



**Wide Area Workflow**

**Reparables Receiving Report  
&  
FMS Reparables Receiving Report**

To learn how to electronically submit and take action on WAWF documents through simulations and step-by-step procedures, visit the [\*\*PIEE Procurement Integrated Enterprise Environment Web Based Training Main Menu\*\*](#) and select WAWF.

## Table of Contents

1	Description.....	1
1.1	Affected Entitlement Systems.....	1
1.2	Table Convention.....	1
1.3	Standard Workflow and Status.....	2
1.3.1	Source/Source.....	2
1.3.2	Source/Destination.....	2
1.3.3	Destination/Destination.....	3
2	Document Creation.....	4
2.1	Status.....	4
2.2	Contract, Originator, & Entitlement System Identification.....	4
2.3	Pre-Populate Contract Number/Delivery Order.....	7
2.4	Pay DoDAAC.....	8
2.5	Document Selection.....	9
2.6	Routing Codes.....	10
2.7	Header Tab.....	16
2.7.1	Transportation Later.....	19
2.7.2	Transportation Method/Type Codes.....	19
2.8	Address Data Tab.....	19
2.9	Mark For Tab.....	20
2.10	Comments Tab.....	21
2.11	Line Item Tab.....	21
2.11.1	Line Item Details.....	22
2.12	UID/Serial No. Tab.....	24
2.12.1	Add UID.....	25
2.12.2	Add Embedded UID.....	26
2.12.3	Add Embedded UID Detail.....	27
2.13	MILSTRIP Tab.....	27
2.14	CDRL ELIN Line Item Details.....	28
2.15	Pack Tab.....	28
2.16	CLIN/SLIN Data.....	29
2.17	Attachments Tab.....	29
2.18	Description.....	30
2.19	Search Criteria.....	30

2.19.1	Vendor Documents .....	30
2.19.2	Results (Acceptance Folder).....	30
2.20	Line Item Tab .....	31
2.21	Pack Tab.....	31
2.22	CLIN/SLIN Data .....	32
2.23	Misc. Info Tab .....	33
3	Document Inspection.....	33
3.1	Description .....	33
3.2	Search Criteria.....	34
3.3	Results (Inspection Folder) .....	36
3.4	Inspection – Reparables Receiving Report .....	36
3.4.1	Header Tab.....	36
3.4.2	Line Item Tab.....	37
3.5	UID Tab.....	37
3.6	Misc. Info Tab .....	38
4	Document Acceptance.....	38
4.1	Description .....	38
4.1.1	Acceptor – Reparables Receiving Report Header Tab .....	40
4.2	Line Item Tab .....	40
4.3	UID Tab.....	41
4.4	Misc. Info Tab .....	41
5	Document Pre-Certification.....	42
5.1	Description .....	42
5.2	Local Processing Officer Reviewer – Reparables Receiving Report.....	42
5.2.1	Header Tab.....	42
5.3	Line Item Tab .....	42
5.4	Misc. Info Tab .....	42
6	Document Certification .....	43
6.1	Description .....	43
6.2	Local Processing Office – Reparables Receiving Report .....	43
6.3	Header Tab .....	43
6.4	Line Item Tab .....	43
6.5	Misc. Info Tab .....	44
7	Payment Processing.....	44

7.1 Description ..... 44

7.2 Pay Official – Reparables Receiving Report..... 44

7.3 Header Tab ..... 44

7.4 Regenerate EDI Tab ..... 45

7.5 Misc. Info Tab ..... 45

# 1 Description

The Receiving Report represents a repair activity – the QA/Acceptance signatures are for the acceptance of the REPAIR of government property hardware. The repaired hardware has been marked with Unique Item Identifiers (UIIs). The UIIs on the hardware have been added to the UID Registry, and loaded with a custody record that indicates the hardware is in the custody of the Contractor.

WAWF includes the functionality for submission and processing of the Reparables Receiving Report and FMS Reparables Receiving Report.

## 1.1 Affected Entitlement Systems

Entitlement System	WAWF Support	EDI Capable
MOCAS	YES	YES
ONE-PAY	YES	YES
IAPS-E	YES	YES
CAPS-C	YES	NO
CAPS-W	YES	YES
EBS	YES	YES
Navy ERP	YES	YES
STANDARD PAY	YES	YES

## 1.2 Table Convention

The tables in the following sections detail the data that is available for entry in the various screens that are viewable by the WAWF Users working on this type of document. For each table there will be a line detailing the data that may be entered including the:

- **Label**
- **Requirement entry:**
  - Mandatory – must be entered
  - Optional – may/may not be entered depending upon the contract requirements
  - Conditional – require entry of some other data elements
  - System Generated – WAWF calculated or populated field
- **Field Size (Minimum/Maximum)**

Following each primary table entry there may be one or more comment lines that reflect edits or descriptions that apply to that data element.

### 1.3 Standard Workflow and Status

**NOTE:** Only the following workflow is allowed for an FMS Receiving Report:

- Source/Source

#### 1.3.1 Source/Source

	<b>Role</b>	<b>Action</b>	<b>Recipient Location</b>	<b>Status</b>
<b>Standard Process</b>	Initiator	Created	Inspector	Submitted
	Inspect By	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI
<b>Pack Later and Transportation Later</b>	Initiator	Created	Inspector	Submitted
	Inspect By	Acceptance	Initiator	Accepted
	Initiator	Enters Pack Data	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI

#### 1.3.2 Source/Destination

	<b>Role</b>	<b>Action</b>	<b>Recipient Location</b>	<b>Status</b>
	Initiator	Created	Inspector	Submitted

<b>Standard Process</b>	Inspect By	Inspection	Acceptor	Inspected
	Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI
<b>Pack Later and Transportation Later</b>	Initiator	Created	Inspector	Submitted
	Inspect By	Acceptance	Initiator	Accepted
	Initiator	Enters Pack Data	Acceptor	Accepted
	Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified

### 1.3.3 Destination/Destination

	<b>Role</b>	<b>Action</b>	<b>Recipient Location</b>	<b>Status</b>
<b>Standard Process</b>	Initiator	Created	Inspector/Acceptor	Submitted
	Inspect By	Inspection	Acceptor	Inspected
	Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI
<b>Pack Later and</b>	Initiator	Created	Initiator	Submitted (held)



<b>Transportation Later</b>	Initiator	Enters Pack Data	Inspector/Acceptor	Submitted
	Inspect By	Inspection	Acceptor	Inspected
	Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI

## 2 Document Creation

### 2.1 Status

When the RRR is created, the document's status is "Submitted."; if submitted via the Navy interface to either ERP Log or ILSMIS, the status is "Navy in Process".

