

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

WideAreaWorkFlow <i>e</i> -Business Suite 5.10.0		Register 🖍 Help/Training 🗁
Certificate Login	System Messages	
Certificate Login	(2013-JAN-17 12:05 EST) System: All Subject	ect: Build Info Action Required! Message For: All Users
	Version: 5 10 0 Build02	2 11
CAC Help?	Build Date: 11/22/2016	<u></u>
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	HTTP Server: IBM IHS 8.5.5.	5.9
User ID Login	Database: TPRIM510	
	FTP/EDI Server: Commodore	
Passord	Current Usage: 5:10.0 Testing	
Paget your User (D?) Fogod your Password? (Who's my Organization's GAM? (Who's my EDA POC?		
Quick Links	Getting Started Help	iRAPT Mobile

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.

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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.

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

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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.

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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.

EnergyInvoice

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

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User Xendor Documentation Lookup Exit		
Create New Document		
Contract >> Pey DoDAAC >> Document		
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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.

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

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.

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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.

endor - Energy Invoice extract 1- Number > Nautrag Contract Number Dolbary Oder Reference Procument Meetlier CAGE Code DDIS DDIS - 4 Extension Pre- code / Fields Series Number West By DolDAC Admin DolDAC* West By DolDAC Meeting Series DOC1 02179466 0001 ** Register / Fields.bits - YVY/MADIO West By DolDAC Admin DolDAC* West By DolDAC Meeting Series SSG0A Symptem Dist Sky 16 Code* / Extension Sky 16 Code* / Extension Accept By DolDAC / Extension 20150012 The Vendor must complete any required fields (as denoted by an asteriak) and make sure each DolDAC is active in the IRAPT The Vendor must complete any required fields (as denoted by an asteriak) and make sure each DolDAC is active in the IRAPT To venfy if the DolDACS and Roles link on the IRAPT Homepage menu.							on Lookup Exit	ocumenta	APT (form
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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.		asterisk)	noted by an a	fields (as der	ist complete any require	endor r	The Ver		
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		asterisk) can use a.	noted by an a , the Vendor nepage menu	fields (as der 1 the iRAPT RAPT system he iRAPT Hor	ist complete any require each DoDAAC is active DoDAAC is active in the AACs and Roles link on	endor r ake su ify if th tive Do	The Ver and ma To veri the Act		

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 : rscottvendor Dinter Friendly
User Vendor Documenta	tion Lookup Exit						
Vendor - Energy Invoic	e						
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 = YY Issue Date	Issue By DoD&AC	Admin DoDAAC *					
YYYYMMDD I	FU4417	80512A					
Shinmont Date !	Shin To Code 1/ Extension	Ship From Code / Extension Ascent	Du DoDAAC / Extension				
Simplifient Date	Ship to Code 7 Extension	Simp From Code / Extension Accept	by bobanc / Extension				
	Af	ter entering the routing	data, click the "N	ext" button	to contin	ue.	
Next Previous Reset	Help						
	Secu	rity & Privacy Accessibility Vendor C	ustomer Support Governme	ent Customer Sup	port FAQ		

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

EnergyInvoice

RAPT (formerly W	AWF)				User ID : rscottvend Printer Frien
ser Vendor Documentatio	n Lookup Exit				
endor - Energy Invoice					
ontract >> Pay DoDAAC >> Do	cument >> Routing >> Data Capture				
Header Addresses D	scounts Comments Line Item	Misc. Amounts Attachme	nts Preview	Document	
ngie " = Required Fields on Subm Contract Number SPE600	t; double ** = Required Fields on Submit, sa Delivery Order	ving draft document boing. Reference burrement Identifie	er Issue Date	Supplies 8) Supplies	
Contract Number Type	Invoice Number **	(iRAPT System Server Date)	Final Invoice		
International Agreement	Chinese Date	2015/08/12	N.		
Shipment Number *	Shipment Date	Final Shipment			
Bill of Lading Number	2010/00/12				
Currency Code	Document Total (\$)				
	The "H The In Chang	ieader" tab is displa voice Date has bee ing it may cause pr	iyed. n pre-popi rocessing i	lated from the iRAPT system server. ssues 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.

