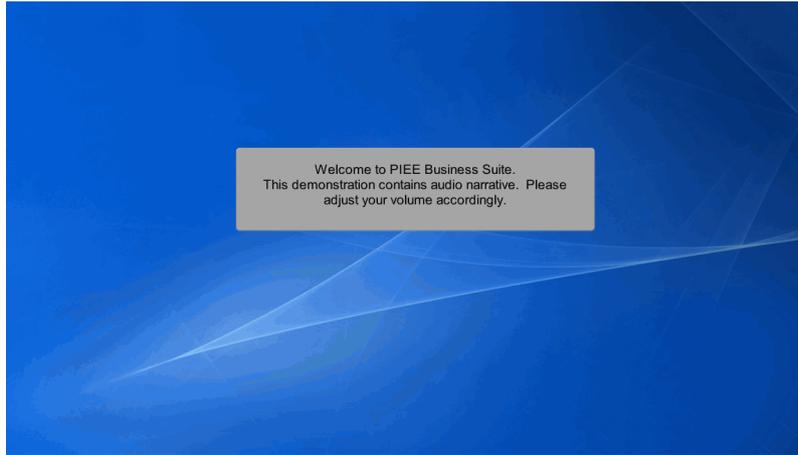
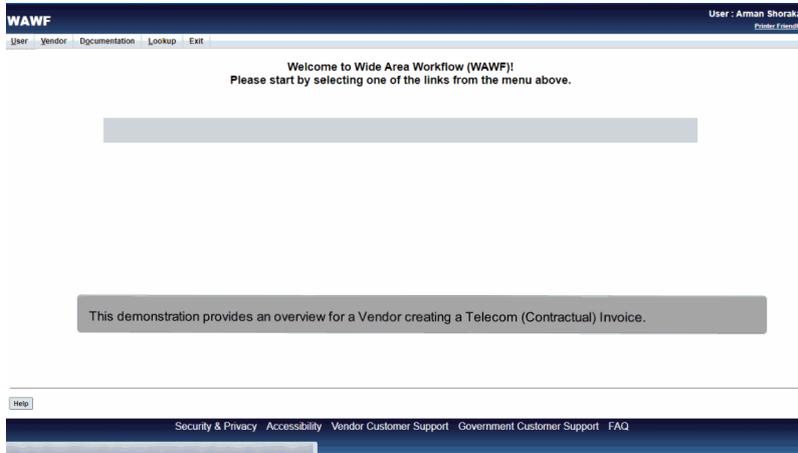


Intro



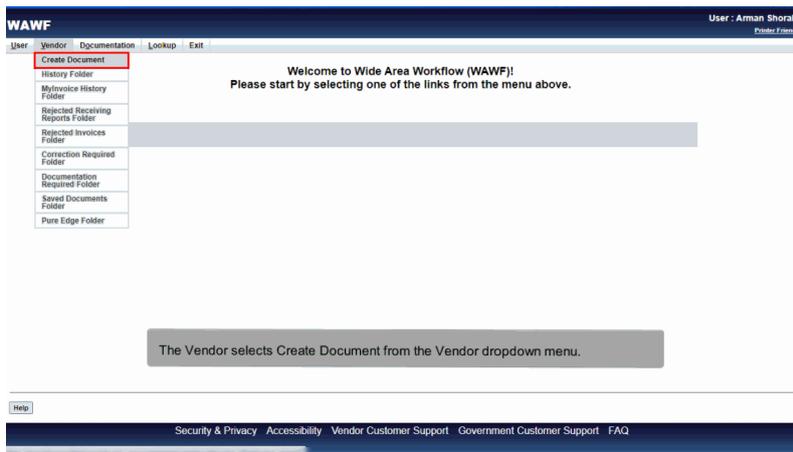
Welcome to PIEE Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 1



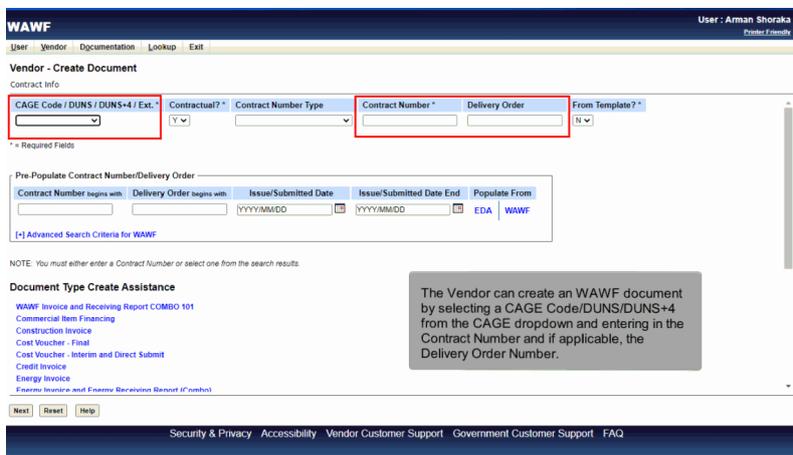
This demonstration provides an overview for a Vendor creating a Telecom (Contractual) Invoice.

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.

Scene 4

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 for DR_879 within the "Other" section of the WAWF WBT.

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 5

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.

Click the Next button to continue creating a document.

Scene 6

WAWF User: Aman Shoraka
 User Vendor Documentation Lookup Exit
 Vendor - Create Document
 Contract --> Pay DoDAAC

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (Non-FAR)	W9124J22D2160		1QU78	114896066			HQ0300

* = Required Fields

Select CLIN/SLIN: *	Inspect By DoDAAC	Accept By DoDAAC	Ship To DoDAAC	DCAA DoDAAC	Mark For DoDAAC	Inspection Point	Acceptance Point	Services	Supplies	FOB	Currency Code	FMS Case Identifier	Contract Type
<input checked="" type="checkbox"/> 0001	W15P7T	W15P7T	W15P7T			D	D		Y	D			Cost No Fee
<input checked="" type="checkbox"/> 0002	W15P7T	W15P7T	W15P7T			D	D	Y		D			Cost Plus Award Fee
<input checked="" type="checkbox"/> 0003	W15P7T	W15P7T	W15P7T			D	D		Y	D			Cost Plus Incentive Fee (Cost Based)
<input checked="" type="checkbox"/> 0004	W15P7T	W15P7T	W15P7T			D	D	Y		D			Cost Sharing
<input checked="" type="checkbox"/> 0005	W15P7T	W15P7T	W15P7T			D	D		Y	D			Fixed Price Re-determination Prospective
<input checked="" type="checkbox"/> 0006	W15P7T	W15P7T	W15P7T			D	D	Y		D			Fixed Price Re-determination Retrospective
<input checked="" type="checkbox"/> 0007	W15P7T	W15P7T	W15P7T			D	D		Y	D			Fixed Price with Economic Price Adjustment - Actual Costs
<input checked="" type="checkbox"/> 0008	W15P7T	W15P7T	W15P7T			D	D		Y	D			Fixed Price with Economic Price Adjustment - Cost Indexes

Next Previous Select All Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Select required CLIN/SLIN and click the next button.

Scene 7

WAWF User: Aman Shoraka
 User Vendor Documentation Lookup Exit
 Create New Document
 Contract --> Pay DoDAAC --> Document

WARNING: The Services/Supplies indicator on the selected Line Items did not match, and will not be pre-populated on the Header page. The Services/Supplies indicator will default to the WAWF edits based on document and Pay Code.

WARNING: The line items selected contain both cost type and fixed price line items. Please make sure you have selected the appropriate items.

