WIDE AREA WORKFLOW

Naval Supply Systems Command
Weapons System Support

September 22, 2016
AGENDA

- 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
  - Final Thoughts
https://wawf.eb.mil
WideAreaWorkFlow

e-Business Suite

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)
- MRS - Business Intelligence Tool
- myInvoice
- EDA - Electronic Document Access
- CORT - Contracting Officer Representative Tracking Tool
- IUID Registry
- MIPR - Military Interdepartmental Purchase Request

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

* Asterisk indicates required entry.
To retrieve Contractual Documents

- Select “Contracts”
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”
For Contract Search:

- Type contract number in box
- Click “View”
- **Contract document list**
  - Click on blue hyperlink to view document
To access EDA User’s Guide click on blue hyperlink
# DoD EDA User's Guide

**Capabilities**

- Document Repository
- Document Search

## Contracts

## 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?
Welcome to Wide Area Work Flow e-Business Suite

System Messages

ATTN: ALL GOVERNMENT USERS - DEE EMAIL MIGRATION
ALL government users that have migrated to the DoD Enterprise Email (DEE) system MUST update their user profiles in the WAWF eBusiness Suite to ensure that all email notifications are properly sent and received. Directions for updating the user profile is below:

Directions to update profile:
- Top of the WAWF e-Business Suite click user on the top left corner
- Click profile
- Change email address to the DEE migration email
- Input all required fields (marked by *)
- Click Submit
- Under Supervisor Information, click edit
- Input Supervisor's information (be sure to verify supervisor's email if also migrated to DEE)

Last Access Date: 2015/01/26 05:18:12
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
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.
iRAPT / Creating Documents

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

Vendor - Create Document

Contract Info

<table>
<thead>
<tr>
<th>CAGE Code / DUNS / DUNS+4 / Ext. *</th>
<th>Contractual? *</th>
<th>Contract Number Type</th>
<th>Contract Number *</th>
<th>Delivery Order</th>
<th>From Template? *</th>
</tr>
</thead>
<tbody>
<tr>
<td>51190/058100074//</td>
<td>Y</td>
<td>DoD Contract (FAR)</td>
<td>N0010415PBE23</td>
<td></td>
<td>N</td>
</tr>
</tbody>
</table>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

<table>
<thead>
<tr>
<th>Contract Number begins with</th>
<th>Delivery Order begins with</th>
<th>Issue/Submitted Date</th>
<th>Issue/Submitted Date End</th>
<th>Populate From</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>YYYY/MM/DD</td>
<td>YYYY/MM/DD</td>
<td>EDA WAWF</td>
</tr>
</tbody>
</table>

[+] 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
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.

<table>
<thead>
<tr>
<th>Contractual</th>
<th>Reference Procurement Identifier</th>
<th>Contract Number Type</th>
<th>Contract Number</th>
<th>Delivery Order</th>
<th>CAGE</th>
<th>DUNS</th>
<th>DUNS + 4</th>
<th>Extension</th>
<th>Pay Official *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td></td>
<td>DoD Contract (FAR)</td>
<td>N0010415PBE23</td>
<td>51190</td>
<td>058100074</td>
<td></td>
<td></td>
<td>HQ0337</td>
<td></td>
</tr>
</tbody>
</table>

* = Required Fields

- Complete Pay Official block
  - Per Page 1 of Contract
iRAPT / Creating Documents

- To Create Invoice, Receiving Report, or Combo Select:
  - Type of Document to Create
  - Inspection = either Source or Destination
  - Acceptance = either Source, Destination, or Other
### Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Delivery Order</th>
<th>Reference Procurement Identifier</th>
<th>CAGE Code</th>
<th>DUNS</th>
<th>DUNS + 4</th>
<th>Extension</th>
<th>Inspection Point</th>
<th>Acceptance Point</th>
<th>Pay DoDAAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>N0010415PBE23</td>
<td></td>
<td></td>
<td>51190</td>
<td>058100074</td>
<td></td>
<td>S</td>
<td>D</td>
<td></td>
<td>HQ0337</td>
</tr>
</tbody>
</table>

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

**Issue Date** | **Issue By DoDAAC** | **Admin DoDAAC** | **Inspect By DoDAAC** * / Extension | **Mark For Code / Extension**
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/01/27</td>
<td>N00104</td>
<td>S4306A</td>
<td>S4306A</td>
<td></td>
</tr>
</tbody>
</table>

