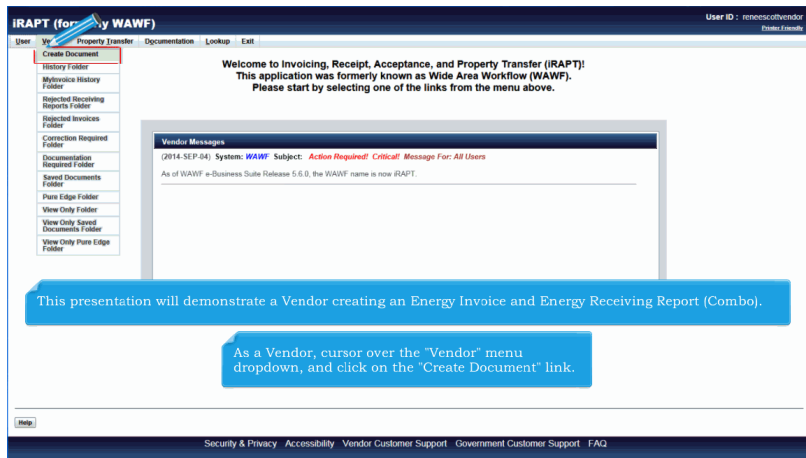


Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.



This presentation will demonstrate a Vendor creating an Energy Invoice and Energy Receiving Report (Combo). As a Vendor, cursor over the "Vendor" menu dropdown, and click on the "Create Document" link.

The Vendor can create an iRAPT document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number.

The Vendor can create an iRAPT document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number.

To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown list and click on the "EDA" link.

The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.

To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown list and click on the "EDA" link.

The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.

The screenshot shows the 'Vendor - Create Document' page in the iRAPT system. The 'Contract Number' field is highlighted with a blue callout box. The callout text reads: "For additional information regarding pre-populating contract data from EDA, please refer to the EDA Pre-Pop Demonstration within the Other section of the iRAPT WBT." The form includes fields for CAGE Code, Contract Number Type, Contract Number, Delivery Order, and From Template. There are also sections for pre-populating contract numbers and a search criteria section.

For additional information regarding pre-populating contract data from EDA, please refer to the EDA Pre-Pop Demonstration within the Other section of the iRAPT WBT.

The screenshot shows the 'Vendor - Create Document' page in the iRAPT system. The 'Contract Number' field is highlighted with a red box and a blue pencil icon. Below the form, a blue callout box contains the text: "To create an Energy Combo, the contract number must begin with an 'Energy' Issue By DoDAAC." The form includes fields for CAGE Code, Contract Number Type, Contract Number, Delivery Order, and From Template. There are also sections for pre-populating contract numbers and a search criteria section.

To create an Energy Combo, the contract number must begin with an "Energy" Issue By DoDAAC.

**iRAPT (formerly WAWF)** User ID : rrmescott@vendor  
Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext.	Contractal?*	Contract Number Type	Contract Number *	Delivery Order	From Template?*
00CS102175949600001	<input checked="" type="checkbox"/>	International Agreement	SPE600		N

\* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
YYYYMMDD	YYYYMMDD	EDA	BRPT	

[+] Advanced Search Criteria for iRAPT

NOTE: You must either enter a Contract Number or select one from the search results.

The Vendor can create an Energy Combo from Template.

For additional information regarding creating an Energy Combo from Template, please refer to the Creating a Document from Template Demonstration.

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The Vendor can create an Energy Combo from Template. For additional information regarding creating an Energy Combo from Template, please refer to the Creating a Document from Template Demonstration.

**iRAPT (formerly WAWF)** User ID : rrmescott@vendor  
Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext.	Contractal?*	Contract Number Type	Contract Number *	Delivery Order	From Template?*
00CS102175949600001	<input checked="" type="checkbox"/>	International Agreement	SPE600		N

\* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
YYYYMMDD	YYYYMMDD	EDA	BRPT	

[+] Advanced Search Criteria for iRAPT

NOTE: You must either enter a Contract Number or select one from the search results.

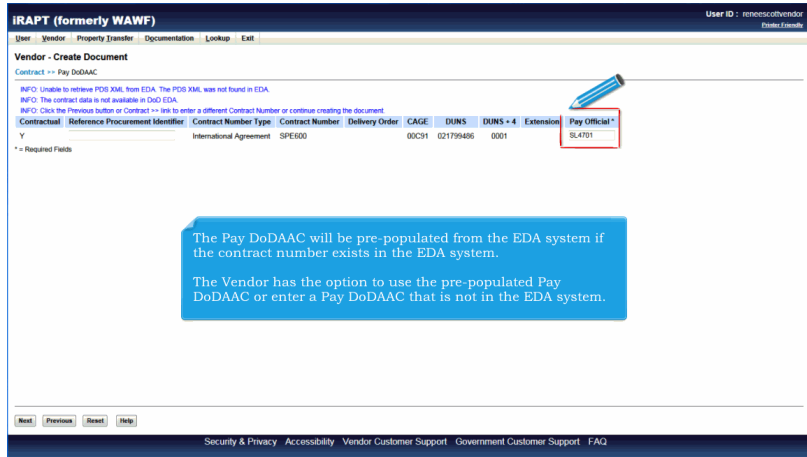
Once the required fields are entered, click the "Next" button to continue.  
Note: The Delivery Order field is optional in iRAPT, however it may be required by your contract.

Next Reset Help

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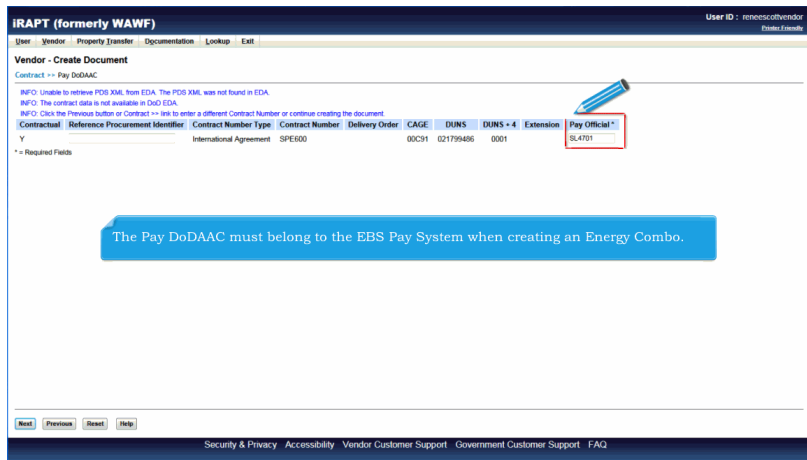
Once the required fields are entered, click the "Next" button to continue.

Note: The Delivery Order field is optional in iRAPT, however it may be required by your contract.



The Pay DoDAAC will be pre-populated from the EDA system if the contract number exists in the EDA system.

The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.



The Pay DoDAAC must belong to the EBS Pay System when creating an Energy Combo.

IRAPT (formerly WAWF) User ID : rmmssc@vendor  
Vendor - Create Document  
Contract --> Pay DoDAAC

INFO: Unable to retrieve PDS XML from EDA. The PDS XML was not found in EDA.  
INFO: The contract data is not available in DoD EDA.  
INFO: Click the Previous button or Contract --> link to enter a different Contract Number or continue creating the document.

Contract#	Reference Procurement Identifier	Contract Number	Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		International Agreement	SPE600			00C91	021795496	0001		SL4701

\* = Required Fields

Click the Next button to continue creating a document.

Next Previous Reset Help

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Click the Next button to continue creating a document.

IRAPT (formerly WAWF) User ID : rmmssc@vendor  
Create New Document  
Contract --> Pay DoDAAC --> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
SPE600			00C91	021795496	0001		SL4701	USD

\* = Required Fields

Select Document to Create \*

Energy Invoice  
 Energy Price Corrected Invoice  
 Invoice as 2-in-1 (Services Only)  
 Energy Receiving Report  
 Energy Invoice and Energy Receiving Report (Combo)

The Document Selection page is displayed with a list of valid document types for the selected contract number and pay system.

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The Document Selection page is displayed with a list of valid document types for the selected contract number and pay system.

**IRAPT (formerly WAWF)** User ID : rmonescott@vendor

User Vendor Property Transfer Documentation Lookup Exit

**Create New Document**

Contract --> Pay DoDAAC --> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
SPE600			00C91	021795486	0001		SL4701	USD

\* = Required Fields

Select Document to Create \*

- Energy Invoice
- Energy Price Corrected Invoice
- Invoice as 2-in-1 (Services Only)
- Energy Receiving Report
- Energy Invoice and Energy Receiving Report (Combo)
  - Inspection: Destination
  - Acceptance: Destination
  - Tanker/Barge

When an Energy Invoice and Energy Receiving Report (Combo) is selected, the Vendor selects the Inspection and Acceptance points and the optional Tanker/Barge indicator. Click Next when finished.

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When an Energy Invoice and Energy Receiving Report (Combo) is selected, the Vendor selects the Inspection and Acceptance points and the optional Tanker/Barge indicator.

Click Next when finished.

**IRAPT (formerly WAWF)** User ID : rmonescott@vendor

User Vendor Property Transfer Documentation Lookup Exit

**Vendor - Energy Receiving Report and Energy Invoice COMBO**

Contract --> Pay DoDAAC --> Document --> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
SPE600			00C91	021795486	0001		D	D	SL4701

\* = Required Fields, Date = YYYYMMDD

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension	Mark For Code / Extension
YYYYMMDD				

Shipment Date *	Ship To Code * / Extension	Ship From Code / Extension	Accept By DoDAAC / Extension
YYYYMMDD			

The Routing page is displayed.

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The Routing page is displayed.

**IRAPT (formerly WAWF)** User ID : rmmescolt@vendor

User Vendor Property Transfer Documentation Lookup Exit

**Vendor - Energy Receiving Report and Energy Invoice COMBO**

Contract --> Pay DoDAAC --> Document --> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
SPE600			00C91	021799496	0001		D	D	SL4701

\* = Required Fields, Date = YYYYMMDD

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension	Mark For Code / Extension
YYYYMMDD		S0512A		

Shipment Date *	Ship To Code * / Extension	Ship From Code / Extension	Accept By DoDAAC / Extension
YYYYMMDD	FU4417		FU4417

On a D/D Energy Combo, the optional Inspect By is allowed when the Ship To is FMD.

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On a D/D Energy Combo, the optional Inspect By is allowed when the Ship To is FMD.

**IRAPT (formerly WAWF)** User ID : rmmescolt@vendor

User Vendor Property Transfer Documentation Lookup Exit

**Vendor - Energy Receiving Report and Energy Invoice COMBO**

Contract --> Pay DoDAAC --> Document --> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
SPE600			00C91	021799496	0001		D	D	SL4701

\* = Required Fields, Date = YYYYMMDD

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension	Mark For Code / Extension
YYYYMMDD		S0512A		

Shipment Date *	Ship To Code * / Extension	Ship From Code / Extension	Accept By DoDAAC / Extension
YYYYMMDD	FU4417		FU4417

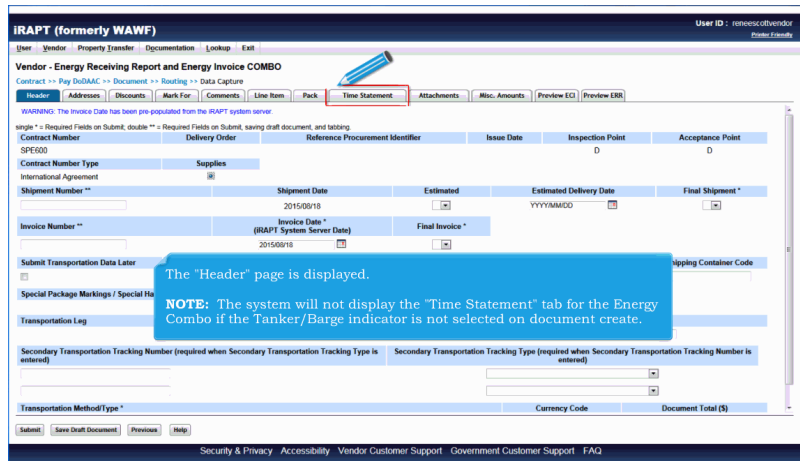
After entering the routing data, click the "Next" button to continue.

Next Previous Reset Help

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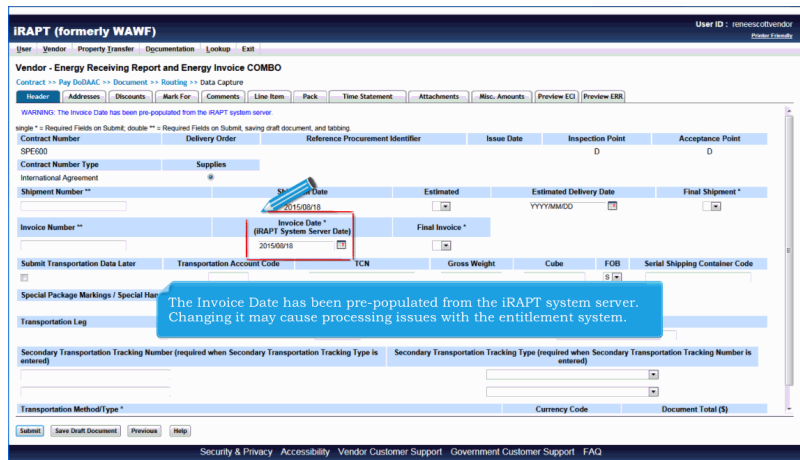
After entering the routing data, click the "Next" button to continue.



