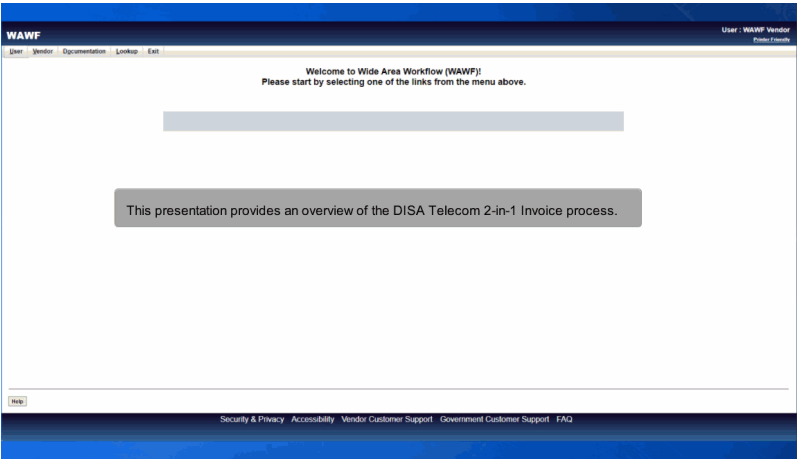


Intro



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

Step 1

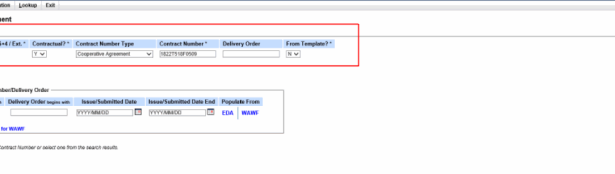


This presentation provides an overview of the DISA Telecom 2-in-1 Invoice process.

[illegible]

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



WAWF

User: Vendor - Documentation Login: Exit

Vendor - Create Document

Contract Info

CAGE Code (DUNS / DUNS+4 / Etc.): Contract#*: Contract Number*: Delivery Order: From Template? *

15079114386602: [v] [w] Cooperative Agreement: 162711070109: [w] [v]

* Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number	Contract Number	Delivery Order	Delivery Order	Issue/Submitted Date	Issue/Submitted Date	Expiry Date	Expiry Date
15079114386602	15079114386602	162711070109	162711070109	2017-08-01	2017-08-01	2017-08-01	2017-08-01

[v] Advanced Search Criteria for WAWF

NOTE: The field either enter a Contract Number or select one from the search results

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.

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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

WAWF Vendor - Create Document

Contract -- Pay DoDAAC

INFO: Unable to retrieve PCS XML from EDA. The PCS XML was not found in EDA.
INFO: The contract data is not available in EDA EDA.
INFO: Click the Previous button or Contract -- link to enter a different Contract Number or continue creating the document.

Contract	Reference Procurement Identifier	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
Y		Intragovernmental	5744010207419	06401	039134210				

* - Required Fields

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.

Next Previous Reset Help

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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

WAWF Create New Document

Contract -- Pay DoDAAC -- Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
5744010207419			06401	039134210			HQ0811	USD

* - Required Fields

Select Document to Create: *

Ⓡ Invoice as 2-in-1 (Services Only)

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

Next Previous Reset Help

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

Step 6

WAWF

User: WAWF Vendor
Home Forum

Vendor - Invoice 2-in-1

Contract --> Pay DoDAAC --> Document --> Routing

INFO: Unable to retrieve PSR XML from EDA. The PSR XML was not found in EDA.

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
574810287419			06481	039134210			HQ0811

* = Required Fields, Date = YYYYMMDD

Effective Date: [YYYYMMDD] [] Issue By DoDAAC: [] Admin DoDAAC: []

Ship From Code / Extension: []

Enter the Contract Admin DoDAAC.

Select the Next button to proceed.

Next Previous Reset Help

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

Step 7

WAWF

User: WAWF Vendor
Home Forum

Vendor - Invoice 2-in-1

Contract --> Pay DoDAAC --> Document --> Routing --> Data Capture

Discounts Add Items Comments Like Item Attachments Alloc. Amounts Preview Document

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

Info: * = Required Fields on Submit, double ** = Required Fields on Submit, leaving draft document, and listing, single * = Conditionally Required

Contract Number	Invoice Number **	Invoice Date * (WAWF System Server Date)	Effective Date	CAGE Code/EAL	Pay DoDAAC
574810287419		20241231		06481	HQ0811

Contract Type: Intragovernmental

Shipment Number **

Shipment Date * [YYYYMMDD] [] Final Shipment * []

SER: []

Billing/Account Number: [] Service Period From Date * [YYYYMMDD] [] Service Period To Date * [YYYYMMDD] [] Invoice Credit Type: []

Currency Code: USD Document Total (\$): []

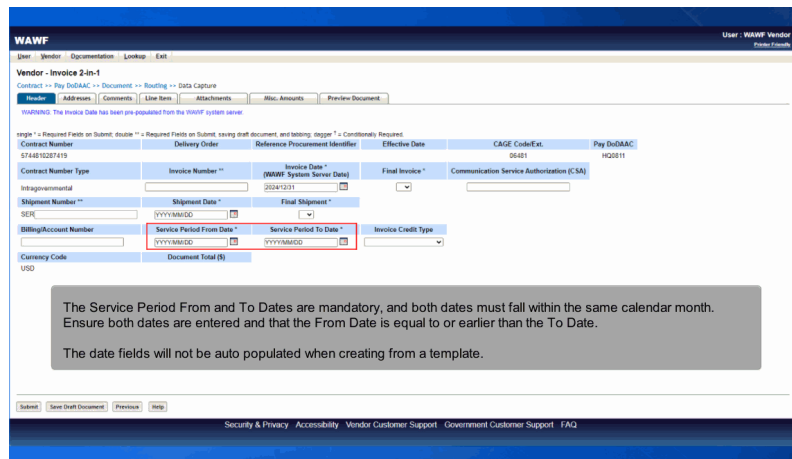
The Discounts tab will not be available on the DISA Telecom 2-in-1 Invoice.

