



DCMA

WIDE AREA WORKFLOW

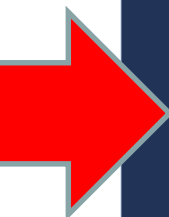
Deborah A. Graziano
Naval Special Emphasis Operation


Naval Supply Systems Command
Weapons System Support

March 01, 2018

- **Wide Area Workflow Overview**
- **MyInvoice**
- **EDA - Electronic Document Access**
 - Access
 - User's Guide
- **iRAPT - Invoicing, Receipt, Acceptance, and Property Transfer**
(Formerly WAWF)
 - Access
 - Creating Documents – Receiving Report, Invoice, Combo
 - General Information
 - DD 1423
 - Additional Resources
 - Final Thoughts

<https://wawf.eb.mil>





WideAreaWorkFlow
e-Business Suite 5.11.0

Register
Help/Training

Certificate Login

Certificate Login

CAC Help?

User ID Login

User ID

Password

Login

Forgot your User ID? | Forgot your Password? | Who's my GAM?

System Messages











(2016-JUN-28 00:00 MDT) System: All Subject: WAWF 5.9 Validation Warning Messages Message For: All Users

"Attention: If you receive the following informational message "IRAPT VALIDATION WARNING MESSAGES" and the Pop-Up window does not display "click "OK" to proceed", please try the following steps:

1. Turn off Pop-Up Blockers in your Web Browser.
2. Clear your browser History Folder and Cookies.
3. Clear your browser cache.
4. Close all browser windows.
5. Open new browser and type in the WAWF URL <https://wawf.eb.mil> to access the WAWF website. (Do NOT use any favorites or shortcuts).

If the above options still do not resolve the issue please try a different web browser. (Internet Explorer, Firefox, Chrome)

CORT - These same steps can also be used if the pop-up confirmation box is not displaying to process/reject nominations."



Quick Links

- Security and Privacy
- Accessibility
- Government Customer Support
- Vendor Customer Support

Getting Started Help

- Machine Setup
- Vendors Getting Started
- Government Users Getting Started
- Government Support Contractors Getting Started
- Lookup Tables

iRAPT Mobile

- 
Apple App Store (External Link)
- 
Google Play (External Link)

WideAreaWorkFlow — e-Business Suite 5.11.0

Registration

Note: A security clearance is NOT required to access any of the applications in the Wide Area Workflow eBusiness Suite.

What type of user are you? *

Government



What applications will you be using? *

☒ iRAPT - Invoicing, Receipt, Acceptance, and Property Transfer (Formerly WAWF) / myInvoice

☒ EDA - Electronic Document Access

☐ CORT - Contracting Officer Representative Tracking Tool

☐ MRS - Business Intelligence Tool

☐ IUID Registry

☐ eMIPR - Military Interdepartmental Purchase Request

☐ NCCS - NISP Contracts Classification System

Next

Previous

Help

! Symbol indicates situational entry, at least one is required.

* Asterisk indicates required entry.


WideAreaWorkFlow

User - Security - Help


User ID: EDIPI1016643145 Logout

e-Business Suite 5.11.0


Welcome to Wide Area Work Flow e-Business Suite




Invoicing, Receipt, Acceptance, and Property Transfer (Formerly WAWF)



Electronic Document Access



myInvoice



IUID Registry

System Messages

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Last Access Date: 2016/09/20 06:38:46 Last Unsuccessful Attempt: 2016/06/22 12:09:30

[Security and Privacy](#)
[Accessibility](#)
[Government Customer Support](#)
[Vendor Customer Support](#)
[FAQ](#)

WideAreaWorkFlow

e-Business Suite 5.11.0

User - Security - Help

User ID: EDIPI1016643145 Logout

Welcome to Wide Area Work Flow e-Business Suite



Invoicing, Receipt,
Acceptance, and
Property Transfer
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Electronic Document
Access



myInvoice



IUID Registry

System Messages

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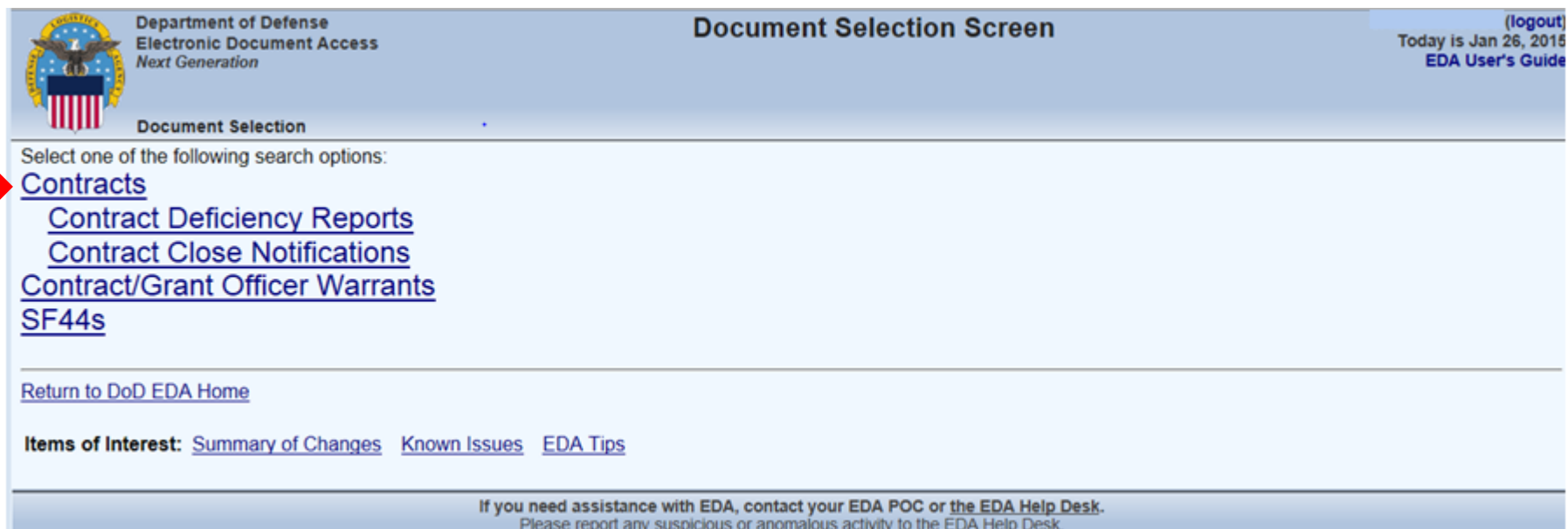
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[Security and Privacy](#) [Accessibility](#) [Government Customer Support](#) [Vendor Customer Support](#) [FAQ](#)



