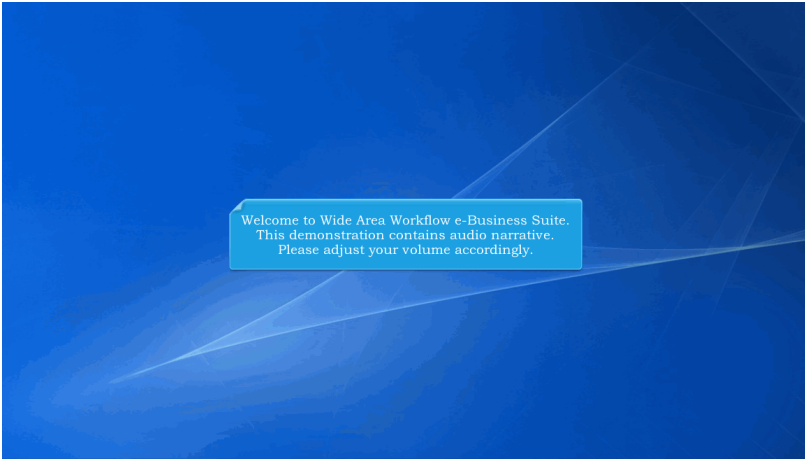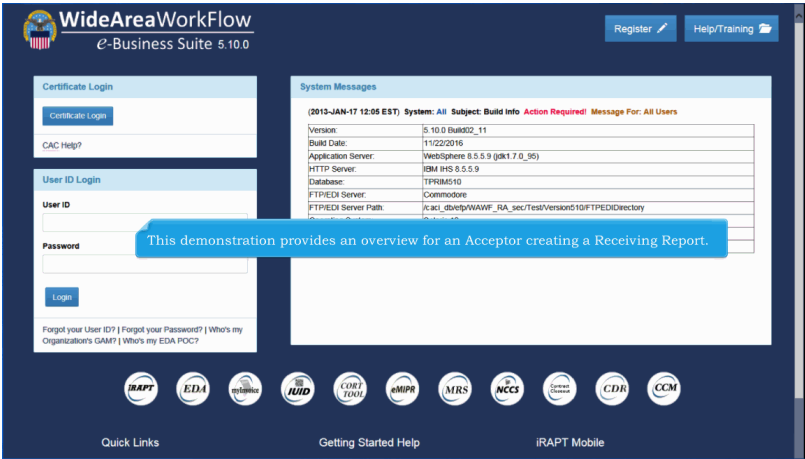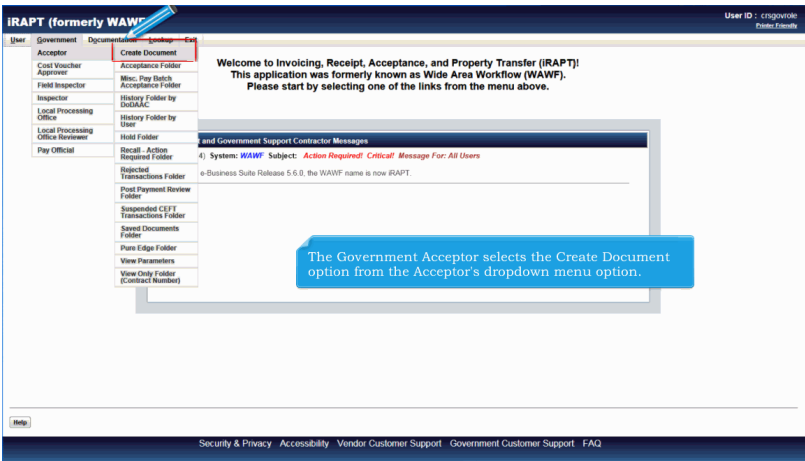## Intro

Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.
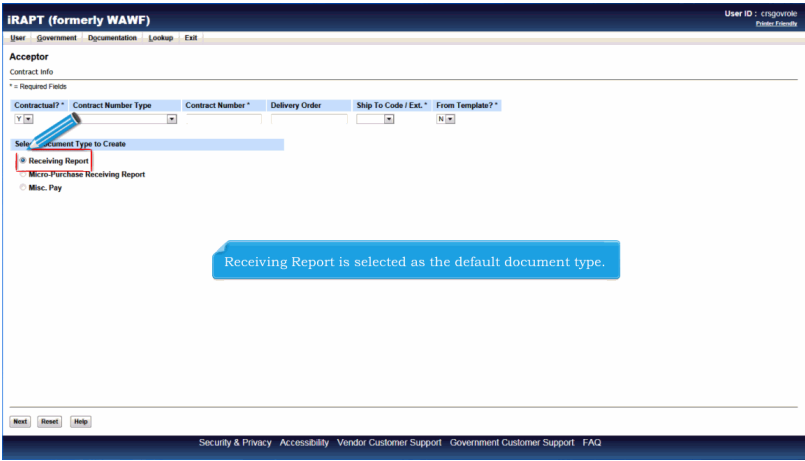
Scene 2

This demonstration provides an overview for an Acceptor creating a Receiving Report.

Scene 3

The Government Acceptor selects the Create Document option from the Acceptor's dropdown menu option.

Scene 4

Receiving Report is selected as the default document type.

Scene 5

The Acceptor can create a Receiving Report from Template. For additional information regarding creating a Receiving Report from Template, please refer to Creating a Document from Template Demonstration within the Vendor Create section of the WAWF WBT.

Scene 6

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

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

Scene 7

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

The Acceptor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.
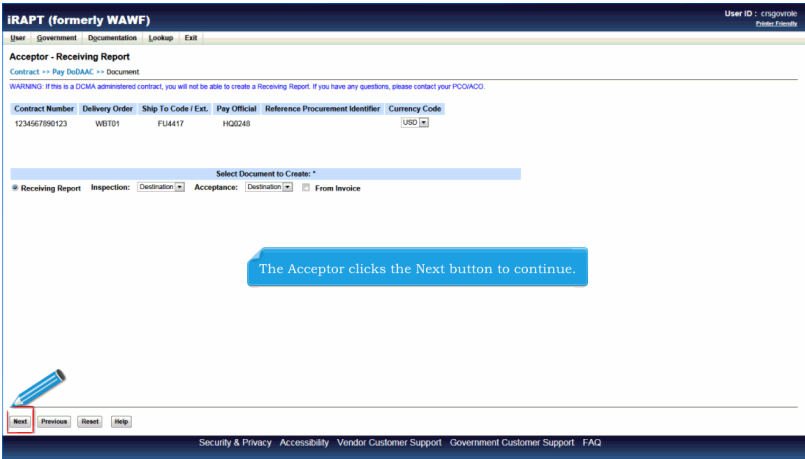
Scene 8

