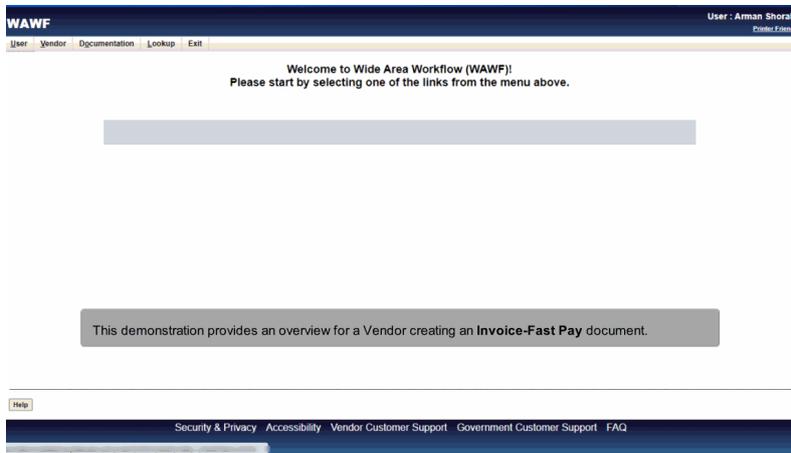


Intro



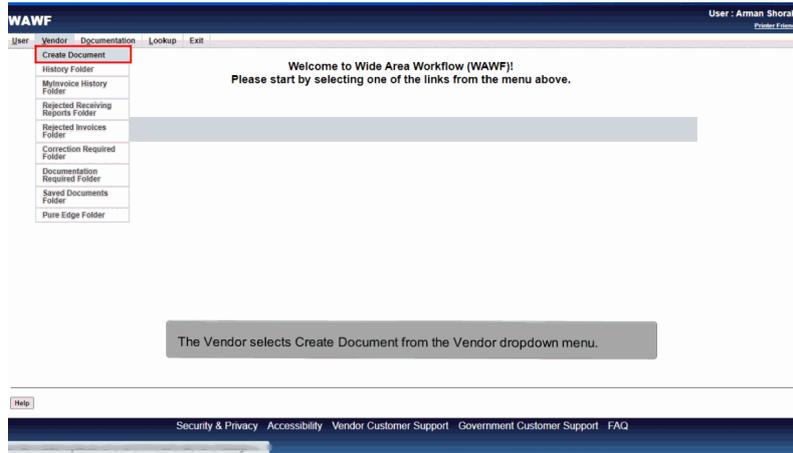
Welcome to PEE Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 1



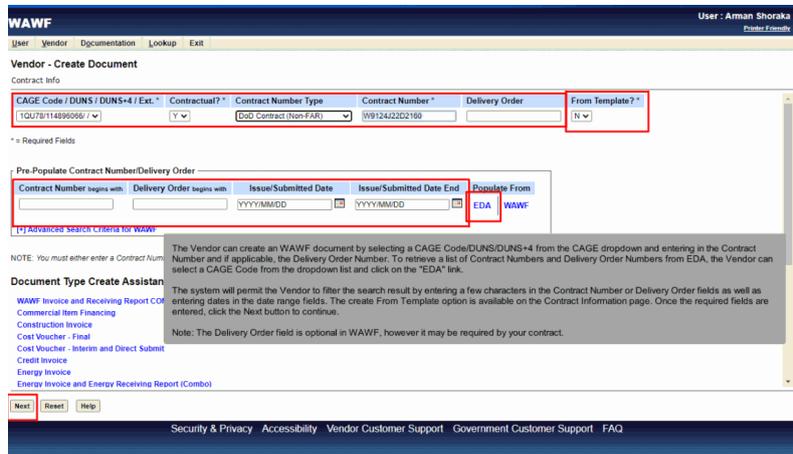
This demonstration provides an overview for a Vendor creating an Invoice-Fast Pay document.

Scene 2



The Vendor selects Create Document from the Vendor dropdown menu.

Scene 3

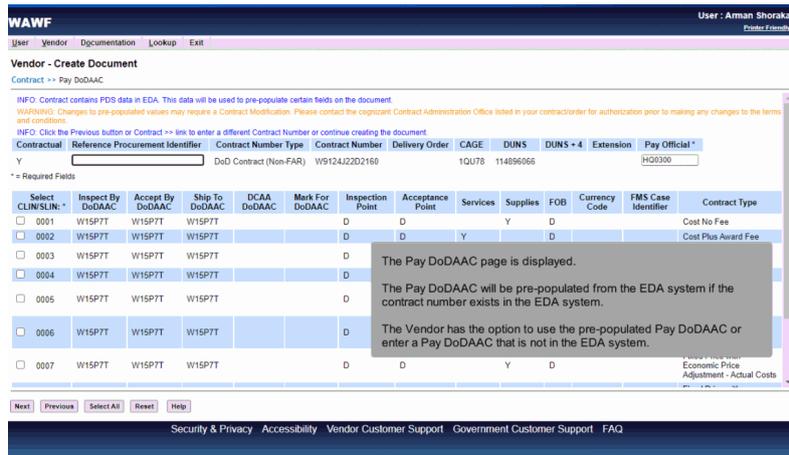


The Vendor can create an WAWF document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number. To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown 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

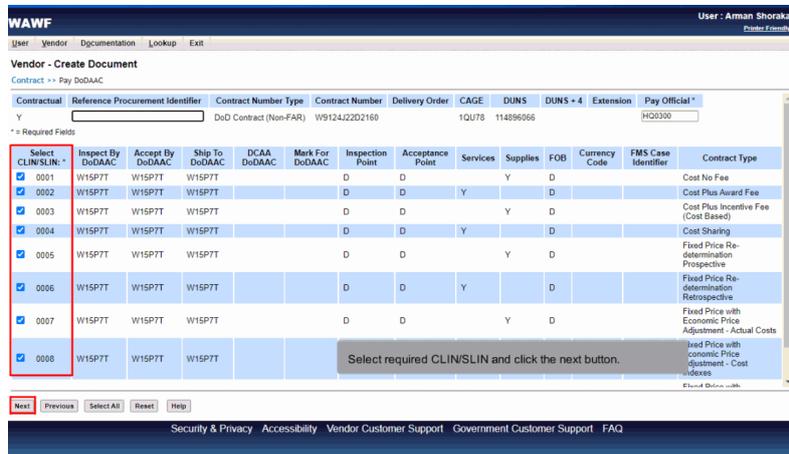


The Pay DoDAAC page is displayed.

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

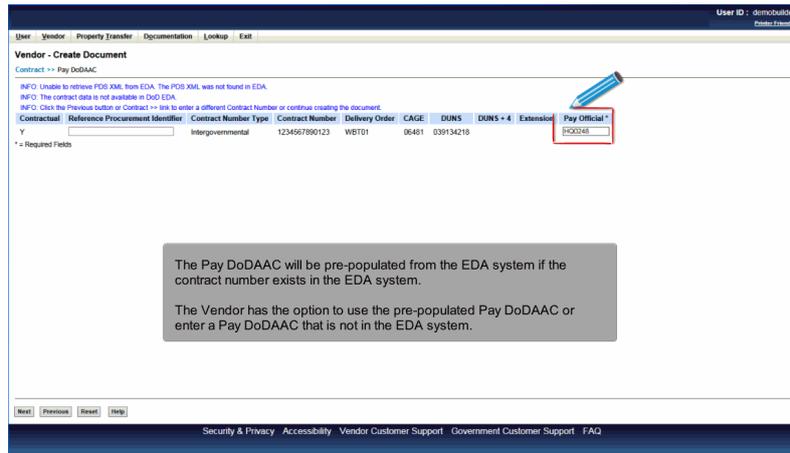
The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

Scene 5



Select required CLIN/SLIN and click the next button.

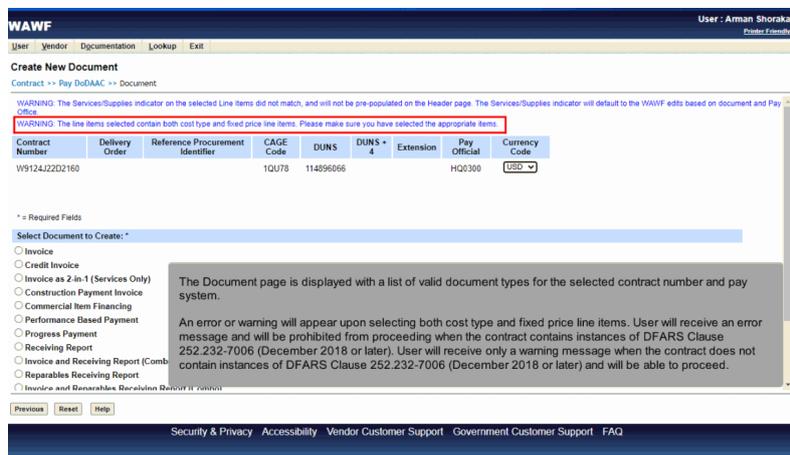
Scene 6



The 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.