### 2.2 Contract, Originator, & Entitlement System Identification

For Web-based input, a Vendor electing to submit a Repairables Receiving Report (Standalone) selects "Create New Document" link in the Vendor Folder.

#### Contract Number Edits

Label	Entry Requirement	Size
<b>Contract Number</b>	<b>Mandatory</b>	
<b>DOD FAR FY18 and later</b>		
<ul style="list-style-type: none"> <li>No special characters allowed.</li> <li>Must be 13 characters in length.</li> <li>Contract cannot contain "O" or "I" at any position.</li> <li>Position 1 and 2 cannot both be numeric.</li> <li>Positions 7 and 8 (FY parameter) must be numeric and greater than or equal to 18 and less than 66.</li> <li>Position 9 must be alpha.</li> <li>Position 9 may not be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.</li> <li>Position 10 through 13 in the Contract Number may not be "0000."</li> </ul>	13	

<b>DOD FAR FY17 and prior</b>	
<ul style="list-style-type: none"> <li>No special characters allowed.</li> <li>Must be 13 characters in length.</li> <li>Contract cannot contain "O" or "I" at any position.</li> <li>Position 1 and 2 cannot both be numeric.</li> <li>Positions 7 and 8 (FY parameter) must be numeric and less than 18 or greater than 65.</li> <li>Position 9 must be alpha.</li> <li>Position 9 cannot be - B, E, I, J, N, O, Q, R, T, U, or Y.</li> <li>Position 10 through 13 in the Contract Number may not be "0000."</li> </ul>	13
<b>Uniform PIID FY16 and later</b>	
<ul style="list-style-type: none"> <li>No special characters allowed</li> <li>Must be 13 to 17 characters in length, inclusive</li> <li>Contract cannot contain "O" or "I" at any position</li> <li>Positions 1 and 2 must both be numeric.</li> <li>Positions 7 and 8 must be numeric and 16 or greater</li> <li>Position 9 must be alpha</li> <li>Position 9 cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z</li> <li>Position 10 through the end of the Contract Number may not be all zeroes</li> </ul>	13-17
<b>Uniform PIID FY15 and prior</b>	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
<b>All Other Contracts</b>	
<ul style="list-style-type: none"> <li>No special characters allowed</li> <li>Must be between 1 and 19 characters in length</li> </ul>	1-19

### Delivery Order Number Edits

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
<b>Delivery Order Number</b>	<b>Conditional</b>	
<b>DOD FAR FY18 and later</b>		
<ul style="list-style-type: none"> <li>No special characters allowed.</li> <li>Must be 13 characters in length.</li> <li>Delivery Order Number may not contain "O" or "I" at any position.</li> <li>Position 1 and 2 cannot both be numeric.</li> <li>Positions 7 and 8 (FY parameter) must be numeric and 18 or greater and less than 66.</li> <li>Position 9 must be F.</li> <li>Position 10 through 13 in the Delivery Order Number may not be "0000" (all zeroes).</li> <li>Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, M, P, or V.</li> </ul>		13

<ul style="list-style-type: none"> <li>For Acquisition, Delivery Order is required when the 9<sup>th</sup> position of the Contract Number is A, D, or G.</li> </ul>	
<b>DOD FAR FY17 and prior</b>	
<ul style="list-style-type: none"> <li>No special characters allowed.</li> <li>Must be 0, 4, or 13 characters in length.</li> <li>May not contain "O" or "I" at any position.</li> <li>For Acquisition, Delivery Order required when the ninth position of Contract Number is A, D or G.</li> <li>Delivery Order prohibited when ninth position of Contract Number is C, F, M, P, V, or W.</li> <li>If the Delivery Order is 4 characters, the following edits will be applied: <ul style="list-style-type: none"> <li>The characters "A" and "P" are prohibited in the first position of 4-character Delivery Order Number.</li> <li>"0000" is not acceptable value.</li> </ul> </li> <li>If the Delivery Order is 13 characters, the following edits will be applied: <ul style="list-style-type: none"> <li>Position 1 and 2 cannot both be numeric.</li> <li>Positions 7 and 8 must be numeric.</li> <li>Position 9 must be F.</li> <li>Positions 10 through 13 cannot be all zeroes.</li> </ul> </li> </ul>	0,4 or 13
<b>Uniform PIID FY16 and later</b>	
<ul style="list-style-type: none"> <li>No special characters allowed</li> <li>Must be 13 to 17 characters in length, inclusive</li> <li>Delivery Order Number may not contain "O" or "I" at any position</li> <li>Positions 1 and 2 must both be numeric.</li> <li>Positions 7 and 8 must be numeric and 16 or greater</li> <li>Position 9 must be F</li> <li>Position 10 through the end of the Delivery Order Number may not be all zeroes</li> <li>Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, P, or V.</li> <li>For Acquisition, Delivery Order is required when the 9<sup>th</sup> position of the Contract Number is A, D, or G.</li> <li>For Property, Delivery Order is required when the 9<sup>th</sup> position of the Contract Number is A or G.</li> </ul>	13-17
<b>Uniform PIID FY15 and prior</b>	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
<b>All Other Contracts</b>	
<ul style="list-style-type: none"> <li>No special characters allowed</li> <li>Must be between 1 and 19 characters in length</li> </ul>	1-19

### Cage Code & Pay Office

Label	Entry Requirement	Size
CAGE Code / DUNS / DUNS+4 / Ext.	Mandatory	5/5 9/9 13/13
	Drop-down selection based upon User Profile/Logon	
From Template?	Conditional	1/1
	Defaults to "N". Select "Y" if you wish to create from a previous document template.	
Contractual?	Mandatory	
	Drop-down selection. Defaults to "Y". This will be a "Y" for all document types which require a Contract Number.	
Contract Number Type	Mandatory	
	Select a description from the dropdown list of the Type of Contract. If no Type is selected from the list, will default to DoD Contract (FAR).	

Following entry of the Contract Number, Delivery Order, originator's CAGE code and selecting "Y" or "N" from the From Template drop-down, the application will initiate a query of the Electronic Document Access (EDA) application. Based upon the results of that query, the Pay Office may be pre-populated.

In addition, it is mandatory to pre-populate EDA CLIN data, if available. If the user selects "Y" from the From Template dropdown, no CLINs from EDA will be pre-populated. The From Template option will default to "N" if not selected. If there are CLINs against the contract in EDA, the list of CLINs in EDA will be displayed.

### 2.3 Pre-Populate Contract Number/Delivery Order

Label	Entry Requirement	Size
Contract Number	Optional	
	See Contract Number Edits above.	

