



**MILITARY SURFACE DEPLOYMENT AND
DISTRIBUTION COMMAND**

**TOPS/POWERTRACK
CENTRAL WEB APPLICATION**

TRANSPORTATION PROVIDER (TP) USER'S MANUAL

Version 2.0

September 14, 2004

Prepared for:

Military Surface Deployment and Distribution Command
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Under Contract W81GYE-04-F-0088
Subtask Number 3.1.1
Document Control Number (DCN) 1804369-311-099



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SECTION 1 INTRODUCTION

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

1.1 CWA OVERVIEW

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

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

1.2 OBJECTIVES

The role of the CWA is as follows:

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

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

1.3 REQUIREMENTS

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

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

1.4 USER TYPES

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

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

TP Agent: No access at this time.

1.5 WINDOWS AND INTERNET BROWSERS

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

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

1.5.1 Standard Conventions

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

- Links** Web pages do not have page numbers as references to help users find specific information as printed books do. They have links that act as direct go-to functions. The module displays links as underlined blue text. To activate a link, position the pointer anywhere over the underlined text. Notice that the normal arrow-shaped pointer changes to a hand-shaped pointer, indicating an active link. Click on the text. When activated by a mouse click, the link accesses the address for the electronic page requested and displays it. Links change color when activated. In the module, they appear as underlined purple text to remind the user that the link has been previously selected. The change in color does not affect the function of the link – users can still activate it again by clicking on it. The change in color only serves as a reminder that the page displayed by the link has been viewed earlier. In this manual, links are nonfunctioning and appear as underlined, italics black text, such as *Member Information*.
- Web Page or Screen Names** Web pages, also called screens, are distinctive parts of the module. Web page names identify the process to be used.
- Buttons** Buttons are connections that, when activated, complete a function, e.g., submit or search. Buttons in the module appear as three-dimensional rectangles with text inside. To activate a button, position the pointer over the text on the button and click once. Buttons are identified in this manual in brackets and bold type, such as **[Submit Request]**.

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

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

1.5.2 Internet Browser Pull-Down Menus

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

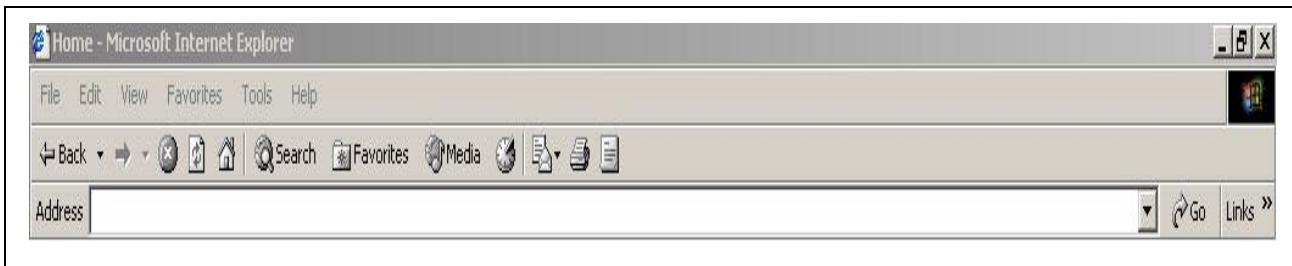


Figure 1-1. Internet Explorer Toolbar

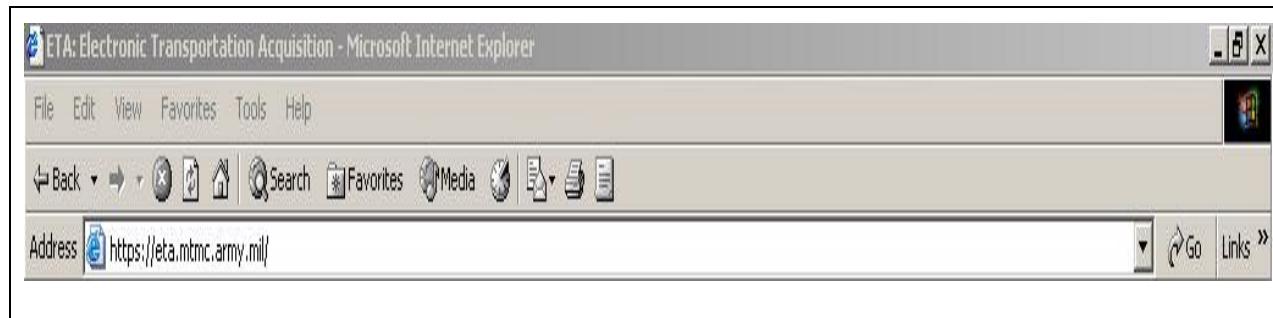


Figure 1-2. Internet Explorer Toolbar

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

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

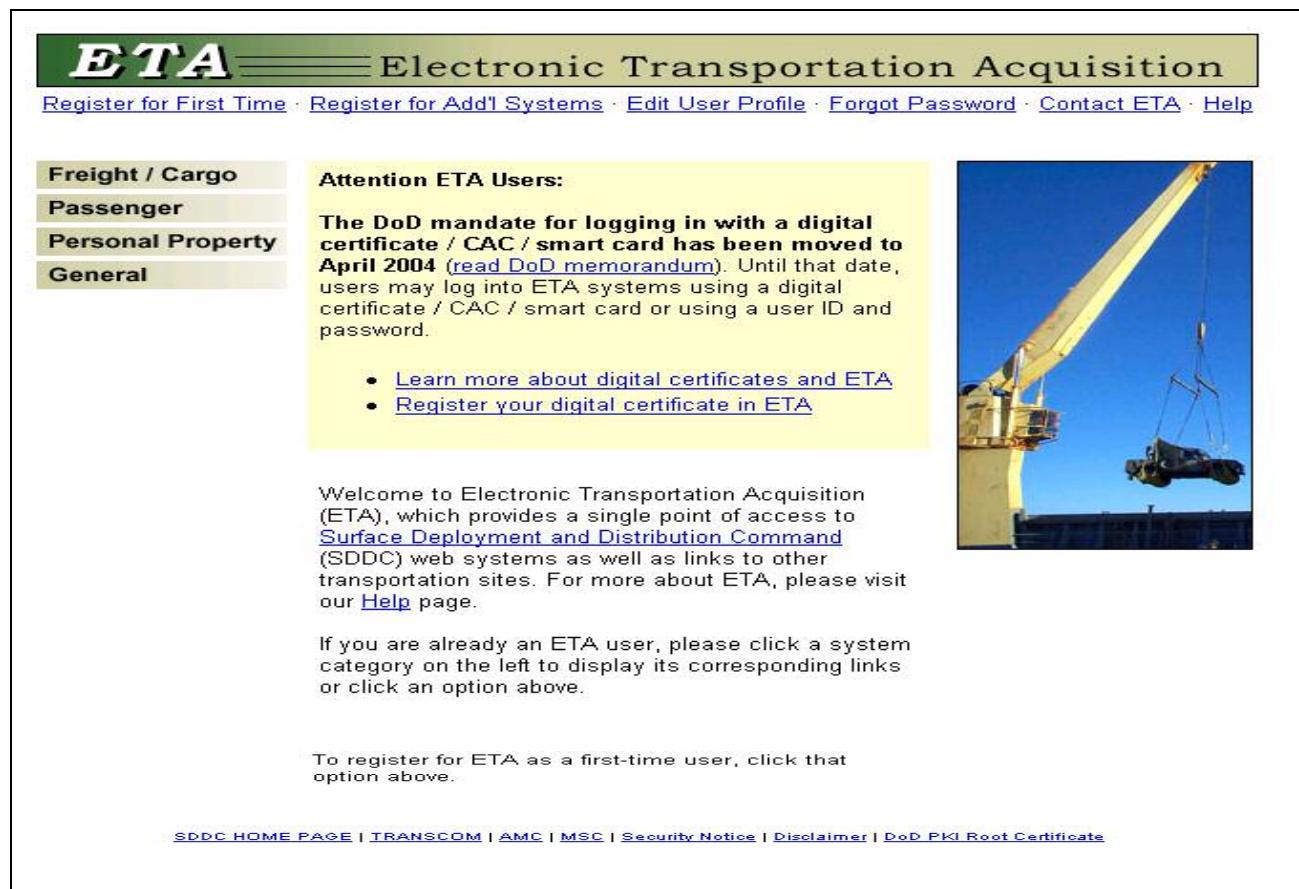
For information on the browser's menu functions and capabilities, please consult the browser's manual or use the Help/Contents function on the browser's Toolbar.

