

Welcome to Wide Area Workflow!

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

WARNING!

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

This presentation will demonstrate a Vendor creating a Telecom (Contractual).

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



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

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

- If using a word processor program (e.g., Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, the data must be saved in the word processor editor, before sending the data to the WAWF application.
- Please DO NOT use the browser's Back button to return to a previous page within the WAWF application.
- The use of the browser's Back button is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the data to be saved to the server.
- Where they exist, use the Print button to return to a previous page within the WAWF application.
- In data capture and when reviewing data, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

Welcome to Wide Area Workflow!

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

WARNING!

When using a word processor program (e.g., Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, the data must be saved in the word processor editor, before sending the data to the WAWF application. The use of the browser's Back button is not supported within the WAWF application when completing electronic forms. Use of this button will cause the data to be saved to the server.

Where they exist, use the Print button to return to a previous page within the WAWF application.

In data capture and when reviewing data, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

To create a document, click on the "Vendor" menu dropdown, or cursor over the "Vendor" menu dropdown.

Help

Logon Date : 2012/02/14 11:27:09 EST Last Accessed Date : 2012/02/14 11:27:09 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

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

Welcome to Wide Area Workflow!

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

WARNING!

- If using a word processor program (e.g., Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, the text must be saved as a text file (e.g., .txt) and then copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to the WAWF application. The use of the browser's Back button will cause the text to text-only format and removes control characters that contain formatting information.
- Please DO NOT use the browser's Back button to return to a previous page within the WAWF application.
- The use of the browser's Back button is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the data to be saved to the server.
- Where they exist, use the Pure Edge button to return to a previous page within the WAWF application.
- In data capture and when reviewing data, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

Click the "Create Document" link from the Vendor menu dropdown.

[Help](#)

Logon Date : 2012/02/14 11:27:09 EST Last Accessed Date : 2012/02/14 11:27:09 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

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

Vendor - Create Document

Contract Info

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

* = 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"/> <input type="text" value="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.

[Populate CLINs](#)

[Next](#)

[Reset](#)

[Help](#)

Logon Date : 2012/02/14 11:27:09 EST Last Accessed Date : 2012/02/14 11:28:47 EST

Vendor - Create Document

Contract Info

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

* = 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 checked="" type="radio"/> EDA <input type="radio"/> WAWF

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

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

To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown list and click on 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.

[Populate CLINs](#)[Next](#)[Reset](#)[Help](#)

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

Vendor - Create Document

Contract Info

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

* = 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 checked="" type="radio"/> EDA <input type="radio"/> WAWF

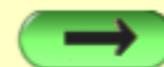
[\[+\] Advanced Search Criteria for WAWF](#)

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.



[Populate CLINs](#)

[Next](#)

[Reset](#)

[Help](#)

Logon Date : 2012/02/14 11:27:09 EST Last Accessed Date : 2012/02/14 11:28:47 EST

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

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
<input type="text" value="00C91/021799486/0001/"/>	<input type="text" value="Y"/>	<input type="text" value="International Agreement"/>	<input type="text" value="1234567890123"/>	<input type="text" value="WBT1"/>

* = 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="radio" value="EDA"/> <input type="radio" value="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.

The "Populate CLINs" button can also be clicked to get a list of all available CLINs from EDA.

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

[Populate CLINs](#)

[Next](#)

[Reset](#)

[Help](#)

Logon Date : 2012/02/14 11:27:09 EST Last Accessed Date : 2012/02/14 11:28:47 EST

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

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	1234567890123	WBT1	00C91	021799486	0001		<input type="text"/>

* = 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.

[Next](#)

[Previous](#)

[Reset](#)

[Help](#)

Logon Date : 2012/02/14 11:27:09 EST Last Accessed Date : 2012/02/14 11:30:38 EST

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" value="RPIN000000000000123"/>	International Agreement	1234567890123	WBT1	00C91	021799486	0001		<input type="text" value="N68892"/>

* = Required Fields

Click the Next button to continue creating a document.

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

Create New Document

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

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892	USD 

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based 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)

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

Scroll down to the bottom of the page.

Previous

Reset

Help

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:00:33 EST

Create New Document

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

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based 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
- Navy Shipbuilding Invoice (Fixed Price)
- Navy Construction / Facilities Management Invoice
- Telecom Invoice (Contractual)

Select the radio button for the "Telecom Invoice (Contractual)".

