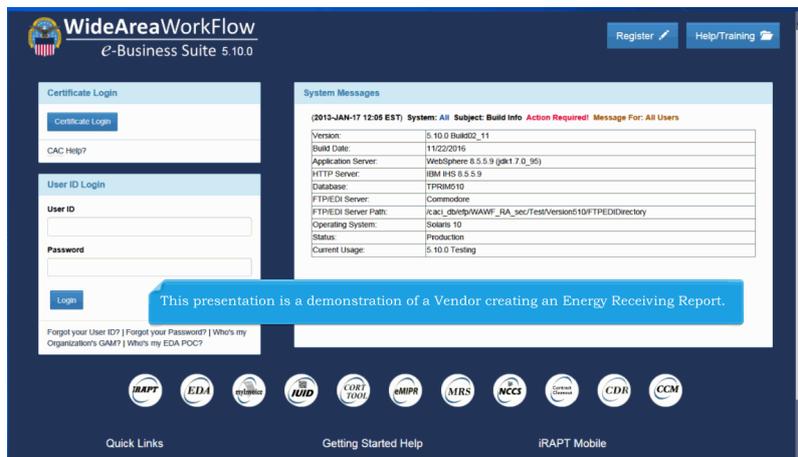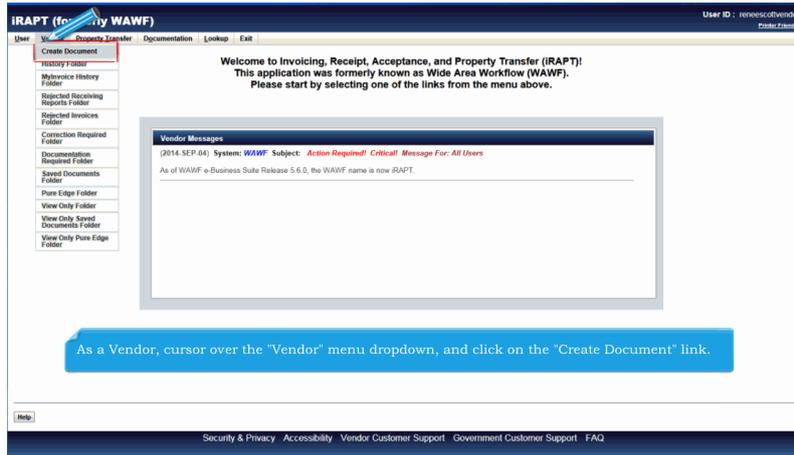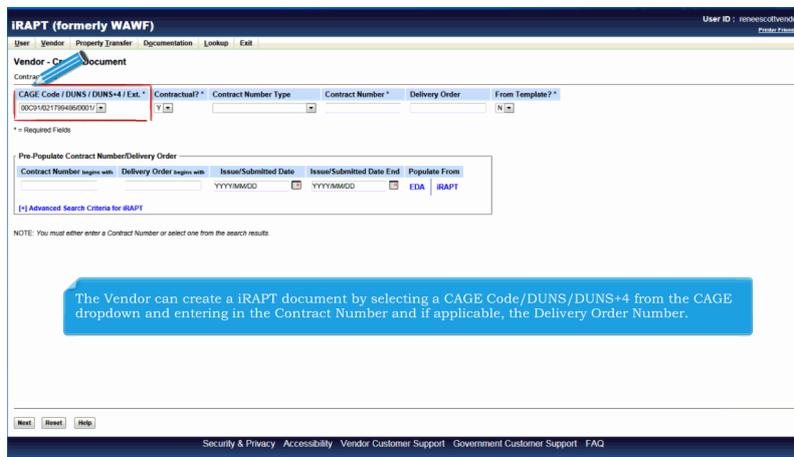Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.

This presentation is a demonstration of a Vendor creating an Energy Receiving Report.

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

The Vendor can create a 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.

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.

For additional information regarding pre-populating contract data from EDA, please refer to the EDA demo within the Other section of the iRAPT WBT.

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

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.

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 Receiving Report.

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

Click the Next button to continue creating a document.
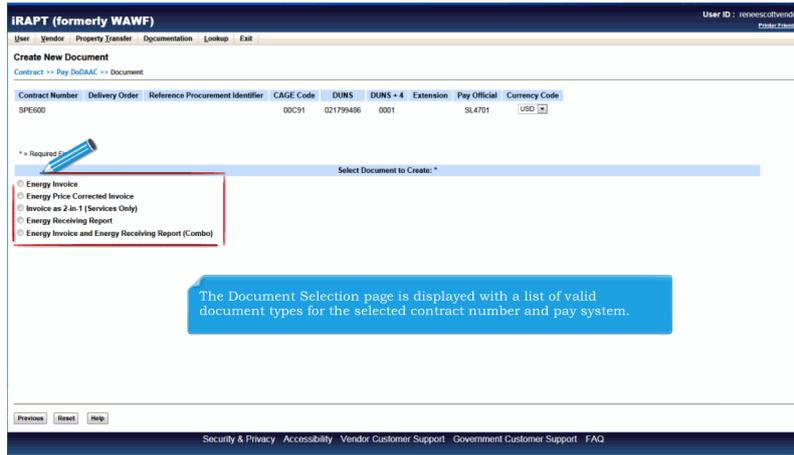
The Document Selection page is displayed with a list of valid document types for the selected contract number and pay system.
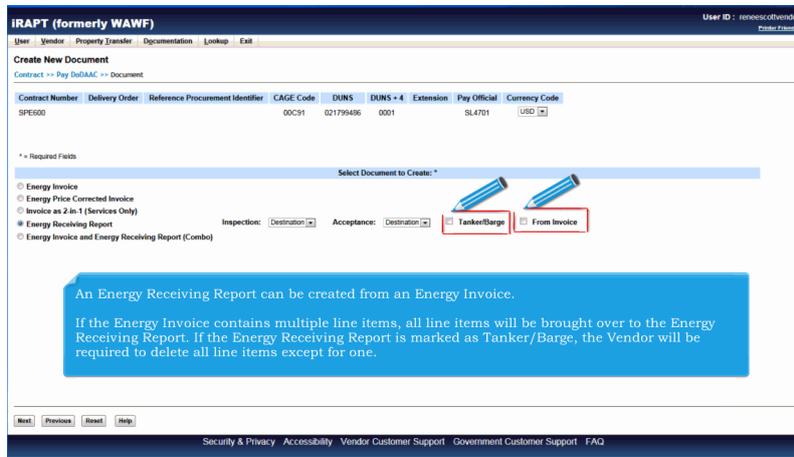
An Energy Receiving Report can be created from an Energy Invoice.

