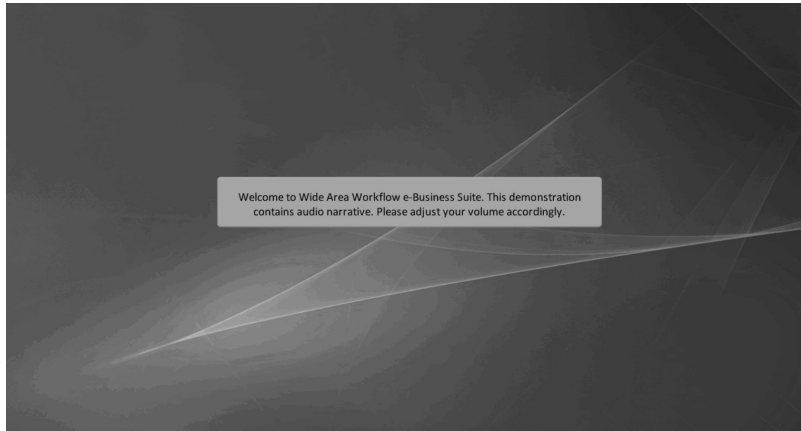
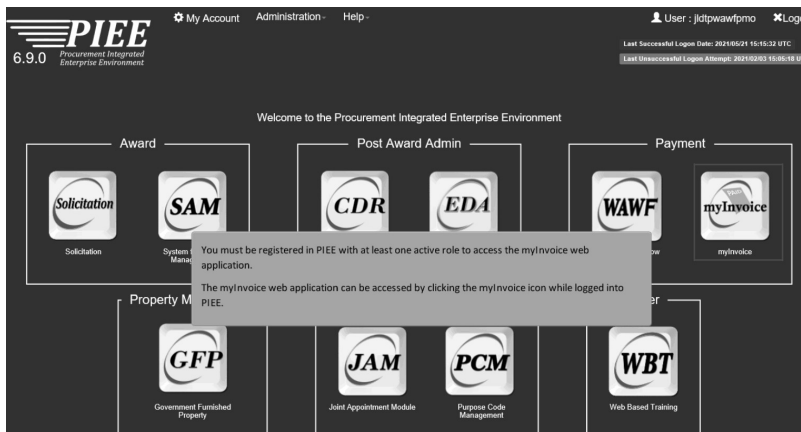


Intro



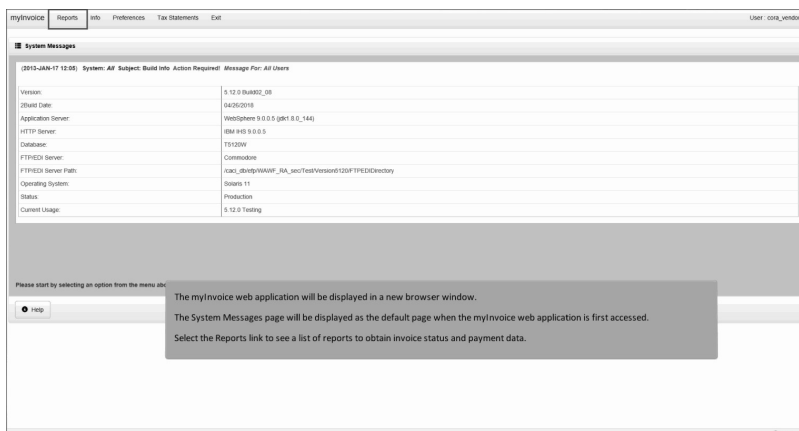
Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



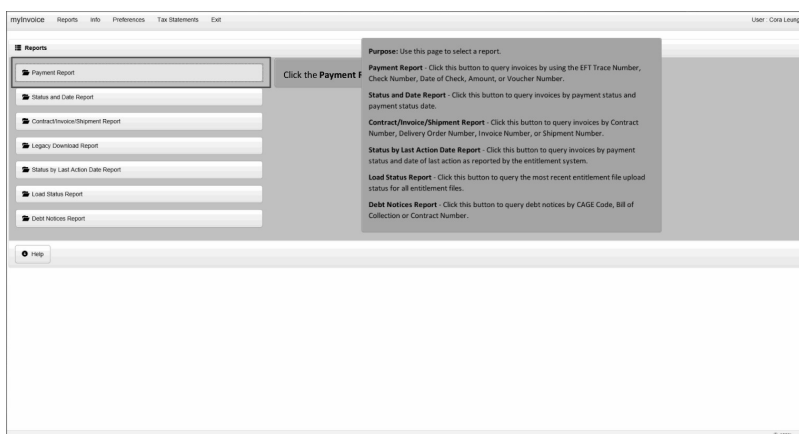
You must be registered in PIEE with at least one active role to access the myInvoice web application. The myInvoice web application can be accessed by clicking the myInvoice icon while logged into PIEE.

