



**Wide Area Workflow**

# **IGT Performance Evidence Receiving Report**

To learn how to electronically submit and take action on WAWF documents through simulations and step-by-step procedures, visit the [\*\*PIEE Procurement Integrated Enterprise Environment Web Based Training Main Menu\*\*](#) and select WAWF.

## Table of Contents

1	Description.....	1
1.1	Table Convention.....	1
1.2	Standard Workflow and Status.....	1
1.3	Additional Information.....	1
1.3.1	Status.....	2
1.3.2	Recall.....	2
2	Document Creation.....	2
2.1	Contract Info.....	2
2.2	Pre-population of Data from EDA.....	3
2.3	Routing Codes.....	3
2.4	Header Tab.....	3
2.5	Transportation Later.....	5
2.6	Address Data Tab (Initiator).....	6
2.7	Mark For Tab.....	7
2.8	Comments Tab.....	7
2.9	Line Item Tab.....	7
2.10	Accounting Tab.....	10
2.11	UID Tab.....	10
2.12	UID Detail Data.....	11
2.13	MILSTRIP Tab.....	11
2.14	Batch/Lot & Shelf Life Tab.....	11
2.15	Pack Tab.....	12
2.16	CLIN/SLIN Data.....	12
2.17	Attachments Tab.....	13
2.18	Preview Document Tab.....	13
2.19	Document Submission.....	13
2.20	Status.....	13
2.21	XML Create.....	13
3	Document Receipt.....	14
3.1	Header Tab.....	14
3.2	Line Item Tab.....	14
3.3	Address Tab.....	14
3.4	Misc. Info Tab.....	14

3.5	Preview Document Tab.....	15
3.6	Extracts.....	15
3.6.1	Standard Shipment Extract .....	15
3.6.2	Standard Receipt Extract.....	16

# 1 Description

WAWF includes the functionality for submission and processing of the IGT Performance Evidence Receiving Report.

## 1.1 Table Convention

The tables in the following sections detail the data that is available for entry in the various screens that are viewable by the WAWF Users working on this type of document. For each table there will be a line detailing the data that may be entered including the:

- **Label**
- **Requirement entry:**
  - Mandatory – must be entered
  - Optional – may/may not be entered depending upon the contract requirements
  - Conditional – require entry of some other data elements
  - System Generated – WAWF calculated or populated field
- **Field Size (Minimum/Maximum)**

Following each primary table entry there may be one or more comment lines that reflect edits or descriptions that apply to that data element. The entry to the left indicates which entitlement system the comment applies to. Specific exceptions related to a role/function are highlighted in the appropriate section of this Appendix as they apply.

## 1.2 Standard Workflow and Status

IGT Originator submits document to IGT Receiver.

## 1.3 Additional Information

- IGT Originator:
  - May submit to IGT Receiver
  - May recall if document not acted upon by IGT Receiver and a standard workflow extract was not sent out.
  - May resubmit if rejected
- IGT Receiver:
  - May receive the document in its entirety
  - May reject the document to the IGT Originator
  - Cannot recall a document once it has been received.

- IGT Originator View Only / IGT Receiver View Only:
  - May view an IGT RR where their registered location code is on the document for that role
- Requesting Activity View Only:
  - May view any IGT RR where their location code is on the document

### 1.3.1 Status

When the IGT RR is created the document’s status is “Submitted”.

### 1.3.2 Recall

An IGT Receiver cannot recall a document once it has been received.

## 2 Document Creation

### 2.1 Contract Info

For Web-based input, an IGT Originator electing to submit an IGT Performance Evidence Receiving Report selects the “Create Document” link in the IGT Originator Folder under the Intragovernmental Transfer menu.

#### *Contract Info Edits*

Label	Entry Requirement	Size
IGT Order Number	Mandatory	30/30
	OYYMM-RRRRRRRR-SSSSSSSS-NNNNNN	
GT&C Number	Mandatory	30/30
	AYYMM-RRR-SSS-NNNNNN.NNNNNNNNN	
Order Modification Number	Optional	20/20
	Drop-down selection “Source” or “Destination” or “Other”	
Servicing Agency BPN	Mandatory	9/9
	This field is based on the location codes the user is registered for.	