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
W9124J22D2160				1QU78	114896066		HQ0300	USD

* = Required Fields

Select Document to Create: *

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services Only)
- Construction Payment Invoice
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Repairables Receiving Report

Previous Reset Help

Security & Privacy Accessibility W

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.

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 8

WAWF User: Aman Shoraka
Printer Friendly

User Vendor Documentation Lookup Exit

Create New Document
Contract >> Pay DoDAAC >> Document

* = Required Fields

Select Document to Create: *

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services Only)
- Construction Payment Invoice
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- 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
- Navy Construction / Facilities Management Invoice
- Telecom Invoice (Contractual)

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Click the Telecom Invoice radio button. Click the next button.

Scene 9

WAWF User: Aman Shoraka
Printer Friendly

User Vendor Documentation Lookup Exit

Vendor - Telecom Invoice (Contractual)
Contract >> Pay DoDAAC >> Document >> Routing

INFO A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document.

WARNING: The contract indicates the following line items should be submitted on a Cost Voucher type document: 9501, 9502, 9503, 9504.

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
W9124J22D2160			1QU78	114896066			HO0300

* = Required Fields, Date = YYYYMMDD

Effective Date Issue By DoDAAC Admin DoDAAC Inspect By DoDAAC / Extension

5/16/2015 N66171 N66171 W15P7T

Acceptor DoDAAC / Extension LPO DoDAAC / Extension

W15P7T

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.

Next Previous Reset Help

Click the next button.

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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 10

User ID : demobuilder
Pamela.Francis

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Telecom Invoice (Contractual)

Contract >> Pay DuDAAAC >> Document >> Routing >> Data Capture

Header Addresses Documents Comments Line Item Misc. Amounts Attachments Preview Document

single * = Required Fields on Submit, double ** = Required Fields on Submit, saving draft document, and tabbing

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
1234567890123	WST01		
Contract Number Type	Invoice Number **	Invoice Date *	Final Bill ? *
		20160805	
International Agreement	Shipment Date		
	YYYYMMDD		
Shipment Number	Shipment Date		
	YYYYMMDD		
Currency Code	Document Total (\$)		
USD			

The Header page is displayed. Invoice Number is mandatory.
Shipment Number and Shipment Date are mandatory when the Admin location code is DCMA.

If the Admin Location is not DCMA and the Vendor does not enter the Shipment Number and Shipment Date, the Shipment Number will default to the Invoice Number and the Shipment Date will default to the Invoice Date.

Submit Save Draft Document Previous Help

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The Header page is displayed. Invoice Number is mandatory.
Shipment Number and Shipment Date are mandatory when the Admin location code is DCMA.

If the Admin Location is not DCMA and the Vendor does not enter the Shipment Number and Shipment Date, the Shipment Number will default to the Invoice Number and the Shipment Date will default to the Invoice Date.

Scene 11

User ID : demobuilder
Pamela.Francis

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Telecom Invoice (Contractual)

Contract >> Pay DuDAAAC >> Document >> Routing >> Data Capture

Header Addresses Documents Comments Line Item Misc. Amounts Attachments Preview Document

single * = Required Fields on Submit, double ** = Required Fields on Submit, saving draft document, and tabbing

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
1234567890123	WST01		
Contract Number Type	Invoice Number **	Invoice Date *	Final Bill ? *
		20160805	
International Agreement	Shipment Date		
TELECOM12345678	YYYYMMDD		
Shipment Number	Shipment Date		
TELECOM12345678	YYYYMMDD		
Currency Code	Document Total (\$)		
USD			

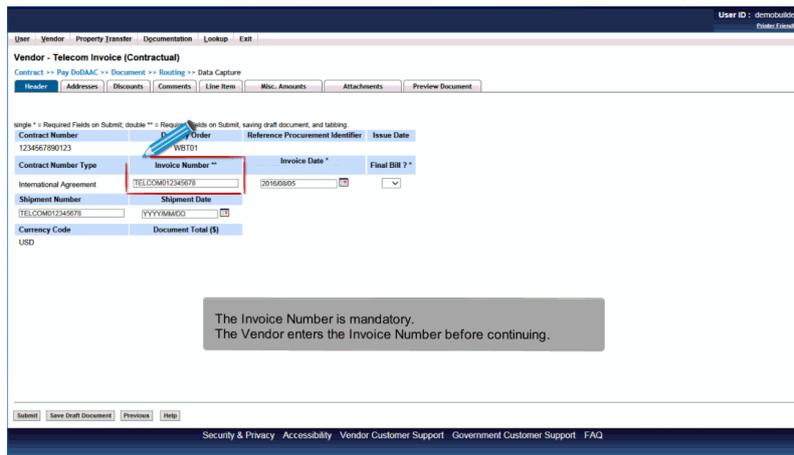
The "Save Draft Document" button is available on every tab. The Vendor can save an incomplete document by clicking this button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

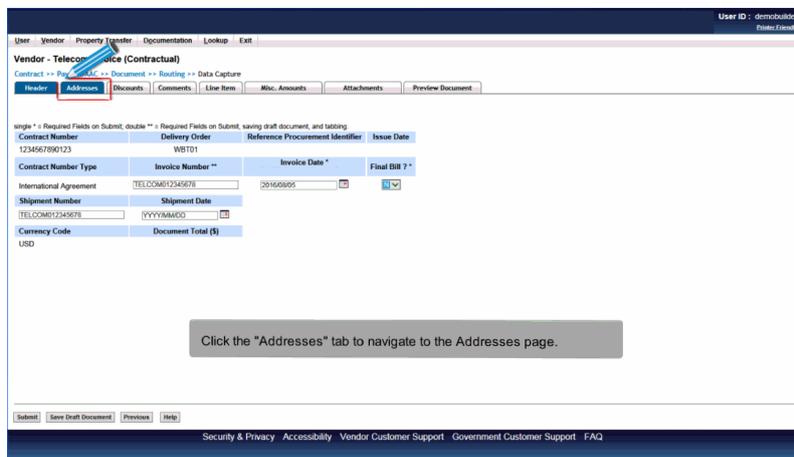
The "Save Draft Document" button is available on every tab. The Vendor can save an incomplete document by clicking this button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

Scene 12



The Invoice Number is mandatory.
The Vendor enters the Invoice Number before continuing.

Scene 13



Click the "Addresses" tab to navigate to the Addresses page.

Scene 14

User ID: demobuilder
Print Friendly

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Telecom Invoice (Contractual)

Contract >> Pay DuDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document

* - Required Fields

Payee: 06481 DUNS: 039134218 DUNS + 4: Extension:

* Payee Name 1: NORTHROP GRUMMAN SYSTEMS CORPORATION
Payee Name 2:
Payee Name 3:

Address 1: 91240 BURBANK BLVD
Address 2:
Address 3:
Address 4:

City: WCC
Country: USA

Inspect By DuDAAC / Ext.: 50512A

* Activity Name 1: EC
Activity Name 2:
Activity Name 3:

Address 1: 98111 PLUMMER STREET
Address 2: BLDG 10 2ND FLOOR
Address 3:
Address 4: NORTH HILLS CA 91343-2096

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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.

