



**MILITARY SURFACE DEPLOYMENT AND
DISTRIBUTION COMMAND**

**TOPS/POWERTRACK
CENTRAL WEB APPLICATION
TRANSPORTATION PROVIDER (TP) USER'S MANUAL
Version 2.0**

September 14, 2004

Prepared for:

Military Surface Deployment and Distribution Command
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TABLE OF CONTENTS

SECTION 1 INTRODUCTION	1-1
1.1 CWA OVERVIEW	1-1
1.2 OBJECTIVES	1-1
1.3 REQUIREMENTS	1-2
1.4 USER TYPES.....	1-2
1.5 WINDOWS AND INTERNET BROWSERS.....	1-2
1.5.1 STANDARD CONVENTIONS	1-3
1.5.2 INTERNET BROWSER PULL-DOWN MENUS.....	1-5
1.6 CWA LOGIN PROCESS	1-6
1.6.1 ETA REGISTRATION	1-6
1.6.1.1 New User Registration	1-7
1.6.1.2 Existing ETA User Registration	1-9
1.6.1.3 Password Updates.....	1-12
1.6.1.4 Email Address Updates	1-12
1.6.2 CWA LOGIN	1-12
1.6.3 SDDC POINT OF CONTACT.....	1-13
1.6.4 EXITING CWA	1-13
SECTION 2 CWA	2-1
2.1 CWA MAIN SCREEN.....	2-1
2.1.1 ERROR MESSAGES.....	2-1
2.3 TP SCREENS.....	2-1
2.3.1 LOG IN AS A TP	2-1
2.3.2 TP MULTIPLE MAIN PAGE.....	2-2
2.3.3 SELECT A SPECIFIC TP	2-3
2.3.4 VIEW PENDING ITEMS FOR TP	2-3
2.3.4.1 View Items	2-4
2.3.4.2 Edit Items	2-6
2.3.4.4 Messages	2-8
2.3.4.5 EDI Notes.....	2-10
2.3.4.6 Edit Locking	2-10
2.3.4.7 Enter Reweigh Information	2-10
2.3.5 VIEW BLS	2-11
2.3.6 SEARCH FOR SHIPMENTS.....	2-12
2.3.6.1 Search by BL Number	2-13
2.3.7 OPEN/UNPAID ITEM REPORTS.....	2-13
2.3.7.1 View Open Items.....	2-14
2.3.7.2 View Unpaid Items.....	2-16
2.3.7.3 TP Multiple Reports	2-17
2.3.8 PRE APPROVALS	2-20
2.3.9 PRINT BL	2-21
APPENDIX A – ACRONYMS	1
APPENDIX B – SHIPMENT ADDRESS TYPES	1

LIST OF FIGURES

Figure 1-1. Internet Explorer Toolbar.....	1-5
Figure 1-2. Internet Explorer Toolbar.....	1-5
Figure 1-3. ETA — Electronic Transportation Acquisition Main Menu.....	1-6
Figure 1-4. ETA Registration Page.....	1-7
Figure 1-5. ETA Application Screen	1-8
Figure 1-6. User ID and Password Screen	1-9
Figure 1-7. Additional Registration Screen	1-10
Figure 1-8. Register for Additional ETA System Screen	1-11
Figure 1-9. Network Password	1-13
Figure 2-1. CWA Main Screen	2-1
Figure 2-2. TP Multiple Login Screen.....	2-2
Figure 2-3. TP Multiple Main Page Screen	2-2
Figure 2-4. TP Drop Down Window Screen	2-3
Figure 2-5. View Pending Items Screen	2-4
Figure 2-6. View Items Screen	2-4
Figure 2-7. View Items Full Screen.....	2-5
Figure 2-8. Edit Items Screen	2-6
Figure 2-9. Edit Items Full Screen.....	2-7
Figure 2-10. Shipment Service Location Information Screen	2-8
Figure 2-11. Messages Screen	2-9
Figure 2-12. Add Message Screen	2-9
Figure 2-13. EDI Notes Screen.....	2-10
Figure 2-14. Edit Lock Screen.....	2-10
Figure 2-15. Reweigh Screen.....	2-11
Figure 2-16. View BLs Screen.....	2-11
Figure 2-17. View by Pickup Date Screen.....	2-12
Figure 2-18. Search for Shipments Screen	2-12
Figure 2-19. Search Results by BL Number Screen	2-13
Figure 2-20. Open/Unpaid Item Reports Screen.....	2-13
Figure 2-21. View Open Items Screen.....	2-14
Figure 2-22. Show Denied/Disputed Items Screen.....	2-14
Figure 2-23. Show All Unapproved Items Screen	2-15
Figure 2-24. Sort by Age Screen.....	2-15
Figure 2-25. View Unpaid Items Report Screen.....	2-16
Figure 2-26. View Unpaid Items Date Range Report Screen	2-16
Figure 2-27. Report of all Unpaid Items Screen	2-17
Figure 2-28. TP Multiple Reports Screen	2-17

Figure 2-29. TP Multiple Report View Screen	2-18
Figure 2-30. TP Multiple Report Download Screen	2-19
Figure 2-31. TP Multiple Report in Microsoft Excel	2-19
Figure 2-32. Pre Approvals Screen	2-20
Figure 2-33. Pre Approvals Results Screen	2-20
Figure 2-34. Print BL Screen	2-21

SECTION 1 INTRODUCTION

This manual provides detailed instructions for the use of Central Web Application (CWA).

1.1 CWA OVERVIEW

CWA was created to review and approve services online and to cost Personal Property shipments for electronic payment of Transportation Provider (TP) invoices via U.S. Bank/PowerTrack. In order for PowerTrack to automatically pay TP invoices, the individual items being billed must be approved and/or denied, and then independently costed by the government.

The three primary components of the CWA system are EDI Processing Engine, Web Application for the user interface, and Costing Engine (CE). The CWA database is coupled to the Transportation Operational Personal Property Standard System (TOPS)/TOPS History (THIST) database currently used for Personal Property Shipping. The coupling is via a database trigger on the THIST database that updates the CWA database with shipment information for shipments that are being paid by U.S. Bank/PowerTrack. In addition, the CWA authentication is integrated with the SDDC Electronic Transportation Acquisition (ETA) central authentication service, allowing all SDDC ETA users the ability to access CWA with their common ETA login.

1.2 OBJECTIVES

The role of the CWA is as follows:

1. Receive a copy of the TP invoice from PowerTrack electronically, via Electronic Data Interchange (EDI) transactions over Hypertext Transfer Protocol-Secure (HTTPS). (EDI-859 transaction)
2. Validate the invoices it receives from PowerTrack, and reject invoices that have erroneous data (shipment BL number, TP SCAC, origin/destination GBLOC). The CWA notifies PowerTrack of any/all errors via EDI transactions over HTTPS. (EDI-824 transaction)
3. Present the invoice data to the government representatives from Personal Property Shipping Office (PPSO) for individual item verification and approval. In addition, TP representatives adjust invoices and approve reports.
4. Generate a government cost for each approved item on the invoice, based on the item and its associated units and quantities.
5. Send a government-costed invoice to PowerTrack electronically, via EDI transactions over HTTPS. (EDI-858 transaction)
6. Receive summary payment information from PowerTrack via EDI transactions over HTTPS and store information as well as present reports. (EDI-810 transaction)

7. Provide a viewable audit for all database changes that occur during the processing of items 1 through 6 above.

1.3 REQUIREMENTS

The technical and functional requirements: design, develop, integrate, test, and deploy the CWA system. CWA will provide the following functionality:

- Data retrieval from THIST
- Web access for all user types
- Government costing/rating engine
- EDI interface with PowerTrack
- Secure access controlled by SDDC's ETA portal
- Fully functional audit module
- Management and oversight capability
- Reports generation.

1.4 USER TYPES

TP: TP users have the ability to view reports associated with their Standard Carrier Alpha Code (SCAC) as well as the ability to add and remove services for records associated with their SCAC. TP users are also able to update quantities of services as necessary. TP users are able to view the list of all shipments associated with their SCAC.

TP Multiple: TP Multiple users have the same capabilities as TP users. Additionally, they can view and act on records for multiple SCACs. TP Multiple users are able to view the list of all shipments associated with the SCACs.

TP Agent: No access at this time.

1.5 WINDOWS AND INTERNET BROWSERS

This manual uses Microsoft® Windows navigational techniques, terminology, and mouse conventions. It is assumed that the user is familiar with terms such as click, double-click, select, choose, menu, and window. If not, please check the Windows manual.

Note: The term “click” is used throughout this manual, generically, with regard to the left mouse button. If a function requires clicking the right mouse button, the manual specifically states it.

