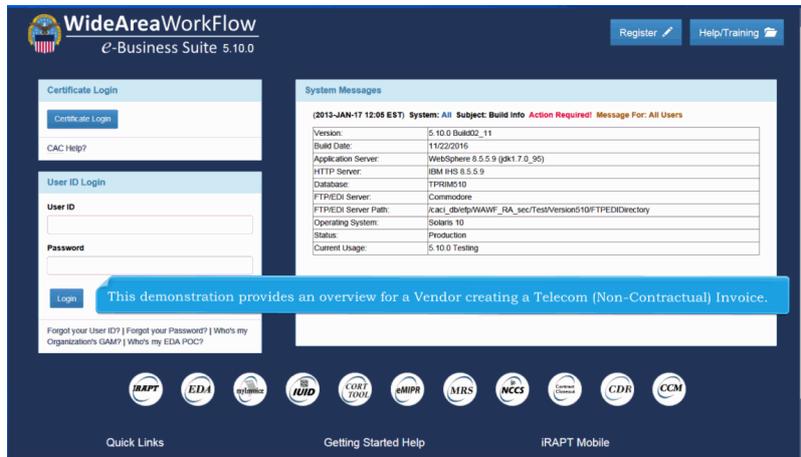
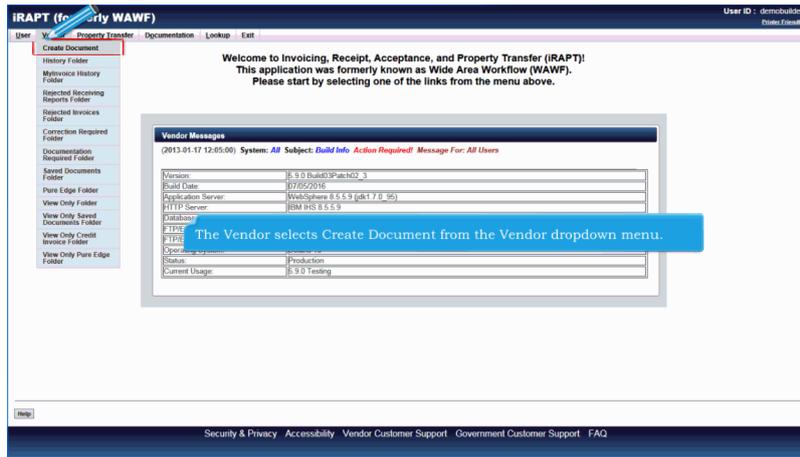


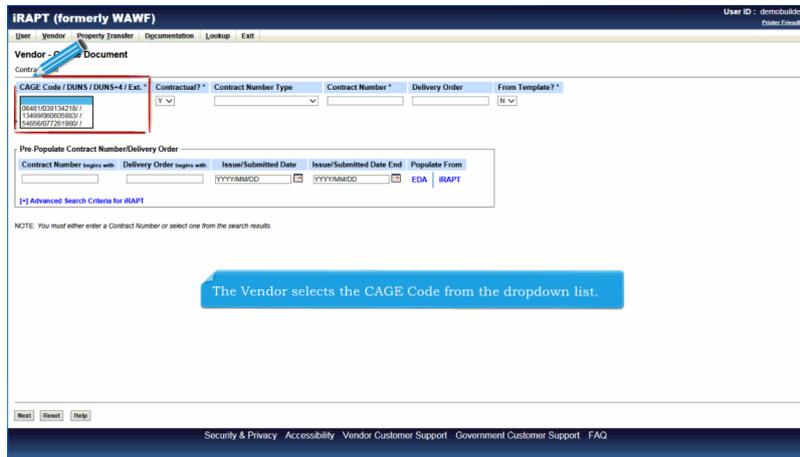
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.



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



The Vendor selects Create Document from the Vendor dropdown menu.



The Vendor selects the CAGE Code from the dropdown list.

iRAPT (formerly WAWF) User ID : demobuilder
Printer Friendly

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS-4 / Ext.*	Contractual?*	Contract Number Type	Contract Number*	Delivery Order	From Template?*
06481039134218 / v	N				N

* = Required Fields

Pre Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
		YYYYMMDD	YYYYMMDD	EDA iRAPT

[+] Advanced Search Criteria for iRAPT

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

The Vendor selects N from the Contractual? dropdown menu.

Next Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Vendor selects N from the Contractual? dropdown menu.

iRAPT (formerly WAWF) User ID : demobuilder
Printer Friendly

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS-4 / Ext.*	Contractual?*	Contract Number Type	Contract Number	Delivery Order	From Template?*
06481039134218 / v	N				N

* = Required Fields

Upon selecting N from the Contractual? dropdown list the Pre-Populate Contract Number/Delivery Order box will no longer be displayed.
The Vendor does not enter a contract number. A unique "Telecom Control Number" is automatically generated by iRAPT.
Click the Next button to continue.