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

Scene 9
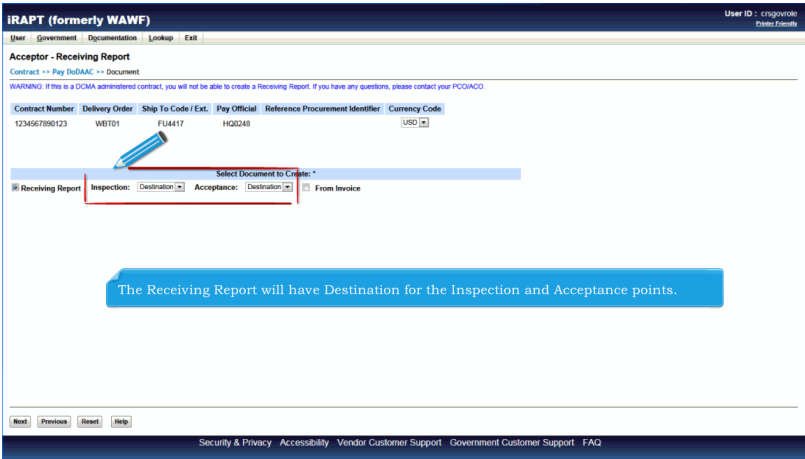
The Receiving Report will have Destination for the Inspection and Acceptance points.

Scene 10

The Acceptor clicks the Next button to continue.

Scene 11

The Routing page is displayed.

Scene 12

The Acceptor 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.

Scene 14

The Acceptor enters the Shipment and Transportation data for the Receiving Report. The 'TCN' field label displays as 'TCN (Required when available)' to guide users that the TCN should be provided when available.

Scene 15
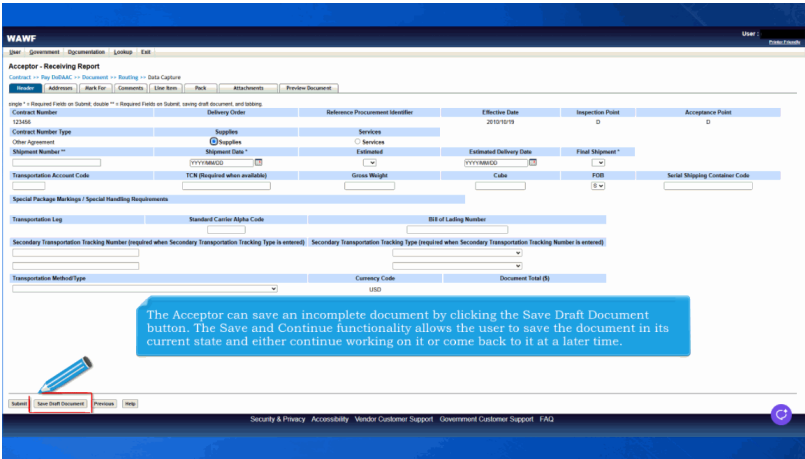
The Acceptor can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it or come back to it at a later time.

Scene 16
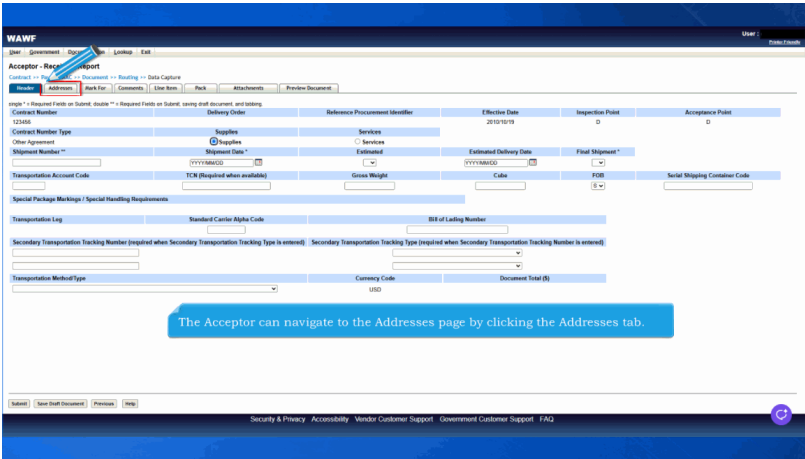
The Acceptor can navigate to the Addresses page by clicking the Addresses tab.

Scene 17

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 the Central Contractor Registration (CCR)
- DoDAAC information is pulled from the Defense Automatic Addressing System (DAAS). 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 18

