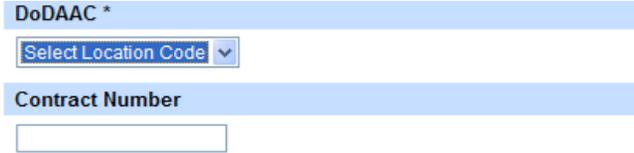


Access Discount Folder

Introduction This folder contains a copy of any documents offering a discount. This is primarily used by government agencies to inform them that a document has a discount and it needs to be worked first

Procedure Follow the steps to access discount folder

| Step | Action |
|------|--|
| 1 | <p>After Logon, click on the Government link at the top of the screen.</p>  |
| 2 | <p>Click on the Discount Folder.</p> <p>Local Processing Office Reviewer</p> <ul style="list-style-type: none"> Certification Folder History Folder by DoDAAC History Folder by User Discount Folder Hold Folder Recall - Action Required Folder Pure Edge Folder <p>Result: The search screen is displayed.</p> |
| 3 | <p>Select the appropriate DoDAAC in the drop down box.</p>  <p><i>NOTE: The DoDAAC is the only required field. It is best that you search on other fields (contract number, shipment number or invoice number etc.), more fields will narrow the search result.</i></p> |
| 4 | <p>Click Submit.</p>  <p>Result: The LPO Reviewer Discount Folder screen is displayed.</p> |

Continued on next page

Access Discount Folder

Procedure The steps below are continued from the previous page.
(continued)

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------------------------------|-------------------------------|---------------------|------------------------------|------------------|-------------------|------------------|---------------------------|--------|-------------------------------|--|-------------------------|------------|--------------------|---------------|-------------------------------|-------------------|----------|---|-----------|-----------------------------------|-------------------------------|--------------------|-----------------------|--|---------------------|------------------------------|--|---------|--------------------------------------|------------|--------------------|------------|------------|-------------------|--|--|--|--|--------------|--|--|-----------|--|--|--|-----------|--|--|
| 5 | <p>Below is an example of the document search results.</p> <p>The information on the top of the screen displays the number of items in the folder.</p> <ul style="list-style-type: none"> Clicking on the contract number hyperlink will result in the contract being displayed in EDA if it's in EDA, Clicking on the invoice number hyperlink will result in the invoice being displayed. <p>Invoice Receive Date is always red when a discount is being offered</p> <p>LPO Reviewer Discount Folder for 'N00244' (3 items, sorted by Contract Number)</p> <table border="1" data-bbox="407 785 1362 926"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number†</th> <th>Delivery Order</th> <th>Shipment Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Commercial Item Financing</td> <td>0M986</td> <td>CLS022311C013</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>CV-Interim</td> <td>1J3E7</td> <td>N0002400G2009</td> <td>0001</td> <td></td> </tr> <tr> <td>3</td> <td>CV-Direct</td> <td>96169</td> <td>N0002400G2009</td> <td>0001</td> <td></td> </tr> </tbody> </table> <p><i>Note: With the Release of WAWF 5.0.0 all columns within the search result screen can be selected to sort the values alphabetically (with the exception of the Item field which is always displayed in numerical ascending order.)</i></p> | Item | Type | Vendor (Payee) | Contract Number† | Delivery Order | Shipment Number | 1 | Commercial Item Financing | 0M986 | CLS022311C013 | | | 2 | CV-Interim | 1J3E7 | N0002400G2009 | 0001 | | 3 | CV-Direct | 96169 | N0002400G2009 | 0001 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item | Type | Vendor (Payee) | Contract Number† | Delivery Order | Shipment Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Commercial Item Financing | 0M986 | CLS022311C013 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | CV-Interim | 1J3E7 | N0002400G2009 | 0001 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | CV-Direct | 96169 | N0002400G2009 | 0001 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | <p>Click on the invoice number.</p> <table border="1" data-bbox="407 1121 1362 1262"> <thead> <tr> <th>Purge</th> <th>Hold</th> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Hold</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>CFIA013</td> <td>2011-02-23</td> <td>D2011-02-23</td> <td>Accepted</td> <td></td> <td>H</td> <td>\$912.66</td> </tr> <tr> <td></td> <td></td> <td>NAVYTESTJAJ030401</td> <td>2011-03-04</td> <td>D2011-03-04</td> <td>Approved</td> <td></td> <td>H</td> <td>\$16,252.75</td> </tr> <tr> <td></td> <td></td> <td>NAVYTESTJAJCV5010001</td> <td>2011-02-18</td> <td>D2011-02-18</td> <td>Submitted</td> <td></td> <td>H</td> <td>\$647.50</td> </tr> </tbody> </table> <p>Result: The Invoice screen is displayed.</p> | Purge | Hold | Invoice Number | Submitted | Received | Status | Purge | Hold | Amount | | | CFIA013 | 2011-02-23 | D2011-02-23 | Accepted | | H | \$912.66 | | | NAVYTESTJAJ030401 | 2011-03-04 | D2011-03-04 | Approved | | H | \$16,252.75 | | | NAVYTESTJAJCV5010001 | 2011-02-18 | D2011-02-18 | Submitted | | H | \$647.50 | | | | | | | | | | | | | |
| Purge | Hold | Invoice Number | Submitted | Received | Status | Purge | Hold | Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | CFIA013 | 2011-02-23 | D2011-02-23 | Accepted | | H | \$912.66 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | NAVYTESTJAJ030401 | 2011-03-04 | D2011-03-04 | Approved | | H | \$16,252.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | NAVYTESTJAJCV5010001 | 2011-02-18 | D2011-02-18 | Submitted | | H | \$647.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | <p>Review information by selecting desired tabs.</p> <p>Local Processing Office Reviewer - Commercial Item Financing</p> <table border="1" data-bbox="407 1423 1362 1604"> <thead> <tr> <th>Header</th> <th>Line Item</th> <th>ACRNs</th> <th>LLA</th> <th>Addresses</th> <th>Misc. Info</th> <th>Preview Document</th> </tr> </thead> <tbody> <tr> <td colspan="2">Contract Number</td> <td colspan="2">Delivery Order</td> <td colspan="3">Issue Date</td> </tr> <tr> <td colspan="2">CLS022311C013</td> <td colspan="2"></td> <td colspan="3"></td> </tr> <tr> <td colspan="2">Request Number</td> <td colspan="2">Invoice Number</td> <td>Invoice Date</td> <td colspan="2">Invoice Received Date</td> </tr> <tr> <td colspan="2">CFIA013</td> <td colspan="2">CLS013</td> <td>2011/02/23</td> <td colspan="2">2011/02/23</td> </tr> <tr> <td colspan="4">Summary of Detail Level Information</td> <td colspan="3">Total</td> </tr> <tr> <td colspan="4">1 CLIN(s)</td> <td colspan="3">\$ 912.66</td> </tr> </tbody> </table> | Header | Line Item | ACRNs | LLA | Addresses | Misc. Info | Preview Document | Contract Number | | Delivery Order | | Issue Date | | | CLS022311C013 | | | | | | | Request Number | | Invoice Number | | Invoice Date | Invoice Received Date | | CFIA013 | | CLS013 | | 2011/02/23 | 2011/02/23 | | Summary of Detail Level Information | | | | Total | | | 1 CLIN(s) | | | | \$ 912.66 | | |
| Header | Line Item | ACRNs | LLA | Addresses | Misc. Info | Preview Document | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Number | | Delivery Order | | Issue Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CLS022311C013 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| CFIA013 | | CLS013 | | 2011/02/23 | 2011/02/23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Summary of Detail Level Information | | | | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Access Discount Folder

