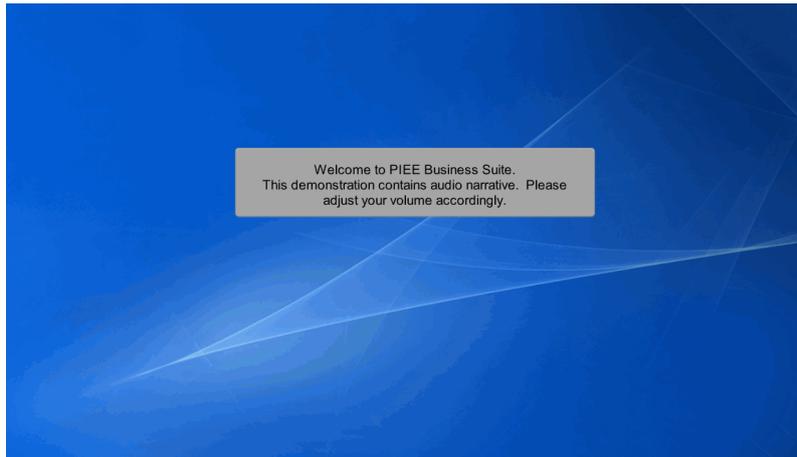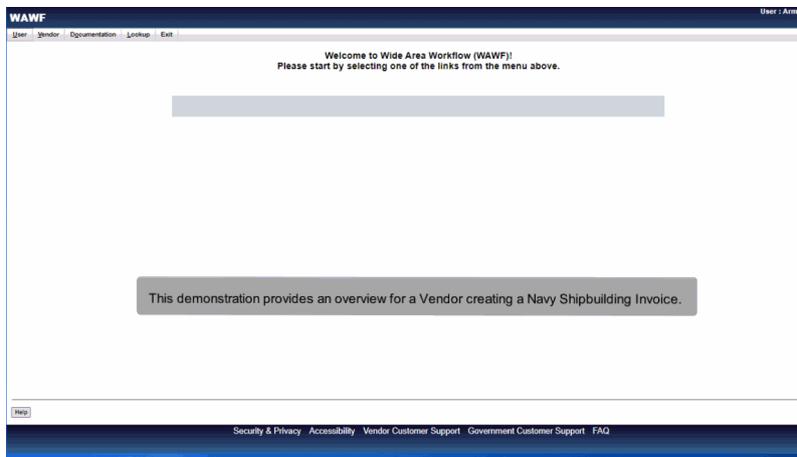## Intro

Welcome to PIEE Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.
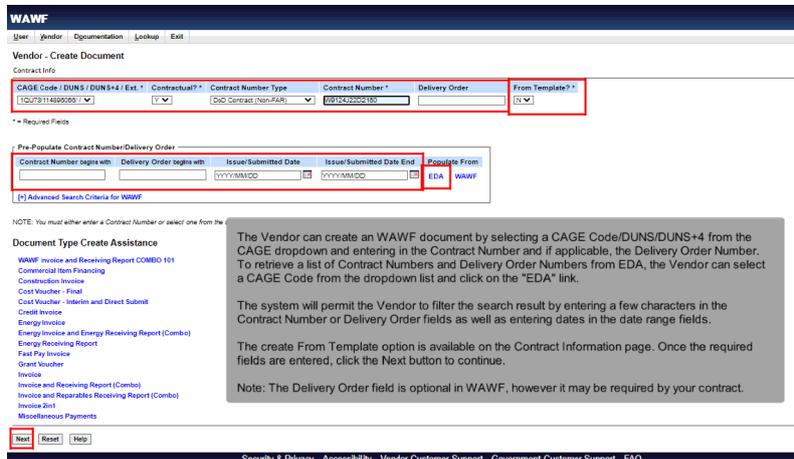
Scene 1

This demonstration provides an overview for a Vendor creating a Navy Shipbuilding 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. 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.
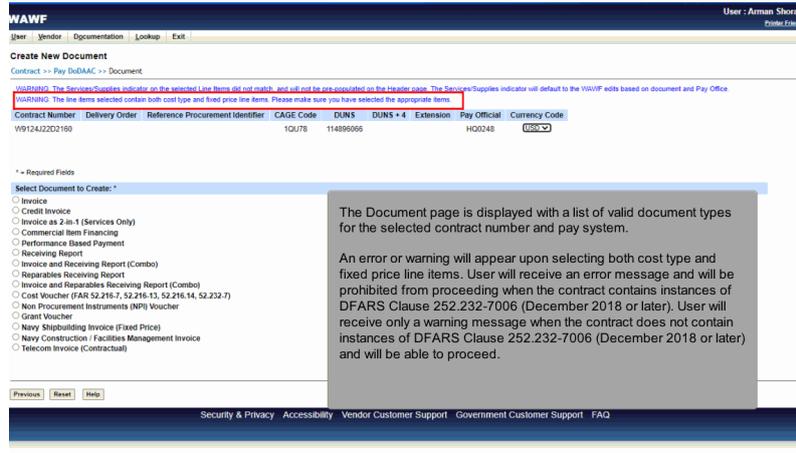
Scene 5

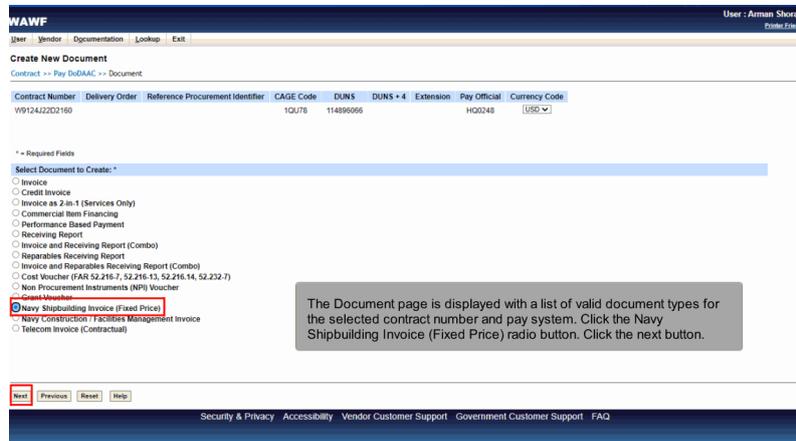Select required CLIN/SLIN and click the next button.