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 19
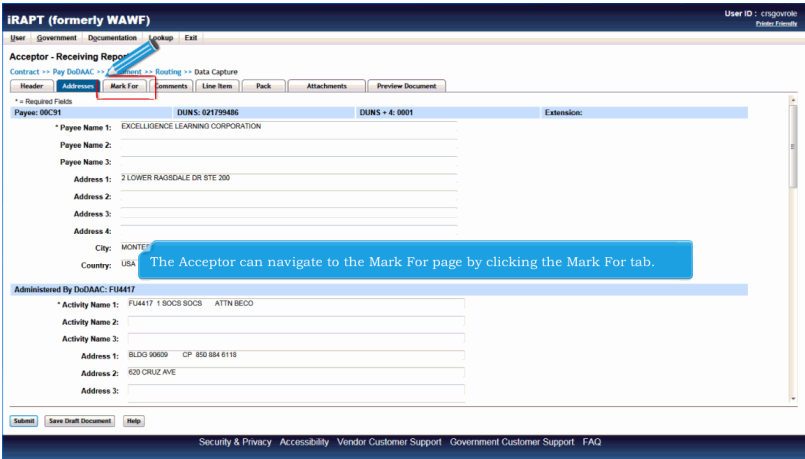
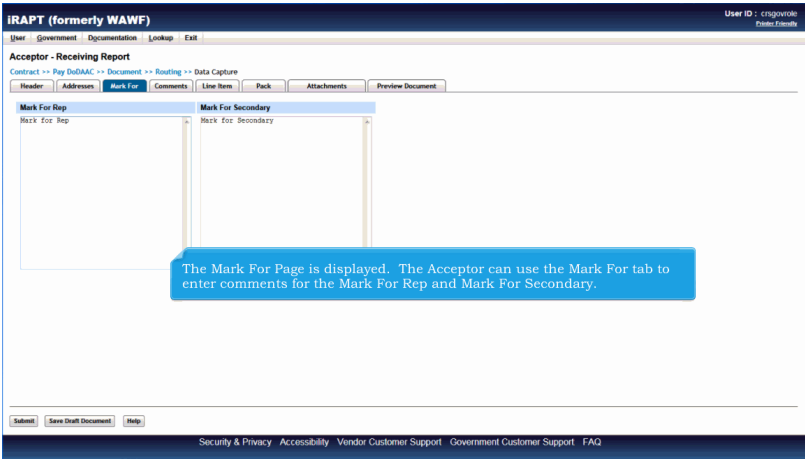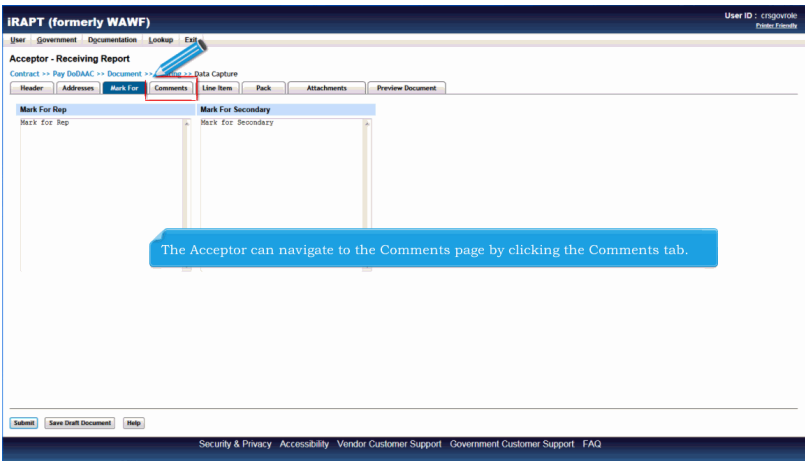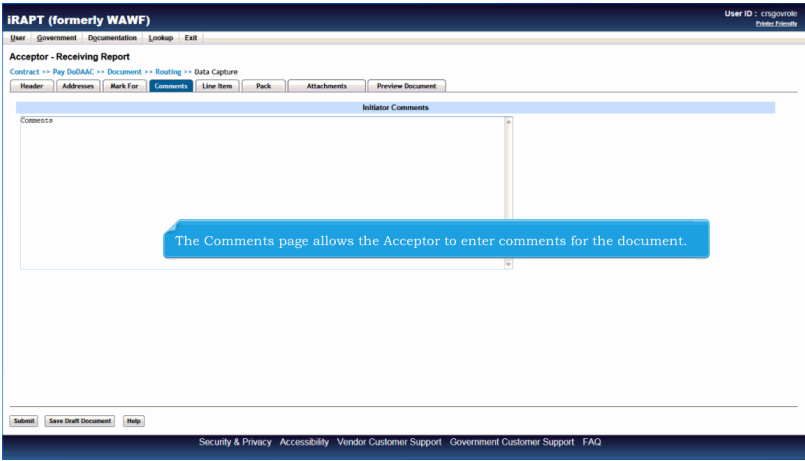The Acceptor can navigate to the Mark For page by clicking the Mark For tab.

Scene 20

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.
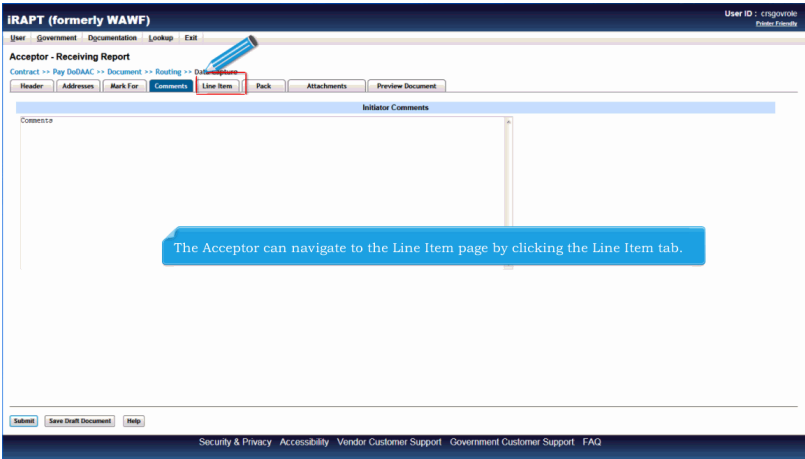
Scene 21

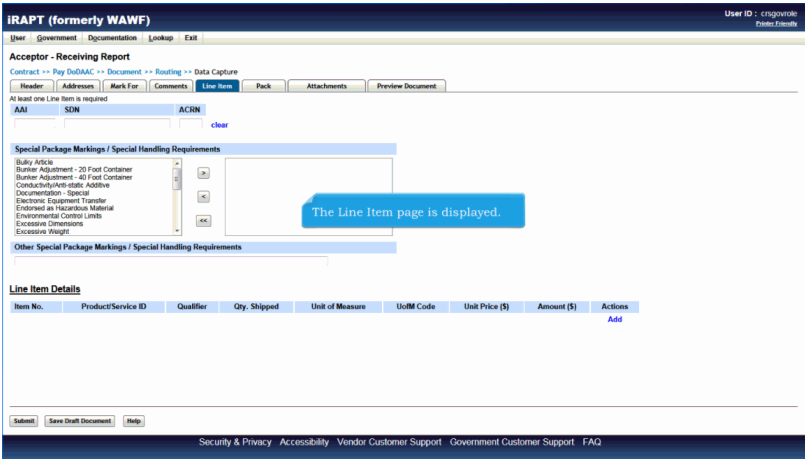The Acceptor can navigate to the Comments page by clicking the Comments tab.

