

Create a Receiving Report from an Invoice-Acceptor

Overview The **Create from Invoice** function is used when **Invoice only** was the original function, and now the Receiving Report is needed. You can match the Receiving Report to the Invoice and all the information from the Invoice will be pre-populated onto the Invoice.

Procedure Follow the procedure below to create a Receiving Report from an Invoice.

Step	Action								
1	After Logon, click on the Government link at the top of the screen. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>								
2	Click the Create Document link. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Acceptor</p> <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 </div> Result: Create New Document screen appears.								
3	Enter the Contract Number , and select the Ship To Code . <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Acceptor - Create Document</p> <p>Contract Info</p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Contractual? *</td> <td style="width: 30%;">Contract Number *</td> <td style="width: 20%;">Delivery Order</td> <td style="width: 35%;">Ship To Code / Ext. *</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Select Document Type to Create</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Receiving Report <input type="radio"/> Micro-Purchase Receiving Report <input type="radio"/> Misc. Pay </div> </div>	Contractual? *	Contract Number *	Delivery Order	Ship To Code / Ext. *	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractual? *	Contract Number *	Delivery Order	Ship To Code / Ext. *						
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
4	Click the Next button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;">  </div>								

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

Step	Action										
5	<p>Enter the Pay DoDAAC if not populated systemically.</p> <p>Acceptor - Receiving Report</p> <p>Contract >> Pay DoDAAC</p> <table border="1"> <thead> <tr> <th>Contractual</th> <th>Contract Number</th> <th>Delivery Order</th> <th>DoDAAC / Ext.</th> <th>Pay Official *</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>DAAB0797DB608</td> <td></td> <td>HQ0015</td> <td><input type="text"/></td> </tr> </tbody> </table> <p>* = Required Fields</p> <p><small>INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time.</small></p>	Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *	Y	DAAB0797DB608		HQ0015	<input type="text"/>
Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *							
Y	DAAB0797DB608		HQ0015	<input type="text"/>							
6	<p>Click the Next button.</p> <p><input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Reset"/> <input type="button" value="Help"/></p>										
7	<p>The following warning will be displayed identifying that DCMA admin contracts cannot be created by Government Roles.</p> <p><small>Contract >> Pay DoDAAC >> Document</small></p> <p><small>WARNING: If this is a DCMA administered contract, you will not be able to create a Receiving Report. If you have any questions, please contact your PCO/ACO.</small></p>										
8	<p>Click the Receiving Report button.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Ship To Code / Ext.</th> <th>Pay Official</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td>HQ0015</td> <td>HQ0347</td> </tr> </tbody> </table> <p>Select Document to Create: *</p> <p><input type="radio"/> Receiving Report</p>	Contract Number	Delivery Order	Ship To Code / Ext.	Pay Official	DAAB0797DB608		HQ0015	HQ0347		
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DAAB0797DB608		HQ0015	HQ0347								
9	<p>Check the From Invoice box, select the Inspection and Acceptance points and click the Next button</p> <p>Select Document to Create: *</p> <p><input checked="" type="radio"/> Receiving Report Inspection: <input type="text" value="Destination"/> Acceptance: <input type="text" value="Destination"/> <input checked="" type="checkbox"/> From Invoice</p> <p><input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Reset"/> <input type="button" value="Help"/></p>										

