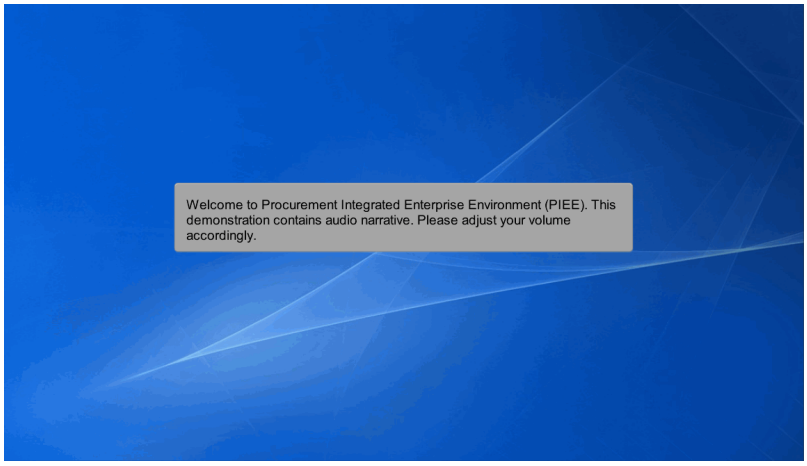
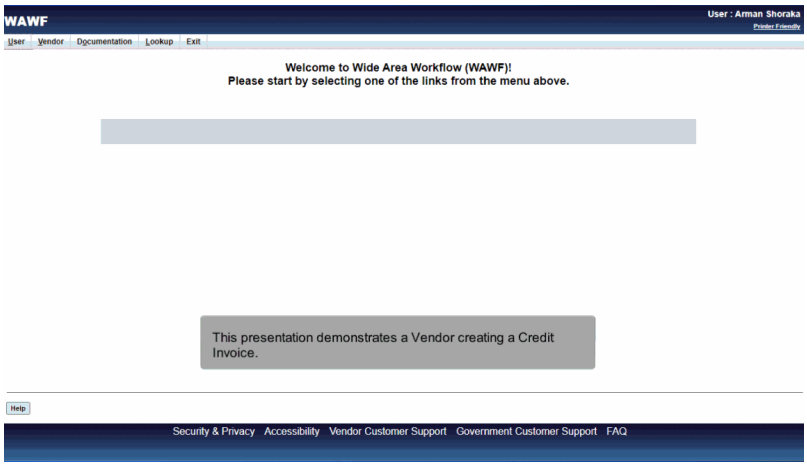
Intro



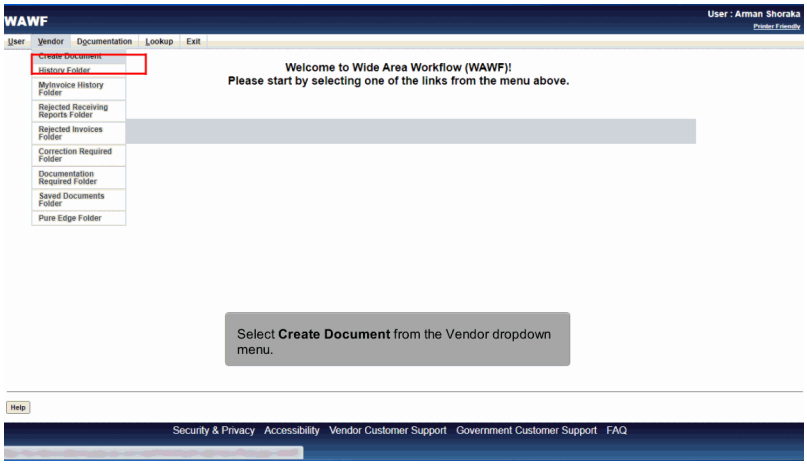
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 1



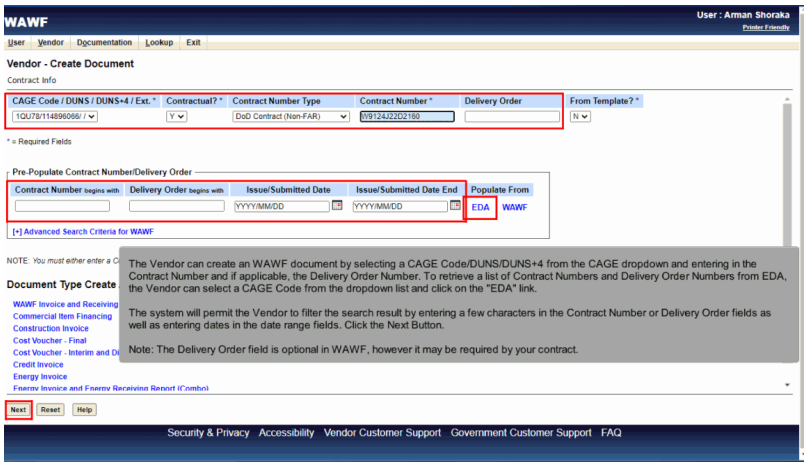
This presentation demonstrates a Vendor creating a Credit Invoice.

Scene 2



Select Create Document from the Vendor dropdown menu.

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. Click the Next Button.

Note: The Delivery Order field is optional in WAWF, however it may be required by your contract.

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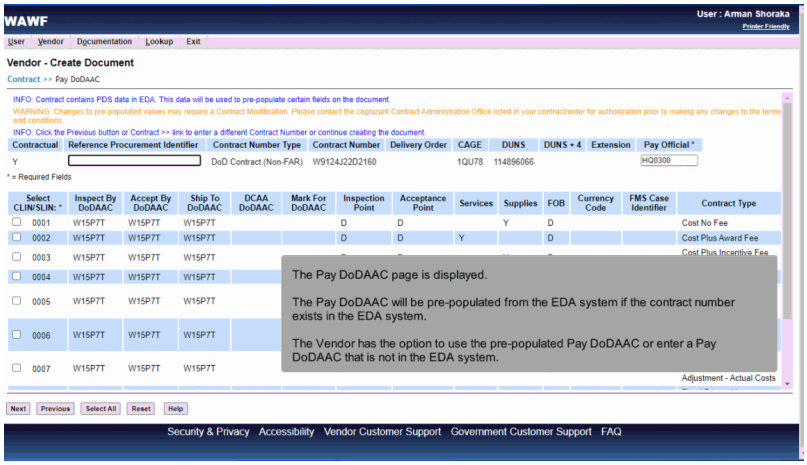
Scene 4

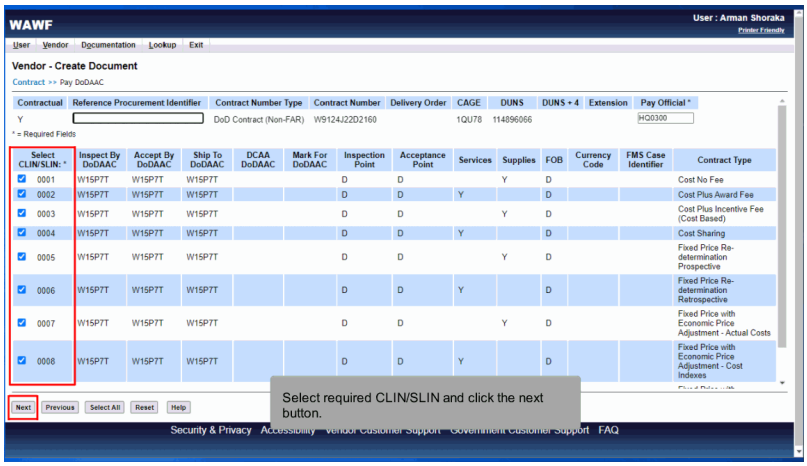


The Pay DoDAAC page is displayed.

