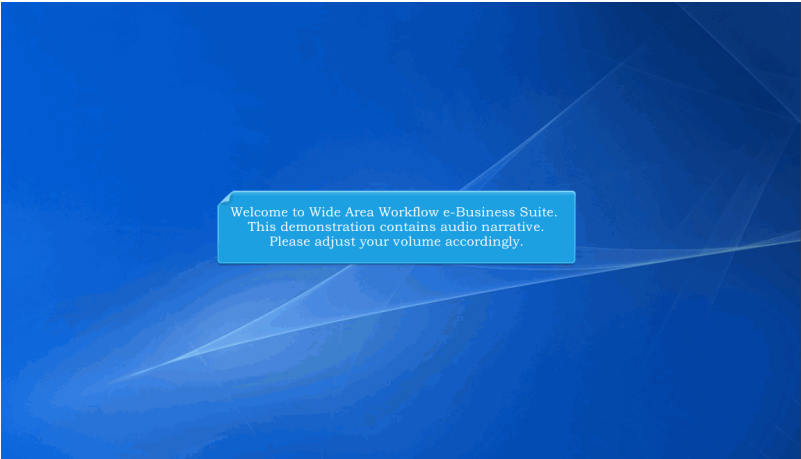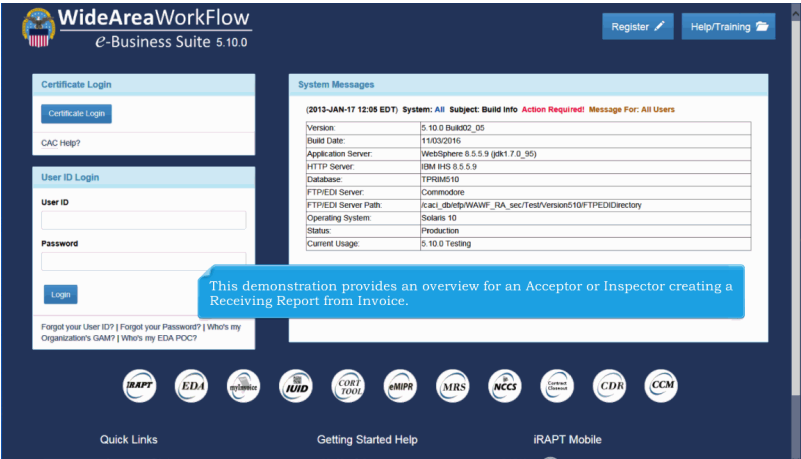## Intro

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 or Inspector creating a Receiving Report from Invoice.

Scene 3

The Government Initiator selects the Create Document option from the dropdown menu option.

Scene 4

The Contract Information page is displayed.

Receiving Report is selected as the default document type.

Scene 5

The Government Initiator enters the Contract information and clicks the Next button to continue.

Scene 6

The Government Initiator enters the Pay Official DoDAAC and clicks the Next button to continue.
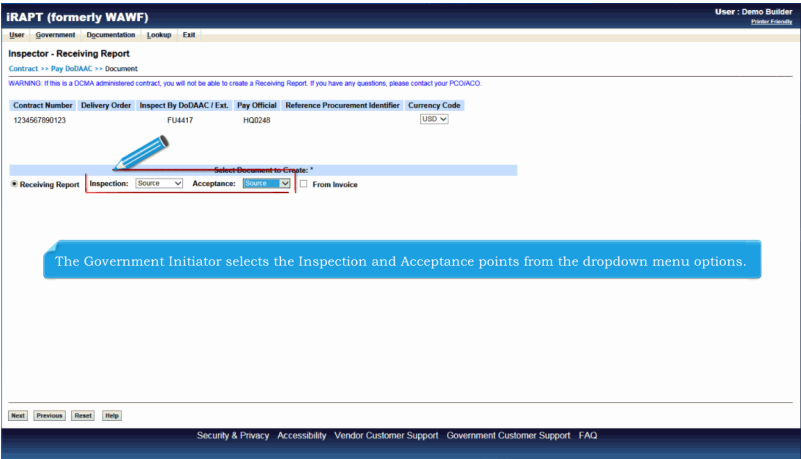
Scene 7
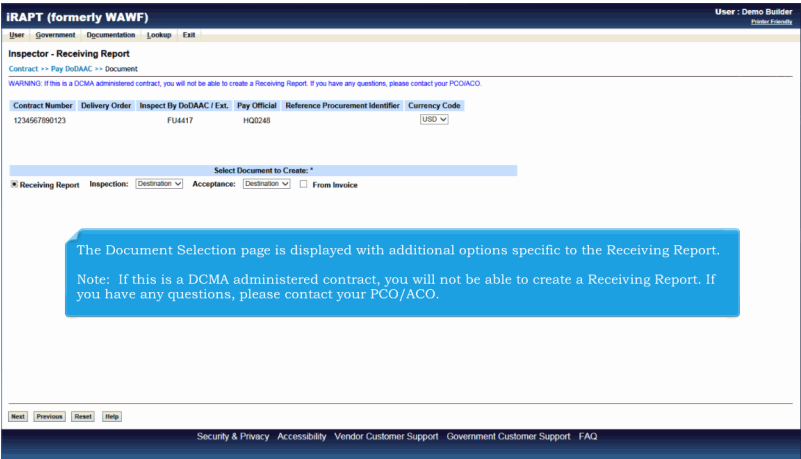
The Document Selection page is displayed with additional options specific to the Receiving Report.
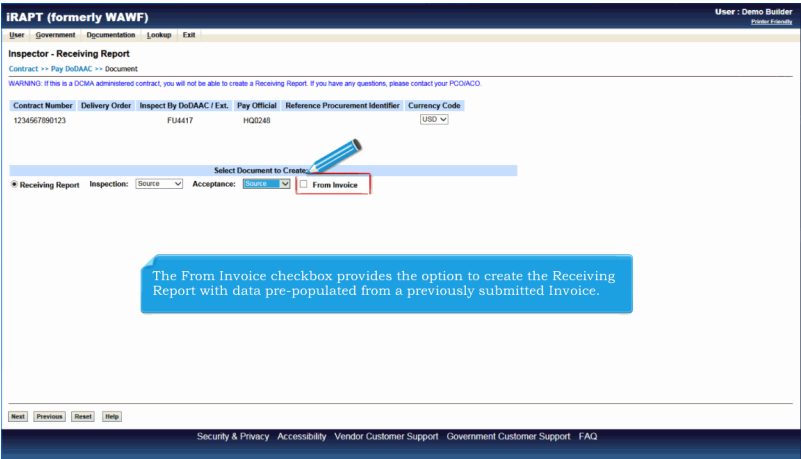
Note: If this is a DCMA administered contract, you will not be able to create a Receiving Report. If you have any questions, please contact your PCO/ACO.

Scene 8

The Government Initiator selects the Inspection and Acceptance points from the dropdown menu options.

