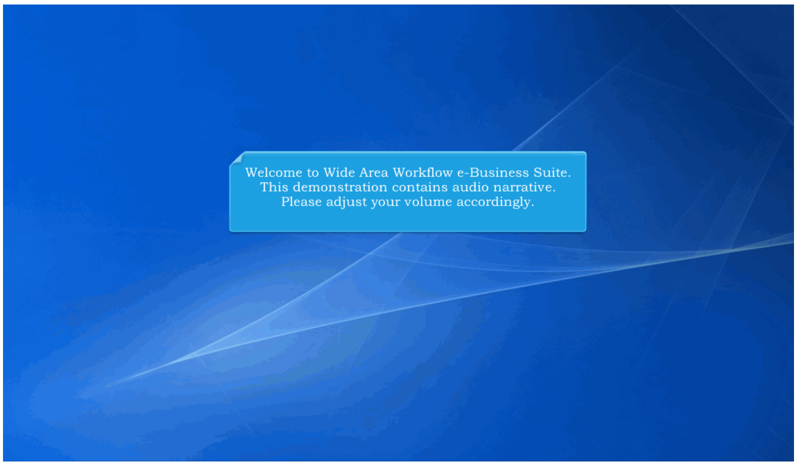
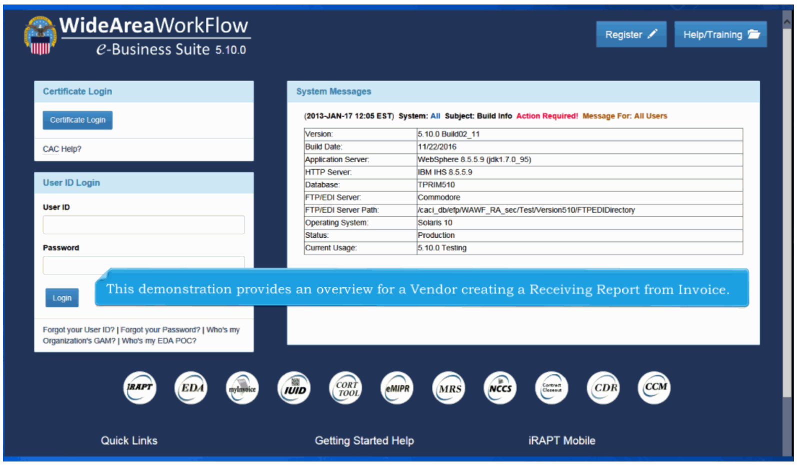
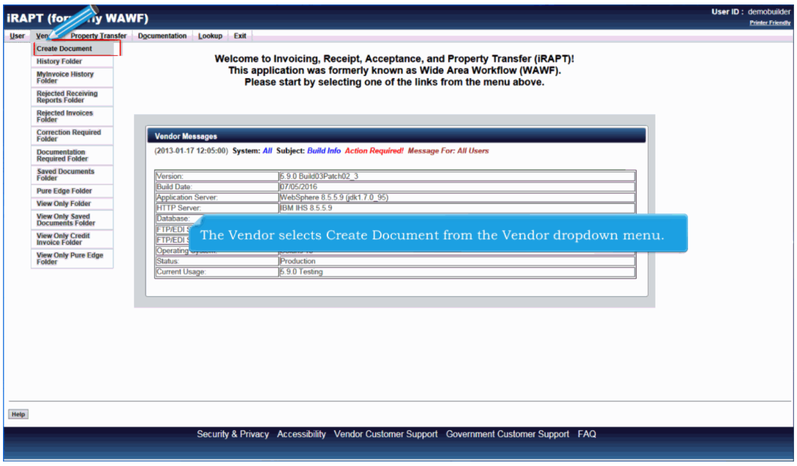


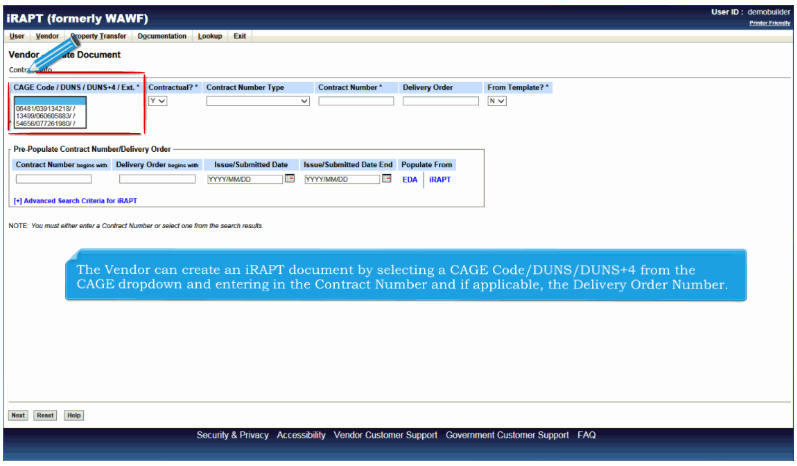
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.



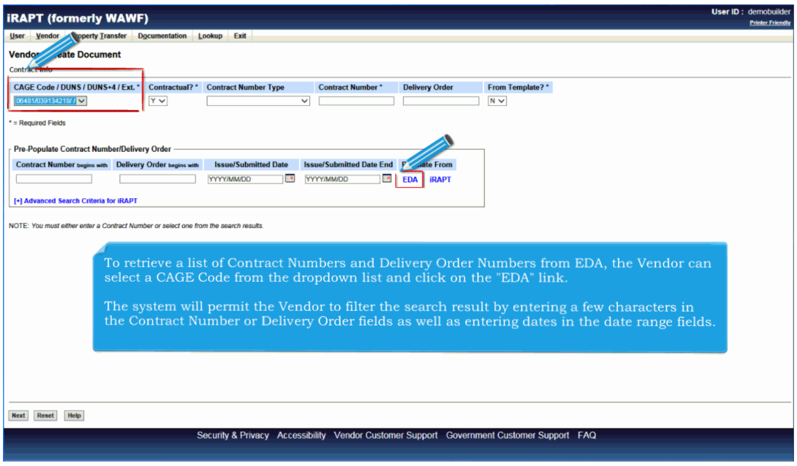
This demonstration provides an overview for a Vendor creating a Receiving Report from Invoice.



The Vendor selects Create Document from the Vendor dropdown menu.

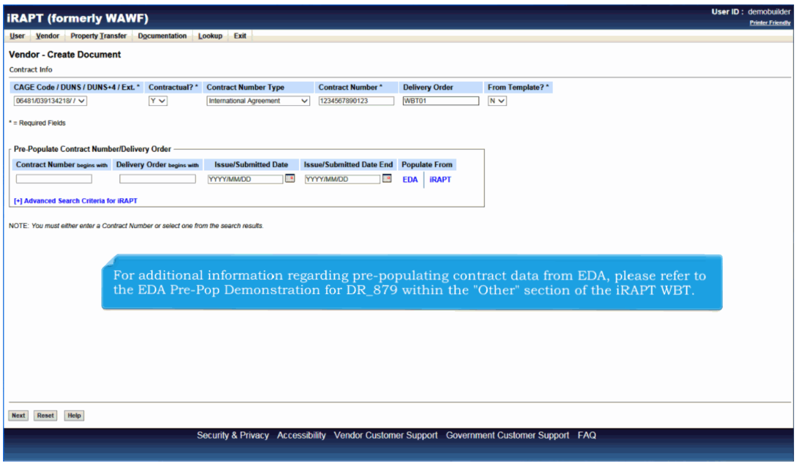


The Vendor can create an iRAPT document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number.

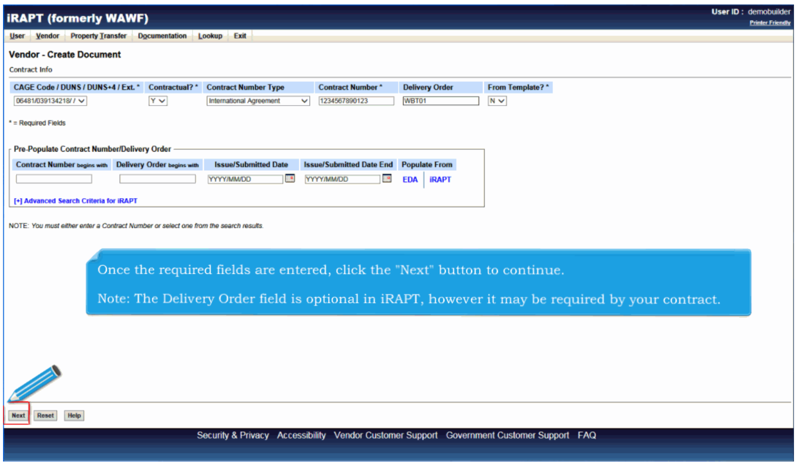


To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown list and click on the "EDA" link.

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.

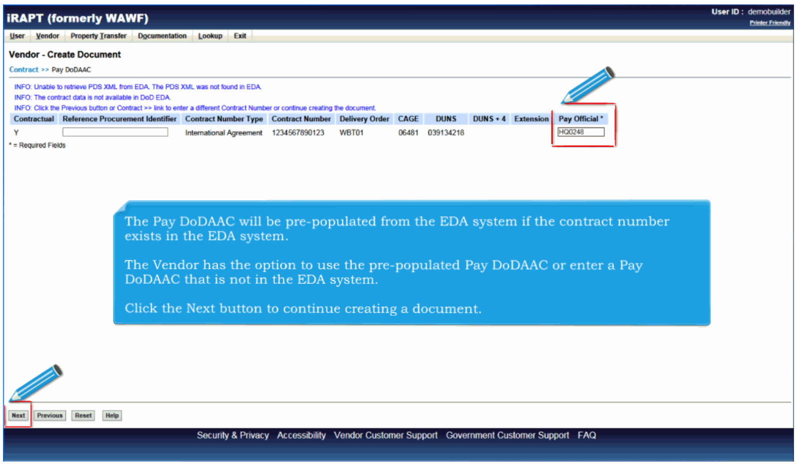


For additional information regarding pre-populating contract data from EDA, please refer to the EDA Pre-Pop Demonstration for DR_879 within the "Other" section of the iRAPT WBT.



