

## Welcome to Wide Area Workflow!

Please start by selecting one of the links from the menu above.

### WARNING!

- If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.
- Please DO NOT use the browser BACK BUTTON within the WAWF application.
- The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server.
- Where they exist, use the PREVIOUS or RETURN buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

This demonstration provides an overview of the ECP0694 changes for accepting an Energy Receiving Report as an Acceptor.

This presentation contains audio narrative.  
Please adjust your volume accordingly.

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Acceptor

Create Document

Acceptance Folder

History Folder by DoDAAC

History Folder by User

Hold Folder

Recall - Action Required Folder

Rejected Transactions Folder

Post Payment Review Folder

Suspended CEFT Transactions Folder

Saved Documents Folder

Pure Edge Folder

View Parameters

View Only Folder

View Only Saved Documents Folder

View Only Pure Edge Folder

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- The use of the browser's Back button to return to a previous page within the WAWF application.
- Use of this button will cause the browser to return to a previous page within the WAWF application.
- Where they exist, use the Page Up and Page Down keys to move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

As an Acceptor, cursor over the "Government" menu dropdown, and select the "Acceptance Folder" link from the "Acceptor" sub menu option.

[Help](#)

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## Wide Area Workflow

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## Search Criteria - Acceptance Folder

**FOUO - Privacy Sensitive:**

*Privacy Act Statement - This information is protected under the Privacy Act of 1974 and the Freedom of Information Act, or both.*

DoDAAC \*

Contract Number

Vendor (Payee) / Vendor (Payee) Extension



Shipment No.

SSN / Confirm SSN



Type Document

Create / Update Date (YYYY/MM/DD)



The Search Criteria screen is displayed.

This screen lets the Acceptor retrieve only documents that meet certain criteria. For example, if the Acceptor enters a contract number in the "Contract Number" field, only documents with that contract number will be retrieved. If the Inspector enters nothing in these fields, all documents will be retrieved.

The search results will call up documents that have updated in the last 30 days, unless the Acceptor enters a specific date range into the date criterion. This permits offices with a large quantity of documents to more readily access their folders.

Ship From / Ship From Extension



Invoice Number

Tax Id (EIN)

Status

Create / Update Date End (YYYY/MM/DD)




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## Search Criteria - Acceptance Folder

**FOUO - Privacy Sensitive**

*under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or*

- All Documents
- Combo
- Combo FP
- Commercial Item Financing
- Construction Invoice
- Corrected - Receiving Report
- Cost Voucher
- Energy Combo**
- Energy Invoice
- Energy Receiving Report
- Grant Voucher
- Invoice
- Invoice 2in1
- Invoice FP
- Misc. Pay
- Navy Construction / Facilities Management Invoice
- Navy Shipbuilding Invoice
- NPI Voucher
- Performance Based Payment
- Progress Payment
- Receiving Report
- Reparables Combo
- Reparables Receiving Report
- Telecommunications Invoice (Contractual)
- Telecommunications Invoice (Non-Contractual)
- All Documents

Energy documents are displayed in the Type Document list.

Ship From / Ship From Extension

Invoice Number

Tax Id (EIN)

Status

All Documents

Create / Update Date (YYYY/MM/DD)

2012/04/23

Create / Update Date End (YYYY/MM/DD)

2012/05/23

[Submit](#)

[Help](#)

Logon Date : 2012/05/23 09:36:24 EDT Last Accessed Date : 2012/05/23 09:36:41 EDT

## Search Criteria - Acceptance Folder

Shipment No.

Invoice Number

SSN / Confirm SSN

Tax Id (EIN)

Type Document

Status

Create / Update Date (YYYY/MM/DD)

Create / Update Date End (YYYY/MM/DD)

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD)

Estimated Delivery Date End (YYYY/MM/DD)

Result Size

Result Font

After entering in the information in the search fields, click the "Submit" button to display the results. The more information you enter, the more you can narrow your results to the specific documents you are looking for.

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### Acceptance Folder for 'W25G1U' (3 items, sorted by Contract Number Descending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
1	E Combo D/D	00C91	021799486	0001		<a href="#">SPE60012W0519</a>	WBT1	<a href="#">SHIP307</a>	2012-05-19	2012-05-30		Submitted
2	E Combo D/D	00C91	021799486	0001		<a href="#">SPE60012W0519</a>	WBT1	<a href="#">SHIP453</a>	2012-05-19	2012-05-25		Submitted
3	E Combo D/D	00C91	021799486	0001		<a href="#">SPE60012W0519</a>	WBT1	<a href="#">SHIP536</a>	2012-05-19	2012-05-31		Submitted

The Acceptance Folder results page is displayed.  
 This page contains a list of documents that match the selection criteria.  
 Scroll to the right.



