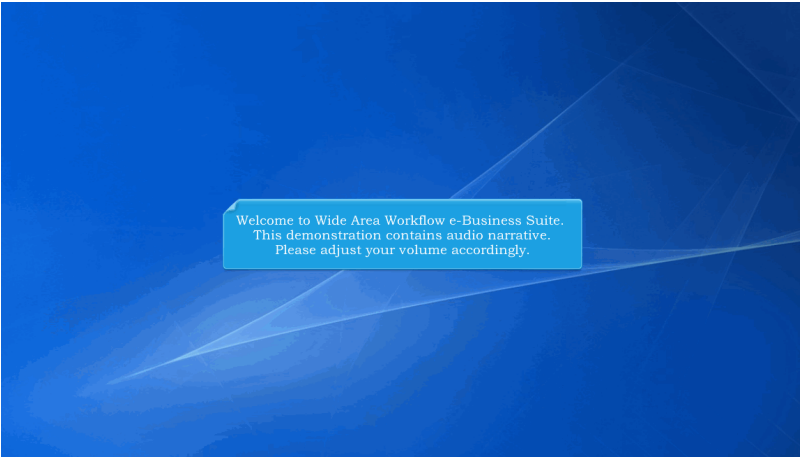
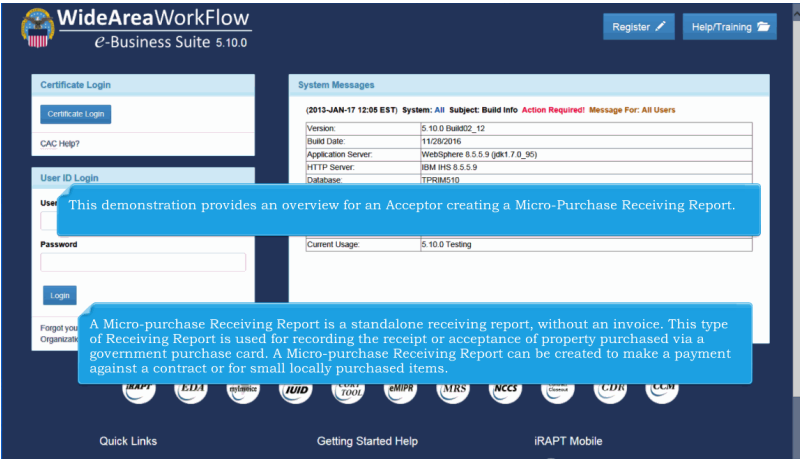


Intro



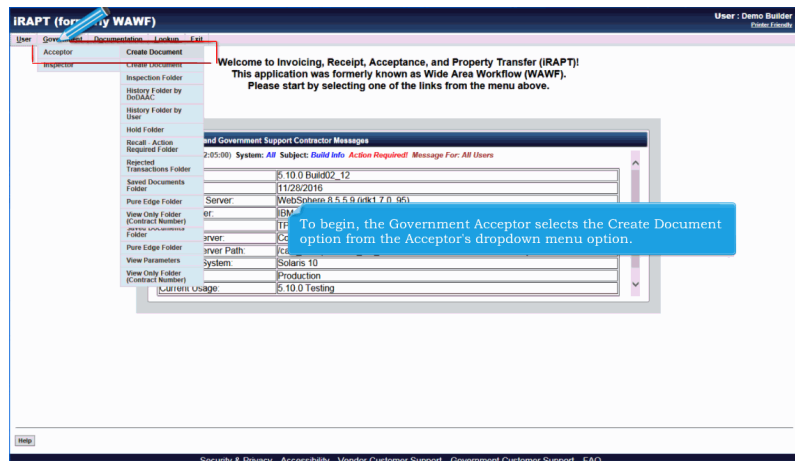
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 2



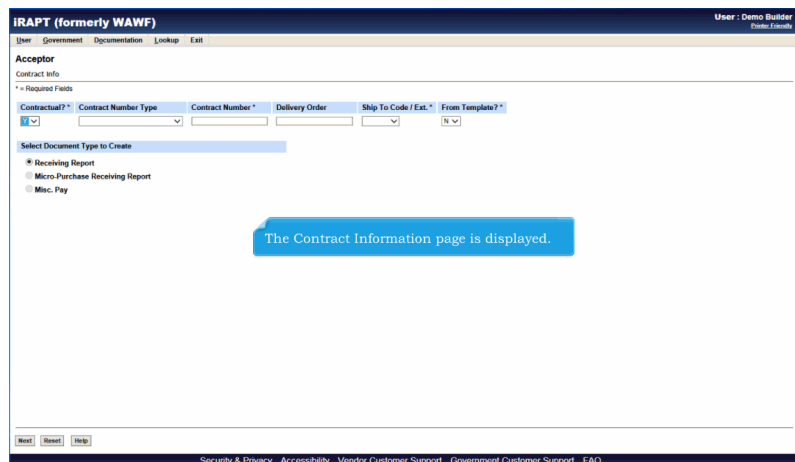
This demonstration provides an overview for an Acceptor creating a Micro-Purchase Receiving Report.A Micro-purchase Receiving Report is a standalone receiving report, without an invoice. This type of Receiving Report is used for recording the receipt or acceptance of property purchased via a government purchase card. A Micro-purchase Receiving Report can be created to make a payment against a contract or for small locally purchased items.

Scene 3



To begin, the Government Acceptor selects the Create Document option from the Acceptor's dropdown menu option.

Scene 4



The Contract Information page is displayed.

Scene 5

The screenshot shows the 'Contract Info' section of the IRAPT (formerly WAWF) application. The 'Contractual?' dropdown menu is highlighted with a red box and contains the value 'N'. A blue callout box states: "The Acceptor selects N from the Contractual? dropdown box." The form includes fields for Contract Number Type, Contract Number, Delivery Order, Ship To Code / Ext., and From Template?*. Below these fields is a section titled 'Select Document Type to Create' with three radio button options: Receiving Report, Micro-Purchase Receiving Report, and Misc. Pay. The bottom of the form has 'Next', 'Reset', and 'Help' buttons. The footer contains links for Security & Privacy, Accessibility, Vendor Customer Support, Government Customer Support, and FAQ.

The Acceptor selects N from the Contractual? dropdown box.

Scene 6

The screenshot shows the 'Contract Info' section of the IRAPT (formerly WAWF) application. The 'Micro-Purchase Receiving Report' radio button is selected and highlighted with a red box. A blue callout box states: "The Micro-Purchase Receiving Report is selected as the default document type." The form includes fields for Contractual?*, Contract Number Type, Contract Number, Delivery Order, Ship To Code / Ext., and From Template?*. Below these fields is a section titled 'Select Document Type to Create' with three radio button options: Receiving Report, Micro-Purchase Receiving Report, and Misc. Pay. The bottom of the form has 'Next', 'Reset', and 'Help' buttons. The footer contains links for Security & Privacy, Accessibility, Vendor Customer Support, Government Customer Support, and FAQ.

The Micro-Purchase Receiving Report is selected as the default document type.

Scene 7

The screenshot shows the 'Contract Info' section of the IRAPT (formerly WAWF) system. The 'Ship To Code / Ext.' field is highlighted with a red box and a blue pencil icon. A blue callout box says 'The Acceptor selects the Ship to Code.'

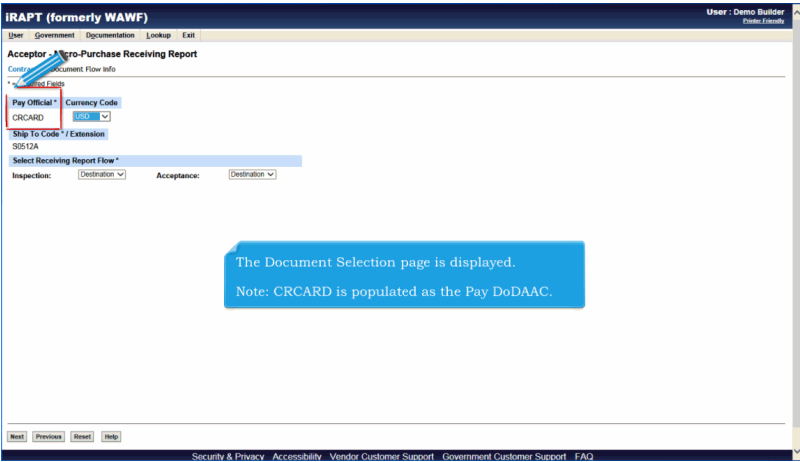
The Acceptor selects the Ship to Code.

