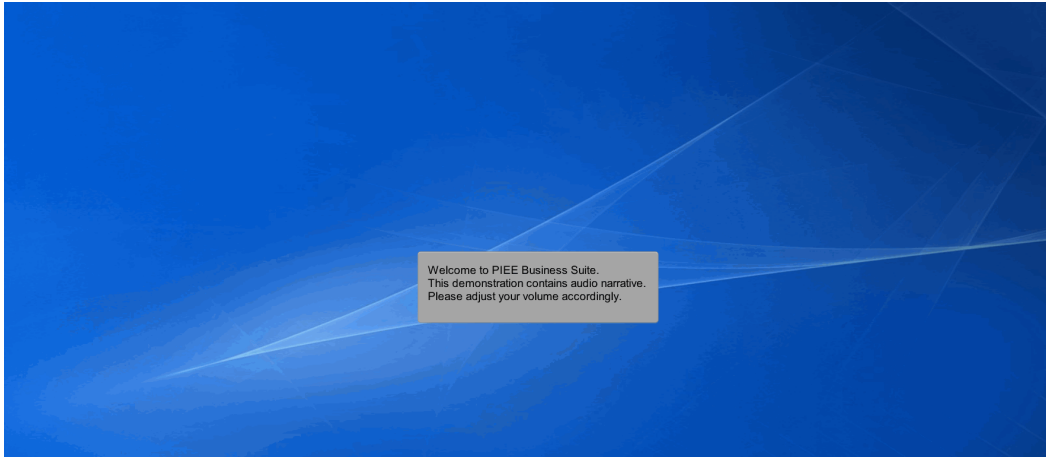
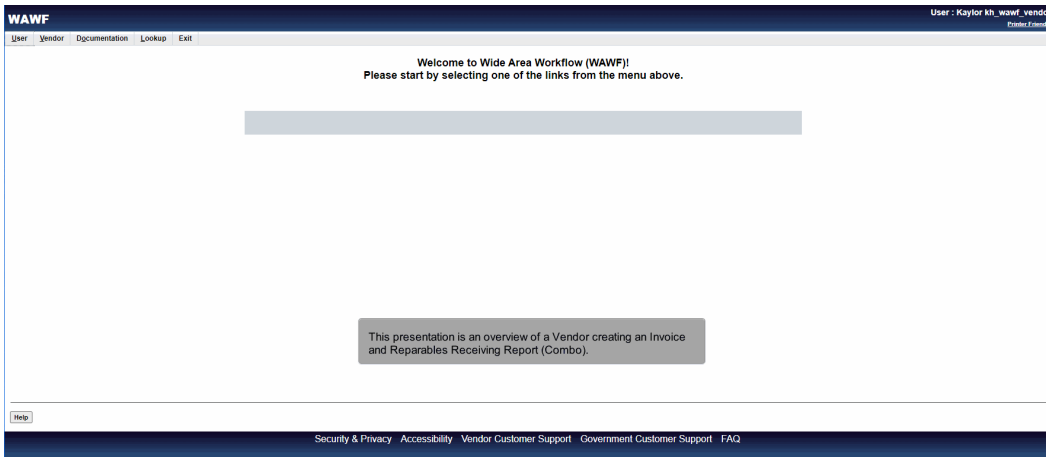


Intro



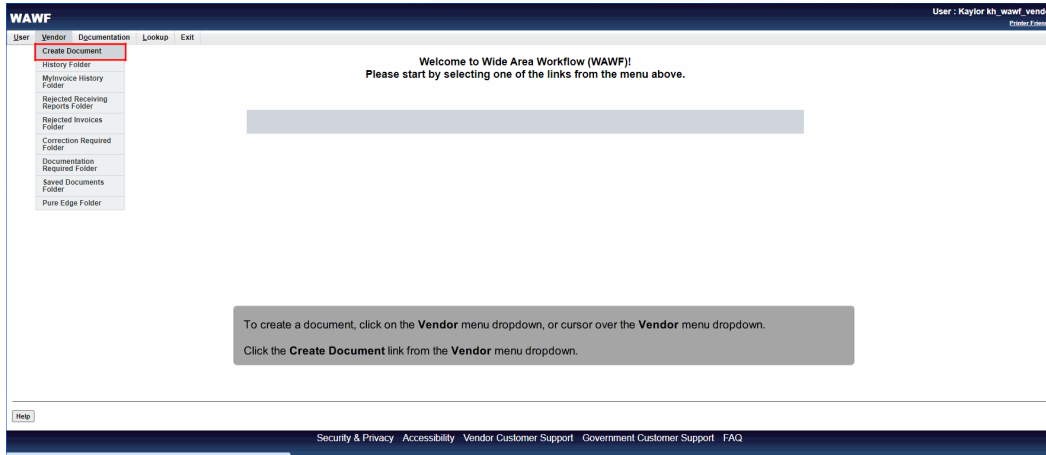
Welcome to PIEE Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 1



This presentation is an overview of a Vendor creating an Invoice and Repairables Receiving Report (Combo).

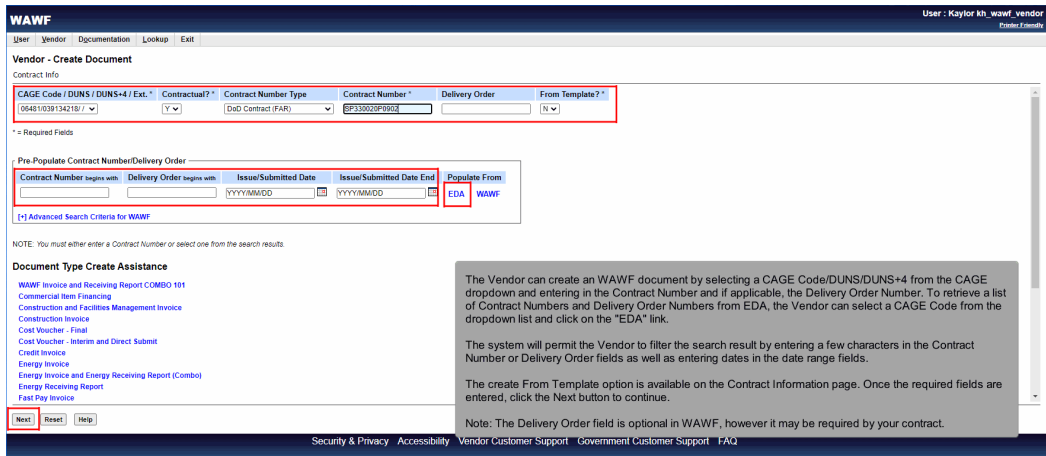
Scene 2



To create a document, click on the Vendor menu dropdown, or cursor over the Vendor menu dropdown.

Click the Create Document link from the Vendor menu dropdown.

Scene 3



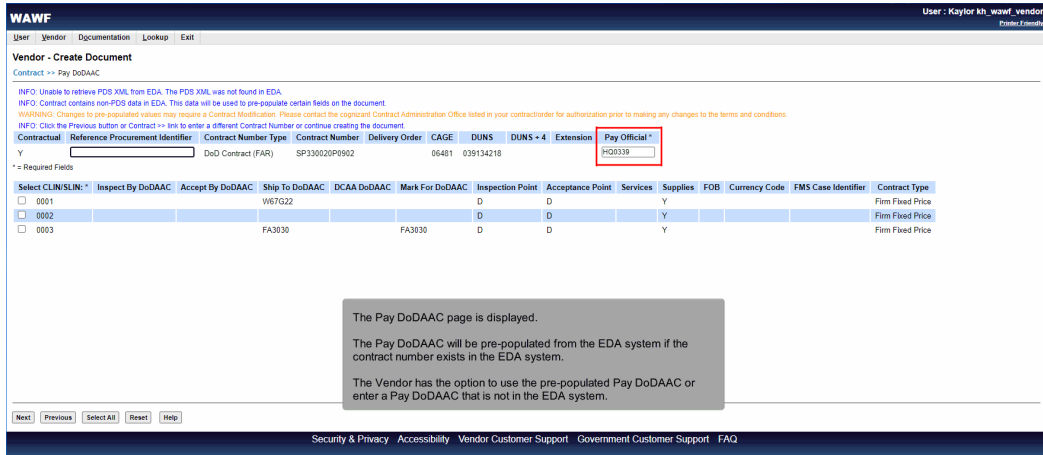
The Vendor can create an WAWF document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number. To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown 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, however it may be required by your contract.

Scene 4

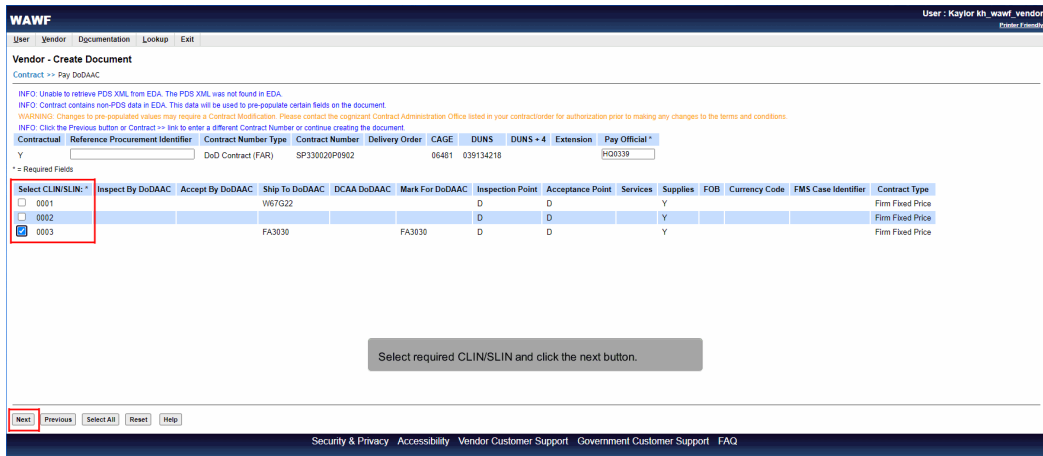


The Pay DoDAAC page is displayed.

