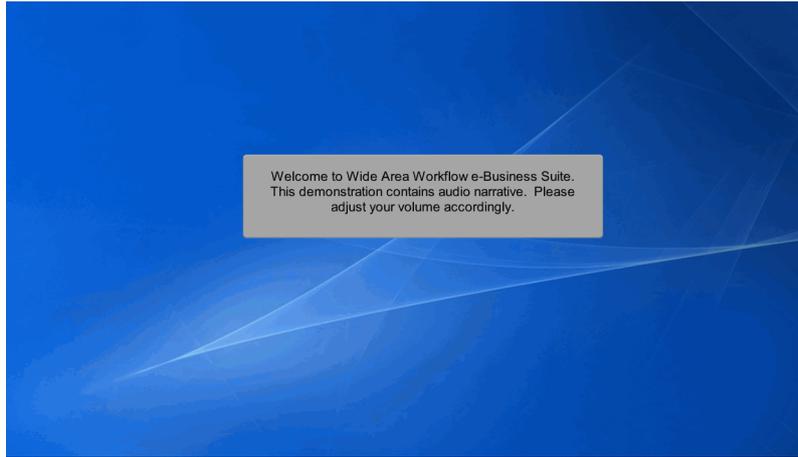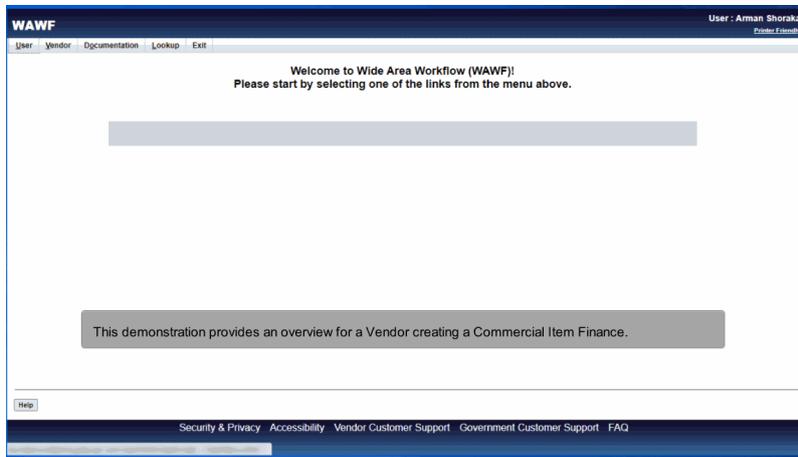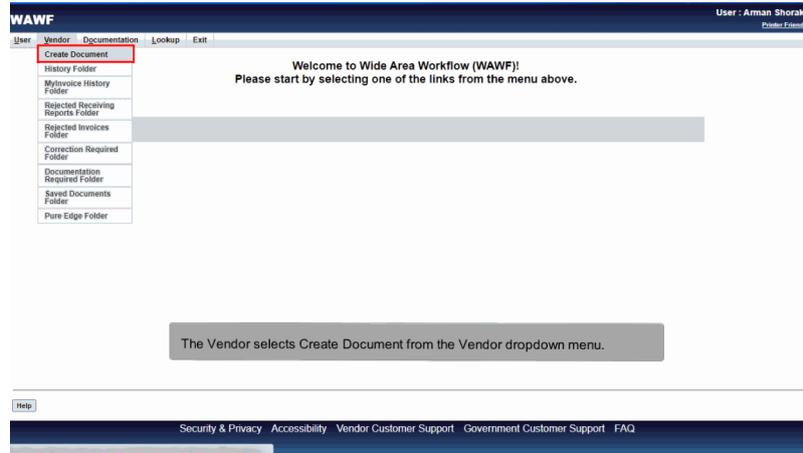## Intro



Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative.  Please adjust your volume accordingly.
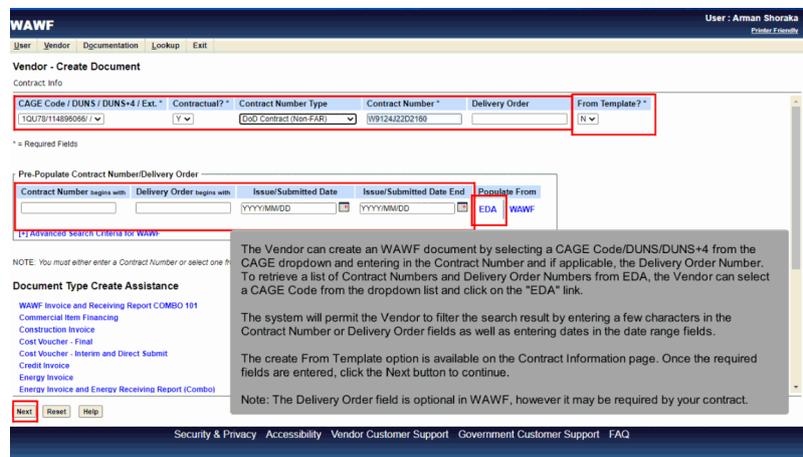
## Scene 1



This demonstration provides an overview for a Vendor creating a Commercial Item Finance.

## 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 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.

The create From Template option is available on the Contract Information page. Once the required fields are entered, click the Next button to continue.

Note: The Delivery Order field is optional in WAWF, however it may be required by your contract.
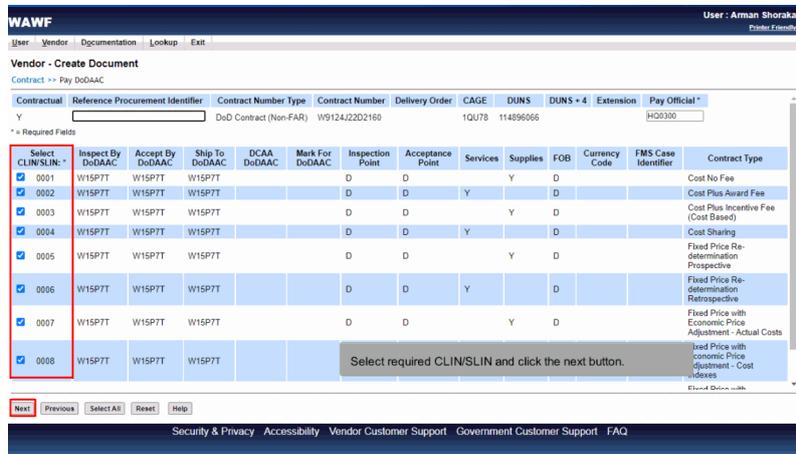
## Scene 4
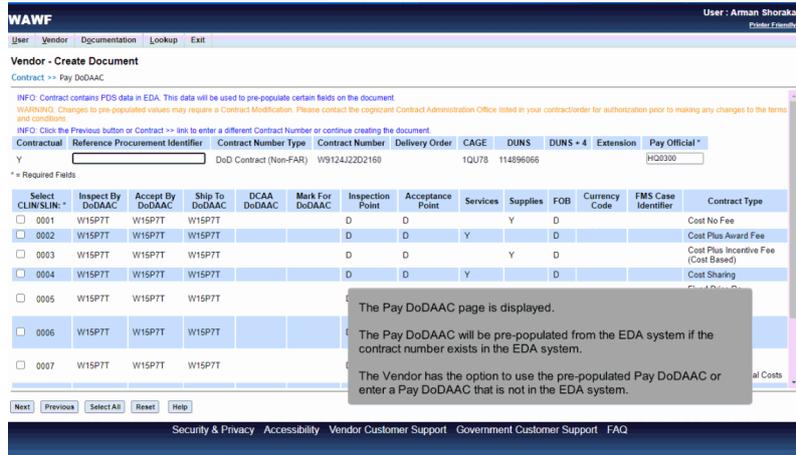


