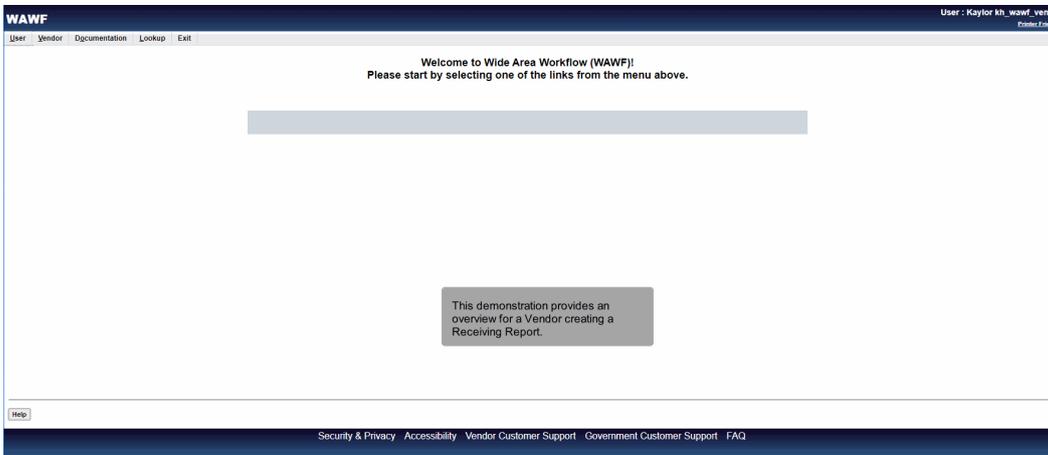


Intro



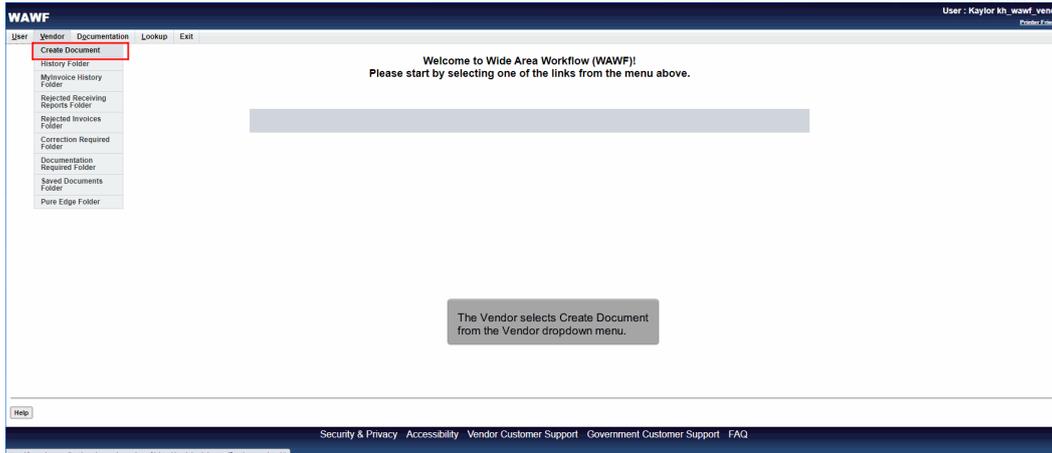
Welcome to PIEE Business Suite.  
This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 1



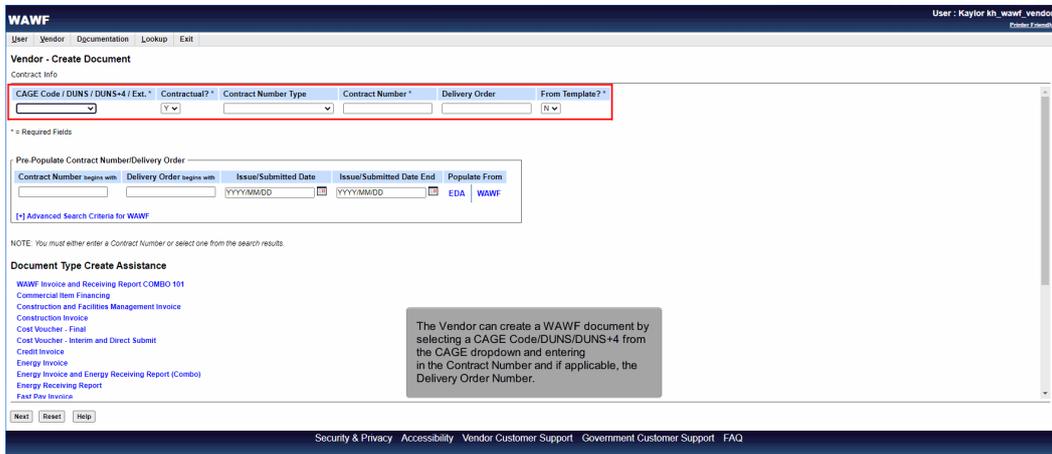
This demonstration provides an overview for a Vendor creating a Receiving Report.

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

Vendor - Create Document

Contract Info

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

06481039134218 / Y DoD Contract (FAR) HQ042323C9001

\* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with Delivery Order begins with Issue/Submitted Date Issue/Submitted Date End Populates From

YYYYMMDD YYYYMMDD EDA WAWF

[+] 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 Fee Invoice

Next Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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.

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

Vendor - Create Document

Contract -> Pay DoDAAC

INFO: Unable to retrieve PDS XML from EDA. The PDS XML was not found in EDA.  
INFO: Contract contains non-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 cognate 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 DoD Contract (FAR) HQ042323C9001 06481 039134218 HQ0339

\* = Required Fields

Select CLIN(S)/LIN: \*

Select CLIN(S)/LIN: *	Inspect By DoDAAC	Accept By DoDAAC	Ship To DoDAAC	DCAA DoDAAC	Mark For DoDAAC	Inspection Point	Acceptance Point	Services	Supplies	FOB	Currency Code	FMS Case Identifier	Contract Type
<input type="checkbox"/> 0001			HQ0476			D	D						
<input type="checkbox"/> 0002			HQ0476					Y					
<input type="checkbox"/> 0003			HQ0476					Y					
<input type="checkbox"/> 0004			HQ0476					Y					
<input type="checkbox"/> 0005			HQ0476					Y					

Next Previous Select All Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

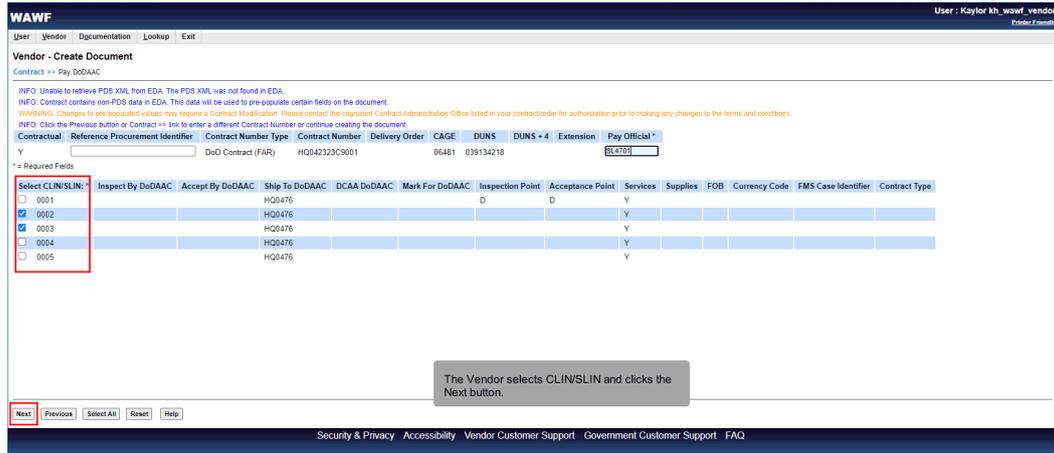
The Pay DoDAAC will be pre-populated from the EDA system if the contract number exists in the EDA system.

