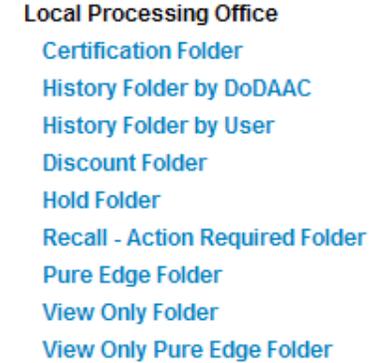


Access Hold Folder

Introduction Government users may elect to remove a document from the Work folder and place it into a Hold status. This action let's you place a receiving report, Invoice, or Finance document on hold when you are not ready to work it (and do not want the previous workflow user to void or recall it). When a document is placed on hold, it is placed in the Hold Folder. We highly recommend the hold folder not be used by users. Whoever places the document on hold is the only one who can take it off of hold.

Procedure Follow the steps to place a document of Hold.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click on the Hold Folder .  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.), each additional field will help narrow the search results.</i>
4	Click Submit .  Result: The LPO Hold Folder screen is displayed.

Continued on next page

Access Hold Folder

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 Hold Folder for 'N00421' (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> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Invoice 2in1</td> <td>03UM0</td> <td>N0001806C0001</td> <td></td> <td>NTT3588</td> <td>2009-12-03</td> <td>2009-12-03</td> <td>2009-12-03</td> <td>Hold</td> </tr> <tr> <td>2</td> <td>CV-Direct</td> <td>027M9</td> <td>N0002406C4408</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>NAVCON</td> <td>027M9</td> <td>N6832208M1000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Invoice</td> <td>08DLO</td> <td>SPM150P104701</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></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	Status	1	Invoice 2in1	03UM0	N0001806C0001		NTT3588	2009-12-03	2009-12-03	2009-12-03	Hold	2	CV-Direct	027M9	N0002406C4408							3	NAVCON	027M9	N6832208M1000							4	Invoice	08DLO	SPM150P104701						
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7	<p>Provide the required information by selecting desired tabs.</p> <p>Local Processing Office - Navy Construction / Facilities Management Invoice</p> <table border="1"> <thead> <tr> <th colspan="5">Header</th> </tr> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Issue Date</th> <th>Construction</th> <th>Fixed Price</th> </tr> </thead> <tbody> <tr> <td>N6832208M1000</td> <td></td> <td></td> <td>Y</td> <td>Y</td> </tr> <tr> <th>Invoice Number</th> <th>Invoice Date</th> <th>Final Invoice?</th> <th colspan="2">Invoice Received Date</th> </tr> <tr> <td>MC0002</td> <td>2008/08/11</td> <td>N</td> <td colspan="2">2008/08/11</td> </tr> <tr> <th colspan="5">Discounts</th> </tr> <tr> <td colspan="5">NET : 14</td> </tr> <tr> <th colspan="2">Summary of Detail Level Information</th> <th>Deduction Amount (\$)</th> <th>Retention Amount (\$)</th> <th>Total (\$)</th> </tr> <tr> <td colspan="2">2 CLIN/SLIN(s)</td> <td>0</td> <td>0</td> <td>300,000.00</td> </tr> </tbody> </table> <p><i>Note: The tabs may be different depending on the document type, or Pay Office DoDAAC selected</i></p>	Header					Contract Number	Delivery Order	Issue Date	Construction	Fixed Price	N6832208M1000			Y	Y	Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		MC0002	2008/08/11	N	2008/08/11		Discounts					NET : 14					Summary of Detail Level Information		Deduction Amount (\$)	Retention Amount (\$)	Total (\$)	2 CLIN/SLIN(s)		0	0	300,000.00					
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Access Hold Folder

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

Step	Action						
13	<p data-bbox="402 289 1117 323">View the successful submission system message screen.</p> <p data-bbox="415 352 516 382">Success</p> <div data-bbox="415 403 1253 478" style="border: 1px solid black; background-color: #e6f2ff; padding: 5px;"><p data-bbox="428 411 1247 470">The Navy Construction / Facilities Management Invoice was successfully processed. It has been processed via EDI.</p></div> <table border="1" data-bbox="415 529 954 596"><thead><tr><th data-bbox="418 533 607 562">Contract Number</th><th data-bbox="607 533 779 562">Delivery Order</th><th data-bbox="779 533 951 562">Invoice Number</th></tr></thead><tbody><tr><td data-bbox="418 571 607 596">N6832208M1000</td><td data-bbox="607 571 779 596"></td><td data-bbox="779 571 951 596">MC0002</td></tr></tbody></table> <p data-bbox="428 655 857 806">Email sent to Vendor: hq-wawf@dfas.mil Email sent to Vendor: katrin.dilli@universal-inc.net Email sent to Vendor: navywawf@yahoo.com Email sent to Vendor: wawfvend@dcma.mil Email sent to Pay Official: hq-wawf@dfas.mil</p> <p data-bbox="428 835 737 865">Send Additional Email Notifications</p> <p data-bbox="428 890 701 915">Thu Mar 03 11:43:53 MST 2011</p>	Contract Number	Delivery Order	Invoice Number	N6832208M1000		MC0002
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