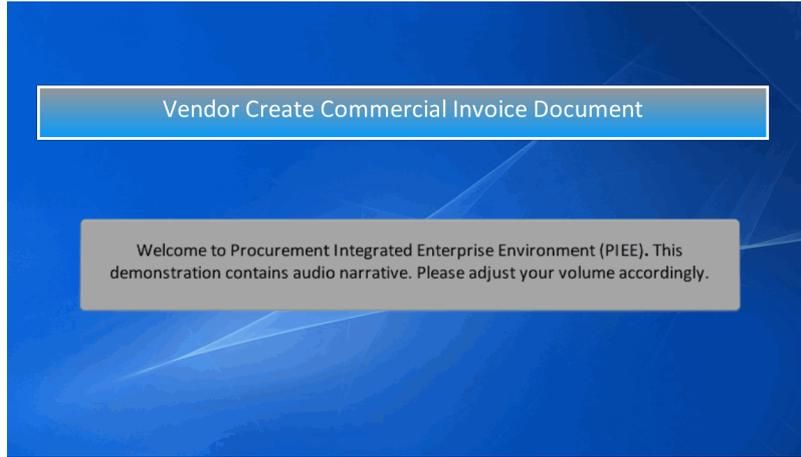
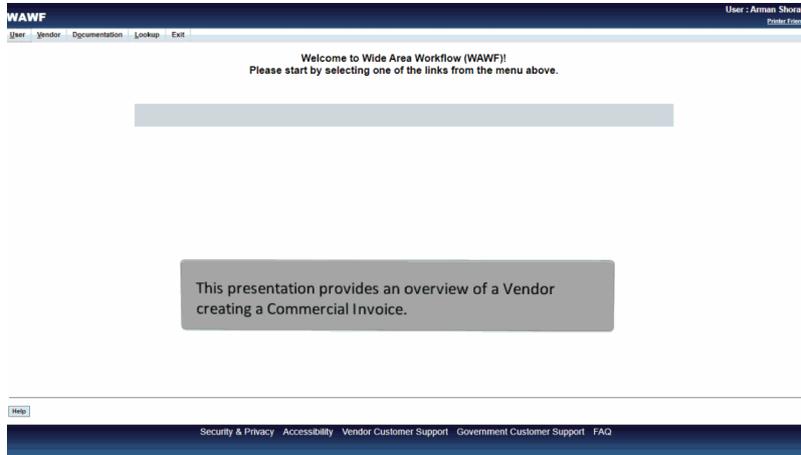


Intro



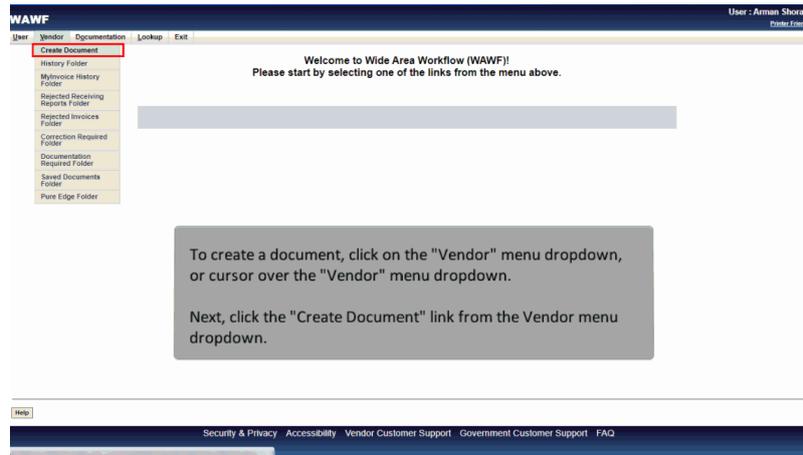
Vendor Create Commercial Invoice Document Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



This presentation provides an overview of a Vendor creating a Commercial Invoice.

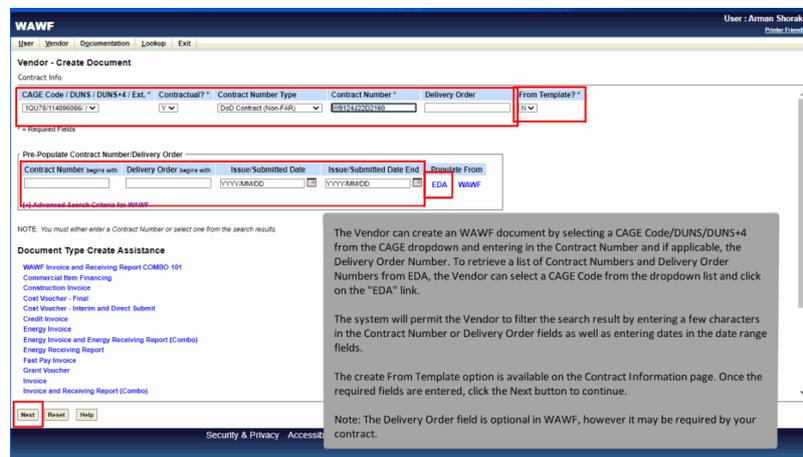
Step 2



To create a document, click on the "Vendor" menu dropdown, or cursor over the "Vendor" menu dropdown.

Next, click the "Create Document" link from the Vendor menu dropdown.

Step 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.

Step 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.

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.

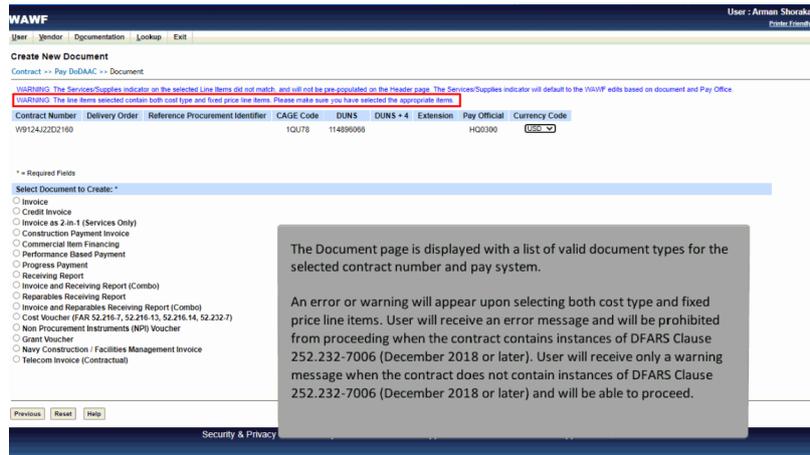
The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

Step 5

Select required CLIN/SLIN and click the next button.

Select required CLIN/SLIN and click the next button.

