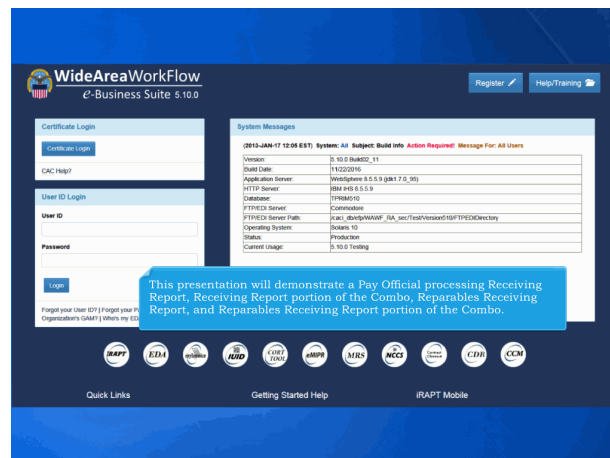
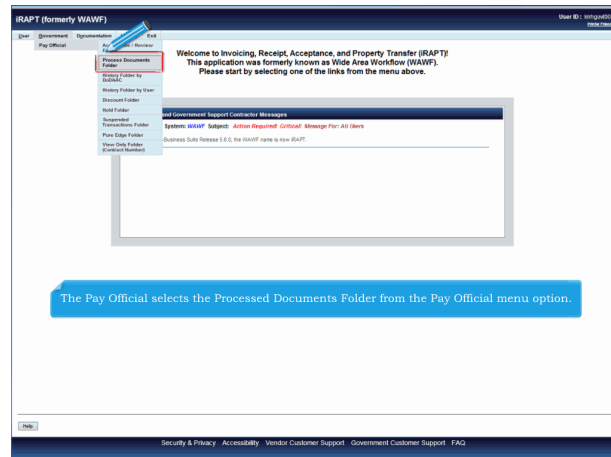


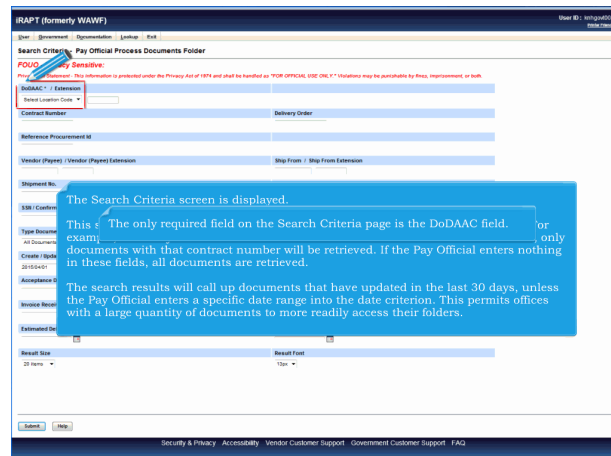
Welcome to Wide Area Workflow e-Business Suite.  
This demonstration contains audio narrative. Please adjust your volume accordingly.



This presentation will demonstrate a Pay Official processing Receiving Report, Receiving Report portion of the Combo, Reparables Receiving Report, and Reparables Receiving Report portion of the Combo.



The Pay Official selects the Processed Documents Folder from the Pay Official menu option.



The Search Criteria screen is displayed.

This screen lets the Pay Official retrieve only documents that meet certain criteria. For example, if the Pay Official enters a contract number in the "Contract Number" field, only documents with that contract number will be retrieved. If the Pay Official enters nothing in these fields, all documents are retrieved.

The search results will call up documents that have updated in the last 30 days, unless the Pay Official enters a specific date range into the date criterion. This permits offices with a large quantity of documents to more readily access their folders. The only required field on the Search Criteria page is the DoDAAC field.

JRAPT (formerly WAWF)

Search Criteria: Pay Official Process Documents Folder

FOUO: This information is protected under the Privacy Act of 1974 and shall be handled as "TOP OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

DoDAAC: HQ0352

Contract Number: [Field]

Delivery Order: [Field]

Reference Procurement ID: [Field]

Vendor (Agency) / Vendor (Agency) Extension: [Field]

Ship From / Ship From Extension: [Field]

Shipment No.: [Field]

Invoice Number: [Field]

SIR: Confirms SIR

Type Document: [Field]

40 Documents

Create / Update Date (YYYYMMDD): [Field]

Create / Update Date End (YYYYMMDD): [Field]

Acceptance Date (YYYYMMDD): [Field]

Acceptance Date End (YYYYMMDD): [Field]

Invoice Received Date (YYYYMMDD): [Field]

Invoice Received Date End (YYYYMMDD): [Field]

Estimated Delivery Date (YYYYMMDD): [Field]

Estimated Delivery Date End (YYYYMMDD): [Field]

Result Size: 25 Items

Result Font: 12pt

Submit

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Pay Official selects HQ0352 from the DoDAAC drop-down list. The Pay Official clicks the 'Submit' button to continue.