1.5.1 Standard Conventions

Because Netscape Navigator,[™] Microsoft[®] Internet Explorer and the Windows operating environment all use a Graphical User Interface (GUI) to display information, moving from task to task in the CWA primarily requires mouse work. Click on links (colored and underlined words) to move to other more definitive pages, or on buttons (graphics) that confirm entry or move to a specific page. In some cases, the user must click in a text box to enter specific information. In other areas, the user clicks on a drop down list box that allows scrolling through a list of information from which to choose. A list of standard conventions follows:

Links Web pages do not have page numbers as references to help users find specific information as printed books do. They have links that act as direct go-to functions. The module displays links as underlined blue text. To activate a link, position the pointer anywhere over the underlined text. Notice that the normal arrow-shaped pointer changes to a hand-shaped pointer, indicating an active link. Click on the text. When activated by a mouse click, the link accesses the address for the electronic page requested and displays it. Links change color when activated. In the module, they appear as underlined purple text to remind the user that the link has been previously selected. The change in color does not affect the function of the link – users can still activate it again by clicking on it. The change in color only serves as a reminder that the page displayed by the link has been viewed earlier. In this manual, links are nonfunctioning and appear as underlined, italics black text, such as *Member Information*.

Web Page or Screen Names Web pages, also called screens, are distinctive parts of the module. Web page names identify the process to be used.

Buttons Buttons are connections that, when activated, complete a function, e.g., submit or search. Buttons in the module appear as three-dimensional rectangles with text inside. To activate a button, position the pointer over the text on the button and click once. Buttons are identified in this manual in brackets and bold type, such as **[Submit Request]**.

- Text Boxes** Use text boxes to enter limited information for a single field or to enter data for a search query. To enter data into text boxes, position the pointer over the text box and click. When the blinking cursor is displayed, type the data in the text box. If data is already in the field, click and drag the cursor to highlight the text and then type the new data. The new text replaces the previous information.
- Drop Down List Box** A drop down list box is a text box that provides a list of information from which to choose, such as a list of the months of the year. To use a drop down list, position the pointer over the arrow to the right of the box and click once. A list drops down or pops up from the box. Locate the desired item, position the pointer over that item, and click once. The box collapses and the selected data is displayed in the box. If the box contains more data than can be displayed on one screen, a scroll bar is displayed on the right side of the box. To move up or down the list, hold the mouse button down and drag the scroll bar handle in the appropriate direction. If the first letter of the item is known, click inside the drop down list box and type that letter. The system takes the user to the first item in the list that starts with that letter. Type the same letter again and the next item in the list is displayed in the box. For example, in a drop down list box for the month, type the letter “a” and April is displayed, type “a” again and August is displayed.
- Radio Buttons** Radio buttons are used when there can be more than one possible valid value but only one value can be selected. They appear as small circles to the left of the value title or name. To activate a radio button, position the pointer over the circle and click. When selected, a small black dot is displayed inside the circle. To deselect a radio button, follow the same procedure and the dot disappears from the circle.
- Error Messages and Pages** During normal use, the module may display a JavaScript dialog box that indicates incorrect data has been entered. If an error box is displayed, return to the previous page by clicking **[OK]** in the dialog box.

Error pages identify specific problem(s) and recommend the user correct the listed error(s). Error pages are generated whenever **[Continue]** or **[Submit Request]** are clicked and the module has determined that the data entered is incomplete or not in the correct format. If an error page is displayed, return to the previous page by clicking **[Back]** on the browser toolbar. (See Figures 1-1 and 1-2)

1.5.2 Internet Browser Pull-Down Menus

Users can find the pull-down menus when needed just above the browser Toolbars (Figures 1-1 and 1-2) on any page.

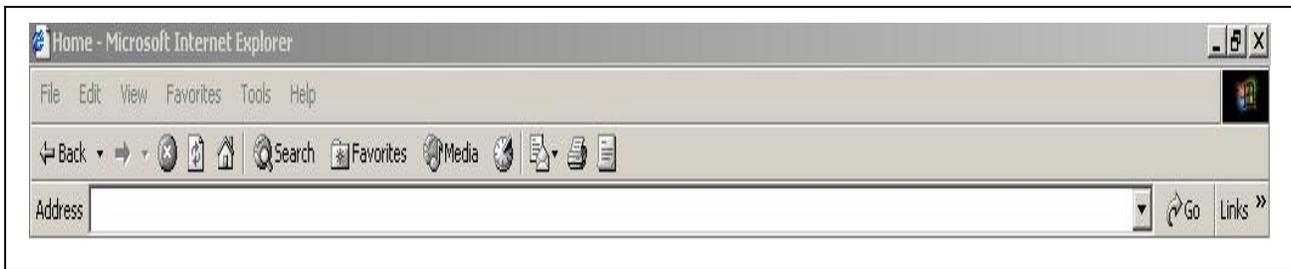


Figure 1-1. Internet Explorer Toolbar

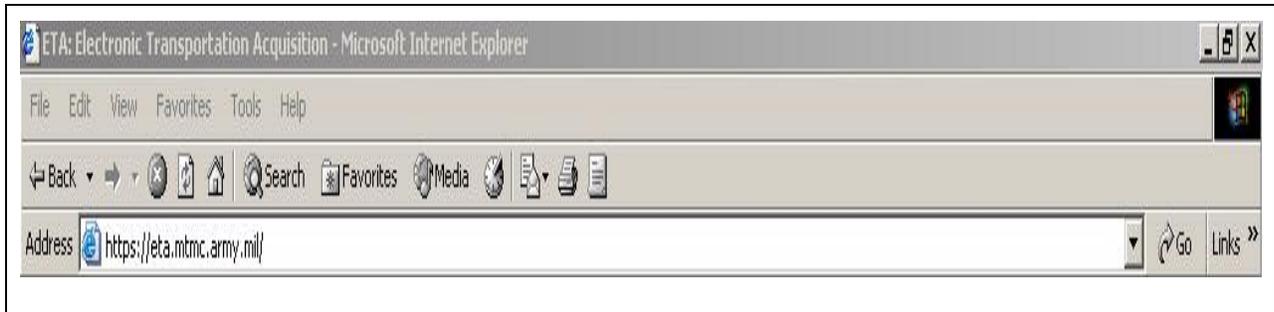


Figure 1-2. Internet Explorer Toolbar

To access the pull-down menu, click on the menu name and a list drops down. Click on the desired selection. Arrow keys can be used to move to a selection or, in some cases, type the underlined letter of the selection (use lowercase); then press **[Enter]**.

To close a pull-down menu without selecting an item, click anywhere on the desktop or press **[Esc]**. Many of the Toolbar buttons are functions that also can be accessed through the pull-down menus.

For information on the browser's menu functions and capabilities, please consult the browser's manual or use the [Help/Contents](#) function on the browser's Toolbar.

1.6 CWA LOGIN PROCESS

The following sections provide instructions for logging into the CWA.

1.6.1 ETA Registration

The first step in accessing the CWA is to request a User ID and Password through the SDDC ETA web site. The Uniform Resource Locator (URL) for the server is <https://eta.sddc.army.mil>. There are two options to access CWA: new user and existing ETA user.

ETA Electronic Transportation Acquisition

[Register for First Time](#) · [Register for Add'l Systems](#) · [Edit User Profile](#) · [Forgot Password](#) · [Contact ETA](#) · [Help](#)

Freight / Cargo
Passenger
Personal Property
General

Attention ETA Users:

The DoD mandate for logging in with a digital certificate / CAC / smart card has been moved to April 2004 ([read DoD memorandum](#)). Until that date, users may log into ETA systems using a digital certificate / CAC / smart card or using a user ID and password.

- [Learn more about digital certificates and ETA](#)
- [Register your digital certificate in ETA](#)

Welcome to Electronic Transportation Acquisition (ETA), which provides a single point of access to [Surface Deployment and Distribution Command](#) (SDDC) web systems as well as links to other transportation sites. For more about ETA, please visit our [Help](#) page.

If you are already an ETA user, please click a system category on the left to display its corresponding links or click an option above.

To register for ETA as a first-time user, click that option above.

[SDDC HOME PAGE](#) | [TRANSCOM](#) | [AMC](#) | [MSC](#) | [Security Notice](#) | [Disclaimer](#) | [DoD PKI Root Certificate](#)

Figure 1-3. ETA — Electronic Transportation Acquisition Main Menu

1.6.1.1 New User Registration

If it is the first time a user is registering for an ETA User ID and Password, click on the *Register for First Time* link and the *New User Registration for ETA Page (1 of 2)* is displayed (Figure 1-4).

ETA — Electronic Transportation Acquisition

STOP This form is for first time registrations only. If you already have an ETA account, please do one of the following:

- For users to update their account through ETA click on the link: [Click here to update your account](#)
- For users to update their account, click on the link: [Click here to update your account](#)
- For users to update their account, click on the link: [Click here to update your account](#)
- For users to update their account, click on the link: [Click here to update your account](#)

New User Registration for ETA

Step 1 of 2

Please select one or more systems to select to register for by checking the square to the left of each system name.

- Please select one or more systems to select to register for by checking the square to the left of each system name.
- Please select one or more systems to select to register for by checking the square to the left of each system name.
- Please select one or more systems to select to register for by checking the square to the left of each system name.
- Please select one or more systems to select to register for by checking the square to the left of each system name.

