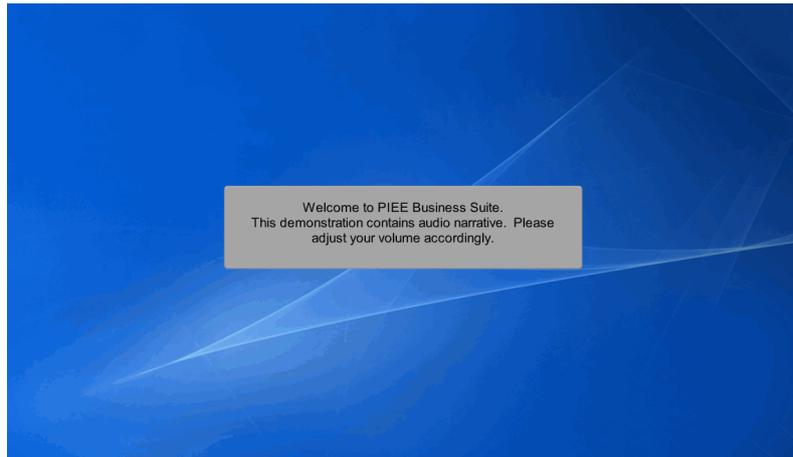
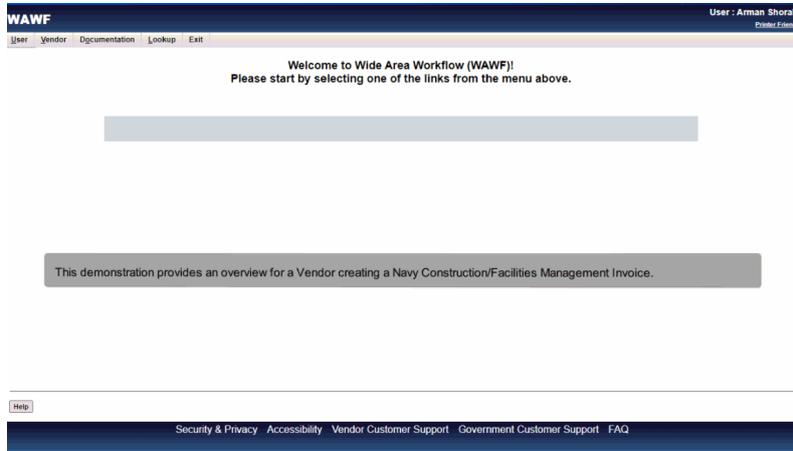


Intro



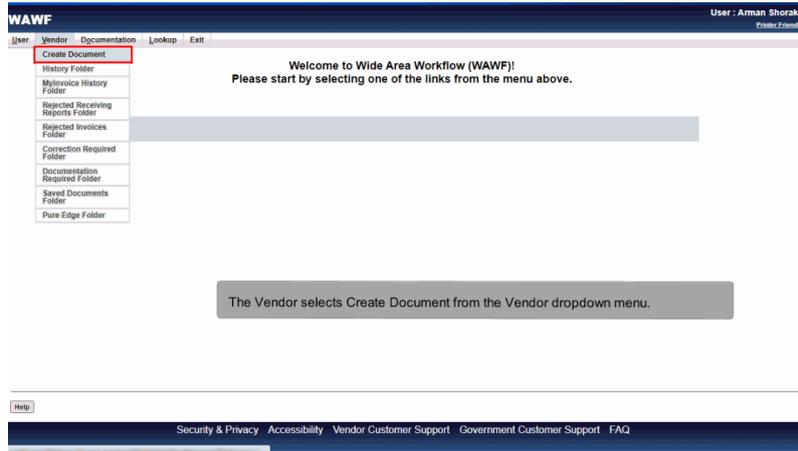
Welcome to PIEE Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 1



This demonstration provides an overview for a Vendor creating a Navy Construction/Facilities Management Invoice.

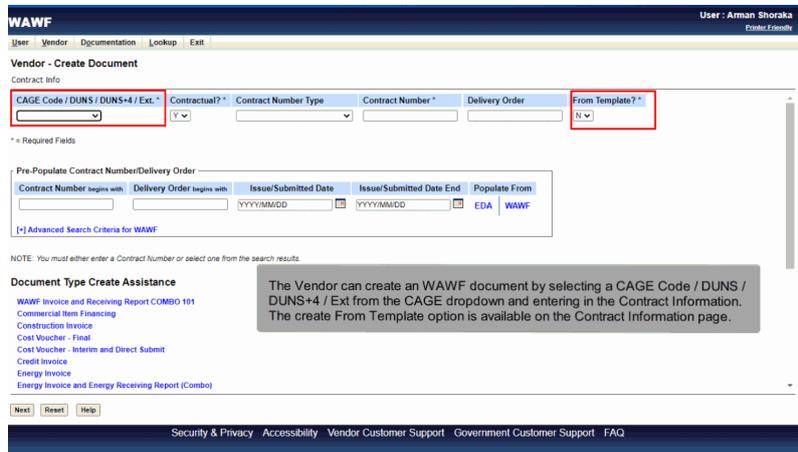
Scene 2



The Vendor selects Create Document from the Vendor dropdown menu.

The Vendor selects Create Document from the Vendor dropdown menu.

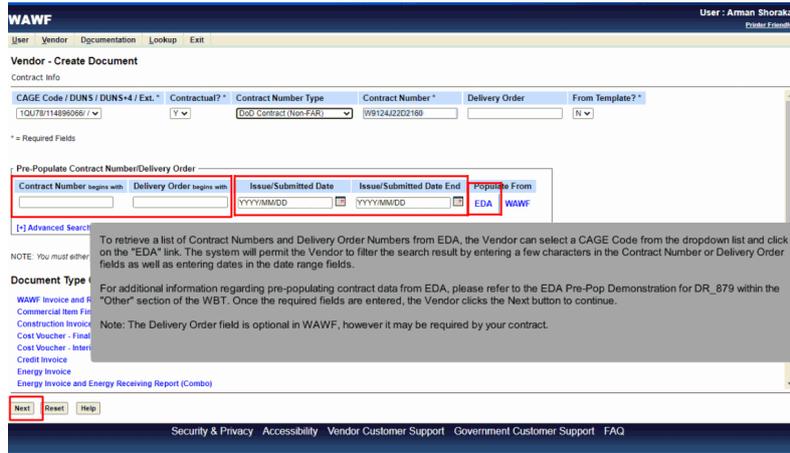
Scene 3



The Vendor can create an WAWF document by selecting a CAGE Code / DUNS / DUNS+4 / Ext from the CAGE dropdown and entering in the Contract Information. The create From Template option is available on the Contract Information page.

The Vendor can create an WAWF document by selecting a CAGE Code / DUNS / DUNS+4 / Ext from the CAGE dropdown and entering in the Contract Information. The create From Template option is available on the Contract Information page.

