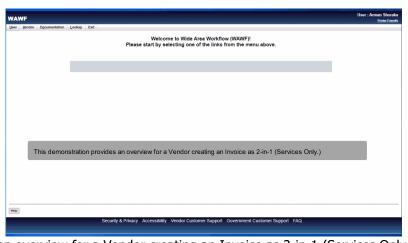## Intro

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

Scene 2

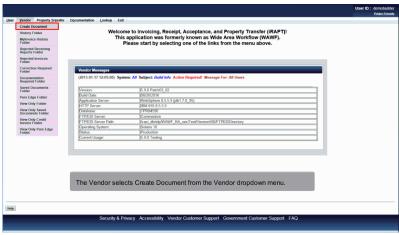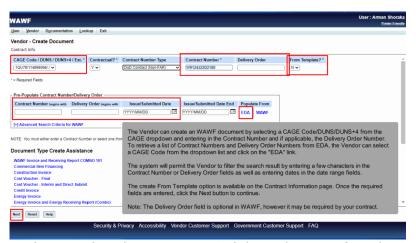This demonstration provides an overview for a Vendor creating an Invoice as 2-in-1 (Services Only.)

Scene 3

The Vendor selects Create Document from the Vendor dropdown menu.

Scene 4

The Vendor can create an 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. 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.
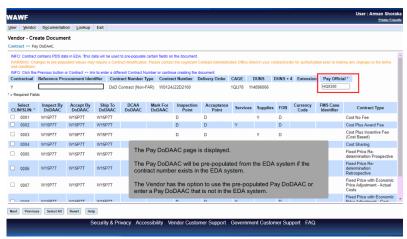
The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.

The create From Template option is available on the Contract Information page. 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.
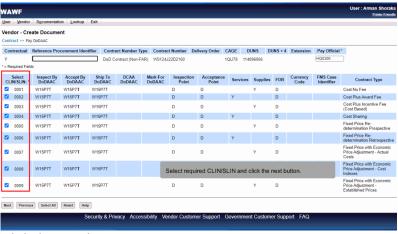
Scene 5

The Pay DoDAAC page is displayed.

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.
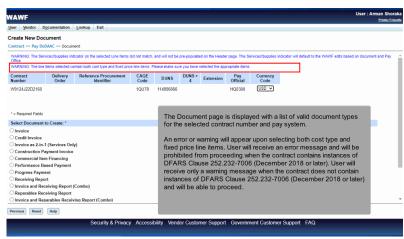
Scene 6

Select required CLIN/SLIN and click 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.

An error or warning will appear upon selecting both cost type and fixed price line items. User will receive an error message and will be prohibited from proceeding when the contract contains instances of DFARS Clause 252.232-7006 (December 2018 or later). User will receive only a warning message when the contract does not contain instances of DFARS Clause 252.232-7006 (December 2018 or later) and will be able to proceed.
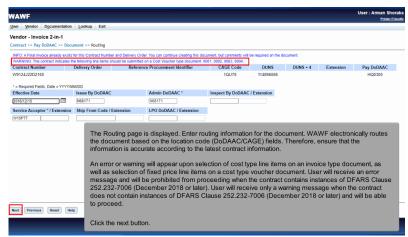
Scene 8

The Document page is displayed with a list of valid document types for the selected contract number and pay system. Click the Invoice as 2-in-1 (Services Only) radio button. Click the next button.
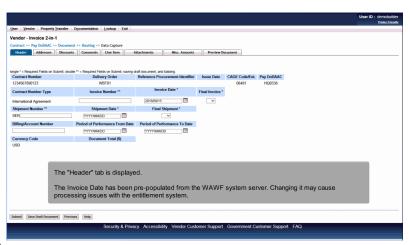
Scene 9

The Routing page is displayed. Enter routing information for the document. WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields. Therefore, ensure that the information is accurate according to the latest contract information.

An error or warning will appear upon selection of cost type line items on an invoice type document, as well as selection of fixed price line items on a cost type voucher document. User will receive an error message and will be prohibited from proceeding when the contract contains instances of DFARS Clause 252.232-7006 (December 2018 or later). User will receive only a warning message when the contract does not contain instances of DFARS Clause 252.232-7006 (December 2018 or later) and will be able to proceed.

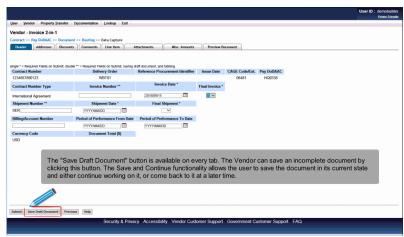Click the next button.

