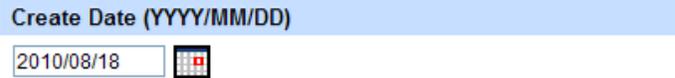


Accepting a Source/Destination Combo

Overview The Combo selection should be made when an invoice and receiving report are required and inspection and acceptance sites are source/destination.

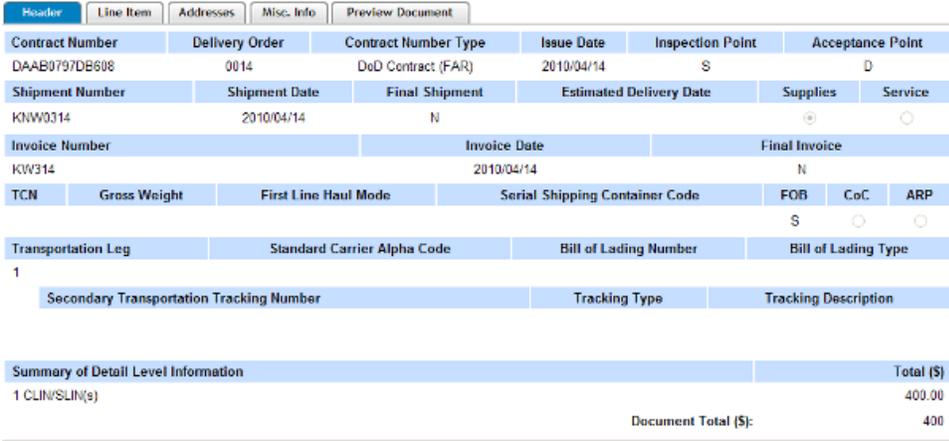
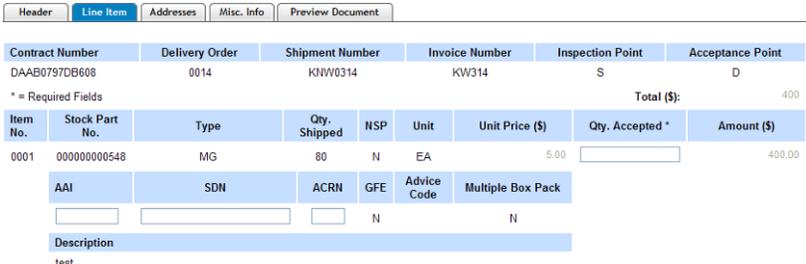
Procedure Follow the steps below to accept a Source/Destination Combination Invoice and Receiving Report

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> 
3	<p>Select a <u>Do</u>DAAC from the DoDAAC drop down menu.</p> <p>Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p> 
4	<p>Select Combo from the Type Document drop-down menu.</p>  <p>Create Date (YYYY/MM/DD)</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>

Continued on next page

Accepting a Source/Destination Combo

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

Step	Action																											
5	<p>Click the Submit button.</p> 																											
6	<p>Click on the desired Shipment No to open the document.</p> <p>Acceptance Folder for 'HQ0015' (2 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> </tr> </thead> <tbody> <tr> <td>1</td> <td>Combo</td> <td>027M9</td> <td>DAAB0797DB608</td> <td></td> <td>COMBO500</td> <td>2010-08-30</td> <td>2010-08-30</td> <td></td> </tr> <tr> <td>2</td> <td>Combo</td> <td>027M9</td> <td>DAAB0797DB608</td> <td></td> <td>FRTG666</td> <td>2010-09-13</td> <td>2010-09-13</td> <td></td> </tr> </tbody> </table> <p><u>Note</u>: See “Description of Columns Heading” section for more information of the Columns.</p>	Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	1	Combo	027M9	DAAB0797DB608		COMBO500	2010-08-30	2010-08-30		2	Combo	027M9	DAAB0797DB608		FRTG666	2010-09-13	2010-09-13	
Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	Shipped	Accepted																				
1	Combo	027M9	DAAB0797DB608		COMBO500	2010-08-30	2010-08-30																					
2	Combo	027M9	DAAB0797DB608		FRTG666	2010-09-13	2010-09-13																					
7	<p>Review the data on the Header tab.</p> 																											
8	<p>Click the Line Item tab and review the data. Enter <u>ACRN</u>, <u>SDN</u> and/or <u>AAA</u> data if required.</p> 																											

