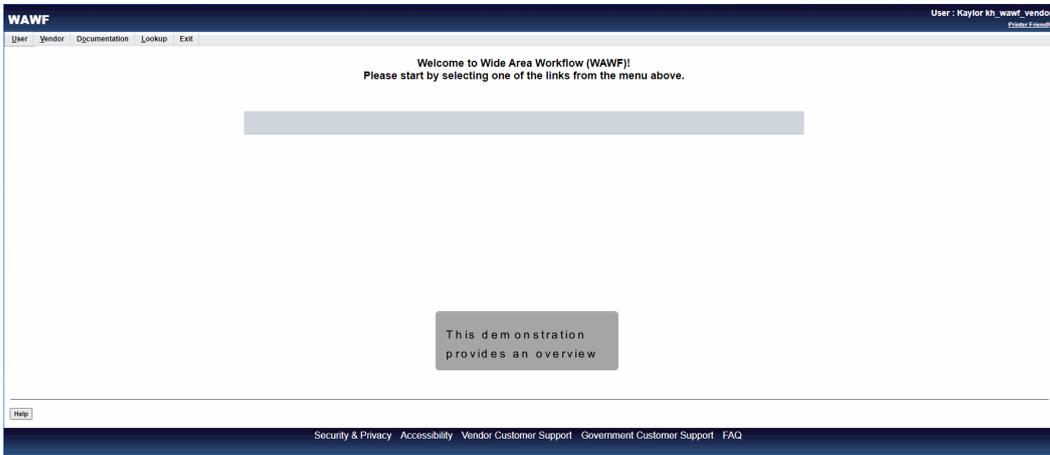


Intro



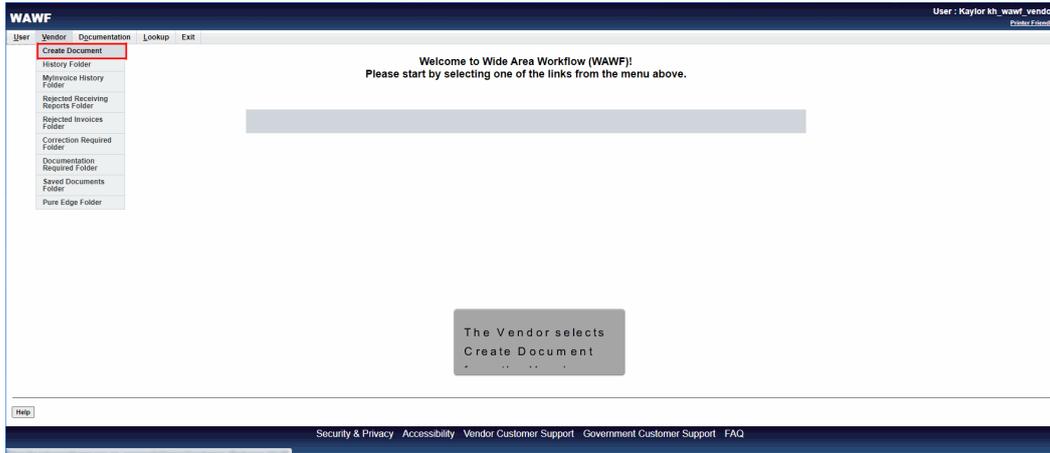
Welcome to PIEE Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 1



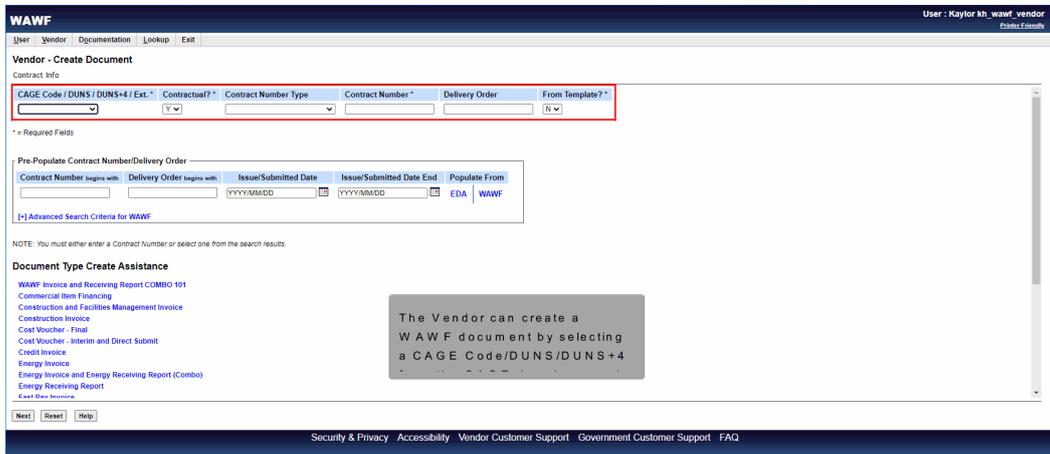
This demonstration provides an overview for a Vendor creating a Repairables Receiving Report.

Scene 2



The Vendor selects Create Document from the Vendor dropdown menu.

Scene 3



The Vendor can create a 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

WAWF User: Kaylor kh_wawf_vendor

User Vendor Documentation Lookup Exit

Vendor - Create Document

Contract Info

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

381202519552827 * Y DoD Contract (FAR) N881719D1000 W9127821F2012

* = 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

(*) Advanced Search Criteria for WAWF

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

Document Type Create Assistance

WAWF Invoice and Receiving Report COMBO 101
 Commercial Item Financing
 Construction and Facilities Management Invoice
 Construction Invoice
 Cost Voucher - Final
 Cost Voucher - Interim and Direct Submit
 Credit Invoice
 Energy Invoice
 Energy Invoice and Energy Receiving Report (Combo)
 Energy Receiving Report
 Fast Ship Invoice

Next Previous Help

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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.

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.

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

WAWF User: Kaylor kh_wawf_vendor

User Vendor Documentation Lookup Exit

Vendor - Create Document

Contract -> Pay DoDAAC

INFO: Contract contains PDS data in EDA. This data will be used to pre-populate certain fields on the document.
 WARNING: Changes to pre-populated values may require a Contract Modification. Please contact the cognizant Contract Administration Office listed in your contract/order for authorization prior to making any changes to the terms and conditions.
 INFO: Click the Previous button or Contract -> link to enter a different Contract Number or continue creating the document.

Contractual Reference Procurement Identifier: Contract Number Type Contract Number Delivery Order CAGE DUNS DUNS-4 Extension Pay Official *

Y 8881719D1000 DoD Contract (FAR) N881719D1000 W9127821F2012 36126 251955126 8102090

* = Required Fields

Select CLIN/SLIN: *	Inspect By DoDAAC	Accept By DoDAAC	Ship To DoDAAC	DCIA DoDAAC	Mark For DoDAAC	Inspection Point	Acceptance Point	Services	Supplies	FOB	Currency Code	FMS Case Identifier	Contract Type
<input type="checkbox"/> 0001	FU4417	FU4417				S	S		Y	D		GY-D-002	Cost Plus Fixed Fee
<input type="checkbox"/> 0002								Y		D		GY-D-002	Cost Plus Fixed Fee
<input type="checkbox"/> 0003								Y		D			Cost Plus Fixed Fee
<input type="checkbox"/> 0004			W31XNJ					Y		D			Cost Plus Fixed Fee

