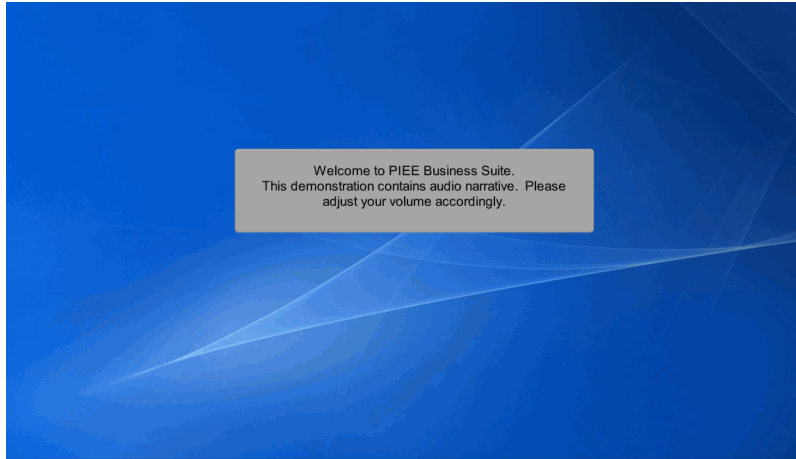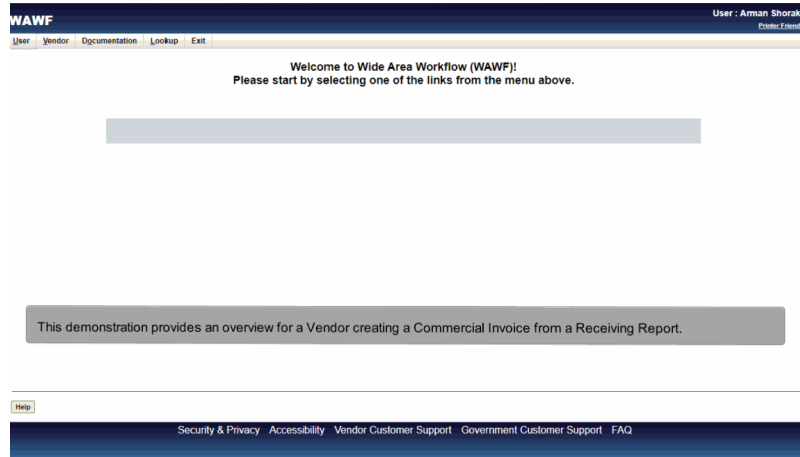## Intro

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

Scene 1

This demonstration provides an overview for a Vendor creating a Commercial Invoice from a Receiving Report.

Scene 2

The Vendor selects the Create Document option from the Vendor menu dropdown.

Scene 3

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, but it may be required by your contract.
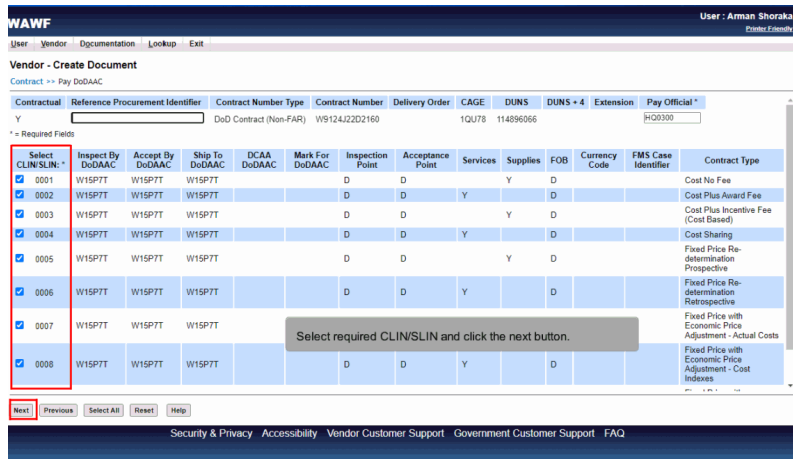
Scene 4
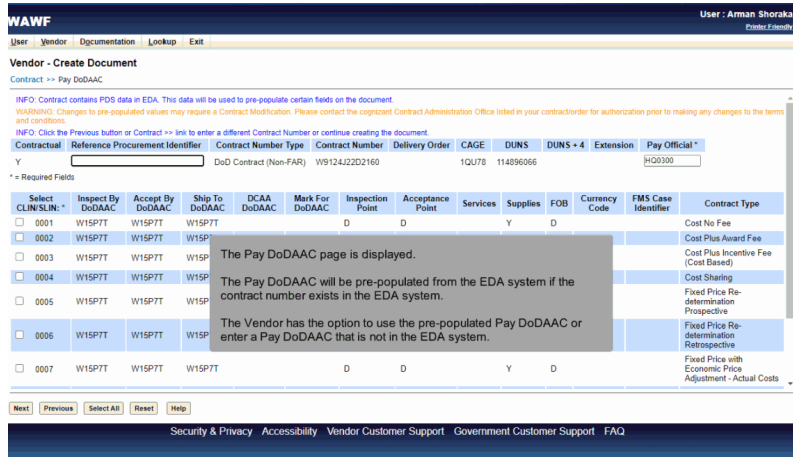
The Pay DoDAAC page is displayed.

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 5

Select required CLIN/SLIN and click the next button.

Scene 6

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.

Click the Next button to continue.