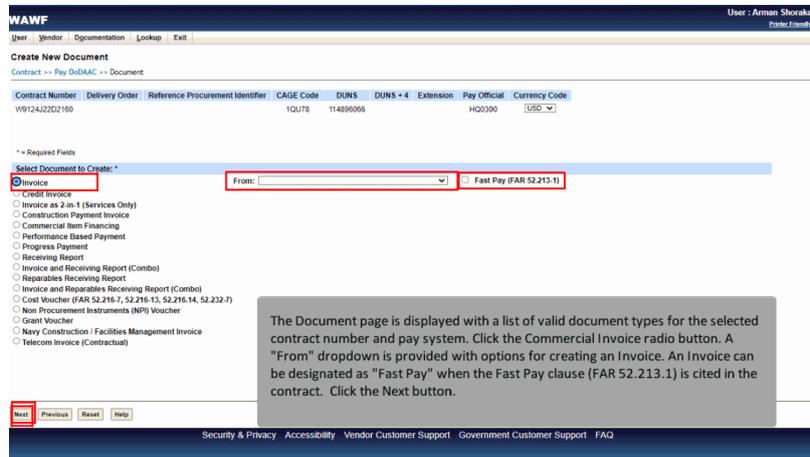
Step 6



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

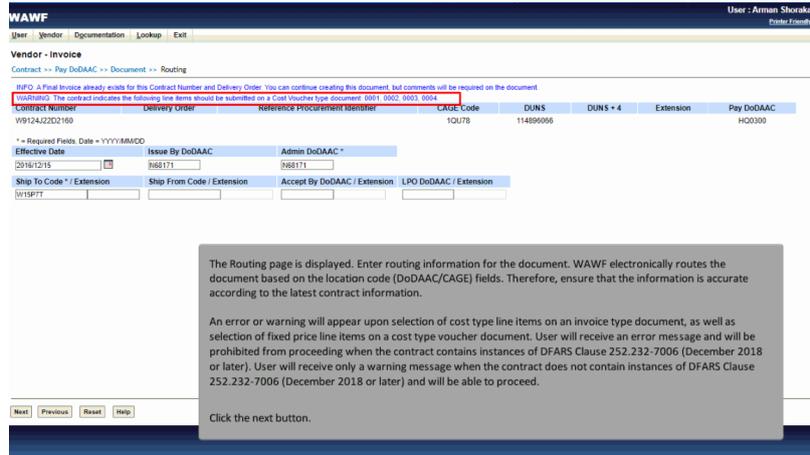
An error or warning will appear upon selecting both cost type and fixed price line items. User will receive an error message and will be prohibited from proceeding when the contract contains instances of DFARS Clause 252.232-7006 (December 2018 or later). User will receive only a warning message when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

Step 7



The Document page is displayed with a list of valid document types for the selected contract number and pay system. Click the Commercial Invoice radio button. A "From" dropdown is provided with options for creating an Invoice. An Invoice can be designated as "Fast Pay" when the Fast Pay clause (FAR 52.213.1) is cited in the contract. Click the Next button.

Step 8

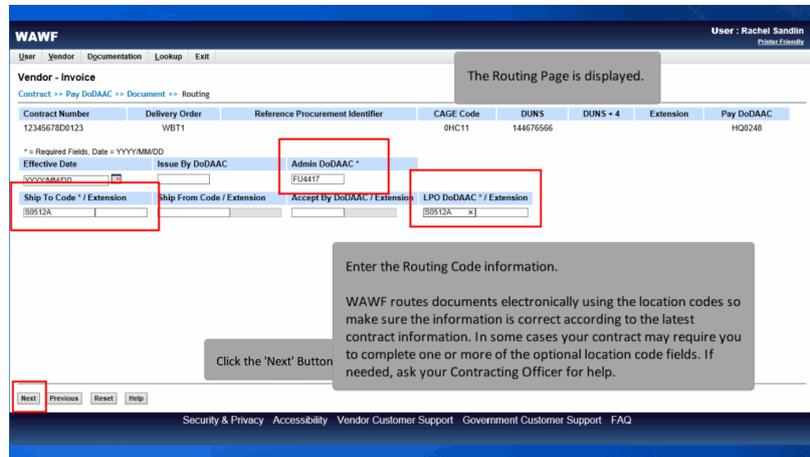


The Routing page is displayed. Enter routing information for the document. WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields. Therefore, ensure that the information is accurate according to the latest contract information.

An error or warning will appear upon selection of cost type line items on an invoice type document, as well as selection of fixed price line items on a cost type voucher document. 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.

Click the next button.

Step 9



The Routing Page is displayed. Enter the Routing Code information.

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 help. Click the 'Next' Button to continue.

Step 10

The Data Capture tabs are displayed with the Header tab as the Active tab.

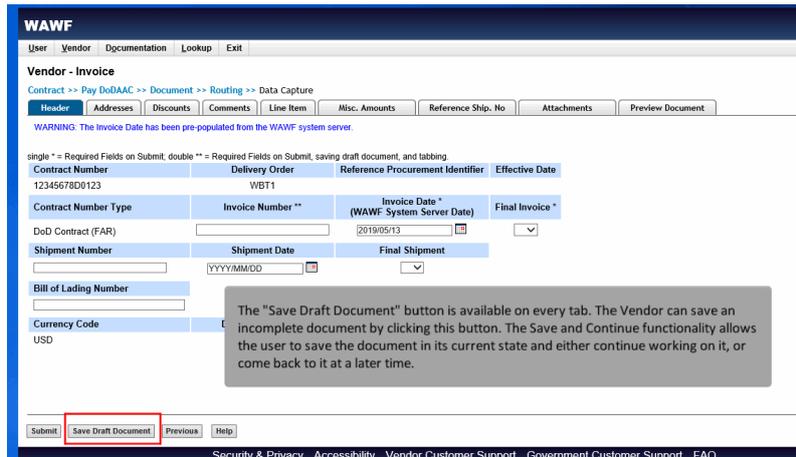
Note: The Invoice Date has been pre-populated from the WAWF system server. Changing the Invoice Date to a date that is greater than the Invoice Date pre-populated from the WAWF system server may cause processing issues within the entitlement system.

Step 11

Use the data on your contract to fill in the required fields.

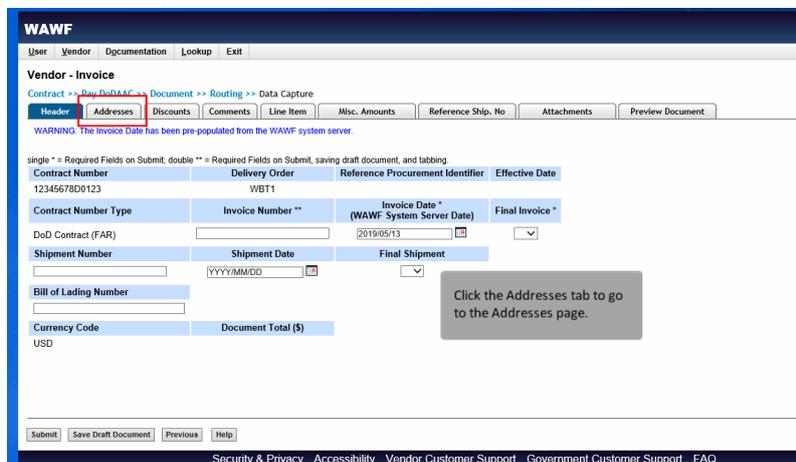
- Invoice Number
- Invoice Date
- Final Invoice

Step 12



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.

Step 13



Click the Addresses tab to go to the Addresses page.

Step 14

The screenshot shows the 'Vendor - Invoice' form in the WAWF system. The form includes fields for Payee Name (1-3), Address (1-4), City, Country, and Activity Name (1-3). A callout box states: 'WAWF will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered. - CAGE Code information is pulled from System for Award Management (SAM). - DoDAAC information is pulled from DAAS (Defense Automatic Addressing System). These sites are the official DoD sites for address information. If the addresses pulled are incorrect, you must notify your Service Agency or EB POC to get the address information corrected in these systems.'