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 15

User ID: demobuilder
Print Friendly

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Telecom Invoice (Contractual)

Contract >> Pay DuDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document

* - Required Fields

Payee: 06481 DUNS: 039134218 DUNS + 4: Extension:

* Payee Name 1: NORTHROP GRUMMAN SYSTEMS CORPORATION
Payee Name 2:
Payee Name 3:

Address 1: 91240 BURBANK BLVD
Address 2:
Address 3:
Address 4:

City: WOODLAND HILLS
Country: USA

Military Location Description:

Inspect By DuDAAC / Ext.: 50512A

* Activity Name 1: ECMA LOS ANGELES
Activity Name 2:
Activity Name 3:

Address 1: 98111 PLUMMER STREET
Address 2: BLDG 10 2ND FLOOR
Address 3:
Address 4: NORTH HILLS CA 91343-2096

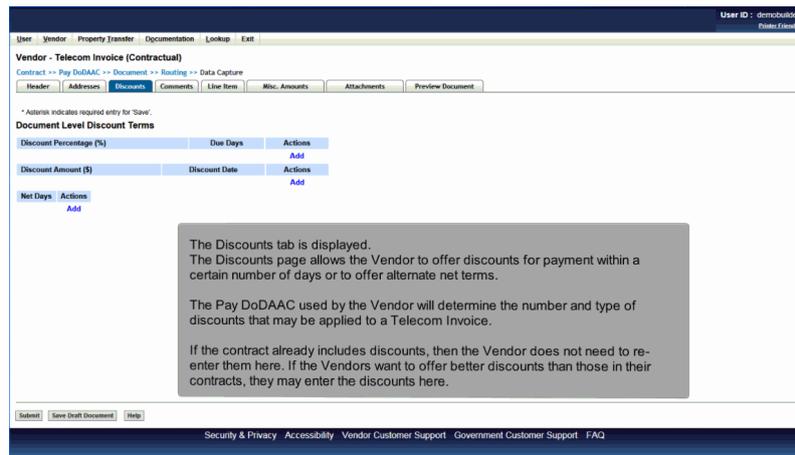
Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Click the "Discounts" tab to navigate to the Discounts page.

Click the "Discounts" tab to navigate to the Discounts page.

Scene 16



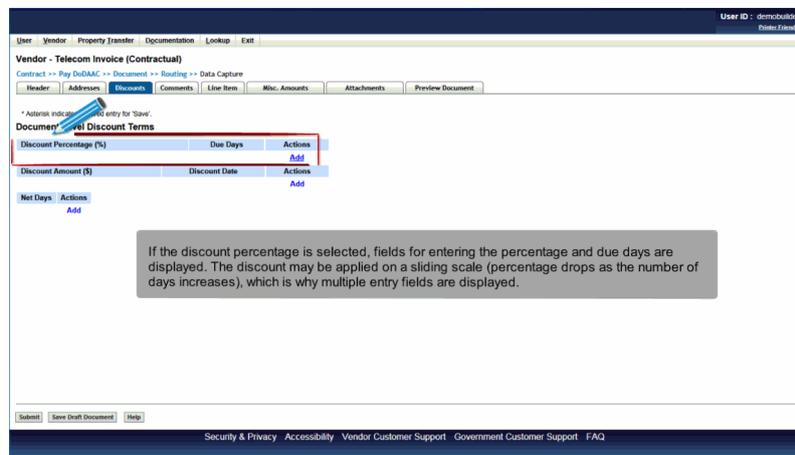
The Discounts tab is displayed.

The Discounts page allows the Vendor to offer discounts for payment within a certain number of days or to offer alternate net terms.

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

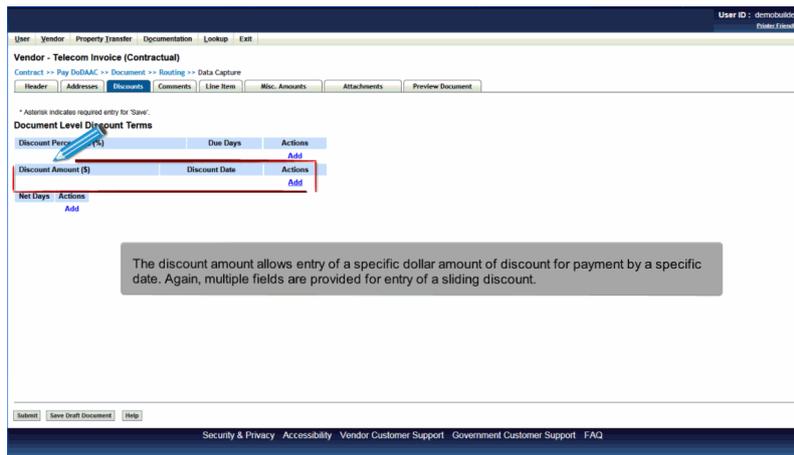
If the contract already includes discounts, then the Vendor does not need to re-enter them here. If the Vendors want to offer better discounts than those in their contracts, they may enter the discounts here.

Scene 17



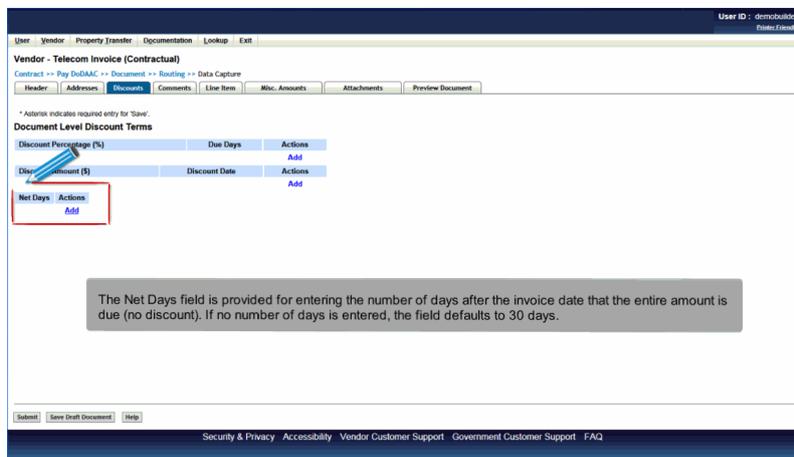
If the discount percentage is selected, fields for entering the percentage and due days are displayed. The discount may be applied on a sliding scale (percentage drops as the number of days increases), which is why multiple entry fields are displayed.

Scene 18



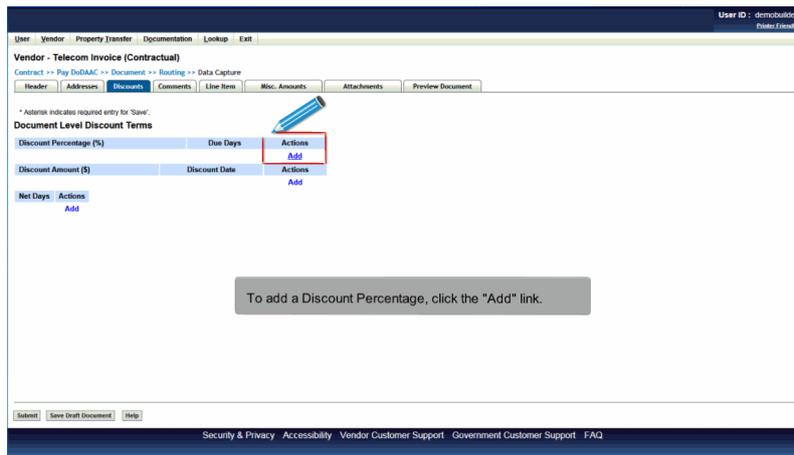
The discount amount allows entry of a specific dollar amount of discount for payment by a specific date. Again, multiple fields are provided for entry of a sliding discount.