Scene 22

The Comments page allows the Acceptor to enter comments for the document.
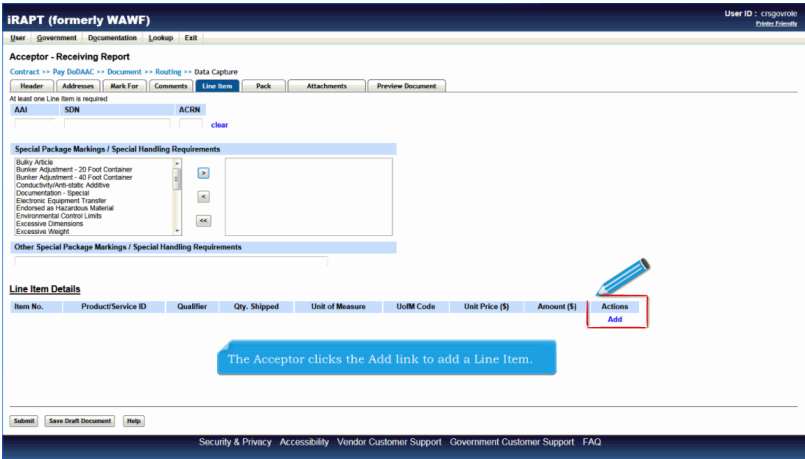
Scene 23

The Acceptor can navigate to the Line Item page by clicking the Line Item tab.
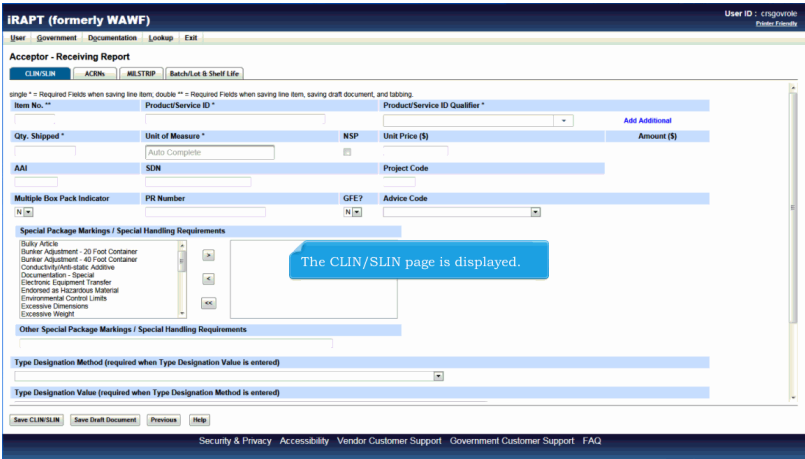
Scene 24

The Line Item page is displayed.

Scene 25

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

Scene 26

The CLIN/SLIN page is displayed.

Scene 27

The Acceptor enters the Line Item Information for the Receiving Report.

Scene 28

After entering Line Item data, click the "ACRNs" tab.

Scene 29
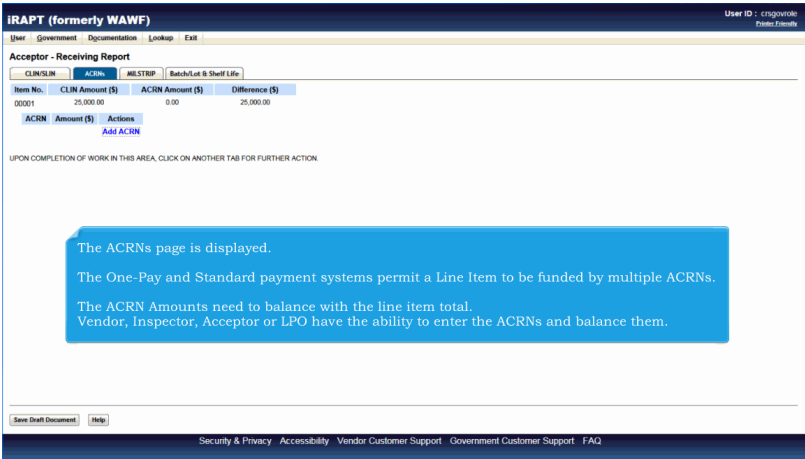
The ACRNs page is displayed.

The One-Pay and Standard payment systems permit a Line Item to be funded by multiple ACRNs.

The ACRN Amounts need to balance with the line item total.
Vendor, Inspector, Acceptor or LPO have the ability to enter the ACRNs and balance them.

Scene 30
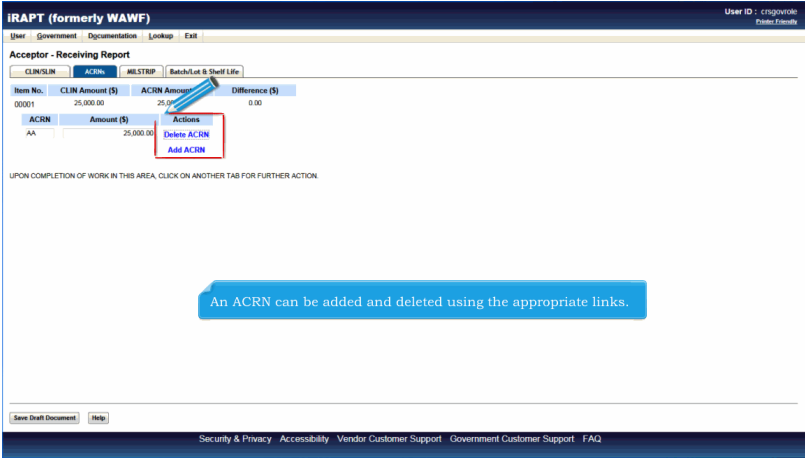
An ACRN can be added and deleted using the appropriate links.

Scene 31

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

Scene 32

The MILSTRIP page is displayed.

The Acceptor enters MILSTRIP Information and clicks the Save link.

Scene 33

The MILSTRIP is now saved.