The Pay DoDAAC page is displayed.

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.

## Scene 5



Select required CLIN/SLIN and click the next button.

Scene 6



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

An error or warning will appear upon selecting both cost type and fixed price line items. User will receive an error message and will be prohibited from proceeding when the contract contains instances of DFARS Clause 252.232-7006 (December 2018 or later). User will receive only a warning message when the contract does not contain instances of DFARS Clause 252.232-7006 (December 2018 or later) and will be able to proceed.

Scene 7



The Document page is displayed with a list of valid document types for the selected contract number and pay system. Click the Commercial Item Financing radio button. If this payment is for advance payment, the Vendor can select "Y" (Yes) from the dropdown menu. If it is not, the Vendor can select "N" (No). If this payment is related to Foreign Military Sales (FMS), the Vendor can select "Y" (Yes) from the dropdown menu. If it is not, the Vendor can select "N" (No). Click the Next Button.
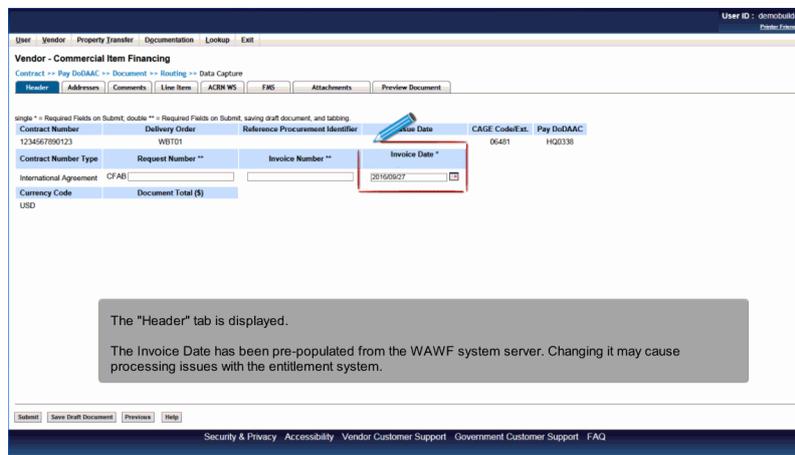
Scene 8



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.

Click the "Next" button to continue.

Scene 9



The "Header" tab is displayed.

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

## Scene 10

The Vendor enters mandatory Commercial Item Financing information.

## Scene 11

The "Save Draft Document" button is available on every tab. The Vendor can save an incomplete document by clicking this 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 12



When the Vendor has finished entering mandatory fields on the Header page, the Vendor may navigate to other tabs.

The Vendor navigates to the Address page by clicking the "Addresses" tab.

Scene 13



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.
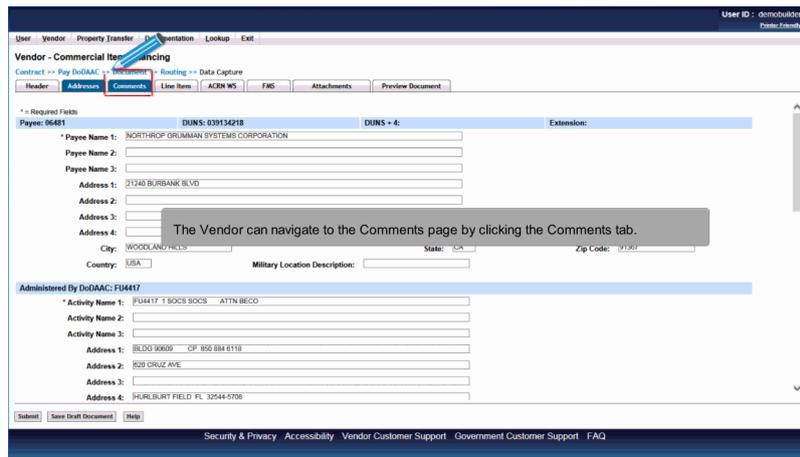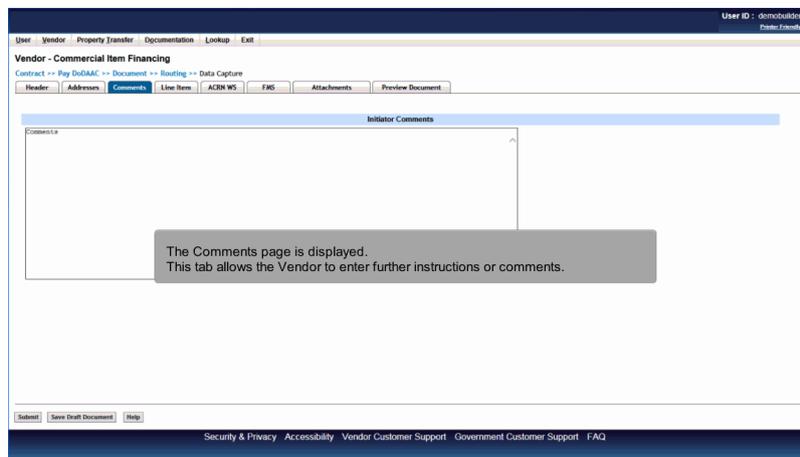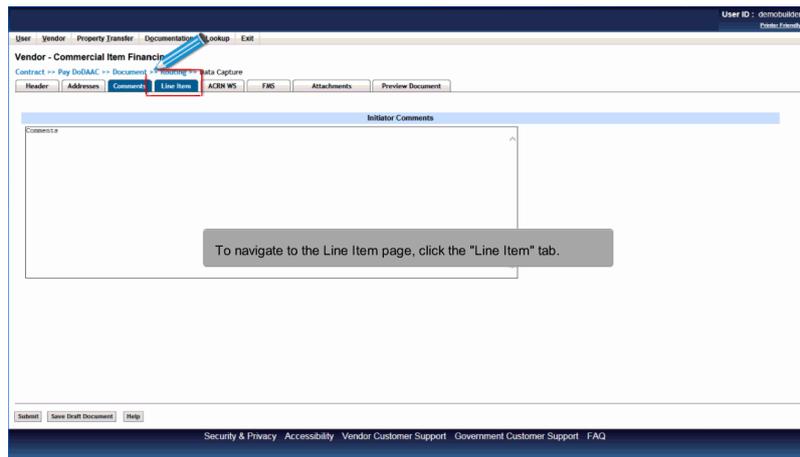
## Scene 14