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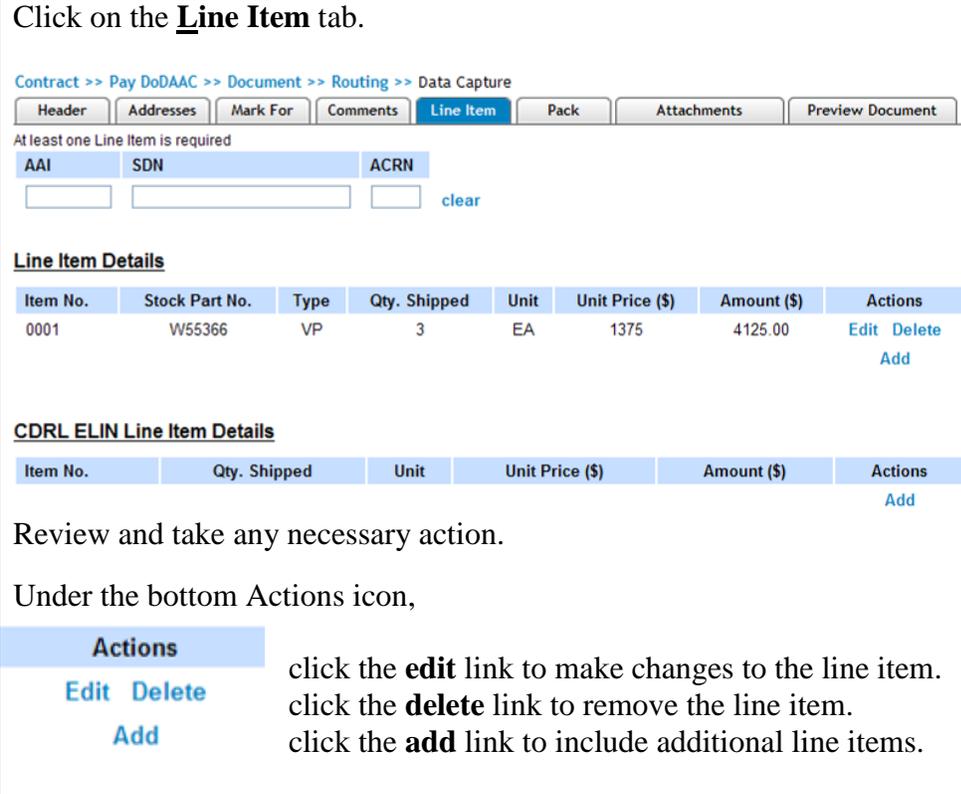
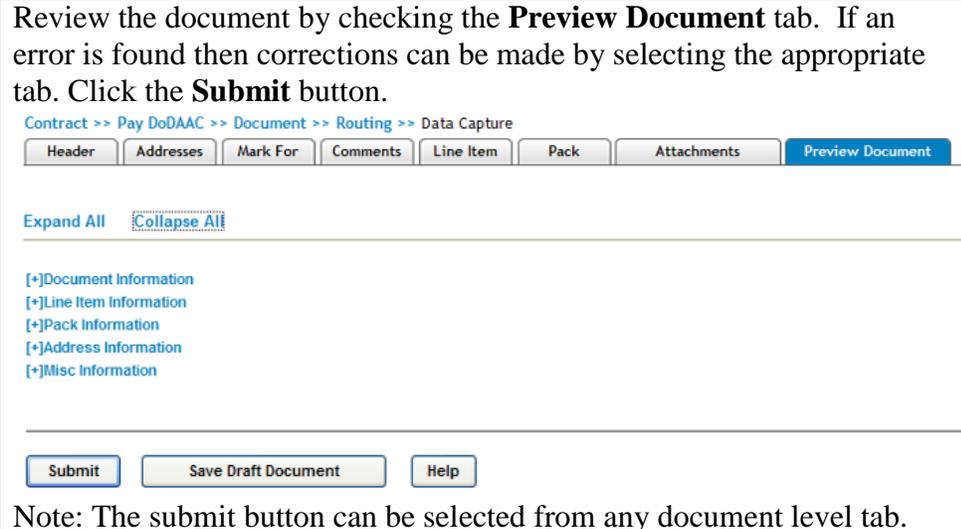
Procedure (continued) The steps below are continued from the previous page.

