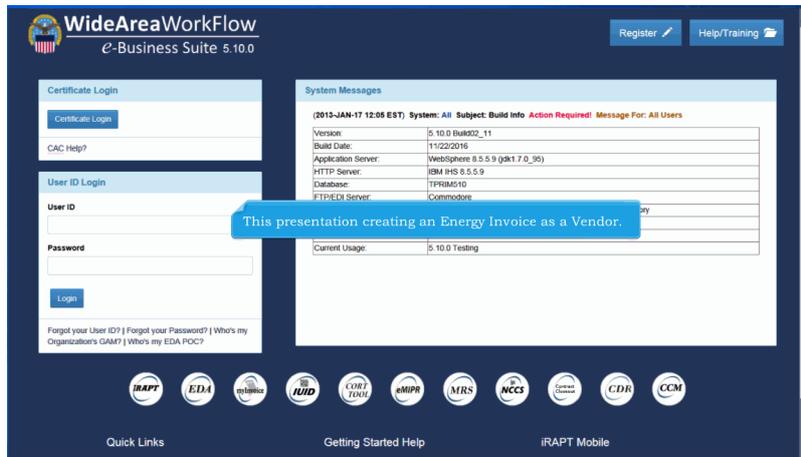
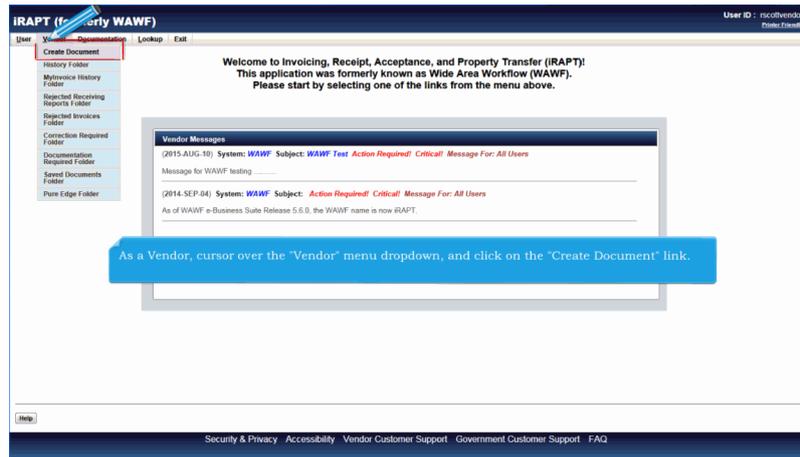


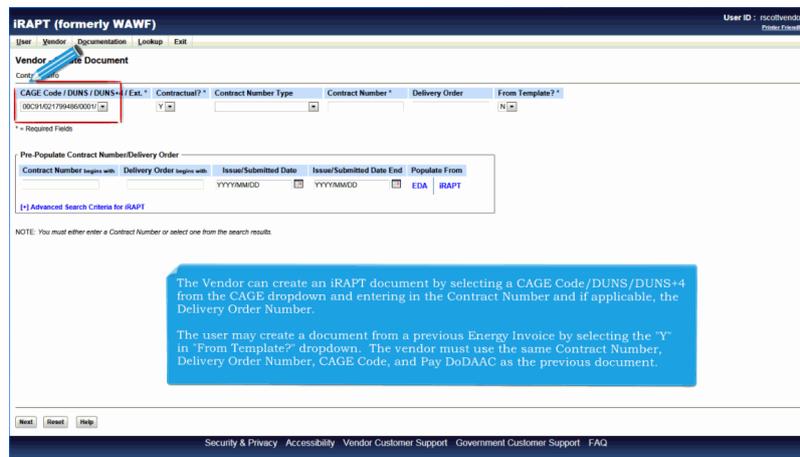
Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.



This presentation creating an Energy Invoice as a Vendor.



As a Vendor, cursor over the "Vendor" menu dropdown, and click on the "Create Document" link.



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

The user may create a document from a previous Energy Invoice by selecting the "Y" in "From Template?" dropdown. The vendor must use the same Contract Number, Delivery Order Number, CAGE Code, and Pay DoDAAC as the previous document.

**iRAPT (formerly WAWF)** User ID : nsc0vndor  
Printer Friendly

User Vendor Documentation Lookup Exit

**Vendor - Create Document**

Contract Info

CAGE Code / DUNS / DUNS+4 / Est.*	Contractal?*	Contract Number Type	Contract Number*	Delivery Order	From Template?*
00C3140217994660001	<input checked="" type="checkbox"/>	International Agreement	SPE600		N

\* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
		YYYYMMDD	YYYYMMDD	EDA BRAPT

[H] Advanced Search Criteria for iRAPT

NOTE: You must either enter a Contract Number or select one from the search results.

To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown list and click on the "EDA" link.

The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.

Next Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown list and click on the "EDA" link.

The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.

**iRAPT (formerly WAWF)** User ID : nsc0vndor  
Printer Friendly

User Vendor Documentation Lookup Exit

**Vendor - Create Document**

Contract Info

CAGE Code / DUNS / DUNS+4 / Est.*	Contractal?*	Contract Number Type	Contract Number*	Delivery Order	From Template?*
00C3140217994660001	<input checked="" type="checkbox"/>	International Agreement	SPE600		N

\* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
		YYYYMMDD	YYYYMMDD	EDA BRAPT

[H] Advanced Search Criteria for iRAPT

NOTE: You must either enter a Contract Number or select one from the search results.

To create an Energy Invoice, the contract number must begin with an "Energy" Issue By DoDAAC.

Next Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

To create an Energy Invoice, the contract number must begin with an "Energy" Issue By DoDAAC.

iRAPT (formerly WAWF) User ID: nsc0fvendor  
Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contract? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
00C9140217994860001	Y	International Agreement	SPE600		N

\* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
		YYYYMMDD	YYYYMMDD	EDA   iRAPT

[+] Advanced Search Criteria for iRAPT

NOTE: You must either enter a Contract Number or select one from the search results.

Once the required fields are entered, click the "Next" button to continue.  
Note: The Delivery Order field is optional in iRAPT, however it may be required by your contract.

Next Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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

Note: The Delivery Order field is optional in iRAPT, however it may be required by your contract.

iRAPT (formerly WAWF) User ID: nsc0fvendor  
Vendor - Create Document

Contract -> Pay DoDAAC

INFO: Unable to retrieve PDS XML from EDA. The PDS XML was not found in EDA.  
INFO: The contract data is not available in DOD EDA.  
INFO: Click the Previous button or Contract # link to enter a different Contract Number or continue creating the document.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		International Agreement	SPE600		00C91	021799486	0001		SL4701

\* = Required Fields

The Pay DoDAAC will be pre-populated from the EDA system if the contract number exists in the EDA system.  
The Vendor can manually enter the Pay DoDAAC from EBS Pay System when creating an Energy Invoice.  
When available, the Vendor may elect to pre-populate line item data from EDA system.  
The Vendor clicks Next to continue.

