



/wawfexp

User ID *

Password *

Login

This demonstration provides an overview of the WAWF Mobile application.

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

This application applies to the Vendor Role only.

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

New User?

Registration for new users is unavailable using this application.

Please visit [WAWF](#) in your desktop browser to register.

Notice

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

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 ▾

[+ Advanced Search Criteria](#)

- Last 30 Days
- Last 30 Days
- Last 60 Days
- Last 90 Days
- All Documents

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.

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

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.

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.

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.

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

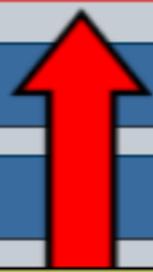
+ Shipment Data

+ Line Items

+ Addresses

+ Document History

Click on the "Void" link to continue.



Void >

+ Document Information

+ Shipment Data

+ Line Items

+ Addresses

+ Document History

Message from webpage



Are you sure you want to VOID this document ?

OK

Cancel

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

Click "OK" to continue.

Void >

+ Document Information

+ Shipment Data

+ Line Items

+ Addresses

+ Document History

Message from webpage



Document was voided successfully

OK

The Receiving Report is voided successfully.

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

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	<input type="text"/>
Issue Date	<input type="text"/> 

The Data Capture - Contract Data screen is displayed.

User can update the document at this point.

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

Contract Number *

Delivery Order

Inspection/Acceptance *

Ref. Procurement Id

Issue Date

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.

DoB Contract (1/1/1)

HQ033812W0603

WBT1

Source/Source

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) v

Contract Number * HQ033812W0603

Delivery Order WBT1

Inspection/Acceptance * Source/Source v

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

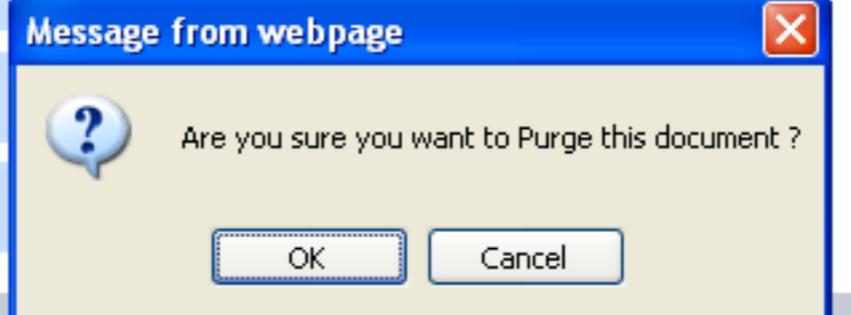
5. Pack optional >6. Transportation optional >7. Purchase Card optional >8. Addresses optional >9. Mark For optional >10. Attachment optional >

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

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.

Back to the Search Criteria page.

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

Search For

Active

CAGE/Ext *

Contract Number

Delivery Order

Shipment No.

Invoice No.

Creation Period

Last 30 Days

Advanced Search Criteria

Search

Area Workflow

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.

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

CAGE/Ext *

Contract Number

Delivery Order

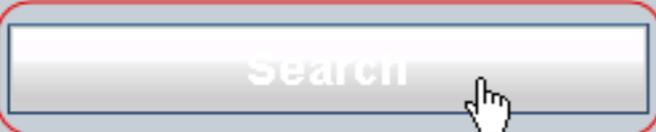
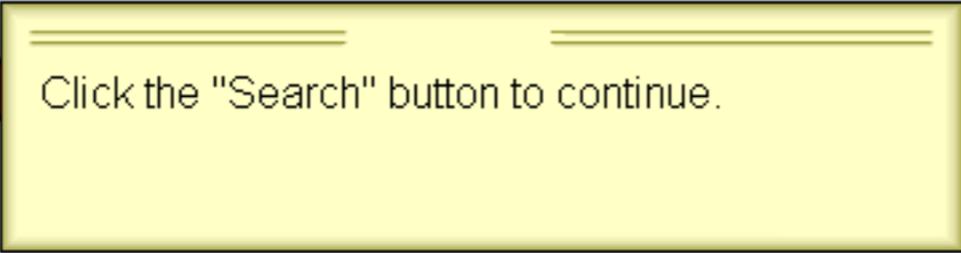
IssuePeriod

Search

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

Select a CAGE Code from the drop-down list.

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.

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.

Total 3 document(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

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	<input type="text" value=""/>
Contract Number *	FA489004D0004
Delivery Order	FG01
Inspection/Acceptance *	<input type="text" value=""/>
Ref. Procurement Id	<input type="text" value=""/>
Issue Date	<input type="text" value=""/> 

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.

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	<input type="text" value=""/>
Contract Number *	FA489004D0004
Delivery Order	FG01
Inspection/Acceptance *	<input type="text" value="Source/Source"/>
Ref. Procurement Id	<input type="text" value="GSA0000000000000000123"/>
Issue Date	<input type="text" value="2012/06/14"/>

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

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.

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 * 

Transportation Method

Navigate to the Header page.
Enter contract information here.

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. * INV150

Invoice Date * 2012/06/04

Final Invoice

Shipment Date *

Final Shipment

EstShipmentDt E

EstDeliveryDt 2012/07/02

Service/Supplies * Supplies

Currency * USD

TCN TCN00000000000000E1

GrossWeight 98

FOB D

Serial Shipping Container

Code

Click on the "Line Items" tab.

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.

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	<input type="checkbox"/>
GFE	
MultiBoxPackInd	

As the user selects the Line Item link, the Line Item Detail page is displayed.
Scroll to the bottom of the 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 >

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.

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 >

Total: 27,169.51

wawf_vendor

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.

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 >

Total: 27,169.51

wawf_vendor

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.

