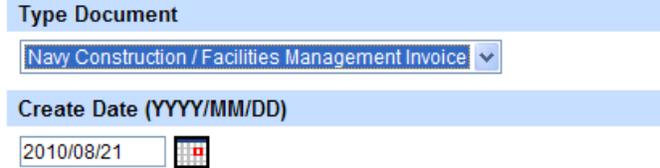# Accepting a NAVCON document

**Overview**   The Naval Construction/Facilities (NAVCON) document was created to process shore facility construction invoices.  NAVCON is limited to the One Pay entitlement system, and the system prohibits creation by any role other than Vendor.
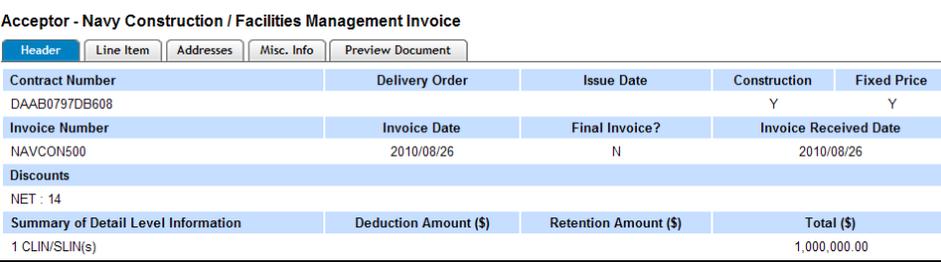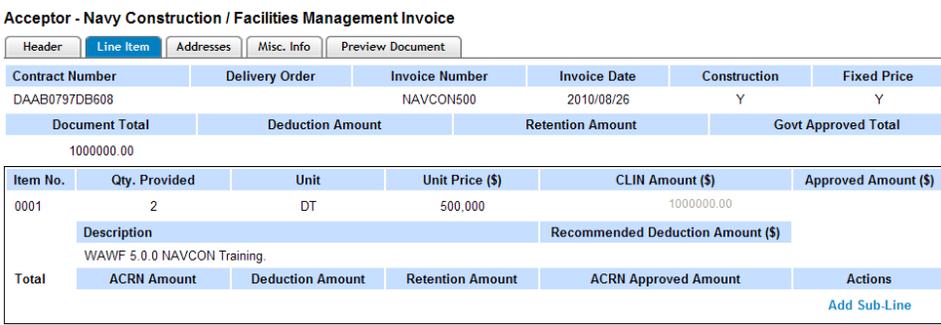
**Procedure**   Follow the steps below to accept a NAVCON document.

| Step | Action |
|------|--------|
| 1 | After Logon, click on the Government link at the top of the screen. |
| 2 | Click the **Acceptance Folder** link. |
| 3 | Select a <u>D</u>oDAAC from the **DoDAAC** drop down menu.<br><br>**Important!**  The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu. |
| 4 | Select the Navy Construction/Facilities Management Invoice from the Type Document drop-down menu.<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. |

# Accepting a NAVCON document

**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> | Invoice Number | Submitted | Received | Status | Purge | Hold | Amount | <br> | --- | --- | --- | --- | --- | --- | --- | <br> | NAVCON500 | 2010-08-26 | D2010-08-26 | Inspected | | H | $1,000,000.00 | |
| 7 | Review the data on the **Header** tab. <br><br> Acceptor - Navy Construction / Facilities Management Invoice <br> [Header] [Line Item] [Addresses] [Misc. Info] [Preview Document] <br><br> Contract Number: DAAB0797DB608, Delivery Order: , Issue Date: , Construction: Y, Fixed Price: Y <br> Invoice Number: NAVCON500, Invoice Date: 2010/08/26, Final Invoice?: N, Invoice Received Date: 2010/08/26 <br> Discounts: NET : 14 <br> Summary of Detail Level Information: 1 CLIN/SLIN(s), Deduction Amount ($): , Retention Amount ($): , Total ($): 1,000,000.00 |
| 8 | Click the **Line Item** tab. <br><br> **Acceptor - Navy Construction / Facilities Management Invoice** <br> [Header] [Line Item] [Addresses] [Misc. Info] [Preview Document] |
| 9 | Select the **Add Sub-Line** link under the *Actions* header. <br><br> **Acceptor - Navy Construction / Facilities Management Invoice** <br> [Header] [Line Item] [Addresses] [Misc. Info] [Preview Document] <br><br> Contract Number: DAAB0797DB608, Delivery Order: , Invoice Number: NAVCON500, Invoice Date: 2010/08/26, Construction: Y, Fixed Price: Y <br> Document Total: 1000000.00, Deduction Amount: , Retention Amount: , Govt Approved Total: <br> Item No. 0001, Qty. Provided 2, Unit DT, Unit Price ($) 500,000, CLIN Amount ($) 1000000.00, Approved Amount ($) <br> Description: WAWF 5.0.0 NAVCON Training. <br> Total: ACRN Amount, Deduction Amount, Retention Amount, ACRN Approved Amount, Actions: Add Sub-Line |

# Accepting a NAVCON document

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

| Step | Action |
|------|--------|
| 10 | Enter the Sub-Line Information in the new section on the line item page.<br><br> |
| 11 | Click the **Header** tab and scroll to the bottom of the screen.<br><br> |
| 12 | Check the **Approve** box, and enter the **Acceptance Date**<br><br> |
| 13 | Enter the **Signature Date**, and then click the **Signature** button.<br><br> |
| 14 | Enter the **Password**, and then click the **Next** button.<br><br> |

*Continued on next page*

## Accepting a NAVCON document

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

| Step | Action |
|------|--------|
| 15 | Review message and click the OK button.<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 ] |
| 16 | View the verification screen.<br><br>**Success**<br><br>The Navy Construction / Facilities Management Invoice was successfully accepted.<br><br><table><tr><th>Contract Number</th><th>Delivery Order</th><th>Invoice Number</th></tr><tr><td>DAAB0797DB608</td><td></td><td>NAVCON500</td></tr></table><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>Mon Sep 20 08:00:31 MST 2010 |