Scene 6

The Document page is displayed with a list of valid document types for the selected contract number and pay system.
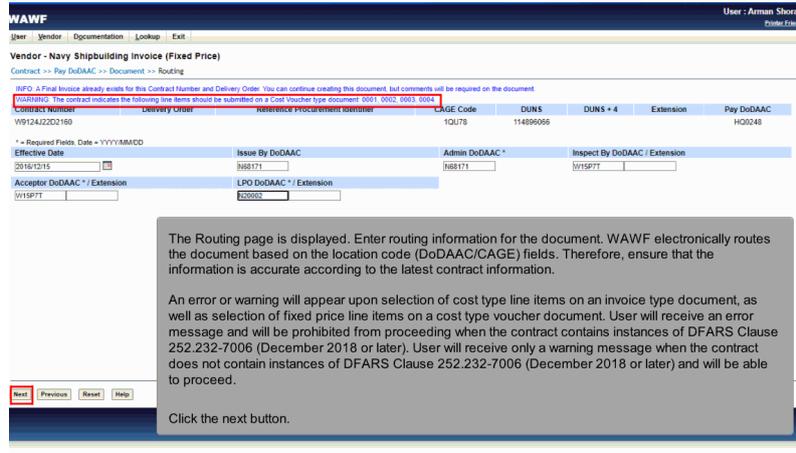
An error or warning will appear upon selecting both cost type and fixed price line items. User will receive an error message and will be prohibited from proceeding when the contract contains instances of DFARS Clause 252.232-7006 (December 2018 or later). User will receive only a warning message when 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 Navy Shipbuilding Invoice (Fixed Price) radio button. Click the next button.

Scene 8

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

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

Click the next button.

Scene 9
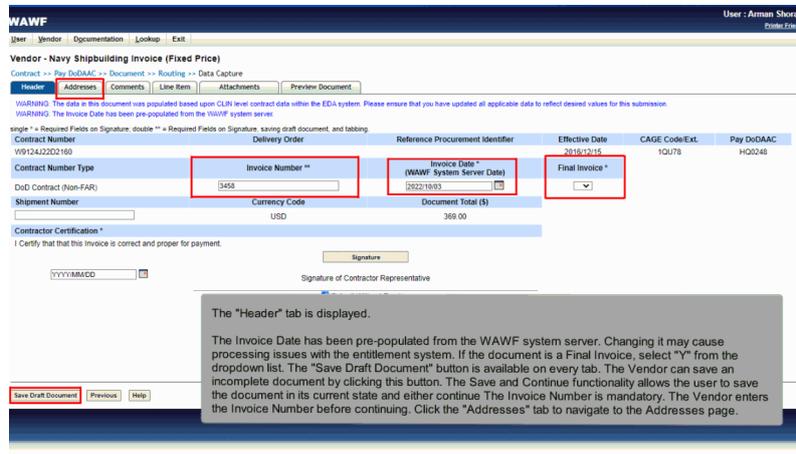
The "Header" tab is displayed.

The Invoice Date has been pre-populated from the WAWF system server. Changing it may cause processing issues with the entitlement system. If the document is a Final Invoice, select "Y" from the dropdown list. 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 The Invoice Number is mandatory. The Vendor enters the Invoice Number before continuing. Click the "Addresses" tab to navigate to the Addresses page.
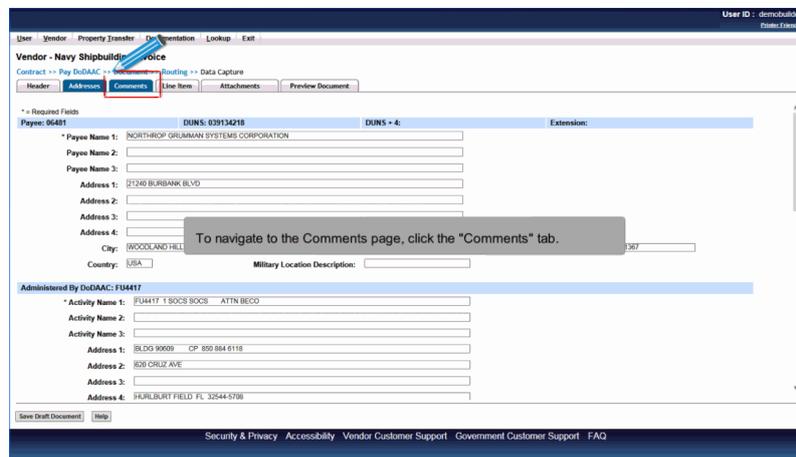
Scene 10
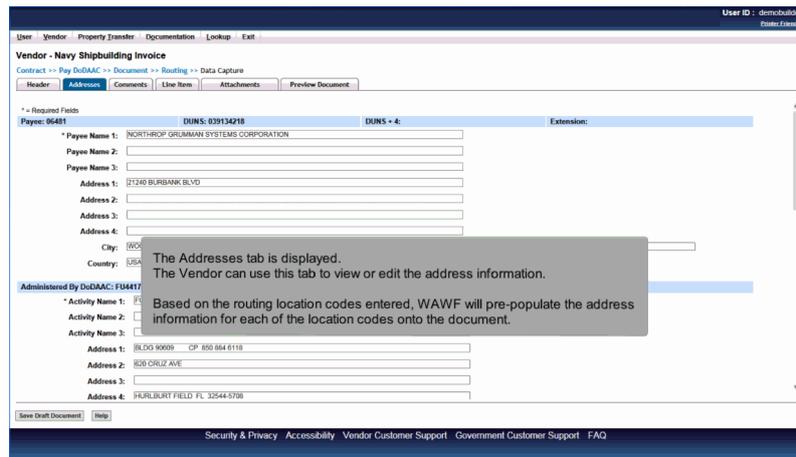
The Addresses tab is displayed.
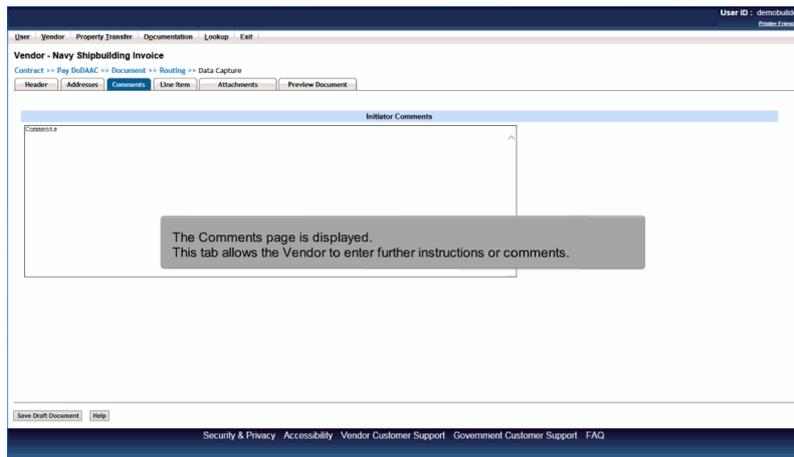The Vendor can use this tab to view or edit the address information.

