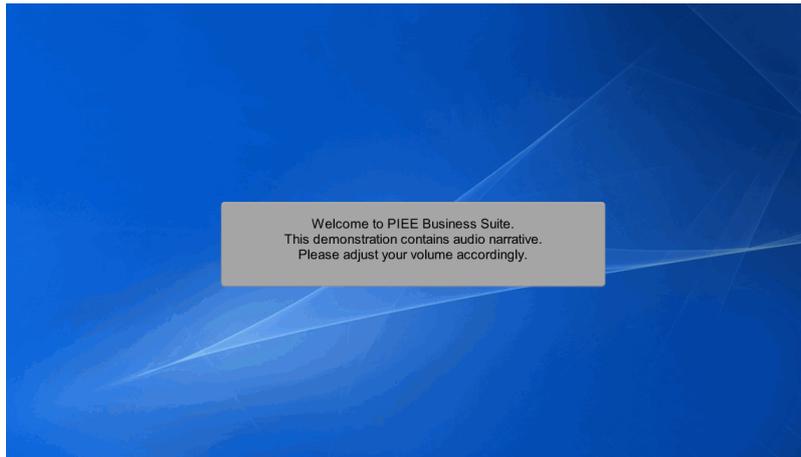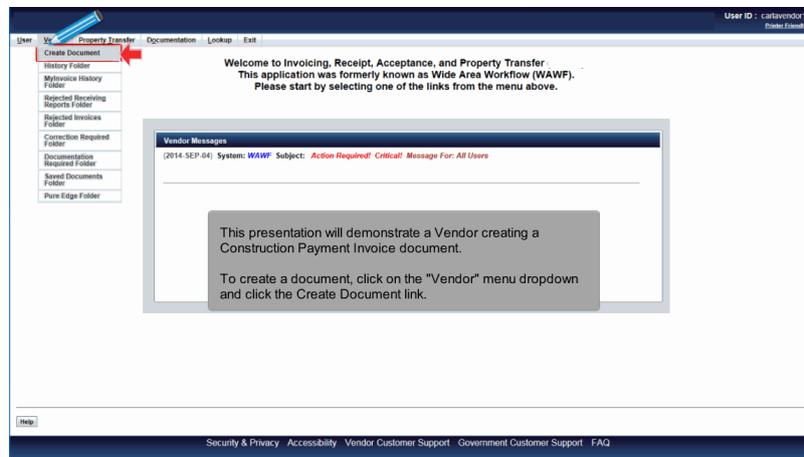## Intro



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

## Scene 1



This presentation will demonstrate a Vendor creating a Construction Payment Invoice document.

To create a document, click on the "Vendor" menu dropdown and click the Create Document link.

## Scene 2



The Vendor can create a 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.

## Scene 3



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.

## Scene 4



For additional information regarding pre-populating contract data from EDA, please refer to the EDA Pre-Pop Demonstration within the "Other" section of the WAWF WBT.

## Scene 5



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

## Scene 6



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 7



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.

Click the Next button to continue creating a document.

## Scene 8
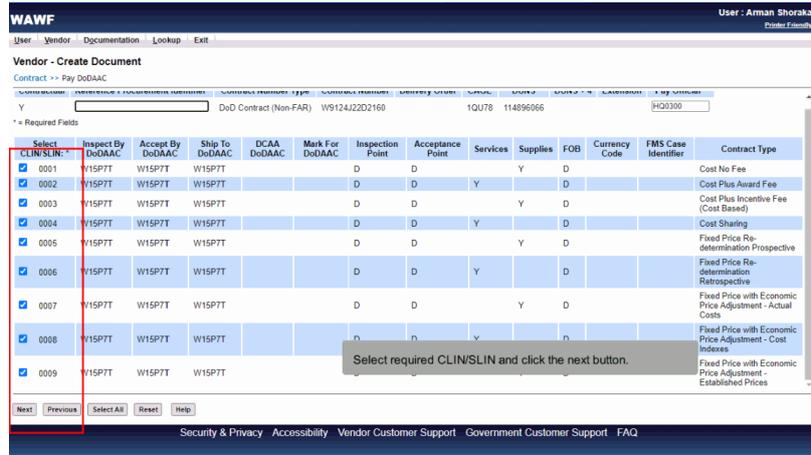


Select required CLIN/SLIN and click the next button.

## Scene 9
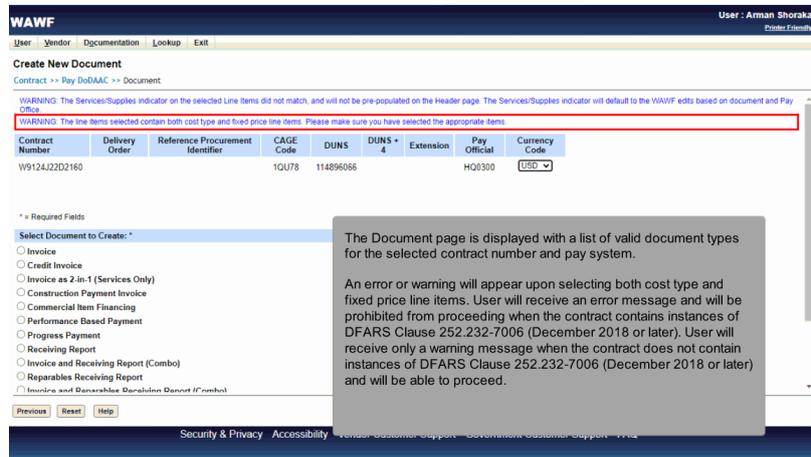


The Document page is displayed with a list of valid document types for the selected contract number and pay system.

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 10



Click the Construction Payment Invoice radio button. Click the next button.

## Scene 11



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 12



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 13



If the Construction Invoice is a Final Invoice, select "Y" from the dropdown list.

Scene 14
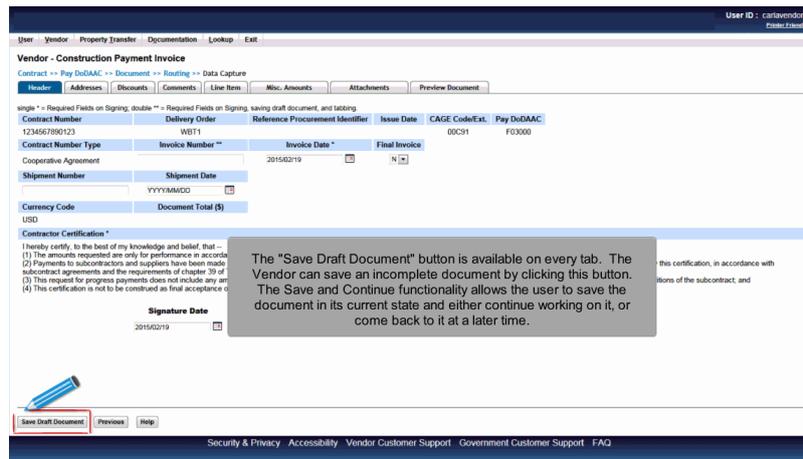


The "Save Draft Document" button is available on every tab. The Vendor can save an incomplete document by clicking this button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

Scene 15
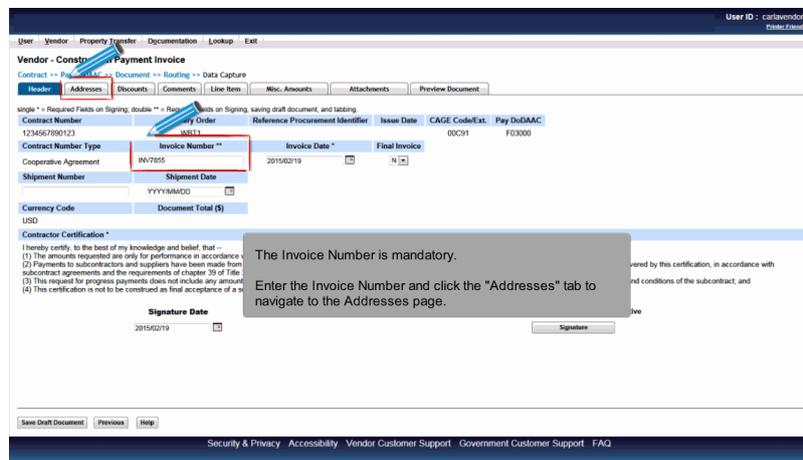


The Invoice Number is mandatory.