Scene 9

The From Invoice checkbox provides the option to create the Receiving Report with data pre-populated from a previously submitted Invoice.
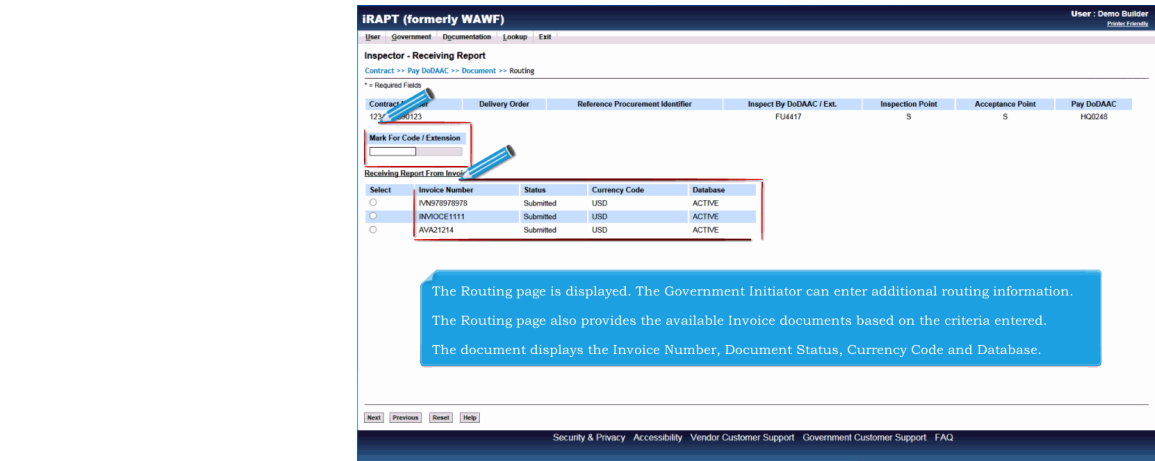
Scene 10

The Government Initiator checks the From Invoice checkbox.

Scene 11

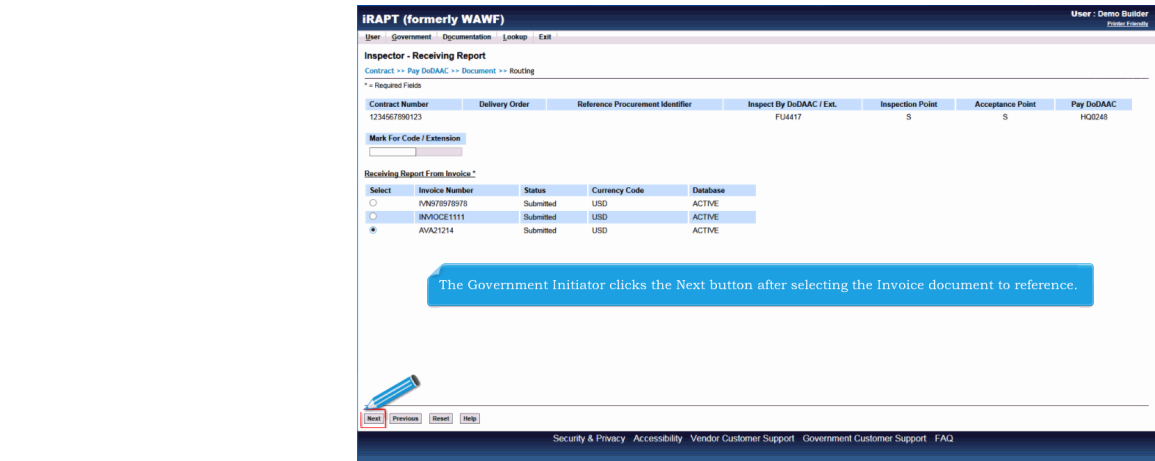The Government Initiator clicks the Next button to continue.

Scene 12

The Routing page is displayed. The Government Initiator can enter additional routing information.

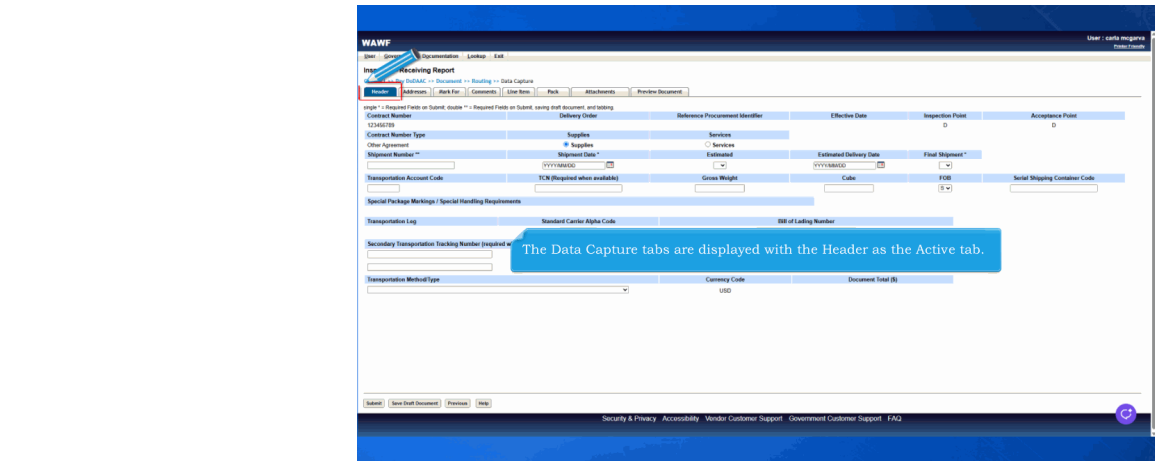The Routing page also provides the available Invoice documents based on the criteria entered.

The document displays the Invoice Number, Document Status, Currency Code and Database.

Scene 13

The Government Initiator clicks the Next button after selecting the Invoice document to reference.

Scene 14

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

Scene 15

The Government Initiator enters the Shipment Information for the Receiving Report. The TCN field is included in this section and is labelled as 'TCN (Required when available)' to indicate that the field must be completed if a TCN is available.

Scene 16

The Government Initiator 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 17
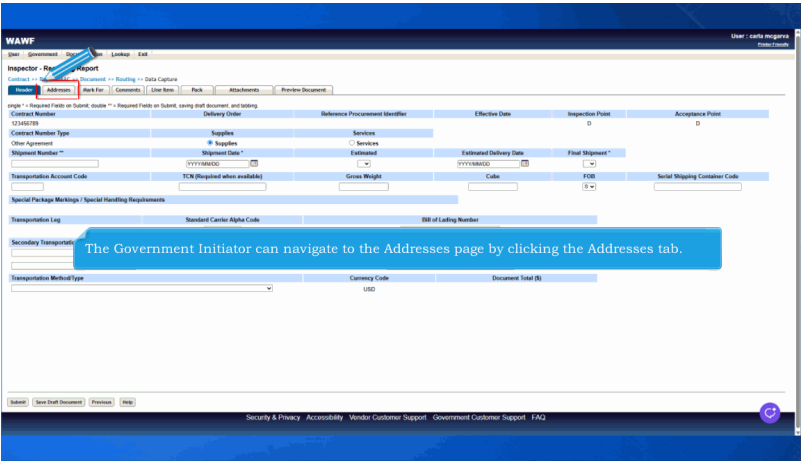
The Government Initiator can navigate to the Addresses page by clicking the Addresses tab.