Based on the routing location codes entered, WAWF will pre-populate the address information for each of the location codes onto the document.
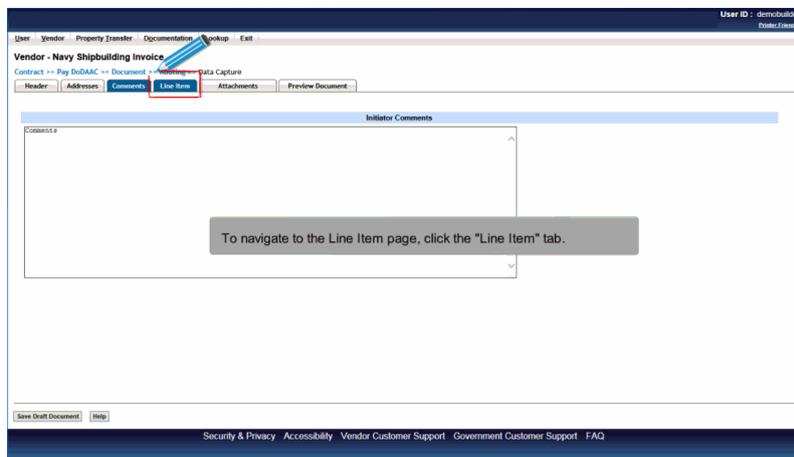
Scene 11

To navigate to the Comments page, click the "Comments" tab.
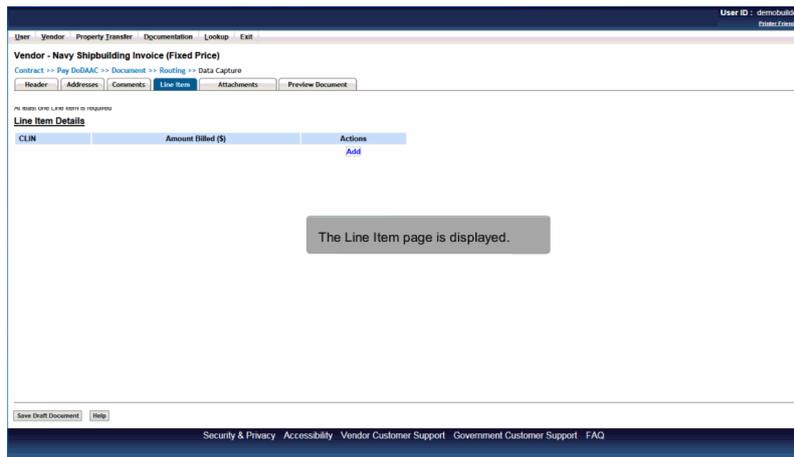
Scene 12

The Comments page is displayed.
This tab allows the Vendor to enter further instructions or comments.
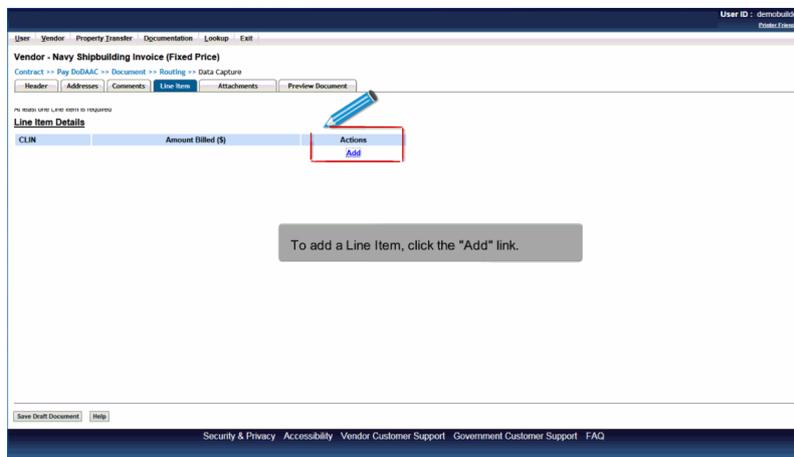
Scene 13

