



**PEAK ENERGY  
EFFICIENCY**

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# **DFAS Wide-Area Workflow Issues**

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# What We Are Going to Discuss

**How the WAWF works and how to navigate through:**

- **Review Delivery Order or Task Order for accounting lines information.**
- **Contact Contracting Officer or Contracting specialist and request Pay DoDAAC and Ext. information**
- **Create Payment Log by ACRN**
- **Start creating Invoice**



# How to get started in WAWF

Step 1. Register with the Central Contractor Registry (CCR).

Step 2. Establish an Electronic Business (EB) Point of Contact (POC) in CCR.

Step 3. Register for Electronic Document Access (EDA). (This step is not required but recommended.)

Step 4. Ensure CAGE Code is added to WAWF Group Structure.

Step 5. Establish an Organizational Email Address.

Step 6. Designate a Group Administrator Manager (GAM).

Step 7. Determine if batch feeds for data input is necessary.

Step 8. Set up PCs to Access WAWF.

Step 9. Self Register GAM.

Step 10. Have all users for the CAGE Code(s) self-register on the WAWF web site for one of the available Vendor Roles.

## Acronyms & Abbreviations

AAA	Authorized Accounting Activity
AAI	Agency Accounting Identifier
ACO	Administrative Contracting Officer
<b>ACRN</b>	<b>Accounting Classification Reference Number</b>
ANSI	American National Standards Institute
ARP	Alternate Release Procedure
B/L	Bill of Lading
CAC	Common Access Card
<b>CAGE</b>	<b>Contractor and Government Entity</b>
CAPS	Computerized Accounts Payable System (Army/Marines/DFAS )
CCR	Central Contractor Registration
CDRL	Contract Data Requirement List
CICON	Construction Payment Invoice
CIF	Commercial Item Financing
CoC	Certificate of Conformance
COTS	Commercial Off The Shelf (referring to software)
CQA	Contract Quality Assurance
<b>CLIN</b>	<b>Contract Line Item Number</b>
CSS	Cascading Style Sheets
CV	Cost Voucher

DAAS	Defense Automatic Addressing System
DCAA	Defense Contract Audit Agency
DCD	Defense Corporate Database
DCMA	Defense Contract Management Agency
DCTF	DISA Continuity of Operations and Test Facility
DECC	Defense Enterprise Computing Center
DFAR	Defense Federal Acquisition Regulation
DFAS	Defense Finance and Accounting Service
DISA	Defense Information Systems Administration
DLA	Defense Logistics Agency
DMC	Defense Megacenters
DoD	Department of Defense
DoDAAC	DoD Activity Address Code
DRID	Defense Reform Initiative Directive
DSS	Defense Support Services
DUNS	Data Universal Numbering System
EBS	Enterprise Business Systems
ECPN	Electronic Commerce Processing Node
EDA	Electronic Document Access
EID	Enterprise Identifier
EDI	Electronic Data Interchange
EDM	Electronic Document Management

EDW	Electronic Document Workflow
EIN	Employer Identification Number
ELIN	Exhibit Line Item Number
ERP	Enterprise Resource Planning
ESN	Electronic Serial Number
FMS	Foreign Military Sales
FOB	Free On Board
FTP	File Transfer Protocol
GAM	Group Administrator; Group Administrator's Manual
GEX	Global Exchange Services
GFE	Government Furnished Equipment
GFP	Government Furnished Property
GIAI	Global Individual Asset Identifier
GRAI	Global Returnable Asset Identifier
HAM	Help Desk Administrator; Help Desk Administration Manual
HTML	Hypertext Markup Language
HTTP	Hypertext Transfer Protocol
HTTPS	Hypertext Transfer Protocol - Secure
IAC	Issuing Agency Code
IAPS-E	Integrated Accounts Payable System - Electronic (Air Force)
ILSMIS	Industrial Logistics Support Management Information System
LAN	Local Area Network

