

AWAITING ADDITIONAL INFORMATION

Login

Username

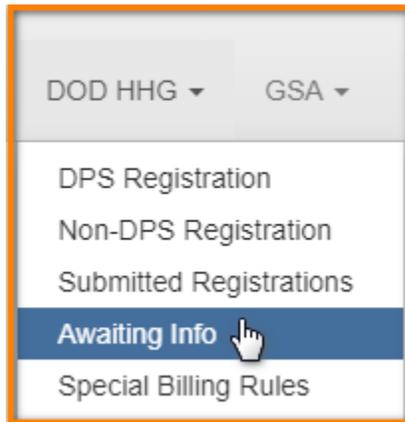
Password

 Remember Me?

[Login](#) [Forgot password?](#)

Step #1: Log into MyDaycos.com. If you cannot remember your password, use the Forgot password? option to have a temporary password emailed to you

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Step #2: Go to the DOD HHG tab and click on the Awaiting Info option.



Step #3: Filter the Status and Type fields as needed. The Type is preset to All, however you can also filter down further to either Billing or Followup. The Billing filter will show requests where the invoice has not yet generated, as we need further information. Followup requests are for invoices in DPS where the PPSO is requesting information/documentation to support the charges billed.

AWAITING ADDITIONAL INFORMATION

DOD Invoices Awaiting Additional Information

Status:

Type:

[Q Search](#)

Step #4: Once everything is filtered as desired, to view your open requests, you will need to click the Search button. This will now show you all the requests for your organization.

DOD Invoices Awaiting Additional Information

Status: Type:

[Q Search](#)

[Download CSV File](#)
[Download Excel\(xlsx\) File](#)
[Print Results](#)

Showing 1 to 2 of 2 invoices Search all result columns:

GBL	Invoice Number	Shipper Name	SCAC	Registration Date	Request Date	Registered by	Status	Type	WIP Code
ABCD1235157	ABCD1235157	Test Shipper Information	TEST	05/15/2019	03/13/2020		OPEN	BILLING	BROKERINV
ABCD1235180	ABCD1235180		TEST	08/26/2019	03/13/2020		OPEN	BILLING	BROKERINV

Show invoices per page < Previous **1** Next >

Step #5: To open the requests, click on the hyperlinked invoice number (hold the Ctrl button if you want it to open in a new tab). Requests that are outstanding 60-89 calendar days are highlighted orange, and requests that exceed 90 calendar days are red.

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Additional Information for DOD HHG Invoice

General Information

Open/Closed: Open [View Billing Packet](#)

GBL: ABCD1235180

Invoice Number: ABCD1235180

Shipper Name: [Test Shipper Information](#)

Conversation History

User	Entry	Date
Daycos	We received a document indicating there are customs charges due to alcohol for this shipment. Per the International Tender and confirmation from SDDC only the charges from the licensed broker are reimbursable on shipments containing alcohol. In order to ensure we are billing the correct charges please supply the licensed broker invoice so we may proceed with billing. ABCD1235180	3/13/2020 8:44 AM

Awaiting Info Documents

Actions	Added By	Upload Date
No data available in table		

Add a Comment

Add Documents

upload .pdf, .png or .jpg file types 

Please upload only .pdf, .png or .jpg file types.

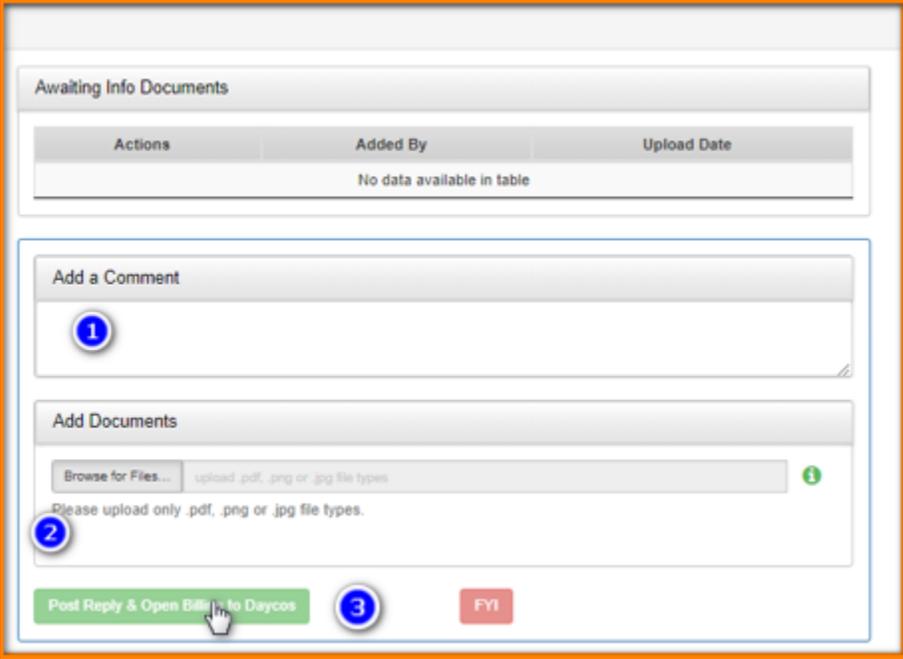
[Post Reply & Open Billing to Daycos](#) [FYI](#)

Step #6: In this new window, you can view the request Daycos is making on the bottom left of the page.



You can also review this invoice number's submitted billing packet by clicking the View Billing Packet button in the General Information box.

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The screenshot shows a web interface titled "Awaiting Info Documents". At the top, there is a table with columns "Actions", "Added By", and "Upload Date", containing the text "No data available in table". Below the table are three sections:

- Add a Comment:** A text input field with a blue circle containing the number "1" next to it.
- Add Documents:** A "Browse for Files..." button with a green circle containing the number "2" next to it. Below the button, it says "Please upload only .pdf, .png or .jpg file types." and a small green "i" icon.
- Buttons:** At the bottom, there is a green button labeled "Post Reply & Open Billing to Daycos" with a blue circle containing the number "3" next to it, and a red button labeled "FYI".

Step #7: Using the right side of the page, you can add a comment (1), browse for supporting documents (2) and post the response (3). The Green Post Reply button to send it back to our billing team.

AWAITING ADDITIONAL INFORMATION

Add a Comment

We are working on getting DPS updated

Add Documents

Browse for Files... upload .pdf, .png or .jpg file types 

Please upload only .pdf, .png or .jpg file types.

Still waiting for more info

[Post Reply & Open Billing to Daycos](#)

[FYI](#)

If you do not currently have the information requested, you can use the FYI button to send Daycos an update (i.e., We are working on getting DPS updated), and your request will remain in an Open status.