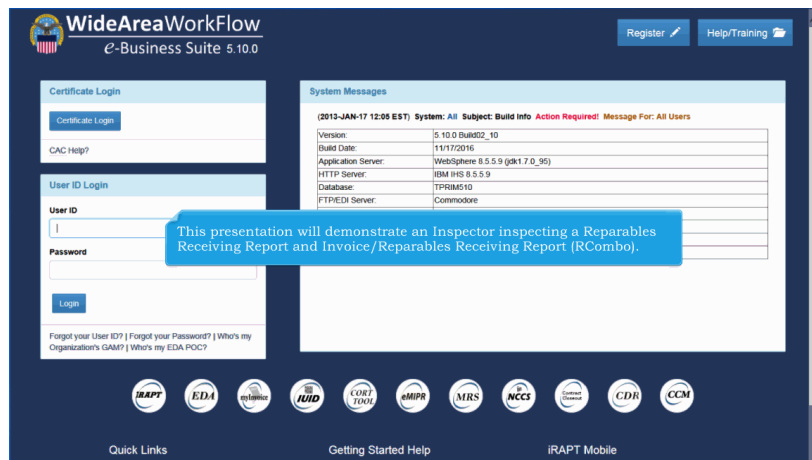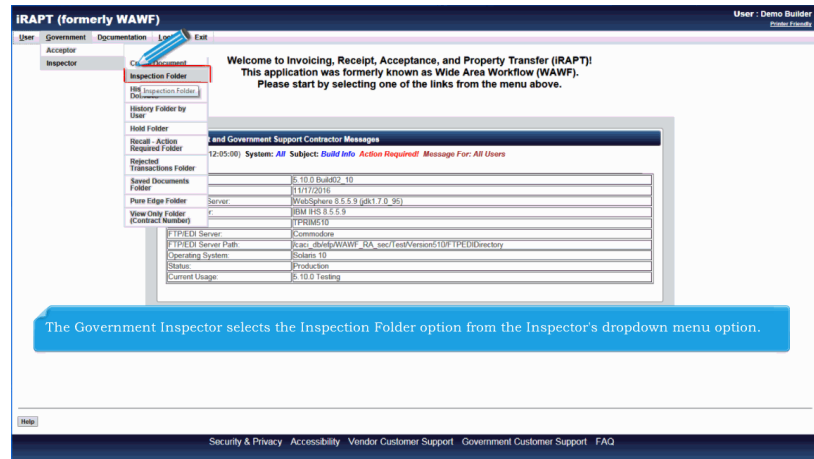Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

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

The Government Inspector selects the Inspection Folder option from the Inspector's dropdown menu option.
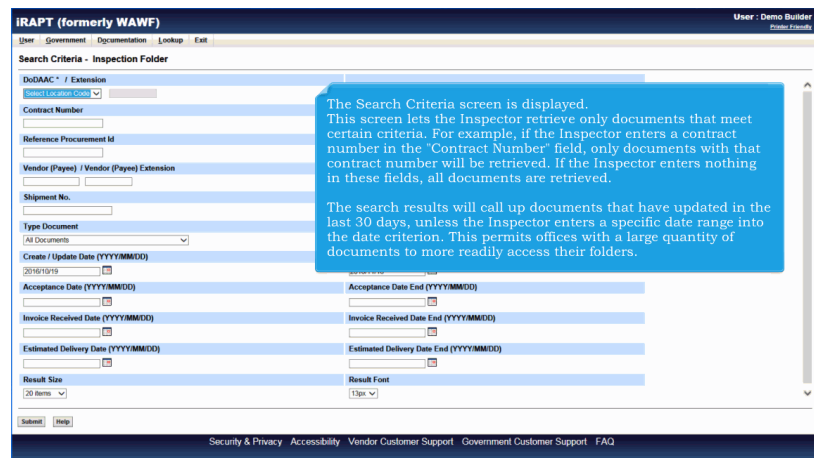
The Search Criteria screen is displayed.
This screen lets the Inspector retrieve only documents that meet certain criteria. For example, if the Inspector enters a contract number in the "Contract Number" field, only documents with that contract number will be retrieved. If the Inspector enters nothing 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 selects a DoDAAC from the drop-down list.

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

The Inspector selects Reparables Receiving Report from the Type Document dropdown.

The Inspector clicks the Submit button.

The Inspection Folder page is displayed. This page contains a list of documents that match the selection criteria.

The inspection procedures for taking action on a stand-alone Reparables Receiving Report and an Invoice/Reparables Receiving Report (RCombo) are 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 Inspector can click on the Shipment Number link.

The Inspector clicks on the Shipment Number link to open the Reparables Receiving Report.

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

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

Starting on the Header page, the Inspector verifies the Contract, Shipping and Routing information.

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) (shown above) is a one step process. The same person will inspect and accept. A Source to Source with a CAGE Ship To will create a Property Transfer Receipt upon acceptance.

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 been entered by the Vendor, Destination/Destination documents are located in both the Inspector and Acceptor's work folders. The Acceptor may work these documents without notifying the Inspector. Once worked by the Acceptor, they will no

The Inspector will return to the Header page later to submit the inspection approval in the Action By: DoDAAC section.

The Inspector can navigate to the Line Item page by clicking the Line Item tab.

The Line Item page is displayed.

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

The Inspector clicks the ACRNs tab to go to the ACRNs page. 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 ACRNs tab is displayed.

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 add an ACRN, the Inspector clicks the Add ACRN link.

The Inspector can navigate to the Addresses page by clicking the Addresses tab.