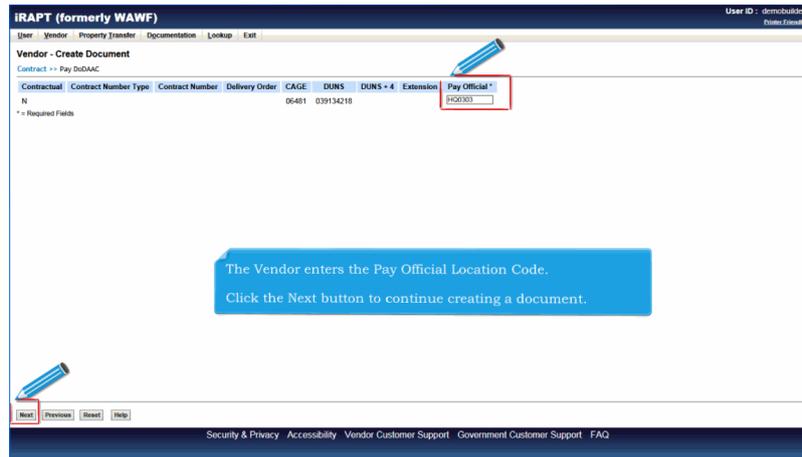
Next Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Upon selecting N from the Contractual? dropdown list the Pre-Populate Contract Number/Delivery Order box will no longer be displayed.

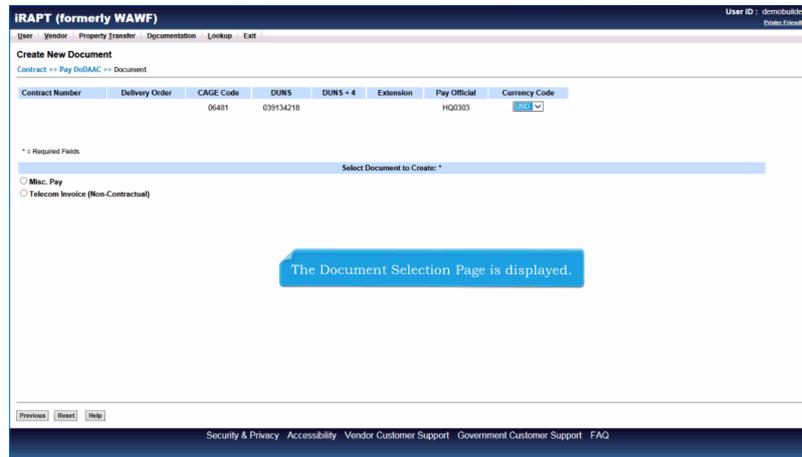
The Vendor does not enter a contract number. A unique "Telecom Control Number" is automatically generated by iRAPT.

Click the Next button to continue.



The Vendor enters the Pay Official Location Code.

Click the Next button to continue creating a document.



The Document Selection Page is displayed.

IRAPT (formerly WAWF) User ID : demobuilder
Printer Friendly

User Vendor Property Transfer Documentation Lookup Exit

Create New Document
Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
		06481	039134216			HQ0303	USD

* = Required Fields

Select Document to Create *

Miscellaneous

Telecom Invoice (Non-Contractual)

The Vendor clicks the radio button for Telecom Invoice (Non-Contractual) and clicks the Next button.

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Vendor clicks the radio button for Telecom Invoice (Non-Contractual) and clicks the Next button.

IRAPT (formerly WAWF) User ID : demobuilder
Printer Friendly

User Vendor Property Transfer Documentation Lookup Exit

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

Contract	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
N	06481	039134216			HQ0303

* = Required Fields, Date = YYYYMMDD

Accepting DoDAAC / Extension Admin DoDAAC

Routing Code

Inspect By DoDAAC / Extension Admin DoDAAC

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

Next Previous Reset Help

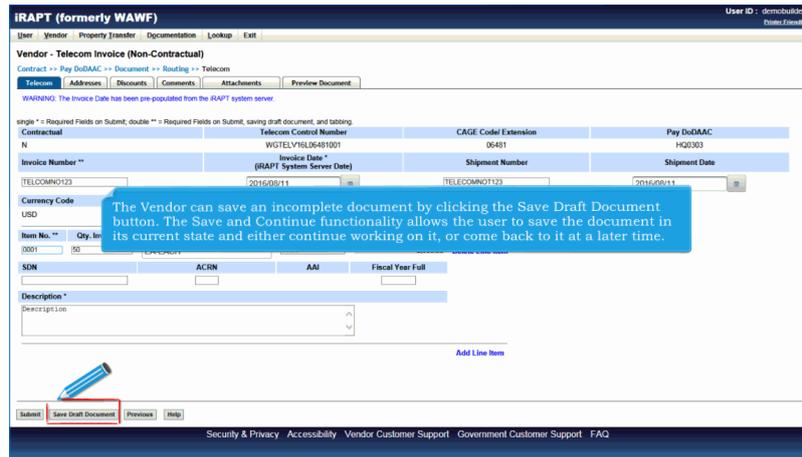
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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

