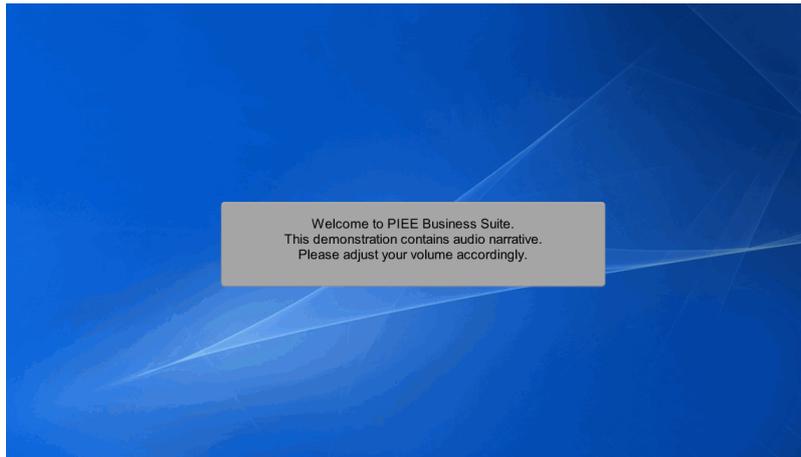
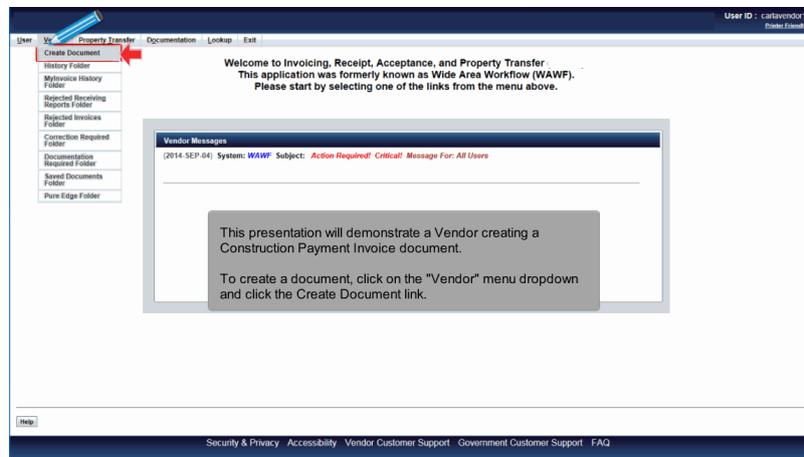


Intro



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

Scene 1



This presentation will demonstrate a Vendor creating a Construction Payment Invoice document.
To create a document, click on the "Vendor" menu dropdown and click the Create Document link.

Scene 2

WAWF User - Aman Shoraka
Printer Friendly

User Vendor Documentation Lookup Exit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext.*	Contractual?*	Contract Number Type	Contract Number*	Delivery Order	From Template?*
1G07811489098 /	Y	DoD Contract (Non-FAR)	W9124J2202160		N

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
		YYYYMMDD	YYYYMMDD	EDA WAWF

[+] Advanced Search Criteria for WAWF

NOTE: You must either enter a Contract Number or select one from the search results.

Document Type Create Assistance

WAWF Invoice and Receiving Report COMBO 101
Commercial Item Financing
Construction Invoice
Cost Voucher - Final
Cost Voucher - Interim and Direct Submit
Credit Invoice
Energy Invoice
Energy Invoice and Energy Receiving Report (Combo)

Next Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Vendor can create a 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.

Scene 3

WAWF User - Aman Shoraka
Printer Friendly

User Vendor Documentation Lookup Exit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext.*	Contractual?*	Contract Number Type	Contract Number*	Delivery Order	From Template?*
1G07811489098 /	Y	DoD Contract (Non-FAR)	W9124J2202160		N

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
		YYYYMMDD	YYYYMMDD	EDA WAWF

[+] Advanced Search Criteria for WAWF

NOTE: You must either enter a Contract Number or select one from the search results.

Document Type Create Assistance

WAWF Invoice and Receiving Report COMBO 101
Commercial Item Financing
Construction Invoice
Cost Voucher - Final
Cost Voucher - Interim and Direct Submit
Credit Invoice
Energy Invoice
Energy Invoice and Energy Receiving Report (Combo)

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.

Next Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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 4

The screenshot shows the 'Vendor - Create Document' page in the WAWF system. The 'Contract Info' section contains several fields: 'CAGE Code / DUNS / DUNS-4 / Ext.' (1G078114896098), 'Contractual?' (Y), 'Contract Number Type' (DoD Contract (Non-FAR)), 'Contract Number' (W9124J2202160), 'Delivery Order' (empty), and 'From Template?' (N). Below this is a 'Pre-Populate Contract Number/Delivery Order' section with fields for 'Contract Number begins with', 'Delivery Order begins with', 'Issue/Submitted Date', 'Issue/Submitted Date End', and 'Populate From' (with options for EDA and WAWF). A callout box with a grey background and black text is overlaid on the page, stating: 'For additional information regarding pre-populating contract data from EDA, please refer to the EDA Pre-Pop Demonstration within the "Other" section of the WAWF WBT.'

For additional information regarding pre-populating contract data from EDA, please refer to the EDA Pre-Pop Demonstration within the "Other" section of the WAWF WBT.

Scene 5

This screenshot is similar to Scene 4, showing the 'Vendor - Create Document' page. The 'From Template?' dropdown menu is highlighted with a red rectangular box. A callout box with a grey background and black text is overlaid on the right side of the page, stating: 'The create From Template option is available on the Contract Information page.'

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

Scene 6

WAWF User - Aman Shoraka
 User Vendor Documentation Lookup Exit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. * Contractual? * Contract Number Type Contract Number * Delivery Order From Template? *

1QU7811489606 Y DoD Contract (Non-FAR) W9124J22D2160 N

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with Delivery Order begins with Issue/Submitted Date Issue/Submitted Date End Populate From

YYYYMMDD YYYYMMDD EDA WAWF

[+] Advanced Search Criteria for WAWF

NOTE: You must either enter a Contract Number or select one from the search results.

Document Type Create Assistance

WAWF Invoice and Receiving Report COMBO 101
 Commercial Item Financing
 Construction Invoice
 Cost Voucher - Final
 Cost Voucher - Interim and Direct Submit
 Credit Invoice
 Energy Invoice
 Energy Invoice and Energy Receiving Report (Combo)

Next Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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

WAWF User - Aman Shoraka
 User Vendor Documentation Lookup Exit

Vendor - Create Document

Contract -> Pay DoDAAC

INFO: Contract contains PDS data in EDA. This data will be used to pre-populate certain fields on the document.
 WARNING: Changes to pre-populated values may require a Contract Modification. Please contact the cognizant Contract Administration Office listed in your contract/order for authorization prior to making any changes to the terms and conditions.
 INFO: Click the Previous button or Contract -> link to enter a different Contract Number or continue creating the document.

Contractual Reference Procurement Identifier Contract Number Type Contract Number Delivery Order CAGE DUNS DUNS + 4 Extension Pay Official *

Y DoD Contract (Non-FAR) W9124J22D2160 1QU78 11489606 HQ2300

* = Required Fields

Select	CLIN/SLIN	Inspect By DoDAAC	Accept By DoDAAC	Ship To DoDAAC	DCAA DoDAAC	Mark For DoDAAC	Inspection Point	Acceptance Point	Services	Supplies	FOB	Currency Code	FMS Case Identifier	Contract Type
<input type="checkbox"/>	0001	W15P7T	W15P7T	W15P7T			D	D			Y	D		Cost No Fee
<input type="checkbox"/>	0002	W15P7T	W15P7T	W15P7T			D	D	Y		D			Cost Plus Award Fee
<input type="checkbox"/>	0003	W15P7T	W15P7T	W15P7T										
<input type="checkbox"/>	0004	W15P7T	W15P7T	W15P7T										
<input type="checkbox"/>	0005	W15P7T	W15P7T	W15P7T										
<input type="checkbox"/>	0006	W15P7T	W15P7T	W15P7T										
<input type="checkbox"/>	0007	W15P7T	W15P7T	W15P7T										

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.

Next Previous Select All Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

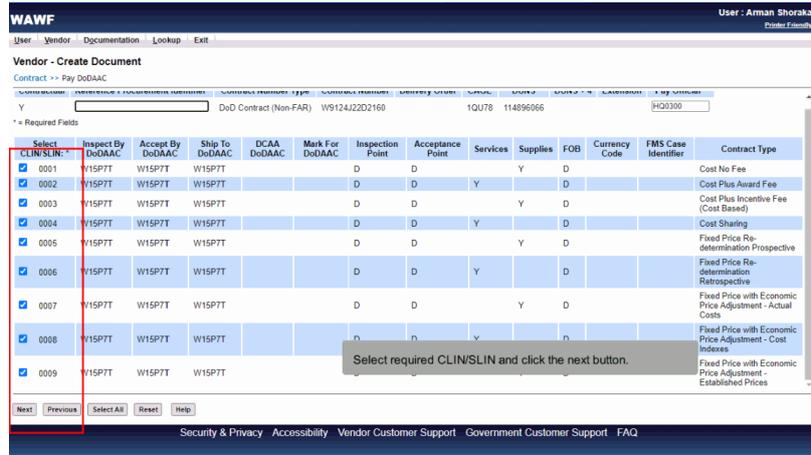
The Pay DoDAAC page is displayed.

