

## 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 for an Acceptor creating a Micro-Purchase Receiving Report.

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

[Help](#)

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 08:58:34 EST

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

## 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.

A Micro-Purchase Receiving Report is a standalone Receiving Report, without an Invoice. This type of Receiving Report is used for recording the receipt or acceptance of property purchased via a government purchase card.

[Help](#)

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 08:58:34 EST

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

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

Welcome to Wide Area Workflow!  
start by selecting one of the links from the menu above.

**WARNING!**

- If using a word processor program (e.g., Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text into the WAWF application, the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another text editor that saves files in plain ASCII text editor and saved files do not contain formatting information before sending the data to WAWF. This converts the text to text-only format and removes control characters that may be present in the original document.
- Please DO NOT use the browser's Back button to return to a previous page 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 browser to refresh the page and any data entered will be lost.
- Where they exist, use the Forward button to return to a previous page within the WAWF application.
- In data capture and when reviewing data, users may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

To begin, the Government Acceptor selects the Create Document option from the Acceptor's dropdown menu option.

Help

### Acceptor - Create Document

Contract Info

\* = Required Fields

Contractual? *	Contract Number *	Delivery Order	Ship To Code / Ext. *
<input type="button" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>

#### Select Document Type to Create

- Receiving Report
- Micro-Purchase Receiving Report
- Misc. Pay

The Contract Information page is displayed.

### Acceptor - Create Document

Contract Info

\* = Required Fields

Contractual? *	Contract Number	Delivery Order	Ship To Code / Ext. *
N			

Y  
N



#### Select Document Type to Create \*

- Receiving Report
- Micro-Purchase Receiving Report
- Misc. Pay

The Acceptor selects N from the Contractual? dropdown box.

### Acceptor - Create Document

Contract Info

\* = Required Fields

Contractual? *	Contract Number	Delivery Order	Ship To Code / Ext. *
N			FU4417

#### Select Document Type to Create \*

- Receiving Report
- Micro-Purchase Receiving Report
- Misc. Pay

The Micro-Purchase Receiving Report is selected as the default document type.

The Acceptor selects the Ship To Code and clicks the Next button to continue.

Next Reset Help

### Acceptor - Micro-Purchase Receiving Report

[Contract >>](#) Document Flow Info

\* = Required Fields

**Pay Official \***

CRCARD 

**Ship To Code / Extension \***

FU4417

**Select Receiving Report Flow \***

Inspection:  Acceptance:

The Document Selection page is displayed.  
Note: CRCARD is populated as the Pay DoDAAC.

### Acceptor - Micro-Purchase Receiving Report

[Contract >>](#) Document Flow Info

\* = Required Fields

**Pay Official \***

CRCARD

**Ship To Code / Extension \***

FU4417

**Select Receiving Report Flow \***

Inspection:  Acceptance:

The Acceptor selects the Inspection and Acceptance points.

The Acceptor clicks the Next button to continue.

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info >> Routing](#)

Contract Number	Delivery Order	Ship To Code / Extension	Pay DoDAAC	Inspection Point	Acceptance Point
PCFU441710324	0002	FU4417	CRCARD	D	D

Issue Date	Issue By DoDAAC *	Inspect By DoDAAC / Extension	Mark For Code / Extension
<input type="text" value="YYYY/MM/DD"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ship From Code / Extension	CAGE Code / Extension
<input type="text"/>	<input type="text"/>

The Routing page is displayed.

Note: The Contract Number and the Delivery Order Number are system generated.

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info >> Routing](#)

Contract Number	Delivery Order	Ship To Code / Extension	Pay DoDAAC	Inspection Point	Acceptance Point
PCFU441710324	0002	FU4417	CRCARD	D	D
Issue Date	Issue By DoDAAC *	Inspect By DoDAAC / Extension	Mark For Code / Extension		
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="FA3030"/>	<input type="text"/>	<input type="text" value="FA3030"/> <input type="text" value="JOE"/>		
Ship From Code / Extension	CAGE Code / Extension				
<input type="text"/>	<input type="text" value="493R2"/>				

The Acceptor enters the Routing Code information and clicks the next button to continue.



