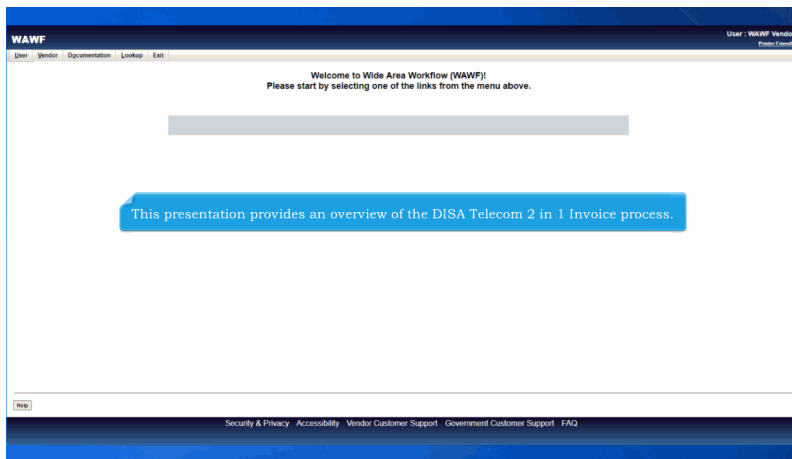## Intro

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

Scene 1

This presentation provides an overview of the DISA Telecom 2 in 1 Invoice process.

Scene 2

To create a DISA Telecom 2-in-1 Invoice, the initiator must enter the FAMIS Pay Official DoDAAC of HQ0811 and ensure all required fields are completed accurately. Select the Next button to proceed.

Scene 3
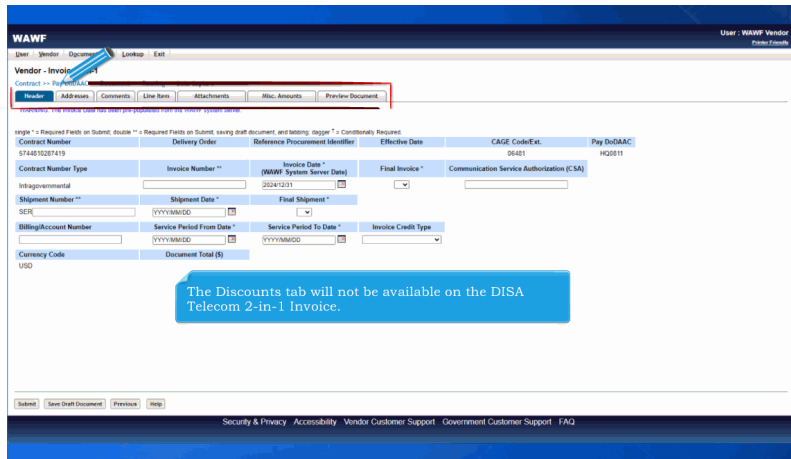

The initiator selects the Invoice as 2-in-1 (Services Only) document type then clicks Next to proceed.

Scene 4
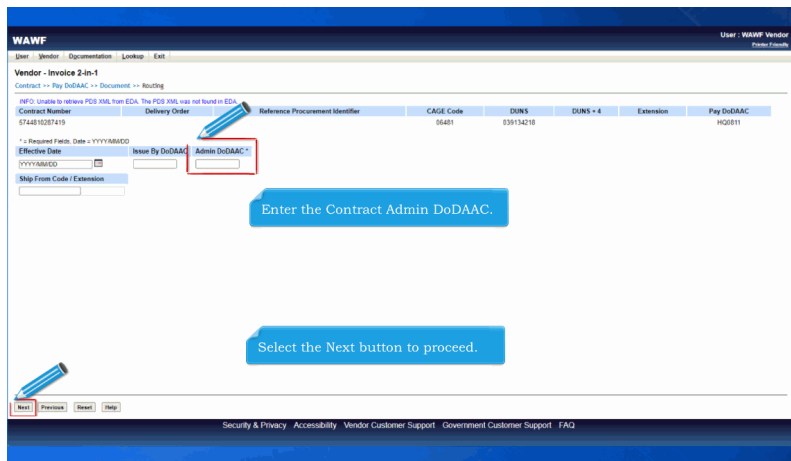
Enter the Contract Admin DoDAAC. Select the Next button to proceed.

Scene 5

The Discounts tab will not be available on the DISA Telecom 2-in-1 Invoice.

Scene 6

The Service Period From and To Dates are mandatory, and both dates must fall within the same calendar month. Ensure both dates are entered and that the From Date is equal to or earlier than the To Date.

The date fields will not be auto populated when creating from a template.
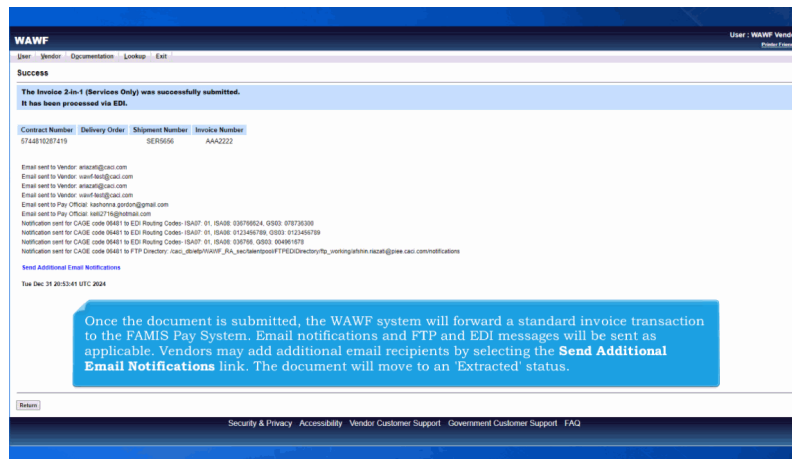
Scene 7

The Billing/Account Number field allows alphanumeric characters, slashes, and dashes, up to 24 characters. This field is optional. The CSA is only available on the DISA Telecom 2-in-1 Invoice and is an optional field. It must consist of up to 30 alphanumeric characters or spaces.

Scene 8

Once the document is submitted, the WAWF system will forward a standard invoice transaction to the FAMIS Pay System. Email notifications and FTP and EDI messages will be sent as applicable. Vendors may add additional email recipients by selecting the Send Additional Email Notifications link. The document will move to an 'Extracted' status.

End
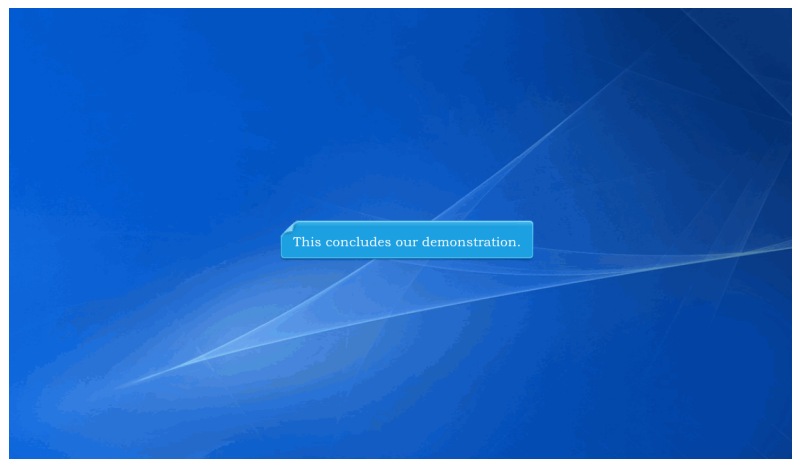
This concludes our demonstration.