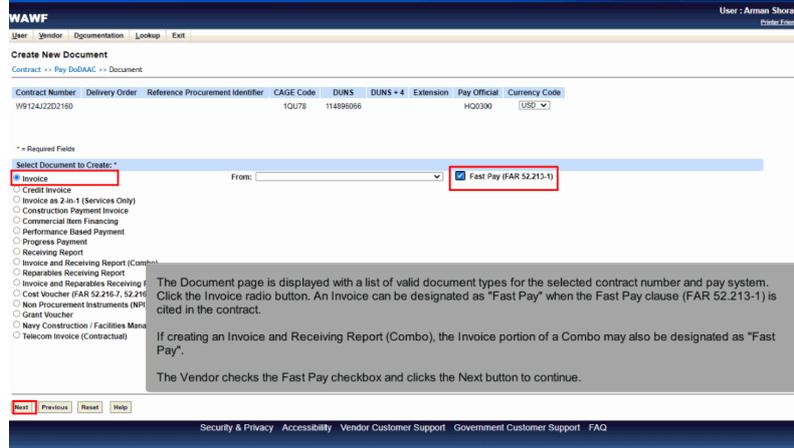
Scene 7



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 8

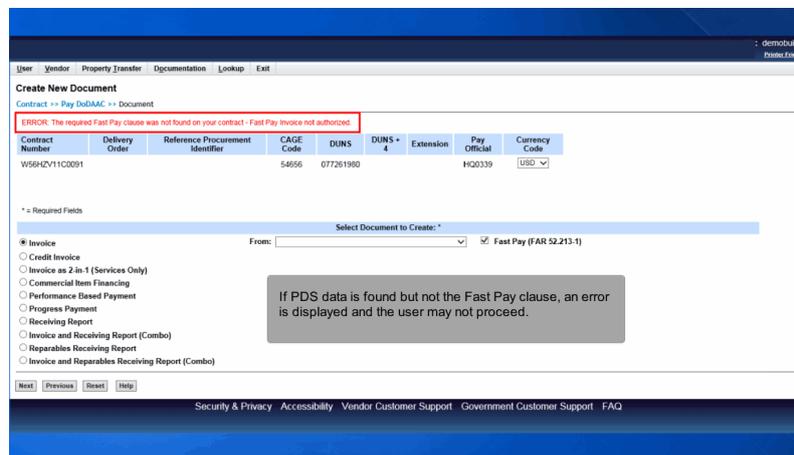


The Document page is displayed with a list of valid document types for the selected contract number and pay system. Click the Invoice radio button. An Invoice can be designated as "Fast Pay" when the Fast Pay clause (FAR 52.213-1) is cited in the contract.

If creating an Invoice and Receiving Report (Combo), the Invoice portion of a Combo may also be designated as "Fast Pay".

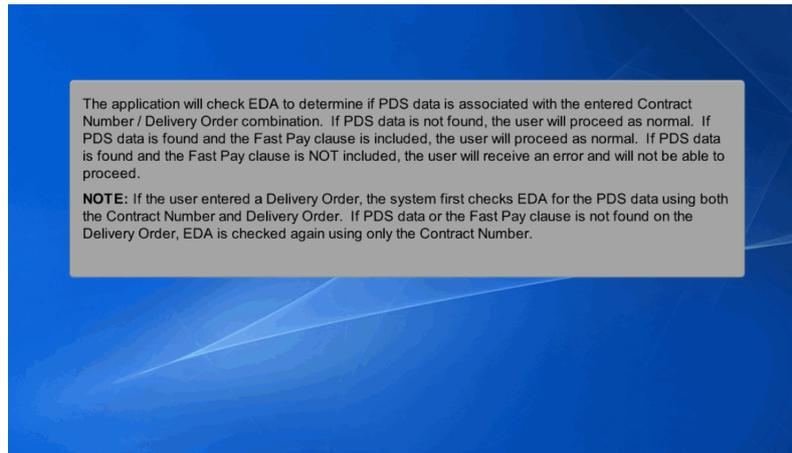
The Vendor checks the Fast Pay checkbox and clicks the Next button to continue.

Scene 9



If PDS data is found but not the Fast Pay clause, an error is displayed and the user may not proceed.

Scene 10



The application will check EDA to determine if PDS data is associated with the entered Contract Number / Delivery Order combination. If PDS data is not found, the user will proceed as normal. If PDS data is found and the Fast Pay clause is included, the user will proceed as normal. If PDS data is found and the Fast Pay clause is NOT included, the user will receive an error and will not be able to proceed.

NOTE: If the user entered a Delivery Order, the system first checks EDA for the PDS data using both the Contract Number and Delivery Order. If PDS data or the Fast Pay clause is not found on the Delivery Order, EDA is checked again using only the Contract Number.

Scene 11

User ID : demobuilder
Contract Family

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Invoice - Fast Pay

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	Extension	Pay DoDAAC
1234567890123	W8T01		06481	029134218			H20248

* Required Fields, Date = YYYYMMDD

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

Ship To Code* / Extension	Ship From Code / Extension	Accept By DoDAAC* / Extension	LPO DoDAAC* / Extension

The Routing page is displayed. WAWF routes documents electronically using the location codes. In some cases the contract may require the Vendor to complete one or more of the optional location code fields.

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Routing page is displayed. WAWF routes documents electronically using the location codes. In some cases the contract may require the Vendor to complete one or more of the optional location code fields.

Scene 12

The screenshot shows the 'Vendor Invoice - Fast Pay' form. At the top, there are navigation tabs: 'User', 'Vendor', 'Property Transfer', 'Documentation', 'Lookup', and 'Exit'. Below this, the form title is 'Vendor - Invoice - Fast Pay'. A breadcrumb trail reads 'Contract >> Pay DoDAAC >> Document >> Routing'. A message states: '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.' Below this is a table with columns: Contract Number, Delivery Order, Reference Procurement Identifier, CAGE Code, DUNS, DUNS + 4, Extension, and Pay DoDAAC. The values are: 1234567890123, WBT01, 06401, 039134218, and #02018. Below the table are several input fields: 'Issue Date' (YYYYMMDD), 'Issue By DoDAAC' (Admin D...), 'Mark For Code / Extension' (FUP), 'Ship To Code / Extension' (80612A), 'Ship From Code / Extension' (80612A), 'Accept By DoDAAC / Extension' (80612A), and 'LPO DoDAAC / Extension' (80612A). A red box highlights the 'Accept By DoDAAC / Extension' field. A grey text box contains the following text: 'The Vendor enters the Routing information. The Accept By field is now mandatory for the Fast Pay Invoice. Note: If the Pay Office equates to the One Pay Entitlement System, the LPO Routing Code is Mandatory. The Vendor clicks the Next button to continue.' At the bottom, there are buttons for 'Next', 'Previous', 'Reset', and 'Help', and a footer with 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', and 'FAQ'.

The Vendor enters the Routing information.

The Accept By field is now mandatory for the Fast Pay Invoice.

Note: If the Pay Office equates to the One Pay Entitlement System, the LPO Routing Code is Mandatory.

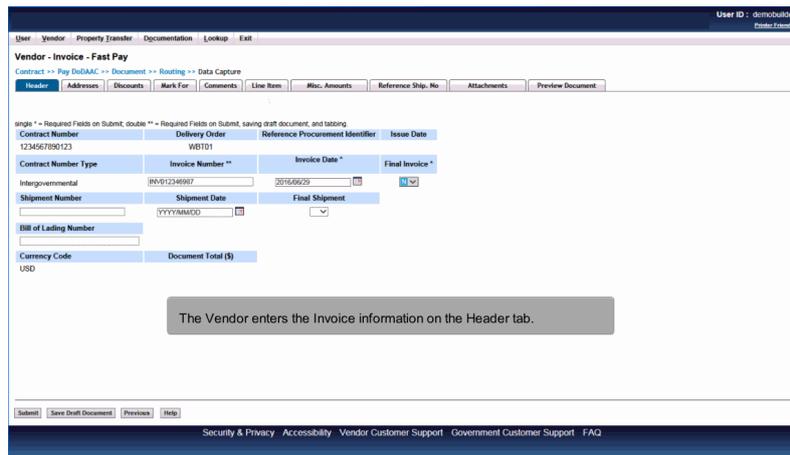
The Vendor clicks the Next button to continue.

Scene 13

The screenshot shows the 'Vendor Invoice - Fast Pay' form in the 'Data Capture' tab. The breadcrumb trail is 'Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture'. A tabbed interface is shown with 'Header' as the active tab and other tabs for 'Addresses', 'Discounts', 'Mark For', 'Comments', 'Line Item', 'Misc. Amounts', 'Reference Ship. No.', 'Attachments', and 'Preview Document'. Below the tabs, there are several input fields: 'Contract Number Type' (1234567890123), 'Invoice Number' (WBT01), 'Invoice Date' (20160929), 'Final Invoice' (dropdown), 'Intergovernmental' (checkbox), 'Shipment Number', 'Shipment Date' (YYYYMMDD), 'Final Shipment' (dropdown), 'Bill of Lading Number', 'Currency Code' (USD), and 'Document Total (\$)'. A grey text box contains the text: 'The Data Capture tabs are displayed with the Header as the Active tab.' At the bottom, there are buttons for 'Submit', 'Save Draft Document', 'Previous', and 'Help', and a footer with 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', and 'FAQ'.