[\[-\] Shipment](#) [\[-\] Invoice](#)

[Return](#)

[Help](#)

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[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)

## Acceptance Folder for 'W25G1U' (3 items, sorted by Contract Number Descending)

Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
	<a href="#">SHIP307</a>	2012-05-19	2012-05-30		Submitted		<a href="#">H</a>	<a href="#">INV307</a>	2012-05-19	D2012-05-19	Processed			JPY 3,179
	<a href="#">SHIP453</a>	2012-05-19	2012-05-25		Submitted		<a href="#">H</a>	<a href="#">INV454</a>	2012-05-19	D2012-05-19	Processed			JPY 3,179
	<a href="#">SHIP536</a>	2012-05-19	2012-05-31		Submitted		<a href="#">H</a>	<a href="#">INV537</a>	2012-05-19	D2012-05-19	Processed			JPY 3,179



To place the Energy Receiving Report "On Hold", the user can click on the "H" link in the Hold column.

[\[-\] Shipment](#) [\[-\] Invoice](#)[Return](#)[Help](#)

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## Acceptance Folder for 'W25G1U' (3 items, sorted by Contract Number Descending)

Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
	<a href="#">SHIP307</a>	2012-05-19	2012-05-30		Submitted		<a href="#">H</a>	<a href="#">INV307</a>	2012-05-19	D2012-05-19	Processed			JPY 3,179
	<a href="#">SHIP453</a>	2012-05-19	2012-05-25		Submitted		<a href="#">H</a>	<a href="#">INV454</a>	2012-05-19	D2012-05-19	Processed			JPY 3,179
	<a href="#">SHIP536</a>	2012-05-19	2012-05-31		Submitted		<a href="#">H</a>	<a href="#">INV537</a>	2012-05-19	D2012-05-19	Processed			JPY 3,179



To work the Energy Receiving Report, click on the "Shipment Number" link.


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[\[-\] Invoice](#)
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# Wide Area Workflow

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## Acceptor - Energy Receiving Report

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[Statement of Quality](#)
[Time Statement](#)
[UID](#)
[Addresses](#)
[Misc. Info](#)
[Pack](#)
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WARNING: This document was created as a COMBO. If rejecting to Initiator, the associated document should be reviewed for potential changes.

INFO: This document contains a DSS or Standard By Box Ship To Location Code which prohibits the user from saving.

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point	
DoD Contract (FAR)	SPE60012W0519	WBT1	GSA0000000000000123	2012/05/19	D	D	
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service		
SHIP307	2012/05/30	N		<input checked="" type="radio"/>	<input type="radio"/>		
Invoice Number						Final Invoice	
INV307						N	
Submit Transportation Data Later						Serial Shipping Container Code	FOB
<input type="checkbox"/>							S
Transportation Leg						Bill of Lading Type	
1						Commercial	
Secondary Transportation Tracking Number	Tracking Type	Tracking Description					
Hazardous Material	Refrigerated	Perishable					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

The "Data Capture" page is displayed for the Energy document selected in the "Shipment Number" column.

The "Time Statement" tab will only be available when the Tanker/Barge indicator is selected on document create.

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## Acceptor - Energy Receiving Report

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WARNING: This document was created as a COMBO. If rejecting to Initiator, the associated document should be reviewed for potential changes.

INFO: This document contains a DSS or Standard By Box Ship To Location Code which prohibits the user from saving.

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point
DoD Contract (FAR)	SPE60012W0519	WBT1	GSA0000000000000123	2012/05/19	D	D
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service	
SHIP307	2012/05/30	N		<input checked="" type="radio"/>	<input type="radio"/>	
Invoice Number	Final Invoice					
INV307	N					
Submit Transportation Data Label	Method/Type	Serial Shipping Container Code	FOB			
<input type="checkbox"/>			S			
Transportation Leg	Shipping Number	Bill of Lading Type				
1	BL00000000000000000001	Commercial				
Secondary Transportation Tracking Number	Tracking Type	Tracking Description				
Hazardous Material	Refrigerated	Perishable				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

When the acceptance is expected to be reported by an external system reporting "By Box", the system will prohibit a government acceptor from saving the document.

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## Acceptor - Energy Receiving Report

**Header** | [Line Item](#) | [Addresses](#) | [Misc. Info](#) | [Preview Document](#)

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point
Cooperative Agreement	SPE60012E0516	0001			D	D
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service	
PRB1000	2010/05/11 E	N		☉	☉	
Submit Transportation Data Later	TCN	Gross Weight	Transportation Method/Type	Serial Shipping Container Code	FOB	
<input type="checkbox"/>	TCN456789A12345Q7	300	Q		D	
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type			
		BILLOFLADING3456789D123456789E	Government			
		Tracking Type	Tracking Description			
		Refrigerated	Perishable			
		<input type="checkbox"/>	<input type="checkbox"/>			
					Total (\$)	4,590.00

When the Energy Receiving Report does not contain a DSS or Standard By Box Ship To location code, the Save and Continue functionality will be available. By clicking the "Save Draft Document" button, the Acceptor can save an incomplete document. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it later.



3 CLIN/SLIN(s)

Routing Information			
Role	Location Code	Extension	Name
Ship To	ELI4417		ELI4417 1 SOCS SOCS ATTN BECO

[Submit](#) [Save Draft Document](#) [Previous](#) [Print](#) [Help](#)

# Wide Area Workflow

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## Acceptor - Energy Receiving Report

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INFO: Saved as of: 2012/05/23 10:02:17 Document will be removed from a saved status after 2 day(s) and any data will be lost.