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

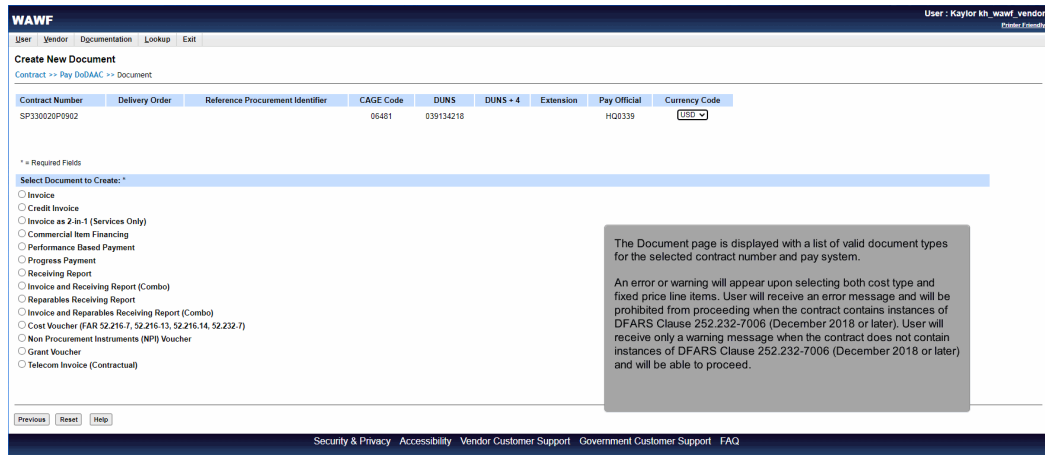
The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

Scene 5



Select required CLIN/SLIN and click the next button.

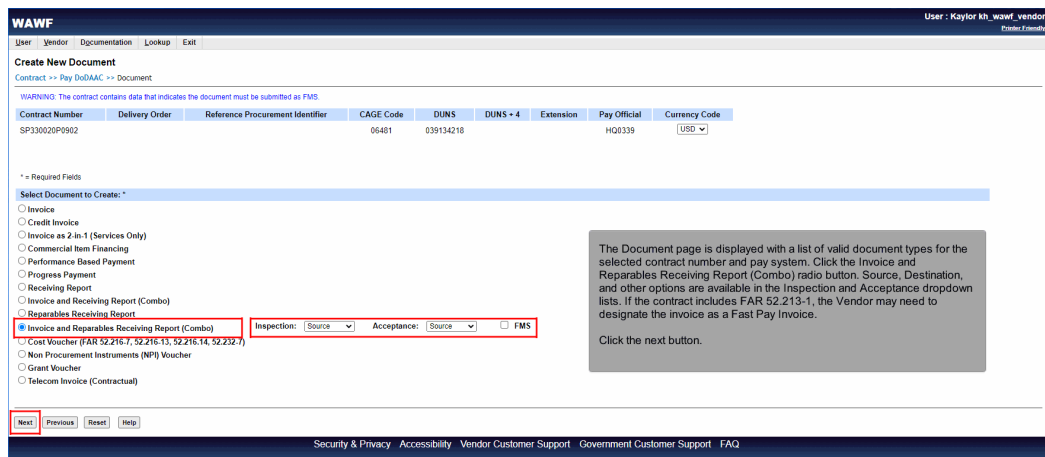
Scene 6



The 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 7



The Document page is displayed with a list of valid document types for the selected contract number and pay system. Click the Invoice and Repairables Receiving Report (Combo) radio button. Source, Destination, and other options are available in the Inspection and Acceptance dropdown lists. If the contract includes FAR 52.213-1, the Vendor may need to designate the invoice as a Fast Pay Invoice.

Click the next button.

Scene 8

WAWF User: Kaylor kh_wawf_vendor

Contract >> Pay DoDAAC >> Document

WARNING: The contract contains data that indicates the document must be submitted as FMS.

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
SP330020P9902			06481	039134218			HQ0339	USD

* = Required Fields

Select Document to Create:

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Repairables Receiving Report
- Invoice and Repairables Receiving Report (Combo)
 - Cost Voucher (FAIR 52.216-7, 52.216-13, 52.216-14, 52.232-7)
 - Non-Procurement Instruments (NPI) Voucher
 - Grant Voucher
 - Telecom Invoice (Contractual)

Inspection: [Source] Acceptance: [Source] FMS

WARNING: WAWF documents prepared or submitted for FMS shipments must contain specific FMS information to ensure the shipment is not lost, frustrated or mis-directed. During preparation of the WAWF document, if a warning is received that the contract contains data that indicate it is for an FMS requirement, vendors must validate the warning by confirming whether it is FMS and if so, check the FMS indicator block and enter the FMS Case Identifier. If it is confirmed that this document is not for an FMS requirement, the vendor shall enter the correct data that generated the warning. Should questions arise whether the shipment is indeed FMS or not, please contact the USG representative performing contract administration services to confirm.

In this demonstration, the vendor will proceed without indicating that the contract is FMS and how the scenario can be corrected later in the process.

Please see the Receiving Report demo for information regarding Foreign Military Sales (FMS).

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

WARNING: WAWF documents prepared or submitted for FMS shipments must contain specific FMS information to ensure the shipment is not lost, frustrated or mis-directed. During preparation of the WAWF document, if a warning is received that the contract contains data that indicate it is for an FMS requirement, vendors must validate the warning by confirming whether it is FMS and if so, check the FMS indicator block and enter the FMS Case Identifier. If it is confirmed that this document is not for an FMS requirement, the vendor shall enter the correct data that generated the warning. Should questions arise whether the shipment is indeed FMS or not, please contact the USG representative performing contract administration services to confirm.

In this demonstration, the vendor will proceed without indicating that the contract is FMS and how the scenario can be corrected later in the process.

Please see the Receiving Report demo for information regarding Foreign Military Sales (FMS).

Scene 9

WAWF User: Kaylor kh_wawf_vendor

Vendor - Repairables Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing

INFO: Unable to retrieve PDS XML from EDA. The PDS XML was not found in EDA.
 INFO: A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document.
 INFO: An approved GFP Attachment was not found for the entered Contract Information.
 INFO: Line Items may be DOD Serially Managed for the entered Contract Information.

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
SP330020P9902			06481	039134218			S	S	HQ0339

* = Required Fields, Date = YYYYMMDD

SERVICES INFORMATION

Effective Date	Issue By DoDAAC	Admin DoDAAC*	Inspect By DoDAAC* / Extension	Mark For Code / Extension
20200709	SP3300	SP3300	FU4417	FA3030

Ship To Code* / Extension: FA3030 Ship From Code / Extension: FU4417

Property Shipper Code* / Extension: 06481 Property Ship From Code / Extension: FU4417

Property PCO* / Extension: FU4417 Property ACO* / Extension: FU4417

Contractor Program Manager / Extension: GAINR

Contract Number: Contract Number

Next Previous Reset Help

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.

Note: 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.

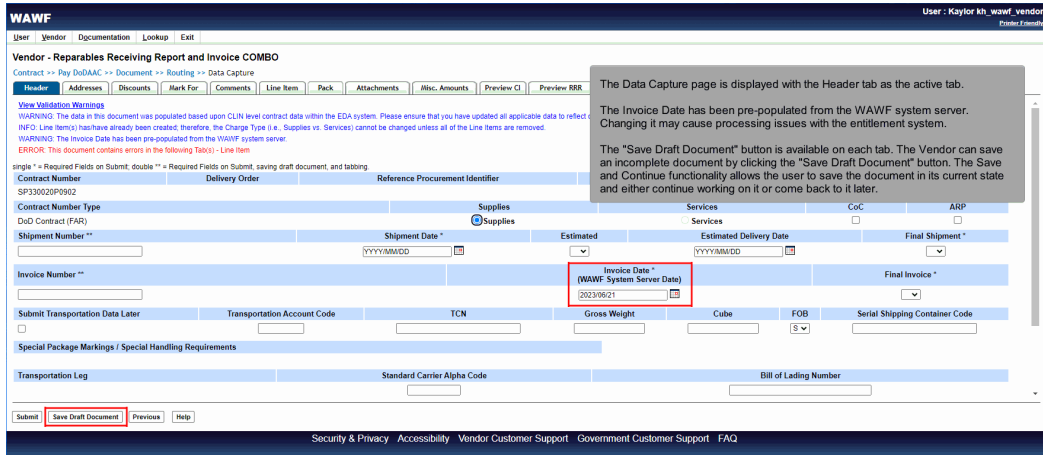
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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.