	This field represents the number identifying the contract vehicle the goods and/or services are being delivered under.	
Delivery Order	Conditional	
	See Delivery Order Number Edits above. Requires entry of the Contract Number Must be blank, 4, 13, or 17 characters. This field represents a supplementary number identifying a release, call, delivery or task order issued under the basic award instrument.	
Issue/Submitted Date	Optional	
	Matched up to the Submitted Date (for WAWF) or Issue Date (for EDA) on the document.	
Issue/Submitted Date End	Optional	
	Matched up to the Submitted Date (for WAWF) or Issue Date (for EDA) on the document.	
EDA	Optional	
	Click this link to populate contracts from the Electronic Document Access.	
WAWF	Optional	
	Click this link to populate contracts from the WAWF database.	
Advanced Search Criteria for WAWF	Optional	
	Link to display advanced search criteria	
Search for Contracts Submitted by your User ID	Conditional	
	Checkbox is displayed after clicking the Advanced Search Criteria for WAWF link.	
Search For	Conditional	
	Drop-down selection to choose from Active or Archive Contracts. Visible after clicking the Advanced Search Criteria link.	

## 2.4 Pay DoDAAC

Label	Entry Requirement	Size
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Reference Procurement Identifier	Optional	1/19
	<p>The system will attempt to pre-populate the Reference Procurement Instrument Number (Reference Procurement Identifier) with the Ordering Instrument Number from EDA for Web, FTP/EDI documents and IUID registry when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The Contract Number Type is DoD Contract (FAR) or Uniform PIID (4.16).</li> <li>• The entered Contract Number Fiscal Year (Contract Number Positions 7-8) is equal to or later than: <ul style="list-style-type: none"> <li>- The value for 'Fiscal Year For DoD Contract FAR' System Parameter for DoD Contract (FAR) documents.</li> <li>- The value for 'Fiscal Year For Uniform PIID' System Parameter for Uniform PIID (4.16) documents.</li> </ul> </li> <li>• The entered Contract Number has an "F" in the 9th position.</li> </ul>	
Pay Official	Mandatory	6/6

## 2.5 Document Selection

Based upon the Pay Office entered the application will present the document types (Web-create only) that may be created for the associated Entitlement System. There may be one or more additional data elements to be flagged to further identify required document elements.

Label	Entry Requirement	Size
Currency Code	Mandatory	
	Drop-down selection	
Document Selection	Mandatory	
	Radio Button selection. The selection list will vary, depending on the Pay Official code.	
Inspection	Conditional	
	This drop-down list will be displayed depending on the document selected. This is a mandatory field, if displayed. Inspect By DoDAAC (Routing) is dependent on this selection.	
Acceptance	Conditional	

	This drop-down list will be displayed depending on the document selected. This is a mandatory field, if displayed.	
From Invoice	Conditional	
	This checkbox will be displayed depending on the document selected. This is a mandatory field, if displayed. Default is unchecked.	
FMS Indicator	Optional	1/1
	Allows the initiator to submit an FMS Repairables Receiving Report. If the user selects the FMS checkbox, the user may only select the following workflow option: Source/Source	

After the template document has been selected and the page submitted, the user is redirected to a window that displays the Routing Codes on the document. The routing codes are populated from the template and are editable and revalidated.

When the Data Capture window is displayed, all the document information from the template pre-populates the new document's fields except for the Shipment (Invoice/Voucher/Request) Number/Date fields. The Initiator can edit all pre-filled information.

## 2.6 Routing Codes

If the contract number is in the EDA database, WAWF will automatically populate some of the Routing code fields. The user has the option to edit/update these codes. Any required fields (as denoted by an asterisk) that are not automatically populated will need to be completed. The routing elements entered are used to route the document through the workflow to the appropriate users.

Label	Entry Requirement	Size
Issue Date	Optional	10/10
	Refers to the issue date of the contract, not the date the document is being created.	
Issue By DoDAAC	Optional	6/6
	Refers to the organization that issued the contract.	
Admin DoDAAC	Mandatory	6/6
	Refers to the agency responsible for administering the contract terms.	
Inspect By DoDAAC	Optional	6/6

	Refers to the agency responsible for inspecting the invoice. Entry Requirement is dependent on the Inspection option from previous page.	
Destination	Optional	
Source	Mandatory	
Inspect By Extensions	Conditional	1/6
	Requires entry of the Inspect By DoDAAC. Field is disabled until the Inspect By DoDAAC field has an entry.	
Mark For Code	Optional	6/6
	Further delineates shipping instructions. Available for Fast Pay Invoices only. If Mark For Location Code is entered on the FMS RRR, it must be a valid MAPAC.	
Mark For Code Extensions	Conditional	1/6
	Requires entry of the Mark For Code. Field is disabled until the Mark For Code field has an entry.	
Ship To DoDAAC	Mandatory	6/6
	Refers to the service/agency responsible for accepting the goods and services.	
Ship To Extension	Conditional	1/6
	Requires entry of the Ship To DoDAAC. Field is disabled until the Ship To DoDAAC field has an entry.	
Ship From Code	Optional	5/6
	Refers to the agency/organization if the shipment originates from a location different from the contractor location May be a CAGE or a DoDAAC	
Ship From Extension	Conditional	1/6
	Requires entry of the Ship From Code. Field is disabled until the Ship From Code field has an entry.	
LPO DoDAAC	Optional	6/6
	Refers to the Local Processing Office (LPO) responsible for certifying the document.	
Navy ERP	Not Available	



MOCAS EBS STANDARD		
CAPS-W CAPS-C	Optional	
LPO Extension	Conditional	1/6
	Requires entry of the LPO DoDAAC. Field is disabled until the LPO DoDAAC field has an entry.	
Navy ERP MOCAS EBS STANDARD	Not Available	
CAPS-W CAPS-C	Optional	
Accept By DoDAAC	Optional	6/6
	Refers to the Acceptor responsible for accepting the invoice. Pre-populates with the Inspect By DoDAAC information. Field is still editable.	
Accept By Extension	Conditional	1/6
	Requires entry of the Accept By DoDAAC.	
Property Ship From Code	Optional	6/6
	Pre-populates with the CAGE Code. Field is still editable.	
Property Ship From Extension	Conditional	1/6
	Requires entry of the Property Ship From Code. Field is disabled until the Property Ship From Code field has an entry.	
Property Receiver Code	Optional	6/6
	Pre-populates with the Ship To Code. Field is still editable.	
Property Receiver Extension	Conditional	1/6
	Requires entry of the Property Receiver Code. Field is disabled until the Property Receiver field has an entry.	

