

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



This demonstration provides an overview for a Vendor creating a Grant Voucher document.

ser	Energy Lab POC	Ve Docu	mentation	Lookup	Txi I	
		Create Documer	at 1			
		Uiston: Folder		Wel	come to Invoicing, Receipt, Acceptance, and Property Transfer (IRAPT)	
		history router			his application was formerly known as Wide Area Workflow (WAWF)	
		Folder	a a a a a a a a a a a a a a a a a a a		Please start by selecting one of the links from the menu above.	
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			Databa	se:	TPRIM510	
			FTP/ED	DI Server:	Commodore	
			FTP/ED	OI Server Path:	kaci db/efp/WAWF_RA_sec/Test/Version510/FTPEDIDirectory	
			Operati	ng System:	Solaris 10	
			Status:		Production	
			Current	Usage:	5.10.0 Testing	
			The	Vendor	selects Create Document from the Vendor dropdown menu.	
_						

The Vendor selects Create Document from the Vendor dropdown menu.



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.

/endor - C e Docum	ent					
CAGE Code / DUNS / DUNS	•4/Ext.* Contractual?*	Contract Number Type	Contract Number *	Delivery Order	From Template?*	
- Required Fields						
Pre-Populate Contract Num Contract Number begins with	Delivery Order	Issue/Submitted Date	Issue/Submitted Date End	P ate From		
		YYYY/MMOD		EDA IRAPT		
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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.

	WAWF)					User : Demo Builder
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endor - Create Docum	ent					
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	For addition	al information re	garding pre-p	opulating co ithin the Oth	ntract data from EDA, please	
	refer to the l	DBITTIC TOP Dem				

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

	indor Documentation	ookup Exit			4	
endor - Create Docun ontract Info	ent					
CAGE Code / DUNS / DUN 06481/039134218/ / V	*4/Ext.* Contractual?*	Contract Number Type	Contract Number *	Delivery Order	From Template? *	
Required Fields Pre-Populate Contract Nur	nber/Delivery Order					
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	For addition to the Ven	onal information dor Create Fron	n regarding crea n Template Den	ating a docu nonstration.	ment from Template, pleas	e reter

The create From Template option is available on the Contract Information page.For additional information regarding creating a document from Template, please refer to the Vendor Create From Template Demonstration.



Once the required fields are entered, click the Next button to continue.

Note: The Delivery Order field is optional in iRAPT, however it may be required by your contract.

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jser <u>E</u> r	nergy Lab PO	C Vendor Doc	umentation	Lookup	Exit										
/endor	- Create D	ocument													
Contract >	>> Pay DoDA	AC											•		
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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.

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sate New Document	
and the pay booter of bocarain	
ontract Number Delivery Order Reference Procurement Id	entifier CAGE Code DUNS DUNS + 4 Extension Pay Official Currency Code
34567890123	06481 039134218 HQ0248 USD V
Required Fields	
	Select Document to Create: *
Invoice	
Credit Invoice	
Invoice as 2-in-1 (Services Only)	
Commercial Item Financing	
Performance Based Payment	
Receiving Report	
Invoice and Receiving Report (Combo)	
Reparables Receiving Report	The Document page is displayed with a list of valid document
Invoice and Reparables Receiving Report (Combo)	types for the selected contract number and pay system.
Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)	
Non Procurement Instruments (NPI) Voucher	
Grant Voucher	
Navy Shipbuilding Invoice (Fixed Price)	
Navy Construction / Facilities Management Invoice	

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

RAPT (formerly WAWF)						Printer Frie
ser Energy Lab POC Vendor Documentation Lookup Exit						
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antract // Pay babloc // bocament						
Contract Number Delivery Order Reference Procurement Identi	ier CAGE Code D	DUNS DUNS+4	Extension Pay Official	Currency Code		
1234567890123	06481 039	134218	HQ0248	USD 🗸		
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Credit Invoice						
Invoice as 2-in-1 (Services Only)						
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Invoice and Receiving Report (Combo)		The V	endor clicks	the Grant '	Voucher button.	
Reparables Receiving Report						
Invoice parables Receiving Report (Combo)						
Corport (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)						
Procurement Instruments (NPI) Voucher						
Grant Voucher Final	Voucher: *					
Navy Shipbuilding Invoice (Fixed Price)						
Navy Construction / Facilities Management Invoice						
Telecom Invoice (Contractual)						
Next Dravious Deset Help						

The Vendor clicks the Grant Voucher button.



