



**MILITARY SURFACE DEPLOYMENT AND
DISTRIBUTION COMMAND**

**TOPS/POWERTRACK
CENTRAL WEB APPLICATION (CWA)
PPPO/PPSO USER MANUAL
Version 3.6.2**

June 9, 2005

Prepared for:

Military Surface Deployment and Distribution Command
ATTN: SDG6-AP
200 Stovall St
9th floor, Room 9S09
Alexandria, Virginia 22332

Prepared by:

SRA International, Inc.
4300 Fair Lakes Court
Fairfax, Virginia 22033-4232

Under Contract W81GYE-04-F-0088
Subtask Number 3.1.1

Document Control Number (DCN) 1804369-311-102



**MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION
COMMAND
TOPS/POWERTRACK
CENTRAL WEB APPLICATION (CWA)
PPPO/PPSO USER MANUAL
VERSION 3.6.2**

June 9, 2005

Prepared for:

Military Surface Deployment and Distribution Command
ATTN: SDG6-AP
200 Stovall St
9th floor, Room 9S09
Alexandria, Virginia 22332

Under Contract W81GYE-04-F-0088
Subtask Number 3.1.1
Document Control Number (DCN) 1804369-311-102

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.....	1-3
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	1-10
1.6.1.3 Password Updates.....	1-13
1.6.1.4 Email Address Updates.....	1-13
1.6.2 CWA Login.....	1-13
1.6.3 SDDC Point of Contact.....	1-14
1.6.4 Exiting CWA	1-14
SECTION 2. CENTRAL WEB APPLICATION (CWA).....	2-1
2.1 CWA WELCOME SCREEN	2-1
2.1.1 2.1.1 Error Messages.....	2-1
2.2 PPPO/PPSO.....	2-1
2.2.1 Log in as a PPPO/PPSO.....	2-1
2.2.2 PPSO Main Page.....	2-2
2.2.3 Pending Shipments/Invoices	2-2
2.2.3.1 View Items.....	2-3
2.2.3.2 Edit Items.....	2-5
2.2.3.3 Shipment Line of Accounting.....	2-6
2.2.3.4 Divert Shipment.....	2-7
2.2.3.5 Long Delivery.....	2-7
2.2.3.6 Help	2-8
2.2.3.7 Edit Locking	2-8
2.2.3.8 PPSO Header Note	2-9
2.2.3.9 SIT Info	2-9
2.2.3.10 Sort By PPSO.....	2-9
2.2.3.11 Sort By Invoice.....	2-10
2.2.3.12 Show Only Origin PPSO Services	2-11
2.2.3.13 Show Only Destination PPSO Services	2-12
2.2.3.14 Items Requiring Approvals	2-13
2.2.3.15 Messages	2-14
2.2.3.16 EDI Notes.....	2-15
2.2.3.17 Enter Reweigh.....	2-16
2.2.3.18 Shipment Service Location Information.....	2-16
2.2.4 Open Invoices Summary.....	2-17
2.2.5 View BL(s)	2-19
2.2.6 Search for BL.....	2-20
2.2.7 Pre Approvals	2-21
2.2.8 Print BL.....	2-28

- 2.3 REPORTS2-29
 - 2.3.1 CWA Main Page2-29
 - 2.3.2 Reports Main Page.....2-29
 - 2.3.2.1 Search by BL Number 2-30
 - 2.3.3 Branch of Service Report.....2-34
 - 2.3.4 Item Age Report.....2-36
 - 2.3.5 General Reports2-38
 - 2.3.5.1 Shipment Estimated Weight Report 2-38
 - 2.3.6 Conversion Failure Reports2-39
- 2.4 DOD MASTER PAGES2-40
 - 2.4.1 CWA Welcome Page2-40
 - 2.4.2 Log in as a DoD Master2-40
 - 2.4.3 PPSO Main Page.....2-41
 - 2.4.4 Open Invoices Summary.....2-42
 - 2.4.5 View BL(s)2-44
 - 2.4.6 Search for BL.....2-45
 - 2.4.6.1 Search Results by Member Last Name 2-45
 - 2.4.7 Pre Approvals2-49
 - 2.4.8 Print BL.....2-53
 - 2.4.9 Audit Pages2-54
 - 2.4.9.1 Audit Trail Main Page 2-54
 - 2.4.9.2 Billable Line Item Audit Trail 2-55
 - 2.4.9.3 Pre Approval Audit Trail..... 2-57
 - 2.4.10 Reports2-58
 - 2.4.10.1 CWA Main Page 2-58
 - 2.4.10.2 Reports Main Page 2-58
 - 2.4.10.3 Search by BL Number..... 2-59
 - 2.4.10.4 Branch of Service Report 2-63
 - 2.4.10.5 Item Age Report 2-65
 - 2.4.10.6 General Reports..... 2-66
 - 2.4.10.7 Conversion Failure Reports..... 2-67
 - 2.4.11 Manage CWA2-68
 - 2.4.11.1 View Shipment Costing Detail..... 2-68
 - 2.4.11.2 View Costing Metrics and Diagnostics 2-70
 - 2.4.11.3 Manage Email Settings..... 2-72
 - 2.4.12 CWA EDI Reports Main Page2-73
 - 2.4.12.1 View Invoice Rejections 2-73
 - 2.4.12.2 Invoice Tracking Pages 2-74
- 2.5 DOD READ ONLY2-75
 - 2.5.1 Login as a DoD Read Only2-75
 - 2.5.2 PPSO Main Page.....2-75
 - 2.5.3 Open Invoices Summary.....2-76
 - 2.5.4 View BL(s)2-78
 - 2.5.5 Search for BL.....2-79
 - 2.5.5.1 Search Results by Member Last Name 2-80
 - 2.5.5.2 View Items..... 2-80
 - 2.5.5.3 Edit Items..... 2-81
 - 2.5.6 Pre Approvals2-82
 - 2.5.7 Print BL.....2-83
 - 2.5.8 Audit Pages2-83
 - 2.5.8.1 Audit Trail Main Page 2-84

- 2.5.8.2 Billable Line Item Audit Trail 2-84
- 2.5.8.3 Pre Approval Audit Trail 2-86
- 2.5.9 Reports 2-88
 - 2.5.9.1 CWA Main Page..... 2-88
 - 2.5.9.2 Reports Main Page..... 2-88
 - 2.5.9.3 Search by BL Number 2-89
 - 2.5.9.4 Branch of Service Report..... 2-93
 - 2.5.9.5 Item Age Report 2-95
 - 2.5.9.6 General Reports 2-97
 - 2.5.9.7 Conversion Failure Reports 2-98

APPENDIX A - ACRONYMS 1

APPENDIX B – ERROR MESSAGES 1

APPENDIX C – SHIPMENT ADDRESS TYPE 1

LISTS OF FIGURES

- Figure 1-1. Internet Explorer Toolbar..... 1-6
- Figure 1-2. Internet Explorer Toolbar..... 1-6
- Figure 1-3. ETA —Electronic Transportation Acquisition Main Menu..... 1-7
- Figure 1-4. ETA Registration Page Screen..... 1-8
- Figure 1-5. ETA Application Screen 1-9
- Figure 1-6. User Id and Password Screen..... 1-10
- Figure 1-7. Additional Registration Screen 1-11
- Figure 1-8. Register for Additional ETA System Screen 1-12
- Figure 1-9. Network Password 1-14
- Figure 2-1. CWA Main Screen 2-1
- Figure 2-2. PPSO Login Screen..... 2-2
- Figure 2-3. PPSO Main Page Screen..... 2-2
- Figure 2-4. Pending Items for PPSO Screen..... 2-3
- Figure 2-5. View Items Screen 2-4
- Figure 2-6. Edit Items Screen 2-6
- Figure 2-7. Shipment Line of Accounting Screen 2-7
- Figure 2-8. Divert Shipment Screen 2-7
- Figure 2-9. Long Delivery Screen 2-8
- Figure 2-10. Help Screen 2-8
- Figure 2-11. Edit Locking Screen..... 2-9
- Figure 2-12. PPSO Header Note Screen..... 2-9
- Figure 2-13. SIT Information Screen..... 2-9
- Figure 2-14. Sort By PPSO Screen..... 2-10
- Figure 2-15. Sort By Invoice Screen..... 2-11
- Figure 2-16. Show Only Origin PPSO Services Screen 2-12

Figure 2-17. Show Only destination PPSO Services Screen	2-13
Figure 2-18. Items Requiring Approval Screen.....	2-14
Figure 2-19. Messages Screen	2-15
Figure 2-20. Add Message Screen.....	2-15
Figure 2-21. EDI Notes Screen.....	2-16
Figure 2-22. Enter Reweigh Screen.....	2-16
Figure 2-23. Shipment Service Location Information Screen	2-17
Figure 2-24. Open Invoices Summary Screen	2-18
Figure 2-25. Web View of Report Screen	2-18
Figure 2-26. Download Report Screen	2-19
Figure 2-27. Open Invoices Summary in Microsoft Excel Screen	2-19
Figure 2-28. View BL(s) Screen.....	2-20
Figure 2-29. Search Results by Status Date.....	2-20
Figure 2-30. Search for BL Screen	2-21
Figure 2-31. Search Results by BL Number Screen	2-21
Figure 2-32. Pre Approvals Screen.....	2-22
Figure 2-33. Search by Pickup Screen.....	2-27
Figure 2-34. Search by Delivery Screen	2-28
Figure 2-35. Print BL Screen.....	2-28
Figure 2-36. CWA Main Page Screen	2-29
Figure 2-37. Reports Main Page Screen	2-29
Figure 2-38. Search Results by BL Number Screen.....	2-30
Figure 2-39. View Payment Summary Screen.....	2-30
Figure 2-40. View Invoice Summary Screen.....	2-31
Figure 2-41. View by Member Information Screen.....	2-31
Figure 2-42. View Shipment Information Screen.....	2-32
Figure 2-43. Download Shipment Information Report Screen.....	2-33
Figure 2-44. Shipment Information Report in Microsoft Excel Screen.....	2-33
Figure 2-45. Branch of Service Report Screen	2-34
Figure 2-46. Search Results by Branch of Service Screen	2-35
Figure 2-47. View Detailed Branch of Service Report Screen.....	2-35
Figure 2-48. Download Branch of Service Report Screen	2-36
Figure 2-49. Branch of Service Report in Microsoft Excel Screen	2-36
Figure 2-50. Item Age Report Screen.....	2-37
Figure 2-51. Item Age Report for PPSO Screen.....	2-38
Figure 2-52. General Reports Screen.....	2-38
Figure 2-53. Shipment Estimated Weight Report Screen.....	2-39
Figure 2-54. Conversion Failure Reports Screen.....	2-39

Figure 2-55. CWA Welcome Screen	2-40
Figure 2-56. DoD Master Login Screen	2-41
Figure 2-57. PPSO Main Page Screen	2-41
Figure 2-58. Open Invoices Summary Screen	2-42
Figure 2-59. Web View of Report Screen	2-43
Figure 2-60. Download Report Screen	2-44
Figure 2-61. Report in Microsoft Excel Screen	2-44
Figure 2-62. View BL(s) Screen	2-44
Figure 2-63. View BL(s) by Status Date Screen	2-45
Figure 2-64. Search for BL Screen	2-45
Figure 2-65. Search Results by Member Last Name Screen	2-46
Figure 2-66. View Items Screen	2-46
Figure 2-67. Edit Items Screen	2-48
Figure 2-68. Pre Approvals Screen	2-49
Figure 2-69. Search by Pickup Screen	2-52
Figure 2-70. Search by Delivery Screen	2-53
Figure 2-71. Print BL Screen	2-53
Figure 2-72. CWA Main Page Screen	2-54
Figure 2-73. Audit Trail Main Page Screen	2-54
Figure 2-74. Billable Line item Audit Trail Screen	2-55
Figure 2-75. Search Results by BL Number Screen	2-55
Figure 2-76. View Shipment Address Audit Trail Screen	2-56
Figure 2-77. View Shipment Unit Audit Trail Screen	2-56
Figure 2-78. Pre Approval Audit Trail Screen	2-57
Figure 2-79. Search Results by BL Number Screen	2-57
Figure 2-80. CWA Main Page Screen	2-58
Figure 2-81. Reports Main Page Screen	2-58
Figure 2-82. Search Results by BL Number Screen	2-59
Figure 2-83. View Payment Summary Screen	2-59
Figure 2-84. View Invoice Summary Screen	2-60
Figure 2-85. View by Member Information Screen	2-60
Figure 2-86. View Shipment Information Screen	2-61
Figure 2-87. Download Shipment Information Report Screen	2-62
Figure 2-88. Shipment Information Report in Microsoft Excel Screen	2-62
Figure 2-89. Branch of Service Report Screen	2-63
Figure 2-90. Search Results by Branch of Service Screen	2-64
Figure 2-91. View Detailed Branch of Service Report Screen	2-64
Figure 2-92. Download Branch of Service Report Screen	2-65

Figure 2-93. Branch of Service Report in Microsoft Excel Screen	2-65
Figure 2-94. Item Age Report Screen	2-66
Figure 2-95. Item Age Report for PPSO Screen.....	2-66
Figure 2-96. General Reports Screen.....	2-67
Figure 2-97. Shipment Estimated Weight Report Screen.....	2-67
Figure 2-98. Conversion Failure Reports Screen.....	2-68
Figure 2-99. Manage CWA Main Page Screen	2-68
Figure 2-100. View Shipment Costing Detail Screen.....	2-69
Figure 2-101. Search Results by BL Number Screen	2-69
Figure 2-102. View Costing Metrics and Diagnostics Screen.....	2-70
Figure 2-103. Costing Engine Errata Detail Report Screen.....	2-70
Figure 2-104. Costing engine Diagnostic Metrics Report Screen	2-71
Figure 2-105. Manage Email Settings Screen.....	2-72
Figure 2-106. CWA EDI Reports Main Page Screen	2-73
Figure 2-107. View Invoice Rejections Screen	2-73
Figure 2-108. Search for Application Advice (EDI 824) Screen.....	2-74
Figure 2-109. Invoice Tracking Pages Screen	2-74
Figure 2-110. Search for Invoices Screen.....	2-75
Figure 2-111. DoD Read Only Login Screen	2-75
Figure 2-112. PPSO Main Page Screen	2-76
Figure 2-113. Open Invoices Summary Screen	2-77
Figure 2-114. Web View of Report Screen	2-77
Figure 2-115. Download Report Screen	2-78
Figure 2-116. Download Report in Microsoft Excel Screen	2-78
Figure 2-117. View BL(s) Screen.....	2-79
Figure 2-118. View BL(s) by Status Date Screen.....	2-79
Figure 2-119. Search for BL Screen	2-80
Figure 2-120. Search Results by Member Last Name Screen	2-80
Figure 2-121. View Items Screen	2-81
Figure 2-122. Return to Search Results Screen	2-81
Figure 2-123. Edit Items Screen	2-82
Figure 2-124. Pre Approvals Screen.....	2-82
Figure 2-125. Search by Pickup Screen.....	2-83
Figure 2-126. Print BL Screen.....	2-83
Figure 2-127. CWA Main Page Screen	2-84
Figure 2-128. Audit Trail Main Page Screen.....	2-84
Figure 2-129. Billable Line Item Audit Trail Screen.....	2-85
Figure 2-130. Search Results by BL Number Screen	2-85

Figure 2-131. View Shipment Address Audit Trail Screen.....	2-86
Figure 2-132. View Shipment Unit Audit Trail Screen.....	2-86
Figure 2-133. Pre Approval Audit Trail Screen.....	2-87
Figure 2-134. Search Results by BL Number Screen.....	2-87
Figure 2-135. CWA Main Page Screen.....	2-88
Figure 2-136. Reports Main Page Screen.....	2-88
Figure 2-137. Search Results by BL Number Screen.....	2-89
Figure 2-138. View Payment Summary Screen.....	2-89
Figure 2-139. View Invoice Summary Screen.....	2-90
Figure 2-140. View by Member Information Screen.....	2-90
Figure 2-141. View Shipment Information Screen.....	2-91
Figure 2-142. Download Shipment Information Report Screen.....	2-92
Figure 2-143. Shipment Information Report in Microsoft Excel Screen.....	2-92
Figure 2-144. Branch of Service Report Screen.....	2-93
Figure 2-145. Search Results by Branch of Service Screen.....	2-94
Figure 2-146. View Detailed Branch of Service Report Screen.....	2-94
Figure 2-147. Download Branch of Service Report Screen.....	2-95
Figure 2-148. Branch of Service Report in Microsoft Excel Screen.....	2-95
Figure 2-149. Item Age Report Screen.....	2-96
Figure 2-150. Item Age Report for PPSO Screen.....	2-97
Figure 2-151. General Reports Screen.....	2-97
Figure 2-152. Shipment Estimated Weight Report Screen.....	2-97
Figure 2-153. Conversion Failure Reports Screen.....	2-98

SECTION 1. INTRODUCTION

This Personal Property Processing Office (PPPO)/ Personal Property Shipping Office (PPSO) User 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 (TSP) invoices via U.S Bank/PowerTrack. In order for PowerTrack to automatically pay TSP invoices, the individual items being billed for must be approved and/or denied, and then independently costed by the government.

The three primary components of the CWA system are Electronic Data Interchange (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 SDCC 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 TSP invoice from PowerTrack electronically, via 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 Bill of Lading [BL] number, TSP Standard Carrier Alpha Code [SCAC], origin/destination Government Bill of Lading Office Code [GBLOC]). The CWA notifies PowerTrack of any/all errors via EDI transactions over HTTPS. (EDI-824 transaction)
3. Present the shipping invoice data to the government representatives from Personal Property Shipping Office (PPSO) for individual item verification and approval. In addition, TSP 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

There are six CWA user types:

- **Read Only:** Read Only users have read-only capability and can view reports across all PPSOs. Read Only users are able to view the list of all shipments, which also list the PPSOs by GBLOC and Name. Read Only users are not able to modify any data, but they are able to view all data related to a shipment, print all BL data, and print lists of Services and their rates.
- **PPSO:** PPSO users can view reports for their PPSO as well as have ability to approve, add, and remove services for records that are associated with their particular GBLOC. PPSO users are able to view the list of all shipments associated with their GBLOC, either as an origin or destination PPSO.
- **Department of Defense (DoD) Master:** DoD Master users have the same capabilities as PPSO users. Additionally, they can view and act on records associated with any GBLOC. DoD Master users are able to view list of all shipments, which list the PPSOs by GBLOC and Name. DoD Master users are able to perform all actions that Origin and Destination PPSOs can perform.

- **TSP:** TSP users have the ability to view reports associated with their SCAC as well as the ability to add and remove services for records associated with their SCAC. TSP users are also able to update quantities of services as necessary. TSP users are able to view the list of all shipments associated with their SCAC.
- **TSP Multiple:** TSP Multiple users have the same capabilities as TSP users. Additionally, they can view and act on records for multiple SCACs. TSP Multiple users are able to view the list of all shipments associated with the SCACs.
- **TSP 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 dropdown 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.

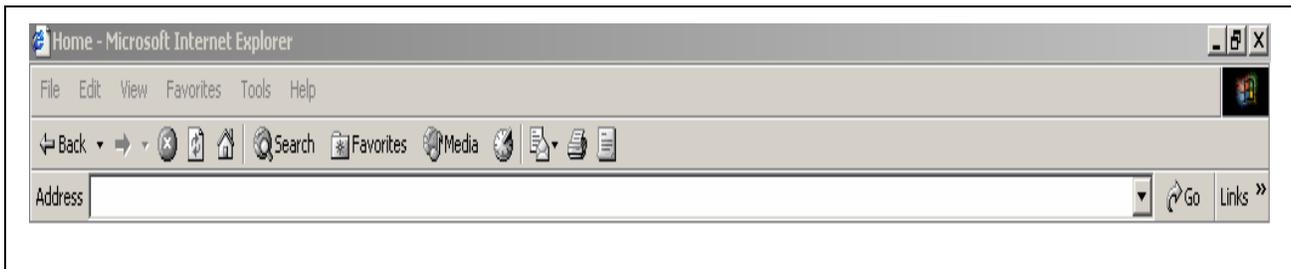


Figure 1-1. Internet Explorer Toolbar

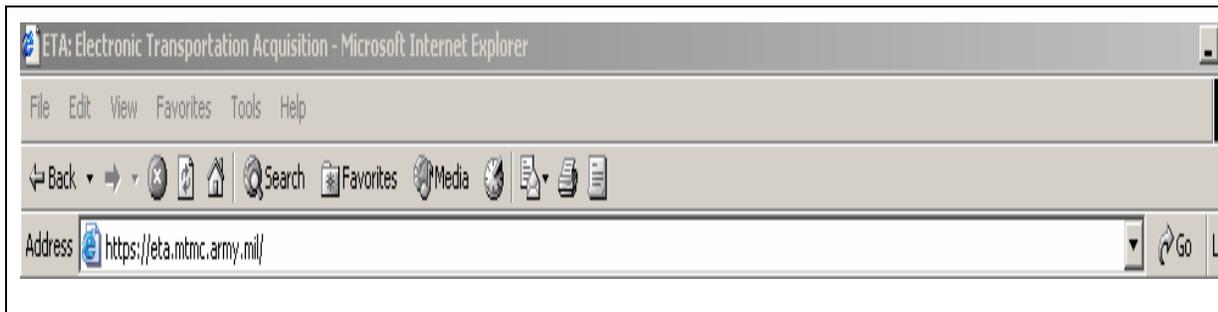


Figure 1-2. Internet Explorer Toolbar

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, 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 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:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

New User Registration for ETA

Step 1 of 2
 Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

Check	System	Description	Roles	Info
<input type="checkbox"/>	AMS	Asset Management System	[Container ->]	Info
<input type="checkbox"/>	CAB	Cargo and Billing System	[Select Organization Type ->]	Info
<input type="checkbox"/>	CARE II	IBS Carrier Analysis and Rate Evaluation		Info
<input type="checkbox"/>	CAREDEV	CARE II Service Module - DEV		
<input type="checkbox"/>	CARESOT	CARE II Service Module - SOT		
<input type="checkbox"/>	CARETRAIN	CARE II Service Module - TRAIN		
<input type="checkbox"/>	DDCI	DOD Container Inventory	[DOD Container Inventory User ->]	Info
<input type="checkbox"/>	ESS	Electronic Shipper System	[Select ESS Role ->]	Info
<input type="checkbox"/>	GFM	Global Freight Management	[Select GFM Role ->]	Info
<input type="checkbox"/>	GFMSIM	GFM Training Simulator	[Select GFMSIM Role ->]	Info

Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	[Select 2DMSL Role ->]	Info
<input type="checkbox"/>	CWA	Central Web Application	[Select CWA Role ->]	Info
<input type="checkbox"/>	OTO	One-Time Only System	[Select OTO Role ->]	Info
<input type="checkbox"/>	PPCIG	Personal Property Consignment Information Guide Online		
<input type="checkbox"/>	PPQWEB	Personal Property Carrier Qualification	[Select PPQWEB Role ->]	Info
<input type="checkbox"/>	PPQWEBDEV	Personal Property Carrier Qualification DEV	[Select PPQWEBDEV Role ->]	
<input type="checkbox"/>	PPQWEBTEST	Personal Property Carrier Qualification TEST	[Select PPQWEBTEST Role ->]	

Check	System	Description	Roles	Info
<input type="checkbox"/>	DATAD	MTMC Data Dictionary	[Select DATAD Role ->]	Info
<input type="checkbox"/>	MEDSS	MTMC Enterprise Decision Support System	[Select MEDSS Role ->]	Info
<input type="checkbox"/>	MER	MTMC Enterprise Repository	[Select MER Role ->]	Info
<input type="checkbox"/>	PDIB	Ports and Deploying Installation Books		Info

Generate Request Form
Clear Selections
ETA Home

STOP

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

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

Figure 1-4. ETA Registration Page 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 *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 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.
- Your selected applications are: CWA

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	★	-- Select State --
Country	★	UNITED STATES
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"/>
SCAC		<input type="text"/>
GBLOC	★	<input type="text"/>
TP Multiple Code (ISA Sender ID)		<input type="text"/>
Service	★	Army

Submit Request Reset Form

Figure 1-5. ETA Application Screen

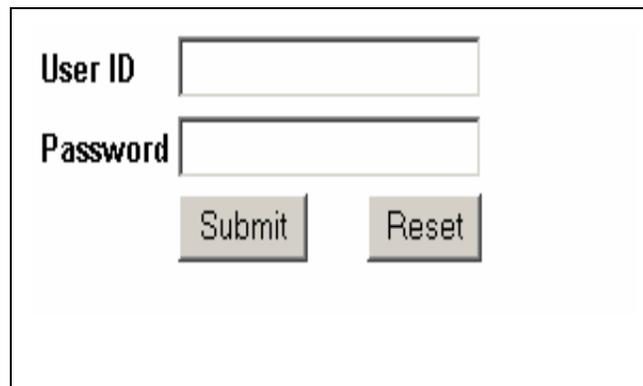
Complete all the fields on the registration application that are marked with an asterisk (*). Be sure to enter a valid email address because passwords are provided via email messages. Click on **[Submit Request]** when all information has been entered.

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)



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

Figure 1-6. User Id and Password Screen

Enter the ETA User ID and Password and click on **[OK]**, the *Register for Additional ETA Systems Page (1 of 2)* is displayed (Figure 1-7).

Electronic Transportation Acquisition

Register for Additional ETA Systems

Step 1 of 2
 Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

• Applications you are currently approved for: CWA

Freight/Cargo				
Check	System	Description	Roles	Info
<input type="checkbox"/>	AMS	Asset Management System	Container	Info
<input type="checkbox"/>	CAB	Cargo and Billing System	--Select Organization Type--	Info
<input type="checkbox"/>	CARE II	ISS Carrier Analysis and Rate Evaluation		Info
<input type="checkbox"/>	CAREDEV	CARE II Service Module - DEV		
<input type="checkbox"/>	CARESQT	CARE II Service Module - SQT		
<input type="checkbox"/>	CARETRAIN	CARE II Service Module - TRAIN		
<input type="checkbox"/>	DODI	DOD Container Inventory	[DOD Container Inventory User]	Info
<input type="checkbox"/>	ESS	Electronic Shipper System	--Select ESS Role--	Info
<input type="checkbox"/>	GFM	Global Freight Management	--Select GFM Role--	Info
<input type="checkbox"/>	GFMSIM	GFM Training Simulator	--Select GFMSIM Role--	Info

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	OTO	One-Time Only System	--Select OTO Role--	Info
<input type="checkbox"/>	PPCIG	Personal Property Consignment Information Guide Online		
<input type="checkbox"/>	PPQWEB	Personal Property Carrier Qualification	--Select PPQWEB Role--	Info
<input type="checkbox"/>	PPQWEBDEV	Personal Property Carrier Qualification DEV	--Select PPQWEBDEV Role--	
<input type="checkbox"/>	PPQWEBTEST	Personal Property Carrier Qualification TEST	--Select PPQWEBTEST Role--	

General				
Check	System	Description	Roles	Info
<input type="checkbox"/>	DATAD	MTMC Data Dictionary	--Select DATAD Role--	Info
<input type="checkbox"/>	MEDSS	MTMC Enterprise Decision Support System	--Select MEDSS Role--	Info
<input type="checkbox"/>	MER	MTMC Enterprise Repository	--Select MER Role--	Info
<input type="checkbox"/>	PDIB	Ports and Deploying Installation Books		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 (2 of 2)* is displayed (Figure 1-8).

ETA Electronic Transportation Acquisition

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. Click on **[Submit Request]** when all information has been entered.

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.mtmc.army.mil>. Click on the *Edit User Profile* link, located at the top of the screen (See Figure 1-3). Enter the appropriate user ID and password (note that 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 ID and

Password, then click on **[Submit]**. 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.

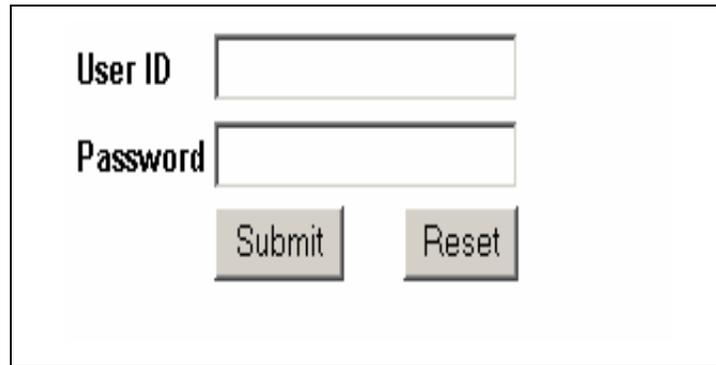
A screenshot of a web form for network password entry. It features two text input fields: the first is labeled "User ID" and the second is labeled "Password". Below the "Password" field are two buttons: "Submit" and "Reset". The entire form is enclosed in a rectangular border.

Figure 1-9. Network Password

1.6.3 SDDC Point of Contact

Military 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. CENTRAL WEB APPLICATION (CWA)

2.1 CWA WELCOME SCREEN

Once you have gone through the ETA system and entered your User ID and Password for the CWA, the CWA Welcome Page screen is displayed. The current version of the software appears in the footer at the bottom of all CWA Web pages.

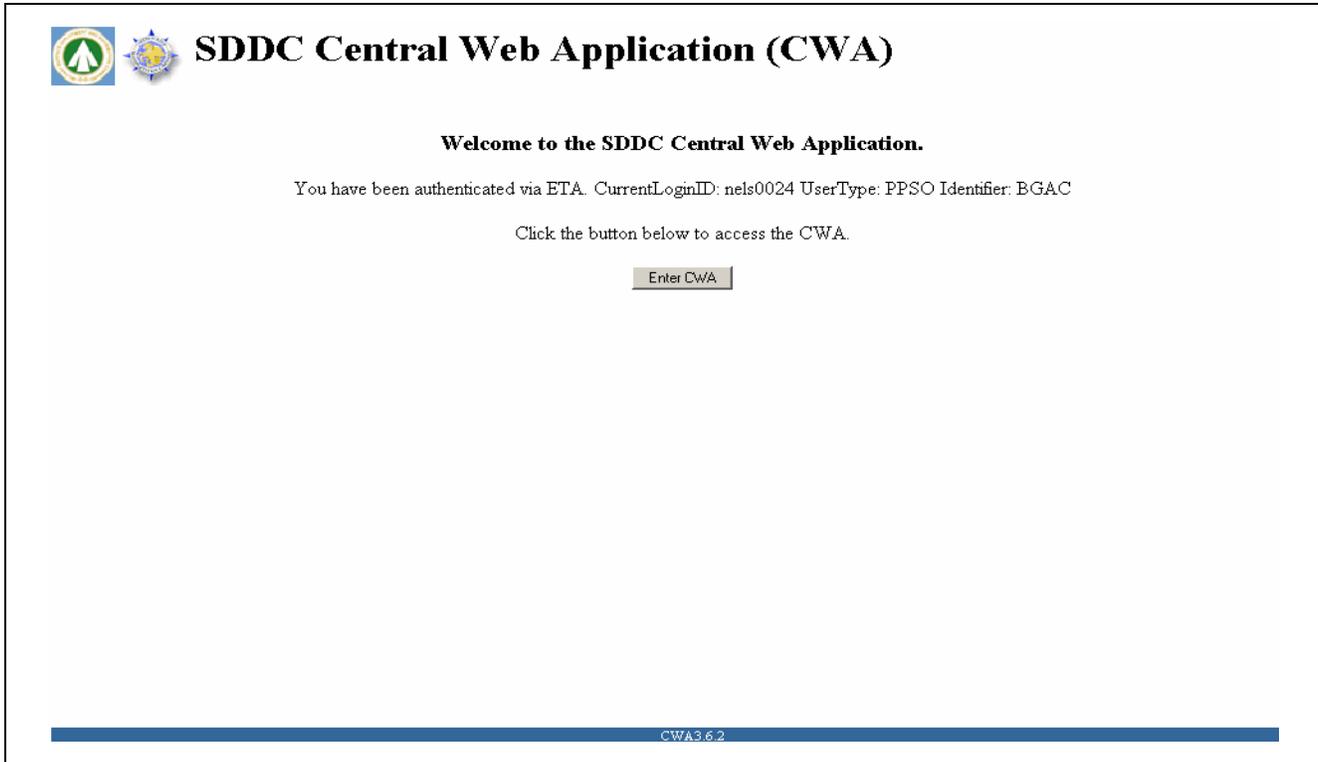


Figure 2-1. CWA Main Screen

2.1.1 2.1.1 Error Messages

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

2.2 PPPO/PPSO

2.2.1 Log in as a PPPO/PPSO

Once you log into CWA and click on the [Enter CWA] button, the PPPO/PPSO link will be displayed.

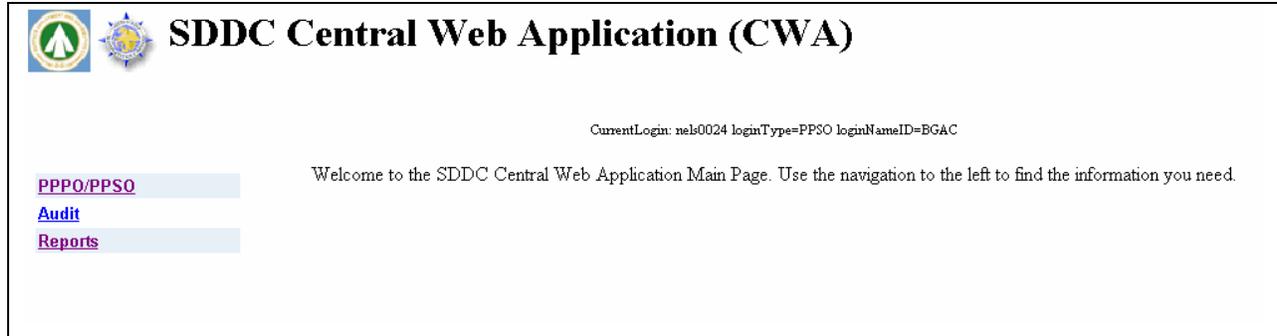


Figure 2-2. PPSO Login Screen

2.2.2 PPSO Main Page

Once you click on the [PPPO/PPSO](#) link, the *PPSO Main Page* will be displayed.