WARNING: The following is mandatory: Acceptance or Reject to Initiator

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point
Cooperative Agreement	SPE60012E0516	0001			D	D

Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service
PRB1000	2010/05/11 E	N		<input checked="" type="radio"/>	<input type="radio"/>

Submit Transportation Data Later	Serial Shipping Container Code	FOB
<input type="checkbox"/>		D

Transportation Leg	Bill of Lading Type
1	Government

Secondary Transportation T	Tracking Description

As the user clicks "Save Draft Document" at this point, a message will be displayed to inform the user that saved documents will be purged after 'X' number of days.

The 'X' number of days is parameter driven so that it may be changed by the WAWF PMO or System Administrator as needed.

Hazardous Material	Refrigerated	Perishable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary of Detail Level Information	Total (\$)
3 CLIN/SLIN(s)	4,590.00

### Routing Information

[Submit](#) [Save Draft Document](#) [Previous](#) [Print](#) [Purge](#) [Help](#)

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## Acceptor - Energy Receiving Report

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Issue By FU4417  
Admin HC1015  
Ship To W25G1U  
Ship From 06481  
Accept By W25G1U

Back to the Energy Receiving Report with DSS Ship To.  
Scroll down to the bottom of the page.

The Acceptor will return to the Header page later to submit  
the acceptance approval in the Action By: DoDAAC section.

ONICS COMPANY, INC.

### Contractor Certification

I certify to the best of my knowledge and belief that this Energy Receiving Report is true and correct.

Signature Date  
2012/05/19

Tester28 CACI

Signature of Prime Contractor

\* = Required Fields

ACTION BY: W25G1U \*

- CQA
- Acceptance
- Reject to Initiator

Date Received

YYYY/MM/DD 

Acceptance Date

YYYY/MM/DD 

Has been made by me or under my supervision and they conform to  
contract, except as noted herein or on supporting documents

Certificate Signature

Signature Of Authorized Government Representative

Submit Without Preview

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## Acceptor - Energy Receiving Report

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[Expand All](#) [Collapse All](#) \* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	GSA00000000000000123	SHIP307	INV307	D	D

[+]	Item No.	Stock Part No.	Type	NSP	Qty. Shipped	Unit	Unit Price (JPY)	Qty. Accepted	Amount (JPY)
	1001AA	9140014087198	UX	N	5	EA	544.334		2722
								<b>Total (JPY):</b>	2722

Navigate to the "Line Item" tab.

Click on the Line Item row expander to view the line item detail.

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## Acceptor - Energy Receiving Report

[Header](#) [Line Item](#) [Statement of Quality](#) [Time Statement](#) [UID](#) [Addresses](#)
[Expand All](#) [Collapse All](#) \* = Required Fields

The system does not allow the entry of "Agency Accounting Identifier (AAI)", "Standard Document Number (SDN)", and "Accounting Classification Reference Number (ACRN)" for Energy documents.

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	GSA00000000000000123	SHIP307	INV307	D	D

[ ]	Item No.	Stock Part No.	Type	NSP	Qty. Shipped	Unit	Unit Price (JPY)	Qty. Accepted	Amount (JPY)
	1001AA	9140014087198	UX	N	5	EA	544.334		2722

GFE	Advice Code	Multi-Box Pack Ind.	PR Number
N	F	N	PR0000000000000000000001

Hazardous Material	Refrigerated	Perishable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Type Designation Method

### Type Designation Value

### Description

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## Acceptor - Energy Receiving Report

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[Collapse All](#)
 \* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	GSA00000000000000123	SHIP307	INV307	D	D

[ - ]	Item No.	Stock Part No.	Type	NSP	Qty. Shipped	Unit	Unit Price (JPY)	Qty. Accepted	Amount (JPY)
	1001AA	9140014087198	UX	N	5	EA	544.334		2722

GFE	Advice Code	Multi-Box Pack Ind.	PR Number
N	F	N	PR0000000000000000000001

Hazardous Material	Refrigerated	Perishable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Type Designation Method**

AEROSPACE ENGINES, AIRBREATHING (MIL-HDBK-1812)

**Type Designation Value**

XJ000-A-123A

**Description**

testing

For Acceptance at Destination or Other, the system will permit the entry of a Quantity Accepted that is greater than, equal to, or less than the quantity shipped.

Since this Energy Receiving Report contains "UIDs (Unique Identifiers)", the Quantity Accepted will be entered on the UID page.

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## Acceptor - Energy Receiving Report

- Header
- Line Item**
- Statement of Quality
- Time Statement
- UID
- Addresses
- Misc. Info
- Pack
- Preview Document

[Expand All](#) [Collapse All](#) \* = Required Fields

### Type Designation Method

AEROSPACE ENGINES, AIRBREATHING (MIL-HDBK-1812)

### Type Designation Value

XJ000-A-123A

### Description

testing

### Mark For Code

### Extension

### Mark For Rep

### Mark For Secondary

### MILSTRIP

0000000000000001  
0000000000000002

Accepter can modify the "Type Designation Method" data on this Line Item page.