WAWF will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered.

- CAGE Code information is pulled from System for Award Management (SAM).
- DoDAAC information is pulled from DAAS (Defense Automatic Addressing System). These sites are the official DoD sites for address information.

If the addresses pulled are incorrect, you must notify your Service Agency or EB POC to get the address information corrected in these systems.

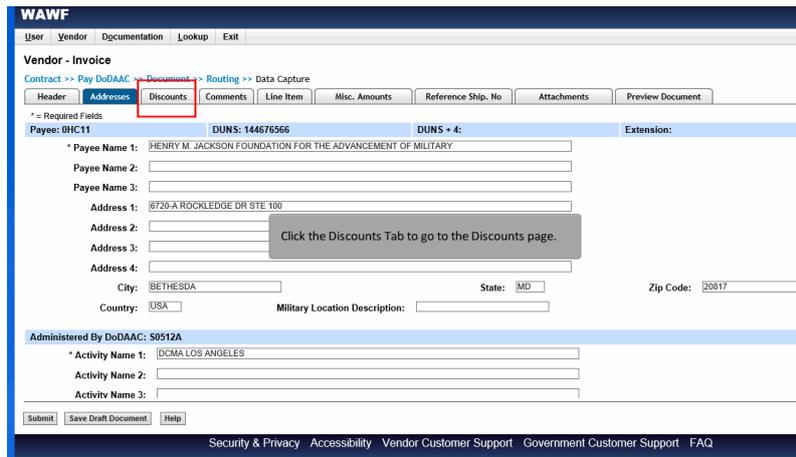
Step 15

The screenshot shows the 'Vendor - Invoice' form in the WAWF system. A callout box states: 'If you want to specify a particular room or building number, which may not be pulled from these systems, you can make that change on this screen. Please remember that any change you make on the form only applies to the form you are creating and does not apply to future forms you may create. If permanent changes are needed, you will need to get that address information corrected permanently. No matter what entries are made there must be at least a name of the organization or agency (the Payee Name 1 field.)'

If you want to specify a particular room or building number, which may not be pulled from these systems, you can make that change on this screen.

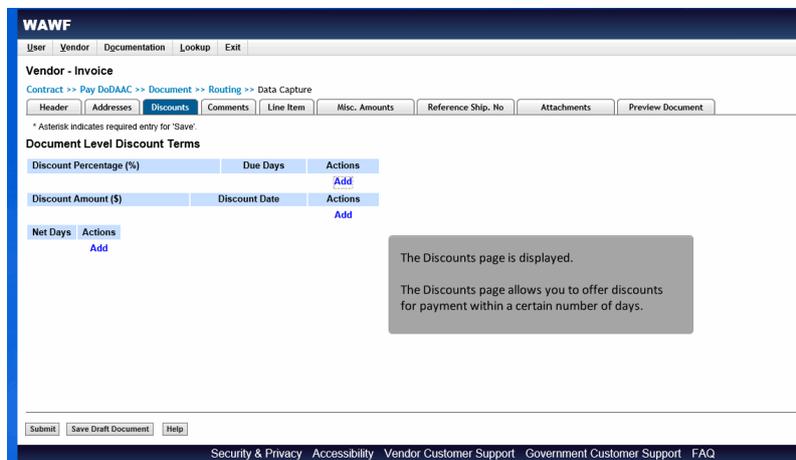
Please remember that any change you make on the form only applies to the form you are creating and does not apply to future forms you may create. If permanent changes are needed, you will need to get that address information corrected permanently. No matter what entries are made there must be at least a name of the organization or agency (the Payee Name 1 field.)

Step 16



Click the Discounts Tab to go to the Discounts page.

Step 17



The Discounts page is displayed.

The Discounts page allows you to offer discounts for payment within a certain number of days.

Step 18

WAWF

User Vendor Documentation Lookup Exit

Vendor - Invoice

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

Header Addresses Discounts Comments Line Item Misc. Amounts Reference Ship. No Attachments Preview Document

* Asterisk indicates required entry for 'Save'.

Document Level Discount Terms

| | | |
|-------------------------|---------------|----------------|
| Discount Percentage (%) | Due Days | Actions Add |
| Discount Amount (\$) | Discount Date | Actions Add |
| Net Days | | Actions Add |

Click the Add link under Discount Percentage to enter a Discount Percentage and Due Days.

Click the Add link under Discount Amount to enter Discount Amount and Discount Date.

Click the Add link under Net Days to enter Net Days discount.

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Click the Add link under Discount Percentage to enter a Discount Percentage and Due Days.

Click the Add link under Discount Amount to enter Discount Amount and Discount Date.

Click the Add link under Net Days to enter Net Days discount.

Step 19

WAWF

User Vendor Documentation Lookup Exit

Vendor - Invoice

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

Header Addresses Discounts Comments Line Item Misc. Amounts Reference Ship. No Attachments Preview Document

* Asterisk indicates required entry for 'Save'.

Document Level Discount Terms

| | | |
|-------------------------|---------------|----------------|
| Discount Percentage (%) | Due Days | Actions Add |
| Discount Amount (\$) | Discount Date | Actions Add |
| Net Days | | Actions Add |

Click the 'Add' link under Discount Percentage to enter a Discount Percentage and Due Days.

Click the 'Add' link under Discount Amount to enter Discount Amount and Discount Date.

Click the 'Add' link under Net Days to enter Net Days discount.

Submit Save Draft Document Help

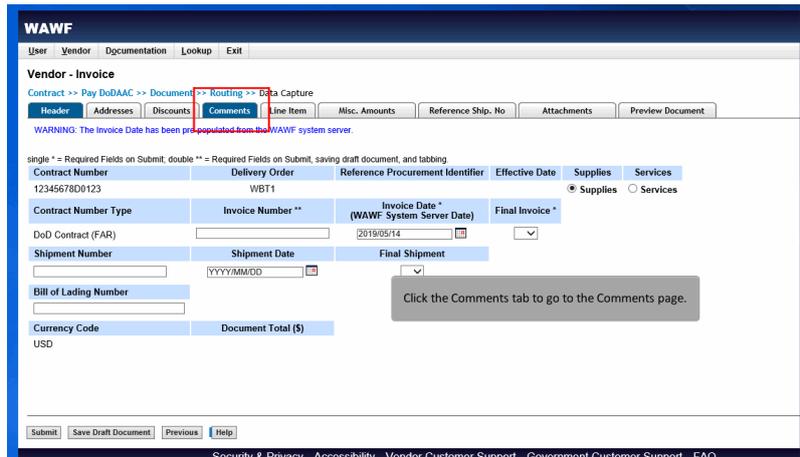
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Click the 'Add' link under Discount Percentage to enter a Discount Percentage and Due Days.

Click the 'Add' link under Discount Amount to enter Discount Amount and Discount Date.