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

User ID : demobuilder
Printer Friendly

User | Vendor | Property Transfer | Documentation | Lookup | Exit

Create New Document

Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
1234567890123	WBT01		06481	039134218			HQ0248	USD

* = Required Fields

Select Document to Create: *

○ Invoice
○ Credit Invoice
○ Invoice as 2-in-1 (Services Only)
○ Commercial Item Financing
○ Performance Based Payment
○ Receiving Report
○ Invoice a...
○ Reparabl...   The Document page is displayed with a list of valid document types for the selected contract number and pay system.
○ Invoice a...
○ Cost Vou...   A Currency Code can be selected from the dropdown on this page as well. The system will default the currency code to U S dollars.
○ Non Proc...
○ Grant Vo...
○ Navy Shi...
○ Navy Con...
○ Telecom Invoice (Contractual)

Previous | Reset | Help

Security & Privacy   Accessibility   Vendor Customer Support   Government Customer Support   FAQ

The Document page is displayed with a list of valid document types for the selected contract number and pay system.

A Currency Code can be selected from the dropdown on this page as well. The system will default the currency code to U S dollars.

Scene 9

WAWF   User : Arman Shoraka
Printer Friendly

User | Vendor | Documentation | Lookup | Exit

Create New Document

Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
W9124J22D2160			1QU78	114896066			HQ0300	USD

* = Required Fields

Select Document to Create: *

● Invoice   From: [_____▾] ☐ Fast Pay (FAR 52.213-1)
○ Credit Invoice
○ Invoice as 2-in-1 (Services Only)
○ Construction Payment Invoice
○ Commercial Item Financing
○ Performance Based Payment
○ Progress Payment
○ Receiving Report   The Vendor clicks the radio button for the Invoice.
○ Invoice and Receiving Report (Combo)
○ Reparables Receiving Report
○ Invoice and Reparables Receiving Report (Combo)
○ Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
○ Non Procurement Instruments (NPI) Voucher

Next | Previous | Reset | Help

Security & Privacy   Accessibility   Vendor Customer Support   Government Customer Support   FAQ

The Vendor clicks the radio button for the Invoice.

Scene 10

The Document Selection page is redisplayed with additional options specific to the Invoice. The Vendor selects from the list of Receiving Report options available in the From: dropdown menu. The Vendor Creates Date Range and clicks the Next button to continue.

Scene 11

The Document from Document page is displayed. 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.

Scene 12

The Document From Document page displays with a list of of the available Receiving Report documents based on the criteria entered.

The list of documents displays the Shipment Number, Document Status and Database location.

The Vendor clicks the Next button after selecting the Receiving Report document to reference.

Scene 13

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

Scene 14

The Shipment information is pre-populated from the referenced Receiving Report.

Scene 15

The Vendor enters the Invoice Information.

Scene 16

The Vendor can save an incomplete document by clicking the Save Draft Document 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 17

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

Scene 18

WAWF will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered.
- CAGE Code information is pulled from CCR (Central Contractor Registration).
- DoDAAC information is pulled from DAAS (Defense Automatic Addressing System). These sites are the official DoD sites for address information.

If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in these systems.
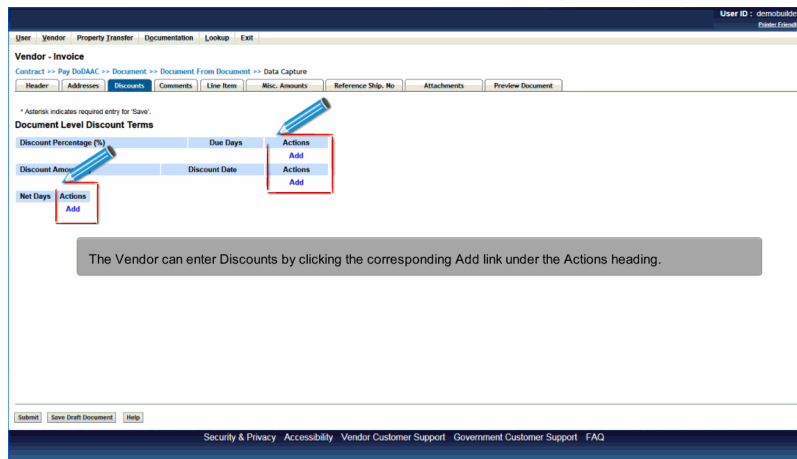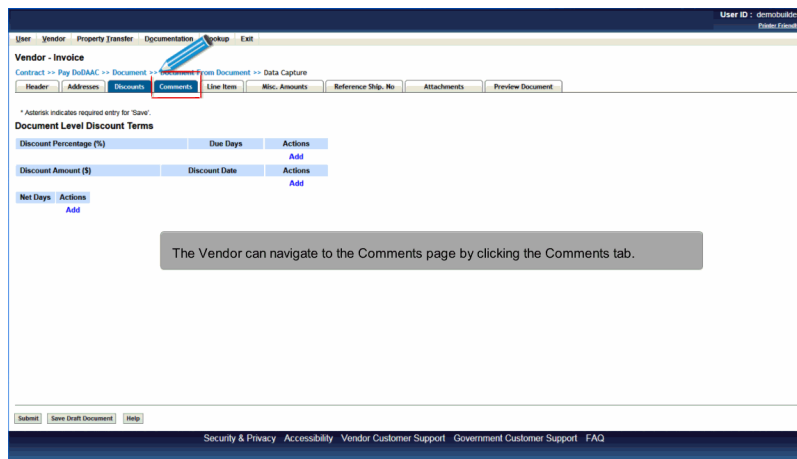
Scene 19