Scene 4

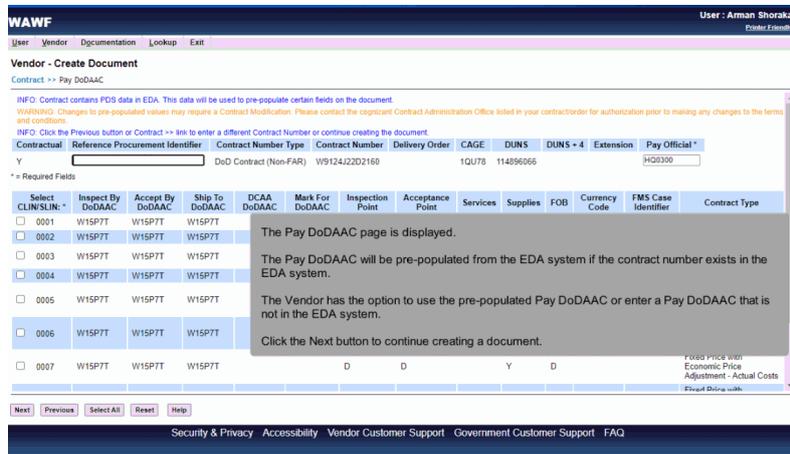


To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown list and click on the "EDA" link. The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields 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 WBT. Once the required fields are entered, the Vendor clicks 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

The screenshot shows the 'Vendor - Create Document' page in the WAWF system. At the top, the user is identified as Aman Shoraka. Below the navigation menu, the contract details are displayed: Contractual (Y), Reference Procurement Identifier (DoD Contract (Non-FAR)), Contract Number Type (W9124J22D2160), Delivery Order (1QU78), CAGE (11489666), DUNS (H00300), and Pay Official (*). A table of contract line items follows, with columns for 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, and Contract Type. Eight line items are listed, each with a checkbox in the 'Select CLIN/SLIN' column. A red box highlights the first two checkboxes (0001 and 0002). Below the table, a 'Next' button is visible, and a tooltip message reads: 'Select required CLIN/SLIN and click the next button.'

Select required CLIN/SLIN and click the next button.

Scene 7

The screenshot shows the 'Create New Document' page in the WAWF system. The user is identified as Aman Shoraka. Below the navigation menu, the contract details are displayed: Contractual (Y), Reference Procurement Identifier (DoD Contract (Non-FAR)), Contract Number Type (W9124J22D2160), Delivery Order (1QU78), CAGE (11489666), DUNS (H00300), and Pay Official (*). A table of contract line items is shown with columns for Contract Number, Delivery Order, Reference Procurement Identifier, CAGE Code, DUNS, DUNS + 4, Extension, Pay Official, and Currency Code. Below the table, a 'Select Document to Create:' section lists various document types with radio buttons. A red box highlights a warning message: 'WARNING: The line items selected contain both cost type and fixed price line items. Please make sure you have selected the appropriate items.' A tooltip message reads: '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)
- Repairables Receiving Report
- Invoice and Repairables 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

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Click the Navy Construction / Facilities Management Invoice Payment Invoice radio button. Click the next button.

Scene 9

WAWF User: Aman Shoraka
Printer Friendly

User Vendor Documentation Lookup Exit

Vendor - Navy Construction / Facilities Management Invoice
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: 0001, 0002, 0003, 0004.

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

* = Required Fields. Date = YYYYMMDD

Effective Date: 0316/2015 Issue By: 008171

Accept By DoDAAC: / Extension LPO Doc: W15PPT

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.

Next Previous Reset Help

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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

WAWF User: Aman Shoraka
Printer Friendly

User Vendor Documentation Lookup Exit

Vendor - Navy Construction / Facilities Management Invoice

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: 0001, 0002, 0003, 0004

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
W9124J2D2160							

* = Required Fields; Date = YYYYMMDD

Effective Date: 07/16/12 15

Accept By DoDAAC / Extension: W1SPFT

The Routing page is displayed. The following Routing Location Codes are mandatory for Navy Construction / Facilities Management Invoice:

- Admin DoDAAC
- Inspect By DoDAAC
- Accept By DoDAAC

WAWF routes documents electronically using the location codes so make sure the information is correct according to the latest contract information. In some cases your contract may require you to complete one or more of the optional location code fields. If needed, ask your contracting officer for clarification.

The Vendor clicks the Next button to continue.

Next Previous Reset Help

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The Routing page is displayed. The following Routing Location Codes are mandatory for Navy Construction / Facilities Management Invoice:

- Admin DoDAAC
- Inspect By DoDAAC
- Accept By DoDAAC

WAWF routes documents electronically using the location codes so make sure the information is correct according to the latest contract information. In some cases your contract may require you to complete one or more of the optional location code fields. If needed, ask your contracting officer for clarification.

The Vendor clicks the Next button to continue.

Scene 11

User ID: demobuilder
Printer Friendly

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Navy Construction / Facilities Management Invoice

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

Header Addresses Discounts Comments Line Items Attachments Preview Document

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

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBTO1			06481	HQ0131

Contract Number Type	Invoice Number **	Invoice Date *	Final Invoice *	Construction	Fixed Price
		20150729		N	Y

International Agreement:

Currency Code: USD Document Total (\$):

The Header Tab is displayed.

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.

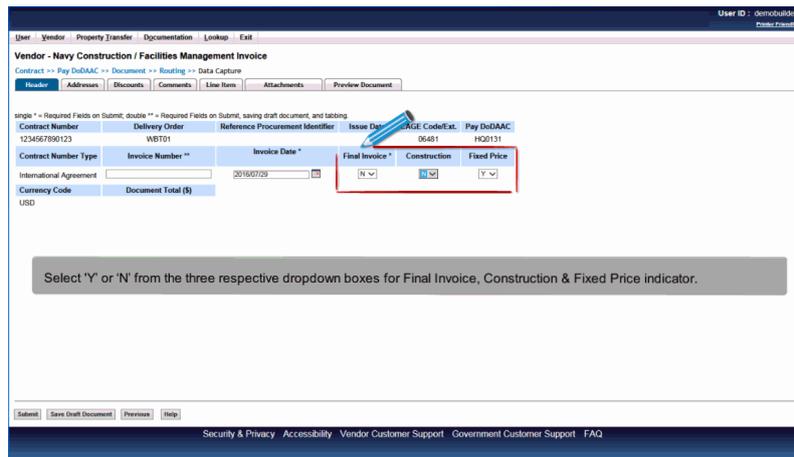
Submit Save Draft Document Previous Help

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The Header Tab is displayed.

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.