Step	Action																																
10	<p>Select an invoice to match with the receiving report. Then click the Next button.</p> <p>Acceptor - Receiving Report Contract >> Pay DoDAAC >> Document >> Routing</p> <p>INFO: A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Ship To Code / Ext.</th> <th>Pay DoDAAC</th> <th>Inspection Point</th> <th>Acceptance Point</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td>HQ0015</td> <td>HQ0347</td> <td>D</td> <td>D</td> </tr> </tbody> </table> <p>Inspect By DoDAAC / Extension Mark For Code / Extension</p> <p>Receiving Report From Invoice *</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Invoice Number</th> <th>Status</th> <th>Currency Code</th> <th>Database</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>INV500</td> <td>Submitted</td> <td>USD</td> <td>ACTIVE</td> </tr> <tr> <td><input type="radio"/></td> <td>INV500</td> <td>Submitted</td> <td>USD</td> <td>ACTIVE</td> </tr> <tr> <td><input type="radio"/></td> <td>INFP500</td> <td>Submitted</td> <td>USD</td> <td>ACTIVE</td> </tr> </tbody> </table> <p>Populate CL/Is Next Previous Reset Help</p>	Contract Number	Delivery Order	Ship To Code / Ext.	Pay DoDAAC	Inspection Point	Acceptance Point	DAAB0797DB608		HQ0015	HQ0347	D	D	Select	Invoice Number	Status	Currency Code	Database	<input type="radio"/>	INV500	Submitted	USD	ACTIVE	<input type="radio"/>	INV500	Submitted	USD	ACTIVE	<input type="radio"/>	INFP500	Submitted	USD	ACTIVE
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11	<p>Enter the Shipment Number and Shipment Date on the Header tab. All other fields are mandatory and can be entered if included on the contract.</p> <p>Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture</p> <p>Header Addresses Mark For Comments Line Item Parts Attachments Preview Document</p> <p>Single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Issue Date</th> <th>Inspection Point</th> <th>Acceptance Point</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td></td> <td>D</td> <td>D</td> </tr> </tbody> </table> <p>Contract Number Type Supplies Services</p> <p>Shipment Number ** Shipment Date * Final Shipment Estimated Estimated Delivery Date</p> <p>Invoice Number Invoice Date Final Invoice</p> <p>TCN Gross Weight FOR Serial Shipping Container Code</p> <p>Transportation Leg Standard Carrier Alpha Code Ull of Lading Number</p> <p>Secondary Transportation Tracking Number Secondary Transportation Tracking Type</p> <p>First Line Haul Mode Currency Code Document Total (\$)</p> <p>Submit Save Draft Document Previous Reset Help</p>	Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	DAAB0797DB608			D	D																						
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Procedure (continued) The steps below are continued from the previous page.

Step	Action
12	<p>Click on the Line Item tab.</p>  <p>Review and take any necessary action.</p> <p>Under the bottom Actions icon,</p> <p>click the edit link to make changes to the line item. click the delete link to remove the line item. click the add link to include additional line items.</p>
13	<p>Review the Address, Mark For, Comments, and/or Pack tabs as needed.</p> 
14	<p>Review the document by checking the Preview Document tab. If an error is found then corrections can be made by selecting the appropriate tab. Click the Submit button.</p>  <p>Note: The submit button can be selected from any document level tab.</p>

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

Step	Action								
15	<p data-bbox="402 310 769 338">View the verification screen.</p> <p data-bbox="402 365 513 392">Success</p> <hr data-bbox="402 407 1347 411"/> <p data-bbox="418 428 1344 455">The Destination Inspection and Acceptance Receiving Report was successfully submitted.</p> <table border="1" data-bbox="410 512 1182 583"> <thead> <tr> <th data-bbox="410 512 602 541">Contract Number</th> <th data-bbox="602 512 781 541">Delivery Order</th> <th data-bbox="781 512 1003 541">Shipment Number</th> <th data-bbox="1003 512 1182 541">Invoice Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="410 554 591 579">DAAB0797DB608</td> <td data-bbox="602 554 781 579"></td> <td data-bbox="781 554 1003 579">RTTY</td> <td data-bbox="1003 554 1182 579">INV500</td> </tr> </tbody> </table> <p data-bbox="418 646 943 800"> 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 Acceptor: hq-wawf@dfas.mil </p> <p data-bbox="418 835 743 863">Send Additional Email Notifications</p> <p data-bbox="418 890 704 917">Thu Sep 30 07:53:15 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		RTTY	INV500
Contract Number	Delivery Order	Shipment Number	Invoice Number						
DAAB0797DB608		RTTY	INV500						