### Acceptor - Micro-Purchase Receiving Report

[Contract](#) >> [Document Flow Info](#)>> [Routing](#) >> Data Capture

- Header**
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

single \* = Required Fields on Submit; double \*\* = Required Fields on Submit, save

<b>Contract Number</b>	<b>Delivery Order</b>	<b>Point</b>
PCFU441710324	0002	
<b>Contract Number Type</b>		
Micropurchase		

The Data Capture tabs are displayed with the Header as the Active tab.

Note the Contract Number Type is system generated.

<b>Vendor Identifier *</b>	<b>Vendor Transaction Number *</b>	<b>Card Issuing Bank Identifier *</b>	<b>Amount Billed * (\$)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Shipment Number **</b>	<b>Shipment Date *</b>	<b>Estimated</b>	<b>Final Shipment</b>	<b>Estimated Delivery Date</b>	<b>Government Document Identifier</b>
<input type="text"/>	YYYY/MM/DD <input type="text"/>	<input type="text"/>	N <input type="text"/>	YYYY/MM/DD <input type="text"/>	<input type="text"/>

<b>TCN</b>	<b>Gross Weight</b>	<b>FOB</b>	<b>Serial Shipping Container Code</b>
<input type="text"/>	<input type="text"/>	S <input type="text"/>	<input type="text"/>

<b>Transportation Leg</b>	<b>Standard Carrier Alpha Code</b>	<b>Bill of Lading Number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Secondary Transportation Tracking Number</b>	<b>Secondary Transportation Tracking Type</b>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

<b>First Line Haul Mode</b>	<b>Currency Code</b>	<b>Document Total (\$)</b>
<input type="text"/>	USD <input type="text"/>	<input type="text"/>

- Submit
- Save Draft Document
- Previous
- Help

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

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info >> Routing >> Data Capture](#)

**Header** | [Addresses](#) | [Mark For](#) | [Comments](#) | [Line Item](#) | [Pack](#) | [Attachments](#) | [Preview Document](#)

single \* = Required Fields on Submit; double \*\* = Required Fields on Submit, saving draft document, and tabbing.

<b>Contract Number</b>	<b>Delivery Order</b>	<b>Issue Date</b>	<b>Inspection Point</b>	<b>Acceptance Point</b>	
PCFU441710324	0002		D	D	
<b>Contract Number Type</b>			<b>Supplies</b>	<b>Service</b>	
Micropurchase			<input checked="" type="radio"/>	<input type="radio"/>	
<b>Vendor Identifier *</b>	<b>Vendor Transaction Number *</b>	<b>Card Issuing Bank Identifier *</b>	<b>Amount Billed * (\$)</b>		
<input type="text" value="45642D4A5R4E5A1U3300ELD"/>	<input type="text" value="TR583425A"/>	<input type="text" value="555264"/>	<input type="text" value="60.00"/>		
<b>Shipment Number **</b>	<b>Shipment Date *</b>	<b>Estimated</b>	<b>Final Shipment</b>	<b>Estimated Delivery Date</b>	<b>Government Document Identifier</b>
<input type="text" value="SHP902A"/>	<input type="text" value="2010/11/20"/>	<input type="button" value="v"/>	<input type="button" value="N"/> <input type="button" value="v"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text"/>
<b>TCN</b>	<b>Gross Weight</b>	<b>FOB</b>	<b>Serial Shipping Container Code</b>		
<input type="text"/>	<input type="text" value="12"/>	<input type="button" value="S"/> <input type="button" value="v"/>	<input type="text" value="564777895421265445"/>		
<b>Transportation Leg</b>				<b>Bill of Lading Number</b>	
1				<input type="text"/>	
<b>Secondary Transportation Tracking Number</b>			<b>Secondary Transportation Tracking Type *</b>		
<input type="text" value="R552HLJ45544562252"/>			<input type="button" value="08 - Carrier Assigned Package Identification Number"/> <input type="button" value="v"/>		
<input type="text"/>			<input type="button" value="v"/>		
<b>First Line Haul Mode</b>	<b>Currency Code</b>	<b>Document Total (\$)</b>			
<input type="button" value="R - Shipper Agent (Truck)"/> <input type="button" value="v"/>	<input type="button" value="USD"/> <input type="button" value="v"/>				

The Acceptor enters the Shipment and Transportation data for the Micro-Purchase Receiving Report.