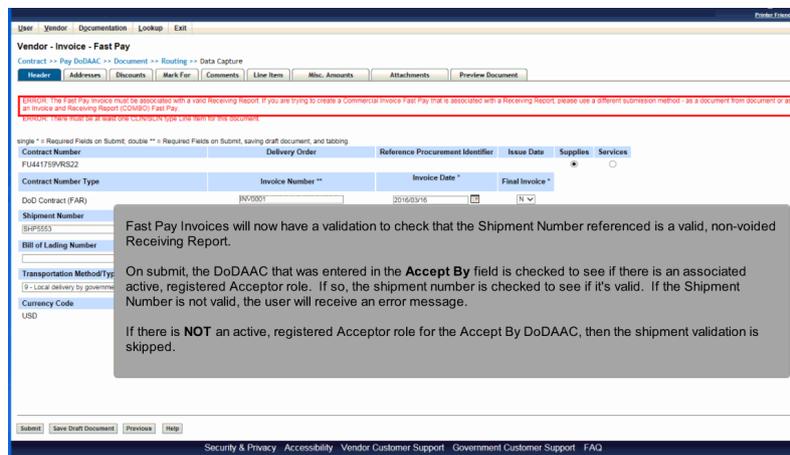
The Data Capture tabs are displayed with the Header as the Active tab.

Scene 14



The Vendor enters the Invoice information on the Header tab.

Scene 15



Fast Pay Invoices will now have a validation to check that the Shipment Number referenced is a valid, non-voided Receiving Report.

On submit, the DoDAAC that was entered in the Accept By field is checked to see if there is an associated active, registered Acceptor role. If so, the shipment number is checked to see if it's valid. If the Shipment Number is not valid, the user will receive an error message.

If there is NOT an active, registered Acceptor role for the Accept By DoDAAC, then the shipment validation is skipped.

Scene 16

The screenshot shows the 'Vendor Invoice - Fast Pay' form. At the top, there is a navigation bar with tabs: Header, Addresses, Discounts, Mark For, Comments, Line Item, Misc. Amounts, Attachments, and Preview Document. Below the navigation bar, a red-bordered error message reads: "ERROR: This Shipment Number has already been used for this Contract Number and Delivery Order combination. Please enter a different Shipment Number. If you are trying to create a Commercial Invoice Fast Pay that is associated with a Receiving Report, please submit using the document form document method. ERROR: There must be at least one occurrence type one item for this document." The form fields include Contract Number (HQ039W123456), Invoice Number (INV1111), Invoice Date (2016/03/16), and Shipment Number (BHP1111). A grey callout box with a pencil icon contains the text: "When the user enters a valid Shipment Number, they will receive a modified version of the current duplicate Shipment Number validation message. For the user to proceed they will need to create from the document." At the bottom, there are buttons for Submit, Save Draft Document, Previous, and Help.

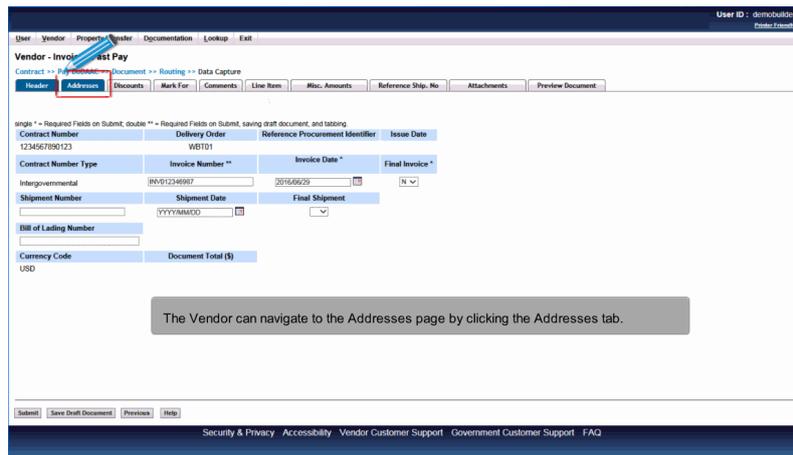
When the user enters a valid Shipment Number, they will receive a modified version of the current duplicate Shipment Number validation message. For the user to proceed they will need to create from the document.

Scene 17

The screenshot shows the 'Vendor Invoice - Fast Pay' form with a different set of data. The Contract Number is 1234567890123, the Invoice Number is INV12345678, and the Invoice Date is 2016/06/29. The Shipment Number is VYYFNAME00. A grey callout box with a pencil icon contains the text: "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." At the bottom, the 'Save Draft Document' button is highlighted with a red box. Other buttons include Submit, Previous, and Help.

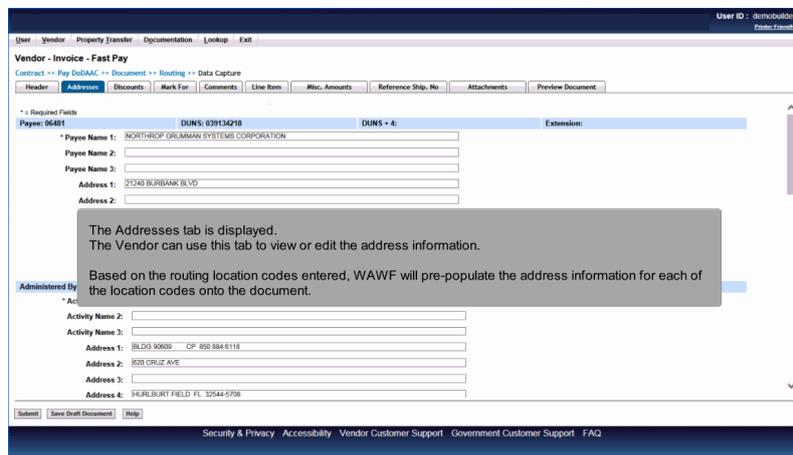
The "Save Draft Document" button is available on every tab. The Vendor can save an incomplete document by clicking this button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

Scene 18



The Vendor can navigate to the Addresses page by clicking the Addresses tab.

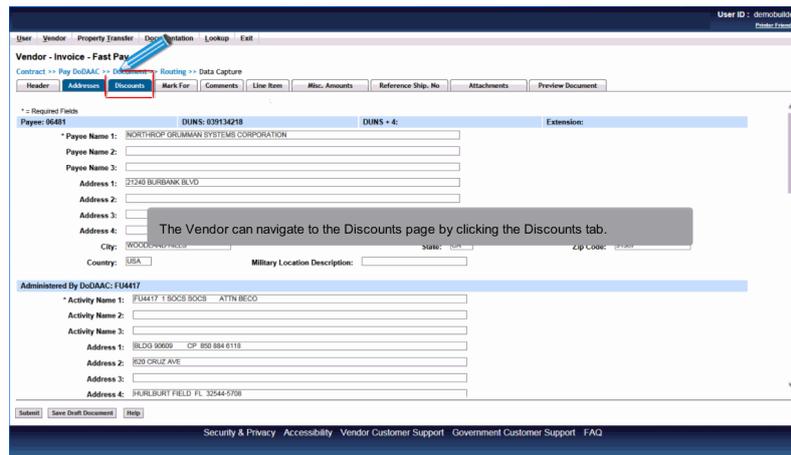
Scene 19



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

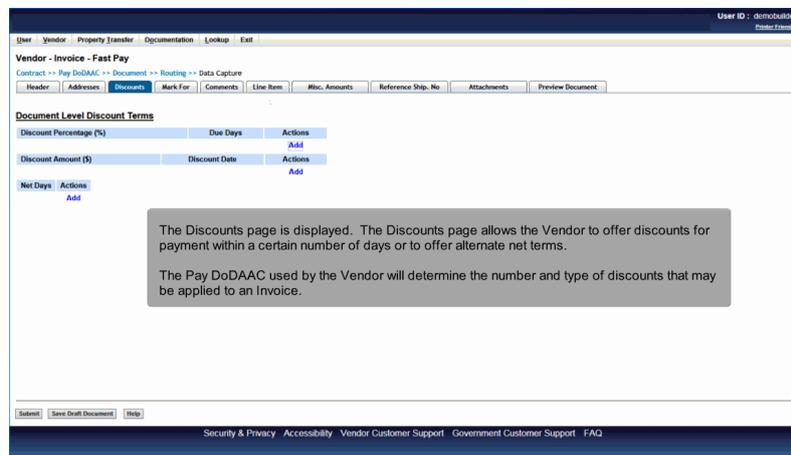
Based on the routing location codes entered, WAWF will pre-populate the address information for each of the location codes onto the document.

Scene 20



The Vendor can navigate to the Discounts page by clicking the Discounts tab.

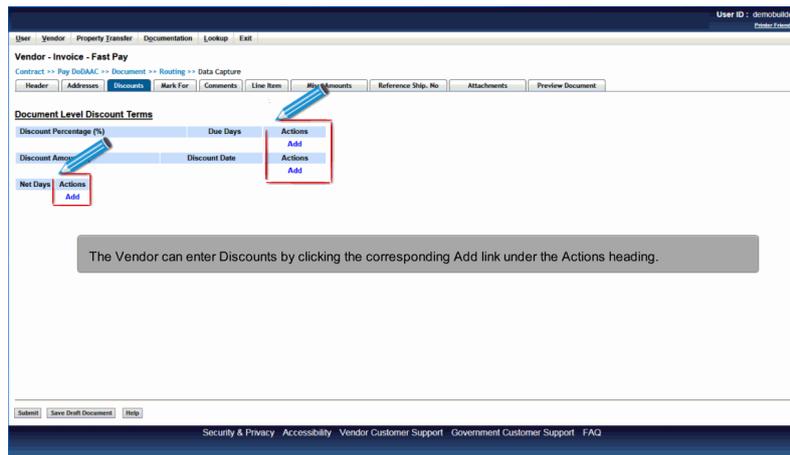
Scene 21



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

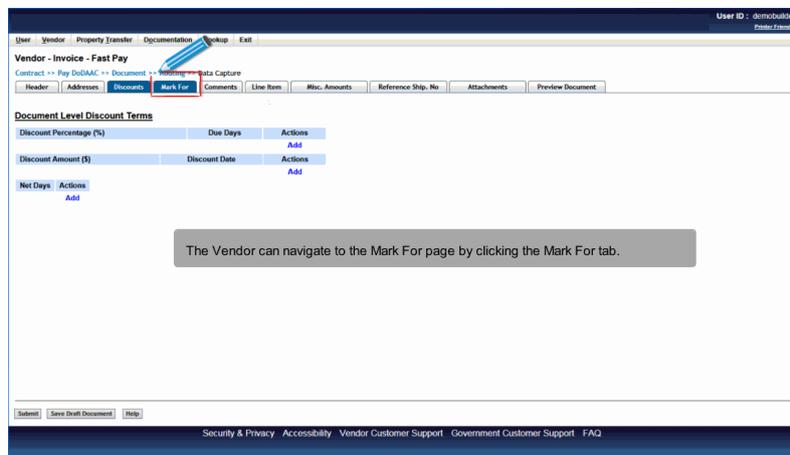
The Pay DoDAAC used by the Vendor will determine the number and type of discounts that may be applied to an Invoice.

