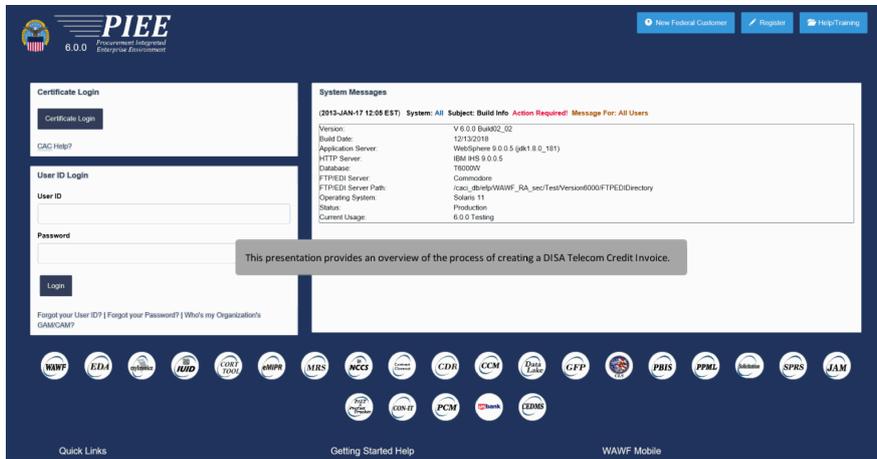


Intro



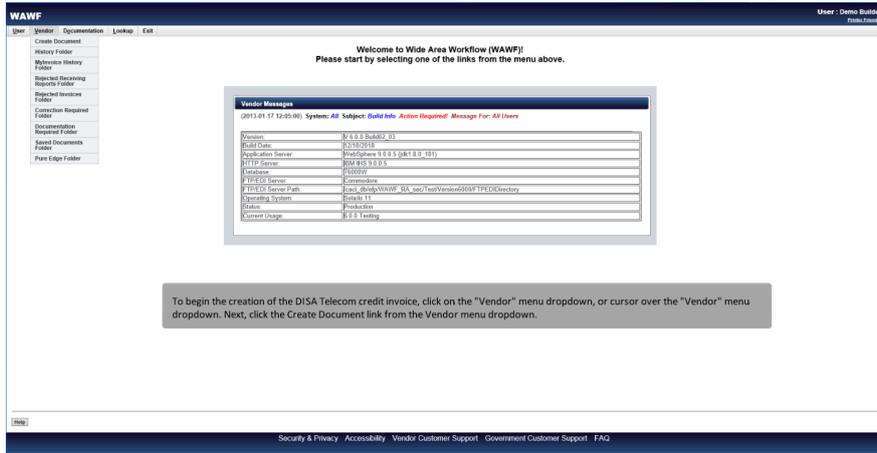
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



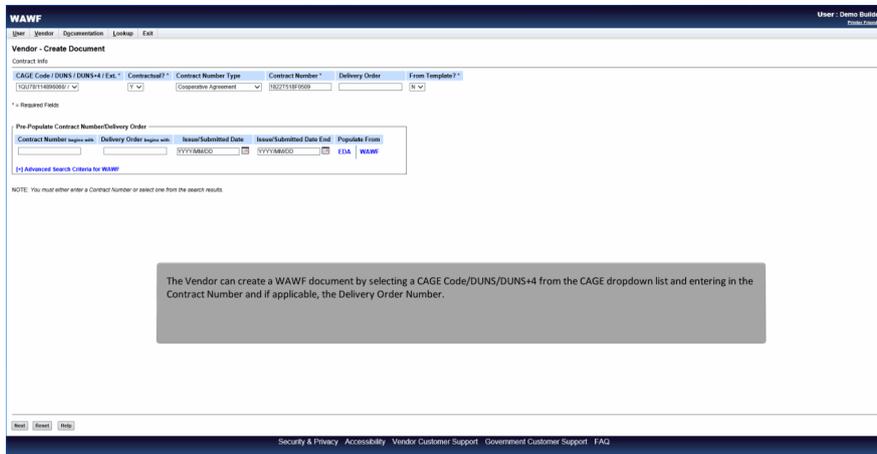
This presentation provides an overview of the process of creating a DISA Telecom Credit Invoice.

Step 2



To begin the creation of the DISA Telecom credit invoice, click on the "Vendor" menu dropdown, or cursor over the "Vendor" menu dropdown. Next, click the Create Document link from the Vendor menu dropdown.

Step 3



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

Step 4

The screenshot shows the 'Vendor - Create Document' form in the WAWF system. The form is titled 'Contract Info' and contains several input fields: 'CAGE Code / DUNS / DUNS4 (Est.)', 'Contractual?', 'Contract Number Type', 'Contract Number', 'Delivery Order', and 'From Template?'. Below these fields, there is a section for 'Populate Contract Number/Delivery Order' with sub-sections for 'Contract Number begins with', 'Delivery Order begins with', 'Issue/Submitted Date', 'Issue/Submitted Date End', and 'Populate From'. A 'Next' button is visible at the bottom of the form. A grey callout box in the center of the page reads: 'Once the required fields are entered, click the Next button to continue.'

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

Step 5

The screenshot shows the 'Vendor - Create Document' form in the WAWF system, now populated with data. The 'Contract Info' section includes: 'Contractual Reference Procurement Identifier', 'Contract Number Type', 'Contract Number', 'Delivery Order', 'CAGE', 'DUNS', 'DUNS + 4', 'Extension', and 'Pay Official'. The 'Pay Official' field contains the value 'HQ0811'. A grey callout box in the center of the page reads: 'The Vendor must enter Pay Official DoDAAC HQ0811.'