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

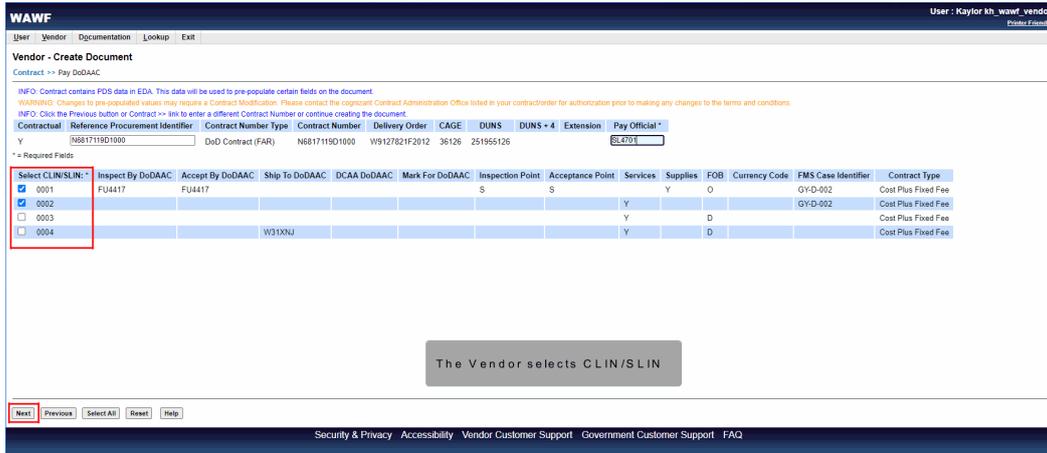
Next Previous Select All Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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

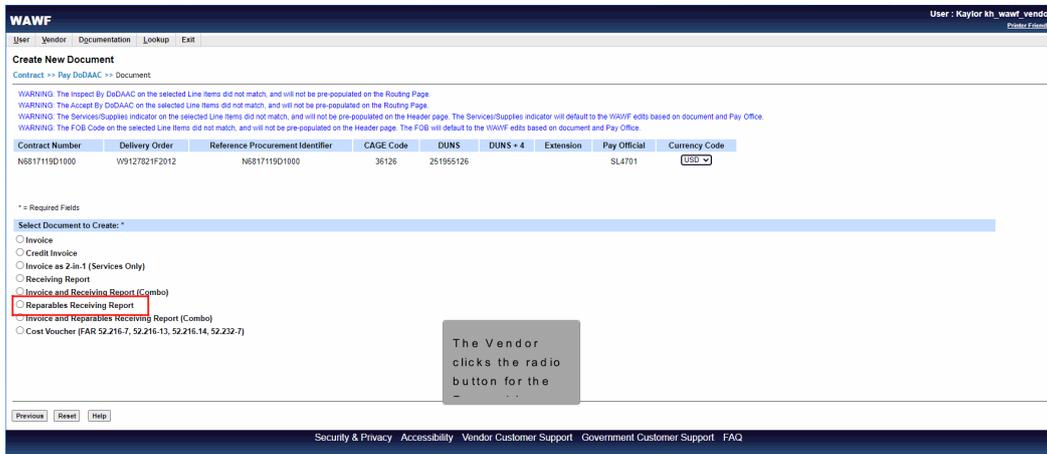
The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

Scene 6



The Vendor selects CLIN/SLIN and clicks the Next button.

Scene 7



The Vendor clicks the radio button for the Reparables Receiving Report.

Scene 8

WAWF User: Kaylor kh_wawf_vendor

Contract --> Pay DuDAAC --> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
N6817119D1000	W9127821F2012	N6817119D1000	36126	251955126			SL4701	USD

* = Required Fields

Select Document to Create:

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services Only)
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report**
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216-14, 52.232-7)

Inspection: Acceptance: From Invoice FMS

The Vendor can create a Reparables Receiving Report from Invoice.

Next Previous Reset Help

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The Vendor can create a Reparables Receiving Report from Invoice.

The Vendor can mark the Document as FMS.

Scene 9

WAWF User: Kaylor kh_wawf_vendor

Contract --> Pay DuDAAC --> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
N6817119D1000	W9127821F2012	N6817119D1000	36126	251955126			SL4701	

* = Required Fields

Select Document to Create:

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services Only)
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report**
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216-14, 52.232-7)

Inspection: Acceptance: From Invoice FMS

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.

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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 10

NOTE: Only the following workflows are allowed for an FMS Reparables Receiving Report:

- Source/Source
- Source/Other
- Other/Other
- Destination/Other

Click the Next button to continue creating a document.

Scene 11

The Routing page is displayed.

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.

The Mark For Code is Mandatory for an FMS Reparables Receiving Report and must be a valid MAPAC.

Scene 12

The screenshot shows the 'Vendor - Repairables Receiving Report' form in the WAWF system. The 'Routing' tab is selected. A callout box states: 'The Vendor enters the Routing Code information. WAWF routes documents electronically using the location codes so make sure the information is correct according to the latest'.

The Vendor enters the Routing Code information.

WAWF routes documents electronically using the location codes so make sure the information is correct according to the latest contract information. In some cases, your contract may require you to complete one or more of the optional location code fields. If needed, ask your contracting officer for clarification.

The Vendor clicks the Next button to continue.

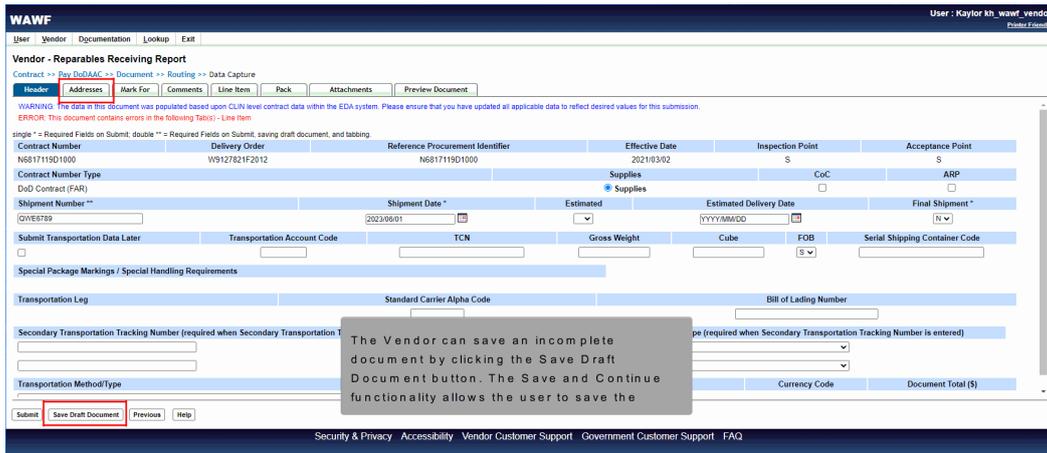
Scene 13

The screenshot shows the 'Vendor - Repairables Receiving Report' form in the WAWF system. The 'Data Capture' tab is selected. A callout box states: 'The Data Capture tabs are displayed with the Header as the Active tab. The Vendor enters the Shipment Number, Shipment Date and Final Shipment data for the Repairables Receiving Report.' Red boxes highlight the 'Shipment Number', 'Shipment Date', and 'Final Shipment' fields.

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

The Vendor enters the Shipment Number, Shipment Date and Final Shipment data for the Repairables Receiving Report.

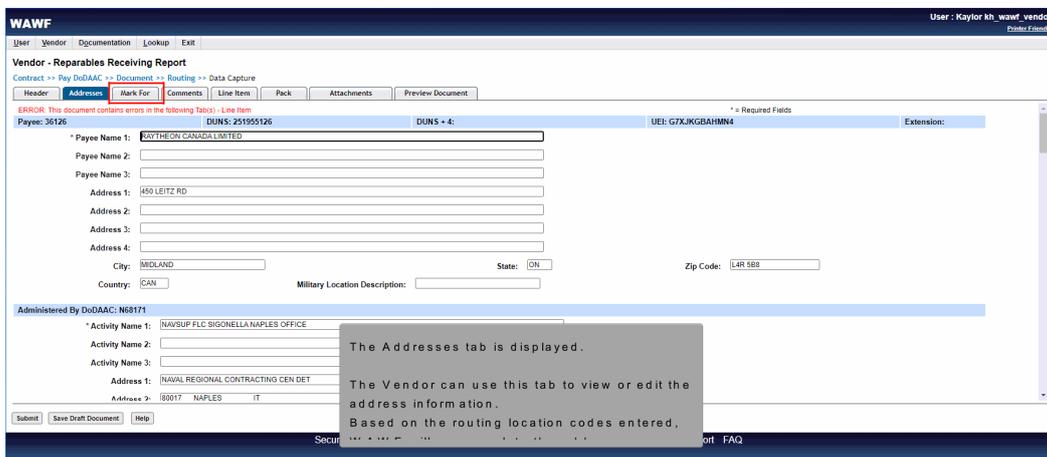
Scene 14



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.