Submit Save Draft Document Previous Help

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

Step 8



WAWF User: WAWF Vendor

Vendor - Invoice 2-in-1

Contract -- Pay DoDMAC -- Document -- Routing -- Data Capture

Buttons: Add Item | Comments | Line Item | Attachments | Also Amounts | Preview Document

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

Single -- Required Fields on Submit, double -- Required Fields on Submit, saving draft document, and hitting, trigger -- Conditionally Required.

Contract Number 574810287419	Delivery Order	Reference Procurement Identifier	Effective Date	CAGE Code/EAL 05481	Pay DoDMAC HQ0811
Contract Number Type Intragovernmental	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice *	Communication Service Authorization (CSA)	
Shipment Number **	Shipment Date *	Final Shipment *			
SEI	YYYYMMDD				
Billing/Account Number	Service Period From Date *	Service Period To Date *	Invoice Credit Type		
	YYYYMMDD	YYYYMMDD			
Currency Code USD	Document Total (\$)				

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.

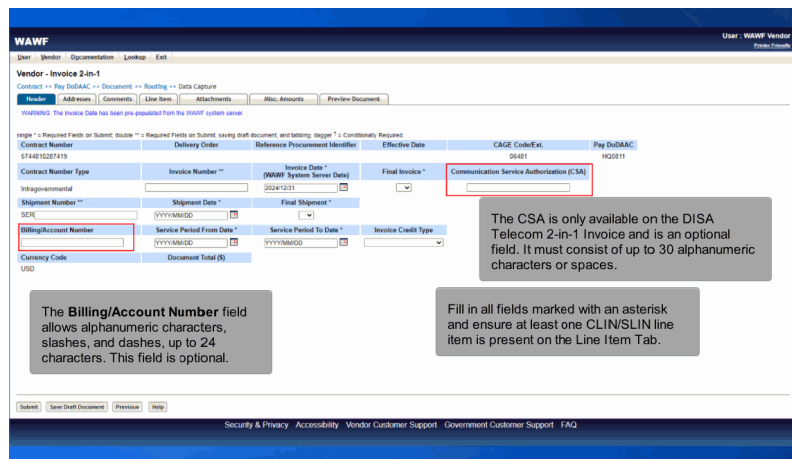
Buttons: Submit | Save Draft Document | Previous | Help

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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



WAWF User: WAWF Vendor

Vendor - Invoice 2-in-1

Contract -- Pay DoDMAC -- Document -- Routing -- Data Capture

Buttons: Add Item | Comments | Line Item | Attachments | Also Amounts | Preview Document

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

Single -- Required Fields on Submit, double -- Required Fields on Submit, saving draft document, and hitting, trigger -- Conditionally Required.

Contract Number 574810287419	Delivery Order	Reference Procurement Identifier	Effective Date	CAGE Code/EAL 05481	Pay DoDMAC HQ0811
Contract Number Type Intragovernmental	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice *	Communication Service Authorization (CSA)	
Shipment Number **	Shipment Date *	Final Shipment *			
SEI	YYYYMMDD				
Billing/Account Number	Service Period From Date *	Service Period To Date *	Invoice Credit Type		
	YYYYMMDD	YYYYMMDD			
Currency Code USD	Document Total (\$)				

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.

Fill in all fields marked with an asterisk and ensure at least one CLIN/SLIN line item is present on the Line Item Tab.

Buttons: Submit | Save Draft Document | Previous | Help

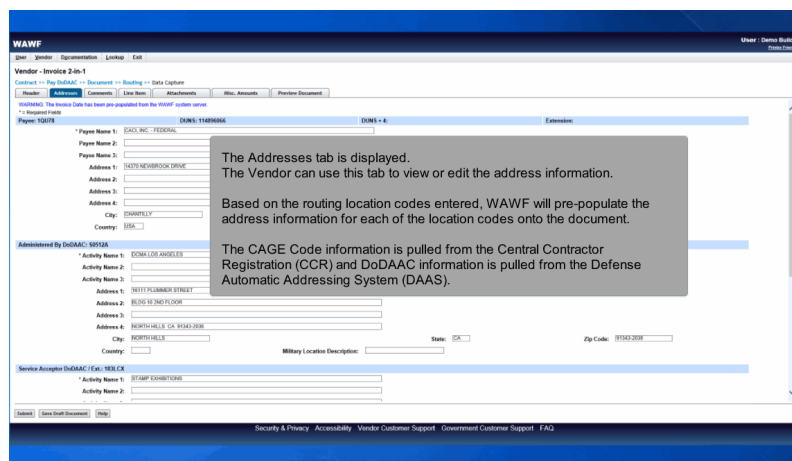
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Fill in all fields marked with an asterisk and ensure at least one CLIN/SLIN line item is present on the Line Item Tab. The Billing/Account Number field allows alphanumeric characters, slashes, and dashes, up to 24 characters. This field is optional. 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

WAWF

User: Demo Builder Demo Builder

Vendor - Invoice 2-in-1

Continue -- Pay Invoices -- Document -- Routing -- Data Capture

Header Address Comments Line Item Attachments Misc. Amounts Previous Document

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

* Request Info

Payee: 121079 DUNS: 114894556 DUNS - 4 Extension:

Payee Name 1: GAO, INC - FIDELITY

Payee Name 2:

