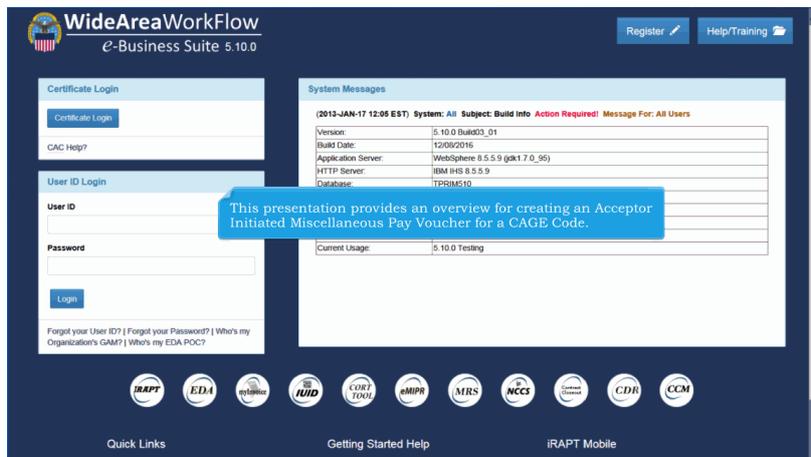


Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.



This presentation provides an overview for creating an Acceptor Initiated Miscellaneous Pay Voucher for a CAGE Code.

Contractual? * N

Select Document Type to Create *

Receiving Report
 Micro-Purchase Receiving Report
 Misc. Pay

The Acceptor selects N from the Contractual? drop-down list.
The Acceptor does not enter a contract number. A unique "Misc. Pay Control Number" is automatically generated by iRAPT.

The Acceptor selects N from the Contractual? drop-down list.

The Acceptor does not enter a contract number. A unique "Misc. Pay Control Number" is automatically generated by iRAPT.

Ship To Code / Ext. * F14417 8802A

The Acceptor selects the Ship to Code from the drop-down list.

The Acceptor selects the Ship to Code from the drop-down list.

The Acceptor selects the radio button for Misc. Pay.

The Acceptor clicks the Next button to continue.

IRAPT (formerly WAWF) User: Demo Builder
Printer Friendly

User Government Documentation Lookup Exit

Acceptor - Misc. Payment Voucher

Contract -> Select Voucher Flow

* = Required Fields

Select Voucher Flow *

Federal Entity: e.g., Federal Employee or Military Member, including Retirees

Non-Federal Entity: SAM - CAGE Code

Non-Federal Entity: Non-SAM - Business (EN)

Non-Federal Entity: Non-SAM - Individual (SSN)

The Acceptor selects the Non-Federal Entity: SAM - CAGE Code radio option from the list Voucher Flow Selection page.

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Acceptor selects the Non-Federal Entity: SAM - CAGE Code radio option from the list Voucher Flow Selection page.

IRAPT (formerly WAWF) User: Demo Builder
Printer Friendly

User Government Documentation Lookup Exit

Acceptor - Misc. Payment Voucher

Contract -> Select Voucher Flow

* = Required Fields

Select Voucher Flow *

Federal Entity: e.g., Federal Employee or Military Member, including Retirees

Non-Federal Entity: SAM - CAGE Code

Non-Federal Entity: Non-SAM - Business (EN)

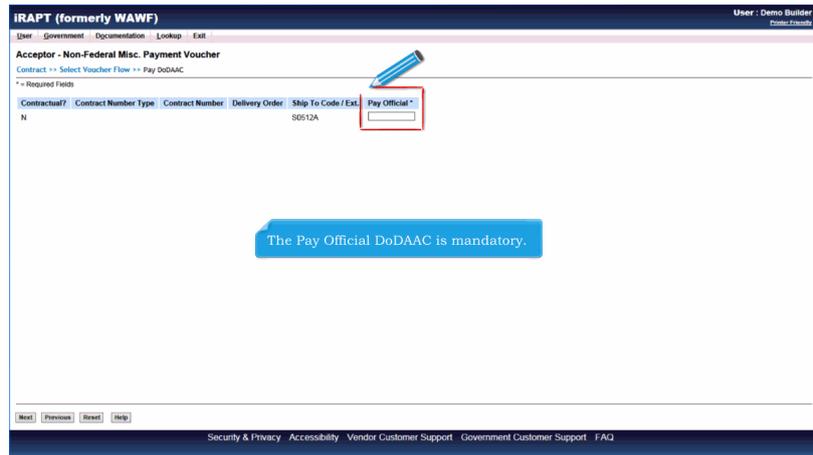
Non-Federal Entity: Non-SAM - Individual (SSN)

The Acceptor then clicks the Next button to continue.