RAPT (formerly WAW	/F)		User ID : rscottvend
ser Vendor Documentation	ookup Exit		
endor - Energy Invoice			
ontract >> Pay DoDAAC >> Docume	nt >> Routine >> Data Canture		
Header Addresses Discount	ts Comments Line Item	Misc. Amounts Attachments Preview Document	
WARNING: The Invoice Date has been a	ve-occulated from the IRAPT system :	aner	
ingle * = Required Fields on Submit; doub	sie ** = Required Fields on Submit, sav	ing draft document, and tabbing.	
Contract Number	Delivery Order	Reference Procurement Identifier Issue Supplies	
SPE600		© Supplies	
Contract Number Type	Invoice Number **	(iRAPT System Server Date) Final Invoice	
International Agreement	AVJ4320168	2015/08/12	
Shipment Number *	Shipment Date	Final Shipment Y	
AVJ4320168	2015/08/12	N .	
Bill of Lading Number			
Currency Code	Document Total (\$)		
USD			
	Care a		A
	If the Ener	gy Invoice is a Final Invoice, select "Y" from the d	ropdown list.
Submit Save Draft Document Pre	vious Help		

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

RAPT (formerly WAW	(F)						User ID : rscottvend Printer Frien
Jser Vendor Documentation	ookup Exit						
/endor - Energy Invoice							
Contract >> Pay DoDAAC >> Docume	nt >> Routing >> Data Capture						
Header Addresses Discount	s Comments Line Item	Misc. Amounts Attachmen	ts Previe	w Document			
WARNING: The Invoice Date has been p	re-populated from the IRAPT system	server.					
ngle " = Required Fields on Submit; doub	le ** = Required Fields on Submit, s	wing draft document, and tabbing.					
Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies			
SPE600				Supplies			
Contract Number Type	Invoice Number **	(IRAPT System or Date)	Final Invoice				
International Agreement	AVJ4320168	2015/08	N×				
Shipment Number *	Shipment Date	Final Shipment					
AVJ4320168	2015/08/12	N -					
Bill of Lading Number	1	Ŷ					
Currency Code	Document Total (\$)						
USD							
	If the Ener	gy Invoice is a Final		nt, selec	t "Y" from the dro	pdown list.	
				· · · ·			

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

	/F)		USER ID :	Printer Friend
ser Vendor Documention L	ookup Exit			
endor - Energe Joice				
ontract >> PaymeDAAC >> Documo	nt >> Routing >> Data Capture			
Header Addresses Discount	ts Comments Line Item	Misc. Amounts Attachment	nts Preview Document	
WARNING: The Invoice Date has been p	re-populated from the IRAPT system s	Jerver.		
rgie * = Required Fields on Submit; doub Contract Number	Je ** = Required Fields on Submit, sav Delivery Order	ing draft document, and tabbing. Reference Procurement Identifier	r Issue Date Supplies	
SPE600			Supplies	
Contract Number Tune	Involve Number **	Invoice Date *	Einel Javairee	
contract Number Type	Invoice Humber	(iRAPT System Server Date)	Panal involce	
International Agreement	AVJ4320168	2015/08/12	N	
Shipment Number *	Shipment Date	Final Shipment		
AVJ4320168	2015/08/12	N •		
Bill of Lading Number	1			
Currency Code	Document Total (\$)			
USD				
	ontoring oll mon-	dotom: fielde _olielr.t	the "Addresses" tob to povigate to the Addresses page	
After			the "Addresses" tab to navigate to the Addresses page.	
After			the "Addresses" tab to navigate to the Addresses page.	
After	r entering all man	datory fields, click t	the "Addresses" tab to navigate to the Addresses page.	
After	r entering all man	datory fields, click t	the "Addresses" tab to navigate to the Addresses page.	
After	r entering all man	datory fields, click t	the "Addresses" tab to navigate to the Addresses page.	
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After	r entering all man	datory fields, click t	the "Addresses" tab to navigate to the Addresses page.	
After	r entering all man	datory fields, click t	the "Addresses" tab to navigate to the Addresses page.	

