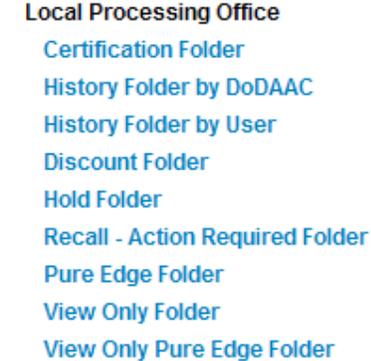


Access Discount Folder

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	After Logon, click on the Government link at the top of the screen. 
2	Click on the Discount Folder .  Result: The search screen is displayed.
3	Select the appropriate DoDAAC in the drop down box.  <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>
4	Click Submit .  Result: The LPO Discount Folder screen is displayed.

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 Discount Folder for 'HQ0313' (9 items, sorted by Contract Number)</p> <table border="1" data-bbox="407 783 1346 1098"> <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>Construction Invoice</td><td>0T5L1</td><td>DAAB0797DB608</td><td>0014</td><td></td></tr> <tr><td>2</td><td>Invoice FP</td><td>0T5L1</td><td>DAAB0797DB608</td><td>0014</td><td></td></tr> <tr><td>3</td><td>Commercial Item Financing</td><td>0T5L1</td><td>DAAB0797DB608</td><td>0014</td><td></td></tr> <tr><td>4</td><td>Performance Payment</td><td>0T5L1</td><td>DAAB0797DB608</td><td>0014</td><td></td></tr> <tr><td>5</td><td>PP Pre-Pay</td><td>0T5L1</td><td>DAAB0797DB608</td><td>0014</td><td></td></tr> <tr><td>6</td><td>Telecom (Non-Contractual)</td><td>09NL0</td><td>W3TELE09C09NL0049</td><td></td><td></td></tr> <tr><td>7</td><td>Telecom (Non-Contractual)</td><td>09NL0</td><td>W3TELE10F09NL0027</td><td></td><td></td></tr> <tr><td>8</td><td>Telecom (Non-Contractual)</td><td>09NL0</td><td>W3TELE10F09NL0028</td><td></td><td></td></tr> <tr><td>9</td><td>Telecom (Non-Contractual)</td><td>09NL0</td><td>W3TELE10F09NL0029</td><td></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	Construction Invoice	0T5L1	DAAB0797DB608	0014		2	Invoice FP	0T5L1	DAAB0797DB608	0014		3	Commercial Item Financing	0T5L1	DAAB0797DB608	0014		4	Performance Payment	0T5L1	DAAB0797DB608	0014		5	PP Pre-Pay	0T5L1	DAAB0797DB608	0014		6	Telecom (Non-Contractual)	09NL0	W3TELE09C09NL0049			7	Telecom (Non-Contractual)	09NL0	W3TELE10F09NL0027			8	Telecom (Non-Contractual)	09NL0	W3TELE10F09NL0028			9	Telecom (Non-Contractual)	09NL0	W3TELE10F09NL0029												
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6	<p>Click on the invoice number.</p> <table border="1" data-bbox="407 1297 1281 1686"> <thead> <tr> <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>0000000</td><td>2010-04-23</td><td>D2010-04-23</td><td>Accepted</td><td></td><td>H</td><td>\$50.00</td></tr> <tr><td>0000000</td><td>2010-04-23</td><td>F2010-04-23</td><td>Submitted</td><td></td><td>H</td><td>\$50.00</td></tr> <tr><td>CFIA000</td><td>2010-04-23</td><td>D2010-04-23</td><td>Accepted</td><td></td><td>H</td><td>\$50.00</td></tr> <tr><td>PBPA000</td><td>2010-04-23</td><td>D2010-04-23</td><td>Accepted</td><td></td><td>H</td><td>\$50.00</td></tr> <tr><td>PPRA997</td><td>2010-02-24</td><td>D2010-02-24</td><td>Accepted</td><td></td><td>H</td><td>\$13,500.00</td></tr> <tr><td>INV12082009E</td><td>2009-12-08</td><td>D2009-12-08</td><td>Accepted</td><td></td><td>H</td><td>\$175.00</td></tr> <tr><td>USMC03252010C</td><td>2010-03-25</td><td>D2010-03-25</td><td>Accepted</td><td></td><td>H</td><td>\$154.42</td></tr> <tr><td>USMC03252010D</td><td>2010-03-25</td><td>D2010-03-25</td><td>Accepted</td><td></td><td>H</td><td>\$34.24</td></tr> <tr><td>USMC03252010E</td><td>2010-03-25</td><td>D2010-03-25</td><td>Accepted</td><td></td><td>H</td><td>\$279.82</td></tr> </tbody> </table> <p>Result: The Invoice screen is displayed.</p>	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount	0000000	2010-04-23	D2010-04-23	Accepted		H	\$50.00	0000000	2010-04-23	F2010-04-23	Submitted		H	\$50.00	CFIA000	2010-04-23	D2010-04-23	Accepted		H	\$50.00	PBPA000	2010-04-23	D2010-04-23	Accepted		H	\$50.00	PPRA997	2010-02-24	D2010-02-24	Accepted		H	\$13,500.00	INV12082009E	2009-12-08	D2009-12-08	Accepted		H	\$175.00	USMC03252010C	2010-03-25	D2010-03-25	Accepted		H	\$154.42	USMC03252010D	2010-03-25	D2010-03-25	Accepted		H	\$34.24	USMC03252010E	2010-03-25	D2010-03-25	Accepted		H	\$279.82
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Access Discount Folder