The Pay DoDAAC will be pre-populated from the EDA system if the contract number exists in the EDA system.

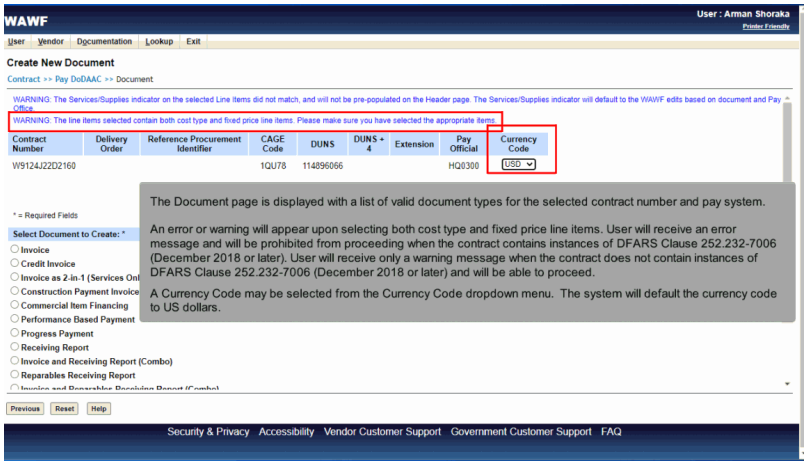
The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

Scene 5



Select required CLIN/SLIN and click the next button.

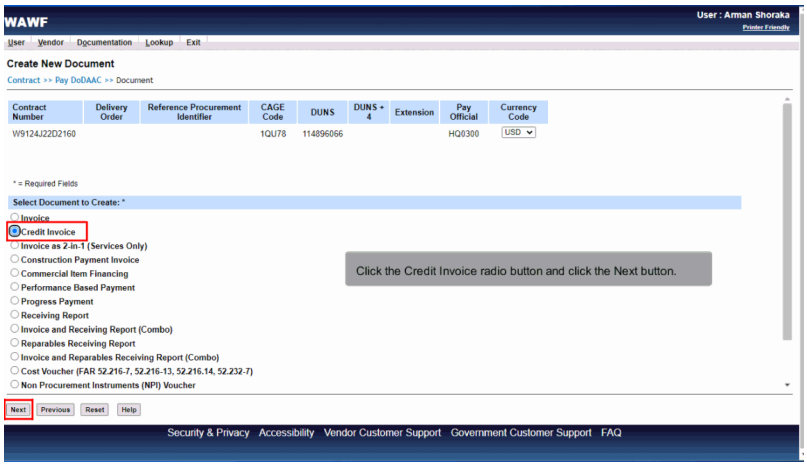
Scene 6



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

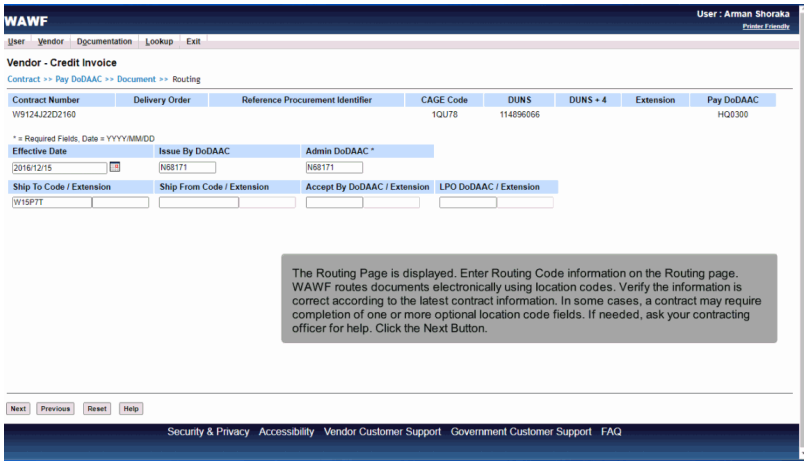
An error or warning will appear upon selecting both cost type and fixed price line items. User will receive an error message and will be prohibited from proceeding when the contract contains instances of DFARS Clause 252.232-7006 (December 2018 or later). User will receive only a warning message when the contract does not contain instances of DFARS Clause 252.232-7006 (December 2018 or later) and will be able to proceed.
A Currency Code may be selected from the Currency Code dropdown menu. The system will default the currency code to US dollars.

Scene 7



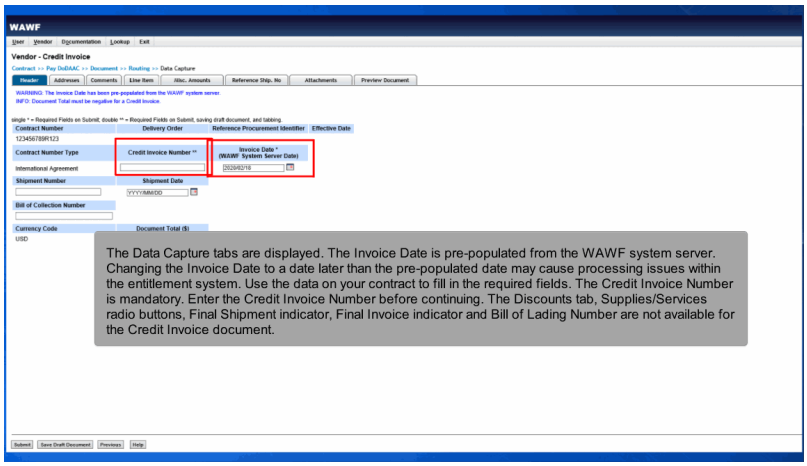
Click the Credit Invoice radio button and click the Next button.

Scene 8



The Routing Page is displayed. Enter Routing Code information on the Routing page. WAWF routes documents electronically using location codes. Verify the information is correct according to the latest contract information. In some cases, a contract may require completion of one or more optional location code fields. If needed, ask your contracting officer for help. Click the Next Button.

Scene 9



The Data Capture tabs are displayed. The Invoice Date is pre-populated from the WAWF system server. Changing the Invoice Date to a date later than the pre-populated date may cause processing issues within the entitlement system. Use the data on your contract to fill in the required fields. The Credit Invoice Number is mandatory. Enter the Credit Invoice Number before continuing. The Discounts tab, Supplies/Services radio buttons, Final Shipment indicator, Final Invoice indicator and Bill of Lading Number are not available for the Credit Invoice document.