Note: 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

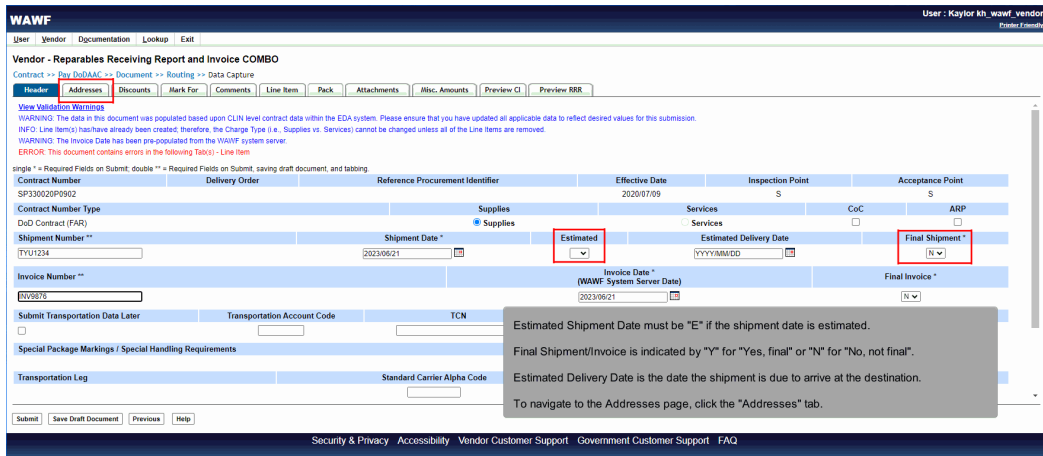


The Data Capture page is displayed with the Header tab as the active tab.

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

The "Save Draft Document" button is available on each tab. 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 later.

Scene 11



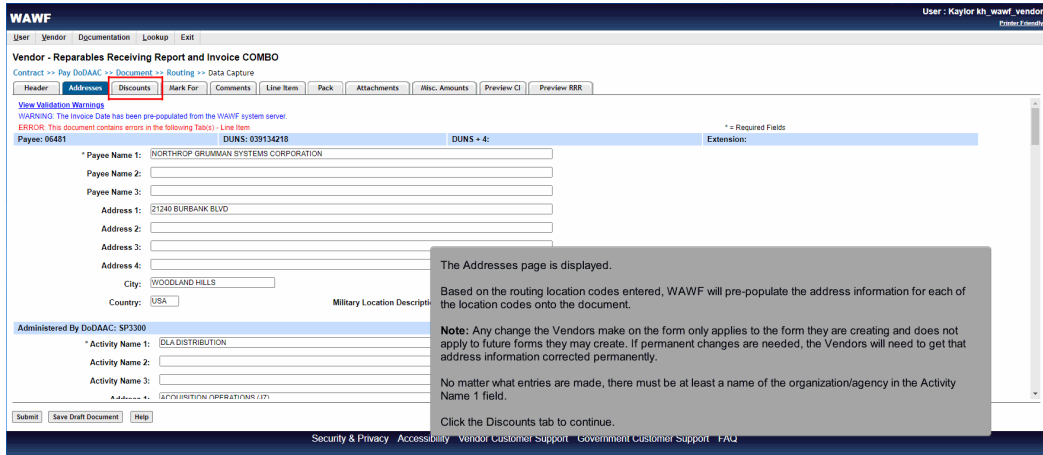
Estimated Shipment Date must be "E" if the shipment date is estimated.

Final Shipment/Invoice is indicated by "Y" for "Yes, final" or "N" for "No, not final".

Estimated Delivery Date is the date the shipment is due to arrive at the destination.

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

Scene 12



The Addresses page is displayed.

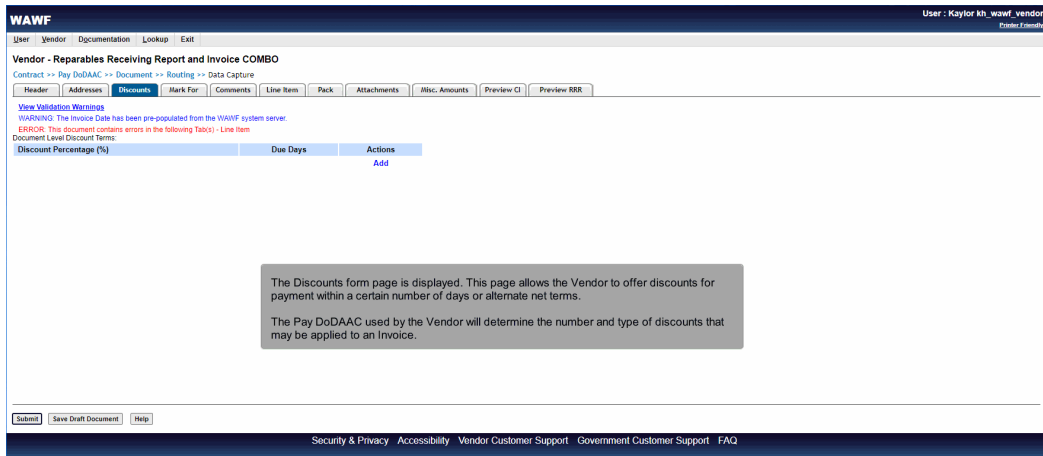
Based on the routing location codes entered, WAWF will pre-populate the address information for each of the location codes onto the document.

Note: Any change the Vendors make on the form only applies to the form they are creating and does not apply to future forms they may create. If permanent changes are needed, the Vendors will need to get that address information corrected permanently.

No matter what entries are made, there must be at least a name of the organization/agency in the Activity Name 1 field.

Click the Discounts tab to continue.

Scene 13



The Discounts form page is displayed. This page allows the Vendor 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.

Scene 14

If the contract already includes discounts, then the Vendor doesn't need to re-enter them here. If the Vendor wants to offer better discounts than those in the contract, the Vendor may enter the Discount Percentage and Due Days.

Click the Mark For tab to continue.

Scene 15

The Mark For page is displayed.

The Mark For page allows the Vendor to designate a specific party to whom the shipment is being sent. This information may be as simple as a name or as complex as routing instructions.

These fields are required if a Mark For DoDAAC was entered previously.

Note: FMS related data must be entered in the specific data fields and NOT in the Mark For comment block.

Click the Comments tab to continue.

Scene 16

The screenshot shows the WAWF system interface for a Vendor. The page title is "Vendor - Reparables Receiving Report and Invoice COMBO". The breadcrumb trail is "Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture". The "Comments" tab is selected and highlighted in red. Below the tabs, there are validation warnings: "INFO: Please do not enter FMS related data on the Comments Tab.", "WARNING: The Invoice Date has been pre-populated from the WAWF system server.", and "ERROR: This document contains errors in the following Tab(s) - Line Item". A large empty text area is provided for "Initiator Comments". A grey callout box on the right contains the text: "The Comments page is displayed. This tab allows the Vendor to type comments with information pertaining to the contract for view by Government. Note: Initiator Comments are mandatory on Final Invoices. Click the Line Item Tab to continue." At the bottom, there are buttons for "Submit", "Save Draft Document", and "Help".

The Comments page is displayed.

This tab allows the Vendor to type comments with information pertaining to the contract for view by Government.

Note: Initiator Comments are mandatory on Final Invoices.

Click the Line Item Tab to continue.

Scene 17

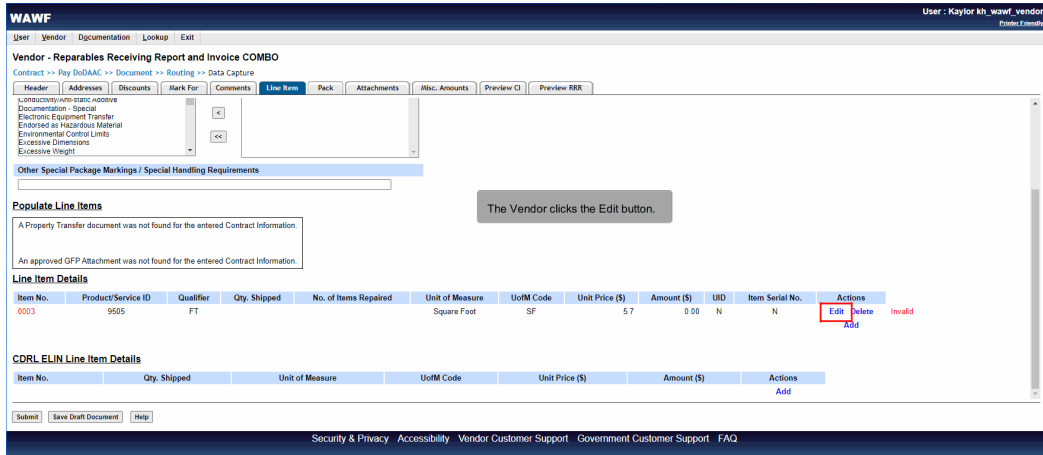
The screenshot shows the WAWF system interface for a Vendor. The page title is "Vendor - Reparables Receiving Report and Invoice COMBO". The breadcrumb trail is "Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture". The "Line Item" tab is selected and highlighted in red. Below the tabs, there are validation warnings: "WARNING: The Invoice Date has been pre-populated from the WAWF system server.", "ERROR: The Line Items marked as Invalid contain errors. Please click the Edit action for each Invalid Line Item to view a more detailed error message.", and "At least one Line Item is required." There are input fields for "AAI", "SDN", and "ACRN" with a "Clear" button. Below these are sections for "Special Package Markings / Special Handling Requirements" and "Other Special Package Markings / Special Handling Requirements". A "Populate Line Items" section contains two error messages: "A Property Transfer document was not found for the entered Contract Information." and "An approved GFP Attachment was not found for the entered Contract Information." A grey callout box on the right contains the text: "The Line Item page is displayed. The Vendor can enter the Agency Accounting Identifier (AAI), Standard Document Number (SDN) and Accounting Classification Reference Number (ACRN) at the document level. The Line Items added after the accounting data has been entered will populate with the data entered. Scroll down to view Line Items Details." At the bottom, there are buttons for "Submit", "Save Draft Document", and "Help".