1.6 CWA LOGIN PROCESS

The following sections provide instructions for logging into the CWA.

1.6.1 ETA Registration

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



The screenshot shows the homepage of the ETA (Electronic Transportation Acquisition) system. At the top, there is a green header bar with the text "ETA" and "Electronic Transportation Acquisition". Below the header, a navigation bar contains links: "Register for First Time", "Register for Add'l Systems", "Edit User Profile", "Forgot Password", "Contact ETA", and "Help". On the left side, there is a vertical sidebar with categories: "Freight / Cargo", "Passenger", "Personal Property", and "General". The "General" category is highlighted with a yellow background. In the center, there is a yellow callout box titled "Attention ETA Users:" containing the following text:
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](#)
Below this, there is a welcome message: "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." To the right of this message, there is a photograph of a yellow mobile crane lifting a piece of equipment. At the bottom of the page, there is a link to "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:

- You wish to update your system through ETA, click on [Edit Your User Profile](#).
- You have forgotten your password, click on [Request a New Password](#).
- You have lost or need to change your ETA Account, click on [Delete My ETA Account](#).
- You would like to update your account information, phone number, etc., click [Edit Your User Profile](#).

New User Registration for ETA

Step 1 of 2 Enter the information required to register a new user. You must:

- Select one or more systems to be granted access to the source of the information.
- For each system selected, choose the role(s) which will be assigned to the user. You may only assign one role per system.
- Click "Next Step" in the next section to save changes made to the registration information and move on to the next step.
- Click the "Logout" button when finished to then safely logout of the system, and re-enter later when you want the access.

Freight/Cargo					
Check	System	Description	Roles	Info	
<input type="checkbox"/>	AAP	Automated Airline Planning System	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	AAR	Cargo Airline Reporting System	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	AADEP	ATA Data Exchange Program	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	AADEPV	CARRIER DOCUMENTATION PROCESSING SYSTEM	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	AADEPAW	CARRIER DOCUMENTATION PROCESSING AUTOMATION	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	ADP	Automated Dispatching System	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	AFM	Automated Flight Monitoring	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	AVX	Automated Vehicle Management	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	AVSIM	Automated System Information	<input type="button" value="Select"/>	CCR	

Personal Property					
Check	System	Description	Roles	Info	
<input type="checkbox"/>	PPMIS	Personal Property Management Information System	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	PPMS	Automated Personal Property Management System	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	PPD	Personal Property Database	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	PPC	Automated Personal Property Control System	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	PPOWER	Automated Personal Property Control System	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	PPOWERPV	Automated Personal Property Control System	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	PPOWERPT	Automated Personal Property Control System	<input type="button" value="Select"/>	CCR	

General					
Check	System	Description	Roles	Info	
<input type="checkbox"/>	WPSD	Statewide Air Traffic Control	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	MIS/MIS	Management Information System	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	MUR	Management and Reporting System	<input type="button" value="Select"/>	CCR	
<input type="checkbox"/>	POL	Point of Load	<input type="button" value="Select"/>	CCR	

[View all Help Text](#) | [Clear Selections](#) | [Go To Step 2](#)

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

- You wish to update your system through ETA, click on [Edit Your User Profile](#).
- You have forgotten your password, click on [Request a New Password](#).
- You have lost or need to change your ETA Account, click on [Delete My ETA Account](#).
- You would like to update your account information, phone number, etc., click [Edit Your User Profile](#).

Figure 1-4. ETA Registration Page

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

ETA — Electronic Transportation Acquisition

New User Registration for ETA

Step 2 of 2

- + Please read the [Privacy Statement](#).
- = Fields marked with an asterisk (*) are required. All other fields are optional.
- + Click the [Submit Changes](#) button to save your information or cancel.
- New selected applications are: [None](#)

First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Home Suffix (Sr., Jr., III)	<input type="text"/>
Bank / Credit	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (line 1) *	<input type="text"/>
Mailing Address (line 2)	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/> — Select State —
Country *	<input type="text"/> UNITED STATES
Zip / Postal Code *	<input type="text"/>
Commercial Phone *	<input type="text"/> Ext. <input type="text"/>
DSH Phone	<input type="text"/> Ext. <input type="text"/>
FAX Number	<input type="text"/>
DSH FAX	<input type="text"/>
Email Address *	<input type="text"/>
Activity / Company / Organization *	<input type="text"/>
Company Division	<input type="text"/>
SCAC	<input type="text"/>
GRI OC *	<input type="text"/>
TP Multiple Code (ISA Standard ID)	<input type="text"/>
Service *	<input type="text"/> None

CONTINUE **RESET**

Figure 1-5. ETA Application Screen

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

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

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

1.6.1.2 Existing ETA User Registration

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

A screenshot of a user interface showing two input fields and two buttons. The first field is labeled "User ID" and the second is labeled "Password", both preceded by descriptive text. Below the fields are two rectangular buttons, one labeled "Submit" and the other labeled "Reset".

User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Submit"/>	<input type="button" value="Reset"/>

Figure 1-6. User ID and Password Screen

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

ETA Electronic Transportation Acquisition

Register for Additional ETA Systems

Step 1 of 2
Examine the Component Checkboxes gathered from the previous section.

