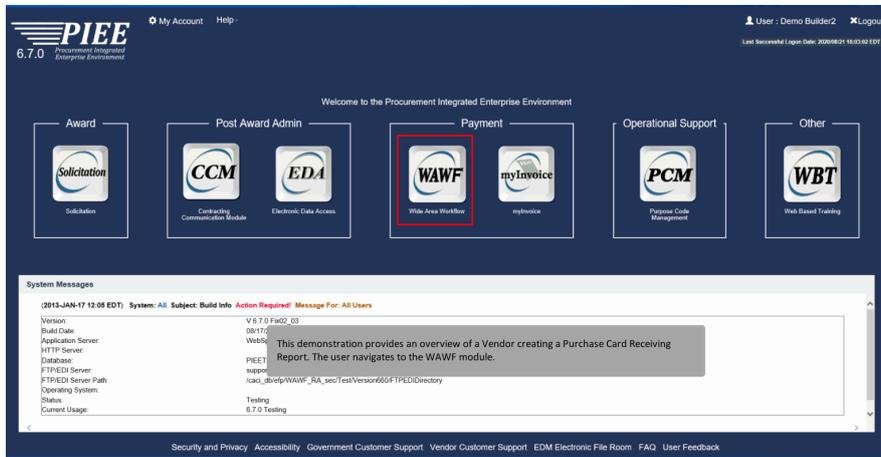


Intro



Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



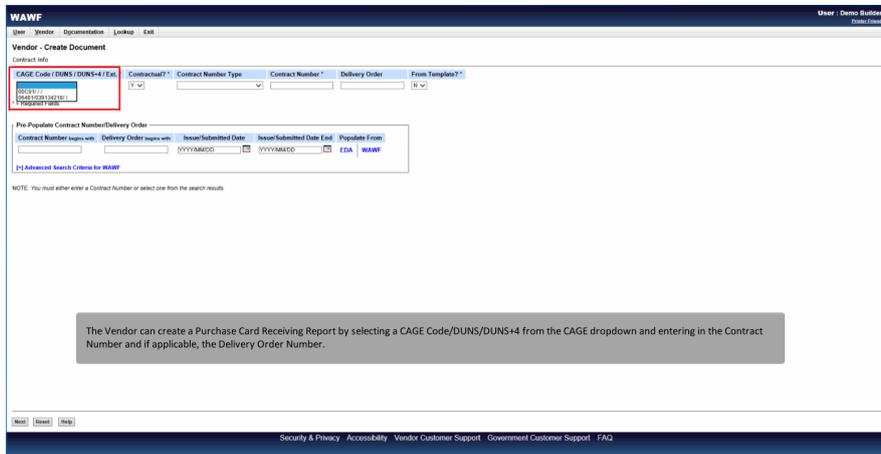
This demonstration provides an overview of a Vendor creating a Purchase Card Receiving Report. The user navigates to the WAWF module.

Step 2



The Vendor selects Create Document from the Vendor dropdown menu.

Step 3



The Vendor can create a Purchase Card Receiving Report 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.

Step 4

Alternatively, 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.

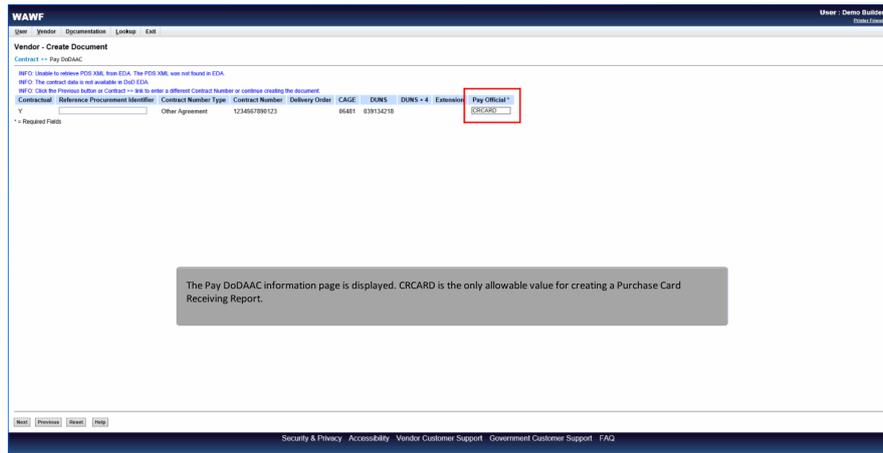
The system will permit the Vendor to filter the search results by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.

Step 5

Once the required fields are entered, the Vendor clicks the Next button to continue.

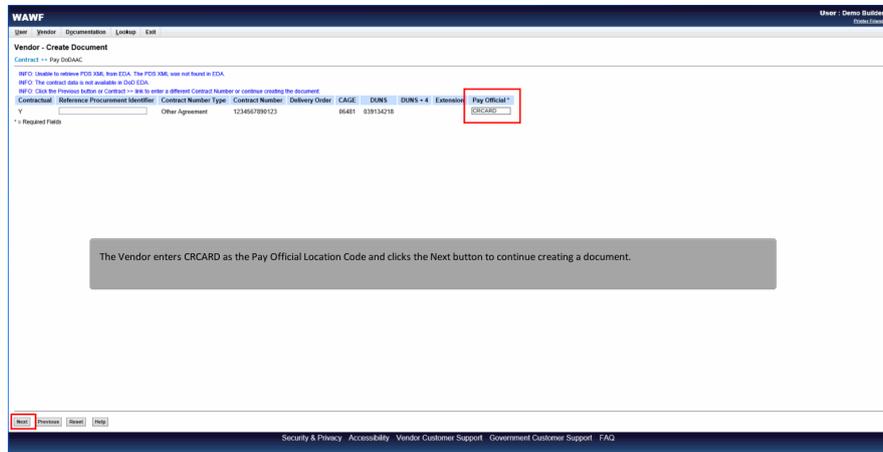
Note: The Delivery Order field is optional in WAWF, however it may be required by your contract.

Step 6



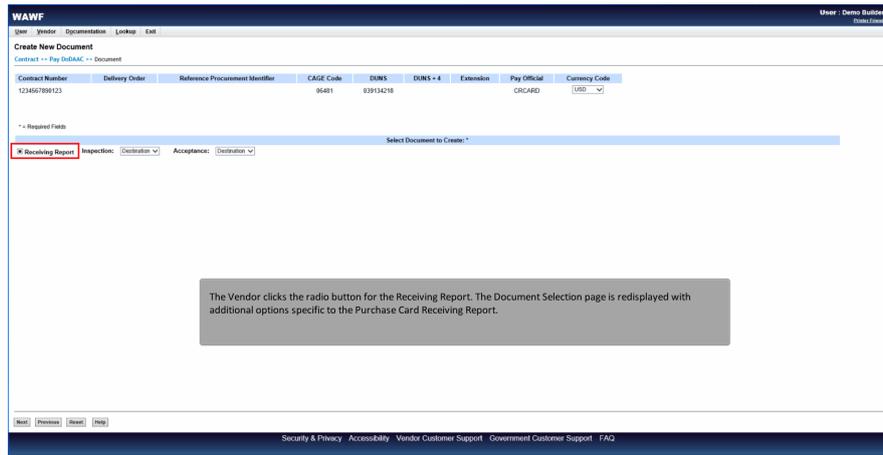
The Pay DoDAAC information page is displayed. CRCARD is the only allowable value for creating a Purchase Card Receiving Report.

Step 7



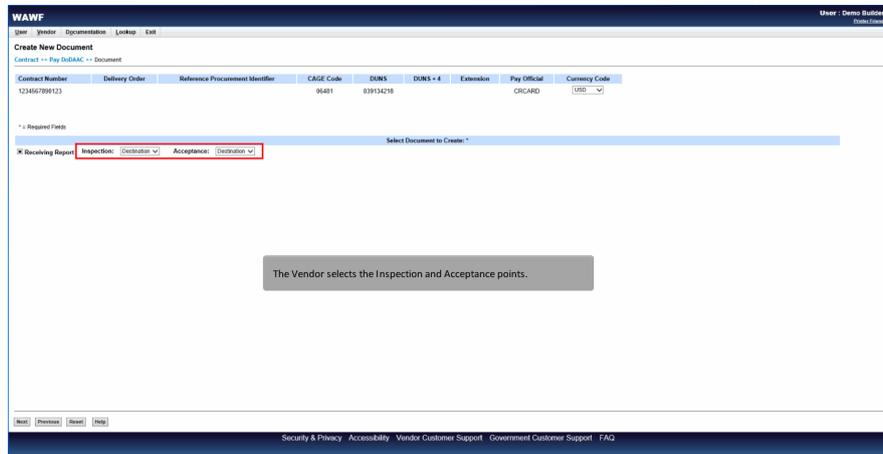
The Vendor enters CRCARD as the Pay Official Location Code and clicks the Next button to continue creating a document.