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

KAPI (Ionneny I	VAWF)						User ID : rscottvend Dinter Frien
User Yendor Documentati	on Lookup	Exit					
Vendor - Energy Invoice							
Contract >> Pay DoDAAC >> D	ocument >> Rou	uting >> Data Capti	ne				
Header Addresses E	liscounts Con	nments Line Iter	m Misc. Amounts	Attachments	Preview Document		
WARNING: The Invoice Date has	been pre-popula	ted from the iRAPT s	ystem server.				
Payee: 00C91		DUNS: 0217994	186	DUNS + 4	: 0001	Extension:	
* Payee Name 1:	EXCELLIGEN	CE LEARNING CORP	ORATION				
Payee Name 2:							
Payee Name 3:							
Address 1:	2 LOWER RAC	3SDALE DR STE 200					
Address 2:		_					
Address 3:							
Address 4:	_	The Add	dor con use	displayed.	iew or edit th	e address information	
City	MONTEREY		uor can use	uns tab to vi	lew of eart th	e address mormation.	
Country,	LISA	Based o	n the routing	location cor	des entered, i	RAPT will pre-populate the	
country.	(our)	address		for each of t	he location co	odes onto the document.	
Administered By DoDAAC: S	0512A						
* Activity Name	1: DCMA LOS	ANGELES					
	2:						
Activity Name							
Activity Name Activity Name	3:						
Activity Name Activity Name Address	3: 1: 16111 PLUN	MER STREET					
Activity Name Activity Name Address Address	3: 1: 16111 PLUM 2: BLDG 10 2N	IMER STREET					

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.

	User ID : rscottvend Printer Friend
Integrate fields DUNS: 92179546 DUNS: 92179546 DUNS 4: 6901 Extension: Pages Name 1: EXCELEDENCE LEARING CONFORMATION Pages Name 2: Address 2: Address 1: 2100ER ModRALE DR STE 200 Address 2: To mavigate to the Discounts page, click the "Discounts" tab. Copy ModRess 7: Address 2: To mavigate to the Discounts page, click the "Discounts" tab. Copy Millary Location Description: Intelligence Millary Location Description: Address 2: Address 2: Address 4: Will FillAndRE STREET Address 2: Externion Address 3: Will FillAndRE STREET Address 3: Externion	
* Pages Name 1: DOCKLODE LEARNOR CORPORATION Pages Name 2: Pages Name 2: Pages Name 3: Address 2: Address 2: Address 2: Address 2: Address 2: Address 2: Address 4: Carp: WANTERY To navigate to the Discounts page, click the "Discounts" tab. Carp: WANTERY Millary Location Description: ministered By OxOACC Set12A *Activity Name 1: DAMARS STREET Address 1: WHI FLAMARS STREET Address 1: WHI FLAMARS STREET Address 2: Address 3:	
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Page Name 2 Address 2	
Address 1: 2004 Notabula: Desit do	
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Addeess 1: Corr: NONTERY County: UNA County: UNA County: UNA County: UNA County: UNA Miltury Location Description: Activity Names 1: Activity Names 2: Activity Names 2: Addeess 3: Miltury Location Description: County: County:	
Address t WHTPERFY To navigate to the Discounts page, click the "Discounts" tab.	
Cig: MONTREY Milling Location Description: 2009 dministered by OAAAC-9912A *Activity Name 1: DOM LOS AVOILES Activity Name 2: DOM LOS AVOILES Address 1: MITH RUBARCE STREET Address 1: DOM LOS AVOILES	
Country: UBA Milliary Location Discription: minimised by DoDAAC 58932A * Activity Name 3: DOM LOG NAGELES Activity Name 2: Activity Name 3: MITH PLANACE STREET Address 1: MITH PLANACE STREET Address 1: MITH PLANACE STREET	J405748
Address 1: DOMLOS NOTLES Activity Name 2:	
*Activity Name 1: DOWA LOS AVOIELES Activity Name 2: Activity Name 2: Address 1: 1011 FLUANDER STREET Address 1: 1011 FLUANDER STREET Address 3:	
Activity Name 2: Activity Name 3: Address 5: 16111 PLAMARE STREET Address 5: ELDO 10 2HD FLOOR Address 7:	
Activity Name 3: Address 1: 1011 PLUMMER STREET Address 3: BLOD 19 20 FLOOR Address 3:	
Address 1: 1011 PCUMMER STREET Address 2: BLOS 19200 PLOOR Address 3:	
Address 2: EUC9 10 260 FLOOR Address 3:	
Address 3:	
save Braft Document Help	