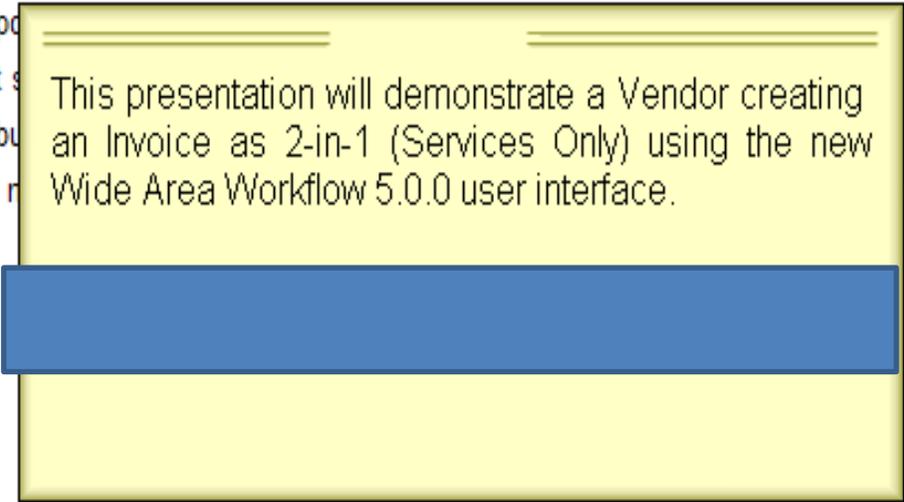
LPO	Local Payment Official
MIRR	Material Inspection Receiving Report
MOCAS	Mechanization of Contract Administration Service (DFAS)
MS-DOS	Microsoft Disk Operating System
MRS	Management Report System
NSN	National Stock Number
ONE-PAY	The payment module associated with the Navy's STAR system
ORDBMS	Object Relational Database Management System
PCO	Procurement Contracting Officer
PKI	Public Key Infrastructure
PSS	Payment System Specific (used in relation to WAWF edits)
QAR	Quality Assurance Review
RDBMS	Relational Database Management System
SAAR	System Authorization Access Request (DD Form 2875)
SAM	System Administrator; System Administration Manual
SDN	Standard Document Number (This is a number assigned to a document which uniquely identifies it from all other documents.)
SLIN	Sub-line Item Number; provides for subdividing the CLIN
SMTP	Simple Mail Transfer Protocol
SSL	Standard Secure Socket Layer
UDF	User Defined Format
VAN	Value Added Network
WAWF	Wide Area Workflow

### 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.
- Use of this button will cause the loss of data not yet saved.
- Where they exist, use the PREVIOUS or RETURN buttons.
- In data capture and when reviewing documents, you may see error messages, e.g., Document Header, Addresses, Comments, Line Items, etc.



This presentation will demonstrate a Vendor creating an Invoice as 2-in-1 (Services Only) using the new Wide Area Workflow 5.0.0 user interface.

Help



Vendor - Create Document

Contract Info

Contractual? *	Contract Number *	Delivery Order	CAGE Code / Ext. *
<input type="text" value="Y"/>	<input type="text" value="CI2N100000001"/>	<input type="text" value="CORA"/>	<input type="text"/>

\* = Required Fields

The Vendor enters Contract Number and Delivery Order.

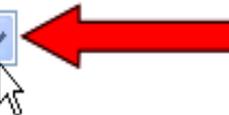
Although the Delivery Order field is optional in WAWF, it may be required by the contract.

Next Reset Help

### Vendor - Create Document

Contract Info

Contractual? *	Contract Number *	Delivery Order	CAGE Code / Ext. *
<input type="text" value="Y"/>	<input type="text" value="CI2N100000001"/>	<input type="text" value="CORA"/>	<input type="text" value="493B3"/>



\* = Required Fields

The Vendor selects a CAGE code from the drop-down menu.

### Vendor - Create Document

Contract Info

Contractual? *	Contract Number *	Delivery Order	CAGE Code / Ext. *
<input type="text" value="Y"/>	<input type="text" value="CI2N100000001"/>	<input type="text" value="CORA"/>	<input type="text" value="493B3"/>

\* = Required Fields

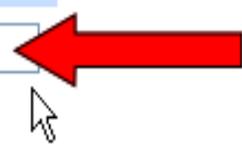
When the Vendor has finished entering the contract information, the Vendor may click the Next button.



### Vendor - Create Document

[Contract >> Pay DoDAAC](#)

Contractual	Contract Number	Delivery Order	CAGE Code / Ext.	Pay Official *
Y	CI2N100000001	CORA	493B3	HQ0338



\* = Required Fields

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.

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

### Vendor - Create Document

[Contract >>](#) Pay DoDAAC

Contractual	Contract Number	Delivery Order	CAGE Code / Ext.	Pay Official *
Y	CI2N100000001	CORA	493B3	<input type="text" value="HQ0338"/>

\* = Required Fields

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.

