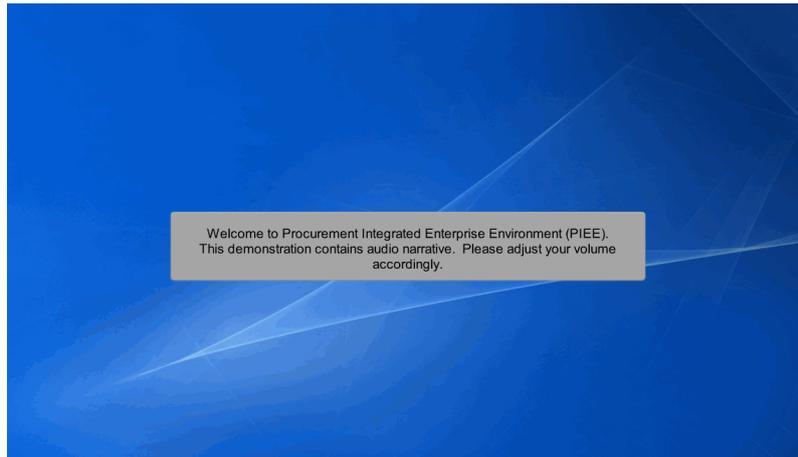
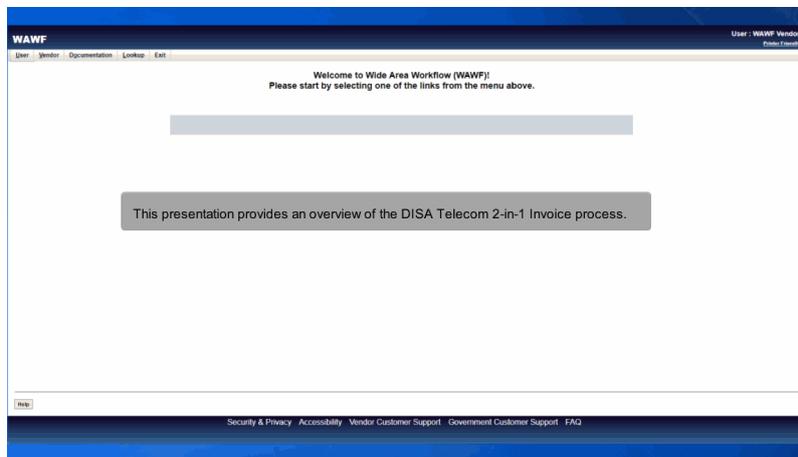


Intro



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

Step 1



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

Step 4

WAWF Vendor - Create Document

Contract --> Pay DoDAAC

INFO: Unable to retrieve PCS XML from EDA. The PCS XML was not found in EDA.
INFO: The contract date is not available in EDA EDA.

INFO: Click the Previous button or Contract --> link to enter a different Contract Number or continue creating the document.

Contract	Reference Procurement Identifier	Contract Number	Contract Number Type	Delivery Order	CAGE	DUNS	DUNS * 4	Extension	Pay Official *
Y		Intragovernmental	5744010207419		06401	039134210			HQ0811

* - Required Fields

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 indicated with an asterisk are completed accurately.

Select the **Next** button to proceed.

Next Previous Reset Help

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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 indicated with an asterisk are completed accurately. Select the Next button to proceed.

Step 5

WAWF Vendor - Create New Document

Contract --> Pay DoDAAC --> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS * 4	Extension	Pay Official	Currency Code
5744010207419			06401	039134210			HQ0811	USD

* - Required Fields

Select Document to Create: *

@ Invoice as 2-in-1 (Services Only)

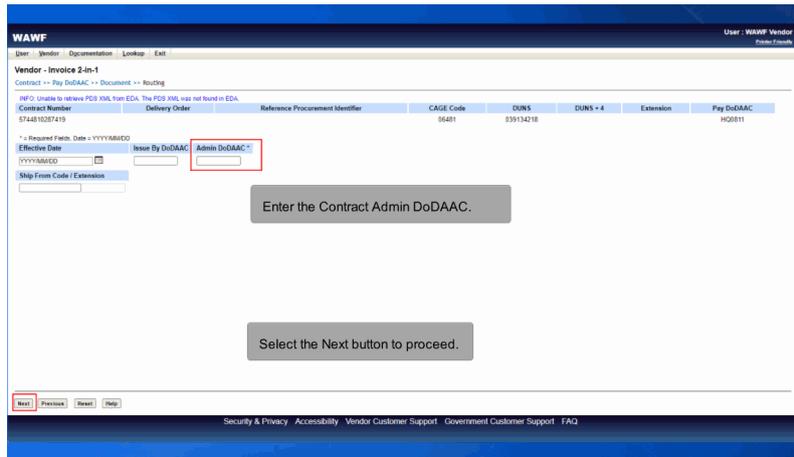
The initiator selects the Invoice as 2-in-1 (Services Only) document type then clicks **Next** to proceed.

