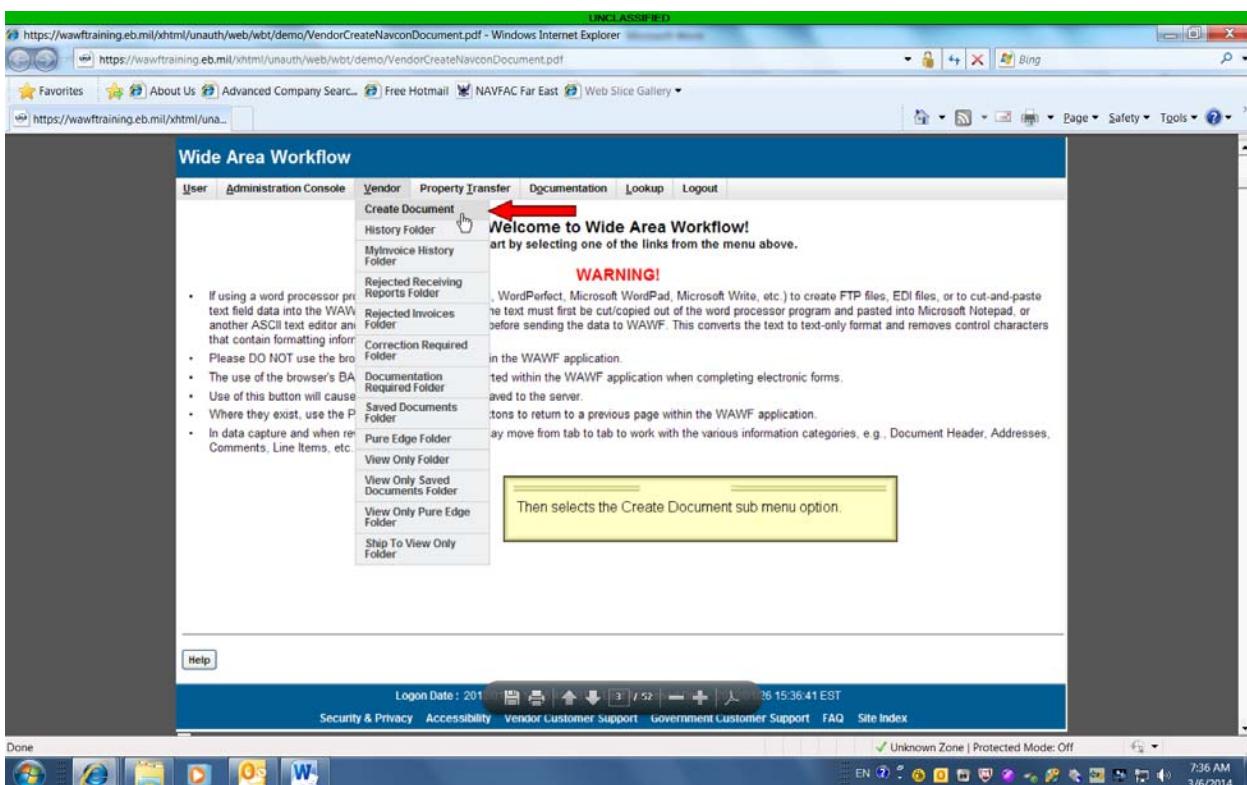


アメリカ海軍の請求書の作成方法の手引きです。



Vendor をクリックしてメニューの中から Create Document を選んでクリックします。

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Wide Area Workflow

User Administration Console Vendor Property Transfer Documentation Lookup Logout

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. * Contractual? * Contract Number Type Contract Number * Delivery Order

493R2/0763529471 Y

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with Delivery Order begins with Issue/Submitted Date Issue/Submitted Date End Populate From

EDAWAWF

[+] Advanced Search Criteria for WAWF

NOTE: You must either enter a Contract Number or select one from the search results.

The Vendor can create a WAWF document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number.

Populate CLINs Next Reset Help

Logon Date: 2012/01/26 15:36:40 EST Last Accessed Date: 2012/01/26 15:37:43 EST

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index

Done

Unknown Zone | Protected Mode: Off

EN 7:48 AM 3/6/2014

CAGE のドロップダウンメニューから御社の CAGE コードを選んで、契約番号や Delivery Order を入力することによってその仕事の請求書が作成できます。*印が必須項目です。

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Wide Area Workflow

User Administration Console Vendor Property Transfer Documentation Lookup Logout

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. * Contractual? * Contract Number Type Contract Number * Delivery Order

493R2/0763529471 Y

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with Delivery Order begins with Issue/Submitted Date Issue/Submitted Date End Populate From

EDAWAWF

[+] Advanced Search Criteria for WAWF

NOTE: You must either enter a Contract Number or select one from the search results.

To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown list and click on the "EDA" link.

The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.

Populate CLINs Next Reset Help

Logon Date: 2012/01/26 15:36:40 EST Last Accessed Date: 2012/01/26 15:40:08 EST

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index

Done

Unknown Zone | Protected Mode: Off

EN 7:49 AM 3/6/2014

EDA から契約番号や Delivery Order 番号のリストを持ってくるのであれば、CAGE コードのドロップダウンメニューから御社の Cage Code を選んで契約番号など検索の条件を入れて EDA をクリックすると表示されます。

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Wide Area Workflow

User Administration Console Vendor Property Transfer Documentation Lookup Logout

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
493R2/076352947//	Y	Other Agreement	N60951A928NO2	DEL852KL888W

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with Delivery Order begins with Issue/Submitted Date Issue/Submitted Date End Populate From

EDAF WAWF

[+] Advanced Search Criteria for WAWF

NOTE: You must either enter a Contract Number or a Delivery Order.

Once the required fields are entered, click the Next button to continue. The Populate CLINs button can also be clicked to get a list of all available CLINs from EDA. Note: The Delivery Order field is optional in WAWF, however it may be required by your contract.

Populate CLINs Next Reset Help

Logon Date: 2012/01/26 15:36:40 EST Last Accessed Date: 2012/01/26 15:37:43 EST

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index

Delivery Order 番号は必須項目ではありませんが、Delivery Order の支払いの時は入力が必要です。Populate CLINs をクリックすると EDA から CLIN の一覧を見る事ができます。必須項目が入力できましたら Next をクリックします。

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Wide Area Workflow

User Administration Console Vendor Property Transfer Documentation Lookup Logout

Vendor - Create Document

Contract >> Pay DoDAA

INFO: The contract data is not available in DoD EDA.

INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		Other Agreement	N60951A928NO2	DEL852KL888W	493R2	076352947			N60951

* = Required Fields

The Pay DoDAA will be pre-populated from the EDA system if the contract number exists in the EDA system.

The Vendor has the option to use the pre-populated Pay DoDAA or enter a Pay DoDAA that is not in the EDA system.

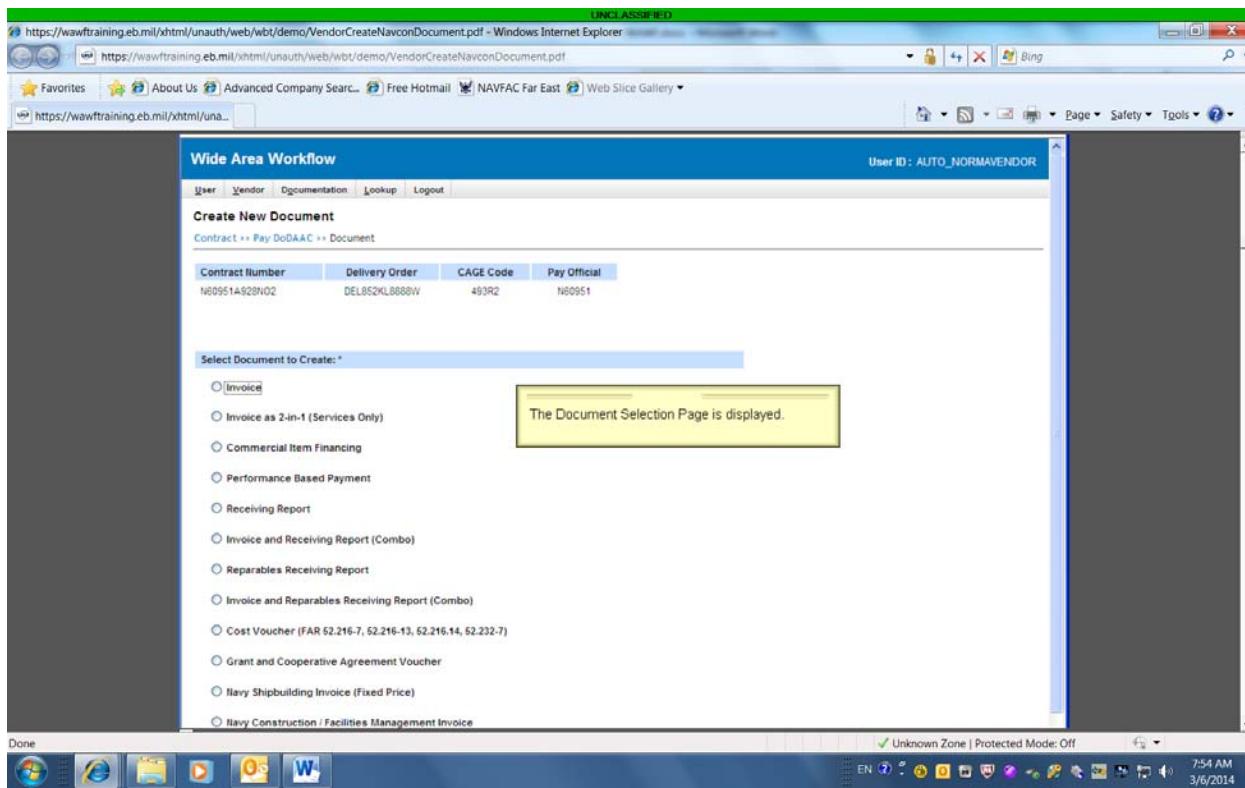
Click the Next button to continue creating a document.

Next Previous Reset Help

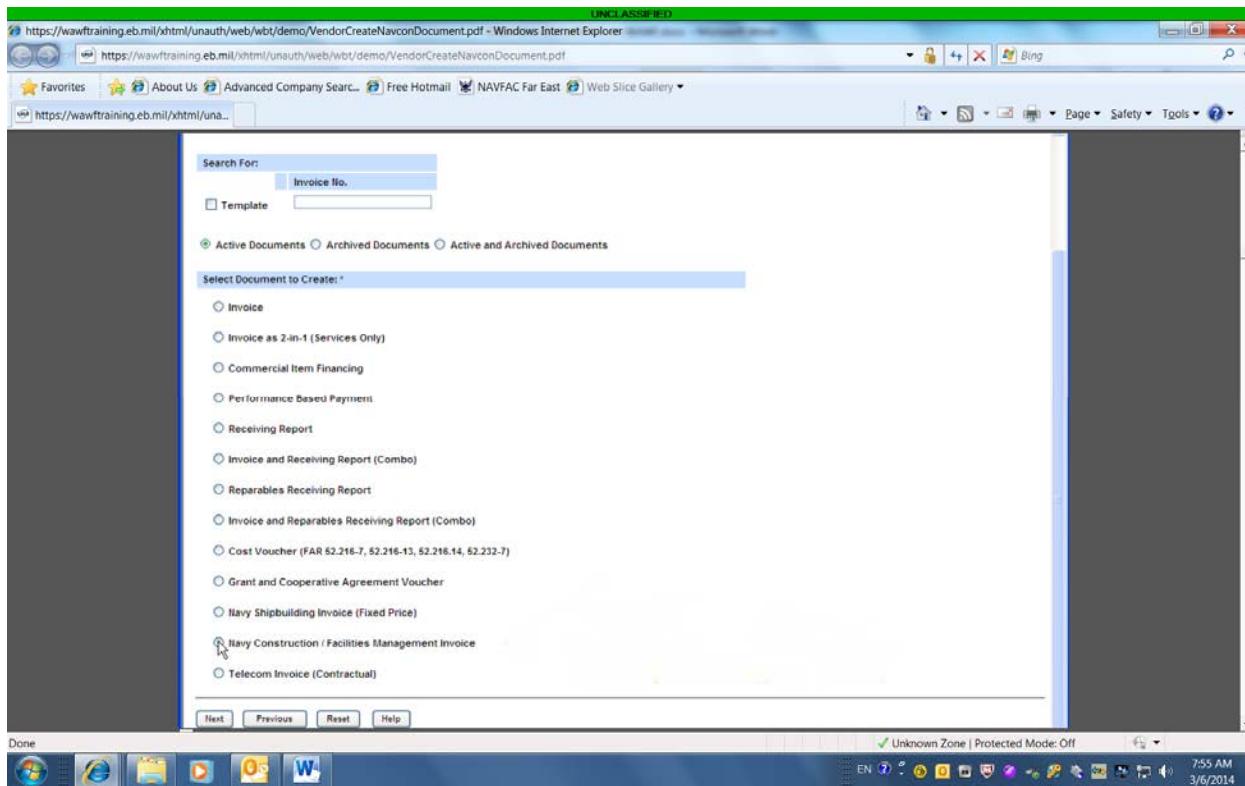
Logon Date: 2012/01/26 15:36:40 EST Last Accessed Date: 2012/01/26 15:39:08 EST