The Vendor selects Y or N from the Final Voucher drop down.

RAPT (formerly WAWF)						User :	Demo Build Printer Frien
ser Energy Lab POC Vendor Documentation Lookup Exit							
reate New Document							
reate New Document							
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Reparables Receiving Report							
Invoice and Reparables Receiving Report (Combo)							
Cost Voucher (FAR 52,216-7, 52,216-13, 52,216.14, 52,232-7)							
Non Procurement Instruments (NPI) Voucher							
Grant Voucher Final V	oucher: * 🛯 🗸						
Navy Shipbuilding Invoice (Fixed Price)							
Navy Construction / Facilities Management Invoice							
C Telecom Invoice (Contractual)							
ext Previous Reset Help							
Security & Priv	acy Accessibility	Vendor Customer	Support Governr	nent Customer Su	pport FAQ		

The Vendor selects Next to continue.

APT (formerly WAWF)						User : Demo Bu
Energy Lab POC Vendor Documentation	Lookup Exit					
ndor - Grant Voucher						
tract >> Pay DoDAAC >> Document >> Routing						
ntract Number	Delivery Order	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
34567890123		06481	039134218			HQ0248
Required Fields, Date = YYYY/MM/DD						
ue Date Issue By DoDAAC	Admin DoDAAC *					
YY/MMDD 🔤						
nt Approver * / Extension						
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		01				

The Routing page is displayed.

Contract Number		Delivery Order	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
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	The Vend	or enters the F	Routing Code info	ormation and c	licks the Nex	t button to co	ntinue.

The Vendor enters the Routing Code information and clicks the Next button to continue.

RAPT (formerly WA	WF)				User : Demo Builde Printer Frientl
User Energy Lab POC Vendor	Documentation Lookup Ex	t			
Vendor - Grant Voucher					
Contract >> Pay DoDAAC >> Docum	nent >> Routing >> Data Capture				
Header Addresses Grant	WS Comments Attachmy	ents Preview Document			
WARNING: The Voucher Date has be-	en pre-populated from the iRAPT syste	m server.			
single * = Required Fields on Signature;	double ** = Required Fields on Signal	ure, saving draft document, and tabl	ing.		
Contract Number	Delivery Order	Issue Date	CAGE Code/Ext.	Pay DoDAAC	
1234567890123			06481	HQ0248	
Contract Number Type	Voucher Number **	Voucher Date * (IRAPT System Server Date)	Final Voucher?	Basis of Request *	
International Agreement		2017/01/19	N	Cash Accrual	
Employer Identification Number	Recipient's Account Number	Period From Date *	Period To Date *		
987654321		YYYY/MM/DD			
Currency Code	Document Total (\$)				
USD					
Contractor Certification *					
In submitting this request for payme	ant to the Government, I certify to th	e best of my knowledge and belie	f that the data in this request a	ire correct and all outlays we	re made in accordance with the grant conditions or other agreement and
that payment is due and has not de	Signature Date				Signature
					Construction of Construction o
	2017/01/19			Signature of	Contractor Representative
	The Data Capt	ture tabs are disp	played with the	Header tab as	s the Active tab.
Save Draft Document Previous 1	Helip				