To navigate to the Line Item page, click the "Line Item" tab.
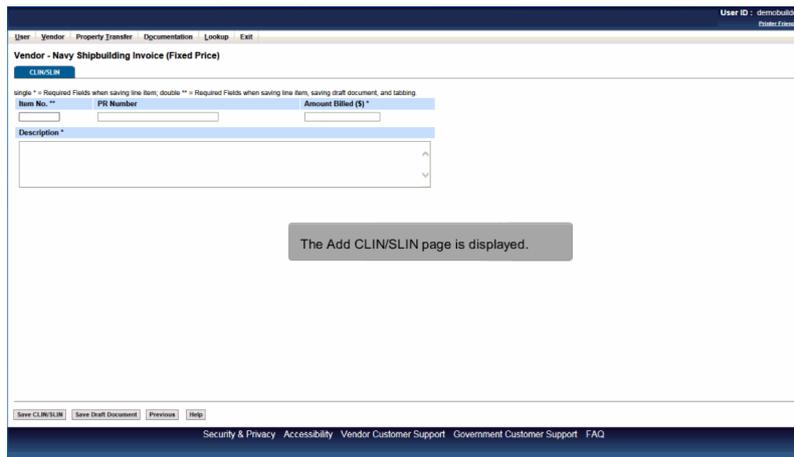
Scene 14

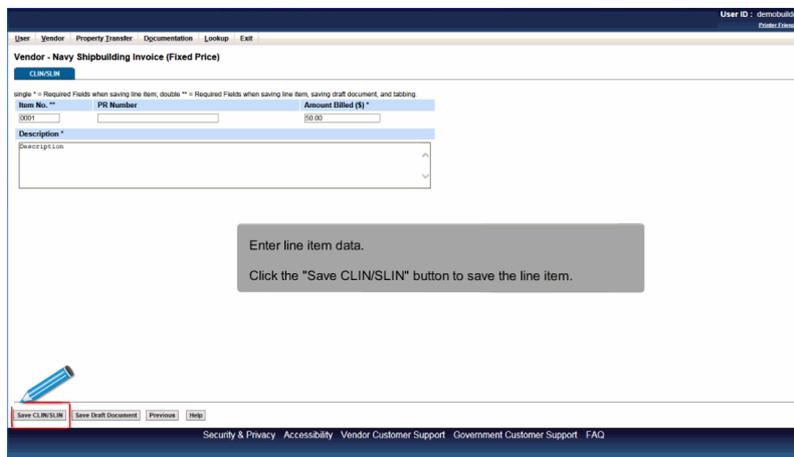
The Line Item page is displayed.

Scene 15

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

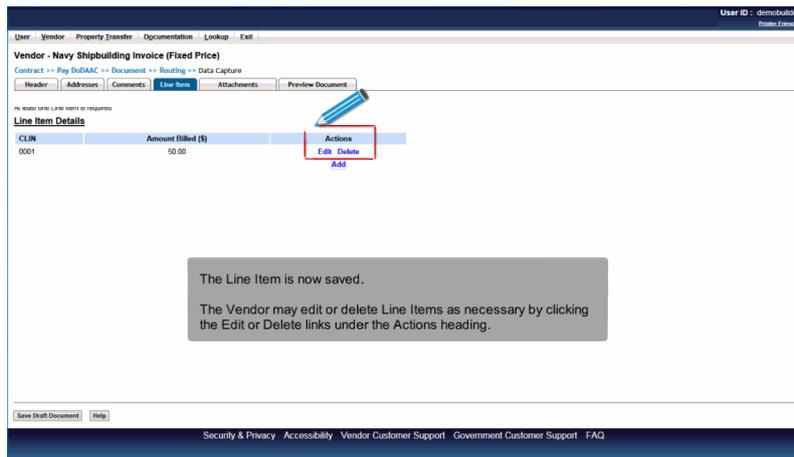Scene 16

The Add CLIN/SLIN page is displayed.

Scene 17

Enter line item data.

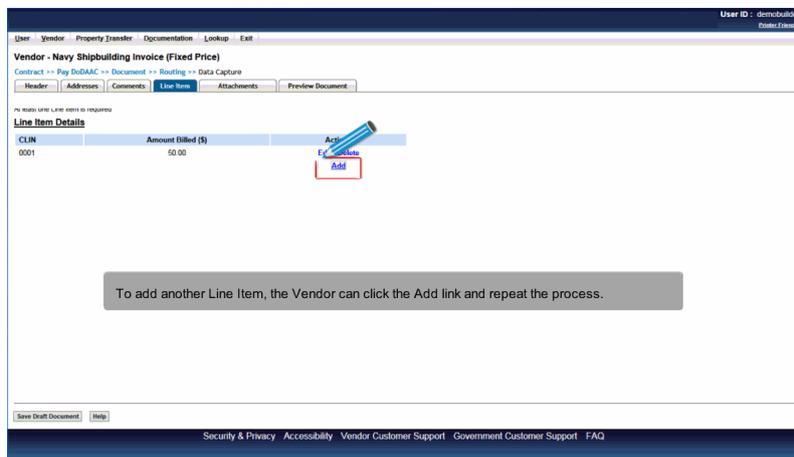Click the "Save CLIN/SLIN" button to save the line item.
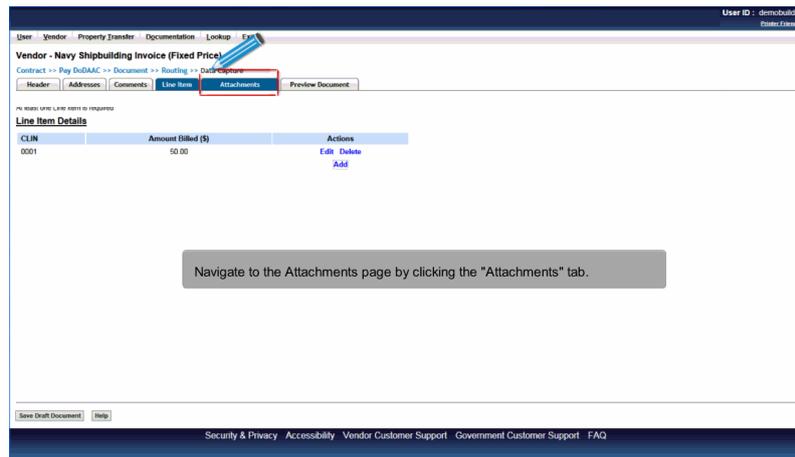
Scene 18