Scene 22



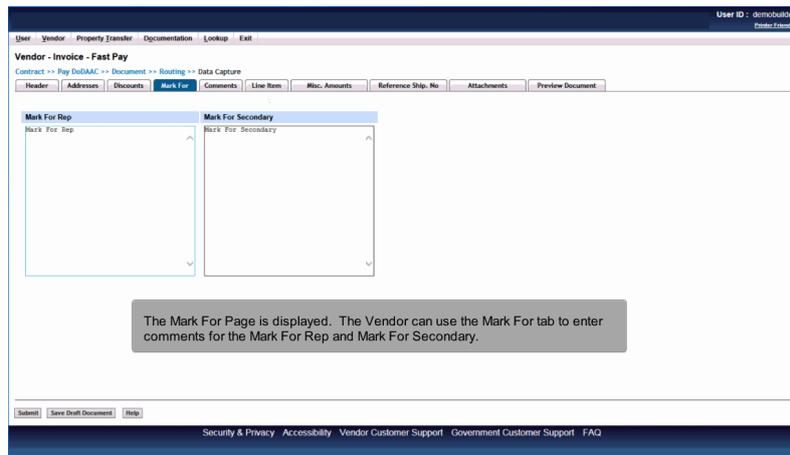
The Vendor can enter Discounts by clicking the corresponding Add link under the Actions heading.

Scene 23



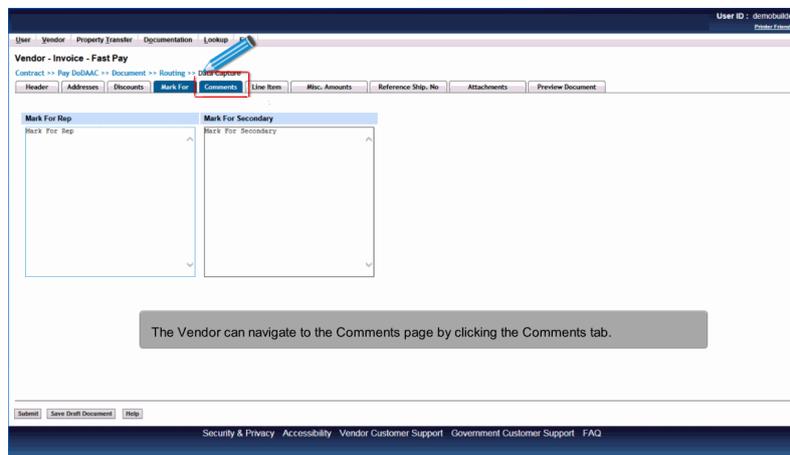
The Vendor can navigate to the Mark For page by clicking the Mark For tab.

Scene 24



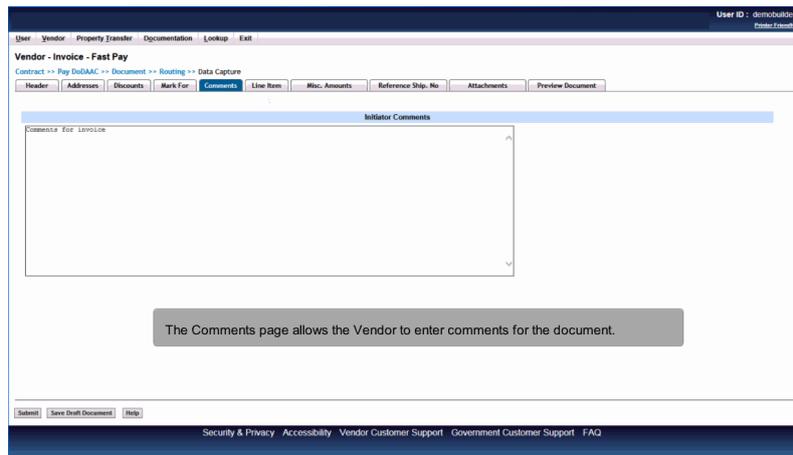
The Mark For Page is displayed. The Vendor can use the Mark For tab to enter comments for the Mark For Rep and Mark For Secondary.

Scene 25



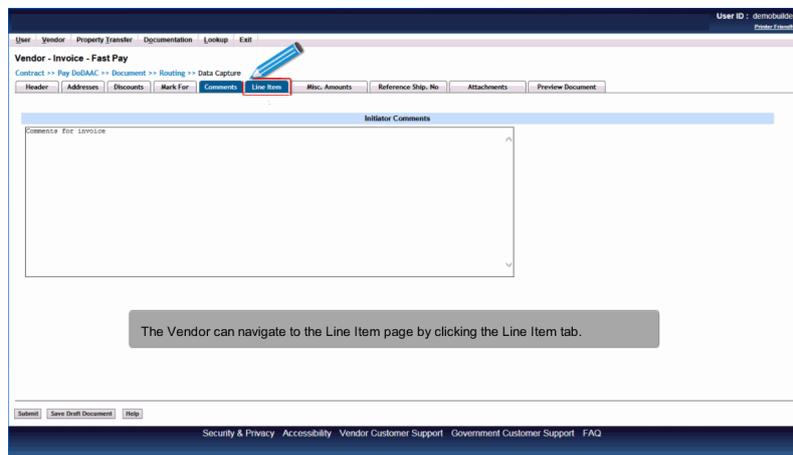
The Vendor can navigate to the Comments page by clicking the Comments tab.

Scene 26



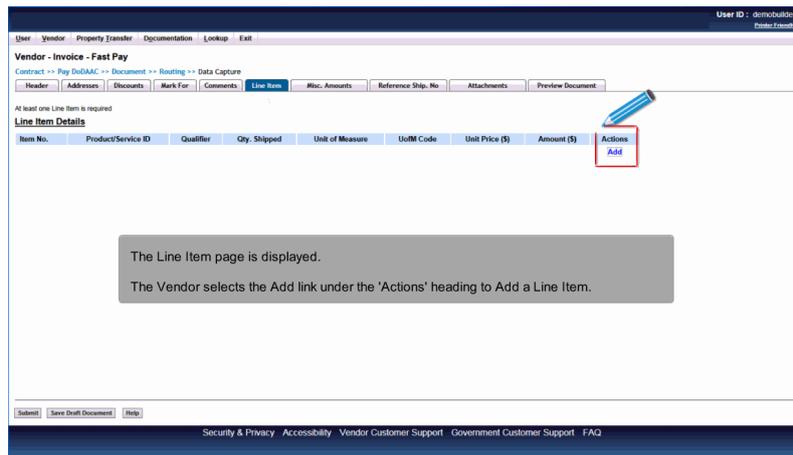
The Comments page allows the Vendor to enter comments for the document.

Scene 27



The Vendor can navigate to the Line Item page by clicking the Line Item tab.

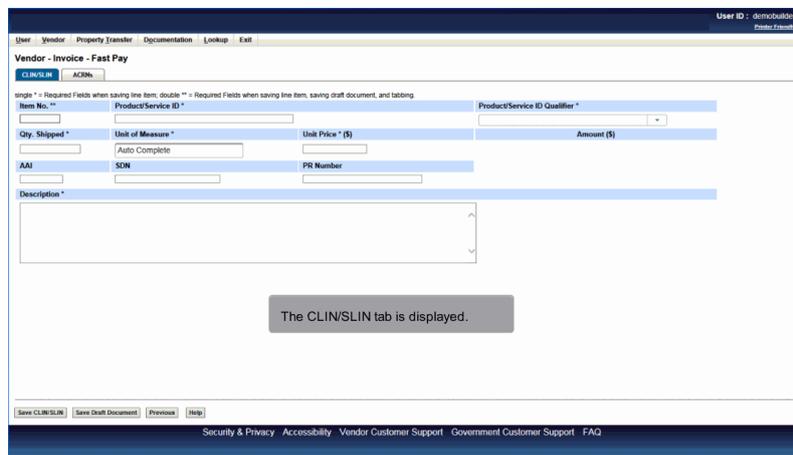
Scene 28



The Line Item page is displayed.