Step 8



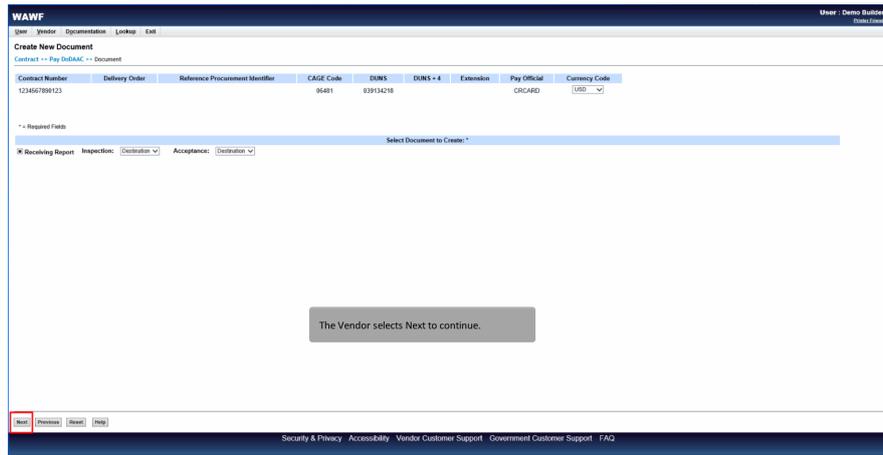
The Vendor clicks the radio button for the Receiving Report. The Document Selection page is redisplayed with additional options specific to the Purchase Card Receiving Report.

Step 9



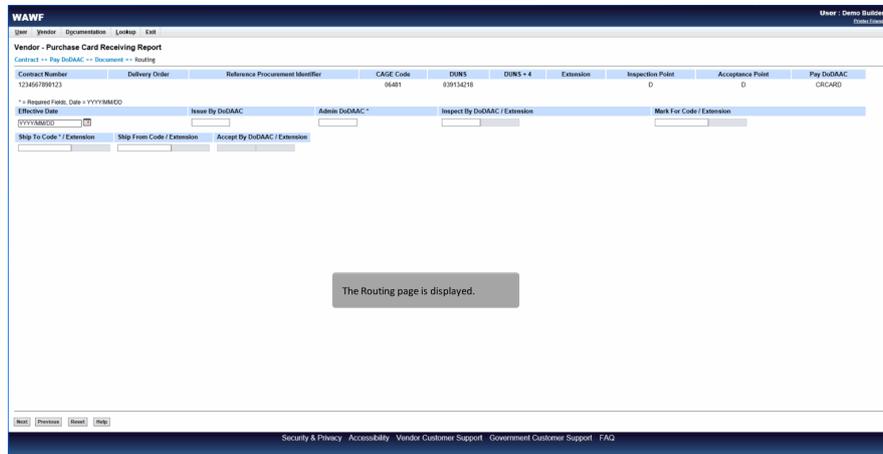
The Vendor selects the Inspection and Acceptance points.

Step 10



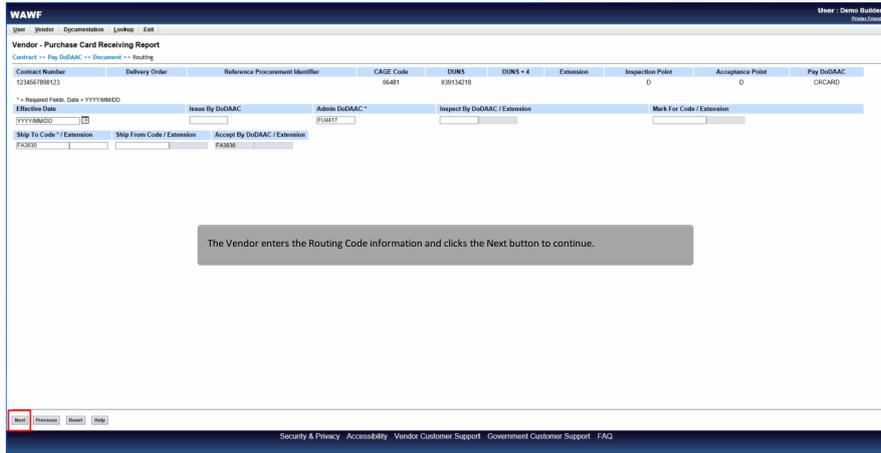
The Vendor selects Next to continue.

Step 11



The Routing page is displayed.

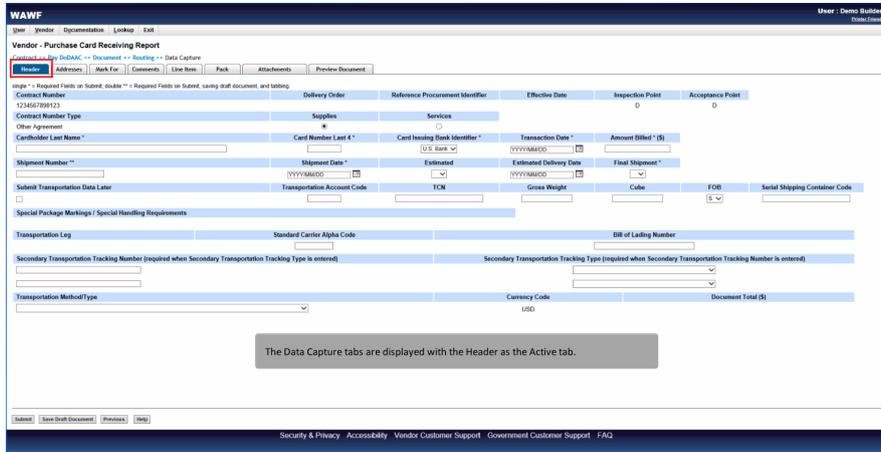
Step 12



The screenshot shows the WAWF Vendor - Purchase Card Receiving Report form. At the bottom left, the 'Next' button is highlighted with a red box. A central text box contains the instruction: "The Vendor enters the Routing Code information and clicks the Next button to continue."

The Vendor enters the Routing Code information and clicks the Next button to continue.

Step 13



The screenshot shows the WAWF Vendor - Purchase Card Receiving Report form with the 'Data Capture' tab selected. A central text box contains the instruction: "The Data Capture tabs are displayed with the Header as the Active tab."

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

Step 14

The screenshot shows a web form titled "Vendor - Purchase Card Receiving Report" within the WAWF system. The form contains various input fields for contract details, supplier information, and shipment data. A grey callout box is centered over the form with the text: "The Vendor enters the required data for the Purchase Card Receiving Report." At the bottom of the form, there are buttons for "Submit", "Save Draft Document", "Previous", and "Next".

The Vendor enters the required data for the Purchase Card Receiving Report.

Step 15

This screenshot is identical to the one in Step 14, showing the same "Vendor - Purchase Card Receiving Report" form. However, a grey callout box is positioned at the bottom of the form, containing the text: "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 at a later time to complete the document." The "Save Draft Document" button at the bottom left of the form is highlighted with a red box.

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 at a later time to complete the document.

Step 16

The screenshot shows the 'Addresses' tab of the WAWF Vendor - Purchase Card Receiving Report form. The form is populated with various fields including Contract Number, Delivery Order, Reference Procurement Identifier, Effective Date, Inspection Point, and Acceptance Point. A grey callout box in the center of the form reads: "After entering all mandatory fields, click on the Addresses tab." The form also includes sections for Card Number, Card Issuing Bank Identifier, Transaction Date, Amount Billed, and various shipping and transportation details.

After entering all mandatory fields, click on the Addresses tab.

Step 17

The screenshot shows the 'Addresses' tab of the WAWF Vendor - Purchase Card Receiving Report form. The form displays pre-populated address information for two locations. A grey callout box in the center of the form reads: "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." The form includes fields for Payee Name, Address, City, State, and Zip Code for both locations.

