# Joint Contracting and Contingency Services

Joint Contingency Contracting System (JCCS) ▪ ACSA Global Automated Tracking and Reporting System (AGATRS)

[ مشاهدة الموقع بالعربية ]

| Make Selection to login |
| --- |
| CAC/Digital Certificate Users |
| Click Here |
| Non CAC or Vendor Users |
| Click Here |

**IMPORTANT! Select the NON e-mail Certificate for access into JCCS.**

**The e-mail Certificate is not recognized by JCCS for system access.**

External Link Disclaimer: The appearance of external hyperlinks does not constitute endorsement by the United States Department of Defense of the linked web sites, or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation (MWR) sites, the United States Department of Defense does not exercise any editorial control over the information you may find at these locations. All links are provided consistent with the mission of this Web site.

This is an overview of the changes made to the Web and Mobile Applications for DR968, JCCS and WAWF Interface.

The Web Application supports Internet Explorer 6+, Firefox 4+, Opera 10.5+ and Chrome 8+ browsers. User will access this Web Application through Joint Contingency Contracting System (JCCS).

The Mobile Application will be available for iOS, Android, and BlackBerry OS 6.0+ devices. User will be able to download the application from Apple's App. Store, Android's Marketplace, and Blackberry's Web Store.

The applications apply to Vendor Role only.

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

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To logon to the WAWF application with userid/password, select the "Click Here" button on the JCCS homepage.

jccs.support@dla.mil

Quick Links

# Joint Contingency Contracting System

[ مشاهدة الموقع بالعربية ]

[LOG ON]

Home | Registration | Search Solicitations | Help and Training | FAQs | Links | Feedback

Click the "LOG ON" link to continue.

## Welcome

Welcome to the Joint Contingency Contract System!

JCCS provides new, robust functionality, including:

- Bi-lingual Accessibility (Arabic & English)
- Vendor Registration
- Centralized Solicitation Posting
- Electronic Proposal Submission and Retrieval

Register your company: Click here to register your company. You will receive a unique user ID and a temporary password upon successful registration.
Search for Solicitations: Click on the "Search Solicitation" link at the top of the page or here to view opportunities posted by government contracting officers.
Submit Proposals: After you have found a solicitation in which you or your company is interested, you can logon and submit your proposal directly online via the upload page.
Edit your Profile: Logon to your account and maintain your profile and update as needed by clicking the "[LOG ON]" link at the of this page or here.

If you are a first time visitor and would like more information on how to register, click on Registration FAQs.

JCCS will never send unsolicited Requests for Information (RFI) via phone, email, or fax. If you receive a suspicious inquiry, please contact jccs.support@dla.mil

[ مشاهدة الموقع بالعربية ]

# Joint Contingency Contracting System

[LOG ON]

Home | Registration | Search Solicitations | Help and Training | FAQs | Links | Feedback

**User Name/Email Address:** JCCS_vendor

**Password:** ••••••••••••••••••

Forgot Password?

Change Password

[LOG ON]

On this page, enter the User ID and password, then click on the "LOG ON" button to continue.

# Joint Contingency Contracting System

[ مشاهدة الموقع بالعربية ]

[LOG OFF]

Vendor Home | Company Profile | User Profile | Search Solicitations | Invoicing | Help and Training | FAQs | Links | Feedback

Name: ismail isamil
Company ID: 20919
Company Name: National Trading Company

Monday, 04 June 2012

Now, click on the "Invoicing" link.

**Welcome**

Welcome to the Joint Contingency Contract System!

JCCS provides new, robust functionality, including:

- Bi-lingual Accessibility (Arabic & English)
- Vendor Registration
- Centralized Solicitation Posting
- Electronic Proposal Submission and Retrieval

Register your company: Click here to register your company. You will receive a unique user ID and a temporary password upon successful registration.
Search for Solicitations: Click on the "Search Solicitation" link at the top of the page or here to view opportunities posted by government contracting officers.
Submit Proposals: After you have found a solicitation in which you or your company is interested, you can logon and submit your proposal directly online via the upload page.
Edit your Profile: Logon to your account and maintain your profile and update as needed by clicking the "[LOG ON]" link at the of this page or here.

If you are a first time visitor and would like more information on how to register, click on Registration FAQs.

JCCS will never send unsolicited Requests for Information (RFI) via phone, email, or fax. If you receive a suspicious inquiry, please contact jccs.support@dla.mil

Accept

WAWF 5.3

Decline

JCCS_vendor

The WAWF page is now opened up in a separate browser window/tab.

Click on the "Accept" button to continue.

Wide Area Workflow

- You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only.
- By using this IS (which includes any device attached to this IS), you consent to the following conditions:
- The USG routinely intercepts and monitors communications occurring on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

**WARNING!**

- Please DO NOT use the browser BACK BUTTON or REFRESH BUTTON within the WAWF application.
- The use of the browser's BACK BUTTON and REFRESH BUTTON are not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended.
- DO NOT use the backspace key in any uneditable field, as this will function as the back button.
- Where they exist, use the BACK or NEXT buttons to return to a previous page within the WAWF application.
- The security accreditation level of this site is Unclassified FOUO and below.
- Do not process, store, or transmit information classified above the accreditation level of this system.

Create | WAWF | ? | Logout

JCCS_vendor

## Welcome to Wide Area Workflow

| | |
|---|---|
| **Search For** | Active |
| **CAGE/Ext *** | 1HKQ6/NA/011173312/ |
| **Contract Number** | |
| **Delivery Order** | |
| **Shipment No.** | |
| **Invoice No.** | |
| **Creation Period** | Last 30 Days |

The Search Criteria screen is displayed.
This page lets the Vendor retrieve only documents that meet certain criteria. For example, if the Vendor enters a contract number in the "Contract Number" field, only documents with that contract number will be retrieved. If the Vendor enters nothing in these fields, all documents will be retrieved.

Advanced Search Criteria

Search

Create

WAWF

? Logout

JCCS_vendor

## Welcome to Wide Area Workflow

| | |
|---|---|
| Search For | Active |
| CAGE/Ext * | 1HKQ6/NA/011173312/ |
| Contract Number | |
| Delivery Order | |
| Shipment No. | |
| Invoice No. | |
| Creation Period | Last 30 Days |

Last 30 Days
Last 60 Days
Last 90 Days
All Documents

Advanced Search Criter

Search

The search results will call up documents that have been created in the last 30 days, unless the Vendor selects a different date range in the "Creation Period" drop-down list. This permits offices with a large quantity of documents to more readily access their folders.

Create | WAWF | ? | Logout

JCCS_vendor

## Welcome to Wide Area Workflow

| | |
|---|---|
| **Search For** | Active |
| **CAGE/Ext *** | 1HKQ6/NA/011173312/ |
| **Contract Number** | |
| **Delivery Order** | |
| **Shipment No.** | |
| **Invoice No.** | |
| **Creation Period** | Last 30 Days |

The Advanced Search Criteria section provides drop-down menus of Document Type, Status, and Total Documents.

The search functionality is available to allow a user to search for Invoices, Receiving Reports, or Combo documents in WAWF.

### Advanced Search Criteria

| | |
|---|---|
| **Document Type** | |
| **Status** | |
| **Total Documents** | |

- Invoice
- Invoice - Fast Pay
- Receiving Report
- Combo
- Combo - Fast Pay

Search

Create

WAWF

? Logout

JCCS_vendor

## Welcome to Wide Area Workflow

| | |
|---|---|
| Search For | Active |
| CAGE/Ext * | 1HKQ6/NA/011173312/ |
| Contract Number | |
| Delivery Order | |
| Shipment No. | |
| Invoice No. | |
| Creation Period | All Documents |

### Advanced Search Criteria

| | |
|---|---|
| Document Type | |
| Status | |
| Total Documents | 25 |

Search

Enter in information in the search fields and click the "Search" button to see the results. The more information entered, the more you can narrow your results to the specific records you are searching for.

Back | Result | ? | Log Out

JCCS_vendor

*20 documents found*

| Type | Contract No. | Delivery Order | Invoice No. | Shipment No. | Status | Submitted Dt | Total |
|---|---|---|---|---|---|---|---|

RR F0300012W0604 WBT1 SHP1243 Submitted 2012-JUN-04 $ 9,767.98 >

CI HQ033812W0603 WBT1 INV233 SHIP233Z Processed 2012-JUN-03 CAD 4,678.7 >

COMBO-Fast Pay

CIFP FA489004D0004 FG01 INV150 SHIP150 Submitted 2012-JUN-03 $ 813,075.75 >

RR FA489004D0004 FG01 INV150 SHIP150 Submitted 2012-JUN-03 $ 813,075.75 >

RR HQ033812W0603 WBT1 SHIP123 Submitted 2012-JUN-03 CAD 83,925.12 >

COMBO

RR HQ033812W0424 CORA INV157 >

CI HQ033812W0424 CORA INV157 S >

CIFP N6889212W0423 CORA INV332 >

COMBO

CI SL470112W0422 CORA INV109 SHPX109 Processed 2012-APR-22 JPY 2,991,611 >

The Vendor Active Folder results page is displayed. This page contains a list of documents that match the selection criteria.

User is able to Recall and Resubmit the Invoices, Receiving Reports or Combo documents on this page. User is also able to Void an Invoice, Receiving Report, or Combo document.

## Available Actions For This Document

- View
- Void
- Recall

| | |
|---|---|
| **Contract Number** | F0300012W0604 |
| **Delivery Order** | WBT1 |
| **Location** | 1HKQ6 |
| **Submitted Dt** | 2012-JUN-04 |
| **Shipment No.** | SHP1243 |
| **Document Type** | RR |
| **Amount** | $ 9,767.98 |
| **StatusDesc** | Submitted |

The Vendor opens a Receiving Report on the search results screen.

Three options are available on this document.
-Click on the "View" link to view the document.
-Click on the "Void" link to void the document.
-Click on the "Recall" link to recall and resubmit the document.

**Void** >

## Document Information

| | |
|---|---|
| Contract Number | F0300012W0604 |
| Contract Number Type | DoD Contract (FAR) |
| DeliveryOrderNo | WBT1 |
| AcceptancePt | S |
| InspectionPt | S |
| DeliveryOnInvoice | N |
| DocumentTotal | 9767.98 |
| Currency | USD |
| SourceType | RR |
| Supplies | SPL |
| PaySystem | IAPS-E |
| ARP | N |

As the Vendor clicks on the "Void" link, the Void screen is displayed.

