

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

Vendor Messages

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

[Open folder.](#)

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

Testing v5.5.0 System Messages

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

This demonstration provides an overview for a Vendor creating a Commercial Invoice from a Receiving Report.
This presentation contains audio narrative. Please adjust your volume accordingly.



Wide Area Workflow

- User
 - Vendor
 - EDA
 - Documentation
 - Look
- 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

The Vendor selects the Create Document option from the Vendor menu dropdown.

Workflow!

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

Messages

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

Folder.

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

v5.5.0 System Messages

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

Version:	5.5.0 Test BUILD3_1
Build Date:	10/15/2013
Application Server:	WebSphere 8.5.5.0
HTTP Server:	IBM IHS 8.5.5.0

Help

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
<input type="text" value="00C91/021799486/0001/"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	EDA WAWF

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

The Vendor can create a WAWF document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number.



Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
<input type="text" value="00C91/021799486/0001/"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	EDA WAWF

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

In order to retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, select a CAGE code from the dropdown list and click the "EDA" link.

The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.



Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
<input type="text" value="00C91/021799486/0001/"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="EDA WAWF"/>

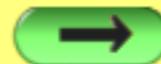
[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

For additional information regarding pre-populating contract data from EDA, please refer to the EDA Pre-Pop Demonstration for DR_879 by clicking the information button.

Information

Click the arrow to continue to the next frame of the current demonstration.



Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
<input type="text" value="00C91/021799486/0001/"/> ▼	<input type="text" value="Y"/> ▼	<input type="text" value="International Agreement"/> ▼	<input type="text" value="01234567890123"/>	<input type="text" value="WBT1"/>	<input type="text" value="N"/> ▼

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	EDA WAWF

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

Once the required fields are entered, click the Next button to continue.

Note: The Delivery Order field is optional in WAWF, however it may be required by your contract.



Vendor - Create Document

[Contract >> Pay DoDAAC](#)

INFO: The contract data is not available in DoD EDA.

INFO: Click the Previous button or [Contract >>](#) link to enter a different Contract Number or continue creating the document.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y	<input type="text"/>	International Agreement	01234567890123	WBT1	00C91	021799486	0001		<input type="text" value="HQ0338"/>

* = Required Fields

The Pay DoDAAC will be pre-populated from the EDA system if the contract number exists in the EDA system.

The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

Click the Next button to continue.



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Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
01234567890123	WBT1		00C91	021799486	0001		HQ0338	USD

* = Required Fields

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Telecom Invoice (Contractual)

The Document page is displayed with a list of valid document types for the selected contract number and pay system.

A Currency Code can be selected from the dropdown on this page as well. The system will default the currency code to U.S dollars.

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Wide Area Workflow

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Create New Document

[Contract >> Pay DoDAAC >> Document](#)

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
01234567890123	WBT1		00C91	021799486	0001		HQ0338	USD ▾

* = Required Fields

Document to Create: *

- Invoice
 - Invoice as 2-in-1 (Services Only)
 - Cost Accounting System Financing
 - Performance Based Payment
 - Progress Payment
 - Receiving Report
 - Invoice and Receiving Report (Combo)
 - Reparables Receiving Report
 - Invoice and Reparables Receiving Report (Combo)
 - Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
 - Non Procurement Instruments (NPI) Voucher
 - Grant Voucher
 - Telecom Invoice (Contractual)
- Fast Pay (FAR 52.213-1)

The Vendor clicks the radio button for the Invoice.

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Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
01234567890123	WBT1		00C91	021799486	0001		HQ0338	USD ▾

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Telecom Invoice (Contractual)

From: ▾ Fast Pay (FAR 52.213-1)

The Document Selection page is redisplayed with additional options specific to the Invoice.



Create New Document

[Contract >> Pay DoDAAC >> Document](#)

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
01234567890123	WBT1		00C91	021799486	0001		HQ0338	USD ▾

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Telecom Invoice (Contractual)

From:

- From Receiving Report
- From Reparables Receiving Report
- From Archived Receiving Report
- From Archived Reparables Receiving Report
- From Active and Archived Receiving Report
- From Active and Archived Reparables Receiving Report

Fast Pay (FAR 52.213-1)

The Vendor selects from the list of Receiving Report options available in the From: dropdown menu.

