

WAWF Vendor Folder – Correction Required

Reference Guide

PIEE

WAWF

Vendor

Correction Required Folder

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Roles	The users with access to the WAWF Vendor Correction Needed folder: • WAWF - Vendor
Correction Required Folder	The Correction Needed folder allows WAWF users to search for and work on WAWF Receiving Report documents that are sent back for corrections. To access the Corrections Receiving Report, log into PIEE and access the WAWF application. Select the Vendor dropdown tab at the top of the screen. From the dropdown menu, select the Correction Required Folder.
Search Criteria	To search in the Vendor Correction Required Receiving Reports Folder, fill out the applicable fields. Search Criteria – Vendor Correction Required Receiving Reports Folder: • CAGE Code or Contractor DoDAAC / DUNS / DUNS +4 / EXT * • Contract Number • Delivery Order • Reference Procurement ID • Vendor (Payee) / Vendor (Payee) Extension • Ship From / Ship From Extension • Shipment No. • Invoice Number • Communications Service Agreement (CSA) • Tax ID (EIN) • Type Document • Status • Create Date (<i>format: YYYY/MM/DD</i>) • Create Date End (<i>format: YYYY/MM/DD</i>) • Update Date (<i>format: YYYY/MM/DD</i>) • Update Date End (<i>format: YYYY/MM/DD</i>) • Acceptance Date (<i>format: YYYY/MM/DD</i>) • Acceptance Date End (<i>format: YYYY/MM/DD</i>) • Invoice Received Date (<i>format: YYYY/MM/DD</i>) • Invoice Received End Date (<i>format: YYYY/MM/DD</i>) • Estimated Delivery Date (<i>format: YYYY/MM/DD</i>) • Estimated Delivery Date End (<i>format: YYYY/MM/DD</i>) • Service Period From Date (<i>format: YYYY/MM/DD</i>) • Service Period End Date (<i>format: YYYY/MM/DD</i>) • Service Period To Date (<i>format: YYYY/MM/DD</i>) • Service Period To Date End (<i>format: YYYY/MM/DD</i>) • Result Size ○ 10 Items ○ 20 Items ○ 40 Items ○ 60 Items ○ 80 Items ○ 100 Items • Result Font ○ 15px ○ 14px ○ 13px ○ 12px ○ 11px

- 10px

Buttons:

- Submit (*Select the Submit button to display the Search Results page*)
- Help (*Select the Help button to populate a WAWF Help page*)

Search Criteria - Vendor Correction Required Receiving Reports Folder

CAGE Code or Contractor DoDAAC / DUNS / DUNS+4 / Ext *	
Select Location Code	
Contract Number	Delivery Order
Reference Procurement Id	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
Shipment No.	Invoice Number
Communication Service Agreement (CSA)	
TRA / ERM	
Submit	Help

When the applicable fields are filled out, click the **Submit** button to display the Search Results page.

The search results display on the following screen and are sorted by ascending Contract Numbers.

Vendor Correction Required Receiving Reports Results:

- Item
- Type
- Vendor (Payee)
- DUNS
- DUNS+4
- Ext
- Ref. Procurement ID
- [Contract Number](#) (*Field is a hyperlink to the Electronic Data Access screen with information on the selected Contract Number*)
- Delivery Order
- [Correct?](#) (*Field is a hyperlink to the Create New Correct Receiving Report (FMS) Document screen*)
- Submitted
- Last Updated
- Shipped
- Purge
- Amount
- Reject Reason

Buttons:

- Return (*Select this to return the user to the previous screen*)
- Help (*Select this to open a WAWF Help page*)

Vendor Correction Required Receiving Reports Folder

Vendor Correction Required Receiving Reports Folder for '7W356' (1 Items, sorted by Contract Number Ascending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number ▲	Delivery Order	Correct?	Submitted
1	Corrected - RR S/S FMS									2024-04-10

Return Help

The Electronic Data Access page displays with information on the selected contract number.

Electronic Data Access Fields:

- Item
- Contract Number (*Field is a hyperlink, selecting it displays the Contract in a separate window*)
- Delivery Order
- Issue Date
- Issue By
- Admin By
- Payment Office
- CAGE Code
- DUNS
- ACO Mod
- PCO Mod
- PDS XML (*Field is a hyperlink, selecting it displays the EDA PDS XML in a separate window*)
- Document Type
- Invoice Number
- Shipment Number (*Field is a hyperlink, selecting it displays the Corrected Receiving Report (FMS) in a separate window*)

Buttons:

- Return (*Select this to return to the previous screen*)
- Help (*Select this to open a WAWF Help page*)

Electronic Data Access

Item	Contract Number	Delivery Order	Issue Date	Issue By	Admin By	Payment Office	CAGE Code	DUNS	ACO Mod	PCO Mod	PDS XML
1											
2											
3											XML
4											
5											
6											

Click on Contract Number to retrieve the document.

Document Type	Invoice Number	Shipment Number
---------------	----------------	-----------------

Return Help

Vendor - Create New Corrected Receiving Report Document

Selecting the **Correct?** hyperlink on the Vendor Correction Required Receiving Reports Folder for '[Vendor]' page populates the **Vendor – Create New Corrected Receiving Report (FSM) Document** screen. To create a new Corrected Receiving Report, begin filling out the applicable fields.

Contract Info Fields:

(Section is pre-populated with the information from the original Receiving Report)

- Contract Number Type
- Contract Number *
- Delivery Order
- Reference Procurement Identifier
- CAGE Code / DUNS / DUNS + 4/ Ext. *
- Pay DoDAAC *
- Currency Code
- Document to Create * (Field is auto populated with Corrected Receiving Report)

Buttons:

- Next (Select this button to proceed to the next step)
- Reset (Select this button to reset the fields to blank)
- Previous (Select this button to return to the previous page)
- Help (Select this button to open a WAWF Help page)

Vendor - Create New Corrected Receiving Report (FMS) Document

Contract Info

Contract Number Type	Contract Number *	Delivery Order	Reference Procurement Identifier	CAGE Code / DUNS / DUNS + 4 / Ext. *	Pay DoDAAC *
DoD Contract (FAR)					

Document to Create *

☒ Corrected Receiving Report Inspection: Source Acceptance: Source

* = Required Fields

Next
Reset
Previous
Help

Select the **Next** button to proceed with the creation process and move on to the next screen.