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

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

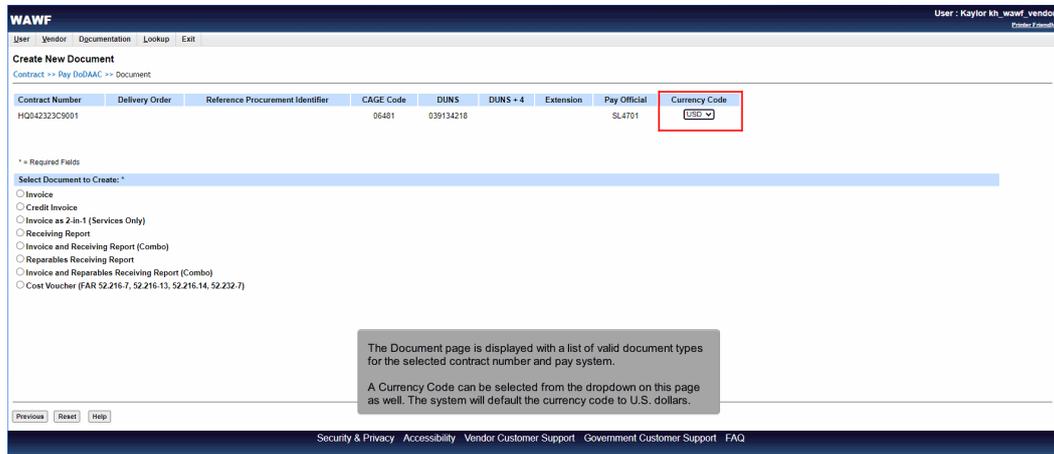
The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

Scene 6



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

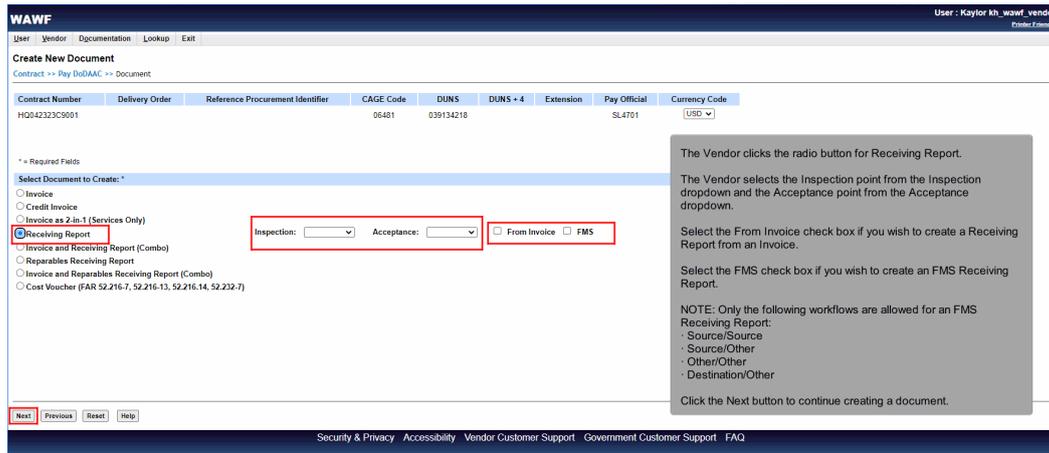
Scene 7



The Document page is displayed with a list of valid document types for the selected contract number and pay system.

A Currency Code can be selected from the dropdown on this page as well. The system will default the currency code to U.S. dollars.

Scene 8



The Vendor clicks the radio button for Receiving Report.

The Vendor selects the Inspection point from the Inspection dropdown and the Acceptance point from the Acceptance dropdown.

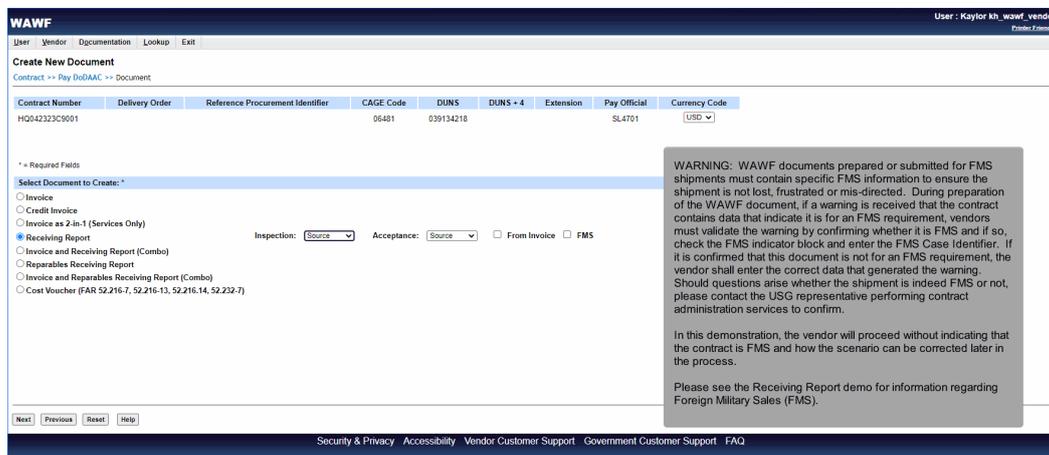
Select the From Invoice check box if you wish to create a Receiving Report from an Invoice.

Select the FMS check box if you wish to create an FMS Receiving Report.

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

- Source/Source
- Source/Other

Scene 9

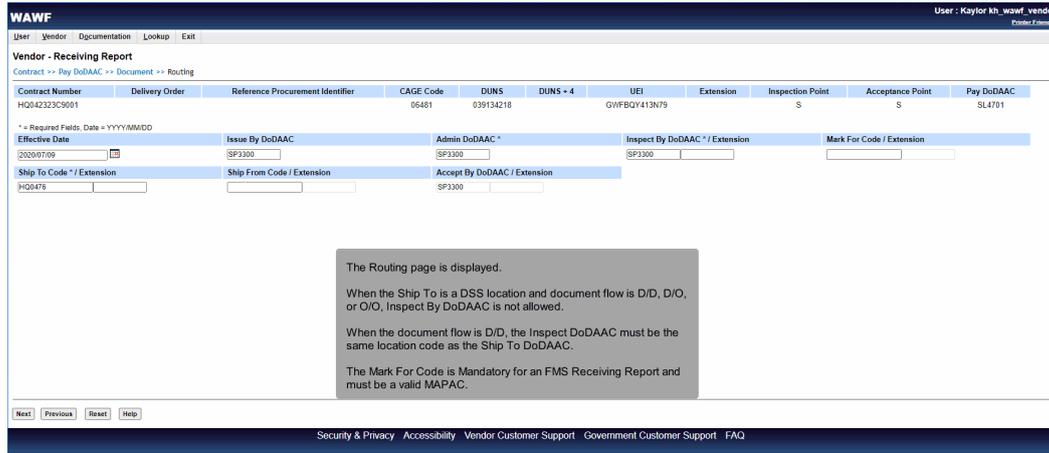


WARNING: WAWF documents prepared or submitted for FMS shipments must contain specific FMS information to ensure the shipment is not lost, frustrated or mis-directed. During preparation of the WAWF document, if a warning is received that the contract contains data that indicate it is for an FMS requirement, 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



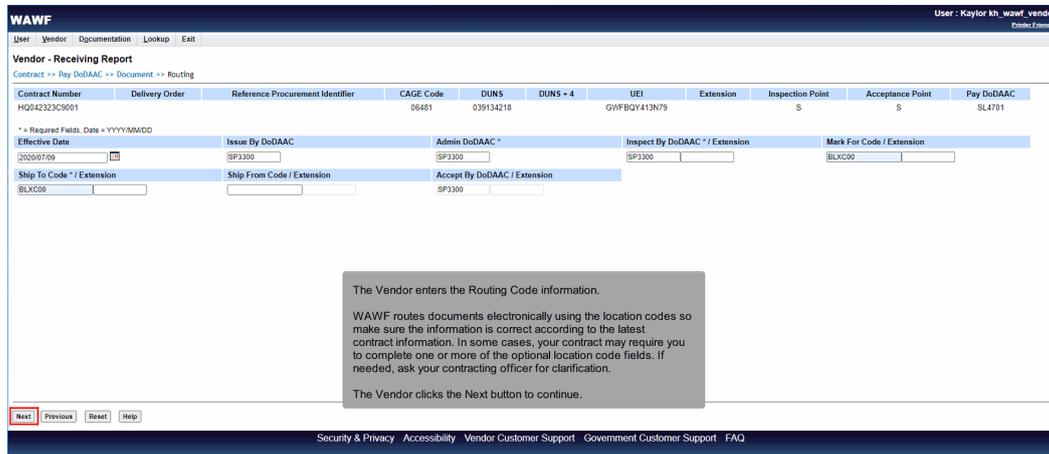
The Routing page is displayed.

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 Receiving Report and must be a valid MAPAC.

