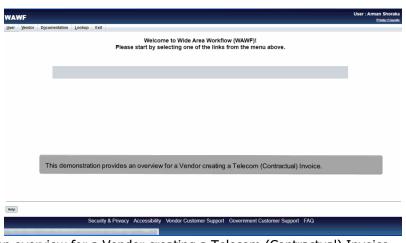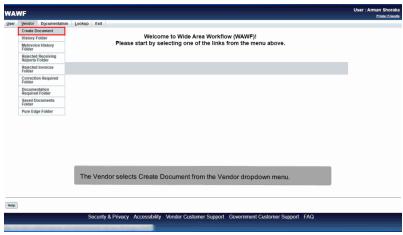## Intro

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

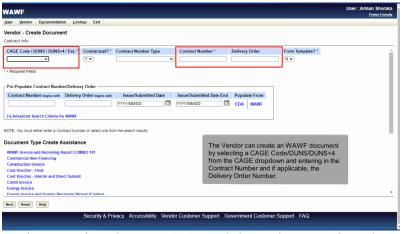## Scene 1

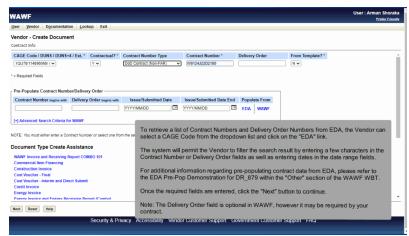This demonstration provides an overview for a Vendor creating a Telecom (Contractual) Invoice.

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.

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.
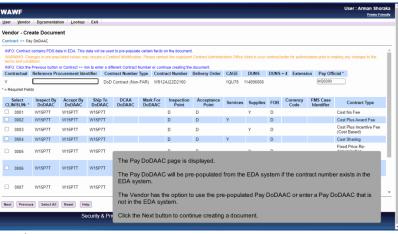
The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.

For additional information regarding pre-populating contract data from EDA, please refer to the EDA Pre-Pop Demonstration for DR_879 within the "Other" section of the WAWF WBT.

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.
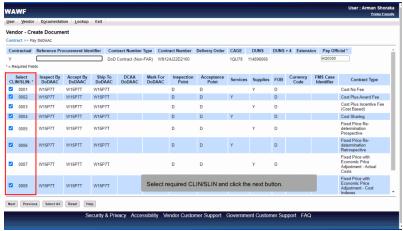
Scene 5

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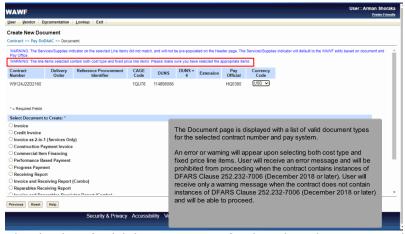
The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

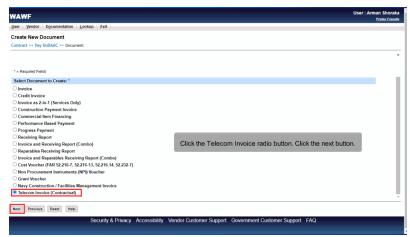Click the Next button to continue creating a document.

Scene 6

Select required CLIN/SLIN and click the next button.

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

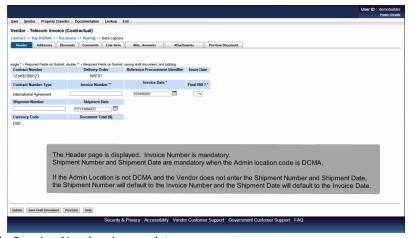Click the Telecom Invoice radio button. Click the next button.

Scene 9

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.
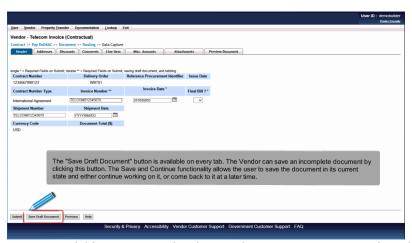
Click the next button.

