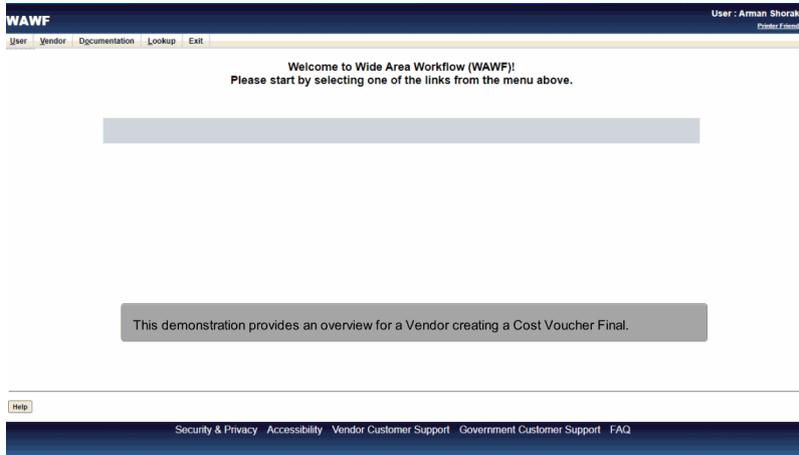


Intro



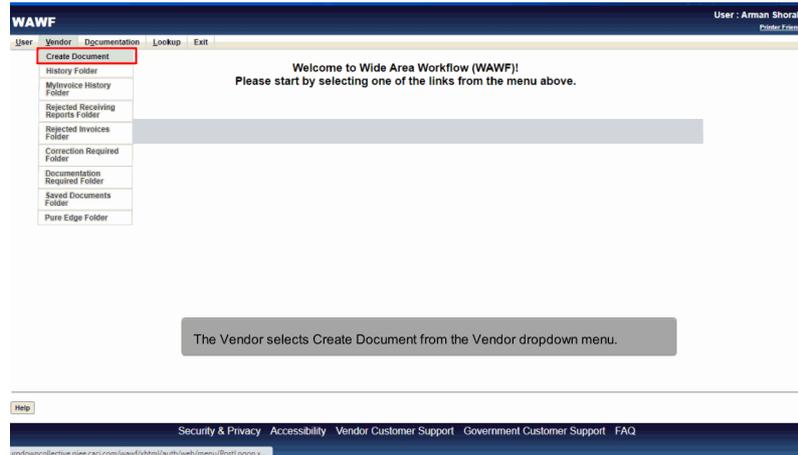
Welcome to PIEE Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 1



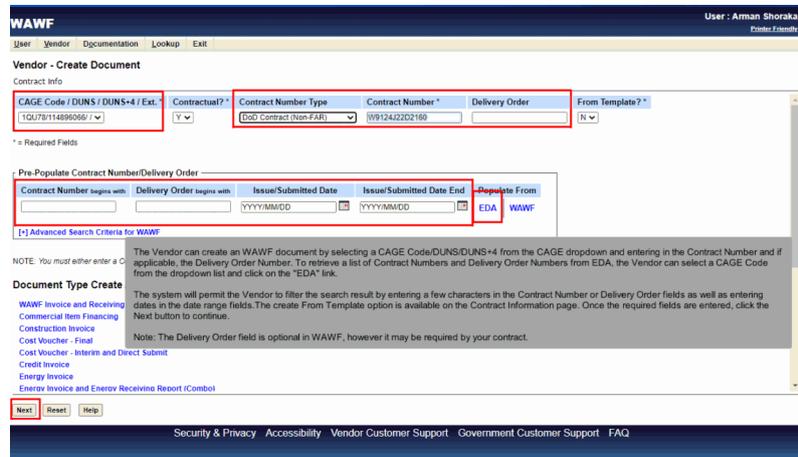
This demonstration provides an overview for a Vendor creating a Cost Voucher Final.

Scene 2



The Vendor selects Create Document from the Vendor dropdown menu.

Scene 3

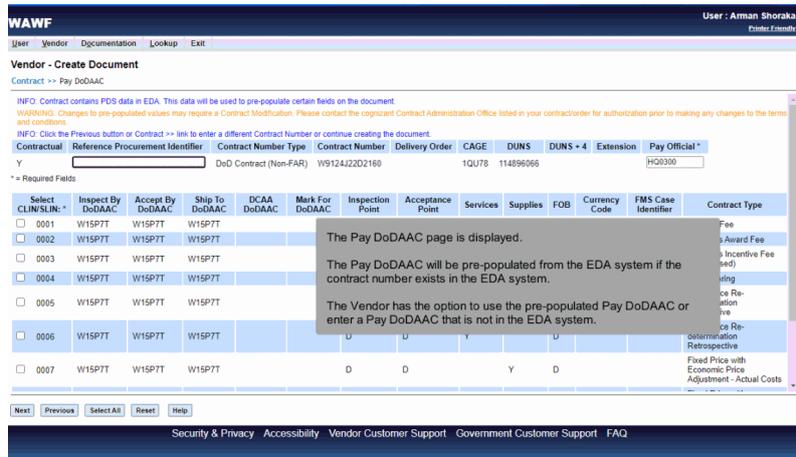


The Vendor can create an WAWF document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number. To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown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

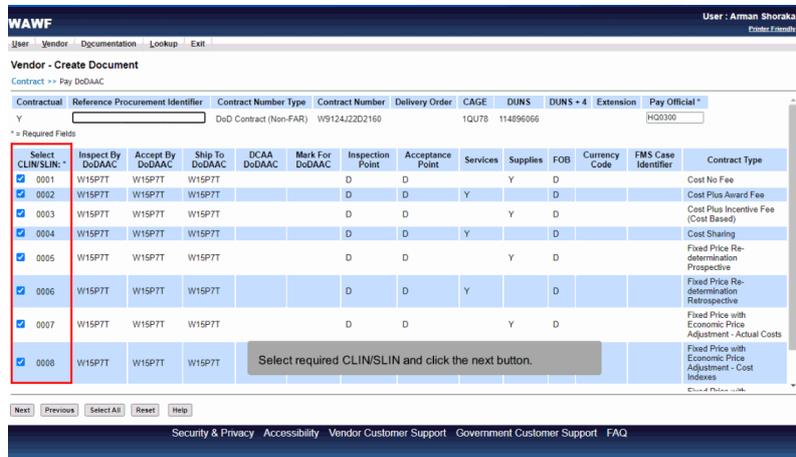


The Pay DoDAAC page is displayed.

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

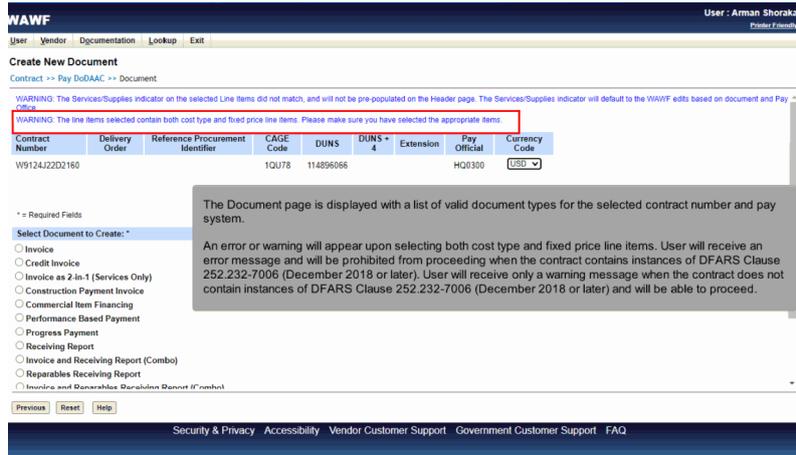
The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

Scene 5



Select required CLIN/SLIN and click the next button.

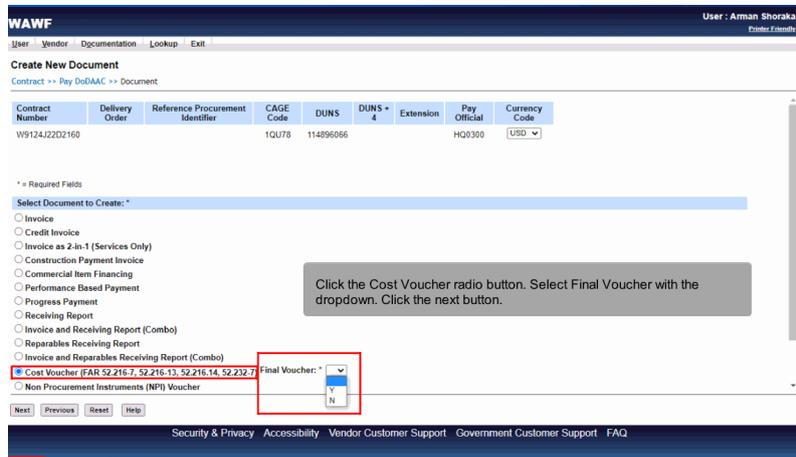
Scene 6



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



Click the Cost Voucher radio button. Select Final Voucher with the dropdown. Click the next button.

Scene 8

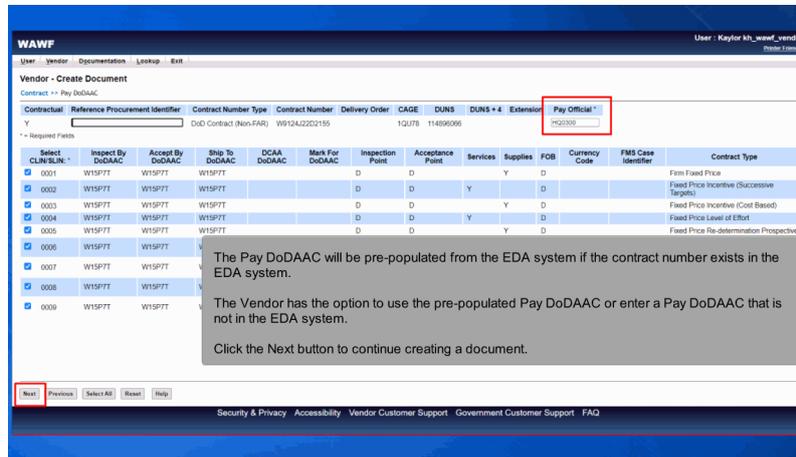


The Routing page is displayed. Enter routing information for the document. WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields. Therefore, ensure that the information is accurate according to the latest contract information.