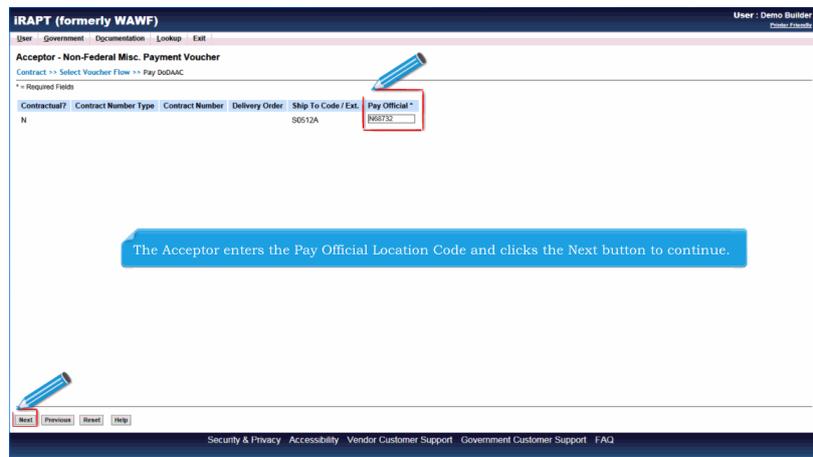
Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Acceptor then clicks the Next button to continue.



The Pay Official DoDAAC is mandatory.



The Acceptor enters the Pay Official Location Code and clicks the Next button to continue.

IRAPT (formerly WAWF) User: Demo Builder
User: Government Documentation Lookup Exit
Acceptor - Non-Federal Misc. Payment Voucher
Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing

Service Acceptor / Est.	Invoice Date	Pay DoDAAC
S0512A	2016/12/09	N68732

CAGE Code / DUNS / DUNS + 4' / Extension
AAI' / LPO DoDAAC' / Extension
Misc. Type*

Admin DoDAAC Invoice Number

The Routing page is displayed.
The following fields are mandatory for an Acceptor initiated Misc Pay for a CAGE Code:

- CAGE Code
- Agency Accounting Identifier (AAI)
- LPO DoDAAC
- Misc. Type

Next Previous Cancel Help
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Routing page is displayed.

The following fields are mandatory for an Acceptor initiated Misc Pay for a CAGE Code:

- CAGE Code
- Agency Accounting Identifier (AAI)
- LPO DoDAAC
- Misc. Type

IRAPT (formerly WAWF) User: Demo Builder
User: Government Documentation Lookup Exit
Acceptor - Non-Federal Misc. Payment Voucher
Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing

Service Acceptor / Est.	Invoice Date	Pay DoDAAC
S0512A	2016/12/09	N68732

CAGE Code / DUNS / DUNS + 4' / Extension
05481

AAI' / LPO DoDAAC' / Extension
049204 / P15417

Misc. Type*

Admin DoDAAC Invoice Number

The Acceptor enters the Routing Code information.

Next Previous Cancel Help
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Acceptor enters the Routing Code information.

The Acceptor selects the Misc Payment Type Code from the Misc. Type drop-down list.

Admin DoDAAC is optional. If the Admin DoDAAC field is left blank, the system will default the Admin By DoDAAC to the Service Acceptor DoDAAC.

Invoice Number is optional. If the Invoice Number field is left blank, the system will default the Invoice Number to the Misc. Pay Control Number.

IRAPT (formerly WAWF) User: Demo Builder
Contract -> Select Voucher Flow -> Pay DoDAAC -> Routing

Service Acceptor / Est. 50512A Invoice Date 2016/12/09 Pay DoDAAC N68732

CAGE Code / DUNS / DUNS + 4 / Extension
AAI* 045924 LPO DoDAAC* / Extension E13417

Misc. Type*
ATTV - Attorney Fees including judgments and settlements Paid to the Attorney

Admin DoDAAC Invoice Number

Next Previous Submit Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Acceptor clicks the Next button to continue.

IRAPT (formerly WAWF) User: Demo Builder
Contract -> Select Voucher Flow -> Pay DoDAAC -> Routing -> Voucher

Voucher Addresses Comments Attachments Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CLATTV16D06481006	ATTV	CLATTV16D06481006	2016/12/09	987654321	039134218	0.00

Line Id.**	AAI	Qty. Invoiced*	Unit of Measure*	Unit Price (\$)*	Amount (\$)	Actions
0001	045924		Auto Complete		0.00	Delete Line ID

Description*

Add Line ID

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Data Capture tabs are displayed with the Voucher tab as the Active tab.

IRAPT (formerly WAWF) User: Demo Builder

Contract >> Select Voucher Flow >> Pay DuMAAC >> Routing >> Voucher

Required Fields: Voucher, Addresses, Comments, Attachments, Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CLATTY16D06481006	ATTV	CLATTY16D06481006	20161209	907654321	039134216	0.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$)*	Amount (\$)	Actions
0001	045924	<input type="text" value=""/>	Auto Complete	<input type="text" value=""/>	0.00	Delete Line ID

Description *

Add Line ID

The Acceptor 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 at a later time.

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Acceptor 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 at a later time.