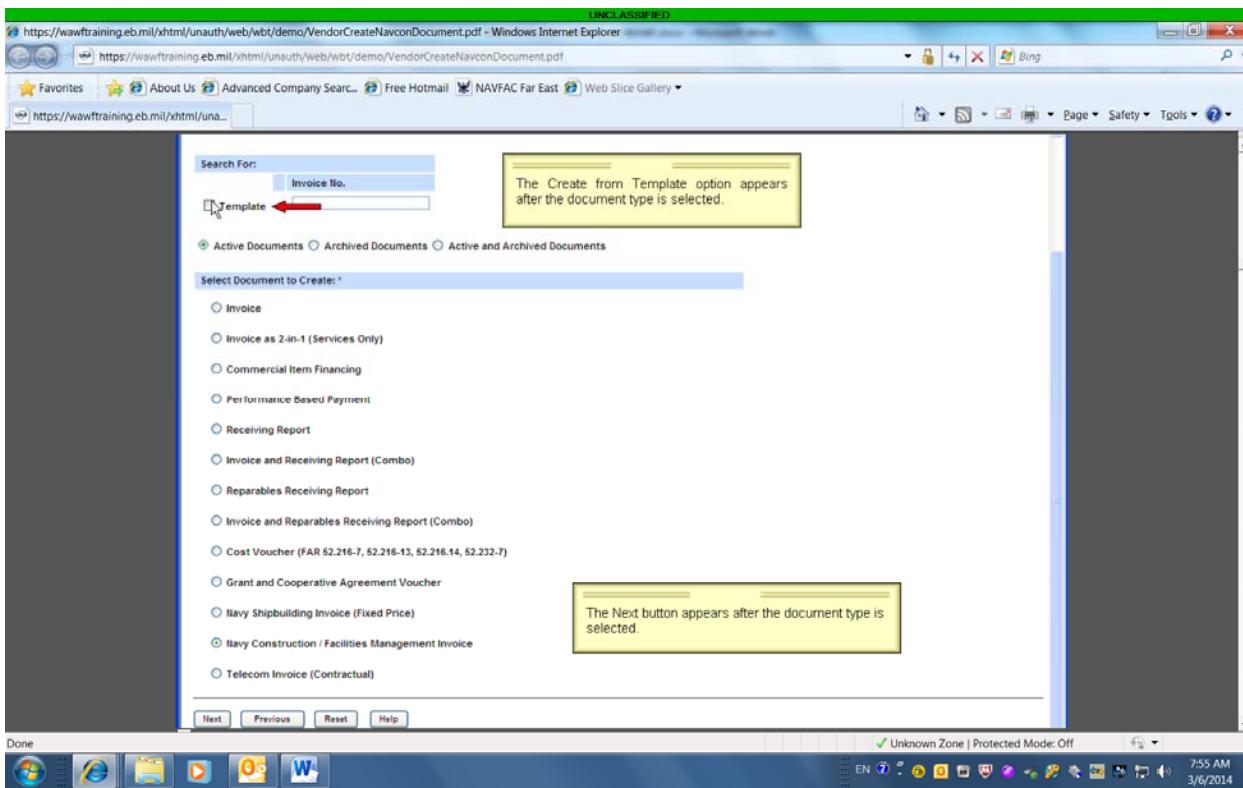
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index

支払い事務所の番号(Pay Official)が、契約番号が EDA にあると自動的に表示されます。EDA ない場合は出てきませんので、入力してください。海軍の場合は、HQ0721 です。先に進むのに Next をクリックします。

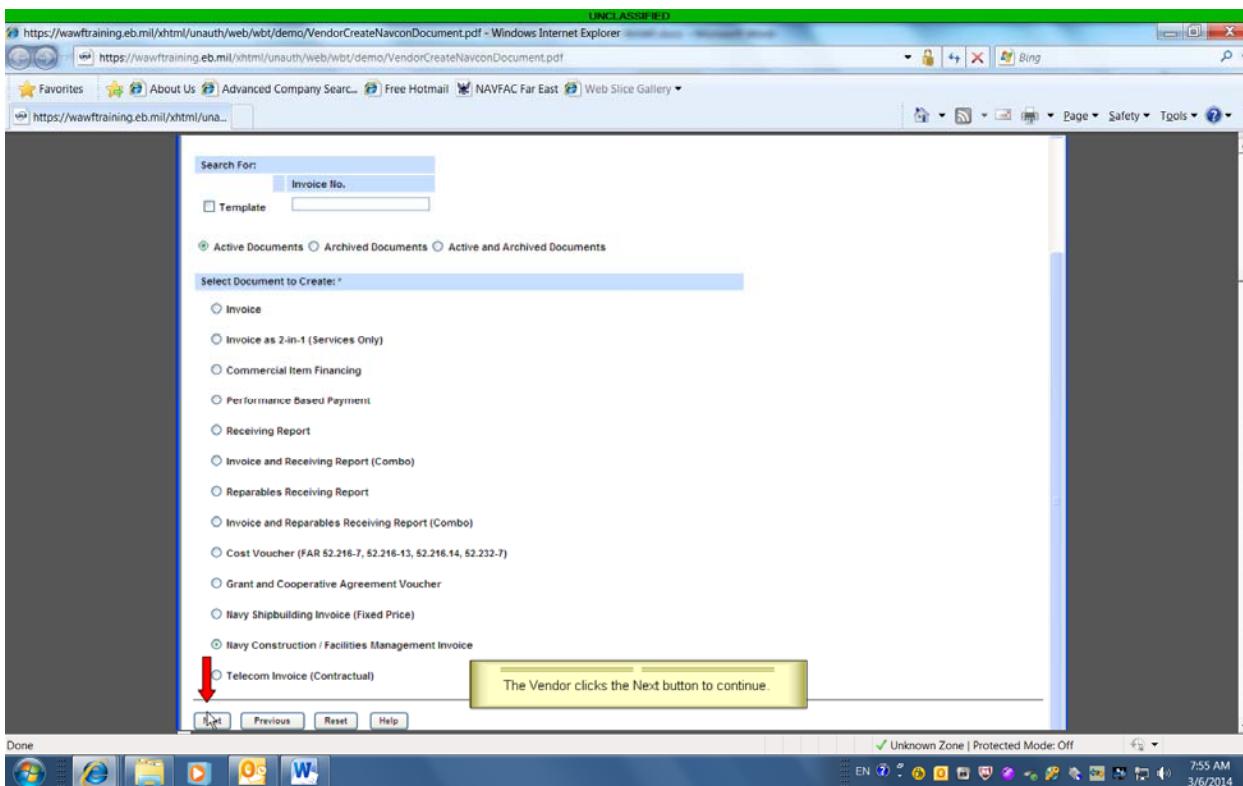


書類の種類を選ぶページが表示されます。





以前に同じ契約の請求書を作成したことがあれば、Template をクリックすると以前の書式がでてきますので、それを使用することができます。



Document type を選ぶと Next ボタンが出るので、Next をクリックして先に進みます。

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User ID: AUTO_NORMAVENDOR

Wide Area Workflow

Vendor - Navy Construction / Facilities Management Invoice

Contract >> Pay DoDAAAC >> Document >> Routing

Contract Number	Delivery Order	CAGE Code/Ext.	Pay DoDAAAC
N60951A928N02	DEL852KL8888W	493R2	N60951

Issue Date Issue By DoDAAAC Admin DoDAAAC * Inspect By DoDAAAC // Extension

AcceptBy DoDAAAC * / Extension LPO DoDAAAC * / Extension

The Routing page is displayed. The following Routing Location Codes are mandatory for Navy Construction / Facilities Management Invoice.

- Admin DoDAAAC
- InspectBy DoDAAAC
- AcceptBy DoDAAAC
- LPO DoDAAAC

Next Previous Reset Help

Logon Date : Last Accessed Date : 2010/11/13 12:49:50 EST Site Index FAQ Customer Support Accessibility Security & Privacy

請求書の転送順のページが表示されます。Admin DoDAAAC, Inspect By DoDAAAC, Accept By DoDAAAC, LPO DoDAAAC は必須項目です。

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User ID: AUTO_NORMAVENDOR

Wide Area Workflow

Vendor - Navy Construction / Facilities Management Invoice

Contract >> Pay DoDAAAC >> Document >> Routing

Contract Number	Delivery Order	CAGE Code/Ext.	Pay DoDAAAC
N60951A928N02	DEL852KL8888W	493R2	N60951

Issue Date Issue By DoDAAAC Admin DoDAAAC * Inspect By DoDAAAC // Extension

AcceptBy DoDAAAC * / Extension LPO DoDAAAC * / Extension

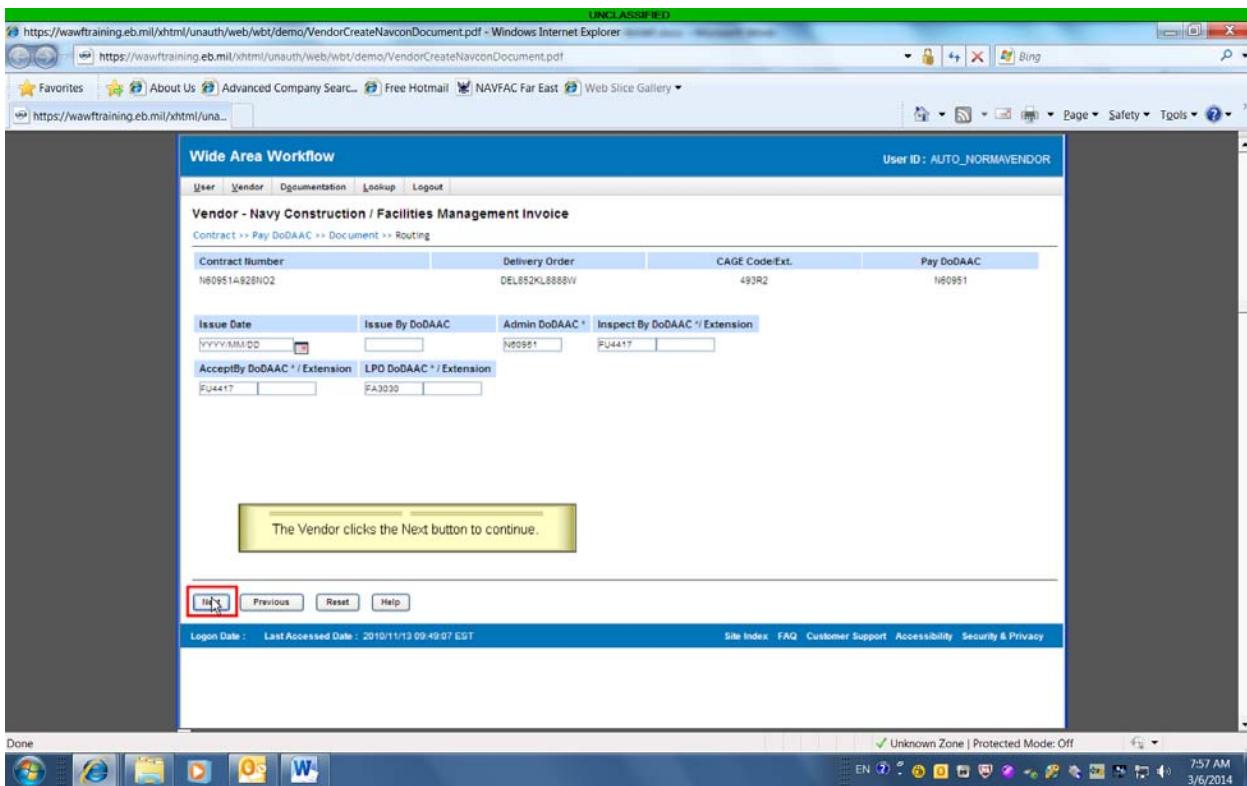
The Vendor enters the Routing Code information.

WAWF routes documents electronically using the location codes so make sure the information is correct according to the latest contract information. In some cases your contract may require you to complete one or more of the optional location code fields. If needed, ask your contracting officer for clarification.

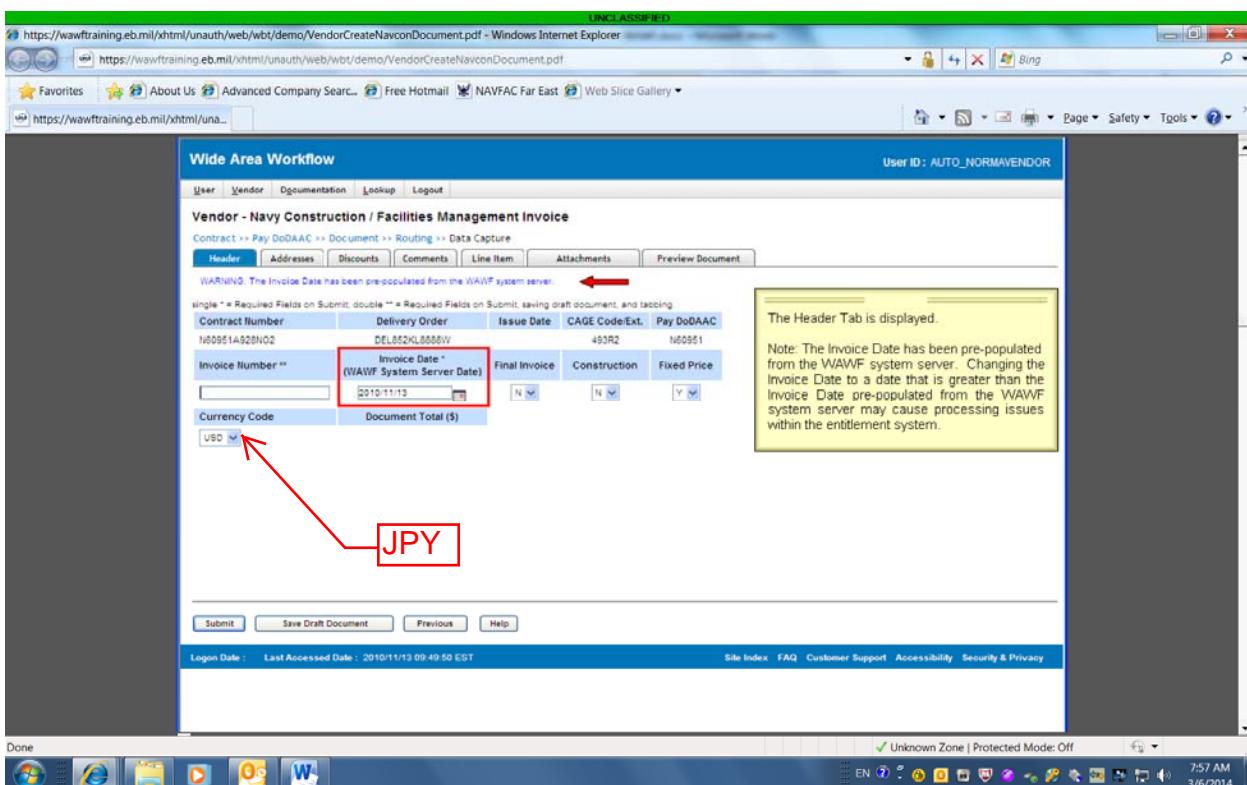
Next Previous Reset Help

Logon Date : Last Accessed Date : 2010/11/13 09:49:07 EST Site Index FAQ Customer Support Accessibility Security & Privacy

