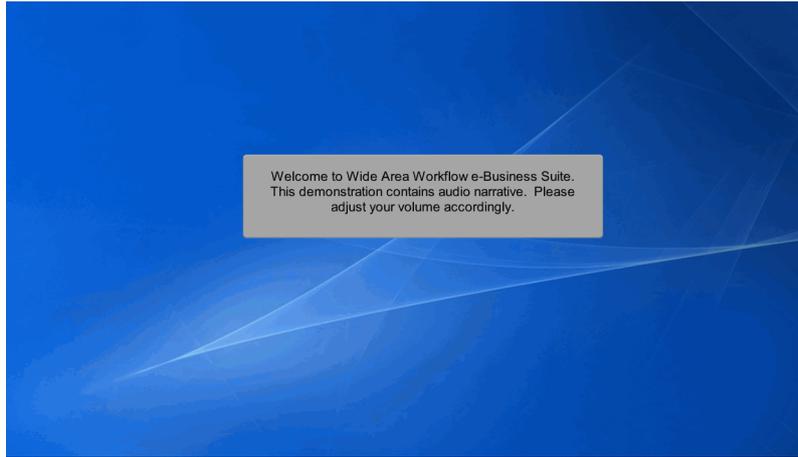
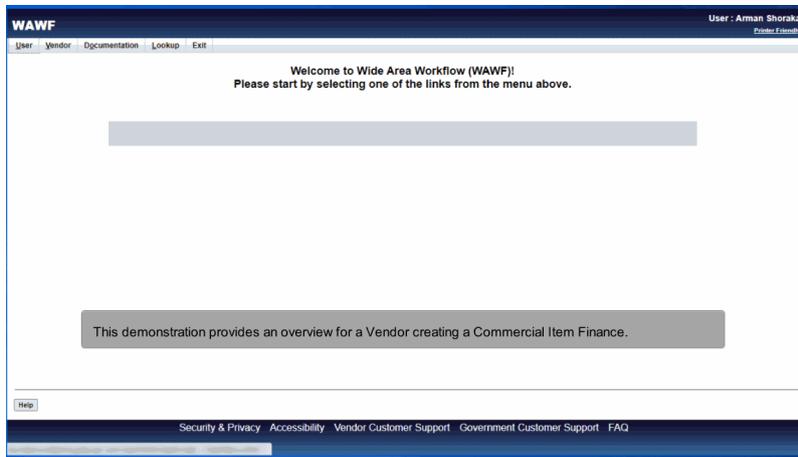


Intro



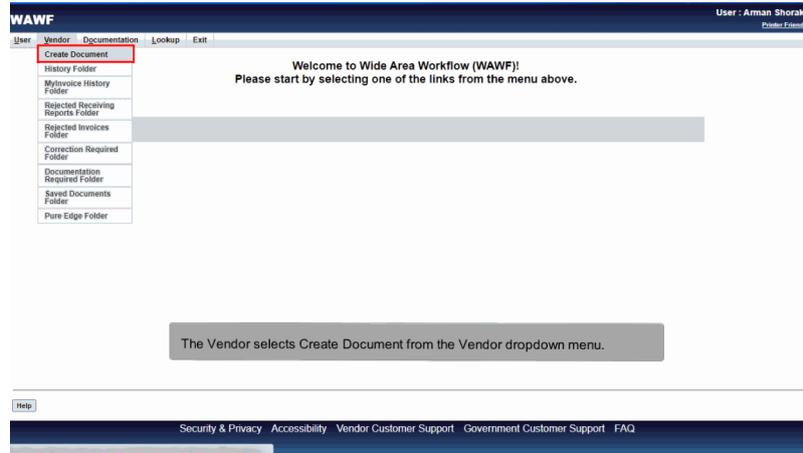
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 1



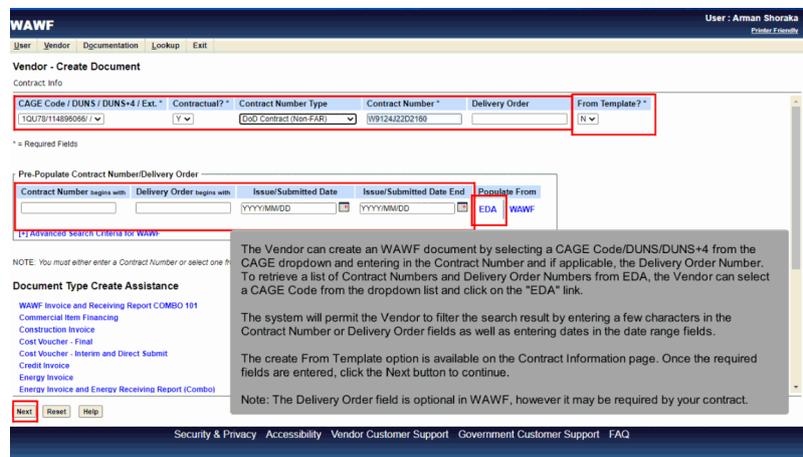
This demonstration provides an overview for a Vendor creating a Commercial Item Finance.

Scene 2



The Vendor selects Create Document from the Vendor dropdown menu.

Scene 3



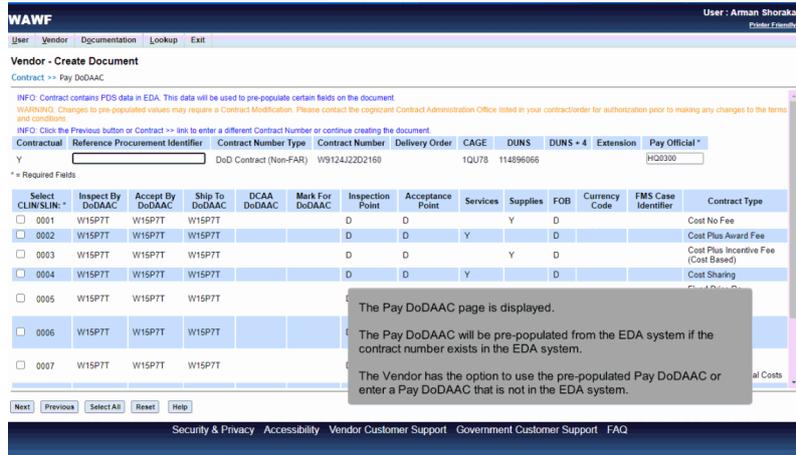
The Vendor can create an WAWF document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number. To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown 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.

The create From Template option is available on the Contract Information page. 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 4

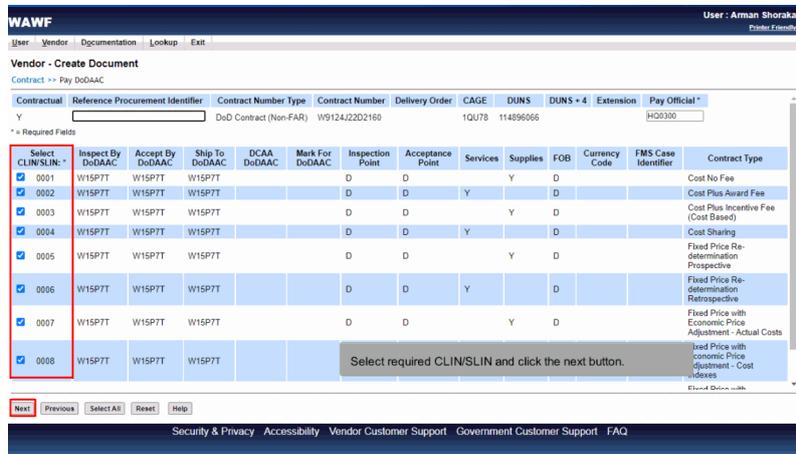


The Pay DoDAAC page is displayed.