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 9

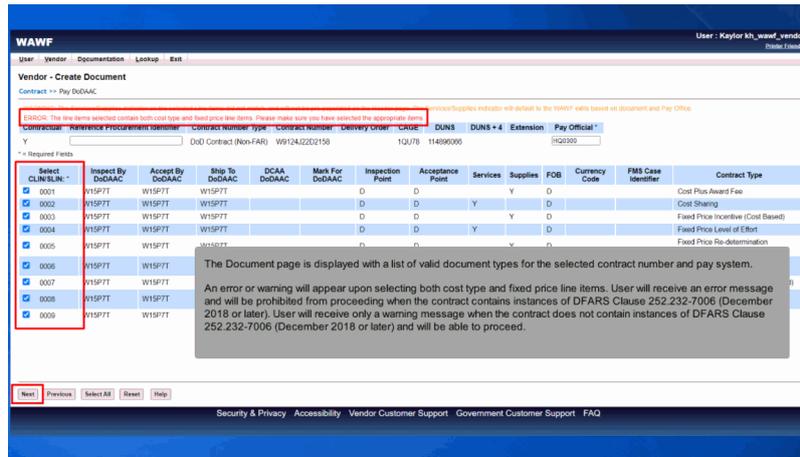


The Pay DoDAAC will be pre-populated from the EDA system if the contract number exists in the EDA system.

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.

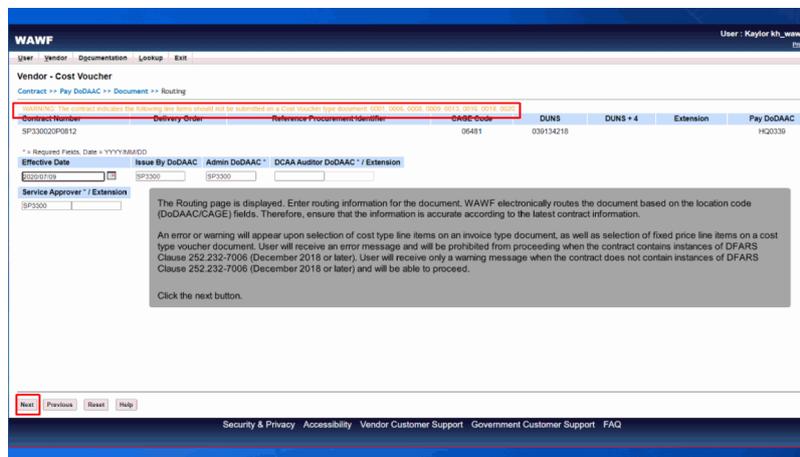
Scene 10



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 11

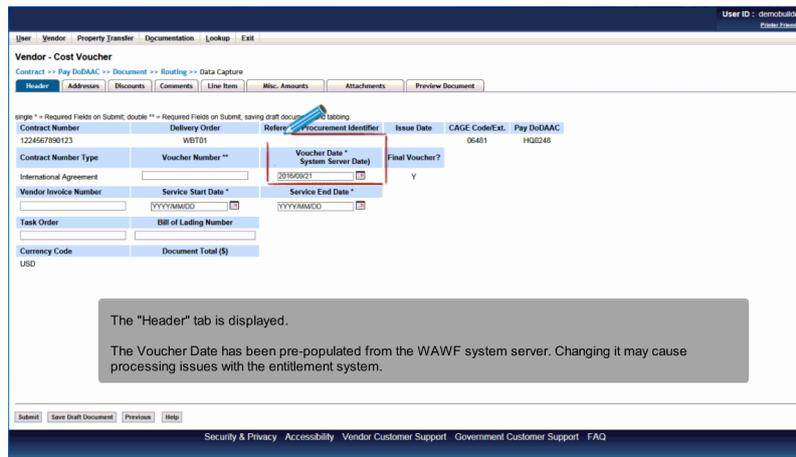


The Routing page is displayed. Enter routing information for the document. WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields. Therefore, ensure that the information is accurate according to the latest contract information.

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.

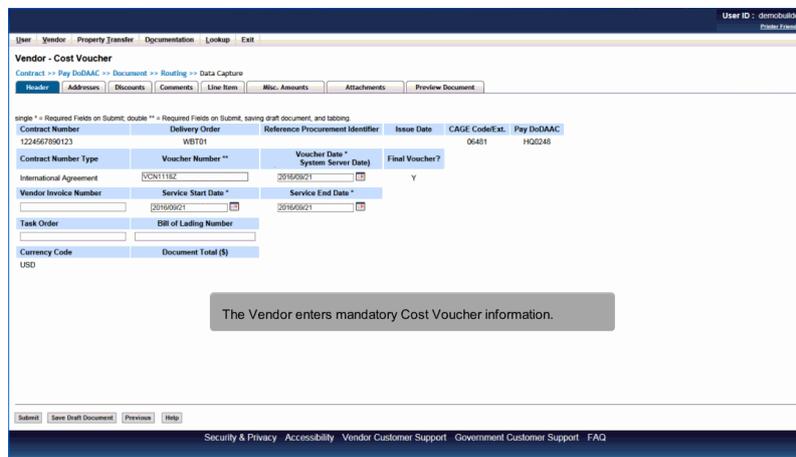
Scene 12



The "Header" tab is displayed.

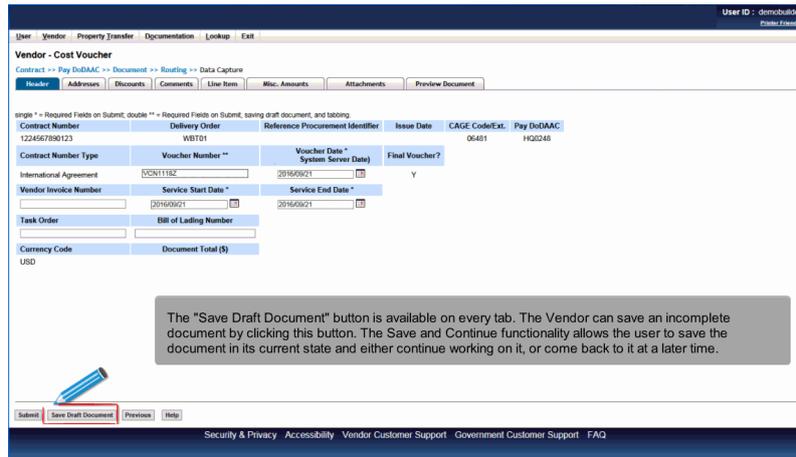
The Voucher Date has been pre-populated from the WAWF system server. Changing it may cause processing issues with the entitlement system.

Scene 13



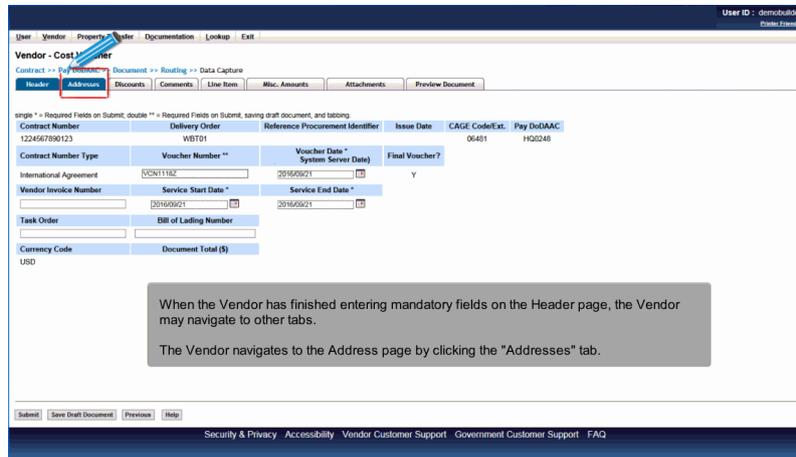
The Vendor enters mandatory Cost Voucher information.

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.

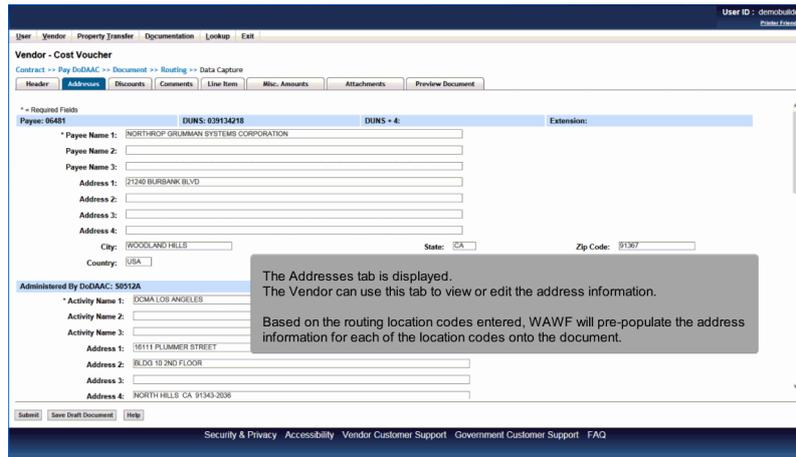
Scene 15



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.

