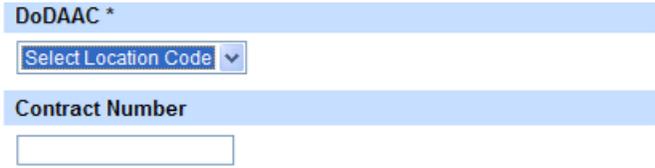


# Accepting Invoice 2-in-1 (Services Only)

**Overview** The Invoice 2-in-1 (Services) is used any time a contract requires invoice acceptance prior to submission for payment. The 2-in-1 is submitted for service contracts with no supply deliverables or for goods with an "all or nothing" acceptance requirement. The Invoice 2-in-1 serves as both an invoice and a certificate of performance for services.

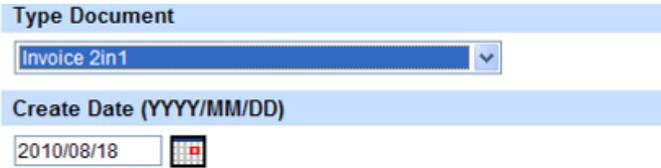
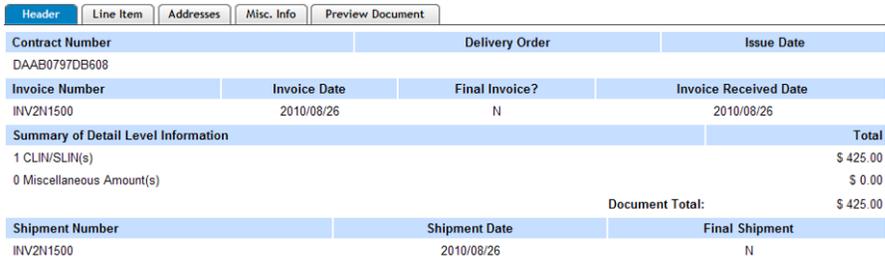
**Procedure** Follow the steps below to accept a 2-in-1 (Services Only) invoice.

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p>  <p>The screenshot shows a blue header bar with the text 'Wide Area Workflow 5.0.0'. Below the header is a navigation menu with several items: 'User', 'Administration Console', 'Government' (highlighted in blue), 'Property Transfer', 'Documentation', 'Lookup', and 'Logout'.</p>
2	<p>Click the <b>Acceptance Folder</b> link.</p> <p> <b>Acceptor</b>  <a href="#">Create Document</a>  <a href="#">Acceptance Folder</a>  <a href="#">History Folder by DoDAAC</a>  <a href="#">History Folder by User</a>  <a href="#">Hold Folder</a>  <a href="#">Recall - Action Required Folder</a>  <a href="#">Rejected Transactions Folder</a> </p>
3	<p>Select a <u>D</u>oDAAC from the <b>DoDAAC</b> drop down menu.</p> <p><b>Important!</b> The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p>  <p>The screenshot shows a form with three main sections: 'DoDAAC *' with a dropdown menu showing 'Select Location Code', 'Contract Number' with a text input field, and an empty text input field below it.</p>

*Continued on next page*

# Accepting Invoice 2-in-1 (Services Only)

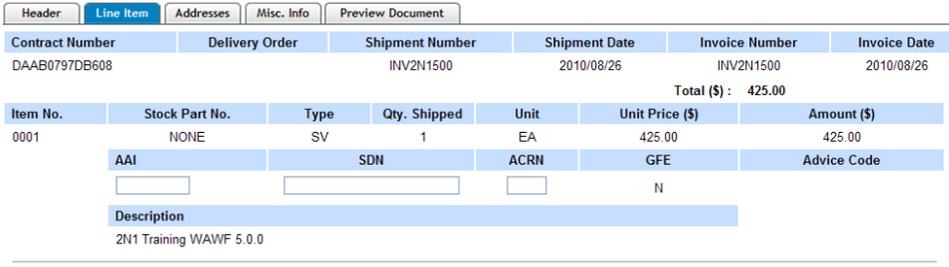
Procedure The steps below are continued from the previous page.  
(continued)

