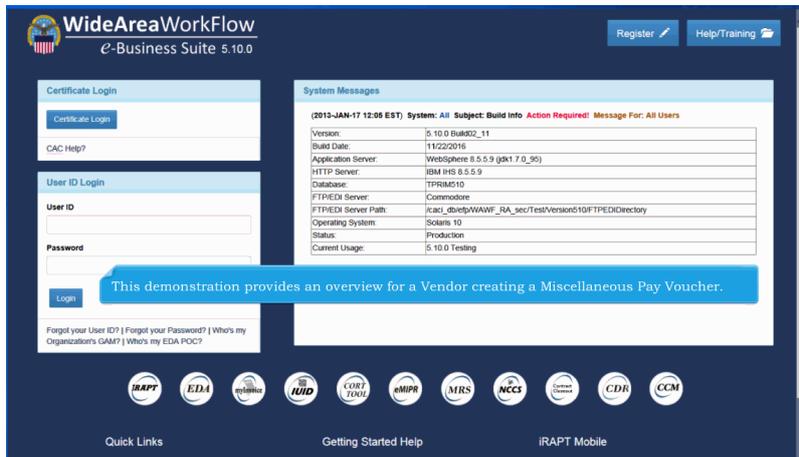
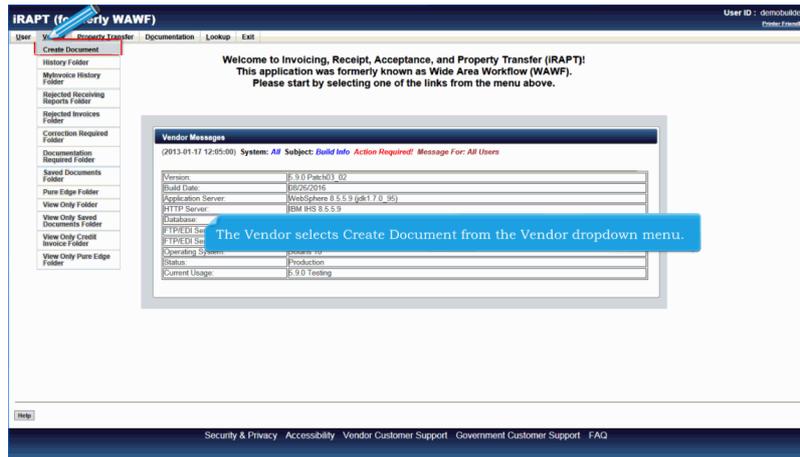


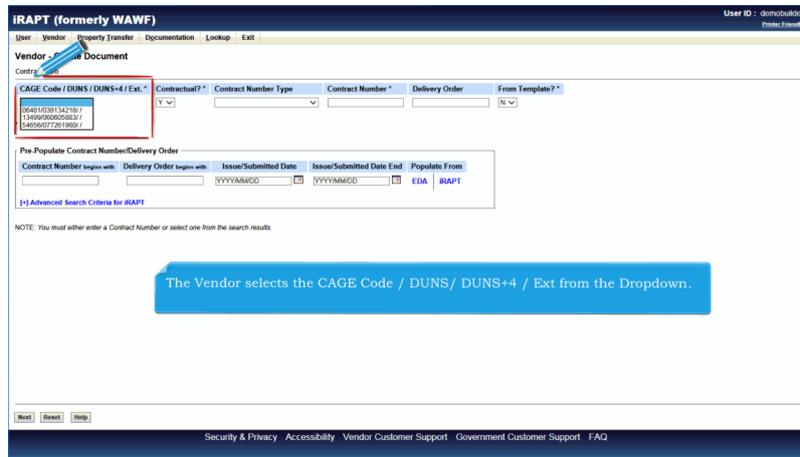
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.



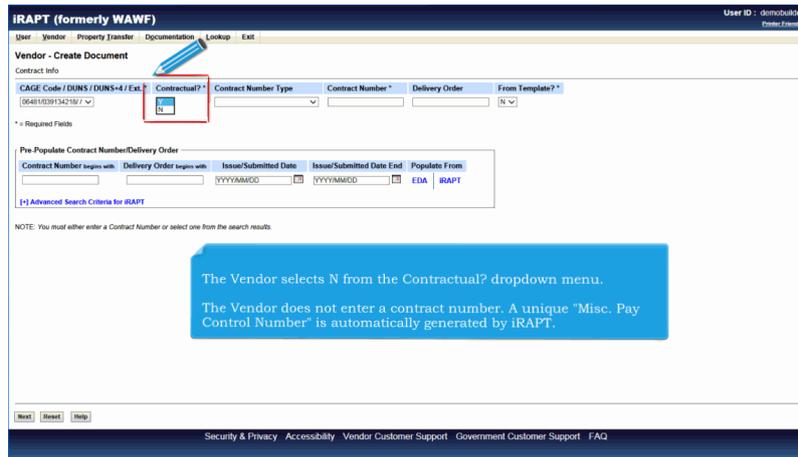
This demonstration provides an overview for a Vendor creating a Miscellaneous Pay Voucher.



