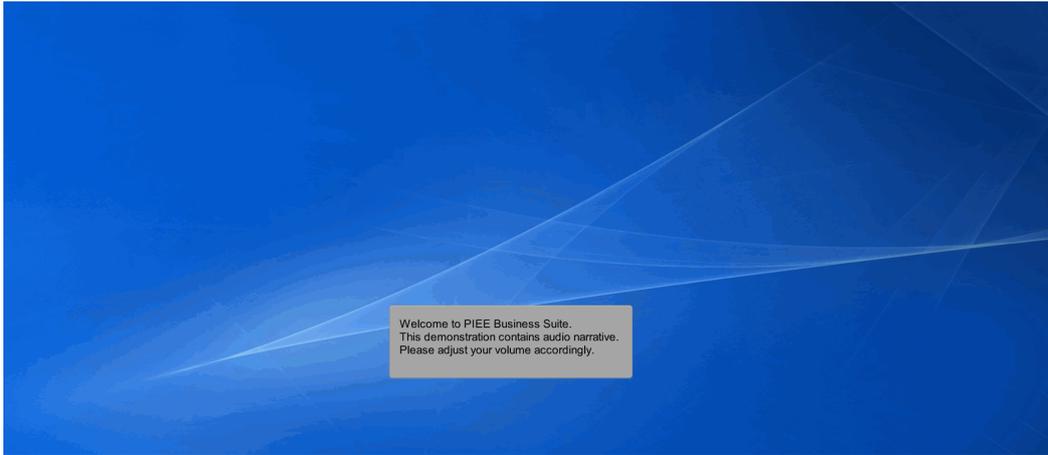
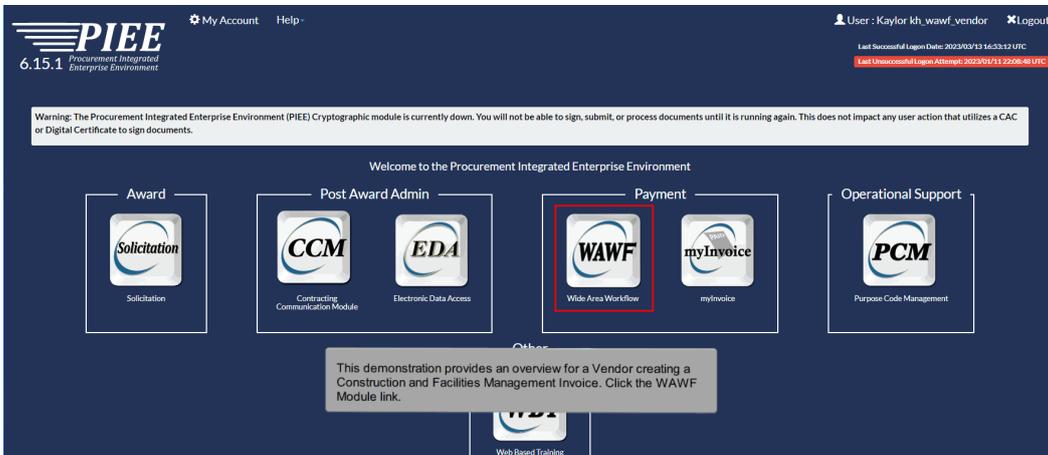


Intro



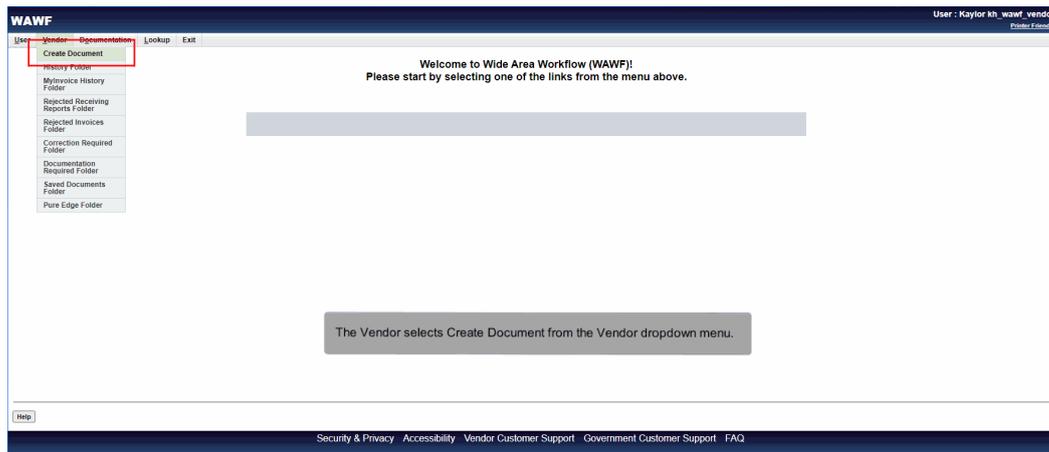
Welcome to PIEE Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 1



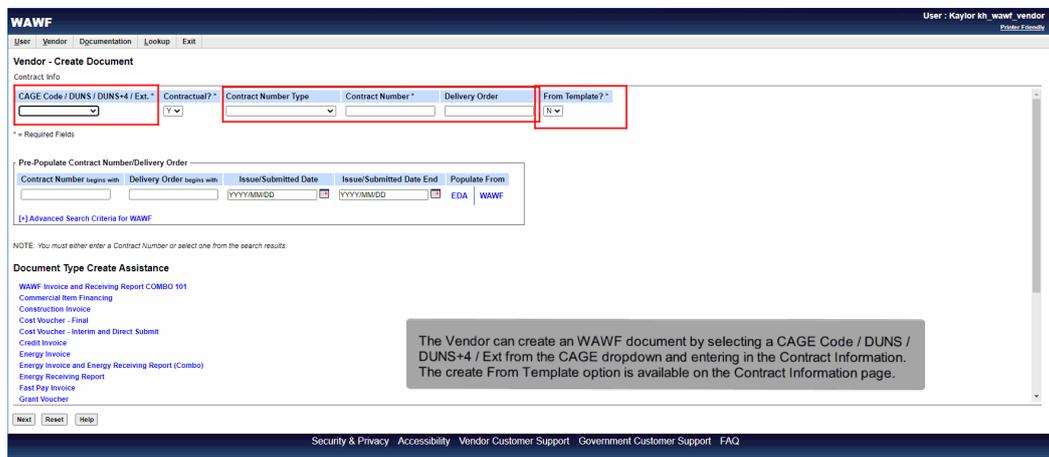
This demonstration provides an overview for a Vendor creating a Construction and Facilities Management Invoice. Click the WAWF Module link.