Scene 8

The screenshot shows the 'Contract Info' section of the IRAPT (formerly WAWF) system. The 'Next' button is highlighted with a red box and a blue pencil icon. A blue callout box says 'The Acceptor clicks the Next button to continue.'

The Acceptor clicks the Next button to continue.

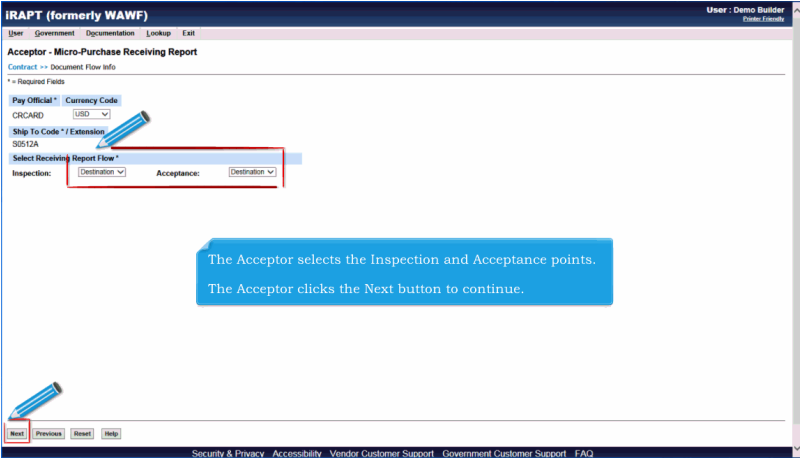
Scene 9



The Document Selection page is displayed.

Note: CRCARD is populated as the Pay DoDAAC.

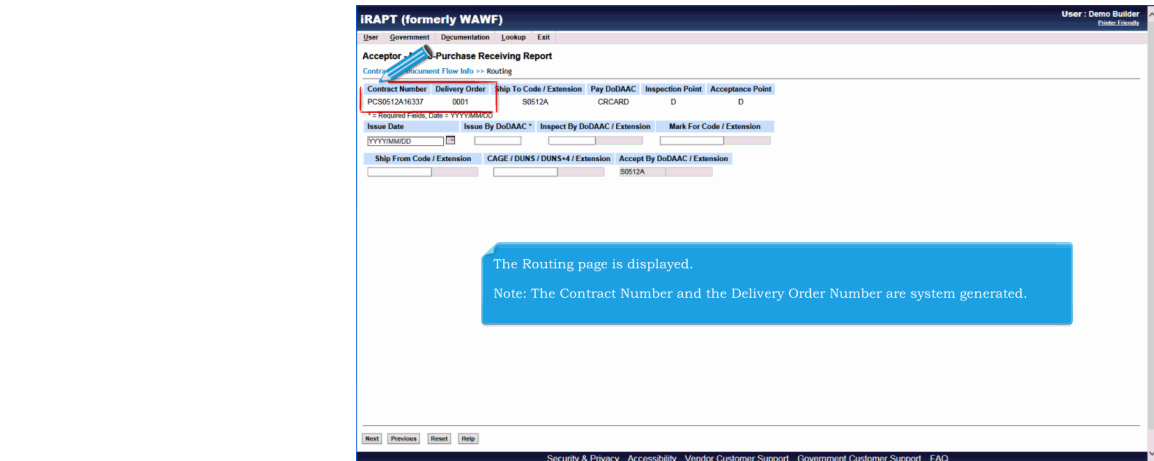
Scene 10



The Acceptor selects the Inspection and Acceptance points.

The Acceptor clicks the Next button to continue.

Scene 11



The Routing page is displayed.

Note: The Contract Number and the Delivery Order Number are system generated.

Scene 12



The Accepter enters the Routing Code information and clicks the next button to continue.

Scene 13

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

The TCN field on the Header tab displays as 'TCN (Required when available)' to help users understand when the field is expected to be completed.

Note: The Contract Number Type is system generated.

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

The TCN field on the Header tab displays as 'TCN (Required when available)' to help users understand when the field is expected to be completed.

Note: The Contract Number Type is system generated.

Scene 14

The Accepter 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.

The Accepter 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.

Scene 15

IRAPT (formerly WAWF)

User: Demo Builder
Print: Locally

Accepter - Micro-Purchase Receiving Report

Contract >> Document Flow Info >> Routing >> Data Capture

Header Addresses Mark For Comments Line Item Pack Attachments Preview Document

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point
PC20512A1633F	0001		ID	ID
Contract Number Type			Supplier	Service
Micropurchase				
Vendor Identifier *	Vendor Transaction Number *	Card Issuing Bank Identifier *	Amount Billed * (\$)	
4562044585A10306LD	TR45845A	555364	2,500.00	
Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date	Final Shipment *
SH4003A	2010/12/02		YYYYMMDD	N
Transportation Account Code				Government Document Identifier
Special Package Markings / Special Handling Requirements				Container Code
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number		
Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered)		Secondary Transportation Tracking Type (required when Secondary Transportation Tracking Number is entered)		
Transportation Method/Type		Currency Code	Document Total (\$)	
		USD		

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Acceptor can navigate to the Addresses page by clicking the Addresses tab.

Scene 16

IRAPT (formerly WAWF)

User: Demo Builder
Print: Locally

Accepter - Micro-Purchase Receiving Report

Contract >> Document Flow Info >> Routing >> Data Capture

Header Addresses Mark For Comments Line Item Pack Attachments Preview Document

* Required Fields

Ship To DoDAAC / Est.: 50512A

Activity Name 1: DOMA LOS ANGELES

Activity Name 2:

Activity Name 3:

Address 1: 12111 PLUMMER STREET

Address 2: BUILDG 10 2ND FLOOR

Address 3:

Address 4: NORTH LANE PL, JLA, 90504-3004

City:

Country:

Payment DoDAAC: CRICARD

Activity Name 1: CR

Activity Name 2: AC

Activity Name 3: AC

Address 1: 50

Address 2: 21

Address 3: 50

Address 4: 102202

City: Jacksonville State: FL Zip Code: 32223

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

WAWF 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 CCR (Central Contractor Registration)
- DoDAAC information is pulled from DAAS (Defense Automatic Addressing System). These sites are the official DoD sites for address information.

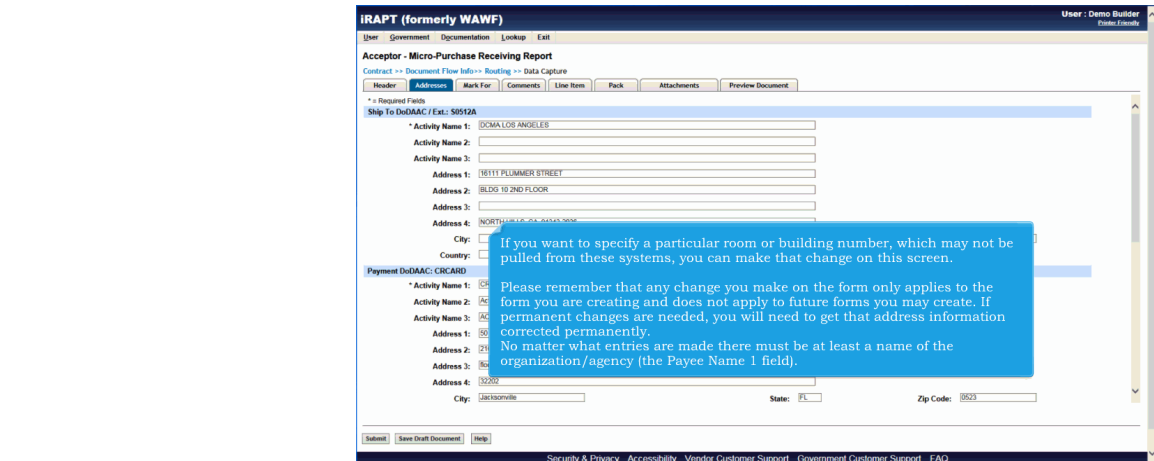
If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in these systems.

WAWF 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 CCR (Central Contractor Registration)
- 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.

