This demonstration provides an overview of the WAWF Mobile application. The Mobile Application will be available for iOS, Android and BlackBerry OS 5.0+ devices. The user will be able to download the application from Apple's App Store, Android's Marketplace and Blackberry's Web Store.

This application applies to the Vendor Role only.

This presentation contains audio narrative. Please adjust your volume accordingly.
Welcome to Wide Area Workflow

The Search Criteria screen is displayed. This page lets the Vendor retrieve only documents that meet certain criteria. For example, if the Vendor enters a contract number in the "Contract Number" field, only documents with that contract number will be retrieved. If the Vendor enters nothing in these fields, all documents will be retrieved.
The search results will call up documents that have been created in the last 30 days, unless the Vendor selects a different date range in the "Creation Period" drop-down list. This permits offices with a large quantity of documents to more readily access their folders.
The Advanced Search Criteria section provides drop-down menus of Document Type, Status, and Total Documents.

The search functionality is available to allow a user to search for invoices, receiving reports, or combo documents in WAWF.
Enter in information in the search fields and click the "Search" button to see the results. The more information entered, the more you can narrow your results to the specific records you are searching for.
The Vendor Active Folder results page is displayed. This page contains a list of documents that match the selection criteria.

User is able to Recall and Resubmit the Invoices, Receiving Reports or Combo documents on this page. User is also able to Void an Invoice, Receiving Report, or Combo document.
As the Vendor clicks on the "Void" link, the Void screen is displayed. Click on the section headers to expand and collapse individual headers.
The Vendor opens a Receiving Report on the search results screen.

Three options are available on this document:
- Click on the "View" link to view the document.
- Click on the "Void" link to void the document.
- Click on the "Recall" link to recall and resubmit the document.
Click on the "Void" link to continue.
A pop-up message is displayed to ensure the user wants to void this document.

Click "OK" to continue.
The Receiving Report is voided successfully.

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

Back to the Search Criteria screen.
Select "Saved" in the Search For drop-down list.
Click the "Search" button to search for saved documents.
### Received Reports

<table>
<thead>
<tr>
<th>Type</th>
<th>Contract No.</th>
<th>Delivery Order</th>
<th>Invoice No.</th>
<th>Shipment No.</th>
<th>Status</th>
<th>Submitted Dt</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI</td>
<td>FA489004D0004</td>
<td>FG01</td>
<td>INV126</td>
<td>SHIP126</td>
<td>Draft</td>
<td>2012-JUN-03</td>
<td>$2,138.64</td>
</tr>
<tr>
<td>CIFP</td>
<td>M00146M1M2318</td>
<td></td>
<td>INV134</td>
<td></td>
<td>Draft</td>
<td>2012-JUN-03</td>
<td>$72,444.71</td>
</tr>
<tr>
<td>RR</td>
<td>HQ033612W0603</td>
<td>WBT1</td>
<td>SHIP123</td>
<td></td>
<td>Draft</td>
<td>2012-JUN-03</td>
<td>CAD 63,925.12</td>
</tr>
</tbody>
</table>

The "Saved Documents Folder" results page is displayed.
Click on the Receiving Report document link.
The contract information of the Receiving Report is displayed. Click on the "Draft" link to continue working on the document.

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>HO033812W0603</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Order</td>
<td>WBT1</td>
</tr>
<tr>
<td>Location</td>
<td>1HKQ6</td>
</tr>
<tr>
<td>Submitted Dt</td>
<td>2012-JUN-03</td>
</tr>
<tr>
<td>Shipment No.</td>
<td>SHIP123</td>
</tr>
<tr>
<td>Document Type</td>
<td>RR</td>
</tr>
<tr>
<td>Amount</td>
<td>CAD 83,925.12</td>
</tr>
<tr>
<td>StatusDesc</td>
<td>Draft</td>
</tr>
<tr>
<td>Days Until Purge</td>
<td>1</td>
</tr>
</tbody>
</table>
The Data Capture - Contract Data screen is displayed.

