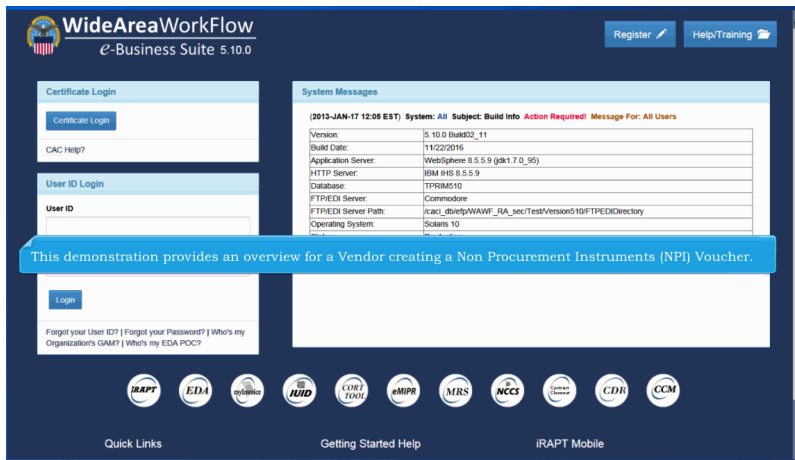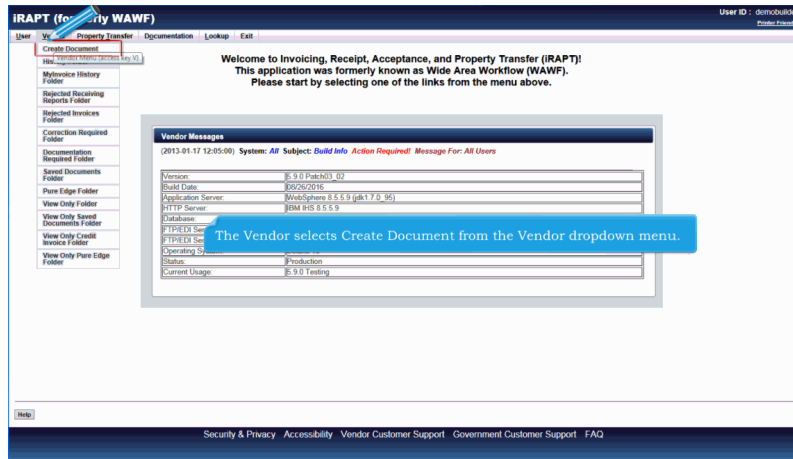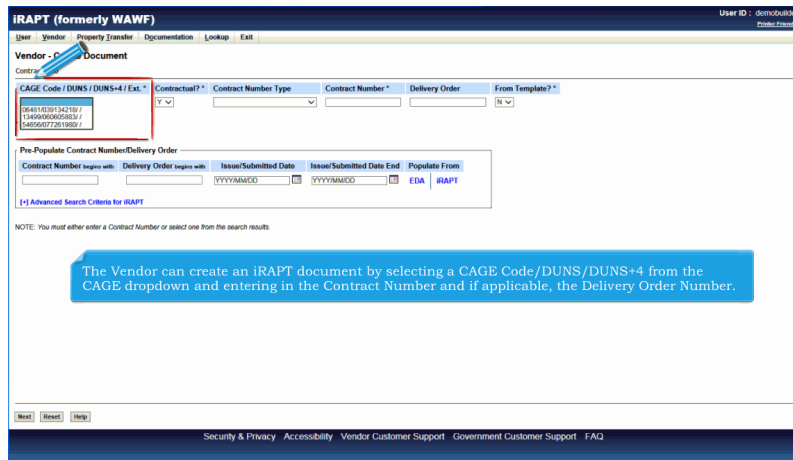Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

This demonstration provides an overview for a Vendor creating a Non Procurement Instruments (NPI) Voucher.

Built with Tanida Demo Builder
www.demo-builder.com

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.

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.

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.

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 by clicking the information button.

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.

The Pay DoDAAC will be pre-populated from the EDA system if the contract number exists in the EDA system.
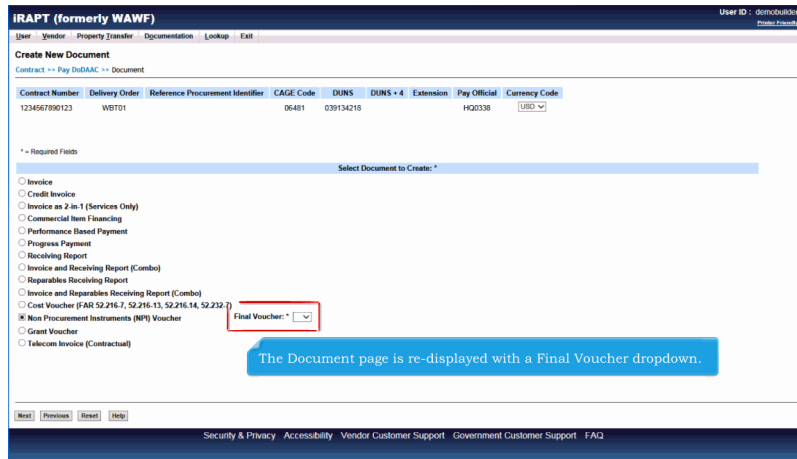
The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