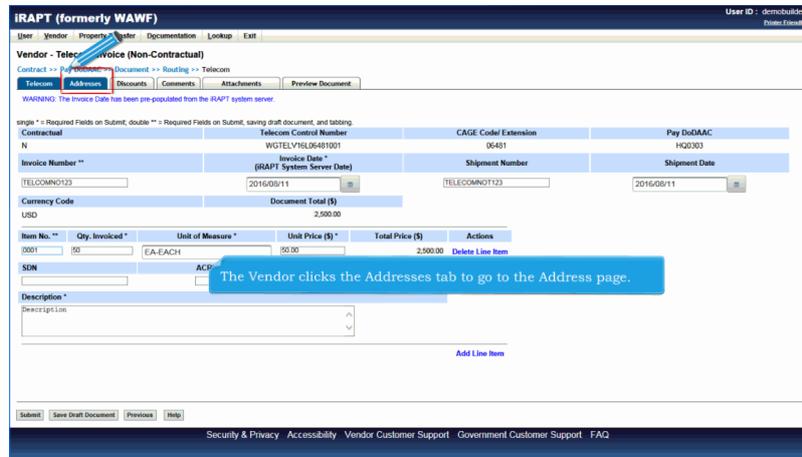
IRAPT (formerly WAWF) User ID : demobuilder
Vendor - Telecom Invoice (Non-Contractual)
Contract --> Pay DoDAAC --> Document --> Routing --> Telecom
Telecom | Addresses | Documents | Comments | Attachments | Preview Document
WARNING: The Invoice Date has been pre-populated from the IRAPT system server.
single * = Required Fields on Submit, double ** = Required Fields on Submit, saving draft document, and tabbing.
Contractual Telecom Control Number CAGE Code/ Extension Pay DoDAAC
N WGTLYH6L041001 06481 H20303
Invoice Number ** Invoice Date ** Shipment Number Shipment Date
2016/09/11 2016/09/11
Currency Code Document Total (\$)
USD
Item No. ** Qty. Invoiced * Unit of Measure * Unit Price (\$) * Total Price (\$) Actions
Auto Complete Delete Line Item
SUN ACRN AAI Fiscal Year Full
Description *
The Data Capture tabs are displayed with the Telecom tab as the Active tab.
Add Line Item
Submit Save Draft Document Previous Help
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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

The Vendor enters the mandatory invoice data for the Telecom Invoice (Non-Contractual).



The Vendor can save an incomplete document by clicking the Save Draft Document 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.



The Vendor clicks the Addresses tab to go to the Address page.

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.

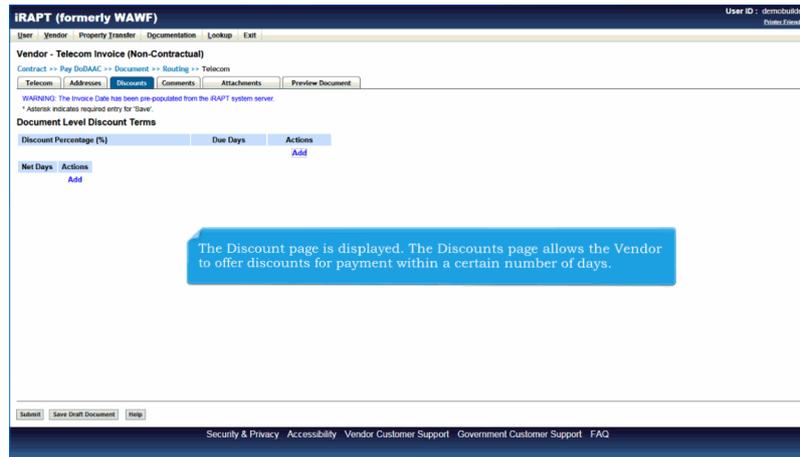
The Addresses tab is displayed.

The Vendor can use this tab to view or edit the address information.

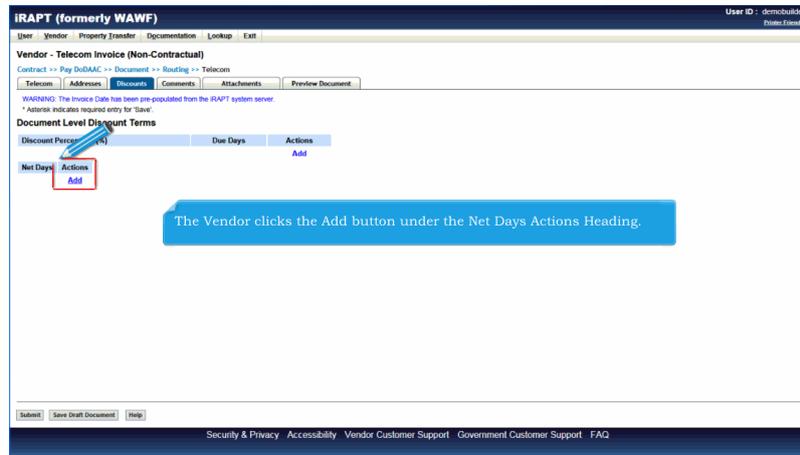
Based on the routing location codes entered, iRAPT will pre-populate the address information for each of the location codes onto the document.

