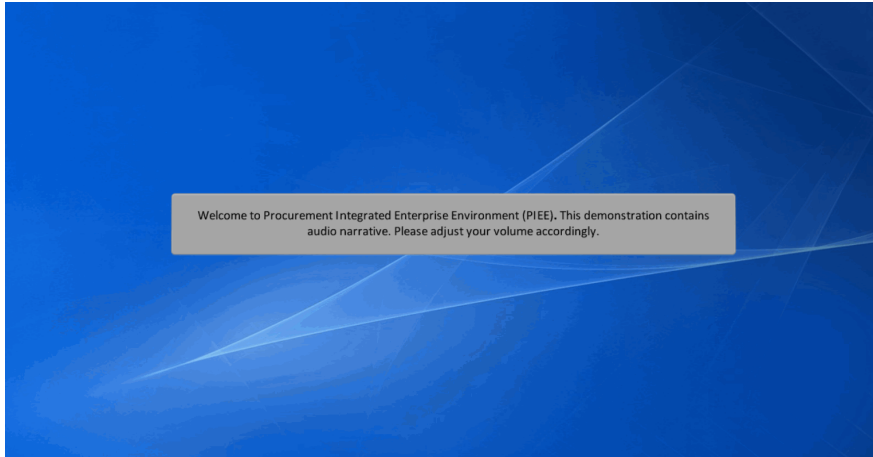
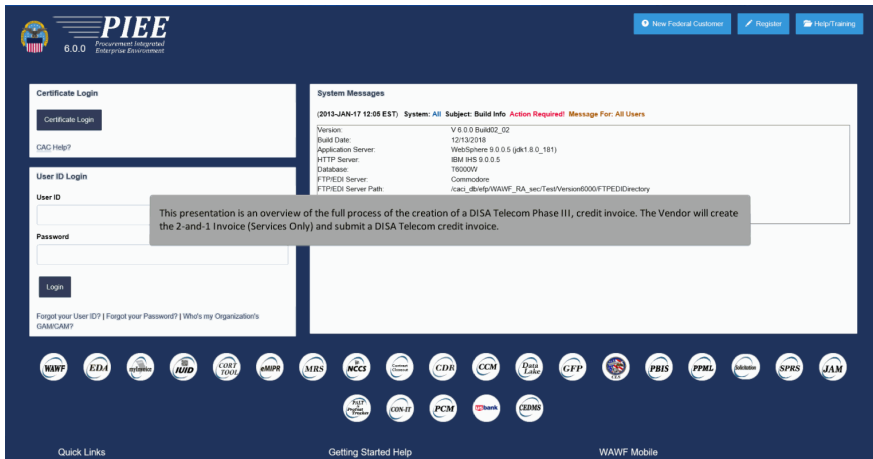


Intro



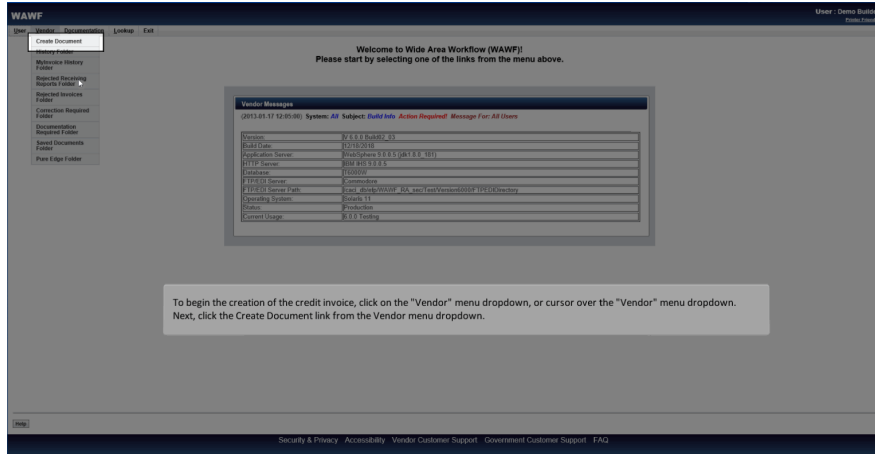
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



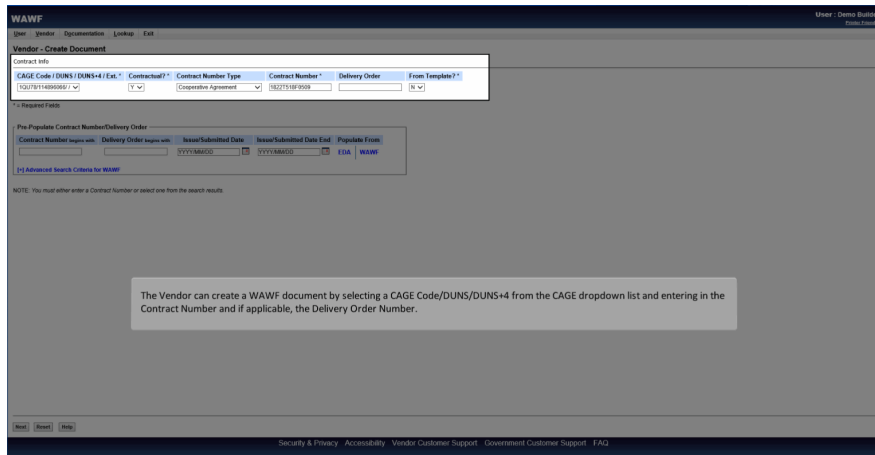
This presentation is an overview of the full process of the creation of a DISA Telecom Phase III, credit invoice. The Vendor will create the 2-and-1 Invoice (Services Only) and submit a DISA Telecom credit invoice.