WAWF では、請求書をロケーションコードを使って電子的に回しますので、最新の契約情報に基づいて情報が正しいか確認してください 厚木=ATSUGI, バトラー=BUTLER, 岩国=IWAKUNI, カデナ=KADENA, 三沢=MISAWA, 佐世保=SASEBO, 横須賀=YOKO, チンヘイ=CHNHAE



ロケーションコードが入りましたら、Next をクリックして先に進みます。



Header タブが表示されます。

請求書の日付は、システムから自動で表示CCされます。日付を表示された日より先にするとプロセス上問題がでます。Currency CodeはJPYを選択してください

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User ID: AUTO_NORMAVENDOR

Wide Area Workflow

User Vendor Documentation Lookup Logout

Vendor - Navy Construction / Facilities Management Invoice

Contract > Pay DoDAAAC > Document > Routing > Data Capture

Header Addresses Discounts Comments Line Item Attachments Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single = Required Fields on Submit; double = Required Fields on Submit; saving draft document; and tabbing

Contract Number	Delivery Order	Issue Date	CAGE Code/Ext.	Pay DoDAAAC
N60951A928N02	DEL052KL05588W	493R2	493R2	N60951

Invoice Number ** (WAWF System Server Date)

Invoice Date *	Final Invoice	Construction	Fixed Price
2010/11/13	N	N	Y

Currency Code Document Total (\$)

USD

Select 'Y' or 'N' from the three respective dropdown boxes for Final Invoice, Construction & Fixed Price.

Submit Save Draft Document Previous Help

Login Date: Last Accessed Date: 2010/11/13 09:49:50 EST Site Index FAQ Customer Support Accessibility Security & Privacy

Done

Unknown Zone | Protected Mode: Off

EN 7:57 AM 3/6/2014

Final Invoice (最終請求) , Construction (建設工事契約) , Fixed Price (定額契約) に対しそれぞれ Y (Yes) か N (No) を選びます。

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User ID: AUTO_NORMAVENDOR

Wide Area Workflow

User Vendor Documentation Lookup Logout

Vendor - Navy Construction / Facilities Management Invoice

Contract > Pay DoDAAAC > Document > Routing > Data Capture

Header Addresses Discounts Comments Line Item Attachments Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single = Required Fields on Submit; double = Required Fields on Submit; saving draft document; and tabbing

Contract Number	Delivery Order	Issue Date	CAGE Code/Ext.	Pay DoDAAAC
N60951A928N02	DEL052KL05588W	493R2	493R2	N60951

Invoice Number ** (WAWF System Server Date)

Invoice Date *	Final Invoice	Construction	Fixed Price
2010/11/13	N	N	Y

Currency Code Document Total (\$)

USD

The Invoice Number is mandatory.
The Vendor enters the Invoice Number before continuing.

Submit Save Draft Document Previous Help

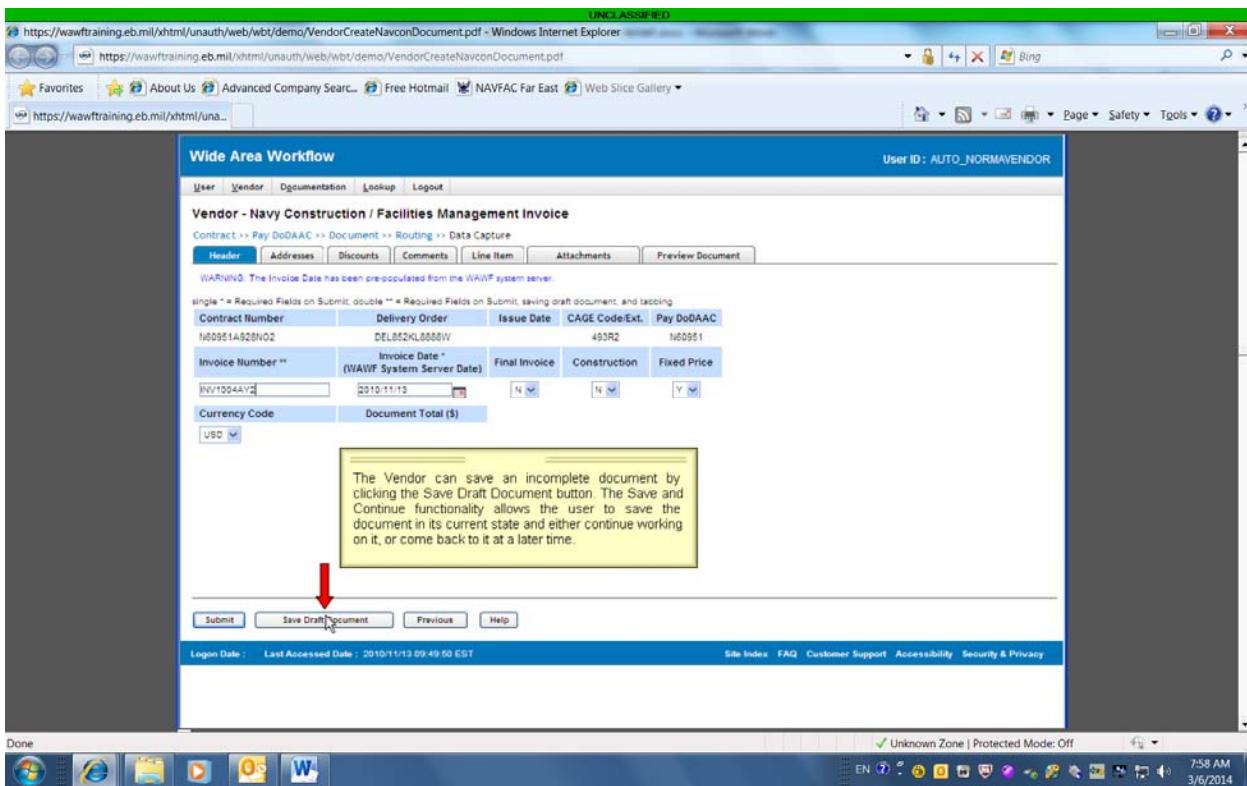
Login Date: Last Accessed Date: 2010/11/13 09:49:50 EST Site Index FAQ Customer Support Accessibility Security & Privacy

Done

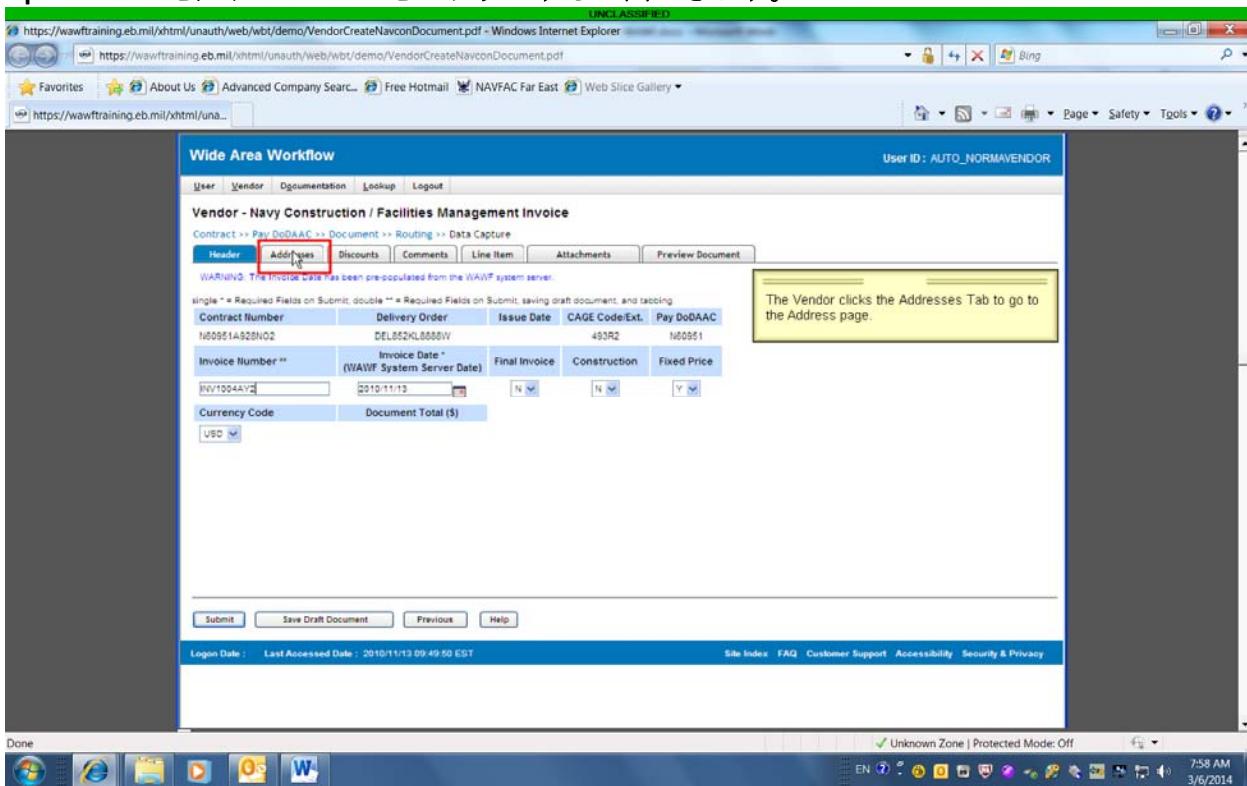
Unknown Zone | Protected Mode: Off

EN 7:58 AM 3/6/2014

請求番号(例: 1st partial payment)は必須です。先に進む前に請求番号を入れてください。



Save Draft Document ボタンを押す事によって、未完成の請求書を保存できます。Save and Continue の機能は、現在の状態で請求書を保存しつつ作業を続けるか、または後から作業することができる機能です。保存したものに再度アクセスするには、上部のメニューバーの Vendor から、Save Documents Folder をクリックし、出てきた検索画面で御社の CAGE コードを選び、Type Document を All Documents にして、Create / Update Date を入れて Submit をクリックすると出てきます。



Addresses のタブをクリックしてアドレスのページに行きます。

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Wide Area Workflow

User Vendor Documentation Lookup Logout

User ID : AUTO_NORMAVENDOR

Vendor - Navy Construction / Facilities Management Invoice

Contract > Pay DoDACC > Document > Routing > Data Capture

Header Addresses Discounts Comments Line Item Attachments Preview Document

WARNING: The Invoice Data has been pre-populated from the WAWF system server.

Payee Ext: 493R2

Payee Name 1: COMERICA INCORPORATED

Payee Name 2:

Payee Name 3:

Address 1: 1711 MAIN ST

Address 2:

Address 3:

Address 4:

City: DALLAS

State: TX

Zip Code: 752014612

Country: USA

Enter Payee City

Military Location Description:

Administered By DoDACC: N60951

Activity Name 1: DEFENSE FINANCE AND ACCOUNTING SERV

Activity Name 2:

Activity Name 3:

Address 1: CLEVELAND-NORFOLK ACCOUNTS PAYABLE

Address 2: 1240 E 9TH ST 5B39 ACCTS PAYABLE

Address 3:

If you want to specify a particular room or building number, which may not be pulled from these systems, you can make that change on this screen.

Please remember that any change you make on the form only applies to the form you are creating and does not apply to future forms you may create. If permanent changes are needed, you will need to get that address information corrected permanently.

No matter what entries are made there must be at least a name of the organization/agency (the Payee Name 1 field).

Done

Unknown Zone | Protected Mode: Off

EN 7:59 AM 3/6/2014

請求書の転送順ロケーションコードを元にそれぞれの住所を自動で表示します。

CAGE コードの情報は SAM の CCR から DoDACC の情報は DAAS から持ってきてています。もし住所が正しくないようでしたら、米軍担当者が EB POC に正しい情報に直すように知らせてください。

ルーム番号やビル番号を明記したい場合はスクリーン上でできますが、現在作成している請求書のみで次回の請求書には反映されません。永久的に変更するのであれば住所の登録自体を変更する必要があります。

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Wide Area Workflow

User Vendor Documentation Lookup Logout

User ID : AUTO_NORMAVENDOR

Vendor - Navy Construction / Facilities Management Invoice

Contract > Pay DoDACC > Document > Routing > Data Capture

Header Addresses Discounts Comments Line Item Attachments Preview Document

WARNING: The Invoice Data has been pre-populated from the WAWF system server.

Initiator Comments

The Comments page allows the Vendor to enter Navy Construction / Facilities Management Invoice comments.

