

Welcome to Wide Area Workflow!
Please start by selecting one of the button links from the menu above.

Government and Government Support Contractor Messages

(2013-JUL-25) System: *All* Subject: *Posting Docs Action Required! Critical! Message For: All Users*

[Open folder.](#)

(2013-JUL-24) System: *All* Subject: *Test Action Required! Critical! Message For: All Users*

Testing v5.5.0 System Messages

(2013-JAN-17) System: *All* Subject: *Message For: All Users*

Version:	
Build Date:	
Application Server:	
HTTP Server:	

This presentation will demonstrate a Local Processing Officer (LPO) certifying a Commercial Item Financing document.

This presentation contains Audio narrative. Please adjust your volume accordingly.

Wide Area Workflow

User Administration Console Government Documentation Lookup Logout

Local Processing Office
Local Processing Office Reviewer

- Certification Folder
- History Folder by DoDAAC
- History Folder by User
- Discount Folder
- Hold Folder
- Recall - Action Required Folder
- Pure Edge Folder

The LPO selects the Certification Folder from the LPO menu option.

Government and Government S Messages

(2013-JUL-25) System: All Subject: Action Required! Critical! Message For: All Users
Open folder.

(2013-JUL-24) System: All Subject: Test Action Required! Critical! Message For: All Users
Testing v5.5.0 System Messages

(2013-JAN-17) System: All Subject: Message For: All Users

Version:	5.5.0 Test BUILD02_7
Build Date:	09/19/2013
Application Server:	WebSphere 8.5.5.0
HTTP Server:	IBM IHS 8.5.5.0

Help

Search Criteria - LPO Certification Folder

FOUO - Privacy Sensitive:

Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOUO OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

The Search Criteria page is displayed. This page will allow the LPO to search for the documents in the LPO Folder.

DoDAAC * / Extension

Contract Number

Delivery Order

Reference Procurement Id

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

SSN / Confirm SSN

Tax Id (EIN)

Type Document

Status

Create / Update Date (YYYY/MM/DD)

Create / Update Date End (YYYY/MM/DD)

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Search Criteria - LPO Certification Folder

FOUO - Privacy Sensitive:

Privacy Act Statement - This information is protected. Disclosures of this information may be punishable by fines, imprisonment, or both.

The DoDAAC field is the only mandatory field.
The LPO Reviewer must select a Location Code from the drop-down list to retrieve any document.

DoDAAC * / Extension

Contract Number

Reference Procurement Id

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

SSN / Confirm SSN

Tax Id (EIN)

Type Document

Status

Create / Update Date (YYYY/MM/DD)

Create / Update Date End (YYYY/MM/DD)

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Search Criteria - LPO Certification Folder

FOUO - Privacy Sensitive:

Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

DoDAAC * / Extension

Contract Number

Delivery Order

Reference Procurement Id

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

SSN / Confirm SSN

Tax Id (EIN)

Type Document

The LPO can use the Type Document drop down list to choose to display only one document type on the Results page.



Create / Update Date (YYYY/MM/DD)

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Search Criteria - LPO Certification Folder

FOUO - Privacy Sensitive:

Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

DoDAAC * / Extension N62473 <input type="text"/>	
Contract Number <input type="text"/>	Delivery Order <input type="text"/>
Reference Procurement Id <input type="text"/>	
Vendor (Payee) / Vendor (Payee) Extension <input type="text"/> <input type="text"/>	Ship From / Ship From Extension <input type="text"/> <input type="text"/>
Shipment No. <input type="text"/>	Invoice Number <input type="text"/>
SSN / Confirm SSN <input type="text"/> <input type="text"/>	Tax Id (EIN) <input type="text"/>
Type Document Commercial Item Financing <input type="text"/>	The LPO selects Commercial Item Financing.
Create / Update Date (YYYY/MM/DD) 2013/08/20 <input type="text"/>	
Acceptance Date (YYYY/MM/DD) <input type="text"/>	Acceptance Date End (YYYY/MM/DD) <input type="text"/>

Search Criteria - LPO Certification Folder

FOUO - Privacy Sensitive:

Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

DoDAAC * / Extension

N62473

Contract Number

Delivery Order

Reference Procurement Id

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

SSN / Confirm SSN

Tax Id (EIN)

The LPO clicks the Submit button.

Status

All Documents

Create / Update Date (YYYY/MM/DD)

2013/08/20

Create / Update Date End (YYYY/MM/DD)

2013/09/19

Expiration Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

LPO Certification Folder for 'N62473' (2 items, sorted by Invoice Received Date Ascending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purg
1	Commercial Item Financing	0HC11	144676566			F0300013B2001	R032						
2	Commercial Item Financing	00C91	021799486	0001		1234567890123	WBT1						

The LPO's Certification Folder page is displayed. This page contains a list of documents that match the selection criteria.



[\[-\] Shipment](#) [\[-\] Invoice](#)

[Return](#)

[Help](#)

LPO Certification Folder for 'N62473' (2 items, sorted by Invoice Received Date Ascending)

	DUNS+4	Ext	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received ▲	Sta
36			F0300013B2001	R032								CFIA131	2013-08-14	D2013-08-14	Acce
36	0001		1234567890123	WBT1								CFIB604	2013-09-19	D2013-09-19	Pre-C



To open the document, the LPO Reviewer can either click on the Contract Number link or the Invoice Number link.