Step 2



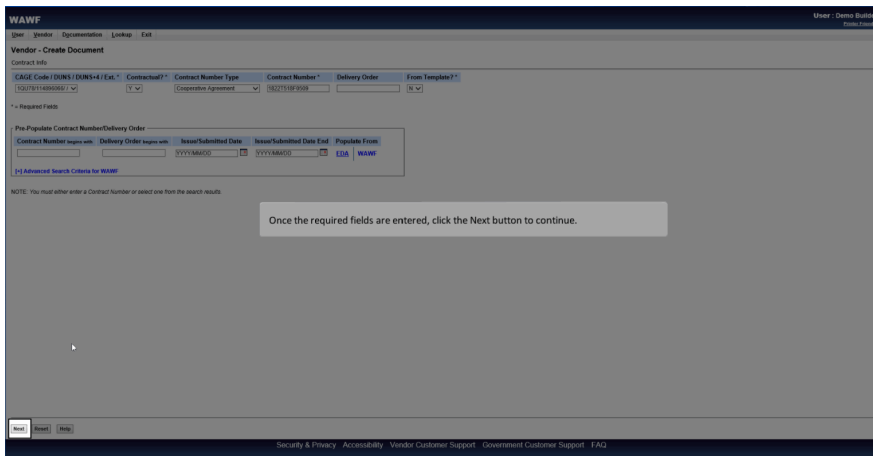
To begin the creation of the credit invoice, click on the "Vendor" menu dropdown, or cursor over the "Vendor" menu dropdown. Next, click the Create Document link from the Vendor menu dropdown.

Step 3



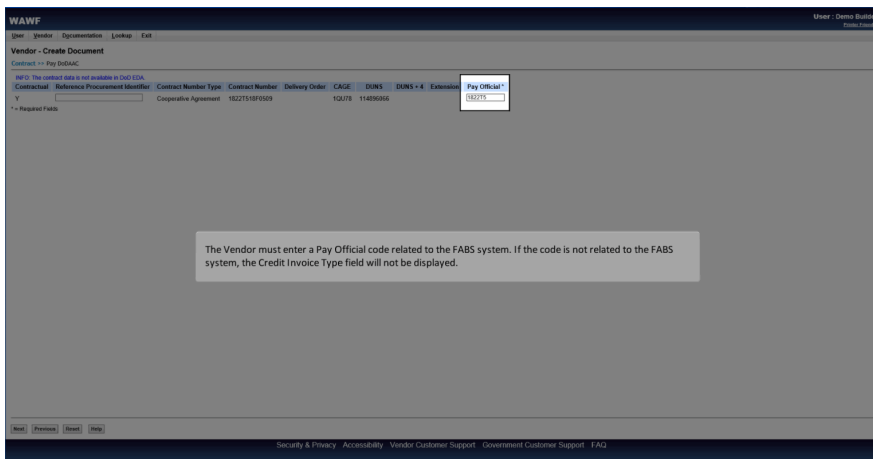
The Vendor can create a WAWF document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown list and entering in the Contract Number and if applicable, the Delivery Order Number.

Step 4



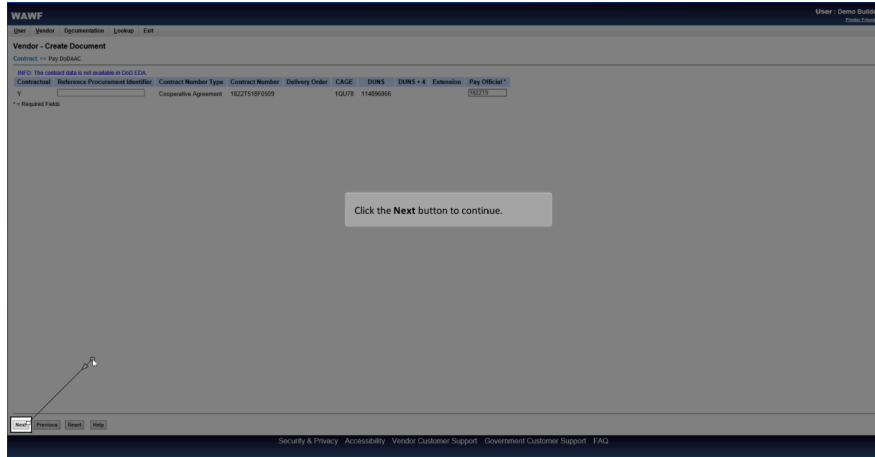
Once the required fields are entered, click the Next button to continue.

Step 5



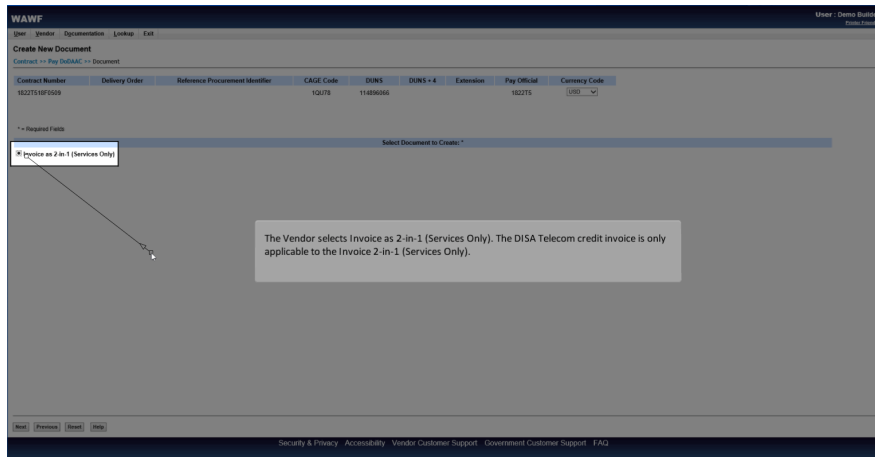
The Vendor must enter a Pay Official code related to the FABS system. If the code is not related to the FABS system, the Credit Invoice Type field will not be displayed.

Step 6



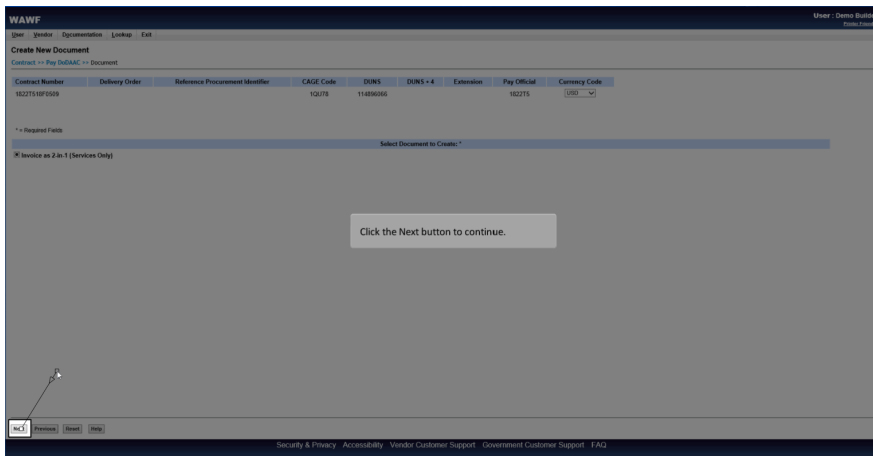
Click the Next button to continue.

