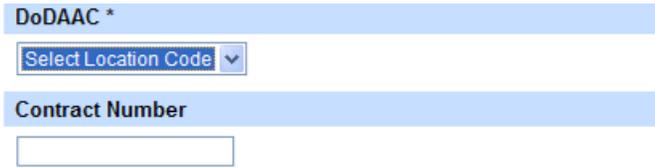


Accepting a Performance Based Payment

Overview Performance Based Payments are an alternative to progress payments for contract financing. Performance Based Payments are based upon certain specified performance criterion being accomplished (i.e. milestones) versus cost accumulation which is the basis for progress payments.

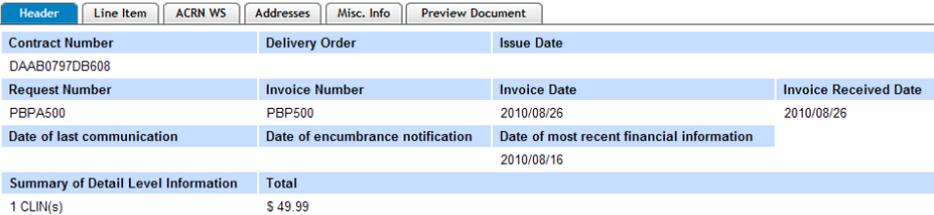
Procedure Follow the steps below to accept a Performance Based Payment.

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> <p> Acceptor Create Document Acceptance Folder History Folder by DoDAAC History Folder by User Hold Folder Recall - Action Required Folder Rejected Transactions Folder </p>
3	<p>Select a <u>D</u>oDAAC from the DoDAAC drop down menu.</p> <p>Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p> 

Continued on next page

Accepting a Performance Based Payment

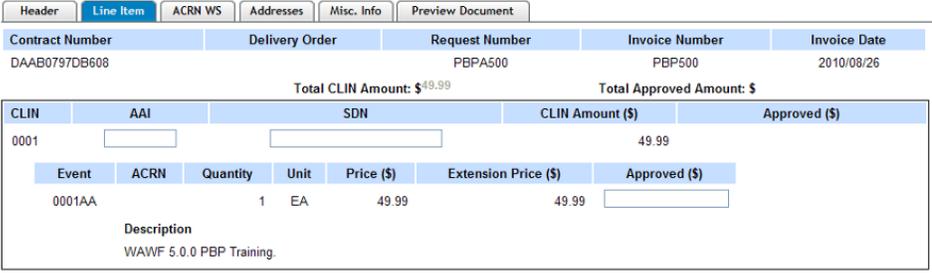
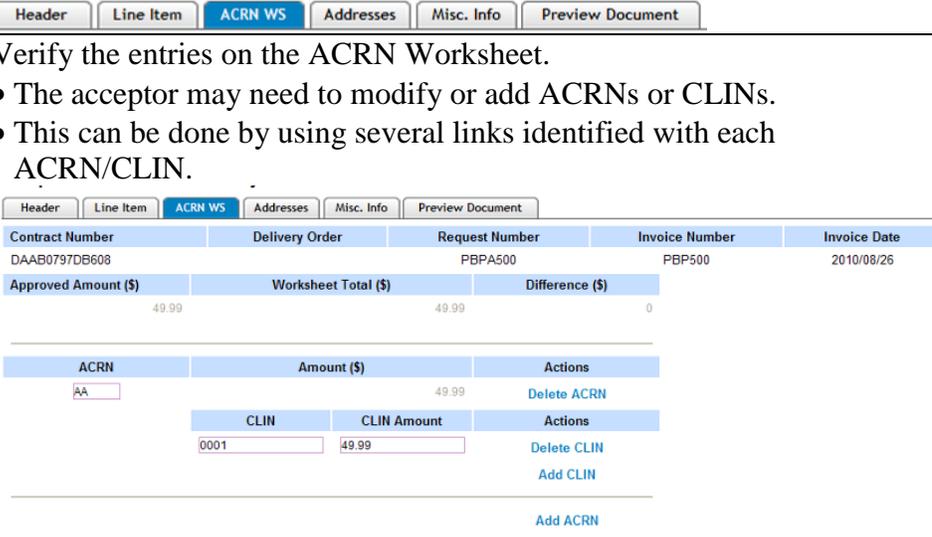
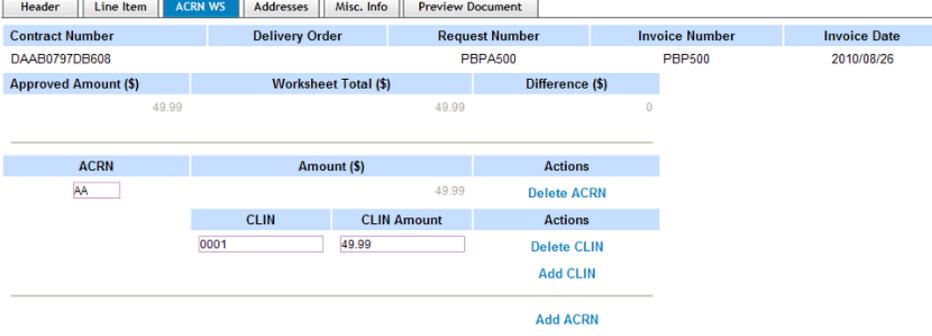
Procedure (continued) The steps below are continued from the previous page.