Click on the section headers to expand and collapse individual headers.

Back

Receiving Report

? Log Out

JCCS_vendor

**Void**

Document Information

Shipment Data

Line Items

Addresses

Document History

Click on the "Void" link to continue.

Back

Receiving Report

? Log Out

JCCS_vendor

Void

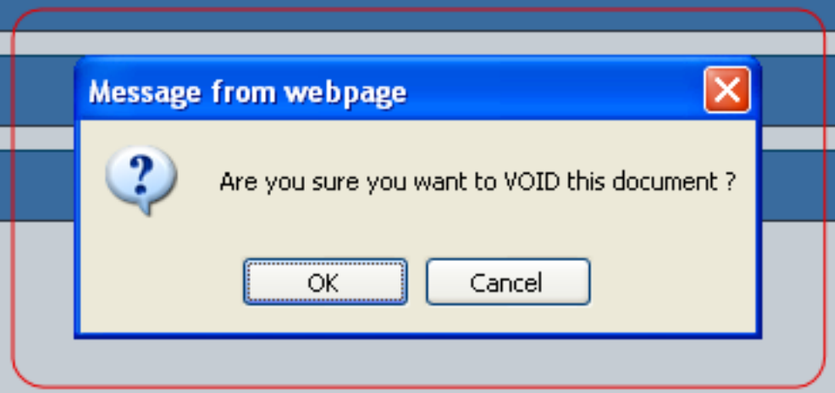
Document Information

Shipment Data

Line Items

Addresses

Document History




A pop-up message is displayed to ensure the user wants to void this document.

Click "OK" to continue.

Back

Receiving Report

? Log Out

JCCS_vendor

**Void**

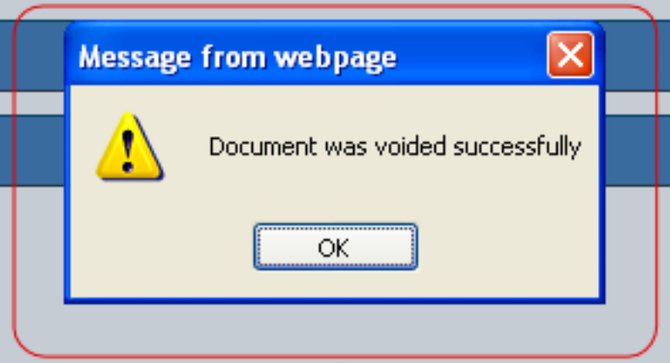
Document Information

Shipment Data

Line Items

Addresses

Document History




The Receiving Report is voided successfully.

Click the "OK" button on the pop-up message and return to the Search Criteria screen.

Create | WAWF | ? | Logout

JCCS_vendor

## Welcome to Wide Area Workflow

| | |
|---|---|
| **Search For** | Saved |
| **CAGE/Ext *** | 1HKQ6/NA/011173312/ |
| **Contract Number** | |
| **Delivery Order** | |
| **Shipment No.** | |
| **Invoice No.** | |
| **Creation Period** | All Documents |

Back to the Search Criteria screen.

Select "Saved" in the Search For drop-down list.

Click the "Search" button to search for saved documents.

**Advanced Search Criteria**

Search

*3 documents found*

| Type | Contract No. | Delivery Order | Invoice No. | Shipment No. | Status | Submitted Dt | Total | |
|---|---|---|---|---|---|---|---|---|
| CI | FA489004D0004 | FG01 | INV126 | SHIP126 | Draft | 2012-JUN-03 | $ 2,138.64 | > |
| CIFP | M0014601M2318 | | INV134 | | Draft | 2012-JUN-03 | $ 72,444.71 | > |
| RR | HQ033812W0603 | WBT1 | | SHIP123 | Draft | 2012-JUN-03 | CAD 83,925.12 | > |

The "Saved Documents Folder" results page is displayed.

Click on the Receiving Report document link.

## Available Actions For This Document

Draft >

| | |
|---|---|
| **Contract Number** | HQ033812W0603 |
| **Delivery Order** | WBT1 |
| **Location** | 1HKQ6 |
| **Submitted Dt** | 2012-JUN-03 |
| **Shipment No.** | SHIP123 |
| **Document Type** | RR |
| **Amount** | CAD 83,925.12 |
| **StatusDesc** | Draft |
| **Days Until Purge** | 1 |

The contract information of the Receiving Report is displayed.

Click on the "Draft" link to continue working on the document.

Required Steps

1. Contract required
2. Routing required
3. Header required
4. Line Items required

Optional Steps

5. Pack optional
6. Transportation optional
7. Purchase Card optional
8. Addresses optional
9. Mark For optional
10. Attachment optional

Final Step

11. Submit required

| | |
|---|---|
| CAGE/Ext * | 1HKQ6/NA |
| Contract Number Type | DoD Contract (FAR) |
| Contract Number * | HQ033812W0603 |
| Delivery Order | WBT1 |
| Inspection/Acceptance * | Source/Source |
| Ref. Procurement Id | |
| Issue Date | |

The Data Capture - Contract Data screen is displayed.

User can update the document at this point.

Home RR Save ? Logout

JCCS_vendor

The "Save" button is available on the left panel.
The Vendor can save an incomplete document by clicking the "Save" 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 later.

**Required Steps**

1. Contract — required
2. Routing — required
3. Header — required
4. Line Items — required

**Optional Steps**

5. Pack — optional
6. Transportation — optional
7. Purchase Card — optional
8. Addresses — optional
9. Mark For — optional
10. Attachment — optional

**Final Step**

11. Submit — required

| | |
|---|---|
| CAGE/Ext * | |
| Contract Nu | DoD Contract (PAR) |
| Contract Number * | HQ033812W0603 |
| Delivery Order | WBT1 |
| Inspection/Acceptance * | Source/Source |
| Ref. Procurement Id | |
| Issue Date | |

1. Contract required
2. Routing required
3. Header required
4. Line Items required

Optional Steps

5. Pack optional
6. Transportation optional
7. Purchase Card optional
8. Addresses optional
9. Mark For optional
10. Attachment optional

Final Step

11. Submit required

Purge

| | |
|---|---|
| CAGE/Ext * | 1HKQ6/NA |
| Contract Number Type | DoD Contract (FAR) |
| Contract Number * | HQ033812W0603 |
| Delivery Order | WBT1 |
| Inspection/Acceptance * | Source/Source |
| Ref. Procurement Id | |
| Issue Date | |

Scroll to the bottom of the page. The "Purge" link is available on the left panel. To "Purge" the "Saved" document, and return the document to its previous state, click the "Purge" link.

Note. For "Draft" documents, the "Saved" document will be completely removed from the system.