Scene 12



User ID : demobuilder
Contract - Navy Construction / Facilities Management Invoice

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

Header | Addresses | Discounts | Comments | Line Item | 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	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WB701			06481	HQ0131

Contract Number Type	Invoice Number **	Invoice Date *	Final Invoice *	Construction	Fixed Price
		2015/07/29	N	Y	Y

International Agreement

Currency Code Document Total (\$)

USD

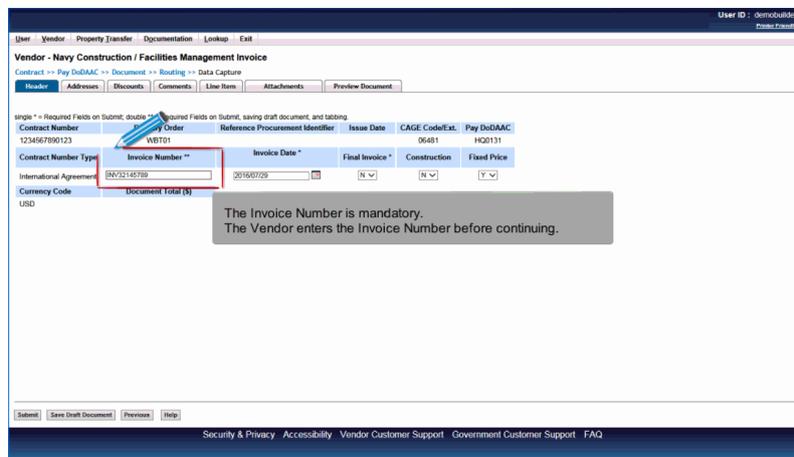
Select 'Y' or 'N' from the three respective dropdown boxes for Final Invoice, Construction & Fixed Price indicator.

Submit | Save Draft Document | Previous | Help

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Select 'Y' or 'N' from the three respective dropdown boxes for Final Invoice, Construction & Fixed Price indicator.

Scene 13



User ID : demobuilder
Contract - Navy Construction / Facilities Management Invoice

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

Header | Addresses | Discounts | Comments | Line Item | 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	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WB701			06481	HQ0131

Contract Number Type	Invoice Number **	Invoice Date *	Final Invoice *	Construction	Fixed Price
	BN702148759	2015/07/29	N	N	Y

International Agreement

Currency Code Document Total (\$)

USD

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

Submit | Save Draft Document | Previous | Help

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

Scene 14

User ID : demofueller
Contract : Pay DoDAAC

Vendor - Navy Construction / Facilities Management Invoice

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

Header | Addresses | Documents | Comments | Line Item | 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	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBTO1			06481	HQ0131

Contract Number Type	Invoice Number **	Invoice Date *	Final Invoice *	Construction	Fixed Price
			N	N	Y

International Agreement INV02145789 20160729 N N Y

Currency Code Document Total (\$) USD

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.

Submit | **Save Draft Document** | Previous | Help

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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.

Scene 15

User ID : demofueller
Contract : Pay DoDAAC

Vendor - Navy Construction / Facilities Management Invoice

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

Header | **Addresses** | Documents | Comments | Line Item | 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	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBTO1			06481	HQ0131

Contract Number Type	Invoice Number **	Invoice Date *	Final Invoice *	Construction	Fixed Price
			N	N	Y

International Agreement INV02145789 20160729 N N Y

Currency Code Document Total (\$) USD

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

Submit | Save Draft Document | Previous | Help

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

Scene 16

User: Vendor Property Transfer Documentation Lookup Exit User ID: demobuilder
Print: Family

Vendor - Navy Construction / Facilities Management Invoice
Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item 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: 21240 BURBANK BLVD
Address 2:
Address 3:
Address 4:
City:
Country:

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

Administered By DoDAAC:
Based on the routing location codes entered, WAWF will pre-populate the address information for each of the location codes onto the document.

* Activity Name:
Activity Name 2:
Activity Name 3:
Address 1: 8LDS 9009 CP 850 854 6118
Address 2: 620 CRUZ AVE
Address 3:
Address 4: HURLBURY FIELD FL 32544-5709

Submit 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, WAWF will pre-populate the address information for each of the location codes onto the document.

Scene 17

User: Vendor Property Transfer Documentation Lookup Exit User ID: demobuilder
Print: Family

Vendor - Navy Construction / Facilities Management Invoice
Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item 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: 21240 BURBANK BLVD
Address 2:
Address 3:
Address 4:
City: WOODLAND HILLS State: CA Zip Code: 91367
Country: USA Military Location Description:

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

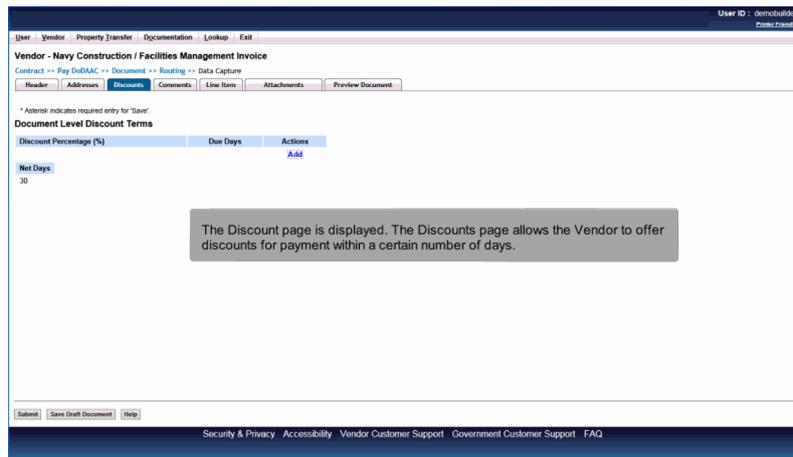
Administered By DoDAAC: FU4417
* Activity Name 1: FU4417 130CS 80CS ATTN BECO
Activity Name 2:
Activity Name 3:
Address 1: 8LDS 9009 CP 850 854 6118
Address 2: 620 CRUZ AVE
Address 3:
Address 4: HURLBURY FIELD FL 32544-5709

Submit Save Draft Document Help

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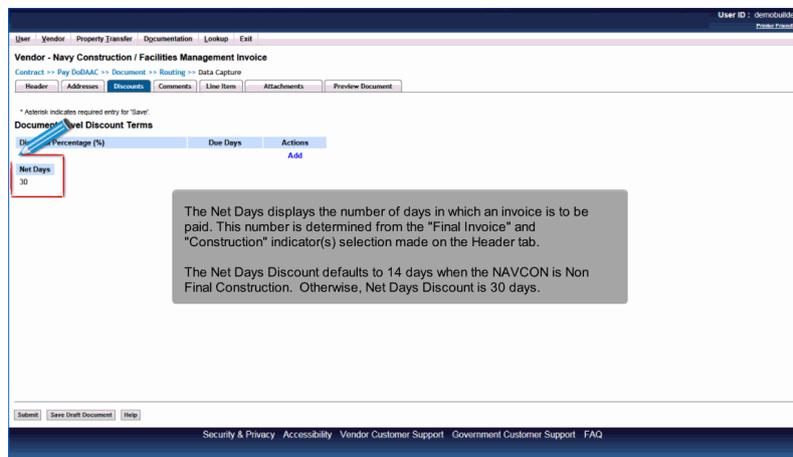
The Vendor clicks the Discounts Tab to go to the Discounts page.

