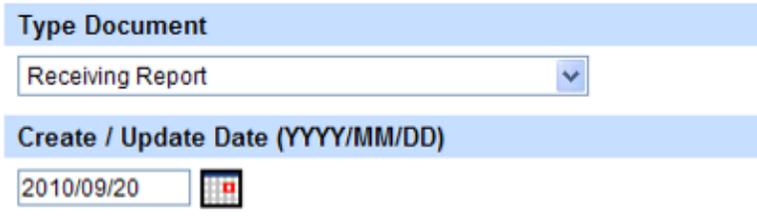


# Accepting a Receiving Report

**Overview** Depending on the Inspection and Acceptance points the acceptor may be the first stop for Receiving Reports. On some receiving reports the acceptor may be performing both the inspection and acceptance of the good shipped.

**Procedure** Follow the steps below to accept a Receiving Report in WAWF.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click the <b>Acceptance Folder</b> link. 
3	Select a <u>DoDAAC</u> from the <b>DoDAAC</b> drop down menu. <b>Important!</b> The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu. 
4	Select Receiving Report from the <b>Type Document</b> drop-down menu. 
5	Select the <b>Submit</b> button 

*Continued on next page*

# Accepting a Receiving Report

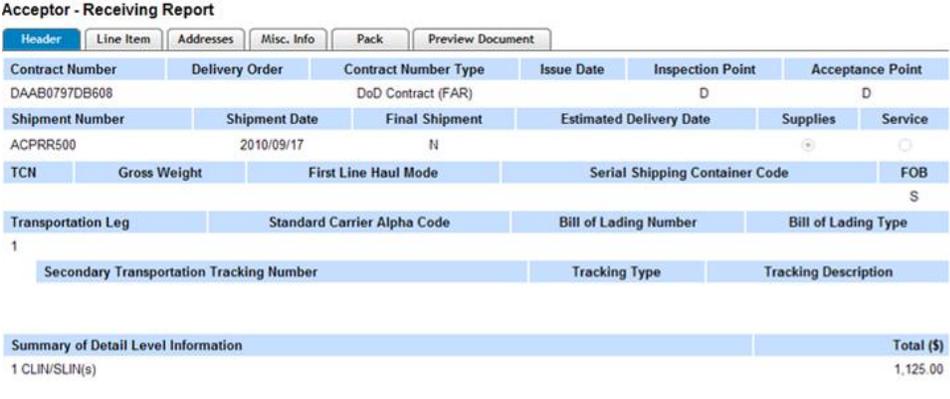
Procedure (continued) The steps below are continued from the previous page.