Previous

Reset

Help

Create New Document

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

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892	USD <input type="button" value="v"/>

Search For : Template
 Active Documents
 Archived Documents
 Active and Archived Documents

* = Required Fields

Select Document to Create: *

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

The Document Selection page is re-displayed with a Template option for the Telecom Invoice (Contractual).

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

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

Create New Document

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

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892	USD 

Search For :

Template

Active Documents Archived Documents Active and Archived Documents

* = Required Fields

Select Document to Create: *

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

When the Vendor chooses the Template method, WAWF will automatically fill in fields for routing information, contract information, and CLIN/ACRN data taken from the template document. The Vendor can change any prepopulated field according to the contract. The Vendor must change the Invoice Number. Using a template saves the Vendor time. It reduces repetitive keystrokes and data errors.

Next

Previous

Reset

Help

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:01:07 EST

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

Create New Document

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

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892	USD <input type="button" value="v"/>

Search For :

Template

Active Documents Archived Documents Active and Archived Documents

* = Required Fields

Select Document to Create: *

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

For training purposes, this presentation will demonstrate a Vendor creating a Telecom Invoice (Contractual) from scratch. The Vendor will type all contract data into the data capture form fields.

Next

Previous

Reset

Help

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:01:07 EST

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

Create New Document

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

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892	USD 

Search For :

Template

Active Documents Archived Documents Active and Archived Documents

* = Required Fields

Click the "Next" button to continue.

- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)

Vendor - Telecom Invoice (Contractual)

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

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892

* = Required Fields, Date = YYYY/MM/DD

Issue Date <input type="text" value="YYYY/MM/DD"/>	Issue By DoDAAC <input type="text"/>	Admin DoDAAC <input type="text"/>	Inspect By DoDAAC / Extension <input type="text"/> <input type="text"/>
Acceptor DoDAAC * / Extension <input type="text"/> <input type="text"/>	LPO DoDAAC / Extension <input type="text"/> <input type="text"/>		

The Routing page is displayed.

If the Inspect By location code is not entered, the system will populate the Inspect By location code with the Ship To location code.

The system will prohibit entry of a Ship To location code equating to the DSS system or to a Navy ERP Logistics location.



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

Vendor - Telecom Invoice (Contractual)

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

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892

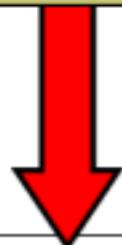
* = Required Fields, Date = YYYY/MM/DD

Issue Date	Issue By DoDAAC	Admin DoDAAC	Inspect By DoDAAC / Extension
<input type="text" value="2012/02/14"/>	<input type="text" value="FU4417"/>	<input type="text" value="S0512A"/>	<input type="text" value="S0512A"/> <input type="text"/>

Acceptor DoDAAC * / Extension	LPO DoDAAC / Extension
<input type="text" value="FU4417"/> <input type="text"/>	<input type="text" value="N48885"/> <input type="text" value="CORA"/>

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.

Click the "Next" button to continue.



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

Vendor - Telecom Invoice (Contractual)

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

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

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
1234567890123	WBT1	RPIN000000000000123	2012/02/14
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Bill ?
International Agreement	<input type="text"/>	2012/02/14	N
Shipment Number **	Shipment Date		
SER <input type="text"/>	YYYY/MM/DD		
Currency Code	Document Total (\$)		
USD			

Invoice Number is mandatory.
Shipment Number and Shipment Date are mandatory when the Admin location code is DCMA.

If the Admin Location is not DCMA and the Vendor does not enter the Shipment Number and Shipment Date, the Shipment Number will default to the Invoice Number and the Shipment Date will default to the Invoice Date.

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

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:03:16 EST

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

Vendor - Telecom Invoice (Contractual)

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

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

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
1234567890123	WBT1	RPIN000000000000123	2012/02/14
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Bill ?
International Agreement	<input type="text" value="INV1203"/>	<input type="text" value="2012/02/14"/>	<input type="text" value="N"/>

The "Save Draft Document" button is available on every tab. The Vendor can save an incomplete document by clicking this 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](#)

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:03:16 EST

Vendor - Telecom Invoice (Contractual)

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

WARNING: There must be at least one CLIN/SLIN type Line Item for this document.