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Pay DoDAAC will be pre-populated from the EDA system if the contract number exists in the EDA system.

The Vendor can manually enter the Pay DoDAAC from EBS Pay System when creating an Energy Invoice.

When available, the Vendor may elect to pre-populate line item data from EDA system.

The Vendor clicks Next to continue.

IRAPT (formerly WAWF) User ID : rccofvendo  
Printer Friendly

User Vendor Documentation Lookup Exit

Create New Document

Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
SP6500			00C91	02179496	0001		SL4701	USD

\* = Required Fields

Select Document to Create: \*

- Energy Invoice
- Energy Price Corrected Invoice
- Invoice as 2-in-1 (Services Only)
- Energy Receiving Report
- Energy Invoice and Energy Receiving Report (Combo)

The Document Selection page is displayed with a list of valid document types for the selected contract number and pay system.

Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Document Selection page is displayed with a list of valid document types for the selected contract number and pay system.

IRAPT (formerly WAWF) User ID : rccofvendo  
Printer Friendly

User Vendor Documentation Lookup Exit

Create New Document

Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
SP6500			00C91	02179496	0001		SL4701	USD

\* = Required Fields

Select Document to Create: \*

- Energy Invoice
- Energy Price Corrected Invoice
- Invoice as 2-in-1 (Services Only)
- Energy Receiving Report
- Energy Invoice and Energy Receiving Report (Combo)

From:

- From Energy Receiving Report
- From Multiple Energy Receiving Report
- From Archived Energy Receiving Report
- From Archived Multiple Energy Receiving
- From Active and Archived Energy Receiving Report
- From Active and Archived Multiple Energy Receiving

When an Energy Invoice is selected, the user has the option to create from a previous Energy Receiving Report with the same Contract Number, Delivery Order Number, CAGE Code, and Pay DoDAAC.

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

When an Energy Invoice is selected, the user has the option to create from a previous Energy Receiving Report with the same Contract Number, Delivery Order Number, CAGE Code, and Pay DoDAAC.

**iRAPT (formerly WAWF)** User ID : rccofvendo  
Printer Friendly

User Vendor Documentation Logout Exit

Create New Document

Contract --> Pay DoDAAC --> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
SPER00			00C91	021799496	0001		SL4701	USD

Search For: Invoice No.  
Template

\* Active Documents Archived Documents Active and Archived Documents  
\* = Required Fields

Select Document to Create \*

- Energy Invoice
- Invoice as 2-in-1 (Services Only)
- Energy Receiving Report
- Energy Invoice and Energy Receiving Report (Combo)

If "From Template" option was selected in a previous screen, the user is provided with a Search For Template option. For training purposes, this presentation will demonstrate a Vendor creating an Energy Invoice from scratch. The Vendor will type all contract data into the data capture form fields. Click the "Next" button to continue.

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

If "From Template" option was selected in a previous screen, the user is provided with a Search For Template option.

For training purposes, this presentation will demonstrate a Vendor creating an Energy Invoice from scratch. The Vendor will type all contract data into the data capture form fields.

Click the "Next" button to continue.

**iRAPT (formerly WAWF)** User ID : rccofvendo  
Printer Friendly

User Vendor Documentation Logout Exit

Vendor - Energy Invoice

Contract --> Pay DoDAAC --> Document --> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
SPER00			00C91	021799496	0001		SL4701

\* = Required Fields, Date = YYYYMMDD

Issue Date Issue By DoDAAC Admin DoDAAC \*

YYYYMMDD [ ] [ ] [ ]

Shipment Date \* Ship To Code / Extension Ship From Code / Extension Accept By DoDAAC / Extension

YYYYMMDD [ ] [ ] [ ] [ ] [ ] [ ]

The Routing page is displayed. iRAPT electronically routes the document based on the location code (DoDAAC/CAGE) fields. Therefore, ensure that the information is accurate according to the latest contract information.

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Routing page is displayed.

iRAPT electronically routes the document based on the location code (DoDAAC/CAGE) fields. Therefore, ensure that the information is accurate according to the latest contract information.

**iRAPT (formerly WAWF)** User ID : nsc01vendor  
Printer Friendly

User Vendor Documentation Lookup Exit

**Vendor - Energy Invoice**

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
SPE600			00C91	021799486	0001		SL4701

\* = Required Fields, Date = YYYYMMDD

Issue Date	Issue By DoDAAC	Admin DoDAAC *
YYYYMMDD	FL4417	80512A

Shipment Date *	Ship To Code * / Extension	Ship From Code / Extension	Accept By DoDAAC / Extension
20150812	FL4417		

The Vendor must complete any required fields (as denoted by an asterisk) and make sure each DoDAAC is active in the iRAPT

To verify if the DoDAAC is active in the iRAPT system, the Vendor can use the Active DoDAACs and Roles link on the iRAPT Homepage menu.

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Vendor must complete any required fields (as denoted by an asterisk) and make sure each DoDAAC is active in the iRAPT

To verify if the DoDAAC is active in the iRAPT system, the Vendor can use the Active DoDAACs and Roles link on the iRAPT Homepage menu.

**iRAPT (formerly WAWF)** User ID : nsc01vendor  
Printer Friendly

User Vendor Documentation Lookup Exit

**Vendor - Energy Invoice**

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
SPE600			00C91	021799486	0001		SL4701

\* = Required Fields, Date = YYYYMMDD

Issue Date	Issue By DoDAAC	Admin DoDAAC *
YYYYMMDD	FL4417	80512A

Shipment Date *	Ship To Code * / Extension	Ship From Code / Extension	Accept By DoDAAC / Extension
20150812	FL4417		

After entering the routing data, click the "Next" button to continue.

Next Previous Reset Help

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After entering the routing data, click the "Next" button to continue.

The "Header" tab is displayed.  
The Invoice Date has been pre-populated from the iRAPT system server. Changing it may cause processing issues with the entitlement system.

The "Header" tab is displayed.

The Invoice Date has been pre-populated from the iRAPT system server. Changing it may cause processing issues with the entitlement system.

If the Energy Invoice is a Final Invoice, select "Y" from the dropdown list.

If the Energy Invoice is a Final Invoice, select "Y" from the dropdown list.

The screenshot shows the 'Vendor - Energy Invoice' form in the IRAPT system. The 'Final Shipment' dropdown menu is highlighted with a red box and a blue arrow. A blue callout box contains the text: "If the Energy Invoice is a Final Shipment, select 'Y' from the dropdown list." The form includes fields for Contract Number, Invoice Number, Invoice Date, and Shipment Date. The 'Final Shipment' dropdown is currently set to 'N'.

If the Energy Invoice is a Final Shipment, select "Y" from the dropdown list.