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.

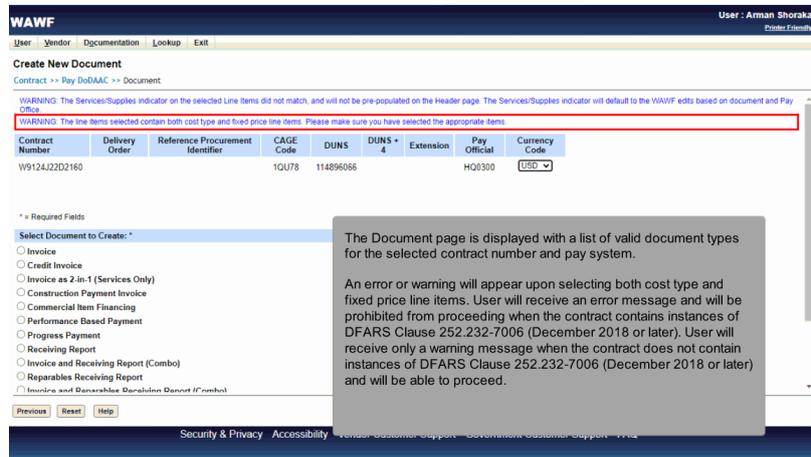
Click the Next button to continue creating a document.

Scene 8



Select required CLIN/SLIN and click the next button.

Scene 9



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 10

Click the Construction Payment Invoice radio button. Click the next button.

Scene 11

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.

An error or warning will appear upon selection of cost type line items on an invoice type document, as well as selection of fixed price line items on a cost type voucher document. 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.

Click the next button.

Scene 12

User ID : carlavendor1
Vendor : franchoy

Vendor - Construction Payment Invoice

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

Header | Addresses | Discounts | Comments | Line Item | Misc. Amounts | Attachments | Preview Document

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

Contract Number	1234567890123	Delivery Order	WB11	Reference Procurement Identifier		Issue Date		CAGE Code/Ext.	00C91	Pay DoDAAC	F03000
Contract Number Type		Invoice Number **		Invoice Date *	20150219	Final Invoice	N				
Cooperative Agreement		Shipment Number		Shipment Date							
		YYYYMMDD									
Currency Code	USD	Document Total (\$)									

Contractor Certification *

I hereby certify, to the best of my knowledge and belief, that:

- (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract.
- (2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements and the requirements of chapter 39 of Title 31, United States Code.
- (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract, and
- (4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature Date: 20150219

Signature of Contractor Representative

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 13

User ID : carlavendor1
Vendor : franchoy

Vendor - Construction Payment Invoice

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

Header | Addresses | Discounts | Comments | Line Item | Misc. Amounts | Attachments | Preview Document

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

Contract Number	1234567890123	Delivery Order	WB11	Reference Procurement Identifier		Issue Date		CAGE Code/Ext.	00C91	Pay DoDAAC	F03000
Contract Number Type		Invoice Number **		Invoice Date *	20150219	Final Invoice	N				
Cooperative Agreement		Shipment Number		Shipment Date							
		YYYYMMDD									
Currency Code	USD	Document Total (\$)									

Contractor Certification *

I hereby certify, to the best of my knowledge and belief, that:

- (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract.
- (2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements and the requirements of chapter 39 of Title 31, United States Code.
- (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract, and
- (4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature Date: 20150219

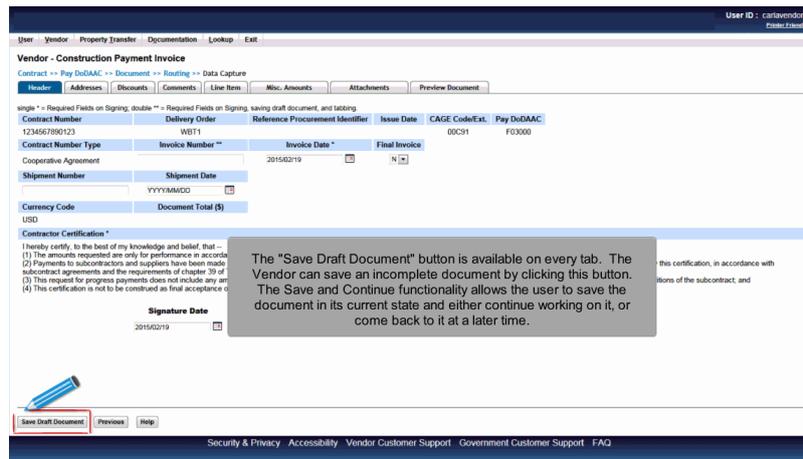
Signature of Contractor Representative

Save Draft Document | Previous | Help

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

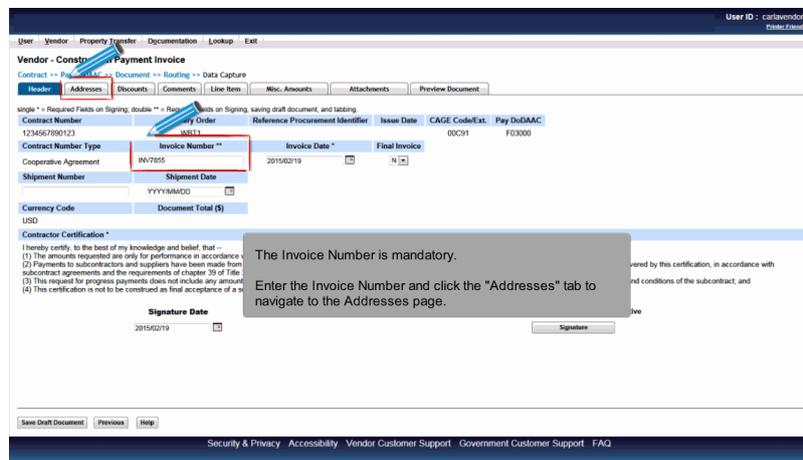
If the Construction Invoice is a Final Invoice, select "Y" from the dropdown list.

Scene 14



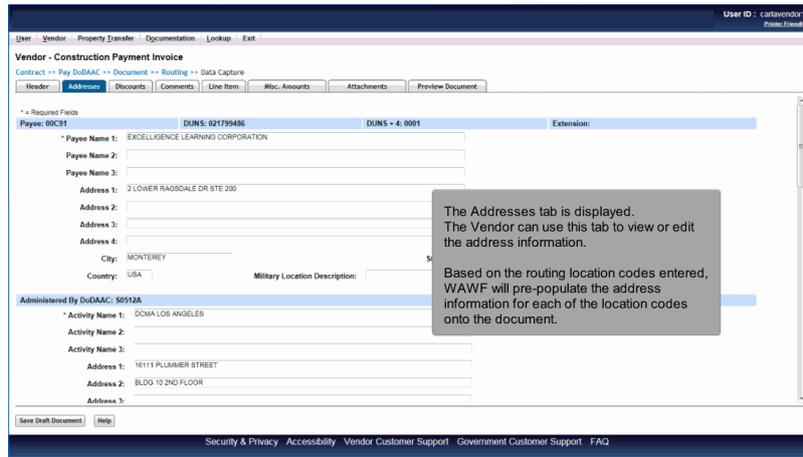
The "Save Draft Document" button is available on every tab. The Vendor can save an incomplete document by clicking this button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

Scene 15



The Invoice Number is mandatory.
Enter the Invoice Number and click the "Addresses" tab to navigate to the Addresses page.

