

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

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This is an overview of a Vendor creating a GSA Contract. For this demonstration we will be creating an Invoice.

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The Vendor can create an iRAPT 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.

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Entering a Reference Procurement Identifier is always optional, but may be used any time the order has	
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Enter the Routing Code information and click the Next button to continue.

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

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			Click	the Addresses tab.	
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Use the data on your contract to fill in the required fields.

The Invoice Number, Shipment Number, Shipment Date, and Final Invoice and Shipment Indicators are mandatory fields. Click the Addresses tab.

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	Payee Name 2:						
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	Address 1:	21240 BURBANK BLVD					
	Address 2:						
	Address 3:						
	Address 4:						
	City:	WOODLAND HILLS			State: ICA	Zip Code:	91367
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WAWF will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered.

Enter the Address information and click the Discounts tab to continue.



The Discounts page allows you to offer discounts for payment within a certain number of days.

Click the Add link under Discount Percentage to enter a Discount Percentage and Due Days.

Enter the Discounts information and click the Comments tab to continue.

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The Add CLIN/SLIN screen appears. Complete all of the required fields.

Complete the ACRNs tab only if your CLIN/SLIN is funded by more than one ACRN.

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When all the required information has been added for the line item, click the Save CLIN/SLIN button at the bottom of the screen.

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Click the Misc. Amounts Tab.



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To enter Miscellaneous Amounts click the Add link.

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After the Invoice has been submitted, the WAWF system informs you that the submission was successful.

VendorCreateGSAContract



This concludes our demonstration.