The screenshot shows the 'Vendor - Energy Invoice' form in the IRAPT system. The 'Addresses' tab is highlighted with a red box and a blue arrow. A blue callout box contains the text: "After entering all mandatory fields, click the 'Addresses' tab to navigate to the Addresses page." The form includes fields for Contract Number, Invoice Number, Invoice Date, and Shipment Date. The 'Final Shipment' dropdown is currently set to 'N'.

After entering all mandatory fields, click the "Addresses" tab to navigate to the Addresses page.

iRAPT (formerly WAWF) User ID : ncoffvndor  
Printer Friendly

User Vendor Documentation Lookup Exit

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Items Misc. Amounts Attachments Preview Document

WARNING: The Invoice Date has been pre-populated from the iRAPT system server.  
\* = Required Fields

Payee: 06C31 DUNS: 021795486 DUNS + 4: 0001 Extension:

\* Payee Name 1: EXCELLENCE LEARNING CORPORATION  
Payee Name 2:  
Payee Name 3:

Address 1: 2 LOWER RAGSDALE DR STE 200  
Address 2:  
Address 3:  
Address 4:

City: MONTEREY  
Country: USA

Administered By DoDAAC: S0512A

\* Activity Name 1: DOWA LOS ANGELES  
Activity Name 2:  
Activity Name 3:

Address 1: 16111 PLUMMER STREET  
Address 2: BLDG 10 2ND FLOOR  
Address 3:

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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, iRAPT will pre-populate the address information for each of the location codes onto the document.

iRAPT (formerly WAWF) User ID : ncoffvndor  
Printer Friendly

User Vendor Documentation Lookup Exit

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Items Misc. Amounts Attachments Preview Document

WARNING: The Invoice Date has been pre-populated from the iRAPT system server.  
\* = Required Fields

Payee: 06C31 DUNS: 021795486 DUNS + 4: 0001 Extension:

\* Payee Name 1: EXCELLENCE LEARNING CORPORATION  
Payee Name 2:  
Payee Name 3:

Address 1: 2 LOWER RAGSDALE DR STE 200  
Address 2:  
Address 3:  
Address 4:

City: MONTEREY  
Country: USA Military Location Description:

Administered By DoDAAC: S0512A

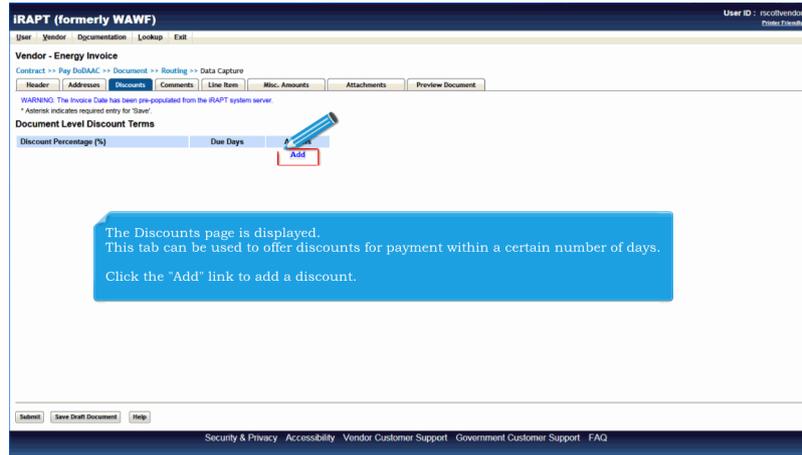
\* Activity Name 1: DOWA LOS ANGELES  
Activity Name 2:  
Activity Name 3:

Address 1: 16111 PLUMMER STREET  
Address 2: BLDG 10 2ND FLOOR  
Address 3:

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

To navigate to the Discounts page, click the "Discounts" tab.

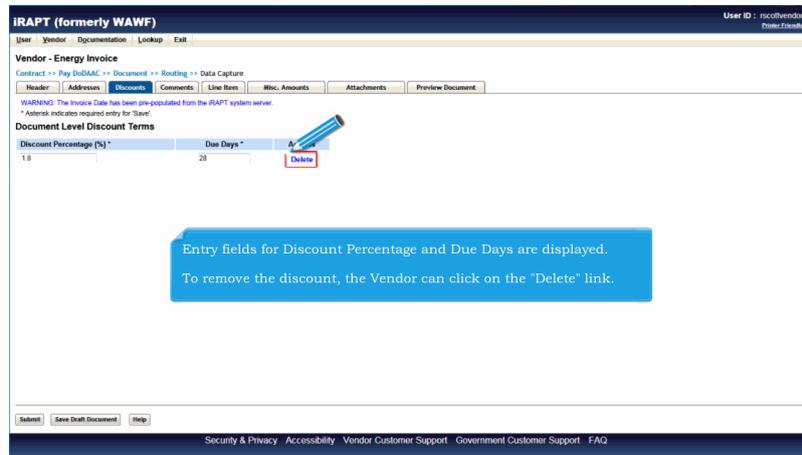


The Discounts page is displayed.  
This tab can be used to offer discounts for payment within a certain number of days.  
Click the "Add" link to add a discount.

The Discounts page is displayed.

This tab can be used to offer discounts for payment within a certain number of days.

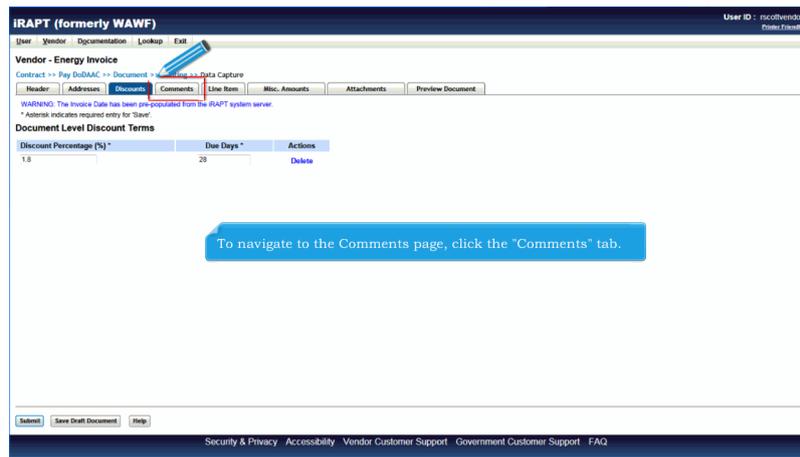
Click the "Add" link to add a discount.