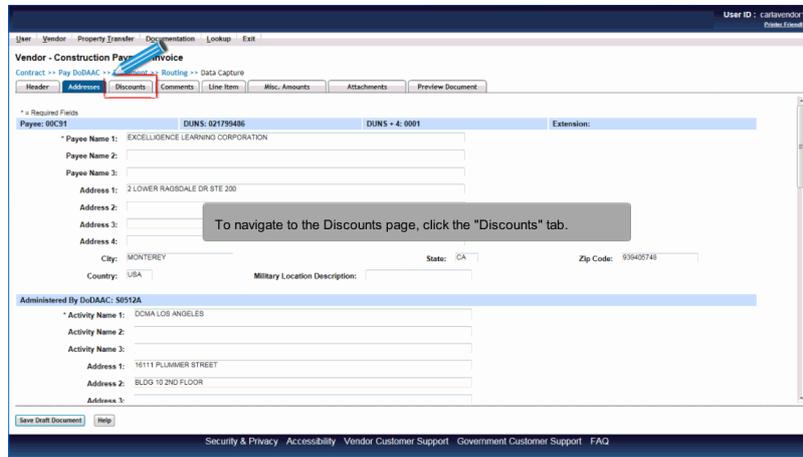
Scene 16



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

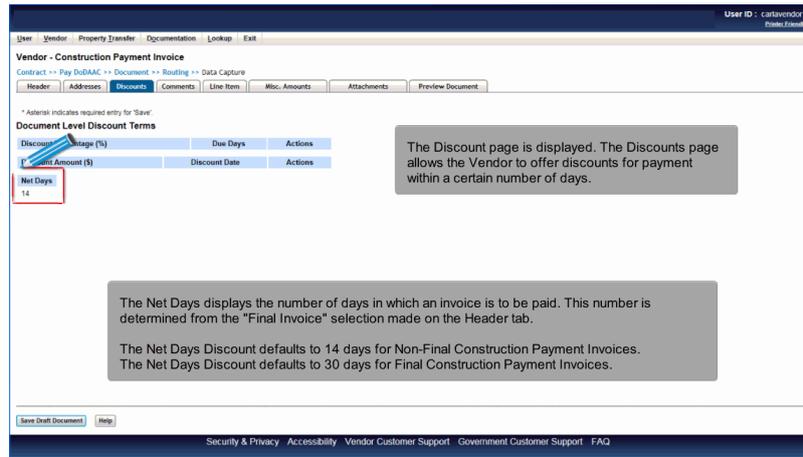
Based on the routing location codes entered, WAWF will pre-populate the address information for each of the location codes onto the document.

Scene 17



To navigate to the Discounts page, click the "Discounts" tab.

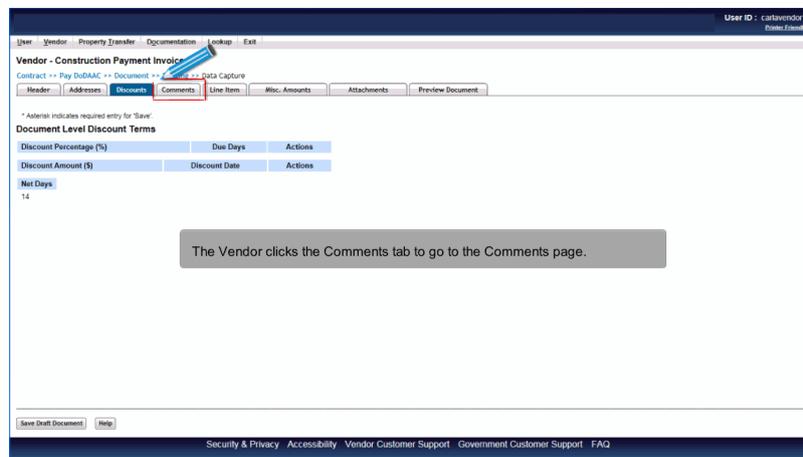
Scene 18



The Discount page is displayed. The Discounts page allows the Vendor to offer discounts for payment within a certain number of 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" selection made on the Header tab.

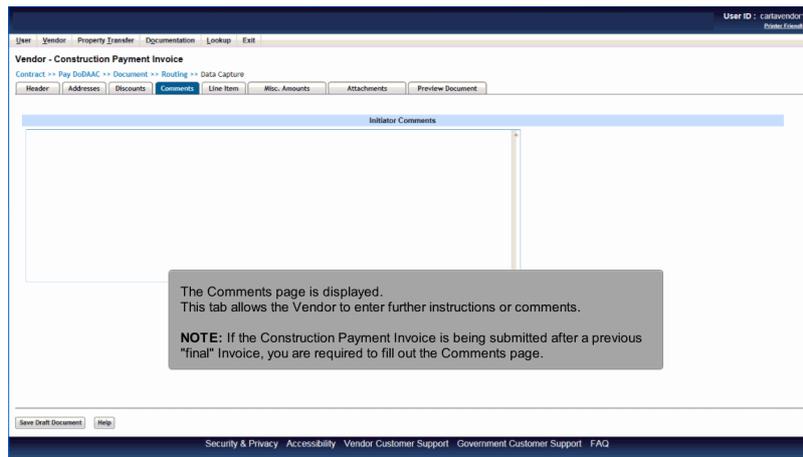
The Net Days Discount defaults to 14 days for Non-Final Construction Payment Invoices. The Net Days Discount defaults to 30 days for Final Construction Payment Invoices.

Scene 19



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

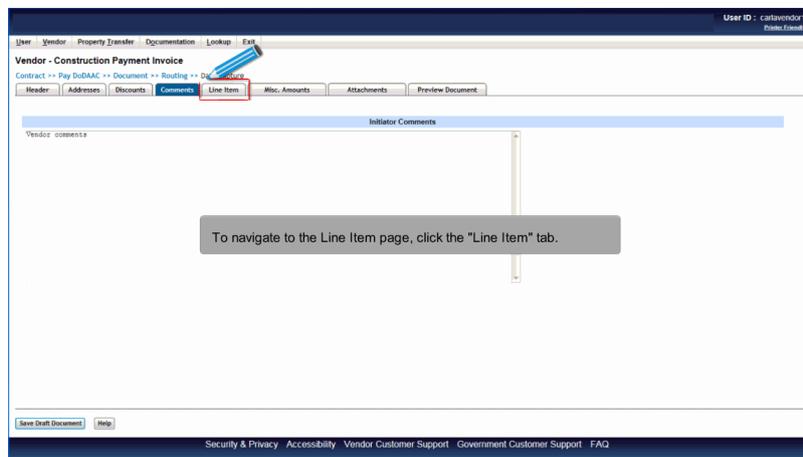
Scene 20



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

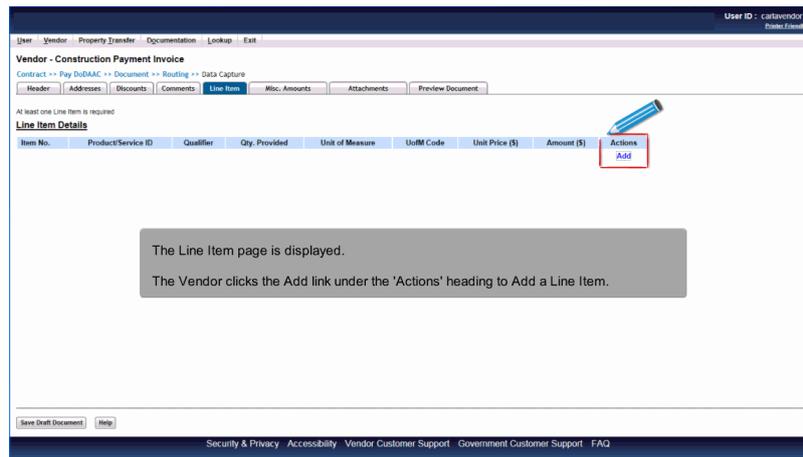
NOTE: If the Construction Payment Invoice is being submitted after a previous "final" Invoice, you are required to fill out the Comments page.

Scene 21



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

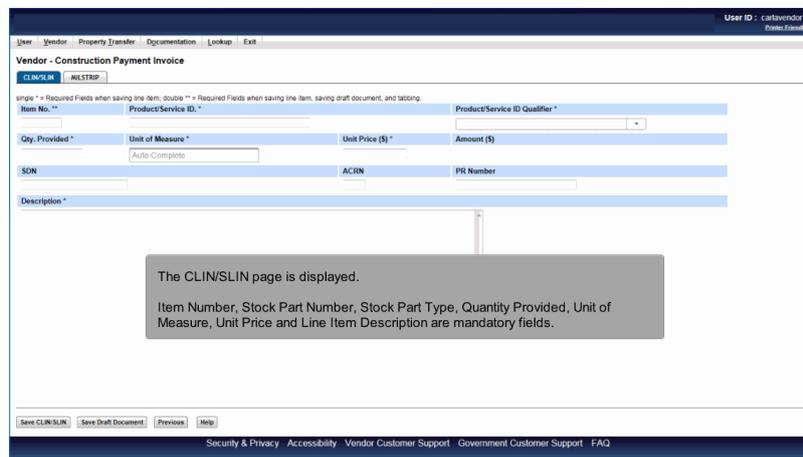
Scene 22



The Line Item page is displayed.

The Vendor clicks the Add link under the 'Actions' heading to Add a Line Item.

Scene 23



The CLIN/SLIN page is displayed.

Item Number, Stock Part Number, Stock Part Type, Quantity Provided, Unit of Measure, Unit Price and Line Item Description are mandatory fields.

Scene 24

User ID : cattaVendor1
Eriko.Frischke

User | Vendor | Property Transfer | Mer | Documentation | Lockup | Exit

Vendor - Construction Payment Invoice

CLIN/SLIN | MILSTRIP

single * = Required Fields when saving the line item; double ** = Required Fields when saving the line item, saving draft document, and tabbing.