Next Previous Reset Help

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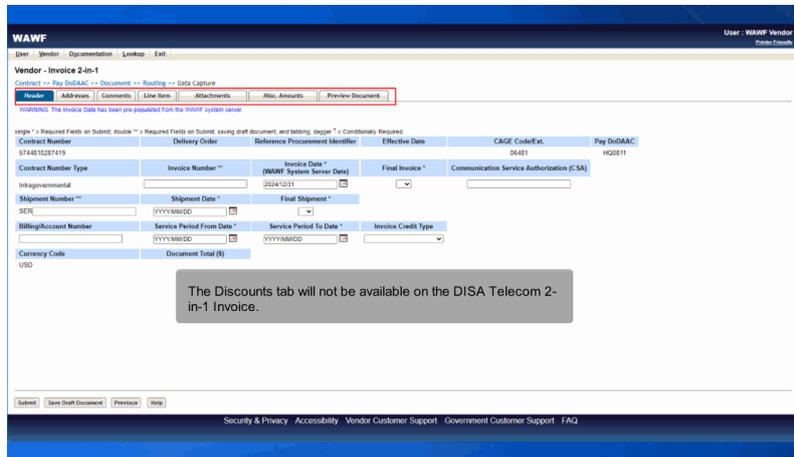
The initiator selects the Invoice as 2-in-1 (Services Only) document type then clicks Next to proceed.

Step 6



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

Step 7



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

Step 8

WAWF User: WAWF Vendor
 Vendor - Invoice 2-in-1
 Contract -> Pay DoDAAC -> Document -> Routing -> Data Capture
 Add Items | Comments | Line Item | Attachments | Bill Amounts | Preview Document
 WARNING: The Invoice Data has been pre-populated from the WAWF system server.
 Note: * Required Fields on Submit; double ** - Required Fields on Submit saving draft document, and saving; triple - Conditionally Required.
 Contract Number: 574810287419 | Delivery Order: | Reference Procurement Identifier: | Effective Date: | CAGE Code/Ext: 05481 | Pay DoDAAC: HQ0811
 Contract Number Type: | Invoice Number: | Invoice Date: (WAWF System Server Date) | Final Invoice: | Communication Service Authorization (CSA):
 Intragovernmental: | Shipment Number: | Shipment Date: | Final Shipment: |
 SER: |
 Billing/Account Number: | Service Period From Date: | Service Period To Date: | Invoice Credit Type: |
 Currency Code: | Document Total (\$): |
 USD

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.

Submit | Save Draft Document | Previous | Help

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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.

Step 9

WAWF User: WAWF Vendor
 Vendor - Invoice 2-in-1
 Contract -> Pay DoDAAC -> Document -> Routing -> Data Capture
 Add Items | Comments | Line Item | Attachments | Bill Amounts | Preview Document
 WARNING: The Invoice Data has been pre-populated from the WAWF system server.
 Note: * Required Fields on Submit; double ** - Required Fields on Submit saving draft document, and saving; triple - Conditionally Required.
 Contract Number: 574810287419 | Delivery Order: | Reference Procurement Identifier: | Effective Date: | CAGE Code/Ext: 05481 | Pay DoDAAC: HQ0811
 Contract Number Type: | Invoice Number: | Invoice Date: (WAWF System Server Date) | Final Invoice: | Communication Service Authorization (CSA):
 Intragovernmental: | Shipment Number: | Shipment Date: | Final Shipment: |
 SER: |
 Billing/Account Number: | Service Period From Date: | Service Period To Date: | Invoice Credit Type: |
 Currency Code: | Document Total (\$): |
 USD

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.

Fill in all fields marked with an asterisk and ensure at least one CLIN/SLIN line item is present on the Line Item Tab.

Submit | Save Draft Document | Previous | Help

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Fill in all fields marked with an asterisk and ensure at least one CLIN/SLIN line item is present on the Line Item Tab. 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.

Step 10

The screenshot shows the WAWF Vendor - Invoice 2-in-1 interface. The 'Addresses' tab is highlighted in red. A callout box with a grey background and black text says "Click the Addresses Tab to go the Addresses page." The interface includes various fields for contract numbers, invoice numbers, dates, and currency. At the bottom, there are buttons for 'Submit', 'Save Draft Document', 'Previous', 'Next', and 'Help'.

Click the Addresses Tab to go the Addresses page.

Step 11

The screenshot shows the WAWF Vendor - Invoice 2-in-1 interface with the 'Addresses' tab selected. A callout box with a grey background and black text explains: "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 interface shows multiple address entries with fields for name, address, city, state, and zip code.

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 10

The screenshot shows the WAWF Vendor - Invoice 2-in-1 interface. The 'Comments' tab is selected, and a text area is visible for entering comments. A callout box points to the 'Comments' tab in the navigation bar.

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.