JRAPT (formerly WAWF)

Pay Official Process Documents Folder for "HQ0352" (1 Items, sorted by Contract Number Ascending)

Index	Type	Vendor (Agency)	Vendor (Agency) Extension	Contract Number	Shipment Number	Invoice Number	Shipment	Accepted	Status	Result Size	Selected
1	Receiving Report SIR	DISC1	02178408	0001	HQ0352	HQ0352	2015-05-21	2015-05-21	Received	8	

The payment procedures for stand-alone Receiving Reports and Repairable Receiving Reports, the Receiving Report portion of the Invoice/Receiving Reports (Combo), and the Repairables Receiving Report portion of the Invoice/Reparables Receiving Report (RCombo) are mostly the same. To open the Receiving Report, the Pay Official clicks the Shipment Number link.

Which we refer to "Receiving Report" in this training, we will be referring to the stand-alone Receiving Report and Repairables Receiving Report, the Combo, and the RCombo. We are going to use a Receiving Report as an example.

1 Shipment 1 Invoice

Submit

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Pay Official's Process Documents Folder is displayed.

This page contains a list of documents that match the selection criteria. The payment procedures for stand-alone Receiving Reports and Repairable Receiving Reports, the Receiving Report portion of the Invoice/Receiving Reports (Combo), and the Repairables Receiving Report portion of the Invoice/Reparables Receiving Report (RCombo) are mostly the same.

When we refer to "Receiving Report" in this training, we will be referring to the stand-alone Receiving Report and Repairables Receiving Report, the Combo, and the RCombo. We are going to use a Receiving Report as an example. To open the Receiving Report, the Pay Official clicks the Shipment Number link.

the Receiving Report, the following tabs should be displayed: Header, Addresses, Misc. Info, Pack (if required), and Previous.

may be displayed if the pay entitlement system is Modeled. The first page displayed by default. On the Header page, the Pay Official can perform (Vendor) and government actions.

view the whole page.

The screenshot shows the IRAPT (formerly WAWF) system interface. At the top, there are tabs for 'Header', 'Addresses', 'Misc. Info', 'Pack', and 'Previous Document'. The 'Header' tab is selected. Below the tabs, there is a 'Pay Official' section with a 'Line Item' tab highlighted. The 'Line Item' tab shows a table with columns for 'Transportation Account Code', 'TCN', 'Gross Weight', 'Code', 'Transportation Method/Type', 'Serial Shipping Container Code', 'FOB', 'CofC', and 'ASP'. The 'Line Item' tab is selected, and the 'Line Item' page is displayed. The 'Line Item' page shows a table with columns for 'Transportation Log', 'Standard Carrier Alpha Code', 'Bill of Lading Number', and 'Bill of Lading Type'. The 'Line Item' page also shows a 'Secondary Transportation Tracking Number' and a 'Tracking Type'.

Scrolling down, the Pay Official navigates to the Line Item page by clicking the Line Item tab. The checkbox has already been checked on the previous Pay Official page.

After reviewing the whole document, the Pay Official will return to this Header page to mark the action.

The screenshot also shows the 'ACTION BY USER' section at the bottom, which includes a 'Document Download' checkbox that is checked. The 'Document Download' checkbox is highlighted with a red box.

The Pay Official will have to scroll to view the whole page.

After reviewing the whole document, the Pay Official will return to this Header page to mark the action. The Pay Official navigates to the Line Item page by clicking the Line Item tab.

On the Line Item page, review the information for each line item.

This Receiving Report contains a CDRL ELIN.

To view the CDRL attachment, the Pay Official can click the View link.

If the CLIN is funded by multiple ACRNs, they will be detailed on the ACRNs tab page.

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
123456789012	123456789012	123456789012	123456789012	123456789012	123456789012	123456789012

Item No.	Product/Service ID	Quantity	Unit of Measure	Unit Price (\$)	Qty. Received	Qty. Accepted	Amount (\$)
0001	123456789012	1	EA	2,500.00	1	1	2,500.00

AAI: 123456789012

SDN: 123456789012

ACRN: 123456789012

Multiple Box Pack: 123456789012

PE Number: 123456789012

QFE: 123456789012

Address Code: 123456789012

Project Code: 123456789012

CDRL Attachment File: 123456789012

View

On the Line Item page, review the information for each line item.

