

Welcome to Wide Area Workflow!

Please start by selecting one of the links from the menu above.

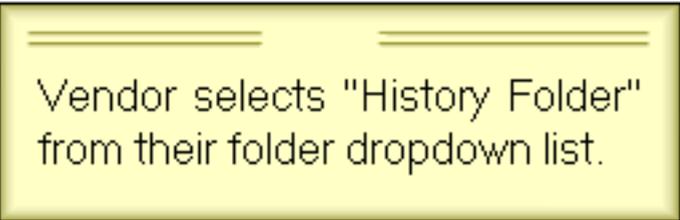
WARNING!

- If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.
- Please DO NOT use the browser BACK BUTTON within the WAWF application.
- The use of the browser's BACK BUTTON is 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.
- Where they exist, use the PREVIOUS or RETURN buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

This is an overview of the changes made for DR_869 MyInvoice Interface updates to WAWF.

User signs in as a Vendor.

- Create Document
- History Folder**
- MyInvoice History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder
- View Only Folder
- View Only Saved Documents Folder
- View Only Pure Edge Folder

Please start by  above.

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- etc.

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Search Criteria - Vendor Documents Folder By Vendor (Payee)

CAGE Code or Contractor DoDAAC / DUNS / DUNS+4 / Ext * <input type="text" value="Select Location Code"/>	Search For <input type="text" value="Active Documents"/>
Contract Number <input type="text"/>	Delivery Order <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"/>
Tax Id (EIN) <input type="text"/>	Systems <input type="text" value="All Systems"/>
Type Document <input type="text" value="All Documents"/>	Status <input type="text" value="All Documents"/>
Create / Update Date (YYYY/MM/DD) <input type="text" value="2011/08/16"/>	Create / Update Date End (YYYY/MM/DD) <input type="text" value="2011/09/15"/>
Acceptance Date (YYYY/MM/DD) <input type="text"/>	Acceptance Date End (YYYY/MM/DD) <input type="text"/>

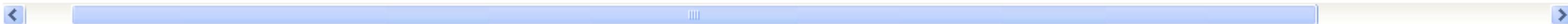
The Vendor enters in the data in the Search Criteria page to locate their processed and paid documents.

[User](#) [Administration Console](#) [Vendor](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

Vendor Documents from Active Folder for '06481' (4 items, sorted by Contract Number)

System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number↑	Delivery Order	Invoice Number	Submitted	Received	Status	P
WAWF	Invoice	06481	039134218			F000067890123	0010	10011000	2011-09-14	2011-09-14	Processed	
WAWF	CV-Final	06481	039134218			F0300007E1890	0307	BVN1265Z	2011-09-14	D2011-09-14	Submitted	
WAWF	CV-Direct Submit	06481	039134218			F0300007E1890	0307	BVN1333	2011-09-14	D2011-09-14	Processed	
WAWF	Receiving Report D/D	06481	039134218			RR09141111111						

The documents with a Status of "Processed" and "Paid" will have links which will give the user access to MyInvoice data.

[\[+\] Shipment](#) [\[-\] Invoice](#)[Return](#)[Help](#)

Logon Date : 2011/09/15 13:01:16 EDT Last Accessed Date : 2011/09/15 13:03:36 EDT

Summary Historical Payment Information From MyInvoice (3 items, sorted by Contract Number, updated daily)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number↑	Delivery Order	Invoice No	Invoice Amt	Received	Action
1	Invoice	06481	123456789	1234		F000067890123	0010	10011000	\$100,000.00	2011-06-15	Detail
2	Invoice	06481	123456789	1234		F000067890123	0010	10011000	\$100,000.00	2011-06-15	Detail
3	Invoice	06481	123456789	1234		F000067890123	0010	10011000	\$100,000.00	2011-06-15	Detail

After clicking the "Processed" or "Paid" status link, a summary page will be displayed with data from the MyInvoice system.

To view the MyInvoice detail data tied to the summary data listed, the user will click the "Detail" link.

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The Detail Data from MyInvoice is displayed to the user.