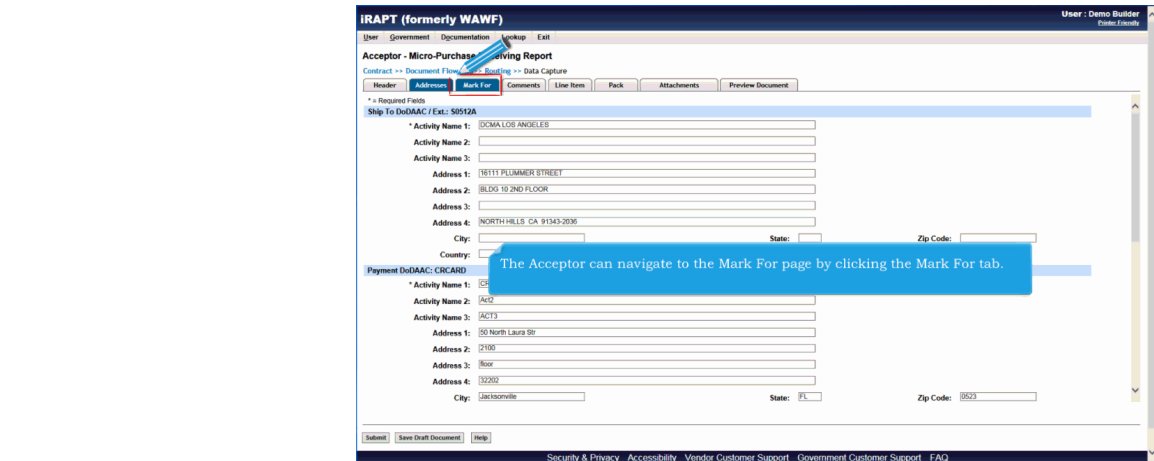
Scene 17



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.

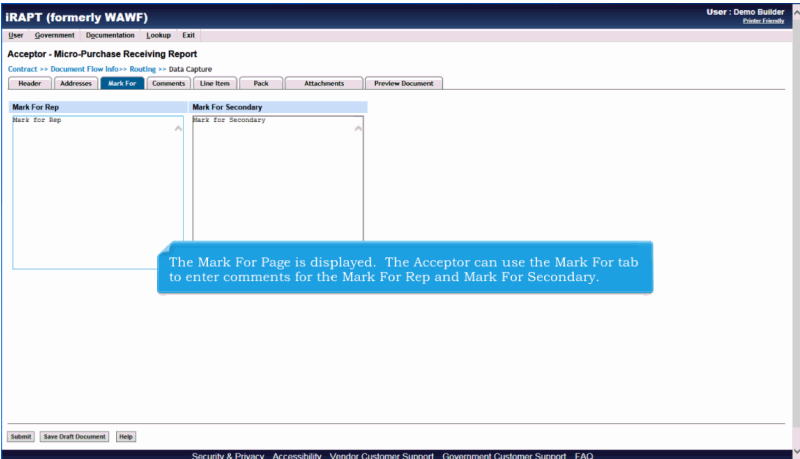
Please remember that any change you make on the form only applies to the form you are creating and does not apply to future forms you may create. If permanent changes are needed, you will need to get that address information corrected permanently. No matter what entries are made there must be at least a name of the organization/agency (the Payee Name 1 field).

Scene 18



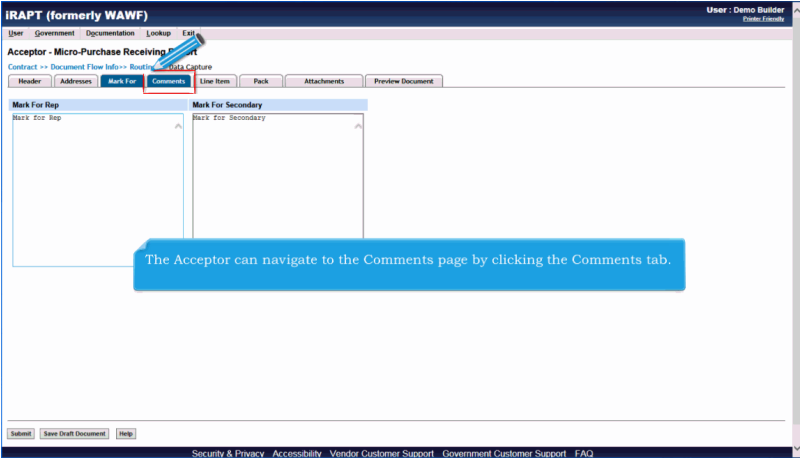
The Acceptor can navigate to the Mark For page by clicking the Mark For tab.

Scene 19



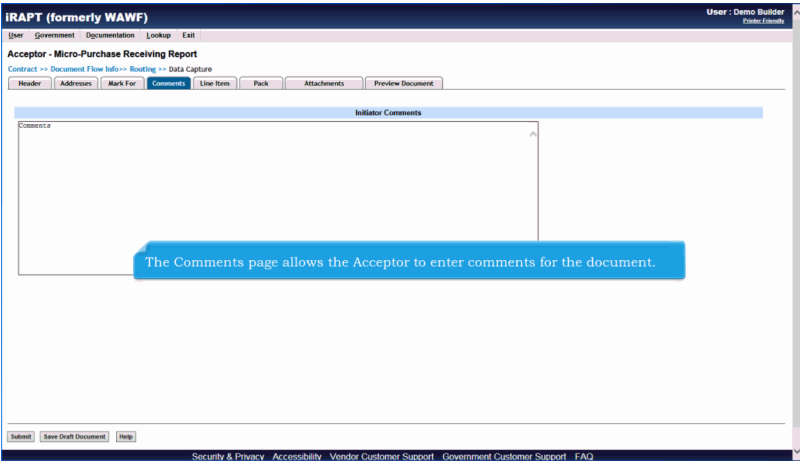
The Mark For Page is displayed. The Acceptor can use the Mark For tab to enter comments for the Mark For Rep and Mark For Secondary.

Scene 20



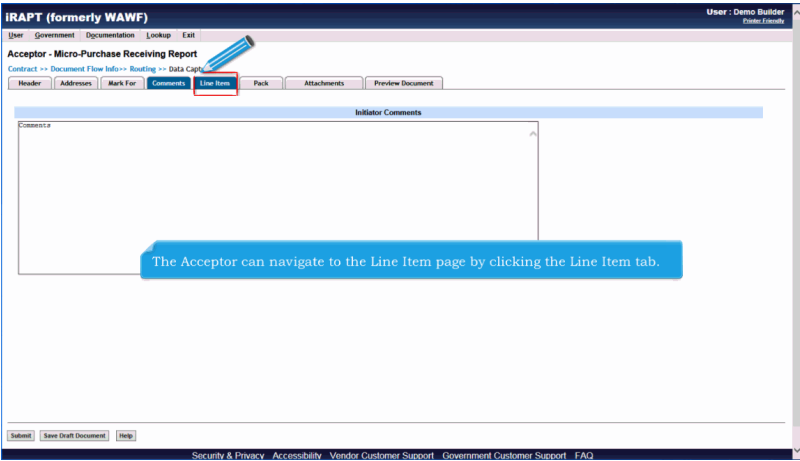
The Acceptor can navigate to the Comments page by clicking the Comments tab.

Scene 21



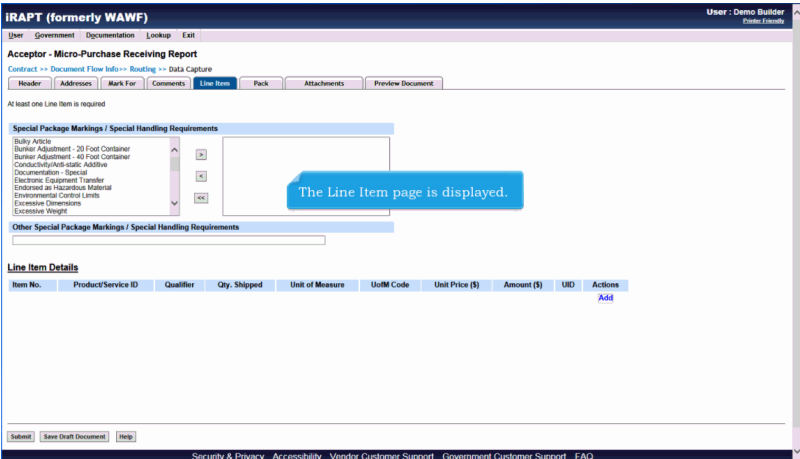
The Comments page allows the Acceptor to enter comments for the document.

