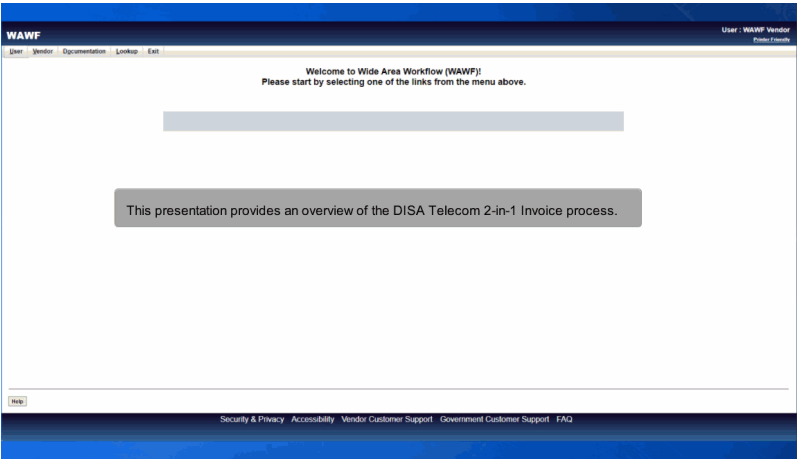Intro

Welcome to Procurement Integrated Enterprise Environment (PIEE).
This demonstration contains audio narrative. Please adjust your volume accordingly.
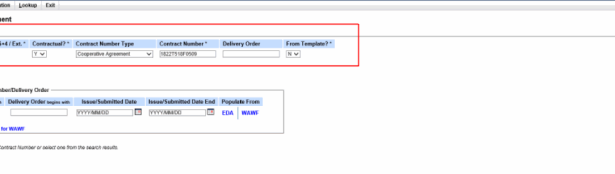
Step 1

This presentation provides an overview of the DISA Telecom 2-in-1 Invoice process.

Step 2

To begin the creation of the DISA Telecom 2-in-1 Invoice, click on the "Vendor" menu dropdown, or cursor over the "Vendor" menu dropdown. Next, click the Create Document link from the Vendor menu drop-down.

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

To create a DISA Telecom 2-in-1 Invoice, the initiator must enter the FAMIS Pay Official DoDAAC of HQ0811 and ensure all required fields indicated with an asterisk are completed accurately. Select the Next button to proceed.

Step 5

The initiator selects the Invoice as 2-in-1 (Services Only) document type then clicks Next to proceed.

Step 6

Enter the Contract Admin DoDAAC. Select the Next button to proceed.

Step 7

The Discounts tab will not be available on the DISA Telecom 2-in-1 Invoice.

Step 8

The Service Period From and To Dates are mandatory, and both dates must fall within the same calendar month. Ensure both dates are entered and that the From Date is equal to or earlier than the To Date.

The date fields will not be auto populated when creating from a template.

Step 9

Fill in all fields marked with an asterisk and ensure at least one CLIN/SLIN line item is present on the Line Item Tab. The Billing/Account Number field allows alphanumeric characters, slashes, and dashes, up to 24 characters. This field is optional. The CSA is only available on the DISA Telecom 2-in-1 Invoice and is an optional field. It must consist of up to 30 alphanumeric characters or spaces.

Step 10

Click the Addresses Tab to go the Addresses page.

Step 11

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 10

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

Step 11

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

Step 12
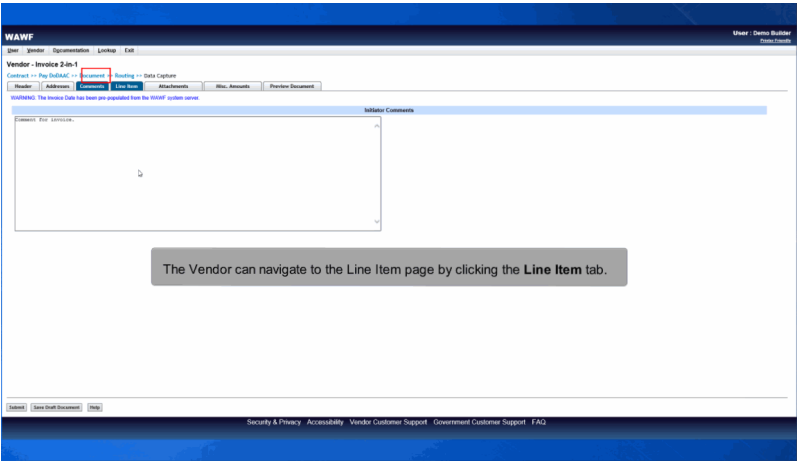
The Vendor can navigate to the Line Item page by clicking the Line Item tab.