Once the required fields are entered, click the "Next" button to continue.

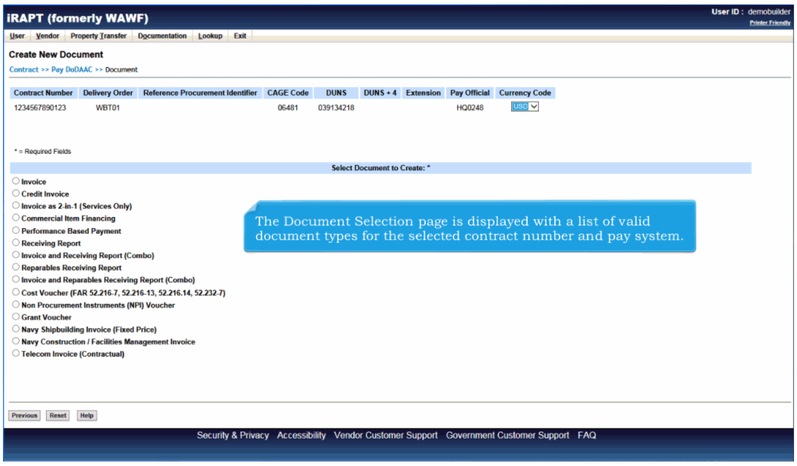
Note: The Delivery Order field is optional in iRAPT, however it may be required by your contract.



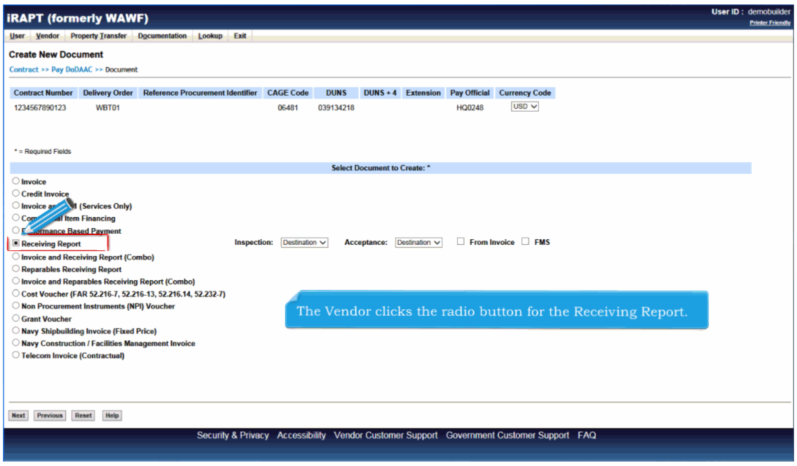
The Pay DoDAAC will be pre-populated from the EDA system if the contract number exists in the EDA system.

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

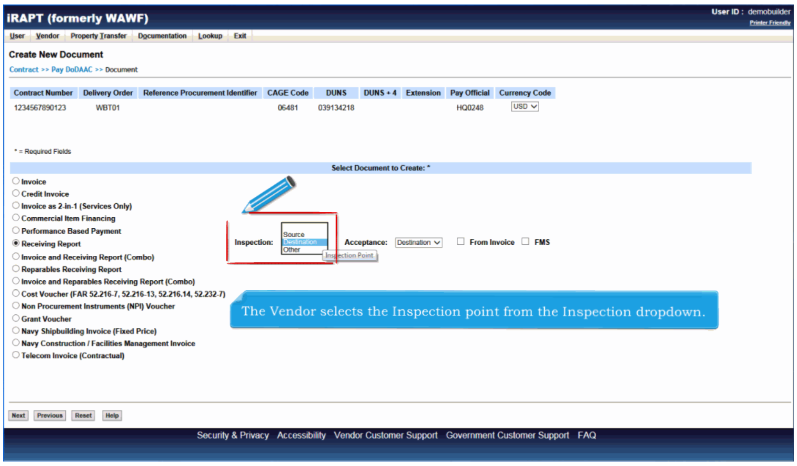
Click the Next button to continue creating a document.



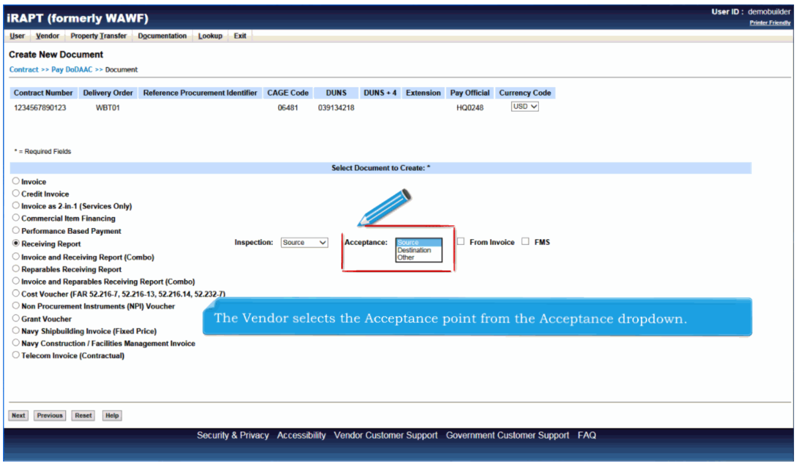
The Document Selection page is displayed with a list of valid document types for the selected contract number and pay system.



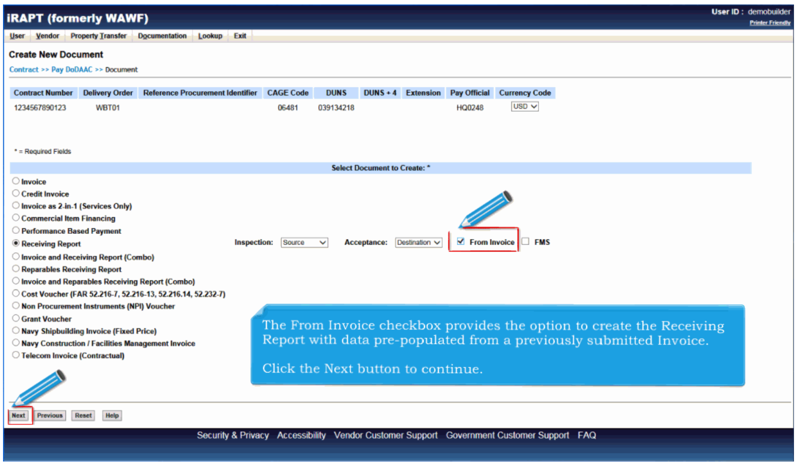
The Vendor clicks the radio button for the Receiving Report.



The Vendor selects the Inspection point from the Inspection dropdown.

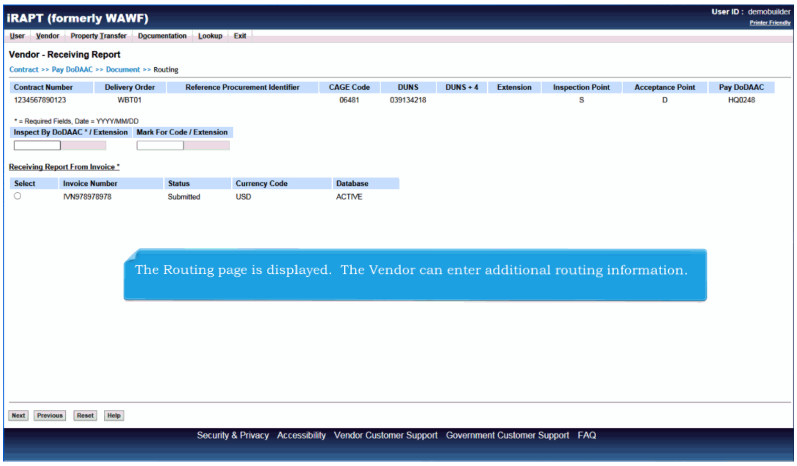


The Vendor selects the Acceptance point from the Acceptance dropdown.

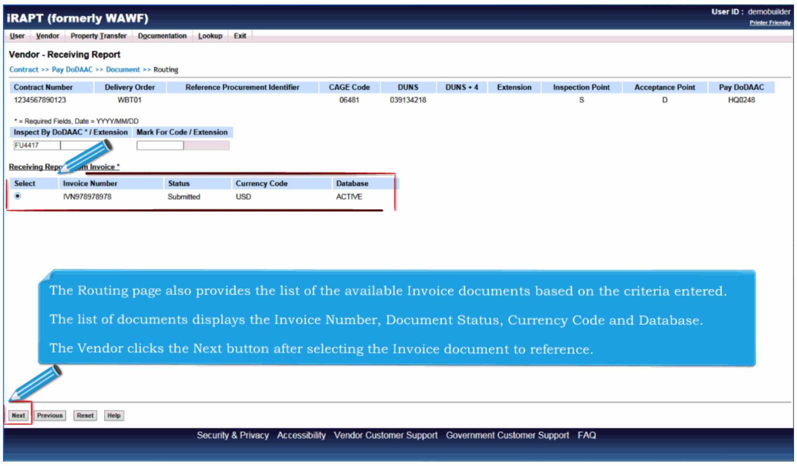


The From Invoice checkbox provides the option to create the Receiving Report with data pre-populated from a previously submitted Invoice.

Click the Next button to continue.



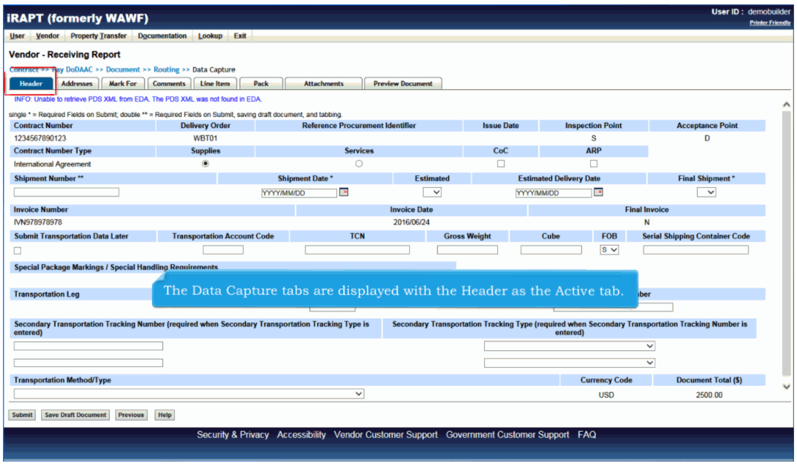
The Routing page is displayed. The Vendor can enter additional routing information.



