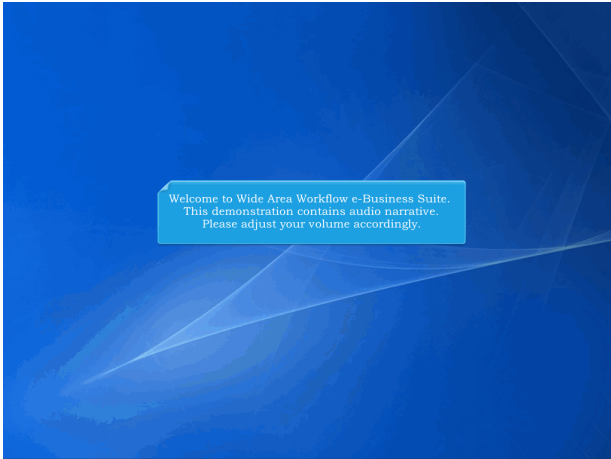## Intro

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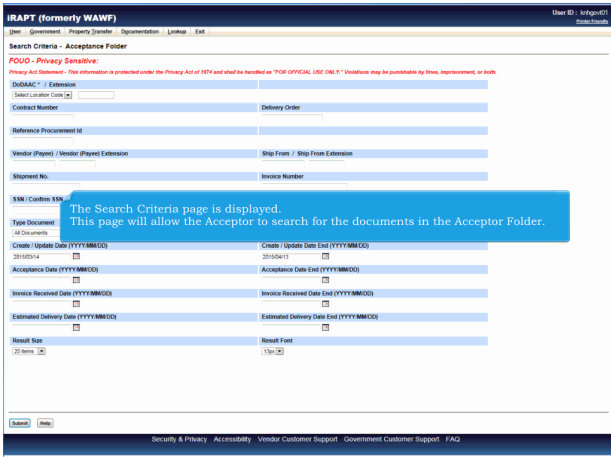
Scene 2

This presentation will demonstrate an Acceptor accepting a Reparables Receiving Report and Invoice/Reparables Receiving Report (RCombo).

Scene 3

The Acceptor selects the Acceptance Folder from the Acceptor menu option.
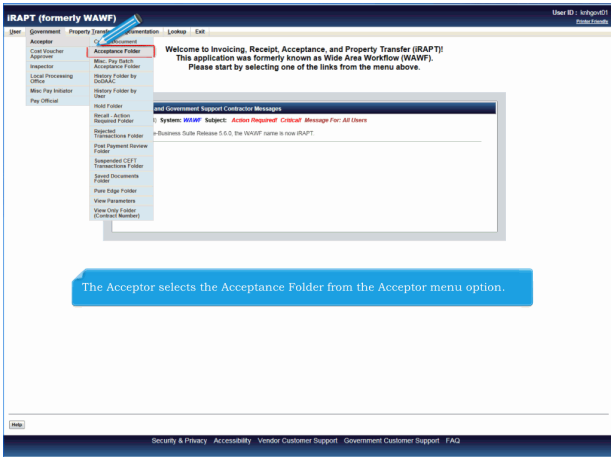
The Acceptor selects the Acceptance Folder from the Acceptor menu option.

Scene 4

The Search Criteria page is displayed.
This page will allow the Acceptor to search for the documents in the Acceptor Folder.

The Search Criteria page is displayed.
This page will allow the Acceptor to search for the documents in the Acceptor Folder.

Scene 5

The DoDAAC field is the only mandatory field.
The Acceptor clicks the Submit button after entering the select criteria.

Scene 6

The Acceptance Folder page is displayed.
This page contains a list of documents that match the selection criteria. The acceptance procedures for taking action on a stand-alone Reparables Receiving Report and an Invoice/Reparables Receiving Report (RCombo) are mostly the same.

When we refer to "Reparables Receiving Report" in this training, we will be referring to both the stand-alone and the RCombo.
To open the document, the Acceptor clicks on the Shipment Number link.

Scene 7

The Header page is displayed.

When the Acceptor has opened the Reparables Receiving Report, the following tabs should be displayed:
Header, Line Item, UID, ACRNs (if MOCAS, Standard and One-Pay), Addresses, Misc. Info, Pack (if applicable) and Preview Document.