Scene 22



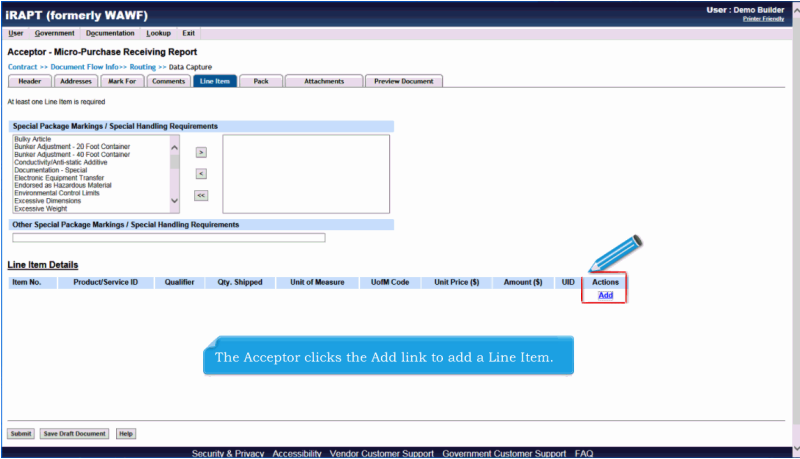
The Acceptor can navigate to the Line Item page by clicking the Line Item tab.

Scene 23



The Line Item page is displayed.

Scene 24



The Acceptor clicks the Add link to add a Line Item.

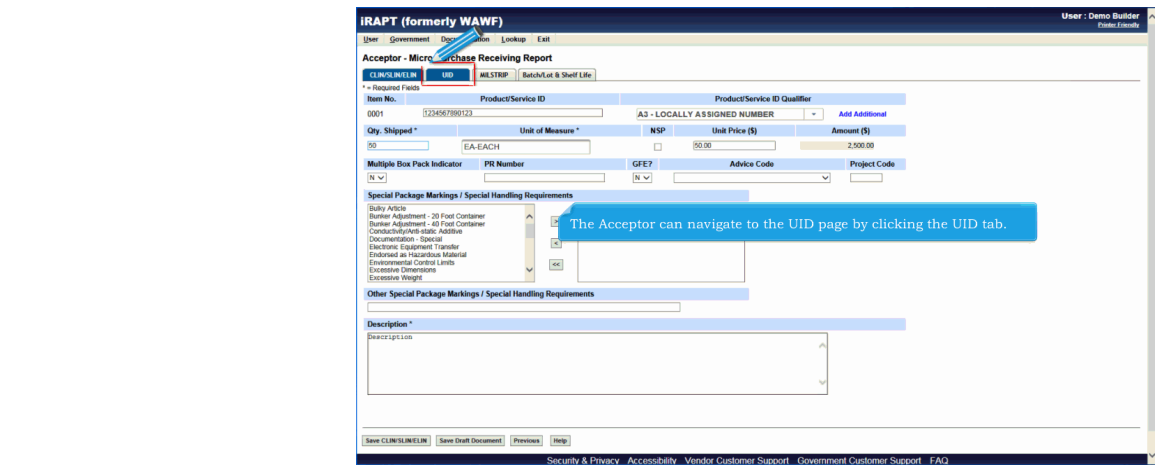
The CLIN/SLIN/ELIN page is displayed.

The CLIN/SLIN/ELIN page is displayed.

Scene 26

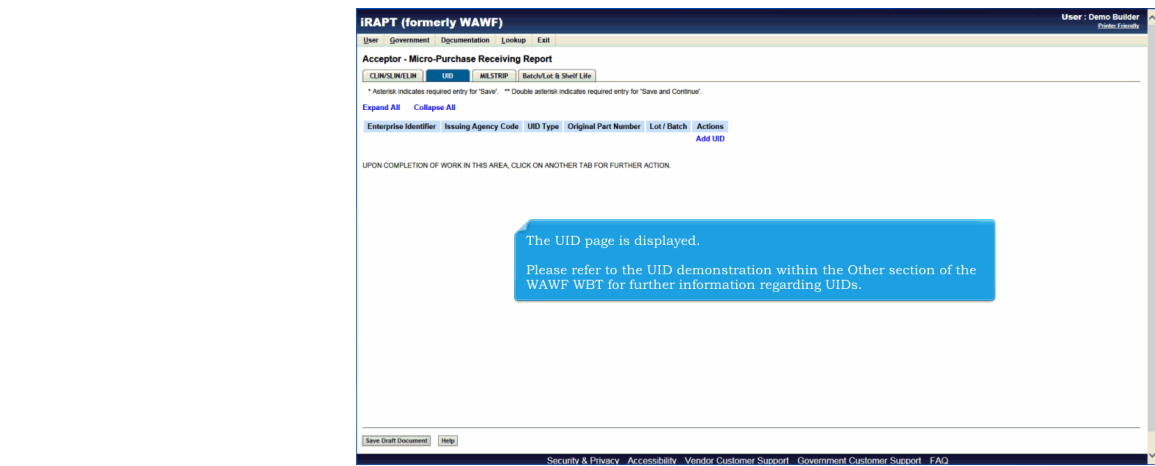
The Acceptor enters the Line Item Information for the Micro-Purchase Receiving Report.

Scene 27



The Acceptor can navigate to the UID page by clicking the UID tab.

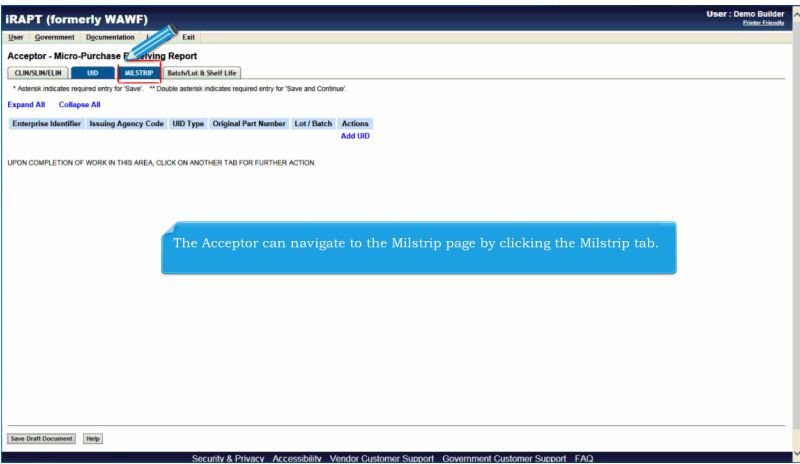
Scene 28



The UID page is displayed.

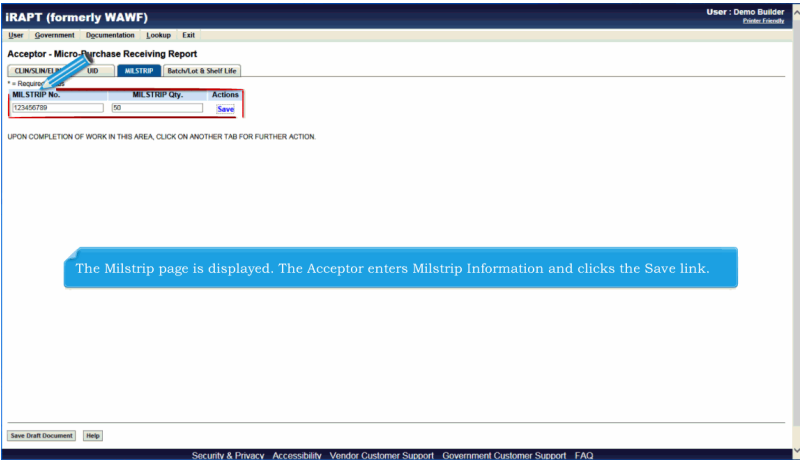
Please refer to the UID demonstration within the Other section of the WAWF WBT for further information regarding UIDs.

Scene 29



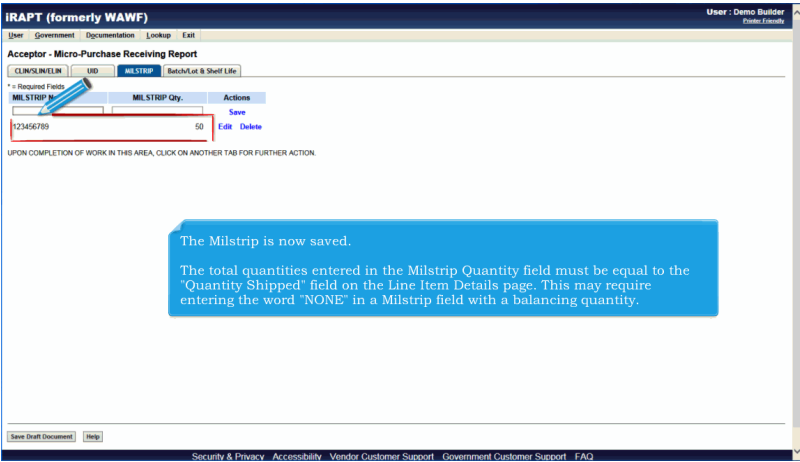
The Acceptor can navigate to the Milstrip page by clicking the Milstrip tab.