Scene 2



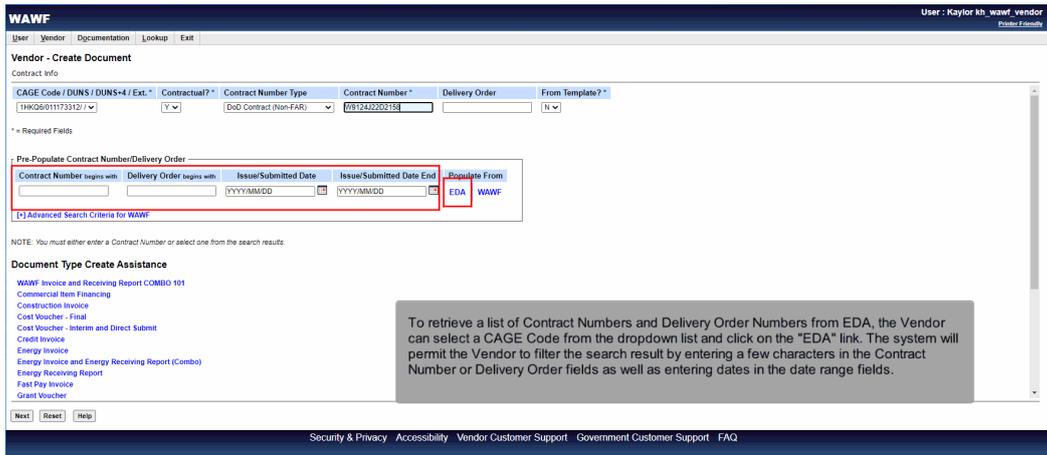
The Vendor selects Create Document from the Vendor dropdown menu.

Scene 3



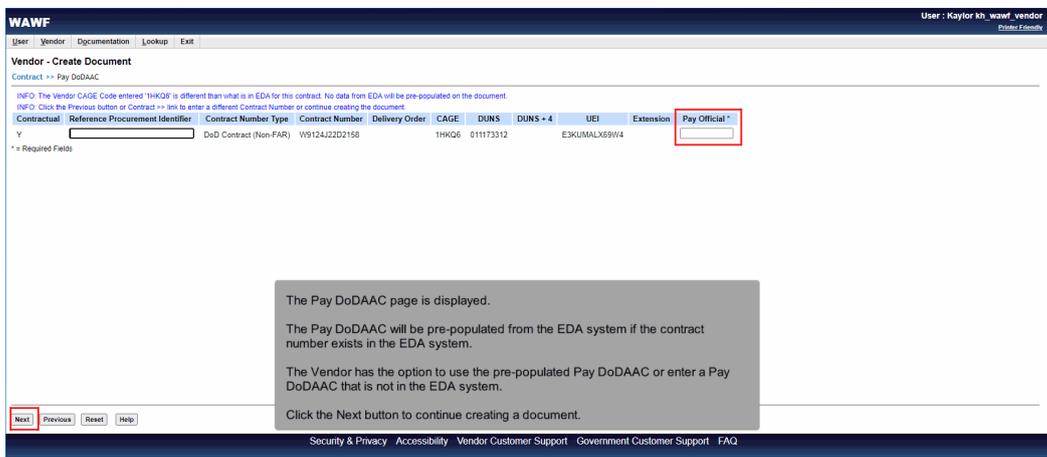
The Vendor can create an WAWF document by selecting a CAGE Code / DUNS / DUNS+4 / Ext from the CAGE dropdown and entering in the Contract Information. The create From Template option is available on the Contract Information page.

Scene 4



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.

Scene 5



The Pay DoDAAC page is displayed.

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.

Click the Next button to continue creating a document.

Scene 6

The screenshot shows the 'Create New Document' page in the WAWF system. The page header includes 'WAWF' and 'User: Kaylor kh_wawf_vendor'. Below the header, there are navigation links: 'User', 'Vendor', 'Documentation', 'Lookup', and 'Exit'. The main heading is 'Create New Document', followed by 'Contract >> Pay DoDAAC >> Document'. A table displays contract information:

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	UEI	Extension	Pay Official	Currency Code
W9124JZ2D2158			THK06	011173312		E3KUMALX89W4		HM1227	USD

Below the table, there is a section for 'Required Fields' and a 'Select Document to Create:' section with a list of radio buttons for document types. A callout box highlights this list with the text: 'The Document page is displayed with a list of valid document types for the selected contract number and pay system.'

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

Scene 7

The screenshot shows the 'Create New Document' page in the WAWF system, similar to Scene 6. The 'Construction and Facilities Management Invoice' radio button is selected and highlighted with a red box. A callout box points to this button with the text: 'Click the Construction and Facilities Management Invoice Payment Invoice radio button. Click the next button.'

Click the Construction and Facilities Management Invoice Payment Invoice radio button. Click the next button.

Scene 8

WAWF User: Kaylor kh_wawf_vendor

User | Vendor | Documentation | Lookup | Exit

Vendor - Construction and Facilities Management Invoice

Contract >> Pay DoDAAC >> Document >> Routing

INFO: A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document.