The Line Item page is displayed.

The Vendor can enter the Agency Accounting Identifier (AAI), Standard Document Number (SDN) and Accounting Classification Reference Number (ACRN) at the document level. The Line Items added after the accounting data has been entered will populate with the data entered.

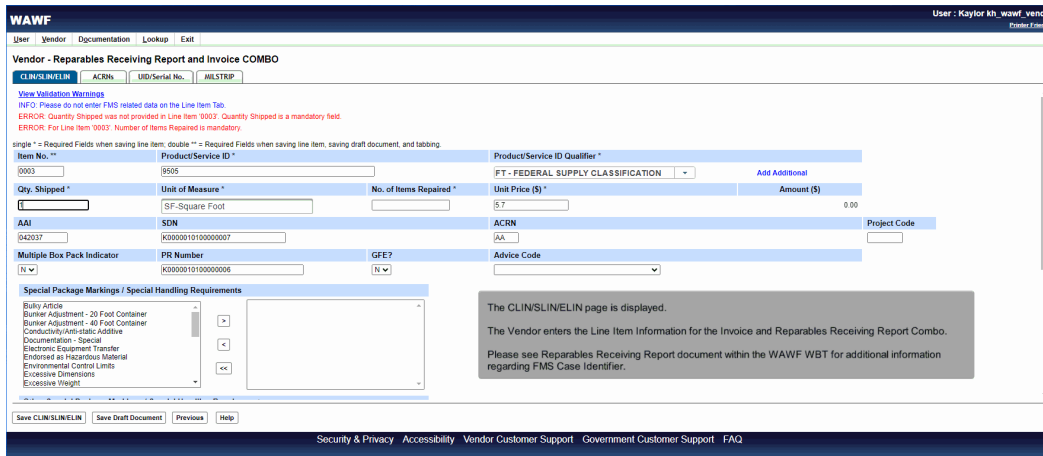
Scroll down to view Line Items Details.

Scene 18



The Vendor clicks the Edit button.

Scene 19

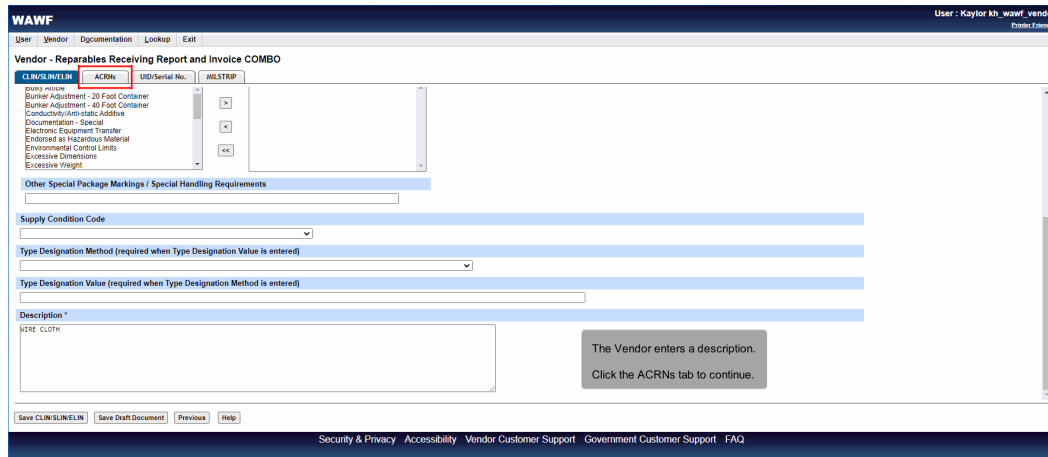


The CLIN/SLIN/ELIN page is displayed.

The Vendor enters the Line Item Information for the Invoice and Repairables Receiving Report Combo.

Please see Repairables Receiving Report document within the WAWF WBT for additional information regarding FMS Case Identifier.

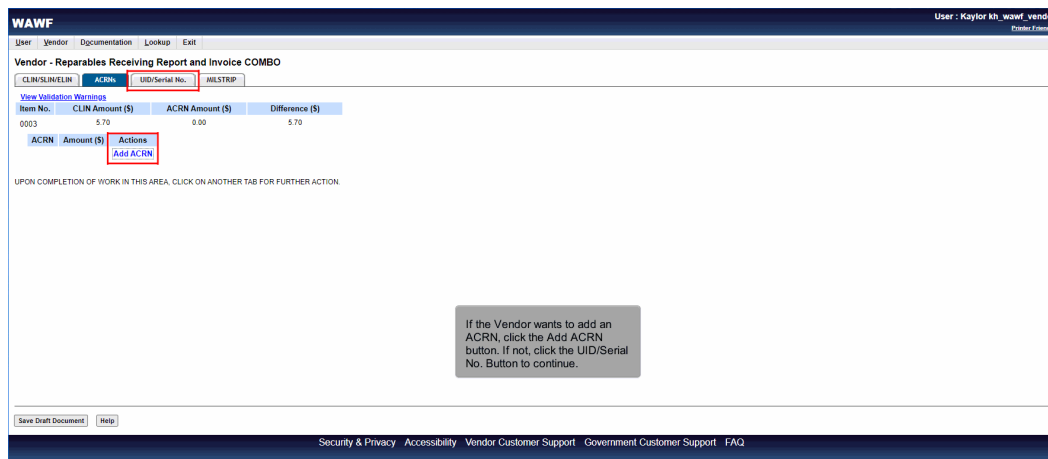
Scene 20



The Vendor enters a description.

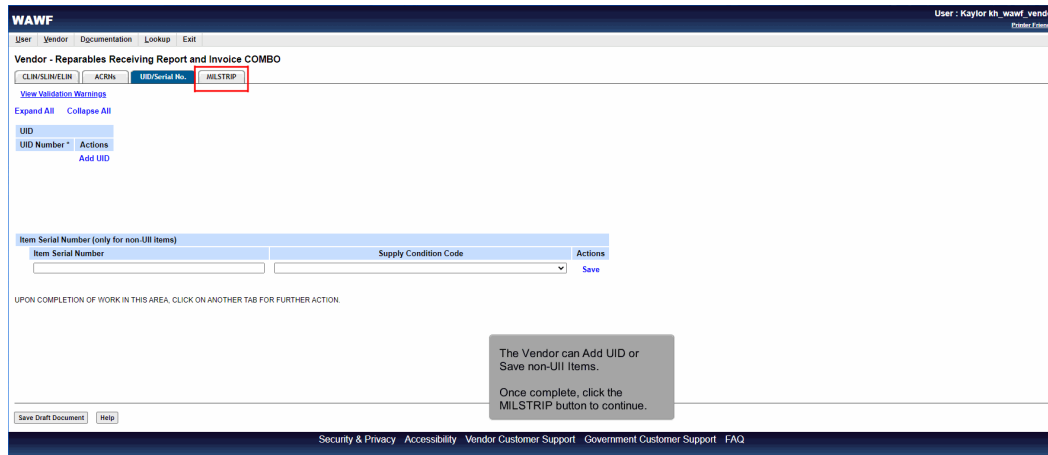
Click the ACRNs tab to continue.

Scene 21



If the Vendor wants to add an ACRN, click the Add ACRN button. If not, click the UID/Serial No. Button to continue.

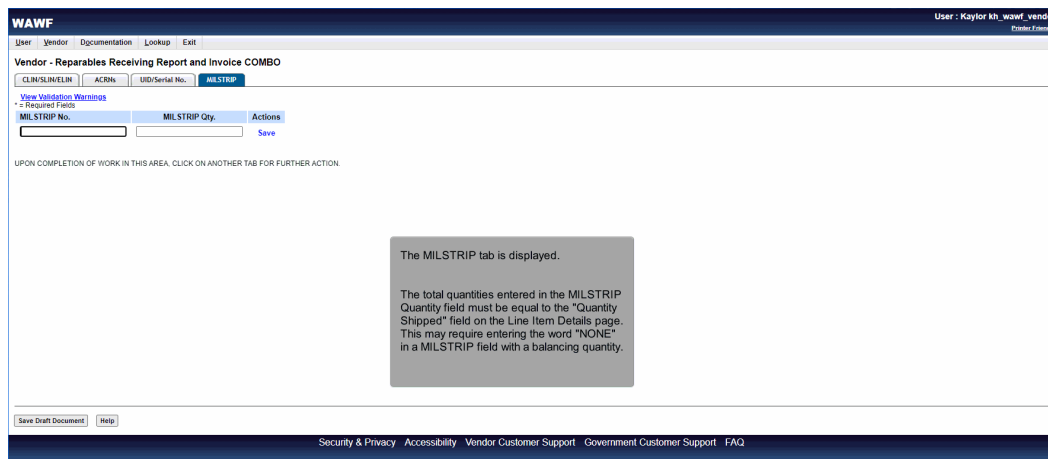
Scene 22



The Vendor can Add UID or Save non-UII Items.

