

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 Non Procurement Instruments (NPI) Voucher .

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



- 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

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- The use of the browser's BA...
- Use of this button will cause...
- Where they exist, use the P...
- In data capture and when rev...

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...ay move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line

To create a document, click on the "Vendor" menu dropdown, or cursor over the "Vendor" menu dropdown.
Next, click the "Create Document" link from the Vendor menu dropdown.

Help



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"/>	EDA WAWF

[+] Advanced Search Criteria for WAWF

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

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

Vendor - Create Document

Contract Info

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

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

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



Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
<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.

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

[Information](#)

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

Vendor - Create Document

Contract Info

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

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

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

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

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.



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="RPIN0000000000000123"/>	Cooperative 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.



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Create New Document

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

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
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
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (EAD 52 216 7, 52 216 13, 52 216 14, 52 222 7)

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

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

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



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
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Telecom Invoice (Contractual)

The Vendor scrolls to the bottom of the page and clicks the Non Procurement Instruments (NPI) Voucher radio button.

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Create New Document

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

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
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher

The Document page is re-displayed with Template options as well as a Final Voucher dropdown.

Final Voucher:

Create New Document

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

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
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher

To create a Non Procurement Instruments (NPI) Voucher Final, the Vendor selects "Y" from the Final Voucher drop-down menu.



Final Voucher:

Final Voucher

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Create New Document

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

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
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher

The Vendor selects the Next button to continue.

Final Voucher:

Vendor - Non Procurement Instruments (NPI) Voucher (Final)

[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 *
<input type="text" value="YYYY/MM/DD"/>	<input type="text"/>	<input type="text"/>

Grant Approver * / Extension
<input type="text"/>

The Routing page is displayed.

Vendor - Non Procurement Instruments (NPI) Voucher (Final)

[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

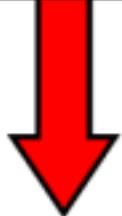
* = Required Fields, Date = YYYY/MM/DD

Issue Date	Issue By DoDAAC	Admin DoDAAC *
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="FU4417"/>	<input type="text" value="FU4417"/>

Grant Approver * / Extension

<input type="text" value="S0512A"/>	<input type="text"/>
-------------------------------------	----------------------

The Vendor enters the Routing Code information and clicks the Next button to continue.



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123		00C91	HQ0338
Contract Number Type	Voucher Number **	Voucher Date * (WAWF System Server Date)	Final Voucher?		
Cooperative Agreement	BVN <input type="text"/>	<input type="text" value="2012/07/03"/>	Y		
Vendor Invoice Number	Service Start Date *	Service End Date *			
<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>			
Currency Code	Document Total (\$)				
USD					
Contractor Certification *					

The Data Capture tabs are displayed with the Header tab as the Active tab.

In submitting this request for payment to the Government, I certify to the best of my knowledge and belief that the data in this request are correct and all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

Signature Date

Signature

Signature of Contractor Representative

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

Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

- Header
- Addresses
- Comments
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- Misc. Amounts
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Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123		00C91	HQ0338
Contract Number Type	Voucher Number **	Voucher Date * (WAWF System Server Date)	Final Voucher?		
Cooperative Agreement	BVN 1234Z	2012/07/03	Y		
Vendor Invoice Number	Service Start Date *	Service End Date *			
	2012/07/03	2012/07/03			
Currency Code	Document Total (\$)				
USD					

The Vendor enters voucher data for the Non Procurement Instruments (NPI) Voucher.

Contractor Certification *

In submitting this request for payment to the Government, I certify to the best of my knowledge and belief that the data in this request are correct and all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

Signature Date

2012/07/03

Signature

Signature of Contractor Representative

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Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

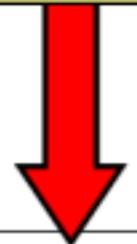
- Header
- Addresses
- Comments
- Line Item
- Misc. Amounts
- Attachments
- Preview Document

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

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Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123		00C91	HQ0338
Contract Number Type	Voucher Number **	Voucher Date * (WAWF System Server Date)	Final Voucher?		
Cooperative Agreement	BVN 1234Z	2012/07/03	Y		
Vendor Invoice Number	Service Start Date *	Service End Date *			
		2012/07/03			

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



(\$)
certify to the best of my knowledge and belief that the data in this request are correct and all outlays were made in accordance with the contract. Payment is due and has not been previously requested.