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

EnergyInvoice

RAPT (formerly WAWF)		User ID : rscottvend Printer Friend
User Yendor Documentation Lookup Exi	R .	
Vendor - Energy Invoice Contract >> Pay DoDAAC >> Document >> Routin Header Addresses Discounts Comme WARNING: The Invoice Date has been pre-populated I	g >> Data Capture etc. Line term Nice. Answarts Attachments Pryview Document formthe RAPFT system server.	
* Asterisk indicates required entry for 'Save'. Document Level Discount Terms		
	Aad	
The Discour This tab car	nts page is displayed. . be used to offer discounts for payment within a certain number of days.	
The Discour This tab car Click the "Au	nts page is displayed. . be used to offer discounts for payment within a certain number of days. dd [°] link to add a discount.	
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The Discour This tab car Click the "A	nts page is displayed. 1 be used to offer discounts for payment within a certain number of days. dd" link to add a discount.	
The Discour This tab car Click the "A	nts page is displayed. 1 be used to offer discounts for payment within a certain number of days. dd" link to add a discount.	
The Discour This tab car Click the "A	nts page is displayed. 1 be used to offer discounts for payment within a certain number of days. dd" link to add a discount.	
The Discour This tab car Click the "A	nts page is displayed. . be used to offer discounts for payment within a certain number of days. dd" 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.

per generation (point for the second	RAPT (formerly WAWF)				User ID : rscottvendo Dinter Friendl
Wands - Two Book - The Second - The Sec	User Vendor Documentation Lookup	Exit			
Contract = % by MoMAX = bound = void = void = void = weak	Vendor - Energy Invoice				
Name Name Descent Descent Descent * Advances Name Name Name * Advances Name Name	Contract >> Pay DoDAAC >> Document >	atting >> Data Capture			
Workshow The house but has been proceeded from 5% APAT system served. Deciminant Level Discount Terms Deciminant served from 5% APAT system served. 13 23 Delive Delive To navigate to the Comments page, click the "Comments" tab.	Header Addresses Discounts Co	omments Line Item Misc. Ar	mounts Attachments	Preview Document	
To navigate to the Comments page, click the "Comments" tab.	WARNING: The Invoice Date has been pre-popul	lated from the iRAPT system server.			
Discont Processing (b)* To navigate to the Comments page, click the "Comments" tab. To navigate to the Comments page of the "Comments" tab.	Asterisk indicates required entry for 'save'.				
To navigate to the Comments page, click the "Comments" tab.	Discount Percentage (%) *	Due Dave *	Actions		
To navigate to the Comments page, click the "Comments" tab.	18	28	Dalata		
To navigate to the Comments page, click the "Comments" tab.					
To navigate to the Comments page, click the "Comments" tab.					
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None Stat Document, May		To navigate	e to the Commer	nts page, click the "Comments" tai	D .
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Salenzi Saver Scatt Document, Malay		To navigate	e to the Commer	tts page, click the "Comments" ta	D.
See 2nd Docement Note		To navigate	e to the Commer	its page, click the "Comments" ta	5 .
Sales Tost Document, May		To navigate	e to the Commer	tts page, click the "Comments" tai),
Salanz) See that Document Help		To navigate	e to the Commer	tts page, click the "Comments" ta	9 .
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Submit Save Draft Document Heip		To navigate	e to the Commer	tts page, click the "Comments" ta) ,
		To navigat	e to the Commer	its page, click the "Comments" ta	p.

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.

