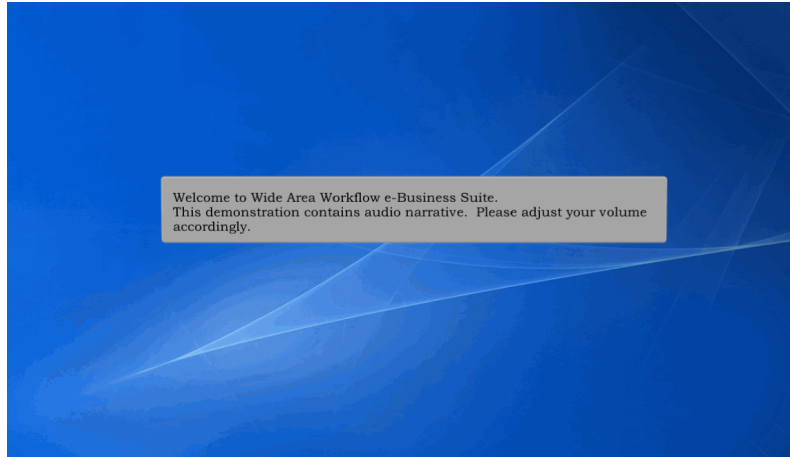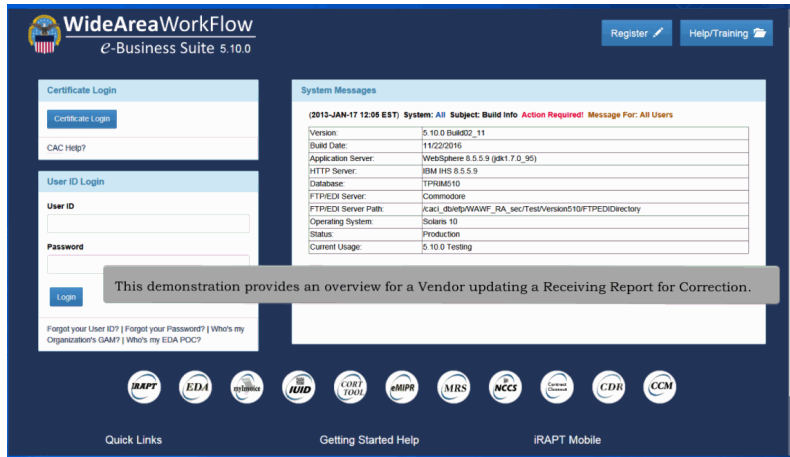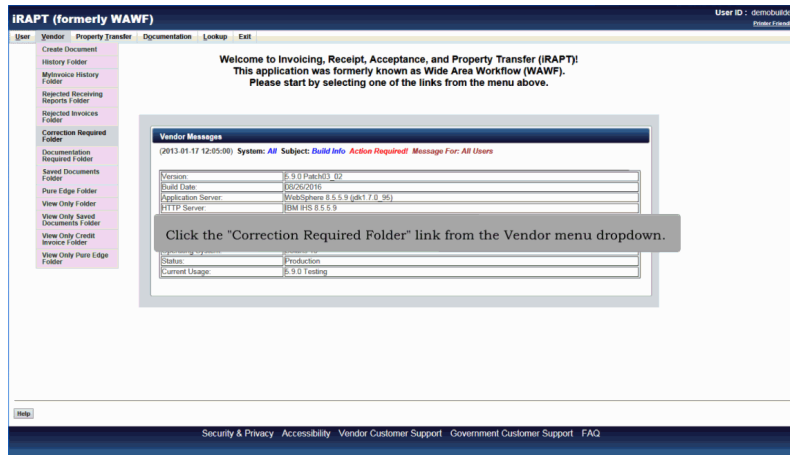Intro

Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.
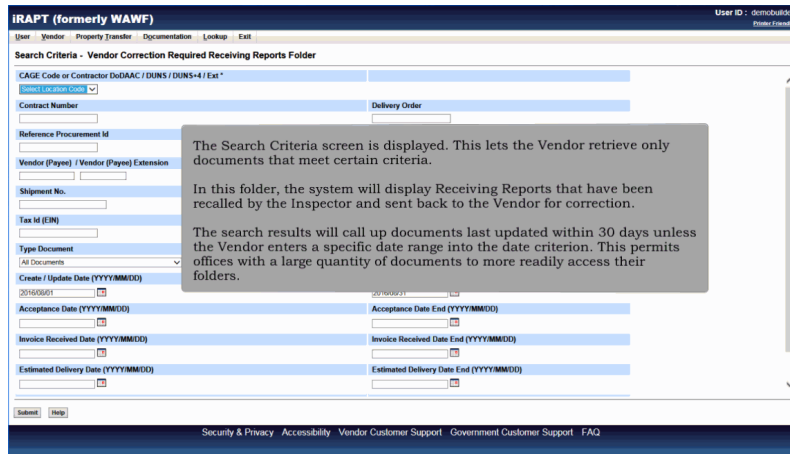
Scene 2

This demonstration provides an overview for a Vendor updating a Receiving Report for Correction.

Scene 3

Click the "Correction Required Folder" link from the Vendor menu dropdown.

Scene 4

The Search Criteria screen is displayed. This lets the Vendor retrieve only documents that meet certain criteria.

In this folder, the system will display Receiving Reports that have been recalled by the Inspector and sent back to the Vendor for correction.

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

Scene 5

The only required field on the Search Criteria page is the CAGE Code. The Vendor must select a CAGE Code in the Location Code list to retrieve any document.

