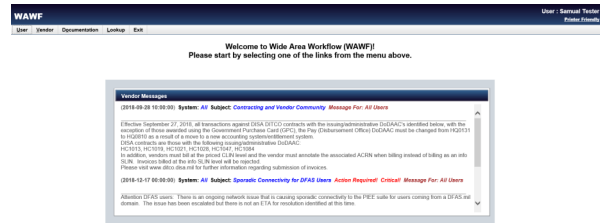
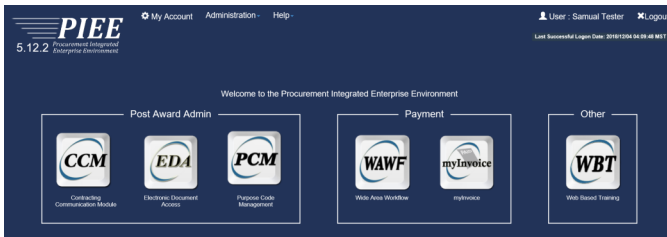




Wide Area Workflow

Invoice including UID Guide (Supplies)



Sign in to PIEE and select WAWF

Select [Vendor](#), Then select [Create Document](#)

Your NCAGE code will auto populate, you only have to complete the boxes indicated *

Enter your contract number, if you are unsure you can search in the lower boxes.

Enter **FA5587** in the box “**Contract Number begins with**” and click [\[+\] Advanced Search Criteria for WAWF](#)

Then click the **EDA** button under the “**populate from**” title

Select the contract or delivery order required

WAWF User: Samuel Tester
Vendor Documentation Lookup Exit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
U16V221918179 /	Y				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
		YYYYMMDD	YYYYMMDD	EDA WAWF

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

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

The following page will be displayed, from here select the contract number or delivery order you are submitting an invoice for.

WAWF User: Samuel Tester
Vendor Documentation Lookup Exit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
U16V221918179 /	Y				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
FA5587		YYYYMMDD	YYYYMMDD	EDA IRAPT

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

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

EDA Contract Information:

Contract Number	Delivery Order	Action
FA558716P0067		Select

Note: Records are sorted by Issue/Submitted Date



Vendor—Create Document page

You will see your contract with the various CLINS (If applicable)

Select the **CLIN (S)** or contract/delivery order required and click **NEXT**

WAWF

[User](#)
[Vendor](#)
[Documentation](#)
[Lookup](#)
[Exit](#)

Vendor - Create Document

Contract >> Pay DoDAAC

INFO: Unable to retrieve PDS XML from EDA. The PDS XML was not found in 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		DoD Contract (FAR)	FA558717P0000		UV000	1234567			F78900

* = Required Fields

Select CLIN/SLIN: *	Inspect By DoDAAC	Accept By DoDAAC	Ship To DoDAAC	DCAA DoDAAC	Mark For DoDAAC	Inspection Point	Acceptance Point	Services	Supplies	FOB	Currency Code
<input type="checkbox"/> 0001			F2P3E5			D	D		Y		
<input type="checkbox"/> 0002			F2P3E5			D	D		Y		
<input type="checkbox"/> 0003			F2P3E5			D	D		Y		

If you have CLINS select the CLIN you are raising the invoice for, you are able to select multiple CLINS if need-

WAWF

[User](#)
[Vendor](#)
[Documentation](#)
[Lookup](#)
[Exit](#)

Create New Document

Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
FA558717P0000			UV000	1234567			F78900	USD

* = Required Fields

Select Document to Create: *

☐ Invoice
☐ Credit Invoice
☐ Invoice as 2-in-1 (Services Only)
☐ Construction Payment Invoice
☐ 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

Inspection: Acceptance:
☐ Fast Pay (FAR 52.213-1) ☐ FMS

Click on the button — **Invoice and Receiving Report (Combo)**

The Inspection and Acceptance boxes will then auto fill.