The Vendor must enter Pay Official DoDAAC HQ0811.

## Step 6

The screenshot shows the WAWF Vendor - Create Document interface. The page title is "Vendor - Create Document" and the breadcrumb is "Contract -> Pay DODAC". A table displays contract information:

Contractual Reference Procurement Identifier	Contract Number	Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official
	18227518F509	Cooperative Agreement		10278	11489666				182275

Below the table, there is a "Required Fields" section and a large button labeled "Click the Next button to continue." At the bottom, there are navigation buttons: "Back", "Previous", "Next", and "Help".

Click the Next button to continue.

## Step 7

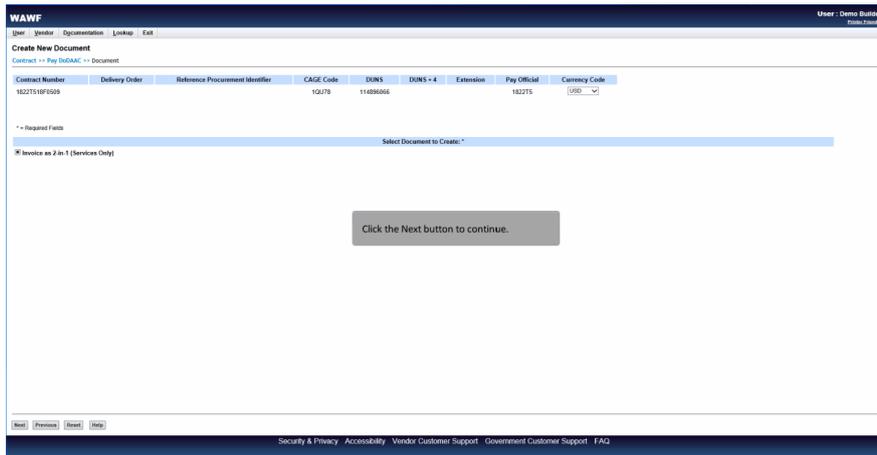
The screenshot shows the WAWF Create New Document interface. The page title is "Create New Document" and the breadcrumb is "Contract -> Pay DODAC -> Document". A table displays contract information:

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
18227518F509			10278	11489666			182275	USD

Below the table, there is a "Required Fields" section and a dropdown menu labeled "Select Document to Create:". The dropdown menu is open, showing the option "Invoice as 2-in-1 (Services Only)". A text box below the dropdown states: "The Vendor selects Invoice as 2-in-1 (Services Only). The DISA Telecom Credit Invoice is only applicable to the Invoice 2-in-1 (Services Only)." At the bottom, there are navigation buttons: "Back", "Previous", "Next", and "Help".

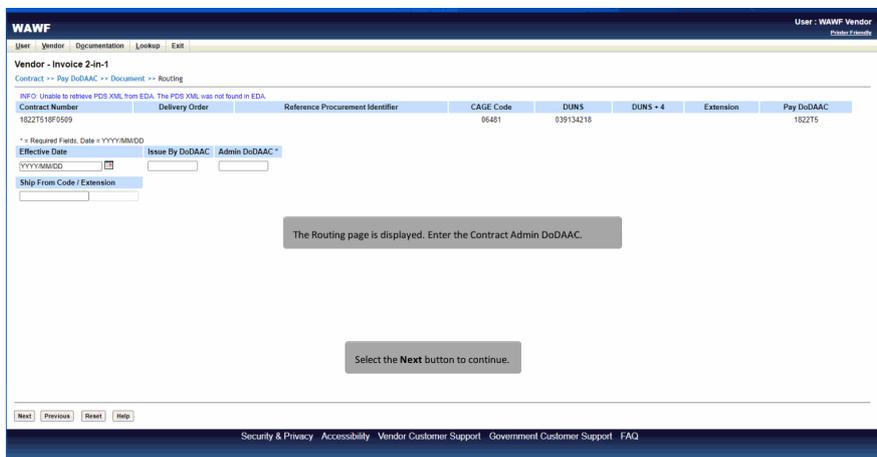
The Vendor selects Invoice as 2-in-1 (Services Only). The DISA Telecom Credit Invoice is only applicable to the Invoice 2-in-1 (Services Only).

Step 8



Click the Next button to continue.

Step 9



The Routing page is displayed. Enter the Contract Admin DoDAAC. Select the Next button to continue.

## Step 10

The Data Capture tabs are displayed with the Header tab as the Active tab.  
 Note: The Invoice Date has been pre-populated from the WAWF system server. Changing the Invoice Date to a date that is greater than the Invoice Date pre-populated from the WAWF system server may cause processing issues within the entitlement system.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single \* - Required Fields on Submit; double \*\* - Required Fields on Submit; saving draft document, and tabbing; dagger † - Conditionally Required

Contract Number: 1822T518F0509 | Delivery Order: | Reference Procurement Identifier: | Effective Date: | CAGE Code/Ext: 06481 | Pay DoDAAC: 1822T5

Contract Number Type: | Invoice Number \*\*: | Invoice Date \* (WAWF System Server Date): | Final Invoice \*: | Communication Service Authorization (CSA):

Cooperative Agreement: | Shipment Number \*\*: | Shipment Date \*: | Final Shipment \*:

SER: | | | |

Billing/Account Number: | Service Period From Date \*: | Service Period To Date \*: | Invoice Credit Type: |

Currency Code: | Document Total (\$):

USD

The Service Period From and Service Period To dates are mandatory, and must fall within the same calendar month. The Service Period From date must be equal to or prior to the Service Period To date.