Detail Historical Payment Information From MyInvoice (updated daily)

Acceptance Date	CAGE Code	Check EFT Amt	Check No
2011-06-15	06481	\$340.98	1234567890123
Contract Number	Currency Code	Delivery Order	Discount Amount
F000067890123	USD	0010	\$8.50
Due Date	DUNS	DUNS+4	EFT Number
2011-06-21	123456789	1234	1234567890123456
ELEC Ind	Freight Amount	Fuel Lift Date	Interest Amount
	\$3.45	2011-03-15	\$1.00
Invoice Amount	Invoice Issue Date	Invoice Number	Invoice Received Date
\$100,000.00		10011000	
Last Action Date	Location Code	Net Invoice Amount	Pay Status
2011-05-12		\$21.34	2
Paying DSSN	Payment Date	Qty Paid	Reason Code
1234	2011-07-06	25	NA
Remarks	Shipment Number	Tax With Held Amount	Unit MSR
D0000	123-0-321	\$25.00	MSR
Unit PRC	Voucher Number	WAWF Ind	
123	123456789012345678921234567893	Y	

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Click the "Return" button to go back to the "Summary" page.

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Vendor Documents from Active Folder for '06481' (4 items, sorted by Contract Number)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number↑	Delivery Order	Invoice Number	Submitted	Received	Status
	WAWF	Invoice	06481	039134218			F000067890123	0010	10011000	2011-09-14	2011-09-14	Processed
	WAWF	CV-Final	06481	039134218			F0300007E1890	0307	BVN1265Z	2011-09-14	D2011-09-14	Submitted
	WAWF	CV-Direct Submit	06481	039134218			F0300007E1890	0307	BVN1333	2011-09-14	D2011-09-14	Processed
	WAWF	Receiving Report D/D	06481	039134218			RR09141111111					



The user clicks the bottom document with a "Processed" link.

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Logon Date : 2011/09/15 13:01:16 EDT Last Accessed Date : 2011/09/15 13:05:12 EDT

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Summary Historical Payment Information From MyInvoice (0 items found, updated daily)

If no MyInvoice data is found for a document a message is given of "0 items found).

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Click the "Return" button to go back to the "Vendor History" page.

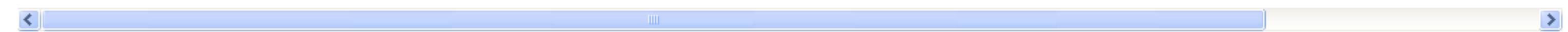
Vendor Documents from

- Create Document
- History Folder
- MyInvoice History Folder**
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder
- View Only Folder
- View Only Saved Documents Folder
- View Only Pure Edge Folder

481' (4 items, sorted by Contract Number)

Item	System	Type	Contract Number	Invoice Number	Submitted	Received	Status
1	WAWF	Invoice	039134218	10011000	2011-09-14	2011-09-14	Process
2	WAWF	CV-Fin	039134218	BVN1265Z	2011-09-14	D2011-09-14	Submitted
3	WAWF	CV-Direct S	039134218	BVN1333	2011-09-14	D2011-09-14	Process
4	WAWF	Receiving Rep	039134218	RR09141111111			

A new "MyInvoice History Folder" has been added to the Vendor dropdown menu.



[+] Shipment [-] Invoice

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Click the "Return" button to go back to the "Search Criteria" page.

Search Criteria - MyInvoice History Folder By Vendor (Payee)

CAGE Code or Contractor DoDAAC / DUNS / DUNS+4 / Ext *

Select Location Code

Contract Number *

Delivery Order

Result Size

20 items

Result Font

13px

The search criteria of the "MyInvoice History Folder" consists of a Location Code dropdown which is mandatory, a Contract Number which is mandatory, and a Delivery Order which is optional. The Contract Number and Delivery Order may have partial data entry also and the fields work the same as they do in other Search Criteria pages.

The User can also change the Size of the Results displayed and the Font size of the results.

Search Criteria - MyInvoice History Folder By Vendor (Payee)

CAGE Code or Contractor DoDAAC / DUNS

Contract Number *

Result Size

Result Font

ery Order

User selects a Location Code.

User enters in the letter "F" in the Contract Number field.

User clicks the "Submit" button.

Submit

The "Summary Historical Payment Information From MyInvoice" page is displayed for the Location Code selected.