The Vendor can navigate to the Comments page by clicking the Comments tab.
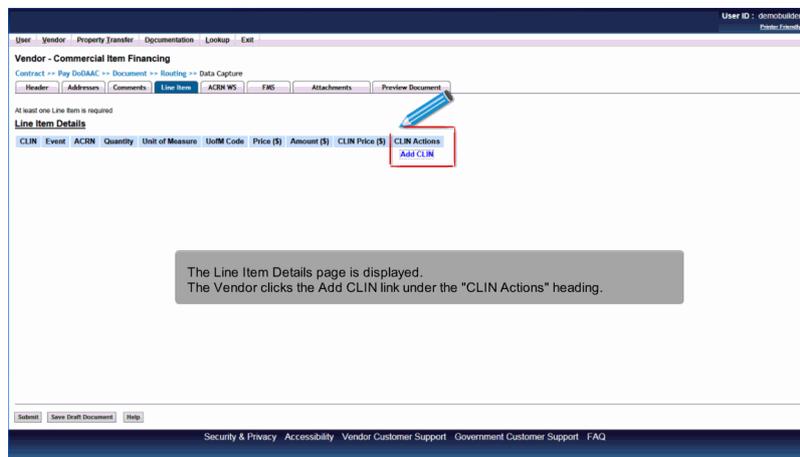
## Scene 15



The Comments page is displayed.
This tab allows the Vendor to enter further instructions or comments.
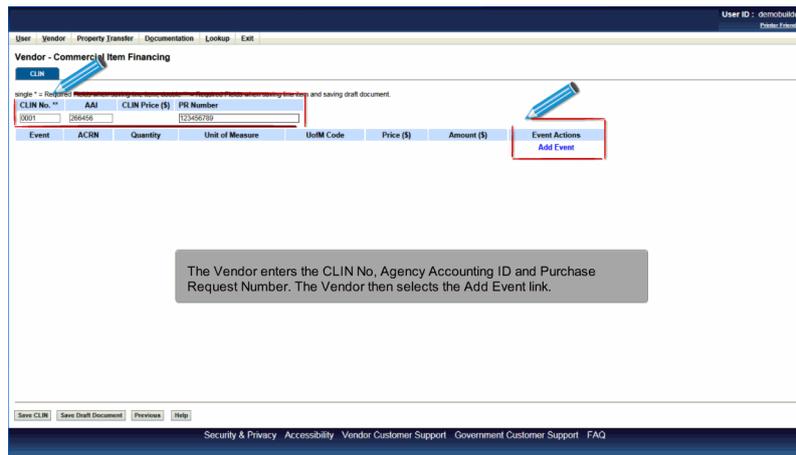
## Scene 16



To navigate to the Line Item page, click the "Line Item" tab.
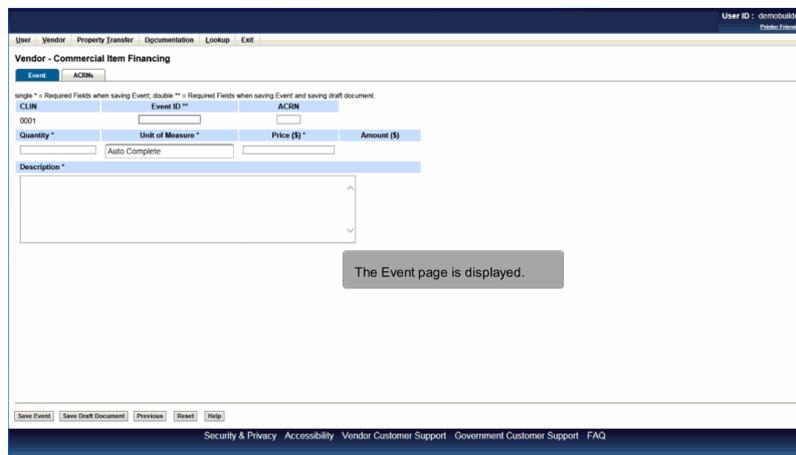
## Scene 17



The Line Item Details page is displayed.
The Vendor clicks the Add CLIN link under the "CLIN Actions" heading.
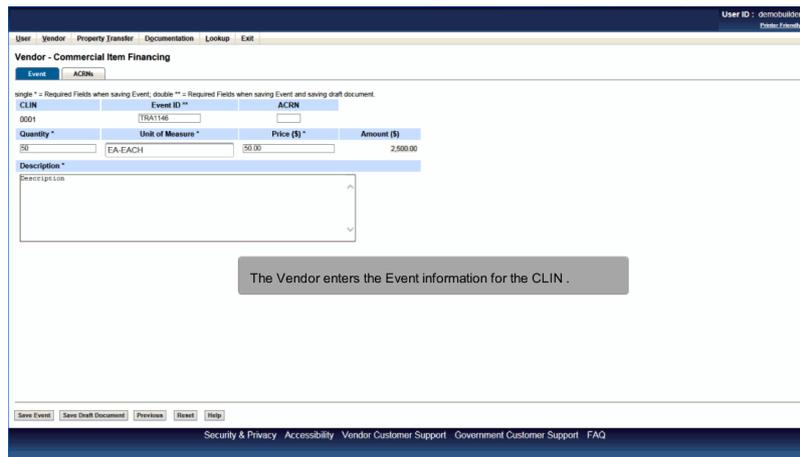
Scene 18