Then select **NEXT**

You will see the following page with all the details pre-filled, click **NEXT**

iRAPT (formerly WAWF)

[User](#)
[Vendor](#)
[Documentation](#)
[Lookup](#)
[Exit](#)

User : Trish Dennington

Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
FA558717P0000			UV000	1234567			D	D	F78900

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

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension	Mark For Code / Extension
2016/09/06	FA5587	FA5587		

Ship To Code * / Extension	Ship From Code / Extension	LPO DoDAAC / Extension	Accept By DoDAAC / Extension
F2P3E5			F2P3E5



On the first page fill in the required fields, check **Supplies** or **Services** depending on the requirement.

Enter **Shipment Number**—This is free form

Enter **Shipment Date**—Date item delivered

Final Shipment—If this is the last or final delivery select **Y**

Invoice Number—**Enter your own invoice number**

Final Invoice—If this is the last invoice on the contract select **Y**, if there are more to follow select **N**

Then select the next required TAB at the top of the page, you have to work through all of these as required.

WAWF User : Trish Denningto
User Vendor Documentation Lookup Exit

Vendor - Receiving Report and Invoice COMBO

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

Header Addresses Discounts Mark For Comments Line Item Pack Attachments Misc. Amounts Preview CI Preview RR

INFO: This contract is associated with a UID clause. UID information may be required at the line item level.
WARNING: The data in this document was populated based upon CLIN level contract data within the EDA system. Please ensure that you have updated all applicable data to reflect desired values for this submission.
WARNING: The Invoice Date has been pre-populated from the IRAPT system server.
ERROR: This document contains errors in the following Tab(s) - Line Item

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

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point
FA558716P0067			2016/09/06	D	D
Contract Number Type	Supplies	Services			
DoD Contract (FAR)					
Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date	Final Shipment *	
123456	YYYYMMDD		YYYYMMDD	Y	
Invoice Number **	Invoice Date * (IRAPT System Server Date)	Final Invoice *			
123456	2017/05/06	N			
Submit Transportation Data Later	Transportation Account Code	TCN	Gross Weight	Cube	FOB
Special Package Markings / Special Handling Requirements					
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number			
Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered)			Secondary Transportation Tracking Type (required when Secondary Transportation Tracking Number is entered)		
Transportation Method/Type	Currency Code	Document Total (\$)			
	USD				

Addresses— This should be pre-populated with all the required addresses, if correct go onto the next tab.

WAWF User : Trish
User Vendor Documentation Lookup Exit

Vendor - Receiving Report and Invoice COMBO

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

Header Addresses Discounts Mark For Comments Line Item Pack Attachments Misc. Amounts Preview CI Preview RR

WARNING: The Invoice Date has been pre-populated from the IRAPT system server.
ERROR: This document contains errors in the following Tab(s) - Line Item

* = Required Fields

Pay UV0000 DUNS: 1234567 DUNS * 4: Extension:

* Payee Name 1: Test Company
Payee Name 2:
Payee Name 3:
Address 1: Test Company
Address 2:
Address 3:
Address 4:
City: Test Company
Country: GBR Military Location Description: State: Zip Code: 558 60N

Administered By DoDAAC: FA5587

* Activity Name 1: FA5587 48 CONS
Activity Name 2:
Activity Name 3:
Address 1: OP 011 44 1638 52 2414
Address 2: RAF LAKENHEATH, BOSTON DR, BLDG 977
Address 3:
Address 4: SUFFOLK
City:
Country: Military Location Description: State: Zip Code:

Ship To DoDAAC / Ext: F2P3ES

* Activity Name 1: 48 CES CEO



iRAPT (formerly WAWF)

User Vendor Documentation Lookup Exit

Vendor - Receiving Report and Invoice COMBO

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

Header Addresses Discounts Mark For Comments Line Item Pack Attachments Misc. Amounts Preview CI Preview RR

WARNING: The Invoice Date has been pre-populated from the iRAPT system server.
* Asterisk indicates required entry for 'Save'.
ERROR: This document contains errors in the following Tab(s) - Line Item

