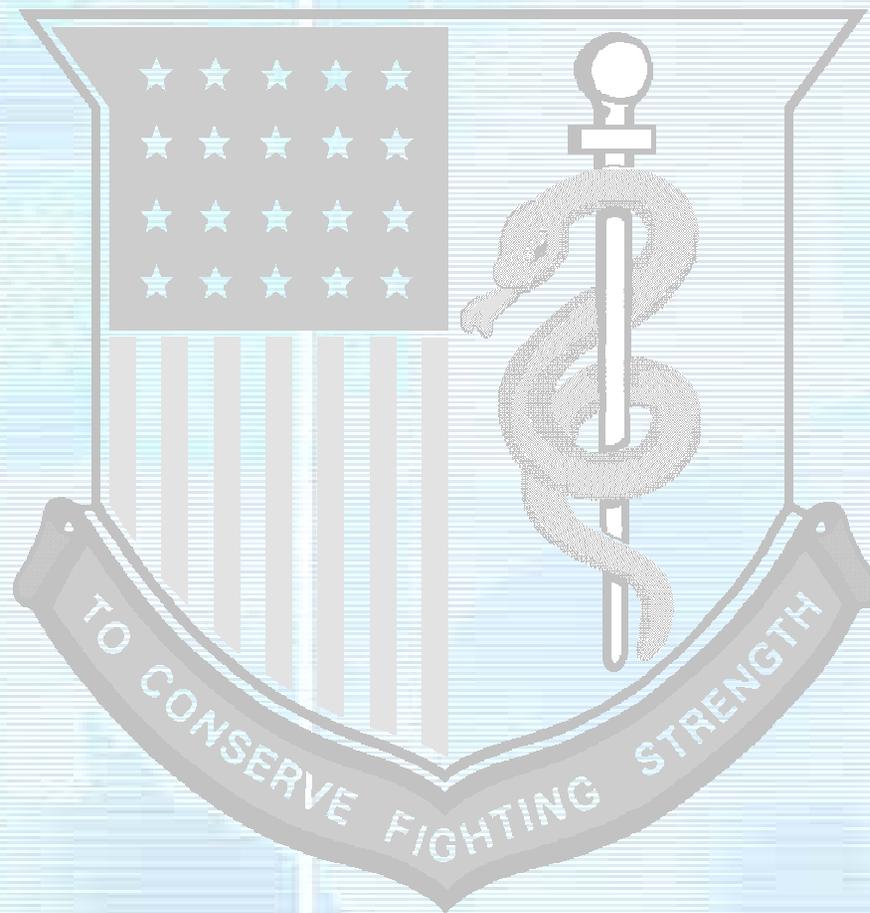


United States Army Medical Command



All Roles

Logon

Add Additional Roles

Government Inspector/Acceptor Functions



Create Receiving Report

View & Accept Document

- **Combo** (Contract denotes Vendor send invoice to DFAS)
- **2in1** (Contract denotes Vendor to send invoice to Activity)

Scenario: Sample Invoice

XYZ COMPANY

INVOICE

INVOICE # DATE: 5/6/03

Bill To: DFAS

Ship To: XYZ AFB

Discount	P.O. NUMBER	SHIP DATE	SHIPMET #	STOCK PART #	INVOICE #
3% NET15	DAAB0797DB608	2003/01/01	AAA1245	12345	13

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
3	Widget	10.00	30.00
		TOTAL DUE	30.00

Scenario cont.

Standard Form 1449 – Contract

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER XXXXXXXXXX		PAGE 1 OF			
2. CONTRACT NO. DAAB0797DB608		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL:			a. NAME			b. TELEPHONE NUMBER (No collect calls)		8. OFFER DUE DATE/ LOCAL TIME	
9. ISSUED BY DCMA VAN NUYS CA 9123-1234			CODE S0512A		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> D(A) NAICS: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		12. DISCOUNT TERMS
15. DELIVER TO DISA ARLINGTON VA 22204-2134			CODE HC1001		16. ADMINISTERED BY SEE BLOCK 9		13b. RATING		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP
17a. CONTRACTOR/ OFFEROR CACI CHANTILLI VA 22204-1234		CODE 1M3W0	FACILITY CODE	18a. PAYMENT WILL BE MADE BY DFAS SAN DIEGO CA 9123-1848				CODE N68688	
TELEPHONE NO.			17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES				21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT	
								0.00	

Click on (+ or -) on Role to Expand

**Inspector/
Acceptor
Role
Create
R/R**



Wide Area Work Flow - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Wide Area Workflow

UserID: nuxold

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[Display Pay DoDAACs Table](#)

Wide Area Workflow

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

WARNING!

