Create Mircro-Purchase RR – WAWF

1) Click on Create Micro-Purchase RR

2) Click drop down arrow under "Ship to Code", select DODACC

3) Click drop down arrow next to Inspection and select appropriate block

4) Click drop down arrow next to Acceptance and select appropriate block

5) Click "Continue"

6) Fill in Issue Date (Date Supercard Purchase was Authorized)

7) Fill in Issue by DODAAC box (2nd box to the right from Issue Date)

8) Fill in Inspect by DODAAC box (3rd box to the right from Issue Date)

9) Click "Continue" and fill out tabs from Left to Right as Needed

Header Tab

1) Fill in Vendor Identifier Block (List Vendor Name)

2) Fill in Vendor Transaction Number (There is no standard #. Could be the invoice number, Order # etc.)

3) Fill in Card Issuing Bank Identifier (A good # to use is the reference # from the Access Bank Statement at the end of the billing cycle).

4) Filled in Amount Billed Block (Amount GPC was charged from Invoice)

5) Fill in Shipment No. block (There is no mandatory number to use that we know off. You can use a shipping # from the vendor or an internal organization # etc.)

6) Fill in Shipment Date block

7) Click on Final Shipment block (Select Y or N)

**At this point, if there are other blocks the Acceptor/Inspector needs to fill out, do so as necessary.

Address Tab

*Fill out appropriate address info if not already input into WAWF

Mark For Tab

*Fill out appropriate info if instructions are required

Comments Tab

*Fill out appropriate info if comments are needed / required

Line Item Tab

1) Click on actions tab.

2) Under Add CLIN/SLIN/ELIN - Fill out all appropriate blocks. There must be at least one CLIN. If GPC Purchase, number sequentially as needed, i.e. 0001, etc.

3) Save CLIN/SLIN/ELIN

Once all CLIN/SLIN/ELIN have been entered and saved, click on the **"Header Tab".

Once back at the Header Tab, click Create Document"

Once **Document has been Created, Click on the Print Icon (this will allow you to save an electronic copy of file) When the **dialogue box** appears, **name the PDF file** what you need to and **specify the location** you want it saved to.

**Once you save the document, Click the Submit button.

**Go to the Access Acceptance Folder

- Click on appropriate DODAAC and click SUBMIT
- Click on Shipment # - Should be highlighted in blue and process like a WAWF normal receiving report