## 2.2 Pre-population of Data from EDA

When an IGT Originator creates an IGT RR, WAWF will check to see if a PRDS is available for the given IGT Order Number and Order Modification Number in EDA.

If the entered IGT Order Number/Modification Number is found in EDA, a list of available CLINs in EDA will be displayed. The PRDS will also contain Schedules. The user will select which Schedules to pre-populate. If the Service, Supplies or FOB matches for all selected Schedules, that field will be pre-populated at the header level.

CLINs that were selected to be pre-populated from EDA will be shown on the Line Item tab, where they may be edited by the Initiator.

## 2.3 Routing Codes

All routing codes must be a 9/9 position field. If they begin with “DOD” then the last 6 positions must be a valid DoDAAC/MAPAC.

Label	Entry Requirement	Size
Issue Date	Mandatory	10/10
	Refers to the issue date of the contract, not the date the document is being created.	
IGT Receiver	Mandatory	9/9
Extension		
Requesting Activity View Only	Optional	9/9
Extension		

## 2.4 Header Tab

IGT Performance Evidence Receiving Report will be reflected on Header Page of the document.

### Header Tab (Initiator)

Label	Entry Requirement	Size
Supplies or Services	Conditional	1/1
ALL	Either Supplies or Services must be selected; defaults to Supplies. If “Services” is selected; Stock Part No will default to	

	<p>the word “Services” and the Stock Part Type will default to “SV” on the CLIN tab. These fields will not be editable.</p> <p>If Supplies are selected (on the Line Item tab), “SV” will not be permitted for the Stock Part Type.</p>	
Shipment Number	Mandatory	7/8
	Must be 7 or 8 characters in format AAA(AN)NNN or AAA(AN)NNNZ. Eighth position is only used for Final Shipment and must be a Z.	
Shipment Date	Mandatory	10/10
	<p>Services Completion Date if MOCAS paid or DCMA administered.</p> <p>Requires entry of the Shipment Number.</p>	
Estimated Shipment Date Indicator	Optional	1/1
	If used will be an “E.”	
Estimated Delivery Date	Optional	10/10
	Requires entry of the Shipment Number.	
Final Shipment Indicator	Mandatory	1/1
	<p>“Y” or “N” required; defaults to blank.</p> <p>If a Shipment Number has been entered, the Final Shipment indicator will require a selection of ‘N’ or ‘Y’.</p>	
Transportation Account Code	Optional	4/4
Gross Weight	Optional	1/6
Transportation Control Number	Optional	17/17
	TCN must be 17 alphanumeric characters. The 16 <sup>th</sup> position must be alpha character and it cannot be an “I” or “O”.	
Cube	Optional	1/8
FOB Point Indicator	Optional	1/1
	Will be “S”, “D,” or “O”; defaults to “S.”	
Serial Shipping Container Code	Optional	1/18



Transportation Leg	Conditional	1/1
	System defaults to “1”	
Standard Carrier Alpha Code	Optional	2/4
Bill of Lading Number	Optional	1/30
	'Commercial' or 'Government' may be selected; defaults to 'Commercial'	
Secondary Transportation Tracking Number	Optional	1/30
Secondary Transportation Tracking Type	Conditional	2/2
	Mandatory if Secondary Transportation Number entered.	
Secondary Transportation Tracking Description	Conditional	1/30
	Mandatory if Secondary Transportation Tracking Type is “Other Unlisted Transportation Number”	
Transportation Method/Type	Optional	1/1
Currency Code	Mandatory	3/3
	Defaults to USD	
Document Total	Calculated	9.2

## 2.5 Transportation Later

Transportation Later applies to the Receiving Report portion of the COMBO and will follow the same workflow as Pack Later. During create, the Vendor can select the Submit Transportation Data Later Checkbox on the Header Tab and submit the document. If Source Acceptance, Inspector can inspect/accept the document at this time.

