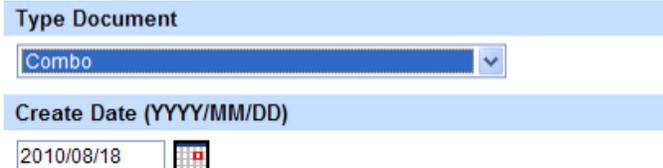


Inspecting a Destination/Destination Combo

Overview The Combo document creates the invoice and receiving report simultaneously. On a Destination/Destination Receiving Report, the Inspector signs for inspection and acceptance after the shipment of goods.

Procedure Follow the steps below to inspect a destination/destination Combo document.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click Inspection Folder . 
3	Select a <u>D</u> oDAAC from the DoDAAC drop down menu. <p>Important! The DoDAAC is a required field. Select an appropriate DoDAAC from the drop down menu.</p> 
4	Select Combo from the Type Document drop-down menu.  <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>

Continued on next page

Inspecting a Destination/Destination Combo

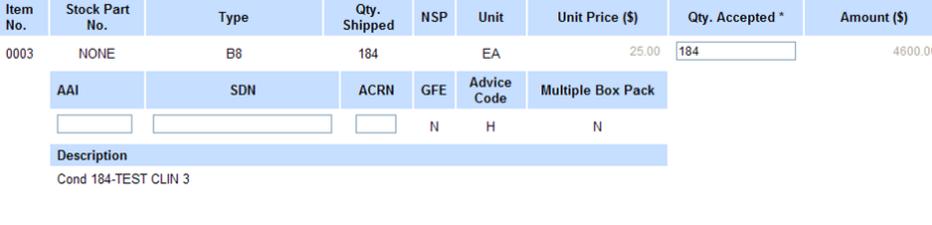
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																																																																																																																
5	<p>Click the Submit button</p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Help"/> </p>																																																																																																																																																																
6	<p>Click on the desired shipment number to open the document.</p> <p>Inspection Folder for 'W81K7D' (15 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>Combo D/D</td><td>0W282</td><td>WAWFRJ06T0001</td><td></td><td>IPM5184</td><td>2009-10-28</td><td>2009-05-19</td><td></td><td>Submitted</td></tr> <tr><td>2</td><td>Combo S/D</td><td>0W282</td><td>WAWFRJ06T0001</td><td></td><td>IPM5186</td><td>2009-10-28</td><td>2009-05-19</td><td></td><td>Submitted</td></tr> <tr><td>3</td><td>Combo S/S</td><td>0W282</td><td>WAWFRJ06T0001</td><td></td><td>IPN5089</td><td>2009-12-01</td><td>2009-05-19</td><td></td><td>Submitted</td></tr> <tr><td>4</td><td>Combo S/D</td><td>0W282</td><td>WAWFRJ06T0001</td><td></td><td>IPN5090</td><td>2009-12-01</td><td>2009-05-19</td><td></td><td>Submitted</td></tr> <tr><td>5</td><td>Combo D/D</td><td>0W282</td><td>WAWFRJ06T0001</td><td></td><td>IPN5184</td><td>2009-12-01</td><td>2009-05-19</td><td></td><td>Submitted</td></tr> <tr><td>6</td><td>Combo S/S</td><td>0W282</td><td>WAWFRJ06T0001</td><td></td><td>IPN5185</td><td>2009-12-01</td><td>2009-05-19</td><td></td><td>Submitted</td></tr> <tr><td>7</td><td>Combo S/D</td><td>0W282</td><td>WAWFRJ06T0001</td><td></td><td>IPN5186</td><td>2009-12-01</td><td>2009-05-19</td><td></td><td>Submitted</td></tr> <tr><td>8</td><td>Combo D/D</td><td>0W282</td><td>WAWFRJ06T0001</td><td></td><td>IPN5702</td><td>2009-12-04</td><td>2009-05-19</td><td></td><td>Submitted</td></tr> <tr><td>9</td><td>Combo S/S</td><td>0W282</td><td>WAWFRJ06T0001</td><td></td><td>IPP5089</td><td>2010-01-25</td><td>2010-01-02</td><td></td><td>Submitted</td></tr> <tr><td>10</td><td>Combo S/D</td><td>0W282</td><td>WAWFRJ06T0001</td><td></td><td>IPP5090</td><td>2010-01-25</td><td>2010-01-02</td><td></td><td>Submitted</td></tr> <tr><td>11</td><td>Combo