Scene 11

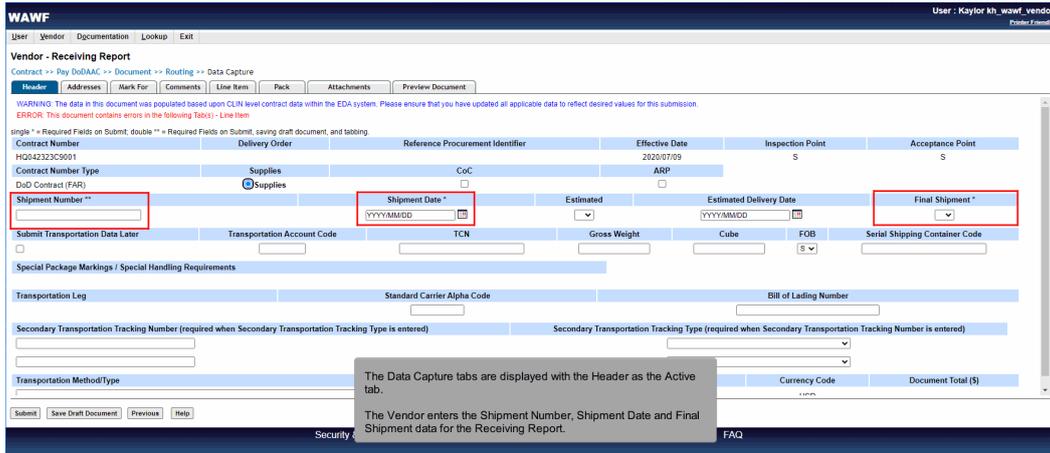


The Vendor enters the Routing Code information.

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.

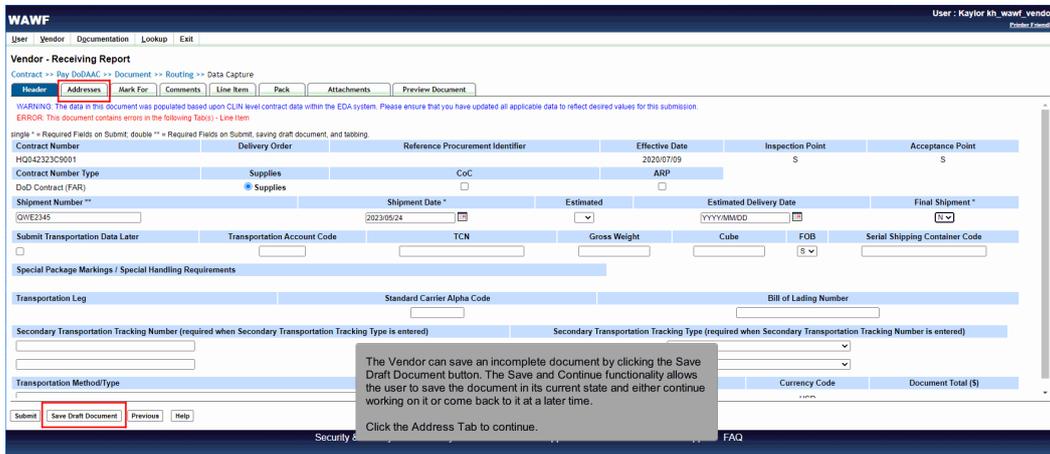
Scene 12



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 Receiving Report.

Scene 13



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 14

The Addresses tab is displayed.

The Vendor can use this tab to view or edit the address information.

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

Click the Mark For tab to continue.

## Scene 15

The Mark For page is displayed.

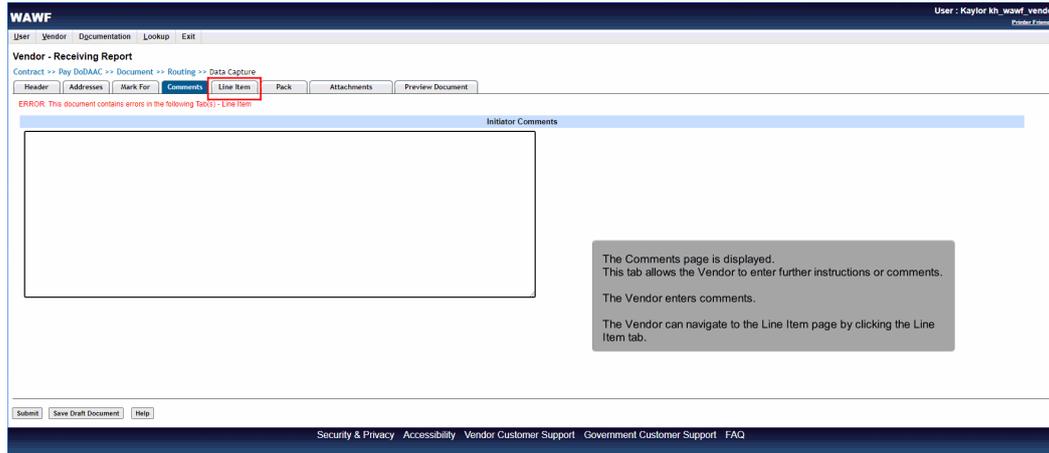
The Mark For page allows the Vendor to designate a specific party to whom the shipment is being sent. This information may be as simple as a name or as complex as routing instructions.

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



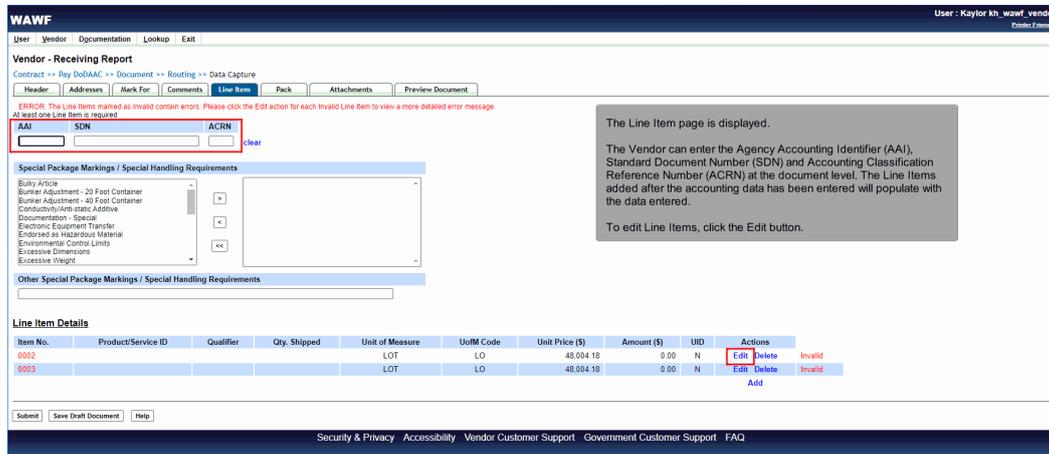
The Comments page is displayed.  
This tab allows the Vendor to enter further instructions or comments.  
The Vendor enters comments.  
The Vendor can navigate to the Line Item page by clicking the Line Item tab.

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 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.  
To edit Line Items, click the Edit button.

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.

To edit Line Items, click the Edit button.

Scene 18

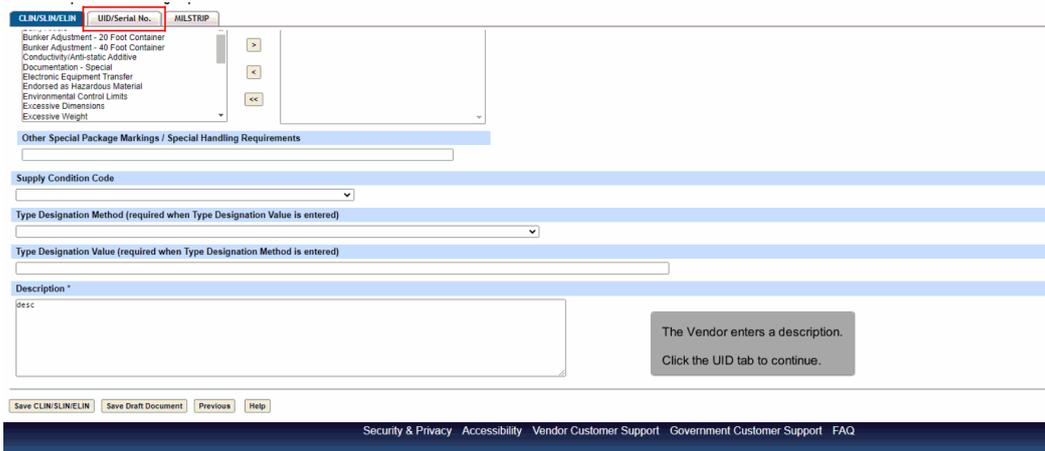
The CLIN/SLIN/ELIN page is displayed.

