

**The Defense Finance and Accounting Service**  
**Electronic Commerce Office**



**Using Wide Area Workflow for Vendors**  
**Student Guide**

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*Document Version Date: 8-07-06*

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# Introduction to Using WAWF for Vendors

## Overview

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### Introduction

Welcome to *Using WAWF for Vendors*. In this course you will gain the knowledge and skills needed to perform the functions associated with the Vendor role in Wide Area Workflow (WAWF).

The class and student guide focus on basic WAWF document processing and may not cover all of the documents your business submits to DFAS. It does cover how to create a:

- Stand alone Invoice
  - Combo Invoice
  - 2-in-1 invoice
  - Receiving Report
  - Cost Voucher, and
  - Creating Documents via Templates
- 

### Additional WAWF training

This guide will provide you basic information on how to get started in WAWF-RA. For additional information and training on WAWF-RA please go to the following Web pages:

**WAWF-RA Production home page**  
<https://wawf.eb.mil>

**WAWF-RA Training Database (great place to practice using WAWF-RA)**  
<https://wawftraining.eb.mil>

**WAWF-RA On-line Training Course (great place to begin learning WAWF-RA)** [www.wawftraining.com](http://www.wawftraining.com)

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*Continued on next page*

## Overview, Continued

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### References

Department of Defense Reform Initiative Directive (DRID) #43 – Defense-wide Electronic Commerce dated May 20, 1998.

Section 8, DoD Authorization Act FY01, mandates that DoD implement automated invoicing, receipt and acceptance.

Office of the Under Secretary of Defense memorandum: Subject: Deployment of Wide Area Workflow – Receipt and Acceptance (WAWF-RA), dated April 1, 2002.

Office of the Secretary of Defense memorandum: Subject: Wide Area Workflow Implementation dated February 6, 2003.

DFARS 252.232-7003 Electronic Submission of Payment Requests.

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### In this course

This course contains the following sections:

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# Chapter 1

## Getting Started in WAWF

### Overview

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**Introduction** Before you begin to learn the basic WAWF functionality it is very beneficial to learn about Contractor Central Registry (CCR) and the Electronic Document Access (EDA). We will then guide you through the EDA and WAWF registration process.

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**Learning objectives** Upon completion of this chapter, you will be able to:

- Identify your company's EBPOC
- Register in WAWF
- Log on and off WAWF
- Navigate the WAWF Homepage.
- Identify how to update your WAWF profile.

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**In this chapter** This chapter contains the following topics.

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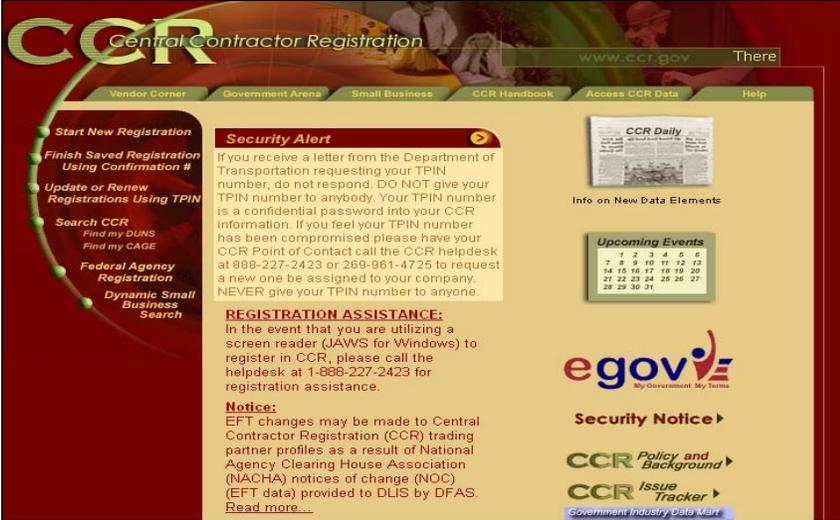
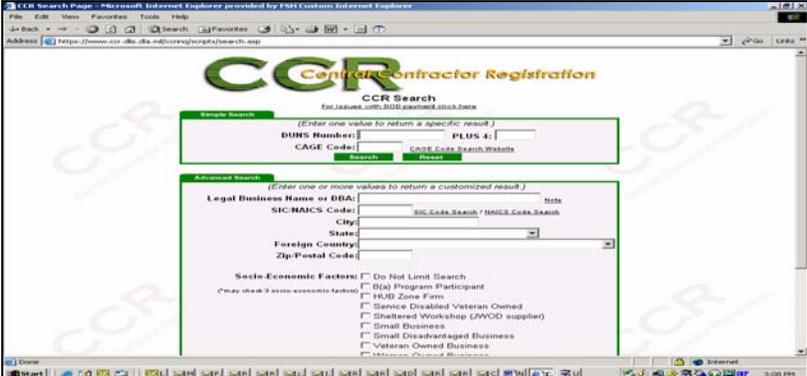
# Verifying the EB POC in CCR

## Introduction

In order to register in WAWF you must have an Electronic Business Point of Contact.

## Procedure

Follow the steps below to verify who is listed as your EB POC in CCR.

Step	Action
1	<p>Go to the CCR web site <a href="http://www.ccr.gov">http://www.ccr.gov</a></p> <p>Result: Home page screen opens.</p>
2	<p>Click Search CCR.</p> 
3	<p>Enter your “Cage Code” into the Cage Code Field or enter your company name in the “Legal Business Name or DBA”: field and click <b>Search</b>.</p> 

Continued on next page

# Verifying the EB POC in CCR, Continued

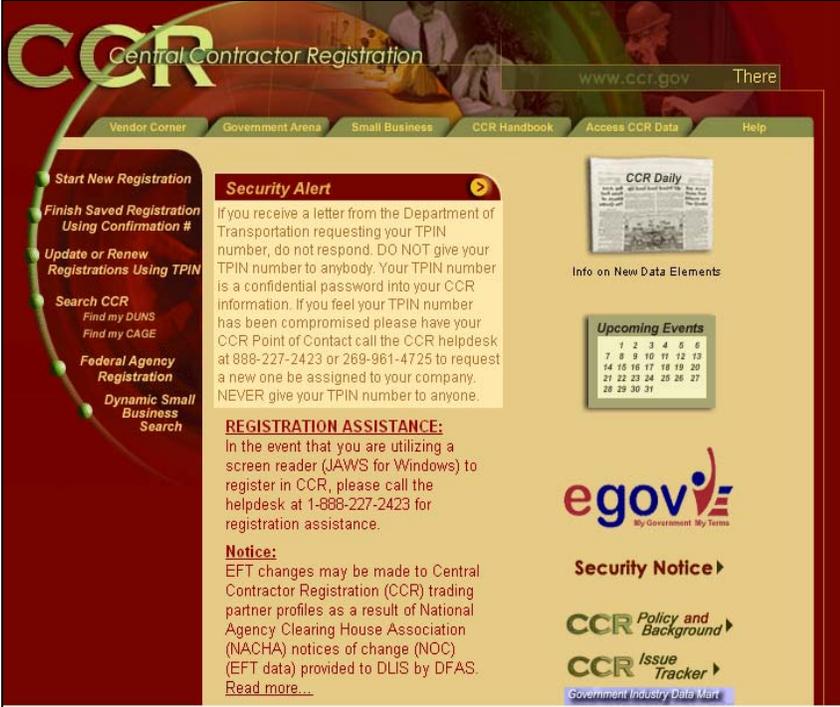
## Procedure (continued)

Step	Action						
4	<p data-bbox="553 365 1349 396">Scroll to the bottom of the page and review the inquiry results.</p> <div data-bbox="553 432 1260 905" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Points of Contact</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>Government Business POC Primary</u></p> <p>Name: RONALD SCHNEIDER            Address Line 1: CACI, INC., FEDERAL            Address Line 2: 1100 N GLEBE RD            City: ARLINGTON            State: VA            Zip/Postal Code: 222014797            Country: USA            U.S. Phone: (703) 841-7800 Ext.            Non-U.S. Phone:            Fax: (703) 841-7882</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Government Business POC Alternate</u></p> <p>Name: RONALD SCHNEIDER            Address Line 1: CACI, INC., FEDERAL            Address Line 2: 1100 N GLEBE RD            City: ARLINGTON            State: VA            Zip/Postal Code: 222014797            Country: USA            U.S. Phone: (703) 841-7800 Ext.            Non-U.S. Phone:            Fax: (703) 841-7882</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><u>Past Performance POC Primary</u></p> <p>Name: WALTER MILTON            Address Line 1: CACI, INC., FEDERAL            Address Line 2: 1100 N GLEBE RD            City: ARLINGTON            State: VA            Zip/Postal Code: 222014797            Country: USA            U.S. Phone: (703) 841-7859 Ext.            Non-U.S. Phone:            Fax: (703) 528-7232</p> </td> <td style="vertical-align: top;"> <p><u>Past Performance POC Alternate</u></p> <p>Name: THOMAS HERRIGAN            Address Line 1: CACI, INC., FEDERAL            Address Line 2: 1100 N GLEBE RD            City: ARLINGTON            State: VA            Zip/Postal Code: 222014797            Country: USA            U.S. Phone: (703) 841-2996 Ext.            Non-U.S. Phone:            Fax: (703) 528-7232</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><u>Electronic Business POC Primary</u></p> <p>Name: C K BREWER            Address Line 1: CACI, INC., FEDERAL            Address Line 2: 1100 N. GLEBE ROAD            City: ARLINGTON            State: VA            Zip/Postal Code: 222014797            Country: USA            U.S. Phone: (703) 841-7929 Ext.</p> </td> <td style="vertical-align: top;"> <p><u>Electronic Business POC Alternate</u></p> <p>Name: C K BREWER            Address Line 1: CACI, INC., FEDERAL            Address Line 2: 1100 N. GLEBE ROAD            City: ARLINGTON            State: VA            Zip/Postal Code: 222014797            Country: USA            U.S. Phone: (703) 841-7929 Ext.</p> </td> </tr> </table> </div> <ul style="list-style-type: none"> <li data-bbox="602 947 1390 1016">• <b>IF</b> someone is listed as the EB POC <b>THEN</b> your EB POC is established. Procedure is complete.</li> <li data-bbox="602 1058 1390 1157">• <b>IF</b> there is no EB POC listed at the bottom of your profile <b>THEN</b> refer to the “Establishing or updating the EB POC in the CCR” section for a detailed procedure.</li> </ul>	<p><u>Government Business POC Primary</u></p> <p>Name: RONALD SCHNEIDER            Address Line 1: CACI, INC., FEDERAL            Address Line 2: 1100 N GLEBE RD            City: ARLINGTON            State: VA            Zip/Postal Code: 222014797            Country: USA            U.S. Phone: (703) 841-7800 Ext.            Non-U.S. Phone:            Fax: (703) 841-7882</p>	<p><u>Government Business POC Alternate</u></p> <p>Name: RONALD SCHNEIDER            Address Line 1: CACI, INC., FEDERAL            Address Line 2: 1100 N GLEBE RD            City: ARLINGTON            State: VA            Zip/Postal Code: 222014797            Country: USA            U.S. Phone: (703) 841-7800 Ext.            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# Establishing or updating the EB POC in CCR

**Introduction** In order to register in WAWF you must have an Electronic Business Point of Contact.

**Procedure** Follow the steps below to establish/update your EB POC in CCR.

Step	Action
1	Go to <a href="http://www.ccr.gov">http://www.ccr.gov</a>  Result: Home page screen opens.
2	Click Update or Renew Registrations Using TPIN option.  
3	Enter your DUNS number and TPIN code.
4	Select Points of Contact.
5	Scroll down to the Electronic Business Point of Contact fields. When that page comes up, scroll down to the Electronic Business Point of Contact fields (these should be the ones closest to the bottom). Input your information and click the validate/save button.