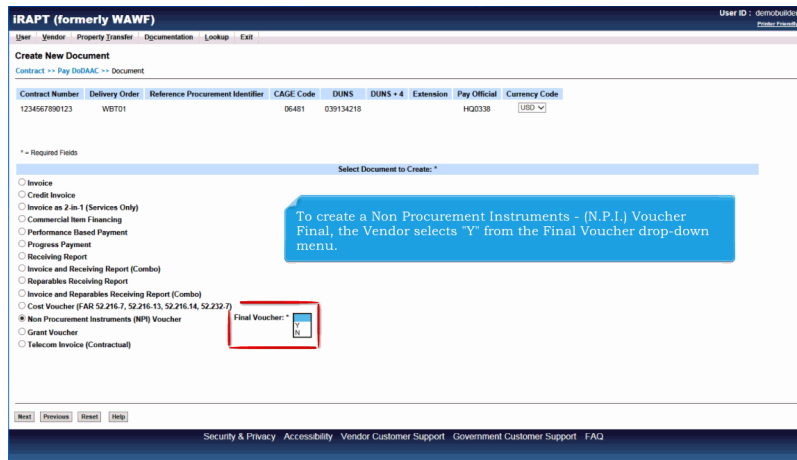Click the Next button to continue creating a document.

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

The Vendor clicks the Non Procurement Instruments - (N.P.I.) Voucher button.

The Document page is re-displayed with a Final Voucher dropdown.

To create a Non Procurement Instruments - (N.P.I.) Voucher Final, the Vendor selects "Y" from the Final Voucher drop-down menu.

The Vendor selects the Next button to continue.

The Routing page is displayed.

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

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

The Vendor enters voucher data for the Non Procurement Instruments (NPI) Voucher.

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.