Scene 30



The Milstrip page is displayed. The Acceptor enters Milstrip Information and clicks the Save link.

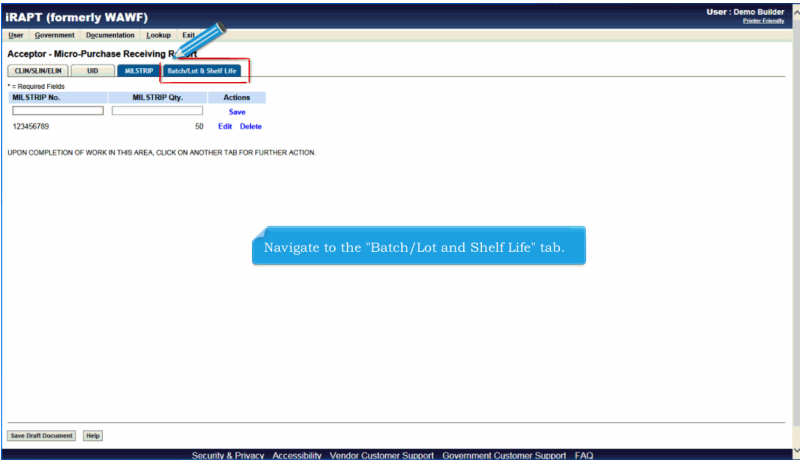
Scene 31



The Milstrip is now saved.

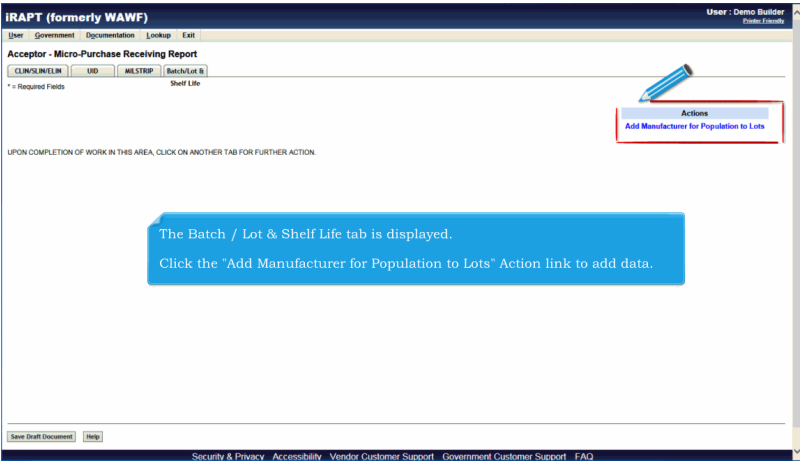
The total quantities entered in the Milstrip Quantity field must be equal to the "Quantity Shipped" field on the Line Item Details page. This may require entering the word "NONE" in a Milstrip field with a balancing quantity.

Scene 32



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

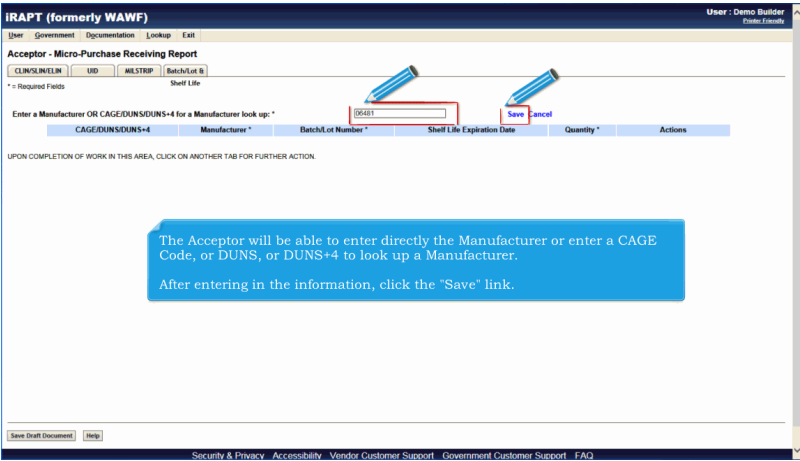
Scene 33



The Batch / Lot & Shelf Life tab is displayed.

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

Scene 34



The Acceptor 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.

Scene 35

IRAPT (formerly WAWF)

User : Demo Builder
Printer Friendly

UserGovernmentDocumentationLookupExit

Accepter - Micro-Purchase Receiving Report

CLIN/INTELIN

UID

WILSTRIP

Batch/Lot #

* = Required Fields

Manufacturer OR CAGE/DUNS/DUNS+4 *

Shelf Life

CAGE/DUNS/DUNS+4

Manufacturer *

Batch/Lot Number *

Shelf Life Expiration Date

Quantity *

Actions

06481

NORTHROP GRUMMAN SYSTEMS

023456789

06/16/2009

50

Delete

Add

Actions

Add Manufacturer for Population to Lots

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

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.

Save Draft Document

Help

Security & PrivacyAccessibilityVendor Customer SupportGovernment Customer SupportFAQ

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.

Scene 36

IRAPT (formerly WAWF)

User : Demo Builder
Printer Friendly

UserGovernmentDocumentationLookupExit

Accepter - Micro-Purchase Receiving Report

CLIN/INTELIN

UID

WILSTRIP

Batch/Lot #

* = Required Fields

Manufacturer OR CAGE/DUNS/DUNS+4 *

Shelf Life

CAGE/DUNS/DUNS+4

Manufacturer *

Batch/Lot Number *

Shelf Life Expiration Date

Quantity *

Actions

06481

NORTHROP GRUMMAN SYSTEMS

023456789

06/16/2009

50

Delete

Add Manufacturer for Population to Lots

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

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

Save Draft Document

Help

Security & PrivacyAccessibilityVendor Customer SupportGovernment Customer SupportFAQ

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

Scene 37

IRAPT (formerly WAWF)

User : Demo Builder
Printer Friendly

UserGovernmentDocumentationLookupExit

Accepter - Micro-Purchase Receiving Report

CLIN/SLIN/ELINUIDMILSTRIPBatch/Lot & Shelf Life

* = Required Fields

Manufacturer OR CAGE/DAUNSDUNS+4 *05481EditDelete

CAGE/DAUNSDUNS+4	Manufacturer *	Batch/Lot Number *	Shelf Life Expiration Date	Quantity *	Actions
05481	NORTHROP GRUMMAN SYSTEMS	123456789	30/01/2025	50	DeleteAdd

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

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

Save Draft DocumentHelp

Security & PrivacyAccessibilityVendor Customer SupportGovernment Customer SupportFAQ

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

Scene 38

IRAPT (formerly WAWF)

User : Demo Builder
Printer Friendly

UserGovernmentDocumentationLookupExit

Accepter - Micro-Purchase Receiving Report

CLIN/SLIN/ELINUIDMILSTRIPBatch/Lot & Shelf Life

* = Required Fields

Item No.	Product/Service ID	Product/Service ID Qualifier
0001	1234567890123	A3 - LOCALLY ASSIGNED NUMBER

Qty. Shipped *	Unit of Measure *	NSP	Unit Price (\$)	Amount (\$)
50	EA-EACH	<input type="checkbox"/>	50.00	2,500.00

Multiple Box Pack Indicator	PR Number	GRE?	Advice Code	Project Code
<input type="checkbox"/>		<input type="checkbox"/>		

Special Package Markings / Special Handling Requirements

Other Special Package Markings / Special Handling

Description *

Save CLIN/SLIN/ELINSave Draft DocumentPreviousHelp

Security & PrivacyAccessibilityVendor Customer SupportGovernment Customer SupportFAQ

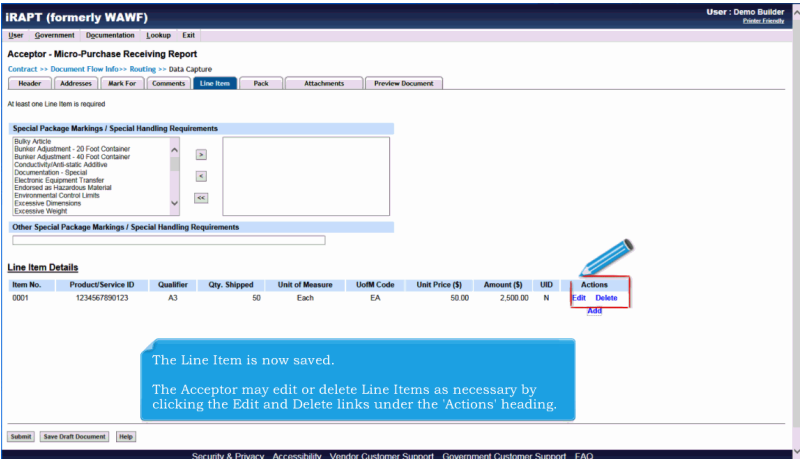
When the required information for the Line Item has been entered, the Acceptor clicks the Save CLIN/SLIN/ELIN button at the bottom of the screen.