- Please select one or more systems below to register for backtracking. The source to the left of the system name is the system you will be connecting to. A checkmark in the checkbox means the application will be connected to the system you will be allowed to use. You may only choose one role per system.
- Click on the “Info” link in the right-most column to open a pop-up window with a description of the system. This will help you understand what information the system will need to function. Click “Close” when finished.
- Once the “Generate Request Form” button is hit, it will query all selected systems, and generate a file for you to download.
- Applications may require security questions for access.

Freight/Cargo				
Check	System	Description	Role	Info
<input type="checkbox"/>	AMF	Asset Management Function	Select AMF Role	Info
<input type="checkbox"/>	CAR	Cargo and Billing System	Select CAR Role or Type	Info
<input type="checkbox"/>	CARTR	ITS Application for Data Transfer		Info
<input type="checkbox"/>	CARTRDEV	CARTR DEV		
<input type="checkbox"/>	CARTRTEST	CARTR TEST		
<input type="checkbox"/>	CARTRTRAN	CARTR TRAN		
<input type="checkbox"/>	DCP	DOC Collection Point	Select DCP Role or Type	Info
<input type="checkbox"/>	EDP	Executive Dispatch Point	Select EDP Role	Info
<input type="checkbox"/>	EWI	Executive Workstation Interface	Select EWI Role	Info
<input type="checkbox"/>	GEM	General Equipment Management	Select GEM Role	Info

Personal Property				
Check	System	Description	Role	Info
<input type="checkbox"/>	DMPI	Dynamic Material Planning System	Select DMPI Role	Info
<input type="checkbox"/>	CWA	Corporate Workstation Application	Select CWA Role	Info
<input type="checkbox"/>	CTD	Corporate Data Distribution	Select CTD Role	Info
<input type="checkbox"/>	DCPS	Dynamic Configuration Parameter System		
<input type="checkbox"/>	DCOWER	Dynamic Control Workstation	Select DCOWER Role	Info
<input type="checkbox"/>	DCOWERDEV	Dynamic Control Workstation DEV	Select DCOWERDEV Role	Info
<input type="checkbox"/>	DCOWERTEST	Dynamic Control Workstation TEST	Select DCOWERTEST Role	Info

General				
Check	System	Description	Role	Info
<input type="checkbox"/>	DRS	Dynamic Resource Scheduler	Select DRSS Role	Info
<input type="checkbox"/>	MDS	Material Management System	Select MDS Role	Info
<input type="checkbox"/>	MLR	Material Receipt Location	Select MLR Role	Info
<input type="checkbox"/>	P2L	Part and Location Installation Locks	Select P2L Role	Info

[View all Requirements](#) [Clear Selections](#) [\[Generate Request Form\]](#)

Figure 1-7. Additional Registration Screen

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

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="button" value="▼"/>
Country	*	UNITED STATES <input type="button" value="▼"/>
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"/>

Figure 1-8. Register for Additional ETA System Screen

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

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

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

1.6.1.3 Password Updates

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

1.6.1.4 Email Address Updates

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

1.6.2 CWA Login

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

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

The image shows a standard Windows-style password entry dialog box. It consists of a rectangular frame with a thin black border. Inside, there are two horizontal text input fields. The top field is labeled "User ID" and the bottom field is labeled "Password". Below these fields are two rectangular buttons: "Submit" on the left and "Reset" on the right. All elements are rendered in a light gray color scheme typical of older Windows operating systems.

Figure 1-9. Network Password

1.6.3 SDDC Point of Contact

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

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

1.6.4 Exiting CWA

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

SECTION 2 CWA

2.1 CWA MAIN SCREEN

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



Figure 2-1. CWA Main Screen

2.1.1 Error Messages

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

2.3 TP SCREENS

2.3.1 Log in as a TP

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



Figure 2-2. TP Multiple Login Screen

2.3.2 TP Multiple Main Page

Once the user logs into CWA and clicks on the [Enter CWA] button, the *TP Main Page* will be displayed.

The View Pending Requests will allow you to view open requests, making all elements that need to be reviewed prior to being submitted to a given SCAC.

The View SCAC link will allow you to search for SCACs in your state or region, and specify Code of Service, for a given SCAC.

The Search by Reference Number allows you to search for open requests by the Customer Reference Number, and a given SCAC. Requests can be sorted by date, or status (open or closed).

The Open Approval Item link takes users to a set of reports showing all workflow items that remain in a pending (approved) state, or a pending consolidation (SCAC). In addition, if WTB files have consolidated report(s), shown in the open pending SCACs they represent are available in web and mobile: "WTB".

The Print Approval Item link allows users to print the approval services for a selected shipment.

The Print Link will allow users to view/print the BDU BU for a selected shipment.

Figure 2-3. TP Multiple Main Page Screen

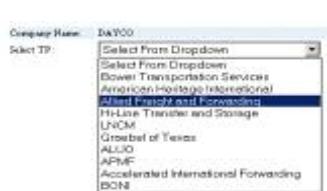
2.3.3 Select a specific TP

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

TP Main Page (SCAC =)

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

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



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

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

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

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

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

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

Figure 2-4. TP Drop Down Window Screen

2.3.4 View Pending Items for TP

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

The screenshot shows a web-based application for managing shipping services. On the left, there is a sidebar with various menu items: 'SDDC Home', 'View Pending Items', 'View Pending Items (ex. TP)', 'View B-1', 'View Merchandise', 'Search Shipment Records', 'Print Labels', and 'Logout'. The main content area has a title 'Pending Trans For TP' with a sub-instruction: 'The following table lists pending trans for TP. Click on a row to view details about the trans or to change its status.' Below this is a table with the following data:

View Trans	With Trans	New Manifest#	Ref Number	Class Open Date	Carrier SKT	Warehouse	Order #	Origin Destination
	2	TP-000018	2004-09-10	SANDBERG, PHILIP D.	1024	BLANTON, TX	BLANTON, TX	
	2	TP-000020	2004-09-10	WILLIAMS, JEFFREY P.	1000001	HUZO, U.S.A.	HUZO, U.S.A.	
	2	TP-000021	2004-09-10	ANTHONY, LINDA E.	7042	BLANTON, TX	BLANTON, TX	

Figure 2-5. View Pending Items Screen

2.3.4.1 View Items

Click on the link [View Items](#) to view shipment services and charges. This is a read-only option.
Note: The user is only able to view the shipment record.