The Acceptor will have to scroll to view the whole page.

Scene 8

The TCN field on the Header tab displays as 'TCN (Required when available)' to help users understand when the field is expected to be completed.

When reviewing the Header page, it is important to note the Inspection Point and the Acceptance Point. Source refers to the source of manufacture or delivery. Destination refers to the final destination.

Source to Source (S/S) is a one step process. The same person will inspect and accept.

Source to Destination (S/D) is a two-step process. One person will inspect at the source and another person will accept at the destination.

Destination to Destination (D/D) can be a one-step or two-step process, depending on the contract. If an Inspect By code had

Scene 9

The Acceptor will return to the Header page later to submit the approval in the Action By: DoDAAC section. The Save Draft Document button is available on every page. The Acceptor can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time. The Acceptor navigates to the Line Item page by clicking the 'Line Item' tab.

Scene 10

The Line Item page is displayed.

On the Line Item page, the Acceptor has the ability to enter or edit the ACRN (Accounting Classification Reference Number), the SDN (Standard Document Number), and the AAI (Agency Accounting Identifier) for each line item if this is required for the acceptance.

Scene 11

Quantity Accepted for all Line Item(s) is mandatory for acceptance.

Scene 12

On the Line Item page, the Acceptor has the ability to view a CDRL attachment in a CDRL Line Item.

Scene 13

When the Acceptor clicks the 'View' link of the CDRL Attachment File, a File Download window is displayed. To view the attachment file, the Acceptor can click the 'Open' button.

To save the attachment file on the workstation computer, the Acceptor can click the 'Save' button. The Mocas, One-Pay, and Standard payment systems permit a Line Item to be funded by multiple ACRNs.

If more than one ACRN funding on the CLINs, the Acceptor must leave the ACRN field blank and verify the ACRNs on the ACRNs page. The Acceptor navigates to the UID page by clicking the 'UID' tab.

Scene 14

The UID page is displayed.

Any items repaired requires a distinct UID Number.
The Acceptor has the option of Collapsing or Expanding all the Item Number fields to review this data. The Acceptor clicks the 'Collapse All' link.

Scene 15

All the Item Number fields are collapsed. The Acceptor can click the individual header to view a specific Item Number field.

Scene 16

If MOCAS, Standard or One-Pay, the ACRNs tab is displayed in the document. The MOCAS, Standard and One-Pay payment systems permit a Line Item to be funded by several ACRNs. The Acceptor can navigate to the ACRNs page by clicking the ACRNs tab.

Scene 17

The ACRNs tab is displayed. On this multiple ACRNs page, there are three important areas to note.
The CLIN Amount from the Line Item page (in this case $2000.00) is brought forward.

The ACRN Amount displays as $2000.00.
The "Difference" between the two is the current CLIN Amount.

The ACRN Amount needs to balance to the CLIN Amount. Vendor, Inspector, and Acceptor have the ability to enter the ACRNs and balance them. To delete an ACRN, the Acceptor clicks the 'Delete ACRN' link. To add an ACRN, the Acceptor clicks the 'Add ACRN' link. The Multiple ACRNs page is completed.

To review the Addresses page, the Acceptor clicks the 'Addresses' tab.

Scene 18

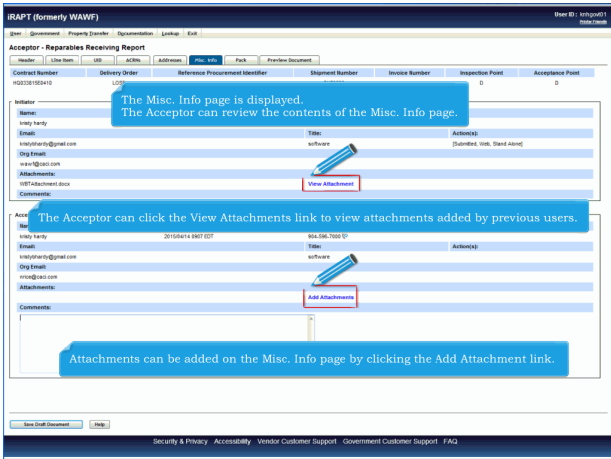The Addresses page is displayed.