IRAPT (formerly WAWF) User: Demo Builder

Contract >> Select Voucher Flow >> Pay DuMAAC >> Routing >> Voucher

Required Fields: Voucher, Addresses, Comments, Attachments, Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CLATTY16D06481006	ATTV	CLATTY16D06481006	20161209	907654321	039134216	6,250.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$)*	Amount (\$)	Actions
0001	045924	25	HR-HOURS	259.00	6,250.00	Delete Line ID

Description *

BRACKETS

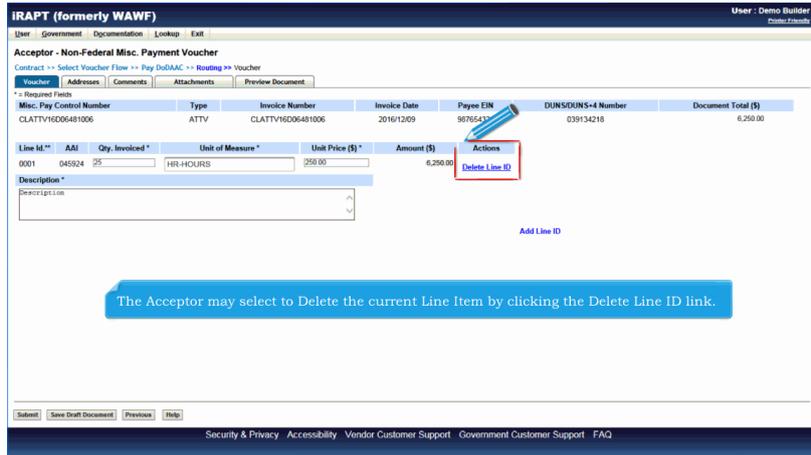
Add Line ID

The Acceptor enters the Quantity Invoiced, Unit of Measure, Unit Price and Description for the Line Item.

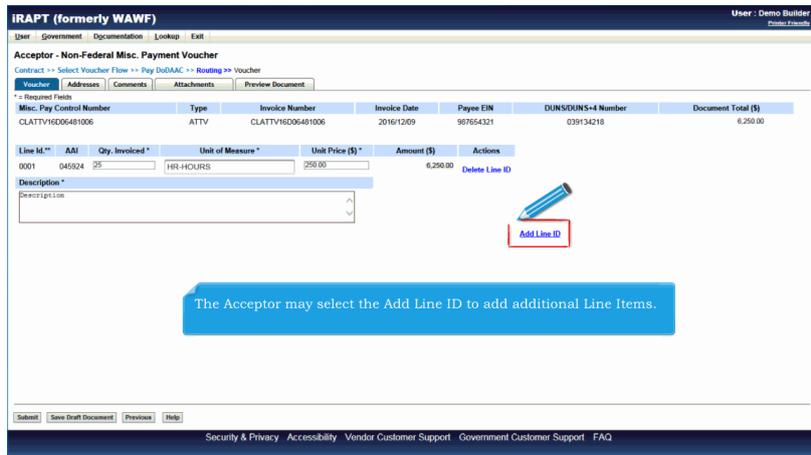
Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

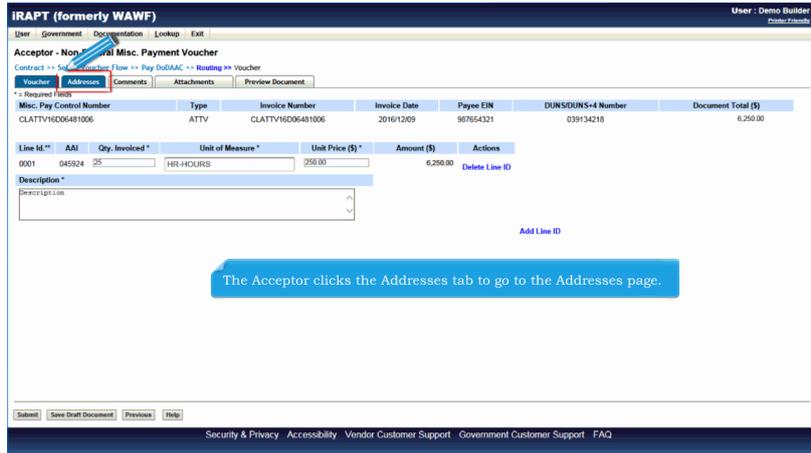
The Acceptor enters the Quantity Invoiced, Unit of Measure, Unit Price and Description for the Line Item.