D/D</td><td>0W282</td><td>WAWFRJ06T0001</td><td></td><td>IPP5184</td><td>2010-01-25</td><td>2010-01-02</td><td></td><td>Submitted</td></tr> <tr><td>12</td><td>Combo S/S</td><td>0W282</td><td>WAWFRJ06T0001</td><td></td><td>IPP5185</td><td>2010-01-25</td><td>2010-01-02</td><td></td><td>Submitted</td></tr> <tr><td>13</td><td>Combo S/D</td><td>0W282</td><td>WAWFRJ06T0001</td><td></td><td>IPP5186</td><td>2010-01-25</td><td>2010-01-02</td><td></td><td>Submitted</td></tr> <tr><td>14</td><td>Combo S/D</td><td>0W282</td><td>WAWFRJ06T0005</td><td></td><td>IPN5713</td><td>2009-12-01</td><td>2009-05-19</td><td></td><td>Submitted</td></tr> <tr><td>15</td><td>Combo S/D</td><td>0W282</td><td>WAWFRJ06T0005</td><td></td><td>IPP5713</td><td>2010-01-25</td><td>2010-01-02</td><td></td><td>Submitted</td></tr> </tbody> </table>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	1	Combo D/D	0W282	WAWFRJ06T0001		IPM5184	2009-10-28	2009-05-19		Submitted	2	Combo S/D	0W282	WAWFRJ06T0001		IPM5186	2009-10-28	2009-05-19		Submitted	3	Combo S/S	0W282	WAWFRJ06T0001		IPN5089	2009-12-01	2009-05-19		Submitted	4	Combo S/D	0W282	WAWFRJ06T0001		IPN5090	2009-12-01	2009-05-19		Submitted	5	Combo D/D	0W282	WAWFRJ06T0001		IPN5184	2009-12-01	2009-05-19		Submitted	6	Combo S/S	0W282	WAWFRJ06T0001		IPN5185	2009-12-01	2009-05-19		Submitted	7	Combo S/D	0W282	WAWFRJ06T0001		IPN5186	2009-12-01	2009-05-19		Submitted	8	Combo D/D	0W282	WAWFRJ06T0001		IPN5702	2009-12-04	2009-05-19		Submitted	9	Combo S/S	0W282	WAWFRJ06T0001		IPP5089	2010-01-25	2010-01-02		Submitted	10	Combo S/D	0W282	WAWFRJ06T0001		IPP5090	2010-01-25	2010-01-02		Submitted	11	Combo D/D	0W282	WAWFRJ06T0001		IPP5184	2010-01-25	2010-01-02		Submitted	12	Combo S/S	0W282	WAWFRJ06T0001		IPP5185	2010-01-25	2010-01-02		Submitted	13	Combo S/D	0W282	WAWFRJ06T0001		IPP5186	2010-01-25	2010-01-02		Submitted	14	Combo S/D	0W282	WAWFRJ06T0005		IPN5713	2009-12-01	2009-05-19		Submitted	15	Combo S/D	0W282	WAWFRJ06T0005		IPP5713	2010-01-25	2010-01-02		Submitted
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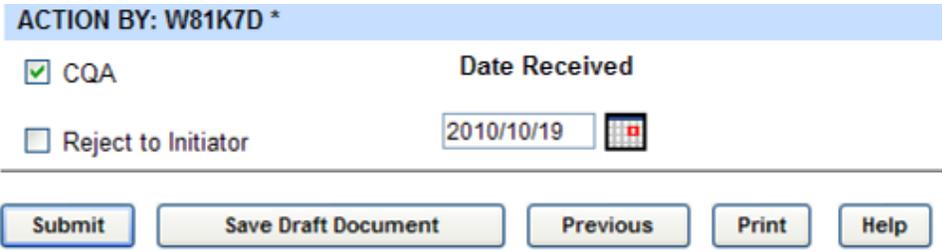
Procedure The steps below are continued from the previous page.
(continued)

Step	Action
8	<p>Click the Line Item tab and review the data.</p> <ul style="list-style-type: none"> Enter <u>A</u>CRN, <u>S</u>DN and/or AAA data if required. 
9	<p>Click in the Qty. Accepted field for each CLIN (Item No.) and enter the quantity of accepted goods/services. For destination Inspector, Qty. accepted means quantity received (inspected). You will not perform acceptance. The quantity you are inspecting 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> 
10	<p>Review the Addresses and/or Misc. Info tabs as needed.</p> 
11	<p>Click the Header tab and scroll to the bottom of the screen</p> 

Continued on next page

Inspecting a Destination/Destination Combo

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

Step	Action
12	<p>Click the checkbox CQA.</p> <p>Enter the Date Received</p> <p>Click the Submit button.</p> 
13	<p>View the verification screen.</p> <p>Success</p> 