If the Energy Invoice contains multiple line items, all line items will be brought over to the Energy Receiving Report. If the Energy Receiving Report is marked as Tanker/Barge, the Vendor will be required to delete all line items except for one.

If the "From Template" was selected from a previous screen, the Vendor will be provided with the option to create from a template using a previous Energy Receiving Report with the same Contract Number, Delivery Order, CAGE code, Pay DoDAAC, and Tanker/Barge indicator.

For training purposes, this presentation will demonstrate a Vendor creating a standalone Energy Receiving Report. The Vendor will type all contract data into the data capture form fields.

Click the "Next" button to continue.

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.

After entering the routing data, click the "Next" button to continue.
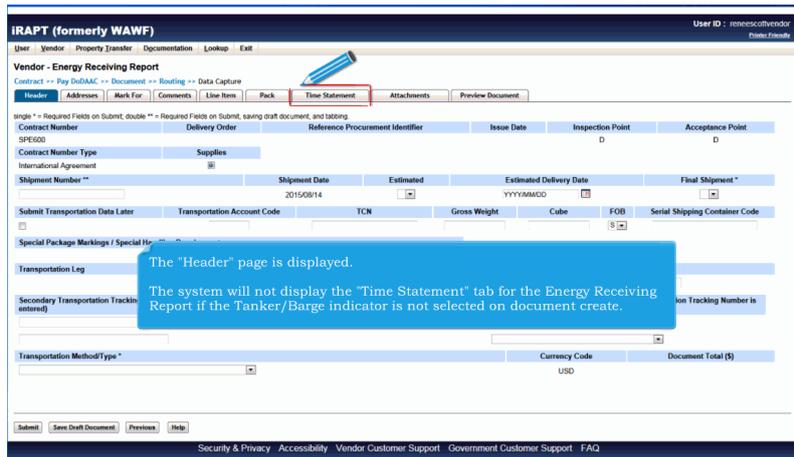
The "Header" page is displayed.

The system will not display the "Time Statement" tab for the Energy Receiving Report if the Tanker/Barge indicator is not selected on document create.
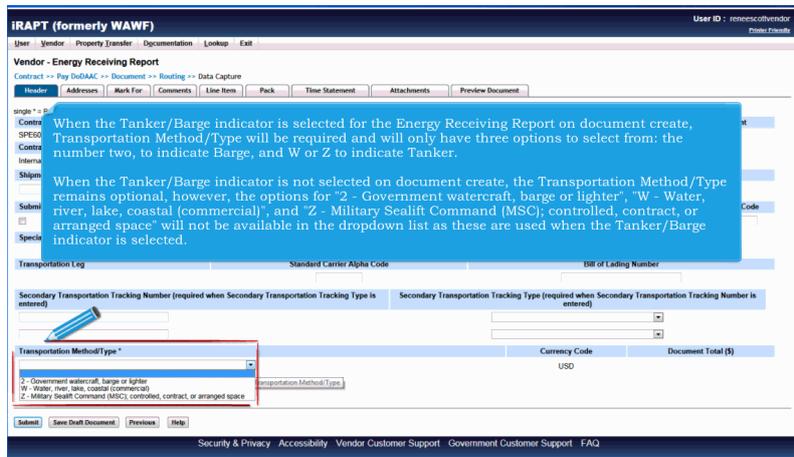
When the Tanker/Barge indicator is selected for the Energy Receiving Report on document create, Transportation Method/Type will be required and will only have three options to select from: the number two, to indicate Barge, and W or Z to indicate Tanker.

When the Tanker/Barge indicator is not selected on document create, the Transportation Method/Type remains optional, however, the options for "2 - Government watercraft, barge or lighter", "W - Water, river, lake, coastal (commercial)", and "Z - Military Sealift Command (MSC); controlled, contract, or arranged space" will not be available in the dropdown list as these are used when the Tanker/Barge indicator is selected.

The 2 new secondary transportation tracking types are also included in the Energy Receiving Report: "CY - Truck Number/Commercial Registration Number" and "XC - Trailer Number/Cargo Control Number"

The "Submit Transportation Data Later" checkbox is available on the Energy Receiving Report. If this checkbox is selected, the Vendor will be allowed to update their Transportation data at a later time.

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.

A message will be displayed to inform the user that saved documents will be purged after 'X' number of days.

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

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.

Click the "Mark For" tab to navigate to the Mark For page.

The Mark For page is displayed.

The Mark For page allows the Vendor to designate a specific party to whom the shipment is being sent. This information may be as simple as a name or as complex as routing instructions.

These fields are required if a Mark For DoDAAC was entered previously.
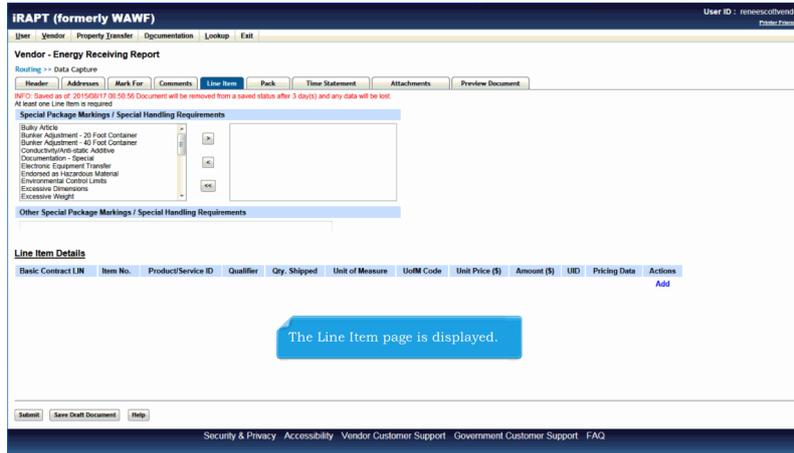

