

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

## Vendor Messages

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

[Open folder.](#)

(2013-JUL-24) S

Testing v5.5.0 Sy

This presentation will demonstrate a Vendor creating an Invoice as 2-in-1 (Services Only).

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

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

<b>Version:</b>	5.5.0 Test BUILD02_4
<b>Build Date:</b>	09/05/2013
<b>Application Server:</b>	WebSphere 8.5.5.0

Help

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 15:28:10 EDT

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

Selecting one of the button links from the menu above.

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

Vendor Messages	
(2013-JUL-25) System:	<b>Action Required! Critical! Message For: All Users</b>
<a href="#">Open folder.</a>	
(2013-JUL-24) System:	<b>Action Required! Critical! Message For: All Users</b>
Testing v5.5.0 System M	
(2013-JAN-17) System:	<b>Action For: All Users</b>
<b>Version:</b>	BUILD02_4
<b>Build Date:</b>	
<b>Application Server:</b>	WebSphere 8.5.5.0

Help

User Administration Console Vendor EDA Property Transfer

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

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



Selecting one of the button links from the menu above.

### Vendor Messages

(2013-JUL-25) System:	Action Required! Critical! Message For: All Users
(2013-JUL-24) System:	Action Required! Critical! Message For: All Users
(2013-JAN-17) System:	Action For: All Users
Version:	BUILD02_4
Build Date:	
Application Server:	WebSphere 8.5.5.0

Help

## Vendor - Create Document

### Contract Info

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

= Required Fields

### Pre-Populate Contract Number/Delivery Order

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

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

## Vendor - Create Document

### Contract Info

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

\* = Required Fields

### Pre-Populate Contract Number/Delivery Order

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

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

## Vendor - Create Document

Contract Info

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

\* = Required Fields

**Pre-Populate Contract Number/Delivery Order**

<b>Contract Number begins with</b>	<b>Delivery Order begins with</b>	<b>Issue/Submitted Date</b>	<b>Issue/Submitted Date End</b>	<b>Populate From</b>
<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"/>

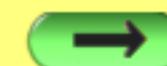
[\[+\] Advanced Search Criteria for WAWF](#)

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

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.



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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 15:31:59 EDT

## Vendor - Create Document

### Contract Info

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

\* = Required Fields

### Pre-Populate Contract Number/Delivery Order

<b>Contract Number begins with</b>	<b>Delivery Order begins with</b>	<b>Issue/Submitted Date</b>	<b>Issue/Submitted</b>	<b>EDA</b>	<b>WAWF</b>
<input type="text"/>	<input type="text"/>	YYYY/MM/DD <input type="button" value="c"/>	YYYY/MM/DD <input type="button" value="c"/>		

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

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

For additional information regarding creating a document from Template, please refer to the Vendor Create From Template Demonstration by clicking the information button.

**Information**

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



## Vendor - Create Document

### Contract Info

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

\* = 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="button" value="calendar"/>	<input type="text" value="YYYY/MM/DD"/> <input type="button" value="calendar"/>	<input type="text" value="EDA"/>   <input type="text" value="WAWF"/>

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

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

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

## Vendor - Create Document

[Contract >>](#) Pay DoDAAC

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

Pay DoDAAC page is displayed.

Enter the required Pay DoDAAC information for the document.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 15:48:11 EDT

## Vendor - Create Document

[Contract >>](#) Pay DoDAAC

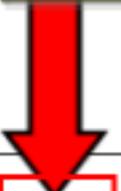
Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y	<input type="text" value="RPIN000000000000123"/>	International Agreement	1234567890123	WBT1	00C91	021799486	0001		<input type="text" value="HQ0338"/>

\* = Required Fields

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

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

Click the "Next" button to continue creating a document.



## 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		HQ0338	<span>USD</span> ▼

\* = Required Fields

### Select Document to Create: \*

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

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

[User](#) [Administration Console](#) [Vendor](#) [EDA](#) [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		HQ0338	USD 

\* = Required Fields

Select Document to Create: \*

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

Click the Invoice as 2-in-1 (Services Only) radio button.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 15:49:23 EDT

[User](#) [Administration Console](#) [Vendor](#) [EDA](#) [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		HQ0338	USD 

\* = Required Fields

Select Document to Create: \*

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

The Vendor clicks the "Next" button to continue.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 15:50:03 EDT

## Vendor - Invoice 2-in-1

[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		HQ0338

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

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

The Routing page is displayed.  
Enter routing information for the document.