The Vendor enters the CLIN No, Agency Accounting ID and Purchase Request Number. The Vendor then selects the Add Event link.
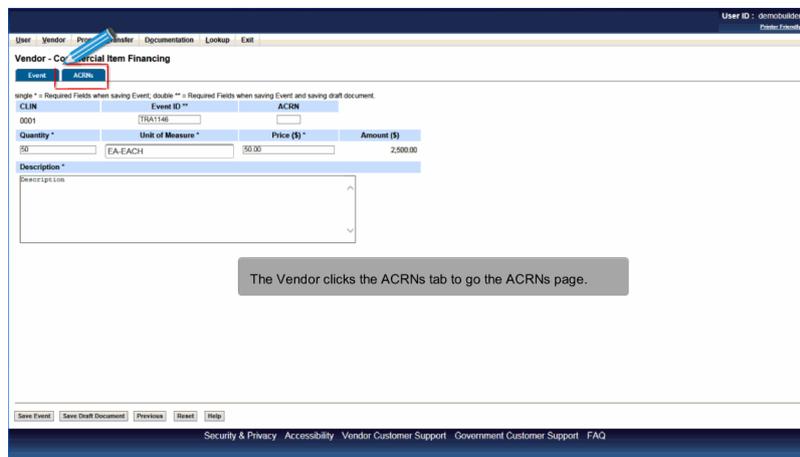
Scene 19

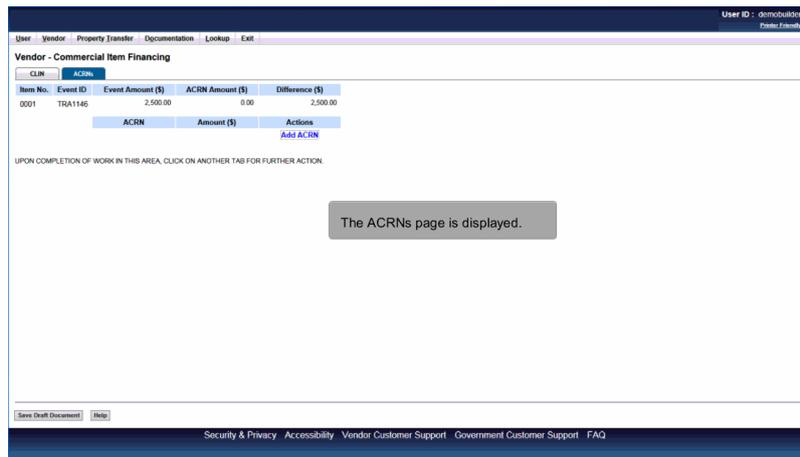

The Event page is displayed.

Scene 20



The Vendor enters the Event information for the CLIN .

Scene 21



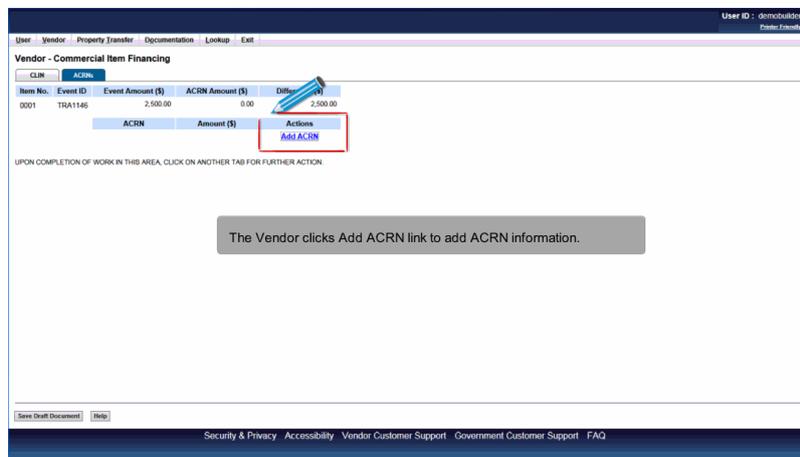The Vendor clicks the ACRNs tab to go the ACRNs page.

Scene 22



The ACRNs page is displayed.

Scene 23



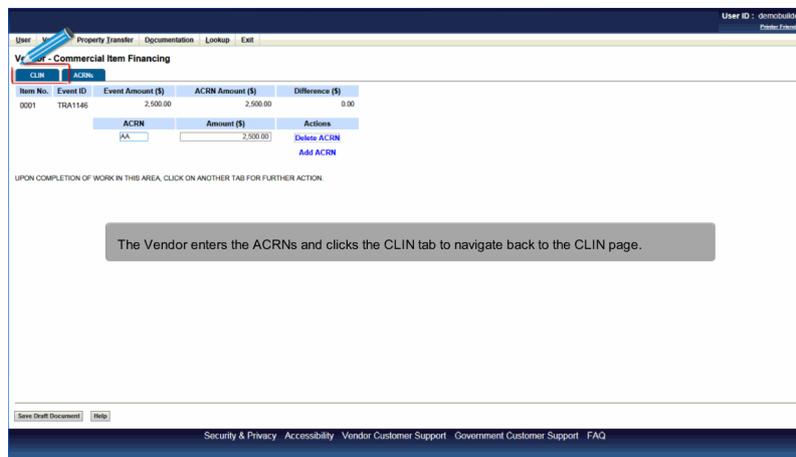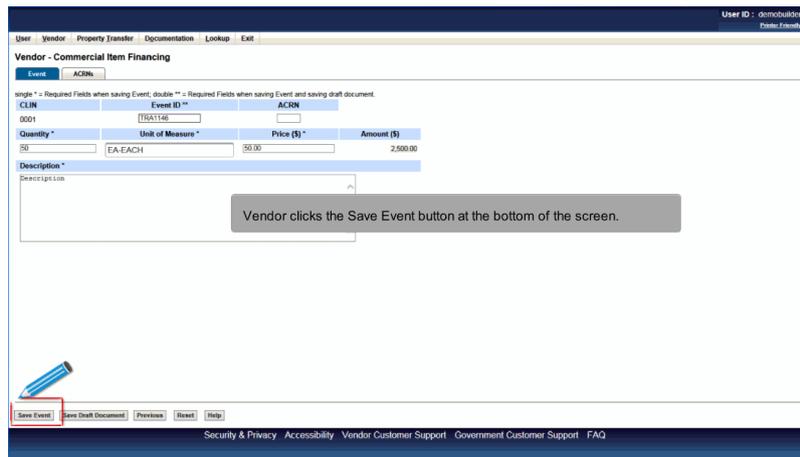The Vendor clicks Add ACRN link to add ACRN information.
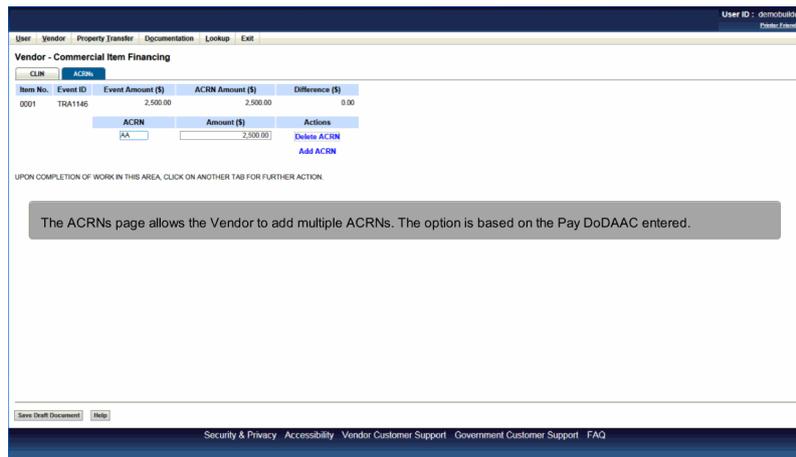
Scene 24