Buttons: Submit, Save Draft Document, Previous, Help

Footer: Security & Privacy, Accessibility, Vendor Customer Support, Government Customer Support, FAQ

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

Note: The Invoice Date has been pre-populated from the WAWF system server. Changing the Invoice Date to a date that is greater than the Invoice Date pre-populated from the WAWF system server may cause processing issues within the entitlement system. The Service Period From and Service Period To dates are mandatory, and must fall within the same calendar month. The Service Period From date must be equal to or prior to the Service Period To date.

## Step 11

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 working on it or come back to it at a later time.

Buttons: Submit, Save Draft Document, Previous, Help

Footer: Security & Privacy, Accessibility, Vendor Customer Support, Government Customer Support, FAQ

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 working on it or come back to it at a later time.

Step 12

The screenshot shows the 'Vendor - Invoice 2-in-1' form in the WAWF system. The 'Header' tab is selected. A callout box highlights the 'Invoice Credit Type' dropdown menu, which has 'Outage Credit' and 'Administrative Adjustment' as options. A text box below the form states: 'The Vendor enters all required information on the Header page and selects the Invoice Credit Type: Outage Credit or Administrative Adjustment. Ensure all selections are accurate before proceeding.'

The Vendor enters all required information on the Header page and selects the Invoice Credit Type: Outage Credit or Administrative Adjustment. Ensure all selections are accurate before proceeding.

Step 13

The screenshot shows the 'Vendor - Invoice 2-in-1' form in the WAWF system, now on the 'Routing' tab. A callout box points to the 'Addresses' tab in the navigation bar, with the text: 'Click the Addresses Tab to go the Addresses page.'

Click the Addresses Tab to go the Addresses page.

## Step 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.

The CAGE Code information is pulled from the Central Contractor Registration (CCR) and DoDAAC information is pulled from the Defense Automatic Addressing System (DAAS).

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.

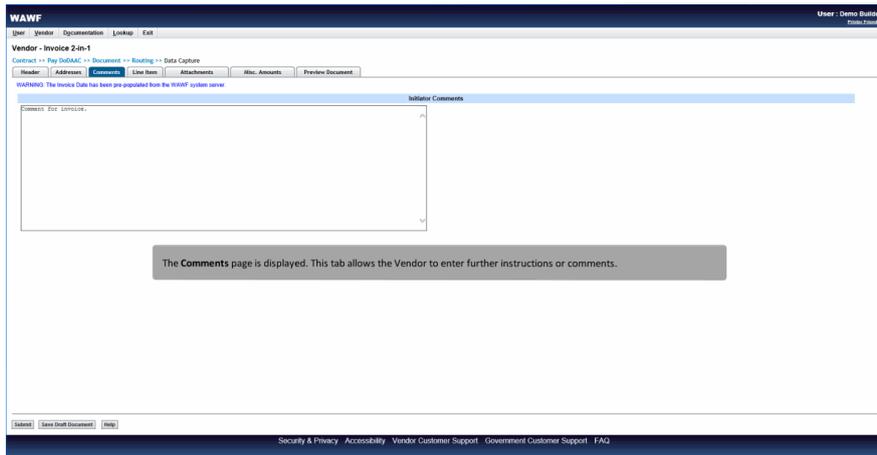
The CAGE Code information is pulled from the Central Contractor Registration (CCR) and DoDAAC information is pulled from the Defense Automatic Addressing System (DAAS).

## Step 15

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

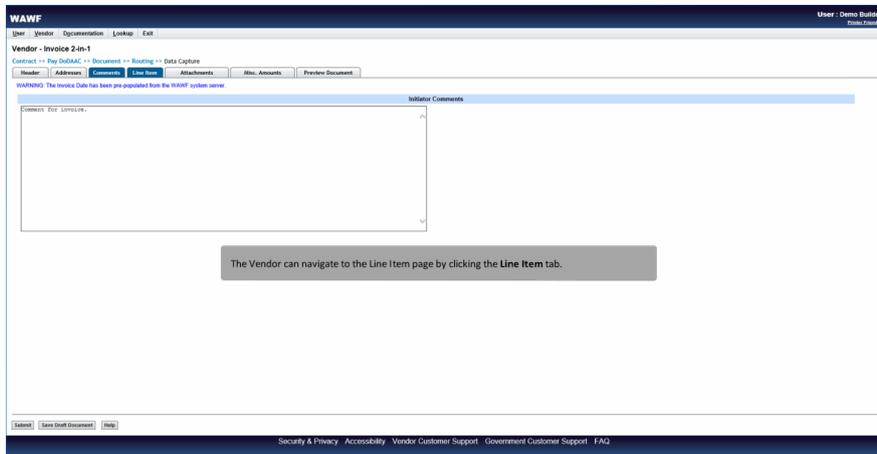
The Vendor can navigate to the Comments page by clicking the Comments tab.