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

RAPT (formerly W	AWF)				User : Demo Buil
ser Energy Lab POC Vende	or Documentation Lookup Ex	it			
endor - Grant Voucher					
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ngle * = Required Fields on Signatu Contract Number	re; double ** = Required Fields on Signa Delivery Order	ture, saving draft document, and to	CACE Code/Ext	Pay DoDAAC	
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Employer Identification Number	Recipient's Account Number	Period From Date *	Period To Date *		
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Contractor Certification *					
In submitting this request for pay	ment to the Government, I certify to the	e best of my knowledge and be	lief that the data in this reque	t are correct and all outlays	were made in accordance with the grant conditions or other agreement and
that payment is due and has not	Signature Date				Finantura
4					agranav
<u> </u>	The Employer Inde	ntification Num	ber is pre-pop	ulated from th	e CCR table.
· · · · · · · · · · · · · · · · · · ·	The Recipient's Acc	count Number i	s optional and	is entered by	the Vendor.
	Neither the Employ	er Identificatio	n Number nor t	he Recipient's	s Account Number
	will be encrypted a	nd will therefor	e be viewable b	y other applic	cable roles in iRAPT.
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ave Draft Document Previous	Help				
	Security &	Privacy Accessibility	/endor Customer Suppo	t Government Custor	mer Support FAQ

The Employer Indentification Number is pre-populated from the CCR table.

The Recipient's Account Number is optional and is entered by the Vendor.

Neither the Employer Identification Number nor the Recipient's Account Number will be encrypted and will therefore be viewable by other applicable roles in iRAPT.

iRAPT (formerly WA)	NF)					User : Demo Builder
User Energy Lab POC Vendor	Documentation Lookup Exi	t				
Vendor - Grant Voucher						
Contract >> Day DoDAAC >> Docum	ont as Poution as Data Capture					
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Contract Number Type	Voucher Number **	Voucher Date *	Final Voucher?	Basis of Request *	1	
International Agreement	VN98745612	2017/01/19	N	Cash      Accrual		
Employer Identification Number	Recipient & Account Number	Period From Date *	Period To Date *			
987654321		2017/01/19	2017/01/19			
Currency Code	Document Total (\$)				1	
USD						
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In submitting this request for payment	nt to the Government, I certify to the	e best of my knowledge and be	lief that the data in this reque	at are correct and all outlays	were made in accordance with the grant cond	itions or other agreement and
erat payment is due and has not bee	Signature Date				Simahara	
	2017/01/19			Signature	of Contractor Representative	
On Sig Th rec	the Header tab c gning and Saving e Voucher Date, F quired prior to Sig	f the Grant Vou a draft version Basis of Reques ning.	ucher, the Vou .t, Period From	cher Number	is required prior to Date fields are	
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On the Header tab of the Grant Voucher, the Voucher Number is required prior to Signing and Saving a draft version.

The Voucher Date, Basis of Request, Period From and Period To Date fields are required prior to Signing.

intract // Paparentant 27 Document					
Header Addresses Grant W	5 Comments Attachme	nts Preview Documen	t		
ple * = Required Fields on Signature do	while ** = Required Fields on Signatu	re saving draft document, and to	thing		
Contract Number	Delivery Order	Issue Date	CAGE Code/Ext.	Pay DoDAAC	
234567890123			06481	HQ0248	
Contract Number Type	Voucher Number **	Voucher Date *	Final Voucher?	Basis of Request *	
nternational Agreement	/N98745612	2017/01/19	N	Cash O Accrual	
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87654321		2017/01/19	2017/01/19		
Currency Code	Document Total (\$)				
JSD					
Contractor Certification *					
n submitting this request for payment	to the Government, I certify to the	best of my knowledge and be	lief that the data in this reques	t are correct and all outlays	were made in accordance with the grant conditions or other agreement and
hat payment is due and has not been	Signature Date			_	#Imagehout
					Signature
20	17/01/19			Signature	of Contractor Representative
	When the Ven	dor has finishe	d entering mar	datory fields	the Vendor
	oon novigate t	a the Addresse	a page by eliels	ing the Addres	une venuor
	can navigate o	o me Aumesse	s page by click	ing the Addres	sses tab.

When the Vendor has finished entering mandatory fields, the Vendor can navigate to the Addresses page by clicking the Addresses tab.