### MILSTRIP Quantity

3  
2

Total (JPY):

2722

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## Acceptor - Energy Receiving Report

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[Expand All](#) [Collapse All](#)

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	GSA00000000000000123	SHIP307	INV307	D	D

[+]	Item No.	Commodity	Sub-Commodity
	1001AA	PROPELLANTS	HYDRAZINE, MIL PRF 26536, High Purity GRADE (HPH)

Navigate to the "Statement of Quality" tab.  
Click on the Line Item row expander to view the Test data.

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### Acceptor - Energy Receiving Report

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The Acceptor can view the Test data only.  
No government role can update the data.

[Expand All](#) [Collapse All](#)

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	GSA00000000000000123	SHIP307	INV307	D	D

Item No.	Commodity	Sub-Commodity
1001AA	PROPELLANTS	HYDRAZINE, MIL PRF 26536, High Purity GRADE (HPH)

**Test Referenced on Prior Document**

Contract Number	Delivery Order	Shipment Number
SPE60012E0519	WBT2	SHIP316

Report Date	Tank Number	Quantity Shipped from this Tank	Batch Number
2012/05/20	TANK7904903094	900	BATCH75493

Test	Sample Number	Product	Crude Process Tech
B	SAMPLEA	PRODUCTA	3456875433

Test Code	Test Method Title	Method	Lower Limit	Upper Limit	Units	Result	Additional Notes
Test Referenced on Prior Document							

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### Acceptor - Energy Receiving Report

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Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	GSA00000000000000123	SHIP307	INV307	D	D

#### Report Type

Discharge Report

Draft	Vessel	Fore	Aft
-------	--------	------	-----

Draft Arrival

Draft Sailing

Previous Two Cargoes	Cargo
----------------------	-------

First

Last

Navigate to the "Time Statement" tab.

The Time Statement tab is available only if the Tanker/Barge indicator is selected on document create. No government role can update the data.

[\[-\] Statement Of Quantity](#)

Statement Of Quantity	Loaded	Discharged	Loss(-)/Gain	Percent
Barrels (42 Gals)(Net)				
Gallons (Net)				
Tons (Long)				

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# Wide Area Workflow

User Government Documentation Lookup Logout

## Acceptor - Energy Receiving Report

Header Line Item Statement of Quality Time Statement **UID** Addresses

Navigate to the "UID (Unique Identifier)" tab.  
If the shipment contains UID, the UID page will be displayed.  
The user can accept all UIDs, reject all UIDs, or partially accept the UIDs.

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	GSA00000000000000123	SHIP307	INV307	D	D

Collapse All Expand All

Document Level:

Accept All
  Reject All

Item No.	Qty. Shipped	Qty. Accepted	Qty. Rejected	Accept All	Reject All
1001AA	5	0	0	<input type="checkbox"/>	<input type="checkbox"/>

UID Type	Enterprise ID	Agency Code	Original Part Number	Lot / Batch	Warranty
UID1	06481	D			

Original Manufacturers Code	Original Manufacturers ID	Special Tooling Or Test Equipment Status	Current Part Number
		Not Special Tooling Or Test Equipment	

UID Number	Serial Number	Accept	Reject
D06481-00000000000000000001	-00000000000000000001	<input type="radio"/>	<input type="radio"/>
D06481-00000000000000000002	-00000000000000000002	<input type="radio"/>	<input type="radio"/>
D06481-00000000000000000003	-00000000000000000003	<input type="radio"/>	<input type="radio"/>
D06481-00000000000000000004	-00000000000000000004	<input type="radio"/>	<input type="radio"/>

Print UID Help

# Wide Area Workflow

User Government Documentation Lookup Logout

## Acceptor - Energy Receiving Report

As the user selects the "Accept" and "Reject" radio buttons, the number of Quantity Accepted and Quantity Rejected will be automatically updated.

Header Line Item Statement of Quality Time Statement **UID** Addresses

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	GSA0000000000000123	SHIP307	INV307	D	D

Accept All Reject All

Collapse All Expand All

Document Level:

[-]	Item No.	Qty. Shipped	Qty. Accepted	Qty. Rejected	Accept All	Reject All
	1001AA	5	4	1	<input type="checkbox"/>	<input type="checkbox"/>

UID Type	Enterprise ID	Agency Code	Original Part Number	Lot / Batch	Warranty
UID1	06481	D			

Original Manufacturers Code	Original Manufacturers ID	Special Tooling Or Test Equipment Status	Current Part Number
		Not Special Tooling Or Test Equipment	

UID Number	Serial Number	Accept	Reject
D06481-0000000000000001	-0000000000000001	<input checked="" type="radio"/>	<input type="radio"/>
D06481-0000000000000002	-0000000000000002	<input checked="" type="radio"/>	<input type="radio"/>
D06481-0000000000000003	-0000000000000003	<input type="radio"/>	<input checked="" type="radio"/>
D06481-0000000000000004	-0000000000000004	<input checked="" type="radio"/>	<input type="radio"/>

Print UID Help

# Wide Area Workflow

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Acceptor can modify the "Special Tooling or Test Equipment Status" data on this page.

