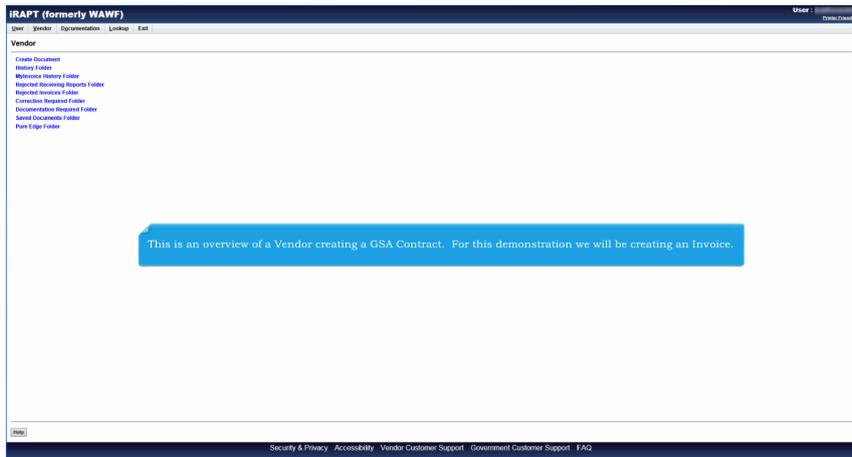
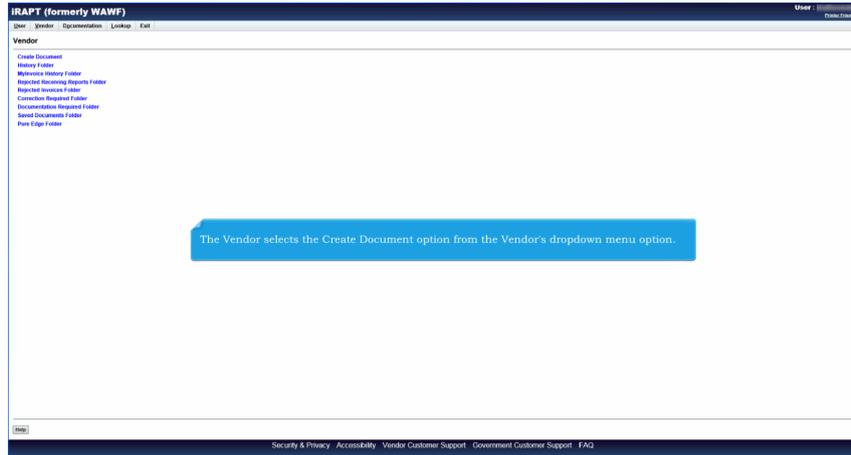


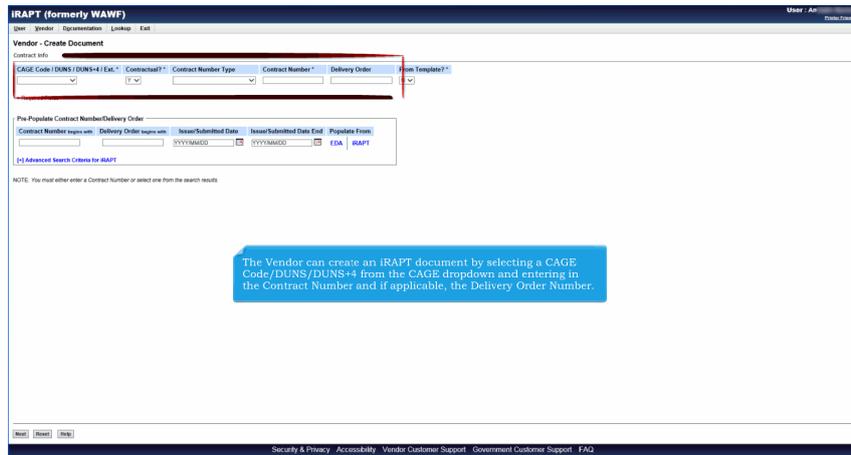
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.



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



The Vendor selects the Create Document option from the Vendor's dropdown menu option.



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.