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

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.
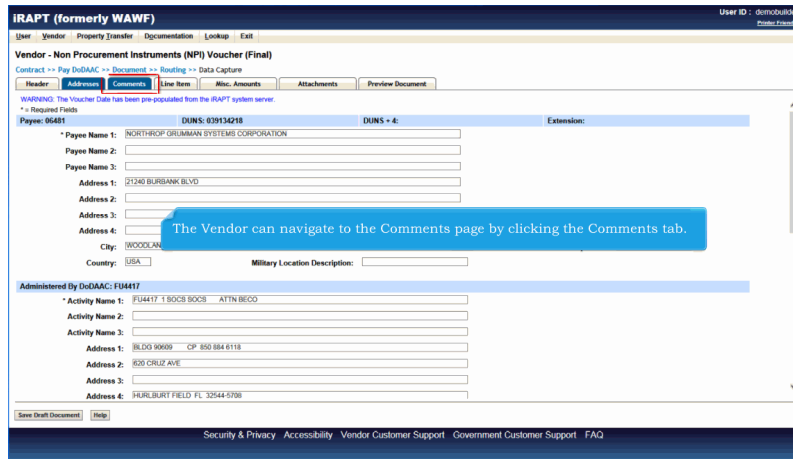
The Vendor can navigate to the Comments page by clicking the Comments tab.
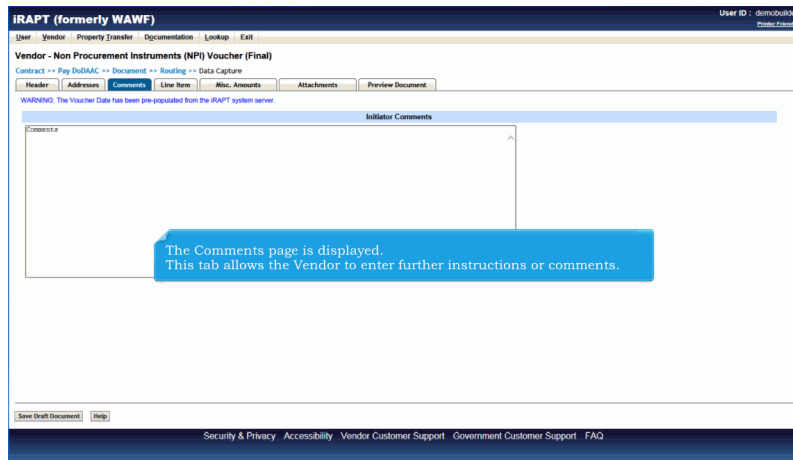
The Comments page is displayed.
This tab allows the Vendor to enter further instructions or comments.
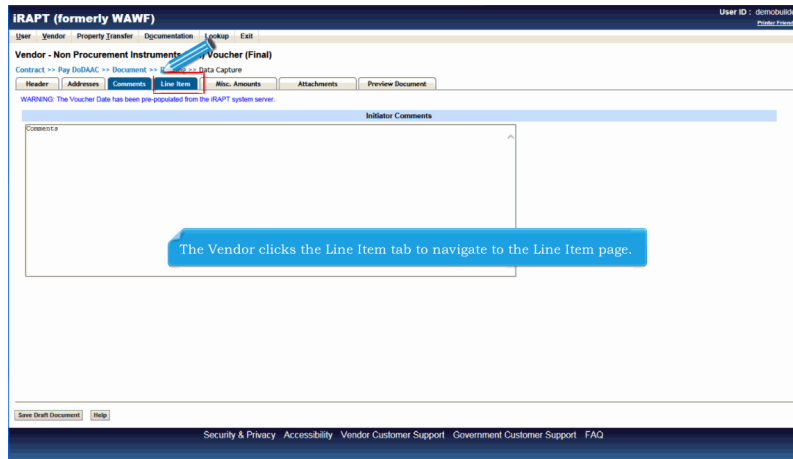
The Vendor clicks the Line Item tab to navigate to the Line Item page.
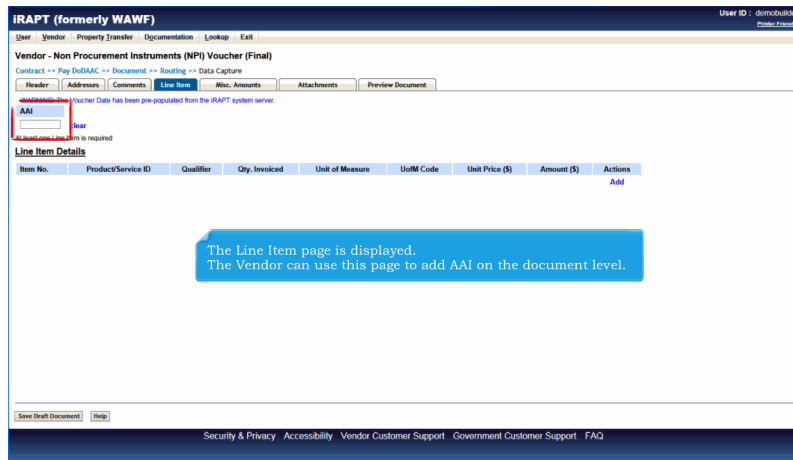
The Line Item page is displayed.
The Vendor can use this page to add AAI on the document level.
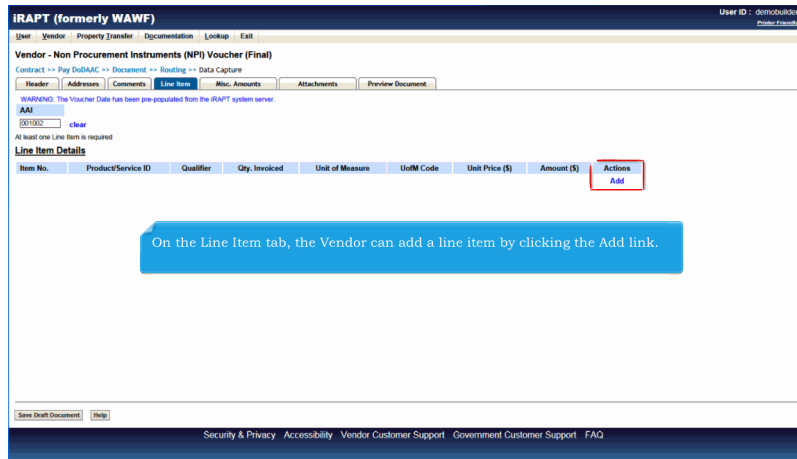
On the Line Item tab, the Vendor can add a line item by clicking the Add link.
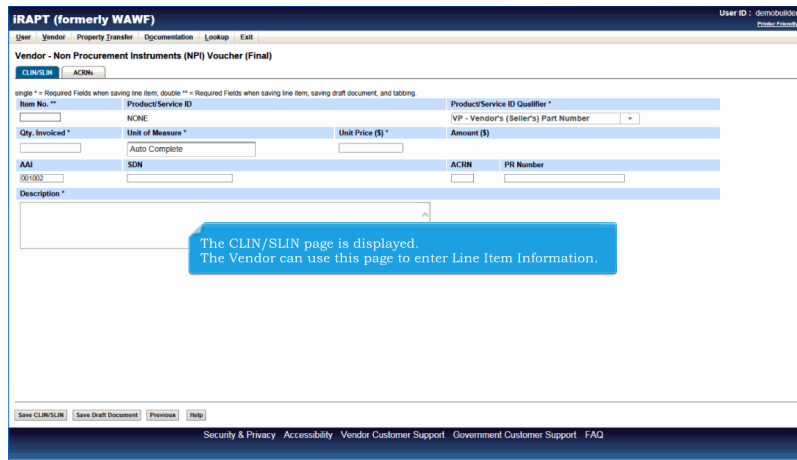
The CLIN/SLIN page is displayed.
The Vendor can use this page to enter Line Item Information.