RAPT (formerly WAWF)			User : Demo Builder Printer Friendly
ser Energy Lab POC Vendor Documentation Lookup Exit			
endor - Grant Voucher			
Header Addresses Grant WS Comments Attachments Preview Docu	ament		
* = Required Fields			
Payee: 06481 DUNS: 039134218	DUNS + 4:	Extension:	
* Payee Name 1: NORTHROP GRUMMAN SYSTEMS CORPORATION			
Payee Name 2:			
Payee Name 3:			
Address 1: 21240 BURBANK BLVD			
Address 2:			
Address 3:			
Address 4:			
City: WOODL The Addresses tab is disp	olayed.		
Country: USA The Vendor can use this	tab to view or edit t	he address information.	
Recipient Organization: 06481			
*Becigient Name 1: NO Based on the routing loca	ation codes entered	, iRAPT will pre-populate the	
Becipient Name 2: address information for e	ach of the location	codes onto the document.	
Basisiant Name 2:			
Address 4: (21240 DLIDDAMK DLVD)			
Address 1: [21240 0040444 0010			
Address Z:			
Address 3:			
Address 4:			
City: WOODLAND HILLS	State:	CA Zip Code: 91367	
Save Draft Document Help			
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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, iRAPT will pre-populate the address information for each of the location codes onto the document.

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Address 1:	240 BURBANK BLVD			
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Recipient Organization: 06481	Ŭ			
* Recipient Name 1	NORTHROP GRUMMAN SYSTEMS CORPORATION			
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The Vendor can navigate to the Grant WS page by clicking the Grant WS tab.



The Grant WS page is displayed.

The Grant Voucher Worksheet tab is for the computation of amount of reimbursements/advances requested and alternate computation of advances only.

The Type of Payment Requested is required.



Up to three program amount computations can be performed per Grant Voucher using columns (a), (b), and (c).

Negative values are not permitted in this worksheet.

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	(a)		
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a. Total program outlays to date (As of date)			
b. Less: Cumulative program income			
c. Net program outlays (line a - line b)			
d. Estimated net cash outlays for advance period			
e. Total (line c + line d)			
f. Non-Federal share of amount on line e			
g. Federal share of amount on line e			
h. Federal payments previously requested	1		
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12. Alternate Computation			
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The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or activity. Up to 80 alphanumeric characters can be entered in each field.

NOTE: Click the Add Column link to add Columns (b) and (c).



Column (b) is displayed after clicking the Add Column link. Click the Delete Column link to delete the column.



If the Type of Payment Requested selected is 'Advance', both lines 11. Computation of Amount and 12. Alternate Computation will be displayed and editable.

However, if values are entered in line 11, then entering data in line 12. is prohibited, and vice versa.

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If the Type of Payment Requested selected is 'Advance' and 'Reimbursement', only Line 11. Computation of Amount will be displayed and editable.

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Estimated net cash outlays for advance period *			0.00	
Total (line c + line d)			0.00	
Non-Federal share of amount on line e *			0.00	
Federal share of amount on line e *			0.00	
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If the Type of Payment Requested selected is 'Reimbursement', only Line 11 items a. through i. will be displayed and editable.



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

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This tab allows the Vendor to enter further instructions or comments.

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



The Attachments page is displayed.

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

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The attachment is now saved on the document.

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

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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.

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Currency Code	Document Total (\$)				
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n submitting this request for payme hat payment is due and has not be	Signature Date	a best of my knowledge and be	lief that the data in this reques	t are correct and all outlays	José in accordance with the grant conditions or other agreement and     Signature     of Contractor Representative
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The Vendor enters the Signature Date and then clicks the Signature button to start submitting the document.



The Password Confirmation page is displayed and the Vendor enters their password.

When the Vendor has finished entering the user password, the Vendor can click the Next button.

Documentation Lookup Exit	
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After the Grant Voucher has been submitted, the iRAPT 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.	
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This concludes our demonstration.