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

Step	Action																								
7	<p>Review information by selecting desired tabs.</p> <p>Local Processing Office - Invoice - Fast Pay</p> <p>Header Line Item Addresses Misc. Info Preview Document</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Issue Date</th> <th>Supplies or Services</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td>0014</td> <td>1998/08/13</td> <td>SPL</td> </tr> <tr> <th>Invoice Number</th> <th>Invoice Date</th> <th>Final Invoice?</th> <th>Invoice Received Date</th> </tr> <tr> <td>00000000</td> <td>2010/04/23</td> <td>N</td> <td>2010/04/23</td> </tr> </tbody> </table> <p>Summary of Detail Level Information</p> <table border="1"> <thead> <tr> <th></th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1 CLIN/SLIN(s)</td> <td>\$ 50.00</td> </tr> <tr> <td>0 Miscellaneous Amount(s)</td> <td>\$ 0.00</td> </tr> <tr> <td>Document Total:</td> <td>\$ 50.00</td> </tr> </tbody> </table>	Contract Number	Delivery Order	Issue Date	Supplies or Services	DAAB0797DB608	0014	1998/08/13	SPL	Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	00000000	2010/04/23	N	2010/04/23		Total	1 CLIN/SLIN(s)	\$ 50.00	0 Miscellaneous Amount(s)	\$ 0.00	Document Total:	\$ 50.00
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8	<p>Check the appropriate action.</p> <p>ACTION BY: HQ0313 *</p> <p><input checked="" type="checkbox"/> Document Certified</p> <p><input type="checkbox"/> Document Rejected</p> <p>Note: If the document is to be rejected then comments must be included on the Misc Info tab.</p>																								
9	<p>Enter the Signature Date, then select the Signature button.</p> <p>I certify that the goods/services have been received, inspected, and accepted.</p> <p>Signature Date</p> <p>2011/03/03</p> <p>Signature</p> <p>Signature Of Authorized Government Representative</p>																								
10	<p>Enter the Password, and then click the Next button.</p> <p>WAWF Password Confirmation</p> <p>User ID DFASgovt</p> <p>Password *</p> <p>Next Previous Help</p>																								
11	<p>Review message and click the OK button.</p> <p>Microsoft Internet Explorer</p> <p>The document is now signed. The document still must be submitted. Please click OK to submit now automatically or click Cancel to submit after reviewing the document.</p> <p>OK Cancel</p>																								

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Access Discount Folder

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

Step	Action								
12	<p data-bbox="402 310 771 342">View the verification screen.</p> <p data-bbox="410 373 519 405">Success</p> <div data-bbox="410 426 1205 504" style="background-color: #e6f2ff; padding: 5px;"><p data-bbox="427 436 958 493">The Invoice - Fast Pay was successfully processed. It has been processed via EDI.</p></div> <table border="1" data-bbox="410 556 1205 634"><thead><tr><th data-bbox="418 562 613 594">Contract Number</th><th data-bbox="630 562 792 594">Delivery Order</th><th data-bbox="808 562 1019 594">Shipment Number</th><th data-bbox="1036 562 1198 594">Invoice Number</th></tr></thead><tbody><tr><td data-bbox="418 604 613 634">DAAB0797DB608</td><td data-bbox="630 604 792 634">0014</td><td data-bbox="808 604 1019 634"></td><td data-bbox="1036 604 1198 634">00000000</td></tr></tbody></table> <p data-bbox="427 697 873 787">Email sent to Vendor: WAWF.Team@wpafb.af.mil Email sent to Vendor: hq-wawf@dfas.mil Email sent to Pay Official: hq-wawf@dfas.mil</p> <p data-bbox="427 823 755 844">Send Additional Email Notifications</p> <p data-bbox="427 877 714 898">Thu Mar 03 09:38:59 MST 2011</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608	0014		00000000
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