## Intro

Welcome to PIEE Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 1
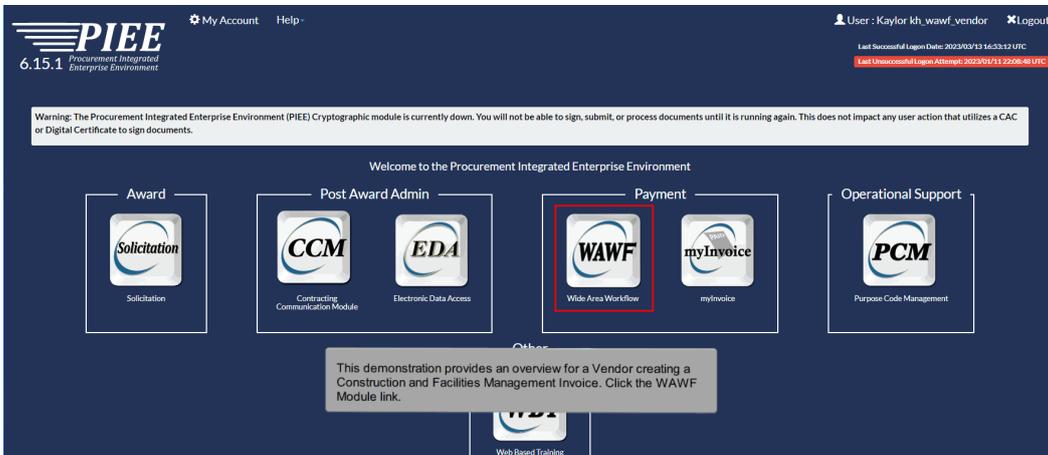
This demonstration provides an overview for a Vendor creating a Construction and Facilities Management Invoice. Click the WAWF Module link.

Scene 2
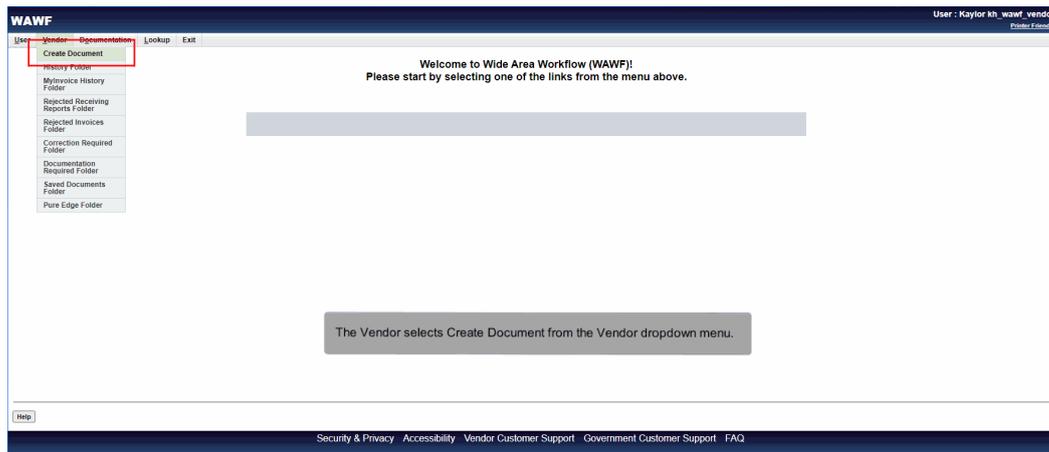
The Vendor selects Create Document from the Vendor dropdown menu.

Scene 3
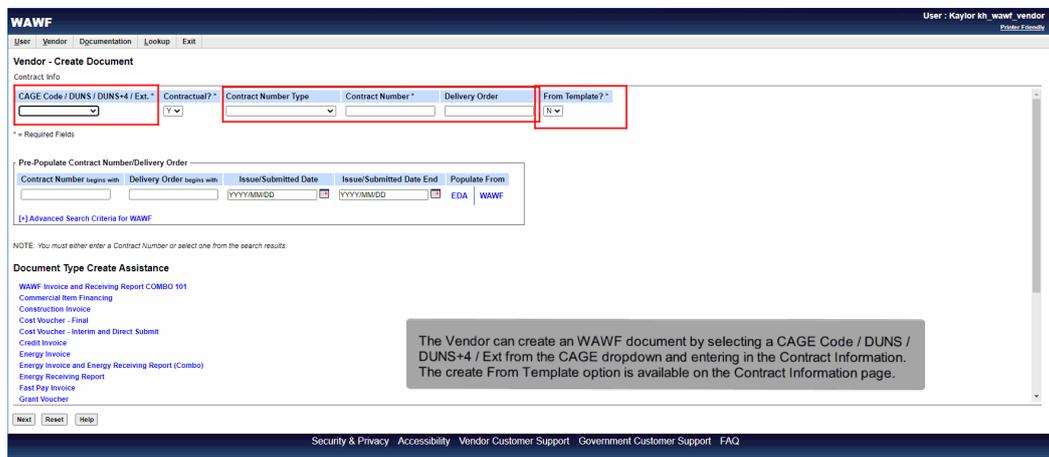
The Vendor can create an WAWF document by selecting a CAGE Code / DUNS / DUNS+4 / Ext from the CAGE dropdown and entering in the Contract Information. The create From Template option is available on the Contract Information page.