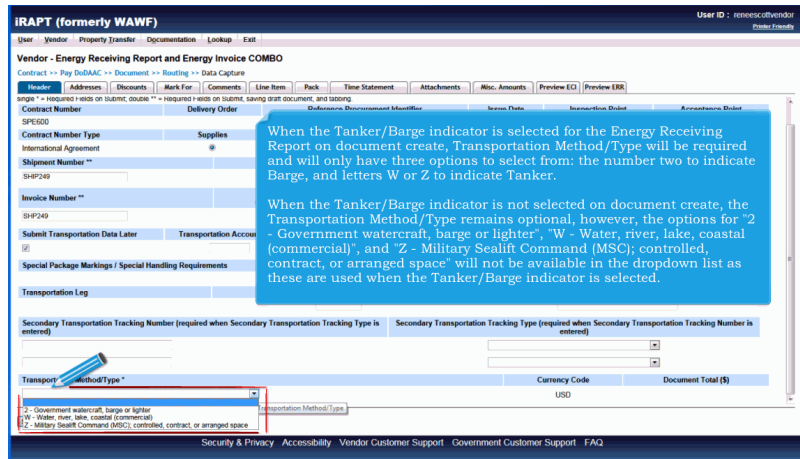


The "Header" page is displayed.

NOTE: The system will not display the "Time Statement" tab for the Energy Combo if the Tanker/Barge indicator is not selected on document create.

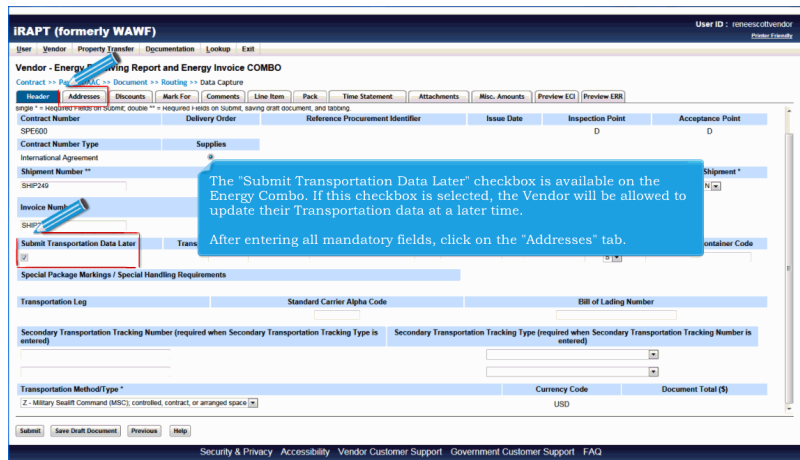


The Invoice Date has been pre-populated from the iRAPT system server. Changing it may cause processing issues with the entitlement system.



When the Tanker/Barge indicator is selected for the Energy Receiving Report on document create, Transportation Method/Type will be required and will only have three options to select from: the number two to indicate Barge, and letters W or Z to indicate Tanker.

When the Tanker/Barge indicator is not selected on document create, the Transportation Method/Type remains optional, however, the options for "2 - Government watercraft, barge or lighter", "W - Water, river, lake, coastal (commercial)", and "Z - Military Sealift Command (MSC); controlled, contract, or arranged space" will not be available in the dropdown list as these are used when the Tanker/Barge indicator is selected.



The "Submit Transportation Data Later" checkbox is available on the Energy Combo. If this checkbox is selected, the Vendor will be allowed to update their Transportation data at a later time.

After entering all mandatory fields, click on the "Addresses" tab.

The Addresses tab is displayed.  
The Vendor can use this tab to view or edit the address information.

Based on the routing location codes entered, iRAPT will pre-populate the address information for each of the location codes onto the document.

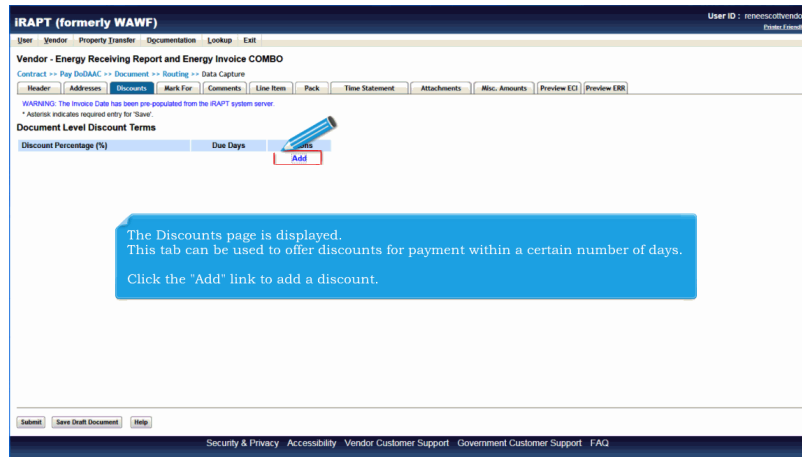
The Addresses tab is displayed.

The Vendor can use this tab to view or edit the address information.

Based on the routing location codes entered, iRAPT will pre-populate the address information for each of the location codes onto the document.

After verifying the Address data, click on the "Discounts" tab.

After verifying the Address data, click on the "Discounts" tab.

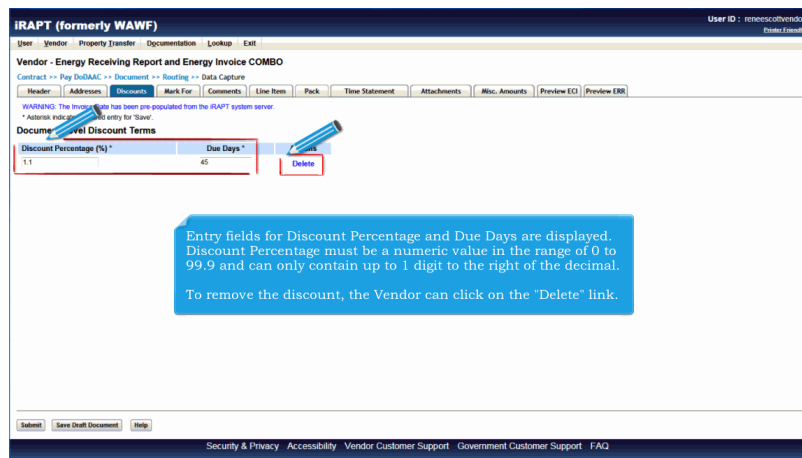


IRAPT (formerly WAWF) User ID : rcmescott@vendor  
Vendor - Energy Receiving Report and Energy Invoice COMBO  
Contract >> Pay Du/DAC >> Document >> Routing >> Data Capture  
Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Time Statement | Attachments | Misc. Amounts | Preview ECI | Preview ERI  
WARNING: The Invoice Date has been pre-populated from the IRAPT system server.  
\* Asterisk indicates required entry for 'Save'.  
Document Level Discount Terms  
Discount Percentage (%) Due Days Add  
The Discounts page is displayed.  
This tab can be used to offer discounts for payment within a certain number of days.  
Click the "Add" link to add a discount.  
Submit Save Draft Document Help  
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The Discounts page is displayed.

This tab can be used to offer discounts for payment within a certain number of days.

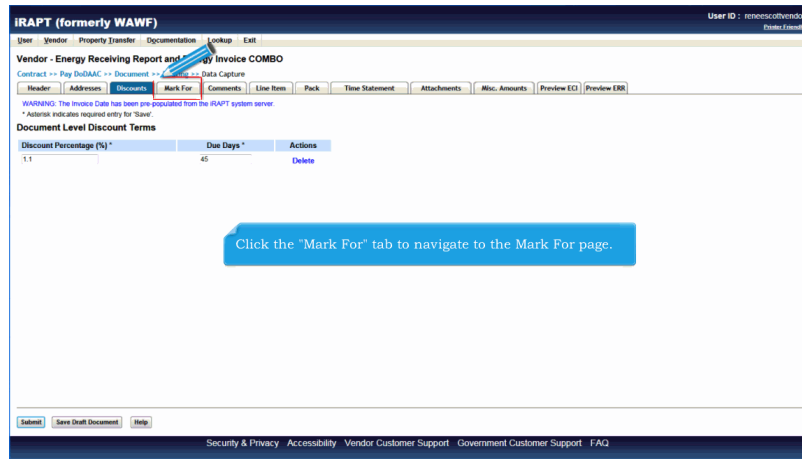
Click the "Add" link to add a discount.



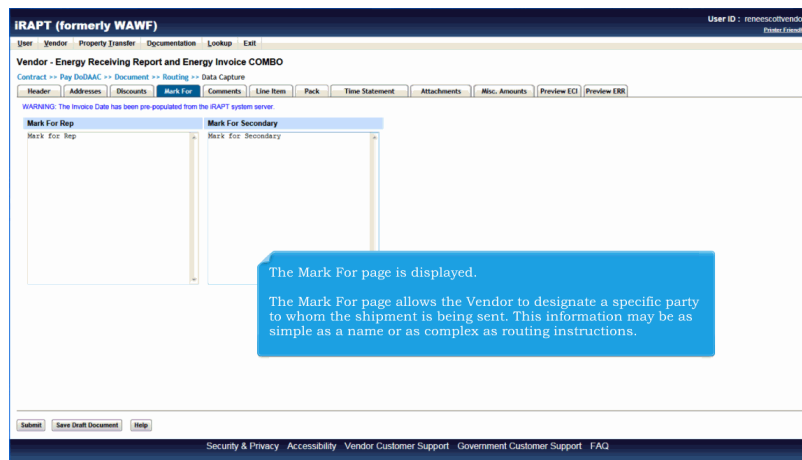
IRAPT (formerly WAWF) User ID : rcmescott@vendor  
Vendor - Energy Receiving Report and Energy Invoice COMBO  
Contract >> Pay Du/DAC >> Document >> Routing >> Data Capture  
Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Time Statement | Attachments | Misc. Amounts | Preview ECI | Preview ERI  
WARNING: The Invoice Date has been pre-populated from the IRAPT system server.  
\* Asterisk indicates required entry for 'Save'.  
Document Level Discount Terms  
Discount Percentage (%) Due Days Delete  
1.1 45  
Entry fields for Discount Percentage and Due Days are displayed.  
Discount Percentage must be a numeric value in the range of 0 to 99.9 and can only contain up to 1 digit to the right of the decimal.  
To remove the discount, the Vendor can click on the "Delete" link.  
Submit Save Draft Document Help  
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Entry fields for Discount Percentage and Due Days are displayed. Discount Percentage must be a numeric value in the range of 0 to 99.9 and can only contain up to 1 digit to the right of the decimal.

To remove the discount, the Vendor can click on the "Delete" link.

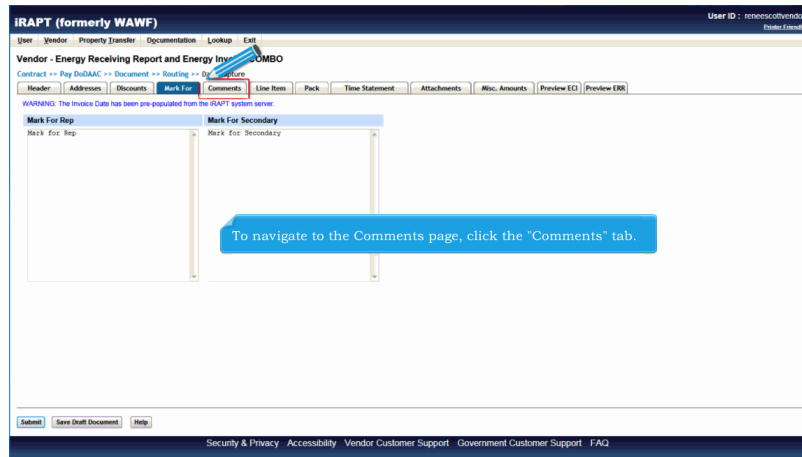


Click the "Mark For" tab to navigate to the Mark For page.

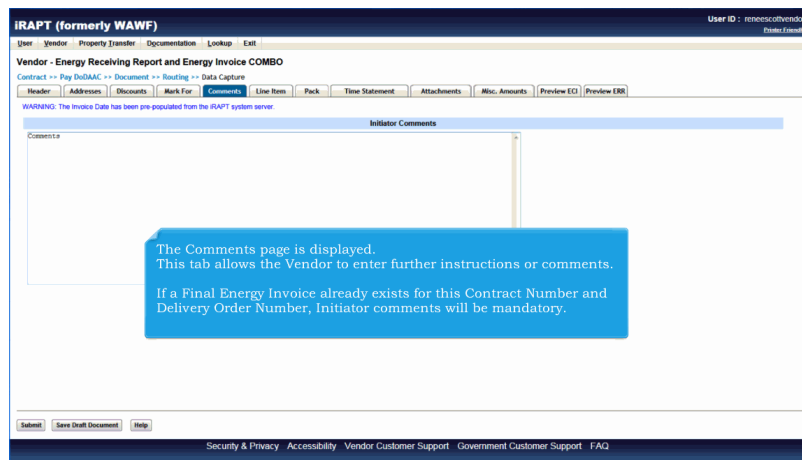


The Mark For page is displayed.

The Mark For page allows the Vendor to designate a specific party to whom the shipment is being sent. This information may be as simple as a name or as complex as routing instructions.



To navigate to the Comments page, click the "Comments" tab.



The Comments page is displayed.  
This tab allows the Vendor to enter further instructions or comments.

If a Final Energy Invoice already exists for this Contract Number and Delivery Order Number, Initiator comments will be mandatory.

IRAPT (formerly WAWF) User ID : ronescott@vendor  
Vendor - Energy Receiving Report and Energy Invoice COMBO

Contract >> Pay Du/DAC >> Document >> Routing >> Data Capture

Header | Addresses | Discounts | Mark For | Comments | **Line Item** | Pack | Time Statement | Attachments | Misc. Amounts | Preview ECI | Preview ERI

WARNING: The Invoice Date has been pre-populated from the IRAPT system server.

Initiator Comments

Comments

To navigate to the Line Item page, click the "Line Item" tab.

Submit | Save Draft Document | Help

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To navigate to the Line Item page, click the "Line Item" tab.

