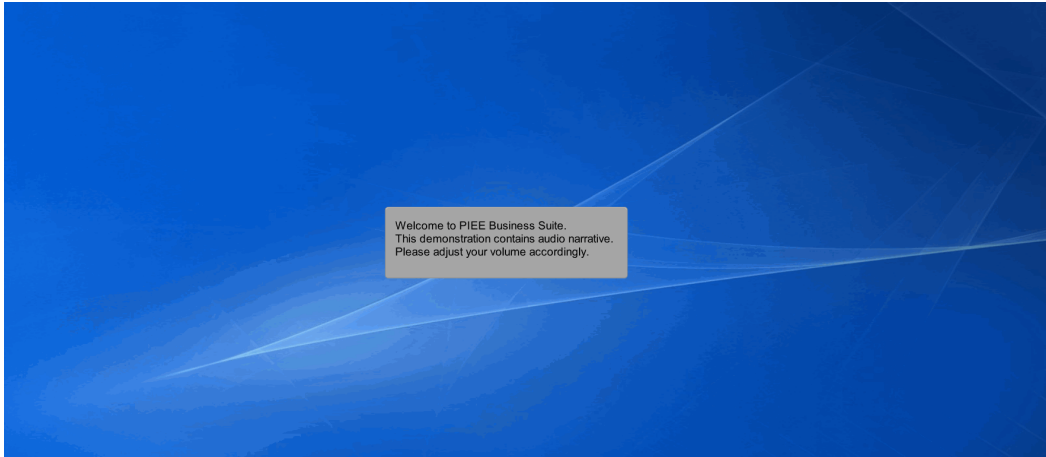
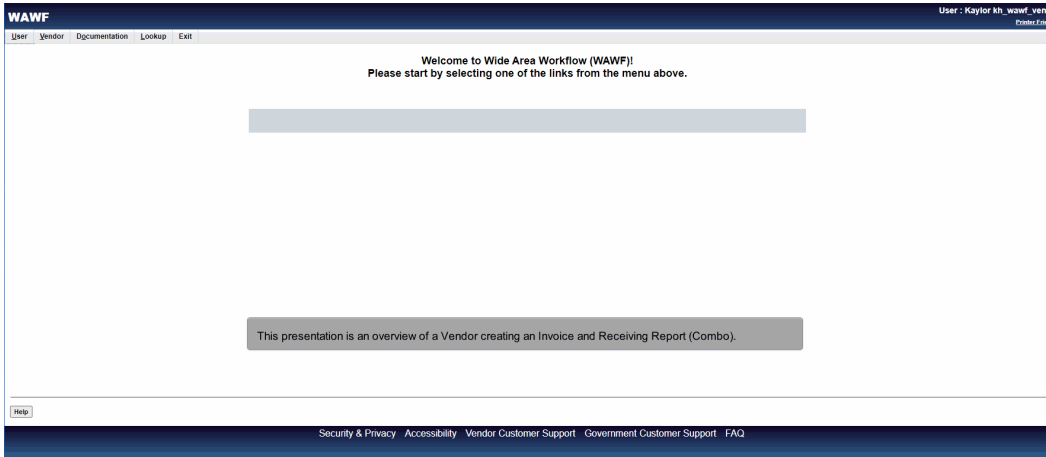


Intro



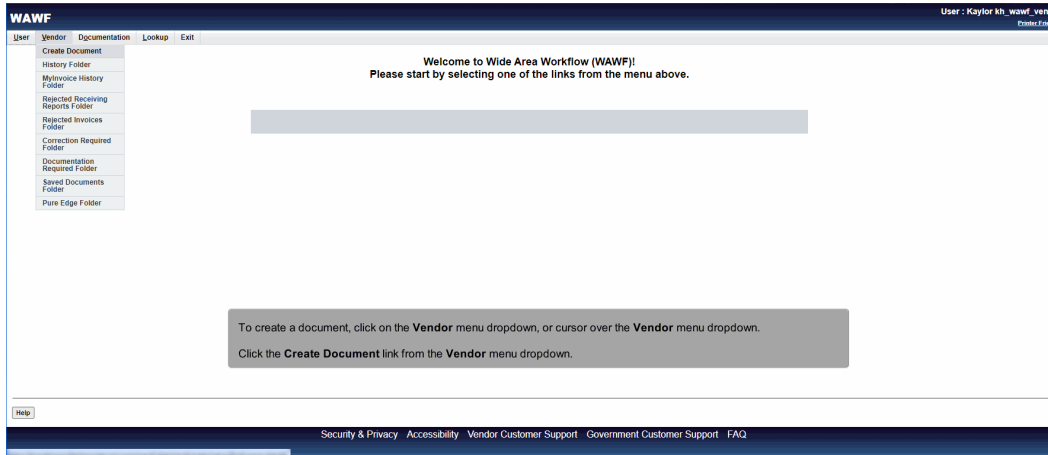
Welcome to PIEE Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 1



This presentation is an overview of a Vendor creating an Invoice and Receiving Report (Combo).

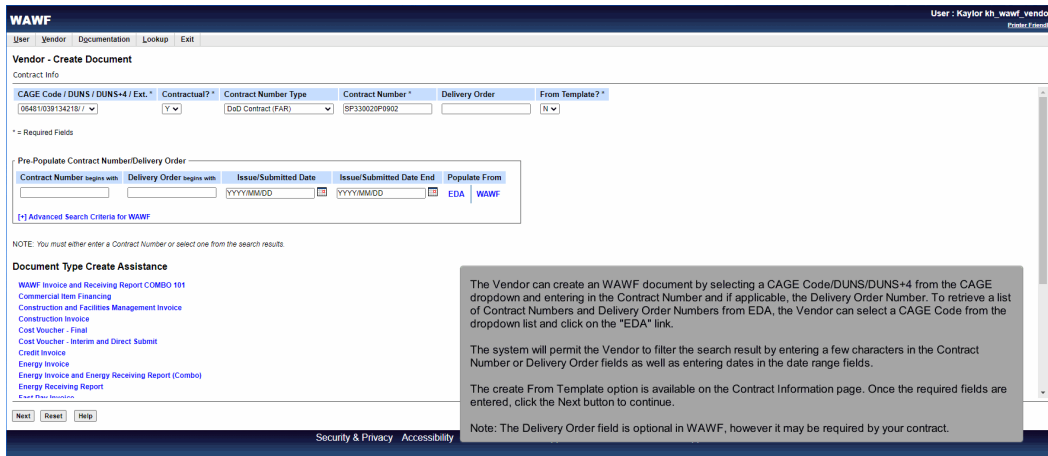
Scene 2



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

Click the Create Document link from the Vendor menu dropdown.

Scene 3



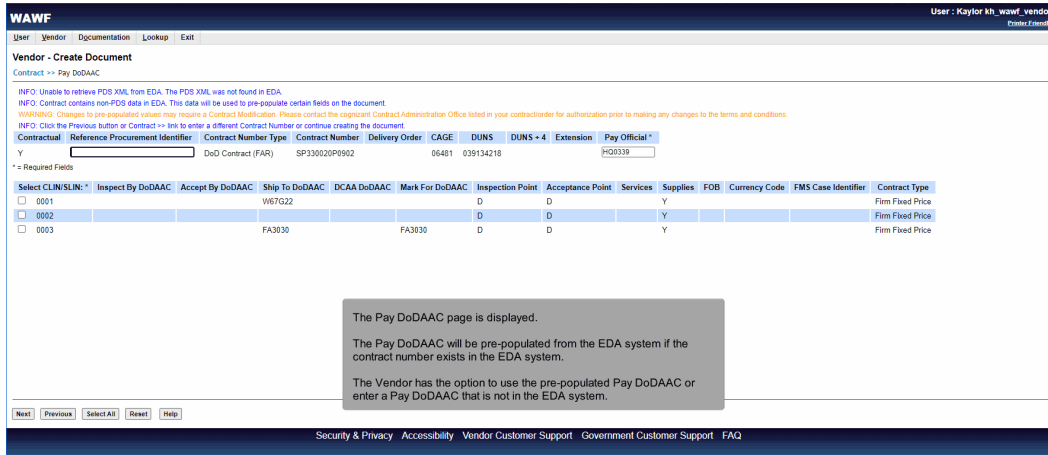
The Vendor can create an WAWF document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number. To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown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

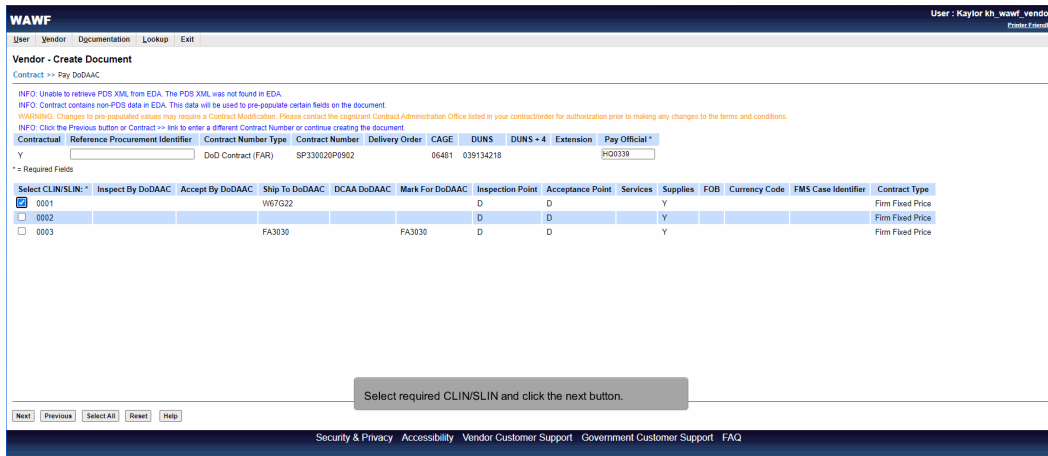


The Pay DoDAAC page is displayed.