The screenshot shows the 'Shipment Services and Charges' screen. At the top, it displays the 'Customer Name: SANDBERG, PHILIP D.' and 'TP Svc ACCT: GRAF'. Below this, there are two sections: 'Shipment Services' and 'Shipment Charges'. The 'Shipment Services' section contains a table with the following data:

Service	Description	Quantity	Unit	Total
SHIPPING - TELMEX - 1000001	TELUS	1	UNIT	1000001
SHIPPING - TELMEX - 1000002	TELUS	1	UNIT	1000002
SHIPPING - TELMEX - 1000003	TELUS	1	UNIT	1000003
SHIPPING - TELMEX - 1000004	TELUS	1	UNIT	1000004
SHIPPING - TELMEX - 1000005	TELUS	1	UNIT	1000005
SHIPPING - TELMEX - 1000006	TELUS	1	UNIT	1000006
SHIPPING - TELMEX - 1000007	TELUS	1	UNIT	1000007
SHIPPING - TELMEX - 1000008	TELUS	1	UNIT	1000008

The 'Shipment Charges' section contains a table with the following data:

Location	LocationCode	Location Source	City	State	Country	Zip	Latitude	Longitude	Country
SHIPPING - TELMEX - 1000001	TELUS	T-100-NOT	MONROVIA	CA	UNITED STATES	900	34	-118	US
SHIPPING - TELMEX - 1000002	TELUS	T-100-NOT	MONROVIA	CA	UNITED STATES	900	34	-118	US
SHIPPING - TELMEX - 1000003	TELUS	T-100-NOT	MONROVIA	CA	UNITED STATES	900	34	-118	US
SHIPPING - TELMEX - 1000004	TELUS	T-100-NOT	MONROVIA	CA	UNITED STATES	900	34	-118	US
SHIPPING - TELMEX - 1000005	TELUS	T-100-NOT	MONROVIA	CA	UNITED STATES	900	34	-118	US
SHIPPING - TELMEX - 1000006	TELUS	T-100-NOT	MONROVIA	CA	UNITED STATES	900	34	-118	US
SHIPPING - TELMEX - 1000007	TELUS	T-100-NOT	MONROVIA	CA	UNITED STATES	900	34	-118	US
SHIPPING - TELMEX - 1000008	TELUS	T-100-NOT	MONROVIA	CA	UNITED STATES	900	34	-118	US

At the bottom of the page, it says 'Invoice Number: 98534'.

Figure 2-6. View Items Screen

Shipment Services and Charges											
BL Number:	JP-970018	Customer Name:			SANCHEZ, PHILLIP D			TP SCAC:	GRAF		
<input checked="" type="checkbox"/> TP Shipment Note	<input checked="" type="checkbox"/> PPSO Shipment Note	Help									
Location	LocationCode	Location Source	City	State	County	Zip	RateArea	Country			
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THIST	ALEXANDRIA	VA	ALEXANDRIA	22301	US25	US			
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPhInvoice	ALEXANDRIA	VA	ALEXANDRIA	22301		US			
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	KANEOHE BAY	HI	HONOLULU	96863	US89	US			
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPhInvoice	PEARL HARBOR	HI		98601	US89	US			
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPhInvoice	PEARL HARBOR				US89				
SHIPMENT PORT USED	PRTUSD	TPhInvoice	BALTIMORE	MD	BALT CITY	21202		US			
SHIPMENT PORT USED	PRTUSD	TPhInvoice	PEARL HARBOR				US89				
SHIPMENT DESTINATION SITE ADDRESS	DSTSIT	TOPS/THIST	PEARL CITY	HI	HONOLULU	96782	US89	US			
Invoice Number: 95534											
Linehaul Charges											
Approval Status	Item Code	Description	Net Weight (Billed Weight)	Reweigh Locations	Miles	Invoice EDI Amount Notes	Messages	PowerTrack Sent Date	859LXNumber	859IDCNumber	
DENIED LHS	Line Haul Charge	52.43 (52.43)	N/A	PRIPCK - PRIDLV	7278.86	PPSO858		Thu Jul 08 08:00:06 EDT 2004	1	1	
Other Services/Charges											
Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice EDI Amount Notes	Messages	PowerTrack Sent Date	859LXNumber	859IDCNumber		
APPROVED AUTOMATIC 405A	Fuel Surcharge-LHS	PRIPCK - PRTUSD	FlatRate 1 Miles 47	13.32			Thu Jul 08 08:00:06 EDT 2004	2	2		
APPROVED AUTOMATIC 405A	Fuel Surcharge-LHS	PRIDLV - PRTUSD	FlatRate 1 Miles 1	11.53			Thu Jul 08 08:00:06 EDT 2004	3	3		
APPROVED AUTOMATIC BSC	Bunker S/C	N/A	Qty 1	144			Thu Jul 08 08:00:06 EDT 2004	4	4		
APPROVED AUTOMATIC BSC	Bunker S/C	N/A	Qty 1	70			Thu Jul 08 08:00:06 EDT 2004	5	5		
APPROVED AUTOMATIC 535A	One Percent Service Charge (International)	N/A	Qty 1	75.93			Thu Jul 08 08:00:06 EDT 2004	6	6		
Invoice Number: 95534A											
Linehaul Charges											
Approval Status	Item Code	Description	Net Weight (Billed Weight)	Reweigh Locations	Miles	Invoice EDI Amount Notes	Messages	PowerTrack Sent Date	859LXNumber	859IDCNumber	
APPROVED LHSADD	Line Haul Charge Addition	52.43 (52.43)	N/A	PRIPCK - PRIDLV	10	7278.86		Mon Jul 26 08:00:20 EDT 2004	1	1	
Other Services/Charges											
Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice EDI Amount Notes	Messages	PowerTrack Sent Date	859LXNumber	859IDCNumber		
APPROVED S35A	One Percent Service Charge (International)	N/A	Qty 1	73.52			Mon Jul 26 08:00:20 EDT 2004	2	2		

Figure 2-7. View Items Full Screen

2.3.4.2 Edit Items

Click on the link *Edit Items* to edit shipment services and charges. This is an option to make changes. TP will use this screen to correct invoice line item quantities, locations and cost values as well as add TP notes and enter reweigh information.