Payee Name 3:

Address 1: 14171 NEWBERRY DRIVE

Address 2:

Address 3:

Address 4:

City: CHICAGO, IL

State: IL

Zip Code: 60611

Country: USA

Military Location Description:

Administered by DISA/AC: 98104

* Activity Name 1: 10001 LEE ANGELO

Activity Name 2:

Activity Name 3:

Address 1: 10011 PLUMMER STREET

Address 2: 10011 YU 2ND FLOOR

Address 3:

Address 4: 10011 YU 2ND FLOOR

City: NORTH BELL

State: CA

Zip Code: 91343-2038

Country:

Military Location Description:

Service Acceptor DISA/AC: 10011 LEE ANGELO

* Activity Name 1: 10001 LEE ANGELO

Activity Name 2:

Activity Name 3:

Activity Name 4:

Buttons: Submit Save Draft Document Help

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

Step 11

WAWF

User: Demo Builder Demo Builder

Vendor - Invoice 2-in-1

Continue -- Pay Invoices -- Document -- Routing -- Data Capture

Header Address Comments Line Item Attachments Misc. Amounts Previous Document

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

Initiator Comments

Comments for Initiator:

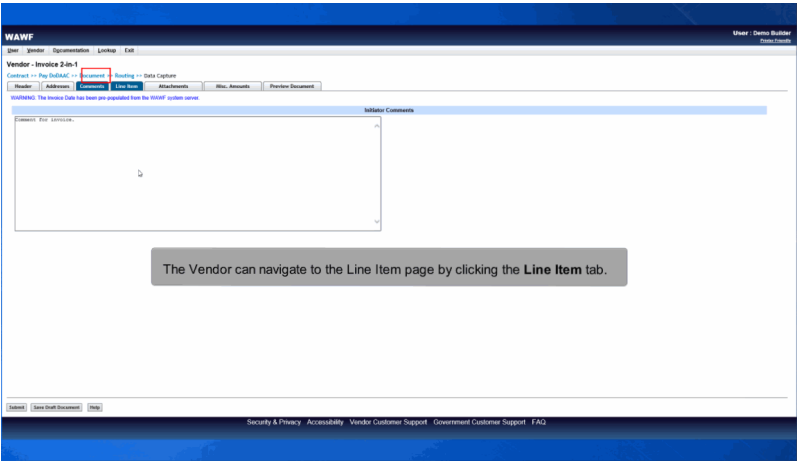
The Comments page is displayed. This tab allows the Vendor to enter further instructions or comments.

Buttons: Submit Save Draft Document Help

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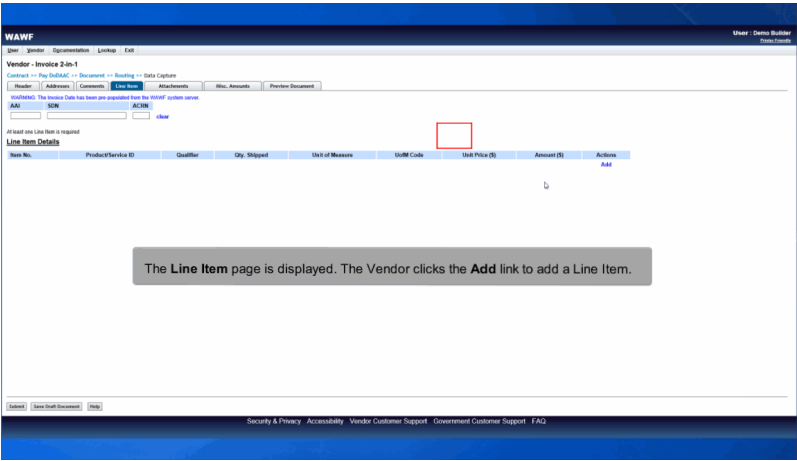
The Comments page is displayed. This tab allows the Vendor to enter further instructions or comments.

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

WAWF

User: Demo Builder
Demo Builder

Item | Vendor | Documentation | Lookup | Exit

Vendor - Invoice 2-in-1

CLIN/SLIN | [Add Item](#)

Single * - Required Fields when creating the Item. Double ** - Required Fields when creating the Item, saving draft document, and tabbing.

Item No. *

Product/Service ID *

Product/Service ID Qualifier *

Qty. Shipped *

Unit of Measure *

Unit Price (\$) *

Amount (\$)

Alt *

ASN *

ACRN *

PI Number

Description *

The CLIN/SLIN page is displayed.

[Save \(Ctrl+S\)](#) [Save Draft Document](#) [Previous](#) [Next](#)

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#)

The CLIN/SLIN page is displayed.

Step 15

WAWF

User: Demo Builder
Demo Builder

Item | Vendor | Documentation | Lookup | Exit

Vendor - Invoice 2-in-1

CLIN/SLIN | [Add Item](#)

Single * - Required Fields when creating the Item. Double ** - Required Fields when creating the Item, saving draft document, and tabbing.

Item No. *

Product/Service ID *

Product/Service ID Qualifier *

Qty. Shipped *

Unit of Measure *

Unit Price (\$) *

Amount (\$)

Alt *

ASN *

ACRN *

PI Number

Description *

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.