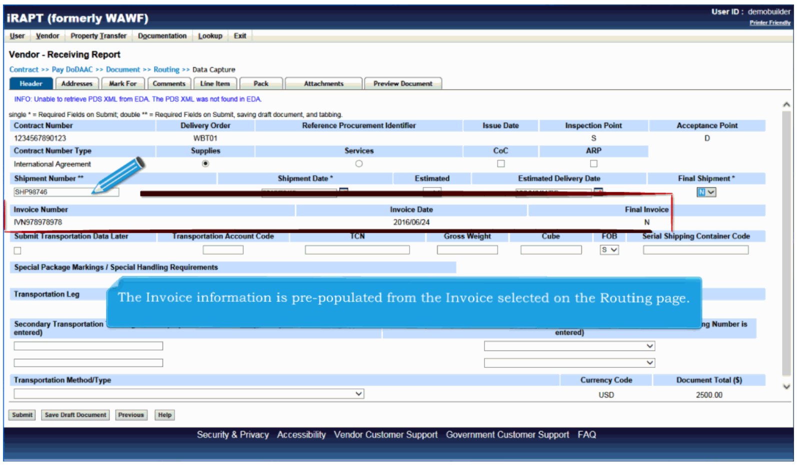
The Routing page also provides the list of the available Invoice documents based on the criteria entered.

The list of documents displays the Invoice Number, Document Status, Currency Code and Database.

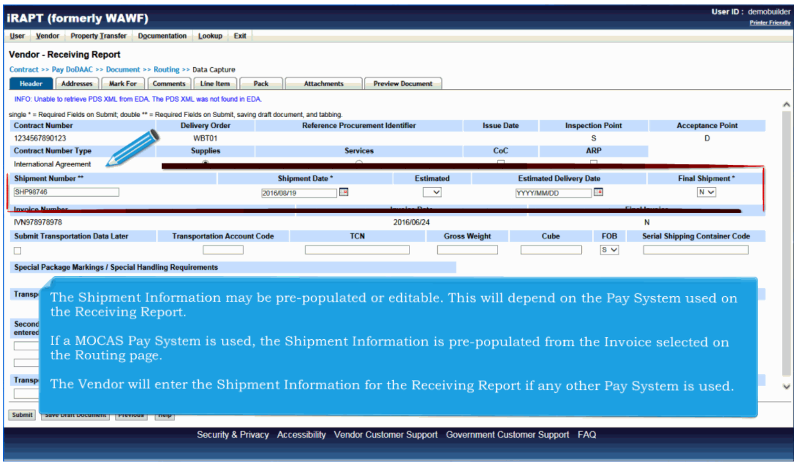
The Vendor clicks the Next button after selecting the Invoice document to reference.



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



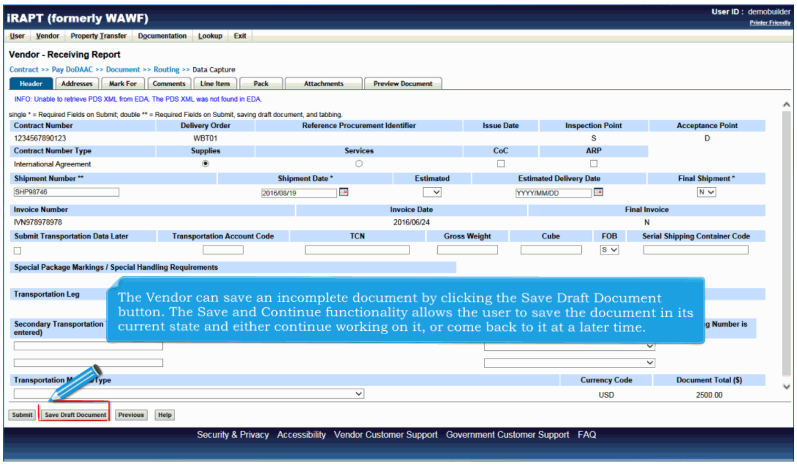
The Invoice information is pre-populated from the Invoice selected on the Routing page.



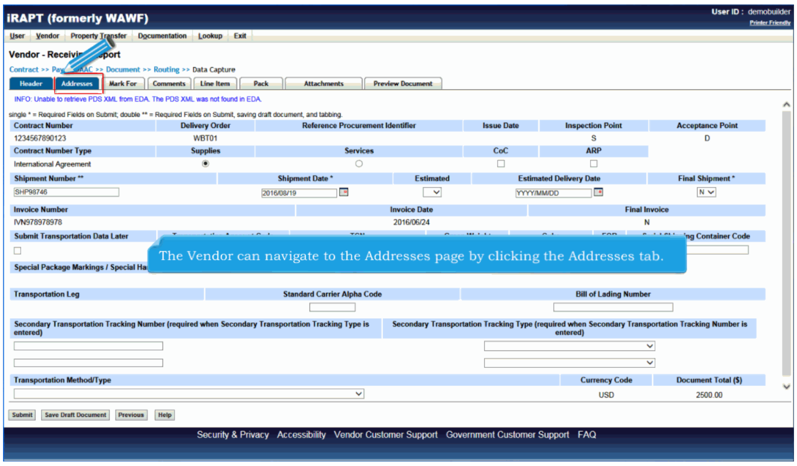
The Shipment Information may be pre-populated or editable. This will depend on the Pay System used on the Receiving Report.

If a MOCAS Pay System is used, the Shipment Information is pre-populated from the Invoice selected on the Routing page.

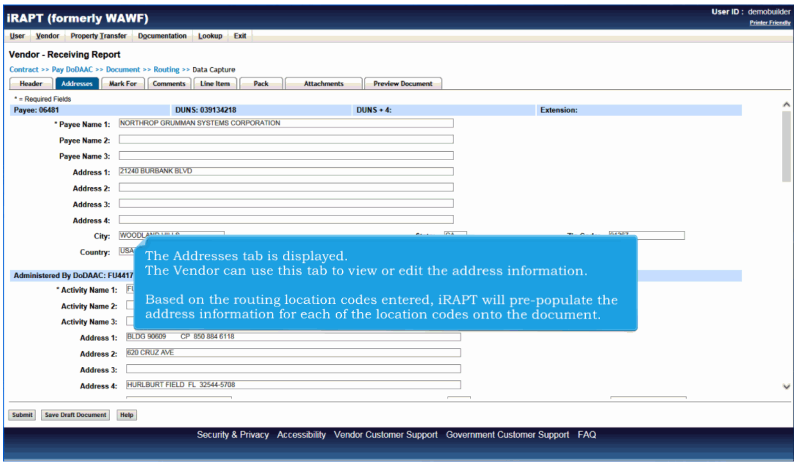
The Vendor will enter the Shipment Information for the Receiving Report if any other Pay System is used.



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.

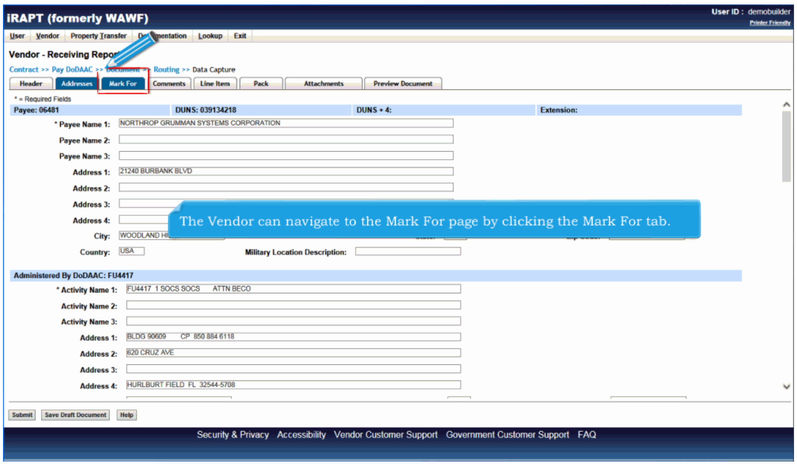


The Vendor can navigate to the Addresses page by clicking the Addresses tab.

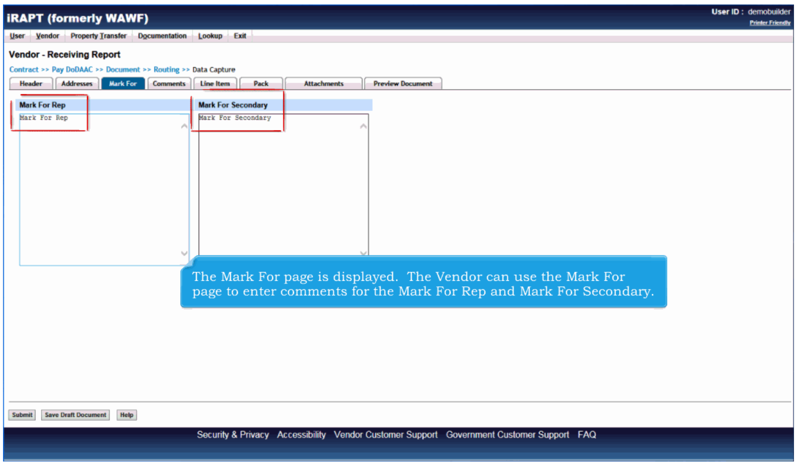


The Addresses tab is displayed.
The Vendor can use this tab to view or edit the address information.