1. Contract required ✓

2. Routing required

3. Header required

4. Line Items required

Optional Steps

5. Pack optional

6. Transportation optional

7. Purchase Card optional

8. Addresses optional

9. Mark For optional

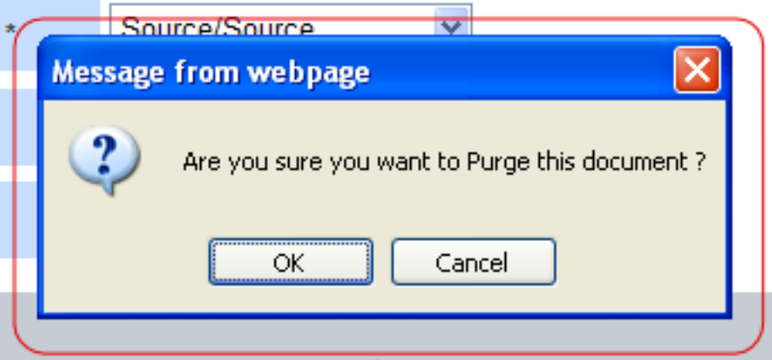
10. Attachment optional

Final Step

11. Submit required

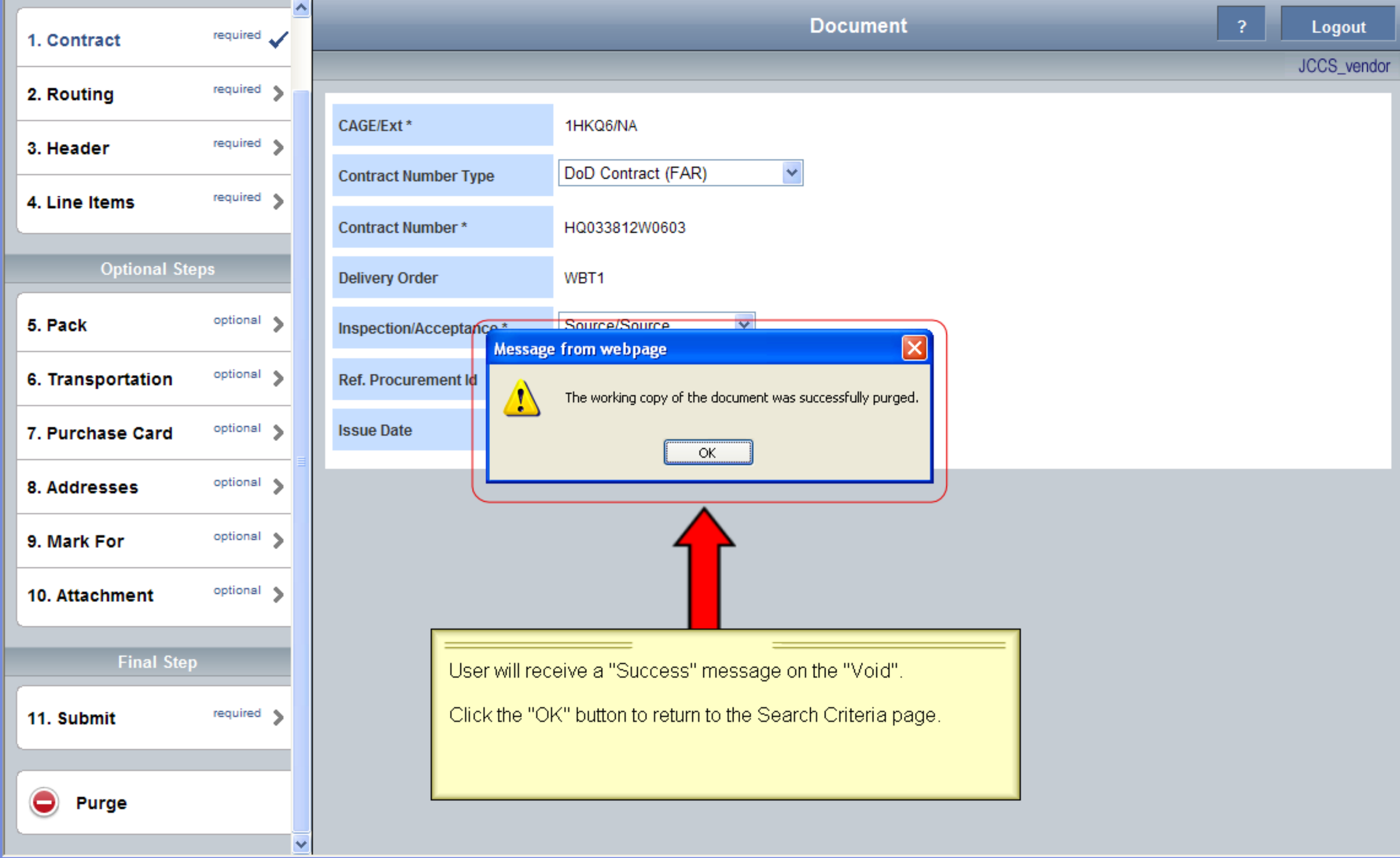
Purge

| | |
|---|---|
| CAGE/Ext * | 1HKQ6/NA |
| Contract Number Type | DoD Contract (FAR) |
| Contract Number * | HQ033812W0603 |
| Delivery Order | WBT1 |
| Inspection/Acceptance * | Source/Source |
| Ref. Procurement Id | |
| Issue Date | |




A pop-up message is displayed to ensure the user wants to purge the document.

Click "OK" to continue.


1. Contract required
2. Routing required
3. Header required
4. Line Items required
Optional Steps
5. Pack optional
6. Transportation optional
7. Purchase Card optional
8. Addresses optional
9. Mark For optional
10. Attachment optional
Final Step
11. Submit required
Purge
Document
?
Logout
JCCS_vendor
CAGE/Ext *
1HKQ6/NA
Contract Number Type
DoD Contract (FAR)
Contract Number *
HQ033812W0603
Delivery Order
WBT1
Inspection/Acceptance *
Source/Source
Ref. Procurement Id
Issue Date
Message from webpage
The working copy of the document was successfully purged.
OK
User will receive a "Success" message on the "Void".
Click the "OK" button to return to the Search Criteria page.

Create

? Logout

JCCS_vendor

Back to the Search Criteria page.

To create a document, click on the "Create" button.

rea Workflow

| | |
|---|---|
| Search For | Active |
| CAGE/Ext * | |
| Contract Number | |
| Delivery Order | |
| Shipment No. | |
| Invoice No. | |
| Creation Period | Last 30 Days |

Advanced Search Criteria

Search

Back | Create | ? | Log Out

JCCS_vendor

*Please begin by selecting one of the following documents*

- Invoice
- Invoice - Fast Pay
- Receiving Report
- COMBO - Invoice and Receiving Report
- COMBO - Invoice Fast Pay and Receiving Report

The Document Options page is displayed.

The Vendor has the options to create Invoice, Invoice Fast Pay, Receiving Report, Combo, and Combo Fast Pay.

*Create a new COMBO - Fast Pay by entering all document data, using document data from WAWF, or using data from EDA*

- Create - Prepop from WAWF
- Create - Prepop from EDA
- Create

As the Vendor clicks the "COMBO - Invoice Fast Pay and Receiving Report" link, the Combo - Fast Pay screen is displayed.

Click on the "Create - Prepop from WAWF" link to create document from a template.

Click on the "Create - Prepop from WAWF" link to create document with EDA pre-pop functionality.

Click on the "Create" link to create document from scratch.

Back

FPCOMBO

? Log Out

*Please enter a search criteria to search for the appropriate document in EDA.*

| | |
|---|---|
| CAGE/Ext * | |
| Contract Number | |
| Delivery Order | |
| IssuePeriod | Last 30 Days |

Search

The Search Criteria screen of creating document from EDA is displayed.

Select a CAGE Code from the drop-down list.

Back

FPCOMBO

? Log Out

*Please enter a search criteria to search for the appropriate document in EDA.*

| | |
|---|---|
| **CAGE/Ext *** | 1HKQ6/NA/011173312/ |
| **Contract Number** | |
| **Delivery Order** | |
| **IssuePeriod** | All Documents |

Search

Click the "Search" button to continue.

Back | Prepop from EDA | ? | Log Out

*Total 3document(s) found. Please select contract number and delivery order.*

| |
|---|
| **FA489004D0004** FG01 |
| **M0068105P0669** |
| **M0014601M2318** |

Continue | Populate CLINs

The Search Results page is displayed with EDA contracts.

Back | Prepop from EDA | ? | Log Out

*Total 3document(s) found. Please select contract number and delivery order.*

FA489004D0004 FG01 ✓

M0068105P0669

M0014601M2318

Continue | Populate CLINs

Select a Contract Number and Delivery Order from the list, then click on the "Populate CLINs" button to continue.

*Please select appropriate CLIN/SLIN*

| | |
|---|---|
| 0002 | ✓ |
| 000201 | ✓ |
| 000202 | ✓ |
| 000203 | ✓ |
| 000204 | |
| 000205 | |
| 0002AA | |
| 0002AB | |
| 0004 | |

All CLINs are retrieved from this EDA contract.
Select appropriate line items and click on the "Continue" button.

Continue

Home FPCOMBO Save

Document ? Logout

JCCS_vendor

**Required Steps**

1. Contract — required
2. Routing — required
3. Header — required
4. Line Items — required

**Optional Steps**

5. Pack — optional
6. Transportation — optional
7. Misc. Amt — optional
8. Discounts — optional
9. Ref. Ship. No — optional
10. Addresses — optional
11. Attachment — optional

**Final Step**

12. Submit — required

| | |
|---|---|
| CAGE/Ext * | 1HKQ6/NA |
| Contract Number Type | |
| Contract Number * | FA489004D0004 |
| Delivery Order | FG01 |
| Inspection/Acceptance * | |
| Ref. Procurement Id | |
| Issue Date | |

The Data Capture - Contract Data screen is displayed.

Tabs on the left panel marked as "required" contain mandatory fields.

WAWF will provide appropriate Web Services to handle EDA Pre-pop, validation, and submission of an Invoice, Receiving Report, and Combo documents.

Receiving Report will contain UID input, Pack Later input, and Transportation Later input.

Home FPCOMBO Save

Document

? Logout

JCCS_vendor

Required Steps

1. Contract required
2. Routing required
3. Header required
4. Line Items required

Optional Steps

5. Pack optional
6. Transportation optional
7. Misc. Amt optional
8. Discounts optional
9. Ref. Ship. No optional
10. Addresses optional
11. Attachment optional

Final Step

12. Submit required

| | |
|---|---|
| CAGE/Ext * | 1HKQ6/NA |
| Contract Number Type | |
| Contract Number * | FA489004D0004 |
| Delivery Order | FG01 |
| Inspection/Acceptance * | Source/Source |
| Ref. Procurement Id | GSA0000000000000123 |
| Issue Date | 2012/06/14 |

After entering data on the Contract screen, click on the "Routing" tab.

Home | FPCOMBO | Save

## Routing Data

? | Logout

JCCS_vendor

### Required Steps

1. Contract — required ✓
2. Routing — required
3. Header — required
4. Line Items — required

### Optional Steps

5. Pack — optional
6. Transportation — optional
7. Misc. Amt — optional
8. Discounts — optional
9. Ref. Ship. No — optional
10. Addresses — optional
11. Attachment — optional

### Final Step

12. Submit — required

| | |
|---|---|
| Pay DoDAAC * | HQ0338 |
| Admin DoDAAC * | S0512A |
| Ship To Code * | W25G1U |
| Ship To Extension | |
| Inspect By DoDAAC | S0512A |
| Inspect By Extension | CORA |
| LPO DoDAAC | |
| LPO Extension | |
| Ship From Code | |
| Ship From Extension | |
| Mark For Code | 187MKE |
| Mark For Extension | CORA |
| Issue By DoDAAC | FU4417 |
| Accept By DoDAAC | |
| Accept By Extension | |

The Routing page is displayed.
The Location Codes will be pre-populated if found from EDA.

Home | FPCOMBO | Save

Header

? | Logout

JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required
4. Line Items — required

**Optional Steps**

5. Pack — optional
6. Transportation — optional
7. Misc. Amt — optional
8. Discounts — optional
9. Ref. Ship. No — optional
10. Addresses — optional
11. Attachment — optional

**Final Step**

12. Submit — required

Invoice No. *

Invoice Date *

Final Invoice

Shipment No. *

Shipment Date *

Final Shipment

EstDeliveryDt

Service/Supplies *

Currency * USD

Transportation Method

Navigate to the Header page.

Enter contract information here.

Home FPCOMBO Save

Header ? Logout

JCCS_vendor

Required Steps

1. Contract required ✓
2. Routing required ✓
3. Header required >
4. Line Items required >

Optional Steps

5. Pack optional >
6. Transportation optional >
7. Misc. Amt optional >
8. Discounts optional >
9. Ref. Ship. No optional >
10. Addresses optional >
11. Attachment optional >

Final Step

12. Submit required >

Click on the "Line Items" tab.

| | |
|---|---|
| Invoice No. * | INV150 |
| Invoice Date * | 2012/06/04 |
| Final Invoice | |
| Shipment Date * | |
| Final Shipment | |
| EstShipmentDt | E |
| EstDeliveryDt | 2012/07/02 |
| Service/Supplies * | Supplies |
| Currency * | USD |
| TCN | TCN000000000000E1 |
| GrossWeight | 98 |
| FOB | D |
| Serial Shipping Container Code | |

Home | FPCOMBO | Save

Line Items | ? | Logout

JCCS_vendor

**Required Steps**

- 1. Contract — required ✓
- 2. Routing — required ✓
- 3. Header — required ✓
- 4. Line Items — required >

**Optional Steps**

- 5. Pack — optional >
- 6. Transportation — optional >
- 7. Misc. Amt — optional >
- 8. Discounts — optional >
- 9. Ref. Ship. No — optional >
- 10. Addresses — optional >
- 11. Attachment — optional >

**Final Step**

- 12. Submit — required >

Add Line Item >

Add CDRL ELIN >

**0002**
Stock Part No.: C211 Total: 0.00 Unit: LO >

**000201**
Stock Part No.: C211 Total: 0.00 Unit: LO >

**000202**
Stock Part No.: C211 Total: 0.00 Unit: LO >

**000203**
Stock Part No.: C211 Total: 0.00 Unit: LO >

Line items which are pre-populated from EDA are displayed on this page.