Vendor – Corrected Receiving Report (FMS) - Routing

The Vendor – Corrected Receiving Report - Routing screen displays. The status displays at the top of the screen. The Contract is a hyperlink, select it to return to the previous page.

Vendor - Corrected Receiving Report (FMS)

[Contract >> Routing](#)

Vendor – Corrected Receiving Report Fields:

- Contract Number (Field is auto-populated and cannot be edited)
- Delivery Order (Field is auto-populated and cannot be edited)
- Reference Procurement Identifier (Field is auto-populated and cannot be edited)
- CAGE Code (Field is auto-populated and cannot be edited)
- DUNS (Field is auto-populated and cannot be edited)
- DUNS + 4 (Field is auto-populated and cannot be edited)

- Extension (*Field is auto-populated and cannot be edited*)
- Inspection Point (*Field is auto-populated and cannot be edited*)
- Acceptance Point (*Field is auto-populated and cannot be edited*)
- Pay DoDAAC (*Field is auto-populated and cannot be edited*)
- Effective Date
- Issue By DoDAAC
- Admin DoDAAC *
- Inspect By DoDAAC / Extension *
- Mark For Code / Extension
- Ship To Code * / Extension
- Ship From Code / Extension
- Accept By DoDAAC / Extension (*Field is auto-populated and cannot be edited*)

Buttons:

- Next (*Select this button to proceed to the next step*)
- Reset (*Select this button to reset the fields to blank*)
- Previous (*Select this button to return to the previous page*)
- Help (*Select this to open a WAWF Help page*)

Vendor - Corrected Receiving Report (FMS)

[Contract >> Routing](#)

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
							S	S	

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

Effective Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension *	Mark For Code / Extension
2022/12/21	S0512A	S2305A	S2305A	

Ship To Code * / Extension	Ship From Code / Extension	Accept By DoDAAC / Extension
		S2305A

Next Previous Reset Help

Select the **Next** button to move to the next screen.

Vendor – Corrected Receiving Report (FMS) – Data Capture

The Vendor – Corrected Receiving Reports (FMS) – Data Capture screen displays. Fill in the applicable fields.

NOTE: Since the Line Item(s) has/have already been created, therefore, the Charge Type (i.e. Supplies vs. Services) cannot be changed unless all of the Line Items are removed.

Header Tab:

- Contract Number (*Field is auto-populated and cannot be edited*)
- Delivery Order (*Field is auto-populated and cannot be edited*)
- Reference Procurement Identifier (*Field is auto-populated and cannot be edited*)
- Effective Date (*Field is auto-populated and cannot be edited*)
- Inspection Point (*Field is auto-populated and cannot be edited*)
- Acceptance Point (*Field is auto-populated and cannot be edited*)
- Contract Number Type (*Field is auto-populated and cannot be edited*)
- Supplies (*Field is auto-populated and cannot be edited*)
- Services (*Field is auto-populated and cannot be edited*)
- CoC
- ARP
- Shipment Number **

- Shipment Date *
- Estimated
- Estimated Delivery Date
- Final Shipment *
- FMS Case Identifier *
- Transportation Account Code
- TCN
- Gross Weight
- Cube
- FOB
- Serial Shipping Container Code
- Special Package Markings / Special Handling Requirements
- Transportation Leg
- Standard Carrier Alpha Code
- Bill of Lading Number
- Secondary Transportation Tracking Number (*Field is required when Secondary Transportation Tracking Type is entered*)
- Secondary Transportation Tracking Type (*Field is required when Secondary Transportation Tracking Number is entered*)
- Transportation Method/Type
- Currency Code (*Field is auto-populated and cannot be edited*)
- Document Total (\$) (*Field is auto-populated and cannot be edited*)

Vendor - Corrected Receiving Report (FMS)

Contract >> Routing >> Data Capture

Header | Addresses | Mark For | Comments | Line Item | Attachments | Preview Document

INFO: Line Item(s) has/have already been created; therefore, the Charge Type (i.e., Supplies vs. Services) cannot be changed unless all of the Line Items are removed.

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

Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date	Inspection Point	Acceptance Point
				S	S
Contract Number Type	Supplies	Services	CoC	ARP	
DoD Contract (FAR)	☒ Supplies	☐ Services	☐	☐	
Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date	Final Shipment *	
	2024/04/17	E	2024/04/12	N	
FMS Case Identifier *					

Submit | Save Draft Document | Previous | Help

NOTE: When attempting to correct a Shipment Number, the following warning message appears: “Your corrective action has updated the shipment number by either adding or removing a Z or entering a new shipment number. This action will result in systemic process rejections. The proposed corrections should not be resubmitted from the corrections folder. If an invoice was tied to the original submission, then DFAS will reject the invoice, placing it in the Rejected Invoices Folder. Vendors should void the Invoice. Vendors will then be responsible for submitting a new Invoice and Receiving Report.”

NOTE: ** denotes required fields on Submit, Saving Draft Document, and tabbing.

Select the **Addresses** tab to continue.

Addresses Tab:

Review and make edits, if necessary, to the fields.