User can update the document at this point.
The "Save" button is available on the left panel. The Vendor can save an incomplete document by clicking the "Save" button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it later.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAGE/Ext</td>
<td>1HKQ6/NA</td>
</tr>
<tr>
<td>Contract Number Type</td>
<td>DoD Contract (FAR)</td>
</tr>
<tr>
<td>Contract Number</td>
<td>HQ033812W0603</td>
</tr>
<tr>
<td>Delivery Order</td>
<td>WBT1</td>
</tr>
<tr>
<td>Inspection/Acceptance</td>
<td>Source/Source</td>
</tr>
<tr>
<td>Ref. Procurement Id</td>
<td></td>
</tr>
<tr>
<td>Issue Date</td>
<td></td>
</tr>
</tbody>
</table>

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

Note. For "Draft" documents, the "Saved" document will be completely removed from the system.
A pop-up message is displayed to ensure the user wants to purge the document.

Click "OK" to continue.
User will receive a “Success” message on the “Void”. Click the “OK” button to return to the Search Criteria page.
<table>
<thead>
<tr>
<th>Search For</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAGE/Ext</td>
<td></td>
</tr>
<tr>
<td>Contract Number</td>
<td></td>
</tr>
<tr>
<td>Delivery Order</td>
<td></td>
</tr>
<tr>
<td>Shipment No.</td>
<td></td>
</tr>
<tr>
<td>Invoice No.</td>
<td></td>
</tr>
<tr>
<td>Creation Period</td>
<td>Last 30 Days</td>
</tr>
</tbody>
</table>

Back to the Search Criteria page.
To create a document, click on the "Create" button.
Please begin by selecting one of the following documents:

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

The Document Options page is displayed.

The Vendor has the options to create Invoice, Invoice Fast Pay, Receiving Report, Combo, and Combo Fast Pay.
Create a new COMBO - Fast Pay by entering all document data, using document data from WAWF, or using data from EDA

<table>
<thead>
<tr>
<th>Create - Prepop from WAWF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create - Prepop from EDA</td>
</tr>
<tr>
<td>Create</td>
</tr>
</tbody>
</table>

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

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

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

Click on the "Create" link to create document from scratch.
Please enter a search criteria to search for the appropriate document in EDA.

- **CAGE Ext**: 
- **Contract Number**: 
- **Delivery Order**: 
- **Issue Period**: Last 30 Days

The Search Criteria screen for creating a document from EDA is displayed. Select a CAGE Code from the drop-down list.
Please enter a search criteria to search for the appropriate document in EDA.

CAGEExt *: 1HG6/NA/01173312

Contract Number: 

Delivery Order: 

IssuePeriod: All Documents

Click the "Search" button to continue.
Total 3 document(s) found. Please select contract number and delivery order.

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA469004D0004</td>
<td>FG01</td>
</tr>
<tr>
<td>M0061050069</td>
<td></td>
</tr>
<tr>
<td>M0014601M2318</td>
<td></td>
</tr>
</tbody>
</table>

The Search Results page is displayed with EDA contracts.
Total 3 document(s) found. Please select contract number and delivery order.

Select a Contract Number and Delivery Order from the list, then click on the "Populate CLINs" button to continue.
Please select appropriate CLIN/SLIN

<table>
<thead>
<tr>
<th>CLIN/SLIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>0002</td>
</tr>
<tr>
<td>000201</td>
</tr>
<tr>
<td>000202</td>
</tr>
<tr>
<td>000203</td>
</tr>
<tr>
<td>000204</td>
</tr>
<tr>
<td>000205</td>
</tr>
<tr>
<td>0002AA</td>
</tr>
<tr>
<td>0002AB</td>
</tr>
<tr>
<td>0004</td>
</tr>
</tbody>
</table>

All CLINs are retrieved from this EDA contract. Select appropriate line items and click on the "Continue" button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
<td>required</td>
</tr>
<tr>
<td>Routing</td>
<td>required</td>
</tr>
<tr>
<td>Header</td>
<td>required</td>
</tr>
<tr>
<td>Line Items</td>
<td>required</td>
</tr>
</tbody>
</table>

### Optional Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pack</td>
<td>optional</td>
</tr>
<tr>
<td>Transportation</td>
<td>optional</td>
</tr>
<tr>
<td>Misc. Amt</td>
<td>optional</td>
</tr>
<tr>
<td>Discounts</td>
<td>optional</td>
</tr>
<tr>
<td>Ref. Ship. No</td>
<td>optional</td>
</tr>
<tr>
<td>Addresses</td>
<td>optional</td>
</tr>
<tr>
<td>Attachment</td>
<td>optional</td>
</tr>
</tbody>
</table>

### Required Fields

- **CAGE/Ext**: 1HKQ6/NA
- **Contract Number**: FA48004D0004
- **Delivery Order**: FO01
- **Inspection/Acceptance**

### Document Description

The Data Capture - Contract Data screen is displayed.