Enter the Invoice Number and click the "Addresses" tab to navigate to the Addresses page.

Scene 16
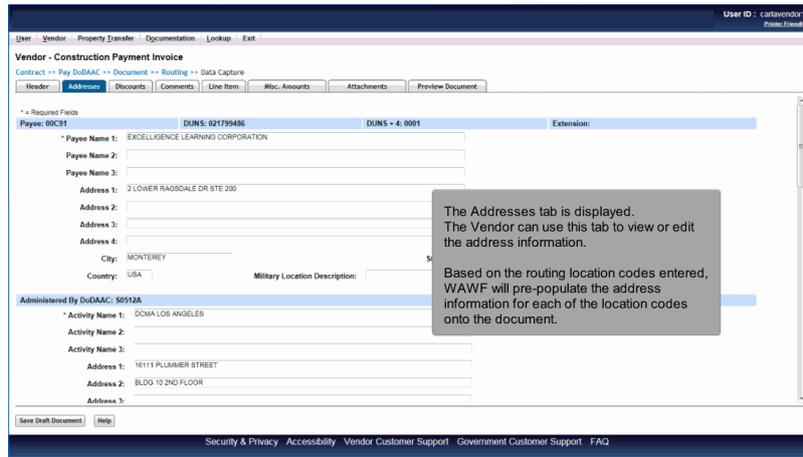


The Addresses tab is displayed.
The Vendor can use this tab to view or edit the address information.

Based on the routing location codes entered, WAWF will pre-populate the address information for each of the location codes onto the document.

Scene 17
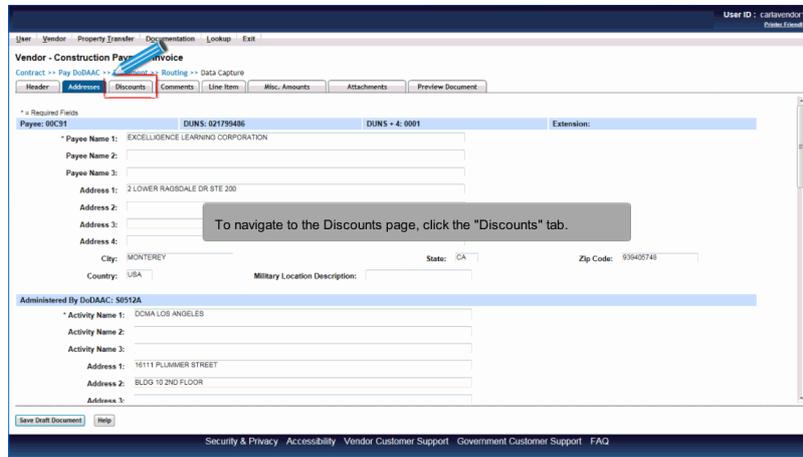


To navigate to the Discounts page, click the "Discounts" tab.

Scene 18
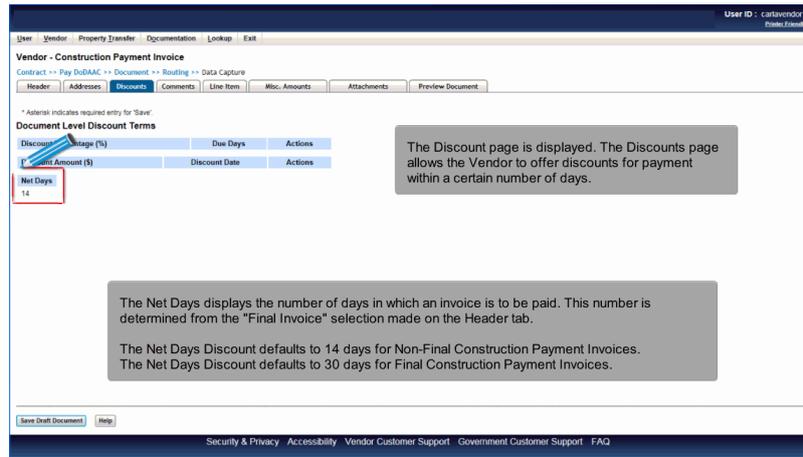


The Discount page is displayed. The Discounts page allows the Vendor to offer discounts for payment within a certain number of days.The Net Days displays the number of days in which an invoice is to be paid. This number is determined from the "Final Invoice" selection made on the Header tab.

The Net Days Discount defaults to 14 days for Non-Final Construction Payment Invoices.
The Net Days Discount defaults to 30 days for Final Construction Payment Invoices.

Scene 19
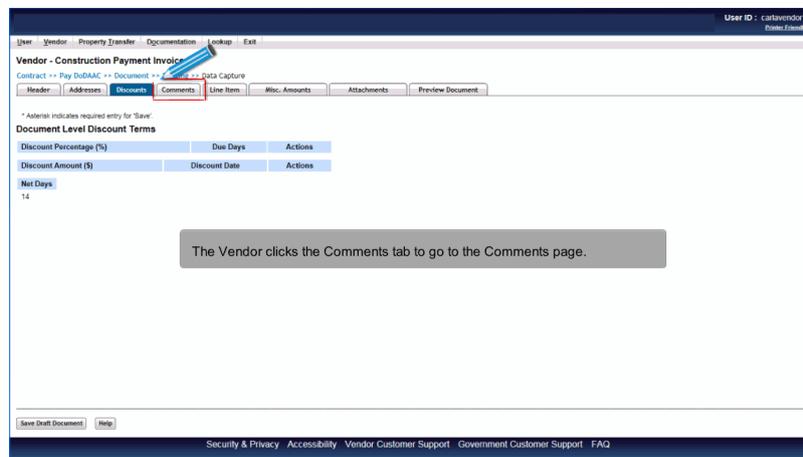


The Vendor clicks the Comments tab to go to the Comments page.