Scene 19



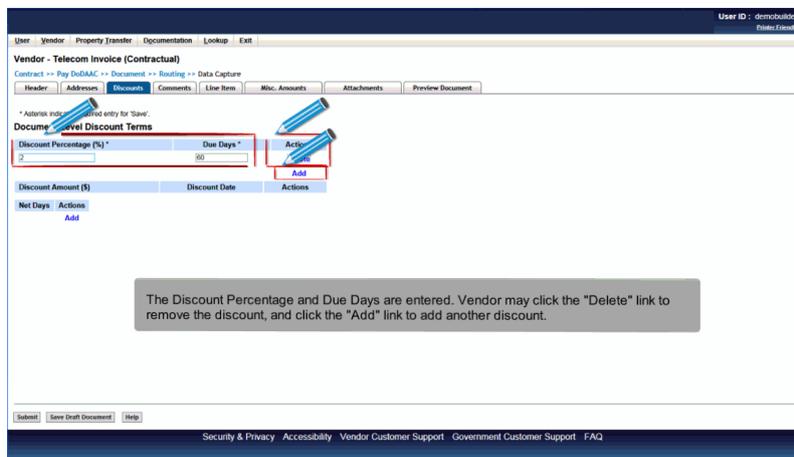
The Net Days field is provided for entering the number of days after the invoice date that the entire amount is due (no discount). If no number of days is entered, the field defaults to 30 days.

Scene 20



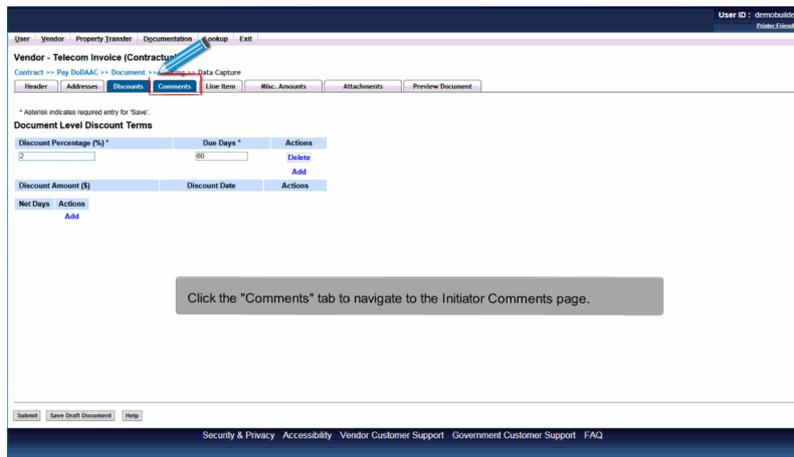
To add a Discount Percentage, click the "Add" link.

Scene 21



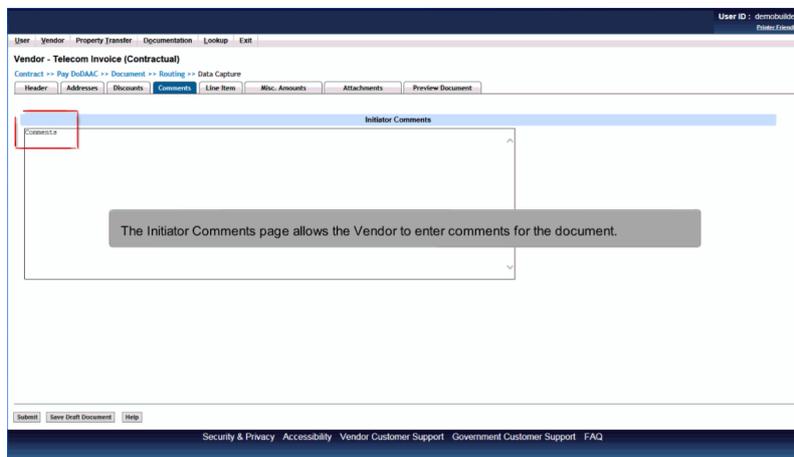
The Discount Percentage and Due Days are entered. Vendor may click the "Delete" link to remove the discount, and click the "Add" link to add another discount.

Scene 22



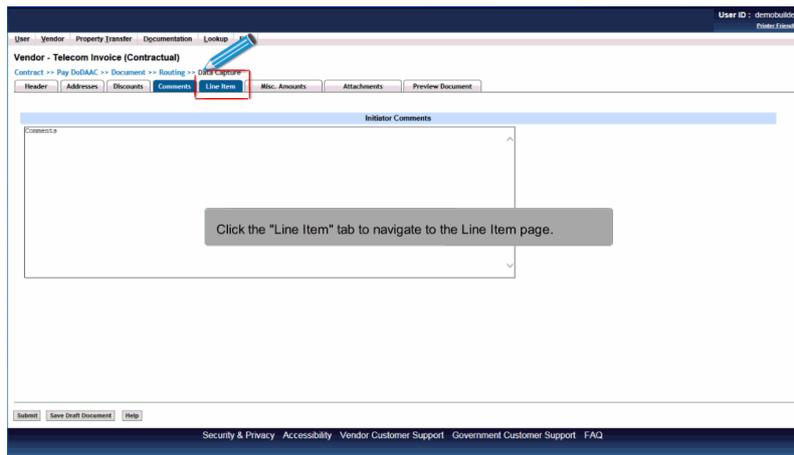
Click the "Comments" tab to navigate to the Initiator Comments page.

Scene 23



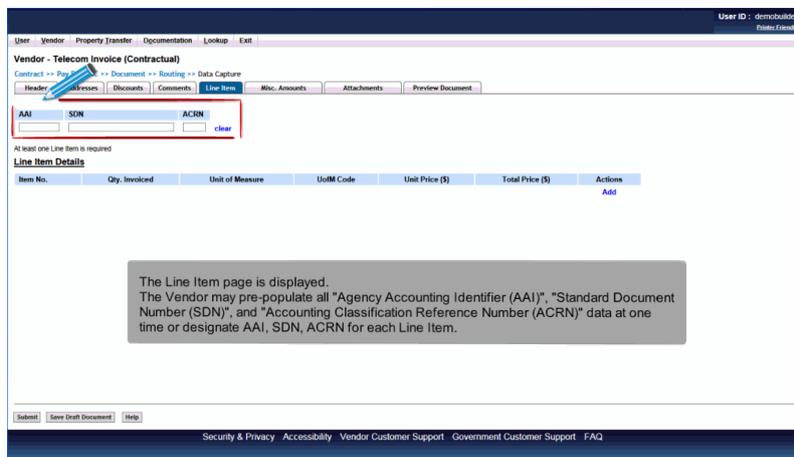
The Initiator Comments page allows the Vendor to enter comments for the document.

Scene 24



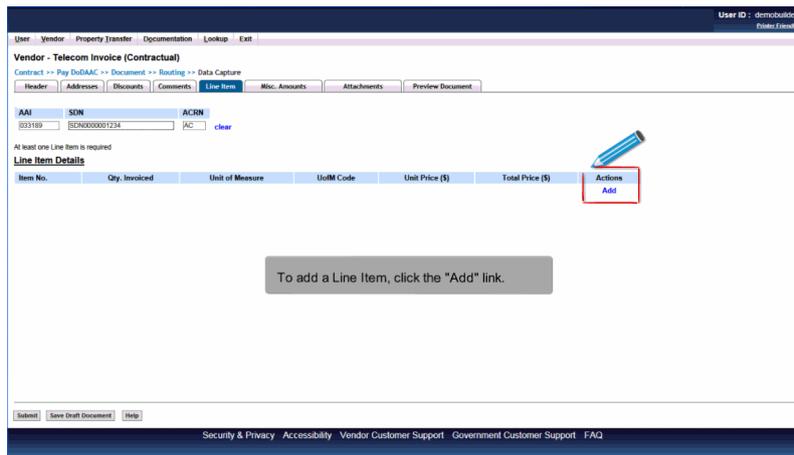
Click the "Line Item" tab to navigate to the Line Item page.