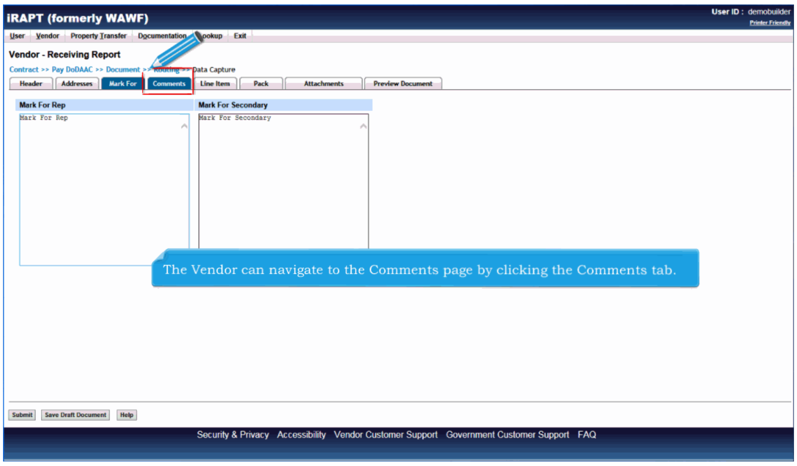
Based on the routing location codes entered, iRAPT will pre-populate the address information for each of the location codes onto the document.



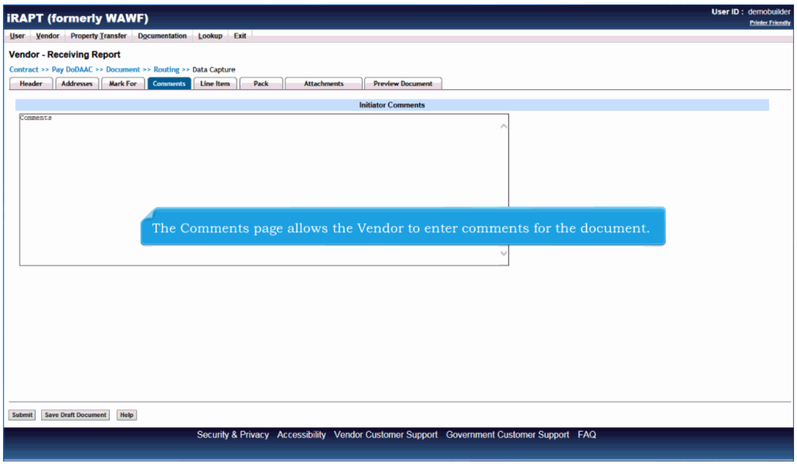
The Vendor can navigate to the Mark For page by clicking the Mark For tab.



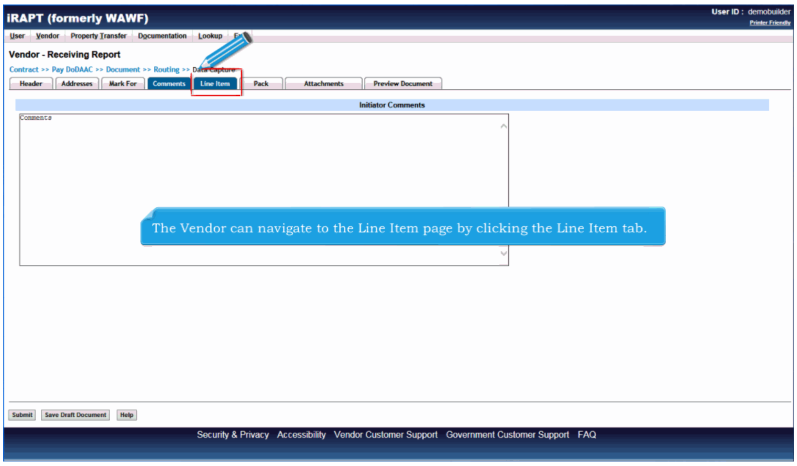
The Mark For page is displayed. The Vendor can use the Mark For page to enter comments for the Mark For Rep and Mark For Secondary.



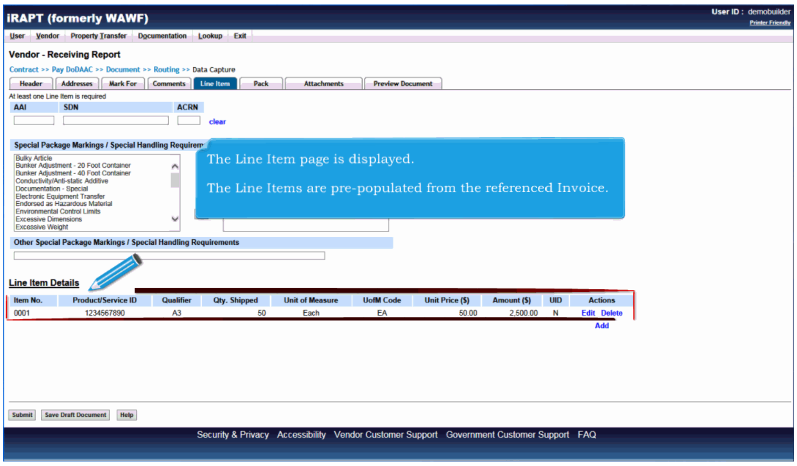
The Vendor can navigate to the Comments page by clicking the Comments tab.



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

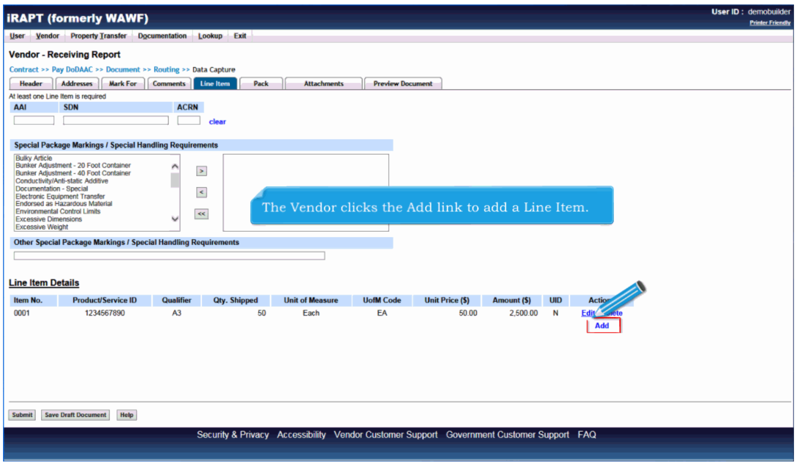


The Vendor can navigate to the Line Item page by clicking the Line Item tab.

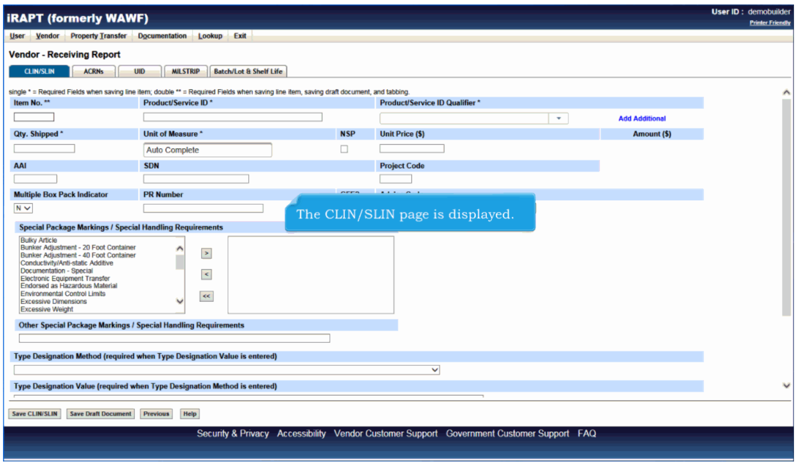


The Line Item page is displayed.

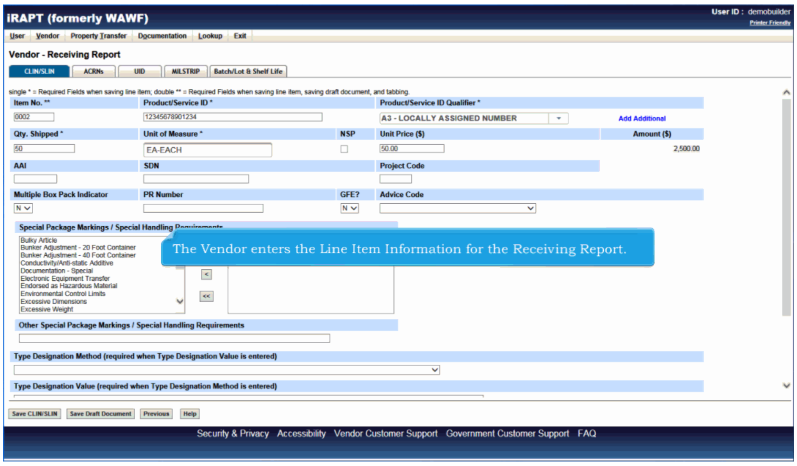
The Line Items are pre-populated from the referenced Invoice.



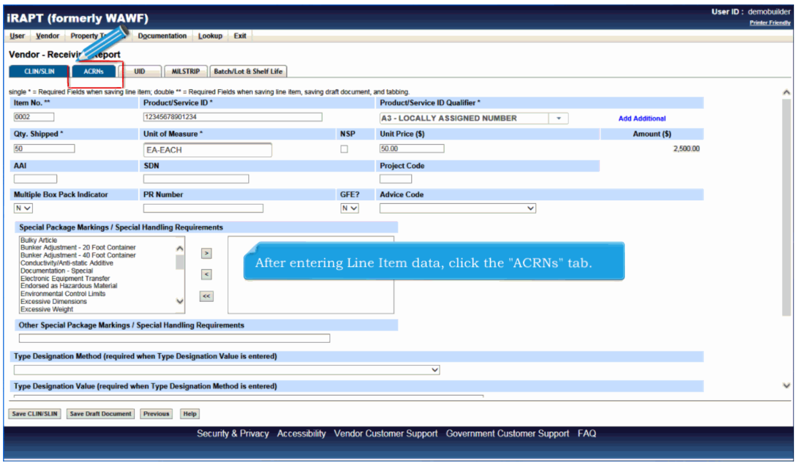
The Vendor clicks the Add link to add a Line Item.