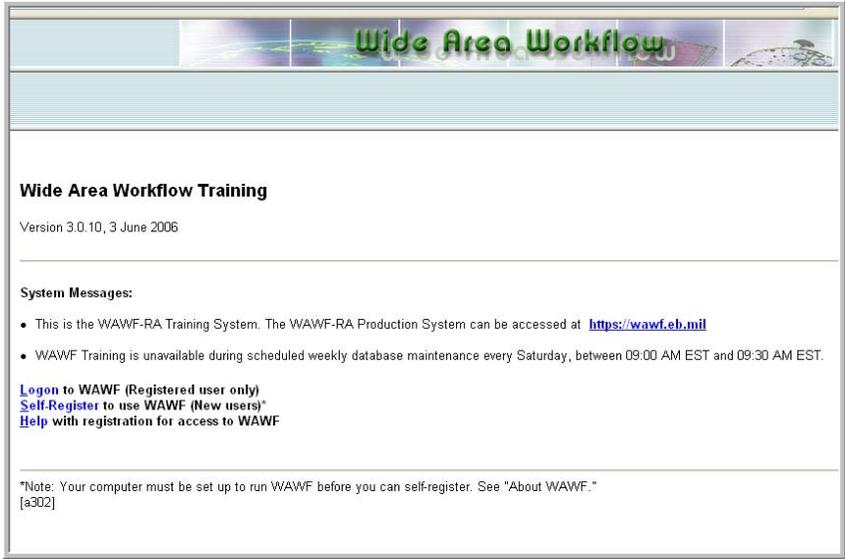
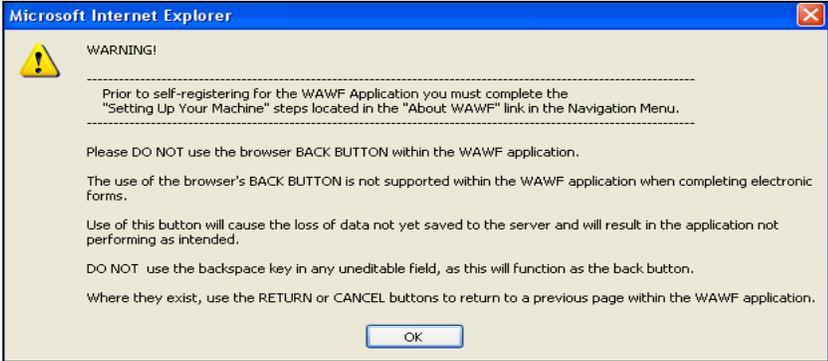
# Registering in WAWF

## Introduction

In order to use the WAWF application you will need to self-register. There are several roles you may register for etc. GAM, Vendor and Vendor View Only.

## Procedure

Follow the steps below to self-register in WAWF.

Step	Action
1	Go to <a href="https://wawf.eb.mil">https://wawf.eb.mil</a>  Result: Home page screen opens.
2	Click Self-Register.    <i>Note: The Warning Message and follow instructions.</i>
3	Click <b>OK</b> .    Result WAWF Self-Registration screen opens.

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# Registering in WAWF, Continued

## Procedure (continued)

Step	Action																
4	<p>Enter in all required fields. Everything that has an asterisk (*) is a required field.</p> <div data-bbox="553 470 1385 804" style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>WAWF Self-Registration</b></p> <p>* indicates mandatory field</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">First Name*</td> <td style="width: 50%; padding: 2px;">Last Name*</td> </tr> <tr> <td style="padding: 2px;"><input type="text"/></td> <td style="padding: 2px;"><input type="text"/></td> </tr> <tr> <td style="padding: 2px;">Commercial Telephone*</td> <td style="padding: 2px;">DSN Telephone</td> </tr> <tr> <td style="padding: 2px;"><input type="text"/></td> <td style="padding: 2px;"><input type="text"/></td> </tr> <tr> <td style="padding: 2px;">Rank/Grade (Mandatory for Government Users)</td> <td style="padding: 2px;">E-mail Address*</td> </tr> <tr> <td style="padding: 2px;"><input type="text"/></td> <td style="padding: 2px;"><input type="text"/></td> </tr> <tr> <td style="padding: 2px;">Organization*</td> <td style="padding: 2px;">Title*</td> </tr> <tr> <td style="padding: 2px;"><input type="text"/></td> <td style="padding: 2px;"><input type="text"/></td> </tr> </table> <p style="margin-top: 5px;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div>	First Name*	Last Name*	<input type="text"/>	<input type="text"/>	Commercial Telephone*	DSN Telephone	<input type="text"/>	<input type="text"/>	Rank/Grade (Mandatory for Government Users)	E-mail Address*	<input type="text"/>	<input type="text"/>	Organization*	Title*	<input type="text"/>	<input type="text"/>
First Name*	Last Name*																
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Commercial Telephone*	DSN Telephone																
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Rank/Grade (Mandatory for Government Users)	E-mail Address*																
<input type="text"/>	<input type="text"/>																
Organization*	Title*																
<input type="text"/>	<input type="text"/>																
5	Click <b>Continue</b> .																
6	<p>Click the radio button labeled <b>User ID and Password</b>.</p> <div data-bbox="553 953 971 1276" style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>WAWF Self Registration</b></p> <p>* indicates mandatory field</p> <p><b>Logon Method *</b></p> <p><input checked="" type="radio"/> User ID and Password</p> <p><input type="radio"/> DoD or ECA Software Certificate</p> <p><input type="radio"/> DoD Common Access Card</p> <p style="margin-top: 5px;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div>																
7	Click <b>Continue</b> .																
8	<p>Enter in a “User ID”. Please create your own. (It must be a minimum of 8 characters long).</p> <div data-bbox="553 1465 1109 1728" style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>WAWF Self-Registration</b></p> <p>* indicates mandatory field</p> <p><b>User ID*</b></p> <p><input type="text" value="wawfuser1"/></p> <p style="margin-top: 5px;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div>																

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# Registering in WAWF, Continued

## Procedure (continued)

Step	Action
9	Click <b>Continue</b> .
10	<p>In the “Role” drop down menu, choose one of the following roles, “Group Administrator”, “Vendor” or “Vendor View Only”.</p>  <p>The screenshot shows the 'WAWF Self-Registration' form. At the top, it says '* indicates mandatory field'. Below that is a 'Role' dropdown menu with 'Vendor' selected. At the bottom of the form are three buttons: 'Continue', 'Return', and 'Page Help'.</p>
11	Click <b>Continue</b> .
12	<p>Enter your “CAGE Code”.</p> <p><i>Note: Do not enter anything in the “Extension” field unless you want to create a CAGE code subgroup.</i></p> <p>Click <b>OK</b>.</p> <p>Result: The Comment Box is displayed.</p>
13	<p>Comments or attachments are optional, but if desired, this is the screen to add them. Click <b>continue</b> to proceed.</p>  <p>The screenshot shows the 'WAWF Self-Registration' form with the 'Comments' section expanded. It includes a text area for 'Add a new comment:' and an 'Attachments' section with a 'Browse...' button and an 'Add Attachment' link. At the bottom are 'Continue', 'Return', and 'Page Help' buttons.</p>

Continued on next page

# Registering in WAWF, Continued

## Procedure (continued)

Step	Action																														
14	<p>Review the Profile information you have entered. If you need to register for another role or additional cage code click on the Add icon  under “Role Information” and repeats steps 8-12.</p> <div data-bbox="553 527 1365 1020" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>WAWF Self-Registration</b></p> <p style="text-align: center;">* indicates mandatory field</p> <p style="text-align: center;">Profile Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Commercial Phone</th> <th>DSN Phone</th> <th>E-mail</th> <th>Rank</th> <th>Title</th> <th>Job Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>John</td> <td>Doe</td> <td>9999999999</td> <td></td> <td>wawf1@wawf.com</td> <td>WAWF</td> <td>WAWF</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">User ID</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>wawfuser1</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Role Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Role</th> <th>Group</th> <th>Code</th> <th>Extension</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Vendor</td> <td>VENDOR</td> <td>1M3W0</td> <td></td> <td> </td> </tr> </tbody> </table> <p><input type="checkbox"/> STATEMENT OF ACCOUNTABILITY</p> </div> <p><i>Note 1: The edit icon  allows you can edit your profile information</i></p> <p><i>Note 2: The delete icon  allows you to delete your previously entered information.</i></p>	First Name	Last Name	Commercial Phone	DSN Phone	E-mail	Rank	Title	Job Description	Action	John	Doe	9999999999		wawf1@wawf.com	WAWF	WAWF			wawfuser1		Role	Group	Code	Extension	Action	Vendor	VENDOR	1M3W0		 
First Name	Last Name	Commercial Phone	DSN Phone	E-mail	Rank	Title	Job Description	Action																							
John	Doe	9999999999		wawf1@wawf.com	WAWF	WAWF																									
wawfuser1																															
Role	Group	Code	Extension	Action																											
Vendor	VENDOR	1M3W0		 																											
15	<p><b>Check Mark</b> the “Statement of Accountability” box.</p>																														
16	<p>Click <b>Register Now</b> (you must submit the form for it to be valid).</p> <p>Result: After registration is completed Ogden will automatically email a self-registration notice to the registrant and the GAM.</p> <p><i>Important: Upon your activation of your account, by your GAM, an email will be sent to you. The email will contain a one-time temporary password for your initial logon. You will need to change your temporary password.</i></p>																														

# How to Change Your WAWF Temporary Password

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## Introduction

After you self-register, an email will be sent to your GAM. After your GAM activates your account you will receive an email that contains a one-time temporary password. Use this password for your initial logon. You will need to change this temporary password to your permanent password.

---

## Procedure

Follow the steps below to change your temporary password.

Step	Action
1	Go to <a href="https://wawf.eb.mil">https://wawf.eb.mil</a> Result: WAWF Home page screen opens.
2	Click <b>Logon</b>
3	Enter your "User ID" and temporary password from the email and click <b>Submit</b> .
4	You will be prompted to change your temporary password.
5	Enter your new password and retype to confirm it. <i>Note: Refer to page instruction to construct password.</i>
6	Click <b>Submit</b> .

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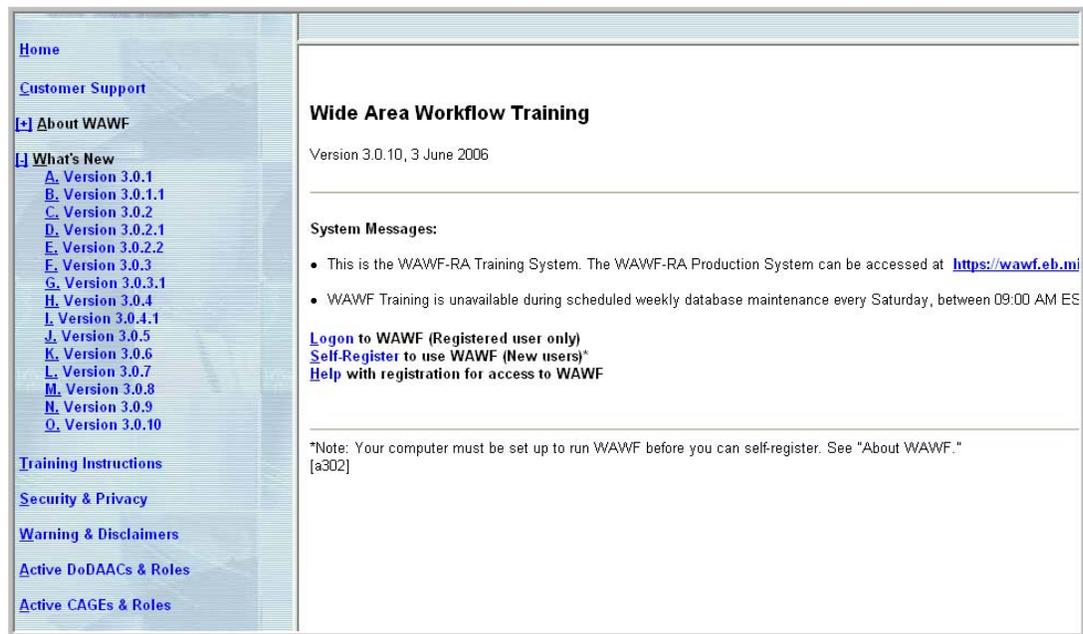
# Using the menu on the WAWF Home Page

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**Introduction** The WAWF homepage contains several important links to general information for all users. This information is also updated with each new release of WAWF so it will remain current.