Scene 6

Enter in information in the search fields and click the "Submit" button to see the results. The more information entered, the more you can narrow your results to the specific records you are searching for.

Scene 7

The search results screen is displayed.

A Corrected Receiving Report is created when an Inspector recalls a Receiving Report from the Inspector's History Folder and sends it back to the Vendor for corrections.

Only Receiving Reports where the contract is administered by DCMA, inspected by DCMA, and paid by the MOCAS entitlement system are eligible to be sent back to the Vendor for corrections.

Scene 8

To select the Receiving Report for correction, click the Shipment Number link under the 'Correct?' column.

Scene 9

The Contract Number, CAGE Code, and Pay DoDAAC are mandatory fields. The Contract Number Type, Delivery Order number, and Reference Procurement Identifier are optional.

The entries in these fields can be modified if necessary.

Scene 10

The Vendor can update the CAGE Code. However, they will be limited to only CAGE codes they are registered for.
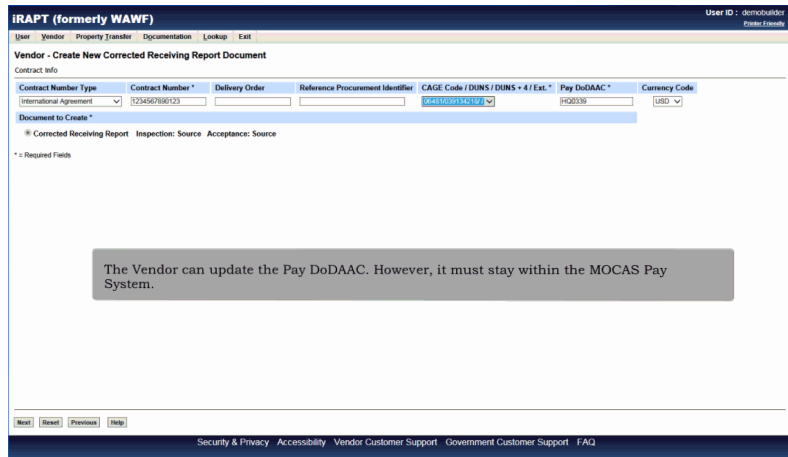
Scene 11

The Vendor can update the Pay DoDAAC. However, it must stay within the MOCAS Pay System.

Scene 12
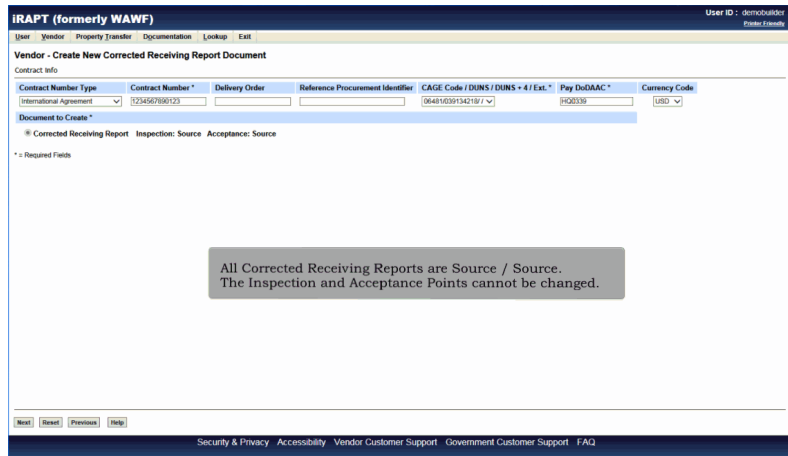
All Corrected Receiving Reports are Source / Source.
The Inspection and Acceptance Points cannot be changed.

Scene 13

After changing the data from the previous Receiving Report that needed a correction, the Vendor may click the "Next" button to continue.

Scene 14

The Routing page is displayed.

The Vendor is allowed to change the routing data for the Corrected Receiving Report.

The Inspect By and Admin location codes must be DCMA when submitting a Corrected Receiving Report.

Scene 15

Click the "Next" button to continue.

Scene 16

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

Note: Pack and UID data are not permitted on Corrected Receiving Reports.

Scene 17

The Vendor can modify any data on this Header tab for the Corrected Receiving Report.

Scene 18

The "Submit" button is available on each tab. The Vendor may submit the Corrected Receiving Report on any tabs.

Scene 19

Navigate to the Addresses page by clicking the "Addresses" tab.

Scene 20

The Addresses tab is displayed.
The Vendor can use this tab to view or edit the address information.

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

Scene 21
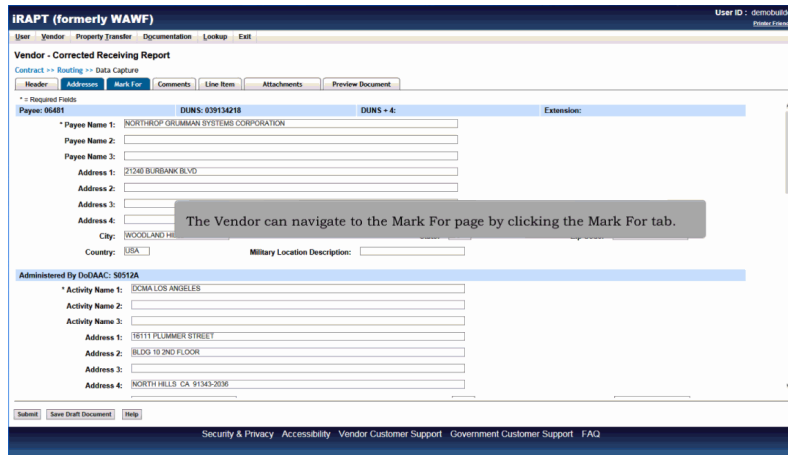
The Vendor can navigate to the Mark For page by clicking the Mark For tab.