Vendor can access the document through the History folder's 'Add' link and can either add the Transportation Data to the document and submit, OR, the vendor can submit without Transportation Data.

### Transportation Method/Type Codes

Please refer to the Transportation Method/Type Code Table maintained under the "Lookup" tab on the WAWF web site to access the current list of codes.

## 2.6 Address Data Tab (Initiator)

The address data is pre-populated based upon the codes entered on the routing window. The data can be modified by the Originator.

**Address Data Tab**

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Payee Name 1	Mandatory	1/60
Payee Name 2	Optional	1/60
Payee Name 3	Optional	1/60
Activity Name 1	Mandatory	1/60
Activity Name 2	Optional	1/60
Activity Name 3	Optional	1/55
Address 1	Optional	1/55
Address 2	Optional	1/55
Address 3	Optional	1/55
Address 4	Optional	1/55
City	Optional	1/30
State	Optional	2/2
Zip Code	Optional	3/15
Country	Optional	3/3
Military Location Description	Optional	2/6

When entering Address data, WAWF will require the following Address combinations **if** a user attempts to modify pre-populated data:

- **For U. S. Addressing:** Activity Name and Payee Name are the minimum required to complete the Address. Other fields are optional.
- **For Non-U. S. Addressing:** Activity Name and Payee Name are the minimum required to complete the Address. Other fields are optional.
- **For U. S. Military Addressing:** Activity Name and Payee Name are the minimum required to complete the Address. Other fields are optional.

## 2.7 Mark For Tab

The Initiator is able to enter Mark For comments.

### Mark For Tab

Label	Entry Requirement	Size
Mark For Rep	Optional	1/2000
Mark For Secondary	Optional	1/2000

## 2.8 Comments Tab

The Initiator is able to enter document level comments.

### Comments Tab (Initiator)

Label	Entry Requirement	Size
Comments	Conditional	1/2000

## 2.9 Line Item Tab

Label	Entry Requirement	Size
<b>Document Level</b>		
Document Level AAI	Optional	6/6
Buyer and Seller	AAI must be six numeric characters. AAI entered at the Document Level will be displayed on to the Line Item Level.	
Document Level SDN	Optional	1/30
Buyer and Seller	SDN entered at the Document Level will be displayed on to the Line Item Level.	
Document Level ACRN	Optional	2/2
Buyer and Seller	ACRN entered at the Document Level will be displayed on to the Line Item Level.	
Document Level Special Package Markings / Special	Optional	1/1

Handling Requirements		
	Special Package Markings / Special Handling Requirements available for selection. Selected at the Document Level will be displayed on to the Line Item Level.	
Document Level Other Special Package Markings / Special Handling Requirements	Optional	1/80
	Entered at the Document Level will be displayed on to the Line Item Level.	
<b>Line Item Details</b>	Mandatory	
	At least one Line Item is required. 1-999 Line Items allowed per document	
Item No.	Mandatory	4/6
	Must be 4N, 4N2A, 1A3AN, the word "NONE" or "NONE"NN	
<b>Schedule Details</b>	Mandatory	
Product/Service ID	Mandatory	1/48
	If the Product/Service ID qualifier is "FS", the Product/Service ID must be 13 numeric characters in length. If the Product/Service ID qualifier is "N4" or "UK", the Product/Service ID must be numeric.	
Add Additional Product Service Data	Optional	1/15
	With FS – NSN: Add up to 15 Product/Service ID and Product /Service ID Qualifier codes Without FS – NSN: Add up to 14 Product/Service ID and Product /Service ID Qualifier codes	
Qty. Shipped	Mandatory	1/12
Unit of Measure	Mandatory	2/2

