

After all the WAWF data has been entered and you're ready to submit

**Wide Area Workflow 5.2**

User Administration Console Vendor Documentation Lookup Logout

**Vendor - Receiving Report and Fast Pay Invoice COMBO**

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

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

WARNING: The data in this document was populated based upon CLIN level contract data within the EDA system. Please ensure that you have reviewed the data.  
 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.

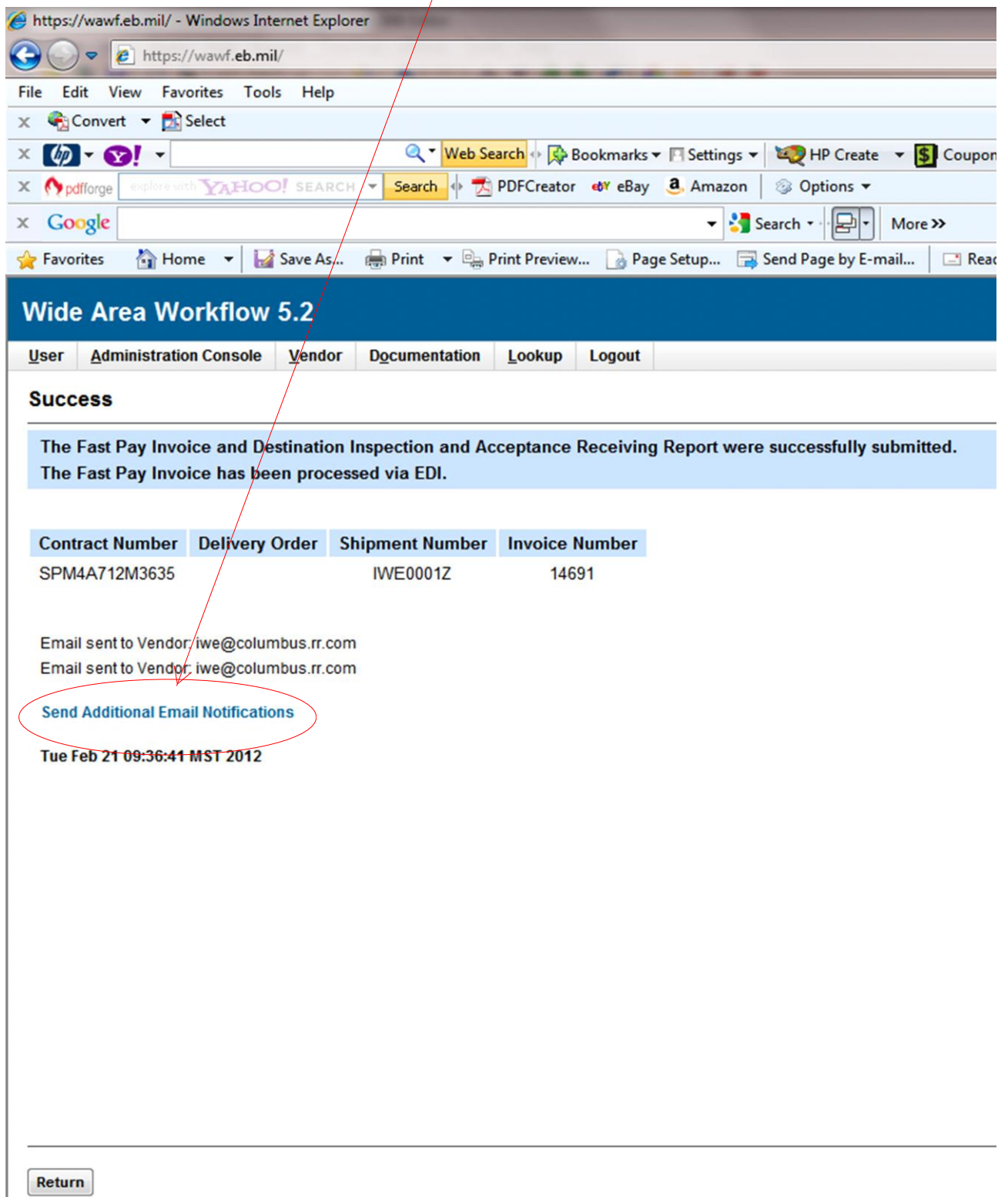
<b>Contract Number</b>	<b>Delivery Order</b>	
SPM4A712M3635		
<b>Contract Number Type</b>	<b>Supplies</b>	
DoD Contract (FAR)	<input checked="" type="radio"/>	
<b>Shipment Number **</b>	<b>Shipment Date *</b>	
IWE0001Z	2012/02/21	
<b>Invoice Number **</b>	<b>Invoice Date * (WAWF System Server Date)</b>	
14691	2012/02/21	
<b>Submit Transportation Data Later</b>	<b>TCN</b>	
<input type="checkbox"/>	FB203913481381XXX	
<b>Hazardous Material</b>	<b>Refrigerated</b>	
<input type="checkbox"/>	<input type="checkbox"/>	
<b>Transportation Leg</b>	<b>Standard Carrier Alpha Code</b>	<b>Bill</b>
1	UPSS	07396321
<b>Secondary Transportation Tracking Number</b>	<b>Secondary Tr</b>	
<input type="text"/>	<input type="text"/>	