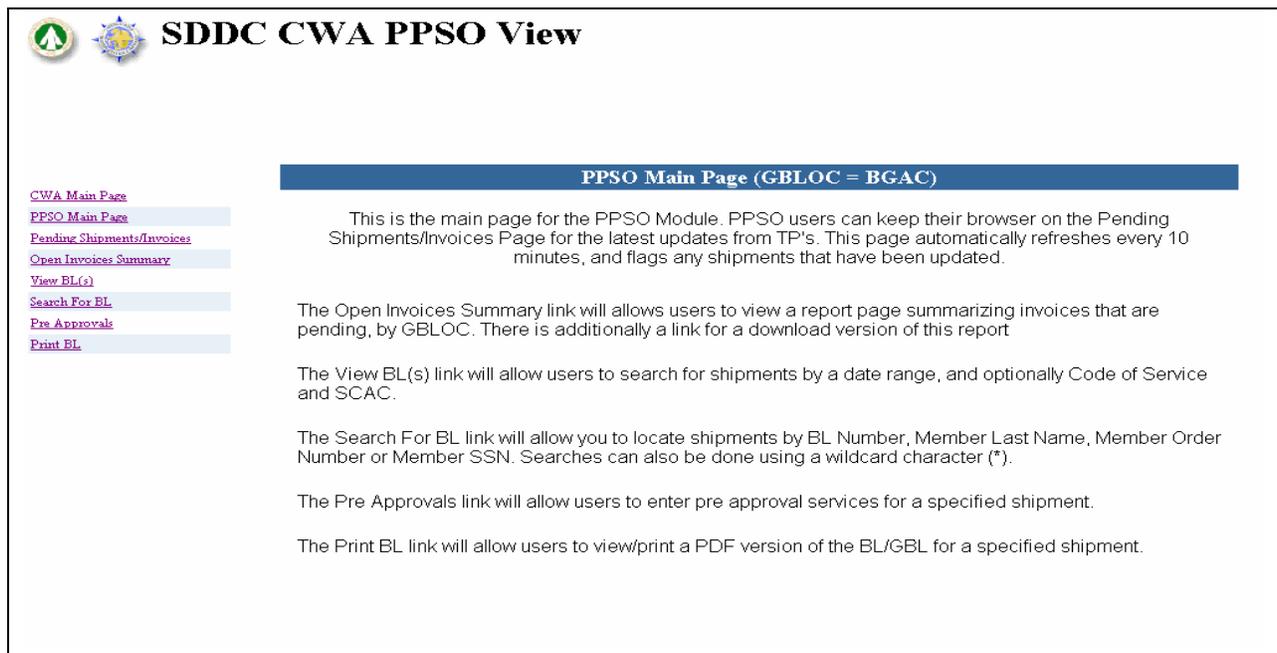


Figure 2-3. PPSO Main Page Screen

Note: *PPSO Main Page* provides the following links: [CWA Main Page](#), [PPSO Main Page](#), [Pending Shipments/Invoices](#), [Open Invoices Summary](#), [View BL\(s\)](#), [Search for BL](#), [Pre Approvals](#), and [Print BL](#).

2.2.3 Pending Shipments/Invoices

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

Note: The shaded bar, displayed in red on the screen, lists shipments with the latest updates from TSPs.

SDDC CWA PPPO View

Pending Shipments/Invoices

The table below lists all shipments for PPPO BGAC that have items awaiting PPPO action.

There have been TP update(s) to the following shipment(s):

View Items	Edit Items	New Message(s)	BL Number	Oldest Open Item	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
			ZY-715917	22 days	234-56-7794	BUTLER, AKIM S	147-0259	HBAT	BGAC
			ZY-789601	34 days	234-56-7765	BRYANT, JOSHUA E	B33206	BGAC	LKNQ
			ZY-360656	22 days	234-56-7554	LOGAN, DANIEL C	13203	ALNT	BGAC
			JP-969899	34 days	234-56-8006	ANTHONY, DANDRE T	70-45	BGAC	MLNQ
			ZY-776648	27 days	234-56-7790	GRAF, JEFFREY C	1304	LKNQ	BGAC

Figure 2-4. Pending Items for PPPO Screen

2.2.3.1 View Items

Click on the link View Items to view shipment services and charges.

Note: This is a read-only option; the user is only able to view the shipment record.

Shipment Services and Charges
Services which are approved have been requested and performed.

BL Number:	ZY-100834	Customer Name:	JUBECK, NATHAN E	TP SCAC:	HLFI
Refresh Page	Shipment Line Of Accounting	Diversion	Long Delivery	Help	

TP Shipment Note PPPO Shipment Note

Storage at a more distant facility was approved for transportation provider convenience.
 Requested copies of DD619/619-1 from TP.

Shipment Type / Code Of Service: dHHG / 1A
 TP Percent of Solicitation: ES D-7 73% PickupDate: Wed Am 25 00:00:00 EDT 2003

[View SIT Info](#)

Location	LocationCode	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THIST	SAN DIEGO	CA	SAN DIEGO	92101	US88	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPhvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	QUANTICO	VA	PRINCE WILLIAM	22134	US25	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPhvoice	SPRINGFIELD	VA	FAIRFAX	22009		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TOPS/THIST	FAIRFAX	VA	FAIRFAX	22032	US25	US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TPhvoice	SPRINGFIELD	VA	FAIRFAX	22009		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	SPRINGFIELD	VA	FAIRFAX	22009		US

Invoice Number: SAT123233

Linehaul Charges

Current Approval Status	ItemCode	Description	TP Net Weight (Bill Weight)	TOPS Net Weight	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
APPROVED	LHS	Line Haul Charge	5.7 (5.7)	40.0	2630	2620	Reweigh Wt: 570 Reweigh Dt: 01-Apr-2004	PRIPCK - PRIDLV	1836.68	389.68		NEW MSG	Tue Apr 15 00:00:06 EDT 2004

Accessorial Services/Charges

Current Approval Status	Item Pre-Approved	ItemCode	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
APPROVED		100N	Pak Reg Mirror Ctn	PRIPCK	Qty 3		46.76	46.76		MSG	Tue Apr 15 00:00:06 EDT 2004
DENIED		100A	Maxpak	PRIPCK	BilledWeight 5.7		448.22	0	PPS0858	MSG	Tue Apr 15 00:00:06 EDT 2004
DENIED		100B	Pak Reg Dishpak	PRIPCK	Qty 10		0	0	PPS0858	MSG	Tue Apr 15 00:00:06 EDT 2004
DENIED		100C	Pak Reg Ctn <3.0 Cuft	PRIPCK	Qty 12		0	0	PPS0858	MSG	Tue Apr 15 00:00:06 EDT 2004
DENIED		100L	Pak Reg Matt Ctn >54x75	PRIPCK	Qty 2		0	0	PPS0858	MSG	Tue Apr 15 00:00:06 EDT 2004
DENIED		100H	Pak Reg Wardrobe	PRIPCK	Qty 8		0	0	PPS0858	MSG	Tue Apr 15 00:00:06 EDT 2004
DENIED		100F	Pak Reg Ctn 6.0 Cuft	PRIPCK	Qty 2		0	0	PPS0858	MSG	Tue Apr 15 00:00:06 EDT 2004
DENIED		100E	Pak Reg Ctn 4.5 Cuft	PRIPCK	Qty 17		0	0	PPS0858	MSG	Tue Apr 15 00:00:06 EDT 2004
DENIED		100D	Pak Reg Ctn 3.0 Cuft	PRIPCK	Qty 11		0	0	PPS0858	MSG	Tue Apr 15 00:00:06 EDT 2004

Other Services/Charges

Current Approval Status	Item Pre-Approved	ItemCode	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
APPROVED		405B	Fuel Surcharge-DEL	SRVCPT	FlatRate 1		9.82	9.82		MSG	
APPROVED		431A	One Percent Service Charge (Domestic)	N/A	Qty 1		7.04	2.06		MSG	
APPROVED		130C	Vahation: Addl Chg SIT 1st	DSTSIT	BilledWeight 5.7		5.64	0.8		MSG	
UPDATED		130D	Vahation: Addl Chg Sit Addl	DSTSIT	TotalDays 4 BilledWeight 5.7 Net Weight 5.7		1.6	0		MSG	

NOTE: Only after ALL items on an invoice are set to either approved or disapproved status can the shipment invoice be sent to PowerTrack.

Figure 2-5. View Items Screen

2.2.3.2 Edit Items

Click on the link [Edit Items](#) to edit shipment services and charges. (This is an option to make changes.) This links provides the following options: Refresh Page, Shipment Line of Accounting, Divert Shipment, Long Delivery, and Help. This page also provides the availability to view SIT Information, enter Reweigh Information, edit Shipment Service Location (at the item level) as well as add a new message for the TSP or origin/destination PPSO. Edit Items page also provides four ways of viewing the shipment record: Sort by PPSO, Sort by Invoice (displayed by default), Show Only Origin PPSO Services and Show Only Destination PPSO Services.

Note: Click on the link [Refresh Page](#) to view updated information. Only after **all** items on an invoice are set to either approved or denied status can the shipment invoice be sent to PowerTrack.

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number: ZY-100834	Customer Name: JUBECK, NATHAN E	TP SCAC:	HLFI
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Long Delivery
Help			

Storage at a more distant facility was approved for transportation provider convenience.

 Requested copies of DD619/619-1 from TP.

Shipment Type / Code Of Service: dHHG / 1A
 TP Percent of Solicitation: RS D-7 73% PickupDate: Wed Jun 25 00:00:00 EDT 2003

[View SIT Info](#)

Location	Location Code	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRPCK	TOPS/THIS T	SAN DIEGO	CA	SAN DIEGO	92101	US88	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRPCK	TPhoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRDLV	TOPS/THIS T	QUANTICO	VA	PRINCE WILLIAM	22134	US25	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRDLV	TPhoice	SPRINGFIELD	VA	FAIRFAX	22009		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TOPS/THIS T	FAIRFAX	VA	FAIRFAX	22032	US25	US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TPhoice	SPRINGFIELD	VA	FAIRFAX	22009		US
SHIPMENT SERVICE POINT	SRVCP T	TPhoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT SERVICE POINT	SRVCP T	TPhoice	SPRINGFIELD	VA	FAIRFAX	22009		US

Sort By PPSO

Sort By Invoice

Show Only Origin PPSO Services

Show Only Destination PPSO Services

Invoice Number: SAT123233

Linehaul Charges

Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
	APPROVED	LHS	Line Haul Charge	5.7 (5.7)	40.0	2630	2620	Reweigh Wt: 5.7 Reweigh Dt: 01-Apr-2004	PRIPCK - PRIDLV	1836.68	389.68		NEW MSG	Thu Apr 15 00:00:06 EDT 2004

Invoice Number: SAT123233A

SIT Services/Charges

Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	APPROVED		145A	SIT 1st Day	DSTSIT	BilledWeight 5.7		56.4	8.04			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	APPROVED		145B	SIT Addtl Day	DSTSIT	TotalDays 4 BilledWeight 5.7 Net Weight 5.7		16	2.28			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	APPROVED		PDS	SIT Pup/Del	DSTSIT - PRIDLV	BilledWeight 5.7 Miles 11 Net Weight 5.7	1	490.8	166.78			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	APPROVED		145C	Wine Handling	DSTSIT	BilledWeight 5.7		116.8	16.64			

Other Services/Charges

Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	APPROVED		405B	Fuel Surcharge-DEL	SRVCPY	FlatRate 1		9.82	9.82			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	APPROVED		431A	One Percent Service Charge (Domestic)	N/A	Qty 1		7.04	2.06			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	APPROVED		130C	Vahation: Addl Chg SIT 1st	DSTSIT	BilledWeight 5.7		5.64	0.8			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	UPDATED		130D	Vahation: Addl Chg Sit Addl	DSTSIT	TotalDays 4 BilledWeight 5.7 Net Weight 5.7		1.6	0			

NOTE: Only after ALL items on an invoice are set to either approved or disapproved status can the shipment invoice be sent to PowerTrack.

Figure 2-6. Edit Items Screen

2.2.3.3 Shipment Line of Accounting

Click on the link [Shipment Line of Accounting](#) to view/edit shipment line of accounting information.

Shipment Line Of Accounting Information

Edit the LOA information directly and click the Submit button to modify the current information.

Original Line Of Accounting

FA2 LOA Status	Not Converted
SDN	
MDC	<input type="text"/>
TAC	CBY4
Account Classification (zzLOA)	4D04

No E-mail notifications are pending.

FA2 LOA conversion is not available for this LOA.

Figure 2-7. Shipment Line of Accounting Screen

2.2.3.4 Divert Shipment

Click on the link [Divert Shipment](#) to view/edit shipment diversion information.

Shipment Diversion Information

In order to properly complete a diversion, you will need to enter all the new destination location information, including the new destination address, city, state, county, country, zip code, rate area and GBLOC. Use the dropdowns to select a new Rate Area and Responsible PPSO GBLOC. If there is a new Line Of Accounting associated with this Diversion, use the Line Of Accounting link to enter/edit this information.

Choose Member Orders	Orders Number	MDC
Original <input checked="" type="radio"/>	1321 1	
New Orders <input type="radio"/>	<input type="text"/>	

Current Destination Location:

Responsible Destination PPSO:	BGAC
Street Address:	AUTH 90 DAYS SIT
City:	QUANTICO
County:	PRINCE WILLIAM
State:	VA
Country:	US
Zip Code:	22134
Rate Area:	US25

Enter new destination Rate Area and Responsible PPSO below:

New Destination Rate Area:	<input type="text" value="US25"/>
New Destination GBLOC:	<input type="text" value="BGAC"/>

Figure 2-8. Divert Shipment Screen

2.2.3.5 Long Delivery

Click on the link [Long Delivery](#) to view/edit shipment long delivery information.

Shipment Long Delivery Information

Enter the new long delivery destination information below. Use the dropdowns to select a new Rate Area and Responsible PPSO. If there is a new Line Of Accounting associated with this Long Delivery, use the Line Of Accounting link to enter/edit this information.

There is no long delivery information currently for this shipment.

Figure 2-9. Long Delivery Screen

2.2.3.6 Help

Click on the link [Help](#) to view the CWA PPSO Help Page.

Edit Items

Click on the link [Edit Items](#) to edit shipment services and charges. (This is an option to make changes.) This links provides the following options: Refresh Page, Shipment Line of Accounting, Divert Shipment, and Help.

Note: Click on the link [Refresh Page](#) to view updated information.

Shipment Services and Charges

Services which are approved have been requested and performed.

HL Number:	ZY-102849	Customer Name:	ROBINSON, RICHARD F	TP SCAC:	HLFI
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Help		

TP Shipment Note PPSO Shipment Note

Storage at a more distant facility was approved for transportation provider convenience.
 Requested copies of DD619/619-1 from TP.

Shipment Type: INTER HHG

Location	Location Code	City	State	County	Country
shipment service point	FRVCPPT	CHULA VISTA	CA	SAN DIEGO	US
primary delivery location	FRIDLV	SINGERS GLEN	VA	ROCKINGHAM	US
additional delivery location	ADDDLV	SINGERS GLEN	VA	ROCKINGHAM	US
primary pickup location	PRIPCK	CHULA VISTA	CA	SAN DIEGO	US
destination sit	DSTEST	WAYNESBORO	VA	AUGUSTA	US

Sort By PPSO
 Sort By Invoice
 Show Only Origin PPSO Services
 Show Only Destination PPSO Services

Origin Services

Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight (Gross Weight)	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	Power Sent	Track Date
<input type="radio"/> Approved															
<input type="radio"/> Disposed	PENDING	LHS	Line Haul Charge	38.8 (40)	38.8 (440.4)	2525		Enter Reweigh	PRIPCK - FRIDLV	1800.18	0				
<input type="radio"/> Denied															

Figure 2-10. Help Screen

2.2.3.7 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.

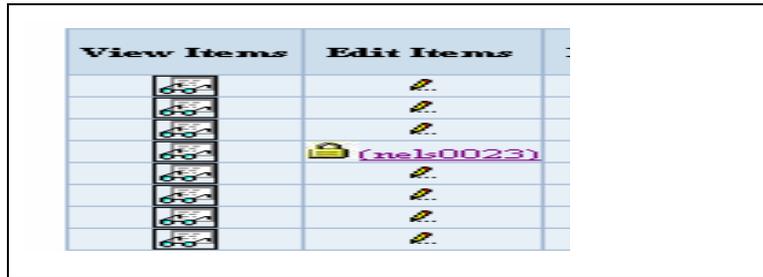


Figure 2-11. Edit Locking Screen

2.2.3.8 PPSO Header Note

Click on the link PPSO Shipment Note, enter the note and click the [Submit Note] button.

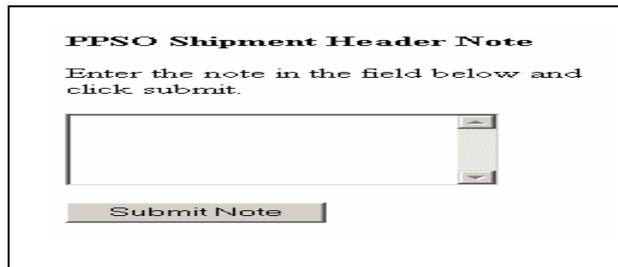


Figure 2-12. PPSO Header Note Screen

2.2.3.9 SIT Info

Click on the link View SIT Info to view shipment SIT information.

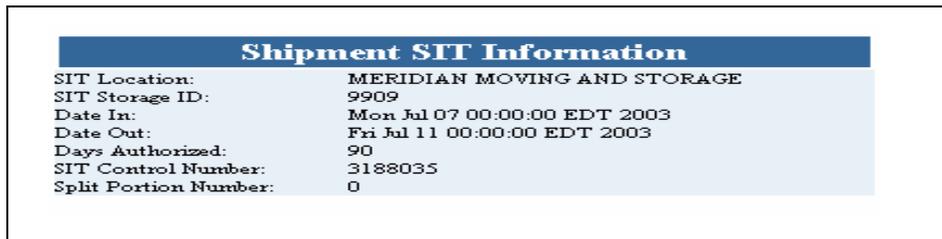


Figure 2-13. SIT Information Screen

2.2.3.10 Sort By PPSO

Click on the link Sort By PPSO to view items listed by PPSO.

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	ZY-001176	Customer Name:	LOZADA, JESSICA MARIE	TP SCAC:	BUSV
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Long Delivery	Help	

Unlock Shipment
 TP Shipment Note
 PPSO Shipment Note

Storage at a more distant facility was approved for transportation provider convenience.

 Requested copies of DD619/619-1 from TP.

Shipment Type / Code Of Service: dHHG / 1A
 TP Percent of Solicitation: RS D-7 150% PickupDate: Tue Aug 12 00:00:00 EDT 2003

[View SIT Info](#)

Location	Location Code	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THST	MIAMI	FL	DADE	33176	US4964400	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPhoneice	MIAMI	FL	DADE	33010		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THST	FORT GEORGE MEADE		ANHY ARUNDEL	20757		
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPhoneice	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THST	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755	US23	US
SHIPMENT SERVICE POINT	SRVCPT	TPhoneice	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755		US
SHIPMENT SERVICE POINT	SRVCPT	TPhoneice	MIAMI	FL	DADE	33010		US

Sort By PPSO
 Sort By Invoice
 Show Only OriginPPSO Services
 Show Only DestinationPPSO Services

Linehaul Charges

Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
	PENDING	LHS	Line Haul Charge	10.2 (10.2)	10.2	1076	1072	Enter Reweigh	PRIPCK - PRIDLV	761.94	0			

Origin Services/Charges

Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
	PENDING		100N	Pak Reg Mirror Ctn	PRIPCK	Qty 1		20.78	0			
	PENDING		112B	Stair Flights Exterior	SRVCPT	BilledWeight 10.2 Net Weight 10.2		8.42	0			
	DENIED		100B	Pak Reg Dishpak	PRIPCK	Qty 1		28.2	0	PPSO858		
	DENIED		100E	Pak Reg Ctn 4.5 Cuft	PRIPCK	Qty 5		61.13	0	PPSO858		
	DENIED		100C	Pak Reg Ctn <3.0 Cuft	PRIPCK	Qty 1		6.45	0	PPSO858		
	DENIED		100J	Pak Reg Matt Ctn <39x75	PRIPCK	Qty 2		21.75	0	PPSO858		
	APPROVEDAUTOMATIC		431A	One Percent Service Charge (Domestic)	N/A	Qty 1		9.4	0.15			
	APPROVEDAUTOMATIC		405A	Fuel Surcharge-LHS	N/A	FlatRate 1		15.24	15.24			

Destination Services/Charges

Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
<input type="radio"/> Approved	<input type="radio"/> Disputed	<input type="radio"/> Denied										
	PENDING		155A	Addtl Trans Chg	SRVCPT	BilledWeight 10.2		6.89	0			

NOTE: Only after ALL items on an invoice are set to either approved or disapproved status can the shipment invoice be sent to PowerTrack.

Figure 2-14. Sort By PPSO Screen

2.2.3.11 Sort By Invoice

Click on the link [Sort By Invoice](#) to view items listed by invoice.

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	ZY-001176	Customer Name:	LOZADA, JESSICA MARIE	TP \$CAC:	BUSV
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Long Delivery	Help	

Unlock Shipment
 TP Shipment Note
 PPSO Shipment Note

Storage at a more distant facility was approved for transportation provider convenience.
 Requested copies of DD619/619-1 from TP.

Shipment Type / Code Of Service: dHHG / 1A
 TP Percent of Solicitation: RS D-7 150% PickupDate: Tue Aug 12 00:00:00 EDT 2003
[View SIT Info](#)

Location	LocationCode	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRPCK	TOPS/THST	MIAMI	FL	DADE	33176	US4964400	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRPCK	TPvoice	MIAMI	FL	DADE	33010		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRDLV	TOPS/THST	FORT GEORGE MEADE		ANNY ARUNDEL	20757		
SHIPMENT PRIMARY DELIVERY ADDRESS	PRDLV	TPvoice	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRDLV	TOPS/THST	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755	US23	US
SHIPMENT SERVICE POINT	SRVCPT	TPvoice	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755		US
SHIPMENT SERVICE POINT	SRVCPT	TPvoice	MIAMI	FL	DADE	33010		US

Sort By PPSO
 Sort By Invoice
 Show Only Origin PPSO Services
 Show Only Destination PPSO Services

Invoice Number: IVV0369764

Linehaul Charges

Set Approval	Current Approval Status	Item Code/Description	TP Net Weight (Bill Weight)	TOPS Net Weight	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
	PENDING	LHS Line Haul Charge	10.2 (10.2)	10.2	1076	1072	Enter Reweigh	PRPCK - PRDLV	761.94	0			

Accessorial Services/Charges

Set Approval	Current Approval Status	Item Pre-Approved	Item Code/Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
	PENDING		100N Pak Reg Mirror Ctn	PRPCK	Qty 1		20.78	0			
	PENDING		112B Stair Flights Exterior	SRVCPT	Qty 1 BilledWeight 10.2 Net Weight 10.2		8.42	0			
	DENIED		100B Pak Reg Dishpak	PRPCK	Qty 1		28.2	0	PPSO858		
	DENIED		100E Pak Reg Ctn 4.5 Cuft	PRPCK	Qty 5		61.13	0	PPSO858		
	DENIED		100C Pak Reg Ctn <3.0 Cuft	PRPCK	Qty 1		6.45	0	PPSO858		
	DENIED		100J Pak Reg Matt Ctn <39x75	PRPCK	Qty 2		21.75	0	PPSO858		

Other Services/Charges

Set Approval	Current Approval Status	Item Pre-Approved	Item Code/Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
<input type="radio"/> Approved											
<input type="radio"/> Disputed	PENDING		155A Additl Trans Chg	SRVCPT	BilledWeight 10.2		6.89	0			
<input type="radio"/> Denied											
	APPROVEDAUTOMATIC		431A One Percent Service Charge (Domestic)	N/A	Qty 1		9.4	0.15			
	APPROVEDAUTOMATIC		405A Fuel Surcharge-LHS	N/A	FlatRate 1		15.24	15.24			

NOTE: Only after ALL items on an invoice are set to either approved or disapproved status can the shipment invoice be sent to PowerTrack.

Figure 2-15. Sort By Invoice Screen

2.2.3.12 Show Only Origin PPSO Services

Click on the link Show Only Origin PPSO Services to view items listed by Origin PPSO.

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	ZY-001176	Customer Name:	LOZADA, JESSICA MARIE	TP SCAC:	BUSV
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Long Delivery	Help	

Unlock Shipment
 TP Shipment Note
 PPSO Shipment Note

Storage at a more distant facility was approved for transportation provider convenience.

Requested copies of DD619/619-1 from TP.

Shipment Type / Code Of Service: dHHG / 1A

TP Percent of Solicitation: RS D-7 150% PickupDate: Tue Aug 12 00:00:00 EDT 2003

[View SIT Info](#)

Location	Location Code	Location Source	City	State	County	Zip	Rate Area	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THST	MIAMI	FL	DADE	33176	US4964400	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPhvoice	MIAMI	FL	DADE	33010		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THST	FORT GEORGE MEADE		ANNY ARUNDEL	20757		
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPhvoice	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THST	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755	US23	US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	MIAMI	FL	DADE	33010		US

Sort By PPSO
 Sort By Invoice
 Show Only Origin PPSO Services
 Show Only Destination PPSO Services

Origin Services/Charges

Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight	TP Miles	DTOD Miles	Reweight	Locations	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
	PENDING	LHS	Line Haul Charge	10.2 (10.2)	10.2	1076	1072	Enter Reweight	PRIPCK - PRIDLV	761.94	0			

Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
	PENDING		100N	Pak Reg Minor Ctn	PRIPCK	Qty 1		20.78	0			
	PENDING		112B	Stair Flights Exterior	SRVCPT	Qty 1 Billed Weight 10.2 Net Weight 10.2		8.42	0			
	DENIED		100B	Pak Reg Dishpak	PRIPCK	Qty 1		28.2	0	PPSO858		
	DENIED		100E	Pak Reg Ctn 4.5 Cuft	PRIPCK	Qty 5		61.13	0	PPSO858		
	DENIED		100C	Pak Reg Ctn <3.0 Cuft	PRIPCK	Qty 1		6.45	0	PPSO858		
	DENIED		100J	Pak Reg Matt Ctn <39x75	PRIPCK	Qty 2		21.75	0	PPSO858		
	APPROVEDAUTOMATIC		431A	One Percent Service Charge (Domestic)	N/A	Qty 1		9.4	0.15			
	APPROVEDAUTOMATIC		405A	Fuel Surcharge-LHS	N/A	FlatRate 1		15.24	15.24			

NOTE: Only after ALL items on an invoice are set to either approved or disapproved status can the shipment invoice be sent to PowerTrack.

Figure 2-16. Show Only Origin PPSO Services Screen

2.2.3.13 Show Only Destination PPSO Services

Click on the link *Show Only Destination PPSO Services* to view items listed by Destination PPSO.

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	ZY-001176	Customer Name:	LOZADA, JESSICA MARIE	TP SCAC:	BUSV
------------	-----------	----------------	-----------------------	----------	------

[Refresh Page](#)
 [Shipment Line Of Accounting](#)
 [Divert Shipment](#)
 [Long Delivery](#)
 [Help](#)

Unlock Shipment

TP Shipment Note

PPSO Shipment Note

Storage at a more distant facility was approved for transportation provider convenience.

Requested copies of DD619/619-1 from TP.

Shipment Type / Code Of Service: dHHG / 1A

TP Percent of Solicitation: RS D-7 150% PickupDate: Tue Aug 12 00:00:00 EDT 2003

[View SIT Info](#)

Location	LocationCode	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THST	MIAMI	FL	DADE	33176	US4964400	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPInvoice	MIAMI	FL	DADE	33010		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THST	FORT GEORGE MEADE		ANNY ARUNDEL	20757		
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPInvoice	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THST	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755	US23	US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	MIAMI	FL	DADE	33010		US

Sort By PPSO

Sort By Invoice

Show Only Origin PPSO Services

Show Only Destination PPSO Services

Destination Services/Charges

Current Set Approval	Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
<input type="radio"/> Approved												
<input type="radio"/> Disputed	PENDING		155A	Additl Trans Chg	SRVCPT	BilledWeight 10.2		6.89	0			
<input type="radio"/> Denied												

Submit Approvals

NOTE: Only after ALL items on an invoice are set to either approved or disapproved status can the shipment invoice be sent to PowerTrack.

Figure 2-17. Show Only destination PPSO Services Screen

2.2.3.14 Items Requiring Approvals

This screen displays invoice items requiring approvals on the *Edit Items* link. To approve/deny/dispute an item, click the “Approved,” “Disputed” or “Denied” radio button in the *Set Approval* column and then click the [Submit Approvals] button.

Linehaul Charges

Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
	PENDING	LHS	Line Haul Charge	10.2 (10.2)	10.2	1076	1072	Enter Reweigh	PRIPCK - PRIDLV	761.94	0			

Accessorial Services/Charges

Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
	PENDING		100N	Pak Reg Mirror Ctn	PRIPCK	Qty 1		20.78	0			
	PENDING		112B	Stair Flights Exterior	SRVCPT	Qty 1 Billed Weight 10.2 Net Weight 10.2		8.42	0			
	DENIED		100B	Pak Reg Dishpak	PRIPCK	Qty 1		28.2	0	PPS0858		
	DENIED		100E	Pak Reg Ctn 4.5 Cuft	PRIPCK	Qty 5		61.13	0	PPS0858		
	DENIED		100C	Pak Reg Ctn <3.0 Cuft	PRIPCK	Qty 1		6.45	0	PPS0858		
	DENIED		100J	Pak Reg Matt Ctn <39x75	PRIPCK	Qty 2		21.75	0	PPS0858		

Other Services/Charges

Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		155A	Addtl Trans Chg	SRVCPT	Billed Weight 10.2		6.89	0			
	APPROVEDAUTOMATIC		431A	One Percent Service Charge (Domestic)	N/A	Qty 1		9.4	0.15			
	APPROVEDAUTOMATIC		405A	Fuel Surcharge-LHS	N/A	FlatRate 1		15.24	15.24			

NOTE: Only after ALL items on an invoice are set to either approved or disapproved status can the shipment invoice be sent to PowerTrack.

Figure 2-18. Items Requiring Approval Screen

Note: Approving, denying, and disputing services is a primary task of the PPSO users. The PPSO representative approves the line items and quantities that are valid and uses the TSP and PPSO notes to assist the approval process. To approve/deny/dispute items, select the “Approved,” “Disputed” or “Denied” radio button and click the **[Submit Approvals]** button. When an authorized user disputes or denies an item, a pop-up box is displayed prompting the user to leave a message explaining the reason for disputing/denying the item.

2.2.3.15 Messages

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

Figure 2-19. Messages Screen

Item Code: LHS (Line Haul Charge)

Date	From	To	Message Text

Message:

Sender: AA EK (nel0023)

To:

Figure 2-20. Add Message Screen

2.2.3.16 EDI Notes

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

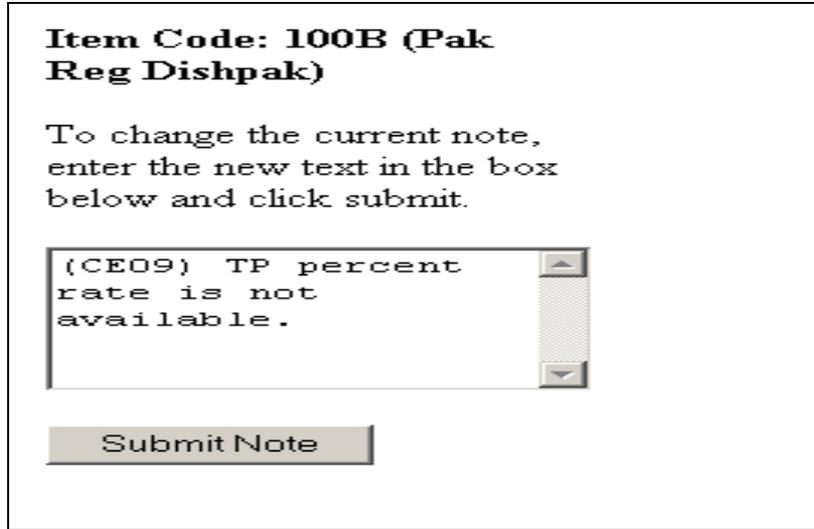


Figure 2-21. EDI Notes Screen

2.2.3.17 Enter Reweigh

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

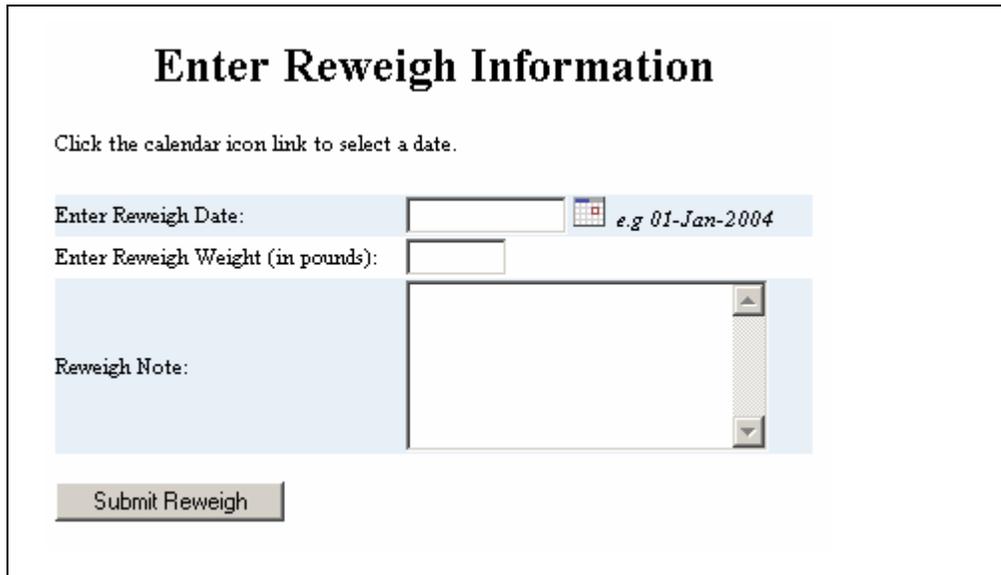


Figure 2-22. Enter Reweigh Screen

2.2.3.18 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 new rate area from the drop down window and click the **[Submit Edit]** button. Example: PRIPCK – Shipment Primary Pickup Address.

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

Edit Shipment Service Location Information

Location Type:	SHIPMENT PRIMARY PICKUP ADDRESS (SF)
Location Information Source (TOPS/TP):	TP INVOICE
Street Address:	<input type="text"/>
City:	<input type="text" value="MIAMI"/>
County:	<input type="text" value="DADE"/>
State:	<input type="text" value="FL"/>
Country:	<input type="text" value="US"/>
Enter New Zip Code:	<input type="text" value="33010"/>
Current Rate Area:	
Select New Rate Area:	<input type="text" value="Select From Dropdown"/> ▼

Figure 2-23. Shipment Service Location Information Screen

2.2.4 Open Invoices Summary

The [Open Invoices Summary](#) link allows users to view a report page summary of invoices that are pending. Select the “Web View of the Report” radio button and click the **[Submit Report]** button. Users are also able to download this report into a Microsoft Excel spreadsheet by selecting the “Download Report” radio button and clicking the **[Submit Report]** button.

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 PC and open the file with the report. Then 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 [|] from your keyboard, click the **[Next]** button, then click the **[Finish]** button.