Step 7



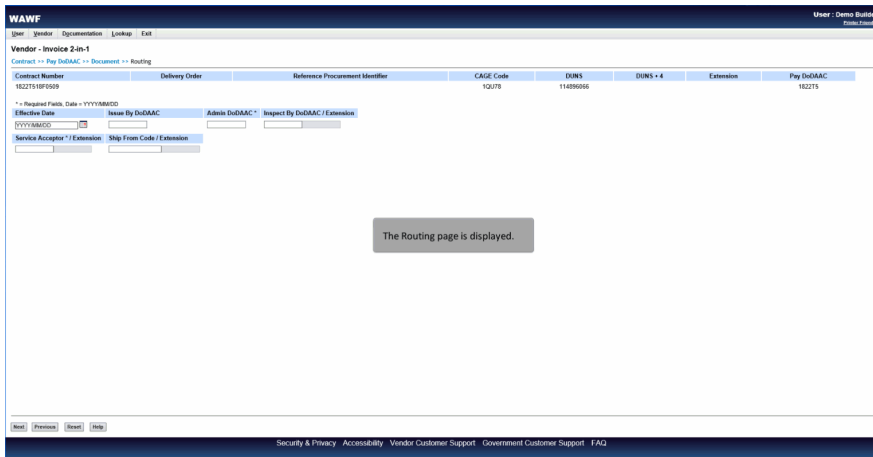
The Vendor selects Invoice as 2-in-1 (Services Only). The DISA Telecom credit invoice is only applicable to the Invoice 2-in-1 (Services Only).

Step 8



Click the Next button to continue.

Step 9



The Routing page is displayed.

Step 10

The screenshot shows the WAWF Vendor - Invoice 2-in-1 form. At the top, there are navigation links: Home, Vendor, Specifications, Lookup, Exit. Below this, the form title is "Vendor - Invoice 2-in-1" and the contract path is "Contract -> Pay DoDAAC -> Document -> Routing". A table lists contract details: Contract Number (1827518F959), Delivery Order, Reference Procurement Identifier, CAGE Code (1QU78), DUNS (114896056), DUNS + 4, Extension, and Pay DoDAAC (18275). Below the table, there are sections for "Effective Date" (YYYYMMDD), "Issue By DoDAAC", "Admin DoDAAC", and "Inspect By DoDAAC / Extension". There are also fields for "Service Acceptor / Extension" and "Ship From Code / Extension". A text box in the center of the form states: "Vendor enters the Administrative DoDAAC and Service Acceptor, the Service Acceptor code must be related to the FABS system." At the bottom left, there are buttons for "Next", "Previous", "Reset", and "Help". At the bottom right, there are links for "Security & Privacy", "Accessibility", "Vendor Customer Support", "Government Customer Support", and "FAQ".

Vendor enters the Administrative DoDAAC and Service Acceptor, the Service Acceptor code must be related to the FABS system.

Step 11

This screenshot is identical to the one in Step 10, but with a text box in the center that says "Click the Next button to continue." An arrow points from the bottom left of the form towards the "Next" button.

Click the Next button to continue.

Step 12

The Data Capture tabs are displayed with the Header tab as the Active tab.
Note: The Invoice Date has been pre-populated from the WAWF system server. Changing the Invoice Date to a date that is greater than the Invoice Date pre-populated from the WAWF system server may cause processing issues within the entitlement system.

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

Note: The Invoice Date has been pre-populated from the WAWF system server. Changing the Invoice Date to a date that is greater than the Invoice Date pre-populated from the WAWF system server may cause processing issues within the entitlement system.

Step 13

Vendor enters mandatory information on the Header page and will select an Invoice Credit Type-Outage Credit or Administrative Adjustment.

Vendor enters mandatory information on the Header page and will select an Invoice Credit Type-Outage Credit or Administrative Adjustment.

Step 14

The screenshot shows the WAWF Vendor Invoice 2-in-1 form. The 'Addresses' tab is selected. A text box in the center of the form reads: "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." The form includes fields for Contract Number, Invoice Number, Invoice Date, Effective Date, CAGE Code/Ext., Pay DEDSAM, Cooperative Agreement, Shipment Number, Shipment Date, Final Shipment, Billing/Account Number, Billing Period From Date, Billing Period To Date, Invoice Credit Type, Currency Code, and Document Total (\$).

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.

Step 15

The screenshot shows the WAWF Vendor Invoice 2-in-1 form. The 'Addresses' tab is selected. A text box in the center of the form reads: "Click the Addresses Tab to go the Addresses page." The form includes fields for Contract Number, Invoice Number, Invoice Date, Effective Date, CAGE Code/Ext., Pay DEDSAM, Cooperative Agreement, Shipment Number, Shipment Date, Final Shipment, Billing/Account Number, Billing Period From Date, Billing Period To Date, Invoice Credit Type, Currency Code, and Document Total (\$).

Click the Addresses Tab to go the Addresses page.

Step 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.

The CAGE Code information is pulled from the Central Contractor Registration (CCR) and DoDAAC information is pulled from the Defense Automatic Addressing System (DAAS).

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.

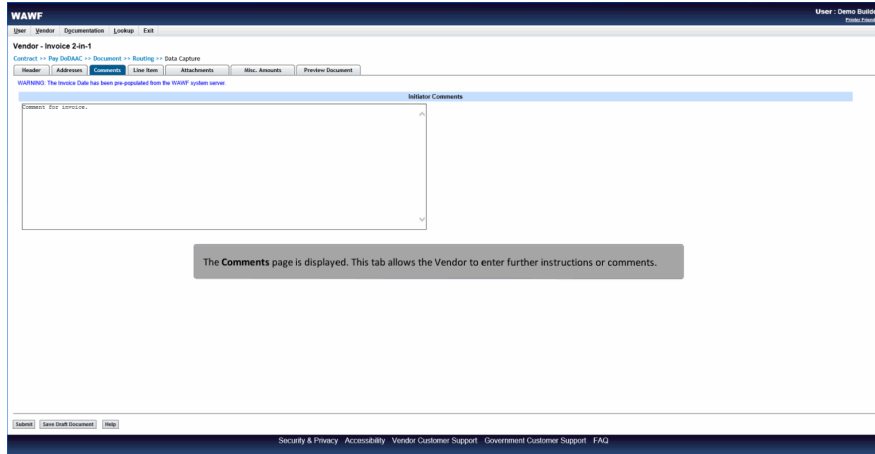
The CAGE Code information is pulled from the Central Contractor Registration (CCR) and DoDAAC information is pulled from the Defense Automatic Addressing System (DAAS).