Scene 18
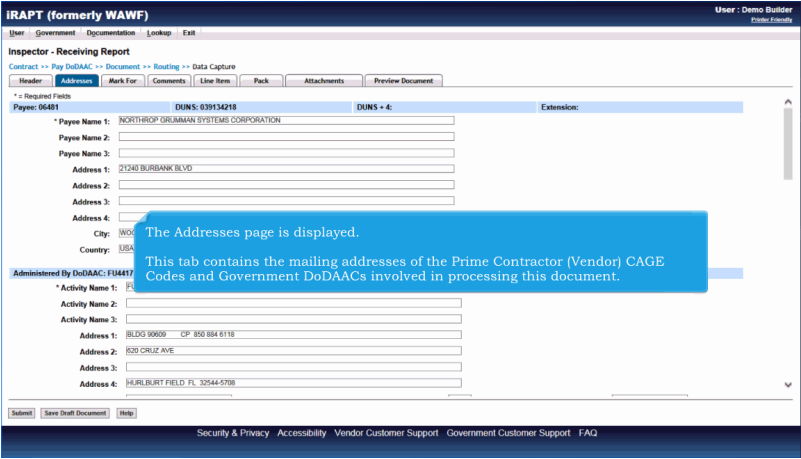
The Addresses page is displayed.

This tab contains the mailing addresses of the Prime Contractor (Vendor) CAGE Codes and Government DoDAACs involved in processing this document.

Scene 19

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

Scene 20
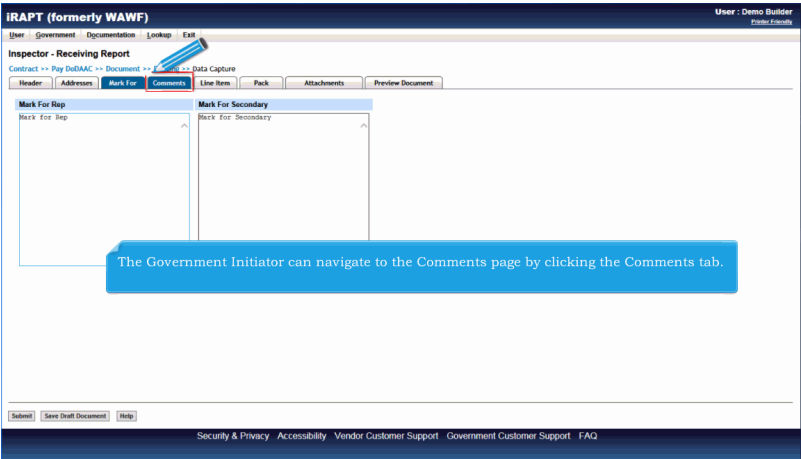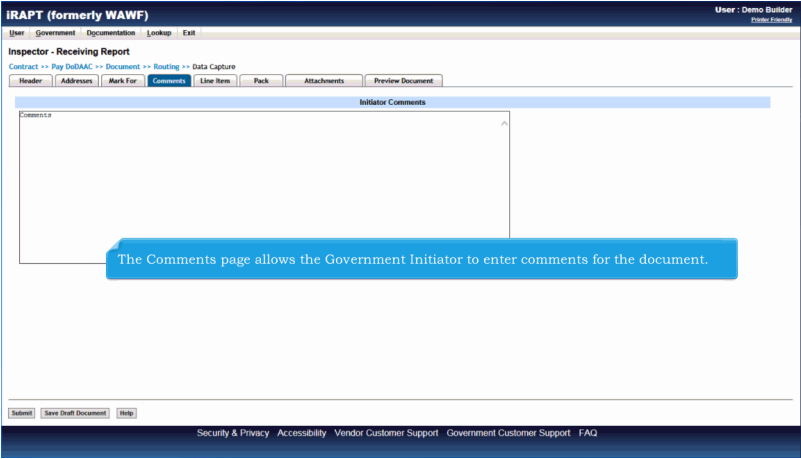

The Mark For Page is displayed. The Government Initiator can use the Mark For tab to enter comments for the Mark For Rep and Mark For Secondary.
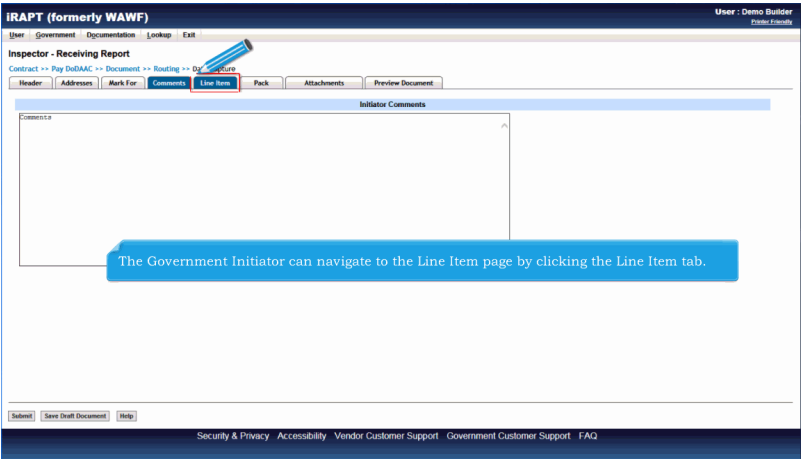
Scene 21

The Government Initiator can navigate to the Comments page by clicking the Comments tab.
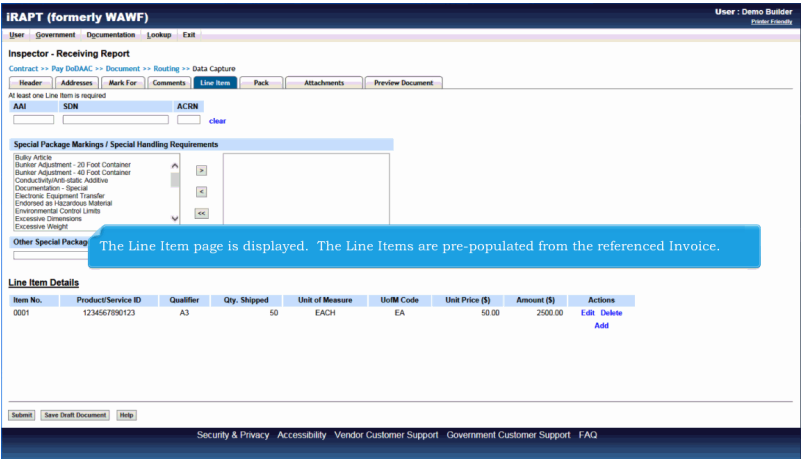
Scene 22

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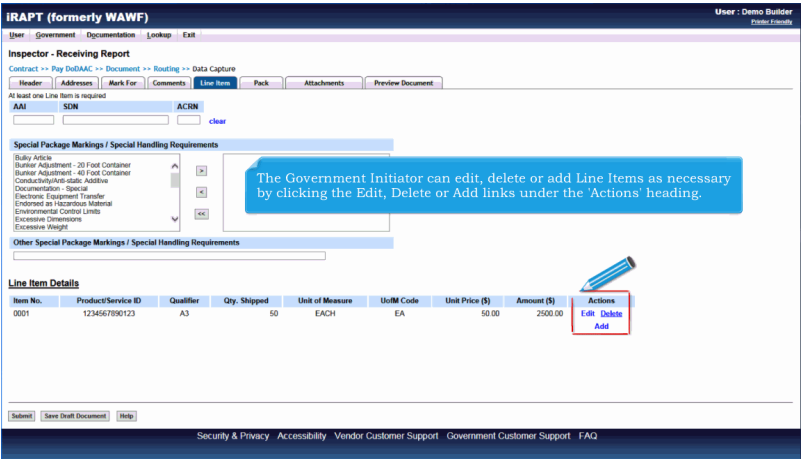
Scene 23