Acceptor - Micro-Purchase Receiving Report

Contract >> Document Flow Info>> Routing >> Data Capture

- Header Addresses Mark For Comments Line Item Pack Attachments Preview Document

single \* = Required Fields on Submit; double \*\* = Required Fields on Submit, saving draft document, and tabbing.

Form fields including Contract Number (PCFU441710324), Delivery Order (0002), Issue Date, Inspection Point (D), Acceptance Point (D), Contract Number Type (Micropurchase), Vendor Identifier (45642D4A5R4E5A1U3300ELD), Vendor Transaction Number (TR583425A), Card Issuing Bank Identifier (555264), Amount Billed (60.00), Shipment Number (SHP902A), Shipment Date (2010/11/20), Estimated (dropdown), Final Shipment (N), Estimated Delivery Date, Government Document Identifier, TCN, Gross Weight (12), FOB (S), Serial Shipping Container Code (564777895421265445), Transportation Leg (1), Standard Carrier Alpha Code, Bill of Lading Number, Secondary Transportation Tracking (R552HLJ45544562252), Signed Package Identification Number, First Line Haul Mode (R - Shipper Agent (Truck)), Currency Code (USD), Document Total (\$).

The Acceptor can save an incomplete document by clicking the Save Draft Document button. 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 at a later time.



- Submit Save Draft Document Previous Help

Acceptor - Micro-Purchase Receiving Report

Contract >> Document Flow Info>> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

single \* = Required Fields on Submit; double \*\* = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	
PCFU441710324			D	D	
Contract Number Type	The Acceptor can navigate to the Addresses page by clicking the Addresses tab.		Applies	Service	
Micropurchase			<input checked="" type="radio"/>	<input type="radio"/>	
Vendor Identifier *	Vendor Transaction Number *	Card Issuing Bank Identifier *	Amount Billed * (\$)		
45642D4A5R4E5A1U3300ELD	TR583425A	555264	60.00		
Shipment Number **	Shipment Date *	Estimated	Final Shipment	Estimated Delivery Date	Government Document Identifier
SHP902A	2010/11/20	<input type="checkbox"/>	N <input type="checkbox"/>	YYYY/MM/DD	
TCN	Gross Weight	FOB	Serial Shipping Container Code		
	12	S <input type="checkbox"/>	564777895421265445		
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number			
1					
Secondary Transportation Tracking Number *	Secondary Transportation Tracking Type *				
R552HLJ45544562252	08 - Carrier Assigned Package Identification Number <input type="checkbox"/>				
First Line Haul Mode	Currency Code	Document Total (\$)			
R - Shipper Agent (Truck)	USD				

- Submit
- Save Draft Document
- Previous
- Help

User Government Documentation Lookup Logout

## Acceptor - Micro-Purchase Receiving Report

Contract >> Document Flow Info >> Routing >> Data Capture

Header Addresses Mark For Comments Line Item Pack Attachments Preview Document

Payee / Ext.: 493R2

\* Payee Name 1: COMERICA INCORPORATED

Payee Name 2:

Payee Name 3:

Address 1: 1717 MAIN ST

Address 2:

Address 3:

Address 4:

City: DALLAS

Country: USA

Military Location Desc

Ship To DoDAAC / Ext.: FU4417

\* Activity Name 1: FU4417 1 SOCS SOCS ATTN BECO

Activity Name 2:

Activity Name 3:

Address 1: BLDG 90609 CP 850 884 6118

Address 2: 620 CRUZ AVE

Address 3:

Address 4: HURLBURT FIELD FL 32544-5708

WAWF will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered.

- CAGE Code information is pulled from CCR (Central Contractor Registration)
- DoDAAC information is pulled from DAAS (Defense Automatic Addressing System). These sites are the official DoD sites for address information.

If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in these systems.

If you want to specify a particular room or building number, which may not be pulled from these systems, you can make that change on this screen.

Please remember that any change you make on the form only applies to the form you are creating and does not apply to future forms you may create. If permanent changes are needed, you will need to get that address information corrected permanently.

No matter what entries are made there must be at least a name of the organization/agency (the Payee Name 1 field).

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info >> Routing >> Data Capture](#)

- Header
- Addresses
- Mark For**
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

#### Payee / Ext.: 493R2

The Acceptor can navigate to the Mark For page by clicking the Mark For tab.

