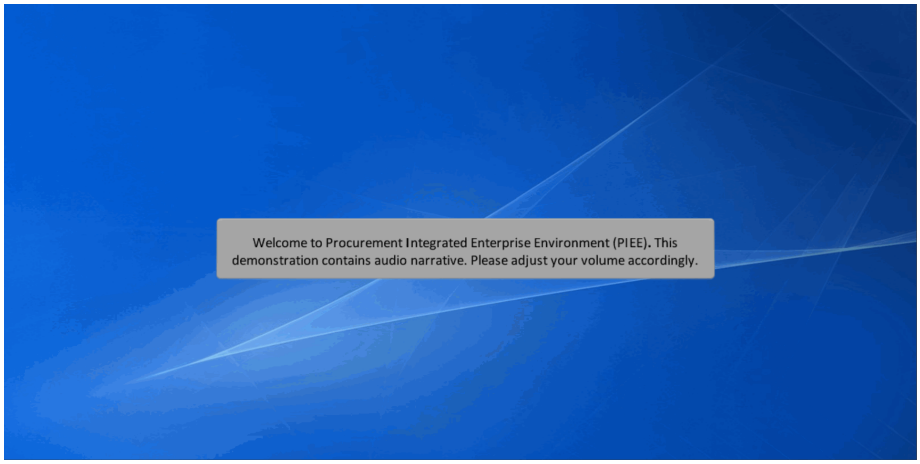
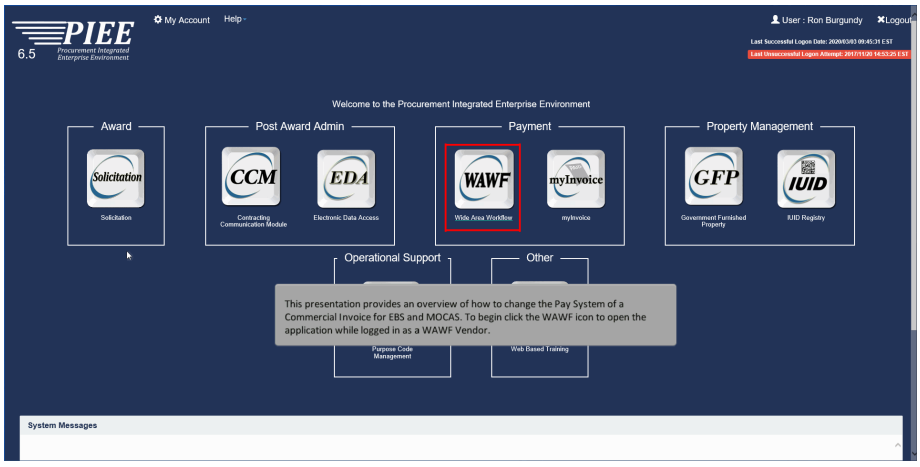
Intro



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 how to change the Pay System of a Commercial Invoice for EBS and MOCAS. To begin click the WAWF icon to open the application while logged in as a WAWF Vendor.

