Qty. Accepted *	Government Amount
		1		134500	 **Description** WAWF 5.0.0 Const Training. **Milstrip No.** 124YRR5532DV188 **Milstrip Qty.** 1
9	Click in the Qty. Accepted field for each CLIN (Item No.) and enter the Qty of accepted goods/services. • The Qty. you are accepting may be less than the quantity shipped. • The Line Item Amount will be adjusted on the Line item page and on the Header page. 	ACRN	Qty. Inspected	Qty. Accepted *
	1	1	
10	Review the **Addresses** and/or. **Misc Info** tab as needed. Header · Line Item · Addresses · Misc. Info · Preview Document
11	Click the **Header** tab and scroll to the bottom of the screen. Header · Line Item · Addresses · Misc. Info · Preview Document
12	Click the checkbox that applies, and enter **Acceptance Date** (the date you are accepting goods/services). **ACTION BY: HQ0015 *** ☑ Accepted **Acceptance Date** ☐ Reject to Initiator 2010/09/17

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Accepting a Construction Payment Invoice

Procedure
(continued)

The steps below are continued from the previous page.

Step	Action
13	Enter the **Signature** <u>**Date**</u>, and then click the **Signature** button. I certify that the services have been received and were accepted. Signature Date 2010/09/17 Signature Signature Of Authorized Government Representative
14	Enter the **Password**, and then click the **Next** button. **WAWF Password Confirmation** User ID — DFASgovt Password * — •••••••• Next — Previous — Help
15	Review the system message and click **OK**. Microsoft Internet Explorer ? The document is now signed. The document still must be submitted. Please click OK to submit now automatically or click Cancel to submit after reviewing the document. OK — Cancel
16	View the verification screen. **Success** The Construction Payment Invoice was successfully accepted. | Contract Number	Delivery Order	Shipment Number	Invoice Number
DAAB0797DB608		CONST500	CONST500	 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 Local Processing Office: hq-wawf@dfas.mil Send Additional Email Notifications Fri Sep 17 07:46:21 MST 2010