Scene 22
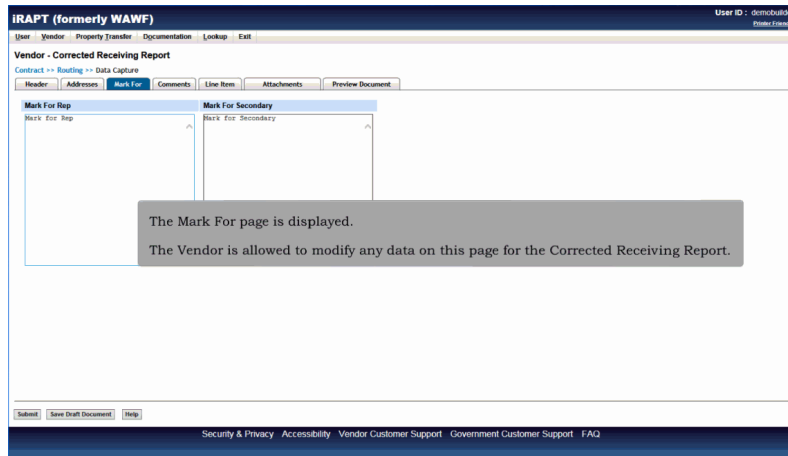
The Mark For page is displayed.

The Vendor is allowed to modify any data on this page for the Corrected Receiving Report.

Scene 23
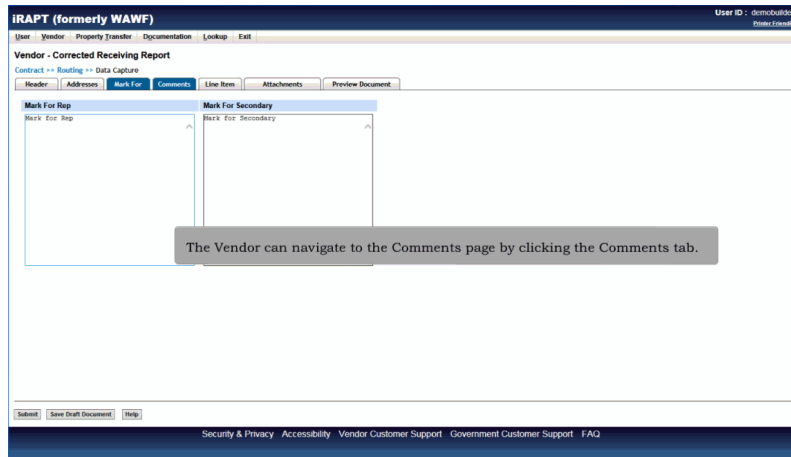
The Vendor can navigate to the Comments page by clicking the Comments tab.

Scene 24
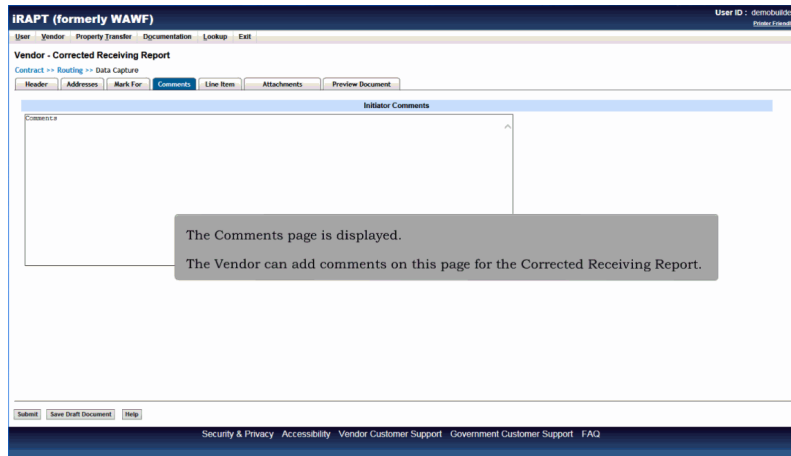
The Comments page is displayed.

The Vendor can add comments on this page for the Corrected Receiving Report.

Scene 25
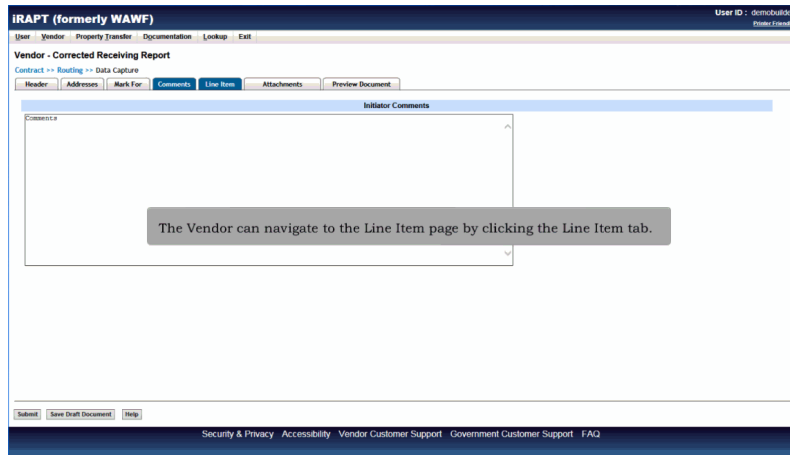
The Vendor can navigate to the Line Item page by clicking the Line Item tab.