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.
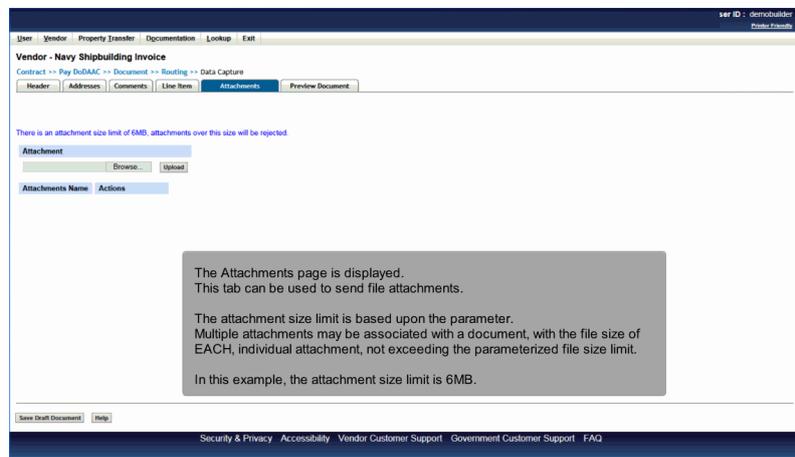
Scene 19

To add another Line Item, the Vendor can click the Add link and repeat the process.

Scene 20

Navigate to the Attachments page by clicking the "Attachments" tab.
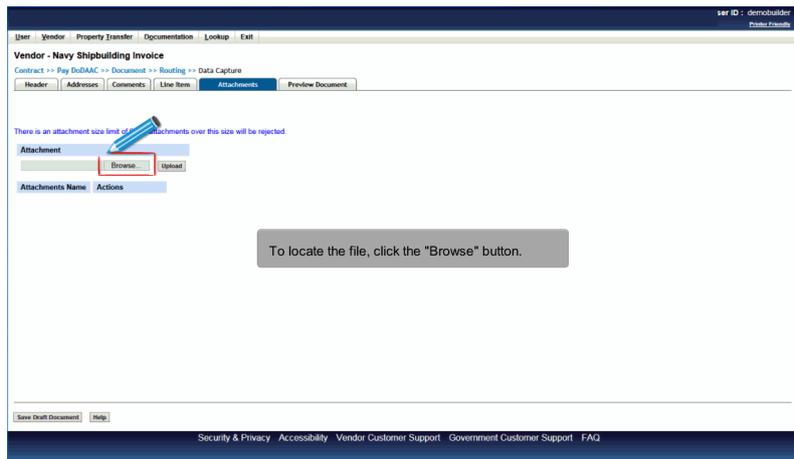
Scene 21

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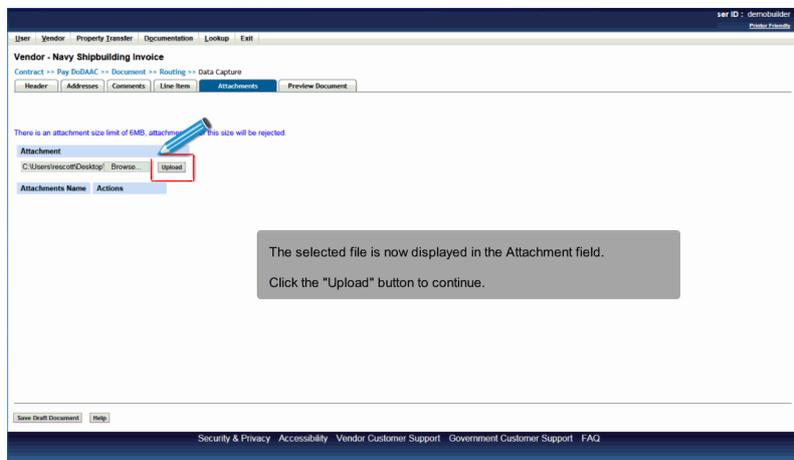
In this example, the attachment size limit is 6MB.

Scene 22

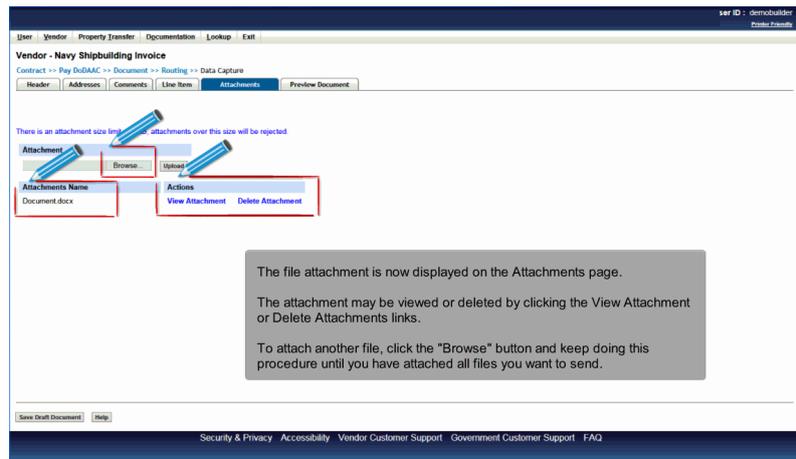To locate the file, click the "Browse" button.