Step 13
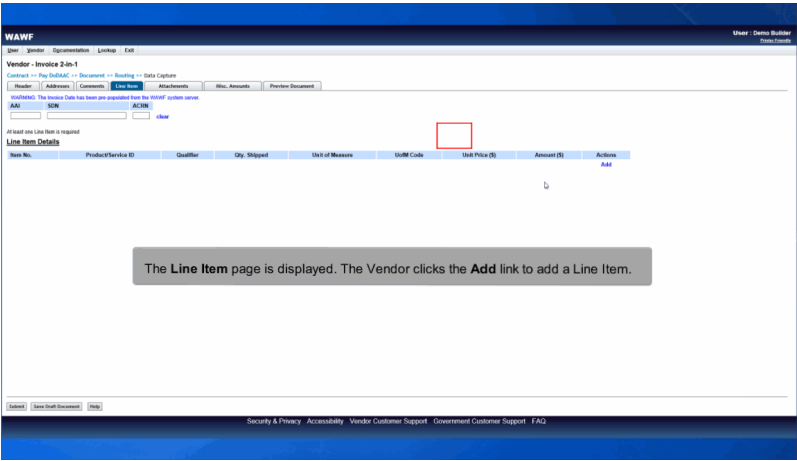
The Line Item page is displayed. The Vendor clicks the Add link to add a Line Item.

Step 14

The CLIN/SLIN page is displayed.

Step 15

To create a credit on the DISA Telecom 2-in-1 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 16

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

Step 17

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

Step 18
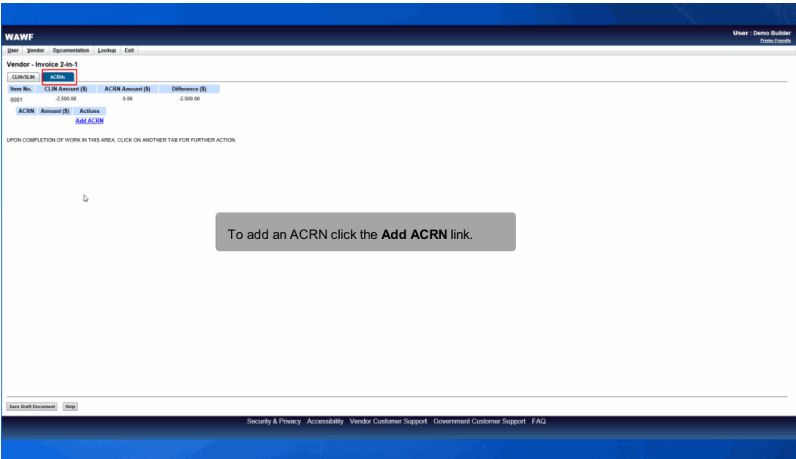
To add an ACRN click the Add ACRN link.

Step 19
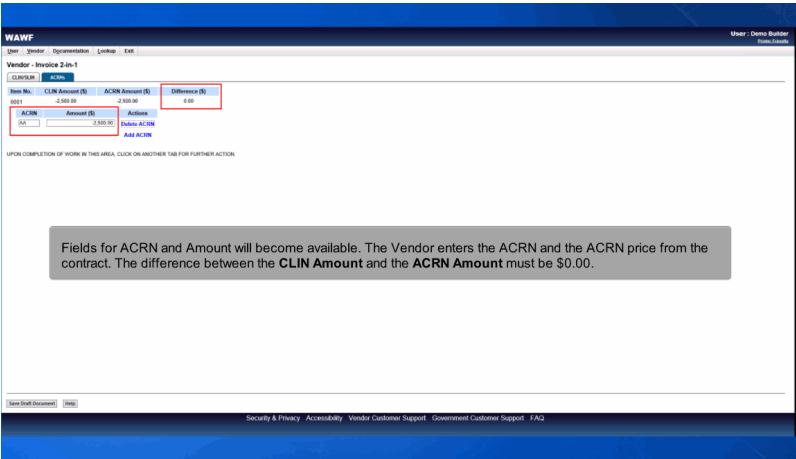
Fields for ACRN and Amount will become available. The Vendor enters the ACRN and the ACRN price from the contract. The difference between the CLIN Amount and the ACRN Amount must be $0.00.