The Vendor selects Create Document from the Vendor dropdown menu.



The Vendor selects the CAGE Code / DUNS/ DUNS+4 / Ext from the Dropdown.



iRAPT (formerly WAWF) User ID : 00m0000000
Printer Friendly

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS-4 / Ext.*	Contractual?*	Contract Number Type	Contract Number *	Delivery Order	From Template?*
06481039134218 / v	N				N

* = Required Fields

Pre-Populate Contract Number/Delivery Order

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

[+] Advanced Search Criteria for iRAPT

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

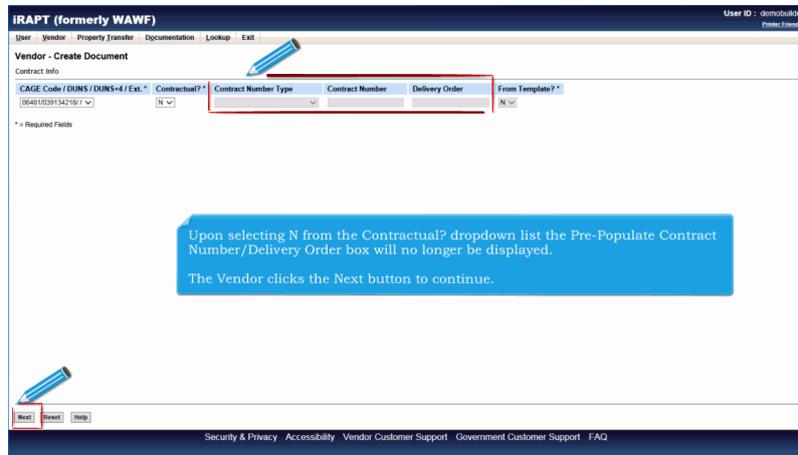
The Vendor selects N from the Contractual? dropdown menu.
The Vendor does not enter a contract number. A unique "Misc. Pay Control Number" is automatically generated by iRAPT.

Next Cancel Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Vendor selects N from the Contractual? dropdown menu.

The Vendor does not enter a contract number. A unique "Misc. Pay Control Number" is automatically generated by iRAPT.



iRAPT (formerly WAWF) User ID : 00m0000000
Printer Friendly

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS-4 / Ext.*	Contractual?*	Contract Number Type	Contract Number *	Delivery Order	From Template?*
06481039134218 / v	N				N

* = Required Fields

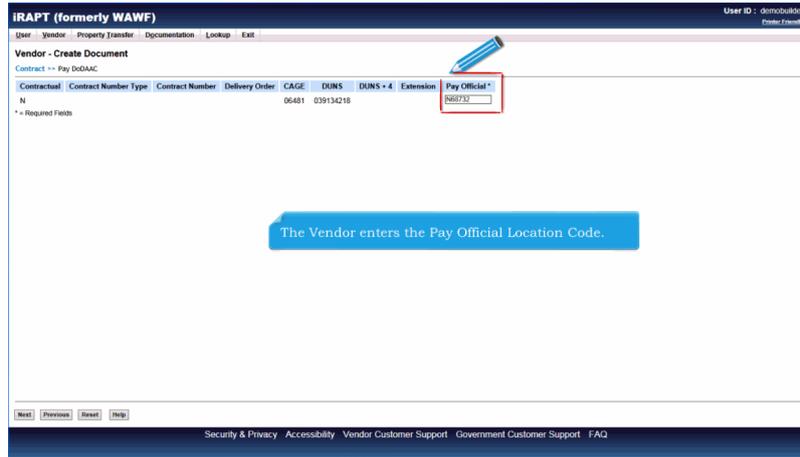
Upon selecting N from the Contractual? dropdown list the Pre-Populate Contract Number/Delivery Order box will no longer be displayed.
The Vendor clicks the Next button to continue.

Next Cancel Help

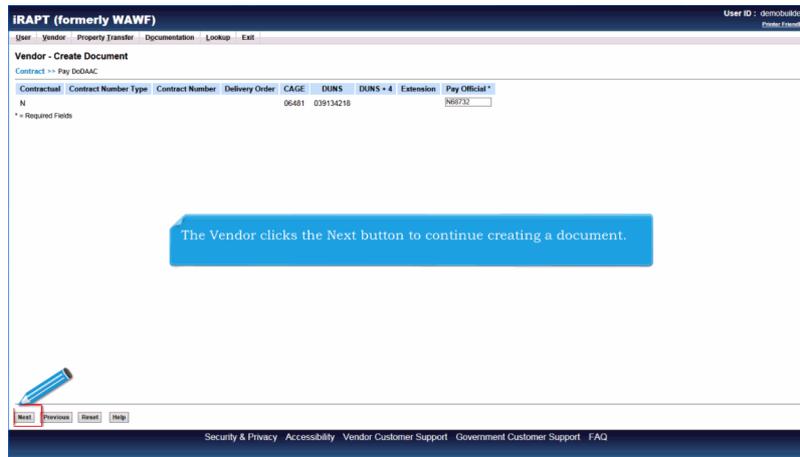
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Upon selecting N from the Contractual? dropdown list the Pre-Populate Contract Number/Delivery Order box will no longer be displayed.