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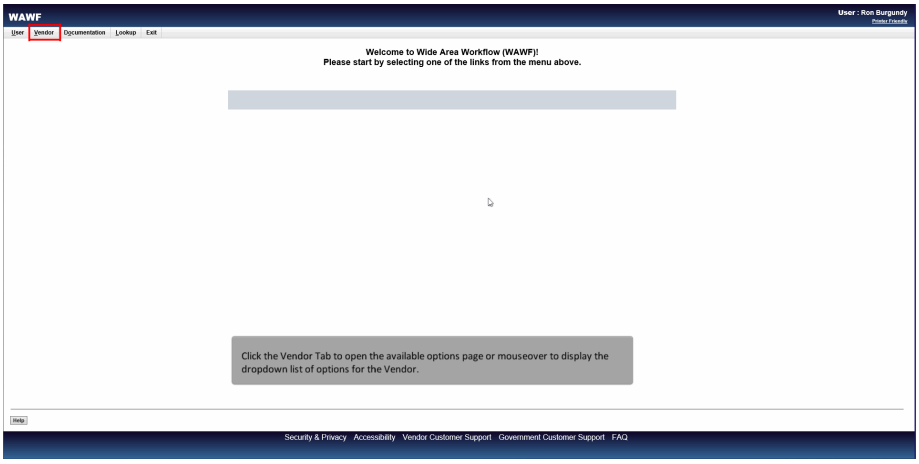
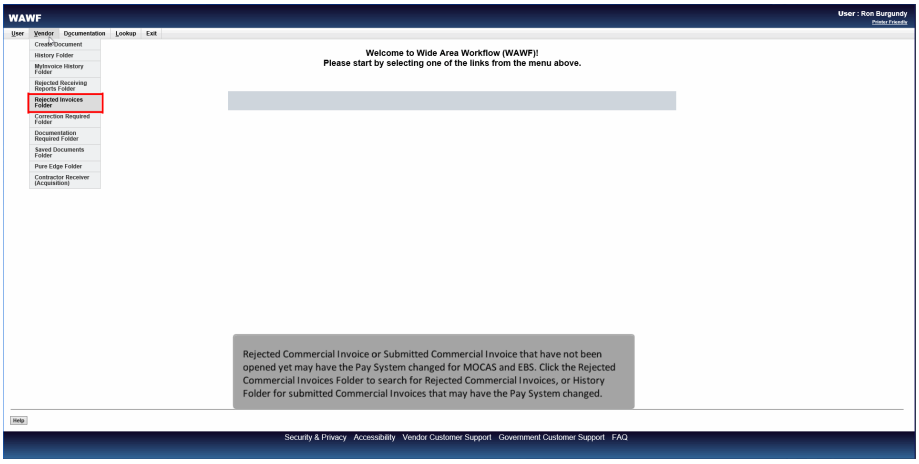
Step 2



Click the Vendor Tab to open the available options page or mouseover to display the dropdown list of options for the Vendor.

Step 3



Rejected Commercial Invoice or Submitted Commercial Invoice that have not been opened yet may have the Pay System changed for MOCAS and EBS. Click the Rejected Commercial Invoices Folder to search for Rejected Commercial Invoices, or History Folder for submitted Commercial Invoices that may have the Pay System changed.

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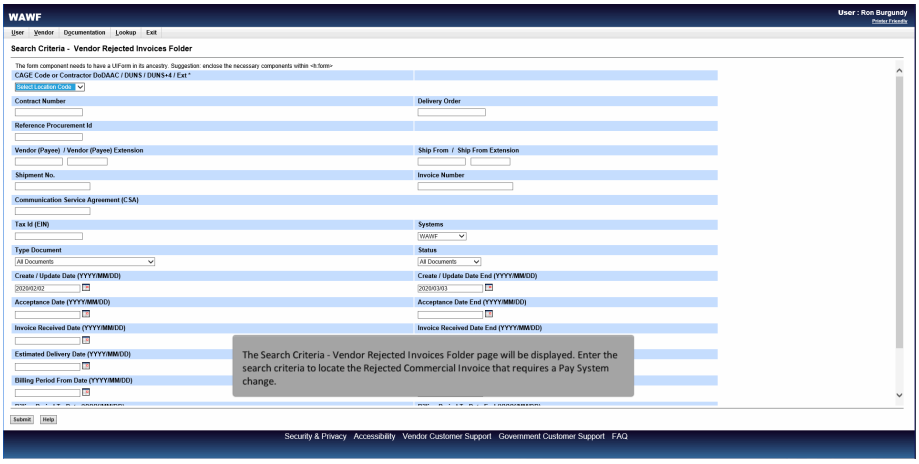
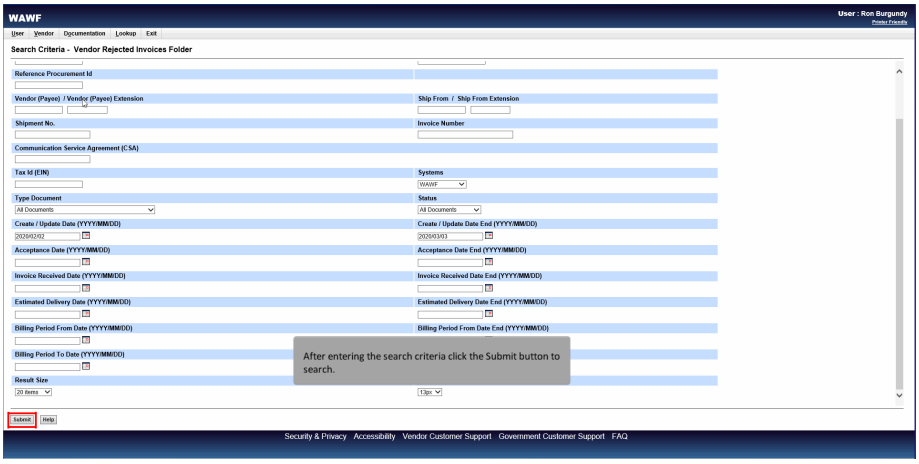
Step 4