Scene 19

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

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

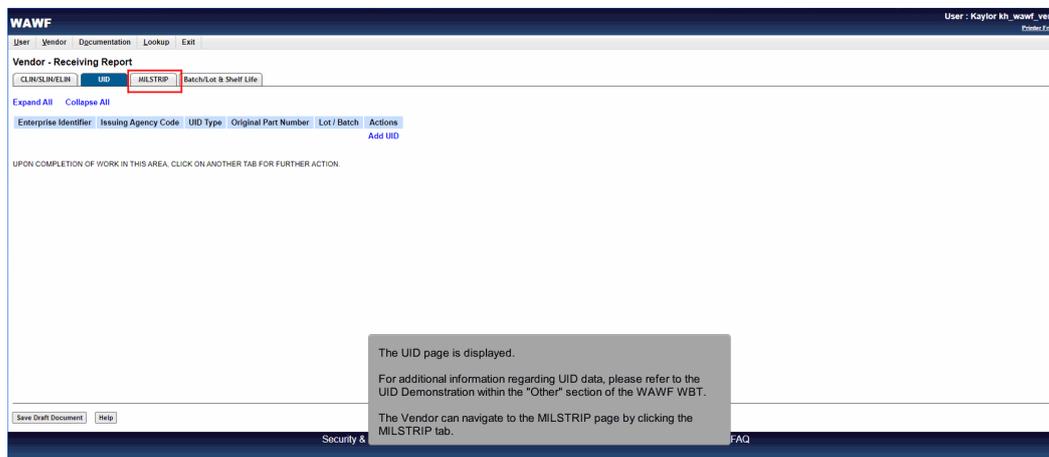
Scene 20



The Vendor enters a description.

Click the UID tab to continue.

Scene 21

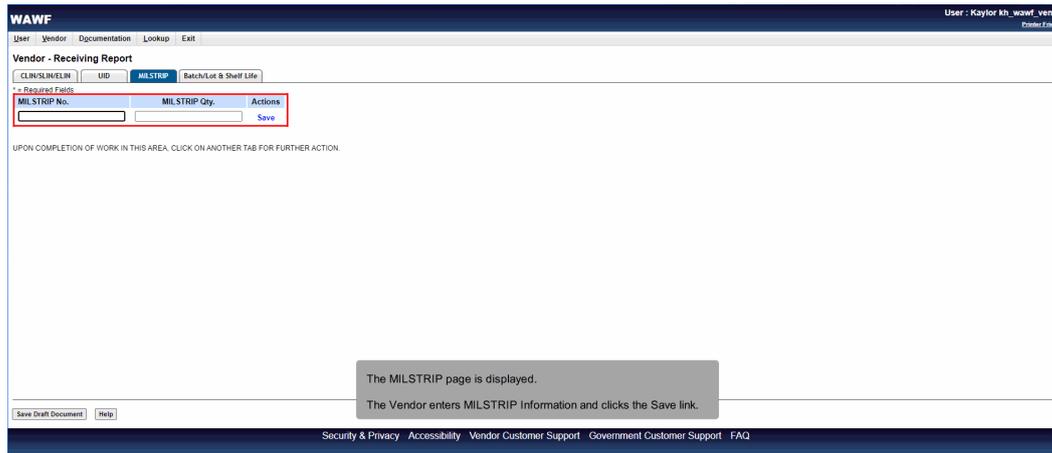


The UID page is displayed.

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.

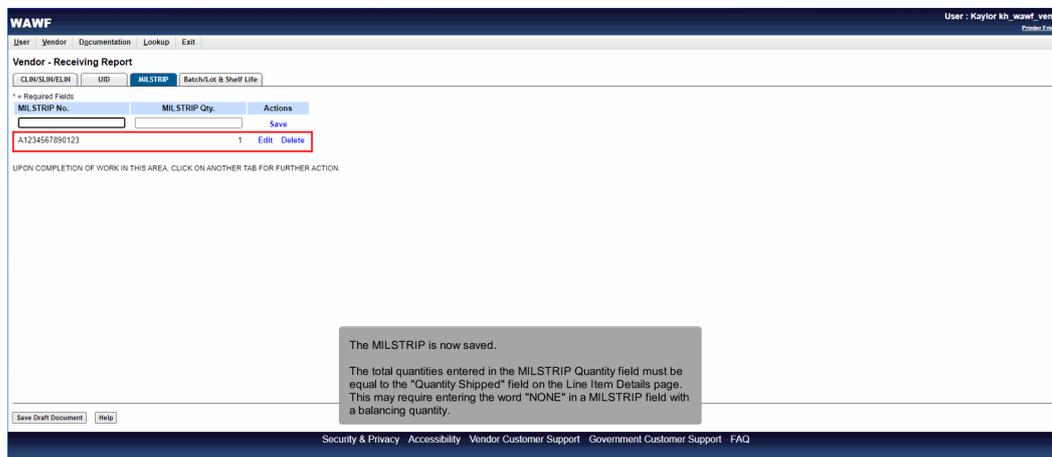
Scene 22



The MILSTRIP page is displayed.

The Vendor enters MILSTRIP Information and clicks the Save link.

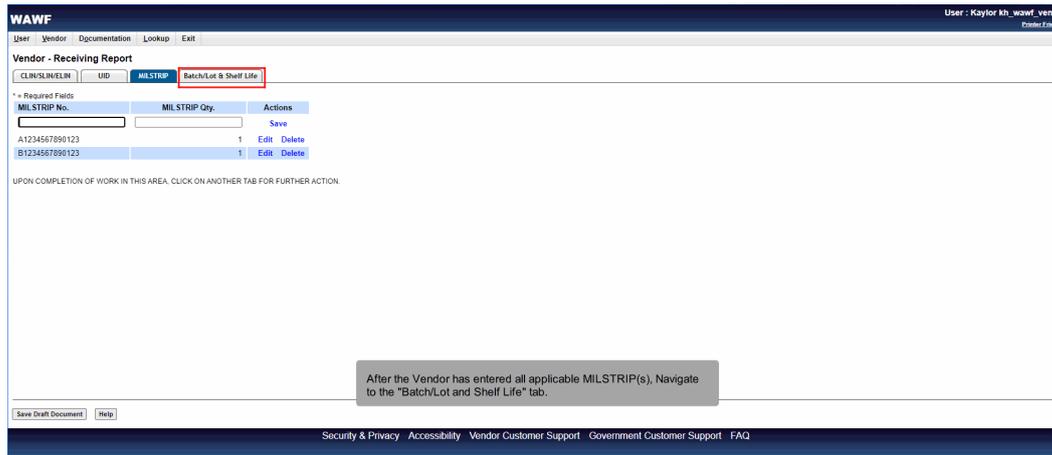
Scene 23



The MILSTRIP is now saved.

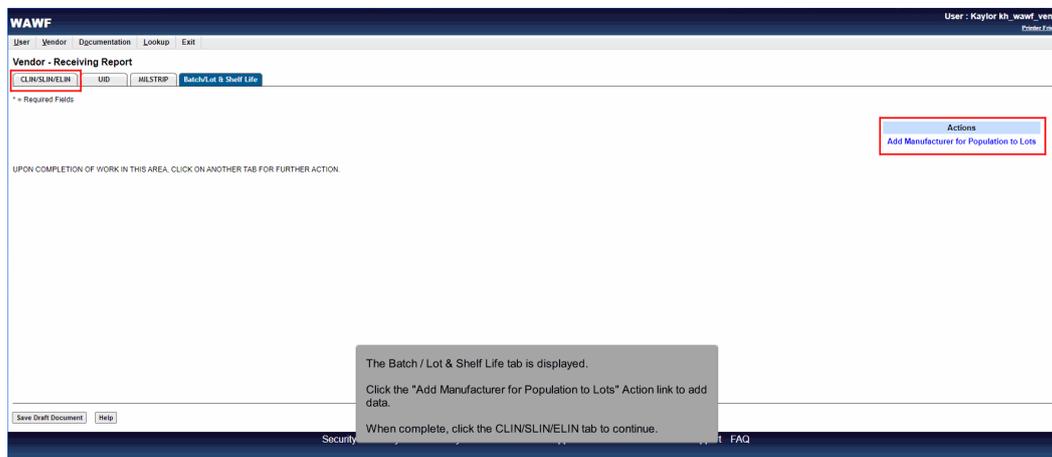
The total quantities entered in the MILSTRIP Quantity field must be equal to the "Quantity Shipped" field on the Line Item Details page. This may require entering the word "NONE" in a MILSTRIP field with a balancing quantity.