The screenshot shows the 'Document Selection Screen' of the Department of Defense Electronic Document Access (EDA) system. The header includes the DCMA logo, the text 'Department of Defense Electronic Document Access Next Generation', and the title 'Document Selection Screen'. A user is logged in as 'Today is Jan 26, 2015' with a '(logout)' link and an 'EDA User's Guide' link. The main content area is titled 'Document Selection' and prompts the user to 'Select one of the following search options:'. A red arrow points to the 'Contracts' link, which is the first option. Other options include 'Contract Deficiency Reports', 'Contract Close Notifications', 'Contract/Grant Officer Warrants', and 'SF44s'. Below the search options is a 'Return to DoD EDA Home' link. At the bottom, there is an 'Items of Interest' section with links for 'Summary of Changes', 'Known Issues', and 'EDA Tips'. A footer note states: 'If you need assistance with EDA, contact your EDA POC or the EDA Help Desk. Please report any suspicious or anomalous activity to the EDA Help Desk.'

- To retrieve Contractual Documents
 - Select “Contracts”



Department of Defense
Electronic Document Access
Next Generation

Contracts Search Options

(logout)
Today is Jan 26, 2015
Last System Load: January 26, 2015 08:27 EST
[EDA User's Guide](#)
[My Settings](#)

Document Selection > Contracts Search

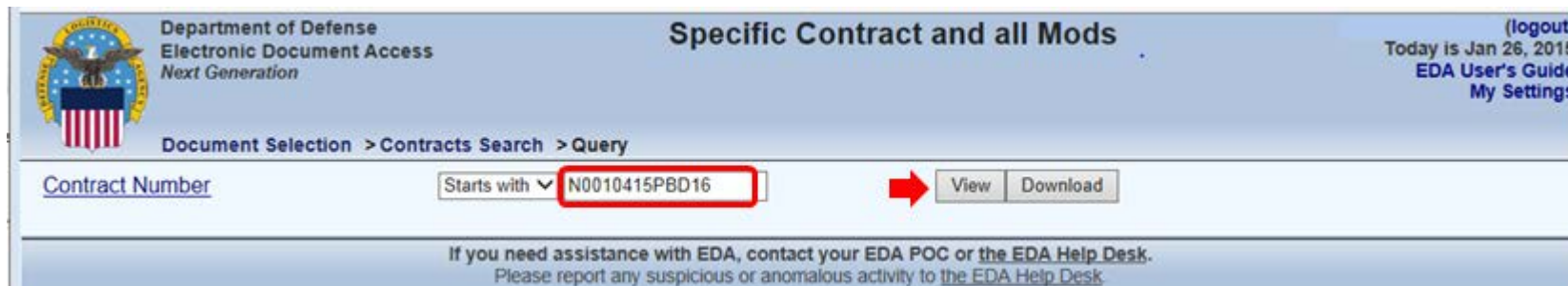
Recent Contract Document
Folder
Document

Specific Contract	Date Range	Custom
 <p>and all Mods and Delivery Order/Task Order and ACO MOD and PCO MOD and Reference Procurement Number</p>	<p>EDA Load Date Signature Date by Contract by Issue DoDAAC by Admin DoDAAC by Pay DoDAAC</p>	 <p>Advanced Search LOA/SFIS Search</p>

If you need assistance with EDA, contact your EDA POC or [the EDA Help Desk](#).
Please report any suspicious or anomalous activity to [the EDA Help Desk](#).

- If you have the contract / delivery order number:
 - Select either “all Mods” or “Delivery Order/Task Order”

- To Search by CAGE, Dates, etc:
 - Select “Advanced Search”




Department of Defense
Electronic Document Access
Next Generation

Specific Contract and all Mods

(logout)
Today is Jan 26, 2015
[EDA User's Guide](#)
[My Settings](#)

Document Selection > Contracts Search > Query

Contract Number Starts with 

If you need assistance with EDA, contact your EDA POC or [the EDA Help Desk](#).
Please report any suspicious or anomalous activity to [the EDA Help Desk](#).

- **For Contract Search:**
 - Type contract number in box
 - Click “View”

Department of Defense
Electronic Document Access
Next Generation

(logout)
Today is Jan 26, 2015
[EDA User's Guide](#)
[My Settings](#)

Document Selection > Contracts Search > Query > Query Results

Displaying Page 1 of 1 @ 25 Records per page.
2 records returned (1 to 2 shown) [Download](#)


[Advanced Search](#) [Refine Search](#)

Contract Number	PDS History	DO/TO	ACO Mod	PCO Mod	Doc Size	Signature Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	D-U- N-S Number	Obligated Amount	LOA Data	CLIN Data	Attachm
N0010415PBD16	H				325K	20141024	20141027	N00104	S4306A	HQ0337	1A737		9960.3	View(1)	View(5)	
N0010415PBD16	H			P00001	117K	20150122	20150123	N00104	S4306A	HQ0337	1A737					

[Advanced Search](#) [Refine Search](#)

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- **Contract document list**
 - Click on blue hyperlink to view document



Department of Defense
 Electronic Document Access
 Next Generation

Document Selection

(logout)

Today is Jan 26, 2015

EDA User's Guide

Document Selection Screen

Select one of the following search options:

- [Contracts](#)
- [Contract Deficiency Reports](#)
- [Contract Close Notifications](#)
- [Contract/Grant Officer Warrants](#)
- [SF44s](#)

[Return to DoD EDA Home](#)

Items of Interest:
[Summary of Changes](#)
[Known Issues](#)
[EDA Tips](#)

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To access EDA User's Guide click on blue hyperlink



EDA

ELECTRONIC DOCUMENT ACCESS
Next Generation


[Home](#)
[About EDA](#)
[Contact Us](#)
[FAQ](#)
[Security Notices](#)
[First Time User](#)
[Desktop Requirements](#)
[EDA POC Responsibilities Memo](#)
[EDA Executive and EDA POC](#)
[Contact Help Desk](#)
[Training Material](#)
[How to Post Documents to EDA](#)
[Business Rules](#)
[Engineering Change Proposal \(ECP\) Form](#)