The Search Criteria - Vendor Rejected Invoices Folder page will be displayed. Enter the search criteria to locate the Rejected Commercial Invoice that requires a Pay System change.

Step 5



After entering the search criteria click the Submit button to search.

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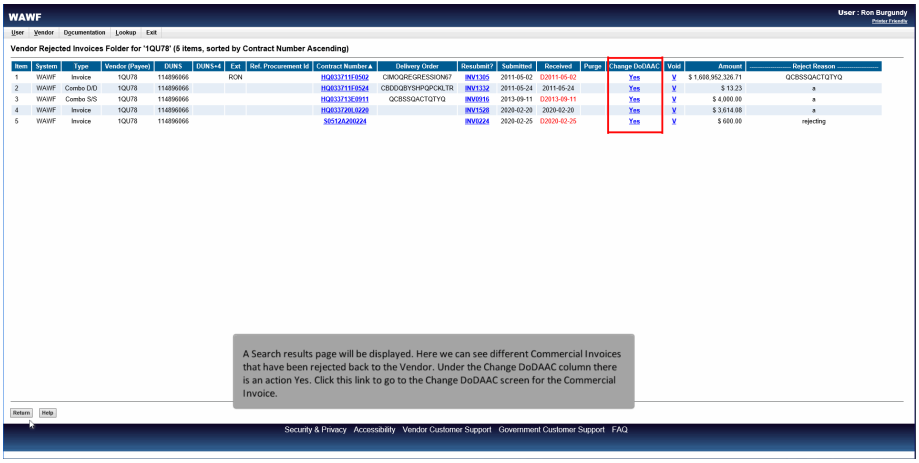
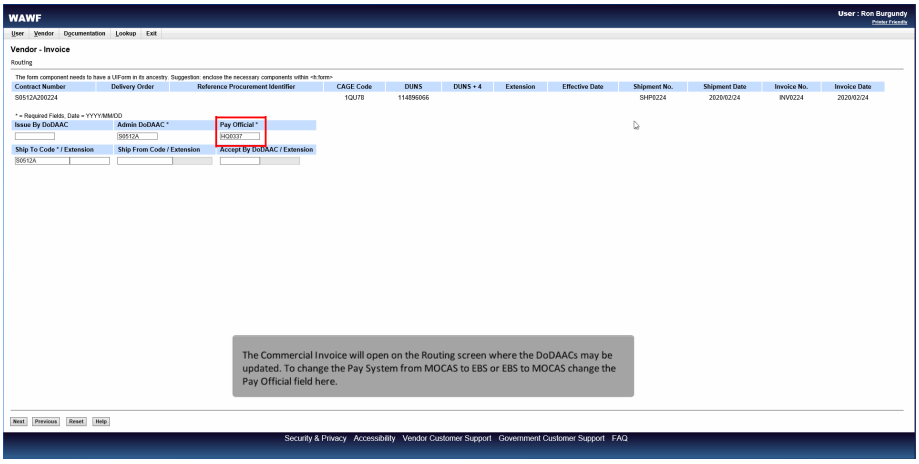
Step 6



A Search results page will be displayed. Here we can see different Commercial Invoices that have been rejected back to the Vendor. Under the Change DoDAAC column there is an action Yes. Click this link to go to the Change DoDAAC screen for the Commercial Invoice.

Step 7



The Commercial Invoice will open on the Routing screen where the DoDAACs may be updated. To change the Pay System from MOCAS to EBS or EBS to MOCAS change the Pay Official field here.