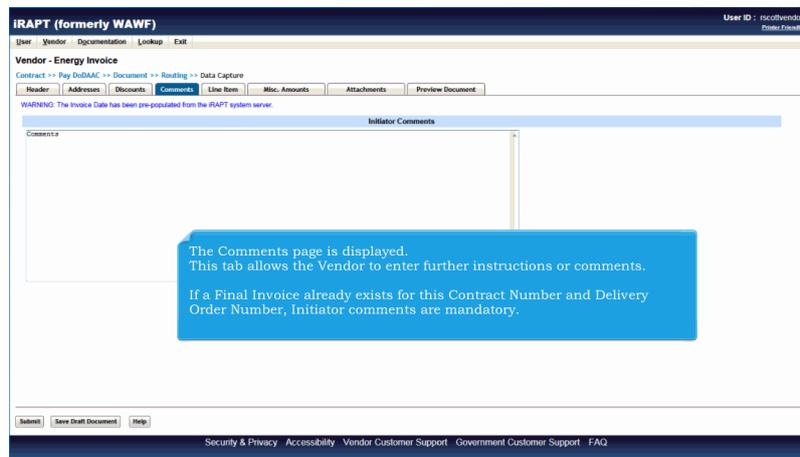
Entry fields for Discount Percentage and Due Days are displayed.  
To remove the discount, the Vendor can click on the "Delete" link.

Entry fields for Discount Percentage and Due Days are displayed.

To remove the discount, the Vendor can click on the "Delete" link.

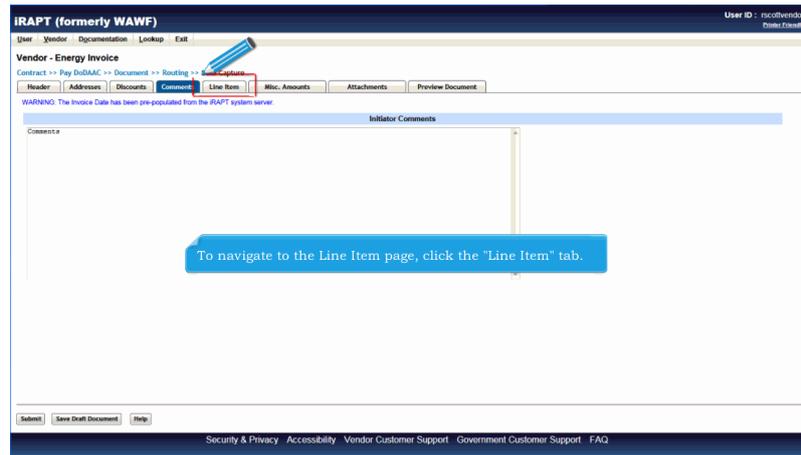


To navigate to the Comments page, click the "Comments" tab.

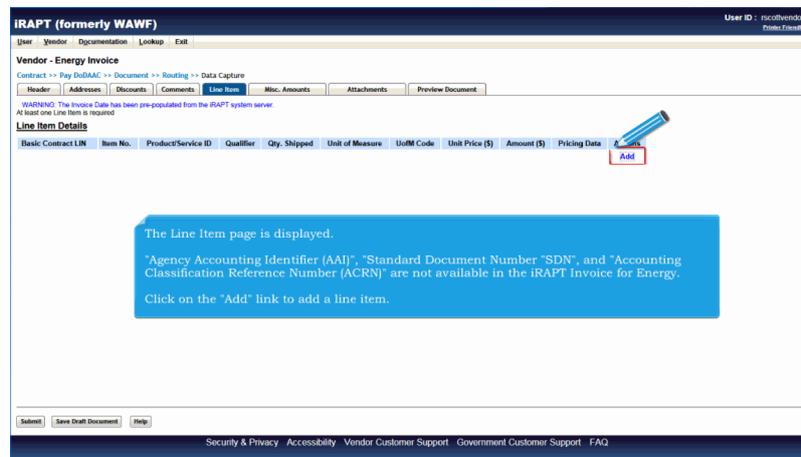


The Comments page is displayed.  
This tab allows the Vendor to enter further instructions or comments.

If a Final Invoice already exists for this Contract Number and Delivery Order Number, Initiator comments are mandatory.



To navigate to the Line Item page, click the "Line Item" tab.



The Line Item page is displayed.

"Agency Accounting Identifier (AAI)", "Standard Document Number "SDN", and "Accounting Classification Reference Number (ACRN)" are not available in the iRAPT Invoice for Energy.

Click on the "Add" link to add a line item.

The CLIN/SLIN page is displayed.

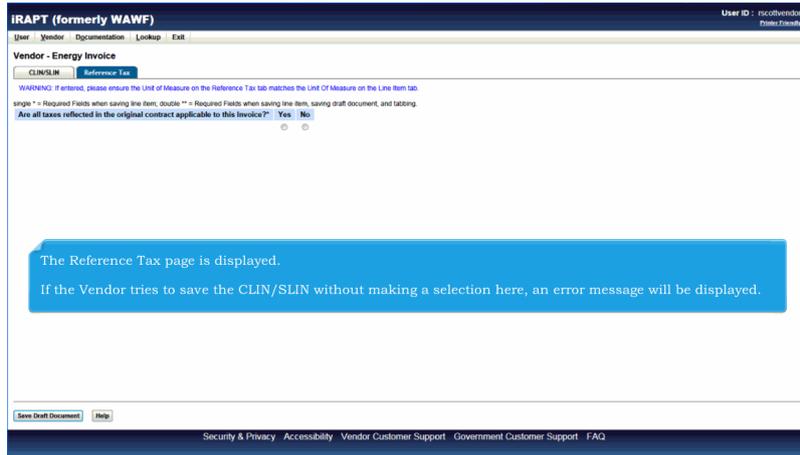
The Quantity Shipped edit for EBS is allowed up to three places to the right of the decimal. However, if the Quantity Shipped field contains decimals, and a DSS or DMLSS Ship To is on the document, an error message will be given.

The CLIN/SLIN page is displayed.

The Quantity Shipped edit for EBS is allowed up to three places to the right of the decimal. However, if the Quantity Shipped field contains decimals, and a DSS or DMLSS Ship To is on the document, an error message will be given.

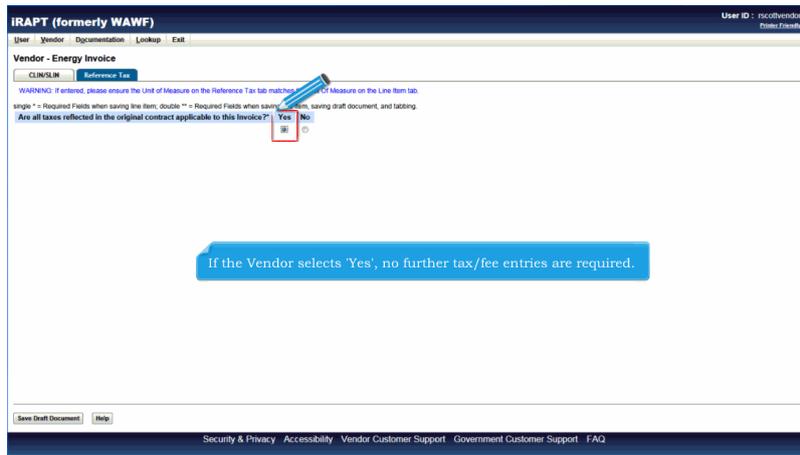
After entering all mandatory fields, navigate to the Reference Tax page.

