

Access Hold Folder

Introduction Government users may elect to remove a document from the Work folder and place it into a Hold status. Let's you place the receiving report, Invoice, or Finance document on hold if you are not ready to work on it (and do not want the previous workflow user to void or recall it). When a document is placed on hold, it is placed in the Hold Folder. We highly recommend the hold folder not be used by users. Whoever places the document on hold is the only one who can take it off of hold.

Procedure Follow the steps to place a document of Hold.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click on the Hold Folder . 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 Post Payment Review Folder Suspended CEFT Transactions Folder Saved Documents Folder Pure Edge Folder Result: The search screen is displayed.
3	Select the Acceptor DoDAAC in the drop down box.  <i>NOTE: The DoDAAC is the only required field. It is best that you search on other fields (contract number, shipment number or invoice number etc.), each additional field will help narrow the search results.</i>
4	Click Submit .  Result: The Acceptor Hold Folder screen is displayed.

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Procedure The steps below are continued from the previous page.
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5	<p>Below is an example of the document search results.</p> <p>The information on the top of the screen displays the number of items in the folder.</p> <ul style="list-style-type: none"> Clicking on the contract number hyperlink will result in the contract being displayed in EDA if it's in EDA. Clicking on the invoice number hyperlink will result in the invoice being displayed. Clicking on the shipment number hyperlink will result in the receiving report being displayed. <p>Acceptance Hold Folder for 'FU4417' (1 items, sorted by Contract Number)</p> <table border="1" data-bbox="410 730 1354 783"> <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> </tr> </thead> <tbody> <tr> <td>1</td> <td>Combo D/D</td> <td>05395</td> <td>1111111111111</td> <td></td> <td>11111</td> <td>2009-06-08</td> <td>2009-06-08</td> <td></td> <td>Hold</td> <td></td> </tr> </tbody> </table> <p><i>Note: With the Release of WAWF 5.0.0 all columns within the search result screen can be selected to sort the values alphabetically (with the exception of the Item field which is always displayed in numerical ascending order.)</i></p>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	1	Combo D/D	05395	1111111111111		11111	2009-06-08	2009-06-08		Hold																																																																																				
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6	<p>Click on the Shipment or Invoice number.</p> <table border="1" data-bbox="410 1003 1175 1094"> <thead> <tr> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>11111</td> <td>2009-06-08</td> <td>2009-06-08</td> <td></td> <td>Hold</td> </tr> </tbody> </table> <p>Result: The Invoice screen is displayed</p>	Shipment Number	Submitted	Shipped	Accepted	Status	11111	2009-06-08	2009-06-08		Hold																																																																																															
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7	<p>Review information by selecting desired tabs.</p> <p>Acceptor - Receiving Report</p> <table border="1" data-bbox="410 1268 1354 1661"> <thead> <tr> <th colspan="7">Header</th> </tr> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Contract Number Type</th> <th>Issue Date</th> <th>Inspection Point</th> <th colspan="2">Acceptance Point</th> </tr> </thead> <tbody> <tr> <td>111111111111111</td> <td></td> <td></td> <td></td> <td>D</td> <td colspan="2">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 colspan="2">Service</th> </tr> <tr> <td>11111</td> <td>2009/06/08</td> <td>N</td> <td></td> <td><input type="radio"/></td> <td colspan="2"><input type="radio"/></td> </tr> <tr> <th>Invoice Number</th> <th colspan="2">Invoice Date</th> <th colspan="4">Final Invoice</th> </tr> <tr> <td>11111</td> <td colspan="2">2009/06/08</td> <td colspan="4">N</td> </tr> <tr> <th>TCN</th> <th>Gross Weight</th> <th>First Line