Item No. **	Product/Service ID. *	Product/Service ID Qualifier *	
0001	SPN123456789012	A3 - LOCALLY ASSIGNED NUMBER	
Qty. Provided **	Unit of Measure *	Unit Price (\$) *	Amount (\$)
50	EA-EACH	50.00	2,500.00
SON	ACRN	PR Number	

Description *

Line Item Description

Navigate to the "Military Standard Requisitioning and Issue Procedures (Milstrip)" page.

Save CLIN/SLIN | Save Draft Document | Previous | Help

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

Navigate to the "Military Standard Requisitioning and Issue Procedures (Milstrip)" page.

Scene 25

User ID : cattaVendor1
Eriko.Frischke

User | Vendor | Property Transfer | Mer | Documentation | Lockup | Exit

Vendor - Construction Payment Invoice

CLIN/SLIN | MILSTRIP

* = Required Fields

MILSTRIP No.	MILSTRIP Qty.	Actions
		Save

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

The Milstrip page is displayed.

Milstrip is a government assigned number used to identify a specific piece of material.

The total quantity/quantities entered in the Milstrip quantity field must be equal to the quantity shipped field on the line item. This may require the entry of the word "NONE" in a Milstrip field with a balancing quantity.

Save Draft Document | Help

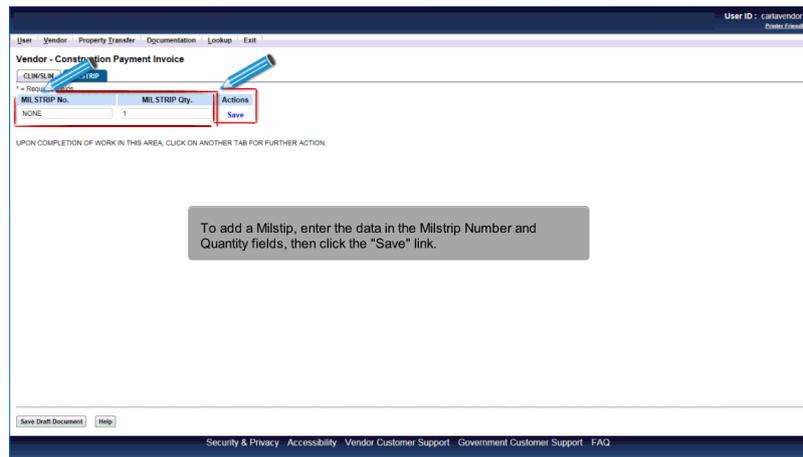
Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

The Milstrip page is displayed.

Milstrip is a government assigned number used to identify a specific piece of material.

The total quantity/quantities entered in the Milstrip quantity field must be equal to the quantity shipped field on the line item. This may require the entry of the word "NONE" in a Milstrip field with a balancing quantity.

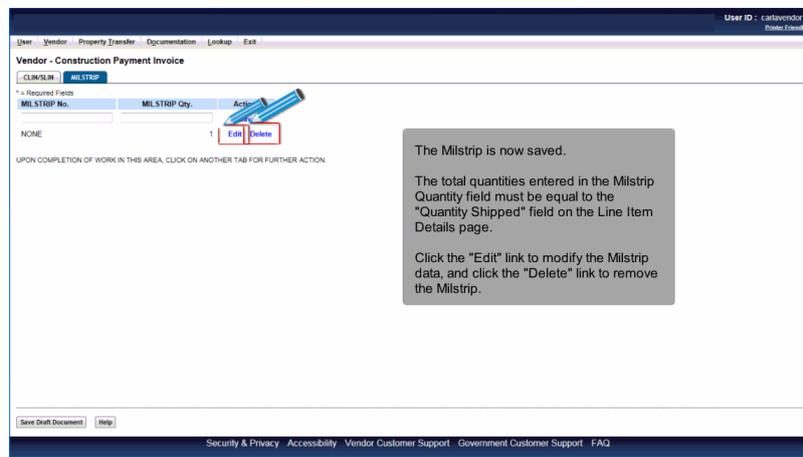
Scene 26



The screenshot shows a web application interface for a 'Vendor - Construction Payment Invoice'. At the top, there is a navigation menu with 'User', 'Vendor', 'Property Transfer', 'Documentation', 'Lookup', and 'Exit'. The user ID is 'cattavendor1'. Below the navigation, there are tabs for 'CLIN/SLN' and 'MILSTRIP'. The 'MILSTRIP' tab is active. The form contains a table with columns 'MILSTRIP No.', 'MILSTRIP Qty.', and 'Actions'. The first row has 'NONE' in the 'MILSTRIP No.' column and '1' in the 'MILSTRIP Qty.' column. The 'Actions' column contains a 'Save' button. A red box highlights the 'Save' button. A blue pencil icon points to the 'MILSTRIP' tab. Below the table, there is a text box that says 'UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.' At the bottom, there are buttons for 'Save Draft Document' and 'Help', and a footer with links for 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', and 'FAQ'.

To add a Milstrip, enter the data in the Milstrip Number and Quantity fields, then click the "Save" link.

Scene 27



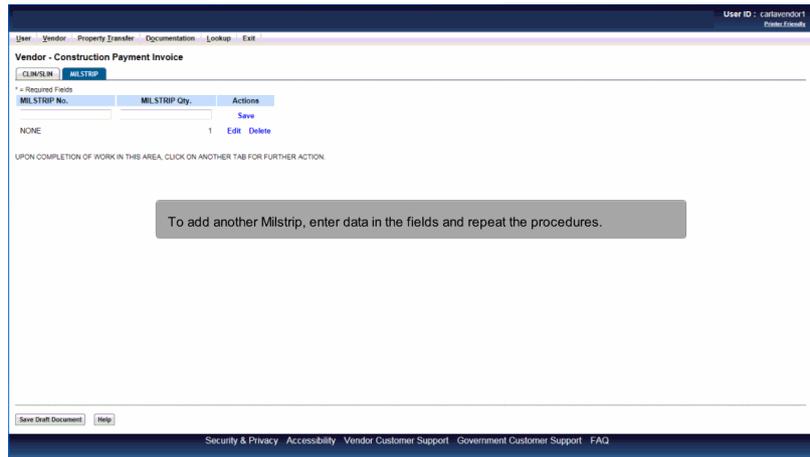
The screenshot shows the same web application interface as Scene 26, but now the 'MILSTRIP' tab is active and the 'Save' button has been replaced by 'Edit' and 'Delete' buttons. A red box highlights the 'Edit' and 'Delete' buttons. A blue pencil icon points to the 'MILSTRIP' tab. A text box on the right side of the form says 'The Milstrip is now saved.' Below this, there is a paragraph: 'The total quantities entered in the Milstrip Quantity field must be equal to the "Quantity Shipped" field on the Line Item Details page.' Below that, there is another paragraph: 'Click the "Edit" link to modify the Milstrip data, and click the "Delete" link to remove the Milstrip.' The rest of the form and navigation elements are the same as in Scene 26.

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.

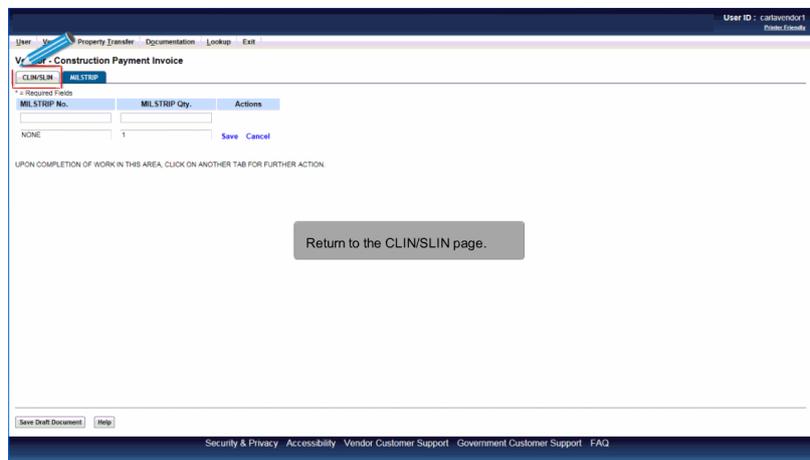
Click the "Edit" link to modify the Milstrip data, and click the "Delete" link to remove the Milstrip.