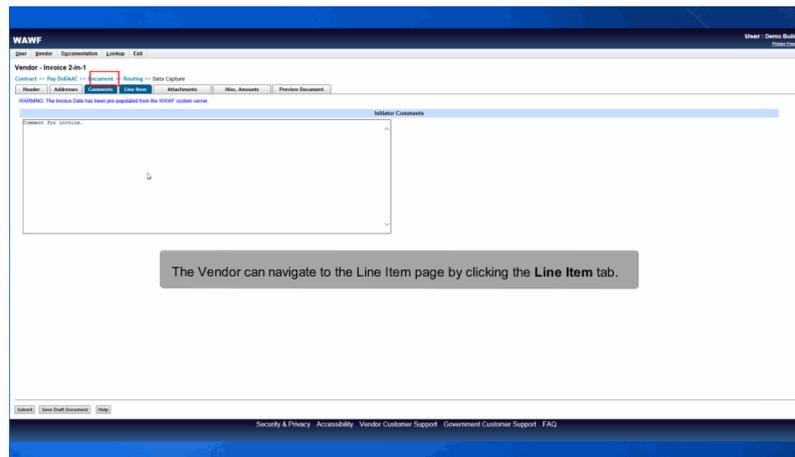
Step 11

The screenshot shows the WAWF Vendor - Invoice 2-in-1 interface with the 'Comments' page displayed. A large text area is provided for entering comments. A callout box points to the text area.

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

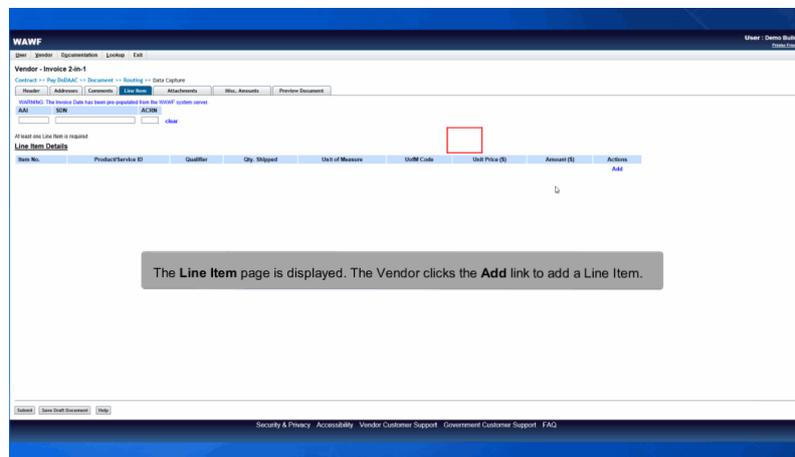
The Comments page is displayed. This tab allows the Vendor to enter further instructions or comments.

Step 12



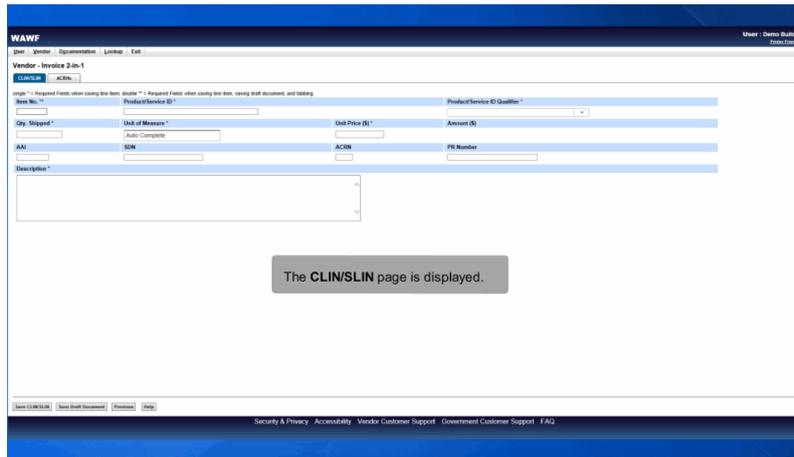
The Vendor can navigate to the Line Item page by clicking the Line Item tab.

Step 13



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

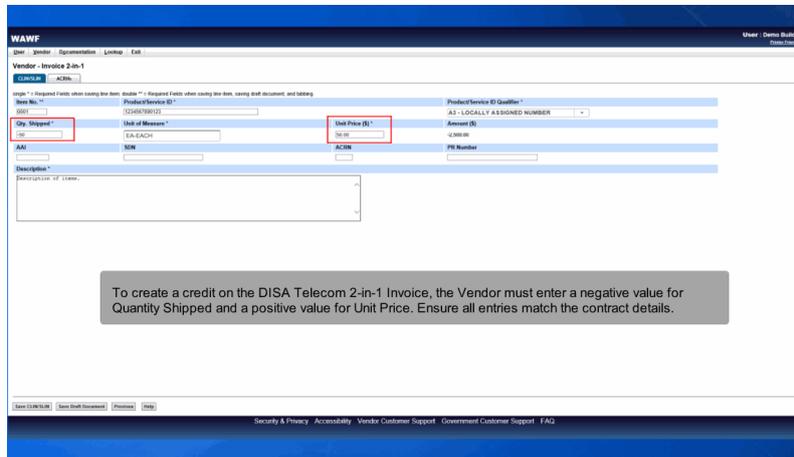
Step 14



The screenshot shows the 'Vendor - Invoice 2-in-1' form in the WAWF system. The form is partially filled with data. A grey callout box in the center of the page states: "The CLIN/SLIN page is displayed."

The CLIN/SLIN page is displayed.