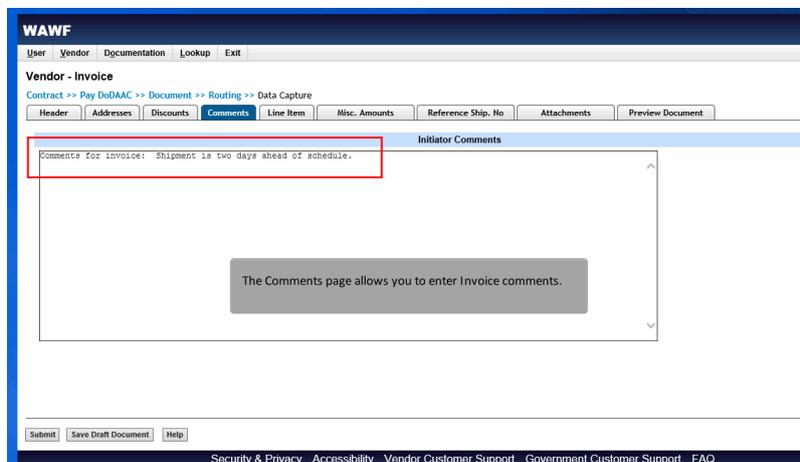
Click the 'Add' link under Net Days to enter Net Days discount.

Step 20



Click the Comments tab to go to the Comments page.

Step 21



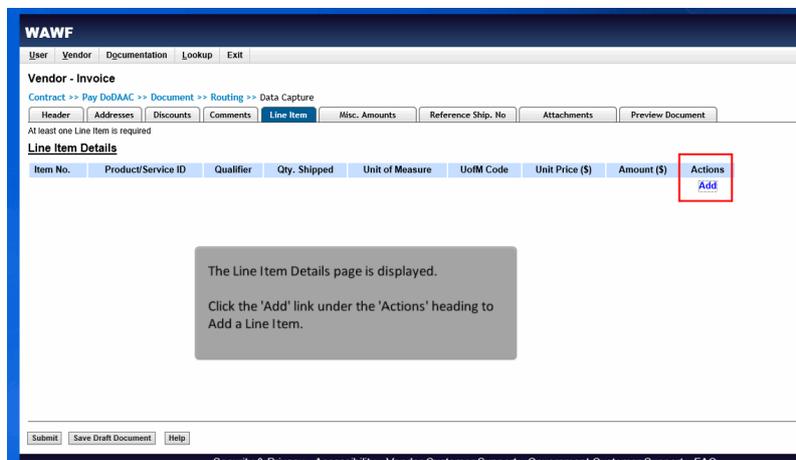
The Comments page allows you to enter Invoice comments.

Step 22



Click the Line Item Tab to go to the Line Item page.

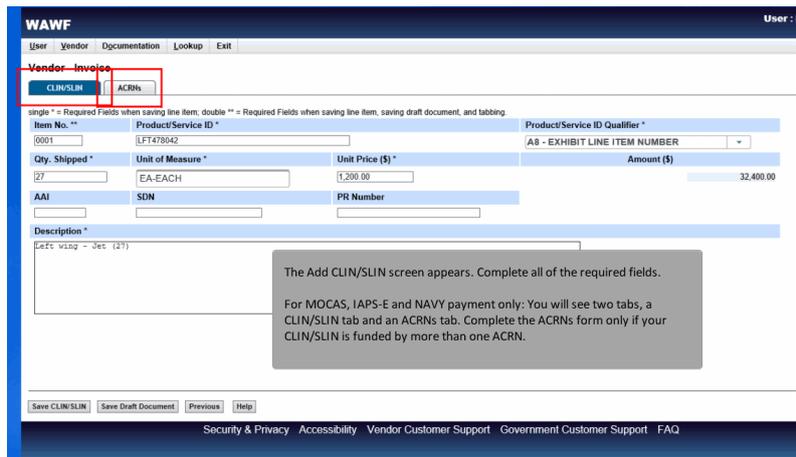
Step 23



The Line Item Details page is displayed.

Click the 'Add' link under the 'Actions' heading to Add a Line Item.

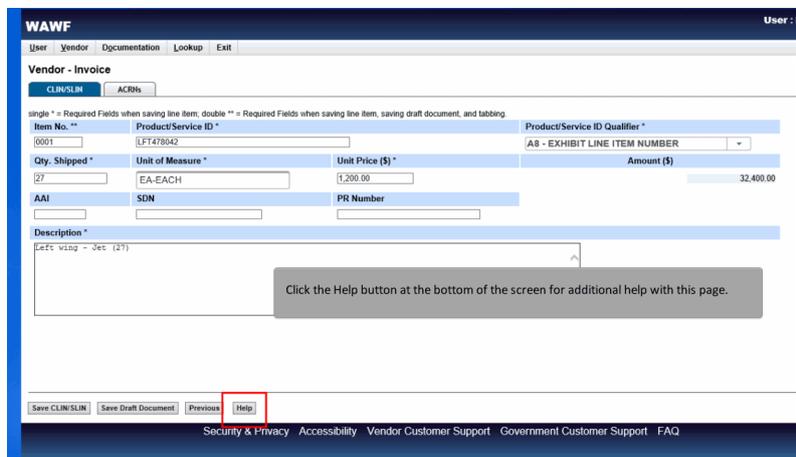
Step 24



The Add CLIN/SLIN screen appears. Complete all of the required fields.

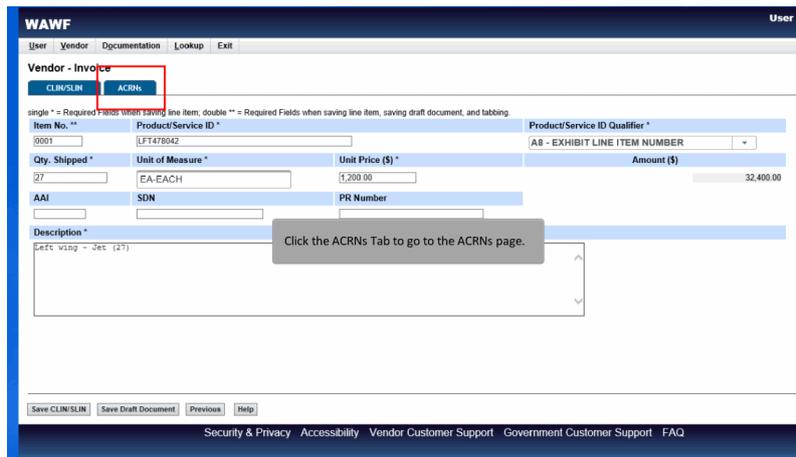
For MOCAS, IAPS-E and NAVY payment only: You will see two tabs, a CLIN/SLIN tab and an ACRNs tab. Complete the ACRNs form only if your CLIN/SLIN is funded by more than one ACRN.

Step 25



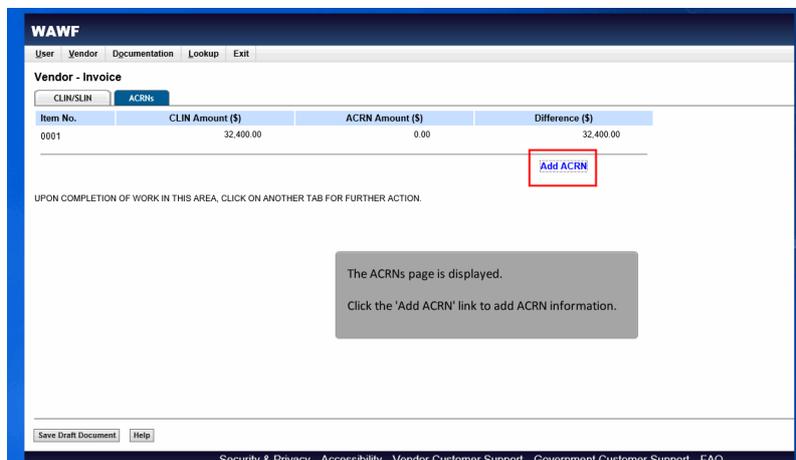
Click the Help button at the bottom of the screen for additional help with this page.