IRAPT (formerly WAWF) User ID : ronescott@vendor  
Vendor - Energy Receiving Report and Energy Invoice COMBO

Contract >> Pay Du/DAC >> Document >> Routing >> Data Capture

Header | Addresses | Discounts | Mark For | Comments | **Line Item** | Pack | Time Statement | Attachments | Misc. Amounts | Preview ECI | Preview ERI

WARNING: The Invoice Date has been pre-populated from the IRAPT system server. At least one Line Item is required.

Special Package Markings / Special Handling Requirements

Bulky Article  
Bunker Adjustment - 20 Foot Container  
Bunker Adjustment - 40 Foot Container  
Conductivity/Non-static sensitive  
Documentation - Special  
Electronic Equipment Transfer  
Exposed to Hazardous Material  
Environmental Control Limits  
Excessive Dimensions  
Excessive Weight

Other Special Package Markings / Special Handling Requirements

Line Item Details

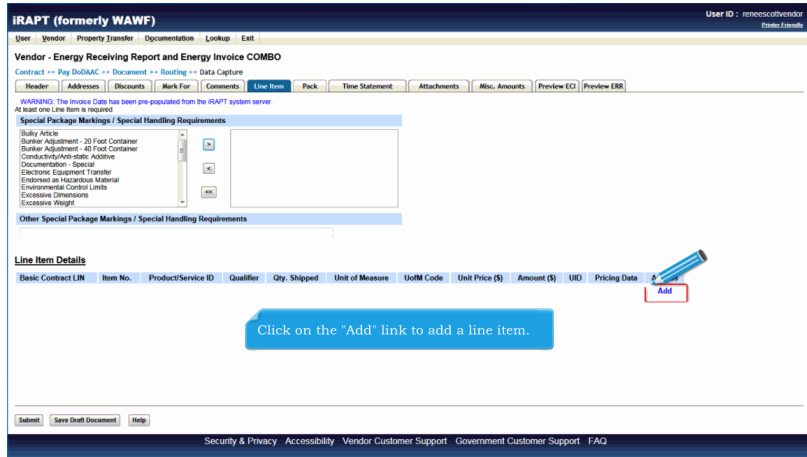
Basic Contract LIN	Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	UID	Pricing Data	Actions
--------------------	----------	--------------------	-----------	--------------	-----------------	----------	-----------------	-------------	-----	--------------	---------

The Line Item page is displayed.

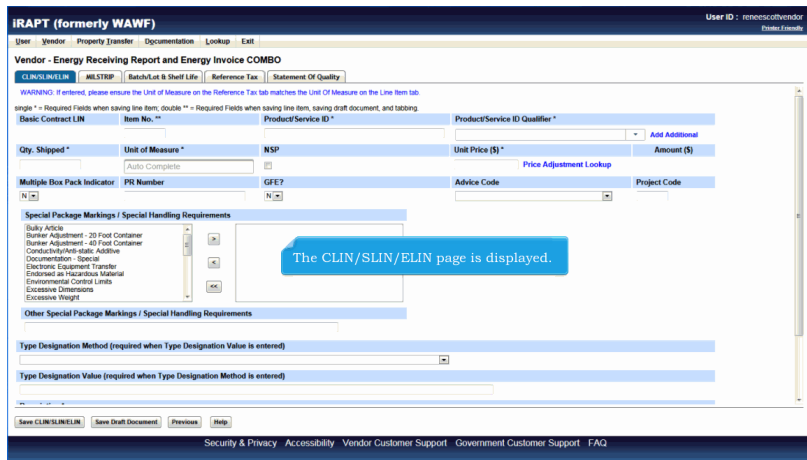
Submit | Save Draft Document | Help

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The Line Item page is displayed.



Click on the "Add" link to add a line item.



The CLIN/SLIN/ELIN page is displayed.



**iRAPT (formerly WAWF)** User ID : iresnic@vendor  
 Vendor - Energy Receiving Report and Energy Invoice COMBO  
 CUNSLINLIN | **MILSTRIP** | Batch/Lot & Shelf Life | Reference Tax | Statement Of Quality  
 WARNING: If entered, please ensure the Unit of Measure on the Reference Tab matches the Unit Of Measure on the Line Item tab.  
 single \* = Required Fields when saving line item, double \*\* = Required Fields when saving line item, saving draft document, and tabbing.  
 Basic Contract LIN Item No. \*\* Product/Service ID \* Product/Service ID Qualifier \*  
 0001 1234567890123 FS - NATIONAL STOCK NUMBER Add Additional  
 Qty. Shipped \* Unit of Measure \* NSP Unit Price (\$) \* Amount (\$)  
 1.135 EA-EACH 50.00 Price Adjustment Lookup 56.75  
 Multiple Box Pack Indicator PR Number GFE? Advice Code Project Code  
 N N N  
 Special Package Markings / Special Handling Requirements  
 Bulky Article  
 Burner Adjustment - 20 Foot Container  
 Burner Adjustment - 40 Foot Container  
 Conductivity/Anti-static Additive  
 Documentation - Special  
 Electronic Equipment Transfer  
 Equipment as Hazardous Material  
 Environmental Control Limits  
 Excessive Dimensions  
 Excessive Weight  
 Other Special Package Markings / Special Handling Requirements  
 Type Designation Method (required when Type Designation Value is entered)  
 Type Designation Value (required when Type Designation Method is entered)  
 Save CUNSLINLIN Save Draft Document Previous Help  
 Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

When the Ship To is not DSS or DMLSS, iRAPT will allow up to 3 places to the right of the decimal. If there is a decimal, the size allowed to the left will decrease as the decimal places to the right increase. Therefore, the size can be up to 8.2 or 7.3

**iRAPT (formerly WAWF)** User ID : iresnic@vendor  
 Vendor - Energy Receiving Report and Energy Invoice COMBO  
 CUNSLINLIN | **MILSTRIP** | Batch/Lot & Shelf Life | Reference Tax | Statement Of Quality  
 WARNING: If entered, please ensure the Unit of Measure on the Reference Tab matches the Unit Of Measure on the Line Item tab.  
 single \* = Required Fields when saving line item, double \*\* = Required Fields when saving line item, saving draft document, and tabbing.  
 Basic Contract LIN Item No. \*\* Product/Service ID \* Product/Service ID Qualifier \*  
 0001 1234567890123 FS - NATIONAL STOCK NUMBER Add Additional  
 Qty. Shipped \* Unit of Measure \* NSP Unit Price (\$) \* Amount (\$)  
 1.135 EA-EACH 50.00 Price Adjustment Lookup 56.75  
 Multiple Box Pack Indicator PR Number GFE? Advice Code Project Code  
 N N N  
 Special Package Markings / Special Handling Requirements  
 Bulky Article  
 Burner Adjustment - 20 Foot Container  
 Burner Adjustment - 40 Foot Container  
 Conductivity/Anti-static Additive  
 Documentation - Special  
 Electronic Equipment Transfer  
 Equipment as Hazardous Material  
 Environmental Control Limits  
 Excessive Dimensions  
 Excessive Weight  
 Other Special Package Markings / Special Handling Requirements  
 Type Designation Method (required when Type Designation Value is entered)  
 Type Designation Value (required when Type Designation Method is entered)  
 Save CUNSLINLIN Save Draft Document Previous Help  
 Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Navigate to the Milstrip page by clicking the "Milstrip" tab.

IRAPT (formerly WAWF) User ID : rrmessco@vendor  
Vendor - Energy Receiving Report and Energy Invoice COMBO

CLINSLINELIN MILSTRIP Batch/Lot & Shelf Life Reference Tax Statement Of Quality

\* = Required Fields

MILSTRIP No.	MIL STRIP Qty.	Save
123456789	1.135	Save

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

The Milstrip form is displayed.

If the Vendor is shipping to a D.O.D. depot, the contract contains "Military Standard Requisitioning and Issue Procedures (Milstrip)" numbers.

To add a Milstrip, enter the data in the Milstrip Number and Quantity fields, then click the "Save" link.

Save Draft Document Help

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The Milstrip form is displayed.

If the Vendor is shipping to a D.O.D. depot, the contract contains "Military Standard Requisitioning and Issue Procedures (Milstrip)" numbers.

To add a Milstrip, enter the data in the Milstrip Number and Quantity fields, then click the "Save" link.

IRAPT (formerly WAWF) User ID : rrmessco@vendor  
Vendor - Energy Receiving Report and Energy Invoice COMBO

CLINSLINELIN MILSTRIP Batch/Lot & Shelf Life Reference Tax Statement Of Quality

\* = Required Fields

MILSTRIP No.	MIL STRIP Qty.	Actions
123456789	1.135	Save Edit Delete

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

The Milstrip is now saved.

The total quantities entered in the Milstrip Quantity field must be equal to the "Quantity Shipped" field on the Line Item Details page. This may require entering the word "NONE" in a Milstrip field with a balancing quantity.

Save Draft Document Help

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The Milstrip is now saved.

The total quantities entered in the Milstrip Quantity field must be equal to the "Quantity Shipped" field on the Line Item Details page. This may require entering the word "NONE" in a Milstrip field with a balancing quantity.

IRAPT (formerly WAWF) User ID : rrmssc04vendor  
Vendor - Energy Receiving Report and Energy Invoice COMBO

CLINUSINELIN MLSTRIP Batch/Lot & Shelf Life Reference Tax Statement Of Quality

\* = Required Fields

MLSTRIP No.	MLSTRIP Qty.	Actions
123456789	1.135	Save Edit Delete

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

Navigate to the "Batch/Lot and Shelf Life" tab.

Save Draft Document Help

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Navigate to the "Batch/Lot and Shelf Life" tab.

IRAPT (formerly WAWF) User ID : rrmssc04vendor  
Vendor - Energy Receiving Report and Energy Invoice COMBO

CLINUSINELIN MLSTRIP Batch/Lot & Shelf Life Reference Tax Statement Of Quality

\* = Required Fields

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

The Batch / Lot & Shelf Life tab is displayed.  
Click the "Add Manufacturer for Population to Lots" Action link to add data.

Save Draft Document Help

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The Batch / Lot & Shelf Life tab is displayed.

Click the "Add Manufacturer for Population to Lots" Action link to add data.

IRAPT (formerly WAWF) User ID : itenescott@vendor  
 Vendor - Energy Receiving Report and Energy Invoice COMBO  
 CLINSINELIN | MILSTRIP | **Batch/Lot & Shelf Life** | Reference Tax | Statement Of Quality  
 \* = Required Fields  
 Enter a Manufacturer OR CAGE/DUNS/DUNS+4 for a Manufacturer look up: \*  
 CAGE/DUNS/DUNS+4 Manufacturer \* Batch/Lot Number \* Shelf Life Expiration Date Quantity \* Actions  
 UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.  
 The initiator will be able to enter directly the Manufacturer or enter a CAGE Code, or DUNS, or DUNS+4 to look up a Manufacturer.  
 After entering in the information, click the "Save" link.  
 Save Draft Document Help  
 Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

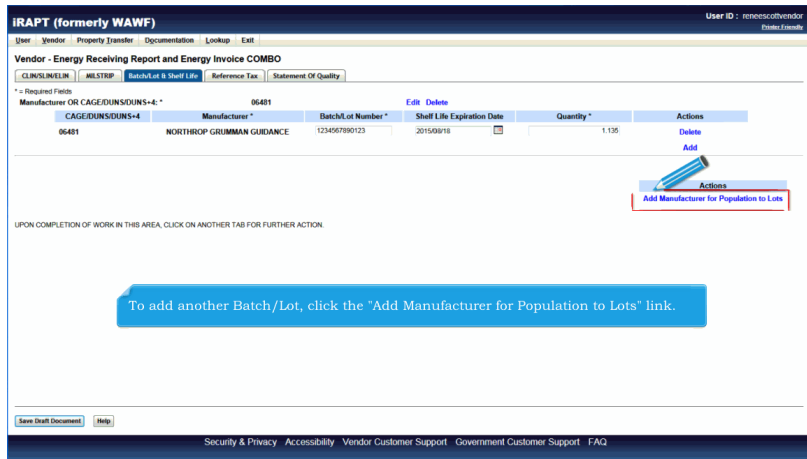
The initiator will be able to enter directly the Manufacturer or enter a CAGE Code, or DUNS, or DUNS+4 to look up a Manufacturer.

After entering in the information, click the "Save" link.

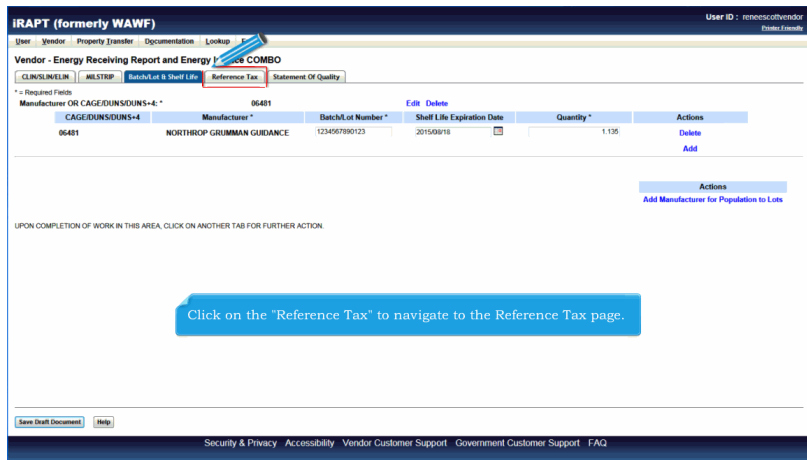
IRAPT (formerly WAWF) User ID : itenescott@vendor  
 Vendor - Energy Receiving Report and Energy Invoice COMBO  
 CLINSINELIN | MILSTRIP | **Batch/Lot & Shelf Life** | Reference Tax | Statement Of Quality  
 \* = Required Fields  
 Manufacturer OR CAGE/DUNS/DUNS+4 \*  
 CAGE/DUNS/DUNS+4 Manufacturer \* Batch/Lot Number \* Shelf Life Expiration Date Quantity \* Actions  
 06481 NORTHROP GRUMMAN GUIDANCE 1234567890123 20150916 1.136  
 UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.  
 If a CAGE/DUNS/DUNS+4 is entered, the Manufacturer is looked up automatically and displayed on the page.  
 Enter the Batch/Lot Number, Shelf Life Expiration Date and Quantity.  
 Save Draft Document Help  
 Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

If a CAGE/DUNS/DUNS+4 is entered, the Manufacturer is looked up automatically and displayed on the page.