There may or may not be an ACRN (Accounting Classification Reference Number), AAI (Agency Accounting Identifier) or SDN (Standard Document Number) entry.

Please note that if the CLIN is funded by a single ACRN, the ACRN will appear on this page. If the CLIN is funded by multiple ACRNs, they will be detailed on the ACRNs tab page. This Receiving Report contains a CDRL ELIN.

To view the CDRL attachment, the Pay Official can click the View link.

If the shipment required UID, the UID tab will be displayed.

The Pay Official can navigate to the UID page by clicking the UID tab.

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
123456789012	123456789012	123456789012	123456789012	123456789012	123456789012	123456789012

Item No.	Product/Service ID	Quantity	Unit of Measure	Unit Price (\$)	Qty. Received	Qty. Accepted	Amount (\$)
0001	123456789012	1	EA	2,500.00	1	1	2,500.00

AAI: 123456789012

SDN: 123456789012

ACRN: 123456789012

Multiple Box Pack: 123456789012

PE Number: 123456789012

QFE: 123456789012

Address Code: 123456789012

Project Code: 123456789012

CDRL Attachment File: 123456789012

View

When the Pay Official clicks the View link of the CDRL attachment, the file download window will be displayed. The Pay Official can either click the "Open" button to view the attachment or click the "Save" button to save the attachment on the workstation computer. If the shipment required UID, the UID tab will be displayed.

The Pay Official can navigate to the UID page by clicking the UID tab.

The Pay Official can expand or collapse UID sections by clicking the 'Collapse All' or 'Expand All' links.

The UID page is displayed.

This tab displays the Unique Identifier information for each item shipped: Enterprise (manufacturer) ID, Agency Code, the construct format "Type" of the UID number, and the part number and serial number of the item. The Pay Official can expand or collapse UID sections by clicking the 'Collapse All' or 'Expand All' links.

The UID section is now collapsed.

The Pay Official navigates to the Addresses page by clicking the Address tab.

The UID section is now collapsed. The Pay Official navigates to the Addresses page by clicking the Address tab.

The Pay Official navigates to the Miscellaneous Information page by clicking the Misc. Info tab. This page contains the mailing addresses of the vendor CAGE Codes and Government DoDAACs involved in processing this document.

The Addresses page is displayed.

This page contains the mailing addresses of the Vendor CAGE Codes and Government DoDAACs involved in processing this document.

The Pay Official navigates to the Miscellaneous Information page by clicking the Misc. Info tab.

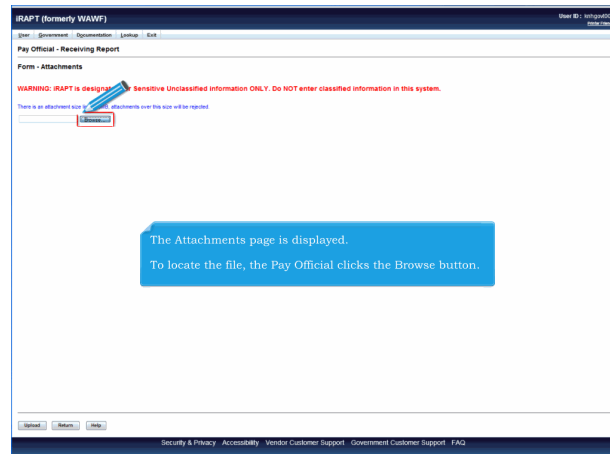
The Miscellaneous Information found on this page includes the initiator (Vendor) and government contact information, attachments and comments.

The Miscellaneous Information found on this page includes the initiator (Vendor) and government contact information, attachments and comments.

The Pay Official has the ability to view Vendor and Government attachments, and add attachments and comments.

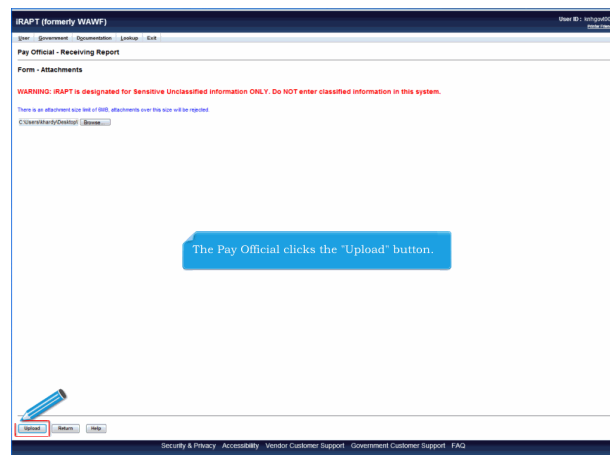
Built with Tanida Demo Builder  
[www.demo-builder.com](http://www.demo-builder.com)





The Attachments page is displayed.