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.

Step 18

The screenshot shows the WAWF Vendor - Purchase Card Receiving Report form. The 'Mark For' tab is highlighted in red. A text box with the text 'The Vendor can navigate to the Mark For page by clicking the Mark For tab.' is overlaid on the form. The form contains several sections: 'Payee SIC81', 'Payee Name 1-4', 'City', 'State', 'Zip Code', 'Military Location Description', 'Administered By DoDAAC: FU4417', 'Activity Name 1-3', 'Address 1-4', 'City', 'Country', 'Ship To DoDAAC: EX: FA3938', 'Activity Name 1-3', 'City', 'Country'. At the bottom, there are buttons for 'Submit', 'Save Draft Document', and 'Help'. The footer contains 'Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ'.

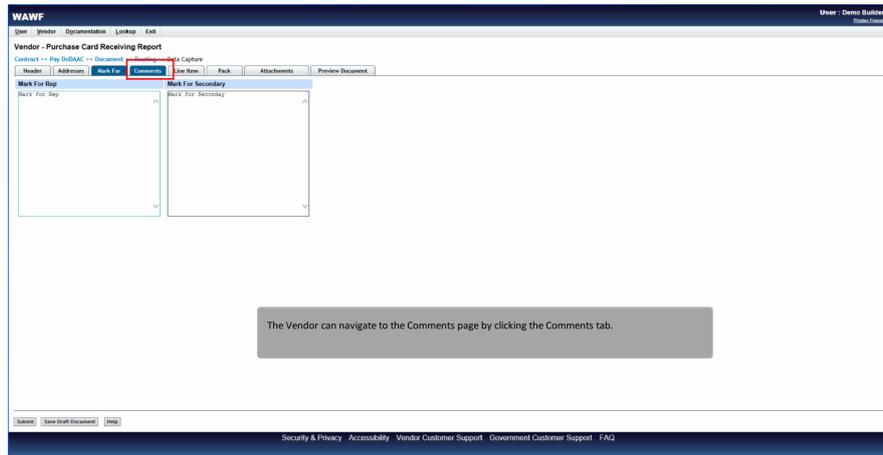
The Vendor can navigate to the Mark For page by clicking the Mark For tab.

Step 19

The screenshot shows the WAWF Vendor - Purchase Card Receiving Report form with the 'Mark For' tab selected. The form is mostly empty, with two large text input areas for 'Mark For Rep.' and 'Mark For Secondary'. A text box with the text 'The Mark For page is displayed. The Mark For Tab allows you to designate a specific party to who the shipment is being sent to. This information may be as simple as a name or as complex as routing instructions. This information becomes mandatory if a Mark For DoDAAC was entered on the DoDAAC Routing Screen.' is overlaid on the form. At the bottom, there are buttons for 'Submit', 'Save Draft Document', and 'Help'. The footer contains 'Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ'.

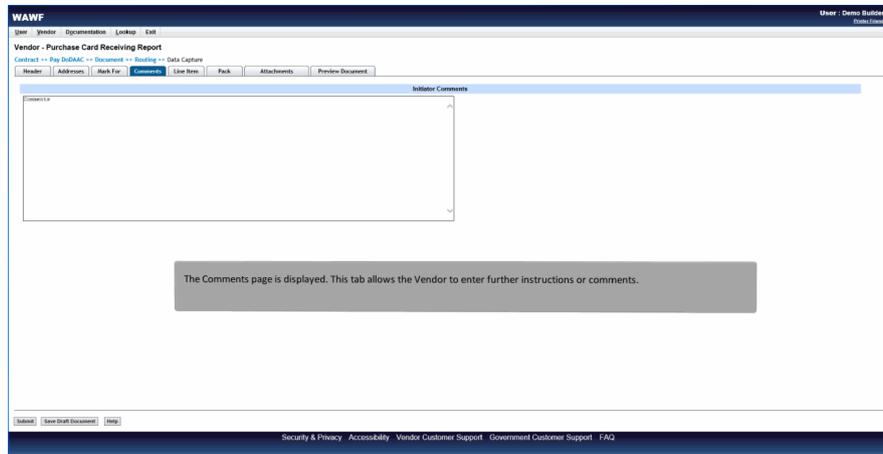
The Mark For page is displayed. The Mark For Tab allows you to designate a specific party to who the shipment is being sent to. This information may be as simple as a name or as complex as routing instructions. This information becomes mandatory if a Mark For DoDAAC was entered on the DoDAAC Routing Screen.

Step 20



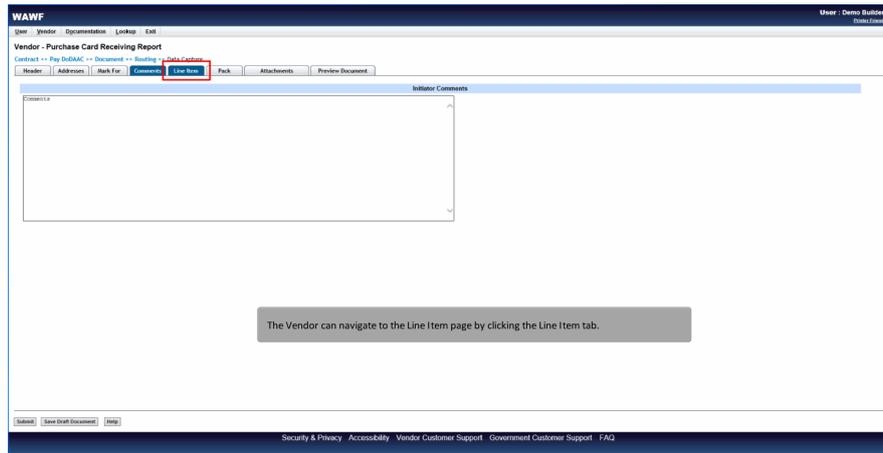
The Vendor can navigate to the Comments page by clicking the Comments tab.

Step 21



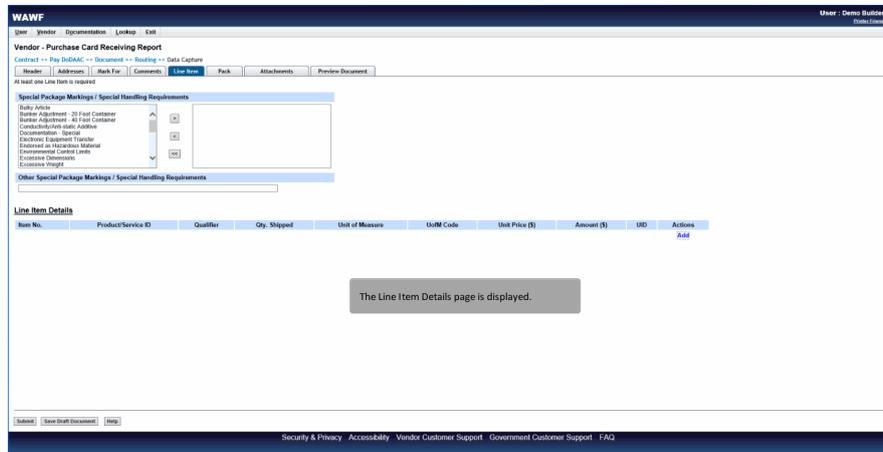
The Comments page is displayed. This tab allows the Vendor to enter further instructions or comments.

Step 22



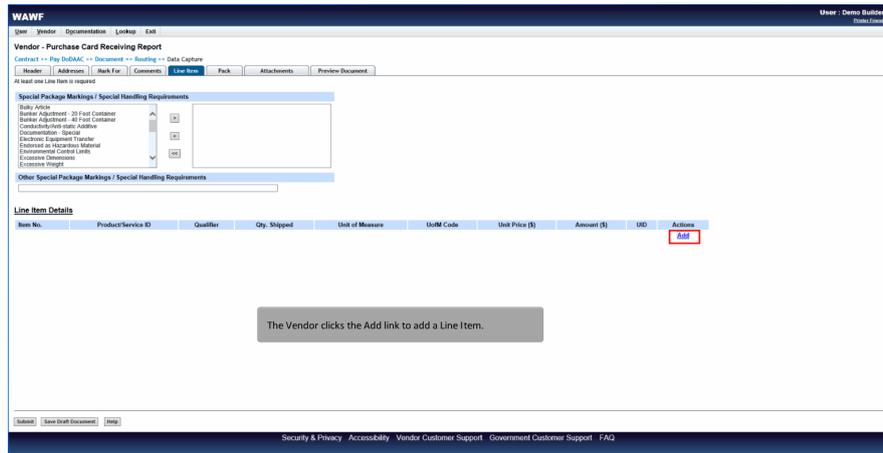
The Vendor can navigate to the Line Item page by clicking the Line Item tab.