APT (formerly WA	WF)	User ID : rscottven Printer Frie
er Vendor Documentation endor - Energy Invoice intract >> Pay DoDAAC >> Docur	Looky DR	
Header Addresses Disco	ounts Commont Line Item Misc. Amounts Attachments Proview Document	
WARNING. The Involve user has see	en pre-populated nom the invent system server. Initiator Comments	
	To navigate to the Line Item page, click the "Line Item" tab.	
	To navigate to the Line Item page, click the "Line Item" tab.	
	To navigate to the Line Item page, click the "Line Item" tab.	
	To navigate to the Line Item page, click the "Line Item" tab.	
	To navigate to the Line Item page, click the "Line Item" tab.	
	To navigate to the Line Item page, click the "Line Item" tab.	

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.

August of an august of a second secon	Lookup Exit					
endor - Energy Invoice						
CLIN/SLIN Reference Ta	ĸ					
WARNING: If entered, please ensure	a the Unit of Measure on the	Reference Tax tab matches the Unit Of Measure on	the Line Item tab.			
ngle * = Required Fields when saving Basic Contract LIN	j line item; double ** = Requi Item No. **	red Fields when saving line item, saving draft docur Product/Service ID *	nent, and tabbing. Product/Service ID Qualifie	и*		
Qty. Shipped *		Unit of Measure *	Unit Price (\$)*		Amount (\$)	
		Auto Complete	Price A	Adjustment Lookup		
PR Number						
Description *						
			î			
		The CLIN/SLIN page i				
		The Quantity Shipped	edit for EBS is allowed up	p to three places		
		field contains decimal	and a DSS or DMISS S	thin To is on the		
		document, an error m	essage will be given.	mp ro is on the		
			coorde 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.

RAPT (formerly WAWF)			User ID : rscottvendor Printer Friendly
liser Yendor Document Look	kup Exit			
Vendor - Energy - poice				
CLINICI IN Reference Terra				
WADNING I AND	t of Monte on the l	Inference Tay tob matches the Lint Of Measure on the	Line Bern tab	
more and a second	it of measure of the f			
Basic Contract LIN	Item No. **	Product/Service ID *	, and tacoing. Product/Service ID Qualifier *	
	0001	1234567890123	FS - NATIONAL STOCK NUMBER	
Oty, Shipped *		Unit of Measure *	Unit Price (\$) * Amou	nt (\$)
500		FA-FACH	50.00 Price Adjustment Lookup	25 000 00
DD Number	-	Diciti		
P K Humber				
Description #				
Description -				
	After	entering all mandatory fi	elds, navigate to the Reference Tax page.	
			·····, ·····	
Save CLIN/SLIN Save Draft Document	Previous Help			

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

RAPT (formerly WAWF)		User ID : rscottvend Printer Frien
ser Yendor Documentation Lookup	Exit	
endor - Energy Invoice		
CLIN/SLIN Reference Tax		
WARNING: If entered, please ensure the Unit of Me	asure on the Reference Tax tab matches the Unit Of Measure on the Line Item tab.	
igle " = Required Fields when saving line item; dou Are all taxes reflected in the original contrac	ter ™= Request Plates when saving time then, saving draft document, and tabbing. 1 applicable to this Involce?? Yes No	
The Reference Tax p	age is displayed.	
If the Vendor tries to	save the CLIN/SLIN without making a selection here, an error message	will be displayed.
ieve Draft Document Help		

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.

IRAPT (formerly WAWF)	User ID : rscottvendor Printer Friendly
User Vendor Dgcumentation Lookup Exit	
Vendor - Energy Invoice	
CLINSLIN Reference Tax	
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serge * - Request Prints when samp the tim, books * - Request Prints when same for the serger of document, and tableng. Are all taxes suffected in the original contract applicable to this involve? Yes No B 0	
If the Vendor selects 'Yes', no further tax/fee entries are required.	
Saves Dath Document Help	
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ	