Step 2



The myInvoice web application will be displayed in a new browser window.
The System Messages page will be displayed as the default page when the myInvoice web application is first accessed.
Select the Reports link to see a list of reports to obtain invoice status and payment data.

Step 3



Purpose: Use this page to select a report.

Payment Report - Click this button to query invoices by using the EFT Trace Number, Check Number, Date of Check, Amount, or Voucher Number.

Status and Date Report - Click this button to query invoices by payment status and payment status date.

Contract/Invoice/Shipment Report - Click this button to query invoices by Contract Number, Delivery Order Number, Invoice Number, or Shipment Number.

Status by Last Action Date Report - Click this button to query invoices by payment status and date of last action as reported by the entitlement system.

Load Status Report - Click this button to query the most recent entitlement file upload status for all entitlement files.

Debt Notices Report - Click this button to query debt notices by CAGE Code, Bill of Collection or Contract Number. Click the Payment Reports link.

Step 4

[illegible]

Every report except the Load Status Report and Debt Notices Report can search for data in the active or archive database using the Search in drop down list. Use the Search in drop down list to select the database to search in. The default option is Active Database.

Step 5

[My Invoice](#)
[Reports](#)
[Info](#)
[Preferences](#)
[Tax Statements](#)
[Exit](#)

User: Corei Lewis

Payment Report

Search in:

AP/CE Invoices

▼

Search by:

CAGE Code

▼

Search results:

20 records per page

▼

Payment Type:

ERT

▼

Invoice Amount

DTT Trace Number

Total Payment Amount

Q Search

Download (CSV)

EMAIL

BACK

11/16/17

CAGE Codes

08031	01022	00962	00141	00481	00700
07255	07406	07801	070X1	09428	08415
08853	002VY	00700	09L96	00J63	00196
02010					00308
1000019472					1000019026
1000011746	1000012192				1000016000
1000119032	1000020636	1000020730	1000012316	1000002008	1000002006
13499	10006	17008	17610	10109	10908
10140	10106	11C18	17E2A	14124	11406

Government user can search by CAGE Code or DUNS Codes. Up to 100 comma delimited CAGE or DUNS Codes. The default option is "CAGE Code".

Every report except the Load Status Report and Debt Notices Report can search for invoice data by CAGE Code or DUNS Code using the "Search by" dropdown list.

Government user can search by CAGE Code or DUNS Codes. Up to 100 comma delimited CAGE or DUNS Codes. The default option is "CAGE Code". Every report except the Load Status Report and Debt Notices Report can search for invoice data by CAGE Code or DUNS Code using the "Search by" dropdown list.

Step 6

The screenshot shows the 'myInvoice' application window with the 'Payment Report' tab selected. The interface includes search filters for 'CAGE Code' and 'DUNS Code', a 'Payment Type' dropdown, and fields for 'Invoice Amount' and 'Total Payment Amount'. Below these are buttons for 'Search', 'Download (CSV)', 'E-Mail', 'Back', and 'Help'. The main area displays a grid of codes with checkboxes. A tooltip is visible over the grid, stating: 'Vendor user can search by CAGE Code or DUNS Code. The Vendor can select or deselect CAGE or DUNS Codes manually or programmatically by clicking the Uncheck or Check links. The default option is CAGE Code.'

CAGE Code	DUNS Code
00001	00001
00002	00002
00003	00003
00004	00004
00005	00005
00006	00006
00007	00007
00008	00008
00009	00009
00010	00010
00011	00011
00012	00012
00013	00013
00014	00014
00015	00015
00016	00016
00017	00017
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00099	00099
00100	00100

Vendor user can search by CAGE Code or DUNS Code.

The Vendor can select or deselect CAGE or DUNS Codes manually or programmatically by clicking the Uncheck or Check links. The default option is CAGE Code.

Step 7

The screenshot shows the 'myInvoice' application window with the 'Payment Report' tab selected. The interface includes search filters for 'CAGE Code' and 'DUNS Code', a 'Payment Type' dropdown, and fields for 'Invoice Amount' and 'Total Payment Amount'. Below these are buttons for 'Search', 'Download (CSV)', 'E-Mail', 'Back', and 'Help'. The main area displays a grid of codes with checkboxes. A tooltip is visible over the grid, stating: 'Click the E-Mail button.'

