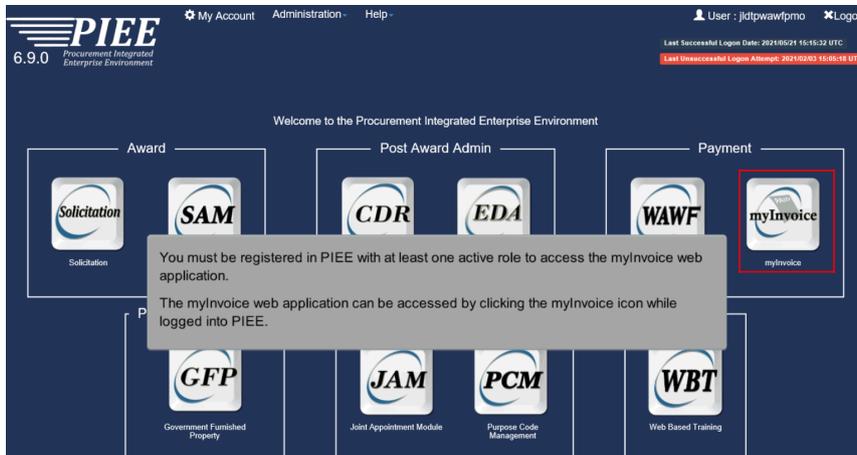


Intro



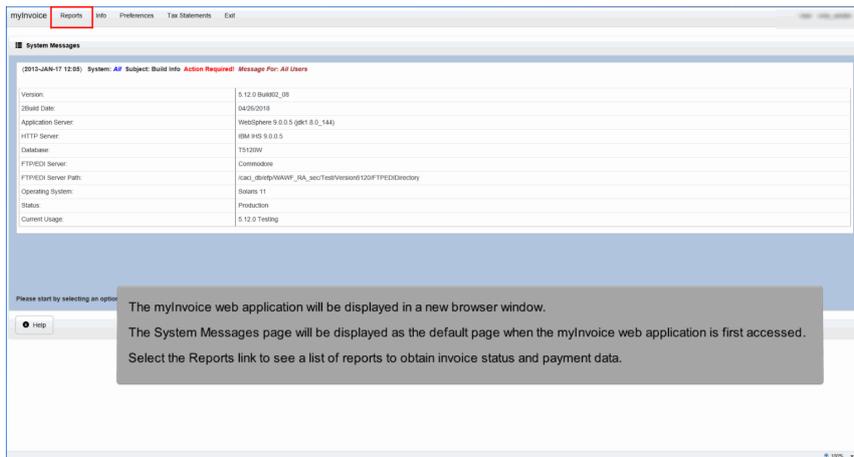
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



You must be registered in PIEE with at least one active role to access the myInvoice web application. The myInvoice web application can be accessed by clicking the myInvoice icon while logged into PIEE.

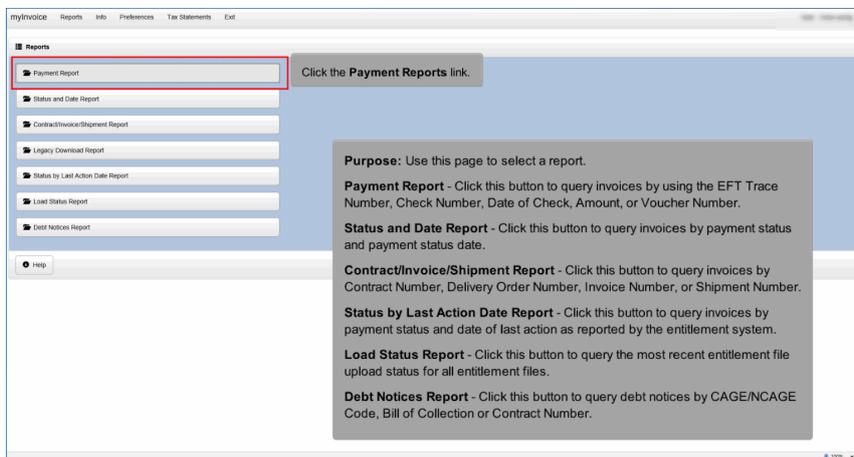
Step 2



The myInvoice web application will be displayed in a new browser window.