The Vendor enters line item information.

The Vendor can then navigate to the ACRN page by clicking the ACRNs tab.
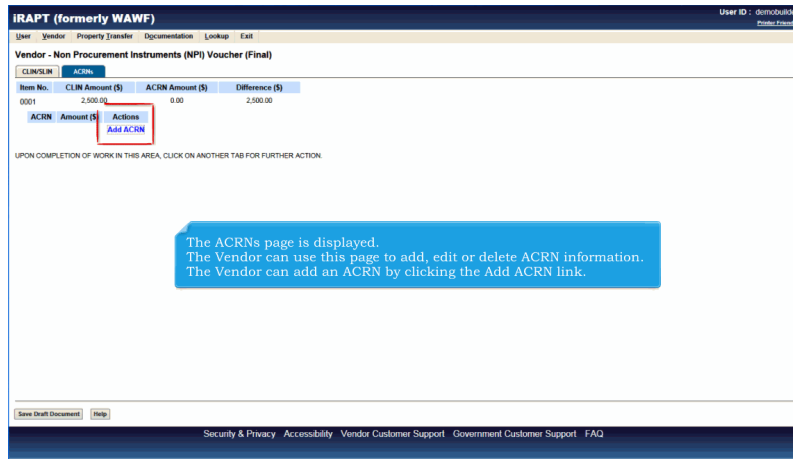
The ACRNs page is displayed.
The Vendor can use this page to add, edit or delete ACRN information.
The Vendor can add an ACRN by clicking the Add ACRN link.
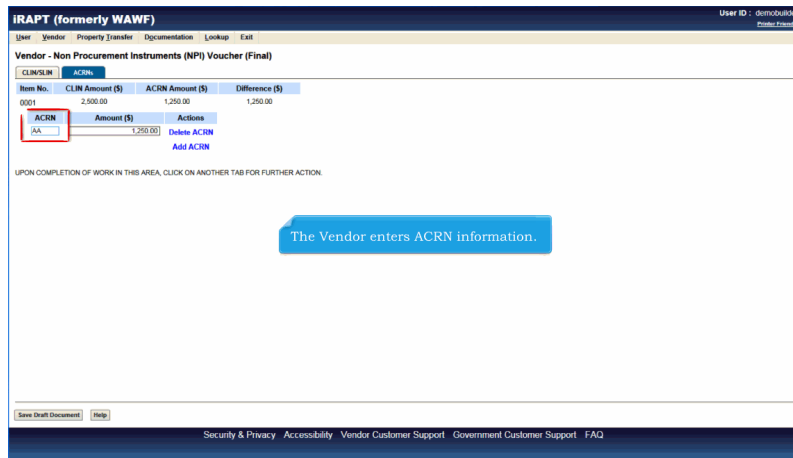
The Vendor enters ACRN information.

The Vendor can click the Add ACRN link to add another ACRN or the Delete ACRN link to delete an ACRN.

When the Vendor has finished entering ACRN information, the Vendor can return to the CLIN/SLIN page by clicking the CLIN/SLIN tab.
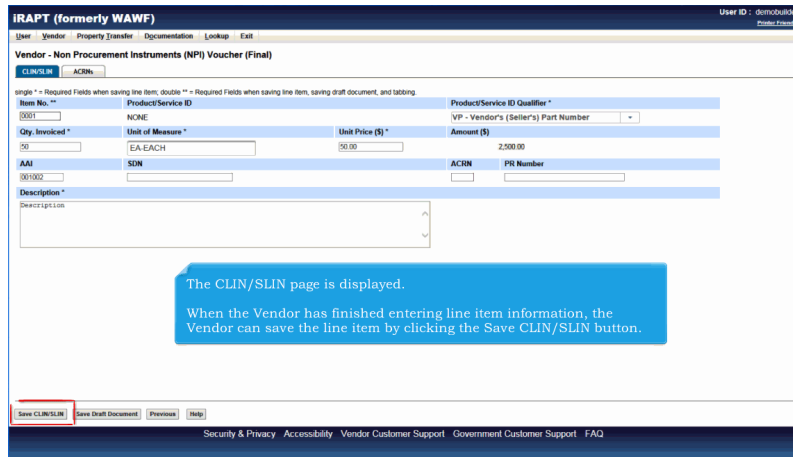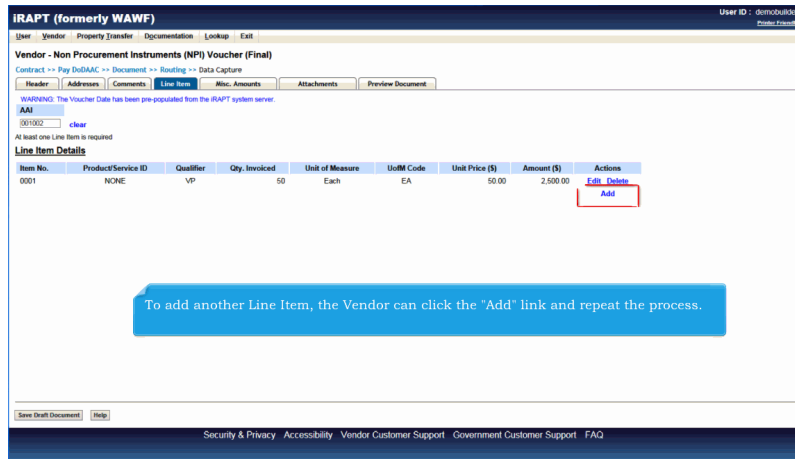
The CLIN/SLIN page is displayed.