When the Vendor has finished entering the Pay Official DoDAAC information, the Vendor may click the Next button.



### Create New Document

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

Contract Number	Delivery Order	CAGE Code	Pay Official
C12N100000001	CORA	493B3	HQ0338

#### Select Document to Create: \*

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Grant and Cooperative Agreement Voucher
- Navy Shipbuilding Invoice (Fixed Price)

The Vendor clicks the Invoice as 2-in-1 (Services Only) radio button.

- Active Documents  Archived Documents  Active and Archived Documents

Select Document to Create: \*

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Grant and Cooperative Agreement Voucher
- Navy Shipbuilding Invoice (Fixed Price)
- Navy Construction / Facilities Management Invoice
- Telecom Invoice (Contractual)

When the Vendor has finished selecting a document type, the Vendor may click the Next button.

Next

Previous

Reset

Help

Vendor - Invoice 2-in-1

Contract >> Pay DoDAAC >> Document >> Routing



Contract Number	Delivery Order	CAGE Code/Ext.	Pay DoDAAC
CI2N10000001	CORA	493B3	HQ0338

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	LPO DoDAAC * / Extension	
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	

The Routing breadcrumb is displayed.

### Vendor - Invoice 2-in-1

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

Contract Number	Delivery Order	CAGE Code/Ext.	Pay DoDAAC
CI2N100000001	CORA	493B3	HQ0338

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension
2010/11/19	FU4417	S0512A	<input type="text"/> / <input type="text"/>

Service Acceptor * / Extension	Ship From Code / Extension	LPO DoDAAC * / Extension
N64100 / CORA	<input type="text"/> / <input type="text"/>	N48885 / CORA

The Vendor enters routing information for the document.

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	CAGE Code/Ext.	Pay DoDAAC
CI2N100000001	CORA	493B3	HQ0338

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension
2010/11/19	FU4417	S0512A	<input type="text"/> / <input type="text"/>

Service Acceptor * / Extension	Ship From Code / Extension	LPO DoDAAC * / Extension
N64100 / CORA	<input type="text"/> / <input type="text"/>	N48885 / CORA

When the Vendor has finished entering routing information, the Vendor may click the Next button.



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>Issue Date</b>	<b>CAGE Code/Ext.</b>	<b>Pay DoDAAC</b>
C12N100000001	CORA	2010/11/19	493B3	HQ0338
<b>Invoice Number **</b>	<b>Invoice Date * (WAWF System Server Date)</b>	<b>Final Invoice</b>		
<input type="text"/>	2010/11/19	N <input type="button" value="v"/>		
<b>Shipment Number **</b>	<b>Shipment Date *</b>	<b>Final Shipment</b>		
SER <input type="text"/>	YYYY/MM/DD	N <input type="button" value="v"/>		
<b>Currency Code</b>	<b>Document Total (\$)</b>			
USD <input type="button" value="v"/>				

The Data Capture breadcrumb is displayed with the Header tab as the active tab.

- 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.

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

<b>Contract Number</b>	<b>Delivery Order</b>	<b>Issue Date</b>	<b>CAGE Code/Ext.</b>	<b>Pay DoDAAC</b>
C12N100000001	CORA	2010/11/19	493B3	HQ0338
<b>Invoice Number **</b>	<b>Invoice Date * (WAWF System Server Date)</b>	<b>Final Invoice</b>	<div style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>The Invoice Date has been pre-populated from the WAWF system server. Changing it may cause processing issues with the entitlement system.</p> </div>	
<input type="text"/>	<input type="text" value="2010/11/19"/>	N		
<b>Shipment Number **</b>	<b>Shipment Date *</b>	<b>Final Shipment</b>		
SER <input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	N		
<b>Currency Code</b>	<b>Document Total (\$)</b>			
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.

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

Contract Number	Delivery Order	Issue Date	CAGE Code/Ext.	Pay DoDAAC
C12N100000001	CORA	2010/11/19	493B3	HQ0338

Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice
INV1044	10/11/19	N



Shipment Number **	Shipment Date *	Final Shipment
SER	YYYY/MM/DD	N

Currency Code	Document Total (\$)
USD	

The Vendor enters Invoice Number for the document.