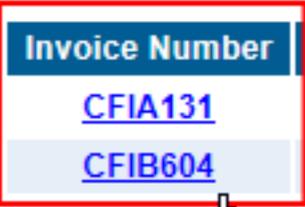


[\[-\] Shipment](#) [\[-\] Invoice](#)

[Return](#) [Help](#)

LPO Certification Folder for 'N62473' (2 items, sorted by Invoice Received Date Ascending)

	DUNS+4	Ext	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received ▲	Sta
36			F0300013B2001	R032								CFIA131	2013-08-14	D2013-08-14	Acce
36	0001		1234567890123	WBT1								CFIB604	2013-09-19	D2013-09-19	Pre-C



The LPO clicks on the Invoice Number link to open the Commercial Item Financing.



[-] Shipment [-] Invoice

Return

Help

Local Processing Office - Commercial Item Financing

[Header](#) [Line Item](#) [ACRNs](#) [FMS](#) [LLA](#) [Addresses](#) [Misc. Info](#) [Preview Document](#)

[Populate Accounting Data from Template](#)

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
International Agreement	12345678			
Request Number	Invoice Number			Invoice Received Date
CFIB604	INV1604			09/19

The Header page is displayed when the LPO opens the Commercial Item Financing document.

Summary of Detail Level Information	Total
2 CLIN(s)	\$ 171,653.00

Routing Information			
Role	Location Code	Extension	Name
Payee	00C91		EXCELLIGENCE LEARNING CORPORATION
Pay Official	N68892		DEFENSE FINANCE AND ACCOUNTING SERV
Admin	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Inspect By	FA3030		FA3030 17 CONS CC
Contracting Officer	FA3030		FA3030 17 CONS CC
LPO	N62473		NAVFAC SOUTHWEST

ACTION BY: FA3030

- Recommend Approval
- Recommend Reduced Amount
- Recommend Rejection

ACTION BY: FA3030

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

Local Processing Office - Commercial Item Financing

Header Line Item ACRNs FMS LLA Addresses Misc. Info Preview Document

Populate Accounting Data from Template

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
International Agreement	1234567890123	WBT1		
Request Number	Invoice Number	Invoice Date	Invoice Received Date	
CFIB604	INV1604	2013/09/19	2013/09/19	

Summary of Detail Level Information	Total
2 CLIN(s)	\$ 171,653.00

Routing Information			
Role	Location Code	Extension	Name
Payee	00C91		EXCELLIGENCE LEARNING CORPORATION
Pay Official	N68892		DEFENSE FINANCE AND ACCOUNTING SERV
Admin	FU4417		FU4417 1 SOCS SOCS ATTN BECO
	FA3030		FA3030 17 CONS CC
			FA3030 17 CONS CC
			NAVFAC SOUTHWEST

The LPO 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.

- Recommend Reduced Amount
- Recommend Rejection

ACTION BY: FA

Submit Save Draft Document Previous Help

Local Processing Office - Commercial Item Financing

- Header
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- Preview Document

LPO N62473 NAVFAC SOUTHWEST

ACTION BY: FA3030

- Recommend Approval
- Recommend Reduced Amount
- Recommend Rejection

ACTION BY: FA3030

- Approve
- Approve Lesser Amount
- Reject to Initiator

Approved Amount (\$)

171,653.00

Signature Date

2013/09/19

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Kathryn Fuller

Signature Of Authorized Government Representative

ACTION BY: Local Processing Officer Reviewer

- Recommend Document Certified

ACTION BY: N62473 *

- Document Certified

The LPO can Certify the Commercial Item Financing document.

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

Signature

Signature of Local Processing Office Representative

Local Processing Office - Commercial Item Financing

- Header
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LPO N62473 NAVFAC SOUTHWEST

ACTION BY: FA30

- Recommend Approval
- Recommend
- Recommend

The LPO can navigate to the Line Item page by clicking the Line Item tab.

ACTION BY: F

- Approve
- Approve Lesser Amount
- Reject to Initiator

Approved Amount (\$) 171,653.00
Signature Date 2013/09/19

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Kathryn Fuller

Signature Of Authorized Government Representative

ACTION BY: Local Processing Officer Reviewer

- Recommend Document Certified

ACTION BY: N62473 *

- Document Certified

Signature Date
YYYY/MM/DD

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

Signature

Signature of Local Processing Office Representative

Local Processing Office - Commercial Item Financing

- Header
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Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CEIP604	INV1604	2013/09/19

All accounting information updates or entries need to be made

The Line Item page is displayed.
The LPO can review the contents of the Line Item page.

Total Approved Amount: \$ 171,653.00

CLIN	PR Number					CLIN Amount (\$)	Approved (\$)
1111	000000000010					102,500.00	102,500.00
Event	ACRN	Quantity	Unit of Measure	UoM Code	Price (\$)	Ext Price (\$)	Approved (\$)
TRA1145		205	EACH	EA	500.00	102,500.00	102,500.00
Description							
Line item description for the Commercial Item Finance document.							