Payee:

- DUNS (*Field is auto-populated and cannot be edited*)

- DUNS + 4 (*Field is auto-populated and cannot be edited*)
- UEI (*Field is auto-populated and cannot be edited*)
- Extension (*Field is auto-populated and cannot be edited*)
- 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

Vendor - Corrected Receiving Report (FMS)

[Contract >> Routing >> Data Capture](#)

Header	Addresses	Mark For	Comments	Line Item	Attachments	Preview Document
Payee: 7W356	DUNS: 131266926	DUNS + 4:	UEI: HAWKSQF848W7	Extension:		
* Payee Name 1 GENERAL DYNAMICS LAND SYSTEMS INC.						
Payee Name 2						
Payee Name 3						
Address 1						
Address 2						
Address 3						
Address 4						
City		State	Zip Code			
Country USA		Military Location Description				
Submit	Save Draft Document	Help				

Administered by DoDAAC:

- Activity Name 1 *
- Activity Name 2
- Activity Name 3
- Address 1
- Address 2
- Address 3
- Address 4
- City
- State
- Zip Code
- Country
- Military Location Description

Administered By DoDAAC: S2305A

* Activity Name 1		
Activity Name 2		
Activity Name 3		
Address 1		
Address 2		
Address 3		
Address 4		
City	State	Zip Code 48310
Country USA	Military Location Description	
Submit	Save Draft Document	Help

Inspect by DoDAAC:

- Activity Name 1 *
- Activity Name 2
- Activity Name 3
- Address 1
- Address 2
- Address 3
- Address 4
- City
- State
- Zip Code
- Country
- Military Location Description

Inspect By DoDAAC / Ext.: S2305A

* Activity Name 1

Activity Name 2

Activity Name 3

Address 1

Address 2

Address 3

Address 4

City State Zip Code

Country Military Location Description

Ship to DoDAAC:

- Activity Name 1 *
- Activity Name 2
- Activity Name 3
- Address 1
- Address 2
- Address 3
- Address 4
- City
- State
- Zip Code
- Country
- Military Location Description

Ship To DoDAAC / Ext.: FA3030

* Activity Name 1

Activity Name 2

Activity Name 3

Address 1

Address 2

Address 3

Address 4

City State Zip Code

Country Military Location Description

Payment DoDAAC:

- Activity Name 1 *
- Activity Name 2
- Activity Name 3
- Address 1
- Address 2
- Address 3
- Address 4
- City
- State
- Zip Code
- Country
- Military Location Description

Payment DoDAAC: HQ0337

* Activity Name 1			
Activity Name 2			
Activity Name 3			
Address 1			
Address 2			
Address 3			
Address 4			
City	State	Zip Code	
Country	Military Location Description		

Issue By DoDAAC:

- Activity Name 1 *
- Activity Name 2
- Activity Name 3
- Address 1
- Address 2
- Address 3
- Address 4
- City
- State
- Zip Code
- Country
- Military Location Description

Issue By DoDAAC: S0512A

* Activity Name 1			
Activity Name 2			
Activity Name 3			
Address 1			
Address 2			
Address 3			
Address 4			
City	State	Zip Code	
Country	Military Location Description		

Accept By DoDAAC:

- Activity Name 1 *

- Activity Name 2
- Activity Name 3
- Address 1
- Address 2
- Address 3
- Address 4
- City
- State
- Zip Code
- Country
- Military Location Description

Accept By DoDAAC / Ext.: S2305A

Activity Name 1

Activity Name 2

Activity Name 3

Address 1

Address 2

Address 3

Address 4

City

State

Zip Code

Country

Military Location Description

Submit

Save Draft Document

Help

Confirm that the information is correct and make the necessary updates. Select the **Mark For** tab to proceed.

Mark For Tab:

The Mark for Representative and Mark for Secondary fields are intended to include details about the document that are directed to the specific Representative/Secondary Representative within the approval process.

Fill out these fields and select the **Comments** tab to continue.

Vendor - Corrected Receiving Report (FMS)

[Contract >>](#)
[Routing >>](#)
Data Capture

Header

Addresses

Mark For

Comments

Line Item

Attachments

Preview Document

Mark For Rep

Mark For Secondary

Submit

Save Draft Document

Help

Comments Tab:

In the Comments tab, the Correct Receiving Report Initiator may leave a comment regarding the report within the **Initiator Comments** section.

Vendor - Corrected Receiving Report (FMS)

Contract >> Routing >> Data Capture

Header Addresses Mark For Comments Line Item Attachments Preview Document

Initiator Comments

Submit Save Draft Document Help

Select the **Line Item** tab to proceed.

Line Item Tab:

Fill in the applicable fields and make any other necessary updates.

- AAI
- SDN
- ACRN

Buttons:

- Clear (*Select this button to clear the three fields within the row*)
- Special Package Markings / Special Handling Requirements
- Other Special Package Markings / Special Handling Requirements

Vendor - Corrected Receiving Report (FMS)

Contract >> Routing >> Data Capture

Header Addresses Mark For Comments Line Item Attachments Preview Document

At least one Line Item is required

AAI	SDN	ACRN

clear

Special Package Markings / Special Handling Requirements

Bulky Article

Bunker Adjustment - 20 Foot Container

Bunker Adjustment - 40 Foot Container

Conductivity/Anti-static Additive

Documentation - Special

Electronic Equipment Transfer

Endorsed as Hazardous Material

Environmental Control Limits

Excessive Dimensions

Excessive Weight

>

<

<<

Other Special Package Markings / Special Handling Requirements

Line Item Details:

- Item No.

- Product/Service ID
- Qualifier
- Qty. Shipped
- Unit of Measure
- UofM Code
- Unit Price (\$)
- Amount (\$)
- Actions
 - Edit
 - Delete
 - Add

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
3500	2360016935515	FS	32	EACH	EA	26.63	852.16	Edit Delete
3500AA	5342	FT	42	EACH	EA	14030	589260.00	Edit Delete
1000	1561325121451	A3	17	EACH	EA	32.78	557.26	Edit Delete Add

Edit Line Item Details

Select the Edit button within the Actions column. The CLIN/SLIN/ELIN, ACRNs, and Batch/Lot & Shelf-Life tabs display. Enter the applicable information into the fields. When the necessary edits are made, select the **Save CLIN/SLIN/ELIN** button to submit them.