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	UEI	Extension	Pay DoDAAC
V9124J2D2158			1HK06	011173312		E3KUMALX69V4		HM1227

* = Required Fields, Date = YYYY/MM/DD

Effective Date: [YYYYMMDD] [] [] [] []

Issue By DoDAAC: [] [] [] []

Admin DoDAAC*: [FU4417] [] [] []

Inspect By DoDAAC*: [FU4417] [] [] []

Accept By*: [] [] [] []

Accept By*: [FU4417] [] [] []

Next | Previous | Reset | Help

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

The Routing page is displayed. Enter routing information for the document. WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields. Therefore, ensure that the information is accurate according to the latest contract information.

The Routing page is displayed. Enter routing information for the document. WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields. Therefore, ensure that the information is accurate according to the latest contract information.

Scene 9

WAWF User: Kaylor kh_wawf_vendor

User | Vendor | Documentation | Lookup | Exit

Vendor - Construction and Facilities Management Invoice

Contract >> Pay DoDAAC >> Document >> Routing

INFO: A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document.

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	UEI	Extension	Pay DoDAAC
V9124J2D2158			1HK06	011173312		E3KUMALX69V4		HM1227

* = Required Fields, Date = YYYY/MM/DD

Effective Date: [YYYYMMDD] [] [] [] []

Issue By DoDAAC: [] [] [] []

Admin DoDAAC*: [FU4417] [] [] []

Inspect By DoDAAC*: [FU4417] [] [] []

Accept By*: [] [] [] []

Accept By*: [FU4417] [] [] []

Next | Previous | Reset | Help

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

The Routing page is displayed. The following Routing Location Codes are mandatory for Construction and Facilities Management Invoice:

- Admin DoDAAC
- Inspect By DoDAAC
- Accept By DoDAAC

WAWF routes documents electronically using the location codes so make sure the information is correct according to the latest contract information. In some cases, your contract may require you to complete one or more of the optional location code fields. If needed, ask your contracting officer for clarification.

The Vendor clicks the Next button to continue.

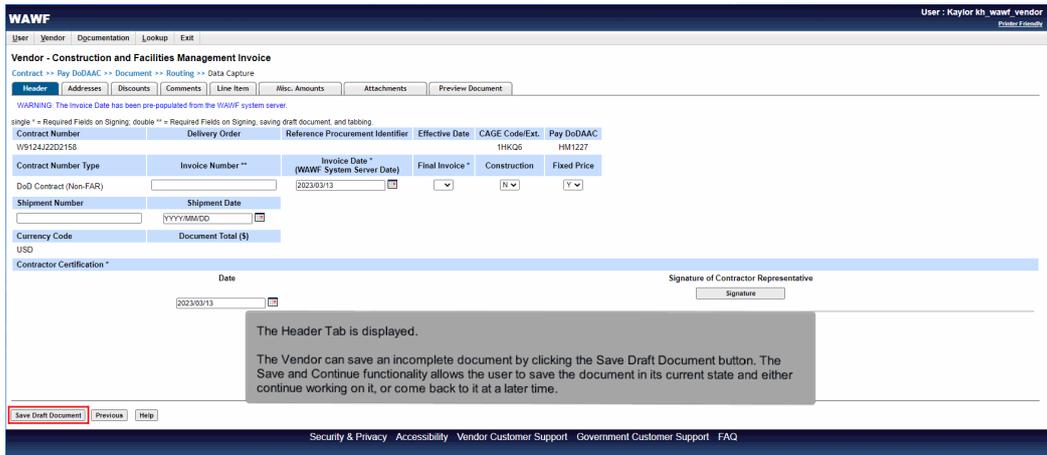
The Routing page is displayed. The following Routing Location Codes are mandatory for Construction and Facilities Management Invoice:

- Admin DoDAAC
- Inspect By DoDAAC
- Accept By DoDAAC

WAWF routes documents electronically using the location codes so make sure the information is correct according to the latest contract information. In some cases, your contract may require you to complete one or more of the optional location code fields. If needed, ask your contracting officer for clarification.

The Vendor clicks the Next button to continue.

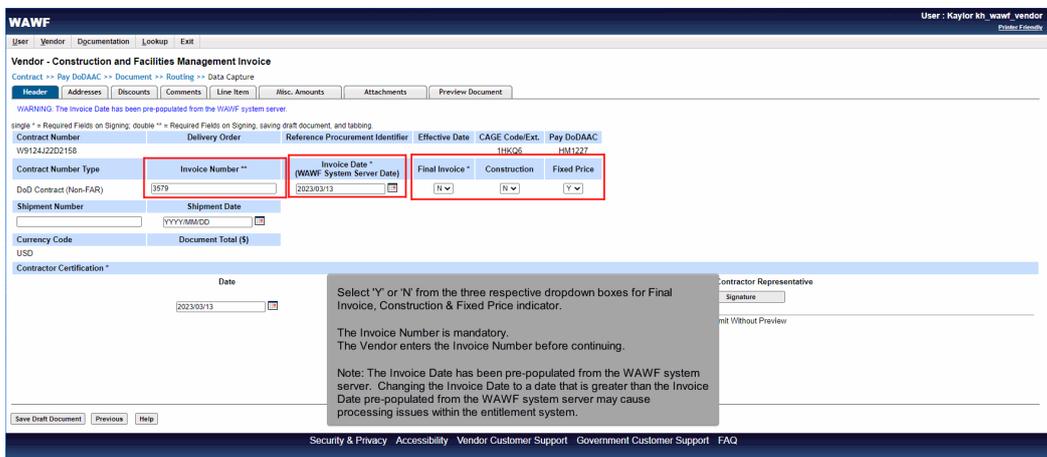
Scene 10



The Header Tab is displayed.

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 at a later time.

Scene 11



Select 'Y' or 'N' from the three respective dropdown boxes for Final Invoice, Construction & Fixed Price indicator.