Scene 26
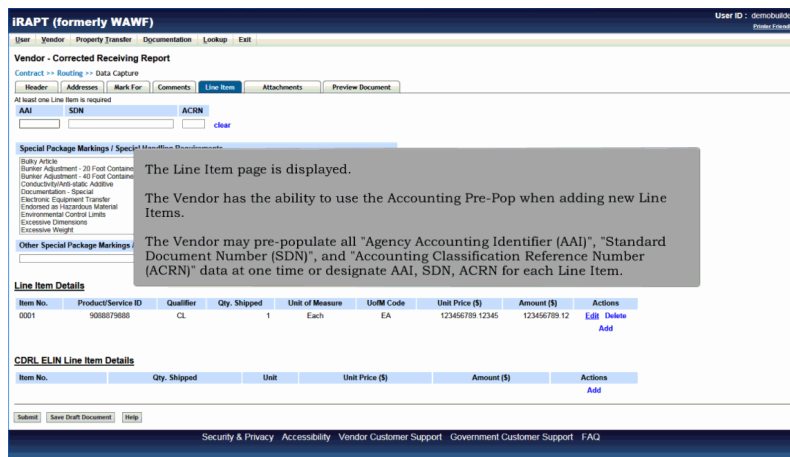
The Line Item page is displayed.

The Vendor has the ability to use the Accounting Pre-Pop when adding new Line Items.

The Vendor may pre-populate all "Agency Accounting Identifier (AAI)", "Standard Document Number (SDN)", and "Accounting Classification Reference Number (ACRN)" data at one time or designate AAI, SDN, ACRN for each Line Item.

Scene 27
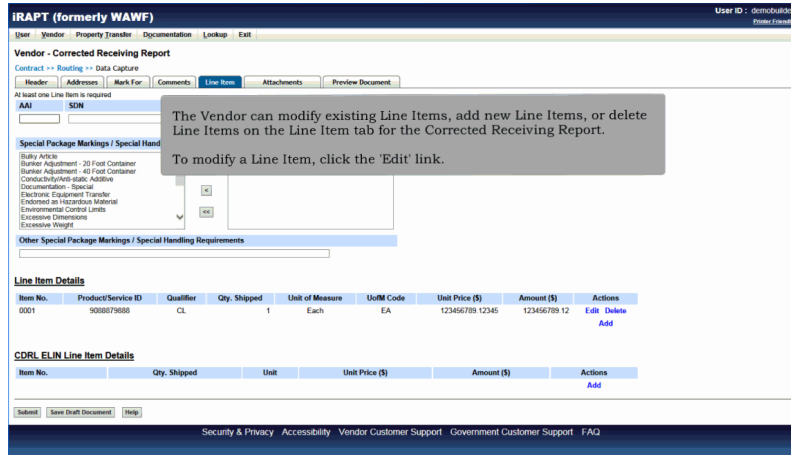
The Vendor can modify existing Line Items, add new Line Items, or delete Line Items on the Line Item tab for the Corrected Receiving Report.

To modify a Line Item, click the 'Edit' link.

Scene 28
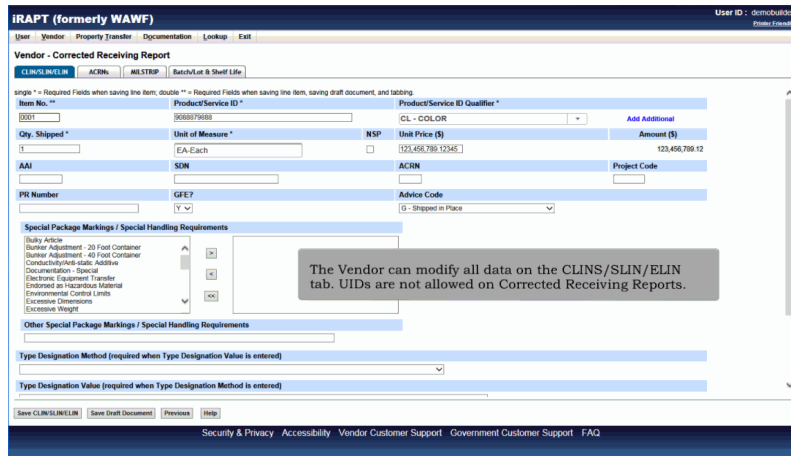
The Vendor can modify all data on the CLINS/SLIN/ELIN tab. UIDs are not allowed on Corrected Receiving Reports.

Scene 29
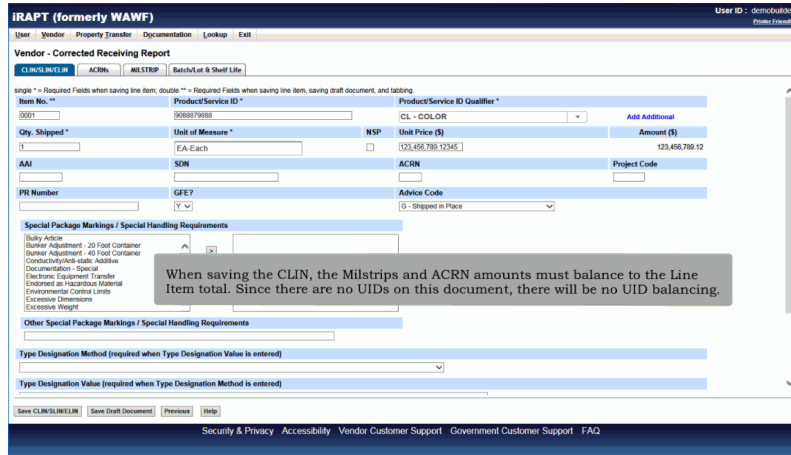
When saving the CLIN, the Milstrips and ACRN amounts must balance to the Line Item total. Since there are no UIDs on this document, there will be no UID balancing.