The Vendor can navigate to the Discounts page by clicking the Discounts tab.
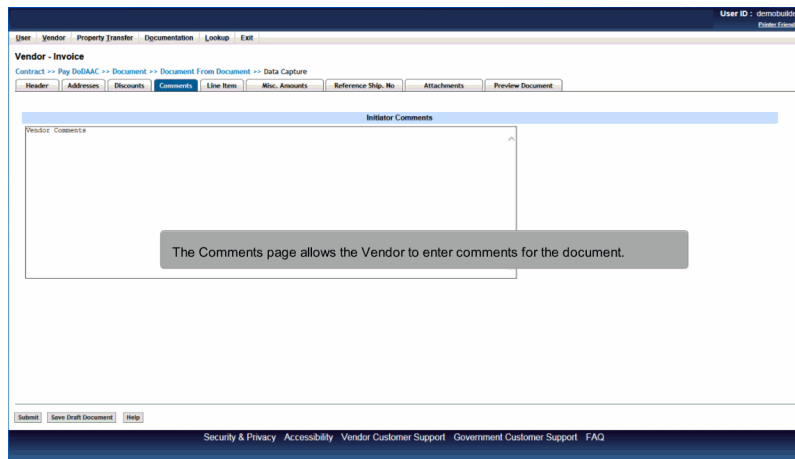
Scene 20

The Vendor can enter Discounts by clicking the corresponding Add link under the Actions heading.
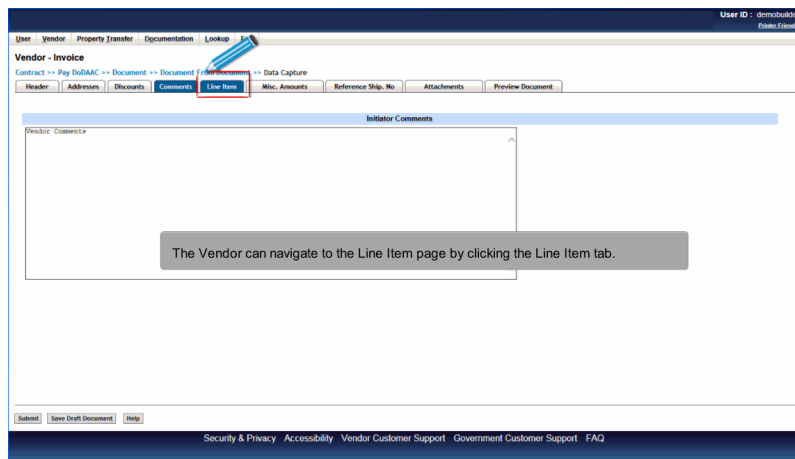
Scene 21

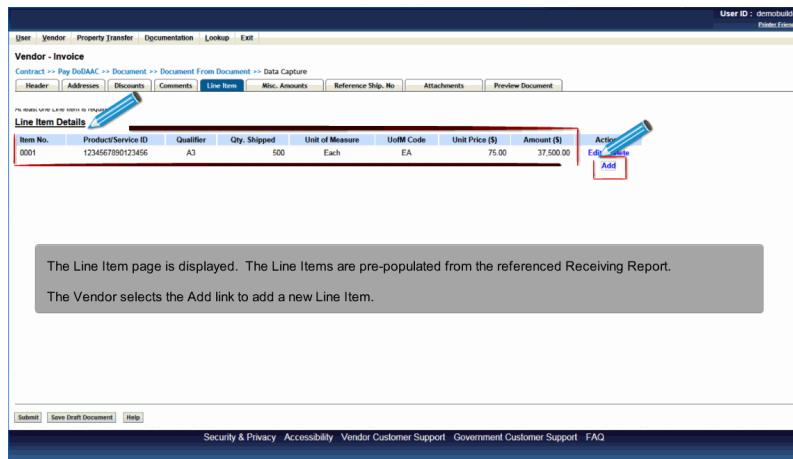The Vendor can navigate to the Comments page by clicking the Comments tab.

Scene 22

The Comments page allows the Vendor to enter comments for the document.

Scene 23

The Vendor can navigate to the Line Item page by clicking the Line Item tab.
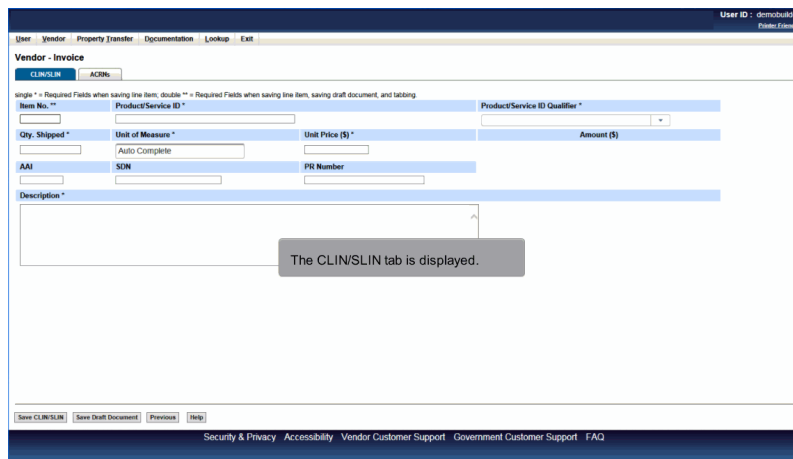
Scene 24