The ACRNs page allows the Vendor to add multiple ACRNs. The option is based on the Pay DoDAAC entered.
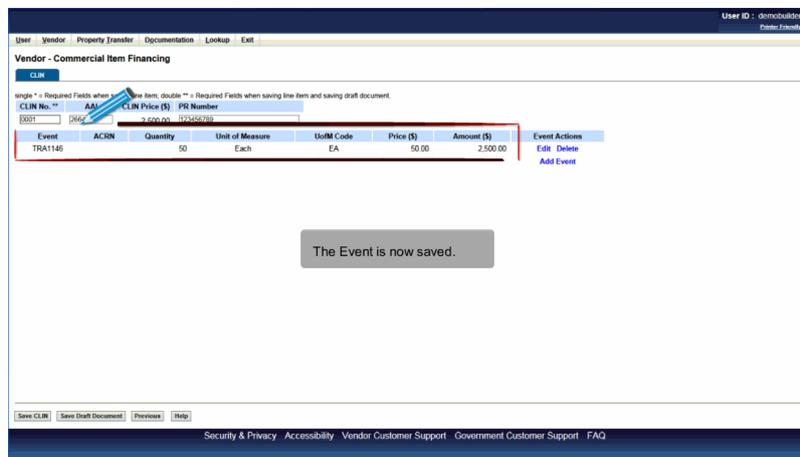
Scene 25



The Vendor enters the ACRNs and clicks the CLIN tab to navigate back to the CLIN page.
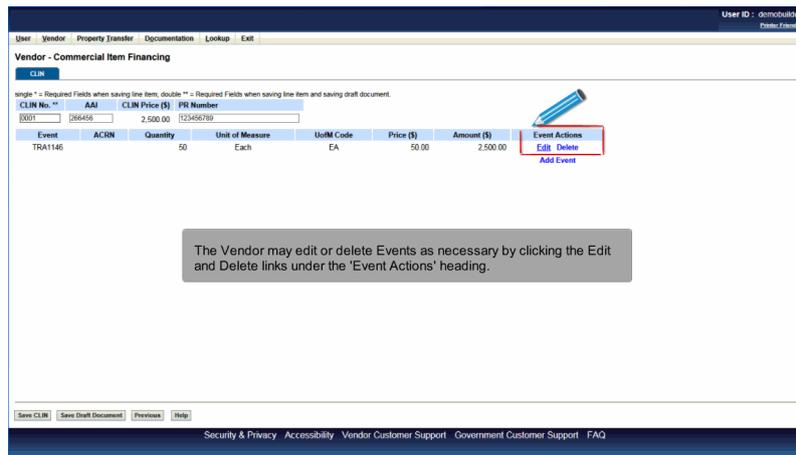
Scene 26



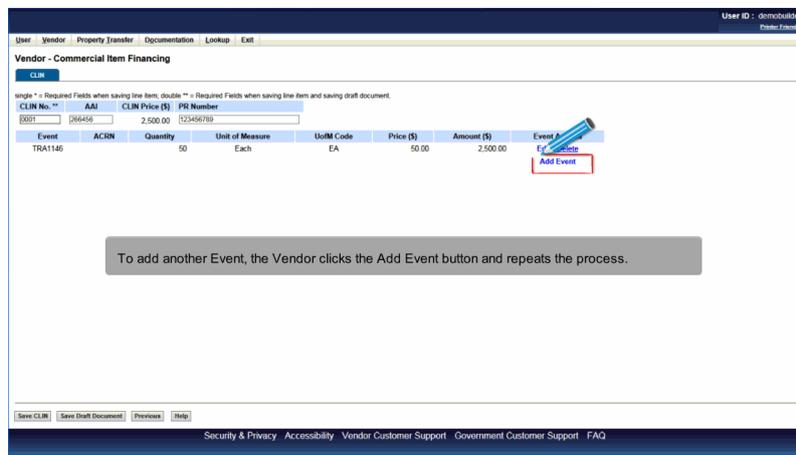Vendor clicks the Save Event button at the bottom of the screen.

Scene 27



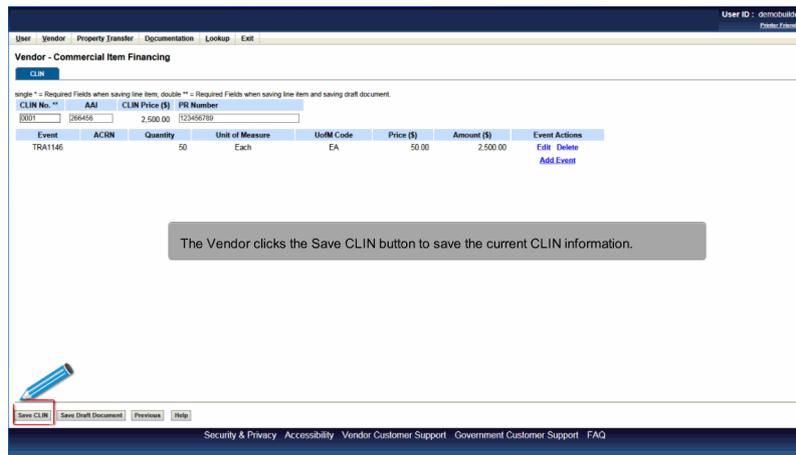The Event is now saved.

