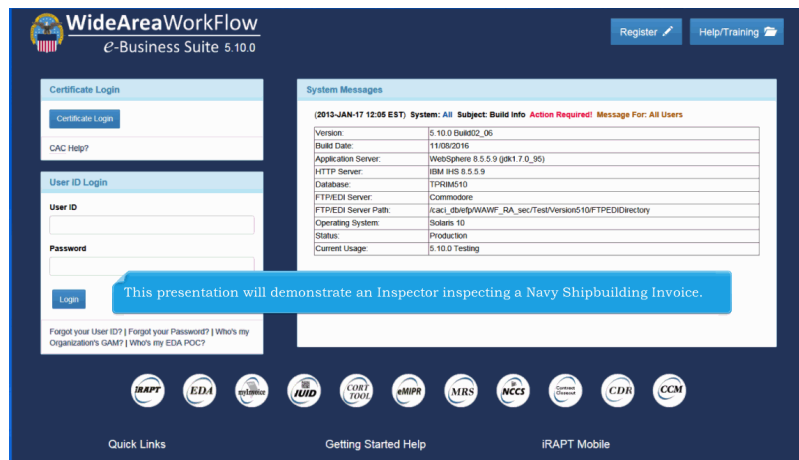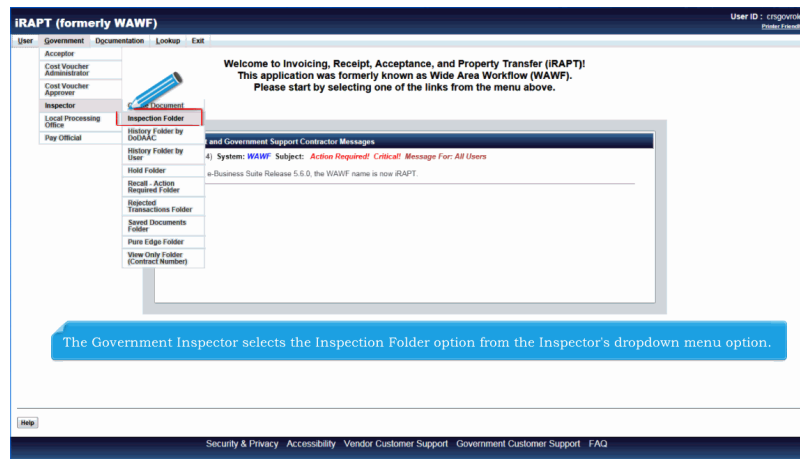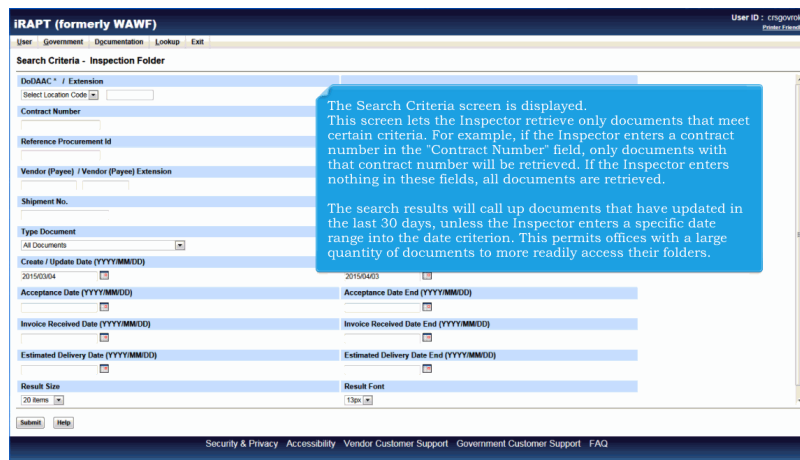Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

This presentation will demonstrate an Inspector inspecting a Navy Shipbuilding Invoice.

The Government Inspector selects the Inspection Folder option from the Inspector's dropdown menu option.

The Search Criteria screen is displayed.

This screen lets the Inspector retrieve only documents that meet certain criteria. For example, if the Inspector enters a contract number in the "Contract Number" field, only documents with that contract number will be retrieved. If the Inspector enters nothing in these fields, all documents are retrieved.

The search results will call up documents that have updated in the last 30 days, unless the Inspector enters a specific date range into the date criterion. This permits offices with a large quantity of documents to more readily access their folders.

The only required field on the Search Criteria page is the DoDAAC field.

The Inspector must select a Location Code from the drop-down list to retrieve any document.

The Inspector can use the Type Document drop down list to choose to display only one document type on the Results page.

The Inspector chooses to display Navy Shipbuilding Invoice only on the Results page.