Check	System	Description	Rules	Info
<input type="checkbox"/>	AMP	Account Management	[Select AMP Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASRPT	Account Setup	[Select ASRPT Rule]	Info
<input type="checkbox"/>	ASRPTV	Account Setup	[Select ASRPTV Rule]	Info
<input type="checkbox"/>	ASRPTPT	Account Setup	[Select ASRPTPT Rule]	Info
<input type="checkbox"/>	ASRPTM	Account Setup	[Select ASRPTM Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info

Check	System	Description	Rules	Info
<input type="checkbox"/>	ASRPT	Account Setup	[Select ASRPT Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info

Check	System	Description	Rules	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info

Check	System	Description	Rules	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info

Check	System	Description	Rules	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info
<input type="checkbox"/>	ASR	Account Setup	[Select ASR Rule]	Info

STOP This form is for first time registrations only. If you already have an ETA account, please do one of the following:

- For users to update their account through ETA click on the link: [Click here to update your account](#)
- For users to update their account, click on the link: [Click here to update your account](#)
- For users to update their account, click on the link: [Click here to update your account](#)
- For users to update their account, click on the link: [Click here to update your account](#)

Figure 1-4. ETA Registration Page

Scroll down on either registration page until the “Personal Property” section is visible. Within this section is a line for CWA. Click in the check box to the left of “CWA” then select a role from the drop down list on the right. Once a role is selected for the system, click on **[Generate Request Form]** and the *New User Registration for ETA Page (2 of 2)* is displayed (Figure 1-5).

ETA — Electronic Transportation Acquisition

New User Registration for ETA

Step 2 of 2

- Please do not be in a hurry to fill in this form.
- Fields marked with an asterisk (*) are mandatory fields and are to be completed.
- Click on "Send Request" in the bottom right-hand corner to generate the request form.
- You selected applications are:

First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Home Suffix (Sr., Jr., III)	<input type="text"/>
Bank / Cards	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (line 1) *	<input type="text"/>
Mailing Address (line 2)	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="Select State"/>
Country *	<input type="text" value="UNITED STATES"/>
Zip / Postal Code *	<input type="text"/>
Commercial Phone *	<input type="text"/> Ext. <input type="text"/>
DSH Phone	<input type="text"/> Ext. <input type="text"/>
FAX Number	<input type="text"/>
DSH FAX	<input type="text"/>
Email Address *	<input type="text"/>
Activity / Company / Organization *	<input type="text"/>
Company Division	<input type="text"/>
SCAC	<input type="text"/>
FBI OC *	<input type="text"/>
TP Multiple Cards (ISA Sender ID)	<input type="text"/>
Service *	<input type="text" value="A"/>

Figure 1-5. ETA Application Screen

Complete all the fields on the registration application that are marked with an asterisk (*). Be sure to enter a valid email address because passwords are provided via email messages. When all information has been entered, click on **[Submit Request]**.

A pop-up window is displayed asking “Is this address correct: < email address >.” If the information is correct, click on **[OK]**. If the information is incorrect, click on **[Cancel]**, make any needed corrections and resubmit the data.

After clicking **[OK]**, a page is displayed with a Request ID. This Request ID will become the user's ETA User ID upon approval. Make a note of the User ID that is listed on this page. Print a copy of the message if a paper copy is needed. **This page will not be accessible later.** A confirmation message containing the information on this page will be emailed. If the confirmation is not received, contact one of the ETA System Administrators.

1.6.1.2 Existing ETA User Registration

If the user has already registered on ETA for access to another system, click on the Register for Add'l Systems link, a pop-up window is displayed (Figure 1-6).

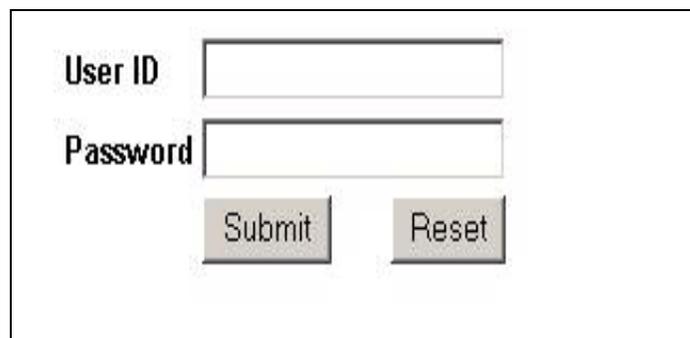
A screenshot of a web form titled "User ID and Password Screen". It features two input fields: "User ID" and "Password". Below the "Password" field are two buttons: "Submit" and "Reset". The form is enclosed in a rectangular border.

Figure 1-6. User ID and Password Screen

Enter the ETA User Name and Password and click on **[OK]**, the *Register for Additional ETA Systems Page* is displayed (Figure 1-7).

ETA Electronic Transportation Acquisition

Register for Additional ETA Systems

Step 1 of 2
 Register for additional systems to be added to your account.

- Please select one or more systems to add to your account by checking the square to the left of the system name.
- For each system you select, you will be able to assign a role to the system. You may only choose one role per system.
- If you have the role of the role column to open a pop-up window with a table of the system. You may make a mark in a row in systems to indicate which role you wish to assign.
- Click the "Generate Request Form" button at the bottom of the page to generate the systems and select the role for each system.

• Application is submitted to the system.

Freight/Cargo				
Check	System	Description	Roles	Info
<input type="checkbox"/>	AMF	Asset Management System	[Number]	Info
<input type="checkbox"/>	ASR	Asset and Risk System	[See ASR Role Type]	Info
<input type="checkbox"/>	CAPRI	CRS Control and Risk System		Info
<input type="checkbox"/>	CAPRIDEV	CRS Control and Risk System		
<input type="checkbox"/>	CAPRIFFT	CRS Control and Risk System		
<input type="checkbox"/>	CAPRIFFM	CRS Control and Risk System		
<input type="checkbox"/>	COB	CRS Control and Risk System	[CRS Control and Risk System]	Info
<input type="checkbox"/>	ESP	Enterprise System	[See ESP Role]	Info
<input type="checkbox"/>	SMV	Vehicle Data Management	[See SMV Role]	Info
<input type="checkbox"/>	TRVSM	CRS Control and Risk System	[See TRVSM Role]	Info

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	DMPI	Demanded and Utility Property System	[See DMPI Role]	Info
<input type="checkbox"/>	CWA	Control and Risk System	[See CWA Role]	Info
<input type="checkbox"/>	OTA	Control and Risk System	[See OTA Role]	Info
<input type="checkbox"/>	PTCC	Control and Risk System		
<input type="checkbox"/>	PTCWER	Control and Risk System	[See PTCWER Role]	Info
<input type="checkbox"/>	PTCWERDEV	Control and Risk System	[See PTCWERDEV Role]	
<input type="checkbox"/>	PTCWERFFT	Control and Risk System	[See PTCWERFFT Role]	

General				
Check	System	Description	Roles	Info
<input type="checkbox"/>	VSUB	Vehicle Data Management	[See VSUB Role]	Info
<input type="checkbox"/>	MLDUS	Vehicle Data Management	[See MLDUS Role]	Info
<input type="checkbox"/>	MLR	Vehicle Data Management	[See MLR Role]	Info
<input type="checkbox"/>	POL	Vehicle Data Management		Info

Figure 1-7. Additional Registration Screen

Scroll down on either registration page until the “Personal Property” section is visible. Within this section is a line for CWA. Click in the check box to the left of “CWA” then select a role from the drop down list on the right. Once a role is selected for the system, click on **[Generate Request Form]** and the *Register for Additional ETA Systems Page* is displayed (Figure 1-8).



Register for Additional ETA Systems

Step 2 of 2

- Please complete the following form.
- Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional.
- Click the "Submit Request" button at the bottom when you are finished.

First Name	*	<input type="text"/>
Middle Initial		<input type="text"/>
Last Name	*	<input type="text"/>
Name Suffix (Sr., Jr., III)		<input type="text"/>
Rank / Grade		<input type="text"/>
Job / Position Title		<input type="text"/>
Mailing Address (Line 1)	*	<input type="text"/>
Mailing Address (Line 2)		<input type="text"/>
City	*	<input type="text"/>
State	*	VIRGINIA <input type="text"/>
Country	*	UNITED STATES <input type="text"/>
Zip / Postal Code	*	<input type="text"/>
Commercial Phone	*	<input type="text"/> Ext: <input type="text"/>
DSN Phone		<input type="text"/> Ext: <input type="text"/>
FAX Number		<input type="text"/>
DSN FAX		<input type="text"/>
Email Address	*	<input type="text"/>
Activity / Company / Organization	*	<input type="text"/>
Company Division		<input type="text"/>
GBLOC	*	<input type="text"/>
Submit Request		Reset Form

Figure 1-8. Register for Additional ETA System Screen

Complete all the fields on the registration application that are marked with an asterisk (*). Be sure to enter a valid email address because passwords are provided via email messages. When all information has been entered, click on **[Submit Request]**.

A pop-up window is displayed asking “Is this address correct: < email address >.” If the information is correct, click on **[OK]**. If the information is incorrect, click on **[Cancel]**, make any needed corrections and resubmit the data.

After clicking **[OK]**, a page is displayed with a Request ID. This Request ID will become the user's ETA User ID upon approval. Make a note of the User ID that is listed on this page. Print a copy of the message if a paper copy is needed. **This page will not be accessible later.** A confirmation message containing the information on this page will be emailed. If the confirmation is not received, contact one of the ETA System Administrators.