DoD EDA User's Guide

Capabilities

[Document Repository](#), [Document Search](#)

Contracts

[Query](#), [Advanced Search](#), [LOA/SFIS Search](#), [Upload Attachment](#), [Manual Contract Upload](#), [Upload Admin Documents](#), [Inactivate](#), [Replace](#), [Procurement Data Standards \(PDS\)](#)

Contract Close Notifications (DD Form 1594)

[Query](#), [Advanced Search](#)

SF44 (Standard Form 44)

[Query](#), [Advanced Search](#)

Military Interdepartmental Purchase Requests (MIPRs)

[Query](#), [Advanced Search](#)

Contract Officer/Grant Officer Warrants

[Query](#), [Advanced Search](#), [Upload Warrants](#), [Revoke Warrants](#)

Contract Deficiency Report (CDR)

[Query](#), [Advanced Search](#), [Create](#), [Approve](#), [Assign](#), [Reassign](#), [Accept](#), [Resolve](#), [Close](#), [CDR Reports](#)

Vouchers - DFAS VPS

[Accounting](#), [Commercial Pay \(including MAAPRs\)](#), [Travel](#), [Military Pay](#)

Freight GBLs

[Query](#), [Advanced Search](#)

Personal Property GBLs

[Query](#), [Advanced Search](#)

Non-Automated GBLs

[Query](#), [Advanced Search](#)

Government Travel Requests (GTR)

[Query](#), [Advanced Search](#)

Electronic 110s

[Query](#), [Advanced Search](#)

Signature Cards (DD Form 577)

[Query](#), [Advanced Search](#)

DD1716 (DD Form 1716)

[Query](#), [Advanced Search](#)

Questions regarding EDA?



WideAreaWorkFlow

e-Business Suite 5.11.0

User


Security

Help


User ID: EDIPI1016643145

Logout


Welcome to Wide Area Work Flow e-Business Suite




Invoicing, Receipt, Acceptance, and Property Transfer (Formerly WAWF)



Electronic Document Access



myInvoice



IUID Registry

System Messages

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Last Unsuccessful Attempt: 2016/06/22 12:09:30

Security and Privacy

Accessibility

Government Customer Support

Vendor Customer Support

FAQ

- **252.232-7003 Electronic Submission of Payment Requests -- contractor shall submit payment requests using electronic forms.**
- **252.246-7000 Material Inspection and Receiving Report – Appendix F requires Contractor **to include two copies of the signed WAWF RR with the shipment****
- **252.232-7002 (b) Policy**
DoD officials receiving payment requests in electronic form shall process the payment requests in electronic form. Any supporting documentation necessary for payment, such as receiving reports, contracts, contract modifications, and required certifications, also shall be processed in electronic form.
- **252.232-7006 WAWF Payment Instructions**
WAWF system is the method to electronically process vendor payment requests and receiving reports

iRAPT 5.9.0 (formerly WAWF)

User ID : DCMAYEND1
[Printer Friendly](#)

User	Vendor	Property Transfer	Documentation	Lookup	Exit
----------------------	------------------------	-----------------------------------	-------------------------------	------------------------	----------------------

Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)!
This application was formerly known as Wide Area Workflow (WAWF).
Please start by selecting one of the links from the menu above.



[Help](#)





iRAPT / Creating Documents

iRAPT 5.9.0 (formerly WAWF)User ID : DCMVEND1
[Printer Friendly](#)

[User](#) **[Vendor](#)** [Property Transfer](#) [Documentation](#) [Lookup](#) [Exit](#)

Vendor

- [Create Document](#)
- [History Folder](#)
- [MyInvoice History Folder](#)
- [Rejected Receiving Reports Folder](#)
- [Rejected Invoices Folder](#)
- [Correction Required Folder](#)
- [Documentation Required Folder](#)
- [Saved Documents Folder](#)
- [Pure Edge Folder](#)

[Help](#)

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






Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
51190/058100074/ / ▼	Y ▼	DoD Contract (FAR) ▼	N0010415PBE23		N ▼

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	YYYY/MM/DD 	YYYY/MM/DD 	EDA WAWF 

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

Complete information blocks

- Drop-downs for some fields, Open text for other fields
- Select to Pre-Populate From either EDA or WAWF

▪ NOT ALL CLINs ARE PRE-POPULATED

- If CLIN is pre-populated, select and create RR
- If CLIN is not pre-populated (predominately an issue with data CLINs)
Work around is as follows:

- 1) Select any CLIN pre-populated
 - 2) When you get to Line Item Tab, Click “Add” to add a new line item
 - 3) Complete the information for line item you are shipping
 - 4) Save
 - 5) Delete CLIN that you selected from the pre-populated list
-
- Example: Shipping CLIN/ELIN A002 and it's not pre-populated but 0003AA is. Select 0003AA from pre-populated list. When you get to Line Item Tab and add A002, complete the information, Save, and then delete 0003AA.

Vendor - Create Document

[Contract >>](#) Pay DoDAAC

INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y	<input type="text"/>	DoD Contract (FAR)	N0010415PBE23		51190	058100074			<input type="text" value="HQ0337"/>

* = Required Fields



- **Complete Pay Official block**

- Per Page 1 of Contract

Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
N0010415PBE23			51190	058100074			HQ0337	USD ▼

* = Required Fields

Select Document to Create: *

- ☐ Invoice
- ☐ Invoice as 2-in-1 (Services Only)
- ☐ Commercial Item Financing
- ☐ Performance Based Payment
- ☐ Progress Payment
- ☐ Receiving Report
- ☒ Invoice and Receiving Report (Combo)
- ☐ Reparables Receiving Report
- ☐ Invoice and Reparables Receiving Report (Combo)
- ☐ Cost Voucher (FAR 52.216-7, 52.216-13, 52.216-14, 52.232-7)
- ☐ Non Procurement Instruments (NPI) Voucher
- ☐ Grant Voucher

Inspection:

Acceptance:

☐ Fast Pay (FAR 52.213-1) ☐ FMS

■ To Create Invoice, Receiving Report, or Combo Select:

- Type of Document to Create
- Inspection = either Source or Destination
- Acceptance = either Source, Destination, or Other

iRAPT 5.9.0 (formerly WAWF)

User ID : DCMVAEND1
[Printer Friendly](#)

User

Vendor

Property Transfer

Documentation

Lookup

Exit

Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
N0010415PBE23			51190	058100074			S	D	HQ0337

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

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC * / Extension	Mark For Code / Extension
2015/01/27	N00104	S4306A	S4306A	

Ship To Code * / Extension	Ship From Code / Extension	Accept By DoDAAC / Extension
N00104		N00104

- Screen is Pre-Populated with exception of Ship To Code

✓ Although Pre-Populated, Verify Accuracy Against Contract!

Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
N0010415PBE23			51190	058100074			HQ0337	USD ▼

* = Required Fields

Select Document to Create: *

- ☐ Invoice
- ☐ Invoice as 2-in-1 (Services Only)
- ☐ Commercial Item Financing
- ☐ Performance Based Payment
- ☐ Progress Payment
- ☐ Receiving Report
- ☒ Invoice and Receiving Report (Combo)
- ☐ Reparables Receiving Report
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- ☐ Non Procurement Instruments (NPI) Voucher
- ☐ Grant Voucher

When Ship To DoDAAC is different than Destination Acceptance DoDAAC



Inspection: Acceptance: ☐ Fast Pay (FAR 52.213-1) ☐ FMS

Vendor - Receiving Report and Invoice COMBO

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
N0010415PBE23			51190	058100074			S	O	HQ0337

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

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC * / Extension	Mark For Code / Extension
2015/01/27	N00104	S4306A	S4306A	
Ship To Code * / Extension	Ship From Code / Extension	Accept By DoDAAC * / Extension		
N00102		N39040		



- Screen is Pre-Populated with exception of:
 - Ship To Code
 - Accept By DoDAAC

✓ Note: Acceptance Point is Alpha O

Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header	Addresses	Discounts	Mark For	Comments	Line Item	Pack	Attachments	Misc. Amounts	Preview CI	Preview RR
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WARNING: The Invoice Date has been pre-populated from the WAWF system server.

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

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point	
N0010415PBE23			2015/01/27	S	D	
Contract Number Type	Supplies	Services	CoC	ARP		
DoD Contract (FAR)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date	Final Shipment		
	<input type="text"/>	E ▾	<input type="text"/>	Y ▾		
Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice				
	<input type="text"/>	Y ▾				
Submit Transportation Data Later	Transportation Account Code	TCN	Gross Weight	Cube	FOB	Serial Shipping Container Code
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	S ▾	<input type="text"/>
Special Package Markings / Special Handling Requirements						
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number				
	<input type="text"/>	<input type="text"/>				
Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered)			Secondary Transportation Tracking Type (required when Secondary Transportation Tracking Number is entered)			
<input type="text"/>			<input type="text"/>			
<input type="text"/>			<input type="text"/>			
Transportation Method/Type				Currency Code	Document Total (\$)	
<input type="text"/>				USD		

Submit	Save Draft Document	Previous	Help
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Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header

Addresses

Discounts

Mark For

Comments

Line Item

Pack

Attachments

Misc. Amounts

Preview CI

Preview RR

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

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

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point	
N0010415PBE23			2015/01/27	S	D	
Contract Number Type	Supplies	Services	CoC	ARP		
DoD Contract (FAR)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date	Final Shipment		
DAG0001Z	2015/01/28	E	2015/01/30	Y		
Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice				
12345678	2015/01/27	Y				
Submit Transportation Data Later	Transportation Account Code	TCN	Gross Weight	Cube	FOB	Serial Shipping Container Code
<input type="checkbox"/>			10.0		S	

Special Package Markings / Special Handling Requirements

Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number
Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered)	Secondary Transportation Tracking Type (required when Secondary Transportation Tracking Number is entered)	
Transportation Method/Type	Currency Code	Document Total (\$)
	USD	

Submit

Save Draft Document

Previous

Help



Vendor - Receiving Report and Invoice COMBO

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)

Header	Addresses	Discounts	Mark For	Comments	Line Item	Pack	Attachments	Misc. Amounts	Preview CI	Preview RR
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WARNING: The Invoice Date has been pre-populated from the WAWF system server.

* = Required Fields

Payee: 51190	DUNS: 058100074	DUNS + 4:	Extension:
--------------	-----------------	-----------	------------

* 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:

Verify Pre-Populated Data in Address Screen

Administered By DoDAAC: S4306A

* Activity Name 1:

Inspect By DoDAAC / Ext.: S4306A

Ship To DoDAAC / Ext.: N00104

* Activity Name 1:

Payment DoDAAC: HQ0337

* Activity Name 1:

Issue By DoDAAC: N00104

* Activity Name 1:

Vendor - Receiving Report and Invoice COMBO


[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

Header	Addresses	Discounts	Mark For	Comments	Line Item	Pack	Attachments	Misc. Amounts	Preview CI	Preview RR
--------	-----------	------------------	----------	----------	-----------	------	-------------	---------------	------------	------------

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

* Asterisk indicates required entry for 'Save'.

Document Level Discount Terms

Discount Percentage (%)	Due Days	Actions
		Add 
Discount Amount (\$)	Discount Date	Actions
		Add 

▪ If Discount being Offered:

- Click “Add” for %
- Click “Add” for Amount
- Fill In Amount

Vendor - Receiving Report and Invoice COMBO

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

Header	Addresses	Discounts	Mark For	Comments	Line Item	Pack	Attachments	Misc. Amounts	Preview CI	Preview RR
--------	-----------	-----------	-----------------	----------	-----------	------	-------------	---------------	------------	------------

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Mark For Rep

Building I-45



Mark For Secondary

Airman Joe Pilot, USAF



- If Mark For in Contract:
 - Complete Information

Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header	Addresses	Discounts	Mark For	Comments	Line Item	Pack	Attachments	Misc. Amounts	Preview CI	Preview RR
--------	-----------	-----------	----------	----------	------------------	------	-------------	---------------	------------	------------

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

AAI	SDN	ACRN	
<input type="text"/>	<input type="text"/>	<input type="text"/>	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	> < <<
--	--------------

To Add Line Items:

- Click "Add" under Line Item Details
- Do Not Use CDRL ELIN Line Item Details

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 (\$)	UID	Actions
									Add



CDRL ELIN Line Item Details

Item No.	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
						Add



Submit	Save Draft Document	Help
------------------------	-------------------------------------	----------------------