Step 20
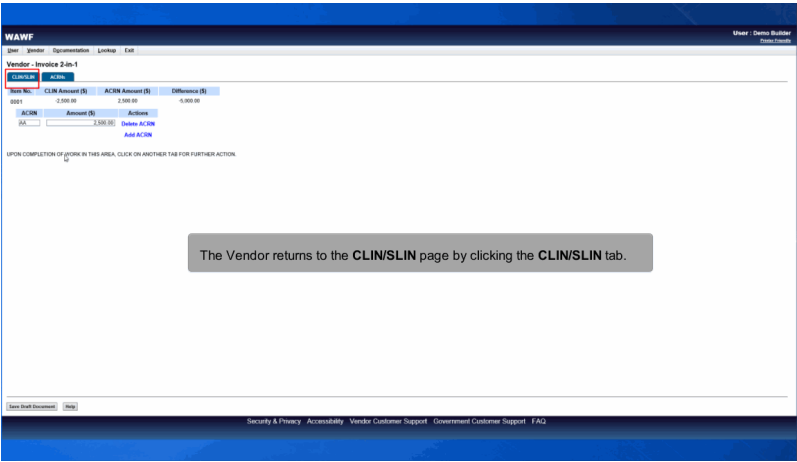
The Vendor returns to the CLIN/SLIN page by clicking the CLIN/SLIN tab.

Step 21
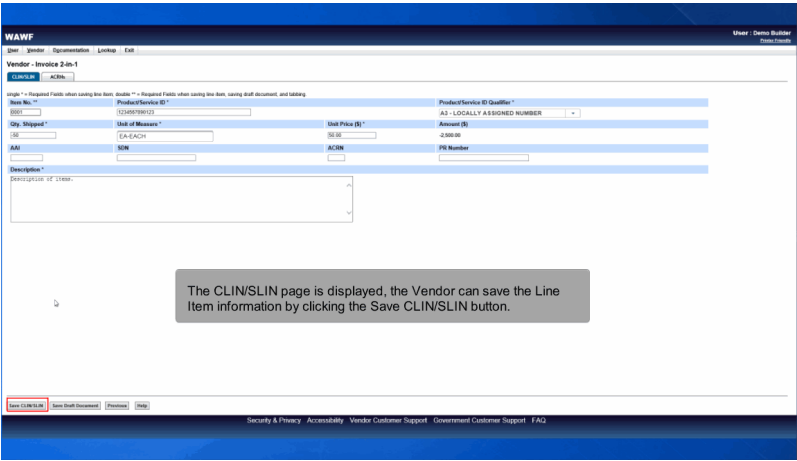
The CLIN/SLIN page is displayed, the Vendor can save the Line Item information by clicking the Save CLIN/SLIN button.

Step 22
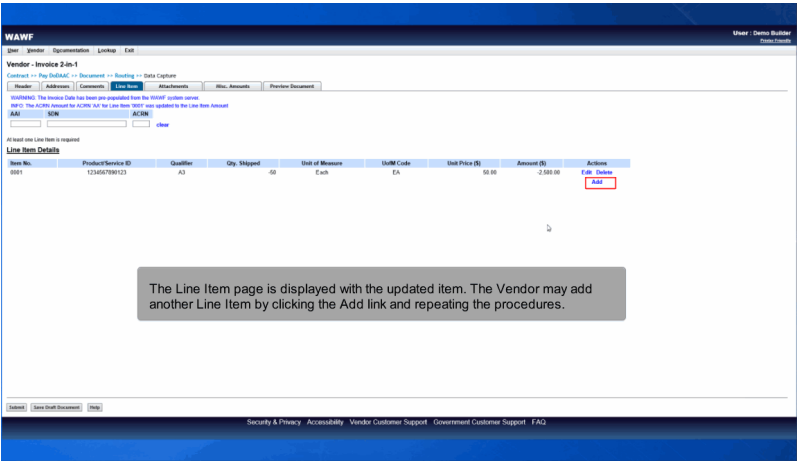
The Line Item page is displayed with the updated item. The Vendor may add another Line Item by clicking the Add link and repeating the procedures.