The Vendor clicks the Discounts Tab to go to the Discounts page.

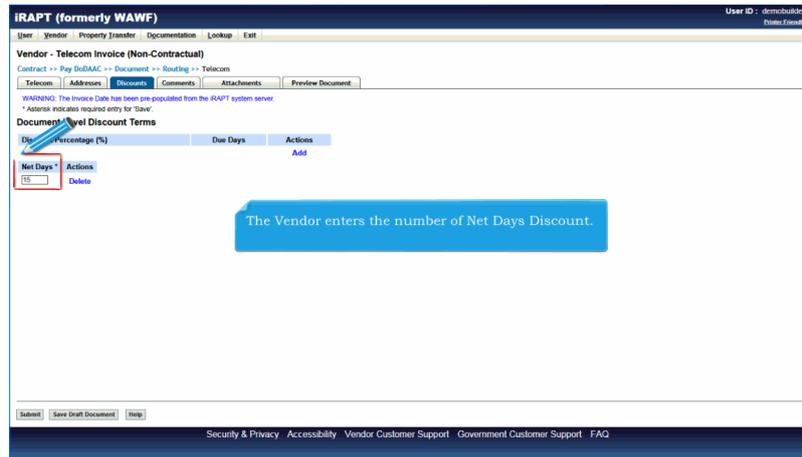
The Vendor clicks the Discounts Tab to go to the Discounts page.



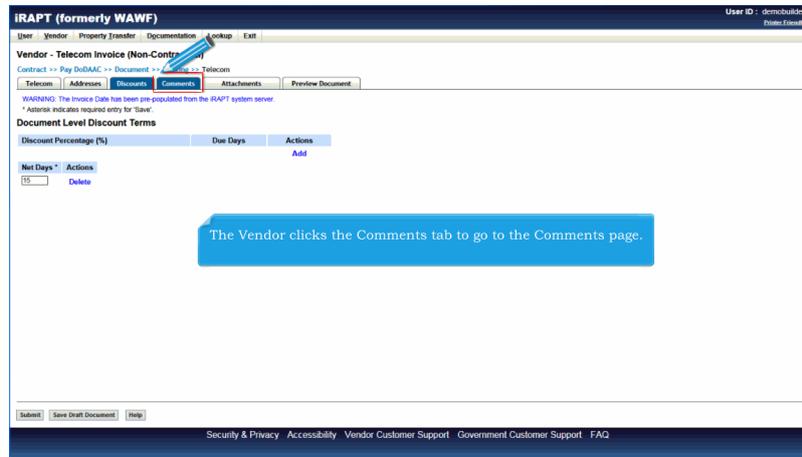
The Discount page is displayed. The Discounts page allows the Vendor to offer discounts for payment within a certain number of days.



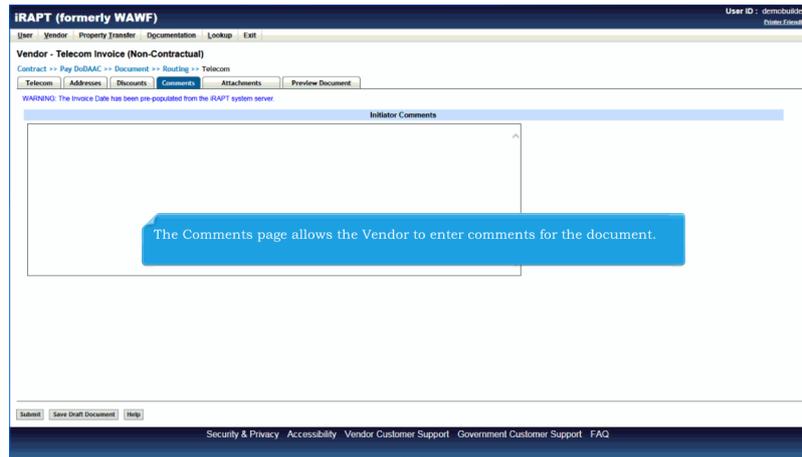
The Vendor clicks the Add button under the Net Days Actions Heading.