Once complete, click the MILSTRIP button to continue.

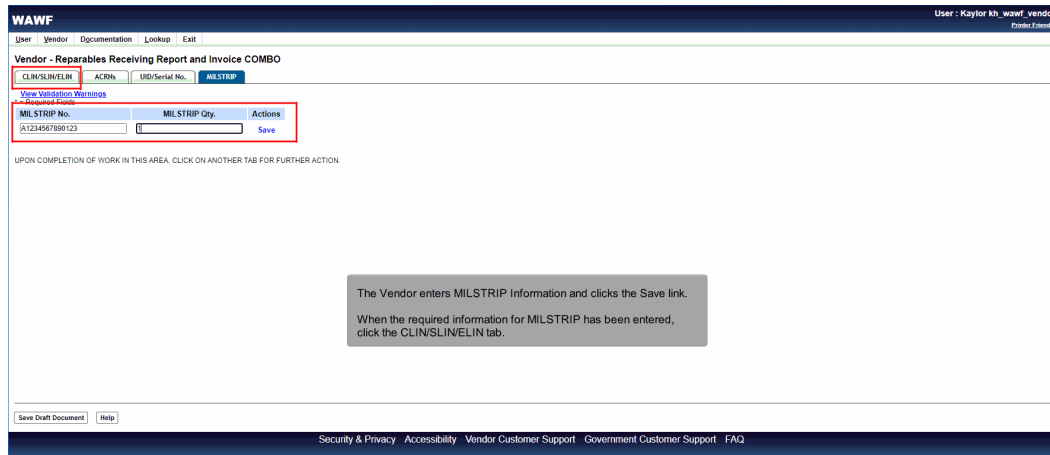
Scene 23



The MILSTRIP tab is displayed.

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.

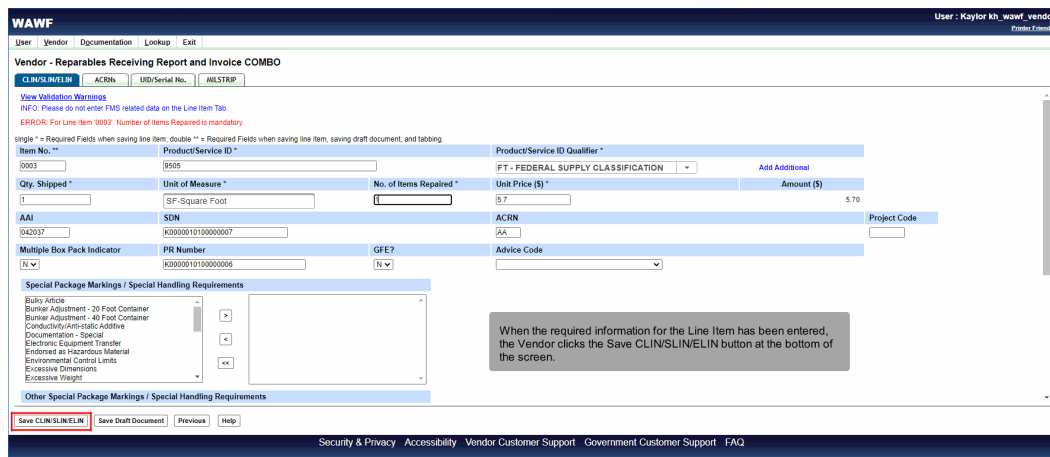
Scene 24



The Vendor enters MILSTRIP Information and clicks the Save link.

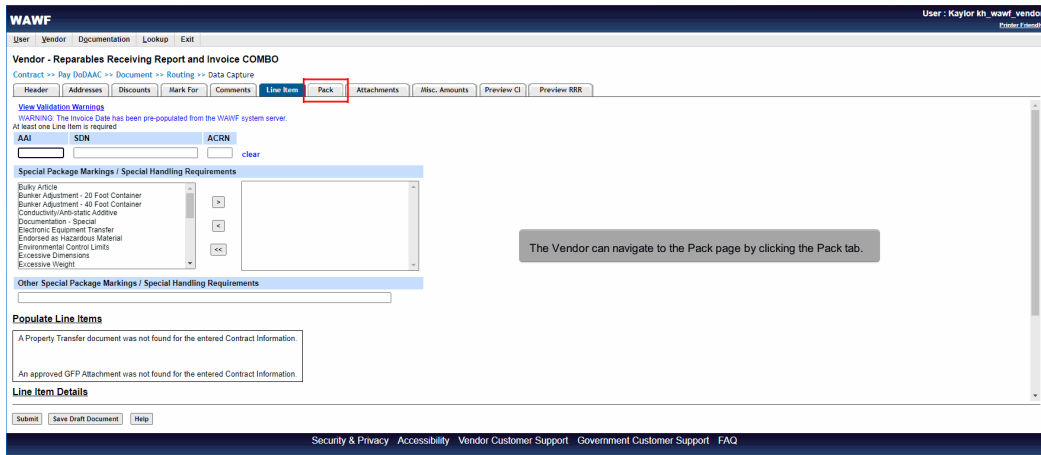
When the required information for MILSTRIP has been entered, click the CLIN/SLIN/ELIN tab.

Scene 25



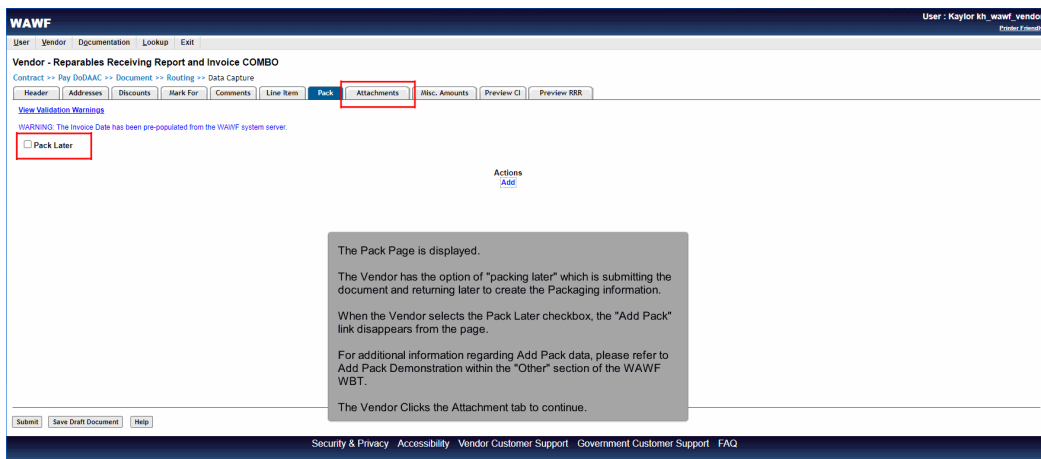
When the required information for the Line Item has been entered, the Vendor clicks the Save CLIN/SLIN/ELIN button at the bottom of the screen.

Scene 26



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

Scene 27



The Pack Page is displayed.

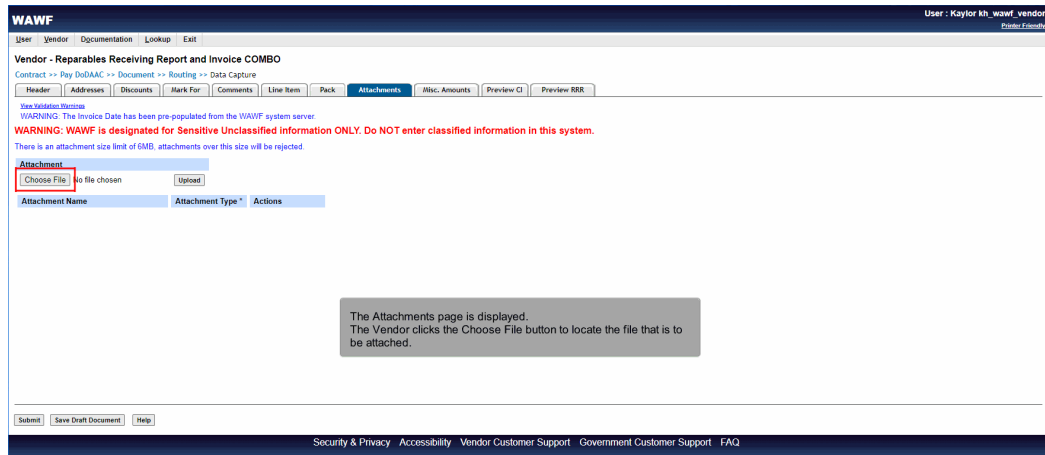
The Vendor has the option of "packing later" which is submitting the document and returning later to create the Packaging information.

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

For additional information regarding Add Pack data, please refer to Add Pack Demonstration within the "Other" section of the WAWF WBT.