After entering all mandatory fields, navigate to the Reference Tax page.



The Reference Tax page is displayed.

If the Vendor tries to save the CLIN/SLIN without making a selection here, an error message will be displayed.



If the Vendor selects 'Yes', no further tax/fee entries are required.

**iRAPT (formerly WAWF)** User ID: ncofvendor  
 User Vendor Documentation Lookup Exit

**Vendor - Energy Invoice**

CLIN/SLIN Reference Tax

WARNING: If entered, please ensure the Unit of Measure on the Reference Tax tab matches the Unit of Measure on the Line Item tab.  
 single \* = Required Fields when saving line item, double \*\* = Required Fields when saving line item, save  
 Are all taxes reflected in the original contract applicable to this invoice? Yes No

Please select at least one of the following categories:

Taxes reflected in the original contract are CHANGED as follows for this delivery order (please list exact name of tax as it appears on your contract):

Tax Type	Name of CHANGED Tax	CHANGED Rate	CHANGED Percentage (%)	Unit

If the Vendor selects 'No', additional tax/fee entries are required.

Taxes reflected in the original contract are DELETED as follows for this delivery order (please list exact name of tax as it appears on your contract):

Tax Type	Name of DELETED Tax

The following NEW taxes not reflected in the original contract are applicable to this delivery order.

Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

If the Vendor selects 'No', additional tax/fee entries are required.

**iRAPT (formerly WAWF)** User ID: ncofvendor  
 User Vendor Documentation Lookup Exit

**Vendor - Energy Invoice**

CLIN/SLIN Reference Tax

WARNING: If entered, please ensure the Unit of Measure on the Reference Tax tab matches the Unit of Measure on the Line Item tab.  
 single \* = Required Fields when saving line item, double \*\* = Required Fields when saving line item, save  
 Are all taxes reflected in the original contract applicable to this invoice? Yes No

Please select at least one of the following categories:

Taxes reflected in the original contract are CHANGED as follows for this delivery order (please list exact name of tax as it appears on your contract):

Tax Type	Name of CHANGED Tax	CHANGED Rate	CHANGED Percentage (%)	Unit
14 - Iowa Gasohol Tax	Iowa Gasohol Tax	2.03		EA
18 - Montana State BioDiesel Tax	Montana State BioDiesel Tax		0.26	LO

Taxes reflected in the original contract are DELETED as follows for this delivery order (please list exact name of tax as it appears on your contract):

Tax Type	Name of DELETED Tax

The following NEW taxes not reflected in the original contract are applicable to this delivery order.

Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

When a category is selected, at least one row of the table beneath must be completed, i.e., at least one instance of the tax name, rate or percentage, and Unit of Measure.

After typing the entries, return to the CLIN/SLIN page.

WARNING: If entered, please ensure the Unit of Measure on the Reference Tab matches the Unit of Measure on the Line Item tab.  
 single \* = Required Fields when saving line item, double \*\* = Required Fields when saving line item, saving draft document, and tabbing.

Basic Contract LIN	Item No. **	Product/Service ID *	Product/Service ID Qualifier *	Qty. Shipped *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
0001	1234567890123	FS - NATIONAL STOCK NUMBER		500	EA-EACH	50.00	25,000.00

PR Number

Description \*

Description

Click the "Save CLIN/SLIN" button to save the line item.

Save CLIN/SLIN Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Click the "Save CLIN/SLIN" button to save the line item.

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document

WARNING: The Invoice Date has been pre-populated from the iRAPT system server.  
 At least one Line Item is required.

Basic Contract LIN	Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UnitM Code	Unit Price (\$)	Amount (\$)	Pricing Data	Action
0001	1234567890123	FS		500	Each	EA	50.00	25,000.00	N	<a href="#">Edit</a> <a href="#">Add</a>

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

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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

**iRAPT (formerly WAWF)** User ID: nsc0vwendor  
Printer Friendly

User Vendor Documentation Lookup Exit

Vendor - Energy Invoice

Contract >> Pay DuDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Discounts | Comments | **Line Items** | Misc. Amounts | Attachments | Preview Document

WARNING: The Invoice Date has been pre-populated from the iRAPT system server.  
At least one Line Item is required.

**Line Item Details**

Basic Contract LIN	Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	Pricing Data	Actions
0001	1234567890123	FS		500	Each	EA	50.00	25,000.00	N	Edit Delete Add

The "Save Draft Document" button is available on each tab. The Vendor 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 later.

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The "Save Draft Document" button is available on each tab. The Vendor 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 later.

**iRAPT (formerly WAWF)** User ID: nsc0vwendor  
Printer Friendly

User Vendor Documentation Lookup Exit

Vendor - Energy Invoice

Routing >> Data Capture

Header | Addresses | Discounts | Comments | Line Items | **Misc. Amounts** | Attachments | Preview Document

WARNING: Saved on 06/20/16 08:12:15. 14, 16 Document will be removed from a shared folder after 2 days and any data will be lost.  
WARNING: The Invoice Date has been pre-populated from the iRAPT system server.  
WARNING: This document contains errors in the following TAB(s) - Header  
At least one Line Item is required.

**Line Item Details**

Basic Contract LIN	Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	Pricing Data	Actions
0001	1234567890123	FS		500	Each	EA	50.00	25,000.00	N	Edit Delete Add

Navigate to the Miscellaneous Amounts page by clicking the "Misc. Amounts" tab.

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Navigate to the Miscellaneous Amounts page by clicking the "Misc. Amounts" tab.

IRAPT (formerly WAWF) User ID : nsc01vendor  
Vendor - Energy Invoice

Routing -> Data Capture

Header | Addresses | Discounts | Comments | Line Items | **Misc. Amounts** | Attachments | Preview Document

INFO: Saved as of: 2015/09/12 15:14:16. Document will be removed from a saved status after 2 day(s) and any data will be lost.  
WARNING: The Invoice Date has been pre-populated from the IRAPT system server.  
WARNING: This document contains errors in the following TAB(s) - Header

**Miscellaneous Amounts**

Misc. Fee	Misc. Fee Amount (\$)	Actions
		<a href="#">Add</a>

Tax	Tax Amount (\$)	Actions
		<a href="#">Add</a>

The Misc. Amounts page is displayed.  
This tab can be used to enter Miscellaneous Fees (i.e., Transportation Direct Billing) and Taxes.  
Note. An attachment is required when submitting an Energy Invoice via Web, FTP or EDI where a transaction contains a miscellaneous transportation fee in excess of \$100.