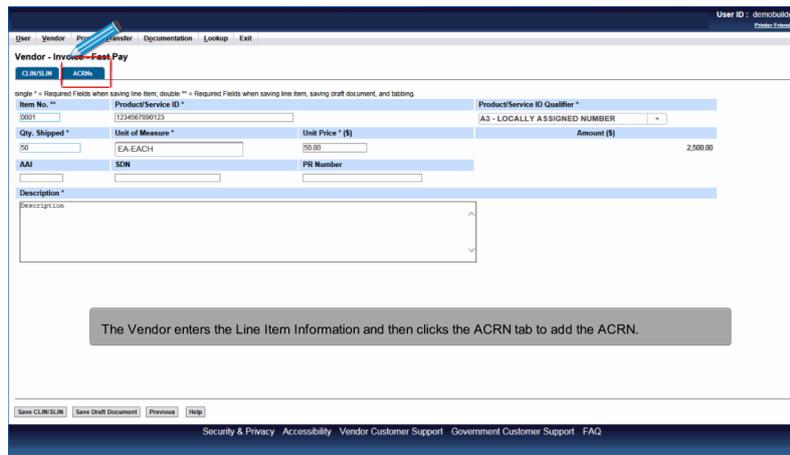
The Vendor selects the Add link under the 'Actions' heading to Add a Line Item.

Scene 29



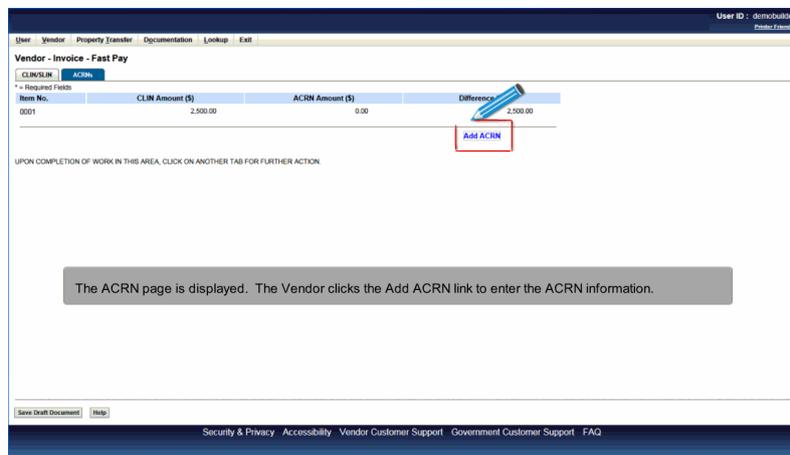
The CLIN/SLIN tab is displayed.

Scene 30



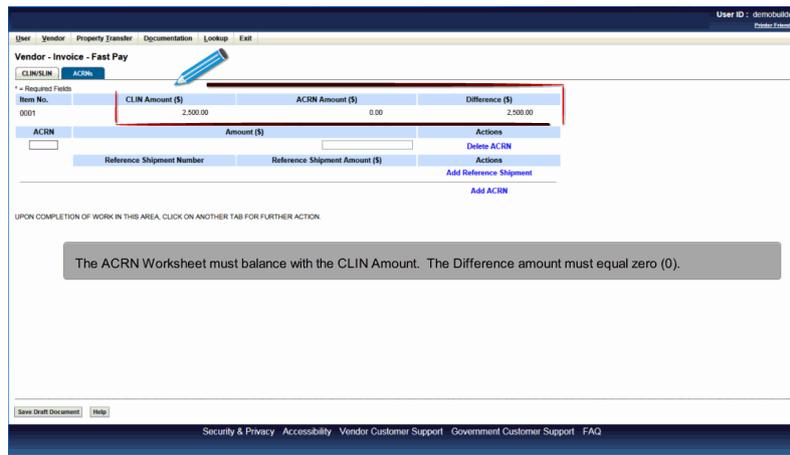
The Vendor enters the Line Item Information and then clicks the ACRN tab to add the ACRN.

Scene 31



The ACRN page is displayed. The Vendor clicks the Add ACRN link to enter the ACRN information.

Scene 32



User ID : demotbuilder
Enter Family

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Invoice - Fast Pay

CLIN/SLIN ACRN

* - Required Fields

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
0001	2,500.00	0.00	2,500.00

ACRN Amount (\$) Actions

Reference Shipment Number Reference Shipment Amount (\$) Delete ACRN

Add Reference Shipment Add ACRN

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

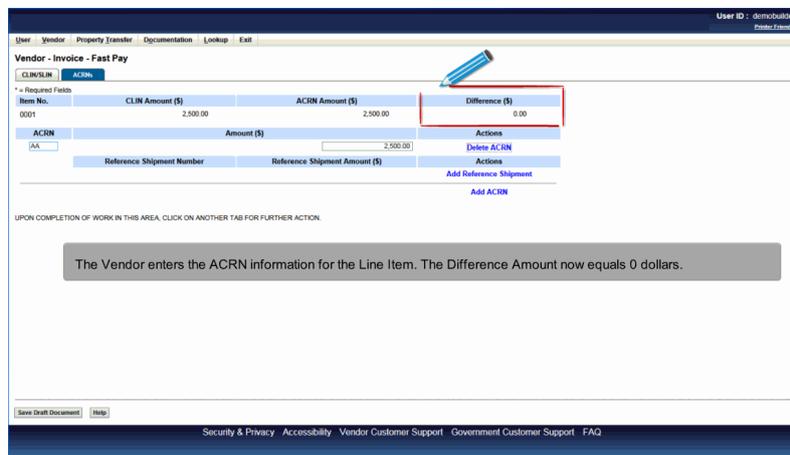
The ACRN Worksheet must balance with the CLIN Amount. The Difference amount must equal zero (0).

Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The ACRN Worksheet must balance with the CLIN Amount. The Difference amount must equal zero (0).

Scene 33



User ID : demotbuilder
Enter Family

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Invoice - Fast Pay

CLIN/SLIN ACRN

* - Required Fields

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
0001	2,500.00	2,500.00	0.00

ACRN Amount (\$) Actions

Reference Shipment Number Reference Shipment Amount (\$) Delete ACRN

Add Reference Shipment Add ACRN

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

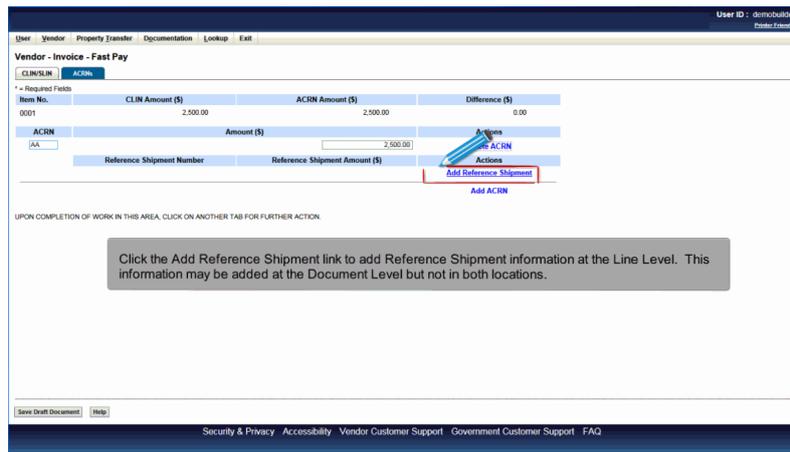
The Vendor enters the ACRN information for the Line Item. The Difference Amount now equals 0 dollars.

Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

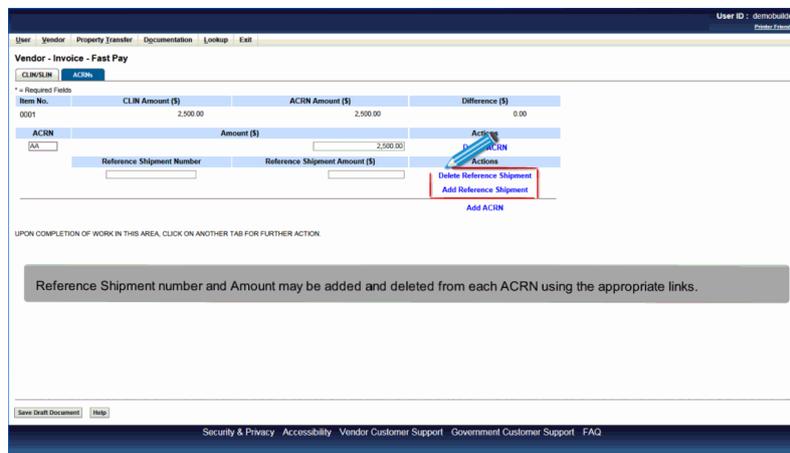
The Vendor enters the ACRN information for the Line Item. The Difference Amount now equals 0 dollars.

Scene 34



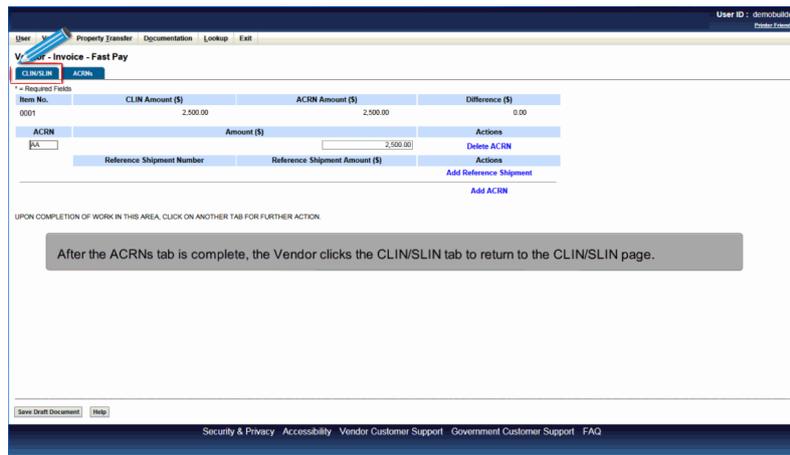
Click the Add Reference Shipment link to add Reference Shipment information at the Line Level. This information may be added at the Document Level but not in both locations.