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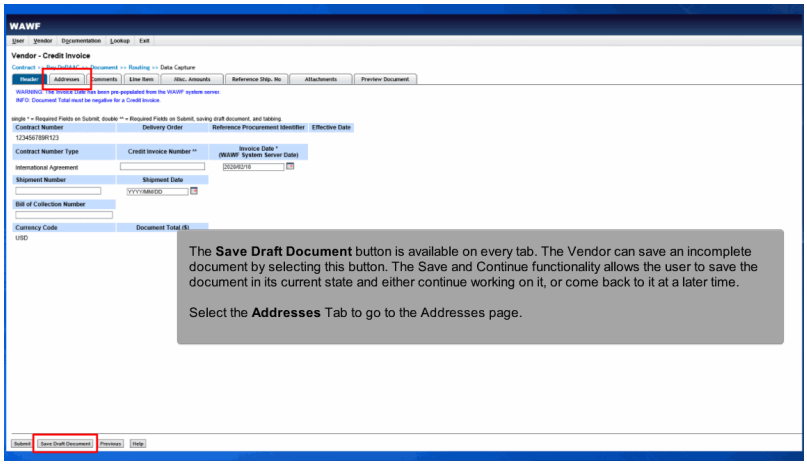
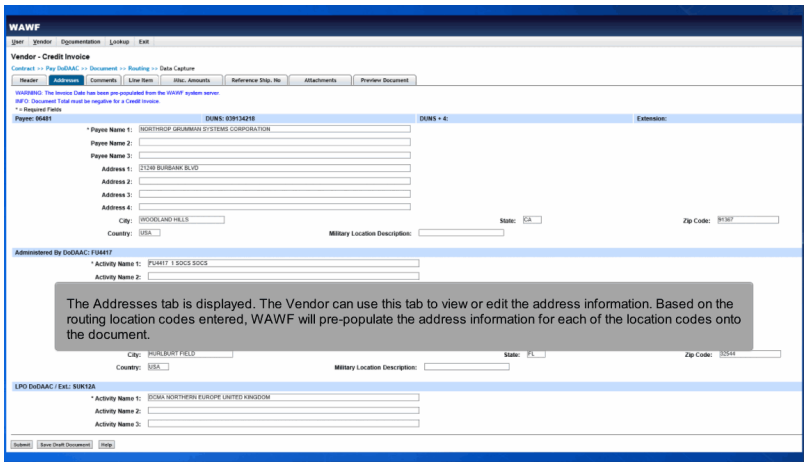
Scene 10



The Save Draft Document button is available on every tab. The Vendor can save an incomplete document by selecting 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.

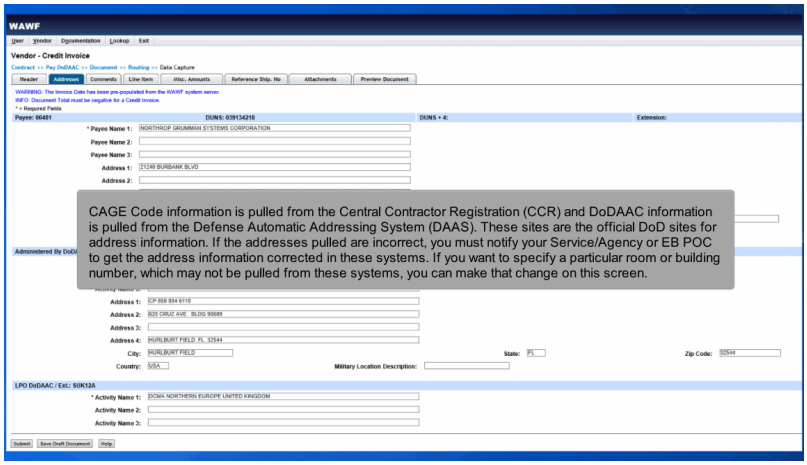
Select the Addresses Tab to go to the Addresses page.

Scene 11



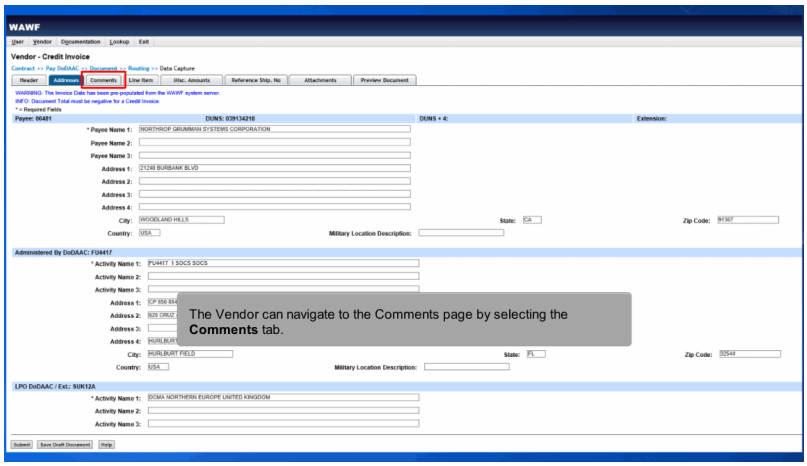
The Addresses tab is displayed. The Vendor can use this tab to view or edit the address information. Based on the routing location codes entered, WAWF will pre-populate the address information for each of the location codes onto the document.

Scene 12



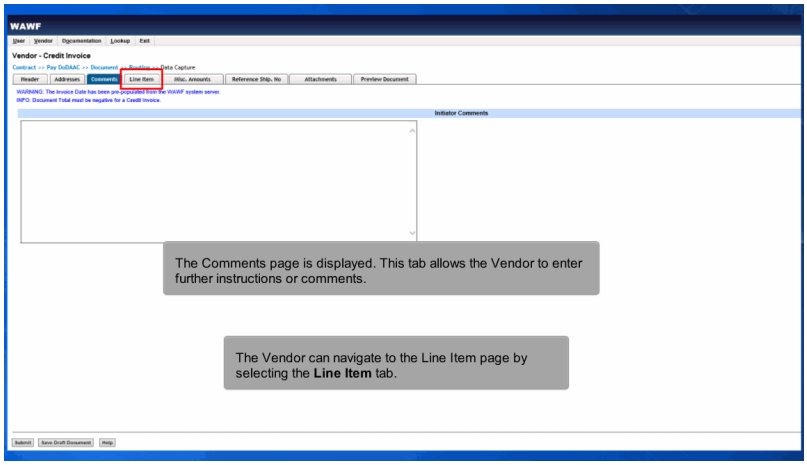
CAGE Code information is pulled from the Central Contractor Registration (CCR) and DoDAAC information is pulled from the Defense Automatic Addressing System (DAAS). These sites are the official DoD sites for address information. If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in these systems. If you want to specify a particular room or building number, which may not be pulled from these systems, you can make that change on this screen.

Scene 13



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

Scene 14



The Comments page is displayed. This tab allows the Vendor to enter further instructions or comments. The Vendor can navigate to the Line Item page by selecting the Line Item tab.

Scene 15

The Line Item page is displayed. The Vendor selects the Add link to add a Line Item.