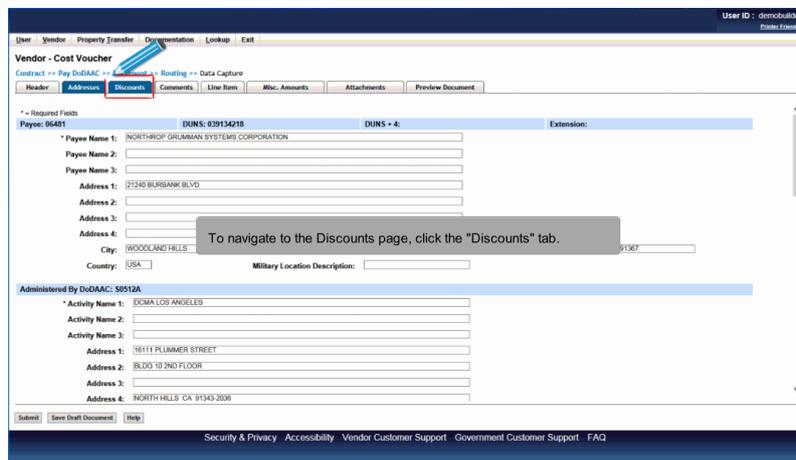
Scene 16



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

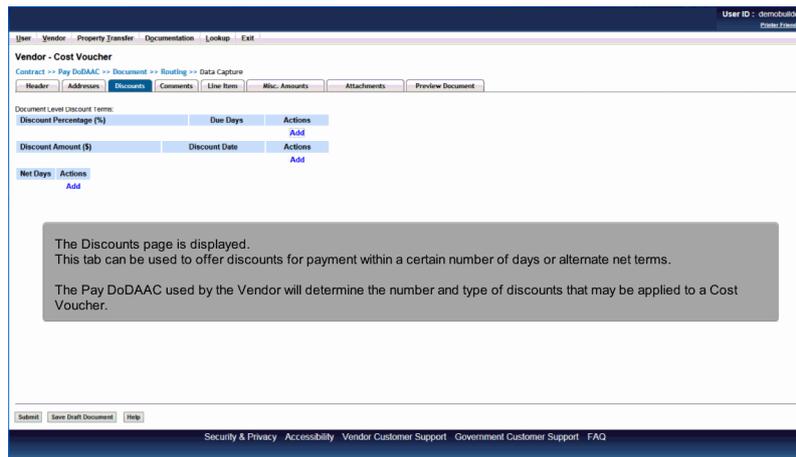
Based on the routing location codes entered, WAWF will pre-populate the address information for each of the location codes onto the document.

Scene 17



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

Scene 18

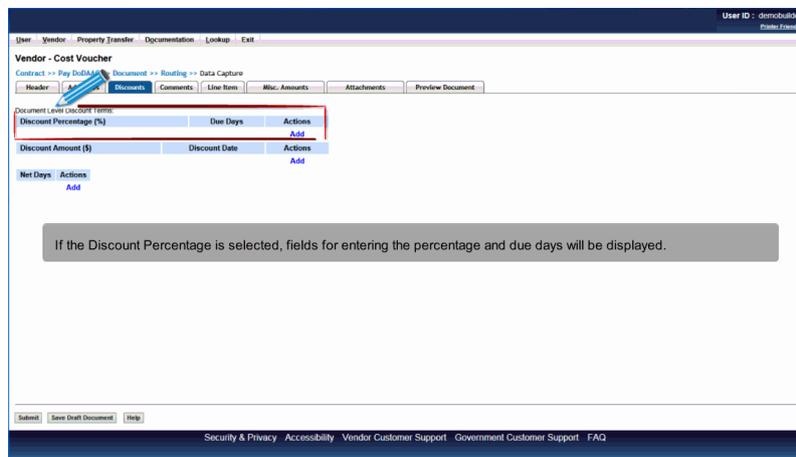


The Discounts page is displayed.

This tab can be used to offer discounts for payment within a certain number of days or alternate net terms.

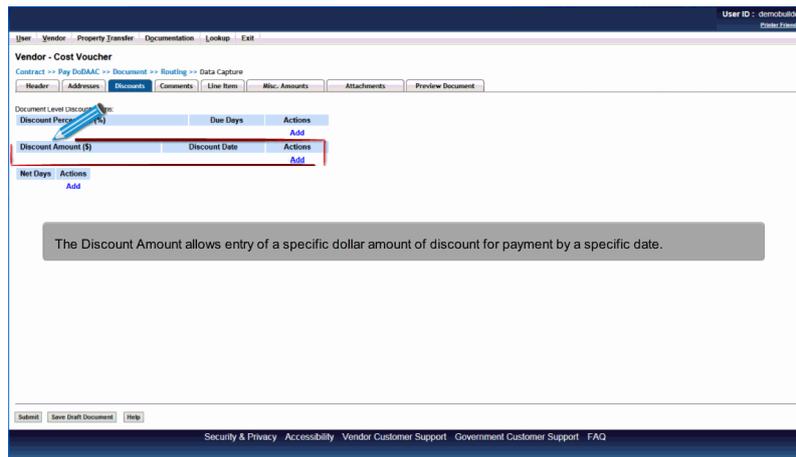
The Pay DoDAAC used by the Vendor will determine the number and type of discounts that may be applied to a Cost Voucher.

Scene 19



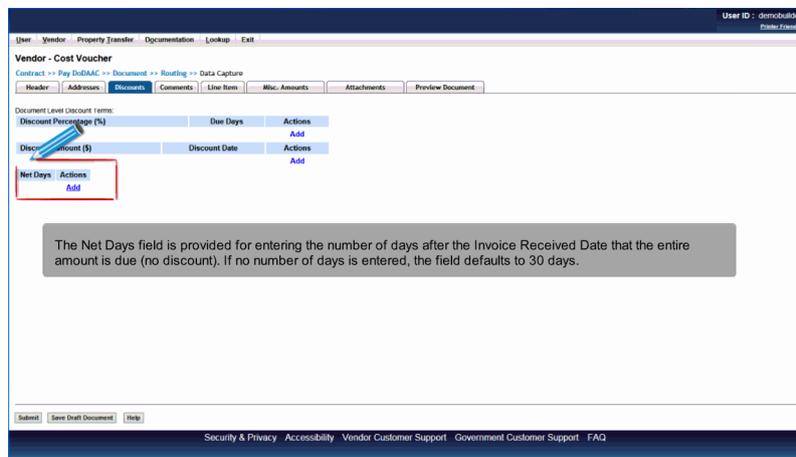
If the Discount Percentage is selected, fields for entering the percentage and due days will be displayed.

Scene 20



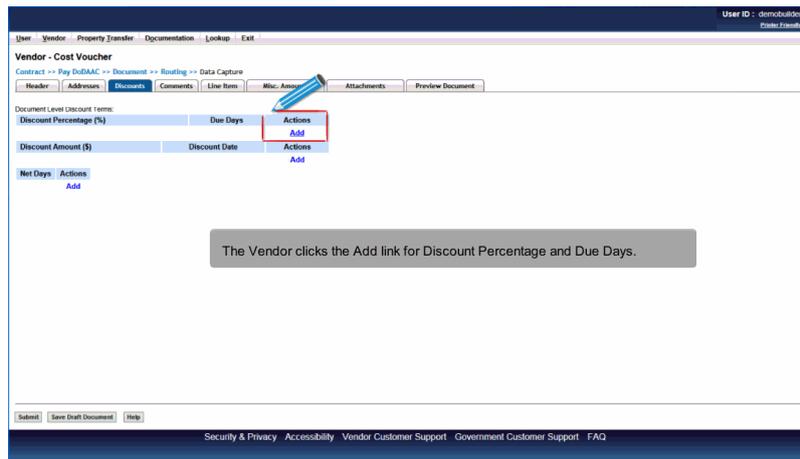
The Discount Amount allows entry of a specific dollar amount of discount for payment by a specific date.

Scene 21



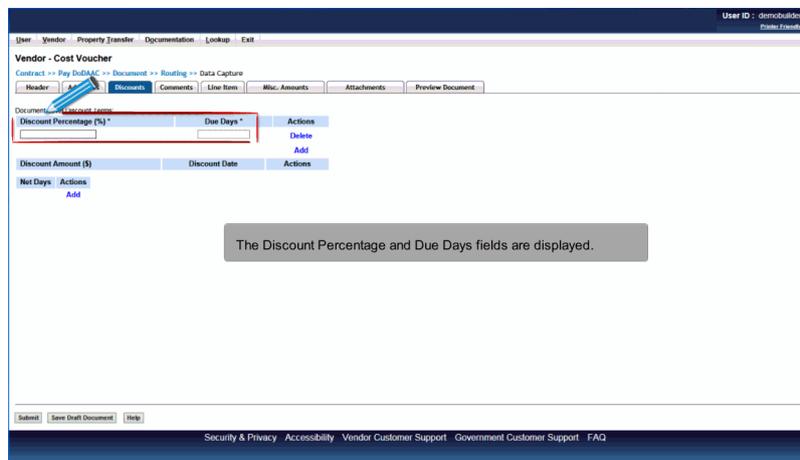
The Net Days field is provided for entering the number of days after the Invoice Received Date that the entire amount is due (no discount). If no number of days is entered, the field defaults to 30 days.

Scene 22



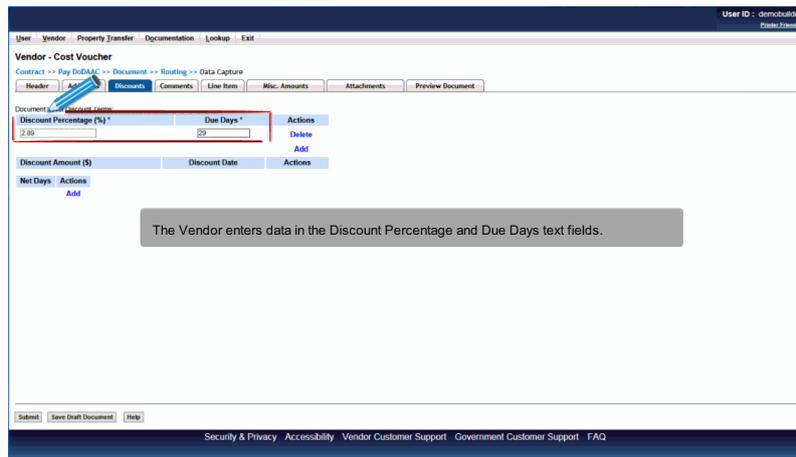
The Vendor clicks the Add link for Discount Percentage and Due Days.

Scene 23



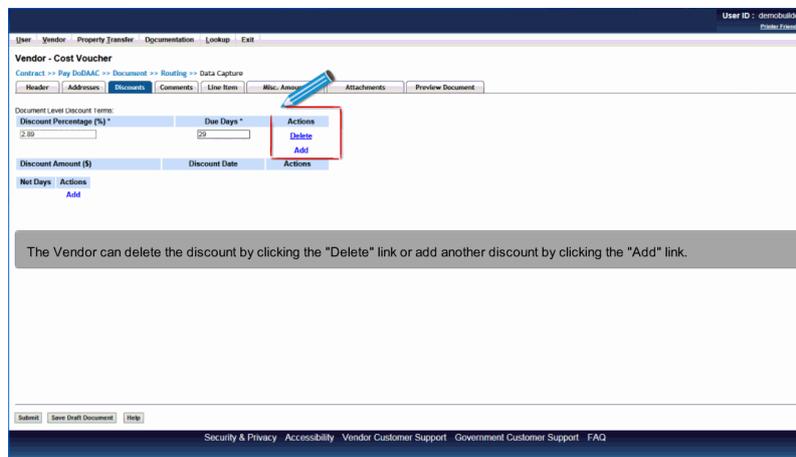
The Discount Percentage and Due Days fields are displayed.