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

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

Receiving Report will contain UID input, Pack Later input, and Transportation Later input.
After entering data on the Contract screen, click on the "Routing" tab.
### Required Steps

1. Contract *(required)*
   - Pay DoDAAC: HQ0336
2. Routing *(required)*
   - Admin DoDAAC: S0512A
3. Header *(required)*
   - Ship To Code: W25G1U
4. Line Items *(required)*
   - Inspect By DoDAAC: S0512A
   - Inspect By Extension: CORA

### Optional Steps

5. Pack *(optional)*
6. Transportation *(optional)*
7. Misc. Amt *(optional)*
8. Discounts *(optional)*
10. Addresses *(optional)*
11. Attachment *(optional)*

### Final Step

12. Submit *(required)*
   - Accept By DoDAAC
   - Accept By Extension

---

The Routing page is displayed. The Location Codes will be pre-populated if found from EDA.
Click on the "Line Items" tab.
<table>
<thead>
<tr>
<th>Line Item</th>
<th>Stock Part No.</th>
<th>Total</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0002</td>
<td>C211</td>
<td>0.00</td>
<td>LD</td>
</tr>
<tr>
<td>000201</td>
<td>C211</td>
<td>0.00</td>
<td>LD</td>
</tr>
<tr>
<td>000202</td>
<td>C211</td>
<td>0.00</td>
<td>LD</td>
</tr>
<tr>
<td>000203</td>
<td>C211</td>
<td>0.00</td>
<td>LD</td>
</tr>
</tbody>
</table>

Line items which are pre-populated from EDA are displayed on this page. User can select each line item to update or delete. The user may also add new Line Items.
Item: 0002
Stock Part No.: C211
Stock Part Type: FT - FEDERAL SUPPLY CLASSIFICATION
Qty. Shipped: 
Unit: LO
Unit Price: 
Amount: 
Description: ENVIRONMENTAL COMPLIANCE AND ANALYSIS
AAI: 088342
SDN: 
ACRN: AA
NSP: 
GFE: 
MultiBoxPackInd: 

As the user selects the Line Item link, the Line Item Detail page is displayed.
Scroll to the bottom of the page.
The Line Item page is displayed with the updated line item. The Vendor may edit another Line item by clicking the Line Item link.
<table>
<thead>
<tr>
<th>Item</th>
<th>000202</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock Part No.</td>
<td>C211</td>
</tr>
<tr>
<td>Stock Part Type</td>
<td>FT - FEDERAL SUPPLY CLASSIFICATION</td>
</tr>
<tr>
<td>Qty. Shipped</td>
<td>2</td>
</tr>
<tr>
<td>Unit</td>
<td>LO</td>
</tr>
<tr>
<td>Unit Price</td>
<td>136.13</td>
</tr>
<tr>
<td>Amount</td>
<td>272.26</td>
</tr>
<tr>
<td>Description</td>
<td>REG NO 72080659</td>
</tr>
<tr>
<td>AAI</td>
<td>000101</td>
</tr>
<tr>
<td>SDN</td>
<td></td>
</tr>
<tr>
<td>ACRN</td>
<td>AB</td>
</tr>
<tr>
<td>NSP</td>
<td></td>
</tr>
<tr>
<td>GFE</td>
<td></td>
</tr>
<tr>
<td>MultiBoxPackInd</td>
<td></td>
</tr>
<tr>
<td>ShipAdviceCd</td>
<td></td>
</tr>
</tbody>
</table>

Select another line item. Scroll to the bottom of the page.
The UID Summary page is displayed. The UID (Unique Identifier) is a number that uniquely identifies tangible items. It provides asset accountability within the DoD Supply Chain.