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Create New Document

[Contract >> Pay DoDAAC >> Document](#)

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
01234567890123	WBT1		00C91	021799486	0001		HQ0338	USD ▾

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report

From: From Receiving Report ▾ Fast Pay (FAR 52.213-1)

The Vendor clicks the Next button to continue creating an Invoice from Receiving Report.

- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Telecom Invoice (Contractual)



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> Document From Document

Contract Number	Delivery Order	CAGE Code	Pay Official
01234567890123	WBT1	00C91	HQ0338

Invoice From Receiving Report *

Select	Shipment Number	Status	Database
<input type="radio"/>	SHP1504	Inspected	ACTIVE

The Document From Document page displays with a list of of the available Receiving Report documents based on the criteria entered.

The list of documents displays the Shipment Number, Document Status and Database location.



Vendor - Invoice

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Contract Number	Delivery Order	CAGE Code	Pay Official
01234567890123	WBT1	00C91	HQ0338

Invoice From Receiving Report *

Select	Shipment Number	Status	Database
<input checked="" type="radio"/>	SHP1504	Inspected	ACTIVE

The Vendor clicks the Next button after selecting the Receiving Report document to reference.



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Wide Area Workflow

User Vendor EDA Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Document From Document >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document

INFO: Line Item(s) has/have already been created; therefore, the Charge Type (i.e., Supplies vs. Services) cannot be changed unless all of the Line Items are removed.
WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies
01234567890123	WBT1	RPIN000000000000123		<input checked="" type="radio"/> Supplies
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice	
International Agreement	<input type="text"/>	<input type="text" value="2013/10/17"/>	<input type="text" value="N"/>	
Shipment Number	Shipment Date	Final Shipment		
SHP1504	2013/08/28	N		
Bill of Lading Number	<input type="text"/>			
Currency Code	Document Total (\$)	<div style="border: 1px solid black; background-color: yellow; padding: 5px;"> The Data Capture tabs are displayed with the Header as the Active tab. </div>		
USD	6350.00			

Submit Save Draft Document Previous Help

Wide Area Workflow

User Vendor EDA Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Document From Document >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document

INFO: Line Item(s) has/have already been created; therefore, the Charge Type (i.e., Supplies vs. Services) cannot be changed unless all of the Line Items are removed.
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Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies
01234567890123	WBT1	RPIN000000000000123		<input checked="" type="radio"/> Supplies
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice	
International Agreement	<input type="text"/>	2013/10/17	N <input type="button" value="v"/>	
Shipment Number	Shipment Date	Final Shipment		
SHP1504	2013/08/28	N		
Bill of Lading Number				
<input type="text"/>				
Currency Code	Document Total (\$)			
USD	6350.00			

The Shipment information is pre-populated from the referenced Receiving Report.

Submit Save Draft Document Previous Help

Wide Area Workflow

User Vendor EDA Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Document From Document >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document

INFO: Line Item(s) has/have already been created; therefore, the Charge Type (i.e., Supplies vs. Services) cannot be changed unless all of the Line Items are removed.
WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies
01234567890123	WBT1	RPIN000000000000123		<input checked="" type="radio"/> Supplies
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice	
International Agreement	<input type="text" value="INV1355"/>	<input type="text" value="2013/10/17"/>	<input type="text" value="N"/>	
Shipment Number	Shipment Date	Final Shipment		
SHP1504	2013/08/28	N		
Bill of Lading Number	<input type="text"/>			
Currency Code	Document Total (\$)	<div style="border: 1px solid black; background-color: yellow; padding: 5px; text-align: center;">The Vendor enters the Invoice Information.</div>		
USD	6350.00			

Submit Save Draft Document Previous Help

Wide Area Workflow

User Vendor EDA Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Document From Document >> Data Capture

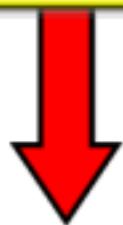
Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document

INFO: Line Item(s) has/have already been created; therefore, the Charge Type (i.e., Supplies vs. Services) cannot be changed unless all of the Line Items are removed.
WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies
01234567890123	WBT1	RPIN000000000000123		<input checked="" type="radio"/> Supplies
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice	
International Agreement	<input type="text" value="INV1355"/>	<input type="text" value="2013/10/17"/>	<input type="text" value="N"/>	
Shipment Number	Shipment Date	Final Shipment		
SHP1504	2013/08/28	N		
Bill of Lading Number				

The Vendor can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.