Scene 24



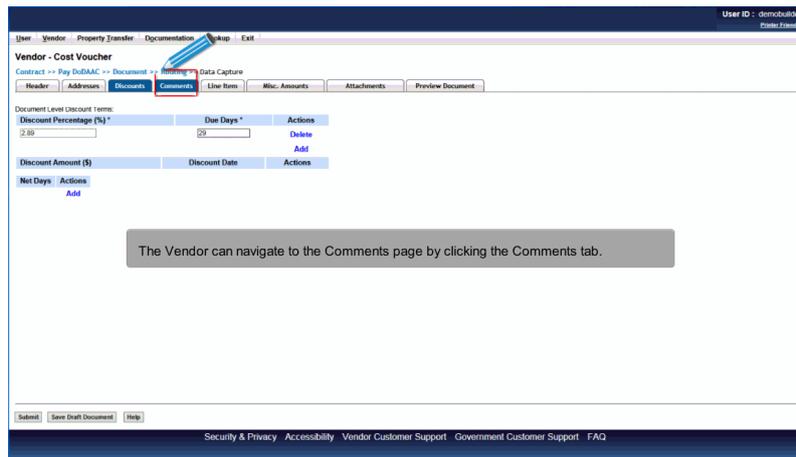
The Vendor enters data in the Discount Percentage and Due Days text fields.

Scene 25



The Vendor can delete the discount by clicking the "Delete" link or add another discount by clicking the "Add" link.

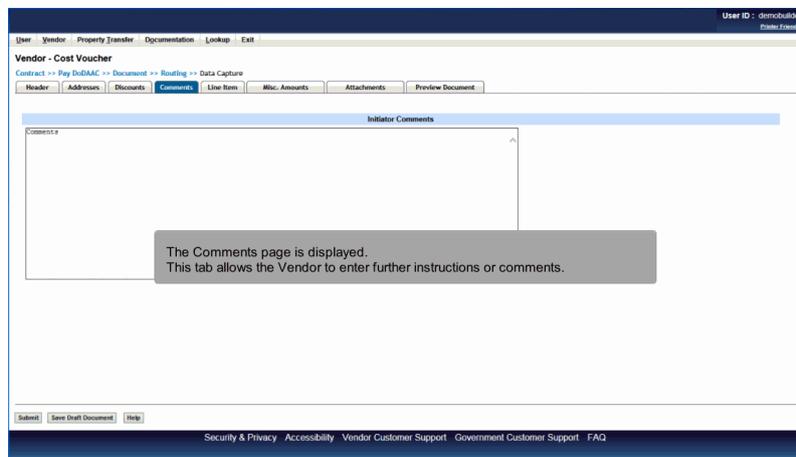
Scene 26



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

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

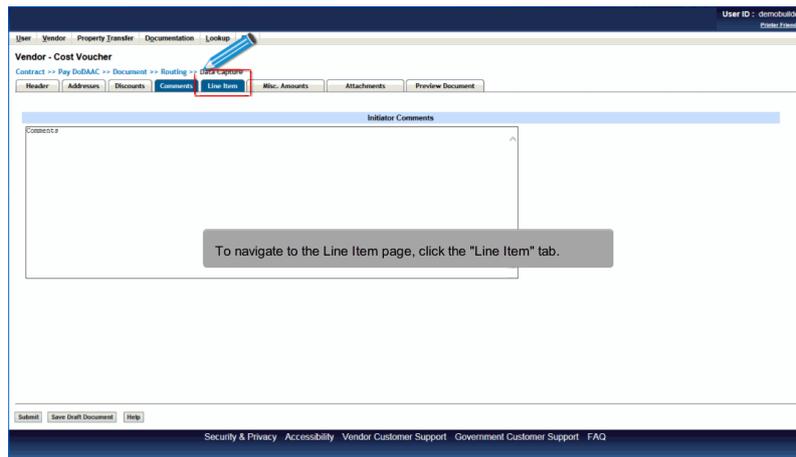
Scene 27



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

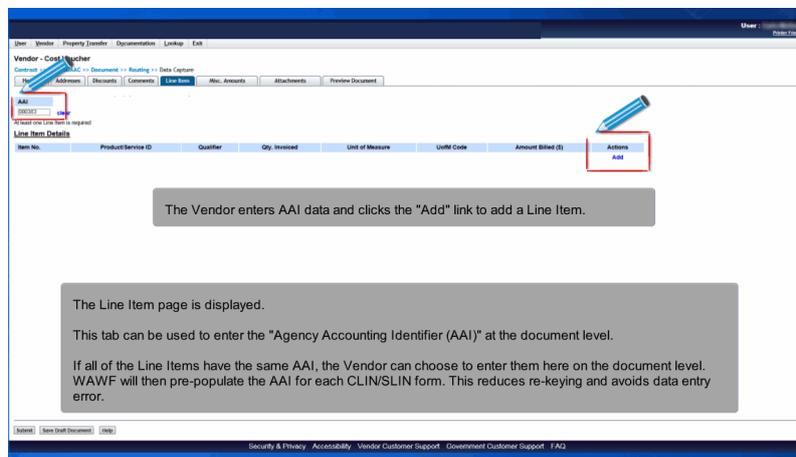
The Comments page is displayed. This tab allows the Vendor to enter further instructions or comments.

Scene 28



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

Scene 29

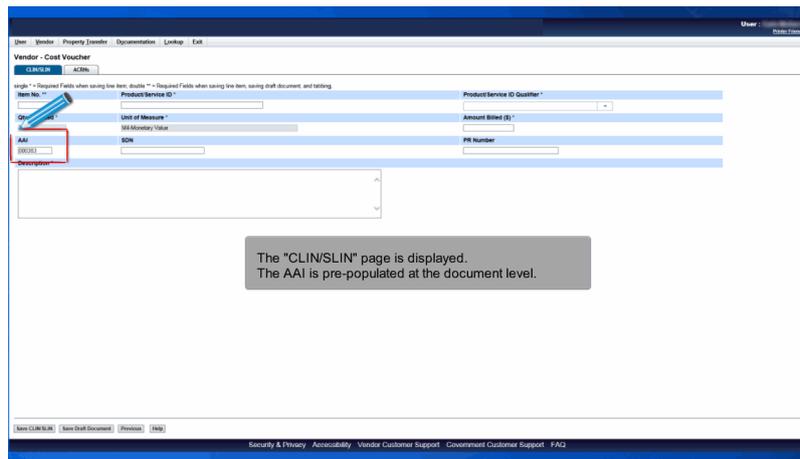


The Line Item page is displayed.

This tab can be used to enter the "Agency Accounting Identifier (AAI)" at the document level.

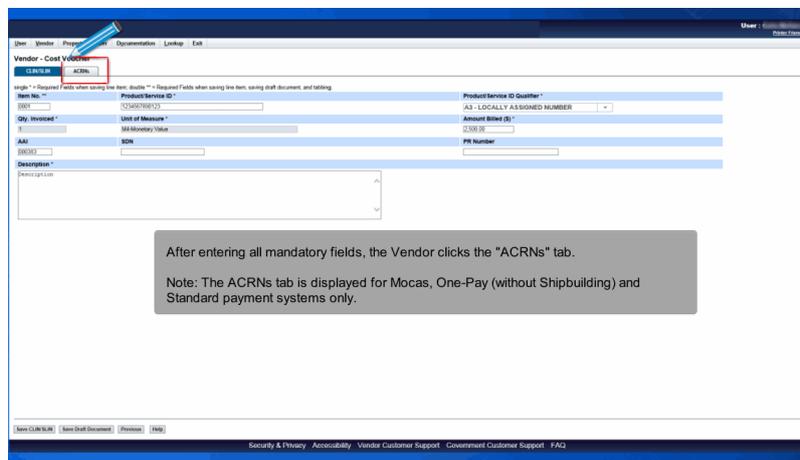
If all of the Line Items have the same AAI, the Vendor can choose to enter them here on the document level. WAWF will then pre-populate the AAI for each CLIN/SLIN form. This reduces re-keying and avoids data entry error. The Vendor enters AAI data and clicks the "Add" link to add a Line Item.

Scene 30



The "CLIN/SLIN" page is displayed.
The AAI is pre-populated at the document level.

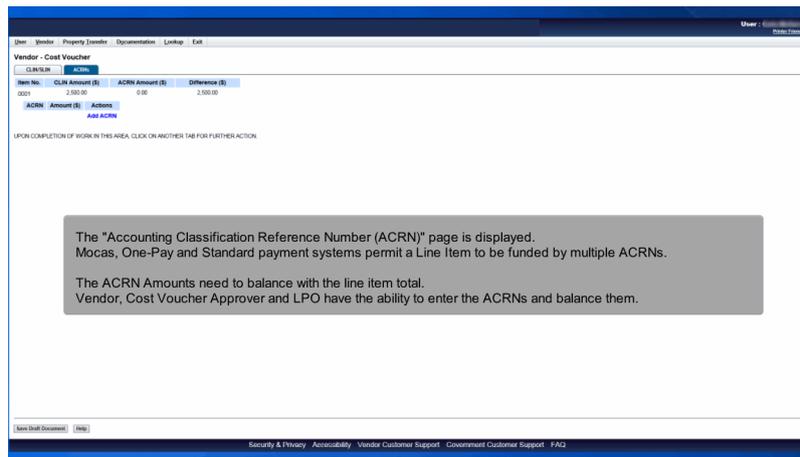
Scene 31



After entering all mandatory fields, the Vendor clicks the "ACRNs" tab.

Note: The ACRNs tab is displayed for Mocas, One-Pay (without Shipbuilding) and Standard payment systems only.

