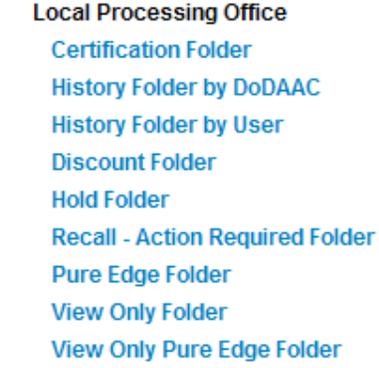
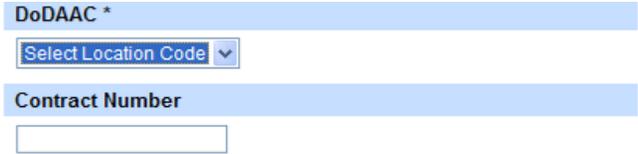


Access the History Folder by DoDAAC

Introduction This folder is the repository for documents which have been worked by the Local Processing Official role.

Procedure Follow the steps below to access the History Folder by DoDAAC.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click on the History Folder by DoDAAC link.  Result: The search screen is displayed.
3	Select the appropriate DoDAAC in the drop down box.  <i>NOTE: The DoDAAC is the only required field. It is best that you search on other fields (contract number, shipment number or invoice number etc.), more fields will narrow the search result.</i>
4	Click Submit .  Result: The LPO History Folder screen is displayed.

Continued on next page

Access the History Folder by DoDAAC

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

Step	Action																																																							
5	<p>Below is an example of the document search results.</p> <p>The information on the top of the screen displays the number of items in the folder.</p> <ul style="list-style-type: none"> Clicking on the contract number hyperlink will result in the contract being displayed in EDA if it's in EDA. Clicking on the invoice number hyperlink will result in the invoice being displayed. Clicking on the shipment number hyperlink will result in the receiving report being displayed. <p>LPO History from Active Folder for 'HQ0313' (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> </tr> </thead> <tbody> <tr> <td>1</td> <td>Invoice 2in1</td> <td>0T5L1</td> <td>DAAB0797DB608</td> <td>0014</td> <td>SER7899</td> <td>2010-03-01</td> <td>2010-03-01</td> <td>2010-03-01</td> </tr> <tr> <td>2</td> <td>Invoice</td> <td>1DV75</td> <td>DAAB0797DB608</td> <td>0014</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Telecom (Non-Contractual)</td> <td>09NLO</td> <td>W3TELE09C09NL0049</td> <td></td> <td>INV12082009E</td> <td>2009-12-08</td> <td>2009-12-08</td> <td>2010-02-10</td> </tr> <tr> <td>4</td> <td>Misc. Pay</td> <td>022T1</td> <td>WGANM06H022T1003</td> <td></td> <td>INVOICE0515</td> <td>2006-05-15</td> <td>2006-05-15</td> <td>2006-05-15</td> </tr> </tbody> </table> <p><i>Note: With the Release of WAWF 5.0.0 all columns within the search result screen can be selected to sort the values alphabetically (with the exception of the Item field which is always displayed in numerical ascending order.)</i></p>	Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	1	Invoice 2in1	0T5L1	DAAB0797DB608	0014	SER7899	2010-03-01	2010-03-01	2010-03-01	2	Invoice	1DV75	DAAB0797DB608	0014					3	Telecom (Non-Contractual)	09NLO	W3TELE09C09NL0049		INV12082009E	2009-12-08	2009-12-08	2010-02-10	4	Misc. Pay	022T1	WGANM06H022T1003		INVOICE0515	2006-05-15	2006-05-15	2006-05-15										
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