## Step 16



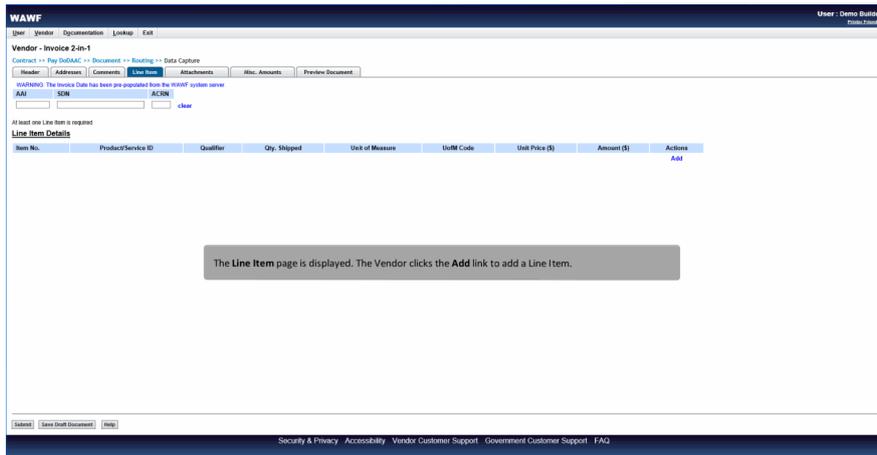
The Comments page is displayed. This tab allows the Vendor to enter further instructions or comments.

## Step 17



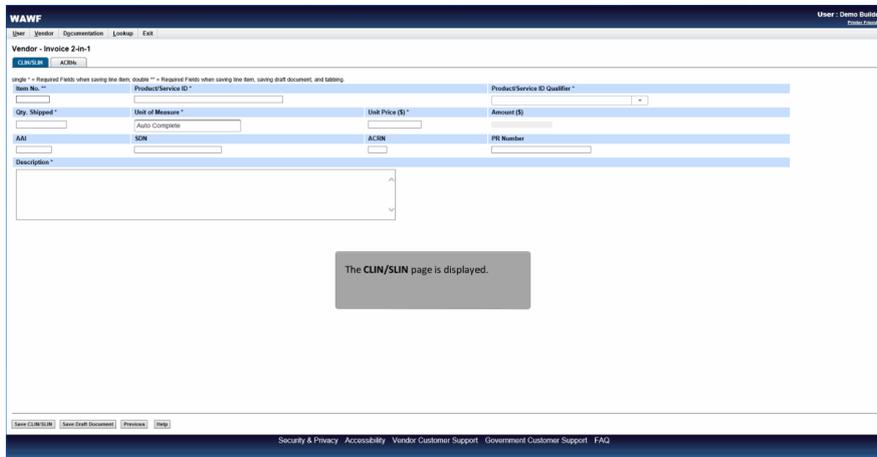
The Vendor can navigate to the Line Item page by clicking the Line Item tab.

Step 18



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

Step 19



The CLIN/SLIN page is displayed.

Step 20

**WAWF** User: Demo Builder From: Javada

Item: Vendor: Invoice 2.01-1

CLIN/SLIN ACRN

Single - Required Fields when saving the item details - Required Fields when saving the item, saving draft document, and tabbing.

Item No. *	Product/Service ID *	Product/Service ID Qualifier *
0991	DISA9789132	A3 - LOCALLY ASSIGNED NUMBER
Qty Shipped *	Unit of Measure *	Unit Price (\$) *
00	EA-EACH	50.00
Amount (\$)		-2,500.00
IAI	SON	ACIN
		PR Number

Description \*

Participation of Lines

To create a credit on the DISA Telecom Credit Invoice, the Vendor must enter a negative value for Quantity Shipped and a positive value for Unit Price. Ensure all entries match the contract details.

Save CLIN/SLIN Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

To create a credit on the DISA Telecom Credit Invoice, the Vendor must enter a negative value for Quantity Shipped and a positive value for Unit Price. Ensure all entries match the contract details.

Step 21

**WAWF** User: Demo Builder From: Javada

Item: Vendor: Invoice 2.01-1

CLIN/SLIN **ACRN**

Single - Required Fields when saving the item details - Required Fields when saving the item, saving draft document, and tabbing.

Item No. *	Product/Service ID *	Product/Service ID Qualifier *
0991	DISA9789132	A3 - LOCALLY ASSIGNED NUMBER
Qty Shipped *	Unit of Measure *	Unit Price (\$) *
00	EA-EACH	50.00
Amount (\$)		-2,500.00
IAI	SON	ACIN
		PR Number

Description \*

Participation of Lines

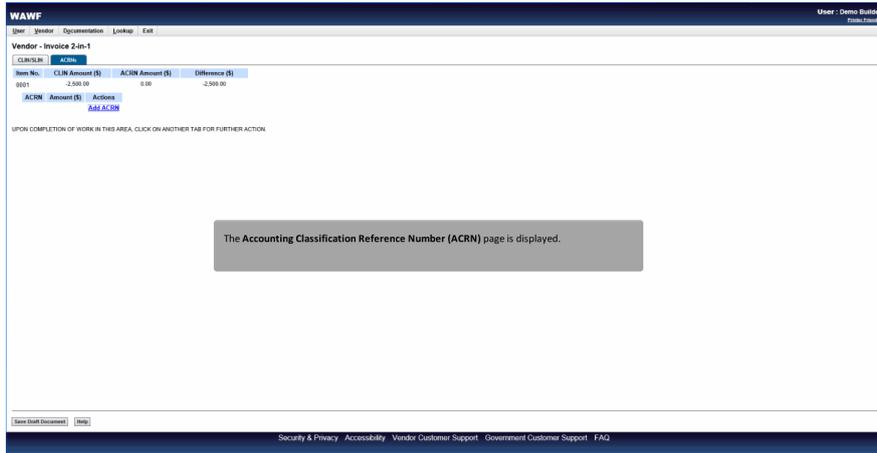
After entering all mandatory fields, the Vendor clicks the ACRNs tab.