CLIN/SLIN/ELIN Tab:

- Item No. **
- Product/Service ID *
- Product/Service ID Qualifier *
 - Edit Additional (*Selecting this button populates an Additional Product/Service IDs/Product/Service ID Qualifiers screen*)
- Qty. Shipped *
- Unit of Measure *
- NSP (*Field is a checkbox*)
- Unit Price (\$) *
- Amount (\$)
- AAI
- SDN
- ACRN
- MILSTRIP Document No.
- Project Code
- PR Number
- GFE?
- Advice Code
- Special Package Markings / Special Handling Requirements
- Other Special Package Markings / Special Handling Requirements
- Type Designation Method (*Field required when Type Designation Value is entered*)
- Type Designation Value (*Field required when Type Designation Method is entered*)
- Description *

Buttons:

- Save CLIN/SLIN/ELIN (*This button is only available on the CLIN/SLIN/ELIN tab*) (*Select this when the edited Line Item Information is ready to be submitted*)
- Save Draft Document (*Select this to save a draft version of document*)
- Previous (*This button is only available on the CLIN/SLIN/ELIN tab*) (*Select this button to return to the previous page*)
- Help (*Select this to open a WAWF Help page*)

Vendor - Corrected Receiving Report (FMS)

CLIN/SUN/ELIN ACRNs Batch/Lot & Shelf Life

INFO: The ACRN Amount for ACRN '44' for Line Item '3500' was updated to the Line Item Amount

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Product/Service ID *	Product/Service ID Qualifier *	Qty. Shipped *	Unit of Measure *	NSP	Unit Price (\$) *	Amount (\$)
3500		FS - NATIONAL STOCK NUMBER	32	EA-EACH	☐	26.63	852.16
AAI	SDN	ACRN	MILSTRIP Document No.				
PR Number	GFE?	Advice Code					
	N						

Edit Additional Product/Service ID Qualifiers

Select the **Edit Additional** button next to the Product/Service ID Qualifier field. The Additional Products/Service ID Qualifiers screen displays. Edit or add an additional Product/Service ID or Qualifier in the displayed table and select **Save** to continue.

Additional Product/Service IDs / Product/Service ID Qualifiers

Item No.	Product/Service ID	Product/Service ID Qualifier
3500	1. RS2242313	MG - MANUFACTURER PART NUMBER
	2.	

If all applicable information is entered into the fields, click the **ACRNs** tab at the top of the screen to continue.

ACRNs Tab:

- Item No. (*Field is auto-populated and cannot be edited*)
- CLIN Amount (\$) (*Field is auto-populated and cannot be edited*)
- ACRN Amount (\$) (*Field is auto-populated and cannot be edited*)
- Difference (\$) (*Field is auto-populated and cannot be edited*)
- ACRN
- Amount (\$)
- Actions
 - Delete ACRN
 - Add ACRN

Buttons:

- Save Draft Document (*Select this to save a draft version of document*)
- Help (*Select this to open a WAWF Help page*)

Select the **Add ACRN** button to populate a new ACRN line and enter in the applicable data. To delete an ACRN, select the **Delete ACRN** button. A confirmation message appears, select **OK**.

Vendor - Corrected Receiving Report (FMS)

CLIN/SLIN/ELIN **ACRNs** Batch/Lot & Shelf Life

INFO: The ACRN Amount for ACRN '44' for Line Item '3500' was updated to the Line Item Amount

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
3500	852.16	852.16	0.00

ACRN	Amount (\$)	Actions
44	852.16	Delete ACRN Add ACRN

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

NOTE: Adding an ACRN populates a message stating, "INFO: The ACRN Amount for ACRN 'x' for item item 'x' was updated to the Line Item Amount."

If all applicable information is entered into the fields, click the **Batch/Lot & Shelf Life** tab at the top of the screen to continue.

Batch/Lot & Shelf Life Tab:

On the Batch / Lot & Shelf Life tab, select the **Add Manufacturer for Population to Lots** button.

- Actions
 - Add Manufacturer for Population to Lots

Vendor - Corrected Receiving Report (FMS)

CLIN/SLIN/ELIN ACRNs **Batch/Lot & Shelf Life**

* = Required Fields

Actions

[Add Manufacturer for Population to Lots](#)

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

A section populates with a Manufacturer look up. Enter in the Manufacturer or CAGE/DUNS/DUNS+4 and select the **Save** button to search. From the populated results, enter in the applicable information to the fields and select the **Add** button.

- CAGE/DUNS/DUNS+4 (*Field is auto populated and cannot be edited*)
- Manufacturer * (*Field is auto populated and cannot be edited*)
- Batch/Lot Number *
- Shelf Life Expiration Date
- Quantity *
- Actions
 - Delete
 - Add

Buttons:

- Save Draft Document (*Select this to save a draft version of document*)
- Help (*Select this to open a WAWF Help page*)

Vendor - Corrected Receiving Report (FMS)

CLIN/SLIN/ELIN ACRNs **Batch/Lot & Shelf Life**

* = Required Fields

Manufacturer OR CAGE/DUNS/DUNS+4: * 133266926 [Edit](#) [Delete](#)

CAGE/DUNS/DUNS+4	Manufacturer *	Batch/Lot Number *	Shelf Life Expiration Date	Quantity *	Actions
	133266926		YYYY/MM/DD		Delete Add

[Actions](#)
[Add Manufacturer for Population to Lots](#)

NOTE: To return to the Manufacturer search, select the **Edit** button next to the look up field.

Selecting the **Add** button again populates a new line for the current Manufacturer. Selecting the **Delete** button removes the Manufacturer information.