CAGE Code	DUNS Code
00001	00001
00002	00002
00003	00003
00004	00004
00005	00005
00006	00006
00007	00007
00008	00008
00009	00009
00010	00010
00011	00011
00012	00012
00013	00013
00014	00014
00015	00015
00016	00016
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00100	00100

Click the E-Mail button.

Step 8

The screenshot shows the 'myInvoice' application window with the 'E-Mail Assistance' form. The form contains several input fields: Name (pre-filled with 'CORBA LIVING'), E-Mail Address (pre-filled with 'COLLIVING@CADI.COM'), Company, Phone (pre-filled with '852-333-1245'), CAGE Code, DUNS Code, Payment Office (dropdown menu), Payment Type (dropdown menu), Identifying Number, Delivery Order / Call Number, Payment Date, and Invoice Number. There is also a 'Comments' text area. At the bottom of the form are buttons for 'Send', 'Back', and 'Help'. A grey callout box is overlaid on the form, containing the following text:

Every report except the Load Status Report and Debt Notices Report can send an email to the myInvoice Help Desk requesting assistance in resolving issues associated with the invoice data.

Users can enter the required entries and send an email to the myInvoice Help Desk. The Name, E-Mail Address and Phone will be pre-populated.

Every report except the Load Status Report and Debt Notices Report can send an email to the myInvoice Help Desk requesting assistance in resolving issues associated with the invoice data.

Users can enter the required entries and send an email to the myInvoice Help Desk. The Name, E-Mail Address and Phone will be pre-populated.

Step 9

The screenshot shows the 'myInvoice' application window with the 'Reports' page. On the left side, there is a list of report types: Payment Report, Status and Date Report, Contract/Invoice-Shipment Report, Legacy Download Report, Status by Last Action Date Report, Load Status Report, and Debt Notices Report. The 'Status and Date Report' is highlighted with a grey border. At the bottom of the list is a 'Help' button. A grey callout box is overlaid on the page, containing the following text:

There may be cases where a report is not ready when the daily Status and Date Report program runs.

There may be cases where a report is not ready when the daily Status and Date Report program runs.

Step 10

If reports are needed before the program runs again the next day, users can logon to the web application and download a txt file containing the **Status and Date Report** for their CAGE codes.

30135	31412	30729	31415	30135	31412
31412	40152	47014	49383	49382	49386
40148	40290	49448	40173	40147	47028
50561	50204	50719	57247	5A480	50703
55870	51778	51543	59492	76201	76205
71872	71423				80234
88706	91439	90387	99910037	99910091	99904749
99902027	99940547	99946765	99909723	999990041	999990008
999999014	9999994366	9999990242	9999990244	9999990334	9999990007
91426	91975	A1438	CE306	CK0704	08061
08073	026188	026766	SE405	5F838	5H481
5H482	00000				

Uncheck

Search Download (MS) E-Mail BACK Help

If reports are needed before the program runs again the next day, users can logon to the web application and download a txt file containing the Status and Date Report for their CAGE codes.

Step 11

myInvoice Reports Info Preferences Tax Statements Exit User: Cora Leung

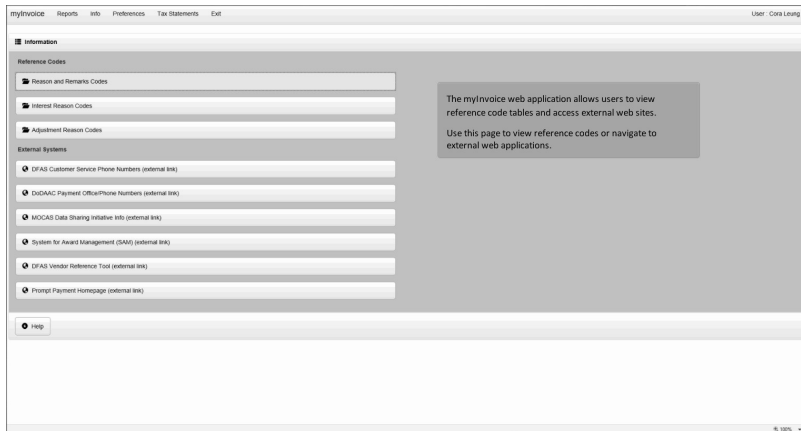
E-Mail Assistance

Name *	E-Mail Address *	Company
CORA LEUNG	CORALEUNG@CAG.COM	
Phone	CAGE Code	DUNS Code
855-333-1245		
Payment Office *	Payment Type	Identifying Number
Select *	N/A	
Delivery Order / Call Number	Payment Date	Invoice Number
Comments *		

Send Back Help Click the Info link.