CLIN	PR Number	AAI	SDN			CLIN Amount (\$)	Approved (\$)
2222		062649	SDN112233445566			69,153.00	69,153.00
Event	ACRN	Quantity	Unit of Measure	UoM Code	Price (\$)	Ext Price (\$)	Approved (\$)
TRA1146		111	EACH	EA	623.00	69,153.00	69,153.00
Description							
Second line item description.							

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Wide Area Workflow

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Local Processing Office - Commercial Item Financing

Header **Line Item** ACRNs FMS LLA Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

All accounting information updates or corrections need to be made on the LLA tab.
 Total CLIN Amount: \$ 171,653.00 Total Approved Amount: \$ 171,653.00

CLIN	SDN	CLIN Amount (\$)	Approved (\$)	
1111	SDN112233445566	102,500.00	102,500.00	
Event	UofM Code	Price (\$)	Ext Price (\$)	Approved (\$)
TRA1145	EA	500.00	102,500.00	102,500.00
Description				
Line item description for the Commercial Item Finance document.				

The LPO can navigate to the ACRN Worksheet page by clicking the ACRN Worksheet tab.

CLIN	PR Number	AAI	SDN	CLIN Amount (\$)	Approved (\$)		
2222		062649	SDN112233445566	69,153.00	69,153.00		
Event	ACRN	Quantity	Unit of Measure	UofM Code	Price (\$)	Ext Price (\$)	Approved (\$)
TRA1146		111	EACH	EA	623.00	69,153.00	69,153.00
Description							
Second line item description.							

Save Draft Document Help

Local Processing Office - Commercial Item Financing

Header Line Item **ACRNs** FMS LLA Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

All accounting information updates or entries need to be made on the LLA tab.

Document Total (\$)	Approved Total (\$)	Difference (\$)
171,653.00	0.00	171,653.00

Item Number	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)	Govt Approved Amount (\$)	CLIN Approved Amount (\$)	CLIN Approved Difference (\$)
1111	102,500.00	0.00	102,500.00	102,500.00	0.00	102,500.00
ACRN	Original Amount (\$)	Actions		ACRN Approved Amount (\$)	ACRN Difference (\$)	
AA	0.00			0.00	0.00	

Item Number	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)	Govt Approved Amount (\$)	CLIN Approved Amount (\$)	CLIN Approved Difference (\$)
2222	69,153.00	0.00	69,153.00	69,153.00	0.00	69,153.00
ACRN	Original Amount (\$)	Actions		ACRN Approved Amount (\$)	ACRN Difference (\$)	
BB	0.00			0.00	0.00	

The ACRNs page is displayed. The LPO can review the contents of the ACRNs page.

For Navy One-Pay, all accounting information updates or entries need to be made on the LLA tab.

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Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBTT		CFIB604	INV1604	2013/09/19

All accounting information updates or entries need to be made on the LLA tab.

Document Total (\$)	Approved Total (\$)	Difference (\$)
171,653.00	0.00	171,653.00

The LPO can navigate to the FMS page by clicking the FMS tab.

Item Number	CLIN Amount (\$)	CLIN Approved Amount (\$)	CLIN Approved Difference (\$)
1111	102,500.00	0.00	102,500.00
ACRN	Original Amount (\$)	ACRN Approved Amount (\$)	ACRN Difference (\$)
AA	0.00	0.00	0.00

Item Number	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)	Govt Approved Amount (\$)	CLIN Approved Amount (\$)	CLIN Approved Difference (\$)
2222	69,153.00	0.00	69,153.00	69,153.00	0.00	69,153.00
ACRN	Original Amount (\$)	ACRN Approved Amount (\$)	ACRN Difference (\$)			
BB	0.00	0.00	0.00			

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Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

Approved Amount (\$)	Worksheet Total (\$)	Difference (\$)
171,653.00	171,653.00	0.00

Country Code	Associated Dollars (\$)	Actions
<input type="text" value="MX"/>	<input type="text" value="171,653.00"/>	Delete Add

The FMS page is displayed. The LPO can review the contents of the FMS page.

Local Processing Office - Commercial Item Financing

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Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

Approved Amount (\$)	Worksheet Total (\$)	Difference (\$)
171,653.00	171,653.00	0.00

Country Code	Associated Dollars (\$)	Actions
<input type="text" value="MX"/>	<input type="text" value="171,653.00"/>	Delete Add

The LPO must ensure the FMS information balances with the Approved Amount. The Difference amount must equal zero (0).

