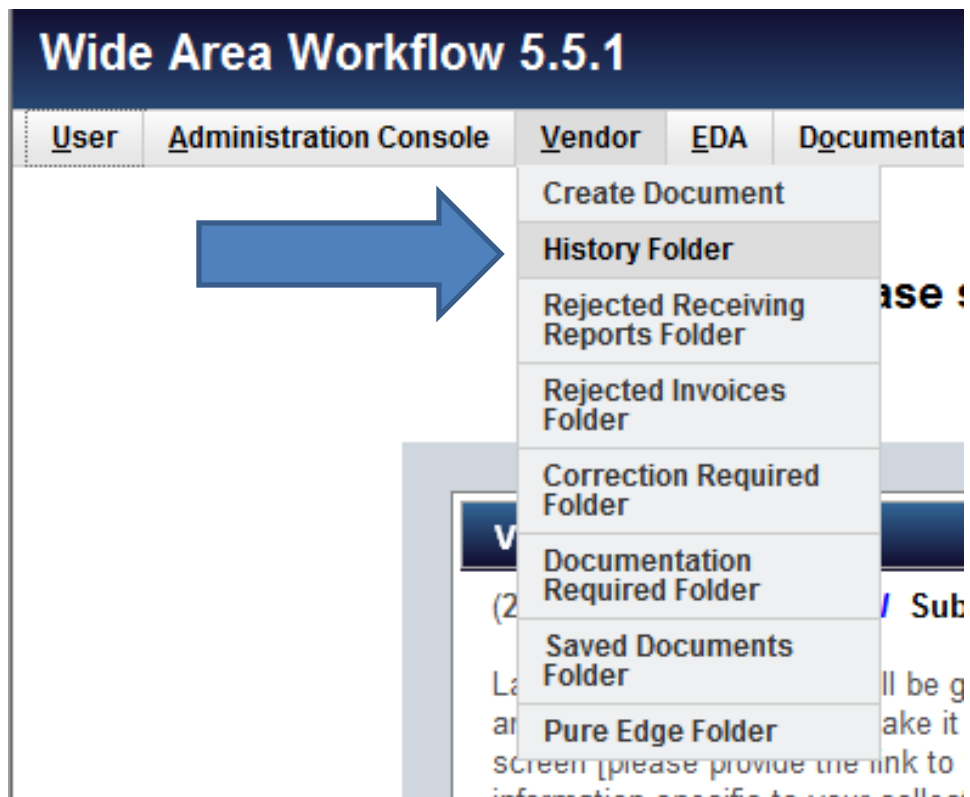


## 請求書のリコールの仕方

一般的な注意： 手続き(インスペクト)されていない請求書のみ、業者が訂正の為にリコールができます。 請求書が手続きされてから間違いに気づいたものは、リジェクト(Rejected)されます。

1. WAWF にログインする。
2. Vendor から Vendor History Folder をクリックする。



3. 検索画面が表示されます。

**Search Criteria - Vendor Documents Folder By Vendor (Payee)**

<b>CAGE Code or Contractor DoDAAC / DUNS / DUNS+4 / Ext *</b> [Redacted] ▼	<b>Search For</b> Active Documents ▼
<b>Contract Number</b> [Text Box]	<b>Delivery Order</b> [Text Box]
<b>Reference Procurement Id</b> [Text Box]	
<b>Vendor (Payee) / Vendor (Payee) Extension</b> [Text Box] [Text Box]	<b>Ship From / Ship From Extension</b> [Text Box] [Text Box]
<b>Shipment No.</b> [Text Box]	<b>Invoice Number</b> [Text Box]
<b>Tax Id (EIN)</b> [Text Box]	<b>Systems</b> All Systems ▼
<b>Type Document</b> All Documents ▼	<b>Status</b> All Documents ▼
<b>Create / Update Date (YYYY/MM/DD)</b> 2014/06/07	<b>Create / Update Date End (YYYY/MM/DD)</b> 2014/07/07 [Calendar Icon]
<b>Acceptance Date (YYYY/MM/DD)</b> [Text Box] [Calendar Icon]	<b>Acceptance Date End (YYYY/MM/DD)</b> [Text Box] [Calendar Icon]
<b>Invoice Received Date (YYYY/MM/DD)</b> [Text Box] [Calendar Icon]	<b>Invoice Received Date End (YYYY/MM/DD)</b> [Text Box] [Calendar Icon]