Step 17

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

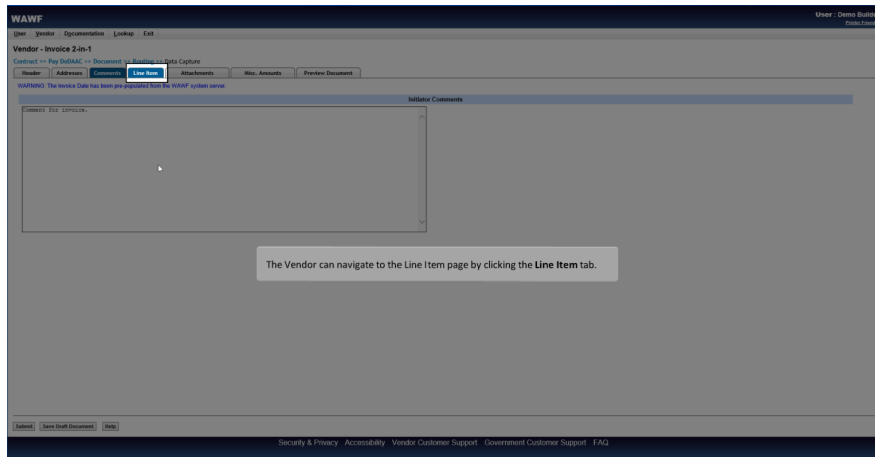
The Vendor can navigate to the Comments page by clicking the Comments tab.

Step 18



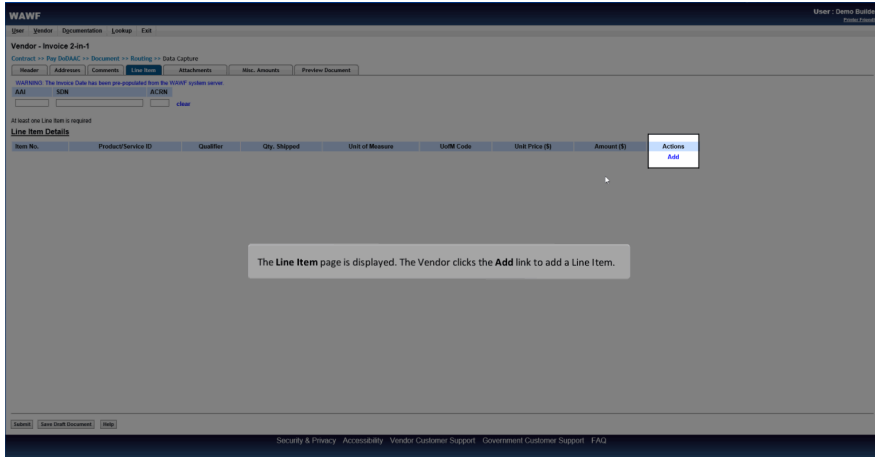
The Comments page is displayed. This tab allows the Vendor to enter further instructions or comments.

Step 19



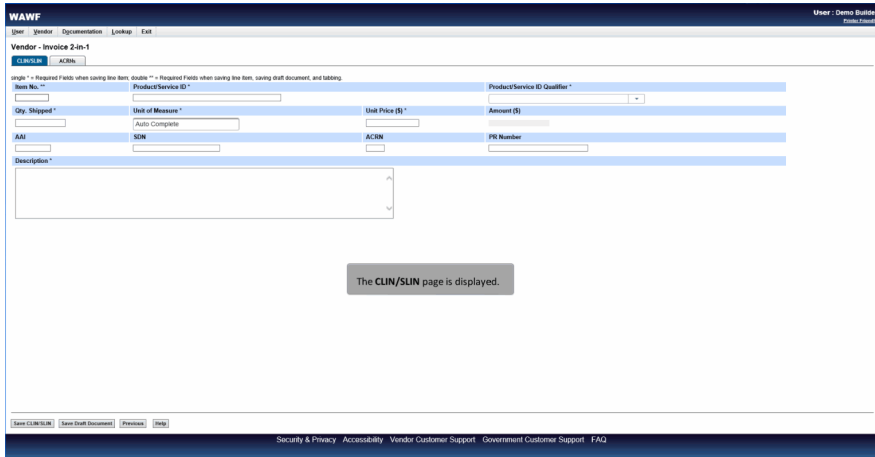
The Vendor can navigate to the Line Item page by clicking the Line Item tab.

Step 20



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

Step 21



The CLIN/SLIN page is displayed.

Step 22

The screenshot shows the WAWF Vendor Invoice 2-25-1 form. A message box is displayed in the center of the form, stating: "In order to create a credit on the DISA Telecom Invoice the Vendor must enter a negative amount in the Qty. Shipped and a positive Unit Price amount." The form fields include: Item No., Product/Service ID, Product/Service ID Qualifier, Qty. Shipped, Unit of Measure, Unit Price (\$), Amount (\$), and PR Number. The form also has a Description field and a Save (CRNs) button.