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

ser Yendor Documentation Lookup	Exit	
endor - Energy Invoice		
CLIN/SLIN Reference Tax		
WARNING: If entered, please ensure the Unit of M	leasure on the Reference Tax tab matches the Avenue on the Line item tab.	
ingle * = Required Fields when saving line item; dou Are all taxes reflected in the original contrac- tease select at least one of the following catego	die ** Required Fails wien saving im Entry datal document, and tabling cf applicable to this Involce ?* Yee Entry Entry	
Taxes reflected in the original contract are CH	ANGED 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 entri	es are required.
Taxes reflected in the original contract are DF	ELETED as follows for this delivery order (neese list exact name of tax as it appears on your contract):	
Тах Туре	Name of DELETED Tax	
The following NEW taxes not reflected in the	ncininal contrast are perforable to this delivery order	
	anginal contract are applicable to this derivery order.	

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

r Documentation Lookup	Exit					
or - Energy Invoice						
CLIN/SLIN Reference Tax		When a category	is selected	at least one rou	v of the t	able beneath i
ARNING: If entered, please ensure the Unit of	Measure on the Reference Tax tab matches the Unit	must be complet	ed, i.e., at l	east one instan	ce of the	tax name.
e * = Required Fields when saving line item; d	ouble ** = Required Fields when saving line item, sav	rate or percentag	e, and Unit	of Measure.		
all taxes reflected in the original contr	act applicable to this Invoice?* Yes No					
	• •	After typing the e		ırn to the CLIN/	SLIN pag	
se select at least one of the following cate;	jories:*					
axes reflected in the original contract are 0 • Type	CHANGED as follows for this delivery order (please Name of CHANG	Elist exact name of tax as it appears (ED Tax	changed Rate	CHANGED Percentage (%)	Unit	
- Iowa Gaschol Tax	lowa Gaschol Tax		2.03		EA	
- Montana State BioDiesel Tax	Montana State BioDiesel Tax			0.26	LO	
-						
-						
exes reflected in the original contract are E	DELETED as follows for this delivery order (please Name of DELET	list exact name of tax as it appears o ED Tax	n your contract):			
			1			
-						
he following NEW taxes not reflected in the	e original contract are applicable to this delivery or	fer.				

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.

and Mandas Deservation	AWF)				Printer Frie
ser gendor ogcumentation	Toornh Exit				
endor - Energy invoice	_				
CUN/SUN Reference Ta	IX				
WARNING: If entered, please ensure	e the Unit of Measure on the	Reference Tax tab matches the Unit Of Measure on the Line I	item tab.		
ngle * = Required Fields when saving Basic Contract LIN	g line item; double ** = Requ Item No. **	Product/Service ID *	Product/Service ID Qualifier *		
	0001	1234567890123	FS - NATIONAL STOCK NUMBER		
Qty. Shipped *		Unit of Measure *	Unit Price (\$) *	Amount (\$)	
500		EA-EACH	50.00 Price Adjustment Lookup	25,000.00	
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escription *					
escription			(A)		
		Click the "Save CLIN/SLI	N" button to save the line item.		
		Click the "Save CLIN/SLI	N" button to save the line item.		
		Click the "Save CLIN/SLI	N" button to save the line item.		
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		Click the "Save CLIN/SLI	N" button to save the line item.		

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



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.

RAPT (forme	erly WA	WF)										User ID	rscottvendo Drinter Friendk
iser Vendor Dgc	umentation	Lookup Exit											
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ine Item Details													
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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.

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

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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.

iPAPT (formerly)	WAWE)			User ID : rscottvends
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To add a Miscellaneous Fee, click on the "Add" link.

EnergyInvoice

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	Save Misc. Foe Previous Help		

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.

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	The Misc. Amount	ts tab is displayed with the updated Misc. Fee informat	ion.
	Click "Edit" to mod		. Fee.

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.



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

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For an EBS Pay Invoice, only one Misc. Fee of I260 is allowed, and Misc. Allowances are not allowed.

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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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The Attachments page is displayed.

This tab can be used to send file attachments.

The attachment size limit is based upon the parameter.

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

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The selected file is now displayed in the Attachment field.

Click the "Upload" button to continue.

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The attachment is now saved on the document.

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The Vendor clicks the Submit button.



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.



This concludes our demonstration.