**Ship To Code** * / Extension | **Ship From Code** / Extension | **Accept By DoDAAC** / Extension
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>N00104</td>
<td></td>
<td>N00104</td>
</tr>
</tbody>
</table>

- Screen is Pre-Populated with exception of Ship To Code
- Although Pre-Populated, Verify Accuracy Against Contract!
When Ship To DoDAAC is different than Destination Acceptance DoDAAC

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Delivery Order</th>
<th>Reference Procurement Identifier</th>
<th>CAGE Code</th>
<th>DUNS</th>
<th>DUNS + 4</th>
<th>Extension</th>
<th>Pay Official</th>
<th>Currency Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>N0010415PBE23</td>
<td></td>
<td></td>
<td>51190</td>
<td>058100074</td>
<td>HQ0337</td>
<td></td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>

* = 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: Source
Acceptance: Other

☐ Fast Pay (FAR 52.213-1)
☐ FMS
Vendor - Receiving Report and Invoice COMBO

- 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**

**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.

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Delivery Order</th>
<th>Reference Procurement Identifier</th>
<th>Issue Date</th>
<th>Inspection Point</th>
<th>Acceptance Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>N0010415FBE23</td>
<td></td>
<td></td>
<td>2015/01/27</td>
<td>S</td>
<td>D</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Number Type</th>
<th>Supplies</th>
<th>Services</th>
<th>CoC</th>
<th>ARP</th>
</tr>
</thead>
<tbody>
<tr>
<td>DoD Contract (FAR)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipment Number **</th>
<th>Shipment Date *</th>
<th>Estimated</th>
<th>Estimated Delivery Date</th>
<th>Final Shipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice Number **</th>
<th>Invoice Date *</th>
<th>Final Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>(WAWF System Server Date)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submit Transportation Data Later</th>
<th>Transportation Account Code</th>
<th>TCN</th>
<th>Gross Weight</th>
<th>Cube</th>
<th>FOB</th>
<th>Serial Shipping Container Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Special Package Markings / Special Handling Requirements**

<table>
<thead>
<tr>
<th>Transportation Leg</th>
<th>Standard Carrier Alpha Code</th>
<th>Bill of Lading Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered)**

**Secondary Transportation Tracking Type (required when Secondary Transportation Tracking Number is entered)**

<table>
<thead>
<tr>
<th>Transportation Method/Type</th>
<th>Currency Code</th>
<th>Document Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>USD</td>
</tr>
</tbody>
</table>

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

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

**Header**

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

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Delivery Order</th>
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<tr>
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<td></td>
<td></td>
<td>2015/01/27</td>
<td>S</td>
<td>D</td>
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<table>
<thead>
<tr>
<th>Shipment Number **</th>
<th>Shipment Date *</th>
<th>Estimated</th>
<th>Estimated Delivery Date</th>
<th>Final Shipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAG0001Z</td>
<td>2015/01/28</td>
<td>E</td>
<td>2015/01/30</td>
<td>Y</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice Number **</th>
<th>Invoice Date * (WAWF System Server Date)</th>
<th>Final Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345678</td>
<td>2015/01/27</td>
<td>Y</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submit Transportation Data Later</th>
<th>Transportation Account Code</th>
<th>TCN</th>
<th>Gross Weight</th>
<th>Cube</th>
<th>FOB</th>
<th>Serial Shipping Container Code</th>
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<td></td>
<td></td>
</tr>
</tbody>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered)</th>
<th>Secondary Transportation Tracking Type (required when Secondary Transportation Tracking Number is entered)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Currency Code</th>
<th>Document Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>

**Submit** | **Save Draft Document** | **Previous** | **Help**
Verify Pre-Populated Data in Address Screen
If Discount being Offered:

- Click “Add” for %
- Click “Add” for Amount
- Fill In Amount
- If Mark For in Contract:
  - Complete Information
To Add Line Items:
- Click “Add” under Line Item Details
- Do Not Use CDRL ELIN Line Item Details
### Vendor - Receiving Report and Invoice COMBO

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Product/Service ID</th>
<th>Product/Service ID Qualifier</th>
<th>Qty. Shipped</th>
<th>Unit of Measure</th>
<th>Unit Price ($)</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001AA</td>
<td>1H3456285123499X5</td>
<td>KK - SPECIAL MATERIAL IDENTIFICATION CODE</td>
<td>25</td>
<td>EA</td>
<td>10.00</td>
<td>250.00</td>
</tr>
</tbody>
</table>