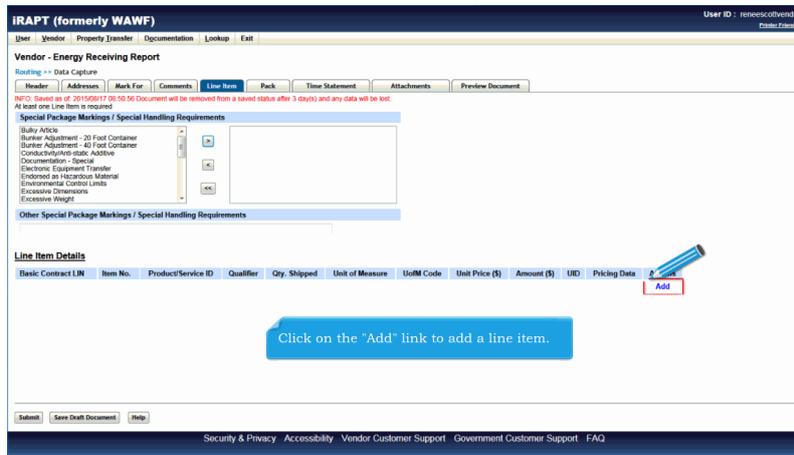Click the "Comments" tab to navigate to the Comments page.
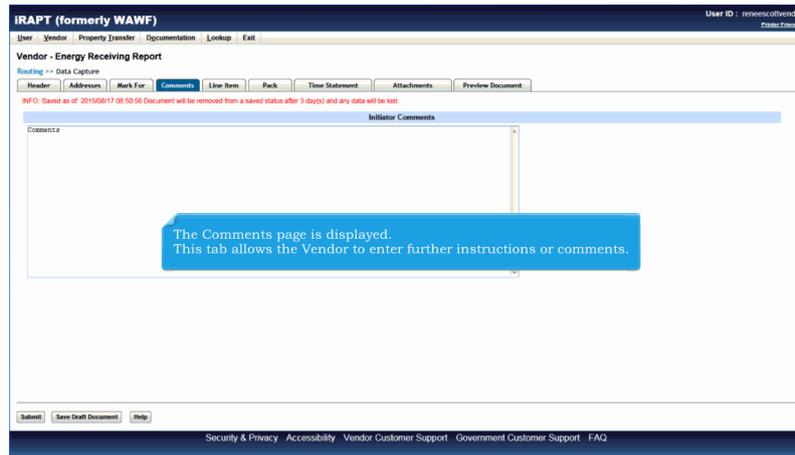
The Comments page is displayed.
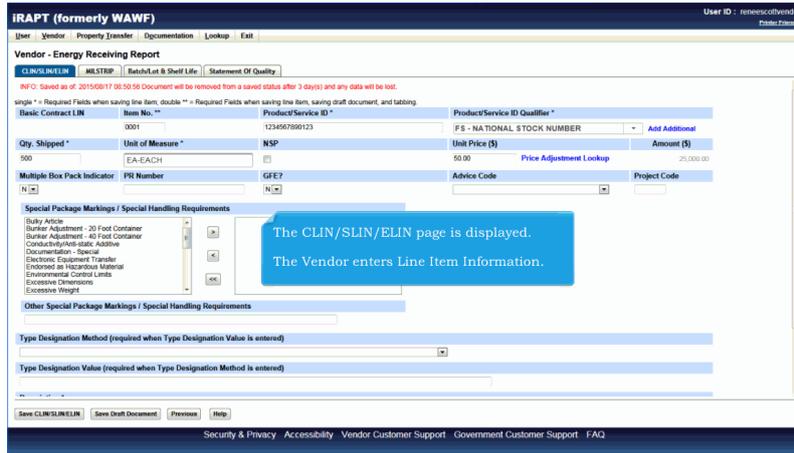This tab allows the Vendor to enter further instructions or comments.
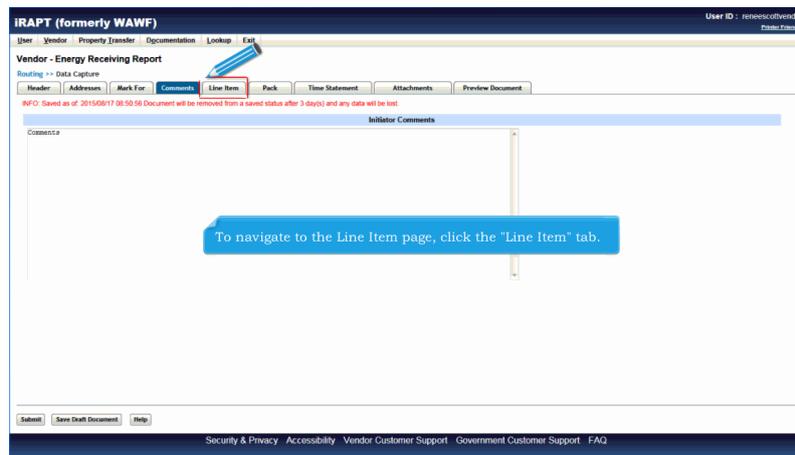
To navigate to the Line Item page, click the "Line Item" tab.

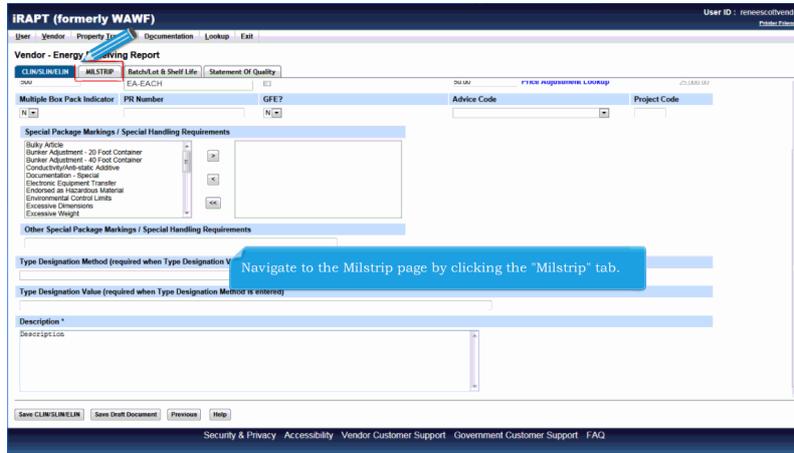The Line Item page is displayed.

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

The CLIN/SLIN/ELIN page is displayed.

The Vendor enters Line Item Information.

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

The Milstrip form is displayed.

If the Vendor is shipping to a Department of Defense depot, the contract contains "Military Standard Requisitioning and Issue Procedures (Milstrip)" numbers.

To add a Milstrip, enter the data in the Milstrip Number and Quantity fields, then click the "Save" link

The Milstrip is now saved.
The total quantities entered in the Milstrip Quantity field must be equal to the "Quantity Shipped" field on the Line Item Details page. This may require entering the word "NONE" in a Milstrip field with a balancing quantity.

Navigate to the "Batch/Lot and Shelf Life" tab.