\* Payee Name 1:

Payee Name 2:

Payee Name 3:

Address 1:

Address 2:

Address 3:

Address 4:

City:  State:  Zip Code:

Country:  Military Location Description:

#### Ship To DoDAAC / Ext.: FU4417

\* Activity Name 1:

Activity Name 2:

Activity Name 3:

Address 1:

Address 2:

Address 3:

Address 4:

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

- Header
- Addresses
- Mark For**
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

Mark For Rep	Mark For Secondary
<p>Message for Joe Springs</p>	<p>Message for Susan Kayaker</p>

The Mark For Page is displayed. The Acceptor can use the Mark For tab to enter comments for the Mark For Rep and Mark For Secondary.

- Submit
- Save Draft Document
- Help

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:05:11 EST

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

- Header
- Addresses
- Mark For
- Comments**
- Line Item
- Pack
- Attachments
- Preview Document

#### Mark For Rep

Message for Joe Springs

#### Mark For Secondary

Message for Susan Kayaker

The Acceptor can navigate to the Comments page by clicking the Comments tab.

- Submit
- Save Draft Document
- Help

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:05:11 EST

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

- Header
- Addresses
- Mark For
- Comments**
- Line Item
- Pack
- Attachments
- Preview Document

#### Initiator Comments

Comments for this Micro-Purchase Receiving Report



The Comments page allows the Acceptor to enter comments for the document.

- Submit
- Save Draft Document
- Help

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:05:29 EST

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

- Header
- Addresses
- Mark For
- Comments
- Line Item**
- Pack
- Attachments
- Preview Document

#### Initiator Comments

Comments for this Micro-Purchase Receiving Report

The Acceptor can navigate to the Line Item page by clicking the Line Item tab.

Submit

Save Draft Document

Help

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:05:29 EST

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

- Header
- Addresses
- Mark For
- Comments
- Line Item**
- Pack
- Attachments
- Preview Document

At least one Line Item is required

#### Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions
----------	----------------	------	--------------	------	-----------------	-------------	-----	---------

[Add](#)

The Line Item page is displayed.

- Submit
- Save Draft Document
- Help

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:06:20 EST

### Acceptor - Micro-Purchase Receiving Report

CLIN/SLIN/ELIN

UID

MILSTRIP

\* = Required Fields

Item No.	Stock Part No.	Type
0001	<input type="text"/>	<input type="text"/>

Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	

Multiple Box Pack Indicator	GFE?	Advice Code
<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text"/>

Description \*

The CLIN/SLIN/ELIN page is displayed.

[Save Clin/Slin/Elin](#) [Save Draft Document](#) [Previous](#) [Help](#)

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:34:03 EST

Acceptor - Micro-Purchase Receiving Report

CLIN/SLIN/ELIN UID MILSTRIP

\* = Required Fields

Item No. Stock Part No. Type
0001 stock44151255 CL - COLOR

Qty. Shipped \* Unit \* NSP Unit Price (\$) Amount (\$)
20 BX 3.00 60.00

Multiple Box Pack Indicator GFE? Advice Code
N N

Description \*
# 2 pencils

The Acceptor enters the Line Item Information for the Micro-Purchase Receiving Report.

Save Clin/Slin/Elin Save Draft Document Previous Help

### Acceptor - Micro-Purchase Receiving Report

CLIN/SLIN/ELIN **UID** MILSTRIP

\* = Required Fields

Item No.	Stock Part No.	Type
0001	stock44151255	CL - COLOR

Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)
20	BX	<input type="checkbox"/>	3.00	60.00

Multiple Box Pack Indicator	GFE?	Advice Code
N	N	

Description \*

# 2 pencils

The Acceptor can navigate to the UID page by clicking the UID tab.

Save Clin/Slin/Elin Save Draft Document Previous Help

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

## Acceptor - Micro-Purchase Receiving Report

[CLIN/SLIN/ELIN](#)

[U](#)

[MILSTRIP](#)

\* Asterisk indicates required entry for 'Save'. \*\* Double asterisk indicates required entry for 'Save and Continue'.

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

Enterprise Identifier	Issuing Agency Code	UID Type	Original Part Number	Lot / Batch	Actions
-----------------------	---------------------	----------	----------------------	-------------	---------

[Add UID](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

Please refer to the UID demonstration on WBT for further information regarding UIDs.

