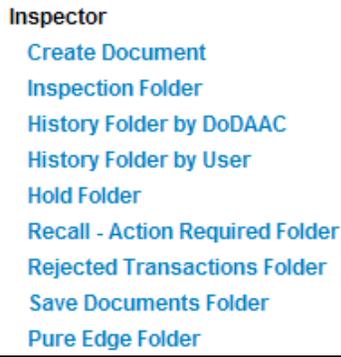
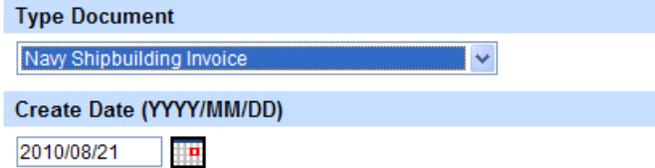


# Inspecting a Navy Shipbuilding Invoice

**Overview** The Navy Shipbuilding Invoice (Fixed Price) was created to provide the capability to process Naval Sea System Command (NAVSEA) Ship Acquisition invoices which include new ship construction, design, planning and repair support. The Navy Shipbuilding Invoice is limited to One Pay and Navy Enterprise Resource Planning (ERP) Pay Office.

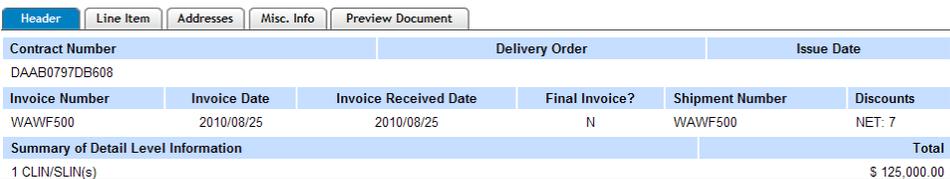
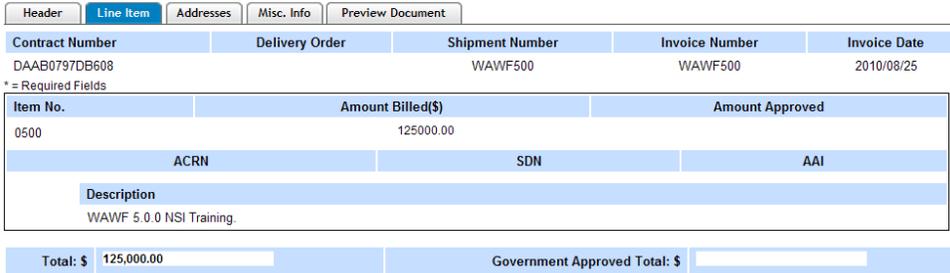
**Procedure** Follow the steps below to inspect a Navy Shipbuilding Invoice.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click the <b>Inspection Folder</b> link. 
3	Select a <u>D</u> oDAAC 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 the Navy Shipbuilding Invoice 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 Navy Shipbuilding Invoice

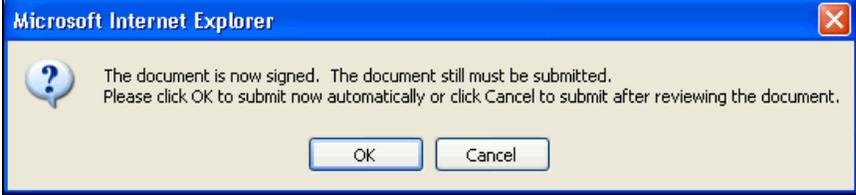
Procedure The steps below are continued from the previous page.  
(continued)

Step	Action																				
5	<p>Click the <b>Submit</b> button.</p> 																				
6	<p>Click on the desired <b>Shipment or Invoice Number</b> to open the document. Both Numbers will direct you to the same Invoice Document.</p> <p>Inspection Folder for 'N00421' (1 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>NSI</td> <td>027M9</td> <td><a href="#">DAAB0797DB608</a></td> <td></td> <td><a href="#">WAWF500</a></td> <td>2010-08-25</td> <td></td> <td></td> <td>Submitted</td> </tr> </tbody> </table>	Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	1	NSI	027M9	<a href="#">DAAB0797DB608</a>		<a href="#">WAWF500</a>	2010-08-25			Submitted
Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status												
1	NSI	027M9	<a href="#">DAAB0797DB608</a>		<a href="#">WAWF500</a>	2010-08-25			Submitted												
7	<p>Review the data on the <b>Header</b> tab.</p> <p>Inspector - Navy Shipbuilding Invoice</p> 																				
8	<p>Click the <b>Line Item</b> tab and review the data.</p> <p>Inspector - Navy Shipbuilding Invoice</p> 																				
9	<p>Click the <b>Header</b> tab and scroll to the bottom of the screen.</p> 																				
10	<p>Check the <b>Recommend Approval</b> box, and enter the <b>Inspection Date</b>.</p> <p>ACTION BY: N00421 *</p> <p><input checked="" type="checkbox"/> Recommend Approval  <input type="checkbox"/> Recommend Reduced Amount  <input type="checkbox"/> Recommend Rejection</p> <p>Inspection Date</p> <p>2010/09/10 </p>																				

Continued on next page

# Inspecting a Navy Shipbuilding Invoice

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

Step	Action								
11	<p>Enter the <b>Signature Date</b>, and then click the <b>Signature</b> button.</p> <p style="text-align: center;">Inspection has been made by me or under my supervision and conforms to contract, except as noted herein or on supporting documents.</p> <p>Signature Date</p> <p>2010/09/10 </p> <p style="text-align: right;"><input type="button" value="Signature"/></p> <p style="text-align: right;">Signature Of Authorized Government Representative</p>								
12	<p>Enter the <b>Password</b>, and then click the <b>Next</b> button.</p> <p><b>WAWF Password Confirmation</b></p> <p>User ID: DFASgovt</p> <p>Password * <input type="password" value="*****"/></p> <p><input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Help"/></p>								
13	<p>Review message and click the OK button.</p> 								
14	<p>View the verification screen.</p> <p><b>Success</b></p> <p>The Navy Shipbuilding Invoice was successfully inspected.</p> <table border="1" data-bbox="414 1333 1226 1407"> <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></td> <td>WAWF500</td> <td>WAWF500</td> </tr> </tbody> </table> <p>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 Acceptor: clspann@gmail.com            Email sent to Acceptor: mech_navsisa_wawf_test@navy.mil</p> <p><a href="#">Send Additional Email Notifications</a></p> <p>Fri Sep 10 06:05:16 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		WAWF500	WAWF500
Contract Number	Delivery Order	Shipment Number	Invoice Number						
DAAB0797DB608		WAWF500	WAWF500						