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.

Scene 5



Select required CLIN/SLIN and click the next button.

Scene 6

WAWF User: Arman Shoraka
 Create New Document
 Contract --> Pay DoDAAC --> Document

WARNING: The Services/Supplies indicator on the selected Line items did not match, and will not be pre-populated on the Header page. The Services/Supplies indicator will default to the WAWF edits based on document and Pay Office.

WARNING: The line items selected contain both cost type and fixed price line items. Please make sure you have selected the appropriate items.

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
W9124J22D2160				1Q078	114896066		HQ0300	USD

* = Required Fields

Select Document to Create: *

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services Only)
- Construction Payment Invoice
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)

Previous Reset Help

Security & Privacy Accessibility Vendor

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

An error or warning will appear upon selecting both cost type and fixed price line items. User will receive an error message and will be prohibited from proceeding when the contract contains instances of DFARS Clause 252.232-7006 (December 2018 or later). User will receive only a warning message when the contract does not contain instances of DFARS Clause 252.232-7006 (December 2018 or later) and will be able to proceed.

Scene 7

WAWF User: Arman Shoraka
 Create New Document
 Contract --> Pay DoDAAC --> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
W9124J22D2160				1Q078	114896066		HQ0300	USD

* = Required Fields

Select Document to Create: *

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services Only)
- Construction Payment Invoice
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Lost Voucher (FAR 52.216-7, 52.216-13, 52.216-14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher

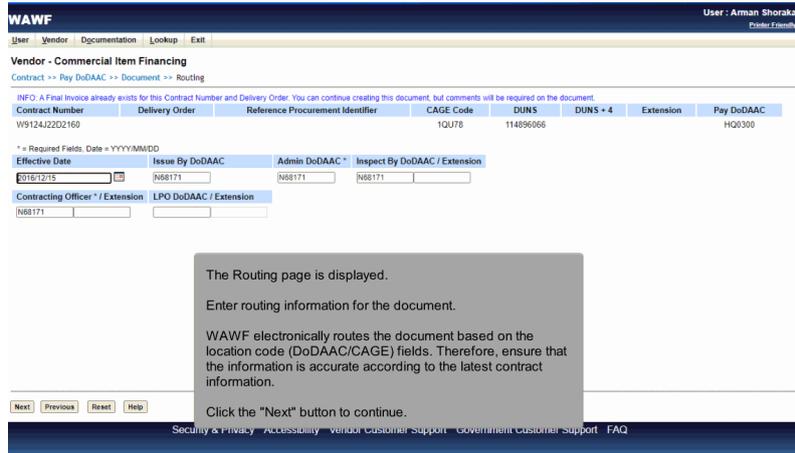
Advance: [N] FMS: [N]

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Document page is displayed with a list of valid document types for the selected contract number and pay system. Click the Commercial Item Financing radio button. If this payment is for advance payment, the Vendor can select "Y" (Yes) from the dropdown menu. If it is not, the Vendor can select "N" (No). If this payment is related to Foreign Military Sales (FMS), the Vendor can select "Y" (Yes) from the dropdown menu. If it is not, the Vendor can select "N" (No). Click the Next Button.

Scene 8



WAWF User: Arman Shoraka
Vendor - Commercial Item Financing
Contract >> Pay DoDAAC >> Document >> Routing

INFO: A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document.

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
W9124J2ZDZ109			1QU78	114950666			HQ0300

* = Required Fields, Date = YYYYMMDD

Effective Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension
01/16/15	N88171	N88171	N88171

Contracting Officer * / Extension	LPO DoDAAC / Extension
N88171	

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

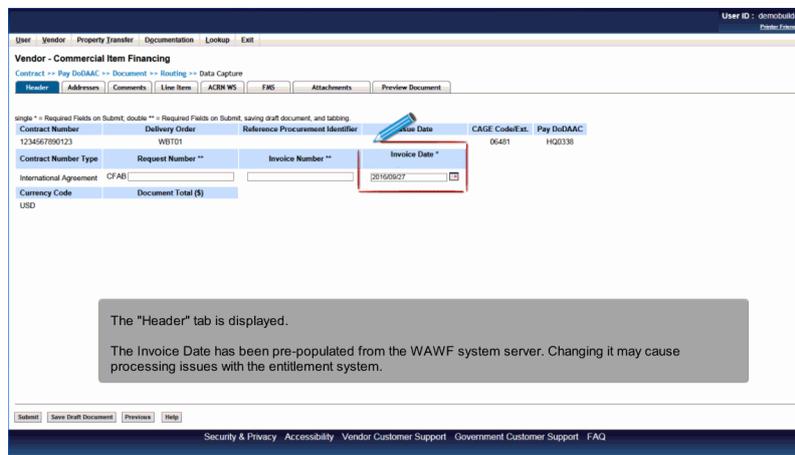
The Routing page is displayed.

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.

Click the "Next" button to continue.

Scene 9



WAWF User ID: demobuilder
Vendor - Commercial Item Financing
Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Comments Line Items ACRN WS FMS Attachments Preview Document

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

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	W8701		05/16/09	06481	HQ0338

Contract Number Type	Request Number **	Invoice Number **	Invoice Date *
			05/16/09

International Agreement	CFAB

Currency Code	Document Total (\$)
USD	

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The "Header" tab is displayed.

The Invoice Date has been pre-populated from the WAWF system server. Changing it may cause processing issues with the entitlement system.

Scene 10

The screenshot shows a web application interface for 'Vendor - Commercial Item Financing'. At the top, there are navigation tabs: 'Header', 'Addresses', 'Comments', 'Line Item', 'ACRN WS', 'FMS', 'Attachments', and 'Preview Document'. Below the tabs, there is a header section with the following fields: 'Contract Number' (1234567890123), 'Delivery Order' (WST01), 'Reference Procurement Identifier', 'Issue Date', 'CAGE Code/Ext.' (06481), and 'Pay DoDAAC' (HQ0338). Below this is a table with columns: 'Contract Number Type', 'Request Number **', 'Invoice Number **', and 'Invoice Date *'. The table contains one row with values: 'International Agreement', 'CFAB/337', 'CF96745', and '25160927'. Below the table are fields for 'Currency Code' (USD) and 'Document Total (\$)'. A large grey text box in the center of the form contains the text: 'The Vendor enters mandatory Commercial Item Financing information.' At the bottom of the form, there are buttons for 'Submit', 'Save Draft Document', 'Previous', and 'Help'. The footer contains links for 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', and 'FAQ'.

The Vendor enters mandatory Commercial Item Financing information.

Scene 11

This screenshot is identical to the one in Scene 10, showing the 'Vendor - Commercial Item Financing' form. A large grey text box in the center of the form contains the text: 'The "Save Draft Document" button is available on every tab. The Vendor can save an incomplete document by clicking this 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.' At the bottom of the form, the 'Save Draft Document' button is highlighted with a red box and a blue pencil icon.

The "Save Draft Document" button is available on every tab. The Vendor can save an incomplete document by clicking this 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 12

User ID: demobuilder
Pamela.Franzke

Vendor - Commercial Item Financing

Contract --> Pay DoDAAC --> Document --> Routing --> Data Capture

Header | **Addresses** | Comments | Line Item | ACRN WS | FMS | Attachments | Preview Document

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

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WST01			06481	HQ0338

Contract Number Type	Request Number **	Invoice Number **	Invoice Date **
International Agreement	CFAB 1337	CF96745	05160927

International Agreement: CFAB 1337, CF96745, 05160927

Currency Code: USD, Document Total (\$):

When the Vendor has finished entering mandatory fields on the Header page, the Vendor may navigate to other tabs.
The Vendor navigates to the Address page by clicking the "Addresses" tab.