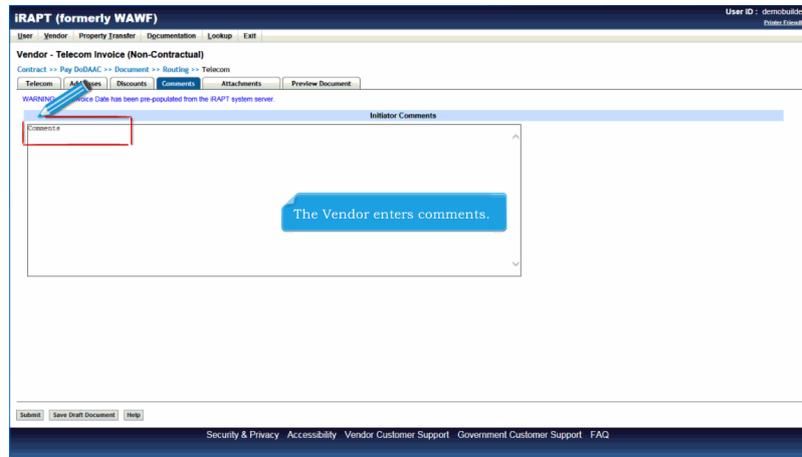
The Vendor enters the number of Net Days Discount.



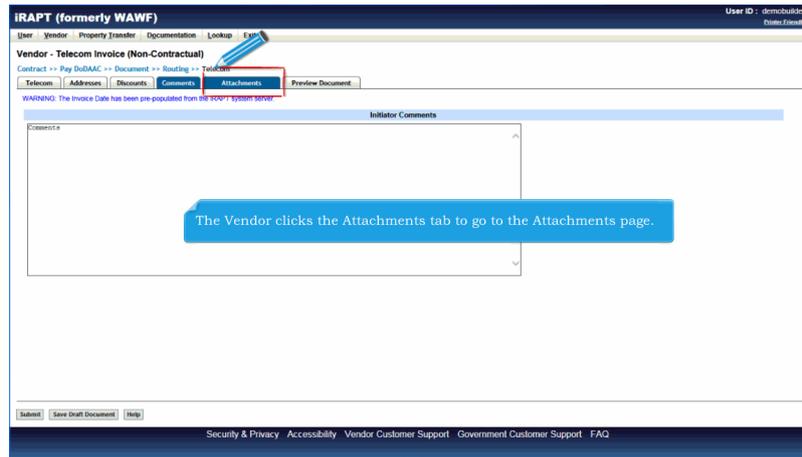
The Vendor clicks the Comments tab to go to the Comments page.



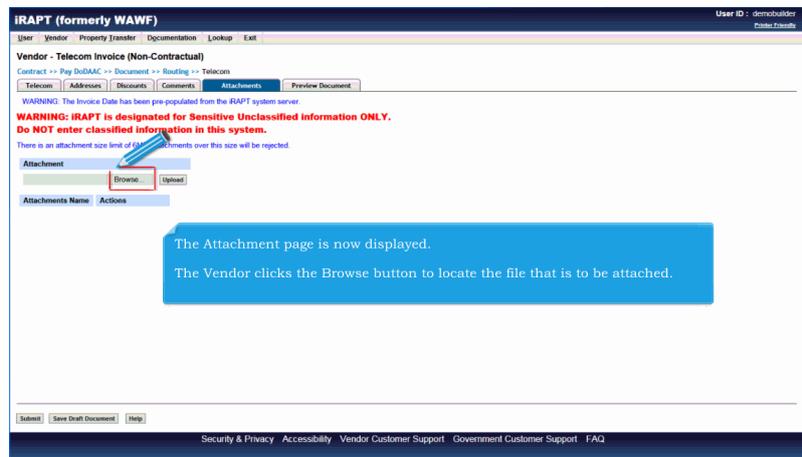
The Comments page allows the Vendor to enter comments for the document.



The Vendor enters comments.

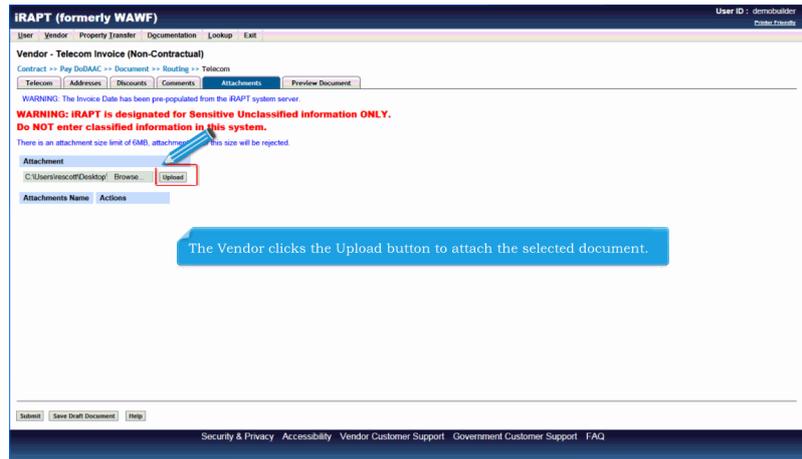


The Vendor clicks the Attachments tab to go to the Attachments page.