Scene 30
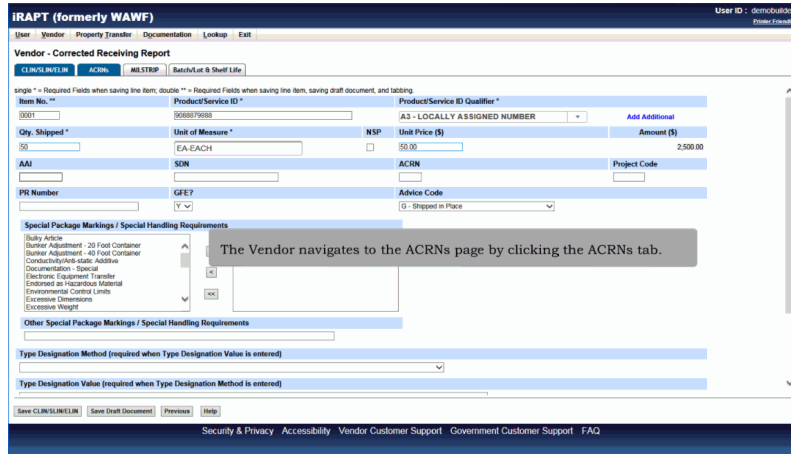
The Vendor navigates to the ACRNs page by clicking the ACRNs tab.

Scene 31
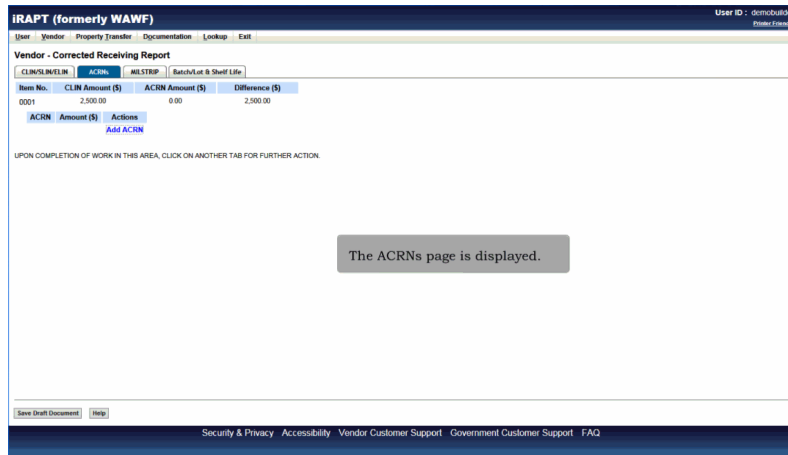
The ACRNs page is displayed.

Scene 32
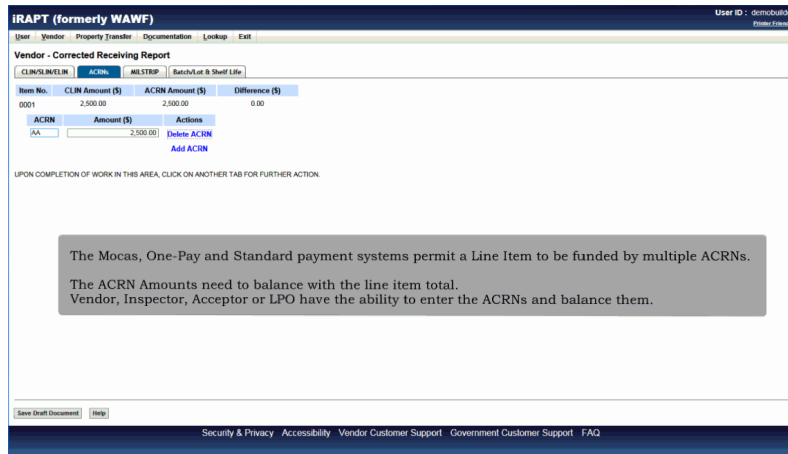
The Mocas, One-Pay and Standard payment systems permit a Line Item to be funded by multiple ACRNs.

The ACRN Amounts need to balance with the line item total.
Vendor, Inspector, Acceptor or LPO have the ability to enter the ACRNs and balance them.

Scene 33
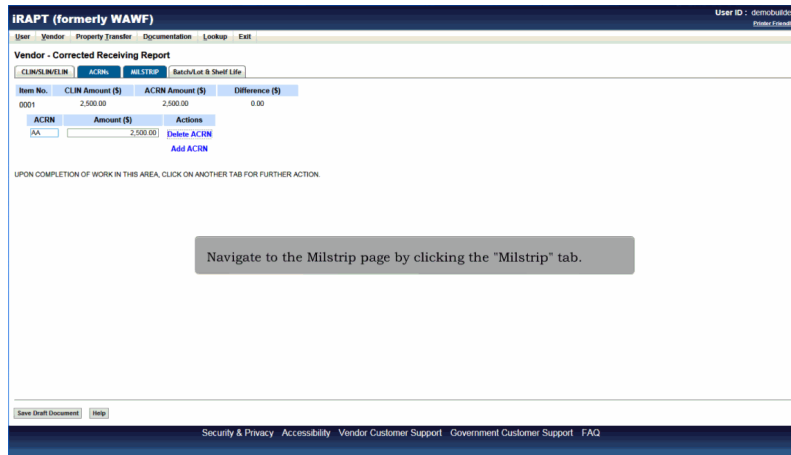
Navigate to the Milstrip page by clicking the "Milstrip" tab.