Submit | Save Draft Document | Previous | Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

When the Vendor has finished entering mandatory fields on the Header page, the Vendor may navigate to other tabs.

The Vendor navigates to the Address page by clicking the "Addresses" tab.

Scene 13

User ID: demobuilder
Pamela.Franzke

Vendor - Commercial Item Financing

Contract --> Pay DoDAAC --> Document --> Routing --> Data Capture

Header | **Addresses** | Comments | Line Item | ACRN WS | FMS | Attachments | Preview Document

** = Required Fields

Payee: 06481, DUNS: 039134218, DUNS - 4:

* Payee Name 1: NORTHROP GRUMMAN SYSTEMS CORPORATION

Payee Name 2:

Payee Name 3:

Address 1: 21249 BURBANK BLVD

Address 2:

Address 3:

Address 4:

City: WOODL

Country: USA

Administered By DoDAAC: FU0417

* Activity Name 1: E1U41

Activity Name 2:

Activity Name 3:

Address 1: 8L03 0009 CP 800 884 6118

Address 2: 620 CRUIZ AVE

Address 3:

Address 4: FAIRBURT FIELD FL 32444-5708

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.

Submit | Save Draft Document | Help

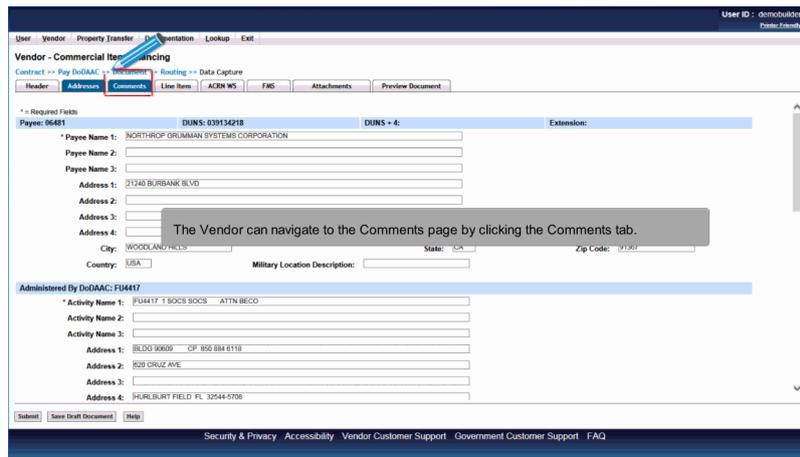
Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

The Addresses tab is displayed.

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

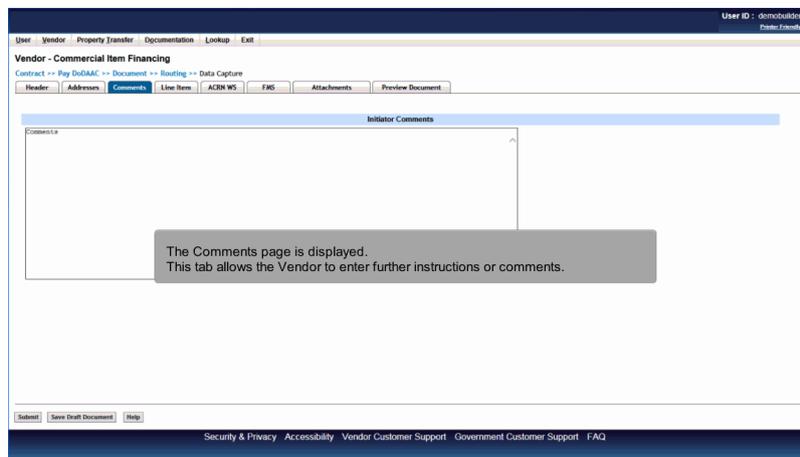
Based on the routing location codes entered, WAWF will pre-populate the address information for each of the location codes onto the document.

Scene 14



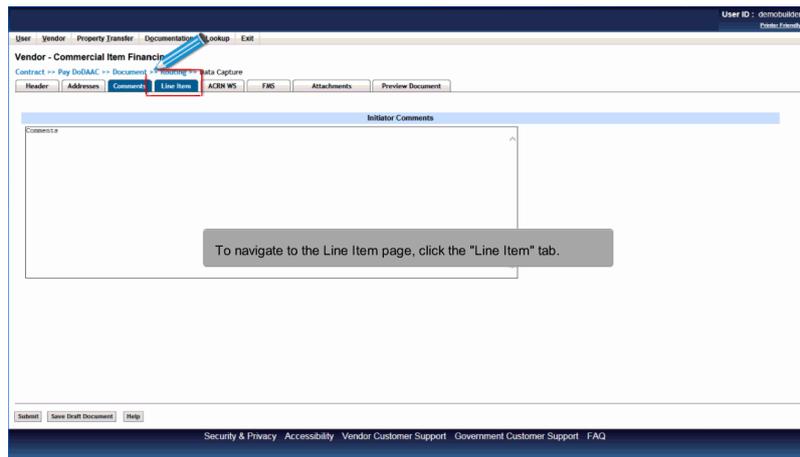
The Vendor can navigate to the Comments page by clicking the Comments tab.

Scene 15



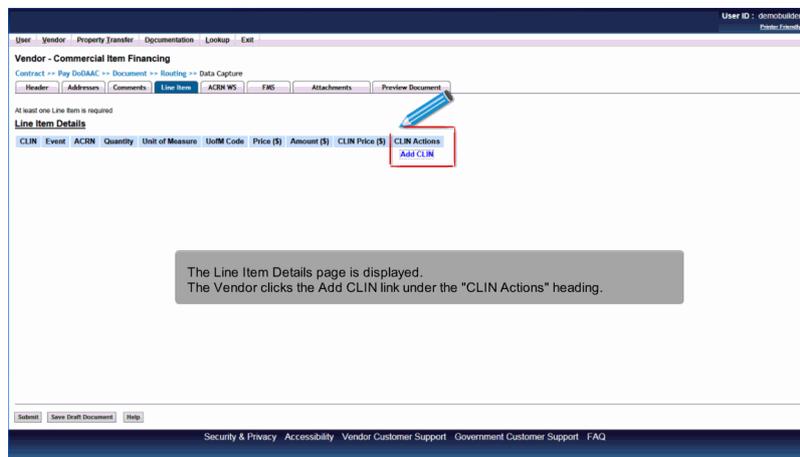
The Comments page is displayed.
This tab allows the Vendor to enter further instructions or comments.

Scene 16



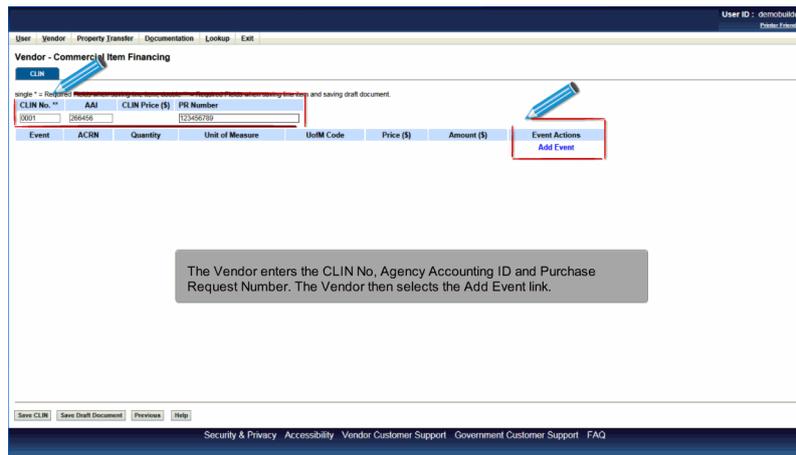
To navigate to the Line Item page, click the "Line Item" tab.