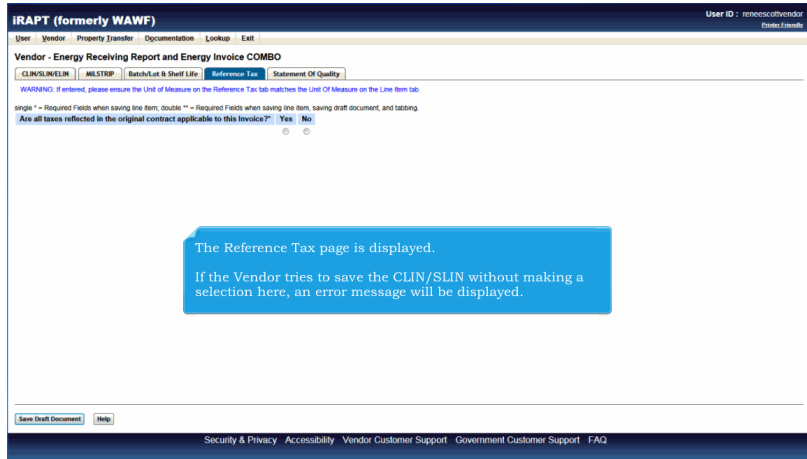
Enter the Batch/Lot Number, Shelf Life Expiration Date and Quantity.



To add another Batch/Lot, click the "Add Manufacturer for Population to Lots" link.

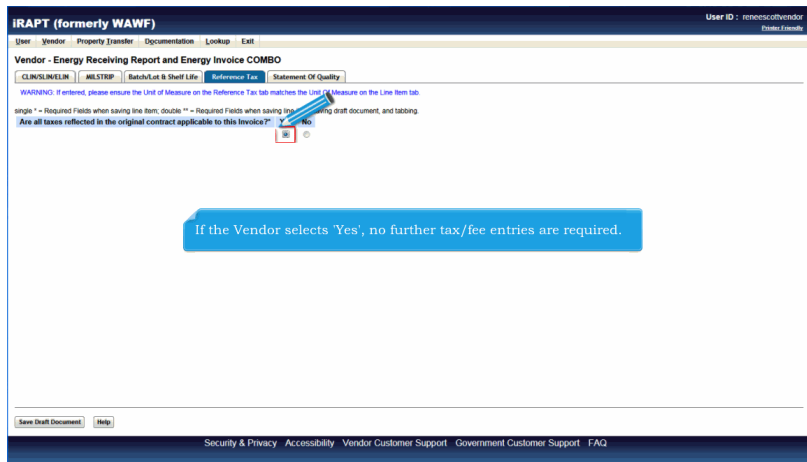


Click on the "Reference Tax" to navigate to the Reference Tax page.



The Reference Tax page is displayed.

If the Vendor tries to save the CLIN/SLIN without making a selection here, an error message will be displayed.



If the Vendor selects 'Yes', no further tax/fee entries are required.

**iRAPT (formerly WAWF)** User ID : rcmssc04evendor  
 Vendor - Energy Receiving Report and Energy Invoice COMBO

WARNING: If entered, please ensure the Unit of Measure on the Reference Tax tab matches the Unit of Measure on the Line Item tab.  
 single \* - Required Fields when saving line item; double \*\* - Required Fields when saving line item, saving draft document, and tabbing.  
 Are all taxes reflected in the original contract applicable to this invoice? Yes  No

Please select at least one of the following categories:

Taxes reflected in the original contract are CHANGED as follows for this delivery order (please list exact name of tax as it appears on your contract):

Tax Type	Name of CHANGED Tax	CHANGED Rate	CHANGED Percentage (%)	Unit

Taxes reflected in the original contract are DELETED as follows for this delivery order (please list exact name of tax as it appears on your contract):

Tax Type	Name of DELETED TAX

The following NPSM taxes not reflected in the original contract are available in this delivery order.

Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

If the Vendor selects 'No', additional tax/fee entries are required.

**iRAPT (formerly WAWF)** User ID : rcmssc04evendor  
 Vendor - Energy Receiving Report and Energy Invoice COMBO

WARNING: If entered, please ensure the Unit of Measure on the Reference Tax tab matches the Unit of Measure on the Line Item tab.  
 single \* - Required Fields when saving line item; double \*\* - Required Fields when saving line item, saving draft document, and tabbing.  
 Are all taxes reflected in the original contract applicable to this invoice? Yes  No

Please select at least one of the following categories:

Taxes reflected in the original contract are CHANGED as follows for this delivery order (please list exact name of tax as it appears on your contract):

Tax Type	Name of CHANGED Tax	CHANGED Rate	CHANGED Percentage (%)	Unit
10 - Idaho State Diesel Fuel Tax	Idaho State Diesel Fuel Tax	2.00		BT
22 - Oregon State Gasohol Tax	Oregon State Gasohol Tax		0.35	LO

Taxes reflected in the original contract are DELETED as follows for this delivery order (please list exact name of tax as it appears on your contract):

Tax Type	Name of DELETED TAX
20 - Montana Motor Fuel Tax - Gasohol	Montana Motor Fuel Tax - Gasohol

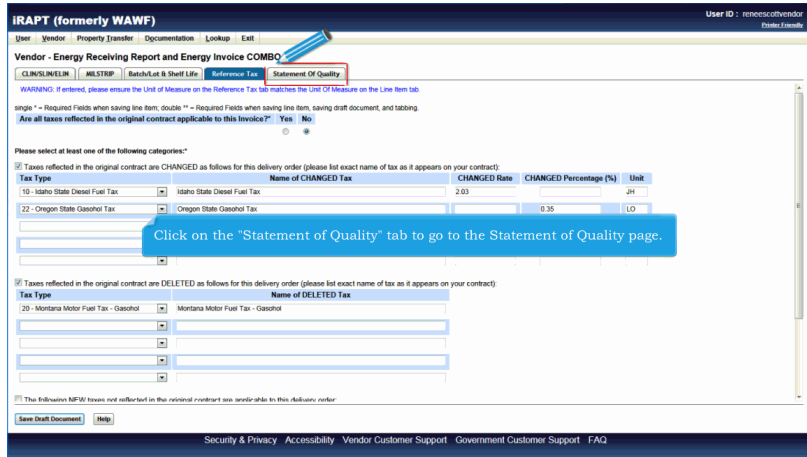
The following NPSM taxes not reflected in the original contract are available in this delivery order.

Save Draft Document Help

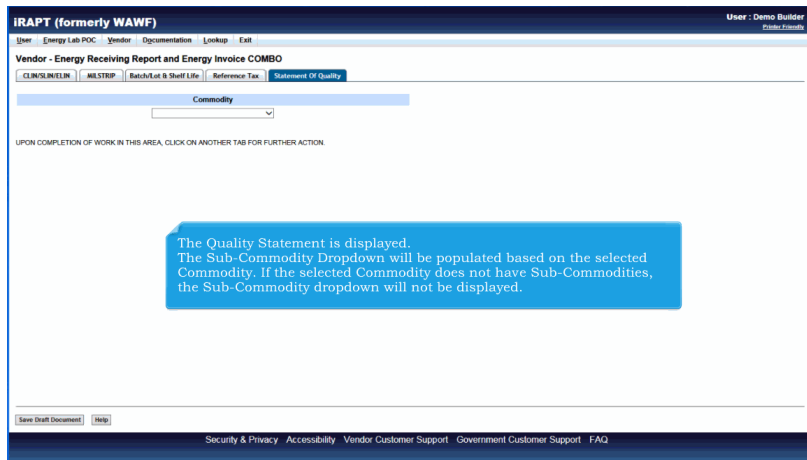
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

When a category is selected, at least one row of the table beneath must be completed, i.e., at least one instance of the tax name, rate or percentage, and Unit of Measure.

The Unit of Measure field will be validated against the current list of Unit of Measures that are allowed in iRAPT today.



Click on the "Statement of Quality" tab to go to the Statement of Quality page.



The Quality Statement is displayed.  
 The Sub-Commodity Dropdown will be populated based on the selected Commodity. If the selected Commodity does not have Sub-Commodities, the Sub-Commodity dropdown will not be displayed.



IRAPT (formerly WAWF) User: Demo Builder  
Energy Lab POC Vendor Documentation Lookup Exit

Vendor - Energy Receiving Report and Energy Invoice COMBO

CLIN/SLINE/LIN ML/STRIP Batch/Lot & Shelf Life Reference Tax Statement Of Quality

Commodity  
ADDITIVES  
Sub-Commodity Actions  
Delete

SIH (FSIH)

Test Referenced on Prior Document					
Test	Tank Number	Contract Number	Delivery Order	Shipment Number	Actions
					Load Test Select Preloaded Test

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

Only one commodity may be selected per line item.  
If the selected commodity has sub-commodities, the sub-commodity must be selected.  
All tests will apply to this commodity/sub-commodity type.  
The commodity/sub-commodity must be selected before a test can be loaded.

Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Only one commodity may be selected per line item.

If the selected commodity has sub-commodities, the sub-commodity must be selected.

All tests will apply to this commodity/sub-commodity type.

The commodity/sub-commodity must be selected before a test can be loaded.

IRAPT (formerly WAWF) User: Demo Builder  
Energy Lab POC Vendor Documentation Lookup Exit

Vendor - Energy Receiving Report and Energy Invoice COMBO

CLIN/SLINE/LIN ML/STRIP Batch/Lot & Shelf Life Reference Tax Statement Of Quality

Commodity  
ADDITIVES  
Sub-Commodity Actions  
Delete

SIH (FSIH)

Test Referenced on Prior Document					
Test	Tank Number	Contract Number	Delivery Order	Shipment Number	Actions
					Load Test Select Preloaded Test

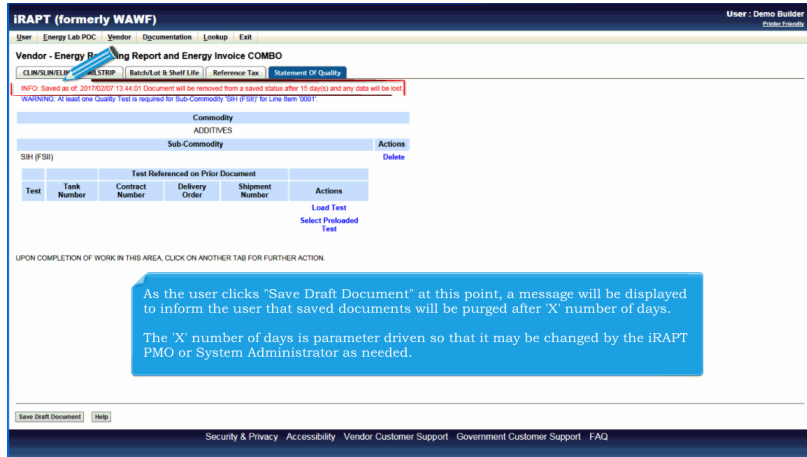
UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

The "Save Draft Document" button is available on each tab. The Vendor can save an incomplete document by clicking the "Save Draft Document" button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it later.

Save Draft Document Help

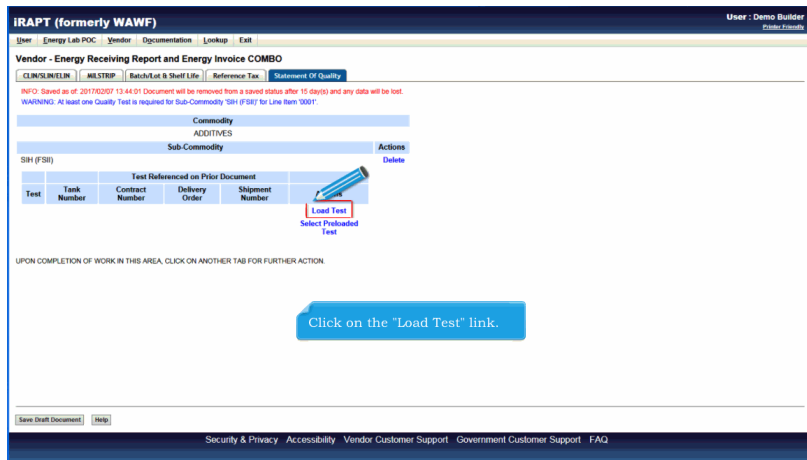
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The "Save Draft Document" button is available on each tab. The Vendor can save an incomplete document by clicking the "Save Draft Document" button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it later.



As the user clicks "Save Draft Document" at this point, a message will be displayed to inform the user that saved documents will be purged after 'X' number of days.

The 'X' number of days is parameter driven so that it may be changed by the iRAPT PMO or System Administrator as needed.



Click on the "Load Test" link.

The Vendor may reference a test on another document by completing the Contract Number, Delivery Order, and Shipment Number fields in the "Test Referenced on Prior Document" selection. These fields are all optional. There will be no validation that there is a document in iRAPT with the Referenced Contract Number, Delivery Order and Shipment Number.

It is expected that if the Vendor is entering test results, the "Test Referenced on Prior Document" selection will be left blank; however, iRAPT will not edit for this. All fields other than the Test dropdown are optional.

The Vendor may reference a test on another document by completing the Contract Number, Delivery Order, and Shipment Number fields in the "Test Referenced on Prior Document" selection. These fields are all optional. There will be no validation that there is a document in iRAPT with the Referenced Contract Number, Delivery Order and Shipment Number.

It is expected that if the Vendor is entering test results, the "Test Referenced on Prior Document" selection will be left blank; however, iRAPT will not edit for this. All fields other than the Test dropdown are optional.