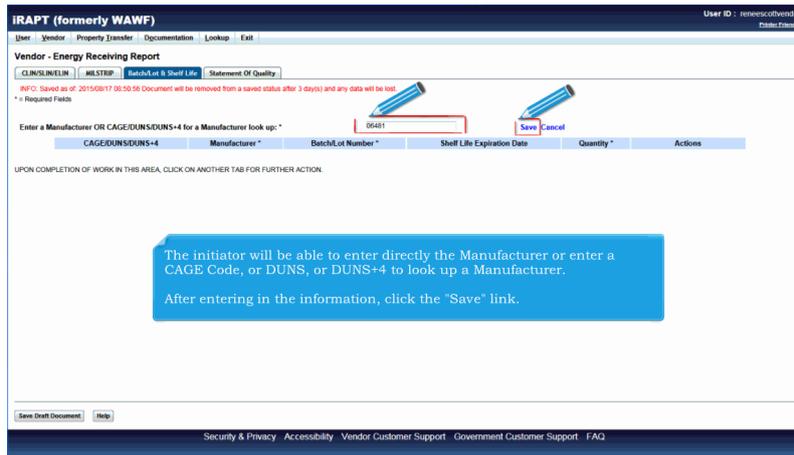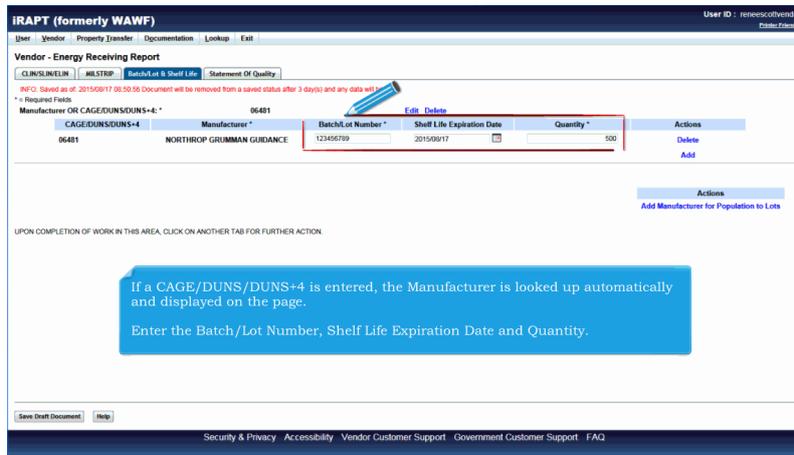The Batch/Lot & Shelf Life tab is displayed.

Click the "Add Manufacturer for Population to Lots" Action link to add data.

The initiator will be able to enter directly the Manufacturer or enter a CAGE Code, or DUNS, or DUNS+4 to look up a Manufacturer.

After entering in the information, click the "Save" link.

If a CAGE/DUNS/DUNS+4 is entered, the Manufacturer is looked up automatically and displayed on the page.

Enter the Batch/Lot Number, Shelf Life Expiration Date and Quantity.

To add another Batch/Lot, click the "Add Manufacturer for Population to Lots" link.

Click the "Statement of Quality" tab to go to the "Statement of Quality" tab.
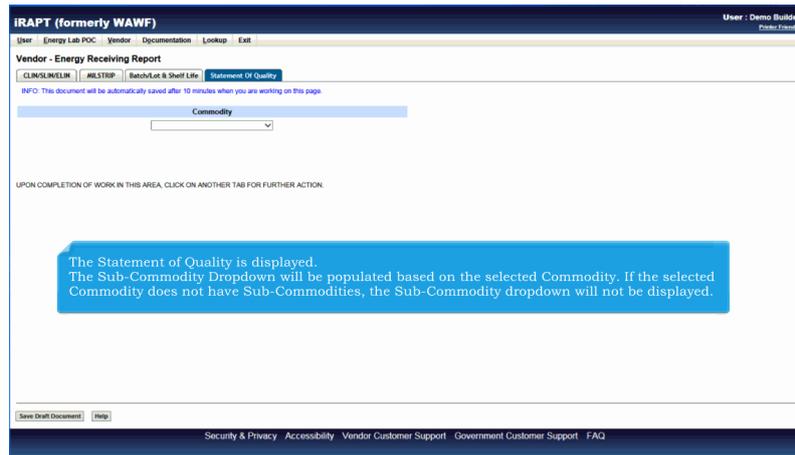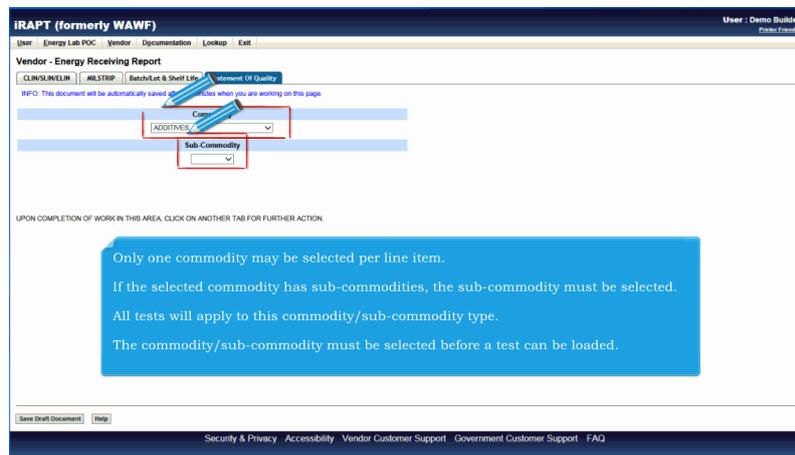
The Statement of Quality is displayed.

The Sub-Commodity Dropdown will be populated based on the selected Commodity. If the selected Commodity does not have Sub-Commodities, the Sub-Commodity dropdown will not be displayed.

Only one commodity may be selected per line item.

If the selected commodity has sub-commodities, the sub-commodity must be selected.

All tests will apply to this commodity/sub-commodity type.

The commodity/sub-commodity must be selected before a test can be loaded.