Save CLIN/SLIN Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

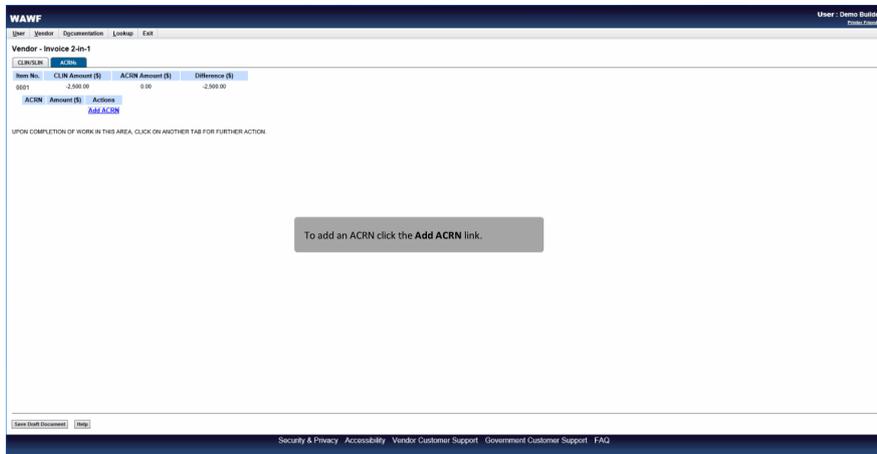
After entering all mandatory fields, the Vendor clicks the ACRNs tab.

## Step 22



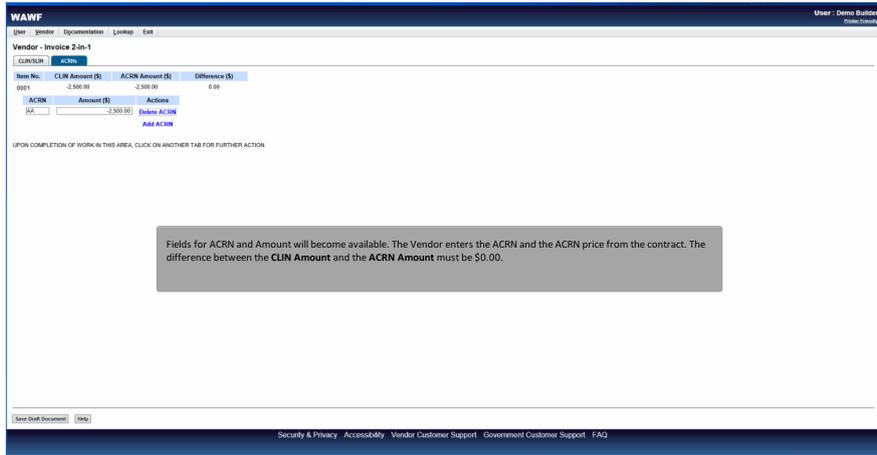
The Accounting Classification Reference Number (ACRN) page is displayed.

## Step 23



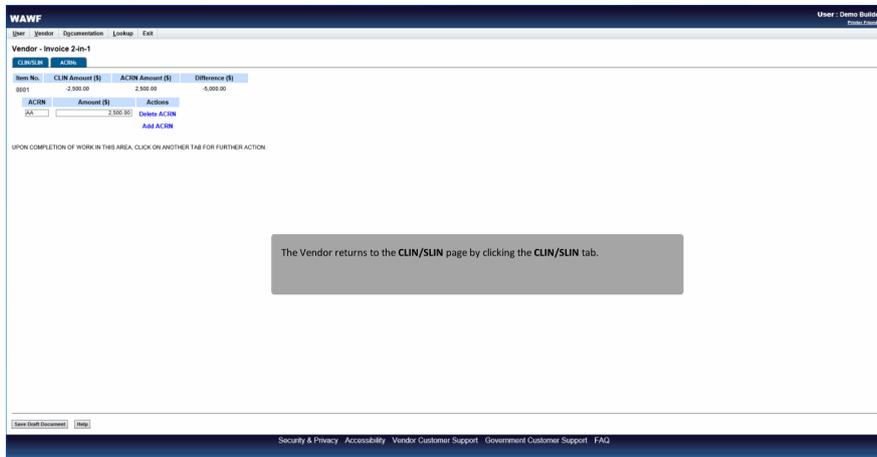
To add an ACRN click the Add ACRN link.

Step 24



Fields for ACRN and Amount will become available. The Vendor enters the ACRN and the ACRN price from the contract. The difference between the CLIN Amount and the ACRN Amount must be \$0.00.

Step 25



The Vendor returns to the CLIN/SLIN page by clicking the CLIN/SLIN tab.

Step 26

The CLIN/SLIN page is displayed, the Vendor can save the Line Item information by clicking the Save CLIN/SLIN button.

Step 27

The Line Item page is displayed with the updated item. The Vendor may add another Line Item by clicking the Add link and repeating the procedures.

## Step 28

The screenshot shows the WAWF Vendor Invoice 249-1 interface. The 'Line Items' tab is active, displaying a table with one line item. A callout box states: 'The Vendor can edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading.'