Scene 20
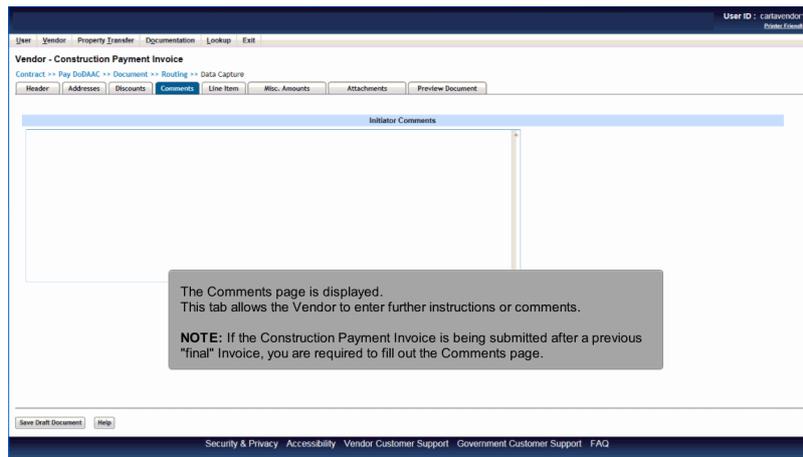


The Comments page is displayed.
This tab allows the Vendor to enter further instructions or comments.

NOTE: If the Construction Payment Invoice is being submitted after a previous "final" Invoice, you are required to fill out the Comments page.

Scene 21
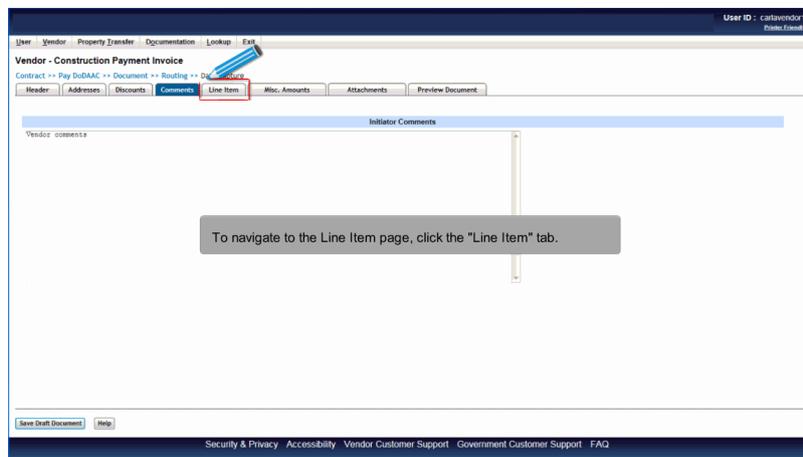


To navigate to the Line Item page, click the "Line Item" tab.

Scene 22
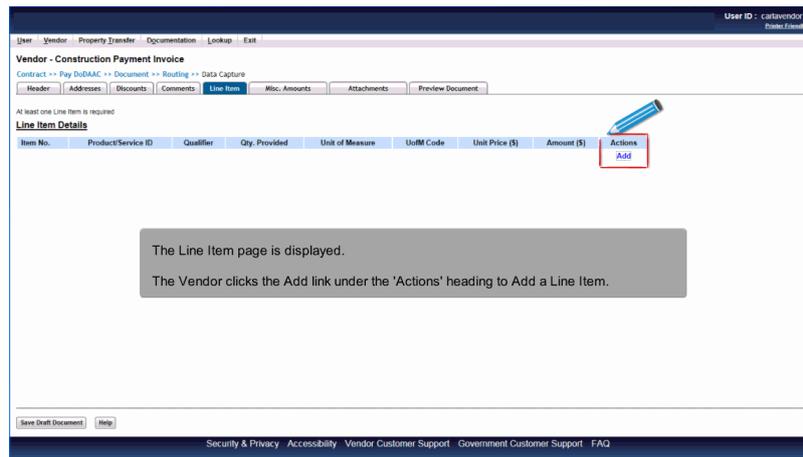
The Line Item page is displayed.

The Vendor clicks the Add link under the 'Actions' heading to Add a Line Item.

Scene 23
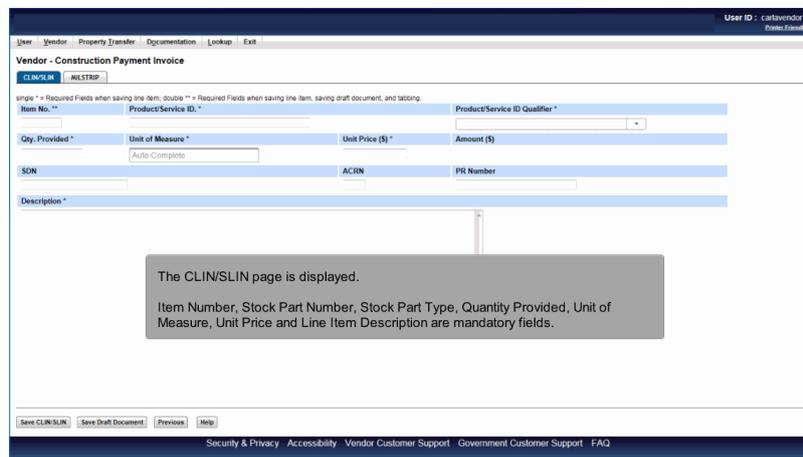
The CLIN/SLIN page is displayed.

Item Number, Stock Part Number, Stock Part Type, Quantity Provided, Unit of Measure, Unit Price and Line Item Description are mandatory fields.

Scene 24



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

Scene 25



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 26



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

Scene 27
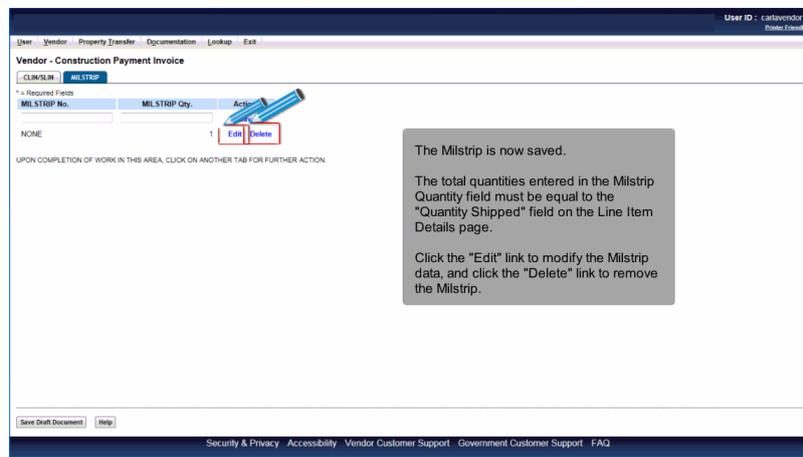


The Milstrip is now saved.

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 28
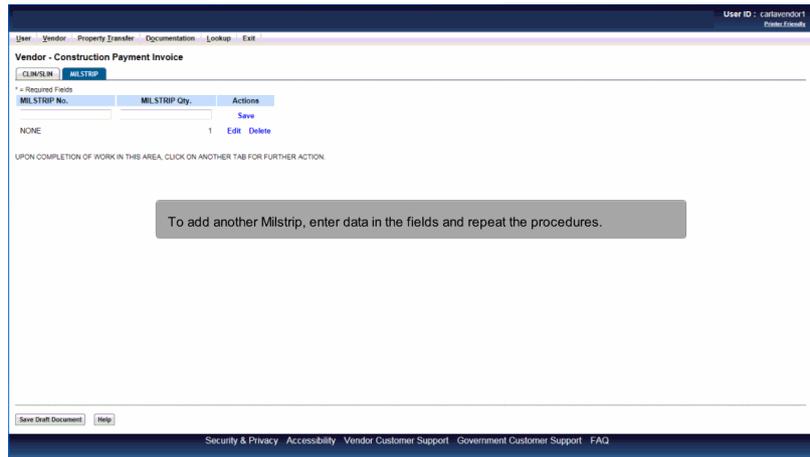


To add another Milstrip, enter data in the fields and repeat the procedures.