When the Vendor has finished entering line item information, the Vendor can save the line item by clicking the Save CLIN/SLIN button.
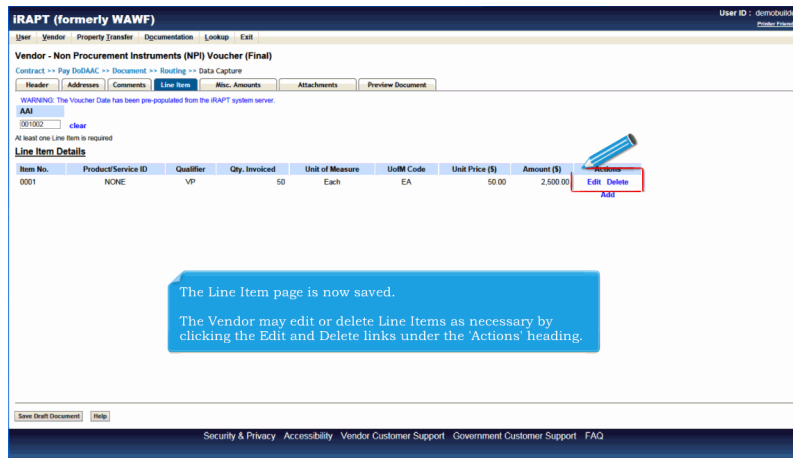
The Line Item page is now saved.

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

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

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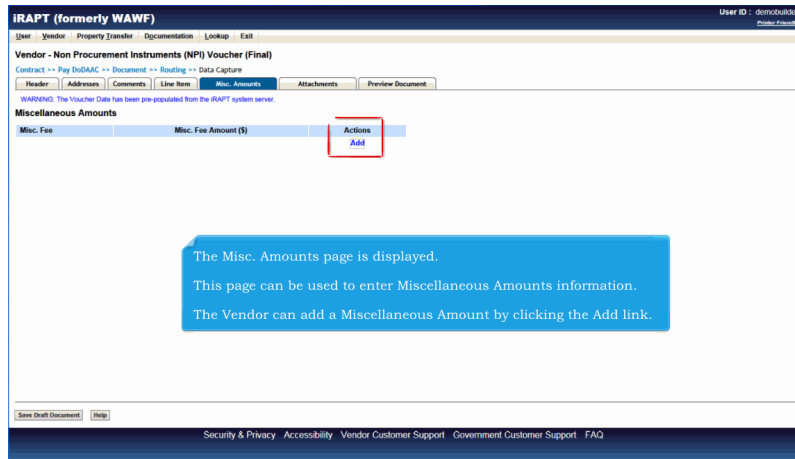
The Misc. Amounts page is displayed.

This page can be used to enter Miscellaneous Amounts information.

The Vendor can add a Miscellaneous Amount by clicking the Add link.
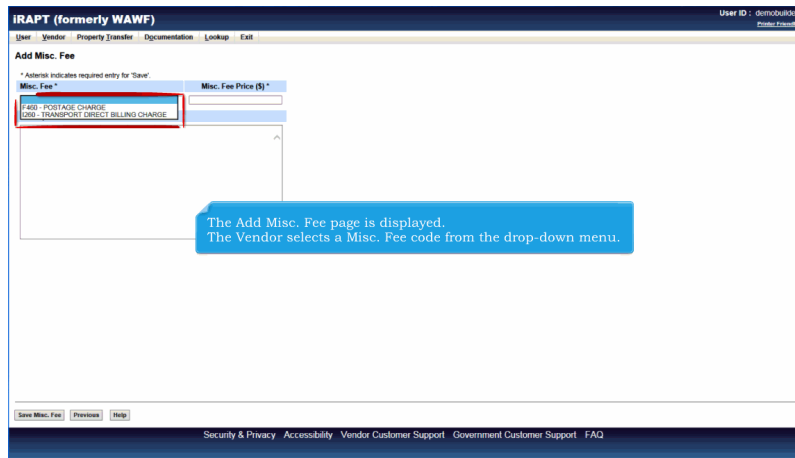
The Add Misc. Fee page is displayed.
The Vendor selects a Misc. Fee code from the drop-down menu.