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

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
1234567890123	WBT1	RPIN000000000000123	2012/02/14
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Bill ?
International Agreement	INV1203	2012/02/14 	N 
Shipment Number **	Shipment Date		
SER1203	2012/02/29 		
Currency Code	Document Total (\$)		
USD	0		

As the user clicks "Save Draft Document" at this point, a message will be displayed to inform the user that saved documents will be purged after 'X' number of days.

The 'X' number of days is parameter driven so that it may be changed by the WAWF PMO or System Administrator as needed.

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

Wide Area Workflow

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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

INFO: Saved as of 12/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

WARNING: There must be at least one CLIN/SLIN type Line Item for this document.



To navigate to the Addresses page, click the "Addresses" tab.

Clicks on Submit, saving draft document, and tabbing.

Order	Reference Procurement Identifier	Issue Date
	RPIN000000000000123	2012/02/14
Number **	Invoice Date * (WAWF System Server Date)	Final Bill ?
International Agreement	INV1203	2012/02/14
		N
Shipment Number **	Shipment Date	
SER1203	2012/02/29	
Currency Code	Document Total (\$)	
USD	0	

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



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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) Data Capture

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

* = Required Fields

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

* Payee Name 1:

Payee Name 2:

Payee Name 3:

Address 1:

Address 2:

Address 3:

Address 4:

City:

State:

Zip Code:

Country:

Military Location Description:

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

Submit

Save Draft Document

Help

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:04:08 EST

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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

* = Required Fields

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

* Payee Name 1:

Payee Name 2:

Payee Name 3:

Address 1:

Address 2:

Address 3:

Address 4:

City:

State:

Zip Code:

Country:

Military Location Description:

Please note that any change the Vendor makes on the form applies only to the form the Vendor is creating and does not apply to future forms the Vendor may create. If permanent changes are needed, the Vendor will need to get that address information corrected permanently.

No matter what entries are made, there must be at least a name of the organization/agency (the Activity Name 1 field).

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:04:08 EST

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

Vendor - Telecom Invoice (Contractual)

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

INFO: Saved as of: 2012/02/14 12:04:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

* = Required Fields

Payee: 00C91

DUNS: 021799486

DUNS + 4: 0001

Extension:

Click the "Discounts" tab to navigate to the Discounts page.

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:

Submit

Save Draft Document

Help

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:04:08 EST

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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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
Net Days	Actions	
	Add	

The Discounts tab is displayed.
The Discounts page allows the Vendor to offer discounts for payment within a certain number of days or to offer alternate net terms.

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

If the contract already includes discounts, then the Vendor does not need to re-enter them here. If the Vendors want to offer better discounts than those in their contracts, they may enter the discounts here.

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:04:23 EST

Vendor - Telecom Invoice (Contractual)

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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
Net Days	Actions Add	

If the discount percentage is selected, fields for entering the percentage and due days are displayed. The discount may be applied on a sliding scale (percentage drops as the number of days increases), which is why multiple entry fields are displayed.

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

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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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](#)

Net Days	Actions
----------	---------

[Add](#)



The discount amount allows entry of a specific dollar amount of discount for payment by a specific date. Again, multiple fields are provided for entry of a sliding discount.

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:04:23 EST

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

Vendor - Telecom Invoice (Contractual)

[Routing](#) >> [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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](#)

Net Days	Actions
----------	---------

[Add](#)

The Net Days field is provided for entering the number of days after the invoice date that the entire amount is due (no discount). If no number of days is entered, the field defaults to 30 days.

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:04:23 EST

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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
Net Days	Actions	
	Add	

To add a Discount Percentage, click the "Add" link.



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



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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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
<input type="text" value="1.89"/>	<input type="text" value="65"/>	Delete Add

Discount Amount (\$)	Discount Date	Actions
----------------------	---------------	---------

Net Days	Actions
	Add

The Discount Percentage and Due Days are entered. Vendor may click the "Delete" link to remove the discount, and click the "Add" link to add another discount.

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:04:35 EST

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

* Asterisk indicates required entry for 'Save'.

Document Level Discount Terms

Click the "Comments" tab to navigate to the Initiator Comments page.

Discount Percenta

1.89

Discount Amount (\$)

Discount Date

Actions

Net Days

Actions

Add

Submit

Save Draft Document

Help



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

Vendor - Telecom Invoice (Contractual)

[Routing](#) >> [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

Initiator Comments

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

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:04:57 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) Data Capture

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

Initiator Comments

This is Vendor's comment for Telecom Contractual with One-Pay.