The Line Item page is displayed. The Line Items are pre-populated from the referenced Receiving Report.
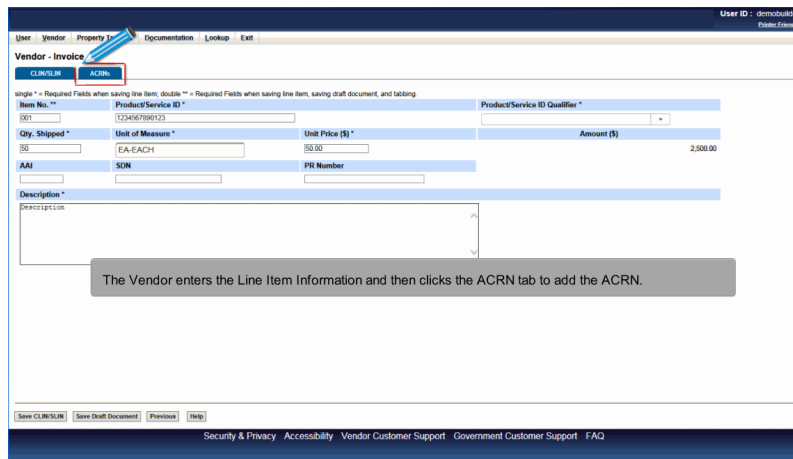
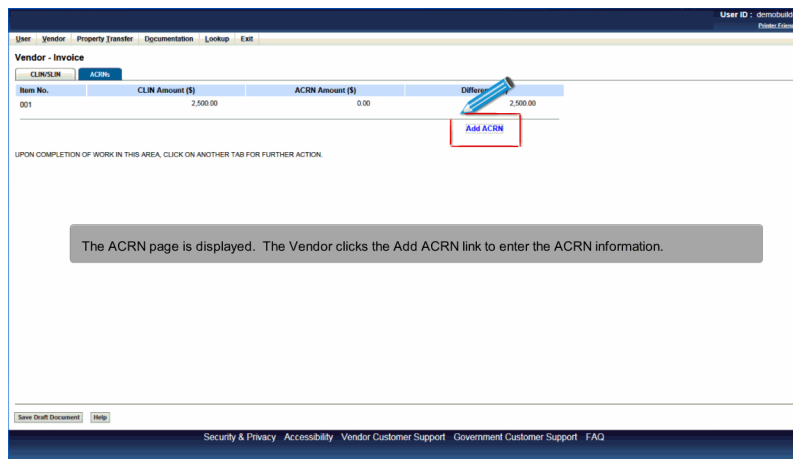The Vendor selects the Add link to add a new Line Item.

Scene 25

The CLIN/SLIN tab is displayed.

Scene 26

The Vendor enters the Line Item Information and then clicks the ACRN tab to add the ACRN.

Scene 27

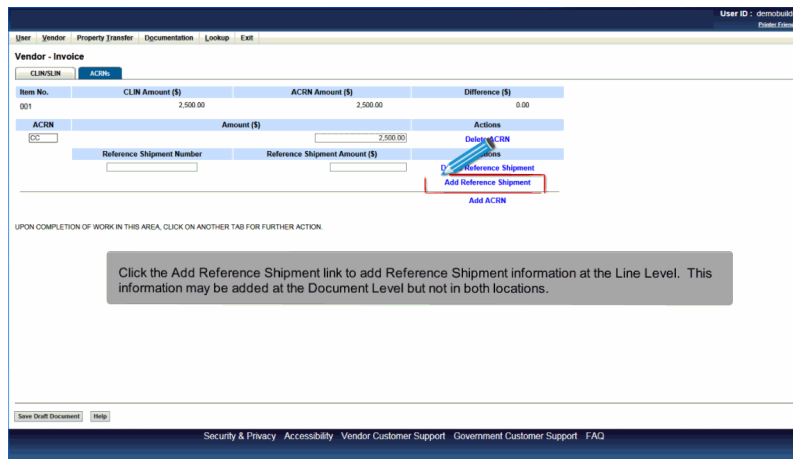The ACRN page is displayed. The Vendor clicks the Add ACRN link to enter the ACRN information.

Scene 28

The ACRN Worksheet must balance with the CLIN Amount. The Difference amount must equal zero (0).
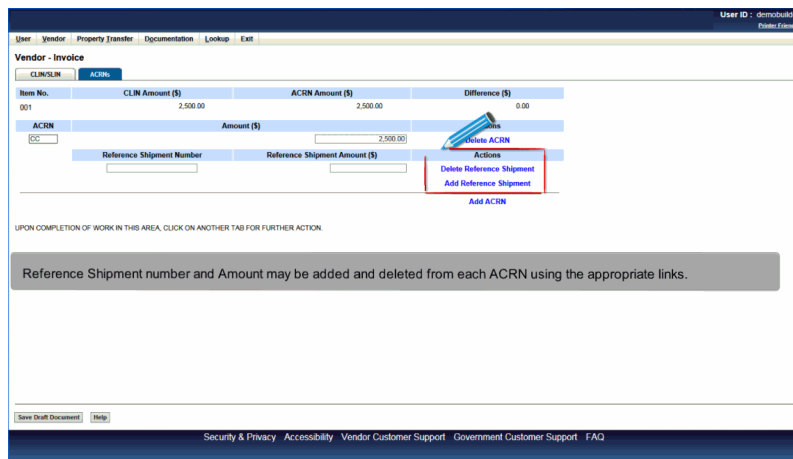
Scene 29

The Vendor enters the ACRN information for the Line Item. The Difference Amount now equals 0 dollars.