[Save \(Ctrl+S\)](#) [Save Draft Document](#) [Previous](#) [Next](#)

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#)

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

WAWF

User: Demo Builder
Demo Builder

Item: Vendor: Documentation: Lookup: Exit

Vendor - Invoice 2-in-1

ACRNs: ACRNs

Sample * - Required Fields when creating the Item: double ** - Required Fields when creating the Item, saving draft document, and tabbing

Item No. *

Product/Service ID *

Product/Service ID Qualifier *

0001

00000000000000000000

AD - LOCALLY ASSIGNED NUMBER

Qty. Shipped *

Unit of Measure *

Unit Price (\$) *

Amount (\$)

00

EA-EACH

00.00

<0.000.00

AN

SN

ACRN

PN Number

Description *

00

DESCRIPTION OF ITEM:

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

Save Draft Document

Save Draft Document

Previous

Next

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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

Step 17

WAWF

User: Demo Builder
Demo Builder

Item: Vendor: Documentation: Lookup: Exit

Vendor - Invoice 2-in-1

ACRNs: ACRNs

Item No. *

CLIN Amount (\$)

ACRN Amount (\$)

Difference (\$)

0001

<0.000.00

0.00

<0.000.00

ACRN

Amount (\$)

Action

ADD ACRN

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

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

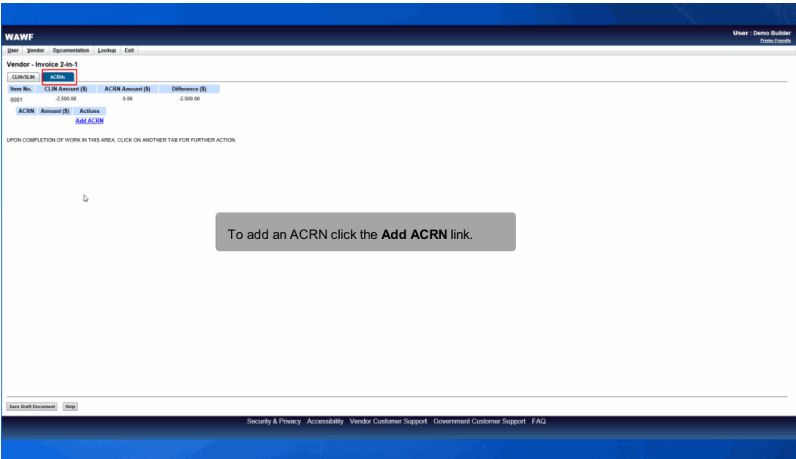
Save Draft Document

Next

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

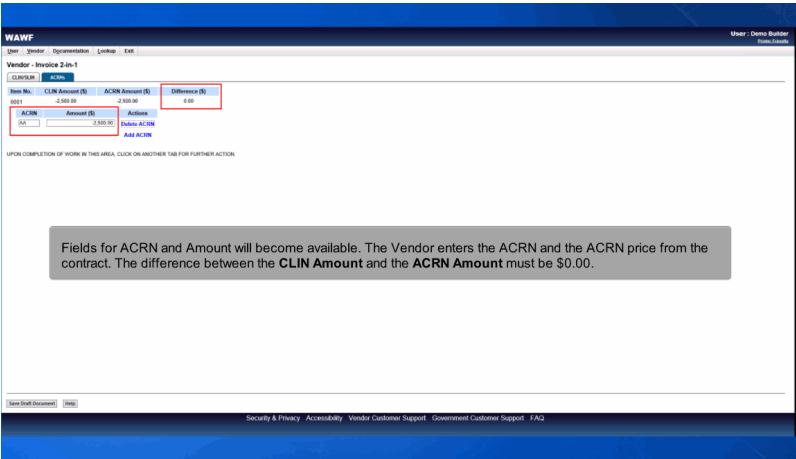
The Accounting Classification Reference Number (ACRN) page is displayed.

Step 18



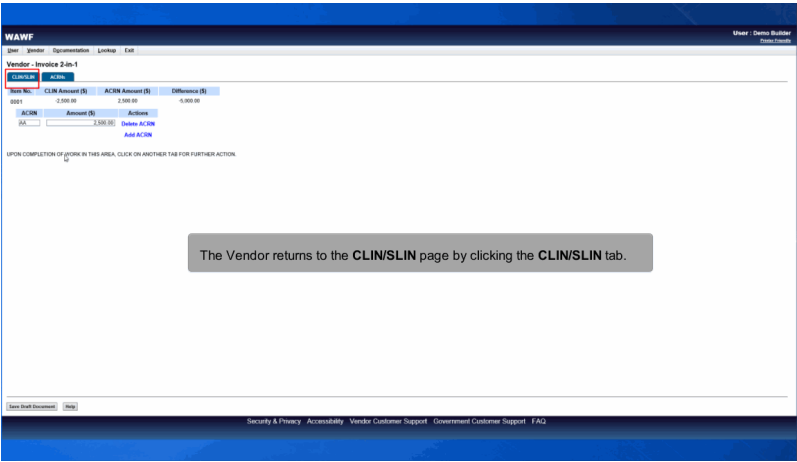
To add an ACRN click the Add ACRN link.

Step 19



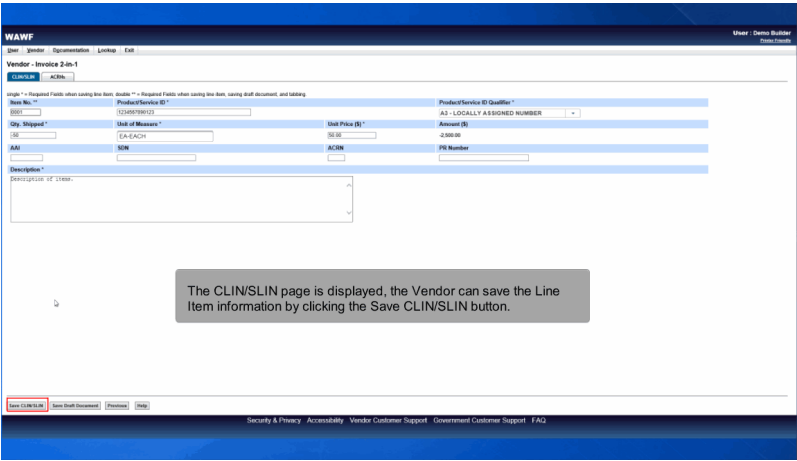
Fields for ACRN and Amount will become available. The Vendor enters the ACRN and the ACRN price from the contract. The difference between the CLIN Amount and the ACRN Amount must be \$0.00.