Scene 18



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

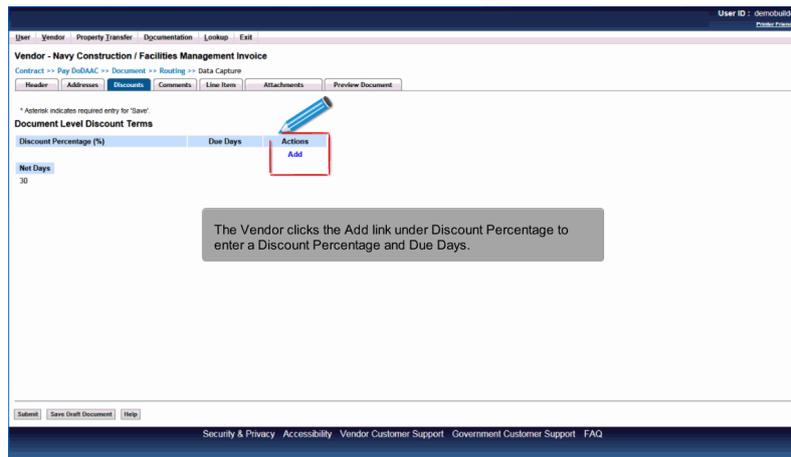
Scene 19



The Net Days displays the number of days in which an invoice is to be paid. This number is determined from the "Final Invoice" and "Construction" indicator(s) selection made on the Header tab.

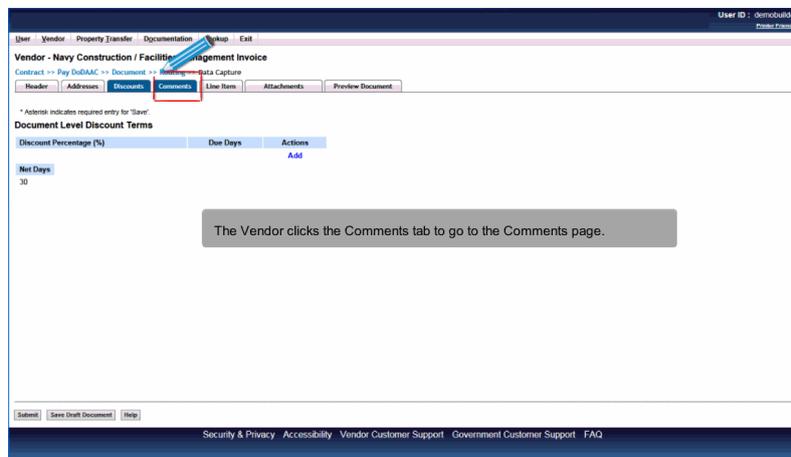
The Net Days Discount defaults to 14 days when the NAVCON is Non Final Construction. Otherwise, Net Days Discount is 30 days.

Scene 20



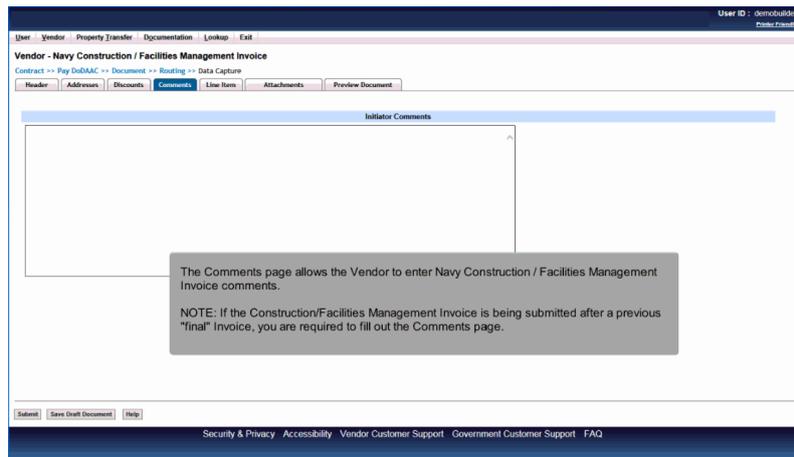
The Vendor clicks the Add link under Discount Percentage to enter a Discount Percentage and Due Days.

Scene 21



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

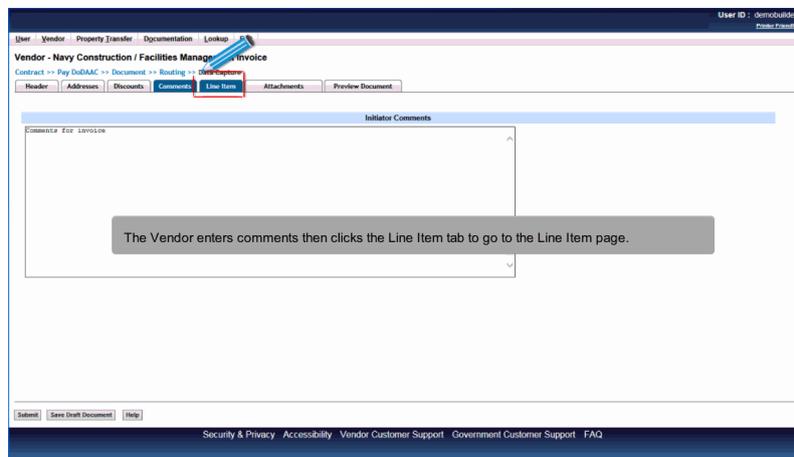
Scene 22



The Comments page allows the Vendor to enter Navy Construction / Facilities Management Invoice comments.

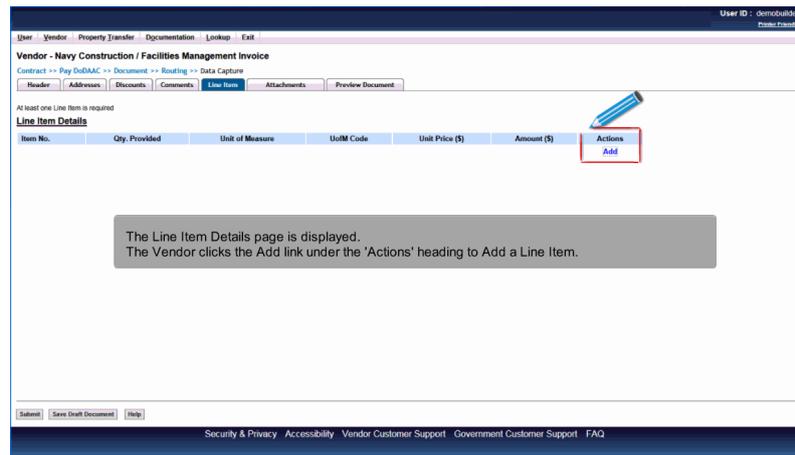
NOTE: If the Construction/Facilities Management Invoice is being submitted after a previous "final" Invoice, you are required to fill out the Comments page.