Click the Address Tab to continue.

Scene 15

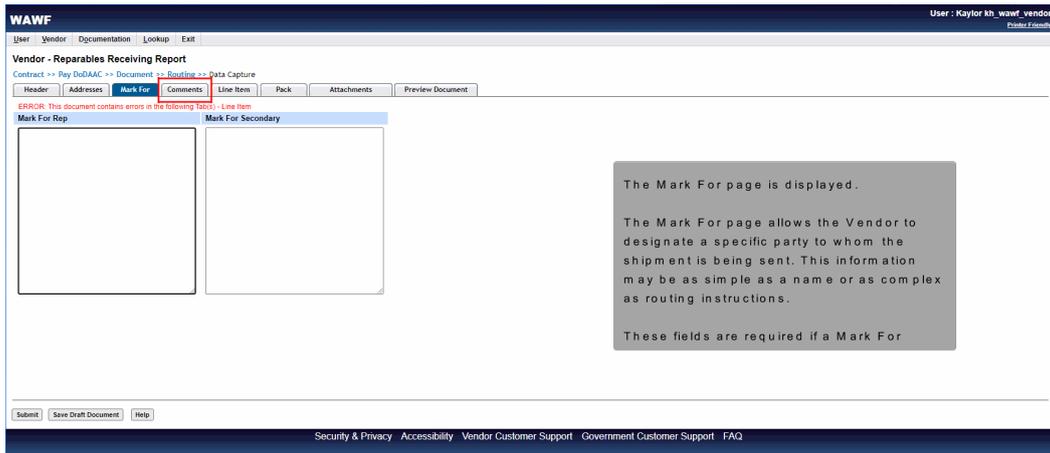


The Addresses tab is displayed.

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.

Click the Mark For tab to continue.

Scene 16



The Mark For page is displayed.

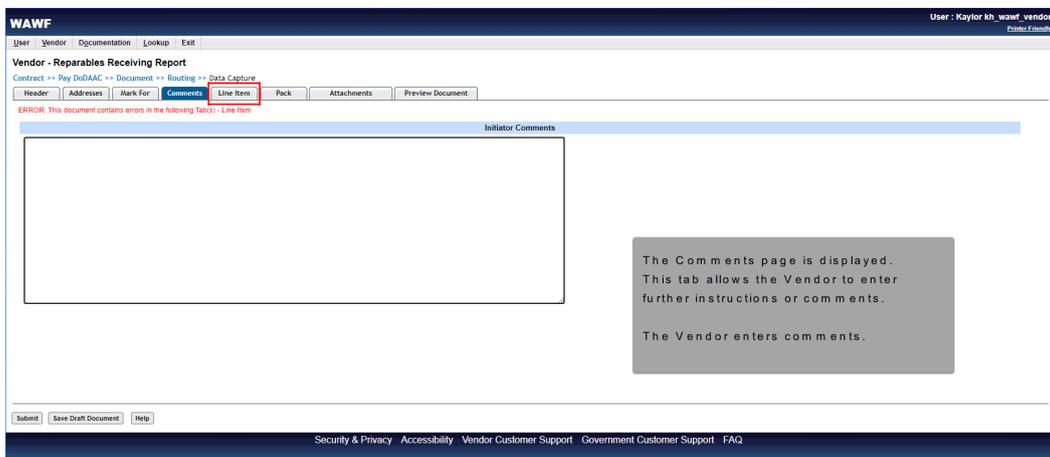
The Mark For page allows the Vendor to designate a specific party to whom the shipment is being sent. This information may be as simple as a name or as complex as routing instructions.

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 17



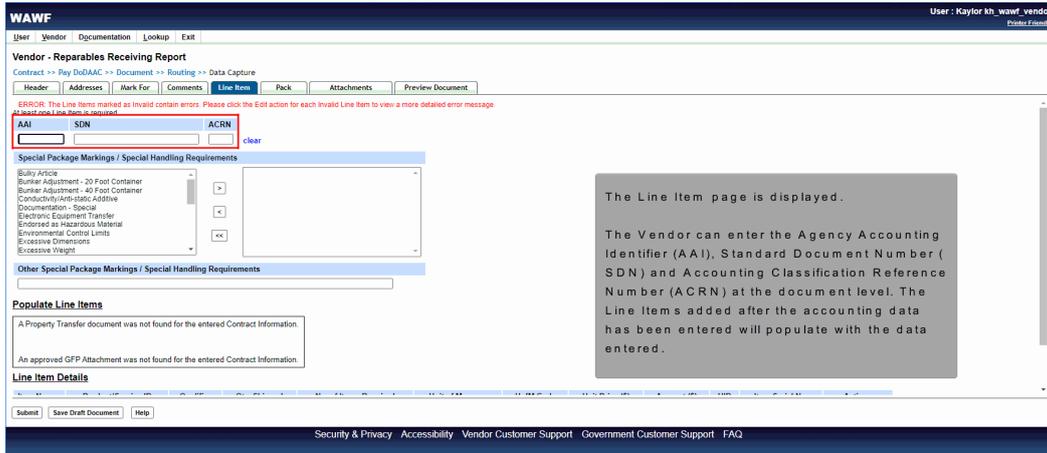
The Comments page is displayed.

This tab allows the Vendor to enter further instructions or comments.

The Vendor enters comments.

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

Scene 18

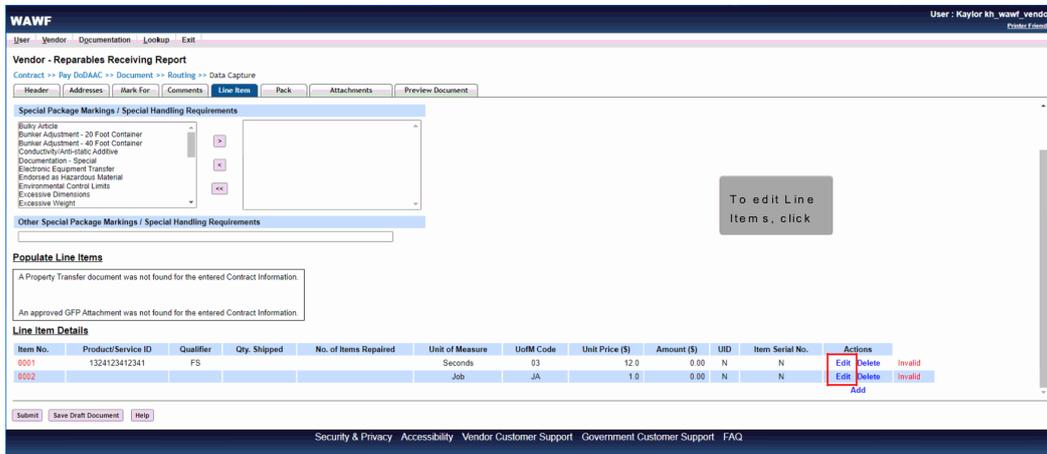


The Line Item page is displayed.

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.

Scene 19



To edit Line Items, click the Edit button.