Haul Mode</th> <th colspan="2">Serial Shipping Container Code</th> <th colspan="2">FOB</th> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2"></td> <td colspan="2">S</td> </tr> <tr> <th>Transportation Leg</th> <th colspan="2">Standard Carrier Alpha Code</th> <th>Bill of Lading Number</th> <th colspan="3">Bill of Lading Type</th> </tr> <tr> <td></td> <td colspan="2"></td> <td></td> <td colspan="3"></td> </tr> <tr> <th colspan="3">Secondary Transportation Tracking Number</th> <th>Tracking Type</th> <th colspan="3">Tracking Description</th> </tr> <tr> <td colspan="3"></td> <td></td> <td colspan="3"></td> </tr> <tr> <th colspan="6">Summary of Detail Level Information</th> <th>Total (\$)</th> </tr> <tr> <td colspan="6">1 CLIN/SLIN(s)</td> <td>25.00</td> </tr> </tbody> </table> <p><i>Note: For detail information on the tab refer to the "Description of WAWF tabs" section of the guide.</i></p>	Header							Contract Number	Delivery Order	Contract Number Type	Issue Date	Inspection Point	Acceptance Point		111111111111111				D	D		Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service		11111	2009/06/08	N		<input type="radio"/>	<input type="radio"/>		Invoice Number	Invoice Date		Final Invoice				11111	2009/06/08		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										Secondary Transportation Tracking Number			Tracking Type	Tracking Description										Summary of Detail Level Information						Total (\$)	1 CLIN/SLIN(s)						25.00
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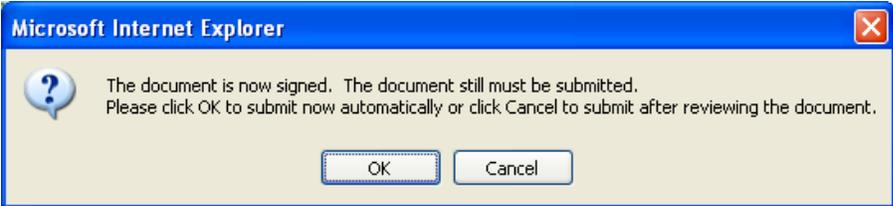
Procedure The steps below are continued from the previous page.
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Step	Action				
8	<p>After reviewing the document return to the Header tab, scroll down and perform acceptance/rejection.</p> <p>The check boxes may differ depending on the document type being viewed.</p> <p>ACTION BY: SUK12A *</p> <p><input type="checkbox"/> CQA</p> <p><input type="checkbox"/> Acceptance</p> <p><input type="checkbox"/> Reject to Initiator</p> <p>Note: If the user selects the Previous button the document status will remain in the "Hold" status.</p>				
9	<p>Fill in any Date fields if accepting the document, if rejecting select the Submit button.</p> <p style="text-align: center;"><u>Accepting</u> <u>Rejecting</u></p> <p style="text-align: center;">Date Received Acceptance Date</p> <p style="text-align: center;"> <input type="text" value="2011/02/04"/> <input type="text" value="2011/02/11"/> or <input type="button" value="Submit"/> <input type="button" value="Save Draft Document"/> <input type="button" value="Previous"/> </p> <p>Note: All remaining steps are for acceptance.</p>				
10	<p>Select the Signature button.</p> <hr/> <p style="text-align: center;">Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents</p> <p style="text-align: center;"><input type="button" value="Signature"/></p> <hr/> <p style="text-align: center;">Signature Of Authorized Government Representative</p>				
11	<p>Enter the Password and click the Continue button.</p> <p>WAWF Password Confirmation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">User ID</td> <td style="padding: 5px;">DFASgovt</td> </tr> <tr> <td style="padding: 5px;">Password *</td> <td style="padding: 5px;"><input style="width: 90%;" type="password"/></td> </tr> </table> <hr/> <p style="text-align: center;"> <input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Help"/> </p>	User ID	DFASgovt	Password *	<input style="width: 90%;" type="password"/>
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Step	Action								
12	<p>Click the OK button on the pop-up message to submit the document.</p> 								
13	<p>View the successful submission system message screen.</p> <p>Success</p> <hr/> <p>The Destination Inspection and Acceptance Receiving Report was successfully accepted.</p> <table border="1" data-bbox="407 779 1187 852"> <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>ACPRR500</td> <td></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>Send Additional Email Notifications</p> <p>Wed Oct 20 08:57:07 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		ACPRR500	
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