1.6.1.3 Password Updates

In accordance with SDDC security requirements, passwords will be updated on a regular basis. However, users can request a password update at anytime through the *ETA Main Menu* page (Figure 1-3) by clicking on the *Forgot Password* link. Users must enter their User ID and click on **[Submit]**. Users will receive a new password via email.

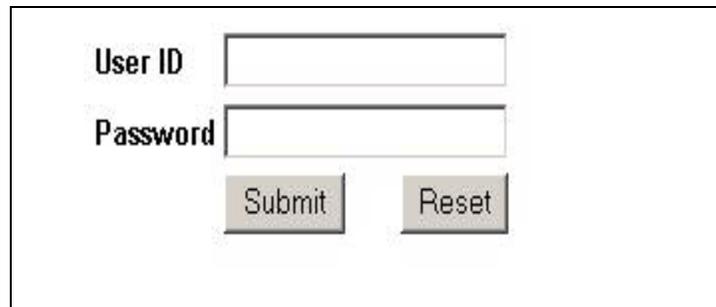
1.6.1.4 Email Address Updates

In accordance with SDDC security requirements, users must have a current email address. If the email address has changed since the initial registration, the user must update the information through the ETA web site. The URL for the server is <https://eta.sddc.army.mil>. Click on the *Edit User Profile* link, located at the top of the screen (Figure 1-3). Enter the appropriate user id and password (this may not be necessary if the user is currently logged into the module.) The ETA User Update screen will be displayed. This is similar to Figure 1-5. Scroll down to the bottom of the screen to view the “Email Address” field. Update the email address as appropriate by clicking and dragging in the text box to highlight the incorrect text and type in the correct information. Click on **[Save Changes]** to save the change.

1.6.2 CWA Login

To access CWA, use the *ETA Main Page*. Enter the URL for the ETA Server. When the ETA Main Page is displayed, click on the *Personal Property* link. A set of links concerning Personal

Property issues will be displayed. Click on the [CWA](#) link. This link will open a small window requesting the user's User ID and Password (Figure 1-9). Enter the appropriate User Name and Password then click on **[OK]**. The Internet browser opens another window and the first page of the CWA is displayed. The role selected when the user registered will determine access to any CWA functions defined by that role.



The image shows a login form with two text input fields. The first field is labeled 'User ID' and the second is labeled 'Password'. Below the 'Password' field, there are two buttons: 'Submit' and 'Reset'.

Figure 1-9. Network Password

1.6.3 SDDC Point of Contact

Surface Deployment and Distribution Command
200 Stovall Street
SDG6-AP
Alexandria, Virginia 22332

George Thomas: (703) 428-2237
DSN: 328
FAX: (703) 428-3390

1.6.4 Exiting CWA

Users can exit CWA from anywhere in the system. In the upper right-hand corner of the browser Titlebar, there are three boxes (refer to Figures 1-1 and 1-2). Click on the **[X]**. The outer browser window closes and the session is closed. Users can also choose File on the browser pull-down menu, scroll down to and click Exit. Either of these methods ends the user's session.

SECTION 2 CWA

2.1 CWA MAIN SCREEN

Once you have gone through the ETA system and entered your User ID and Password for the CWA, the *CWA Main Page* screen is displayed.



Figure 2-1. CWA Main Screen

2.1.1 Error Messages

If a pop-up window error message is displayed, follow the instructions listed to correct the error.

2.3 TP SCREENS

2.3.1 Log in as a TP

To access CWA, the user will click on the **[Enter CWA]** button.

2.3.3 Select a specific TP

The TP Multiple user will select a specific TP SCAC from the drop down window to view/edit shipment information.

TP Main Page (SCAC =)

This is the main page for TPs and their agents/representatives. Here you can view shipment information for a TP, generate reports of open items awaiting PPSO approval, or modify existing shipment invoice data.

TPAgents or TPMultiple Login Types MUST select a specific TP SCAC you wish to view/edit shipment information for from the dropdown below.



The View Pending Items link will allow users to view a report page showing all shipments that have invoices with pending/disputed/denied items, for a given SCAC.

The View BL(s) link will allow users to search for shipments by a date range, and optionally Code of Service, for a given SCAC.

The Search For Shipment(s) link will allow you to locate shipments by BL Number, Member Last Name, Member SSN, and TP Invoice Number or Reference Number, for a given SCAC. Searches can also be done using a wildcard character (*).

The Open/Unpaid Item Reports link takes users to a set of reports showing all invoiced items that remain in a pending/disputed/denied state, or remain unpaid, for a given SCAC. In addition, TPMultiples have consolidated report(s), showing open items for all SCACs they represent, available in web and download form.

The Pre Approvals link will allow users to view pre approval services for a specified shipment.

The Print BL link will allow users to view/print a PDF version of the BL/GBL for a specified shipment.

Figure 2-4. TP Drop Down Window Screen

2.3.4 View Pending Items for TP

Click on the link [View Pending Items](#) for TP to view pending items for TP. This link provides two options: View Items and Edit Items.

Shipment Services and Charges

BL Number:	JP-970018	Customer Name:	SANCHEZ, PHILLIP D	TP SCAC:	CRAF
------------	-----------	----------------	--------------------	----------	------

TP Shipment Note
 PPSO Shipment Note
[Help](#)

Location	Location Code	Location Source	City	State	County	Zip	Rate Area	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THIST	ALEXANDRIA	VA	ALEXANDRIA	22301	US25	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPhvoice	ALEXANDRIA	VA	ALEXANDRIA	22301		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	KANEOHE BAY	HI	HONOLULU	96863	US89	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPhvoice	PEARL HARBOR	HI		98601	US89	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPhvoice	PEARL HARBOR				US89	
SHIPMENT PORT USED	PRTUSD	TPhvoice	BALTIMORE	MD	BALT CITY	21202		US
SHIPMENT PORT USED	PRTUSD	TPhvoice	PEARL HARBOR				US89	
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TOPS/THIST	PEARL CITY	HI	HONOLULU	96782	US89	US

Invoice Number: 95534

Linehaul Charges

Approval Status	Item Code	Description	Net Weight (Billed Weight)	Reweigh	Locations	Miles	Invoice Amount	EDI Notes	Messages	PowerTrack Sent Date	859LXNumber	859IDCNumber
DENIED	LHS	Line Haul Charge	52.43 (52.43)	N/A	-		7278.86	PPSO858		Thu Jul 08 08:00:06 EDT 2004	1	1

Other Services/Charges

Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	EDI Notes	Messages	PowerTrack Sent Date	859LXNumber	859IDCNumber
APPROVED	AUTOMATIC	Fuel Surcharge-LHS	-	FlatRate 1 Miles 47	13.32			Thu Jul 08 08:00:06 EDT 2004	2	2
APPROVED	AUTOMATIC	Fuel Surcharge-LHS	-	FlatRate 1 Miles 1	11.53			Thu Jul 08 08:00:06 EDT 2004	3	3
APPROVED	AUTOMATIC	Bunker S/C	N/A	Qty 1	144			Thu Jul 08 08:00:06 EDT 2004	4	4
APPROVED	AUTOMATIC	Bunker S/C	N/A	Qty 1	70			Thu Jul 08 08:00:06 EDT 2004	5	5
APPROVED	AUTOMATIC	One Percent Service Charge (International)	N/A	Qty 1	75.93			Thu Jul 08 08:00:06 EDT 2004	6	6

Invoice Number: 95534A

Linehaul Charges

Approval Status	Item Code	Description	Net Weight (Billed Weight)	Reweigh	Locations	Miles	Invoice Amount	EDI Notes	Messages	PowerTrack Sent Date	859LXNumber	859IDCNumber
APPROVED	LHSADD	Line Haul Charge Addition	52.43 (52.43)	N/A	-	10	7278.86			Mon Jul 26 08:00:20 EDT 2004	1	1

Other Services/Charges

Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	EDI Notes	Messages	PowerTrack Sent Date	859LXNumber	859IDCNumber
APPROVED	S35A	One Percent Service Charge (International)	N/A	Qty 1	73.52			Mon Jul 26 08:00:20 EDT 2004	2	2

Figure 2-7. View Items Full Screen

Shipment Services and Charges										
BL Number:	JP-970018	Customer Name:	SANCHEZ, PHILLIP D			TP SCAC:	GRAF			
Unlock Shipment	TP Shipment Note	PPSO Shipment Note	Help							

Location	Location Code	Location Source	City	State	County	Zip	Rate Area	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THIST	ALEXANDRIA	VA	ALEXANDRIA	22301	US25	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPHVOICE	ALEXANDRIA	VA	ALEXANDRIA	22301		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	KANEOHE BAY	HI	HONOLULU	96863	US89	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPHVOICE	PEARL HARBOR	HI		98601	US89	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPHVOICE	PEARL HARBOR				US89	
SHIPMENT PORT USED	PRTUSD	TPHVOICE	BALTIMORE	MD	BALT CITY	21202		US
SHIPMENT PORT USED	PRTUSD	TPHVOICE	PEARL HARBOR				US89	
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TOPS/THIST	PEARL CITY	HI	HONOLULU	96782	US89	US