Scene 23



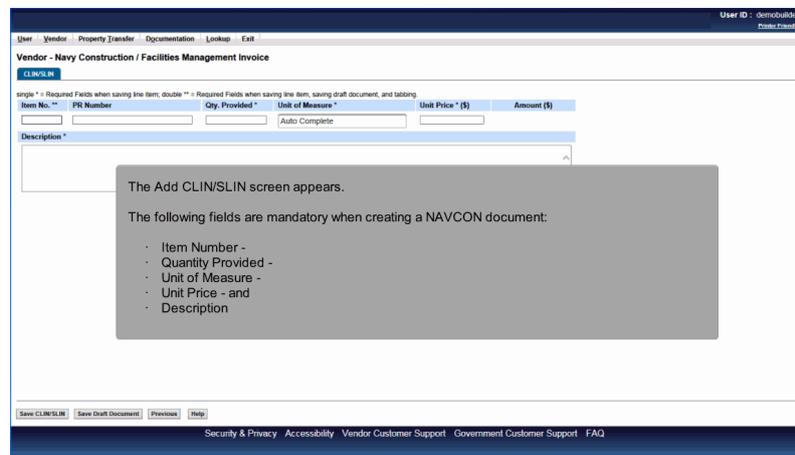
The Vendor enters comments then clicks the Line Item tab to go to the Line Item page.

Scene 24



The Line Item Details page is displayed.
The Vendor clicks the Add link under the 'Actions' heading to Add a Line Item.

Scene 25

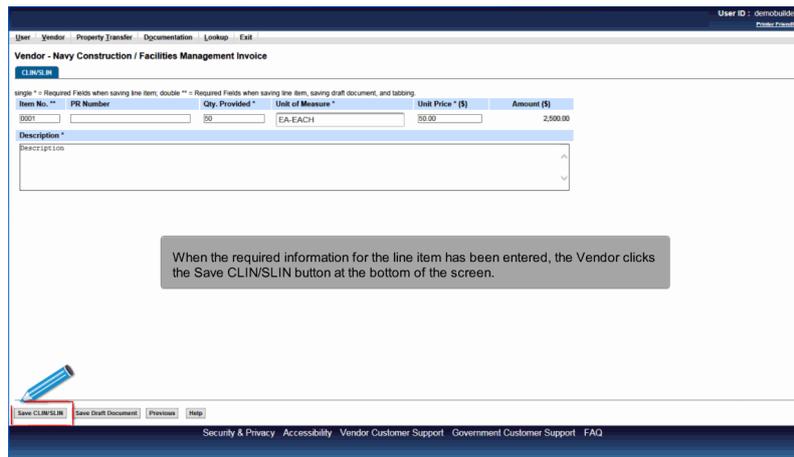


The Add CLIN/SLIN screen appears.

The following fields are mandatory when creating a NAVCON document:

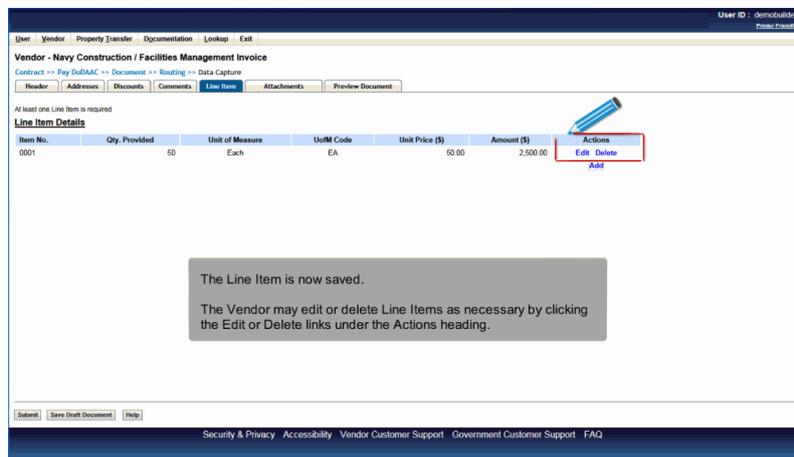
- Item Number -
- Quantity Provided -
- Unit of Measure -
- Unit Price - and
- Description

Scene 26



When the required information for the line item has been entered, the Vendor clicks the Save CLIN/SLIN button at the bottom of the screen.

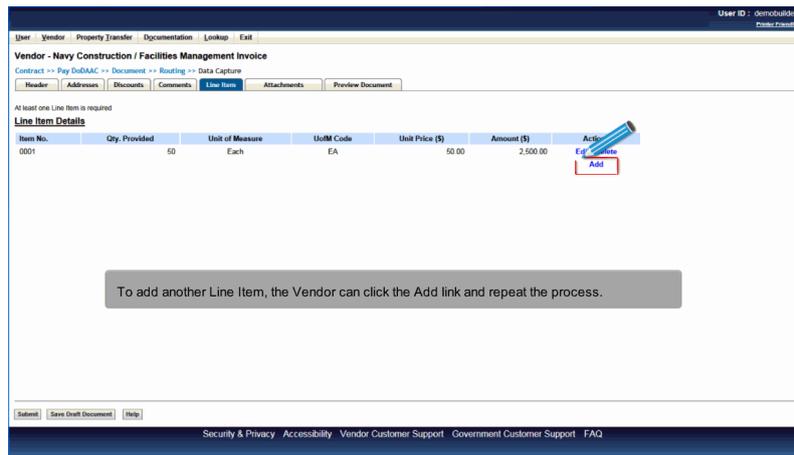
Scene 27



The Line Item is now saved.

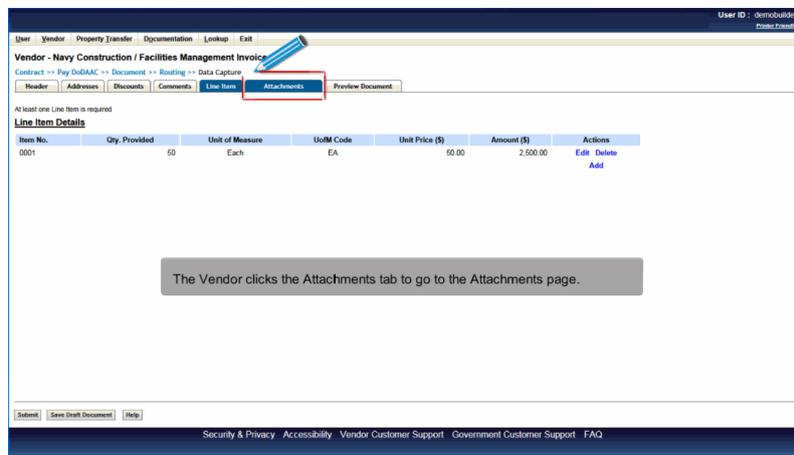
The Vendor may edit or delete Line Items as necessary by clicking the Edit or Delete links under the Actions heading.