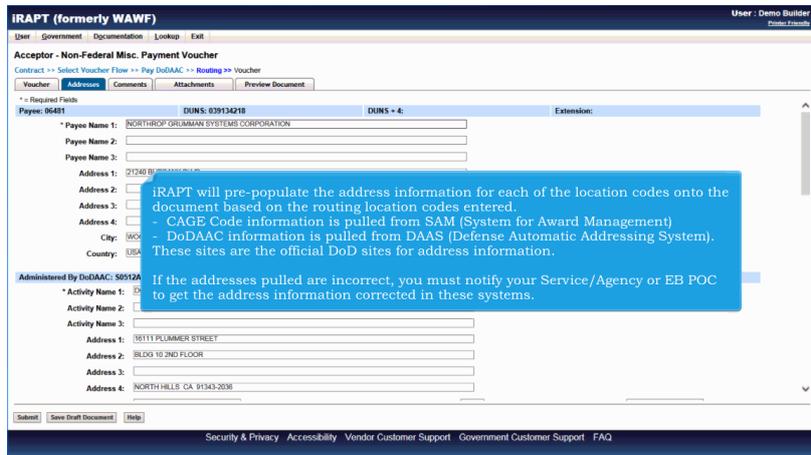
The Acceptor may select to Delete the current Line Item by clicking the Delete Line ID link.



The Acceptor may select the Add Line ID to add additional Line Items.



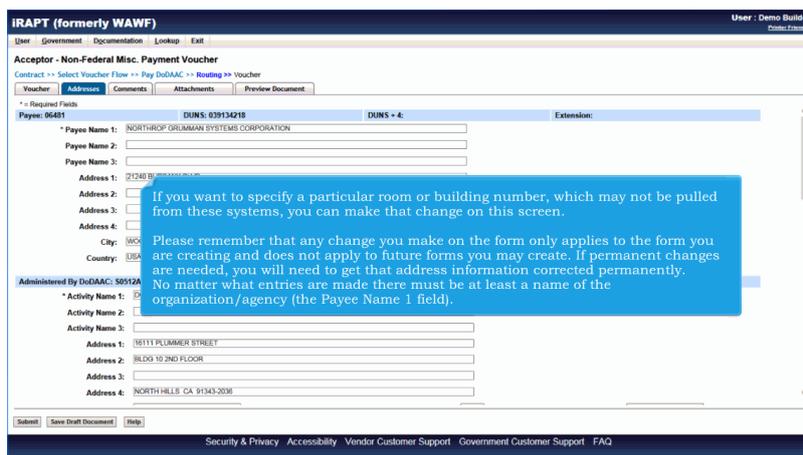
The Acceptor clicks the Addresses tab to go to the Addresses page.



IRAPT will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered.

- CAGE Code information is pulled from SAM (System for Award Management)
- DoDAAC information is pulled from DAAS (Defense Automatic Addressing System). These sites are the official DoD sites for address information.

If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in these systems.



IRAPT (formerly WAWF) User: Demo Builder

Accepter - Non-Federal Misc. Payment Voucher

Contract >> Select Voucher Flow >> Pay DuMAAC >> Routing >> Voucher

Voucher | Address | Comments | Attachments | Preview Document

* Required Fields

Payee: 06481 DUNS: 039134218 DUNS + 4: Extension:

* Payee Name 1: NORTHROP GRUMMAN SYSTEMS CORPORATION

Payee Name 2:

Payee Name 3:

Address 1: 21240 BURBANK BLVD

Address 2:

Address 3:

Address 4:

City: 0605

Country: USA

Administered By DuMAAC: S0512A

* Activity Name 1: 05

Activity Name 2:

Activity Name 3:

Address 1: 15111 PLUMMER STREET

Address 2: BLDG 10 2ND FLOOR

Address 3:

Address 4: NORTH HILLS CA 91343-2036

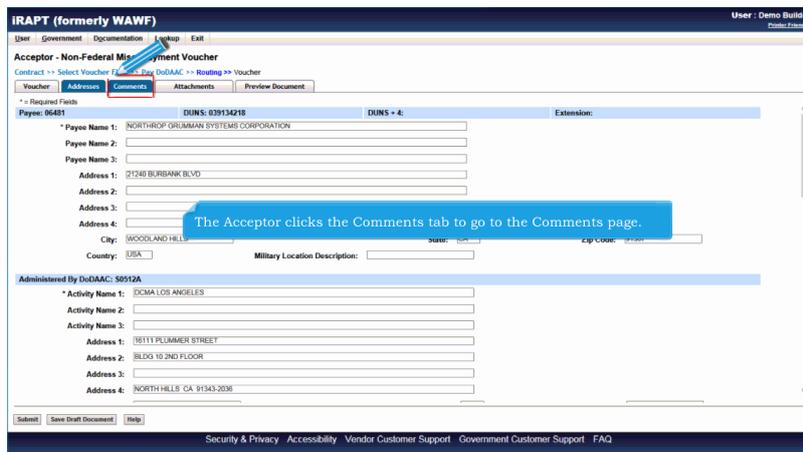
Submit | Save Draft Document | Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

If you want to specify a particular room or building number, which may not be pulled from these systems, you can make that change on this screen.

Please remember that any change you make on the form only applies to the form you are creating and does not apply to future forms you may create. If permanent changes are needed, you will need to get that address information corrected permanently.