To locate the file, the Pay Official clicks the Browse button.



The Pay Official clicks the "Upload" button.

**RAP1 (formerly WAWF)**

Pay Official - Receiving Report

Vendor: [Vendor Name] [Add Attachments] [View Attachment] [Delete Attachment] [Pack] [Previous Document]

Payment Official: [Name] [Date of Action] [Phone #] [DOB] [Email] [Title] [Address]

Attachments: [Add Attachments] [View Attachment] [Delete Attachment]

Comments: [Text Area]

The attachment that the Pay Official just added to the document is displayed in the Pay Official section. The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links. To add another attachment, the Pay Official can click the Add Attachments link and repeat the process.

**RAP1 (formerly WAWF)**

Pay Official - Receiving Report

Vendor: [Vendor Name] [Add Attachments] [View Attachment] [Delete Attachment] [Pack] [Previous Document]

Payment Official: [Name] [Date of Action] [Phone #] [DOB] [Email] [Title] [Address]

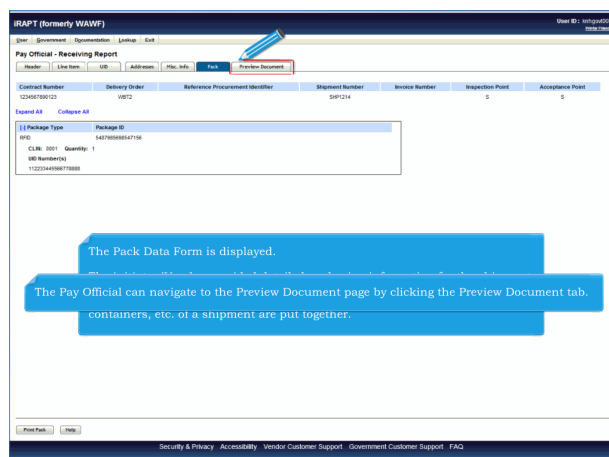
Attachments: [Add Attachments] [View Attachment] [Delete Attachment]

Comments: [Text Area]

The Comments Section allows Pay Official to enter comments for the Receiving Report.

Note: Comments are mandatory for Suspending or Rejecting the document. The Receiving Report may or may not include a Pack tab, depending on whether or not the Vendor was required to include RFID data.

The Pay Official can navigate to the Pack Data page by clicking the Pack tab.

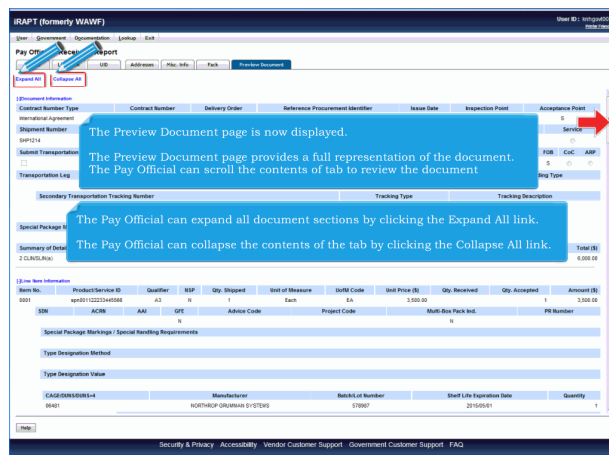


The Pack Data Form is displayed.

The Pay Official can navigate to the Preview Document page by clicking the Preview Document tab, containers, etc. of a shipment are put together.

The Pack Data Form is displayed.

The initiator/Vendor provided detailed packaging information for the shipment in the form of Radio Frequency Identification (RFID) tags. The Pay Official uses this Pack page to visually see how the various pallets, packages, boxes, containers, etc. of a shipment are put together. The Pay Official can navigate to the Preview Document page by clicking the Preview Document tab.



The Preview Document page is now displayed.

The Preview Document page provides a full representation of the document. The Pay Official can scroll the contents of tab to review the document.