Wide Area Workflow

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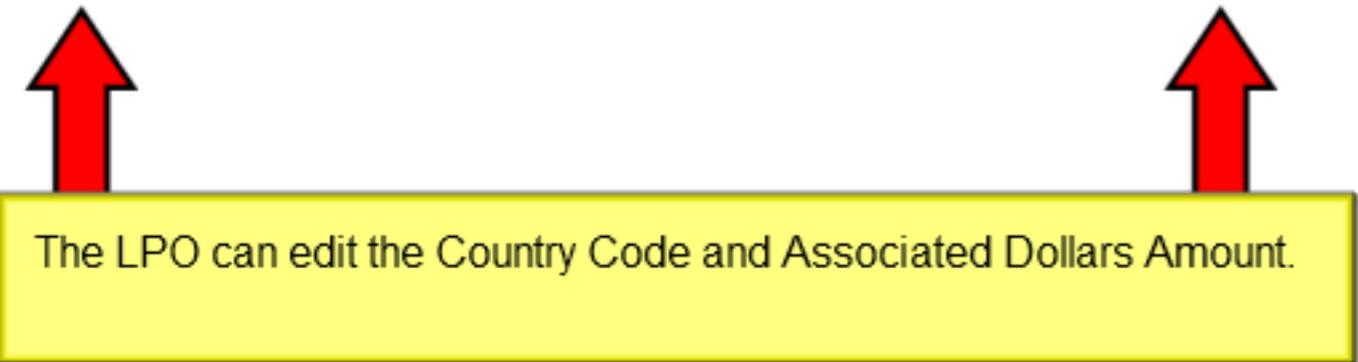
Local Processing Office - Commercial Item Financing

Header Line Item ACRNs **FMS** LLA Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

Approved Amount (\$)	Worksheet Total (\$)	Difference (\$)
171,653.00	171,653.00	0.00

Country Code	Associated Dollars (\$)	Actions
<input type="text" value="MX"/>	<input type="text" value="171,653.00"/>	Delete Add



The LPO can edit the Country Code and Associated Dollars Amount.

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Local Processing Office - Commercial Item Financing

Header Line Item ACRNs **FMS** LLA Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

Approved Amount (\$)	Worksheet Total (\$)	Difference (\$)
171,653.00	171,653.00	0.00

Country Code	Associated Dollars (\$)	Actions
<input type="text" value="MX"/>	<input type="text" value="171,653.00"/>	Delete Add

FMS information can be deleted or added by clicking the Delete or Add links.



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Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

Approved Amount (\$)	Worksheet Total (\$)	Difference (\$)
171,653.00	171,653.00	0.00

Country Code	Actions
<input type="text" value="MX"/>	Delete Add

The LPO Reviewer can navigate to the LLA page by clicking the LLA tab.



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Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

The LLA page is displayed.

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting ID are required on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous items are included in an invoice or combo document.

- [\[+\] Help Links](#)
[\[+\] Populate All](#)

LLA Level

ACRN Level

Item Number	Amount (\$)	Actions
1111	102,500.00	Add ACRN
ACRN		Actions
AA		Delete ACRN
ACRN *	Document Record Reference ID *	Agency Accounting ID *
<input type="text" value="AA"/>	<input type="text" value="SDN112233445566"/>	<input type="text" value="062649"/>
	Amount (\$)	Approved Amount (\$) *
	<input type="text" value="0"/>	<input type="text" value="102,500.00"/>

[\[+\] Optional LLA Fields](#)

Item Number	Amount (\$)	Actions
2222	69,153.00	Add ACRN
ACRN		Actions
BB		Delete ACRN
ACRN *	Document Record Reference ID *	Agency Accounting ID *
<input type="text" value="BB"/>	<input type="text" value="SDN112233445566"/>	<input type="text" value="062649"/>
	Amount (\$)	Approved Amount (\$) *
	<input type="text" value="0"/>	<input type="text" value="69,153.00"/>

- [Save Draft Document](#)
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Wide Area Workflow

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Local Processing Office - Commercial Item Financing

Header Line Item ACRNs FMS **LLA** Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[\[+\] Help Links](#)

[\[+\] Populate All](#)

LLA Level

Line Level

Item Number	Amount (\$)
1111	102,500.00
Document Record Reference ID *	Agency Accounting ID *
<input type="text" value="SDN112233445566"/>	<input type="text" value="062649"/>
ACRN *	Amount (\$)
<input type="text" value="AA"/>	<input type="text" value="0"/>
	Approved Amount (\$) *
	<input type="text" value="102,500.00"/>

[\[+\] Optional LLA Fields](#)

Item Number	Amount (\$)
2222	9,153.00
Document Record Reference ID *	Approved Amount (\$) *
<input type="text" value="SDN112233445566"/>	<input type="text" value="69,153.00"/>

[\[+\] Optional LLA Fields](#)

The LPO is responsible for entering accounting data on the Long Line of Accounting (LLA) tab if the document is being submitted to the NAVY One Pay Entitlement System.

The Document Record Reference ID, Agency Accounting ID, ACRN and Approved Amount fields are mandatory.

Wide Area Workflow

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Local Processing Office - Commercial Item Financing

Header Line Item ACRNs FMS **LLA** Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[\[+\] Help Links](#)

[\[+\] Populate All](#)

LLA Level

Line Level

The LPO can enter the LLA data at either the Line Level or the ACRN Level.
Each Line Item can have only one ACRN when LLA data is entered at the Line Level.

Item Number	Amount (\$)			
1111	102,500.00			
Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$)	Approved Amount (\$) *
<input type="text" value="SDN112233445566"/>	<input type="text" value="062649"/>	<input type="text" value="AA"/>	<input type="text" value="0"/>	<input type="text" value="102,500.00"/>

[\[+\] Optional LLA Fields](#)

Item Number	Amount (\$)			
2222	69,153.00			
Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$)	Approved Amount (\$) *
<input type="text" value="SDN112233445566"/>	<input type="text" value="062649"/>	<input type="text" value="BB"/>	<input type="text" value="0"/>	<input type="text" value="69,153.00"/>

The LPO can click the Optional LLA Fields link to enter the optional LLA data at the Line Level.

