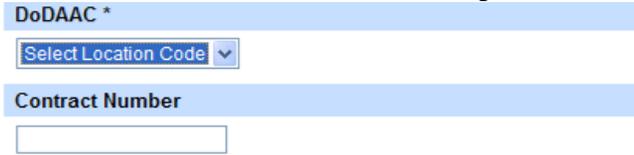
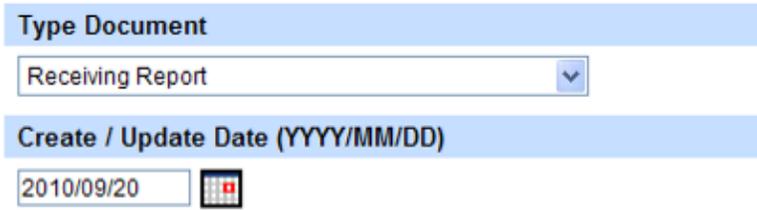


Inspecting a Receiving Report

Overview Depending on the Inspection and Acceptance points the inspector may be performing both the inspection and acceptance of the good shipped. When acting as the acceptor the inspector will be required to include their signature before submitting the document.

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

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. Important! The DoDAAC is a required field. Select an appropriate DoDAAC from the drop down menu. 
4	Select Receiving Report from the Type Document drop-down menu. 
5	Select the Submit button 