Scene 20

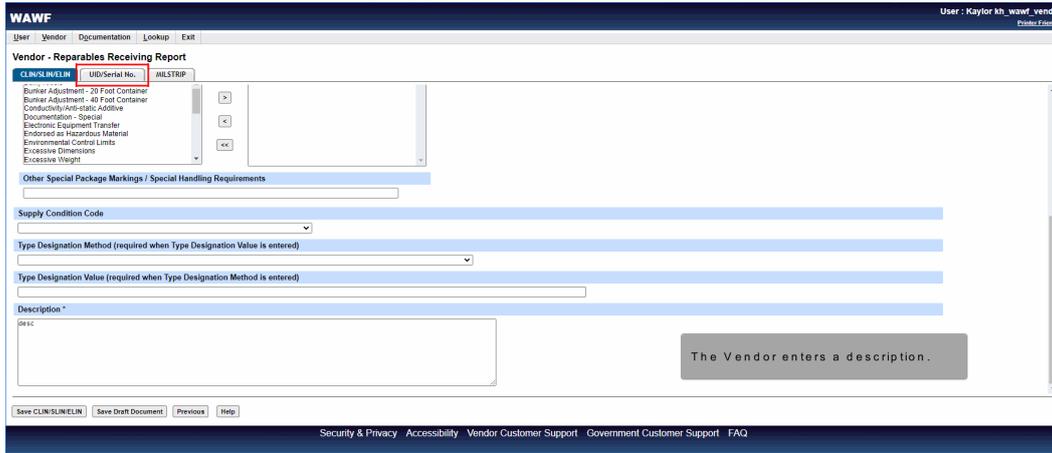
The CLIN/SLIN/ELIN page is displayed.

Scene 21

The Vendor enters the Line Item Information for the Repairables Receiving Report.

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

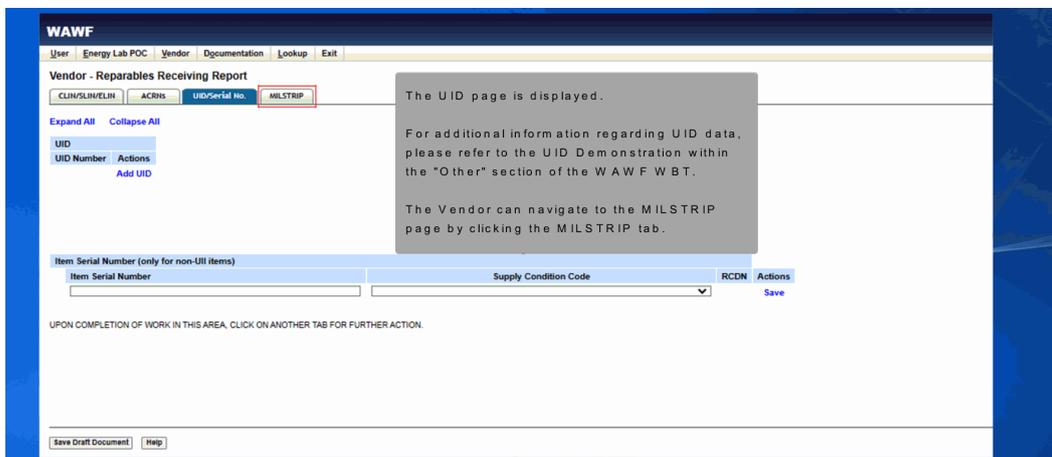
Scene 22



The Vendor enters a description.

Click the UID tab to continue.

Scene 23

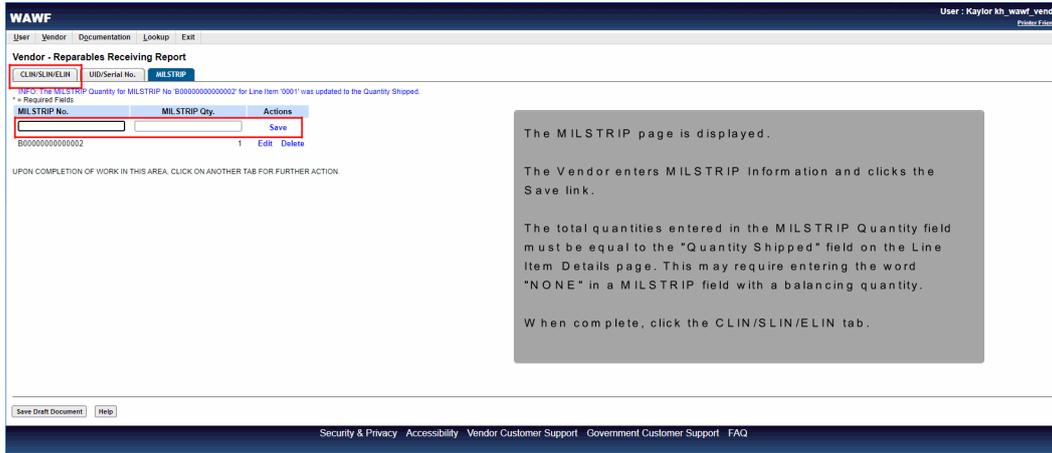


The UID page is displayed.

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

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

Scene 24



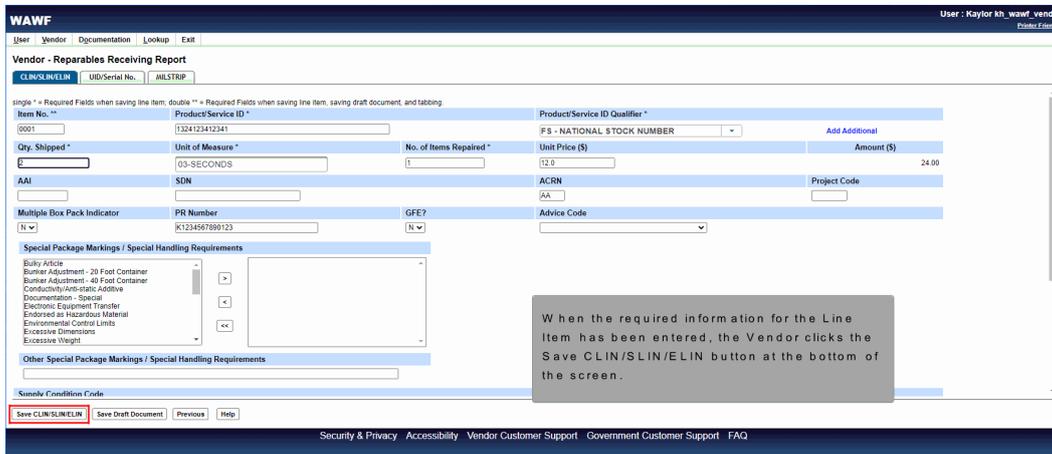
The MILSTRIP page is displayed.

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.

When complete, click the CLIN/SLIN/ELIN tab.

Scene 25



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 26

WAWF Vendor - Reparables Receiving Report

Contract >> Play DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Mark For Comments Line Item **Pack** Attachments Preview Document

Special Package Markings / Special Handling Requirements

Bulky Article
Bunker Adjustment - 20 Foot Container
Bunker Adjustment - 40 Foot Container
Conductivity/Anti-static Additive
Documentation - Special
Electronic Equipment Transfer
Engineered as Hazardous Material
Environmental Control Limits
Excessive Dimensions
Excessive Weight

Other Special Package Markings / Special Handling Requirements

Populate Line Items

A Property Transfer document was not found for the entered Contract Information.
An approved GFP Attachment was not found for the entered Contract Information.

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	No. of Items Repaired	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	UID	Item Serial No.	Actions
0001	1324123412341	FS	1	1	Seconds	03	12.0	12.00	N	N	Edit Delete
0002	1234	LUX	1	1	Job	JA	1.0	1.00	N	N	Edit Delete Add

Submit Save Draft Document Help

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User: Kaylor kh_wawf_vendor
Display Name

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.