Scene 4
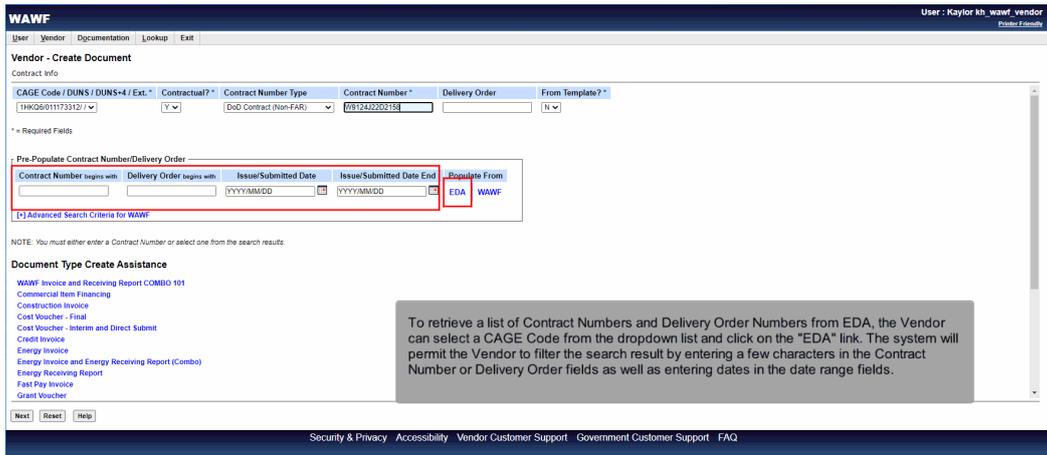
To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown list and click on the "EDA" link. The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.

Scene 5
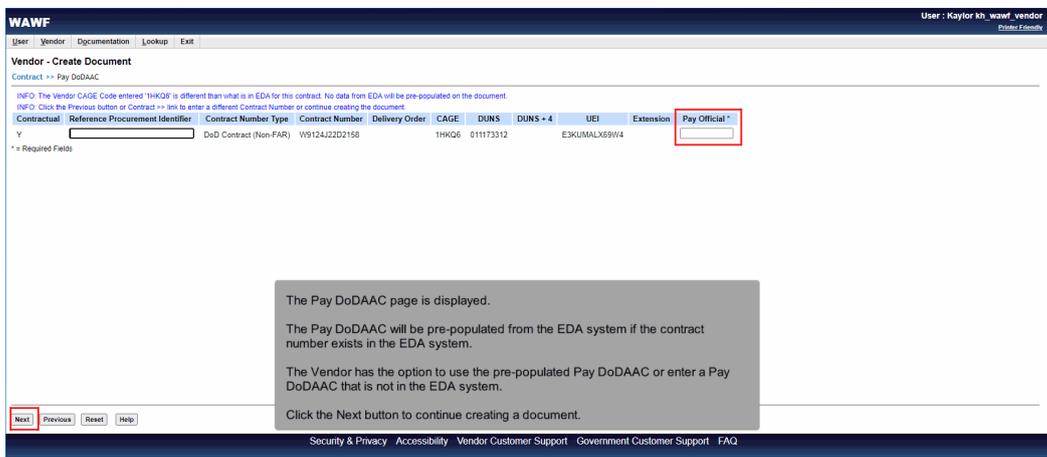
The Pay DoDAAC page is displayed.

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

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

Click the Next button to continue creating a document.

Scene 6

The Document page is displayed with a list of valid document types for the selected contract number and pay system.

Scene 7

Click the Construction and Facilities Management Invoice Payment Invoice radio button. Click the next button.

Scene 8

The Routing page is displayed. Enter routing information for the document. WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields. Therefore, ensure that the information is accurate according to the latest contract information.

Scene 9

The Routing page is displayed. The following Routing Location Codes are mandatory for Construction and Facilities Management Invoice:

• Admin DoDAAC
• Inspect By DoDAAC
• Accept By DoDAAC

WAWF routes documents electronically using the location codes so make sure the information is correct according to the latest contract information. In some cases, your contract may require you to complete one or more of the optional location code fields. If needed, ask your contracting officer for clarification.