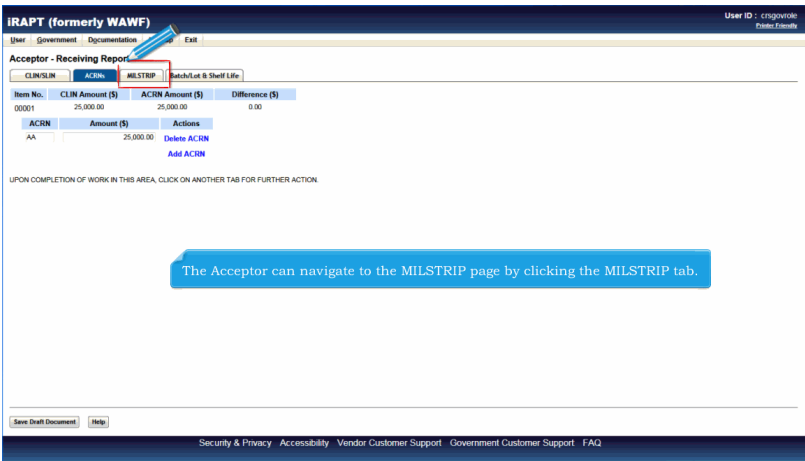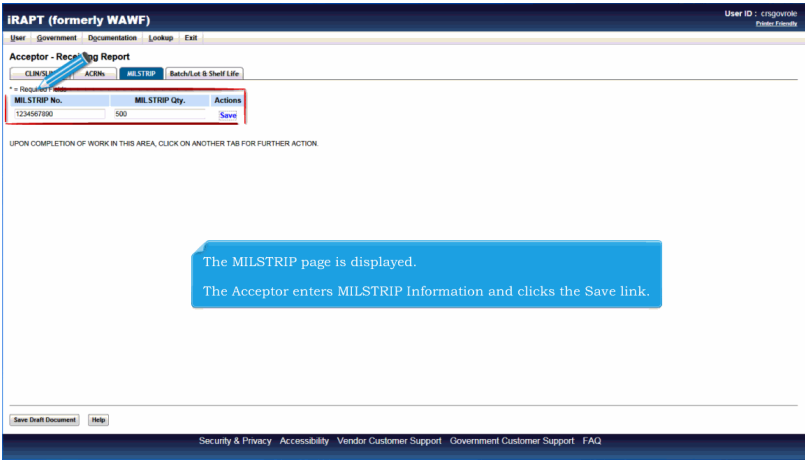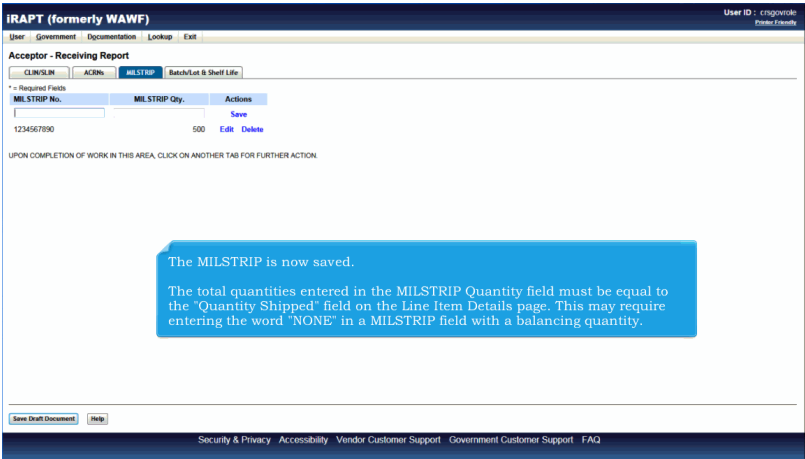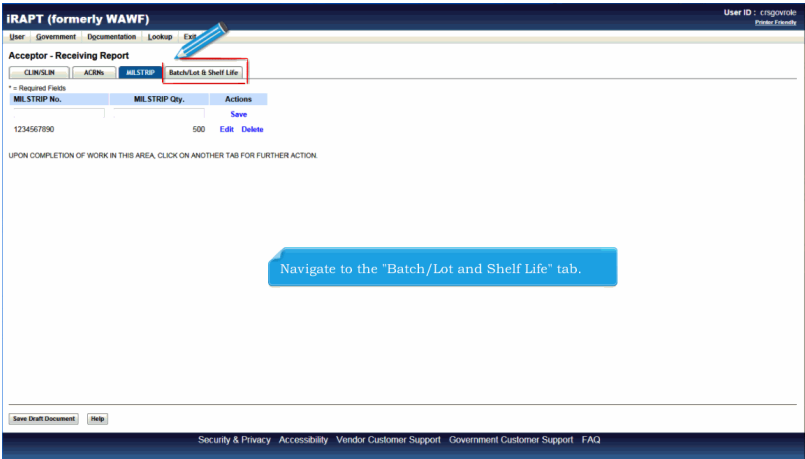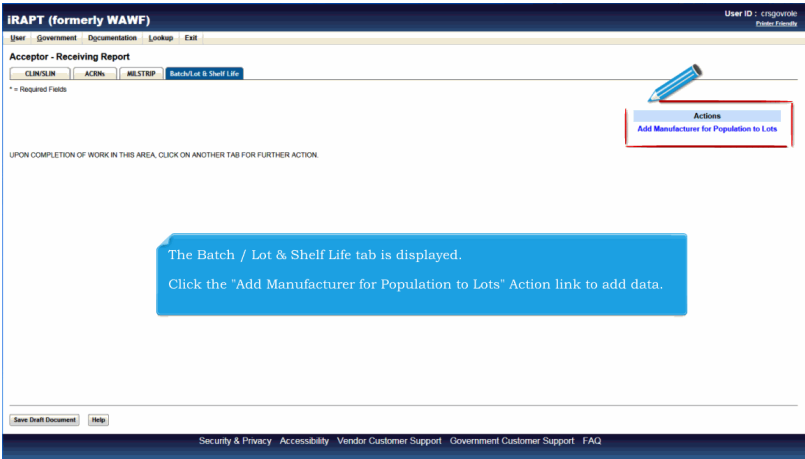The total quantities entered in the MILSTRIP Quantity field must be equal to the "Quantity Shipped" field on the Line Item Details page. This may require entering the word "NONE" in a MILSTRIP field with a balancing quantity.

Scene 34

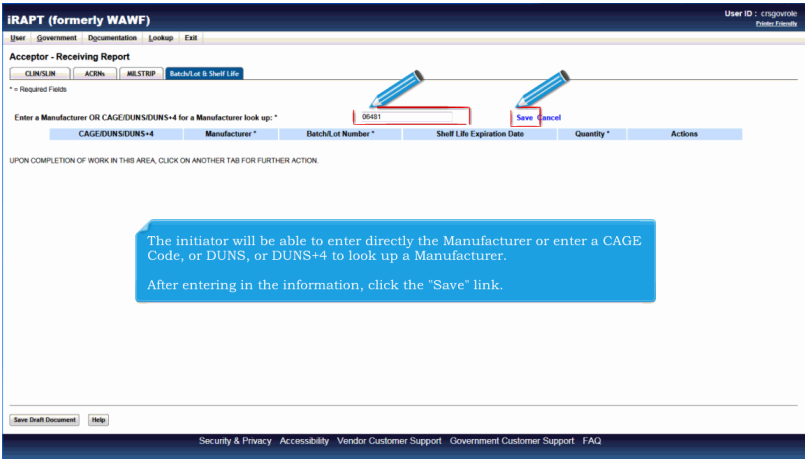Navigate to the "Batch/Lot and Shelf Life" tab.

Scene 35

The Batch / Lot & Shelf Life tab is displayed.

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

Scene 36

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.