Step 15



The screenshot shows the same 'Vendor - Invoice 2-in-1' form as in Step 14. In this view, the 'Qty Shipped' and 'Unit Price' fields are highlighted with red rectangular boxes. A grey callout box at the bottom of the form contains the following instruction: "To create a credit on the DISA Telecom 2-in-1 Invoice, the Vendor must enter a negative value for Quantity Shipped and a positive value for Unit Price. Ensure all entries match the contract details."

To create a credit on the DISA Telecom 2-in-1 Invoice, the Vendor must enter a negative value for Quantity Shipped and a positive value for Unit Price. Ensure all entries match the contract details.

Step 16

WAWF Vendor - Invoice 2-in-1

Item No. * Product/Service ID * Product/Service ID Qualifier *

Unit of Measure * Unit Price (\$) * Amount (\$)

AN SW ACRN PR Number

Description of Work

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

Save (Ctrl+S) Save Draft Document Previous Next

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

Step 17

WAWF Vendor - Invoice 2-in-1

Item No.	CLM Amount (\$)	ACRN Amount (\$)	Difference (\$)
0001	-2,000.00	0.00	-2,000.00

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

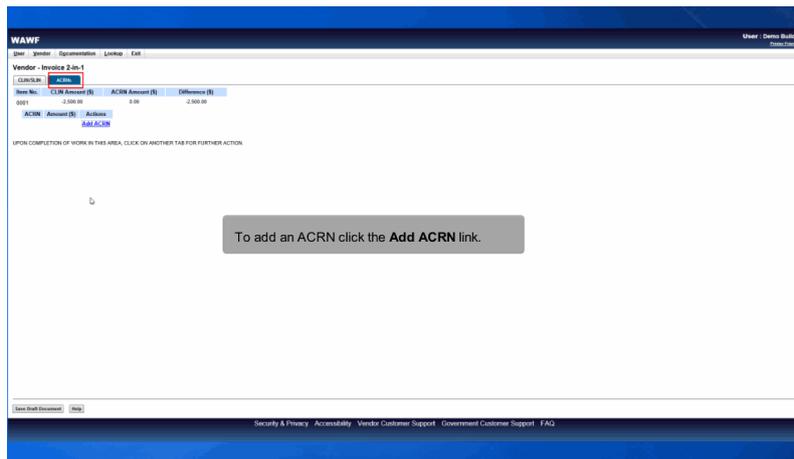
The Accounting Classification Reference Number (ACRN) page is displayed.

Save Draft Document Next

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

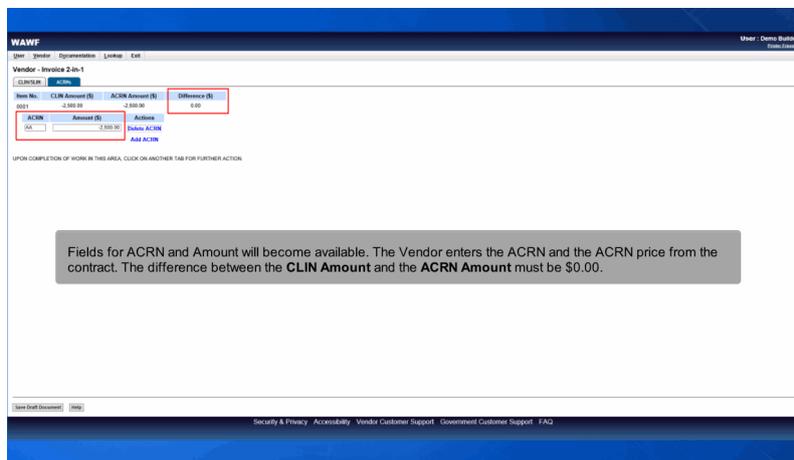
The Accounting Classification Reference Number (ACRN) page is displayed.

Step 18



To add an ACRN click the Add ACRN link.

Step 19



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 20

The screenshot shows the WAWF Vendor - Invoice 2-in-1 page. At the top, there are tabs for 'CLIN/SLIN' and 'ACIN'. Below the tabs is a table with the following data:

Item No.	CLIN Amount (\$)	ACIN Amount (\$)	Difference (\$)
0001	-2,500.00	2,500.00	0.0000

Below the table, there is a section for 'ACIN' with a 'Amount (\$)' field containing '-2,500.00' and an 'Action' dropdown menu with 'Delete ACIN' and 'Add ACIN' options. A text box in the center of the page states: 'The Vendor returns to the CLIN/SLIN page by clicking the CLIN/SLIN tab.'