Summary Historical Payment Information From MyInvoice for '06481' (210 items, \$)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ↑	Delivery Order	Invoice No	Invoice Amt	Received	Action
1	Invoice	06481	123456789	1234		F000067890123	0010	10011000	\$100,000.00	2011-06-15	Detail
2	Invoice	06481	123456789	1234		F000067890123	0010	10011000	\$100,000.00	2011-06-15	Detail
3	Invoice	06481	123456789	1234		F000067890123	0010	10011000	\$100,000.00	2011-06-15	Detail
4	Invoice	06481	123456789	1234		F100067890123	0010	1000-1001	\$99,900.00	2011-06-15	Detail
5	Invoice	06481	123456789	1234		F100067890123	0010	1000-1001	\$99,900.00	2011-06-15	Detail
6	Invoice	06481	123456789	1234		F100067890123	0010	1000-1001	\$99,900.00	2011-06-15	Detail
7	Invoice	06481	123456789	1234		F100067890123	0020	991-1010	\$99,000.00	2011-06-15	Detail
8	Invoice	06481	123456789	1234		F100067890123	0020	991-1010	\$99,000.00	2011-06-15	Detail
9	Invoice	06481	123456789	1234		F100067890123	0020	991-1010	\$99,000.00	2011-06-15	Detail
10	Invoice	06481	123456789	1234		F110067890123	0020	990-1011	\$98,900.00	2011-06-15	Detail
11	Invoice	06481	123456789	1234		F110067890123	0020	990-1011	\$98,900.00	2011-06-15	Detail
12	Invoice	06481	123456789	1234		F110067890123	0020	990-1011	\$98,900.00	2011-06-15	Detail
13	Invoice	06481	123456789	1234		F120067890123	0020	989-1012	\$98,800.00	2011-06-15	Detail
14	Invoice	06481	123456789	1234		F120067890123	0020	989-1012	\$98,800.00	2011-06-15	Detail
15	Invoice	06481	123456789	1234		F120067890123	0020	989-1012	\$98,800.00	2011-06-15	Detail

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All MyInvoice data with Contracts starting with an "F" are returned for the Location Code entered.

User will click the "Detail" link to view the MyInvoice Detail information.

Detail Historical Payment Information From MyInvoice (updated daily)

Acceptance Date	CAGE Code	Check EFT Amt	Check No
2011-06-15	06481	\$340.98	1234567890123
Contract Number	Currency Code	Delivery Order	Discount Amount
F000067890123	USD	0010	\$8.50
Due Date	DUNS	DUNS+4	EFT Number
2011-06-21	123456789	1234	1234567890123456
ELEC Ind	Freight Amount	Fuel Lift Date	Interest Amount
	\$3.45	2011-03-15	\$1.00
Invoice Amount	Invoice Issue Date	Invoice Number	Invoice Received Date
\$100,000.00		10011000	
Last Action Date	Location Code	Net Invoice Amount	Pay Status
2011-05-12		\$21.34	2
Paying DSSN	Payment Date	Qty Paid	Reason Code
1234	2011-07-06	25	NA
Remarks	Shipment Number	Tax With Held Amount	Unit MSR
D0000	123-0-321	\$25.00	MSR
Unit PRC	Voucher Number	WAWF Ind	
123	123456789012345678921234567893	Y	

The "Detail" information from MyInvoice is displayed.

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Summary Historical Payment Information From MyInvoice for '06481' (210 items, sorted by Contract Number, updated daily)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number↑	Delivery Order	Invoice No	Invoice Amt	Received	Action
201	Invoice	06481	123456789	1234		F690067890123	0070	932-1069	\$93,100.00	2011-06-15	Detail
202	Invoice	06481	123456789	1234		F700067890123	0010	994-1007	\$99,300.00	2011-06-15	Detail
203	Invoice	06481	123456789	1234		F700067890123	0010	994-1007	\$99,300.00	2011-06-15	Detail
204	Invoice	06481	123456789	1234		F700067890123	0010	994-1007	\$99,300.00	2011-06-15	Detail
205	Invoice	06481	123456789	1234		F800067890123	0010	993-1008	\$99,200.00	2011-06-15	Detail
206	Invoice	06481	123456789	1234		F800067890123	0010	993-1008	\$99,200.00	2011-06-15	Detail
207	Invoice	06481	123456789	1234		F800067890123	0010	993-1008	\$99,200.00	2011-06-15	Detail
208	Invoice	06481	123456789	1234		F900067890123	0010	992-1009	\$99,100.00	2011-06-15	Detail
209	Invoice	06481	123456789	1234		F900067890123	0010	992-1009	\$99,100.00	2011-06-15	Detail
210	Invoice	06481	123456789	1234		F900067890123	0010	992-1009	\$99,100.00	2011-06-15	Detail