Step 23
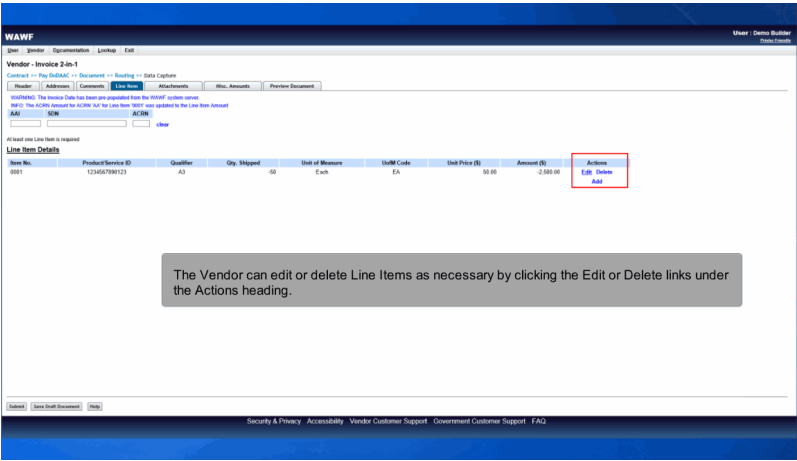
The Vendor can edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading.

Step 24
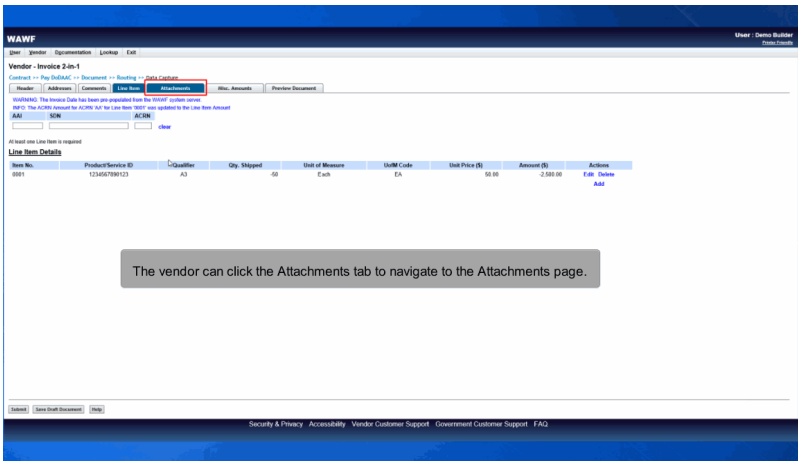
The vendor can click the Attachments tab to navigate to the Attachments page.

Step 25
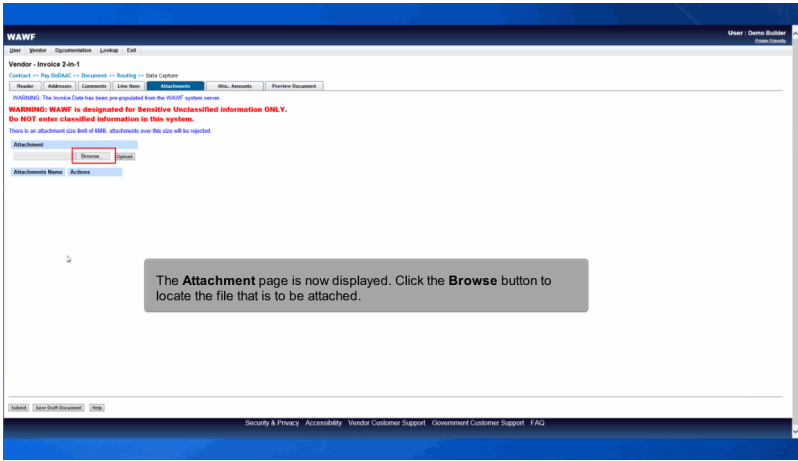
The Attachment page is now displayed. Click the Browse button to locate the file that is to be attached.