Procedure The steps below are continued from the previous page.
(continued)

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------------|---|-----------------|----------------|------------------------|----------------|---------------|---------------|---------|---------|--------|------------|-------------|-------------|------|--------|--------------------------------|------------------------|--------|-------------|------------------------|----------------|--------|----|--|--------|
| 8 | <p>Enter any required fields on the LLA tab.</p> <p>Local Processing Office Reviewer - Commercial Item Financing</p> <p>Header Line Item ACRNs LLA Addresses Misc. Info Preview Document</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Request Number</th> <th>Invoice Number</th> <th>Invoice Date</th> </tr> </thead> <tbody> <tr> <td>CLS022311C013</td> <td></td> <td>CFIA013</td> <td>CLS013</td> <td>2011/02/23</td> </tr> </tbody> </table> <p>An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.</p> <p>[+] Populate All</p> <p>LLA Level</p> <p>Line Level ▾</p> <table border="1"> <thead> <tr> <th>Item Number</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>912.66</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Document Record Reference ID *</th> <th>Agency Accounting ID *</th> <th>ACRN *</th> <th>Amount (\$)</th> <th>Approved Amount (\$) *</th> </tr> </thead> <tbody> <tr> <td>AA123654789654</td> <td>068688</td> <td>AA</td> <td></td> <td>912.66</td> </tr> </tbody> </table> <p>[+] Optional LLA Fields</p> | Contract Number | Delivery Order | Request Number | Invoice Number | Invoice Date | CLS022311C013 | | CFIA013 | CLS013 | 2011/02/23 | Item Number | Amount (\$) | 0001 | 912.66 | Document Record Reference ID * | Agency Accounting ID * | ACRN * | Amount (\$) | Approved Amount (\$) * | AA123654789654 | 068688 | AA | | 912.66 |
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| AA123654789654 | 068688 | AA | | 912.66 | | | | | | | | | | | | | | | | | | | | | |
| 9 | <p>In the header tab, check the appropriate action.</p> <p>ACTION BY: N00244 *</p> <p><input type="checkbox"/> Recommend Document Certified</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | <p>Click the Submit button</p> <p>Submit Save Draft Document Previous Help</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | <p>View the verification screen.</p> <p>Success</p> <p>The Commercial Item Financing was successfully recommended for certification.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Request Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>CLS022311C013</td> <td></td> <td>CFIA013</td> <td>CLS013</td> </tr> </tbody> </table> <p>Email sent to Local Processing Office: WAWFRA_UNDEL118@ecedi.nit.disa.mil</p> <p>Send Additional Email Notifications</p> <p>Fri Mar 04 09:22:54 MST 2011</p> | Contract Number | Delivery Order | Request Number | Invoice Number | CLS022311C013 | | CFIA013 | CLS013 | | | | | | | | | | | | | | | | |
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| CLS022311C013 | | CFIA013 | CLS013 | | | | | | | | | | | | | | | | | | | | | | |