**Multiple Box Pack Indicator**

- 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

**Description**

- Widget
### iRAPT / Creating Documents

#### Vendor - Receiving Report and Invoice COMBO

<table>
<thead>
<tr>
<th>Item No. **</th>
<th>Product/Service ID *</th>
<th>Product/Service ID Qualifier *</th>
</tr>
</thead>
<tbody>
<tr>
<td>A601</td>
<td>ROTI</td>
<td>MG - MANUFACTURER PART NUMBER</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty. Shipped *</th>
<th>Unit of Measure *</th>
<th>NSP</th>
<th>Unit Price ($) *</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>EA</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AAI</th>
<th>SDN</th>
<th>ACRN</th>
<th>Project Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Multiple Box Pack Indicator</th>
<th>PR Number</th>
<th>GFE?</th>
<th>Advice Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td></td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

#### 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)
### Summary of Line Items Added:
- Edit, Delete, or Add as Necessary

### Line Item Details

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Product/Service ID</th>
<th>Qualifier</th>
<th>Qty. Shipped</th>
<th>Unit of Measure</th>
<th>UofM Code</th>
<th>Unit Price ($)</th>
<th>Amount ($)</th>
<th>UID</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A001</td>
<td>ROTI</td>
<td>MG</td>
<td>2</td>
<td>Each</td>
<td>EA</td>
<td>NSP</td>
<td></td>
<td>N</td>
<td>Edit/Delete</td>
</tr>
<tr>
<td>0001AA</td>
<td>1H34562685123499X5</td>
<td>KK</td>
<td>25</td>
<td>Each</td>
<td>EA</td>
<td>10.00</td>
<td>250.00</td>
<td>N</td>
<td>Edit/Delete</td>
</tr>
</tbody>
</table>

### CDRL ELIN Line Item Details

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Qty. Shipped</th>
<th>Unit of Measure</th>
<th>UofM Code</th>
<th>Unit Price ($)</th>
<th>Amount ($)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

**Do Not Use**
To Include Contractually Required RFID Information:

- Click “Add”
To Attach Contractually Required Data Items:

- Click “Browse”
- Locate Document on Hard Drive
- Click “Upload”
- 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: N0010415PBE23
Delivery Order: DAG0001Z
Shipment Number: 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
iRAPT / Creating Documents

- 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

- Limited to 5MB in Size
- Unlimited Number of Attachments are Allowed
- Naming Convention Does Not Allow for spaces, slashes or dashes
- Can now remove and replace attachments without re-creating the RR completely

Automated Reminder Notifications (new to v5.6) are sent as follows:

- Only Sent to Those Government Personnel whose Email Address was Added to RR When Created
- Sent If Action Not Taken within Time Period Noted Below (recurs until Action Taken):
  - 7 Days: RR, 2 in 1 Invoice, Property Transfer, All Others
  - 14 Days: PBPs, PP, Grants
  - 60 Days: Final Voucher

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

Other Corrections (ie: Ship To, UOM, etc.) Does 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

- **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)

<table>
<thead>
<tr>
<th>Item</th>
<th>Type</th>
<th>Vendor (Payee)</th>
<th>DUNS</th>
<th>DUNS+4</th>
<th>Ext</th>
<th>Contract Number &amp;</th>
<th>Delivery Order</th>
<th>Shipment Number</th>
<th>Submitted</th>
<th>Shipped</th>
<th>Accepted</th>
<th>Status</th>
<th>Purge</th>
<th>Recall</th>
<th>Void</th>
<th>Pack/Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Invoice</td>
<td>51190</td>
<td>058103074</td>
<td></td>
<td></td>
<td>N0010414PWE12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Combe S/O</td>
<td>51190</td>
<td>058103074</td>
<td></td>
<td></td>
<td>N0010415FBE23</td>
<td></td>
<td>DAG0091Z</td>
<td>2015-01-27</td>
<td>2015-01-28 E</td>
<td>Submitted</td>
<td></td>
<td></td>
<td>R</td>
<td>V</td>
<td></td>
</tr>
</tbody>
</table>