The Invoice Number is mandatory.
The Vendor enters the Invoice Number before continuing.

Note: The Invoice Date has been pre-populated from the WAWF system server. Changing the Invoice Date to a date that is greater than the Invoice Date pre-populated from the WAWF system server may cause processing issues within the entitlement system.

Scene 12

WAWF Vendor - Construction and Facilities Management Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Discounts | Comments | Line Item | Misc. Amounts | Attachments | Preview Document

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

single * = Required Fields on Signing; double ** = Required Fields on Signing, saving draft document, and tabbing

Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date	CAGE Code/Ext.	Pay DoDAAC
W9124J2D2158				1HKQ6	HM1227

Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice *	Construction	Fixed Price
DoD Contract (Non-FAR)	0789	2023/03/20	N	Y	Y

Shipment Number: _____ Shipment Date: _____

Currency Code: USD Document Total (\$) _____

Contractor Certification *

(1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract.
 (2) All payments due to subcontractors and suppliers from previous payments received under the contract have been made, and timely payments will be made from the proceeds of the payment covered by this certification. In accordance with subcontract agreements and the requirements of chapter 39 of Title 31, United States Code.
 (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract, and
 (4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Date: 2023/03/20

Signature of Contractor Representative: _____

Submit Without Preview

Save Draft Document | Previous | Help

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

When Construction is set to "Y", Contractor Certification will display.

Scene 13

WAWF Vendor - Construction and Facilities Management Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | **Addresses** | Discounts | Comments | Line Item | Misc. Amounts | Attachments | Preview Document

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

single * = Required Fields on Signing; double ** = Required Fields on Signing, saving draft document, and tabbing

Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date	CAGE Code/Ext.	Pay DoDAAC
W9124J2D2158				1HKQ6	HM1227

Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice *	Construction	Fixed Price
DoD Contract (Non-FAR)	0579	2023/03/13	N	Y	Y

Shipment Number: _____ Shipment Date: _____

Currency Code: USD Document Total (\$) _____

Contractor Certification *

Date: 2023/03/13

Signature of Contractor Representative: _____

Submit Without Preview

The Vendor clicks the Addresses Tab to go to the Address page.

Save Draft Document | Previous | Help

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

The Vendor clicks the Addresses Tab to go to the Address page.

Scene 14

WAWF User: Kaylor kh_wawf_vendor

Vendor - Construction and Facilities Management Invoice

Contract >> Pay DuDAAC >> Document >> Routing >> Data Capture

Header Addresses **Discounts** Comments Line Item Misc. Amounts Attachments Preview Document

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

* = Required Fields

Payee: THK06 DUNS: 011173312 DUNS + 4: UEL: EJKUMALX69W4 Extension:

* Payee Name 1: LEIDOS, INC.

Payee Name 2:

Payee Name 3:

Address 1: 2985 SCOTT ST

Address 2:

Address 3:

Address 4:

City: VISTA State: CA Zip Code: 92081

Country: USA

Administered By DuDAAC: FI4417

* Activity Name 1: FI4417 1 SOCS SC

Activity Name 2:

Activity Name 3:

Address 1: CP 850 884 8118

Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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, WAWF will pre-populate the address information for each of the location codes onto the document.

The Vendor clicks the Discounts Tab to go to the Discounts page.

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, WAWF will pre-populate the address information for each of the location codes onto the document.

The Vendor clicks the Discounts Tab to go to the Discounts page.

Scene 15

WAWF User: Kaylor kh_wawf_vendor

Vendor - Construction and Facilities Management Invoice

Contract >> Pay DuDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts **Comments** Line Item Misc. Amounts Attachments Preview Document

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

* Asterisk indicates required entry for "Save".

Document Level Discount Terms

Discount Percentage (%)	Due Days	Actions
		Add

Discount Amount (\$)	Discount Date	Actions
		Add

Net Days: 30

Save Draft Document Help

The Discount page is displayed. The Discounts page allows the Vendor to offer discounts for payment within a certain number of days.

The Vendor clicks the Add link under Discount Percentage to enter a Discount Percentage and Due Days.

The Net Days displays the number of days in which an invoice is to be paid. This number is determined from the "Final Invoice" and "Construction" indicator(s) selection made on the Header tab.

The Net Days Discount defaults to 14 days when the Construction and Facilities Management Invoice is Non Final Construction. Otherwise, Net Days Discount is 30 days.

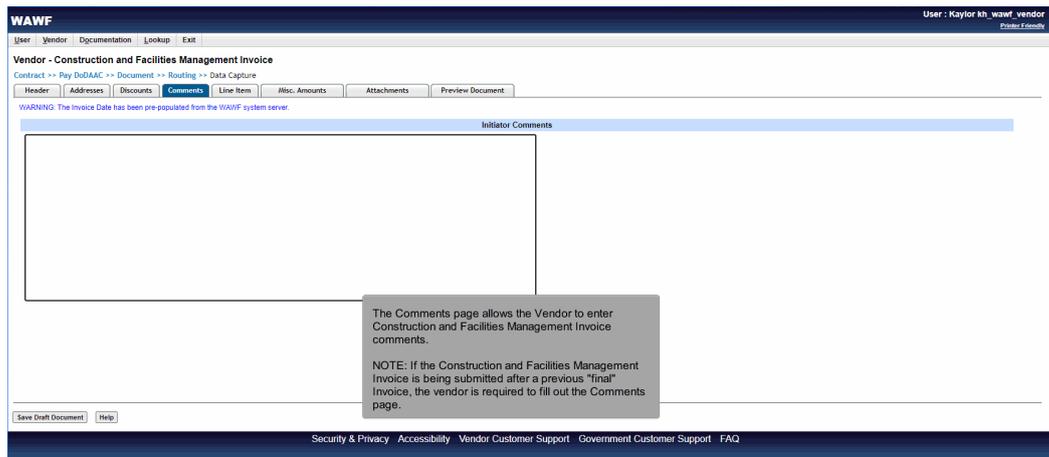
The Discount page is displayed. The Discounts page allows the Vendor to offer discounts for payment within a certain number of days.