The Addresses page contains the mailing addresses of the Vendor/Contractor and Government codes involved in this document workflow. To navigate to the Miscellaneous Information page, the Acceptor clicks the Misc. Info tab.

Scene 19

The Misc. Info page is displayed.
The Acceptor can review the contents of the Misc. Info page. The Acceptor can click the View Attachments link to view attachments added by previous users. Attachments can be added on the Misc. Info page by clicking the Add Attachment link.
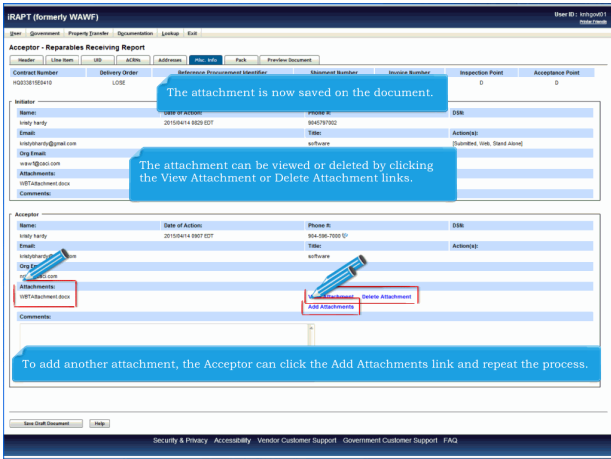
Scene 20
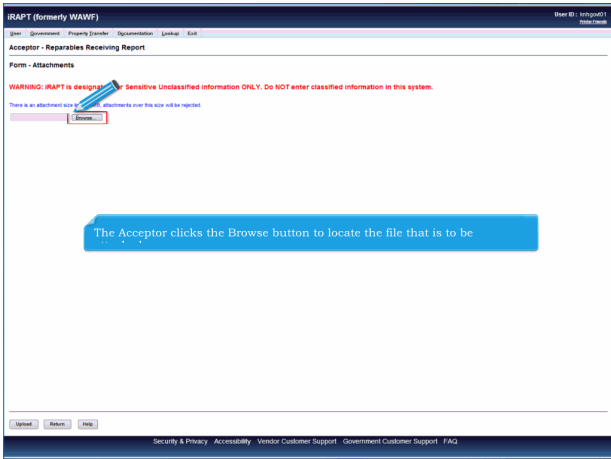
The Acceptor clicks the Browse button to locate the file that is to be attached.

Scene 21
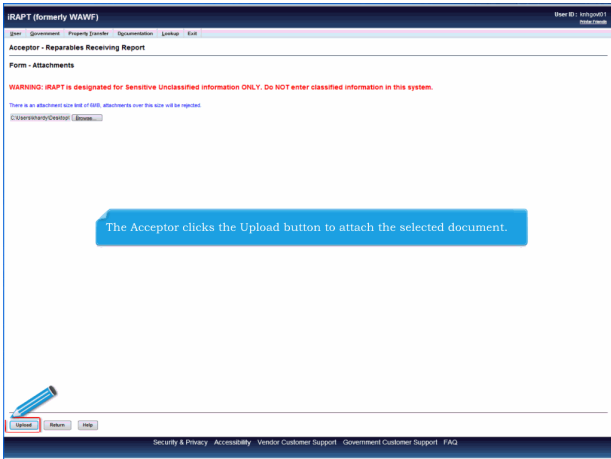
The Acceptor clicks the Upload button to attach the selected document.

Scene 22

The attachment is now saved on the document.
The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.
To add another attachment, the Acceptor can click the Add Attachments link and repeat the process.

Scene 23

The Comments Section allows Acceptor to enter comments for the Reparables Receiving Report.

Note: Comments are mandatory when Rejecting or Accepting Lesser Amount.
The Acceptor clicks the Pack tab to navigate to the Pack page.

Scene 24

The Pack Data page is displayed.

The Initiator/Vendor provided detailed packaging information for the shipment in the form of Radio Frequency Identification (RFID) tags. The Pack Data form is used to visually create how the various pallets, packages, boxes, containers, etc. of a shipment are put together.