When the required information for the Line Item has been entered, the Acceptor clicks the Save CLIN/SLIN/ELIN button at the bottom of the screen.

Built with Tanida Demo Builder

www.demo-builder.com

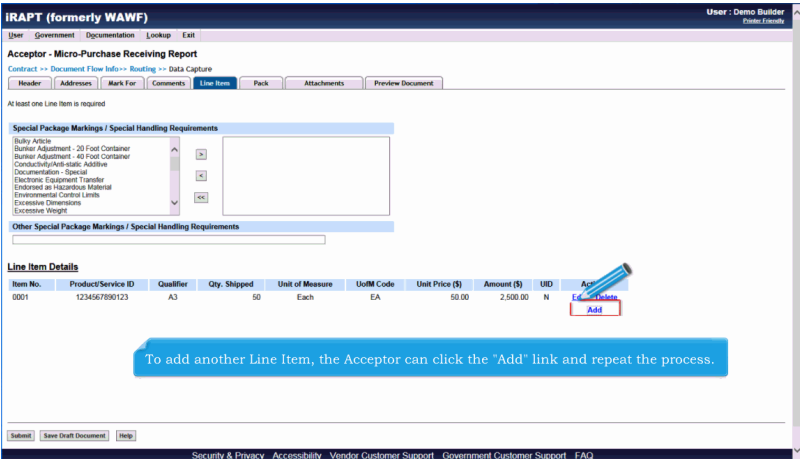
Scene 39



The Line Item is now saved.

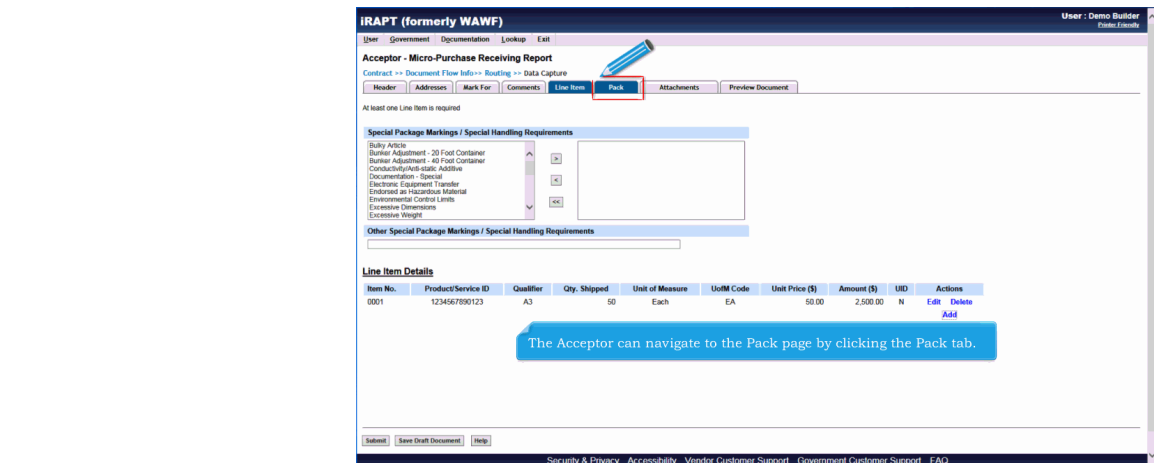
The Acceptor may edit or delete Line Items as necessary by clicking the Edit and Delete links under the 'Actions' heading.

Scene 40



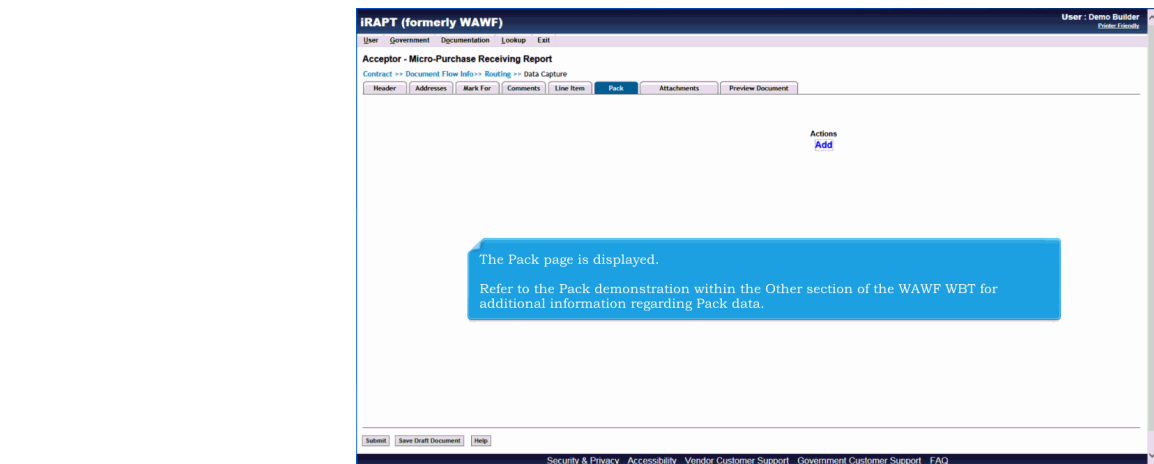
To add another Line Item, the Acceptor can click the "Add" link and repeat the process.

Scene 41



The Acceptor can navigate to the Pack page by clicking the Pack tab.

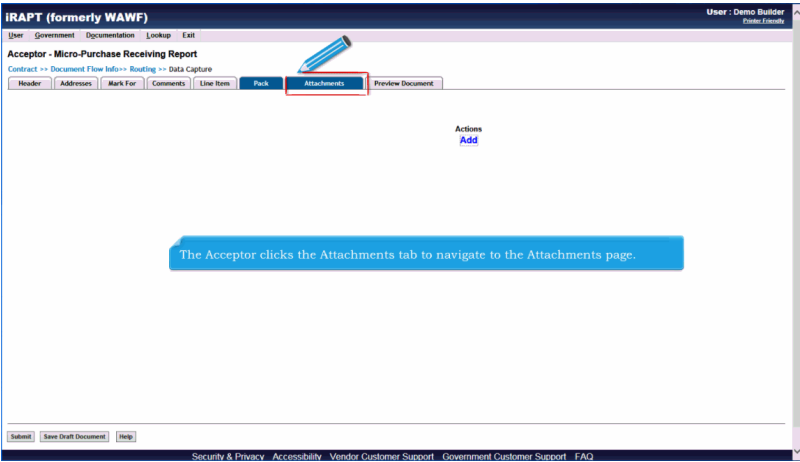
Scene 42



The Pack page is displayed.

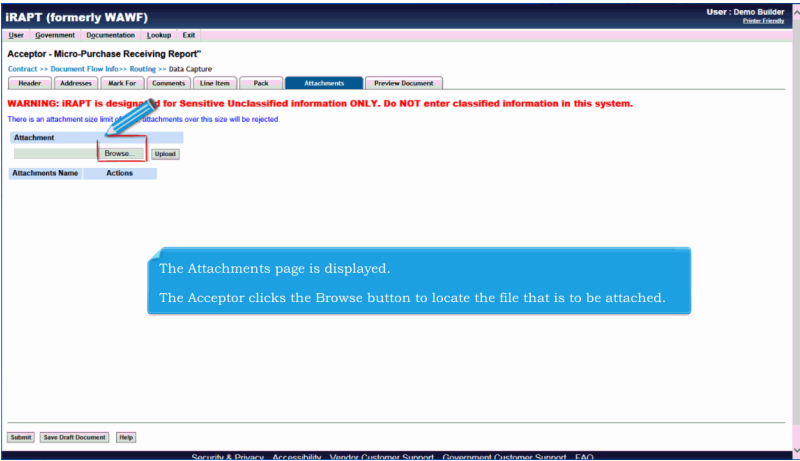
Refer to the Pack demonstration within the Other section of the WAWF WBT for additional information regarding Pack data.