	Units of Measure Table can be found under the Display Units of Measure Table link under the Lookup Menu in WAWF.	
NSP	Optional	1
	Not Separately Priced – if checked	
Unit Price	Mandatory	1/19
	Must be 0-9 numeric characters with 2 decimals Permits 5 numbers to the right of the decimal	
Amount	System-Generated	
	Quantity multiplied by Unit Price.	
Project Code	Optional	3/3
	The Project Code is a data element used for the purpose of distinguishing requisitions and related documentation and shipments. No special characters allowed.	
Multiple Box Pack Indicator	Conditional	1/1
	Drop down selection. Default selection is N.	
PR Number	Conditional	1/30
GFE?	Conditional	1/1
	Government Furnished Equipment Drop down selector. Default selection is N	
Advice Code	Optional	1/1
	Drop down selection.	
Line Level Special Package Markings / Special Handling Requirements	Optional	1/1
	Special Package Markings / Special Handling Requirements available for selection.	
Line Level Other Special Package Markings / Special Handling Requirements	Optional	1/9
Type Designation Method	Conditional	1/1
	Drop down selection. Required when The Designation	

	Value is entered.	
Type Designation Value	Conditional	1/80
	Required when Type Designation Method is selected.	
Description	Mandatory	1/2000
	Requires description for the Line Item.	

## 2.10 Accounting Tab

Additional ACRNs can be added at the schedule level. Accounting information will be available for both the Buyer and Seller. The AAI and one ACRN are required fields on the schedule.

### Accounting Tab

Label	Entry Requirement	Size
AAI	Mandatory	1/6
	○ Multiple ACRNs are permitted	
SDN	Optional	
ACRN	Optional	2/2
	Multiple ACRNs are permitted	
Amount	Conditional	0.2/12.2
	○ Mandatory if ACRN is entered	

## 2.11 UID Tab

UID Tab is populated on Line Item (CLIN/SLIN/ELIN) page

The UID will not have any pedigree data. If UIDs are entered, the number of UIDs must equal to the Quantity Shipped on the Schedule.

### UID Tab (Initiator)

Label	Entry Requirement	Size
Add UID	Optional	
	Add link	

### 2.12 UID Detail Data

Label	Entry Requirement	Size
Add UID	Optional	1/50

### 2.13 MILSTRIP Tab

Milstrip Document Number can be added at the schedule level.

Label	Entry Requirement	Size
MILSTRIP No.	Optional	1/15
	Refers the entry of MILSTRIP Number	
MILSTRIP Qty.	Conditional	1/13
	Required if MILSTRIP Number provided. Must match Line Item Quantity	

### 2.14 Batch/Lot & Shelf Life Tab

Batch/Lot & Shelf Life can be added at the schedule level.

Label	Entry Requirement	Size
Add Manufacturer for Population of Lots OR CAGE/DUNS/DUNS+4	Optional	
	Add link	

Label	Entry Requirement	Size
Manufacturer OR CAGE/DUNS/DUNS+4	Mandatory	1/25
	Must be 5, 9 or 13 in length.	
Batch/Lot Number	Mandatory	1/20
Shelf Life Expiration Date	Optional	8/8
Quantity	Mandatory	1/8

## 2.15 Pack Tab

If the Pack Later option is not used, all units must be packed.

Label	Entry Requirement	Size
Pack Later	Optional	
	Checkbox. If checked, the Add button is removed.	
Add	Optional	
	Add Pack Data	
Package Type	Conditional	
	Drop down selection. Available after clicking the Add link.	
Package ID	Conditional	
	Available after clicking the Add link. If RFID: Must be 16, 24, 32, or 64 characters in length. must be only digits 0-9 and letters A-F	
Pack CLIN	Conditional	
	Available after Saving Package information.	

## 2.16 CLIN/SLIN Data

The Originator will pack their line items by schedule or UID.

Label	Entry Requirement	Size
Add	Conditional	
	Pack Later checkbox must be unchecked to use this option.	
Package Id	Mandatory	
	Drop down selection of Package IDs entered in previous screen.	
Quantity Packed	Mandatory	1/16
	Cannot be greater than the Qty. Shipped.	