[Save Draft Document](#)

[Help](#)

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:07:01 EST

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

## Acceptor - Micro-Purchase Receiving Report

[CLIN/SLIN/ELIN](#)

[UID](#)

[MILSTRIP](#)

\* Asterisk indicates required entry for 'Save'. \*\* Double asterisk indicates required entry for 'Save and Continue'.

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

[Enterprise Identifier](#)

[Issuing Agency Code](#)

[UID Type](#)

[Original Part Number](#)

[Lot / Batch](#)

[Actions](#)

[Add UID](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

The Acceptor can navigate to the Milstrip page by clicking the Milstrip tab.

[Save Draft Document](#)

[Help](#)

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:07:01 EST

[Security & Privacy](#)

[Accessibility](#)

[Vendor Customer Support](#)

[Government Customer Support](#)

[FAQ](#)

[Site Index](#)

## Acceptor - Micro-Purchase Receiving Report

[CLIN/SLIN/ELIN](#)

[UID](#)

[MILSTRIP](#)

\* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
--------------	---------------	---------

[Add](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

The Milstrip page is displayed. The Acceptor clicks the Add link to add Milstrip Information.

[Save Draft Document](#)

[Help](#)

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:07:48 EST

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

Acceptor - Micro-Purchase Receiving Report

CLIN/SLIN/ELIN UID MILSTRIP

\* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
<input type="text" value="MST23152"/>	<input type="text" value="20"/>	<a href="#">Delete</a>  <a href="#">Add</a> 

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

The Acceptor enters the Milstrip information. The Acceptor can Delete or Add additional Milstrip information by clicking the Delete or Add links.

Save Draft Document Help

### Acceptor - Micro-Purchase Receiving Report

**CLIN/SLIN/ELIN** UID MILSTRIP

\* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
<input type="text" value="MST23152"/>	<input type="text" value="20"/>	<a href="#">Delete</a> <a href="#">Add</a>

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

The Acceptor clicks the CLIN/SLIN/ELIN tab to navigate back to the CLIN/SLIN/ELIN page.

[Save Draft Document](#) [Help](#)

### Acceptor - Micro-Purchase Receiving Report

CLIN/SLIN/ELIN

UID

MILSTRIP

\* = Required Fields

Item No.	Stock Part No.	Type
0001	<input type="text" value="stock44151255"/>	<input type="text" value="CL - COLOR"/>

Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)
<input type="text" value="20"/>	<input type="text" value="BX"/>	<input type="checkbox"/>	<input type="text" value="3.00"/>	60.00

Multiple Box Pack Indicator	GFE?	Advice Code
<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text"/>

#### Description \*

# 2 pencils

When the required information for the Line Item has been entered, the Acceptor clicks the Save Clin/Slin/Elin button at the bottom of the screen.

Save Clin/Slin/Elin

Save Draft Document

Previous

Help

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:15:06 EST

### Acceptor - Micro-Purchase Receiving Report

Contract >> Document Flow Info>> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item**
- Pack
- Attachments
- Preview Document

At least one Line Item is required

#### Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions
0001	stock44151255	CL	20	BX	3.00	60.00	N	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>



The Line Item is now saved.

The Acceptor can edit or delete Line Items as necessary by clicking the Edit and Delete links under the 'Actions' heading.

- Submit
- Save Draft Document
- Help

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

- Header
- Addresses
- Mark For
- Comments
- Line Item**
- Pack
- Attachments
- Preview Document

At least one Line Item is required

#### Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions
0001	stock44151255	CL	20	BX	3.00	60.00	N	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>



To add another Line Item, the Acceptor can click the Add button and repeat the process.

- Submit
- Save Draft Document
- Help

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack**
- Attachments
- Preview Document

At least one Line Item is required

#### Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions
0001	stock44151255	CL	20	BX	3.00	60.00	N	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>

The Acceptor can navigate to the Pack page by clicking the Pack tab.

- Submit
- Save Draft Document
- Help

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack**
- Attachments
- Preview Document

**Actions**  
[Add](#)

Refer the Pack demonstration in WBT for additional information regarding Pack data.

- Submit
- Save Draft Document
- Help

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

Header Addresses Mark For Comments Line Item **Pack** Attachments Preview Document

Actions  
[Add](#)

The Acceptor clicks the Attachments tab to navigate back to the Attachments page.