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 Inspector clicks the Misc. Info tab.

The Miscellaneous Information page is displayed.
This tab contains the Vendor's and Inspector's contact information, and the Vendor's comments.
The Inspector has the ability to view Vendor attachments, and add attachments and comments.

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

Attachments can be added on the Misc. Info page by clicking the Add Attachments link.
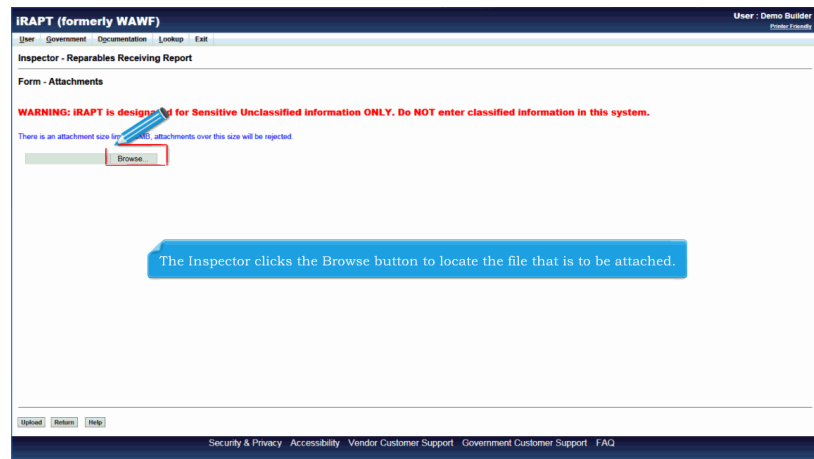
The Inspector clicks the Browse button to locate the file that is to be attached.
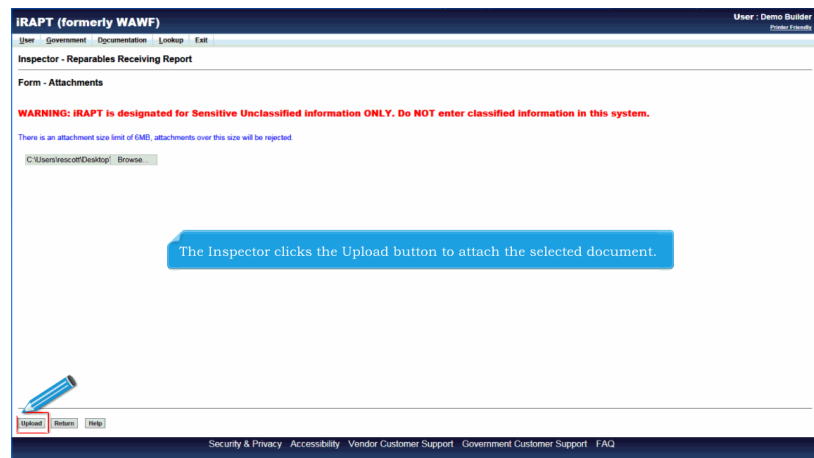
The Inspector clicks the Upload button to attach the selected document.

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 Inspector can click the Add Attachments link and repeat the process.

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

To see how the shipment is packed, the Inspector clicks the Pack tab.

The Pack Data Form 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.

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 page is displayed.

To submit the inspection approval, the Inspector must scroll down to the bottom of the Header page to access the Action By: DoDAAC section.

The actions taken to complete the inspection process vary depending on the inspection and acceptance points of the Receiving Report.

A check box is used for the approval or rejection.
In some cases, the Inspector will digitally sign the document.

If the Inspector chooses to reject the document to initiator, comments on the Misc. Info tab will be mandatory.

DCMA Inspectors with Source Inspection and Source Acceptance (S/S) Reparables Receiving Reports have an extra button - Accept / Date / Sign / Submit.

Upon clicking the Accept / Date / Sign / Submit button, four fields will automatically be populated:
· 	The CQA and Acceptance checkboxes will be checked
· 	The date field will be populated with the signature date
· 	The Inspector's name will appear in the signature button.

The Inspector clicks the Accept / Date / Sign / Submit button.

A success message appears at the top. The document will proceed to the Pay Official History Folder (or LPO Certification Folder if there is an LPO).
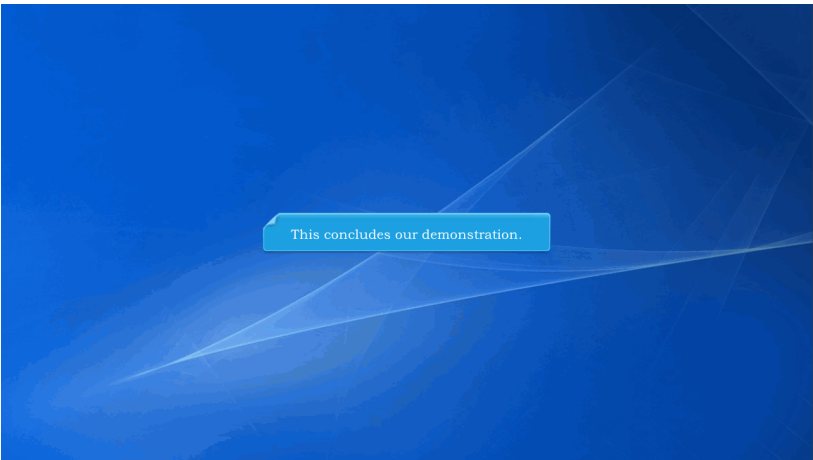
This concludes our demonstration.