## 2.17 Attachments Tab

Label	Entry Requirement	Size
Browse	Optional	
	Button	
Upload	Conditional	6MB
	Must select file in Browse, prior to clicking this button.	
View Attachment	Conditional	
	Link is visible after uploading file.	
Delete Attachment	Conditional	
	Link is visible after uploading file.	

## 2.18 Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission.

This information on the Preview Document Tab is read-only.

## 2.19 Document Submission

Once the Vendor is satisfied with the document they may submit the document. Upon successful submission, the Vendor is presented with a “success” message. The system will generate email to the Vendor and Inspector/Acceptor upon submission of the document.

## 2.20 Status

Following submission, the status is “Submitted.

- Every CLIN on the document must be accounted for on the Pack tab.
- Total quantities for each CLIN must be accounted for on the Pack tab.
- Every UID on the document must be accounted for on the Pack tab. A UID can only be placed under its own CLIN.

## 2.21 XML Create

The IGT Receiving Report may be created using the XML as the basis for submitting the required data.

## 3 Document Receipt

The IGT Receiver can receive the entire document or reject it back to the IGT Originator. Once a document has been received, it cannot be recalled.

### 3.1 Header Tab

#### Header Tab (Receipt)

Label	Entry Requirement	Size
Received	Conditional	1/1
Reject to Initiator	Conditional	1/1
	Comments are mandatory upon rejection	
Date Received	Conditional	10/10
	Mandatory upon acceptance. Not allowed upon rejection	
Signature	Conditional	1/64
	<b>Mandatory upon acceptance. Not allowed upon rejection</b>	

### 3.2 Line Item Tab

The IGT Receiver can view all their line item data on the Line Item tab.

### 3.3 Address Tab

The information on the Addresses Tab is read-only.

### 3.4 Misc. Info Tab

The IGT Receiver can view the document history, add attachments, and add comments on the Misc. Info tab.

#### Misc. Info Tab (Inspection)

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Comments	Conditional	1/2000
	Mandatory for reduced amount or rejection.	
Attachment	Optional	6MB

### **3.5 Preview Document Tab**

The Preview Document Tab provides a view of the entire document before submission.

This information on the Preview Document Tab is read-only.

### **3.6 Extracts**

Standard Extracts are used to provide all available information regarding a document in WAWF to an external system.

Standard Extracts will be sent for certain workflow actions based on the Receiver Location Code, Requesting Activity View Only Location Code, Seller AAI, or Buyer AAI on the document. This is configurable and will be set up by the SAM depending on the requirements of the receiving system.

A Standard Extract will always be sent to IPP upon receipt of an IGT document.

#### **3.6.1 Standard Shipment Extract**

The Standard Shipment extract is sent once a document has been submitted and all Pack and Transportation data has been added. There are three types of Standard Shipment extracts:

- Standard Shipment (Std\_Ship)
  - This is sent to a location who has not yet received a Standard Shipment extract for the document.
- Standard Shipment Correction (Std\_Ship\_Cor)
  - This is sent upon resubmission of the document when the location receiving the extract has not changed on the document. It acts as a correction to the extract sent upon original submission.
- Standard Shipment Reversal (Std\_Ship\_Rvsal)
  - This acts as a cancellation notice for an extract previously sent

- A Reversal is sent upon resubmission of a document to a location if the location has been removed from the document and had previously received a Standard Shipment extract.
- A Reversal is sent if a document is voided and a location had received a prior Standard Shipment.

### **3.6.2 Standard Receipt Extract**

The Standard Receipt extract is sent once a document has been received. There is one type of Standard Receipt extract:

- Standard Receipt (Std\_Rcpt)
  - This is sent to a location once a document has been received.

For each Standard Shipment and Standard Receipt extract, there are three possible subtypes:

- Workflow: This is sent to those systems that will perform the receipt action against a document in that external system and report that receipt action back to WAWF.
- Informational: This indicates the extract is for informational purposes only and no action is required.
- Accounting: This indicates the extract is being sent to an accounting system based on the Buying or Selling AAI.