- 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 and will result in the application not performing as intended.
- **DO NOT** use the backspace key in any uneditable field, as this will function as the back button.
- Where they exist, use the **RETURN** or **CANCEL** 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.

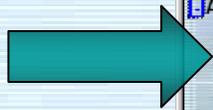
javascript:Tog('3');

Internet

Start InBox - Microsoft Outlook Tammis - EXTRA! Bundle... Wide Area Work Flo... Document1 - Microsoft W... Microsoft Office Shortcut ... 11:40 AM

Click on Create Receiving Report

**Inspector/
Acceptor
Role
Create
R/R**



Wide Area Workflow

UserID: nuxold

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[Admin By View Only](#)

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

WARNING!

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- Where they exist, use the **RETURN** or **CANCEL** 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.

https://wawf.eb.mil/servlet/NavigationMenu?enc=HVQ=AHKBYYQ&YBT=HFRE&DEJ=VR&PFF=FGLYR.PFF&PAZ=#

Enter Contract Number, Del # and Ship to Code Click Continue

**Inspector/
Acceptor
Role
Create
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Address <https://skyraider.slidell.disa.mil/servlet/Logon> Go Links


Wide Area Workflow

UserID: GovAcc30

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[X] **Acceptor**
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[Submit New Requirements](#)
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[Display Units of Measure Tab](#)

Create New Document

* - Required Fields

Contract Number *	Delivery Order	Ship To Code/Ext. *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Left click on the **DROP DOWN** and select the appropriate DODAAC

Verify Your Contract Information Before Proceeding

**Inspector/
Acceptor
Role**
**Create
R/R**

The screenshot shows a Microsoft Internet Explorer browser window displaying the Wide Area Workflow (WAWF) application. The browser title is "Wide Area Work Flow - Microsoft Internet Explorer provided by F5H Custom Internet Explorer". The address bar shows "https://wawf.eb.mil/servlet/Logon".

The application interface includes a left-hand navigation menu with the following items:

- Home
- My Profile Maintenance
- Add Additional Role
- Password Maintenance
- Acceptor
 - Create Receiving Report
 - Access Acceptance Fold
 - Access History Folder by DoDAAC
 - Access History Folder by User
 - Access Acceptance Hold Folder
 - Access Rejected Receiving Reports
 - Post Payment Review
- Group Administrator

The main content area is titled "Create New Document" and contains the following information:

* = Required Fields

Contract Number	Delivery Order	Ship To Code / Ext.	Pay DoDAAC *
DADA0902P0049		W45RBK	<input type="text"/>

Below the table is a "Continue" button. A red arrow points from the "Continue" button to an error message box that appears over it. The error message box is titled "Microsoft Internet Explorer" and contains the following text:

 The contract data is not available in DoD EDA. Please enter contract information. Click the Return button to enter a different Contract Number or continue creating the document.

OK

At the bottom of the browser window, the status bar shows "Done" and "Internet". The taskbar at the very bottom shows the Start button and several application icons, including Internet Explorer, Outlook, and various utility programs. The system clock in the bottom right corner shows "4:14 PM".

Contract Number not found in EDA

Enter the Pay DoDDAC
Click continue

Inspector/
Acceptor
Role
Create
R/R

Address  https://skyraider.slidell.disa.mil/servlet/Logon  Links



Wide Area Workflow

UserID: GovAcc30

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Wide Area Workflow

Create New Document

* = Required Fields

Contract Number	Delivery Order	Ship To Code / Ext.	Pay DoDAAC *
DAAB0797DB608	0014	HC1001	<input type="text" value="HQ0314"/>

Click on Receiving Report
Click on Continue

**Inspector/
Acceptor
Role**
**Create
R/R**

Address  https://skyraider.slidell.disa.mil/servlet/Logon  Go  Links


Wide Area Workflow

UserID: GovAcc30

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[Acceptor View Only](#)

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[Software Users Manual](#)
[Submit New Requirements](#)
[Software Version Description](#)
[Display Units of Measure Table](#)

Wide Area Workflow

Create New Document

* = Required Fields

Contract Number	Delivery Order	Ship To Code / Ext.	Pay DoDAAC
DAAB0797DB608	0014	HC1001	N68688