Scene 28



The Vendor may edit or delete Events as necessary by clicking the Edit and Delete links under the 'Event Actions' heading.
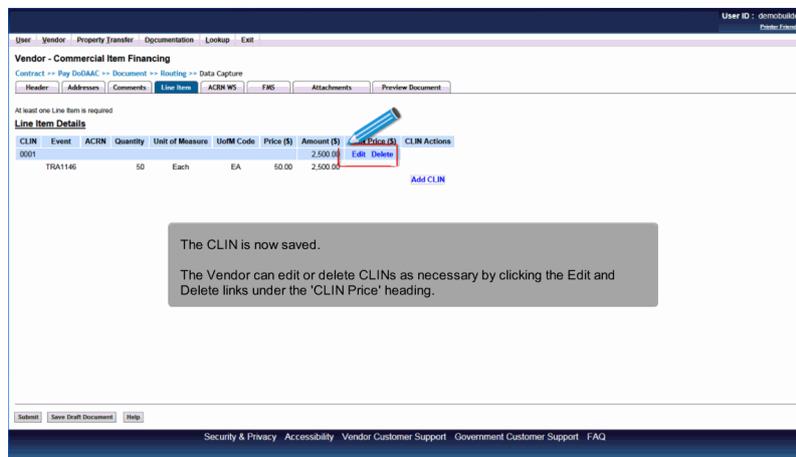
Scene 29



To add another Event, the Vendor clicks the Add Event button and repeats the process.

Scene 30



The Vendor clicks the Save CLIN button to save the current CLIN information.
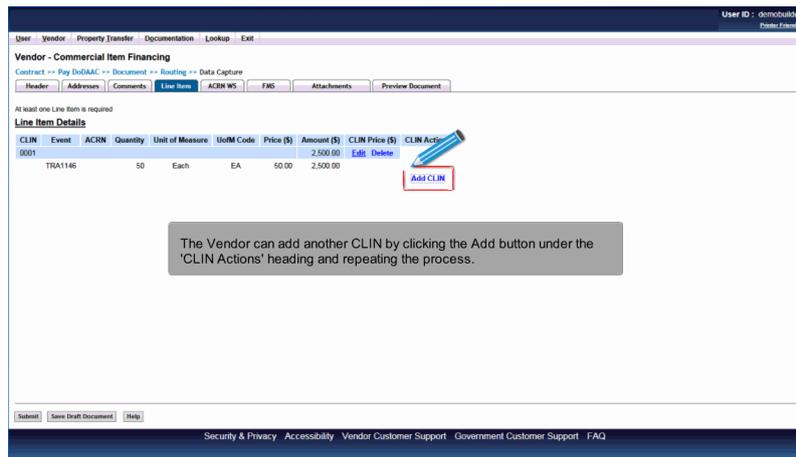
Scene 31



The CLIN is now saved.

The Vendor can edit or delete CLINs as necessary by clicking the Edit and Delete links under the 'CLIN Price' heading.
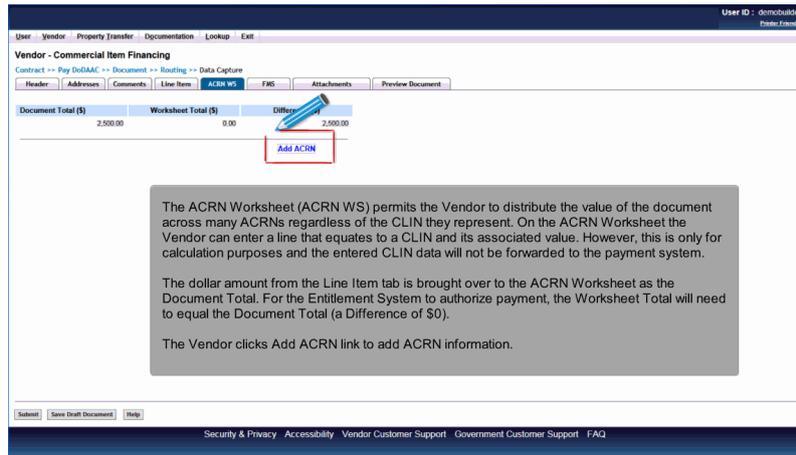
Scene 32



The Vendor can add another CLIN by clicking the Add button under the 'CLIN Actions' heading and repeating the process.

Scene 33



The Vendor clicks the ACRNs WS tab to navigate to the ACRNs Worksheet.

Scene 34



The ACRN Worksheet (ACRN WS) permits the Vendor to distribute the value of the document across many ACRNs regardless of the CLIN they represent. On the ACRN Worksheet the Vendor can enter a line that equates to a CLIN and its associated value. However, this is only for calculation purposes and the entered CLIN data will not be forwarded to the payment system.

The dollar amount from the Line Item tab is brought over to the ACRN Worksheet as the Document Total. For the Entitlement System to authorize payment, the Worksheet Total will need to equal the Document Total (a Difference of $0).
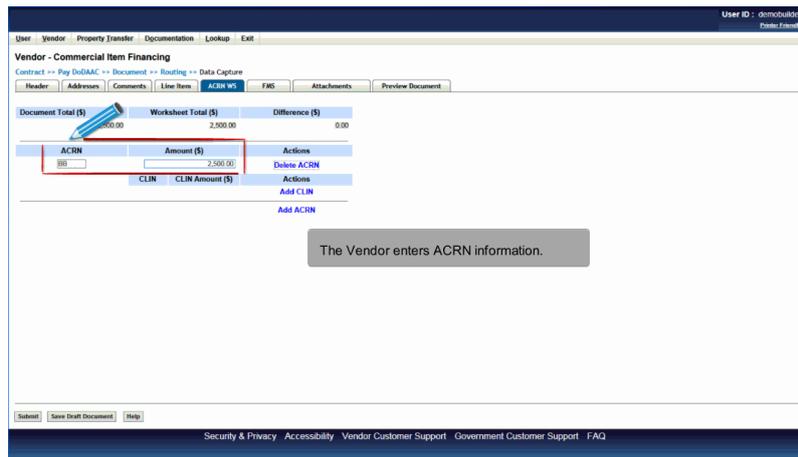
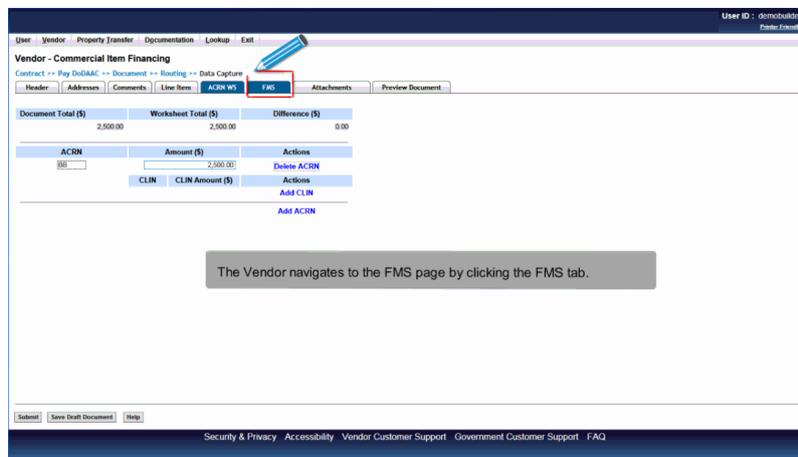The Vendor clicks Add ACRN link to add ACRN information.