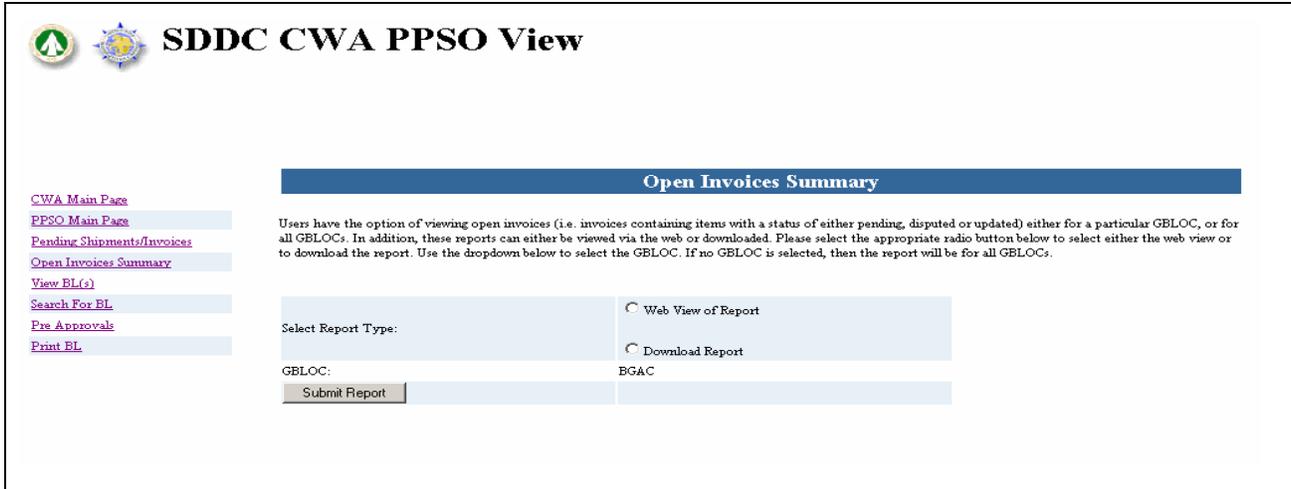


Figure 2-24. Open Invoices Summary Screen

Example 1: Web View of Report

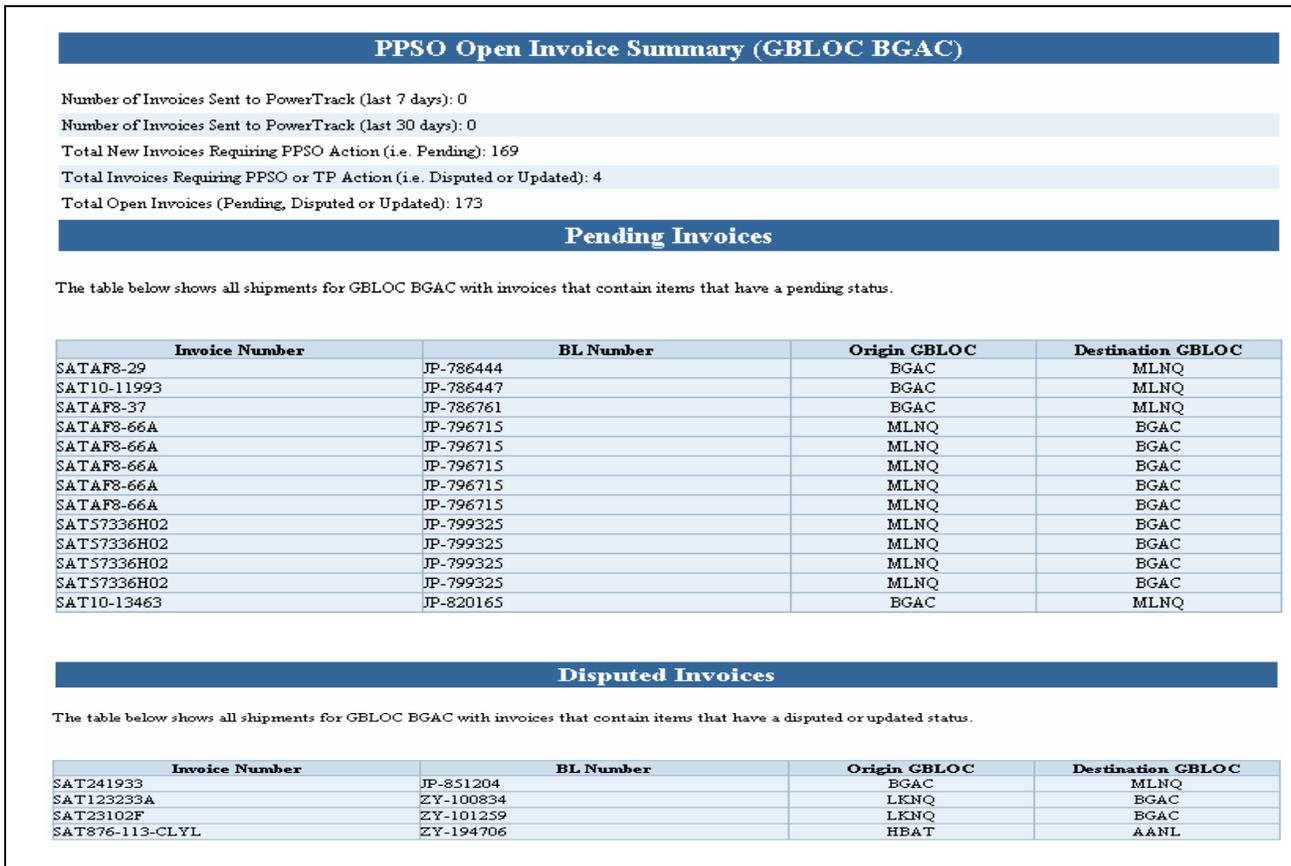


Figure 2-25. Web View of Report Screen

Example 2: Download Report

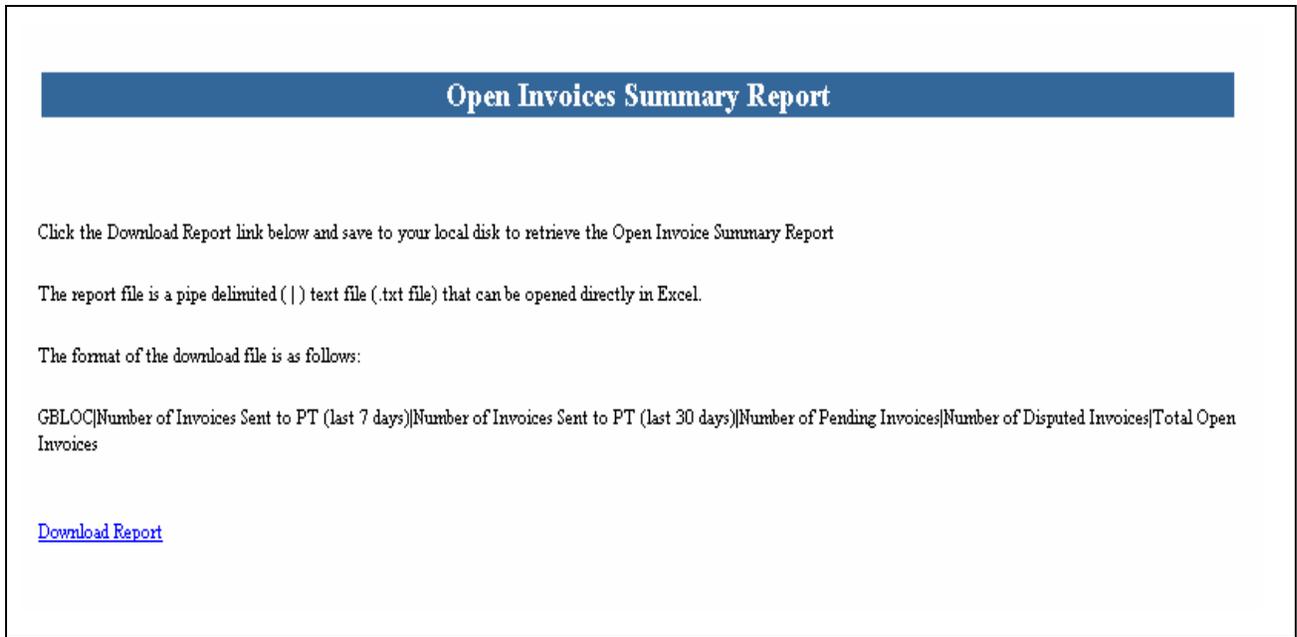


Figure 2-26. Download Report Screen

Example 3: Open Invoices Summary in Microsoft Excel

	A	B	C	D	E	F	G
1	GBLOC	Number of Invoices Sent to PT (last 7 days)	Number of Invoices Sent to PT (last 30 days)	Number of Pending	Number of Disputed	Total Open Invoices	
2	BGAC	0	0	169	4	173	
3							
4							

Figure 2-27. Open Invoices Summary in Microsoft Excel Screen

2.2.5 View BL(s)

Click on the link View BL(s) to generate shipments report. Select one of the date types from the drop down window, enter the date range and click the **[Get Shipments]** button.

Note: In addition, the user can filter the shipment report by Code of Service and/or SCAC, if desired.

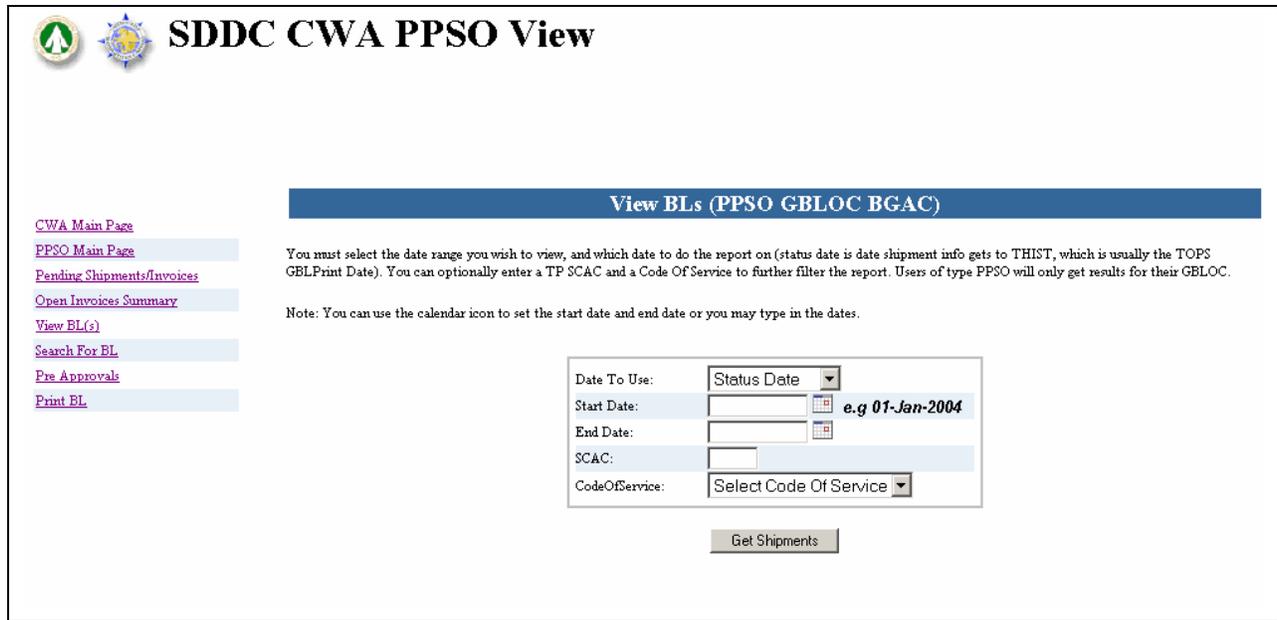


Figure 2-28. View BL(s) Screen

Example: View BL(s) by Status Date

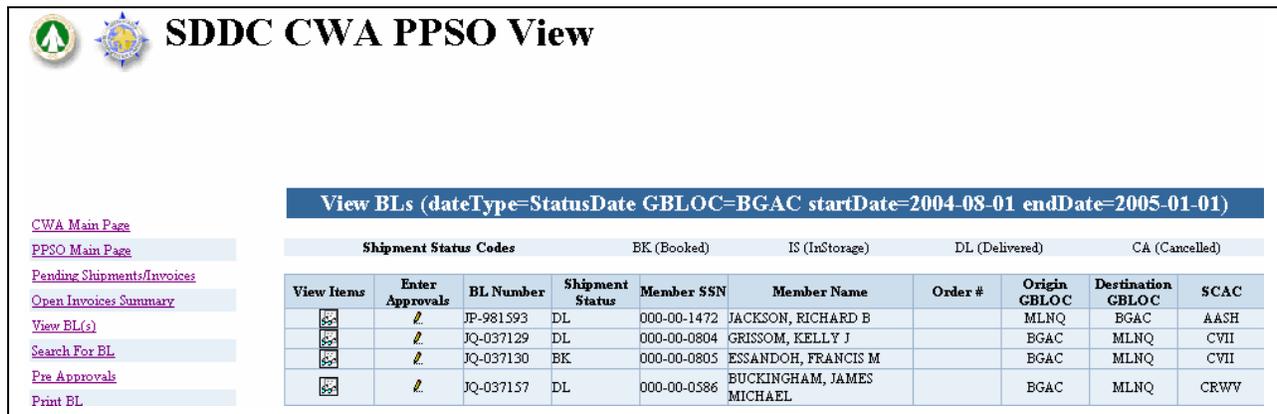


Figure 2-29. Search Results by Status Date

2.2.6 Search for BL

Click on the link [Search for BL](#) to search for a shipment. This link provides four search options: BL Number, Member SSN, Member Last Name and Member Order Number.

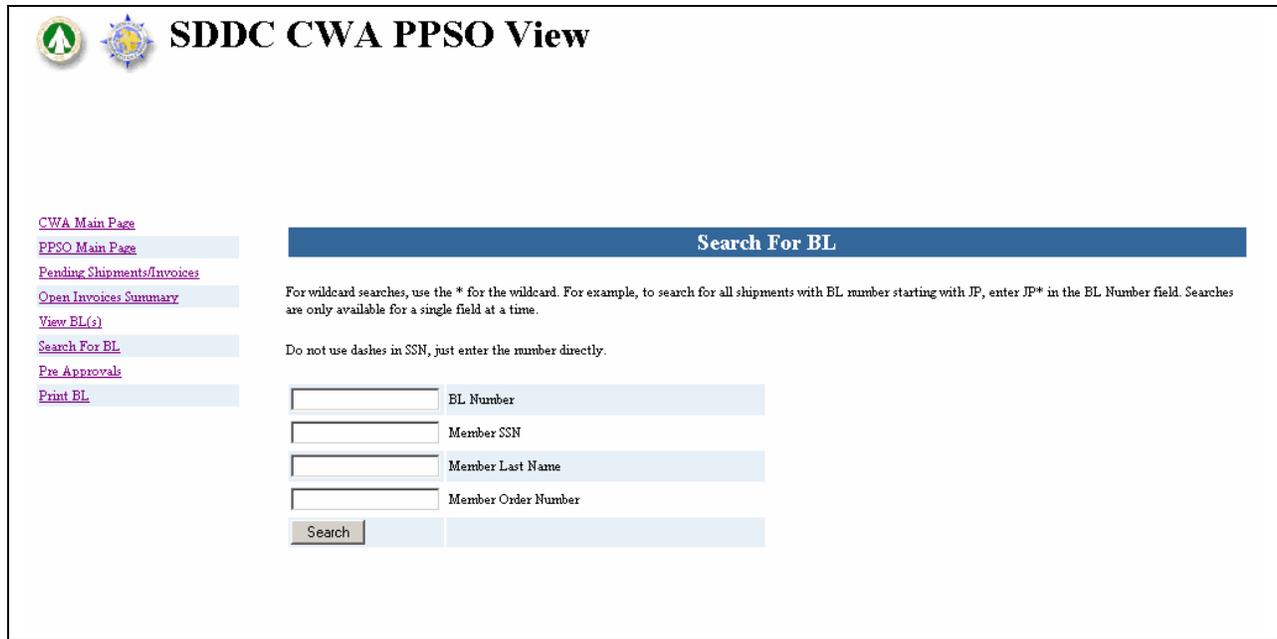


Figure 2-30. Search for BL Screen

Example: Enter BL Number and click the **[Search]** button.

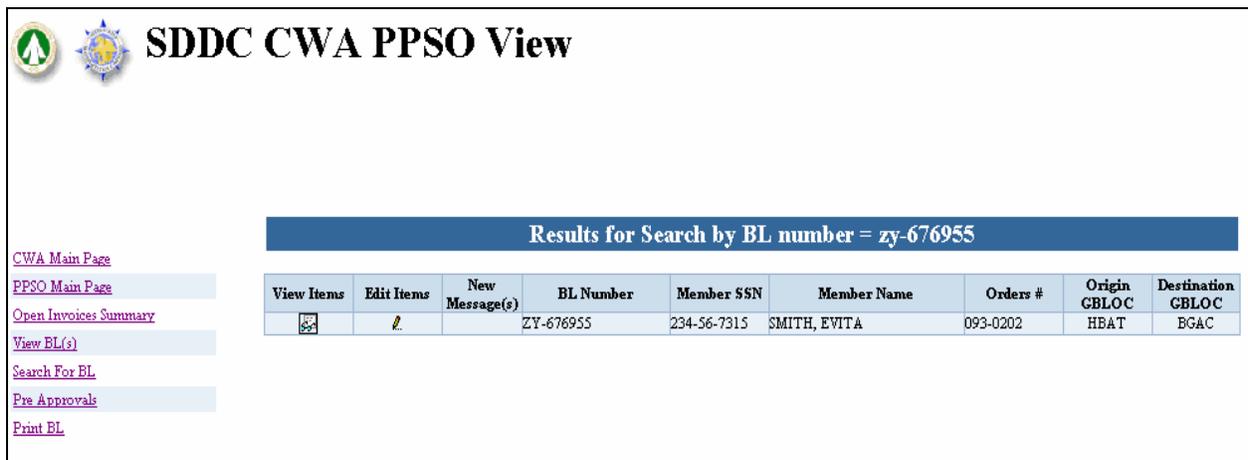


Figure 2-31. Search Results by BL Number Screen

2.2.7 Pre Approvals

Click on the link Pre Approvals to view pre-approvals for PPSO. This link provides two search options: by Pickup and Delivery. Enter BL Number, select the appropriate “Pickup” or “Delivery” radio button and click the **[Submit]** button.



SDDC CWA PPSO View

Pre Approvals for PPSO BGAC

[CWA Main Page](#)

[PPSO Main Page](#)

[Pending Shipments/Invoices](#)

[Open Invoices Summary](#)

[View BL\(s\)](#)

[Search For BL](#)

[Pre Approvals](#)

[Print BL](#)

Enter the BL Number and the Service Type for the shipment you wish to enter preapproval services for.

BL Number:

Select Service Location:

Pickup
 Delivery

The table below lists all shipments for PPSO BGAC that have preapproval items pending.

View/Edit Items	BL Number	Member SSN	Member Name	Orders #	Origin Gloc	Destination Gloc

Figure 2-32. Pre Approvals Screen

Example 1: Search by Pickup

Enter BL number, select the “Pickup” radio button and click the [Submit] button.

Shipment Services For PreApproval						
BL Number:	JP-797826	Customer Name:	THOMAS J MILLER			
Location	City	State	County	Zip	RateArea	Country
primary delivery location	DUNKIRK	MD	CALVERT	20754	US23	US
primary pickup location	HONOLULU			96818	US89	US

Services Requested To Be Performed (Oconus)

To add a service for PreApproval, either click the appropriate button below, or check the appropriate box for the service(s) you wish to add. Then click the Submit Services button at the bottom of the page.

Shuttle Service	SIT Storage	SIT Storage (Baggage)
SIT Pup/Del	SIT Pup/Del (Baggage)	Third Party Service

Crates

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	S08A	Crates Internal	Cubic Feet
<input type="checkbox"/>	S08B	Crate Min Chg	Cubic Feet
<input type="checkbox"/>	S08C	Crates External	Cubic Feet
<input type="checkbox"/>	S08D	Mbr Crates:Lab Reg	Total Hours
<input type="checkbox"/>	S08E	Mbr Crates:Lab OT	Total Hours
<input type="checkbox"/>	S08F	Mbr Crates:Lab AK	Total Hours

Gov Cturs

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	S14B	Gov Cturs:Aux Vehcl	Total Hours
<input type="checkbox"/>	S14C	Gov Cturs:Lab Reg	Total Hours
<input type="checkbox"/>	S14D	Gov Cturs:Lab OT	Total Hours
<input type="checkbox"/>	S14E	Gov Cturs:Lab AK	Total Hours

Labor

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	502A	Labor Reg	Total Hours
<input type="checkbox"/>	502B	Labor OT	Total Hours
<input type="checkbox"/>	502C	Labor AK	Total Hours

Overtime Load/Unload

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	504A	OT Load/Unload	Total Hours
<input type="checkbox"/>	504B	OT Load/Unload	Flat Rate

Wait Time

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	503A	Wait Tm:Vehicle	Total Hours
<input type="checkbox"/>	503B	Wait Tm:Lab Reg	Total Hours
<input type="checkbox"/>	503C	Wait Tm:Lab OT	Total Hours
<input type="checkbox"/>	503D	Wait Tm:Lab AK	Total Hours

Reweigh

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	506A	Reweigh Fee (Unaccompanied Baggage)	Flat Rate

Reweigh (Baggage)

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	505A	Reweigh Fee (Household Goods)	Flat Rate

Att Del-Sit

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	S10F	Att Del-Sit:Whse Handling	Net Weight
<input type="checkbox"/>	S10G	Att Del-Sit:Whse Handling	Net Weight
<input type="checkbox"/>	S10I	Att Del-Sit:WaitTm Vehicl	Total Hours
<input type="checkbox"/>	S10J	Att Del-Sit: Lab Reg	Total Hours
<input type="checkbox"/>	S10K	Att Del-Sit: Lab OT	Total Hours
<input type="checkbox"/>	S10L	Att Del-Sit: Lab AK	Total Hours
<input type="checkbox"/>	S10M	Att Del-Sit:DPM Bag	Net Weight
<input type="checkbox"/>	S10A	Att Del-Sit: 1-50 mi	Net Weight
<input type="checkbox"/>	S10C	Att Del-Sit: Over 50 mi	Net Weight
<input type="checkbox"/>	S10B	Att Del-Sit: 1-50 mi	Net Weight
<input type="checkbox"/>	S10D	Att Del-Sit: Over 50 mi	Net Weight
<input type="checkbox"/>	S10E	Att Del-Sit:Outer Isle HI	Net Weight

Att Pup/Del

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	S11A	Att Pup/Del:Vehicle	Total Hours
<input type="checkbox"/>	S11B	Att Pup/Del:Lab Reg	Total Hours
<input type="checkbox"/>	S11C	Att Pup/Del:Lab OT	Total Hours
<input type="checkbox"/>	S11D	Att Pup/Del:Lab AK	Total Hours
<input type="checkbox"/>	S11E	Att Pup/Del:WaitTm	Total Hours

Outer HI Isl

Select	Service Code	Description	Unit of Measure

Long Carry at Mini-Storage

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	S34A	Long Carry At Mini-Storage Whse	Quantity

Extra Pickup/Delivery

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	S09A	Extra Pickup	Quantity
<input type="checkbox"/>	S09H	Extra Pickup>50 miles	Net Weight
<input type="checkbox"/>	S09B	Extra Pickup	Quantity
<input type="checkbox"/>	S09C	Extra Delivery	Quantity
<input type="checkbox"/>	S09D	Extra Delivery	Quantity
<input type="checkbox"/>	S09E	Ext PupDel:Lab Reg	Total Hours
<input type="checkbox"/>	S09F	Ext PupDel:Lab OT	Total Hours
<input type="checkbox"/>	S09G	Ext PupDel:Lab AK	Total Hours
<input type="checkbox"/>	S09I	Extra Delivery>50 miles	Net Weight

Aux Service/Vehicle

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	S01A	Auxiliary Vehicle	Total Hours
<input type="checkbox"/>	S01B	Aux Svc:Lab Reg	Total Hours
<input type="checkbox"/>	S01C	Aux Svc:Lab OT	Total Hours
<input type="checkbox"/>	S01D	Aux Svc:Lab AK	Total Hours

SIT Days

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	S18A	SIT Addtl Day	Total Days
<input type="checkbox"/>	S18B	SIT 1st Day	Net Weight
<input type="checkbox"/>	S18C	SIT:Periods	Quantity
<input type="checkbox"/>	S18D	Whse Handling	Net Weight

SIT Days (Baggage)

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	519A	SIT:Periods	Quantity
<input type="checkbox"/>	519C	Whse Handling	Net Weight

SIT Pup/Del

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	520A	SIT Pup/Del	Net Weight
<input type="checkbox"/>	520B	SIT Pup/Del Over 50 mi	Net Weight
<input type="checkbox"/>	520C	SIT OT Load/Unload	Total Hours

SIT Pup/Del (Baggage)

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	521A	SIT Pup/Del	Net Weight
<input type="checkbox"/>	521C	SIT Del Admin Fee	Flat Rate
<input type="checkbox"/>	521D	SIT DEL Outer Isle HI	Net Weight

Code 5/T Multi Port Pups/Dels

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	527A	Code 5/T Multi Port Pups	Quantity
<input type="checkbox"/>	527B	Code 5/T Multi Port Dels	Quantity

Third Party Service

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	TPS	Third Party Service	Flat Rate

Submit Services

Figure 2-33. Search by Pickup Screen

Note: Select the preapproval items that the TSP has requested and click the **[Submit Services]** button.

Example 2: Search by Delivery

Enter BL number, select the “Delivery” radio button and click the [Submit] radio button.

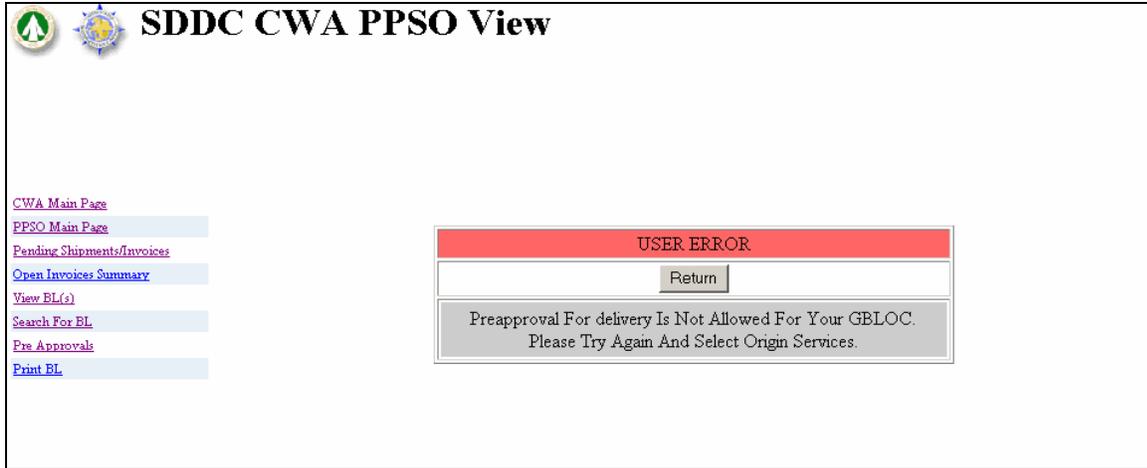


Figure 2-34. Search by Delivery Screen

2.2.8 Print BL

To print a copy of a BL, click on the Print BL link, enter the BL number and click the [Submit] button.

Note: If you do not have Acrobat Reader installed, click on the link Click Here and follow the instructions on the screen.

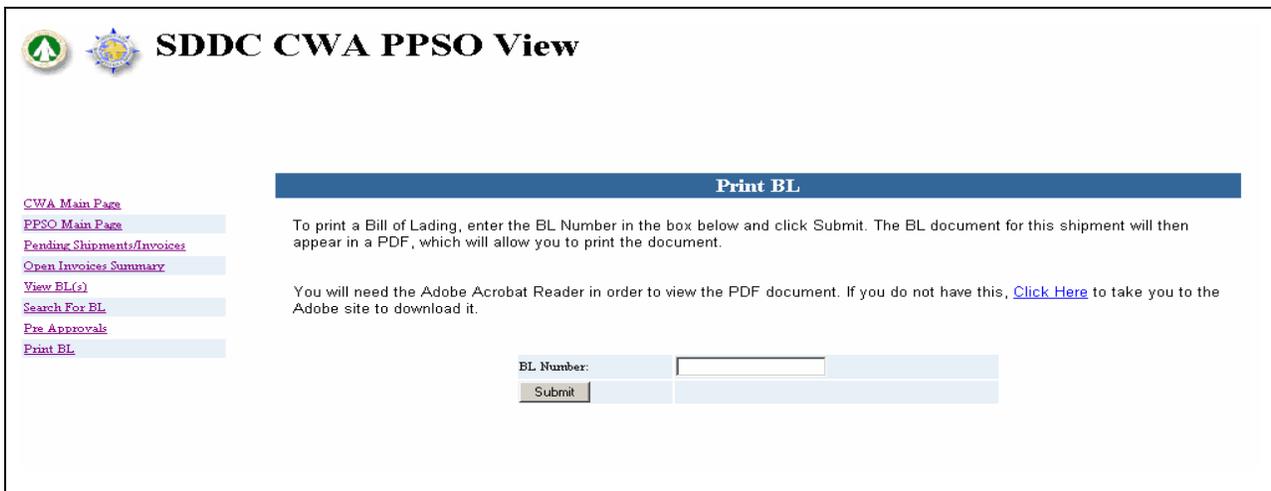


Figure 2-35. Print BL Screen

2.3 REPORTS

2.3.1 CWA Main Page

Click on the link [Reports](#) to access the Reports Page.



Figure 2-36. CWA Main Page Screen

2.3.2 Reports Main Page

Click on the link [Reports Main Page](#). This link provides four search options: BL Number, Member SSN, Member Last Name and Member Order Status.

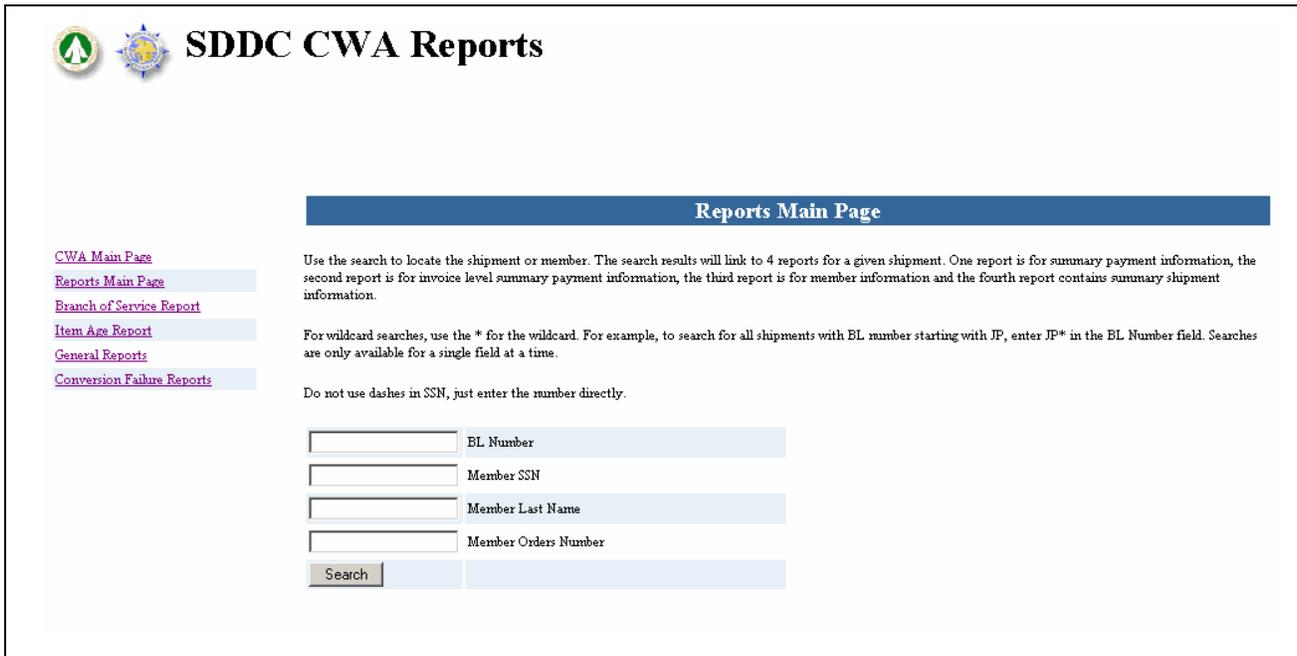


Figure 2-37. Reports Main Page Screen

2.3.2.1 Search by BL Number

Enter BL number and press **[Search]**. This link provides five reports: View Payment Summary, View Invoice Summary, View Member Information, View Shipment Information and Download Shipment Information.

SDDC CWA Reports

Results for Search by BL number = ZY-676955

The View Payment Summary link will give summary PowerTrack payment information for the shipment. The View Invoice Summary link will give summary PowerTrack payment information for the shipment, sorted by invoice number. The View Member Info link will give summary member information for the shipment, and the View Shipment Info link will give summary shipment information.

BL Number	Member SSN	Member Name	Orders #	View Payment Summary	View Invoice Summary	View Member Info	View Shipment Info	Download Shipment Info
ZY-676955	234-56-7315	SMITH, EVITA	093-0202					

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)
[Conversion Failure Reports](#)

Figure 2-38. Search Results by BL Number Screen

Example 1: Click on the link *View Payment Summary* to view shipment payment summary report.

SDDC CWA Reports

Shipment Payment Summary Report

BL Number: JP-794105 **TP SCAC:** AIFD

	PowerTrack Paid	CWA COST
Total Linehaul:	0.00	0.00
Total SIT Cost:	0.00	0.00
Total Accessorials (Excluding SIT):	0.00	0.00
Total Other Cost (Surcharges):	0.00	0.00
Total Shipment Cost:	0.00	0.00

[Return To Search Results](#)

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)
[Conversion Failure Reports](#)

Figure 2-39. View Payment Summary Screen

Example 2: Click on the link [View Invoice Summary](#) to view invoice information.

SDDC CWA Reports

Shipment Payment Summary Report (By Invoice)

BL Number: ZY-101417 TP SCAC: APMF

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)
[Conversion Failure Reports](#)

InvoiceNumber: SAT23108F	PowerTrack Paid	CWA Cost
Total Linehaul:	0.00	0.00
Total SIT Cost:	0.00	0.00
Total Accessories (Excluding SIT):	0.00	0.00
Total Other Cost (Surcharges):	0.00	31.24
Total Shipment Cost:	0.00	31.24

InvoiceNumber: SAT23108FA	PowerTrack Paid	CWA Cost
Total Linehaul:	0.00	0.00
Total SIT Cost:	0.00	0.00
Total Accessories (Excluding SIT):	0.00	0.00
Total Other Cost (Surcharges):	0.00	9.29
Total Shipment Cost:	0.00	9.29

[Return To Search Results](#)

Figure 2-40. View Invoice Summary Screen

Example 3: Click on the link [View Member Information](#) to view member information.

SDDC CWA Reports

Shipment (ZY-676955) Member Information

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)
[Conversion Failure Reports](#)

Member Name:	SMITH, EVITA
Member SSN:	234-56-7315
Branch Of Service:	Army
Member Rank:	SPCA
Order Number:	093-0202
Shipment Net Weight:	50380
Shipment Pro Gear Weight:	0

[Return To Search Results](#)

Figure 2-41. View by Member Information Screen

Example 4: Click on the link [View Shipment Information](#) to view shipment detailed report.