Scene 17



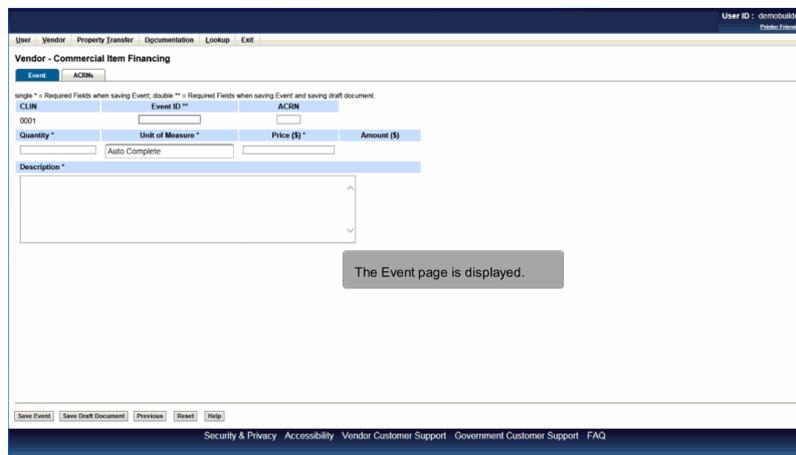
The Line Item Details page is displayed.
The Vendor clicks the Add CLIN link under the "CLIN Actions" heading.

Scene 18



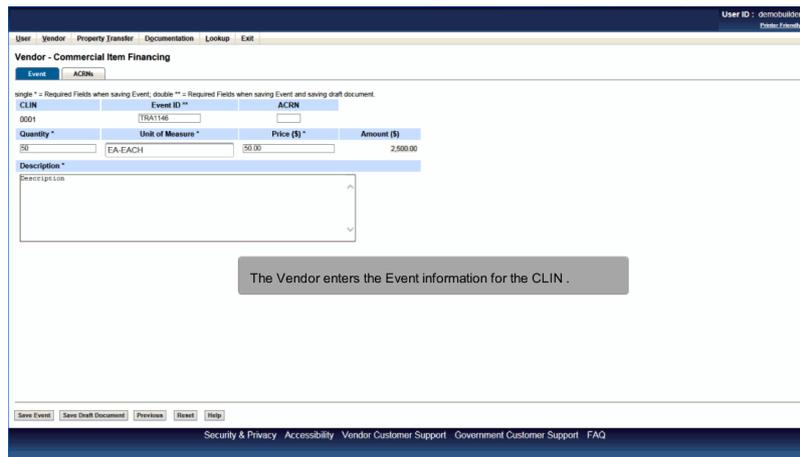
The Vendor enters the CLIN No, Agency Accounting ID and Purchase Request Number. The Vendor then selects the Add Event link.

Scene 19



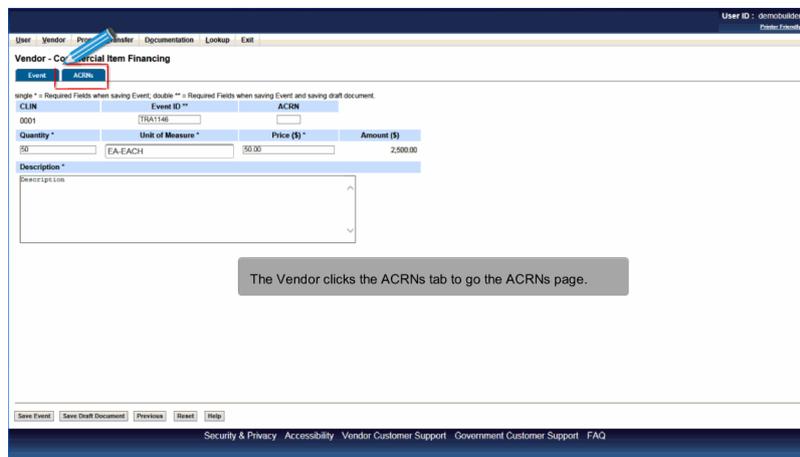
The Event page is displayed.

Scene 20



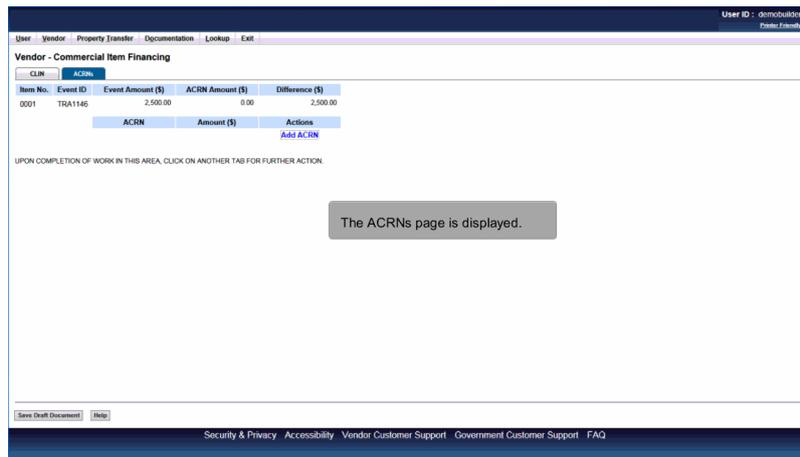
The Vendor enters the Event information for the CLIN .

Scene 21



The Vendor clicks the ACRNs tab to go the ACRNs page.

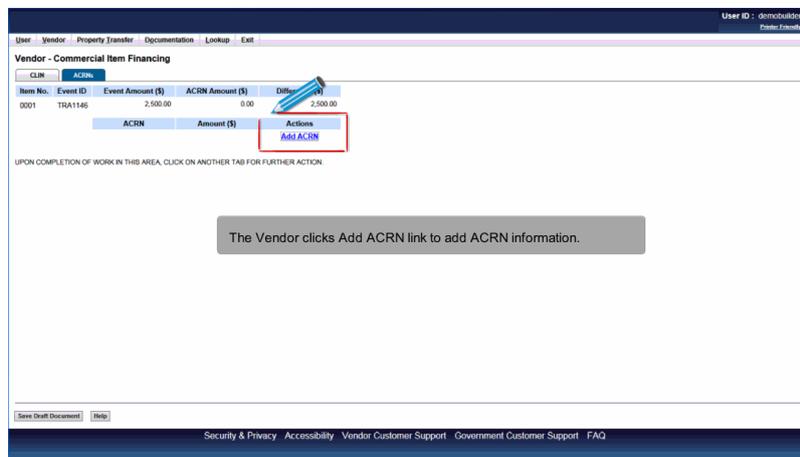
Scene 22



The ACRNs page is displayed.

The ACRNs page is displayed.

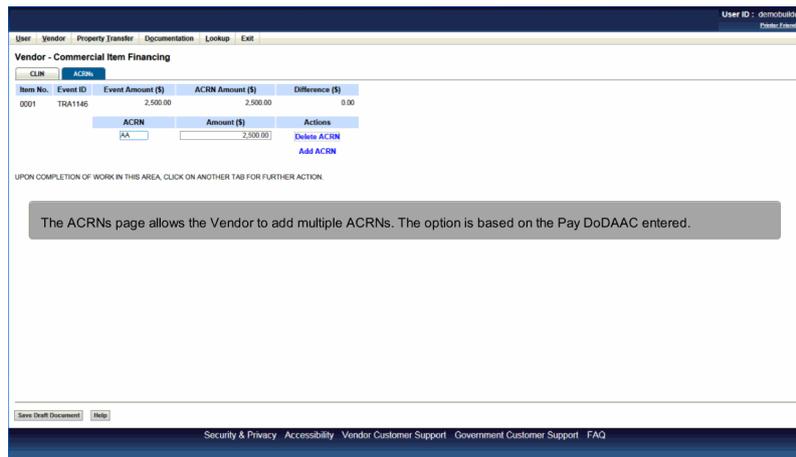
Scene 23



The Vendor clicks Add ACRN link to add ACRN information.