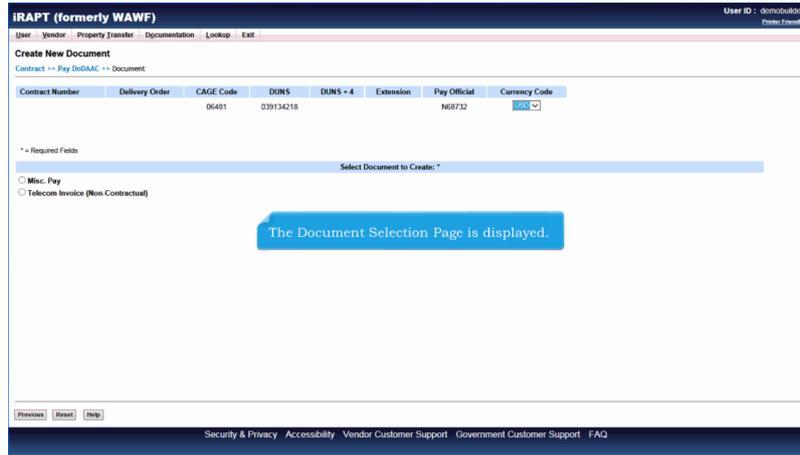
The Vendor clicks the Next button to continue.



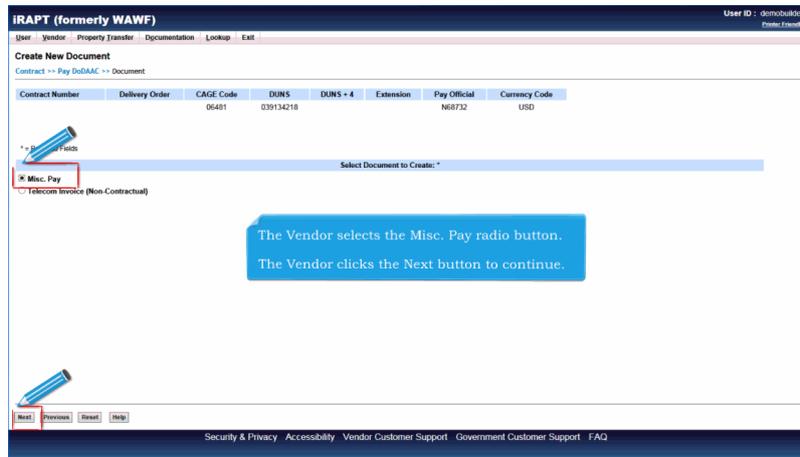
The Vendor enters the Pay Official Location Code.



The Vendor clicks the Next button to continue creating a document.

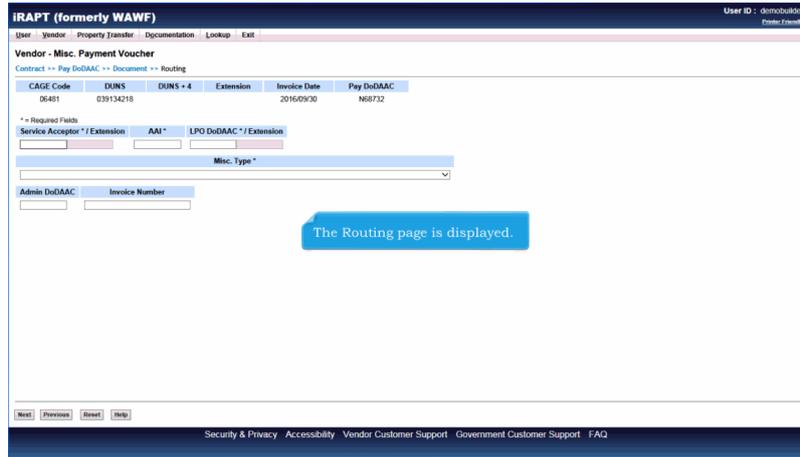


The Document Selection Page is displayed.

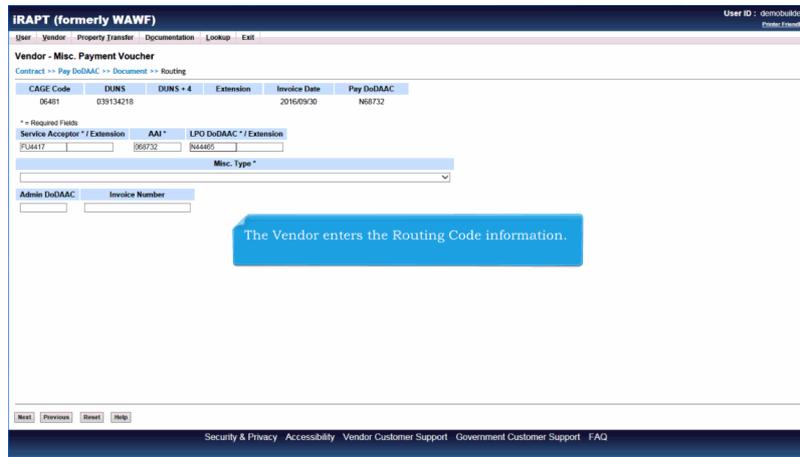


The Vendor selects the Misc. Pay radio button.