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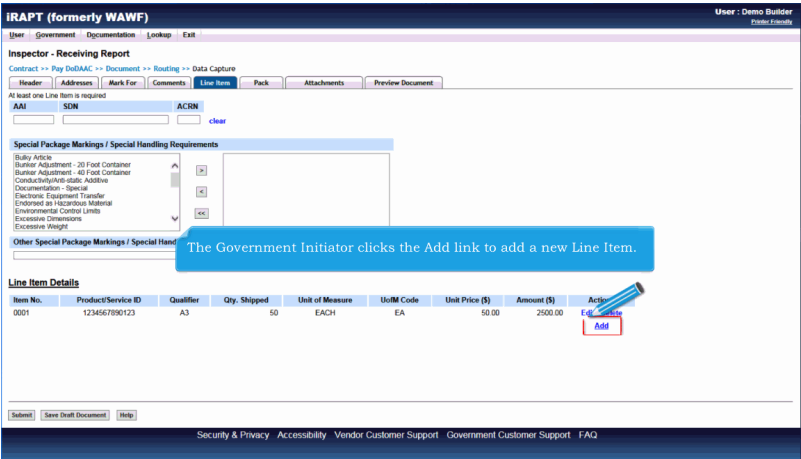
Scene 24

The Line Item page is displayed. The Line Items are pre-populated from the referenced Invoice.

Scene 25

The Government Initiator can edit, delete or add Line Items as necessary by clicking the Edit, Delete or Add links under the 'Actions' heading.

Scene 26

The Government Initiator clicks the Add link to add a new Line Item.

Scene 27

The CLIN/SLIN page is displayed.

Scene 28

The Government Initiator enters the Line Item Information for the Receiving Report.

Scene 29

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

Scene 30

The ACRNs page is displayed.
The MOCAS, 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 31
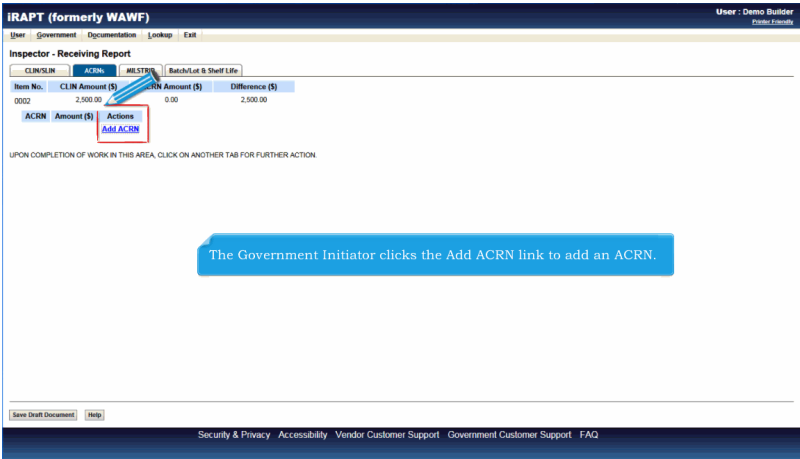
The Government Initiator clicks the Add ACRN link to add an ACRN.

Scene 32
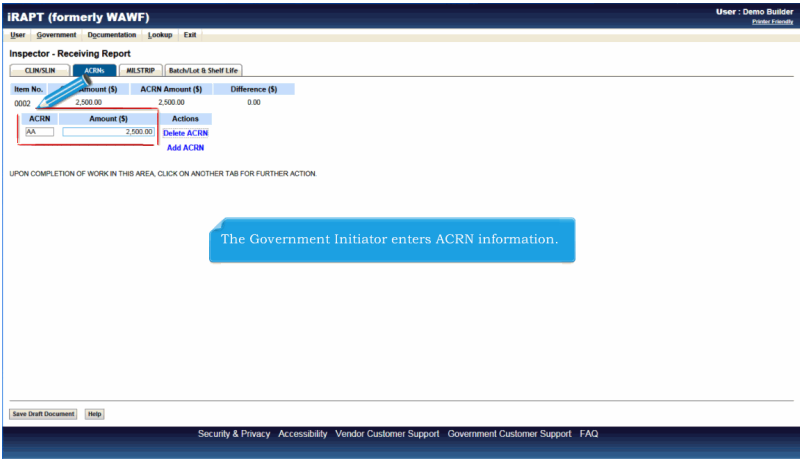
The Government Initiator enters ACRN information.

Scene 33
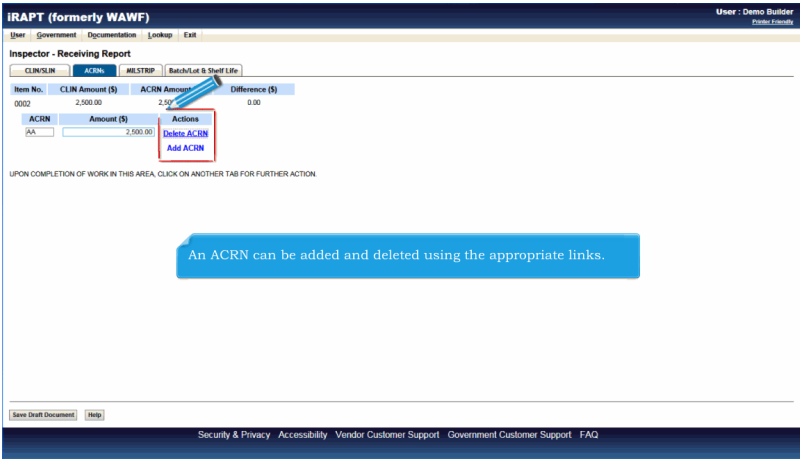
An ACRN can be added and deleted using the appropriate links.

Scene 34

The Government Initiator can navigate to the MILSTRIP page by clicking the MILSTRIP tab.

Scene 35
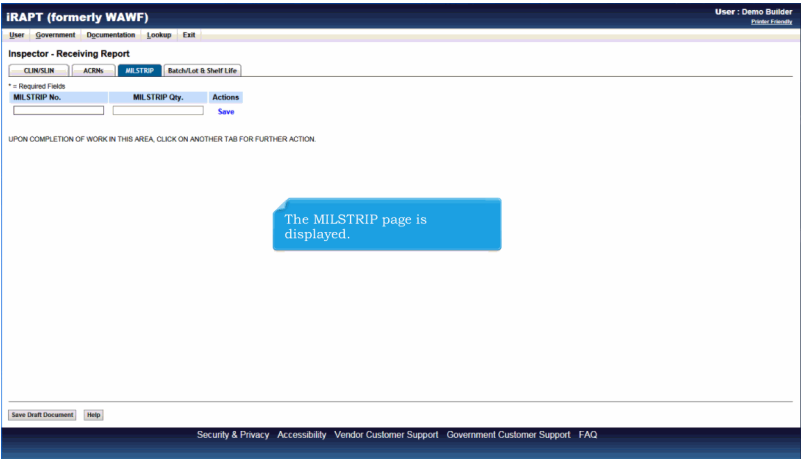
The MILSTRIP page is displayed.