Scene 10

The "Header" tab is displayed.

The Invoice Date has been pre-populated from the WAWF system server. Changing it may cause processing issues with the entitlement system.

Scene 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.
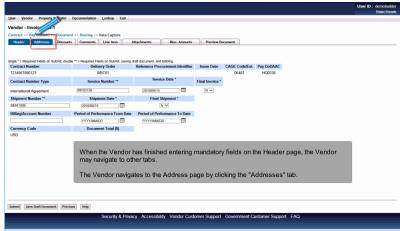
Scene 12

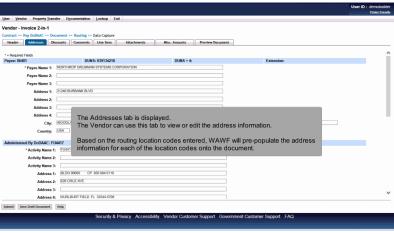The Vendor enters mandatory Invoice 2-in-1 information.

Scene 13

When the Vendor has finished entering mandatory fields on the Header page, the Vendor may navigate to other tabs.

The Vendor navigates to the Address page by clicking the "Addresses" tab.

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.
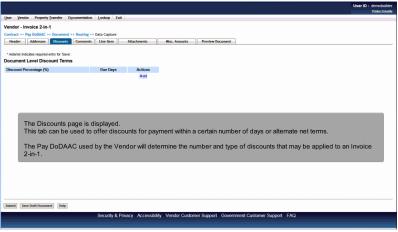
Scene 15

To navigate to the Discounts page, click the "Discounts" tab.

Scene 16

The Discounts page is displayed.
This tab can be used to offer discounts for payment within a certain number of days or alternate net terms.

The Pay DoDAAC used by the Vendor will determine the number and type of discounts that may be applied to an Invoice 2-in-1.
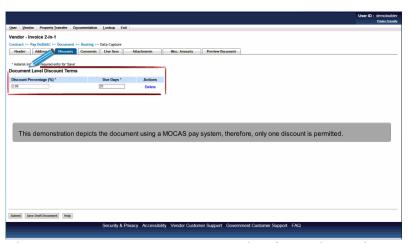
Scene 17

Click the "Add" link to add Discount Percentage and Due Days.

Scene 18

This demonstration depicts the document using a MOCAS pay system, therefore, only one discount is permitted.

Scene 19

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

Scene 20

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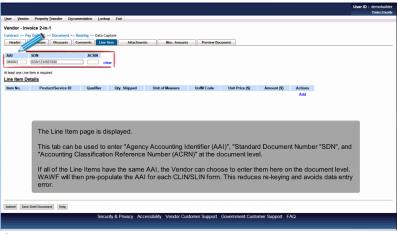This tab allows the Vendor to enter further instructions or comments.

Scene 21

To navigate to the Line Item page, click the "Line Item" tab.

Scene 22

The Line Item page is displayed.

This tab can be used to enter "Agency Accounting Identifier (AAI)", "Standard Document Number "SDN", and "Accounting Classification Reference Number (ACRN)" at the document level.

If all of the Line Items have the same AAI, the Vendor can choose to enter them here on the document level. WAWF will then pre-populate the AAI for each CLIN/SLIN form. This reduces re-keying and avoids data entry error.

Scene 24

The CLIN/SLIN page is displayed.
The AAI and SDN are pre-populated from the document level.
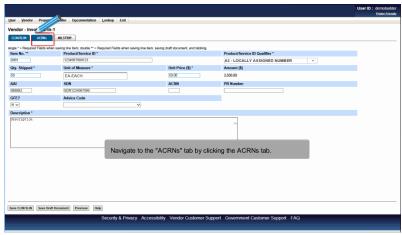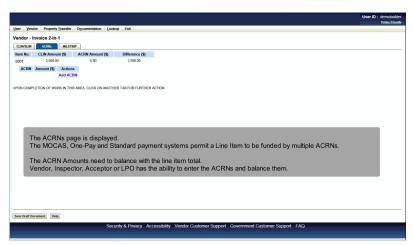
Scene 25

The Vendor enters Line Item Data.

Scene 26

Navigate to the "ACRNs" tab by clicking the ACRNs tab.
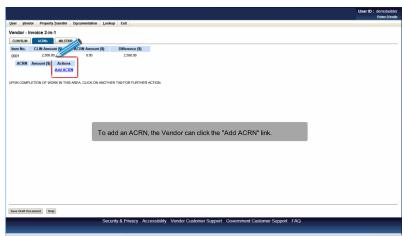
Scene 27

The ACRNs page is displayed.
The MOCAS, One-Pay and Standard payment systems permit a Line Item to be funded by multiple ACRNs.