User can select each line item to update or delete. The user may also add new Line Items.

Home FPCOMBO Save

Line Item ? Logout

JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

**Optional Steps**

5. Pack — optional >
6. Transportation — optional >
7. Misc. Amt — optional >
8. Discounts — optional >
9. Ref. Ship. No — optional >
10. Addresses — optional >
11. Attachment — optional >

**Final Step**

12. Submit — required >

| | |
|---|---|
| Item * | 0002 |
| Stock Part No. * | C211 |
| Stock Part Type * | FT - FEDERAL SUPPLY CLASSIFICATION |
| Qty. Shipped * | |
| Unit * | LO |
| Unit Price * | |
| Amount | 0 |
| Description * | ENVIRONMENTAL COMPLIANCE AND ANALYSIS |
| AAI | 068342 |
| SDN | |
| ACRN | AA |
| NSP | ☐ |
| GFE | |
| MultiBoxPackInd | |

As the user selects the Line Item link, the Line Item Detail page is displayed.

Scroll to the bottom of the page.

Home | FPCOMBO | Save

**Required Steps**

- 1. Contract — required ✓
- 2. Routing — required ✓
- 3. Header — required ✓
- 4. Line Items — required >

**Optional Steps**

- 5. Pack — optional >
- 6. Transportation — optional >
- 7. Misc. Amt — optional >
- 8. Discounts — optional >
- 9. Ref. Ship. No — optional >
- 10. Addresses — optional >
- 11. Attachment — optional >

**Final Step**

- 12. Submit — required >

NSP

GFE

MultiBoxPackInd

ShipAdviceCd

Hazardous

Refrigerated

Perishable

TypeDesignationMethod

TypeDesignationValue

PR Number

UID

ACRN(s) - Multiple

MILSTRIP

Batch/Lot & Shelf Life

Click the "Save" button to save the line item.
Click the "Delete" button to remove the line item from the document.

Save | Delete

Home FPCOMBO Save

Line Items ? Logout

Total: 27,169.51 JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

**Optional Steps**

5. Pack — optional >
6. Transportation — optional >
7. Misc. Amt — optional >
8. Discounts — optional >
9. Ref. Ship. No — optional >
10. Addresses — optional >
11. Attachment — optional >

**Final Step**

12. Submit — required >

Add Line Item >

Add CDRL ELIN >

**0002**
Stock Part No.: C211 Qty. Shipped: 12 Unit Price: 1,998.65 Total: 23,983.8 Unit: LO >

**000201**
Stock Part No.: C211 Qty. Shipped: 11 Unit Price: 289.61 Total: 3,185.71 Unit: LO >

**000202**
Stock Part No.: C211 Total: 0.00 Unit: LO >

**000203**
Stock Part No.: C211 Total: 0.00 Unit: LO >

The Line Item page is displayed with the updated line item.
The Vendor may edit another Line Item by clicking the Line Item link.

Total: 27,169.51 JCCS_vendor

Required Steps

1. Contract required ✓
2. Routing required ✓
3. Header required ✓
4. Line Items required

Optional Steps

5. Pack optional
6. Transportation optional
7. Misc. Amt optional
8. Discounts optional
9. Ref. Ship. No optional
10. Addresses optional
11. Attachment optional

Final Step

12. Submit required

| | |
|---|---|
| Item * | 000202 |
| Stock Part No. * | C211 |
| Stock Part Type * | FT - FEDERAL SUPPLY CLASSIFICATION |
| Qty. Shipped * | 2 |
| Unit * | LO |
| Unit Price * | 136.13 |
| Amount | 272.26 |
| Description * | REQ NO 72080659 |
| AAI | 000101 |
| SDN | |
| ACRN | AB |
| NSP | ☐ |
| GFE | |
| MultiBoxPackInd | |
| ShipAdviceCd | |

Select another line item. Scroll to the bottom of the page.

Home | FPCOMBO | Save

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

**Optional Steps**

5. Pack — optional >
6. Transportation — optional >
7. Misc. Amt — optional >
8. Discounts — optional >
9. Ref. Ship. No — optional >
10. Addresses — optional >
11. Attachment — optional >

**Final Step**

12. Submit — required >

NSP

GFE

MultiBoxPackInd

ShipAdviceCd

Hazardous ☑

Refrigerated ☑

Perishable ☐

TypeDesignationMethod

AEROSPACE ENGINES, AIRBREATHING (MIL-HDBK-1812)

Click on the UID link.

TypeDesignationValue: XJ000-A-123A

PR Number: PR000000000000000001

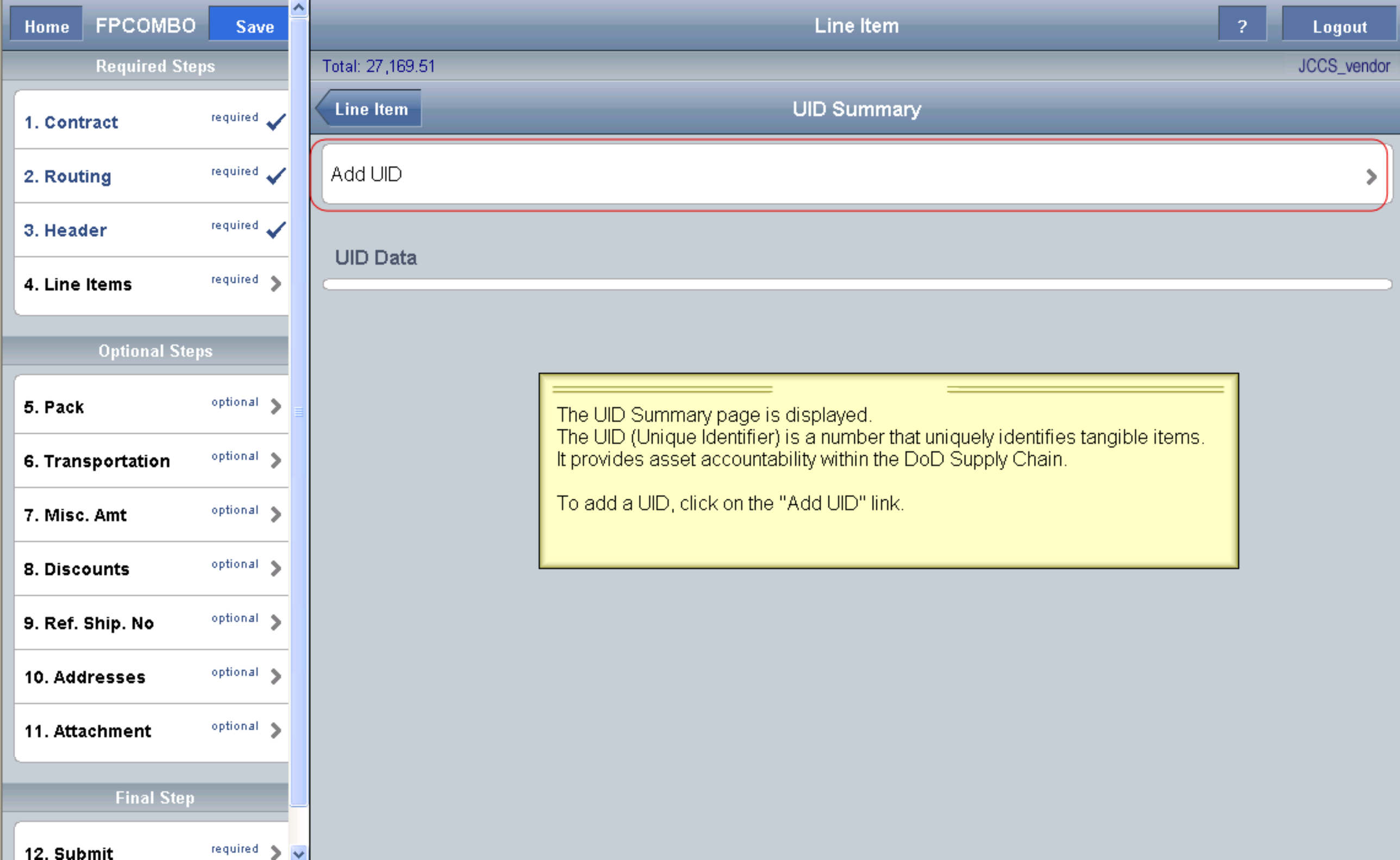
UID >

ACRN(s) - Multiple >

MILSTRIP >

Batch/Lot & Shelf Life >

Save | Delete


Home
FPCOMBO
Save
Required Steps
1. Contract required
2. Routing required
3. Header required
4. Line Items required
Optional Steps
5. Pack optional
6. Transportation optional
7. Misc. Amt optional
8. Discounts optional
9. Ref. Ship. No optional
10. Addresses optional
11. Attachment optional
Final Step
12. Submit required
Line Item
?
Logout
Total: 27,169.51
JCCS_vendor
Line Item
UID Summary
Add UID
UID Data
The UID Summary page is displayed.
The UID (Unique Identifier) is a number that uniquely identifies tangible items.
It provides asset accountability within the DoD Supply Chain.
To add a UID, click on the "Add UID" link.

Home | FPCOMBO | Save

Line Item | ? | Logout

Total: 27,169.51 | JCCS_vendor

## Required Steps

- 1. Contract — required ✓
- 2. Routing — required ✓
- 3. Header — required ✓
- 4. Line Items — required >

## Optional Steps

- 5. Pack — optional >
- 6. Transportation — optional >
- 7. Misc. Amt — optional >
- 8. Discounts — optional >
- 9. Ref. Ship. No — optional >
- 10. Addresses — optional >
- 11. Attachment — optional >

## Final Step

- 12. Submit — required >

## UID Data

| | |
|---|---|
| UID Type * | |
| Issuing Agency Code | |
| Original Part Number | |
| Enterprise Identifier | |
| Lot / Batch | |
| Warranty | |
| Current Part Number | |
| Original Manufacturer Code | |
| Original Manufacturers ID | |
| Special Tooling Or Test Equipment Status * | |

The UID Data page is displayed.