Scene 23

The selected file is now displayed in the Attachment field.

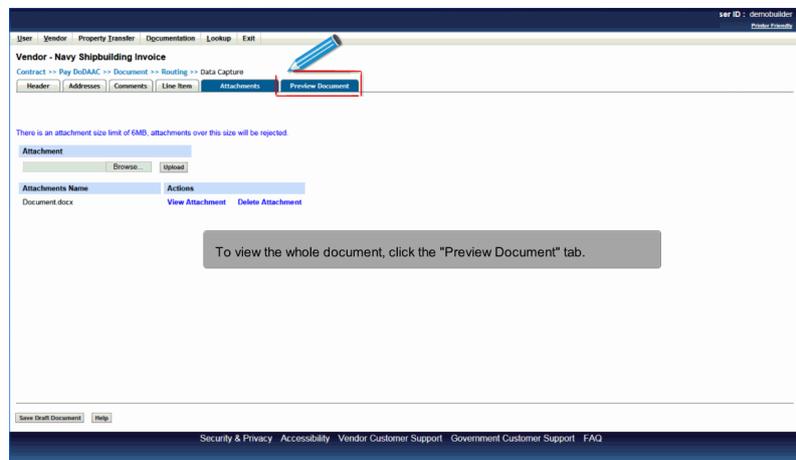Click the "Upload" button to continue.

Scene 24

The file attachment is now displayed on the Attachments page.

The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachments links.
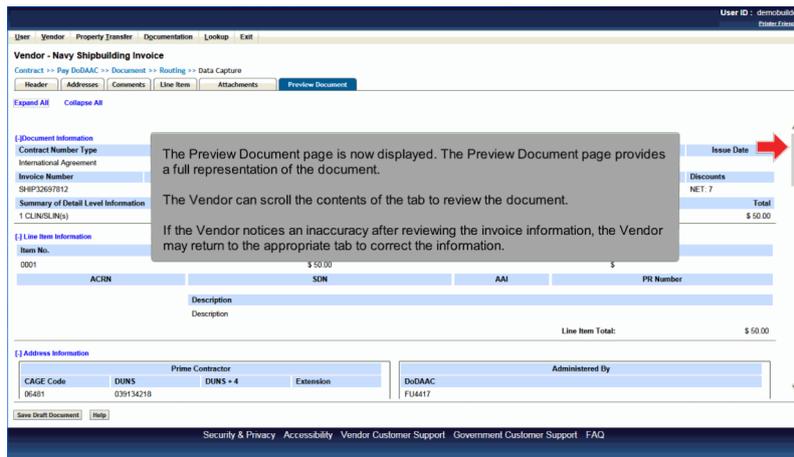
To attach another file, click the "Browse" button and keep doing this procedure until you have attached all files you want to send.

Scene 25

To view the whole document, click the "Preview Document" tab.
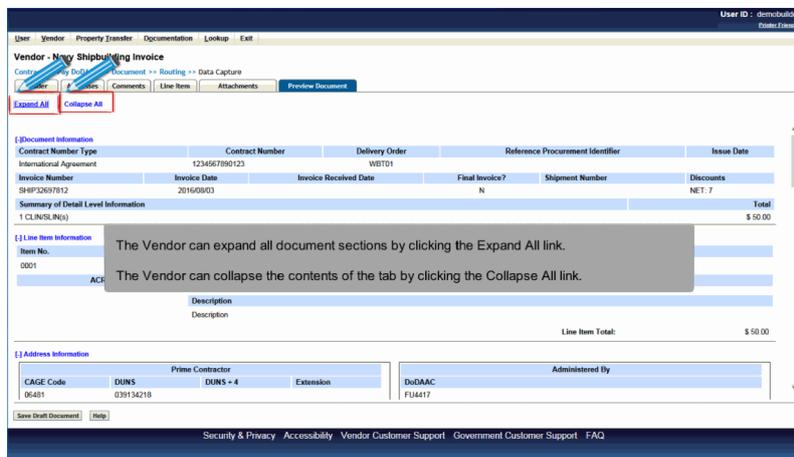
Scene 26

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.
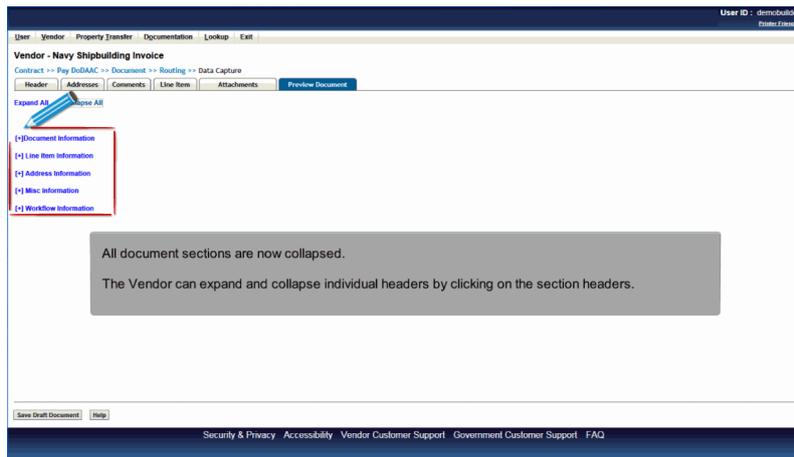
Scene 27

The Vendor can expand all document sections by clicking the Expand All link.