Scene 10

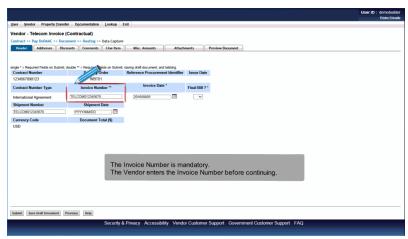The Header page is displayed. Invoice Number is mandatory.
Shipment Number and Shipment Date are mandatory when the Admin location code is DCMA.

If the Admin Location is not DCMA and the Vendor does not enter the Shipment Number and Shipment Date, the Shipment Number will default to the Invoice Number and the Shipment Date will default to the Invoice Date.
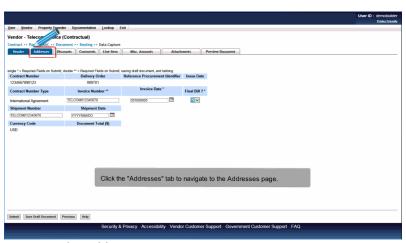
Scene 11

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.
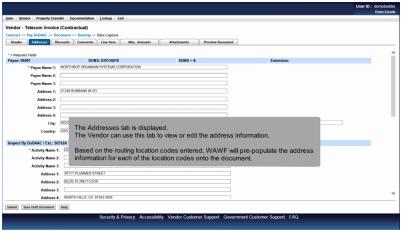
Scene 12

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

Scene 13

Click the "Addresses" tab to navigate to the Addresses page.
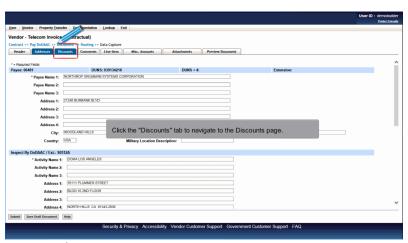
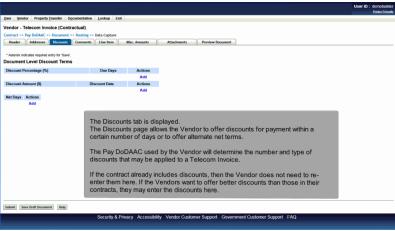Scene 14

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 15

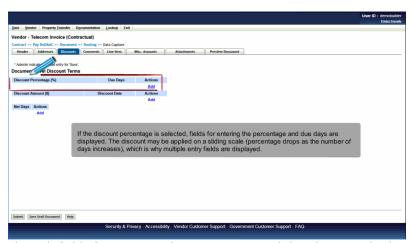Click the "Discounts" tab to navigate to the Discounts page.

Scene 16

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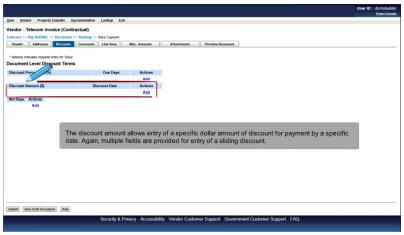
The Pay DoDAAC used by the Vendor will determine the number and type of discounts that may be applied to a Telecom Invoice.

If the contract already includes discounts, then the Vendor does not need to re-enter them here. If the Vendors want to offer better discounts than those in their contracts, they may enter the discounts here.
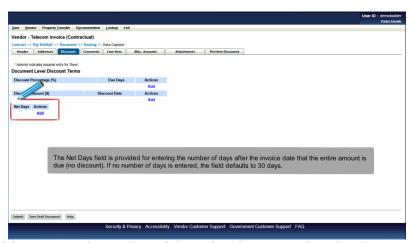
Scene 17