Step	Action																																																		
6	<p>Select the <b>Shipment Number</b> of the document you would like to view.</p> <p>Acceptance Folder for 'HQ0015' (4 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> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Receiving Report D/D PC</td> <td>027M9</td> <td>DAAB0797DB608</td> <td></td> <td>CARD500</td> <td>2010-08-27</td> <td>2010-08-27</td> <td></td> <td>Inspected</td> </tr> <tr> <td>2</td> <td>Receiving Report D/D</td> <td>027M9</td> <td>DAAB0797DB608</td> <td></td> <td>ACPRR500</td> <td>2010-09-17</td> <td>2010-09-17</td> <td></td> <td>Submitted</td> </tr> <tr> <td>3</td> <td>Receiving Report D/D</td> <td>027M9</td> <td>DAAB0797DB608</td> <td></td> <td>PREPOP500</td> <td>2010-09-30</td> <td>2010-09-30</td> <td></td> <td>Submitted</td> </tr> <tr> <td>4</td> <td>Receiving Report D/D</td> <td>027M9</td> <td>DAAB0797DB608</td> <td></td> <td>BRFROMINV</td> <td>2010-10-14</td> <td>2010-10-14</td> <td></td> <td>Submitted</td> </tr> </tbody> </table>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	1	Receiving Report D/D PC	027M9	DAAB0797DB608		CARD500	2010-08-27	2010-08-27		Inspected	2	Receiving Report D/D	027M9	DAAB0797DB608		ACPRR500	2010-09-17	2010-09-17		Submitted	3	Receiving Report D/D	027M9	DAAB0797DB608		PREPOP500	2010-09-30	2010-09-30		Submitted	4	Receiving Report D/D	027M9	DAAB0797DB608		BRFROMINV	2010-10-14	2010-10-14		Submitted
Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status																																										
1	Receiving Report D/D PC	027M9	DAAB0797DB608		CARD500	2010-08-27	2010-08-27		Inspected																																										
2	Receiving Report D/D	027M9	DAAB0797DB608		ACPRR500	2010-09-17	2010-09-17		Submitted																																										
3	Receiving Report D/D	027M9	DAAB0797DB608		PREPOP500	2010-09-30	2010-09-30		Submitted																																										
4	Receiving Report D/D	027M9	DAAB0797DB608		BRFROMINV	2010-10-14	2010-10-14		Submitted																																										
7	<p>Select the <b>Line Item</b> tab to review the CLINS associated with this document.</p> <p>Acceptor - Receiving Report</p> <p>Header <b>Line Item</b> Addresses Misc. Info Pack 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>ACPRR500</td> <td></td> <td>D</td> <td>D</td> </tr> </tbody> </table> <p>* = Required Fields <span style="float: right;">Total (\$): 1,125.00</span></p> <table border="1"> <thead> <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> </thead> <tbody> <tr> <td>0001</td> <td>123456</td> <td>VP</td> <td>3</td> <td></td> <td>EA</td> <td>375</td> <td><input type="text"/></td> <td>1125.00</td> </tr> </tbody> </table> <p>AAI SDN ACRN GFE Advice Code Multiple Box Pack</p> <p><input type="text"/> <input type="text"/> <input type="text"/> N N</p> <p>Description ACP RR for WAWF 5.0.0</p> <p>Milstrip No. Milstrip Qty. RTY542EE3665000 3</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	Inspection Point	Acceptance Point	DAAB0797DB608		ACPRR500		D	D	Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted *	Amount (\$)	0001	123456	VP	3		EA	375	<input type="text"/>	1125.00																				
Contract Number	Delivery Order	Shipment Number	Invoice Number	Inspection Point	Acceptance Point																																														
DAAB0797DB608		ACPRR500		D	D																																														
Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted *	Amount (\$)																																											
0001	123456	VP	3		EA	375	<input type="text"/>	1125.00																																											
8	<p>If the document has not been worked by the inspector then the acceptor is responsible for entering the <b>Quantity Accepted</b>.</p> <table border="1"> <thead> <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> </thead> <tbody> <tr> <td>0001</td> <td>123456</td> <td>VP</td> <td>3</td> <td></td> <td>EA</td> <td>375</td> <td>3 <input type="text"/></td> <td>1,125.00</td> </tr> </tbody> </table> <p>AAI SDN ACRN GFE Advice Code Multiple Box Pack</p> <p><input type="text"/> <input type="text"/> <input type="text"/> N N</p> <p>Description ACP RR for WAWF 5.0.0</p> <p>Milstrip No. Milstrip Qty. RTY542EE3665000 3</p>	Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted *	Amount (\$)	0001	123456	VP	3		EA	375	3 <input type="text"/>	1,125.00																																
Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted *	Amount (\$)																																											
0001	123456	VP	3		EA	375	3 <input type="text"/>	1,125.00																																											
9	<p>Once the CLINS have been reviewed check the <b>Pack</b> tab to confirm the document reflects the packing of the items.</p> <p>Acceptor - Receiving Report</p> <p>Header Line Item Addresses Misc. Info <b>Pack</b> Preview Document</p> <table border="1"> <thead> <tr> <th>Package Type</th> <th>Package ID</th> </tr> </thead> <tbody> <tr> <td>RFID</td> <td>EFF45886CA002B66</td> </tr> <tr> <td colspan="2">CLIN: 0001 Quantity: 3</td> </tr> </tbody> </table>	Package Type	Package ID	RFID	EFF45886CA002B66	CLIN: 0001 Quantity: 3																																													
Package Type	Package ID																																																		
RFID	EFF45886CA002B66																																																		
CLIN: 0001 Quantity: 3																																																			