Scene 25



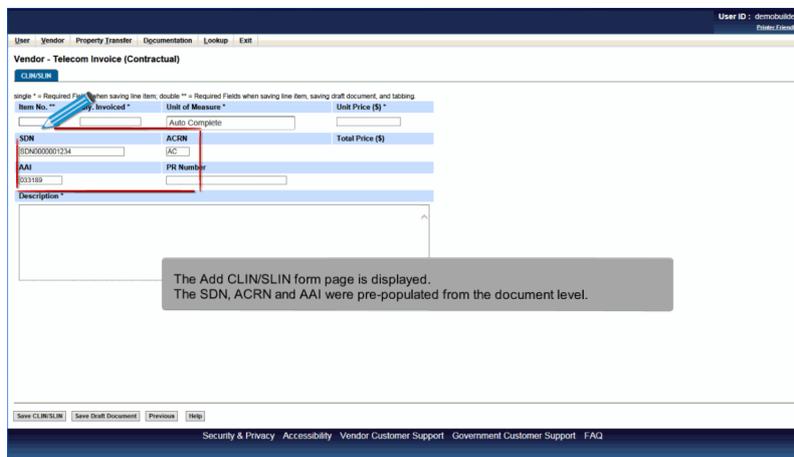
The Line Item page is displayed.
The Vendor may pre-populate all "Agency Accounting Identifier (AAI)", "Standard Document Number (SDN)", and "Accounting Classification Reference Number (ACRN)" data at one time or designate AAI, SDN, ACRN for each Line Item.

Scene 26



To add a Line Item, click the "Add" link.

Scene 27



The Add CLIN/SLIN form page is displayed.
The SDN, ACRN and AAI were pre-populated from the document level.

Scene 28

User ID: demobuilder
Pinto.Finally

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Telecom Invoice (Contractual)

CLIN/SLIN

single * = Required Fields when saving line item, double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *
0001	50	EA-EACH	50.00
SDN	ACRN	Total Price (\$)	
SDN000001234	AC	2,500.00	
AAI	PR Number		
033189			
Description *			
DESCRIPTION			

The system requires the entry of the Line Item Number, Quantity Invoiced, Unit of Measure, Unit Price, and Line Item Description.
Agency Accounting Identifier, Standard Document Number and ACRN are optional fields.
Click the "Save CLIN/SLIN" button to save the line item.

Save CLIN/SLIN Save Draft Document Previous Help

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The system requires the entry of the Line Item Number, Quantity Invoiced, Unit of Measure, Unit Price, and Line Item Description.

Agency Accounting Identifier, Standard Document Number and ACRN are optional fields.

Click the "Save CLIN/SLIN" button to save the line item.

Scene 29

User ID: demobuilder
Pinto.Finally

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Telecom Invoice (Contractual)

Contract >> Pay Du/DAAC >> Document >> Routing >> Data Capture

Header Addresses Documents Comments Line Item Misc. Amounts Attachments Preview Document

AAI SDN ACRN

033189 SDN000001234 AC clear

At least one Line Item is required

Item No.	Qty. Invoiced	Unit of Measure	Unit Price (\$)	Total Price (\$)	Actions
0001	50	Each	50.00	2,500.00	Edit Delete

The Line Item is now saved.
The Vendor may edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading.

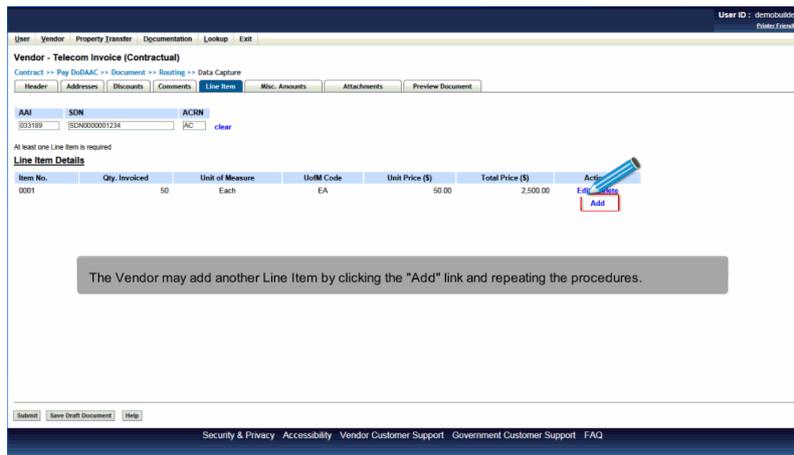
Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Line Item is now saved.

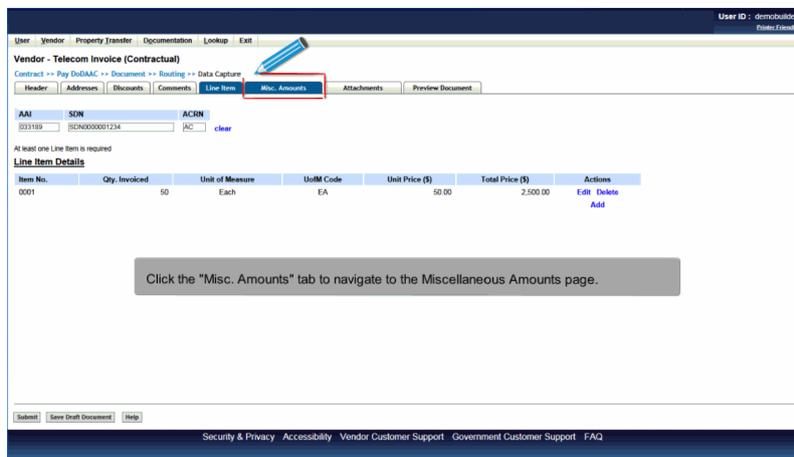
The Vendor may edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading.

Scene 30



The Vendor may add another Line Item by clicking the "Add" link and repeating the procedures.

Scene 31



Click the "Misc. Amounts" tab to navigate to the Miscellaneous Amounts page.

Scene 32

User ID : demobuilder
Pinto.Finally

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Telecom Invoice (Contractual)

Contract >> Pay DuDAAAC >> Document >> Routing >> Data Capture

Header Addresses Documents Comments Line Item Misc. Amounts Attachments Preview Document

Miscellaneous Amounts

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

The Misc. Amounts page is displayed.
This page contains forms for Miscellaneous Fees (i.e., Transportation Direct Billing), Miscellaneous Allowances (i.e., Price Deviation), and Taxes. There will be different fields required depending on the pay code the Vendor entered.

Note. An attachment is required when submitting a Telecom Invoice (Contractual) 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.

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Misc. Amounts page is displayed.

This page contains forms for Miscellaneous Fees (i.e., Transportation Direct Billing), Miscellaneous Allowances (i.e., Price Deviation), and Taxes. There will be different fields required depending on the pay code the Vendor entered.