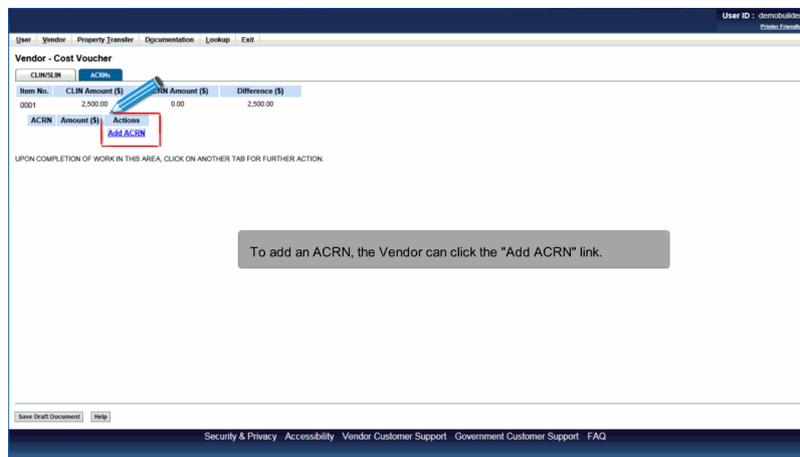
Scene 32



The "Accounting Classification Reference Number (ACRN)" page is displayed. Mocas, One-Pay and Standard payment systems permit a Line Item to be funded by multiple ACRNs.

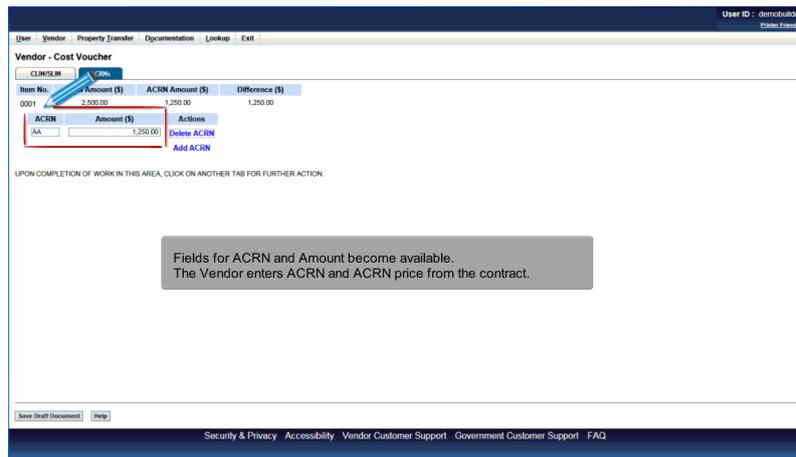
The ACRN Amounts need to balance with the line item total. Vendor, Cost Voucher Approver and LPO have the ability to enter the ACRNs and balance them.

Scene 33



To add an ACRN, the Vendor can click the "Add ACRN" link.

Scene 34



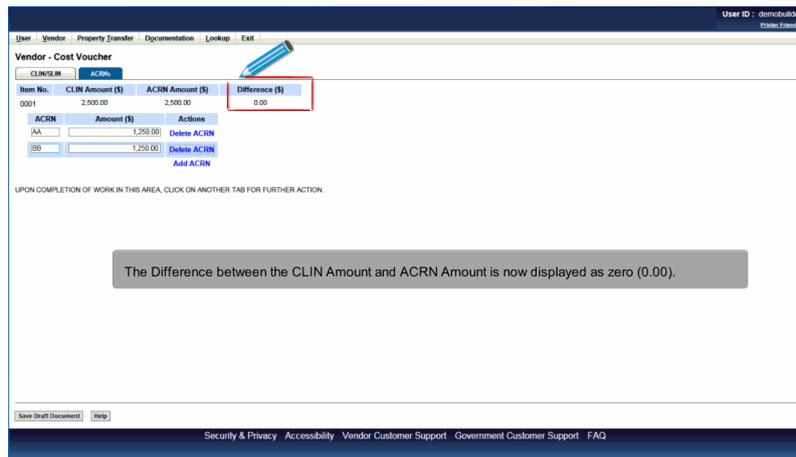
Fields for ACRN and Amount become available.
The Vendor enters ACRN and ACRN price from the contract.

Scene 35



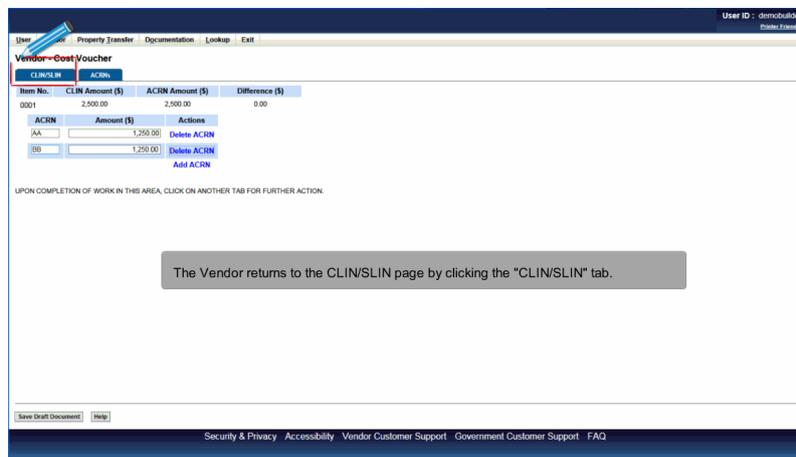
The Vendor clicks the "Add ACRN" link to add another ACRN.

Scene 36



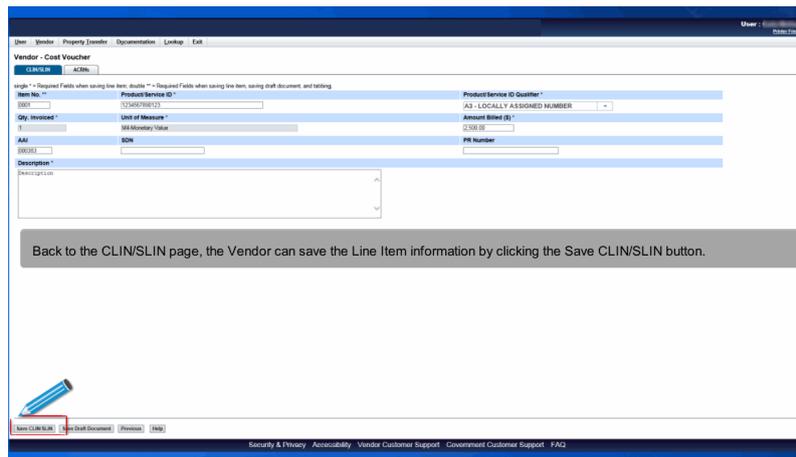
The Difference between the CLIN Amount and ACRN Amount is now displayed as zero (0.00).

Scene 37



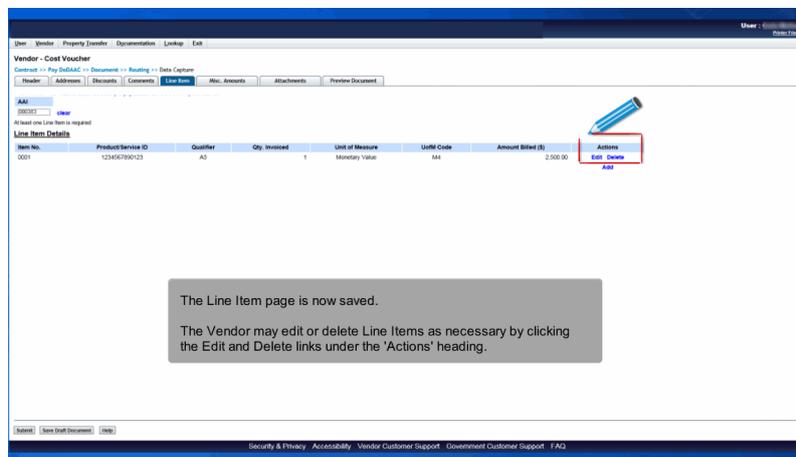
The Vendor returns to the CLIN/SLIN page by clicking the "CLIN/SLIN" tab.

Scene 38



Back to the CLIN/SLIN page, the Vendor can save the Line Item information by clicking the Save CLIN/SLIN button.

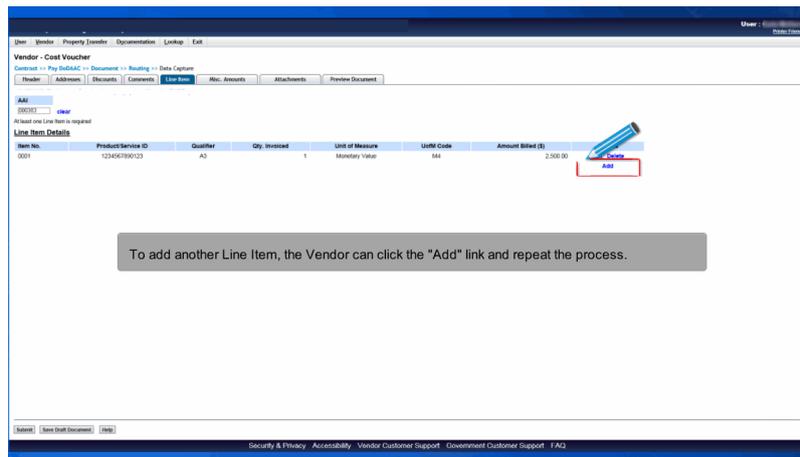
Scene 39



The Line Item page is now saved.

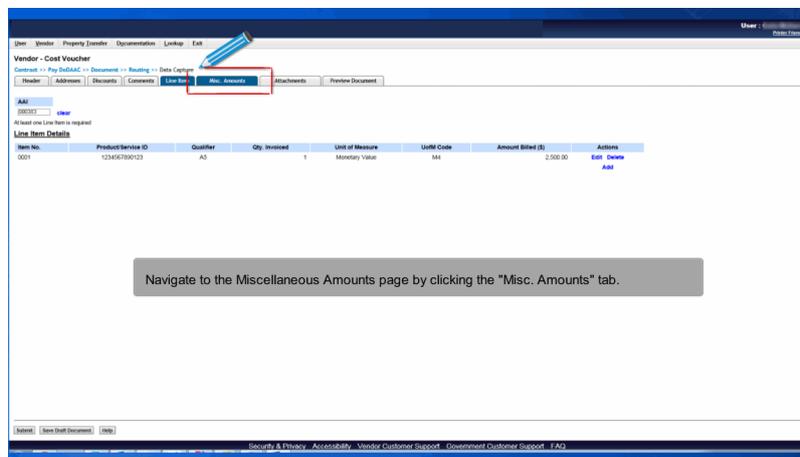
The Vendor may edit or delete Line Items as necessary by clicking the Edit and Delete links under the 'Actions' heading.