Continued on next page

# Accepting a Receiving Report

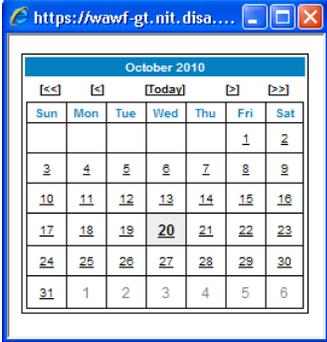
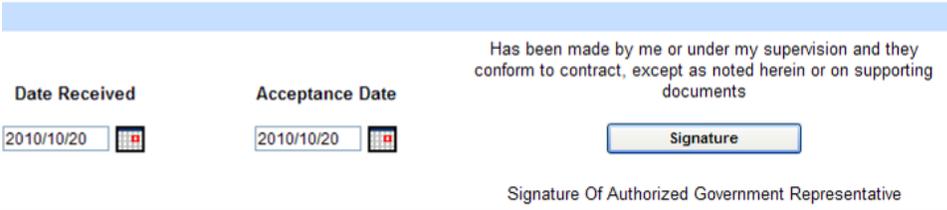
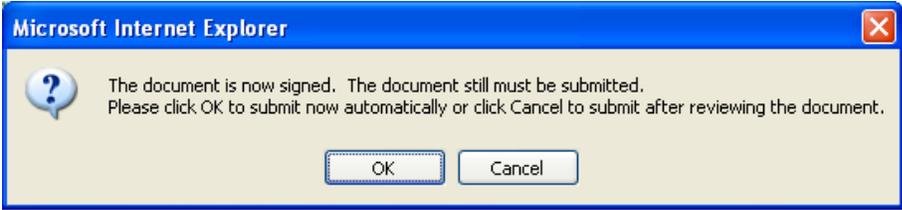
**Procedure** The steps below are continued from the previous page.  
(continued)

Step	Action
10	<p>Once you have reviewed the Pack data return to the <b>Header</b> tab.</p> 
11	<p>Scroll to the bottom of the page.</p>  <p>Check the <b>CQA</b>, <b>Acceptance</b>, or the <b>Reject to Initiator</b> (A Reject to Inspector box may be available in place of the CQA box if the document was already worked by an Inspector.)</p> <p><b>ACTION BY: HQ0015 *</b></p> <p><input checked="" type="checkbox"/> CQA  <input checked="" type="checkbox"/> Acceptance  <input type="checkbox"/> Reject to Initiator</p> <p>Note: If the document is to be rejected then comments must be added on the Misc. Info tab.</p>
12	<p>Enter the date or click the calendar icon for the <b>Date Received</b> and the <b>Acceptance Date</b>.</p> 

*Continued on next page*

# Accepting a Receiving Report

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

Step	Action
13	<p>Select the appropriate date from the calendar pop-up.</p> 
14	<p>Click the <b>Signature</b> button.</p> 
15	<p>Enter the Password and click the Continue button.</p> <p><b>WAWF Password Confirmation</b></p> 
16	<p>Click the OK button on the pop-up message to submit the document.</p> 

*Continued on next page*

# Accepting a Receiving Report

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

Step	Action								
17	<p data-bbox="402 310 1117 344">View the successful submission system message screen.</p> <p data-bbox="402 390 513 420"><b>Success</b></p> <hr data-bbox="402 432 1344 436"/> <p data-bbox="402 449 1344 483">The Destination Inspection and Acceptance Receiving Report was successfully accepted.</p> <table border="1" data-bbox="402 537 1188 613"> <thead> <tr> <th data-bbox="409 541 604 571">Contract Number</th> <th data-bbox="613 541 776 571">Delivery Order</th> <th data-bbox="792 541 993 571">Shipment Number</th> <th data-bbox="1003 541 1182 571">Invoice Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="409 583 587 613">DAAB0797DB608</td> <td data-bbox="613 583 776 613"></td> <td data-bbox="792 583 945 613">ACPRR500</td> <td data-bbox="1003 583 1182 613"></td> </tr> </tbody> </table> <p data-bbox="415 676 945 835">           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="415 865 743 894"><a href="#">Send Additional Email Notifications</a></p> <p data-bbox="415 924 711 953">Wed Oct 20 08:57:07 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		ACPRR500	
Contract Number	Delivery Order	Shipment Number	Invoice Number						
DAAB0797DB608		ACPRR500							