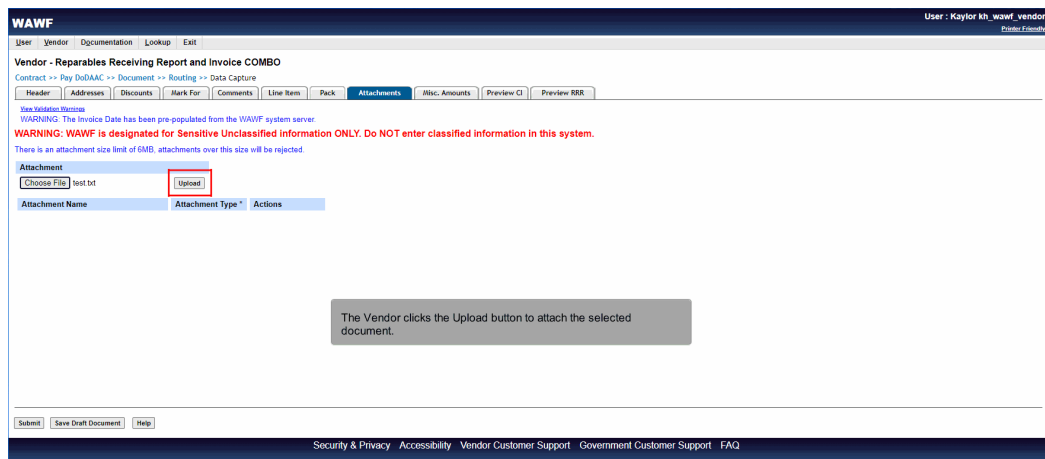
The Vendor Clicks the Attachment tab to continue.

Scene 28



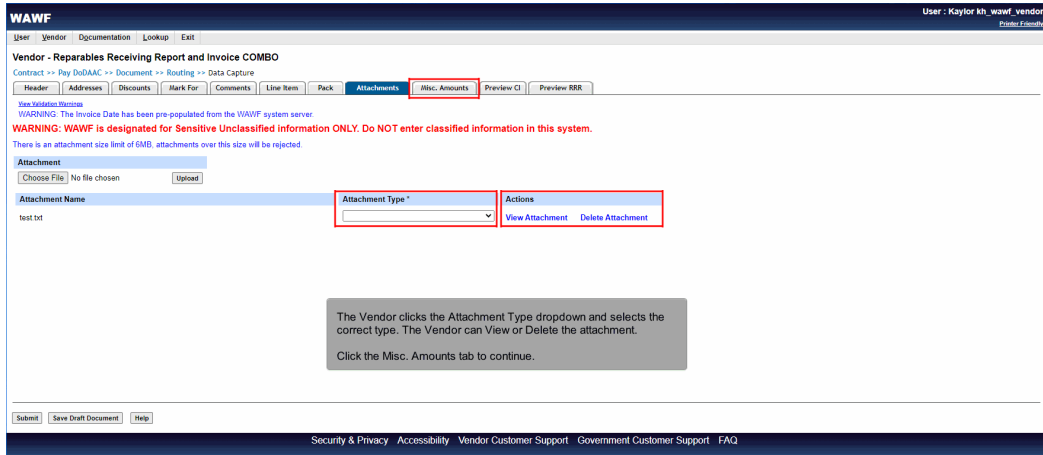
The Attachments page is displayed.
The Vendor clicks the Choose File button to locate the file that is to be attached.

Scene 29



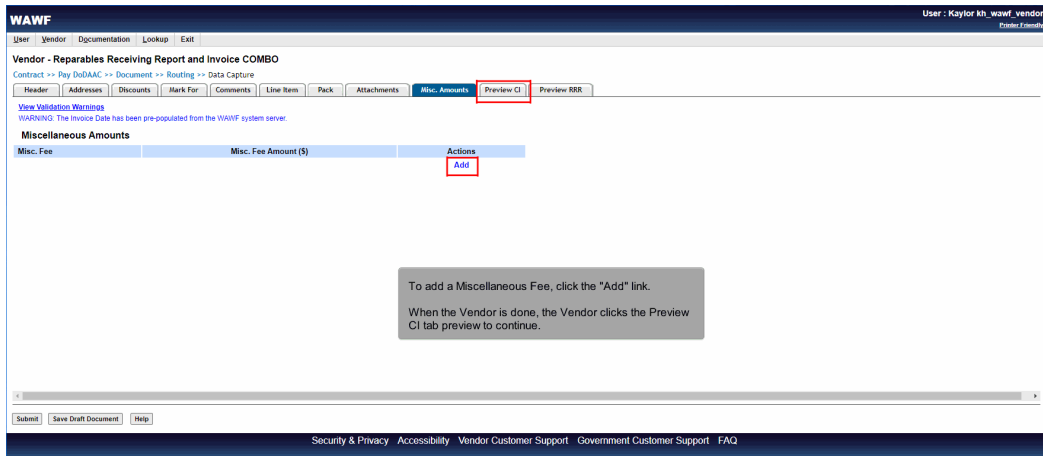
The Vendor clicks the Upload button to attach the selected document.

Scene 30



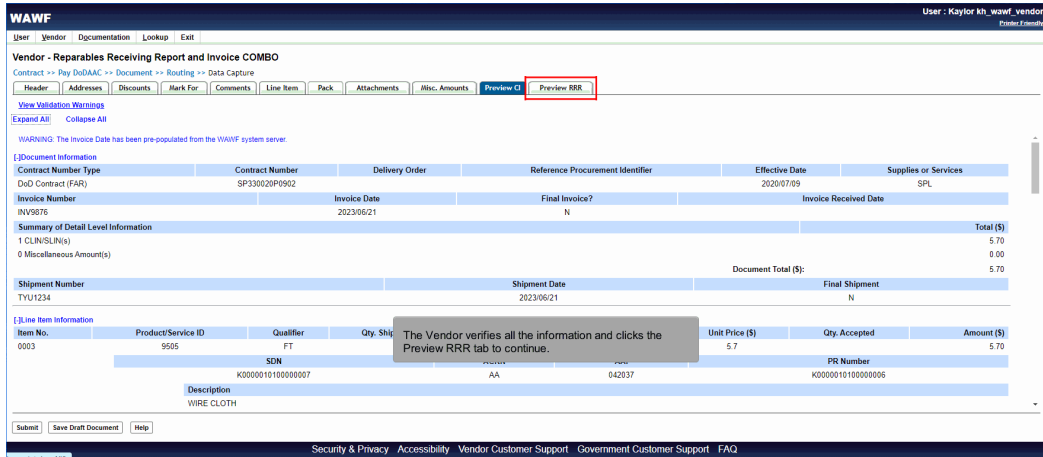
The Vendor clicks the Attachment Type dropdown and selects the correct type. The Vendor can View or Delete the attachment. Click the Misc. Amounts tab to continue.

Scene 31



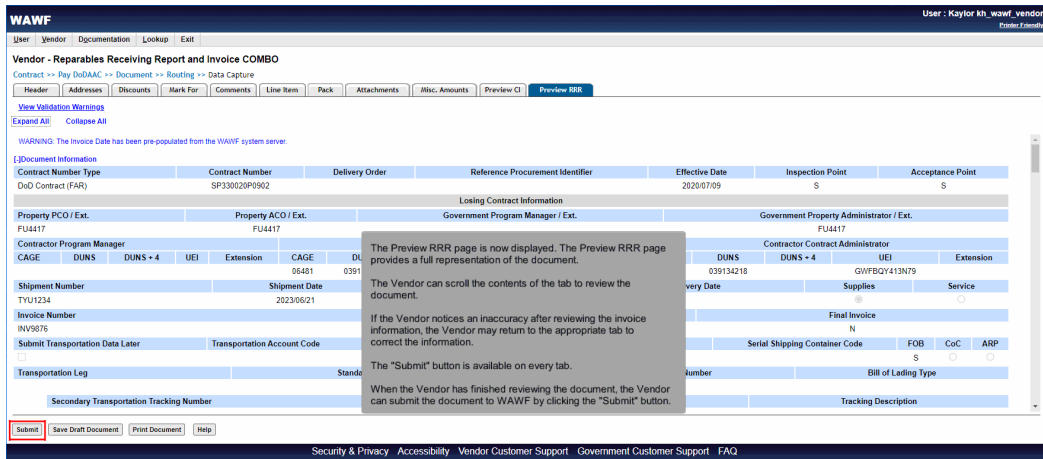
To add a Miscellaneous Fee, click the "Add" link. When the Vendor is done, the Vendor clicks the Preview CI tab preview to continue.

Scene 32



The Vendor verifies all the information and clicks the Preview RRR tab to continue.

Scene 33



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

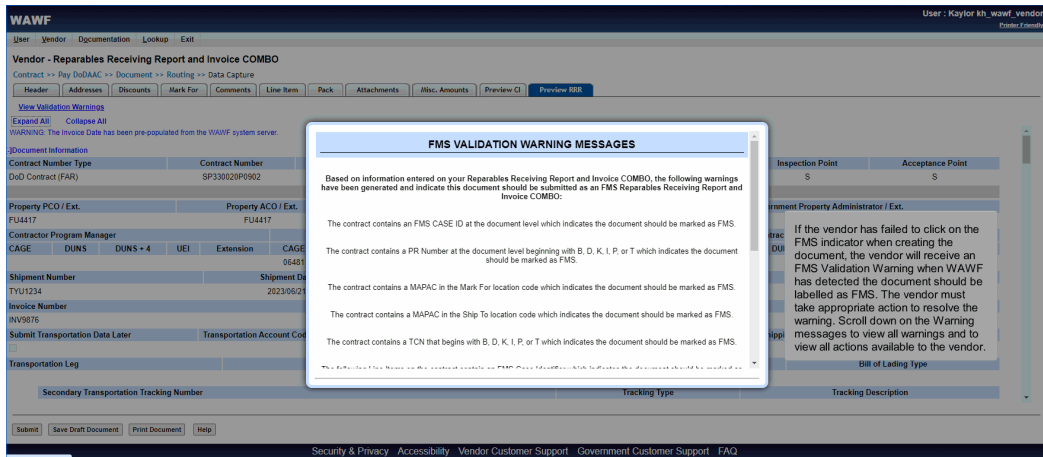
The Vendor can scroll the contents of the tab to review the document.