## Acceptor - Energy Receiving Report

[Header](#) [Line Item](#) [Statement of Quality](#) [Time Statement](#) **UID** [Addresses](#)

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	GSA00000000000000123	SHIP307	INV307	D	D

Accept All  Reject All

[Collapse All](#) [Expand All](#)

Document Level:

[-]	Item No.	Qty. Shipped	Qty. Accepted	Qty. Rejected	Accept All	Reject All
-----	----------	--------------	---------------	---------------	------------	------------

	1001AA	5	4	1	<input type="checkbox"/>	<input type="checkbox"/>
--	--------	---	---	---	--------------------------	--------------------------

UID Type	Enterprise ID	Agency Code	Original Part Number	Lot / Batch	Warranty
UID1	06481	D			

Original Manufacturers Code	Original Manufacturers ID	Special Tooling Or Test Equipment Status	Current Part Number
-----------------------------	---------------------------	--	---------------------

Special Test Equipment

UID Number	Serial Number	Accept	Reject
D06481-0000000000000001	-0000000000000001	<input checked="" type="radio"/>	<input type="radio"/>
D06481-0000000000000002	-0000000000000002	<input checked="" type="radio"/>	<input type="radio"/>
D06481-0000000000000003	-0000000000000003	<input type="radio"/>	<input checked="" type="radio"/>
D06481-0000000000000004	-0000000000000004	<input checked="" type="radio"/>	<input type="radio"/>

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Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	GSA0000000000000123	SHIP307	INV307	D	D
[+]	Address Type	CAGE Code	Extension	Activity Name 1		
	Prime Contractor	00C91		EXCELLIGENCE LEARNING CORPORATION		
[+]	Address Type	CAGE Code	Extension	Activity Name 1		
	Ship From	06481		NORTHROP GRUMMAN GUIDANCE AND ELECTRONICS COMPANY, INC.		
[+]	Address Type			Name 1		
	Administered By			COMMUNICATIONS AGENCY		
[+]	Address Type			Name 1		
	Ship To			DISTRIBUTION		
[+]	Address Type			Name 1		
	Payment Official			SUSQUEHANNA PA		
[+]	Address Type	Code		Activity Name 1		
	Issue By	FU4417		FU4417 1 SOCS SOCS ATTN BECO		
[+]	Address Type	DoDAAC	Extension	Activity Name 1		

Navigate to the "Addresses" tab.

The Addresses page contains the mailing addresses of the Vendor/Contractor and Government codes involved in this document workflow.

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### Acceptor - Energy Receiving Report

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Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	GSA0000000000000123	SHIP307	INV307	D	D

Address Type	CAGE Code	Extension	Activity Name 1			
Prime Contractor	00C91		EXCELLIGENCE LEARNING CORPORATION			
Activity Name 2	Activity Name 3		DUNS	DUNS + 4		
			021799486	0001		
Address 1	Address 2		Address 3	Address 4		
2 LOWER RAGSDALE DR STE 200						
City	State		Zip	Country		
MONTEREY	CA		939405748	USA		
Military Location Description						

[+]	Address Type	CAGE Code	Activity Name 1			
	Ship From	06481	D ELECTRONICS COMPANY, INC.			

To see the address information, the user can click on the row expander.

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## Acceptor - Energy Receiving Report

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[Expand All](#) [Collapse All](#)

Contract Number	Delivery Order	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	D	D
<b>[+]</b> Role	<b>Actions</b>		
Initiator	[Submitted, Web, Combo]		
<b>[-]</b> Role	Date of Action	<b>Actions</b>	
Acceptor	2012/05/23 0939 EDT		
<b>Name</b>	<b>Email</b>	<b>Org Email</b>	
Tester11 CACI	coleung@caci.com	wawf@caci.com	
<b>Title</b>	<b>Phone #</b>	<b>DSN</b>	
Acceptor View Only	904-596-CORA		
<b>Attachments</b>	<b>Add Attachments</b>		
<b>Comments</b>			

Navigate to the Misc. Info tab.

This page contains the contact information of Vendor and government workflow user(s).

The Acceptor has the ability to add attachments and comments on this page.

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[Expand All](#) [Collapse All](#)

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	GSA00000000000000123	SHIP307	INV307	D	D
[+]	Role	Date of Action		Actions		
	Initiator	2012/05/19 1507 EDT		[Submitted, Web, Combo]		
[-]	Role	Date of Action		Actions		
	Acceptor	2012/05/23 0939 EDT				
Name		Email		Org Email		
Tester11 CACI		coleung@caci.com		wawf@caci.com		
Title		Phone #		DSN		
Acceptor View Only		904-596-CORA				
Attachments		<a href="#">Add Attachments</a>				
Comments						

Click on the "Add Attachments" link.

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## Acceptor - Energy Receiving Report

### Form - Attachments

**WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.**

There is an attachment size limit of 2MB, attachments over this size will be rejected.

The Attachments Form page is displayed.

This page can be used to send file attachments.

The attachment size limit is based upon the parameter.

Multiple attachments may be associated with a document, with the file size of EACH, individual attachment, not exceeding the parameterized file size limit.

In this example, the attachment size limit is 2MB.

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## Acceptor - Energy Receiving Report

### Form - Attachments

**WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.**

There is an attachment size limit of 2MB, attachments over this size will be rejected.



To locate the file, click the "Browse" button.

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## Acceptor - Energy Receiving Report

### Form - Attachments

**WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.**

There is an attachment size limit of 2MB, attachments over this size will be rejected.