The System Messages page will be displayed as the default page when the myInvoice web application is first accessed. Select the Reports link to see a list of reports to obtain invoice status and payment data.

Step 3



Purpose: Use this page to select a report.

Payment Report - Click this button to query invoices by using the EFT Trace Number, Check Number, Date of Check, Amount, or Voucher Number.

Status and Date Report - Click this button to query invoices by payment status and payment status date.

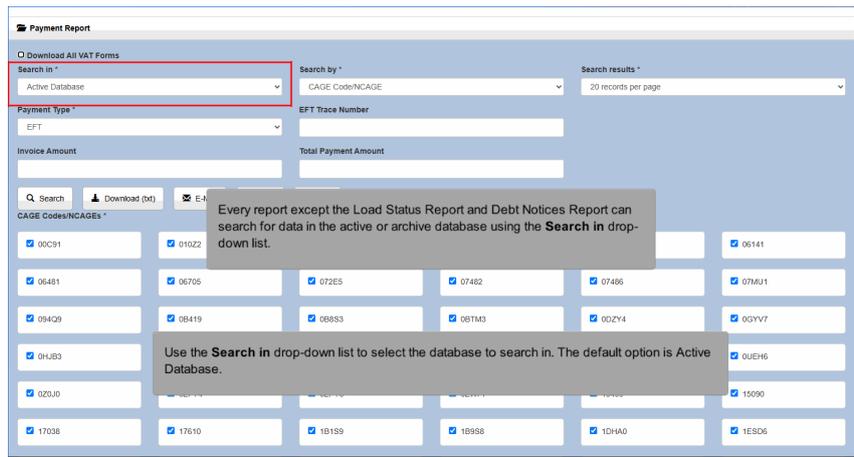
Contract/Invoice/Shipment Report - Click this button to query invoices by Contract Number, Delivery Order Number, Invoice Number, or Shipment Number.

Status by Last Action Date Report - Click this button to query invoices by payment status and date of last action as reported by the entitlement system.

Load Status Report - Click this button to query the most recent entitlement file upload status for all entitlement files.

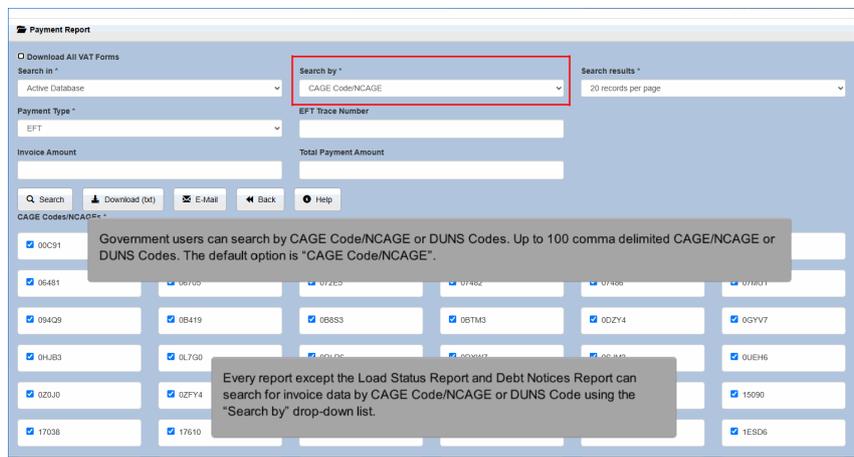
Debt Notices Report - Click this button to query debt notices by CAGE/NCAGE Code, Bill of Collection or Contract Number. Click the Payment Reports link.