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

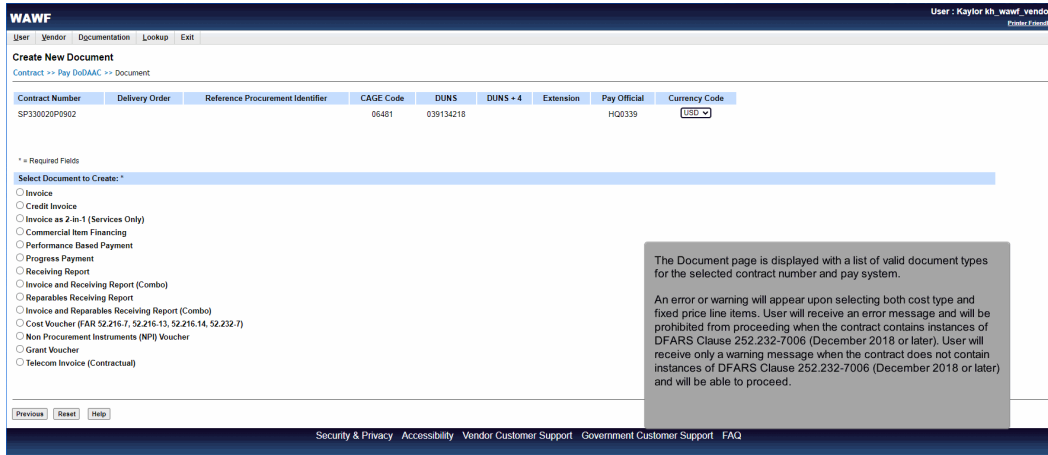
The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

Scene 5



Select required CLIN/SLIN and click the next button.

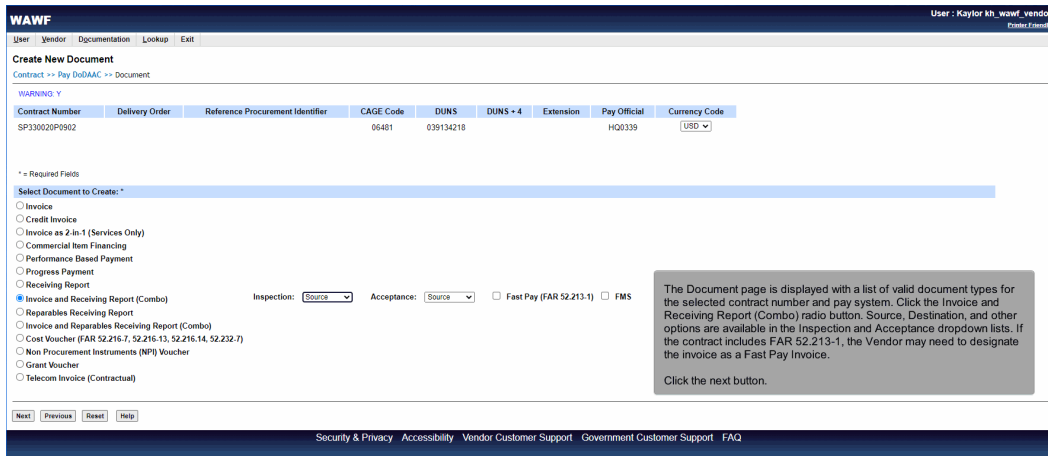
Scene 6



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 Invoice and Receiving Report (Combo) radio button. Source, Destination, and other options are available in the Inspection and Acceptance dropdown lists. If the contract includes FAR 52.213-1, the Vendor may need to designate the invoice as a Fast Pay Invoice.

Click the next button.

Scene 8

WARNING: WAWF documents prepared or submitted for FMS shipments must contain specific FMS information to ensure the shipment is not lost, frustrated or mis-directed. During preparation of the WAWF document, if a warning is received that the contract contains data that indicate it is for an FMS requirement, vendors must validate the warning by confirming whether it is FMS and if so, check the FMS indicator block and enter the FMS Case Identifier. If it is confirmed that this document is not for an FMS requirement, the vendor shall enter the correct data that generated the warning. Should questions arise whether the shipment is indeed FMS or not, please contact the USG representative performing contract administration services to confirm.

In this demonstration, the vendor will proceed without indicating that the contract is FMS and how the scenario can be corrected later in the process.

Please see the Receiving Report demo for information regarding Foreign Military Sales (FMS).

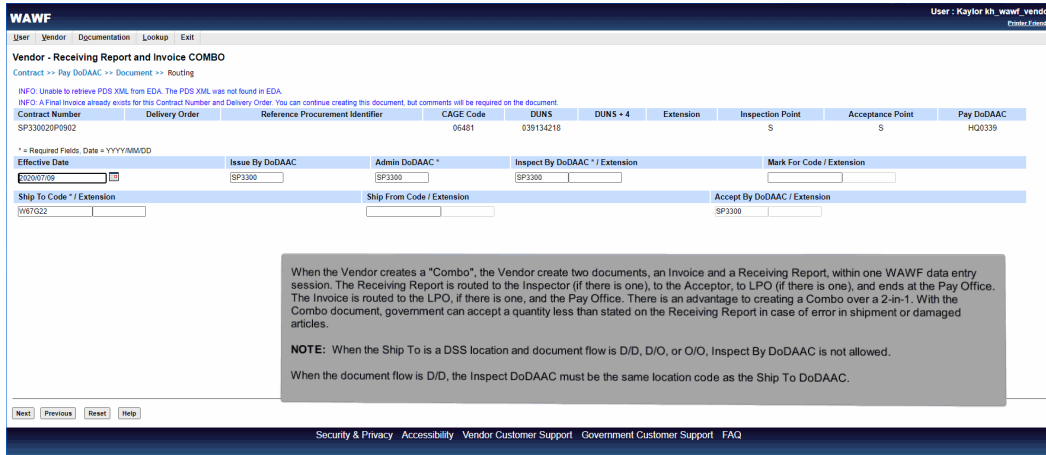
Scene 9

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.

Note: 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

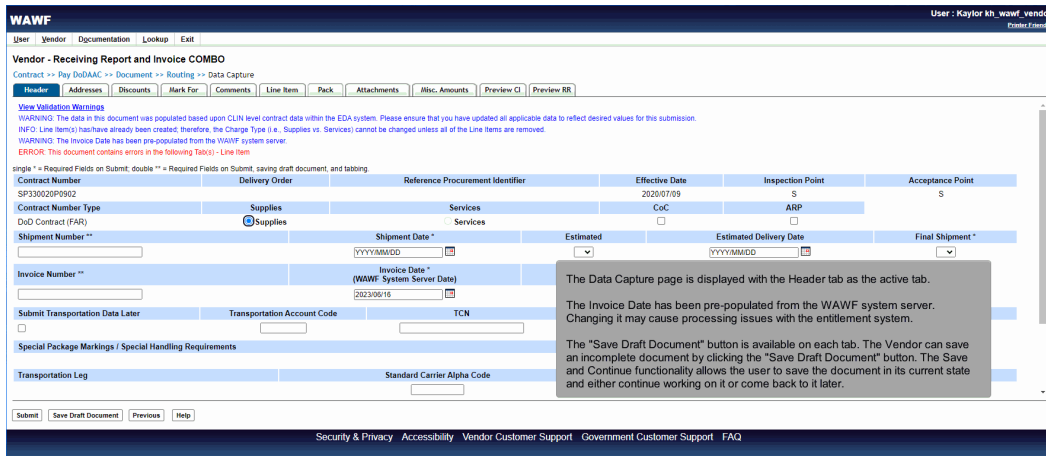


When the Vendor creates a "Combo", the Vendor create two documents, an Invoice and a Receiving Report, within one WAWF data entry session. The Receiving Report is routed to the Inspector (if there is one), to the Acceptor, to LPO (if there is one), and ends at the Pay Office. The Invoice is routed to the LPO, if there is one, and the Pay Office. There is an advantage to creating a Combo over a 2-in-1. With the Combo document, government can accept a quantity less than stated on the Receiving Report in case of error in shipment or damaged articles.

NOTE: When the Ship To is a DSS location and document flow is D/D, D/O, or O/O, Inspect By DoDAAC is not allowed.

When the document flow is D/D, the Inspect DoDAAC must be the same location code as the Ship To DoDAAC.

Scene 11



The Data Capture page is displayed with the Header tab as the active tab.

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

The "Save Draft Document" button is available on each tab. The Vendor can save an incomplete document by clicking the "Save Draft Document" 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 later.

Scene 12

Estimated Shipment Date must be "E" if the shipment date is estimated.

Final Shipment/Invoice is indicated by "Y" for "Yes, final" or "N" for "No, not final".

Estimated Delivery Date is the date the shipment is due to arrive at the destination.

To navigate to the Addresses page, click the "Addresses" tab.

Scene 13

The Addresses page is displayed.