If the discount percentage is selected, fields for entering the percentage and due days are displayed. The discount may be applied on a sliding scale (percentage drops as the number of days increases), which is why multiple entry fields are displayed.
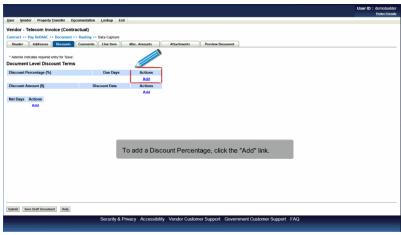
Scene 18

The discount amount allows entry of a specific dollar amount of discount for payment by a specific date. Again, multiple fields are provided for entry of a sliding discount.
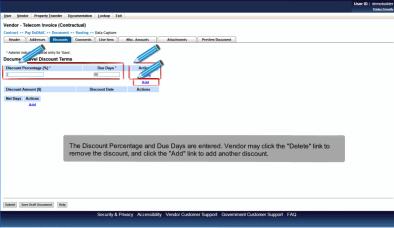
Scene 19

The Net Days field is provided for entering the number of days after the invoice date that the entire amount is due (no discount). If no number of days is entered, the field defaults to 30 days.
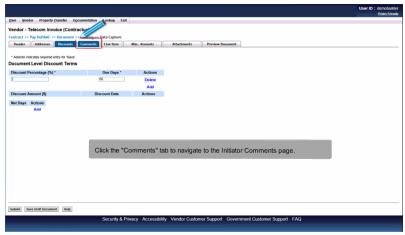
Scene 20

To add a Discount Percentage, click the "Add" link.
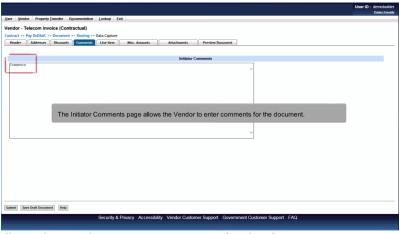
Scene 21

The Discount Percentage and Due Days are entered. Vendor may click the "Delete" link to remove the discount, and click the "Add" link to add another discount.
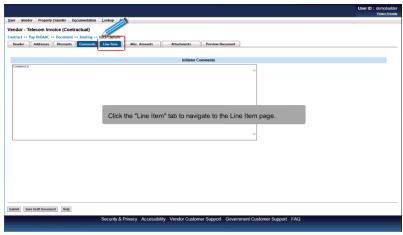
Scene 22

Click the "Comments" tab to navigate to the Initiator Comments page.
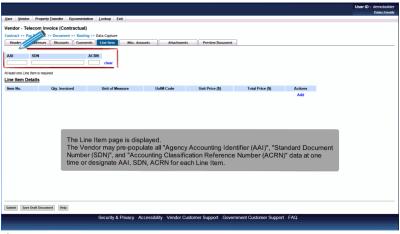
Scene 23

The Initiator Comments page allows the Vendor to enter comments for the document.
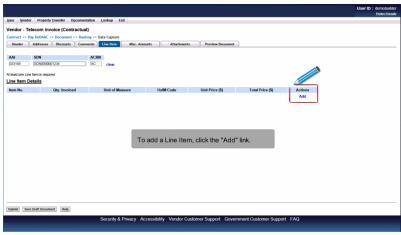
Scene 24

Click the "Line Item" tab to navigate to the Line Item page.
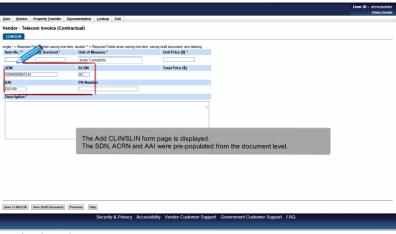
Scene 25

The Line Item page is displayed.
The Vendor may pre-populate all "Agency Accounting Identifier (AAI)", "Standard Document Number (SDN)", and "Accounting Classification Reference Number (ACRN)" data at one time or designate AAI, SDN, ACRN for each Line Item.
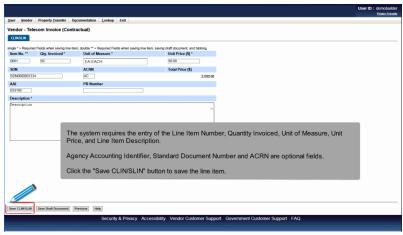
Scene 26

To add a Line Item, click the "Add" link.