Scene 36
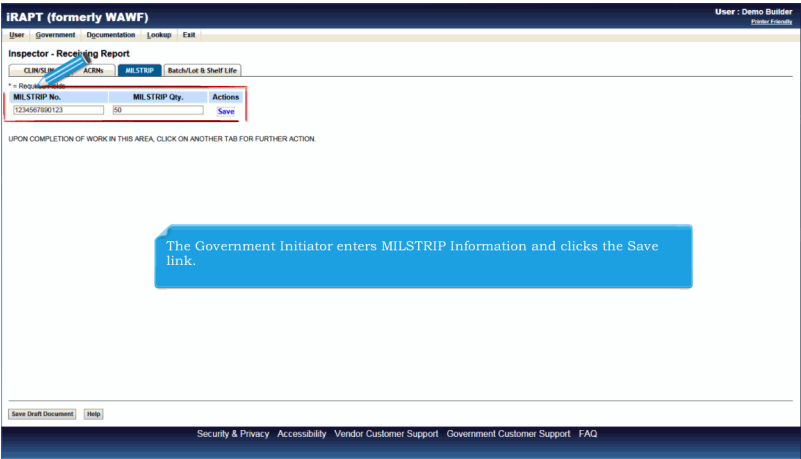
The Government Initiator enters MILSTRIP Information and clicks the Save link.

Scene 37
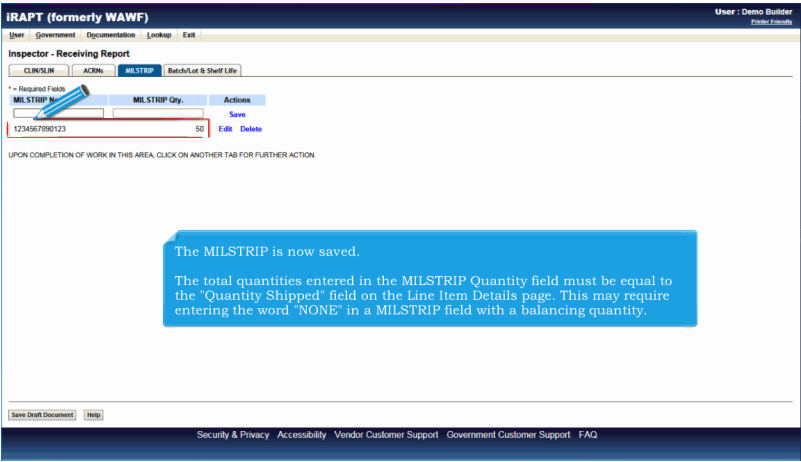
The MILSTRIP is now saved.

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.
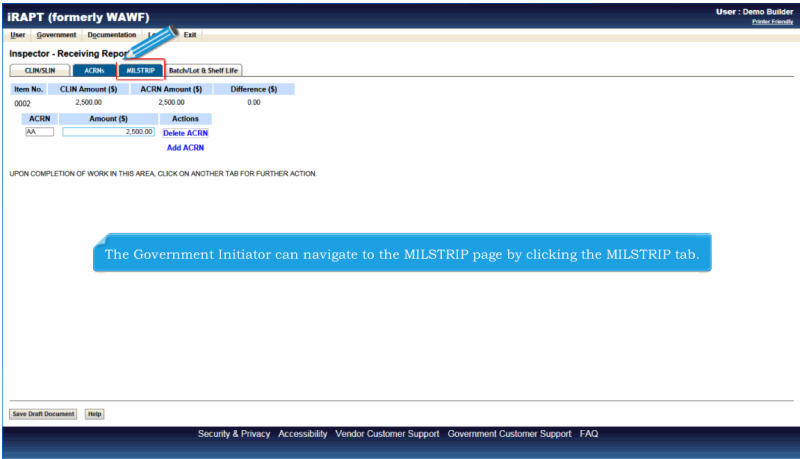
Scene 38

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

Scene 39

The Batch / Lot & Shelf Life tab is displayed.

Click the "Add Manufacturer for Population to Lots" Action link to add data.
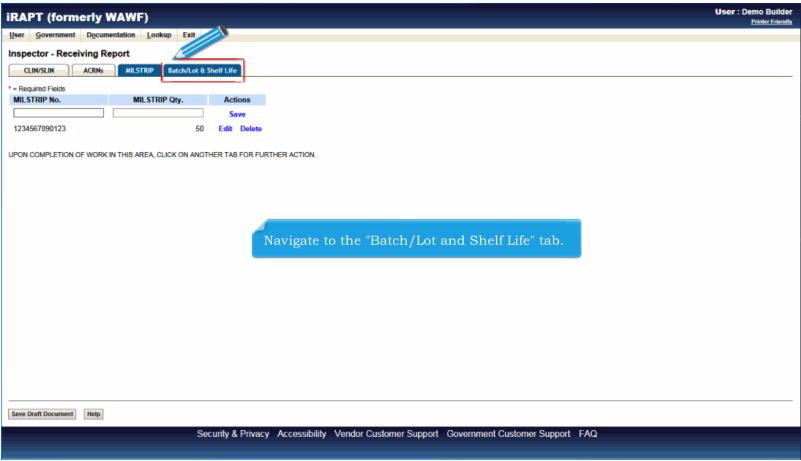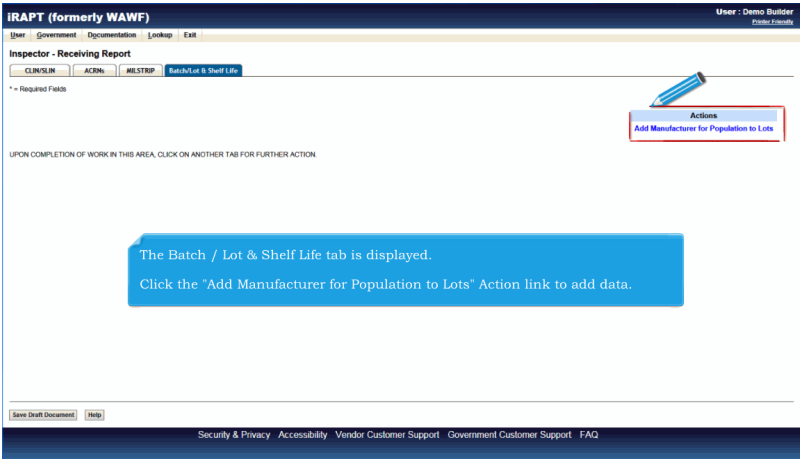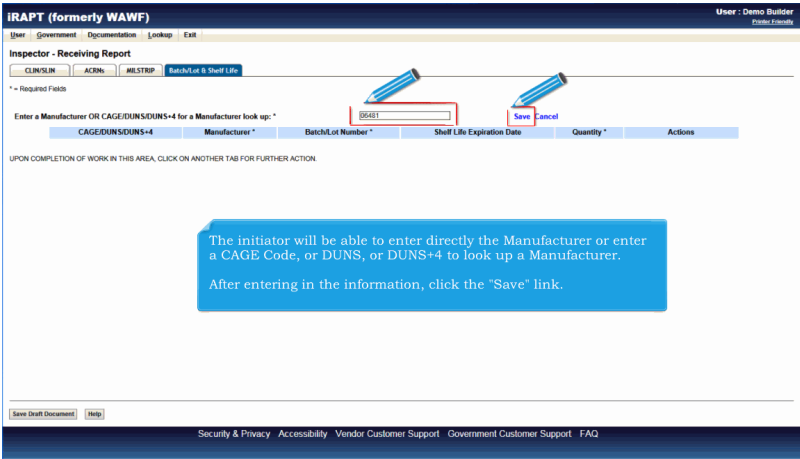
Scene 40