## Vendor - Invoice 2-in-1

[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		HQ0338

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

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension
<input type="text" value="2013/09/09"/>	<input type="text" value="HC1013"/>	<input type="text" value="S0512A"/>	<input type="text" value="S0512A"/> <input type="text"/>

Service Acceptor * / Extension	Ship From Code / Extension
<input type="text" value="FU4417"/> <input type="text" value="MADHU"/>	<input type="text"/> <input type="text"/>

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.

## Vendor - Invoice 2-in-1

[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		HQ0338

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

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension
<input type="text" value="2013/09/09"/>	<input type="text" value="HC1013"/>	<input type="text" value="S0512A"/>	<input type="text" value="S0512A"/> <input type="text"/>

Service Acceptor * / Extension	Ship From Code / Extension
<input type="text" value="FU4417"/> <input type="text" value="MADHU"/>	<input type="text"/> <input type="text"/>

Click the "Next" button to continue.

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 15:57:41 EDT

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

## Vendor - Invoice 2-in-1

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

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

<b>Contract Number</b>	<b>Delivery Order</b>	<b>Reference Procurement Identifier</b>	<b>Issue Date</b>	<b>CAGE Code/Ext.</b>	<b>Pay DoDAAC</b>
1234567890123	WBT1	RPIN000000000000123	2013/09/09	00C91	HQ0338
<b>Contract Number Type</b>	<b>Invoice Number **</b>	<b>Invoice Date * (WAWF System Server Date)</b>	<b>Final Invoice</b>		
International Agreement	<input type="text"/>	<input type="text" value="2013/09/09"/>	<input type="text" value="N"/>		
<b>Shipment Number **</b>	<b>Shipment Date *</b>	<b>Final Shipment</b>			
SER <input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="N"/>			
<b>Currency Code</b>	<b>Document Total (\$)</b>				
USD					

The "Header" tab is displayed.

The Invoice Date has been pre-populated from the WAWF system server. Changing it may cause processing issues with the entitlement system.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 15:59:01 EDT

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

## Vendor - Invoice 2-in-1

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

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

<b>Contract Number</b>	<b>Delivery Order</b>	<b>Reference Procurement Identifier</b>	<b>Issue Date</b>	<b>CAGE Code/Ext.</b>	<b>Pay DoDAAC</b>
1234567890123	WBT1	RPIN000000000000123	2013/09/09	00C91	HQ0338
<b>Contract Number Type</b>	<b>Invoice Number **</b>	<b>Invoice Date * (WAWF System Server Date)</b>	<b>Final Invoice</b>		
International Agreement	<input type="text" value="INV0359"/>	<input type="text" value="2013/09/09"/>	<input type="text" value="N"/>		
<b>Shipment Number **</b>	<b>Shipment Date *</b>	<b>Final Shipment</b>			
<input type="text" value="SER0359"/>	<input type="text" value="2013/09/09"/>	<input type="text" value="N"/>			
<b>Currency Code</b>	<b>Document Total (\$)</b>				
USD					

If the Invoice 2-in-1 is a Final Shipment, select "Y" from the dropdown list.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 15:59:01 EDT

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

## Vendor - Invoice 2-in-1

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

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

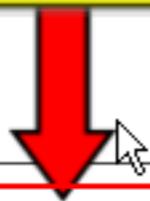
WARNING: The Invoice Date has been pre-populated from the WAWF system server.

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

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123	2013/09/09	00C91	HQ0338
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice		
International Agreement	<input type="text" value="INV0359"/>	<input type="text" value="2013/09/09"/>	<input type="button" value="N"/>		

Shipment

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.



Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 15:59:01 EDT

## Vendor - Invoice 2-in-1

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

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

WARNING: The Issue 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.