Scene 27

The Add CLIN/SLIN form page is displayed.
The SDN, ACRN and AAI were pre-populated from the document level.
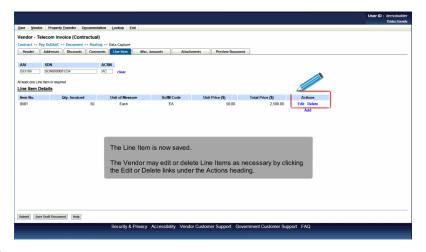
Scene 28

The system requires the entry of the Line Item Number, Quantity Invoiced, Unit of Measure, Unit Price, and Line Item Description.

Agency Accounting Identifier, Standard Document Number and ACRN are optional fields.
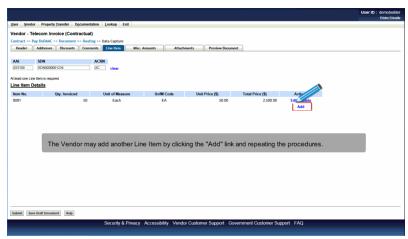
Click the "Save CLIN/SLIN" button to save the line item.
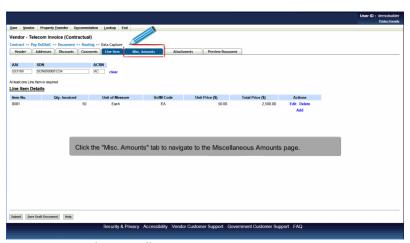
Scene 29

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.
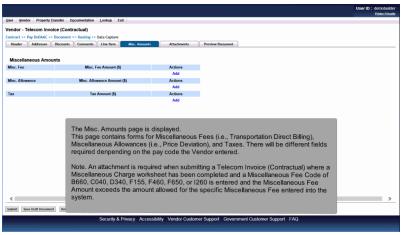
Scene 30

The Vendor may add another Line Item by clicking the "Add" link and repeating the procedures.

Scene 31

Click the "Misc. Amounts" tab to navigate to the Miscellaneous Amounts page.
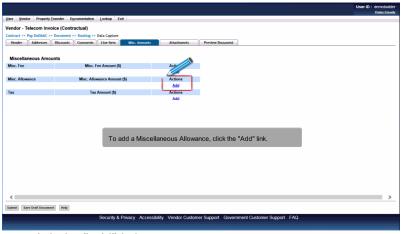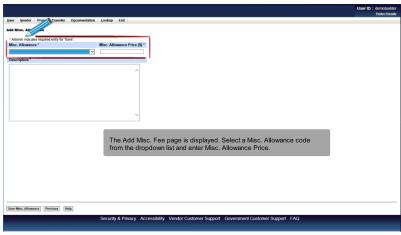
Scene 32

The Misc. Amounts page is displayed.
This page contains forms for Miscellaneous Fees (i.e., Transportation Direct Billing), Miscellaneous Allowances (i.e., Price Deviation), and Taxes. There will be different fields required denpending on the pay code the Vendor entered.