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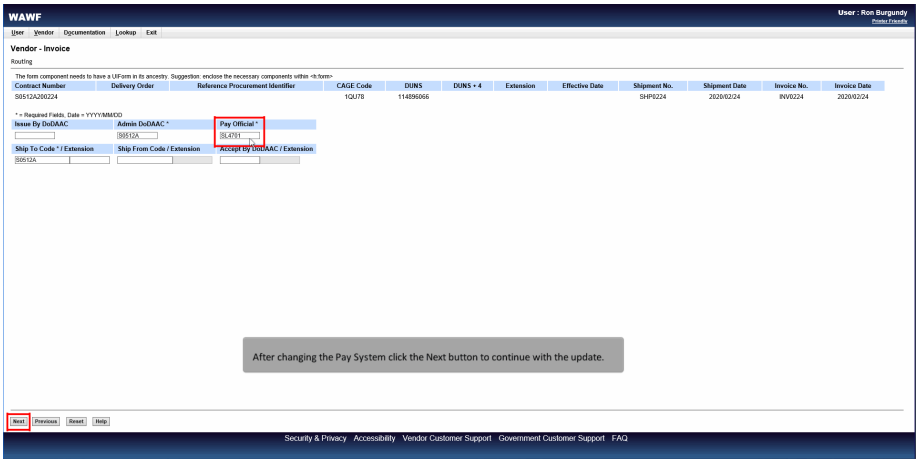
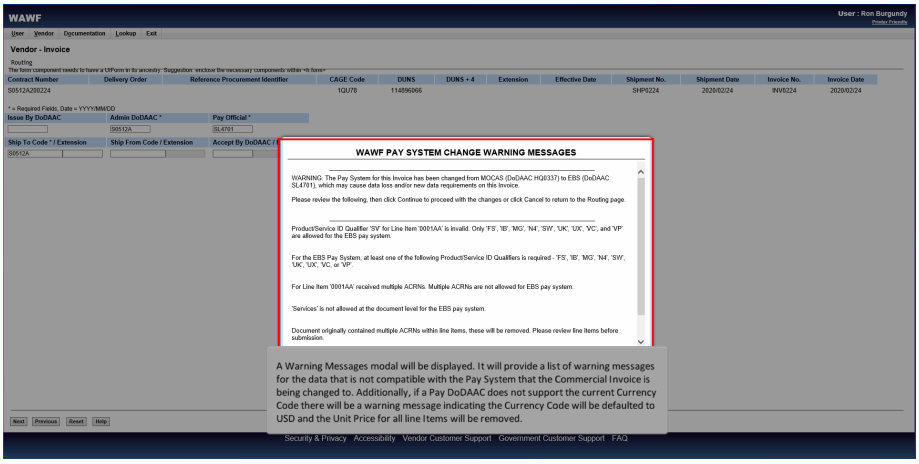
Step 8



After changing the Pay System click the Next button to continue with the update.

Step 9



A Warning Messages modal will be displayed. It will provide a list of warning messages for the data that is not compatible with the Pay System that the Commercial Invoice is being changed to. Additionally, if a Pay DoDAAC does not support the current Currency Code there will be a warning message indicating the Currency Code will be defaulted to USD and the Unit Price for all line Items will be removed.