Scene 28



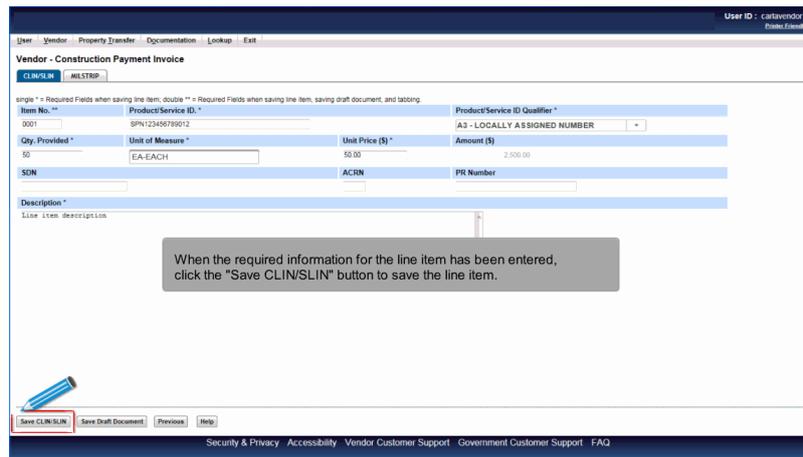
To add another Milstrip, enter data in the fields and repeat the procedures.

Scene 29



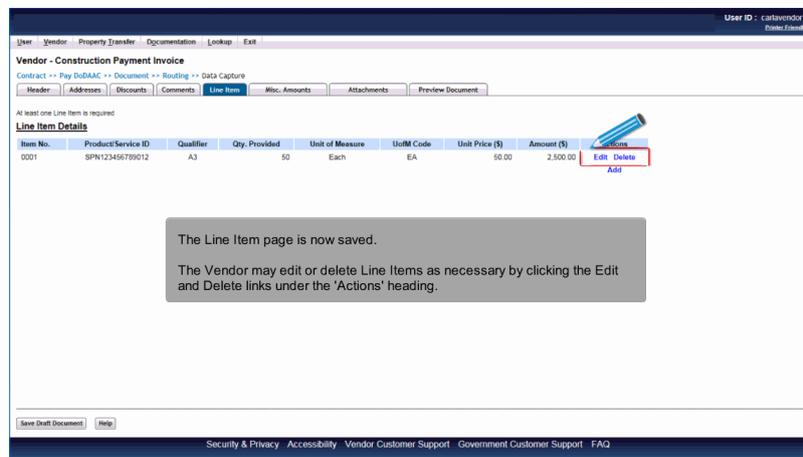
Return to the CLIN/SLIN page.

Scene 30



When the required information for the line item has been entered, click the "Save CLIN/SLIN" button to save the line item.

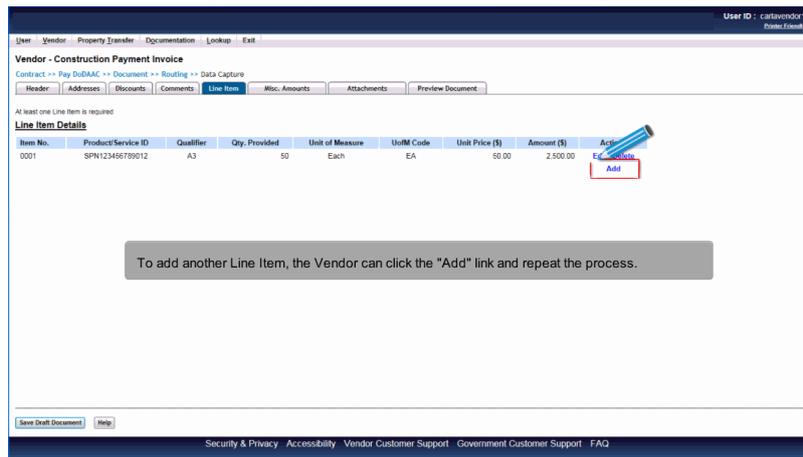
Scene 31



The Line Item page is now saved.

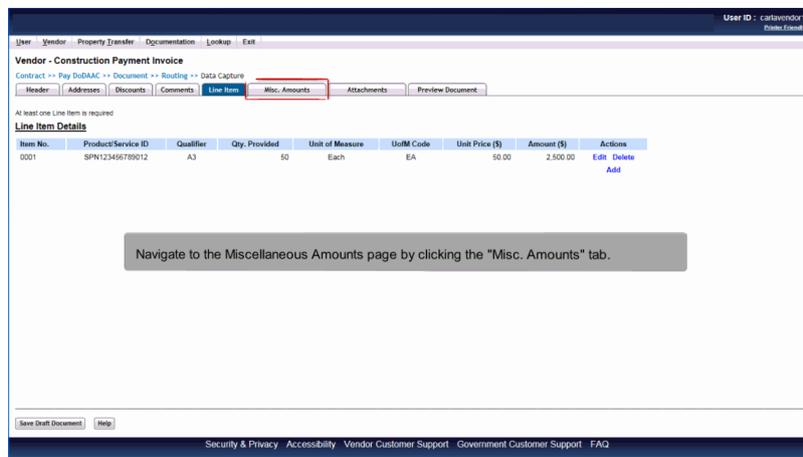
The Vendor may edit or delete Line Items as necessary by clicking the Edit and Delete links under the 'Actions' heading.

Scene 32



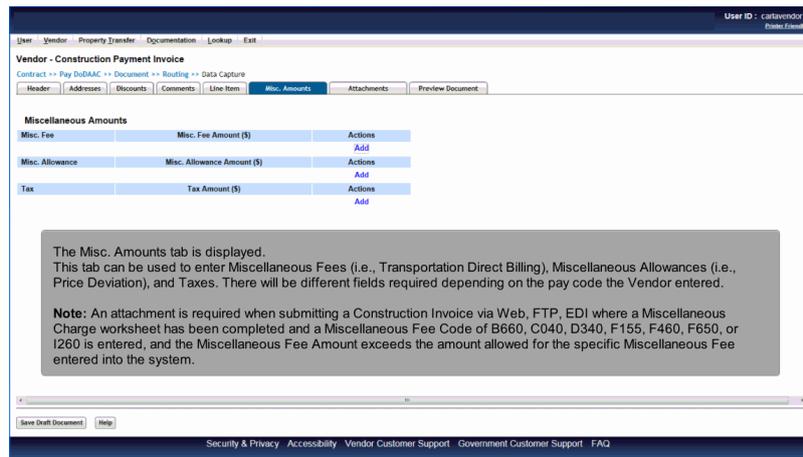
To add another Line Item, the Vendor can click the "Add" link and repeat the process.

Scene 33



Navigate to the Miscellaneous Amounts page by clicking the "Misc. Amounts" tab.

Scene 34

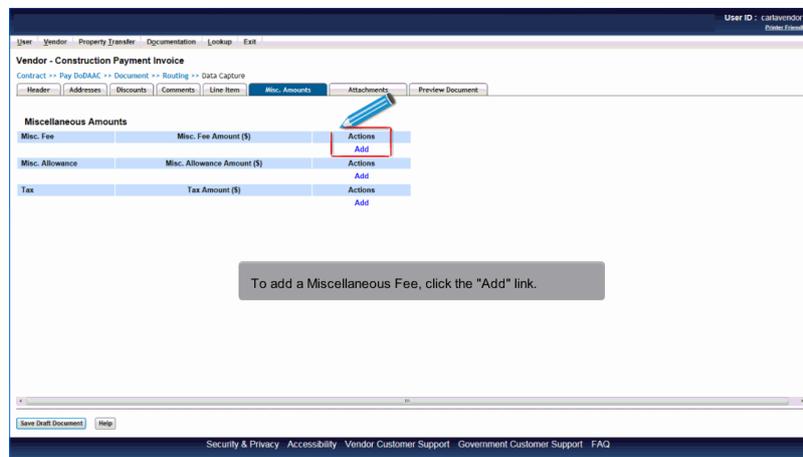


The Misc. Amounts tab is displayed.

This tab can be used to enter Miscellaneous Fees (i.e., Transportation Direct Billing), Miscellaneous Allowances (i.e., Price Deviation), and Taxes. There will be different fields required depending on the pay code the Vendor entered.

Note: An attachment is required when submitting a Construction Invoice via Web, FTP, EDI where a Miscellaneous Charge worksheet has been completed and a Miscellaneous Fee Code of B660, C040, D340, F155, F460, F650, or I260 is entered, and the Miscellaneous Fee Amount exceeds the amount allowed for the specific Miscellaneous Fee entered into the system.

Scene 35



To add a Miscellaneous Fee, click the "Add" link.

Scene 36

The Add Misc. Fee page is displayed.
Select Misc. Fee type from the dropdown list and enter Misc. Fee Price.

The Add Misc. Fee page is displayed.
Select Misc. Fee type from the dropdown list and enter Misc. Fee Price.