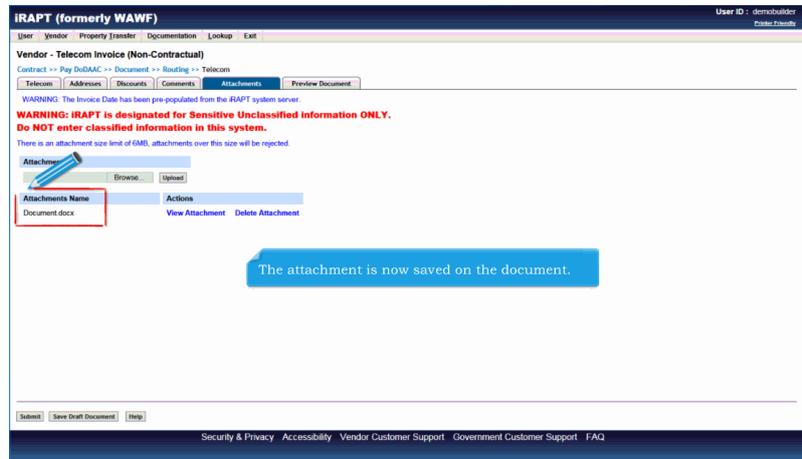


The Attachment page is now displayed.

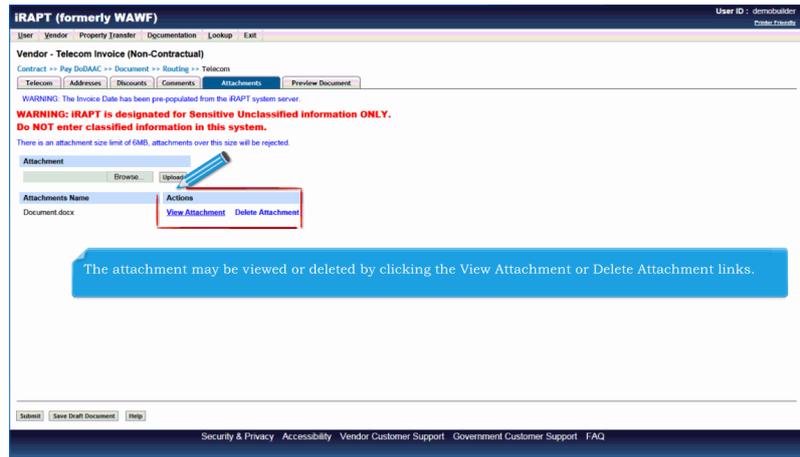
The Vendor clicks the Browse button to locate the file that is to be attached.



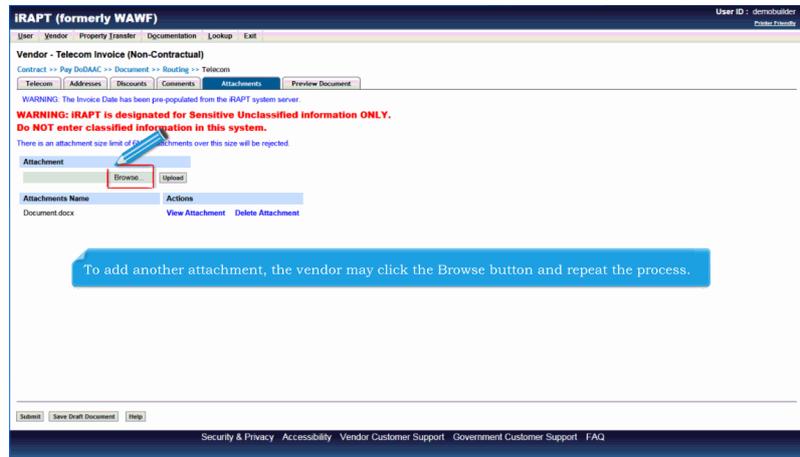
The Vendor clicks the Upload button to attach the selected document.



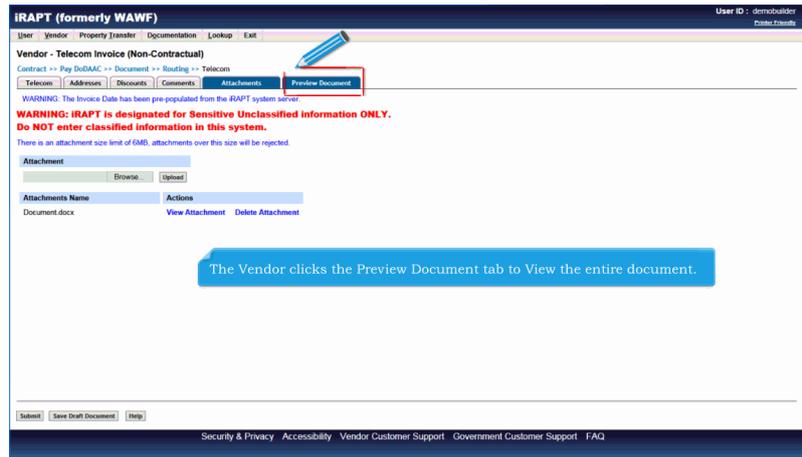
The attachment is now saved on the document.