Property Ship To Code	Optional	6/6
	Pre-populates with the Ship To Code. Field is still editable.	
Property Ship To Extension	Conditional	1/6
	Requires entry of the Property Ship To Code. Field is disabled until the Property Ship To Code field has an entry.	
Property PCO	Conditional	6/6
Losing Property	Mandatory	
Gaining Property	Optional	
Property PCO Extension	Conditional	1/6
	Requires entry of the Property PCO Code. Field is disabled until the Property PCO field has an entry.	
Losing Property	Conditional	
Gaining Property	Conditional	
Property ACO	Conditional	6/6
Losing Property	Mandatory	
Gaining Property	Optional	
Property ACO Extension	Conditional	1/6
	Requires entry of the Property ACO Code. Field is disabled until the Property ACO field has an entry.	
Losing Property	Conditional	
Gaining Property	Conditional	
Government Program Manager	Optional	6/6
Losing Property	Optional	
Gaining Property	Optional	
Government Program Manager Extension	Conditional	1/6

	Requires entry of the Government Program Manager. Field is disabled until the Government Program Manager field has an entry.	
Losing Property	Conditional	
Gaining Property	Conditional	
Government Property Administrator	Optional	6/6
	Pre-populated with the Ship To Code. Field is still editable.	
Losing Property	Optional	
Gaining Property	Optional	
Government Property Administrator Extension	Conditional	1/6
	Requires entry of the Government Property Administrator. Field is disabled until the Government Property Administrator field has an entry.	
Losing Property	Conditional	
Gaining Property	Conditional	
Contractor Program Manager	Optional	6/6
Losing Property	Optional	
Gaining Property	Optional	
Contractor Program Manager Extension	Optional	1/6
	Requires entry of the Contractor Program Manager. Field is disabled until the Contractor Program Manager field has an entry.	
Losing Property	Optional	
Gaining Property	Optional	
Contractor Property Manager	Optional	6/6
	Pre-populates with CAGE Code. Field is still editable.	
Losing Property	Optional	
Gaining Property	Optional	

Contractor Property Manager Extension	Optional	1/6
	Requires entry of the Contractor Property Manager. Field is disabled until the Contractor Property Manager field has an entry.	
Losing Property	Optional	
Gaining Property	Optional	
Contractor Property Administrator	Optional	6/6
Losing Property	Optional	
Gaining Property	Optional	
Contractor Property Administrator Extension	Conditional	1/6
	Requires entry of the Contractor Property Administrator. Field is disabled until the Contractor Property Administrator field has an entry.	
Losing Property	Conditional	
Gaining Property	Conditional	
Contractor Contract Administrator	Optional	1/5
	Pre-populates with CAGE Code. Field is still editable.	
Losing Property	Optional	
Gaining Property	Optional	
Contractor Contract Administrator Extension	Conditional	1/6
	Requires entry of the Contractor Contract Administrator. Field is disabled until the Contractor Contract Administrator field has an entry.	
Losing Property	Conditional	
Gaining Property	Conditional	
Contract Number Type	Conditional	
	Drop-down selection	
Losing Property	Not Available	

Gaining Property	Optional	
Contract Number	Optional	1/19
	Must be 13 positions unless Delivery order is 13 or 17	
Losing Property	Not Available	
Gaining Property	Optional	
Delivery Order	Conditional	0/17
	Requires entry of the Contract Number Must be either blank, 4, 13, or 17 characters	
Losing Property	Not Available	
Gaining Property	Conditional	
Issue Date	Optional	
	YYYY/MM/DD	
Losing Property	Not Available	
Gaining Property	Optional	

Upon selecting Continue, the application will validate that each of the entered codes are valid and that there is an active user for each step in the workflow. If the result is “No,” for either of these tests, the Vendor is notified and not allowed to proceed.

Once the basic data required to set up the document and workflow requirements has been entered, the user is provided the opportunity to enter the data that creates the document. This is presented in a series of data capture tabs.

**2.7 Header Tab**

After entering the routing codes, the application performs a check to insure the document can be processed for the entitlement system selected and also checks that there is a registered user for each step in the workflow. If the result is NO for either of these tests, the Vendor is notified and not allowed to proceed. If the results of both tests are YES, the Vendor is provided the opportunity to enter data at the document level.

Label	Entry Requirement	Size
Supplies/Services	Conditional	
	Radio button selection. One or the other selection is required, but not both. “Services” is default selection.	
Certificate of Conformance Indicator	Optional	1/1

(COC)		
	<p>Either ARP or CoC may be selected, but not both at the same time.</p> <p>Not available for D/D documents.</p> <p>An error will be shown on the Header page and the system will prevent creation of the document if CoC is selected and the contract does not contain the CoC clause.</p>	
Alternate Release Procedures Indicator (ARP)	Optional	1/1
	<p>Either ARP or CoC may be selected, but not both at the same time.</p> <p>Not available for D/D documents.</p>	
Shipment Number	Mandatory	2/22
	Number used to identify the shipment.	
Shipment Date	Mandatory	
	Date the shipment is shipped. YYYY/MM/DD	
Estimated	Conditional	
	Dropdown list. Default is blank.	
Estimated Delivery Date	Optional	
	Estimated date the shipment is expected to arrive. YYYY/MM/DD	
Final Shipment	Mandatory	1/1
	<p>“Y” or “N” required; defaults to blank.</p> <p>If a Shipment Number has been entered, the Final Shipment indicator will require a selection of ‘N’ or ‘Y’.</p>	
FMS Case Identifier	Mandatory	8/8
	<p>FMS Case Identifier is Alphanumeric.</p> <p>If there are two characters before the first dash, the first two characters must be a valid FMS Country Code.</p>	
Submit Transport Data Later	Optional	
	Checkbox. Used if the shipment data is not attached to the shipment.	
Transportation Account Code	Optional	4/4

TCN	Optional	1/17
Gross Weight	Optional	1/6
	Numeral only	
Cube	Optional	1/8
	Numeric, whole numbers only. If entered, value may not be zero.	
FOB	Optional	1/1
	Drop-down selection	
Serial Shipping Container Code	Optional	18/18
Special Package Markings / Special Handling Requirements	Conditional	1/1
	Read Only Represents a summary of the special handling data at the line level. If there are certain Special Package Markings / Special Handling Requirements on the FMS RRR, an attachment must be added before the document can be submitted.	
Standard Carrier Alpha Code	Optional	1/4
Bill of Lading Number	Optional	1/29
Bill of Lading Type	Conditional	
	Commercial or Government radio button selections. Commercial is default selection.	
Secondary Transportation Tracking Number	Conditional	1/30
	Required when Secondary Transportation Tracking Type is selected.	
Secondary Transportation Tracking Type	Conditional	

	Drop down selection. Required when Secondary Transportation Tracking Number is entered.	
Transportation Method/Type	Optional	
	Dropdown selection.	