Document Level Discount Terms

Discount Percentage (%)	Due Days	Actions
		Add

Discount Amount (\$)	Discount Date	Actions
		Add

Net Days Actions
Add

The Discounts, Mark For and Comments tabs should not require attention so go to the **Line Items** tab.

iRAPT (formerly WAWF)

User Vendor Documentation Lookup Exit

Vendor - Receiving Report and Invoice COMBO

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

Header Addresses Discounts Mark For Comments Line Item Pack Attachments Misc. Amounts Preview CI Preview RR

WARNING: The Invoice Date has been pre-populated from the iRAPT system server.
ERROR: This document contains errors in the following Tab(s) - Line Item

Mark For Rep

Mark For Secondary

User Vendor Documentation Lookup Exit

Vendor - Receiving Report and Invoice COMBO

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

Header Addresses Discounts Mark For Comments Line Item Pack Attachments Misc. Amounts Preview CI Preview RR

WARNING: The Invoice Date has been pre-populated from the iRAPT system server.
ERROR: This document contains errors in the following Tab(s) - Line Item

Indicator Comments

Select **Line Item** Tab and click **"Edit"** on the CLIN or contract highlighted in **red**

iRAPT (formerly WAWF)

User Vendor Documentation Lookup Exit

Vendor - Receiving Report and Invoice COMBO

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

Header Addresses Discounts Mark For Comments Line Item Pack Attachments Misc. Amounts Preview CI Preview RR

WARNING: The Invoice Date has been pre-populated from the iRAPT system server.
ERROR: The Line Items marked as Invalid contain errors. Please click the Edit action for each Invalid Line Item to view a more detailed error message.
At least one Line Item is required

AAI SDN ACRN
clear

Special Package Markings / Special Handling Requirements

Bulky Article
Bunker Adjustment - 20 Foot Container
Bunker Adjustment - 40 Foot Container
Conductivity/Anti-static Additive
Documentation - Special
Electronic Equipment Transfer
Endorsed as Hazardous Material
Environmental Control Limits
Excessive Dimensions
Excessive Weight

Other Special Package Markings / Special Handling Requirements

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	UID	Actions
0001	4120	FT		Each	EA	17,188	0.00	N	Edit Delete Invalid Add

CDRL ELIN Line Item Details

Item No.	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	Actions
						Add



The CLIN will open as below, fill in the items indicated * (Note these are filled in the illustration)

WAWF

User Vendor Documentation Lookup Exit

Vendor - Receiving Report and Invoice COMBO

CLIN/SLIN/ELIN UID MILSTRIP Batch/Lot & Shelf Life

ERROR: Quantity Shipped was not provided in Line Item "0001". Quantity Shipped is a mandatory field.
ERROR: For Line Item "0001". UID Information is required based on the Line Item data entered.

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

Item No. **	Product/Service ID *	Product/Service ID Qualifier *	
0001	4120	FT - FEDERAL SUPPLY CLASSIFICATION	Add Additional
Qty. Shipped *	Unit of Measure *	NSP	Unit Price (\$) * Amount (\$)
1	EA-Each		17,188 17,188.00
AAI	SDN	ACRN	Project Code
		AA	
Multiple Box Pack Indicator	PR Number	GFE?	Advice Code
N	F2P3E56173A001	N	
UID Required	Product Service Code	UID Exempt	
	4120	N	

Special Package Markings / Special Handling Requirements

Bulky Article
Bunker Adjustment - 20 Foot Container
Bunker Adjustment - 40 Foot Container
Conductivity/Anti-static Additive
Documentation - Special
Electronic Equipment Transfer
Endorsed as Hazardous Material
Environmental Control Limits
Excessive Dimensions
Excessive Weight

Other Special Package Markings / Special Handling Requirements

Type Designation Method (required when Type Designation Value is entered)

Type Designation Value (required when Type Designation Method is entered)

Description *

Fill in the required field, as indicated *if not already pre-populated.

Qty Shipped—Enter number of items on the invoice. **Unit of Measure**—Should be pre-filled

Unit Price (\$)— Check the price is correct, should be pre-filled. **Amount (\$)** — Check correct

Description— Add brief details of the invoice content.