Test Code	Test Method Title	Method	Lower Limit	Upper Limit	Units	Result	Additional Notes	Referral Processed
2230	Flash Point - Beta (B) - D-3828		85		Dep C			<input type="checkbox"/>
045B	Fluoride Color - E-493			10	Fluoride Color Units			<input type="checkbox"/>
233B	Relative Density - D-4552		1.021	1.025	Units	0.000		<input type="checkbox"/>
728E	Water Content - E-203			0.1	% by mass			<input type="checkbox"/>
020B	Visual C and D Test	Visual	Clear and Bright		Visual		Please report as Pass or Fail	<input type="checkbox"/>
100E	Acidity in Substrates and Chemicals	D-1613		0.09	mg KOH/g			<input type="checkbox"/>
197A	Ethylene Glycol Content	D-4171		0.5	% by mass			<input type="checkbox"/>
197B	Ethylene Glycol (Titration)	MIL-DTL-8547B		0.5	% by mass			<input type="checkbox"/>
200C	Distillation of Organic Liquids							<input type="checkbox"/>
201	Distillation - IBP							<input type="checkbox"/>
211	Distillation - FBP							<input type="checkbox"/>
233	Temperature of Relative Density							<input type="checkbox"/>
8007	Antioxidant Additive (AOI)		50	100	ppm			<input type="checkbox"/>
601	Antioxidant Additive Injection Point				One-Character			<input type="checkbox"/>

The rows loaded in the test template are based on the Commodity and Sub-Commodity and are populated from the database. Selecting Test A, B, C, etc does not affect the rows that are displayed. It is up to the Vendor to know which rows must be completed for the appropriate test type.

The rows loaded in the test template are based on the Commodity and Sub-Commodity and are populated from the database. Selecting Test A, B, C, etc does not affect the rows that are displayed. It is up to the Vendor to know which rows must be completed for the appropriate test type.

IRAPT (formerly WAWF) User: Demo Builder

Vendor - Energy Receiving Report and Energy Invoice COMBO

Statement of Quality

Test Code	Test Method Title	Method	Lower Limit	Upper Limit	Units	Result	Additional Notes	Referral Processed
2200	Flash Point - Sets (B)	D-3628	85		Deg C			<input type="checkbox"/>
045B	Pt Co Color	E450		10	Pt-Co Color Units			<input type="checkbox"/>
232B	Relative Density	D-4052	1.021	1.025	Units	0.000		<input type="checkbox"/>
781E	Water Content	E-203		0.1	% by mass			<input type="checkbox"/>
020B	Visual C and B Test	Visual	Clear and Bright		Visual		Please report as Pass or Fail	<input type="checkbox"/>
100E	Acidity in Solvents and Chemicals	D-1613		0.09				<input type="checkbox"/>
197A	Ethylene Glycol Content	D-4171		0.5				<input type="checkbox"/>
197B	Ethylene Glycol (Titration)	MIL-07L-85470		0.5	% by mass			<input type="checkbox"/>
200C	Distillation of Organic Liquids	D-1078			Deg C			<input type="checkbox"/>
201	Distillation - IBP		191.0		Deg C			<input type="checkbox"/>
211	Distillation - FBP			198.0	Deg C			<input type="checkbox"/>
233	Temperature of Relative Density	D-4052		20	Deg C			<input type="checkbox"/>
9007	Antioxidant Additive (AO)		50	150	ppm			<input type="checkbox"/>
801	Antioxidant Additive Injection Point				One Character			<input type="checkbox"/>
	oil of 25% Solution in							

Click the "Save Test" button to continue.

Save Test Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Click the "Save Test" button to continue.

IRAPT (formerly WAWF) User: Demo Builder

Vendor - Energy Receiving Report and Energy Invoice COMBO

Statement of Quality

INFO: saved as of: 2017/02/07 13:44:01 Document will be removed from a saved status after 15 day(s) and any data will be lost.

Commodity

ADDITIVES

Sub-Commodity Actions

SIH (FSII) Delete

Test	Test Number	Contract Number	Delivery Order	Shipment Number	Actions
A					Edit Delete Liquid Test Select Preloaded Test

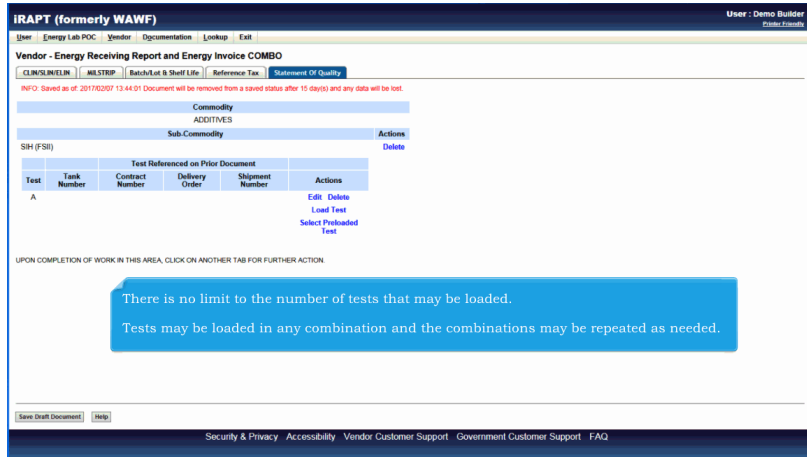
UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

Because the tests are commodity specific, once tests have been added, the commodity and sub-commodity cannot be changed. To change the commodity, first delete all tests.

Save Draft Document Help

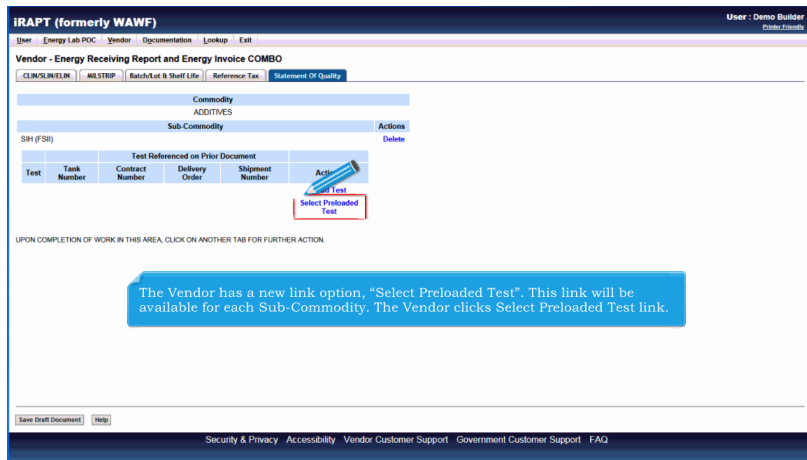
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Because the tests are commodity specific, once tests have been added, the commodity and sub-commodity cannot be changed. To change the commodity, first delete all tests.



There is no limit to the number of tests that may be loaded.

Tests may be loaded in any combination and the combinations may be repeated as needed.



The Vendor has a new link option, "Select Preloaded Test". This link will be available for each Sub-Commodity. The Vendor clicks Select Preloaded Test link.

**When the Vendor clicks the "Select Preloaded Test" link, the vendor will be taken to a new search screen with the following search parameters:**

- Commodity (defaulted to what was previously selected);
- Sub-Commodity;
- Test;
- Contract Number;
- Batch Number;
- Tank Number;
- Sample Number;
- Product;
- Crude Process Tech;
- Create/Update date range; and
- Report Date range

The Vendor should enter the appropriate search parameters and click the "Search" button.

**NOTE:** Only test templates associated with the CAGE Code on the Energy Receiving Report will be returned.

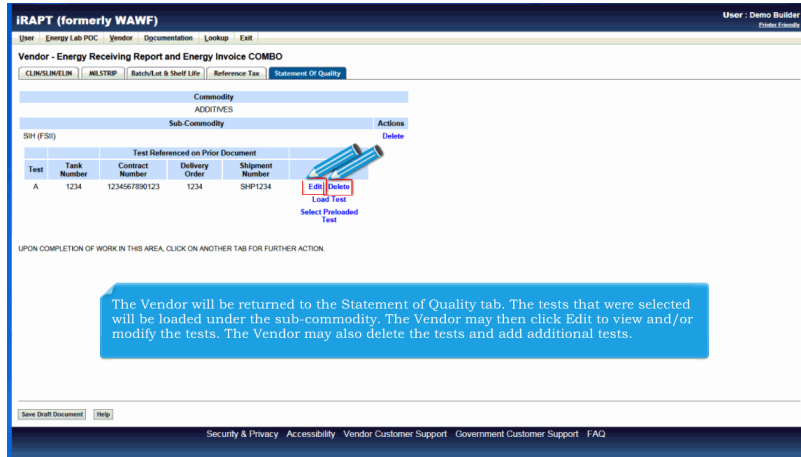
When the Vendor clicks the "Select Preloaded Test" link, the vendor will be taken to a new search screen with the following search parameters:

- Commodity (defaulted to what was previously selected);
- Sub-Commodity;
- Test;
- Contract Number;
- Batch Number;
- Tank Number;
- Sample Number;
- Product;
- Crude Process Tech;
- Create/Update date range; and
- Report Date range

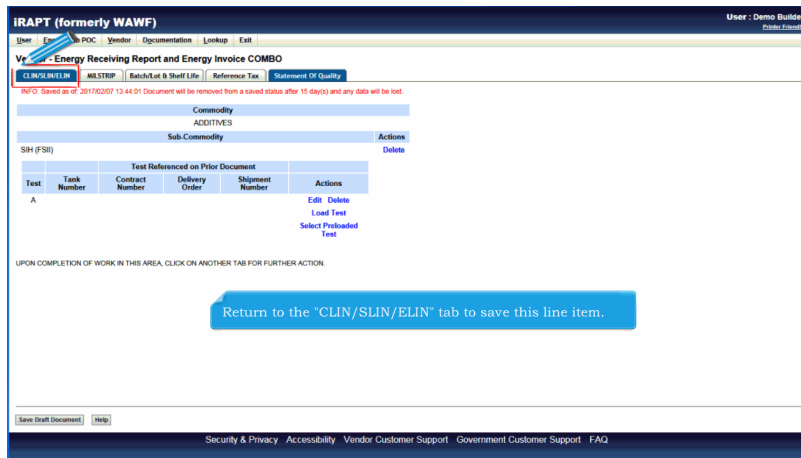
**After the Vendor clicks the "Search" button, the matching tests will be displayed. The vendor may select one or more test, then click "Load" to load the tests.**

Commodity	Sub-Commodity	Test	Contract Number	Batch Number	Tank Number	Sample Number	Product	Crude Process Tech	Report Date	Created
<input checked="" type="checkbox"/>	ADDITIVES	SH (FSH)	A 1234567890123	1234	1234	1	X	Y	2017-01-19	2017-01-19

After the Vendor clicks the "Search" button, the matching tests will be displayed. The vendor may select one or more test, then click "Load" to load the tests.



The Vendor will be returned to the Statement of Quality tab. The tests that were selected will be loaded under the sub-commodity. The Vendor may then click Edit to view and/or modify the tests. The Vendor may also delete the tests and add additional tests.



Return to the "CLIN/SLIN/ELIN" tab to save this line item.

**IRAPT (formerly WAWF)** User ID : rhenesca@vendor  
 Vendor - Energy Receiving Report and Energy Invoice COMBO

INFO: Saved as of: 2015/09/18 09:54:57 Document will be removed from a saved status after 30 days) and any data will be lost.  
 WARNING: If entered, please ensure the Unit of Measure on the Reference Tab matches the Unit of Measure on the Line Item tab.  
 single \* = Required Fields when saving line item, double \*\* = Required Fields when saving line item, saving draft document, and tabbing.

Basic Contract LIN: 0001 Product/Service ID: 1234567890123 Product/Service ID Qualifier: FS - NATIONAL STOCK NUMBER  
 Qty. Shipped: 1.135 Unit of Measure: EA-EACH Unit Price (\$): 50.00 Amount (\$): 56.75  
 Multiple Box Pack Indicator: PR Number: GFE7 Advice Code: Project Code:

Special Package Markings / Special Handling Requirements:  
 Bulky Article, Bunker Adjustment - 20 Foot Container, Bunker Adjustment - 40 Foot Container, Conductivity/Anti-static Additive, Documentation - Special, Electronic Equipment Transfer, Endorsed as Hazardous Material, Environmental Control Limits, Excessive Dimensions, Excessive Weight

Other Special Package Markings / Special Handling Requirements:

Type Designation Method (required when Type Designation Value is entered):  
 Type Designation Value (required when Type Designation Method is entered):

Save CLIN/SLIN/ELIN Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Click the "Save CLIN/SLIN/ELIN" button to save the line item.

**IRAPT (formerly WAWF)** User ID : rhenesca@vendor  
 Vendor - Energy Receiving Report and Energy Invoice COMBO

Routing => Data Capture

Header Addresses Discounts Mark For Comments Line Item Pack Time Statement Attachments Misc. Amounts Preview EOI Preview ERI

INFO: Saved as of: 2015/09/18 09:54:57 Document will be removed from a saved status after 30 days) and any data will be lost.  
 WARNING: The Invoice Date has been pre-populated from the IRAPT system server.  
 At least one Line Item is required.

Special Package Markings / Special Handling Requirements:  
 Bulky Article, Bunker Adjustment - 20 Foot Container, Bunker Adjustment - 40 Foot Container, Conductivity/Anti-static Additive, Documentation - Special, Electronic Equipment Transfer, Endorsed as Hazardous Material, Environmental Control Limits, Excessive Dimensions, Excessive Weight

Other Special Package Markings / Special Handling Requirements:

Line Item Details

Basic Contract LIN	Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	UID	Pricing Data	Actions
0001	1234567890123	FS		1.135	Each	EA	50.00	56.75	N	N	Edit Delete

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Line Item page is displayed with the updated line item.