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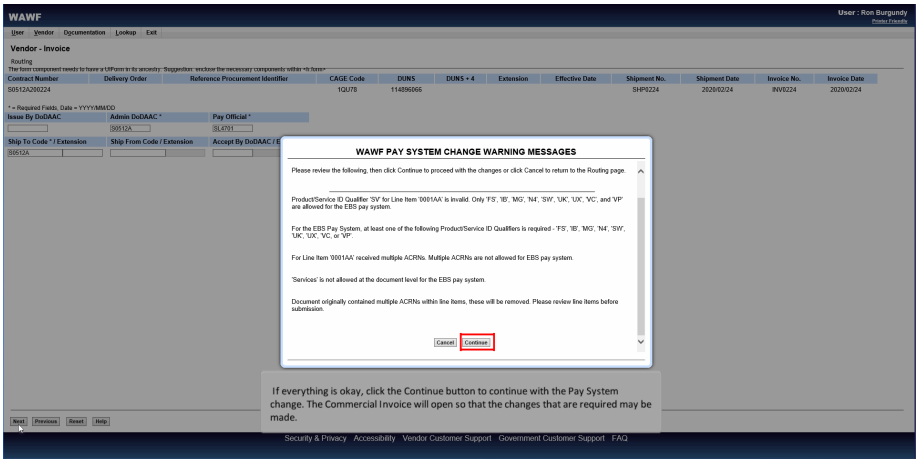
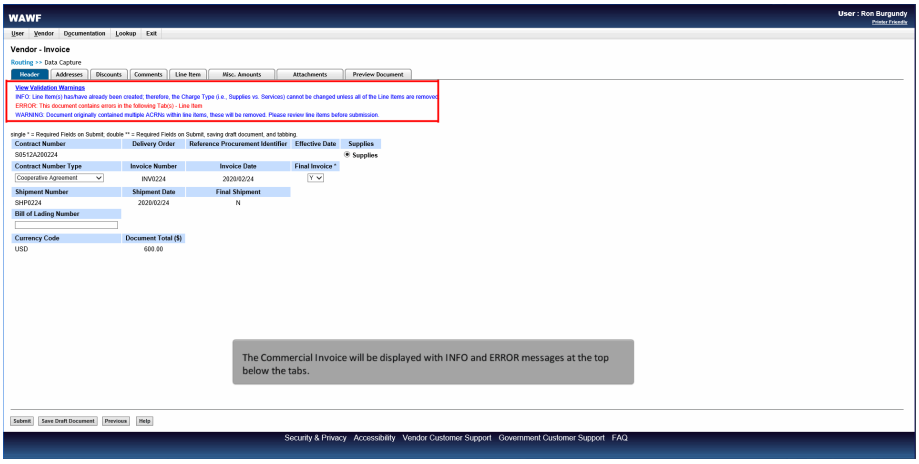
Step 10



If everything is okay, click the Continue button to continue with the Pay System change. The Commercial Invoice will open so that the changes that are required may be made.

Step 11



The Commercial Invoice will be displayed with INFO and ERROR messages at the top below the tabs.

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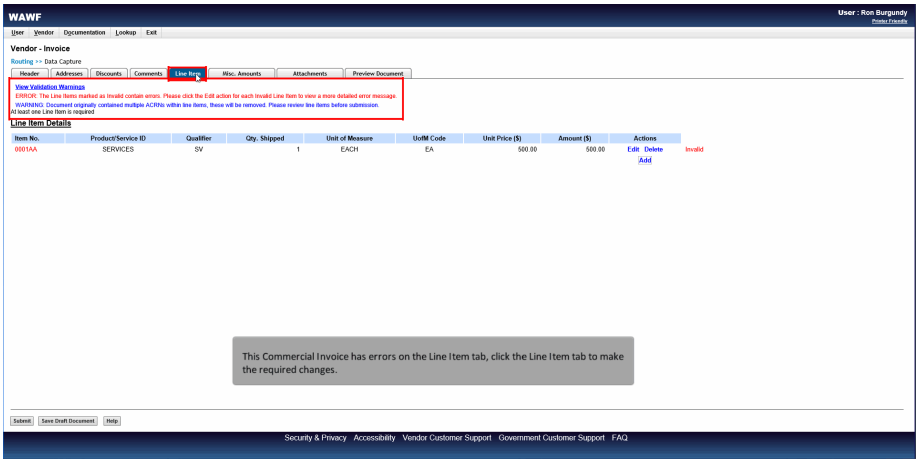
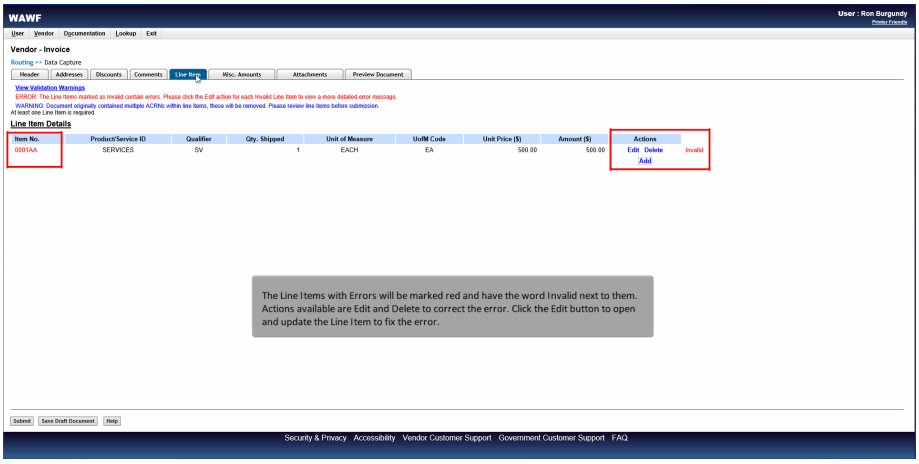
Step 12