Manufacturer OR CAGE/DUNS/DUNS+4: * 133266926 [Edit](#) [Delete](#)

CAGE/DUNS/DUNS+4	Manufacturer *	Batch/Lot Number *	Shelf Life Expiration Date	Quantity *	Actions
	133266926		YYYY/MM/DD		Delete
	133266926		YYYY/MM/DD		Delete Add

To add a new Manufacturer, select the **Add Manufacturer for Population to Lots** button in the Actions section on the bottom of the screen. To completely delete the Manufacturer for Population search and addition, select the **Delete** button next to the lookup to return to the initial tab screen.

After entering in all of the applicable information, return to the CLIN/SLIN/ELIN tab and select the **Save CLIN/SLIN/ELIN** button to submit the edits. The previous Line Item Tab screen displays with a success message.

Vendor - Corrected Receiving Report (FMS)

[Contract >>](#) [Routing >>](#) [Data Capture](#)

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

INFO: The ACRN Amount for ACRN '44' for Line Item '3500' was updated to the Line Item Amount

Add Line Item Details

Select the **Add** button within the Actions column. The CLIN/SLIN/ELIN, ACRNs, and Batch/Lot & Shelf-Life tabs display. Enter the applicable information into the fields. When the necessary information is entered, select the **Save CLIN/SLIN/ELIN** button to submit them.

CLIN/SLIN/ELIN Tab:

- Item No. **
- Product/Service ID *
- Product/Service ID Qualifier *
 - Add Additional (*Selecting this button populates an Additional Product/Service IDs/Product/Service ID Qualifiers screen*)
- Qty. Shipped *
- Unit of Measure *
- NSP (*Field is a checkbox*)
- Unit Price (\$) *
- Amount (\$)
- AAI
- SDN
- ACRN
- MILSTRIP Document No.
- Project Code
- PR Number

- GFE?
- Advice Code
- Special Package Markings / Special Handling Requirements
- Other Special Package Markings / Special Handling Requirements
- Type Designation Method (*field required when Type Designation Value is entered*)
- Type Designation Value (*field required when Type Designation Method is entered*)
- Description *

Buttons:

- Save CLIN/SLIN/ELIN (*This button is only available on the CLIN/SLIN/ELIN tab*) (*Select this when the new Line Item is ready to be submitted*)
- Save Draft Document (*Select this to save a draft version of document*)
- Previous (*This button is only available on the CLIN/SLIN/ELIN tab*) (*Select this button to return to the previous page*)
- Help (*Select this to open a WAWF Help page*)

Vendor - Corrected Receiving Report (FMS)

CLIN/SLIN/ELIN ACRNs Batch/Lot & Shelf Life

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Product/Service ID *	Product/Service ID Qualifier *	
3600		B8 - BATCH NUMBER Add Additional	
Qty. Shipped *	Unit of Measure *	NSP	Unit Price (\$) * Amount (\$)
33	EA-EACH	☐	30.00 990.00
AAI	SDN	ACRN	MILSTRIP Document No.
PR Number	GFE?	Advice Code	
	N		

Add Additional Product/Service ID Qualifiers

Select the **Add Additional** button next to the Product/Service ID Qualifier field. The Additional Products/Service ID Qualifiers screen displays. Add an additional Product/Service ID or Qualifier in the displayed table and select **Save** to continue.

Vendor - Documentation - Actions - Edit

Additional Product/Service IDs / Product/Service ID Qualifiers

Item No.	3600	
Product/Service ID	Product/Service ID Qualifier	
1.		
2.		

If all applicable information is entered into the fields, click the **ACRN** tab at the top of the screen to continue.

ACRNs Tab:

(*Fields are auto-populated with information pulled from the previous tab*)

- Item No.
- CLIN Amount (\$)
- ACRN Amount (\$)
- Difference (\$)
- ACRN
- Amount (\$)
- Actions
 - Delete ACRN (*Button is available when an ACRN is added*)
 - Add ACRN

Buttons:

- Save Draft Document (*Select this to save a draft version of document*)
- Help (*Select this to open a WAWF Help page*)

Vendor - Corrected Receiving Report (FMS)

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
3600	990.00	2,222.00	-1,232.00

ACRN	Amount (\$)	Actions
77	2,222.00	Delete ACRN Add ACRN

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

Select the **Add ACRN** button to populate a new ACRN line and enter in the applicable data. To delete an ACRN, select the **Delete ACRN** button. A confirmation message appears, select **OK**.

NOTE: Adding an ACRN populates a message stating, "INFO: The ACRN Amount for ACRN 'x' for item 'x' was updated to the Line Item Amount."

If all applicable information is entered into the fields, click the **Batch/Lot & Shelf Life** tab at the top of the screen to continue."

Batch/Lot & Shelf Life Tab:

On the Batch / Lot & Shelf Life tab, select the **Add Manufacturer for Population to Lots** button.

- Actions
 - Add Manufacturer for Population to Lots

Vendor - Corrected Receiving Report (FMS)		
CLIN/SLIN/ELIN	ACRNs	Batch/Lot & Shelf Life
* = Required Fields		
		Actions Add Manufacturer for Population to Lots

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

A section populates with a Manufacturer look up. Enter in the Manufacturer or CAGE/DUNS/DUNS+4 and select the **Save** button to search. From the populated results, enter in the applicable information to the fields and select the **Add** button.

- CAGE/DUNS/DUNS+4 (*Field is auto populated and cannot be edited*)
- Manufacturer * (*Field is auto populated and cannot be edited*)
- Batch/Lot Number *
- Shelf Life Expiration Date
- Quantity *
- Actions
 - Delete
 - Add

Buttons:

- Save Draft Document (*Select this to save a draft version of document*)
- Help (*Select this to open a WAWF Help page*)

Vendor - Corrected Receiving Report (FMS)

CLIN/SLIN/ELIN ACRNs **Batch/Lot & Shelf Life**

* = Required Fields

Manufacturer OR CAGE/DUNS/DUNS+4: * 133266926 [Edit](#) [Delete](#)

CAGE/DUNS/DUNS+4	Manufacturer *	Batch/Lot Number *	Shelf Life Expiration Date	Quantity *	Actions
	133266926		YYYY/MM/DD		Delete Add

[Actions](#)
[Add Manufacturer for Population to Lots](#)

NOTE: To return to the Manufacturer search, select the **Edit** button next to the look up field.