Scene 30

Click the Add Reference Shipment link to add Reference Shipment information at the Line Level. This information may be added at the Document Level but not in both locations.

Scene 31

Reference Shipment number and Amount may be added and deleted from each ACRN using the appropriate links.

Scene 32

After the ACRNs tab is complete, the Vendor clicks the CLIN/SLIN tab to return to the CLIN/SLIN page.

Scene 33

The CLIN/SLIN page is displayed.

The Vendor clicks the Save CLIN/SLIN button to save the the Line Item information.

Scene 34

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

Scene 35
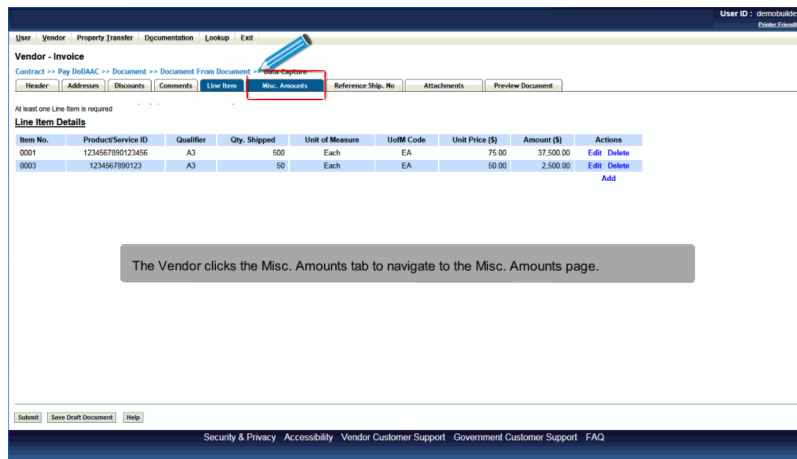

The Vendor can add additional Line Items by clicking the Add link under the 'Actions' heading and repeating the process.

Scene 36

The Vendor clicks the Misc. Amounts tab to navigate to the Misc. Amounts page.

Scene 37
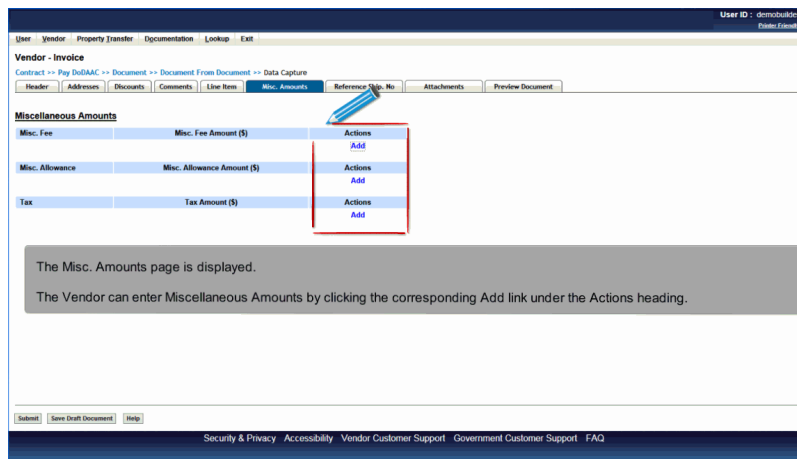
The Misc. Amounts page is displayed.

The Vendor can enter Miscellaneous Amounts by clicking the corresponding Add link under the Actions heading.

Scene 38

Click the Reference Ship. No tab to go to the Reference Ship. No page.

Scene 39

The Reference Ship. No page is displayed.

Click the Add link to add a Reference Shipment Number at the Document Level.