Click **Save CLIN/SLIN/ELIN**

You may see the following error as shown below in **red**, this indicates that the item requires a UID which is an unique item description.

WAWF

User Vendor Documentation Lookup Exit

Vendor - Receiving Report and Invoice COMBO

CLIN/SLIN/ELIN UID MILSTRIP Batch/Lot & Shelf Life

ERROR: For Line Item "0001". UID Information is required based on the Line Item data entered.

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

Item No. **	Product/Service ID *	Product/Service ID Qualifier *	
0001	4120	FT - FEDERAL SUPPLY CLASSIFICATION	Add Additional

If you see this error you have to enter the product serial number as per the applicable clause in your contract.

click on the **UID tab** and then on **Add UID**

iRAPT (formerly WAWF)

User Vendor Documentation Lookup Exit

Vendor - Receiving Report and Invoice COMBO

CLIN/SLIN/ELIN UID MILSTRIP Batch/Lot & Shelf Life

* Asterisk indicates required entry for 'Save'. ** Double asterisk indicates required entry for 'Save and Continue'.

Expand All Collapse All

Enterprise Identifier	Issuing Agency Code	UID Type	Original Part Number	Lot / Batch	Actions
					Add UID

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



UID or UII—WAWF titles the TAB UID although it although refers to UII which causes confusion although they are both the same in this instance. UII stands for Unique Item Identification.

The screenshot shows the 'WAWF' header with tabs: User, Vendor, Documentation, Lookup, Exit. Below is the 'Add UID' section. It includes a header with asterisks indicating required fields. The form contains several input fields: 'UID Type' (a dropdown menu), 'Issuing Agency Code' (a dropdown menu), 'Original Part Number', 'Enterprise Identifier', 'Lot / Batch', 'Warranty', 'Original Manufacturer Code', 'Original Manufacturers ID', and 'Special Tooling Or Test Equipment Status' (a dropdown menu). At the bottom, there are fields for 'UID Number', 'Serial Number', and 'Actions', followed by a 'Message' field and an 'Add UID' button.

Fill the required fields as follows: (Many have drop downs)

UID Type— This depends on the item, if you are unsure select the first line

UID1—DoD Construct 1, Serialization within the enterprise

Issuing Agency Code— Select **D-CAGE Code** from the drop down menu

Enterprise Identifier— Enter your company **NCAGE** code

[Click Add UID](#)

The screenshot shows the 'WAWF' header with tabs: User, Vendor, Documentation, Lookup, Exit. Below is the 'Add UID Detail' section. It includes a header with asterisks indicating required fields. The form contains several input fields: 'UID Number' (with the value 'DU1A12DU1A1212345'), 'Serial Number' (with the value 'DU1A1212345'), and 'Actions'. Red arrows point to the 'UID Number' and 'Serial Number' fields.

For the UID number insert your NCAGE code
(5 digits) as follows:

DCAGEDCAGE Serial number (No spaces)

So for NCAGE U1A12 and Serial Number 12345

Serial number is DNCAGE Serial Number DU1A1212345

[Click Save UID](#), review page and [Save UID](#) again

The screenshot shows the 'WAWF' header with tabs: User, Vendor, Documentation, Lookup, Exit. Below is the 'Vendor - Receiving Report and Invoice COMBO' section. It includes a header with asterisks indicating required fields. The form contains several input fields: 'Enterprise Identifier', 'Issuing Agency Code', 'Type', 'Original Part Number', 'Actions', 'Lot / Batch', 'Warranty', 'Original Manufacturers Code', 'Original Manufacturers ID', 'Special Tooling Or Test Equipment Status', 'UID Number', 'Serial Number', 'Contents', 'Medium', 'Value', 'Marker Code', 'Marker ID', 'Bagged / Tagged', 'Effective Date', 'Set', and 'Actions'. At the bottom, there are fields for 'Embedded UID Classification' and 'Actions', followed by an 'Add Embedded UID' button.

Save CLIN and you should now be able to submit your invoice.