Click the "Line Item" tab to navigate to the Line Item page.

Submit

Save Draft Document

Help

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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

AAI	SDN	ACRN
<input type="text"/>	<input type="text"/>	<input type="text"/>

[clear](#)

At least one Line Item is required

Line Item Details

Item No.	Qty. Invoiced	Unit	Unit Price (\$)	Total Price (\$)	Actions
					Add

The Line Item page is displayed.
The Vendor may pre-populate all "Agency Accounting Identifier (AAI)", "Standard Document Number (SDN)", and "Accounting Classification Reference Number (ACRN)" data at one time or designate AAI, SDN, ACRN for each Line Item.

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:05:24 EST

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

Vendor - Telecom Invoice (Contractual)

[Routing](#) >> [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 12:03:57 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

AAI **SDN** **ACRN**
 [clear](#)

At least one Line Item is required

Line Item Details

Item No.	Qty. Invoiced	Unit	Unit Price (\$)	Total Price (\$)	Actions
----------	---------------	------	-----------------	------------------	---------

[Add](#)

To add a Line Item, click the "Add" link.

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 11:59:03 EST Last Accessed Date : 2012/02/14 12:05:24 EST

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

Vendor - Telecom Invoice (Contractual)

CLIN/SLIN

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

Item No. **	Qty. Invoiced *	Unit *	Unit Price (\$) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SDN	ACRN	Total Price (\$)	
<input type="text" value="SDN0000000123"/>	<input type="text"/>		
AAI	PR Number		
<input type="text" value="033189"/>	<input type="text"/>		

Description *

The Add CLIN/SLIN form page is displayed.
The SDN and AAI were pre-populated from the document level.

Save CLIN/SLIN

Save Draft Document

Previous

Help

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:14:40 EST

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

Vendor - Telecom Invoice (Contractual)

CLIN/SLIN

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

Item No. **	Qty. Invoiced *	Unit *	Unit Price (\$) *
<input type="text" value="1001AZ"/>	<input type="text" value="185"/>	<input type="text" value="EA"/>	<input type="text" value="3,589.95"/>
SDN	ACRN	Total Price (\$)	
<input type="text" value="SDN0000000123"/>	<input type="text" value="A1"/>	664,140.75	
AAI	PR Number		
<input type="text" value="033189"/>	<input type="text" value="PR000015896500000000Z"/>		

Description *

Telecom Invoice (Contractual) demo

The system requires the entry of the Line Item Number, Quantity Invoiced, Unit of Measure, Unit Price, and Line Item Description.

Agency Accounting Identifier, Standard Document Number and ACRN are optional fields.

Click the "Save CLIN/SLIN" button to save the line item.

Save CLIN/SLIN

Save Draft Document

Previous

Help

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:14:40 EST

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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

AAI **SDN** **ACRN**
 [clear](#)

At least one Line Item is required

Line Item Details

Item No.	Qty. Invoiced	Unit	Unit Price (\$)	Total Price (\$)	Actions
1001AZ	185	EA	3,589.95	664,140.75	Edit Delete Add

The Line Item page is displayed with the updated line item.
The Vendor may add another Line Item by clicking the "Add" link and repeating the procedures.

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:15:27 EST

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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

AAI SDN ACRN

At least one Line Item is required

Line Item Details

Item No.	Qty. Invoiced	Unit	Unit Price (\$)	Total Price (\$)	Actions
1001AZ	185	EA	3,589.95	664,140.75	Edit Delete
2002AU	1,000	LO	200.36	200,360.00	Edit Delete

[Add](#)

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:16:04 EST

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

Vendor - Telecom Invoice (Contractual)

[Routing](#) >> [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

Miscellaneous Amounts

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

The Misc. Amounts page is displayed.

This page contains forms for 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 a Telecom Invoice (Contractual) 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.

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:16:14 EST

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

Vendor - Telecom Invoice (Contractual)

[Routing](#) >> [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

Miscellaneous Amounts

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



To add a Miscellaneous Allowance, click the "Add" link.

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:16:14 EST

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

Add Misc. Allowance

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

* Asterisk indicates required entry for 'Save'.

Misc. Allowance *

Misc. Allowance Price (\$) *

Description *

The Add Misc. Fee page is displayed. Select a Misc. Allowance code from the dropdown list and enter Misc. Allowance Price.