Select Document to Create: *

Receiving Report Inspection: Acceptance: From Invoice



Ensure that Destination/Destination is selected

Enter Admin DoDAAC and Cage Code then click Continue

**Inspector/
Acceptor
Role
Create
R/R**

Address https://skyraider.slidell.disa.mil/servlet/Logon

Wide Area Workflow

Create New Document

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Ship From Code / Ext.	Pay DoDAAC
DAAB0797DB608	0014	HC	N68688

Issue Date	IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.	Mark For Code / Ext.
1998/08/13	W15P7T	S0512A		

Ship From Code / Ext.	LPO DoDAAC * / Ext.	Cage Code * / Ext.
		06481

Document Selected:

Receiving Report Destination Inspection / Destination Acceptance

Enter Shipment No. and date

**Inspector/
Acceptor
Role
Create
R/R**

Address https://skyraider.slidell.disa.mil/servlet/Logon Links

Wide Area Workflow

Header | Addresses | Mark For | Comments | Line Item

Data Capture - Receiving Report

Work the Folder Tabs

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	
DAAB7DB608	0014	1998/08/13	D	D	<input checked="" type="radio"/> Supplies <input type="radio"/> Services

Shipment No. *	Shipment Date *	Estim.	Final Shipment?
<input type="text" value="AAA1235"/>	<input type="text" value="2003/01/01"/>	<input type="checkbox"/>	<input type="text" value="N"/>

Government B/L Number	TCN	Gross Weight	FOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="S"/>

First Line Haul Mode	Document Total
<input type="text"/>	\$0.00

Click on the Addresses tab

Inspector/
Acceptor
Role
Create
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Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Address <https://wawf.eb.mil/servlet/Logon>



Wide Area Workflow

Header Addresses Mark For Comments Line Item

Update Addresses

Prime Contractor / Ext.: 0UB47

* Activity Name 1: CIS-US, INC

Activity Name 2:

Activity Name 3:

Address 1: 10 DEANGELO DRIVE

Address 2:

Address 3:

Address 4: BEDFORD,MA 01730

City: BEDFORD State: MA Zip Code:

Country: Military Designator: Military Location Description:

Administered By DoDAAC: W81K04

* Activity Name 1: XR W40M USA MEDCOM HCAA

Activity Name 2:

Activity Name 3:

Address 1: CTR FOR HEALTH CARE CONTRG

Address 2: 2107 17TH ST BLDG 4107 STE 68

Done

Internet 4:30 PM

Click on the Mark for tab

Inspector/
Acceptor
Role
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R/R

Address <https://skyraider.slidell.disa.mil/servlet/Logon> Go Links

 **Wide Area Workflow**

UserID: GovAcc30

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Wide Area Workflow

Header | Addresses | **Mark For** | Comments | Line Item

Data Capture - Receiving Report

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	
DAAB0797DB608	0014	1998/08/13	D	D	<input checked="" type="radio"/> Supplies <input type="radio"/> Services

Shipment No. *	Shipment Date *	Estim.	Final Shipment?
<input type="text" value="AAA1235"/>	<input type="text" value="2003/01/01"/>	<input type="checkbox"/>	<input type="text" value="N"/>

Government B/L Number	TCN	Gross Weight	FOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="S"/>

First Line Haul Mode

Document Total \$0.00

Click on Comments tab

**Inspector/
Acceptor
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Wide Area Workflow

Header | Addresses | Mark For | **Comments** | Line Item

Mark For Information

Mark For Rep	Mark For Secondary
<div style="border: 1px solid gray; height: 200px;"></div>	<div style="border: 1px solid gray; height: 200px;"></div>

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

Click on Line Item tab

**Inspector/
Acceptor
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**Create
R/R**

Address https://skyraider.slidell.disa.mil/servlet/Logon

Wide Area Workflow

UserID: GovAcc30

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Wide Area Workflow

Header Addresses Mark For Comments **Line Item**

Comments

* = Required Fields

Initiator Comments

Click on the icon Below Actions

**Inspector/
Acceptor
Role
Create
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Address  https://skyraider.slidell.disa.mil/servlet/Logon Go Links



Wide Area Workflow

UserID: GovAcc30

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Wide Area Workflow

Header | Addresses | Mark For | Comments | Line Item

Line Item Details:

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
							 

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

Enter Line Items Click Save CLIN/SLIN

**Inspector/
Acceptor
Role
Create
R/R**

Address <https://skyraider.slidell.disa.mil/servlet/Logon> Go Links


Wide Area Workflow

UserID: GovAcc30

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Add CLIN/SLIN

* Required Field

Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price
0001	12345	SN - Serial Number	3	EA	\$ 10