Scene 24



After the Vendor has entered all applicable MILSTRIP(s), Navigate to the "Batch/Lot and Shelf Life" tab.

Scene 25

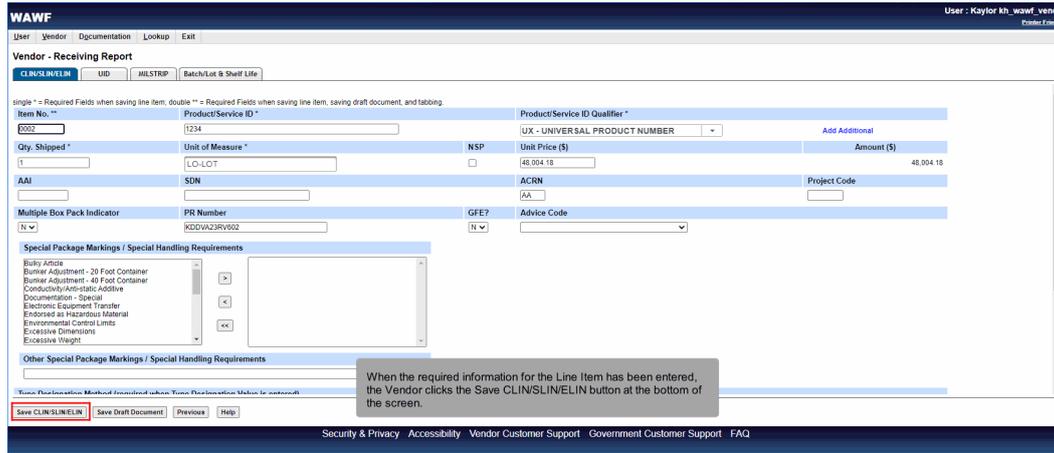


The Batch / Lot & Shelf Life tab is displayed.

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

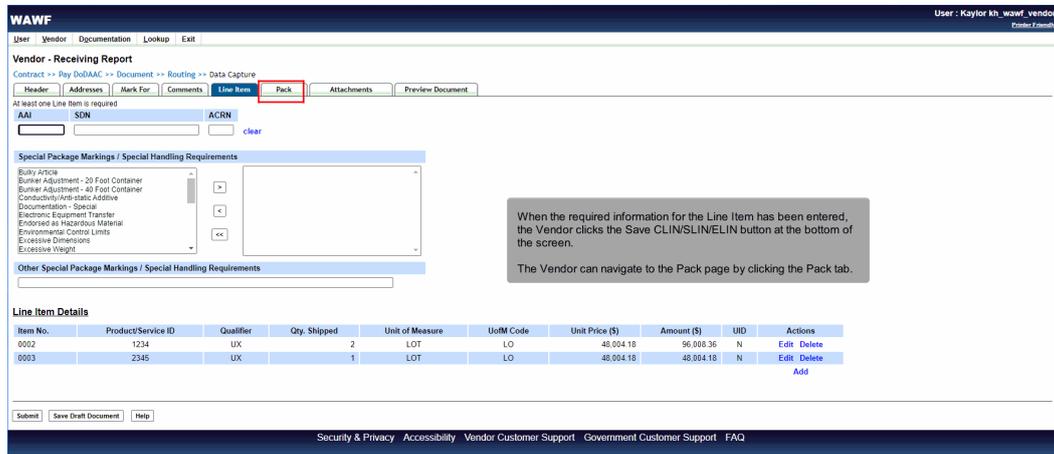
When complete, click the CLIN/SLIN/ELIN tab to continue.

Scene 26



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.

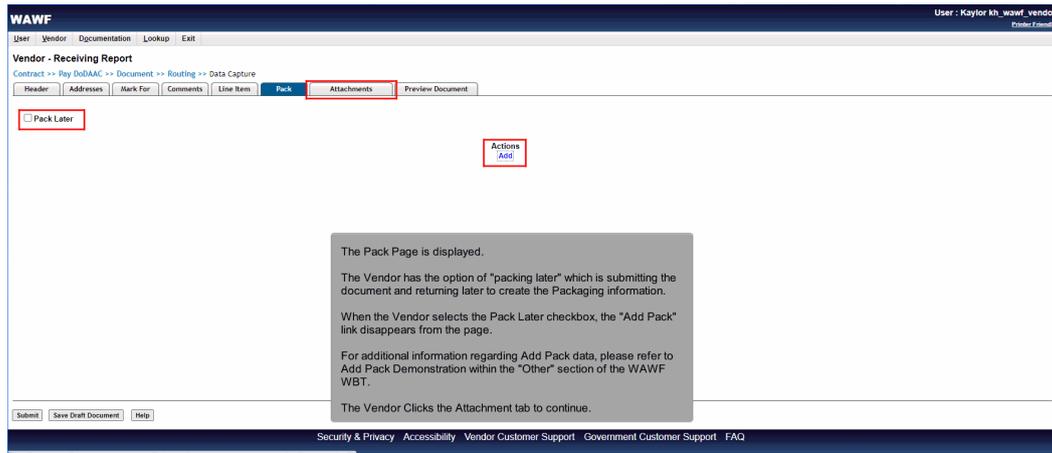
Scene 27



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.

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

## Scene 28



The Pack Page is displayed.

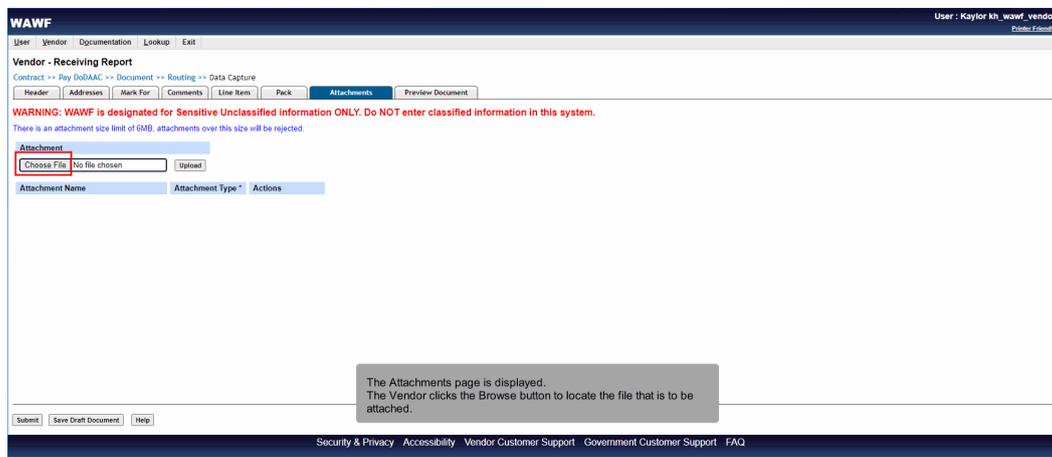
The Vendor has the option of "packing later" which is submitting the document and returning later to create the Packaging information.

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.

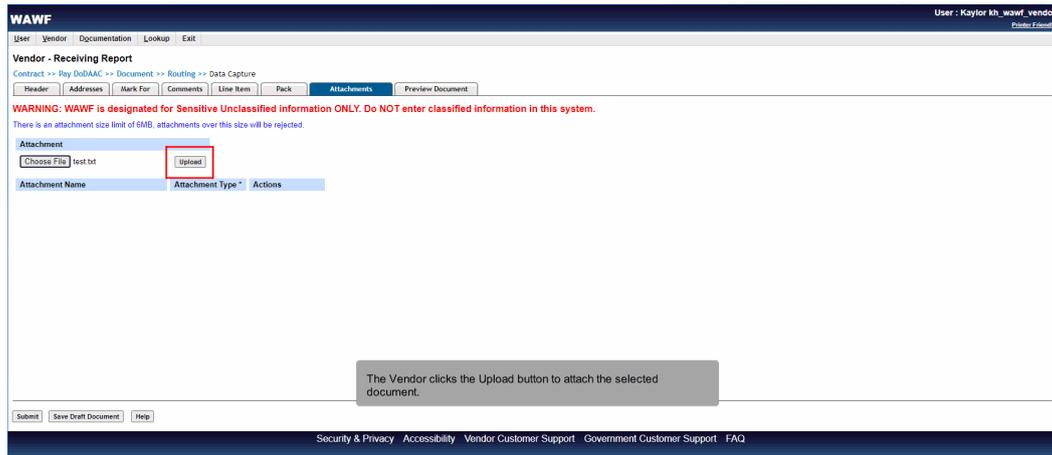
## Scene 29



The Attachments page is displayed.