Invoice Number: 95534

Linehaul Charges

Edit	Approval Status	Item Code	Description	Net Weight (Billed Weight)	Reweigh	Locations	Miles	Invoice Amount	EDI Notes	Messages	PowerTrack Sent Date	859LXNumber	859IDCNumber
	DENIED	LHS	Line Haul Charge	52.43 (52.43)	Enter Reweigh	PRIPCK - PRIDLV		7278.86	PPSO858		Thu Jul 08 08:00:06 EDT 2004	1	1

Other Services/Charges

Edit	Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	EDI Notes	Messages	PowerTrack Sent Date	859LXNumber	859IDCNumber
	APPROVED	AUTOMATIC	Fuel Surcharge-LHS	PRIPCK	FlatRate <input type="text" value="1"/>	13.32			Thu Jul 08 08:00:06 EDT 2004	2	2
				PRTUSD	Miles <input type="text" value="47"/>						
	APPROVED	AUTOMATIC	Fuel Surcharge-LHS	PRIDLV	FlatRate <input type="text" value="1"/>	11.53			Thu Jul 08 08:00:06 EDT 2004	3	3
				PRTUSD	Miles <input type="text" value="1"/>						
	APPROVED	AUTOMATIC	Bunker S/C	N/A	Qty <input type="text" value="1"/>	144			Thu Jul 08 08:00:06 EDT 2004	4	4
	APPROVED	AUTOMATIC	Bunker S/C	N/A	Qty <input type="text" value="1"/>	70			Thu Jul 08 08:00:06 EDT 2004	5	5
	APPROVED	AUTOMATIC	One Percent Service Charge (International)	N/A	Qty <input type="text" value="1"/>	75.93			Thu Jul 08 08:00:06 EDT 2004	6	6

Invoice Number: 95534A

Linehaul Charges

Edit	Approval Status	Item Code	Description	Net Weight (Billed Weight)	Reweigh	Locations	Miles	Invoice Amount	EDI Notes	Messages	PowerTrack Sent Date	859LXNumber	859IDCNumber
	APPROVED	LHSADD	Line Haul Charge Addition	52.43 (52.43)	Enter Reweigh	PRIPCK - PRIDLV	10	7278.86			Mon Jul 26 08:00:20 EDT 2004	1	1

Other Services/Charges

Edit	Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	EDI Notes	Messages	PowerTrack Sent Date	859LXNumber	859IDCNumber
	APPROVED	S35A	One Percent Service Charge (International)	N/A	Qty <input type="text" value="1"/>	73.52			Mon Jul 26 08:00:20 EDT 2004	2	2

Figure 2-9. Edit Items Full Screen

2.3.4.3 Shipment Service Location Information

To edit shipment service location information for a particular line item, click on the link listed in the Locations column, enter new address and new zip code, select the new rate area from the drop down list and click the **[Submit Edit]** button. Example: ORGSIT – Shipment Origin SIT Address.

Note: For complete list of shipping address types see Appendix B.

Shipment Service Location Information

Location Type:	SHIPMENT ORIGIN SIT ADDRESS (WO)
Location Information Source (TOPS/TP):	TP INVOICE
Street Address:	<input type="text"/>
City:	<input type="text" value="PEARL HARBOR"/>
County:	<input type="text"/>
State:	<input type="text"/>
Country:	<input type="text"/>
Enter New Zip Code:	<input type="text"/>
Current Rate Area:	US89
Select New Rate Area:	<input type="text" value="Select From Dropdown"/> ▼

Figure 2-10. Shipment Service Location Information Screen

2.3.4.4 Messages

Example: Click on the pencil icon link to enter a message. Click the **[Add Message]** button, enter new text in the box, select the origin or destination GBLOC and click the **[Save]** button.

Item Code: LHS (Line Haul Charge)

Date	From	To	Message Text
------	------	----	--------------

Figure 2-11. Messages Screen

Message:

Sender: AAEK (nels0023)

To: CLPK (Origin GBLOC) ▼

Figure 2-12. Add Message Screen

2.3.4.5 EDI Notes

EDI Notes column displays computer-generated costing engine messages (notes for denial of items by costing engine).

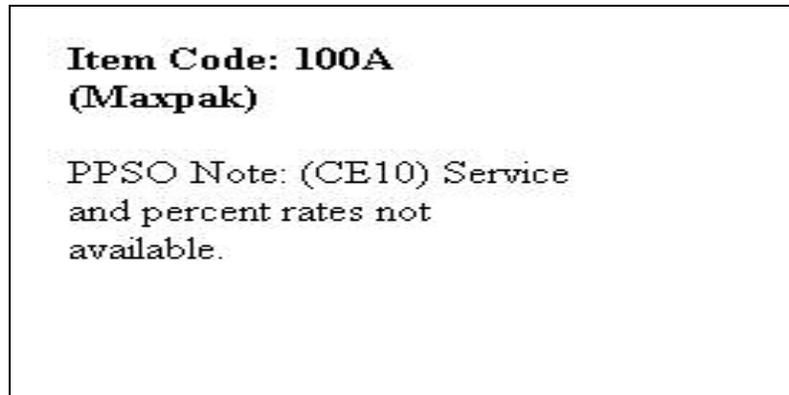


Figure 2-13. EDI Notes Screen

2.3.4.6 Edit Locking

As soon as the user enters edit mode from a search page, or other page, the Edit Locking tool automatically locks the shipment and no other user is able to access the shipment record. The Edit Locking allows the user to explicitly unlock shipments directly from the edit pages, otherwise the lock "times-out" after a given time period. On all the search results pages, Edit Locking displays the lock status for each shipment, including the ETA user ID.



Figure 2-14. Edit Lock Screen

2.3.4.7 Enter Reweigh Information

Click on the [Enter Reweigh](#) link to enter/edit Reweigh information.

Example: View by Pickup Date

Year/Hours	Entry Approval	BL Number	Shipper/States	Manifest S/N	Container Name	Container #	Origin CTR/LOC	Destination CTR/LOC	SCAC
2004/04	P	TP 902515	EL	214 00 1427	BLK001427	000000	EL	EL	AALF
2004/04	P	TP 902515	EL	214 00 1427	BLK001427	000000	EL	EL	AALF
2004/04	P	TP 902515	EL	214 00 1427	BLK001427	000000	EL	EL	AALF
2004/04	P	TP 902515	EL	214 00 1427	BLK001427	000000	EL	EL	AALF
2004/04	P	TP 902515	EL	214 00 1427	BLK001427	000000	EL	EL	AALF
2004/04	P	TP 902515	EL	214 00 1427	BLK001427	000000	EL	EL	AALF
2004/04	P	TP 902515	EL	214 00 1427	BLK001427	000000	EL	EL	AALF

Figure 2-17. View by Pickup Date Screen

2.3.6 Search for Shipments

Click on the link [Search for Shipments](#). This link provides five search options: BL Number, Customer SSN, Customer Last Name, TP Invoice Number, and TP Reference Number.

AALF Search Form (TP SCAC AALF)

Use wildcards in your search for the number. For example, to search for all shipments with BL number starting with '12345', enter '12345*' in the BL Number field. Searches are only available for a single day at a time.

To help you search for a BL, the following information is available: BL Number, BL Name, BL Date, BL Hours, BL Status, BL Type, BL Origin, BL Destination, BL SCAC, BL Entry Approval, BL Shipper, BL States, BL Manifest S/N, BL Container Name, BL Container #, BL Origin CTR/LOC, BL Destination CTR/LOC, BL SCAC.

TP Invoice #
 Customer SSN
 Customer Last Name
 Customer Address
 TP Reference Number

Figure 2-18. Search for Shipments Screen

2.3.6.1 Search by BL Number

Example: Enter BL Number and click [**Search**]. This link provides two options: View Items and Edit Items.

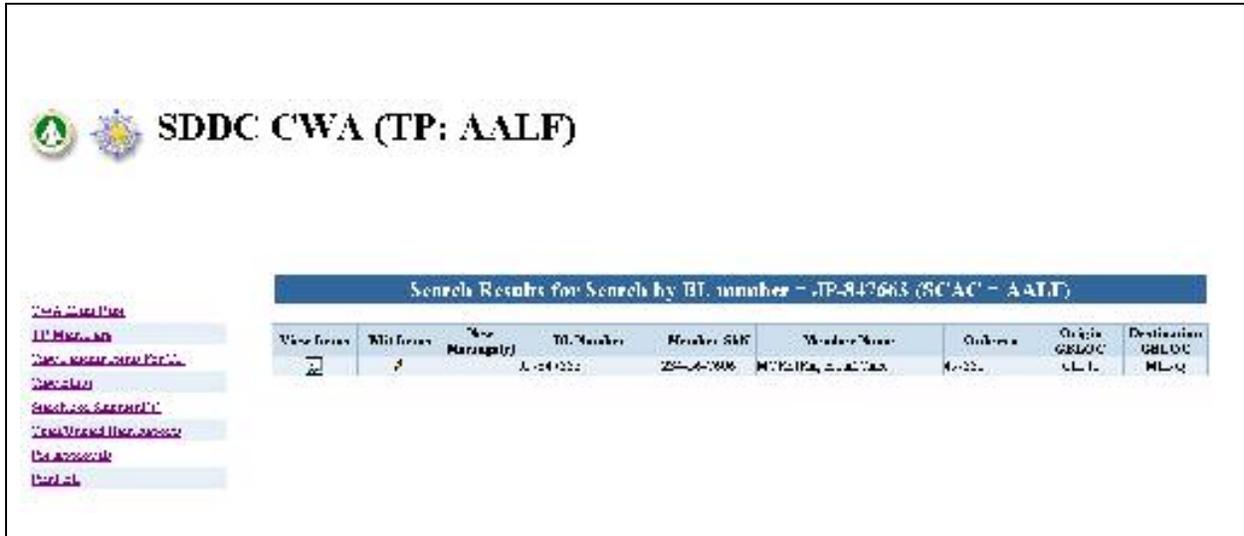


Figure 2-19. Search Results by BL Number Screen

2.3.7 Open/Unpaid Item Reports

Click on the link [Open/Unpaid Item Reports](#) from the main menu on the left side to view the reports page.