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

Step 21

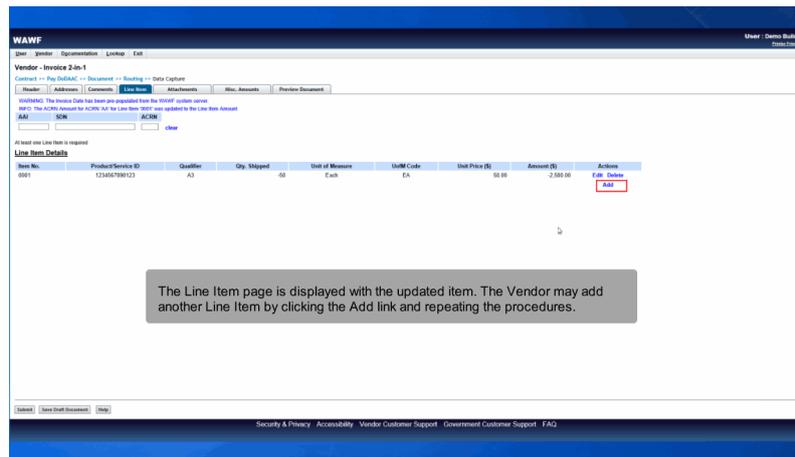
The screenshot shows the WAWF Vendor - Invoice 2-in-1 page with the 'CLIN/SLIN' tab selected. The form contains the following fields:

- Item No.: [Text Field]
- Product/Service ID: [Text Field]
- Unit of Measure: [Text Field]
- Unit Price (\$): [Text Field]
- Amount (\$): [Text Field]
- ACIN: [Text Field]
- PG Number: [Text Field]
- Description: [Text Area]

A text box in the center of the page states: 'The CLIN/SLIN page is displayed, the Vendor can save the Line Item information by clicking the Save CLIN/SLIN button.'

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

Step 22



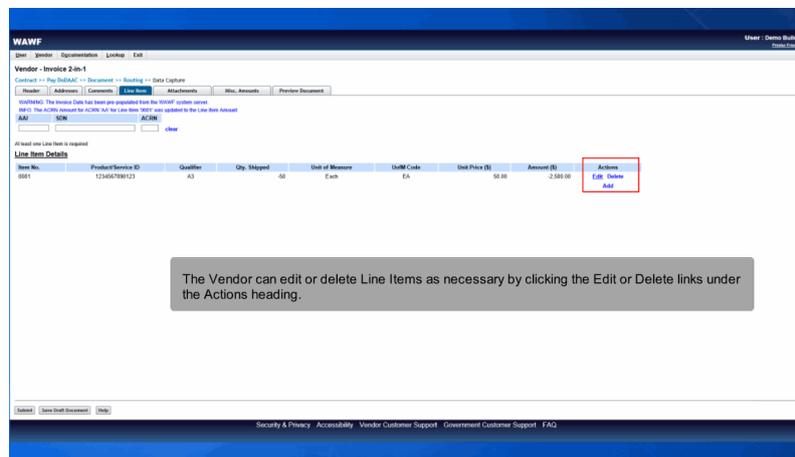
The screenshot shows the WAWF Vendor - Invoice 2-in-1 page. The 'Line Item Details' table contains one item:

Item No.	Product/Service ID	Quantity	Qty. Shipped	Unit of Measure	Unit Code	Unit Price (\$)	Amount (\$)	Actions
0001	121662789123	43	43	Each	EA	50.00	-2,030.00	Add

A text box below the table states: "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."

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 23



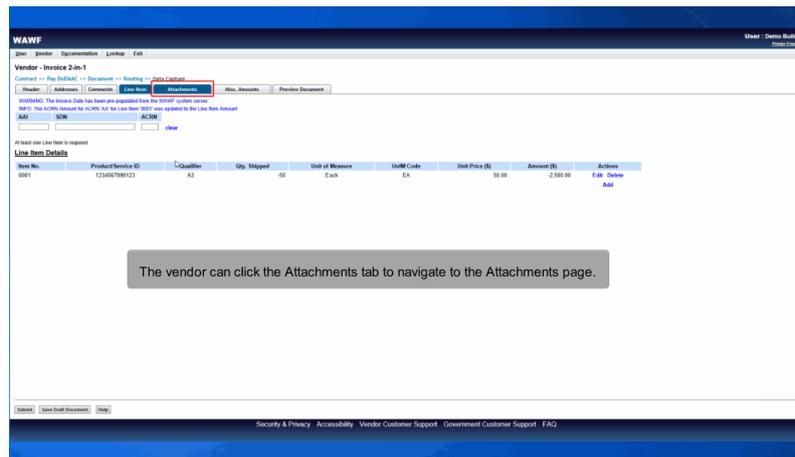
The screenshot shows the WAWF Vendor - Invoice 2-in-1 page. The 'Line Item Details' table contains one item:

Item No.	Product/Service ID	Quantity	Qty. Shipped	Unit of Measure	Unit Code	Unit Price (\$)	Amount (\$)	Actions
0001	121662789123	43	43	Each	EA	50.00	-2,030.00	Edit Delete Add

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

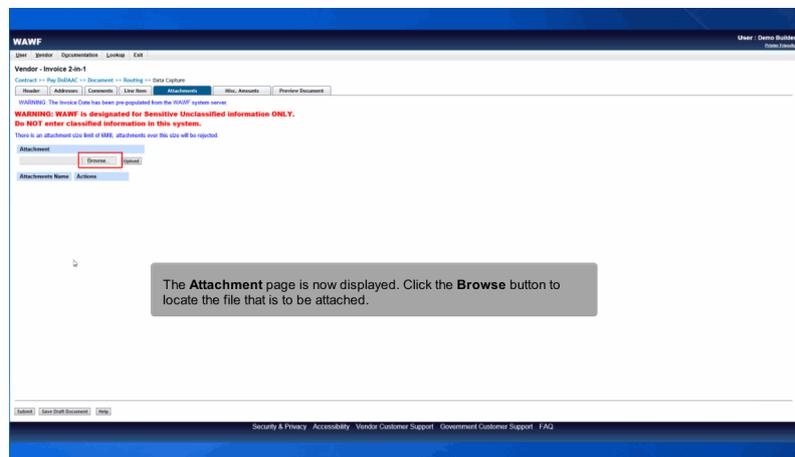
The Vendor can edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading.