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

Note: Any change the Vendors make on the form only applies to the form they are creating and does not apply to future forms they may create. If permanent changes are needed, the Vendors 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/agency in the Activity Name 1 field.

Click the Discounts tab to continue.

Scene 14

WAWF User: Kaylor kh_wawf_vendor
Printer Friendly

User Vendor Documentation Lookup Exit

Vendor - Receiving Report and Invoice COMBO

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

Header Addresses Discounts **Mark For** Comments Line Item Pack Attachments Misc. Amounts Preview CI Preview RR

[View Validation Warnings](#)
* Asterisk indicates required entry for 'Save'.
ERROR: This document contains errors in the following Tab(s) - Line Item

Document Level Discount Terms

Discount Percentage (%)	Due Days	Actions
		Add

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

If the contract already includes discounts, then the Vendor doesn't need to re-enter them here. If the Vendor wants to offer better discounts than those in the contract, the Vendor may enter them here.

Click the Mark For tab to continue.

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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

If the contract already includes discounts, then the Vendor doesn't need to re-enter them here. If the Vendor wants to offer better discounts than those in the contract, the Vendor may enter them here.

Click the Mark For tab to continue.

Scene 15

WAWF User: Kaylor kh_wawf_vendor
Printer Friendly

User Vendor Documentation Lookup Exit

Vendor - Receiving Report and Invoice COMBO

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

Header Addresses Discounts **Mark For** Comments Line Item Pack Attachments Misc. Amounts Preview CI Preview RR

[View Validation Warnings](#)
INFO: Please do not enter FMS related data on the Mark For Tab.
ERROR: This document contains errors in the following Tab(s) - Line Item

Mark For Rep **Mark For Secondary**

The Mark For page is displayed.

The Mark For page allows the Vendor to designate a specific party to whom the shipment is being sent. This information may be as simple as a name or as complex as routing instructions.

These fields are required if a Mark For DoDAAC was entered previously.

Note: FMS related data must be entered in the specific data fields and NOT in the Mark For comment block.

Click the Comments tab to continue.

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Mark For page is displayed.

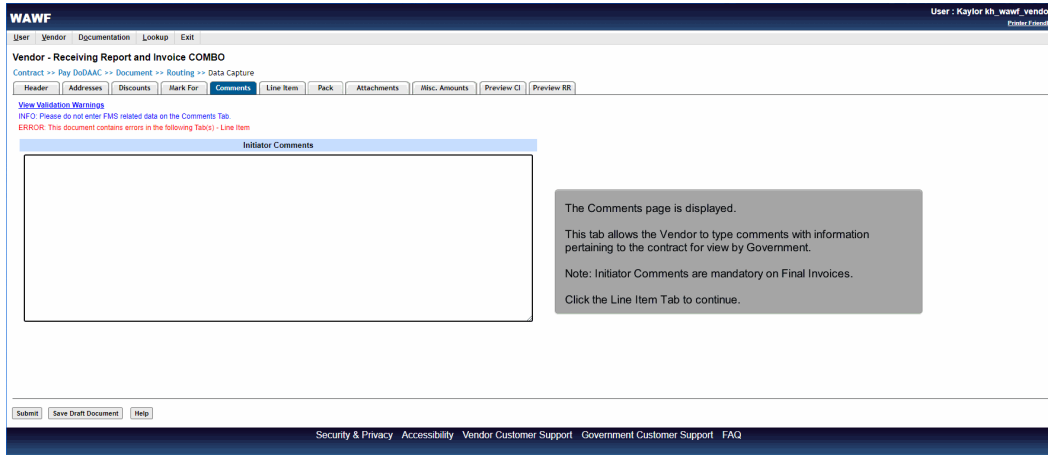
The Mark For page allows the Vendor to designate a specific party to whom the shipment is being sent. This information may be as simple as a name or as complex as routing instructions.

These fields are required if a Mark For DoDAAC was entered previously.

Note: FMS related data must be entered in the specific data fields and NOT in the Mark For comment block.

Click the Comments tab to continue.

Scene 16



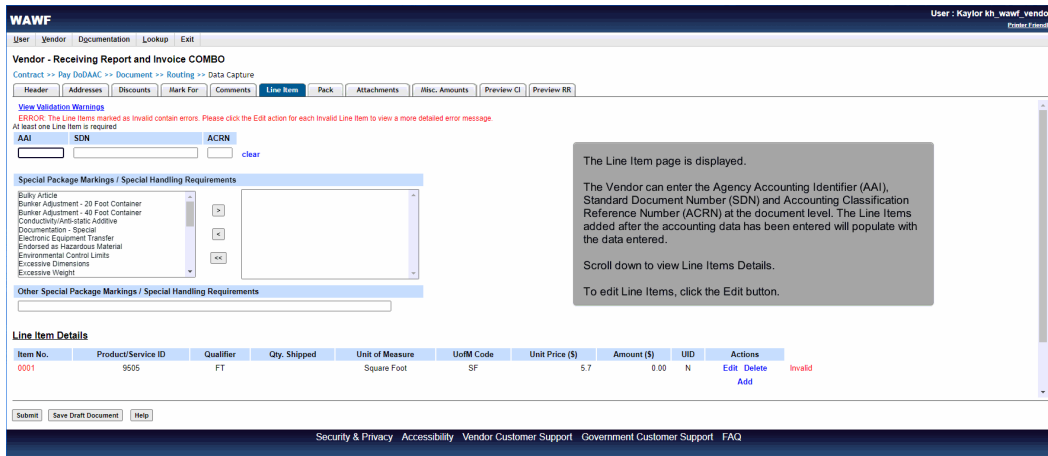
The Comments page is displayed.

This tab allows the Vendor to type comments with information pertaining to the contract for view by Government.

Note: Initiator Comments are mandatory on Final Invoices.

Click the Line Item Tab to continue.

Scene 17



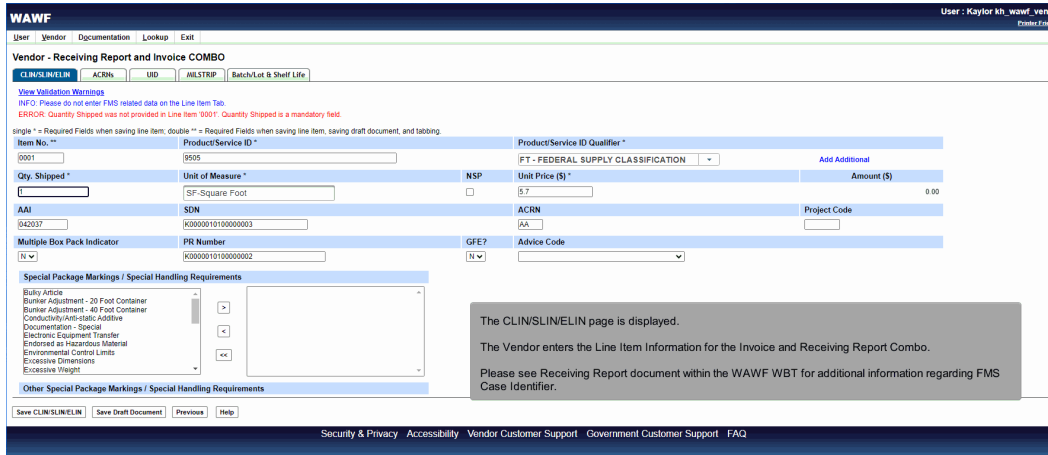
The Line Item page is displayed.

The Vendor can enter the Agency Accounting Identifier (AAI), Standard Document Number (SDN) and Accounting Classification Reference Number (ACRN) at the document level. The Line Items added after the accounting data has been entered will populate with the data entered.

Scroll down to view Line Items Details.

To edit Line Items, click the Edit button.

Scene 18

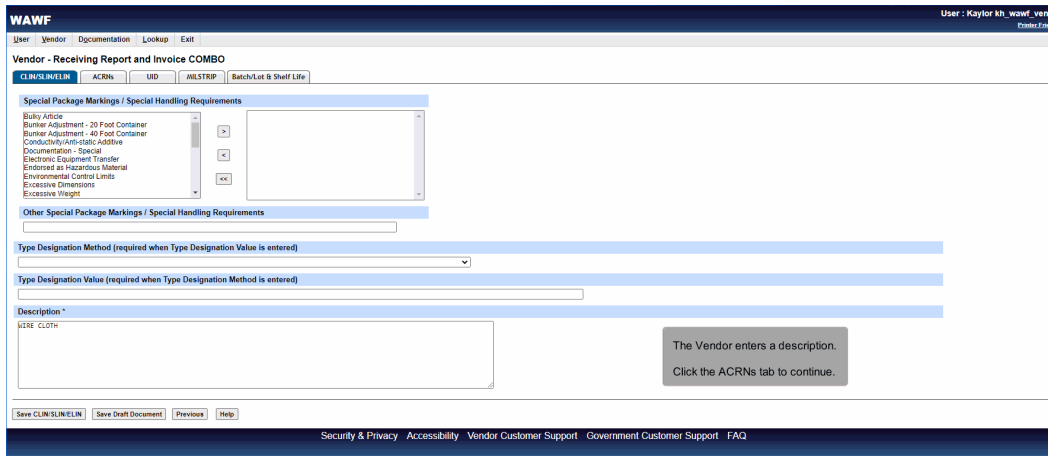


The CLIN/SLIN/ELIN page is displayed.