Submit | Save Draft Document | Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

The Misc. Amounts page is displayed.

This tab can be used to enter Miscellaneous Fees (i.e., Transportation Direct Billing) and Taxes.

Note. An attachment is required when submitting an Energy Invoice via Web, FTP or EDI where a transaction contains a miscellaneous transportation fee in excess of \$100.

IRAPT (formerly WAWF) User ID : nsc01vendor  
Vendor - Energy Invoice

Routing -> Data Capture

Header | Addresses | Discounts | Comments | Line Items | **Misc. Amounts** | Attachments | Preview Document

INFO: Saved as of: 2015/09/12 15:14:16. Document will be removed from a saved status after 2 day(s) and any data will be lost.  
WARNING: The Invoice Date has been pre-populated from the IRAPT system server.  
WARNING: This document contains errors in the following TAB(s) - Header

**Miscellaneous Amounts**

Misc. Fee	Misc. Fee Amount (\$)	Actions
		<a href="#">Add</a>

Tax	Tax Amount (\$)	Actions
		<a href="#">Add</a>

To add a Miscellaneous Fee, click on the "Add" link.

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To add a Miscellaneous Fee, click on the "Add" link.

The Add Misc. Fee page is displayed. Select Misc. Fee type from the dropdown list and enter Misc. Fee Price.

The Add Misc. Fee page is displayed.  
Select Misc. Fee type from the dropdown list and enter Misc. Fee Price.

After the Misc. Fee Type has been selected from the dropdown list, the description will be pre-populated in the Description field.  
Click the "Save Misc. Fee" button to save the data.

After the Misc. Fee Type has been selected from the dropdown list, the description will be pre-populated in the Description field.

Click the "Save Misc. Fee" button to save the data.

IRAPT (formerly WAWF) User ID: nsc05vendor  
Vendor - Energy Invoice

Routing -> Data Capture

Header | Addresses | Discounts | Comments | Line Items | **Misc. Amounts** | Attachments | Preview Document

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WARNING: This document contains errors in the following Tab(s) - Header

**Miscellaneous Amounts**

Misc. Fee	Misc. Fee Amount (\$)	Actions
1260	119.88	<a href="#">Edit</a> <a href="#">Delete</a>

**Tax** Tax Amount (\$) [Add](#)

The Misc. Amounts tab is displayed with the updated Misc. Fee information.  
Click "Edit" to modify the Misc. Fee and click "Delete" to remove the Misc. Fee.

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The Misc. Amounts tab is displayed with the updated Misc. Fee information.

Click "Edit" to modify the Misc. Fee and click "Delete" to remove the Misc. Fee.

IRAPT (formerly WAWF) User ID: nsc05vendor  
Vendor - Energy Invoice

Routing -> Data Capture

Header | Addresses | Discounts | Comments | Line Items | **Misc. Amounts** | Attachments | Preview Document

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**Miscellaneous Amounts**

Misc. Fee	Misc. Fee Amount (\$)	Actions
1260	119.88	<a href="#">Edit</a> <a href="#">Delete</a>

**Tax** Tax Amount (\$) [Add](#)

To add a Tax, click on the "Add" link and repeat the procedures.

Submit | Save Draft Document | Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

To add a Tax, click on the "Add" link and repeat the procedures.

irAPT (formerly WAWF) User ID : ncc0vndor  
Pratik.Francis

User Vendor Documentation Lookup Exit

Vendor - Energy Invoice

Routing → Data Capture

Header Addresses Discounts Comments Line Items Misc. Amounts Attachments Preview Document

INFO: Saved as of: 2015/09/12 15:14:16. Document will be removed from a saved status after 2 day(s) and any data will be lost.  
 WARNING: The Invoice Date has been pre-populated from the irAPT system server.  
 WARNING: This document contains errors in the following Tab(s) - Header

**Miscellaneous Amounts**

Misc. Fee	Misc. Fee Amount (\$)	Actions
I260	119.88	Edit Delete

Tax	Tax Amount (\$)	Actions
FT	120.56	Edit Delete
LO	188.78	Edit Delete
LS	200.00	Edit Delete

For an EBS Pay Invoice, only one Misc. Fee of I260 is allowed, and Misc. Allowances are not allowed.  
 Up to three Taxes are allowed on the Energy Invoice paid by EBS.  
 All Taxes currently allowed in irAPT are available for the Energy Invoice where the Pay System is EBS.  
 These Tax Amounts will be added into the Document Total.

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Up to three Taxes are allowed on the Energy Invoice paid by EBS.

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These Tax Amounts will be added into the Document Total.

irAPT (formerly WAWF) User ID : ncc0vndor  
Pratik.Francis

User Vendor Documentation Lookup Exit

Vendor - Energy Invoice

Routing → Data Capture

Header Addresses Discounts Comments Line Items Misc. Amounts Attachments Preview Document

INFO: Saved as of: 2015/09/12 15:14:16. Document will be removed from a saved status after 2 day(s) and any data will be lost.  
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**Miscellaneous Amounts**

Misc. Fee	Misc. Fee Amount (\$)	Actions
I260	119.88	Edit Delete

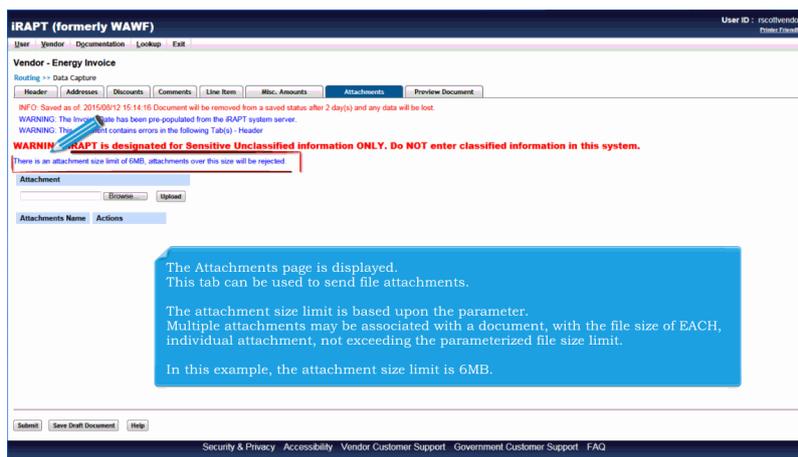
Tax	Tax Amount (\$)	Actions
FT	120.56	Edit Delete
LO	188.78	Edit Delete
LS	200.00	Edit Delete

Navigate to the Attachments page by clicking the "Attachments" tab.