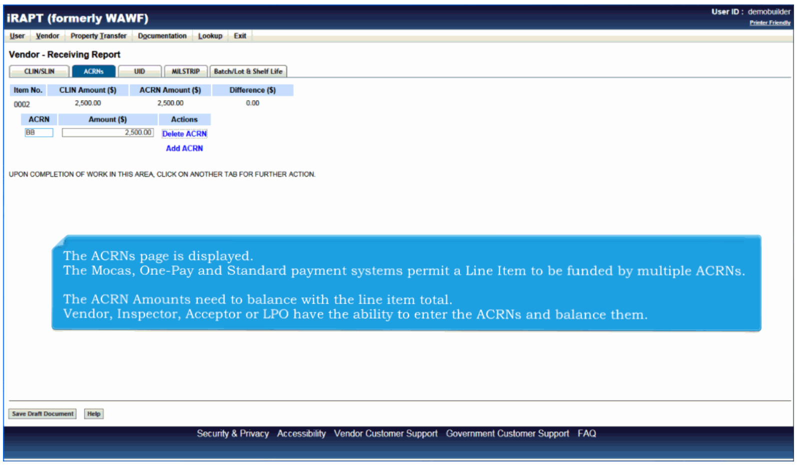
The CLIN/SLIN page is displayed.



The Vendor enters the Line Item Information for the Receiving Report.

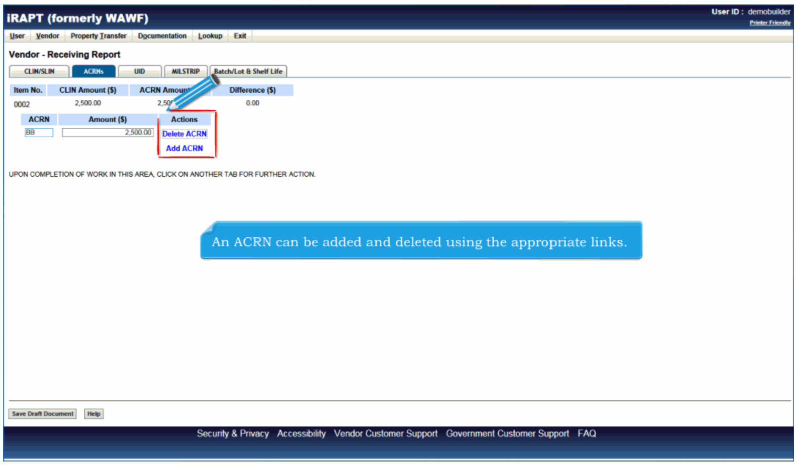


After entering Line Item data, click the "ACRNs" tab.

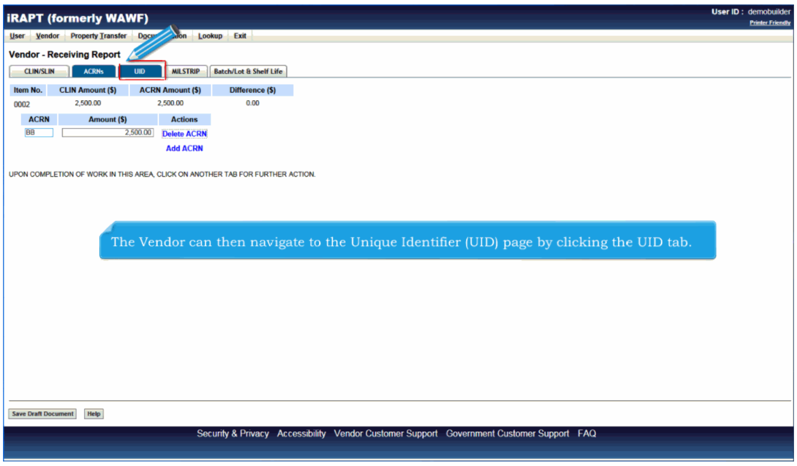


The ACRNs page is displayed.
The Mocas, One-Pay and Standard payment systems permit a Line Item to be funded by multiple ACRNs.

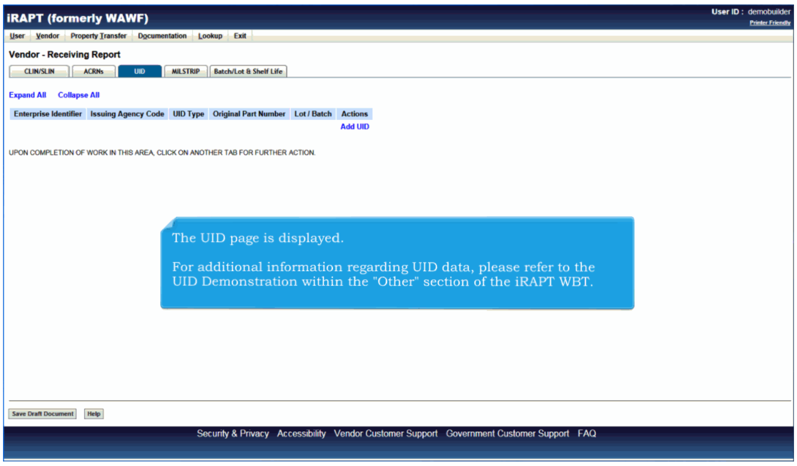
The ACRN Amounts need to balance with the line item total.
Vendor, Inspector, Acceptor or LPO have the ability to enter the ACRNs and balance them.



An ACRN can be added and deleted using the appropriate links.

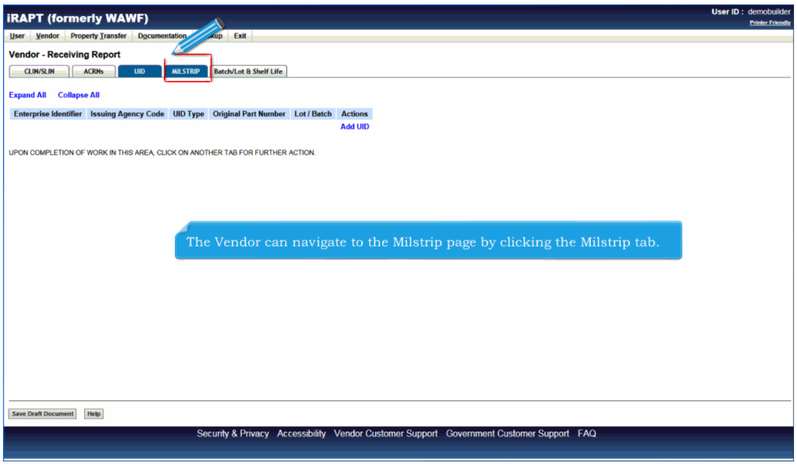


The Vendor can then navigate to the Unique Identifier (UID) page by clicking the UID tab.

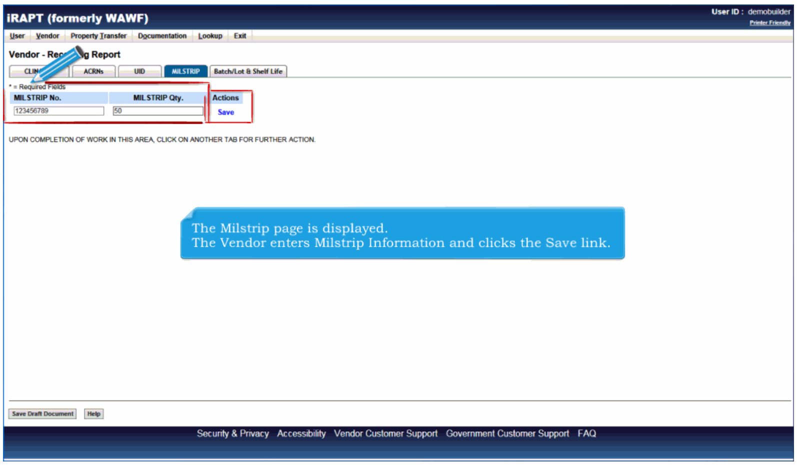


The UID page is displayed.

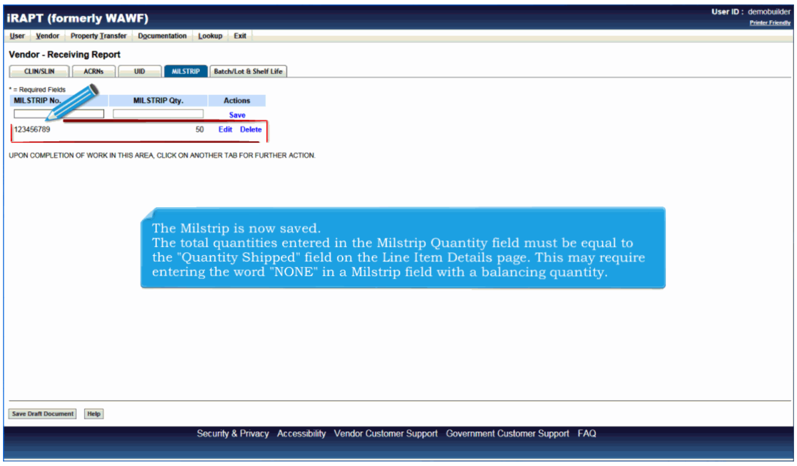
For additional information regarding UID data, please refer to the UID Demonstration within the "Other" section of the iRAPT WBT.



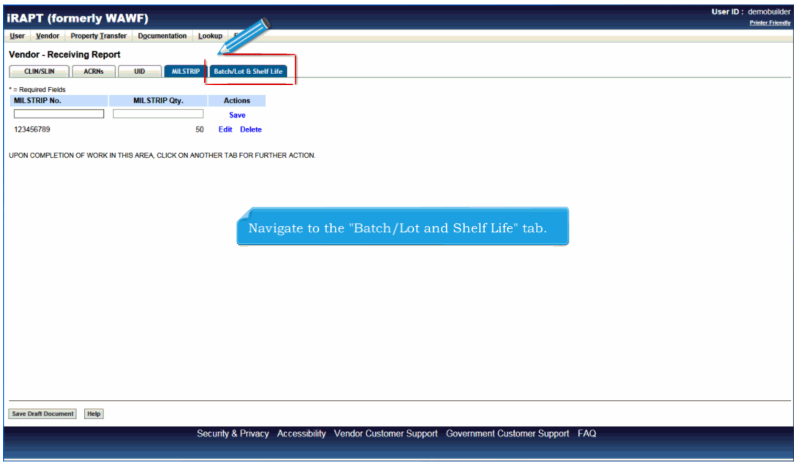
The Vendor can navigate to the Milstrip page by clicking the Milstrip tab.