Shipment Info Report								
BL Number:	ZY-101417	TP SCAC:	APMF					
Origin GBLOC:	LKNQ	Destination GBLOC:	BGAC					
Delivery Date:	Mon Aug 04 00:00:00 EDT 2003							
Delivered To (Storage/Residence):	Residence							
TP Percent of Solicitation:	RS D-7 74%							
Shipment Locations:								
Location	Location Code	Location Source	City	State	County	Zip	Rate Area	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRPCK	TOPS/THIST	SAN DIEGO	CA	SAN DIEGO	92101	US88	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRPCK	TPhvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	WASHINGTON	DC	DIST OF COLUMBIA	20001	US24	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPhvoice	WOODBIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	WOODBIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	ARLINGTON	VA	ARLINGTON	22201		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TPhvoice	WOODBIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TOPS/THIST	WOODBIDGE	VA	PRINCE WILLIAM	22194	US25	US
Shipment SIT Information:								
SIT Location:	COLEMAN AMERICAN MOVING SERVICES,INC							
SIT Storage ID:	2593							
Date In:	Mon Aug 04 00:00:00 EDT 2003							
Date Out:	Mon Aug 18 00:00:00 EDT 2003							
Days Authorized:	90							
SIT Control Number:	3216058							
Split Portion Number:	0							
Shipment Weights:								
Shipment Net Weight	3040							
Entitlement Weight	12500							
Professional Books Weight	0							
Member Information:								
Member Name	SMITH, EVITA							
SSN	234-56-7315							
Order Number	093-0202							
Rank	SPCA							
Service Code	A							
Line Of Accounting Information:								
TAC:	N3G3							
MDC:								
Account Classification (zzLOA):								
FA2 LOA:	Not Applicable Currently							
SDN:	Not Applicable Currently							
Payment Information:								
PowerTrack Last Payment Date:								
Total Linehaul:	0.00							
Total SIT Cost:	0.00							
Total Accessorials (Excluding SIT):	0.00							
Fuel Surcharge/Other Surcharges:	0.00							
Total Shipment Cost:	0.00							

Figure 2-42. View Shipment Information Screen

Example 5: Download Shipment Information 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. Then 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 [|] from your keyboard, click the [Next] button, then click the [Finish] button.



Figure 2-43. Download Shipment Information Report Screen

	A	B	C	D	E	F	G	H	I
1	BL	SCAC	Origin GBLOC	Destination GBLOC					
2	ZY-360489	TEKF	ALNT	LKNQ					
3									
4	Member Name	Member SSN	Order Number	Rank	Service Code				
5	VARELA, GABRIEL A	012-345-0000	2823	LT	N				
6									
7	Location	LocationCode	Location Source	City	State	County	Zip	Rate Area	Country
8	SHIPMENT ADDITIONAL PICKUP ADDRESS	ADDPCK	TPInvoice	PROVIDENCE	RI	PROVIDENCE	2905	US15	US
9	SHIPMENT ADDITIONAL PICKUP ADDRESS	ADDPCK	TOPS/THIST	CRANSTON	RI	PROVIDENCE	2921	US15	US
10	SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	PORTSMOUTH	RI	NEWPORT	2871	US15	US
11	SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	EL CAJON	CA	SAN DIEGO	92020	US88	US
12	SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TOPS/THIST	EL CAJON	CA	SAN DIEGO	92020	US88	US
13	SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THIST	PORTSMOUTH	RI	NEWPORT	2871	US15	US
14	SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPInvoice	PORTSMOUTH	RI	NEWPORT	2871	US15	US
15	SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	SAN DIEGO	CA	SAN DIEGO	92132	US88	US
16	SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPInvoice	EL CAJON	CA	SAN DIEGO	92020	US88	US
17									
18	SIT Location	SIT Storage ID	Date In	Date Out	Days Authorized	SIT Control Number	Split Portion Number		
19	VALLEY VAN & STORAGE	5596	Fri Jul 09 00:00:00 EDT 2004		90	4191016	0		
20	Pickup Date	Delivery Date	Delivered To (Store)	TP Percent of Solicitation					
21	Tue Jun 29 00:00:00 EDT 2004		Residence	RS D-6 190%					
22									
23	Net Weight	Entitlement Weight	Professional Books Weight						
24		11760	14500	0					
25									
26	AccountClassification (zzLOA)	TAC	MDC	SDN	FA2 LOA				
27	1741453.2251 T 068566 A8 3B4/3/U/F 3B	N3B4			Not Available Currently	Not Available Currently			
28									
29	PowerTrack Last Payment Date	Total Linehaul Paid	Total SIT Paid	Total Packing Charge	Fuel Surcharge	Total Shipment Cost			
30		0	0	0	0	0			
31									
32									

Figure 2-44. Shipment Information Report in Microsoft Excel Screen

2.3.3 Branch of Service Report

This page provides three reports: Branch of Service Report, Detailed Branch of Service Report and Download Branch of Service Report.

SDDC CWA Reports

Branch of Service Reports

Select the branch of service from the dropdown below. Then choose the payment date range for the report (i.e. report will be of all items paid by PowerTrack in the given date range). To generate a report, click the submit button for the desired report.

Select Branch of Service

Start Date

End Date

View Report

This report summarizes the total linehaul, sit and accessorial costs as well as total shipment costs, across the branches of service.

View Detailed Report

Detail Report by BL Number. This report, breaks out the total costs as in above report, but is additionally broken out for each BL.

Downloadable Detailed Report

Download Version of Detail Report by BL Number. This report, in pipe delimited format (| character), breaks out the total costs as in above report, but is additionally broken out for each BL.

Downloadable Summary Report

Download Summary Report by BL Number. This report, in pipe delimited format (| character), breaks out total costs and other specific accounting information for each BL.

Figure 2-45. Branch of Service Report Screen

Example 1: Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the **[Submit Branch of Service Report]** button.

Shipment Payment Summary Report for Branch of Service: Army (2004-01-12 to 2004-08-13)	
This report summarizes all shipments for this Branch of Service for GBLOC BGAC (i.e. all shipments where BGAC is either the origin or destination GBLOC)	
	PowerTrack Paid
Total Linehaul:	0.00
Total SIT Cost:	0.00
Total Accessorials (Excluding SIT):	0.00
Total Other Cost (Surcharges):	<u>0.00</u>
Total Shipment Cost:	0.00

Figure 2-46. Search Results by Branch of Service Screen

Example 2: View detailed Branch of Service Report.

Select Branch of Service and the payment date range period from the drop down windows and click the [**View Detailed Branch of Service Report**] button.

Shipment Payment Summary Report for Branch of Service: Army (12-Jan-2004 to 12-May-2004)	
This report summarizes all shipments for this Branch of Service for GBLOC BGAC (i.e. all shipments where BGAC is either the origin or destination GBLOC)	
	Total PowerTrack Paid
Grand Total Linehaul:	0.00
Grand Total SIT Cost:	0.00
Grand Total Accessorials (Excluding SIT):	0.00
Grand Total Other Cost (Surcharges):	<u>0.00</u>
Grand Total Shipment Cost:	0.00

Figure 2-47. View Detailed Branch of Service Report Screen

Example 3: Download Branch of Service Report.

Select Branch of Service and the payment date range period from the drop down windows and click the [**Download Branch of Service Report**] button.

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 PC and open the file with the report. Then 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.

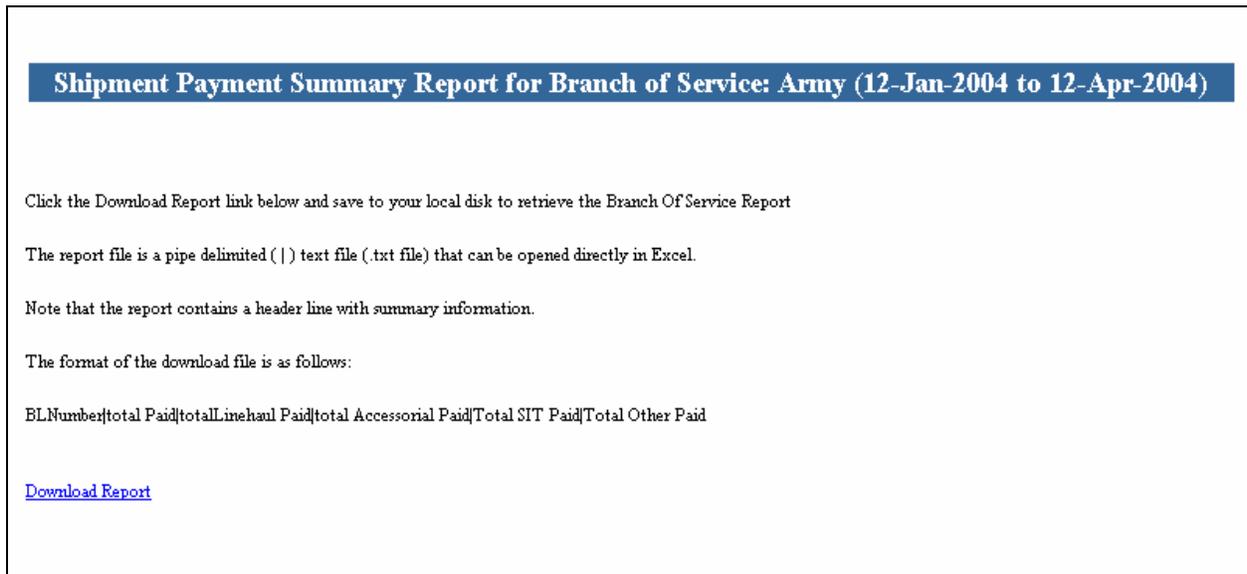


Figure 2-48. Download Branch of Service Report Screen

	A	B	C	D	E	F	G	
1	Branch Of Service: A DateRange: 12-Jan-2004 - 12-Apr-2004							
2								
3	Grand Total Shipment PT Paid	Grand Total Linehaul PT Paid	Grand Total Accessorial PT Paid	Grand Total SIT PT Paid	Grand Total Other PT Paid			
4	0	0	0	0	0			
5								
6	BL	Total Shipment PT Paid	Total Linehaul PT Paid	Total Accessorial PT Paid	Total SIT PT Paid	Total Other PT Paid		
7								
8								

Figure 2-49. Branch of Service Report in Microsoft Excel Screen

2.3.4 Item Age Report

Enter the PPSO GBLOC that you wish to generate the report from also enter the Start Date to End Date then click the [Submit] button.

Note: This report provides the number of days each item was pending doing that time frame while awaiting PPSO action.

Figure 2-50. Item Age Report Screen

Example: Item Age Report for PPSO BGAC

This link provides three view options: Items Older Than 7 Days, Items Older Than 14 Days and Items Older Than 21 Days.

View	BL Number	TP SCAC	Invoice Number	Item Code	Description	Approval Status	PPSO Note	TP Note	Submit Date	Days Pending
	ZY-360240	TEKF	TF0490146	155A	Additl Trans Chg	APPROVED			Thu May 06 16:30:13 EDT 2004	10 days
	ZY-706773	RDBF	72980023401	405A	Fuel Surcharge-LHS	APPROVED			Thu May 06 18:30:18 EDT 2004	10 days
	ZY-706773	RDBF	72980023401	152A	Valuation: Full Value Replace	APPROVED			Thu May 06 18:30:18 EDT 2004	10 days
	ZY-706773	RDBF	72980023401	LHS	Line Haul Charge	APPROVED			Thu May 06 18:30:18 EDT 2004	10 days
	ZY-706773	RDBF	72980023401	154A	NonTemp Inspection	APPROVED			Thu May 06 18:30:18 EDT 2004	10 days
	ZY-706773	RDBF	72980023401	155A	Additl Trans Chg	APPROVED			Thu May 06 18:30:18 EDT 2004	10 days
	ZY-707264	WVLI	WV0494257	LHS	Line Haul Charge	APPROVED			Tue May 18 18:30:07 EDT 2004	14 days

Figure 2-51. Item Age Report for PPSO Screen

2.3.5 General Reports

Click on the link *Shipment Actual vs. Weight Report*. This report summarizes the total member estimated weight versus actual shipment weight.

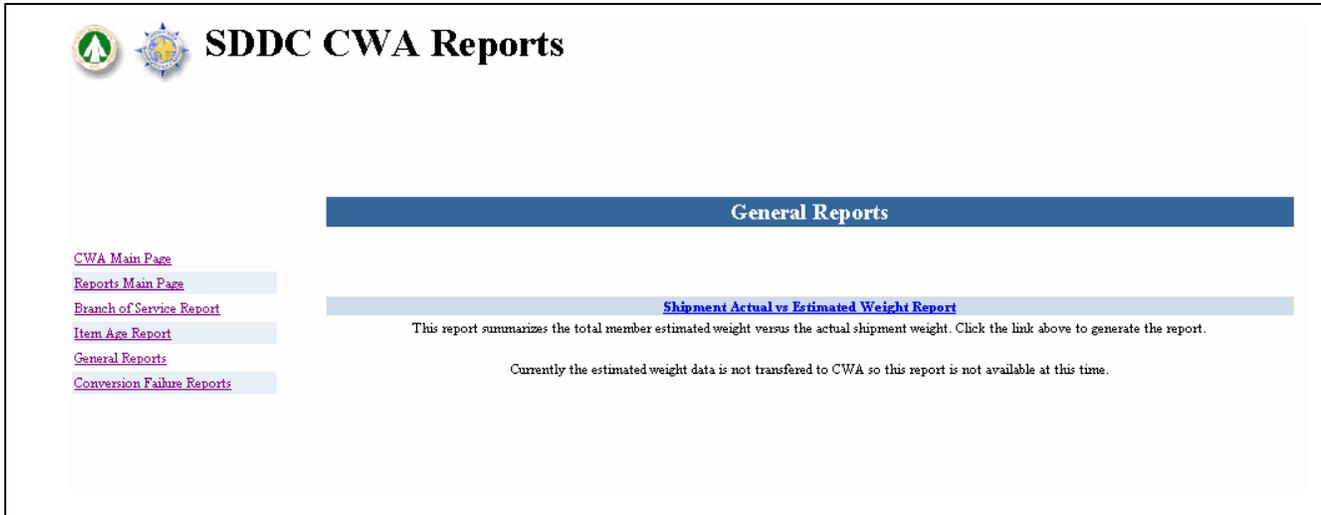


Figure 2-52. General Reports Screen

2.3.5.1 Shipment Estimated Weight Report

Note: Currently, this report is not active, as the CWA does not get member estimated weight from TOPS/THIST.

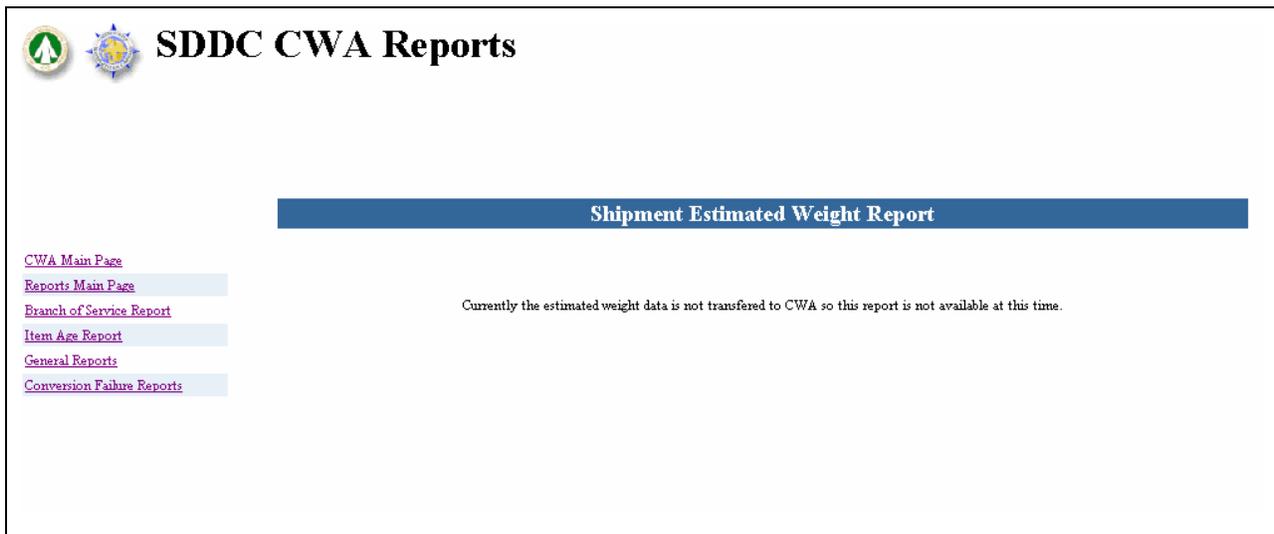


Figure 2-53. Shipment Estimated Weight Report Screen

2.3.6 Conversion Failure Reports

Note: This report is currently not available.

SDDC CWA Reports

Conversion Failure Report

Search may be performed on GBL number, Order Number, and the Date Range for which Failure Report is sought.

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)
[Conversion Failure Reports](#)

GBLOC BGAC

GBL Number

Order Number

Start Date [dd-mm-yyyy]

End Date [dd-mm-yyyy]

Figure 2-54. Conversion Failure Reports Screen

2.4 DOD MASTER PAGES

2.4.1 CWA Welcome Page

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



Figure 2-55. CWA Welcome Screen

2.4.2 Log in as a DoD Master

Once you log into CWA and click on the **[Enter CWA]** button, the DoD Master Page will be displayed.

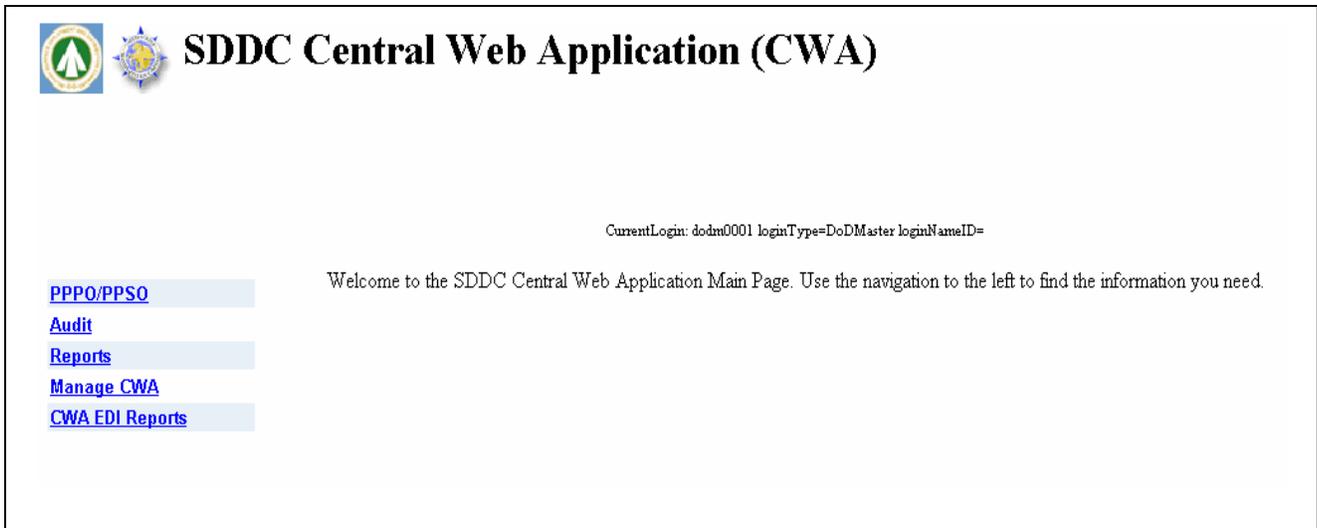


Figure 2-56. DoD Master Login Screen

2.4.3 PPSO Main Page

Once you click on the [PPPO/PPSO](#) link, PPSO Main Page will be displayed.

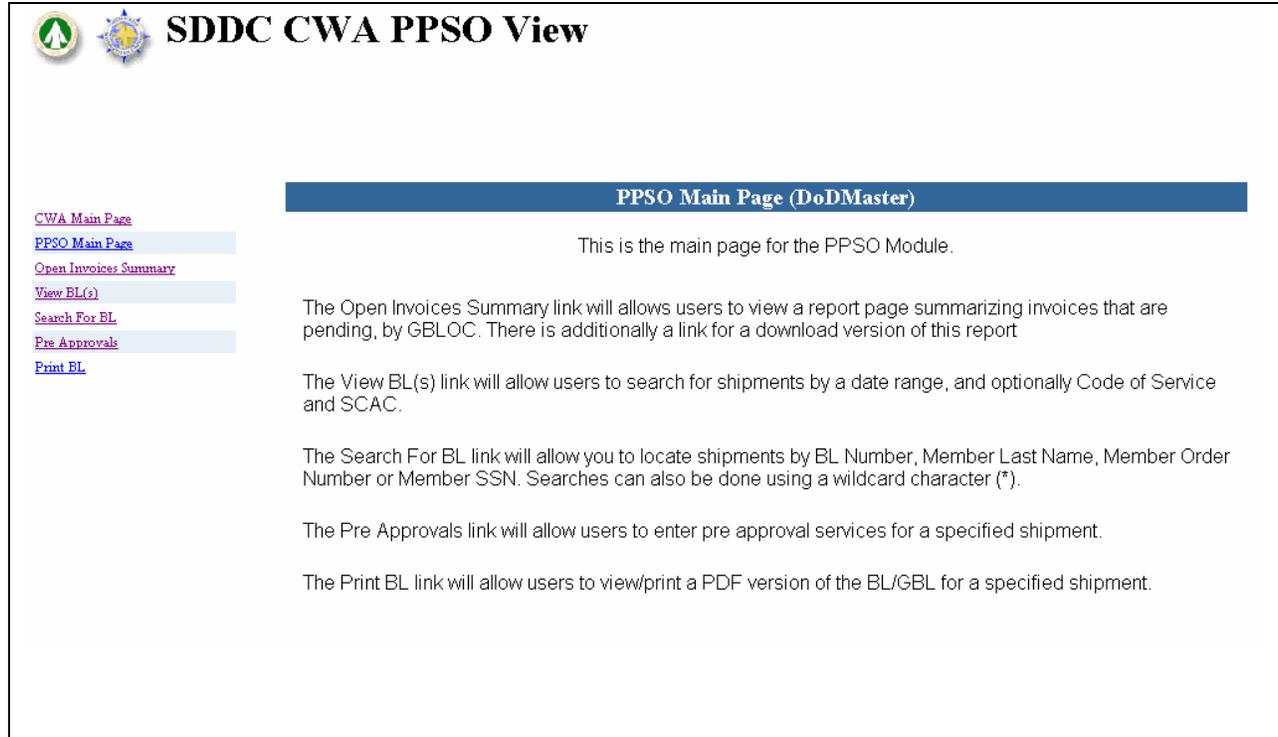


Figure 2-57. PPSO Main Page Screen

2.4.4 Open Invoices Summary

The *Open Invoices Summary* link allows users to view a report page summary of invoices that are pending. Select the “Web View of the Report” radio button and click the **[Submit Report]** button. Users are also able to download this report into an Excel spreadsheet by selecting the “Download Report” radio button and clicking the **[Submit Report]** button.

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 PC and open the file with the report. Then 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 [|] from your keyboard, click the **[Next]** button, then click the **[Finish]** button.

SDDC CWA PPPO View

Open Invoices Summary

Users have the option of viewing open invoices (i.e. invoices containing items with a status of either pending, disputed or updated) either for a particular GBLOC, or for all GBLOCs. In addition, these reports can either be viewed via the web or downloaded. Please select the appropriate radio button below to select either the web view or to download the report. Use the dropdown below to select the GBLOC. If no GBLOC is selected, then the report will be for all GBLOCs.

Select Report Type:

Web View of Report

Download Report

Select GBLOC: Select From Dropdown

Submit Report

Figure 2-58. Open Invoices Summary Screen

Example 1: Web View of Report




SDDC CWA PPPO View

PPSO Open Invoice Summary (GBLOC LIMIT)

[CWA Main Page](#)

[PPSO Main Page](#)

[Open Invoices Summary](#)

[View BL\(s\)](#)

[Search For BL](#)

[Pre Approvals](#)

[Print BL](#)

Number of Invoices Sent to PowerTrack (last 7 days): 0

Number of Invoices Sent to PowerTrack (last 30 days): 0

Total New Invoices Requiring PPSO Action (i.e. Pending): 1

Total Invoices Requiring PPSO or TP Action (i.e. Disputed or Updated): 0

Total Open Invoices (Pending, Disputed or Updated): 1

Pending Invoices

The table below shows all shipments for GBLOC LIMIT with invoices that contain items that have a pending status.

Invoice Number	BL Number	Origin GBLOC	Destination GBLOC
0741000854 001	ZY-553910	KDML	LIMIT

Disputed Invoices

The table below shows all shipments for GBLOC LIMIT with invoices that contain items that have a disputed or updated status.

Invoice Number	BL Number	Origin GBLOC	Destination GBLOC
----------------	-----------	--------------	-------------------

Figure 2-59. Web View of Report Screen

Example 2: Download Report




SDDC CWA PPPO View

Open Invoices Summary Report

[CWA Main Page](#)

[PPSO Main Page](#)

[Open Invoices Summary](#)

[View BL\(s\)](#)

[Search For BL](#)

[Pre Approvals](#)

[Print BL](#)

Click the Download Report link below and save to your local disk to retrieve the Open Invoice Summary Report

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:

GBLOC|Number of Invoices Sent to PT (last 7 days)|Number of Invoices Sent to PT (last 30 days)|Number of Pending Invoices|Number of Disputed Invoices|Total Open Invoices

[Download Report](#)

Figure 2-60. Download Report Screen

	A	B	C	D	E	F	G
1	GBLOC	Number of Invoices Sent to PT (last 7 days)	Number of Invoices Sent to PT (last 30 days)	Number of Pending Invoices	Number of Disputed	Total Open Invoices	
2	MLNQ	0	0	47	0	47	
3							
4							
5							

Figure 2-61. Report in Microsoft Excel Screen

2.4.5 View BL(s)

Click on the link [View BL\(s\)](#) to generate shipments report. Select one of the date types from the drop down window, enter the date range and click the **[Get Shipments]** button.

Note: In addition, the user can filter the shipments report by Code of Service and/or SCAC, if desired.

SDDC CWA PPPO View

View BLs (PPSO GBLOC BGAC)

You must select the date range you wish to view, and which date to do the report on (status date is date shipment info gets to THIST, which is usually the TOPS GBLPrint Date). You can optionally enter a TP SCAC and a Code Of Service to further filter the report. Users of type PPSO will only get results for their GBLOC.

Note: You can use the calendar icon to set the start date and end date or you may type in the dates.

Date To Use:

Start Date: e.g 01-Jan-2004

End Date:

SCAC:

CodeOfService:

Figure 2-62. View BL(s) Screen

Example: View BL(s) by Status Date

Select the “Status Date” and the date range from the drop down windows and click the **[Get Shipments]** button.

View BLs (dateType=StatusDate GBLOC=BGAC startDate=2004-08-01 endDate=2005-01-01)									
Shipment Status Codes				BK (Booked)	IS (InStorage)	DL (Delivered)	CA (Cancelled)		
View Items	Enter Approvals	BL Number	Shipment Status	Member SSN	Member Name	Order #	Origin GBLOC	Destination GBLOC	SCAC
		JP-981593	DL	000-00-1472	JACKSON, RICHARD E		MLNQ	BGAC	AASH
		JQ-037129	DL	000-00-0804	GRISSOM, KELLY J		BGAC	MLNQ	CVII
		JQ-037130	BK	000-00-0805	ESSANDOH, FRANCIS M		BGAC	MLNQ	CVII
		JQ-037157	DL	000-00-0586	BUCKINGHAM, JAMES MICHAEL		BGAC	MLNQ	CRWV

Figure 2-63. View BL(s) by Status Date Screen

2.4.6 Search for BL

Click on the link [Search for BL](#) to search for a shipment. This link provides four search options: BL Number, Member SSN, Member Last Name and Member Order Number.

For wildcard searches, use the * for the wildcard. For example, to search for all shipments with BL number starting with JP, enter JP* in the BL Number field. Searches are only available for a single field at a time.

Do not use dashes in SSN, just enter the number directly.

BL Number
 Member SSN
 Member Last Name
 Member Order Number

Figure 2-64. Search for BL Screen

2.4.6.1 Search Results by Member Last Name

Enter Member’s last name and click the **[Search]** button.




SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[Open Invoices Summary](#)
[View BL\(s\)](#)
[Search For BL](#)
[Pre Approvals](#)
[Print BL](#)

Results for Search by last name = smith

View Items	Edit Items	New Message(s)	BL Number	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
			ZY-676955	234-56-7315	SMITH, EVITA	093-0202	HBAT	BGAC
			ZY-789346	234-56-7696	SMITH, JACQUELYN N	142-42	BGAC	HBAT
			ZY-002089	234-56-7688	SMITH, KADE C	1204G84PRA7R400	CLPK	LKNQ
			JQ-068064	234-56-7831	SMITH, WILLIAM C	125-207	HBAT	MLNQ
			JP-981864	234-56-7647	SMITH, ADAM B	WEB ORDERS	MLNQ	LKNQ
			JP-980808	234-56-7701	SMITH, CHRISTOPHER M	1204G84PRA5PW00	MLNQ	BGAC
			JQ-078968	234-56-8151	SMITH, WARDELL J	0864	MLNQ	BGAC
			JQ-068065	234-56-7831	SMITH, WILLIAM C	125-207	HBAT	MLNQ
			JQ-035582	234-56-7630	SMITH, JULIUS D	130 0	BGAC	MLNQ

Figure 2-65. Search Results by Member Last Name Screen

Example 1: View Items.

Click on the link View Items to view shipment services and charges. This is a read-only option.

[CWA Main Page](#)

[PPSO Main Page](#)

[Open Invoices Summary](#)

[View BL\(s\)](#)

[Search For BL](#)

[Pre Approvals](#)

[Print BL](#)

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	ZY-676955	Customer Name:	SMITH, EVITA	TP SCAC:	STVP
Refresh Page	Return To Search Results	Shipment Line Of Accounting	Diversion	Long Delivery	Help

TP Shipment Note

PPSO Shipment Note

Storage at a more distant facility was approved for transportation provider convenience.

Requested copies of DD619/619-1 from TP.

Shipment Type / Code Of Service: dHHG / 1A

TP Percent of Solicitation: ES D-8 178% PickupDate: Thu Apr 29 00:00:00 EDT 2004

[View SIT Info](#)

Location	LocationCode	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRPCK	TOPS/THIST	FORT HOOD	TX	BELL	76544	US66	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRPCK	TPhovice	FT. HOOD	TX	BELL	76544		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRDLV	TOPS/THIST	BALTIMORE	MD	BALT CITY	21206	US23	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRDLV	TPhovice	BALTIMORE	MD	BALT CITY	21203		US
SHIPMENT SERVICE POINT	SRVCPT	TPhovice	BALTIMORE	MD	BALT CITY	21206		US
SHIPMENT SERVICE POINT	SRVCPT	TPhovice	FT. HOOD	TX	BELL	76544		US
SHIPMENT SERVICE POINT	SRVCPT	TPhovice	BALTIMORE	MD	BALT CITY	21203		US

Invoice Number: 0463631J

Linehaul Charges

Figure 2-66. View Items Screen

Example 2: Edit Items

Click on the link [Edit Items](#) to edit shipment services and charges. This is an option to make changes.

Note: For more information on [Edit Items](#) link, refer to Section 2.2.3.1.

[CWA Main Page](#)
[PPSO Main Page](#)
[Open Invoices Summary](#)
[View BL\(s\)](#)
[Search For BL](#)
[Pre Approvals](#)
[Print BL](#)

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number: ZY-676955
Customer Name: SMITH, EVITA
TP SCAC: STVF

[Refresh Page](#)
[Return To Search Results](#)
[Shipment Line Of Accounting](#)
[Divert Shipment](#)
[Long Delivery](#)
[Help](#)

Unlock Shipment
 TP Shipment Note
 PPSO Shipment Note

Storage at a more distant facility was approved for transportation provider convenience.

Requested copies of DD619/619-1 from TP.

Shipment Type / Code Of Service: dHHG / 1A

TP Percent of Solicitation: RS D-8 178% PickupDate: Thu Apr 29 00:00:00 EDT 2004

[View SIT Info](#)

Location	LocationCode	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THST	FORT HOOD	TX	BELL	76544	US66	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPhvoice	FT. HOOD	TX	BELL	76544		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THST	BALTIMORE	MD	BALT CITY	21206	US23	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPhvoice	BALTIMORE	MD	BALT CITY	21203		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	BALTIMORE	MD	BALT CITY	21206		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	FT. HOOD	TX	BELL	76544		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	BALTIMORE	MD	BALT CITY	21203		US

Sort By PPSO
 Sort By Invoice
 Show Only OriginPPSO Services
 Show Only DestinationPPSO Services

Invoice Number: 0463631J

Linehaul Charges

Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
<input type="radio"/> Approved	<input type="radio"/> Disputed	PENDING	LHS Line Haul Charge	27 (27)	503.8	1502	1509	Enter Reweigh	PRIPCK - PRIDLV	2491.83	0			
<input type="radio"/> Denied														

Accessorial Services/Charges

Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
<input type="radio"/> Approved	<input type="radio"/> Disputed	PENDING	100B	Pak Reg Dishpak	PRIPCK	Qty 1		31.42	0			
<input type="radio"/> Denied												
<input type="radio"/> Approved	<input type="radio"/> Disputed	PENDING	100C	Pak Reg Ctn <3.0 Cuft	PRIPCK	Qty 4		28.84	0			
<input type="radio"/> Denied												
<input type="radio"/> Approved	<input type="radio"/> Disputed	PENDING	100D	Pak Reg Ctn 3.0 Cuft	PRIPCK	Qty 29		325.09	0			
<input type="radio"/> Denied												

Figure 2-67. Edit Items Screen

2.4.7 Pre Approvals

Click on the link *Pre Approvals* to view pre-approvals for PPSO. This link provides two search options: by Pickup and by Delivery. Enter BL Number, select the “Pickup” or “Delivery” radio button and click the [Submit] button.

Figure 2-68. Pre Approvals Screen

Example 1: Search by Pickup

Enter BL number, check the “Pickup” radio button and click the [Submit] button.

Shipment Services For PreApproval						
BL Number:	ZY-676955	Customer Name:	EVITA SMITH			
Location	City	State	County	Zip	RateArea	Country
primary pickup location	FORT HOOD	TX	BELL	76544	US66	US
primary delivery location	BALTIMORE	MD	BALT CITY	21206	US23	US

To add a service for PreApproval, either click the appropriate button below, or check the appropriate box for the service(s) you wish to add. Then click the Submit Services button at the bottom of the page.