Note. An attachment is required when submitting a Telecom Invoice (Contractual) 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 33

User ID : demobuilder
Pinto.Finally

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Telecom Invoice (Contractual)

Contract >> Pay DuDAAAC >> Document >> Routing >> Data Capture

Header Addresses Documents Comments Line Item Misc. Amounts Attachments Preview Document

Miscellaneous Amounts

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

To add a Miscellaneous Allowance, click the "Add" link.

Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

To add a Miscellaneous Allowance, click the "Add" link.

Scene 34

The Add Misc. Fee page is displayed. Select a Misc. Allowance code from the dropdown list and enter Misc. Allowance Price.

The Add Misc. Fee page is displayed. Select a Misc. Allowance code from the dropdown list and enter Misc. Allowance Price.

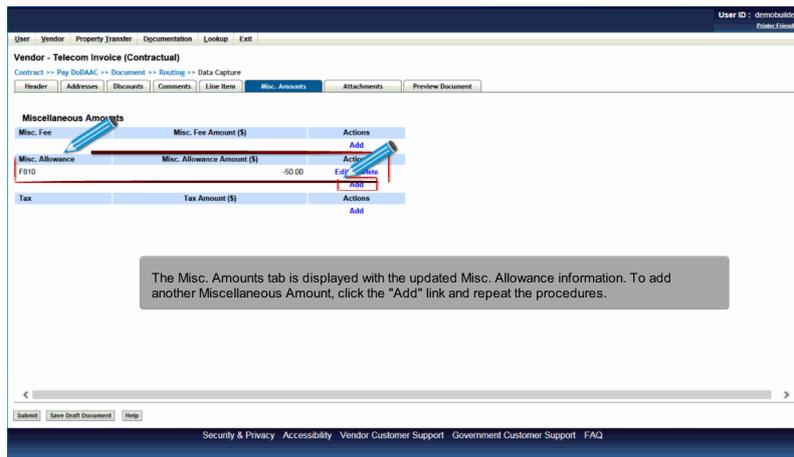
Scene 35

After the Misc. Allowance has been selected from the dropdown list, the description will be pre-populated in the Description field.
Click the "Save Misc. Allowance" button to save the data.

After the Misc. Allowance has been selected from the dropdown list, the description will be pre-populated in the Description field.

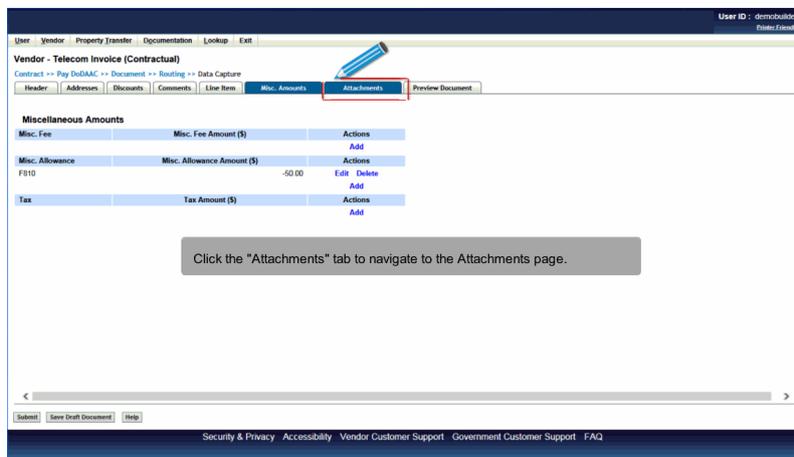
Click the "Save Misc. Allowance" button to save the data.

Scene 36



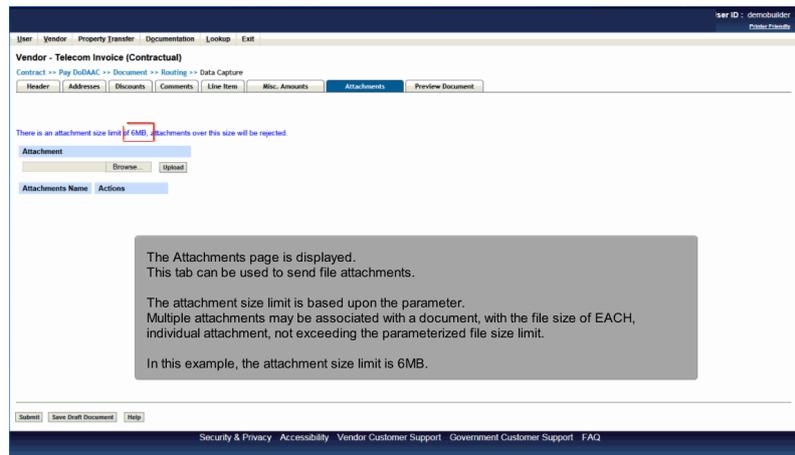
The Misc. Amounts tab is displayed with the updated Misc. Allowance information. To add another Miscellaneous Amount, click the "Add" link and repeat the procedures.

Scene 37



Click the "Attachments" tab to navigate to the Attachments page.

Scene 38

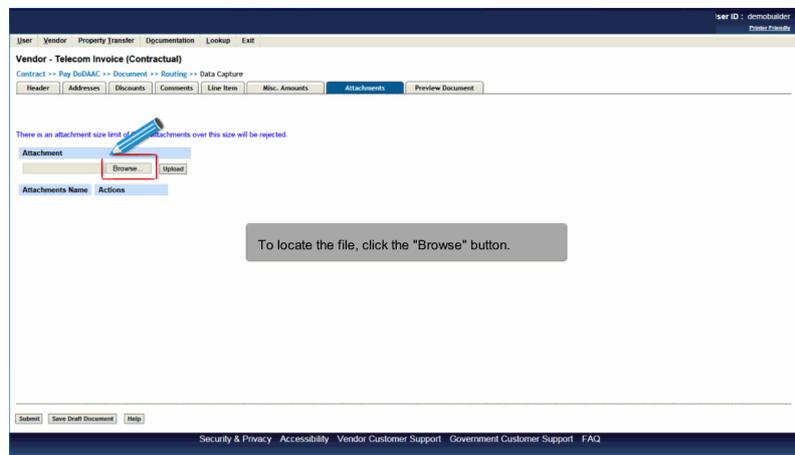


The Attachments page is displayed.
This tab can be used to send file attachments.

The attachment size limit is based upon the parameter.
Multiple attachments may be associated with a document, with the file size of EACH, individual attachment, not exceeding the parameterized file size limit.

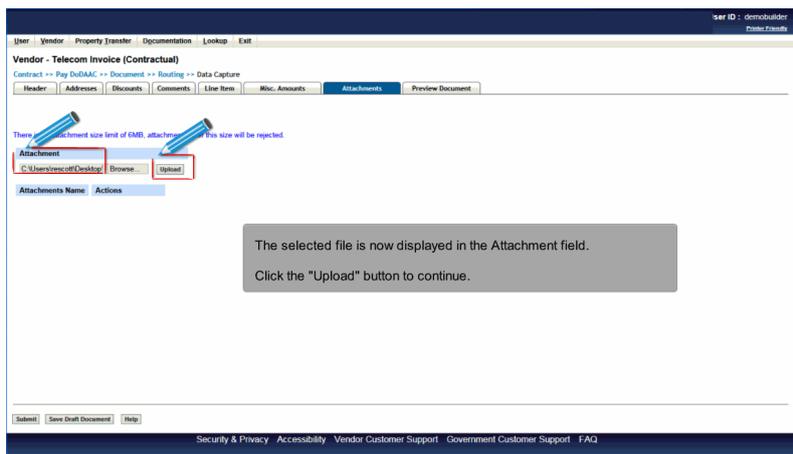
In this example, the attachment size limit is 6MB.