To add a UID, click on the "Add UID" link.
The UID Data page is displayed.

First, fill in the top fields. Select the UID Type and Special Tooling/Test Equipment Status, then enter the Issuing Agency Code, and Original Part Number. And if required by the contract, the Lot/Batch number, Warranty, Original Manufacturer Code, Original Manufacturers ID.
Next, click the "Add UID" link to open the UID Detail form.
The UID Detail Data page is displayed. The Vendor’s enterprise (company) creates the item’s UID Number.

The Serial Number is the product’s commercial serial number. There are two kinds of serial numbers: The serial number unique among all items within the enterprise. The serial number unique among all items within the part number, within the enterprise.
Click the "Save" button to save the UID data. Click the "Delete" button to remove the UID data.
The screen is returned to the original "UID Data" page.
Note. The UID Number and Serial Number the Vendor just entered is displayed on the bottom of the page.
The UID number was constructed according to UID Type "Construct 1".

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

For additional information regarding Embedded UID items, please refer to ECP0672, which is available on WBT.
Click the "Save" button to save this UID.
The screen is returned to the UID Summary page with UID data. Click on the "Line Item" button to return to the Line Item Detail page.
Required Steps
1. Contract
2. Routing
3. Header
4. Line Items

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

Final Step
12. Submit

Required Fields:
- NSP
- GFE
- MultiBoxPackInd
- ShipAdviceCd
- Hazardous
- Refrigerated
- Perishable

Optional Fields:
- TypeDesignationMethod
- TypeDesignationValue
- PR Number

UID
- ACRN(s) - Multiple: On the Line Item Detail page, click on the "Save" button.
- MILSTRIPL
- Batch/Lot & Shelf Life

Save  Delete
Please verify all the information before submitting the document.

Contract Number: FA489084D0004
Delivery Order: FG01
Invoice No.: INV150
Shipment No.: SHIP150
Comments: 

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

Navigate to the "Submit Document" screen, and click the "Submit Document" button.
The document contains errors in the following page(s)

- Routing
- Line Items

The document contains the following error(s)

- Vendor CAGE is a mandatory field.

Please verify all the information before submitting the document.

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

NOTE: All the calculated amounts will be recalculated and formatted again on the server using the currency code...
Please verify all the information before submitting the document.

Contract Number: FA489004D0004
Delivery Order: FG01
Invoice No.: INV150
Ship No.: SHP150
Comments: This is Vendor's comments.

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

Correct the errors in the document. Return to the Submit Document page. Click the "Submit Document" button.
The Fast Pay Invoice and Source Inspection and Acceptance Receiving Report were successfully submitted.

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

Email sent to Vendor: coleung@caci.com
Email sent to Inspector: wawf@caci.com
Email sent to Mark For: nnce@caci.com
Email sent to Ship To: wawf@caci.com
Email sent to Vendor: coleung@caci.com
Email sent to Mark For: nnce@caci.com
Welcome to Wide Area Workflow

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

Advanced Search Criteria

Search

Return to the Search Criteria screen. Click the "Create" button to create another document.
Please begin by selecting one of the following documents:

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

The Document Selection page is displayed with a list of valid document types. Select the "Invoice" link.
Create a new invoice by entering all document data, using document data from WAWF, or using data from EDA.

Create - Prepop from WAWF
Create - Prepop from EDA
Create

Select the "Create" link to create an invoice from scratch.
The "Contract" screen is displayed. Enter all mandatory fields and navigate to the Routing page.
The "Routing" page is displayed.

WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields. Therefore, ensure that the information is accurate according to the latest contract information.
### Required Steps