The ACRN Amounts need to balance with the line item total.
Vendor, Inspector, Acceptor or LPO has the ability to enter the ACRNs and balance them.
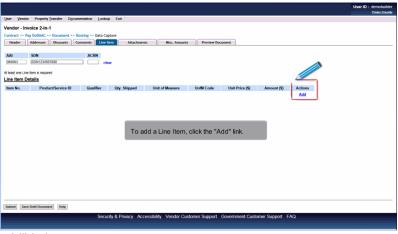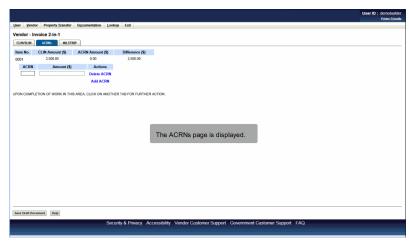
Scene 28

To add an ACRN, the Vendor can click the "Add ACRN" link.

Scene 23

To add a Line Item, click the "Add" link.

Scene 29

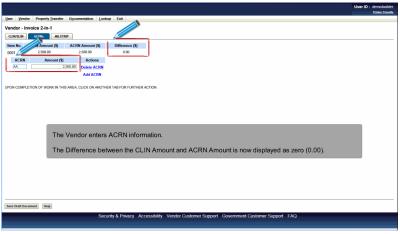The ACRNs page is displayed.

Scene 30

The Vendor enters ACRN information.

The Difference between the CLIN Amount and ACRN Amount is now displayed as zero (0.00).
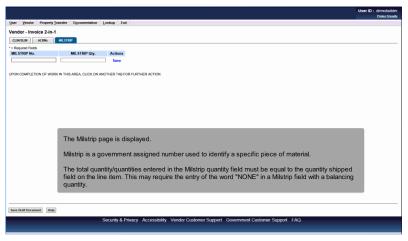
Scene 31

Navigate to the "Military Standard Requisitioning and Issue Procedures (Milstrip)" page.
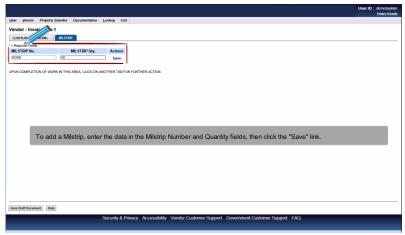
Scene 32

The Milstrip page is displayed.

Milstrip is a government assigned number used to identify a specific piece of material.

The total quantity/quantities entered in the Milstrip quantity field must be equal to the quantity shipped field on the line item. This may require the entry of the word "NONE" in a Milstrip field with a balancing quantity.
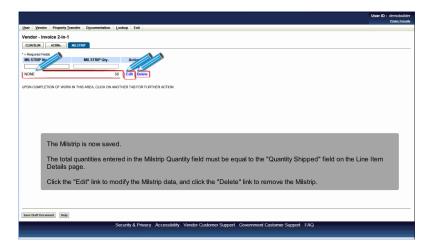
Scene 33

To add a Milstrip, enter the data in the Milstrip Number and Quantity fields, then click the "Save" link.

Scene 34

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.

Click the "Edit" link to modify the Milstrip data, and click the "Delete" link to remove the Milstrip.
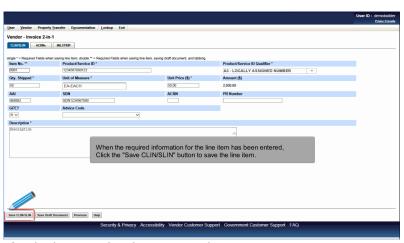
Scene 35

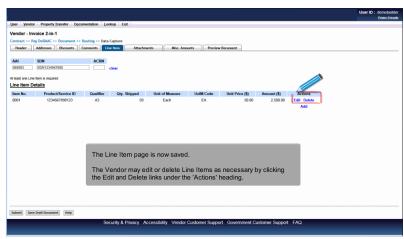The Vendor clicks the CLIN/SLIN tab to return to the CLIN/SLIN page.

Scene 36

When the required information for the line item has been entered,
Click the "Save CLIN/SLIN" button to save the line item.
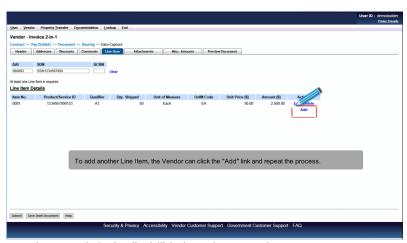
Scene 37

The Line Item page is now saved.