Step 23



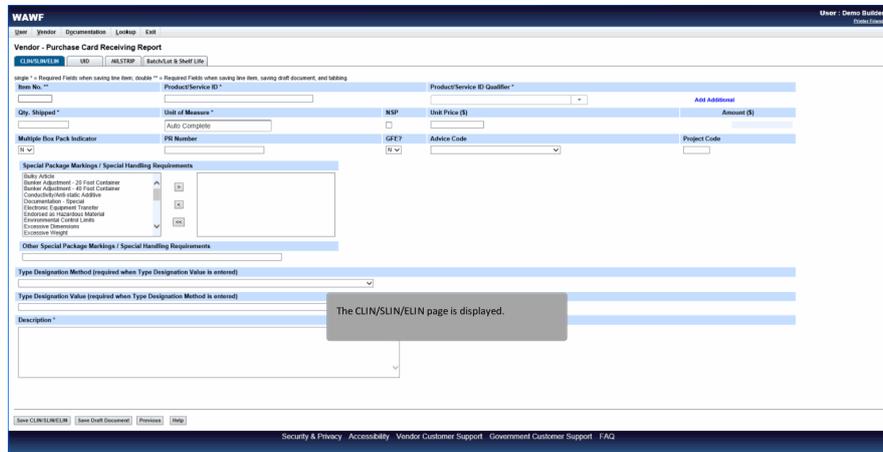
The Line Item Details page is displayed.

Step 24



The Vendor clicks the Add link to add a Line Item.

Step 25



The CLIN/SLIN/ELIN page is displayed.

Step 26

The screenshot shows the 'Vendor - Purchase Card Receiving Report' form in the WAWF system. The form is divided into several sections:

- Item Information:** Includes fields for Item No., Product/Service ID, Product/Service ID Qualifier, Qty. Shipped, Unit Price, and Amount.
- Shipping and Handling:** Includes checkboxes for 'NSP' and 'C.A. EACH', and dropdowns for 'Multiple Box Pack Indicator', 'PE Number', 'GFE?', 'Advice Code', and 'Project Code'.
- Special Package Markings / Special Handling Requirements:** A list of checkboxes for various requirements such as 'Hazardous', 'Flammable', 'Explosive', etc.
- Navigation:** At the top, there are tabs for 'CLINICALS', 'UID', 'ALSTP', and 'Sub/Kit & Shelf Life'. A grey callout box highlights the 'UID' tab.

The Vendor enters the Line Item Information for the Purchase Card Receiving Report.

Step 27

This screenshot is identical to the one in Step 26, showing the 'Vendor - Purchase Card Receiving Report' form. The primary difference is the placement of the grey callout box, which now points to the 'UID' tab in the top navigation bar, indicating the next step in the process.

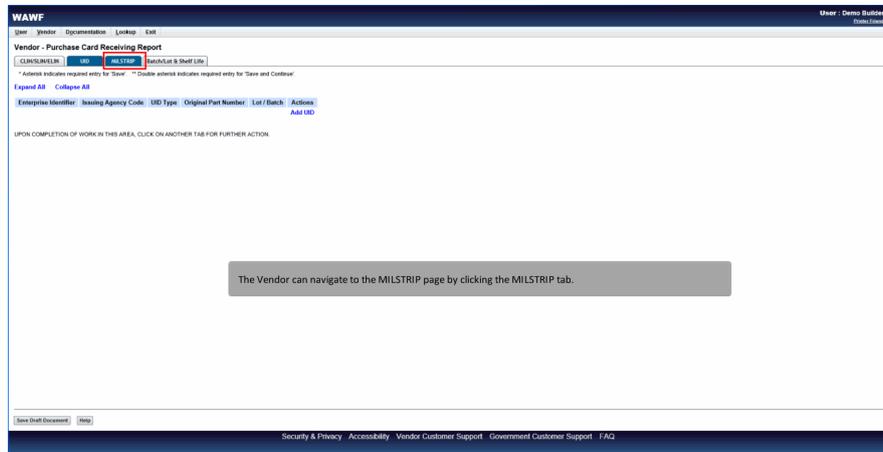
The Vendor can then navigate to the Unique Identifier (UID) page by clicking the UID tab.

Step 28



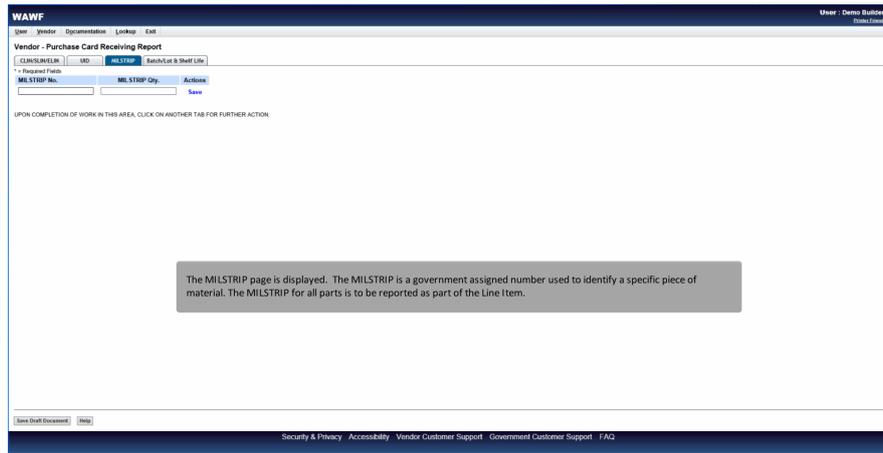
The UID entry is done in a two-tier process. The upper tier consists of the Enterprise Identifier, Issuing Agency Code, UID Type, Original Part Number and Lot/Batch. These fields are considered static for any given set of UIDs. The lower tier consists of the object's Serial Number and the full-concatenated UID. For additional information regarding UID data, please refer to the UID Demonstration within the Other section of the WAWF WBT.

Step 29



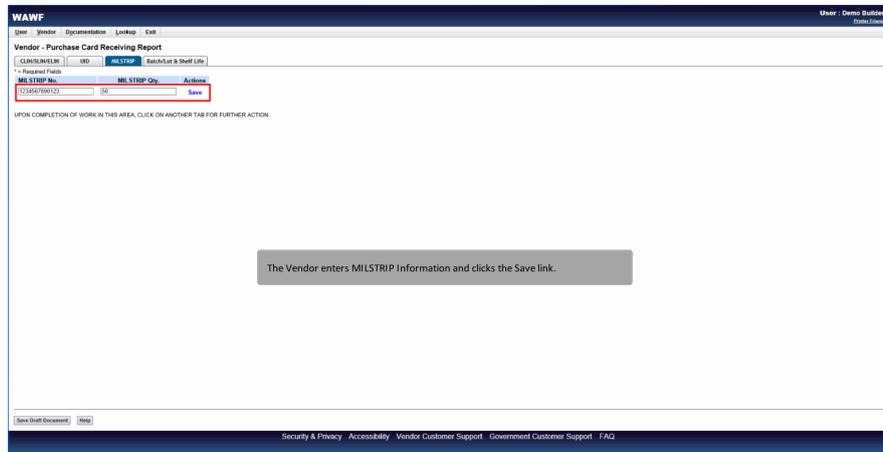
The Vendor can navigate to the MILSTRIP page by clicking the MILSTRIP tab.