Step	Action
4	<p>Select the Invoice 2-in-1 from the Type Document drop-down menu.</p>  <p>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.</p> <p><u>Note:</u> See “Searching for Active, Archived, or Contract Review” section for more information on using the search screen.</p>
5	<p>Click the <b>Submit</b> button.</p> 
6	<p>Click on the desired <b>Shipment/invoice No</b> to open the document.</p>  <p><u>Note:</u> See “Description of Columns Heading” section for more information on the Columns.</p>
7	<p>Review the data on the <b>Header</b> tab.</p> 

*Continued on next page*

# Accepting Invoice 2-in-1 (Services Only)

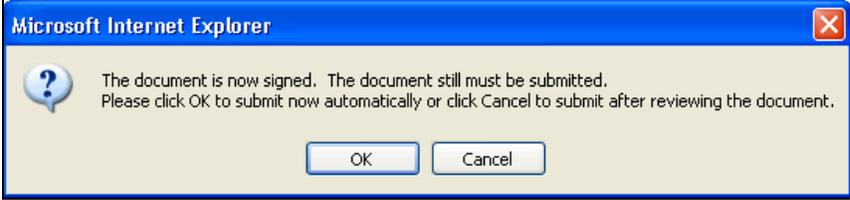
Procedure The steps below are continued from the previous page.  
(continued)

Step	Action
8	<p>Click the <b>Line Item</b> tab and review the data. Enter ACRN, SDN and/or AAA data if required.</p>  <p>The screenshot shows the 'Line Item' tab selected. It displays contract information: Contract Number DAAB0797DB608, Delivery Order, Shipment Number INV2N1500, Shipment Date 2010/08/26, Invoice Number INV2N1500, and Invoice Date 2010/08/26. A table lists items with columns for Item No., Stock Part No., Type, Qty. Shipped, Unit, Unit Price (\$), and Amount (\$). Item 0001 has a unit price of 425.00 and an amount of 425.00. Below the table are input fields for AAI, SDN, ACRN, GFE, and Advice Code, and a description field containing '2N1 Training WAWF 5.0.0'.</p>
9	<p>Review the <b>Addresses</b> and/or. <b>Misc Info</b> tab as needed.</p> 
10	<p>Click the <b>Header</b> tab and scroll to the bottom of the screen.</p> <p><b>Acceptor - Invoice 2-in-1</b></p> 
11	<p>Check the <b>Accepted and conforms to the contract except as noted</b> box.</p> <ul style="list-style-type: none"> <li>• Enter the <b>Signature Date</b>.</li> <li>• Click the <b>Signature</b> button.</li> </ul>  <p>The screenshot shows the 'ACTION BY: W81K7D' section with checkboxes for 'Inspected' (checked) and 'Reject to Initiator'. Below is the 'ACTION BY: HQ0015 *' section with checkboxes for 'Accepted and conforms to the contract except as noted', 'Reject to Initiator', and 'Reject to Inspector'. It includes a 'Signature Date' field with a date picker and a 'Signature' button. A note states: 'I certify that the services have been received and were accepted. Signature Of Authorized Government Representative'.</p> <p><b>Note:</b> If there is an inspector in the workflow you will only see “Accepted and conforms to the contract except as noted” box.</p>
12	<p>Enter the <b>Password</b>, and then click the <b>Next</b> button.</p> <p><b>WAWF Password Confirmation</b></p>  <p>The screenshot shows the 'WAWF Password Confirmation' screen with a 'User ID' field containing 'DFASgovt' and a 'Password *' field with masked characters. At the bottom are 'Next', 'Previous', and 'Help' buttons.</p>

Continued on next page

## Accepting Invoice 2-in-1 (Services Only)

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

Step	Action								
13	<p>Review message and click the <b>OK</b> button.</p> 								
14	<p>View the verification screen.</p> <p><b>Success</b></p> <hr/> <p>The Invoice 2-in-1 was successfully accepted.</p> <table border="1" data-bbox="410 846 1268 926"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td>INV2N1500</td> <td>INV2N1500</td> </tr> </tbody> </table> <p>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</p> <p><a href="#">Send Additional Email Notifications</a></p> <p>Fri Sep 17 07:02:34 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		INV2N1500	INV2N1500
Contract Number	Delivery Order	Shipment Number	Invoice Number						
DAAB0797DB608		INV2N1500	INV2N1500						