Continued on next page

Inspecting a Receiving Report

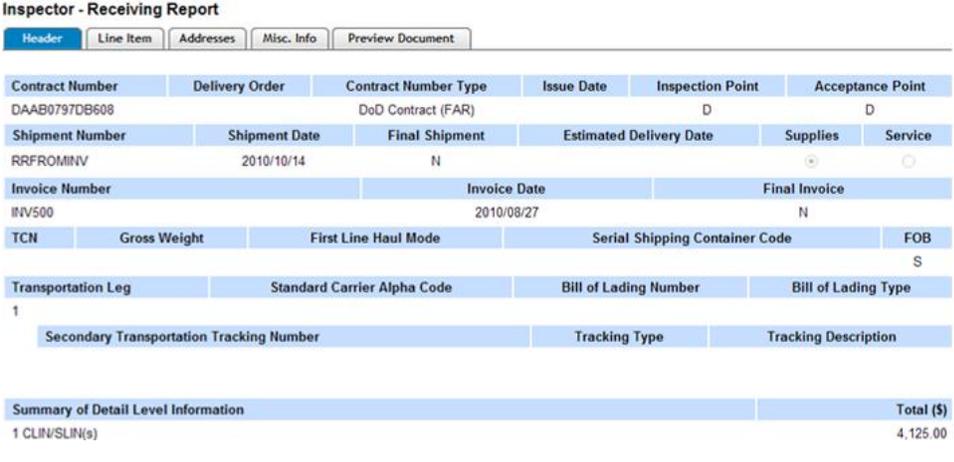
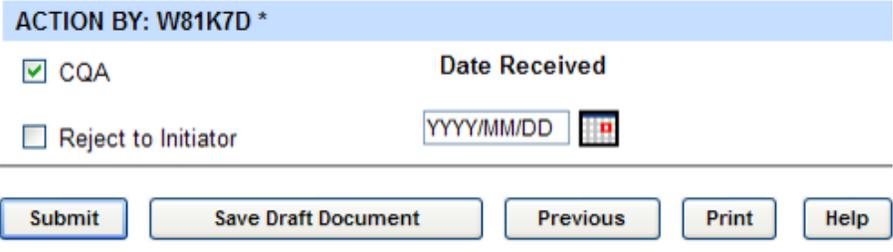
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																																																																					
6	<p>Select the Shipment Number of the document you would like to view.</p> <p>Inspection Folder for 'W81K7D' (42 items, sorted by Document Type)</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>Receiving Report S/O</td> <td>0W282</td> <td>WAWFRJ06T0004</td> <td></td> <td>DFA5194825</td> <td>2010-08-05</td> <td>2010-08-05</td> <td></td> </tr> <tr> <td>2</td> <td>Receiving Report D/D MP</td> <td></td> <td>PCHQ001510252</td> <td>0001</td> <td>CRCARD500</td> <td>2010-09-09</td> <td>2010-09-09</td> <td></td> </tr> <tr> <td>3</td> <td>Receiving Report D/D MP</td> <td>027M9</td> <td>PCHQ001510260</td> <td>0001</td> <td>ACPCRCARD</td> <td>2010-09-17</td> <td>2010-09-17</td> <td></td> </tr> <tr> <td>4</td> <td>Receiving Report D/D</td> <td>027M9</td> <td>DAAB0797DB608</td> <td></td> <td>RRFROMINV</td> <td>2010-10-14</td> <td>2010-10-14</td> <td></td> </tr> <tr> <td>5</td> <td>Receiving Report D/D</td> <td>34RB9</td> <td>DJKLOY0100314</td> <td></td> <td>TPP5703I</td> <td>2010-03-10</td> <td>2010-01-02</td> <td></td> </tr> <tr> <td>6</td> <td>Receiving Report D/D</td> <td>34RB9</td> <td>DJKFRJ06T0001</td> <td></td> <td>TPP5703I</td> <td>2010-03-08</td> <td>2010-01-02</td> <td></td> </tr> <tr> <td>7</td> <td>Receiving Report D/D</td> <td>0W282</td> <td>WAWFRJ06T0001</td> <td></td> <td>TPP5703I</td> <td>2010-01-25</td> <td>2010-01-02</td> <td></td> </tr> <tr> <td>8</td> <td>Receiving Report D/D</td> <td>0W282</td> <td>WAWFRJ06T0001</td> <td></td> <td>TPN5703I</td> <td>2009-12-01</td> <td>2009-05-19</td> <td></td> </tr> <tr> <td>9</td> <td>Receiving Report D/D</td> <td>0W282</td> <td>WAWFRJ06T0001</td> <td></td> <td>TPL5703I</td> <td>2009-05-27</td> <td>2009-05-19</td> <td></td> </tr> <tr> <td>10</td> <td>Receiving Report D/D</td> <td>0W282</td> <td>WAWFRJ06A0001</td> <td>0013</td> <td>TPN5102I</td> <td>2009-12-01</td> <td>2009-05-19</td> <td></td> </tr> <tr> <td>11</td> <td>Receiving Report D/D</td> <td>0W282</td> <td>WAWFRJ06A0001</td> <td>0013</td> <td>TPM5102I</td> <td>2009-10-28</td> <td>2009-05-19</td> <td></td> </tr> <tr> <td>12</td> <td>Receiving Report D/D</td> <td>0W282</td> <td>WAWFRJ06A0001</td> <td>0013</td> <td>TPL5102I</td> <td>2009-05-27</td> <td>2009-05-19</td> <td></td> </tr> </tbody> </table>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	1	Receiving Report S/O	0W282	WAWFRJ06T0004		DFA5194825	2010-08-05	2010-08-05		2	Receiving Report D/D MP		PCHQ001510252	0001	CRCARD500	2010-09-09	2010-09-09		3	Receiving Report D/D MP	027M9	PCHQ001510260	0001	ACPCRCARD	2010-09-17	2010-09-17		4	Receiving Report D/D	027M9	DAAB0797DB608		RRFROMINV	2010-10-14	2010-10-14		5	Receiving Report D/D	34RB9	DJKLOY0100314		TPP5703I	2010-03-10	2010-01-02		6	Receiving Report D/D	34RB9	DJKFRJ06T0001		TPP5703I	2010-03-08	2010-01-02		7	Receiving Report D/D	0W282	WAWFRJ06T0001		TPP5703I	2010-01-25	2010-01-02		8	Receiving Report D/D	0W282	WAWFRJ06T0001		TPN5703I	2009-12-01	2009-05-19		9	Receiving Report D/D	0W282	WAWFRJ06T0001		TPL5703I	2009-05-27	2009-05-19		10	Receiving Report D/D	0W282	WAWFRJ06A0001	0013	TPN5102I	2009-12-01	2009-05-19		11	Receiving Report D/D	0W282	WAWFRJ06A0001	0013	TPM5102I	2009-10-28	2009-05-19		12	Receiving Report D/D	0W282	WAWFRJ06A0001	0013	TPL5102I	2009-05-27	2009-05-19	
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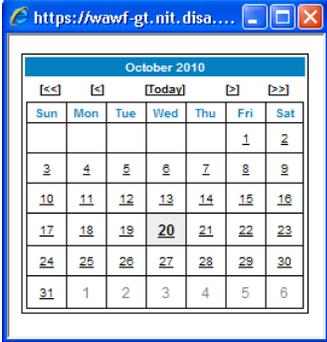
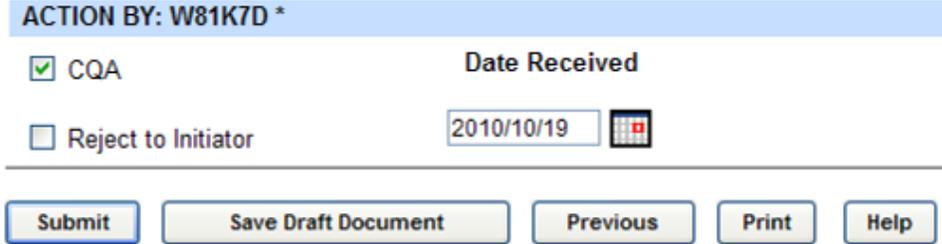
Procedure The steps below are continued from the previous page.
(continued)

Step	Action
9	<p>Once you have reviewed the Line Items return to the Header tab.</p> 
10	<p>Scroll to the bottom of the page and check the CQA or the Reject to Initiator box (If the document is to be rejected then comments must be added on the Misc. Info tab).</p> 
11	<p>Enter the date or click the calendar icon for the Date Received field.</p> 

Continued on next page

Inspecting a Receiving Report

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

Step	Action								
12	<p>Select the appropriate date from the calendar pop-up.</p> 								
13	<p>Click the Submit button.</p> 								
14	<p>View the successful submission system message screen.</p> <p>Success</p> <p>The Destination Inspection and Acceptance Receiving Report was successfully inspected.</p> <table border="1" data-bbox="407 1360 1192 1436"> <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>RRFROMINV</td> <td>INV500</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: hq-wawf@dfas.mil</p> <p>Send Additional Email Notifications</p> <p>Wed Oct 20 10:37:40 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		RRFROMINV	INV500
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