**iRAPT (formerly WAWF)** User ID : rcmescott@vendor  
 Vendor - Energy Receiving Report and Energy Invoice COMBO

Routing: Data Capture

Header | Addresses | Discounts | Mark For | Comments | **Line Item** | **Pack** | Time Statement | Attachments | Misc. Amounts | Preview ECI | Preview ERI

INFO: Saved as of: 2015/06/18 09:54:57 Document will be removed from a saved status after 30 days and any data will be lost.  
 WARNING: The Invoice Date has been pre-populated from the iRAPT system server.  
 At least one Line Item is required.

Special Package Markings / Special Handling Requirements

Other Special Package Markings / Special Handling Requirements

Line Item Details

Basic Contract LIN	Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	UoD	Pricing Data	Actions
	0001	1234567890123	FS	1.135	Each	EA	50.00	56.75	N	N	Edit Delete

To navigate to the Pack Data form, click the "Pack" tab.

Submit | Save Draft Document | Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

To navigate to the Pack Data form, click the "Pack" tab.

**iRAPT (formerly WAWF)** User ID : rcmescott@vendor  
 Vendor - Energy Receiving Report and Energy Invoice COMBO

Routing: Data Capture

Header | Addresses | Discounts | Mark For | Comments | Line Item | **Pack** | Time Statement | Attachments | Misc. Amounts | Preview ECI | Preview ERI

INFO: Saved as of: 2015/06/18 09:54:57 Document will be removed from a saved status after 30 days and any data will be lost.  
 WARNING: The Invoice Date has been pre-populated from the iRAPT system server.

Pack Later

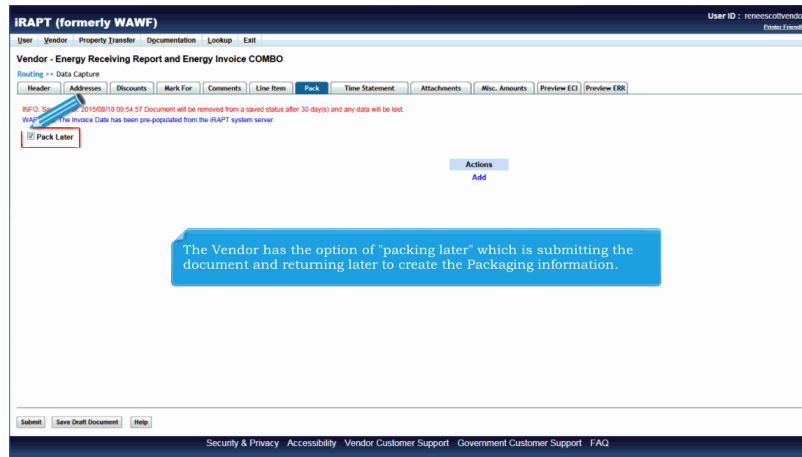
Actions  
Add

To navigate to the Pack Data form, click the "Pack" tab. The Pack Data form is displayed. This tab can be used to visually create how the various pallets, packages, boxes, containers, etc. of a shipment are put together. For additional information regarding Add Pack data, please refer to the Creating Pack Demonstration within the Other section of the iRAPT WBT.

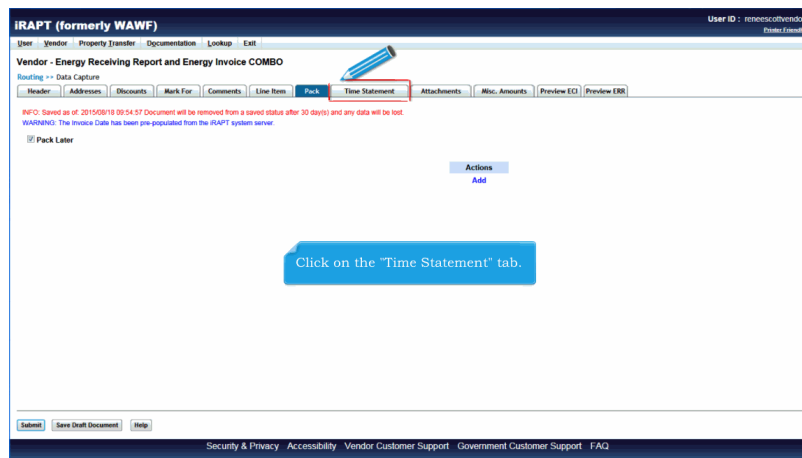
Submit | Save Draft Document | Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

To navigate to the Pack Data form, click the "Pack" tab. The Pack Data form is displayed. This tab can be used to visually create how the various pallets, packages, boxes, containers, etc. of a shipment are put together. For additional information regarding Add Pack data, please refer to the Creating Pack Demonstration within the Other section of the iRAPT WBT.



The Vendor has the option of "packing later" which is submitting the document and returning later to create the Packaging information.



Click on the "Time Statement" tab.

The Time Statement Worksheet is displayed. The Time Statement tab is only available when the Tanker/Barge indicator is selected on document create.

The Loading Report / Discharge Report indicators are read-only. If the workflow is S/S, the Loading Report indicator will be selected. Otherwise, the Discharge Report will be selected.

**NOTE:** The Time information will not be brought over from the previous document used as a template.

The Time Statement Worksheet is displayed. The Time Statement tab is only available when the Tanker/Barge indicator is selected on document create.

The Loading Report / Discharge Report indicators are read-only. If the workflow is S/S, the Loading Report indicator will be selected. Otherwise, the Discharge Report will be selected.

**NOTE:** The Time information will not be brought over from the previous document used as a template.

A comments field is provided for specific comments related to the Time Statement (Sealing/Valve information for example). Comments are limited to 2000 characters.

A comments field is provided for specific comments related to the Time Statement (Sealing/Valve information for example).

Comments are limited to 2000 characters.

On the Time Statement Worksheet, all fields are optional.  
 The Vendor can expand or collapse individual sections by clicking on the section headers.

Time must be entered in the format HHMM (24 hour clock).

**IRAPT (formerly WAWF)** User ID : rchessco@vendor  
 Vendor - Energy Receiving Report and Energy Invoice COMBO  
 Routing → Data Capture  
 Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | **Time Statement** | Attachments | Misc. Amounts | Preview EOI | Preview ERI

[+]Additional Time Statement  
 [P]Pumping Record

Pumping Record				
FIRST PRODUCT GRADE	Date	Time	Pumping Rate	Barrels per Hour
TRIAL CARGO CUSHIONING START	YYYYMMDD		RATE TERMINAL OFFERED	
TRIAL CARGO CUSHIONING FINISH	YYYYMMDD		RATE VESSEL REQUESTED	
NORMAL PUMPING RATE START	YYYYMMDD		TRIAL CARGO CUSHIONING RATE	
NORMAL PUMPING RATE FINISH	YYYYMMDD		NORMAL PUMPING RATE	
SECOND PRODUCT GRADE				
TRIAL CARGO CUSHIONING START	YYYYMMDD		RATE TERMINAL OFFERED	
TRIAL CARGO CUSHIONING FINISH	YYYYMMDD		RATE VESSEL REQUESTED	
NORMAL PUMPING RATE START	YYYYMMDD		TRIAL CARGO CUSHIONING RATE	
NORMAL PUMPING RATE FINISH	YYYYMMDD		NORMAL PUMPING RATE	

[S]Signatures  
 Submit | Save Draft Document | Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

If Time is not in the right format, an error message will be given.

**IRAPT (formerly WAWF)** User ID : rchessco@vendor  
 Vendor - Energy Receiving Report and Energy Invoice COMBO  
 Routing → Data Capture  
 Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | **Time Statement** | **Attachments** | Misc. Amounts | Preview EOI | Preview ERI

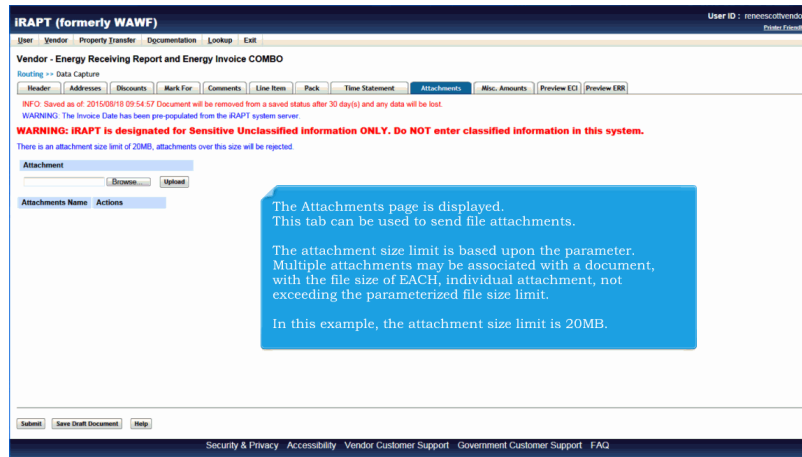
[+]Additional Time Statement  
 [P]Pumping Record

Pumping Record				
FIRST PRODUCT GRADE	Date	Time	Pumping Rate	Barrels per Hour
TRIAL CARGO CUSHIONING START	YYYYMMDD		RATE TERMINAL OFFERED	
TRIAL CARGO CUSHIONING FINISH	YYYYMMDD		RATE VESSEL REQUESTED	
NORMAL PUMPING RATE START	YYYYMMDD		TRIAL CARGO CUSHIONING RATE	
NORMAL PUMPING RATE FINISH	YYYYMMDD		NORMAL PUMPING RATE	
SECOND PRODUCT GRADE				
TRIAL CARGO CUSHIONING START	YYYYMMDD		RATE TERMINAL OFFERED	
TRIAL CARGO CUSHIONING FINISH	YYYYMMDD		RATE VESSEL REQUESTED	
NORMAL PUMPING RATE START	YYYYMMDD		TRIAL CARGO CUSHIONING RATE	
NORMAL PUMPING RATE FINISH	YYYYMMDD		NORMAL PUMPING RATE	

[S]Signatures  
 Submit | Save Draft Document | Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

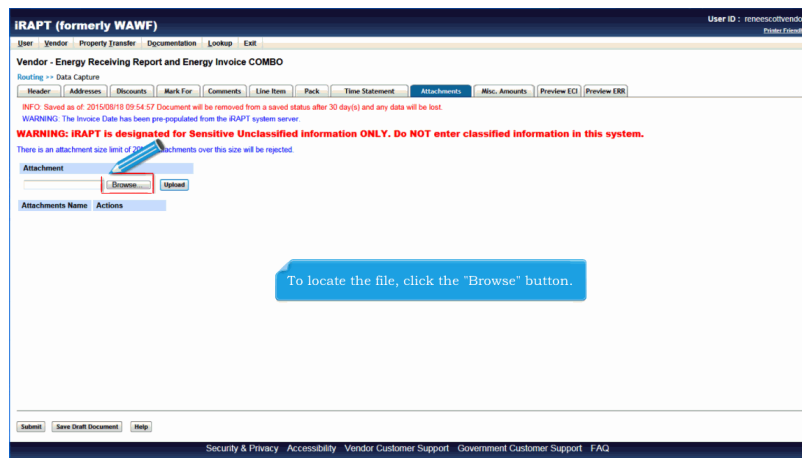
Click on the "Attachments" tab to go to the Attachments page.



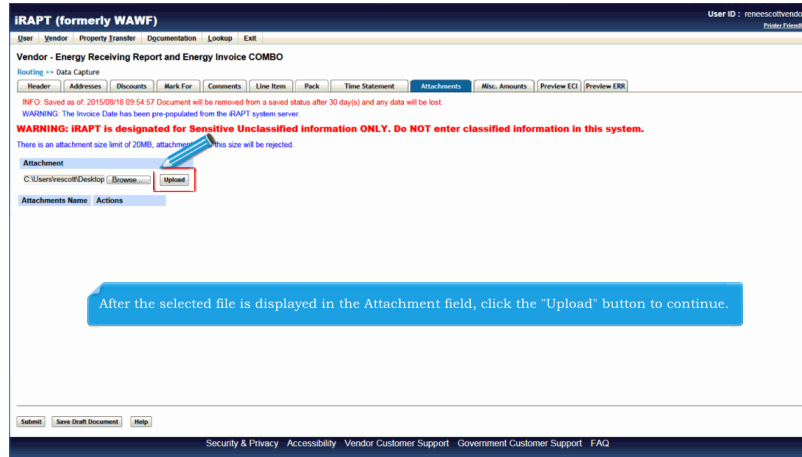
The Attachments page is displayed.  
This tab can be used to send file attachments.

The attachment size limit is based upon the parameter.  
Multiple attachments may be associated with a document, with the file size of EACH, individual attachment, not exceeding the parameterized file size limit.

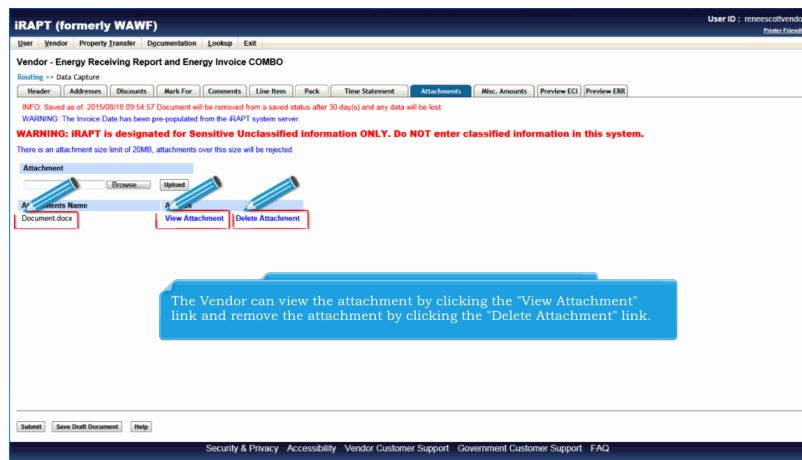
In this example, the attachment size limit is 20MB.



To locate the file, click the "Browse" button.