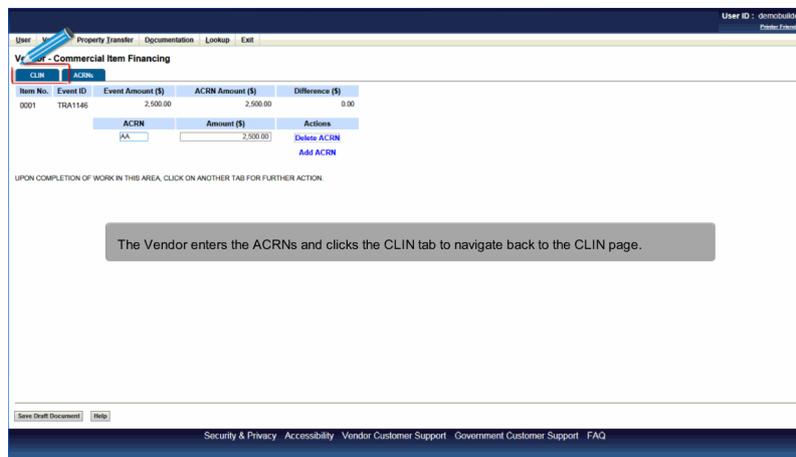
The Vendor clicks Add ACRN link to add ACRN information.

Scene 24



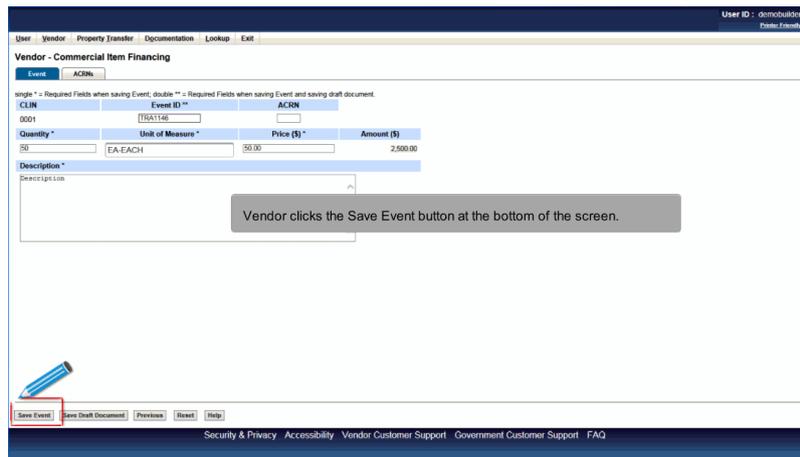
The ACRNs page allows the Vendor to add multiple ACRNs. The option is based on the Pay DoDAAC entered.

Scene 25



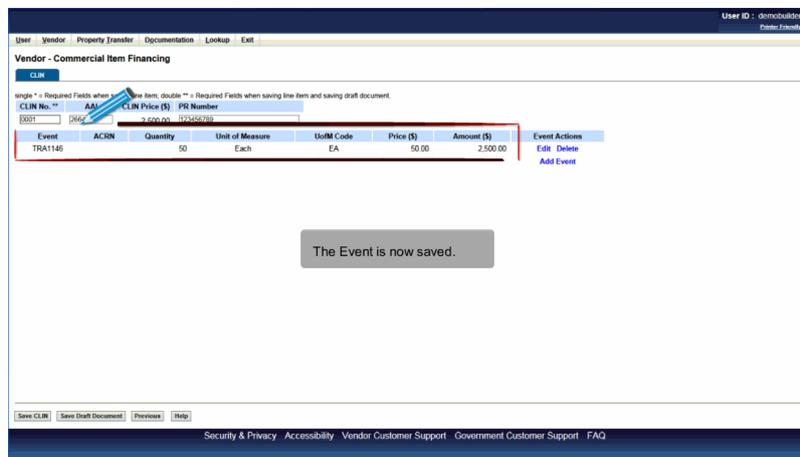
The Vendor enters the ACRNs and clicks the CLIN tab to navigate back to the CLIN page.

Scene 26



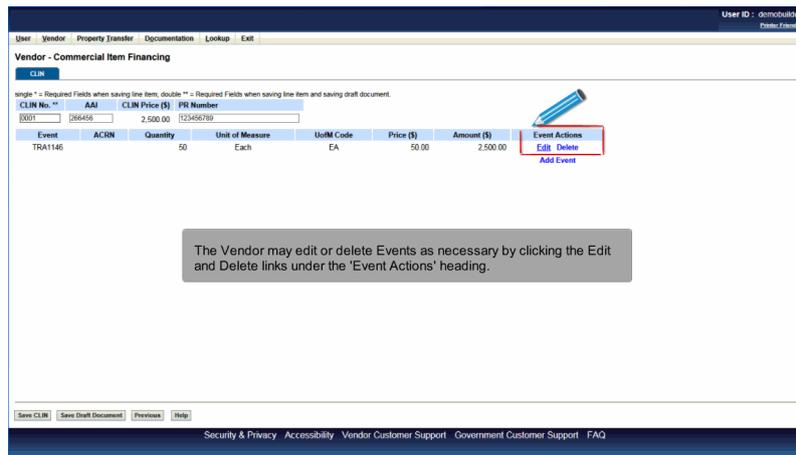
Vendor clicks the Save Event button at the bottom of the screen.

Scene 27



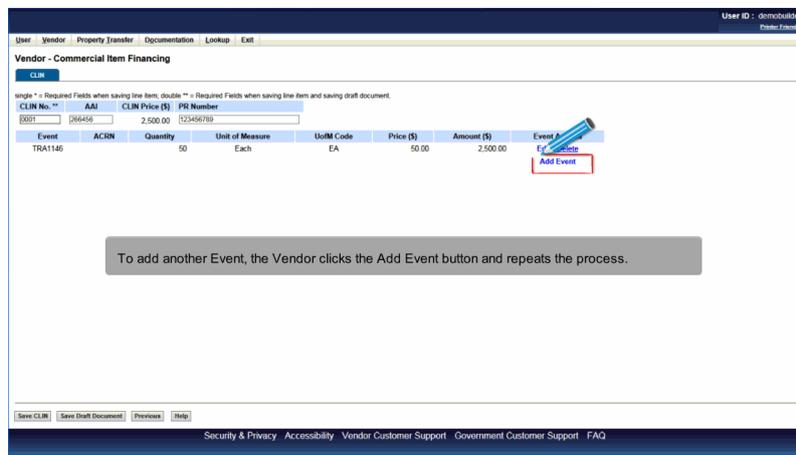
The Event is now saved.