Step 4



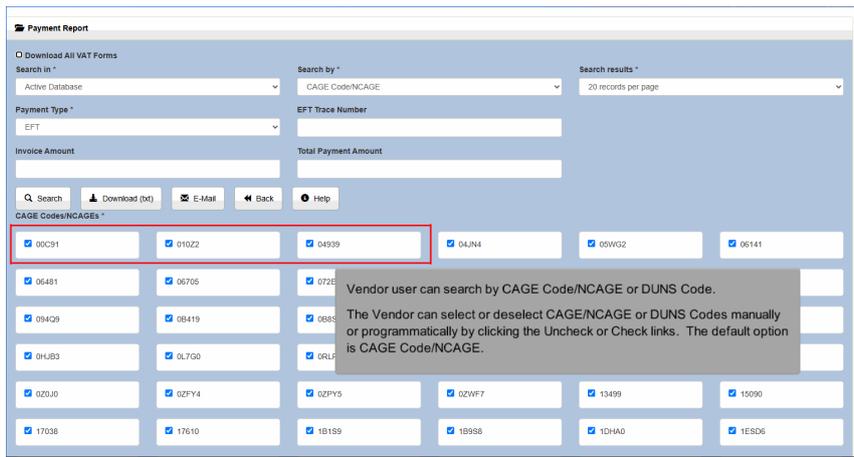
Every report except the Load Status Report and Debt Notices Report can search for data in the active or archive database using the Search in drop-down list. Use the Search in drop-down list to select the database to search in. The default option is Active Database.

Step 5



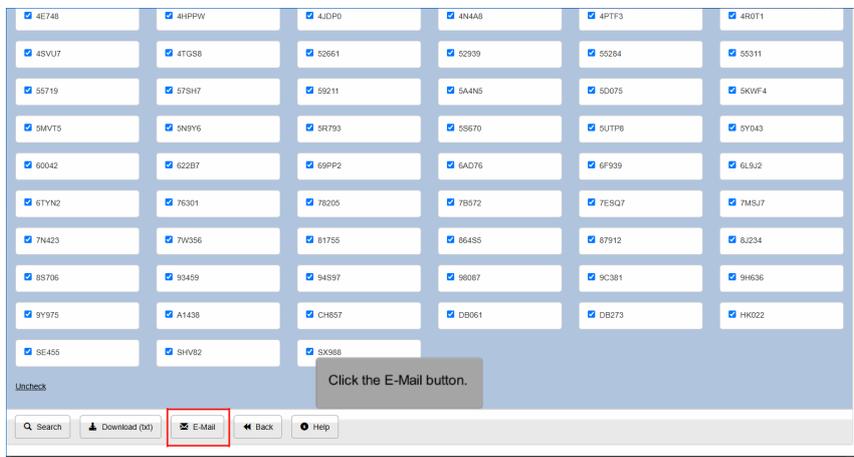
Government users can search by CAGE Code/NCAGE or DUNS Codes. Up to 100 comma delimited CAGE/NCAGE or DUNS Codes. The default option is "CAGE Code/NCAGE". Every report except the Load Status Report and Debt Notices Report can search for invoice data by CAGE Code/NCAGE or DUNS Code using the "Search by" drop-down list.

Step 6



Vendor user can search by CAGE Code/NCAGE or DUNS Code. The Vendor can select or deselect CAGE/NCAGE or DUNS Codes manually or programmatically by clicking the Uncheck or Check links. The default option is CAGE Code/NCAGE.

Step 7



Click the E-Mail button.