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 >

GFE

MultiBoxPackInd

ShipAdviceCd

Hazardous

Refrigerated

Perishable

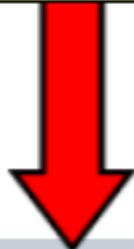
TypeDesignationMethod

AEROSPACE ENGINES, AIRBREATHING (MIL-HDBK-1812)

TypeDesignationValue XJ000-A-123A

PR Number PR00000000000000000001

Click on the UID link.



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

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 >

Total: 27,169.51

wawf_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.

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 >

Total: 27,169.51

wawf_vendor

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 >

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 >

Total: 27,169.51

wawf_vendor

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 >

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 >

Total: 27,169.51

wawf_vendor

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.

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 >

Total: 27,169.51

wawf_vendor

UID Detail Data

UID Number * Serial Number

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

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

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

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.

Add Embedded UID - Non-GFP

Add Embedded UID - GFP

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 >

Total: 27,169.51

wawf_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 >

GFE

MultiBoxPackInd

ShipAdviceCd

Hazardous

Refrigerated

Perishable

TypeDesignationMethod

AEROSPACE ENGINES, AIRBREATHING (MIL-HDBK-1812)

TypeDesignationValue

PR Number

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

wawf_vendor

Please verify all the information before submitting the document.

Contract Number	FA489004D0004
Delivery Order	FG01
Invoice No.	INV150
Shipment No.	SHIP150
Comments	<input type="text"/>

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 >

Total: 38,605.92

wawf_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

wawf_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.

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 >

Total: 813,075.75

wawf_vend

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

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

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.

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



wawf_vendor

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.

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.

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 >

wawf_vendor

Invoice No. *

Invoice Date *



Final Invoice

Shipment No.

Shipment Date



Final Shipment

EstDeliveryDt



Service/Supplies

Currency *



Bill Of Lading No.

Bill Of Lading Type

Navigate to the "Header" page.

Enter Invoice data on this page.

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.

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.

Required Steps

wawf_vendor

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](#)

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.

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**

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

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.

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

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

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 * SHIP0001

Amt 4,678.1

Add

The Reference Shipment detail page is displayed.

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

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 **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.

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.

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.

Required Steps

wawf_vendor

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

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

ACRN(s) - Multipl

Save

Delete

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 >

Total: 4,678.7

wawf_vendor

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.

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 >

Total: 4,678.7

wawf_vendor

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.

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 | > |
|-----------|----------|---|

Total: 4,678.7

wawf_vendor

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.

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



Total: 4,678.7

wawf_vendor

Code

B770 - COST RECOVERY/ADJUSTMENT

Price *

118.19

Description *

COST
RECOVERY/ADJUSTMEN
T

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.

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 >

Total: 4,678.7

wawf_vendor

Add Misc. Fees >

Add Misc. Allowances >

Add Tax >

Allowance

Code: B770

Price: 118.19

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

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 >

Total: 4,678.7

wawf_vendor

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.

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 >

Total: 4,678.7

wawf_vendor

Percent *

DaysDue *

Save

Delete

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

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 >

Total: 4,678.7

wawf_vendor

Percent * DaysDue * [Save](#)[Delete](#)

Click the "Save" button to save the discount.

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 >

Total: 4,678.7

wawf_vendor

Add Discount Percent >

Add Discount Amounts >

Add Net Days >

Percent: 1.8

DaysDue: 56

The new Discount Percentage is successfully saved.

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 | > |
|-----------|----------|---|

Total: 4,678.7

wawf_vendor

- + 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.

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 | > |
|-----------|----------|---|

Total: 4,678.7

wawf_vendor

+ Vendor - 1HKQ6	
- Pay Official - HQ0338	
Name1	DFAS - COLUMBUS CENTE
Name2	
Name3	
Address1	SOUTH ENTITLEMENT OPE
Address2	P O BOX 182264
Address3	
Address4	COLUMBUS OH 43218-22E
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.

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 | ➤ |
|-----------|----------|---|

Total: 4,678.7

wawf_vendor

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.

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 >

Total: 4,678.7

wawf_vendor

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.

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 | ➤ |
|-----------|----------|---|

Total: 4,678.7

wawf_vendor

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

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.

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 >

Total: 4,678.7

wawf_vendor

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.

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 >

Total: 4,678.7

wawf_vendor

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.

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 | ➤ |
|-----------|----------|---|

Total: 4,678.7

wawf_vendor

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

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



Total: 4,678.7

wawf_vendor

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. BL000000000000000002

Bill Of Lading Type Commercial

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

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 ✓

Total: 4,678.7

wawf_vendor

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.

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 | ✓ |
|-----------|----------|---|

Total: 4,678.7

wawf_vendc

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

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

2 documents found

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

CI	HQ033812WD603	WBT1	INV233	SHIP233Z	Processed	2012-JUN-03	CAD 4,678.7
----	---------------	------	--------	----------	-----------	-------------	-------------



RR	HQ033812WD603	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	GSA000000000000000123
DocumentTotal	4678.70
Currency	CAD
SourceType	CI
Supplies	SPL
Bill Of Lading No.	BL000000000000000002
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.

 Document Information Invoice Data Discounts Data Shipment Data Line Items Addresses Document History

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

 Initiator

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

+ Document Information

+ Invoice Data

+ Discounts Data

+ Shipment Data

+ Line Items

+ Addresses

- Document History

Message from webpage



Your browser window will close on completion of logging off.
Do you wish to continue?

OK

Cancel

- Initiator

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

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

Click the "OK" button to continue.



/wawfexp

User ID *

Password *

Login

This concludes the overview demonstration for the WAWF Mobile application.

New User?

Registration for new users is unavailable using this application.

Please visit [WAWF](#) in your desktop browser to register.

Notice