Scene 43



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

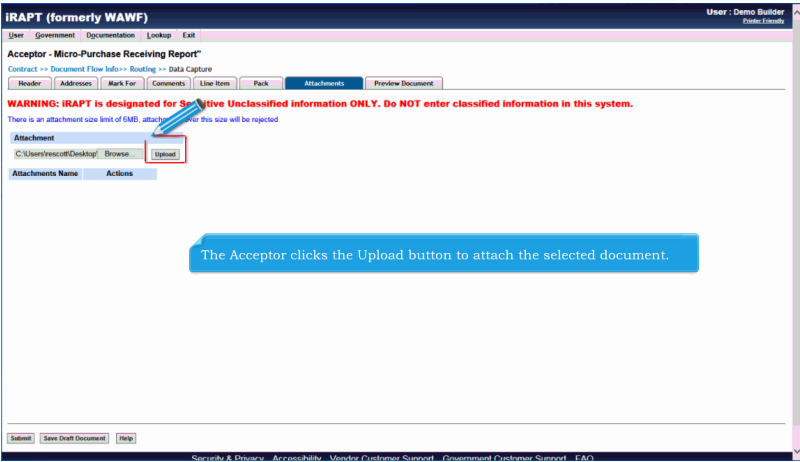
Scene 44



The Attachments page is displayed.

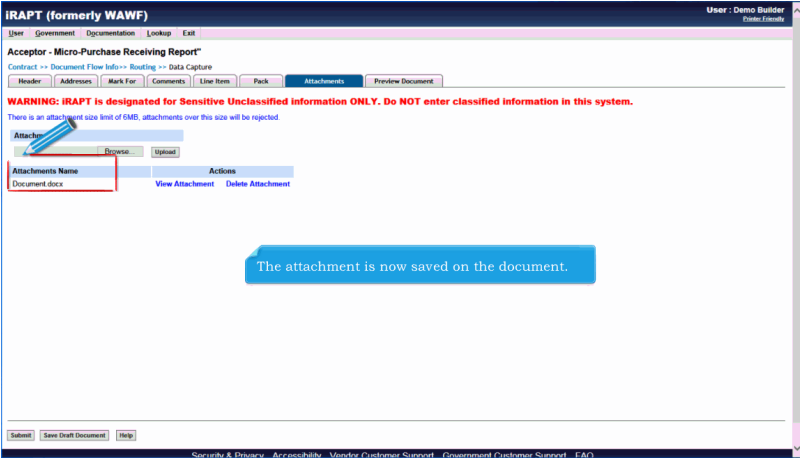
The Acceptor clicks the Browse button to locate the file that is to be attached.

Scene 45



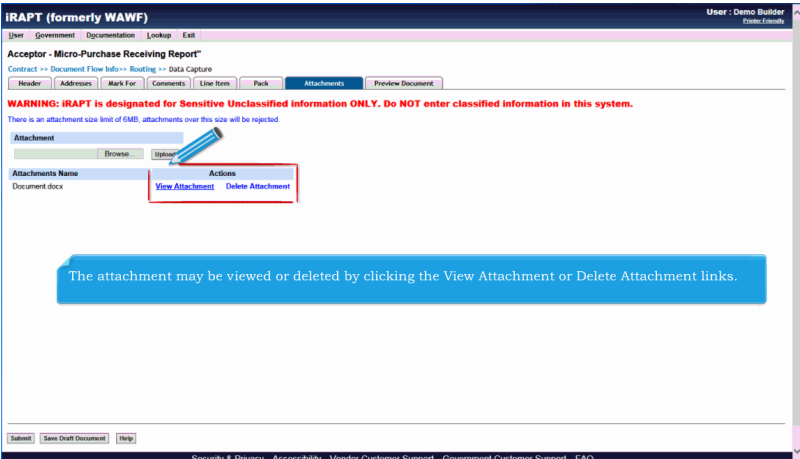
The Acceptor clicks the Upload button to attach the selected document.

Scene 46



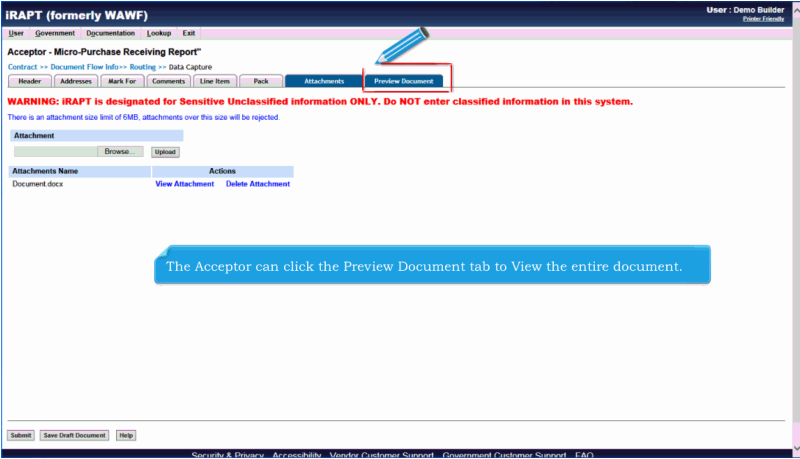
The attachment is now saved on the document.

Scene 47



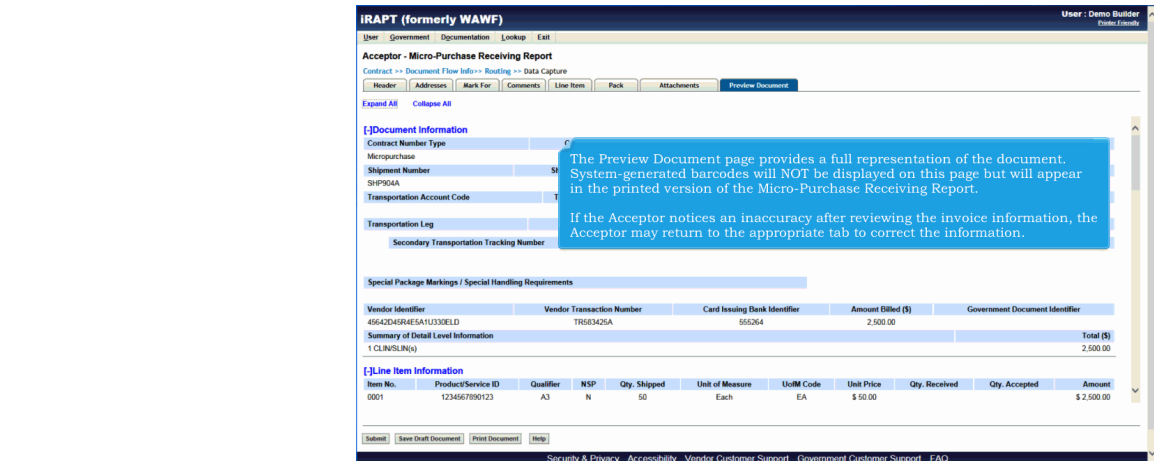
The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Scene 48



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

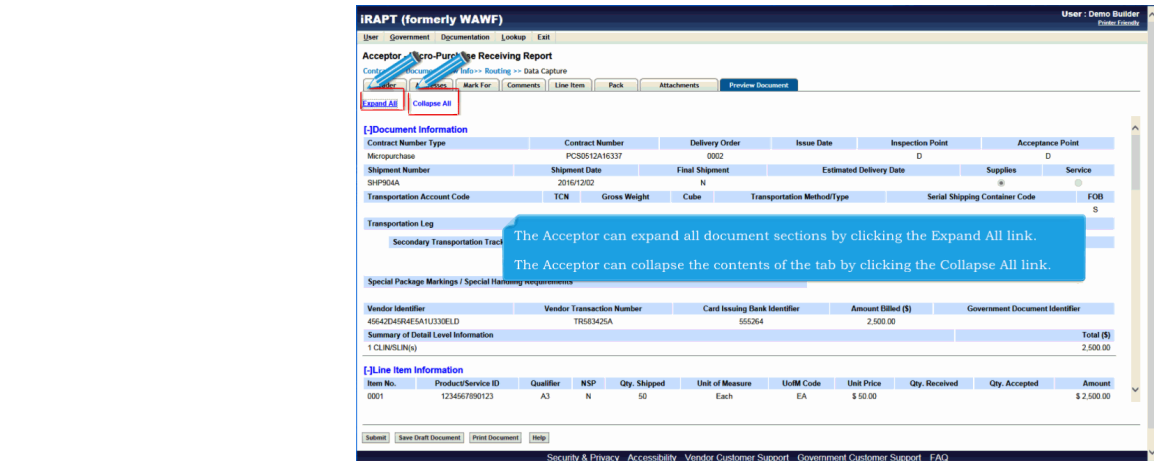
Scene 49



The Preview Document page provides a full representation of the document. System-generated barcodes will NOT be displayed on this page but will appear in the printed version of the Micro-Purchase Receiving Report.