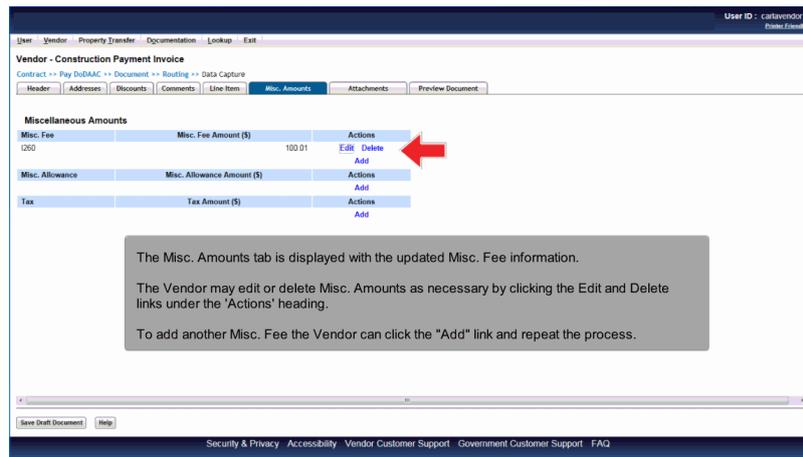
Scene 37

After the Misc. Fee has been selected from the dropdown list, the description will be pre-populated in the Description field.
Click the "Save Misc. Fee" button to save the data.

After the Misc. Fee has been selected from the dropdown list, the description will be pre-populated in the Description field.

Click the "Save Misc. Fee" button to save the data.

Scene 38

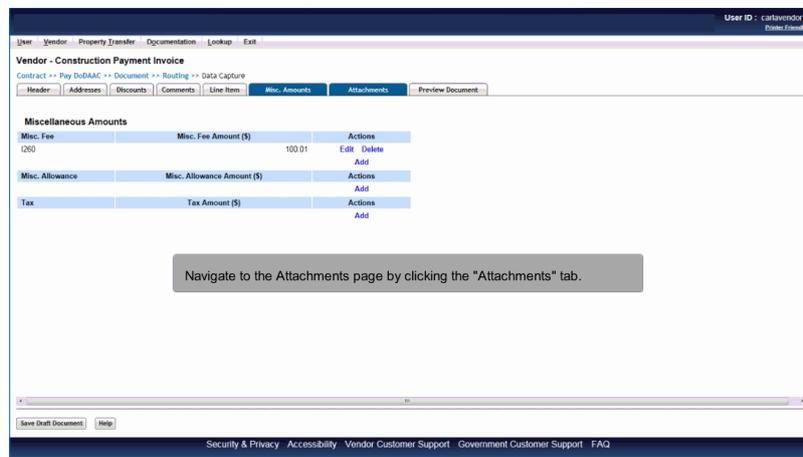


The Misc. Amounts tab is displayed with the updated Misc. Fee information.

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

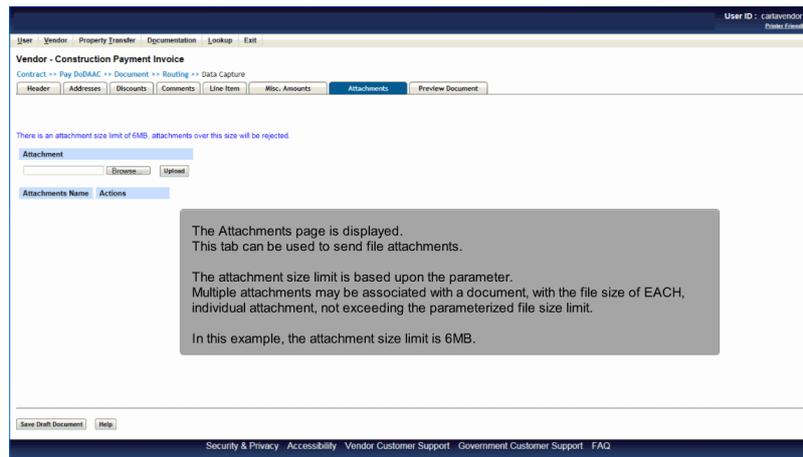
To add another Misc. Fee the Vendor can click the "Add" link and repeat the process.

Scene 39



Navigate to the Attachments page by clicking the "Attachments" tab.

Scene 40

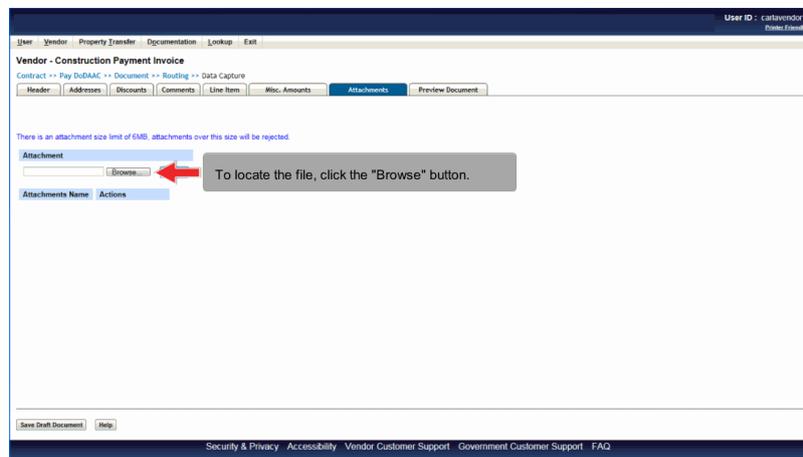


The Attachments page is displayed.
This tab can be used to send file attachments.

The attachment size limit is based upon the parameter.
Multiple attachments may be associated with a document, with the file size of EACH, individual attachment, not exceeding the parameterized file size limit.

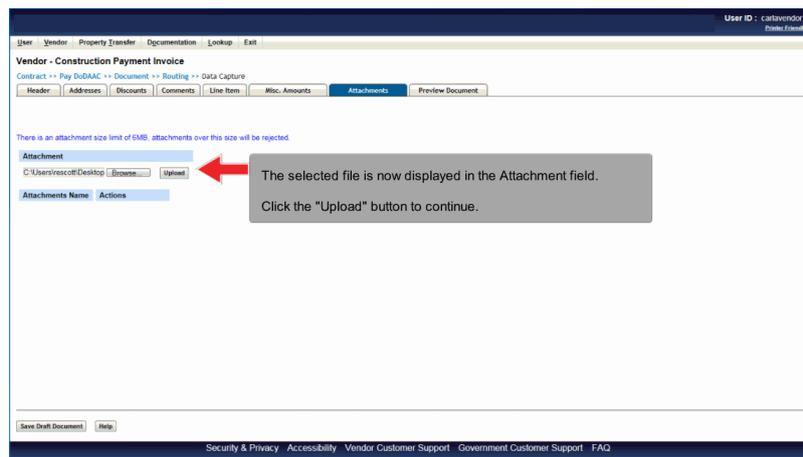
In this example, the attachment size limit is 6MB.

Scene 41



To locate the file, click the "Browse" button.

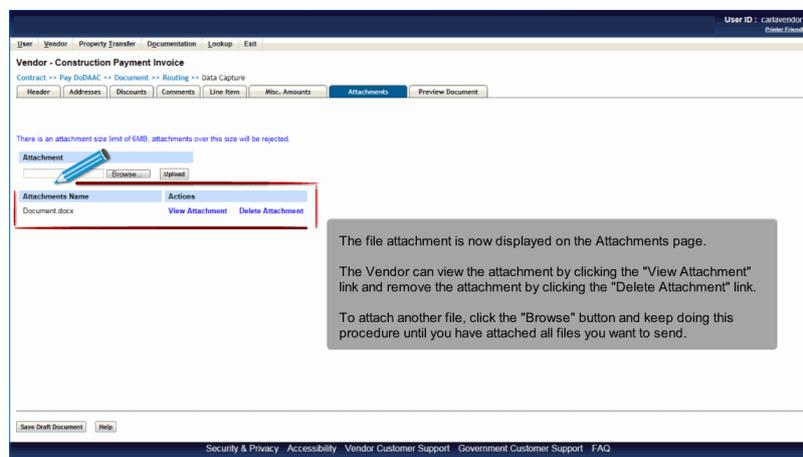
Scene 42



The selected file is now displayed in the Attachment field.

Click the "Upload" button to continue.

Scene 43

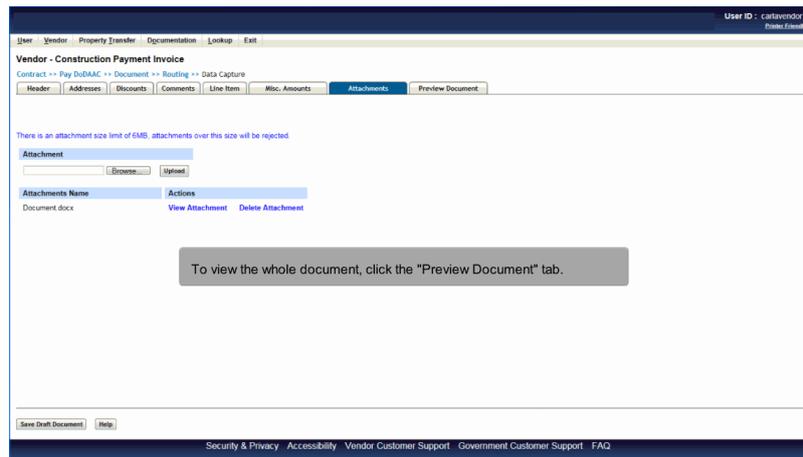


The file attachment is now displayed on the Attachments page.