1. **Contract**
   - Required

2. **Routing**
   - Required

3. **Header**
   - Required

4. **Line Items**
   - Required

---

### Optional Steps

5. **Misc. Amt**
   - Optional

6. **Discounts**
   - Optional

7. **Addresses**
   - Optional

8. **Attachment**
   - Optional

---

### Final Step

9. **Submit**
   - Required

---

#### Invoice Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice No.</td>
<td></td>
</tr>
<tr>
<td>Invoice Date</td>
<td></td>
</tr>
<tr>
<td>Final Invoice</td>
<td>N</td>
</tr>
<tr>
<td>Shipment No.</td>
<td></td>
</tr>
<tr>
<td>Shipment Date</td>
<td></td>
</tr>
<tr>
<td>Final Shipment</td>
<td>N</td>
</tr>
<tr>
<td>EstDeliveryDt</td>
<td></td>
</tr>
<tr>
<td>Service/Supplies</td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Bill Of Lading No.</td>
<td></td>
</tr>
<tr>
<td>Bill Of Lading Type</td>
<td></td>
</tr>
</tbody>
</table>

---

Navigate to the "Header" page.
Enter invoice data on this page.
Enter at least one character in the Currency field. Click the Search icon to begin lookup. After a Currency Code is selected from the lookup window, click the Done button.
Navigate to the Line Items page. Click the "Add Line Item" link to add a CLIN.
<table>
<thead>
<tr>
<th>Item</th>
<th>1001AA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock Part No.</td>
<td>stock00000001</td>
</tr>
<tr>
<td>Stock Part Type</td>
<td>A3 - LOCALLY ASSIGNED NUMBER</td>
</tr>
<tr>
<td>Qty. Shipped</td>
<td>118</td>
</tr>
<tr>
<td>Unit</td>
<td>EA</td>
</tr>
<tr>
<td>Unit Price</td>
<td>39.65</td>
</tr>
<tr>
<td>Amount</td>
<td>4,678.7</td>
</tr>
<tr>
<td>Description</td>
<td>V/H/IT Demo</td>
</tr>
<tr>
<td>AAI</td>
<td>000101</td>
</tr>
<tr>
<td>SDN</td>
<td></td>
</tr>
<tr>
<td>ACRN</td>
<td></td>
</tr>
<tr>
<td>PR Number</td>
<td></td>
</tr>
</tbody>
</table>

Enter all mandatory fields on this Line Item Detail page. Select the "ACRN(s) - Multiple" link to add "Accounting Classification Reference Number (ACRN)".
The ACRNs page is displayed.
The Mocas, One-Pay and Standard payment systems permit a Line Item to be funded by multiple ACRNs.

The ACRN Amounts need to balance with the line item total.
Vendor, Inspector, Acceptor or LPO has the ability to enter the ACRNs and balance them.
Enter ACRN and Amount in the text fields, then click on the "Add" button to save the ACRN.
The ACRN page is displayed with the updated Total ACRN Amount and ACRN.

The Vendor may add another ACRN by entering ACRN data and clicking the "Add" button.
To add Reference Shipment information, click on the "Reference Shipment Number" link.
The Reference Shipment detail page is displayed.

Enter Shipment Number and Amount in the text fields, then click the "Add" button.
The Reference Shipment detail page is now displayed with the updated Reference Shipment data. Click on the link to modify or delete the data.
Return to the Multiple ACRNs page by clicking the "ACRNs" button.
ACRN

- ACRN:
- Amount:

Reference Shipment Number

Add

Total ACRN Amount: 4678.7

AP
Amount: 878.7

UQ
Amount: 4200

Return to the Line Item detail page by clicking the "Line Item" button.
Now, click the "Save" button to save this line item.
The line item is successfully added.
The vendor may add another line item by clicking the "Add Line Item" link and repeating the procedures.
Navigate to the "Miscellaneous Amounts" page.

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

Note. An attachment is required when submitting an Invoice / Invoice Fast Pay via Web, FTP, EDI where a Miscellaneous Charge worksheet has been completed and a Miscellaneous Fee Code of B660, C040, D340, F155, F460, F650, or L260 is entered and the Miscellaneous Fee Amount exceeds the amount allowed for the specific Miscellaneous Fee entered into the system.
The "Add Misc. Allowance" page is displayed.

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

Click the “Save” button to save the data.
The Misc. Amounts page is displayed with the updated Misc. Allowance information.
Navigate to the "Discounts" page.