Step	Action																																
4	<p>Select the Performance Based Payment from the Type Document drop-down menu.</p>  <p>Type Document Performance Based Payment</p> <p>Create Date (YYYY/MM/DD) 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> <p><u>Note:</u> See “Searching for Active, Archived, or Contract Review” section for more information on using the search screen.</p>																																
5	<p>Click the Submit button.</p>  <p>Submit Help</p>																																
6	<p>Click on the desired Invoice Number to open the document.</p>  <table border="1"> <thead> <tr> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Hold</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>PBPA500</td> <td>2010-08-26</td> <td>D2010-08-26</td> <td>Inspected</td> <td></td> <td>H</td> <td>\$49.99</td> </tr> </tbody> </table> <p>[-] Shipment [-] Invoice</p> <p><u>Note:</u> See “Description of Columns Heading” section for more information on the Columns.</p>	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount	PBPA500	2010-08-26	D2010-08-26	Inspected		H	\$49.99																		
Invoice Number	Submitted	Received	Status	Purge	Hold	Amount																											
PBPA500	2010-08-26	D2010-08-26	Inspected		H	\$49.99																											
7	<p>Review the data on the Header tab.</p>  <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th colspan="2">Issue Date</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td colspan="2"></td> </tr> <tr> <th>Request Number</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Invoice Received Date</th> </tr> <tr> <td>PBPA500</td> <td>PBP500</td> <td>2010/08/26</td> <td>2010/08/26</td> </tr> <tr> <th>Date of last communication</th> <th>Date of encumbrance notification</th> <th colspan="2">Date of most recent financial information</th> </tr> <tr> <td></td> <td></td> <td colspan="2">2010/08/16</td> </tr> <tr> <th colspan="2">Summary of Detail Level Information</th> <th colspan="2">Total</th> </tr> <tr> <td colspan="2">1 CLIN(s)</td> <td colspan="2">\$ 49.99</td> </tr> </tbody> </table>	Contract Number	Delivery Order	Issue Date		DAAB0797DB608				Request Number	Invoice Number	Invoice Date	Invoice Received Date	PBPA500	PBP500	2010/08/26	2010/08/26	Date of last communication	Date of encumbrance notification	Date of most recent financial information				2010/08/16		Summary of Detail Level Information		Total		1 CLIN(s)		\$ 49.99	
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Accepting a Performance Based Payment

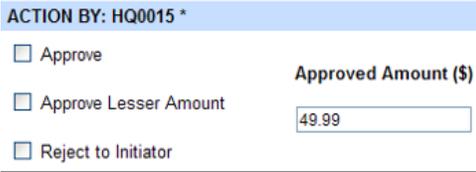
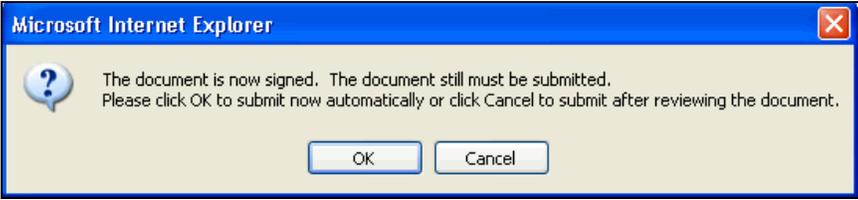
Procedure (continued) The steps below are continued from the previous page.

Step	Action
8	<p>Click the Line Item tab and review the data.</p> 
9	<p>Verify the Line Item Tab CLIN and Event data against the contract for each item. Type the approved amount for payment for each Event field in the box labeled Approved.</p> 
10	<p>Click on the ACRN WS tab.</p> <p>Acceptor - Performance Based Payment</p> 
11	<p>Verify the entries on the ACRN Worksheet.</p> <ul style="list-style-type: none"> • The acceptor may need to modify or add ACRNs or CLINs. • This can be done by using several links identified with each ACRN/CLIN. 

Continued on next page

Accepting a Performance Based Payment

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

Step	Action
12	Review the <u>A</u>ddresses and/or. Misc Info tab as needed. 
13	Click the <u>H</u>header tab and scroll to the bottom of the screen. 
14	Click the checkbox that applies, and enter the Approved Amount. (This applies when the Approve for Lesser Amount box is checked.) 
15	Enter the <u>S</u>ignature Date , and then click the Signature button. 
16	Enter the Password , and then click the Next button. 
17	Review message and click the OK button. 

Continued on next page

Accepting a Performance Based Payment

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

Step	Action								
18	<p data-bbox="483 373 850 407">View the verification screen.</p> <p data-bbox="483 441 607 474">Success</p> <div data-bbox="488 491 1321 548" style="border: 1px solid black; background-color: #e6f2ff; padding: 5px;"><p data-bbox="500 508 1198 541">The Performance Based Payment was successfully accepted.</p></div> <table border="1" data-bbox="488 604 1321 684"><thead><tr><th data-bbox="496 611 699 644">Contract Number</th><th data-bbox="716 611 894 644">Delivery Order</th><th data-bbox="911 611 1105 644">Request Number</th><th data-bbox="1122 611 1317 644">Invoice Number</th></tr></thead><tbody><tr><td data-bbox="496 653 699 686">DAAB0797DB608</td><td data-bbox="716 653 894 686"></td><td data-bbox="911 653 1105 686">PBPA500</td><td data-bbox="1122 653 1317 686">PBP500</td></tr></tbody></table> <p data-bbox="500 751 1078 926">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 data-bbox="500 957 857 991">Send Additional Email Notifications</p> <p data-bbox="500 1022 821 1056">Mon Sep 20 08:32:49 MST 2010</p>	Contract Number	Delivery Order	Request Number	Invoice Number	DAAB0797DB608		PBPA500	PBP500
Contract Number	Delivery Order	Request Number	Invoice Number						
DAAB0797DB608		PBPA500	PBP500						