Scene 39



To locate the file, click the "Browse" button.

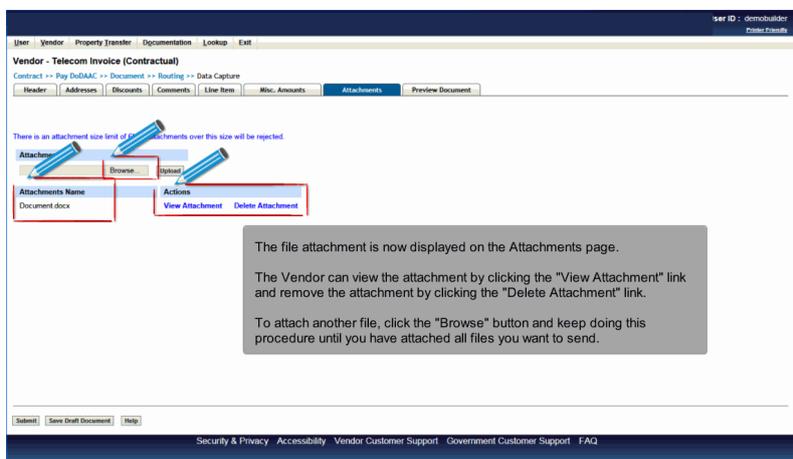
Scene 40



The selected file is now displayed in the Attachment field.

Click the "Upload" button to continue.

Scene 41

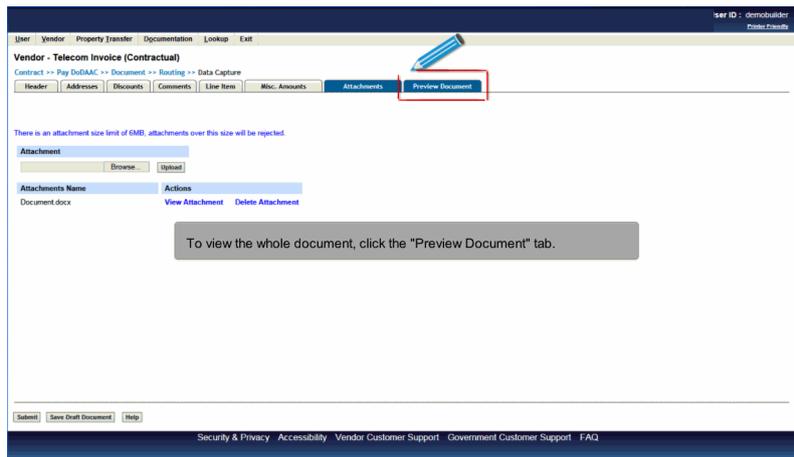


The file attachment is now displayed on the Attachments page.

The Vendor can view the attachment by clicking the "View Attachment" link and remove the attachment by clicking the "Delete Attachment" link.

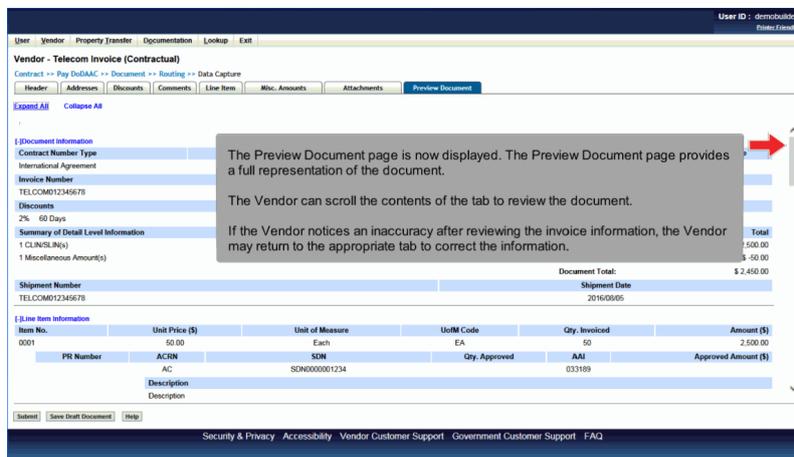
To attach another file, click the "Browse" button and keep doing this procedure until you have attached all files you want to send.

Scene 42



To view the whole document, click the "Preview Document" tab.

Scene 43

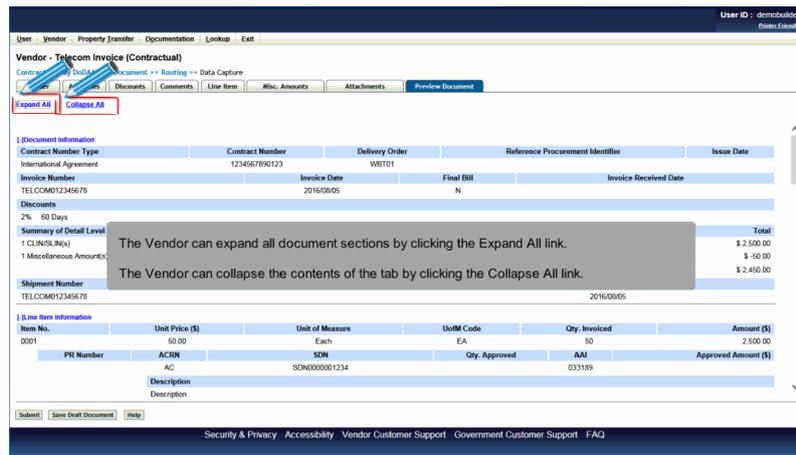


The Preview Document page is now displayed. The Preview Document page provides a full representation of the document.

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.

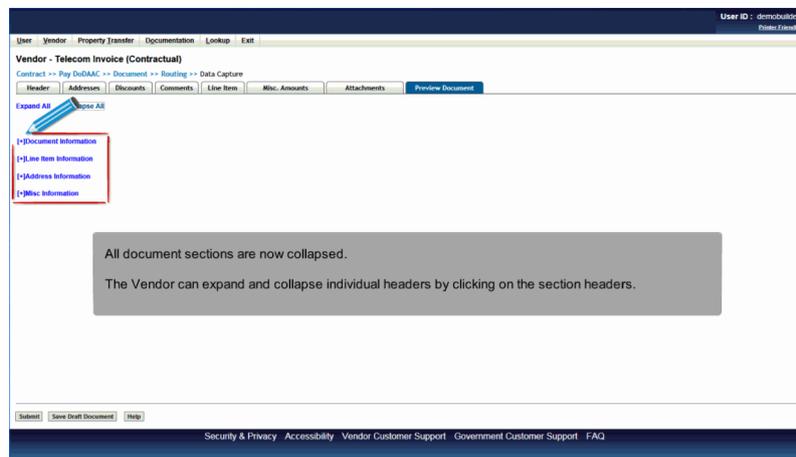
Scene 44



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.