## Scene 29
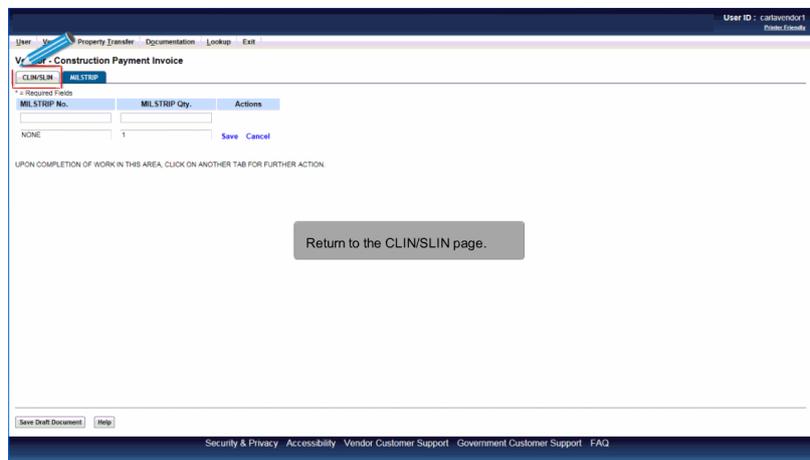


Return to the CLIN/SLIN page.

Scene 30
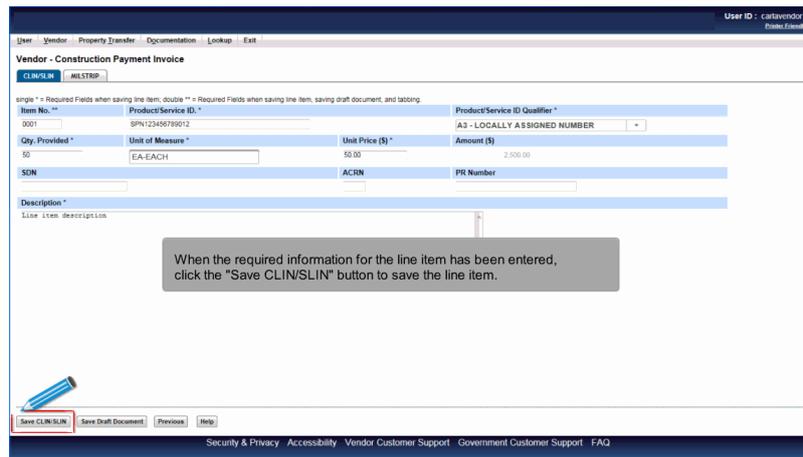


When the required information for the line item has been entered,
click the "Save CLIN/SLIN" button to save the line item.

Scene 31
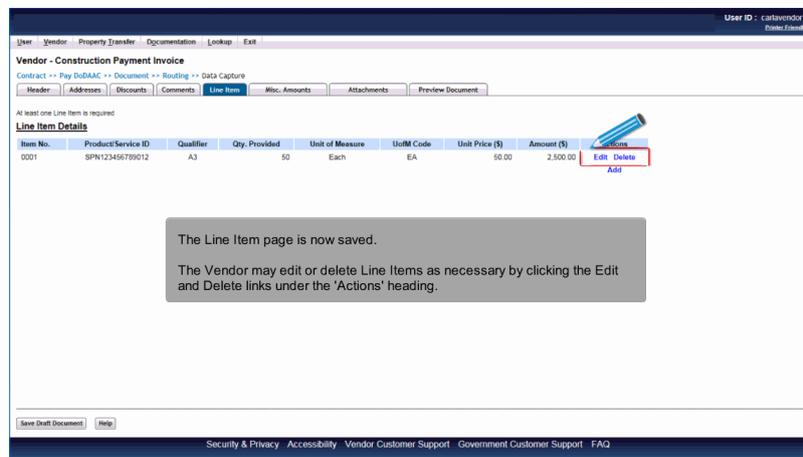


The Line Item page is now saved.

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

Scene 32
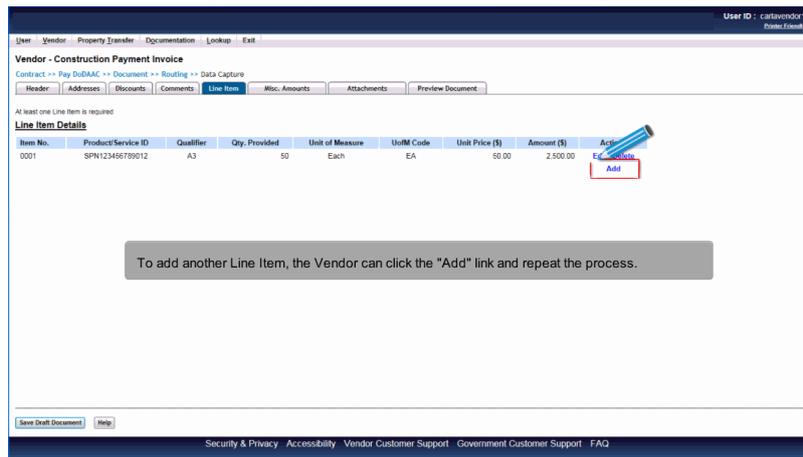


To add another Line Item, the Vendor can click the "Add" link and repeat the process.

Scene 33



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

Scene 34
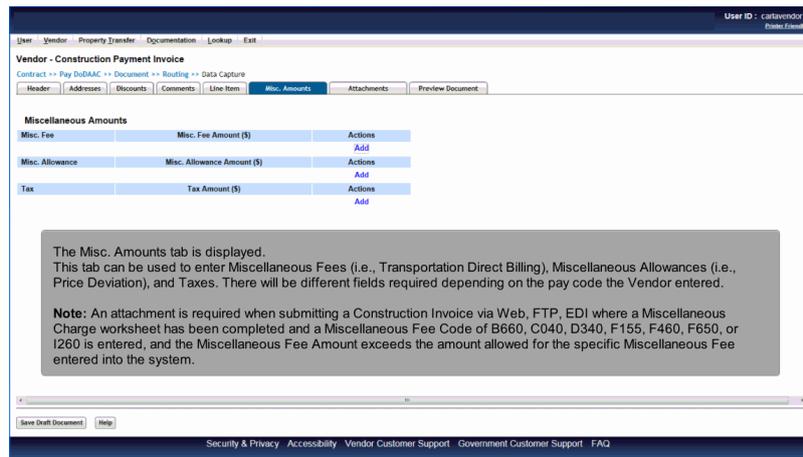


The Misc. Amounts tab is displayed.
This tab can be used to enter Miscellaneous Fees (i.e., Transportation Direct Billing), Miscellaneous Allowances (i.e., Price Deviation), and Taxes. There will be different fields required depending on the pay code the Vendor entered.