Step 26



Click the ACRNs Tab to go to the ACRNs page.

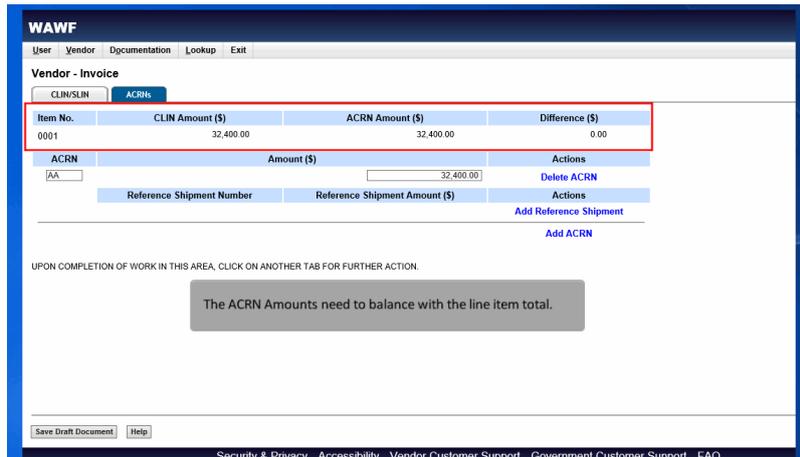
Step 27



The ACRNs page is displayed.

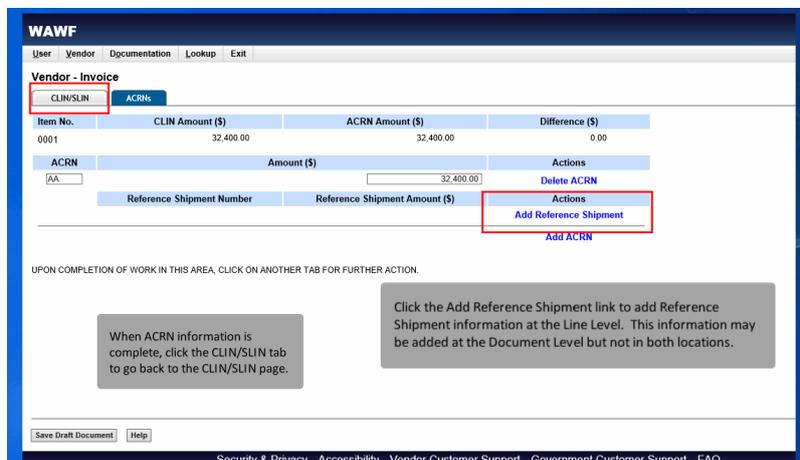
Click the 'Add ACRN' link to add ACRN information.

Step 28



The ACRN Amounts need to balance with the line item total.

Step 29



Click the Add Reference Shipment link to add Reference Shipment information at the Line Level. This information may be added at the Document Level but not in both locations.

When ACRN information is complete, click the CLIN/SLIN tab to go back to the CLIN/SLIN page.

Step 30

WAWF Vendor - Invoice

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing

Item No. ** 0001 Product/Service ID * LFT478042 Product/Service ID Qualifier * A8 - EXHIBIT LINE ITEM NUMBER

Qty. Shipped * 27 Unit of Measure * EA-EACH Unit Price (\$) * 1,200.00 Amount (\$) 32,400.00

AAI SDN PR Number

Description * Let's wing - Jet (27)

When all the required information has been added for the line item, click the Save CLIN/SLIN button at the bottom of the screen.

Save CLIN/SLIN Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

When all the required information has been added for the line item, click the Save CLIN/SLIN button at the bottom of the screen.

Step 31

WAWF Vendor - Invoice

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

Header Addresses Discounts Comments Line Item Misc. Amounts Reference Ship. No Attachments Preview Document

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

| Item No. | Product/Service ID | Qualifier | Qty. Shipped | Unit of Measure | UofM Code | Unit Price (\$) | Amount (\$) | Actions |
|----------|--------------------|-----------|--------------|-----------------|-----------|-----------------|-------------|-----------------|
| 0001 | LFT5111279 | A8 | 27 | Each | EA | 1,600.00 | 43,200.00 | Edit Delete Add |

The Line Item is now saved.

You may edit or delete Line Items as necessary by clicking the Edit and Delete links under the 'Actions' heading.

To add another Line Item, click the Add link again and repeat the procedure.

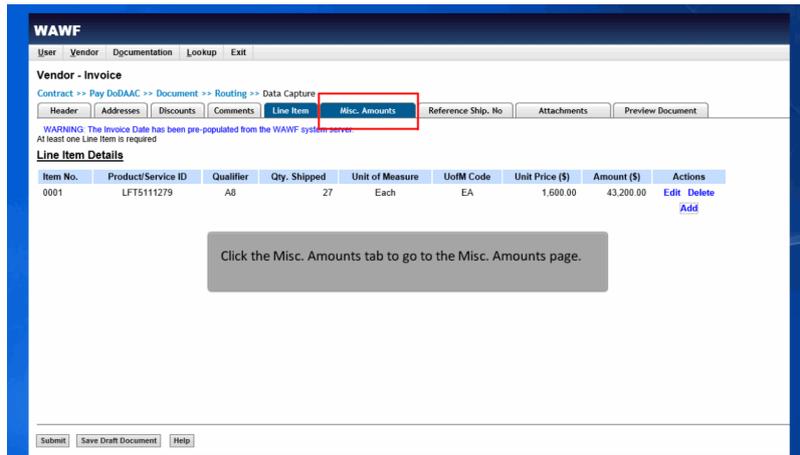
Submit Save Draft Document Help

The Line Item is now saved.

You may edit or delete Line Items as necessary by clicking the Edit and Delete links under the 'Actions' heading.

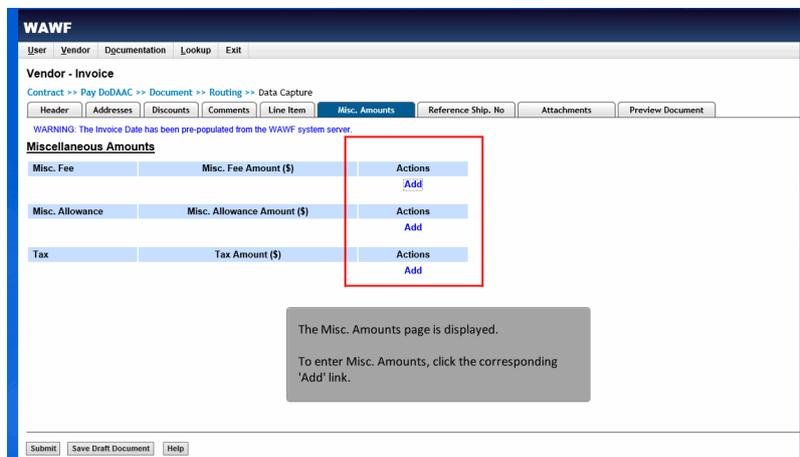
To add another Line Item, click the Add link again and repeat the procedure.