No matter what entries are made there must be at least a name of the organization/agency (the Payee Name 1 field).



IRAPT (formerly WAWF) User: Demo Builder

Accepter - Non-Federal Misc. Payment Voucher

Contract >> Select Voucher Flow >> Pay DuMAAC >> Routing >> Voucher

Voucher | Address | Comments | Attachments | Preview Document

* Required Fields

Payee: 06481 DUNS: 039134218 DUNS + 4: Extension:

* Payee Name 1: NORTHROP GRUMMAN SYSTEMS CORPORATION

Payee Name 2:

Payee Name 3:

Address 1: 21240 BURBANK BLVD

Address 2:

Address 3:

Address 4:

City: WOODLAND HILLS

Country: USA

Administered By DuMAAC: S0512A

* Activity Name 1: 05

Activity Name 2:

Activity Name 3:

Address 1: 15111 PLUMMER STREET

Address 2: BLDG 10 2ND FLOOR

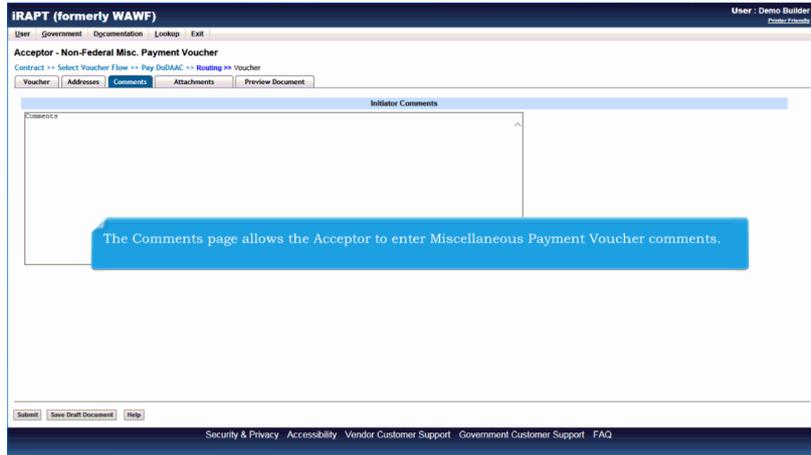
Address 3:

Address 4: NORTH HILLS CA 91343-2036

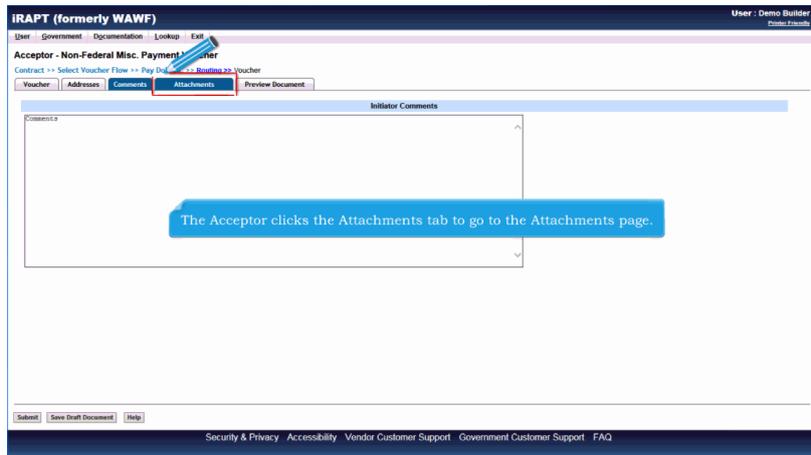
Submit | Save Draft Document | Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

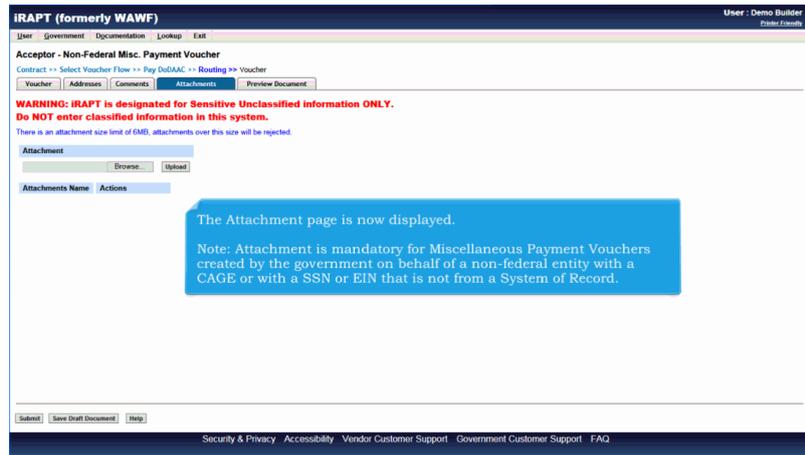
The Acceptor clicks the Comments tab to go to the Comments page.



The Comments page allows the Acceptor to enter Miscellaneous Payment Voucher comments.