Submit Save Draft Document Previous Help

Logon Date : 2

After you submit, you'll see this screen:

Click on the "Send Additional Email Notifications" to get the next screen.



This screen will appear.

If you have prior email addresses entered, you can select from the list or add a new email address.

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**Additional Email Distribution**

Email Address  Add Email

**Address Book**

- Alannasengineer@yahoo.com
- Alice.Brinkley@dla.mil
- Angela.Merritt@dcma.mil
- Brian@iweohio.com
- Carl.Breya@dla.mil
- Catherine.Hill.ctr@dla.mil
- Clifton.Moore@dla.mil
- Cynthia.Beightol@dlla.mil
- David.Jinnette.ctr@dla.mil
- Deborah.Fischer@dla.mil
- Eileen.White.ctr@dla.mil
- Garry.Thomas@dla.mil
- George.V.Taylor@dcma.mil
- Geraldine.Thomas@dcma.mil
- Gerry.Lutz@dcma.mil
- Harold.jones@dla.mil
- Itziar.Igartua-Vazquez@dla.mil
- Jay.Enfield@dcma.mil
- John.Barta.ctr@dla.mil
- Kathy.Evelyn.ctr@dla.mil

Send To \*

Send To

Remove Email Clear Address Book

\* Asterisk indicates required entry.

The "Add arrow (>) will add the email address to the "Send To:" area. Click the Submit to send

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- Clifton.Moore@dla.mil
- Cynthia.Beightol@dla.mil
- David.Jinnette.ctr@dla.mil
- Deborah.Fischer@dla.mil
- Eileen.White.ctr@dla.mil
- Garry.Thomas@dla.mil
- George.V.Taylor@dcma.mil
- Geraldine.Thomas@dcma.mil
- Gerry.Lutz@dcma.mil
- Harold.jones@dla.mil
- Itziar.Igartua-Vazquez@dla.mil
- Jay.Enfield@dcma.mil
- John.Barta.ctr@dla.mil
- Kathy.Evelyn.ctr@dla.mil
- Larry.Crews@dcma.mil

Remove Email Clear Address Book

**Send To \***

- Brian@iweohio.com
- helena.bornhorst@dcma.mil

\* Asterisk indicates required entry.

Submit Return

TIP: If you hold the "CTRL" key down and select, you can select more than one and email all selected at one time.

You will receive the “Email Sent To:” screen to validate the send is complete. You’re done

The screenshot shows a web application interface for 'Wide Area Workflow 5.2'. At the top is a dark blue header with the title. Below it is a navigation bar with buttons for 'User', 'Administration Console', 'Vendor', 'Documentation', 'Lookup', and 'Logout'. The main content area is titled 'Additional Email Distribution Summary'. Under this title, there is a section labeled 'Email Sent to:' which contains two email addresses: 'Brian@iweohio.com' and 'helena.bornhorst@dcma.mil'. These two email addresses are circled in red, and a red arrow points from the top right of the page towards the first email address. Below the email list is a blue link that says 'Send Additional Email Notifications'.

Return