Crates

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	100Q	Pak Reg Crate	Cubic Feet
<input type="checkbox"/>	100R	Crate Min Chg	Quantity
<input type="checkbox"/>	100S	Pak OT Carton Dbl < 4.0 C	Quantity
<input type="checkbox"/>	100T	Pak Reg Carton Dbl < 7.0	Quantity
<input type="checkbox"/>	100U	Pak Reg Carton Dbl < 15 C	Quantity

Gov Cntrs

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	153B	Gov Cntrs:Aux Vehcl	Total Hours
<input type="checkbox"/>	153C	Gov Cntrs:Lab Reg	Total Hours
<input type="checkbox"/>	153D	Gov Cntrs:Lab OT	Total Hours
<input type="checkbox"/>	153E	Gov Cntrs:Lab AK	Total Hours

Labor

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	101A	Labor Reg	Total Hours
<input type="checkbox"/>	101B	Labor OT	Total Hours
<input type="checkbox"/>	101C	Labor AK	Total Hours

Overtime Load/Unload

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	120A	OT Load/Unload	Total Hours

Overtime Pack/Unpack

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	121A	Overtm Pack/Unpack	Total Hours

Att Del-Sit

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	108A	Att Del-Sit: 1-30 mi	Net Weight
<input type="checkbox"/>	108G	Att Del-Sit: Over 30 mi	Net Weight
<input type="checkbox"/>	108B	Att Del-Sit:Whse Handling	Net Weight
<input type="checkbox"/>	108C	Att Del-Sit:WaitTm Vehicl	Total Hours
<input type="checkbox"/>	108D	Att Del-Sit:Wait Tm Reg	Total Hours
<input type="checkbox"/>	108E	Att Del-Sit:Wait Tm OT	Total Hours
<input type="checkbox"/>	108F	Att Del-Sit:Wait Tm AK	Total Hours

Att Pup/Del

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	109A	Att Pup/Del:Vehicle	Total Hours
<input type="checkbox"/>	109B	Att Pup/Del:Lab Reg	Total Hours
<input type="checkbox"/>	109C	Att Pup/Del:Lab OT	Total Hours
<input type="checkbox"/>	109D	Att Pup/Del:Lab AK	Total Hours

Wait Time

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	115A	Wait Tm:Vehicle	Total Hours
<input type="checkbox"/>	115B	Wait Tm:Lab Reg	Total Hours
<input type="checkbox"/>	115C	Wait Tm:Lab OT	Total Hours
<input type="checkbox"/>	115D	Wait Tm:Lab AK	Total Hours

Reweighs

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	125A	Reweigh Fee	Quantity

Extra Pickup/Delivery

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	105B	Extra Delivery	Quantity
<input type="checkbox"/>	105A	Extra Pickup	Quantity
<input type="checkbox"/>	105C	Extra Delivery From SIT	Quantity

Aux Service/Vehicle

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	110A	Auxiliary Vehicle	Total Hours
<input type="checkbox"/>	110B	Aux Svc:Lab Reg	Total Hours
<input type="checkbox"/>	110C	Aux Svc:Lab OT	Total Hours
<input type="checkbox"/>	110D	Aux Svc:Lab AK	Total Hours

Appliance Service

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	135B	Appl Serv Lab: Reg	Total Hours
<input type="checkbox"/>	135C	Appl Serv Lab: OT	Total Hours
<input type="checkbox"/>	135D	Appl Serv Lab: AK	Total Hours

SIT Days/Warehouse

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	145A	SIT 1st Day	Net Weight
<input type="checkbox"/>	145B	SIT Addtl Day	Total Days
<input type="checkbox"/>	145C	Whse Handling	Net Weight

SIT Pup/Del

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	PDS	SIT Pup/Del	Net Weight

Third Party Service

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	TPS	Third Party Service	Flat Rate

Submit Services

Figure 2-69. Search by Pickup Screen

Note: Select the pre approval items that the TSP has requested and click the **[Submit Services]** button.

Example 2: Search by Delivery

Enter BL number, check the “Delivery” radio button and click the [Submit] button.

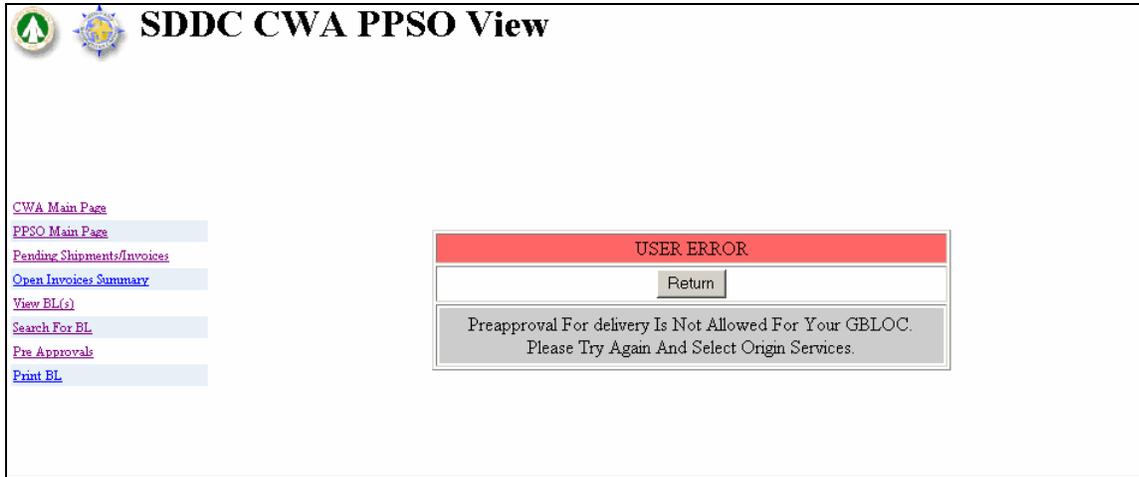


Figure 2-70. Search by Delivery Screen

2.4.8 Print BL

To print a copy of a BL, click on the Print BL link, enter the BL number and click the [Submit] button.

Note: If you do not have Acrobat Reader installed, click on the link Click Here and follow the instructions on the screen.

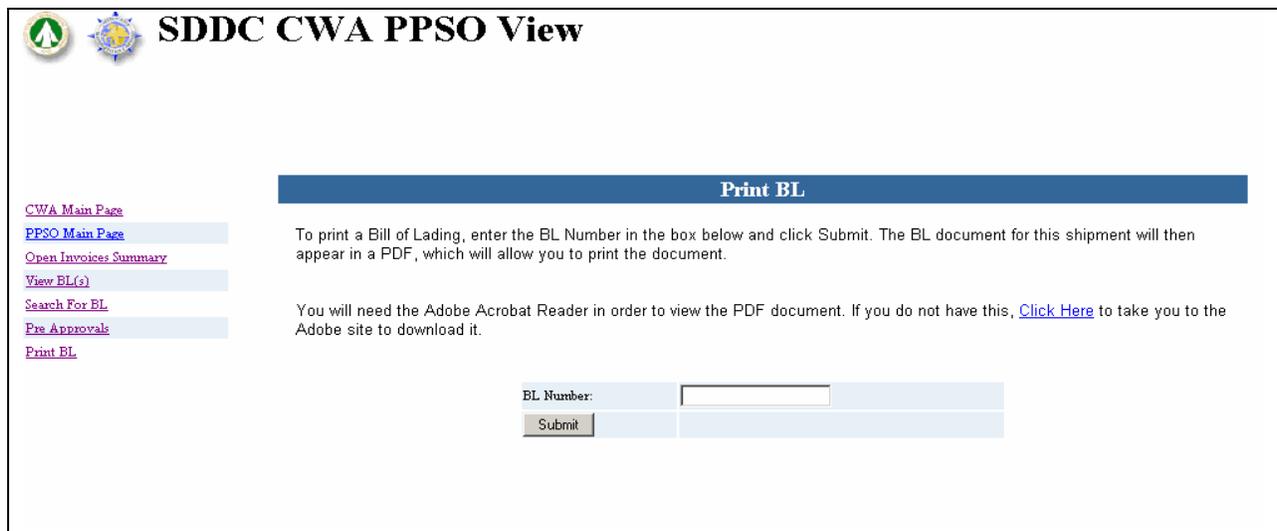


Figure 2-71. Print BL Screen

2.4.9 Audit Pages

Once you enter CWA, click on the [Audit](#) link on the CWA Main page to go to the Audit Trail Page.

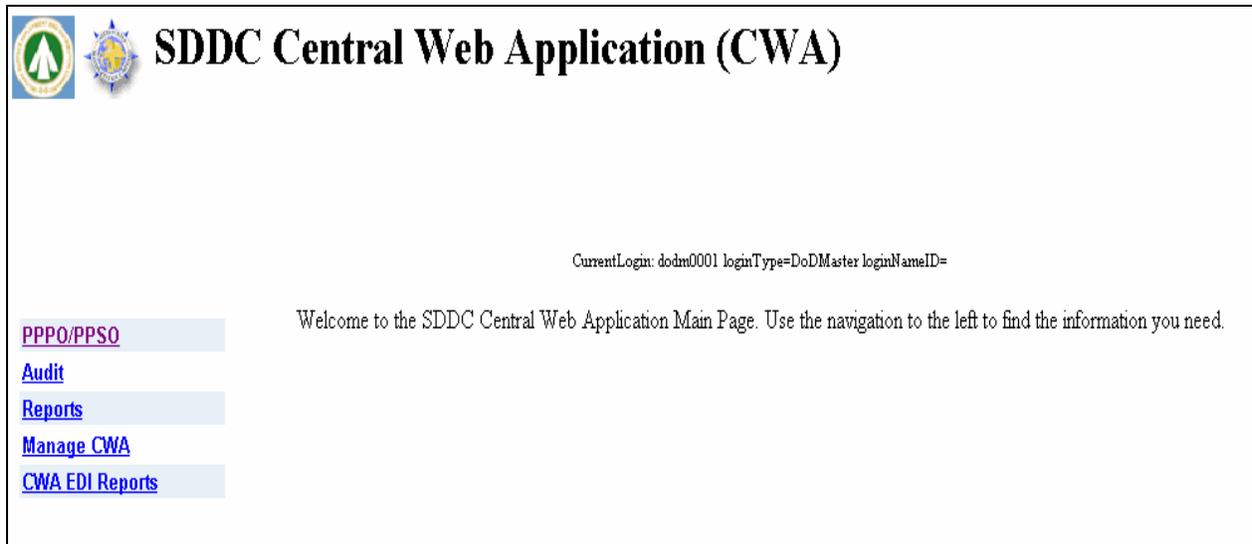


Figure 2-72. CWA Main Page Screen

2.4.9.1 Audit Trail Main Page

Once the user clicks on the [Audit](#) link, the Audit Trail Main Page will be displayed.

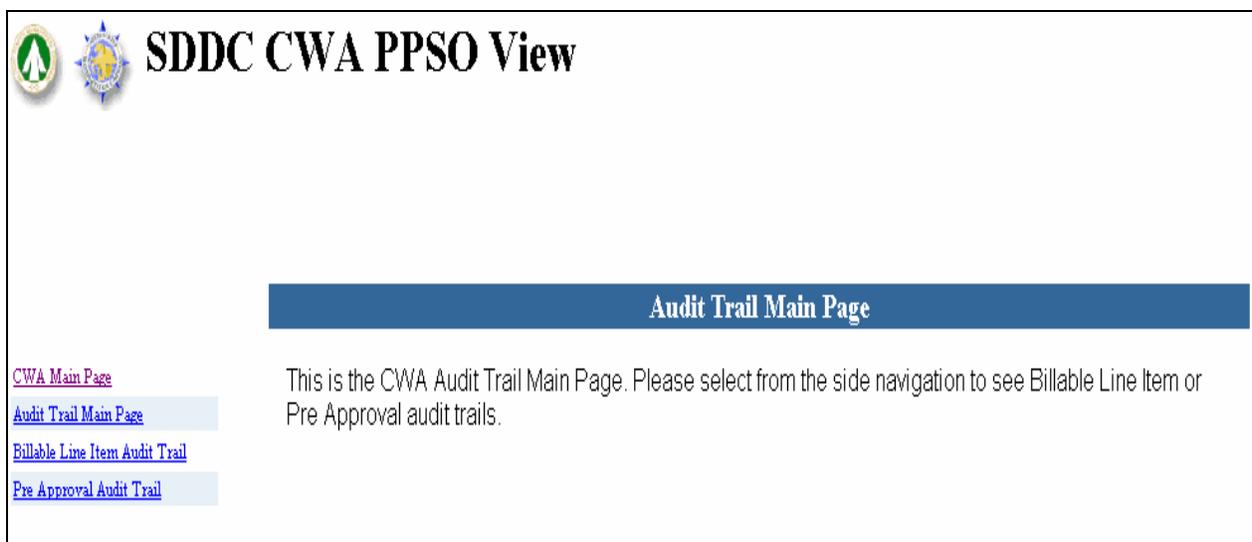


Figure 2-73. Audit Trail Main Page Screen

2.4.9.2 Billable Line Item Audit Trail

Click on the link [Billable Line Item Audit Trail](#), enter BL number and click the **[Submit]** button.

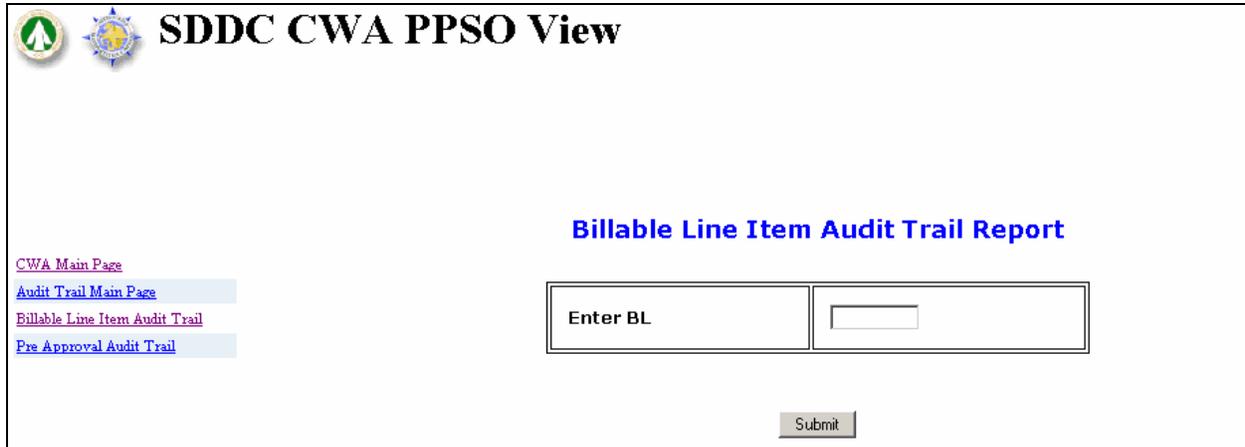


Figure 2-74. Billable Line item Audit Trail Screen

Note: Billable Line Item Audit Trail is a tool to view every single action taken for a particular line item. Edited items appear shaded and are displayed in red on the screen. This page provides two additional audit trails: View Shipment Address Audit Trail and View Shipment Unit Audit Trail.

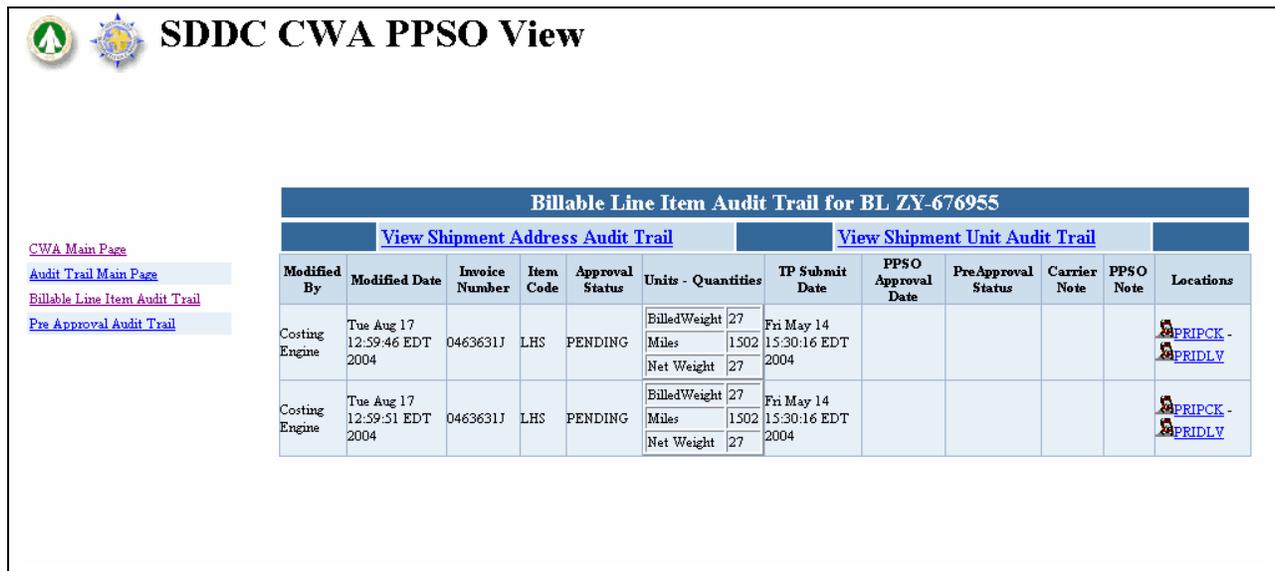


Figure 2-75. Search Results by BL Number Screen



SDDC CWA PPSO View

[CWA Main Page](#)

[Audit Trail Main Page](#)

[Billable Line Item Audit Trail](#)

[Pre Approval Audit Trail](#)

Shipment Unit Addresses Audit Trail for BL ZY-676955								
Modified By	Modified Date	Address Type	City	County	State	ZIP/APO/FPO	Country Code	Rate Area
		ATHPCK	FORT HOOD	BELL	TX		US	US66
		ATHDLV	BALTIMORE	BALT CITY	MD		US	US23
		PRIPCK	FORT HOOD	BELL	TX	76544	US	US66
INVOICE	Fri May 14 15:30:15 EDT 2004	PRIPCK	FT. HOOD	BELL	TX	76544	US	
		PRIDLV	BALTIMORE	BALT CITY	MD	21206	US	US23
INVOICE	Fri May 14 15:30:15 EDT 2004	PRIDLV	BALTIMORE	BALT CITY	MD	21203	US	
INVOICE	Fri May 14 15:30:15 EDT 2004	SRVCPT	FT. HOOD	BELL	TX	76544	US	
INVOICE	Fri May 14 15:30:15 EDT 2004	SRVCPT	BALTIMORE	BALT CITY	MD	21203	US	
INVOICE	Mon Jun 21 16:30:35 EDT 2004	SRVCPT	BALTIMORE	BALT CITY	MD	21206	US	

Figure 2-76. View Shipment Address Audit Trail Screen



SDDC CWA PPSO View

[CWA Main Page](#)

[Audit Trail Main Page](#)

[Billable Line Item Audit Trail](#)

[Pre Approval Audit Trail](#)

Shipment Unit Audit Trail for BL ZY-676955															
Modified By	Modified Date	BL Number	Dest. CBLOC	Pickup Date	Carrier Remarks	PPSO Remarks	Reweigh	Reweigh Weight	Reweigh Date	Reweigh Remarks	Diversion	Long Delivery	OTO Rate	Volume Move	Precosted
Costing Engine	Tue Aug 17 12:59:51 EDT 2004	ZY-676955	BGAC	Thu Apr 29 00:00:00 EDT 2004			N					N			Y

Figure 2-77. View Shipment Unit Audit Trail Screen

2.4.9.3 Pre Approval Audit Trail

Click on the [Pre Approval Audit Trail](#) link, enter BL number and click the **[Submit]** button.



Figure 2-78. Pre Approval Audit Trail Screen

Example: Search by BL Number

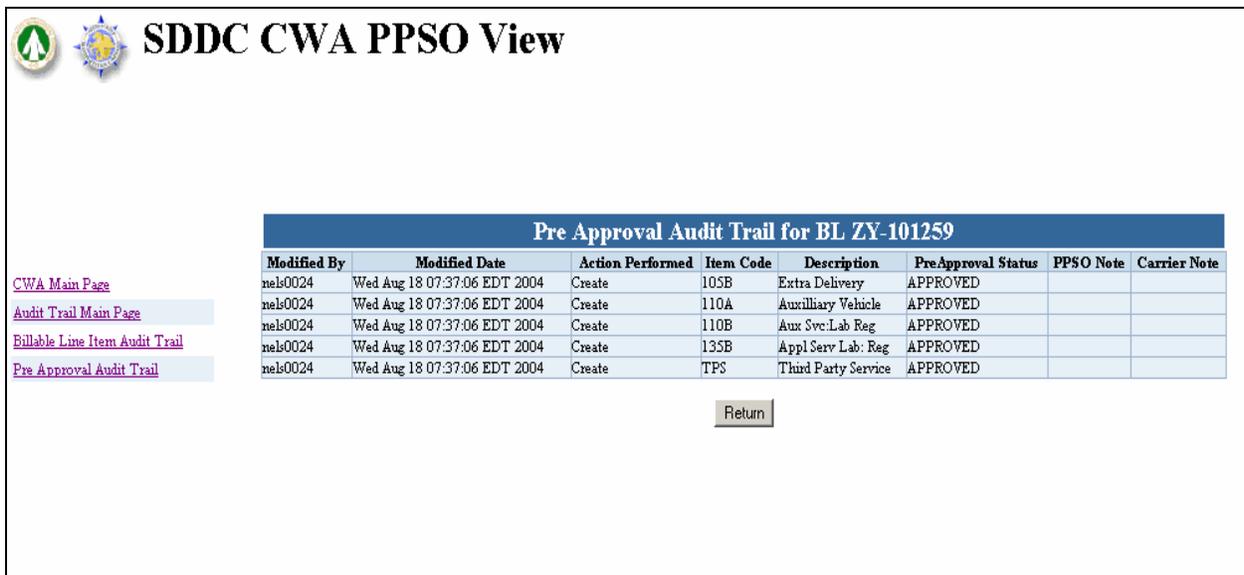


Figure 2-79. Search Results by BL Number Screen

2.4.10 Reports

2.4.10.1 CWA Main Page

Click on the link [Reports](#) to access the Reports Page.

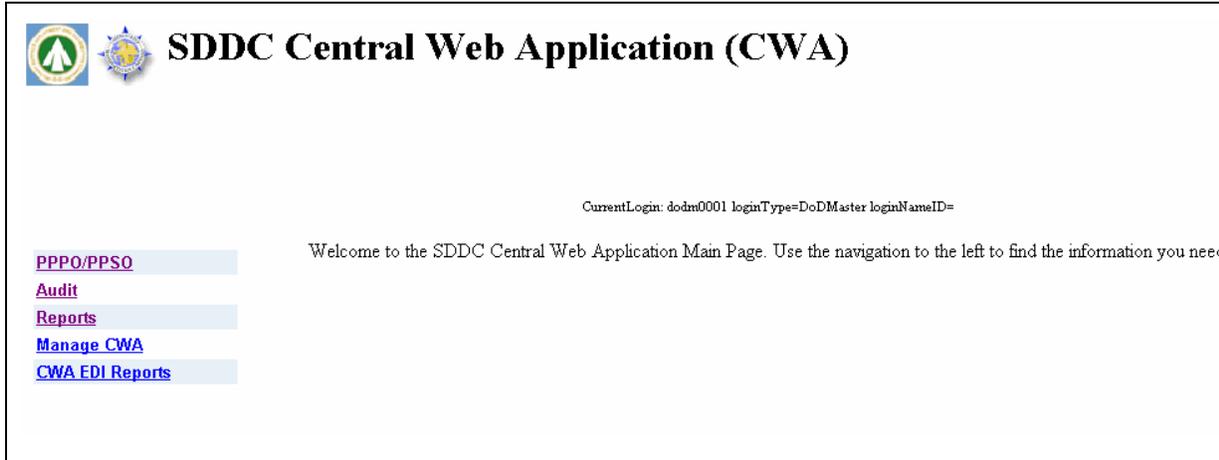


Figure 2-80. CWA Main Page Screen

2.4.10.2 Reports Main Page

Click on the link [Reports Main Page](#). This link provides four search options: BL Number, Member SSN, Member Last Name and Member Order Status.

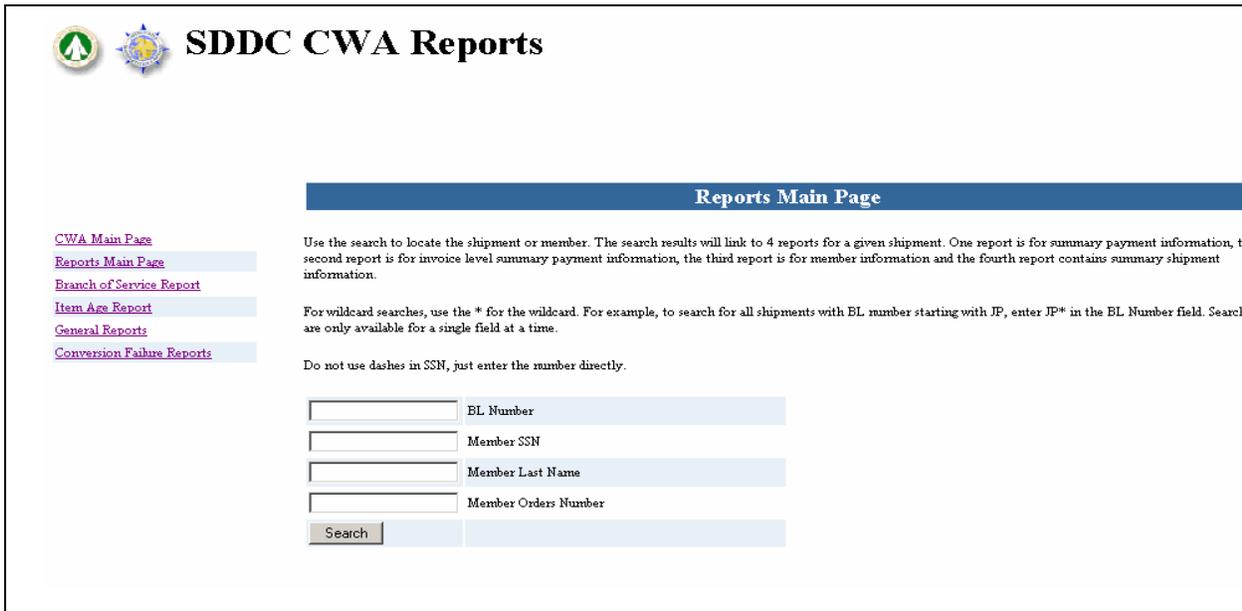


Figure 2-81. Reports Main Page Screen

2.4.10.3 Search by BL Number

Enter BL number and click the **[Search]** button. This link provides five reports: View Payment Summary, View Invoice Summary, View Member Information, View Shipment Information and Download Shipment Report.

SDDC CWA Reports

Results for Search by BL number = JP-794105

The View Payment Summary link will give summary PowerTrack payment information for the shipment. The View Invoice Summary link will give summary PowerTrack payment information for the shipment, sorted by invoice number. The View Member Info link will give summary member information for the shipment, and the View Shipment Info link will give summary shipment information.

BL Number	Member SSN	Member Name	Orders #	View Payment Summary	View Invoice Summary	View Member Info	View Shipment Info	Download Shipment Info
JP-794105	461-17-8065	POTENZA, MARILOU	0433	View Payment Summary	View Invoice Summary	View Member Info	View Shipment Info	Download Shipment Info

Figure 2-82. Search Results by BL Number Screen

Example 1: Click on the link [View Payment Summary](#) to view shipment payment summary report.

SDDC CWA Reports

Shipment Payment Summary Report

BL Number: JP-794105 **TP SCAC:** AIFD

	PowerTrack Paid	CWA COST
Total Linehaul:	0.00	0.00
Total SIT Cost:	0.00	0.00
Total Accessorials (Excluding SIT):	0.00	0.00
Total Other Cost (Surcharges):	0.00	0.00
Total Shipment Cost:	0.00	0.00

[Return To Search Results](#)

Figure 2-83. View Payment Summary Screen

Example 2: Click on the link [View Invoice Summary](#) to view invoice information.

SDDC CWA Reports

Shipment Payment Summary Report (By Invoice)

BL Number: ZY-101417 TP SCAC: APMF

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)
[Conversion Failure Reports](#)

InvoiceNumber: SAT23108F	PowerTrack Paid	CWA Cost
Total Linehaul:	0.00	0.00
Total SIT Cost:	0.00	0.00
Total Accessorials (Excluding SIT):	0.00	0.00
Total Other Cost (Surcharges):	0.00	31.24
Total Shipment Cost:	0.00	31.24

InvoiceNumber: SAT23108FA	PowerTrack Paid	CWA Cost
Total Linehaul:	0.00	0.00
Total SIT Cost:	0.00	0.00
Total Accessorials (Excluding SIT):	0.00	0.00
Total Other Cost (Surcharges):	0.00	9.29
Total Shipment Cost:	0.00	9.29

[Return To Search Results](#)

Figure 2-84. View Invoice Summary Screen

Example 3: Click on the link [View Member Information](#) to view member information.

SDDC CWA Reports

Shipment (ZY-676955) Member Information

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)
[Conversion Failure Reports](#)

Member Name:	SMITH, EVITA
Member SSN:	234-56-7315
Branch Of Service:	Army
Member Rank:	SPCA
Order Number:	093-0202
Shipment Net Weight:	50380
Shipment Pro Gear Weight:	0

[Return To Search Results](#)

Figure 2-85. View by Member Information Screen

Example 4: Click on the link [View Shipment Information](#) to view shipment detailed report.

Shipment Info Report								
BL Number:	ZY-101417	TP SCAC:	APMF					
Origin GBLOC:	LKNQ	Destination GBLOC:	BGAC					
Delivery Date:	Mon Aug 04 00:00:00 EDT 2003							
Delivered To (Storage/Residence):	Residence							
TP Percent of Solicitation:	RS D-7 74%							
Shipment Locations:								
Location	Location Code	Location Source	City	State	County	Zip	Rate Area	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRPCK	TOPS/THIST	SAN DIEGO	CA	SAN DIEGO	92101	US88	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRPCK	TPhvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	WASHINGTON	DC	DIST OF COLUMBIA	20001	US24	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPhvoice	WOODBIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	WOODBIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	ARLINGTON	VA	ARLINGTON	22201		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TPhvoice	WOODBIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TOPS/THIST	WOODBIDGE	VA	PRINCE WILLIAM	22194	US25	US
Shipment SIT Information:								
SIT Location:	COLEMAN AMERICAN MOVING SERVICES,INC							
SIT Storage ID:	2593							
Date In:	Mon Aug 04 00:00:00 EDT 2003							
Date Out:	Mon Aug 18 00:00:00 EDT 2003							
Days Authorized:	90							
SIT Control Number:	3216058							
Split Portion Number:	0							
Shipment Weights:								
Shipment Net Weight	3040							
Entitlement Weight	12500							
Professional Books Weight	0							
Member Information:								
Member Name	SMITH, EVITA							
SSN	234-56-7315							
Order Number	093-0202							
Rank	SPCA							
Service Code	A							
Line Of Accounting Information:								
TAC:	N3G3							
MDC:								
Account Classification (zzLOA):								
FA2 LOA:	Not Applicable Currently							
SDN:	Not Applicable Currently							
Payment Information:								
PowerTrack Last Payment Date:								
Total Linehaul:	0.00							
Total SIT Cost:	0.00							
Total Accessorials (Excluding SIT):	0.00							
Fuel Surcharge/Other Surcharges:	0.00							
Total Shipment Cost:	0.00							

Figure 2-86. View Shipment Information Screen

Example 5: Download Shipment Information 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 PC and open the file with the report. Then 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.



Figure 2-87. Download Shipment Information Report Screen

	A	B	C	D	E	F	G	H	I
1	BL	SCAC	Origin GBLOC	Destination GBLOC					
2	ZY-360489	TEKF	ALNT	LKNQ					
3									
4	Member Name	Member SSN	Order Number	Rank	Service Code				
5	VARELA, GABRIEL A	012-345-0000	2823	LT	N				
6									
7	Location	LocationCode	Location Source	City	State	County	Zip	Rate Area	Country
8	SHIPMENT ADDITIONAL PICKUP ADDRESS:ADDPCK	SRVCT	SRVCT	PROVIDENCE	RI	PROVIDENCE	2905	US15	US
9	SHIPMENT ADDITIONAL PICKUP ADDRESS:ADDPCK	SRVCT	SRVCT	CRANSTON	RI	PROVIDENCE	2921	US15	US
10	SHIPMENT SERVICE POINT	SRVCT	SRVCT	PORTSMOUTH	RI	NEWPORT	2871	US15	US
11	SHIPMENT SERVICE POINT	SRVCT	SRVCT	EL CAJON	CA	SAN DIEGO	92020	US88	US
12	SHIPMENT DESTINATION SIT ADDRESS:DSTSIT	SRVCT	SRVCT	EL CAJON	CA	SAN DIEGO	92020	US88	US
13	SHIPMENT PRIMARY PICKUP ADDRESS:PRIPCK	SRVCT	SRVCT	PORTSMOUTH	RI	NEWPORT	2871	US15	US
14	SHIPMENT PRIMARY PICKUP ADDRESS:PRIPCK	SRVCT	SRVCT	PORTSMOUTH	RI	NEWPORT	2871	US15	US
15	SHIPMENT PRIMARY DELIVERY ADDRESS:PRIDLV	SRVCT	SRVCT	SAN DIEGO	CA	SAN DIEGO	92132	US88	US
16	SHIPMENT PRIMARY DELIVERY ADDRESS:PRIDLV	SRVCT	SRVCT	EL CAJON	CA	SAN DIEGO	92020	US88	US
17									
18	SIT Location	SIT Storage ID	Date In	Date Out	Days Authorized	SIT Control Number	Split Portion Number		
19	VALLEY VAN & STORAGE	5596	Fri Jul 09 00:00:00 EDT 2004		90	4191016	0		
20	Pickup Date	Delivery Date	Delivered To (Store)	TP Percent of Solicitation					
21	Tue Jun 29 00:00:00 EDT 2004		Residence	RS D-6 190%					
22									
23	Net Weight	Entitlement Weight	Professional Books Weight						
24		11760	14500	0					
25									
26	AccountClassification (zzLOA)	TAC	MDC	SDN	FA2 LOA				
27	1741453.2251 T 068566 A8 3B4/3/U/F 3B	N3B4			Not Available Currently	Not Available Currently			
28									
29	PowerTrack Last Payment Date	Total Linehaul Paid	Total SIT Paid	Total Packing Charge	Fuel Surcharge	Total Shipment Cost			
30		0	0	0	0	0			
31									
32									

Figure 2-88. Shipment Information Report in Microsoft Excel Screen

2.4.10.4 Branch of Service Report

This page provides three reports: Branch of Service Report, Detailed Branch of Service Report and Download Branch of Service Report.

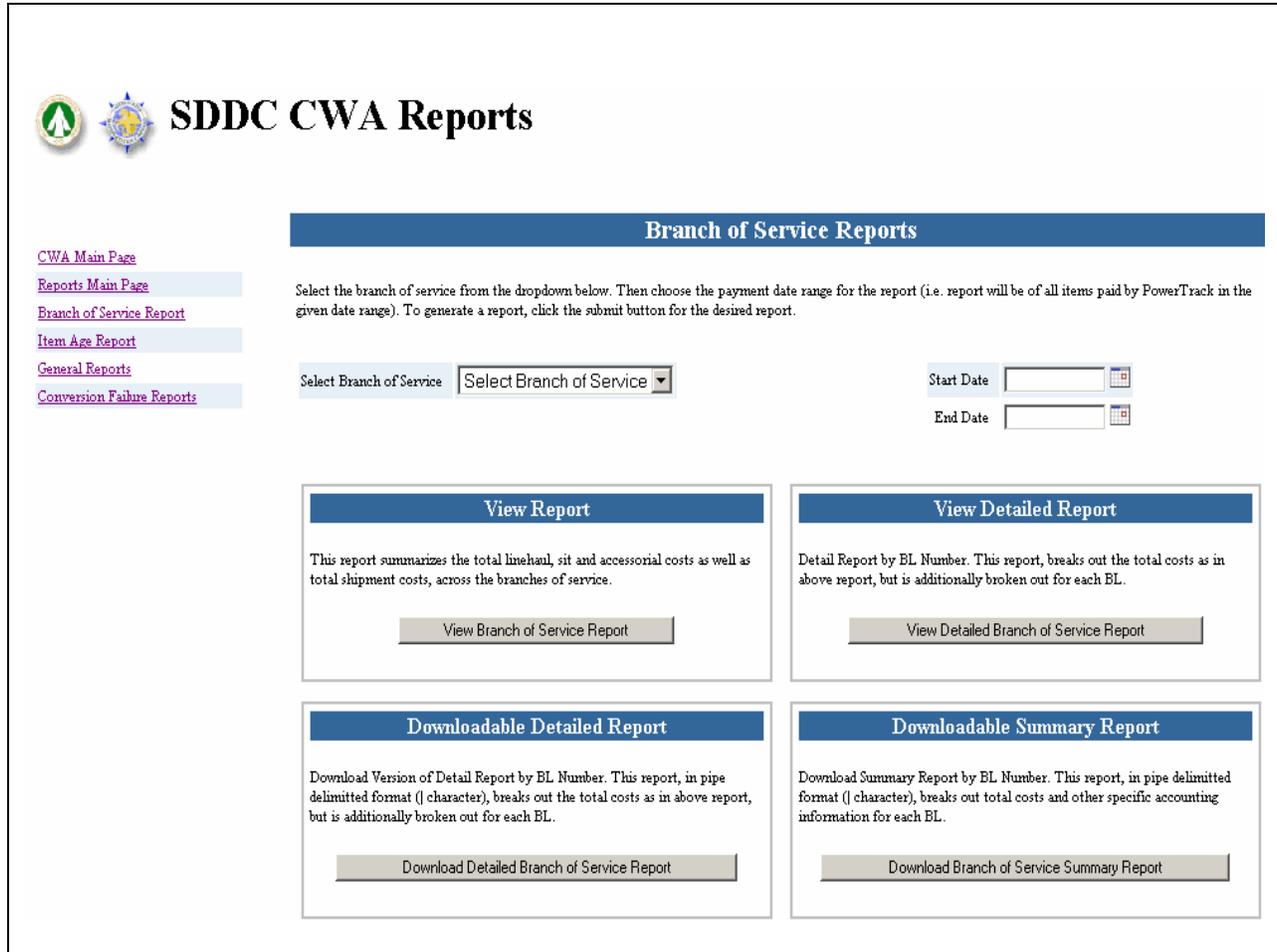


Figure 2-89. Branch of Service Report Screen

Example: Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the [**Submit Branch of Service Report**] button.