C:\Documents and Settings\cole

The selected file is now displayed in the Attachment field.

Click the "Upload" button to continue.

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## Acceptor - Energy Receiving Report

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SPE60012W0519	WBT1	GSA00000000000000123	SHIP307	INV307	D	D
[+]	<b>Role</b>		<b>Date of Action</b>		<b>Actions</b>	
	Initiator		2012/05/19 1507 EDT		[Submitted, Web, Combo]	
[-]	<b>Role</b>		<b>Date of Action</b>		<b>Actions</b>	
	Acceptor		2012/05/23 0939 EDT			
	<b>Name</b>		<b>Email</b>		<b>Org Email</b>	
	Tester11 CACI		coleung@caci.com		wawf@caci.com	
	<b>Title</b>		<b>Phone #</b>		<b>DSN</b>	
	Acceptor View Only		904-596-CORA			
	<b>Attachments</b>					
	ERR.jpg		<a href="#">View Attachment</a>		<a href="#">Delete Attachment</a>	
			<a href="#">Add Attachments</a>			

### Comments

The file attachment is now displayed on the Misc. Info page.

The Acceptor can view the attachment by clicking the "View Attachment" link and remove the attachment by clicking the "Delete Attachment" link.

To attach another file, click on the "Add Attachments" link and keep doing this procedure until you have attached all files you want to send.

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## Acceptor - Energy Receiving Report

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SPE60012W0519	WBT1	GSA00000000000000123	SHIP307	INV307	D	D
<a href="#">[+]</a>	<b>Role</b>	<b>Date of Action</b>		<b>Actions</b>		
	Initiator	2012/05/19 1507 EDT		[Submitted, Web, Combo]		
<a href="#">[-]</a>	<b>Role</b>	<b>Date of Action</b>		<b>Actions</b>		
	Acceptor					
	<b>Name</b>			<b>Org Email</b>		
	Tester11 CACI			wawf@caci.com		
	<b>Title</b>			<b>DSN</b>		
	Acceptor View Only					
	<b>Attachments</b>					
	ERR.jpg	<a href="#">View Attachment</a>	<a href="#">Delete Attachment</a>			
		<a href="#">Add Attachments</a>				

This text field is where the Acceptor adds comments. The Comments field is a conditional item if the document is being accepted. If the document is being rejected, a comment is mandatory.

### Comments

This is Acceptor's comment for Energy Combo

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Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SPE60012W0519	WBT1	GSA0000000000000123	SHIP307	INV307	D	D

[Expand All](#) [Collapse All](#)

<input type="checkbox"/> Package Type	Package ID
RFID	AAAA000000000001
CLIN: 1001AA Quantity: 2	
UID Number(s)	
D06481-0000000000000001	
D06481-0000000000000002	
<input type="checkbox"/> Package Type	Package ID
RFID	BBBB000000000002
CLIN: 1001AA Quantity: 3	
UID Number(s)	
D06481-0000000000000003	
D06481-0000000000000004	
D06481-0000000000000005	

Navigate to the "Pack" tab.  
The Initiator/Vendor provided detailed packaging information for the shipment in the form of Radio Frequency Identification (RFID) tags. The Pack Data form is used to visually create how the various pallets, packages, boxes, containers, etc. of a shipment are put together.

Please refer to the RFID Demonstration which is available in WBT for additional information regarding Pack Data.

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## [-] Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point
DoD Contract (FAR)	SPE60012W0519	WBT1	GSA0000000000000123	2012/05/19	D	D
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service	
SHIP307	2012/05/30	N		<input checked="" type="radio"/>	<input type="radio"/>	
Invoice Number	Invoice Date	Final Invoice				
INV307	2012/05/19	N				
Submit Transportation Data Later	TCN	Gross Weight	Transportation Method/Type	Serial Shipping Container Code	FOB	
<input type="checkbox"/>	TCN000000000000Z1	111	W		S	
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type			
1		BL00000000000000000001	Commercial			
Secondary Transportation Tracking Number	Tracking Type	Tracking Description				
Hazardous Material	Perishable					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

Navigate to the "Preview Document" tab.  
 The Acceptor can scroll the contents of the tab to review the document. If the Acceptor notices an inaccuracy after reviewing the Energy Receiving Report information, the user can return to the appropriate tab to correct the information or reject the document to the initiator.

[Help](#)

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## Acceptor - Energy Receiving Report

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The Preview Document tab displays the Time Statement and Statement of Quality information.

User can click on the section headers to expand and collapse individual headers.

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## Acceptor - Energy Receiving Report

[Header](#)[Line Item](#)[Statement of Quality](#)[Time Statement](#)[UID](#)[Addresses](#)[Misc. Info](#)[Pack](#)[Preview Document](#)

WARNING: This document was created as a COMBO. If rejecting to Initiator, the associated document should be reviewed for potential changes.

INFO: This document contains a DSS or Standard By Box Ship To Location Code which prohibits the user from saving.