Selecting the **Add** button again populates a new line for the current Manufacturer. Selecting the **Delete** button removes the Manufacturer information.

Manufacturer OR CAGE/DUNS/DUNS+4: * 133266926 [Edit](#) [Delete](#)

CAGE/DUNS/DUNS+4	Manufacturer *	Batch/Lot Number *	Shelf Life Expiration Date	Quantity *	Actions
	133266926		YYYY/MM/DD		Delete
	133266926		YYYY/MM/DD		Delete Add

To add a new Manufacturer, select the **Add Manufacturer for Population to Lots** button in the Actions section on the bottom of the screen. To completely delete the Manufacturer for Population search and addition, select the **Delete** button next to the lookup to return to the initial tab screen.

After entering in all the applicable information, return to the CLIN/SLIN/ELIN tab and select the Save CLIN/SLIN/ELIN button to submit the new Line Item. The previous Line Item Tab screen displays with a success message.

Vendor - Corrected Receiving Report (FMS)

[Contract >>](#) [Routing >>](#) [Data Capture](#)

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

INFO: The ACRN Amount for ACRN '77' for Line Item '3600' was updated to the Line Item Amount

Delete Line Item Number

To delete a Line Item Number, select the **Delete** button. A confirmation button displays. Select **OK** to proceed with the deletion.

CDRL ELIN Line Item Details:

- Item No.
- Qty. Shipped
- Unit
- Unit Price (\$)
- Amount (\$)
- Actions
 - Add
 - Edit
 - Delete

CDRL ELIN Line Item Details

Item No.	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
					Add

Add CDRL ELIN Line Items

Select the Add button in the Actions column of the CDRL ELIN Line Item Details section. On the populated ELIN screen, fill in the applicable fields.

ELIN Fields:

- Item Number *
- Qty. Shipped (*Field is auto populated and cannot be edited*)
- Unit of Measure (*Field is auto populated and cannot be edited*)
- Unit (*Field is auto populated and cannot be edited*)
- NSP
- Unit Price (\$)
- Amount (\$)
- AAI
- SDN
- ACRN
- SYSUID 1 *
- SYSUID 2
- Attachment Name
- Actions
 - Add Attachment
 - View Attachment (*Button is available when an attachment is present*)
 - Delete Attachment (*Button is available when an attachment is present*)
- Description *

Buttons:

- Save CDRL ELIN (*Select this button to upload the CDRL ELIN*)
- Save Draft Document (*Select this to save a draft version of document*)
- Previous (*Select this button to return to the previous page*)
- Help (*Select the Help button to populate a WAWF Help page*)

Vendor - Corrected Receiving Report (FMS)

ELIN

single * = Required Fields when saving CDRL ELIN; double ** = Required Fields when saving CDRL ELIN, saving draft document, and tabbing.

Item No. *	Qty. Shipped	Unit of Measure	Unit	NSP	Unit Price (\$)	Amount (\$)
	1	Each	EA	☐		
AAI	SDN	ACRN				
SYSUID 1 *	SYSUID 2					
Attachment Name	Actions					
		Add Attachment				
Description *						

Save CDRL ELIN **Save Draft Document** **Previous** **Help**

Select the **Save CDRL ELIN** button to proceed with uploading the CDRL ELIN and return to the previous page or select the **Save Draft Document** to save it as a draft.

Elin Fields - Add Attachment

Select the **Add Attachment** button within the Actions section. Clicking the button populates the Form – Attachments screen. Select the **Choose File** button. File explorer displays. Select the desired file for upload and select **Open**. The selected file name appears on the screen. Click the **Upload** button at the bottom of the screen to submit the attachment.

WAWF

User Energy Lab POC Vendor Documentation Lookup Exit

Vendor - Corrected Receiving Report (FMS)

Form - Attachments

WARNING: WAWF is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is a CDRL attachment size limit of 5MB, attachments over this size will be rejected.

Choose File MDO_CO_...se_Order.pdf

Upload Return Help

Selecting the Upload button returns to the previous screen. The attachment name is now available.

View Attachment

To view an attachment, select the **View Attachment** link to download the attachment locally.

Delete Attachment

To delete an attachment, select the **Delete Attachment** link.

Vendor - Corrected Receiving Report (FMS)

ELIN

single * = Required Fields when saving CDRL ELIN; double ** = Required Fields when saving CDRL ELIN, saving draft document, and tabbing.

Item No. *	Qty. Shipped	Unit of Measure	Unit	NSP	Unit Price (\$)	Amount (\$)
3600	1	Each	EA	☐	30.00	30.00

AAI **SDN** **ACRN**

SYSUID 1 * **SYSUID 2**

1234S0512A

Attachment Name **Actions**

View Attachment Delete Attachment

Description *

test

Save CDRL ELIN Save Draft Document Previous Help

Complete filling out the necessary fields and select the **Save CDRL Elin** button to submit the new CDRL ELIN Line Item. The previous Line Item tab screen displays.

Edit CDRL ELIN Line Items

Select the Edit button in the Actions column of the CDRL ELIN Line Item Details section. On the populated ELIN screen, update the applicable fields.