Signature Date
2012/07/03

Signature

Signature of Contractor Representative

- Save Draft Document
- Previous
- Help

Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

Header Addresses Comments Line Item Misc. Amounts Attachments Preview Document

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

* = Required Fields

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

* Payee Name 1: EXCELLIGENCE LEARNING CORPORATION

Payee Name 2:

Payee Name 3:

Address 1: 2 LOWER RAGSDALE DR STE 200

Address 2:

Address 3:

Address 4:

City: MONTEREY

State: CA

Zip Code: 939405748

Country: USA Military Location Description:

Administered By DoDAAC: FU4417

* Activity Name 1: FU4417 1 SOCS SOCS ATTN BECO

Save Draft Document

Help



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

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

* = Required Fields

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

* Payee Name 1: EXCELLIGENCE LEARNING CO
Payee Name 2:
Payee Name 3:
Address 1: 2 LOWER RAGSDALE DR STE 200
Address 2:
Address 3:
Address 4:
City: MONTEREY State: CA Zip Code: 939405748
Country: USA Military Location Description:

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

Administered By DoDAAC: FU4417

* Activity Name 1: FU4417 1 SOCS SOCS ATTN BECO

Save Draft Document Help

Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

Initiator Comments

These are the Initiator's comments.

The Comments page is displayed.
This page can be used to enter Initiator comments.

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Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

Initiator Comments

These are the Initiator's comments.

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

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Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

AAI
 [clear](#)

At least one Line Item is required

The Line Item page is displayed.
The Vendor can use this page to add AAI on the document level.

Line Item Details

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)	Actions
							Add

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Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

AAI
 [clear](#)

At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)	Actions
							Add

On the Line Item tab, the Vendor can add a line item by clicking the Add link.

- Save Draft Document
- Help



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

CLIN/SLIN ACRNs

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"/>	NONE	VP - Vendor's (Seller's) Part Number ▼	
Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	
AAI	SDN	ACRN	PR Number
<input type="text" value="001002"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description *

The CLIN/SLIN page is displayed.
The Vendor can use this page to enter
Line Item Information.

[Save CLIN/SLIN](#) [Save Draft Document](#) [Previous](#) [Help](#)



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

CLIN/SLIN ACRNs

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

Item No. **	Stock Part No.	Type *	
<input type="text" value="1001AA"/>	NONE	VP - Vendor's (Seller's) Part Number <input type="button" value="v"/>	
Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)
<input type="text" value="100"/>	<input type="text" value="EA"/>	<input type="text" value="5.75"/>	575.00
AAI	SDN	ACRN	PR Number
<input type="text" value="001002"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description *

Line Item Description.

The Vendor enters line item information.

Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

Item No. **	Stock Part No.	Type *	
<input type="text" value="1001AA"/>	NONE	<input type="text" value="VP - Vendor's (Seller's) Part Number"/>	
Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)
<input type="text" value="100"/>	<input type="text" value="EA"/>	<input type="text" value="5.75"/>	575.00
AAI	SDN	ACRN	PR Number
<input type="text" value="001002"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description *

Line Item Description.

The Vendor can then navigate to the ACRN page by clicking the ACRNs tab.

[Save CLIN/SLIN](#) [Save Draft Document](#) [Previous](#) [Help](#)



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	575.00	0.00	575.00

ACRN	Amount (\$)	Actions
------	-------------	---------

[Add ACRN](#)

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

The ACRNs page is displayed.
The Vendor can use this page to add,
edit or delete ACRN information.