Submit Save Draft Document Help

## Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments**
- Preview Document

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

### Attachment

Attachments Name	Actions
------------------	---------

The Acceptor clicks the Browse button to locate the file that is to be attached.

- 
- 
- 

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:15:36 EST

### Acceptor - Micro-Purchase Receiving Report

Contract >> Document Flow Info >> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments**
- Preview Document

**WARNING: Wide Area information in this system**

**Do NOT enter classified**

**Choose file**

Look in: Attachments

- Attachment\_for\_WAWF.doc
- Attach.txt

File name: Attachment\_for\_WAWF.doc

Files of type: All Files (\*.\*)

**Open** Cancel

The Acceptor clicks the Open button after the file is selected.

Attachment

Attachments Name

- Submit
- Save Draft Document
- help

## Acceptor - Micro-Purchase Receiving Report

[Contract](#) >> [Document Flow Info](#)>> [Routing](#) >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments**
- Preview Document

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

### Attachment

C:\Documents and Settings\rice

Attachments Name	Actions
------------------	---------

The Acceptor clicks the Upload button to attach the selected document.

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:15:36 EST

## Acceptor - Micro-Purchase Receiving Report

[Contract](#) >> [Document Flow Info](#)>> [Routing](#) >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments**
- Preview Document

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

### Attachment

Attachments Name	Actions
Attachment_for_WAWF.doc	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>



The attachment is now saved on the document.

- 
- 
- 

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:15:36 EST

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments**
- Preview Document

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

#### Attachment

  

Attachments Name	Actions
Attachment_for_WAWF.doc	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>



The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.

- 
- 
- 

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:15:36 EST

## Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

Header Addresses Mark For Comments Line Item Pack Attachments **Preview Document**

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

### Attachment

Attachments Name	Actions
Attachment_for_WAWF.doc	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>

The Acceptor can click the Preview Document tab to View the entire document.

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:15:36 EST

User Government Documentation Lookup Logout

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

Header Addresses Mark For Comments Line Item Pack Attachments **Preview Document**

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

**[.]Document Information**

Contract Number	Delivery Order	Contract Number Type
PCFU441710324	0002	Micropurchase
Shipment Number	Shipment Date	Final Shipment
SHP902A	2010/11/20	N

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The Acceptor can scroll the contents of tab to review the document.

TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code	FOB
	12	R		

If the Acceptor notices an inaccuracy after reviewing the document information, the Acceptor can return to the appropriate tab to correct the information.

Transportation Leg	Standard Carrier Alpha Code	
1		
Secondary Transportation Tracking Number	Tracking Type	Tracking Description
R552HLJ45544562252	08	

Vendor Identifier	Vendor Transaction Number	Card Issuing Bank Identifier	Amount Billed (\$)	Government Document Identifier
45642D4A5R4E5A1U3300ELD	TR583425A	555264	60.00	

Summary of Detail Level Information	Total (\$)
1 CLIN/SLIN(s)	60.00

**[.]Line Item Information**

Item No.	Stock Part No.	Type	NSP	Qty. Shipped	Unit	Unit Price	Qty. Accepted	Amount
0001	stock44151255	CL	N	20	BX	\$ 3.00		\$ 60.00
GFE	Advice Code	Multi-Box Pack Ind.						
N		N						
Description								

User Government Documentation Lookup Logout

Acceptor - Micro-Purchase Receiving Report

Contract >> Document Flow Info>> Routing >> Data Capture

Header Addresses Mark For Comments Line Item Pack Attachments Preview Document

Expand All Collapse All

The Acceptor can expand all document sections by clicking the Expand All link. The Acceptor can collapse the contents of the tab by clicking the Collapse All link.

[-]Document Information

Contract Number		Delivery Order		Inspection Point		Acceptance Point			
PCFU441710324		0002		D		D			
Shipment Number		Shipment Date		Final Shipment		Estimated Delivery Date		Supplies	Service
SHP902A		2010/11/20		N				<input checked="" type="radio"/>	<input type="radio"/>
TCN	Gross Weight		First Line Haul Mode		Serial Shipping Container Code			FOB	
	12		R		564777895421265445			S	
Transportation Leg		Standard Carrier Alpha Code			Bill of Lading Number		Bill of Lading Type		
1									
Secondary Transportation Tracking Number					Tracking Type		Tracking Description		
R552HLJ45544562252					08				
Vendor Identifier		Vendor Transaction Number		Card Issuing Bank Identifier		Amount Billed (\$)		Government Document Identifier	
45642D4A5R4E5A1U3300ELD		TR583425A		555264		60.00			
Summary of Detail Level Information								Total (\$)	
1 CLIN/SLIN(s)								60.00	