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

Co	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
123	RPIN000000000000123	2013/09/09	00C91	HQ0338
Co	Invoice Date * (WAWF System Server Date)	Final Invoice		
International Agreement	INV0359	2013/09/09	N	
Shipment Number **	Shipment Date *	Final Shipment		
SER0359	2013/09/09	N		
Currency Code	Document Total (\$)			
USD				

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

## Vendor - Invoice 2-in-1

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

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

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:	<input type="text" value="EXCELLIGENCE LEARNING CORP"/>				
Payee Name 2:	<input type="text"/>				
Payee Name 3:	<input type="text"/>				
Address 1:	<input type="text" value="2 LOWER RAGSDALE DR STE 200"/>				
Address 2:	<input type="text"/>				
Address 3:	<input type="text"/>				
Address 4:	<input type="text"/>				
City:	<input type="text" value="MONTEREY"/>	State:	<input type="text" value="CA"/>	Zip Code:	<input type="text" value="939405748"/>
Country:	<input type="text" value="USA"/>	Military Location Description:	<input type="text"/>		

The Addresses tab is displayed.  
The Vendor can use this tab 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.

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

## Vendor - Invoice 2-in-1

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

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: Payee Name: Payee Name 3: Address 1: Address 2: Address 3: Address 4: City: State: Zip Code: Country: Military Location Description: [Submit](#)[Save Draft Document](#)[Help](#)

Logon Date : 2013/09/09 15:28:10 EDT    Last Accessed Date : 2013/09/09 16:00:31 EDT

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

## Vendor - Invoice 2-in-1

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

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

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

\* Asterisk indicates required entry for 'Save'.

### Document Level Discount Terms

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

[Add](#)

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

[Add](#)

The Discounts page is displayed.  
This tab can be used 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 2-in-1.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:01:36 EDT

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

## Vendor - Invoice 2-in-1

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

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

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

\* Asterisk indicates required entry for 'Save'.

### Document Level Discount Terms

Discount Percentage (%)	Due Days	Actions <a href="#">Add</a>
Discount Amount (\$)	Discount Date	Actions <a href="#">Add</a>

Click the "Add" link to add Discount Percentage and Due Days.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:01:36 EDT

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

## Vendor - Invoice 2-in-1

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

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

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

\* Asterisk indicates required entry for 'Save'.

### Document Level Discount Terms

Discount Percentage (%) *	Due Days *	Actions
<input type="text" value="2.89"/>	<input type="text" value="25"/>	<a href="#">Delete</a>
Discount Amount (\$)	Discount Date	Actions
<input type="text"/>	<input type="text"/>	

This demonstration depicts the document using a Mocas pay system, therefore, only one discount is permitted.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:02:36 EDT

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

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

## Vendor - Invoice 2-in-1

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

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

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

\* Asterisk indicates required entry for 'Save'.

### Document Level Discount Terms

Discount Percentage (%) *	Due
<input type="text" value="2.89"/>	<input type="text" value="25"/>

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

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

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:02:36 EDT

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

## Vendor - Invoice 2-in-1

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

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

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

### Initiator Comments

The Comments page is displayed.  
This tab allows the Vendor to enter further instructions or comments.

NOTE: If the Invoice 2-in-1 is being submitted after a previous "final" Invoice, you are required to fill out the Comments page.

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

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:14:07 EDT

## Vendor - Invoice 2-in-1

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

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

WARNING: The Invoice Date has been pre-populated from the Wide Area Workflow system server.

### Initiator Comments

This is Vendor's comment for Invoice 2-in-1 with

To navigate to the Line Item page, click the "Line Item" tab.

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



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

## Vendor - Invoice 2-in-1

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

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

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.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
----------	----------------	------	--------------	-----------------	-----------	-----------------	-------------	---------

[Add](#)

The Line Item page is displayed.

This tab can be used to enter "Agency Accounting Identifier (AAI)", "Standard Document Number "SDN", and "Accounting Classification Reference Number (ACRN)" at the document level.