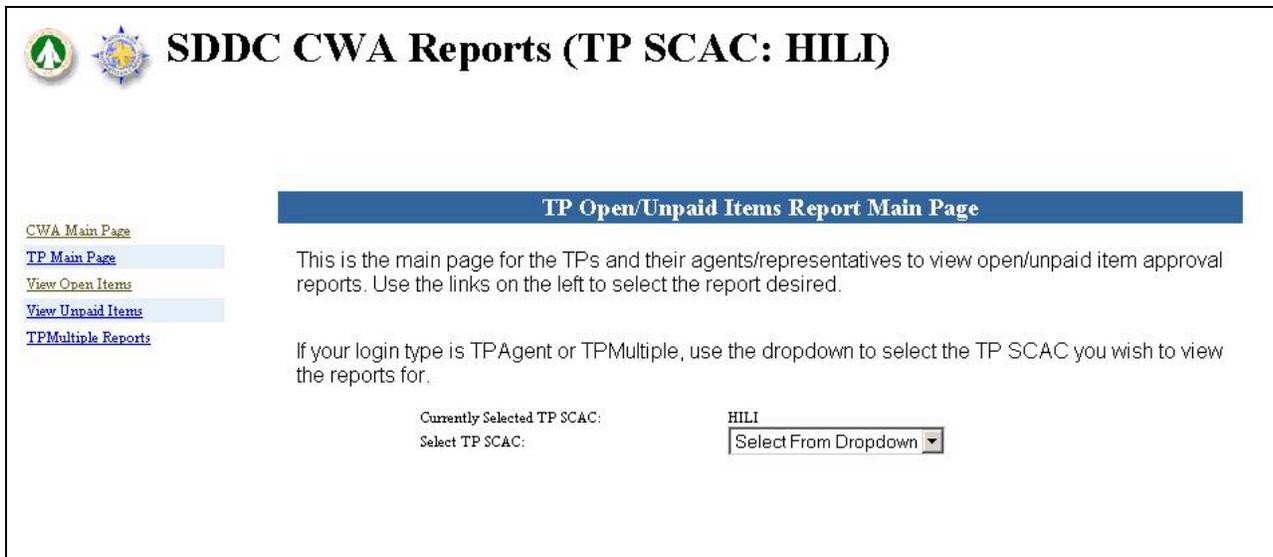


Figure 2-20. Open/Unpaid Item Reports Screen

2.3.7.1 View Open Items

Click on the link [View Open Items](#) to view open items. This link provides four view options: Show Pending Items (displayed by default), Show Denied/Disputed Items, Show All Unapproved Items, and Sort by Age.

View Icon	Bill Number	Mergers	Invoice Number	SDDC Number	Item Code	Description	Quantity	Approval Status	Submittal Date
	27-0015-1		14147	13	13	SIT Is. Eq.	100	pending	2011-08-22
	27-0015-1		14147	13	13	SIT Is. Eq.	100	pending	2011-08-22
	27-0015-1		14147	13	13	SIT Is. Eq.	100	pending	2011-08-22
	27-0015-1		14147	13	13	SIT Is. Eq.	100	pending	2011-08-22

Figure 2-21. View Open Items Screen

Example 1: Show Denied/Disputed Items

View Icon	Bill Number	Mergers	Invoice Number	SDDC Number	Item Code	Description	Quantity	Approval Status	Submittal Date
	27-0015-1		14147	13	13	SIT Is. Eq.	100	pending	2011-08-22
	27-0015-1		14147	13	13	SIT Is. Eq.	100	pending	2011-08-22
	27-0015-1		14147	13	13	SIT Is. Eq.	100	pending	2011-08-22
	27-0015-1		14147	13	13	SIT Is. Eq.	100	pending	2011-08-22

Figure 2-22. Show Denied/Disputed Items Screen

Example 2: Show All Unapproved Items

The screenshot shows the 'Open Item Report' interface. On the left, there is a navigation menu with options: 'TP Main Page', 'TP Main Page', 'View Open Items', 'View Approved Items', and 'TP Main Page'. The main header area contains the title 'Open Item Report' and four filter buttons: 'Show All Items', 'Show Approved Items', 'Show Unapproved Items', and 'Sort by Age'. Below the filters, a text box states: 'This table lists all items for TP SCAC AAEK that do not have a status of approved, in pending, cancel, shipped, or approved and have not been paid by the vendor.' Below this text is a table with the following data:

Item Description	Item Number	Item Message (Y)	Invoice Number	APPROV Number	REJECT Number	Item Code	Description	Quantity	Approval Status	DUFO Rate	Submit Date
Item Description	27000000		25000	--	--	400	Item Description	100	pending		10/01/2004
Item Description	27000000		25000	1	1	400	Item Description	100	cancel		10/01/2004
Item Description	27000000		25000	1	1	400	Item Description	100	pending		10/01/2004
Item Description	27000000		25000	1	1	400	Item Description	100	cancel		10/01/2004

Figure 2-23. Show All Unapproved Items Screen

Example 3: Sort by Age

The screenshot shows the 'Open Item Report' interface with the 'Sort by Age' button selected. The navigation menu on the left is the same as in Figure 2-23. The filter buttons are: 'Show All Items', 'Show Approved Items', 'Show Unapproved Items', and 'Sort by Age'. The text box below the filters states: 'This table lists all items for TP SCAC AAEK that do not have a status of approved, in pending, cancel, shipped, or approved and have not been paid by the vendor.' Below this text is a table with the following data:

Item Description	Item Number	Item Message (Y)	Invoice Number	APPROV Number	REJECT Number	Item Code	Description	Quantity	Approval Status	DUFO Rate	Submit Date
Item Description	27000000		25000	--	--	400	Item Description	100	pending		10/01/2004
Item Description	27000000		25000	1	1	400	Item Description	100	cancel		10/01/2004
Item Description	27000000		25000	1	1	400	Item Description	100	pending		10/01/2004
Item Description	27000000		25000	1	1	400	Item Description	100	cancel		10/01/2004

Figure 2-24. Sort by Age Screen

2.3.7.2 View Unpaid Items

Click on the link [View Unpaid Items](#) to view unpaid items. To view Date Range report, enter start date, end date and click the [Submit Date Range Report] button. To view a report of all unpaid items for a TP, click on the link [Click Here](#).