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	Actions
0001	1234567890123	A3	-50	Each	EA	50.00	-2,500.00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>

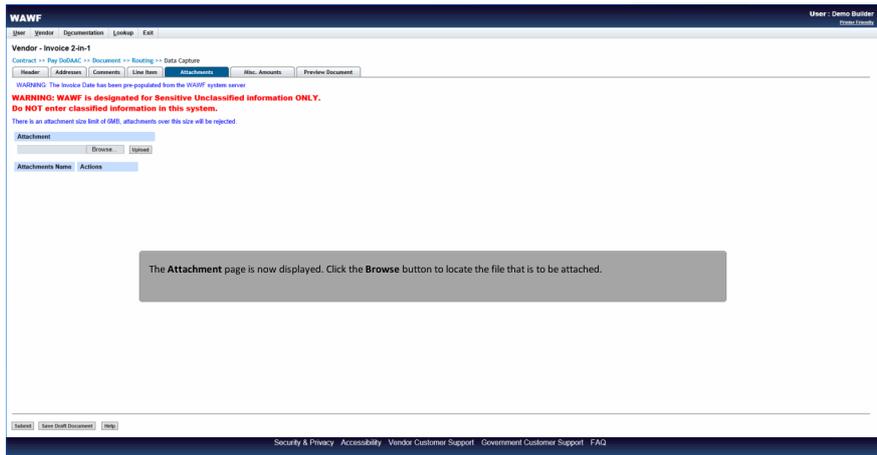
The Vendor can edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading.

## Step 29

The screenshot shows the WAWF Vendor Invoice 249-1 interface. The 'Attachments' tab is active. A callout box states: 'The vendor can click the Attachments tab to navigate to the Attachments page.'

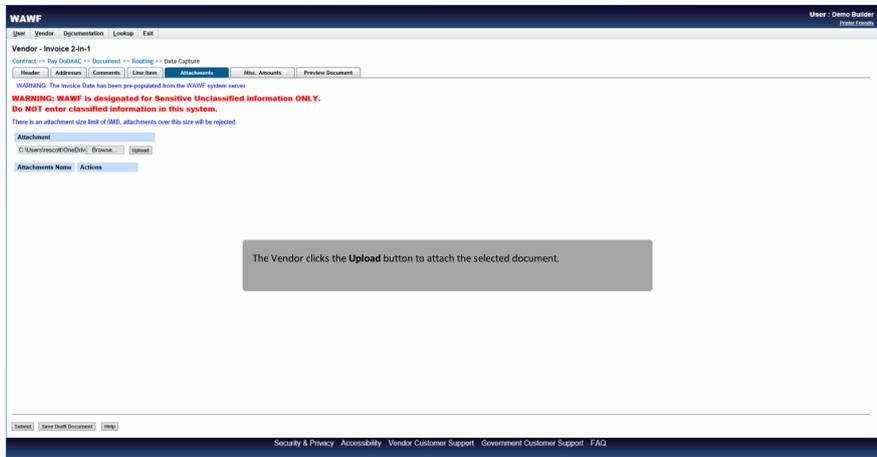
The vendor can click the Attachments tab to navigate to the Attachments page.

## Step 30



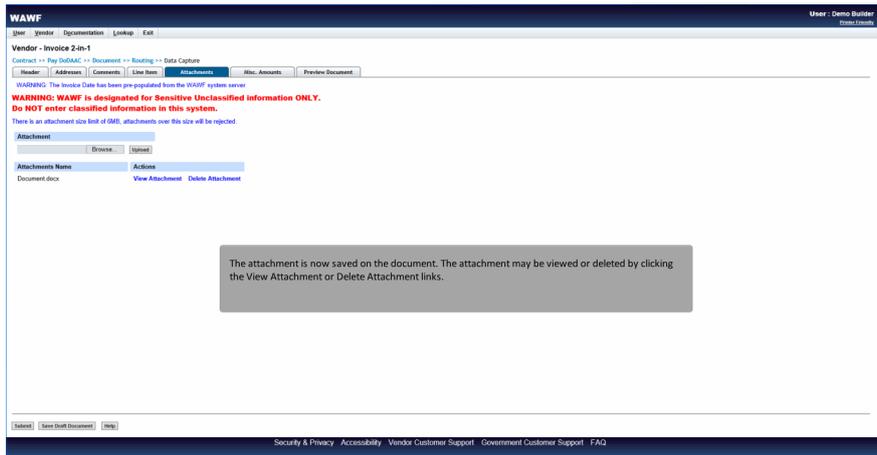
The Attachment page is now displayed. Click the Browse button to locate the file that is to be attached.

## Step 31



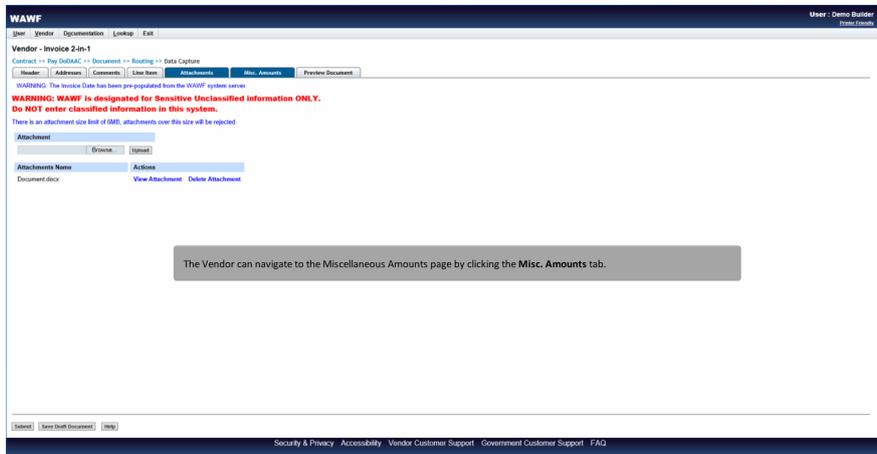
The Vendor clicks the Upload button to attach the selected document.