### 2.7.1 Transportation Later

Transportation Later applies to the Receiving Report portion of the COMBO and will follow the same workflow as Pack Later. During create, the Vendor can select the Submit Transportation Data Later Checkbox on the Header Tab and submit the document. If Source Acceptance, Inspector can inspect/accept the document at this time.

Vendor can access the document through the History folder's 'Add' link and can either add the Transportation Data to the document and submit, or the vendor can submit without Transportation Data.

### 2.7.2 Transportation Method/Type Codes

Please refer to the Transportation Method/Type Code Table maintained under the "Lookup" tab on the WAWF web site to access the current list of codes.

### 2.8 Address Data Tab

The address data is pre-populated based upon the codes entered on the routing window. The data can be modified by the user.

Label	Entry Requirement	Size
Activity Name 1	Optional	1/60
Activity Name 2	Optional	1/60
Activity Name 3	Optional	1/60
Address 1	Optional	1/55
Address 2	Optional	1/55



Address 3	Optional	1/55
Address 4	Optional	1/55
City	Optional	1/25
State	Optional	2/2
Zip	Optional	5/15
Country	Optional	3/3
Military Location Description	Optional	2/6

When entering Address data, WAWF will require the following Address combinations, if a user attempts to modify pre-populated data:

**For U. S. Addressing:** Activity Name, Address, City, State and ZIP Code are the minimum required to complete the Address. Other fields are optional.

E.g. Fred's Computer Software, 1234 Main Street, Jacksonville, FL 32043

**For Non-U. S. Addressing:** Activity Name, Address, City, State/Province, ZIP Code, and Country are the minimum required to complete the Address. Other fields are optional.

E.g. FCC Company, 23 Main St, Bedford Nova Scotia, B4B 1G9, Canada

**For U. S. Military Addressing:** Activity Name, Address, ZIP Code, and Military Location are the minimum required to complete the Address. Other fields are optional.

E.g. 51st Activity Company, Camp David, 33043-0525, AR FPO AA

## 2.9 Mark For Tab

The Initiator is able to enter Mark For comments.

Label	Entry Requirement	Size
-------	-------------------	------

Mark For Rep	Optional	1/2000
Mark For Secondary	Optional	1/2000

## 2.10 Comments Tab

The Initiator is able to enter document level comments.

Label	Entry Requirement	Size
Initiator Comments	Optional	1/2000

## 2.11 Line Item Tab

**NOTE:** CLIN data will be pre-populated from EDA if contract information is available, and will remain editable.

Label	Entry Requirement	Size
AAI	Optional	6/6
	Numeric only	
SDN	Optional	1/30
ACRN	Optional	2/2
Special Package Markings / Special Handling Requirements	Optional	1/1
	Special Package Markings / Special Handling Requirements available for selection. Selected values will be applied to all line items added after the values are entered. Up to three values from the list may be selected.	
Other Special Package Markings / Special Handling Requirements	Optional	1/80
	Alphanumeric	

	When a line item is added, the selected values and data entered in the Other field will automatically be populated to the new line item.	
Clear	Optional	
	Link to clear AAI, SDN, and ACRN fields	
Line Item Details	Mandatory	
	Add link	
CDRL ELIN Line Item Details	Optional	
	Add link	

### 2.11.1 Line Item Details

#### CLIN/SLIN/ELIN Tab

Label	Entry Requirement	Size
Item No	Mandatory	1/6
Product/Service ID	Mandatory	1/48
Product/Service ID Qualifier	Mandatory	
	Drop down selection	
Add Additional	Optional	
	Add more Product/Service ID and Product/Service ID Qualifier pairs.	
Qty Shipped	Mandatory	1/12
Unit of Measure	Mandatory	2/2
No. of Items Repaired	Mandatory	1/17
Unit Price	Optional	1/19
Unit Price (Repair)	Mandatory	1/19

<b>FMS Receiving Report</b>	The Unit Price (Repair) will be required for the creation of the FMS RRR.	
AAI	Optional	6/6
	Line level AAI. Pre-populate from document level AAI, if entered.	
SDN	Optional	1/30
	Line Level SDN. Pre-populated from document level SDN, if entered.	
ACRN	Optional	0/2
	Line Level ACRN. Pre-populated from document level ACRN, if entered.	
MILSTRIP Document No.	Optional	
<b>FMS Receiving Report</b>	When creating an FMS RRR the system will permit entry of the MILSTRIP Document number and/or PR Number.	14/15
Project Code	Optional	3/3
	No special characters allowed.	
Multiple Box Pack Indicator	Conditional	
	Drop down selection. Default selection is N.	
PR Number	Optional	1/30
Special Package Markings / Special Handling Requirements	Optional	1/1
	<p>If this is a new line item being added and Special Package Markings / Special Handling Requirements had been entered on the Line Item Summary screen, they will be populated to the new line item.</p> <p>The user may select up to three values from the list.</p> <p>NOTE: For FMS Repairables Receiving Reports, if one of the following Special Package Markings / Special Handling Requirements is added to a line item, an attachment will be required:</p> <ul style="list-style-type: none"> <li>Explosive Flammable Gas</li> <li>Flammable Gas</li> <li>Flammable</li> </ul>	

	Endorsed as Hazardous Material Radioactive Material	
Other Special Package Markings / Special Handling Requirements	Optional	1/80
GFE?	Conditional	
	Drop down selector. Default selection is N	
Advice Code	Optional	
	Drop down selection.	
Supply Condition Code	Optional	1/1
	A dropdown list for Supply Condition Codes is available at the line item level. The selection of a Supply Condition Code is optional. If the document has UIIs and/or multiple Item Serial Numbers without Supply Condition Codes, the single line item level Code will be prepopulated down to the UIIs and Item Serial Numbers that do not have Supply Condition Codes upon saving the line item.	
Type Designation Method	Conditional	
	Drop down selection. Required when The Designation Value is entered.	
Type Designation Value	Conditional	1/100
	Required when Type Designation Method is selected.	
Description	Mandatory	1/2000

## 2.12 UID/Serial No. Tab

Entry of these elements is considered as applicable to every Full UID and Serial number entered for a specific Header Element entry. There may be multiple Header Level entries for each Line Item (CLIN/SLIN on a RRR).

In all cases there exists the capability to capture one or more UIDs per Line Item (CLIN or SLIN). However, there is no logic that forces the creation of a UID for a specific Line Item.