Step 24



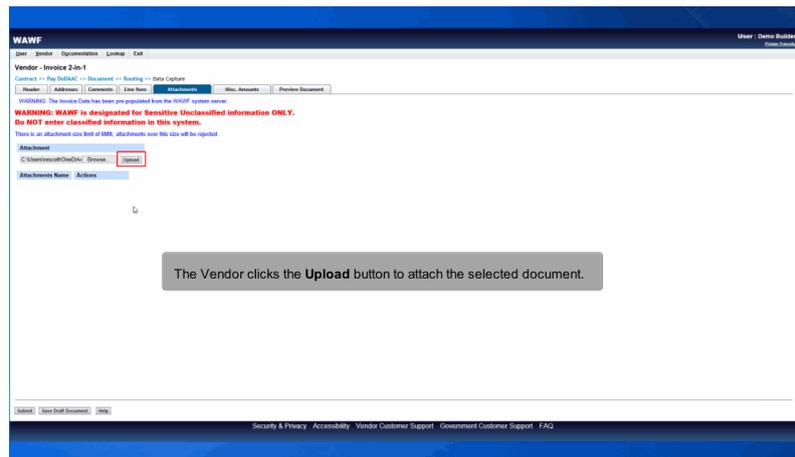
The vendor can click the Attachments tab to navigate to the Attachments page.

Step 25



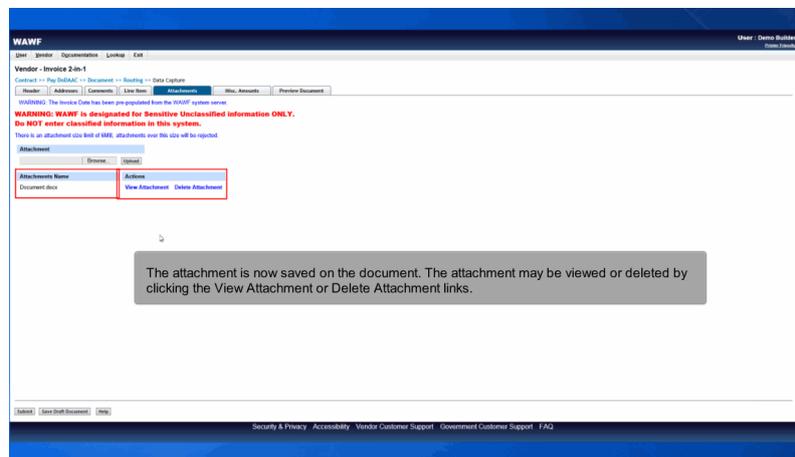
The Attachment page is now displayed. Click the Browse button to locate the file that is to be attached.

Step 26



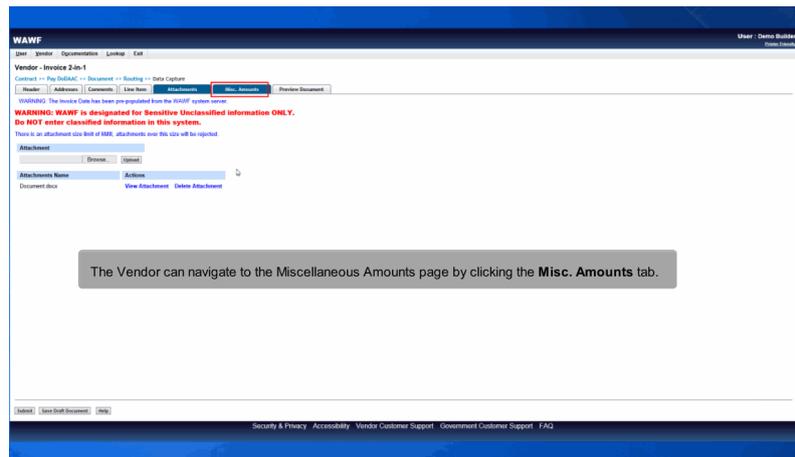
The Vendor clicks the Upload button to attach the selected document.