Note: An attachment is required when submitting a Construction Invoice 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 35
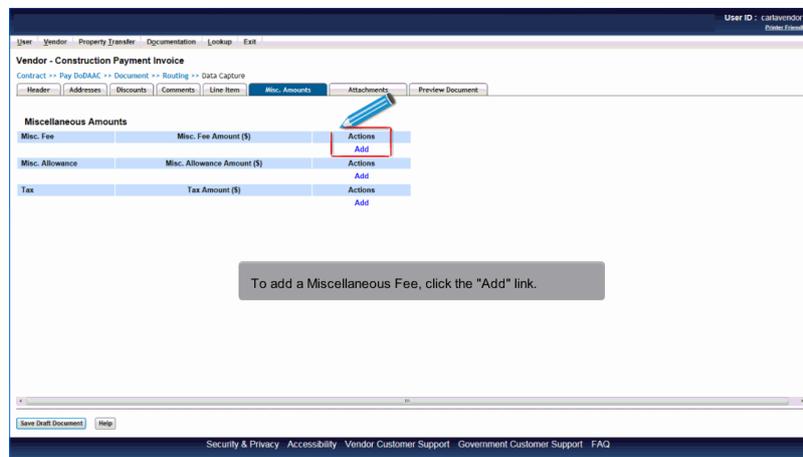


To add a Miscellaneous Fee, click the "Add" link.

Scene 36



The Add Misc. Fee page is displayed.
Select Misc. Fee type from the dropdown list and enter Misc. Fee Price.

Scene 37



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

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

Scene 38
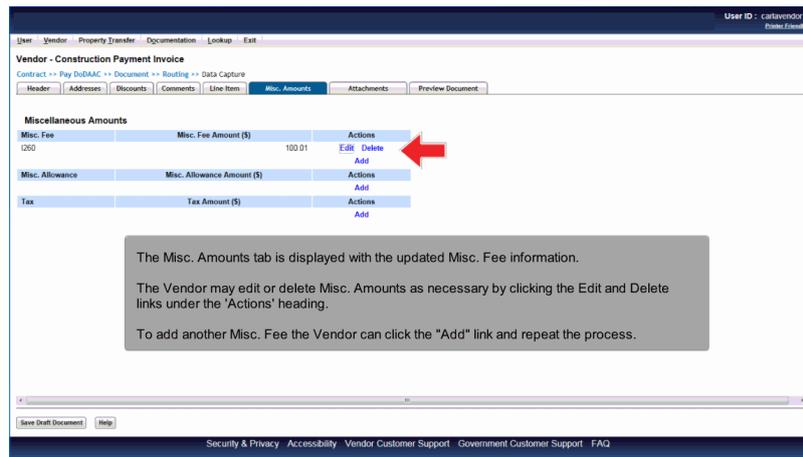


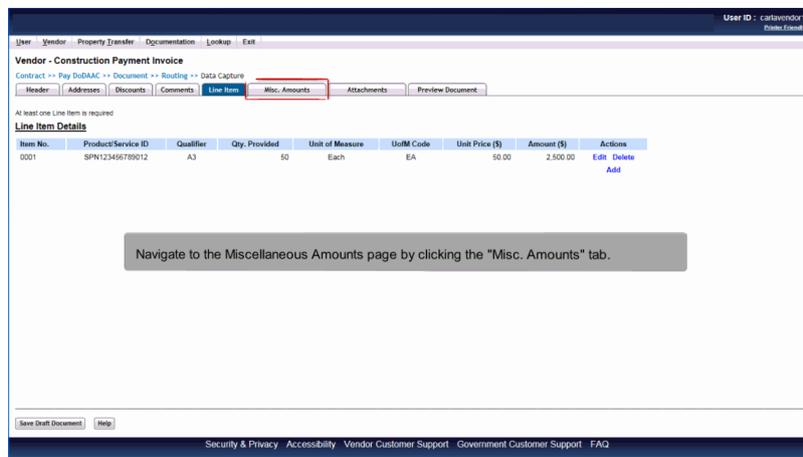The Misc. Amounts tab is displayed with the updated Misc. Fee information.

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

To add another Misc. Fee the Vendor can click the "Add" link and repeat the process.

Scene 39
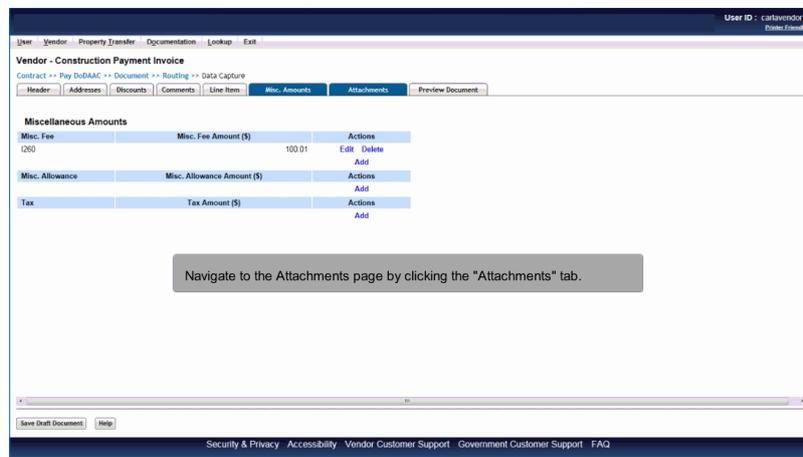


Navigate to the Attachments page by clicking the "Attachments" tab.

Scene 40
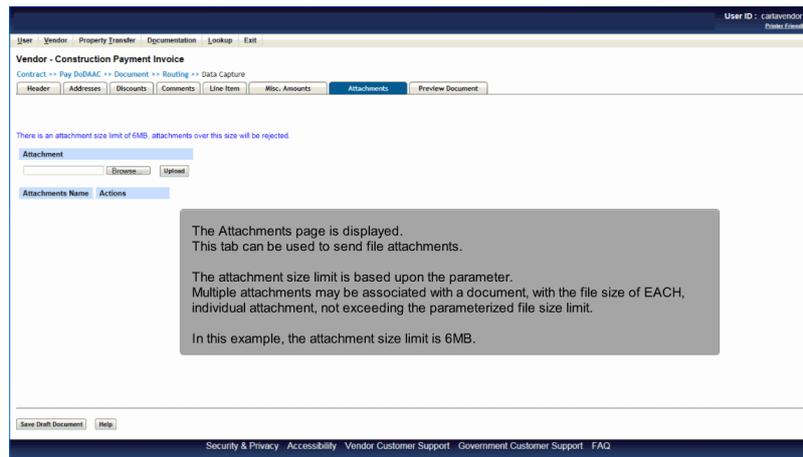


The Attachments page is displayed.
This tab can be used to send file attachments.

The attachment size limit is based upon the parameter.
Multiple attachments may be associated with a document, with the file size of EACH, individual attachment, not exceeding the parameterized file size limit.

In this example, the attachment size limit is 6MB.

Scene 41



To locate the file, click the "Browse" button.

Scene 42
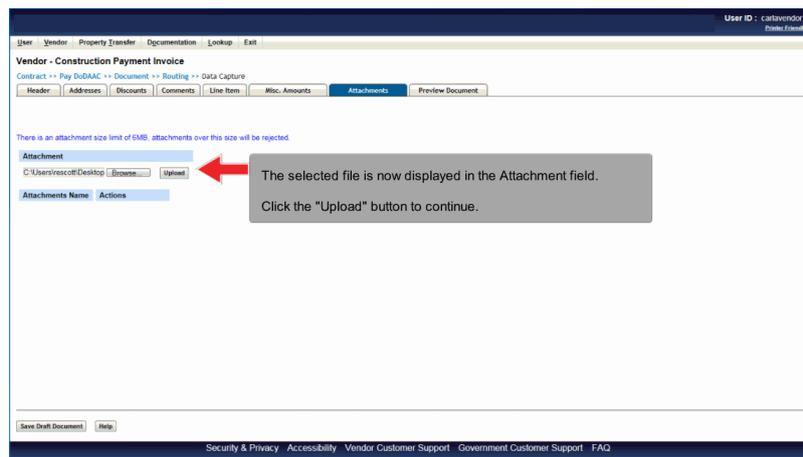


The selected file is now displayed in the Attachment field.