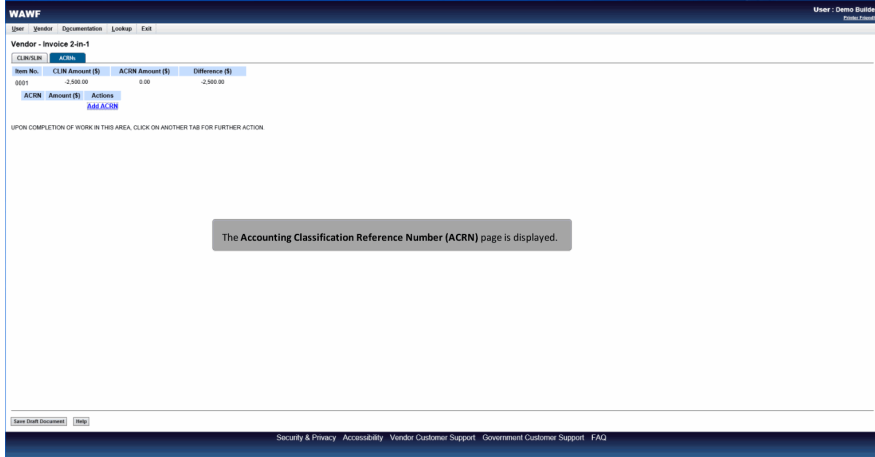
In order to create a credit on the DISA Telecom Invoice the Vendor must enter a negative amount in the Qty. Shipped and a positive Unit Price amount.

Step 23

The screenshot shows the WAWF Vendor Invoice 2-25-1 form with the ACRNs tab selected. A message box is displayed in the center of the form, stating: "After entering all mandatory fields, the Vendor clicks the ACRNs tab." The form fields include: Item No., Product/Service ID, Product/Service ID Qualifier, Qty. Shipped, Unit of Measure, Unit Price (\$), Amount (\$), and PR Number. The form also has a Description field and a Save (CRNs) button.

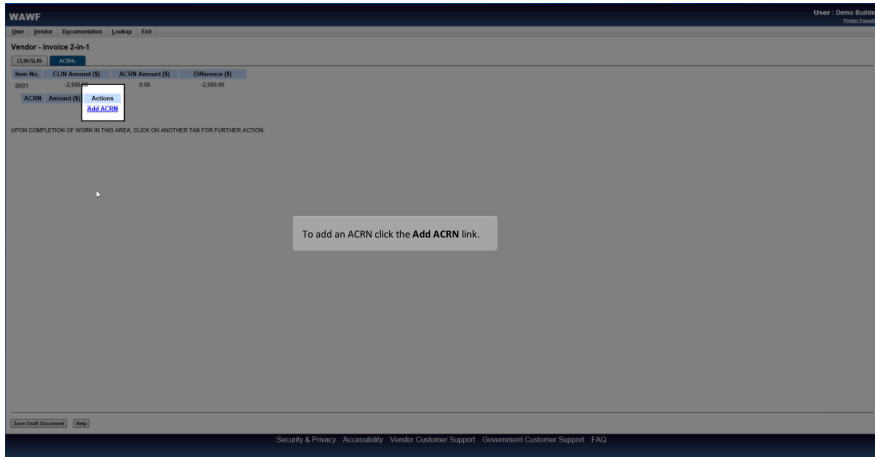
After entering all mandatory fields, the Vendor clicks the ACRNs tab.

Step 24



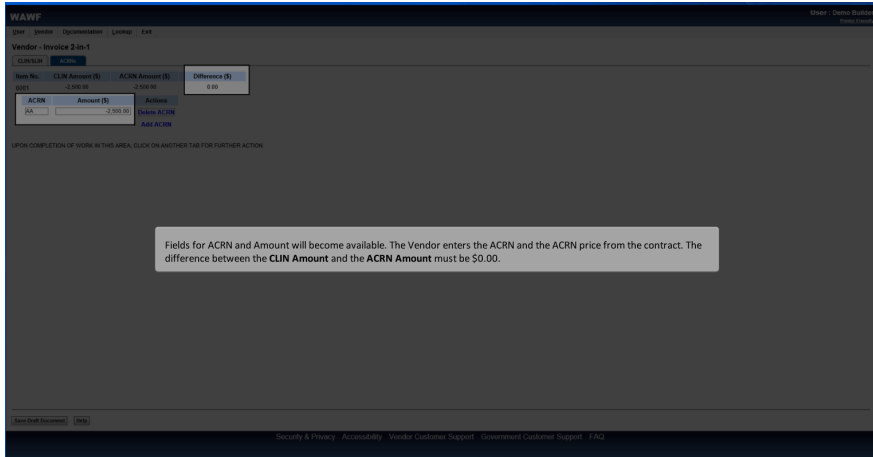
The Accounting Classification Reference Number (ACRN) page is displayed.

Step 25



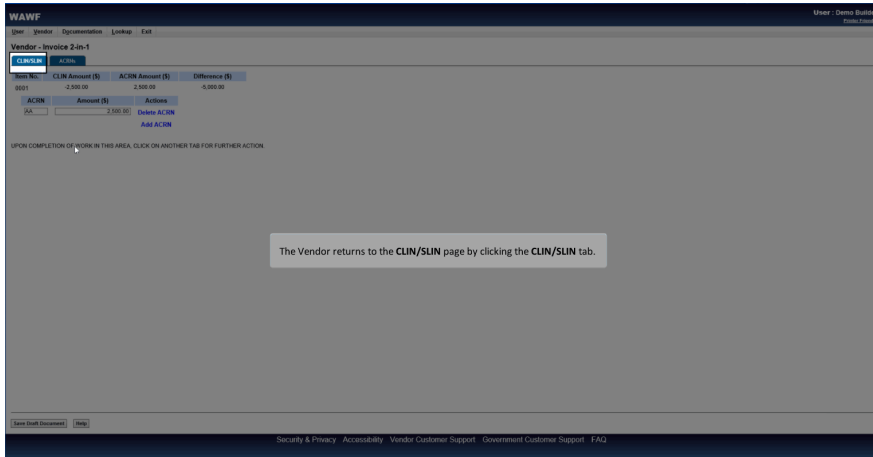
To add an ACRN click the Add ACRN link.

Step 26



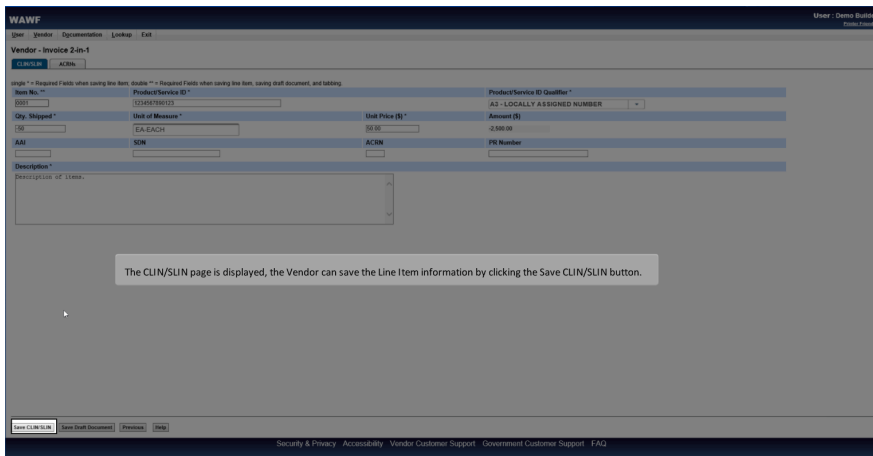
Fields for ACRN and Amount will become available. The Vendor enters the ACRN and the ACRN price from the contract. The difference between the CLIN Amount and the ACRN Amount must be \$0.00.