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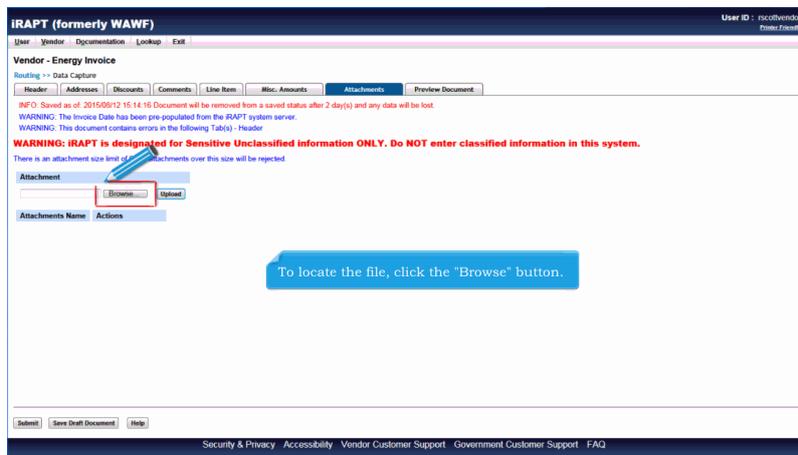
Navigate to the Attachments page by clicking the "Attachments" tab.



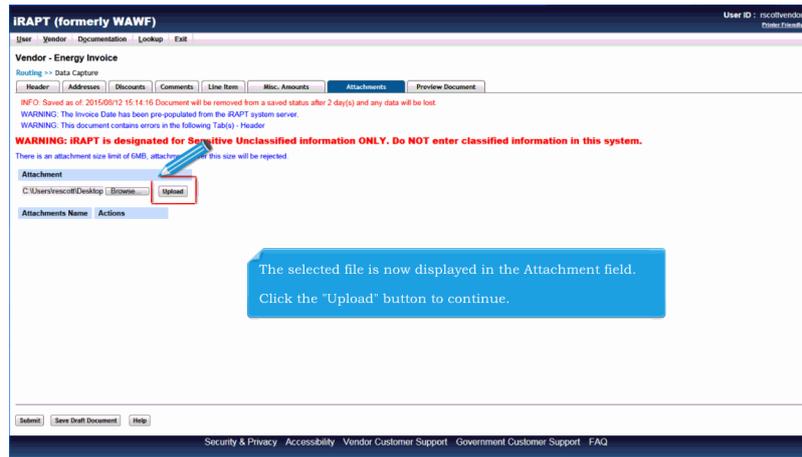
The Attachments page is displayed.  
This tab can be used to send file attachments.

The attachment size limit is based upon the parameter.  
Multiple attachments may be associated with a document, with the file size of EACH, individual attachment, not exceeding the parameterized file size limit.

In this example, the attachment size limit is 6MB.

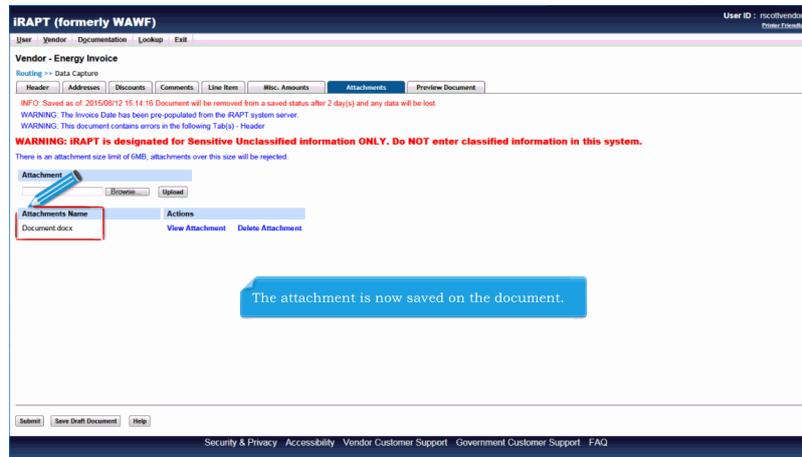


To locate the file, click the "Browse" button.



The selected file is now displayed in the Attachment field.

Click the "Upload" button to continue.



The attachment is now saved on the document.

IRAPT (formerly WAWF) User ID : ncofvendor  
Vendor - Energy Invoice

Routing -> Data Capture

Header | Addresses | Discounts | Comments | Line Item | Misc. Amounts | **Attachments** | Preview Document

INFO: Saved as of 20150912 15:14:16 Document will be removed from a saved status after 2 day(s) and any data will be lost.  
WARNING: The Invoice Data has been pre-populated from the IRAPT system server.  
WARNING: This document contains errors in the following Tab(s) - Header

**WARNING: IRAPT is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.**

There is an attachment size limit of 5MB, attachments over this size will be rejected.

Attachment

Attachments Name: **Document.docx** Actions: [View Attachment](#) [Delete Attachment](#)

The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Submit | Save Draft Document | Help

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The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

IRAPT (formerly WAWF) User ID : ncofvendor  
Vendor - Energy Invoice

Routing -> Data Capture

Header | Addresses | Discounts | Comments | Line Item | Misc. Amounts | Attachments | **Preview Document**

INFO: Saved as of 20150912 15:14:16 Document will be removed from a saved status after 2 day(s) and any data will be lost.  
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Attachment

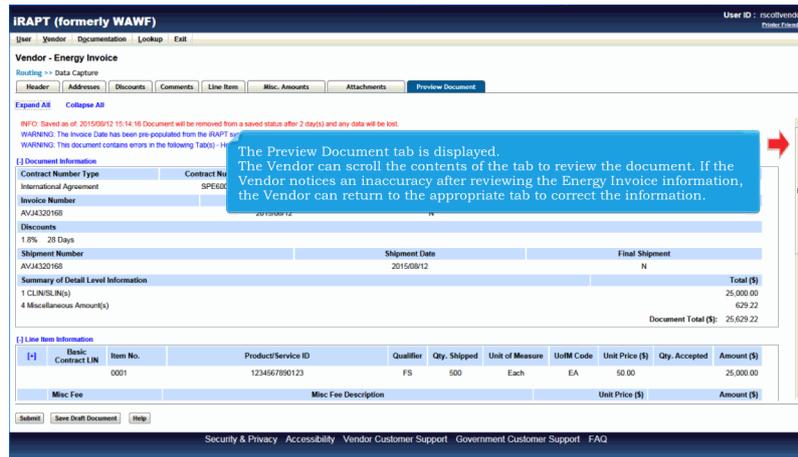
Attachments Name: **Document.docx** Actions: [View Attachment](#) [Delete Attachment](#)

To view the whole document, click the "Preview Document" tab.