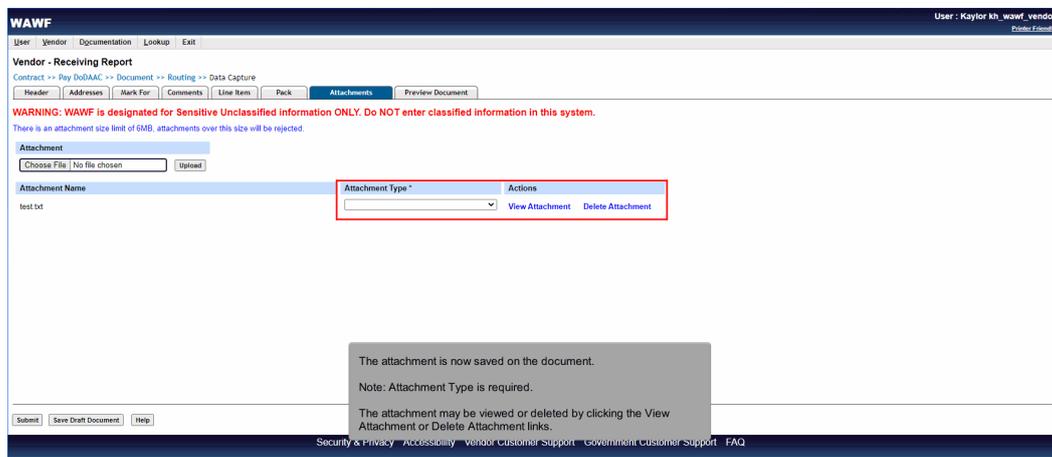
The Vendor clicks the Browse button to locate the file that is to be attached.

Scene 30



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

Scene 31

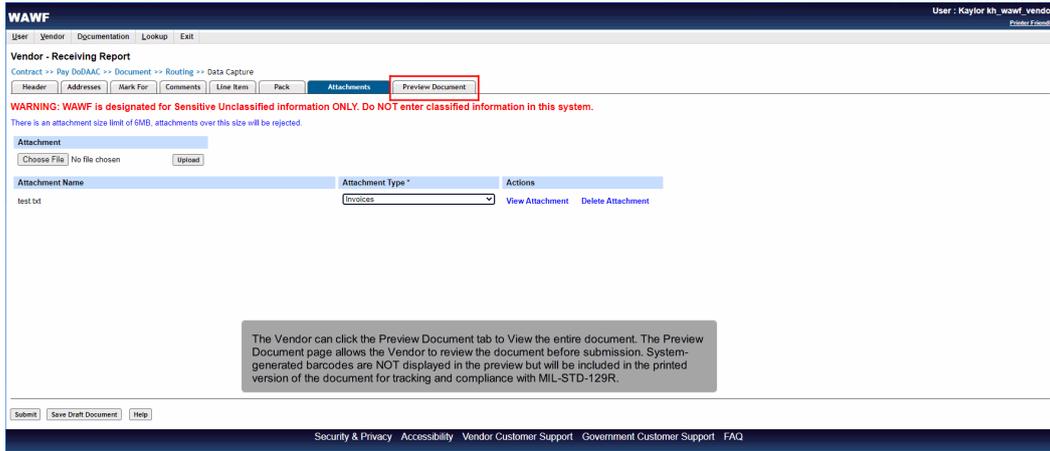


The attachment is now saved on the document.

Note: Attachment Type is required.

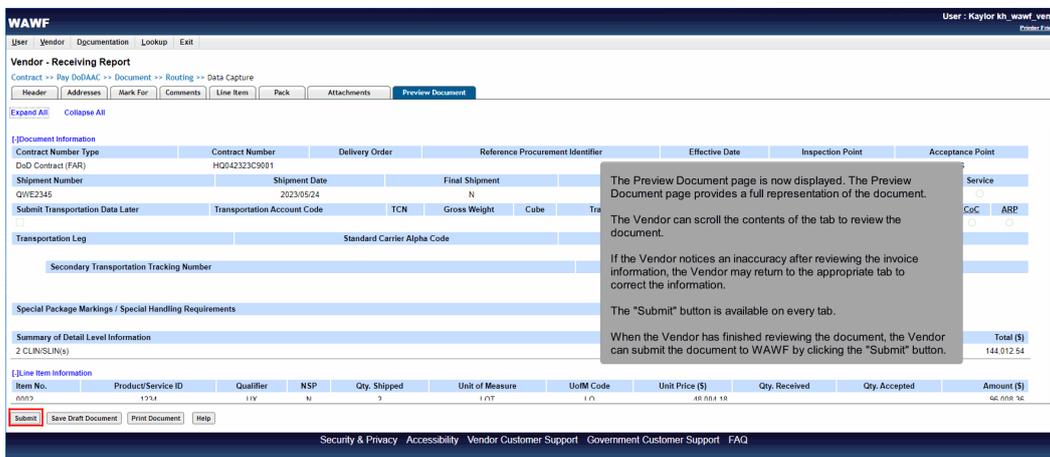
The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

## Scene 32



The Vendor can click the Preview Document tab to View the entire document. The Preview Document 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 33



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

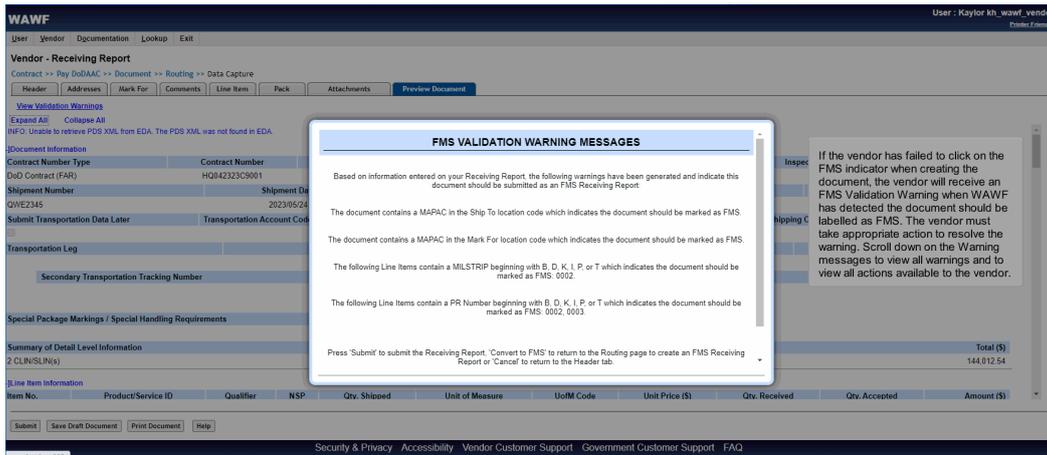
The Vendor can scroll the contents of the tab to review the document.

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.

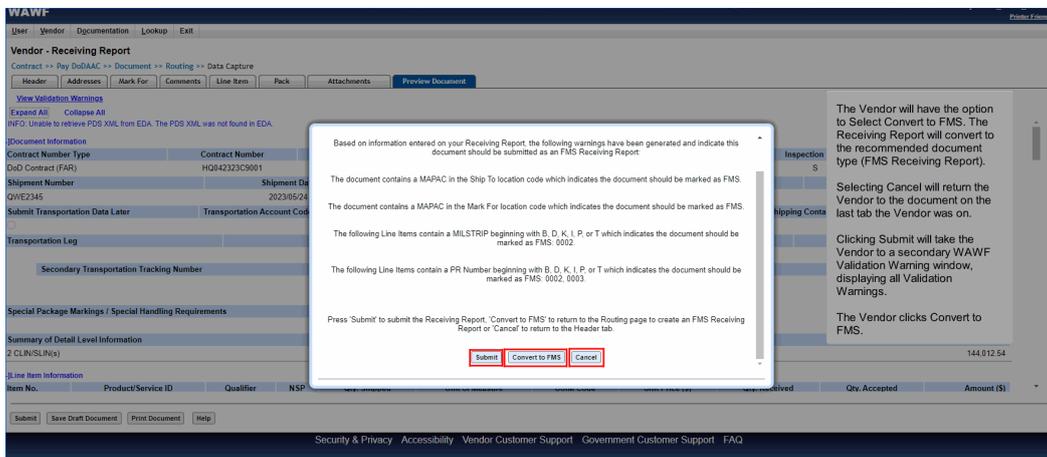
When the Vendor has finished reviewing the document, the Vendor can submit the document to WAWF by clicking the "Submit" button.