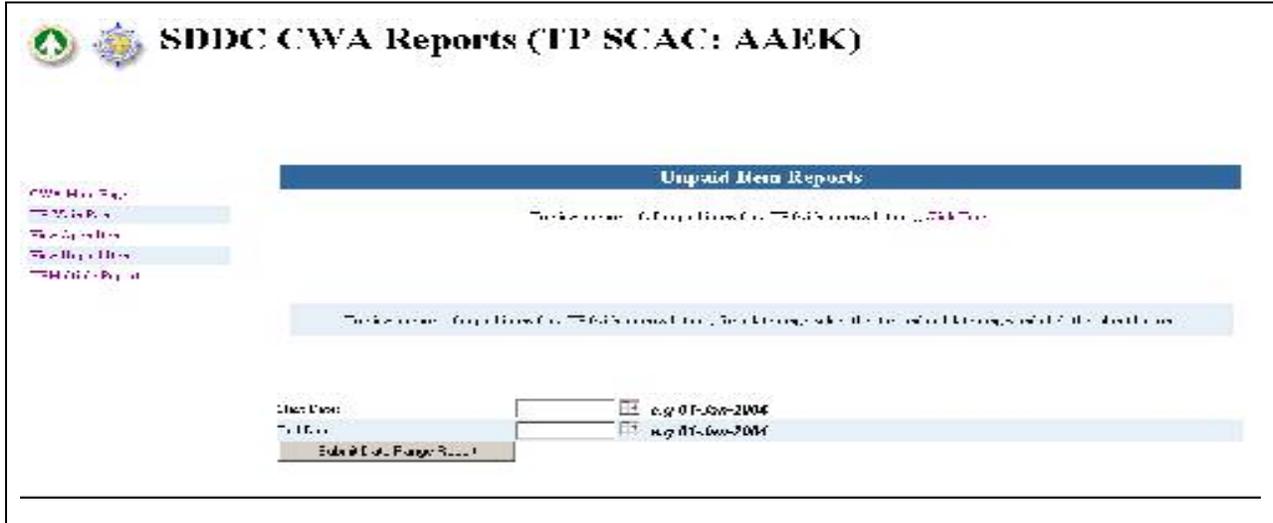


Figure 2-25. View Unpaid Items Report Screen

Example 1: View Unpaid Items Date Range Report

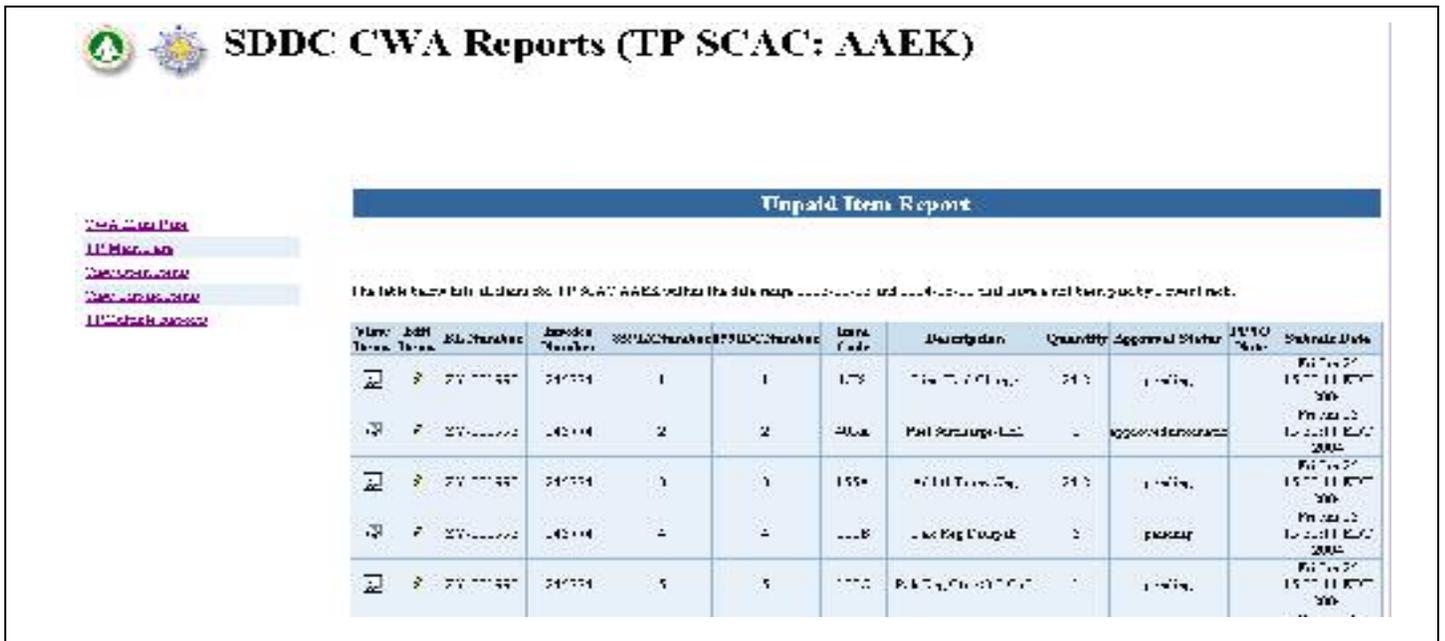


Figure 2-26. View Unpaid Items Date Range Report Screen

Example 2: View a report of all unpaid items for a TP

SDDC CWA Reports (TP SCAC: AAEK)

Unpaid Items Report

The table below lists all items for TP SCAC: AAEK that have been entered by the user.

Item Number	Description	Quantity	Approval Status	Submit Date
21447	RTN Fee	10	pending	30/09/2004
4204	RTN Fee	10	pending	30/09/2004
21447	RTN Fee	14	pending	30/09/2004
4204	RTN Fee	10	approved/rejected	30/09/2004
21447	RTN Fee	14	pending	30/09/2004
4204	RTN Fee	10	approved/rejected	30/09/2004
21447	RTN Fee	10	pending	30/09/2004

Figure 2-27. Report of all Unpaid Items Screen

2.3.7.3 TP Multiple Reports

Click on the link [TP Multiple Reports](#).

SDDC CWA Reports (TP SCAC: AAEK)

TP Multiple Reports

Click on the link [TP Multiple Reports](#).

[View All Reports](#)

[View Unpaid Reports](#)

[View Approved Reports](#)

Figure 2-28. TP Multiple Reports Screen

Example 1: Click on the link [View report of all unapproved items for all TPs with approval status](#). This report lists all items with pending, denied, disputed or updated statuses that have not been paid by PowerTrack.

SDDC CWA Reports (TP SCAC: AAEK)

TP Multiple Report View

The table below lists all items that all TPs requested that do not have a status of approved (i.e. pending, denied, disputed, updated) and have not been paid by PowerTrack.

Item Code	Description	Quantity	Approval Status	Rate	Submit Time
100	Lane Med Gauge	200	pending		10/20/04 11:11:04
100	TP 000009 0000 00000	1	active		10/20/04 11:11:04
100	Lane Reg Gauge	10	pending		10/20/04 11:11:04
100	TP 000009 0000 00000	1	active		10/20/04 11:11:04
100	TP 000009 0000 00000	6	pending		10/20/04 11:11:04

Figure 2-29. TP Multiple Report View Screen

Example 2: Click on the link [Download report of all unapproved items for TPs with approval status](#) to download the report.

Note: To download the report, click on the link [Download Report](#). Save the file to a disk or on your hard drive. Open Microsoft Excel on your personal computer (PC) and open the file with the report. Next, click the ‘Delimited’ box and click the **[Next]** button. Then click to undo the ‘Tab’ box; check the ‘Other’ box and insert the pipe symbol (|) on your keyboard, click the **[Next]** button, then click the **[Finish]** button.



SDDC CWA Reports (TP SCAC: HILD)

TP Multiple Report Download

[CWA Main Page](#)

[TP Main Page](#)

[View Open Items](#)

[View Unpaid Items](#)

[TP Multiple Reports](#)

Click the Download Report link below and save to your local disk to retrieve the latest report of all unapproved items for all TPs.

The report file is a pipe delimited (|) text file (.txt file) that can be opened directly in Excel.

The format of the download file is as follows:

TPSCAC|BLNumber|InvoiceNumber|859LXNumber|859IDCNumber|ItemCode|Item Description|Quantity|ApprovalStatus|PPSONote|SubmittedDate

[Download Report](#)

Figure 2-30. TP Multiple Report Download Screen

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	TP SCAC	BL Numbe	Invoice Nui	859LX Nun	859IDC Nu	Item Code	Item Desci	Quantity	Approval S	PPSO Not	Submitted Date				
2	AALF	JP-676286	IVV23560E	1	S1	LHS	Line Haul C	85.4	pending	null	Mon Mar 01 19:49:08 EST 2004				
3	AALF	JP-795216	IVV236182	1	S1	LHS	Line Haul C	163.75	pending	null	Mon Mar 01 18:10:27 EST 2004				
4	AALF	JP-795216	IVV236182	5	S5	509A	Extra Pick	1	pending	null	Mon Mar 01 18:10:27 EST 2004				
5	AALF	JP-819945	IVV237501	1	S1	LHS	Line Haul C	81.55	pending	null	Mon Mar 01 18:10:31 EST 2004				
6	AALF	JP-819945	IVV237501	1	S1	518C	SIT:Period	1	pending	null	Mon Mar 01 18:10:35 EST 2004				
7	AALF	JP-819945	IVV237501	2	S2	518D	Whse Han	81.55	pending	null	Mon Mar 01 18:10:35 EST 2004				
8	AALF	JP-819945	IVV237501	3	S3	520A	SIT Pup/Di	81.55	pending	null	Mon Mar 01 18:10:35 EST 2004				
9	AALF	JP-819909	IVV237502	1	S1	LHS	Line Haul C	69.45	pending	null	Mon Mar 01 18:11:11 EST 2004				
10	AALF	JP-819909	IVV237502	1	S1	518C	SIT:Period	1	pending	null	Mon Mar 01 18:11:15 EST 2004				
11	AALF	JP-819909	IVV237502	2	S2	518D	Whse Han	69.45	pending	null	Mon Mar 01 18:11:15 EST 2004				
12	AALF	JP-819909	IVV237502	3	S3	520A	SIT Pup/Di	80	pending	null	Mon Mar 01 18:11:15 EST 2004				
13	AALF	JP-819950	IVV23750E	1	S1	LHS	Line Haul C	176.83	pending	null	Mon Mar 01 18:11:18 EST 2004				
14	AALF	JP-819950	IVV23750E	5	S5	502A	Labor Reg	10	pending	null	Mon Mar 01 18:11:18 EST 2004				
15	AALF	JP-819950	IVV23750E	6	S6	502A	Labor Reg	64	pending	null	Mon Mar 01 18:11:18 EST 2004				
16	AALF	JP-819950	IVV23750E	1	S1	505A	Reweigh F	1	pending	null	Mon Mar 01 18:11:22 EST 2004				
17	AALF	JP-819950	IVV23750E	4	S4	520A	SIT Pup/Di	175.75	pending	null	Mon Mar 01 18:11:22 EST 2004				
18	AALF	JP-819950	IVV23750E	3	S3	518D	Whse Han	175.75	pending	null	Mon Mar 01 18:11:22 EST 2004				
19	AALF	JP-819950	IVV23750E	2	S2	518C	SIT:Period	1	pending	null	Mon Mar 01 18:11:22 EST 2004				
20	AALF	JP-445840	IVV237564	1	S1	LHS	Line Haul C	4.48	pending	null	Mon Mar 01 18:11:24 EST 2004				
21	AALF	JP-445840	IVV237564	4	S4	519A	SIT:Period	1	pending	null	Mon Mar 01 18:11:24 EST 2004				
22	AALF	JP-445840	IVV237564	8	S8	507K	Unpack:Ex	53	pending	null	Mon Mar 01 18:11:24 EST 2004				
23	AALF	JP-445840	IVV237564	6	S6	521A	SIT Pup/Di	4.48	pending	null	Mon Mar 01 18:11:24 EST 2004				
24	AALF	JP-445840	IVV237564	5	S5	519C	Whse Han	4.48	pending	null	Mon Mar 01 18:11:24 EST 2004				
25	AALF	JP-820044	IVV23766E	1	S1	LHS	Line Haul C	62.39	pending	null	Mon Mar 01 18:11:29 EST 2004				
26	AALF	JP-820044	IVV23766E	3	S3	520A	SIT Pup/Di	62.39	pending	null	Mon Mar 01 18:11:33 EST 2004				
27	AALF	JP-820044	IVV23766E	2	S2	518D	Whse Han	62.39	pending	null	Mon Mar 01 18:11:33 EST 2004				
28	AALF	JP-820044	IVV23766E	1	S1	518C	SIT:Period	1	pending	null	Mon Mar 01 18:11:33 EST 2004				