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**Homepage** Below is the WAWF homepage. Note the system messages. This message will change as needed. It is important to read this each time you log into WAWF so that you stay current on any important messages.



**Customer Support** The Defense Information Systems Agency (DISA) is available via phone or email for your WAWF technical support. The Help Desk will issue a trouble ticket and work to resolve the problem. Trouble tickets are used to monitor system wide errors and are used to resolve problems and provide immediate assistance for similar system problems.

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## Using the menu on the WAWF Home Page, Continued

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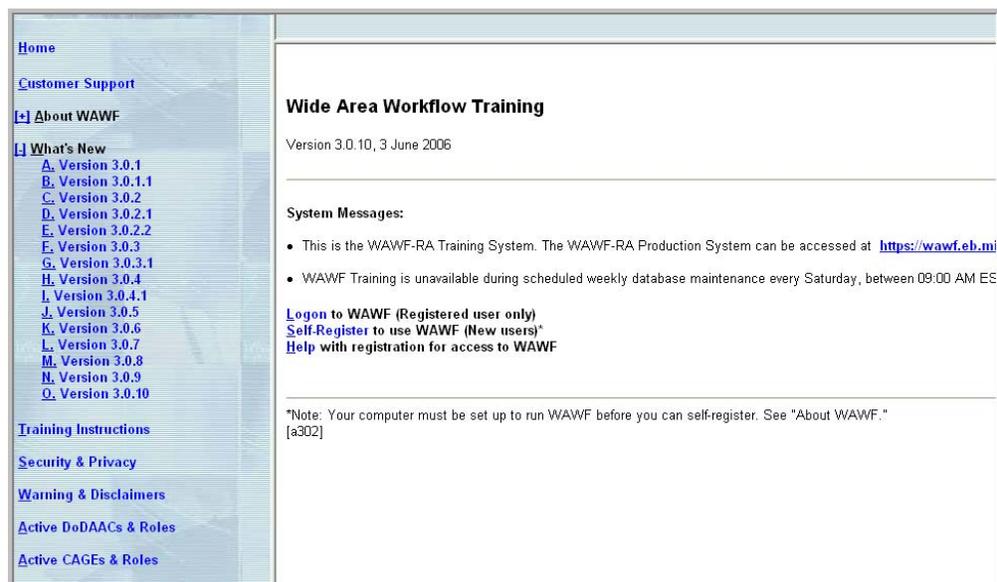
### About WAWF link

The About WAWF link contains important links for new users to WAWF –

- [Functional Information](#) – includes background on the system and some of the same information you saw in the overview.
  - [Setting Up Your Machine – Desktop](#) – includes detailed instructions for setting up your computer to use WAWF.
  - [Setting Up Your Machine – Wireless](#) – for wireless application.
  - [Access Web Based Training](#) – The Web-based training is a great reference and educational site for initial training in WAWF. It also is excellent for refresher training, new releases and when new employees come on board.
  - [Frequently Asked Questions \(FAQ\)](#)
  - [Deployment Checklist](#) – This deployment checklist is for DoD entities that are new to WAWF. The checklist identifies steps necessary to begin using the WAWF application.
- 

### What's New link

Provides information about what is new in WAWF for previous and current system release enhancements.



The screenshot shows the WAWF Home Page. On the left is a navigation menu with the following items: Home, Customer Support, About WAWF (selected), What's New (expanded to show a list of versions from A to Q), Training Instructions, Security & Privacy, Warning & Disclaimers, Active DoDAACs & Roles, and Active CAGEs & Roles. The main content area is titled "Wide Area Workflow Training" and includes the version "Version 3.0.10, 3 June 2006". Below this is a "System Messages" section with two bullet points: "This is the WAWF-RA Training System. The WAWF-RA Production System can be accessed at <https://wawf.eb.mil>" and "WAWF Training is unavailable during scheduled weekly database maintenance every Saturday, between 09:00 AM EST and 05:00 PM EST". There are also links for "Logon to WAWF (Registered user only)", "Self-Register to use WAWF (New users)", and "Help with registration for access to WAWF". A note at the bottom states: "Note: Your computer must be set up to run WAWF before you can self-register. See 'About WAWF.'" with a reference to [a302].

### Security & Privacy link

Provides the notice describing the security and privacy of WAWF.

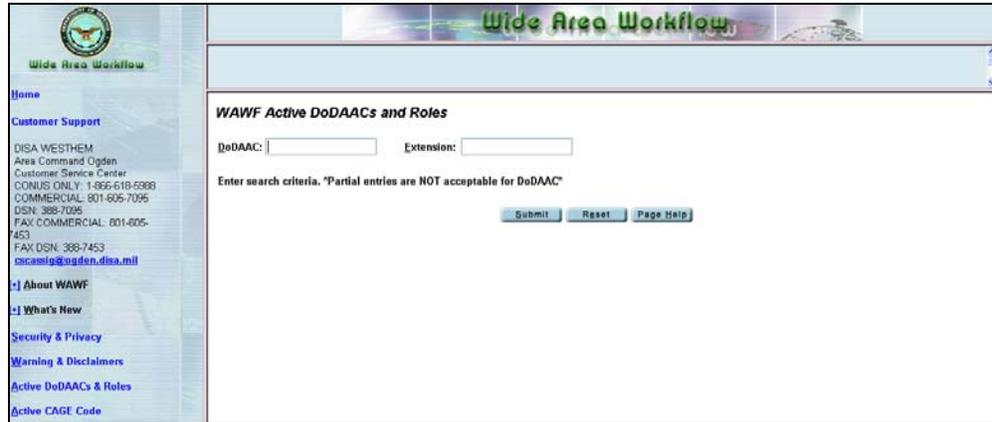
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## Using the menu on the WAWF Home Page, Continued

### Active DoDAACs & Roles link

Predominately used by vendors to verify if DoDAAC codes listed on the contract are active in WAWF system (etc. Ship To/Service Acceptor, Pay Office or LPO).



The screenshot shows the 'Wide Area Workflow' header and a sidebar with navigation links. The main content area is titled 'WAWF Active DoDAACs and Roles' and contains a search form with two input fields: 'DoDAAC:' and 'Extension:'. Below the fields is a text instruction: 'Enter search criteria. \*Partial entries are NOT acceptable for DoDAAC\*'. At the bottom of the form are three buttons: 'Submit', 'Reset', and 'Page Help'.

*Note: Department of Defense Activity Address Code (DoDAAC) is a 6 position code that uniquely identifies a unit, activity or organization.*

### Active CAGE Code link

The *Active Cage Code* link is to determine if a vendor has active users registered within WAWF.



The screenshot shows the 'Wide Area Workflow' header and a search form titled 'WAWF Active CAGE Code'. The form includes a label 'CAGE Code:' followed by a single input field. Below the field is the instruction: 'Enter valid CAGE Code to check the status. Partial entries are NOT acceptable\*'. At the bottom of the form are three buttons: 'Submit', 'Reset', and 'Page Help'.

# Logging onto WAWF

## Introduction

In order to create a document in WAWF you would need to Logon. You will need to have self-registered to Logon to WAWF. If you have not already self-registered, refer to “How to Self-Register in WAWF”.

## Procedure

Follow the steps below to Logon to WAWF.

Step	Action
1	Go to <a href="https://wawf.eb.mil">https://wawf.eb.mil</a>  Result: WAWF Home page screen opens.
2	Click <b>Logon</b> .  <div data-bbox="553 730 1089 909" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><a href="#">Logon to WAWF (Registered user only)</a>  <a href="#">Self Register to use WAWF (New users)*</a>  <a href="#">Help with registration for access to WAWF</a></p> </div> Result: Warning is displayed alerting you to NOT use the browser BACK BUTTON within the WAWF application.
3	Click <b>OK</b> .  <div data-bbox="553 1094 1412 1356" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p> <b>WARNING!</b>            Please DO NOT use the browser BACK BUTTON within the WAWF application.            The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.            Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended.            DO NOT use the backspace key in any uneditable field, as this will function as the back button.            Where they exist, use the RETURN or CANCEL buttons to return to a previous page within the WAWF application.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p><i>Note: When navigating within the WAWF application, always use the WAWF navigation buttons or hyperlinks to move to new pages or go back to previous pages. Do not use the “Back” and “Forward” buttons provided by your browser, use of these buttons may result in a user being logged out and possible loss of data.</i></p> <div data-bbox="553 1650 1398 1734" style="border: 1px solid gray; padding: 2px; margin: 10px auto; width: fit-content;"> <p>File Edit View Favorites Tools Help</p> <p>← Back → Stop Home Search Favorites Media Print X</p> </div>

*Continued on next page*

# Logging onto WAWF, Continued

## Procedure (continued)

Step	Action
4	<p data-bbox="553 367 1089 401">Enter your “User ID” and “Password”.</p> <div data-bbox="553 432 1365 1024" style="border: 1px solid black; padding: 10px;"><p data-bbox="837 537 1089 571" style="text-align: center;"><b>WAWF - Logon</b></p><p data-bbox="837 600 906 625"><u>User ID</u></p><input data-bbox="837 653 1044 684" type="text"/><p data-bbox="837 716 927 741"><u>Password</u></p><input data-bbox="837 768 1044 800" type="text"/><p data-bbox="873 831 1019 856" style="text-align: center;">Select Certificate</p><p data-bbox="846 888 1206 913" style="text-align: center;"><input type="button" value="Submit"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/></p><hr data-bbox="837 957 1365 961"/><p data-bbox="837 972 984 997" style="text-align: center;"><a href="#">Reset Password</a></p></div>
5	<p data-bbox="553 1071 740 1104">Click <b>Submit</b>.</p> <p data-bbox="553 1146 1040 1180">Result: Your user Menu screen opens.</p>

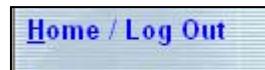
# Logging off WAWF

---

## Logging Off

It's important to log off WAWF properly for security reasons. If you do not log off, anyone with access to your computer can view and manipulate documents in WAWF under your access.

To log off WAWF, click on the **Home/Log out** on the top left side.



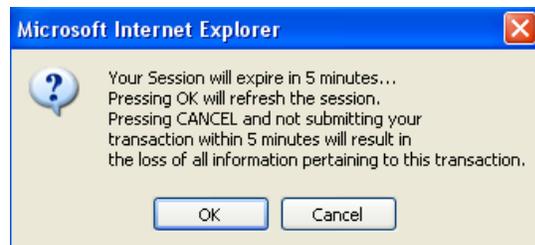
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## Important - Session Time-out

WAWF has a security time-out function that limits the WAWF session to approximately 30 minutes of inactivity. If you have not used WAWF within 25 minutes, a pop-up message appears.

The pop-up window gives you a choice of selecting **OK** to continue working, or **CANCEL**, which will end the session in approximately 5 minutes.

If you do not Click **OK** when the pop-up window activates, your session will be timed out. All data that you have entered but not submitted will be lost. You must log back in to continue working.



# Description of the Side-Bar Menus (after log-on)

---

**Sidebar Menu – top**

After you have logged on to WAWF, a new sidebar menu appears.

At the top are the Home/Log Out link and the Maintenance links that include:

- My Profile Maintenance
- My Role Maintenance
- Add Additional Role
- Password Maintenance (displayed if User Id & Password used to log on to WAWF)
- Contractor GFP Receiver
- Contractor GFP Shipper
- Group Administrators (Appears only if you are registered as a GAM)

Below these links are the specific WAWF role submenu, displaying the roles you have registered for. It provides access to all the document actions you can perform in WAWF.



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## Description of the Side-Bar Menus (after log-on), Continued

**Sidebar Menu - bottom** - The bottom section of the Inspector/Acceptor sidebar menu. These links will allow you to view important reference information.