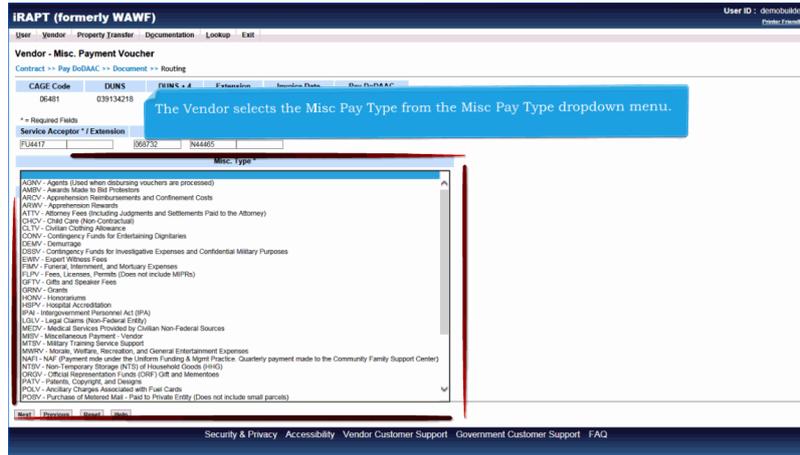
The Vendor clicks the Next button to continue.



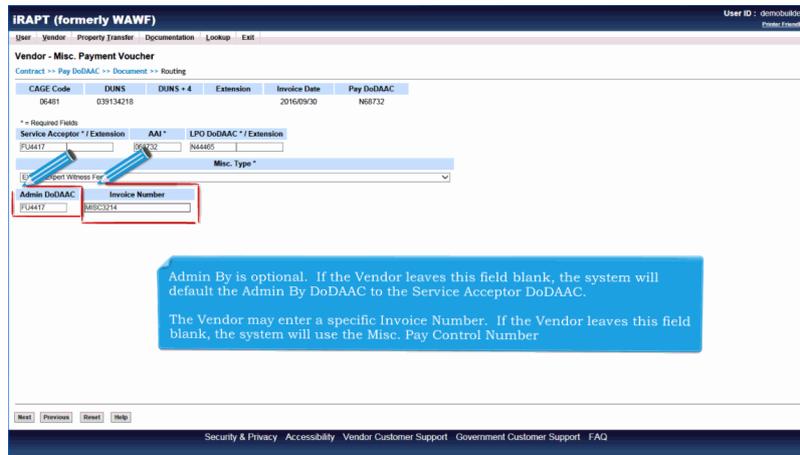
The Routing page is displayed.



The Vendor enters the Routing Code information.



The Vendor selects the Misc Pay Type from the Misc Pay Type dropdown menu.



Admin By is optional. If the Vendor leaves this field blank, the system will default the Admin By DoDAAC to the Service Acceptor DoDAAC.

The Vendor may enter a specific Invoice Number. If the Vendor leaves this field blank, the system will use the Misc. Pay Control Number

IRAPT (formerly WAWF) User ID : 00m0040009
 Vendor - Misc. Payment Voucher
 Contract >> Pay DoDAAC >> Document >> Routing
 CAGE Code: 06491 DUNS: 039134218 DUNS + 4: Invoice Date: 2016/09/30 Pay DoDAAC: N68732
 * = Required Fields
 Service Acceptor / Extension: PU4417 AAI: 069732 LPO DoDAAC / Extension: N44465
 Misc. Type: EWW - Expert Witness Fees
 Admin DoDAAC: PU4417 Invoice Number: MISC3214
 [Next] [Previous] [Cancel] [Help]

The Vendor clicks the Next button to continue.

The Vendor clicks the Next button to continue.

IRAPT (formerly WAWF) User ID : 00m0040009
 Vendor - Misc. Payment Voucher
 Contract >> Pay DoDAAC >> Document >> Routing >> Voucher
 [Voucher] [Addresses] [Comments] [Attachments] [Preview Document]
 * = Required Fields