Scene 40



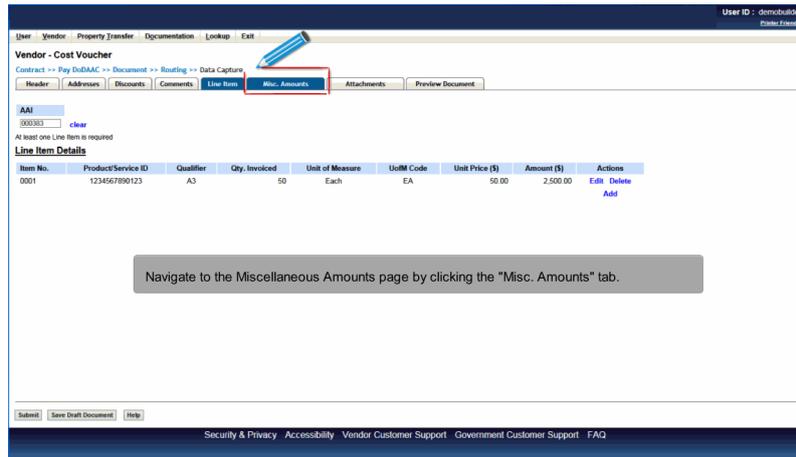
To add another Line Item, the Vendor can click the "Add" link and repeat the process.

Scene 41



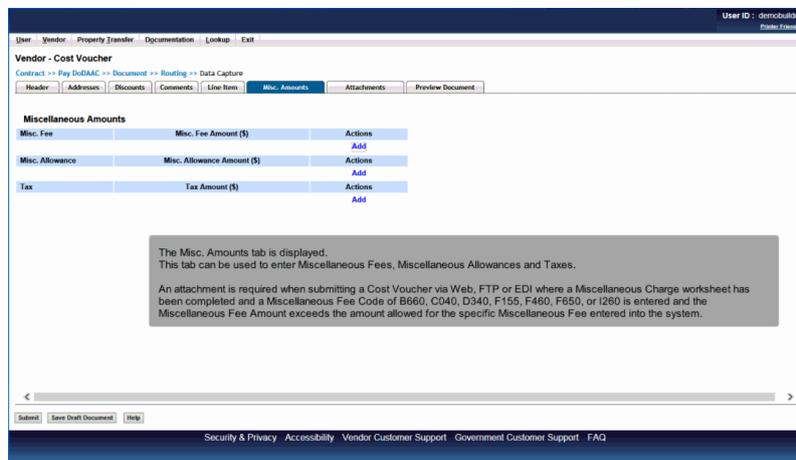
Navigate to the Miscellaneous Amounts page by clicking the "Misc. Amounts" tab.

Scene 42



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

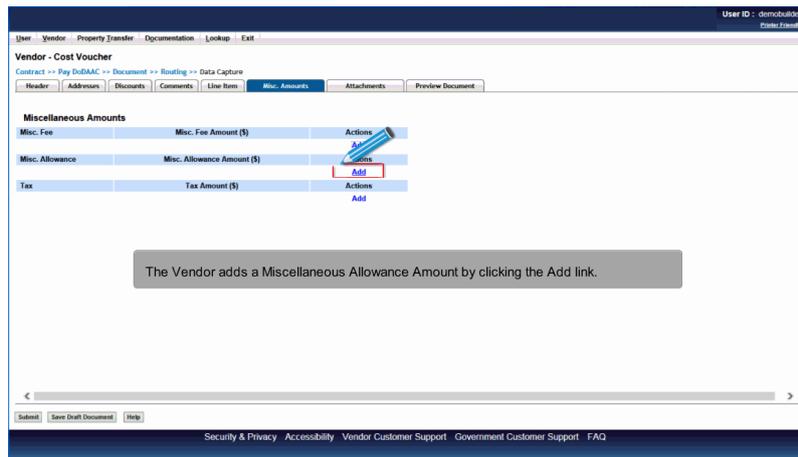
Scene 43



The Misc. Amounts tab is displayed.
This tab can be used to enter Miscellaneous Fees, Miscellaneous Allowances and Taxes.

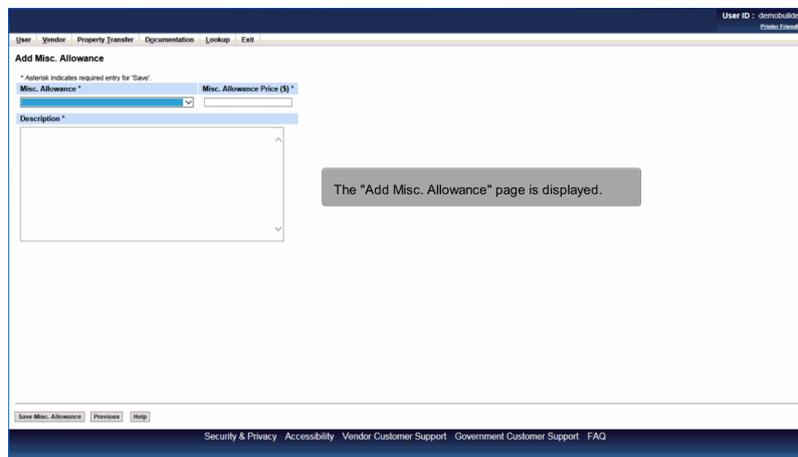
An attachment is required when submitting a Cost Voucher via Web, FTP or EDI where a Miscellaneous Charge worksheet has been completed and a Miscellaneous Fee Code of B660, C040, D340, F155, F460, F650, or I260 is entered and the Miscellaneous Fee Amount exceeds the amount allowed for the specific Miscellaneous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

Scene 44



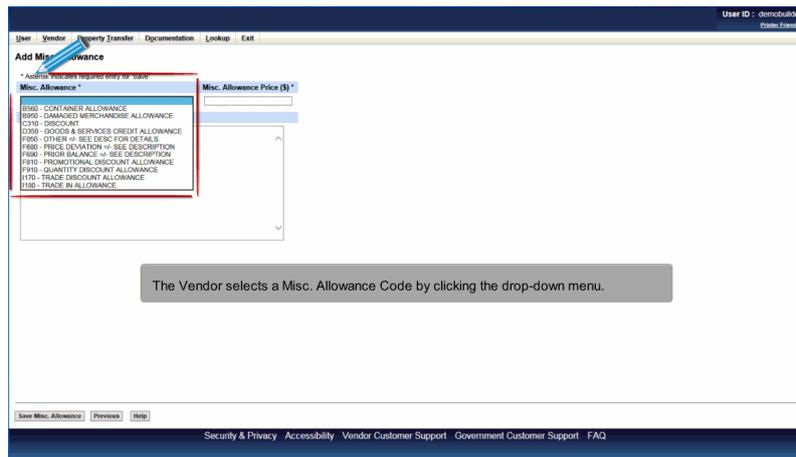
The Vendor adds a Miscellaneous Allowance Amount by clicking the Add link.

Scene 45



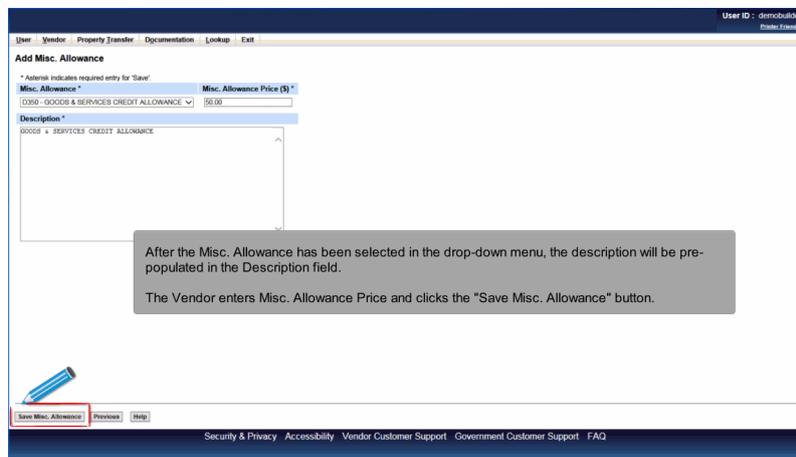
The "Add Misc. Allowance" page is displayed.

Scene 46



The Vendor selects a Misc. Allowance Code by clicking the drop-down menu.

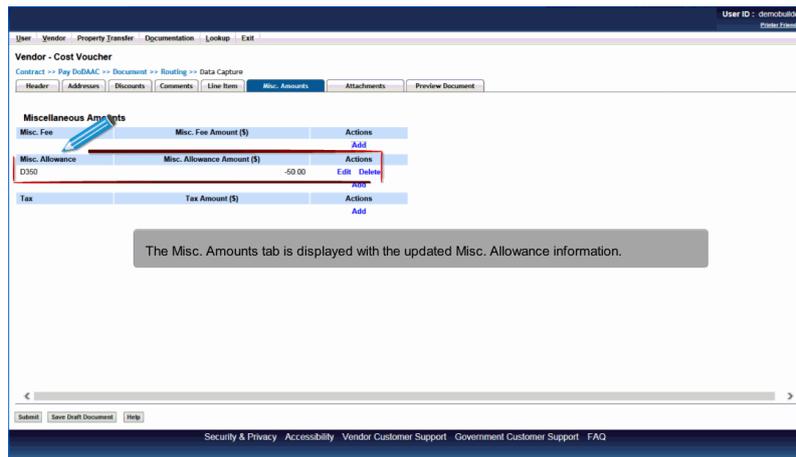
Scene 47



After the Misc. Allowance has been selected in the drop-down menu, the description will be pre-populated in the Description field.