The Vendor enters the Line Item Information for the Invoice and Receiving Report Combo.

Please see Receiving Report document within the WAWF WBT for additional information regarding FMS Case Identifier.

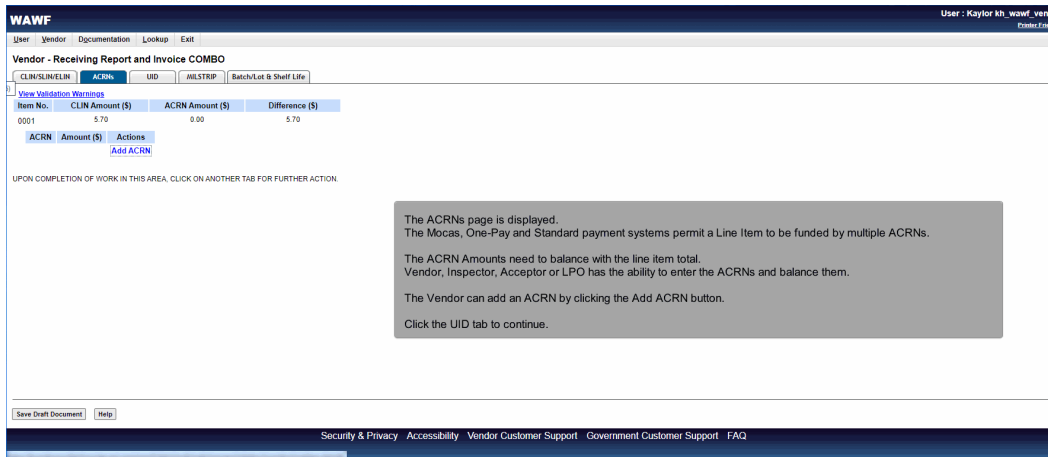
Scene 19



The Vendor enters a description.

Click the ACRNs tab to continue.

Scene 20



The ACRNs page is displayed.

The Mocas, One-Pay and Standard payment systems permit a Line Item to be funded by multiple ACRNs.

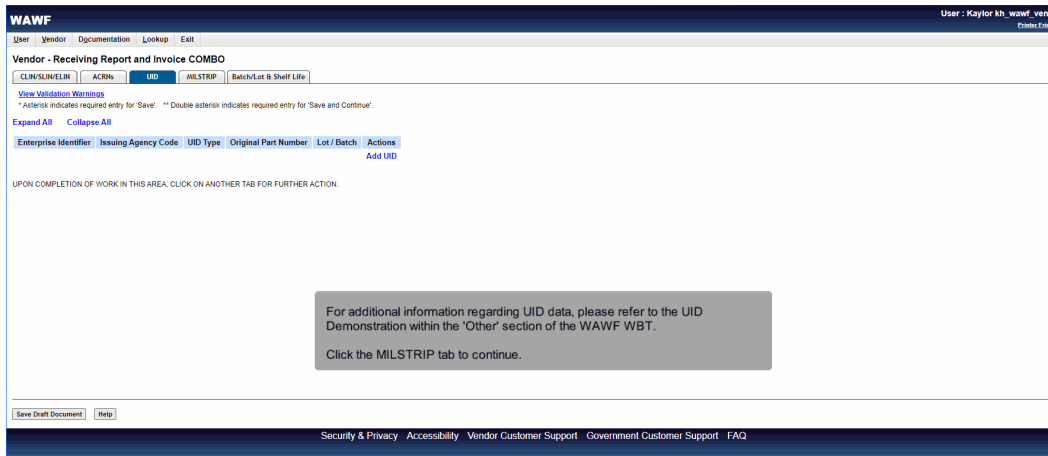
The ACRN Amounts need to balance with the line item total.

Vendor, Inspector, Acceptor or LPO has the ability to enter the ACRNs and balance them.

The Vendor can add an ACRN by clicking the Add ACRN button.

Click the UID tab to continue.

Scene 21



For additional information regarding UID data, please refer to the UID Demonstration within the 'Other' section of the WAWF WBT.

Click the MILSTRIP tab to continue.

Scene 22



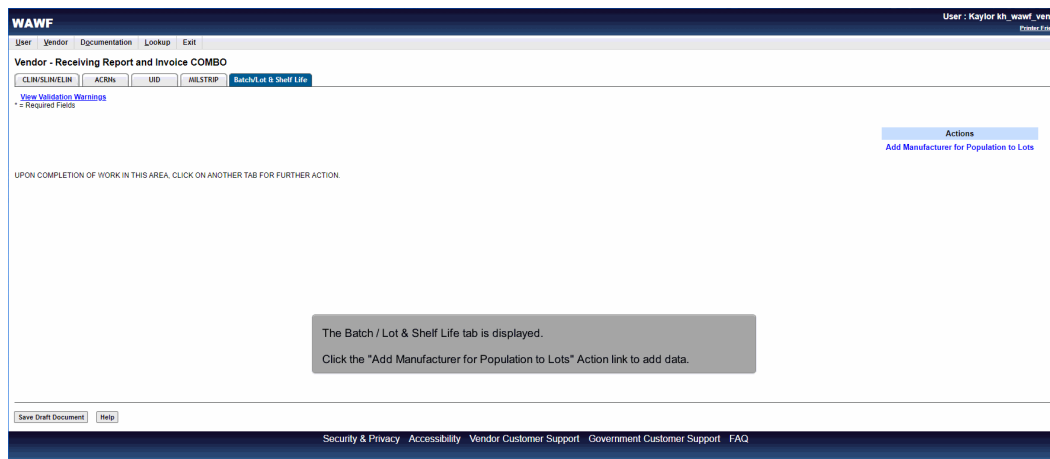
The MILSTRIP page is displayed.

The Vendor enters MILSTRIP Information and clicks the Save link.

The total quantities entered in the MILSTRIP Quantity field must be equal to the "Quantity Shipped" field on the Line Item Details page. This may require entering the word "NONE" in a MILSTRIP field with a balancing quantity.

The Vendor clicks the Batch/Lot & Shelf Life tab to continue.

Scene 23



The Batch / Lot & Shelf Life tab is displayed.

Click the "Add Manufacturer for Population to Lots" Action link to add data.

Scene 24

CAGE/DUNS/DUNS+4 *	Manufacturer *	Batch/Lot Number *	Shelf Life Expiration Date	Quantity *	Actions
06481	NORTHROP GRUMMAN SYSTEMS	123456789	2016/04/08	50	Delete Add

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

If a CAGE/DUNS/DUNS+4 is entered, the Manufacturer is looked up automatically and displayed on the page.
Enter the Batch/Lot Number, Shelf Life Expiration Date and Quantity.

If a CAGE/DUNS/DUNS+4 is entered, the Manufacturer is looked up automatically and displayed on the page.

Enter the Batch/Lot Number, Shelf Life Expiration Date and Quantity.

Scene 25

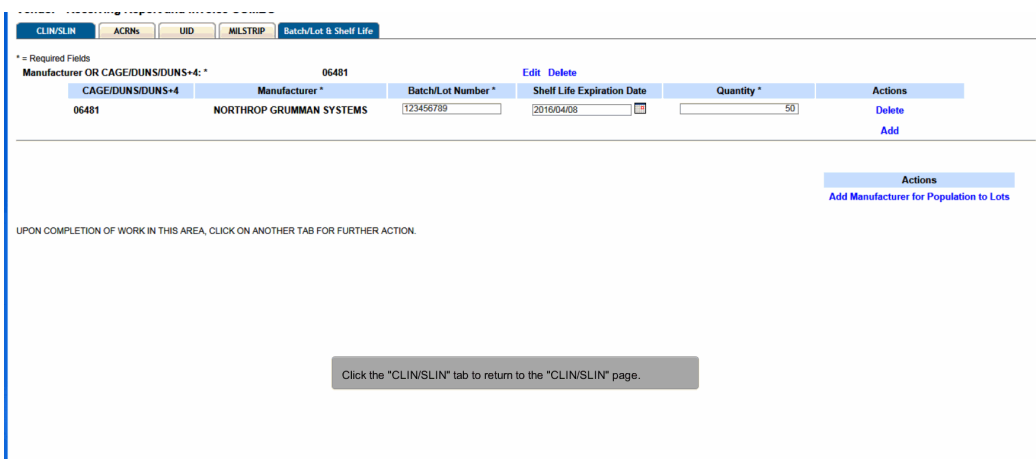
CAGE/DUNS/DUNS+4 *	Manufacturer *	Batch/Lot Number *	Shelf Life Expiration Date	Quantity *	Actions
06481	NORTHROP GRUMMAN SYSTEMS	123456789	2016/04/08	50	Delete Add

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

To add another Batch/Lot, click the "Add Manufacturer for Population to Lots" link.