Scene 28



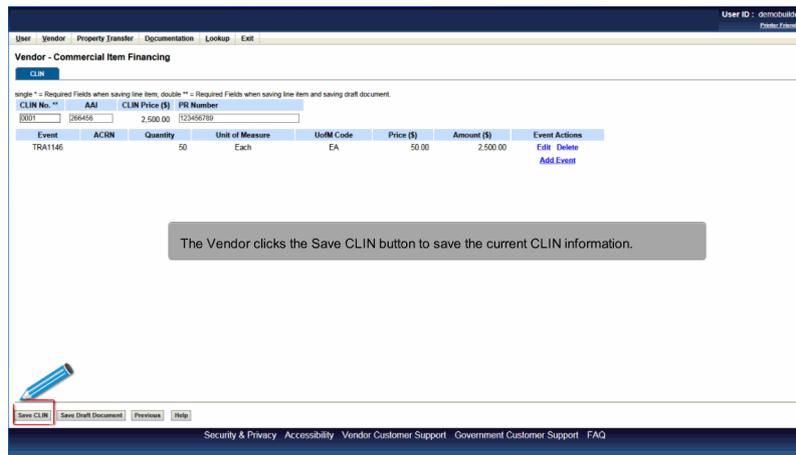
The Vendor may edit or delete Events as necessary by clicking the Edit and Delete links under the 'Event Actions' heading.

Scene 29



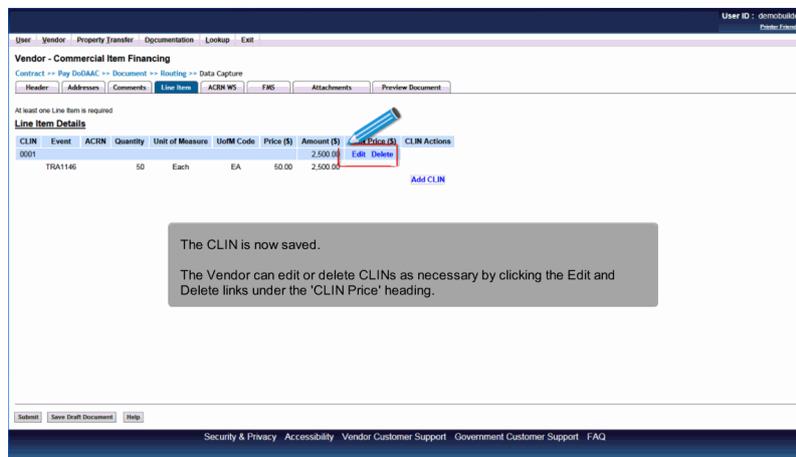
To add another Event, the Vendor clicks the Add Event button and repeats the process.

Scene 30



The Vendor clicks the Save CLIN button to save the current CLIN information.

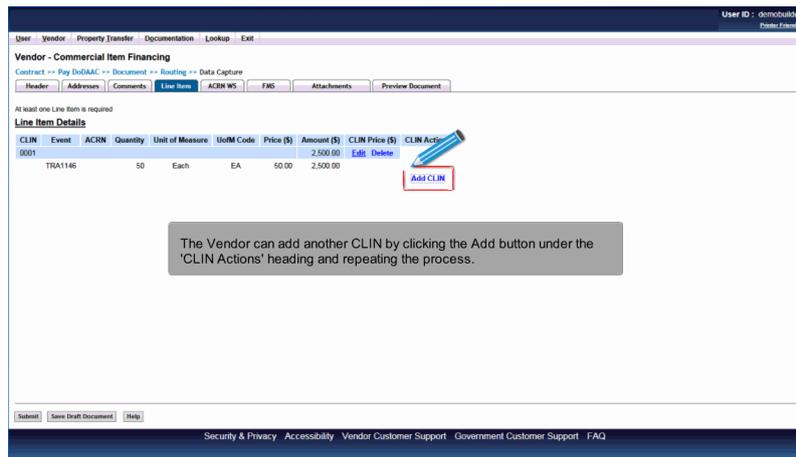
Scene 31



The CLIN is now saved.

The Vendor can edit or delete CLINs as necessary by clicking the Edit and Delete links under the 'CLIN Price' heading.

Scene 32



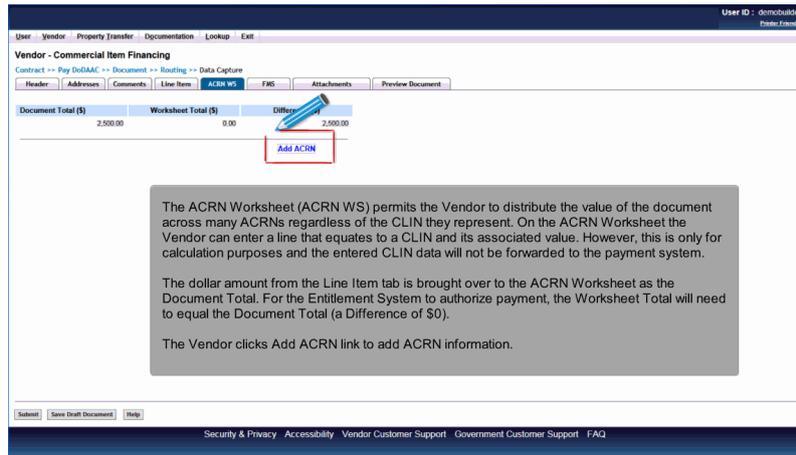
The Vendor can add another CLIN by clicking the Add button under the 'CLIN Actions' heading and repeating the process.

Scene 33



The Vendor clicks the ACRNs WS tab to navigate to the ACRNs Worksheet.

Scene 34

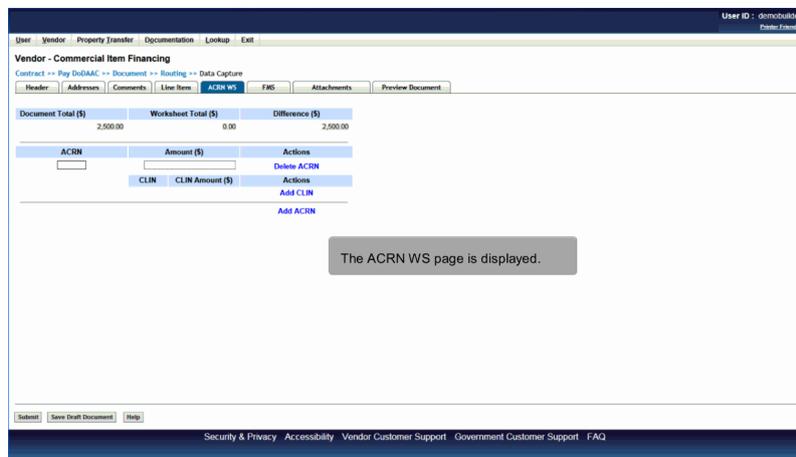


The ACRN Worksheet (ACRN WS) permits the Vendor to distribute the value of the document across many ACRNs regardless of the CLIN they represent. On the ACRN Worksheet the Vendor can enter a line that equates to a CLIN and its associated value. However, this is only for calculation purposes and the entered CLIN data will not be forwarded to the payment system.

The dollar amount from the Line Item tab is brought over to the ACRN Worksheet as the Document Total. For the Entitlement System to authorize payment, the Worksheet Total will need to equal the Document Total (a Difference of \$0).

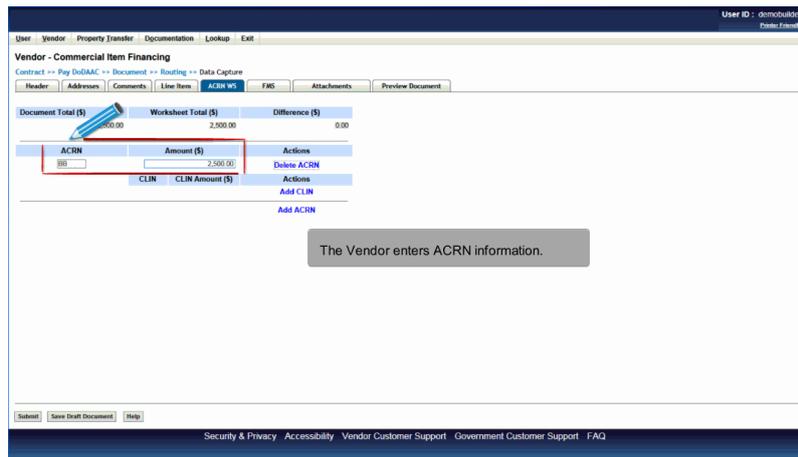
The Vendor clicks Add ACRN link to add ACRN information.