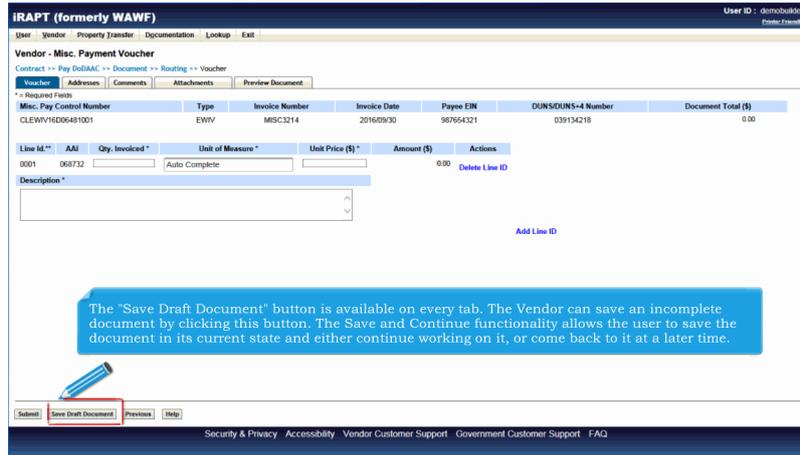
Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNSDUNS+4 Number	Document Total (\$)
CLEWV16D06481001	EWW	MISC3214	2016/09/30	987654321	039134218	0.00

Line ID	AAI	Qty. Invoiced	Unit of Measure	Unit Price (\$)	Amount (\$)	Actions
0001	069732	Auto Complete			0.00	Delete Line ID

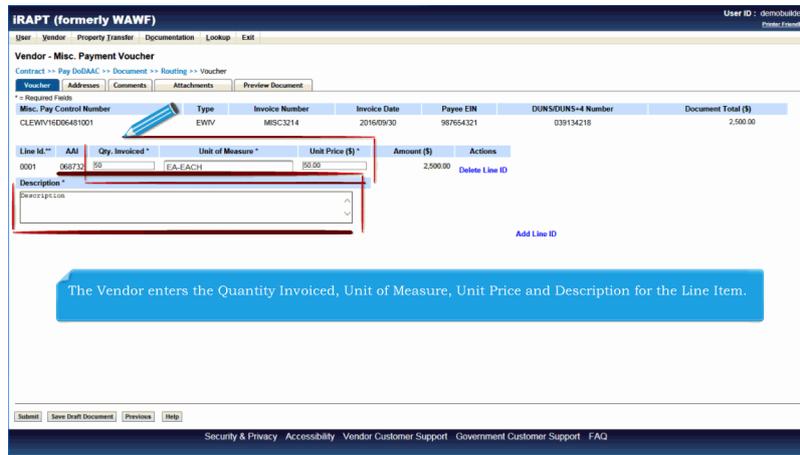
 Description: [Text Area]
 Add Line ID
 [Submit] [Save Draft Document] [Previous] [Help]

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

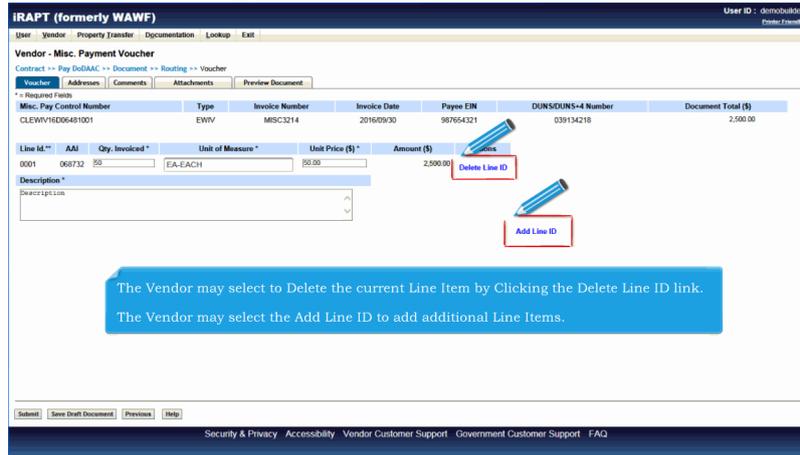
The Data Capture tabs are displayed with the Voucher tab as the Active tab.



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.

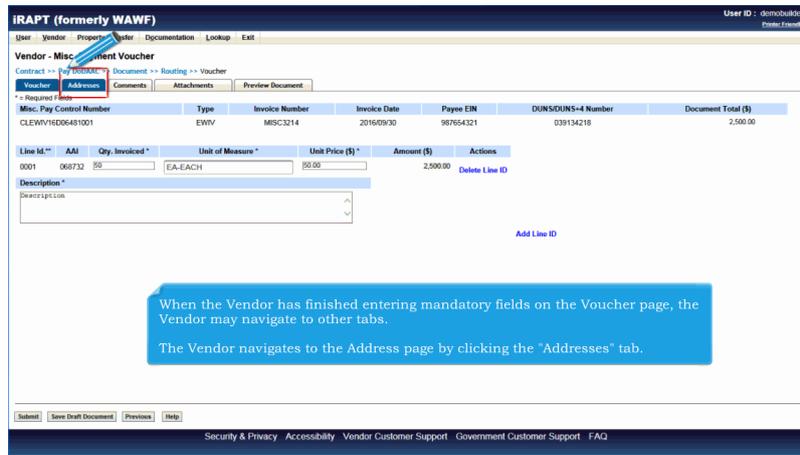


The Vendor enters the Quantity Invoiced, Unit of Measure, Unit Price and Description for the Line Item.