The Vendor can view the attachment by clicking the "View Attachment" link and remove the attachment by clicking the "Delete Attachment" link.

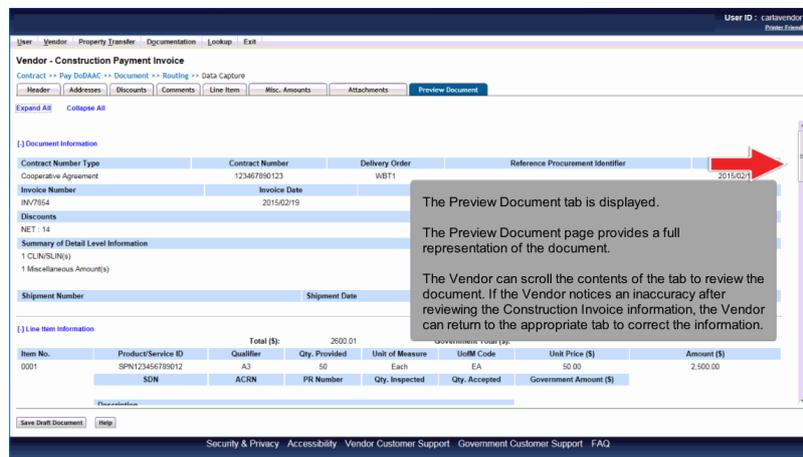
To attach another file, click the "Browse" button and keep doing this procedure until you have attached all files you want to send.

Scene 44



To view the whole document, click the "Preview Document" tab.

Scene 45

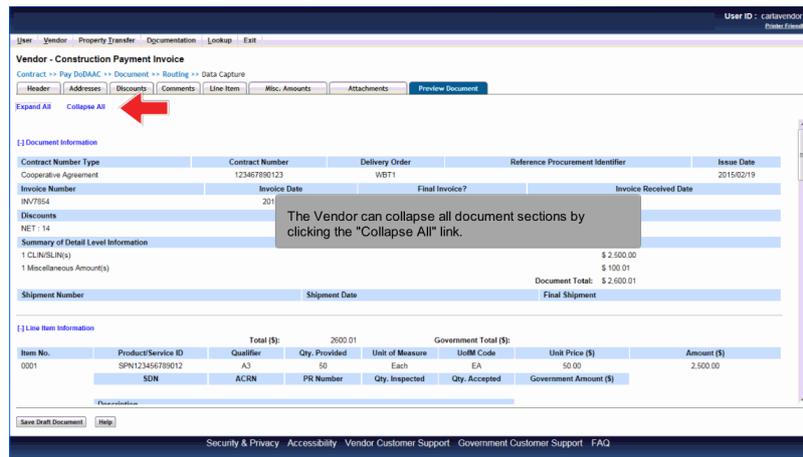


The Preview Document tab is displayed.

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

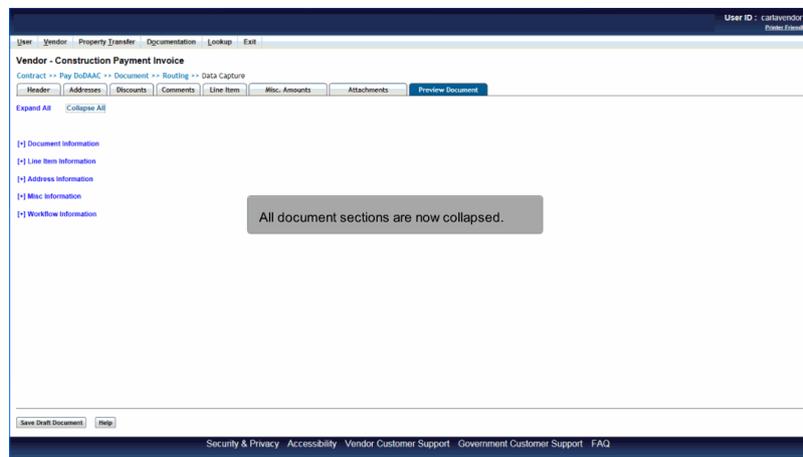
The Vendor can scroll the contents of the tab to review the document. If the Vendor notices an inaccuracy after reviewing the Construction Invoice information, the Vendor can return to the appropriate tab to correct the information.

Scene 46



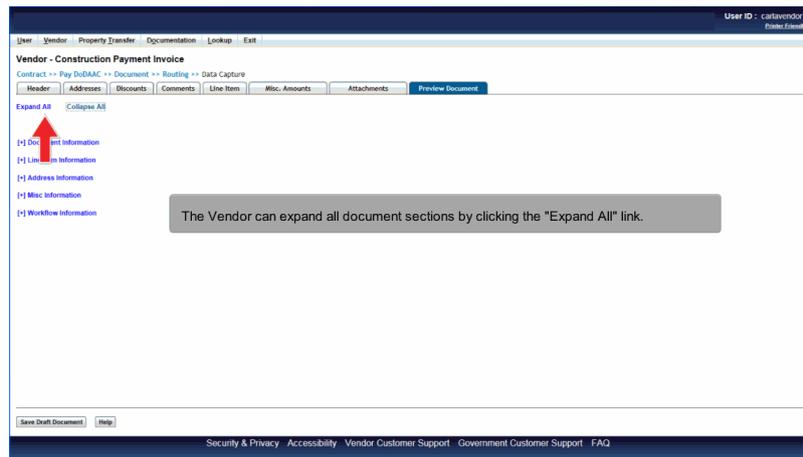
The Vendor can collapse all document sections by clicking the "Collapse All" link.

Scene 47



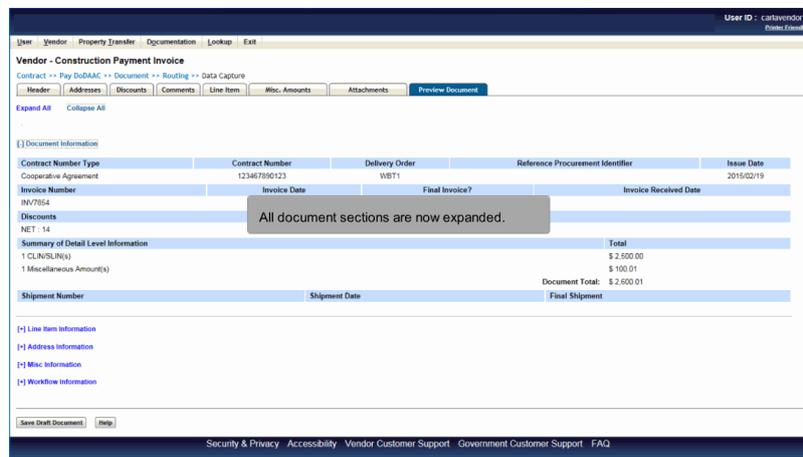
All document sections are now collapsed.

Scene 48



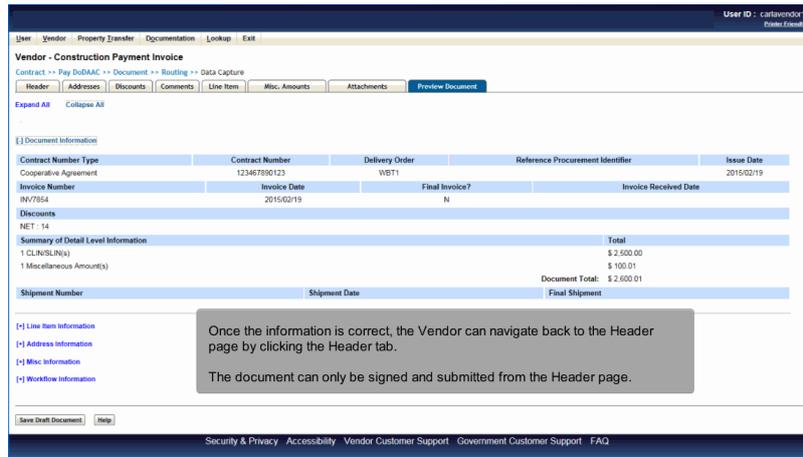
The Vendor can expand all document sections by clicking the "Expand All" link.

Scene 49



All document sections are now expanded.

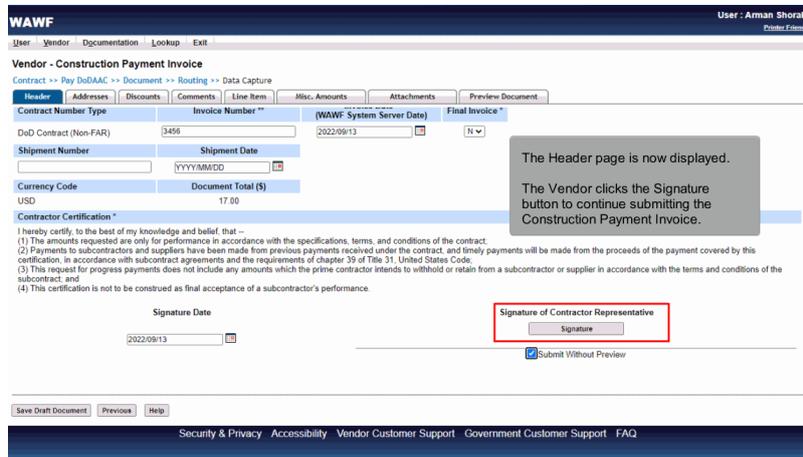
Scene 50



Once the information is correct, the Vendor can navigate back to the Header page by clicking the Header tab.