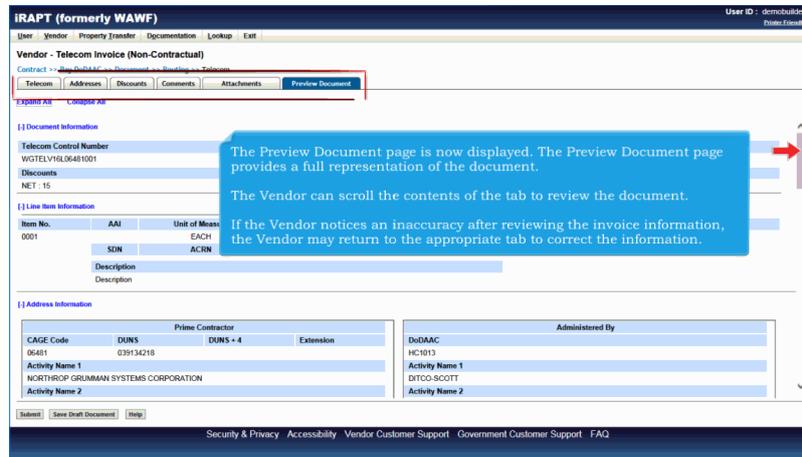
The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.



To add another attachment, the vendor may click the Browse button and repeat the process.



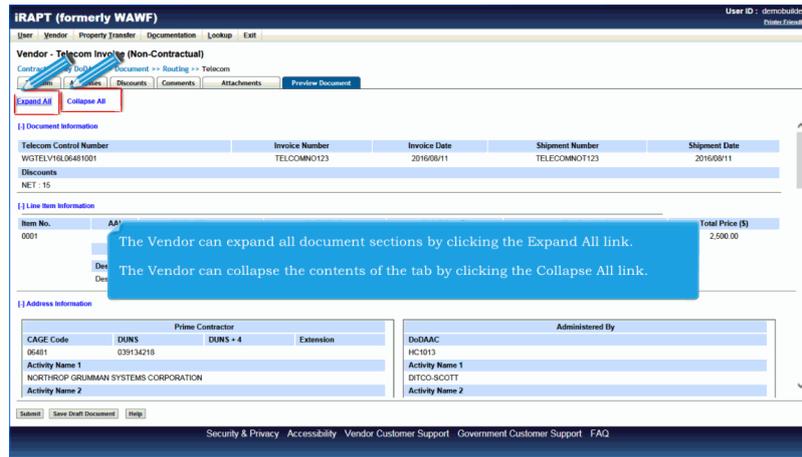
The Vendor clicks the Preview Document tab to View the entire document.



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

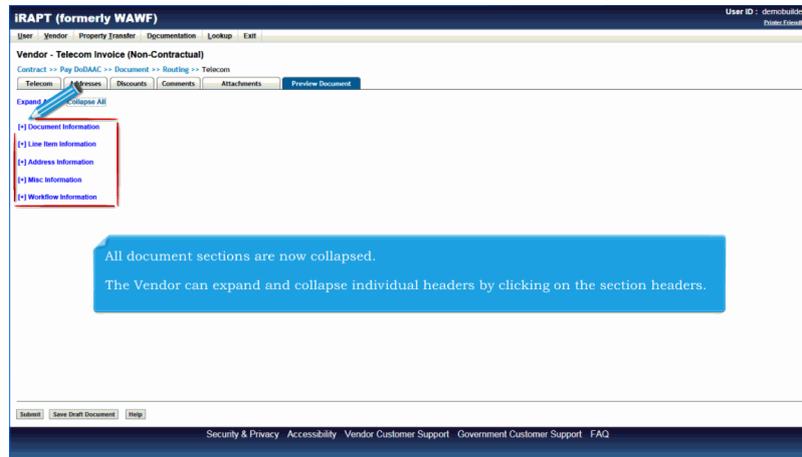
The Vendor can scroll the contents of the tab to review the document.

If the Vendor notices an inaccuracy after reviewing the invoice information, the Vendor may return to the appropriate tab to correct the information.