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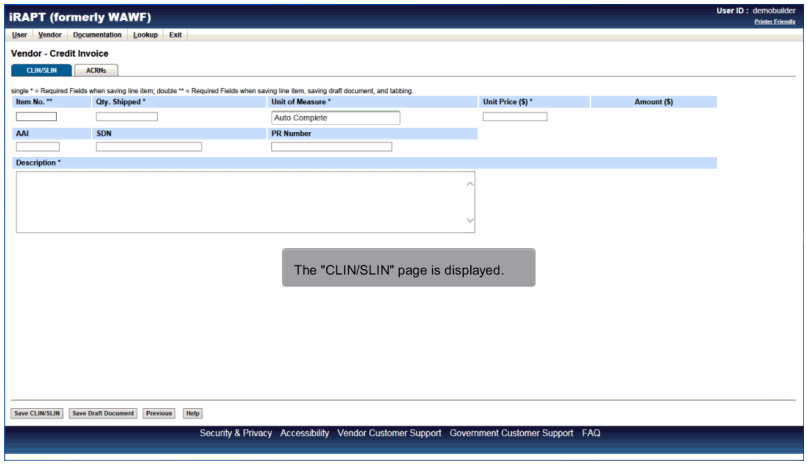
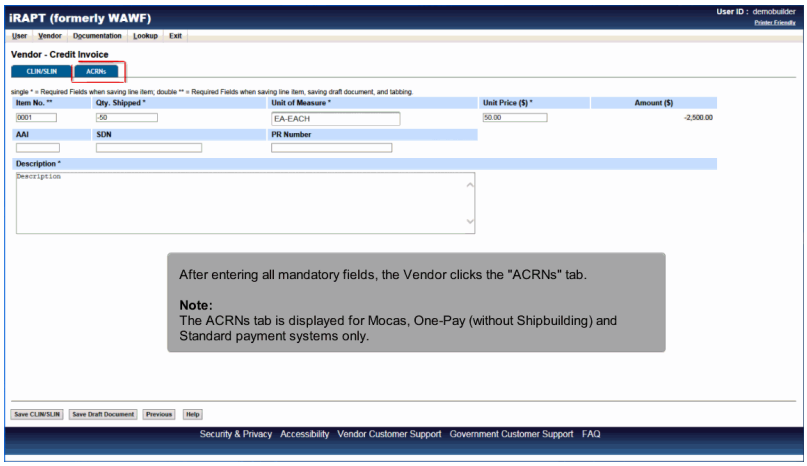
Scene 16



The "CLIN/SLIN" page is displayed.

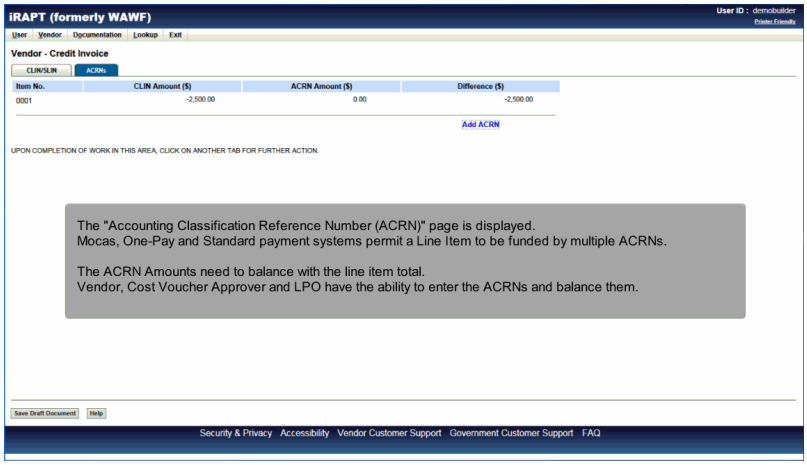
Scene 17



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

Note:
The ACRNs tab is displayed for Mocas, One-Pay (without Shipbuilding) and Standard payment systems only.

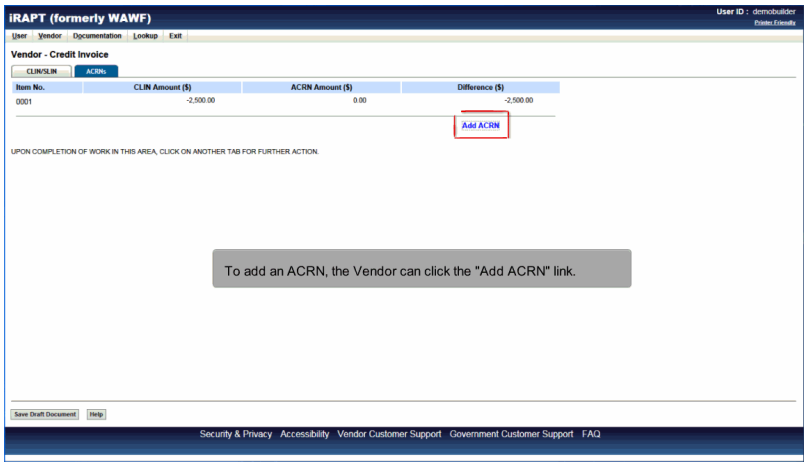
Scene 18



The "Accounting Classification Reference Number (ACRN)" page is displayed.
Mocas, One-Pay and Standard payment systems permit a Line Item to be funded by multiple ACRNs.

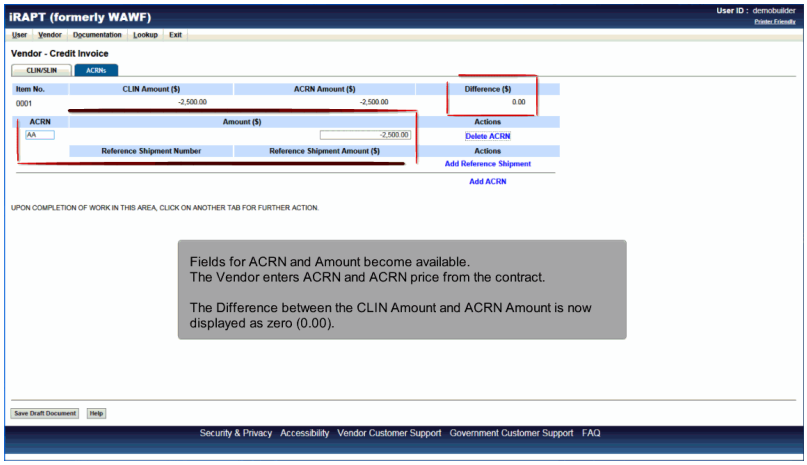
The ACRN Amounts need to balance with the line item total.
Vendor, Cost Voucher Approver and LPO have the ability to enter the ACRNs and balance them.

Scene 19



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

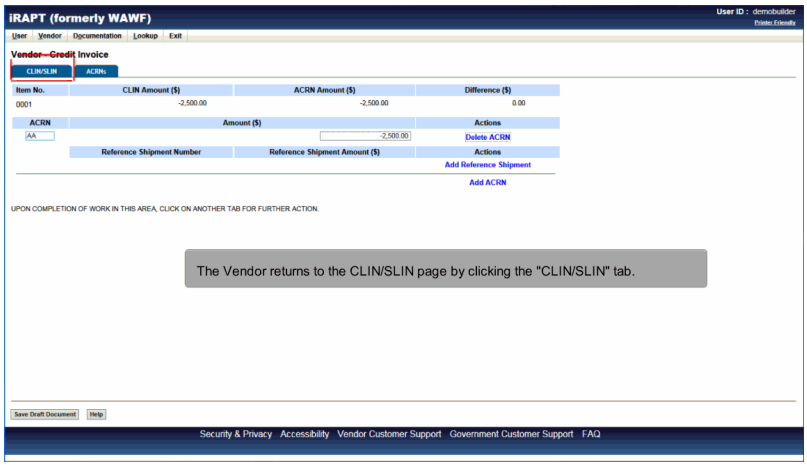
Scene 20



Fields for ACRN and Amount become available.
The Vendor enters ACRN and ACRN price from the contract.