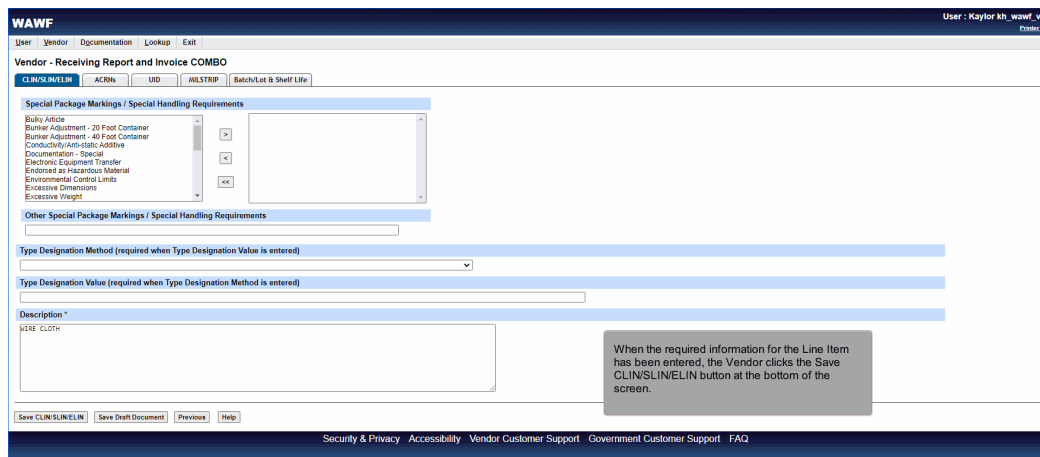
To add another Batch/Lot, click the "Add Manufacturer for Population to Lots" link.

Scene 26



Click the "CLIN/SLIN" tab to return to the "CLIN/SLIN" page.

Scene 27



When the required information for the Line Item has been entered, the Vendor clicks the Save CLIN/SLIN/ELIN button at the bottom of the screen.

Scene 28

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

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	UID	Actions
0001	9505	FT	1	Square Foot	SF	5.7	5.70	N	Edit Delete Add

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

Scene 29

The Pack Page is displayed.

The Vendor has the option of "packing later" which is submitting the document and returning later to create the Packaging information.

When the Vendor selects the Pack Later checkbox, the "Add Pack" link disappears from the page.

For additional information regarding Add Pack data, please refer to Add Pack Demonstration within the "Other" section of the WAWF WBT.

The Vendor Clicks the Attachment tab to continue.

The Pack Page is displayed.

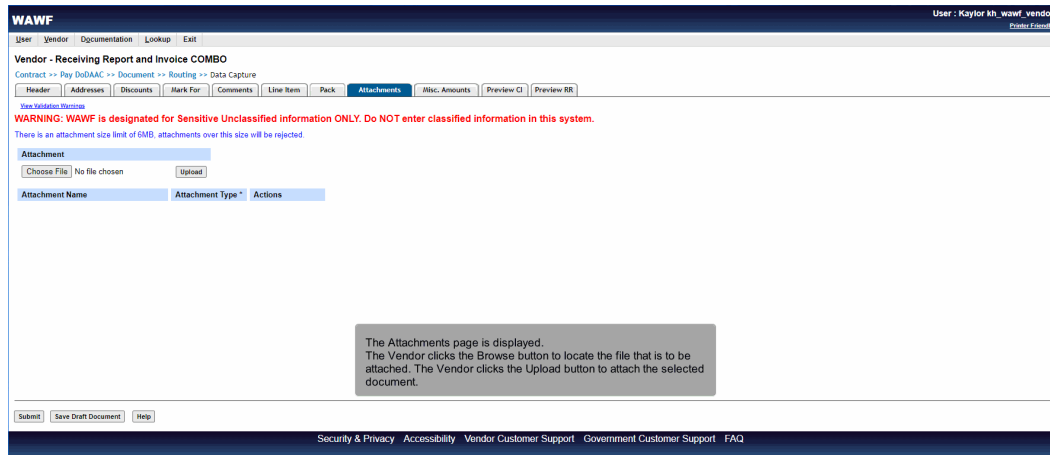
The Vendor has the option of "packing later" which is submitting the document and returning later to create the Packaging information.

When the Vendor selects the Pack Later checkbox, the "Add Pack" link disappears from the page.

For additional information regarding Add Pack data, please refer to Add Pack Demonstration within the "Other" section of the WAWF WBT.

The Vendor Clicks the Attachment tab to continue.

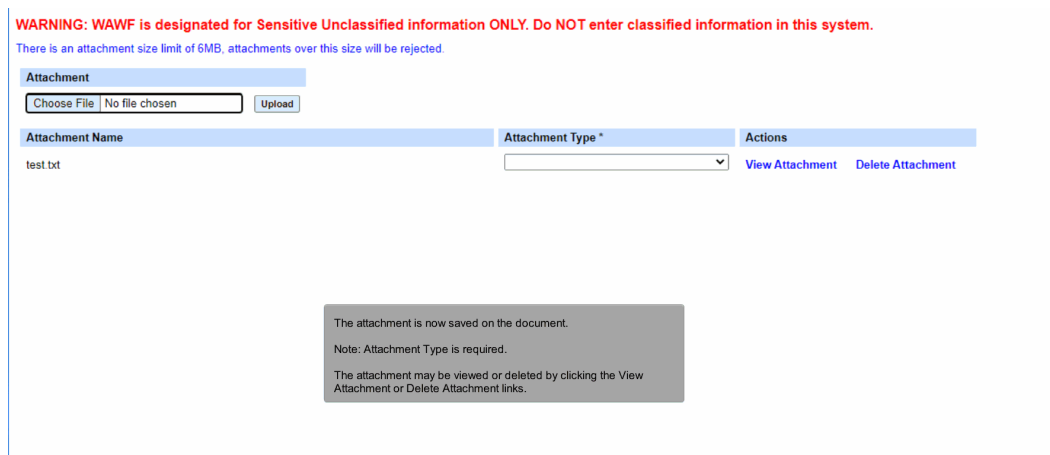
Scene 30



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.

Scene 31

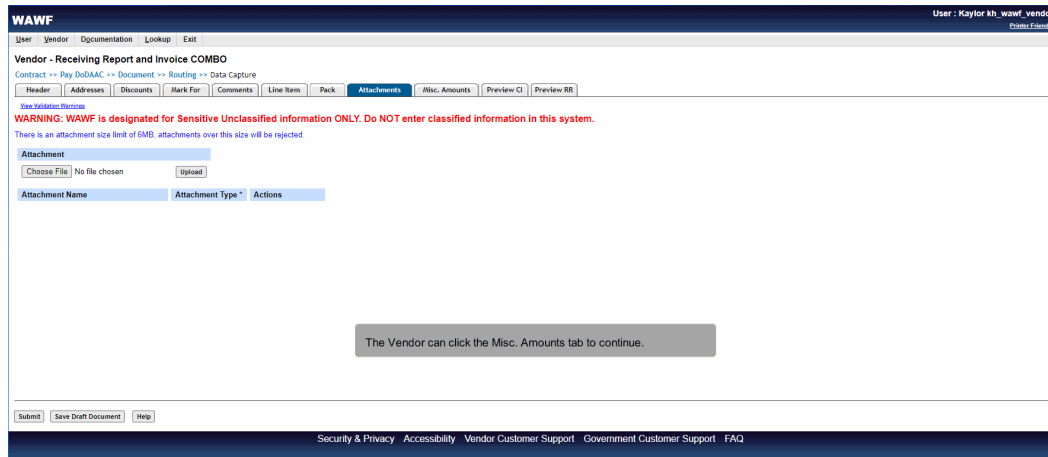


The attachment is now saved on the document.

Note: Attachment Type is required.

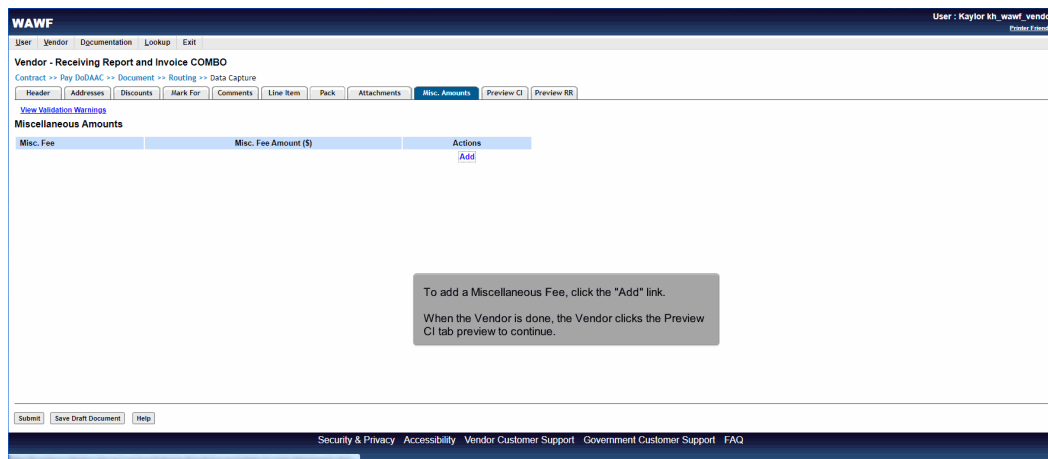
The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Scene 32



The Vendor can click the Misc. Amounts tab to continue.