Scene 28



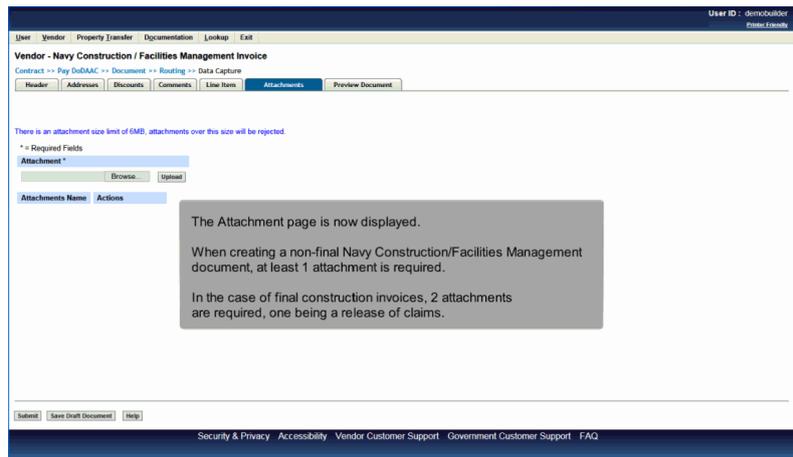
To add another Line Item, the Vendor can click the Add link and repeat the process.

Scene 29



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

Scene 30

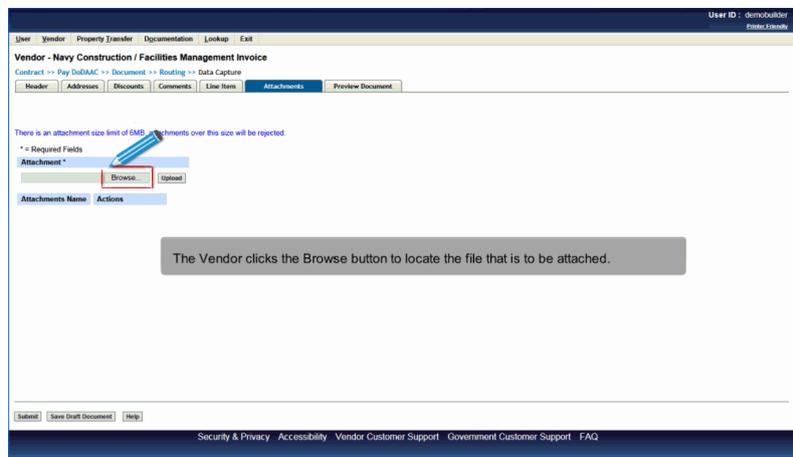


The Attachment page is now displayed.

When creating a non-final Navy Construction/Facilities Management document, at least 1 attachment is required.

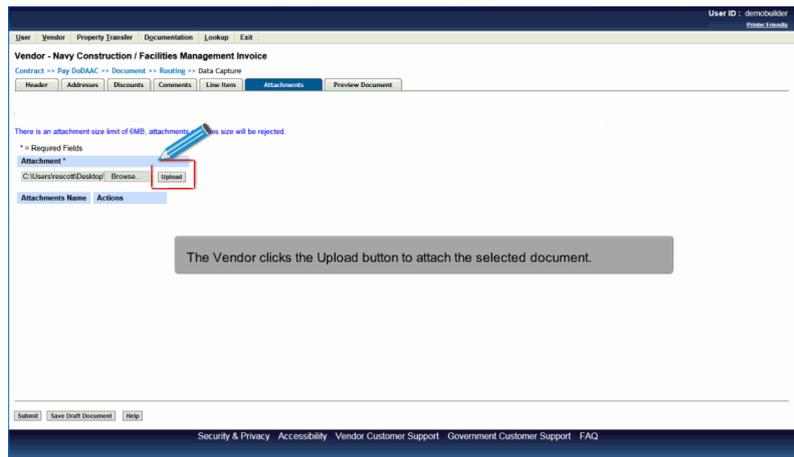
In the case of final construction invoices, 2 attachments are required, one being a release of claims.

Scene 31



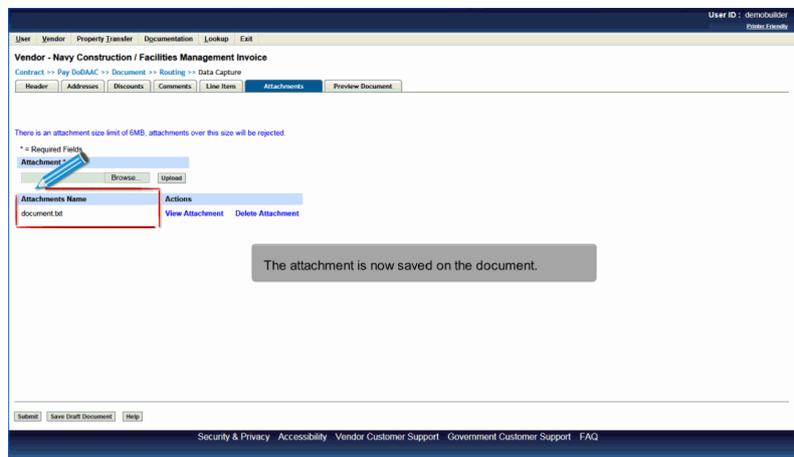
The Vendor clicks the Browse button to locate the file that is to be attached.

Scene 32



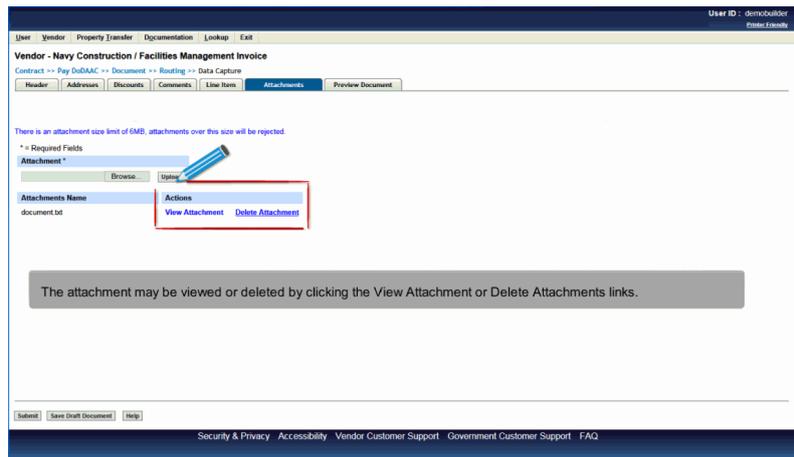
The Vendor clicks the Upload button to attach the selected document.