This Commercial Invoice has errors on the Line Item tab, click the Line Item tab to make the required changes.

Step 13



The Line Items with Errors will be marked red and have the word Invalid next to them. Actions available are Edit and Delete to correct the error. Click the Edit button to open and update the Line Item to fix the error.

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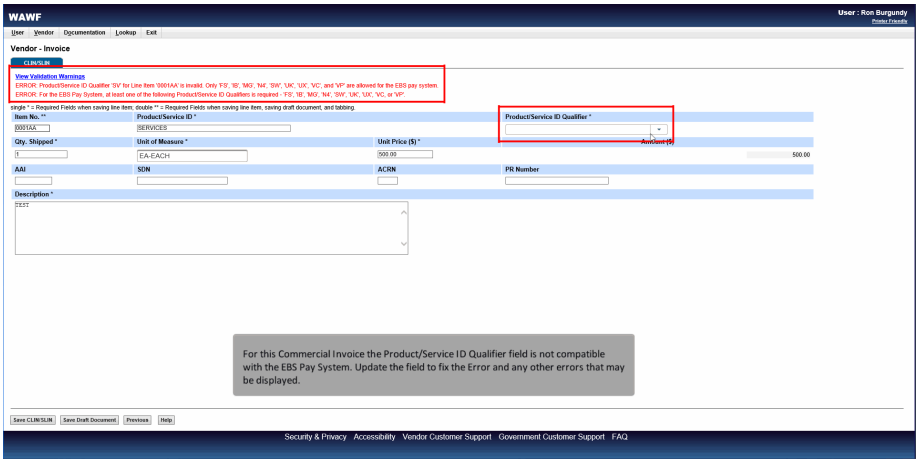
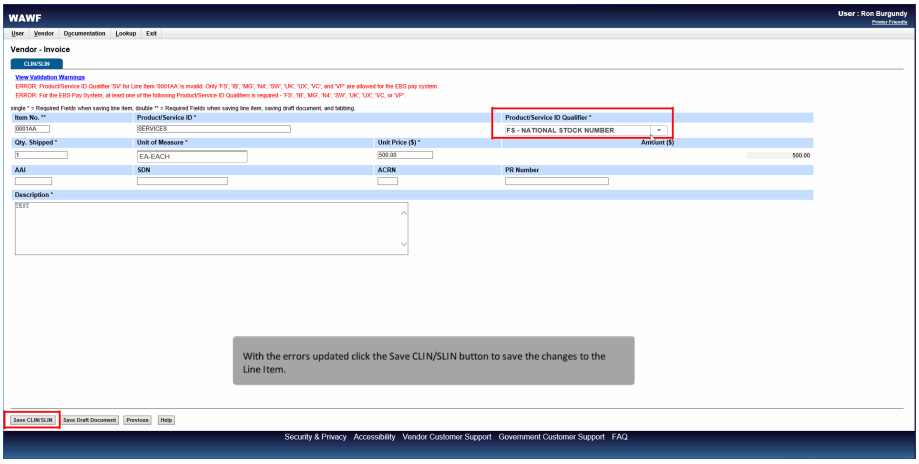
Step 14



For this Commercial Invoice the Product/Service ID Qualifier field is not compatible with the EBS Pay System. Update the field to fix the Error and any other errors that may be displayed.

Step 15



With the errors updated click the Save CLIN/SLIN button to save the changes to the Line Item.