Scene 34



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 35



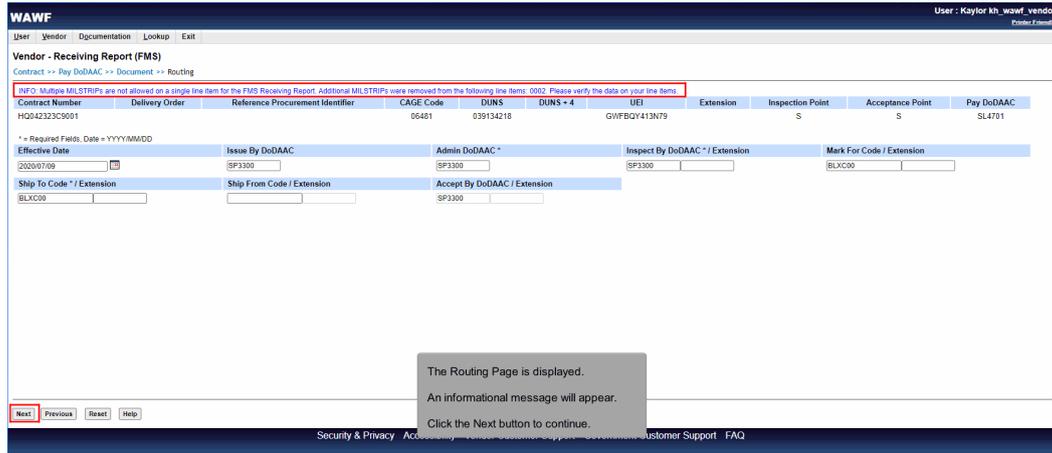
The Vendor will have the option to Select Convert to FMS. The Receiving Report will convert to the recommended document type (FMS Receiving Report).

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 36

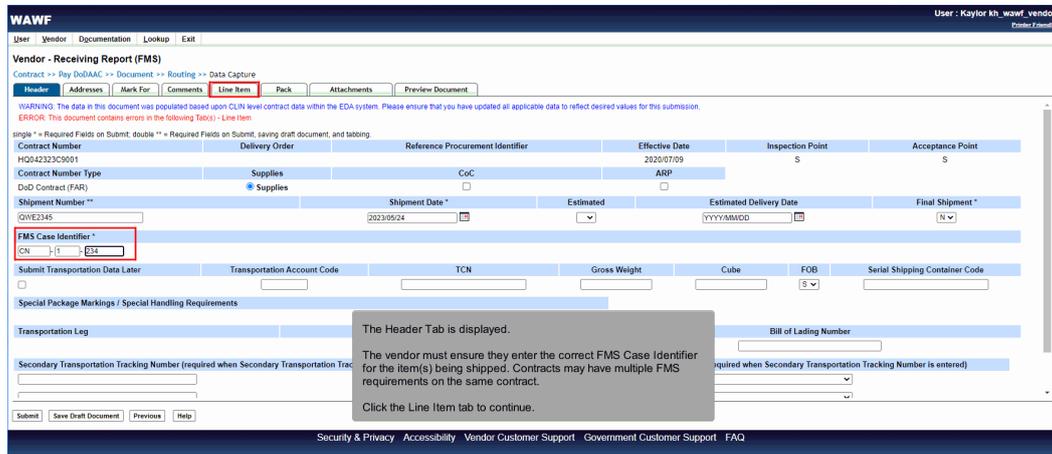


The Routing Page is displayed.

An informational message will appear.

Click the Next button to continue.

Scene 37

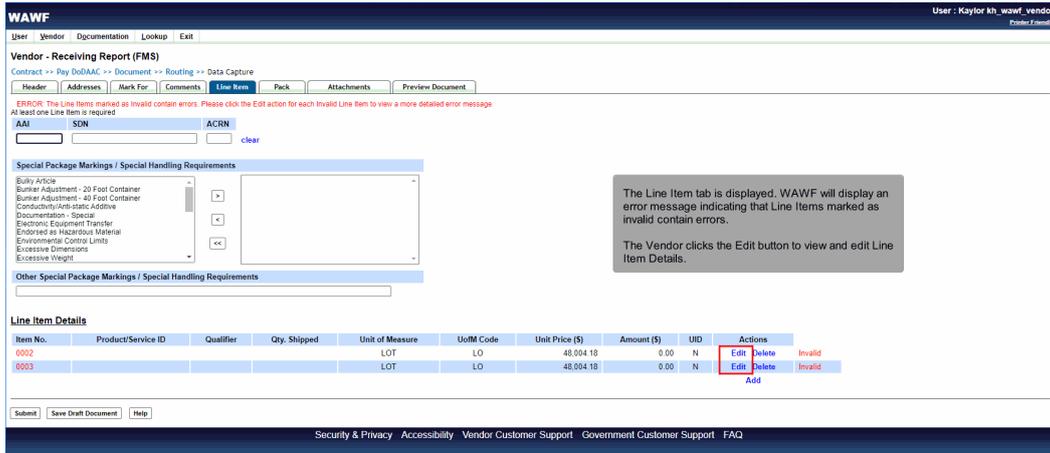


The Header Tab is displayed.

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.

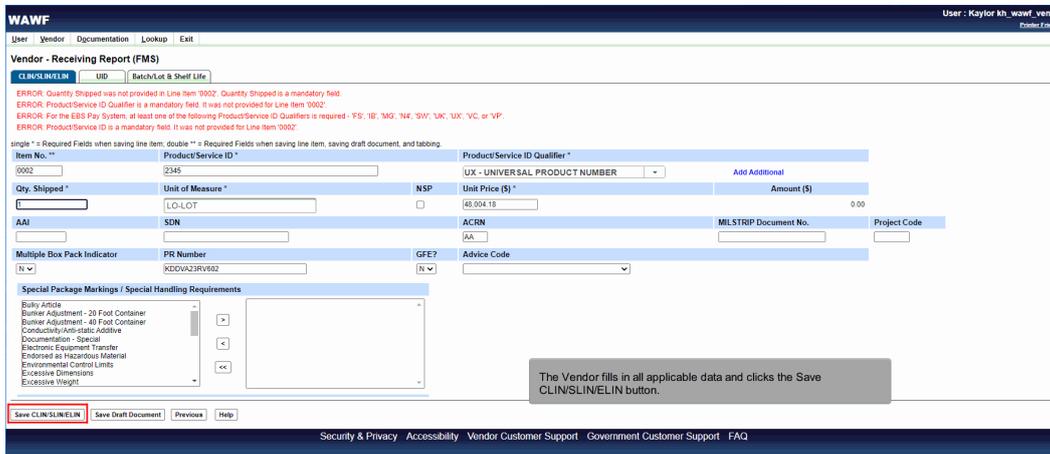
Scene 38



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

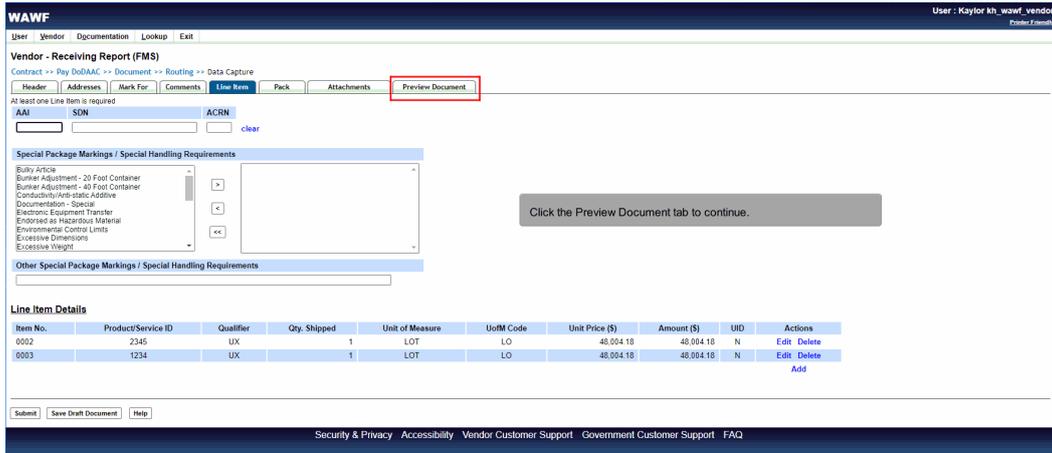
The Vendor clicks the Edit button to view and edit Line Item Details.