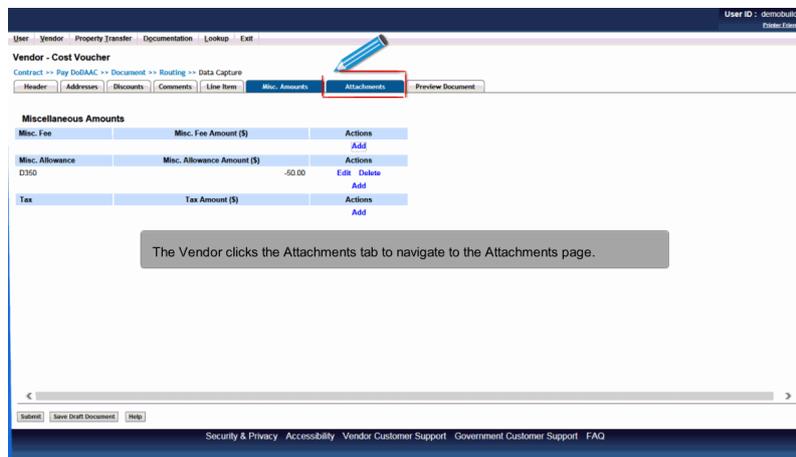
The Vendor enters Misc. Allowance Price and clicks the "Save Misc. Allowance" button.

Scene 48



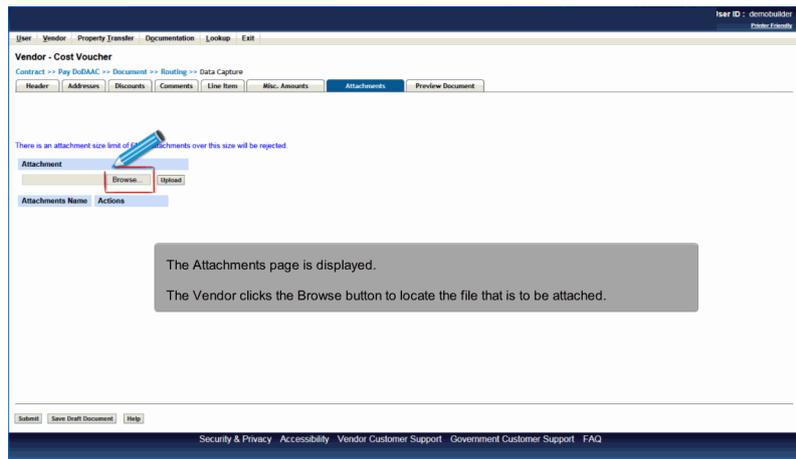
The Misc. Amounts tab is displayed with the updated Misc. Allowance information.

Scene 49



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

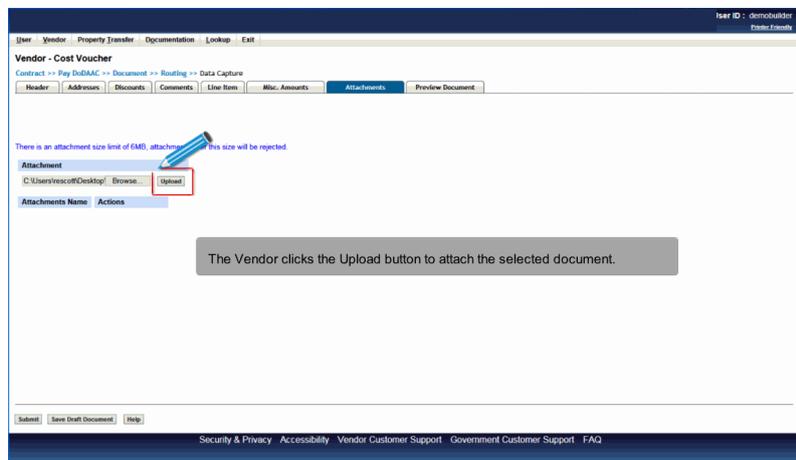
Scene 50



The Attachments page is displayed.

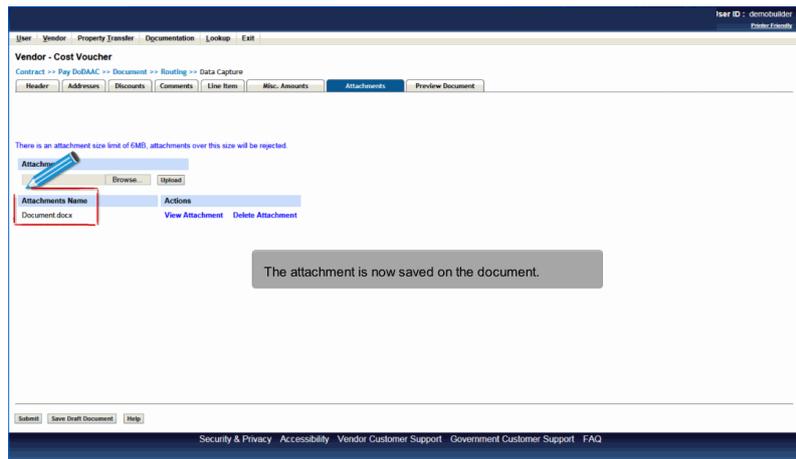
The Vendor clicks the Browse button to locate the file that is to be attached.

Scene 51



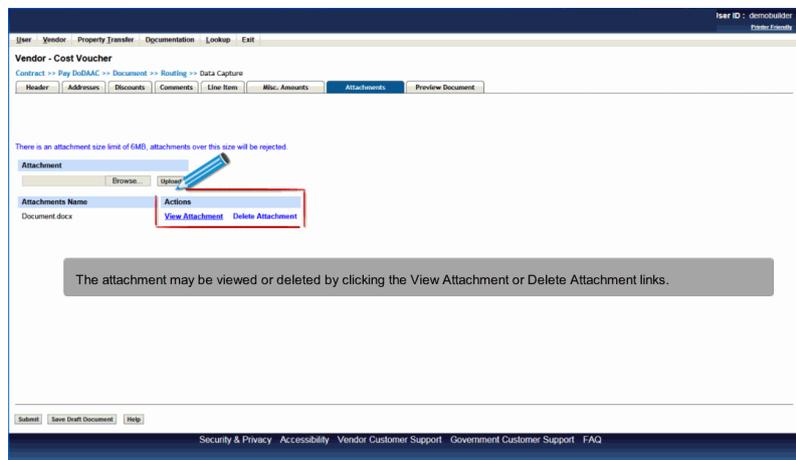
The Vendor clicks the Upload button to attach the selected document.

Scene 52



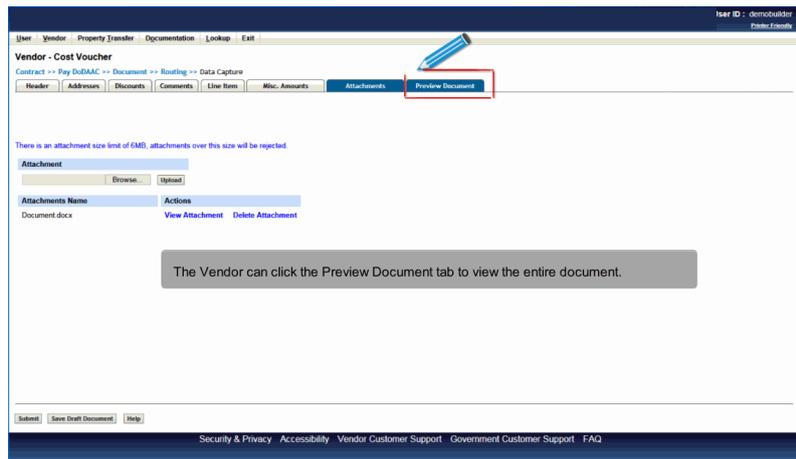
The attachment is now saved on the document.

Scene 53



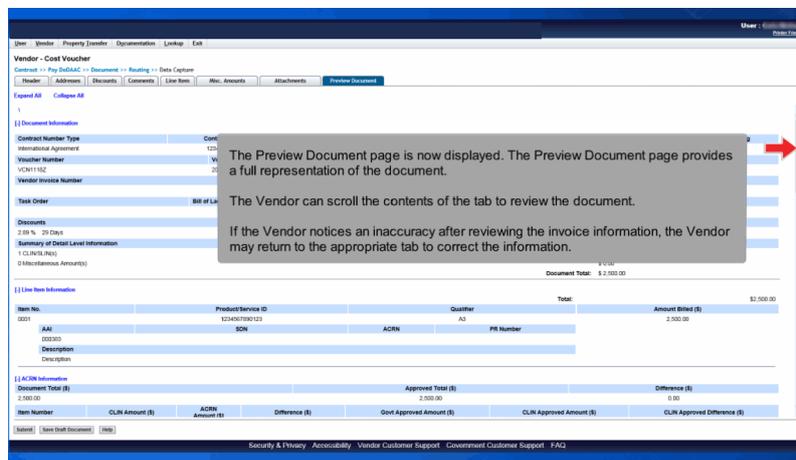
The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Scene 54



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

Scene 55

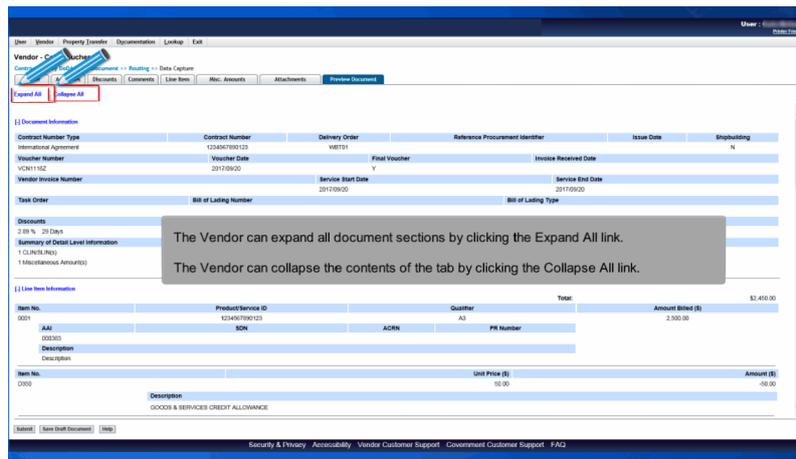


The Preview Document page is now displayed. The Preview Document page provides a full representation of the document.

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.