Vendor - Receiving Report and Invoice COMBO

CLIN/SLIN/ELIN

ACRNs

UID

MILSTRIP

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 *		
0001AA	1H34562685123499X5	KK - SPECIAL MATERIAL IDENTIFICATION CODE		Add Additional
Qty. Shipped *	Unit of Measure *	NSP	Unit Price (\$) *	Amount (\$)
25	EA	<input type="checkbox"/>	10.00	250.00
AAI	SDN	ACRN	Project Code	

Multiple Box Pack Indicator	PR Number	GFE?	Advice Code
N		N	

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

☐ A - Missing Components
☐ B - Missing Components Furnished
☐ C - Quality Increase
☐ D - Quality Decrease
☐ E - Replacement Shipment
☐ F - Ship and Held in Bond at Contractors Plant
☐ G - Shipped in Place
☐ H - Shipped or Performed
☐ Z - Underrun Quantity - CLIN Shipped Complete

Other Special Package Markings / Special Handling Requirements

Type Designation Method (required when Type Designation Value is entered)

Type Designation Value (required when Type Designation Method is entered)

Description *

Widget

Save CLIN/SLIN/ELIN

Save Draft Document

Previous

Help

Two U/M tables exist. Contracts are written using either table.

WAWF will only accept the new table.

Vendor - Receiving Report and Invoice COMBO

CLIN/SLIN/ELIN ACRNs UID MILSTRIP 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 *		Add Additional
A001	ROTI	MG - MANUFACTURER PART NUMBER		
Qty. Shipped *	Unit of Measure *	NSP	Unit Price (\$) *	Amount (\$)
2	EA	<input checked="" type="checkbox"/>	NSP	
AAI	SDN	ACRN	Project Code	
Multiple Box Pack Indicator	PR Number	GFE?	Advice Code	
N		N		

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

Type Designation Method (required when Type Designation Value is entered)

Type Designation Value (required when Type Designation Method is entered)

Description *

Report of Test Inspection (ROTI)

Save CLIN/SLIN/ELIN

Save Draft Document

Previous

Help

Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

[Header](#)
[Addresses](#)
[Discounts](#)
[Mark For](#)
[Comments](#)
[Line Item](#)
[Pack](#)
[Attachments](#)
[Misc. Amounts](#)
[Preview CI](#)
[Preview RR](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
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

Summary of Line Items Added:

➤ Edit, Delete, or Add as Necessary

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 (\$)	UID	Actions
A001	ROTI	MG	2	Each	EA	NSP		N	Edit Delete
0001AA	1H34562685123499X5	KK	25	Each	EA	10.00	250.00	N	Edit Delete
									Add

CDRL ELIN Line Item Details

Item No.	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
						Add

Vendor - Receiving Report and Invoice COMBO[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)

Header

Addresses

Discounts

Mark For

Comments

Line Item

Pack

Attachments

Misc. Amounts

Preview CI

Preview RR

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

☐ Pack Later

Actions

[Add](#)

- To Include Contractually Required RFID Information:
 - Click “Add”

Vendor - Receiving Report and Invoice COMBO



[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)

Header	Addresses	Discounts	Mark For	Comments	Line Item	Pack	Attachments	Misc. Amounts	Preview CI	Preview RR
--------	-----------	-----------	----------	----------	-----------	------	--------------------	---------------	------------	------------

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

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

Attachment

<input type="text"/>		<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	
----------------------	---	--	---------------------------------------	---

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

- **To Attach Contractually Required Data Items:**
 - Click “Browse”
 - Locate Document on Hard Drive
 - Click “Upload”

Vendor - Receiving Report and Invoice COMBO

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

Header	Addresses	Discounts	Mark For	Comments	Line Item	Pack	Attachments	Misc. Amounts	Preview CI	Preview RR
--------	-----------	-----------	----------	----------	-----------	------	-------------	---------------	------------	------------

- **Preview Contractor Invoice and Preview Receiving Report:**
 - Last Chance to make Changes before Submitting
 - Click “Submit”

Success

The Invoice and Source Inspection and Destination Acceptance Receiving Report were successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
N0010415PBE23		DAG0001Z	12345678

Email sent to Inspector: tester@tester.mil

[Send Additional Email Notifications](#)

Tue Jan 27 10:28:07 EST 2015

- Click on Blue Hyperlink to Add PCO, Buyer, DCMAQAR, ACO, CA, IS ... Whomever you want to notify of Submittal
- Type in Email Address
- Click "Add Email"
- Click Submit

Additional Email Distribution

Email Address

Capt.America@navy.mil

Address Book

Add Email

Send To *

Capt.america@navy.mil
[Joe.SuperQAR@dcma.mil](#)
[Susie.SpectacularACO@dcma.mil](#)

Submit

Return

From: disa.ogden.esd.mbx.wawfnoreply@mail.mil
 To: Capt.america@navy.mil
 Cc:
 Subject: N0010413CFA38\ 1A123 \DKM0003\ N39040\ \Submitted

Action DoDAAC\Ext: N39040

Document Type: Receiving Report

Status: Submitted

Acceptance Date:

Processed Date: 2014/08/01

Contract Number: N0010413CFA38

Delivery Order Number:

Contract Issue Date: 2013/03/04

Vendor CAGE\Ext: 1A123

Shipment Number: DKM0003

Shipment Date: 2014/08/01

Invoice Number:

Invoice Date:

- Individuals Added to Email Distribution receive system generated notification

**Any Questions regarding
Creating iRAPT Documents?**

- **Receiving Report (RR) and Invoice Must Be Mirror Images of Each Other**
 - If You Change the RR, You must Change the Invoice As Well

- **Only DFAS Can Reject Invoices**
 - DFAS Helpdesk 1-800-756-4571

- **Shipment Number is 7 digits**
 - Standard Naming Convention 3 Alpha followed by 4 Numeric
 - Do Not Use “O” or “I”
 - Each Shipment Number Unique and Sequential ie: DAG0001, DAG0002, DAG0003
 - Final Shipment on Contract Must Have “Z” Shipment Number ie: DAG0005Z

- **Separate RRs Required if**
 - 1) Inspection/Acceptance vary on Line Items, ie: SS for CLIN 0001, SD for A001
 - 2) Ship To Locations vary, ie: CLIN 0001AA to W25G1U, A001 to N00104