If all of the Line Items have the same AAI, the Vendor can choose to enter them here on the document level. WAWF will then pre-populate the AAI for each CLIN/SLIN form. This reduces re-keying and avoids data entry error.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:03:49 EDT

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

## Vendor - Invoice 2-in-1

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

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

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

<b>AAI</b>	<b>SDN</b>	<b>ACRN</b>
<input type="text" value="068892"/>	<input type="text" value="sdn1234567890"/>	<input type="text"/> <a href="#">clear</a>

At least one Line Item is required

### Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
----------	----------------	------	--------------	-----------------	-----------	-----------------	-------------	---------

[Add](#)

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

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:03:49 EDT

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

## Vendor - Invoice 2-in-1

CLIN/SLIN ACRNs MILSTRIP

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

Item No. **	Stock Part No. *	Type *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Qty. Shipped *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
<input type="text"/>	<input type="text" value="Auto Complete"/>	<input type="text"/>	
AAI	SDN	ACRN	PR Number
<input type="text" value="068892"/>	<input type="text" value="sdn1234567890"/>	<input type="text"/>	<input type="text"/>
GFE?	Advice Code		
<input type="text" value="N"/>	<input type="text"/>		

Description \*

The CLIN/SLIN page is displayed.  
The AAI and SDN are pre-populated from the document level.  
Enter Line Item data.

Save CLIN/SLIN Save Draft Document Previous Help

## Vendor - Invoice 2-in-1

CLIN/SLIN **ACRNs** MILSTRIP

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

Navigate to the "ACRNs" tab.

Item No. **	Stock Part No. *	Type *
1001AA		CL - COLOR

Qty. Shipped	Unit Price (\$) *	Amount (\$)
19	EACH	289.98
		5,509.62

AAI	SDN	ACRN	PR Number
068892	sdn1234567890		PrNo1234567890

GFE?	Advice Code
N	E - Replacement Shipment

Description \*

Line 1

Save CLIN/SLIN Save Draft Document Previous Help

## Vendor - Invoice 2-in-1

[CLIN/SLIN](#)[ACRNs](#)[MILSTRIP](#)

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	5,509.62	0.00	5,509.62

[ACRN](#)[Amount \(\\$\)](#)[Actions](#)[Add ACRN](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER

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.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:10:40 EDT

## Vendor - Invoice 2-in-1

[CLIN/SLIN](#) [ACRNs](#) [MILSTRIP](#)

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	5,509.62	0.00	5,509.62

ACRN	Amount (\$)	Actions
		<a href="#">Add ACRN</a>

To add an ACRN, the Vendor can click the "Add ACRN" link.

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:10:40 EDT

## Vendor - Invoice 2-in-1

[CLIN/SLIN](#)[ACRNs](#)[MILSTRIP](#)

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	5,509.62	4,000.00	1,509.62

ACRN	Amount (\$)	Actions
<input type="text" value="A1"/>	<input type="text" value="4,000.00"/>	<a href="#">Delete ACRN</a> <a href="#">Add ACRN</a>

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

Fields for ACRN and Amount become available.  
Enter ACRN and Amount.

To add another ACRN, click the "Add ACRN" link.

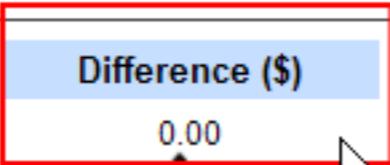
[Save Draft Document](#)[Help](#)

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:11:32 EDT

## Vendor - Invoice 2-in-1

CLIN/SLIN **ACRNs** MILSTRIP

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001	5,509.62	5,509.62	0.00



ACRN	Amount (\$)	Actions
A1	4,000.00	Delete ACRN
A2	1,000.00	Delete ACRN
A3	509.62	Delete ACRN
		Add ACRN

The Difference between the CLIN Amount and ACRN Amount is now displayed as zero (0.00)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

Save Draft Document

Help



## Vendor - Invoice 2-in-1

[CLIN/SLIN](#) [ACRNs](#) [MILSTRIP](#)

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	5,509.62	5,509.62	0.00

ACRN	Amount	Action
A1		
A2		
A3	<input type="text" value="509.62"/>	<a href="#">Delete ACRN</a> <a href="#">Add ACRN</a>

Navigate to the "Military Standard Requisitioning and Issue Procedures (MILSTRIP)" page.