Scene 35



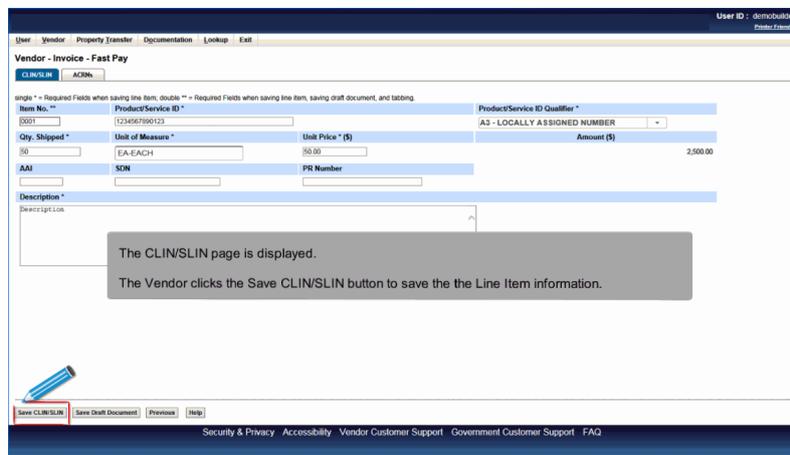
Reference Shipment number and Amount may be added and deleted from each ACRN using the appropriate links.

Scene 36



After the ACRNs tab is complete, the Vendor clicks the CLIN/SLIN tab to return to the CLIN/SLIN page.

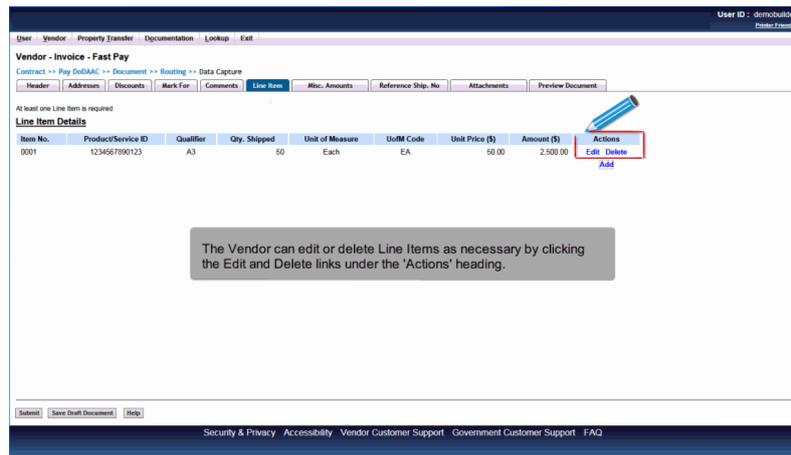
Scene 37



The CLIN/SLIN page is displayed.

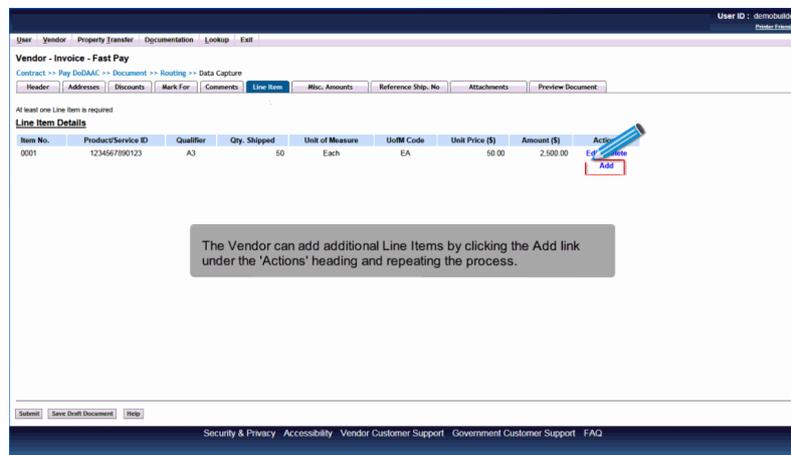
The Vendor clicks the Save CLIN/SLIN button to save the the Line Item information.

Scene 38



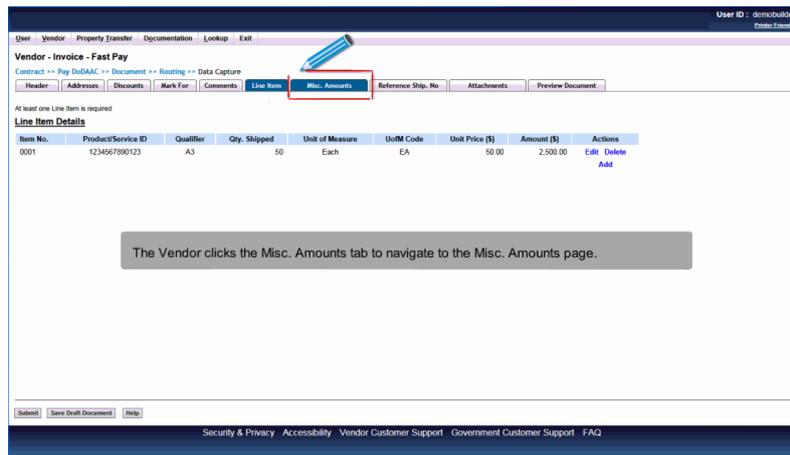
The Vendor can edit or delete Line Items as necessary by clicking the Edit and Delete links under the 'Actions' heading.

Scene 39



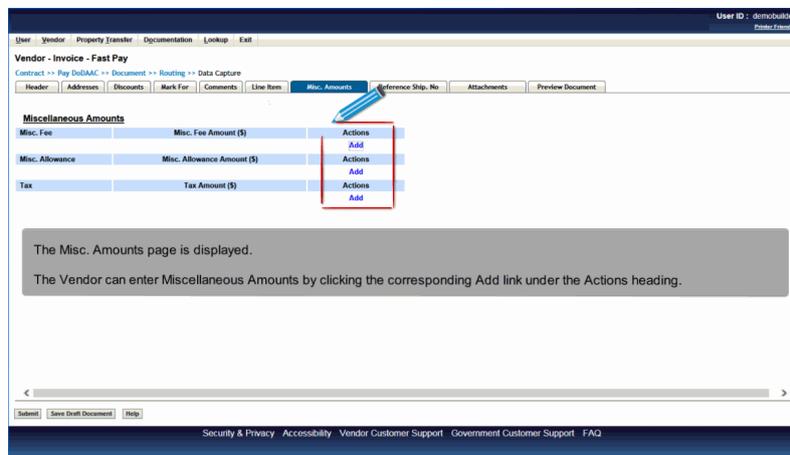
The Vendor can add additional Line Items by clicking the Add link under the 'Actions' heading and repeating the process.

Scene 40



The Vendor clicks the Misc. Amounts tab to navigate to the Misc. Amounts page.

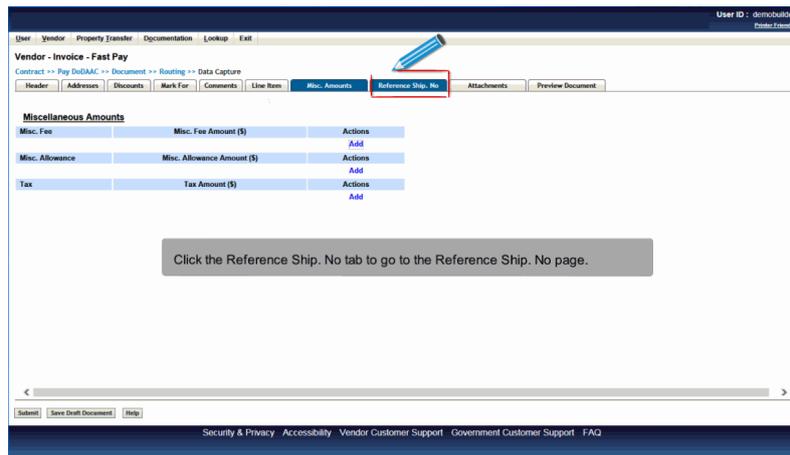
Scene 41



The Misc. Amounts page is displayed.

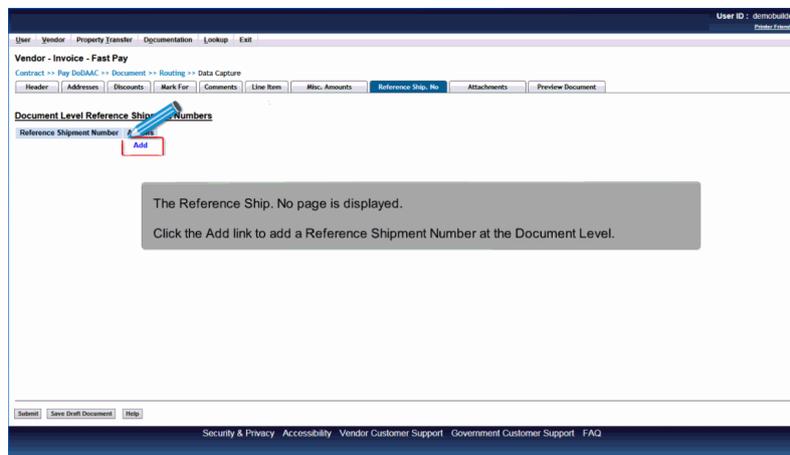
The Vendor can enter Miscellaneous Amounts by clicking the corresponding Add link under the Actions heading.