ELIN Fields:

- Item Number *
- Qty. Shipped (*Field is auto populated and cannot be edited*)
- Unit of Measure (*Field is auto populated and cannot be edited*)
- Unit (*Field is auto populated and cannot be edited*)
- NSP

- Unit Price (\$)
- Amount (\$)
- AAI
- SDN
- ACRN
- SYSUID 1 *
- SYSUID 2
- Attachment Name
- Actions
 - Add Attachment
 - View Attachment (*Button is available when an attachment is present*)
 - Delete Attachment (*Button is available when an attachment is present*)
- Description *

Buttons:

- Save CDRL ELIN (*Select this button to upload the CDRL ELIN edits*)
- Save Draft Document (*Select this to save a draft version of document*)
- Previous (*Select this button to return to the previous page*)
- Help (*Select the Help button to populate a WAWF Help page*)

Select the **Save CDRL ELIN** button to proceed with uploading the edited CDRL ELIN and return to the previous page or select the **Save Draft Document** to save it as a draft.

Elin Fields - Add Attachment

Select the **Add Attachment** button within the Actions section. Clicking the button populates the Form – Attachments screen. Select the **Choose File** button. File explorer displays. Select the desired file for upload and select **Open**. The selected file name appears on the screen. Click the **Upload** button at the bottom of the screen to submit the attachment.

WAWF

User Energy Lab POC Vendor Documentation Lookup Exit

Vendor - Corrected Receiving Report (FMS)

Form - Attachments

WARNING: WAWF is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is a CDRL attachment size limit of 5MB, attachments over this size will be rejected.

Choose File MDO_CO_...se_Order.pdf

Upload Return Help

Selecting the Upload button returns to the previous screen. The attachment name is now available.

View Attachment

To view an attachment, select the **View Attachment** link to download the attachment locally.

Delete Attachment

To delete an attachment, select the **Delete Attachment** link.

Vendor - Corrected Receiving Report (FMS)

ELIN

single * = Required Fields when saving CDRL ELIN; double ** = Required Fields when saving CDRL ELIN, saving draft document, and tabbing.

Item No. *	Qty. Shipped	Unit of Measure	Unit	NSP	Unit Price (\$)	Amount (\$)
3600	1	Each	EA	☐	30.00	30.00

AAI **SDN** **ACRN**

SYSUID 1 * **SYSUID 2**

1234S0512A

Attachment Name **Actions**

[View Attachment](#) [Delete Attachment](#)

Description *

test

[Save CDRL ELIN](#) [Save Draft Document](#) [Previous](#) [Help](#)

Complete filling out the necessary fields and select the **Save CDRL Elin** button to submit the edited CDRL ELIN Line Item. The previous Line Item tab screen displays.

Delete Line Item Number

To delete a CDRL ELIN Line Item Number, select the **Delete** button. A confirmation button displays. Select **OK** to proceed with the deletion.

Finish all of the necessary updates to the Line Item tab and select the **Attachments** tab to proceed.

Attachments Tab:

Upload relevant documents to the Corrected Receiving Report via the Attachments tab. Within the tab, select the Choose File button within the **Attachment** section. File explorer populates, select the desired file to attach and select **Open**. The selected file name appears.

Vendor - Corrected Receiving Report (FMS)

[Contract >>](#) [Routing >>](#) [Data Capture](#)

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

WARNING: WAWF is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 6MB, attachments over this size will be rejected.

Attachment

[Choose File](#) [Upload](#)

Attachment Name **Attachment Type *** **Actions**

Click the **Upload** button to finish uploading the file. The file name displays in the Attachment Name field. Select the appropriate Attachment Type.

Attachment

[Choose File](#) No file chosen [Upload](#)

Attachment Name **Attachment Type *** **Actions**

[View Attachment](#) [Delete Attachment](#)

Attachments Fields:

- Attachment
 - Choose File (*Button populates File Explorer*)
 - Upload (*Select this button to upload the selected file into the system*)
- Attachment Name (*Field auto-populates with the uploaded file name*)
- Attachment Type *
- Actions
 - View Attachment
 - Delete Attachment

View Attachment

To view an attachment, select the **View Attachment** link to download the attachment locally.

Delete Attachment

To delete an attachment, select the **Delete Attachment** link.

Upload the desired files and select the Preview Document tab to proceed.

Preview Document Tab:

The Corrected Receiving Report is available to review within the Preview Document tab. Review the document.

Vendor - Corrected Receiving Report (FMS)

[Contract >> Routing >> Data Capture](#)

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

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

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

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date	Inspection Point	Acceptance Point			
DoD Contract (FAR)						S			
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service				
		N	2024/04/12	☒	☐				
FMS Case Identifier									
Submit Transportation Data Later	Transportation Account Code	TCN	Gross Weight	Cube	Transportation Method/Type	Serial Shipping Container Code	FOR	CoC	ARP
☐							S	☐	☐
Transportation Leg	Standard Carrier Alpha Code		Bill of Lading Number		Bill of Lading Type				

NOTE: All fields on the Preview Document auto populated and cannot be edited.

Document Information

- Contract Number Type
- Contract Number
- Delivery Order
- Reference Procurement Identifier
- Effective Date
- Inspection Point
- Acceptance Point
- Shipment Number

- Shipment Date
- Final Shipment
- Estimated Delivery Date
- Supplies
- Service
- FMS Case Identifier
- Submit Transportation Data Later
- Transportation Account Code
- TCN
- Gross Weight
- Cube
- Transportation Method/Type
- Serial Shipping Container Code
- FOB
- CoC
- ARP
- Transportation Leg
- Standard Carrier Alpha Code
- Bill of Lading Number
- Bill of Lading Type
- Secondary Transportation Tracking Number
- Tracking Type
- Tracking Description
- Special Package Markings / Special Handling Requirements
- Summary of Detail Level Information