Shipment Payment Summary Report for Branch of Service: Army (2004-01-12 to 2004-08-13)	
This report summarizes all shipments for this Branch of Service for GBLOC BGAC (i.e. all shipments where BGAC is either the origin or destination GBLOC)	
	PowerTrack Paid
Total Linehaul:	0.00
Total SIT Cost:	0.00
Total Accessorials (Excluding SIT):	0.00
Total Other Cost (Surcharges):	<u>0.00</u>
Total Shipment Cost:	0.00

Figure 2-90. Search Results by Branch of Service Screen

Example 2: View Detailed Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the **[View Detailed Branch of Service Report]** button.

Shipment Payment Summary Report for Branch of Service: Army (12-Jan-2004 to 12-May-2004)	
This report summarizes all shipments for this Branch of Service for GBLOC BGAC (i.e. all shipments where BGAC is either the origin or destination GBLOC)	
	Total PowerTrack Paid
Grand Total Linehaul:	0.00
Grand Total SIT Cost:	0.00
Grand Total Accessorials (Excluding SIT):	0.00
Grand Total Other Cost (Surcharges):	<u>0.00</u>
Grand Total Shipment Cost:	0.00

Figure 2-91. View Detailed Branch of Service Report Screen

Example 3: Download Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the **[Download Branch of Service Report]** button.

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 PC and open the file with the report. Then 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.

Shipment Payment Summary Report for Branch of Service: Army (12-Jan-2004 to 12-Apr-2004)

Click the Download Report link below and save to your local disk to retrieve the Branch Of Service Report

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

Note that the report contains a header line with summary information.

The format of the download file is as follows:

```
BLNumber|total Paid|total Linehaul Paid|total Accessorial Paid|Total SIT Paid|Total Other Paid
```

[Download Report](#)

Figure 2-92. Download Branch of Service Report Screen

	A	B	C	D	E	F	G
1	Branch Of Service: A DateRange: 12-Jan-2004 - 12-Apr-2004						
2							
3	Grand Total Shipment PT Paid	Grand Total Linehaul PT Paid	Grand Total Accessorial PT Paid	Grand Total SIT PT Paid	Grand Total Other PT Paid		
4	0	0	0	0	0		
5							
6	BL	Total Shipment PT Paid	Total Linehaul PT Paid	Total Accessorial PT Paid	Total SIT PT Paid	Total Other PT Paid	
7							
8							

Figure 2-93. Branch of Service Report in Microsoft Excel Screen

2.4.10.5 Item Age Report

Enter the PPSO GBLOC code that you wish to generate the report for and then click the [Submit] button.

Note: This report provides the number of days each item was pending while awaiting PPSO action.

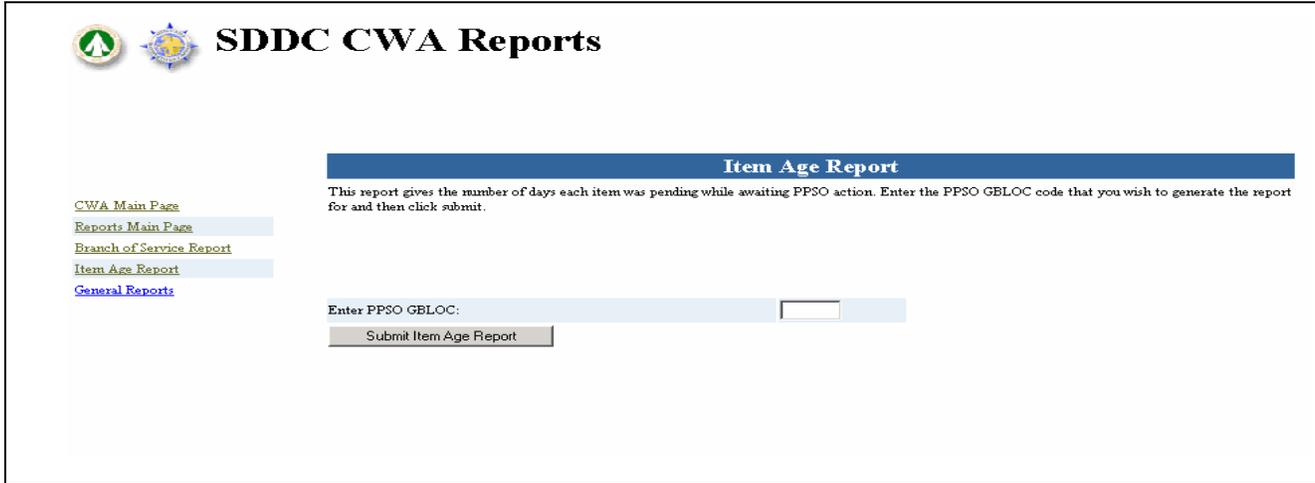


Figure 2-94. Item Age Report Screen

Example: Item Age Report for PPSO BGAC

This link provides three view options: Items Older Than 7 Days, Items Older Than 14 Days and Items Older Than 21 Days.

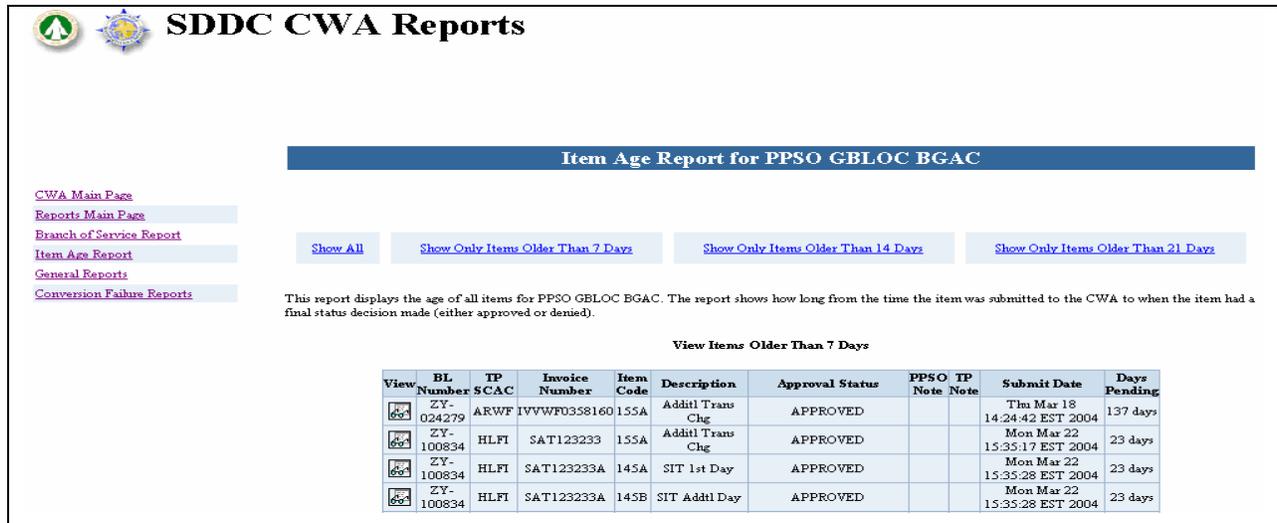


Figure 2-95. Item Age Report for PPSO Screen

2.4.10.6 General Reports

Click on the link Shipment Actual vs. Weight Report. This report summarizes the total member estimated weight versus actual shipment weight.

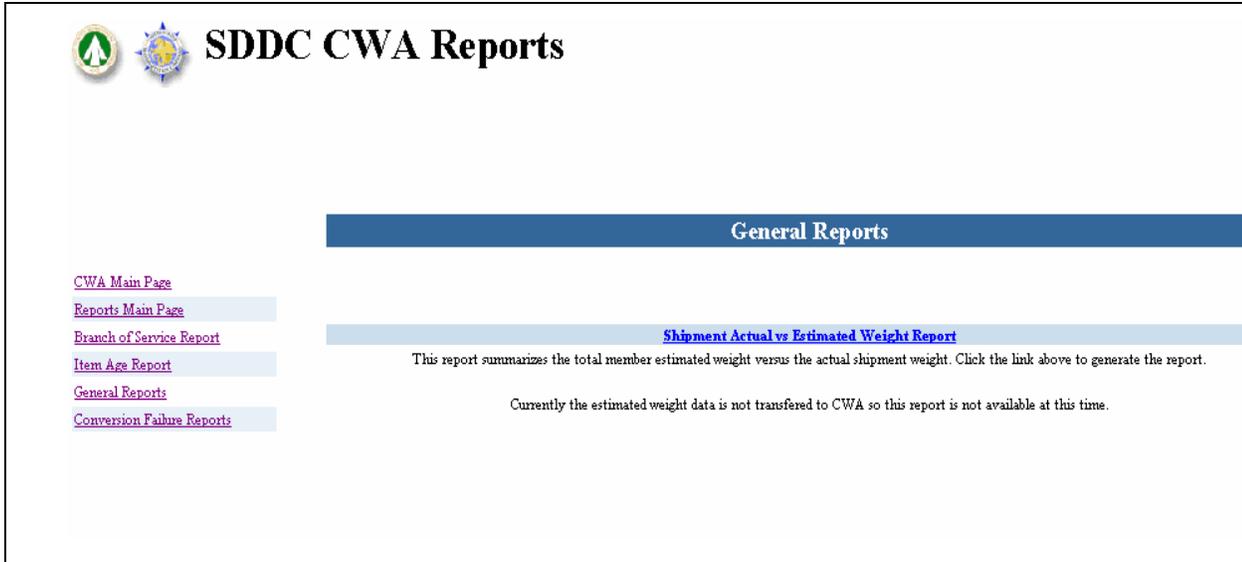


Figure 2-96. General Reports Screen

Example: Shipment Estimated Weight Report

Note: Currently, this report is not active, as the CWA does not get member estimated weight from TOPS/THIST.

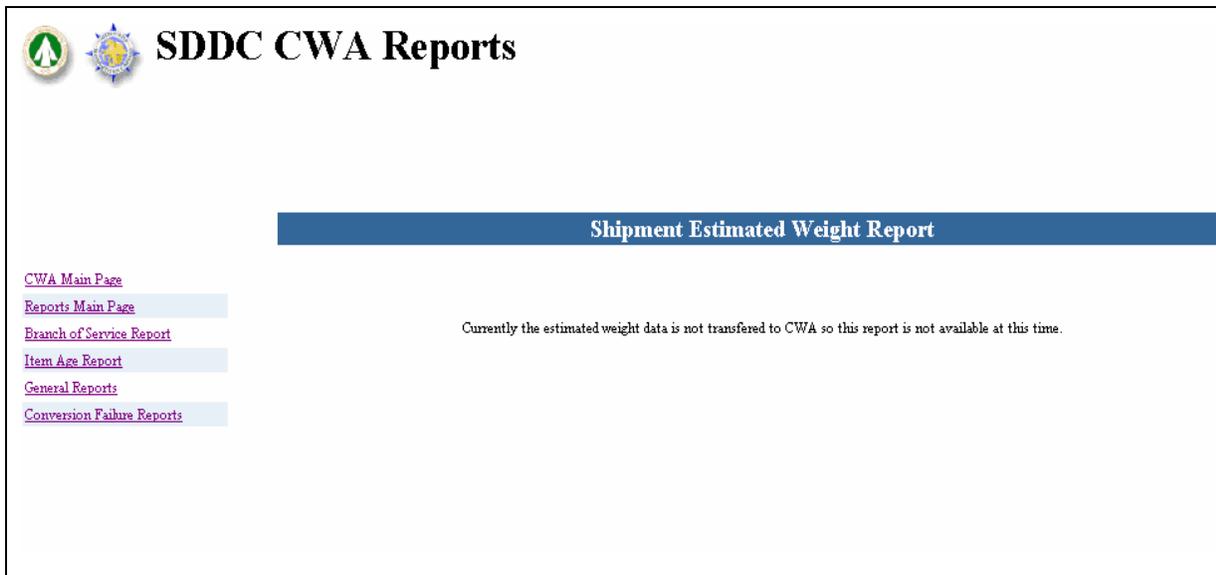


Figure 2-97. Shipment Estimated Weight Report Screen

2.4.10.7 Conversion Failure Reports

Note: This report is currently not available.

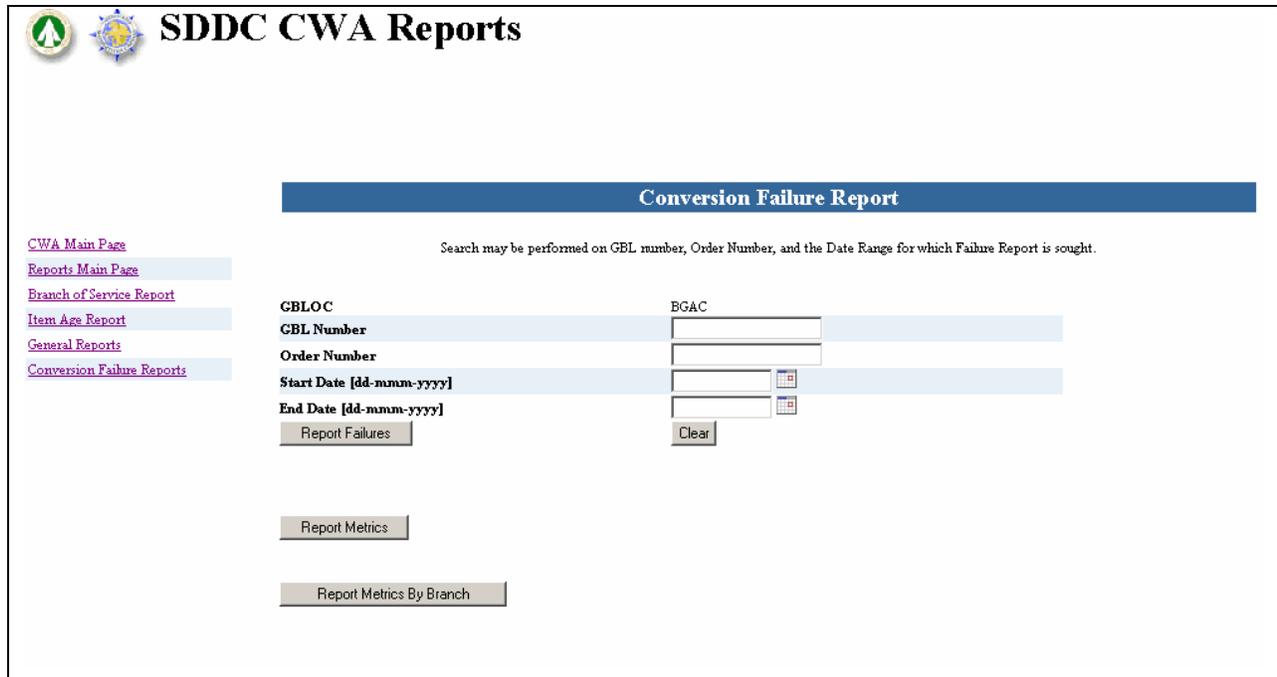


Figure 2-98. Conversion Failure Reports Screen

2.4.11 Manage CWA

To access Manage CWA Pages, go to the CWA Main Page and click the Manage CWA link.

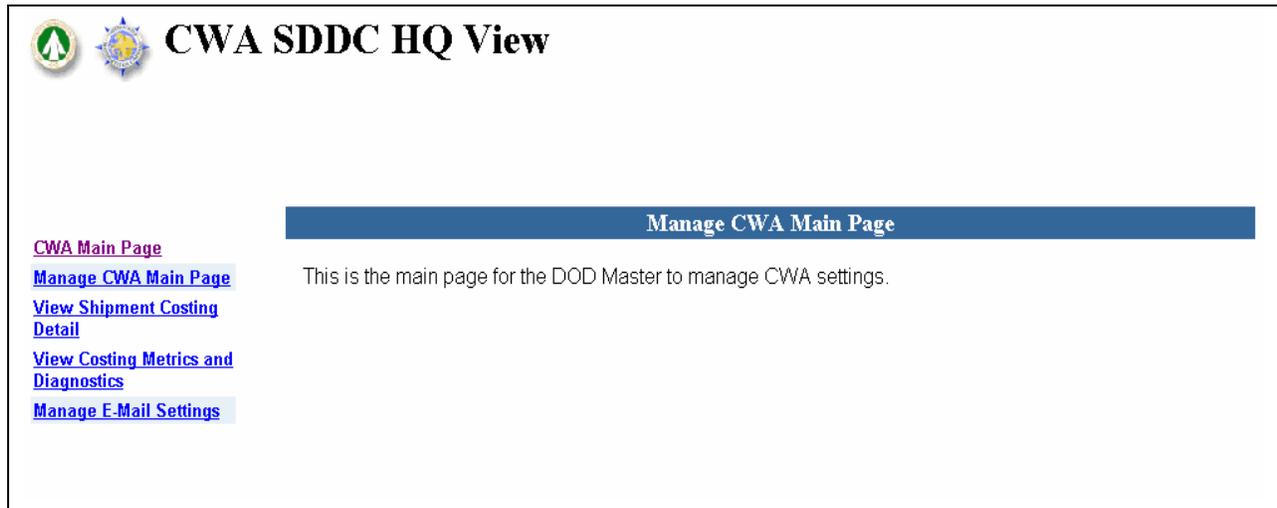


Figure 2-99. Manage CWA Main Page Screen

2.4.11.1 View Shipment Costing Detail

Click on the View Shipment Costing Detail link to view Shipment Detail report.

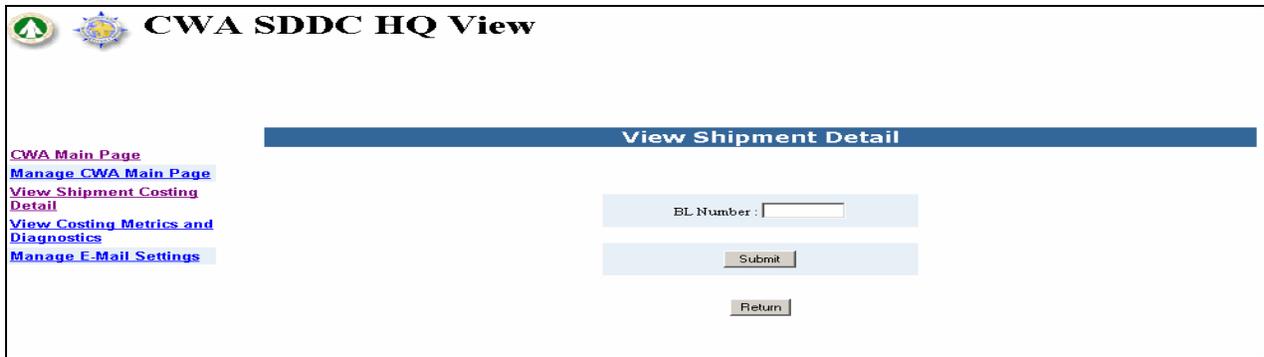


Figure 2-100. View Shipment Costing Detail Screen

Example: Enter the BL number and click the [Submit] button.

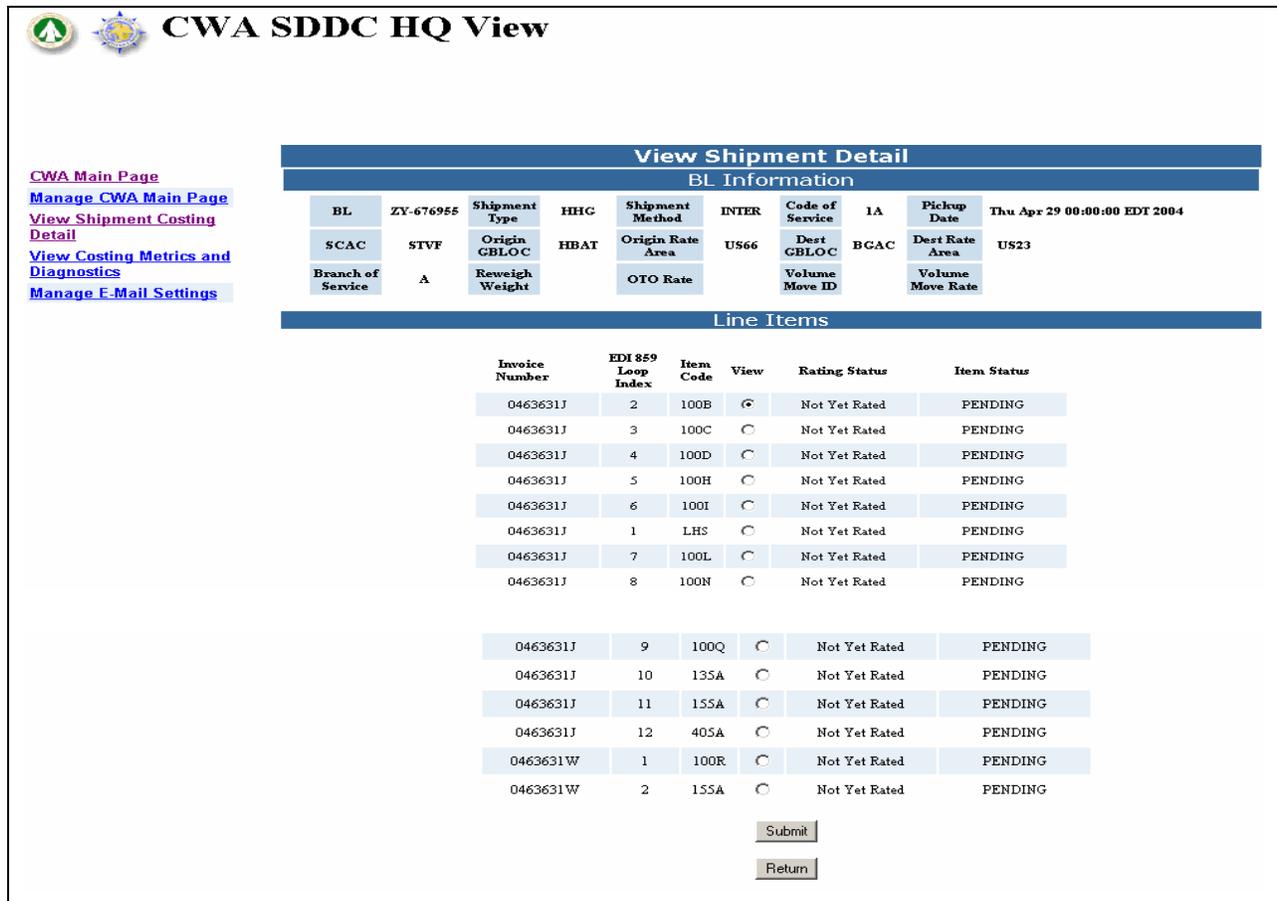


Figure 2-101. Search Results by BL Number Screen

2.4.11.2 View Costing Metrics and Diagnostics

Click on the [View Costing Metrics and Diagnostics](#) link to view the Costing Engine Diagnostics – Expert – Main Page.

Figure 2-102. View Costing Metrics and Diagnostics Screen

Example: View Diagnostics

Select the start date and the number of days from the drop down windows, enter GBLOC (optional) and/or SCAC (optional) and click the **[Submit]** button.

Figure 2-103. Costing Engine Errata Detail Report Screen

Example 2: View Metrics

Select the start date and the number of days from the drop down windows, enter GBLOC (optional) and/or SCAC (optional) and click the **[Submit]** button.

Costing Engine Diagnostics - Metrics

Invoice vs. Costing Engine Cost Comparison Summary

Item Code	Matched Costs	Mismatched Costs	Percent Matched	Item Code	Matched Costs	Mismatched Costs	Percent Matched	Item Code	Matched Costs	Mismatched Costs	Percent Matched
<input type="button" value="Return"/>											

Line Items Unrateable By The Costing Engine

Item Code	Number Unrateable	Item Code	Number Unrateable	Item Code	Number Unrateable
<input type="button" value="Return"/>					

Line Items With No Available Service Rate

Item Code	Number W/O Rate	Item Code	Number W/O Rate	Item Code	Number W/O Rate
<input type="button" value="Return"/>					

SCACS With No Available Service Rate

SCAC Code	Number W/O Rate	SCAC Code	Number W/O Rate	SCAC Code	Number W/O Rate
<input type="button" value="Return"/>					

GBLOCs With No Available Service Rate

GBLOC	Number W/O Rate	GBLOC	Number W/O Rate	GBLOC	Number W/O Rate
<input type="button" value="Return"/>					

Line Items Rejected By The Costing Engine

Item Code	Number Rejected	Item Code	Number Rejected	Item Code	Number Rejected
<input type="button" value="Return"/>					

Figure 2-104. Costing engine Diagnostic Metrics Report Screen

2.4.11.3 Manage Email Settings

Select the email profile, check the appropriate schedule for the email reminder and click the [Save Schedule Changes] button. Next, click on the organization code to edit the email recipients.

Note: The email reminder will be sent to every organization according to the selected schedule.

Manage E-Mail

Profile Selection

Select the e-mail profile

The e-mail profile represents the category of email notification sent by CWA

PPSO LOA Reminder Email

Schedule for Reminder E-Mail

The e-mail reminder will be sent to every organization according to the schedule below.
Click on the Yes button next to an Hour to schedule an e-mail reminder for ALL organizations (e.g. PPSO's). Click No to unschedule that Hour.

When the time in any organization's local timezone reaches one of the below 'Yes' selected hours, an e-mail reminder will be sent to that organization.

Hour	Scheduled (Yes/No)		Hour	Scheduled (Yes/No)
1 AM :	<input type="radio"/> Yes <input checked="" type="radio"/> No		1 PM :	<input type="radio"/> Yes <input checked="" type="radio"/> No
2 AM :	<input type="radio"/> Yes <input checked="" type="radio"/> No		2 PM :	<input type="radio"/> Yes <input checked="" type="radio"/> No
3 AM :	<input type="radio"/> Yes <input checked="" type="radio"/> No		3 PM :	<input type="radio"/> Yes <input checked="" type="radio"/> No
4 AM :	<input type="radio"/> Yes <input checked="" type="radio"/> No		4 PM :	<input type="radio"/> Yes <input checked="" type="radio"/> No
5 AM :	<input type="radio"/> Yes <input checked="" type="radio"/> No		5 PM :	<input type="radio"/> Yes <input checked="" type="radio"/> No
6 AM :	<input type="radio"/> Yes <input checked="" type="radio"/> No		6 PM :	<input type="radio"/> Yes <input checked="" type="radio"/> No
7 AM :	<input type="radio"/> Yes <input checked="" type="radio"/> No		7 PM :	<input type="radio"/> Yes <input checked="" type="radio"/> No
8 AM :	<input type="radio"/> Yes <input checked="" type="radio"/> No		8 PM :	<input type="radio"/> Yes <input checked="" type="radio"/> No
9 AM :	<input type="radio"/> Yes <input checked="" type="radio"/> No		9 PM :	<input type="radio"/> Yes <input checked="" type="radio"/> No
10 AM :	<input type="radio"/> Yes <input checked="" type="radio"/> No		10 PM :	<input type="radio"/> Yes <input checked="" type="radio"/> No
11 AM :	<input type="radio"/> Yes <input checked="" type="radio"/> No		11 PM :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Noon :	<input type="radio"/> Yes <input checked="" type="radio"/> No		Midnight :	<input type="radio"/> Yes <input checked="" type="radio"/> No

Save Schedule Changes

E-Mail Assignments

Click on the organization code to edit the e-mail recipients. # is the number of e-mail recipients for the organization

PPSO	#										
AANL	0	ABFL	0	ACFM	0	ALNT	0	AMNS	0	AOAC	0
AOAH	0	AONL	0	APAT	0	ASFL	0	BAAT	0	BAAV	0
BANI	0	BBAV	0	BCNV	0	BGAC	1	BGFC	1	BGNC	0
BHAQ	0	BKAS	0	BKML	0	BKMT	0	BMFL	0	CAAT	0
CAFL	0	CAML	0	CANQ	0	CFEL	0	CFAK	0	CFAT	0
CFFO	0	CFMQ	0	CGAT	0	CGNT	0	CHAT	0	CHNL	0
CKFL	0	CLPK	0	CMFL	0	CNEL	0	CNNQ	0	CNNT	0
CONT	0	CONV	0	CPFL	0	CONL	0	CSFL	0	CTFL	0
DBAQ	0	DBAT	0	DBFO	0	DBNK	0	DBPK	0	DCAQ	0
DCAT	0	DFFL	0	DMAC	0	DMAT	0	DMNC	0	DOAO	0

Figure 2-105. Manage Email Settings Screen

2.4.12 CWA EDI Reports Main Page

To access CWA EDI Reports Pages, go to the CWA Main Page and click the CWA EDI Reports link.

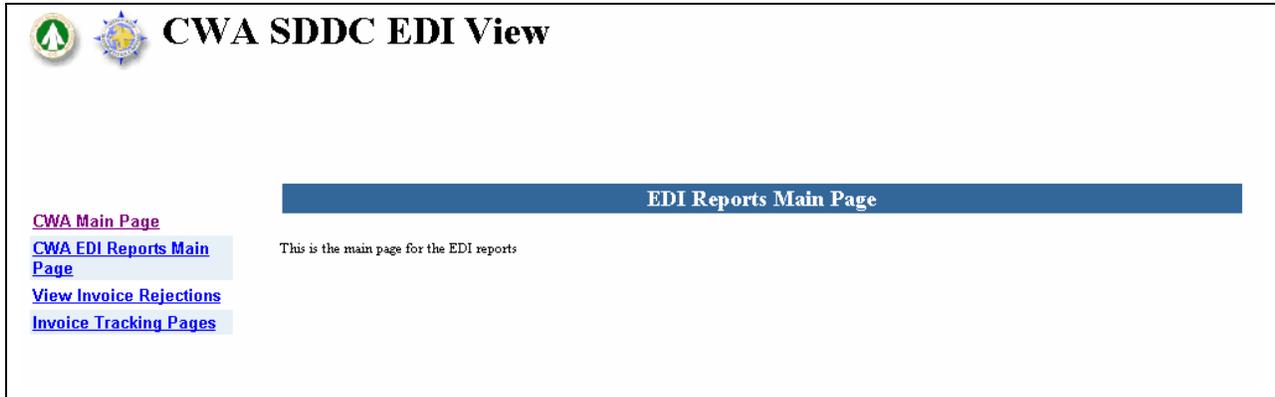


Figure 2-106. CWA EDI Reports Main Page Screen

2.4.12.1 View Invoice Rejections

Click on the View Invoice Rejections link to access invoice rejections page.

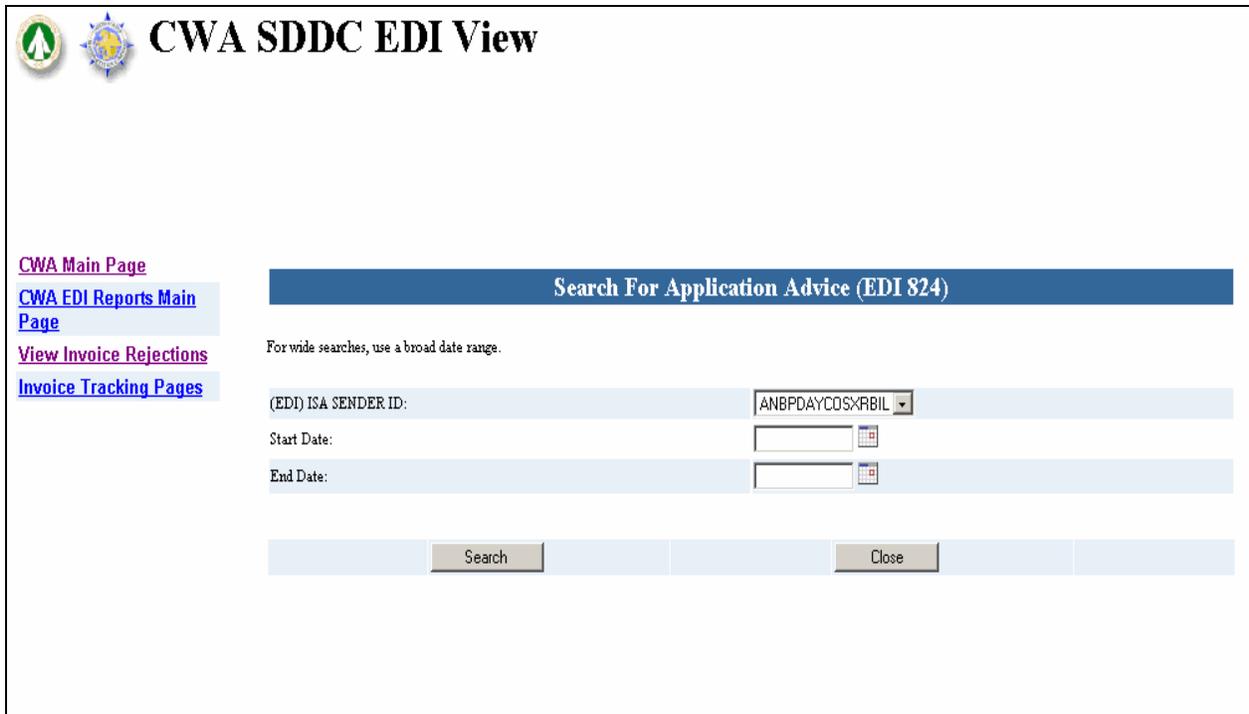


Figure 2-107. View Invoice Rejections Screen

Example: Search for Application Advice (EDI 824)

Select (EDI) ISA Sender ID from the drop down window, select the date range and click the [Search] button.