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.

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

Scene 27

WAWF Vendor - Reparables Receiving Report

Contract >> Play DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Mark For Comments Line Item **Pack** Attachments Preview Document

Pack Later

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" link disappears from the page.

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

User: Kaylor kh_wawf_vendor
Display Name

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" link disappears from the page.

The Pack Page is displayed.

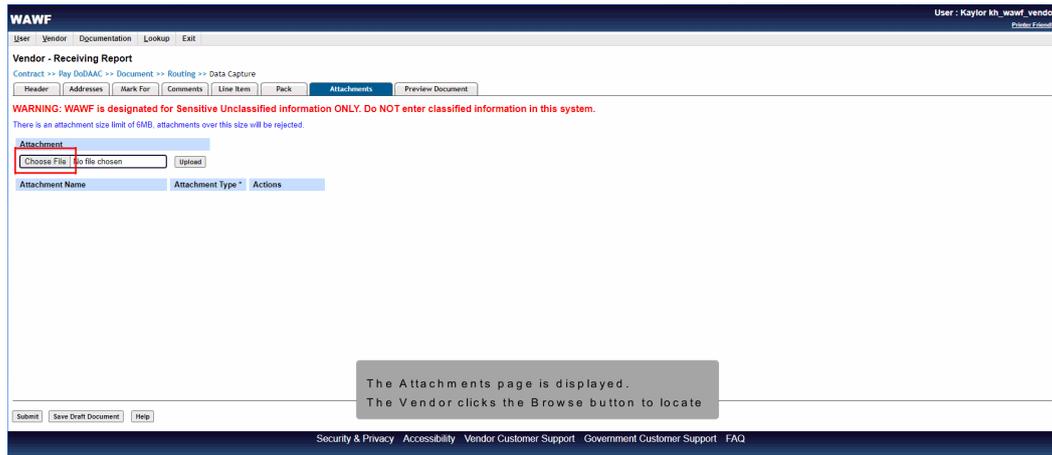
The Vendor has the option of "packing later" which is submitting the document and returning later to create the Packaging information.

When the Vendor selects the Pack Later checkbox, the "Add" 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.

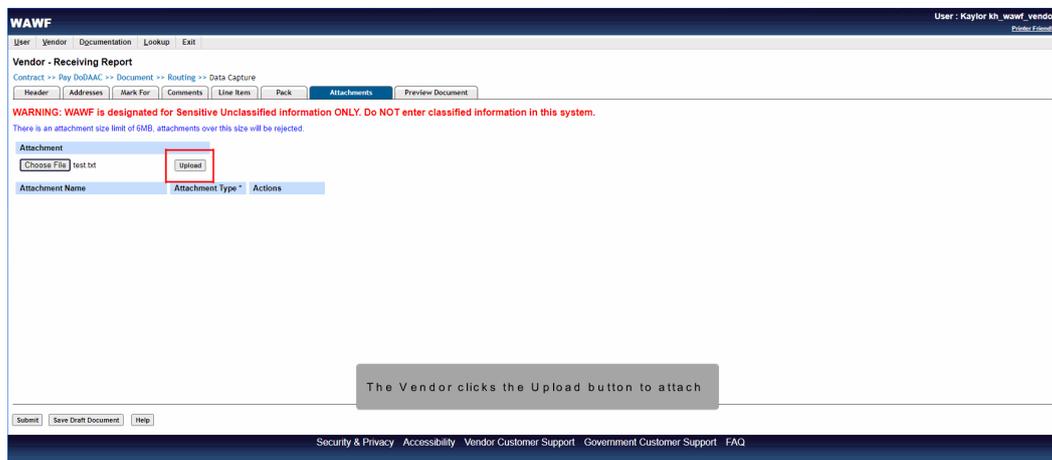
The Vendor Clicks the Attachment tab to continue.

Scene 28



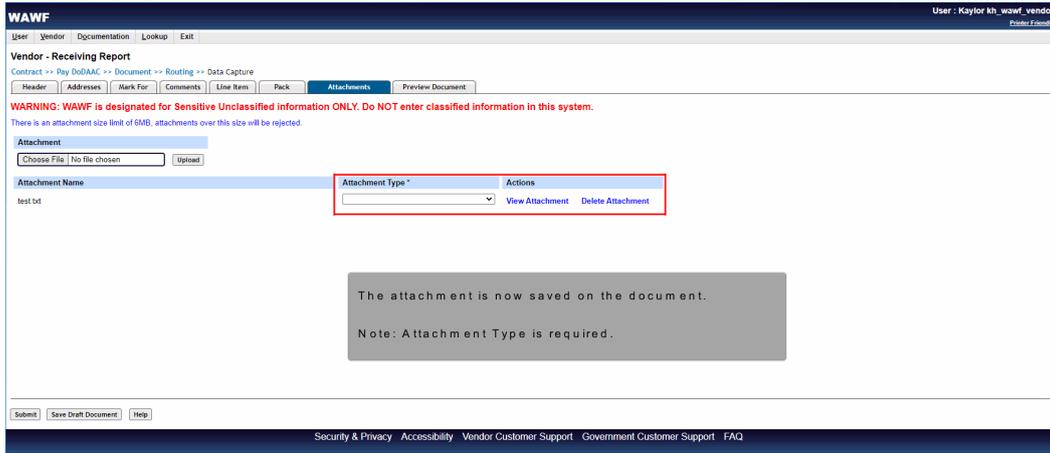
The Attachments page is displayed.
The Vendor clicks the Browse button to locate the file that is to be attached.

Scene 29



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

Scene 30

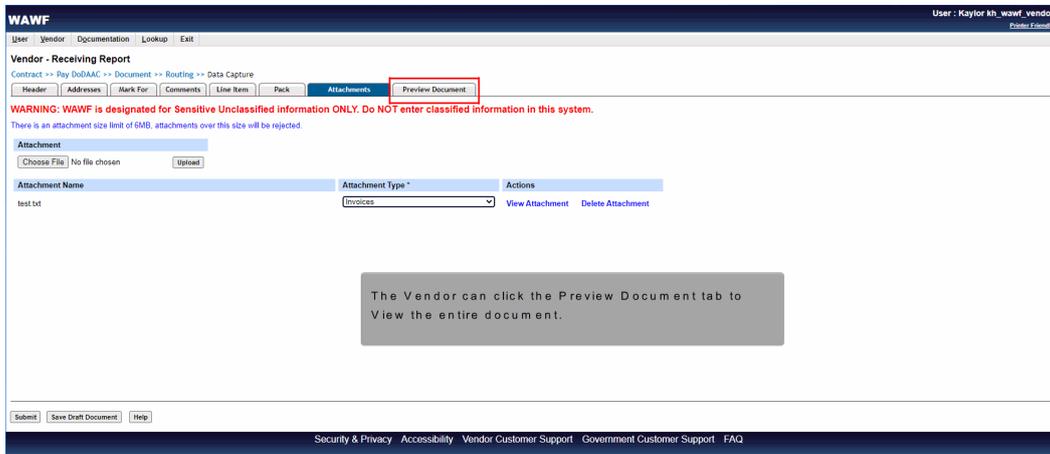


The attachment is now saved on the document.

Note: Attachment Type is required.