Continued on next page

Accepting a Source/Destination Combo

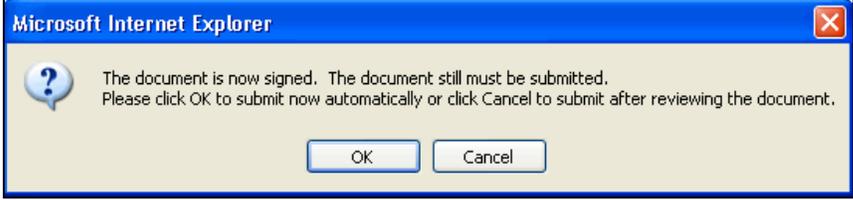
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																		
9	<p>Click in the Qty. Accepted field for each CLIN (Item No.) and enter the Qty of accepted goods/services. The Qty. you are accepting may be less than the quantity shipped. The Line Item Amount will be adjusted on the Line item page and on the Header page.</p> <table border="1" data-bbox="414 520 1344 583"> <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>000000000548</td> <td>MG</td> <td>80</td> <td>N</td> <td>EA</td> <td>5.00</td> <td>80</td> <td>400.00</td> </tr> </tbody> </table>	Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted *	Amount (\$)	0001	000000000548	MG	80	N	EA	5.00	80	400.00
Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted *	Amount (\$)											
0001	000000000548	MG	80	N	EA	5.00	80	400.00											
10	<p>Review the Addresses and/or Misc. Info tabs as needed.</p> <div data-bbox="414 693 1331 739"> Header Line Item Address Misc. Info Preview Document </div>																		
11	<p>Click the Header tab and scroll to the bottom of the screen.</p> <div data-bbox="414 844 1331 890"> Header Line Item Addresses Misc. Info Preview Document </div>																		
12	<p>Check the Acceptance box and enter Acceptance Date (the date you are accepting goods/services).</p> <div data-bbox="406 1008 824 1180"> <p>ACTION BY: HQ0015 *</p> <p><input checked="" type="checkbox"/> Acceptance Date Received</p> <p><input type="checkbox"/> Reject to Initiator 2010/09/22</p> <p><input type="checkbox"/> Reject to Inspector</p> </div>																		
13	<p>Enter the Signature Date, and then click the Signature button.</p> <div data-bbox="406 1255 1140 1465"> <p>Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents</p> <p>Acceptance Date</p> <p>2010/09/22</p> <p>Signature</p> <p>Signature Of Authorized Government Representative</p> </div>																		
14	<p>Enter the Password, and then click the Next button.</p> <div data-bbox="406 1543 1006 1759"> <p>WAWF Password Confirmation</p> <p>User ID: DFASgovt</p> <p>Password * [masked]</p> <p>Next Previous Help</p> </div>																		

Continued on next page

Accepting a Source/Destination Combo

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

Step	Action								
13	<p>Review message and click the OK button.</p> 								
14	<p>View the verification screen.</p> <p>Success</p> <p>The Invoice and Source Inspection and Destination Acceptance Receiving Report were successfully accepted. It has been processed via EDI.</p> <table border="1" data-bbox="407 869 1040 930"> <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>0014</td> <td>KNW0314</td> <td>KW314</td> </tr> </tbody> </table> <p>Email sent to Vendor: WAWF.Team@wpafb.af.mil Email sent to Vendor: hq-wawf@dfas.mil Email sent to Pay Official: hq-wawf@dfas.mil Email sent to Pay Official: jerolyn.melendez.ctr@disa.mil</p> <p>Send Additional Email Notifications</p> <p>Wed Sep 22 12:15:21 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608	0014	KNW0314	KW314
Contract Number	Delivery Order	Shipment Number	Invoice Number						
DAAB0797DB608	0014	KNW0314	KW314						