The Vendor clicks the Add link under Discount Percentage to enter a Discount Percentage and Due Days.

The Net Days displays the number of days in which an invoice is to be paid. This number is determined from the "Final Invoice" and "Construction" indicator(s) selection made on the Header tab.

The Net Days Discount defaults to 14 days when the Construction and Facilities Management Invoice is Non Final Construction. Otherwise, Net Days Discount is 30 days.

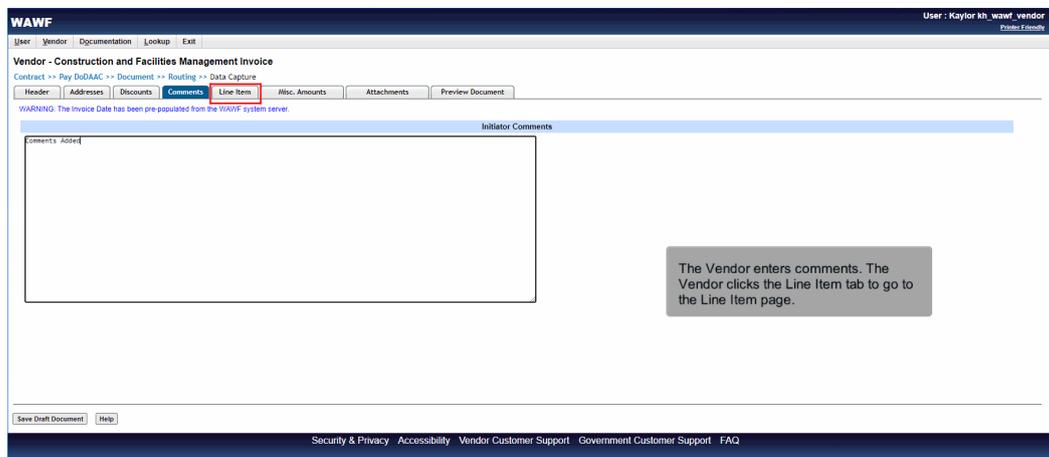
Scene 16



The Comments page allows the Vendor to enter Construction and Facilities Management Invoice comments.

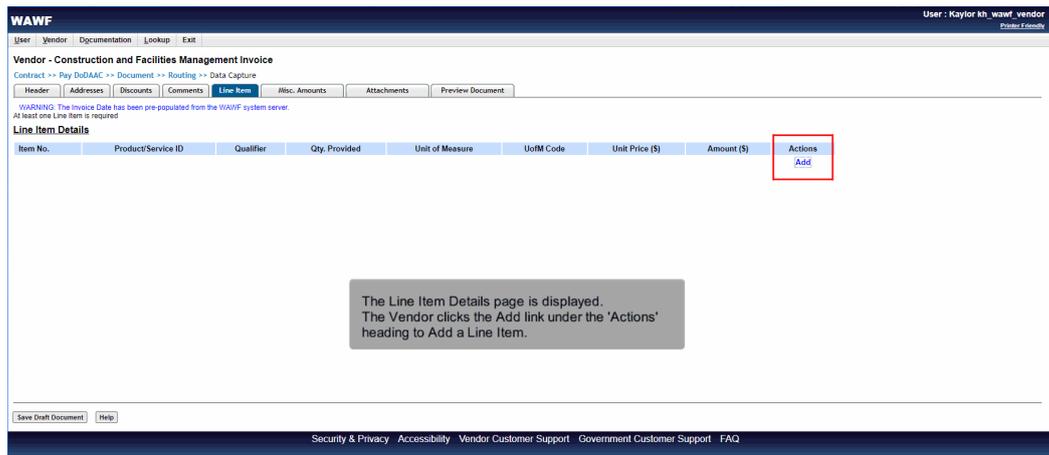
NOTE: If the Construction and Facilities Management Invoice is being submitted after a previous "final" Invoice, the vendor is required to fill out the Comments page.

Scene 17



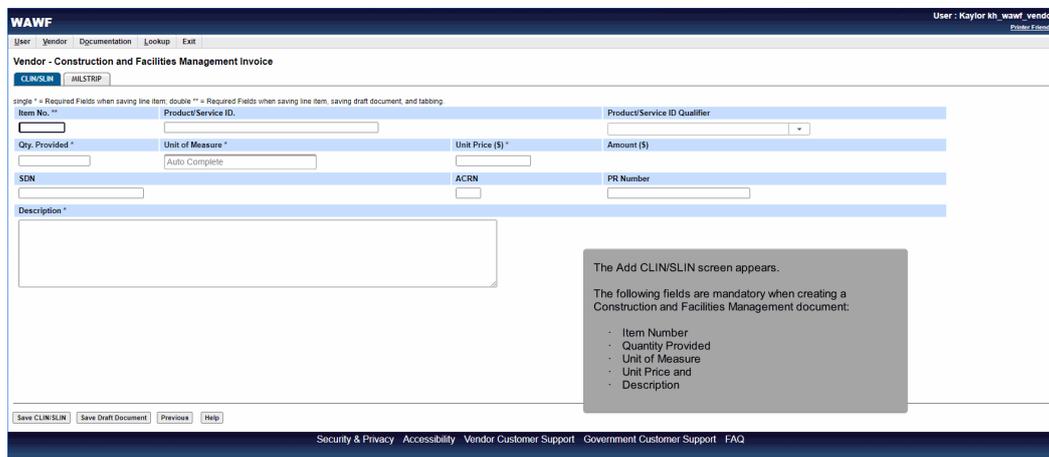
The Vendor enters comments. The Vendor clicks the Line Item tab to go to the Line Item page.

Scene 18



The Line Item Details page is displayed.
 The Vendor clicks the 'Add' link under the 'Actions' heading to Add a Line Item.