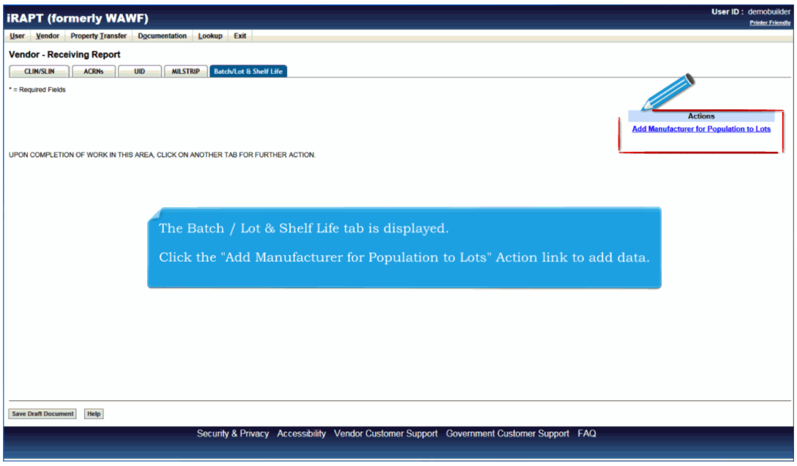
The Milstrip page is displayed.
The Vendor enters Milstrip Information and clicks the Save link.



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. This may require entering the word "NONE" in a Milstrip field with a balancing quantity.

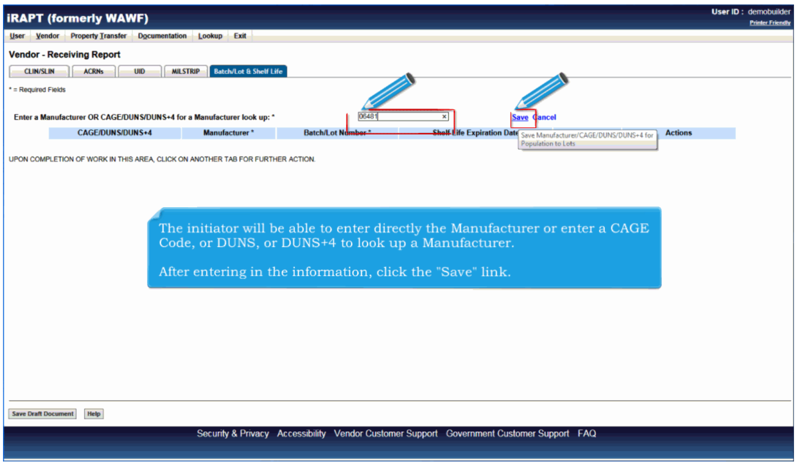


Navigate to the "Batch/Lot and Shelf Life" tab.



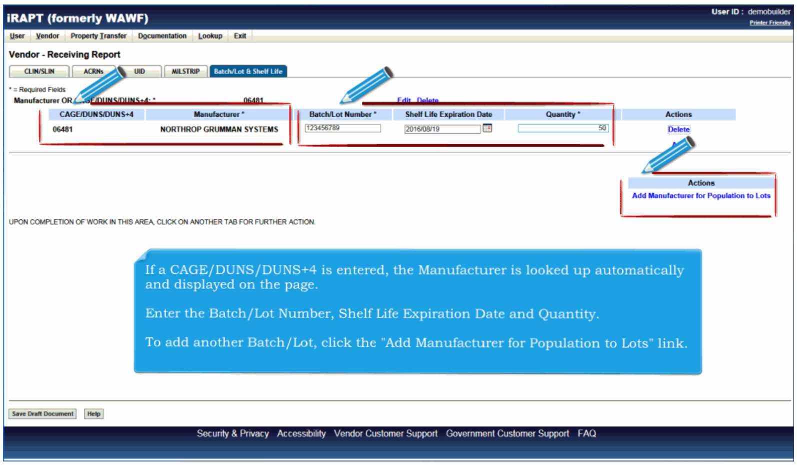
The Batch / Lot & Shelf Life tab is displayed.

Click the "Add Manufacturer for Population to Lots" Action link to add data.



The initiator will be able to enter directly the Manufacturer or enter a CAGE Code, or DUNS, or DUNS+4 to look up a Manufacturer.

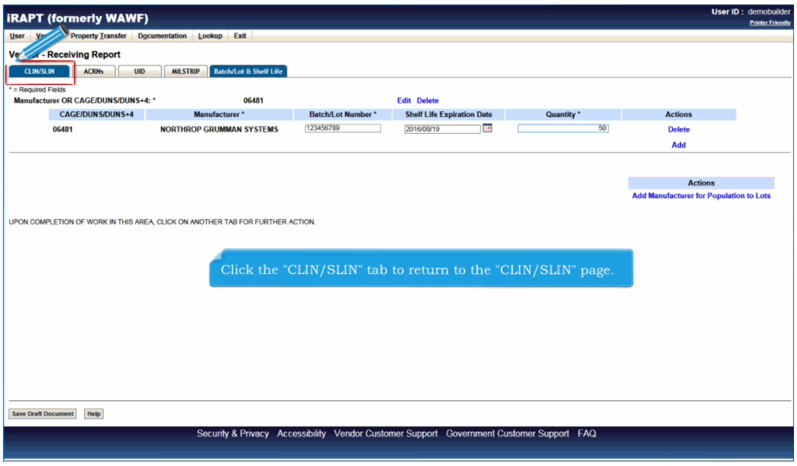
After entering in the information, click the "Save" link.



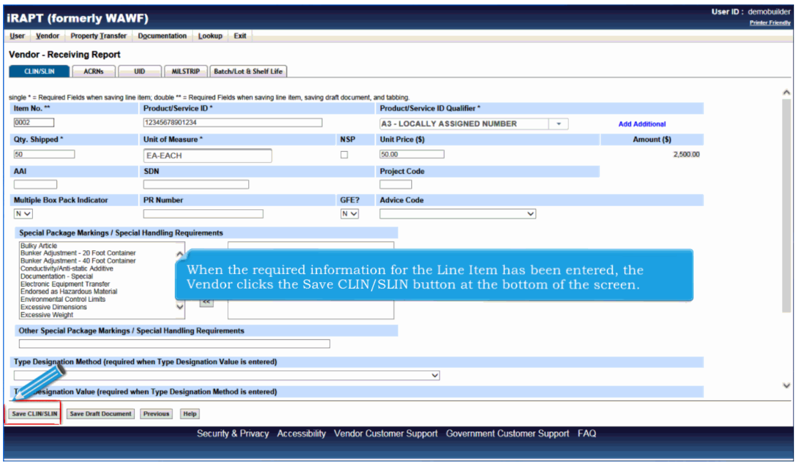
If a CAGE/DUNS/DUNS+4 is entered, the Manufacturer is looked up automatically and displayed on the page.

Enter the Batch/Lot Number, Shelf Life Expiration Date and Quantity.

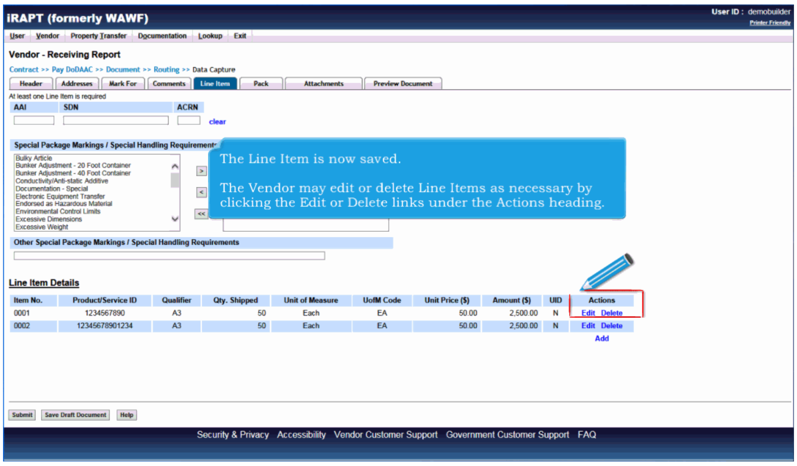
To add another Batch/Lot, click the "Add Manufacturer for Population to Lots" link.



Click the "CLIN/SLIN" tab to return to the "CLIN/SLIN" page.

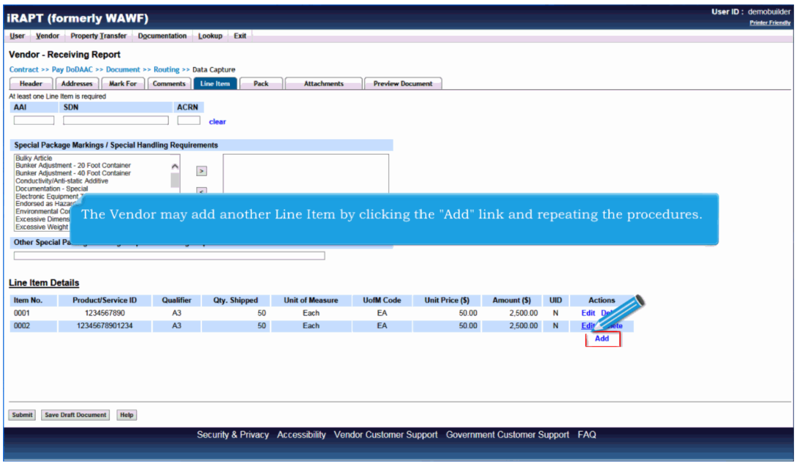


When the required information for the Line Item has been entered, the Vendor clicks the Save CLIN/SLIN button at the bottom of the screen.