The Vendor clicks the Next button to continue.

Scene 10
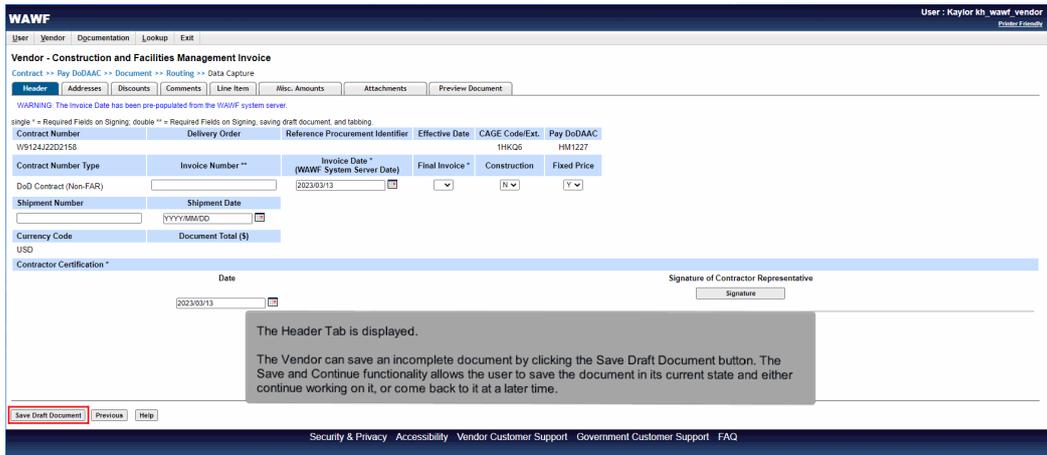
The Header Tab is displayed.

The Vendor 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 11
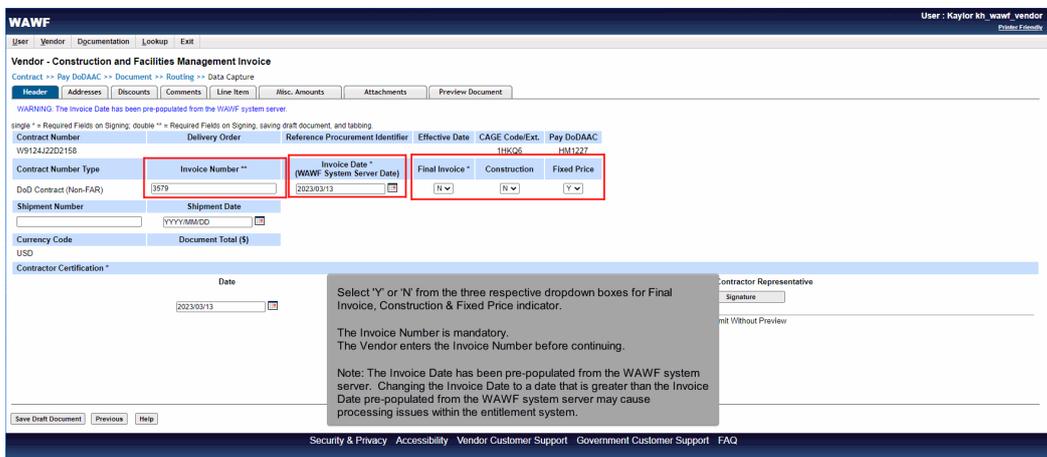
Select 'Y' or 'N' from the three respective dropdown boxes for Final Invoice, Construction & Fixed Price indicator.

The Invoice Number is mandatory.
The Vendor enters the Invoice Number before continuing.

Note: The Invoice Date has been pre-populated from the WAWF system server. Changing the Invoice Date to a date that is greater than the Invoice Date pre-populated from the WAWF system server may cause processing issues within the entitlement system.

Scene 12

When Construction is set to "Y", Contractor Certification will display.

Scene 13

The Vendor clicks the Addresses Tab to go to the Address page.

Scene 14

The Addresses tab is displayed.
The Vendor can use this tab to view or edit the address information.

Based on the routing location codes entered, WAWF will pre-populate the address information for each of the location codes onto the document.

The Vendor clicks the Discounts Tab to go to the Discounts page.

Scene 15

The Discount page is displayed. The Discounts page allows the Vendor to offer discounts for payment within a certain number of days.

The Vendor clicks the Add link under Discount Percentage to enter a Discount Percentage and Due Days.

The Net Days displays the number of days in which an invoice is to be paid. This number is determined from the "Final Invoice" and "Construction" indicator(s) selection made on the Header tab.