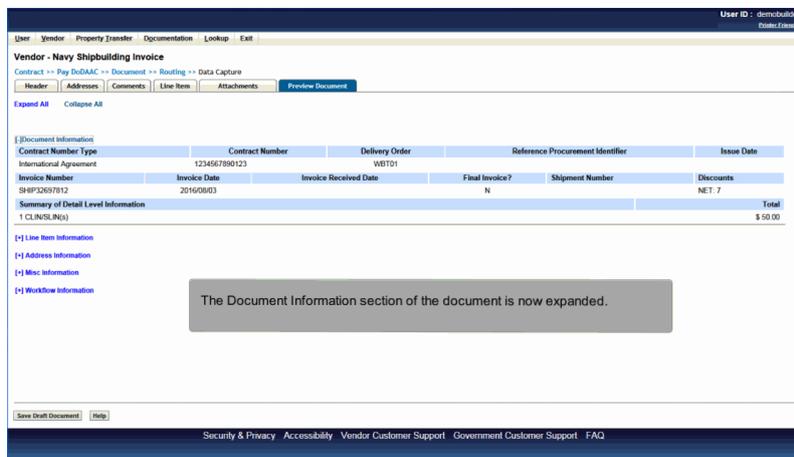The Vendor can collapse the contents of the tab by clicking the Collapse All link.

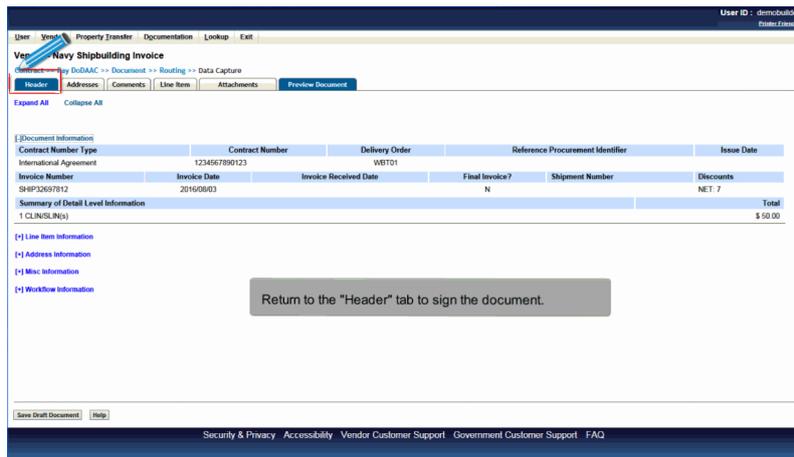## Scene 28

All document sections are now collapsed.

The Vendor can expand and collapse individual headers by clicking on the section headers.
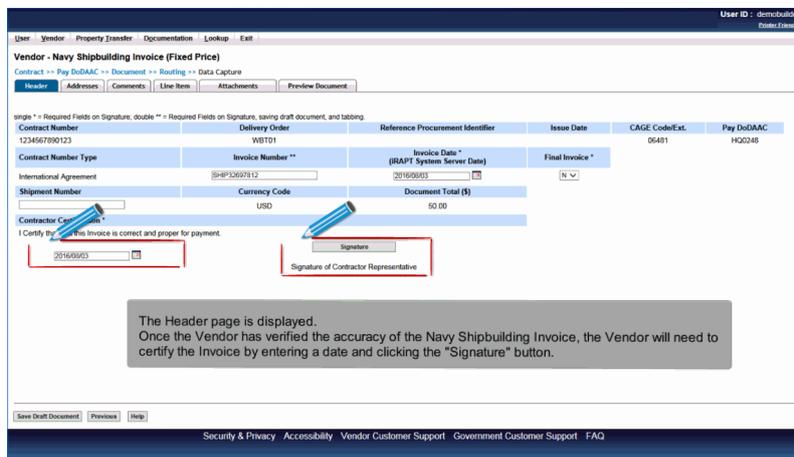
Scene 29

The Document Information section of the document is now expanded.
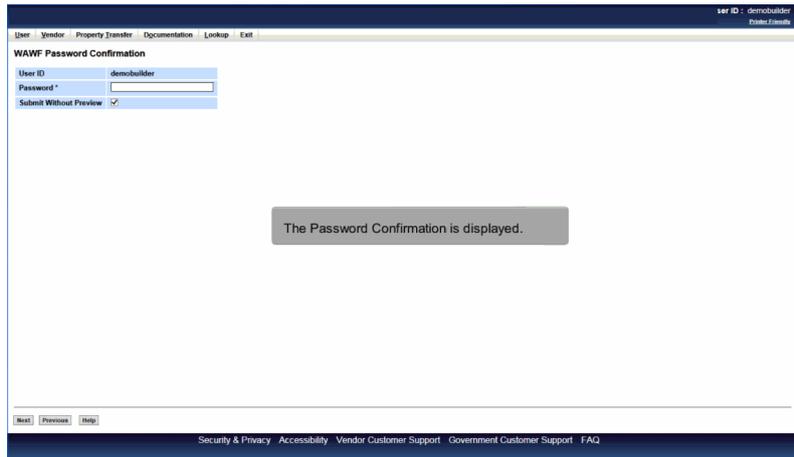
Scene 30

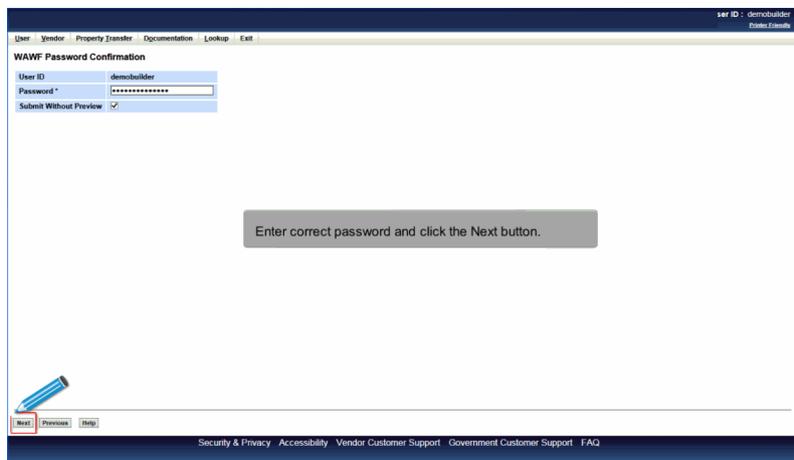Return to the "Header" tab to sign the document.