The Vendor then enters the Misc. Fee Price.

When the Vendor has finished entering Misc. Fee information, the Vendor can save the data by clicking the Save Misc. Fee button.

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.

The Vendor can navigate to the Attachments page by clicking the Attachments tab.
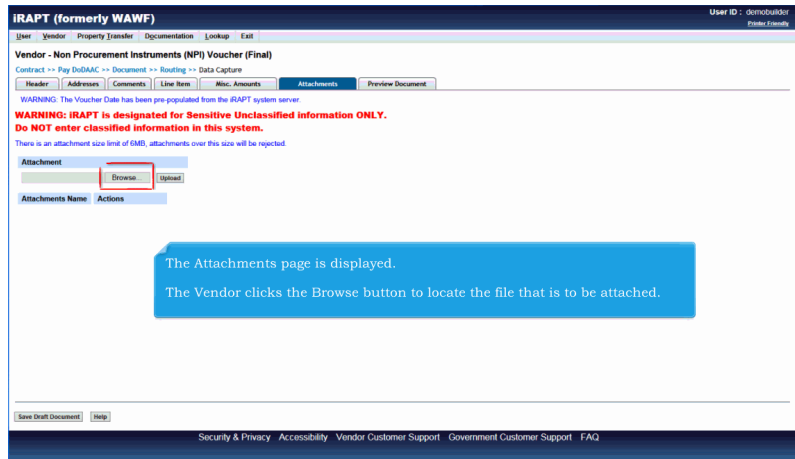
The Attachments page is displayed.

The Vendor clicks the Browse button to locate the file that is to be attached.
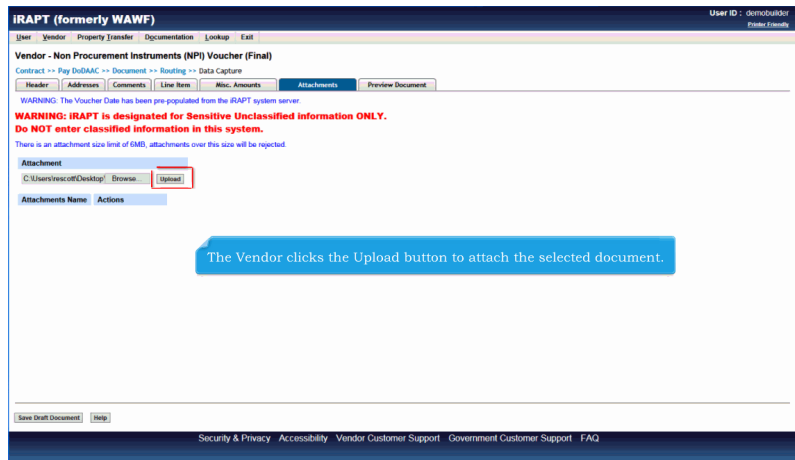
The Vendor clicks the Upload button to attach the selected document.

The attachment is now saved on the document.