The Net Days Discount defaults to 14 days when the Construction and Facilities Management Invoice is Non Final Construction. Otherwise, Net Days Discount is 30 days.

Scene 16
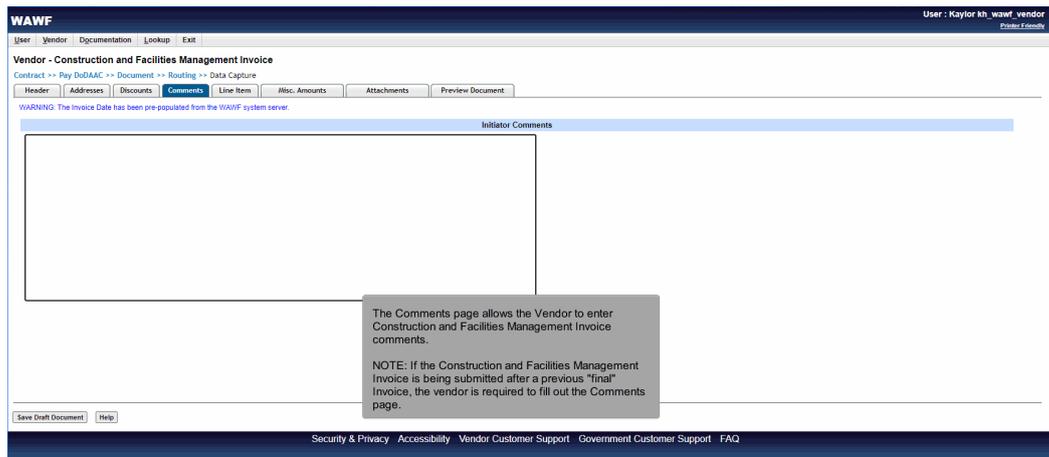
The Comments page allows the Vendor to enter Construction and Facilities Management Invoice comments.

NOTE: If the Construction and Facilities Management Invoice is being submitted after a previous "final" Invoice, the vendor is required to fill out the Comments page.

Scene 17
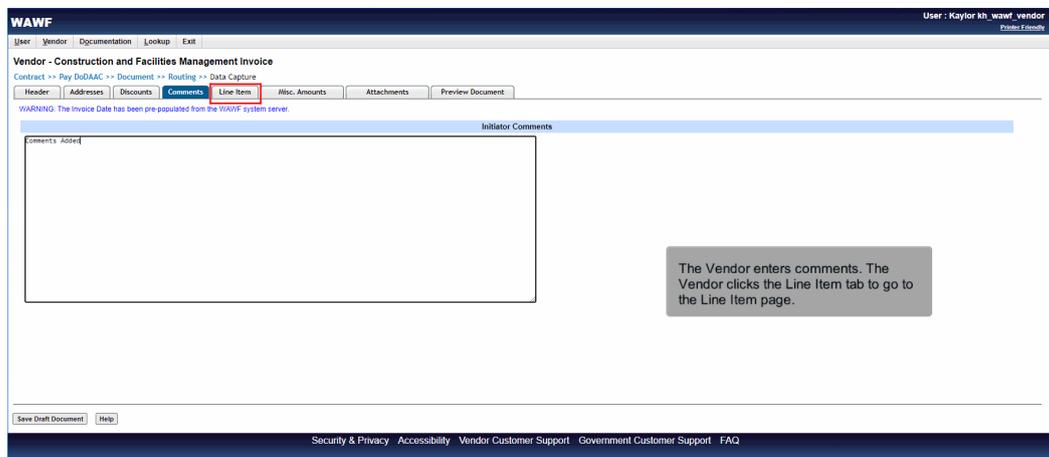
The Vendor enters comments. The Vendor clicks the Line Item tab to go to the Line Item page.

Scene 18
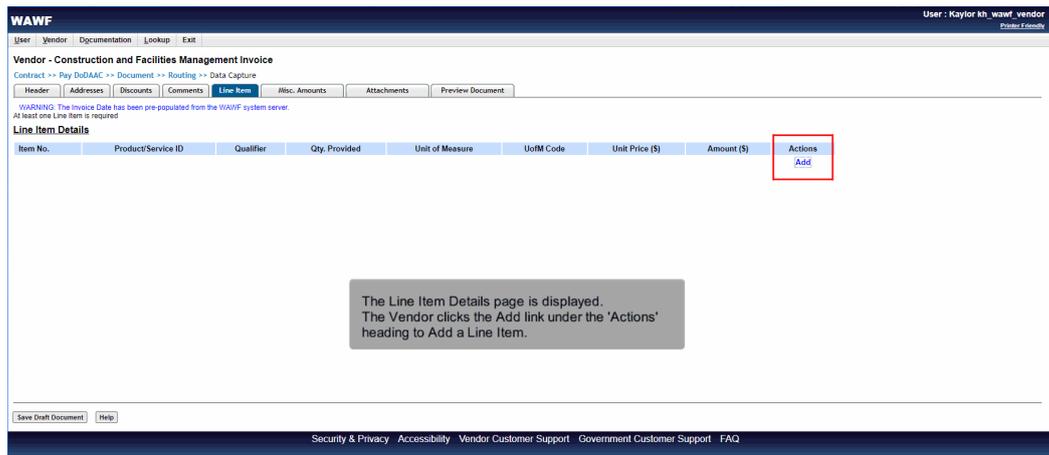
The Line Item Details page is displayed.
The Vendor clicks the Add link under the 'Actions' heading to Add a Line Item.