<b>Reference Link</b>	<b>Description</b>
<b>FTP/EDI Guides &amp; Other Supporting Documents</b>	Contains procedures and forms needed for Vendors to submit documents to the WAWF system using file transfer protocol (FTP) or electronic data interchange (EDI).
<b>GFP FTP/EDI Guides &amp; Other Supporting Documents</b>	Contains procedures and forms needed for Vendors to submit documents to the WAWF system requiring GFP using File Transfer Protocol (FTP) or Electronic Data Interchange (EDI).
<b>Software Users Manual (SUM)</b>	This an on-line user's reference guide for using the WAWF system.
<b>Submit New Requirements</b>	The link is only used to create and submit new System Change Requests. You should contact the Help Desk for specific problems with the WAWF production or with the hands-on training site.
<b>Display Units of Measure Table</b>	This link is used to determine the correct 2-digit unit of issue listed on your contract.
<b>Display Foreign Currency Code Table</b>	Allows you to enter the abbreviation of the currency code as indicated in the contract for payment. Indicates the associated country.
<b>Display DCMA Admin DoDAACs</b>	Search by City for valid Defense Contract Management Agency (DCMA) Admin DoDAACs in WAWF.
<b>Display PAY DoDAACs</b>	Lists all the active payment office DoDAACs in WAWF.
<b>Display Misc. Pay Types</b>	Displays the different Misc. Pay types available to process in WAWF (Marines Only).
<b>UID Software Users Manual</b>	Supplement to the on-line Software User's Manual (SUM) as it applies to the Unique Identifier (UID), which is being added to the Receiving Report for Version 3.0.4.
<b>Direct Bill Authority Look Up</b>	Enter valid CAGE Code to determine if it is authorized for direct billing. DCAA users use this feature to determine if their site has direct cost voucher authority.
<b>Find DCAA DoDAAC in Audit Office Locator</b>	Links to the DCAA web site to access the DCAA Audit Office Locator to search by zip code to identify corresponding DCAA DoDAAC.
<b>Pay Status (myInvoice)</b>	Links to the myInvoice web site to identify payment status on contracts in WAWF.

# Updating Your Profile Information

## Introduction

**My Profile Maintenance** allows you update your WAWF profile you established when you registered in WAWF.

*Example of profile changes can be your name, phone number, emails address, rank, title, or job description.*

## Procedure

Follow the steps below to change your profile information in WAWF.

Step	Action
1	<p>Logon to WAWF.</p> <p>Result: On left-hand side of the screen the submenu opens.</p>
2	<p>Click My Profile Maintenance.</p>  <p>Result: Profile information screen opens.</p>
3	<p>Click the Edit icon  under Action under the “Profile Information” section.</p> <p>Result: The User Profile Information <i>edit</i> screen opens.</p>

*Continued on next page*

# Updating Your Profile Information, Continued

## Procedure (continued)

Step	Action
4	<p>Click in appropriate field and update your information.</p> 
5	<p>Click Continue.</p> <p>Result: The Profile Information screen opens.</p>
6	<p>Click on the box next to <b>Statement of Accountability</b>.</p> 
7	<p>Click <b>Submit</b>.</p> <p>Result: A message will appear stating “Your profile information has been successfully updated.”</p>

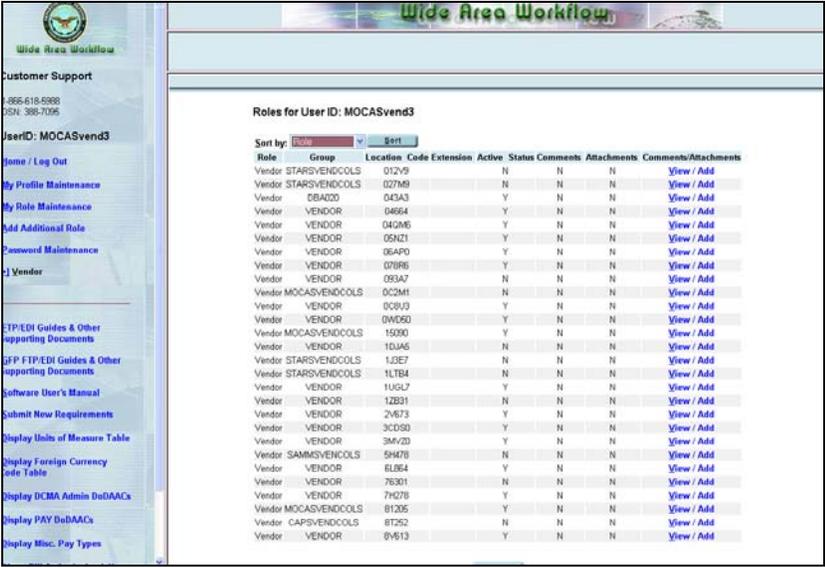
# My Role Maintenance

## Introduction

My **Role Maintenance** gives each user the ability to view the roles and cage codes they are registered for either Active or Inactive accounts. You also have the ability to view comments and add attachments.

## Procedure

Follow the steps below to view your Roles and Cage Codes .

Step	Action
1	<p>Logon to WAWF.</p> <p>Result: On left-hand side of the screen the submenu opens.</p>
2	<p>Click My Role Maintenance.</p>  <p><b>Note: You can sort by Role, Group, Location Code, Extension, Active Status, Comments, Attachments.</b></p>
3	<p>To view or add comments or attachments: Click on <b>View/Add</b> link under the <i>Comments/Attachments</i> column.</p> <p>Result: The add comments and attachment screen opens.</p>

*Continued on next page*

# My Role Maintenance, Continued

## Procedure (continued)

Step	Action
4	<p data-bbox="553 407 1390 474"><i>To add Comments:</i> Type in your comments in the comment box, then click the blue <b>Save Comment</b> hyperlink.</p> <p data-bbox="553 516 1382 617"><i>To add attachments:</i> Under the Attachment section, click on the <b>Browse</b> button and follow the prompts to download your attachment into WAWF.</p> <div data-bbox="558 657 1414 1255" style="border: 1px solid black; padding: 10px;"><p data-bbox="737 678 857 737">User ID: MOCASvend3 Name: Kathy Morton Role: Vendor Location Code: 012V9</p><p data-bbox="954 747 1013 764" style="text-align: center;"><b>Comments</b></p><p data-bbox="737 785 854 802">Add a new comment:</p><div data-bbox="740 806 1097 919" style="border: 1px solid gray; height: 50px; width: 100%;"></div><p data-bbox="737 919 821 936"><a href="#">Save Comment</a></p><p data-bbox="945 953 1019 970" style="text-align: center;"><b>Attachments</b></p><div data-bbox="740 974 1182 1016" style="border: 1px solid gray; padding: 2px;"><input type="text"/> <input type="button" value="Browse..."/> <a href="#">Add Attachment</a></div><p data-bbox="740 999 824 1016">Attachments: ▾</p><p data-bbox="922 1071 1045 1087" style="text-align: center;"><input type="button" value="Return"/> <input type="button" value="Page Help"/></p></div>
5	Click return to return back to Role for User

# Adding an Additional Role

**Introduction** **Add Additional Role** allows you to add additional User roles or Cage codes.

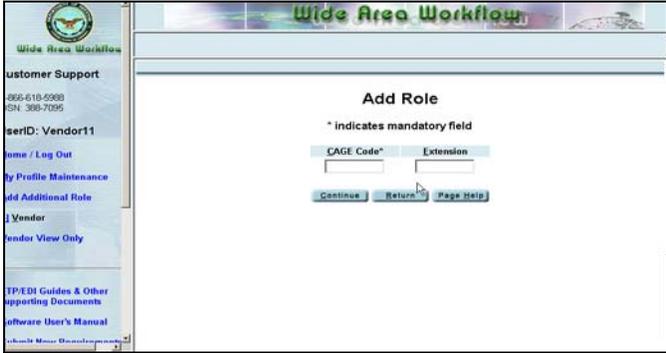
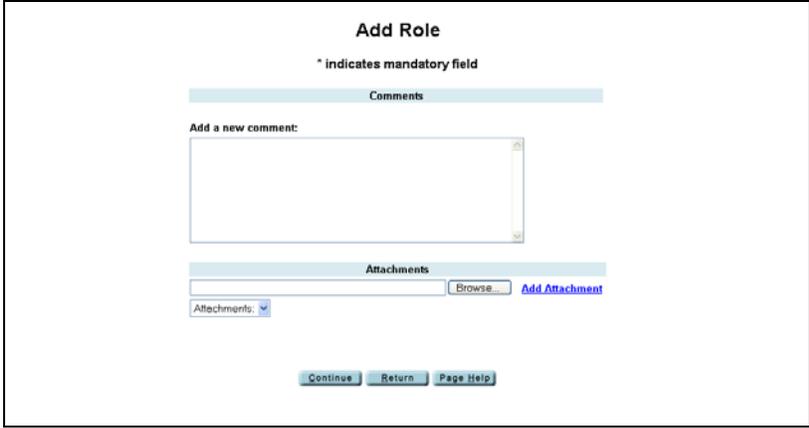
**Procedure** Follow the steps below to add an additional role in WAWF:

Step	Action
1	Logon to WAWF.  Result: On left-hand side of the screen the submenu opens
2	Click Add Additional Role from the menu links.  
4	Click on desired role from the drop down list (Vendor, Vendor View Only, GAM,).
5	Click Continue.  Result: The Add Role screen opens.

*Continued on next page*

# Adding an Additional Role, Continued

## Procedure (continued)

Step	Action
6	<p>Enter CAGE Code.</p>  <p><i>Note: Do not enter anything in the “Extension” field unless you want to create a CAGE code subgroup.</i></p>
7	<p>Enter comments and attachments if required.</p> <p><i>To add Comments:</i> Type in your comments in the comment box, then click the blue “Save Comment” hyperlink.</p> <p><i>To add attachments:</i> Under the Attachment section, click on the <b>Browse</b> button and follow the prompts to download your attachment into WAWF.</p> 
8	Click continue.
9	<p>If you need to add another role or cage code, click on the Add icon  under “Role Information” and repeats steps 2-7.</p>

Continued on next page

# Adding an Additional Role, Continued

## Procedure (continued)

Step	Action														
10	<p>Click on the check box next to <b>Statement of Accountability</b>.</p> <thead> <tr> <th>Role</th> <th>Group</th> <th>Code</th> <th>Extension</th> <th>Comments</th> <th>Attachments</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Vendor</td> <td>VENDOR</td> <td>0HB52</td> <td></td> <td>N</td> <td>N</td> <td>[Icons]</td> </tr> </tbody>	Role	Group	Code	Extension	Comments	Attachments	Action	Vendor	VENDOR	0HB52		N	N	[Icons]
Role	Group	Code	Extension	Comments	Attachments	Action									
Vendor	VENDOR	0HB52		N	N	[Icons]									

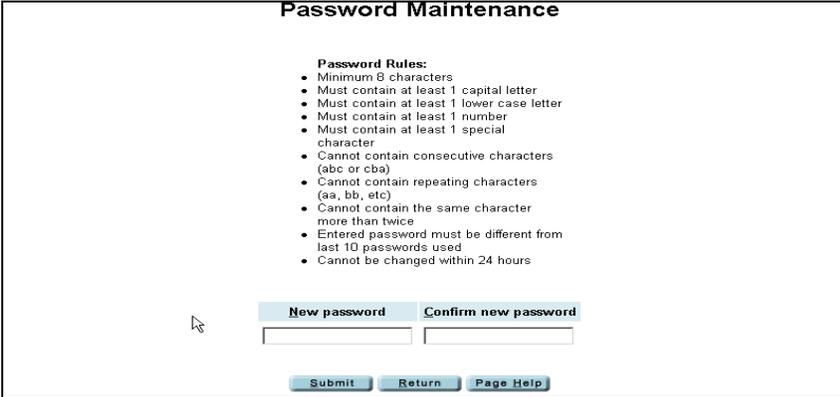
 Below the table is a checkbox labeled 'STATEMENT OF ACCOUNTABILITY' with the text: 'I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.' At the bottom are 'Submit' and 'Page Help' buttons.
 

| 11 | Click **Submit**. |
| 12 | You will receive a message. | Role | Group | Code | Extension | | --- | --- | --- | --- | | Vendor View Only | VENDOR | 0HB52 |  | |

# Changing Your Password

**Introduction** Password Maintenance allows you to change your password.

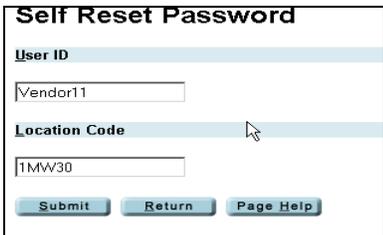
**Procedure** Follow the steps below to change your password in WAWF.