Submit Save Draft Document Previous Help



Wide Area Workflow

User Vendor EDA Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Document From Document >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document

INFO: Line Item(s) have already been created; therefore, the Charge Type (i.e., Supplies vs. Services) cannot be changed unless all of the Line Items are removed.
WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

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

Reference Procurement Identifier	Issue Date	Supplies
RPIN000000000000123		<input checked="" type="radio"/> Supplies
Invoice Date * (WAWF System Server Date)	Final Invoice	
2013/10/17	N	
Shipment Number	Shipment Date	Final Shipment
SHP1504	2013/08/28	N
Bill of Lading Number		
Currency Code	Document Total (\$)	
USD	6350.00	

Submit Save Draft Document Previous Help

Vendor - Invoice

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WARNING: The Invoice Date has been pre-populated from the WAWF system server.

* = Required Fields

Payee: 00C91 DUNS: 021799486

* Payee Name 1: EXCELLIGENCE LEARNING CORPORATION

Payee Name 2:

Payee Name 3:

Address 1: 2 LOWER RAGSDALE DR STE 200

Address 2:

Address 3:

Address 4:

City: MONTEREY

State: CA

Zip Code: 939405748

Country: USA

Military Location Description:

WAWF will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered.

- CAGE Code information is pulled from CCR (Central Contractor Registration).
- DoDAAC information is pulled from DAAS (Defense Automatic Addressing System).

These sites are the official DoD sites for address information.

If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in these systems.

Administered By DoDAAC: FU4417

* Activity Name 1: FU4417 1 SOCS SOCS ATTN BECO

Activity Name 2:

Activity Name 3:

Address 1: BLDG 90609 CP 850 884 6118

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[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) [Misc. Amounts](#) [Attachments](#) [Preview Document](#)

WARNING: The Invoice Date has been prepopulated from the WAWF system server.

* = Required Fields

Payee: 00C91 DUNS: 021799486 DUNS + 4: 0001 Extension:

* Vendor Name 1: EXCISE ENFORCEMENT LEARNING CORPORATION

The Vendor can navigate to the Discounts page by clicking the Discounts tab.

Address 1: 2 LOWER RAGSDALE DR STE 200

Address 2:

Address 3:

Address 4:

City: MONTEREY

State: CA

Zip Code: 939405748

Country: USA Military Location Description:

Administered By DoDAAC: FU4417

* Activity Name 1: FU4417 1 SOCS SOCS ATTN BECO

Activity Name 2:

Activity Name 3:

Address 1: BLDG 90609 CP 850 884 6118

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Vendor - Invoice

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- Header
- Addresses
- Discounts**
- Comments
- Line Item
- Misc. Amounts
- Attachments
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WARNING: The Invoice Date has been pre-populated from the WAWF system server.
* Asterisk indicates required entry for 'Save'.

Document Level Discount Terms

Discount Percentage (%)	Due Days	Actions
		Add
Discount Amount (\$)	Discount Date	Actions
		Add

The Discount page is displayed.

The Discounts page allows the Vendor to offer discounts for payment within a certain number of days.



Vendor - Invoice

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- Header
- Addresses
- Discounts
- Comments**
- Line Item
- Misc. Amounts
- Attachments
- Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
* Asterisk indicates required entry for 'Save'.

Document Level Discount Terms

Discount Percentage (%)	Due Days	Actions
-------------------------	----------	---------

Discount Amount (\$)

The Vendor can navigate to the Comments page by clicking the Comments tab.



Vendor - Invoice

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- [Header](#)
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- [Comments](#)**
- [Line Item](#)
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WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Initiator Comments

Vendor comments for Invoice created from Receiving Report

The Comments page allows the Vendor to enter comments for the document.