- Submit
- Save Draft Document
- Previous
- Help

Vendor - Invoice 2-in-1

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

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>Issue Date</b>	<b>CAGE Code/Ext.</b>	<b>Pay DoDAAC</b>
CI2N100000001	CORA	2010/11/19	493B3	HQ0338
<b>Invoice Number **</b>	<b>Invoice Date * (WAWF System Server Date)</b>	<b>Final Invoice</b>		
INV1044	2010/11/19	N		
<b>Final Shipment</b>		N		
<b>Total (\$)</b>				

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.



### 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	Issue Date	CAGE Code/Ext.	Pay DoDAAC
C12N100000001	CORA	2010/11/19	493B3	HQ0338

<b>Invoice Number **</b> <input type="text" value="INV1044"/>	<div style="border: 1px solid black; background-color: #ffffcc; padding: 5px;">When the Vendor has finished entering mandatory fields on the Header tab, the Vendor may navigate to the Address page by clicking the Addresses tab.</div>
<b>Shipment Number **</b> SER <input type="text" value="1045"/>	

<b>Currency Code</b> <input type="text" value="USD"/>	<b>Document Total (\$)</b>
--	----------------------------

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.

Payee / Ext.: 493B3

\* Payee Name 1: MECX, LP

Payee Name 2:

Payee Name 3:

Address 1: The Addresses tab is displayed. The Vendor can use this tab to view or edit the address information.

Address 2: Based on the routing location codes entered, WAWF will pre-populate the address information for each of the location codes onto the document.

Address 3: CAGE Code information is pulled from CCR (Central Contractor Registration) and DoDAAC information is pulled from DAAS (Defense Automatic Addressing System). These sites are the official DoD sites for address information. If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in these systems. If you want to specify a particular room or building number, which may not be pulled from these systems, you can make that change on this screen.

City:

Country:

Zip Code: 800141927

Administered By DoDAAC

\* Activity Name 1:

Activity Name 2:

Activity Name 3:

Address 1: 16111 PLUMMER STREET

Address 2: BLDG 40 2ND FLOOR

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.

Document Level Discount Terms:

Discount Percentage (%) *	Due Days *	Actions
<input type="text" value="2.99"/>	<input type="text" value="25"/>	Delete

Add

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

Net Days *	Actions
<input type="text" value="19"/>	Delete

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

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.

#### Initiator Comments

The Comments tab is displayed.  
This tab can be used to enter Invoice 2-in-1 comments.

- 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.

#### Initiator Comments

This is Initiator's comment. [

The Vendor enters comments.

- 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 WAF system server.

Initiator Comments

This is Initiator's comment.

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

[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.

AAI	SDN	ACRN
<input type="text" value="001002"/>	<input type="text" value="SDN0000000001"/>	<input type="text"/> clear

At least one Line Item is required

**Line Item Details**

Item No.	Stock Part No.	Type	(\$)	Amount (\$)	Actions
					Add

The Vendor enters AAI and SDN data.

- 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.

AAI	SDN	ACRN
<input type="text" value="001002"/>	<input type="text" value="SDN0000000001"/>	<input type="text"/> clear

At least one Line Item is required

Line Item Details

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

Add 

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

- Submit
- Save Draft Document
- 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.

Item No. \*\* Stock Part No. \* Type \*

Qty. Shipped \* Unit \* Unit Price (\$) \*

AAI SDN

GFE? Advice Code

The CLIN/SLIN tab is displayed. The Vendor can use this tab to enter Line Item information.

Description \*

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.

<b>Item No. **</b>	<b>Stock Part No. *</b>	<b>Type *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Qty. Shipped *</b>	<b>Unit *</b>	
<input type="text"/>	<input type="text"/>	
<b>AAI</b>	<b>SDN</b>	
<input type="text" value="001002"/>	<input type="text" value="SDN000000000"/>	
<b>GFE?</b>	<b>Advice Code</b>	
<input type="text" value="N"/>	<input type="text"/>	
<b>Description *</b>		
<input type="text"/>		

The ACRNs tab is visible for Mocas, One-Pay and Standard payment only.



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.

<b>Item No. **</b>	<b>Stock Part No. *</b>	<b>Type *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Qty. Shipped *</b>	<b>Unit *</b>	
<input type="text"/>	<input type="text"/>	
<b>AAI</b>	<b>SDN</b>	
<input type="text" value="001002"/>	<input type="text" value="SDN00000000"/>	
<b>GFE?</b>	<b>Advice Code</b>	
<input type="text" value="N"/>	<input type="text"/>	

The MILSTRIP tab is visible for Mocas, EBS, CAPS-W and CAPS-C payment only.