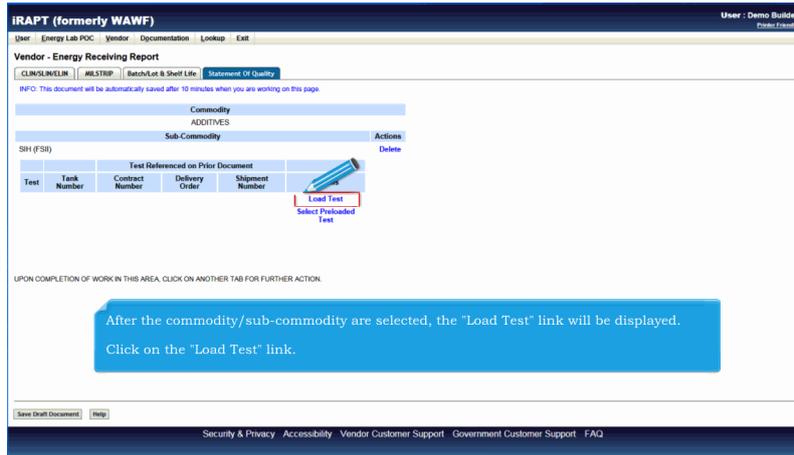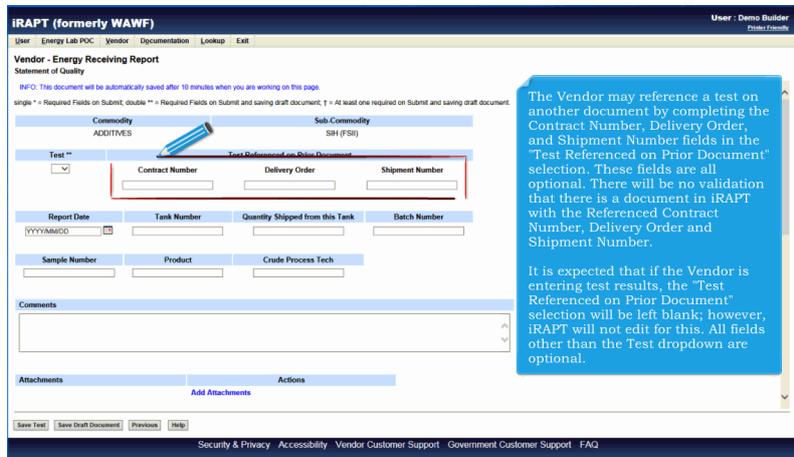After the commodity/sub-commodity are selected, the "Load Test" link will be displayed.

Click on the "Load Test" link.

The Vendor may reference a test on another document by completing the Contract Number, Delivery Order, and Shipment Number fields in the "Test Referenced on Prior Document" selection. These fields are all optional. There will be no validation that there is a document in iRAPT with the Referenced Contract Number, Delivery Order and Shipment Number.

It is expected that if the Vendor is entering test results, the "Test Referenced on Prior Document" selection will be left blank; however, iRAPT will not edit for this. All fields other than the Test dropdown are optional.

The rows loaded in the test template are based on the Commodity and Sub-Commodity and are populated from the database. Selecting Test A, B, C, etc does not affect the rows that are displayed. It is up to the Vendor to know which rows must be completed for the appropriate test type.
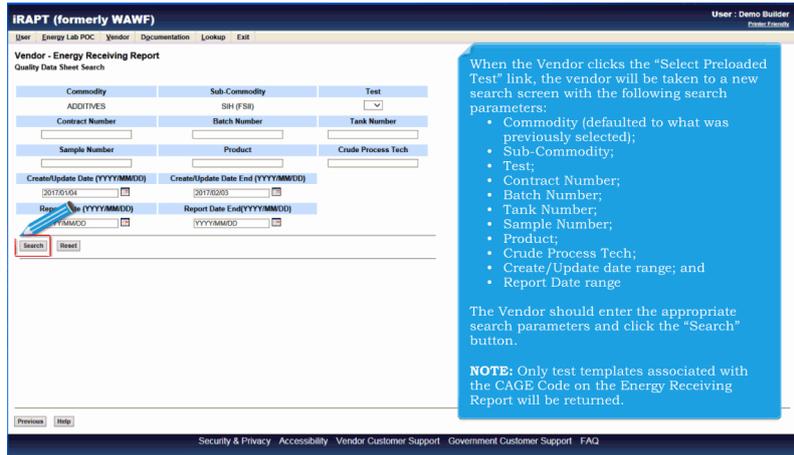

Click the "Save Test" button to continue.
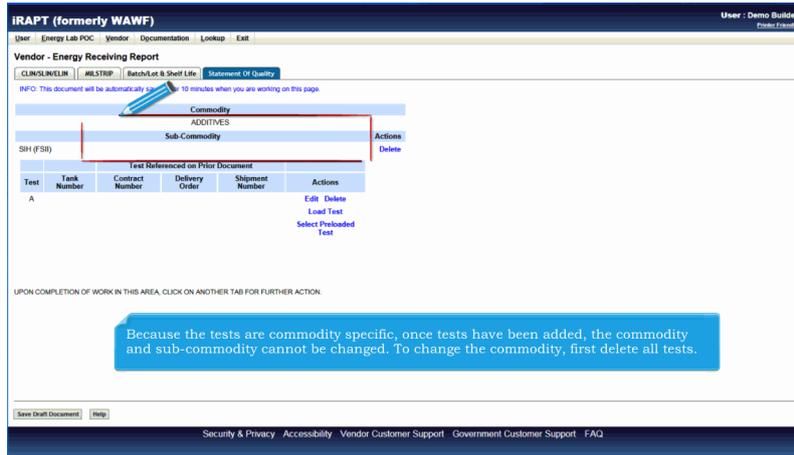
Because the tests are commodity specific, once tests have been added, the commodity and sub-commodity cannot be changed. To change the commodity, first delete all tests.
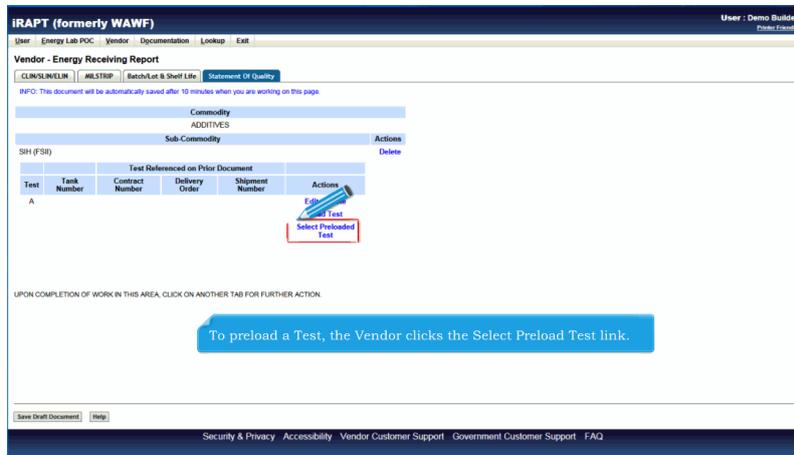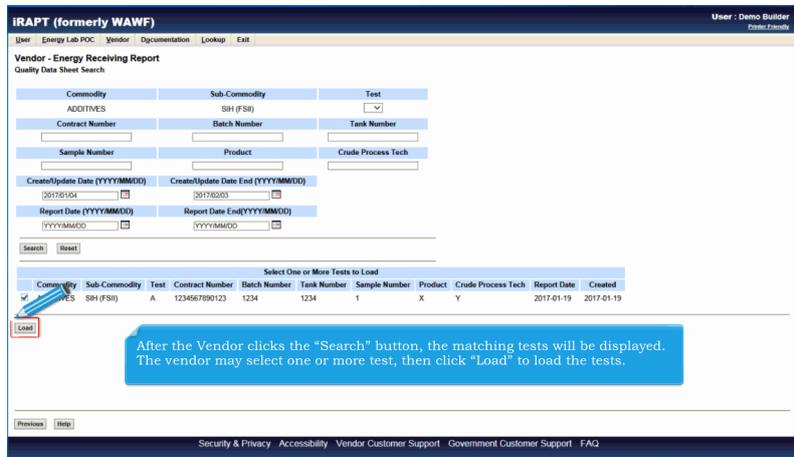

To preload a Test, the Vendor clicks the Select Preload Test link.