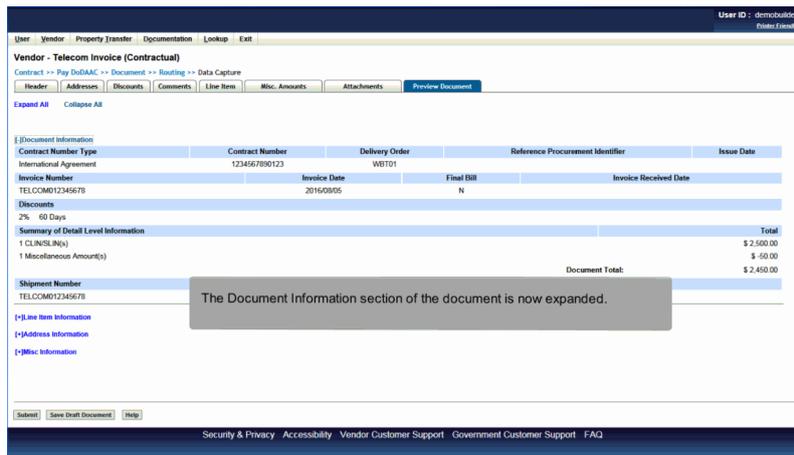
Scene 45



All document sections are now collapsed.

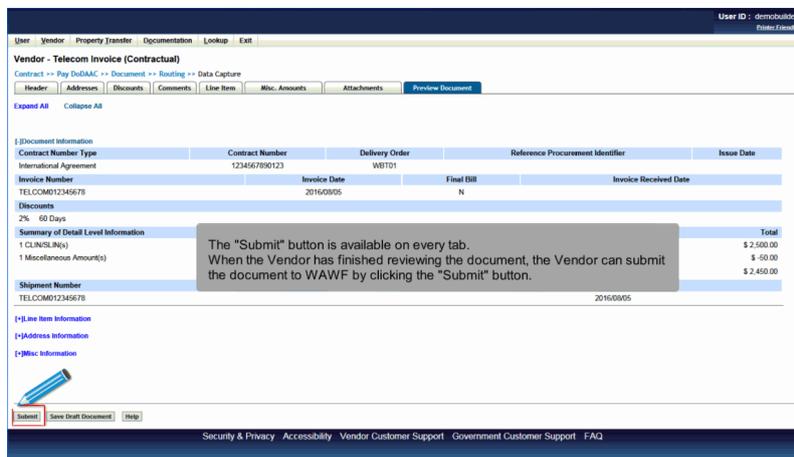
The Vendor can expand and collapse individual headers by clicking on the section headers.

Scene 46



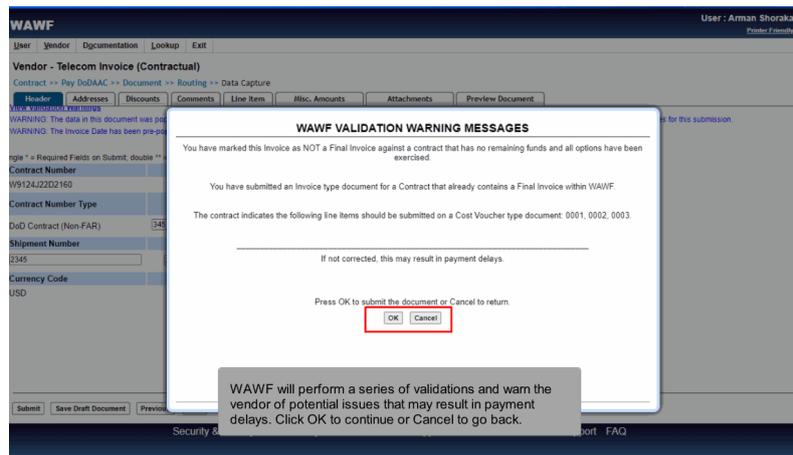
The Document Information section of the document is now expanded.

Scene 47



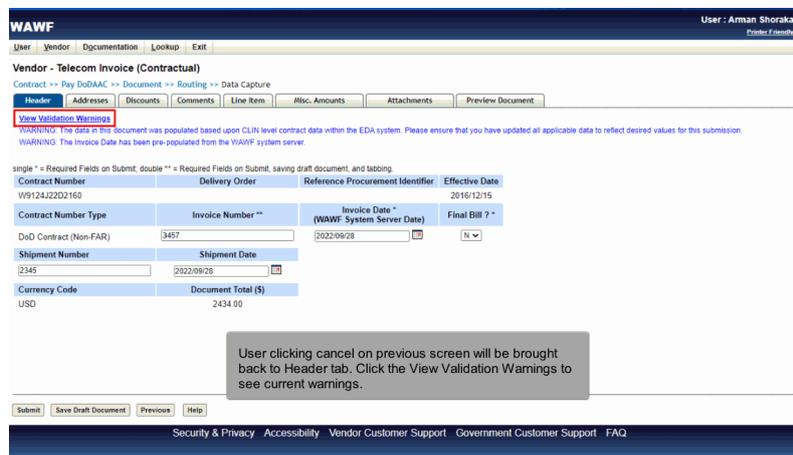
The "Submit" button is available on every tab. When the Vendor has finished reviewing the document, the Vendor can submit the document to WAWF by clicking the "Submit" button.

Scene 48



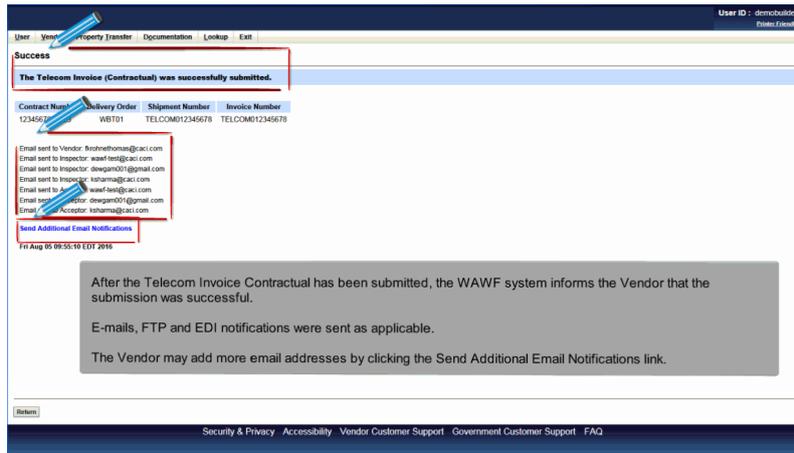
WAWF will perform a series of validations and warn the vendor of potential issues that may result in payment delays. Click OK to continue or Cancel to go back.

Scene 49



User clicking cancel on previous screen will be brought back to Header tab. Click the View Validation Warnings to see current warnings.

Scene 50

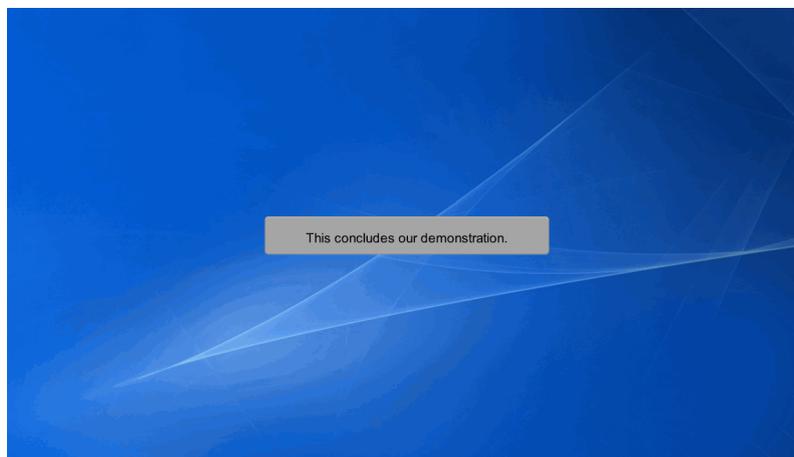


After the Telecom Invoice Contractual has been submitted, the WAWF system informs the Vendor that the submission was successful.

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.