Description \*

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.

Item No. **	Stock Part No. *	Type *
<input type="text" value="1001AA"/>	<input type="text" value="STOCK000000001"/>	<input type="text" value="FS - NATIONAL STOCK NUMBER"/>

Qty. Shipped *	Unit *	Unit Price (\$) *	Amount (\$)
<input type="text" value="1"/>	<input type="text" value="EA"/>	<input type="text" value="899.99"/>	899.99

AAI	SDN	ACRN
<input type="text" value="001002"/>	<input type="text" value="SDN00000000001"/>	<input type="text"/>

GFE?	Advice Code
<input type="text" value="N"/>	<input type="text"/>

**Description \***

The Vendor enters 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.

Item No. \*\* Stock Part No. \* Type \*
1001AA STOCK00000001 FS - NATIONAL STOCK NUMBER

Qty. Shipped \* Unit \* Unit Price (\$) \* Amount (\$)
1 .99

AAI
001002

GFE?
N

The Vendor navigates to the ACRNs page by clicking the ACRNs tab.

Description \*
This is a line item description.

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	899.99	0.00	899.99

ACRN Amount (\$) Actions

Add ACRN

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

The Mocas, One-Pay and Standard payment systems permit a Line Item to be funded by multiple ACRNs.

The ACRN Amounts need to balance to the extended line item total. Vendor, Inspector and Acceptor have the ability to enter the ACRNs and balance them.

Save Draft Document

Help

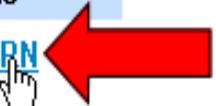
Vendor - Invoice 2-in-1

CLIN/SLIN ACRNs MILSTRIP

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	899.99	0.00	899.99

ACRN Amount (\$) Actions

Add ACRN



Add ACRN to this Line Item

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

The Vendor adds an ACRN by clicking the Add ACRN link.

Save Draft Document

Help

Logon Date : 2010/11/20 17:51:36 EST Last Accessed Date : 2010/11/20 18:15:22 EST

Vendor - Invoice 2-in-1

CLIN/SLIN ACRNs MILSTRIP

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	899.99	0.00	899.99

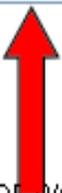
ACRN	Amount (\$)	Actions
------	-------------	---------

A1

800

Delete ACRN

Add ACRN



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

Fields for ACRN and Amount become available. The Vendor enters ACRN and ACRN price from the contract.

Save Draft Document

Help

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

## Vendor - Invoice 2-in-1

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

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	899.99	0.00	899.99

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

[Delete ACRN](#)[Add ACRN](#)

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

The Vendor clicks the Add ACRN link to add another ACRN.

[Save Draft Document](#)

[Help](#)

Logon Date : 2010/11/20 17:51:36 EST Last Accessed Date : 2010/11/20 18:16:14 EST

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

Vendor - Invoice 2-in-1

CLIN/SLIN ACRNs MILSTRIP

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
1001AA	899.99	800.00	99.99

ACRN	Amount (\$)	Actions
<input type="text" value="A1"/>	<input type="text" value="800.00"/>	Delete ACRN
<input type="text" value="A2"/>	<input type="text" value="99.99"/>	Delete ACRN Add ACRN



UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTH

The Vendor enters data for the 2nd ACRN.

Save Draft Document 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.

Item No. **	Stock Part No. *	Type *
<input type="text" value="1001AA"/>	<input type="text" value="STOCK000000001"/>	<input type="text" value="FS - NATIONAL STOCK NUMBER"/>

Qty. Shipped *	Unit *	Unit Price (\$) *	Amount (\$)
<input type="text" value="1"/>	<input type="text" value="EA"/>	<input type="text" value="899.99"/>	899.99

AAI	SDN	ACRN
<input type="text" value="001002"/>	<input type="text" value="SDN00000000001"/>	

GFE?	Advice Code
<input type="text" value="N"/>	<input type="text"/>

Now all the information for this Line Item (CLIN or SLIN) from the contract has been entered, the Vendor can submit the Line Item by clicking the Save CLIN/SLIN button.

**Description \***



Save CLIN/SLIN 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.