Step 20



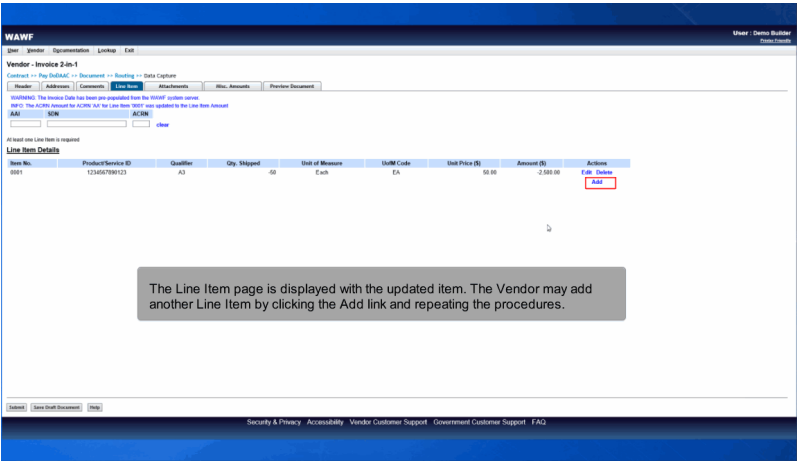
The Vendor returns to the CLIN/SLIN page by clicking the CLIN/SLIN tab.

Step 21



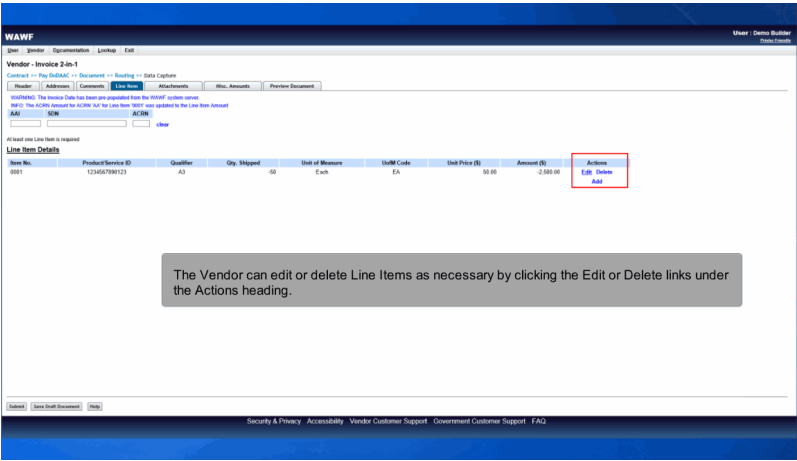
The CLIN/SLIN page is displayed, the Vendor can save the Line Item information by clicking the Save CLIN/SLIN button.

Step 22



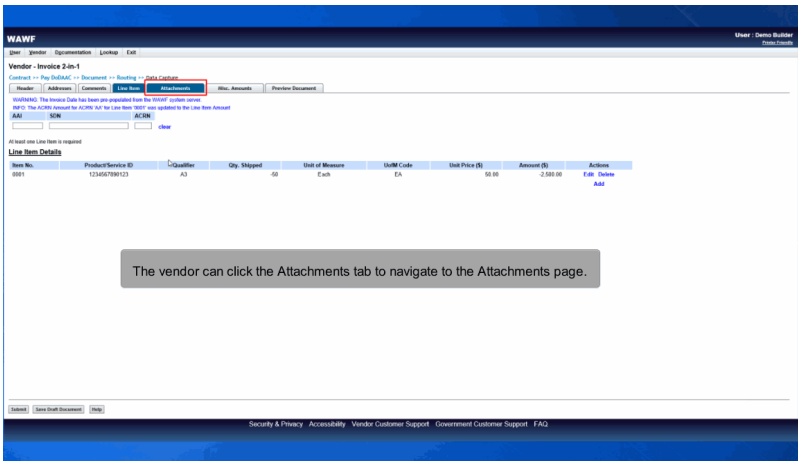
The Line Item page is displayed with the updated item. The Vendor may add another Line Item by clicking the Add link and repeating the procedures.

Step 23



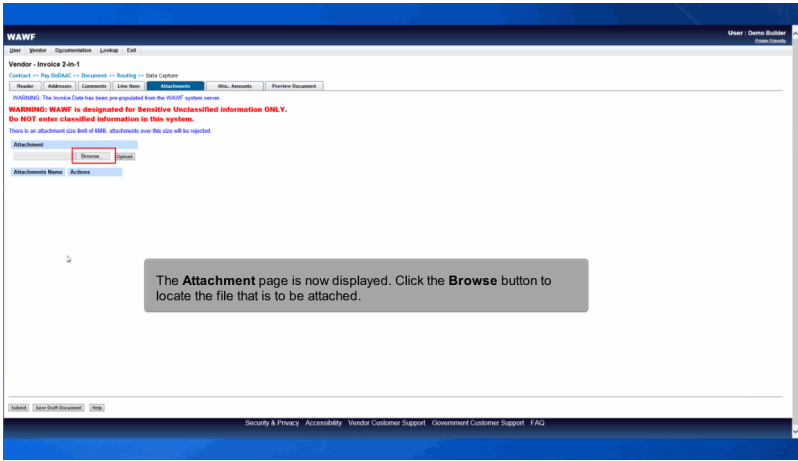
The Vendor can edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading.