Scene 19
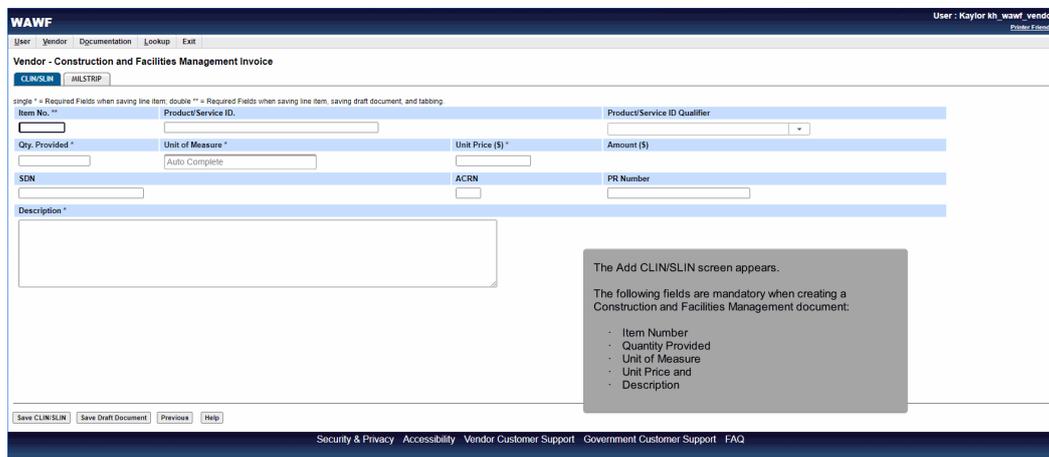
The Add CLIN/SLIN screen appears.

The following fields are mandatory when creating a Construction and Facilities Management document:

· 	Item Number
· 	Quantity Provided
· 	Unit of Measure
· 	Unit Price and
· 	Description

Scene 20
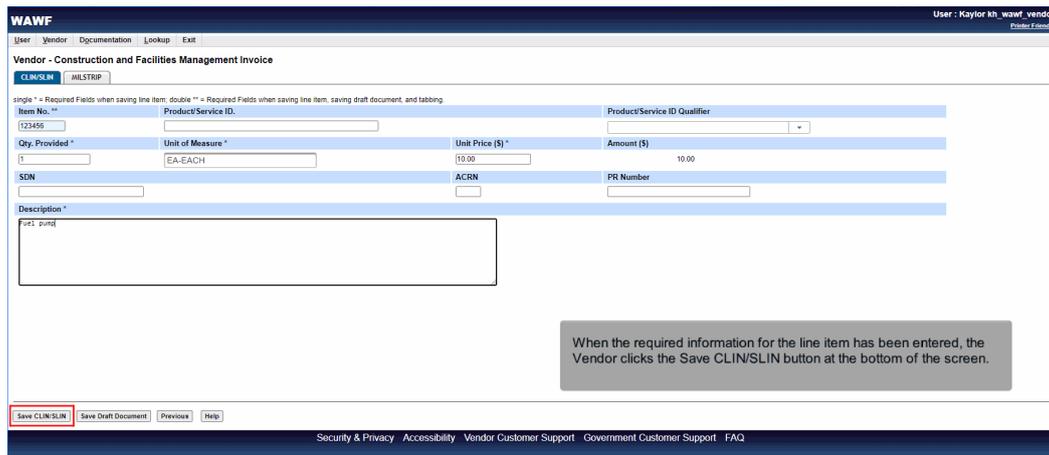
When the required information for the line item has been entered, the Vendor clicks the Save CLIN/SLIN button at the bottom of the screen.

