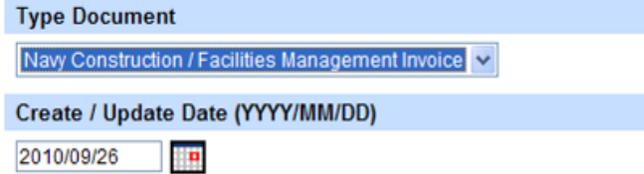
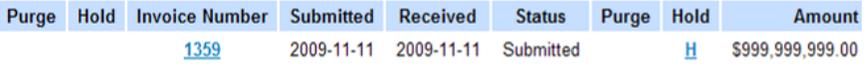


# Job Aid: Field Inspector Role

## -Navy Construction and Facilities Invoice

**Procedure** Follow the steps below to perform the field inspection on a Navy Construction and Facilities Invoice.

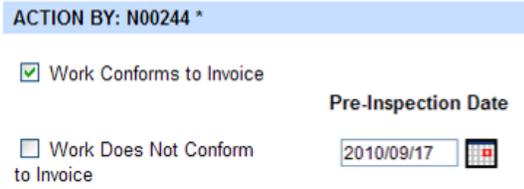
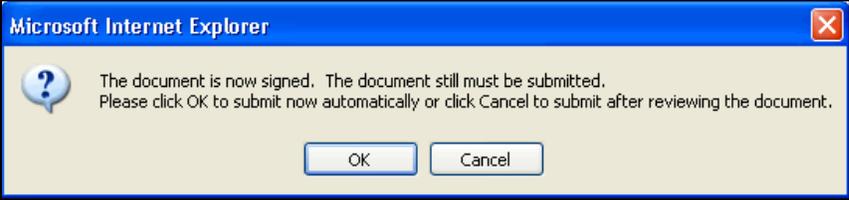
Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Select the <b>Inspection Folder</b> found under the “Field Inspector” section</p> 
3	<p>Select a <u>DoDAAC</u> from the <b>DoDAAC</b> drop down menu.</p> <p><b>Important!</b> The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p> 
4	<p>Select the <b>Navy Construction Invoice</b> from the Type Document drop-down menu.</p>  <p>Create / Update Date (YYYY/MM/DD)</p> <p>2010/09/26 </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>
5	<p>Click <b>Submit</b></p> 
6	<p>Select the appropriate <b>Invoice Number</b></p> 

*Continued on next page*

# Job Aid: Field Inspector Role

## -Navy Construction and Facilities Invoice

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

Step	Action
7	<p>After reviewing the document, check the <b>Work Conforms to Invoice</b> box and change/enter the Pre-Inspection Date if necessary.</p> 
8	<p>Click the <b>Signature</b> button.</p>  <p>Note: The signature date is system generated and cannot be changed.</p>
9	<p>Enter the <b>Password</b>, and then click the <b>Next</b> button.</p> 
10	<p>Click the <b>OK</b> button</p> 

*Continued on next page*

# Job Aid: Field Inspector Role

## -Navy Construction and Facilities Invoice

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

Step	Action						
11	<p>Note the Success Message</p> <p><b>Success</b></p> <p>The Invoice and Navy Construction / Facilities Management Invoice were successfully pre-inspected.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>DJK2009111100</td> <td>1356</td> <td>1359</td> </tr> </tbody> </table> <p>Email sent to Vendor: kartchner@ecedi.nit.disa.mil            Email sent to Inspector: clspann@gmail.com            Email sent to Inspector: mech_navsisa_wawf_test@navy.mil</p> <p><a href="#">Send Additional Email Notifications</a></p> <p>Fri Sep 17 06:55:35 MST 2010</p>	Contract Number	Delivery Order	Invoice Number	DJK2009111100	1356	1359
Contract Number	Delivery Order	Invoice Number					
DJK2009111100	1356	1359					