Scene 37

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.
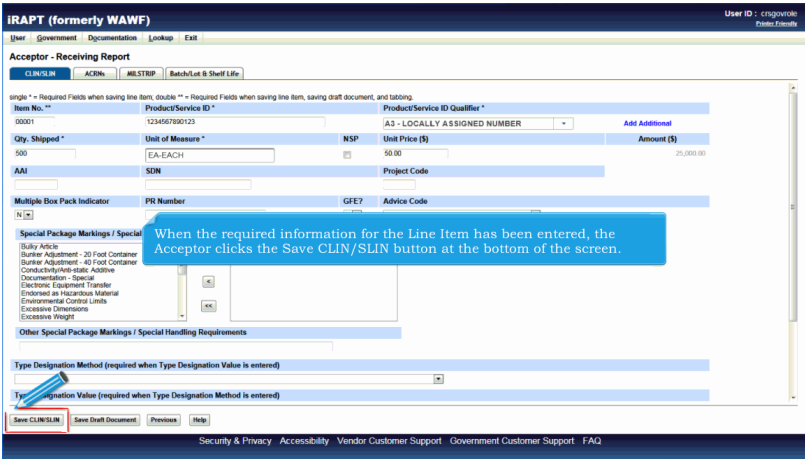
Scene 38

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

Scene 39
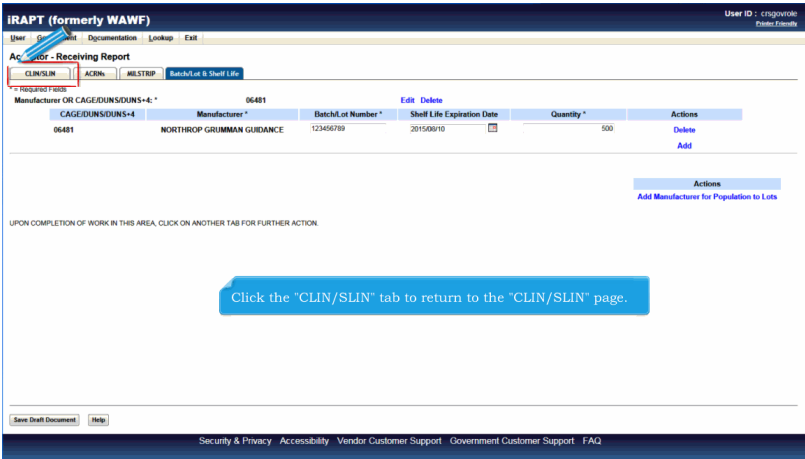
Click the "CLIN/SLIN" tab to return to the "CLIN/SLIN" page.

Scene 40

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

Scene 41

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

Scene 42

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

Scene 43
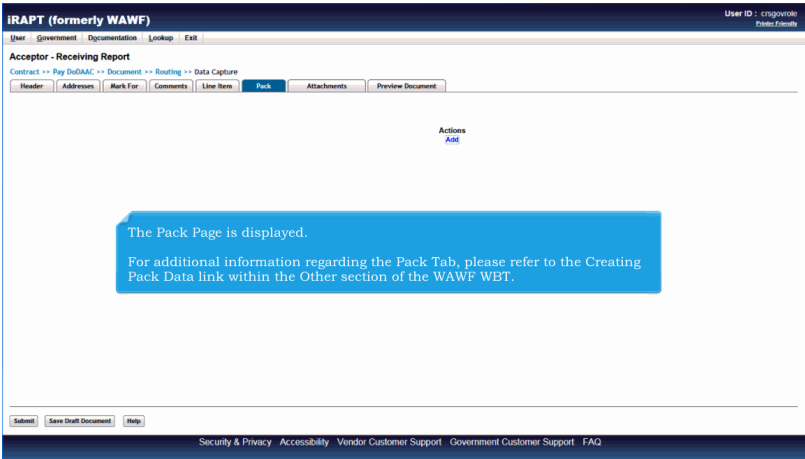
The Pack Page is displayed.

For additional information regarding the Pack Tab, please refer to the Creating Pack Data link within the Other section of the WAWF WBT.

Scene 44
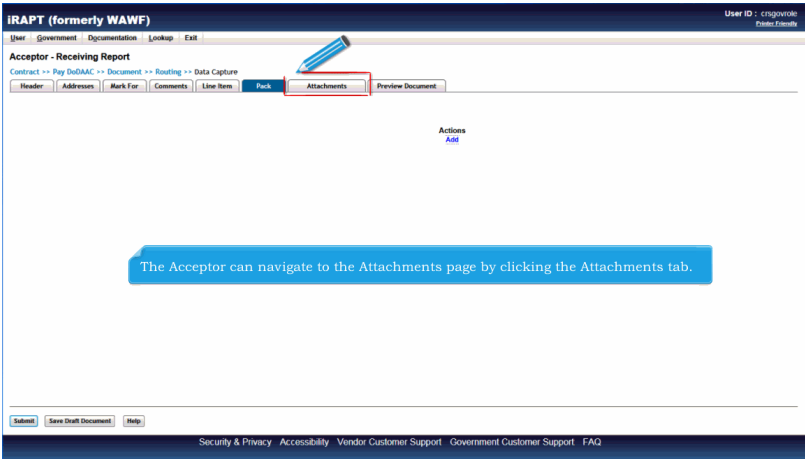
The Acceptor can navigate to the Attachments page by clicking the Attachments tab.

Scene 45
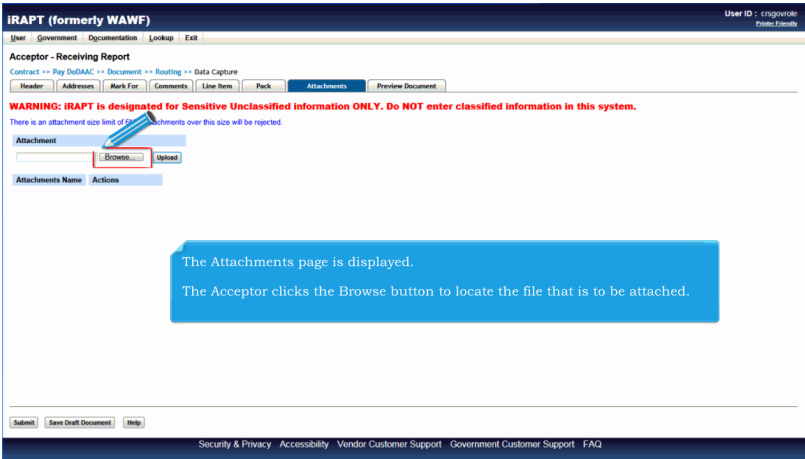
The Attachments page is displayed.