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

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

## Vendor - Invoice 2-in-1

[CLIN/SLIN](#)[ACRNs](#)[MILSTRIP](#)

\* = Required Fields

MILSTRIP No.	MILSTRIP Qty.	Actions
<input type="text"/>	<input type="text"/>	<a href="#">Save</a>

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

The MILSTRIP page is displayed.

MILSTRIP is a government assigned number used to identify a specific piece of material.

The total quantity/quantities entered in the MILSTRIP quantity field must be equal to the quantity shipped field on the line item. This may require the entry of the word "NONE" in a MILSTRIP field with a balancing quantity.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:20:30 EDT

## Vendor - Invoice 2-in-1

[CLIN/SLIN](#)[ACRNs](#)[MILSTRIP](#)

\* = Required Fields

MILSTRIP No.	MILSTRIP Qty.	Actions
<input type="text" value="NONE"/>	<input type="text" value="10"/>	<a href="#">Save</a>

To add a MILSTRIP, enter the data in the MILSTRIP Number and Quantity fields, then click the "Save" link.

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:20:30 EDT

## Vendor - Invoice 2-in-1

[CLIN/SLIN](#)[ACRNs](#)[MILSTRIP](#)

\* = Required Fields

MILSTRIP No.	MILSTRIP Qty.	Actions
<input type="text"/>	<input type="text"/>	<a href="#">Save</a>
NONE	10	<a href="#">Edit</a> <a href="#">Delete</a>

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

The MILSTRIP is now saved.

The total quantities entered in the MILSTRIP Quantity field must be equal to the "Quantity Shipped" field on the Line Item Details page.

Click the "Edit" link to modify the MILSTRIP data, and click the "Delete" link to remove the MILSTRIP.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:21:53 EDT

## Vendor - Invoice 2-in-1

[CLIN/SLIN](#)[ACRNs](#)[MILSTRIP](#)

\* = Required Fields

MILSTRIP No.	MILSTRIP Qty.	Actions
<input type="text" value="MILNO0000001"/>	<input type="text" value="9"/>	<a href="#">Save</a>
NONE	10	<a href="#">Edit</a> <a href="#">Delete</a>

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER

To add another MILSTRIP, enter data in the fields and repeat the procedures.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:23:11 EDT

## Vendor - Invoice 2-in-1

[CLIN/SLIN](#)[ACRNs](#)[MILSTRIP](#)

\* = Required Fields

MILSTRIP No.	MILSTRIP Qty.	Actions
<input type="text"/>	<input type="text"/>	<a href="#">Save</a>
	10	<a href="#">Edit</a> <a href="#">Delete</a>
	9	<a href="#">Edit</a> <a href="#">Delete</a>

Return to the CLIN/SLIN page.

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

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

Logon Date : 2013/09/09 15:28:10 EDT Last Accessed Date : 2013/09/09 16:24:04 EDT

## Vendor - Invoice 2-in-1

CLIN/SLIN ACRNs MILSTRIP

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

<b>Item No. **</b>	<b>Stock Part No. *</b>	<b>Type *</b>	
1001AA	stockno0000001	CL - COLOR	
<b>Qty. Shipped *</b>	<b>Unit of Measure *</b>	<b>Unit Price (\$) *</b>	<b>Amount (\$)</b>
19	EACH	289.98	5,509.62
<b>AAI</b>	<b>SDN</b>	<b>ACRN</b>	<b>PR Number</b>
068892	sdn1234567890		PrNo1234567890
<b>GFE?</b>	<b>Advice Code</b>		
N	E - Replacement Shipment		

**Description \***

When the required information for the line item has been entered, Click the "Save CLIN/SLIN" button to save the line item.

Save CLIN/SLIN Save Draft Document Previous Help

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

## Vendor - Invoice 2-in-1

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

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

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.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
1001AA	stockno0000001	CL	19	EACH	EA	289.98	5,509.62	<a href="#">Edit</a> <a href="#">Delete</a>

[Add](#)

The Line Item page is now saved.

The Vendor may edit or delete Line Items as necessary by clicking the Edit and Delete links under the 'Actions' heading.