Scene 19

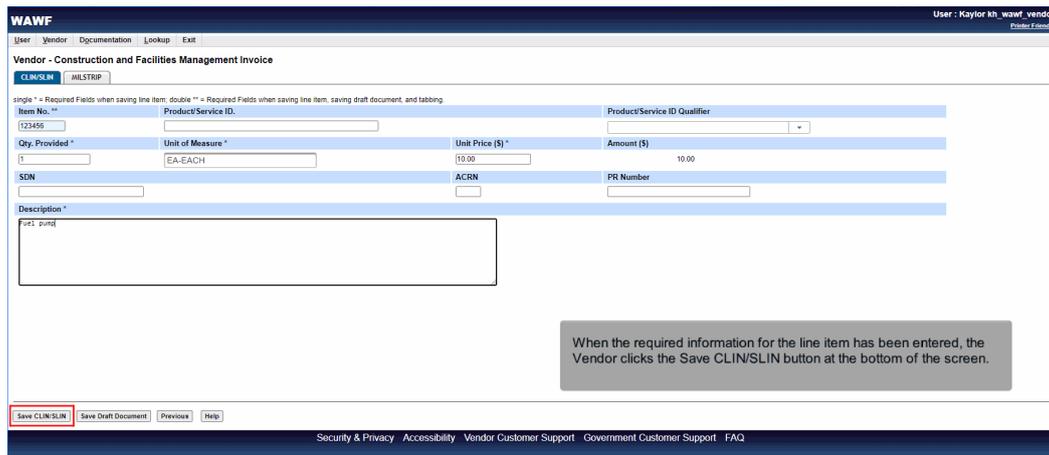


The Add CLIN/SLIN screen appears.

The following fields are mandatory when creating a Construction and Facilities Management document:

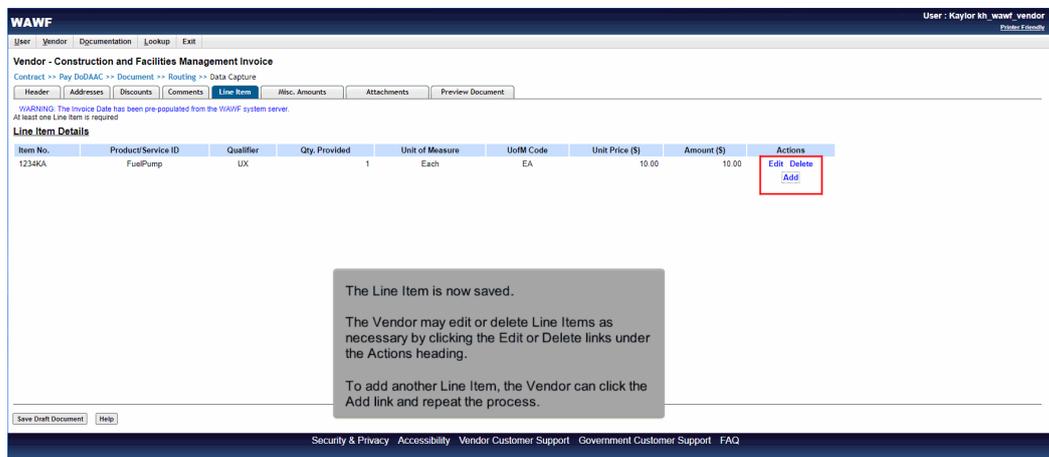
- Item Number
- Quantity Provided
- Unit of Measure
- Unit Price and
- Description

Scene 20



When the required information for the line item has been entered, the Vendor clicks the Save CLIN/SLIN button at the bottom of the screen.

Scene 21

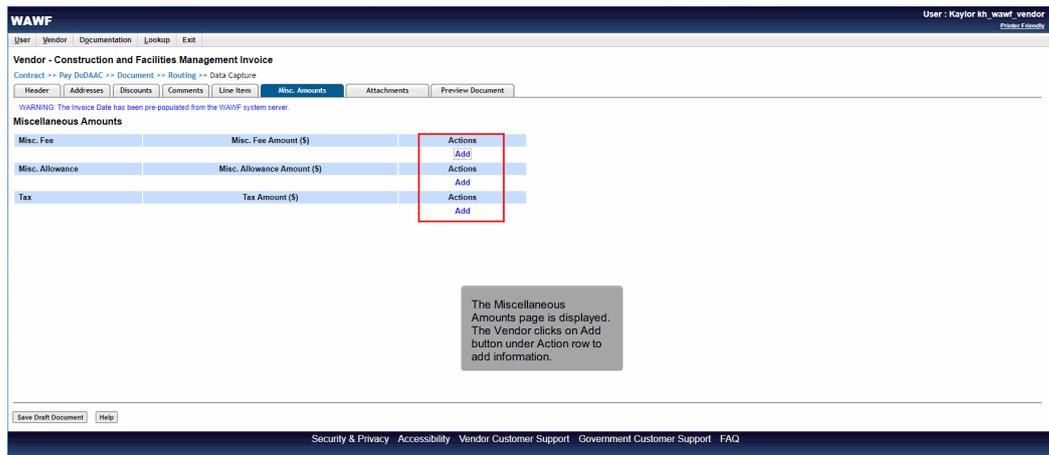


The Line Item is now saved.

The Vendor may edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading.

To add another Line Item, the Vendor can click the Add link and repeat the process.