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Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[\[+\] Help Links](#)

[\[+\] Populate All](#)

LLA Level

ACRN Level ▾

When entering LLA data at the ACRN Level, there may be more than one ACRN.

Item Number	Amount (\$)	Actions
1111		Add ACRN
ACRN		Delete ACRN
AA		
ACRN *	Document Record Reference ID *	Agency Accounting ID *
<input type="text" value="AA"/>	<input type="text" value="SDN112233445566"/>	<input type="text" value="062649"/>
	Amount (\$)	Approved Amount (\$) *
	<input type="text" value="0"/>	<input type="text" value="102,500.00"/>

[\[+\] Optional LLA Fields](#)

ACRNs can be deleted or added by clicking the Delete or Add links.

Item Number	Amount (\$)	Actions
2222	69,153.00	Add ACRN
ACRN		Delete ACRN
BB		
ACRN *	Document Record Reference ID *	Agency Accounting ID *
<input type="text" value="BB"/>	<input type="text" value="SDN112233445566"/>	<input type="text" value="062649"/>
	Amount (\$)	Approved Amount (\$) *
	<input type="text" value="0"/>	<input type="text" value="69,153.00"/>

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

Wide Area Workflow

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Local Processing Office - Commercial Item Financing

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Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[\[+\] Help Links](#)

[\[+\] Populate All](#)

LLA Level

ACRN Level

Item Number	Amount (\$)	Actions
1111	102,500.00	Add ACRN

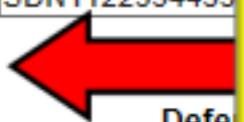
ACRN	Actions
AA	Delete ACRN

ACRN *	Document Record Reference ID *	Agency Accounting ID *	Amount (\$)	Approved Amount (\$) *
<input type="text" value="AA"/>	<input type="text" value="SDN1122334455"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="102,500.00"/>

[\[-\] Optional LLA Fields](#)

Agency Qualifier Code	Defe	Department Indicator
<input type="text" value="DD"/>	<input type="text" value="F0"/>	<input type="text" value="54"/>
Job/Work Order Code	Cost Allocation Code	Transfer from Department
<input type="text" value="555560"/>	<input type="text"/>	<input type="text"/>
Classification Code	Fiscal Year Indicator	Work Center Recipient
<input type="text"/>	<input type="text"/>	<input type="text" value="2D20S"/>
		DoD Budget Accounting Classification Code
		<input type="text" value="D210AB"/>

The LPO can click the Optional LLA Fields link to enter the optional LLA data at the ACRN Level.



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

Local Processing Office - Commercial Item Financing

- Header
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Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[\[+\] Help Links](#)

[\[+\] Populate All](#)

The LPO can navigate to the Addresses page by clicking the Addresses tab.

LLA Level

ACRN Level

Item Number					Amount (\$)	Actions
1111					102,500.00	Add ACRN
ACRN						Actions
AA						Delete ACRN
ACRN *	Document Record Reference ID *	Agency Accounting ID *	Amount (\$)	Approved Amount (\$) *		
<input type="text" value="AA"/>	<input type="text" value="SDN112233445566"/>	<input type="text" value="062649"/>	<input type="text" value="0"/>	<input type="text" value="102,500.00"/>		
[-] Optional LLA Fields						
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator			
<input type="text" value="DD"/>	<input type="text" value="F0"/>	<input type="text" value="015F6DA12"/>	<input type="text" value="54"/>			
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient			
<input type="text" value="555560"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code			
<input type="text"/>	<input type="text"/>	<input type="text" value="2D20S"/>	<input type="text" value="D210AB"/>			

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Local Processing Office - Commercial Item Financing

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Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

Prime Contract			Administered By		
CAGE Code	DUNS	DUNS			
00C91	021799486	0001			
Activity Name 1	EXCELLIGENCE LEARNING CORPORATION		FU4417 1 SOCS SOCS ATTN BECO		
Activity Name 2					
Activity Name 3					
Address 1	2 LOWER RAGSDALE DR STE 200		Address 1		
Address 2			Address 2		
Address 3			Address 3		
Address 4			Address 4		
City	State	Zip	City	State	Zip
MONTEREY	CA	939405748	HURLBURT FIELD FL 32544-5708		

The Addresses page is displayed.
The LPO can review the contents of the Addresses page.

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Local Processing Office - Commercial Item Financing

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Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1		CFIB604	INV1604	2013/09/19

Prime Contractor			Administered By		
CAGE Code	DUNS	DUNS + 4			
00C91	021799486	0001			
Activity Name 1	EXCELLIGENCE LEARNING CORPORATION		F04417 T SOCS SOCS ATTN BECO		
Activity Name 2					
Activity Name 3					
Address 1	2 LOWER RAGSDALE DR STE 200		BLDG 90609 CP 850 884 6118		
Address 2			620 CRUZ AVE		
Address 3					
Address 4			HURLBURT FIELD FL 32544-5708		
City	State	Zip	City	State	Zip
MONTEREY	CA	939405748			

The LPO can navigate to the Misc. Info page by clicking the Misc Info tab.