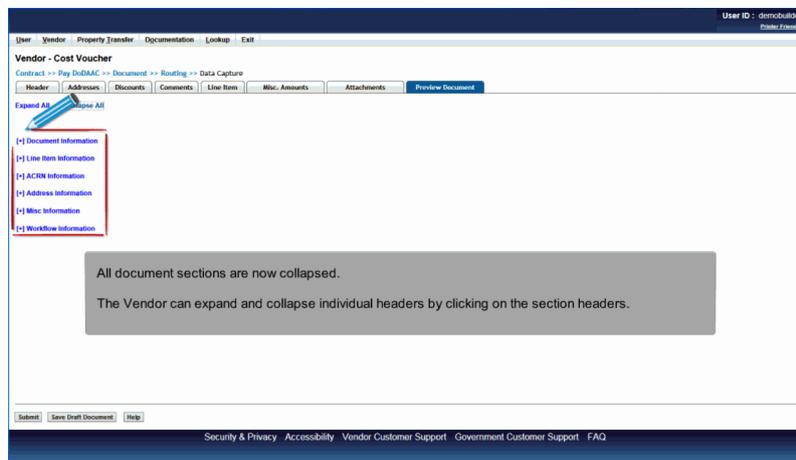
Scene 56



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.

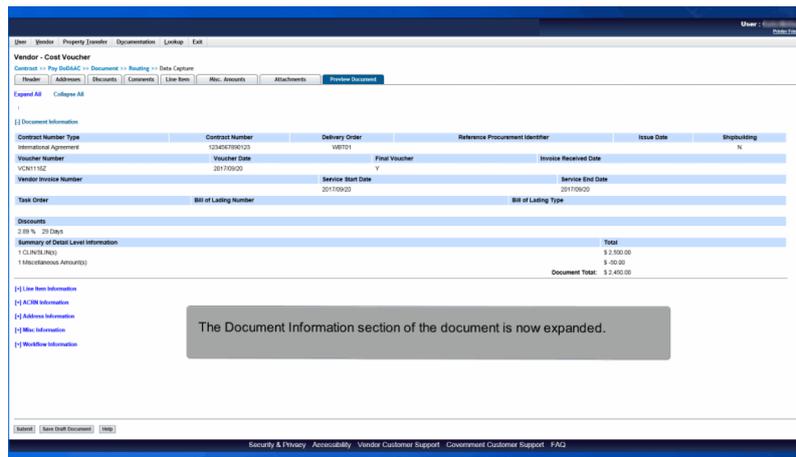
Scene 57



All document sections are now collapsed.

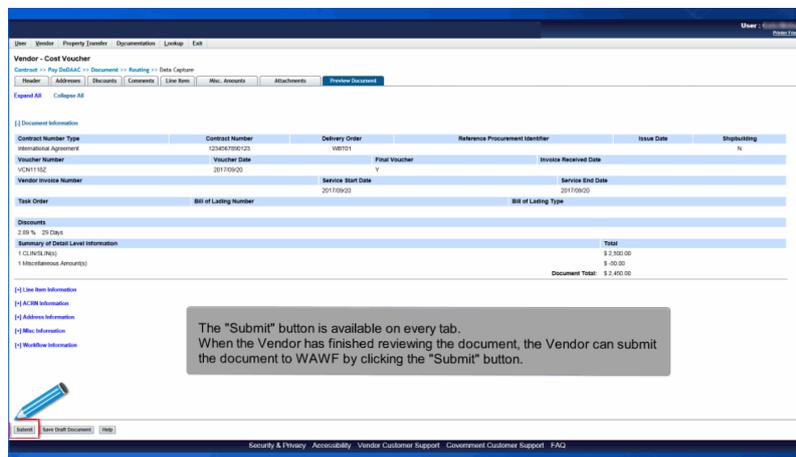
The Vendor can expand and collapse individual headers by clicking on the section headers.

Scene 58



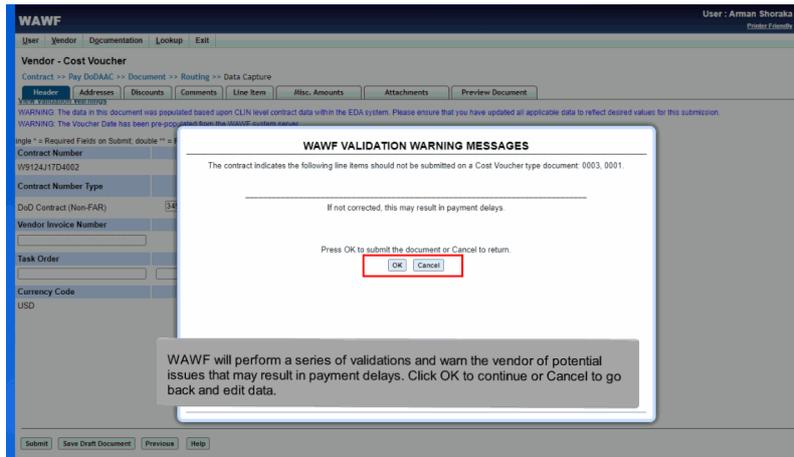
The Document Information section of the document is now expanded.

Scene 59



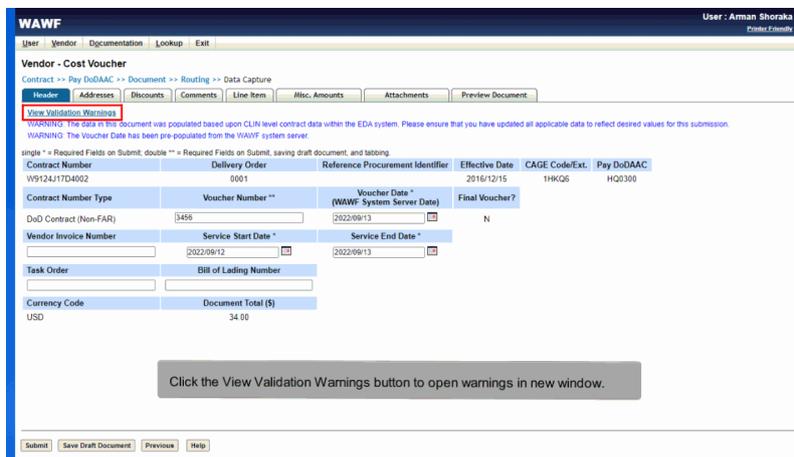
The "Submit" button is available on every tab. When the Vendor has finished reviewing the document, the Vendor can submit the document to WAWF by clicking the "Submit" button.

Scene 60



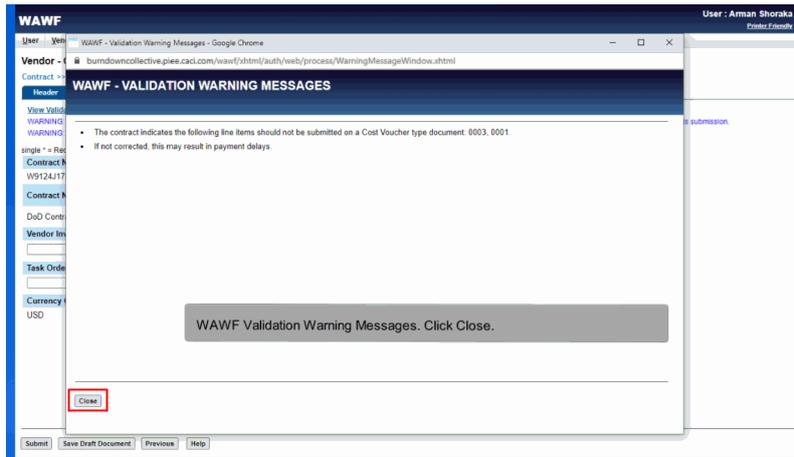
WAWF will perform a series of validations and warn the vendor of potential issues that may result in payment delays. Click OK to continue or Cancel to go back and edit data.

Scene 61



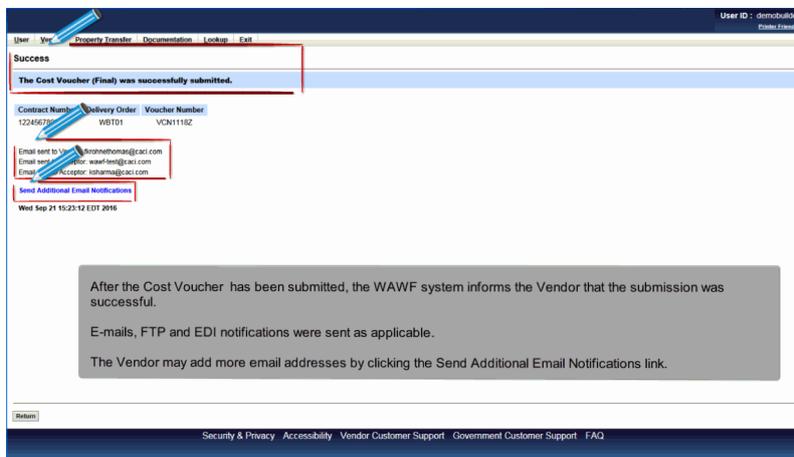
Click the View Validation Warnings button to open warnings in new window.

Scene 62



WAWF Validation Warning Messages. Click Close.

Scene 63

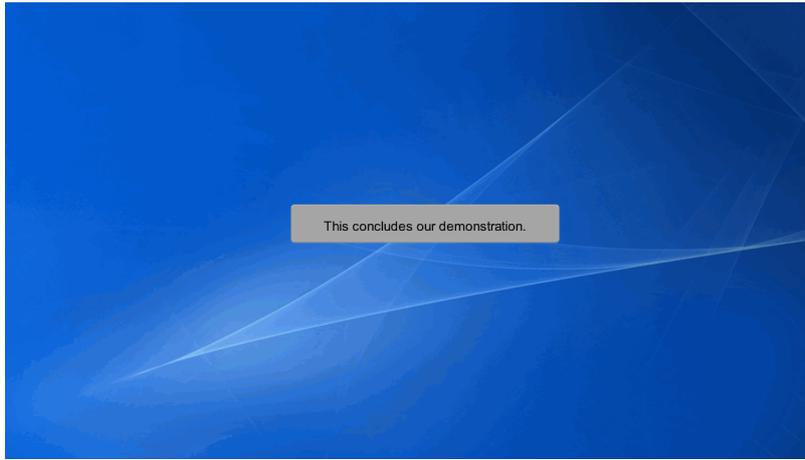


After the Cost Voucher has been submitted, the WAWF system informs the Vendor that the submission was successful.

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.

End



This concludes our demonstration.