When the Vendor clicks the "Select Preloaded Test" link, the vendor will be taken to a new search screen with the following search parameters:
- Commodity (defaulted to what was previously selected);
- Sub-Commodity;
- Test;
- Contract Number;
- Batch Number;
- Tank Number;
- Sample Number;
- Product;
- Crude Process Tech;
- Create/Update date range; and
- Report Date range

After the Vendor clicks the "Search" button, the matching tests will be displayed. The vendor may select one or more test, then click "Load" to load the tests.

The Vendor will be returned to the Statement of Quality tab. The tests that were selected will be loaded under the sub-commodity. The Vendor may then click Edit to view and/or modify the tests. The Vendor may also delete the tests and add additional tests.

Click the "CLIN/SLIN/ELIN" tab to return to the "CLIN/SLIN/ELIN" page.

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

The Line Item page is displayed with the updated line item.

Multiple CLINs are allowed on Energy Receiving Report. However, only one line item is allowed when the Tanker/Barge indicator is selected on document create.

To navigate to the Pack Data form, click the "Pack" tab.

The Pack Data form is displayed.
This tab can be used to visually create how the various pallets, packages, boxes, containers, etc. of a shipment are put together.

Please refer to the Add Pack Demonstration within the Other section of the iRAPT WBT for additional information regarding Pack Data.
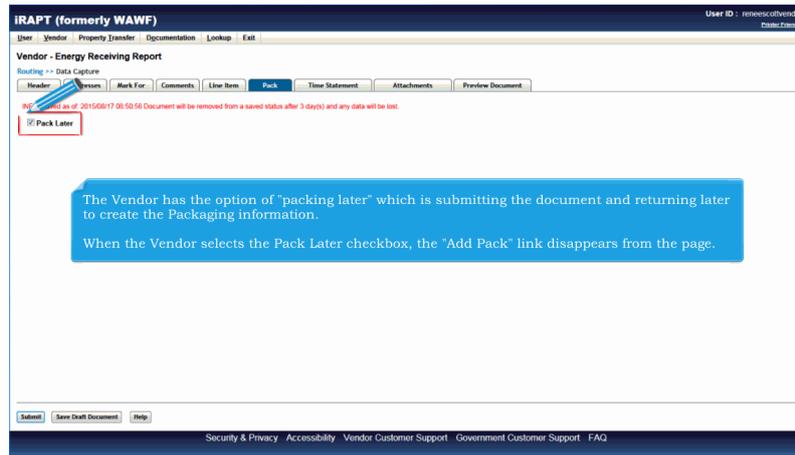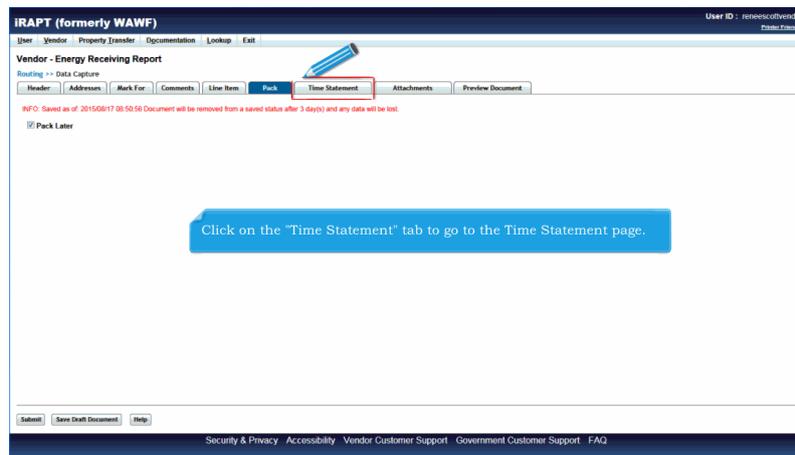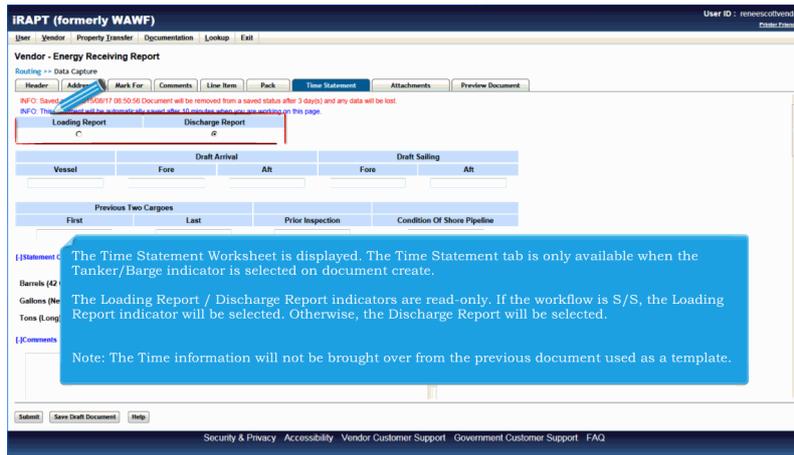
The Vendor has the option of "packing later" which is submitting the document and returning later to create the Packaging information.

When the Vendor selects the Pack Later checkbox, the "Add Pack" link disappears from the page.


Click on the "Time Statement" tab to go to the Time Statement page.

The Time Statement Worksheet is displayed. The Time Statement tab is only available when the Tanker/Barge indicator is selected on document create.

The Loading Report / Discharge Report indicators are read-only. If the workflow is S/S, the Loading Report indicator will be selected. Otherwise, the Discharge Report will be selected.