Scene 39



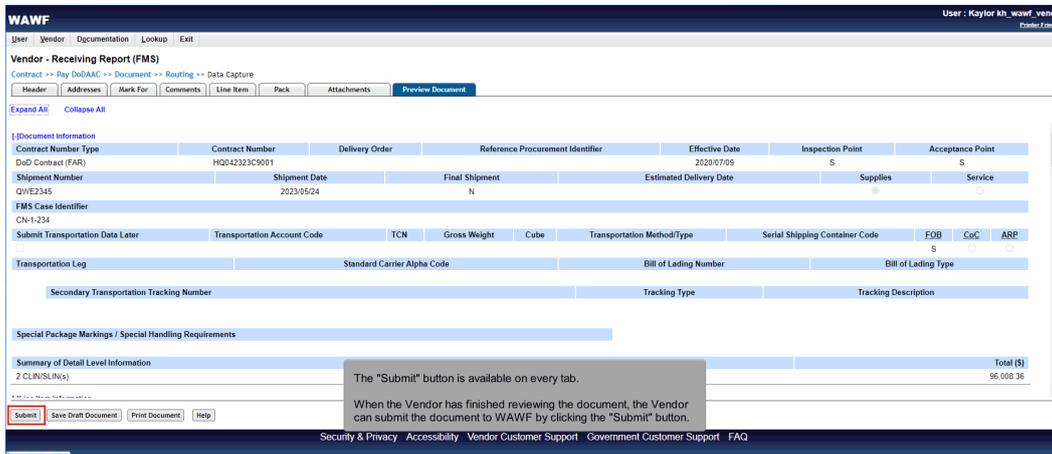
The Vendor fills in all applicable data and clicks the Save CLIN/SLIN/ELIN button.

Scene 40



Click the Preview Document tab to continue.

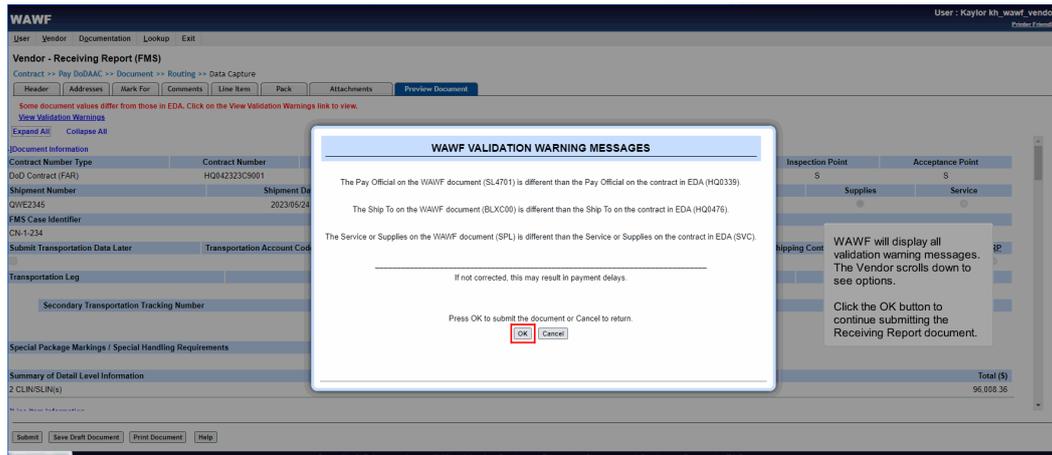
Scene 41



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.

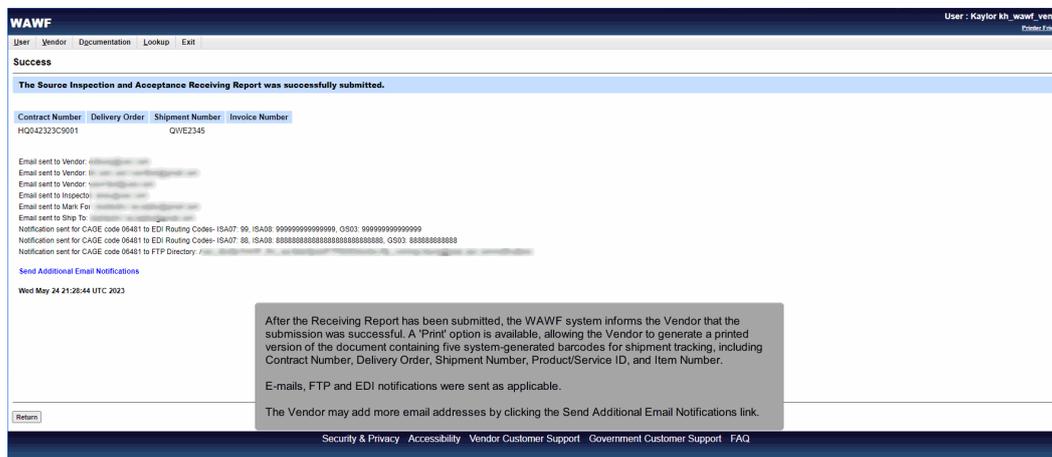
## Scene 42



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

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

## Scene 43

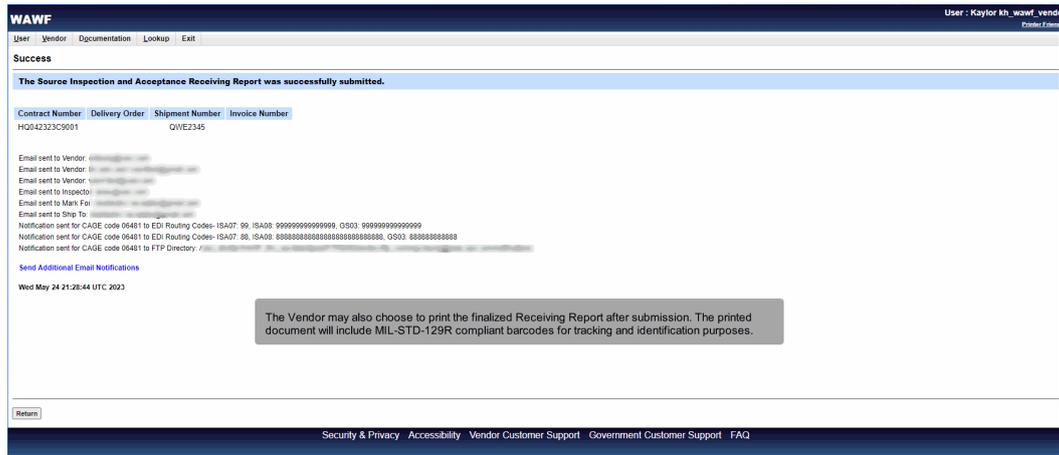


After the Receiving Report has been submitted, the WAWF system informs the Vendor that the submission was successful. A 'Print' option is available, allowing the Vendor to generate a printed version of the document containing five system-generated barcodes for shipment tracking, including Contract Number,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

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

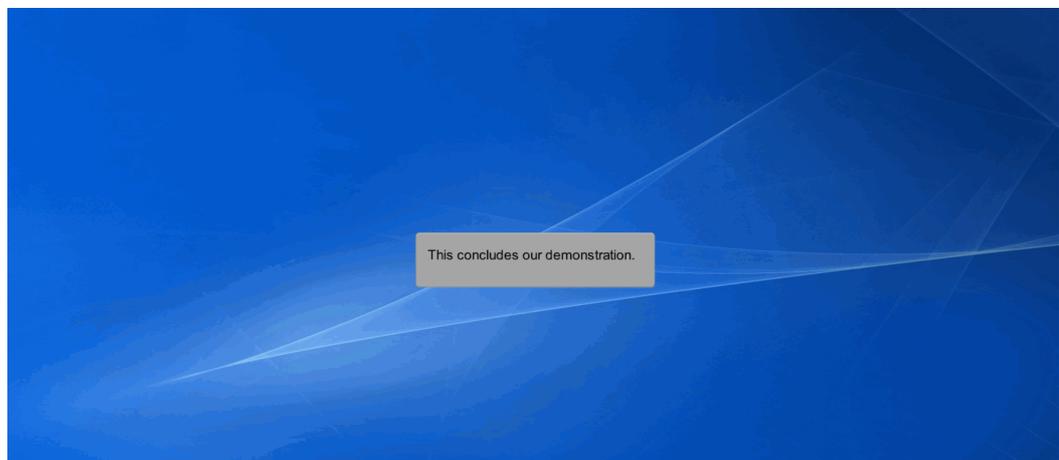
The Vendor may add more email addresses by clicking the Send Additional Email Notifications link.

Scene 44



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

End



This concludes our demonstration.