Note. An attachment is required when submitting a Telecom Invoice (Contractual) where a Miscellaneous Charge worksheet has been completed and a Miscellaneous Fee Code of B660, C040, D340, F155, F460, F650, or I260 is entered and the Miscellaneous Fee Amount exceeds the amount allowed for the specific Miscellaneous Fee entered into the system.
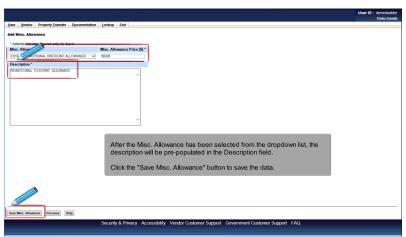
Scene 33

To add a Miscellaneous Allowance, click the "Add" link.
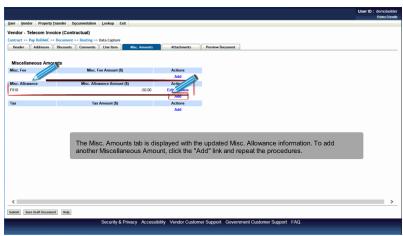
Scene 34

The Add Misc. Fee page is displayed. Select a Misc. Allowance code from the dropdown list and enter Misc. Allowance Price.
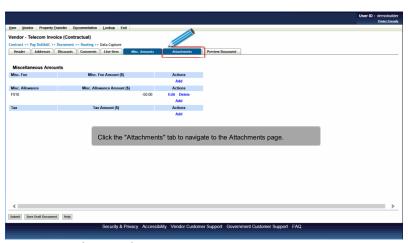
Scene 35

After the Misc. Allowance has been selected from the dropdown list, the description will be pre-populated in the Description field.

Click the "Save Misc. Allowance" button to save the data.
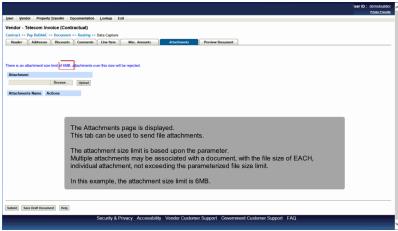
Scene 36

The Misc. Amounts tab is displayed with the updated Misc. Allowance information. To add another Miscellaneous Amount, click the "Add" link and repeat the procedures.

Scene 37

Click the "Attachments" tab to navigate to the Attachments page.
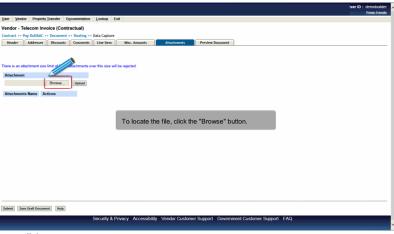
Scene 38

The Attachments page is displayed.
This tab can be used to send file attachments.

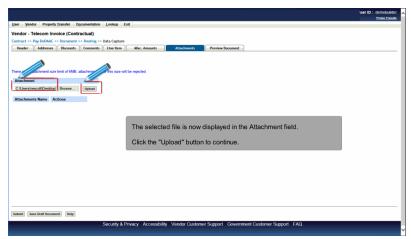The attachment size limit is based upon the parameter.
Multiple attachments may be associated with a document, with the file size of EACH, individual attachment, not exceeding the parameterized file size limit.

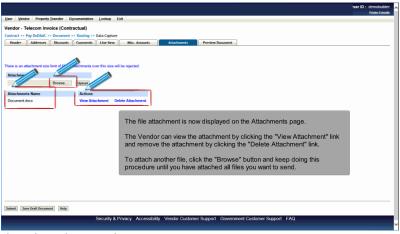In this example, the attachment size limit is 6MB.

Scene 39

To locate the file, click the "Browse" button.

Scene 40

The selected file is now displayed in the Attachment field.

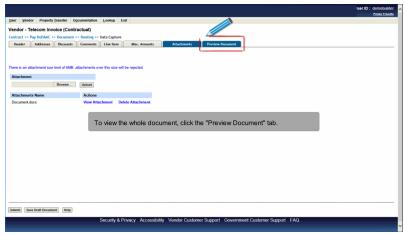Click the "Upload" button to continue.