First, fill in the top fields. Select the UID Type and Special Tooling/Test Equipment Status, then enter the Issuing Agency Code, and Original Part Number. And if required by the contract, the Lot/Batch number, Warranty, Original Manufacturer Code, Original Manufacturers ID.

Add UID Detail >

Home FPCOMBO Save

Line Item ? Logout

Total: 27,169.51 JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

**Optional Steps**

5. Pack — optional >
6. Transportation — optional >
7. Misc. Amt — optional >
8. Discounts — optional >
9. Ref. Ship. No — optional >
10. Addresses — optional >
11. Attachment — optional >

**Final Step**

12. Submit — required >

## UID Data

| | |
|---|---|
| UID Type * | UID1 - DoD Construct 1, Serialization within the Enterprise |
| Issuing Agency Code | D - CAGE Code |
| Original Part Number | |
| Enterprise Identifier | 06481 |
| Lot / Batch | |
| Warranty | |
| Current Part Number | |
| Original Manufacturer Code | |
| Original Manufacturers ID | |
| Special Tooling Or Test | |
| Equipment Status * | |

Next, click the "Add UID" link to open the UID Detail form.

Add UID Detail >

Home FPCOMBO Save

Line Item ? Logout

Total: 27,169.51 JCCS_vendor

**Required Steps**

1. Contract required ✓
2. Routing required ✓
3. Header required ✓
4. Line Items required >

**Optional Steps**

5. Pack optional >
6. Transportation optional >
7. Misc. Amt optional >
8. Discounts optional >
9. Ref. Ship. No optional >
10. Addresses optional >
11. Attachment optional >

**Final Step**

12. Submit required >

## UID Detail Data

UID Number *

Serial Number

Save Delete

The UID Detail Data page is displayed.
The Vendor's enterprise (company) creates the item's UID Number.

The Serial Number is the product's commercial serial number.
There are two kinds of serial numbers:
The serial number unique among all items within the enterprise.
The serial number unique among all items within the part number, within the enterprise.

Home FPCOMBO Save

Line Item ? Logout

Total: 27,169.51 JCCS_vendor

**Required Steps**

1. Contract required ✓
2. Routing required ✓
3. Header required ✓
4. Line Items required >

**Optional Steps**

5. Pack optional >
6. Transportation optional >
7. Misc. Amt optional >
8. Discounts optional >
9. Ref. Ship. No optional >
10. Addresses optional >
11. Attachment optional >

**Final Step**

12. Submit required >

## UID Detail Data

| | |
|---|---|
| UID Number * | D06481-01 |
| Serial Number | -01 |

Save Delete

Click the "Save" button to save the UID data.
Click the "Delete" button to remove the UID data.

Home | FPCOMBO | Save

Required Steps

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

Optional Steps

5. Pack — optional >
6. Transportation — optional >
7. Misc. Amt — optional >
8. Discounts — optional >
9. Ref. Ship. No — optional >
10. Addresses — optional >
11. Attachment — optional >

Final Step

12. Submit — required >

| | |
|---|---|
| Issuing Agency Code | D - CAGE Code |
| Original Part Number | |
| Enterprise Identifier | 06481 |
| Lot / Batch | |
| Warranty | |
| Current Part Number | |
| Original Manufacturer Code | |
| Original Manufacturers ID | |
| Special Tooling Or Test | |
| Equipment Status * | |

The screen is returned to the original "UID Data" page.
Note. The UID Number and Serial Number the Vendor just entered is displayed on the bottom of the page.
The UID number was constructed according to UID Type "Construct 1".

To add more UIDs, click the "Add UID Detail" link and repeat the procedures.

Add UID Detail >

UIDNumber: D06481-01 Serial Number: -01 >

Add Embedded UID - Non-GFP | Add Embedded UID - GFP

Save | Delete

Home | FPCOMBO | Save

**Required Steps**

- 1. Contract — required ✓
- 2. Routing — required ✓
- 3. Header — required ✓
- 4. Line Items — required >

**Optional Steps**

- 5. Pack — optional >
- 6. Transportation — optional >
- 7. Misc. Amt — optional >
- 8. Discounts — optional >
- 9. Ref. Ship. No — optional >
- 10. Addresses — optional >
- 11. Attachment — optional >

**Final Step**

- 12. Submit — required >

| | |
|---|---|
| Issuing Agency Code | D - CAGE Code |
| Original Part Number | |
| Enterprise Identifier | 06481 |
| Lot / Batch | |
| Warranty | |
| Current Part Number | |
| Original Manufacturer Code | |
| Original Manufacturers ID | |
| Special Tooling Or Test Equipment Status * | |

Now that the UID has been added, the Vendor is able to identify if any of the subcomponents of this item are Government Furnished Property (GFP) or Non-GFP. Additionally, if there are any subcomponents which require their own Embedded UID, the Vendor is able to provide those here by clicking the "Add Embedded UID" link.

For additional information regarding Embedded UID items, please refer to ECP0672, which is available on WBT.

Add UID Detail >

UIDNumber: D06481-01 Serial Number: -01 >

Add Embedded UID - Non-GFP | Add Embedded UID - GFP

Save | Delete

Home | FPCOMBO | Save

Required Steps

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

Optional Steps

5. Pack — optional >
6. Transportation — optional >
7. Misc. Amt — optional >
8. Discounts — optional >
9. Ref. Ship. No — optional >
10. Addresses — optional >
11. Attachment — optional >

Final Step

12. Submit — required >

| | |
|---|---|
| Issuing Agency Code | D - CAGE Code |
| Original Part Number | |
| Enterprise Identifier | 06481 |
| Lot / Batch | |
| Warranty | |
| Current Part Number | |
| Original Manufacturer Code | |
| Original Manufacturers ID | |
| Special Tooling Or Test Equipment Status * | |

Click the "Save" button to save this UID.

: -01

Add Embe ed UID - Non-GFP | Add Embedded UID - GFP

Save | Delete

Home FPCOMBO Save

Line Item ? Logout

Total: 27,169.51 JCCS_vendor

Line Item

UID Summary

Add UID

UID Data

Type: UID1
UID Number: D06481-01

Type: UID1
UID Number: D493B3-02

The screen is returned to the UID Summary page with UID data.

Click on the "Line Item" button to return to the Line Item Detail page.

Required Steps

1. Contract required
2. Routing required
3. Header required
4. Line Items required

Optional Steps

5. Pack optional
6. Transportation optional
7. Misc. Amt optional
8. Discounts optional
9. Ref. Ship. No optional
10. Addresses optional
11. Attachment optional

Final Step

12. Submit required

Home | FPCOMBO | Save

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

**Optional Steps**

5. Pack — optional >
6. Transportation — optional >
7. Misc. Amt — optional >
8. Discounts — optional >
9. Ref. Ship. No — optional >
10. Addresses — optional >
11. Attachment — optional >

**Final Step**

12. Submit — required >

| | |
|---|---|
| NSP | |
| GFE | |
| MultiBoxPackInd | |
| ShipAdviceCd | |
| Hazardous | ☑ |
| Refrigerated | ☑ |
| Perishable | ☐ |
| TypeDesignationMethod | AEROSPACE ENGINES, AIRBREATHING (MIL-HDBK-1812) |
| TypeDesignationValue | XJ000-A-123A |
| PR Number | PR000000000000000001 |

UID >
ACRN(s) - Multiple >
MILSTRIP >
Batch/Lot & Shelf Life >

On the Line Item Detail page, click on the "Save" button.

Save | Delete

Required Steps

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

Optional Steps

5. Pack — optional >
6. Transportation — optional >
7. Misc. Amt — optional >
8. Discounts — optional >
9. Ref. Ship. No — optional >
10. Addresses — optional >
11. Attachment — optional >

Final Step

12. Submit — required >

# Submit Document

? Logout

Total: 38,605.92 JCCS_vendor

Please verify all the information before submitting the document.

| | |
|---|---|
| Contract Number | FA489004D0004 |
| Delivery Order | FG01 |
| Invoice No. | INV150 |
| Shipment No. | SHIP150 |
| Comments | |

NOTE: All the calculated amounts will be recalculated and formatted again on the server using the currency code ...

Submit Document

Navigate to the "Submit Document" screen, and click the "Submit Document" button.

Required Steps

1. Contract — required
2. Routing — error
3. Header — required
4. Line Items — error

Optional Steps

5. Pack — optional
6. Transportation — optional
7. Misc. Amt — optional
8. Discounts — optional
9. Ref. Ship. No — optional
10. Addresses — optional
11. Attachment — optional

Final Step

12. Submit — required

# Submit Document

? | Logout

Total: 38,605.92 | JCCS_vendor

**The document contains errors in the following page(s)**

- Routing
- Line Items

**The document contains the following error(s)**

- Vendor CAGE is a mandatory field.

Please verify all the information before submitting the document.

| | |
|---|---|
| Contract Number | FA489004D0004 |
| Delivery Order | |
| Invoice No. | |
| Shipment No. | SHIP150 |
| Comments | This is Vendor's comments. |

Error messages will be displayed when the document contains errors.

NOTE: All the calculated amounts will be recalculated and formatted again on the server using the currency code ...

Submit Document

Required Steps

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

Optional Steps

5. Pack — optional >
6. Transportation — optional >
7. Misc. Amt — optional >
8. Discounts — optional >
9. Ref. Ship. No — optional >
10. Addresses — optional >
11. Attachment — optional >

Final Step

12. Submit — required >

# Submit Document

? | Logout

Total: 38,605.92 | JCCS_vendor

Please verify all the information before submitting the document.

| | |
|---|---|
| Contract Number | FA489004D0004 |
| Delivery Order | FG01 |
| Invoice No. | INV150 |
| Shipment No. | SHIP150 |
| Comments | This is Vendor's comments. |

NOTE: All the calculated amounts will be recalculated and formatted again on the server using the currency code ...

Submit Document

Correct the errors in the document. Return to the Submit Document page. Click the "Submit Document" button.

Home | FPCOMBO | Save

Success | ? | Logout

Total: 813,075.75 JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

**Optional Steps**

5. Pack — optional
6. Transportation — optional
7. Misc. Amt — optional
8. Discounts — optional
9. Ref. Ship. No — optional
10. Addresses — optional
11. Attachment — optional

**Final Step**

12. Submit — required

The Fast Pay Invoice and Source Inspection and Acceptance Receiving Report were successfully submitted.