Step	Action
1	<p>Logon to WAWF.</p> <p>Result: On left-hand side of the screen the submenu opens</p>
2	<p>Click Password Maintenance.</p>  <p>The screenshot shows the WAWF Password Confirmation screen. On the left is a navigation menu with options like 'Home / Log Out', 'My Profile Maintenance', 'My Role Maintenance', 'Add Additional Role', and 'Password Maintenance'. The main content area is titled 'WAWF Password Confirmation' and contains a 'User Id: MOCASvend3' label, a 'Password:' text input field, and 'Continue', 'Cancel', and 'Page Help' buttons.</p>
3	<p>Enter your current password in the text entry box.</p>
4	<p>Click Continue.</p> <p>Result: The Password Maintenance screen opens.</p>
5	<p>Enter your new password in the first box, then type it again to confirm it. Password formatting guidelines require that every password must:</p>  <p>The screenshot shows the WAWF Password Maintenance screen. It lists 'Password Rules' with the following requirements:         <ul style="list-style-type: none"> <li>• Minimum 9 characters</li> <li>• Must contain at least 1 capital letter</li> <li>• Must contain at least 1 lower case letter</li> <li>• Must contain at least 1 number</li> <li>• Must contain at least 1 special character</li> <li>• Cannot contain consecutive characters (abc or cba)</li> <li>• Cannot contain repeating characters (aa, bb, etc)</li> <li>• Cannot contain the same character more than twice</li> <li>• Entered password must be different from last 10 passwords used</li> <li>• Cannot be changed within 24 hours</li> </ul>         Below the rules are two text input fields labeled 'New password' and 'Confirm new password', and 'Submit', 'Return', and 'Page Help' buttons.       </p>
6	<p>Click <b>Submit</b>.</p> <p><i>Note: After you have clicked the Submit button, the change is effectively immediately.</i></p>

# Password Maintenance

**Introduction** **Resetting Password** allows you can reset your password if you have forgotten it.

**Procedure** Follow the steps below to reset password in WAWF.

Step	Action
1	<p>Click Logon.</p> <p>Result: WAWF-Logon screen opens.</p>
2	<p>Click the <i>Reset Password</i> link.</p> 
3	<p>Enter your “User ID” and “Location Code (CAGE)”.</p> 
4	<p>Click <b>Submit</b>.</p> <p><i>Note: On a successful submit, you will receive a “Success Message” and an email will be sent you which will contain a <u>temporary password</u>. If you do not receive an email shortly, contact the WAWF Help Desk.</i></p>

# Chapter 2

## Creating a Stand Alone Invoice

### Overview

---

#### Introduction

The information you need to complete a document in WAWF comes from your contract information and your knowledge of your business process.

Required fields in WAWF are denoted by an asterisk \*. All other fields are optional. If the contract or business process does not require additional information; a user can leave the optional fields blank.

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#### Learning objectives

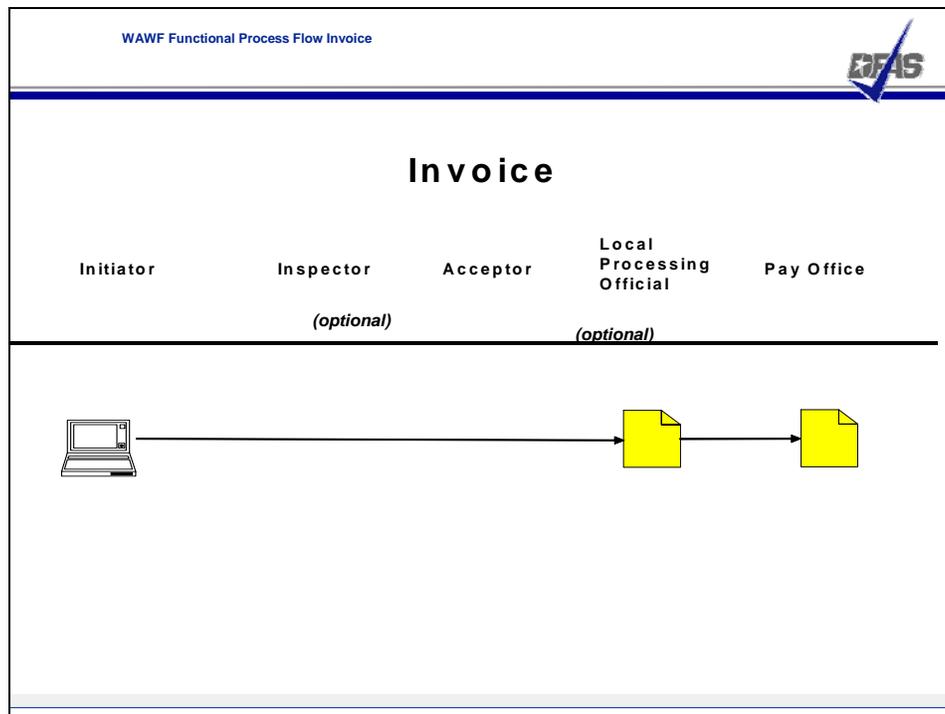
After completing this chapter, you will be able to Create a Stand Alone Invoice.

---

#### Stand Alone Invoice Document flow

The *Invoice Received Date* (IRD) is date and time stamped when the invoice is created. This date also represents the start of the Prompt Payment clock.

The flow of the stand alone invoice is demonstrated below.



*Continued on next page*

## Overview, Continued

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**In this section** This section contains the following topics.

<b>Topic</b>	<b>See Page</b>
Description of WAWF Tabs	2-3
Entering Contract Information - Stand Alone Invoice	2-4
The Header Tab – Stand Alone Invoice	2-9
The Address Tab – Stand Alone Invoice	2-10
The Discount Tab – Stand Alone Invoice	2-11
The Comments Tab – Stand Alone Invoice	2-12
The Line Item Tab - Stand Alone Invoice	2-13
The Miscellaneous Amount Tab - Stand Alone Invoice	2-15
Submitting the Document - Stand Alone Invoice	2-19
Send More Email Notifications - Stand Alone Invoice	2-21

---

## Description of WAWF Tabs

### Introduction

The only 2 tabs that are mandatory in WAWF are the **Header tab** and the **Line Item tab**. All other tabs are optional but may be required by your contracts specific invoicing instructions. We will list in the following section all tabs that are displayed on the Combo document.



### Description of tabs

The table below describes each of the tabs found in WAWF.

Tab Name	Description
Header (Mandatory tab)	The Header Tab is the first tab used on a WAWF document. It contains, "First page" information such as shipment number/dates, invoice number/dates and other information required by an "*" in fields listed on your particular document.
Address Tab	The Address Tab lists all of the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Discount Tab	The Discount Tab allows you to add a discount on your invoice. Vendors offering cost effective discounts should receive payments within the given invoice discount period.
Comments Tab	The Comments Tab provides you a field to type additional comments on your document.
Line Item (Mandatory tab)	The Line Item Tab is where you enter detail billing information based upon your contracts line item information.
ACRN	The ACRN Tab is for those contracts that cite more than one ACRN per CLIN.
MISC Amounts	The MISC Amounts tab allows you to enter miscellaneous charges such as shipping charges, credits, and taxes, if authorized on your contract.
Misc. Info.	Misc. Info. Tab appears after you have created your document in WAWF. The Misc. Info tab provides you a complete document history on all documents created against your contracts. Here you will find information such as Invoice Receipt Dates, acceptance dates, and contact information for any one that has taken action on your documents. This is also where you add attachments.

# Entering Contract Information - Stand Alone Invoice

## Procedure

Follow the steps below to fill out the contract information

Step	Action
1	Logon to Wide Area Workflow
2	<p>Click on the [+] symbol next to <b>Vendor</b> section of the sub menu in the left sidebar.</p>  <p>Result: Your drop down features will appear.</p>
3	<p>Click Create New Document.</p>  <p>Result: Create New Document screen opens.</p>

*Continued on next page*

# Entering Contract Information - Stand Alone Invoice, Continued

## Procedure (continued)

Step							
4	<p>Enter in all mandatory fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a mandatory field.</p> <div data-bbox="456 470 1300 821" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><u>Contract Number *</u></td> <td style="width: 33%;"><u>Delivery Order</u></td> <td style="width: 33%;"><u>CAGE Code/Ext. *</u></td> </tr> <tr> <td><input type="text" value="F0960305C0050"/></td> <td><input type="text"/></td> <td><input type="text" value="0HB52"/></td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: Although the Delivery Order field is optional in WAWF, if your contract has a delivery order number you must enter it in WAWF otherwise leave field blank.</i></p>	<u>Contract Number *</u>	<u>Delivery Order</u>	<u>CAGE Code/Ext. *</u>	<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>
<u>Contract Number *</u>	<u>Delivery Order</u>	<u>CAGE Code/Ext. *</u>					
<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>					
5	Click Continue.						
6	<ul style="list-style-type: none"> <li>• If contract is not in EDA or you entered the contract number incorrectly, an alert box will appear.</li> <li>• If the contract is located in the EDA system, then the WAWF system will pre-populate certain location code fields (DoDAAC/CAGE) on this document. If the contract is <i>not</i> in EDA, you will have to enter the location codes manually.</li> </ul> <div data-bbox="456 1304 1300 1661" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><u>Contract Number</u></td> <td style="width: 33%;"><u>Delivery Order</u></td> <td style="width: 33%;"><u>CAGE Code/Ext. *</u></td> </tr> <tr> <td><input type="text" value="F0960305C0050"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> </p> </div> <div data-bbox="737 1423 1175 1619" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>Microsoft Internet Explorer</b></p> <p style="text-align: center;">          The contract data is not available in DoD EDA. Please enter contract information.       </p> <p style="text-align: center;">         Click the Return button to enter a different Contract Number or continue creating the document.       </p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>Click <b>OK</b>.</p>	<u>Contract Number</u>	<u>Delivery Order</u>	<u>CAGE Code/Ext. *</u>	<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text"/>
<u>Contract Number</u>	<u>Delivery Order</u>	<u>CAGE Code/Ext. *</u>					
<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text"/>					

*Continued on next page*

# Entering Contract Information - Stand Alone Invoice, Continued

## Procedure (continued)

Step	Action								
7	<p>Enter the “Pay DoDAAC” from your contract, if not pre-populated from EDA.</p> <div data-bbox="456 470 1300 793" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" data-bbox="456 617 1219 701"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>CAGE Code / Ext.</th> <th>Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td>0HB52</td> <td>125700</td> </tr> </tbody> </table> <p> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	F0960305C0050		0HB52	125700
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
F0960305C0050		0HB52	125700						
8	Click <b>Continue</b> .								
9	<p>Select <b>Invoice</b>.</p> <div data-bbox="456 974 1049 1394" style="border: 1px solid black; padding: 5px;"> <p><b>Select Document to Create: *</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Invoice</li> <li><input type="radio"/> Invoice as 2-in-1 (Services Only)</li> <li><input type="radio"/> Construction Payment Invoice</li> <li><input type="radio"/> Commercial Item Financing</li> <li><input type="radio"/> Performance Based Payment</li> <li><input type="radio"/> Progress Payment</li> <li><input type="radio"/> Receiving Report</li> <li><input type="radio"/> Invoice and Receiving Report (Combo)</li> <li><input type="radio"/> Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)</li> </ul> <p> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p>Additional options appear in the drop down selection to the right when you select Invoice. <b>If neither of these options applies to your Invoice, leave the field blank.</b></p>								

*Continued on next page*

## Entering Contract Information - Stand Alone Invoice, Continued

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### Procedure (continued)

Step	Action
9 continued	<p data-bbox="456 365 964 401"><b><u>DROP DOWN BOX DEFINITIONS:</u></b></p> <p data-bbox="456 436 1403 472"><b>Fast Pay</b> – The FAR clause 213-1 MUST be in contract for this selection.</p> <p data-bbox="456 508 1393 579"><b>From Receiving Report</b> – Allows you to create your invoice based from an existing Receiving Report.</p> <p data-bbox="456 615 1393 726"><b>From Archived Receiving Report-</b> You have the ability to create your Invoice to the “Archived” Receiving Report. If the Receiving Report has been in “Processed” status for more than 120 days it moves to archived.</p> <p data-bbox="456 762 1408 798">More option may appear based on Pay Office DoDAAC selected which is:</p> <p data-bbox="456 833 1317 905"><b>From Multiple Shipments-</b> Provides you have the ability to match multiple Receiving Reports to 1 invoice</p> <p data-bbox="456 940 1386 1089"><b>From Archived Multiple Shipment -</b> You still have the ability to create your invoice from multiple “Archived” Receiving Reports. If the Receiving Report has been in a “Processed” status more than 120 days it moves to archived</p>
10	Click <b>Continue</b> .