▪ Attachments

- Added by Vendor before they submit the document
- Added by Government person before they submit, forward or reject a document
- Limited to 5MB in Size
- Unlimited Number of Attachments are Allowed - In Any format
- Naming Convention Does Not Allow for spaces, slashes or dashes
- Can now remove and replace attachments without re-creating the RR completely

▪ Inspector/Acceptor Must Re-Sign If Rejected RR Requires a Correction to:

- 1) **CLIN** ie: 0001AA change to 0002AA
 - 2) **Quantity** ie: 25 change to 52
 - 3) **Ship – To** i.e **N00102 to N00104**
 - 4) **Contract Number**
 - 5) **Shipment Number**
- Other Corrections Do Not Require I/A Re-Sign

iRAPT Status Fields:

▪ Receiving Reports

- Submitted – No Action Yet Taken by Government
- Inspected – Government Has Inspected and Not Yet Accepted
- Processed – Both Inspection and Acceptance by Government Has Taken Place
- Hold – No Action Allowed Other Than Government Activity That Placed on Hold

Used by PNSY for Review of Cert Packages so no Changes Made by Vendor during Review

- **Rejected:** Document was sent back to the Initiator by the Government for correction. A document must be rejected before the vendor can correct DoDAAC's

▪ Invoices

- Processed – Submitted to DFAS, No DFAS Action Yet Taken
- Extracted – DFAS Has Started Payment Process
- Paid – DFAS Has Processed Payment



- **“ADD” Invoice Used for Additional Billing Items**

ie: Mod issued after Invoice Paid increasing Unit Price

- Example: Original Invoice # DAG0005
ADD Invoice # ADD0005

- **Fast Pay Contracts Require a RR and Must Use Combo, not Invoice Only**

- **Variation in Quantity**

- Must Have VIQ clause in Contract
- Allows Contractor to ship +/-
- When Line Item Shipped Complete (if taking advantage of Negative VIQ):
 - On Line Item Tab Advice Code must have “Z”

- **NSN Description Field Now Titled “Product/Service ID Qualifier”**
 - **Must Use “KK - Special Material ID Code”**
 - KK Allows for NSN Prefix and SMIC to be Included (character limit if KK not selected)

- **When Creating RR and CLIN not Available in Drop Down List:**
 - Select Any CLIN which will Allow Advancement to the Next Screen
 - On Line Item Screen, Select blue hyperlink “ADD”
 - Add CLIN Information Required
 - Delete dummy CLIN used to Advance to this screen

NSEO Admin Facility -vs- Shared Facility

▪ NSEO Contractor

- S4306A in Block 7 of Contract = Full NSEO Administration
- All Function of NSEO Responsible for Contractor
Contracts, Manufacturing/Production, Quality

▪ Shared Supplier

- Other Than S4306A in Block 7 of Contract
- Only NSEO Quality, All Other Functions Performed by Local DCMA Office
- For NSEP Product, Inspect By Block on iRAPT Documents Must be S4306A!
- **If S4306A is not in Inspect-By Field on iRAPT RR, NSEO QAR cannot Access**
- iRAPT Documents must be Verified as Auto Populate Fields May be Incorrect

- **If Product Shipping from location other than Prime Contractor:**

- Shipped From Field on RR must be Filled In with CAGE of Contractor shipping from
- Shipment Number will be Different From Prime Contractor
ie: Prime = DAG0001 Packaging House = SAL0001
- Final Shipment on Contract Must Have “Z” Shipment Number
Regardless of whether from Prime or Packaging House, Last Shipment is “Z”

- **NSEP Products Inspected at Source Must Be Signed by NSEO QAR**

- Whether at Prime ...Packaging House ...Shared Facility
- **ONLY NSEO QUALIFIED PERSONNEL MAY SIGN FOR NSEP PRODUCT!**

- **To Access Previously Created Documents There are Multiple Folders:**
 - Vendor History
 - Rejected RR
 - Correction Required RR
 - Rejected Invoice

- **To View Documents:**
 - Go to Vendor History Folder (Defaults to 30 day window)
 - To Access older Documents, Change “Created Date” field

▪ Methods for Changing iRAPT Documents:

- 1) Recall / Void
- 2) Reject / Correction Required
- 3) Paper Correction – Last Resort, send to ACO

▪ Contractor Can Recall or Void Document Before Government Action:

- Click on Blue Hyperlink “R” or “V”
- When Void Document, Reissue with Same Shipment Number

Vendor Documents from Active Folder for '51190' (3 items, sorted by Contract Number Ascending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Pack/Transportation
1	Invoice	51190	058100074			N0010414PWE12										
2	Receiving Report S/O	51190	058100074			N0010414PWE12		ABC0001Z	2015-01-23	2015-01-25 E		Void				
3	Combo S/D	51190	058100074			N0010415PBE23		DAG0001Z	2015-01-27	2015-01-28 E		Submitted		R	V	



▪ Void Required when Changes Necessary to Header Information:

- Contract Number
- Shipment Number
- Inspection / Acceptance Location

Portsmouth Naval Shipyard

- **Destination Acceptance RR Only (PNSY Signs in WAWF)**

For Both Data and Product :

➤ Ship To Will Only be Either N00102, N50796, or N50286

➤ Acceptance Must ALWAYS be N39040

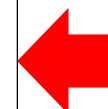
➤ Source Inspection/ Destination Acceptance

- Inspection = Source "S"
- Acceptance = Other "O"

- **Data Items Should be RR Only (Not Combo)**

- **DD 1423**
 - Data Items Should Always be **Exhibit Number**
ie; **A001**, A002, A009, etc. NOT CLIN ie: 0001AB
 - **UOM is Always “EA”** NEVER “LO”
re: DFARS 204.7103-1
 - Ship To Code is From First Line of Block 14, Distribution
 - Quantity is From Block 15 (which is the total quantity reflected in Block 14)