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

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

If the contract already includes discounts, then the Vendor doesn't need to re-enter them here. If the Vendor wants to offer better discounts than those in the contract, the Vendor may enter them here.
The “Discount Percentage” page is displayed. Enter data in the Percent and Due Days text fields.
Click the "Save" button to save the discount.
The new Discount Percentage is successfully saved.
<table>
<thead>
<tr>
<th>Step</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Steps</td>
<td></td>
</tr>
<tr>
<td>1. Contract</td>
<td>required ✓</td>
</tr>
<tr>
<td>2. Routing</td>
<td>required ✓</td>
</tr>
<tr>
<td>3. Header</td>
<td>required ✓</td>
</tr>
<tr>
<td>4. Line Items</td>
<td>required ✓</td>
</tr>
<tr>
<td>Optional Steps</td>
<td></td>
</tr>
<tr>
<td>5. Misc. Amt</td>
<td>optional ✓</td>
</tr>
<tr>
<td>6. Discounts</td>
<td>optional ✓</td>
</tr>
<tr>
<td>7. Addresses</td>
<td>optional ✓</td>
</tr>
<tr>
<td>8. Attachment</td>
<td>optional ✓</td>
</tr>
<tr>
<td>Final Step</td>
<td></td>
</tr>
<tr>
<td>9. Submit</td>
<td>required ✓</td>
</tr>
</tbody>
</table>

Navigate to the "Addresses" page.
Click on the section headers to expand or collapse individual sections.
The Vendor can use this page to view or edit the address information.

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

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

Optional Steps

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

Final Step

9. Submit

Attachment

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

Navigate to the "Attachment" page.

This page can be used to send file attachments.

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

Note. Attachments are not supported for the Mobile Application.
WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

To locate the file, click the "Browse" button. Then, click the "Upload" button to continue.
WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

The file attachment is now displayed on the Attachments page.

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

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

- Contract Number: HQ003812W0003
- Delivery Order: WB11
- Invoice No.: INV233
- Shipment No.: SHIP233

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

Submit Document

Navigate to the “Submit Document” page.

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

If a Final Invoice already exists for this Contract Number and Delivery Order Number, Initiator comments are mandatory.
Please verify all the information before submitting the document.

- **Contract Number**: HQ99812W0000
- **Delivery Order**: WB11
- **Invoice No.**: INV233
- **Shipment No.**: SHIP233
- **Comments**: This is Vendor's comment for invoice.

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

Once the Vendor has verified the accuracy of the invoice, the Vendor may submit the invoice to the WAWF system by clicking the "Submit Document" button.
The document contains errors in the following page(s)

- Header

The document contains the following error(s)

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

Please verify all the information before submitting the document.

- Contract Number: HG033812W9000
- Delivery Order: WB11
- Invoice No.: INV233
- Shipment No.: SHP233
- Comments: This is Vendor’s comment for Invoice.

NOTE: All the calculated amounts will be recalculated and formatted again on the server using the currency code...
This page has the following error(s)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice No.</td>
<td>INV233</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>2012/06/04</td>
</tr>
<tr>
<td>Final Invoice</td>
<td>N</td>
</tr>
<tr>
<td>Shipment No.</td>
<td>SHIP233</td>
</tr>
<tr>
<td>Shipment Date</td>
<td>2012/06/22</td>
</tr>
<tr>
<td>Final Shipment</td>
<td>Y</td>
</tr>
<tr>
<td>EstDeliveryDt</td>
<td>2012/06/03</td>
</tr>
<tr>
<td>Service/Supplies</td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td>CAD</td>
</tr>
<tr>
<td>Bill Of Lading No.</td>
<td>BLD000000000000002</td>
</tr>
<tr>
<td>Bill Of Lading Type</td>
<td>Commercial</td>
</tr>
</tbody>
</table>
Please verify all the information before submitting the document.

- Contract Number: HQ033812W0003
- Delivery Order: WB11
- Invoice No.: INV233
- Shipment No.: SHIP233Z
- Comments: This is Vendor's comment for invoice.

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

Submit Document

Return to the "Submit Document" page and click the "Submit Document" button.
The Invoice was successfully submitted.
It has been processed via EDI.

Contract Number: HQ033812W0603
Delivery Order: WBT1
Invoice No.: INV233
Shipment No.: SHIP233
Total: 4678.70
Status: Processed

The Success page is displayed with Email, FTP and EDI notifications as applicable.
The Invoice has been processed via EDI to Pay Official.