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

Scene 21



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

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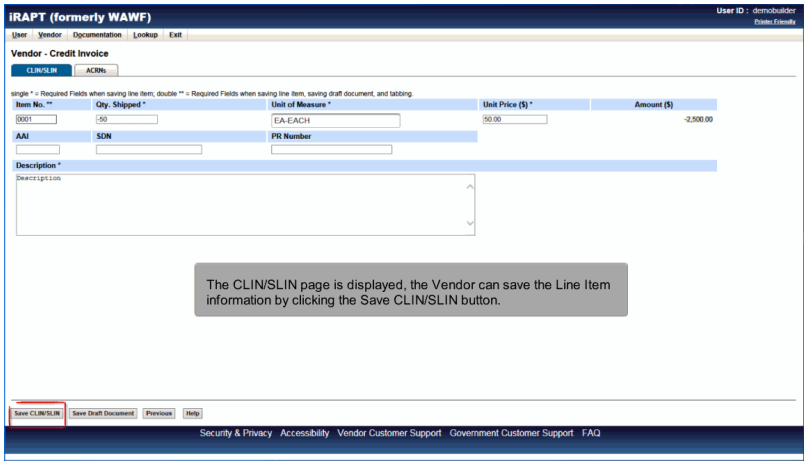
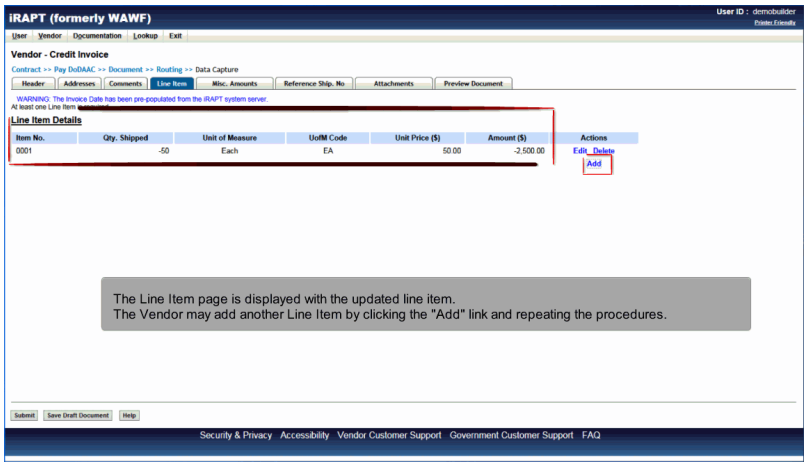
Scene 22



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

Scene 23



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

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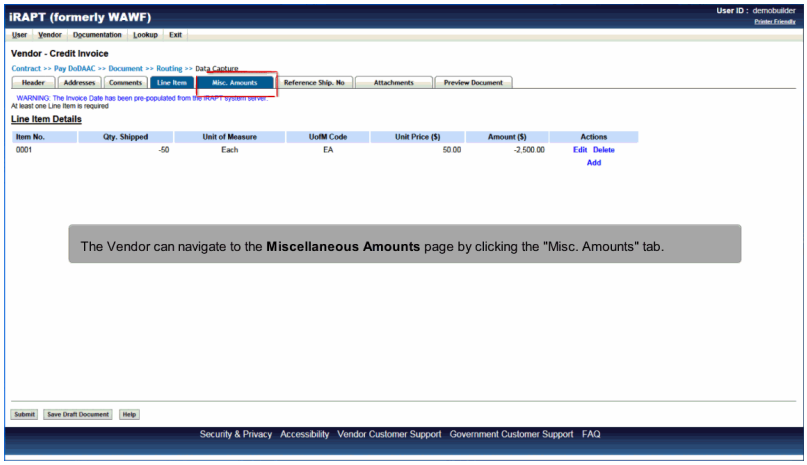
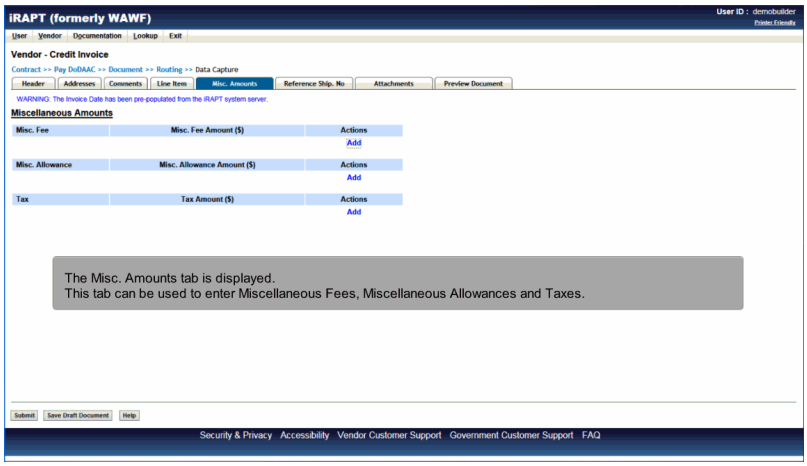
Scene 24



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

Scene 25



The Misc. Amounts tab is displayed.
This tab can be used to enter Miscellaneous Fees, Miscellaneous Allowances and Taxes.

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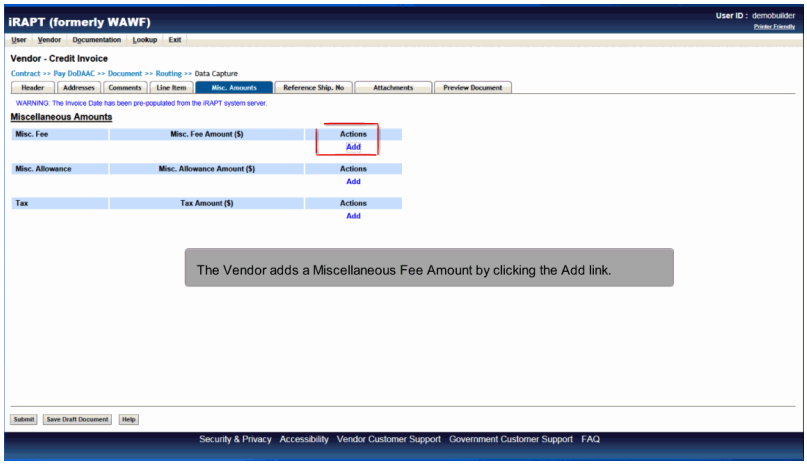
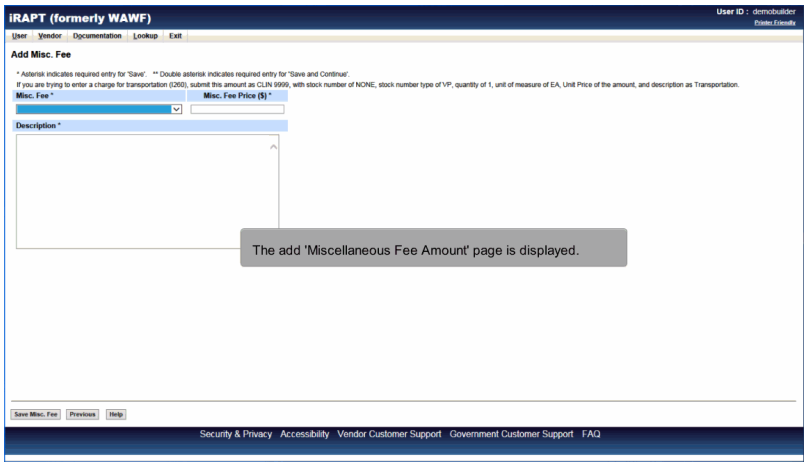
Scene 26