AAI SDN ACRN
p01002 SDN0000000001 clear

At least one Line Item is required

Line Item Details

Table with columns: Item No., Stock Part No., Type, Qty. Shipped, Unit, Unit Price (\$), Amount (\$), Actions. Row 1: 1001AA, STOCK0000001, F8, 1, EA, 899.99, 899.99, Edit Delete



The Line Item Details page is displayed with the CLIN. To add another Line Item, the Vendor can click the Add link again and repeat the procedure. The Vendor can add up to 250 line items using this action. However, if the Vendor needs to enter a large number of items, the Vendor should use FTP or EDI to submit an Invoice 2-in-1.

- 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.

AAI SDN ACRN

[clear](#)



At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Amount (\$)	Actions
1001AA	STOCK0000001	F8	899.99	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>

The Vendor navigates to the Attachment page by clicking the Attachments tab.

- 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.

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

### Attachment

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

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

The Attachments tab is displayed. This tab can be used to add file attachments.

### 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.**

#### Attachment

Browse Upload

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



The Vendor clicks the Browse button.

Submit Save Draft Document Help

### Vendor - Invoice 2-in-1

Contract >> Pay DoDAAC >> Document

Header Addresses Discount

WARNING: The Invoice Date has been p

**WARNING: Wide Area Workflow  
Do NOT enter classified inform**

#### Attachment

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

The 'Choose file' dialog box is open, showing the 'Attachments' folder. The file list includes:

- 2MB\_binary.doc
- RTF\_extension.rtf
- birthday.TIF
- TIFF\_binary.doc
- building.tif
- tutorial.pdf (selected)
- cake.jpg
- tutorial\_binary.doc
- CI\_1PAY\_F.810
- WAWF\_Homepage.htm
- ECP0425\_Presentation.ppt
- wrong\_ext\_binary.doc
- ECP0425\_Test\_Spreadsheet.xls
- Example2.doc
- Example2\_binary.doc
- Example.doc
- Example\_binary.doc
- Extension.txt
- hello\_kitty.bmp
- kitty\_binary.doc
- RTF\_binary.doc

The 'File name' field contains 'tutorial.pdf' and 'Files of type' is set to 'All Files (\*.\*)'. A red arrow points to the 'Open' button.

After a file attachment is selected, the Vendor clicks the Open button.

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.**

Attachment

C:\Base64Application\Attachmer   

Attachments Name Actions

The Vendor then clicks the Upload button.

- 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.

Expand All Collapse All

[.]Document Information

<b>Contract Number</b>		<b>Issue Date</b>
C12N100000001		2010/11/19
<b>Invoice Number</b>		<b>Invoice Received Date</b>
INV1059		
<b>Discounts</b>		
2.99% 25 Days		
NET: 30		

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

Summary of Detail Level Information		Total
1 CLIN/SLIN(s)		\$ 899.99
1 Miscellaneous Amount(s)		\$ -68.75
<b>Document Total:</b>		<b>\$ 831.24</b>

Shipment Number	Shipment Date	Final Shipment
SER1100	2010/11/30	N

[.]Line Item Information

Line Item Total: \$ 831.24

Item No.	Stock Part No.	Type	Qty. Delivered	Unit	Unit Price (\$)	Amount (\$)
----------	----------------	------	----------------	------	-----------------	-------------

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.

Expand All Collapse All

[+]Document Information

<b>Contract Number</b>		<b>Issue Date</b>
C12100000001		2010/11/19
<b>Invoice Number</b>		<b>Invoice Received Date</b>
INV1059		
<b>Discounts</b>		
2.99% 25 Days		
NET: 30		

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

Summary of Detail Level Information		Total
1 CLIN/SLIN(s)		\$ 899.99
1 Miscellaneous Amount(s)		\$ -68.75
<b>Document Total:</b>		<b>\$ 831.24</b>

Shipment Number	Shipment Date	Final Shipment
SER1100	2010/11/30	N

[+]Line Item Information

Line Item Total: \$ 831.24

Item No.	Stock Part No.	Type	Qty. Delivered	Unit	Unit Price (\$)	Amount (\$)
----------	----------------	------	----------------	------	-----------------	-------------

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.