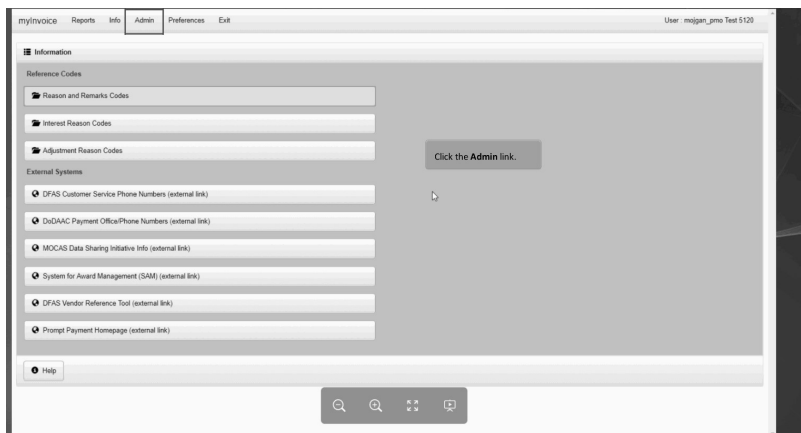
Click the Info link.

Step 12



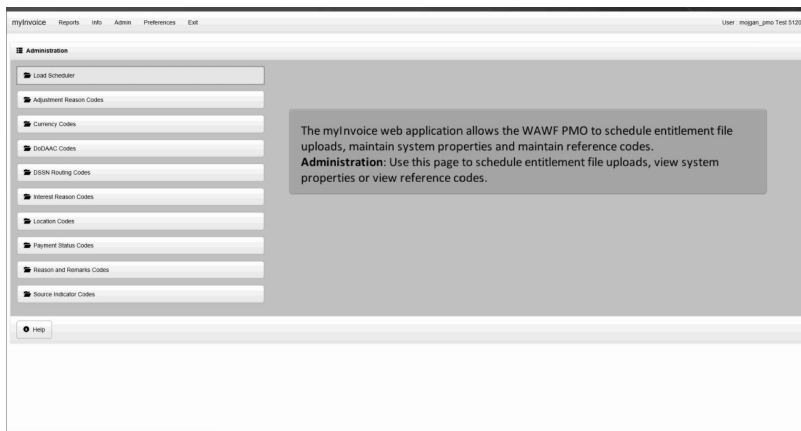
The myInvoice web application allows users to view reference code tables and access external web sites. Use this page to view reference codes or navigate to external web applications.

Step 13



Click the Admin link.

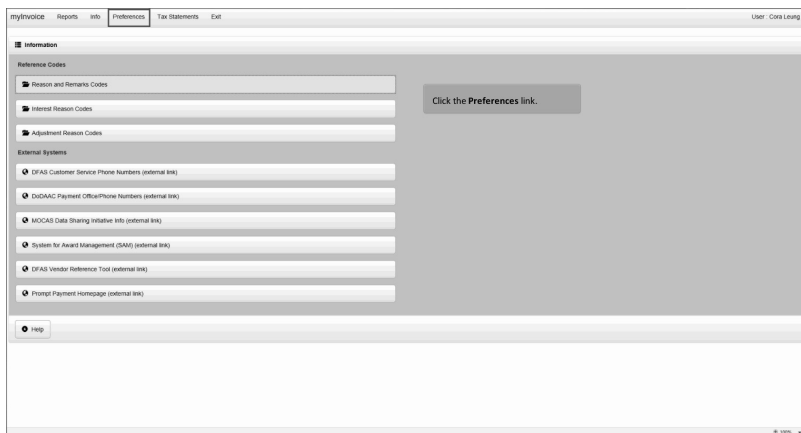
Step 14



The myInvoice web application allows the WAWF PMO to schedule entitlement file uploads, maintain system properties and maintain reference codes.