Please refer to the RFID Demonstration which is available in WBT for additional information regarding Pack Data. When the Acceptor clicks the 'Collapse All' link, all Pack ID sections are collapsed.
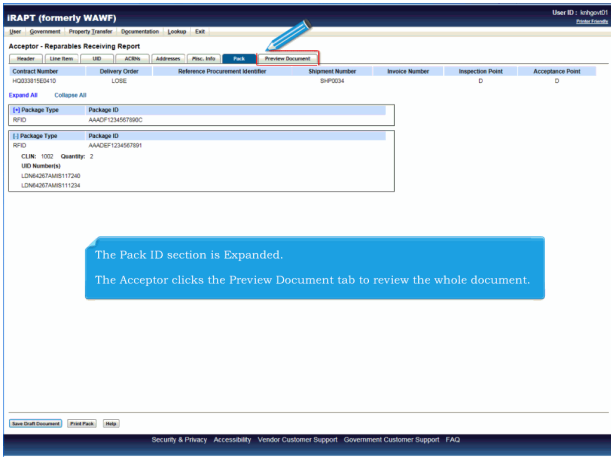
Scene 25
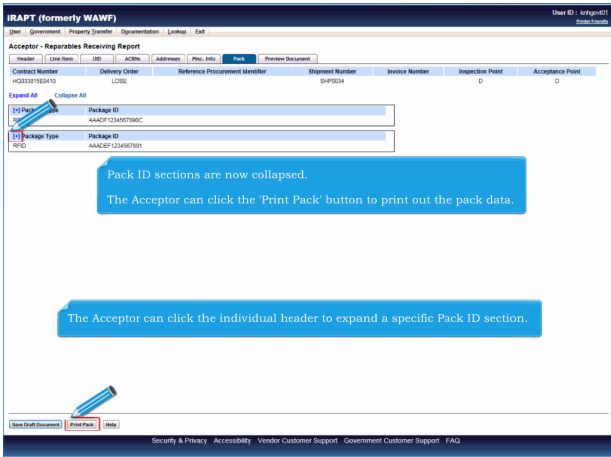
Pack ID sections are now collapsed.

The Acceptor can click the 'Print Pack' button to print out the pack data. The Acceptor can click the individual header to expand a specific Pack ID section.
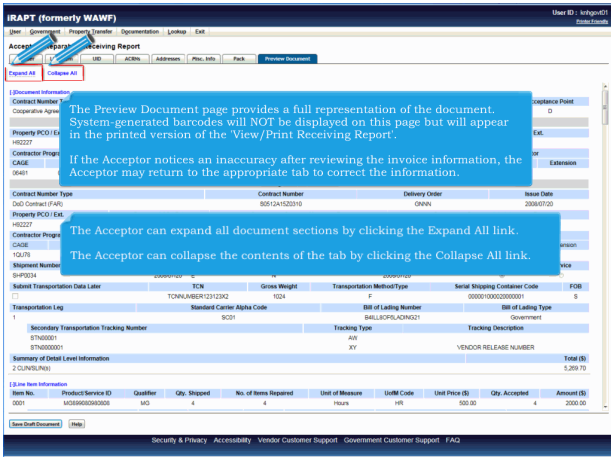
Scene 26

The Pack ID section is Expanded.

The Acceptor clicks the Preview Document tab to review the whole document.
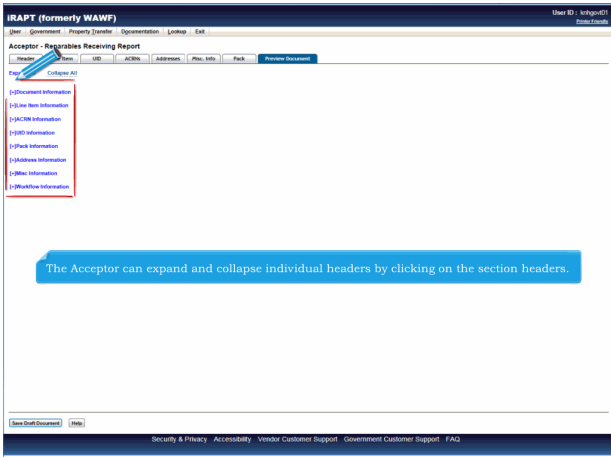
Scene 27

The Preview Document page provides a full representation of the document. System-generated barcodes will NOT be displayed on this page but will appear in the printed version of the 'View/Print Receiving Report'.