Scene 42



Click the Reference Ship. No tab to go to the Reference Ship. No page.

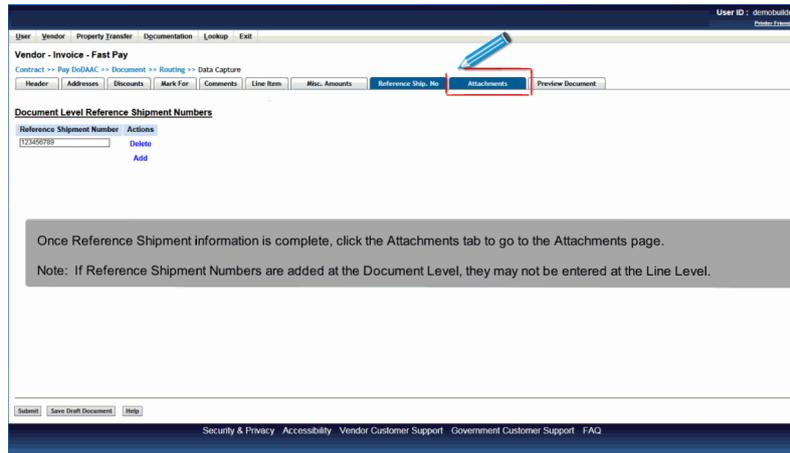
Scene 43



The Reference Ship. No page is displayed.

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

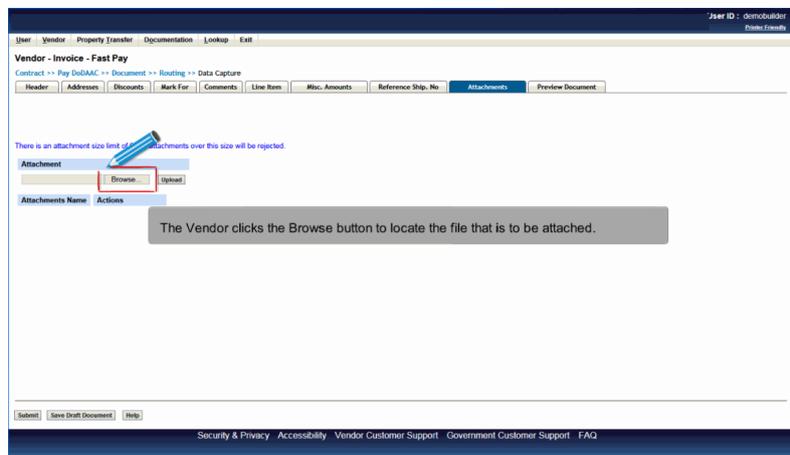
Scene 44



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

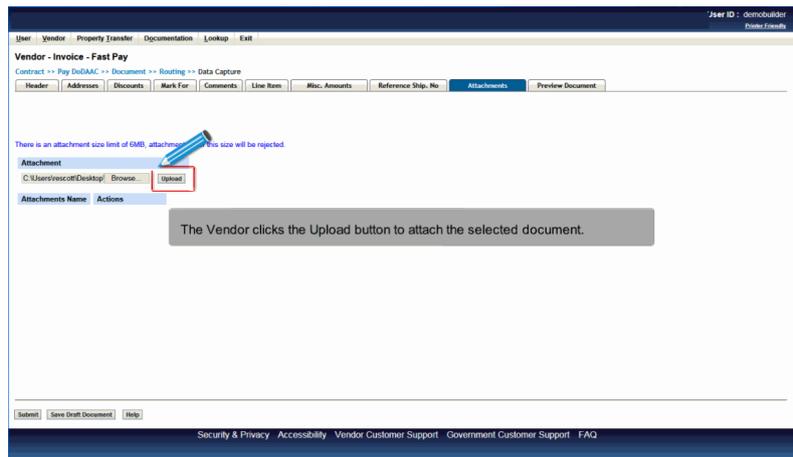
Note: If Reference Shipment Numbers are added at the Document Level, they may not be entered at the Line Level.

Scene 45



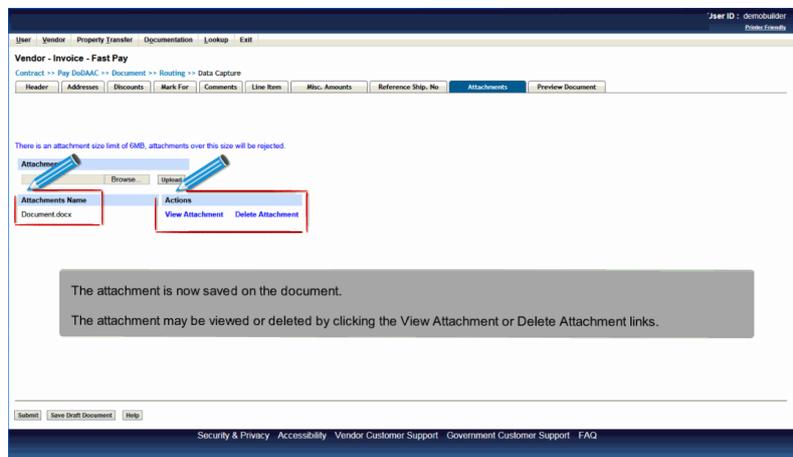
The Vendor clicks the Browse button to locate the file that is to be attached.

Scene 46



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

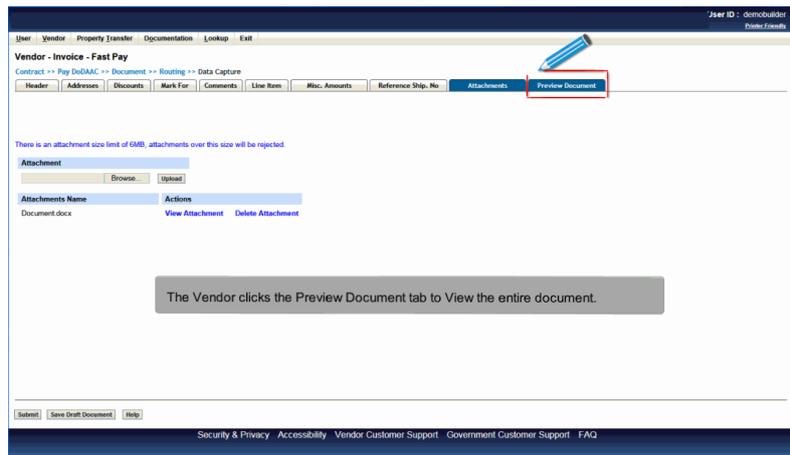
Scene 47



The attachment is now saved on the document.

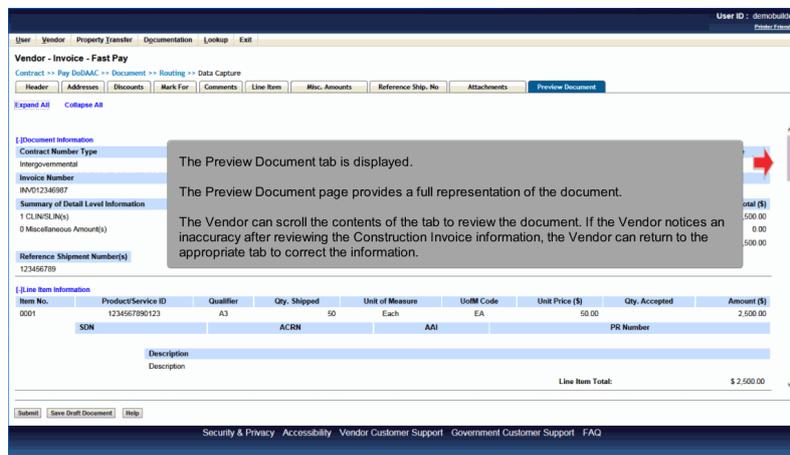
The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Scene 48



The Vendor clicks the Preview Document tab to View the entire document.

Scene 49

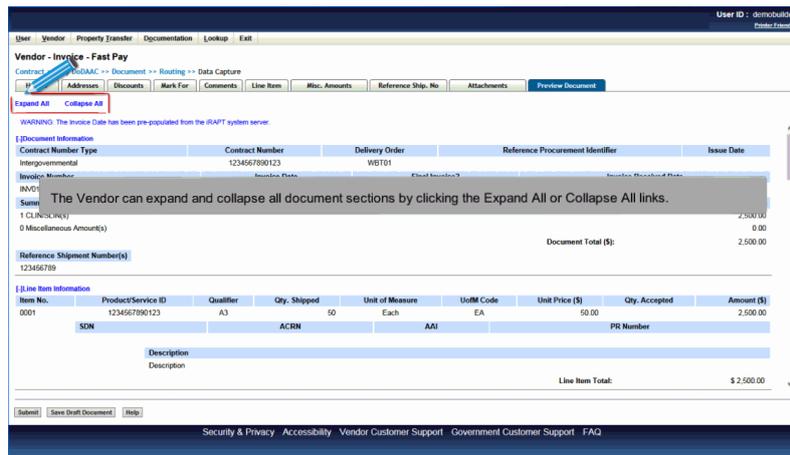


The Preview Document tab is displayed.