IRAPT (formerly WAWF)

User: Admin | Help | Logout | Exit

Vendor - Create Document

Contract Info

CAGE Code (DUNS +4) Ext. Contract? Contract Number Type Contract Number Delivery Order From Template?

05681030134218 Other Agreement HQ039W123456 05681

* Required Fields

Please Populate Contract Number/Delivery Order

Contract Number Issues via Delivery Order Issues via Issues/Submitted Date Issues/Submitted Date End Populate From

Contract Number Issues via: 05681030134218 Delivery Order Issues via: 05681030134218 Issues/Submitted Date: 05/15/2018 Issues/Submitted Date End: 05/15/2018 Populate From: ECA | IRAPT

Advanced Search Criteria for IRAPT

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

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.

Next Previous Cancel

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.

IRAPT (formerly WAWF)

User: Admin | Help | Logout | Exit

Vendor - Create Document

Contract --> Pay DEDAC

INFO: Unable to retrieve POC_AK from ECA. The POC_AK was not found in ECA.
INFO: The contract data is not available in DOD ECA.
INFO: Click the Previous button or Contract --> link to enter a different Contract Number or continue creating the document.

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

Y Other Agreement HQ039W123456 WBT1 05681 056134218

* Required Fields

If your contract was issued under a GSA schedule then your GSA Contract Number entry needs to be accomplished by using the Reference Procurement Identifier field.
Entering a Reference Procurement Identifier is always optional, but may be used any time the order has been placed under a parent agreement, such as a GSA schedule.

Next Previous Cancel

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

If your contract was issued under a GSA schedule then your GSA Contract Number entry needs to be accomplished by using the Reference Procurement Identifier field.

Entering a Reference Procurement Identifier is always optional, but may be used any time the order has been placed under a parent agreement, such as a GSA schedule.

IRAPT (formerly WAWF)

User: Admin | Documents: 1 | Links: 1 | Exit

Vendor - Create Document

Contract --> Pay DDAAC

INFO: Unable to retrieve POS XML from EDA. The POS XML was not found in EDA.
INFO: The contract data is not available in EDA.

INFO: Click the "Reference Procurement Identifier" to different Contract Number or continue creating the document.

Contract #	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official
Y	ALF912H034JA	Other Agreement	H0339W12346	WB1	06481	036134218			050339

* - Required Fields

Enter the "Reference Procurement Identifier" from your contract if not pre-populated from EDA.

Home | Previous | Next | Help

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

Enter the "Reference Procurement Identifier" from your contract if not pre-populated from EDA.

IRAPT (formerly WAWF)

User: Admin | Documents: 1 | Links: 1 | Exit

Create New Document

Contract --> Pay DDAAC --> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
H0339W12346	WB1	ALF912H034JA	06481	036134218			H0339	USD

* - Required Fields

Select Document to Create:

- Invoice
- Create Invoice
- Invoice as 2 in 1 (Services Only)
- Commercial Item Receiving
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Requirable Receiving Report
- Invoice and Requirable Receiving Report (Combo)
- Cash Voucher (AO: 52.216-2, 52.216-3, 52.216.14, 52.219-7)
- Non Procurement Statement (NPS) Voucher
- Grant Voucher
- Telecom Service (Contractual)

Click the radio button for Invoice.

Home | Next | Help

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

Click the radio button for Invoice.

IRAPT (formerly WAWF)

User: Admin

Contract -> Pay DuDAMC -> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
H2023WV12246	WB11	ALF812H0034JA	06481	03914218			H20239	USD

Required Fields

Select Document to Create:

- Invoice
- Credit Invoice
- Invoice as 2 in 1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Requirable Receiving Report
- Invoice and Requirable Receiving Report (Combo)
- Cost Voucher (ARS 52.216.7, 52.216.13, 52.216.14, 52.216.7)
- Non Procurement Investments (NPI) Voucher
- Grant Voucher
- Telecom Invoice (Contractual)

The Next button appears after the document type is selected. Click the Next button to continue.

Next Previous Cancel Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Next button appears after the document type is selected. Click the Next button to continue.