Expand All Collapse All

[-]Document Information

Contract Number	Issue Date
C12N100000001	2010/11/19
Invoice Number	Invoice Received Date
INV1059	
Discounts	
2.99% 25 Days	
NET: 30	

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

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$ 899.99
1 Miscellaneous Amount(s)	\$ -68.75
<b>Document Total:</b>	<b>\$ 831.24</b>

Shipment Number	Shipment Date	Final Shipment
SER1100	2010/11/30	N

[-]Line Item Information

Line Item Total: \$ 831.24

Item No.	Stock Part No.	Type	Qty. Delivered	Unit	Unit Price (\$)	Amount (\$)
----------	----------------	------	----------------	------	-----------------	-------------

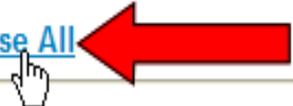
Vendor - Invoice 2-in-1

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.

Expand All Collapse All



[.]Document Information

Contract Number	Issue Date
C12N100000001	2010/11/19

The Vendor clicks the Collapse All link.

Invoice Number	Invoice Received Date
INV1059	

Discounts	
2.99% 25 Days	
NET: 30	

Summary of Detail Level Information		Total
1 CLIN/SLIN(s)		\$ 899.99
1 Miscellaneous Amount(s)		\$ -68.75
Document Total:		\$ 831.24

Shipment Number	Shipment Date	Final Shipment
SER1100	2010/11/30	N

[.]Line Item Information

Line Item Total: \$ 831.24

Item No.	Stock Part No.	Type	Qty. Delivered	Unit	Unit Price (\$)	Amount (\$)
----------	----------------	------	----------------	------	-----------------	-------------

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.

Expand All Collapse All

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

All document sections are 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

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

AAI SDN ACRN
p01002 SDN0000000001 clear

At least one Line Item is required

Line Item Details

Table with columns: Item No., Stock Part No., Type, Qty. Shipped, Unit, Unit Price (\$), Amount (\$), Actions. Contains two rows of item data.

Add

The Submit button is available on every tab. The Vendor clicks the Submit button.



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.

AAI SDN ACRN
001002 SDN0000000001 clear

At least one Line Item is required

Line Item Details

Table with columns: Item No., Stock Part No., Type, Qty. Sh, (\$), Actions. Contains rows for 1001AA and 2002BB. A modal box 'Processing request, please wait ...' is overlaid on the table.

- Submit Save Draft Document Help

**Success**

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

Contract Number	Delivery Order	Shipment Number	Invoice Number
C12N100000001	CORA	SER1100	INV1059

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

Email sent to Vendor: coleung@caci.com

Email sent to Vendor: cora\_vendor@yahoo.com

Email sent to Acceptor: cora\_LPO@yahoo.com

Email sent to Acceptor: cora\_acceptor@yahoo.com

Email sent to Acceptor: cora\_inspector@yahoo.com

Notification sent for CAGE code 493B3 to EDI Routing Codes- ISA07: 22, ISA08: ISA08HELLOKITTY, GS03: GS03-----002

Notification sent for CAGE code 493B3 to EDI Routing Codes- ISA07: 11, ISA08: HELLOWAWF001, GS03: GS03-----001

Notification sent for CAGE code 493B3 to FTP Directory: /caci\_db/efp/WAWF\_RA\_sec/Test/Version500/FTPEDIDirectory/ftp\_working/cleung/FtpNot/493B3

[Send Additional Email Notifications](#)

Fri Nov 19 11:07:09 EST 2010

[Return](#)

**Success**

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

Contract Number	Delivery Order	Shipment Number	Invoice Number
CI2N100000001	CORA	SER1100	INV1059

Email sent to Vendor: coleung@caci.com  
 Email sent to Vendor: cora\_vendor@yahoo.com  
 Email sent to Acceptor: cora\_LPO@yahoo.com  
 Email sent to Acceptor: cora\_acceptor@yahoo.com  
 Email sent to Acceptor: cora\_inspector@yahoo.com  
 Notification sent for CAGE code 493B3 to EDI Routing Codes- ISA07: 22 ISA08: ISA08HELLOKITTY GS03: GS03-----002  
 Notification sent for CAGE code 493B3 to EDI Routing Codes- ISA07: 22 ISA08: ISA08HELLOKITTY GS03: GS03-----002  
 Notification sent for CAGE code 493B3 to FTP Directory: /caci/cleung/ftpdir/493B3/ing/cleung/FtpNot/493B3

[Send Additional Email Notifications](#)


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

Fri Nov 19 11:07:09 EST 2010

Return

# Questions?



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