Step 32



Click the Misc. Amounts tab to go to the Misc. Amounts page.

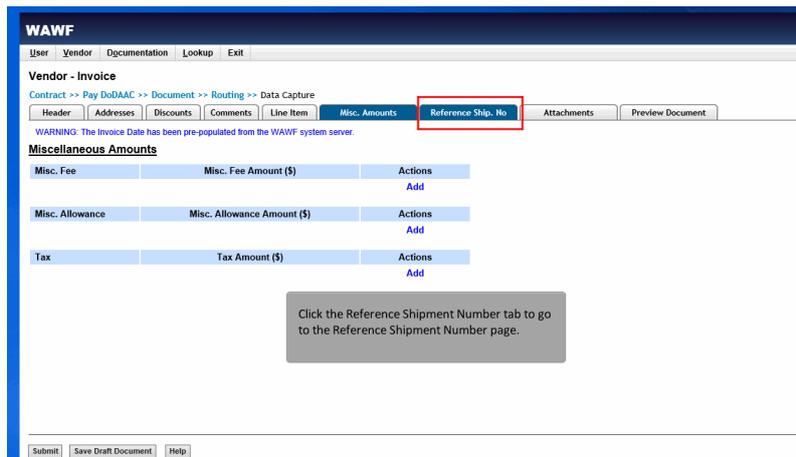
Step 33



The Misc. Amounts page is displayed.

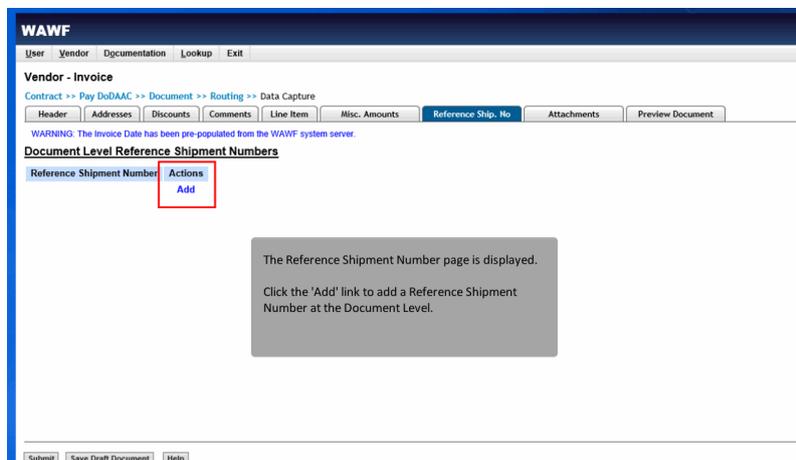
To enter Misc. Amounts, click the corresponding 'Add' link.

Step 34



Click the Reference Shipment Number tab to go to the Reference Shipment Number page.

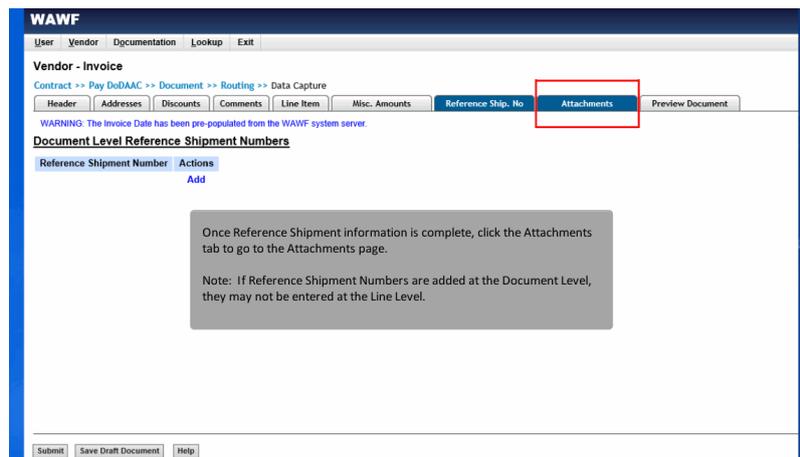
Step 35



The Reference Shipment Number page is displayed.

Click the 'Add' link to add a Reference Shipment Number at the Document Level.

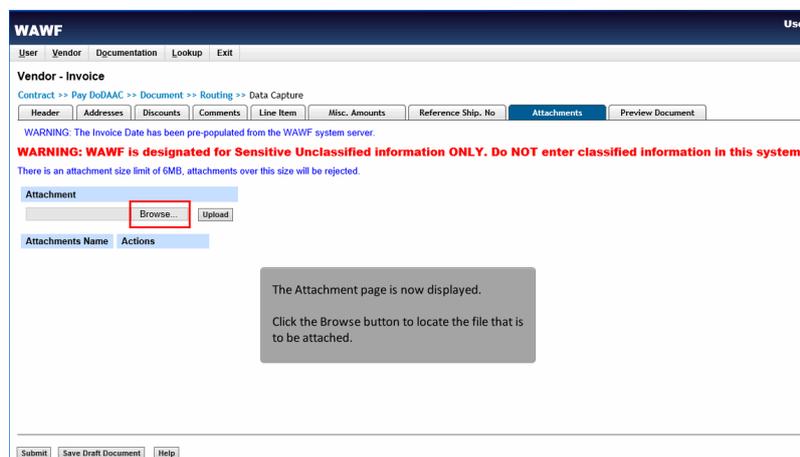
Step 36



Once Reference Shipment information is complete, click the Attachments tab to go to the Attachments page.

Note: If Reference Shipment Numbers are added at the Document Level, they may not be entered at the Line Level.

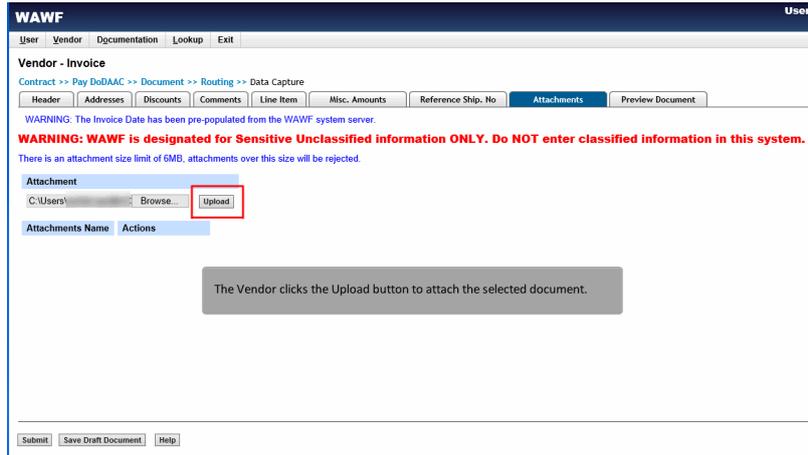
Step 37



The Attachment page is now displayed.