Scene 31

The Header page is displayed.
Once the Vendor has verified the accuracy of the Navy Shipbuilding Invoice, the Vendor will need to certify the Invoice by entering a date and clicking the "Signature" button.
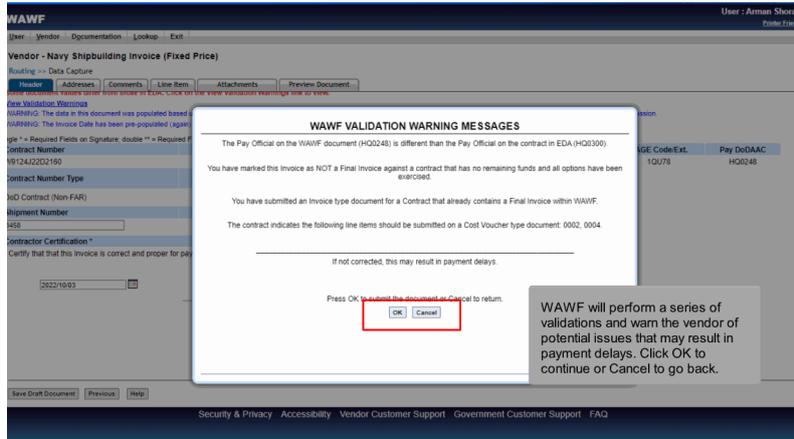
Scene 32

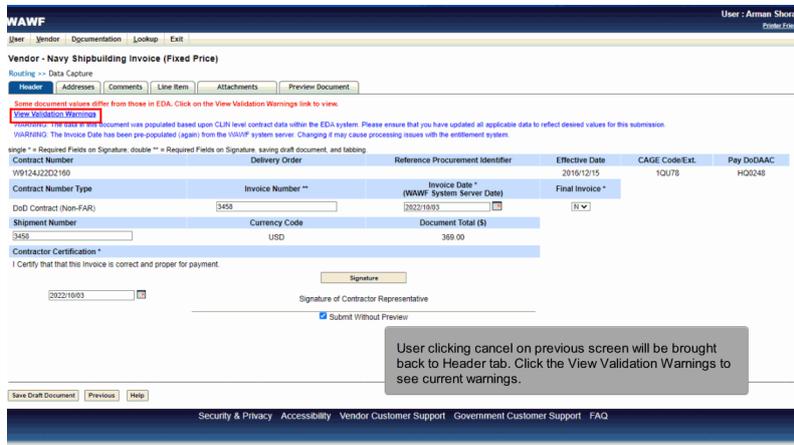The Password Confirmation is displayed.

Scene 33

Enter correct password and click the Next button.

Scene 34

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 35

User clicking cancel on previous screen will be brought back to Header tab. Click the View Validation Warnings to see current warnings.
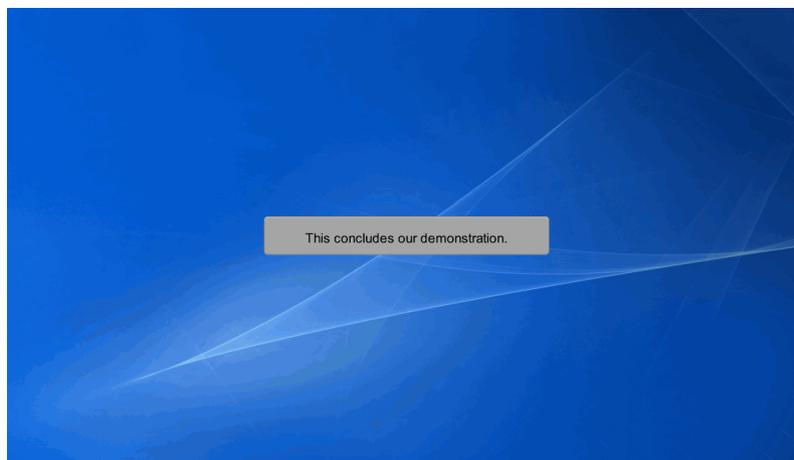
Scene 36
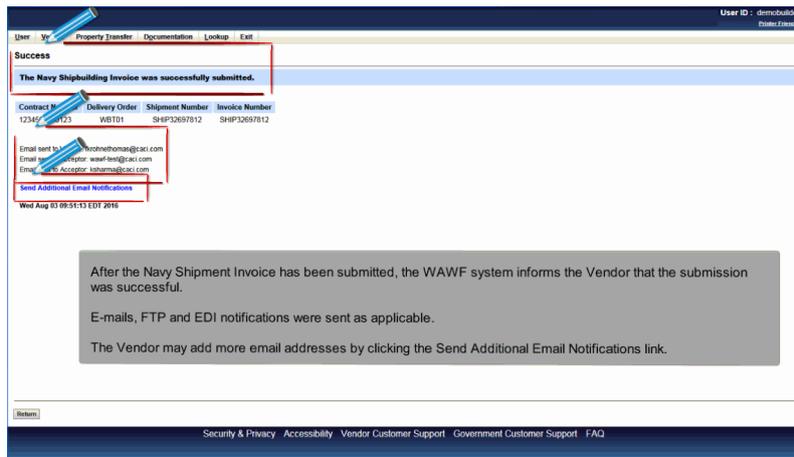
After the Navy Shipment Invoice has been submitted, the WAWF system informs the Vendor that the submission was successful.

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.