The Vendor may select to Delete the current Line Item by Clicking the Delete Line ID link.

The Vendor may select the Add Line ID to add additional Line Items.



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

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

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

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

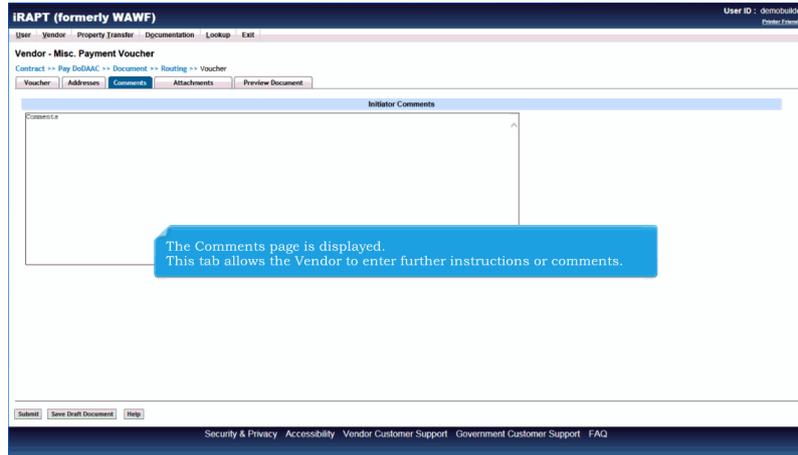
The Addresses tab is displayed.

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

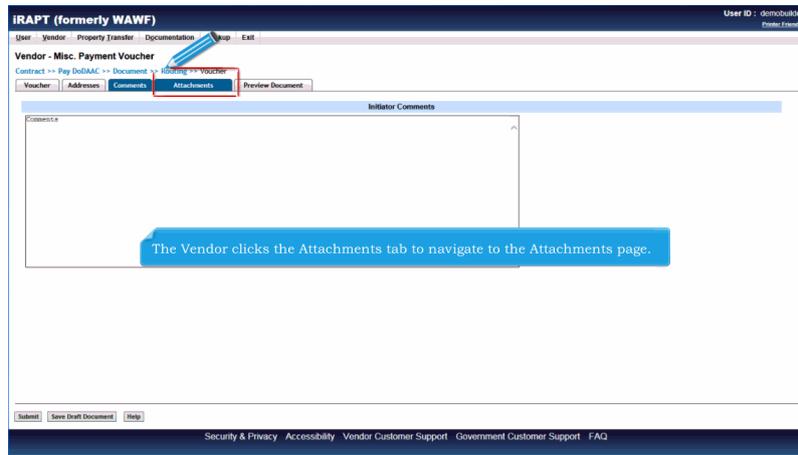
Based on the routing location codes entered, iRAPT will pre-populate the address information for each of the location codes onto the document.

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

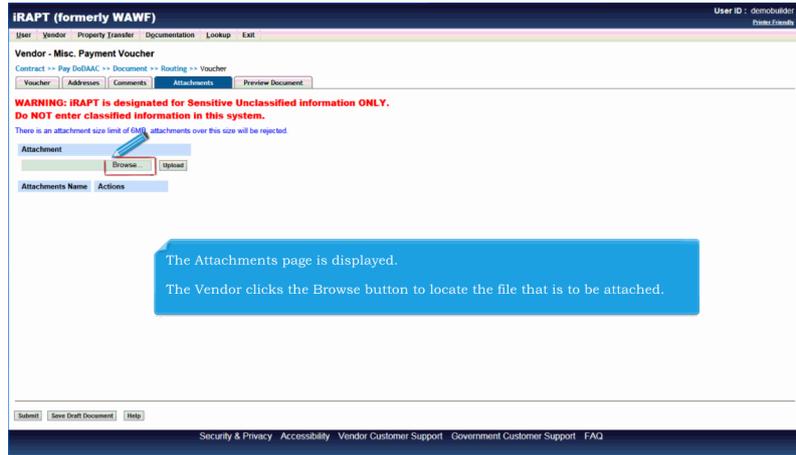
The Vendor can navigate to the Comments page by clicking the Comments tab.



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

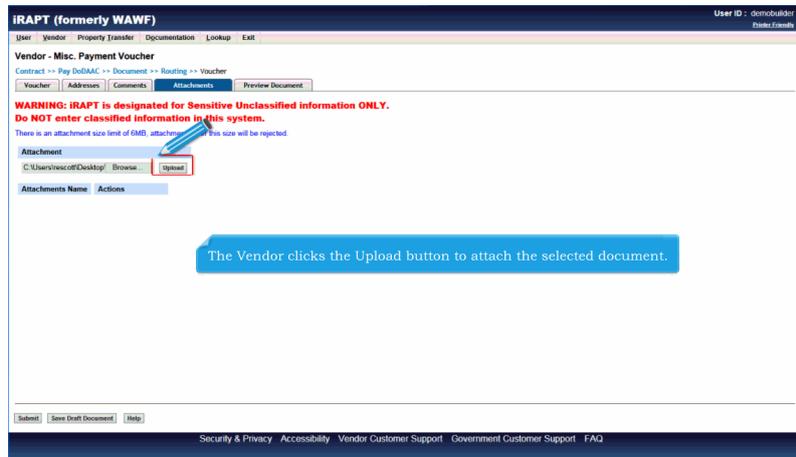


The Vendor clicks the Attachments tab to navigate to the Attachments page.