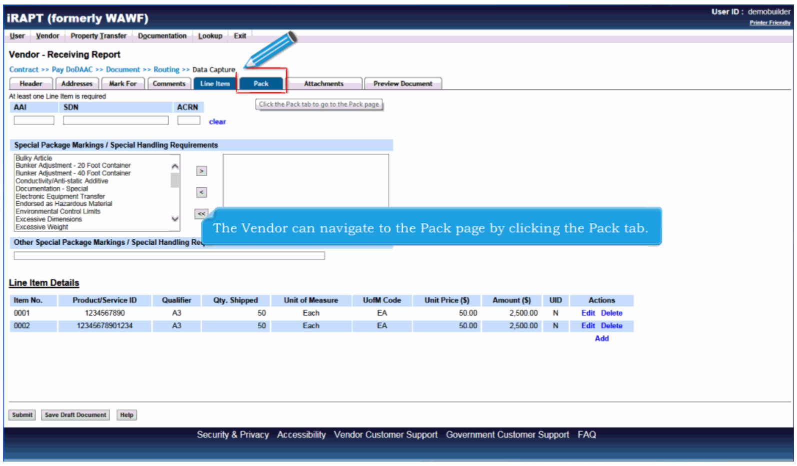


The Line Item is now saved.

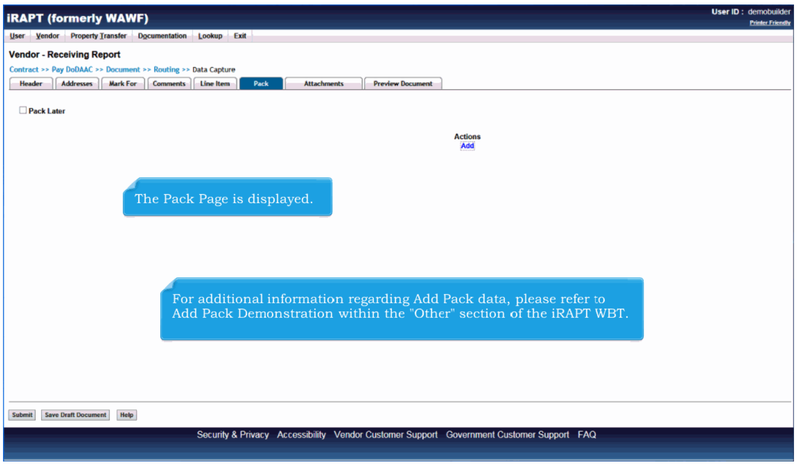
The Vendor may edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading.



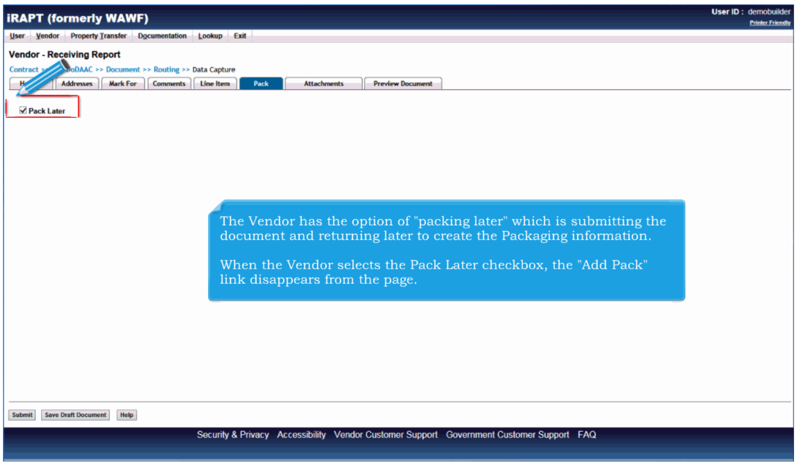
The Vendor may add another Line Item by clicking the "Add" link and repeating the procedures.



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

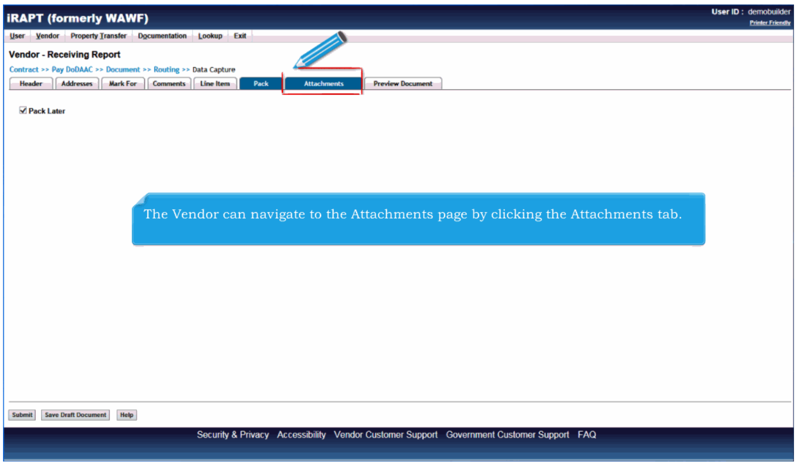


The Pack Page is displayed. For additional information regarding Add Pack data, please refer to Add Pack Demonstration within the "Other" section of the iRAPT WBT.

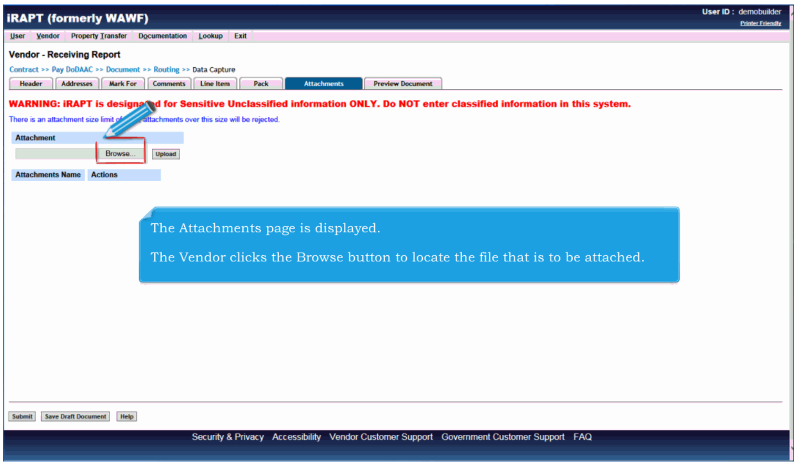


The Vendor has the option of "packing later" which is submitting the document and returning later to create the Packaging information.

When the Vendor selects the Pack Later checkbox, the "Add Pack" link disappears from the page.

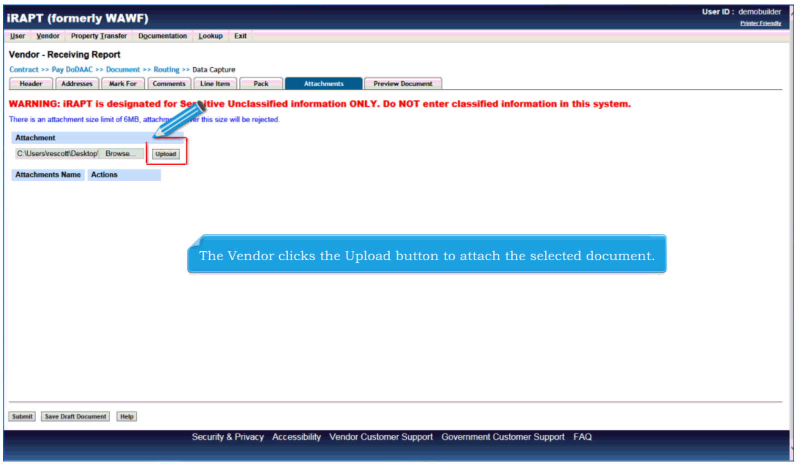


The Vendor can navigate to the Attachments page by clicking the Attachments tab.

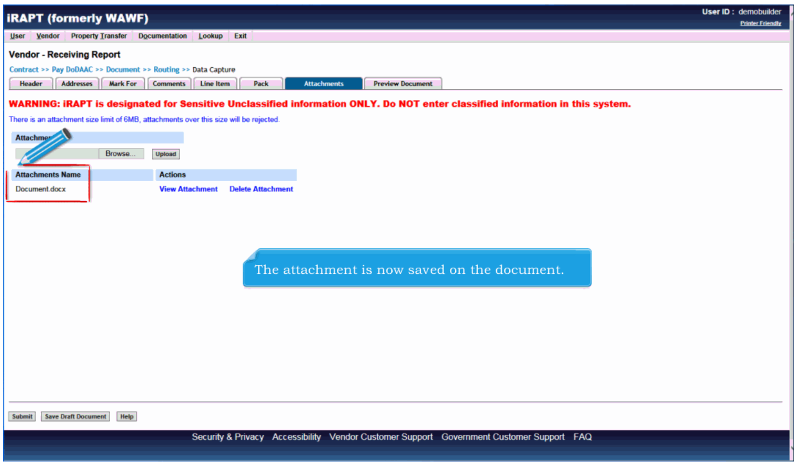


The Attachments page is displayed.

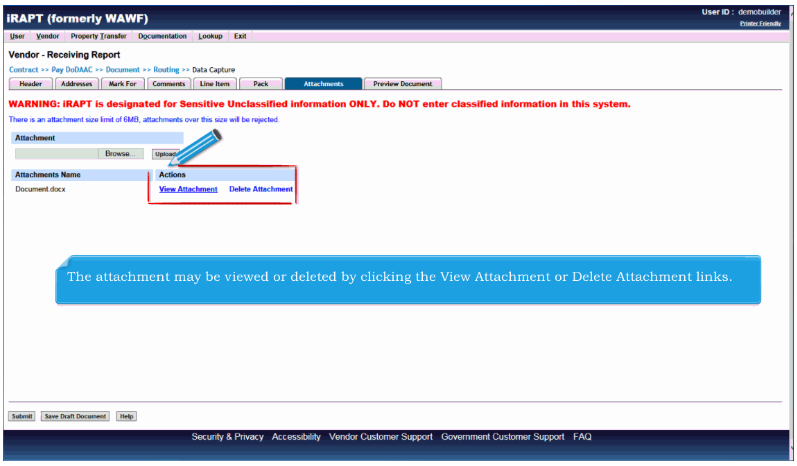
The Vendor clicks the Browse button to locate the file that is to be attached.