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Local Processing Office - Commercial Item Financing

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Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT1			INV1604	2013/09/19

The Misc. Info page is displayed. The LPO can review the contents of the Misc. Info page.

Initiator

Name: Kathryn Fuller	Date of Action / IRD: 2013/09/19 1604 EDT / 2013/09/19	Phone #: 9045967000	DSN:
Email: kfuller@caci.com		Title: Tester	Action(s): [Submitted, Web, Stand Alone]
Org Email: coleung@caci.com			
Attachments: WAWF_Attachment_Example.docx		View Attachment	
Comments:			

The LPO can click the View Attachments link to view attachments added by previous users.

Inspector

Name: Kathryn Fuller	Date of Action: 2013/09/19 1620 EDT	Phone #: xxx-xxx-xxxx	DSN:
Email: kfuller@caci.com		Title: TEST	Action(s): [Inspected]
Org Email: nrice@caci.com			

- Save Draft Document
- Help

Local Processing Office - Commercial Item Financing

- Header
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- FMS
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- Misc. Info**
- Preview Document

Org Email: [redacted]

Attachments:
WAWF_Attachment_Example.docx [View Attachment](#)

Comments:
LPOR comments for Commercial Item Financing.

Local Processing Official

Name: Kathryn Fuller	Date of Action: 2013/09/19 1644 EDT	Phone #: 904-596-7005	DSN:
Email: kfuller@caci.com		Title: QA	Action(s):
Org Email: nrice@caci.com			
Attachments: Add Attachments			
Comments: <div style="border: 1px solid gray; height: 100px;"></div>			

Attachments can be added on the Misc. Info page by clicking the Add Attachments link.



Local Processing Office - Commercial Item Financing

Form - Attachments

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 6MB, attachments over this size will be rejected.



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

Local Processing Office - Commercial Item Financing

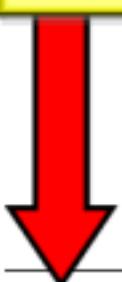
Form - Attachments

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 6MB, attachments over this size will be rejected.

C:\Users\kafuller\Docume Browse...

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



Local Processing Office - Commercial Item Financing

Header Line Item ACRNs FMS LLA Addresses Misc. Info Preview Document

WAWF_Attachment_Example.docx [View Attachment](#)

Comments:

LPOR comments for Commercial Item Financing.

Local Processing Official

Name:	Date of Action:	Phone #:	DSN:
-------	-----------------	----------	------

Kathryn Fuller	2013/09/19 1644 EDT	904-596-7005	
----------------	---------------------	--------------	--

Email:	Title:	Action(s):
--------	--------	------------

kfuller@caci.com	QA	
------------------	----	--

Org Email:

nrice@caci.com

Attachments:

WAWF_Attachment_Example.docx [Delete Attachment](#)

The attachment is now saved on the document.



Comments:

Save Draft Document Help

Local Processing Office - Commercial Item Financing

- Header
- Line Item
- ACRNs
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- LLA
- Addresses
- Misc. Info**
- Preview Document

WAWF_Attachment_Example.docx [View Attachment](#)

Comments:

LPOR comments for Commercial Item Financing.

Local Processing Official

Name:	Date of Action:	Phone #:	DSN:
-------	-----------------	----------	------

Kathryn Fuller	2013/09/19 1644 EDT	904-596-7005	
----------------	---------------------	--------------	--

Email:	Title:	Action(s):
--------	--------	------------

kafuller@caci.com	QA	
-------------------	----	--

Org Email:

nrice@caci.com

Attachments:

WAWF_Attachment_Example.docx [View Attachment](#) [Delete Attachment](#)

[Add Attachments](#)

Comments:

To add another attachment, the LPO can click the Add Attachments link and repeat the process.

Local Processing Office - Commercial Item Financing

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- LLA
- Addresses
- Misc. Info
- Preview Document

WAWF_Attachment_Example.docx

[View Attachment](#)

Comments:

LPOR comments for Commercial Item Financing.

Local Processing Official

Name: Kathryn Fuller
Date of Action: 2013/09/19 1644 EDT

Email: kafuller@caci.com

Org Email: nrice@caci.com

Attachments: WAWF_Attachment_Example.docx

Comments:

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

QA



[View Attachment](#) [Delete Attachment](#)
[Add Attachments](#)

Local Processing Office - Commercial Item Financing

Header Line Item ACRNs FMS LLA Addresses Misc. Info Preview Document

WAWF_Attachment_Example.docx [View Attachment](#)

Comments:

LPOR comments for Commercial Item Financing.

Local Processing Official

Name:	Date of Action:	Phone #:	DSN:
-------	-----------------	----------	------

Kathryn Fuller	2013/09/19 1644 EDT	904-596-7005	
----------------	---------------------	--------------	--

Email:	Title:	Action(s):
--------	--------	------------

kafuller@caci.com	QA	
-------------------	----	--

Org Email:

nrice@caci.com

Attachments:

WAWF_Attachment_Example.docx [View Attachment](#) [Delete Attachment](#)

[Add Attachments](#)

Comments:

LPO comments for Commercial Item Financing.