Shipment Services and Charges								
BL Number	Job Number	Customer Name	SANDBERG PHILLIP D	Job Status	Charge			
<input checked="" type="checkbox"/> Shipment Services	<input checked="" type="checkbox"/> Add Shipment	<input checked="" type="checkbox"/> Add Shipment Line Item						
Location	LocationCode	Location Name	City	State	County	Zip		
C-1111000	SHPT-0000000000000000	SHPT-0000000000000000	DETROIT	MICHIGAN	MICHIGAN	48200	00000	>
SH-00000000	SHPT-0000000000000000	SHPT-0000000000000000	Detroit	MICHIGAN	MICHIGAN	48200	00000	>
C-1111000	SHPT-0000000000000000	SHPT-0000000000000000	KRIB-00-KRIB	OHIO	OHIO	44601	00000	>
SH-00000000	SHPT-0000000000000000	SHPT-0000000000000000	KRIB-00-KRIB	OHIO	OHIO	44601	00000	>
C-1111000	SHPT-0000000000000000	SHPT-0000000000000000	DETROIT	MICHIGAN	MICHIGAN	48200	00000	>
SH-00000000	SHPT-0000000000000000	SHPT-0000000000000000	DETROIT	MICHIGAN	MICHIGAN	48200	00000	>
C-1111000	SHPT-0000000000000000	SHPT-0000000000000000	KRIB-00-KRIB	OHIO	OHIO	44601	00000	>
SH-00000000	SHPT-0000000000000000	SHPT-0000000000000000	KRIB-00-KRIB	OHIO	OHIO	44601	00000	>
C-1111000	SHPT-0000000000000000	SHPT-0000000000000000	DETROIT	MICHIGAN	MICHIGAN	48200	00000	>
SH-00000000	SHPT-0000000000000000	SHPT-0000000000000000	DETROIT	MICHIGAN	MICHIGAN	48200	00000	>
C-1111000	SHPT-0000000000000000	SHPT-0000000000000000	DETROIT	MICHIGAN	MICHIGAN	48200	00000	>
SH-00000000	SHPT-0000000000000000	SHPT-0000000000000000	DETROIT	MICHIGAN	MICHIGAN	48200	00000	>
Invoice Number 95534								

Figure 2-8. Edit Items Screen

Shipment Services and Charges										
BL Number:	JP-970018	Customer Name:			SANCHEZ, PHILLIP D			TP SCAC:	GRAF	
 Unlock Shipment		 TP Shipment Note			 PPSO Shipment Note			Help		
Location		LocationCode	Location Source	City		State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS		PRIPCK	TOPS/THIST	ALEXANDRIA		VA	ALEXANDRIA	22301	US25	US
SHIPMENT PRIMARY PICKUP ADDRESS		PRIPCK	TPhvoice	ALEXANDRIA		VA	ALEXANDRIA	22301		US
SHIPMENT PRIMARY DELIVERY ADDRESS		PRIDLV	TOPS/THIST	KANEOHE BAY		HI	HONOLULU	96863	US89	US
SHIPMENT PRIMARY DELIVERY ADDRESS		PRIDLV	TPhvoice	PEARL HARBOR		HI		98601	US89	US
SHIPMENT PRIMARY DELIVERY ADDRESS		PRIDLV	TPhvoice	PEARL HARBOR					US89	
SHIPMENT PORT USED		PRTUSD	TPhvoice	BALTIMORE		MD	BALT CITY	21202		US
SHIPMENT PORT USED		PRTUSD	TPhvoice	PEARL HARBOR					US89	
SHIPMENT DESTINATION SITE ADDRESS		DSTSIT	TOPS/THIST	PEARL CITY		HI	HONOLULU	96782	US89	US
Invoice Number: 95534										
Linehaul Charges										
Edit	Approval Status	Item Code	Description	Net Weight (Billed Weight)	Reweigh Locations	Miles	Invoice Amount	EDI Notes	Messages	PowerTrack Sent Date
										859LXNumber859IDCNumber
	DENIED	LHS	Line Haul Charge	52.43 (52.43)	Enter Reweigh	PRIPCK - PRIDLV				Thu Jul 08 08:00:06 EDT 2004
							7278.86	PPSO858		
										1
Other Services/Charges										
Edit	Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	EDI Notes	Messages	PowerTrack Sent Date	859LXNumber859IDCNumber
	APPROVEDAUTOMATIC405A	Fuel Surcharge-LHS		PRIPCK PRTUSD	FlatRate Miles	1 47	13.32			Thu Jul 08 08:00:06 EDT 2004
	APPROVEDAUTOMATIC405A	Fuel Surcharge-LHS		PRIDLV PRTUSD	FlatRate Miles	1 1	11.53			Thu Jul 08 08:00:06 EDT 2004
	APPROVEDAUTOMATICBSC	Bunker S/C	N/A		Qty	1	144			Thu Jul 08 08:00:06 EDT 2004
	APPROVEDAUTOMATICBSC	Bunker S/C	N/A		Qty	1	70			Thu Jul 08 08:00:06 EDT 2004
	APPROVEDAUTOMATIC535A	One Percent Service Charge (International)	N/A		Qty	1	75.93			Thu Jul 08 08:00:06 EDT 2004
Invoice Number: 95534A										
Linehaul Charges										
Edit	Approval Status	Item Code	Description	Net Weight (Billed Weight)	Reweigh Locations	Miles	Invoice Amount	EDI Notes	Messages	PowerTrack Sent Date
										859LXNumber859IDCNumber
	APPROVEDLHSADD	Line Haul Charge Addition		52.43 (52.43)	Enter Reweigh	PRIPCK - PRIDLV	10	7278.86		
										Mon Jul 26 08:00:20 EDT 2004
										1
Other Services/Charges										
Edit	Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	EDI Notes	Messages	PowerTrack Sent Date	859LXNumber859IDCNumber
	APPROVED535A	One Percent Service Charge (International)	N/A		Qty	1	73.52			Mon Jul 26 08:00:20 EDT 2004
										2

[Submit Edit](#)

Figure 2-9. Edit Items Full Screen

2.3.4.3 Shipment Service Location Information

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

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

Shipment Service Location Information

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

Figure 2-10. Shipment Service Location Information Screen

2.3.4.4 Messages

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

Item Code: LHS (Line Haul Charge)

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

Add Message **Close**

This screenshot shows a web-based application window titled "Item Code: LHS (Line Haul Charge)". At the top is a header bar with four input fields: "Date", "From", "To", and "Message Text". Below the header is a large empty white area. At the bottom are two buttons: "Add Message" and "Close".

Figure 2-11. Messages Screen

Message:

Sender: AAEK (nel0023)

To: CLPK (Origin GBLOC) ▾

Save **Close**

This screenshot shows a modal dialog box for adding a message. It contains a large text area labeled "Message:" with a vertical scroll bar. Below it, the "Sender:" field is populated with "AAEK (nel0023)". The "To:" field shows "CLPK (Origin GBLOC)" with a dropdown arrow. At the bottom are two buttons: "Save" and "Close".

Figure 2-12. Add Message Screen

2.3.4.5 EDI Notes

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

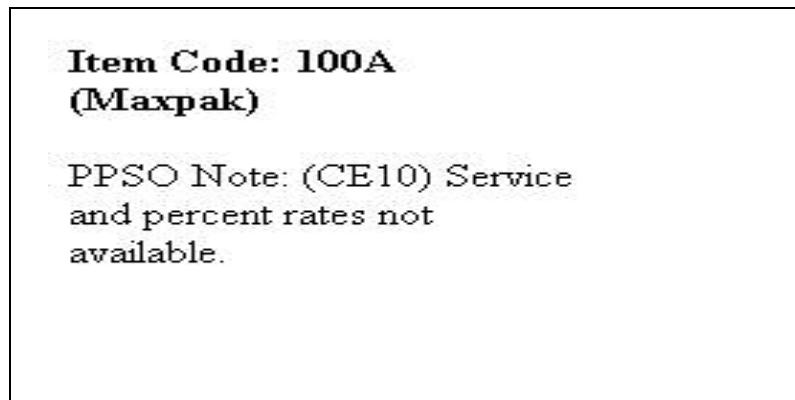


Figure 2-13. EDI Notes Screen

2.3.4.6 Edit Locking

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



Figure 2-14. Edit Lock Screen

2.3.4.7 Enter Reweigh Information

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

Enter Reweigh Information

Click the calendar icon link to select a date.