IRAPT (formerly WAWF)

User: Admin

Contract -> Pay DuDAMC -> Document -> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DuDAMC
H2023WV12246	WB11	ALF812H0034JA	06481	03914218			H20239

Required Fields: Date -> YYYYMMDD

Issue Date Issue By DuDAMC Admin DuDAMC

YYYYMMDD

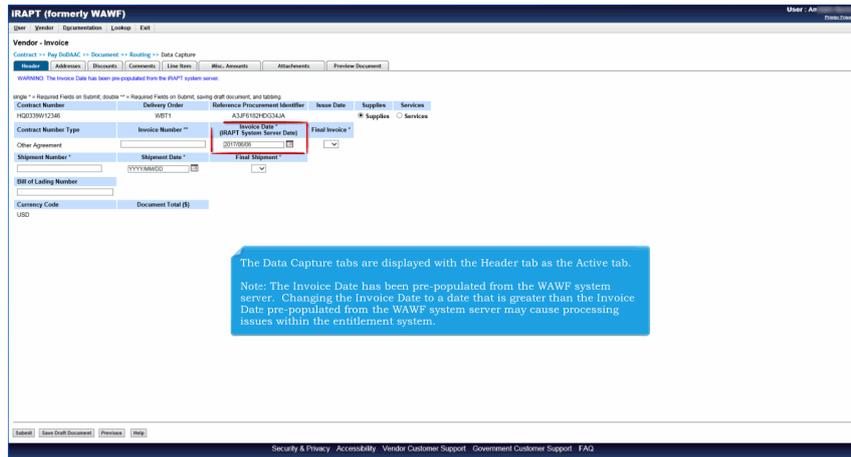
Ship To Code * Extension Ship From Code Extension Accept By DuDAMC Extension

Enter the Routing Code information and click the Next button to continue.

Next Previous Cancel Help

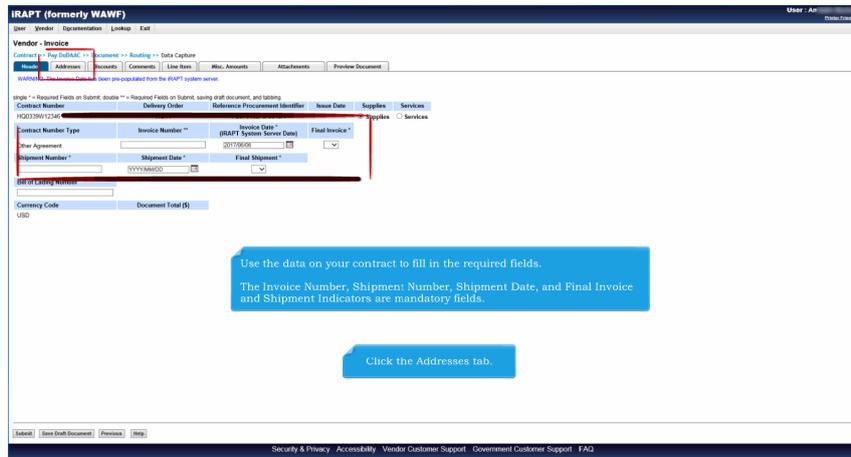
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Enter the Routing Code information and click the Next button to continue.



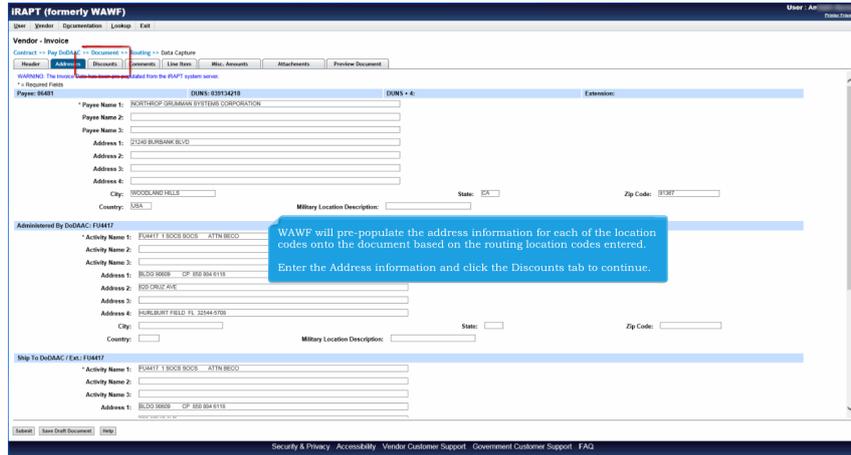
The Data Capture tabs are displayed with the Header tab as the Active tab.