Scene 21
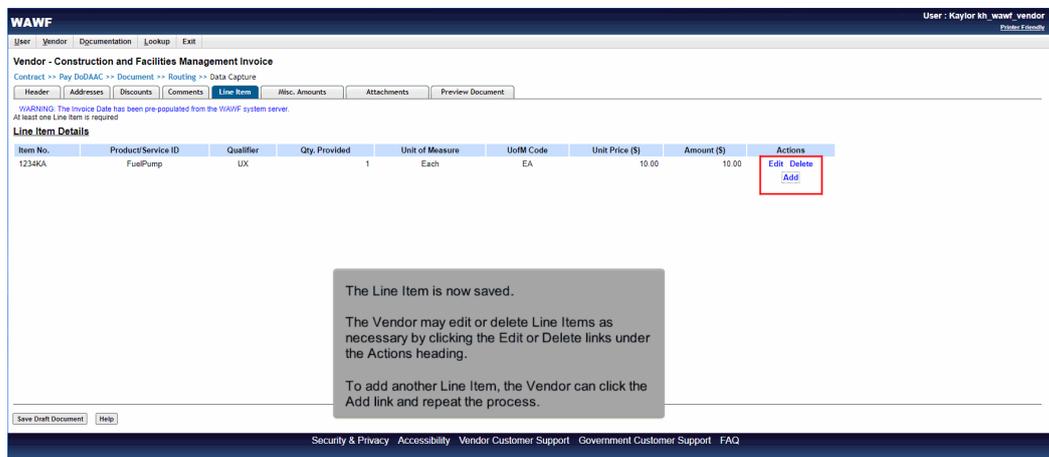
The Line Item is now saved.

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

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

Scene 22
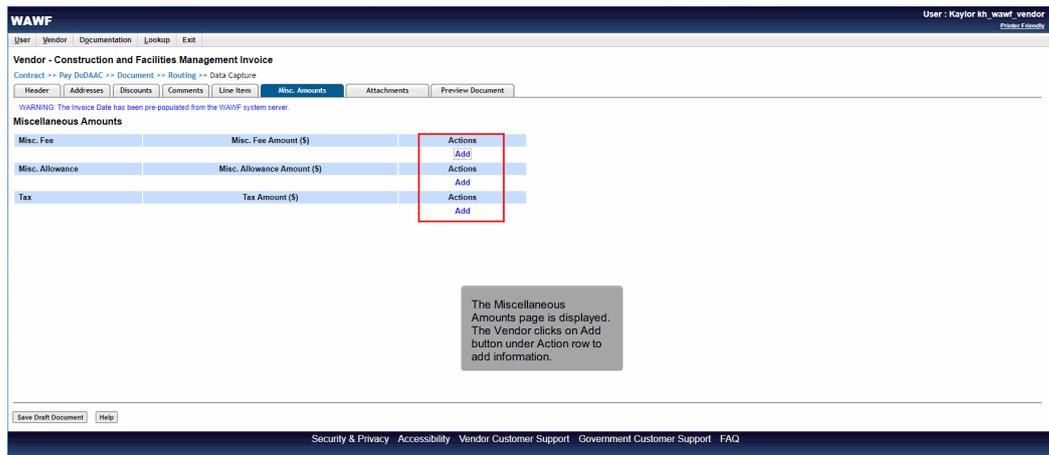
The Miscellaneous Amounts page is displayed. The Vendor clicks on Add button under Action row to add information.

Scene 23

The Add Miscellaneous Fee page is displayed. Miscellaneous Fee, Miscellaneous Fee Price, and Description are required. Click Save Misc. Fee button to save.

Scene 24
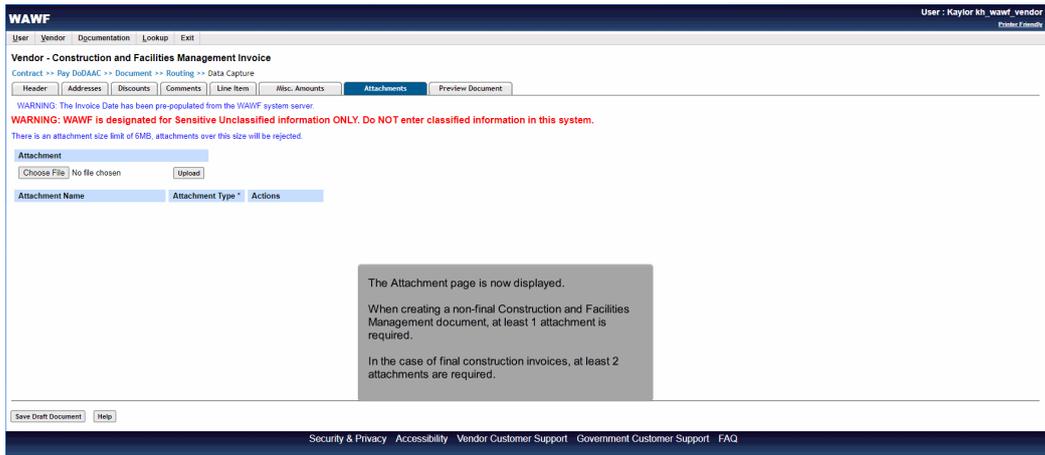
The Attachment page is now displayed.