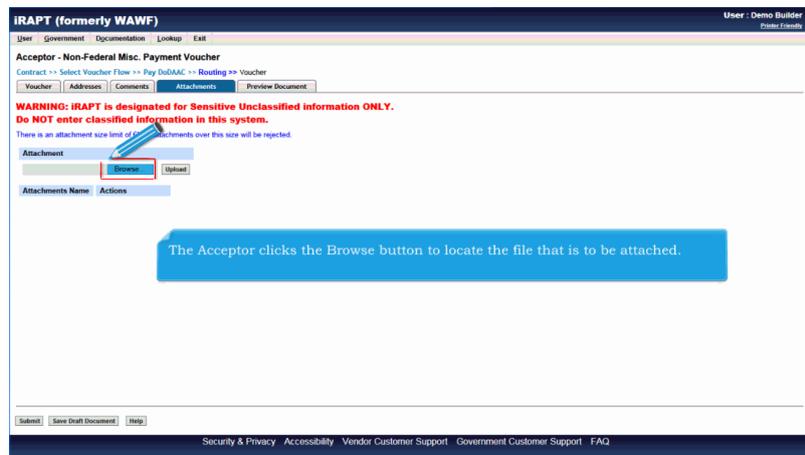


The Acceptor clicks the Attachments tab to go to the Attachments page.

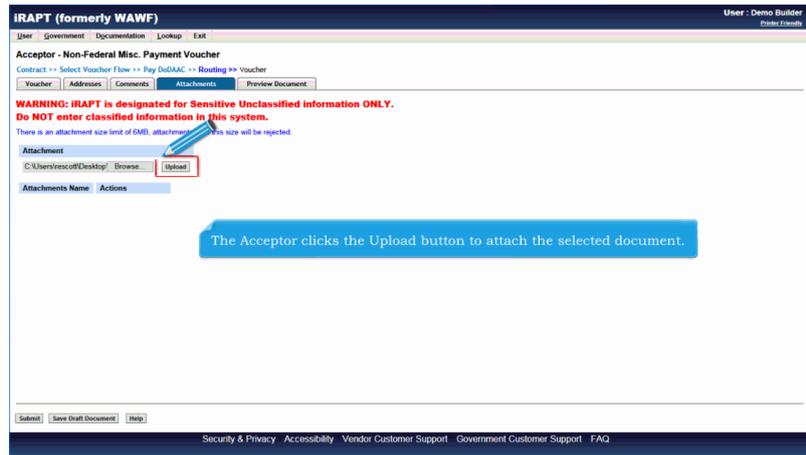


The Attachment page is now displayed.

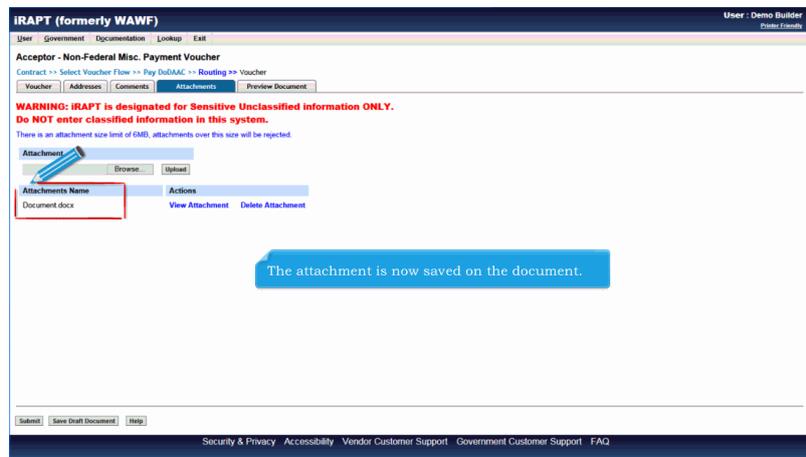
Note: Attachment is mandatory for Miscellaneous Payment Vouchers created by the government on behalf of a non-federal entity with a CAGE or with a SSN or EIN that is not from a System of Record.



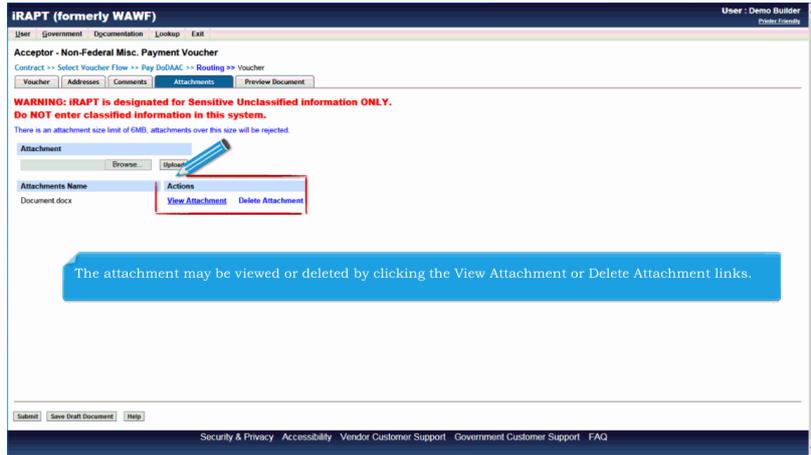
The Acceptor clicks the Browse button to locate the file that is to be attached.