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

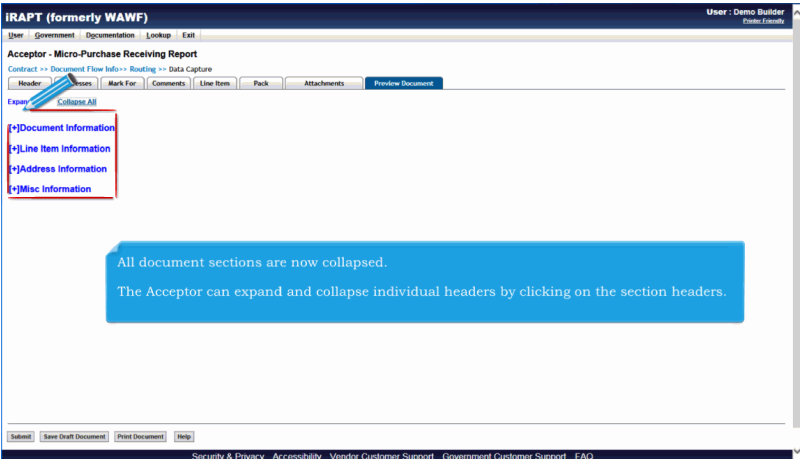
Scene 50



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.

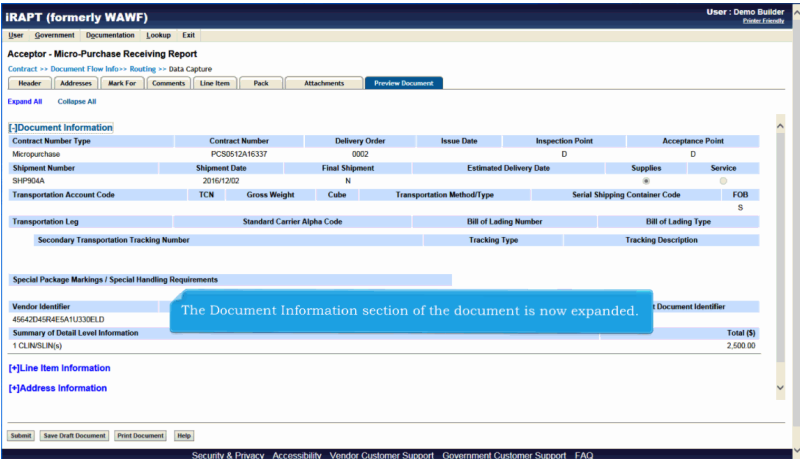
Scene 51



All document sections are now collapsed.

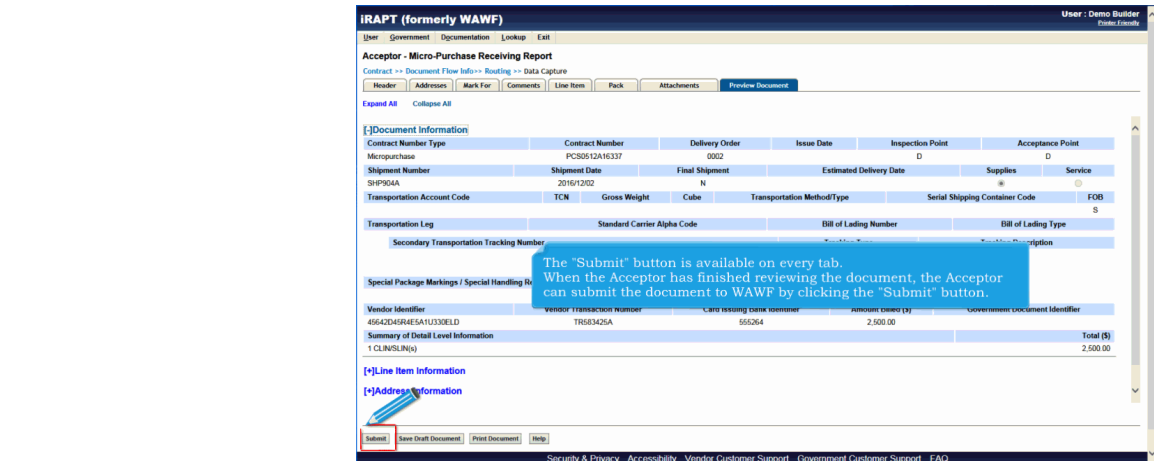
The Acceptor can expand and collapse individual headers by clicking on the section headers.

Scene 52



The Document Information section of the document is now expanded.

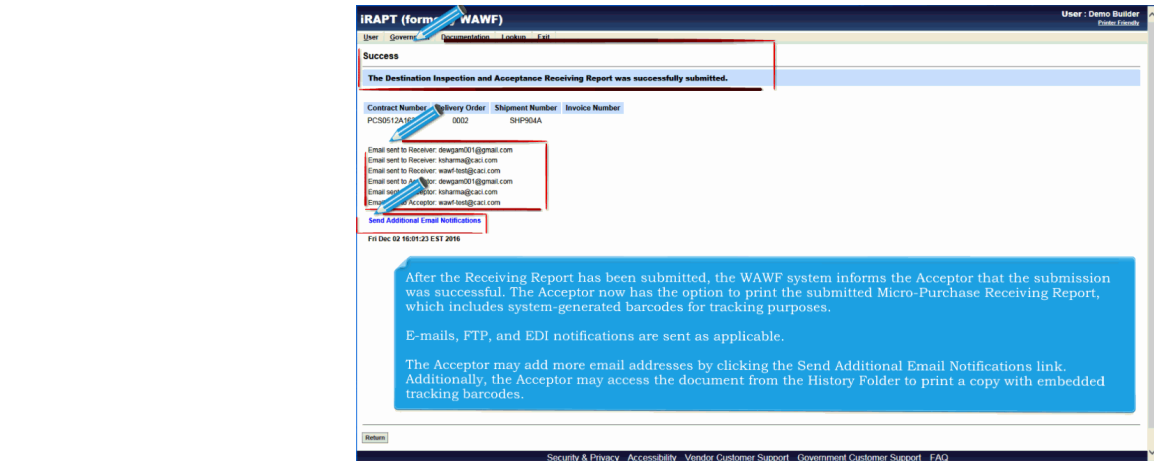
Scene 53



The "Submit" button is available on every tab.

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

Scene 54

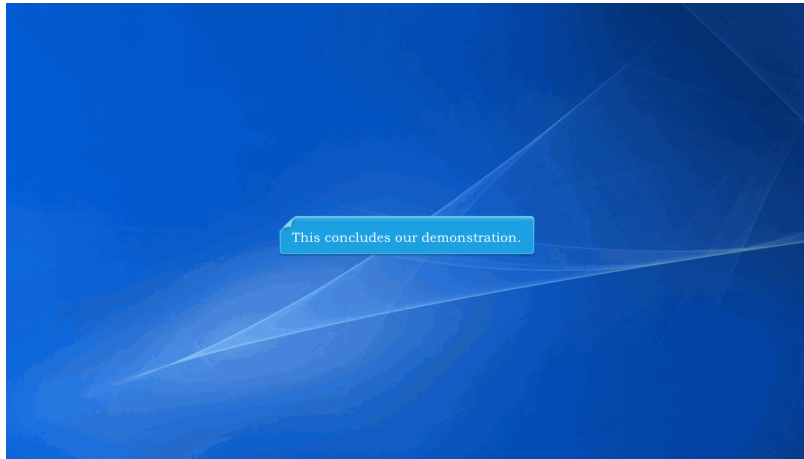


After the Receiving Report has been submitted, the WAWF system informs the Acceptor that the submission was successful. The Acceptor now has the option to print the submitted Micro-Purchase Receiving Report, which includes system-generated barcodes for tracking purposes.

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

The Acceptor may add more email addresses by clicking the Send Additional Email Notifications link. Additionally, the Acceptor may access the document from the History Folder to print a copy with embedded tracking barcodes.

End



This concludes our demonstration.