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

The "Submit" button is available on every tab.

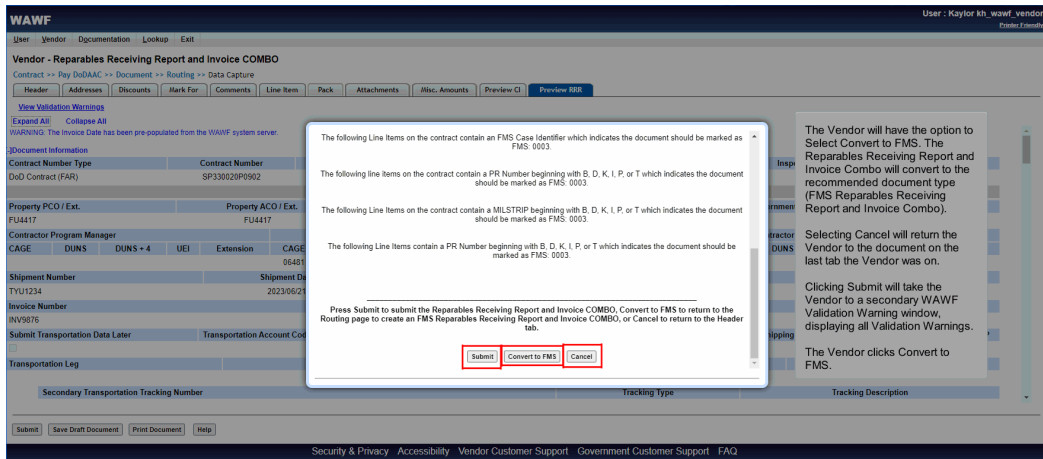
When the Vendor has finished reviewing the document, the Vendor can submit the document to WAWF by clicking the "Submit" button.

Scene 34



If the vendor has failed to click on the FMS indicator when creating the document, the vendor will receive an FMS Validation Warning when WAWF has detected the document should be labelled as FMS. The vendor must take appropriate action to resolve the warning. Scroll down on the Warning messages to view all warnings and to view all actions available to the vendor.

Scene 35



The Vendor will have the option to Select Convert to FMS. The Repairables Receiving Report and Invoice Combo will convert to the recommended document type (FMS Repairables Receiving Report and Invoice Combo).

Selecting Cancel will return the Vendor to the document on the last tab the Vendor was on.

Clicking Submit will take the Vendor to a secondary WAWF Validation Warning window, displaying all Validation Warnings.

The Vendor clicks Convert to FMS.

Scene 36

The Routing Page is displayed.

The Document has been converted to FMS.

An informational message will appear.

Click the Next button to continue.

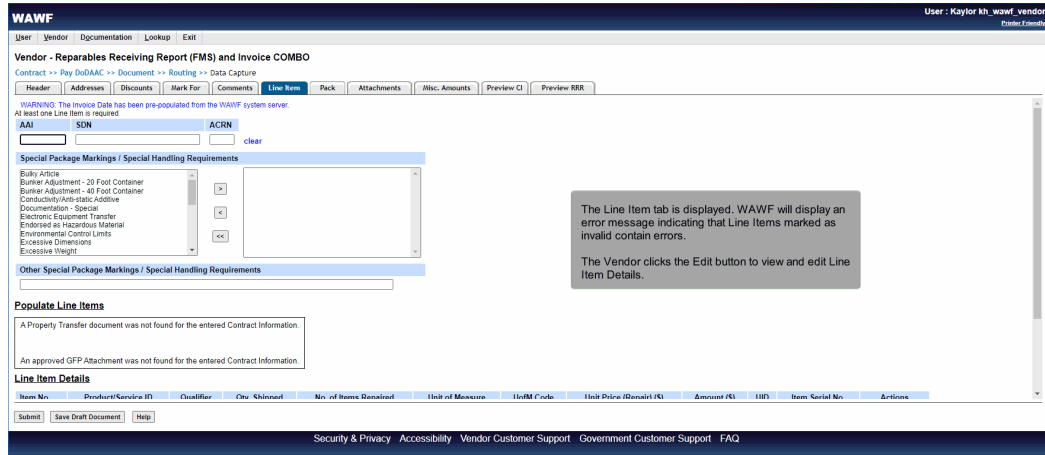
Scene 37

The Header Tab is displayed.

The vendor must ensure they enter the correct FMS Case Identifier for the item(s) being shipped. Contracts may have multiple FMS requirements on the same contract.

Click the Line Item tab to continue.

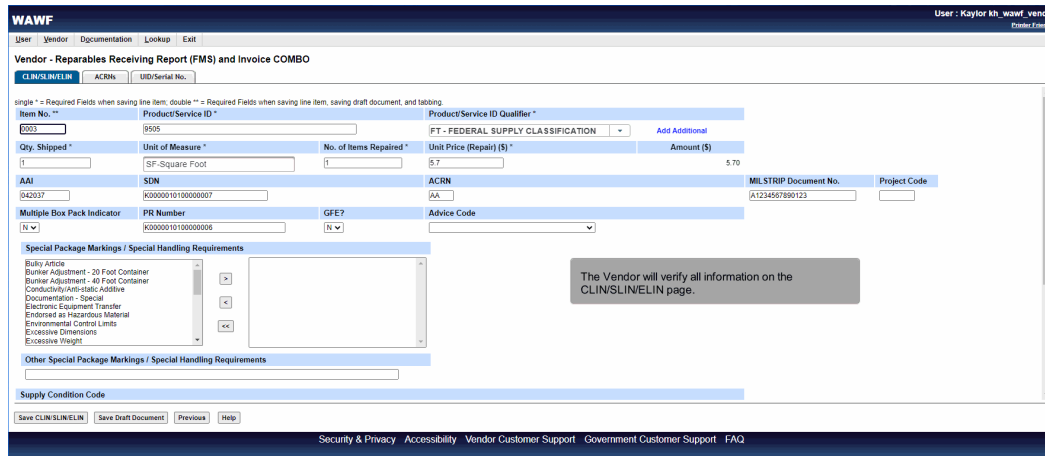
Scene 38



The Line Item tab is displayed. WAWF will display an error message indicating that Line Items marked as invalid contain errors.

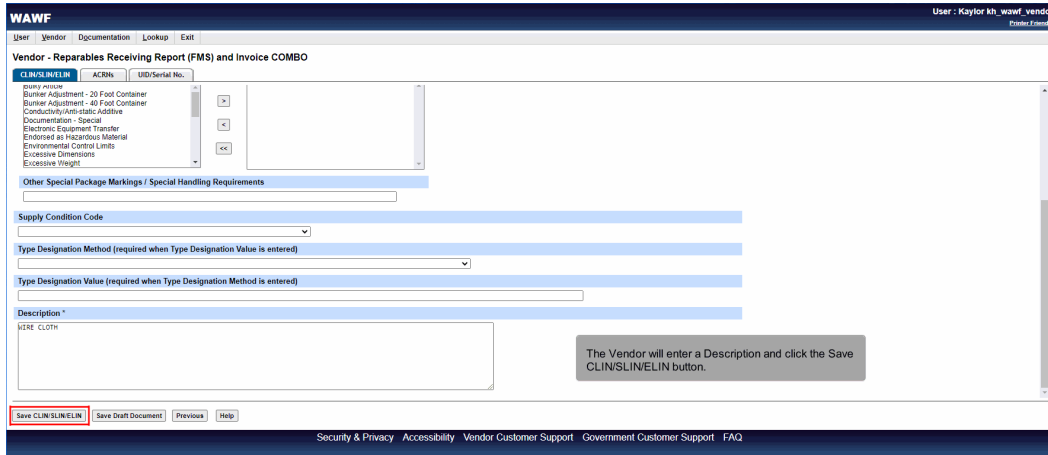
The Vendor clicks the Edit button to view and edit Line Item Details.

Scene 39



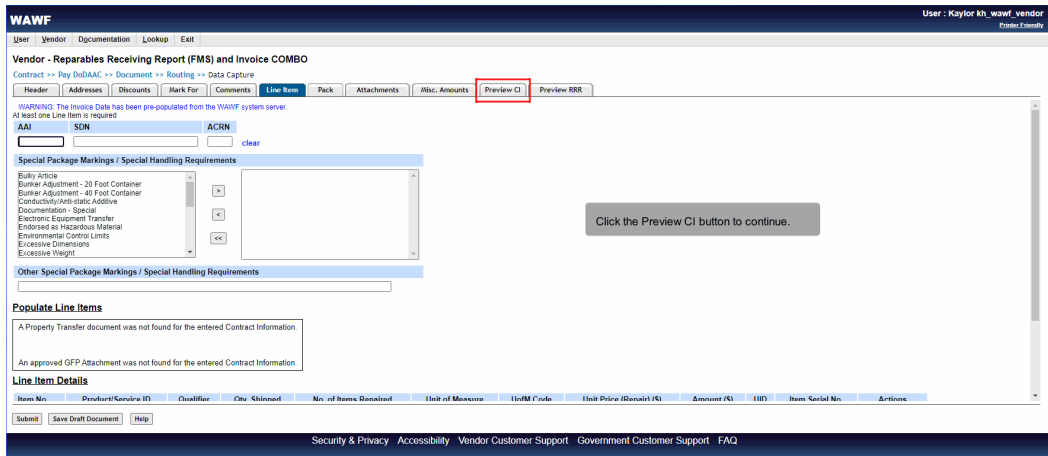
The Vendor will verify all information on the CLIN/SLIN/ELIN page.