The number of UIDs entered adds up to the quantity of items repaired submitted on the CLIN/SLIN as entered by the Vendor. The UID number may not be utilized more than once on any single WAWF RRR.

In all cases, the Quantity for the UID is “1.” The Unit of Measure (UOM) is the same as that submitted at the line level.

The acquisition cost for each UID is the Unit Price submitted at the CLIN/SLIN level.

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Add UID	Optional	
	Add link	
Item Serial Number	Optional	1/50
	Item Serial Numbers must be unique per line item.	
Supply Condition Code	Optional	1/1
	Supply Condition Code will be prepopulated with the Supply Condition Code entered at the line item level, if a Code at the line item level has been entered, however it may be changed. If a Supply Condition Code has been selected, an Item Serial Number must be entered. Supply Condition Codes may be the same or different for each Item Serial Number.	

### 2.12.1 Add UID

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Special Tooling or Test Equipment	Conditional	
	Drop down selection. Default selection is Not Special Tooling or Test Equipment	
UID Number	Mandatory	1/50
Supply Condition Code	Optional	1/1
	Supply Condition Code will be prepopulated with the Supply Condition Code entered at the line item level, if a Code at the line item level has been entered, however it may be changed. If a Supply Condition Code has been selected, a UID Number must be entered. Supply Condition Codes may be the same or different for each UID Number.	
Embedded UID Classification	Conditional	
	Drop-down selecting. Available after adding a parent UID. Default selection is Non-GFP.	

Add Embedded UID	Conditional	
	Available after adding a parent UID.	

Based upon the UID Type entered the various Header elements must be entered as indicated below:

- UID1:
  - IAC (Mandatory when EID is entered)
  - Enterprise Identifier
  - UID Type
  - Serial Number
  - Full UID
- UID2:
  - IAC (Mandatory when EID is entered)
  - Enterprise Identifier
  - UID Type
  - Original Part Number or Lot/ Batch
  - Serial Number
  - Full UID (Concatenate IAC, Enterprise Identifier, and Serial number)
- GRAI:
  - UID Type
  - Full UID
- GIAI:
  - UID Type
  - Full UID
- VIN:
  - UID Type
  - Full UID (the actual Vehicle Identification Number)
- ESN:
  - UID Type
  - Full UID

### 2.12.2 Add Embedded UID

Label	Entry Requirement	Size
UID Type	Mandatory	
	Drop down selection. No default selection.	
Issuing Agency Code	Mandatory	
	Drop-down selection. No default selection.	
Original Part Number	Optional	1/32

Enterprise Identifier	Mandatory	1/13
Lot/Batch	Optional	1/20
Original Manufacturer Code	Conditional	
	Drop-down selection. No Default selection. This field is required if the Original Manufacturer ID is entered.	
Original Manufacturer ID	Conditional	1/13
	This field is required if a selection in the Original Manufacturer Code is selected.	
Warranty Indicator	Optional	
	Drop-down selection. No default selection.	
Embedded Item Description	Mandatory	1/2000
Add UID	Mandatory	
	Link to open the Add Embedded UID Detail page.	

### 2.12.3 Add Embedded UID Detail

Label	Entry Requirement	Size
UID Number	Mandatory	1/50
Serial Number	Mandatory	1/30
Special Tooling or Test Equipment	Mandatory	
	Drop-down selection. Default selection is Not Special Tooling or Test Equipment	

### 2.13 MILSTRIP Tab

Label	Entry Requirement	Size
MILSTRIP No.	Optional	15/15



MILSTRIP Qty	Optional	1/13

## 2.14 CDRL ELIN Line Item Details

Label	Entry Requirement	Size
Item No	Mandatory	1/6
NSP	Optional	
	Checkbox. Default is unchecked.	
Unit Price	Optional	1/19
AAI	Optional	6/6
	Line level AAI. Pre-populate from document level AAI, if entered.	
SDN	Optional	1/30
	Line level SDN. Pre-populate from document level SDN, if entered.	
ACRN	Optional	2/2
	Line level ACRN. Pre-populate from document level ACRN, if entered.	
SYSUID 1	Mandatory	
	Drop-down selection	
SYSUID 2	Optional	
	Drop-down selection	
Description	Mandatory	1/2000

## 2.15 Pack Tab

If the Pack Later option is not used, all units must be packed.

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Pack Later	Optional	
	Checkbox. If checked, the Add button is removed.	
Add	Conditional	
	Pack Later checkbox must be unchecked to use this option.	
Package Type	Conditional	
	Drop down selection. Available after clicking the Add link.	
Package ID	Conditional	
	Available after clicking the Add link. If RFID: Must be 16, 24, 32, or 64 characters in length. must be only digits 0-9 and letters A-F	
Pack CLIN	Conditional	
	Available after Saving Package information.	

## 2.16 CLIN/SLIN Data

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Add	Conditional	
	Pack Later checkbox must be unchecked to use this option.	
Package Id	Mandatory	
	Drop down selection of Package IDs entered in previous screen.	
Quantity Packed	Mandatory	1/16
	Cannot be greater than the Qty. Shipped.	

## 2.17 Attachments Tab

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Browse	Optional	6MB

	Button	
Upload	Conditional	
	Must select file in Browse, prior to clicking this button.	
View Attachment	Conditional	
	Link is visible after uploading file.	
Delete Attachment	Conditional	
	Link is visible after uploading file.	

## 2.18 Description

If the Pack Later option was selected during the document creation, this step is mandatory.

The Initiator can add packing information or select the Submit without Pack Data option.

If the document is Source-to-Source or Source-to-Destination, then this step must be completed before the Acceptor can review the document. If the document is Destination-to-Destination, then this step must be completed before the Inspector can review the document.

## 2.19 Search Criteria

### 2.19.1 Vendor Documents

### 2.19.2 Results (Acceptance Folder)

Label	Entry Requirement	Size
Contract Number	Optional	
	Link to the Electronic Document Access page.	
Shipment Number	Optional	
	Link to the Repairables Receiving Report page.	
Recall	Optional	
	Link to the Repairables Receiving Report page.	
Void	Optional	
	Link to the Repairable Receiving Report Void page	
Add	Mandatory	

	Link to the Repairable Receiving Report – Pack Later page.	
Invoice Number	Optional	
	Link to the Invoice page.	