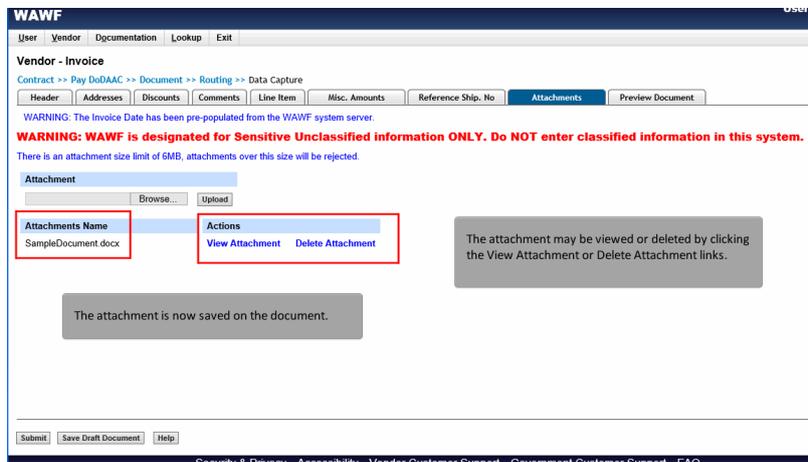
Click the Browse button to locate the file that is to be attached.

Step 38



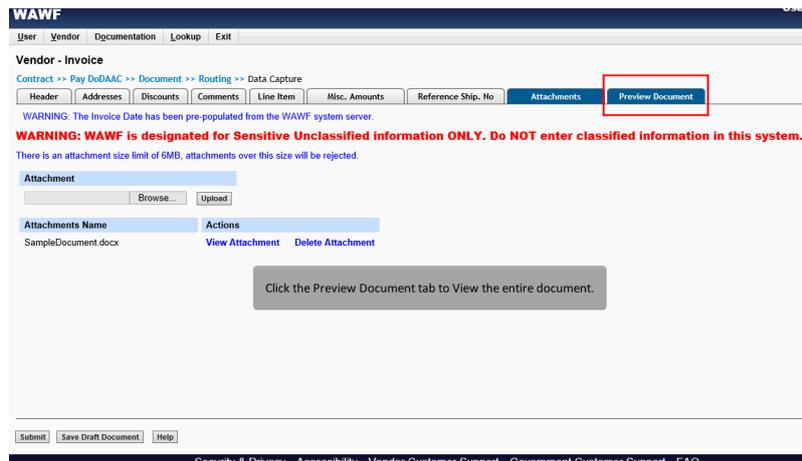
The Vendor clicks the Upload button to attach the selected document.

Step 39



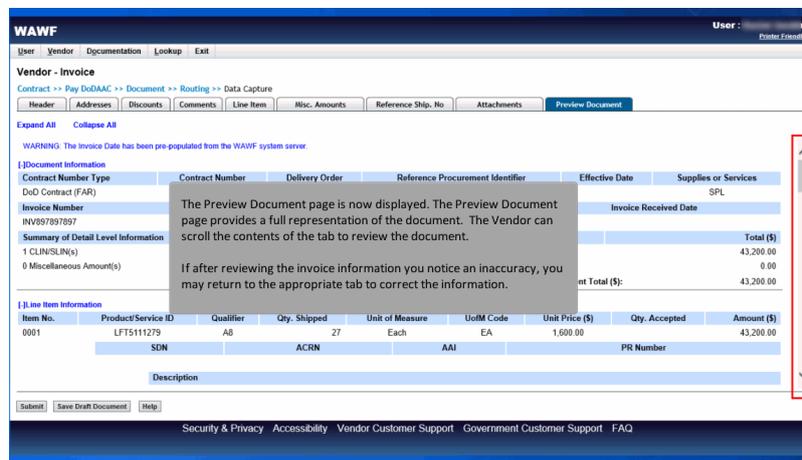
The attachment is now saved on the document. The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Step 40



Click the Preview Document tab to View the entire document.

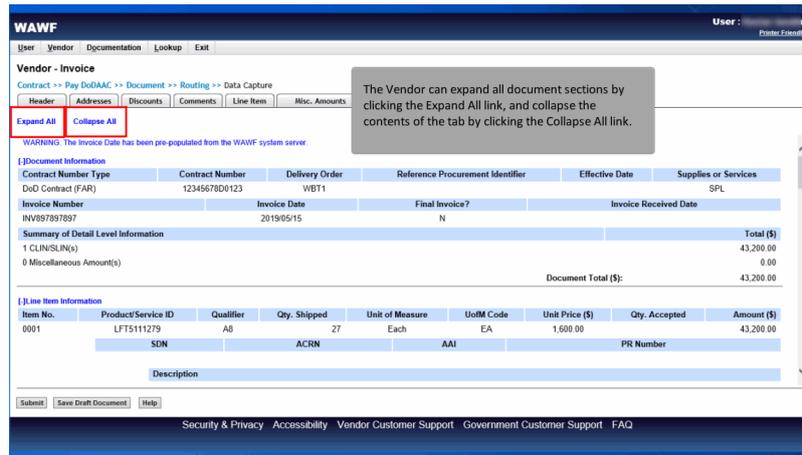
Step 41



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.

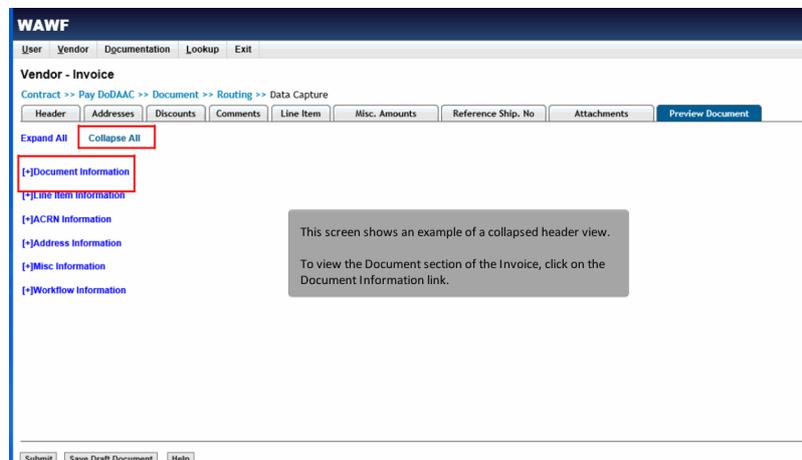
If after reviewing the invoice information you notice an inaccuracy, you may return to the appropriate tab to correct the information.

Step 42



The Vendor can expand all document sections by clicking the Expand All link, and collapse the contents of the tab by clicking the Collapse All link.

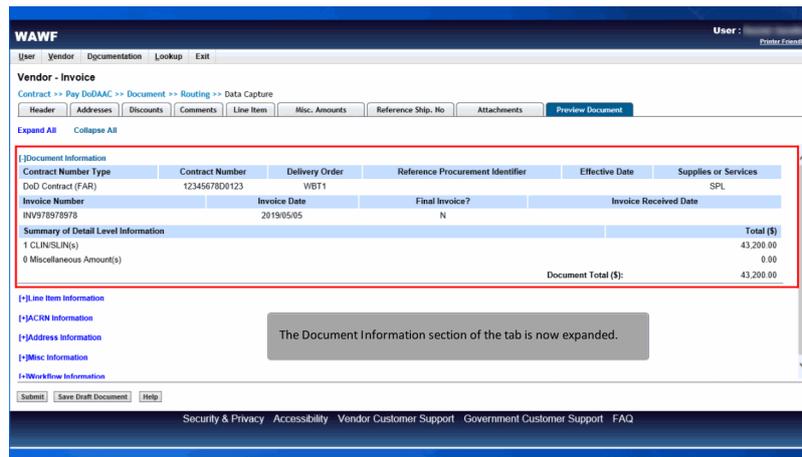
Step 43



This screen shows an example of a collapsed header view.