**Modification Messages**

| | |
|---|---|
| Contract Number | FA489004D0004 |
| Delivery Order | FG01 |
| Invoice No. | INV150 |
| Shipment No. | SHIP150 |
| Total | 813075.75 |
| Status | Invoice : Submitted \ RR : Submitted |

The Success page is displayed with Email, FTP and EDI notifications as applicable.

Email sent to Vendor: coleung@caci.com

Email sent to Inspector: wawf@caci.com

Email sent to Mark For: nrice@caci.com

Email sent to Ship To: wawf@caci.com

Email sent to Vendor: coleung@caci.com

Email sent to Mark For: nrice@caci.com

Create

WAWF

? Logout

JCCS_vendor

## Welcome to Wide Area Workflow

| | |
|---|---|
| Search For | Active |
| CAGE/Ext * | |
| Contract Number | |
| Delivery Order | |
| Shipment No. | |
| Invoice No. | |
| Creation Period | Last 30 Days |

Return to the Search Criteria screen. Click the "Create" button to create another document.

Advanced Search Criteria

Search

*Please begin by selecting one of the following documents*

- Invoice
- Invoice - Fast Pay
- Receiving Report
- COMBO - Invoice and Receiving Report
- COMBO - Invoice Fast Pay and Receiving Report

The Document Selection page is displayed with a list of valid document types.

Select the "Invoice" link.

*Create a new Invoice by entering all document data, using document data from WAWF, or using data from EDA*

- Create - Prepop from WAWF
- Create - Prepop from EDA
- Create

Select the "Create" link to create an Invoice from scratch.

Home | CI | Save | Document | ? | Logout

JCCS_vendor

**Required Steps**

1. Contract — required
2. Routing — required
3. Header — required
4. Line Items — required

**Optional Steps**

5. Misc. Amt — optional
6. Discounts — optional
7. Addresses — optional
8. Attachment — optional

**Final Step**

9. Submit — required

| | |
|---|---|
| CAGE/Ext * | |
| Contract Number Type | DoD Contract (FAR) |
| Contract Number * | |
| Delivery Order | |
| Ref. Procurement Id | |
| Issue Date | |

The "Contract" screen is displayed. Enter all mandatory fields and navigate to the Routing page.

Home | Cl | Save | Routing Data | ? | Logout

JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required
3. Header — required
4. Line Items — required

**Optional Steps**

5. Misc. Amt — optional
6. Discounts — optional
7. Addresses — optional
8. Attachment — optional

**Final Step**

9. Submit — required

| | |
|---|---|
| Pay DoDAAC * | HQ0338 |
| Admin DoDAAC * | S0512A |
| Ship To Code * | W25G1U |
| Ship To Extension | |
| LPO DoDAAC | |
| LPO Extension | |
| Ship From Code | 06481 |
| Ship From Extension | |
| Issue By DoDAAC | FU4417 |

The "Routing" page is displayed.

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.

Home | CI | Save

# Header

? | Logout

JCCS_vendor

## Required Steps

1. Contract — required ✓
2. Routing — required ✓
3. Header — required >
4. Line Items — required >

## Optional Steps

5. Misc. Amt — optional >
6. Discounts — optional >
7. Addresses — optional >
8. Attachment — optional >

## Final Step

9. Submit — required >

| | |
|---|---|
| Invoice No. * | |
| Invoice Date * | |
| Final Invoice | N |
| Shipment No. | |
| Shipment Date | |
| Final Shipment | N |
| EstDeliveryDt | |
| Service/Supplies | |
| Currency * | USD |
| Bill Of Lading No. | |
| Bill Of Lading Type | |

Navigate to the "Header" page.

Enter Invoice data on this page.

Home | CI | Save | Header | ? | Logout

JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required >
4. Line Items — required >

**Optional Steps**

5. Misc. Amt — optional >
6. Discounts — optional >
7. Addresses — optional >
8. Attachment — optional >

**Final Step**

9. Submit — required >

| | |
|---|---|
| Invoice No. * | INV233 |
| Invoice Date * | 2012/06/04 |
| Final Invoice | N |
| Shipment No. | SHIP233 |
| Shipment Date | 2012/06/22 |
| Final Shipment | Y |
| EstDeliveryDt | 2012/06/03 |
| Service/Supplies | |
| Currency * | CAD |
| Bill Of Lading No. | |
| Bill Of Lading Type | |

Currency *

Done | Currency * CAD-CANADA

NOTE: Max. 50 records will be displayed.

Enter at least one character in the Currency field. Click the Search icon to begin lookup. After a Currency Code is selected from the lookup window, click the Done button.

Home | CI | Save

Line Items

? | Logout

JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

**Optional Steps**

5. Misc. Amt — optional >
6. Discounts — optional >
7. Addresses — optional >
8. Attachment — optional >

**Final Step**

9. Submit — required >

Add Line Item >

Navigate to the Line Items page. Click the "Add Line Item" link to add a CLIN.

Home | Cl | Save

Line Item

? | Logout

JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

**Optional Steps**

5. Misc. Amt — optional >
6. Discounts — optional >
7. Addresses — optional >
8. Attachment — optional >

**Final Step**

9. Submit — required >

| | |
|---|---|
| Item * | 1001AA |
| Stock Part No. * | stock00000001 |
| Stock Part Type * | A3 - LOCALLY ASSIGNED NUMBER |
| Qty. Shipped * | 118 |
| Unit * | EA |
| Unit Price * | 39.65 |
| Amount | 4,678.7 |
| Description * | WBT Demo |
| AAI | 000101 |
| SDN | |
| ACRN | |
| PR Number | |

Enter all mandatory fields on this Line Item Detail page. Select the "ACRN(s) - Multiple" link to add "Accounting Classification Reference Number (ACRN)".

ACRN(s) - Multiple >

Save | Delete

Home | CI | Save

Line Item

? | Logout

JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

**Optional Steps**

5. Misc. Amt — optional >
6. Discounts — optional >
7. Addresses — optional >
8. Attachment — optional >

**Final Step**

9. Submit — required >

Line Item

## ACRN

ACRN *

Amount *

Reference Shipment Number >

Add

**Total ACRN Amount : 0.00**

The ACRNs page is displayed.
The Mocas, One-Pay and Standard payment systems permit a Line Item to be funded by multiple ACRNs.

The ACRN Amounts need to balance with the line item total.
Vendor, Inspector, Acceptor or LPO has the ability to enter the ACRNs and balance them.

Home | CI | Save

Line Item

? | Logout

JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

**Optional Steps**

5. Misc. Amt — optional >
6. Discounts — optional >
7. Addresses — optional >
8. Attachment — optional >

**Final Step**

9. Submit — required >

Line Item

## ACRN

ACRN * AP

Amount * 678.7

Reference Shipment Number >

Add

**Total ACRN Amount : 0.00**

Enter ACRN and Amount in the text fields, then click on the "Add" button to save the ACRN.

Home | CI | Save | Line Item | ? | Logout

JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

**Optional Steps**

5. Misc. Amt — optional >
6. Discounts — optional >
7. Addresses — optional >
8. Attachment — optional >

**Final Step**

9. Submit — required >

Line Item

## ACRN

ACRN * UQ

Amount * 4,000

Reference Shipment Number >

Add

**Total ACRN Amount : 678.7**

**AP**

Amount: 678.7

The ACRN page is displayed with the updated Total ACRN Amount and ACRN.

The Vendor may add another ACRN by entering ACRN data and clicking the "Add" button.

Home | CI | Save

Line Item

? | Logout

JCCS_vendor

## Required Steps

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

## Optional Steps

5. Misc. Amt — optional >
6. Discounts — optional >
7. Addresses — optional >
8. Attachment — optional >

## Final Step

9. Submit — required >

Line Item

## ACRN

ACRN *

Amount *

Reference Shipment Number >

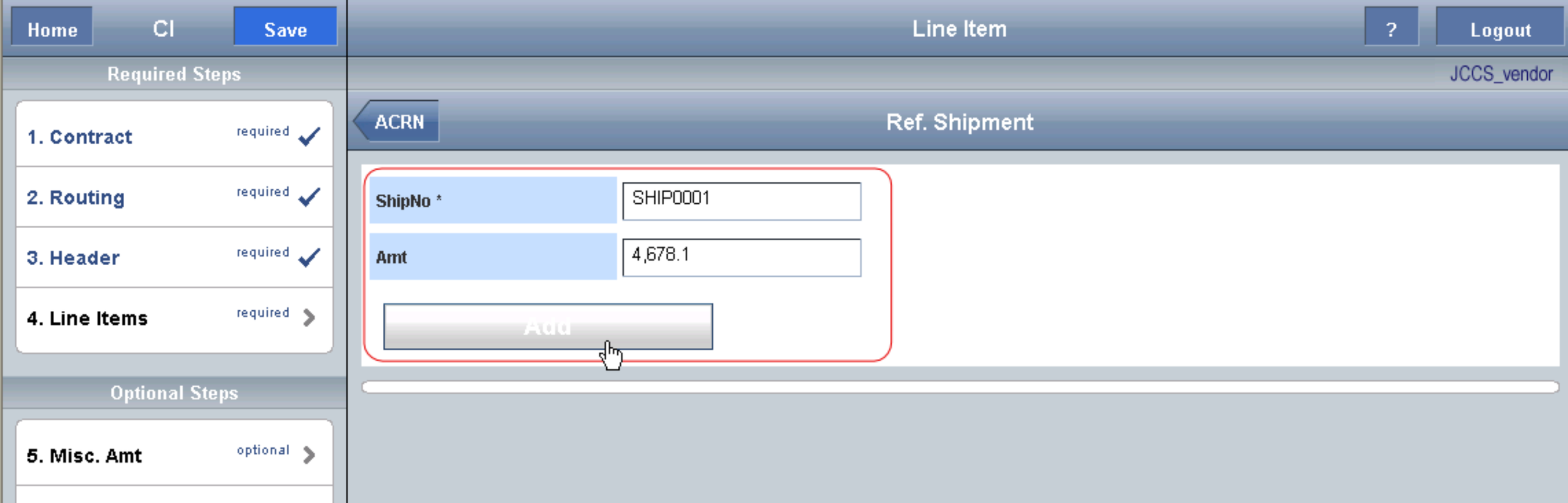
Add

Total ACRN Amount : 4678.7

To add Reference Shipment information, click on the "Reference Shipment Number" link.

**AP**
Amount: 678.7

**UQ**
Amount: 4,000




The Reference Shipment detail page is displayed.