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point		
DoD Contract (FAR)	SPE60012W0519	WBT1	GSA0000000000000123	2012/05/19	D	D		
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service			
SHIP307	2012/05/30	N		<input checked="" type="radio"/>	<input type="radio"/>			
Invoice Number						Final Invoice		
INV307						N		
Submit Transportation Data Later						Serial Shipping Container Code	FOB	
<input type="checkbox"/>							S	
Transportation Leg						Bill of Lading Type		
1						Commercial		
Secondary Transportation Tra						Tracking Description		
Hazardous Material				Refrigerated				Perishable
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

Return to the "Header" tab.

The PDF print for the Energy Receiving Report will not have the Time Statement and Statement of Quality information.

The user can print Time Statement and Statement of Quality information using the Printer Friendly functionality.

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## Wide Area Workflow

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## Acceptor - Energy Receiving Report

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Issue By

Admin

Ship To

Ship From

Accept By

The system permits the acceptance or rejection of Energy Receiving Report document. The rejection of the document will require a comment on the Misc. Info tab.

ONICS COMPANY, INC.

## Contractor Certification

I certify to the best of my knowledge and belief that this Energy Receiving Report is true and correct.

**Signature Date**  
2012/05/19

Tester28 CACI

Signature of Prime Contractor

\* = Required Fields

ACTION BY: W25G1U \*

- CQA
- Acceptance **(Partial)**
- Reject to Initiator

Date Received

Acceptance Date

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Certificate Signature

Signature Of Authorized Government Representative

Submit Without Preview 
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## Acceptor - Energy Receiving Report

- Header
- Line Item
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- Misc. Info
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- Preview Document

Issue By: FU4417 FU4417 T SUGS SUGS AT IN BECU  
 Admin: HC1015 WHITE HOUSE COMMUNICATIONS AGENCY  
 Ship To: W25G1U W1BG DLA DISTRIBUTION  
 Ship From: 06481 NORTHROP GRUMMAN GUIDANCE AND ELECTRONICS COMPANY, INC.

When the Quantity Accepted is less than the Quantity Shipped, "Acceptance (Partial)" will be systematically displayed.

...TION  
 ...d correct.  
 ...e Date  
 ...5/19  
 Tester28 CACI  
 Signature of Prime Contractor

\* = Required Field

ACTION BY: W25G1U \*

- CQA
- Acceptance (Partial)
- Reject to Initiator

Date Received

YYYY/MM/DD

Acceptance Date

YYYY/MM/DD

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Certificate Signature

Signature Of Authorized Government Representative

Submit Without Preview

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## Acceptor - Energy Receiving Report

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Pay Official	SL4701	DEF DIST DEPT SUSQUEHANNA PA
Issue By	FU4417	FU4417 1 SOCS SOCS ATTN BECO
Admin	HC1015	WHITE HOUSE COMMUNICATIONS AGENCY
Ship To	W25G1U	W1BG DLA DISTRIBUTION
Ship From	06481	ELECTRONICS COMPANY, INC.
Accept By	W25G1U	

Enter Acceptance Date and Date Received. The date can not be later than one day after the current server date.

### Contractor Certification

I certify to the best of my knowledge a

Signature Date  
2012/05/19

Tester28 CACI

Signature of Prime Contractor

\* = Required Fields

ACTION BY: W25G1U \*

- CQA
- Acceptance (Partial)
- Reject to Initiator

Date Received

2012/05/24

Acceptance Date

2012/05/24

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Certificate Signature

Signature Of Authorized Government Representative

Submit Without Preview

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Logon Date : 2012/05/23 09:36:24 EDT Last Accessed Date : 2012/05/23 09:43:45 EDT

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## Acceptor - Energy Receiving Report

Header Line Item Statement of Quality Time Statement UID Addresses Misc. Info Pack Preview Document

Pay Official	SL4701	DEF DIST DEPT SUSQUEHANNA PA
Issue By	FU4417	FU4417 1 SOCS SOCS ATTN BECO
Admin	HC1015	WHITE HOUSE COMMUNICATIONS AGENCY
Ship To	W25G1U	W1BG DLA DISTRIBUTION
Ship From	06481	NORTHROP GRUMMAN GUIDANCE AND ELECTRONICS COMPANY, INC.
Accept By	W25G1U	W1BG DLA DISTRIBUTION

### Contractor Certification

I certify to the best of my knowledge and belief that this Energy Receiving Report is true and correct.

Signature Date  
2012/05/19

Tester28 CACI  
Signature of Prime Contractor

\* = Required Fields

ACTION BY: W25G1U \*

- CQA
- Acceptance (Partial)
- Reject to Initiator

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Date Received

Acceptance Date

2012/05/24

2012/05/24

Certificate Signature

Signature Of Authorized Government Representative

Submit Without Preview

When the "Submit Without Preview" checkbox is selected, the document will be submitted automatically after signing using the Certificate button.



Submit Previous Print Help

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## Acceptor - Energy Receiving Report

**Header** | [Line Item](#) | [Statement of Quality](#) | [Time Statement](#) | [UID](#) | [Addresses](#) | [Misc. Info](#) | [Pack](#) | [Preview Document](#)

Pay Official	SL4701	DEF DIST DEPUT SUSQUEHANNA PA
Issue By	FU4417	FU4417 1 SOCS SOCS ATTN BECO
Admin	HC1015	WHITE HOUSE COMMUNICATIONS AGENCY
Ship To	W25G1U	W1BG DLA DISTRIBUTION
Ship From	06481	NORTHROP GRUMMAN GUIDANCE AND ELECTRONICS COMPANY, INC.
Accept By	W25G1U	W1BG DLA DISTRIBUTION

### Contractor Certification

I certify to the best of my knowledge and belief that this Energy Receiving Report is true and correct.

