

Adding a CDRL Attachment in WAWF

Reference Guide

PIEE Homepage

Admin Console

Vendor Receiving Report

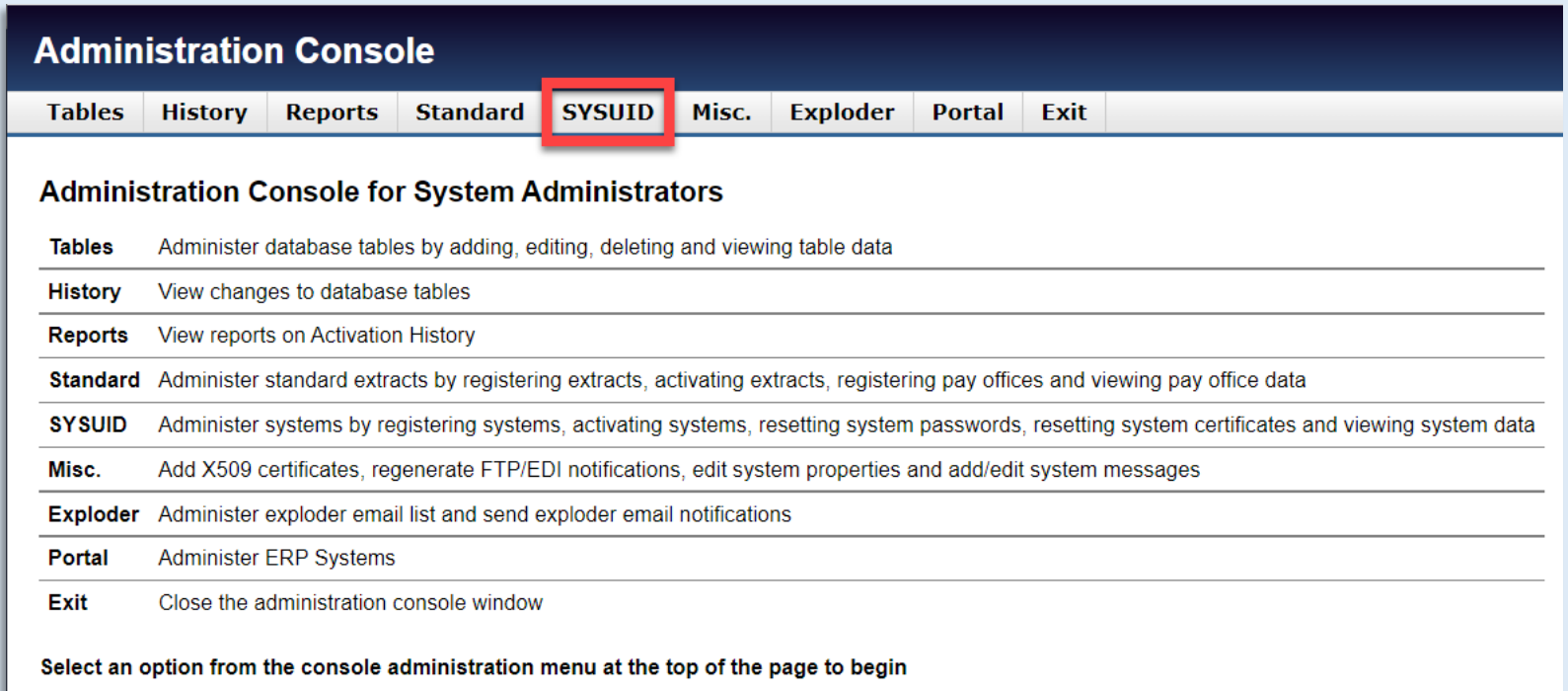
Line Item Tab

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WAWF Roles	<ul style="list-style-type: none">• WAWF Systems Administrator (SAM)• WAWF Vendor
Purpose	This reference guide is to present how to add a Contract Data Requirement List (CDRL) attachment in WAWF.
Admin Console	The System Administrator (SAM) is able to: <ul style="list-style-type: none">• Register a SYUID,• Activate and deactivate SYSUID• Edit the profile information• Reset passwords and certificates.

With a SAM role, log in to PIEE and navigate to the Administration Console and click on the SYSUID tab.