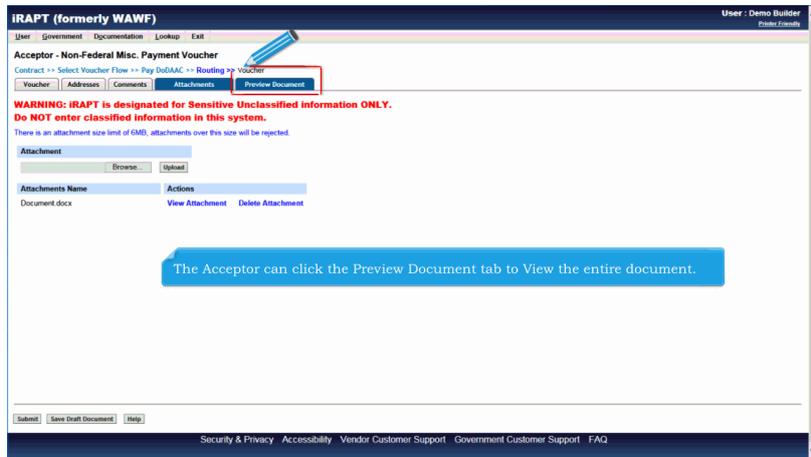
The Acceptor clicks the Upload button to attach the selected document.



The attachment is now saved on the document.



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



The Acceptor can click the Preview Document tab to View the entire document.

IRAPT (formerly WAWF) User: Demo Builder

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | **Preview Document**

Expand All Collapse All

Voucher Information

Misc. Pay Control Number	Type
CLATTV16D06481006	ATV

Line Item Information

Item No.	AAI	Amount (\$)
0001	045924	6,250.00

Line Item Total (\$): 6,250.00

Address Information

Prime Contractor			Administered By	
CAGE Code	DUNS	Extension	DoDAAC	
06481	039134218	DUNS - 4	S0512A	
Activity Name 1	NORTHROP GRUMMAN SYSTEMS CORPORATION		Activity Name 1	DCMA LOS ANGELES
Activity Name 2			Activity Name 2	
Activity Name 3			Activity Name 3	

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document.

The Acceptor can scroll the contents of the tab to review the document.

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

IRAPT (formerly WAWF) User: Demo Builder

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | **Preview Document**

Expand All Collapse All

Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS-4 Number	Document Total (\$)
CLATTV16D06481006	ATV	CLATTV16D06481006	2016/12/09	987654321	039134218	6,250.00

Line Item Information

Item No.	AAI	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001	045924					6,250.00

Line Item Total (\$): 6,250.00

Address Information

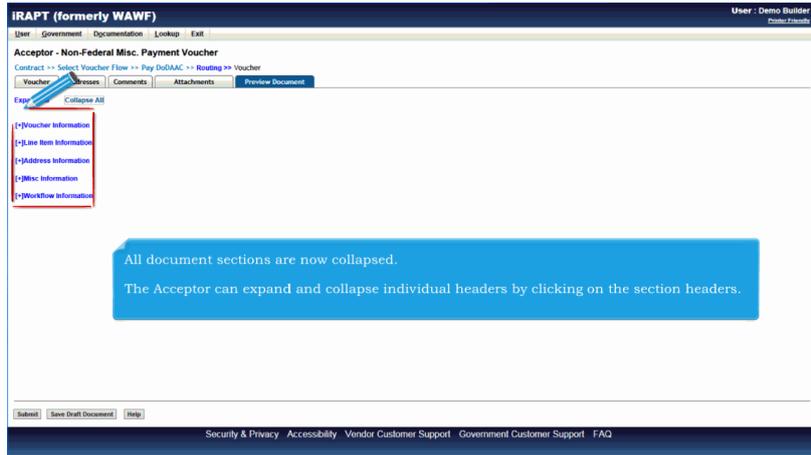
Prime Contractor			Administered By	
CAGE Code	DUNS	Extension	DoDAAC	
06481	039134218	DUNS - 4	S0512A	
Activity Name 1	NORTHROP GRUMMAN SYSTEMS CORPORATION		Activity Name 1	DCMA LOS ANGELES
Activity Name 2			Activity Name 2	
Activity Name 3			Activity Name 3	