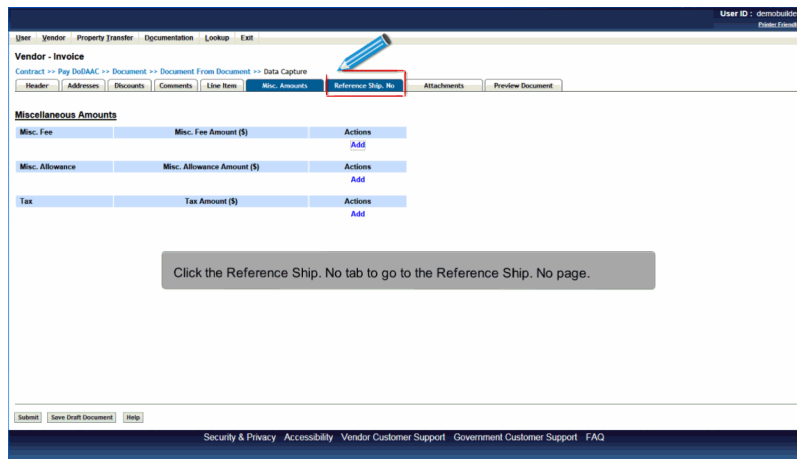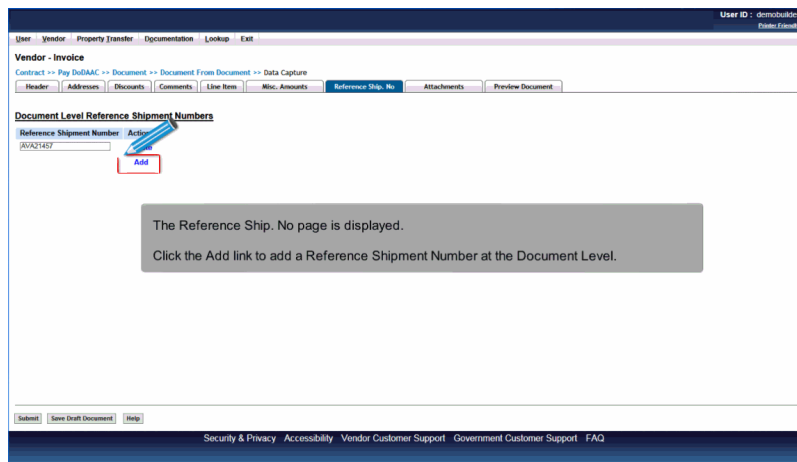Scene 40
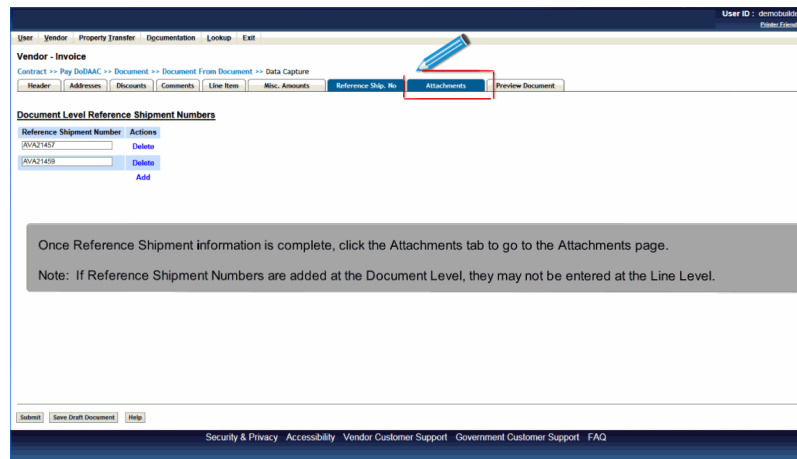
Once Reference Shipment information is complete, click the Attachments tab to go to the Attachments page.
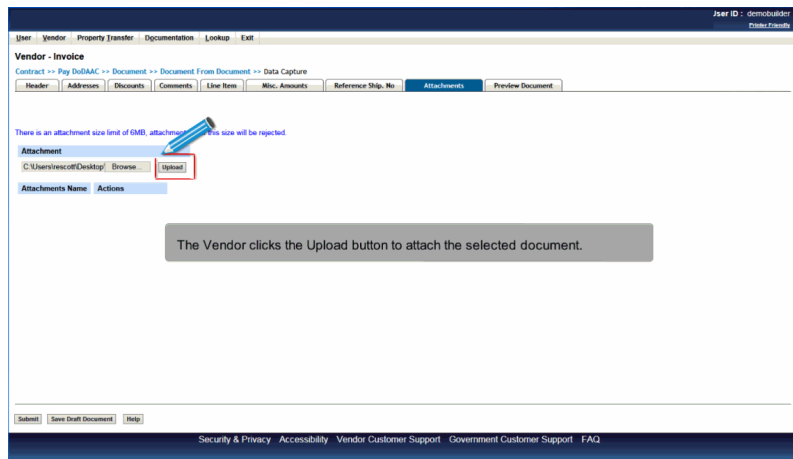
Note: If Reference Shipment Numbers are added at the Document Level, they may not be entered at the Line Level.
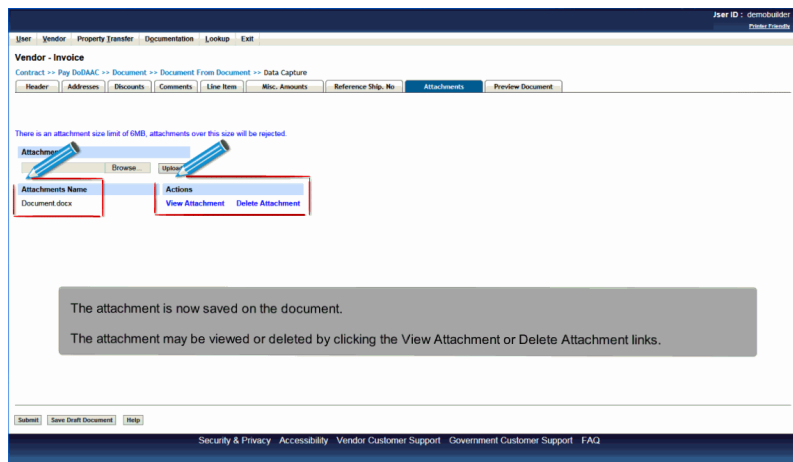
Scene 41

