
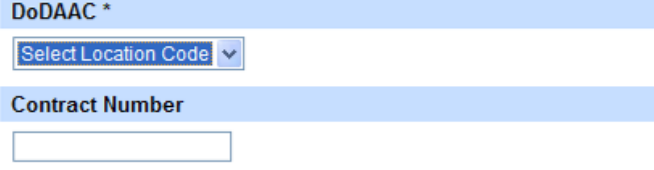
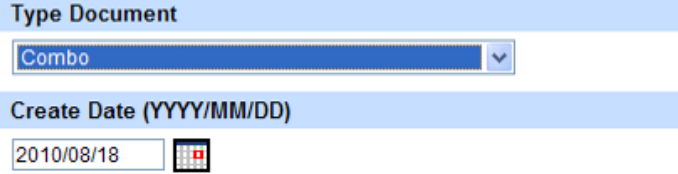


Accepting a Destination/Destination Combo

Overview The Combo selection should be made when an invoice and receiving report are required and inspection and acceptance sites are both destination.

Procedure Follow the steps below to accept a Destination/Destination Combination Invoice and Receiving Report.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Under Acceptor , Click the Acceptance Folder link. Acceptor <ul style="list-style-type: none"> Create Document Acceptance Folder History Folder by DoDAAC History Folder by User Hold Folder Recall - Action Required Folder Rejected Transactions Folder
3	Select a <u>DoDAAC</u> from the DoDAAC drop down menu. Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu. 
4	Select Combo from the Type Document drop-down menu.  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. <u>Note:</u> See “Searching for Active, Archived, or Contract Review” section for more information on using the search screen.

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Accepting a Destination/Destination Combo

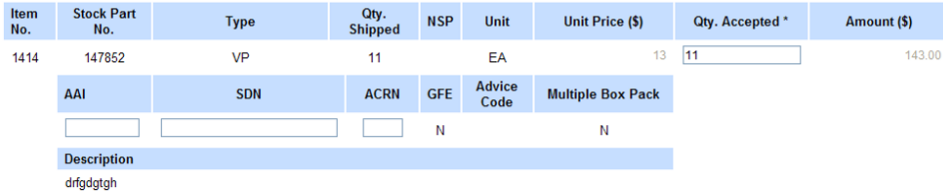


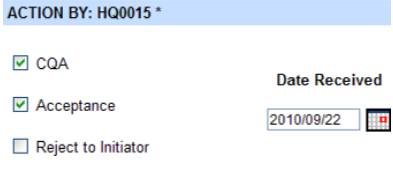
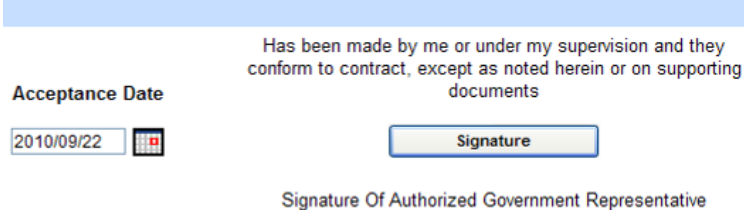
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																																										
5	<p>Click the Submit button.</p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Help"/> </p>																																																																																										
6	<p>Click on the desired Shipment No to open the document.</p> <p>Acceptance Folder for 'HQ0015' (2 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> </tr> </thead> <tbody> <tr> <td>1</td> <td>Combo</td> <td>027M9</td> <td>DAAB0797DB608</td> <td></td> <td>COMBO500</td> <td>2010-08-30</td> <td>2010-08-30</td> <td></td> </tr> <tr> <td>2</td> <td>Combo</td> <td>027M9</td> <td>DAAB0797DB608</td> <td></td> <td>FRTG666</td> <td>2010-09-13</td> <td>2010-09-13</td> <td></td> </tr> </tbody> </table> <p><u>Note</u>: See “Description of Columns Heading” section for more information of the Columns.</p>	Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	1	Combo	027M9	DAAB0797DB608		COMBO500	2010-08-30	2010-08-30		2	Combo	027M9	DAAB0797DB608		FRTG666	2010-09-13	2010-09-13																																																																
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7	<p>Review the data on the Header tab.</p> <p>Acceptor - Receiving Report</p> <p> <input type="button" value="Header"/> <input type="button" value="Line Item"/> <input type="button" value="UID"/> <input type="button" value="Addresses"/> <input type="button" value="Misc. Info"/> <input type="button" value="Pack"/> <input type="button" value="Preview Document"/> </p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Contract Number Type</th> <th>Issue Date</th> <th>Inspection Point</th> <th>Acceptance Point</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td>DoD Contract (FAR)</td> <td></td> <td>D</td> <td>D</td> </tr> <tr> <th>Shipment Number</th> <th>Shipment Date</th> <th>Final Shipment</th> <th>Estimated Delivery Date</th> <th>Supplies</th> <th>Service</th> </tr> <tr> <td>COMBO500</td> <td>2010/08/30</td> <td>N</td> <td></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <th>Invoice Number</th> <th>Invoice Date</th> <th>Final Invoice</th> <td colspan="3"></td> </tr> <tr> <td>COMBO500</td> <td>2010/08/30</td> <td>N</td> <td colspan="3"></td> </tr> <tr> <th>TCN</th> <th>Gross Weight</th> <th>First Line Haul Mode</th> <th>Serial Shipping Container Code</th> <th>FOB</th> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>S</td> <td></td> </tr> <tr> <th>Transportation Leg</th> <th>Standard Carrier Alpha Code</th> <th>Bill of Lading Number</th> <th>Bill of Lading Type</th> <td colspan="2"></td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <th>Secondary Transportation Tracking Number</th> <th>Tracking Type</th> <th>Tracking Description</th> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="3"></td> </tr> <tr> <th colspan="5">Summary of Detail Level Information</th> <th>Total (\$)</th> </tr> <tr> <td colspan="5">1 CLIN/SLIN(s)</td> <td>77.97</td> </tr> <tr> <td colspan="5" style="text-align: right;">Document Total (\$):</td> <td>77.97</td> </tr> </tbody> </table>	Contract Number	Delivery Order	Contract Number Type	Issue Date	Inspection Point	Acceptance Point	DAAB0797DB608		DoD Contract (FAR)		D	D	Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service	COMBO500	2010/08/30	N		<input type="radio"/>	<input type="radio"/>	Invoice Number	Invoice Date	Final Invoice				COMBO500	2010/08/30	N				TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code	FOB						S		Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type			1						Secondary Transportation Tracking Number	Tracking Type	Tracking Description										Summary of Detail Level Information					Total (\$)	1 CLIN/SLIN(s)					77.97	Document Total (\$):					77.97
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8	<p>Click the Line Item tab and review the data.</p> <ul style="list-style-type: none"> • Enter <u>A</u>CRN, <u>S</u>DN and/or AAA data if required. • If the Combo is Source Inspection, Destination Acceptance, then you will need to enter Qty Accepted. <p> <input type="button" value="Header"/> <input type="button" value="Line Item"/> <input type="button" value="Addresses"/> <input type="button" value="Misc. Info"/> <input type="button" value="Preview Document"/> </p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> <th>Inspection Point</th> <th>Acceptance Point</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td>FRTG666</td> <td>FRTG678</td> <td>D</td> <td>D</td> </tr> <tr> <td colspan="5">* = Required Fields</td> <td>Total (\$): 143.00</td> </tr> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>Type</th> <th>Qty. Shipped</th> <th>NSP</th> <th>Unit</th> <th>Unit Price (\$)</th> <th>Qty. Accepted *</th> <th>Amount (\$)</th> </tr> <tr> <td>1414</td> <td>147852</td> <td>VP</td> <td>11</td> <td></td> <td>EA</td> <td>13</td> <td><input type="text"/></td> <td>143.00</td> </tr> <tr> <th>AAI</th> <th>SDN</th> <th>ACRN</th> <th>GFE</th> <th>Advice Code</th> <th>Multiple Box Pack</th> <td colspan="3"></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>N</td> <td></td> <td>N</td> <td colspan="3"></td> </tr> <tr> <th>Description</th> <td colspan="8">dfrgdgth</td> </tr> </tbody> </table>	Contract Number	Delivery Order	Shipment Number	Invoice Number	Inspection Point	Acceptance Point	DAAB0797DB608		FRTG666	FRTG678	D	D	* = Required Fields					Total (\$): 143.00	Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted *	Amount (\$)	1414	147852	VP	11		EA	13	<input type="text"/>	143.00	AAI	SDN	ACRN	GFE	Advice Code	Multiple Box Pack				<input type="text"/>	<input type="text"/>	<input type="text"/>	N		N				Description	dfrgdgth																																		
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Accepting a Destination/Destination Combo

