

Internal Receiving Report Verification Checklist



Review form ASC-WDL-0039 and initial each item below after it has been verified correct against the Contract and any applicable Modifications. Enter NA if the item is not applicable to this Contract and Shipment. Once the form has been completed, sign the checklist and attach it into the Shipment in IFS.

Check List for Shipment:	Verified
Verify the Contract Number matches the Contract. <i>If applicable, verify the Delivery Order Number matches the Contract.</i>	
Verify the Invoice Number matches the Shipment Number in IFS.	
Verify the I&A and FOB match the Contract.	
Verify the Shipment Number matches the Shipment Runner. <i>If this is the Final Shipment, confirm there is a Z at the end of the shipment number.</i>	
Verify the Administered By and Payment Office match the Contract.	
If Administered By Office is S1403A note below must be included on the IRR: 'WAWF NOTIFICATION TO DCMA CHICAGO REQUIRED'	
Verify the Ship To address matches the Contract. <i>Ship To Address must state TBD on all Export Contracts.</i>	
Verify the Ultimate Destination country matches the Contract.	
Verify the Mark for, FMS Case Code, and TCN match the Contract. <i>Contract Number should include BASE + Delivery Order.</i>	
Verify the CLIN, NSN, Quantity, Unit Price and UoM match the Contract.	
Verify the Part Number matches the Contract. <i>If applicable, verify the IAW Part Number and Piece Part Number.</i>	
Verify the Contract Facility Code and MFR Cage Code match the Contract. <i>Facility Code is applicable on I&A Origin Contracts.</i>	
Verify the Total calculates to the Unit Price multiplied by Qty.	
Verify the Contract Item Description matches the Contract.	
Verify IUID Box.	
Verify Packaging Codes match the Contract. (ICQ, QUP, Method of Preservation)	
Verify the Serial, Lot, Batch, Control Numbers or Work Order ID's , match the traceability documents within IFS.	
Verify the Shelf Life information matches the Contract.	

Digital Signature

Date

This secondary Contract review includes the Contract and any Contract Modifications.