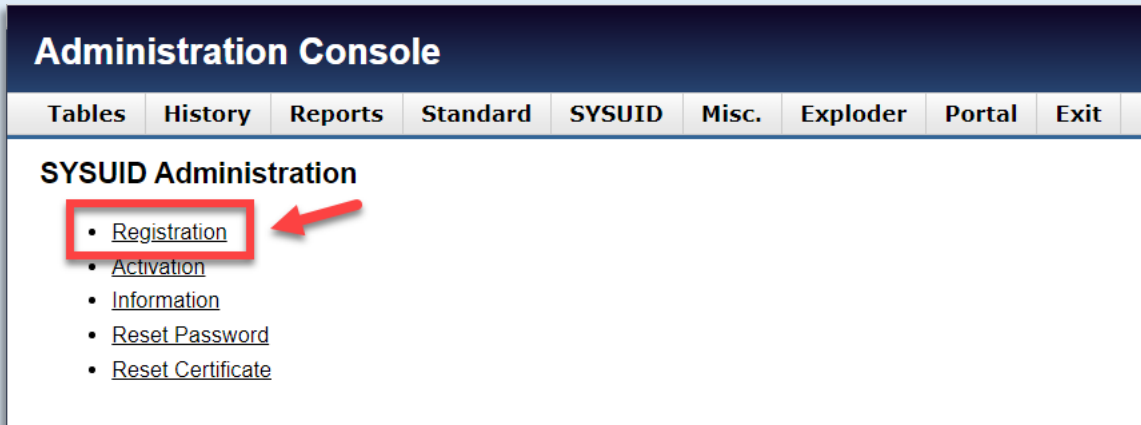


The screenshot shows the Administration Console interface. At the top, there is a dark blue header with the text "Administration Console". Below the header is a navigation bar with several tabs: Tables, History, Reports, Standard, **SYSUID** (highlighted with a red box), Misc., Exploder, Portal, and Exit. The main content area is titled "Administration Console for System Administrators" and contains a list of options with descriptions:

Tables	Administer database tables by adding, editing, deleting and viewing table data
History	View changes to database tables
Reports	View reports on Activation History
Standard	Administer standard extracts by registering extracts, activating extracts, registering pay offices and viewing pay office data
SYSUID	Administer systems by registering systems, activating systems, resetting system passwords, resetting system certificates and viewing system data
Misc.	Add X509 certificates, regenerate FTP/EDI notifications, edit system properties and add/edit system messages
Exploder	Administer exploder email list and send exploder email notifications
Portal	Administer ERP Systems
Exit	Close the administration console window

Below the list, there is a instruction: "Select an option from the console administration menu at the top of the page to begin".

The Admin user will be sent to SYSUID Administration. Click on the **Registration** link.



The screenshot shows the Administration Console interface, specifically the SYSUID Administration section. The navigation bar at the top is the same as in the previous screenshot, with the SYSUID tab selected. The main content area is titled "SYSUID Administration" and contains a list of links:

- Registration** (highlighted with a red box and a red arrow pointing to it)
- Activation
- Information
- Reset Password
- Reset Certificate

During the registration of an SYSUID, the SAM must enter the following fields:

- Logon Type
- Telephone Number
- Organization
- File Types
- SYSUID (DITPR+DoDAAC)
- Rank (Govt. users)
- Title
- Name
- Email Address
- System Name

The SAM may check the **Push Indicator** to indicate the CDRL attachments should be pushed to GEX.

Administration Console

Tables History Reports Standard SYSUID Misc. Exploder Portal Exit

SYSUID - Registration

Logon Type * SYSUID *

SYSUID/Password ▼ DITPR * DoDAAC *

First Name * Last Name *

Commercial Telephone * DSN Telephone

Rank/Grade * Organization *

Email Address * Confirm Email Address *

System Name * Title *

Push Indicator

Push CDRL Attachment to Global Exchange

File Types *

- ARF
- BMP
- DOC
- DOCM
- DOCX
- DOTM
- DOTX
- HTM
- HTML
- JPG

A success message will indicate that SYSUID Registration when through and that an email was sent to the External System Administrator.

Administration Console

Tables | History | Reports | Standard | **SYSUID** | Misc. | Exploder | Portal | Exit

SYSUID Registration - Notification

SYSUID: 1234S0512A DITPR: 1234

First Name: _____ Last Name: _____

Successful SYSUID Registration. An email was sent to the External System Administrator.

[Return](#)

To add a Contract Data Requirement List (CDRL) ELIN line item, log in to PIEE with a Vendor Role. Navigate to the Recieving Report to be updated and select the Line Item tab. Click on the **Add** link in the CDRL ELIN Line Item Details section.

Vendor

WAWF User: _____ Printer Friendly

User | Energy Lab POC | Vendor | Documentation | Lookup | Exit

Vendor - Receiving Report

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

Header | Addresses | Mark For | Comments | **Line Item** | Pack | Attachments | Preview Document

At least one Line Item is required

AAI: _____ SDN: _____ ACRN: _____ clear

Special Package Markings / Special Handling Requirements

Bulky Article
Bunker Adjustment - 20 Foot Container
Bunker Adjustment - 40 Foot Container
Conductivity/Anti-static Additive
Documentation - Special
Electronic Equipment Transfer
Endorsed as Hazardous Material
Environmental Control Limits
Excessive Dimensions
Excessive Weight

Other Special Package Markings / Special Handling Requirements

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UoIM Code	Unit Price (\$)	Amount (\$)	UID	Actions
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CDRL ELIN Line Item Details

Item No.	Qty. Shipped	Unit of Measure	UoIM Code	Unit Price (\$)	Amount (\$)	Actions
						Add

Submit | Save Draft Document | Help

The CDRL Exhibit Line Item Number (ELIN) Details page is displayed. The AAI, SDN and ACRN are pre-populated from the document level.