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

Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	575.00	0.00	575.00

ACRN	Amount (\$)	Actions
		Add ACRN

The Vendor can add an ACRN by clicking the Add ACRN link.

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

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



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	575.00	200.00	375.00

ACRN	Amount (\$)	Actions
<input type="text" value="A1"/>	<input type="text" value="200.00"/>	Delete ACRN Add ACRN

The Vendor enters ACRN information.

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

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Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	575.00	575.00	0.00

ACRN	Amount (\$)	Actions
<input type="text" value="A1"/>	<input type="text" value="200.00"/>	Delete ACRN
<input type="text" value="A2"/>	<input type="text" value="375.00"/>	Delete ACRN
Add ACRN		

The Vendor can click the Add ACRN link to add another ACRN or the Delete ACRN link to delete an ACRN.

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

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



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	575.00	575.00	0.00

ACRN	Amount (\$)	Actions
<input type="text" value="A1"/>	<input type="text" value="200.00"/>	Delete ACRN
<input type="text" value="A2"/>	<input type="text" value="375.00"/>	Delete ACRN
Add ACRN		

When the Vendor has finished entering ACRN information, the Vendor can return to the CLIN/SLIN page by clicking the CLIN/SLIN tab.

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

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

Vendor - Non Procurement Instruments (NPI) Voucher (Final)

CLIN/SLIN ACRNs

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

Item No. **	Stock Part No.	Type *	
<input type="text" value="1001AA"/>	NONE	VP - Vendor's (Seller's) Part Number	
Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)
<input type="text" value="100"/>	<input type="text" value="EA"/>	<input type="text" value="5.75"/>	575.00
AAI	SDN	ACRN	PR Number
<input type="text" value="001002"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description *

Line Item Description.

The CLIN/SLIN page is displayed.

When the Vendor has finished entering line item information, the Vendor can save the line item by clicking the Save CLIN/SLIN button.



Save CLIN/SLIN Save Draft Document Previous Help



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

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

AAI
 [clear](#)

At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)	Actions
1001AA	NONE	VP	100	EA	5.75	575.00	Edit Delete Add

The Line Item page is displayed with the new line item information.

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

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



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

Miscellaneous Amounts

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

[Add](#)



The Misc. Amounts page is displayed.
This page can be used to enter Miscellaneous Amounts information.
The Vendor can add a Miscellaneous Amount by clicking the Add link.



Add Misc. Fee

* Asterisk indicates required entry for 'Save'.

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

Description *

The Add Misc. Fee page is displayed.
The Vendor selects a Misc. Fee code from the drop-down menu.

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



Add Misc. Fee

* Asterisk indicates required entry for 'Save'.

Misc. Fee *	Misc. Fee Price (\$) *
<input type="text" value="F460 - POSTAGE CHARGE"/>	<input type="text" value="25.12"/>

Description *

The Vendor then enters the Misc. Fee Price.



Add Misc. Fee

* Asterisk indicates required entry for 'Save'.

Misc. Fee *	Misc. Fee Price (\$) *
F460 - POSTAGE CHARGE <input type="button" value="v"/>	25.12

Description *

POSTAGE CHARGE

When the Vendor has finished entering Misc. Fee information, the Vendor can save the data by clicking the Save Misc. Fee button.



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

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

Miscellaneous Amounts

Misc. Fee	Misc. Fee Amount (\$)	Actions
F460	25.12	Edit Delete

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

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

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



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

WARNING: The Voucher 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.
The Vendor clicks the Browse button to add an attachment.



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

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

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

Attachment

C:\Documents and Settings\cmc [Browse...](#) [Upload](#)

Attachments Name **Actions**

Click Upload to add the selected attachment.

The Vendor then clicks the Upload button.

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



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

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

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

Attachment

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

Attachments Name	Actions
test2.txt	View Attachment Delete Attachment



The Attachment page is displayed with the new attachment.