Scene 35
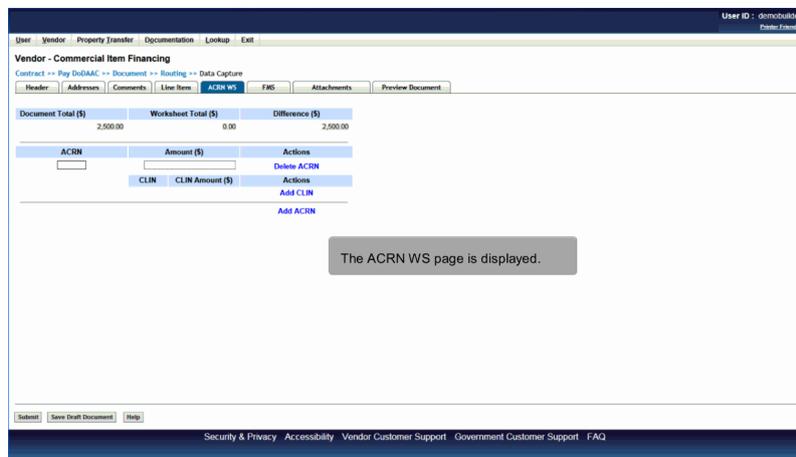


The ACRN WS page is displayed.

## Scene 36



The Vendor enters ACRN information.

## Scene 37



The Vendor navigates to the FMS page by clicking the FMS tab.

## Scene 38



The FMS page is displayed. The Vendor can use the Foreign Military Sales (FMS)  Worksheet to enter the Country Code associated with the country receiving the goods/materials and to indicate the value of the document corresponding to that country.
To add a FMS the Vendor clicks the Add link.

## Scene 39



The Vendor enters the Country Code and Associated Dollar amount.

Prior to submitting the document, the FMS Worksheet Total value must match the Document Total value.
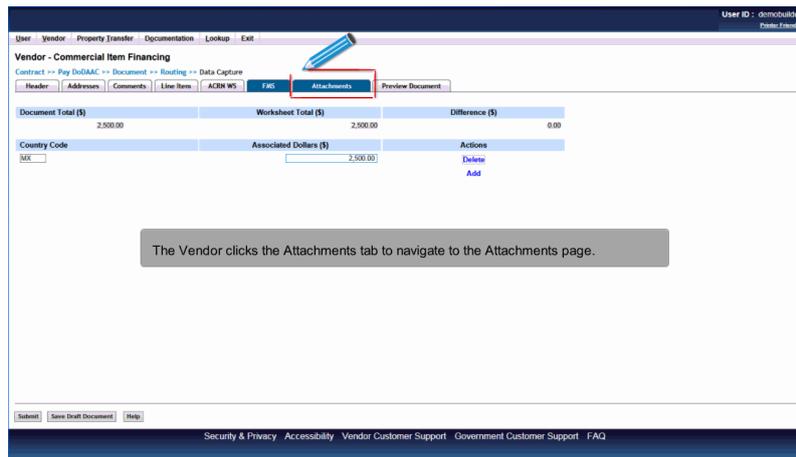
Scene 40



The Vendor clicks the Attachments tab to navigate to the Attachments page.

The Vendor clicks the Attachments tab to navigate to the Attachments page.

Scene 41



The Attachments page is displayed.

The Vendor clicks the Browse button to locate the file that is to be attached.
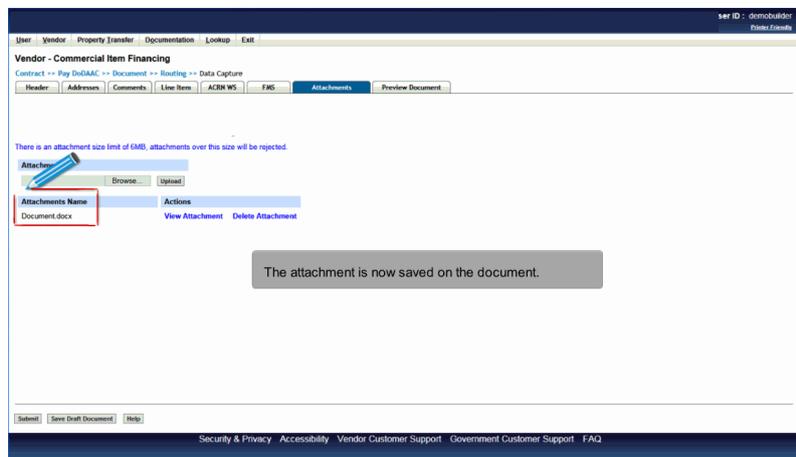
The Attachments page is displayed.