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	<p>NSN 1HM 5640-01-468-0796 X3 INSULATION PIPE FIT SHELF LIFE 0-00 SEE TECHNICAL REQUIREMENTS IN SECTIONS C, D, E, AND ATTACHMENTS</p> <p>HM QUP ICQ PMT CD PM WM CUD CT UC LP IC UCL SP MK PACK UNIT PKWT UNIT PKCU OPI N 001 000 10 1 00 CA JC 0 ED A 00 0 00 EQQ 15.7 2.051 M</p> <p>PACKAGING IS IN ACCORDANCE WITH MIL-STD-2073</p> <p>NOTE: THE PACKAGING LABEL SHALL BE MARKED WITH THE NOMENCLATURE THAT IS CITED ON THE IRPOD.</p> <p>INSPECT AT ORIGIN ACCEPT AT ORIGIN</p>				
0001AA	<p>DEL BY: 2015 JAN 22 ACRN: AA TP: 3 SHIP TO N50798 PR NO0104-14-X-E395 DO-A3 M/F: REC. OFF. NON-MILSTRIP</p> <p>NOTE: TCN: NO0104-14297-KM01XX APPLIES.</p>	63	EA	\$158.10	\$9,960.30
0001AB	<p>SEE DD FORM 1423 EXHIBIT "A"</p> <p>AWARD NOTES: IF YOU HAVE QUESTIONS CONCERNING THIS ORDER, PLEASE CONTACT THE POST AWARD P.O.C. TIM EDMONDSON, PH. 717-605-4227, FAX 717-605-3211, EMAIL: TIMOTHY.EDMONDSON1@NAVY.MIL</p> <p>DFAS COLUMBUS CUSTOMER SERVICE PH. NO. IS 1-800-756-4571</p> <p>ACCELERATED DELIVERY IS ACCEPTABLE AND DESIRED AT NO COST TO THE GOVERNMENT.</p> <p>PARTIAL SHIPMENTS ARE AUTHORIZED.</p> <p>THE FOLLOWING APPLIES IF REPORTS OF TEST AND INSPECTION (ROTI) ARE REQUIRED: THE RECOMMENDED METHOD FOR ROTI SUBMITTALS IS VIA WAWF OR AN ALTERNATIVE HIGH QUALITY ELECTRONIC MEANS. (I.E. FAX OR E-MAIL YOUR POST AWARD P.O.C LISTED ABOVE) A DEDICATED ROTI FAX HAS BEEN ADDED FOR YOUR SUBMITTAL CONVENIENCE. FAX NUMBER (717) 605-8054.</p>	1	LO	NSP	



**Must Reference
Exhibit A**

CONTRACT DATA REQUIREMENTS LIST (2 Data Items)						Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.								
A. CONTRACT LINE ITEM NO. 0001AB			B. EXHIBIT A		C. CATEGORY: TDP <input checked="" type="checkbox"/> TM <input type="checkbox"/> OTHER <input type="checkbox"/>			
D. SYSTEM/ITEM INSULATION PIPE FIT				E. CONTRACT/PR NO. N0010415PBD16		F. CONTRACTOR		
1. DATA ITEM NO. A001		2. TITLE OF DATA ITEM PROCEDURES			3. SUBTITLE PRE-MANUFACT. SUBMITTALS			
4. AUTHORITY (Data Acquisition Document No.) DI-QCIC-A8871				5. CONTRACT REFERENCE PER IRPOD		6. REQUIRING OFFICE NAVICP-M 87323		
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED		10. FREQUENCY ONE/R		12. DATE OF FIRST SUBMISSION 2014 DEC 08		14. DISTRIBUTION
8. APP CODE NA		11. AS OF DATE D		13. DATE OF SUBSEQUENT SUBMISSION NA		a. ADDRESSEE		b. COPIES
						Draft		Final
						Reg		Repro
16. REMARKS						NAVICP-M 87323		
Submit for approval one package (IAW DI-QCIC-8871) of all applicable procedure, drawing and other pre-manufacturing submittals, listed on the Individual Repair Part Ordering Data (IRPOD) document(s) and detailed in the cited specification, within 45 days after contract award to the Contracting Officer (NAVICP, Code 87323). See IRPOD for individual documents required.								
A separate package will be prepared and submitted for each unique combination of Contract Number, National Stock Number, and Item Nomenclature specified in the schedule of supplies/services.								
DI-QCIC-A8871 CITED IN BLOCK 4 IS A UNIQUE NAVICP DD1423 SEQUENCE CONTROL NUMBER - PROCEDURE PACKAGE TO BE IAW DID DI-QCIC-8871.								
15. TOTAL						00 01 00		

Letter
of
Transmittal

IRAPT
Receiving
Report
NOT
REQUIRED
For LT



CONTRACT DATA REQUIREMENTS LIST <i>(2 Data Items)</i>					Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO. 0001AC		B. EXHIBIT A		C. CATEGORY: TDP <input checked="" type="checkbox"/> TM _____ OTHER _____			
D. SYSTEM/ITEM BOLT MACHINE			E. CONTRACT/PR NO. N0010413A70011035		F. CONTRACTOR		
1. DATA ITEM NO. A001	2. TITLE OF DATA ITEM REPORT OF TEST INSPECTION (ROTI)				3. SUBTITLE, O.T.I. SPECIAL PURPOSE MATL.		
4. AUTHORITY (Data Acquisition Document No.) DI-QCIC-A8872S			5. CONTRACT REFERENCE PER IRPOD		6. REQUIRING OFFICE NAVICP-M 874R		
7. DD 250 REQ SD SD	9. DIST STATEMENT REQUIRED D	10. FREQUENCY ONE/R ONE/R		12. DATE OF FIRST SUBMISSION EOC		14. DISTRIBUTION a. ADDRESSEE b. COPIES Draft Final Reg Repn	
8. APP CODE NA		11. AS OF DATE NA		13. DATE OF SUBSEQUENT SUBMISSION NA			
16. REMARKS Submit to NAVICP-MECH, (Code 874R) for review, a complete package of all applicable Vendor Certified Reports of Test and Inspection per DI-QCIC-8872A. See (INDIVIDUAL REPAIR PARTS ORDERING DATA) IRPOD for individual documents required. The package will be submitted per the contract delivery schedule, and authorization to ship material must be obtained from the PCO. A separate package will be prepared and submitted for each unique combination of Contract Number, National Stock Number, and Item Nomenclature specified in the schedule of supplies/services. DI-QCIC-A8872S CITED IN BLOCK 4 IS A UNIQUE NAVICP DD1423 SEQUENCE CONTROL NUMBER - ROTI PACKAGE TO BE IAW DID DI-QCIC-8872A.						NAVICP-M 87323 00 01 00 NAVICP-M 874R 00 01 00 	
						15. TOTAL → 00 02 00	

Source
Inspection

Destination
Acceptance

**iRAPT
Receiving
Report
REQUIRED**



Any Questions Regarding iRAPT?