Index	Invoice [BGN:0127:13]	Advice Date [BGN:0373]	Invoice Date [OTI:0373:2]	Group Ctrl Num [OTI:0028]	Trans Set Ctrl Num [OTI:0329]
1	IV2ZY631724S	03/03/2004	03/03/2004	111	00003
2	IV2ZY02199SS	03/03/2004	03/03/2004	111	00004
3	IV2ZY604588S	03/03/2004	03/03/2004	111	00005
4	ST2ZY677201X	03/04/2004	03/04/2004	112	00004
5	ST2JP846459X	03/04/2004	03/04/2004	113	00001
6	ST2ZY606149W	03/11/2004	03/11/2004	125	00001
7	ST2ZY606149V	03/11/2004	03/11/2004	126	00001
8	ST2ZY606150V	03/11/2004	03/11/2004	126	00002
9	ST2ZY606150V	03/11/2004	03/11/2004	126	00002
10	ST2ZY606149V	03/12/2004	03/11/2004	126	00001
11	ST2ZY606150V	03/12/2004	03/11/2004	126	00002
12	PREZY6S3102	03/17/2004	03/17/2004	129	00004

Figure 2-108. Search for Application Advice (EDI 824) Screen

2.4.12.2 Invoice Tracking Pages

Click on the [Invoice Tracking Pages](#) link to search for invoices.

CWA SDDC EDI View

[CWA Main Page](#)

[CWA EDI Reports Main Page](#)

[View Invoice Rejections](#)

[Invoice Tracking Pages](#)

Search For Invoices

For wide searches, use a broad date range.

Invoice Number:

Start Date:

End Date:

Figure 2-109. Invoice Tracking Pages Screen

Example: Search for Invoices

Enter invoice number, select the date range and click the **[Search]** button.

Type	Count	Description	
Rejected Invoices:	1	Invoices which failed validation and were rejected via (EDI) 824 and not allowed into the system.	View Details
Unprocessed Invoices:	0	Invoices which were successfully validated but encountered an internal error. These invoices are 'suspended' and will not be further processed without manual intervention	
Accepted Invoices:	0	Invoices which have been accepted into the system	
Sent Invoices:	0	Invoices which where an (EDI) 858 has been generated and sent.	
Paid Invoices:	0	Invoices for which (EDI) 810 payment information has been received.	

Figure 2-110. Search for Invoices Screen

2.5 DOD READ ONLY

2.5.1 Login as a DoD Read Only

Once you enter CWA, click on the link PPPO/PPSO from the main menu on the left side of the screen.

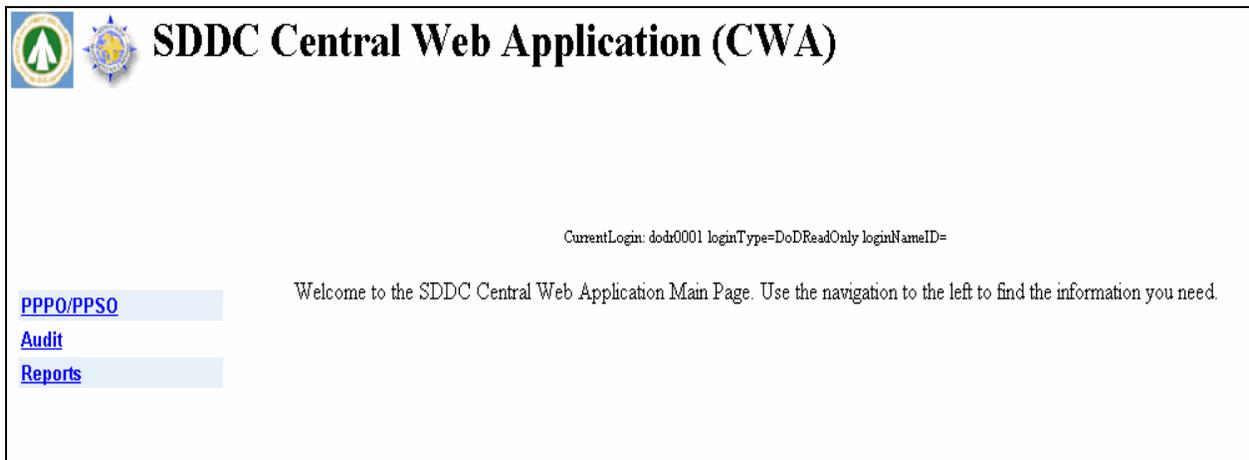


Figure 2-111. DoD Read Only Login Screen

2.5.2 PPSO Main Page

Once you click on the PPPO/PPSO link, the PPSO Main Page is displayed.

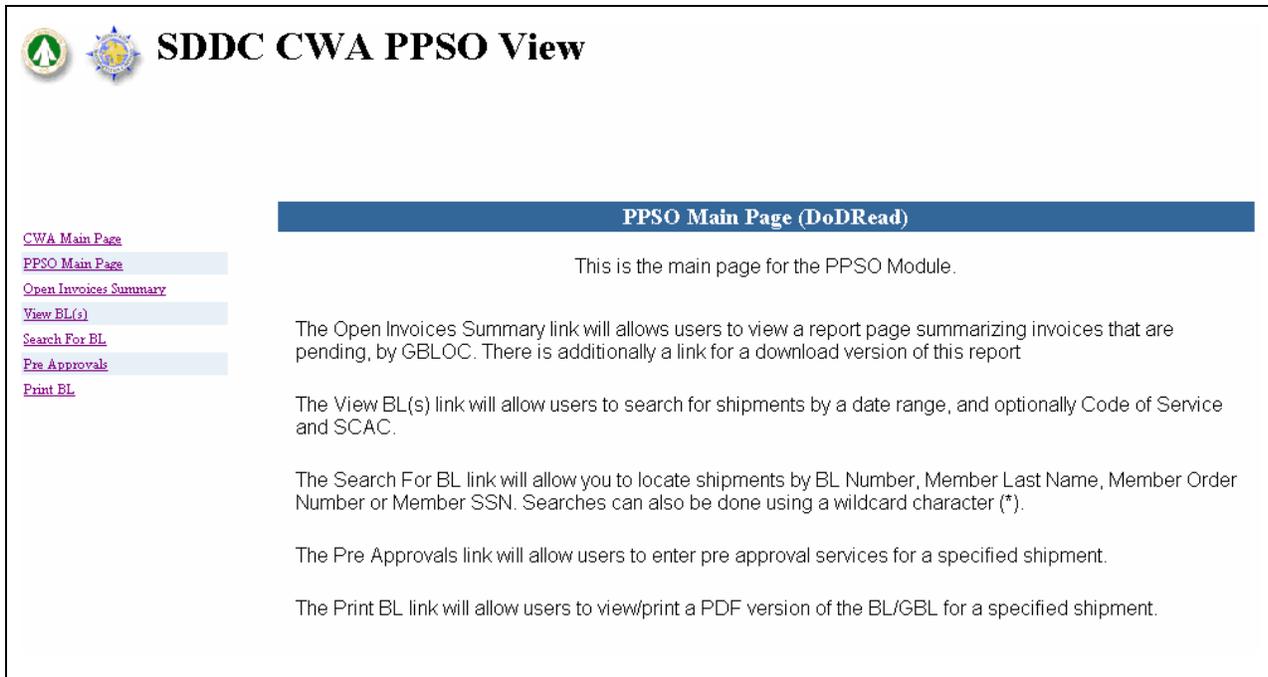


Figure 2-112. PPSO Main Page Screen

2.5.3 Open Invoices Summary

Click on the link *Open Invoices summary*. The *Open Invoices Summary* link allows users to view a report page summary of invoices that are pending. Select the “Web View of the Report” radio button and click the **[Submit Report]** button. Users are also able to download this report into an Excel spreadsheet by selecting the “Download Report” radio button and clicking the **[Submit Report]** button.

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 PC and open the file with the report. Then 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 [|] from your keyboard, click the **[Next]** button, then click the **[Finish]** button.

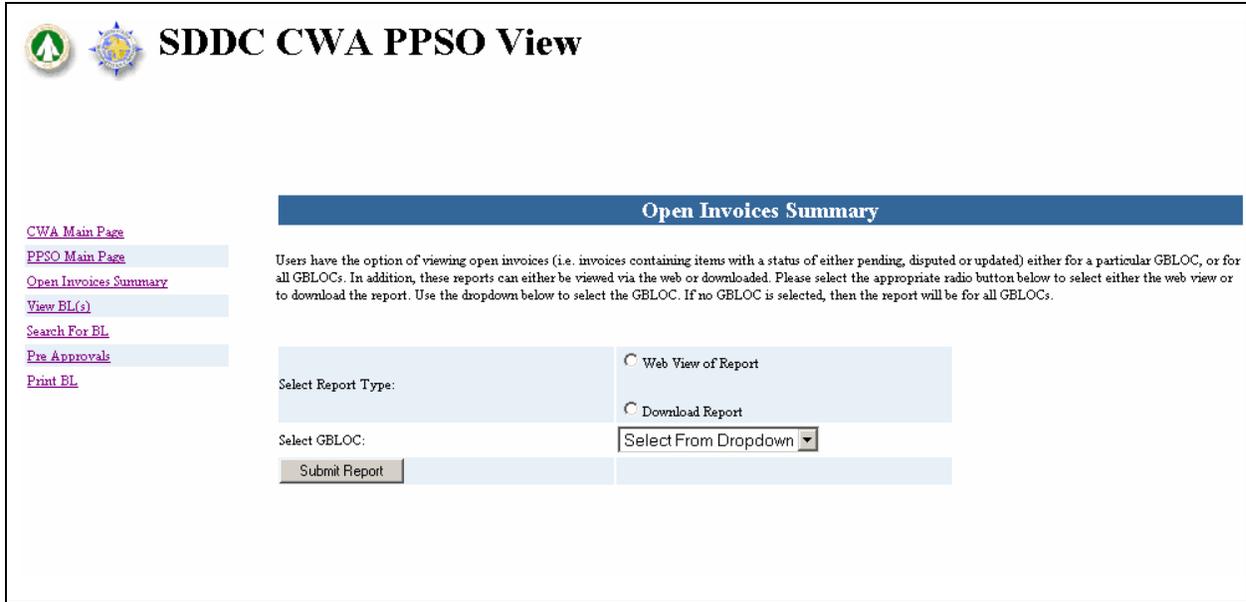


Figure 2-113. Open Invoices Summary Screen

Example 1: Web View of Report

Select the “Web View of Report” radio button and click the [**Submit Report**] button.

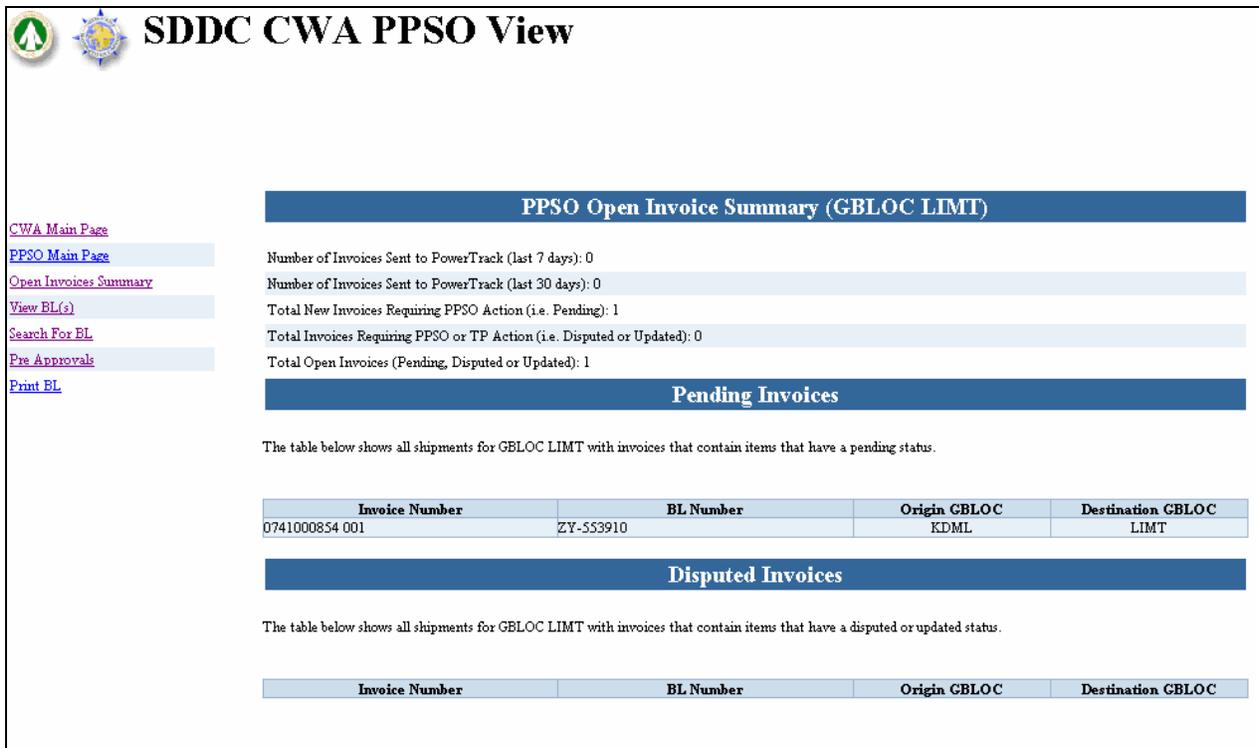


Figure 2-114. Web View of Report Screen

Example 2: Download Report

Select the “Download Report” radio button and click the **[Submit Report]** button.

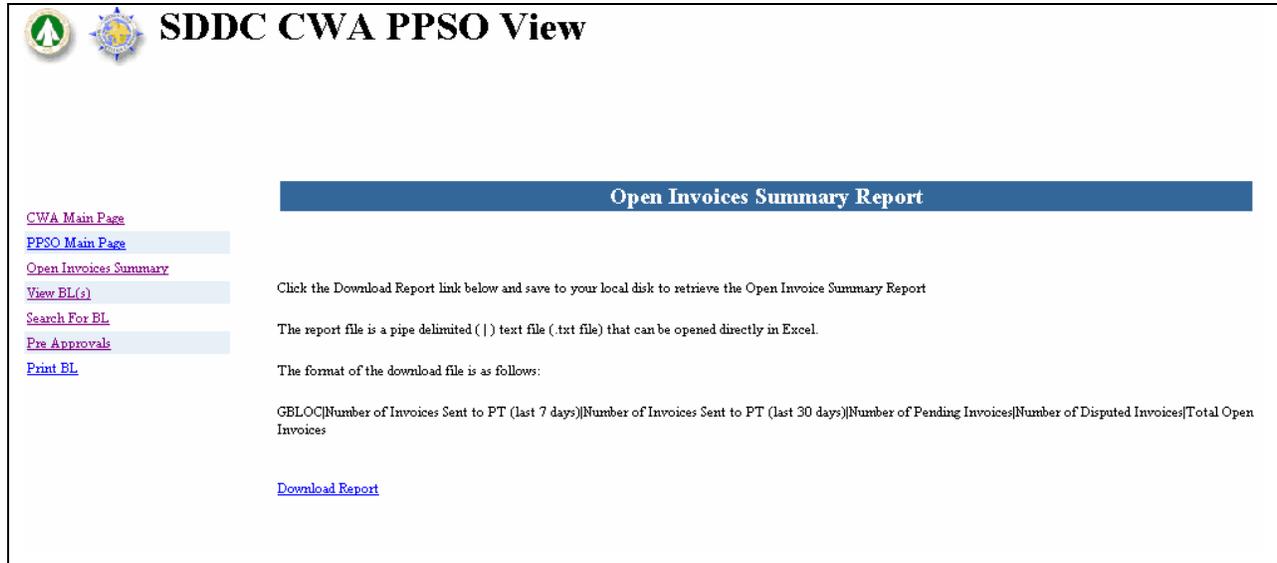


Figure 2-115. Download Report Screen

	A	B	C	D	E	F	G
1	GBLOC	Number of Invoices Sent to PT (last 7 days)	Number of Invoices Sent to PT (last 30 days)	Number of Pending Invoices	Number of Disputed	Total Open Invoices	
2	MLNQ	0	0	47	0	47	
3							
4							
5							

Figure 2-116. Download Report in Microsoft Excel Screen

2.5.4 View BL(s)

Click on the link View BL(s) to generate shipments report. Select one of the date types from the drop down window, enter the date range and click the **[Get Shipments]** button.

Note: In addition, the user can filter the shipments report by Code of Service and/or SCAC, if desired.

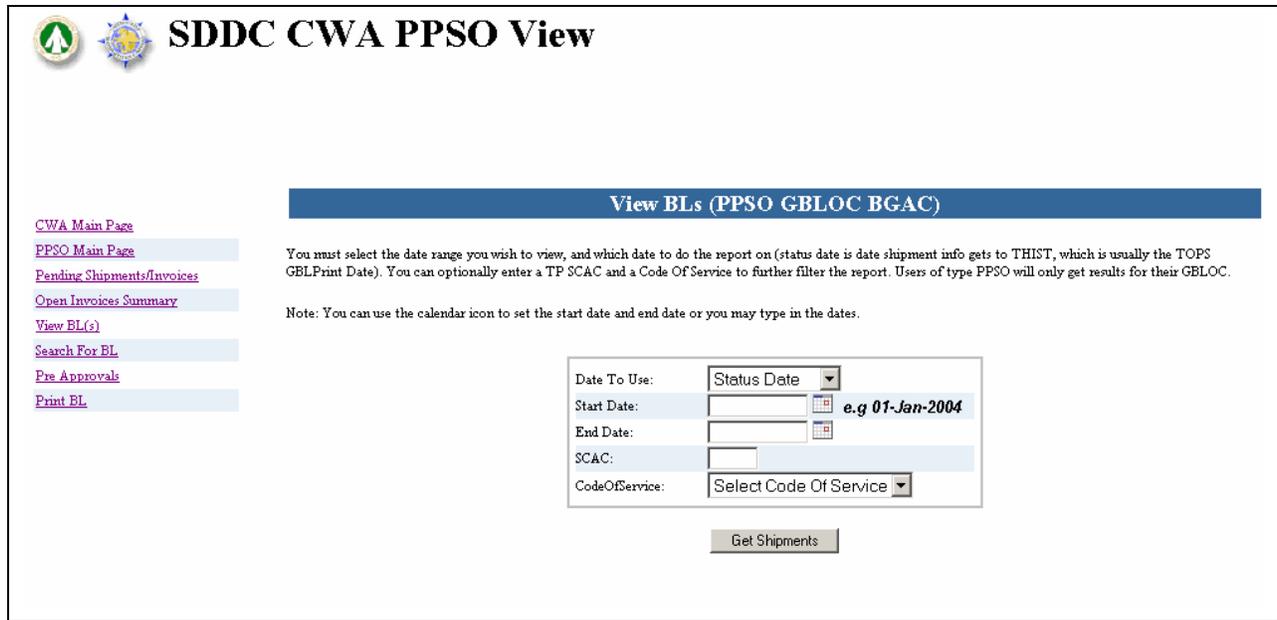


Figure 2-117. View BL(s) Screen

Example: View BL(s) by Status Date

Select the Status date and the date range from the drop down windows, enter SCAC (optional) and/or Code of Service (optional) and click the **[Get Shipments]** button.

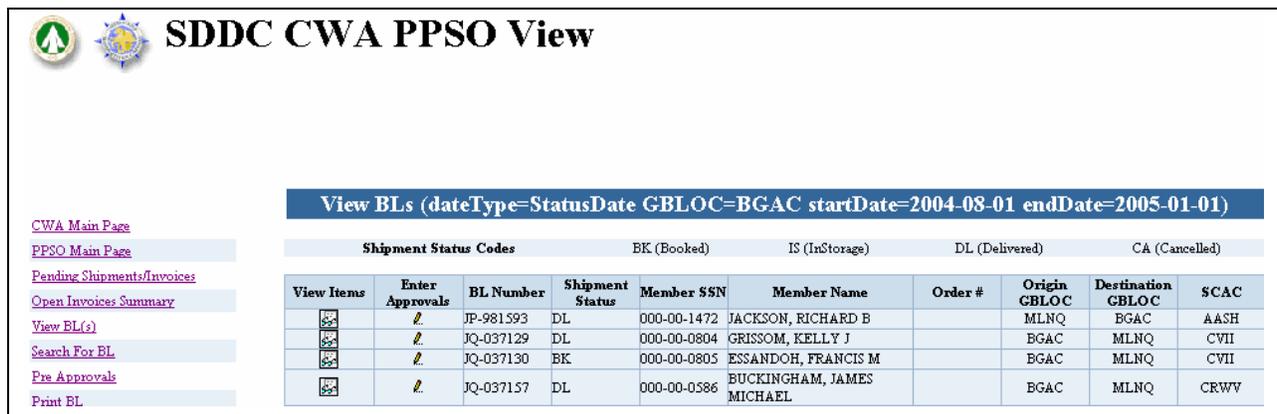


Figure 2-118. View BL(s) by Status Date Screen

2.5.5 Search for BL

Click on the link [Search for BL](#) to search for a shipment. This link provides four search options: BL Number, Member SSN, Member Last Name and Member Order Number.

Figure 2-119. Search for BL Screen

2.5.5.1 Search Results by Member Last Name

Example: Enter Member’s last name and click [Search] button.

View Items	Edit Items	New Message(s)	BL Number	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
			ZY-676955	234-56-7315	SMITH, EVITA	093-0202	HBAT	BGAC
			ZY-789346	234-56-7696	SMITH, JACQUELYN N	142-42	BGAC	HBAT
			ZY-002089	234-56-7688	SMITH, KADE C	1204G84PRA7R400	CLPK	LKNQ
			JQ-068064	234-56-7831	SMITH, WILLIAM C	125-207	HBAT	MLNQ
			JP-981864	234-56-7647	SMITH, ADAM B	WEB ORDERS	MLNQ	LKNQ
			JP-980808	234-56-7701	SMITH, CHRISTOPHER M	1204G84PRA5PW00	MLNQ	BGAC
			JQ-078968	234-56-8151	SMITH, WARDELL J	0864	MLNQ	BGAC
			JQ-068065	234-56-7831	SMITH, WILLIAM C	125-207	HBAT	MLNQ
			JQ-035582	234-56-7630	SMITH, JULIUS D	130 0	BGAC	MLNQ

Figure 2-120. Search Results by Member Last Name Screen

2.5.5.2 View Items

Click on the link View Items to view shipment services and charges.

Note: This is a read-only option.

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	JP-795339	Customer Name:	JACKSON, RONALD L	TP SCAC:	AIFD
Refresh Page	Shipment Line Of Accounting	Long Delivery	Help		

TP Shipment Note

PPSO Shipment Note

Storage at a more distant facility was approved for transportation provider convenience.

 Requested copies of DD619/619-1 from TP.

Shipment Type / Code Of Service: iUB / J

TP Percent of Solicitation: RS I-13 \$0 PickupDate: Thu Jul 10 00:00:00 EDT 2003

[View SIT Info](#)

Location	LocationCode	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THIST	HICKAM AFB			96853	US89	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPhvoice	PEARL HARBOR				US89	
SHIPMENT PRIMARY DELIVERY ADDRESS	PRDLV	TOPS/THIST	CHANTILLY	VA	FAIRFAX	20151	US25	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRDLV	TPhvoice	PENTAGON	VA	ARLINGTON	20301		US
SHIPMENT PORT USED	PRTUSD	TPhvoice	TRAVIS AFB	CA	SOLANO	94535		US
SHIPMENT PORT USED	PRTUSD	TPhvoice	PEARL HARBOR				US89	

Linehaul Charges (Invoice Number IVVJP795339)

Figure 2-121. View Items Screen

Example: Click on the link [Return to Search Results](#) to view the Search Results Page.

[CWA Main Page](#)
[PPSO Main Page](#)
[Open Invoices Summary](#)
[View BL\(s\)](#)
[Search For BL](#)
[Pre Approvals](#)
[Print BL](#)

Results for Search by last name = smith

View Items	Edit Items	New Message (s)	BL Number	Member \$SN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
			ZY-676955	234-56-7315	SMITH, EVITA	093-0202	HBAT	BGAC
			ZY-789346	234-56-7696	SMITH, JACQUELYN N	142-42	BGAC	HBAT
			ZY-002089	234-56-7688	SMITH, KADE C	1204G84PRA7R400	CLPK	LKNQ
			JQ-068064	234-56-7831	SMITH, WILLIAM C	125-207	HBAT	MLNQ
			JP-981864	234-56-7647	SMITH, ADAM B	WEB ORDERS	MLNQ	LKNQ
			JP-980808	234-56-7701	SMITH, CHRISTOPHER M	1204G84PRA5PW00	MLNQ	BGAC
			JQ-078968	234-56-8151	SMITH, WARDELL J	0864	MLNQ	BGAC
			JQ-068065	234-56-7831	SMITH, WILLIAM C	125-207	HBAT	MLNQ
			JQ-035582	234-56-7630	SMITH, JULIUS D	130 0	BGAC	MLNQ

Figure 2-122. Return to Search Results Screen

2.5.5.3 Edit Items

DoD Read Only users are not authorized to view [Edit Items](#) link. If you click on the [Edit Items](#) link, an error message, “Not authorized to edit this item” is displayed.

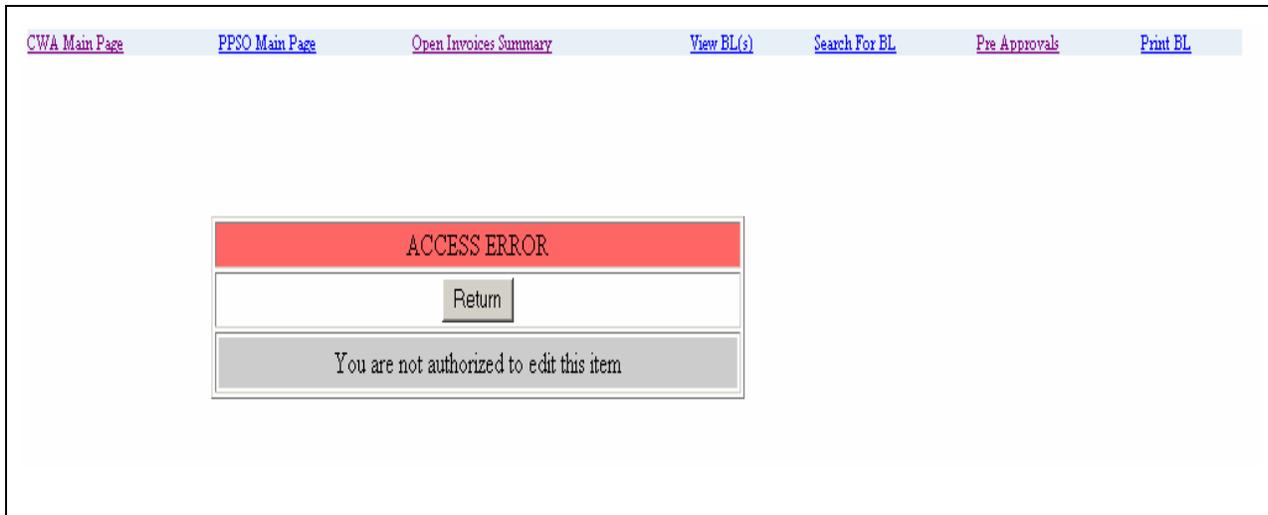


Figure 2-123. Edit Items Screen

2.5.6 Pre Approvals

Click on the link [Pre Approvals](#) to view pre-approvals for PPSO. This link provides two search options: by Pickup and by Delivery. Enter BL number, select the “Pickup” or “Delivery” radio button and click the [Submit] button.

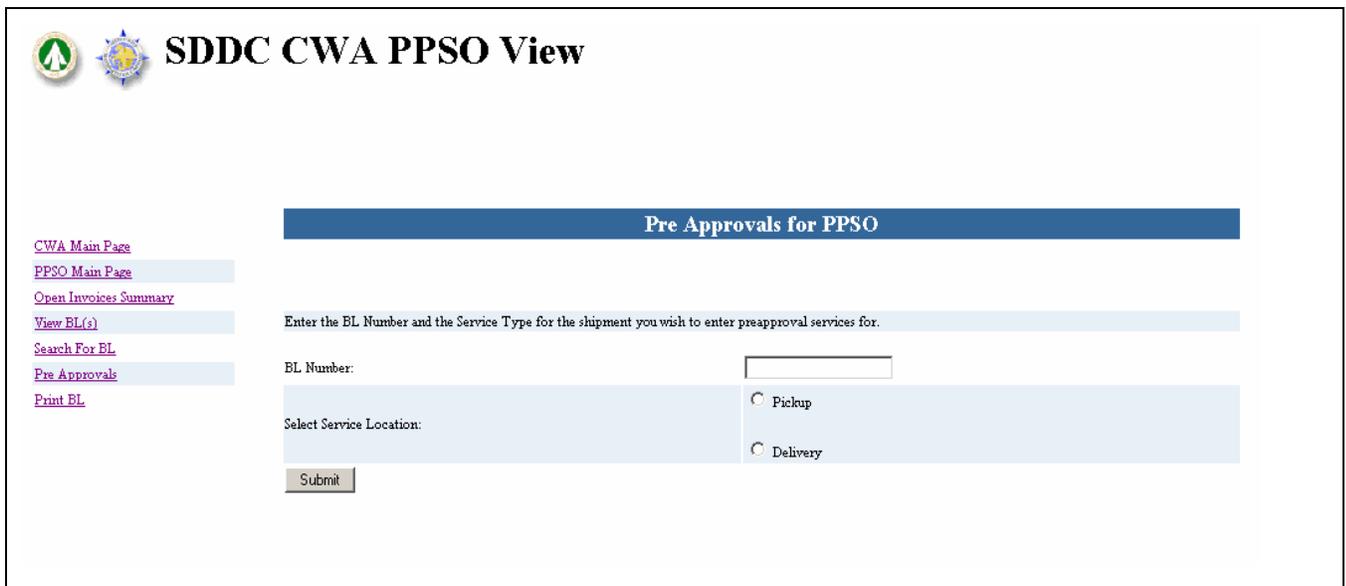


Figure 2-124. Pre Approvals Screen

Example: Search by Pickup

Enter BL number, select the “Pickup” radio button and click the [Submit] button.

Figure 2-125. Search by Pickup Screen

2.5.7 Print BL

To print a copy of a BL, click on the [Print BL](#) link, enter the BL number and click the **[Submit]** button.

Note: If you do not have Acrobat Reader installed, click on the [Click Here](#) link and follow the instructions on the screen.

Figure 2-126. Print BL Screen

2.5.8 Audit Pages

2.5.8.1 CWA Main Page

Click on the [Audit](#) link on the CWA Main page to go to the Audit Pages.

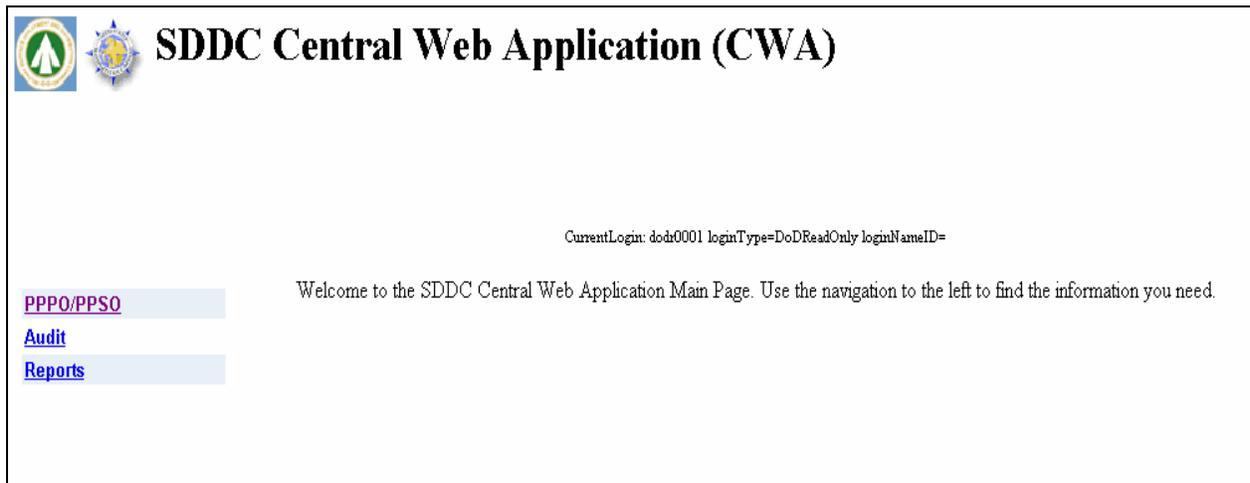


Figure 2-127. CWA Main Page Screen

2.5.8.1 Audit Trail Main Page

Once you click on the [Audit](#) link, the Audit Trail Main Page will be displayed.

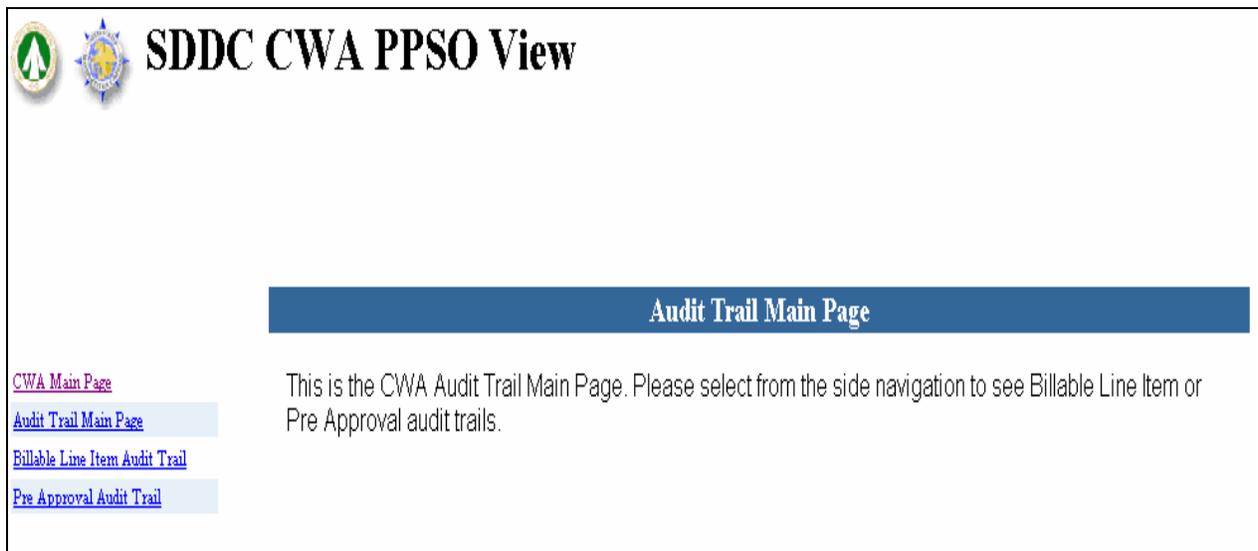


Figure 2-128. Audit Trail Main Page Screen

2.5.8.2 Billable Line Item Audit Trail

Click on the [Billable Line Item Audit Trail](#) link, enter BL number and click the **[Submit]** button.