Enter Reweigh Date:	<input style="width: 100%;" type="text"/> e.g 01-Jan-2004
Enter Reweigh Weight (in pounds):	<input type="text"/>
Reweigh Note:	<input type="text"/>
<input type="button" value="Submit Reweigh"/>	

Figure 2-15. Reweigh Screen

2.3.5 View BLs

Click on the link [View BLs](#) 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, if desired.

SDDC CWA (TP: III.I)

View BLs (TP SCAC III.I)

Click on the link [View BLs](#) 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.

View BLs TP: View PNs TP: Pickups To TP TP: PNs SAC: PNs PAC: PNs View BLs	<input type="button" value="Date Type"/>	<input type="text"/>	<input type="button" value="From Date"/>	<input type="button" value="To Date"/>	<input type="button" value="Get Shipments"/>						
<input type="button" value="Get Shipments"/>											

Figure 2-16. View BLs Screen

Example: View by Pickup Date

The screenshot shows a web-based application titled "SDDC CWA (TP: AALF)". The main content area is titled "View BLs (dateType=PickupDate SCAC=AALF startDate=2004-04-05 endDate=2004-08-02)". Below this title is a table with the following columns: Shipment Status, Originating State, BL Number, Manifest ID, Description, Value, Origin CMTOC, Destination CMTOC, and TOSCO. The table contains 8 rows of data.

Shipment Status	Originating State	BL Number	Manifest ID	Description	Value	Origin CMTOC	Destination CMTOC	TOSCO
P	CA	TP-000001	BL	2004-04-05 14:00:00-0700	0.00	CLSK	CM-RG	***%
P	CA	TP-000002	BL	2004-04-05 14:00:00-0700	0.00	CLSK	CM-RG	***%
P	CA	TP-000003	BL	2004-04-05 14:00:00-0700	0.00	CLSK	CM-RG	***%
P	CA	TP-000004	BL	2004-04-05 14:00:00-0700	0.00	CLSK	CM-RG	***%
P	CA	TP-000005	BL	2004-04-05 14:00:00-0700	0.00	CLSK	CM-RG	***%
P	CA	TP-000006	BL	2004-04-05 14:00:00-0700	0.00	CLSK	CM-RG	***%
P	CA	TP-000007	BL	2004-04-05 14:00:00-0700	0.00	CLSK	CM-RG	***%

Figure 2-17. View by Pickup Date Screen

2.3.6 Search for Shipments

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

The screenshot shows a web-based application titled "SDDC CWA (TP: AALF)". The main content area is titled "AALF Search Form (TP SCAC AALF)". It includes a note about using asterisks for wildcards and a note about using double quotes for exact matches. Below these notes are five input fields: TP Reference, Customer SSN, Customer Last Name, TP Invoice Number, and TP Reference Number. A "Search" button is located at the bottom of the input fields.

Figure 2-18. Search for Shipments Screen

2.3.6.1 Search by BL Number

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

View Details	Bill Details	New Management	BL Number	Header SHIP	Header Date	Order #	Origin	Destination
			A-24-022	2006-07-06	2006-07-06	4-22	GILLOC	ML-4

Figure 2-19. Search Results by BL Number Screen

2.3.7 Open/Unpaid Item Reports

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

This is the main page for the TPs and their agents/representatives to view open/unpaid item approval reports. Use the links on the left to select the report desired.

If your login type is TPAgent or TPMultiple, use the dropdown to select the TP SCAC you wish to view the reports for.

Currently Selected TP SCAC: HILD
Select TP SCAC:

Figure 2-20. Open/Unpaid Item Reports Screen

2.3.7.1 View Open Items

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

View Item	Edit Item	BL Number	Message ID	Revision Number	EPPN/EPN/Number/CP Number	Term Code	Discrepancy	Quantity	Approved Status	TPPO Date	Actual Date
<input checked="" type="checkbox"/>	A	TP-00000-1	24247	13	13	1-50	ST-10-Dig	672	Approved	2004-01-22	2004-01-22
<input checked="" type="checkbox"/>	A	TP-00000-2	24247	13	13	1-50	ST-10-Dig	672	Approved	2004-01-22	2004-01-22
<input checked="" type="checkbox"/>	A	TP-00000-3	24247	13	13	1-50	ST-10-Dig	672	Approved	2004-01-22	2004-01-22
<input checked="" type="checkbox"/>	A	TP-00000-4	24247	-	-	1-50	ST-10-Dig	672	Approved	2004-01-22	2004-01-22

Figure 2-21. View Open Items Screen

Example 1: Show Denied/Disputed Items

View Item	Edit Item	BL Number	Message ID	Revision Number	EPPN/EPN/Number/CP Number	Term Code	Discrepancy	Quantity	Approved Status	TPPO Date	Actual Date

The table below shows all items for the TPSCAC contract which have been denied or disputed and have been submitted to a vendor.

There are no items currently listed.

Figure 2-22. Show Denied/Disputed Items Screen

Example 2: Show All Unapproved Items

The screenshot shows the 'Open Item Report' page. The left sidebar has links for 'CWA Home Page', 'TP Home Page', 'Print Reports', 'Print Requests', and 'TPWIS Help Desk'. The top navigation bar has tabs for 'Show Pending Items', 'Show UnApproved Items', 'Show All Items', and 'Sort By Age'. A message below the tabs says: 'The table below lists all the TP CWA AAEKs that do not have a status of approved (i.e. pending, denied, suspended, completed) or are not being tracked by the user.' Below this is a table with columns: Item ID, Item Type, M Number, New M Number, Location Number, APPROVAL Codes, REQUEST Number, Item Code, Description, Quantity, Approval Status, Date, and Release Date. The table contains four rows of data.

Item ID	Item Type	M Number	New M Number	Location Number	APPROVAL Codes	REQUEST Number	Item Code	Description	Quantity	Approval Status	Date	Release Date
1	S	27-000042		24-000	-	-	428	ALL Change	2x2	Pending	10/17/2004	10/17/2004
2	S	27-000047		24-000	-	-	428	BIT 411700	52	Active	10/17/2004	10/17/2004
3	S	27-000042		24-000	4	4	401	WHS Heating	2x2	Pending	10/17/2004	10/17/2004
4	S	27-000047		24-000	1	1	701	Levelling	653	Active	10/17/2004	10/17/2004

Figure 2-23. Show All Unapproved Items Screen

Example 3: Sort by Age

The screenshot shows the 'Open Item Report' page with the 'Sort By Age' tab selected. The left sidebar and top navigation bar are identical to Figure 2-23. A message below the tabs says: 'Use this selector and submit to see how many items have a status of approved (i.e. pending, denied, suspended, completed) and have been assigned by user next.' Below this is a table with columns: User Name, Date Entered, M Number, New M Number, Location Number, APPROVAL Codes, REQUEST Number, Item Code, Description, Quantity, Approval Status, Date, and Release Date. The table contains five rows of data.