- **Additional Training slides available on the following topics:**

- Correcting a Receiving Report
- Creating a Combo Document for Services
- Creating a Cost Voucher
- Creating a Progress Payment
- Progress Payments – Adding Section III
- Creating a Performance Based Payment
- Creating a 2-in-1 Invoice
- Registering a Packager or Sub
- Registration – GAM or User
- Adding an Additional Role
- Activating a User
- And more.....

- **To View Training Slides:**

- <https://www.navsup.csd.disa.mil/public/navsup/viper/>

FINAL THOUGHTS

- **Receiving Report (RR) and Invoice Must Be Mirror Images of Each Other!!!!**
 - **If You Change the RR, You must Change the Invoice As Well**

- **DFAS Helpdesk 1-800-756-4571**

- **WAWF Helpdesk 1-866-618-5988**

- **WAWF Training Web Site: <https://360.dcma.mil/directorate/AQII/mocas/SitePages/wawf.aspx>**

- **First Line of Communication is Your DCMA ACO**

Correcting Receiving Reports

Correcting RRs

iRAPT 5.7.0 (formerly WAWF)

User **Vendor** Documentation Lookup Exit

- Create Document
- History Folder
- MyInvoice History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder**
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder
- View Only Folder
- View Only Saved Documents Folder
- View Only Pure Edge Folder
- Ship To View Only Folder

Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)!
This application was formerly known as Wide Area Workflow (WAWF).
Please start by selecting one of the links from the menu above.

This shows how to work a receiving report which has been made available for correction. That is different from one which has been recalled by the vendor or rejected by the inspector.

- Log in to iRAPT,
- Select Vendor
- Select Correction Required Folder.




iRAPT 5.7.0 (formerly WAWF) User ID : DCMVEND1
Printer Friendly

User Vendor Documentation Lookup Exit

Vendor Correction Required Receiving Reports Folder for '13499' (1 items, sorted by Contract Number Ascending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Correct?	Submitted	Shipped	Purge	Amount	Reject Reason
1	Corrected - RR S/S	13499	080805883			N0018908C3000		GBB0026	2015-02-25	2015-02-03		\$ 2.99	The ship-to code and the CLIN need to be changed.



Click on the shipment number to open the document to be corrected.

IRAPT 5.7.0 (formerly WAWF)

User Vendor Documentation Lookup Exit

Vendor - Create New Corrected Receiving Report Document

Contract Info

Contract Number Type	Contract Number *	Delivery Order	Reference Procurement Identifier	CAGE Code / DUNS / DUNS + 4 / Ext. *	Pay DoDAAC *	Currency Code
DoD Contract (FAR) ▼	N0018909C3000			13495060605883 / I ▼	HQ0039	USD ▼

Document to Create *

☒ Corrected Receiving Report Inspection: Source Acceptance: Source

* = Required Fields

Next Reset Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

This is the first screen.
After making any necessary corrections to the above fields.
Click Next

IRAPT 5.7.0 (formerly WAWF)
User ID : DCMAVEND1
[Printer Friendly](#)

[User](#) | [Vendor](#) | [Documentation](#) | [Lookup](#) | [Exit](#)

Vendor - Corrected Receiving Report

[Contract >>](#) Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
N0018908C3000			13499	060605883			S	S	HQ0339

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

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension *	Mark For Code / Extension
<input type="text" value="YYYY/MM/DD"/>	<input type="text"/>	<input type="text" value="S2401A"/>	<input type="text" value="S2401A"/> <input type="text"/>	<input type="text"/>

Ship To Code * / Extension	Ship From Code / Extension	Accept By DoDAAC / Extension
<input type="text" value="HQ0357"/> <input type="text"/>	<input type="text" value="EY7155"/> <input type="text"/>	<input type="text" value="S2401A"/> <input type="text"/>

Ship To Code * / Extension

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

Example of Ship To Code requiring Correcting

IRAPT 5.7.0 (formerly WAWF) User ID : DCMAYEND1
Printer Friendly

User Vendor Documentation Lookup Exit

Vendor - Corrected Receiving Report

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	Issue Date	Inspection Point	Acceptance Point
N0019009C3000				S	S
Contract Number Type	Supplies	Services	CoC	ARP	
DoD Contract (FAR)	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date	Final Shipment	
GB90006	2015/02/03	<input type="checkbox"/>	YYYYMMDD	N	
Transportation Account Code	TCN	Gross Weight	Cube	FOB	Serial Shipping Container Code
				S	
Special Package Markings / Special Handling Requirements					
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number			
Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered)		Secondary Transportation Tracking Type (required when Secondary Transportation Tracking Number is entered)			
Transportation Method/Type	Currency Code	Document Total (\$)			
	USD	2.00			

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Since the CLIN also needs to be corrected, click on the Line Item Tab.

iRAPT 5.7.0 (formerly WAWF)

User Vendor Documentation Lookup Exit

Vendor - Corrected Receiving Report

Contract >> Routing >> Data Capture

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

At least one Line Item is required

AAI SDN ACRN

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	UoM Code	Unit Price (\$)	Amount (\$)	Actions
4545	none	MG	1	Each	EA	2.99	2.99	Edit Delete Add

CDRL ELIN Line Item Details

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

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Click Edit for the appropriate line item (there could be more than one).

Vendor - Corrected Receiving Report

CLIN/SLIN/ELIN ACRNs MILSTRIP

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

Item No. **

0001

IRAPT 5.7.0 (formerly WAWF)

User Vendor Documentation Lookup Exit

Vendor - Corrected Receiving Report

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

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

Product/Service ID *

none

Qty. Shipped *

1

Unit of Measure *

EA-Each

NSP

☐

AAI

SDN

PR Number

GFE?

N

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

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Other Special Package Markings / Special Handling Requirements

Type Designation Method (required when Type Designation Value is entered)

Save CLIN/SLIN/ELIN

Save Draft Document

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Help

Make the changes,
then click Save CLIN/SLIN/ELIN

iRAPT 5.7.0 (formerly WAWF)

User Vendor Documentation Lookup Exit

Vendor - Corrected Receiving Report

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

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**The CLIN has been updated.
 Make other corrections as necessary.
 When finished, click Submit.**

Other Special Package Markings / Special Handling Requirements

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	Actions
4545AA	none	MG	1	Each	EA	2.99	2.99	Edit Delete Add

CDRL ELIN Line Item Details

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