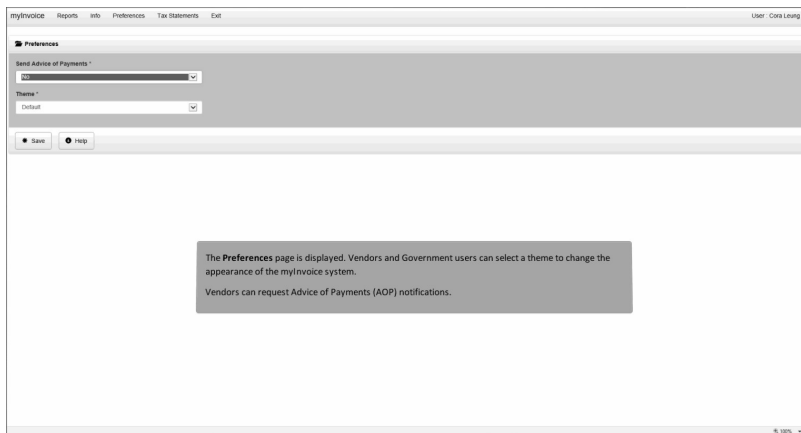
Administration: Use this page to schedule entitlement file uploads, view system properties or view reference codes.

Step 15



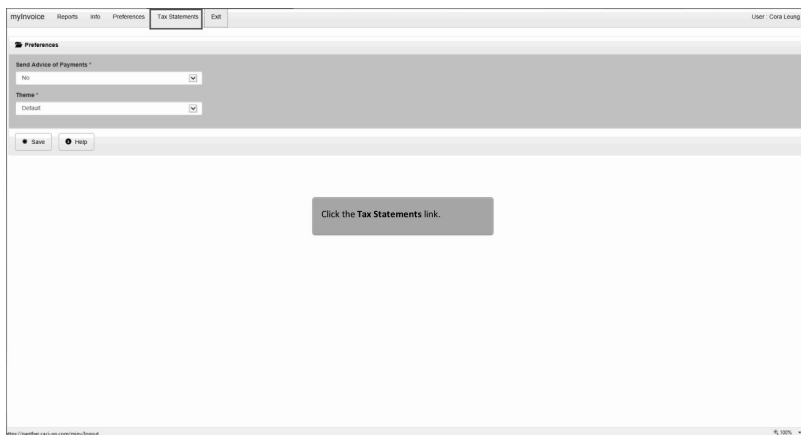
Click the Preferences link.

Step 16



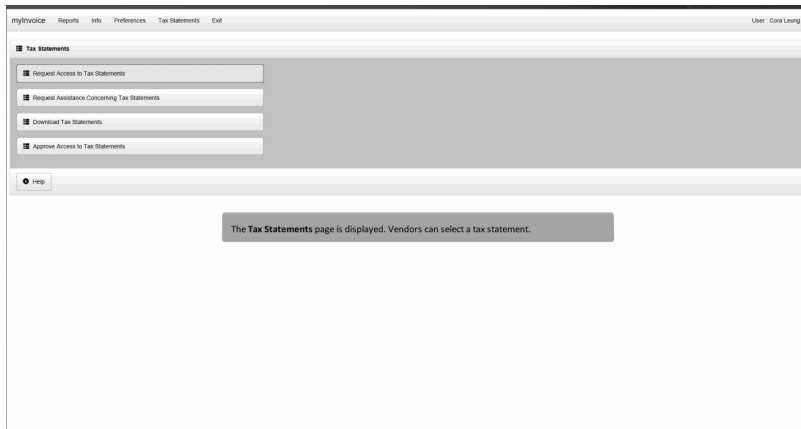
The Preferences page is displayed. Vendors and Government users can select a theme to change the appearance of the myInvoice system.
Vendors can request Advice of Payments (AOP) notifications.

Step 17



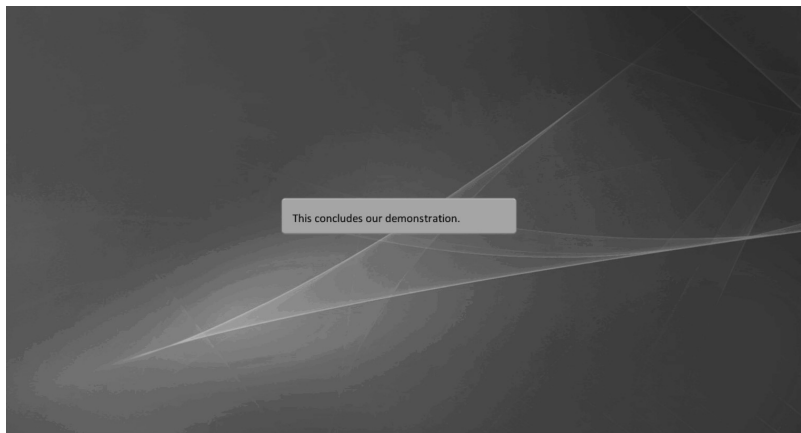
Click the Tax Statements link.

Step 18



The Tax Statements page is displayed. Vendors can select a tax statement.

End



This concludes our demonstration.