NOTE: If the Construction/Facilities Management Invoice is being submitted after a previous "final" Invoice, you are required to fill out the Comments page

Submit Save Draft Document Help

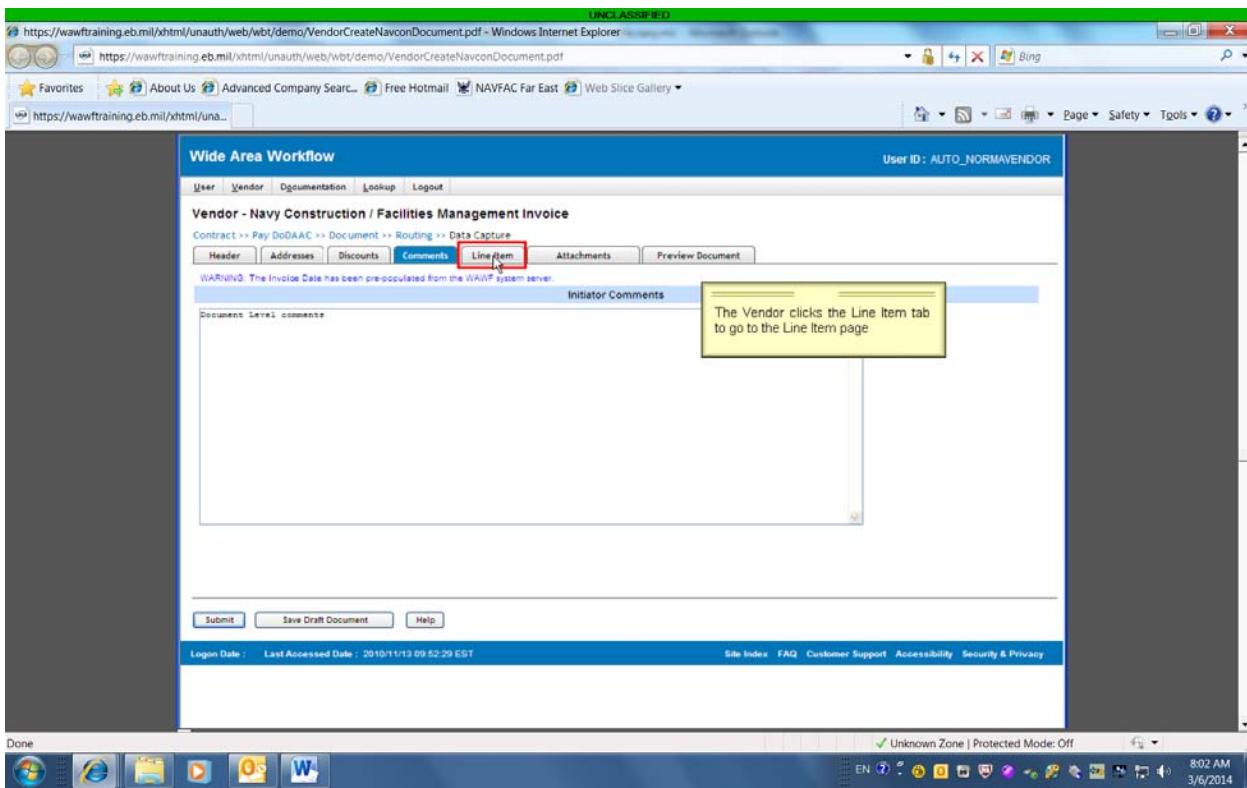
Login Date : Last Assessed Date : 2010/11/13 09:52:29 EST

Site Index FAQ Customer Support Accessibility Security & Privacy

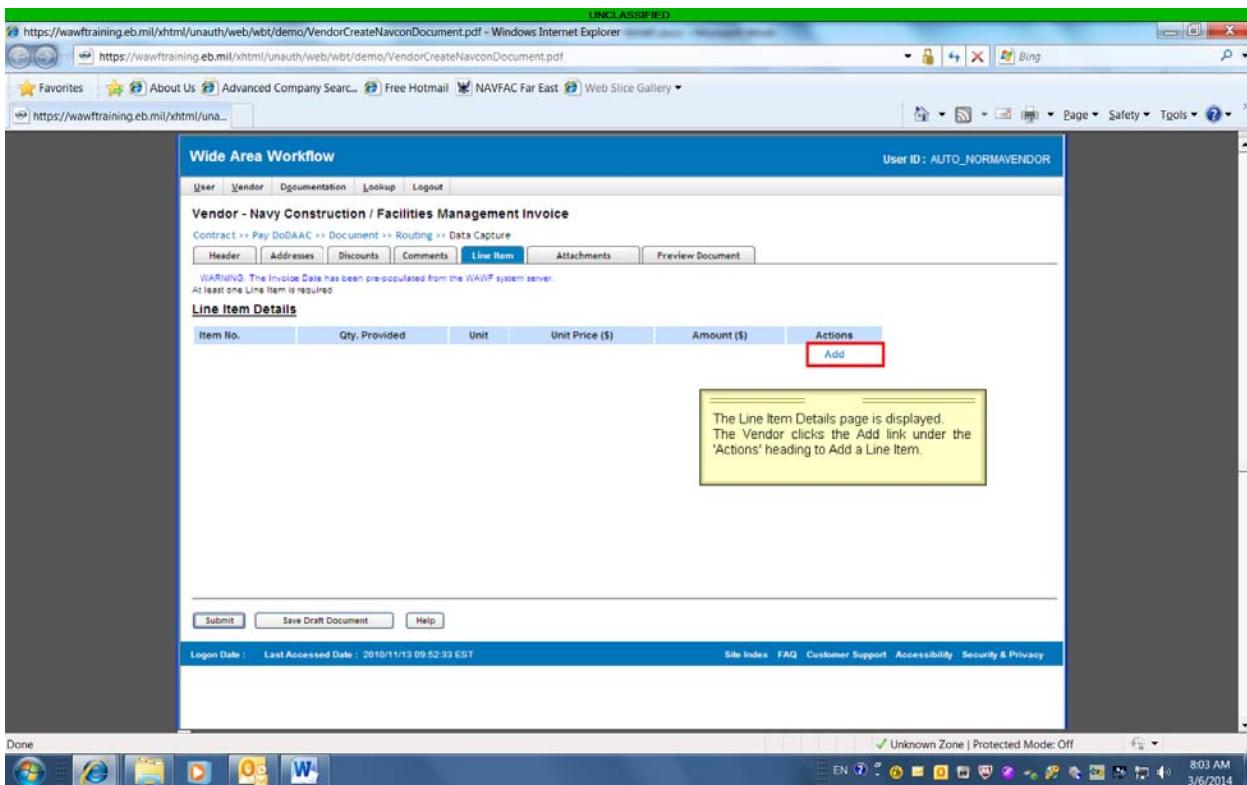
Unknown Zone | Protected Mode: Off

EN 8:01 AM 3/6/2014

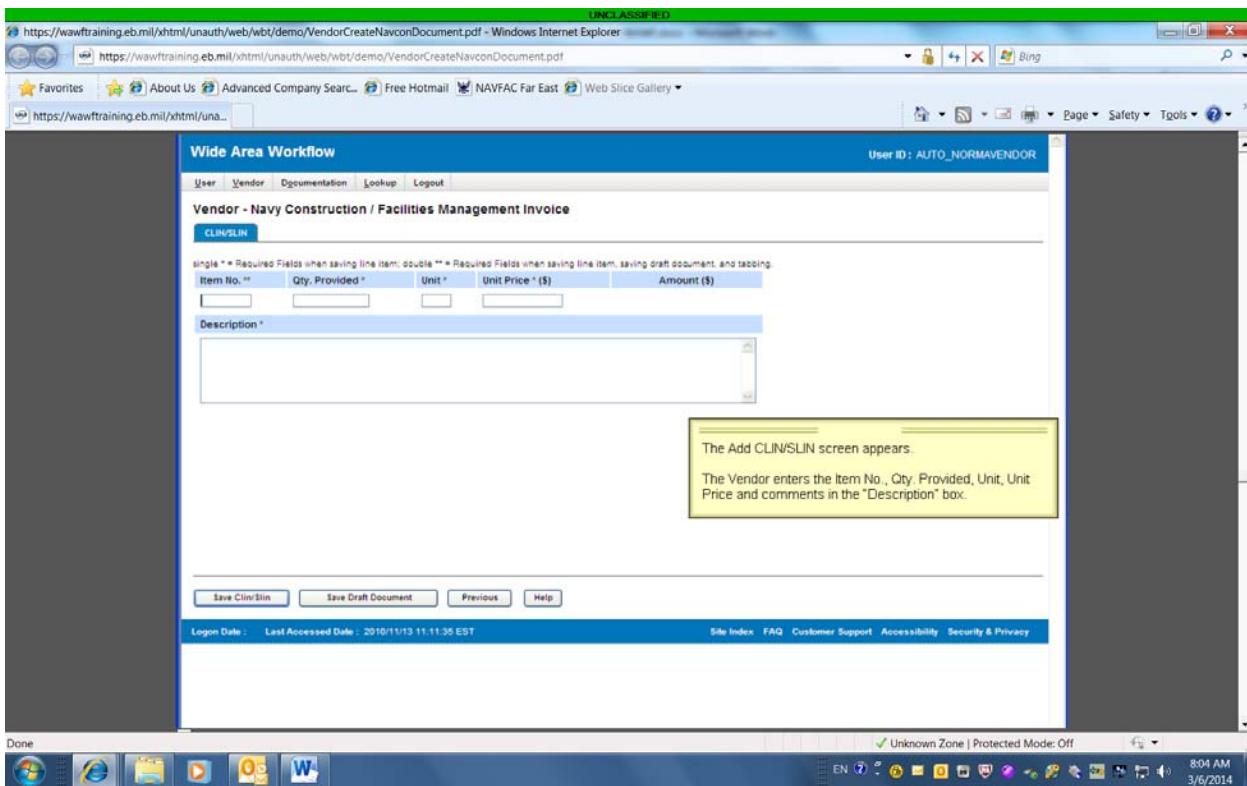
Final Invoice を提出した後に請求書を出す場合は、Comment のタブをクリックしてコメントのページに行き説明する必要があります。



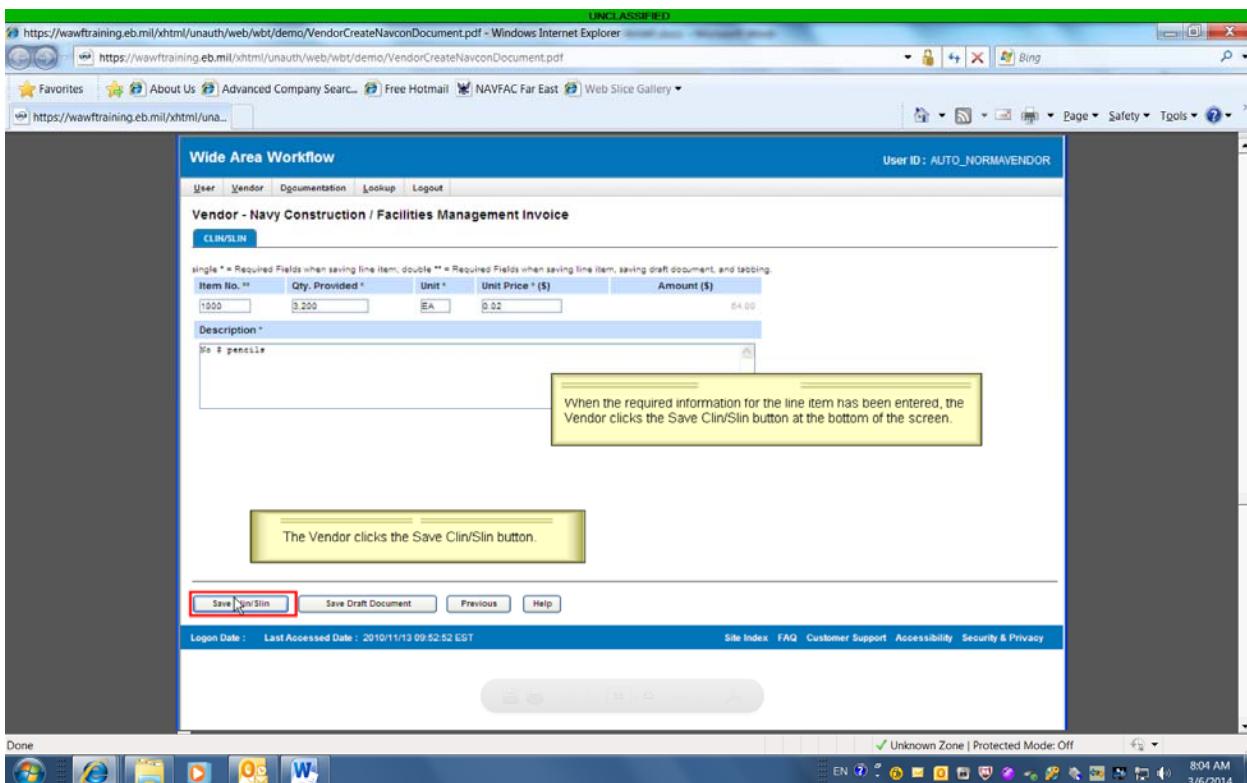
Line Item のタブをクリックして Line Item のページに行きます。