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

Scene 46

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

Scene 47

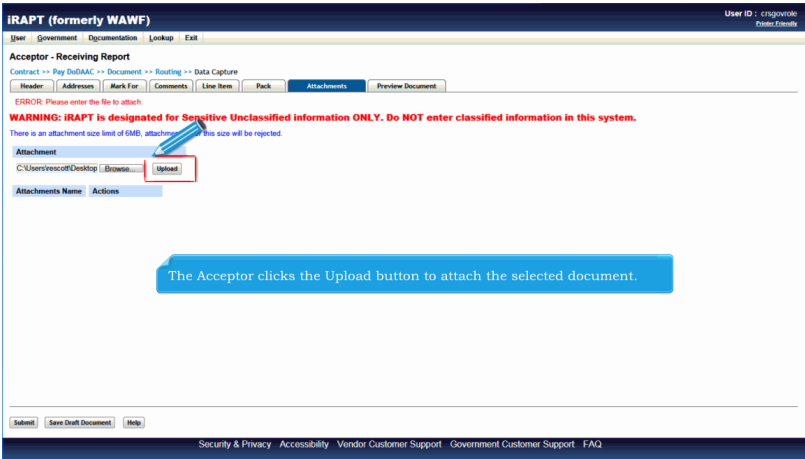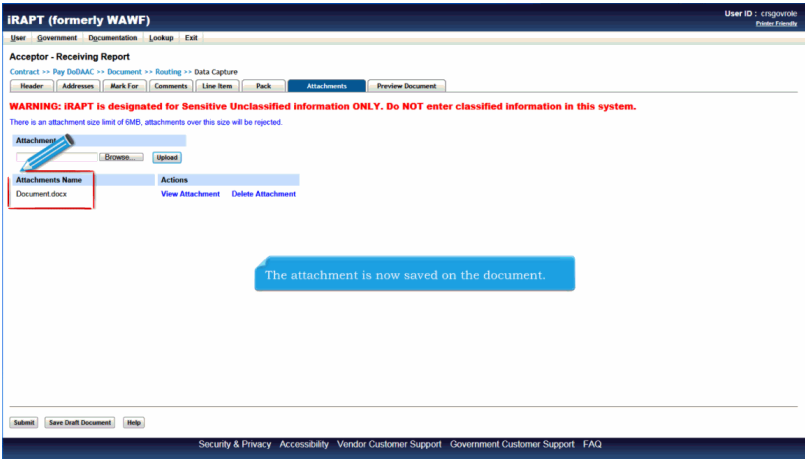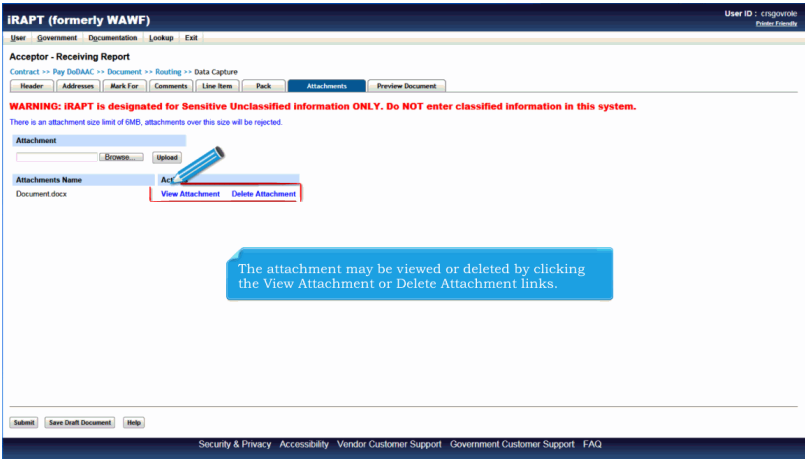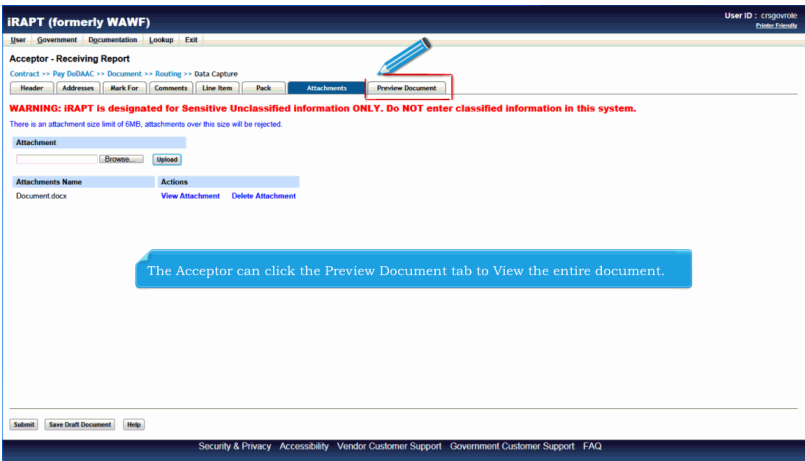The attachment is now saved on the document.
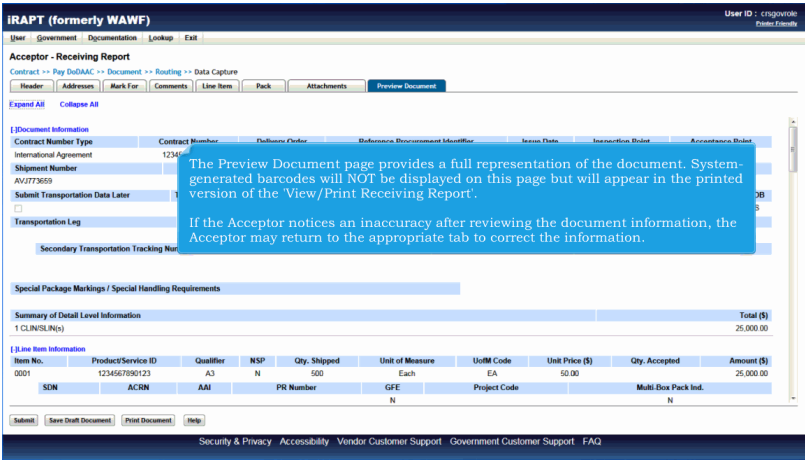
Scene 48

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

Scene 49

The Acceptor can click the Preview Document tab to View the entire document.
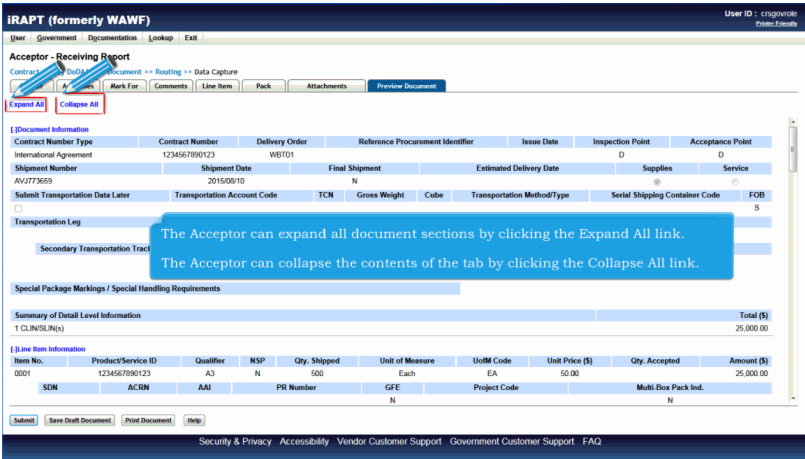
Scene 50

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 'View/Print Receiving Report'.

