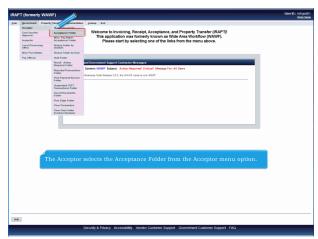


Welcome to Wide Area Workflow e-Business Suite.

This demonstration contains audio narrative. Please adjust your volume accordingly.



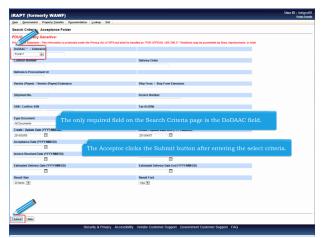
This presentation will demonstrate an Acceptor accepting an Invoice 2-in-1.



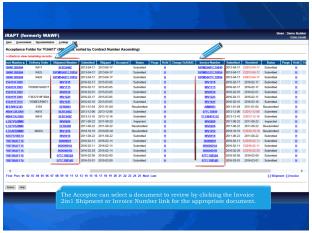
The Acceptor selects the Acceptance Folder from the Acceptor menu option.



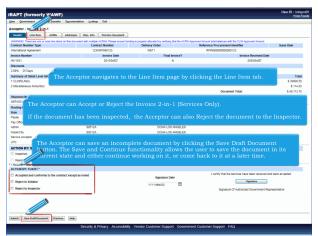
The Search Criteria page is displayed. This page will allow the Acceptor to search for the documents in the Acceptor Folder.



The only required field on the Search Criteria page is the DoDAAC field. The Acceptor clicks the Submit button after entering the select criteria.

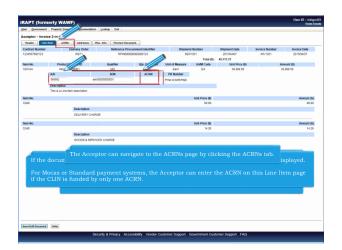


The Acceptor can select a document to review by clicking the Invoice 2in1 Shipment or Invoice Number link for the appropriate document.



The Header page is displayed when the Acceptor opens the Invoice 2-in-1. The Acceptor can Accept or Reject the Invoice 2-in-1 (Services Only).

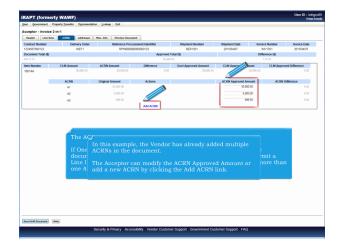
If the document has been inspected, the Acceptor can also Reject the document to the Inspector. The Acceptor can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time. The Acceptor navigates to the Line Item page by clicking the Line Item tab.



The Line Item tab is displayed.

This tab can be used to edit and enter the Agency Accounting Identifier (AAI), Accounting Classification Reference Number (ACRN) and the Standard Document Number (SDN) for each line item if this is required for the Acceptance. If the document is using the One-Pay payment system, the ACRN entry field will not be displayed.

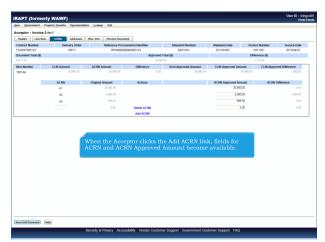
For Mocas or Standard payment systems, the Acceptor can enter the ACRN on this Line Item page if the CLIN is funded by only one ACRN. The Acceptor can navigate to the ACRNs page by clicking the ACRNs tab.



The ACRNs tab is displayed.

If One-Pay, Mocas or Standard, the ACRNs tab will be shown on the document. The One-Pay, Mocas and Standard payment systems permit a Line Item to be funded by several ACRNs. If the CLIN is funded by more than one ACRN, the Acceptor will use this Multiple ACRNs page. In this example, the Vendor has already added multiple ACRNs in the document.

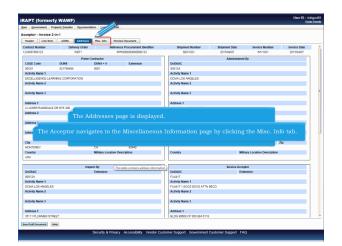
The Acceptor can modify the ACRN Approved Amount or add a new ACRN by clicking the Add ACRN link.



When the Acceptor clicks the Add ACRN link, fields for ACRN and ACRN Approved Amount become available.



The Acceptor enters ACRN and ACRN Approved Amount. The Acceptor can delete the new ACRN by clicking the Delete ACRN link. When the Acceptor has finished reviewing the ACRNs page, the Acceptor navigates to the Addresses page by clicking the Addresses tab.



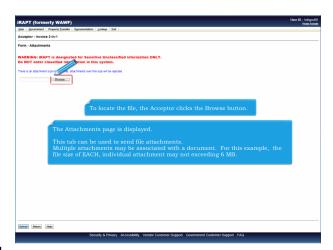
The Addresses page is displayed.

This tab contains the mailing addresses of the Vendor CAGE Codes and Government DoDAACs involved in processing this document. The Acceptor navigates to the Miscellaneous Information page by clicking the Misc. Info tab.



The Miscellaneous Information page is displayed.

This tab can be used to add attachments and comments. The Acceptor can click the "View Attachment" link to view attachments added by previous users. To add an attachment, the Acceptor clicks the "Add Attachments" link.



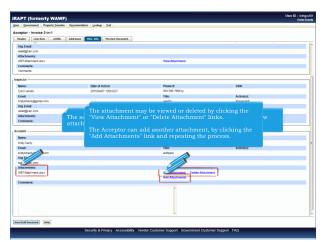
The Attachments page is displayed.