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Vendor - Invoice

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- Header
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- Misc. Amounts
- Attachments
- Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Initiator Comments

Vendor comments for Invoice created from Receiving Report

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

- Submit
- Save Draft Document
- Help



Wide Area Workflow

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[Header](#) [Addresses](#) [Discounts](#) [Comments](#) **[Line Item](#)** [Misc. Amounts](#) [Attachments](#) [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
0001	Stock12312	MG	50	EACH	EA	125.00	6,250.00	Edit Delete Add

The Line Item page is displayed. The Line Items are pre-populated from the referenced Receiving Report.

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



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Vendor - Invoice

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WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
0001	Stock12312	MG	50	EACH	EA	125.00	6,250.00	Edit Delete Add

The Vendor can edit, delete or add Line Items as necessary by clicking the Edit, Delete or Add links under the 'Actions' heading.

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Vendor - Invoice

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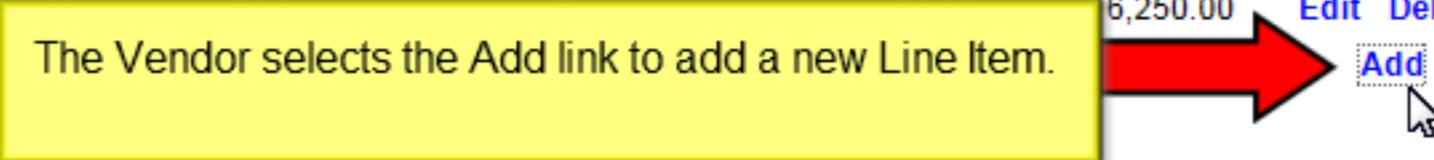
[Header](#) [Addresses](#) [Discounts](#) [Comments](#) **[Line Item](#)** [Misc. Amounts](#) [Attachments](#) [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
0001	Stock12312	MG					6,250.00	Edit Delete Add

The Vendor selects the Add link to add a new Line Item.



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



Vendor - Invoice

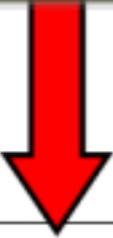
single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Stock Part No. *	Type *	
<input type="text" value="0002"/>	<input type="text" value="SPN123455555"/>	<input type="text" value="A3 - LOCALLY ASSIGNED NUMBER"/>	
Qty. Shipped *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
<input type="text" value="11"/>	<input type="text" value="BX-BOX"/>	<input type="text" value="75.00"/>	<input type="text" value="825.00"/>
AAI	SDN	ACRN	PR Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description *

Line item description.

The Vendor clicks the Save CLIN/SLIN button after entering the Line Item information.



Wide Area Workflow

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Vendor - Invoice

[Contract >> Pay DoDAAC >> Document >> Document From Document >> Data Capture](#)

[Header](#) [Addresses](#) [Discounts](#) [Comments](#) **[Line Item](#)** [Misc. Amounts](#) [Attachments](#) [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
0001	Stock12312	MG	50	EACH	EA	125.00	6,250.00	Edit Delete
0002	SPN123455555	A3	11	BOX	BX	75.00	825.00	Edit Delete

[Add](#)

The new Line Item is successfully added.

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



Vendor - Invoice

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- Header
- Addresses
- Discounts
- Comments
- Line Item**
- Misc. Amounts**
- Attachments
- Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Meas	UofM Code	Unit Price (\$)	Amount (\$)	Actions
0001	Stock12312	MG				125.00	6,250.00	Edit Delete
0002	SPN123455555	A3				75.00	825.00	Edit Delete

The Vendor can navigate to the Misc. Amounts page by clicking the Misc. Amounts tab.

- Submit
- Save Draft Document
- Help



Vendor - Invoice

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- Header
- Addresses
- Discounts
- Comments
- Line Item
- Misc. Amounts**
- Attachments
- Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Miscellaneous Amounts

Misc. Fee	Misc. Fee Amount (\$)	Actions
		Add

The Misc. Amounts page is displayed.

The Vendor can enter Miscellaneous Amounts by clicking the corresponding Add link under the Actions heading.