Scene 22



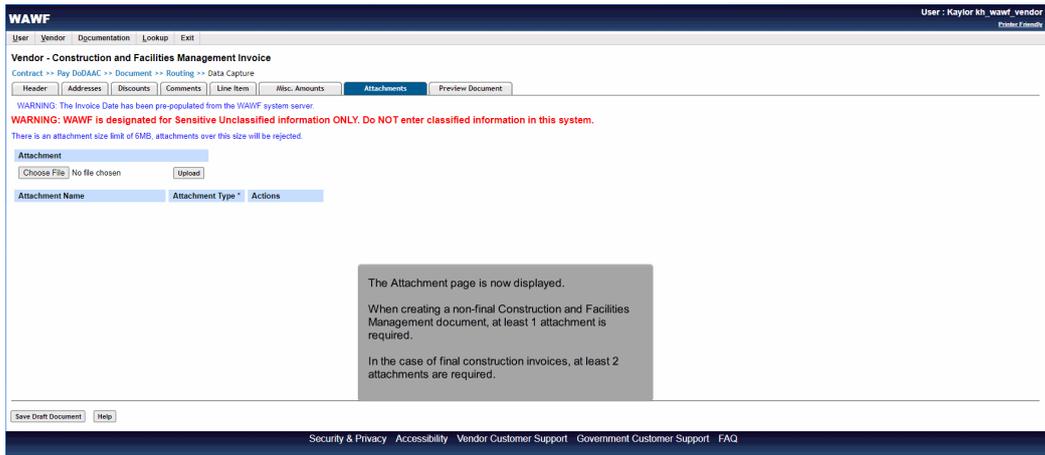
The Miscellaneous Amounts page is displayed. The Vendor clicks on Add button under Action row to add information.

Scene 23



The Add Miscellaneous Fee page is displayed. Miscellaneous Fee, Miscellaneous Fee Price, and Description are required. Click Save Misc. Fee button to save.

Scene 24

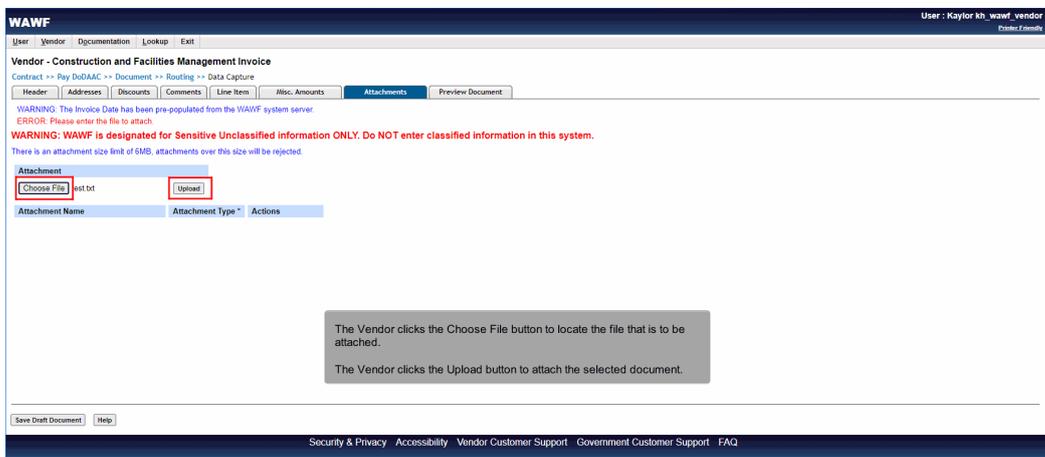


The Attachment page is now displayed.

When creating a non-final Construction and Facilities Management document, at least 1 attachment is required.

In the case of final construction invoices, at least 2 attachments are required.

Scene 25



The Vendor clicks the Choose File button to locate the file that is to be attached.

The Vendor clicks the Upload button to attach the selected document.

Scene 26

WAWF User: Kaylor kh_wawf_vendor

Vendor - Construction and Facilities Management Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document

WARNING: The Invoice Data has been pre-populated from the WAWF system server.
WARNING: WAWF is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.
There is an attachment size limit of 6MB, attachments over this size will be rejected.

Attachment

Choose File No file chosen Upload

Attachment Name	Attachment Type *	Actions
test.txt		View Attachment Delete Attachment

The attachment is now saved on the document.
Attachment type is required. Click the dropdown to select.

Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The attachment is now saved on the document.
Attachment type is required. Click the dropdown to select.

Scene 27

WAWF User: Kaylor kh_wawf_vendor

Vendor - Construction and Facilities Management Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document

WARNING: The Invoice Data has been pre-populated from the WAWF system server.
WARNING: WAWF is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.
There is an attachment size limit of 6MB, attachments over this size will be rejected.

Attachment

Choose File No file chosen Upload

Attachment Name	Attachment Type *	Actions
test.txt	Invoices	View Attachment Delete Attachment

The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachments links.
To add another attachment, the Vendor clicks the Choose File button and repeats the process.
Click the Preview Document tab to continue.

Save Draft Document Help

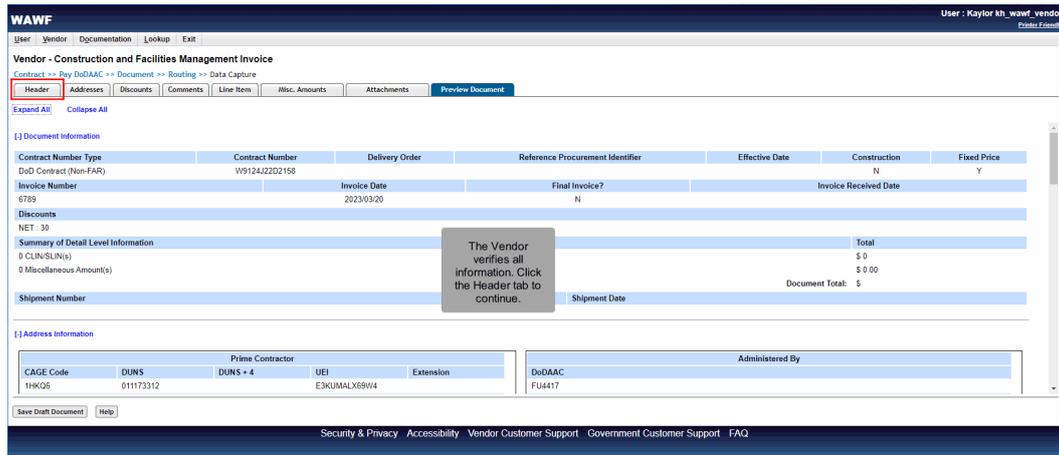
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachments links.