Submit | Save Draft Document | Help

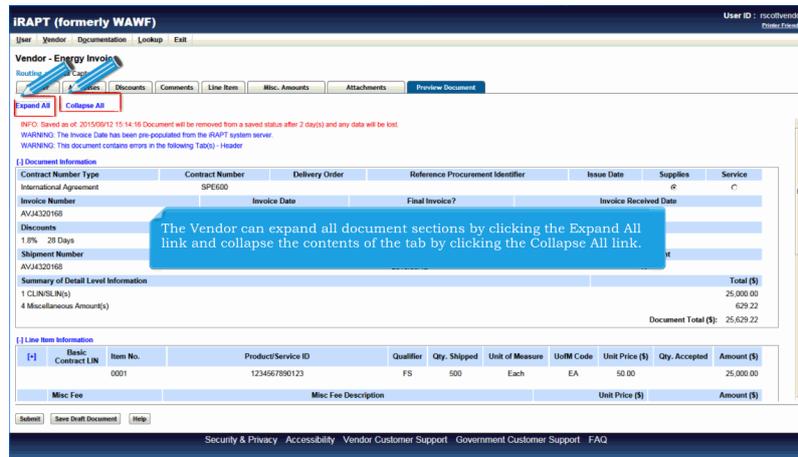
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To view the whole document, click the "Preview Document" tab.

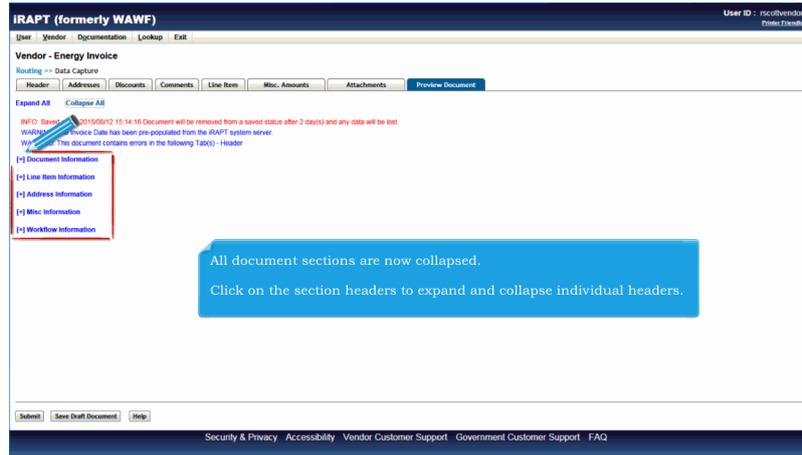


The Preview Document tab is displayed.

The Vendor can scroll the contents of the tab to review the document. If the Vendor notices an inaccuracy after reviewing the Energy Invoice information, the Vendor can return to the appropriate tab to correct the information.

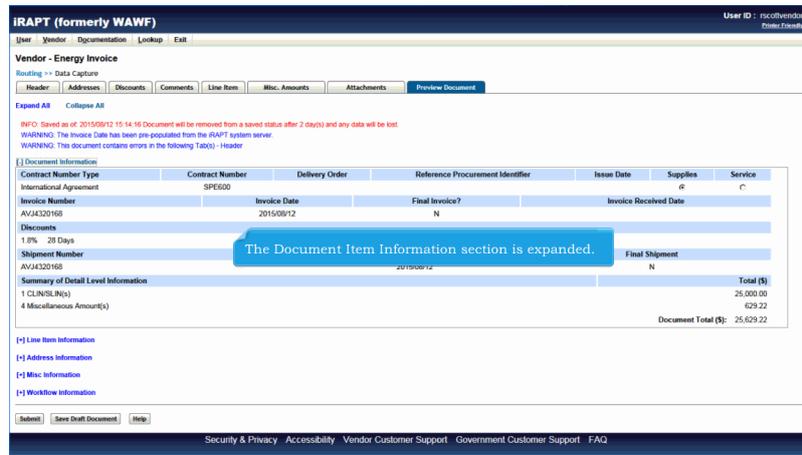


The Vendor can expand all document sections by clicking the Expand All link and collapse the contents of the tab by clicking the Collapse All link.



All document sections are now collapsed.

Click on the section headers to expand and collapse individual headers.



The Document Item Information section is expanded.

**iRAPT (formerly WAWF)** User ID: nco0vndor  
Printer Friendly

User Vendor Documentation Lookup Exit

**Vendor - Energy Invoice**

Routing -> Data Capture

Header | Address | Discounts | Comments | Line Item | Misc. Amounts | Attachments | **Preview Document**

Expand All Collapse All

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Document Information

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplier	Service
International Agreement					
Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplier
	SPE600				
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		
AV44320168	2015/09/12	N			

Discounts

1.0% - 28 Days

Shipment Number	Final Shipment
AV44320168	N

Summary of Detail Level Information

	Total (\$)
1 CLIN/SLIN(s)	25,000.00
4 Miscellaneous Amount(s)	629.22
<b>Document Total (\$):</b>	<b>25,629.22</b>

[+] Line Item Information  
 [+] Address Information  
 [+] Misc Information  
 [+] Header Information

**Submit** | Save Draft Document | Help

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The Vendor clicks the Submit button.

**iRAPT (formerly WAWF)** User ID: nco0vndor  
Printer Friendly

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**Success**

The Energy Invoice was successfully submitted.  
It has been processed via EDI.

Contract Number	Delivery Order	Shipment Number	Invoice Number
SPE600		INV09292	INV09292

Email sent to Vendor: nco0vndor@aci.com  
 Email sent to Supplier: nco0vndor@aci.com  
 Notify EDI by CAQE code 00C91 to EDI Routing Codes: iRAPT: 57, ISA08: ISA\_000000006, OS03: OS-00000000003

**Send Additional Email Notifications**

Wed Aug 12 15:20:41 EDT 2015

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

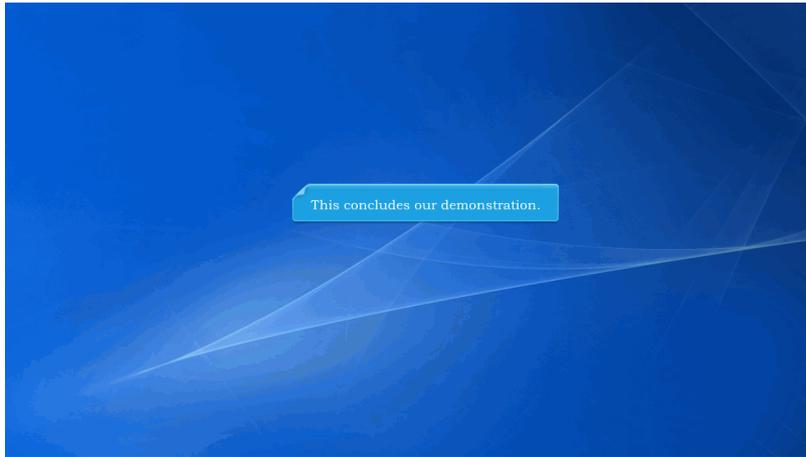
Return

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

After the Energy Invoice has been submitted, the iRAPT system informs the Vendor that the submission was successful.

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This concludes our demonstration.