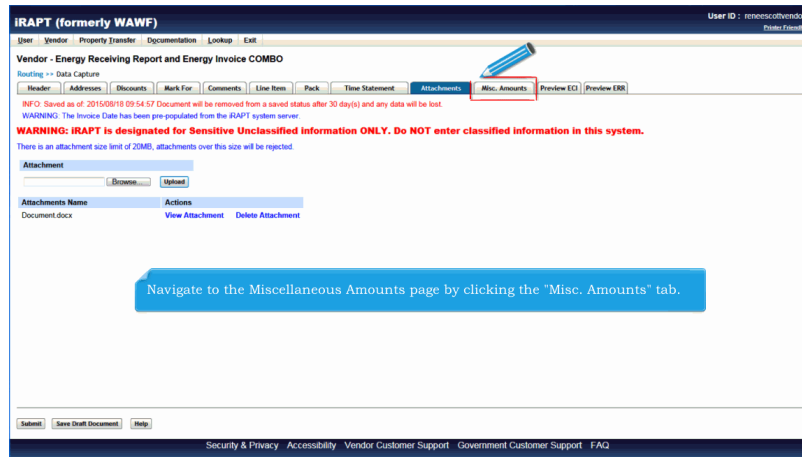


After the selected file is displayed in the Attachment field, click the "Upload" button to continue.

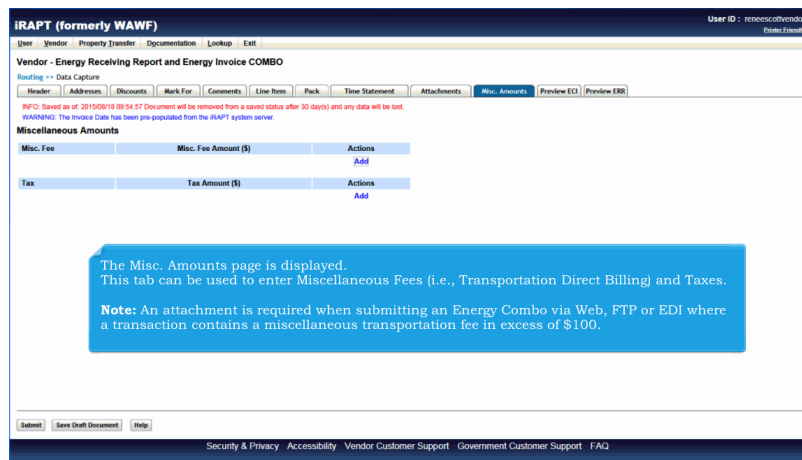


The Attachment is now saved on the document.

The Vendor can view the attachment by clicking the "View Attachment" link and remove the attachment by clicking the "Delete Attachment" link.



Navigate to the Miscellaneous Amounts page by clicking the "Misc. Amounts" tab.

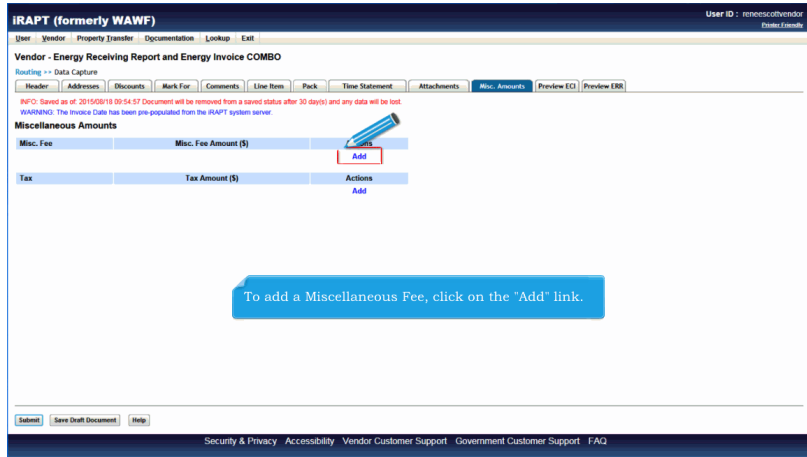


The Misc. Amounts page is displayed.

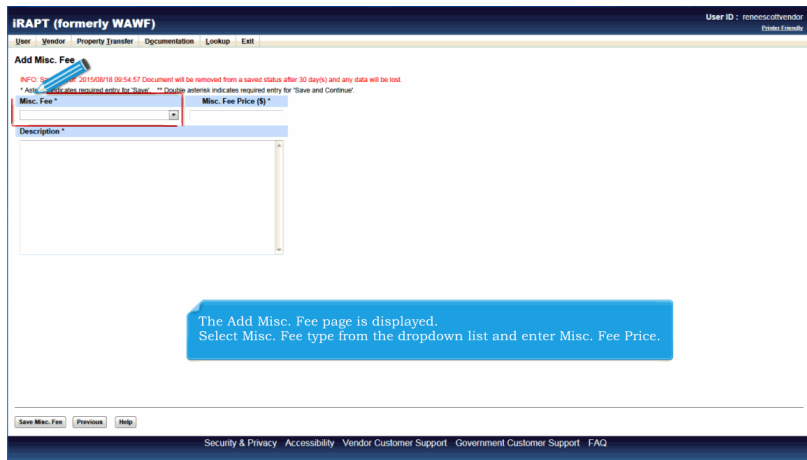
This tab can be used to enter Miscellaneous Fees (i.e., Transportation Direct Billing) and Taxes.

Note: An attachment is required when submitting an Energy Combo via Web, FTP or EDI where a transaction contains a miscellaneous transportation fee in excess of \$100.





To add a Miscellaneous Fee, click on the "Add" link.



The Add Misc. Fee page is displayed.  
 Select Misc. Fee type from the dropdown list and enter Misc. Fee Price.

IRAPT (formerly WAWF) User ID : rcmescott@vendor  
 User Vendor Property Transfer Documentation Lookup Exit

**Add Misc. Fee**

INFO: Saved as of 2015/02/19 09:54:57 Document will be removed from a saved status after 30 day(s) and any data will be lost.  
 \* Asterisk indicates required entry for 'Save'. \*\* Double asterisk indicates required entry for 'Save and Continue'.

Misc. Fee \* Misc. Fee Price (\$) \*

ID00 - TRANSPORT DIRECT BILLING CHARGE 95.00

Description \*

TRANSPORT DIRECT BILLING CHARGE

After the Misc. Fee Type has been selected from the dropdown list, the description will be pre-populated in the Description field.  
 Click the "Save Misc. Fee" button to save the data.

Save Misc. Fee Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

After the Misc. Fee Type has been selected from the dropdown list, the description will be pre-populated in the Description field.

Click the "Save Misc. Fee" button to save the data.

IRAPT (formerly WAWF) User ID : rcmescott@vendor  
 User Vendor Property Transfer Documentation Lookup Exit

**Vendor - Energy Receiving Report and Energy Invoice COMBO**

Routing => Data Capture

Header Additions Discounts Mark For Comments Line Item Pack Time Statement Attachments Misc. Amounts Preview ECI Preview ERI

INFO: Saved as of 2015/02/19 09:54:57 Document will be removed from a saved status after 30 day(s) and any data will be lost.  
 WARNING: Some data has been pre-populated from the IRAPT system server.

Miscellaneous Amounts

Misc. Fee	Misc. Fee Amount (\$)	
ID00	95.00	Edit Delete

Tax Tax Amount (\$) Actions Add

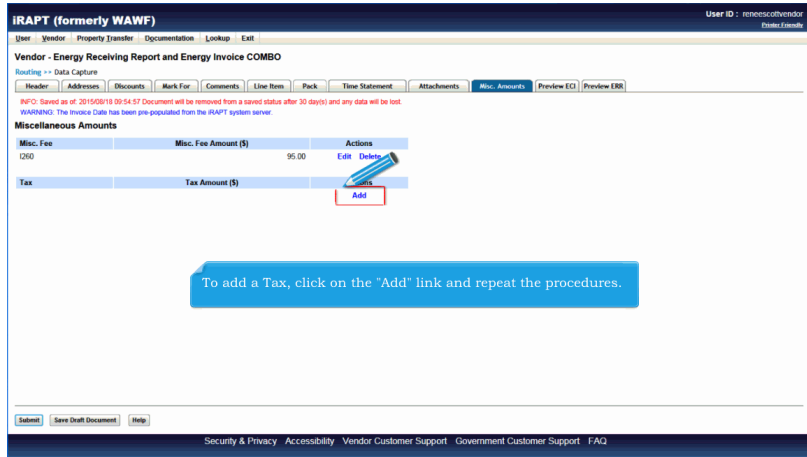
The Misc. Amounts tab is displayed with the updated Misc. Fee information.  
 Click "Edit" to modify the Misc. Fee and click "Delete" to remove the Misc. Fee.

Submit Save Draft Document Help

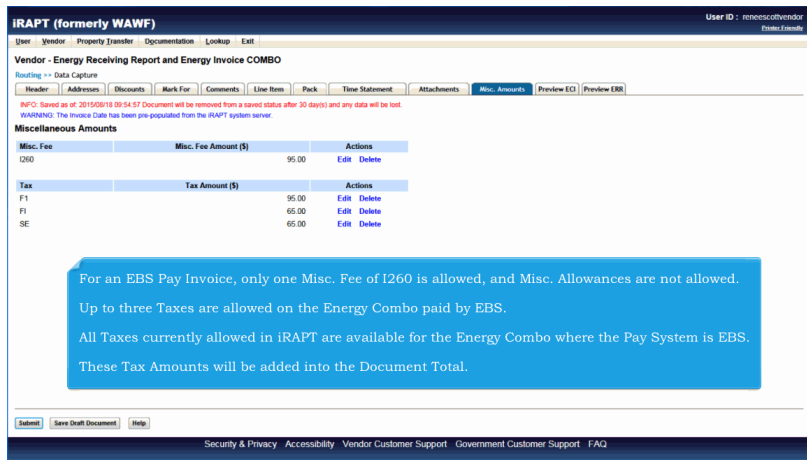
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Misc. Amounts tab is displayed with the updated Misc. Fee information.

Click "Edit" to modify the Misc. Fee and click "Delete" to remove the Misc. Fee.



To add a Tax, click on the "Add" link and repeat the procedures.

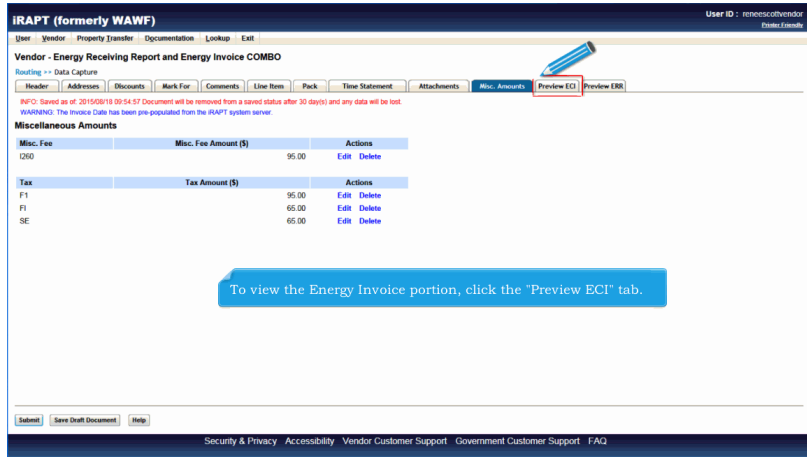


For an EBS Pay Invoice, only one Misc. Fee of I260 is allowed, and Misc. Allowances are not allowed.

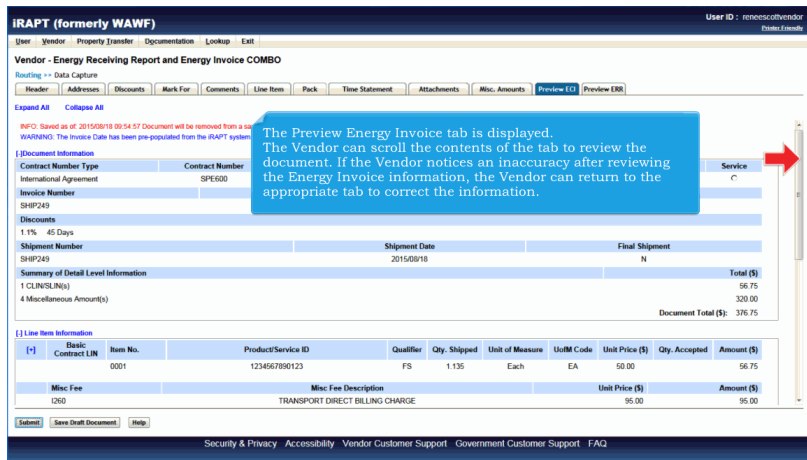
Up to three Taxes are allowed on the Energy Combo paid by EBS.

All Taxes currently allowed in iRAPT are available for the Energy Combo where the Pay System is EBS.

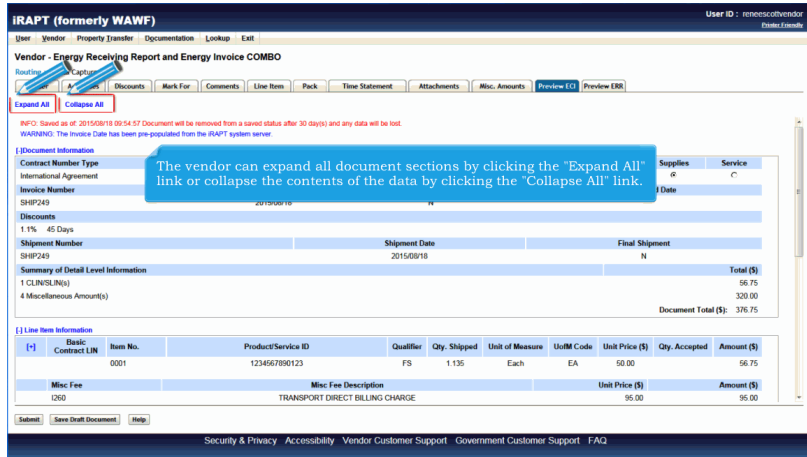
These Tax Amounts will be added into the Document Total.