Scene 35



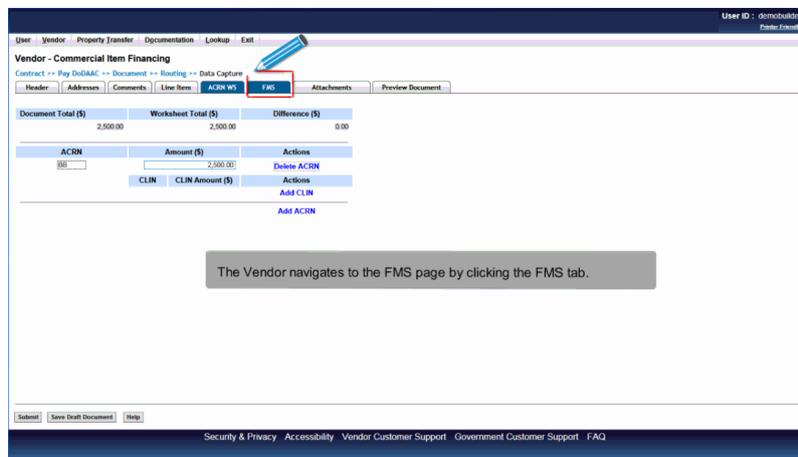
The ACRN WS page is displayed.

Scene 36



The Vendor enters ACRN information.

Scene 37



The Vendor navigates to the FMS page by clicking the FMS tab.

Scene 38

User ID : demobuilder
Vendor - Commercial Item Financing

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Comments | Line Item | ACRN WS | FMS | Attachments | Preview Document

Document Total (\$)	Worksheet Total (\$)	Difference (\$)
2,500.00	0.00	2,500.00

Country Code	Associated Dollars (\$)	Actions
		Add

The FMS page is displayed. The Vendor can use the Foreign Military Sales (FMS) Worksheet to enter the Country Code associated with the country receiving the goods/materials and to indicate the value of the document corresponding to that country. To add a FMS the Vendor clicks the Add link.

Submit | Save Draft Document | Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

The FMS page is displayed. The Vendor can use the Foreign Military Sales (FMS) Worksheet to enter the Country Code associated with the country receiving the goods/materials and to indicate the value of the document corresponding to that country.

To add a FMS the Vendor clicks the Add link.

Scene 39

User ID : demobuilder
Vendor - Commercial Item Financing

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Comments | Line Item | ACRN WS | FMS | Attachments | Preview Document

Document Total (\$)	Worksheet Total (\$)	Difference (\$)
2,500.00	2,500.00	0.00

Country Code	Associated Dollars (\$)	Actions
SX	2,500.00	Delete Add

The Vendor enters the Country Code and Associated Dollar amount. Prior to submitting the document, the FMS Worksheet Total value must match the Document Total value.

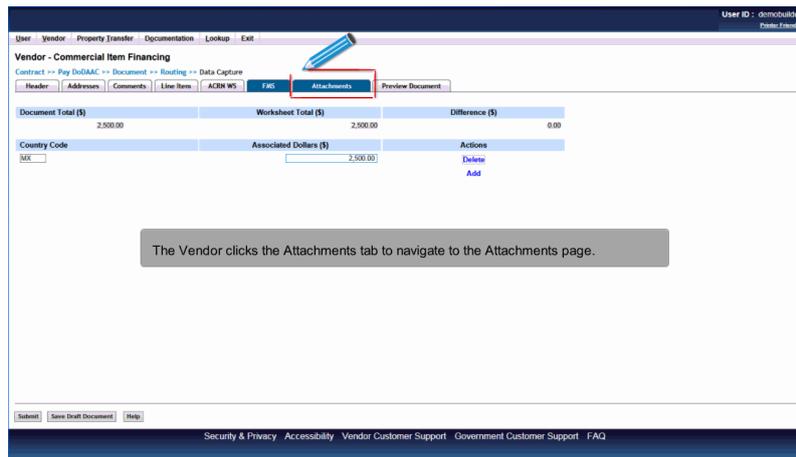
Submit | Save Draft Document | Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

The Vendor enters the Country Code and Associated Dollar amount.

Prior to submitting the document, the FMS Worksheet Total value must match the Document Total value.

Scene 40



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

Scene 41



The Attachments page is displayed.

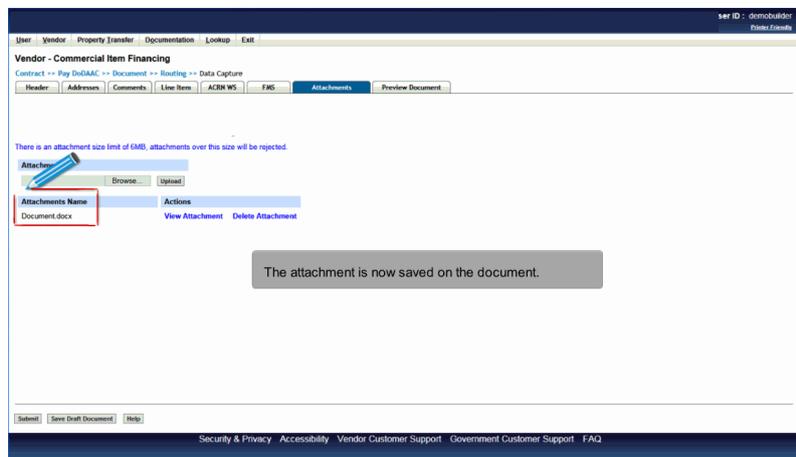
The Vendor clicks the Browse button to locate the file that is to be attached.

Scene 42



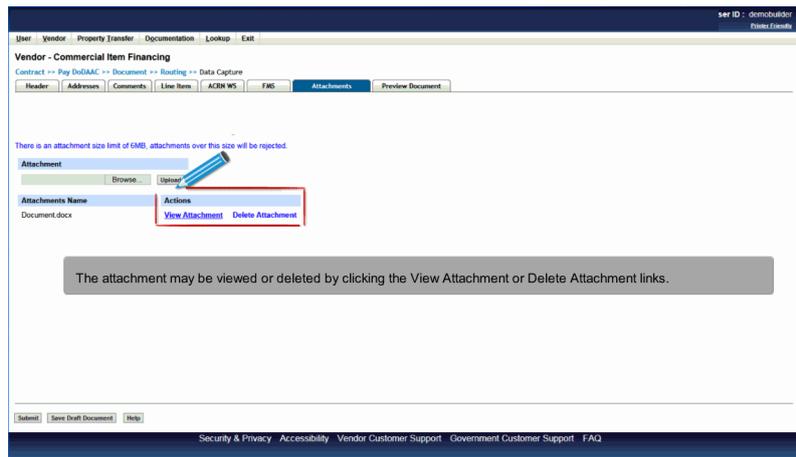
The Vendor clicks the Upload button to attach the selected document.

