

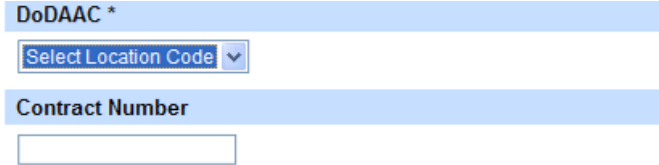
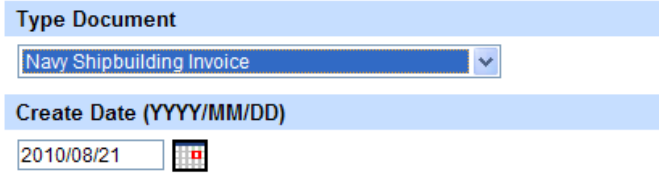



Accepting a Navy Shipbuilding Invoice

Overview The Navy Shipbuilding Invoice (Fixed Price) was created to provide the capability to process Naval Sea System Command (NAVSEA) Ship Acquisition invoices which include new ship construction, design, planning and repair support. The Navy Shipbuilding Invoice is limited to One Pay and Navy Enterprise Resource Planning (ERP) Pay Office.


Procedure Follow the steps below to accept a Navy Shipbuilding Invoice.

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Click the Acceptance Folder link.</p> 
3	<p>Select a <u>Do</u>DAAC from the DoDAAC drop down menu.</p> <p>Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p> 
4	<p>Select the Navy Shipbuilding Invoice from the Type Document drop-down menu.</p>  <p>Create Date (YYYY/MM/DD)</p> <p>2010/08/21 </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>

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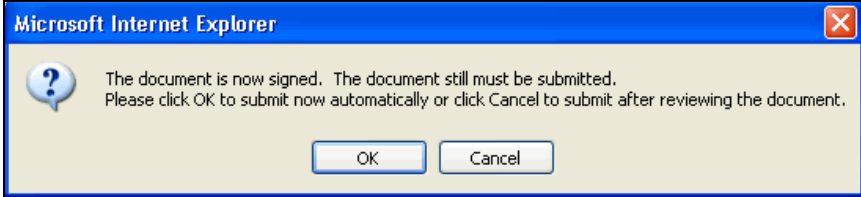
Procedure (continued) The steps below are continued from the previous page.

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5	<p>Click the Submit button.</p> 																																													
6	<p>Click on the desired Shipment or Invoice Number to open the document. Both Numbers will direct you to the same Invoice Document.</p> <p>Acceptance Folder for 'N00244' (1 items, sorted by Contract Number)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number†</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> <th>Purge</th> <th>Hold</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>NSI</td> <td>027M9</td> <td>DAAB0797DB608</td> <td></td> <td>WAWF500</td> <td>2010-08-25</td> <td></td> <td></td> <td>Inspected</td> <td></td> <td>H</td> </tr> </tbody> </table>	Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	1	NSI	027M9	DAAB0797DB608		WAWF500	2010-08-25			Inspected		H																					
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9	<p>Click the Header tab and scroll to the bottom of the screen.</p> <p>Header Line Item Addresses Misc. Info Preview Document</p>																																													
10	<p>Check the Approve box, and enter the Approval Date.</p> <p>ACTION BY: N00023 *</p> <p>Approved Amount (\$) : 5,000.00</p> <p><input checked="" type="checkbox"/> Approval Approval Date</p> <p><input type="checkbox"/> Approve Lesser Amount 2011/02/11</p> <p><input type="checkbox"/> Reject to Initiator</p>																																													

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

Step	Action								
11	<p>Enter the Signature Date, and then click the Signature button.</p> <p>This invoice conforms to contract conditions and is approved for payment, except as noted herein or on supporting documents.</p> <p>Signature Date</p> <p>2011/02/11 </p> <p>Signature</p> <p>Signature Of Authorized Government Representative</p>								
12	<p>Enter the Password, and then click the Next button.</p> <p>WAWF Password Confirmation</p> <p>User ID DFASgovt</p> <p>Password * <input type="password" value="*****"/></p> <p>Next Previous Help</p>								
13	<p>Review message and click the OK button.</p> 								
14	<p>View the verification screen.</p> <p>Success</p> <p>The Navy Shipbuilding Invoice was successfully accepted.</p> <table border="1"> <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>WAWF500</td> <td>WAWF500</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: mech_navsisa_wawf_test@navy.mil</p> <p>Send Additional Email Notifications</p> <p>Mon Sep 20 08:12:27 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		WAWF500	WAWF500
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