User Name	Date Entered	M Number	New M Number	Location Number	APPROVAL Codes	REQUEST Number	Item Code	Description	Quantity	Approval Status	Date	Release Date
101	10/17/2004	27-000050		24-000	-	-	102	ALL Change	2x2	Pending	10/17/2004	10/17/2004
101	10/17/2004	27-000051		24-000	-	-	103	ALL Change	52	Active	10/17/2004	10/17/2004
101	10/17/2004	27-000050		24-000	4	4	1002	Pub Upgrade	2x2	Pending	10/17/2004	10/17/2004
101	10/17/2004	27-000051		24-000	1	1	1002	Pub Upgrade	653	Active	10/17/2004	10/17/2004

Figure 2-24. Sort by Age Screen

2.3.7.2 View Unpaid Items

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

Figure 2-25. View Unpaid Items Report Screen

Example 1: View Unpaid Items Date Range Report

Item ID	Job Number	Job Description	Provider Number	Contract Number	PSC Contract Number	Item Code	Description	Quantity	Appended Status	PSCO Name	Shipment Date
21	P 27111447	241114	1	1	179	1111111111111111	241	1	pending	PA 7427	15-11-2004 000 PA 7427 15-11-2004 2004
21	P 27111447	241114	2	2	4000	1111111111111111	241	1	appended	PA 7427	15-11-2004 000 PA 7427 15-11-2004 2004
21	P 27111447	241114	3	3	1550	1111111111111111	241	1	pending	PA 7427	15-11-2004 000 PA 7427 15-11-2004 2004
21	P 27111447	241114	4	4	1000	1111111111111111	241	1	pending	PA 7427	15-11-2004 000 PA 7427 15-11-2004 2004
21	P 27111447	241114	5	5	1000	1111111111111111	241	1	pending	PA 7427	15-11-2004 000 PA 7427 15-11-2004 2004

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

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

The screenshot shows the 'Unpaid Items Report' page. At the top, there are two icons: a green tree and a blue sun. The title 'SDDC CWA Reports (TP SCAC: AAEK)' is displayed. On the left, a vertical menu lists: Home, My Profile, My Tasks, New Task Item, New Unpaid Item, and My Work Record. Below the menu, a sub-menu for 'Unpaid Items' is shown with options: View, Add, Edit, Delete, and Print.

The main content area has a header 'Unpaid Items Report' and a sub-header 'The table below lists all the TP CWA AAKS that have been unpaid by Period Date'. The table contains the following data:

View	Add	Edit	Delete	Print	Period Dates	TP CWA AAKS	Supplier Number	Supplier Name	TP CWA Checkdate	TPDC Checkdate	Item Code	Description	Quantity	Approved Status	TPDC Total	Periodic Date
View	Add	Edit	Delete	Print	11/17/2004 - 11/20/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004
View	Add	Edit	Delete	Print	11/17/2004 - 11/20/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004
View	Add	Edit	Delete	Print	11/17/2004 - 11/20/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004
View	Add	Edit	Delete	Print	11/17/2004 - 11/20/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004
View	Add	Edit	Delete	Print	11/17/2004 - 11/20/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004
View	Add	Edit	Delete	Print	11/17/2004 - 11/20/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004	11/17/2004

Figure 2-27. Report of all Unpaid Items Screen

2.3.7.3 TP Multiple Reports

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

The screenshot shows the 'TP Multiple Reports' page. At the top, there are two icons: a green tree and a blue sun. The title 'SDDC CWA Reports (TP SCAC: AAEK)' is displayed. On the left, a vertical menu lists: Home, My Profile, My Tasks, New Task Item, New Unpaid Item, and My Work Record. Below the menu, a sub-menu for 'Multiple Reports' is shown with options: View, Add, Edit, Delete, and Print.

The main content area has a header 'TP Multiple Reports' and a sub-header 'This report will display multiple reports that you can run at once. The reports will be displayed sequentially and will be grouped by period date.' Below this, there are two buttons: 'Run Report' and 'Cancel'.

Figure 2-28. TP Multiple Reports Screen

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

The screenshot shows a web-based application interface titled "SDDC CWA Reports (TP SCAC: AAEK)". On the left, there is a vertical menu with links: "PowerTrack", "TP Home", "Reports", "Download report", and "TP Multiple Report". The main content area has a title bar "TPMultiple Report View". Below it, a message states: "The table below lists all the TP's unapproved items that do not have a status of approved (i.e. pending, denied, disputed, updated) and have not been paid by PowerTrack". The table is titled "TP SCAC: ARWF" and has the following columns: Item ID, Item Number, Description, Quantity, Approval Status, and Submits To. The table contains five rows of data:

Item ID	Item Number	Description	Quantity	Approval Status	Submits To
1	W70-9129	Extra Bed Charge	500	Pending	TP ARWF W81GYE-04-F-0088 DCN 1804369-311-099
2	W70-9129	Medical Services	100	Denied	TP ARWF W81GYE-04-F-0088 DCN 1804369-311-099
3	W70-9129	Laundry Charge	100	Pending	TP ARWF W81GYE-04-F-0088 DCN 1804369-311-099
4	W70-9129	Meal Allowance	65	Denied	TP ARWF W81GYE-04-F-0088 DCN 1804369-311-099
5	W70-9129	Flight Attendant	22	Pending	TP ARWF W81GYE-04-F-0088 DCN 1804369-311-099

Figure 2-29. TP Multiple Report View Screen

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

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



SDDC CWA Reports (TP SCAC: HILI)

TPMultiple Report Download

[CWA Main Page](#)

[TP Main Page](#)

[View Open Items](#)

[View Unpaid Items](#)

[TPMultiple Reports](#)

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

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

The format of the download file is as follows:

TPSCAC|BLNumber|InvoiceNumber|859LXNumber|859IDCNumber|ItemCode|Item Description|Quantity|ApprovalStatus|PPSO Note|Submitted Date

[Download Report](#)