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The "Page" links work the same as the other WAWF folders, to page through the results.

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Wide Area Workflow

User	Vendor	Property Transfer	Documentation	Lookup	Logout
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- Create Document
- History Folder**
- MyInvoice History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder
- View Only Folder
- View Only Saved Documents Folder
- View Only Pure Edge Folder
- Ship To View Only Folder

Paid status in the "History" folder will work the same way as the "Processed" status.

Workflow!
from the menu above.

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Vendor Documents from Active Folder for '06141' (5 items, sorted by Contract Number)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Invoice Number	Submitted	Received	Status	Purge
1	WAWF	Invoice	06141	152898508			HQ033911W0915					Paid	
2	WAWF	Invoice	06141	152898508			HQ033911W0915				2011-09-15	Processed	
3	WAWF	Invoice	06141	152898508			HQ033911W0915				2011-09-15	Void	
4	WAWF	Invoice	06141	152898508			HQ033911W0915		INV0905	2011-09-15	2011-09-15	Processed	
5	WAWF	Invoice	06141	152898508			HQ033911W0915	0001	INV1250	2011-09-15	2011-09-15	Paid	

User clicks on the "Paid" status.

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Summary Historical Payment Information From MyInvoice (1 items, sorted by Contract Number, updated daily)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Invoice No	Invoice Amt	Received	Action
1	Invoice	06141	152898508			HQ033911W0915	0001	INV1250	\$98,888.00	2011-06-17	Detail

The "Summary Historical Payment Information From MyInvoice" page is displayed.

The user will click the "Detail" link to view the detail data from MyInvoice.

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The Detail Data is displayed.

Detail Historical Payment Information From MyInvoice (updated daily)

Acceptance Date	CAGE Code	Check EFT Amt	Check No
2011-06-17	06141	\$100.00	1234545
Contract Number	Currency Code	Delivery Order	Discount Amount
HQ033911W0915	USD	0001	\$8.50
Due Date	DUNS	DUNS+4	EFT Number
2011-09-12	152898508		12345677
ELEC Ind	Freight Amount	Fuel Lift Date	Interest Amount
	\$3.45	2011-08-12	\$2.00
Invoice Amount	Invoice Issue Date	Invoice Number	Invoice Received Date
\$98,888.00	2011-09-15	INV1250	
Last Action Date	Location Code	Net Invoice Amount	Pay Status
2011-09-15		\$12,344.00	2
Paying DSSN	Payment Date	Qty Paid	Reason Code
1234	2011-09-13	25	NA
Remarks	Shipment Number	Tax With Held Amount	Unit MSR
Invoice cannot be cancelled	SHP1250	\$25.00	MSR
Unit PRC	Voucher Number	WAWF Ind	
234	12323423423432	Y	

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Pay Official History from Active Folder for 'HQ0339' (4 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Invoice Number	Submitted	Received	Status	Recall	Amount
1	Invoice	06141	152898508			HQ033911W0915		INV0848	2011-09-15	2011-09-15	Paid	R	\$1,000.00
2	Invoice	06141	152898508			HQ033911W0915		INV0855	2011-09-15	2011-09-15	Processed	R	\$1,000.00
3	Invoice	06141	152898508			HQ033911W0915		INV0905	2011-09-15	2011-09-15	Processed	R	\$1,000.00
4	Invoice	06141	152898508			HQ033911W0915	0001	INV1250	2011-09-15	2011-09-15	Paid	R	\$1,000.00

The Pay Official will also have access to the MyInvoice data using the "Paid" and "Processed" link.

This concludes the overview of the DR_869 MyInvoice Interface change to WAWF.

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