Email sent to Vendor: coleung@caci.com
Email sent to Pay Official: wawf@caci.com
Notification sent for CAGE code 1HKQ6 to EDI Routing Codes- ISA07: 07, ISA08: ISA08-WAWF, GS03: GS03_WAWF
Notification sent for CAGE code 1HKQ6 to EDI Routing Codes- ISA07: 07, ISA08: ISA08-CORA, GS03: GS03_CORA
Notification sent for CAGE code 1HKQ6 to FTP
Welcome to Wide Area Workflow

Search For: Active
CAGE Code: 1HK06/NA/011173312/
Contract Number: H0C33812WD603
Delivery Order: WBT1
Shipment No.
Invoice No.
Creation Period: Last 30 Days

Advanced Search Criteria

Search

Return to the Search Criteria page. After entering in the information in the search fields, click the "Search" button to display the results.
<table>
<thead>
<tr>
<th>Type</th>
<th>Contract No.</th>
<th>Delivery Order</th>
<th>Invoice No.</th>
<th>Shipment No.</th>
<th>Status</th>
<th>Submitted Dt</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI</td>
<td>HQ033812W0603</td>
<td>WBT1</td>
<td>INV233</td>
<td>SHIP233Z</td>
<td>Processed</td>
<td>2012-JUN-03</td>
<td>CAD 4,678.7</td>
</tr>
</tbody>
</table>

- The Invoice that was submitted to the WAWF system is now displayed in the Active History Folder. Click on the "CI" link to open the Invoice.
<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number</td>
<td>HG033812W0003</td>
</tr>
<tr>
<td>Delivery Order</td>
<td>WBT1</td>
</tr>
<tr>
<td>Location</td>
<td>1HK06</td>
</tr>
<tr>
<td>Submitted Dt</td>
<td>2012-JUN-03</td>
</tr>
<tr>
<td>Invoice No.</td>
<td>INV233</td>
</tr>
<tr>
<td>Shipment No.</td>
<td>SHIP233Z</td>
</tr>
<tr>
<td>Document Type</td>
<td>CI</td>
</tr>
<tr>
<td>Amount</td>
<td>CAD 4,678.7</td>
</tr>
<tr>
<td>StatusDesc</td>
<td>Processed</td>
</tr>
</tbody>
</table>

The Contract Information page of the Invoice is displayed.
Click on the “View” link to view the document detail.
<table>
<thead>
<tr>
<th><strong>Document Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Issue Date</strong></td>
<td>2012/06/08</td>
</tr>
<tr>
<td><strong>Contract Number</strong></td>
<td>HQ033812/A0603</td>
</tr>
<tr>
<td><strong>Contract Number Type</strong></td>
<td>DoD Contract (FAR)</td>
</tr>
<tr>
<td><strong>DeliveryOrderNo</strong></td>
<td>WGT1</td>
</tr>
<tr>
<td><strong>ReferenceProcurementId</strong></td>
<td>08A000000000000123</td>
</tr>
<tr>
<td><strong>DocumentTotal</strong></td>
<td>4673.70</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>CAD</td>
</tr>
<tr>
<td><strong>SourceType</strong></td>
<td>CI</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>SPL</td>
</tr>
<tr>
<td><strong>Bill Of Lading No.</strong></td>
<td>BL0000000000000002</td>
</tr>
<tr>
<td><strong>Bill Of Lading Type</strong></td>
<td>C</td>
</tr>
<tr>
<td><strong>PaySystem</strong></td>
<td>MOCAS</td>
</tr>
<tr>
<td><strong>DateTimeIs</strong></td>
<td>2012-05-03 14:28:55</td>
</tr>
<tr>
<td><strong>FOB</strong></td>
<td>S</td>
</tr>
</tbody>
</table>

When the "View" link is selected, the document is displayed in readonly mode. User can click on the section headers to expand and collapse individual headers.
Click the "Log Out" button to exit the WAWF application.
A pop-up message will be displayed to ensure the user wants to log off.

Click the "OK" button to continue.
This concludes the overview demonstration for the WAWF Mobile application.

New User?

Registration for new users is unavailable using this application.

Please visit WAWF in your desktop browser to register.