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

Scene 42

The Vendor clicks the Upload button to attach the selected document.
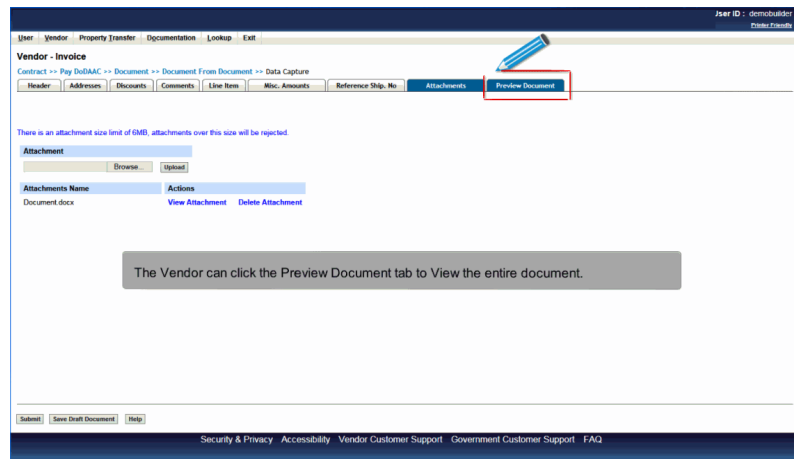
Scene 43

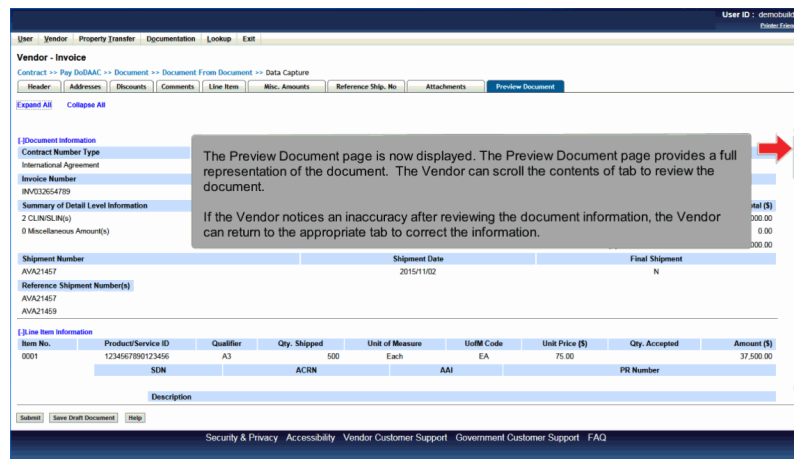The attachment is now saved on the document.

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

Scene 44

The Vendor can click the Preview Document tab to View the entire document.
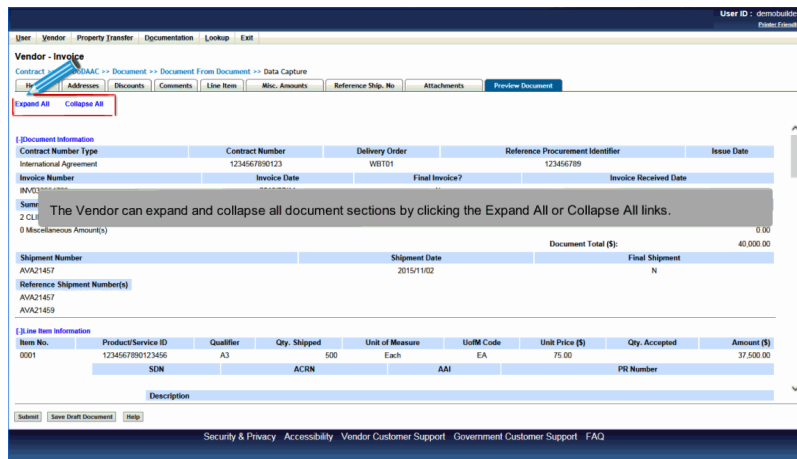
Scene 45

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 tab to review the document.
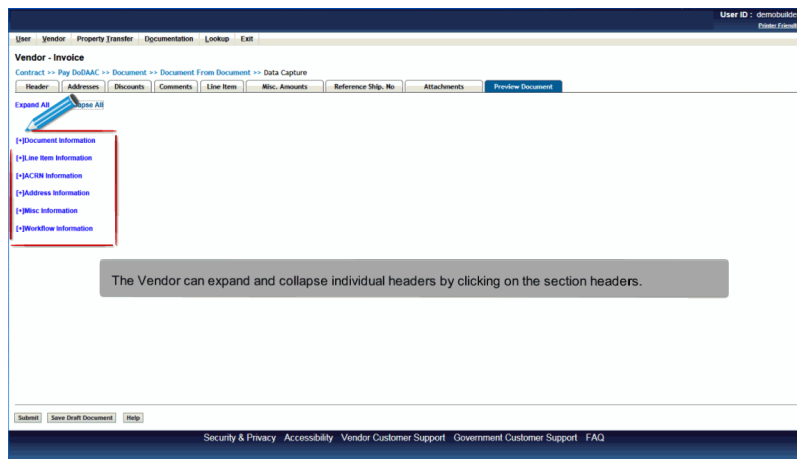
If the Vendor notices an inaccuracy after reviewing the document information, the Vendor can return to the appropriate tab to correct the information.

Scene 46

The Vendor can expand and collapse all document sections by clicking the Expand All or Collapse All links.

Scene 47

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

Scene 48

The Document Information section of the document is now expanded.

Scene 49

Once the information is verified, the Vendor can click the Submit button from any page.

The Vendor clicks the Submit button to submit the document to WAWF.