The Comments Section allows the LPO to enter comments for the Commercial Item Financing document.

Save Draft Document Help

Local Processing Office - Commercial Item Financing

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WAWF_Attachment_Example.docx

[View Attachment](#)

Comments:

LPOR comments for Commercial Item Financing.

Local Processing Official

Name:

Kathryn Fuller

DSN:

Email:

kafuller@caci.com

Action(s):

QA

Org Email:

nrice@caci.com

Attachments:

WAWF_Attachment_Example.docx

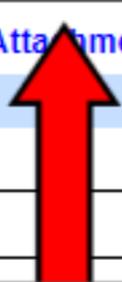
[View Attachment](#) [Delete Attachment](#)

[Add Attachments](#)

Comments:

LPOR comments for Commercial Item Financing.

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



Save Draft Document

Help

Local Processing Office - Commercial Item Financing

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[FMS](#)
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[Misc. Info](#)
[Preview Document](#)

[Expand All](#) [Collapse All](#)

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO can scroll the contents of the tab to review the document.

[\[-\] Document Information](#)

Contract Number Type	Contract Number	Delivery Order	
International Agreement	1234567890123	WBT1	
Request Number	Invoice Number	Invoice Date	Invoice Received Date
CFIB604	INV1604	2013/09/19	2013/09/19
Summary of Detail Level Information			Total
2 CLIN(s)			\$ 171,653.00

[\[-\] Line Item Information](#)

Total CLIN Amount: \$ 171,653.00

Total Approved Amount: \$ 171,653.00

CLIN	PR Number	AAI	SDN	CLIN Amount (\$)	Approved (\$)		
1111	000000000010	062649	SDN112233445566	102,500.00	102,500.00		
Event	ACRN	Quantity	Unit of Measure	UofM Code	Price (\$)	Ext Price (\$)	Approved (\$)
TRA1145		205	EACH	EA	500.00	102,500.00	102,500.00
Description							
Line item description for the Commercial Item Finance document.							

CLIN	PR Number	AAI	SDN	CLIN Amount (\$)	Approved (\$)
2222		062649	SDN112233445566	69,153.00	69,153.00

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

Wide Area Workflow

Local Processing Office - Commercial Item Financing

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- FMS
- LLA
- Addresses
- Misc. Info
- Preview Document

[Expand All](#) [Collapse All](#)

[\[-\] Document Information](#)

Contract Number	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
International Agreement	1234567890123	WBT1		
		Invoice Date	Invoice Received Date	
		2013/09/19	2013/09/19	
			Total	
2 CLIN(S)				\$ 171,653.00

The LPO can expand all document sections by clicking the Expand All link. The LPO can collapse the contents of the tab by clicking the Collapse All link.

[\[-\] Line Item Information](#)

Total CLIN Amount: \$ 171,653.00

Total Approved Amount: \$ 171,653.00

CLIN	PR Number	AAI	SDN	CLIN Amount (\$)	Approved (\$)			
1111	000000000010	062649	SDN112233445566	102,500.00	102,500.00			
	Event	ACRN	Quantity	Unit of Measure	UofM Code	Price (\$)	Ext Price (\$)	Approved (\$)
	TRA1145		205	EACH	EA	500.00	102,500.00	102,500.00
	Description							
	Line item description for the Commercial Item Finance document.							

CLIN	PR Number	AAI	SDN	CLIN Amount (\$)	Approved (\$)
2222		062649	SDN112233445566	69,153.00	69,153.00

- Save Draft Document
- Help

Local Processing Office - Commercial Item Financing

- Header
- Line Item
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- FMS
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- Misc. Info
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[Expand All](#) [Collapse All](#)

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



- [+] Document Information
- [+] Line Item Information
- [+] ACRN Information
- [+] FMS Information
- [+] LLA Information
- [+] Address Information
- [+] Misc Information
- [+] Workflow Information

Save Draft Document Help

Local Processing Office - Commercial Item Financing

- Header
- Line Item
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- FMS
- LLA
- Addresses
- Misc. Info
- Preview Document**

[Expand All](#) [Collapse All](#)

[+] Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
International Agreement	1234567890123	WBT1		
Request Number	Invoice Number	Invoice Date	Invoice Received Date	
CFIB604	INV1604	2013/09/19	2013/09/19	
Summary of Detail Level Information				Total
2 CLIN(s)				\$ 171,653.00

The Document Information section is expanded.

- [\[+\] Line Item Information](#)
- [\[+\] ACRN Information](#)
- [\[+\] FMS Information](#)
- [\[+\] LLA Information](#)
- [\[+\] Address Information](#)
- [\[+\] Misc Information](#)
- [\[+\] Workflow Information](#)

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Local Processing Office - Commercial Item Financing

- Header
- Line Item
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- FMS
- LLA
- Addresses
- Misc. Info
- Preview Document

[Expand All](#) [Collapse All](#)

[\[-\] Document Information](#)

The LPO can navigate back to the Header page by clicking the Header tab.