Step 24



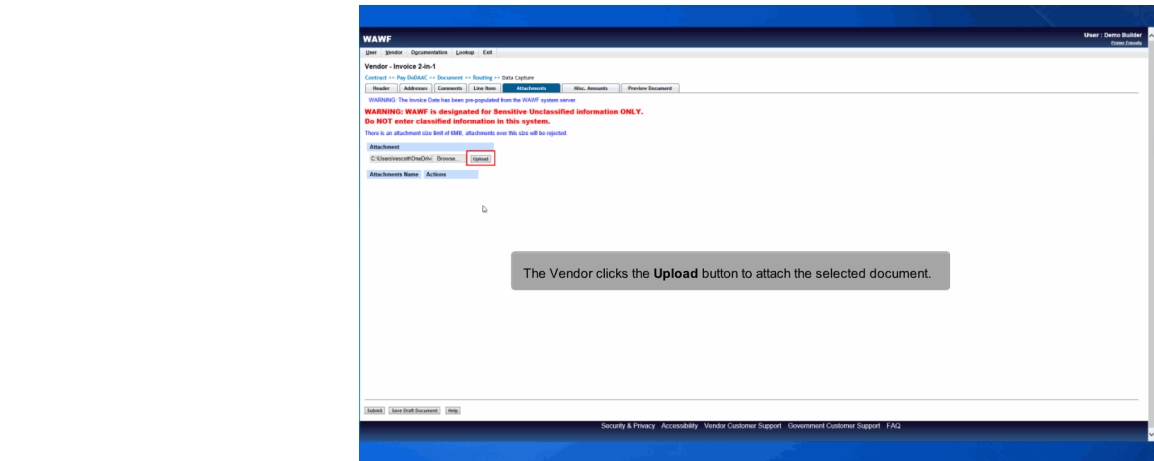
The vendor can click the Attachments tab to navigate to the Attachments page.

Step 25



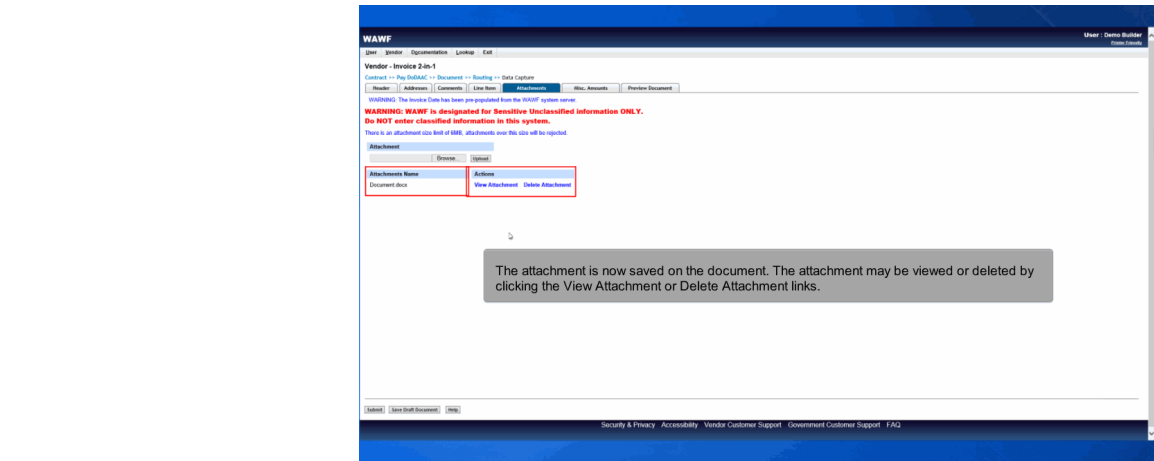
The Attachment page is now displayed. Click the Browse button to locate the file that is to be attached.

Step 26



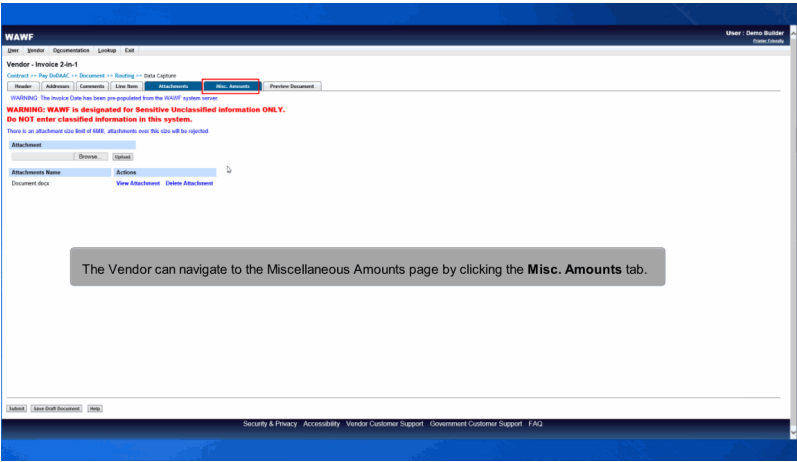
The Vendor clicks the Upload button to attach the selected document.