Save Misc. Allowance

Previous

Help

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:16:19 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

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

Add Misc. Allowance

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

* Asterisk indicates required entry for 'Save'.

Misc. Allowance * **Misc. Allowance Price (\$) ***

F810 - PROMOTIONAL DISCOUNT ALLOWANCE

101.69

Description *

PROMOTIONAL DISCOUNT ALLOWANCE

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

Click the "Save Misc. Allowance" button to save the data.

Save Misc. Allowance

Previous

Help

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:16:19 EST

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

Miscellaneous Amounts

Misc. Fee	Misc. Fee Amount (\$)	Actions
		Add
Misc. Allowance	Misc. Allowance Amount (\$)	Actions
F810	-101.69	Edit Delete Add
Tax	Tax Amount (\$)	Actions
		Add

The Misc. Amounts tab is displayed with the updated Misc. Allowance information. To add another Miscellaneous Amount, click the "Add" link and repeat the procedures.

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



Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

Miscellaneous Amounts

Misc. Fee	Misc. Fee Amount (\$)
-----------	-----------------------

Misc. Allowance	Misc. Allowance Amount (\$)
-----------------	-----------------------------

F810	-101.69
------	---------

Click the "Attachments" tab to navigate to the Attachments page.

[Add](#)

Tax	Tax Amount (\$)	Actions
-----	-----------------	---------

[Add](#)



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



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

Vendor - Telecom Invoice (Contractual)

[Routing](#) >> Data Capture

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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 2MB, attachments over this size will be rejected.

Attachment

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

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

The Attachments page is displayed.
This tab 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.

In this example, the attachment size limit is 2MB.

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:16:44 EST

Vendor - Telecom Invoice (Contractual)

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

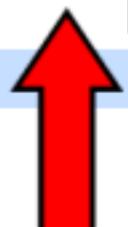
WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 2MB, attachments over this size will be rejected.

Attachment

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

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



To locate the file, click the "Browse" button.

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

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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) Data Capture

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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 2MB, attachments over this size will be rejected.

Attachment

C:\Documents and Settings\cole

[Browse...](#)

[Upload](#)

Attachments Name **Actions**

The selected file is now displayed in the Attachment field.
Click the "Upload" button to continue.

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:16:44 EST

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

Vendor - Telecom Invoice (Contractual)

[Routing](#) >> Data Capture

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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 2MB, attachments over this size will be rejected.

Attachment

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

Attachments Name

Actions

email.bmp

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

The file attachment is now displayed on the Attachments page.

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

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

[Submit](#)

[Save Draft Document](#)

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:16:59 EST

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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) Data Capture

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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. NOT enter classified information in this system.

There is an attachment size limit of 2MB, attachments over this size will be rejected.

Attachment

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

Attachments Name

Actions

email.bmp

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

[Submit](#)

[Save Draft Document](#)

[Help](#)

To view the whole document, click the "Preview Document" tab.

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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status

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

The Preview Document tab is displayed.
The Vendor can scroll the contents of the tab to review the document. If the Vendor notices an inaccuracy after reviewing the Telecom Invoice information, the Vendor can return to the appropriate tab to correct the information.

[-]Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
International Agreement	1234567890123	WBT1	RPIN000000000000123	2012/02/14
Invoice Number	Invoice Date	Final Bill	Invoice Received Date	
INV1203	2012/02/14	N		
Discounts				
1.89% 65 Days				
Summary of Detail Level Information			Total	
2 CLIN/SLIN(s)				\$ 864,500.75
1 Miscellaneous Amount(s)				\$ -101.69
			Document Total:	\$ 864,399.06
Shipment Number	Shipment Date			
SER1203	2012/02/29			

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:17:18 EST

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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

[Expand All](#)

[Collapse All](#)

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved sta

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

The Vendor can collapse all document sections by clicking the "Collapse All" link.

[-] Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
International Agreement	1234567890123	WBT1	RPIN000000000000123	2012/02/14
Invoice Number	Invoice Date	Final Bill	Invoice Received Date	
INV1203	2012/02/14	N		
Discounts				
1.89% 65 Days				
Summary of Detail Level Information				Total
2 CLIN/SLIN(s)				\$ 864,500.75
1 Miscellaneous Amount(s)				\$ -101.69
Document Total:				\$ 864,399.06
Shipment Number			Shipment Date	
SER1203			2012/02/29	

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:17:18 EST

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) Data Capture

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

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

[+]Document Information

[+]Line Item Information

[+]Address Information

[+]Misc Information

All document sections are now collapsed.