Scene 34
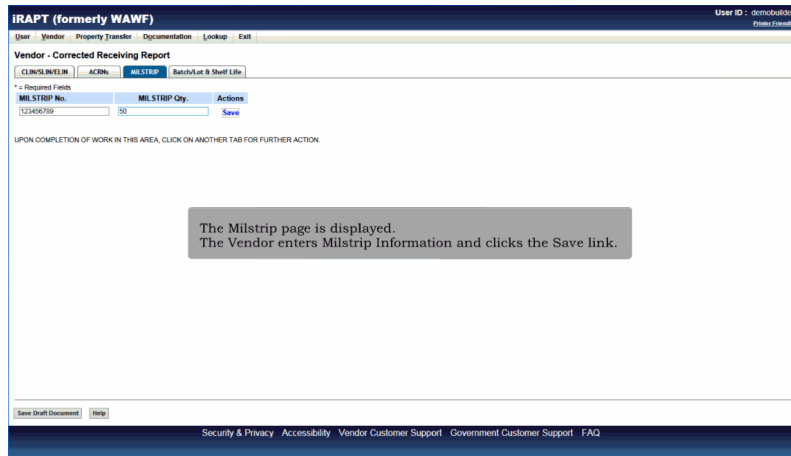
The Milstrip page is displayed.
The Vendor enters Milstrip Information and clicks the Save link.

Scene 35
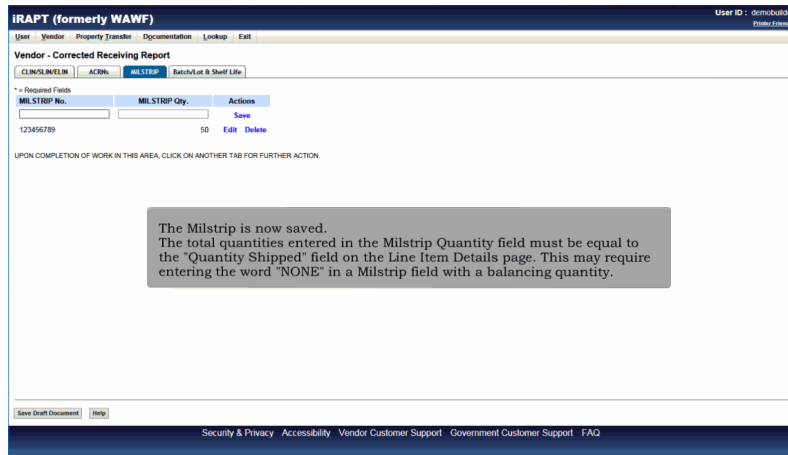
The Milstrip is now saved.
The total quantities entered in the Milstrip Quantity field must be equal to the "Quantity Shipped" field on the Line Item Details page. This may require entering the word "NONE" in a Milstrip field with a balancing quantity.

Scene 36
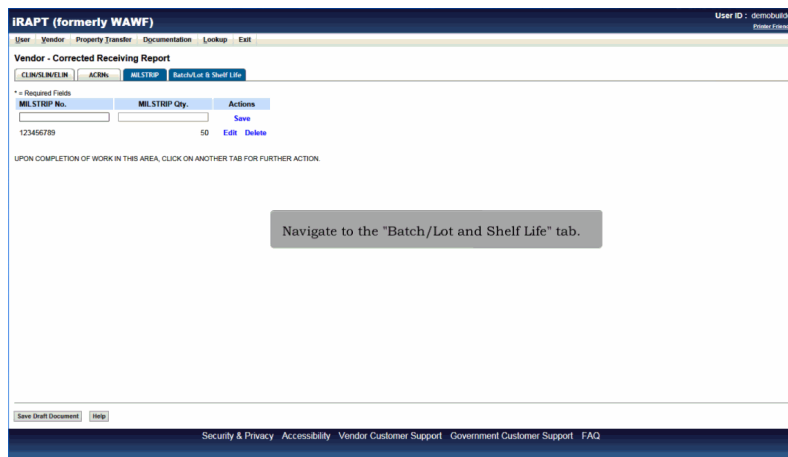
Navigate to the "Batch/Lot and Shelf Life" tab.

Scene 37

The Batch / Lot & Shelf Life tab is displayed.

Click the "Add Manufacturer for Population to Lots" Action link to add data.

Scene 38

The initiator will be able to enter directly the Manufacturer or enter a CAGE Code, or DUNS, or DUNS+4 to look up a Manufacturer.

After entering in the information, click the "Save" link.

Scene 39

If a CAGE/DUNS/DUNS+4 is entered, the Manufacturer is looked up automatically and displayed on the page.

Enter the Batch/Lot Number, Shelf Life Expiration Date and Quantity.

To add another Batch/Lot, click the "Add Manufacturer for Population to Lots" link.

Scene 40

Click the "CLIN/SLIN/ELIN" tab to return to the "CLIN/SLIN/ELIN" page.

Scene 41

When the required information for the Line Item has been entered, the Vendor clicks the Save CLIN/SLIN/ELIN button at the bottom of the screen.

Scene 42

The Line Item is now saved.

The Vendor may edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading.

Scene 43

The Vendor may add another Line Item by clicking the "Add" link and repeating the procedures.