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.



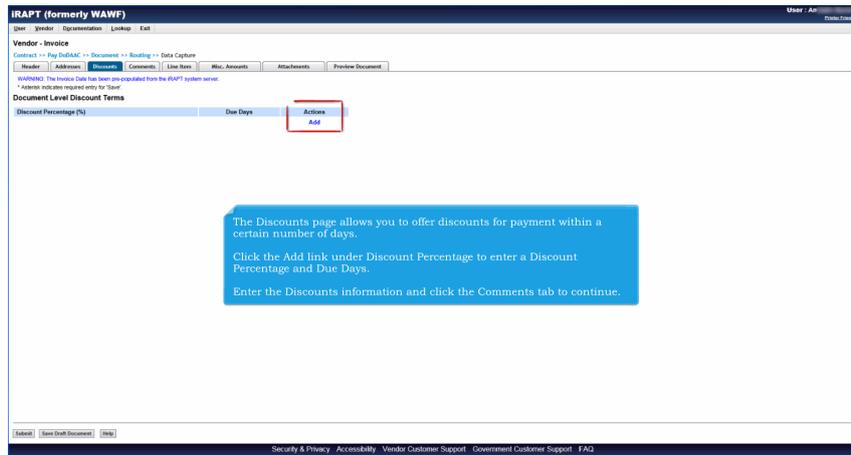
Use the data on your contract to fill in the required fields.

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



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

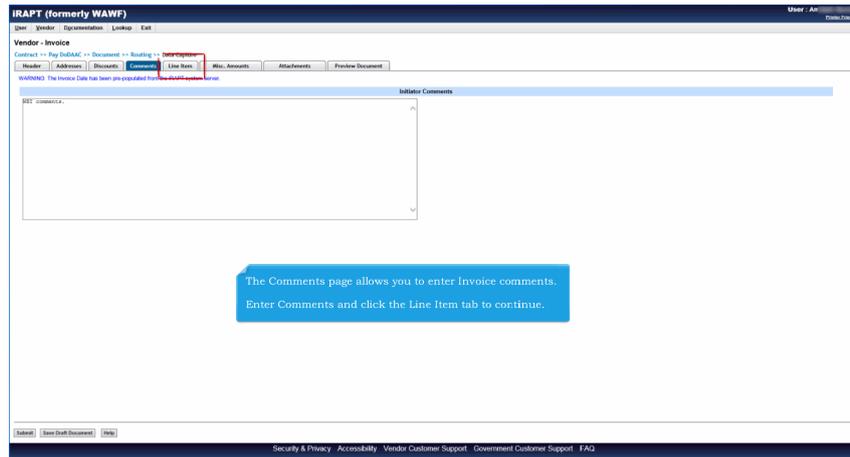
Enter the Address information and click the Discounts tab to continue.



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

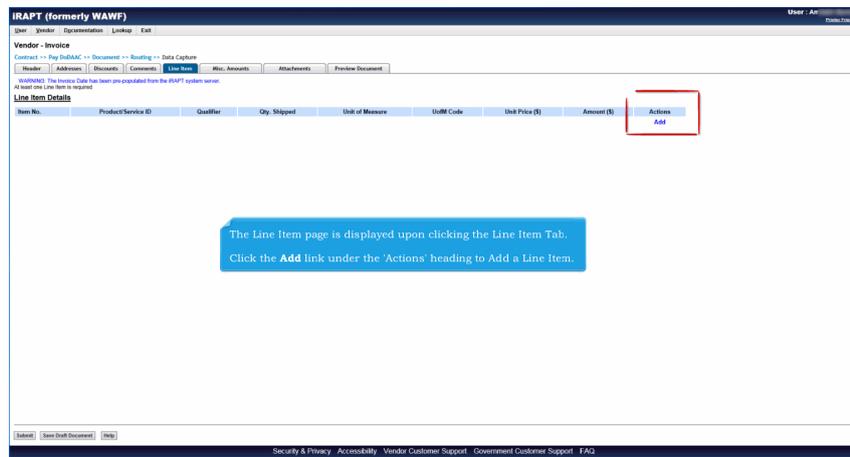
Click the Add link under Discount Percentage to enter a Discount Percentage and Due Days.