Note: The Time information will not be brought over from the previous document used as a template.
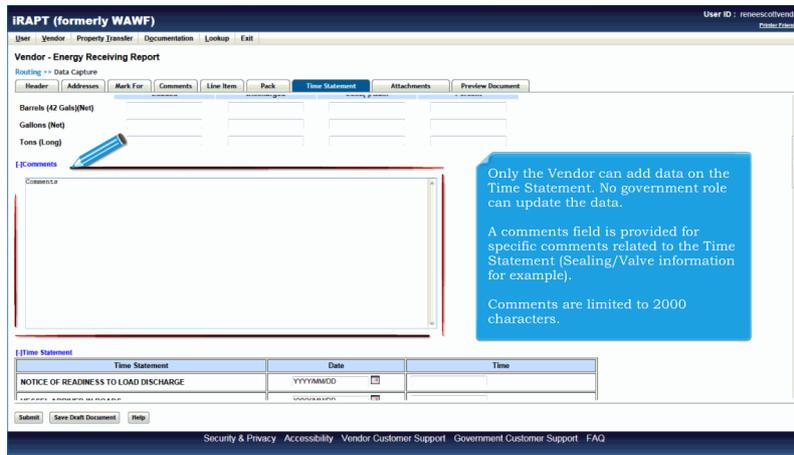
Only the Vendor can add data on the Time Statement. No government role can update the data.

A comments field is provided for specific comments related to the Time Statement (Sealing/Valve information for example).

Comments are limited to 2000 characters.

On the Time Statement Worksheet, all fields are optional.

Time must be entered in the format HHMM (24 hour clock).

The Vendor can click the Attachments tab to go to the Attachments page.

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 20MB.

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

After the selected file is displayed in the Attachment field, click the "Upload" button to continue.
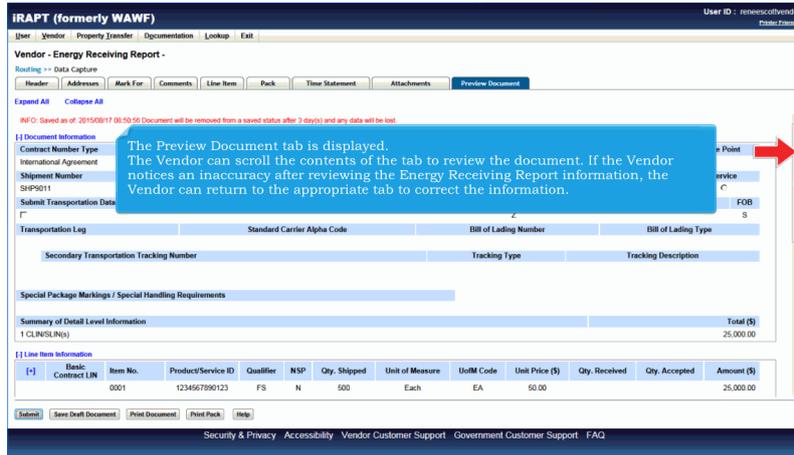
The file attachment is now displayed on the Attachments page.

The Vendor can view the attachment by clicking the "View Attachment" link and remove the attachment by clicking the "Delete Attachment" link.

To attach another file, click the "Browse" button and keep doing this procedure until you have attached all files you want to send.
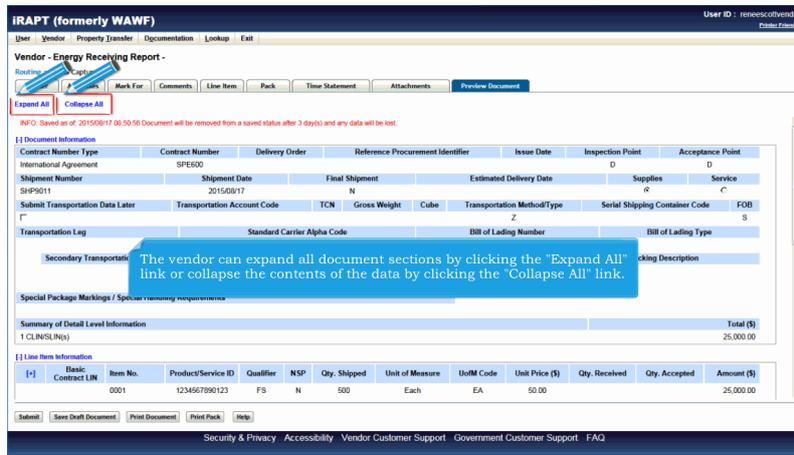

To view the whole document before submission, click on the "Preview Document" tab.
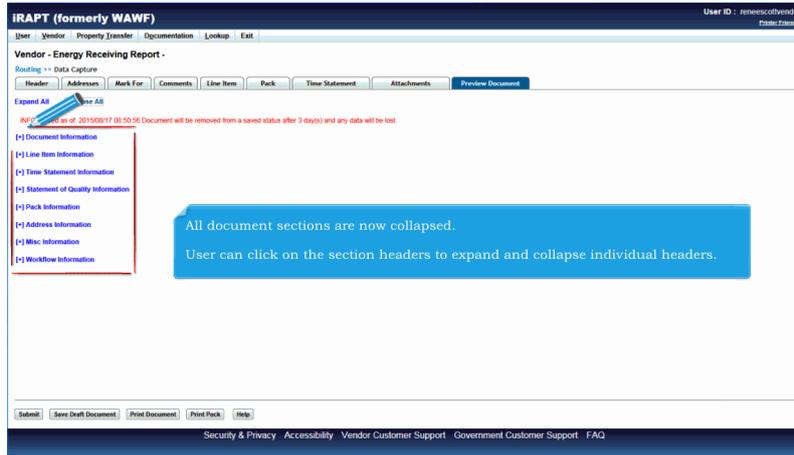
The Preview Document tab is displayed.
The Vendor can scroll the contents of the tab to review the document. If the Vendor notices an inaccuracy after reviewing the Energy Receiving Report information, the Vendor can return to the appropriate tab to correct the information.
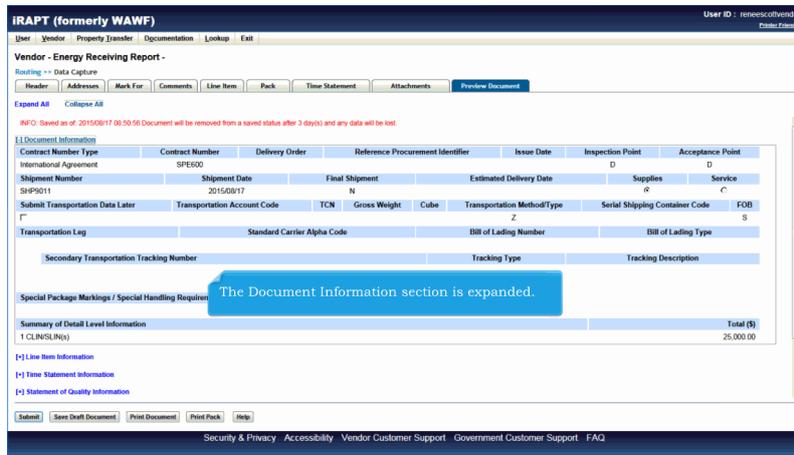