Scene 43



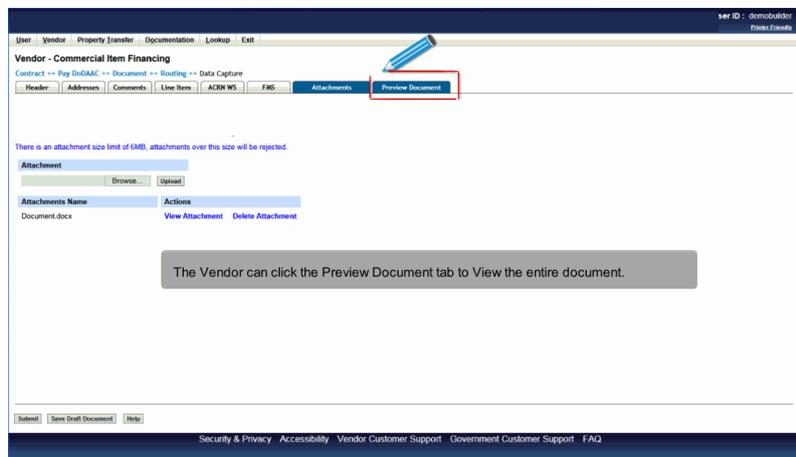
The attachment is now saved on the document.

Scene 44



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

Scene 45



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

Scene 46

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document.

The Vendor can scroll the contents of the tab to review the document.

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

CLIN	PR Number	ANI	CLIN Amount (\$)	Approved (\$)
0001	123456789	206456	2,500.00	

Event	ACRN	Quantity	Unit of Measure	UoM Code	Price (\$)	Ext Price (\$)	Approved (\$)
TRAT146		50	Each	EA	50.00	2,500.00	

Description	ACRN	Amount (\$)
	AA	2,500.00

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document.

The Vendor can scroll the contents of the tab to review the document.

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

Scene 47

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

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

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
International Agreement	1234567890123	WB101		

Request Number	Invoice Number	Invoice Date	Invoice Received Date
CFAB337	CIF98745	2016/09/27	

CLIN	PR Number	ANI	CLIN Amount (\$)	Approved (\$)
0001	123456789	206456	2,500.00	

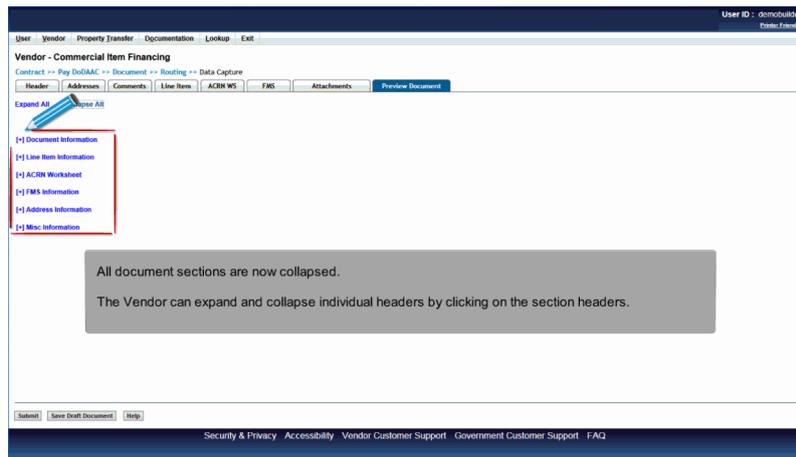
Event	ACRN	Quantity	Unit of Measure	UoM Code	Price (\$)	Ext Price (\$)	Approved (\$)
TRAT146		50	Each	EA	50.00	2,500.00	

Description	ACRN	Amount (\$)
	AA	2,500.00

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

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

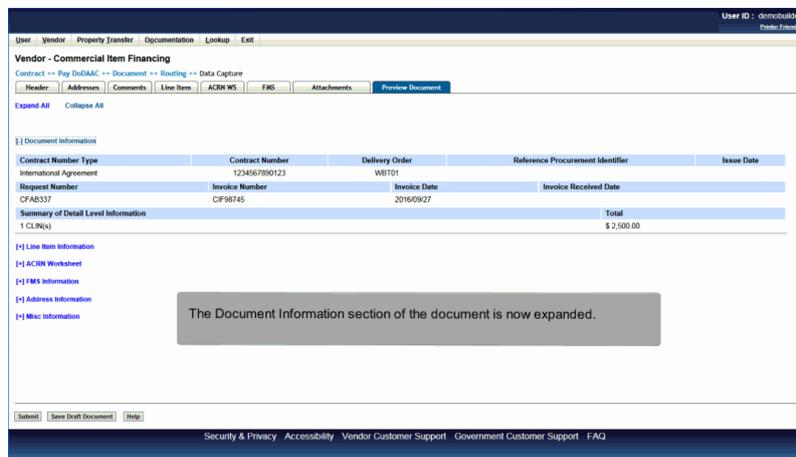
Scene 48



All document sections are now collapsed.

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

Scene 49



The Document Information section of the document is now expanded.

Scene 50

User ID : demobuilder
Printer Friendly

User | Vendor | Property Transfer | Documentation | Lookup | Exit

Vendor - Commercial Item Financing

Contract --> Pay DuAAC --> Document --> Routing --> Data Capture

Header | Address | Comments | Line Item | ACRN WS | FMS | Attachments | Preview Document

Expand All Collapse All

[+] Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
International Agreement	1234567890123	WBT01		
Request Number	Invoice Number	Invoice Date	Invoice Received Date	
CFAB337	CF98745	2016/09/27		

Summary of Detail Level Information

T CLIN(S)	Total

[+] Line Item Information
[+] ACRN Worksheet
[+] FMS Information
[+] Address Information
[+] Misc Information

The "Submit" button is available on every tab.
When the Vendor has finished reviewing the document, the Vendor can submit the document to WAWF by clicking the "Submit" button.

Submit Send Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The "Submit" button is available on every tab.

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

Scene 51

User ID : demobuilder
Printer Friendly

User | Vendor | Property Transfer | Documentation | Lookup | Exit

Success

The Commercial Item Financing was successfully submitted.

Contract Number	Delivery Order	Request Number	Invoice Number
1234567890123	WBT01	CFAB337	CF98745

Email sent to Vendor: Andrewhomas@ciac.com
 Email sent to Inspector: aawest@ciac.com
 Email sent to Inspector: dewgan01@gmail.com
 Email sent to Inspector: hohama@ciac.com
 Email sent to Auditor: aawest@ciac.com
 Email sent to Auditor: dewgan01@gmail.com
 Email sent to Auditor: hohama@ciac.com

Send Additional Email Notifications

Tue Sep 27 12:51:57 EDT 2016

After the Commercial Item Financing 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.

Return

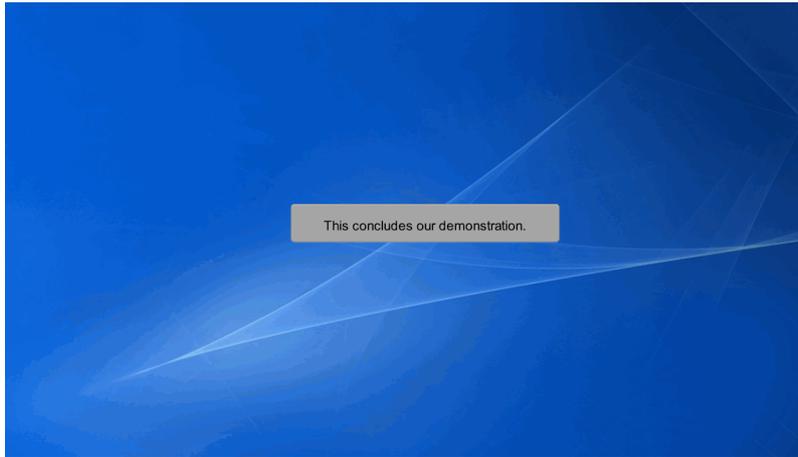
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

After the Commercial Item Financing has been submitted, the WAWF system informs the Vendor that the submission was successful.

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End



This concludes our demonstration.