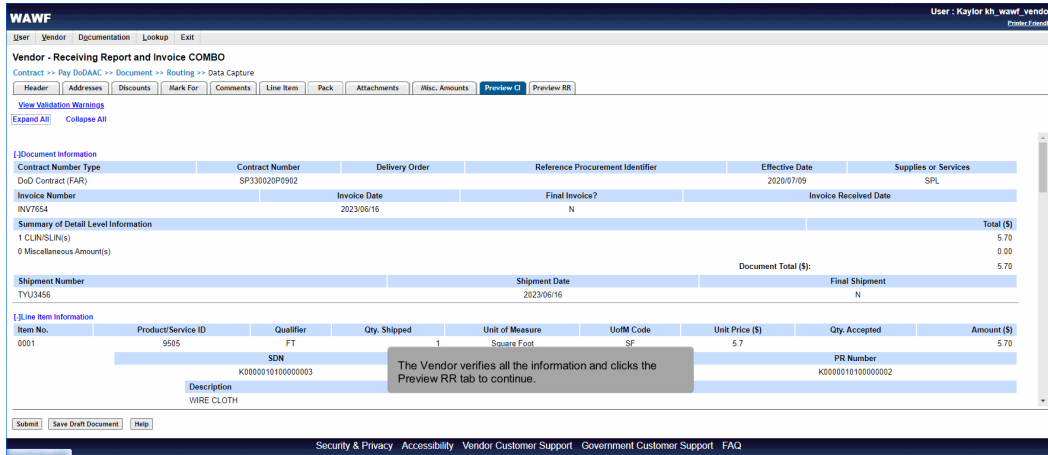
Scene 33



To add a Miscellaneous Fee, click the "Add" link.

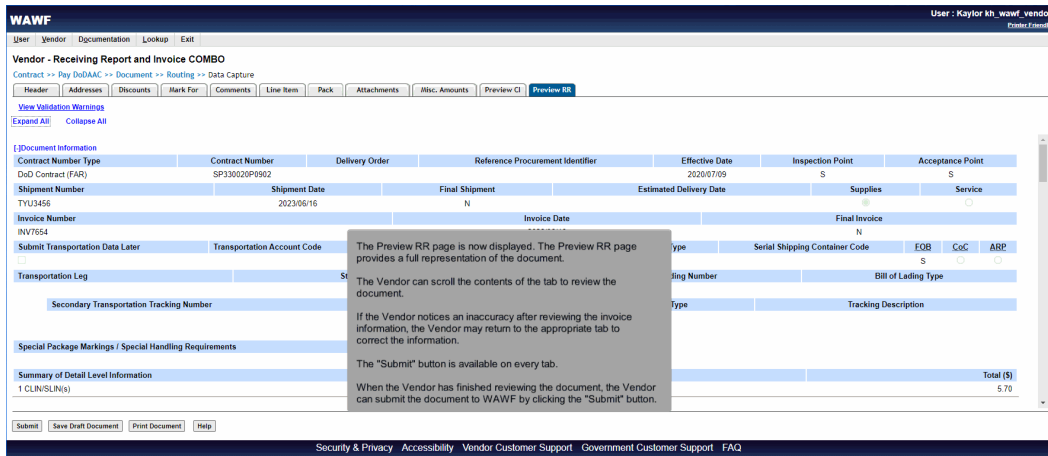
When the Vendor is done, the Vendor clicks the Preview CI tab preview to continue.

Scene 34



The Vendor verifies all the information and clicks the Preview RR tab to continue.

Scene 35



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

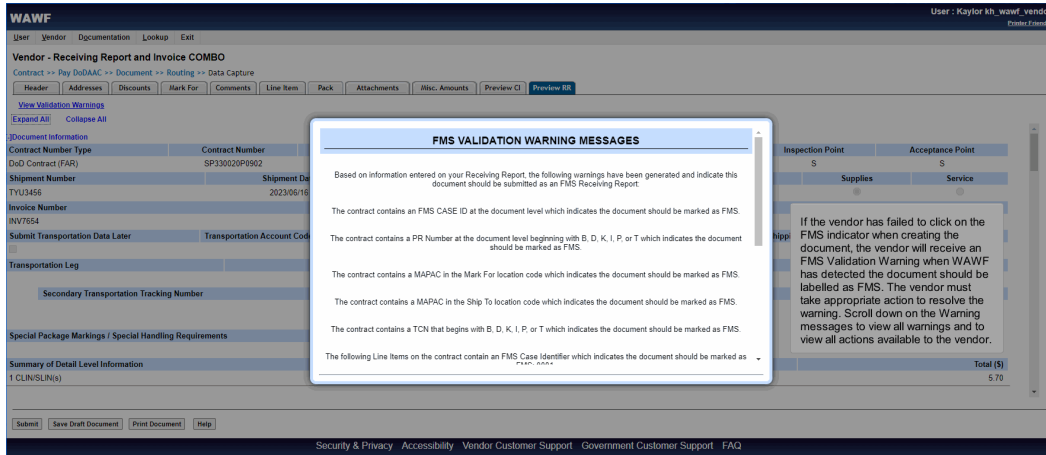
The Vendor can scroll the contents of the tab to review the document.

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

The "Submit" button is available on every tab.

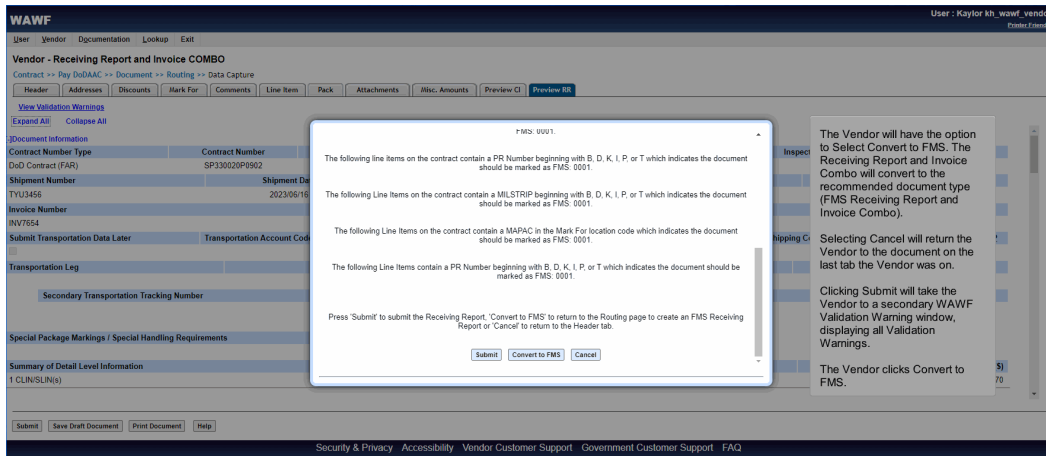
When the Vendor has finished reviewing the document, the Vendor can submit the document to WAWF by clicking the "Submit" button.

Scene 36



If the vendor has failed to click on the FMS indicator when creating the document, the vendor will receive an FMS Validation Warning when WAWF has detected the document should be labelled as FMS. The vendor must take appropriate action to resolve the warning. Scroll down on the Warning messages to view all warnings and to view all actions available to the vendor.

Scene 37



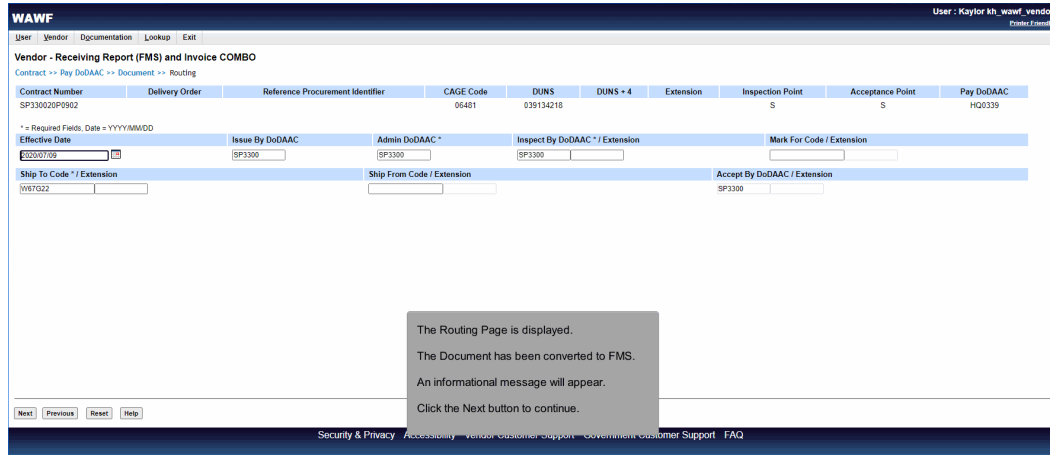
The Vendor will have the option to Select Convert to FMS. The Receiving Report and Invoice Combo will convert to the recommended document type (FMS Receiving Report and Invoice Combo).

Selecting Cancel will return the Vendor to the document on the last tab the Vendor was on.

Clicking Submit will take the Vendor to a secondary WAWF Validation Warning window, displaying all Validation Warnings.

The Vendor clicks Convert to FMS.