Step 26
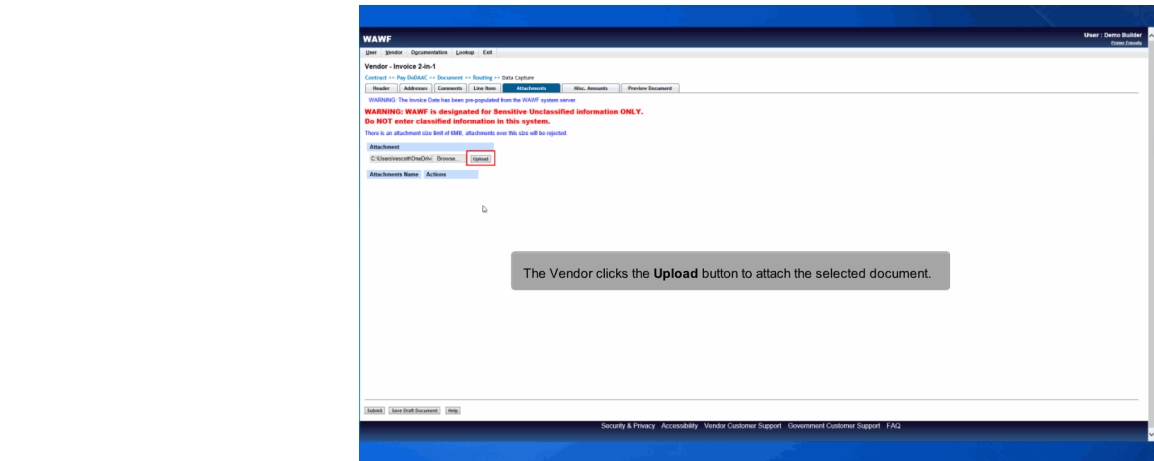
The Vendor clicks the Upload button to attach the selected document.

Step 27
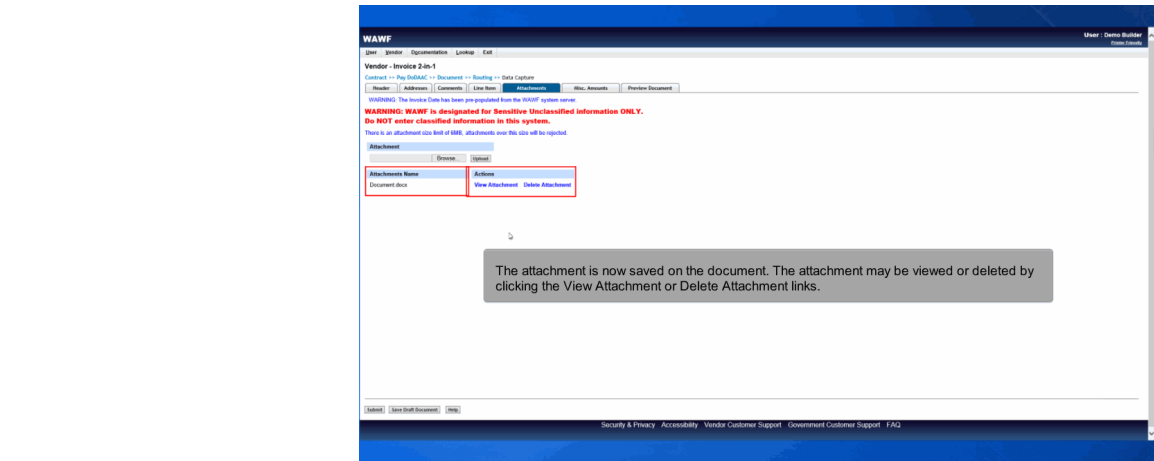
The attachment is now saved on the document. The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Step 28
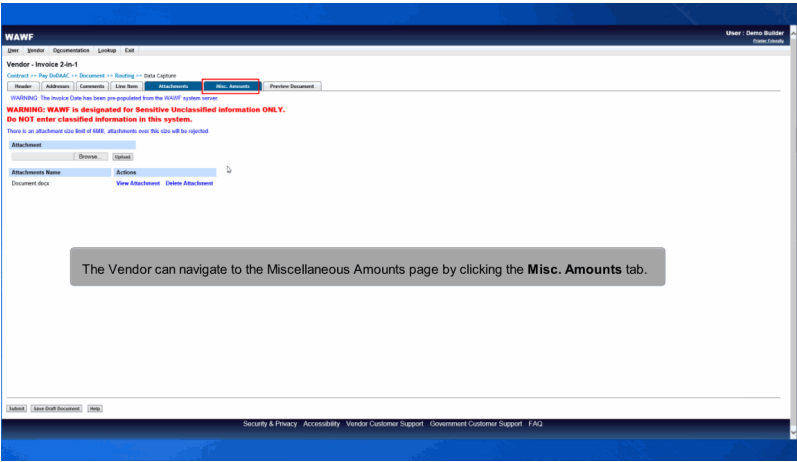
The Vendor can navigate to the Miscellaneous Amounts page by clicking the Misc. Amounts tab.