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 41

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 42

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

Scene 43

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

Scene 44

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

Scene 45
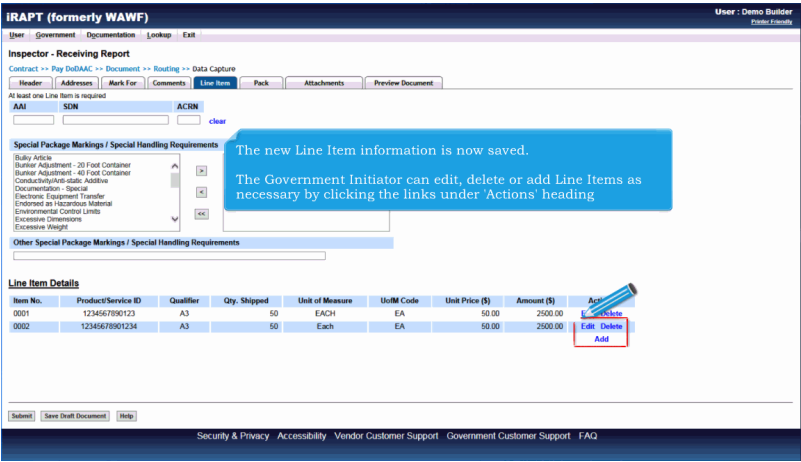
The new Line Item information is now saved.

The Government Initiator can edit, delete or add Line Items as necessary by clicking the links under 'Actions' heading

Scene 46
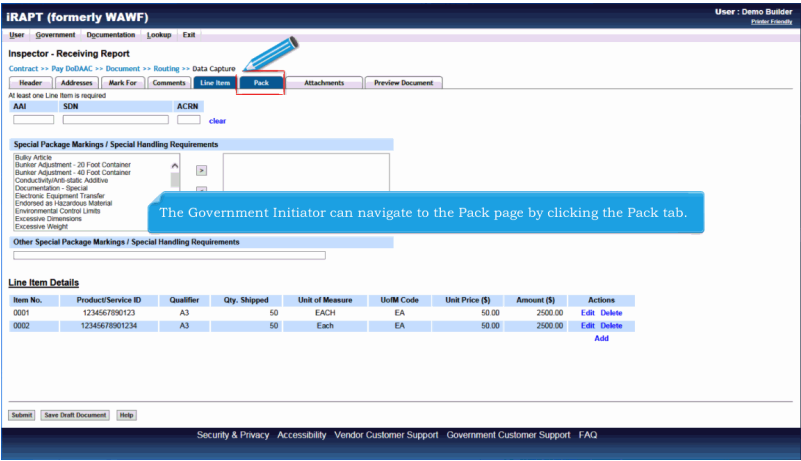
The Government Initiator can navigate to the Pack page by clicking the Pack tab.

Scene 47
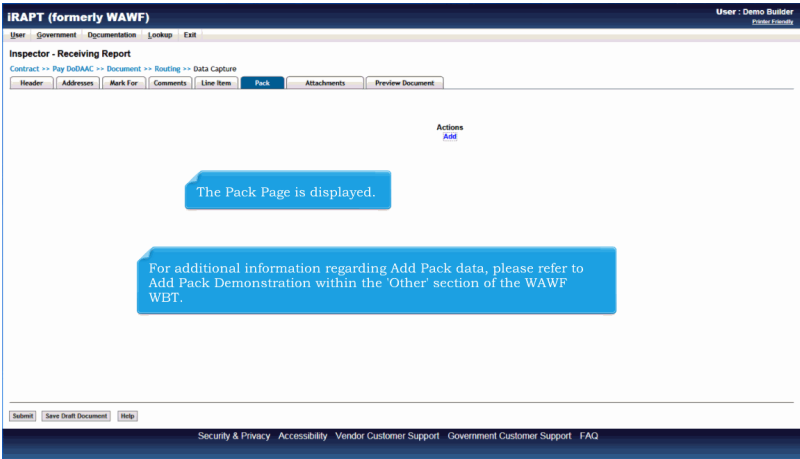
The Pack Page is displayed. For additional information regarding Add Pack data, please refer to Add Pack Demonstration within the 'Other' section of the WAWF WBT.

Scene 48
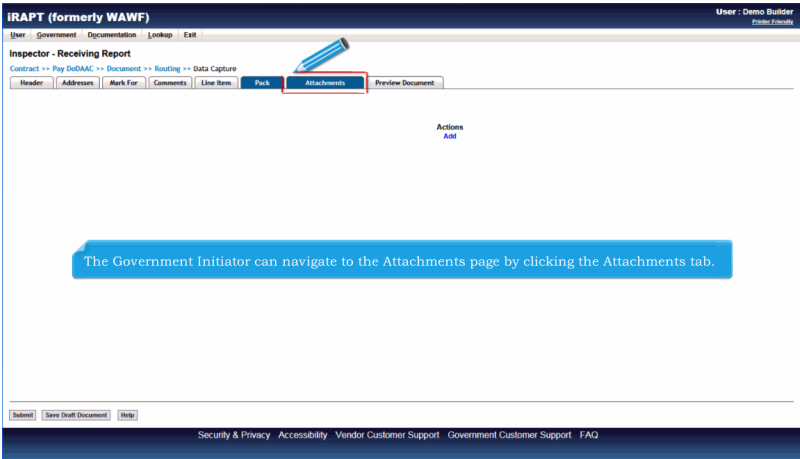
The Government Initiator can navigate to the Attachments page by clicking the Attachments tab.

Scene 49
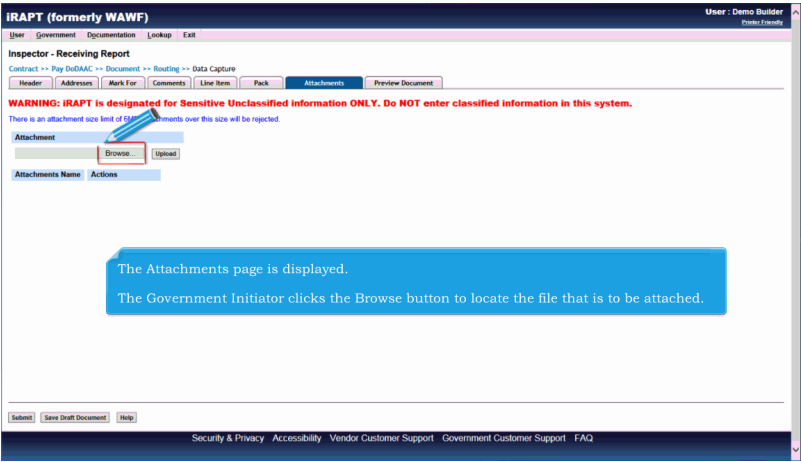
The Attachments page is displayed.