Step 27



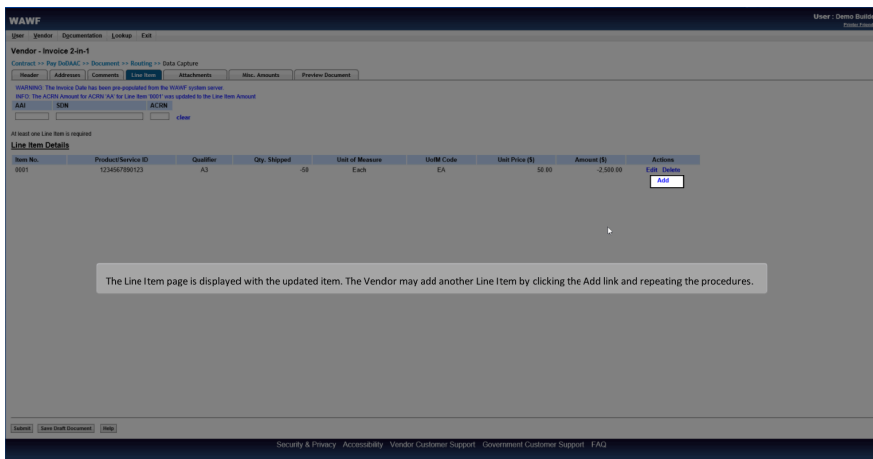
The Vendor returns to the CLIN/SLIN page by clicking the CLIN/SLIN tab.

Step 28



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

Step 29



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

Step 31

The screenshot shows the WAWF Vendor - Invoice 2-in-1 interface. At the top, there are navigation tabs: Header, Addresses, Comments, Line Item, Attachments, Misc. Amounts, and Preview Document. Below these tabs is a table with the following data:

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UnitM Code	Unit Price (\$)	Amount (\$)	Actions
0001	1234567890123	A3	.50	Each	EA	50.00	-2,500.00	Edit Delete

A text box in the center of the screen states: "The Vendor can edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading."

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

Step 32

The screenshot shows the WAWF Vendor - Invoice 2-in-1 interface. The 'Attachments' tab is highlighted in the navigation bar. A text box in the center of the screen states: "The vendor can click the Attachments tab to navigate to the Attachments page."

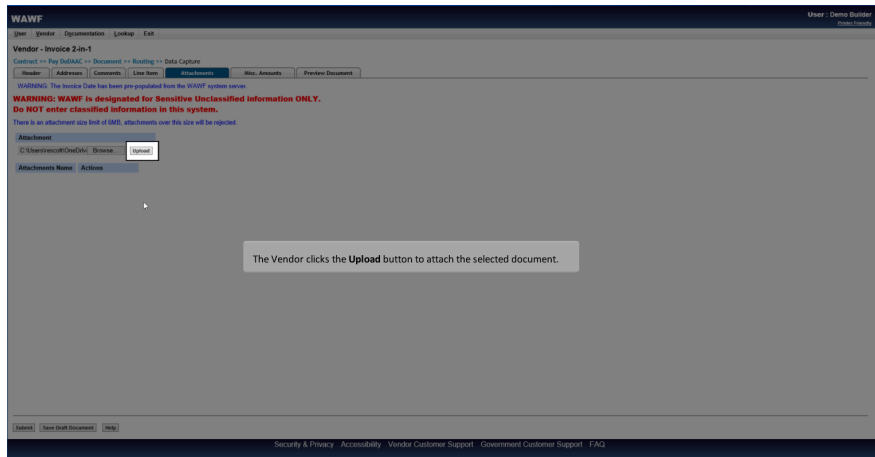
The vendor can click the Attachments tab to navigate to the Attachments page.

Step 33



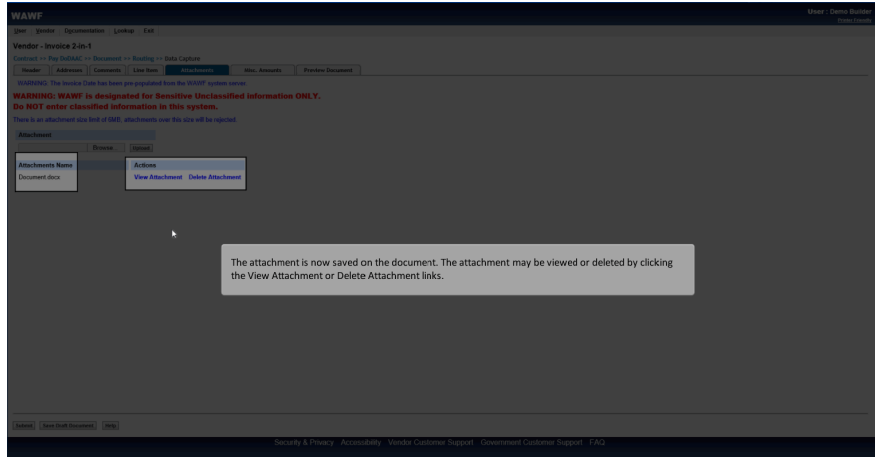
The Attachment page is now displayed. Click the Browse button to locate the file that is to be attached.