Step 8

The screenshot shows the 'E-Mail Assistance' form in the myInvoice application. The form has a menu bar at the top with 'myInvoice', 'Reports', 'Info', 'Preferences', 'Tax Statements', and 'Exit'. Below the menu bar, there are several input fields: 'Name' (pre-filled with 'CORAL LEUNG'), 'E-Mail Address' (pre-filled with 'CORALEUNG@CACI.COM'), 'Company', 'Phone' (pre-filled with '850-333-1245'), 'CAGE Code', 'DUNS Code', 'Payment Office' (a dropdown menu with '- Select -'), 'Payment Type' (pre-filled with 'N/A'), 'Identifying Number', 'Delivery Order / Call Number', 'Payment Date', and 'Invoice Number'. There is also a 'Comments' text area. At the bottom left, there are buttons for 'Send', 'Back', and 'Help'. A grey callout box is overlaid on the form, containing the following text:

Every report except the Load Status Report and Debt Notices Report can send an email to the myInvoice Help Desk requesting assistance in resolving issues associated with the invoice data.

Users can enter the required entries and send an email to the myInvoice Help Desk. The Name, E-Mail Address and Phone will be pre-populated.

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Users can enter the required entries and send an email to the myInvoice Help Desk. The Name, E-Mail Address and Phone will be pre-populated.

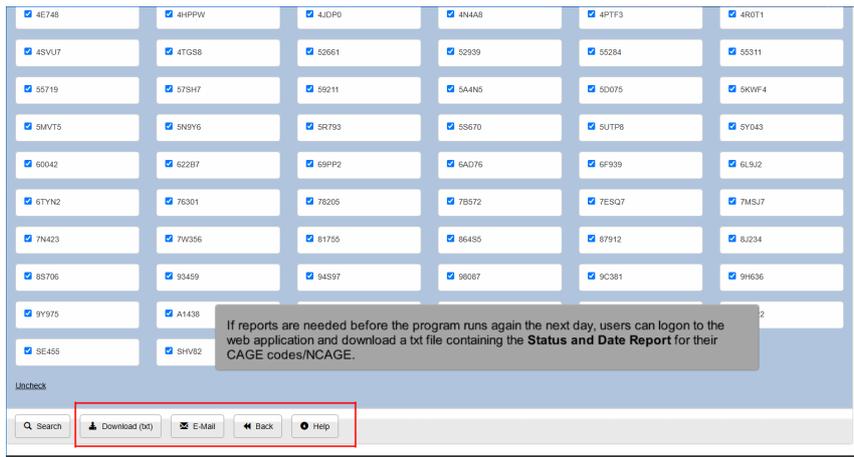
Step 9

The screenshot shows the 'Reports' menu in the myInvoice application. The menu bar at the top is the same as in Step 8. The 'Reports' menu is open, showing a list of report options: 'Payment Report', 'Status and Date Report' (highlighted with a red box), 'Contract/Invoice/ shipment Report', 'Legacy Download Report', 'Status by Last Action Date Report', 'Load Status Report', and 'Debt Notices Report'. A 'Help' button is visible at the bottom left. A grey callout box is overlaid on the bottom of the menu, containing the following text:

There may be cases where a report is not ready when the daily Status and Date Report program runs.

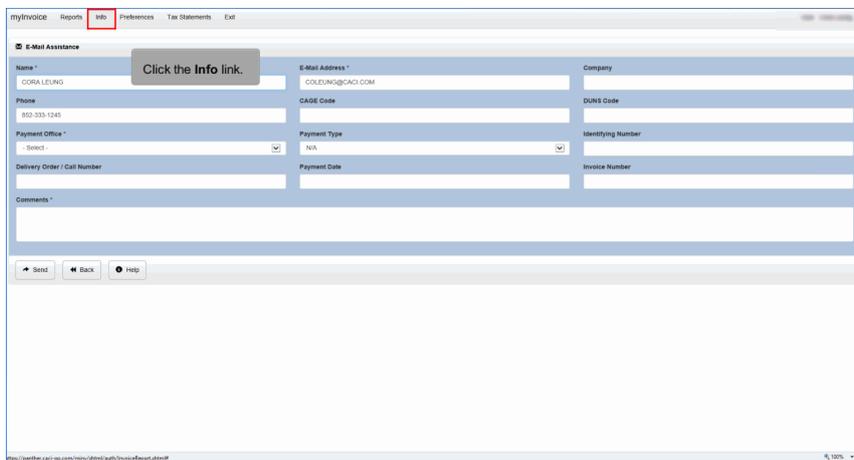
There may be cases where a report is not ready when the daily Status and Date Report program runs.