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Document From Document](#) >> Data Capture

[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) **Misc. Amounts** **Attachments** [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Miscellaneous Amounts

Misc. Fee	Misc. Fee Amount (\$)	Actions
		Add

The Vendor can navigate to the Attachments page by clicking the Attachments tab.



Wide Area Workflow

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Vendor - Invoice

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Headings: Misc. Amounts **Attachments** Preview Document

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

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

There is an attachment size limit of 10 MB, attachments over this size will be rejected.

Attachment

Attachments Name	Actions
------------------	---------

Wide Area Workflow

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Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Document From Document](#) >> [Data Capture](#)

[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) [Misc. Amounts](#) **[Attachments](#)** [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

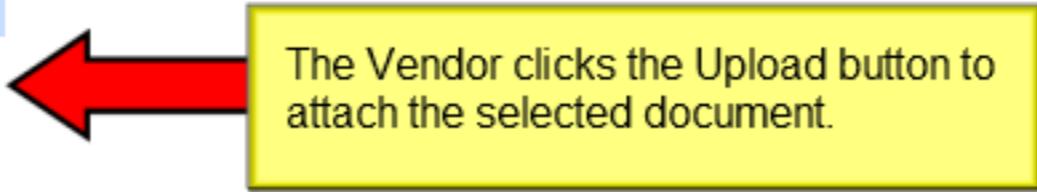
WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

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

Attachment

C:\Users\kafuller\Docume

Attachments Name	Actions
------------------	---------



Wide Area Workflow

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Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Document From Document](#) >> [Data Capture](#)

[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) [Misc. Amounts](#) **Attachments** [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

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

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

Attachment

[Browse...](#) [Upload](#)

Attachments Name	Actions
WAWF_Attachment_Example.docx	View Attachment Delete Attachment



The attachment file name is displayed.

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



Wide Area Workflow

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Vendor - Invoice

[Contract >> Pay DoDAAC >> Document >> Document From Document >> Data Capture](#)

[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) [Misc. Amounts](#) **[Attachments](#)** [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

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

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

Attachment
 [Browse...](#) [Upload](#)

Attachments Name	Actions
WAWF_Attachment_Example.docx	View Attachment Delete Attachment

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

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



Wide Area Workflow

User Vendor EDA Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Document From Document >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts **Attachments** Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

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

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

Attachment

Browse... Upload

Attachments Name	Actions
WAWF_Attachment_Example.docx	View Attachment Delete Attachment



The Vendor can click the Preview Document tab to View the entire document.

Submit Save Draft Document Help



Wide Area Workflow

User Vendor EDA Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Document From Document >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments **Preview Document**

Expand All Collapse All

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

[+]Document Information

Contract Number Type	Contract Number	Delivery Order	Invoice Date	Invoice Number
International Agreement	01234567890123	WBT1	2013/10/17	INV1355
Summary of Detail Level Information				Total (\$)
3 CLIN/SLIN(s)				7,175.00
0 Miscellaneous Amount(s)				0.00
Document Total (\$):				7,175.00

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

If the Vendor notices an inaccuracy after reviewing the document information, the Vendor can return to the appropriate tab to correct the information.

Shipment Number	Shipment Date	Final Shipment
SHP1504	2013/08/28	N

[+]Line Item Information

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Accepted	Amount (\$)
0001	Stock12312	MG	50	EACH	EA	125.00		6,250.00
SDN			ACRN		AAI		PR Number	
SDN123123123123			AA		062265			

Submit Save Draft Document Help

Wide Area Workflow

User Vendor EDA Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Document From Document >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments **Preview Document**

Expand All **Collapse All**

The Vendor can expand and collapse all document sections by clicking the Expand All or Collapse All links.