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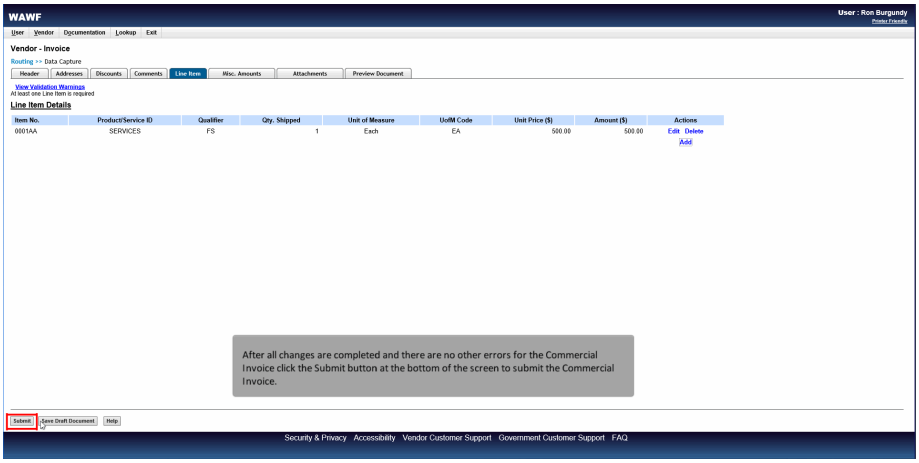
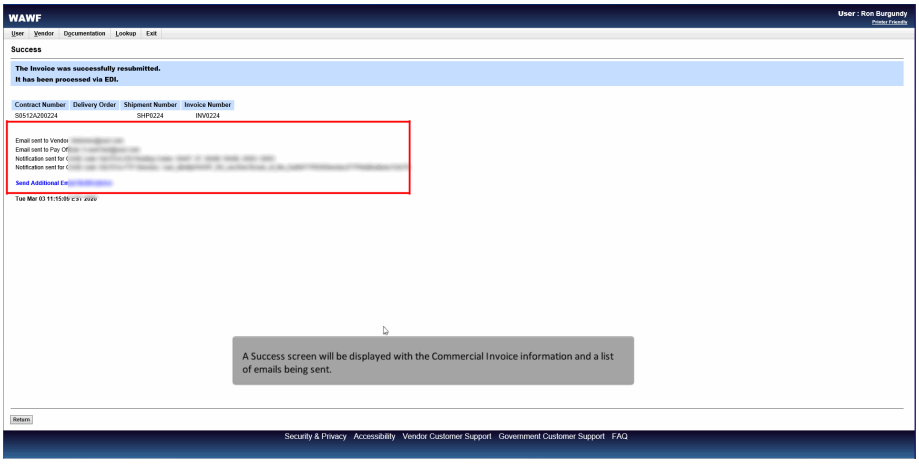
Step 16



After all changes are completed and there are no other errors for the Commercial Invoice click the Submit button at the bottom of the screen to submit the Commercial Invoice.

Step 17



A Success screen will be displayed with the Commercial Invoice information and a list of emails being sent.

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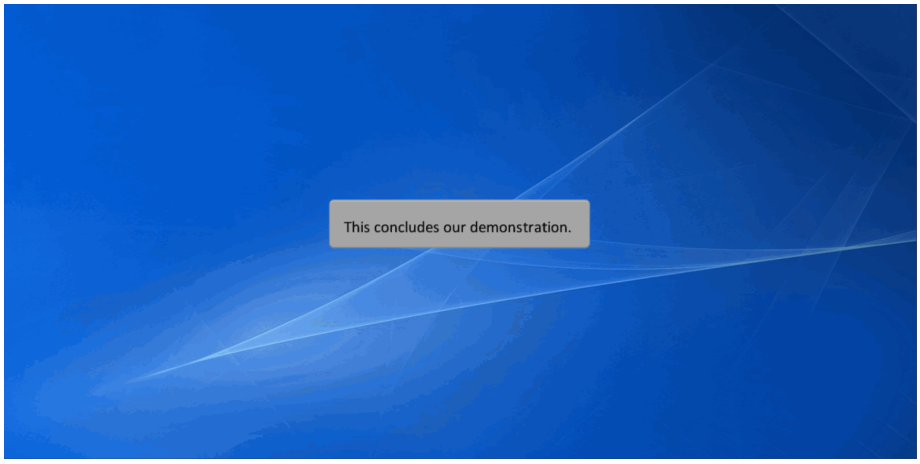
End



This concludes our demonstration.

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