## Step 32



The attachment is now saved on the document. The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

## Step 33



The Vendor can navigate to the Miscellaneous Amounts page by clicking the Misc. Amounts tab.

## Step 34

WAWF

User: Demo Builder  
From: Javada

Vendor - Invoice 248-1

Contract => Pay (SARAC) => Document => Routing => Data Capture

Header | Address | Comments | Line Item | Attachments | **Misc. Amounts** | Preview Document

(WARNING) The Invoice Data has been pre-populated from the WAWF system server

**Miscellaneous Amounts**

Misc. Fee	Misc. Fee Amount (\$)	Actions
		Add
Misc. Allowance	Misc. Allowance Amount (\$)	Actions
		Add
Tax	Tax Amount (\$)	Actions
		Add

The Misc. Amounts page is displayed. Use this tab to enter Miscellaneous Fees, Miscellaneous Allowances, and Taxes as required. Double-check entries for accuracy to ensure proper processing.

Cancel | Save Draft Document | Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

The Misc. Amounts page is displayed. Use this tab to enter Miscellaneous Fees, Miscellaneous Allowances, and Taxes as required. Double-check entries for accuracy to ensure proper processing.

## Step 35

WAWF

User: Demo Builder  
From: Javada

Vendor - Invoice 248-1

Contract => Pay (SARAC) => Document => Routing => Data Capture

Header | Address | Comments | Line Item | Attachments | **Misc. Amounts** | Preview Document

(WARNING) The Invoice Data has been pre-populated from the WAWF system server

**Miscellaneous Amounts**

Misc. Fee	Misc. Fee Amount (\$)	Actions
		Add
Misc. Allowance	Misc. Allowance Amount (\$)	Actions
		Add
Tax	Tax Amount (\$)	Actions
		Add

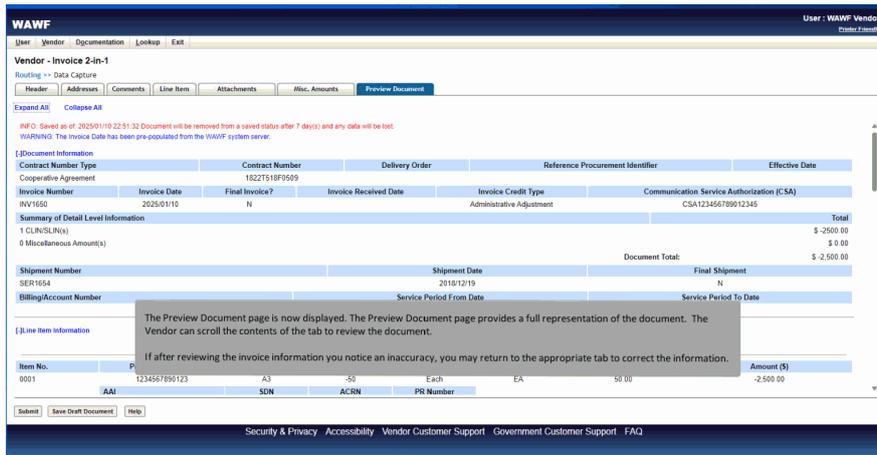
Click the Preview Document tab to view the entire document.

Cancel | Save Draft Document | Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

Click the Preview Document tab to view the entire document.

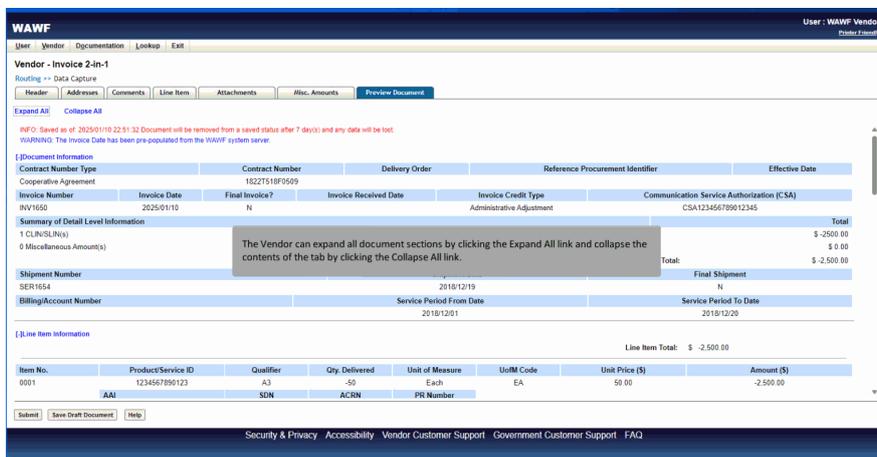
Step 36



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.