Step 34



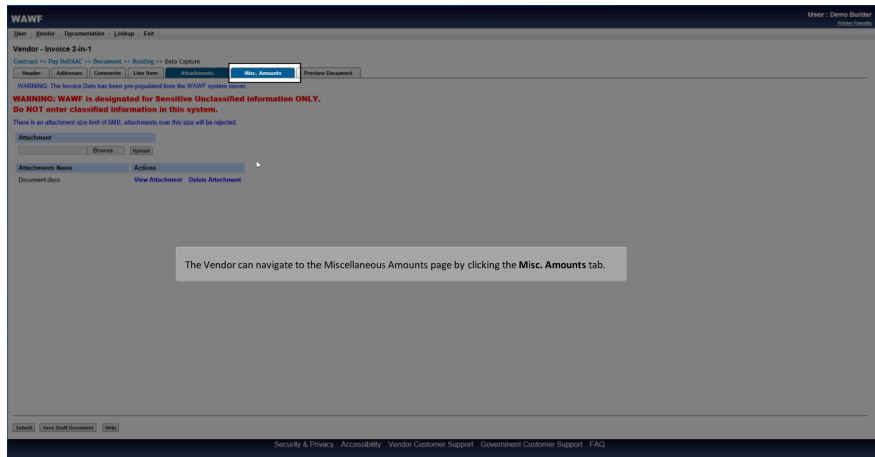
The Vendor clicks the Upload button to attach the selected document.

Step 35



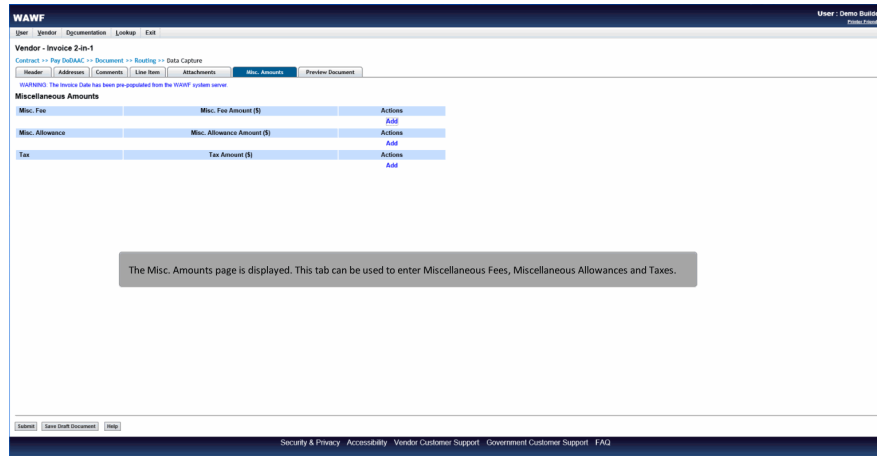
The attachment is now saved on the document. The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Step 36



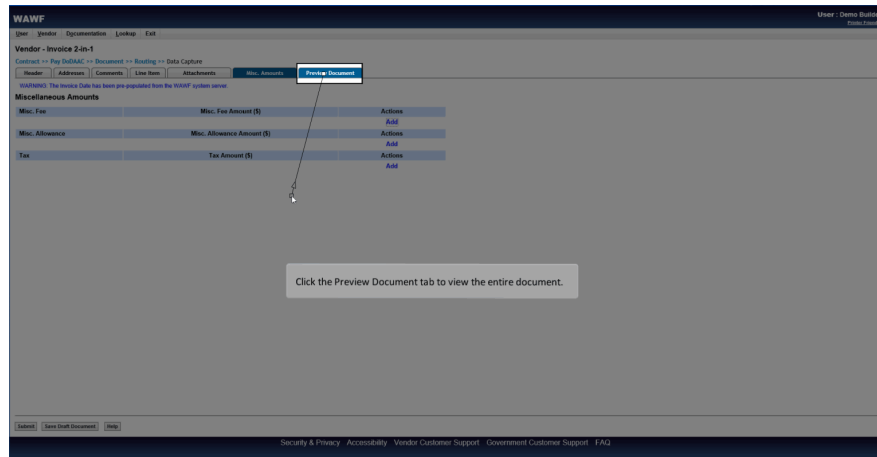
The Vendor can navigate to the Miscellaneous Amounts page by clicking the Misc. Amounts tab.

Step 37



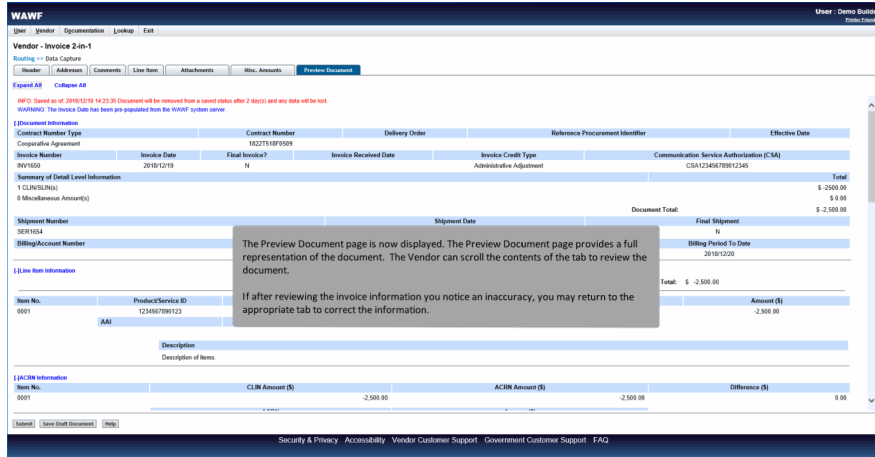
The Misc. Amounts page is displayed. This tab can be used to enter Miscellaneous Fees, Miscellaneous Allowances and Taxes.

Step 38



Click the Preview Document tab to view the entire document.

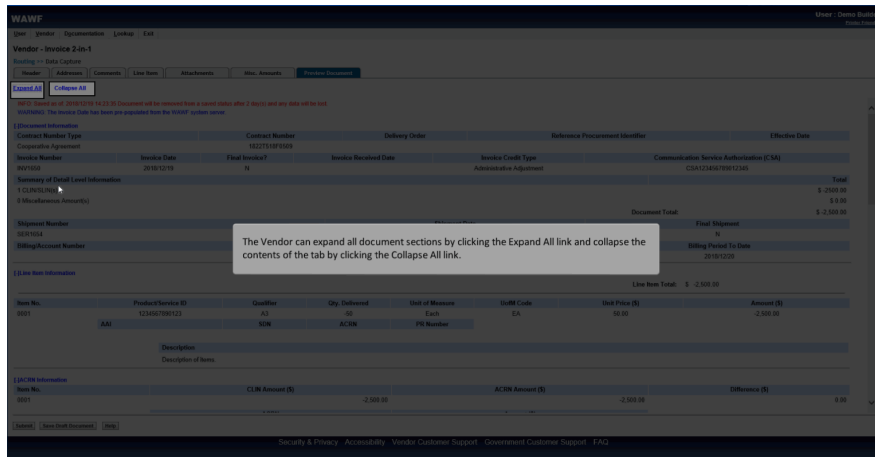
Step 39



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.