*Continued on next page*

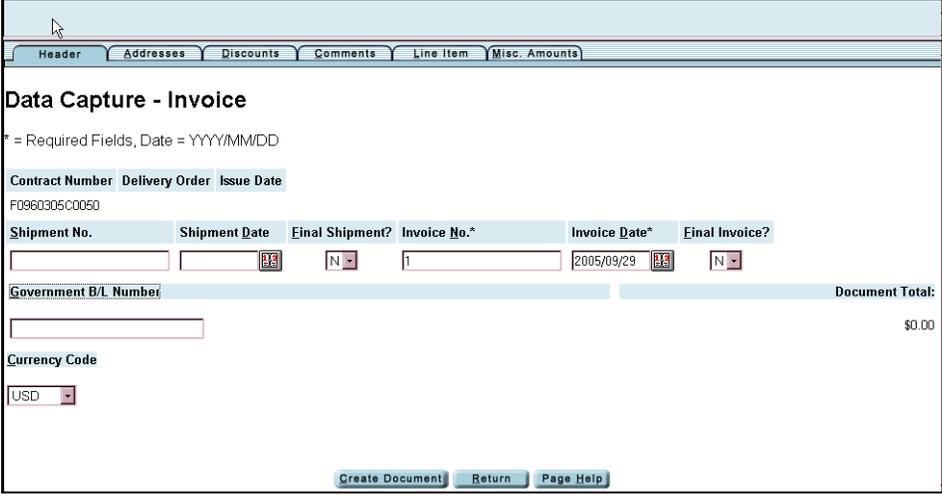
# Entering Contract Information - Stand Alone Invoice, Continued

## Procedure (continued)

Step	Action																								
11	<p>Enter in all the required fields if not pre-populate from EDA. Enter optional fields if mandatory per contract. Everything that has an asterisk (*) is a mandatory field.</p> <div data-bbox="456 506 1312 1045" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields, Date = YYYY/MM/DD</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f0ff;"><b>Contract Number</b></td> <td style="background-color: #e0f0ff;"><b>Delivery Order</b></td> <td style="background-color: #e0f0ff;"><b>CAGE Code / Ext.</b></td> <td style="background-color: #e0f0ff;"><b>Pay DoDAAC</b></td> </tr> <tr> <td>F0960305C0050</td> <td></td> <td>0HB52</td> <td>F25700</td> </tr> <tr> <td style="background-color: #e0f0ff;"><b>Issue Date</b></td> <td style="background-color: #e0f0ff;"><b>IssueBy DoDAAC</b></td> <td colspan="2" style="background-color: #e0f0ff;"><b>Admin DoDAAC *</b></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td colspan="2">S0512A</td> </tr> <tr> <td style="background-color: #e0f0ff;"><b>Ship To Code * / Ext.</b></td> <td style="background-color: #e0f0ff;"><b>Ship From Code / Ext.</b></td> <td colspan="2" style="background-color: #e0f0ff;"><b>LPO DoDAAC / Ext.</b></td> </tr> <tr> <td>HC1001</td> <td></td> <td></td> <td></td> </tr> </table> <p><b>Document Selected:</b></p> <p>Invoice</p> <p style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: WAWF electronically routes the document based on these DoDAAC/CAGE fields, so make sure the information is accurate according to the latest contract information.</i></p>	<b>Contract Number</b>	<b>Delivery Order</b>	<b>CAGE Code / Ext.</b>	<b>Pay DoDAAC</b>	F0960305C0050		0HB52	F25700	<b>Issue Date</b>	<b>IssueBy DoDAAC</b>	<b>Admin DoDAAC *</b>		<input type="text"/>	<input type="text"/>	S0512A		<b>Ship To Code * / Ext.</b>	<b>Ship From Code / Ext.</b>	<b>LPO DoDAAC / Ext.</b>		HC1001			
<b>Contract Number</b>	<b>Delivery Order</b>	<b>CAGE Code / Ext.</b>	<b>Pay DoDAAC</b>																						
F0960305C0050		0HB52	F25700																						
<b>Issue Date</b>	<b>IssueBy DoDAAC</b>	<b>Admin DoDAAC *</b>																							
<input type="text"/>	<input type="text"/>	S0512A																							
<b>Ship To Code * / Ext.</b>	<b>Ship From Code / Ext.</b>	<b>LPO DoDAAC / Ext.</b>																							
HC1001																									
12	<p>Click <b>Continue</b>.</p> <p>Result: You are now on the Header Tab.</p>																								

# The Header Tab – Stand Alone Invoice

**Procedure** Follow the steps below fill in the Header Tab.

Step	Action
1	<p>Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field</p> 
2	<p><b>DATES:</b> There are 3 ways to enter SHIPMENT or INVOICE dates:</p> <p><i>Option 1:</i> You can enter the date yourself by typing the year first, then the month and day (YYYY/MM/DD).</p> <p><i>Option 2:</i> Use the calendar feature, which allows you to retrieve documents within a specific date range. Click on the date from the pop-up calendar feature. The calendar feature disappears, and the date you have chosen appears in the field.</p> <p><i>Option 3:</i> Use the HOT KEY for today's date. Do this by entering an asterisk (*) in the date field and then tab out of the field. (SHIFT KEY and 8KEY)</p>
3	<p>Verify whether or not this is a Final Shipment and annotate as such in the Drop Down Menu. <b>Result: Header information complete.</b></p>
4	<p>Click on the next appropriate WAWF Tab to continue with the document.</p>

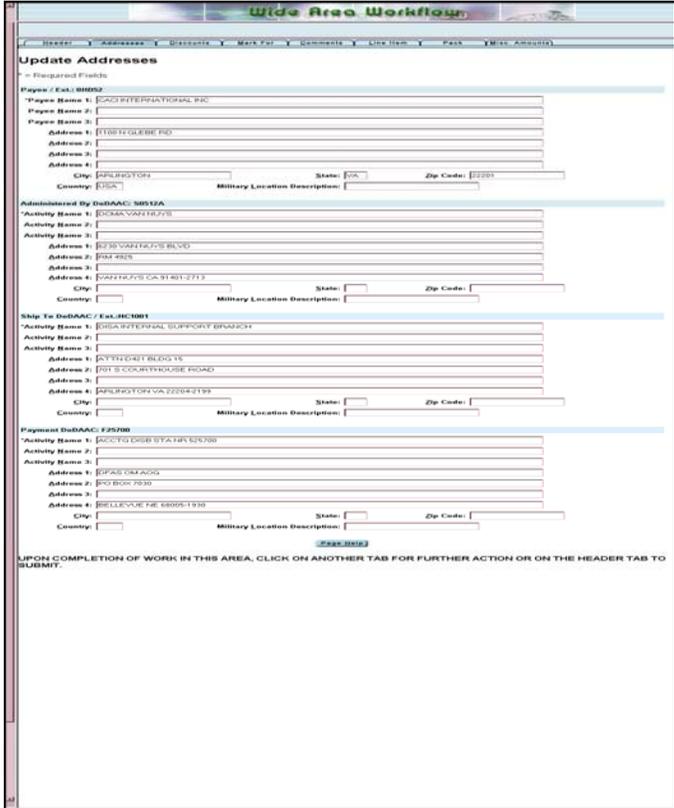
# The Address Tab – Stand Alone Invoice

## Introduction

Based on the routing Location Codes entered (DoDAAC/Cage), WAWF pre-populates the Address Information for each of the Location Codes in the document. From the Addresses tab, the Vendor is afforded the opportunity to review and/or change this Address Information. No matter what entries are made, there must be at least a name of the organization/agency. The Cage Code information is pulled from the CCR and DoDAAC information is pulled from the DAASC sites.

## Procedure

Addresses can be updated by highlighting the address field and entering new information. The updates will apply only to this document.

Step	Action
1	<p>Click on <b>Address</b> tab.</p> 
2	Review address information.
3	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).

# The Discount Tab – Stand Alone Invoice

## Introduction

WAWF allows Vendors to apply discounts to Invoices during document creation. These discounts are at the document level. In the “Vendor View Document” folder, the invoice number is displayed in **red** and is preceded with a "D," when a discount is offered.

## Procedure

Follow the steps below to add discounts.

Step	Action
1	<p>Click on the <b>Discount</b> tab.</p>  <p><i>Note; Based on the Pay Office DoDAAC, you may have the options of <u>Discount Percentage</u> or <u>Discount Amounts</u>. In this procedure we will use “Discount Percentage”.</i></p>
2	<p>Click on the Add icon  under Action.</p>
3	<p>Enter the “Discount Percentage” and “Due Days”.</p> 
4	<p>Click <b>Save</b> Discount. Result: Document Level Discount Terms screen opens.</p>
5	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).</p>

# The Comments Tab – Stand Alone Invoice

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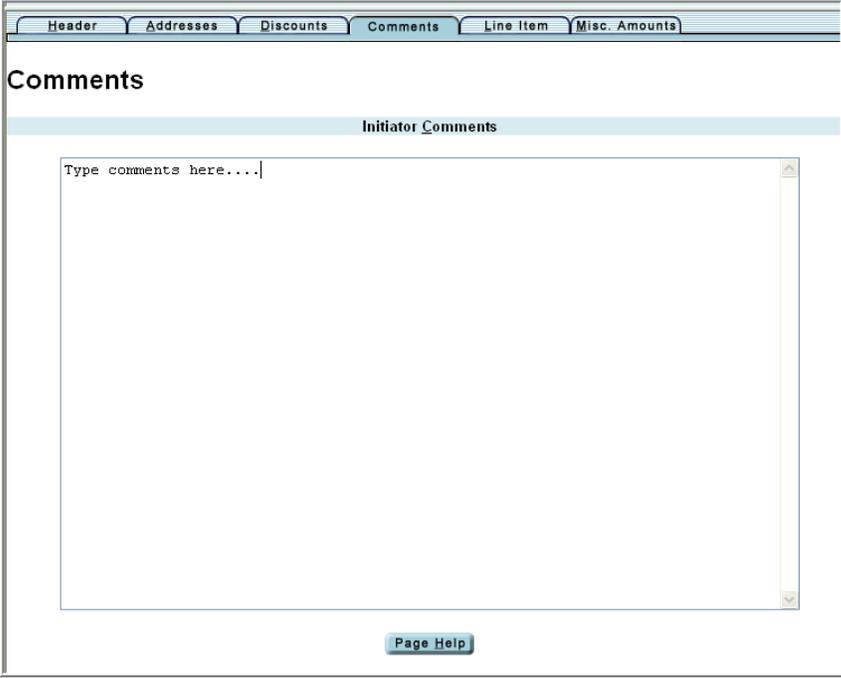
## Introduction

The Comments tab is an optional tab which is typed free-form. You are allowed up to 2000 characters per field. Comments become mandatory from a user when a document is being rejected, or if an invoice is being created after a final invoice or shipment has been indicated.