If the Acceptor notices an inaccuracy after reviewing the invoice information, the Acceptor may return to the appropriate tab to correct the information. The Acceptor can expand all document sections by clicking the Expand All link.

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

Scene 28

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

Scene 29
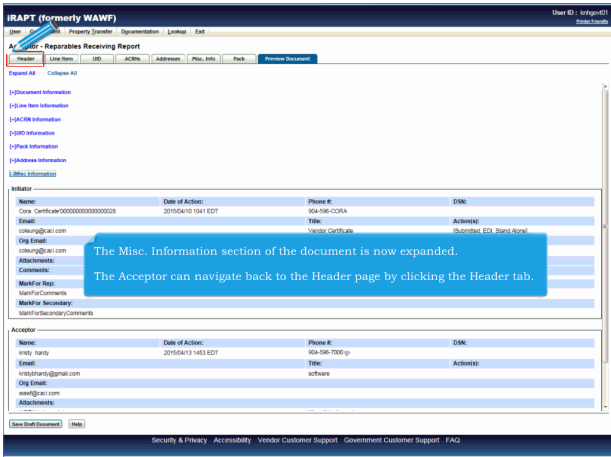
The Misc. Information section of the document is now expanded.

The Acceptor can navigate back to the Header page by clicking the Header tab.

Scene 30

The Header page is displayed.

To mark the document, the Acceptor must scroll down to the bottom of the Header page to access the Action By: DoDAAC section.

Scene 31

S/D Reparables Receiving Reports allow the Acceptor to Accept, Reject to Initiator (Vendor), and Reject to Inspector.

D/D Reparables Receiving Reports allow the Acceptor to CQA (Inspect), Accept, and Reject to Initiator (Vendor).

Scene 32

If the Acceptor has rejected some of the shipped items, the Acceptance checkbox will display a "Partial" notice as shown below.

Scene 33

If the Acceptance checkbox is selected, Received Date, Acceptance Date, and Signature are mandatory. If the Reject checkbox is selected, comments on the Misc. Info page are mandatory. The Acceptor selects the 'CQA' and 'Acceptance (Partial)' checkbox, then enters Received Date and Acceptance Date. The Acceptor clicks the 'Signature' button. Upon acceptance, the Acceptor will now see a 'View/Print Receiving Report' button, allowing them to print the finalized Reparables Receiving Report with embedded tracking barcodes.

Scene 34

Then enters Received Date and Acceptance Date. The Acceptor clicks the 'Signature' button.

Scene 35

The Password Confirmation page is displayed.

The Acceptor clicks the Next button after entering the correct Password.

Scene 36

After the Reparables Receiving Report has been submitted, the WAWF system informs the Acceptor that the document was successfully accepted. The Acceptor will now have an option to print the accepted Reparables Receiving Report, which includes system-generated barcodes for tracking purposes.

E-mails, FTP, and EDI notifications were sent as applicable.

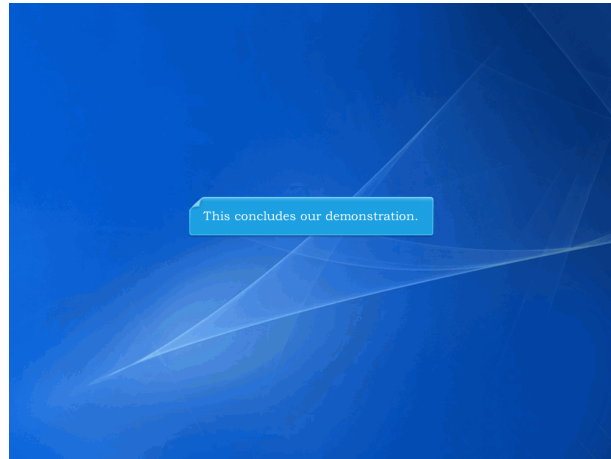The Acceptor may add more email addresses by clicking the Send Additional Email Notifications link.

End

This concludes our demonstration.