When a CDRL ELIN is added, an attachment is required. Click the **Add Attachment** link to add a CDRL attachment.

WAWF User : Printer Friendly

User Energy Lab POC Vendor Documentation Lookup Exit

Vendor - Receiving Report

ELIN

single * = Required Fields when saving CDRL ELIN; double ** = Required Fields when saving CDRL ELIN, saving draft document, and tabbing.

Item No. **	Qty. Shipped	Unit of Measure	UoM Code	NSP	Unit Price (\$) *	Amount (\$)
0001	1	Each	EA	<input type="checkbox"/>	250.00	250.00

AAI SDN ACRN

062265 SDN123123123123 AA

SYSUID 1 * SYSUID 2

Attachment Name * Actions **Add Attachment**

Description *

Save CDRL ELIN Save Draft Document Previous Help

The **Form-Attachments** page is displayed. This page can be used to upload the CDRL attachment. Once the attachment has been chosen, click the **Upload** button.

WAWF User Energy Lab POC Vendor Documentation Lookup Exit

Vendor - Receiving Report

Form - Attachments

WARNING: WAWF is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is a CDRL attachment size limit of 5MB, attachments over this size will be rejected.

Choose File No file chosen

Upload Return Help

The CDRL attachment is now displayed on the ELIN page.

The Vendor can view the attachment by clicking the **View Attachment** link and delete the attachment by clicking the **Delete Attachment** link.

Click the **Save CDRL ELIN** button to save the CDRL Line Item.

WAWF

User Energy Lab POC Vendor Documentation Lookup Exit

Vendor - Receiving Report

ELIN

single * = Required Fields when saving CDRL ELIN; double ** = Required Fields when saving CDRL ELIN, saving draft document, and tabbing.

Item No. **	Qty. Shipped	Unit of Measure	UofM Code	NSP	Unit Price (\$) *	Amount (\$)
A001	1	Each	EA	<input type="checkbox"/>	250.00	250.00

AAI	SDN	ACRN
062265	SDN123123123123	AA

SYSUID 1 *	SYSUID 2
1234S0512A	0206S0512A

Attachment Name *	Actions
Nospacefile.docx	View Attachment Delete Attachment

Description *

This is a CDRL Description

Save CDRL ELIN Save Draft Document Previous Help

The Line Item tab now lists the item that the Vendor entered on the ELIN form page.

To add another CDRL ELIN line item, click the **Add** link in the Actions column and repeat the process. If there are no further CDRL ELIN line items to add, click the **Submit** button.

WAWF

User Energy Lab POC Vendor Documentation Lookup Exit

Vendor - Receiving Report

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

Header Addresses Mark For Comments **Line Item** Pack Attachments Preview Document

At least one Line Item is required

AAI SDN ACRN
 [clear](#)

Special Package Markings / Special Handling Requirements

Bulky Article	>	
Bunker Adjustment - 20 Foot Container	>	
Bunker Adjustment - 40 Foot Container	>	
Conductivity/Anti-static Additive	>	
Documentation - Special	>	
Electronic Equipment Transfer	>	
Endorsed as Hazardous Material	>	
Environmental Control Limits	>	
Excessive Dimensions	>	
Excessive Weight	>	

Other Special Package Markings / Special Handling Requirements

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	UID	Actions
0001	1305	FT		Each	EA	17.00	0.00	N	Edit Delete
0002				Shipment	SX	24,000.00	0.00	N	Edit Delete

[Add](#)

CDRL ELIN Line Item Details

Item No.	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
A001	1	Each	EA	250.00	250.00	Edit Delete Add

[Submit](#) [Save Draft Document](#) [Help](#)

A success page will be displayed indicating that emails and notifications have been sent.

WAWF

[User](#) [Energy Lab POC](#) [Vendor](#) [Documentation](#) [Lookup](#) [Exit](#)

Success

The Destination Inspection and Acceptance Receiving Report was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
W56JJG20Z0001		RDG9123X	

Email sent to Vendor: ariazati@caci.com
Email sent to Vendor: wawf-test@caci.com
Email sent to Receiver: linwang@caci.com
Email sent to Acceptor: linwang@caci.com
Email sent to Contracting Office: cora.govt@yahoo.com
Notification sent for CAGE code 06481 to EDI Routing Codes- ISA07: 01, ISA08: 036766624, GS03: 078736300
Notification sent for CAGE code 06481 to EDI Routing Codes- ISA07: 01, ISA08: 0123456789, GS03: 0123456789
Notification sent for CAGE code 06481 to EDI Routing Codes- ISA07: 01, ISA08: 036766, GS03: 004961678
Notification sent for CAGE code 06481 to FTP Directory: /caci_db/efp/WAWF_RA_sec/talentpool/FTPEDIDirectory/ftp_working/afshin.riazati@piee.caci.com/notifications

[Send Additional Email Notifications](#)

Fri Aug 19 20:47:31 UTC 2022

[Return](#)