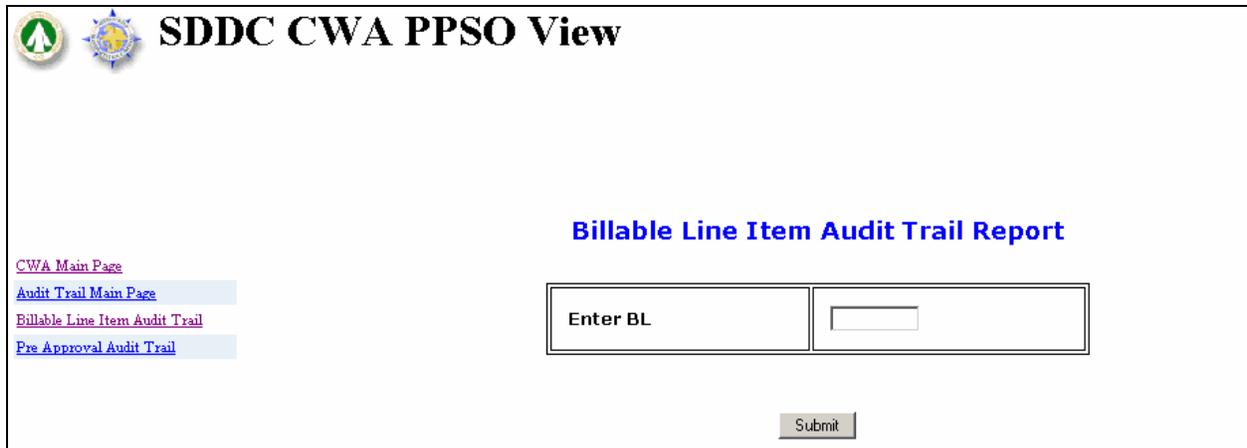


Figure 2-129. Billable Line Item Audit Trail Screen

Note: Billable Line Item Audit Trail is a tool to view every single action taken for a particular line item. Edited items appear shaded and are displayed in red on the screen. This page provides two additional audit trails: View Shipment Address Audit Trail and View Shipment Unit Audit Trail.

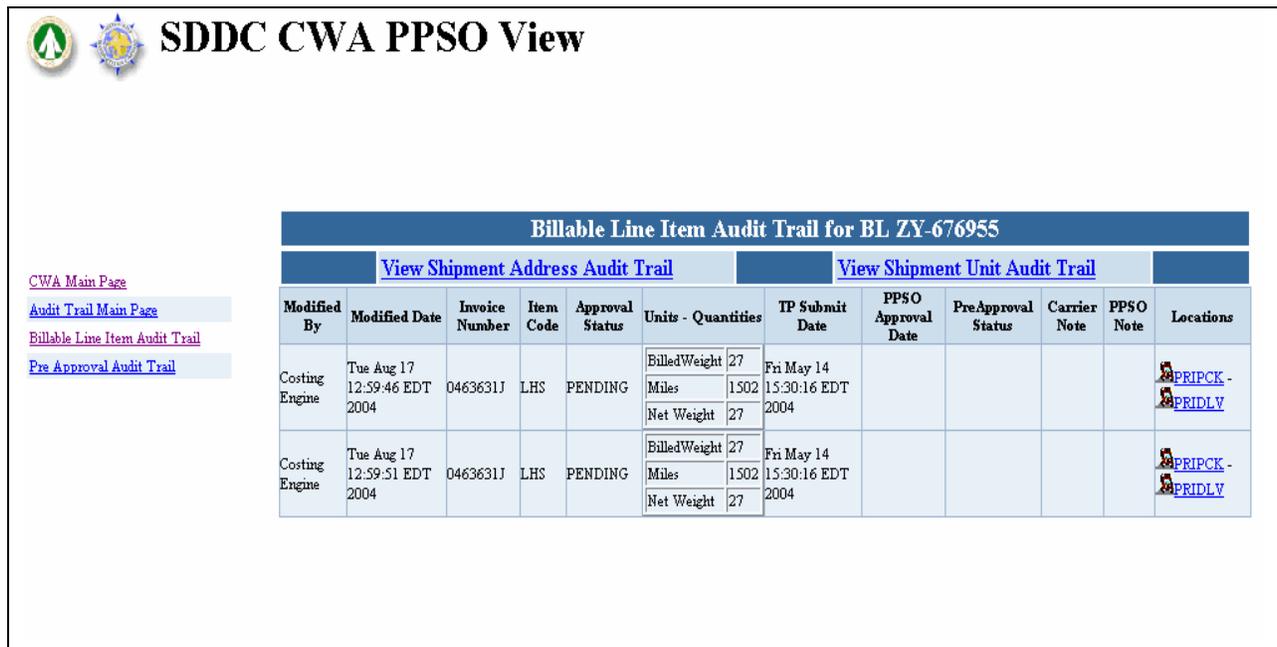


Figure 2-130. Search Results by BL Number Screen



SDDC CWA PPSO View

[CWA Main Page](#)

[Audit Trail Main Page](#)

[Billable Line Item Audit Trail](#)

[Pre Approval Audit Trail](#)

Shipment Unit Addresses Audit Trail for BL ZY-676955								
Modified By	Modified Date	Address Type	City	County	State	ZIP/APO/FPO	Country Code	Rate Area
		ATHPCK	FORT HOOD	BELL	TX		US	US66
		ATHDLV	BALTIMORE	BALT CITY	MD		US	US23
		PRIPCK	FORT HOOD	BELL	TX	76544	US	US66
INVOICE	Fri May 14 15:30:15 EDT 2004	PRIPCK	FT. HOOD	BELL	TX	76544	US	
		PRIDLV	BALTIMORE	BALT CITY	MD	21206	US	US23
INVOICE	Fri May 14 15:30:15 EDT 2004	PRIDLV	BALTIMORE	BALT CITY	MD	21203	US	
INVOICE	Fri May 14 15:30:15 EDT 2004	SRVCPT	FT. HOOD	BELL	TX	76544	US	
INVOICE	Fri May 14 15:30:15 EDT 2004	SRVCPT	BALTIMORE	BALT CITY	MD	21203	US	
INVOICE	Mon Jun 21 16:30:35 EDT 2004	SRVCPT	BALTIMORE	BALT CITY	MD	21206	US	

Figure 2-131. View Shipment Address Audit Trail Screen



SDDC CWA PPSO View

[CWA Main Page](#)

[Audit Trail Main Page](#)

[Billable Line Item Audit Trail](#)

[Pre Approval Audit Trail](#)

Shipment Unit Audit Trail for BL ZY-676955															
Modified By	Modified Date	BL Number	Dest. GBLOC	Pickup Date	Carrier Remarks	PPSO Remarks	Reweigh	Reweigh Weight	Reweigh Date	Reweigh Remarks	Diversion	Long Delivery	OTO Rate	Volume Move	Precosted
Costing Engine	Tue Aug 17 12:59:51 EDT 2004	ZY-676955	BGAC	Thu Apr 29 00:00:00 EDT 2004			N					N			Y

Figure 2-132. View Shipment Unit Audit Trail Screen

2.5.8.3 Pre Approval Audit Trail

Click on the Pre Approval Audit Trail link, enter BL number and click the **[Submit]** button.

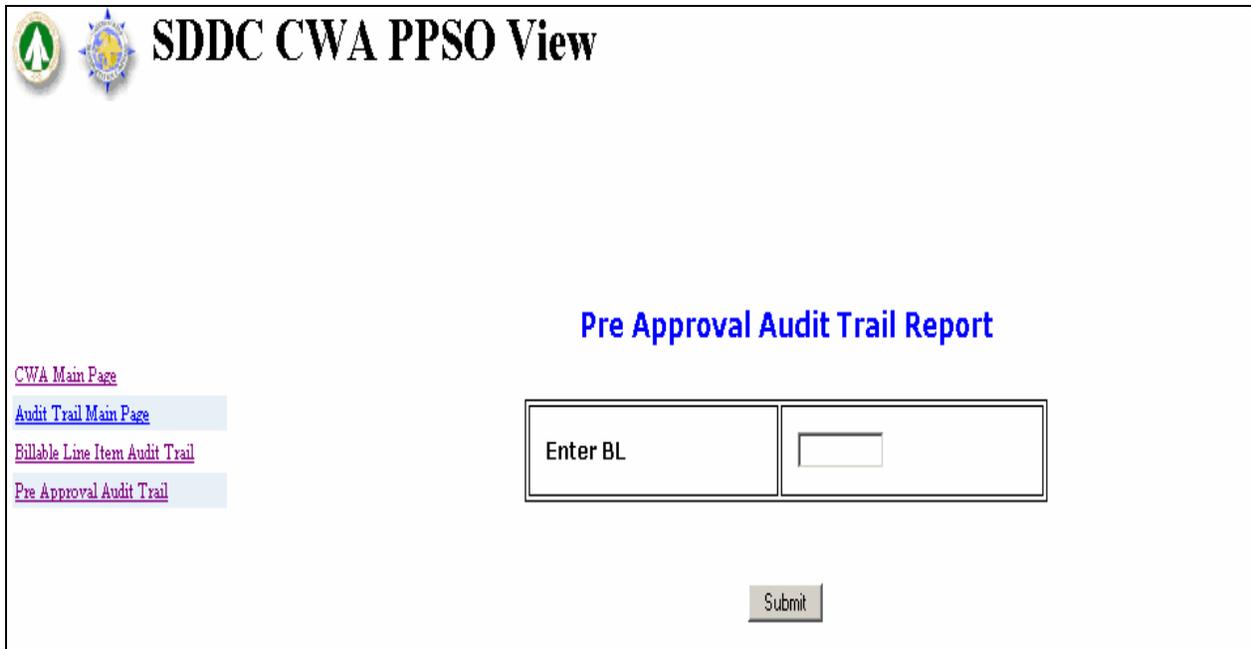


Figure 2-133. Pre Approval Audit Trail Screen

Example: Search by BL Number

Enter BL number and click the [Submit] button.

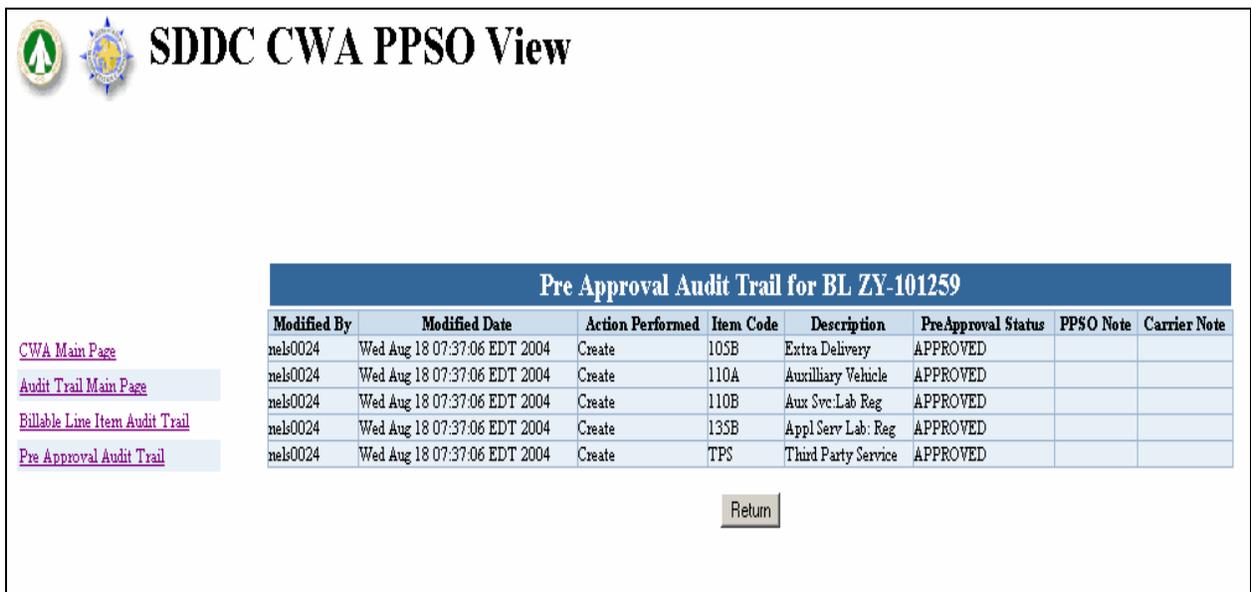


Figure 2-134. Search Results by BL Number Screen

2.5.9 Reports

2.5.9.1 CWA Main Page

Click on the link [Reports](#) to access the Reports Page.

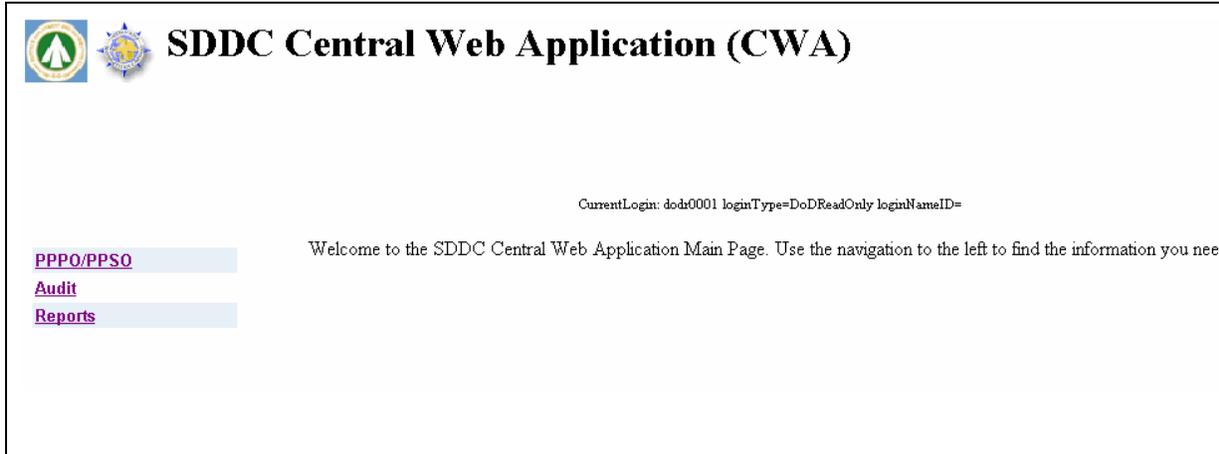


Figure 2-135. CWA Main Page Screen

2.5.9.2 Reports Main Page

Click on the link [Reports Main Page](#). This link provides four search options: BL Number, Member SSN, Member Last Name and Member Order Status.

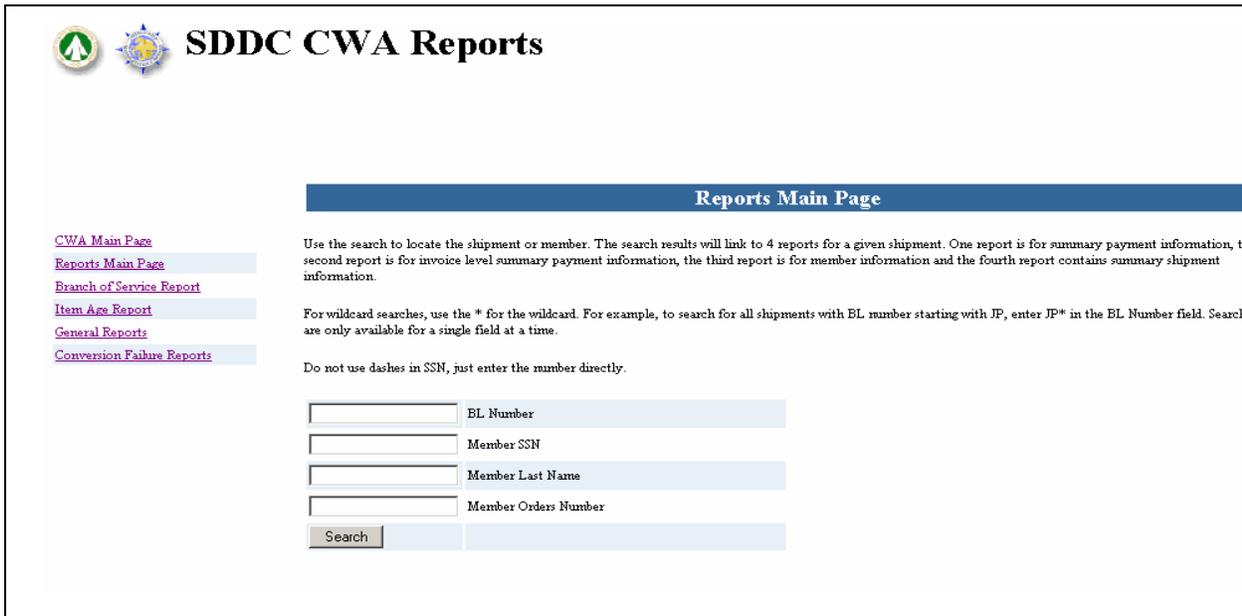


Figure 2-136. Reports Main Page Screen

2.5.9.3 Search by BL Number

Enter BL number and click the **[Search]** button. This link provides five reports: View Payment Summary, View Invoice Summary, View Member Information, View Shipment Information and Download Shipment Information.

SDDC CWA Reports

Results for Search by BL number = ZY-676955

The View Payment Summary link will give summary PowerTrack payment information for the shipment. The View Invoice Summary link will give summary PowerTrack payment information for the shipment, sorted by invoice number. The View Member Info link will give summary member information for the shipment, and the View Shipment Info link will give summary shipment information.

BL Number	Member SSN	Member Name	Orders #	View Payment Summary	View Invoice Summary	View Member Info	View Shipment Info	Download Shipment Info
ZY-676955	234-56-7315	SMITH, EVITA	093-0202	View Payment Summary	View Invoice Summary	View Member Info	View Shipment Info	Download Shipment Info

Figure 2-137. Search Results by BL Number Screen

Example 1: Click on the link [View Payment Summary](#) to view shipment payment summary report.

SDDC CWA Reports

Shipment Payment Summary Report

BL Number: JP-794105 **TP SCAC:** AIFD

	PowerTrack Paid	CWA COST
Total Linehaul:	0.00	0.00
Total SIT Cost:	0.00	0.00
Total Accessorials (Excluding SIT):	0.00	0.00
Total Other Cost (Surcharges):	0.00	0.00
Total Shipment Cost:	0.00	0.00

[Return To Search Results](#)

Figure 2-138. View Payment Summary Screen

Example 2: Click on the link [View Invoice Summary](#) to view invoice information.

SDDC CWA Reports

Shipment Payment Summary Report (By Invoice)

BL Number: ZY-101417 TP SCAC: APMF

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)
[Conversion Failure Reports](#)

InvoiceNumber: SAT23108F	PowerTrack Paid	CWA Cost
Total Linehaul:	0.00	0.00
Total SIT Cost:	0.00	0.00
Total Accessorials (Excluding SIT):	0.00	0.00
Total Other Cost (Surcharges):	0.00	31.24
Total Shipment Cost:	0.00	31.24

InvoiceNumber: SAT23108FA	PowerTrack Paid	CWA Cost
Total Linehaul:	0.00	0.00
Total SIT Cost:	0.00	0.00
Total Accessorials (Excluding SIT):	0.00	0.00
Total Other Cost (Surcharges):	0.00	9.29
Total Shipment Cost:	0.00	9.29

[Return To Search Results](#)

Figure 2-139. View Invoice Summary Screen

Example 3: Click on the link [View Member Information](#) to view member information.

SDDC CWA Reports

Shipment (ZY-676955) Member Information

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)
[Conversion Failure Reports](#)

Member Name:	SMITH, EVITA
Member SSN:	234-56-7315
Branch Of Service:	Army
Member Rank:	SPCA
Order Number:	093-0202
Shipment Net Weight:	50380
Shipment Pro Gear Weight:	0

[Return To Search Results](#)

Figure 2-140. View by Member Information Screen

Example 4: Click on the link [View Shipment Information](#) to view shipment detailed report.

Shipment Info Report								
BL Number:	ZY-101417	TP SCAC:	APMF					
Origin GBLOC:	LKNQ	Destination GBLOC:	BGAC					
Delivery Date:	Mon Aug 04 00:00:00 EDT 2003							
Delivered To (Storage/Residence):	Residence							
TP Percent of Solicitation:	RS D-7 74%							
Shipment Locations:								
Location	Location Code	Location Source	City	State	County	Zip	Rate Area	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRPCK	TOPS/THIST	SAN DIEGO	CA	SAN DIEGO	92101	US88	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRPCK	TPhvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	WASHINGTON	DC	DIST OF COLUMBIA	20001	US24	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPhvoice	WOODBIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	WOODBIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT SERVICE POINT	SRVCPT	TPhvoice	ARLINGTON	VA	ARLINGTON	22201		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TPhvoice	WOODBIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TOPS/THIST	WOODBIDGE	VA	PRINCE WILLIAM	22194	US25	US
Shipment SIT Information:								
SIT Location:	COLEMAN AMERICAN MOVING SERVICES,INC							
SIT Storage ID:	2593							
Date In:	Mon Aug 04 00:00:00 EDT 2003							
Date Out:	Mon Aug 18 00:00:00 EDT 2003							
Days Authorized:	90							
SIT Control Number:	3216058							
Split Portion Number:	0							
Shipment Weights:								
Shipment Net Weight	3040							
Entitlement Weight	12500							
Professional Books Weight	0							
Member Information:								
Member Name	SMITH, EVITA							
SSN	234-56-7315							
Order Number	093-0202							
Rank	SPCA							
Service Code	A							
Line Of Accounting Information:								
TAC:	N3G3							
MDC:								
Account Classification (zzLOA):								
FA2 LOA:	Not Applicable Currently							
SDN:	Not Applicable Currently							
Payment Information:								
PowerTrack Last Payment Date:								
Total Linehaul:	0.00							
Total SIT Cost:	0.00							
Total Accessorials (Excluding SIT):	0.00							
Fuel Surcharge/Other Surcharges:	0.00							
Total Shipment Cost:	0.00							

Figure 2-141. View Shipment Information Screen

Example 5: Download Shipment Information 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 PC and open the file with the report. Then 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 [|] from your keyboard, click the [Next] button, then click the [Finish] button.



Figure 2-142. Download Shipment Information Report Screen

	A	B	C	D	E	F	G	H	I
1	BL	SCAC	Origin GBLOC	Destination GBLOC					
2	ZY-360489	TEKF	ALNT	LKNQ					
3									
4	Member Name	Member SSN	Order Number	Rank	Service Code				
5	VARELA, GABRIEL A	012-345-0000	2823	LT	N				
6									
7	Location	LocationCode	Location Source	City	State	County	Zip	Rate Area	Country
8	SHIPMENT ADDITIONAL PICKUP ADDRESS: ADDPCK	SRVCT	SRVCT	PROVIDENCE	RI	PROVIDENCE	2905	US15	US
9	SHIPMENT ADDITIONAL PICKUP ADDRESS: ADDPCK	SRVCT	SRVCT	CRANSTON	RI	PROVIDENCE	2921	US15	US
10	SHIPMENT SERVICE POINT	SRVCT	SRVCT	PORTSMOUTH	RI	NEWPORT	2871	US15	US
11	SHIPMENT SERVICE POINT	SRVCT	SRVCT	EL CAJON	CA	SAN DIEGO	92020	US88	US
12	SHIPMENT DESTINATION SIT ADDRESS: DSTSIT	SRVCT	SRVCT	EL CAJON	CA	SAN DIEGO	92020	US88	US
13	SHIPMENT PRIMARY PICKUP ADDRESS: PRIPCK	SRVCT	SRVCT	PORTSMOUTH	RI	NEWPORT	2871	US15	US
14	SHIPMENT PRIMARY PICKUP ADDRESS: PRIPCK	SRVCT	SRVCT	PORTSMOUTH	RI	NEWPORT	2871	US15	US
15	SHIPMENT PRIMARY DELIVERY ADDRESS: PRIDLV	SRVCT	SRVCT	SAN DIEGO	CA	SAN DIEGO	92132	US88	US
16	SHIPMENT PRIMARY DELIVERY ADDRESS: PRIDLV	SRVCT	SRVCT	EL CAJON	CA	SAN DIEGO	92020	US88	US
17									
18	SIT Location	SIT Storage ID	Date In	Date Out	Days Authorized	SIT Control Number	Split Portion Number		
19	VALLEY VAN & STORAGE	5596	Fri Jul 09 00:00:00 EDT 2004		90	4191016	0		
20	Pickup Date	Delivery Date	Delivered To (Store)	TP Percent of Solicitation					
21	Tue Jun 29 00:00:00 EDT 2004		Residence	RS D-6 190%					
22									
23	Net Weight	Entitlement Weight	Professional Books Weight						
24	11760	14500	0						
25									
26	AccountClassification (zzLOA)	TAC	MDC	SDN	FA2 LOA				
27	1741453.2251 T 068566 A8 3B4/3/U/F 3B	N3B4			Not Available Currently	Not Available Currently			
28									
29	PowerTrack Last Payment Date	Total Linehaul Paid	Total SIT Paid	Total Packing Charge	Fuel Surcharge	Total Shipment Cost			
30		0	0	0	0	0			
31									
32									

Figure 2-143. Shipment Information Report in Microsoft Excel Screen

2.5.9.4 Branch of Service Report

This page provides three reports: Branch of Service Report, Detailed Branch of Service Report and Download Branch of Service Report.

SDDC CWA Reports

Branch of Service Reports

Select the branch of service from the dropdown below. Then choose the payment date range for the report (i.e. report will be of all items paid by PowerTrack in the given date range). To generate a report, click the submit button for the desired report.

Select Branch of Service

Start Date

End Date

View Report
This report summarizes the total linehaul, sit and accessorial costs as well as total shipment costs, across the branches of service.

View Detailed Report
Detail Report by BL Number. This report, breaks out the total costs as in above report, but is additionally broken out for each BL.

Downloadable Detailed Report
Download Version of Detail Report by BL Number. This report, in pipe delimited format (| character), breaks out the total costs as in above report, but is additionally broken out for each BL.

Downloadable Summary Report
Download Summary Report by BL Number. This report, in pipe delimited format (| character), breaks out total costs and other specific accounting information for each BL.

Figure 2-144. Branch of Service Report Screen

Example 1: Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the **[Submit Branch of Service Report]** button.

Shipment Payment Summary Report for Branch of Service: Army (2004-01-12 to 2004-08-13)	
This report summarizes all shipments for this Branch of Service for GBLOC BGAC (i.e. all shipments where BGAC is either the origin or destination GBLOC)	
	PowerTrack Paid
Total Linehaul:	0.00
Total SIT Cost:	0.00
Total Accessorials (Excluding SIT):	0.00
Total Other Cost (Surcharges):	<u>0.00</u>
Total Shipment Cost:	0.00

Figure 2-145. Search Results by Branch of Service Screen

Example 2: View detailed Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the [**View Detailed Branch of Service Report**] button.

Shipment Payment Summary Report for Branch of Service: Army (12-Jan-2004 to 12-May-2004)	
This report summarizes all shipments for this Branch of Service for GBLOC BGAC (i.e. all shipments where BGAC is either the origin or destination GBLOC)	
	Total PowerTrack Paid
Grand Total Linehaul:	0.00
Grand Total SIT Cost:	0.00
Grand Total Accessorials (Excluding SIT):	0.00
Grand Total Other Cost (Surcharges):	<u>0.00</u>
Grand Total Shipment Cost:	0.00

Figure 2-146. View Detailed Branch of Service Report Screen

Example 3: Download Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the [**Download Branch of Service Report**] button.

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 PC and open the file with the report. Then 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.

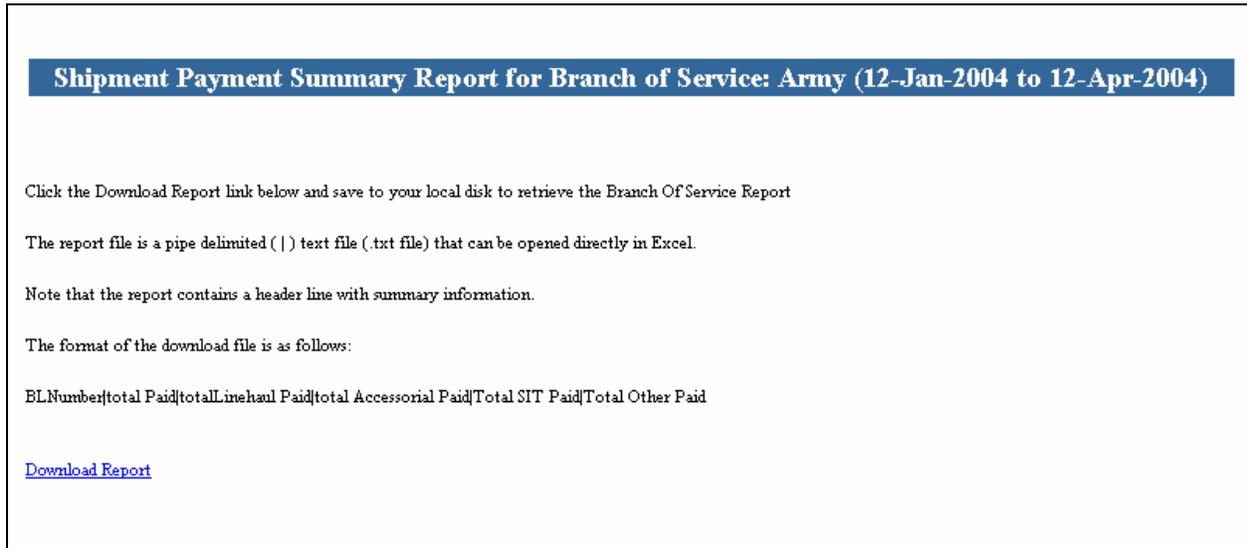


Figure 2-147. Download Branch of Service Report Screen

	A	B	C	D	E	F	G
1	Branch Of Service: A DateRange: 12-Jan-2004 - 12-Apr-2004						
2							
3	Grand Total Shipment PT Paid	Grand Total Linehaul PT Paid	Grand Total Accessorial PT Paid	Grand Total SIT PT Paid	Grand Total Other PT Paid		
4	0	0	0	0	0		
5							
6	BL	Total Shipment PT Paid	Total Linehaul PT Paid	Total Accessorial PT Paid	Total SIT PT Paid	Total Other PT Paid	
7							
8							

Figure 2-148. Branch of Service Report in Microsoft Excel Screen

2.5.9.5 Item Age Report

Enter the PPSO GBLOC that you wish to generate the report from also enter the Start Date and End Date then click [Submit].

Note: This report provides the number of days each item was pending doing that time frame while awaiting PPSO action.

Figure 2-149. Item Age Report Screen

Example: Item Age Report for PPSO BGAC

This link provides three view options: Items Older Than 7 Days, Items Older Than 14 Days and Items Older Than 21 Days.

View	BL Number	TP SCAC	Invoice Number	Item Code	Description	Approval Status	PPSO Note	TP Note	Submit Date	Days Pending
	ZY-360240	TEKF	TF0490146	155A	Additl Trans Chg	APPROVED			Thu May 06 16:30:13 EDT 2004	10 days
	ZY-706773	RDBF	72980023401	405A	Fuel Surcharge-LHS	APPROVED			Thu May 06 18:30:18 EDT 2004	10 days
	ZY-706773	RDBF	72980023401	152A	Valuation: Full Value Replace	APPROVED			Thu May 06 18:30:18 EDT 2004	10 days
	ZY-706773	RDBF	72980023401	LHS	Line Haul Charge	APPROVED			Thu May 06 18:30:18 EDT 2004	10 days
	ZY-706773	RDBF	72980023401	154A	NonTemp Inspection	APPROVED			Thu May 06 18:30:18 EDT 2004	10 days
	ZY-706773	RDBF	72980023401	155A	Additl Trans Chg	APPROVED			Thu May 06 18:30:18 EDT 2004	10 days
	ZY-707264	WVLI	WV0494257	LHS	Line Haul Charge	APPROVED			Tue May 18 18:30:07 EDT 2004	14 days

Figure 2-150. Item Age Report for PPSO Screen

2.5.9.6 General Reports

Click on the link *Shipment Actual vs. Weight Report*. This report summarizes the total member estimated weight versus actual shipment weight.

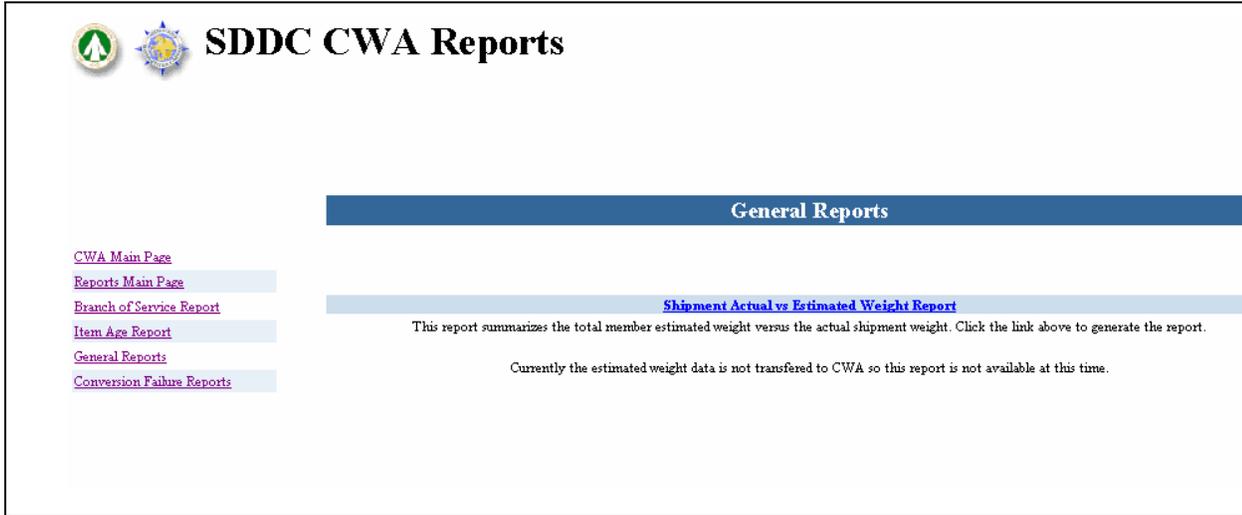


Figure 2-151. General Reports Screen

Example: Shipment Estimated Weight Report

Note: Currently, this report is not active, as the CWA does not get member estimated weight from TOPS/THIST.



Figure 2-152. Shipment Estimated Weight Report Screen

2.5.9.7 Conversion Failure Reports

Note: This report is currently not available.

SDDC CWA Reports

Conversion Failure Report

Search may be performed on GBL number, Order Number, and the Date Range for which Failure Report is sought.

GBLOC **BGAC**

GBL Number

Order Number

Start Date [dd-mm-YYYY]

End Date [dd-mm-YYYY]

Figure 2-153. Conversion Failure Reports 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
THISTTOPS History
TOPS.....Transportation Operational Personal Property Standard System
TSP..... Transportation Provider

APPENDIX B – ERROR MESSAGES

The following messages that may appear in the PPSO remarks text box indicate that a trouble call should be placed.

(CE01) There are no addresses associated with this line item.

The DoD Master or assigned analyst will need to review the Costing Engine configuration, EDI data, and shipment data.

(CE02) Service state cannot be identified.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE03) The service location GBLOC could not be identified.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE04) Check Item Code and/or EDI Code. Costing is unavailable for shipment type {0}, method {1}, solicitation {2}.

The DoD Master or assigned analyst will need to review the Costing Engine configuration, shipment data and rate table data.

(CE05) No costing is defined for rate cycle {0}.

The DoD Master or assigned analyst will need to review the Costing Engine configuration, shipment data and rate table data.

(CE06) The calculated cost of {0} is greater than the maximum allowable cost of {1}.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE07) The service rate is not available.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE08) The minimum charge service rate is not available.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE09) The TSP's discount rate is not available.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE10) Neither the service rate nor the TSP's discount rate is available.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE11) MaxPack was not invoiced correctly. All associated items automatically disapproved. Reinvoice these items with MaxPack.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE12) The shipment pickup date is not available.

This could indicate that the PPSO itself is still required to enter the shipment information into the TOPS system. Otherwise, the DoD Master or assigned analyst will need to review the shipment data.

APPENDIX C – SHIPMENT ADDRESS TYPE

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