Enter Shipment Number and Amount in the text fields, then click the "Add" button.

Home | Cl | Save | Line Item | ? | Logout

JCCS_vendor

**Required Steps**

- 1. Contract — required ✓
- 2. Routing — required ✓
- 3. Header — required ✓
- 4. Line Items — required >

**Optional Steps**

- 5. Misc. Amt — optional >
- 6. Discounts — optional >
- 7. Addresses — optional >
- 8. Attachment — optional >

**Final Step**

- 9. Submit — required >

ACRN

## Ref. Shipment

ShipNo *

Amt

Add

SHIP0001

Amt: 4,678.1

The Reference Shipment detail page is now displayed with the updated Reference Shipment data. Click on the link to modify or delete the data.

Home | CI | Save

Line Item

? | Logout

JCCS_vendor

Required Steps

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

Optional Steps

5. Misc. Amt — optional >
6. Discounts — optional >
7. Addresses — optional >
8. Attachment — optional >

Final Step

9. Submit — required >

ACRN

Ref. Shipment

ShipNo *

Amt

Add

SHIP0001

Amt: 4,678.1

Return to the Multiple ACRNs page by clicking the "ACRNs" button.

Home | CI | Save

Line Item

? | Logout

JCCS_vendor

Required Steps

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

Optional Steps

5. Misc. Amt — optional >
6. Discounts — optional >
7. Addresses — optional >
8. Attachment — optional >

Final Step

9. Submit — required >

Line Item

ACRN

ACRN *

Amount *

Reference Shipment Number >

Add

Total ACRN Amount : 4678.7

AP
Amount: 678.7

UQ
Amount: 4,000

Return to the Line Item detail page by clicking the "Line Item" button.

Home | Cl | Save | Line Item | ? | Logout

JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

**Optional Steps**

5. Misc. Amt — optional >
6. Discounts — optional >
7. Addresses — optional >
8. Attachment — optio

**Final Step**

9. Submit — requir >

| | |
|---|---|
| Item * | 1001AA |
| Stock Part No. * | stock00000001 |
| Stock Part Type * | A3 - LOCALLY ASSIGNED NUMBER |
| Qty. Shipped * | 118 |
| Unit * | EA |
| Unit Price * | 39.65 |
| Amount | 4,678.7 |
| Description * | WBT Demo |
| AAI | 000101 |

Now, click the "Save" button to save this line item.

ACRN(s) - Multipl >

Save | Delete

Home | CI | Save

# Line Items

? | Logout

Total: 4,678.7

JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required >

**Optional Steps**

5. Misc. Amt — optional >
6. Discounts — optional >
7. Addresses — optional >
8. Attachment — optional >

**Final Step**

9. Submit — required >

Add Line Item >

**1001AA**

Stock Part No.: stock00000001 Qty. Shipped: 118 Unit Price: 39.65 Total: 4,678.7 Unit: EA

The line item is successfully added.

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

Home | CI | Save

# Misc. Amounts

? | Logout

Total: 4,678.7

JCCS_vendor

**Required Steps**

- 1. Contract — required ✓
- 2. Routing — required ✓
- 3. Header — required ✓
- 4. Line Items — required ✓

**Optional Steps**

- 5. Misc. Amt — optional
- 6. Discounts — optional
- 7. Addresses — optional
- 8. Attachment — optional

**Final Step**

- 9. Submit — required

Add Misc. Fees

Add Misc. Allowances

Add Tax

Navigate to the "Miscellaneous Amounts" page.

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

Note. An attachment is required when submitting an Invoice / Invoice Fast Pay via Web, FTP, EDI where a Miscellaneous Charge worksheet has been completed and a Miscellaneous Fee Code of B660, C040, D340, F155, F460, F650, or I260 is entered and the Miscellaneous Fee Amount exceeds the amount allowed for the specific Miscellaneous Fee entered into the system.

Home | Cl | Save | Misc. Allowance | ? | Logout

Total: 4,678.7 | JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

**Optional Steps**

5. Misc. Amt — optional
6. Discounts — optional
7. Addresses — optional
8. Attachment — optional

**Final Step**

9. Submit — required

Code

Price *

Description *

Save | Delete

The "Add Misc. Allowance" page is displayed.

Select Misc. Allowance Type Code from the dropdown list and enter Misc. Allowance Price.

Home | CI | Save | Misc. Allowance | ? | Logout

Total: 4,678.7 | JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

**Optional Steps**

5. Misc. Amt — optional
6. Discounts — optional
7. Addresses — op
8. Attachment — op

**Final Step**

9. Submit — required

| | |
|---|---|
| **Code** | B770 - COST RECOVERY/ADJUSTMENT |
| **Price *** | 118.19 |
| **Description *** | COST RECOVERY/ADJUSTMENT |

Save | Delete

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

Click the "Save" button to save the data.

The Misc. Amounts page is displayed with the updated Misc. Allowance information.

Total: 4,678.7 JCCS_vendor

**Required Steps**

- 1. Contract — required ✓
- 2. Routing — required ✓
- 3. Header — required ✓
- 4. Line Items — required ✓

**Optional Steps**

- 5. Misc. Amt — optional ✓
- 6. Discounts — optional >
- 7. Addresses — optional >
- 8. Attachment — optional >

**Final Step**

- 9. Submit — required >

Add Discount Percent >

Add Discount Amounts >

Add Net Days >

Navigate to the "Discounts" page.

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

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

If the contract already includes discounts, then the Vendor doesn't need to re-enter them here. If the Vendor wants to offer better discounts than those in the contract, the Vendor may enter them here.

Home | CI | Save | Discount Percentage | ? | Logout

Total: 4,678.7 | JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

**Optional Steps**

5. Misc. Amt — optional ✓
6. Discounts — optional >
7. Addresses — optional >
8. Attachment — optional >

**Final Step**

9. Submit — required >

Percent *

DaysDue *

Save | Delete

The "Discount Percentage" page is displayed.
Enter data in the Percent and Due Days text fields.

Home | CI | Save

# Discount Percentage

? | Logout

Total: 4,678.7

JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

**Optional Steps**

5. Misc. Amt — optional
6. Discounts — optional
7. Addresses — optional
8. Attachment — optional >

**Final Step**

9. Submit — required >

Percent * 1.8

DaysDue * 56

Save | Delete

Click the "Save" button to save the discount.

Total: 4,678.7 JCCS_vendor

**Required Steps**

- 1. Contract — required ✓
- 2. Routing — required ✓
- 3. Header — required ✓
- 4. Line Items — required ✓

**Optional Steps**

- 5. Misc. Amt — optional ✓
- 6. Discounts — optional >
- 7. Addresses — optional >
- 8. Attachment — optional >

**Final Step**

- 9. Submit — required >

Add Discount Percent >

Add Discount Amounts >

Add Net Days >

Percent: 1.8 DaysDue: 56

The new Discount Percentage is successfully saved.

Total: 4,678.7 JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

**Optional Steps**

5. Misc. Amt — optional ✓
6. Discounts — optional ✓
7. Addresses — optional >
8. Attachment — optional >

**Final Step**

9. Submit — required >

- Vendor - 1HKQ6
- Pay Official - HQ0338
- Admin - S0512A
- Ship To - W25G1U
- Issue By - FU4417
- Ship From - 06481

Navigate to the "Addresses" page.

Click on the section headers to expand or collapse individual sections.

Total: 4,678.7 JCCS_vendor

**Required Steps**

- 1. Contract — required ✓
- 2. Routing — required ✓
- 3. Header — required ✓
- 4. Line Items — required ✓

**Optional Steps**

- 5. Misc. Amt — optional ✓
- 6. Discounts — optional ✓
- 7. Addresses — optional >
- 8. Attachment — optional >

**Final Step**

- 9. Submit — required >

## Vendor - 1HKQ6

### Pay Official - HQ0338

| | |
|---|---|
| Name1 | DFAS - COLUMBUS CENTE |
| Name2 | |
| Name3 | |
| Address1 | SOUTH ENTITLEMENT OPE |
| Address2 | P O BOX 182264 |
| Address3 | |
| Address4 | COLUMBUS OH 43218-226 |
| City | |
| State | |
| ZipCd | |
| Country | |
| MilitaryLocation | |

The Vendor can use this page 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.

Total: 4,678.7 JCCS_vendor

## Required Steps

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

## Optional Steps

5. Misc. Amt — optional ✓
6. Discounts — optional ✓
7. Addresses — optional ✓
8. Attachment — optional >

## Final Step

9. Submit — required >

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

Browse...

Upload

Navigate to the "Attachment" page.

This page can be used to send file attachments.

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

Note. Attachments are not supported for the Mobile Application.

Home | CI | Save | Attachment | ? | Logout

Total: 4,678.7 JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

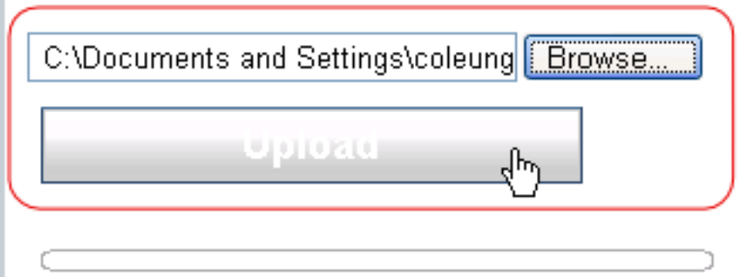
**Optional Steps**

5. Misc. Amt — optional ✓
6. Discounts — optional ✓
7. Addresses — optional ✓
8. Attachment — optional >

**Final Step**

9. Submit — required >

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




To locate the file, click the "Browse" button. Then, click the "Upload" button to continue.

Home | CI | Save | Attachment | ? | Logout

Total: 4,678.7 | JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

**Optional Steps**

5. Misc. Amt — optional ✓
6. Discounts — optional ✓
7. Addresses — optional ✓
8. Attachment — optional ✓

**Final Step**

9. Submit — required

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

C:\Documents and Settings\coleung | Browse...

Upload

06481.jpg — view

The file attachment is now displayed on the Attachments page.