WARNING: The Invoice Date has been pre-populated

[+]Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies or Services
International Agreement	01234567890123	WBT1	RPIN000000000000123		SPL
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		
INV1355	2013/10/17	N			

Summary of Detail Level Information		Total (\$)
3 CLIN/SLIN(s)		7,175.00
0 Miscellaneous Amount(s)		0.00
Document Total (\$):		7,175.00

Shipment Number	Shipment Date	Final Shipment
SHP1504	2013/08/28	N

[+]Line Item Information

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Accepted	Amount (\$)
0001	Stock12312	MG	50	EACH	EA	125.00		6,250.00
		SDN	ACRN	AAI	PR Number			
		SDN123123123123	AA	062265				

Submit Save Draft Document Help

Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Document From Document](#) >> [Data Capture](#)

- [Header](#)
- [Addresses](#)
- [Discounts](#)
- [Comments](#)
- [Line Item](#)
- [Misc. Amounts](#)
- [Attachments](#)
- [Preview Document](#)

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

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

- [\[+\]Document Information](#)
- [\[+\]Line Item Information](#)
- [\[+\]Address Information](#)
- [\[+\]Misc Information](#)
- [\[+\]Workflow Information](#)

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

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



Wide Area Workflow

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Vendor - Invoice

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[Header](#)
[Addresses](#)
[Discounts](#)
[Comments](#)
[Line Item](#)
[Misc. Amounts](#)
[Attachments](#)
[Preview Document](#)

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

The Document Information section of the document is now expanded.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

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

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies or Services
International Agreement	01234567890123	WBT1	RPIN000000000000123		SPL
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		
INV1355	2013/10/17	N			

Summary of Detail Level Information			Total (\$)
3 CLIN/SLIN(s)			7,175.00
0 Miscellaneous Amount(s)			0.00
Document Total (\$):			7,175.00

Shipment Number	Shipment Date	Final Shipment
SHP1504	2013/08/28	N

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

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



Wide Area Workflow

User Vendor EDA Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Document From Document >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments **Preview Document**

Expand All Collapse All

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Once the information is verified, the Vendor can click the Submit button from any page. The Vendor clicks the Header tab.

Invoice Number	Reference Procurement Identifier	Issue Date	Supplies or Services
INV1355	RPIN000000000000123	2013/10/17	SPL
Final Invoice?	Invoice Received Date		
N			

Summary of Detail Level Information		Total (\$)
3 CLIN/SLIN(s)		7,175.00
0 Miscellaneous Amount(s)		0.00
Document Total (\$):		7,175.00

Shipment Number	Shipment Date	Final Shipment
SHP1504	2013/08/28	N

- [+]Line Item Information
- [+]Address Information
- [+]Misc Information
- [+]Workflow Information

Submit Save Draft Document Help

Wide Area Workflow

User Vendor EDA Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Document From Document >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document

INFO: Line Item(s) has/have already been created; therefore, the Charge Type (i.e., Supplies vs. Services) cannot be changed unless all of the Line Items are removed.
WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies
01234567890123	WBT1	RPIN000000000000123		<input checked="" type="radio"/> Supplies
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice	
International Agreement	<input type="text" value="INV1355"/>	<input type="text" value="2013/10/17"/>	<input type="text" value="N"/>	
Shipment Number	Shipment Date	Final Shipment		
SHP1504	2013/08/28	N		
Bill of Lading Number				
<input type="text"/>				
Currency Code	Document Total (\$)			
USD	7175.00			

The Vendor clicks the Submit button to submit the document to WAWF.



Submit Save Draft Document Previous Help



Success

The Invoice was successfully extracted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
01234567890123	WBT1	SHP1504	INV1355

After the Invoice from Receiving Report has been submitted, the WAWF system informs the Vendor that the submission was successful.

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

Email sent to Vendor: wawf@caci.com
Email sent to Pay Official: wawf@caci.com
Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA_000000008, GS03: GS-00000000003

[Send Additional Email Notifications](#)

Additional emails can be sent by selecting the Send Additional Email Notifications link.

Thu Oct 17 14:02:58 EDT 2013

[Return](#)



Success

The Invoice was successfully extracted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
01234567890123	WBT1	SHP1504	INV1355

Email sent to Vendor: wawf@caci.com

Email sent to Pay Official: wawf@caci.com

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

[Send Additional Email Notifications](#)

Thu Oct 17 14:02:58 EDT 2013

This concludes the demonstration for a Vendor creating a Commercial Invoice from a Receiving Report.

[Return](#)