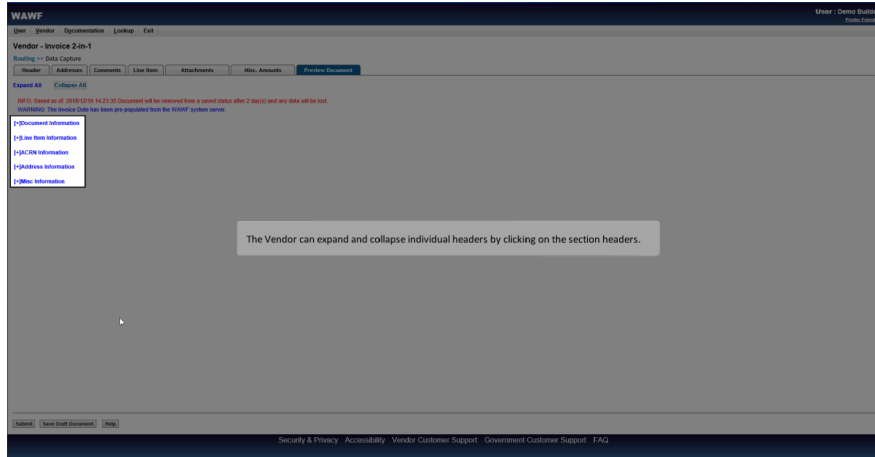
If after reviewing the invoice information you notice an inaccuracy, you may return to the appropriate tab to correct the information.

Step 40



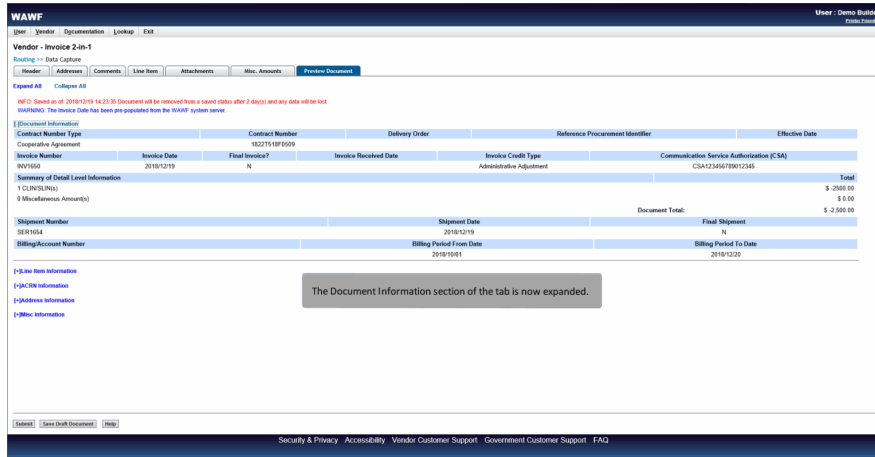
The Vendor can expand all document sections by clicking the Expand All link and collapse the contents of the tab by clicking the Collapse All link.

Step 41



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

Step 42



The Document Information section of the tab is now expanded.

Step 43

WAWF Vendor - Invoice 244-1

Search: Data Center

Header Address Comments Line Item Attachments Misc. Amounts **Vendor Document**

Expand All Collapse All

INFO: Based on v1. 2019/12/19 14:23:25 Document will be removed from a saved status after 2 days and any data will be lost.
WARNING: The Invoice Data has been pre-validated from the WAWF system server.

Document Information		Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date
Contract Number Type		6527518F0209			
Cooperative Agreement					
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	Invoice Credit Type	Communication Service Authorization (CSA)
RV1650	2019/12/19	N		Administrative Adjustment	CSA12345678912345

Summary of Detail Level Information		Total
1 (Contract Line)		\$ 2,000.00
2 (Miscellaneous Amount)		\$ 0.00
Document Total:		\$ 2,000.00

Shipment Number	Shipment Date	Final Shipment
SER1654	2019/12/19	N

Billing Account Number	Billing Period From Date	Billing Period To Date
	2019/09/01	2019/12/31

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

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

Step 44

WAWF Vendor - Invoice 244-1

Success

The Invoice 244-1 (Services Only) was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
6527518F0209		SER1654	RV1650

Send Additional Email Notifications

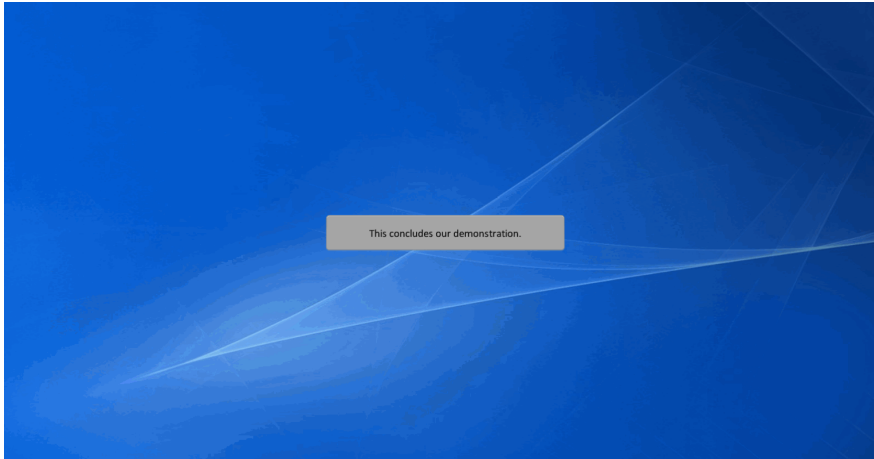
After the document has been submitted, the WAWF system informs the Vendor that the submission was successful.
E-mails, FTP and EDI notifications are sent as applicable.
The Vendor may add more email addresses by clicking the Send Additional Email Notifications link.

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

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

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

End



This concludes our demonstration.