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## Procedure

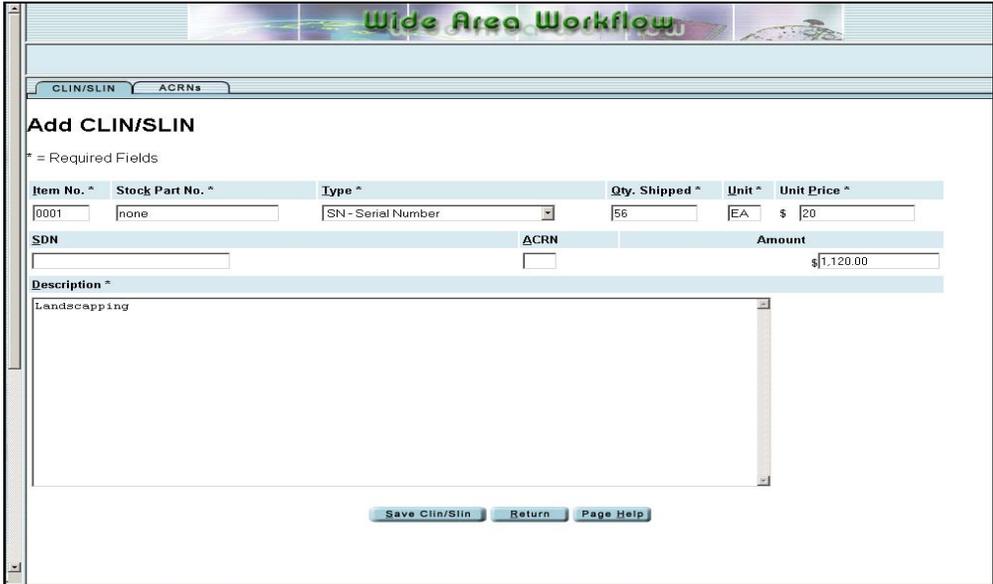
Follow the steps to enter comments.

Step	Action
1	Click <b>Comments</b> tab. 
2	Enter comments, up to 2000 characters.
3	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create and Submit</u> the WAWF document (See “Submitting the Document”).

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# The Line Item Tab - Stand Alone Invoice

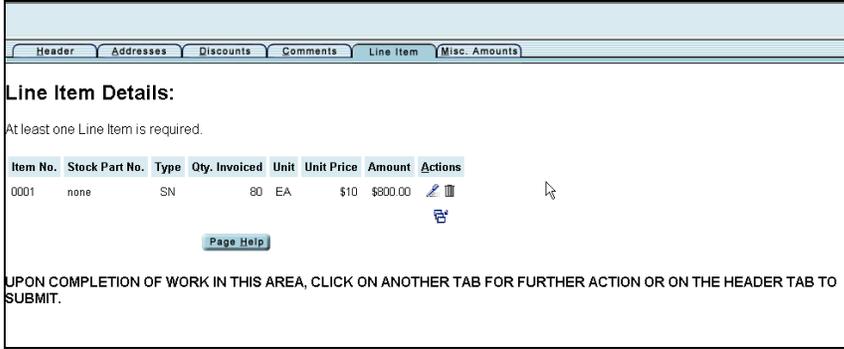
**Procedure** Follow the steps below to input your information into the Header Tab.

Step	Action
1	Select the Line Item tab.
2	<p>Click the Add icon  under the Actions column to enter the CLIN information.</p>  <p>Result: The Add CLIN/SLIN screen opens.</p>
3	<p>Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field (please refer to your contract).</p>  <p><i>Note: Based on the payment office DoDAAC different tabs may appear. In this example the CLIN/SLIN and ACRN tabs are displayed.</i></p>

Continued on next page

# The Line Item Tab - Stand Alone Invoice, Continued

## Procedure (continued)

Step	Action
4	Click <b>Save CLIN/SLIN</b> .
5	<p>Add additional Line Item Numbers if necessary, by repeating above steps. (Up to 250 clins per invoice).</p> <div data-bbox="456 541 1300 890" style="border: 1px solid black; padding: 5px;">  </div> <p><i>Note1: The  symbol you can click on to edit your previously entered line item number.</i></p> <p><i>Note 2: The  symbol you can click on to delete your previously entered line item number.</i></p>
6	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).

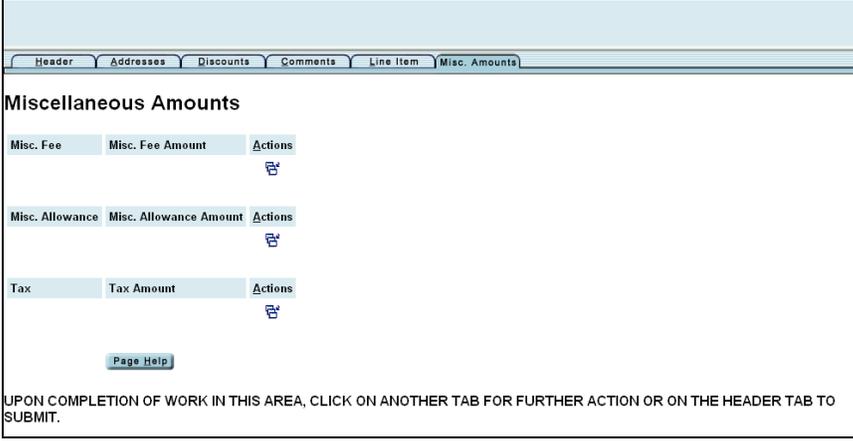
# The Miscellaneous Amount Tab - Stand Alone Invoice

**Introduction**

The Miscellaneous Amounts tab is where the Vendor invoices for fees authorized per the contract but are not clin-level funded.

**Procedure**

Follow the steps below to add Miscellaneous amounts.

Step	Action
1	<p>Click on the <b>Misc Amounts</b> tab.</p> <p>Result: Miscellaneous Amounts screen opens.</p>
2	<p>Click on the Add icon  under your required Misc Amounts. (We are demonstrating the Misc Fee).</p>  <p>Result: Add Misc. Fee screen opens.</p>

*Continued on next page*

# The Miscellaneous Amount Tab - Stand Alone Invoice, Continued

## Procedure (continued)

Step	Action				
3	<p>Select the Misc Fee that applies to your contract. Description will be populated based on selection. <i>In this example we are using transportation charges.</i></p> <div data-bbox="456 541 1308 1318" style="border: 1px solid black; padding: 10px;"><p><b>Add Misc. Fee</b></p><p>* = Required Fields</p><table border="1" data-bbox="472 720 1166 793"><tr><td data-bbox="472 720 971 751">Misc. Fee *</td><td data-bbox="971 720 1166 751">Misc. Fee Price *</td></tr><tr><td data-bbox="472 751 971 793">1260 - TRANSPORT DIRECT BILLING CHARGE</td><td data-bbox="971 751 1166 793">\$</td></tr></table><p data-bbox="472 825 1308 856"><b>Description *</b></p><div data-bbox="472 877 1125 1234" style="border: 1px solid black; padding: 5px; min-height: 150px;">TRANSPORT DIRECT BILLING CHARGE</div><p data-bbox="751 1255 1198 1287" style="text-align: center;"><input type="button" value="Save Misc. Fee"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/></p></div> <p><i>Note 1: The Pay Office DoDAAC selected determines which options are available.</i></p>	Misc. Fee *	Misc. Fee Price *	1260 - TRANSPORT DIRECT BILLING CHARGE	\$
Misc. Fee *	Misc. Fee Price *				
1260 - TRANSPORT DIRECT BILLING CHARGE	\$				

Continued on next page

# The Miscellaneous Amount Tab - Stand Alone Invoice Continued

## Procedure (continued)

Step	Action				
4	<p>Type in your allowed transportation charge amounts.</p> <div data-bbox="456 436 1307 1289"><h3>Add Misc. Fee</h3><p>* = Required Fields</p><table border="1"><thead><tr><th>Misc. Fee *</th><th>Misc. Fee Price *</th></tr></thead><tbody><tr><td>1260 - TRANSPORT DIRECT BILLING CHARGE ▾</td><td>\$ 75.00</td></tr></tbody></table><p><b>Description *</b></p><p>TRANSPORT DIRECT BILLING CHARGE</p><p><a>Save Misc. Fee</a> <a>Return</a> <a>Page Help</a></p></div>	Misc. Fee *	Misc. Fee Price *	1260 - TRANSPORT DIRECT BILLING CHARGE ▾	\$ 75.00
Misc. Fee *	Misc. Fee Price *				
1260 - TRANSPORT DIRECT BILLING CHARGE ▾	\$ 75.00				
5	Click <b>Save Misc. Fee</b> .				

*Continued on next page*

# The Miscellaneous Amount Tab - Stand Alone Invoice, Continued

## Procedure (continued)

Step	Action
6	<p>Add additional MISC Amounts if necessary by repeating above steps.</p>  <p><i>Note 1: The  symbol you can click on to edit your previously entered line item number.</i></p> <p><i>Note 2: The  symbol you can click on to delete your previously entered line item number.</i></p>
7	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).</p>

# Submitting the Document - Stand Alone Invoice

**Procedure** Follow the steps below to finish the process of creating your document in WAWF.

Step	Action
1	Click on the <b>Header</b> tab after entering all the information on the other tabs.
2	Scroll down to the bottom of the screen. Click <b>Create Document</b> .  Result: The created Invoice screen opens.
3	Verify information is correct.  <i>Note: Attachments are added PRIOR to clicking “Submit”. If you are adding attachments, refer to “Adding an Attachment” section for a detailed procedure.</i>  On the <b>Header Tab</b> , Scroll down to the bottom of screen and click <b>Submit</b> . <div data-bbox="457 877 1305 1524" data-label="Image"> </div>

*Continued on next page*

# Submitting the Document, Stand Alone Invoice, Continued

## Procedure (continued)

Step	Action								
4	<p data-bbox="378 365 1295 432">Confirm that you have received a message that your document has been created successfully.</p> <div data-bbox="378 470 1222 955"><p data-bbox="396 497 776 539">The Invoice has been submitted successfully. It has been processed via EDI.</p><table border="1" data-bbox="396 604 1026 667"><thead><tr><th data-bbox="396 604 553 632">Contract Number</th><th data-bbox="553 604 716 632">Delivery Order</th><th data-bbox="716 604 878 632">Shipment Number</th><th data-bbox="878 604 1026 632">Invoice Number</th></tr></thead><tbody><tr><td data-bbox="396 642 516 667">GS35F5237H</td><td data-bbox="553 642 699 667">W912CN06F0101</td><td data-bbox="716 642 813 667">SAINVOICE</td><td data-bbox="878 642 984 667">SAINVOICE</td></tr></tbody></table><p data-bbox="396 823 699 848"><a href="#">Send More Email Notifications</a></p><p data-bbox="396 911 618 936"><a href="#">Return</a> <a href="#">Page Help</a></p></div> <p data-bbox="378 997 1344 1102"><b>Note:</b> You have the capability to send more emails to users who are not in the workflow or as listed on your contract; refer to “Adding Additional Emails” section for a detailed procedure.</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	GS35F5237H	W912CN06F0101	SAINVOICE	SAINVOICE
Contract Number	Delivery Order	Shipment Number	Invoice Number						
GS35F5237H	W912CN06F0101	SAINVOICE	SAINVOICE						

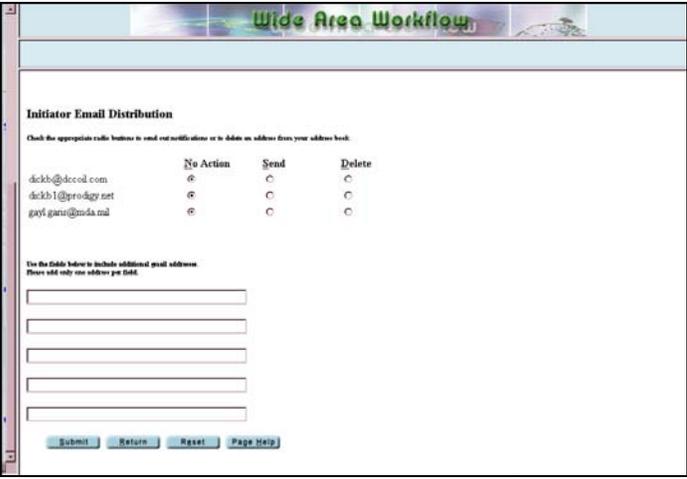
# Send More Email Notifications - Stand Alone Invoice

## Introduction

You have the capability to send WAWF emails to users who are not in the workflow process but are interested in WAWF document updates.