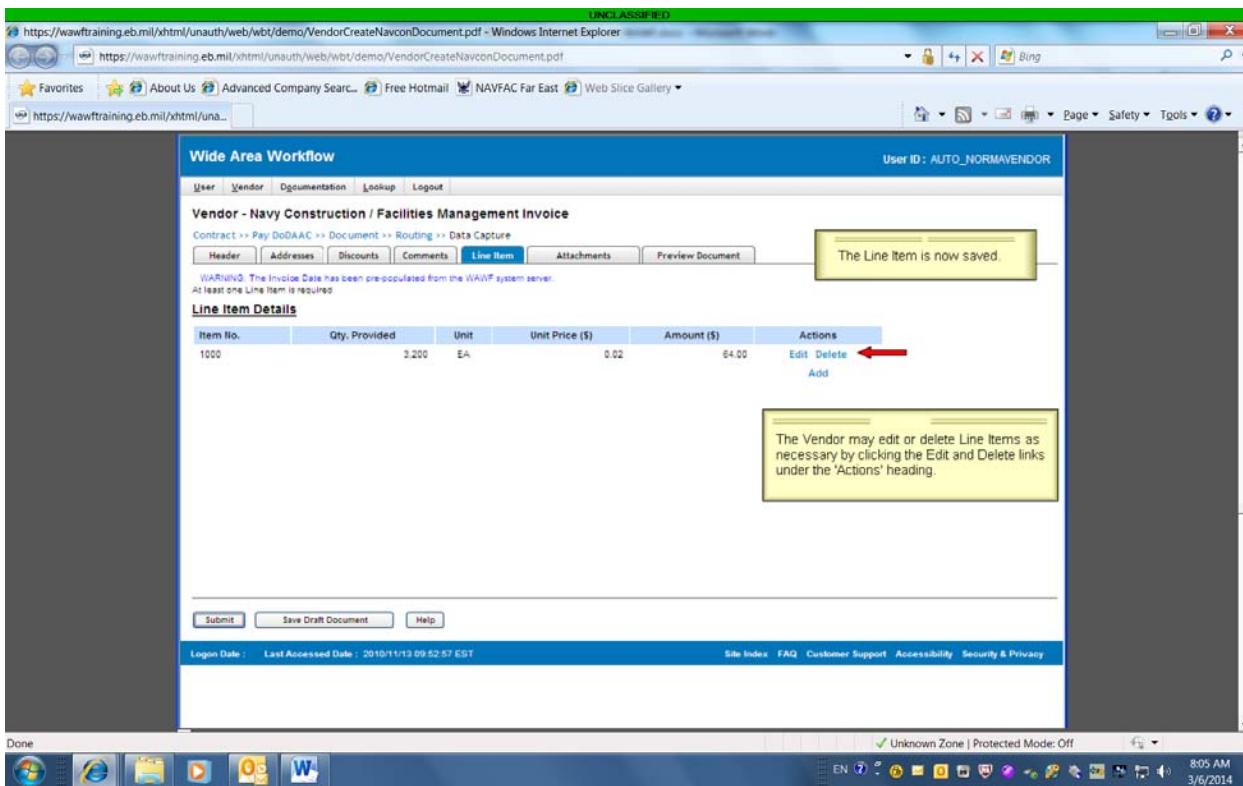
Line Item Details のページが表示されますので、Actions の下の Add をクリックします。



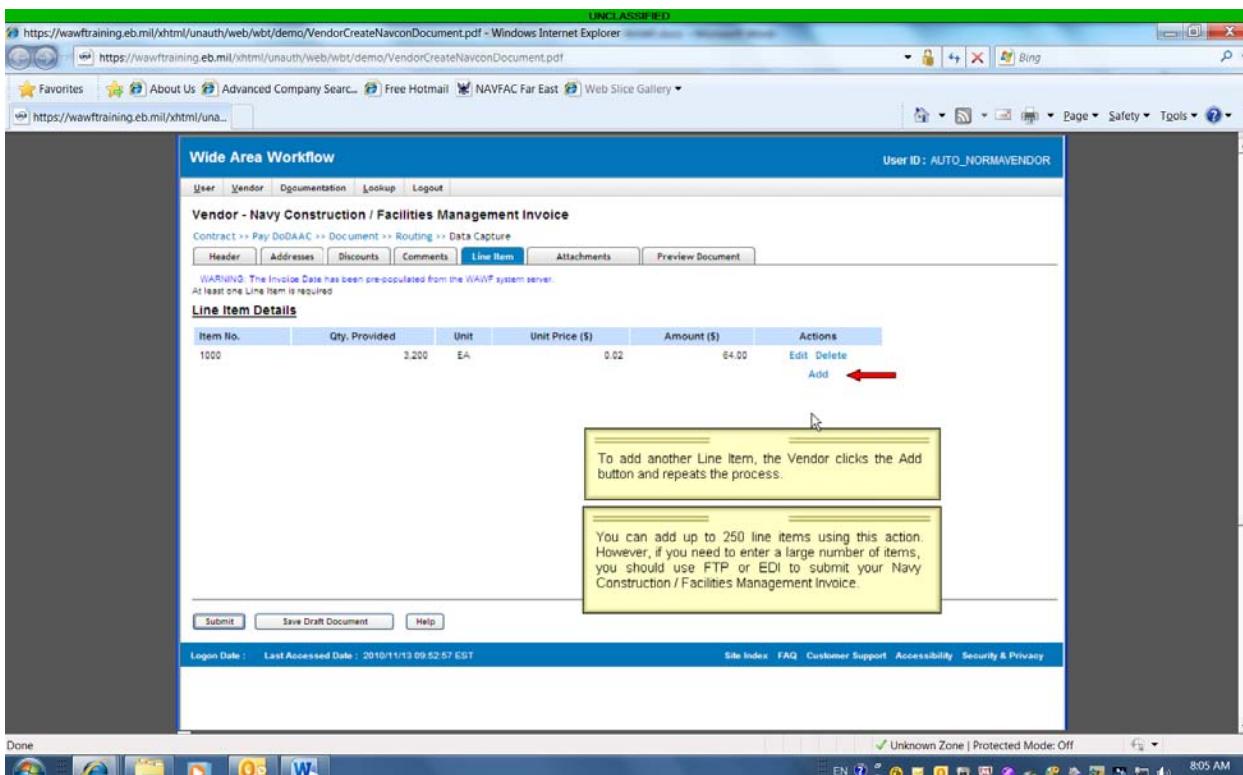
CLIN/SLIN のスクリーンが出ます。Item No., Qty. Provided, Unit, Unit Price, Description を入力します。



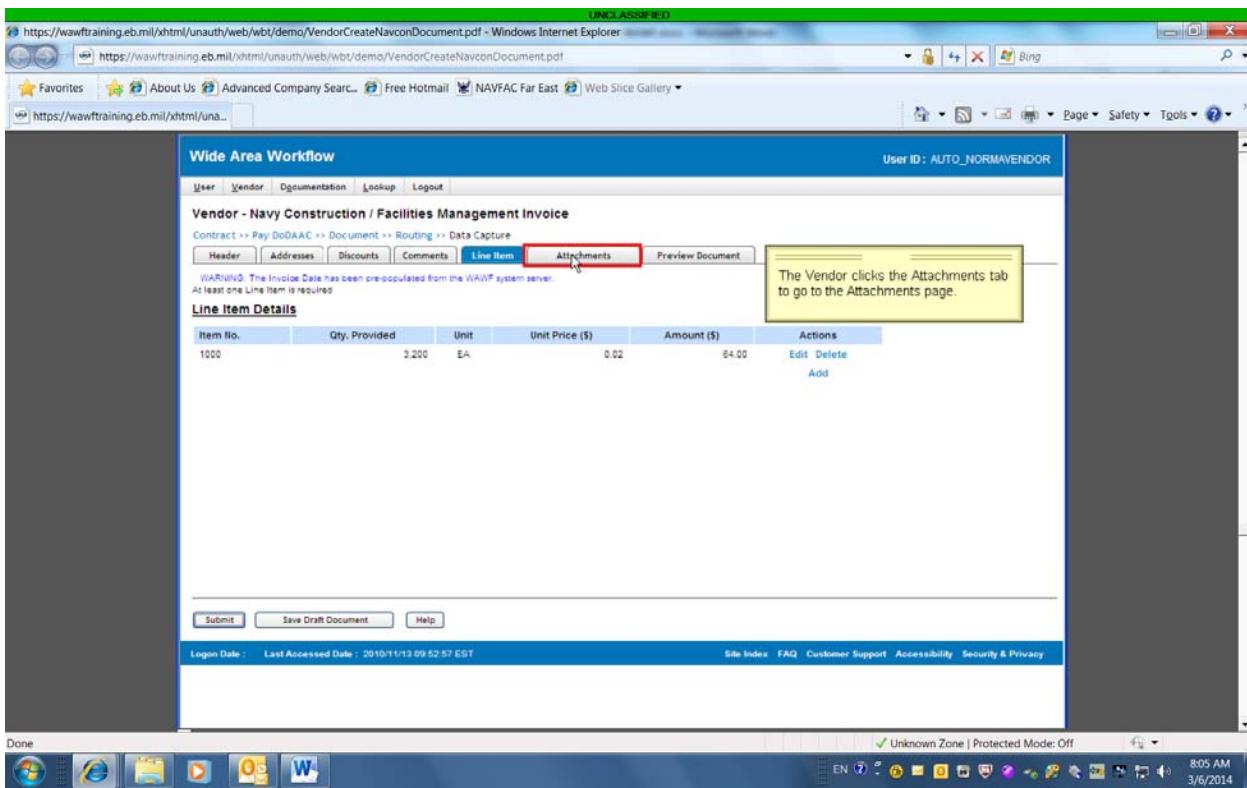
Line Item の情報が入りましたら、スクリーンの下にある Save Clin/Slin をクリックします。



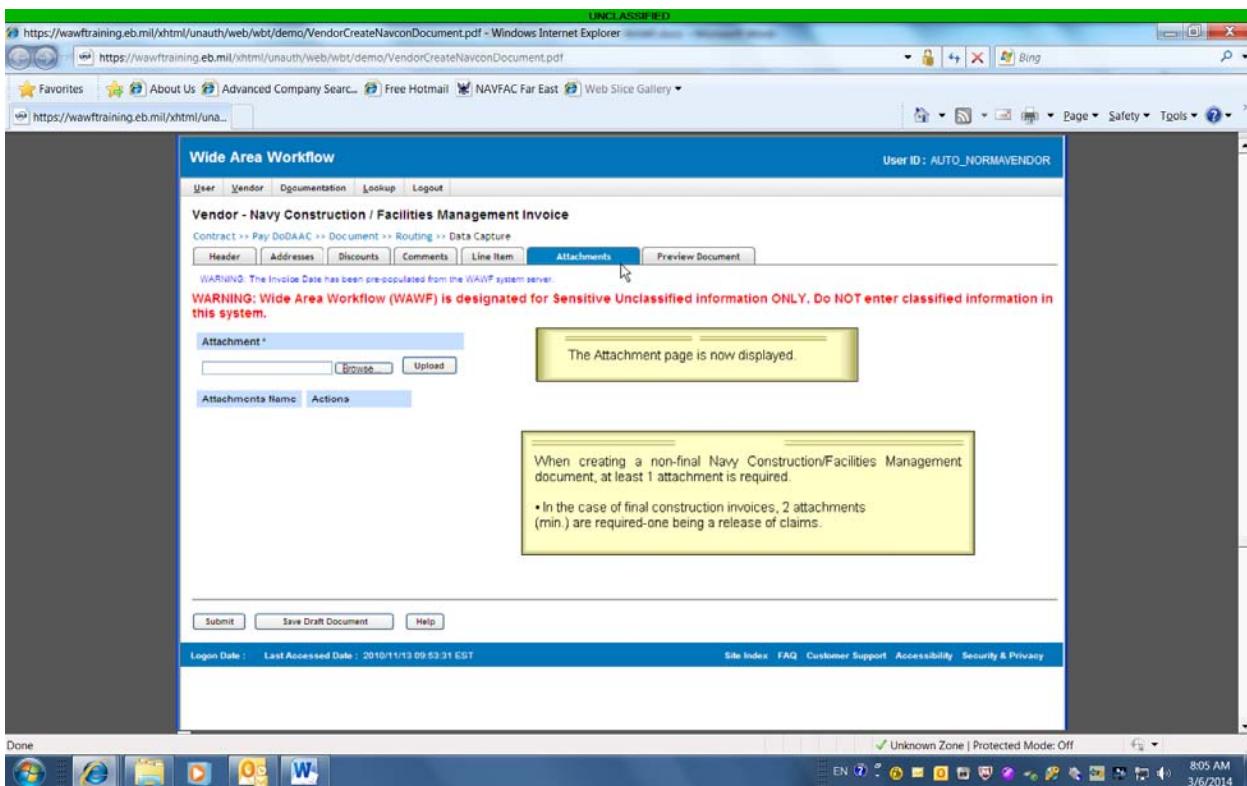
Line Item が保存されました。必要に応じて Actions のしたの Edit と Delete をクリックすることにより、添削や消去ができます。



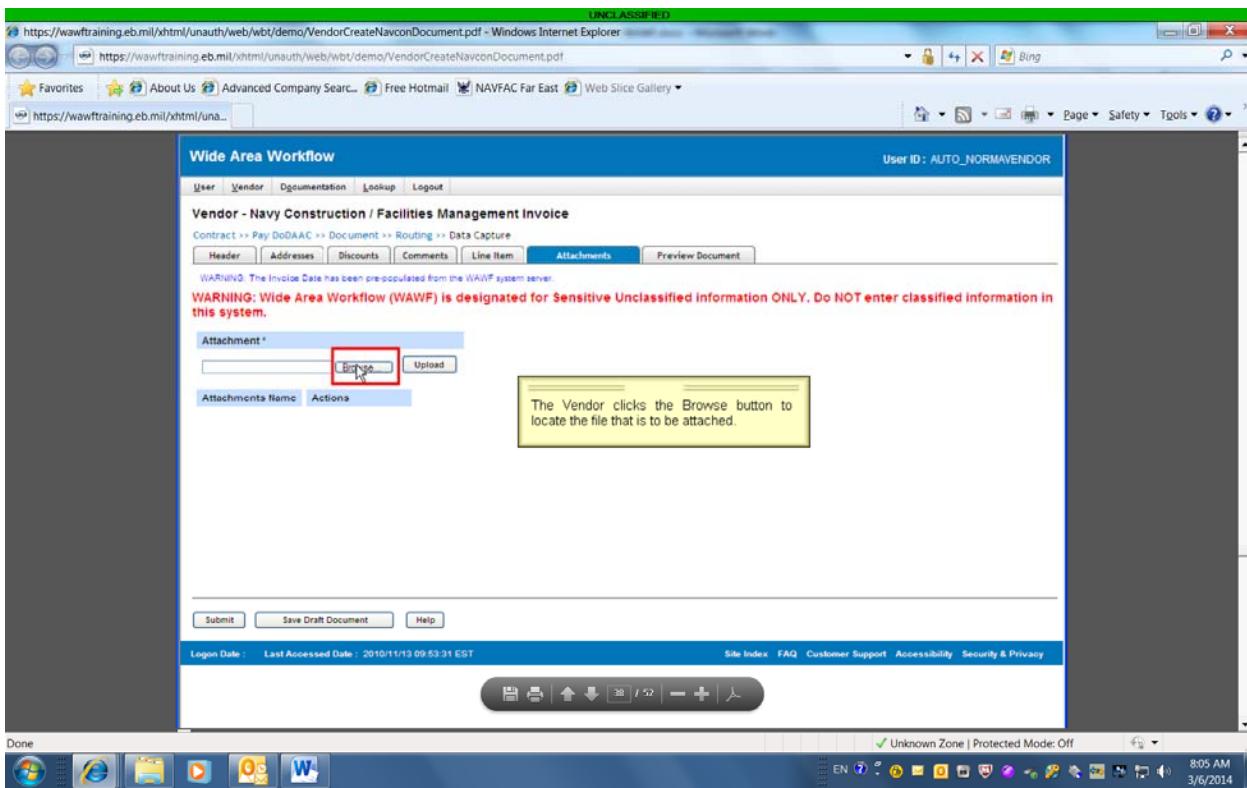
他の Line Item を追加するには、Add ボタンをクリックして前回の作業を繰り返します。250 までの Line Item を追加できますが、それ以上になる場合は、FTP か EDI を使用してください。