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

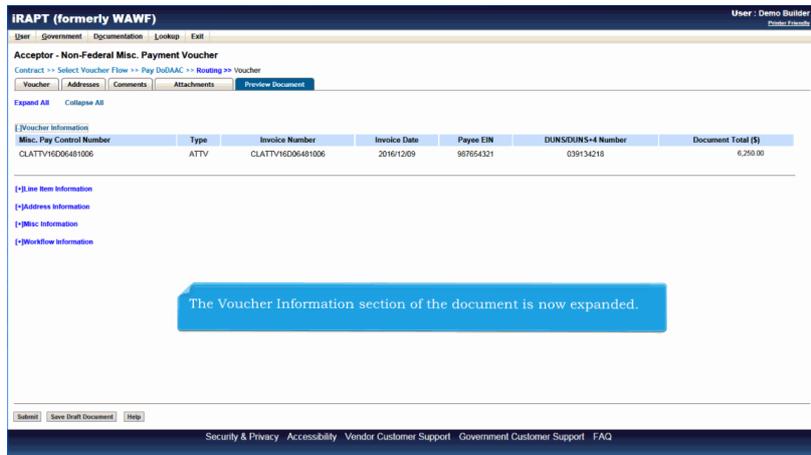
The Acceptor can expand all document sections by clicking the Expand All link.

The Acceptor can collapse the contents of the tab by clicking the Collapse All link.



All document sections are now collapsed.

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



The Voucher Information section of the document is now expanded.

The screenshot shows the iRAPT (formerly WAWF) interface. At the top, it says "iRAPT (formerly WAWF)" and "User: Demo Builder". Below that, there are navigation tabs: "Voucher", "Addresses", "Comments", "Attachments", and "Preview Document". The main content area shows "Voucher Information" with a table of voucher details:

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CLATTY16D06481006	ATTV	CLATTY16D06481006	20161209	987654321	039134215	6,250.00

Below the table, there are expandable sections for "Item Information", "Address Information", "Misc Information", and "Workflow Information". A blue callout box states: "The 'Submit' button is available on every tab. When the Acceptor has finished reviewing the document, the Acceptor can submit the document to iRAPT by clicking the 'Submit' button." At the bottom left, the "Submit" button is highlighted with a blue box and a pencil icon.

The "Submit" button is available on every tab.

When the Acceptor has finished reviewing the document, the Acceptor can submit the document to iRAPT by clicking the "Submit" button.

The screenshot shows the iRAPT (formerly WAWF) interface after a successful submission. At the top, it says "iRAPT (formerly WAWF)" and "User: Demo Builder". Below that, there are navigation tabs: "Voucher", "Addresses", "Comments", "Attachments", and "Preview Document". The main content area shows a "Success" message: "The Non-Federal Misc. Payment Voucher was successfully submitted." Below the message, there is a table of contract and invoice information:

Contract Number	Delivery Order	Shipment Number	Invoice Number
CLATTY16D06481006		CLATTY16D06481006	CLATTY16D06481006

Below the table, there is a list of email addresses sent to the Acceptor:

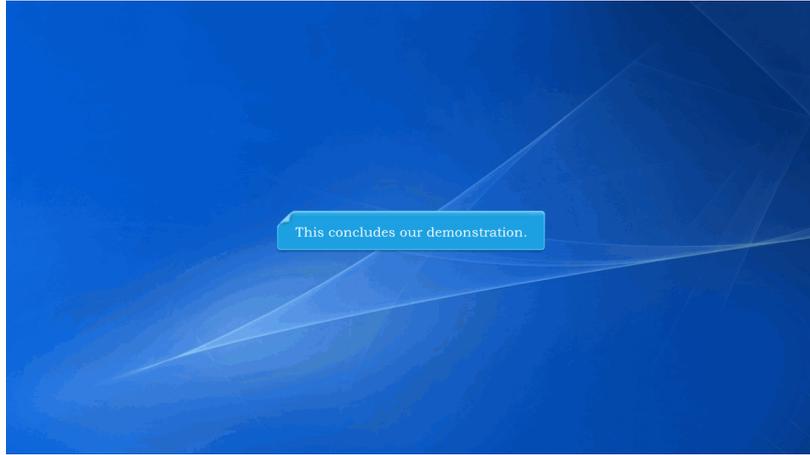
- Email sent to Acceptor: dregam001@gmail.com
- Email sent to Acceptor: wawf@caac.com
- Email sent to Acceptor: wawf@caac.com
- Email sent to Acceptor: dregam001@gmail.com
- Email sent to Acceptor: wawf@caac.com
- Email sent to Acceptor: wawf@caac.com

Below the list, there is a link: "Send Additional Email Notifications". A blue callout box states: "After the Miscellaneous Pay Voucher has been submitted, the iRAPT system informs the Acceptor that the submission was successful. E-mails, FTP and EDI notifications were sent as applicable. The Acceptor may add more email addresses by clicking the Send Additional Email Notifications link." At the bottom left, the "Return" button is highlighted with a blue box and a pencil icon.

After the Miscellaneous Pay Voucher has been submitted, the iRAPT system informs the Acceptor that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.

The Acceptor may add more email addresses by clicking the Send Additional Email Notifications link.



This concludes our demonstration.