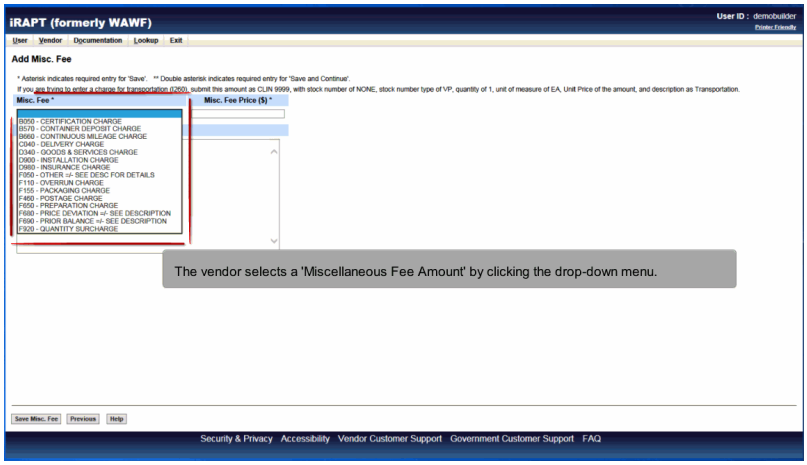
The Vendor adds a Miscellaneous Fee Amount by clicking the Add link.

Scene 27



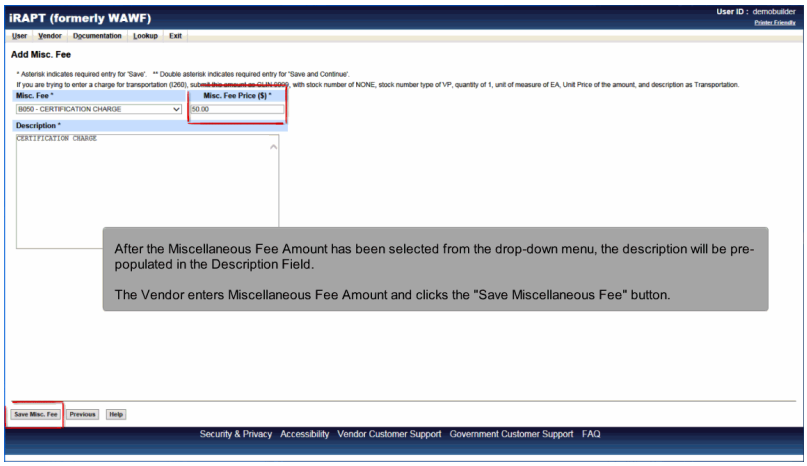
The add 'Miscellaneous Fee Amount' page is displayed.

Scene 28



The vendor selects a 'Miscellaneous Fee Amount' by clicking the drop-down menu.

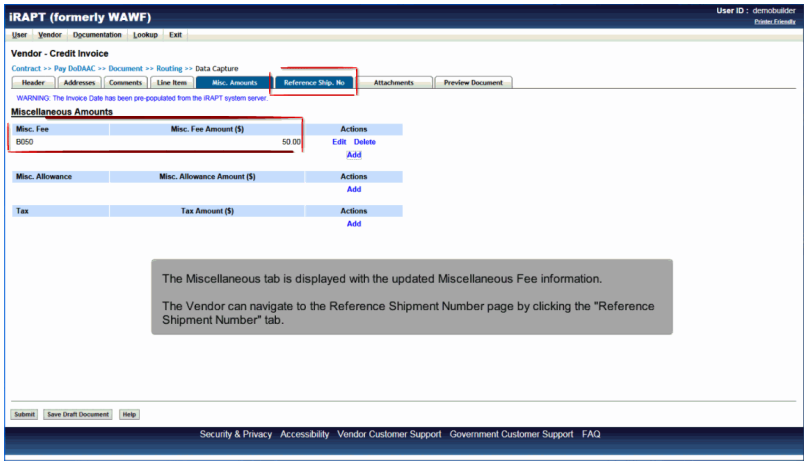
Scene 29



After the Miscellaneous Fee Amount has been selected from the drop-down menu, the description will be pre-populated in the Description Field.

The Vendor enters Miscellaneous Fee Amount and clicks the "Save Miscellaneous Fee" button.

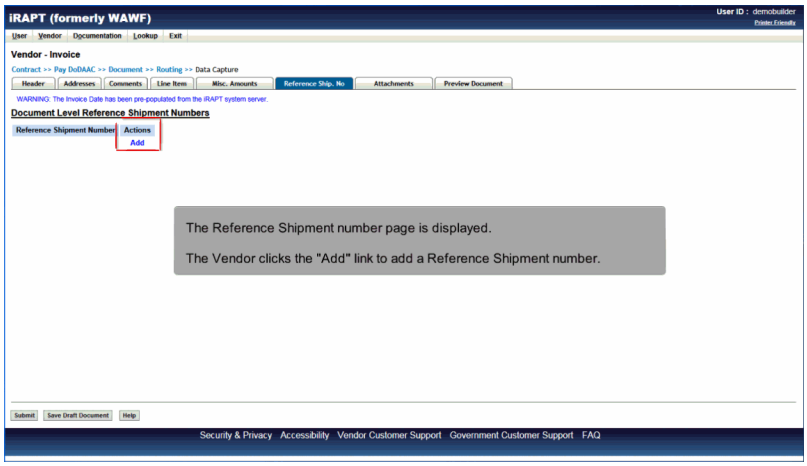
Scene 30



The Miscellaneous tab is displayed with the updated Miscellaneous Fee information.

The Vendor can navigate to the Reference Shipment Number page by clicking the "Reference Shipment Number" tab.

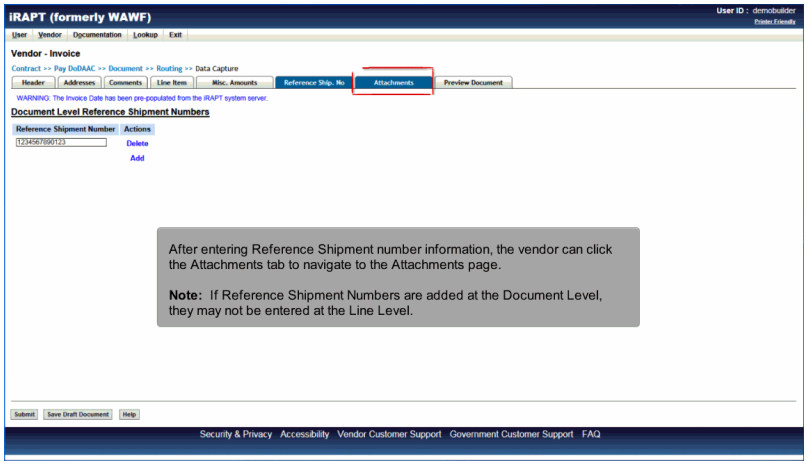
Scene 31



The Reference Shipment number page is displayed.

The Vendor clicks the "Add" link to add a Reference Shipment number.