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

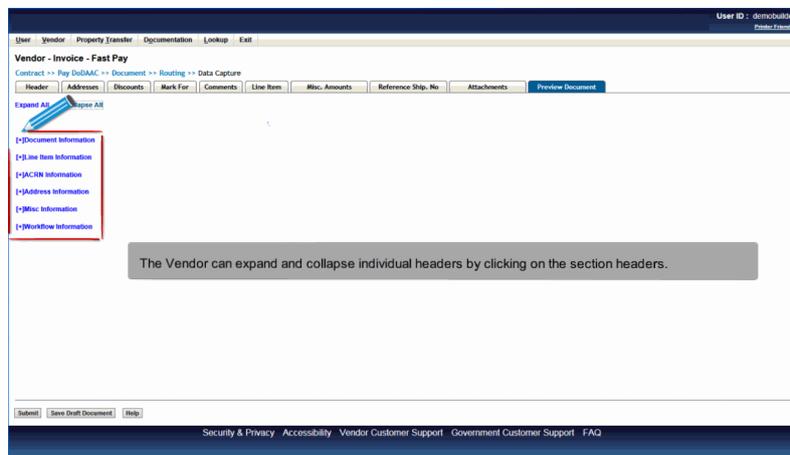
The Vendor can scroll the contents of the tab to review the document. If the Vendor notices an inaccuracy after reviewing the Construction Invoice information, the Vendor can return to the appropriate tab to correct the information.

Scene 50



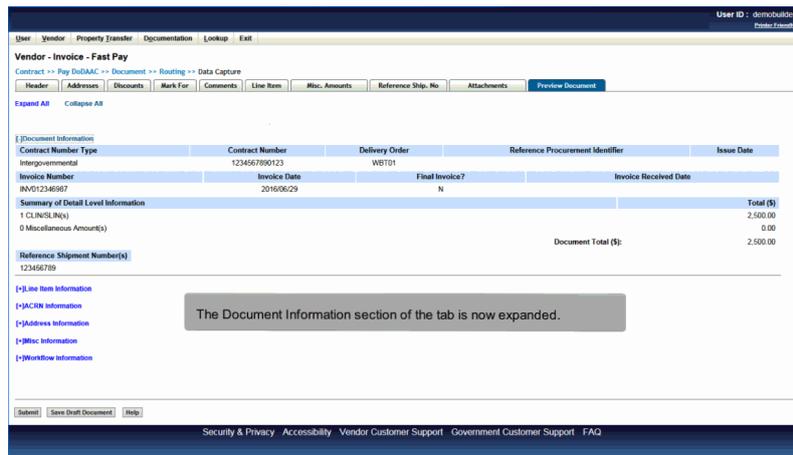
The Vendor can expand and collapse all document sections by clicking the Expand All or Collapse All links.

Scene 51



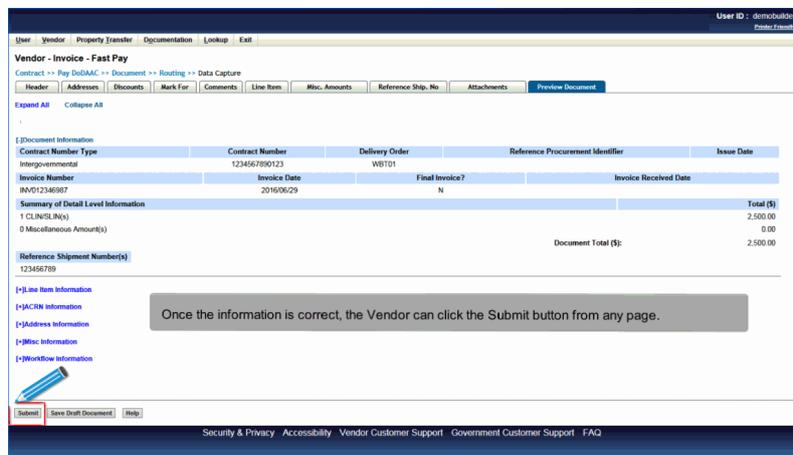
The Vendor can expand and collapse individual headers by clicking on the section headers.

Scene 52



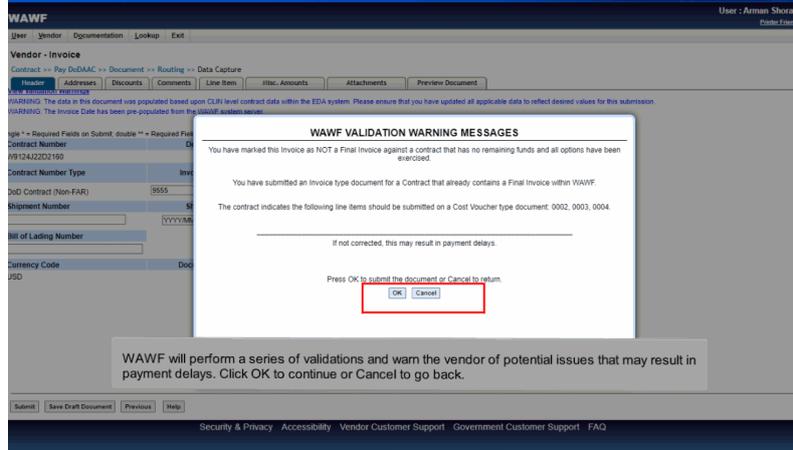
The Document Information section of the tab is now expanded.

Scene 53



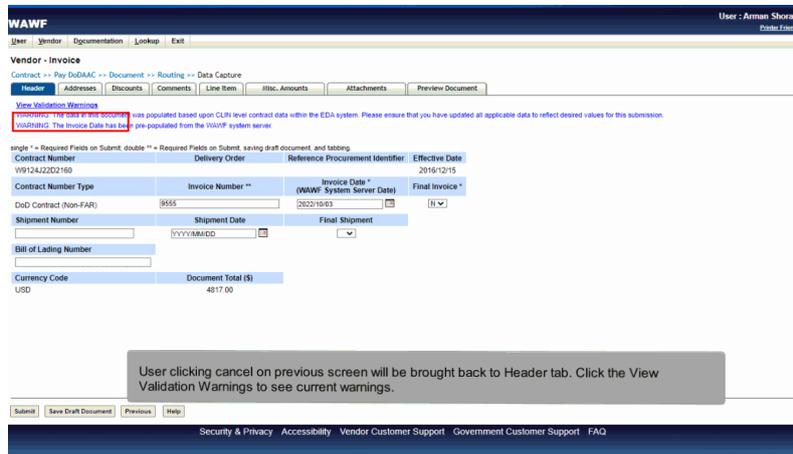
Once the information is correct, the Vendor can click the Submit button from any page.

Scene 54



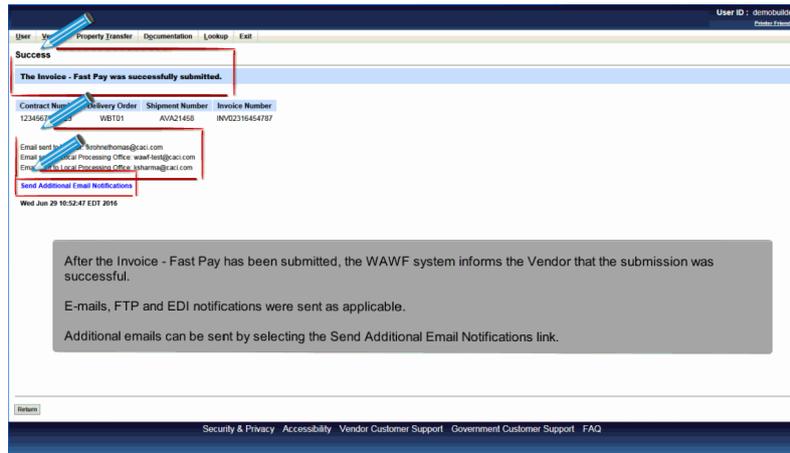
WAWF will perform a series of validations and warn the vendor of potential issues that may result in payment delays. Click OK to continue or Cancel to go back.

Scene 55



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

Scene 56

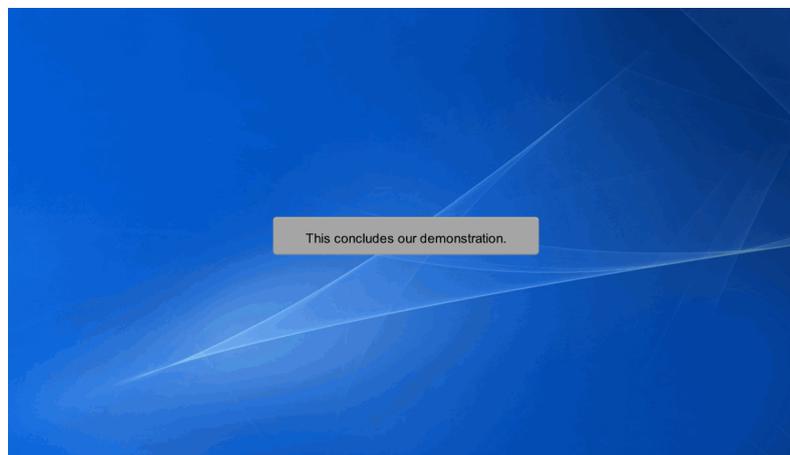


After the Invoice - Fast Pay has been submitted, the WAWF system informs the Vendor that the submission was successful.

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

Additional emails can be sent by selecting the Send Additional Email Notifications link.

End



This concludes our demonstration.