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

Scene 50

The Government Initiator clicks the Upload button to attach the selected document.

Scene 51

The attachment is now saved on the document.

Scene 52

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

Scene 53

The Government Initiator can click the Preview Document tab to View the entire document.
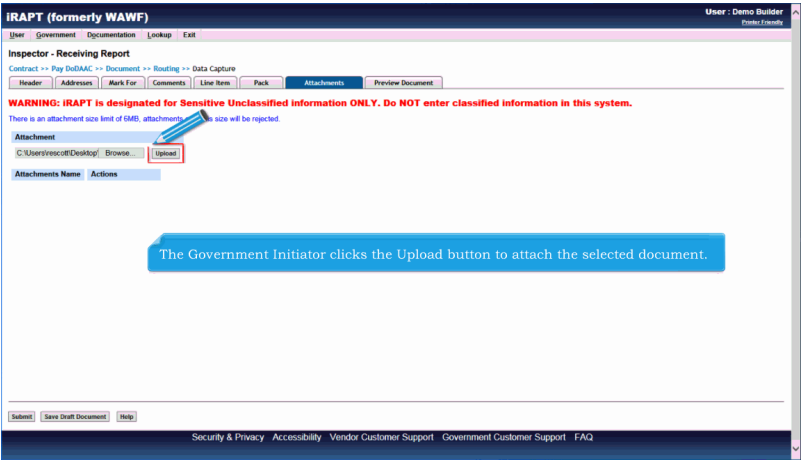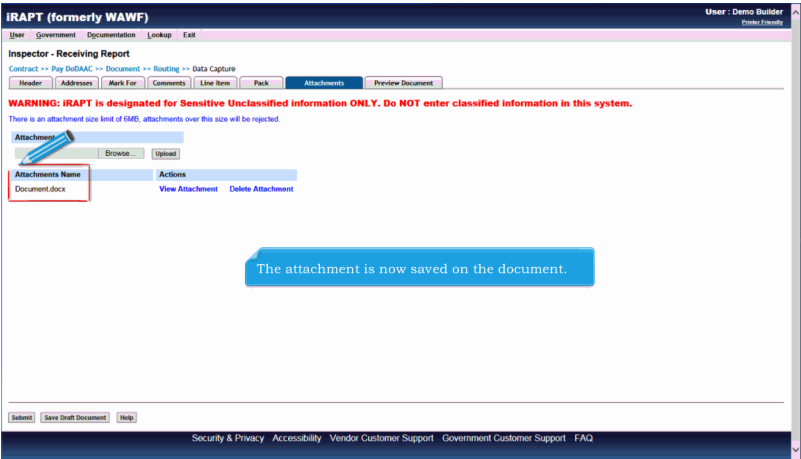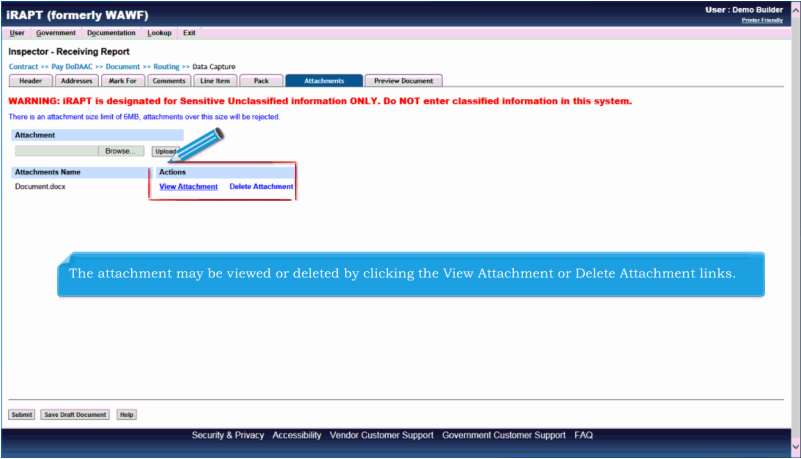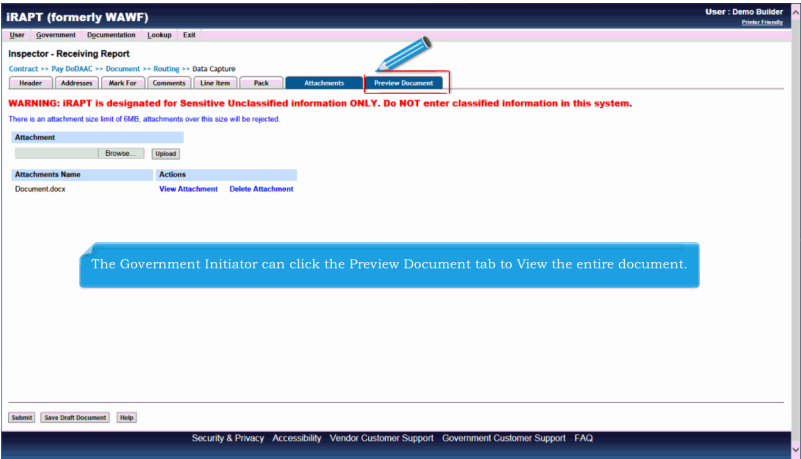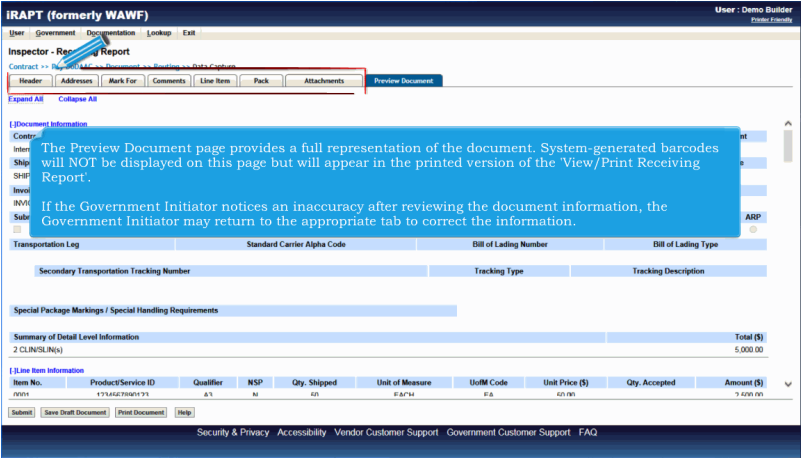
Scene 54