The vendor can expand all document sections by clicking the "Expand All" link or collapse the contents of the data by clicking the "Collapse All" link.
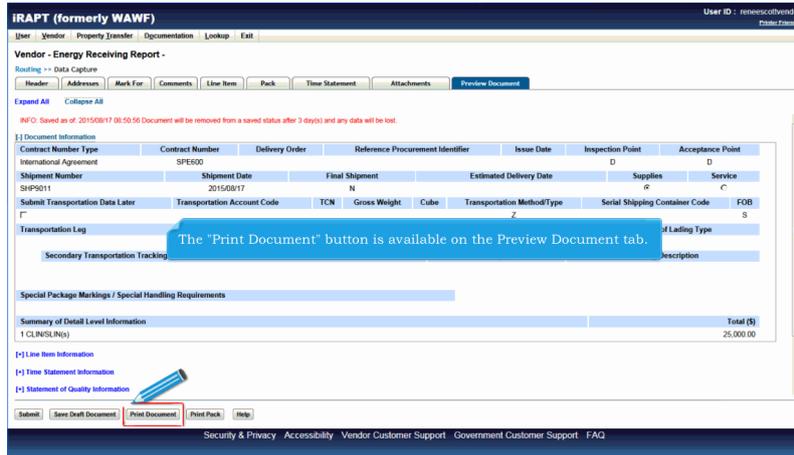
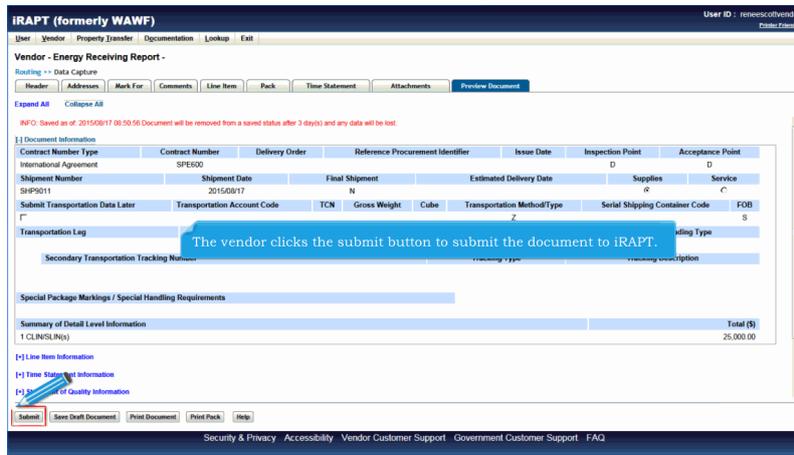All document sections are now collapsed.

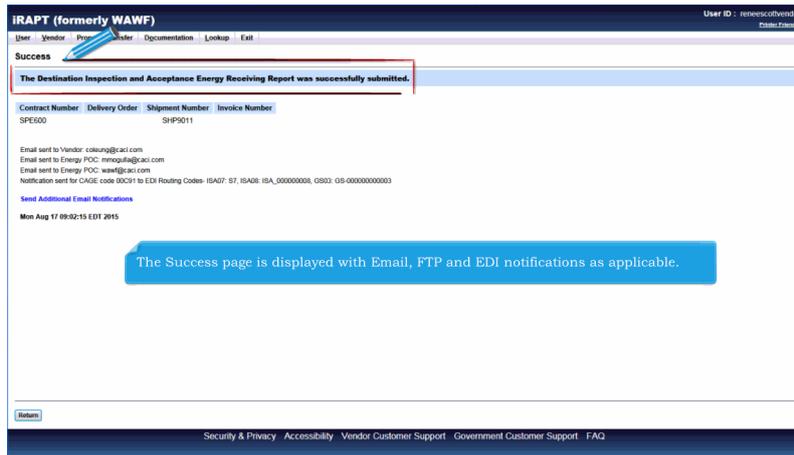User can click on the section headers to expand and collapse individual headers.

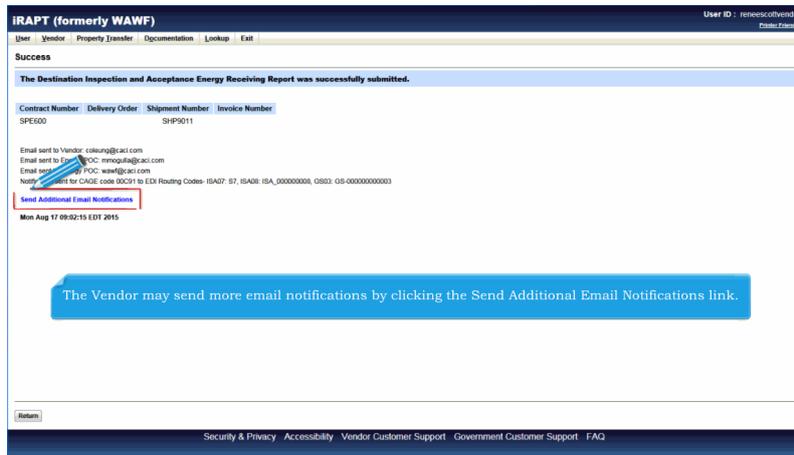The Document Information section is expanded.

The "Print Document" button is available on the Preview Document tab.
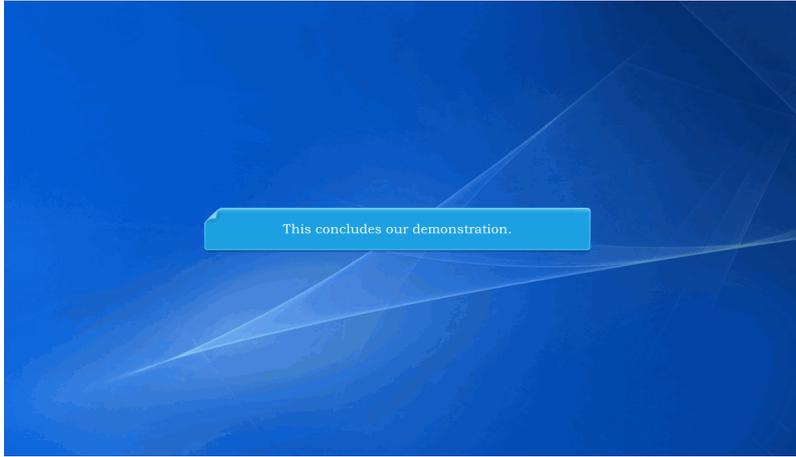

The vendor clicks the submit button to submit the document to iRAPT.

The Success page is displayed with Email, FTP and EDI notifications as applicable.

The Vendor may send more email notifications by clicking the Send Additional Email Notifications link.

This concludes our demonstration.