This tab can be used to send file attachments.

Multiple attachments may be associated with a document. For this example, the file size of EACH, individual attachment may not exceeding 6 MB.To locate the file, the Acceptor clicks the Browse button.

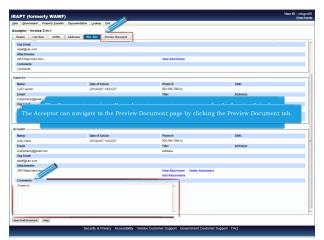


The Acceptor clicks the Upload button to attach the selected document.



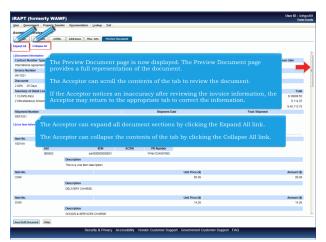
The screen returns to the Miscellaneous Information page with the new attachment that the Acceptor just added to the document. The attachment may be viewed or deleted by clicking the "View Attachment" or "Delete Attachment" links.

The Acceptor can add another attachment, by clicking the "Add Attachments" link and repeating the process.



The Comments section allows Acceptor to enter comments for the Invoice 2-in-1.

Note: Comments are mandatory when the document is being rejected. The Acceptor can navigate to the Preview Document page by clicking the Preview Document tab.

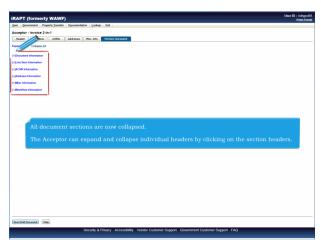


The Preview Document page is now displayed. The Preview Document page provides a full representation of the document.

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

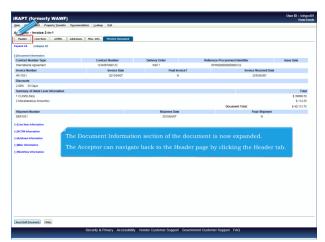
If the Acceptor notices an inaccuracy after reviewing the invoice information, the Acceptor may return to the appropriate tab to correct the information. The Acceptor can expand all document sections by clicking the Expand All link.

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



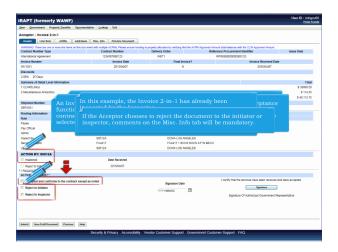
All document sections are now collapsed.

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



The Document Information section of the document is now expanded.

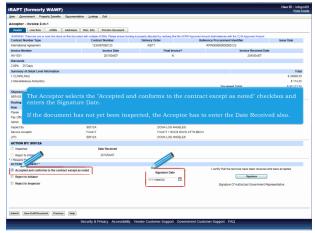
The Acceptor can navigate back to the Header page by clicking the Header tab.



The Header tab is displayed.

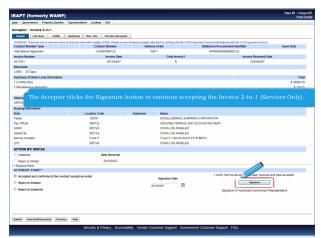
To select the Acceptance approval option, the Acceptor must scroll down to the bottom of the Header page to access the Action section.An Invoice 2-in-1 that has not yet been accepted has an automatic Acceptance functionality. When the Acceptor selects the "Accepted and conforms to the contract except as noted" checkbox, the "Inspected" checkbox is automatically selected to indicate inspection of the goods or services. In this example, the Invoice 2-in-1 has already been inspected by the Inspector.

The Acceptor has the options to accept the document or reject the document to the initiator or inspector. If the Acceptor chooses to reject the document to the initiator or inspector, comments on the Misc. Info tab will be mandatory.

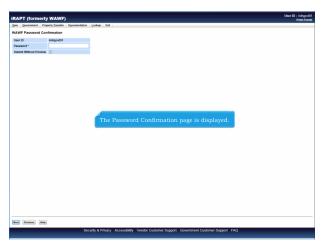


The Acceptor selects the "Accepted and conforms to the contract except as noted" checkbox and enters the Signature Date.

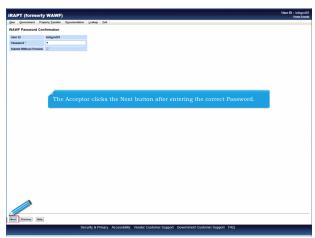
If the document has not yet been inspected, the Acceptor has to enter the Date Received also.



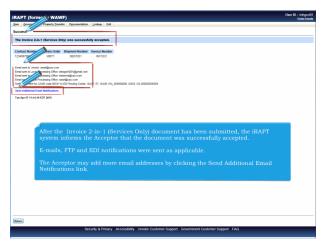
The Acceptor clicks the Signature button to continue accepting the Invoice 2-in-1 (Services Only).



The Password Confirmation page is displayed.



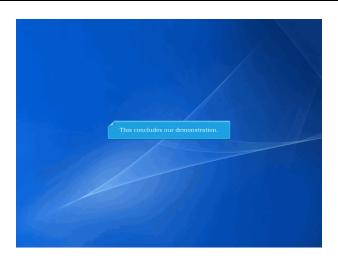
The Acceptor clicks the Next button after entering the correct Password.



After the Invoice 2-in-1 (Services Only) document has been submitted, the iRAPT system informs the Acceptor that the document was successfully accepted.

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

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



This concludes our demonstration.