The Vendor clicks the Browse button to locate the file that is to be attached.
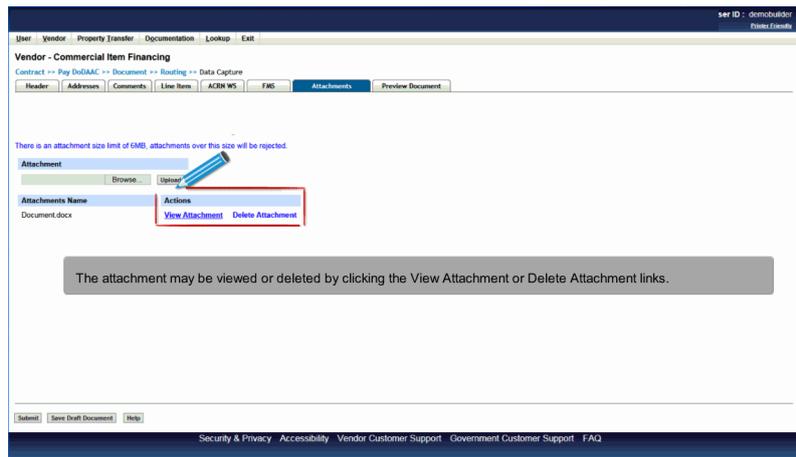
Scene 42



The Vendor clicks the Upload button to attach the selected document.
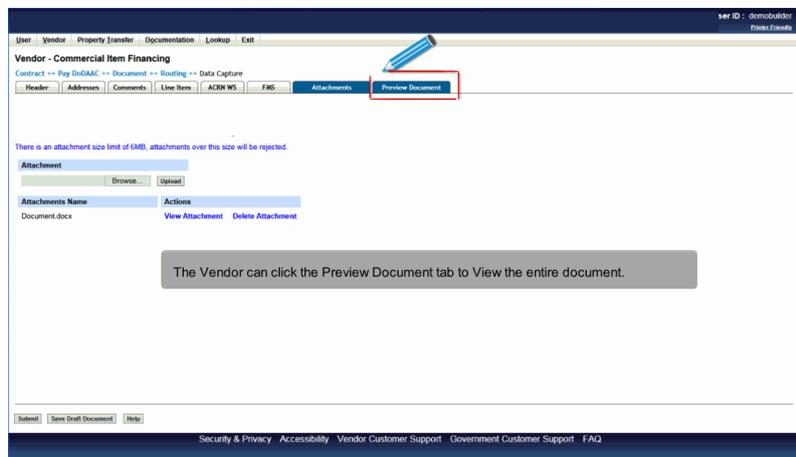
Scene 43



The attachment is now saved on the document.

Scene 44



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

Scene 45



The Vendor can click the Preview Document tab to View the entire document.

Scene 46



The Preview Document page is now displayed. The Preview Document page provides a full representation of the document.

The Vendor can scroll the contents of the tab to review the document.

If the Vendor notices an inaccuracy after reviewing the invoice information, the Vendor may return to the appropriate tab to correct the information.

Scene 47



The Vendor can expand all document sections by clicking the Expand All link.

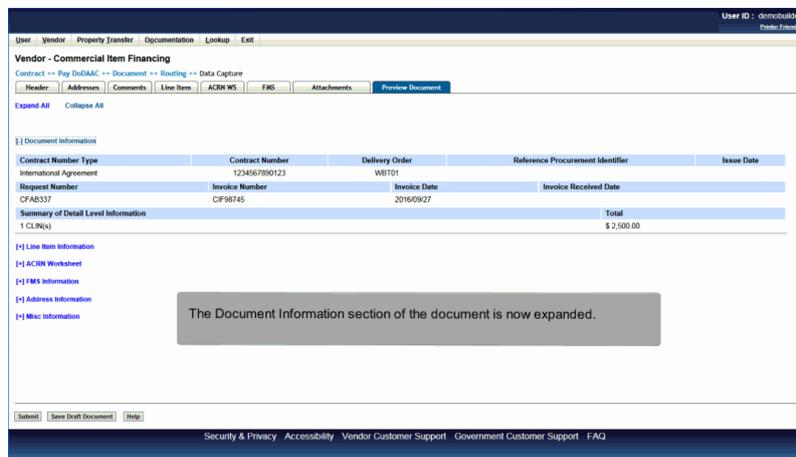The Vendor can collapse the contents of the tab by clicking the Collapse All link.

## Scene 48
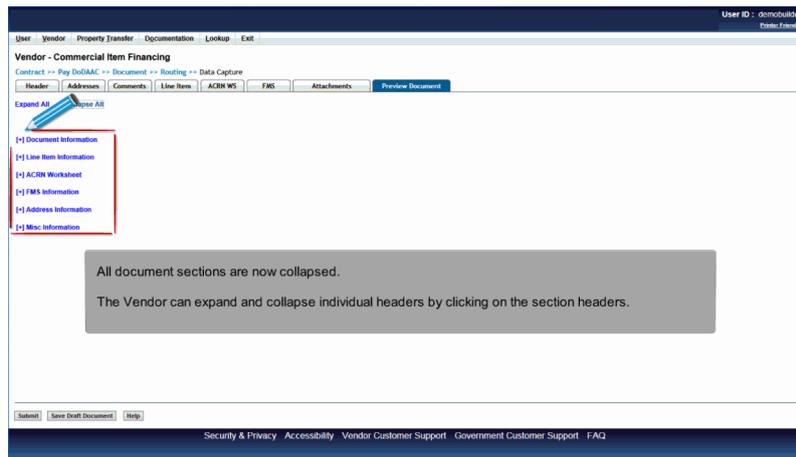


All document sections are now collapsed.

The Vendor can expand and collapse individual headers by clicking on the section headers.

## Scene 49



The Document Information section of the document is now expanded.

Scene 50



The "Submit" button is available on every tab.
When the Vendor has finished reviewing the document, the Vendor can submit the document to WAWF by clicking the "Submit" button.

Scene 51



After the Commercial Item Financing has been submitted, the WAWF system informs the Vendor that the submission was successful.

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

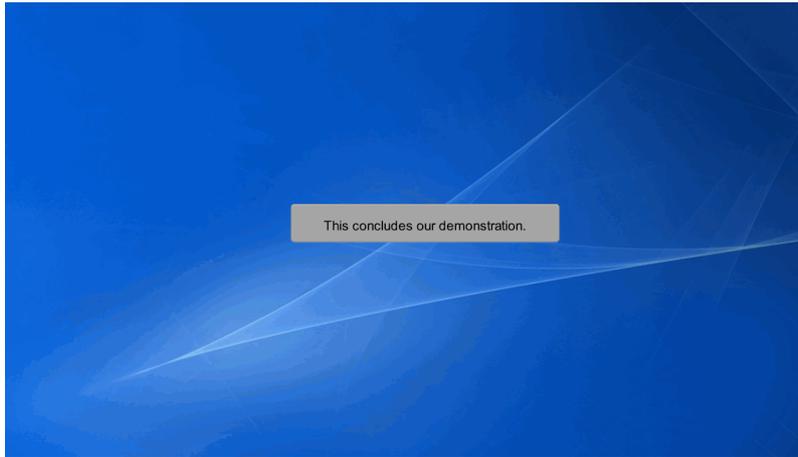The Vendor may add more email addresses by clicking the Send Additional Email Notifications link.

## End



This concludes our demonstration.