Step 27



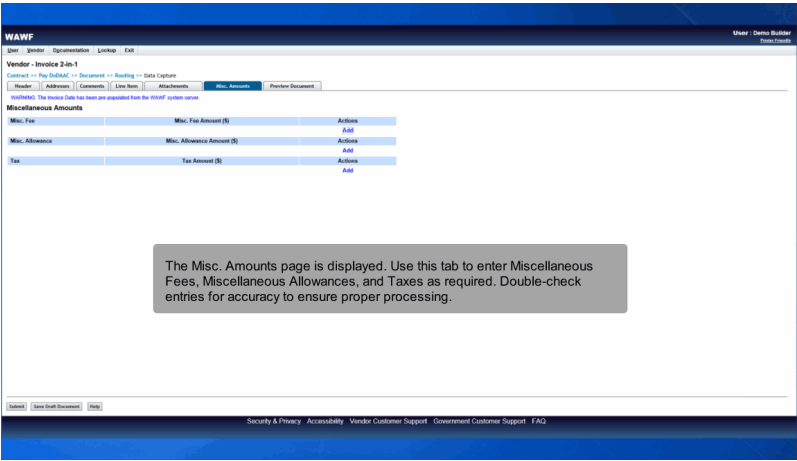
The attachment is now saved on the document. The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Step 28



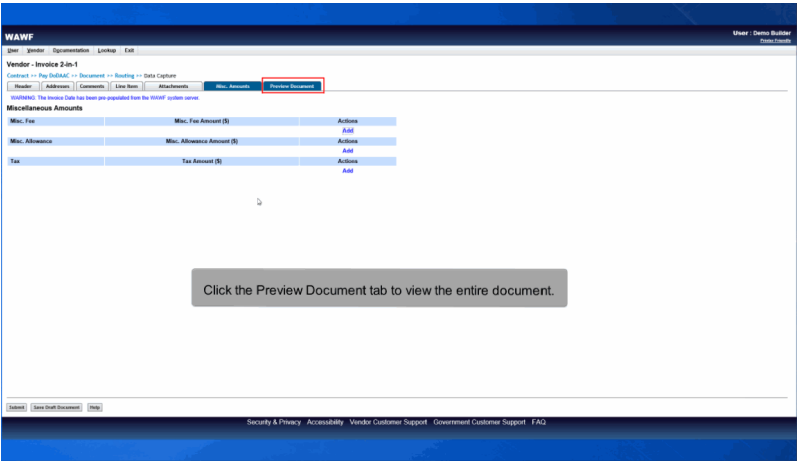
The Vendor can navigate to the Miscellaneous Amounts page by clicking the Misc. Amounts tab.

Step 29



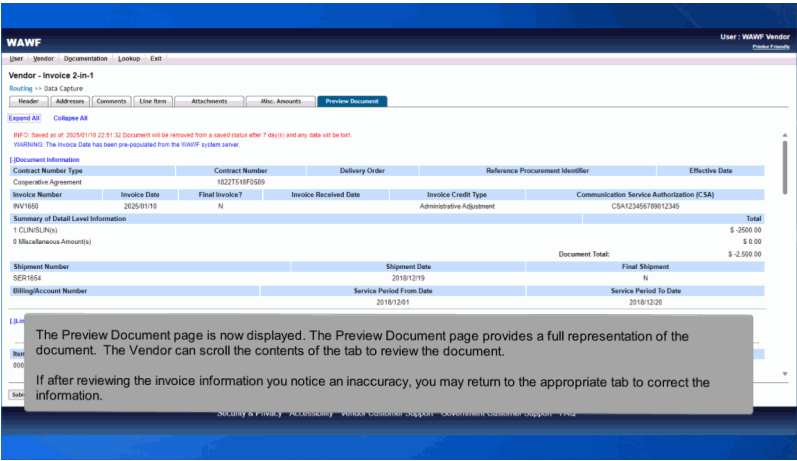
The Misc. Amounts page is displayed. Use this tab to enter Miscellaneous Fees, Miscellaneous Allowances, and Taxes as required. Double-check entries for accuracy to ensure proper processing.

Step 30



Click the Preview Document tab to view the entire document.

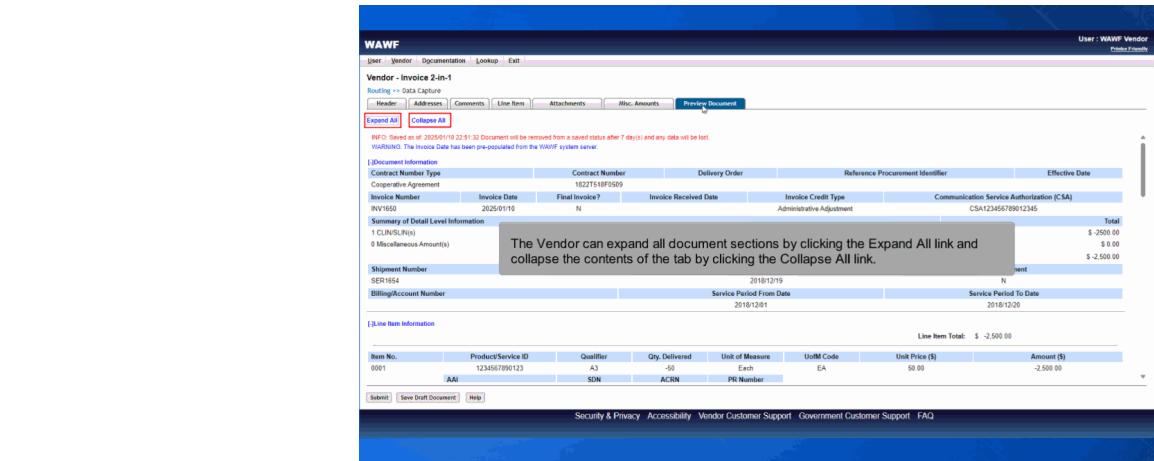
Step 31



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.