Figure 2-30. TP Multiple Report Download Screen

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	TP SCAC	BL Number	Invoice Num	859LX Num	859IDC Num	Item Code	Item Descr	Quantity	Approval	SPPSO Not	Submitted	Date			
2	AALF	JP-676286	IIVV23560E	1	S1	LHS	Line Haul	85.4	pending	null	Mon Mar 01 19:49:08 EST 2004				
3	AALF	JP-795216	IIVV236182	1	S1	LHS	Line Haul	163.75	pending	null	Mon Mar 01 18:10:27 EST 2004				
4	AALF	JP-795216	IIVV236182	5	S5	509A	Extra Pick	1	pending	null	Mon Mar 01 18:10:27 EST 2004				
5	AALF	JP-819945	IIVV237501	1	S1	LHS	Line Haul	81.55	pending	null	Mon Mar 01 18:10:31 EST 2004				
6	AALF	JP-819945	IIVV237501	1	S1	518C	SIT:Period	1	pending	null	Mon Mar 01 18:10:35 EST 2004				
7	AALF	JP-819945	IIVV237501	2	S2	518D	Whse Han	81.55	pending	null	Mon Mar 01 18:10:35 EST 2004				
8	AALF	JP-819945	IIVV237501	3	S3	520A	SIT Pup/D	81.55	pending	null	Mon Mar 01 18:10:35 EST 2004				
9	AALF	JP-819909	IIVV237502	1	S1	LHS	Line Haul	69.45	pending	null	Mon Mar 01 18:11:11 EST 2004				
10	AALF	JP-819909	IIVV237502	1	S1	518C	SIT:Period	1	pending	null	Mon Mar 01 18:11:15 EST 2004				
11	AALF	JP-819909	IIVV237502	2	S2	518D	Whse Han	69.45	pending	null	Mon Mar 01 18:11:15 EST 2004				
12	AALF	JP-819909	IIVV237502	3	S3	520A	SIT Pup/D	80	pending	null	Mon Mar 01 18:11:15 EST 2004				
13	AALF	JP-819950	IIVV237505	1	S1	LHS	Line Haul	176.83	pending	null	Mon Mar 01 18:11:18 EST 2004				
14	AALF	JP-819950	IIVV237505	5	S5	502A	Labor Reg	10	pending	null	Mon Mar 01 18:11:18 EST 2004				
15	AALF	JP-819950	IIVV237505	6	S6	502A	Labor Reg	64	pending	null	Mon Mar 01 18:11:18 EST 2004				
16	AALF	JP-819950	IIVV237505	1	S1	505A	Reweigh F	1	pending	null	Mon Mar 01 18:11:22 EST 2004				
17	AALF	JP-819950	IIVV237505	4	S4	520A	SIT Pup/D	175.75	pending	null	Mon Mar 01 18:11:22 EST 2004				
18	AALF	JP-819950	IIVV237505	3	S3	518D	Whse Han	175.75	pending	null	Mon Mar 01 18:11:22 EST 2004				
19	AALF	JP-819950	IIVV237505	2	S2	518C	SIT:Period	1	pending	null	Mon Mar 01 18:11:22 EST 2004				
20	AALF	JP-445840	IIVV237564	1	S1	LHS	Line Haul	4.48	pending	null	Mon Mar 01 18:11:24 EST 2004				
21	AALF	JP-445840	IIVV237564	4	S4	519A	SIT:Period	1	pending	null	Mon Mar 01 18:11:24 EST 2004				
22	AALF	JP-445840	IIVV237564	8	S8	507K	Unpack:E	53	pending	null	Mon Mar 01 18:11:24 EST 2004				
23	AALF	JP-445840	IIVV237564	6	S6	521A	SIT Pup/D	4.48	pending	null	Mon Mar 01 18:11:24 EST 2004				
24	AALF	JP-445840	IIVV237564	5	S5	519C	Whse Han	4.48	pending	null	Mon Mar 01 18:11:24 EST 2004				
25	AALF	JP-820044	IIVV237669	1	S1	LHS	Line Haul	62.39	pending	null	Mon Mar 01 18:11:29 EST 2004				
26	AALF	JP-820044	IIVV237669	3	S3	520A	SIT Pup/D	62.39	pending	null	Mon Mar 01 18:11:33 EST 2004				
27	AALF	JP-820044	IIVV237669	2	S2	518D	Whse Han	62.39	pending	null	Mon Mar 01 18:11:33 EST 2004				
28	AALF	JP-820044	IIVV237669	1	S1	518C	SIT:Period	1	pending	null	Mon Mar 01 18:11:33 EST 2004				

Figure 2-31. TP Multiple Report in Microsoft Excel

2.3.8 Pre Approvals

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

The screenshot shows the 'Pre Approvals for AATC (TP SCAC AAKK)' screen. On the left is a vertical navigation menu with items like 'Main Menu', 'BL Number', 'New Pre-Approvals', 'Edit Pre-Approvals', 'Delete Pre-Approvals', 'Search Pre-Approvals', 'Print Pre-Approvals', and 'Print BL'. The main area has a search bar with placeholder text 'Enter BL Number to be reviewed by Service Center or Supplier' and a 'Submit' button.

Figure 2-32. Pre Approvals Screen

Example: Pre Approvals results for BL number ZY-025040

The screenshot shows the 'Shipment Services Tab Pre Approval' results for BL ZY-025040. The table lists current pre-approval items with columns for Service ID, Description, Type of Ship, Contract #, PRTN, PRTN ID, and Next Due Date. The data is as follows:

Service ID	Description	Type of Ship	Contract #	PRTN	PRTN ID	Next Due Date
1-Z	Wm. T. Eng.	SHIPMENT	ZY-025040	ZT	Z	09/10/04 11:52:00 AM
1-A	SC Shipper	SHIPMENT	ZY-025040	ZAT	Z	09/10/04 11:52:00 AM
1-T	SC Shippng	SHIPMENT	ZY-025040	ZT	Z	09/10/04 11:52:00 AM
1-S	SC Shippng	SHIPMENT	ZY-025040	ZAT	Z	09/10/04 11:52:00 AM

Figure 2-33. Pre Approvals Results Screen

2.3.9 Print BL

Click on the link [Print BL](#) to print the report. Enter BL Number and click [Submit].

The screenshot shows a web-based application titled "SDDC CWA TP View". On the left, there is a vertical menu bar with several items: "Main Menu", "BL History", "New, Active, and Pending", "New BL", "Search by Vendor ID", "New Unpaid Item Requests", "Unpaid Items", and "Logout". In the center, there is a large blue button labeled "Print BL". Below it, there is a text box containing instructions: "To print BL or Load, enter the BL Number in the box below and click Submit. No BL document in this document library appears in PDF which allows you to print the document." To the right of the text box is a "File" dropdown menu and a "Submit" button.

Figure 2-34. Print BL Screen

Note: If you do not have Acrobat Reader installed, click on the link [Click Here](#) and follow the instructions on the 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
SMTP	Simple Mail Transport Protocol
THIST	TOPS History
TOPS.....	Transportation Operational Personal Property Standard System
TP.....	Transportation Provider
URL.....	Uniform Resource Locator

APPENDIX B – SHIPMENT ADDRESS TYPES

SHIPMENT ADDRESS TYPES

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