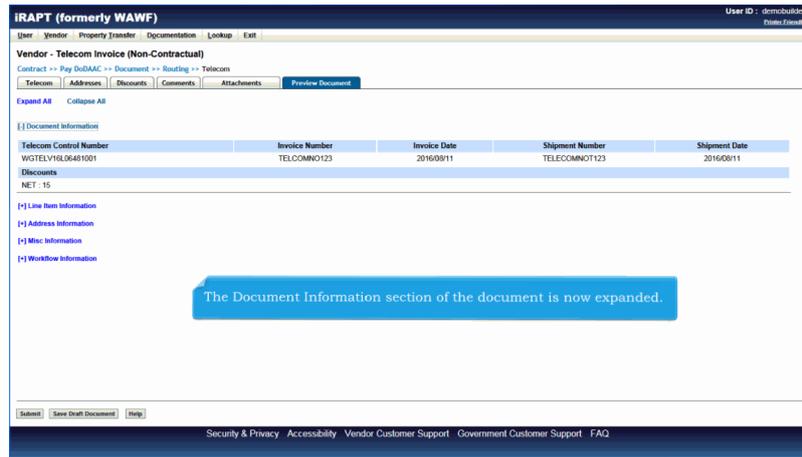
The Vendor can expand all document sections by clicking the Expand All link.

The Vendor can collapse the contents of the tab by clicking the Collapse All link.

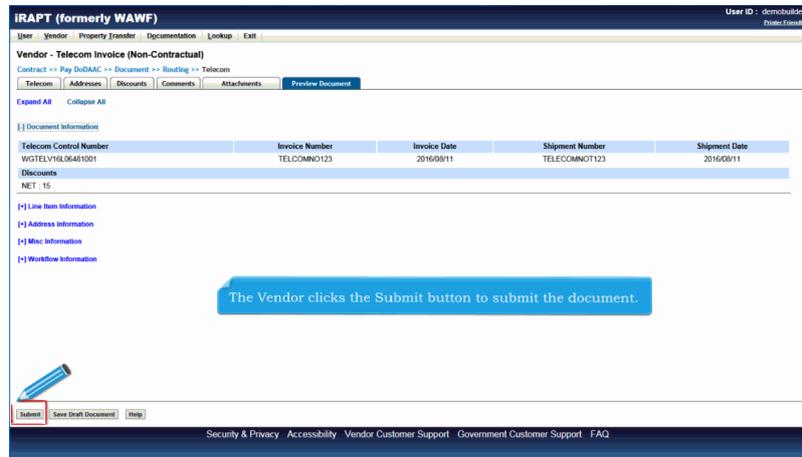


All document sections are now collapsed.

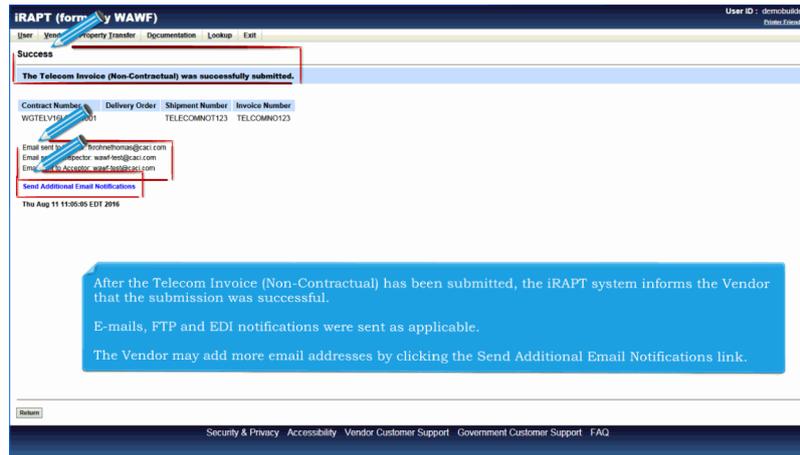
The Vendor can expand and collapse individual headers by clicking on the section headers.



The Document Information section of the document is now expanded.



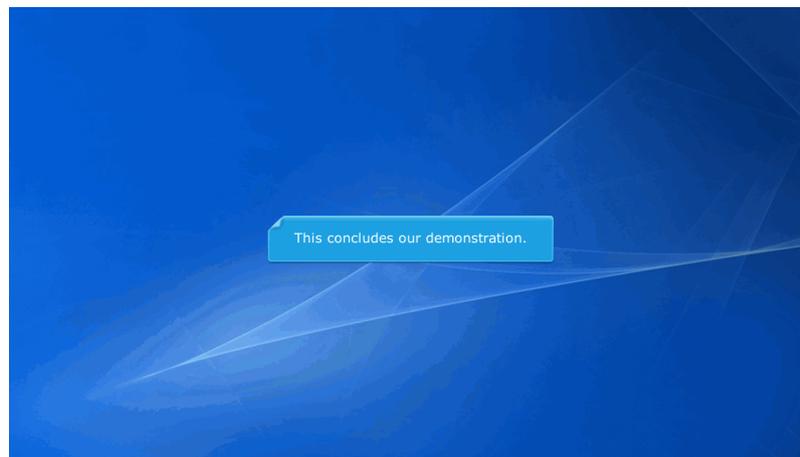
The Vendor clicks the Submit button to submit the document.



After the Telecom Invoice (Non-Contractual) 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.



This concludes our demonstration.