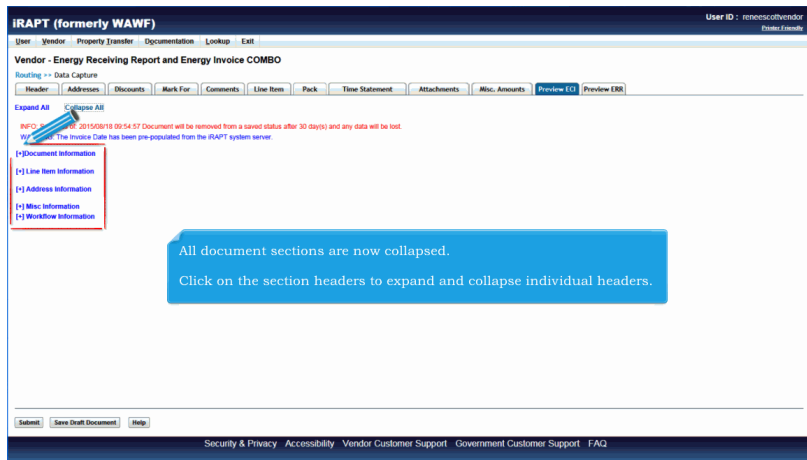
To view the Energy Invoice portion, click the "Preview ECI" tab.



The Preview Energy Invoice tab is displayed.  
 The Vendor can scroll the contents of the tab to review the document. If the Vendor notices an inaccuracy after reviewing the Energy Invoice information, the Vendor can return to the appropriate tab to correct the information.

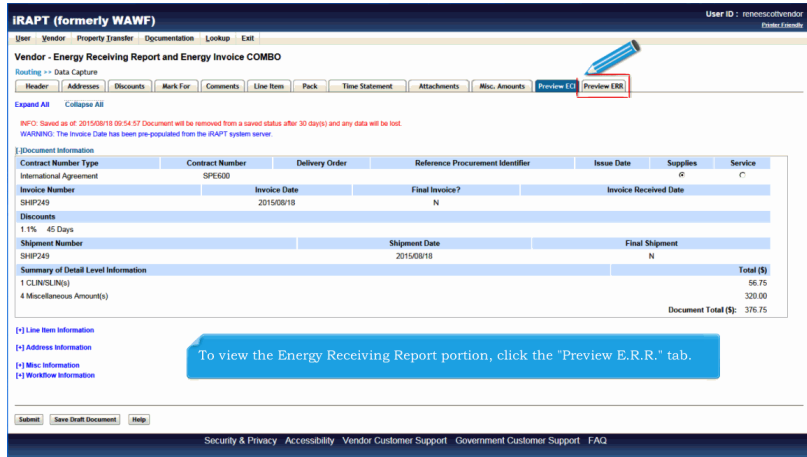


The vendor can expand all document sections by clicking the "Expand All" link or collapse the contents of the data by clicking the "Collapse All" link.

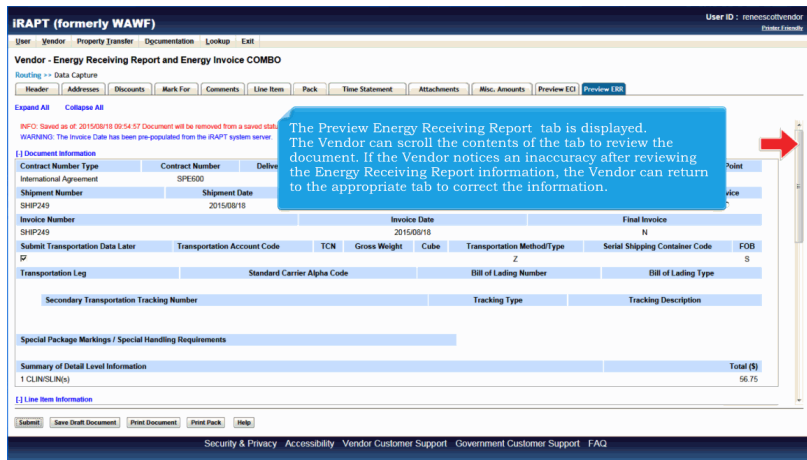


All document sections are now collapsed.

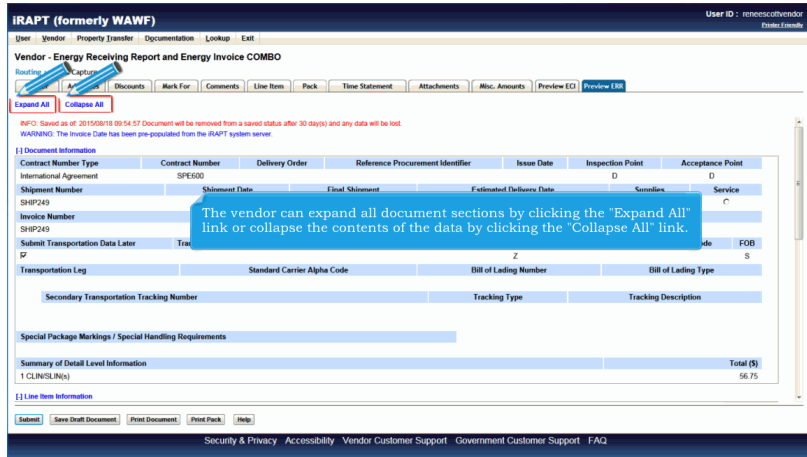
Click on the section headers to expand and collapse individual headers.



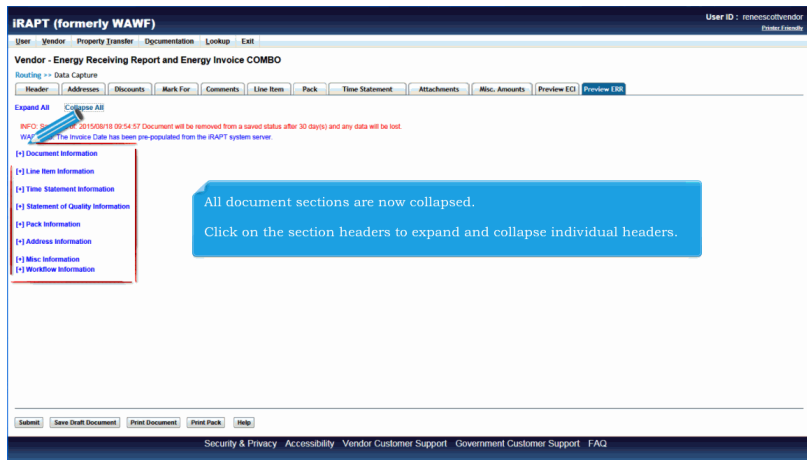
To view the Energy Receiving Report portion, click the "Preview E.R.R." tab.



The Preview Energy Receiving Report tab is displayed. The Vendor can scroll the contents of the tab to review the document. If the Vendor notices an inaccuracy after reviewing the Energy Receiving Report information, the Vendor can return to the appropriate tab to correct the information.

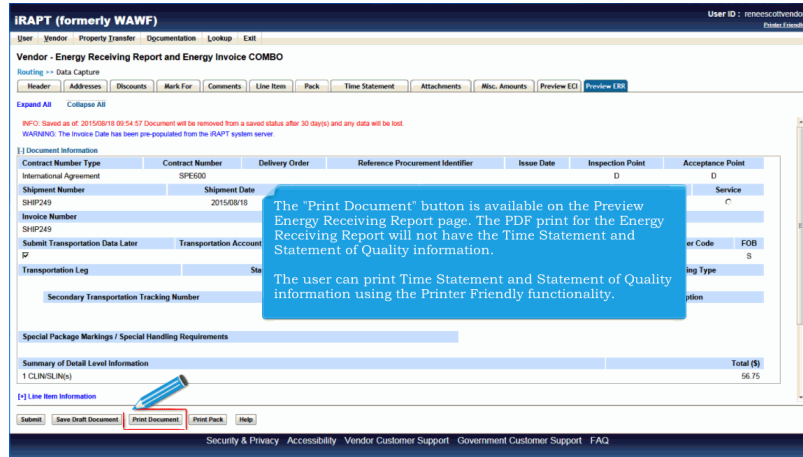


The vendor can expand all document sections by clicking the "Expand All" link or collapse the contents of the data by clicking the "Collapse All" link.



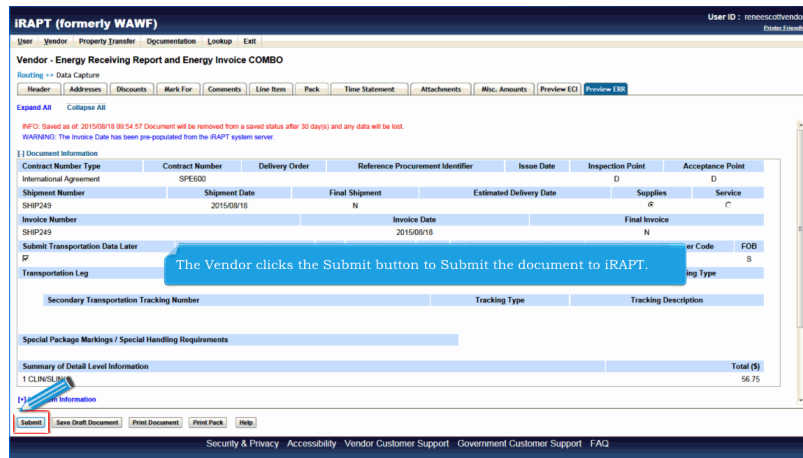
All document sections are now collapsed.

Click on the section headers to expand and collapse individual headers.



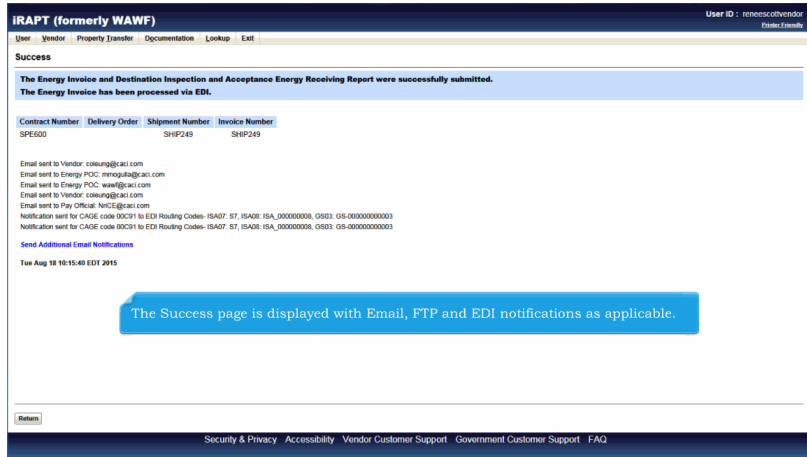
The "Print Document" button is available on the Preview Energy Receiving Report page. The PDF print for the Energy Receiving Report will not have the Time Statement and Statement of Quality information.

The user can print Time Statement and Statement of Quality information using the Printer Friendly functionality.



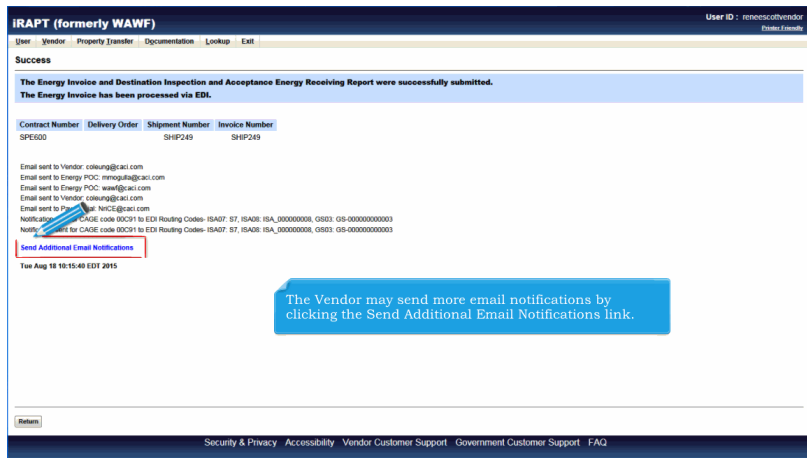
The Vendor clicks the Submit button to Submit the document to iRAPT.





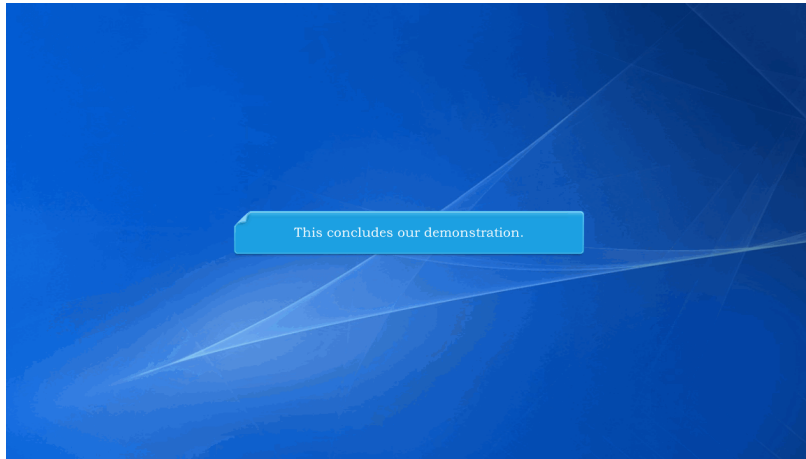
The Success page is displayed with Email, FTP and EDI notifications as applicable.

The Success page is displayed with Email, FTP and EDI notifications as applicable.



The Vendor may send more email notifications by clicking the Send Additional Email Notifications link.

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This concludes our demonstration.