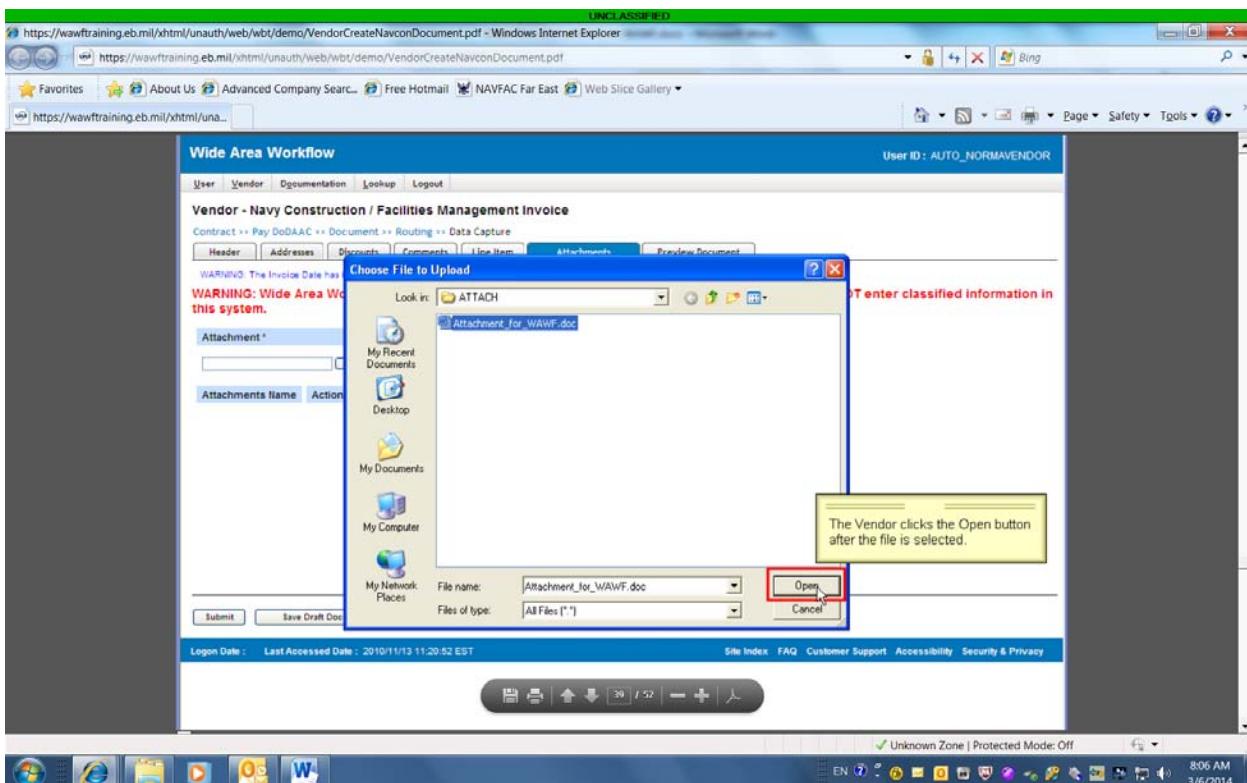
Attachments のページに行くには、Attachments のタブをクリックします。



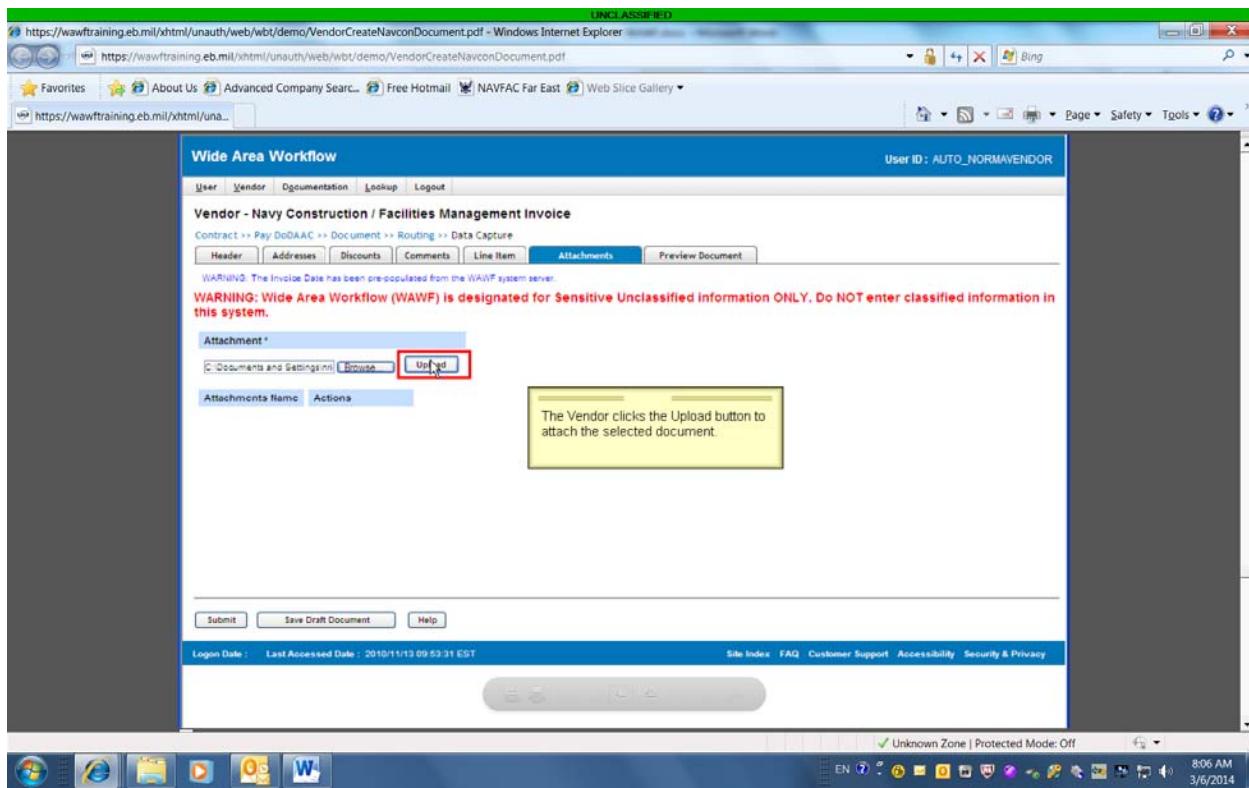
Attachments のページが表示されました。請求書に添付する書類を載せます。最終支払いでなければ、最低1つの添付書類が必要です。建設工事契約の最終支払いの場合は、最低2つの添付書類が必要です。その内の1つは、Contractor's Final Release です。