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

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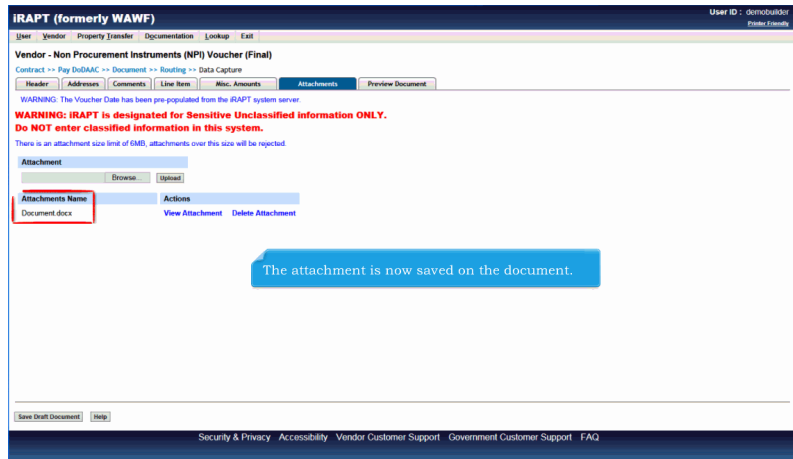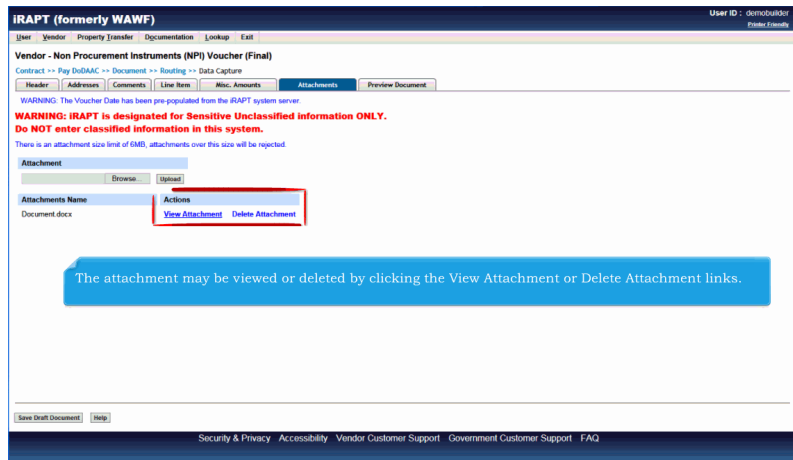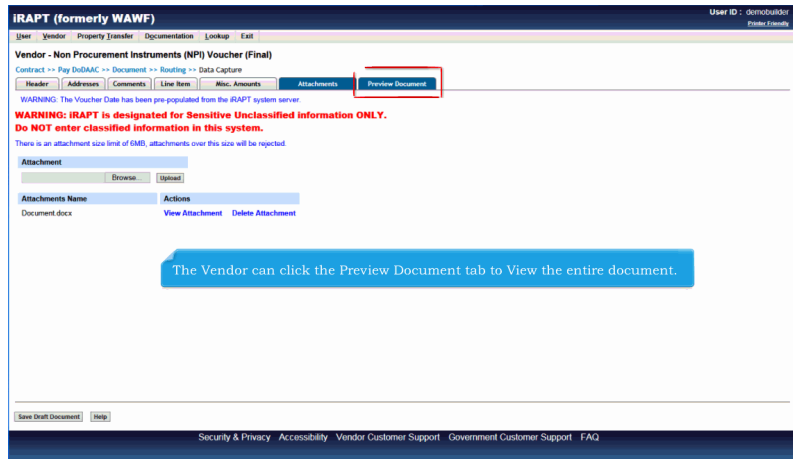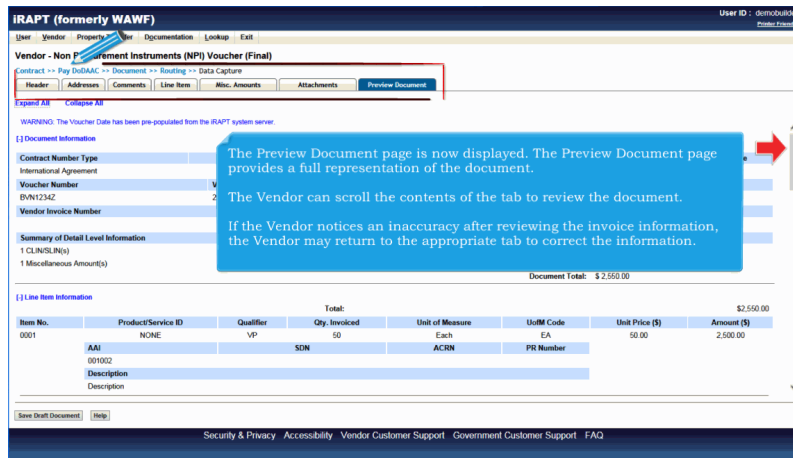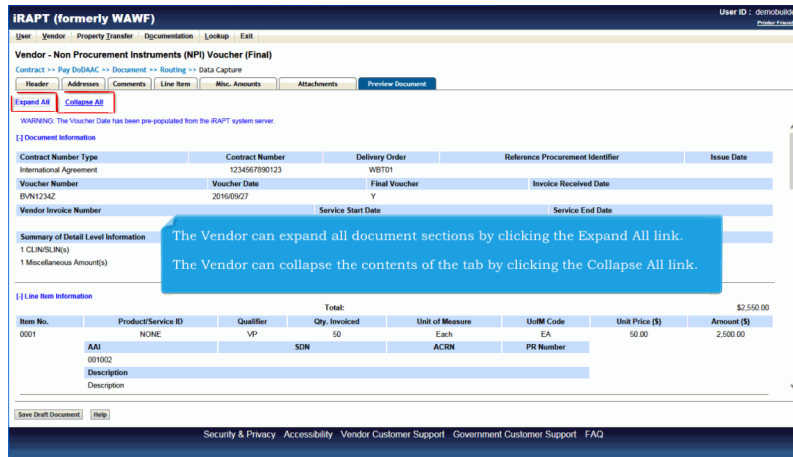

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document.