Click the "Upload" button to continue.

Scene 43
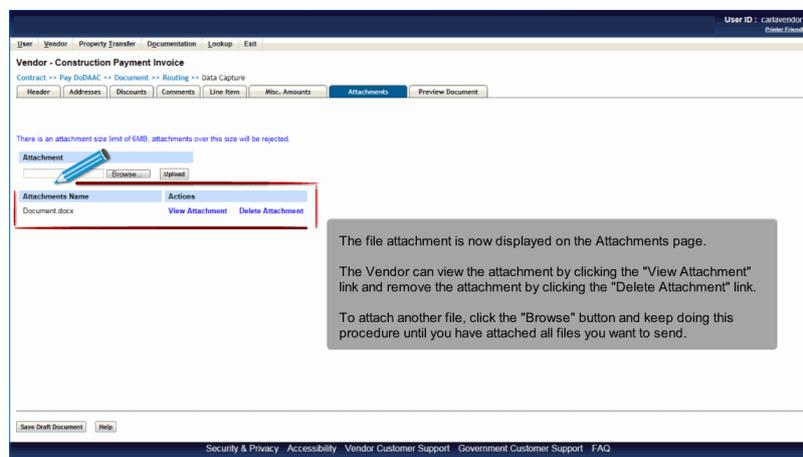


The file attachment is now displayed on the Attachments page.

The Vendor can view the attachment by clicking the "View Attachment" link and remove the attachment by clicking the "Delete Attachment" link.
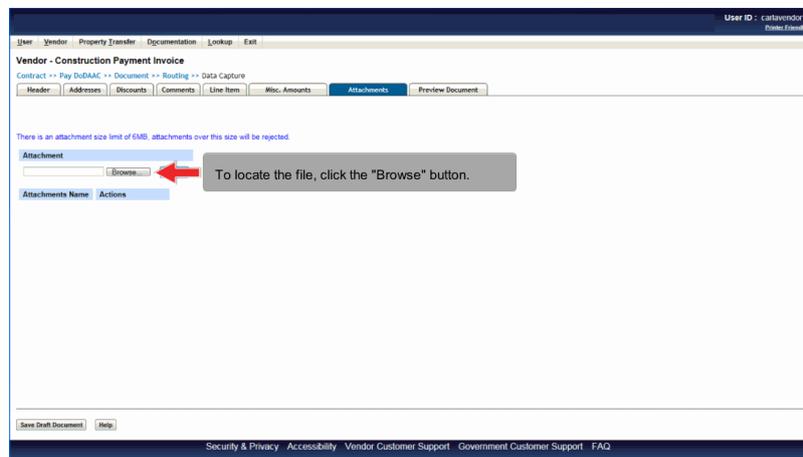
To attach another file, click the "Browse" button and keep doing this procedure until you have attached all files you want to send.

Scene 44

To view the whole document, click the "Preview Document" tab.

Scene 45
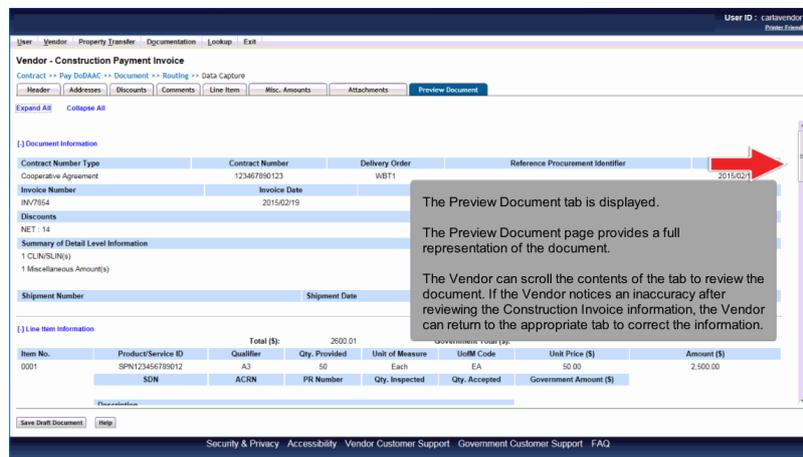
The Preview Document tab is displayed.

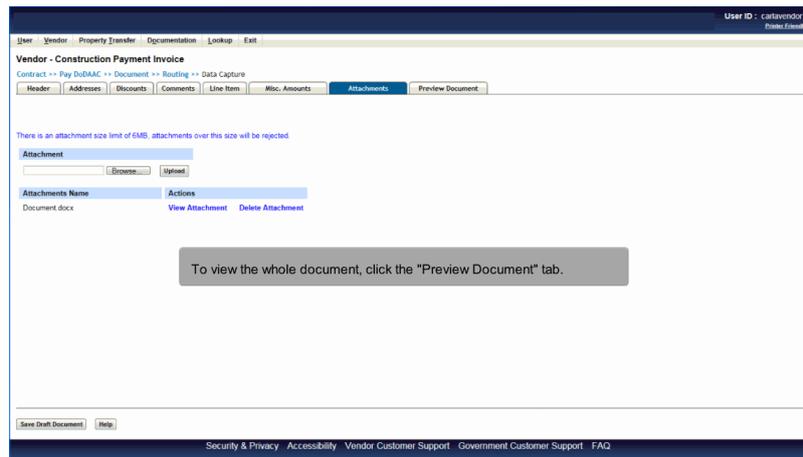The Preview Document page provides a full representation of the document.

The Vendor can scroll the contents of the tab to review the document. If the Vendor notices an inaccuracy after reviewing the Construction Invoice information, the Vendor can return to the appropriate tab to correct the information.

## Scene 46
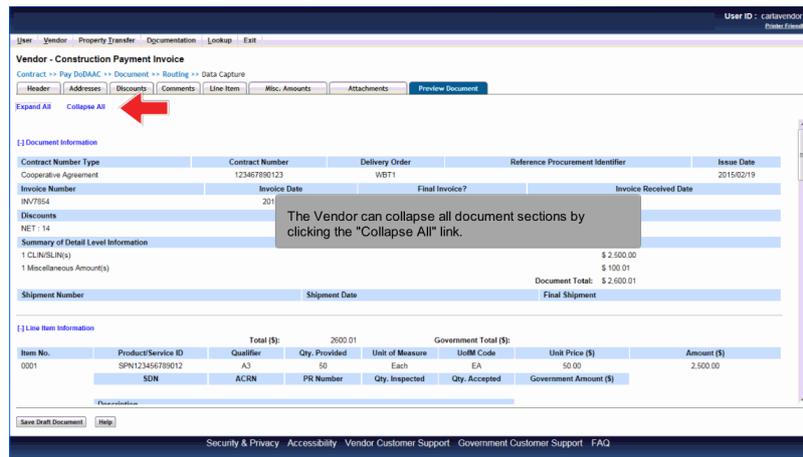


The Vendor can collapse all document sections by clicking the "Collapse All" link.