Scene 50
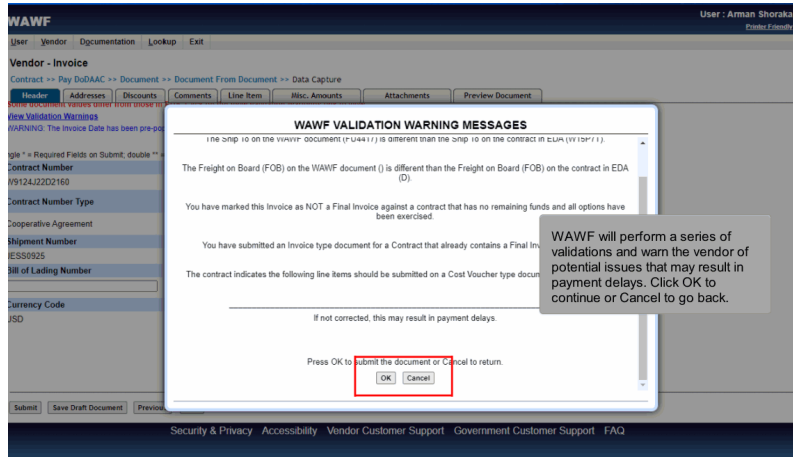
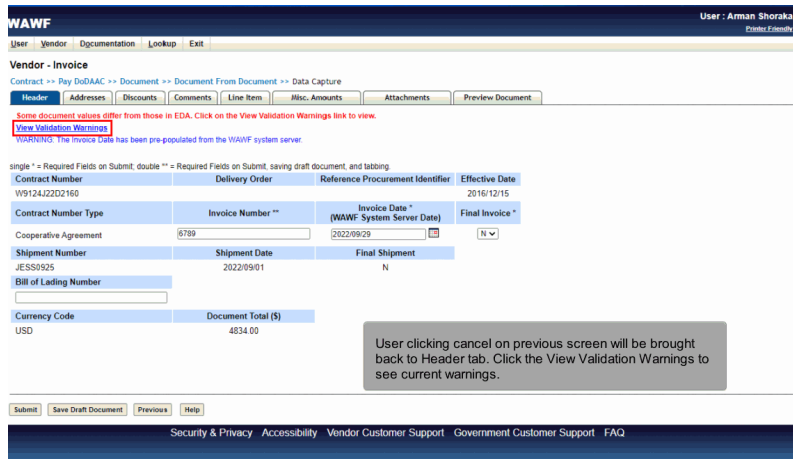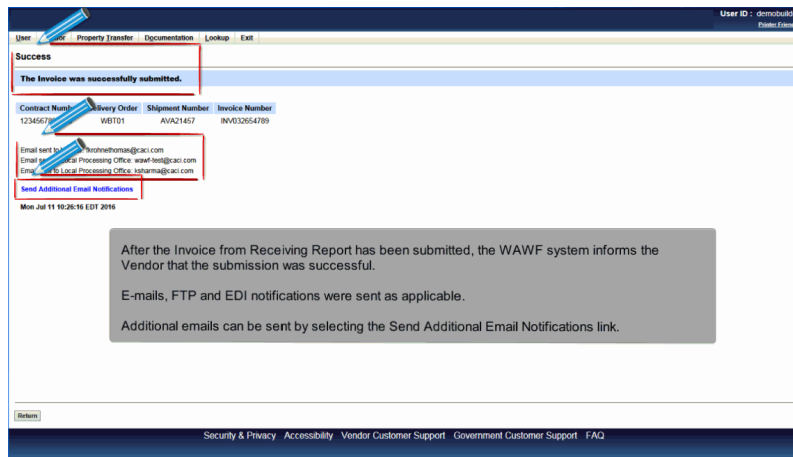WAWF will perform a series of validations and warn the vendor of potential issues that may result in payment delays. Click OK to continue or Cancel to go back.

Scene 51

User clicking cancel on previous screen will be brought back to Header tab. Click the View Validation Warnings to see current warnings.
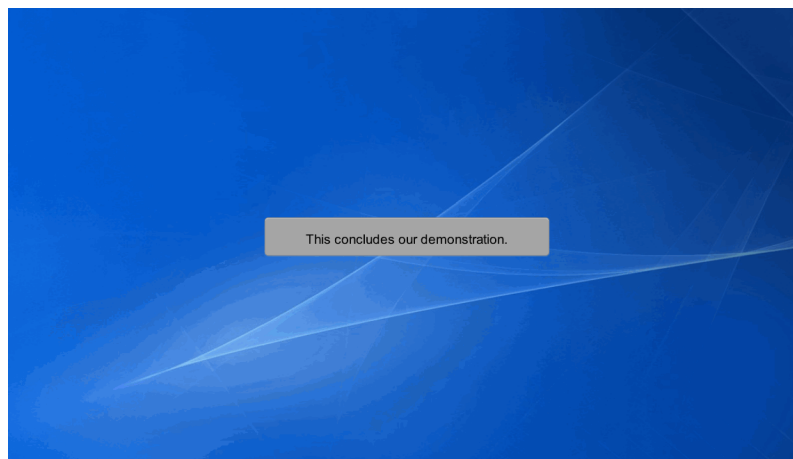
Scene 52

After the Invoice from Receiving Report has been submitted, the WAWF system informs the Vendor that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.

Additional emails can be sent by selecting the Send Additional Email Notifications link.

End

This concludes our demonstration.