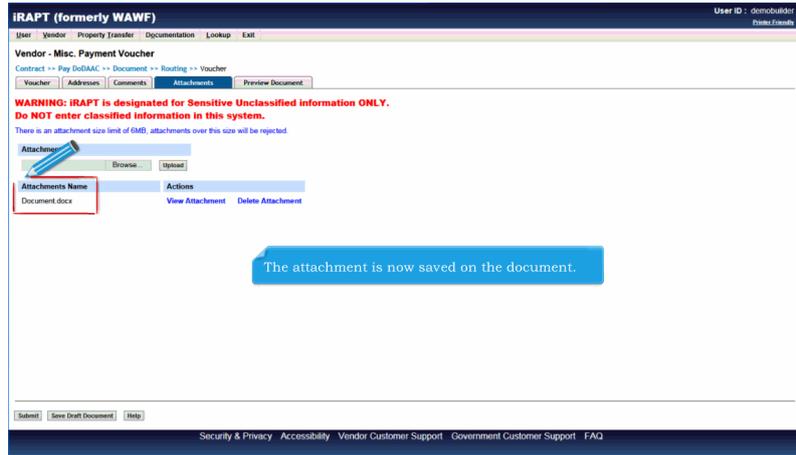


The Attachments page is displayed.

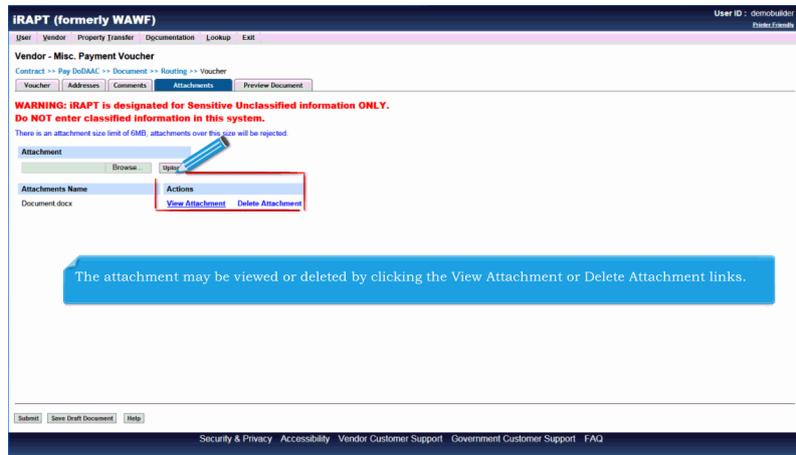
The Vendor clicks the Browse button to locate the file that is to be attached.



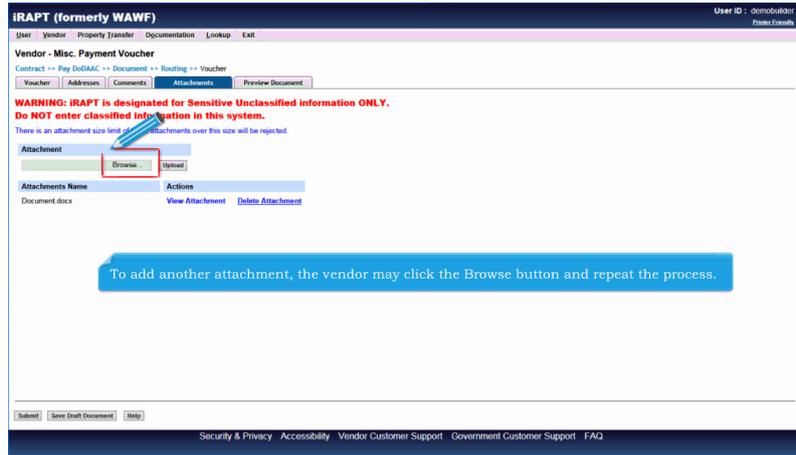
The Vendor clicks the Upload button to attach the selected document.