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”**
- 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)
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>NSN 1HM 5640-01-468-0796 X3 INSULATION PIPE FIT SHELF LIFE 0-00 SEE TECHNICAL REQUIREMENTS IN SECTIONS C, D, E, AND ATTACHMENTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HM QUK ICQ PKT CD PM WA CU LA LP 1C UGL SP PKT UNIT PK WT PKCU OPI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N 001 000 1G 1G 1G CA JC O ED A GO 0 00 EQQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PACKAGING IS IN ACCORDANCE WITH MIL-STD-2073</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTE: THE PACKAGING LABEL SHALL BE MARKED WITH THE NOMENCLATURE THAT IS CITED ON THE IRFGD.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>INSPECT AT ORIGIN ACCEPT AT ORIGIN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0001AA</td>
<td>Del by: 2015 Jan 22 ACRN: AA TP: 3 N50798</td>
<td>63</td>
<td>EA</td>
<td>$158.10</td>
<td>$9,960.30</td>
</tr>
<tr>
<td></td>
<td>PR NO0104-14-X-E395 GO-A3 M/F: REC. OFF. NON-MILSTRIP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTE: TCN: NO0104-14297-KNO1XX APPLIES.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0001AB</td>
<td>SEE DD FORM 1423 EXHIBIT &quot;A&quot;</td>
<td>1</td>
<td>LO</td>
<td>NSP</td>
<td></td>
</tr>
</tbody>
</table>

**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.EDMONDSON@NAVY.MIL

DFAS COLUMBUS CUSTOMER SERVICE PH. NO. 1-800-756-4571

ACCELERATED DELIVERY IS ACCEPTABLE AND DESIRED AT NO COST TO THE GOVERNMENT.

PARTIAL SHIPMENTS ARE AUTHORIZED.

The following applies if reports of test and inspection (ROT) are required: the recommended method for ROTI SUBMITTALS is via WAF or an ALTERNATIVE HIGH QUALITY ELECTRONIC MEANS. (I.E. FAX OR EMAIL YOUR POST AWARD P.O.C. LISTED ABOVE) A DEDICATED ROTI FAX HAS BEEN ADDED FOR YOUR SUBMITTAL CONVENIENCE. FAX NUMBER (717) 605-8054.
**DD 1423 Requirements**

**CONTRACT DATA REQUIREMENTS LIST**

(2 Data Items)

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:** TDF X TH OTHER

**D. SYSTEM/ITEM** INSULATION PIPE FIT

**E. CONTRACT/PR NO.** N0010415PBD16

**F. CONTRACTOR**

---

**DI-QCIC A8971**

**PER IRPOD**

---

**00250 REQ.**

**LT**

**0**

**D. AS OF DATE**

**12. DATE OF FIRST SUBMISSION**

**2014 DEC 08**

**13. DATE OF SUBSEQUENT SUBMISSION**

**NA**

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**NAVICP-M 87323**

---

**NAVCP-M 87323**

**00 01 00**

**15. TOTAL**

**00 01 00**

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Submit for approval one package (IAW DI-QCIC-8971) 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 (NAVCP, 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-A8971 CITED IN BLOCK 4 IS A UNIQUE NAVICP DD1423 SEQUENCE CONTROL NUMBER - PROCEDURE PACKAGE TO BE IAW DID DI-QCIC-8971.
## DD 1423 Requirements

### CONTRACT DATA REQUIREMENTS LIST

<table>
<thead>
<tr>
<th>A. CONTRACT LINE ITEM NO.</th>
<th>B. EXHIBIT</th>
<th>C. CATEGORY</th>
<th>D. SYSTEM/ITEM</th>
<th>E. CONTRACT/PR NO.</th>
<th>F. CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001AC</td>
<td>A</td>
<td></td>
<td>BOLT, MACHINE</td>
<td>N0010413A70011035</td>
<td></td>
</tr>
</tbody>
</table>

1. **DATA ITEM NO.**: A001  
   **SUBTITLE**: REPORT OF TEST INSPECTION (ROTI)

2. **AUTHORITY**: DI-QCIC-A8872S
3. **REFERENCES**: NAVICP-M 874R

---

**Remarks**:

Submit to NAVICP-MECH, (Code874R) for review, a complete package of all applicable Vendor Certified Reports of Test and Inspection per DI-QCIC-A8872A. 

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 IA W DID DI-QCIC-A8872A.

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**Source Inspection**

**Destination Acceptance**

**iRAPT Receiving Report REQUIRED**
Any Questions Regarding iRAPT?
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

- First Line of Communication is Your DCMA ACO

- WAWF POCs:
  - Shared Contractors:  DCMA Admin Office (Block 7 of Contract)