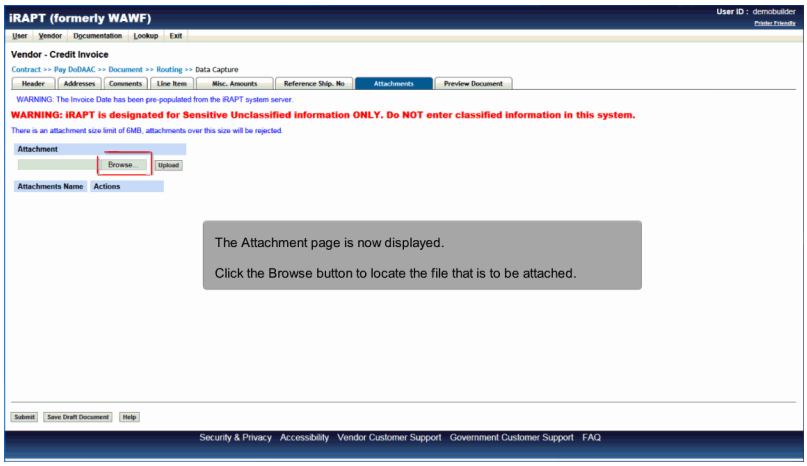
Scene 32



After entering Reference Shipment number information, the vendor can click the Attachments tab to navigate to the Attachments page.

Note: If Reference Shipment Numbers are added at the Document Level, they may not be entered at the Line Level.

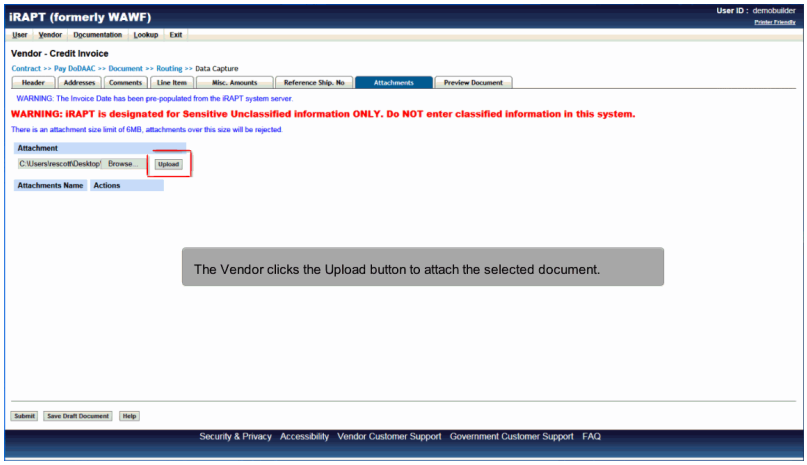
Scene 33



The Attachment page is now displayed.

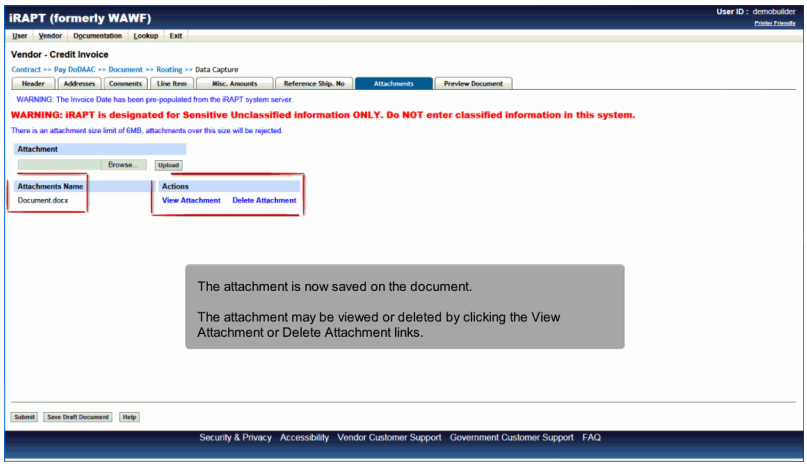
Click the Browse button to locate the file that is to be attached.

Scene 34



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

Scene 35



The attachment is now saved on the document.

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

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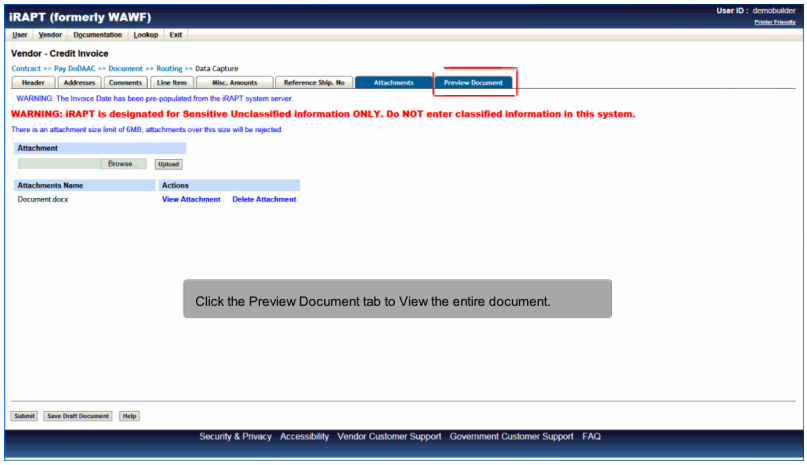
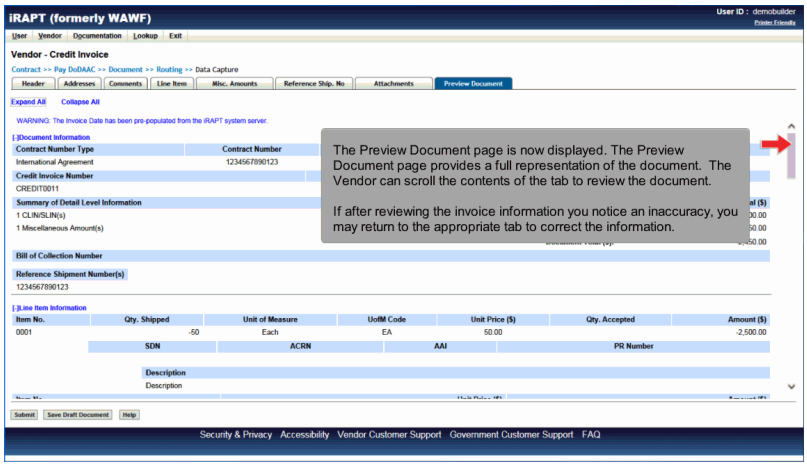
Scene 36



Click the Preview Document tab to View the entire document.

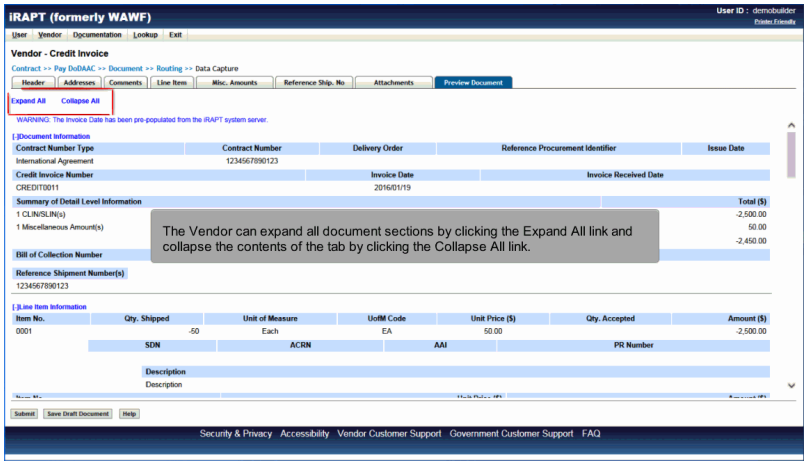
Scene 37



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.