## Scene 47



All document sections are now collapsed.

## Scene 48



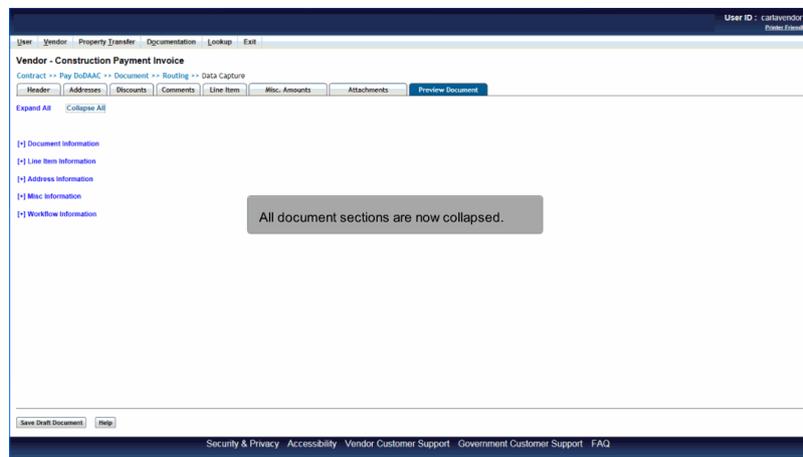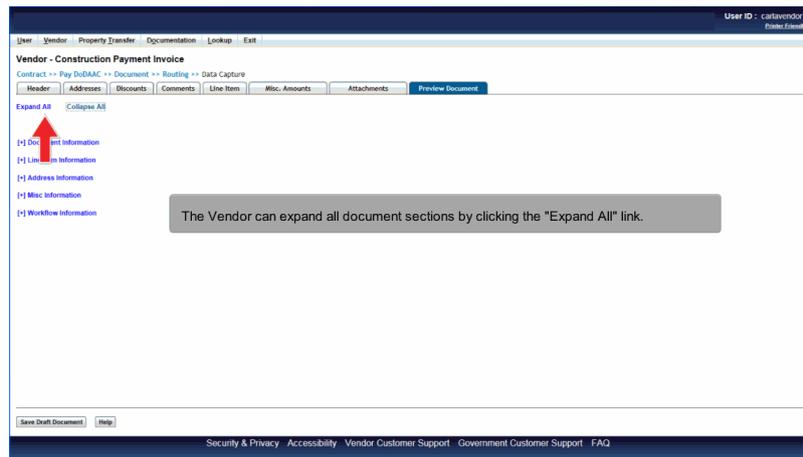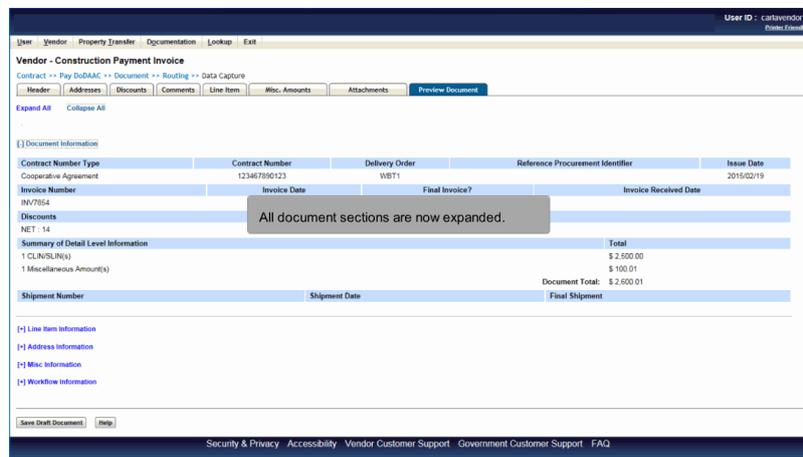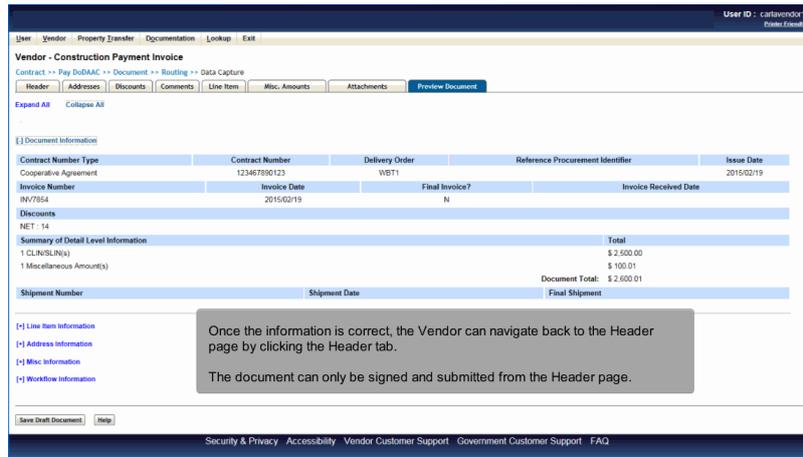The Vendor can expand all document sections by clicking the "Expand All" link.

## Scene 49



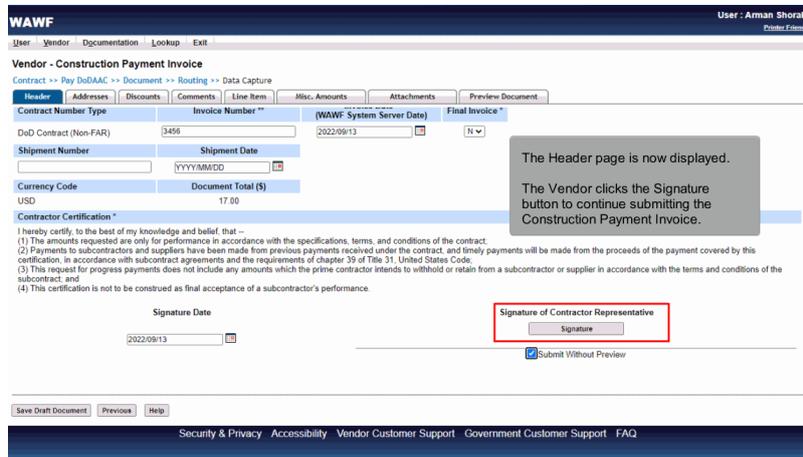All document sections are now expanded.

## Scene 50



Once the information is correct, the Vendor can navigate back to the Header page by clicking the Header tab.

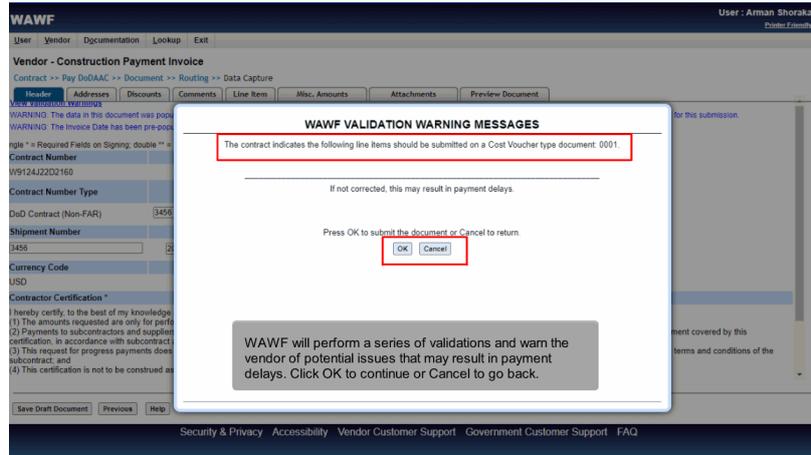The document can only be signed and submitted from the Header page.