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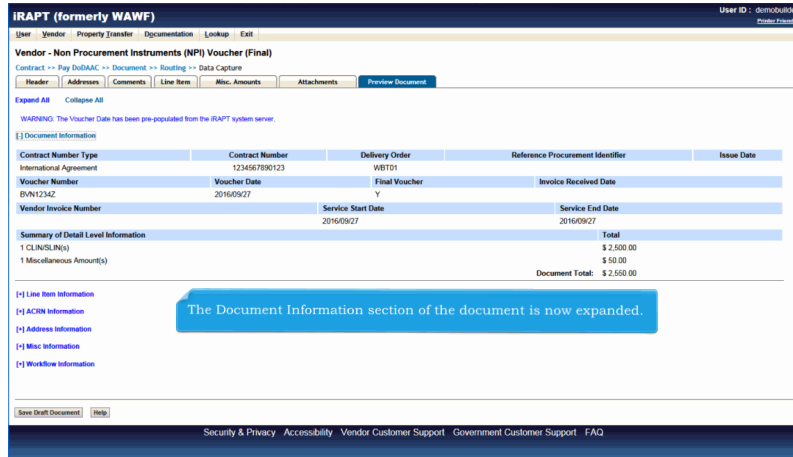
The Vendor can expand all document sections by clicking the Expand All link.

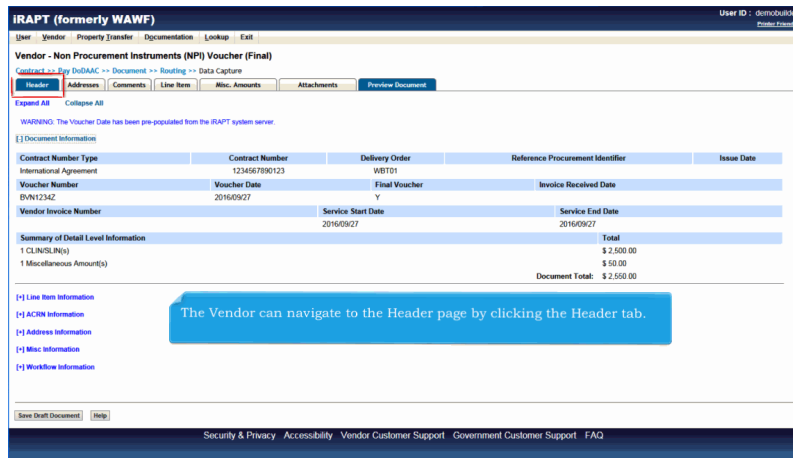The Vendor can collapse the contents of the tab by clicking the Collapse All link.
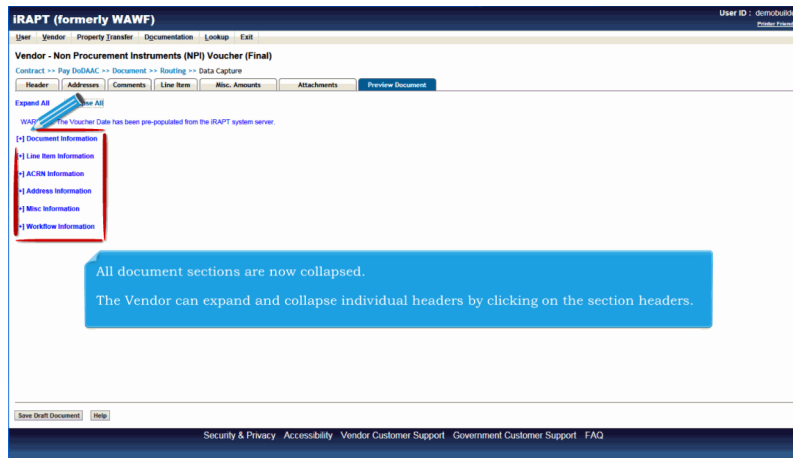
All document sections are now collapsed.

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

The Document Information section of the document is now expanded.

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

The Header page is now displayed.

The Vendor 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.

After the NPI 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.
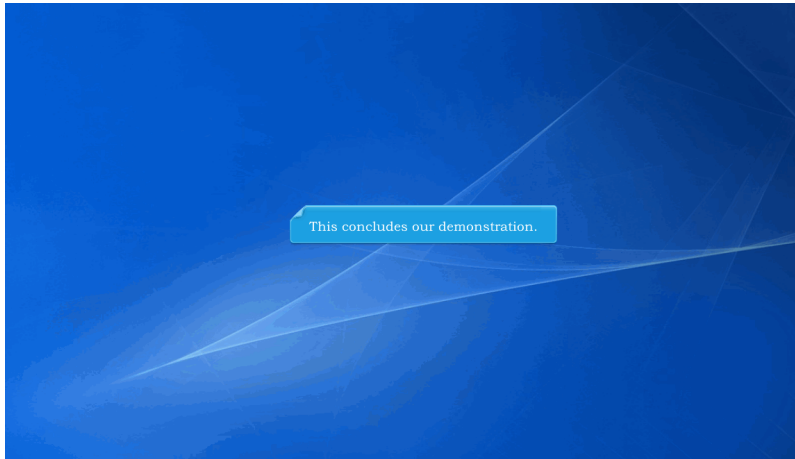
Built with Tanida Demo Builder
www.demo-builder.com

This concludes our demonstration.