The document can only be signed and submitted from the Header page.

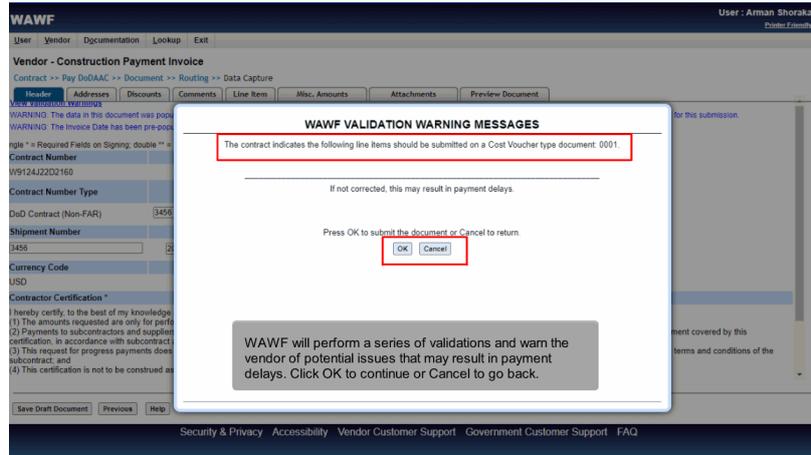
Scene 51



The Header page is now displayed.

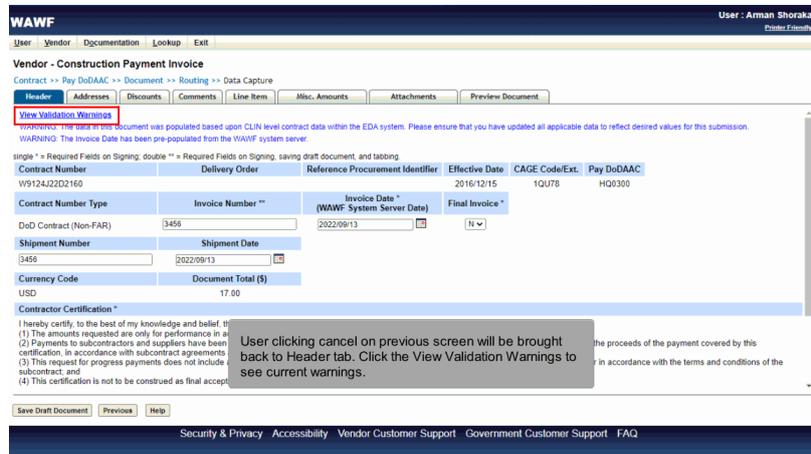
The Vendor clicks the Signature button to continue submitting the Construction Payment Invoice.

Scene 52



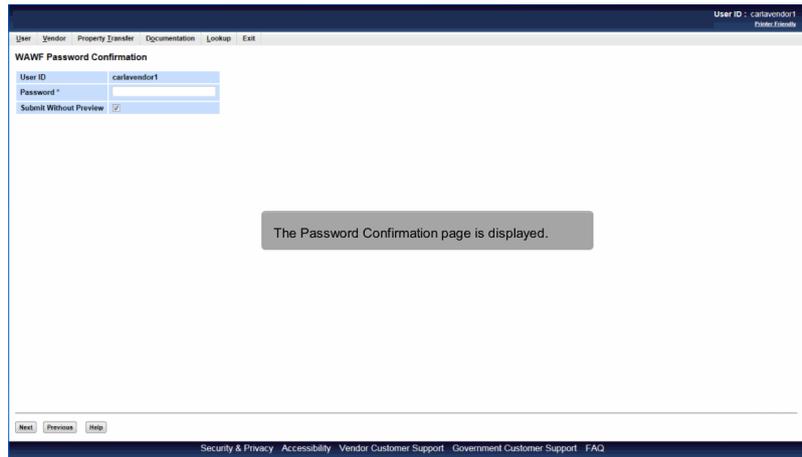
WAWF will perform a series of validations and warn the vendor of potential issues that may result in payment delays. Click OK to continue or Cancel to go back.

Scene 53



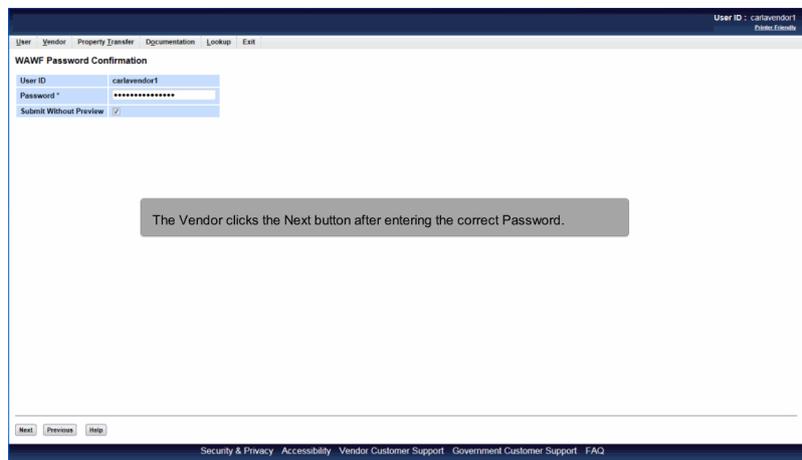
User clicking cancel on previous screen will be brought back to Header tab. Click the View Validation Warnings to see current warnings.

Scene 54



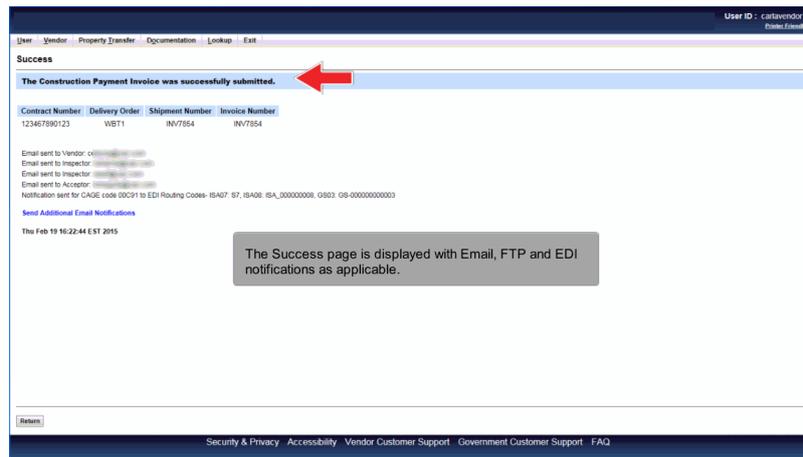
The Password Confirmation page is displayed.

Scene 55



The Vendor clicks the Next button after entering the correct Password.

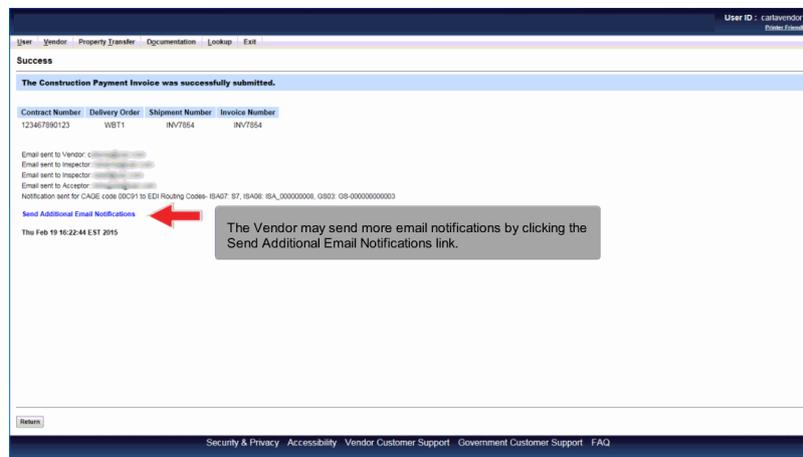
Scene 56



The Success page is displayed with Email, FTP and EDI notifications as applicable.

The Success page is displayed with Email, FTP and EDI notifications as applicable.

Scene 57



The Vendor may send more email notifications by clicking the Send Additional Email Notifications link.

The Vendor may send more email notifications by clicking the Send Additional Email Notifications link.

End



This concludes the demonstration for a Vendor creating a Construction Payment Invoice.