Scene 38



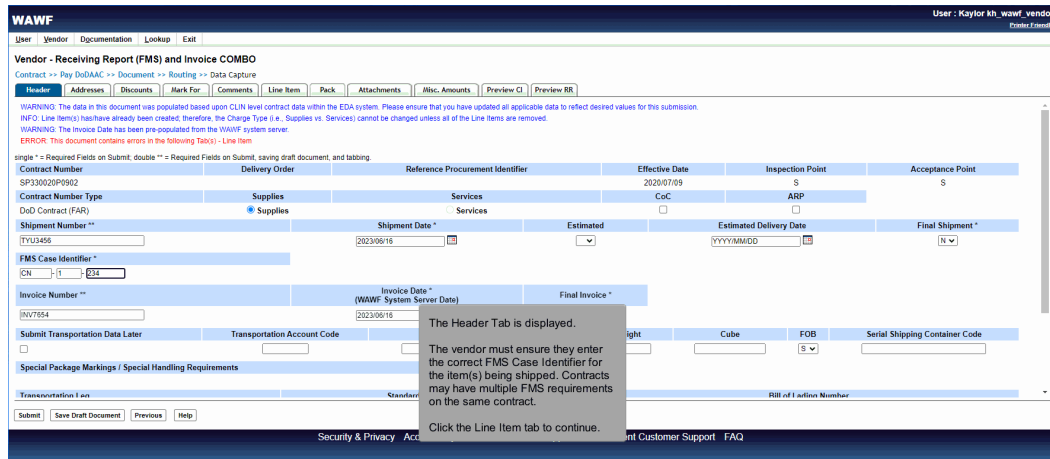
The Routing Page is displayed.

The Document has been converted to FMS.

An informational message will appear.

Click the Next button to continue.

Scene 39

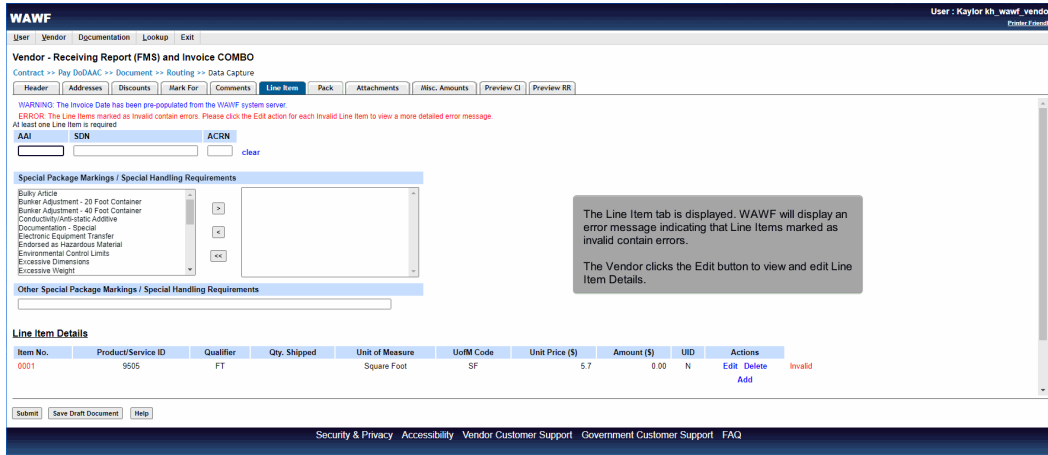


The Header Tab is displayed.

The vendor must ensure they enter the correct FMS Case Identifier for the item(s) being shipped. Contracts may have multiple FMS requirements on the same contract.

Click the Line Item tab to continue.

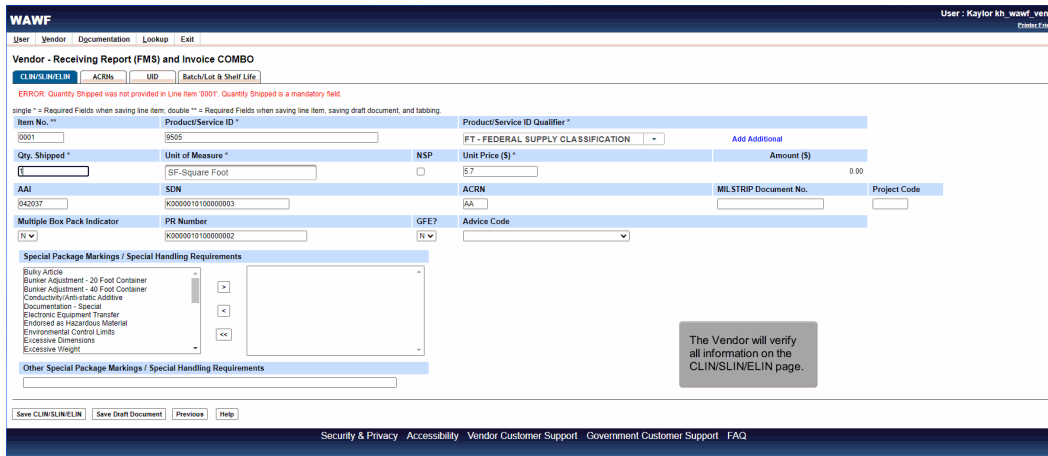
Scene 40



The Line Item tab is displayed. WAWF will display an error message indicating that Line Items marked as invalid contain errors.

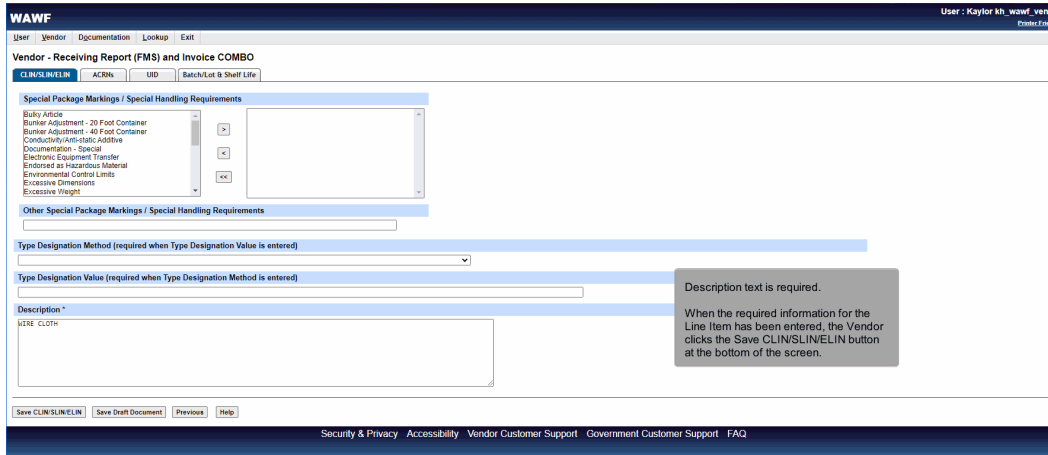
The Vendor clicks the Edit button to view and edit Line Item Details.

Scene 41



The Vendor will verify all information on the CLIN/SLIN/ELIN page.

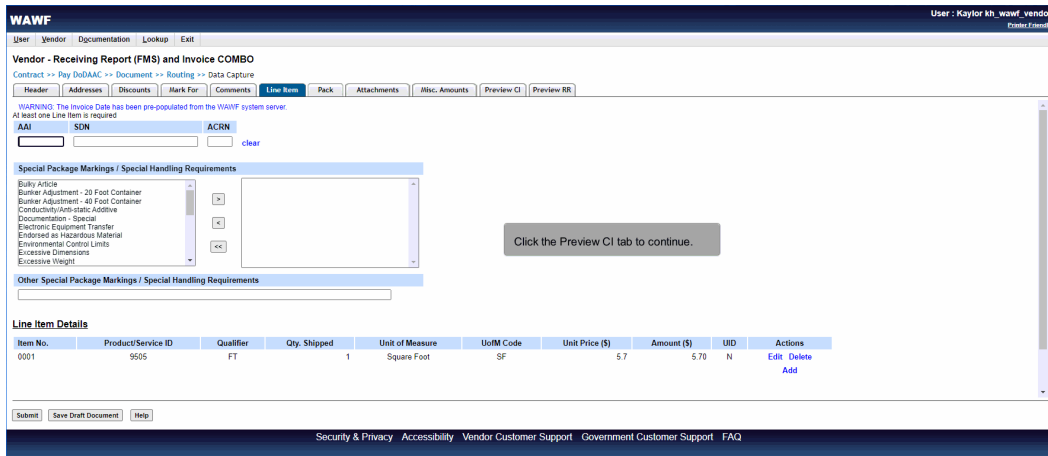
Scene 42



Description text is required.

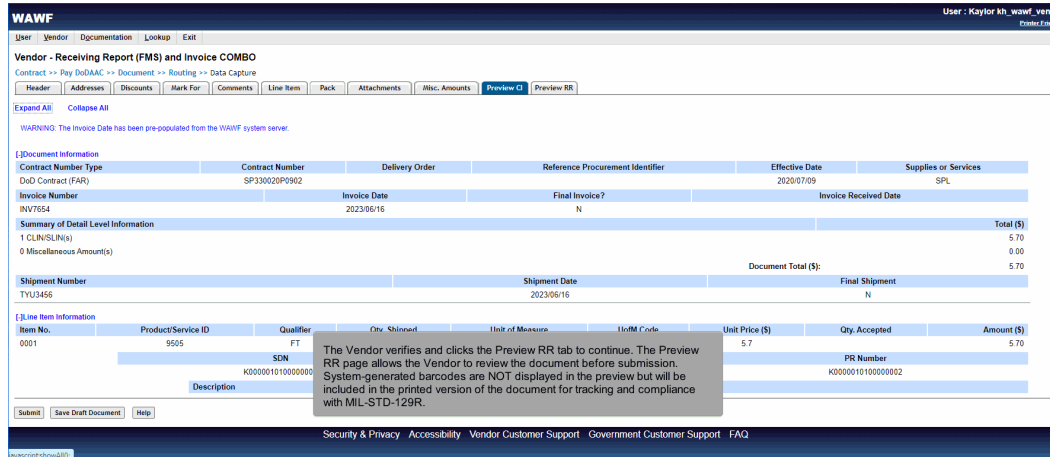
When the required information for the Line Item has been entered, the Vendor clicks the Save CLIN/SLIN/ELIN button at the bottom of the screen.