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



The Comments page allows you to enter Invoice comments.

Enter Comments and click the Line Item tab to continue.



The Line Item page is displayed upon clicking the Line Item Tab.

Click the Add link under the 'Actions' heading to Add a Line Item.

IRAPT (formerly WAWF)

User: [Name] | [Logout] | [Exit]

Vendor - Invoice

Contract -> Pay Data/AMC -> Document -> Routing -> Data Capture

Header | Address | Documents | Comments | **Misc. Amounts** | Attachments | Preview Document

WARNING: The Invoice Data has been pre-populated from the IRAPT system.

At least one Line Item is required.

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	USMC Code	Unit Price (\$)	Amount (\$)	Actions
0001	1111111111111111111111111111111111	CL	1	Each	EA	1.00	1.00	Edit Delete Add

The Line Item is now saved.
Click the Misc. Amounts Tab.

Save | View Draft Document | Help

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

The Line Item is now saved.

Click the Misc. Amounts Tab.

IRAPT (formerly WAWF)

User: [Name] | [Logout] | [Exit]

Vendor - Invoice

Contract -> Pay Data/AMC -> Document -> Routing -> Data Capture

Header | Address | Documents | Comments | Line Items | **Misc. Amounts** | Attachments | Preview Document

WARNING: The Invoice Data has been pre-populated from the IRAPT system.

Miscellaneous Amounts

Misc. Fee	Misc. Fee Amount (\$)	Actions
		Add

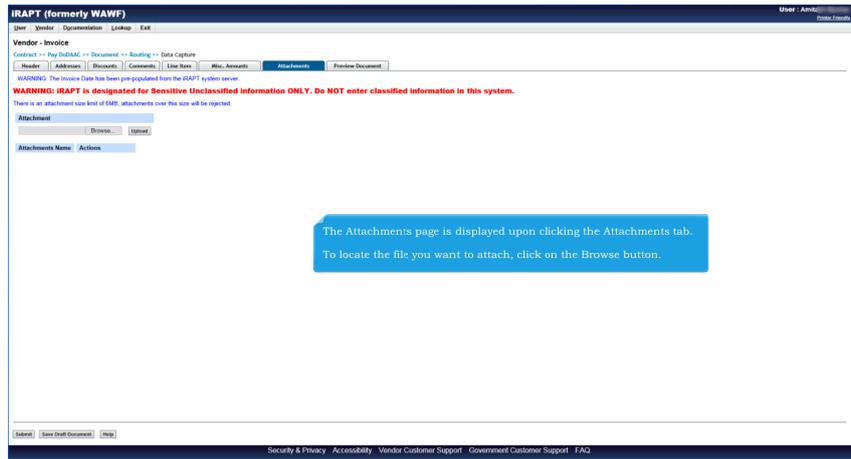
The Misc. Amounts page is displayed upon clicking the Misc. Amounts Tab.
To enter Miscellaneous Amounts click the Add link.