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

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:21:03 EDT

## Vendor - Invoice 2-in-1

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

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

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

[clear](#)

At least one Line Item is required

### Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
1001AA	stockno0000001	CL	19	EACH	EA	289.98	5,509.62	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>

To add another Line Item, the Vendor can click the "Add" link and repeat the process.

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

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

## Vendor - Invoice 2-in-1

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

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

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"/>

At least one Line Item is required

### Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
1001AA	stockno0000001	CL	19	EACH	EA	289.98	5,509.62	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>

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

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:21:03 EDT

## Vendor - Invoice 2-in-1

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

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

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

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

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

**Attachment**

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 6MB.

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:22:02 EDT

## Vendor - Invoice 2-in-1

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

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

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

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

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

### Attachment

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

[Attachments Name](#) [Actions](#)

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

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

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:22:02 EDT



## Vendor - Invoice 2-in-1

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

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

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

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

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

Attachment

C:\Madhu\_WAWF\Testing

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

[Attachments Name](#) [Actions](#)

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:22:02 EDT

## Vendor - Invoice 2-in-1

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

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

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

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

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

Attachment	
<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Attachments Name	Actions
Bamboo.bmp	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>

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.

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:23:26 EDT

## Vendor - Invoice 2-in-1

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

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

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

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

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

Navigate to the Miscellaneous Amounts page by clicking the "Misc. Amounts" tab.

### Attachment

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

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

Bamboo.bmp	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>
------------	---

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

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:23:26 EDT



## Vendor - Invoice 2-in-1

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

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

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

### Miscellaneous Amounts

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

[Add](#)

The Misc. Amounts tab is displayed.  
This tab 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 2-in-1 via Web, FTP, EDI where a Miscellaneous Charge worksheet has been completed and a Miscellaneous Fee Code of B660, C040, D340, F155, F460, F650, or I260 is entered and the Miscellaneous Fee Amount exceeds the amount allowed for the specific Miscellaneous Fee entered into the system.

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

## Vendor - Invoice 2-in-1

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

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

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

### Miscellaneous Amounts

Misc. Fee	Misc. Fee Amount (\$)	Actions
		<a href="#">Add</a>

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

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

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:24:12 EDT

## Add Misc. Fee

\* Asterisk indicates required entry for 'Save'.

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

Description \*

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

[Save Misc. Fee](#)

[Previous](#)

[Help](#)

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:24:56 EDT

## Add Misc. Fee

\* Asterisk indicates required entry for 'Save'.

Misc. Fee *	Misc. Fee Price (\$) *
I260 - TRANSPORT DIRECT BILLING CHARGE ▾	185.39

Description *
TRANSPORT DIRECT BILLING CHARGE

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

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

[Save Misc. Fee](#)[Previous](#)[Help](#)

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

## Vendor - Invoice 2-in-1

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

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

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

### Miscellaneous Amounts

Misc. Fee	Misc. Fee Amount (\$)	Actions
1260	185.39	<a href="#">Edit</a> <a href="#">Delete</a>

The Misc. Amounts tab is displayed with the updated Misc. Fee information.

The Vendor may edit or delete Misc. Amounts as necessary by clicking the Edit and Delete links under the 'Actions' heading.

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

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:25:59 EDT

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

## Vendor - Invoice 2-in-1

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

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

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

### Miscellaneous Amounts

Misc. Fee	Misc. Fee Amount (\$)	Actions
1260	185.39	<a href="#">Edit</a> <a href="#">Delete</a>

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

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

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:25:59 EDT

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

## Vendor - Invoice 2-in-1

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

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

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

WARNING: The Invoice Date has been pre-populated from the WA

### [+]Document Information

Contract Number Type	Contract Number
International Agreement	1234567890123
Invoice Number	Invoice Date
INV0359	2013/09/10

The Preview Document tab is displayed.

The Preview Document page provides a full representation of the document.

The Vendor can scroll the contents of the tab to review the document. If the Vendor notices an inaccuracy after reviewing the Invoice 2-in-1 information, the Vendor can return to the appropriate tab to correct the information.