Scene 44

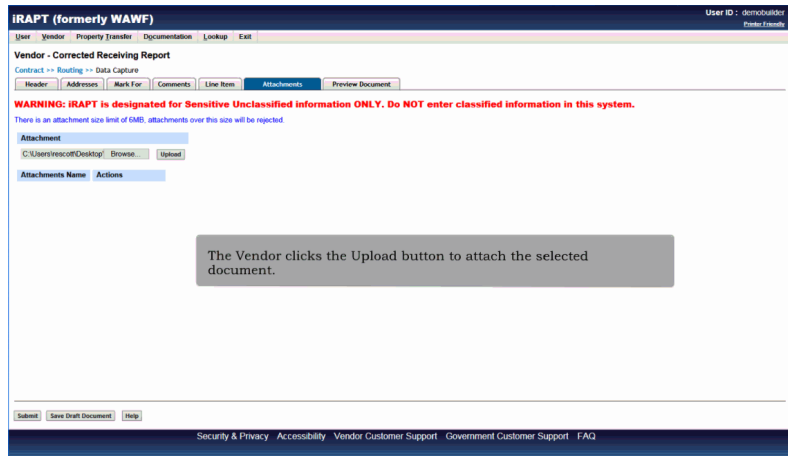The Vendor can navigate to the Attachments page by clicking the Attachments tab.

Scene 45
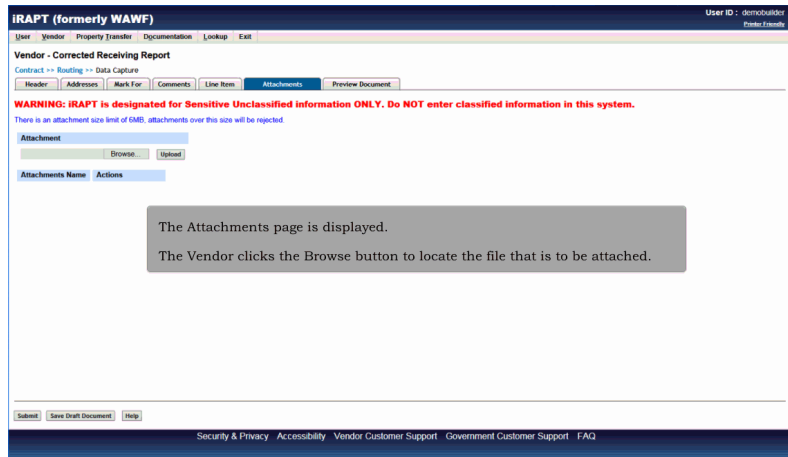
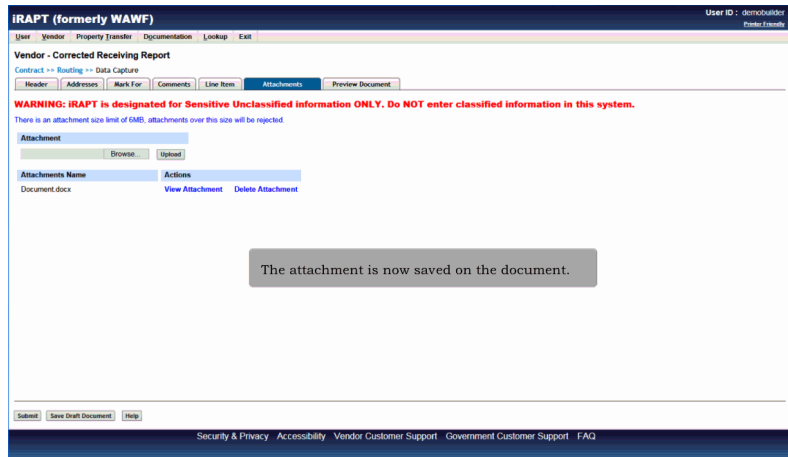The Attachments page is displayed.

The Vendor clicks the Browse button to locate the file that is to be attached.
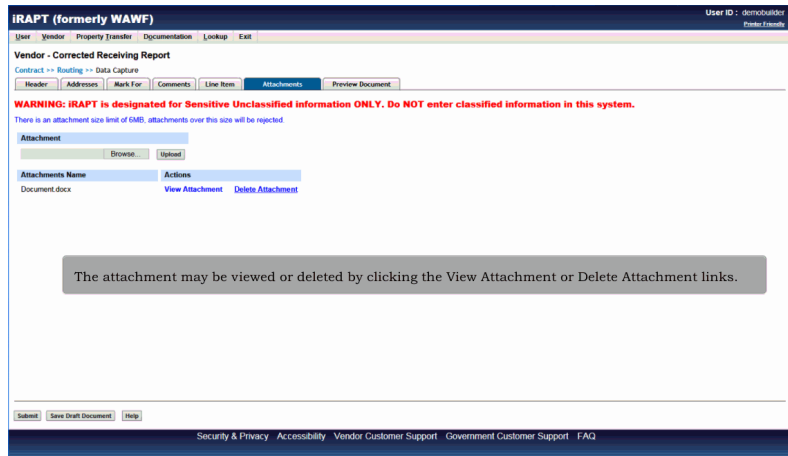
Scene 46

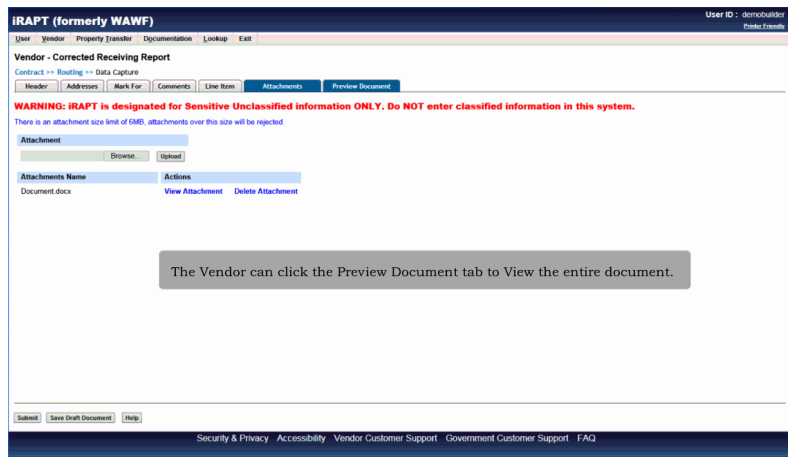The Vendor clicks the Upload button to attach the selected document.