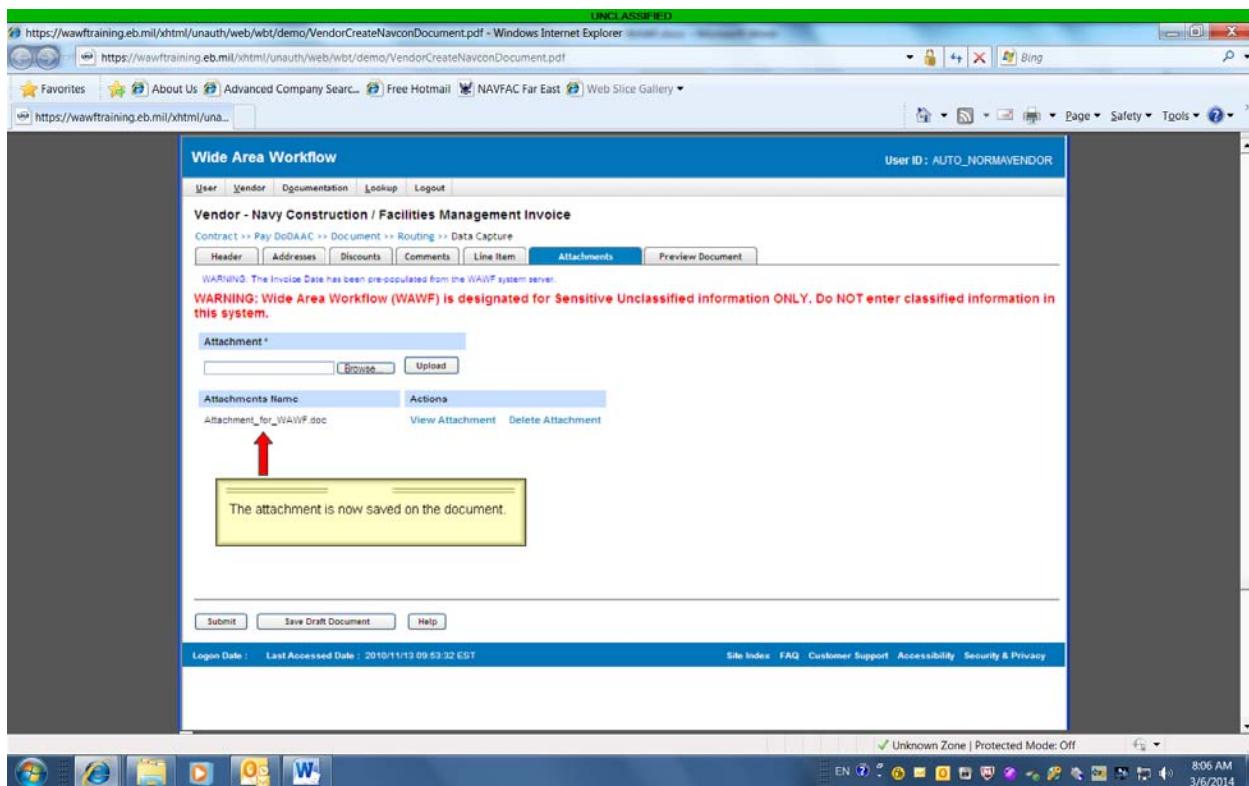
添付する書類を捜すために **Browse** ボタンをクリックします。



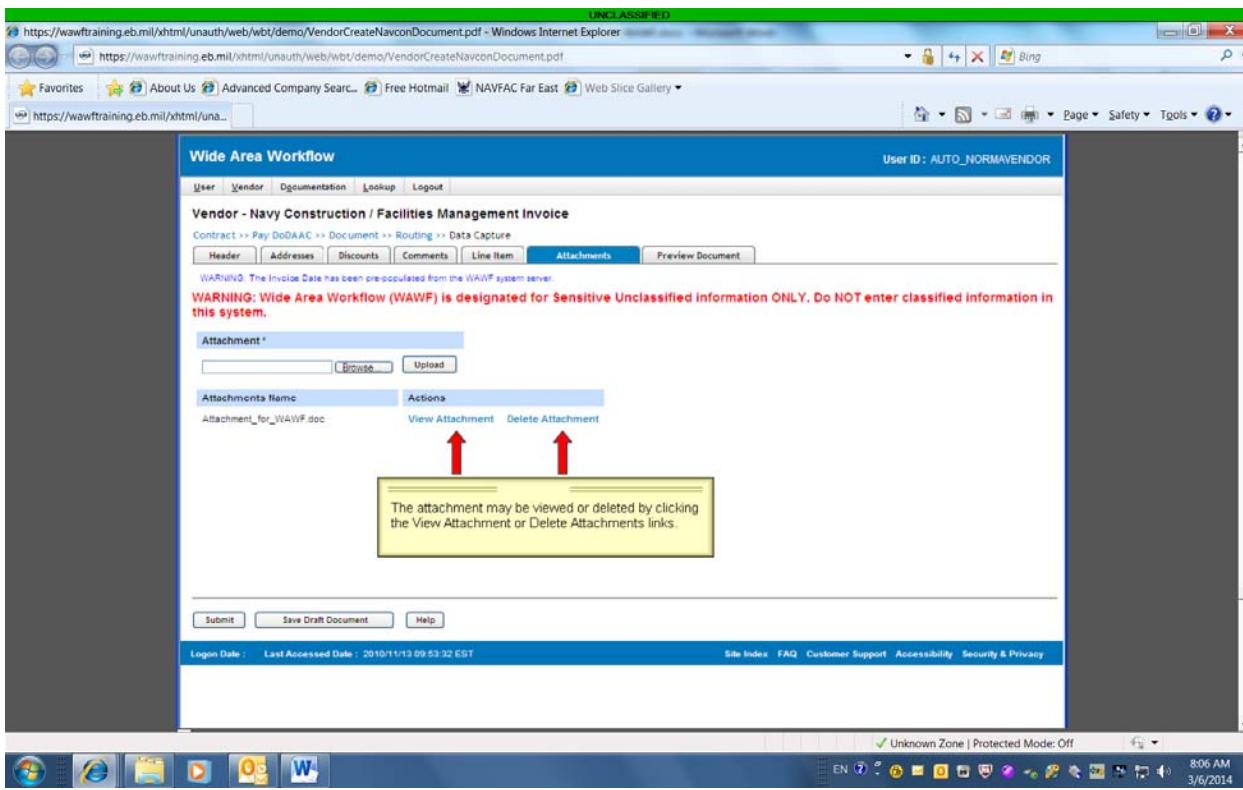
添付する書類のファイルを選んで **Open** ボタンをクリックします。



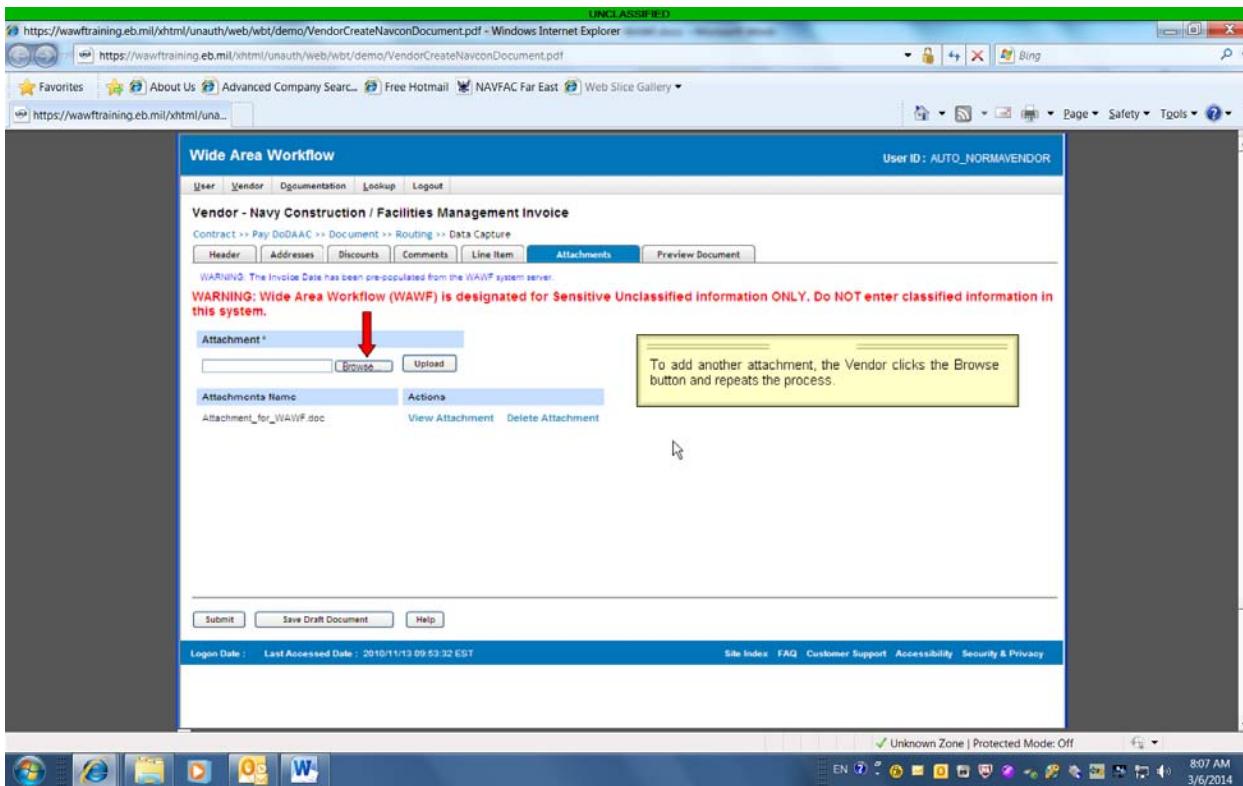
選んだ書類を添付するために Upload ボタンをクリックします。



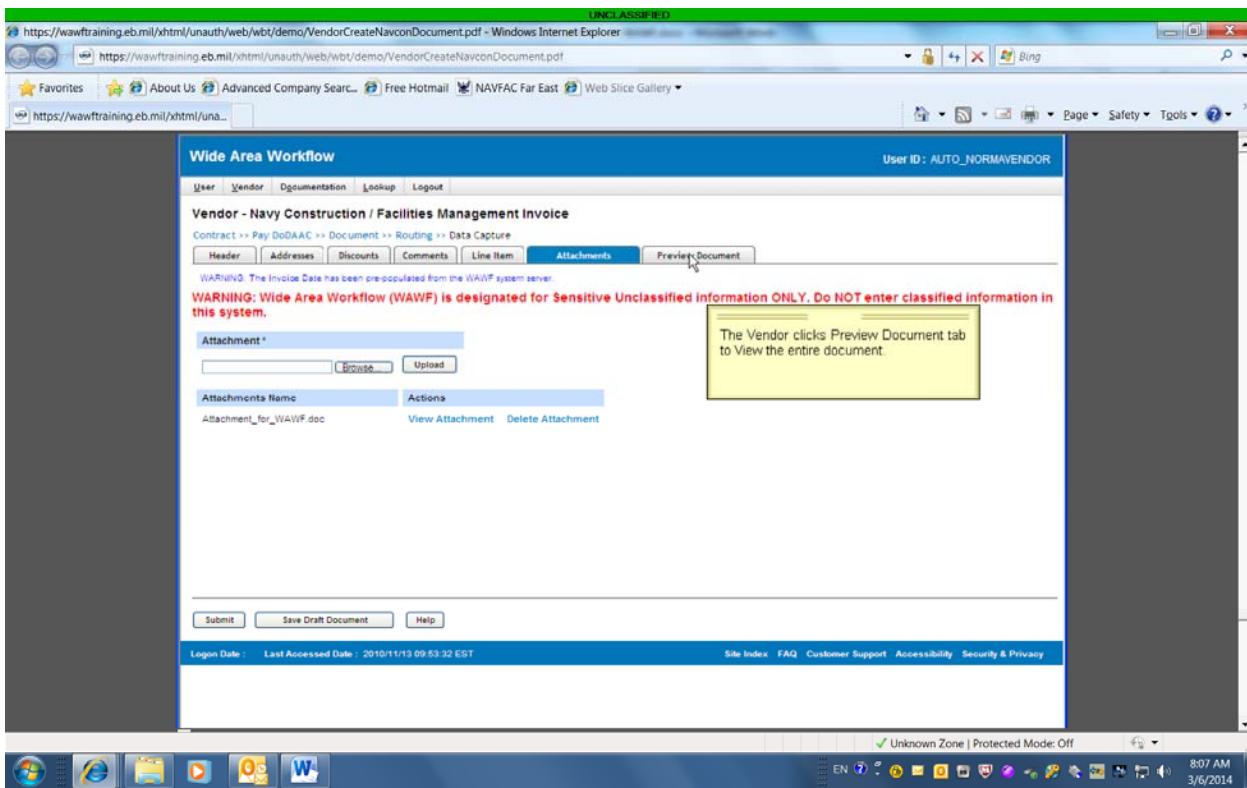
これで、添付書類が請求書に保存されました。



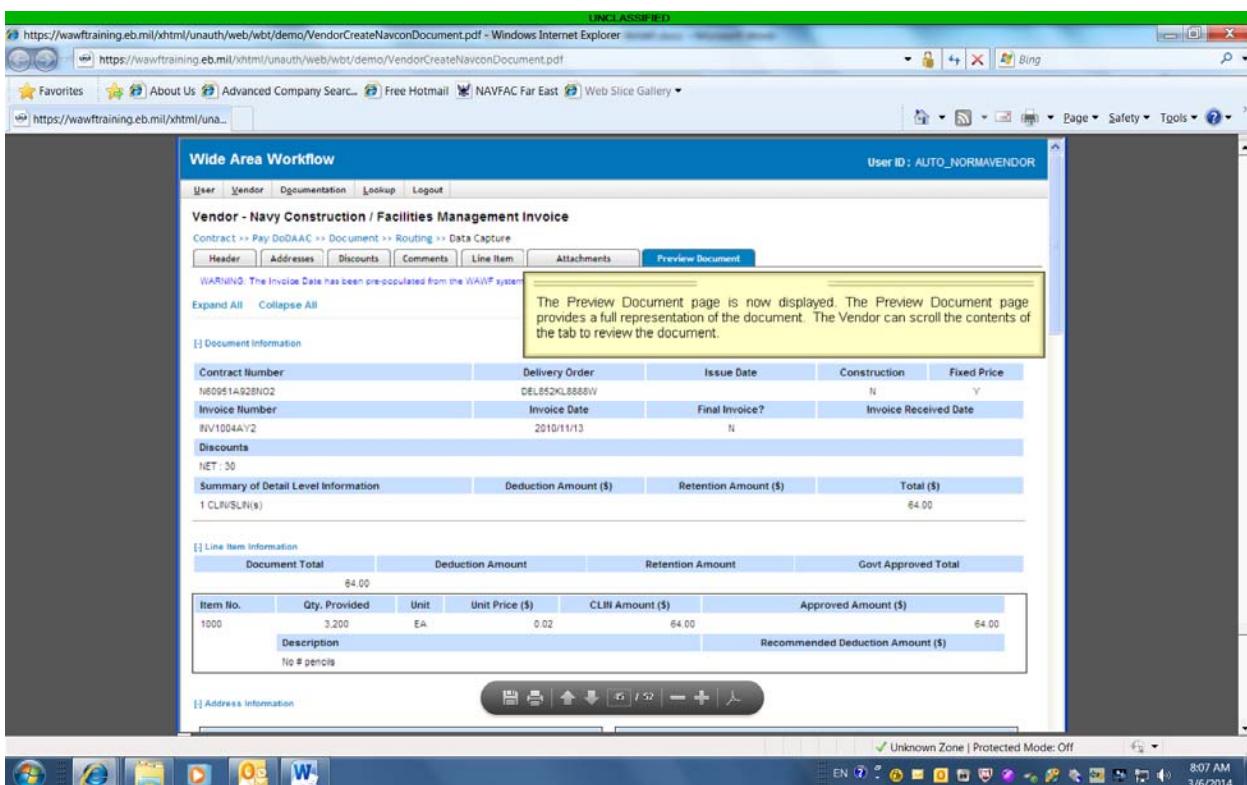
添付書類は、**View Attachment** や **Delete Attachment** をクリックすることによって、閲覧したり削除したりすることができます。



他の添付書類を付け加えるには、**Browse** ボタンをクリックして、前回の手順を繰り返します。



Preview Document タブをクリックすると請求書全体を見る事ができます。



Preview Document のページが開きました。請求書全体が表示されます。請求書を見直す為にタブの内容を見る事ができます。

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Wide Area Workflow

User ID : AUTO_NORMAVENDOR

Vendor - Navy Construction / Facilities Management Invoice

Contract > Pay DoDAAAC > Document > Routing > Data Capture

Header Addresses Discounts Comments Line Item Attachments Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Expand All Collapse All

Document Information

Contract Number	Delivery Order	Issue Date	Construction	Fixed Price
NE0951A282H02	DEL852KL888BV		N	Y
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	
INV1004AY2	2010/11/13	N		
Discounts				
NET : 30				
Summary of Detail Level Information	Deduction Amount (\$)	Retention Amount	Govt Approved Total	
1 CLIN/SLIN(\$)				

If the Vendor notices an inaccuracy after reviewing the invoice information, the Vendor may return to the appropriate tab to correct the information.

Line Item Information

Document Total	Deduction Amount	Retention Amount	Govt Approved Total		
84.00					
Item No.	Qty. Provided	Unit	Unit Price (\$)	CLIN Amount (\$)	Approved Amount (\$)
1000	3.200	EA	0.02	64.00	64.00
Description					Recommended Deduction Amount (\$)
No # pencils					

Address Information

Unknown Zone | Protected Mode: Off

EN 808 AM 3/6/2014

請求書の内容を見た後で間違いに気が付いた時は、訂正する為にその項目のタブに戻ることができます。

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Wide Area Workflow

User ID : AUTO_NORMAVENDOR

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Contract > Pay DoDAAAC > Document > Routing > Data Capture

Header Addresses Discounts Comments Line Item Attachments Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Expand All **Collapse All** 

Document Information

Contract Number	Delivery Order	Issue Date	Construction	Fixed Price
NE0951A282H02	DEL852KL888BV		N	Y
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	
INV1004AY2	2010/11/13	N		
Discounts				
NET : 30				
Summary of Detail Level Information	Deduction Amount (\$)	Retention Amount (\$)	Total (\$)	
1 CLIN/SLIN(\$)			84.00	

The Vendor can expand all document sections by clicking the Expand All link. The Vendor can collapse the contents of the tab by clicking the Collapse All link.