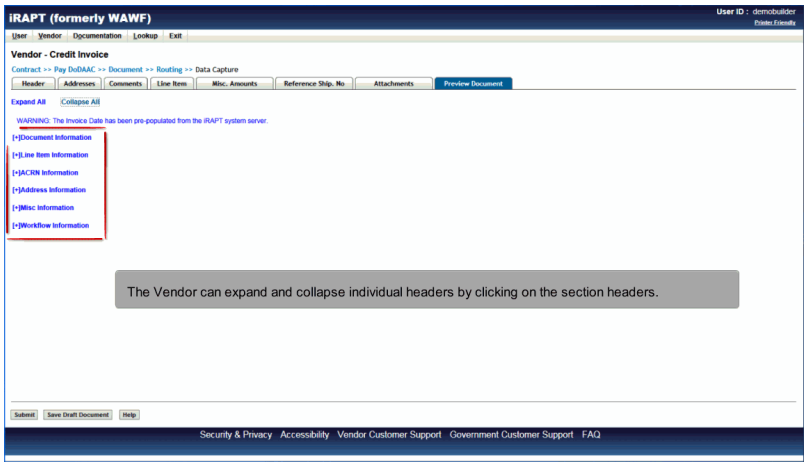
If after reviewing the invoice information you notice an inaccuracy, you may return to the appropriate tab to correct the information.

Scene 38



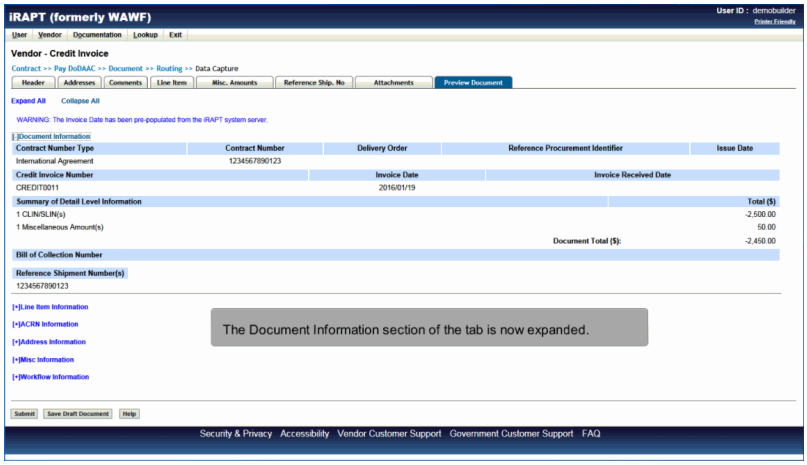
The Vendor can expand all document sections by clicking the Expand All link and collapse the contents of the tab by clicking the Collapse All link.

Scene 39



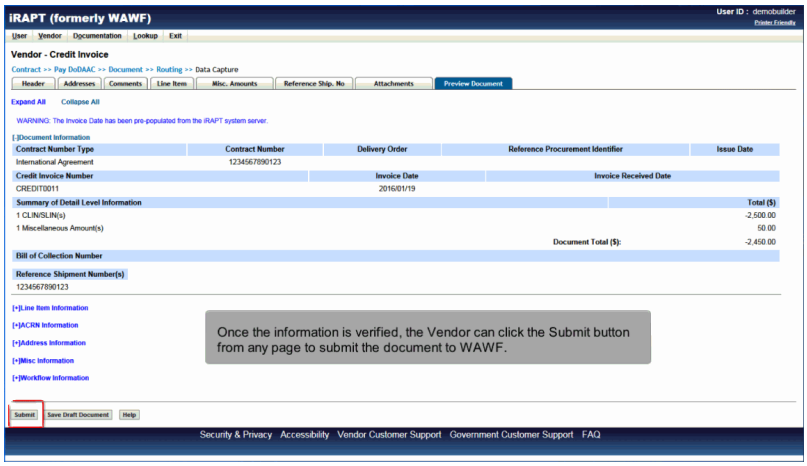
The Vendor can expand and collapse individual headers by clicking on the section headers.

Scene 40



The Document Information section of the tab is now expanded.

Scene 41



Once the information is verified, the Vendor can click the Submit button from any page to submit the document to WAWF.

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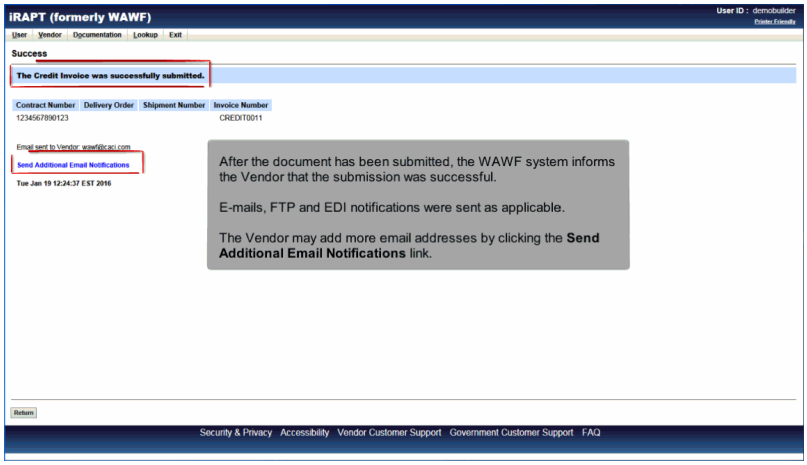
Scene 42

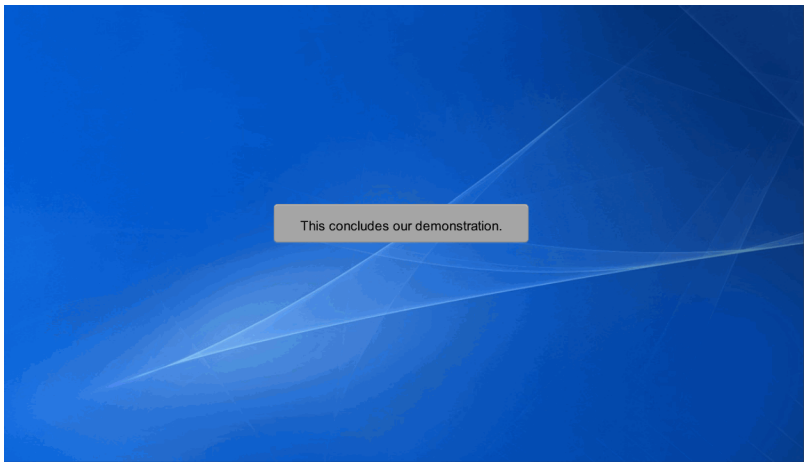


After the document has been submitted, the WAWF system informs the Vendor that the submission was successful.

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.