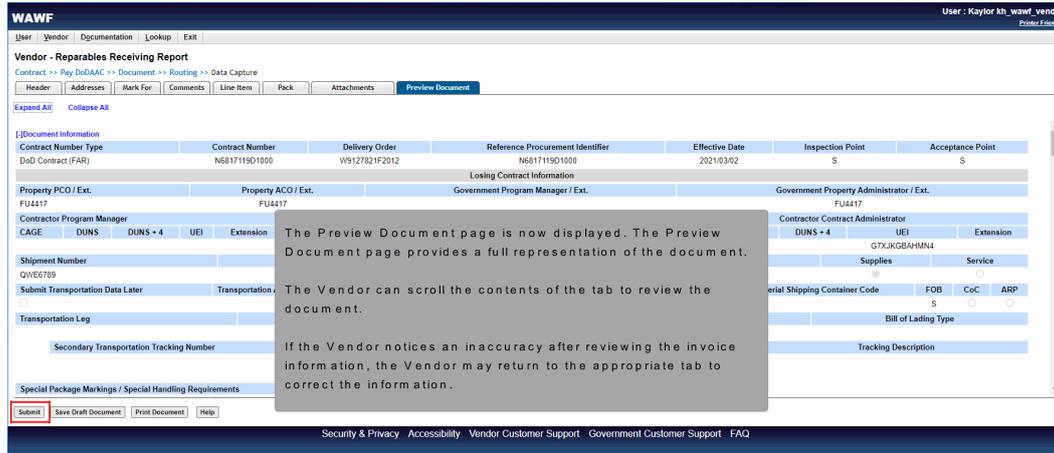
The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Scene 31



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

Scene 32



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

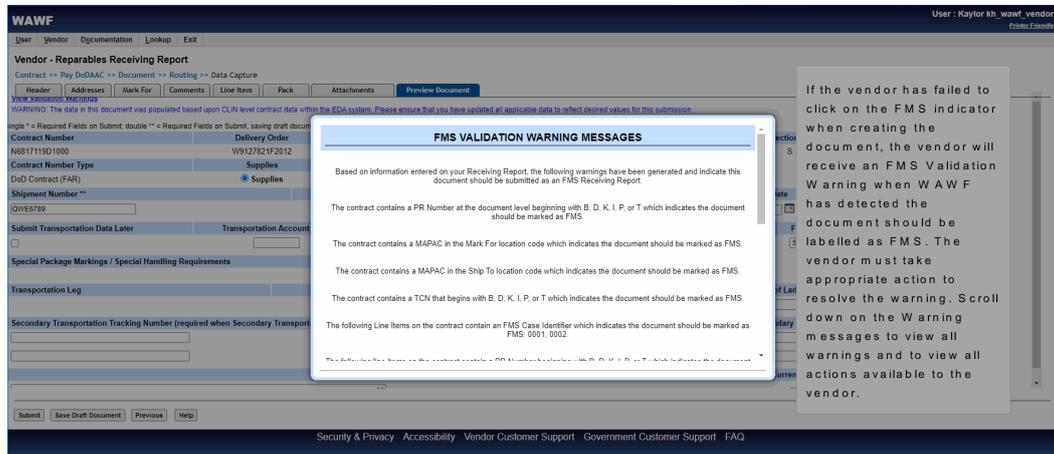
The Vendor can scroll the contents of the tab to review the document.

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

The "Submit" button is available on every tab.

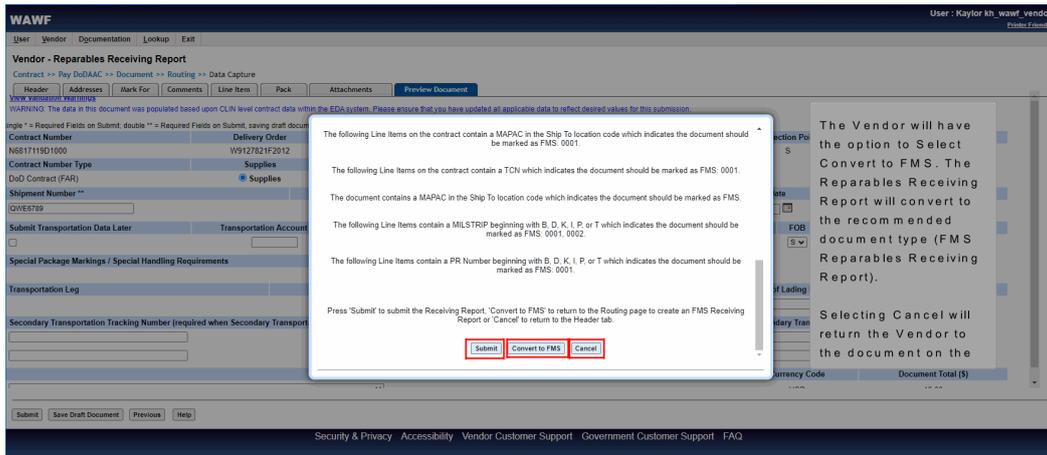
When the Vendor has finished reviewing the document, the Vendor can submit the document to WAWF by clicking the "Submit" button.

Scene 33



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 34



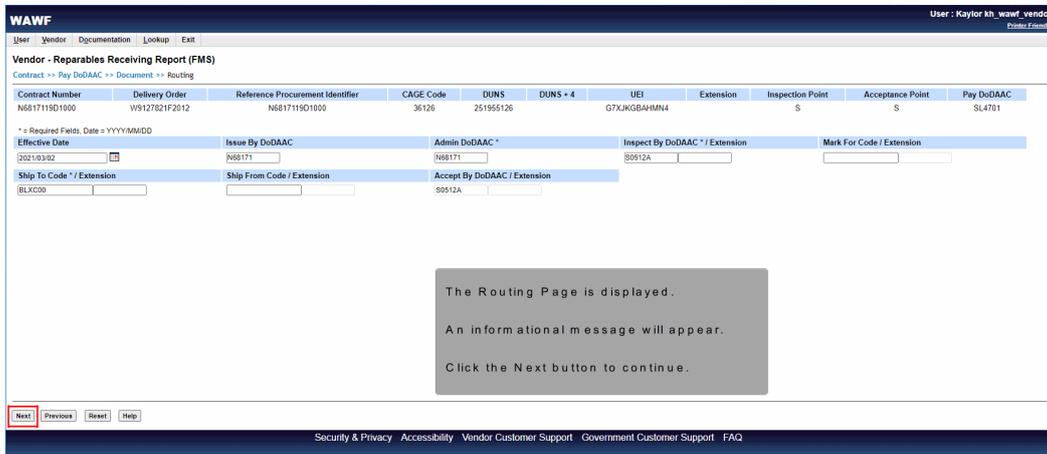
The Vendor will have the option to Select Convert to FMS. The Repairables Receiving Report will convert to the recommended document type (FMS Repairables Receiving Report).

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 35

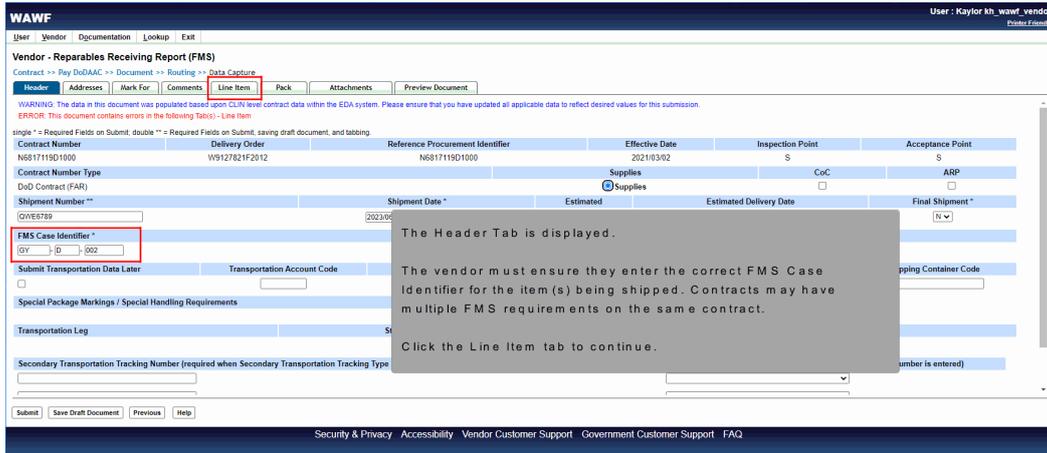


The Routing Page is displayed.