To add another attachment, the Vendor clicks the Choose File button and repeats the process.

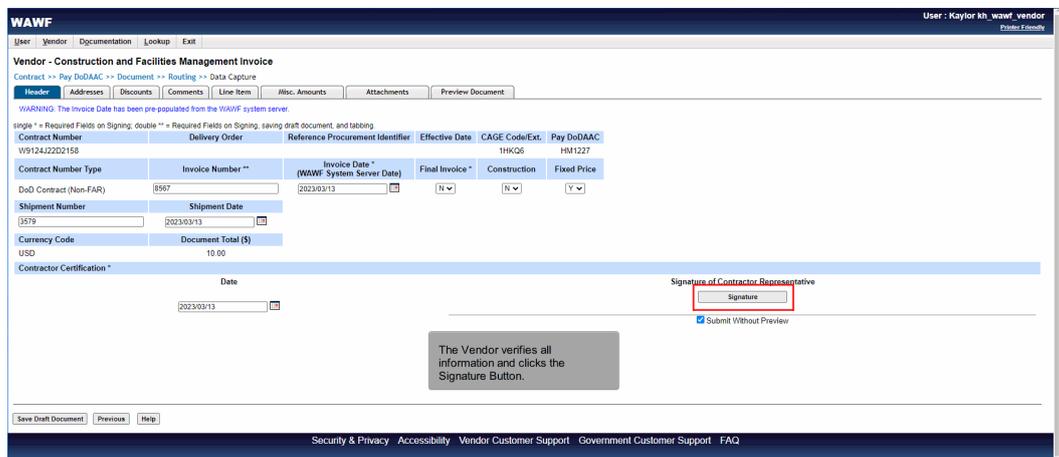
Click the Preview Document tab to continue.

Scene 28



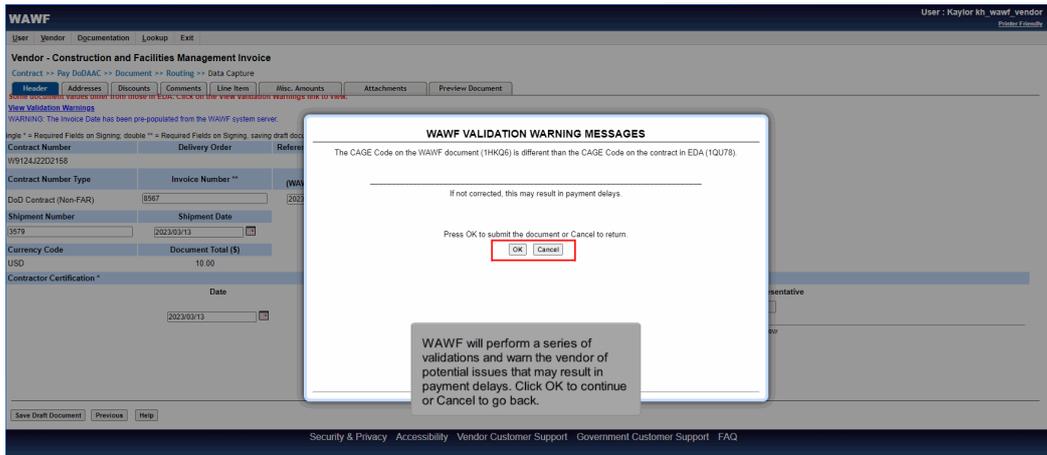
The Vendor verifies all information. Click the Header tab to continue.

Scene 29



The Vendor verifies all information and clicks the Signature Button.

Scene 30



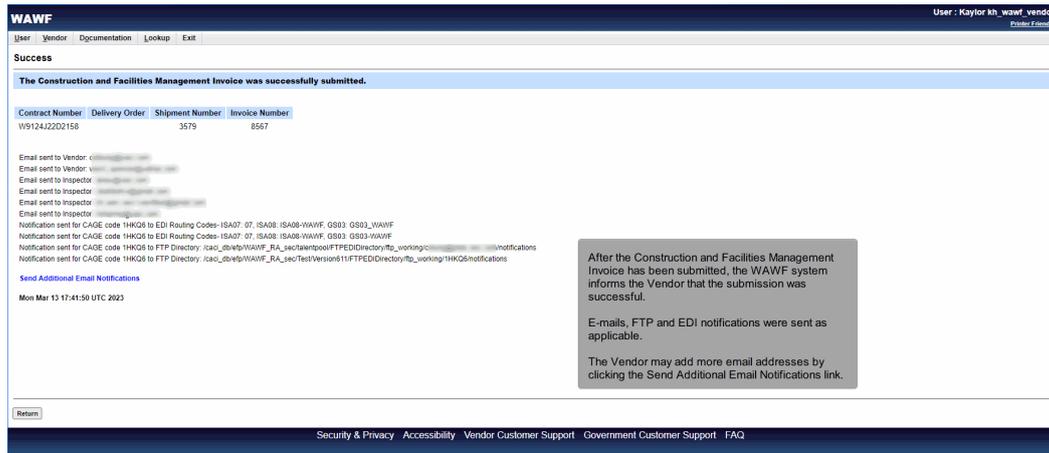
WAWF will perform a series of validations and warn the vendor of potential issues that may result in payment delays. Click OK to continue or Cancel to go back.

Scene 31



For vendors that registered with a User ID and password: The Vendor enters User ID, Digital PIN, and OTP. Click the next button.

Scene 32



After the Construction and Facilities Management Invoice has been submitted, the WAWF system informs the Vendor that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.

The Vendor may add more email addresses by clicking the Send Additional Email Notifications link.