If the Acceptor notices an inaccuracy after reviewing the document information, the Acceptor may return to the appropriate tab to correct the information.
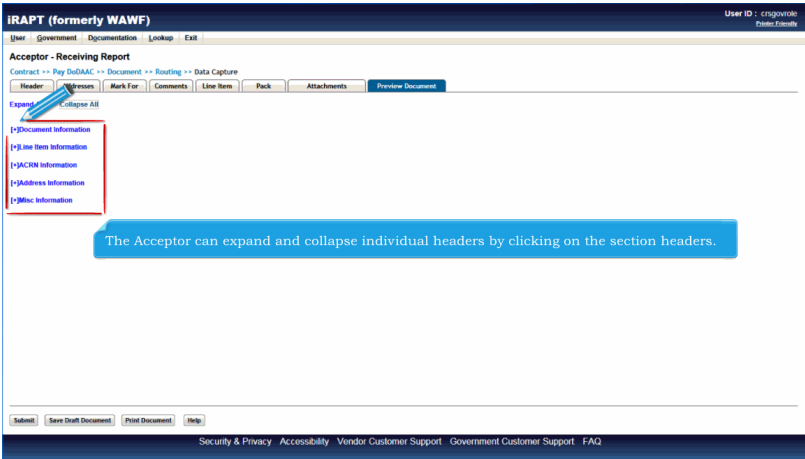
Scene 51

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 52

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

Scene 53

The Document Information section of the tab is now expanded.

Scene 54

Once the information is verified, the Acceptor can click the Submit button from any page to submit the document to WAWF. After submission, the Acceptor will now have an option to print the Receiving Report, including system-generated barcodes for tracking purposes.

Scene 55
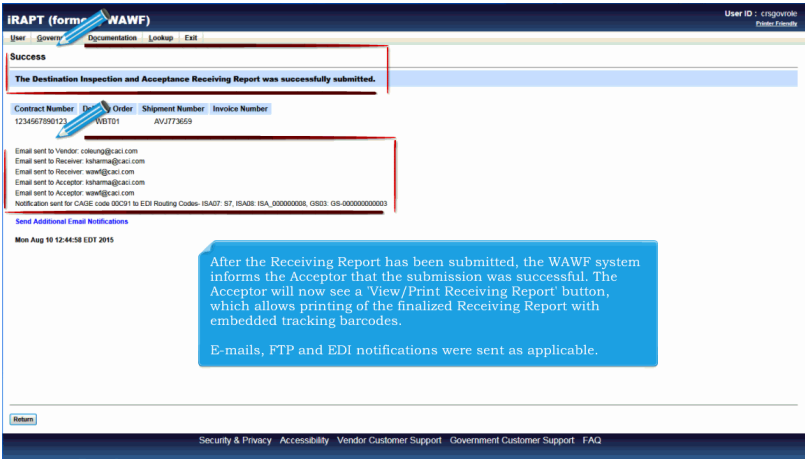
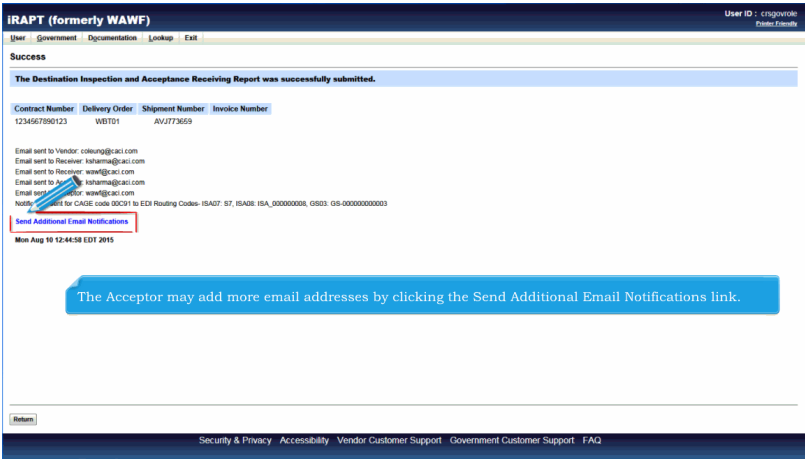After the Receiving Report has been submitted, the WAWF system informs the Acceptor that the submission was successful. The Acceptor will now see a 'View/Print Receiving Report' button, which allows printing of the finalized Receiving Report with embedded tracking barcodes.
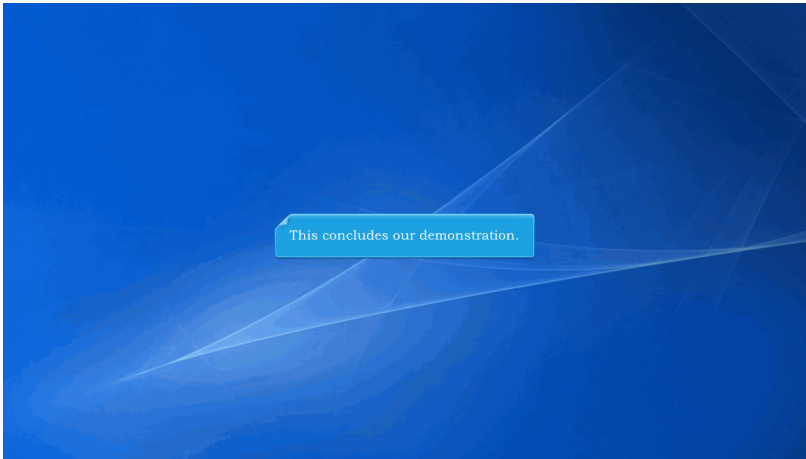
E-mails, FTP and EDI notifications were sent as applicable.

Scene 56

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

End

This concludes our demonstration.