Delivery Order	Reference Procurement Identifier	Issue Date
WBT1		
Invoice Date	Invoice Received Date	
2013/09/19	2013/09/19	
Summary of Detail Level Information		Total
2 CLIN(s)		\$ 171,653.00

- [\[+\] Line Item Information](#)
- [\[+\] ACRN Information](#)
- [\[+\] FMS Information](#)
- [\[+\] LLA Information](#)
- [\[+\] Address Information](#)
- [\[+\] Misc Information](#)
- [\[+\] Workflow Information](#)

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Local Processing Office - Commercial Item Financing

Header | [Line Item](#) | [ACRNs](#) | [FMS](#) | [LLA](#) | [Addresses](#) | [Misc. Info](#) | [Preview Document](#)

[Populate Accounting Data from Template](#)

Contract Number Type	Contract Num	Reference Procurement Identifier	Issue Date
International Agreement	12345678901		
Request Number	Invoice Number	Invoice Date	Invoice Received Date
CFIB604	INV1604	2013/09/19	2013/09/19

The Header page is displayed.

Summary of Detail Level Information	Total
2 CLIN(s)	\$ 171,653.00

Routing Information			
Role	Location Code	Extension	Name
Payee	00C91		EXCELLIGENCE LEARNING CORPORATION
Pay Official	N68892		DEFENSE FINANCE AND ACCOUNTING SERV
Admin	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Inspect By	FA3030		FA3030 17 CONS CC
Contracting Officer	FA3030		FA3030 17 CONS CC
LPO	N62473		NAVFAC SOUTHWEST

ACTION BY: FA3030

- Recommend Approval
- Recommend Reduced Amount
- Recommend Rejection

ACTION BY: FA3030

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

Local Processing Office - Commercial Item Financing

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LPO N62473 NAVFAC SOUTHWEST

ACTION BY: FA3030

- Recommend Approval
- Recommend Reduced Amount
- Recommend Rejection

ACTION BY: FA3030

- Approve
- Approve Lesser Amount
- Reject to Initiator

Approved Amount (\$)

171,653.00

Signature Date

2013/09/19

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Kathryn Fuller

Signature Of Authorized Government Representative

ACTION BY: Local Processing Officer Reviewer

- Recommend Document Certified

ACTION BY: N62473 *

- Document Certified

Signature Date

2013/09/19

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

Signature

Signature of Local Processing Office Representative

The LPO selects Document Certified and enters the Signature Date.

Local Processing Office - Commercial Item Financing

- Header
- Line Item
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- Addresses
- Misc. Info
- Preview Document

LPO N62473 NAVFAC SOUTHWEST

ACTION BY: FA3030

- Recommend Approval
- Recommend Reduced Amount
- Recommend Rejection

ACTION BY: FA3030

- Approve
- Approve Lesser Amount
- Reject to Initiator

Approved Amount (\$)

171,653.00

Signature Date

2013/09/19

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Kathryn Fuller

Signature Of Authorized Government Representative

ACTION BY: Local Processing Officer Reviewer

- Recommend Document Certified

ACTION BY: N62473 *

- Document Certified

The LPO clicks the Signature button to continue certifying the Commercial Item Financing document.

ted in me, I certify that this voucher is correct and proper for payment.

Signature

Signature of Local Processing Office Representative

WAWF Password Confirmation

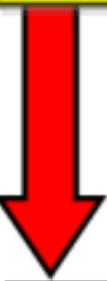
User ID	kathrynlp
Password *	<input type="password"/>
Submit Without Preview	<input checked="" type="checkbox"/>

The Password Confirmation page is displayed.

WAWF Password Confirmation

User ID	kathrynlp
Password *	<input type="password" value="....."/>
Submit Without Preview	<input checked="" type="checkbox"/>

The LPO clicks the Next button after entering the correct Password.



[Next](#) [Previous](#) [Help](#)

Success

**The Commercial Item Financing was successfully certified.
It has been processed via EDI.**

After the Commercial Item Financing document has been submitted, the WAWF system informs the LPO that the document was successfully processed.

E-mails, FTP and EDI notifications were sent as applicable.

Contract Number	Delivery Order	Request Number	Invoice Number
1234567890123	WBT1	CFIB604	INV1604

Email sent to Vendor: wawf@caci.com

Email sent to Pay Official: wawf@caci.com

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA_000000008, GS03: GS-000000000003

[Send Additional Email Notifications](#)

Thu Sep 19 16:49:46 EDT 2013

The LPO can add more email addresses by clicking the Send Additional Email Notifications link.

[Return](#)

Success

**The Commercial Item Financing was successfully certified.
It has been processed via EDI.**

Contract Number	Delivery Order	Request Number	Invoice Number
1234567890123	WBT1	CFIB604	INV1604

Email sent to Vendor: wawf@caci.com

Email sent to Pay Official: wawf@caci.com

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA_000000008, GS03: GS-000000000003

[Send Additional Email Notifications](#)

Thu Sep 19 16:49:46 EDT 2013

This concludes the demonstration of a Local Processing Officer (LPO) certifying a Commercial Item Financing document.

[Return](#)