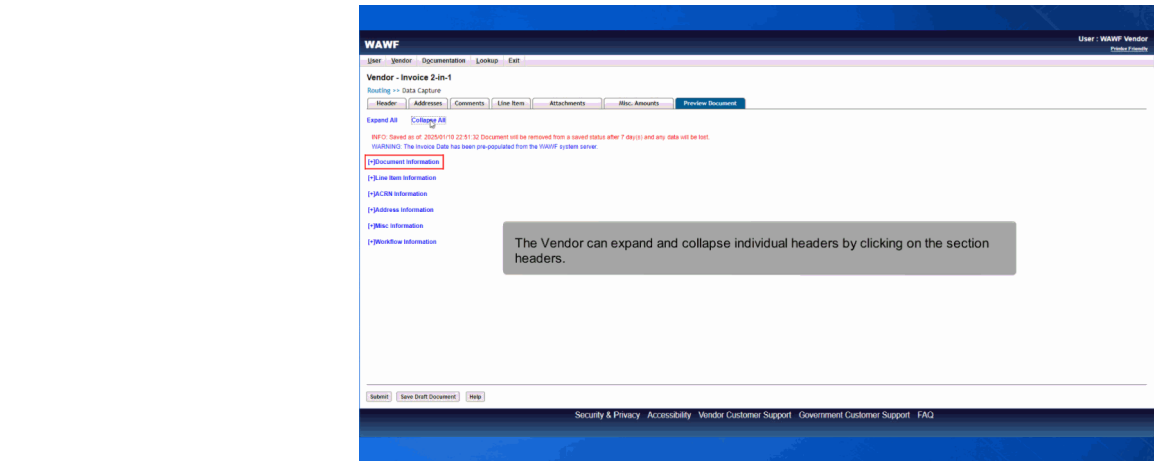
If after reviewing the invoice information you notice an inaccuracy, you may return to the appropriate tab to correct the information.

Step 32



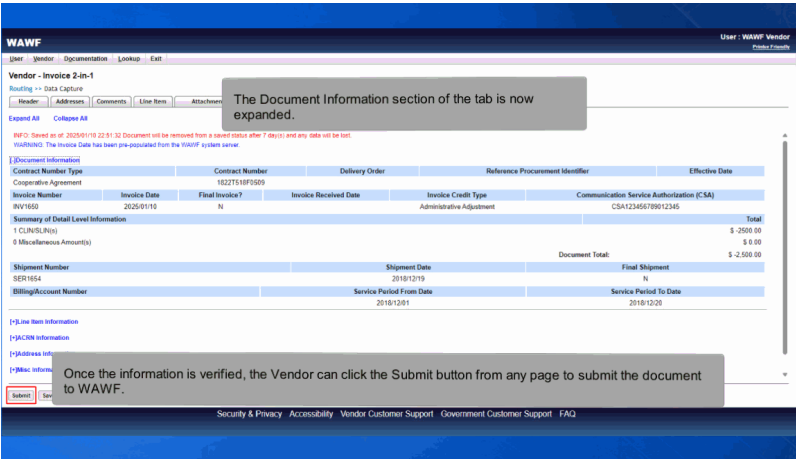
The Vendor can expand all document sections by clicking the Expand All link and collapse the contents of the tab by clicking the Collapse All link.

Step 33



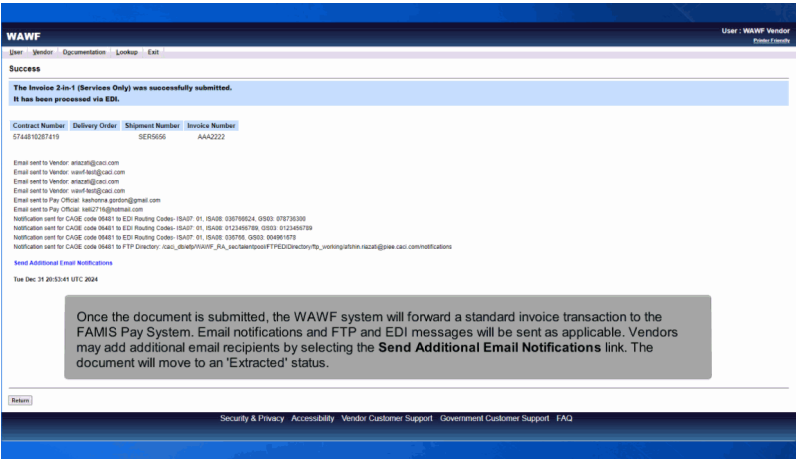
The Vendor can expand and collapse individual headers by clicking on the section headers.

Step 34



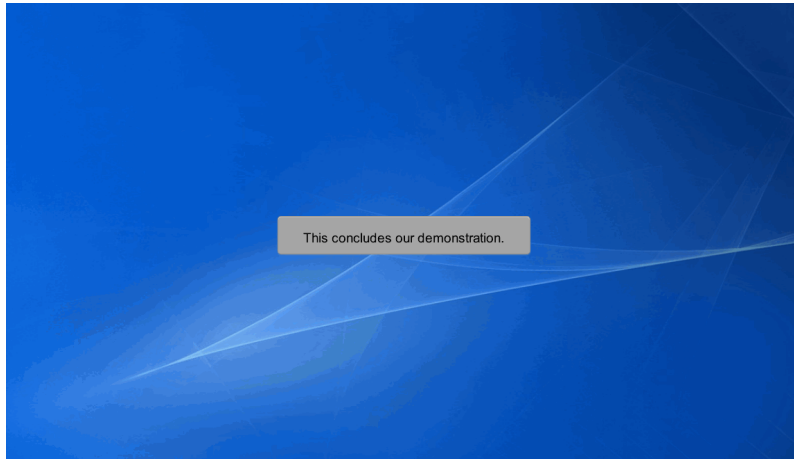
The Document Information section of the tab is now expanded. Once the information is verified, the Vendor can click the Submit button from any page to submit the document to WAWF.

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.