Scene 47
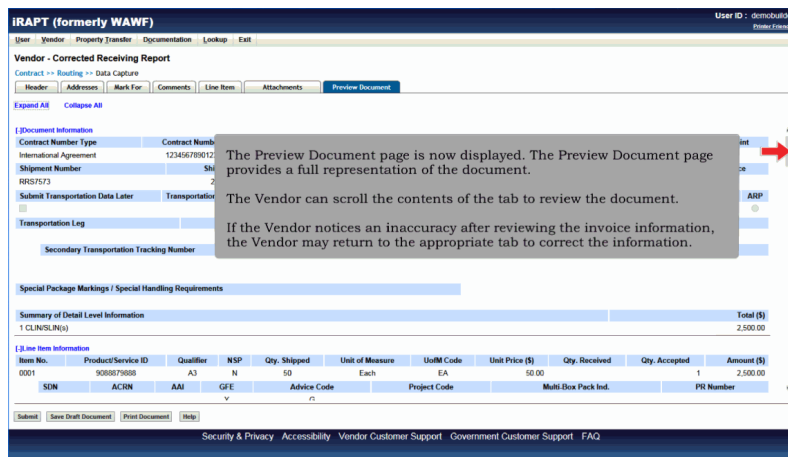

The attachment is now saved on the document.

Scene 48

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

Scene 49

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

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

Scene 50

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document.

The Vendor can scroll the contents of the tab to review the document.

If the Vendor notices an inaccuracy after reviewing the invoice information, the Vendor may return to the appropriate tab to correct the information.

Scene 51

The Vendor can expand all document sections by clicking the Expand All link.

The Vendor can collapse the contents of the tab by clicking the Collapse All link.

Scene 52

All document sections are now collapsed.

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

Scene 53

The Document Information section of the document is now expanded.

Scene 54

The "Submit" button is available on every tab.

When the Vendor has finished reviewing the document, the Vendor can submit the document to WAWF by clicking the "Submit" button.

Scene 55
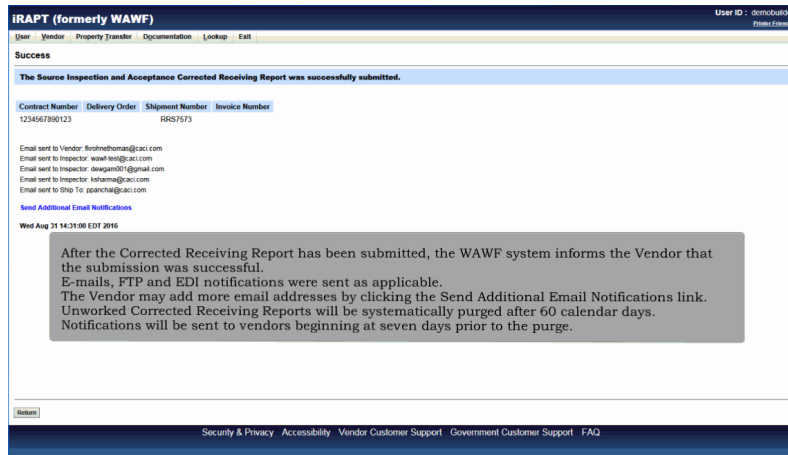
After the Corrected Receiving Report has been submitted, the WAWF system informs the Vendor that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.
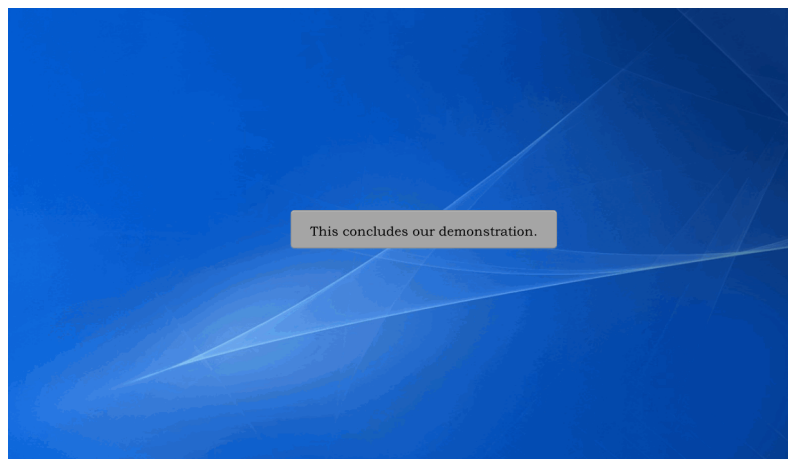
The Vendor may add more email addresses by clicking the Send Additional Email Notifications link.

Unworked Corrected Receiving Reports will be systematically purged after 60 calendar days. Notifications will be sent to vendors beginning at seven days prior to the purge.

End

This concludes our demonstration.