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

Scene 38

To add another Line Item, the Vendor can click the "Add" link and repeat the process.
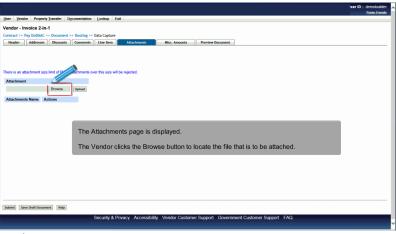
Scene 39

The Vendor clicks the Attachments tab to navigate to the Attachments page.

Scene 40

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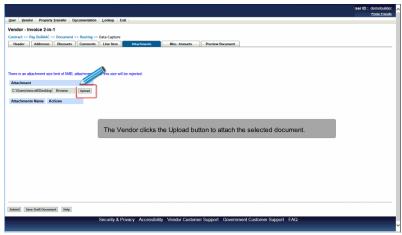
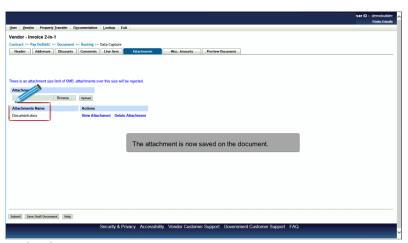The Vendor clicks the Browse button to locate the file that is to be attached.

Scene 41
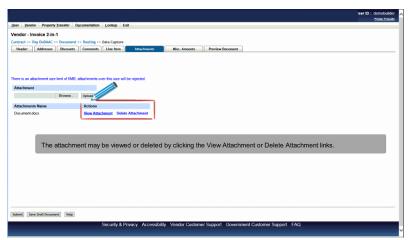

The Vendor clicks the Upload button to attach the selected document.

Scene 42

The attachment is now saved on the document.

Scene 43
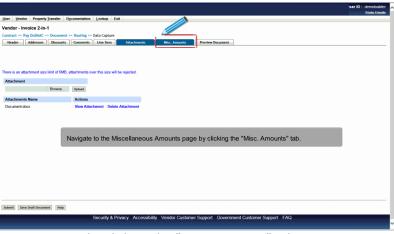

The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

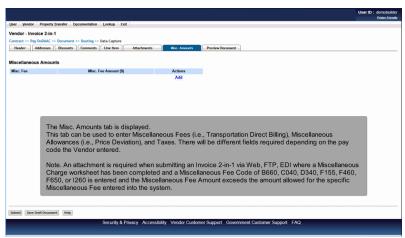## Scene 44

Navigate to the Miscellaneous Amounts page by clicking the "Misc. Amounts" tab.
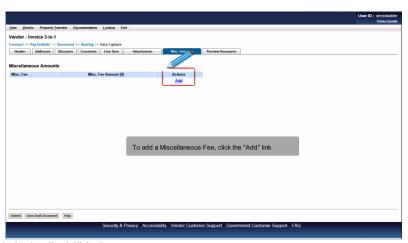
Scene 45

The Misc. Amounts tab is displayed.
This tab can be used to enter Miscellaneous Fees (i.e., Transportation Direct Billing), Miscellaneous Allowances (i.e., Price Deviation), and Taxes. There will be different fields required depending on the pay code the Vendor entered.

Note. An attachment is required when submitting an Invoice 2-in-1 via Web, FTP, EDI where a Miscellaneous Charge worksheet has been completed and a Miscellaneous Fee Code of B660, C040, D340, F155, F460, F650, or I260 is entered and the Miscellaneous Fee Amount exceeds the amount allowed for the specific Miscellaneous Fee entered into the system.
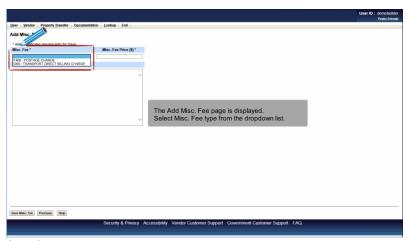
Scene 46

To add a Miscellaneous Fee, click the "Add" link.

Scene 47

The Add Misc. Fee page is displayed.
Select Misc. Fee type from the dropdown list.
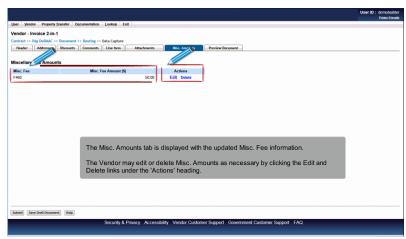
Scene 48

After the Misc. Fee has been selected from the dropdown list, the description will be pre-populated in the Description field. Enter Misc Fee Price.