4. Create/Update date のフィールド（上記の矢印の場所）を空白にします。

**Search Criteria - Vendor Documents Folder By Vendor (Payee)**

<b>CAGE Code or Contractor DoDAAC / DUNS / DUNS+4 / Ext *</b>	<b>Search For</b>
<input type="text" value=""/>	<input type="text" value="Active Documents"/>
<b>Contract Number</b>	<b>Delivery Order</b>
<input type="text" value=""/>	<input type="text" value=""/>
<b>Reference Procurement Id</b>	
<input type="text" value=""/>	
<b>Vendor (Payee) / Vendor (Payee) Extension</b>	<b>Ship From / Ship From Extension</b>
<input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/>
<b>Shipment No.</b>	<b>Invoice Number</b>
<input type="text" value=""/>	<input type="text" value=""/>
<b>Tax Id (EIN)</b>	<b>Systems</b>
<input type="text" value=""/>	<input type="text" value="All Systems"/>
<b>Type Document</b>	<b>Status</b>
<input type="text" value="All Documents"/>	<input type="text" value="All Documents"/>
<b>Create / Update Date (YYYY/MM/DD)</b>	<b>Create / Update Date End (YYYY/MM/DD)</b>
<input type="text" value=""/>	<input type="text" value=""/>
<b>Acceptance Date (YYYY/MM/DD)</b>	<b>Acceptance Date End (YYYY/MM/DD)</b>
<input type="text" value=""/>	<input type="text" value=""/>
<b>Invoice Received Date (YYYY/MM/DD)</b>	<b>Invoice Received Date End (YYYY/MM/DD)</b>
<input type="text" value=""/>	<input type="text" value=""/>

5. 画面下の Submit をクリックする。

6. 作成・転送した全ての請求書が表示されます。

**Vendor Documents from Active Folder for 'S9428' (10 items, sorted by Contract Number Ascending)**

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number
1	WAWF	Combo D/D							
2	WAWF	Combo D/D							
3	WAWF	Combo D/D							
4	WAWF	Combo D/D							
5	WAWF	Combo D/D							
6	WAWF	Combo D/D							
7	WAWF	NAVCON							
8	WAWF	NAVCON							
9	WAWF	NAVCON							
10	WAWF	NAVCON							

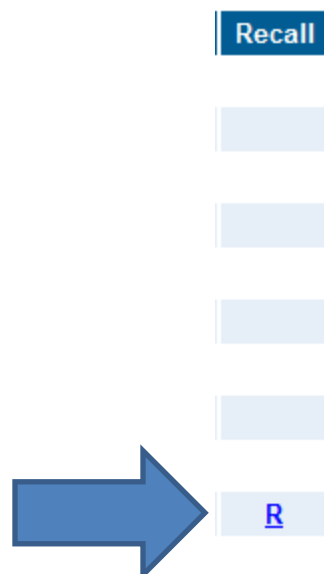
Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Pack/Transportation	Time/Quality
2014-01-07	2013-12-19		Rejected			<u>V</u>		
2014-01-09	2013-12-19	2014-01-10	Processed					
2014-03-02	2013-12-19		Rejected			<u>V</u>		
2013-12-23	2013-12-19	2014-01-21	Processed					
2014-03-02	2013-12-19	2014-01-06	Processed					
2013-11-07	2013-10-30	2013-11-08	Processed					

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Invoice Number	Submitted	Received	Status	Purge	Recall	Void	Amount
	2014-01-07	2014-01-07	Rejected			<u>V</u>	
	2014-01-09	2014-01-09	Processed				
	2014-03-02	2014-03-02	Rejected			<u>V</u>	
	2013-12-23	2013-12-23	Suspended				
	2014-03-02	2014-03-02	<u>Paid</u>				
	2013-11-07	2013-11-07	Processed				
	2014-07-06	2014-07-06	Void				
	2014-07-05	2014-07-05	Void				
	2014-07-05	2014-07-05	Inspected				
	2014-07-07	2014-07-07	Resubmitted		<u>R</u>	<u>V</u>	

7. Recall コラムの注意; もしコラムに 'R' があつたら, その請求書は訂正の為にリコールができます。



8. リコールしたい請求書の'R'をクリックします。; 請求書が訂正するために開きます。

### Vendor - Navy Construction / Facilities Management Invoice

Data Capture

Header	Addresses	Discounts	Comments	Line Item	Attachments	Preview Document
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single \* = Required Fields on Submit, double \*\* = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
██████████			2014/04/24	██████████	HQ0721
Contract Number Type	Invoice Number	Invoice Date	Final Invoice	Construction	Fixed Price
DoD Contract (FAR) ▼	██████████	2014/07/01	Y ▼	N ▼	Y ▼
Currency Code	Document Total (JPY)				
JPY	██████████				

Submit	Save Draft Document	Previous	Help
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9. 訂正が必要なところを全て直します。 - 全てのタブを確認してください。
10. ページ下の Submit ボタンをクリックして請求書を再転送(resubmit)してください。