Scene 41

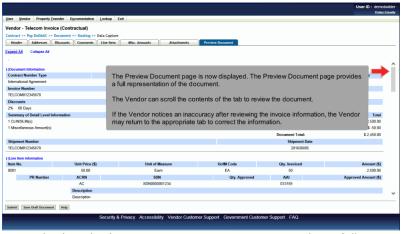The file attachment is now displayed on the Attachments page.

The Vendor can view the attachment by clicking the "View Attachment" link and remove the attachment by clicking the "Delete Attachment" link.

To attach another file, click the "Browse" button and keep doing this procedure until you have attached all files you want to send.

Scene 42

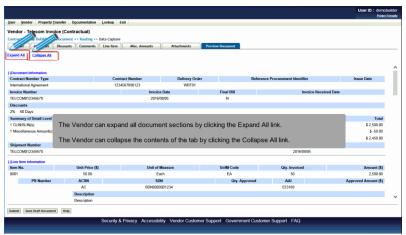To view the whole document, click the "Preview Document" tab.

Scene 43

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

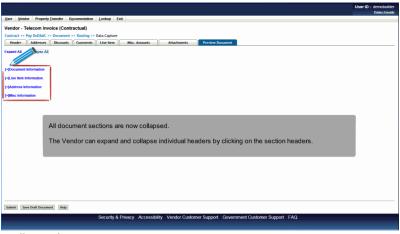The Vendor can scroll the contents of the tab to review the document.

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

Scene 44

The Vendor can expand all document sections by clicking the Expand All link.
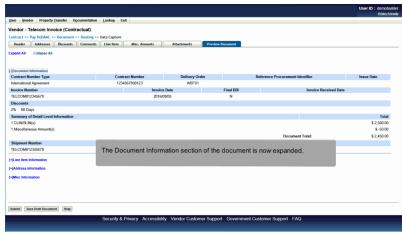
The Vendor can collapse the contents of the tab by clicking the Collapse All link.
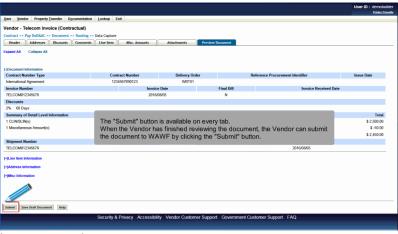
Scene 45

All document sections are now collapsed.

The Vendor can expand and collapse individual headers by clicking on the section headers.
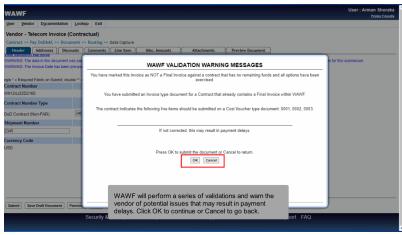
Scene 46

The Document Information section of the document is now expanded.
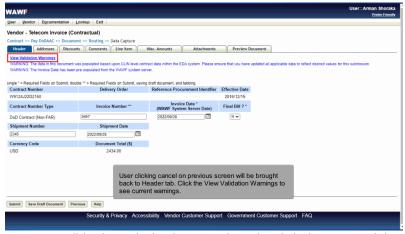
Scene 47

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.
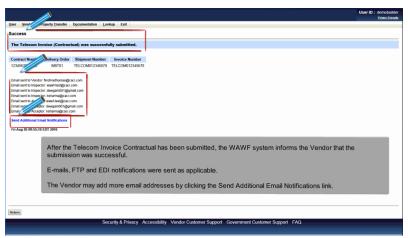
Scene 48

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 49

User clicking cancel on previous screen will be brought back to Header tab. Click the View Validation Warnings to see current warnings.
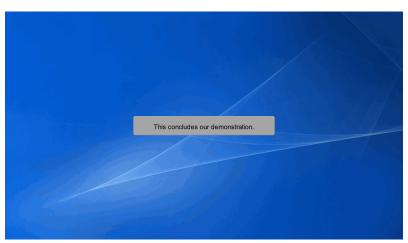
Scene 50

After the Telecom Invoice Contractual 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.