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



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

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) Data Capture

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

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

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

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

[\[+\]Address Information](#)

[\[+\]Misc Information](#)

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

[Submit](#)

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:17:18 EST

Vendor - Telecom Invoice (Contractual)

[Routing >>](#) [Data Capture](#)

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

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

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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

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

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

Item No.	Unit Price (\$)	Unit of Measure	Qty. Invoiced	Amount (\$)		
1001AZ	3,589.95	EA	185	664,140.75		
PR Number		ACRN	SDN	Qty. Approved	AAI	Approved Amount (\$)
PR000015896500000000Z		A1	SDN0000000123		033189	
Description						
Telecom Invoice (Contractual) demo						
Item No.	Unit Price (\$)	Unit of Measure	Qty. Invoiced	Amount (\$)		
2002AU	200.36	LO	1,000	200,360.00		
PR Number		ACRN	SDN	Qty. Approved	AAI	Approved Amount (\$)
PR259995000000012P		A2	SDN0000000123		033189	

- Submit
- Save Draft Document
- Help

The Line Item Information section is expanded.

Logon Date :

Vendor - Telecom Invoice (Contractual)

Routing >> Data Capture

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

Expand All Collapse All

INFO: Saved as of: 2012/02/14 13:14:26 Document will be removed from a saved status after 1 day(s) and any data will be lost.

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
International Agreement	1234567890123	WBT1	RPIN000000000000123	2012/02/14
Invoice Number	Invoice Date	Final Bill	Invoice Received Date	
	2012/02/14	N		
				Total
1 Miscellaneous Amount(s)				\$ 864,500.75
				\$ -101.69
Document Total:				\$ 864,399.06
Shipment Number	Shipment Date			
SEB203	2012/02/29			

The "Submit" button is available on every tab. When the Vendor has finished reviewing the document, the Vendor can submit the document to WAWF by clicking the "Submit" button.

1 Miscellaneous Amount(s)

Shipment Number
SEB203

Shipment Date
2012/02/29

- Submit**
- Save Draft Document
- Help

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

Success

The Telecom Invoice (Contractual) was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
1234567890123	WBT1	SER1203	INV1203

Email sent to Vendor: coleung@caci.com

Email sent to Inspector: wawf@caci.com

Email sent to Acceptor: wawf@caci.com

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

Notification sent for CAGE code 00C91 to FTP Directory: FTPDirectory/038965541000-cleung

[Send Additional Email Notifications](#)

Tue Feb 14 13:17:41 EST 2012

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

[Return](#)

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:17:42 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

Success

The Telecom Invoice (Contractual) was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
1234567890123	WBT1	SER1203	INV1203

Email sent to Vendor: coleung@caci.com

Email sent to Inspector: wawf@caci.com

Email sent to Acceptor: wawf@caci.com

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

Notification sent for CAGE code 00C91 to FTP Directory: FTPDirectory/038965541000-cleung

[Send Additional Email Notifications](#)

Tue Feb 14 13:17:41 EST 2012

The Vendor may send more email notifications by clicking the Send Additional Email Notifications link.

[Return](#)

Success

The Telecom Invoice (Contractual) was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
1234567890123	WBT1	SER1203	INV1203

Email sent to Vendor: coleung@caci.com

Email sent to Inspector: wawf@caci.com

Email sent to Acceptor: wawf@caci.com

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

Notification sent for CAGE code 00C91 to FTP Directory: FTPDirectory/038965541000-cleung

Send Additional Email Notifications

The Vendor may create additional documents by clicking the Return button.



Return



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

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
<input type="text" value="00C91/021799486/0001/"/>	<input type="text" value="Y"/>	<input type="text" value="International Agreement"/>	<input type="text" value="1234567890123"/>	<input type="text" value="WBT1"/>

* = 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.

This concludes the overview demonstration for creating a Telecom Invoice (Contractual).

[Populate CLINs](#)

[Next](#)

[Reset](#)

[Help](#)

Logon Date : 2012/02/14 13:05:20 EST Last Accessed Date : 2012/02/14 13:17:51 EST