[-]Line Item Information

Item No.	Stock Part No.	Type	NSP	Qty. Shipped		Unit	Unit Price	Qty. Accepted	Amount
0001	stock44151255	CL	N	20		BX	\$ 3.00		\$ 60.00
GFE		Advice Code			Multi-Box Pack Ind.				
N					N				
Description									

### Acceptor - Micro-Purchase Receiving Report

Contract >> Document Flow Info>> Routing >> Data Capture

- Header
- Addresses
- Mark For
- Comments
- Line Item
- Pack
- Attachments
- Preview Document

Expand All Collapse All

- [+]Document Information
- [+]Line Item Information
- [+]Address Information
- [+]Misc Information



The Acceptor can expand and collapse individual headers by clicking on the section headers.

- Submit
- Save Draft Document
- Help

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:15:47 EST

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

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

[Header](#)
[Addresses](#)
[Mark For](#)
[Comments](#)
[Line Item](#)
[Pack](#)
[Attachments](#)
[Preview Document](#)

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

The Document Information section of the tab is now expanded.

[\[-\]Document Information](#)

<b>Contract Number</b>		<b>Delivery Order</b>	<b>Contract Number Type</b>		<b>Issue Date</b>	<b>Inspection Point</b>	<b>Acceptance Point</b>	
PCFU441710324		0002	Micropurchase			D	D	
<b>Shipment Number</b>		<b>Shipment Date</b>		<b>Final Shipment</b>	<b>Estimated Delivery Date</b>		<b>Supplies</b>	<b>Service</b>
SHP902A		2010/11/20		N			<input checked="" type="radio"/>	<input type="radio"/>
<b>TCN</b>	<b>Gross Weight</b>		<b>First Line Haul Mode</b>		<b>Serial Shipping Container Code</b>			<b>FOB</b>
	12		R		564777895421265445			S
<b>Transportation Leg</b>		<b>Standard Carrier Alpha Code</b>			<b>Bill of Lading Number</b>		<b>Bill of Lading Type</b>	
1								
<b>Secondary Transportation Tracking Number</b>					<b>Tracking Type</b>		<b>Tracking Description</b>	
R552HLJ45544562252					08			
<b>Vendor Identifier</b>		<b>Vendor Transaction Number</b>		<b>Card Issuing Bank Identifier</b>		<b>Amount Billed (\$)</b>	<b>Government Document Identifier</b>	
45642D4A5R4E5A1U3300ELD		TR583425A		555264		60.00		
<b>Summary of Detail Level Information</b>							<b>Total (\$)</b>	
1 CLIN/SLIN(s)							60.00	

[\[+\]Line Item Information](#)  
[\[+\]Address Information](#)  
[\[+\]Misc Information](#)

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

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

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

[Header](#)
[Addresses](#)
[Mark For](#)
[Comments](#)
[Line Item](#)
[Pack](#)
[Attachments](#)
[Preview Document](#)

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

[\[-\]Document Information](#)

<b>Contract Number</b>		<b>Delivery Order</b>		<b>Contract Number Type</b>		<b>Issue Date</b>		<b>Inspection Point</b>		<b>Acceptance Point</b>	
PCFU441710324		0002		Micropurchase				D		D	
<b>Shipment Number</b>			<b>Shipment Date</b>		<b>Final Shipment</b>		<b>Estimated Delivery Date</b>			<b>Supplies</b>	<b>Service</b>
SHP902A			2010/11/20		N					<input checked="" type="radio"/>	<input type="radio"/>
<b>TCN</b>		<b>Gross Weight</b>		<b>First Line Haul Mode</b>			<b>Serial Shipping Container Code</b>			<b>FOB</b>	
		12		R			564777895421265445			S	
<b>Transportation Leg</b>			<b>Standard Carrier Alpha Code</b>			<b>Bill of Lading Number</b>			<b>Bill of Lading Type</b>		
1											
<b>Secondary Transportation Tracking Number</b>							<b>Tracking Description</b>				
R552HLJ45544562252											
<b>Vendor Identifier</b>			<b>Vendor Transaction</b>			<b>Government Document Identifier</b>					
45642D4A5R4E5A1U3300ELD			TR583425A			555264			60.00		

Once the information is correct, the Acceptor can click the Submit button from any page.