## Scene 51



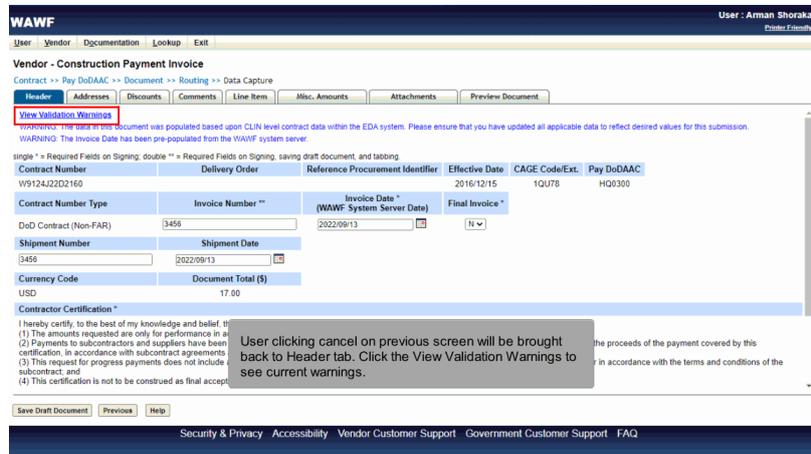The Header page is now displayed.

The Vendor clicks the Signature button to continue submitting the Construction Payment Invoice.
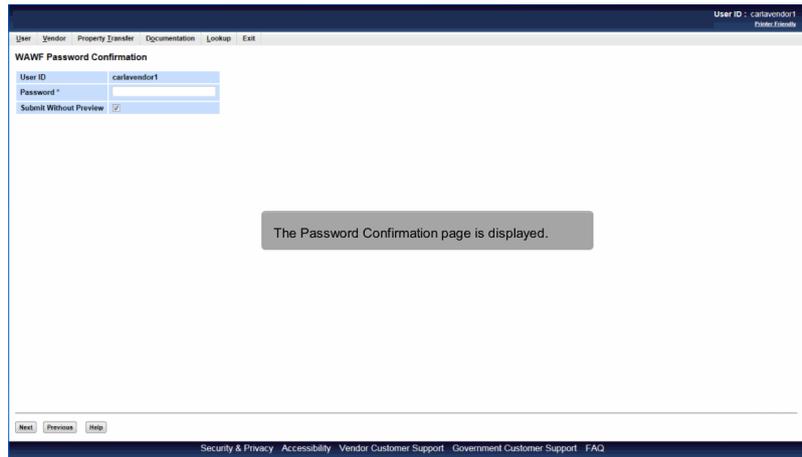
## Scene 52



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.
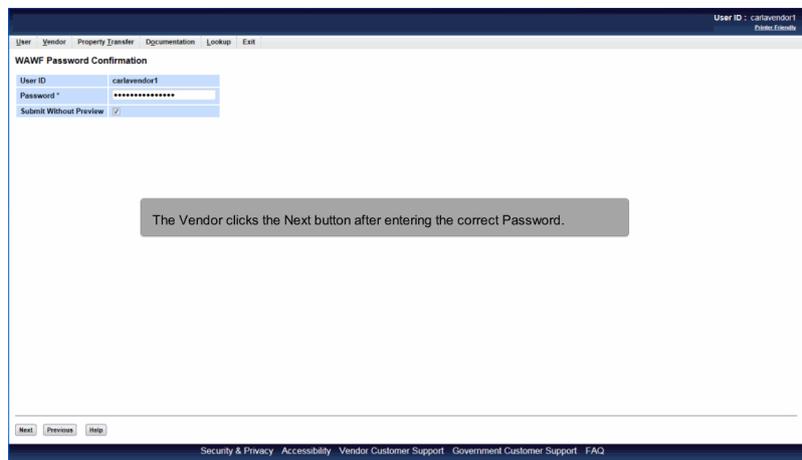
## Scene 53



User clicking cancel on previous screen will be brought back to Header tab. Click the View Validation Warnings to see current warnings.
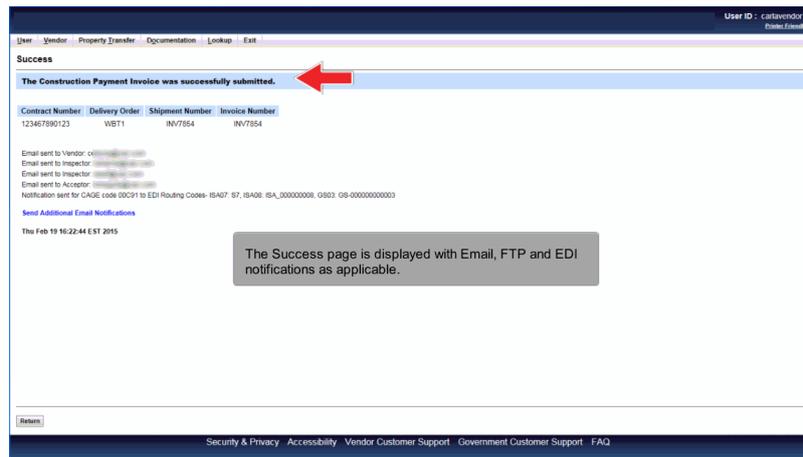
## Scene 54



The Password Confirmation page is displayed.

The Password Confirmation page is displayed.

## Scene 55



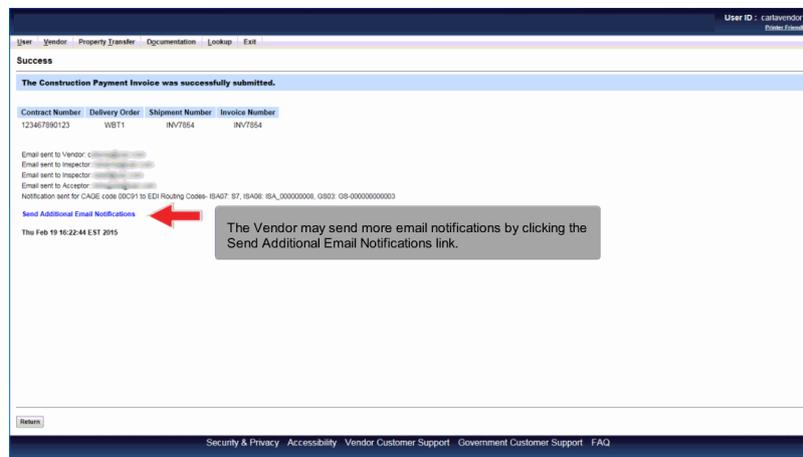The Vendor clicks the Next button after entering the correct Password.

The Vendor clicks the Next button after entering the correct Password.

## Scene 56



The Success page is displayed with Email, FTP and EDI notifications as applicable.

## Scene 57



The Vendor may send more email notifications by clicking the Send Additional Email Notifications link.

## End



This concludes the demonstration for a Vendor creating a Construction Payment Invoice.