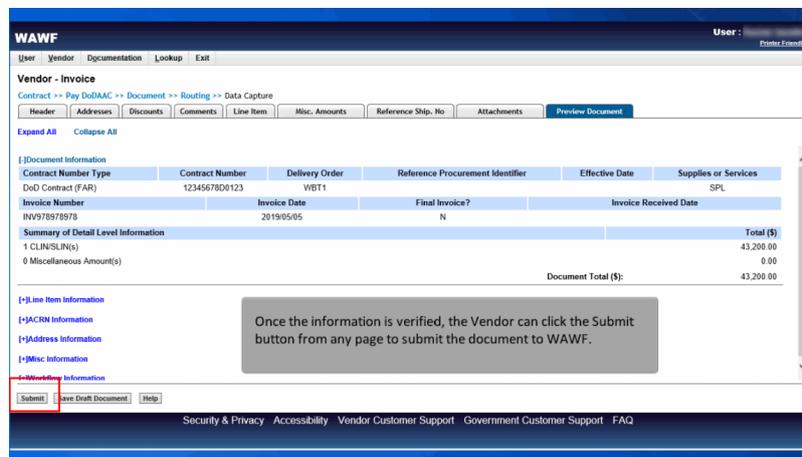
To view the Document section of the Invoice, click on the Document Information link.

Step 44



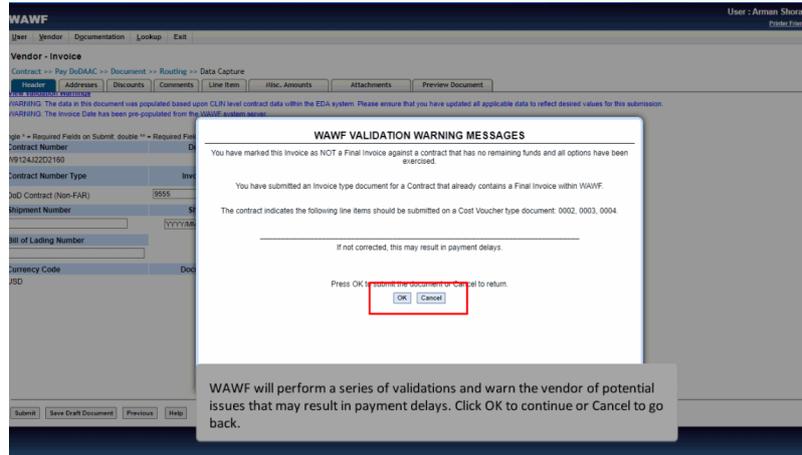
The Document Information section of the tab is now expanded.

Step 45



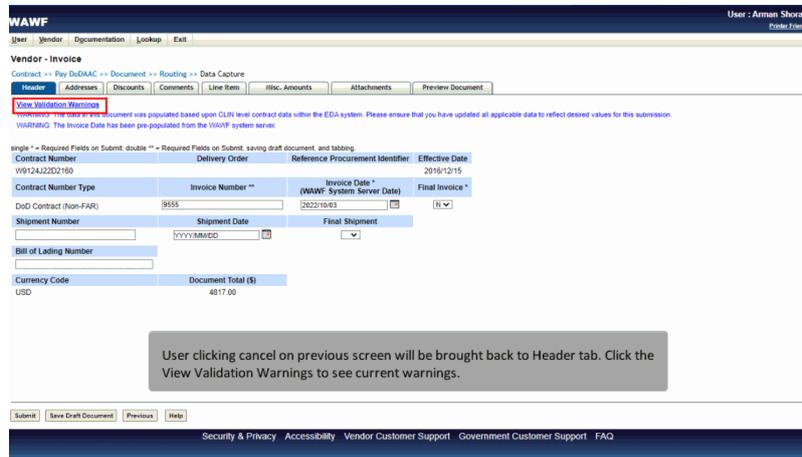
Once the information is verified, the Vendor can click the Submit button from any page to submit the document to WAWF.

Step 46



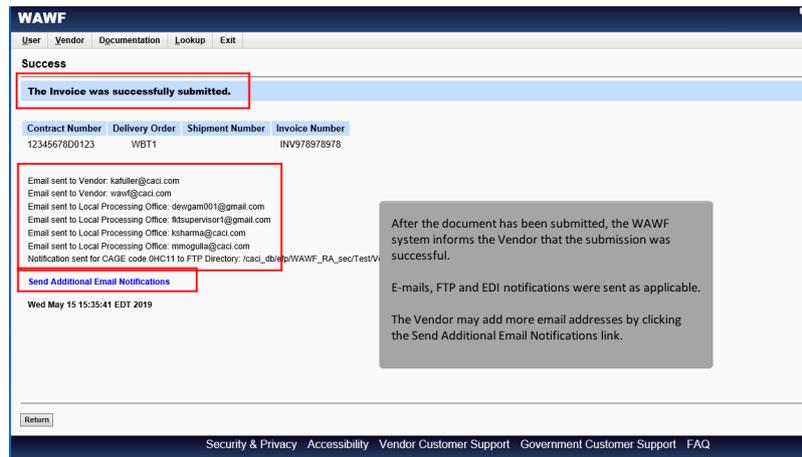
WAWF will perform a series of validations and warn the vendor of potential issues that may result in payment delays. Click OK to continue or Cancel to go back.

Step 47



User clicking cancel on previous screen will be brought back to Header tab. Click the View Validation Warnings to see current warnings.

Step 48

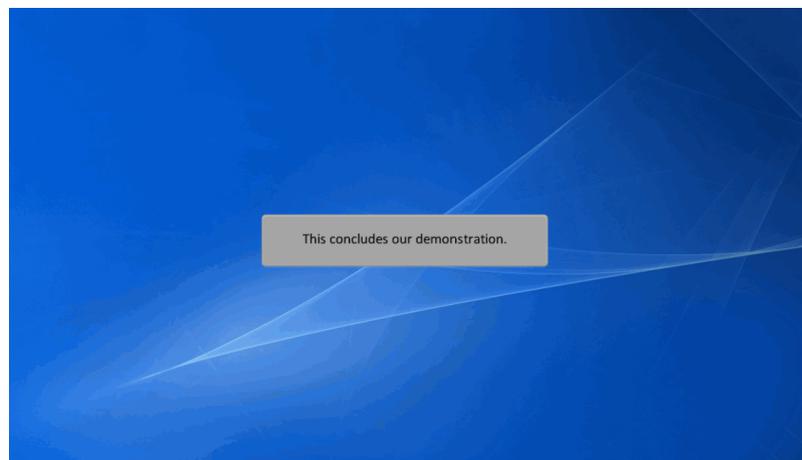


After the document has been submitted, the WAWF system informs the Vendor that the submission was successful.

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.