Step 10



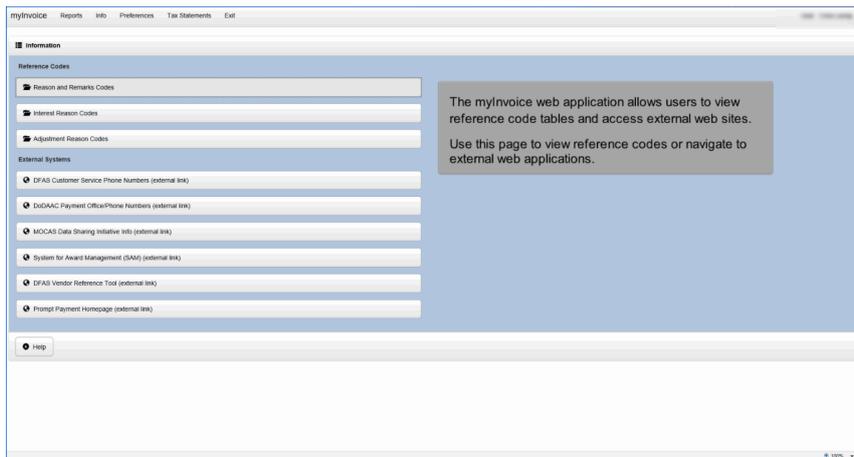
If reports are needed before the program runs again the next day, users can logon to the web application and download a txt file containing the Status and Date Report for their CAGE codes/NCAGE.

Step 11



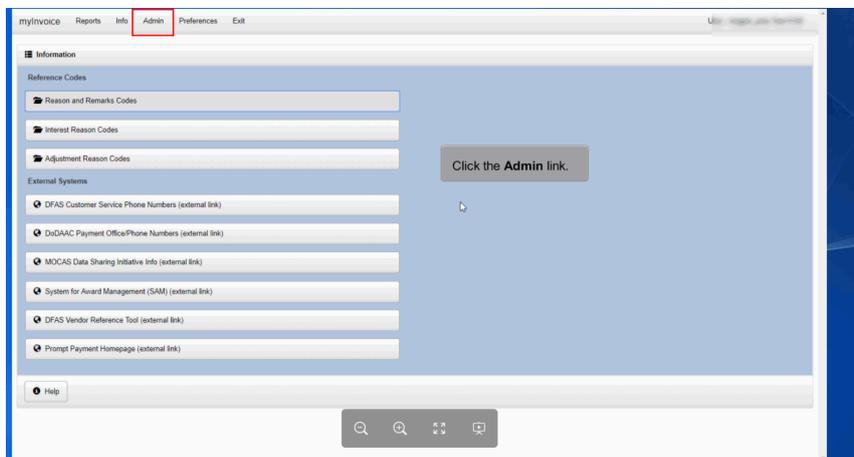
Click the Info link.

Step 12



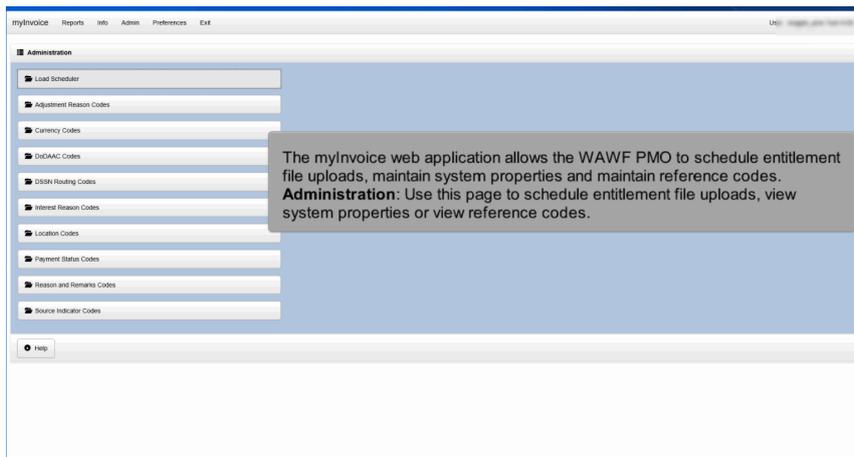
The myInvoice web application allows users to view reference code tables and access external web sites. Use this page to view reference codes or navigate to external web applications.