Save | View Draft Document | Help

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

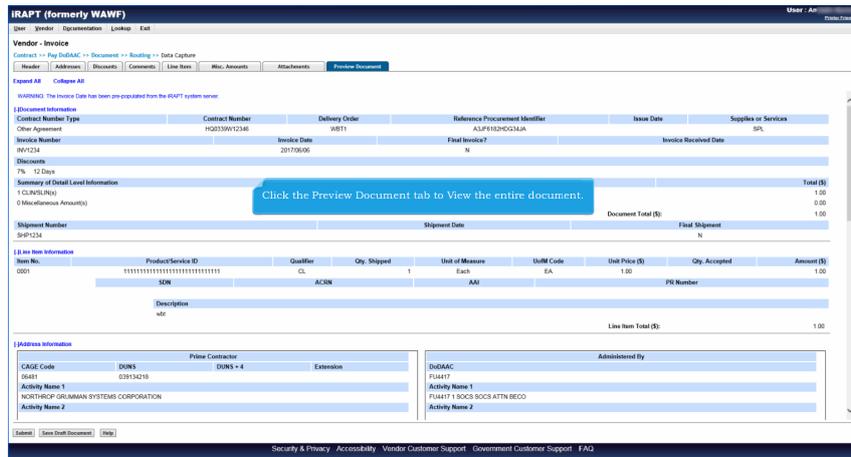
The Misc. Amounts page is displayed upon clicking the Misc. Amounts Tab.

To enter Miscellaneous Amounts click the Add link.



The Attachments page is displayed upon clicking the Attachments tab.

To locate the file you want to attach, click on the Browse button.



Click the Preview Document tab to View the entire document.

IRAPT (formerly WAWF)

User: [Vendor](#) | [Documentation](#) | [Logout](#) | [Exit](#)

Vendor - Invoice

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

[Home](#) | [Address](#) | [Documents](#) | [Comments](#) | [Line Item](#) | [Misc. Amounts](#) | [Attachments](#) | [Previous Document](#)

WARNING: The Invoice Date has been pre-populated from the IRAPT system server.

stage -> Required Fields on Submit: double -> Required Fields on Submit: saving draft document, and tabbing

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Date	Supplier	Services
H202309V12346	WB11	ALJ41928302LAA			

Contract Number Type	Invoice Number **	Invoice Date (IRAPT System Server Date)	Final Invoice *
Other Agreement	INV1234	02/15/2025	<input type="checkbox"/>

Shipment Number *	Shipment Date *	Final Shipment *
SP1234	02/15/2025	<input type="checkbox"/>

Bill of Lading Number

Currency Code	Document Total (\$)
USD	1.00

[Submit](#) | [Save Draft Document](#) | [Previous](#) | [Help](#)

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

Click the Submit button to submit the document.

IRAPT (formerly WAWF)

User: [Vendor](#) | [Documentation](#) | [Logout](#) | [Exit](#)

Success

**The invoice was successfully submitted.
It has been processed via EDI.**

Contract Number	Delivery Order	Shipment Number	Invoice Number
H202309V12346	WB11	SP1234	INV1234

Email sent to Vendor: kshah@gsa.com
Email sent to Pay Office: conaug@gsa.com

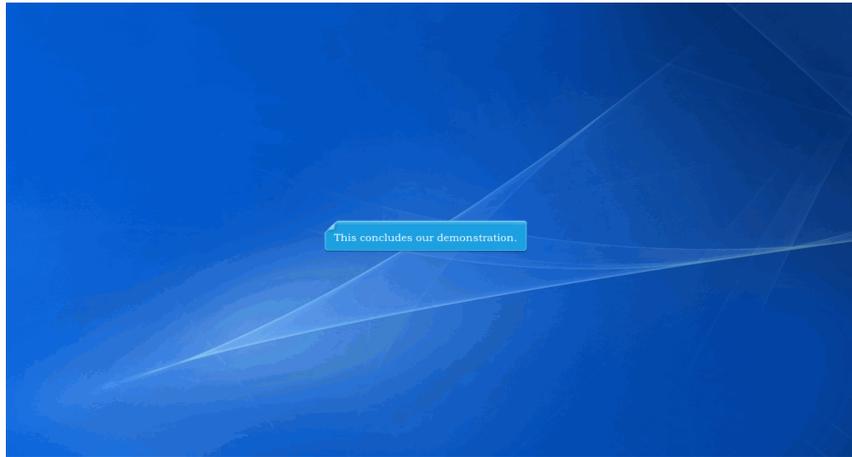
[Send Additional Email Notifications](#)

Tue Jun 18 12:00:44 EDT 2017

[Home](#)

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

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



This concludes our demonstration.