Figure 2-31. TP Multiple Report in Microsoft Excel

2.3.8 Pre Approvals

To view pre approval items for a particular BL, click on the link *Pre Approvals*, enter the BL number and click the [Submit] button.

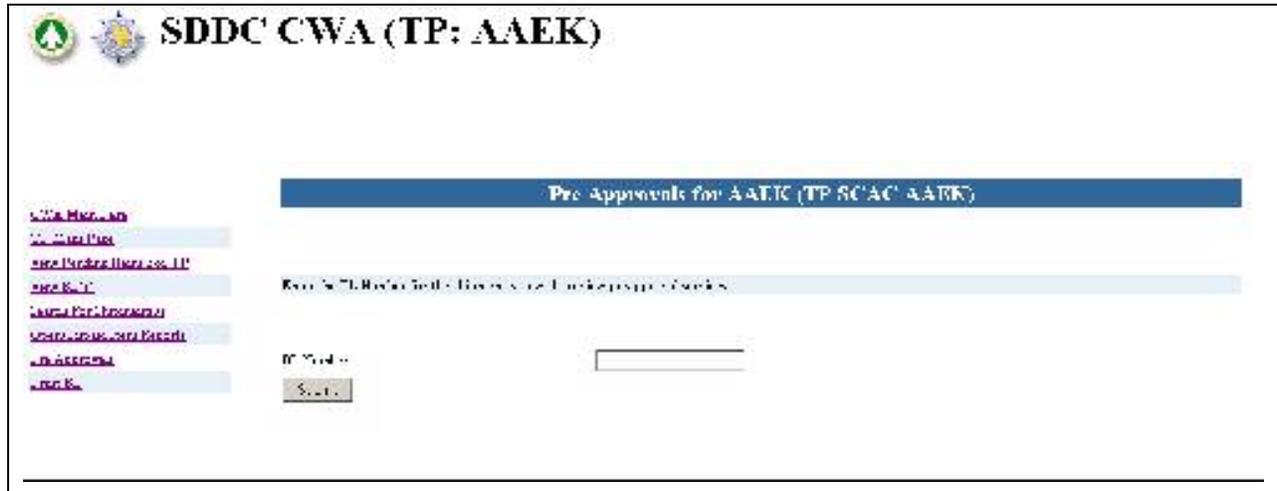


Figure 2-32. Pre Approvals Screen

Example: Pre Approvals results for BL number ZY-025040

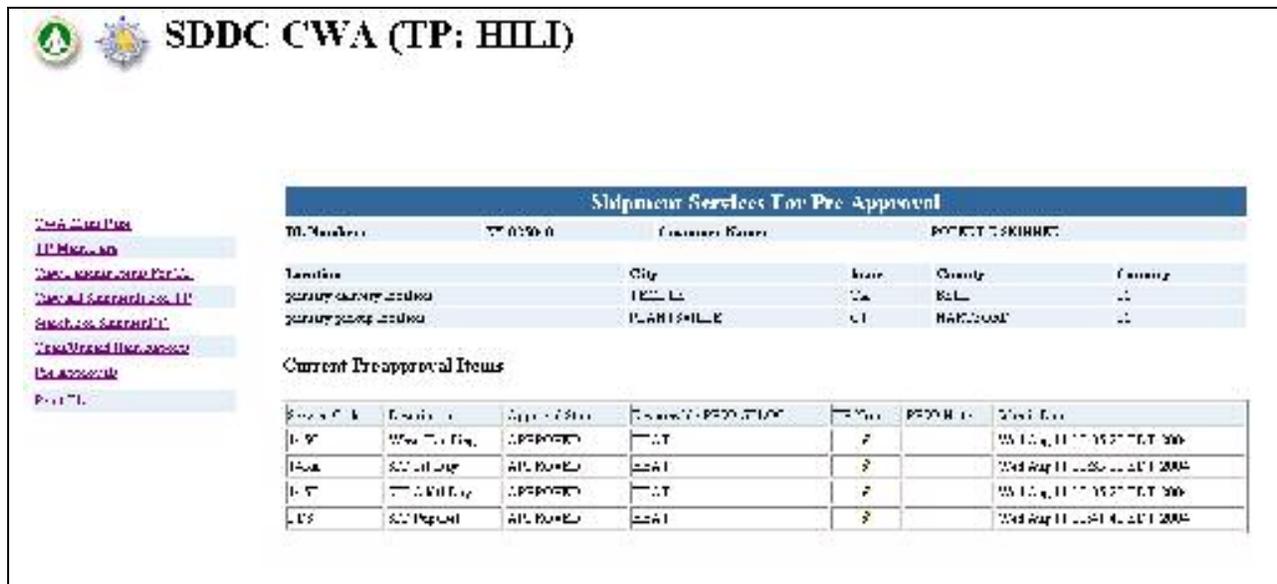


Figure 2-33. Pre Approvals Results Screen

APPENDIX A – ACRONYMS

ACRONYMS

BL	Bill of Lading
CE	Costing Engine
DA.....	Shipment Authorized Delivery Address
CWA	Central Web Application
DFAS	Defense Finance and Accounting System
DoD.....	Department of Defense
DTOD	Defense Table of Official Distances
EDI.....	Electronic Data Interchange
ETA.....	Electronic Transportation Acquisition
FTP.....	File Transfer Protocol
GBL.....	Government Bill of Lading
GBLOC	Government Bill of Lading Office Code
GSA.....	General Service Administration
GUI	Graphic User Interface
IC.....	(EDI) Implementation Convention
HTTP.....	HyperText Transfer Protocol
HTTPS	HyperText Transfer Protocol – Secure
LHS	Line Haul Item
MDA	Model Driven Architecture
NIPRNET.....	Non-classified Internet Protocol Routing NETWORK
NTS	Non-Temporary Storage
OCONUS	Outside the Continental United States
OTO	One-Time-Only (Shipment)
PM.....	Persistence Manager (from JDO)
PPPO.....	Personal Property Processing Office
PPPSB.....	Passenger and Personal Property Systems Branch
PPSO.....	Personal Property Shipping Office
SCAC	Standard Carrier Alpha Code

SDDC.....Military Surface Deployment and Distribution Command
SIT..... Storage In-Transit
SMTPSimple Mail Transport Protocol
THIST TOPS History
TOPS.....Transportation Operational Personal Property Standard System
TP..... Transportation Provider
URL..... Uniform Resource Locator

APPENDIX B – SHIPMENT ADDRESS TYPES

SHIPMENT ADDRESS TYPES

ATHPCK	Shipment Authorized Pickup Address
ATHDLV	Shipment Authorized Delivery Address
PRIPCK	Shipment Primary Pickup Address
PRIDLV	Shipment Primary Delivery Address
ADDPCK	Shipment Additional Pickup Address
ADDLV	Shipment Additional Delivery Address
LNGDLV	Shipment Long Delivery Address
DIVRSN	Shipment Diversion Delivery Address
RVCPT	Shipment Service Point
PRTUSD	Shipment Port Used
PRTORG	Shipment Original Port Designated
DIVRPT	Shipment Diversion Point
ORGSIT	Shipment Origin SIT Address
DSTSIT	Shipment Destination SIT Address