An informational message will appear.

Click the Next button to continue.

Scene 36

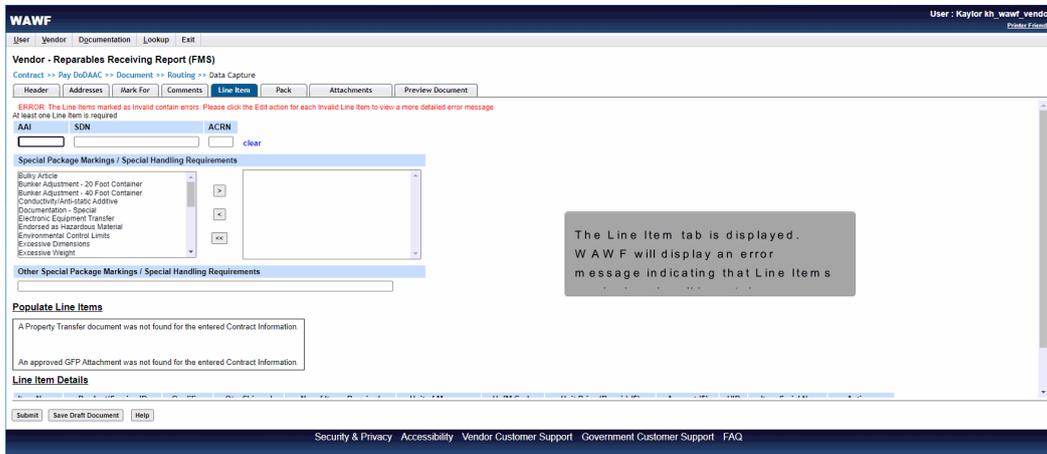


The Header Tab is displayed.

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.

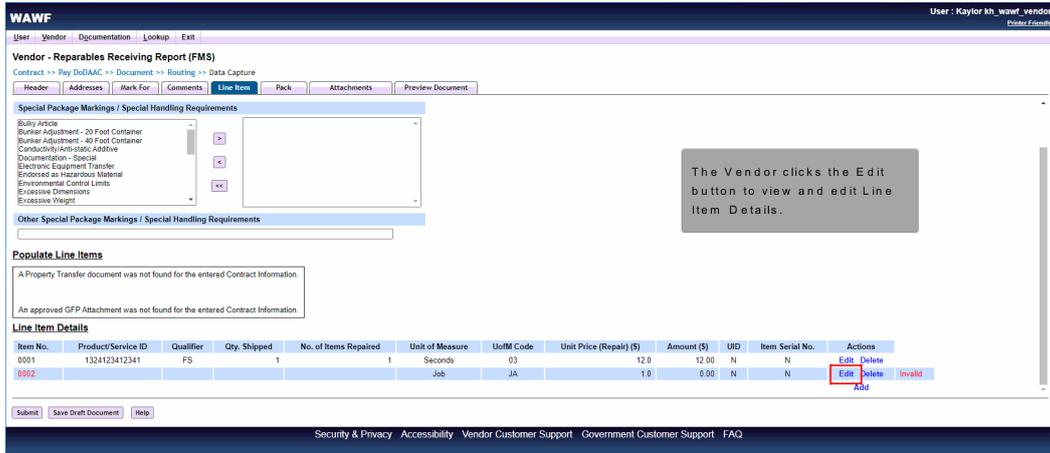
Scene 37



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

Scroll down to see Line Item Details.

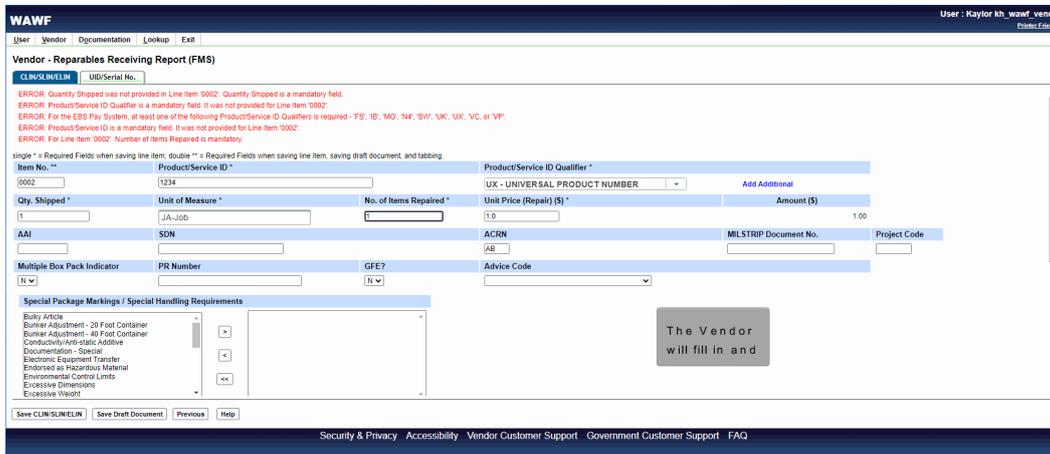
Scene 38



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

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

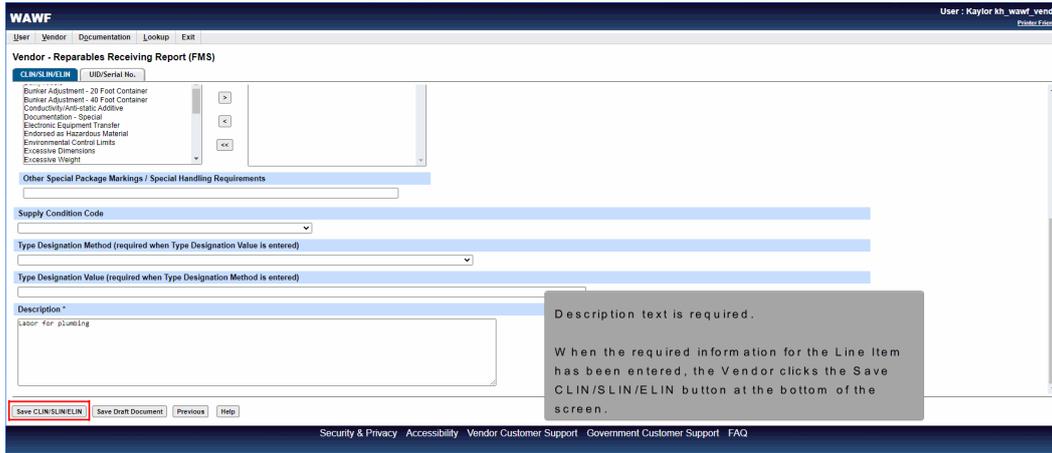
Scene 39



The Vendor will fill in and correct all applicable data.

The Vendor will fill in and correct all applicable data.

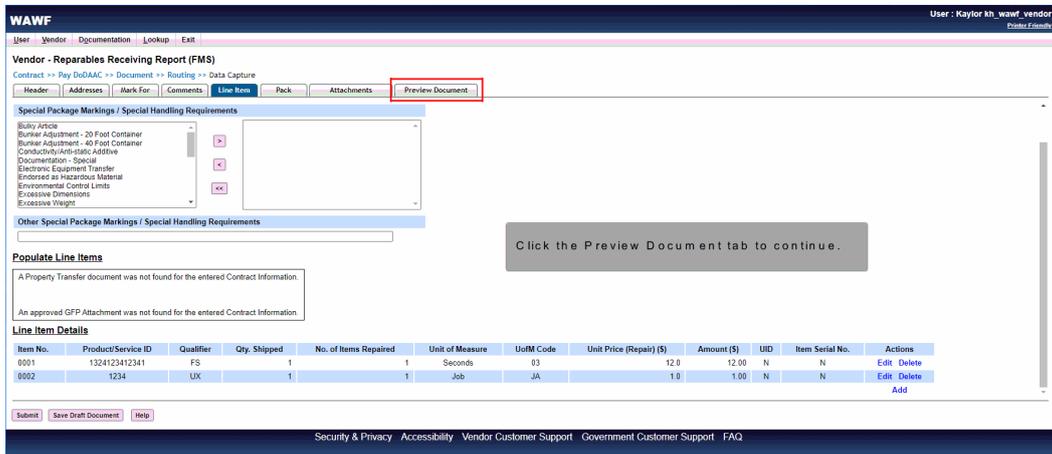
Scene 40



Description text is required.