Step 27



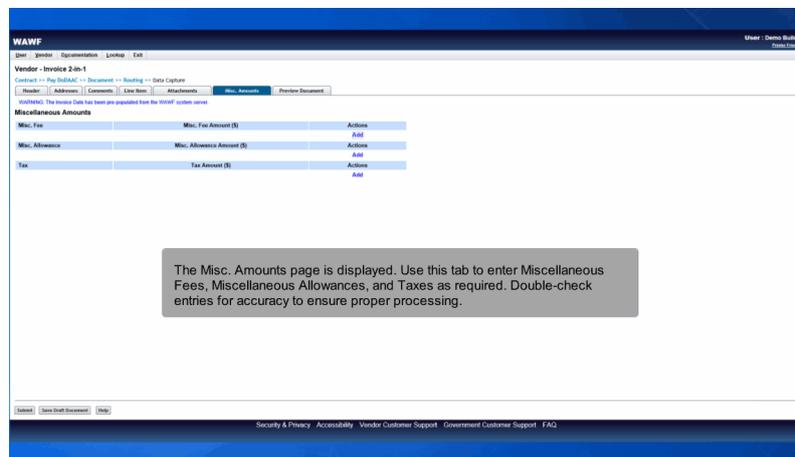
The attachment is now saved on the document. The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Step 28



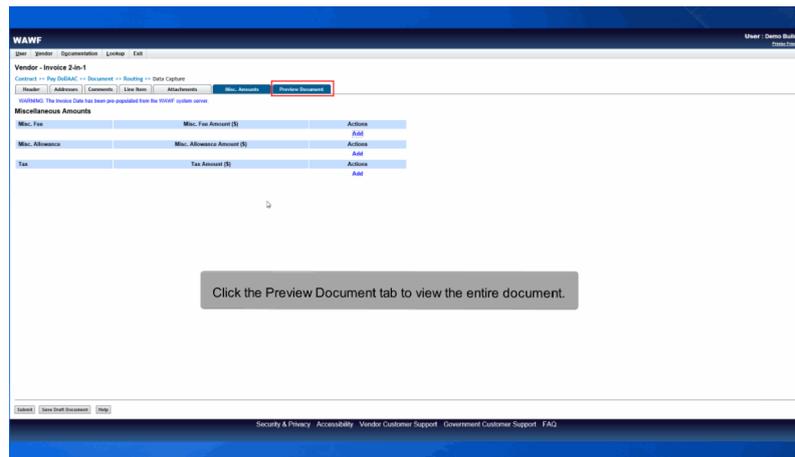
The Vendor can navigate to the Miscellaneous Amounts page by clicking the Misc. Amounts tab.

Step 29



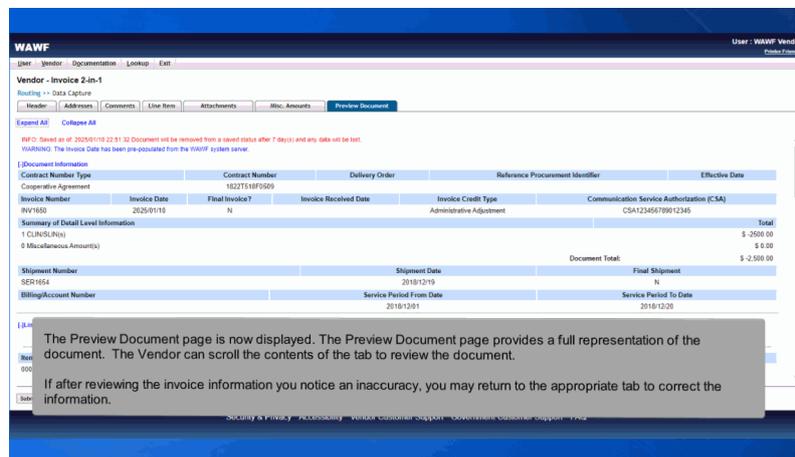
The Misc. Amounts page is displayed. Use this tab to enter Miscellaneous Fees, Miscellaneous Allowances, and Taxes as required. Double-check entries for accuracy to ensure proper processing.

Step 30



Click the Preview Document tab to view the entire document.

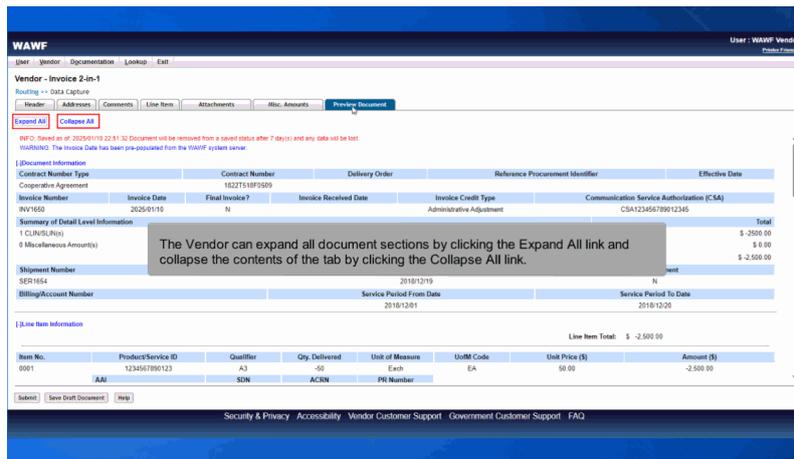
Step 31



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.