When creating a non-final Construction and Facilities Management document, at least 1 attachment is required.

In the case of final construction invoices, at least 2 attachments are required.

Scene 25
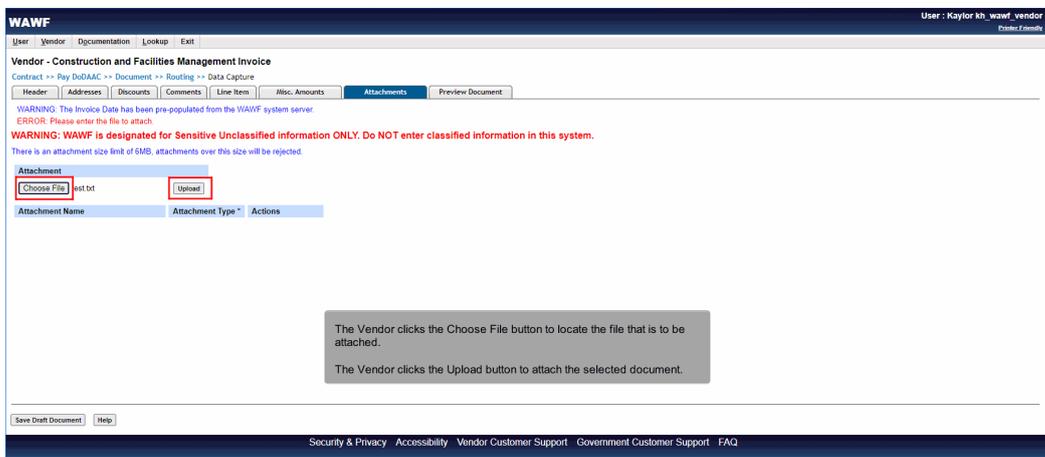
The Vendor clicks the Choose File button to locate the file that is to be attached.

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

Scene 26

The attachment is now saved on the document.
Attachment type is required. Click the dropdown to select.

Scene 27

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

To add another attachment, the Vendor clicks the Choose File button and repeats the process.

Click the Preview Document tab to continue.

Scene 28
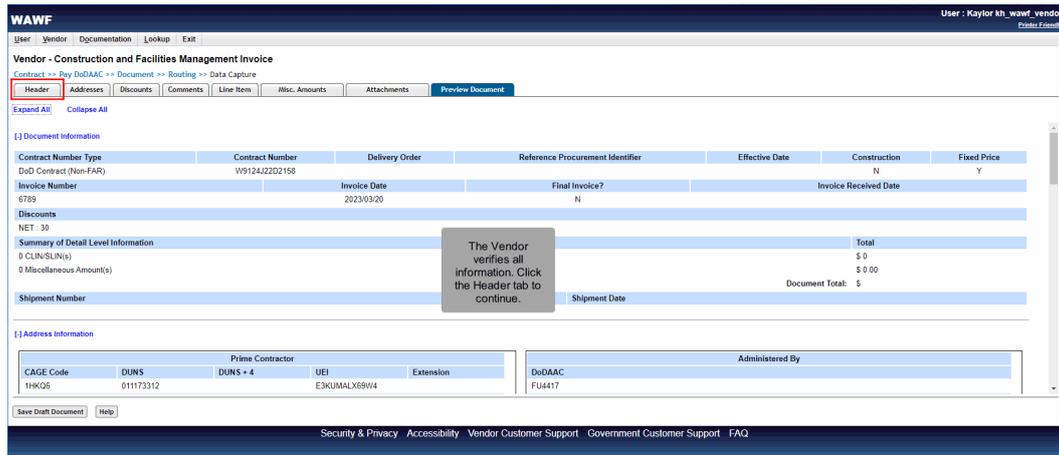
The Vendor verifies all information. Click the Header tab to continue.