<b>Summary of Detail Level Information</b>										<b>Total (\$)</b>	
1 CLIN/SLIN(s)										60.00	

[\[+\]Line Item Information](#)  
[\[+\]Address Information](#)  
[\[+\]Misc Information](#)

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

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

### Acceptor - Micro-Purchase Receiving Report

[Contract >> Document Flow Info>> Routing >> Data Capture](#)

[Header](#)
[Addresses](#)
[Mark For](#)
[Comments](#)
[Line Item](#)
[Pack](#)
[Attachments](#)
[Preview Document](#)

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

[\[-\]Document Information](#)

<b>Contract Number</b>		<b>Delivery Order</b>		<b>Contract Number Type</b>		<b>Issue Date</b>		<b>Inspection Point</b>		<b>Acceptance Point</b>	
PCFU441710324		0002		Micropurchase				D		D	
<b>Shipment Number</b>			<b>Shipment Date</b>		<b>Final Shipment</b>		<b>Estimated Delivery Date</b>			<b>Supplies</b>	<b>Service</b>
SHP902A			2010/11/20		N					<input checked="" type="radio"/>	<input type="radio"/>
<b>TCN</b>	<b>Gross Weight</b>		<b>First Line Haul Mode</b>			<b>Serial Shipping Container Code</b>				<b>FOB</b>	
	12		R			564777895421265445				S	
<b>Transportation Leg</b>		<b>Standard Carrier Alpha Code</b>				<b>Bill of Lading Number</b>		<b>Bill of Lading Type</b>			
1											
<b>Secondary Transportation Tracking Number</b>						<b>Tracking Type</b>		<b>Tracking Description</b>			
R552HLJ45544562252						08					

<b>Vendor Identifier</b>		<b>Vendor Transaction Number</b>		<b>Card Issuing Bank Identifier</b>		<b>Amount Billed (\$)</b>		<b>Government Document Identifier</b>			
45642D4A5R4E5A1U3300ELD		TR583425A		555264		60.00					

<b>Summary of Detail Level Information</b>									<b>Total (\$)</b>		
1 CLIN/SLIN(s)									60.00		

The Acceptor clicks the Submit button to submit the document to WAWF.

[\[+\]Line Item Information](#)  
[\[+\]Address Information](#)  
[\[+\]Misc Information](#)

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

## Success

The Destination Inspection and Acceptance Receiving Report was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
PCFU441710324	0002	SHP902A	

After the Micro-Purchase Receiving Report has been submitted, the WAWF system informs the Acceptor that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.

Email sent to Vendor: nrice@caci.com

Email sent to Acceptor: wawf@caci.com

Notification sent for CAGE code 493R2 to EDI Routing Codes- ISA07: 42, ISA08: SENDALL-NOTICES, GS03: NORMA493R2

Notification sent for CAGE code 493R2 to FTP Directory: /caci\_db/efp/WAWF\_RA\_sec/Test/Version500/FTPEDIIDirectory/ftp\_working/nrice/493R2

[Send Additional Email Notifications](#)



The Acceptor can add more email addresses by clicking the Send Additional Email Notifications link.

Sat Nov 20 09:16:09 EST 2010

[Return](#)

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

The Destination Inspection and Acceptance Receiving Report was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
PCFU441710324	0002	SHP902A	

Email sent to Vendor: nrice@caci.com

Email sent to Acceptor: wawf@caci.com

Notification sent for CAGE code 493R2 to EDI Routing Codes- ISA07: 42, ISA08: SENDALL-NOTICES, GS03: NORMA493R2

Notification sent for CAGE code 493R2 to FTP Directory: /caci\_db/efp/WAWF\_RA\_sec/Test/Version500/FTPEDIIDirectory/ftp\_working/nrice/493R2

[Send Additional Email Notifications](#)

Sat Nov 20 09:16:09 EST 2010

This concludes the demonstration for an Acceptor creating a Micro-Purchase Receiving Report.

[Return](#)

Logon Date : 2010/11/20 08:58:35 EST Last Accessed Date : 2010/11/20 09:15:57 EST

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