Scene 33



The attachment is now saved on the document.

Scene 34



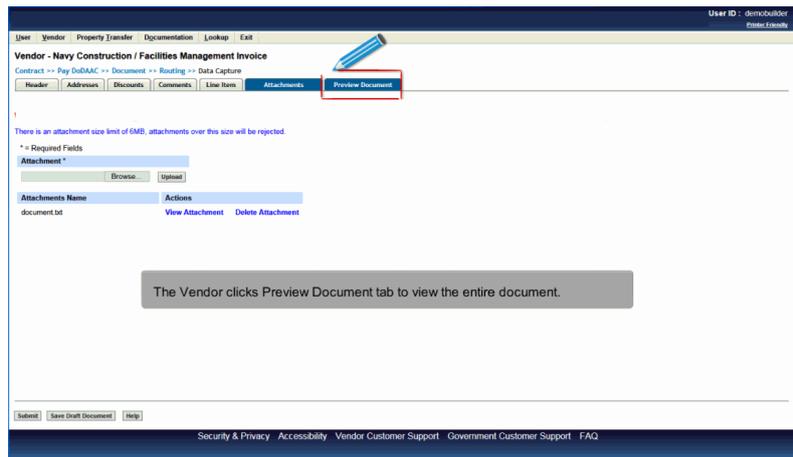
The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachments links.

Scene 35



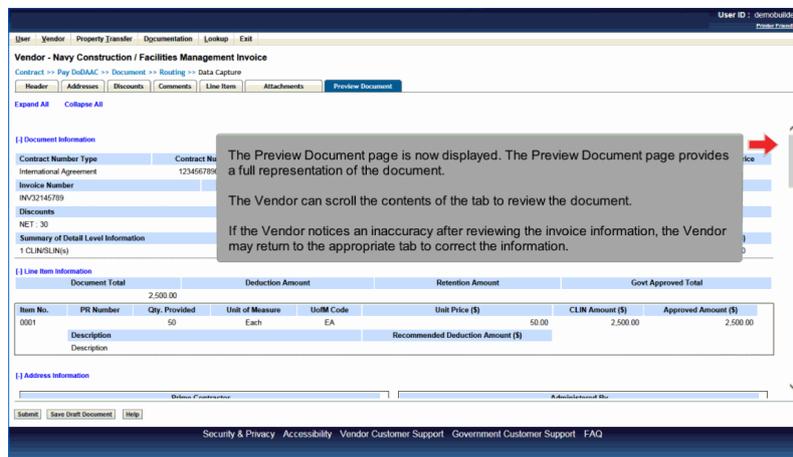
To add another attachment, the Vendor clicks the Browse button and repeats the process.

Scene 36



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

Scene 37

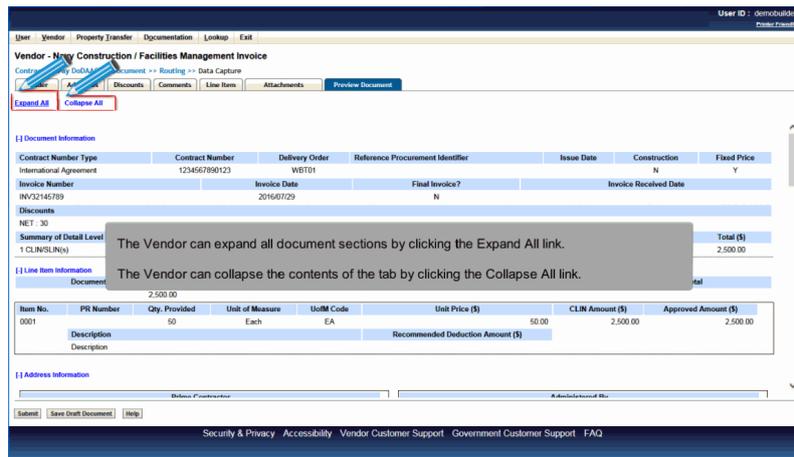


The Preview Document page is now displayed. The Preview Document page provides a full representation of the document.

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.

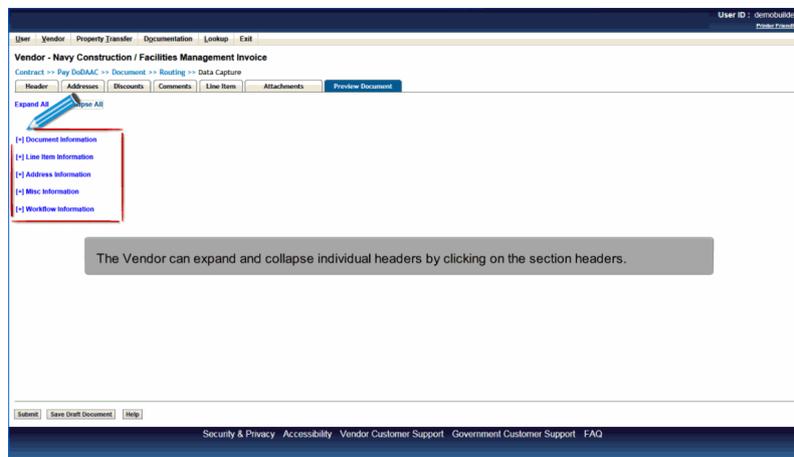
Scene 38



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

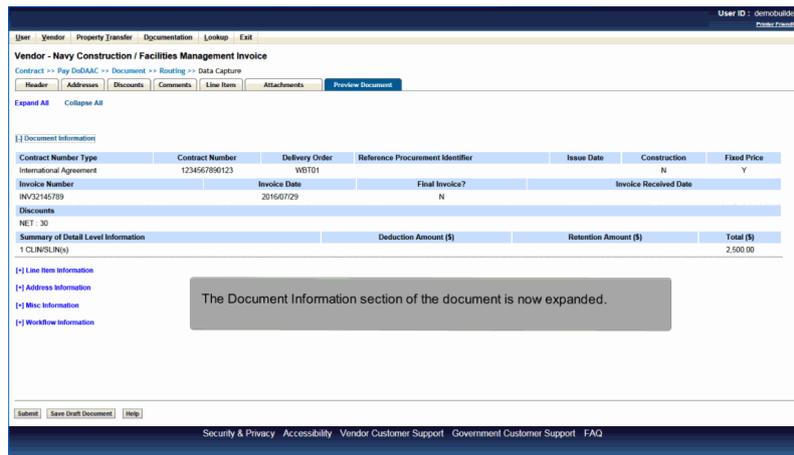
The Vendor can collapse the contents of the tab by clicking the Collapse All link.