Summary of Detail Level Information		Total
1 CLIN/SLIN(s)		\$ 5509.62
1 Miscellaneous Amount(s)		\$ 185.39
<b>Document Total:</b>		<b>\$ 5,695.01</b>

Shipment Number	Shipment Date	Final Shipment
SER0359	2013/09/09	N

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

## Vendor - Invoice 2-in-1

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Expand All [Collapse All](#)

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

[+] Document Information

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

Contract Number	Reference Procurement Identifier	Issue Date
International /	RPIN000000000000123	2013/09/10
Invoice Number	Final Invoice?	Invoice Received Date
INV0359	N	2013/09/10

Summary of Detail Level Information		Total
1 CLIN/SLIN(s)		\$ 5509.62
1 Miscellaneous Amount(s)		\$ 185.39
<b>Document Total:</b>		<b>\$ 5,695.01</b>

Shipment Number	Shipment Date	Final Shipment
SER0359	2013/09/09	N

## Vendor - Invoice 2-in-1

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

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

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

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

- [+] Document Information
- [+] Line Item Information
- [+] ACRN Information
- [+] Address Information
- [+] Misc Information

All document sections are now collapsed.

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

## Vendor - Invoice 2-in-1

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

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

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

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

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

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

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

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

## Vendor - Invoice 2-in-1

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

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

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

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

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

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	5,509.62	5,509.62	0.00
	ACRN	Amount (\$)	
	A1	4,000.00	
	A2	1,000.00	
	A3	509.62	

The ACRN Information section is expanded.

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

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

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

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:29:38 EDT

## Vendor - Invoice 2-in-1

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

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

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

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

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	5,509.62	5,509.62	0.00

ACRN	Amount (\$)
	4,000.00
	1,000.00
	509.62

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.

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

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

## Success

The Invoice 2-in-1 (Services Only) was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
1234567890123	WBT1	SER0359	INV0359

Email sent to Vendor: coleung@caci.com  
Email sent to Inspector: wawf@caci.com  
Email sent to Acceptor: mmogulla@caci.com  
Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA\_000000008, GS03: GS-000000000003

[Send Additional Email Notifications](#)

Tue Sep 10 16:35:21 EDT 2013

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

[Return](#)

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:35:22 EDT

## Success

The Invoice 2-in-1 (Services Only) was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
1234567890123	WBT1	SER0359	INV0359

Email sent to Vendor: coleung@caci.com

Email sent to Inspector: wawf@caci.com

Email sent to Acceptor: mmogulla@caci.com

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA\_000000008, GS03: GS-000000000003

[Send Additional Email Notifications](#)

Tue Sep 10 16:35:21 EDT 2013

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

[Return](#)

## Success

The Invoice 2-in-1 (Services Only) was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
1234567890123	WBT1	SER0359	INV0359

Email sent to Vendor: coleung@caci.com

Email sent to Inspector: wawf@caci.com

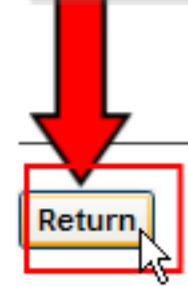
Email sent to Acceptor: mmogulla@caci.com

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA\_000000008, GS03: GS-000000000003

[Send Additional Email Notifications](#)

Tue Sep 10 16:35:21 EDT 2013

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



[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	From Template? *
<input type="text" value="00C91/021799486/0001/"/> <input type="button" value="v"/>	<input type="text" value="Y"/> <input type="button" value="v"/>	<input type="text" value="International Agreement"/> <input type="button" value="v"/>	<input type="text" value="1234567890123"/>	<input type="text" value="WBT1"/>	<input type="text" value="N"/> <input type="button" value="v"/>

\* = Required Fields

Pre-Populate Contract Number/Delivery Order

<input type="text" value="Contract Number"/>	<input type="text" value="This concludes the overview demonstration for creating an Invoice as 2-in-1 (Services Only)."/>	<input type="text" value="From"/>
<input type="text" value=""/>		<input type="text" value="WFW"/>

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

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

Logon Date : 2013/09/10 16:04:03 EDT Last Accessed Date : 2013/09/10 16:36:16 EDT

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