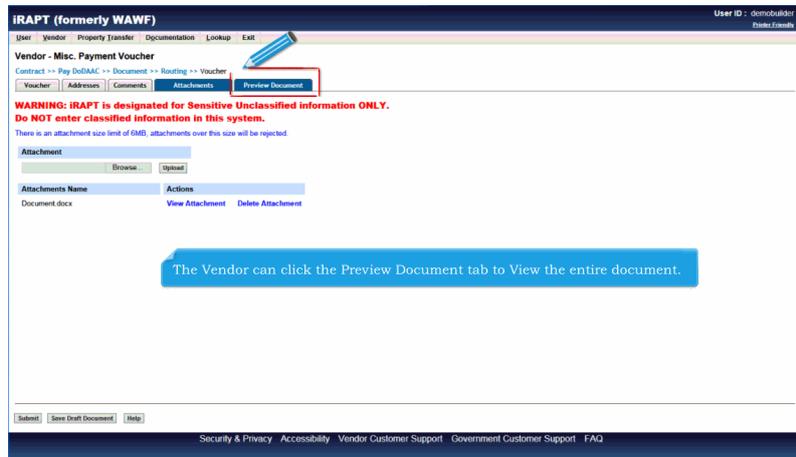
The attachment is now saved on the document.



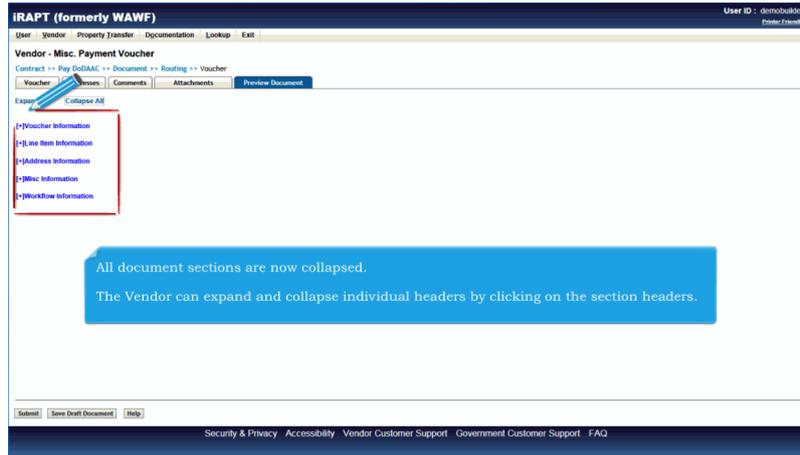
The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.



To add another attachment, the vendor may click the Browse button and repeat the process.

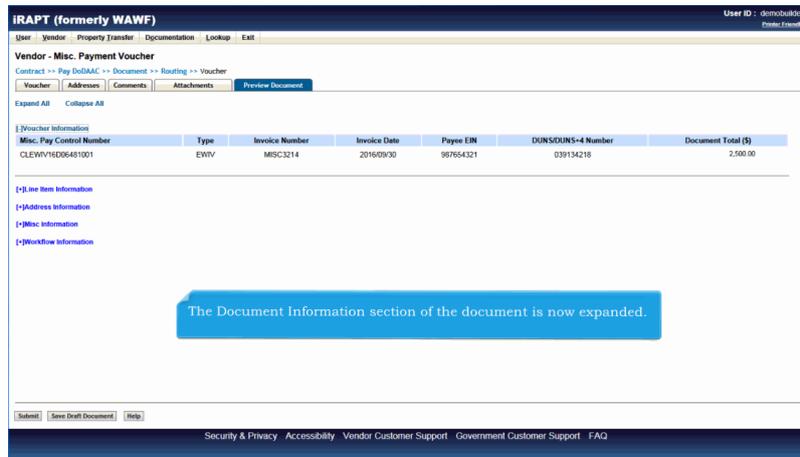


The Vendor can click the Preview Document tab to View the entire document.



All document sections are now collapsed.

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



The Document Information section of the document is now expanded.

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

The "Submit" button is available on every tab.

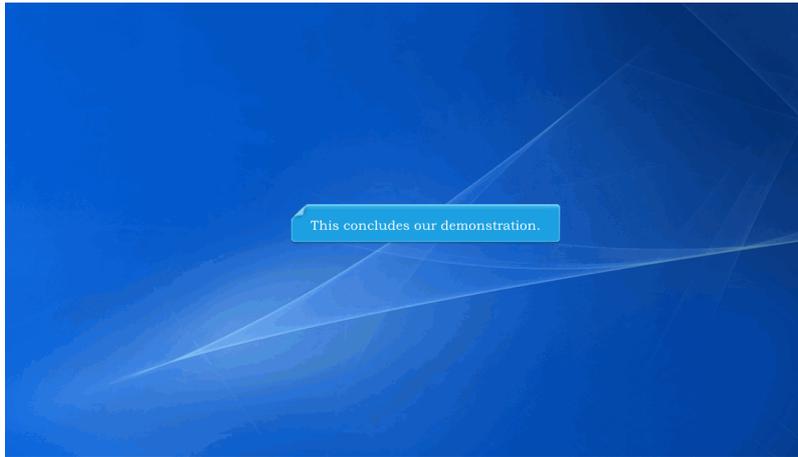
When the Vendor has finished reviewing the document, the Vendor can submit the document to iRAPT by clicking the "Submit" button.

After the Misc. Payment Voucher has been submitted, the iRAPT 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.

After the Misc. Payment Voucher has been submitted, the iRAPT 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.



This concludes our demonstration.