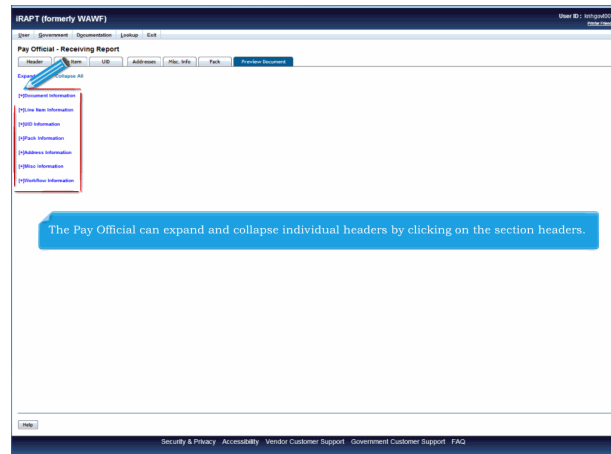
The Pay Official can expand all document sections by clicking the Expand All link.

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

The Preview Document page is now displayed.

The Preview Document page provides a full representation of the document. The Pay Official can scroll the contents of tab to review the document. The Pay Official can expand all document sections by clicking the Expand All link.

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



RAPT (formerly WAWF)

Pay Official - Receiving Report

Expanded All Collapse All

PDF Information

PDF New Information

PDF Information

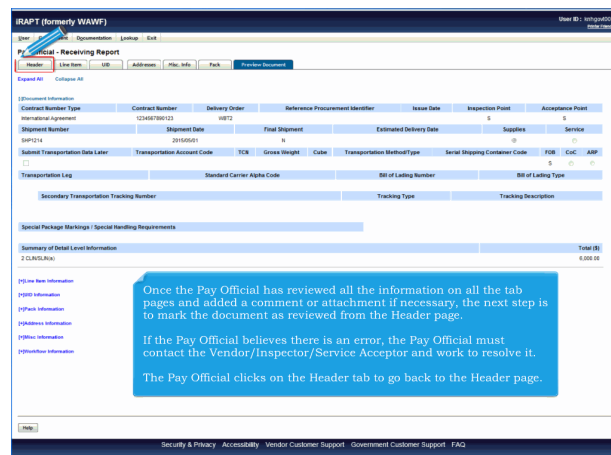
PDF Information

PDF Information

PDF Information

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

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



RAPT (formerly WAWF)

Pay Official - Receiving Report

Expanded All Collapse All

PDF Information

PDF New Information

PDF Information

PDF Information

PDF Information

PDF Information

Once the Pay Official has reviewed all the information on all the tab pages and added a comment or attachment if necessary, the next step is to mark the document as reviewed from the Header page.

If the Pay Official believes there is an error, the Pay Official must contact the Vendor/Inspector/Service Acceptor and work to resolve it.

The Pay Official clicks on the Header tab to go back to the Header page.

The Document Information section is expanded. Once the Pay Official has reviewed all the information on all the tab pages and added a comment or attachment if necessary, the next step is to mark the document as reviewed from the Header page.

If the Pay Official believes there is an error, the Pay Official must contact the Vendor/Inspector/Service Acceptor and work to resolve it.

The Pay Official clicks on the Header tab to go back to the Header page.

The Header page is displayed.

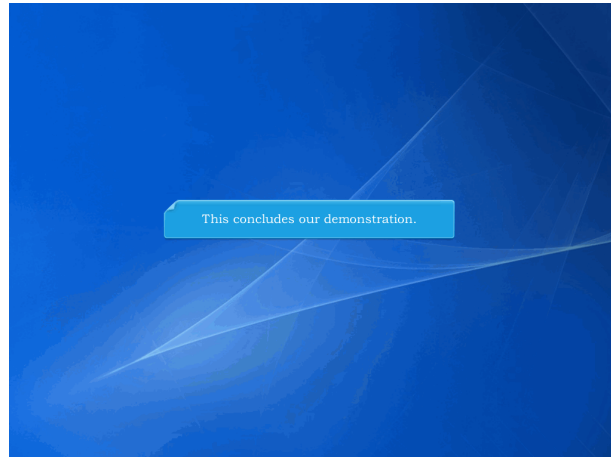
To mark the document, the Pay Official must scroll down to the bottom of the Header page to access the Action By: DoDAAC section. When a Receiving Report is marked as "Reviewed", the Pay Official is indicating the document is a valid receiving document. When a Receiving Report is marked as "Processed", the Pay Official is indicating that the document has been manually entered into the appropriate electronic entitlement system for payment.

The Pay Official can review and process a document at the same time (One Step), or the Pay Official can review at one time and process at a later time (Two Steps). If the Pay Official reviews at one time and processes later, the marked "Reviewed" document is moved from the Acceptance/Review Folder into the Process Documents Folder. The Pay Official clicks the "Document Processed" checkbox. The Pay Official clicks the "Submit" button.

Once submitted, the iRAPT system informs the PO that the document was successfully processed.

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

The Pay Official can add more email addresses by clicking the Send Additional Email Notifications link.



This concludes our demonstration.