Scene 29
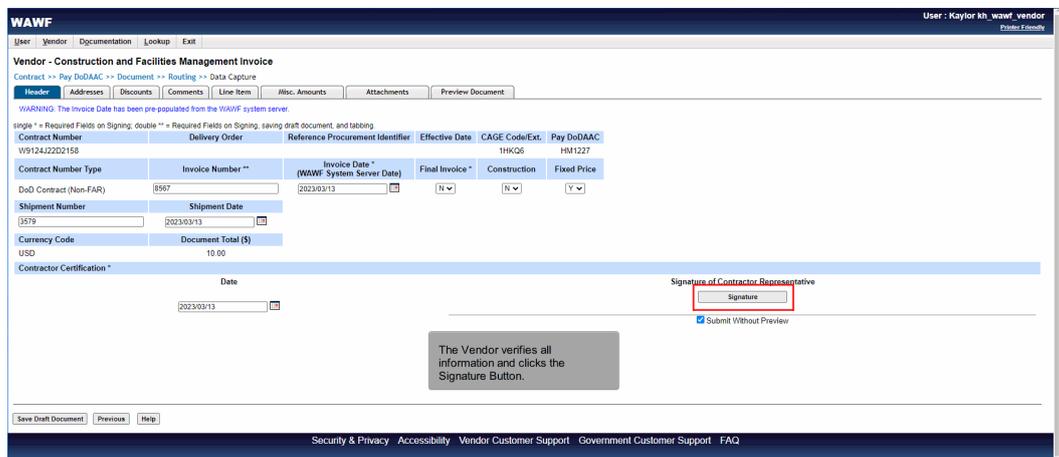
The Vendor verifies all information and clicks the Signature Button.

Scene 30
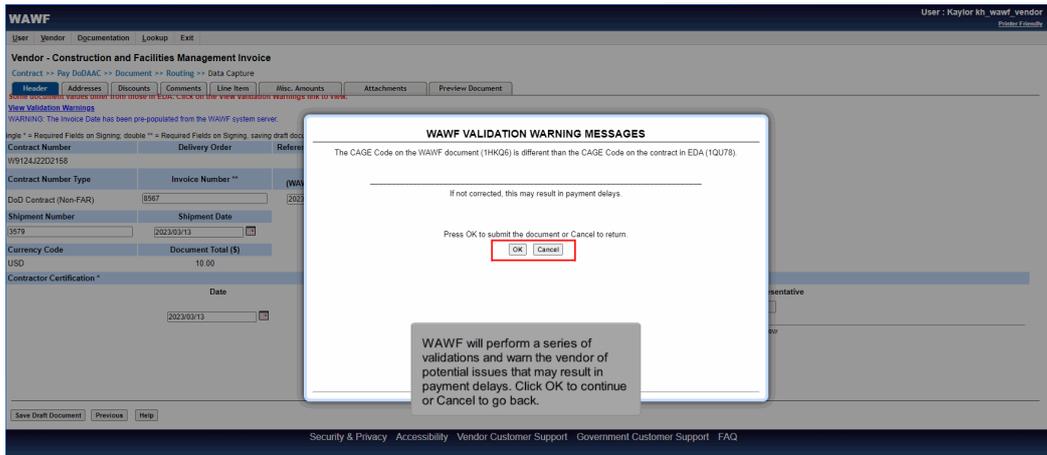
WAWF will perform a series of validations and warn the vendor of potential issues that may result in payment delays. Click OK to continue or Cancel to go back.

Scene 31

For vendors that registered with a User ID and password: The Vendor enters User ID, Digital PIN, and OTP. Click the next button.

Scene 32
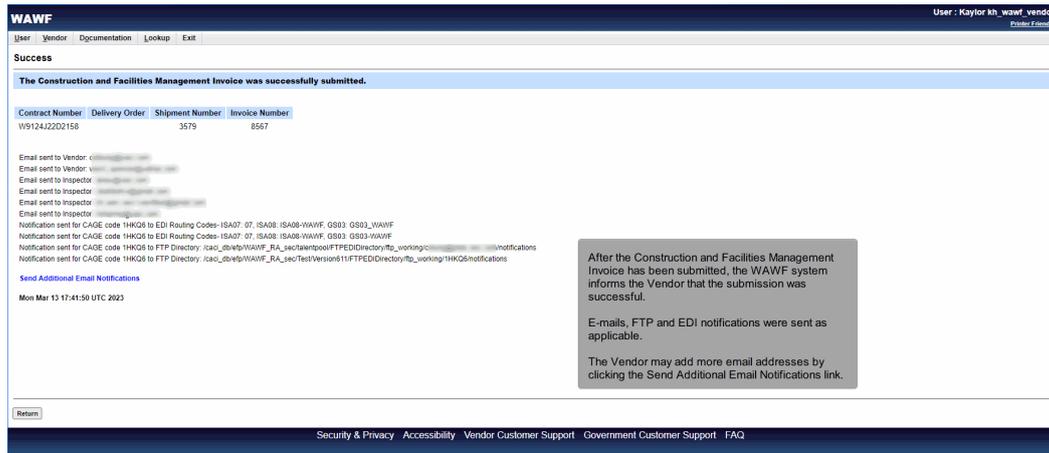
After the Construction and Facilities Management Invoice has been submitted, the WAWF system informs the Vendor that the submission was successful.

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

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