Step 30



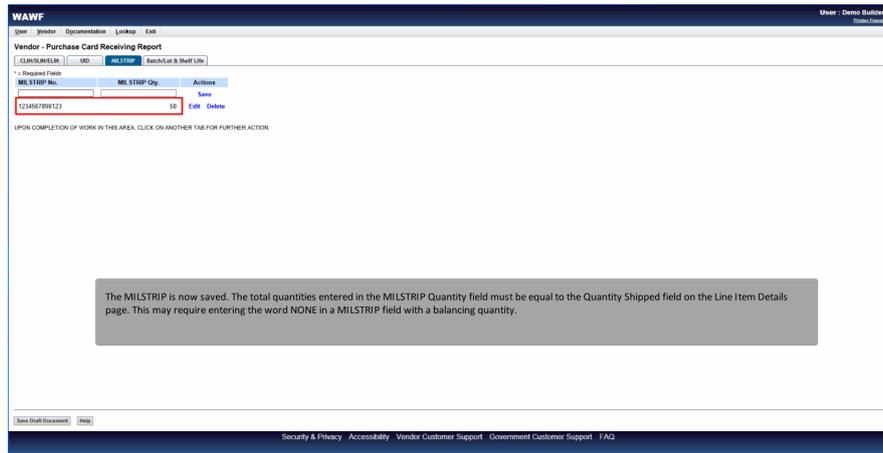
The MILSTRIP page is displayed. The MILSTRIP is a government assigned number used to identify a specific piece of material. The MILSTRIP for all parts is to be reported as part of the Line Item.

Step 31



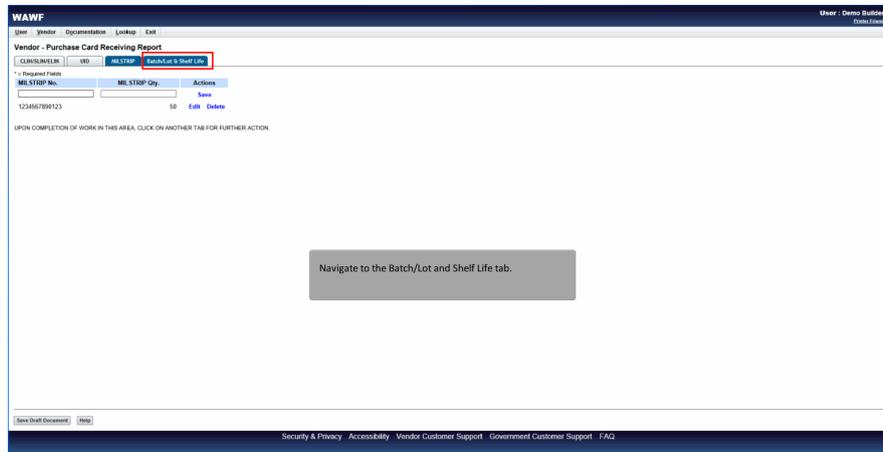
The Vendor enters MILSTRIP Information and clicks the Save link.

Step 32



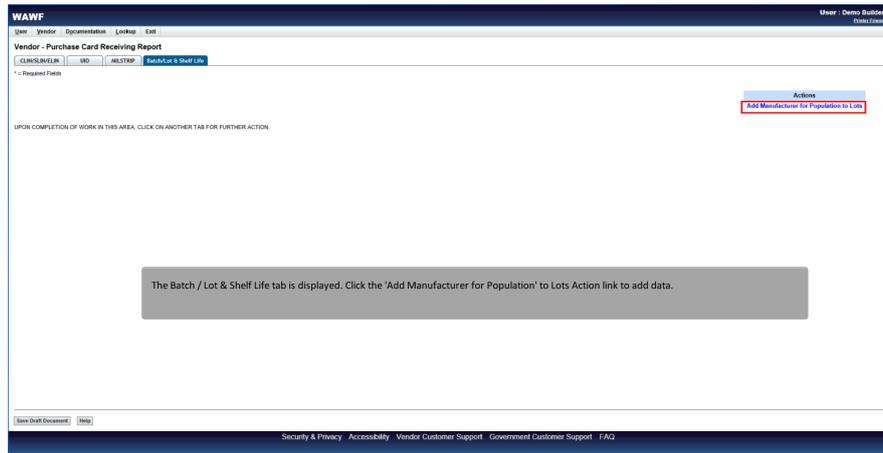
The MILSTRIP is now saved. The total quantities entered in the MILSTRIP Quantity field must be equal to the Quantity Shipped field on the Line Item Details page. This may require entering the word NONE in a MILSTRIP field with a balancing quantity.

Step 33



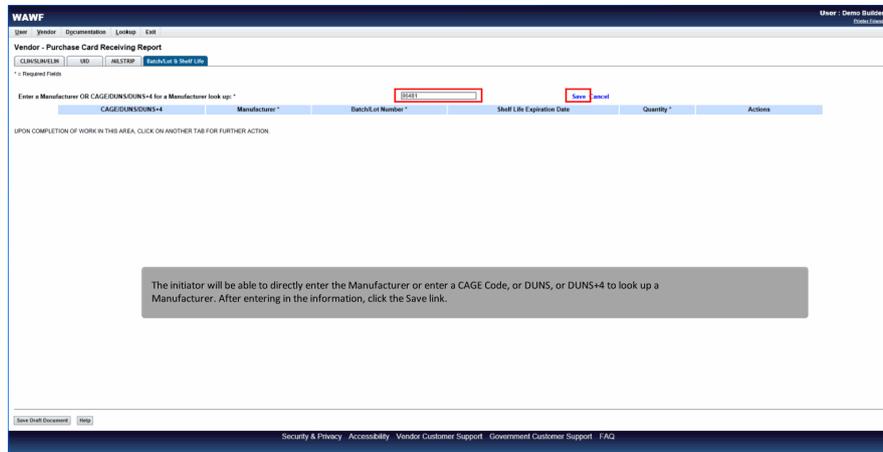
Navigate to the Batch/Lot and Shelf Life tab.

Step 34



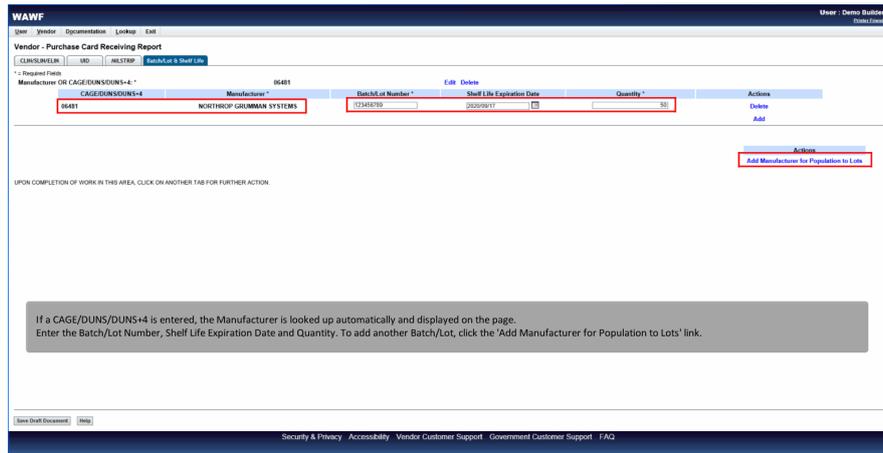
The Batch / Lot & Shelf Life tab is displayed. Click the 'Add Manufacturer for Population' to Lots Action link to add data.

Step 35



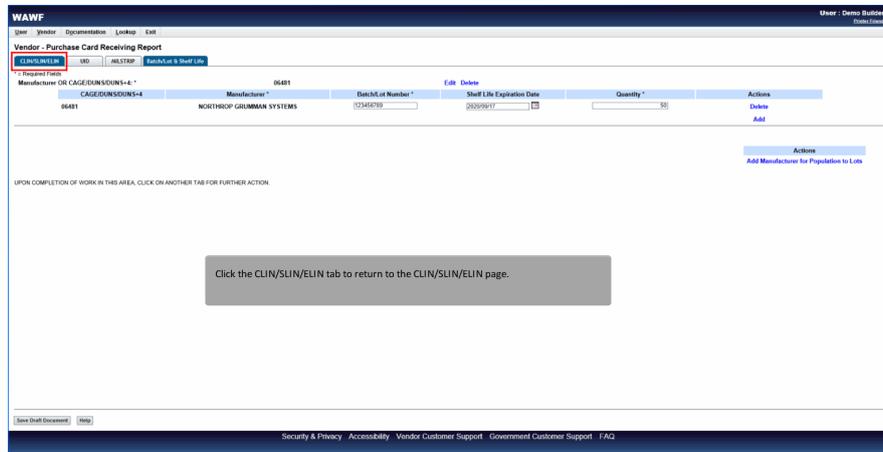
The initiator will be able to directly enter the Manufacturer or enter a CAGE Code, or DUNS, or DUNS+4 to look up a Manufacturer. After entering in the information, click the Save link.