## 2.20 Line Item Tab

Label	Entry Requirement	Size
Submit without Pack Data	Conditional	
	Mandatory if no pack information is entered.	
Multiple Box Pack Indicator	Optional	

## 2.21 Pack Tab

Label	Entry Requirement	Size
Item No.	Read Only	1/6
	Populated from the line item number entered in Line Item tab	
Product/Service ID	Read only	1/48
	Populated from the Product/Service ID entered in Line Item tab	
Qty. Shipped	Read Only	1/8
	Populated based on Total Qty. entered in the Item Number.	
Total Qty. Packed	System Generated	
Difference	System Generated	
Package ID	Mandatory	1/1
	Populated based on Package ID entered on pack tab screen	
Quantity packed	System Generated	
	Populated based on UIIs entered for the Package ID	
UII	Read Only	1/50

	Populated based on UII data entered for the Item Number being packed	
Item Serial No.	Read Only	1/1
	The user will be able to pack by Item Serial Number. Each Item Serial Number is counted one time towards the Quantity Packed. Existing pack edits will be applied. Once packed, the Item Serial Numbers will be listed for each pack.	
UII	Read Only	1/50
	Populated based on UII data entered for the Item Number being packed.	
Pack All UIIs/Item Serial No.	Optional	1/1
Unpack All UIIs/Item Serial No.		1/1
	Pack/unpack apply to all UIIs on the selected Item Number being packed	
Pack	Optional	1/1
	Refers to Pack the particular line item as in whole when check box is selected	

## 2.22 CLIN/SLIN Data

Label	Entry Requirement	Size
Add	Conditional	
	Pack Later checkbox must be unchecked to use this option.	
Package Id	Mandatory	
	Drop down selection of Package IDs entered in previous screen.	
Quantity Packed	Mandatory	1/16
	Cannot be greater than the Qty. Shipped.	

## 2.23 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if rejecting shipment. Optional if accepting the full or partial shipment.	

# 3 Document Inspection

## 3.1 Description

Depending upon the type of RRR being created this may be an optional or mandatory step.

Upon opening a Source/Source Receiving Report as the Inspector, if the User ID of the Inspector is the same as the User ID of the LPO that worked the related Invoice, an error message will be given.

The Inspector acts as a first point of review within the government workflow process. The Inspector is able to:

- Inspect the document.
- Reject the document to the Initiator.
- Enter Multiple ACRNs.

The Invoice portion is read-only. The Inspector will not be able to accept or reject this section.

### Partial/Complete Shipment Inspection:

- Destination-to-Destination:
  - The Qty Accepted field must be greater than 0, but no more than Qty shipped in the Line Item tab.
  - CQA checkbox is checked.
  - Date received must be entered.
  - Click the Submit button to complete the Inspection process.
- Source-to-Destination
  - CQA Checkbox is checked.
  - Inspection Date must be entered.
  - Click the Signature button to complete the Inspection process.

- Source-to-Source or Source-to-Destination
  - CQA Checkbox is checked.
  - Acceptance checkbox must be selected.
  - Inspection Date must be entered.
  - Click the Signature button to complete the Inspection process.

**Reject Shipment:**

- Reject to Initiator is checked.
- Comments in the Misc. Info Tab.
- Click the Submit button to complete the rejection process.

**3.2 Search Criteria**

Label	Entry Requirement	Size
DoDAAC	Mandatory	
	Drop-down selection based upon User Profile/Logon.	
DoDAAC Extension	Conditional	1/6
	Requires entry of the DoDAAC field.	
Contract Number	Optional	1/19
	Must be 13 positions unless Delivery order is 13 or 17. This field represents the number identifying the contract vehicle the goods and/or services are being delivered under.	
Delivery Order	Conditional	0/17
	Requires entry of the Contract Number. Must be blank, 4, 13, or 17 characters. This field represents a supplementary number identifying a release, call, delivery or task order issued under the basic award instrument.	
Reference Procurement ID	Optional	1/30
Vendor (Payee)	Optional	1/13
Vendor (Payee) Extension	Conditional	1/6
	Requires entry of the Vendor (Payee) field.	
Ship From	Optional	1/13

Ship From Extension	Conditional	1/6
	Requires entry of the Ship From field.	
Shipment No.	Optional	1/22
Invoice Number	Optional	1/30
SSN	Optional	1/9
Confirm SSN	Conditional	1/9
	Requires entry of the SSN field.	
Tax ID (EIN)	Optional	1/21
Type Documents	Optional	
	Drop-down selection. Defaults to All Documents.	
Status	Optional	
	Drop down selection. Defaults to All Documents.	
Create/Update Date	Optional	10/10
	Format: YYYY/MM/DD Default is one month prior to the current date.	
Create/Update Date End	Optional	10/10
	Format: YYYY/MM/DD Default is the current date.	
Acceptance Date	Conditional	10/10
	This field cannot be blank if Acceptance Date End is not empty.	
Acceptance Date End	Optional	10/10
Invoice Received Date	Conditional	10/10
	This field cannot be blank if the Invoice Received Date End field is not empty.	
Invoice Received Date End	Optional	10/10
Estimated Delivery Date	Conditional	10/10



	This field cannot be blank if the Estimated Delivery Date End field is not empty.	
Estimated Delivery Date End	Optional	10/10
Result Size	Optional	
	Drop down selection. Default is 20 Items.	
Result font	Optional	
	Drop down selection. Default is 13px	

### 3.3 Results (Inspection Folder)

Label	Entry Requirement	Size
Contract Number	Optional	
	Link to the Electronic Document Access page.	
Shipment Number	Mandatory	1/6
	Link to the Acceptor – Reparables Receiving Report page.	
Purge	Optional	
	Link to the Acceptor – Reparables Receiving Report Purge page. Used to revert any Saved documents that have not been submitted.	
Hold	Optional	
	Link to the Acceptor – Reparables Receiving Report Hold page.	

### 3.4 Inspection – Reparables Receiving Report

#### 3.4.1 Header Tab

Label	Entry Requirement	Size
CQA	Conditional	
	Checkbox. Checking this box, also checks the Acceptance checkbox. If not checked, then the Reject to Initiator must be checked.	
Acceptance	Conditional	

	Checkbox. Checking this box, also checks the CQA checkbox. If not checked, then the Reject to Initiator must be checked.	
Reject to Initiator	Conditional	
	Checkbox. If not checked, then the CQA and Acceptance boxes must be checked.	
Inspection Date	Mandatory	10/10
	Format: YYYY/MM/DD and cannot be more than one day after current date. Not used if the Reject to Initiator is checked.	
Signature	Conditional	
	Not used if the Reject to Initiator is checked.	
Accept/Date/Sign/Submit	Optional	
	Option to accept, date, sign, and submit the document with one click.	