Step 29
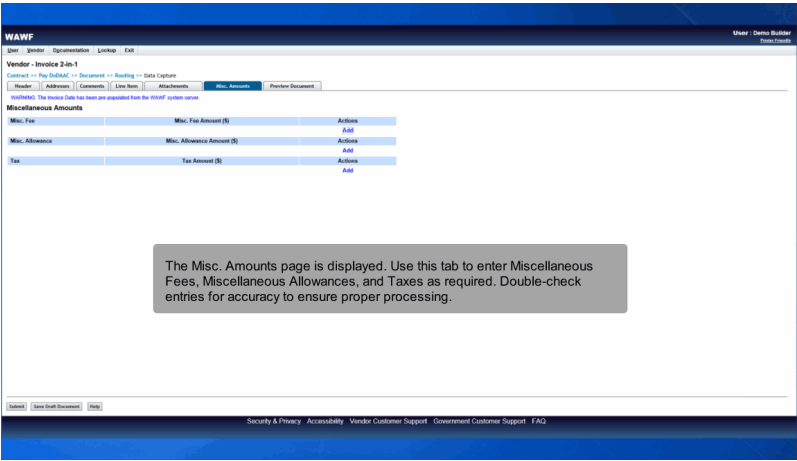
The Misc. Amounts page is displayed. Use this tab to enter Miscellaneous Fees, Miscellaneous Allowances, and Taxes as required. Double-check entries for accuracy to ensure proper processing.

Step 30
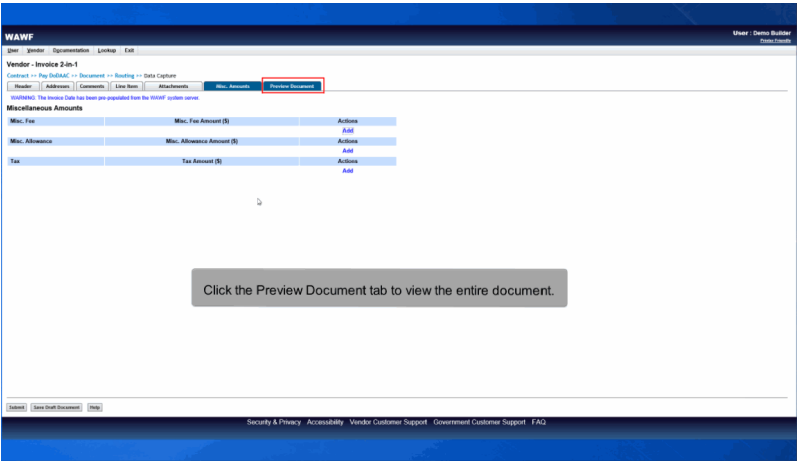
Click the Preview Document tab to view the entire document.

Step 31
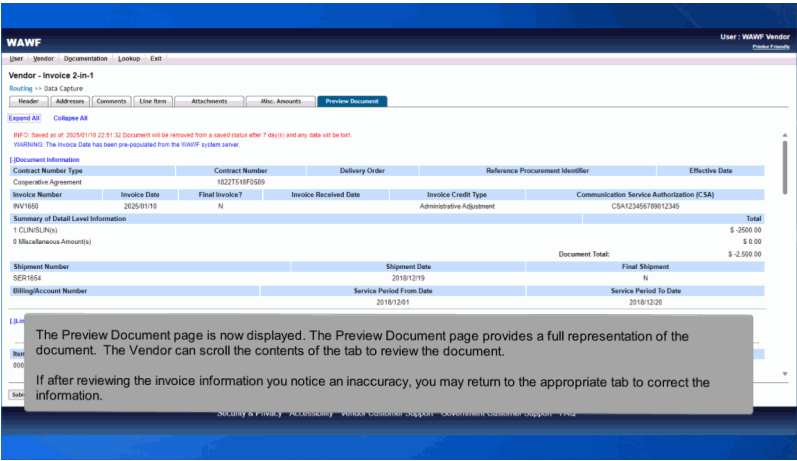
The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The Vendor can scroll the contents of the tab to review the document.