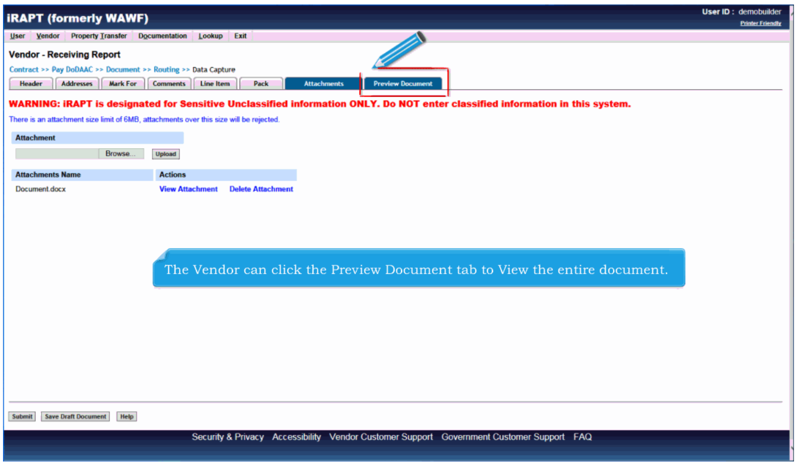
The Vendor clicks the Upload button to attach the selected document.



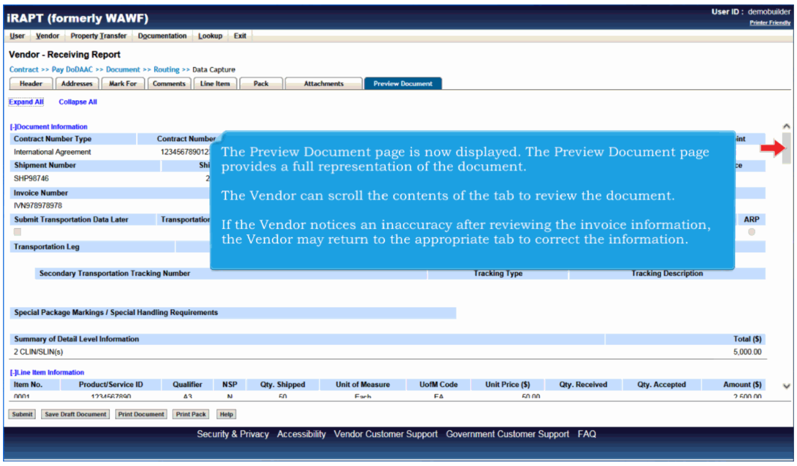
The attachment is now saved on the document.



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



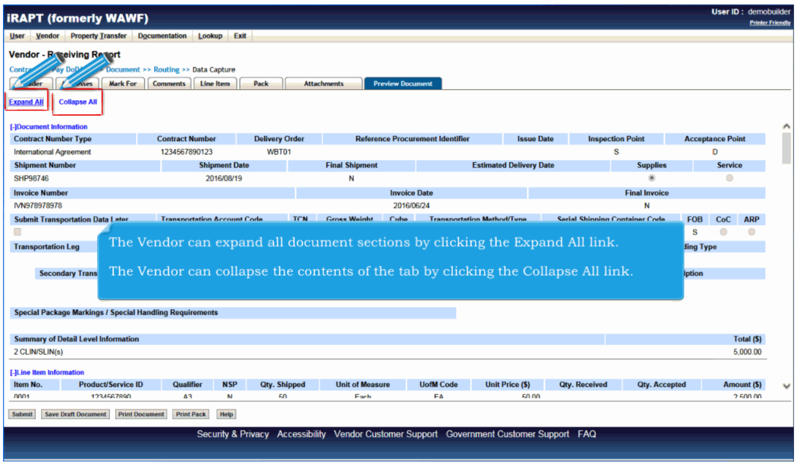
The Vendor can click the Preview Document tab to View the entire document.



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

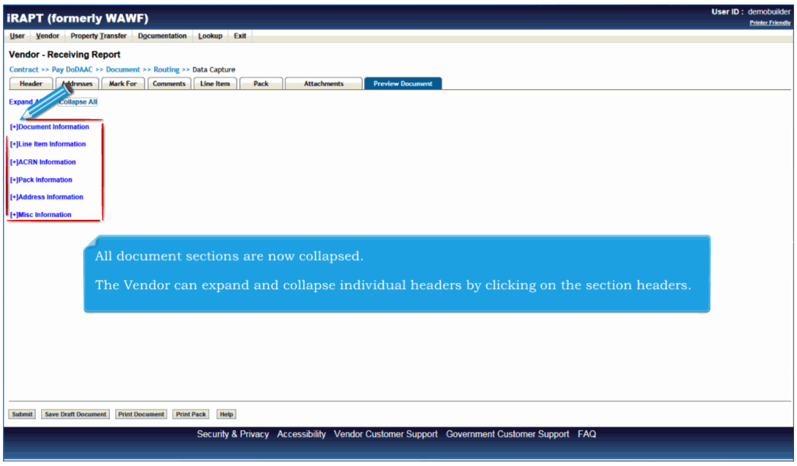
The Vendor can scroll the contents of the tab to review the document.

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



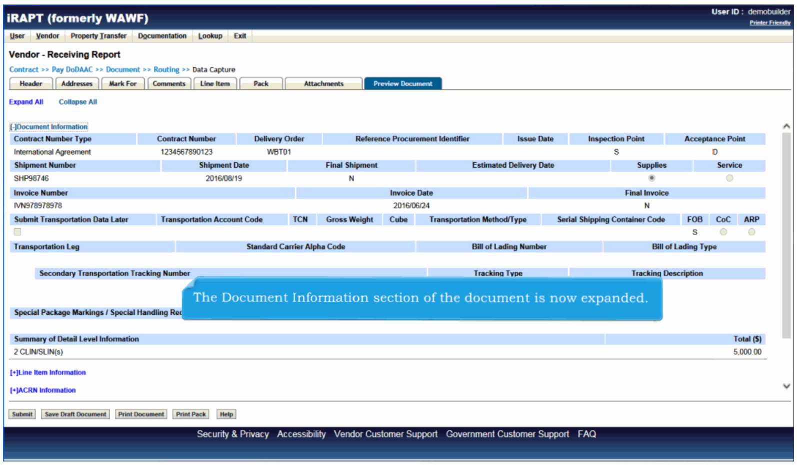
The Vendor can expand all document sections by clicking the Expand All link.

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

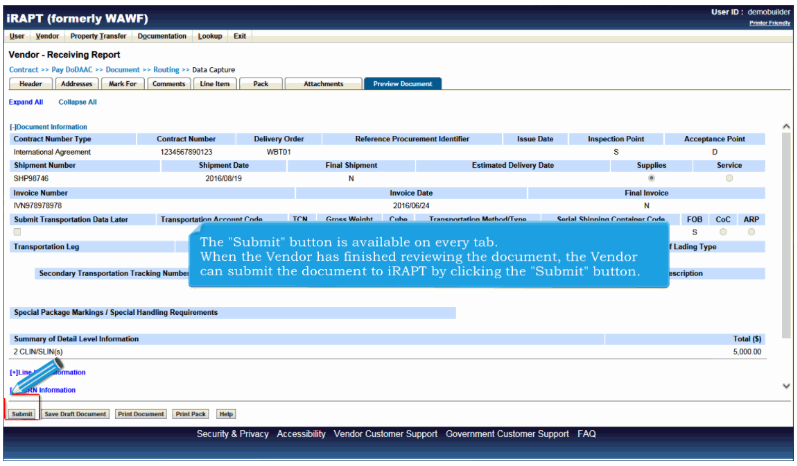


All document sections are now collapsed.

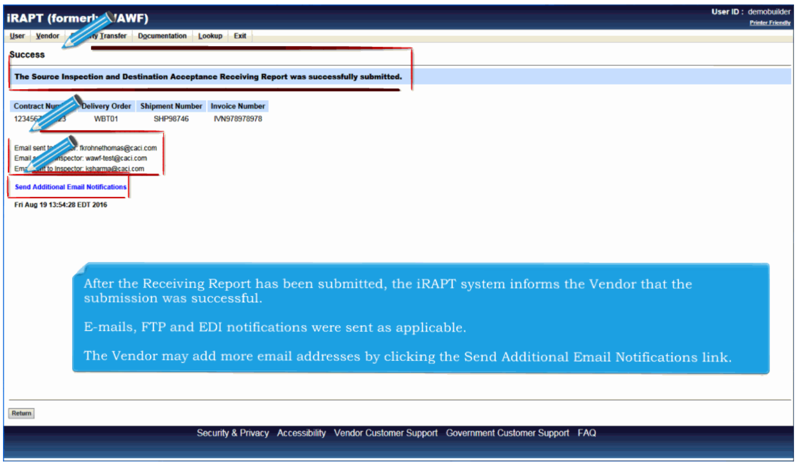
The Vendor can expand and collapse individual headers by clicking on the section headers.



The Document Information section of the document is now expanded.



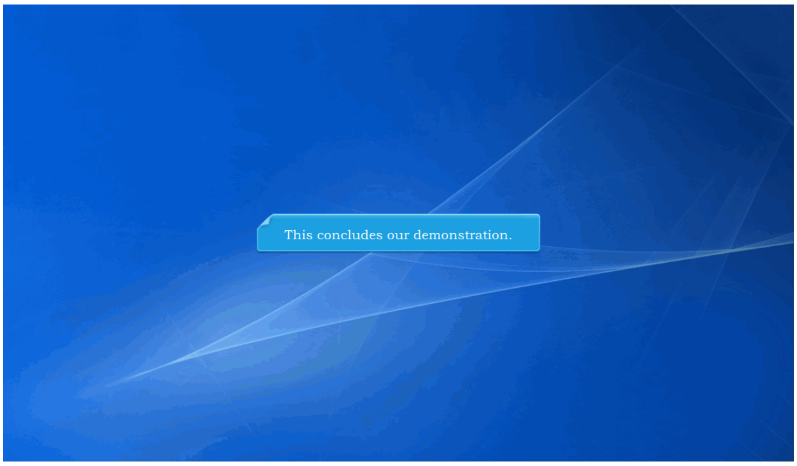
The "Submit" button is available on every tab.
When the Vendor has finished reviewing the document, the Vendor can submit the document to iRAPT by clicking the "Submit" button.



After the Receiving Report has been submitted, the iRAPT 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.



This concludes our demonstration.