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 Government Initiator notices an inaccuracy after reviewing the document information, the Government Initiator may return to the appropriate tab to correct the information.
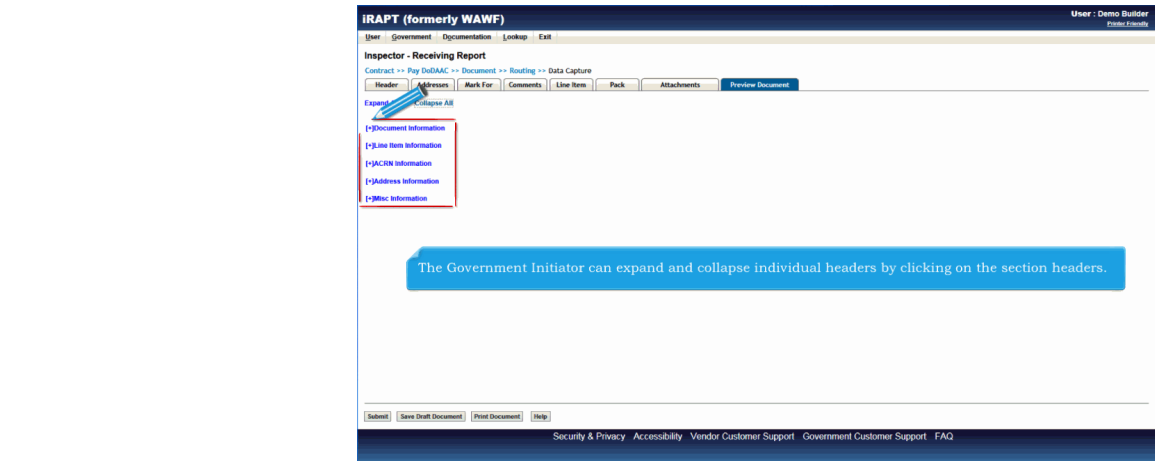
Scene 55
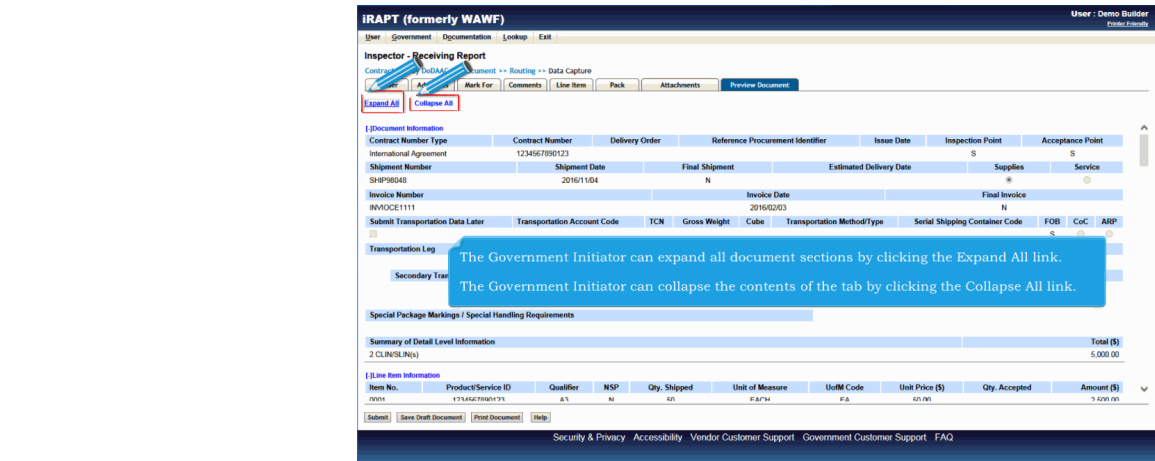
The Government Initiator can expand all document sections by clicking the Expand All link.

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

Scene 56

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

Scene 57

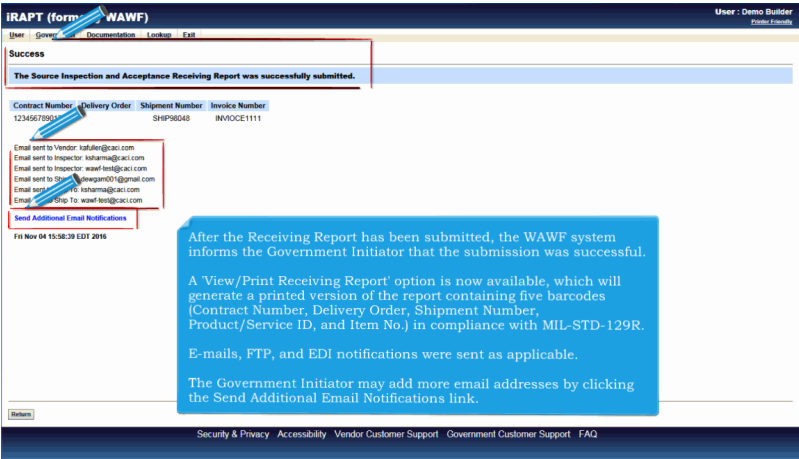The Document Information section of the document is now expanded.

Scene 58

Once the information is verified, the Government Initiator can click the Submit button from any page to submit the document to WAWF.

Scene 59

After the Receiving Report has been submitted, the WAWF system informs the Government Initiator that the submission was successful.

A 'View/Print Receiving Report' option is now available, which will generate a printed version of the report containing five barcodes (Contract Number, Delivery Order, Shipment Number, Product/Service ID, and Item No.) in compliance with MIL-STD-129R.

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

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

Scene 60
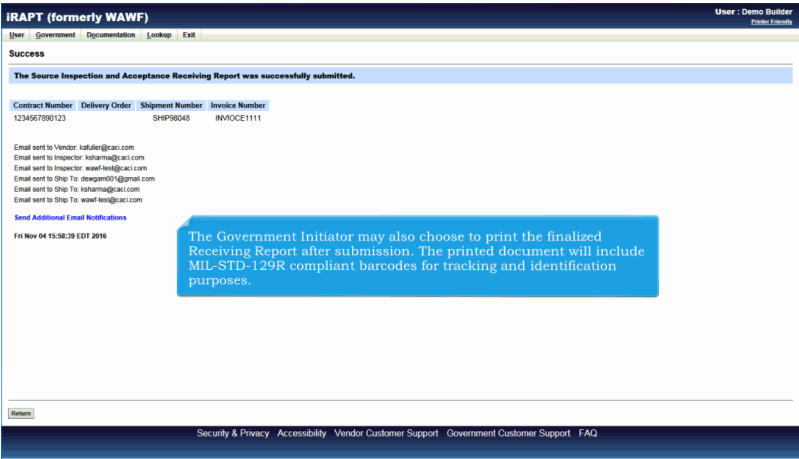
The Government Initiator may also choose to print the finalized Receiving Report after submission. The printed document will include MIL-STD-129R compliant barcodes for tracking and identification purposes.

End
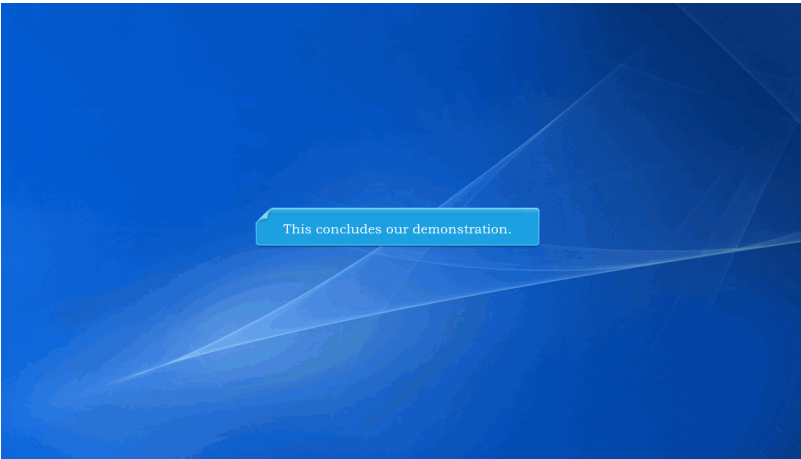
This concludes our demonstration.