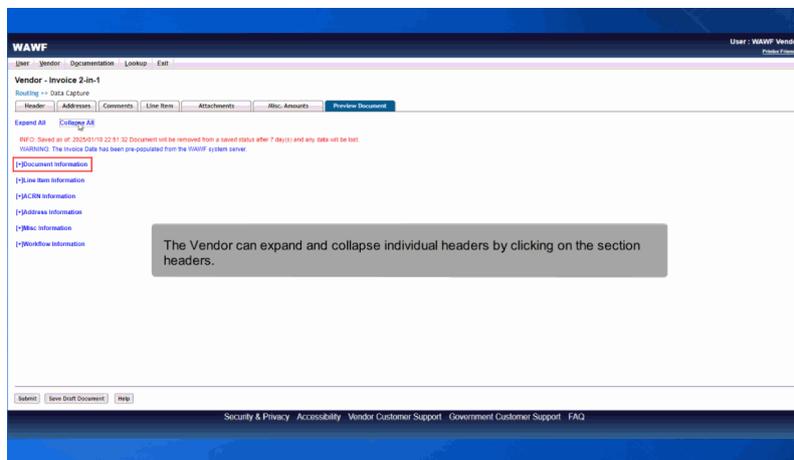
If after reviewing the invoice information you notice an inaccuracy, you may return to the appropriate tab to correct the information.

Step 32



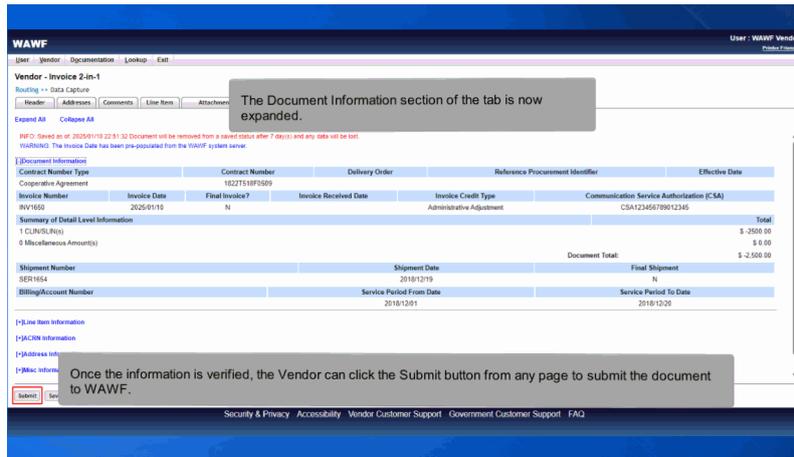
The Vendor can expand all document sections by clicking the Expand All link and collapse the contents of the tab by clicking the Collapse All link.

Step 33



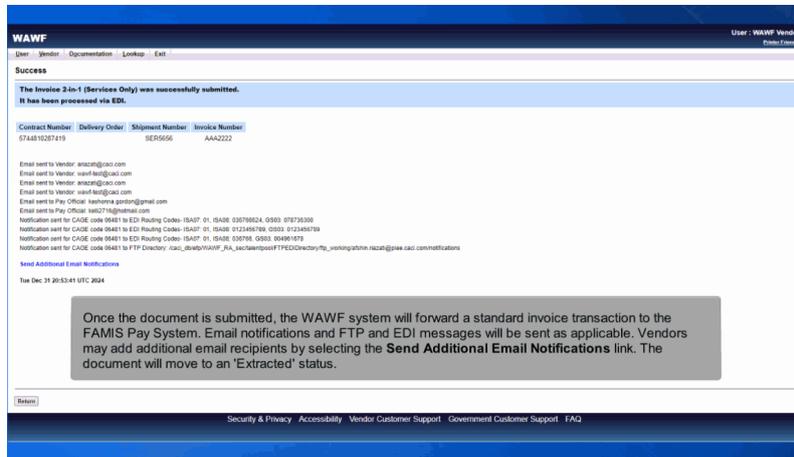
The Vendor can expand and collapse individual headers by clicking on the section headers.

Step 34



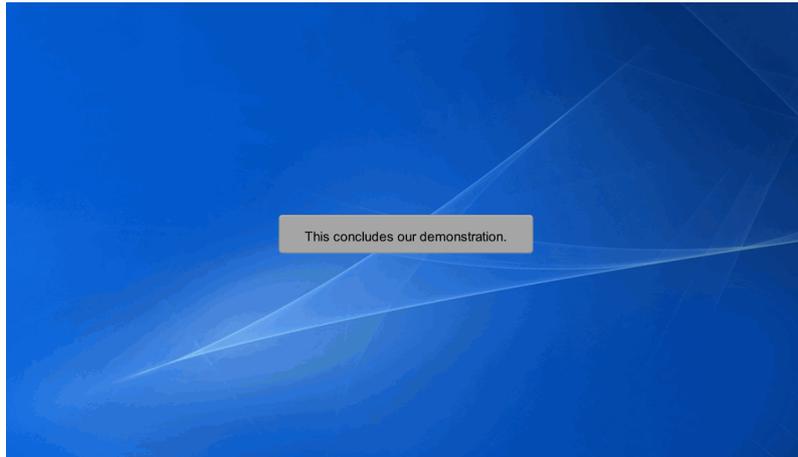
The Document Information section of the tab is now expanded. Once the information is verified, the Vendor can click the Submit button from any page to submit the document to WAWF.

Step 35



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.