Signature Date  
2012/05/19

Tester28 CACI

Signature of Prime Contractor

\* = Required Fields

**ACTION BY: W25G1U \***

- CQA
- Acceptance **(Partial)**
- Reject to Initiator

Click the Signature button to accept the document.

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

**Certificate Signature**

Signature Of Authorized Government Representative

Submit Without Preview

[Submit](#) [Previous](#) [Print](#) [Help](#)

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## Acceptor - Energy Receiving Report

[Header](#) [Line Item](#) [Statement of Quality](#) [Time Statement](#) [UID](#) [Addresses](#) [Misc. Info](#) [Pack](#) [Preview Document](#)

WARNING: This document was created as

INFO: This document contains a DSS or Sta

**Contract Number Type** **Contract**

DoD Contract (FAR) SPE600

**Shipment Number**

SHIP307

**Invoice Number**

INV307

**Submit Transportation Data Later****Transportation Leg**

1

**Secondary Transportation Track****Hazardous Material**[Submit](#)[Previous](#)[Print](#)[Help](#)

Select the certificate you want to use.

Note: Only X509 Certificates from your Personal Certificate Store that are used for Digital Signing and Non-Repudiation will be displayed.

Issued to	Issued by	Friendly name	Expiration Date
CACI.Tester11.900004...	DOD JITC CA-21	CACI.Tester11.900004...	Sun Mar 30 10:45:33 E...

The Password page will be displayed if the user logged in with Userid/Password.

The "Certificate" window will be displayed if the user logged in with a Digital Certificate or Common Access Card.

User Government Documentation Lookup Logout

## Acceptor - Energy Receiving Report

Header Line Item Statement of Quality Time Statement UID Addresses Misc. Info Pack Preview Document

WARNING: This document was created as

INFO: This document contains a DSS or Sta

Contract Number Type Contract

DoD Contract (FAR) SPE600

Shipment Number

SHIP307

Invoice Number

INV307

Submit Transportation Data Later

Transportation Leg

1

Secondary Transportation Track

Hazardous Material

Submit Previous Print Help

Select the certificate you want to use.

Note: Only X509 Certificates from your Personal Certificate Store that are used for Digital Signing and Non-Repudiation will be displayed.

Issued to	Issued by	Friendly name	Expiration Date
CACI.Tester11.900004...	DOD JITC CA-21	CACI.Tester11.900004...	Sun Mar 30 10:45:33 E...

OK Cancel

In this demo, the Acceptor logged in using a Digital Certificate.

Select the certificate in the pop-up window and click "OK" to continue.

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)**Success**

The Destination Inspection and Acceptance Energy Receiving Report was successfully accepted.  
It has been processed via EDI.

Contract Number	Delivery Order	Shipment Number	Invoice Number
SPE60012W0519	WBT1	SHIP307	INV307

Email sent to Vendor: coleung@caci.com

Email sent to Pay Official: wawf@caci.com

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA\_000000008, GS03: GS-000000000003

[Send Additional Email Notifications](#)

Wed May 23 09:46:07 EDT 2012

The Success page is displayed with Email, FTP and EDI notifications as applicable.

The Energy Receiving Report has been processed via EDI to Pay Official.

[Return](#)

Logon Date : 2012/05/23 09:36:24 EDT Last Accessed Date : 2012/05/23 09:46:07 EDT

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)**Success**

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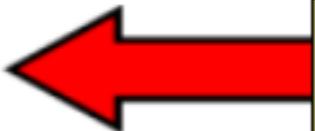
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[Send Additional Email Notifications](#)

Wed May 23 09:46:07 EDT 2012



The Acceptor may send more email notifications by clicking the "Send Additional Email Notifications" link.

[Return](#)

Logon Date : 2012/05/23 09:36:24 EDT Last Accessed Date : 2012/05/23 09:46:07 EDT

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

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[Send Additional Email Notifications](#)

Wed May 23 09:46:07 EDT 2012

The user may return to the search results page in the Acceptance Folder by clicking the "Return" button.

  
[Return](#)

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[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)

## Acceptance Folder for 'W25G1U' (2 items, sorted by Contract Number Descending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
1	E Combo D/D	00C91	021799486	0001		<a href="#">SPE60012W0519</a>	WBT1	<a href="#">SHIP453</a>	2012-05-19	2012-05-25		Submitted
2	E Combo D/D	00C91	021799486	0001		<a href="#">SPE60012W0519</a>	WBT1	<a href="#">SHIP536</a>	2012-05-19	2012-05-31		Submitted

This concludes the overview demonstration for accepting an Energy Receiving Report as an Acceptor.

[\[-\] Shipment](#) [\[-\] Invoice](#)[Return](#)[Help](#)

Logon Date : 2012/05/23 09:36:24 EDT Last Accessed Date : 2012/05/23 09:46:18 EDT

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)