Step 13



Click the Admin link.

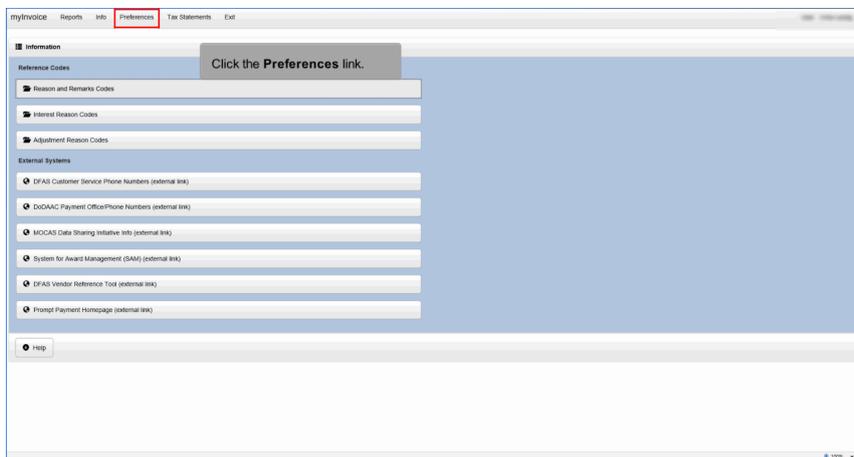
Step 14



The myInvoice web application allows the WAWF PMO to schedule entitlement file uploads, maintain system properties and maintain reference codes.

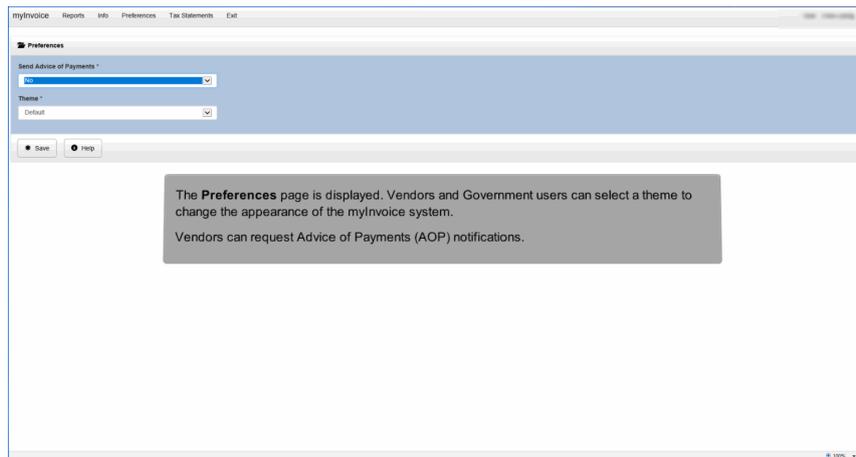
Administration: Use this page to schedule entitlement file uploads, view system properties or view reference codes.