The Inspector clicks the Submit button.
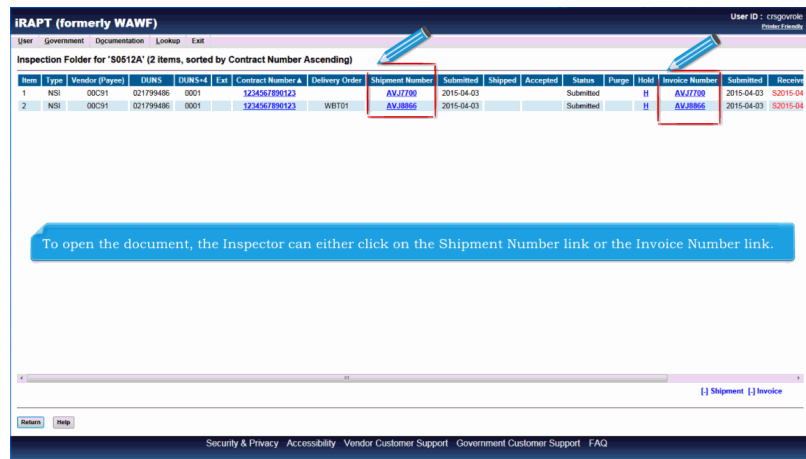
Since the Inspector searched for "Navy Shipbuilding Invoice", the search result screen displays all Navy Shipbuilding Invoices that are ready for inspection within DoDAAC S0512A.

To open the document, the Inspector can either click on the Shipment Number link or the Invoice Number link.

The Inspector clicks on the Shipment Number link to open the Navy Shipbuilding Invoice.

When the Inspector opens the Navy Shipbuilding Invoice, five tabs should be displayed:
Header, Line Item, ACRNs (if Mocas, One-Pay or Standard), Addresses, Misc. Info and Preview Document

Please note that this document is a Non-Final Navy Shipbuilding Invoice, as indicated by the N (for "Not Final") under the "Final Invoice".
The system automatically issues Discounts as NET: 7 for Non-Final Invoices and NET: 30 for Final Invoices.

On the Header page, the Inspector will have to scroll to view the whole page.
The Inspector will return to the Header page later to submit the inspection approval in the "Action By DoDAAC" section.

The Save Draft Document button is available on every page. The Inspector 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 Inspector navigates to the Line Item page by clicking the Line Item tab.

On the Line Item page, the Inspector has the ability to review the data for each line item if this is required for the inspection.

The Inspector navigates to the Addresses page by clicking the Addresses tab.

The Addresses page is displayed.
This tab contains the mailing addresses of the Prime Contractor (Vendor) CAGE Codes and Government DoDAACs involved in processing this document.

The Inspector can navigate to the Miscellaneous Information page by clicking the Misc. Info tab.

The Misc. Info page is displayed.
The miscellaneous information found on this page includes the initiator's (Vendor) and Inspector's contact information, the initiator's comments, and the ability to view initiator attachments and add attachments.

To view Vendor's attachment, the Inspector can click the View Attachment link in Initiator's section.
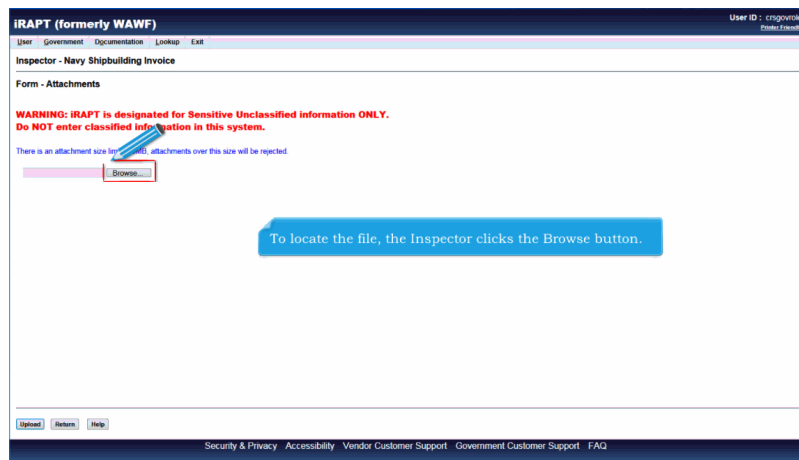

To add an attachment, the Inspector clicks the Add Attachments link.
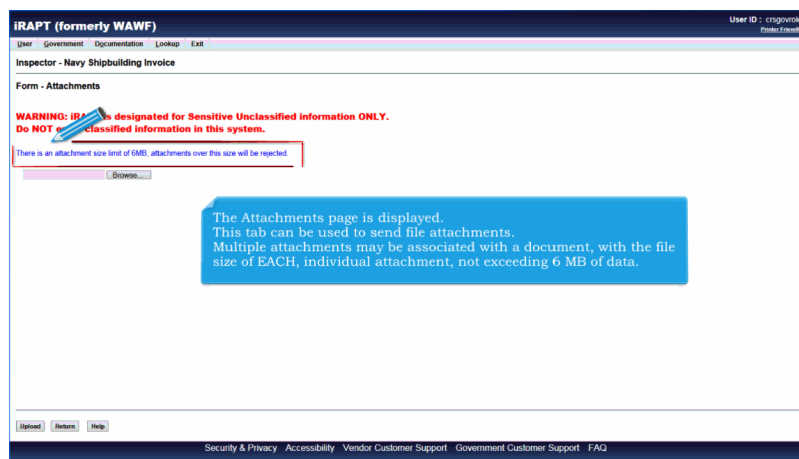
The Attachments page is displayed.