SDN	ACRN	GFE?	Advice Code	Amount
		N		\$ 30.00

Description *

Milstrip No.	Milstrip Qty.	Actions
		

widgets

[Submit Documents via FTP/E](#)
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[Display Units of Measure Tab](#)

[Save CLIN/SLIN](#) [Return](#)

Click on the icon again to add more line items and when finished, Click on Header Tab

**Inspector/
Acceptor
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Create
R/R**

Address <https://skyraider.slidell.disa.mil/...>

Wide Area Workflow

UserID: GovAcc30

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Wide Area Workflow

Header | Addresses | Mark For | Comments | Line Item

Line Item Details:

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
0001	12345	SN	3	EA	\$ 10	\$ 30.00	

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

When all information is entered Click Create Document

**Inspector/
Acceptor
Role**
**Create
R/R**

Address https://skyraider.slidell.disa.mil/servlet/Logon



Wide Area Workflow

UserID: GovAcc30

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Wide Area Workflow

HeaderAddressesMark ForCommentsLine Item

Data Capture - Receiving Report

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	
DAAB0797DB608	0014	1998/08/13	D	D	<input checked="" type="radio"/> Supplies <input type="radio"/> Services

Shipment No. *	Shipment Date *	Estim.	Final Shipment?
<input type="text" value="AAA1235"/>	<input type="text" value="2003/01/01"/>	<input type="checkbox"/>	<input type="text" value="N"/>

Government B/L Number	TCN	Gross Weight	FOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="S"/>

First Line Haul Mode	Document Total
<input type="text"/>	\$30.00



Review the information

**Inspector/
Acceptor
Role**
**Create
R/R**

Address <https://skyraider.slidell.disa.mil/servlet/Logon> Go Links



Wide Area Workflow

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Header
Line Item
Addresses
Misc. Info

RECEIVING REPORT

* = Required Fields

Contract Number	Delivery Order	Issue Date	<input checked="" type="checkbox"/> Supplies
DAAB0797DB608	0014	1998/08/13	<input type="checkbox"/> Services

Shipment Number	Shipment Date	Final Shipment	Inspection Point	Acceptance Point	<input type="checkbox"/> CoC
AAA1237	2003/01/01	N	D	D	<input type="checkbox"/> ARP

B/L Number	TCN	First Line Haul Mode	Gross Weight	FOB
				S

Summary of Detail Level Information				Total
1	CLIN/SLIN(s)			\$30.00
				\$30.00

Routing Information

Prime Contractor Cage Code: 06481 Extension: Name: LITTON SYSTEMS, INC.	Administered By DoDAAC: S0512A Name: DCMA VAN NUYS
---	---

Ship To
 Code: HC1001 Extension:

*If the information is correct,
Click on Submit*

**Inspector/
Acceptor
Role**
**Create
R/R**

Address <https://skyraider.slidell.disa.mil/servlet/Login> Go Links


Wide Area Workflow

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Wide Area Workflow

Shipment Number	Shipment Date	Final Shipment	Inspection Point	Acceptance Point	<input type="checkbox"/> CoC <input type="checkbox"/> ARP
AAA1237	2003/01/01	N	D	D	

B/L Number	TCN	First Line Haul Mode	Gross Weight	FOB
				S

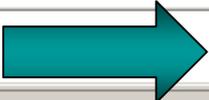
Summary of Detail Level Information			Total
1	CLIN/SLIN(s)		\$30.00
			\$30.00

Routing Information

Prime Contractor	Administered By
Cage Code: 06481 Extension:	DoDAAC: S0512A
Name: LITTON SYSTEMS, INC.	Name: DCMA VAN NUYS

Ship To
Code: HC1001 Extension:
Name: DISA INTERNAL SUPPORT BRANCH

Payment Official	Issue By
DoDAAC: N68688	DoDAAC: W15P7T
Name: DEFENSE FINANCE AND ACCOUNTING SERV	Name: XR HQ USA CECOM



*You will receive a message that your document
was submitted successfully*

**Inspector/
Acceptor
Role**
**Create
R/R**

Address  https://skyraider.slidell.disa.mil/servlet/Logon Go Links



Wide Area Workflow

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Acceptor

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Acceptor View Only

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Wide Area Workflow

The Destination Inspection and Acceptance Receiving Report has been submitted successfully.

Contract Number	Delivery Order	Shipment Number	Invoice Number
DAAB0797DB608	0014	AAA1237	

Email sent to Acceptor: wawf_undel@ecedi.nit.disa.mil
Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil

[Send More Email Notifications](#)

[Return](#)

Mon Feb 10 13:12:25 CST 2003