The Vendor can view and delete the attachment using the View Attachment and Delete Attachment links.

[Save Draft Document](#)

[Help](#)



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

WARNING: The Voucher 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
test2.txt	View Attachment Delete Attachment

The Vendor can navigate to the Preview Document page by clicking the Preview Document tab.

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



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

Expand All Collapse All

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

The Preview Document page is displayed. The Vendor can scroll the contents of the page to review the document.

[.] Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
Cooperative Agreement	1234567890123	WBT1	RPIN000000000000123	
Voucher Number	Voucher Date	Final Voucher	Invoice Received Date	
BVN1234Z	2012/07/03	Y		
Vendor Invoice Number	Service Start Date	Service End Date		
	2012/07/03	2012/07/03		

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$ 575.00
1 Miscellaneous Amount(s)	\$ 25.12
Document Total:	\$ 600.12

[.] Line Item Information

Total: \$600.12

- Save Draft Document
- Help



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

[Expand All](#) Collapse All

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

The Vendor can expand all document sections by clicking the Expand All link.

[-] Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
Cooperative Agreement	1234567890123	WBT1	RPIN000000000000123	
Voucher Number	Voucher Date	Final Voucher	Invoice Received Date	
BVN1234Z	2012/07/03	Y		
Vendor Invoice Number	Service Start Date	Service End Date		
	2012/07/03	2012/07/03		

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$ 575.00
1 Miscellaneous Amount(s)	\$ 25.12
Document Total:	\$ 600.12

[-] Line Item Information

Total: \$600.12

- Save Draft Document
- Help

Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

Expand All [Collapse All](#)

WARNING: The Voucher 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
Cooperative Agreement	1234567890123	WBT1	RPIN000000000000123	
Voucher Number	Voucher Date	Final Voucher	Invoice Received Date	
BVN1234Z	2012/07/03	Y		
Vendor Invoice Number	Service Start Date	Service End Date		
	2012/07/03	2012/07/03		

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$ 575.00
1 Miscellaneous Amount(s)	\$ 25.12
Document Total:	\$ 600.12

[-] Line Item Information

Total: \$600.12

- Save Draft Document
- Help

Vendor - Non Procurement Instruments (NPI) Voucher (Final)

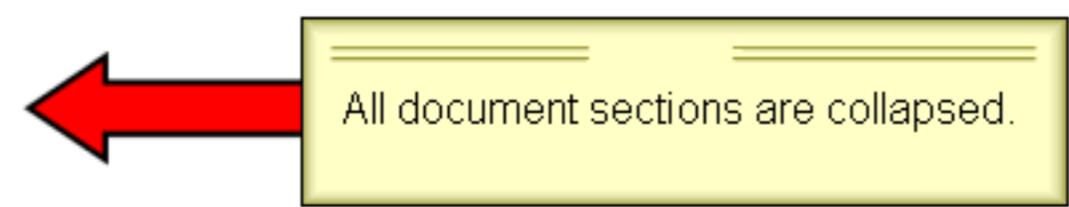
[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)

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

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

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

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



All document sections are collapsed.

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



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

Expand All Collapse All

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

The Document Information section is now expanded.

Document Information

Collapse Document Information

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
1234567890123	WBT1	RPIN000000000000123	
Cooperative Agreement			
Voucher Number	Voucher Date	Final Voucher	Invoice Received Date
BVN1234Z	2012/07/03	Y	
Vendor Invoice Number	Service Start Date	Service End Date	
	2012/07/03	2012/07/03	
Summary of Detail Level Information			Total
1 CLIN/SLIN(s)			\$ 575.00
1 Miscellaneous Amount(s)			\$ 25.12
Document Total:			\$ 600.12

[+] Line Item Information

[+1] ACRN Information

- Save Draft Document
- Help

Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

Expand All Collapse All

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

[-] Document Information

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

Contract Number Type	Vendor	Reference Procurement Identifier	Issue Date
Cooperative Agreement		RPIN000000000000123	

Voucher Number	Voucher Date	Final Voucher	Invoice Received Date
BVN1234Z	2012/07/03	Y	

Vendor Invoice Number	Service Start Date	Service End Date
	2012/07/03	2012/07/03

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$ 575.00
1 Miscellaneous Amount(s)	\$ 25.12
Document Total:	\$ 600.12

[+] Line Item Information

[+1] ACRN Information

Save Draft Document Help



Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

Header Addresses Comments Line Item Misc. Amounts

The Header page is now displayed.