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

Step 32
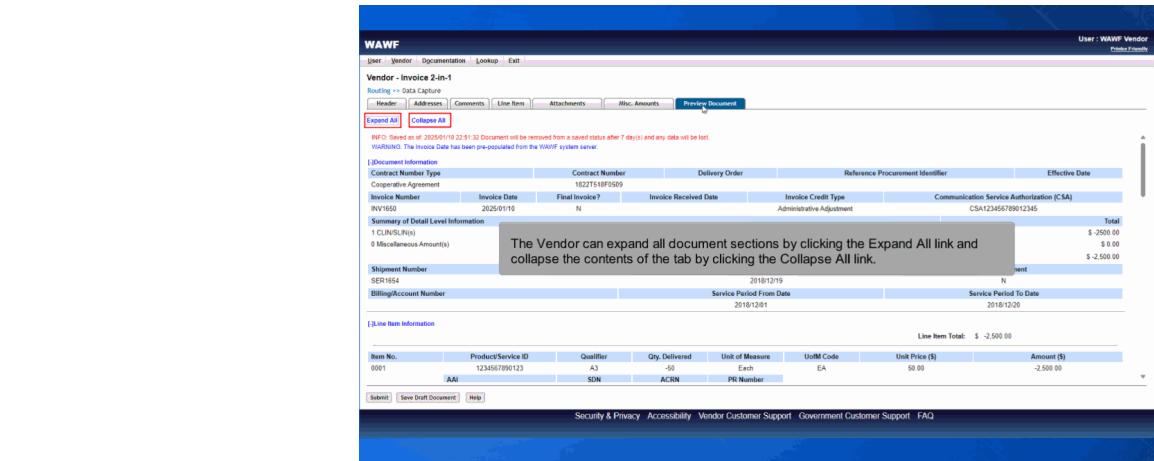
The Vendor can expand all document sections by clicking the Expand All link and collapse the contents of the tab by clicking the Collapse All link.