Scene 43



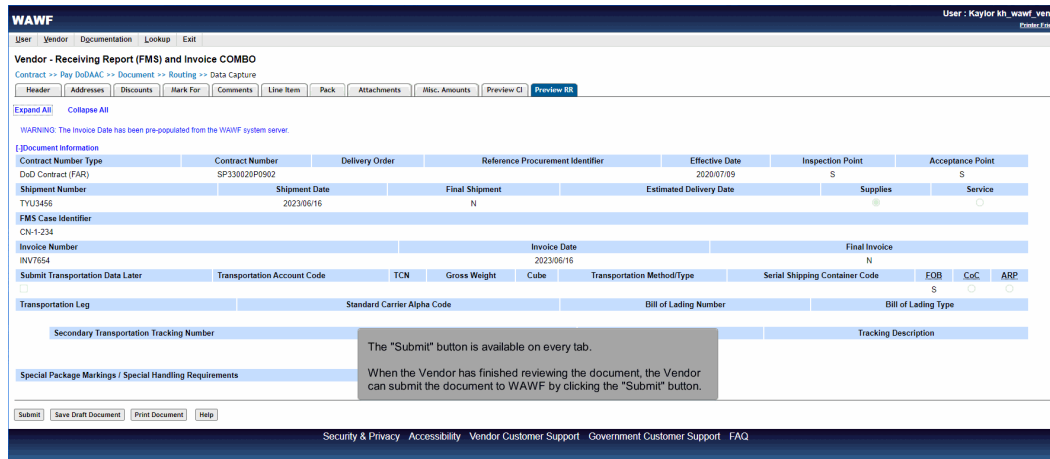
Click the Preview CI tab to continue.

Scene 44



The Vendor verifies and clicks the Preview RR tab to continue. The Preview RR page allows the Vendor to review the document before submission. System-generated barcodes are NOT displayed in the preview but will be included in the printed version of the document for tracking and compliance with MIL-STD-129R.

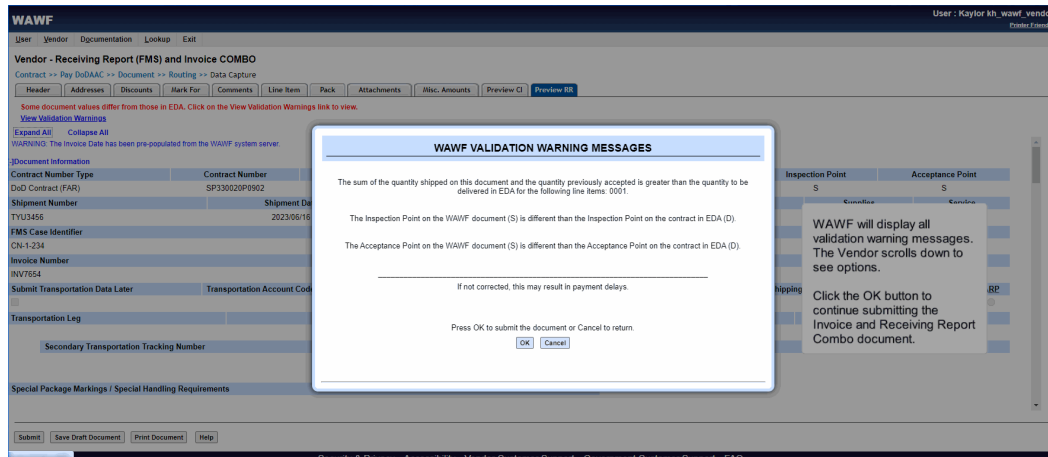
Scene 45



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.

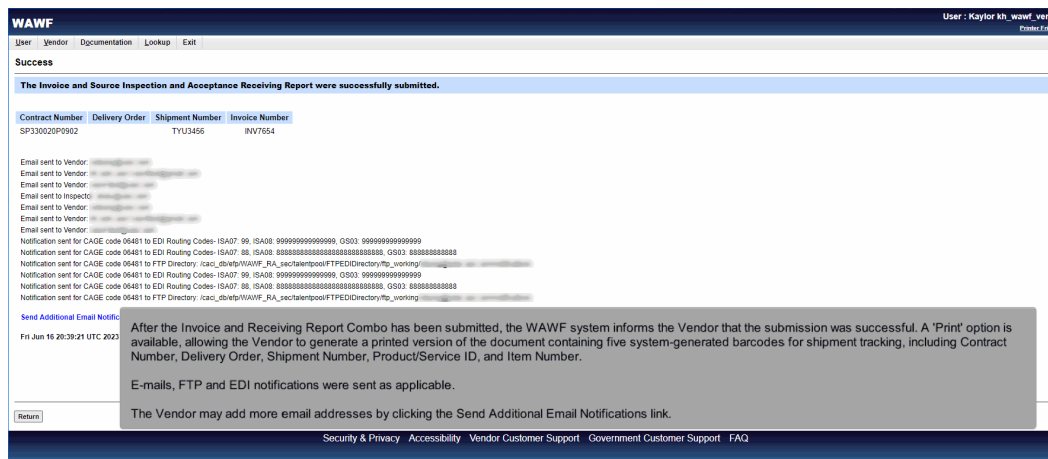
Scene 46



WAWF will display all validation warning messages. The Vendor scrolls down to see options.

Click the OK button to continue submitting the Invoice and Receiving Report Combo document.

Scene 47

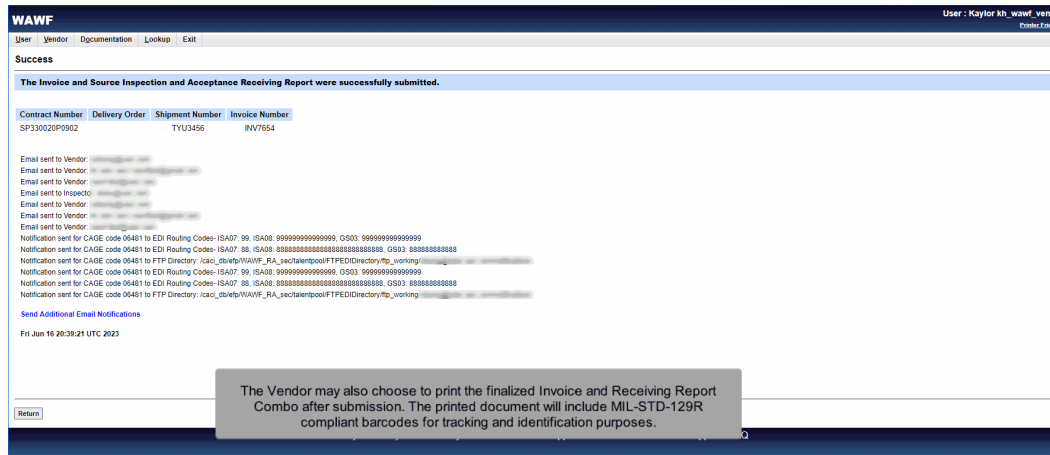


After the Invoice and Receiving Report Combo has been submitted, the WAWF system informs the Vendor that the submission was successful. A 'Print' option is available, allowing the Vendor to generate a printed version of the document containing five system-generated barcodes for shipment tracking, including Contract Number, Delivery Order, Shipment Number, Product/Service ID, and Item Number.

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

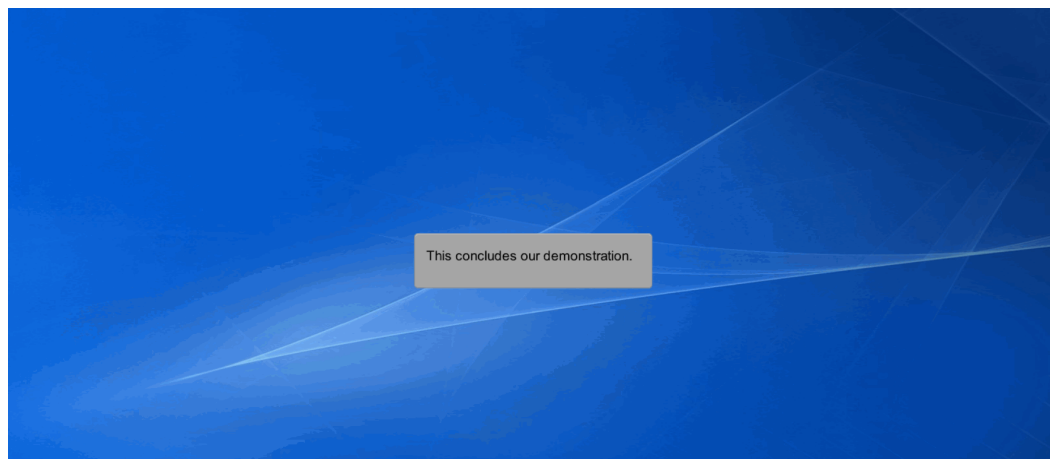
The Vendor may add more email addresses by clicking the Send Additional Email Notifications link.

Scene 48



The Vendor may also choose to print the finalized Invoice and Receiving Report Combo after submission. The printed document will include MIL-STD-129R compliant barcodes for tracking and identification purposes.

End



This concludes our demonstration.