Document Information									
Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date	Inspection Point	Acceptance Point			
DoD Contract (FAR)				2022/12/21	S	S			
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service				
		N	2024/04/12						
FMS Case Identifier									
Submit Transportation Data Later	Transportation Account Code	TCN	Gross Weight	Cube	Transportation Method/Type	Serial Shipping Container Code	FOB	CoC	ARP
☐							S		
Transportation Leg	Standard Carrier Alpha Code				Bill of Lading Number	Bill of Lading Type			
Secondary Transportation Tracking Number					Tracking Type	Tracking Description			
Special Package Markings / Special Handling Requirements									
Summary of Detail Level Information								Total (\$)	
3 CLIN/SLIN(s)								590,669.42	

Line Item Information

- Item No.
- Product/Service ID
- Qualifier
- NSP
- Qty. Shipped
- Unit of Measure
- UofM Code
- Unit Price (\$)
- Qty. Received
- Qty. Accepted
- Amount (\$)
- SDN
- ACRN
- AAI
- GFE
- Advice Code
- Project Code
- Multi-Box Pack Ind.
- PR Number
- Special Package Markings / Special Handling Requirements
- Type Designation Method

- Type Designation Value
- Additional Product/Service ID
- Qualifier
- Description
- Item No.
- MILSTRIP Document No.
- Line Item Total (\$)

Item No.	Product/Service ID	Qualifier	NSP	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Qty. Received	Qty. Accepted	Amount (\$)
3500AA	5342	FT	N	42	EACH	EA	14,030		42	589,260.00
SDN		ACRN	AAI	GFE	Advice Code		Project Code	Multi-Box Pack Ind.		PR Number
		AD		N						
Special Package Markings / Special Handling Requirements										
Type Designation Method										
Type Designation Value										
Description										
MILSTRIP Document No.										

Address Information

Prime Contractor

- CAGE Code
- DUNS
- DUNS + 4
- UEI
- Extension
- Activity Name 1
- Activity Name 2
- Activity Name 3
- Address 1
- Address 2
- Address 3
- Address 4
- City
- State
- Zip
- Country
- Military Location Description

Prime Contractor				
CAGE Code	DUNS	DUNS + 4	UEI	Extension
			HAWKSQF848W7	
Activity Name 1				
Activity Name 2				
Activity Name 3				
Address 1				
Address 2				
Address 3				
Address 4				
City		State	Zip	
Country		Military Location Description		
USA				

Administered By

- DoDAAC
- Extension
- Activity Name 1

- Activity Name 2
- Activity Name 3
- Address 1
- Address 2
- Address 3
- Address 4
- City
- State
- Zip
- Country
- Military Location Description

Inspect By

- DoDAAC
- Extension
- Activity Name 1
- Activity Name 2
- Activity Name 3
- Address 1
- Address 2
- Address 3
- Address 4
- City
- State
- Zip
- Country
- Military Location Description

Ship To

- DoDAAC
- Extension
- Activity Name 1
- Activity Name 2
- Activity Name 3
- Address 1
- Address 2
- Address 3
- Address 4
- City
- State
- Zip
- Country
- Military Location Description

Payment Official

- DoDAAC
- Extension
- Activity Name 1
- Activity Name 2
- Activity Name 3
- Address 1
- Address 2
- Address 3
- Address 4
- City
- State

- Zip
- Country
- Military Location Description

Issue By

- DoDAAC
- Extension
- Activity Name 1
- Activity Name 2
- Activity Name 3
- Address 1
- Address 2
- Address 3
- Address 4
- City
- State
- Zip
- Country
- Military Location Description
- DoDAAC

Accept By

- DoDAAC
- Extension
- Activity Name 1
- Activity Name 2
- Activity Name 3
- Address 1
- Address 2
- Address 3
- Address 4
- City
- State
- Zip
- Country
- Military Location Description

Misc. Information

Initiator

- Name
- Date of Action
- Phone #
- DSN
- Email
- Title
- Action(s)
- Org Email
- Attachments
- Comments

Initiator			
Name:	Date of Action:	Phone #:	DSN:
	2024/04/10 2056 UTC		
Email:	Title:	Action(s):	
	Vendor	[Submitted, Web, Stand Alone]	
Org Email:			
Attachments:			
Comments:			

Inspector

- Name
- Date of Action
- Phone #
- DSN
- Email
- Title
- Action(s)
- Org Email
- Attachments
- Comments

Inspector			
Name:	Date of Action:	Phone #:	DSN:
	2024/04/10 2125 UTC		
Email:	Title:	Action(s):	
	Financial Analysis	[Block Accepted, Processed via EDI]	
Org Email:			
Attachments:			
Comments:			

Payment Official

- Name
- Date of Action
- Phone #
- DSN
- Email
- Title
- Action(s)
- Org Email
- Attachments
- Comments

Payment Official			
Name:	Date of Action:	Phone #:	DSN:
	2024/04/10 2132 UTC		
Email:	Title:	Action(s):	
	Financial Analysis	[Recalled, Processed]	
Org Email:			
Attachments:			
Comments:			

Workflow Information

Action By: CAGE Code

- CQA
- Acceptance
- Reject to Initiator
- Inspection Date (*Date is auto-populated based on the Actions taken against the Corrected Receiving Report*)
- Signature of Authorized Government Representative

ACTION BY: S2305A		
☒ CQA ☒ Acceptance ☐ Reject to Initiator	Inspection Date 2024/04/10	Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents Signature Of Authorized Government Representative

Action By: Payment Official

- Document Reviewed
- Document Processed
- Document Suspended
- Document Available for Recall

ACTION BY: Payment Official
☒ Document Reviewed ☒ Document Processed ☐ Document Suspended ☐ Document Available For Recall

Corrected Receiving Report – Data Capture Buttons:

- Submit (*Select this button to submit the new Corrected Receiving Report*)
- Save Draft Document (*Select this to save a draft version of document*)
- Previous (*Button is only available on the Header Tab*)
- Print Document (*Button is only available on the Preview Document tab*)
- Help (*Select the Help button to populate a WAWF Help page*)

Submit Document

Finish reviewing the Previous Document tab and select **Submit** when the document is complete and ready to be submitted.