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

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

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123		00C91	HQ0338
Contract Number Type	Voucher Number **	Voucher Date * (WAWF System Server Date)	Final Voucher?		
Cooperative Agreement	BVN 1234Z	2012/07/03	Y		
Vendor Invoice Number	Service Start Date *	Service End Date *			
	2012/07/03	2012/07/03			
Currency Code	Document Total (\$)				
USD	600.12				

Contractor Certification *

In submitting this request for payment to the Government, I certify to the best of my knowledge and belief that the data in this request are correct and all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

Signature Date

2012/07/03

Signature

Signature of Contractor Representative

Save Draft Document Previous Help

Vendor - Non Procurement Instruments (NPI) Voucher (Final)

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

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

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

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

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123		00C91	HQ0338
Contract Number Type	Voucher Number **	Voucher Date * (WAWF System Server Date)	Final Voucher?		
Cooperative Agreement	BVN 1234Z	2012/07/03	Y		
Vendor Invoice Number	Service Start Date *	Service End Date *			
	2012/07/03	2012/07/03			
Currency Code	Document Total (\$)				
USD	600.12				

The Vendor clicks the Signature button to start submitting the document.



Signature

Signature of Contractor Representative

Contractor Certification *
In submitting this request for payment to the Government, I certify to the best of my knowledge and belief that the data in this request is correct and all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

Signature Date

2012/07/03

- Save Draft Document
- Previous
- Help

WAWF Password Confirmation

User ID	carlavendor1
Password *	<input type="password" value="....."/>
Submit Without Preview	<input checked="" type="checkbox"/>

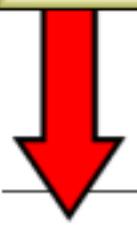
The Password Confirmation page is displayed and the Vendor enters their password.



WAWF Password Confirmation

User ID	carlavendor1
Password *	●●●●●●●●●●●●●●
Submit Without Preview	<input checked="" type="checkbox"/>

When the Vendor has finished entering the user password, the Vendor can click the Next button.



Success

The Non Procurement Instruments (NPI) Voucher (Final) was successfully submitted.

Contract Number	Delivery Order	Voucher Number
1234567890123	WBT1	BVN1234Z

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

Email sent to Vendor: coleung@caci.com

Email sent to Grant Approver: wawf@caci.com

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

[Send Additional Email Notifications](#)

Tue Jul 03 15:12:05 EDT 2012

[Return](#)



Success

The Non Procurement Instruments (NPI) Voucher (Final) was successfully submitted.

Contract Number	Delivery Order	Voucher Number
1234567890123	WBT1	BVN1234Z

Email sent to Vendor: coleung@caci.com

Email sent to Grant Approver: wawf@caci.com

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

[Send Additional Email Notifications](#)

Tue Jul 03 15:12:06 EDT 2012

The Vendor can send additional email notices by clicking the Send Additional Email Notifications link.

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

[Return](#)



Success

The Non Procurement Instruments (NPI) Voucher (Final) was successfully submitted.

Contract Number	Delivery Order	Voucher Number
1234567890123	WBT1	BVN1234Z

Email sent to Vendor: coleung@caci.com

Email sent to Grant Approver: wawf@caci.com

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

[Send Additional Email Notifications](#)

Tue Jul 03 15:12:05 EDT 2012

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This concludes the presentation of a Vendor creating a Non Procurement Instruments (NPI) Voucher.

[Return](#)