Line Item Information

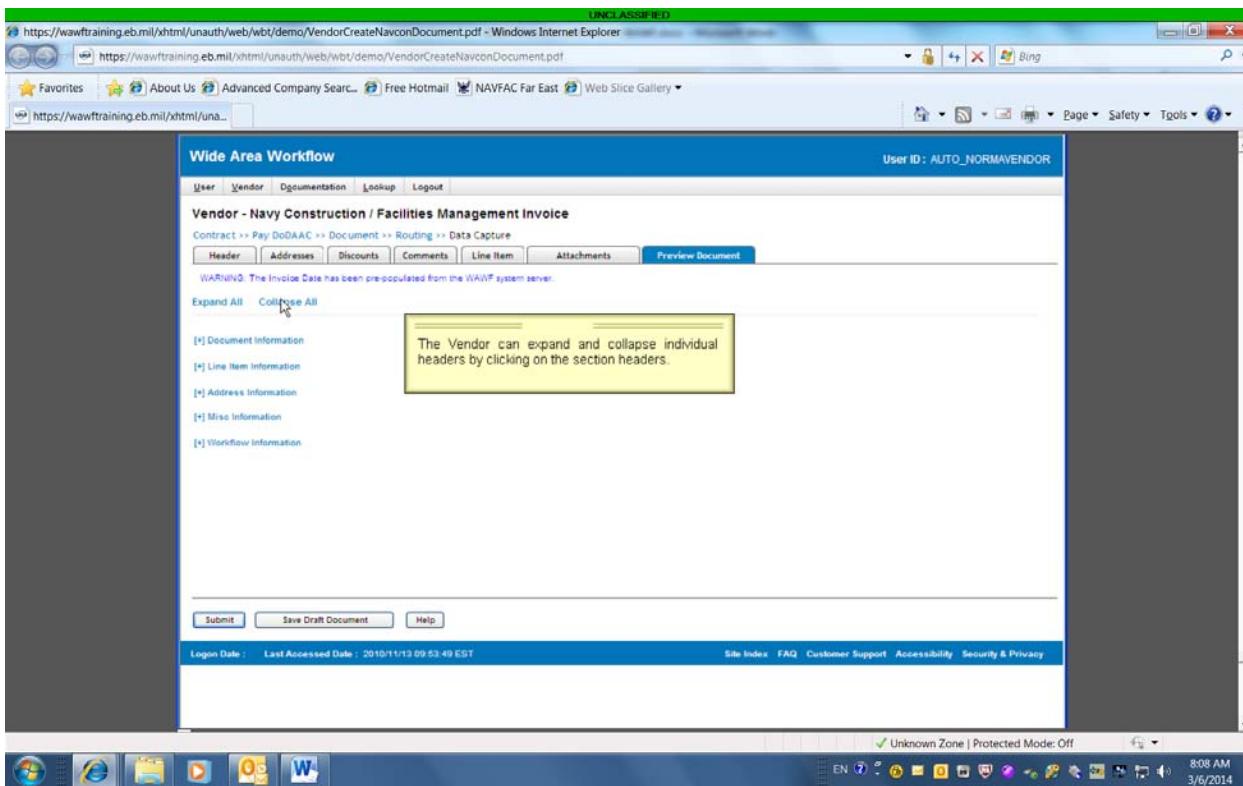
Document Total	Deduction Amount	Retention Amount	Govt Approved Total		
84.00					
Item No.	Qty. Provided	Unit	Unit Price (\$)	CLIN Amount (\$)	Approved Amount (\$)
1000	3.200	EA	0.02	64.00	64.00
Description					Recommended Deduction Amount (\$)
No # pencils					

Address Information

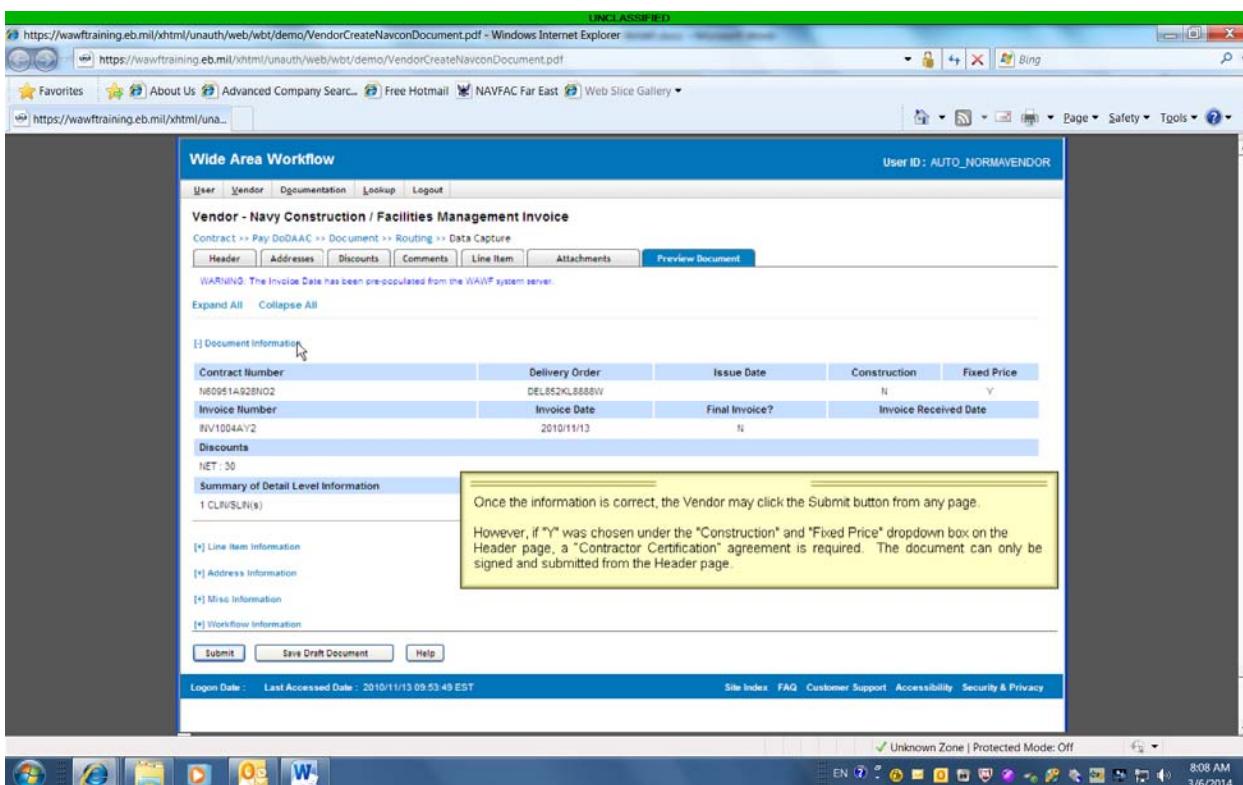
Unknown Zone | Protected Mode: Off

EN 808 AM 3/6/2014

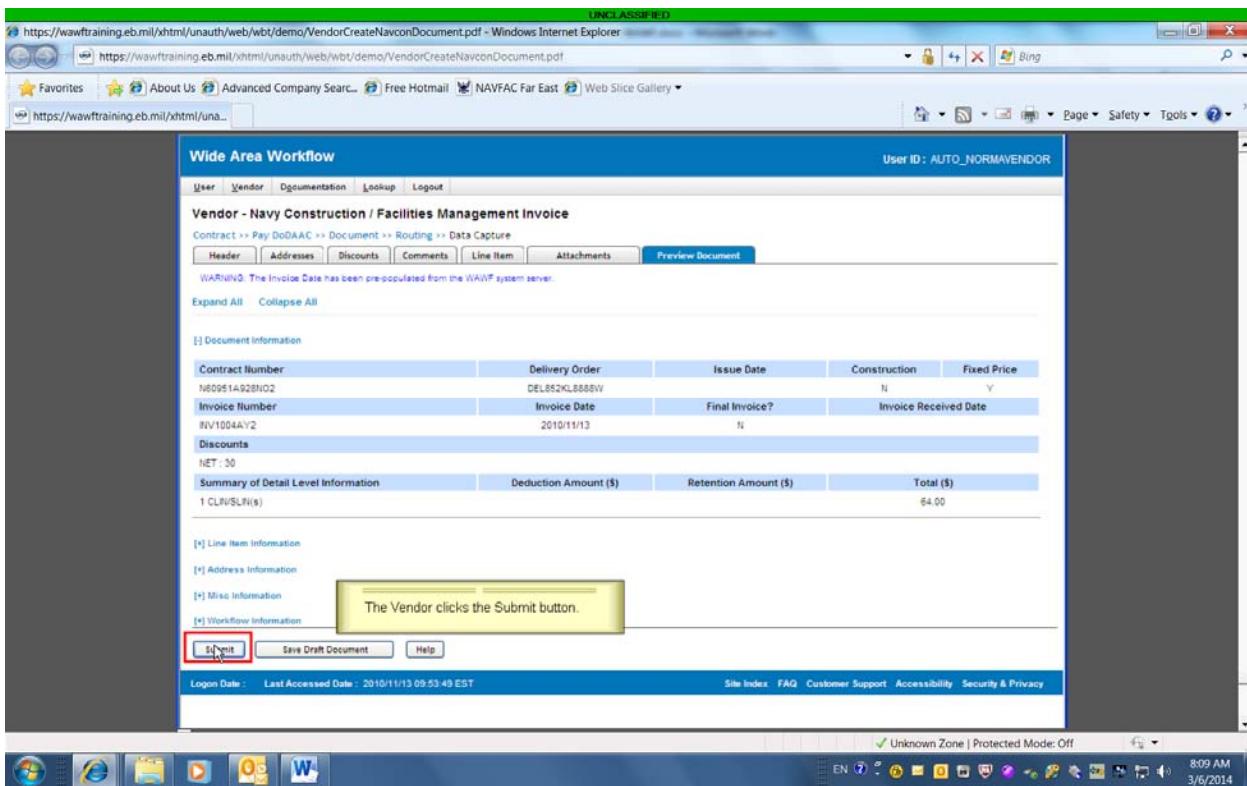
Expand All をクリックすると請求書全体が表示され、Collapse All でタブの内容になります。



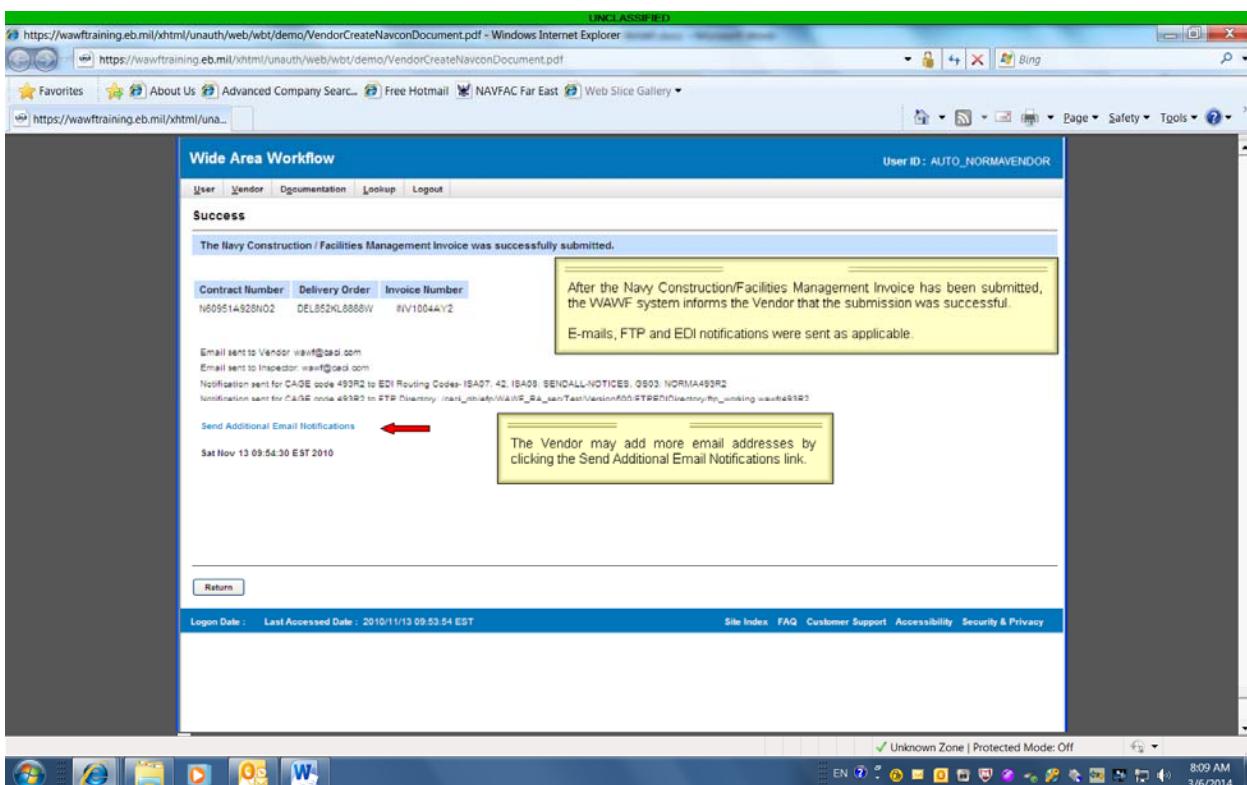
各項目の表題をクリックすることによって、それぞれの項目を開いたり閉じたりできます。



内容が正しいと確認できましたら、どのページからでも **Submit** ボタンをクリックすることができますが、"Construction"で"Fixed Price"のものは、"Contractor Certification"が必要になるので **Header** ページからのみ **Submit** されます。



Submit ボタンをクリックします。



建設工事契約と營繕管理契約の請求書が提出されると、WAWF システムから請求書が正しく提出されたと通知されます。イーメール、FTP、EDI のお知らせが必要に応じて送られます。

Send Additional Email Notification をクリックして、イーメールアドレスを追加することができます。

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Wide Area Workflow

User Vendor Documentation Lookup Logout

User ID: AUTO_NORMAVENDOR

Success

The Navy Construction / Facilities Management Invoice was successfully submitted.

Contract Number Delivery Order Invoice Number

N60951A828W02 DEL852KL6888W INV1004AY2

Email sent to Vendor: waif@cdci.com
Email sent to Inspector: waif@cdci.com
Notification sent for CAGE code 493R2 to EDI Routing Codes: 1SA07, 42, 1SA09, SENDALL-NOTICES, Q803, NORMA493R2
Notification sent for CAGE code 493R3 to EDI Routing: 1sa07@lni.navy.mil, 42@lni.navy.mil, 1sa09@lni.navy.mil, SENDALL-NOTICES@lni.navy.mil, Q803@lni.navy.mil, NORMA493R2@lni.navy.mil

Send Additional Email Notifications

Sat Nov 13 09:54:30 EST 2010

This concludes the overview demonstration for creating a Navy Construction/Facilities Management Invoice.

Return

Logon Date: Last Accessed Date: 2010/11/13 09:53:54 EST

Site Index FAQ Customer Support Accessibility Security & Privacy

EN 7 809 AM 3/6/2014

以上で海軍の建設工事契約と営繕管理契約の請求書の作成方法の手順は終わりです。