Scene 40



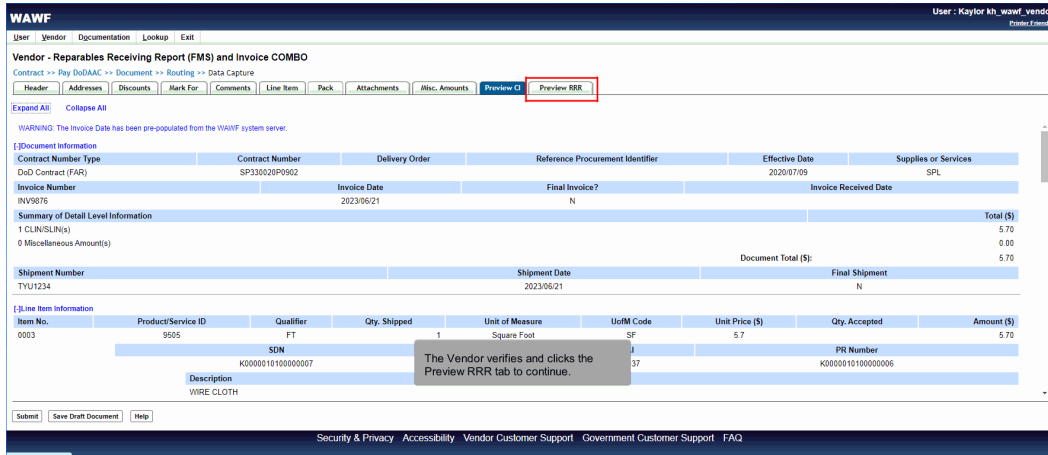
The Vendor will enter a Description and click the Save CLIN/SLIN/ELIN button.

Scene 41



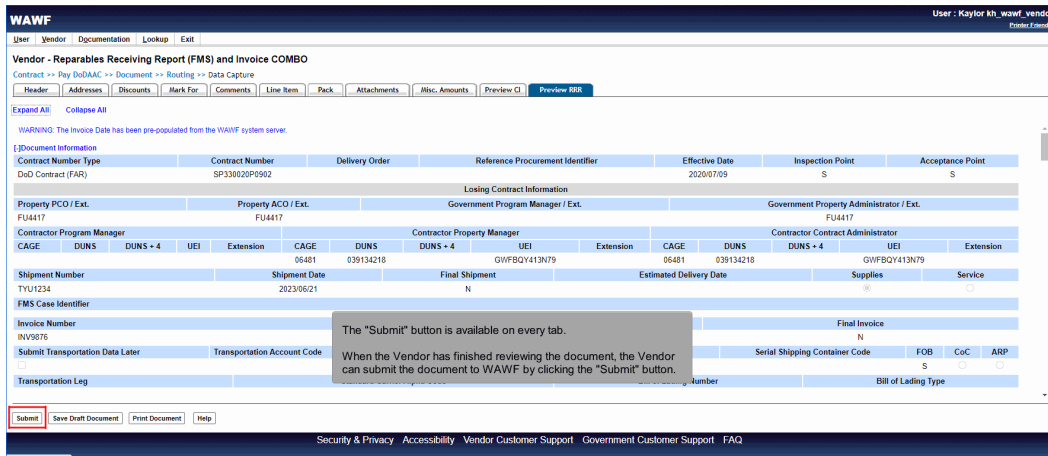
Click the Preview CI button to continue.

Scene 42



The Vendor verifies and clicks the Preview RRR tab to continue.

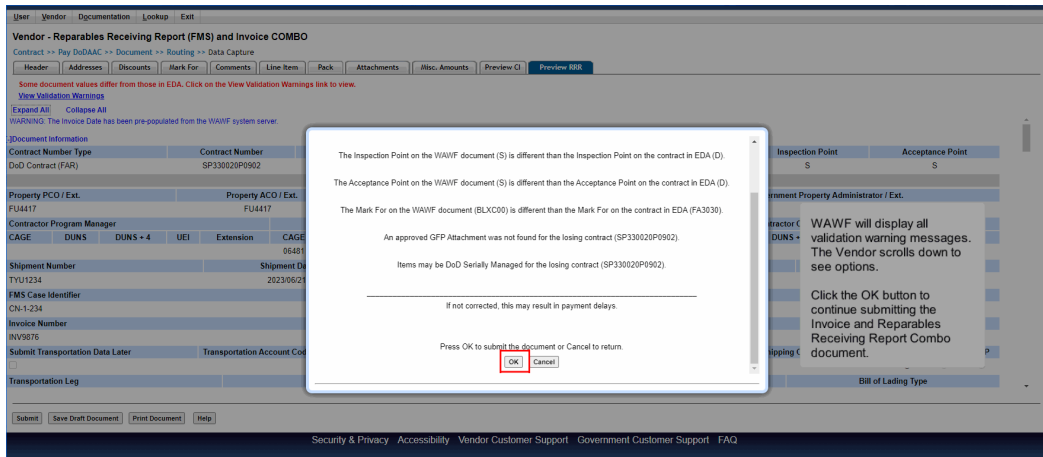
Scene 43



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.

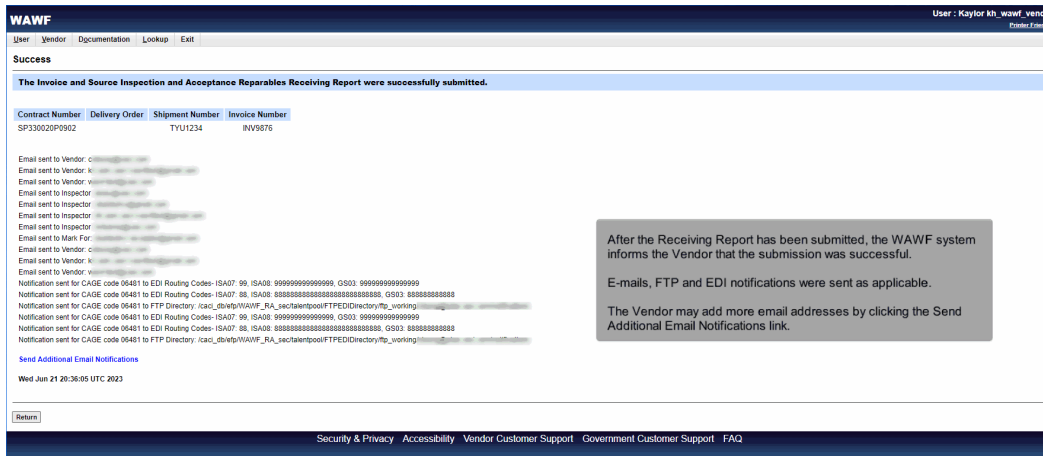
Scene 44



WAWF will display all validation warning messages. The Vendor scrolls down to see options.

Click the OK button to continue submitting the Invoice and Repairables Receiving Report Combo document.

Scene 45

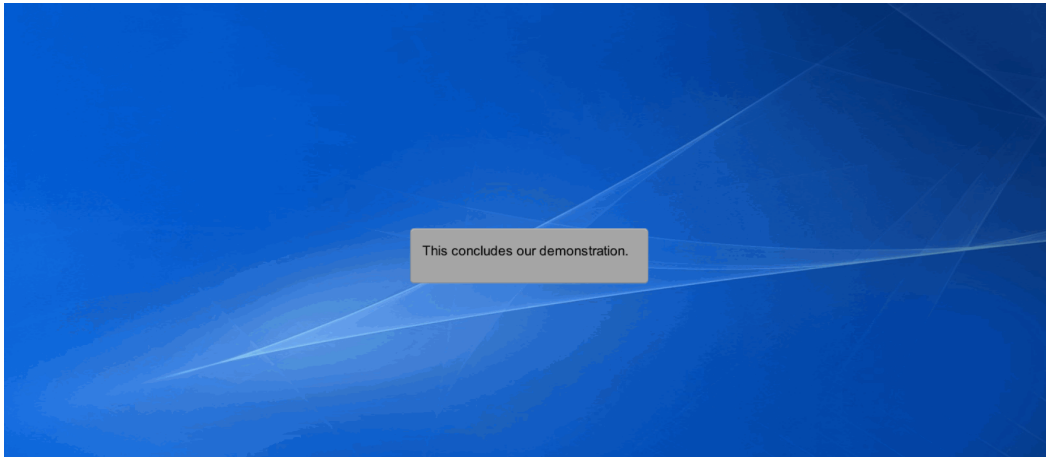


After the Receiving Report has been submitted, the WAWF system informs the Vendor that the submission was successful.

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

The Vendor may add more email addresses by clicking the Send Additional Email Notifications link.

End



This concludes our demonstration.