Step 15



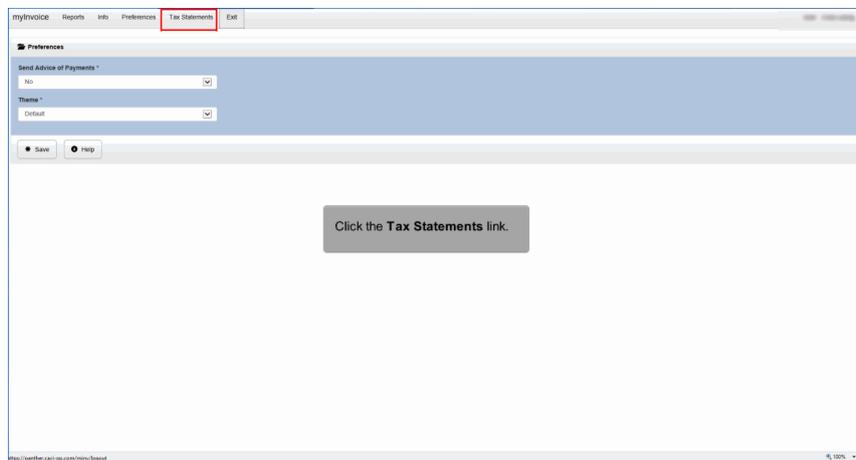
Click the Preferences link.

Step 16



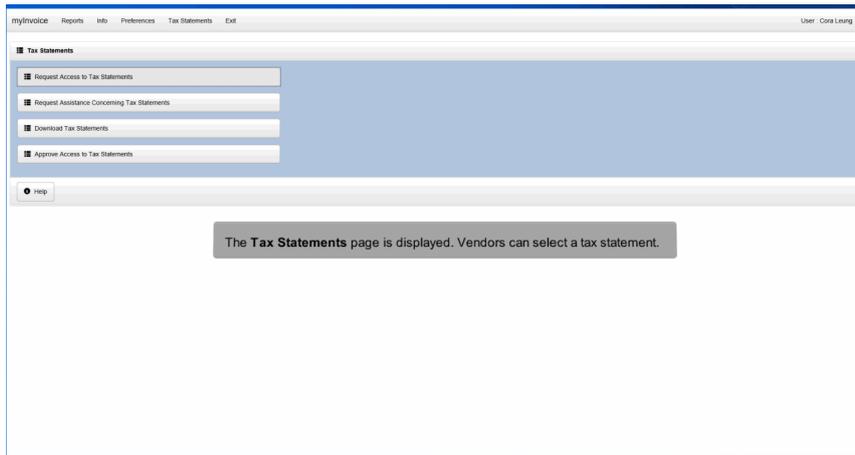
The Preferences page is displayed. Vendors and Government users can select a theme to change the appearance of the myInvoice system.
Vendors can request Advice of Payments (AOP) notifications.

Step 17



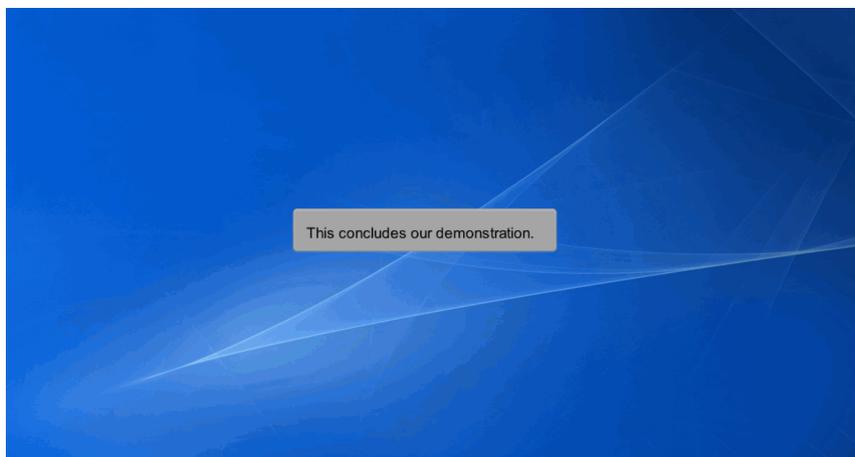
Click the Tax Statements link.

Step 18



The Tax Statements page is displayed. Vendors can select a tax statement.

End



This concludes our demonstration.