Step 33

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

Step 34

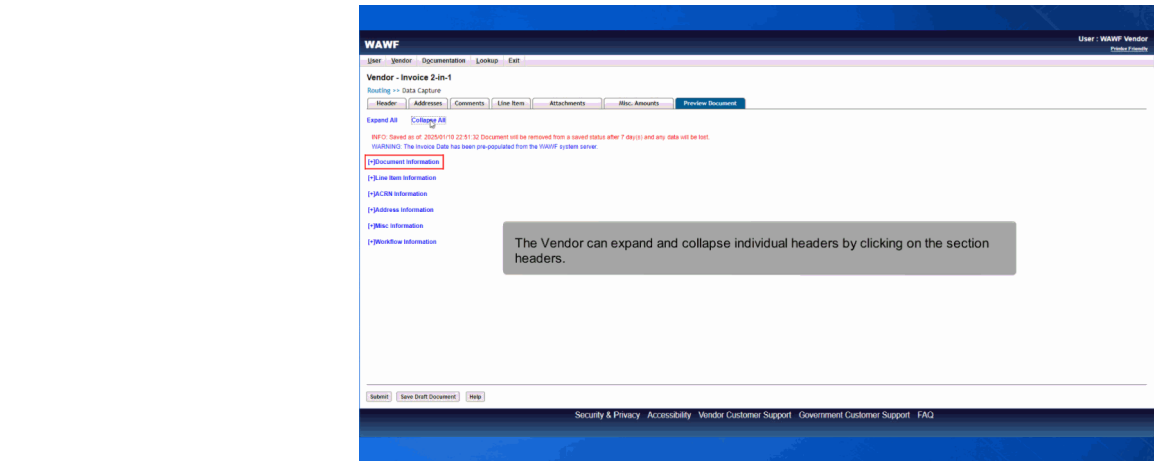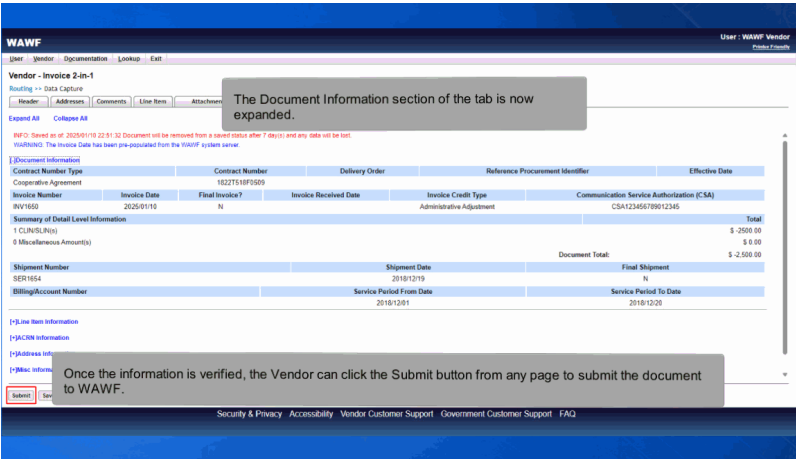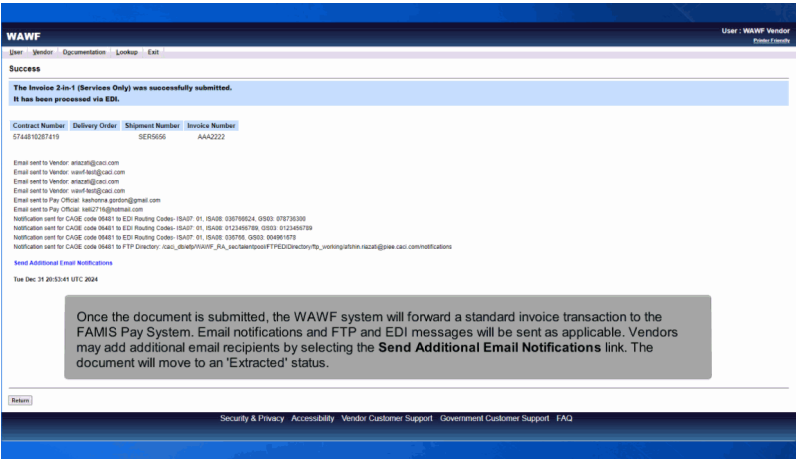The Document Information section of the tab is now expanded. Once the information is verified, the Vendor can click the Submit button from any page to submit the document to WAWF.

Step 35

Once the document is submitted, the WAWF system will forward a standard invoice transaction to the FAMIS Pay System. Email notifications and FTP and EDI messages will be sent as applicable. Vendors may add additional email recipients by selecting the Send Additional Email Notifications link. The document will move to an 'Extracted' status.

End
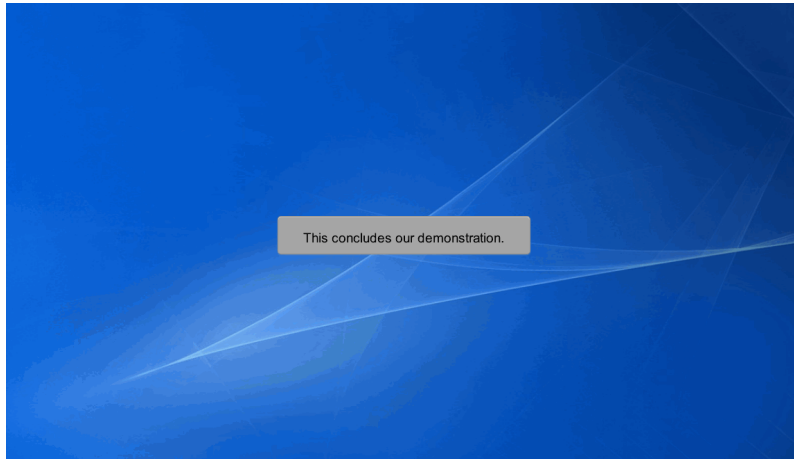
This concludes our demonstration.