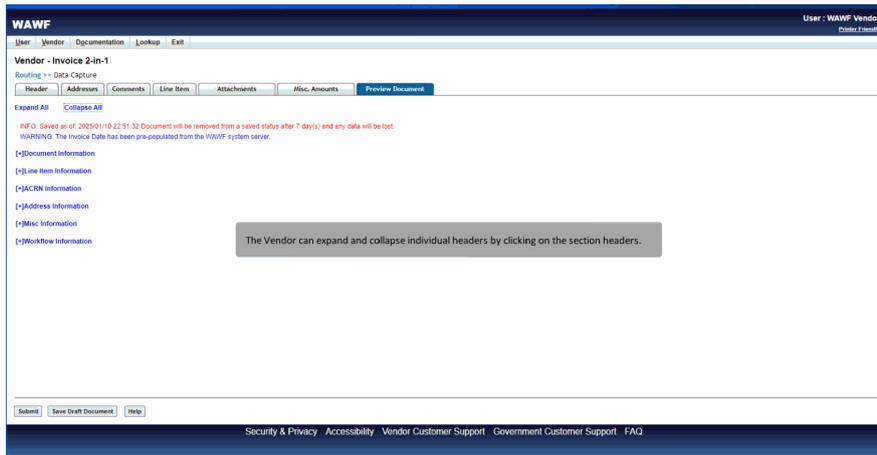
If after reviewing the invoice information you notice an inaccuracy, you may return to the appropriate tab to correct the information.

Step 37



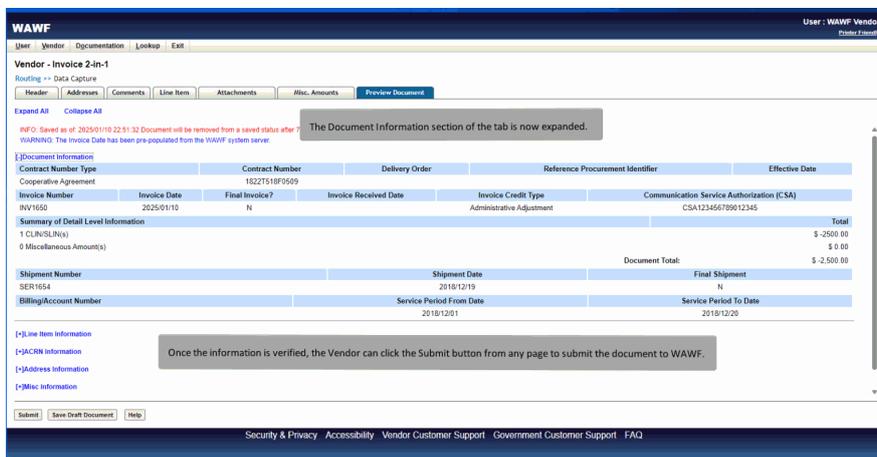
The Vendor can expand all document sections by clicking the Expand All link and collapse the contents of the tab by clicking the Collapse All link.

Step 38



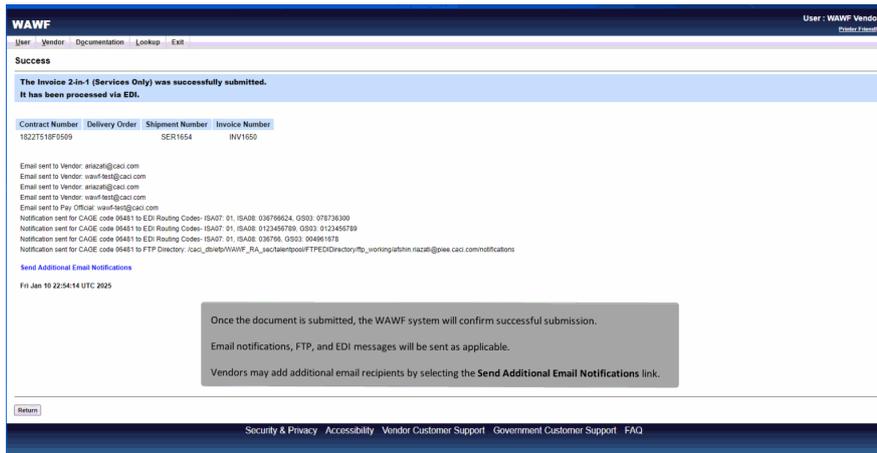
The Vendor can expand and collapse individual headers by clicking on the section headers.

Step 39



The Document Information section of the tab is now expanded. Once the information is verified, the Vendor can click the Submit button from any page to submit the document to WAWF.

## Step 40

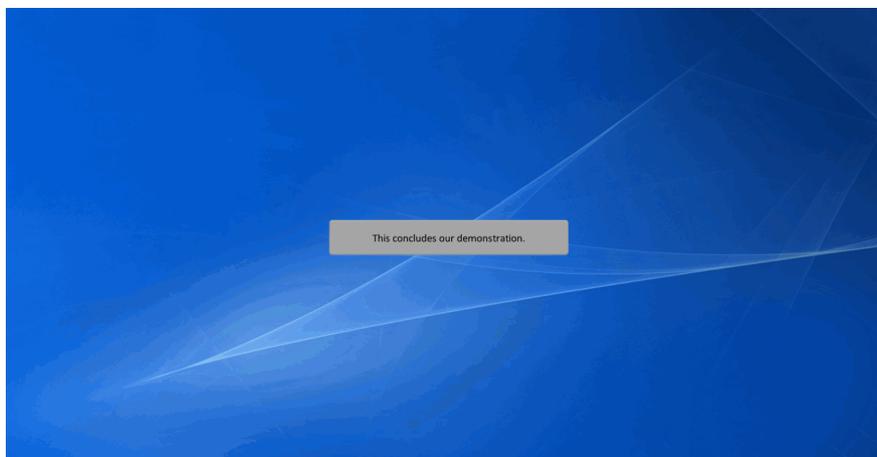


Once the document is submitted, the WAWF system will confirm successful submission.

Email notifications, FTP, and EDI messages will be sent as applicable.

Vendors may add additional email recipients by selecting the Send Additional Email Notifications link.

## End



This concludes our demonstration.