Step 36



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

Step 37



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

Step 38

WAWF User: Demo Builder2
Demo Context

Vendor - Purchase Card Receiving Report

Item No. * Product/Service ID * Qualifier * Qty. Shipped * Unit of Measure * Unit Price (\$) * Amount (\$)

0001 121456789123 A3 - LOCALLY ASSIGNED NUMBER 50 Each EA 0.00

Special Package Markings / Special Handling Requirements

Other Special Package Markings / Special Handling Requirements

Type Designation Method (required when Type Designation Value is entered)

Type Designation Value (required when Type Designation Method is entered)

Description *

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.

Save CLIN/SLIN/ELIN Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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.

Step 39

WAWF User: Demo Builder2
Demo Context

Vendor - Purchase Card Receiving Report

Contract --> Pay DEDAC --> Document --> Billing --> Data Capture

Header | Address | Mark For | Comments | Use Item | Pack | Attachments | Preview Document

Special Package Markings / Special Handling Requirements

Other Special Package Markings / Special Handling Requirements

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	Unit Code	Unit Price (\$)	Amount (\$)	UIC	Actions
0001	121456789123	A3	50	Each	EA	0.00	0.00	N	Edit Delete

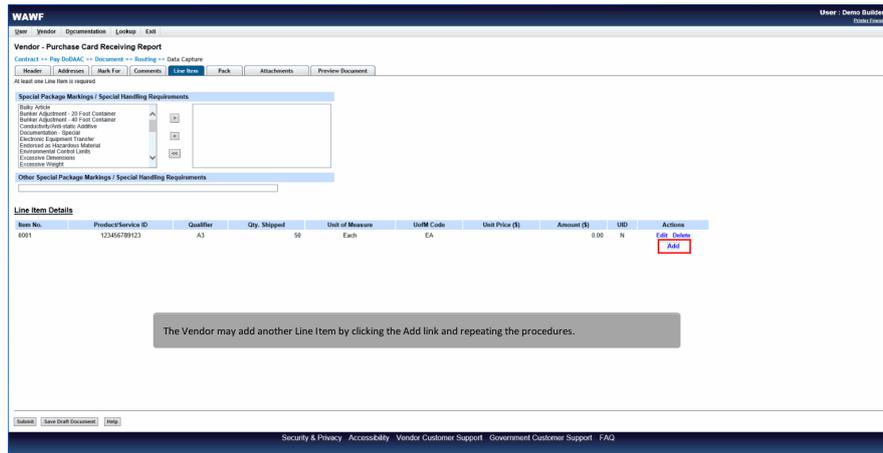
The Line Item is now saved. The Vendor may edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading.

Save Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

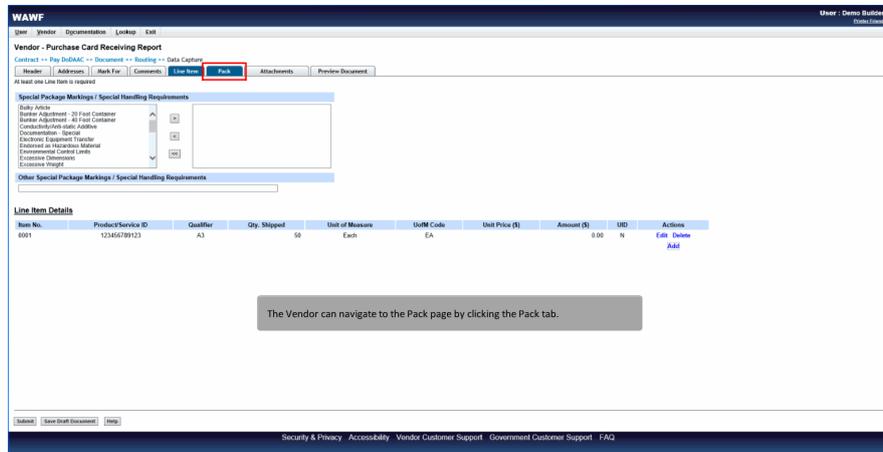
The Line Item is now saved. The Vendor may edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading.

Step 40



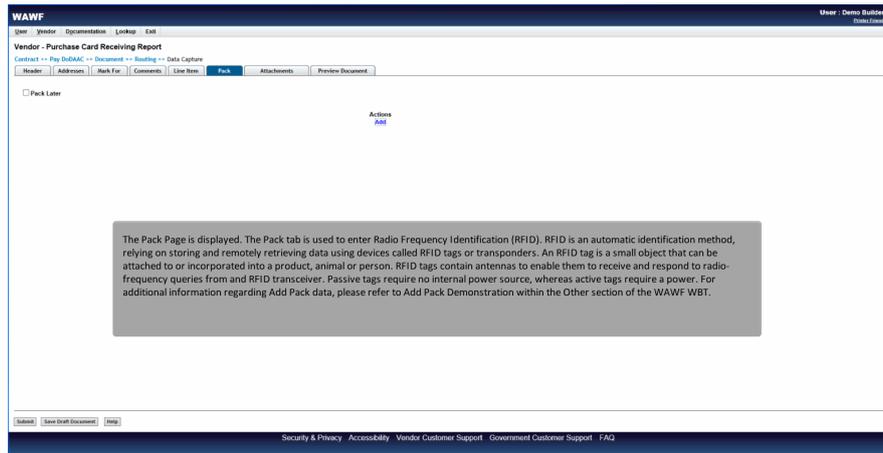
The Vendor may add another Line Item by clicking the Add link and repeating the procedures.

Step 41



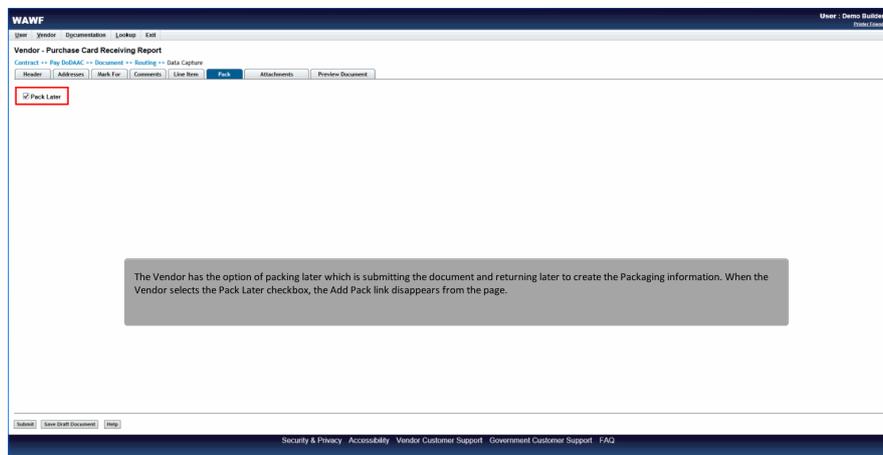
The Vendor can navigate to the Pack page by clicking the Pack tab.

Step 42



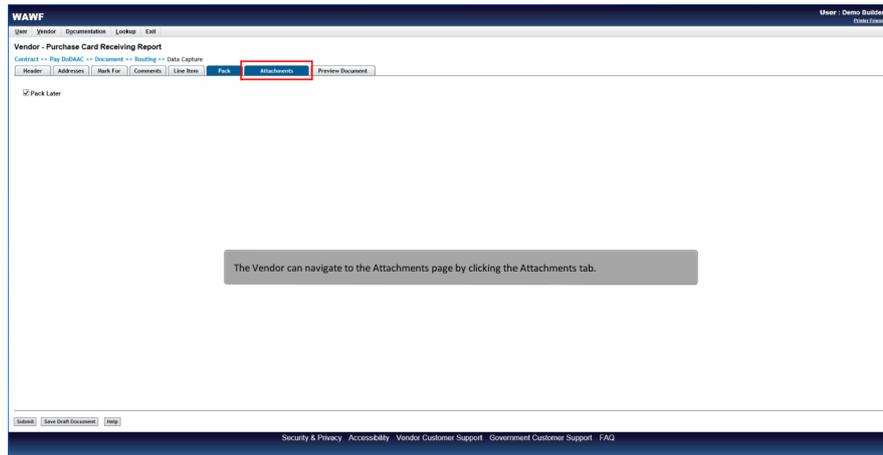
The Pack Page is displayed. The Pack tab is used to enter Radio Frequency Identification (RFID). RFID is an automatic identification method, relying on storing and remotely retrieving data using devices called RFID tags or transponders. An RFID tag is a small object that can be attached to or incorporated into a product, animal or person. RFID tags contain antennas to enable them to receive and respond to radio-frequency queries from an RFID transceiver. Passive tags require no internal power source, whereas active tags require a power. For additional information regarding Add Pack data, please refer to Add Pack Demonstration within the Other section of the WAWF WBT.