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

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

Total: 4,678.7 JCCS_vendor

## Required Steps

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

## Optional Steps

5. Misc. Amt — optional ✓
6. Discounts — optional ✓
7. Addresses — optional ✓
8. Attachment — optional ✓

## Final Step

9. Submit — required >

Please verify all the information before submitting the document.

| | |
|---|---|
| Contract Number | HQ033812W0603 |
| Delivery Order | WBT1 |
| Invoice No. | INV233 |
| Shipment No. | SHIP233 |
| Comments | |

NOTE: All the calculated amounts will be recalculated and formatted again on the server using the currency code ...

Submit Document

Navigate to the "Submit Document" page.

The Comments field allows the Vendor to enter further instructions or comments.

If a Final Invoice already exists for this Contract Number and Delivery Order Number, Initiator comments are mandatory.

Home | CI | Save | Submit Document | ? | Logout

Total: 4,678.7 | JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

**Optional Steps**

5. Misc. Amt — optional ✓
6. Discounts — optional ✓
7. Addresses — optional ✓
8. Attachment — optional ✓

**Final Step**

9. Submit — required >

Please verify all the information before submitting the document.

| | |
|---|---|
| Contract Number | HQ033812W0603 |
| Delivery Order | WBT1 |
| Invoice No. | INV233 |
| Shipment No. | SHIP233 |
| Comments | This is Vendor's comment for Invoice. |

NOTE: All the calculated amounts will be recalculated and formatted again on the server using the currency code ...

Submit Document

Once the Vendor has verified the accuracy of the Invoice, the Vendor may submit the Invoice to the WAWF system by clicking the "Submit Document" button.

Home | CI | Save | Submit Document | ? | Logout

Total: 4,678.7 | JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — error ✓
4. Line Items — required ✓

**Optional Steps**

5. Misc. Amt — optional ✓
6. Discounts — optional ✓
7. Addresses — optional ✓
8. Attachment — optional ✓

**Final Step**

9. Submit — required >

**The document contains errors in the following page(s)**

- Header

**The document contains the following error(s)**

- Supplies/Services indicator is a mandatory field for the MOCAS pay system.
- Miscellaneous Allowances are not allowed for the 'MOCAS' payment system.

Please verify all the information before submitting the document.

| | |
|---|---|
| Contract Number | HQ033812W0603 |
| Delivery Order | WBT1 |
| Invoice No. | INV233 |
| Shipment No. | SHIP233 |
| Comments | This is Vendor's comment for Invoice. |

If the document contains errors, error messages will be given.

NOTE: All the calculated amounts will be recalculated and formatted again on the server using the currency code ...

Submit Document

Home | CI | Save | Header | ? | Logout

Total: 4,678.7 | JCCS_vendor

**Required Steps**

1. Contract — required ✓
2. Routing — required ✓
3. Header — error ✓
4. Line Items — required ✓

**Optional Steps**

5. Misc. Amt — optional ✓
6. Discounts — optional ✓
7. Addresses — optional ✓
8. Attachment — optional ✓

**Final Step**

9. Submit — required ✓

**This page has the following error(s)**

- If the Final Shipment Indicator is set to 'Y' then the Shipment Number 'SHIP233' must be exactly 8 characters in length with a Z in the eighth position for the MOCAS pay system.

| | |
|---|---|
| Invoice No. * | INV233 |
| Invoice Date * | 2012/06/04 |
| Final Invoice | N |
| Shipment No. | SHIP233 |
| Shipment Date | 2012/06/22 |
| Final Shipment | Y |
| EstDeliveryDt | 2012/06/03 |
| Service/Supplies | |
| Currency * | CAD |
| Bill Of Lading No. | BL00000000000000002 |
| Bill Of Lading Type | Commercial |

Navigate to the Header page and correct the data that contains errors.

Home | Cl | Save | Submit Document | ? | Logout

Total: 4,678.7 | JCCS_vendor

## Required Steps

1. Contract — required ✓
2. Routing — required ✓
3. Header — required ✓
4. Line Items — required ✓

## Optional Steps

5. Misc. Amt — optional ✓
6. Discounts — optional ✓
7. Addresses — optional ✓
8. Attachment — optional ✓

## Final Step

9. Submit — required ✓

Please verify all the information before submitting the document.

| | |
|---|---|
| Contract Number | HQ033812W0603 |
| Delivery Order | WBT1 |
| Invoice No. | INV233 |
| Shipment No. | SHIP233Z |
| Comments | This is Vendor's comment for Invoice. |

NOTE: All the calculated amounts will be recalculated and formatted again on the server using the currency code ...

Submit Document

Return to the "Submit Document" page and click the "Submit Document" button.

Total: 4,678.7 JCCS_vendor

**Required Steps**

- 1. Contract — required ✓
- 2. Routing — required ✓
- 3. Header — required ✓
- 4. Line Items — required ✓

**Optional Steps**

- 5. Misc. Amt — optional ✓
- 6. Discounts — optional ✓
- 7. Addresses — optional ✓
- 8. Attachment — optional ✓

**Final Step**

- 9. Submit — required ✓

The Invoice was successfully submitted.

It has been processed via EDI.

| | |
|---|---|
| Contract Number | HQ033812W0603 |
| Delivery Order | WBT1 |
| Invoice No. | INV233 |
| Shipment No. | SHIP233Z |
| Total | 4678.70 |
| Status | Processed |

The Success page is displayed with Email, FTP and EDI notifications as applicable.

The Invoice has been processed via EDI to Pay Official.

Email sent to Vendor: coleung@caci.com

Email sent to Pay Official: wawf@caci.com

Notification sent for CAGE code 1HKQ6 to EDI Routing Codes- ISA07: 07, ISA08: ISA08-WAWF, GS03: GS03_WAWF

Notification sent for CAGE code 1HKQ6 to EDI Routing Codes- ISA07: 07, ISA08: ISA08-CORA, GS03: GS03_CORA

Notification sent for CAGE code 1HKQ6 to FTP
Directory: /caci_db/efp/WAWF_RA_sec/Test/Version520/FTPEDIDirectory/ftp_working/cleung/FtpNot/1HKQ6

Create | WAWF | ? | Logout

JCCS_vendor

## Welcome to Wide Area Workflow

| | |
|---|---|
| **Search For** | Active |
| **CAGE/Ext *** | 1HKQ6/NA/011173312/ |
| **Contract Number** | HQ033812W0603 |
| **Delivery Order** | WBT1 |
| **Shipment No.** | |
| **Invoice No.** | |
| **Creation Period** | Last 30 Days |

**Advanced Search Criteria**

Search

Return to the Search Criteria page.
After entering in the information in the search fields, click the "Search" button to display the results

Back

Result

? Log Out

JCCS_vendor

*2 documents found*

| Type | Contract No. | Delivery Order | Invoice No. | Shipment No. | Status | Submitted Dt | Total |
|---|---|---|---|---|---|---|---|
| CI | HQ033812W0603 | WBT1 | INV233 | SHIP233Z | Processed | 2012-JUN-03 | CAD 4,678.7 |
| RR | HQ033812W0603 | WBT1 | | SHIP123 | Submitted | 2012-JUN-03 | CAD 83,925.12 |

The Invoice that was submitted to the WAWF system is now displayed in the Active History Folder. Click on the "CI" link to open the Invoice.

## Available Actions For This Document

View >

| | |
|---|---|
| **Contract Number** | HQ033812W0603 |
| **Delivery Order** | WBT1 |
| **Location** | 1HKQ6 |
| **Submitted Dt** | 2012-JUN-03 |
| **Invoice No.** | INV233 |
| **Shipment No.** | SHIP233Z |
| **Document Type** | CI |
| **Amount** | CAD 4,678.7 |
| **StatusDesc** | Processed |

The Contract Information page of the Invoice is displayed.

Click on the "View" link to view the document detail.

## Document Information

| | |
|---|---|
| **Issue Date** | 2012/06/08 |
| **Contract Number** | HQ033812W0603 |
| **Contract Number Type** | DoD Contract (FAR) |
| **DeliveryOrderNo** | WBT1 |
| **ReferenceProcurementId** | GSA0000000000000123 |
| **DocumentTotal** | 4678.70 |
| **Currency** | CAD |
| **SourceType** | CI |
| **Supplies** | SPL |
| **Bill Of Lading No.** | BL00000000000000002 |
| **Bill Of Lading Type** | C |
| **PaySystem** | MOCAS |
| **DateTimeTs** | 2012-06-03 14:28:56 |
| **FOB** | S |

When the "View" link is selected, the document is displayed in readonly mode.

User can click on the section headers to expand and collapse individual headers.

Back

Invoice

? Log Out

JCCS Vendor

Document Information

Invoice Data

Discounts Data

Shipment Data

Line Items

Addresses

Click the "Log Out" button to exit the WAWF application.

Document History

Initiator

| | |
|---|---|
| CommPhone | 904-596-CORA |
| Email | coleung@caci.com |
| FirstName | WAWF |
| UserID | wawf_vendor |
| LastName | Vendor |
| OrgEmail | coleung@caci.com |
| Title | Vendor |

Back

Invoice

? Log Out

JCCS_vendor

Document Information

Invoice Data

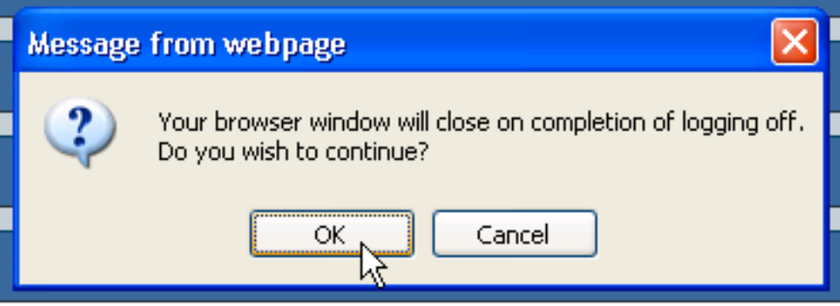
Discounts Data

Shipment Data

Line Items

Addresses

Document History




A pop-up message will be displayed to ensure the user wants to log off.

Click the "OK" button to continue.

Initiator

| | |
|---|---|
| CommPhone | 904-596-CORA |
| Email | coleung@caci.com |
| FirstName | WAWF |
| UserID | wawf_vendor |
| LastName | Vendor |
| OrgEmail | coleung@caci.com |
| Title | Vendor |

Wide Area Workflow

**Message**

You have been successfully logged out from Wide Area Workflow. It is recommended that you close your browser window.

A success logout message will be displayed to the user.
It is recommended that the user closes this browser window.

This concludes the overview demonstration for DR968, JCCS and WAWF Interface.