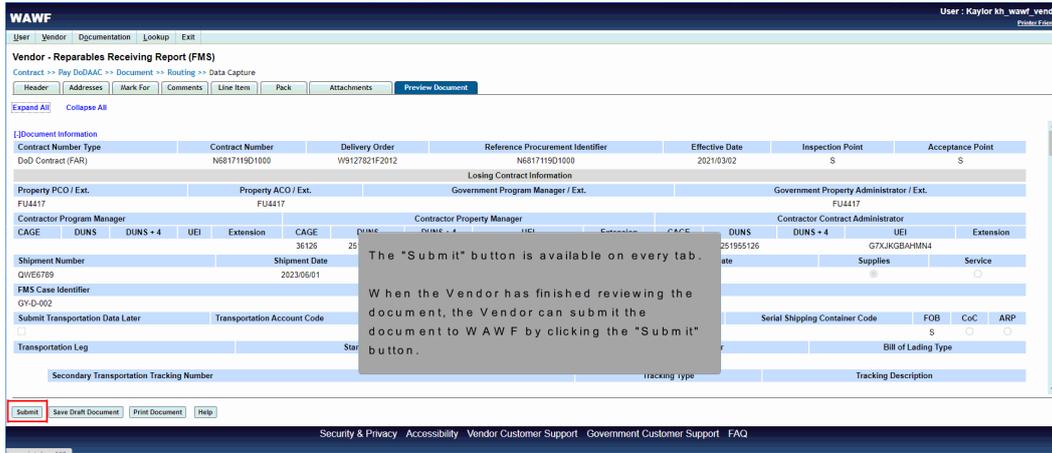
When the required information for the Line Item has been entered, the Vendor clicks the Save CLIN/SLIN/ELIN button at the bottom of the screen.

Scene 41



Click the Preview Document tab to continue.

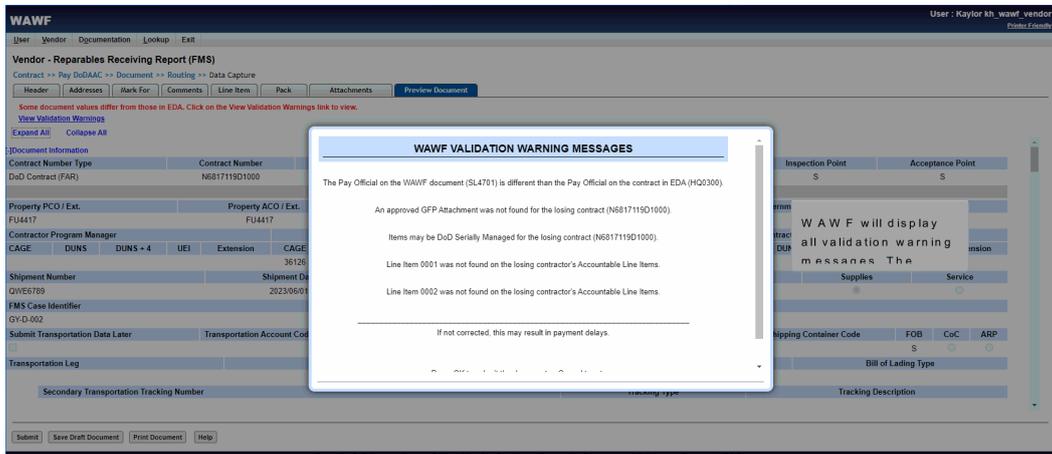
Scene 42



The "Submit" button is available on every tab.

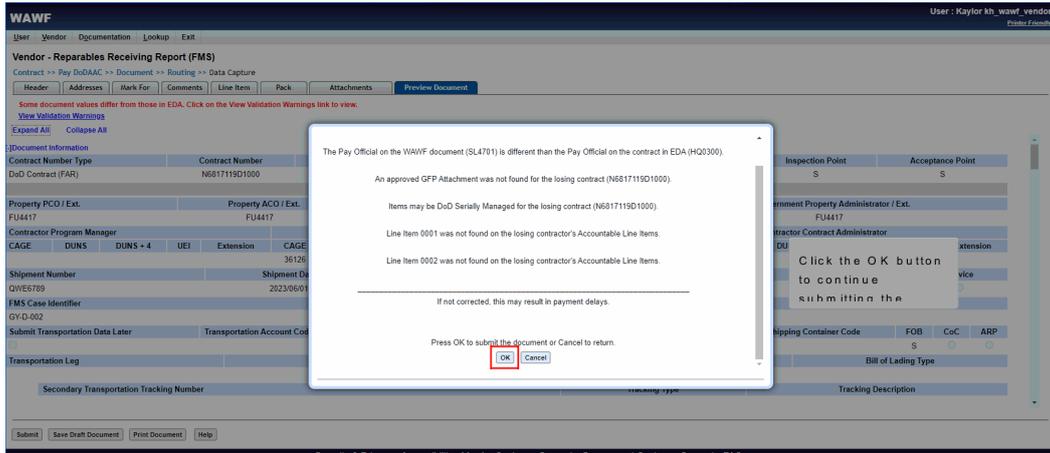
When the Vendor has finished reviewing the document, the Vendor can submit the document to WAWF by clicking the "Submit" button.

Scene 43



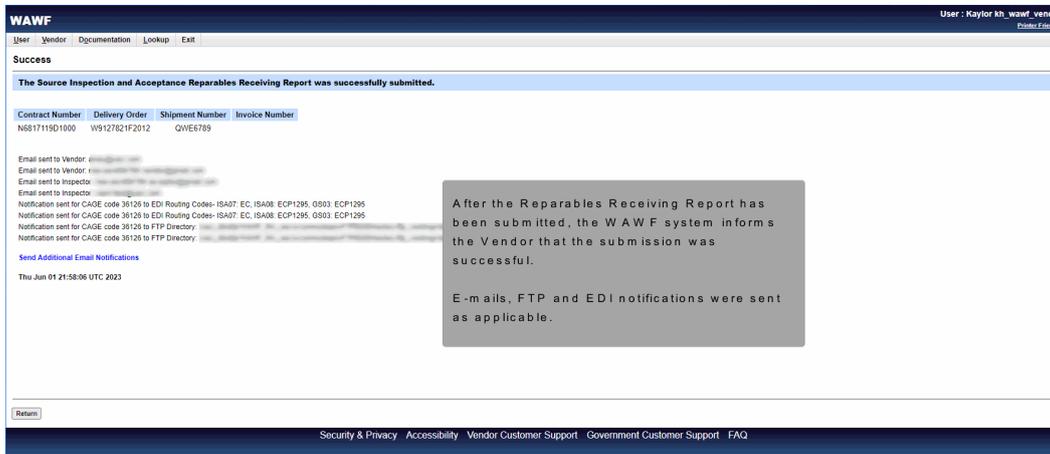
WAWF will display all validation warning messages. The Vendor scrolls down to see options.

Scene 44



Click the OK button to continue submitting the Repairables Receiving Report document.

Scene 45



After the Repairables Receiving Report 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.