This tab can be used to send file attachments.

Multiple attachments may be associated with a document, with the file size of EACH, individual attachment, not exceeding 6 MB of data.

To locate the file, the Inspector clicks the Browse button.

The file directory is displayed in the Attachment field.

The Inspector clicks the Upload button.

The attachment is now saved on the document.

The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

This text field is where the Inspector adds comments. The comment field is a conditional item if recommending approval. If the document is being rejected, a comment is mandatory.

The Inspector can navigate to the Preview Document page by clicking the Preview Document tab.

The Preview Document tab is displayed.
The Inspector can scroll the contents of the tab to review the document.

The Inspector can expand all document sections by clicking the Expand All link.

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

All document sections are now collapsed.

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

The Document Information section is expanded.

To navigate to the Header page, the Inspector clicks the Header tab.

The Header tab is displayed.
To select the inspection approval option, the Inspector must scroll down to the bottom of the Header page to access the Action section.

The Inspector has the options to recommend approval, recommend reduced amount, or recommend rejection.

If the Inspector chooses to recommend reduced amount or recommend rejection, comments on the Misc. Info tab will be mandatory.

The Inspector enters the Inspection Date.

The Inspector enters the Signature Date.

The Inspector clicks the Signature button to sign the Navy Shipbuilding Invoice.

The Password Confirmation page is displayed.

The Inspector enters their password.

When the Inspector has finished entering the user password, the Inspector may click the Next button.
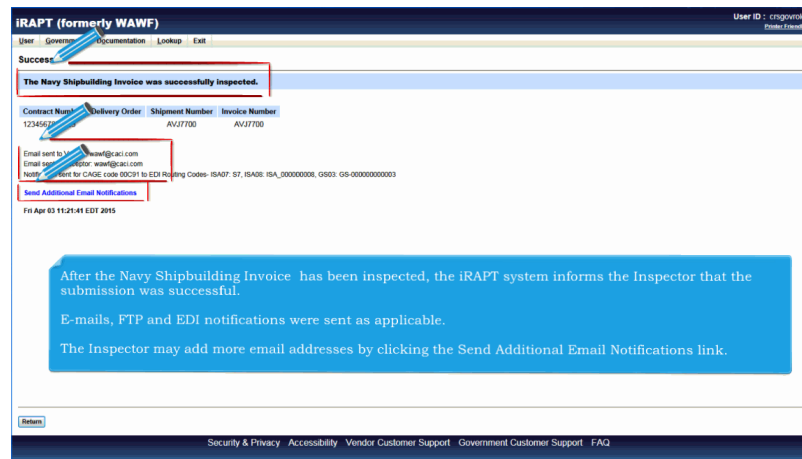
After the Navy Shipbuilding Invoice has been inspected, the iRAPT system informs the Inspector that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.
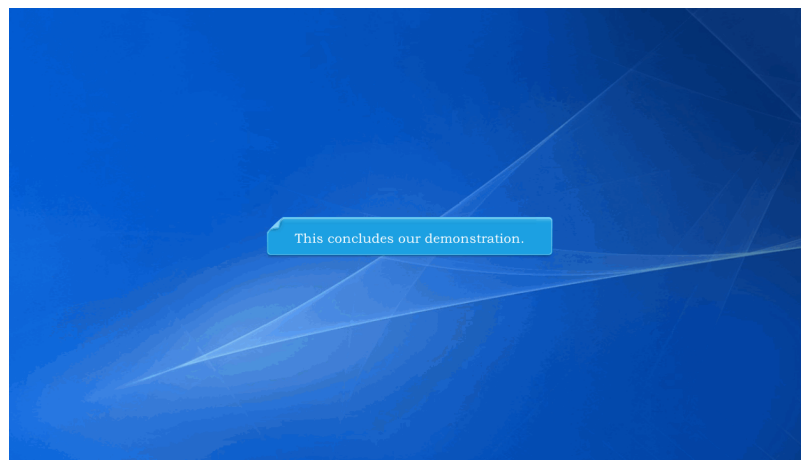
The Inspector may add more email addresses by clicking the Send Additional Email Notifications link.

This concludes our demonstration.