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

Step	Action
9	<p>Click in the Qty. Accepted field for each CLIN (Item No.) and enter the Qty of accepted goods/services.</p> <ul style="list-style-type: none"> • 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. 
10	<p>Review the Addresses and/or Misc. Info tabs as needed.</p> 
11	<p>Click the Header tab and scroll to the bottom of the screen.</p> 
12	<p>Click the checkbox CQA (this will automatically enter the check mark in the Acceptance box) and enter Date Received.</p>  <p>Note: If there is an Inspector in the workflow the CQA box will already be checked and the date received will be populated.</p>
13	<p>Enter the Signature Date, and then click the Signature button.</p> 

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Accepting a Destination/Destination Combo

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

Step	Action								
12	<p>Enter the Password, and then click the Next button.</p> <div style="text-align: center;"> <p>WAWF Password Confirmation</p> <table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">User ID</td> <td style="padding: 2px;">DFASgovt</td> </tr> <tr> <td style="padding: 2px;">Password *</td> <td style="padding: 2px;">●●●●●●</td> </tr> </table> <p style="margin-top: 10px;"> <input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Help"/> </p> </div>	User ID	DFASgovt	Password *	●●●●●●				
User ID	DFASgovt								
Password *	●●●●●●								
13	<p>Review the message and click the OK button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="margin: 0;">Microsoft Internet Explorer ✖</p> <p style="margin: 5px 0;"> 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. </p> <p style="margin: 5px 0; text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>								
14	<p>View the verification screen.</p> <div style="margin-top: 10px;"> <p>Success</p> <hr/> <p style="background-color: #e0f0ff; padding: 2px;">The Invoice and Destination Inspection and Acceptance Receiving Report were successfully accepted.</p> <table border="1" style="margin-top: 10px; width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px;">Contract Number</th> <th style="padding: 2px;">Delivery Order</th> <th style="padding: 2px;">Shipment Number</th> <th style="padding: 2px;">Invoice Number</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">DAAB0797DB608</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">COMBO500</td> <td style="padding: 2px;">COMBO500</td> </tr> </tbody> </table> <p style="margin-top: 10px;"> 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: wawfend@dcma.mil Email sent to Local Processing Office: hq-wawf@dfas.mil </p> <p style="margin-top: 10px;"> Send Additional Email Notifications </p> <p style="margin-top: 10px;">Fri Sep 17 07:38:35 MST 2010</p> </div>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		COMBO500	COMBO500
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