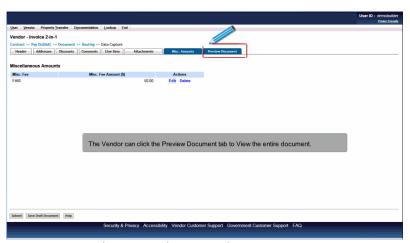Click the "Save Misc. Fee" button to save the data.

Scene 49

The Misc. Amounts tab is displayed with the updated Misc. Fee information.

The Vendor may edit or delete Misc. Amounts as necessary by clicking the Edit and Delete links under the 'Actions' heading.
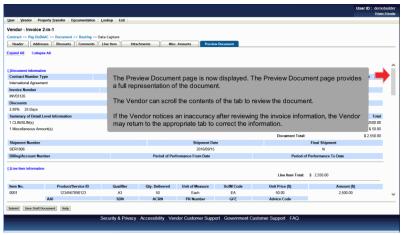
Scene 50

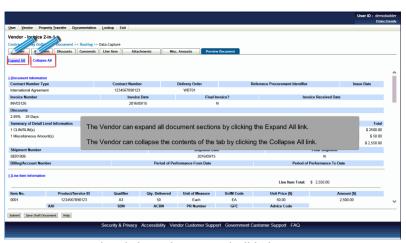The Vendor can click the Preview Document tab to View the entire document.

Scene 51

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.
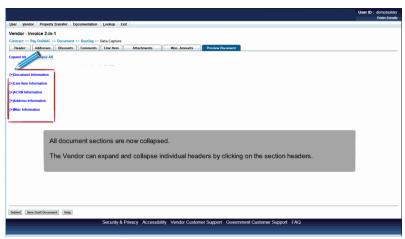
Scene 52

The Vendor can expand all document sections by clicking the Expand All link.

The Vendor can collapse the contents of the tab by clicking the Collapse All link.
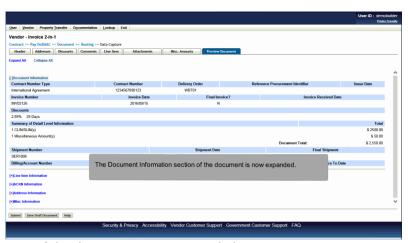
Scene 53

All document sections are now collapsed.

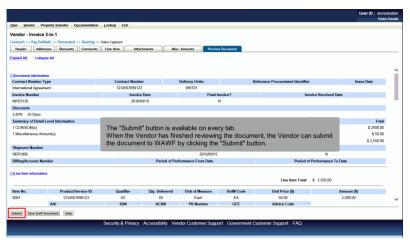The Vendor can expand and collapse individual headers by clicking on the section headers.

Scene 54

The Document Information section of the document is now expanded.
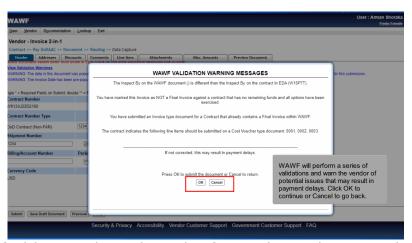
Scene 55

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.
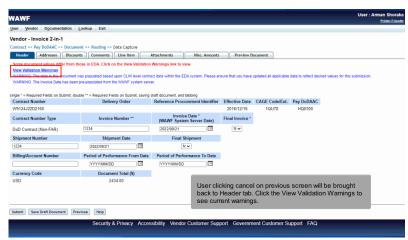
Scene 56

WAWF will perform a series of validations and warn the vendor of potential issues that may result in payment delays. Click OK to continue or Cancel to go back.
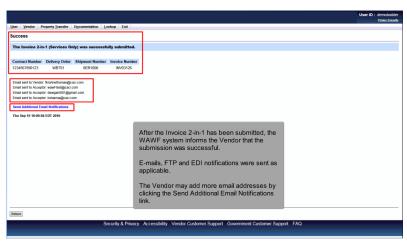
Scene 57

User clicking cancel on previous screen will be brought back to Header tab. Click the View Validation Warnings to see current warnings.
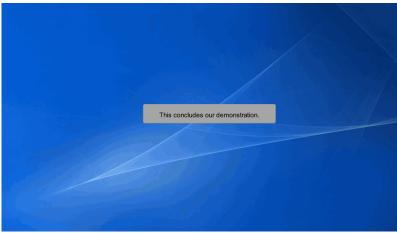
Scene 58

After the Invoice 2-in-1 has been submitted, the WAWF system informs the Vendor that the submission was successful.

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.

End

This concludes our demonstration.