**3.4.2 Line Item Tab**

Label	Entry Requirement	Size
AAI	Optional	6/6
SDN	Optional	1/30
ACRN	Optional	2/2
Type Designation Method	Conditional	
	Drop down selection. Required when The Designation Value is entered.	
Type Designation Value	Conditional	1/100
	Required when Type Designation Method is selected.	

**3.5 UID Tab**

If no UIDs are on the document, the UID tab will not be displayed.

Label	Entry Requirement	Size
Special Tooling or Test Equipment	Mandatory	
	Drop-down selection. Default selection is Not Special Tooling or Test Equipment	

### 3.6 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if rejecting shipment. Optional if accepting the full or partial shipment.	

## 4 Document Acceptance

### 4.1 Description

This is a **mandatory** workflow step for all types of RRRs.

Upon opening a Receiving Report as the Acceptor, if the User ID of the Acceptor is the same as the User ID of the LPO that worked the related Invoice, an error message will be given.

The Acceptor acts as the government approver and locks the approved amount for payment.

The Acceptor is able to:

- Accept the document.
- Reject the document.
- Enter Multiple ACRNs.

The Invoice portion is read-only. The Acceptor will not be able to accept or reject this section.

#### Partial/Complete Shipment Acceptance:

- Qty Accepted must be greater than 0, but no more than Qty shipped in the Line Item tab.
- Checkboxes CQA and Acceptance are checked.
- Date Received and Acceptance Date have dates entered.
- Click the Signature button to complete the Acceptance process.

#### Reject Shipment:

- Reject to Initiator is checked.
- Comments in the Misc. Info Tab.

- Click the Submit button to complete the rejection process.

#### 4.1.1 Acceptor – Reparables Receiving Report Header Tab

Label	Entry Requirement	Size
CQA	Conditional	
	Checkbox. Checking this box, also checks the Acceptance checkbox. If not selected, then the Reject to Initiator must be selected.	
Acceptance	Conditional	
	Checkbox. Checking this box, also checks the CQA checkbox. If not selected, then the Reject to Initiator must be selected.	
Reject to Initiator	Conditional	
	Checkbox. If not selected, then the CQA and Acceptance boxes must be selected.	
Date Received	Conditional	10/10
	Format: YYYY/MM/DD and cannot be more than one day after current date. Not used if the Reject to Initiator is selected.	
Acceptance Date	Mandatory	10/10
	Format: YYYY/MM/DD and cannot be more than one day after current date. Not used if the Reject to Initiator is selected.	
Signature	Conditional	
	Button. Not used if the Reject to Initiator is checked.	

#### 4.2 Line Item Tab

Label	Entry Requirement	Size
Qty Accepted	Conditional	
	A value must be entered, if not rejecting the shipment.	
AAI	Optional	6/6
SDN	Optional	1/30
ACRN	Optional	2/2

PQDR/SDR Report	Optional	
	Checkbox	
Type Designation Method	Conditional	
	Drop down selection. Required when The Designation Value is entered.	
Type Designation Value	Conditional	1/100
	Required when Type Designation Method is selected.	

### 4.3 UID Tab

If no UIDs are on the document, the UID tab will not be displayed.

Label	Entry Requirement	Size
Special Tooling or Test Equipment	Mandatory	
	Drop-down selection. Default selection is Not Special Tooling or Test Equipment	

### 4.4 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if rejecting shipment. Optional if accepting the full or partial shipment.	

# 5 Document Pre-Certification

## 5.1 Description

This is an optional workflow step.

The LPO Reviewer provides a point for the certification of funds associated with the payment request. The LPO Reviewer does not have the capability to adjust the quantity accepted. If the LPO Reviewer believes there is an error they must work with the Vendor/Inspector/Service Acceptor, as appropriate to resolve it.

The LPO Reviewer is able to:

- Recommend certification of the document.

## 5.2 Local Processing Officer Reviewer – Reparables Receiving Report

### 5.2.1 Header Tab

Label	Entry Requirement	Size
Recommend Review	Mandatory	

### 5.3 Line Item Tab

Label	Entry Requirement	Size
AAI	Optional	6/6
SDN	Optional	1/30
ACRN	Optional	2/2

### 5.4 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	

Comments	Conditional	1/2000
	Mandatory if rejecting shipment. Optional if accepting the full or partial shipment.	

## 6 Document Certification

### 6.1 Description

The LPO provides a point for the certification of funds associated with the payment request. The LPO does not have the capability to adjust the quantity accepted. If the LPO believes there is an error they must work with the Vendor/Inspector/Service Acceptor, as appropriate to resolve it.

Upon opening a Source/Source Receiving Report as the LPO, if the User ID of the LPO is the same as the User ID of the Inspector that worked the document, an error message will be given.

Upon opening a document as the LPO, if the User ID of the LPO is the same as the User ID of the Acceptor that worked the document, an error message will be given.

The LPO is able to:

- Certify the document.

### 6.2 Local Processing Office – Repairables Receiving Report

#### 6.3 Header Tab

Label	Entry Requirement	Size
Document Viewed by Certifier	Mandatory	

#### 6.4 Line Item Tab

Label	Entry Requirement	Size
AAI	Optional	6/6



SDN	Optional	1/30
ACRN	Optional	2/2

## 6.5 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if rejecting shipment. Optional if accepting the full or partial shipment.	

# 7 Payment Processing

## 7.1 Description

The Payment Office is able to:

- Review the document if it does not come in EDI.
- Process the document if it does not come in EDI.
- View history if the document comes in EDI.
- Recall document from history and make available for recall.
- Suspend the document.

## 7.2 Pay Official – Reparables Receiving Report

### 7.3 Header Tab

Label	Entry Requirement	Size
Document Reviewed	Conditional	
	Document Suspended and Document Available for Recall cannot be selected, if Document Reviewed is selected.	

Document Processed	Conditional	
	Document Reviewed is also selected when Document Processed is selected. Document Suspended and Document Available for Recall cannot be selected, if Document Processed is selected.	
Document Suspended	Conditional	
	Document Reviewed, Document Processed, and Document Available for Recall cannot be selected, if Document Suspended is selected. Comments (Misc. Info Tab) are required if document Suspended is selected.	
Document Available for Recall	Conditional	
	Document Reviewed, Document Processed, and Document Suspended cannot be selected, if Document Available for Recall is selected.	

#### 7.4 Regenerate EDI Tab

Label	Entry Requirement	Size
Regenerate EDI Extract(s)	Optional	

#### 7.5 Misc. Info Tab

Label	Entry Requirement	Size
Add Attachments	Optional	
	Link to the Form – Attachment page.	
Comments	Conditional	1/2000
	Mandatory if Document Suspended is selected.	