Step 43



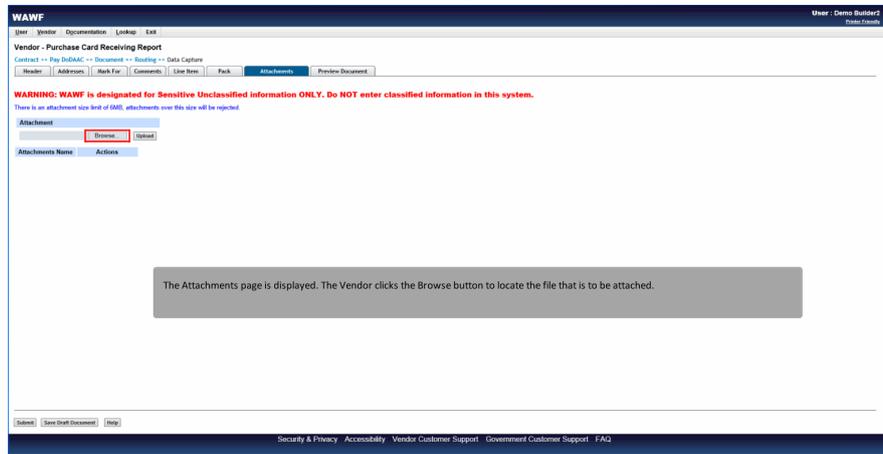
The Vendor has the option of packing later which is submitting the document and returning later to create the Packaging information. When the Vendor selects the Pack Later checkbox, the Add Pack link disappears from the page.

Step 44



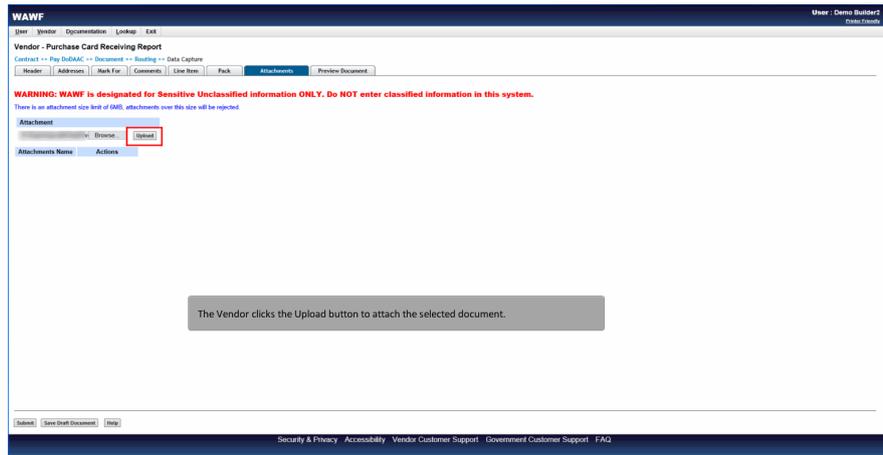
The Vendor can navigate to the Attachments page by clicking the Attachments tab.

Step 45



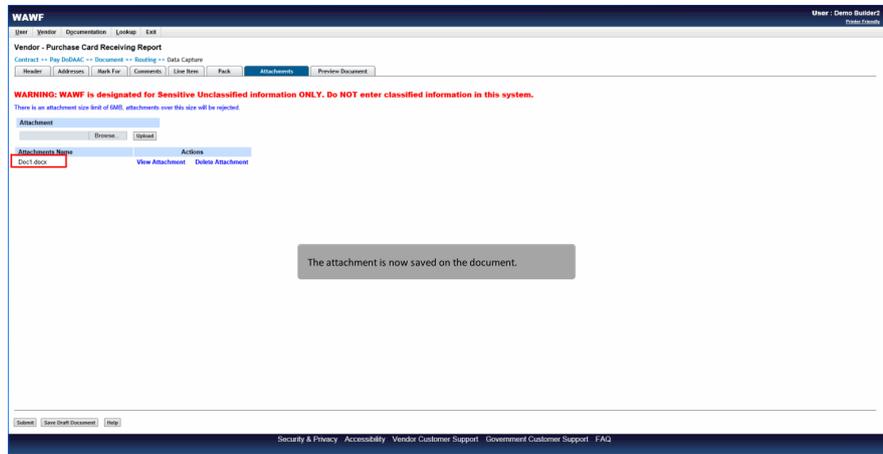
The Attachments page is displayed. The Vendor clicks the Browse button to locate the file that is to be attached.

Step 46



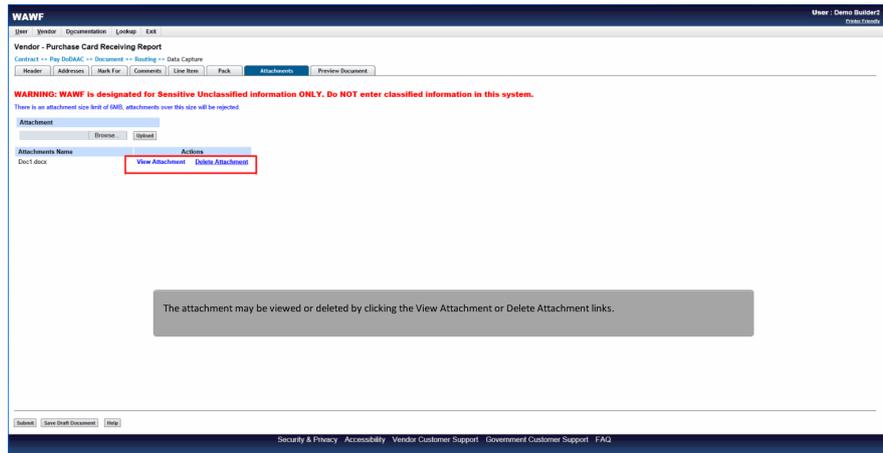
The Vendor clicks the Upload button to attach the selected document.

Step 47



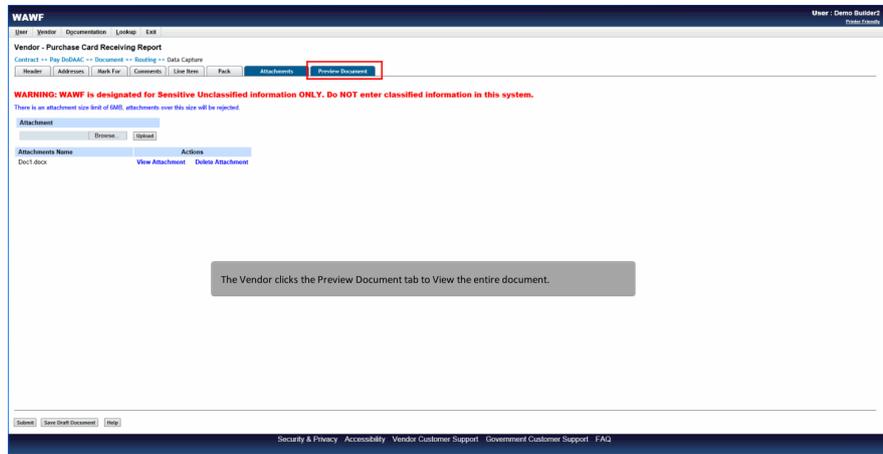
The attachment is now saved on the document.