Scene 39



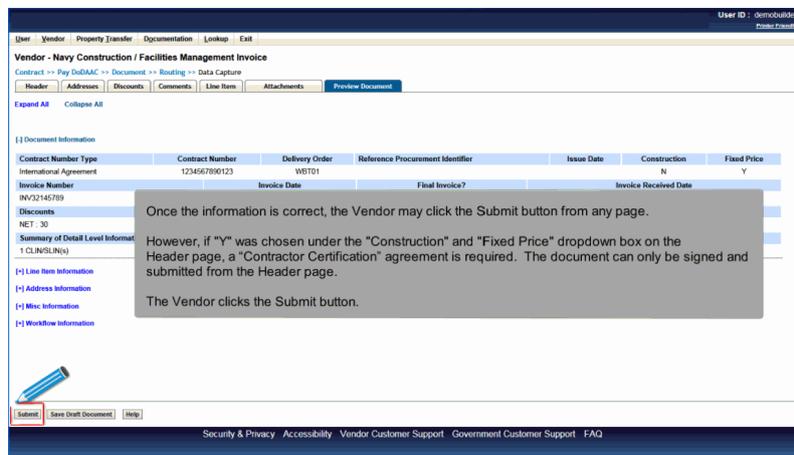
The Vendor can expand and collapse individual headers by clicking on the section headers.

Scene 40



The Document Information section of the document is now expanded.

Scene 41

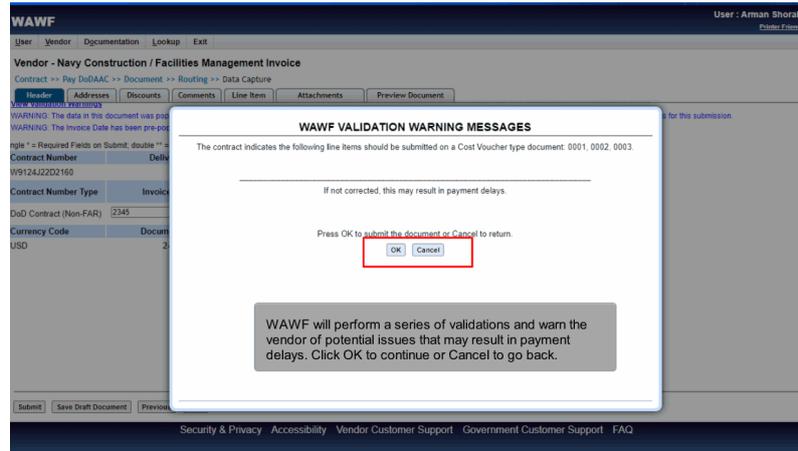


Once the information is correct, the Vendor may click the Submit button from any page.

However, if "Y" was chosen under the "Construction" and "Fixed Price" dropdown box on the Header page, a "Contractor Certification" agreement is required. The document can only be signed and submitted from the Header page.

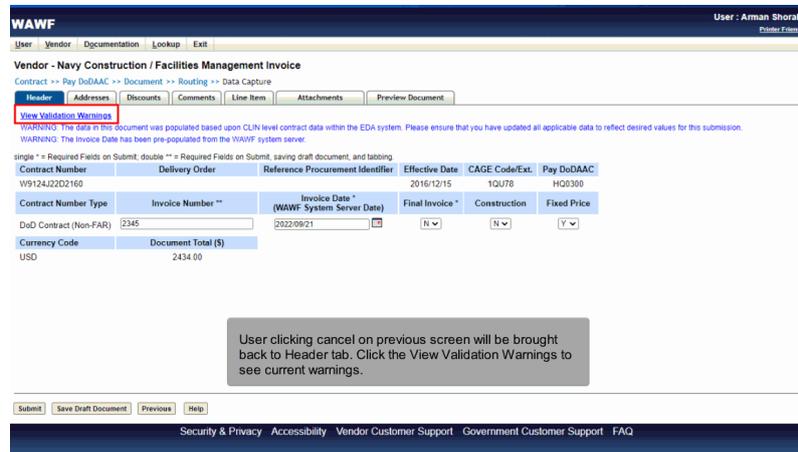
The Vendor clicks the Submit button.

Scene 42



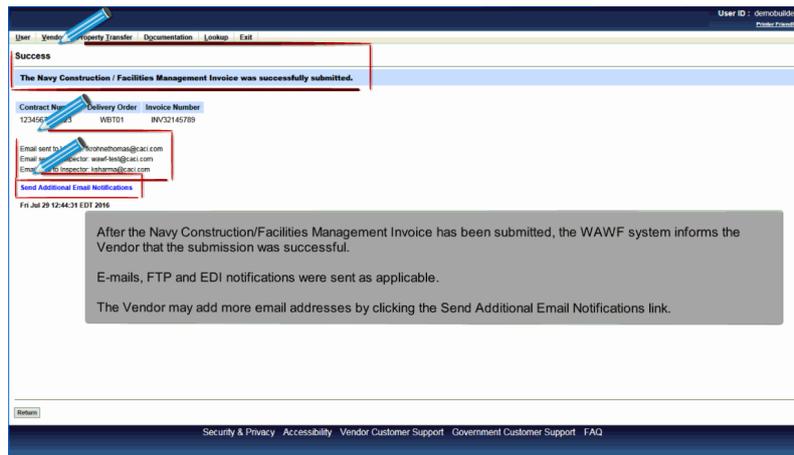
WAWF will perform a series of validations and warn the vendor of potential issues that may result in payment delays. Click OK to continue or Cancel to go back.

Scene 43



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

Scene 44

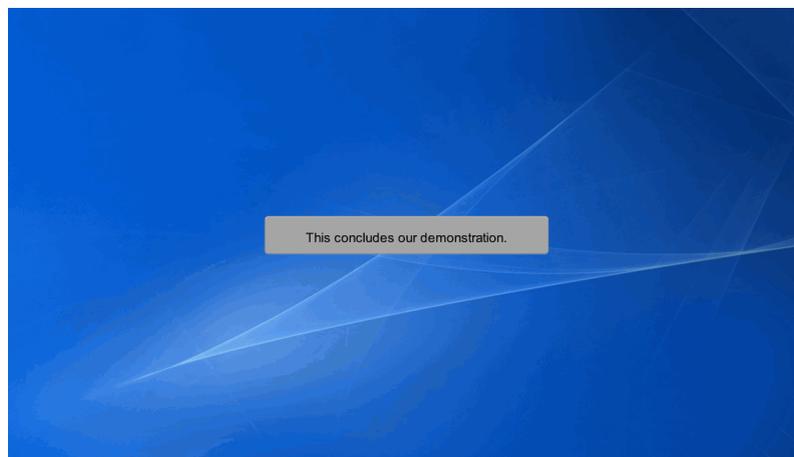


After the Navy Construction/Facilities Management Invoice has been submitted, the WAWF system informs the Vendor that the submission was successful.

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.