Step 48



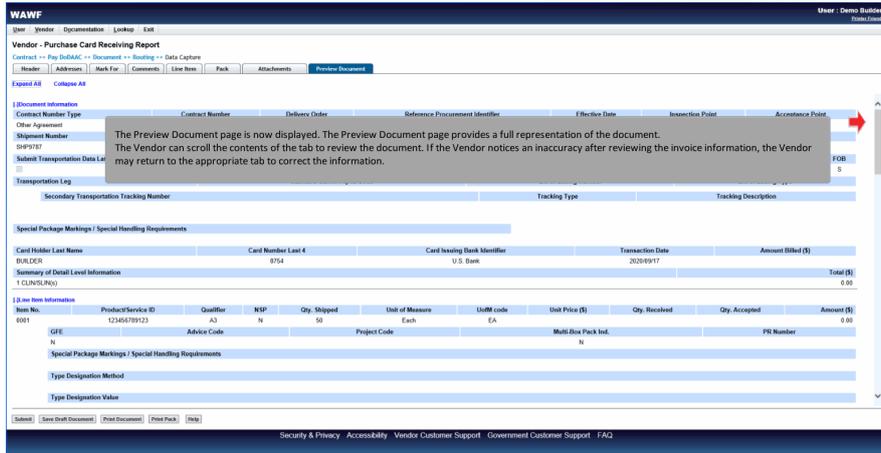
The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Step 49



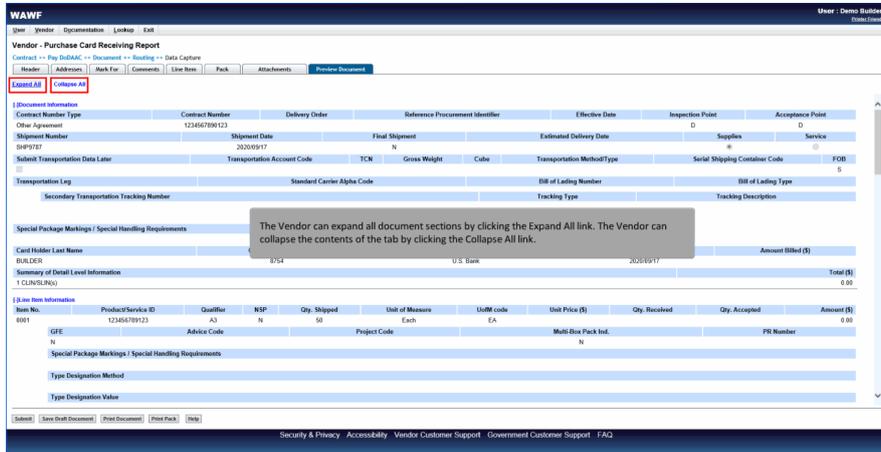
The Vendor clicks the Preview Document tab to View the entire document.

Step 50



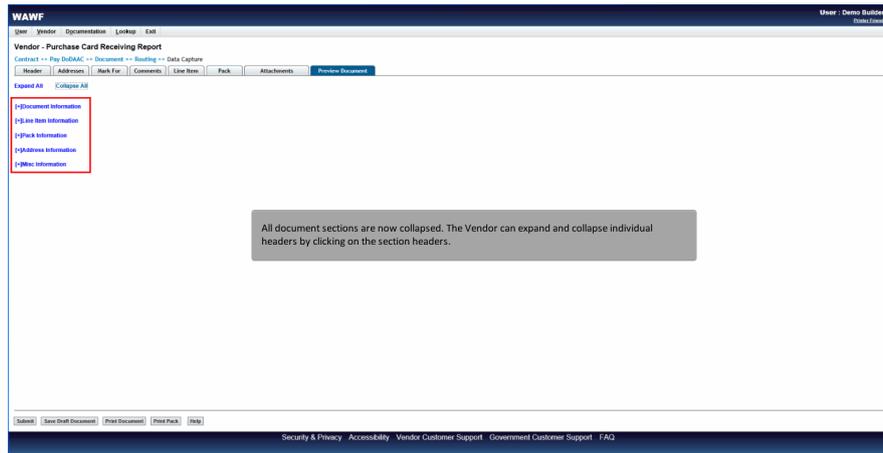
The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The Vendor can scroll the contents of the tab to review the document. If the Vendor notices an inaccuracy after reviewing the invoice information, the Vendor may return to the appropriate tab to correct the information.

Step 51



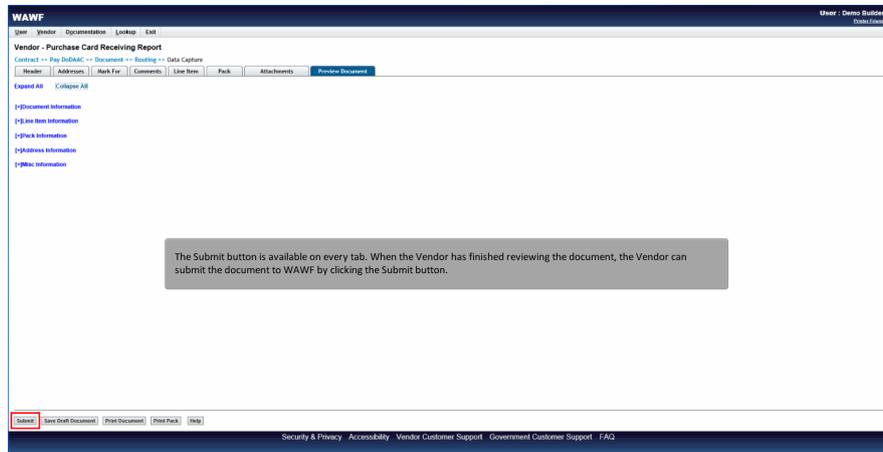
The Vendor can expand all document sections by clicking the Expand All link. The Vendor can collapse the contents of the tab by clicking the Collapse All link.

Step 52



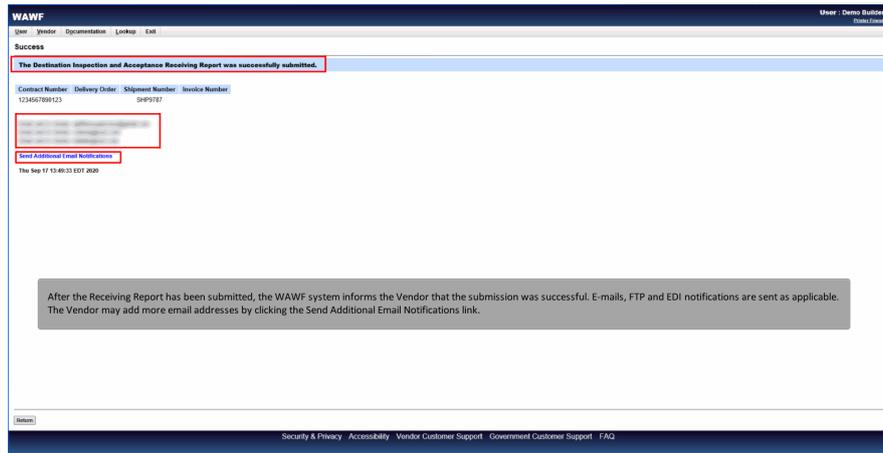
All document sections are now collapsed. The Vendor can expand and collapse individual headers by clicking on the section headers.

Step 53



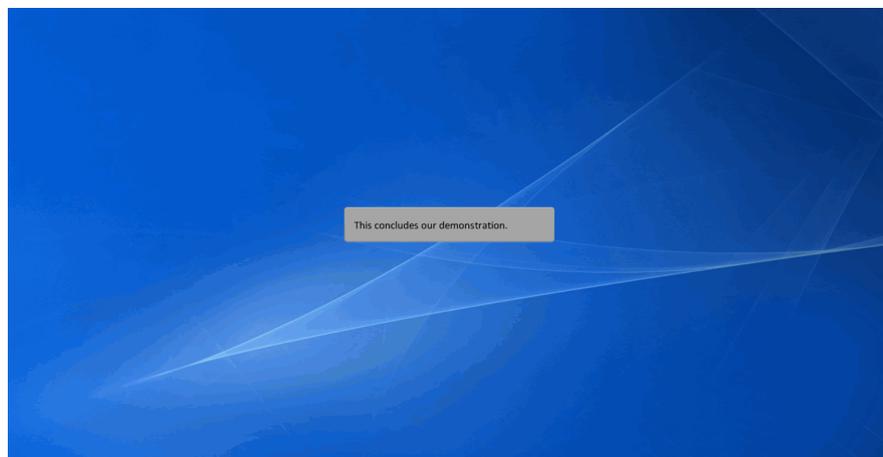
The Submit button is available on every tab. When the Vendor has finished reviewing the document, the Vendor can submit the document to WAWF by clicking the Submit button.

Step 54



After the Receiving Report has been submitted, the WAWF system informs the Vendor that the submission was successful. E-mails, FTP and EDI notifications are sent as applicable. The Vendor may add more email addresses by clicking the Send Additional Email Notifications link.

End



This concludes our demonstration.