## Procedure

Follow the steps below to add additional emails.

Step	Action
1	<p>Click “Send More Email Notifications.”</p>  <p>Result: “Initiator Email Distribution” screen opens.</p>
2	<p>Enter Additional email address.</p>  <p><i>Note: All emails that you have already established will appear. Your options are “No Action”, “Send”, “Delete” or add new e-mail address.</i></p> <p>Click Submit.</p>
3	Confirm additional emails where sent.
4	Click Return.

# Chapter 3

## Creating a Combo Invoice

### Overview

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#### Introduction

This lesson explains how to **create two documents, an Invoice and a Receiving Report, within one document selection.**

The information you need to complete a document in WAWF comes from your contract information and your knowledge of your business process.

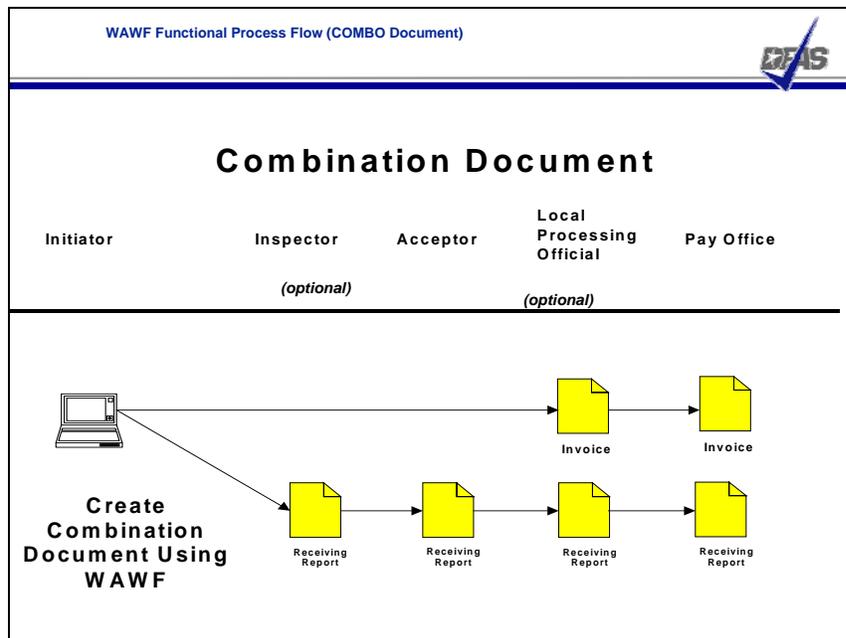
Required fields in WAWF are denoted by an asterisk \*. All other fields are optional. If the contract or business process does not require additional information; a user can leave the optional fields blank.

The *Invoice Received Date* (IRD) is date and time stamped on the document when invoice is created. This date also represents the start of the Prompt Payment clock.

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#### Combo Document flow

The flow of the stand alone invoice is demonstrated below.



*Continued on next page*

## Overview, Continued

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**Learning Objectives** After completing this chapter, you will be able to Create a Combo Invoice.

---

**In this section** This section contains the following topics.

<b>Topic</b>	<b>See Page</b>
Description of WAWF Tabs - Combo	3-3
Entering Contract Information - Combo	3-5
The Header Tab - Combo	3-9
The Address Tab - Combo	3-10
The Discount Tab - Combo	3-11
The Mark For Tab – Combo	3-12
The Comments Tab - Combo	3-13
The Line Item Tab - Combo	3-14
The UID Tab (Construct 1) - Combo	3-17
The UID2 Tab (Construct 2) - Combo	3-24
Pack Tab - Combo	3-29
The Miscellaneous Amount Tab – Combo	3-33
Submitting the Document - Combo	3-37
Send More Email Notifications - Combo	3-39

---

## Description of WAWF Tabs - Combo

**Introduction** The only 2 tabs that are mandatory in WAWF are the **Header tab** and the **Line Item tab**. All other tabs are optional but may be required by your contracts specific invoicing instructions. We will list in the following section all tabs that are displayed on the Combo document.



**Description of tabs** The table below describes each of the tabs found in WAWF.

Tab Name	Description
Header (mandatory tab)	The Header Tab is the first tab used on a WAWF document. It contains, “First page”, information such as shipment number/dates, invoice number/dates, and other information required by an “*” in fields listed on your particular document.
Address Tab	The Address Tab lists all of the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Discount Tab	The Discount Tab allows you to add a discount on your invoice. Vendors offering cost effective discounts should receive payments within the given invoice discount period.
Mark For Tab	The “Mark For” tab provides you a field to enter supplemental shipping addresses and can be used anytime a shipment needs forwarded to a location other the “delivery address” located on the first page of your contract.
Comments Tab	The Comments Tab provides you a field to enter additional comments on your document.
Line Item (mandatory tab)	The Line Item Tab is where you enter detail billing information based upon your contracts line item information.
ACRN	The ACRN Tab is for those contract that cite more than one acrn per clin
UID	UID is a new globally unique "part identifier" containing data elements used to track DoD parts through their life cycle. UID Data is encoded into Data Matrix symbols that are applied to parts using Direct Part Marking processes (DPM). The DoD has moved to this transformation technology to facilitate electronic data capture and transmission.

*Continued on next page*

## Description of WAWF Tabs - Combo, Continued

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### Description of tabs (continued)

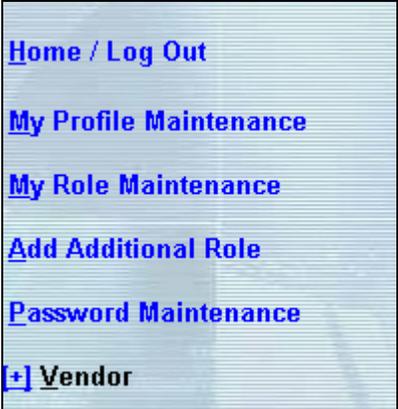
Tab Name	Description
MILSTRIP	The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.
Pack	The Pack Tab is used to enter <b>Radio Frequency Identification (RFID)</b> . RFID is an <a href="#">automatic identification</a> method, relying on storing and remotely retrieving data using devices called RFID tags or <a href="#">transponders</a> . An RFID tag is a small object that can be attached to or incorporated into a product, animal, or person. RFID tags contain <a href="#">antennas</a> to enable them to receive and respond to <a href="#">radio</a> -frequency queries from an RFID <a href="#">transceiver</a> . Passive tags require no internal power source, whereas active tags require a power. (For additional information regarding Pack, click the following link: <a href="http://www.acq.osd.mil/log/rfid/index.htm">http://www.acq.osd.mil/log/rfid/index.htm</a> .)
MISC Amounts	The MISC Amounts tab allows you to enter miscellaneous charges, credits, and taxes, if authorized under your contract.
Misc. Info.	Misc. Info. Tab appears after you have created your document in WAWF. The Misc. Info tab provides you a complete document history on all documents created against your contracts. Here you will find information such as Invoice receipt dates, acceptance dates, and contact information for any one that has taken action on your documents. This is also where you add attachments

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# Entering Contract Information - Combo

## Procedure

Follow the steps below to complete contract information.

Step	Action
1	Logon to Wide Area Workflow.
2	<p>Click on the [+] symbol next to <b>Vendor</b> section of the sub menu in the left sidebar.</p>  <p>Result: Your drop down features will appear.</p>
3	<p>Click <b>Create New Document</b></p>  <p>Result: Create New Document screen opens.</p>

*Continued on next page*

# Entering Contract Information - Combo, Continued

## Procedure (continued)

Step	Action						
4	<p>Enter in all required fields. Enter fields if required per contract. Everything that has an asterisk (*) is a required field.</p> <div data-bbox="548 470 1292 772" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Contract Number *</b></td> <td style="width: 33%;"><b>Delivery Order</b></td> <td style="width: 33%;"><b>CAGE Code/Ext. *</b></td> </tr> <tr> <td><input type="text" value="F0960305C0050"/></td> <td><input type="text"/></td> <td><input type="text" value="0HB52"/></td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: Although the Delivery Order field is optional in WAWF, it may be required by your contract, if your contract has a delivery order number you must enter it in the WAWF otherwise leave field blank.</i></p>	<b>Contract Number *</b>	<b>Delivery Order</b>	<b>CAGE Code/Ext. *</b>	<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>
<b>Contract Number *</b>	<b>Delivery Order</b>	<b>CAGE Code/Ext. *</b>					
<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>					
5	Click <b>Continue</b> .						
6	<ul style="list-style-type: none"> <li>• If contract is not in EDA or you incorrectly entered the contract number, an alert box will appear.</li> <li>• If the contract is located in the EDA system, then the WAWF system will pre-populate certain location code fields (DoDAAC/CAGE) on this document. If the contract is <i>not</i> in EDA, you will have to enter the location codes manually.</li> </ul> <div data-bbox="548 1293 1399 1654" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Contract Number</b></td> <td style="width: 33%;"><b>Delivery Order</b></td> <td style="width: 33%;"><b>CAGE Code/Ext. *</b></td> </tr> <tr> <td><input type="text" value="F0960305C0050"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> </p> </div> <div data-bbox="831 1415 1273 1612" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>Microsoft Internet Explorer</b></p> <p style="text-align: center;">          The contract data is not available in DoD EDA. Please enter contract information.       </p> <p style="text-align: center;">Click the Return button to enter a different Contract Number or continue creating the document.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>Click <b>OK</b>.</p>	<b>Contract Number</b>	<b>Delivery Order</b>	<b>CAGE Code/Ext. *</b>	<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text"/>
<b>Contract Number</b>	<b>Delivery Order</b>	<b>CAGE Code/Ext. *</b>					
<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text"/>					

*Continued on next page*

# Entering Contract Information - Combo, Continued

## Procedure (continued)

Step	Action								
7	<p>Enter the “Pay DoDAAC” from your contract if not pre-populated from EDA.</p> <div data-bbox="553 470 1403 793" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Contract Number</th> <th style="width: 25%;">Delivery Order</th> <th style="width: 25%;">CAGE Code / Ext.</th> <th style="width: 25%;">Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td>0HB52</td> <td><input type="text" value="f25700"/></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	F0960305C0050		0HB52	<input type="text" value="f25700"/>
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
F0960305C0050		0HB52	<input type="text" value="f25700"/>						
8	Click <b>Continue</b> .								
9	Select <b>Invoice and Receiving Report (Combo)</b> .								
10	<p>Select your Inspection and Acceptance points according to your contract.</p> <div data-bbox="553 1060 1365 1528" style="border: 1px solid black; padding: 5px;"> <p><b>Select Document to Create: *</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Invoice</li> <li><input type="radio"/> Invoice as 2-in-1 (Services Only)</li> <li><input type="radio"/> Construction Payment Invoice</li> <li><input type="radio"/> Commercial Item Financing</li> <li><input type="radio"/> Performance Based Payment</li> <li><input type="radio"/> Progress Payment</li> <li><input type="radio"/> Receiving Report</li> <li><input checked="" type="radio"/> Invoice and Receiving Report (Combo) Inspection: <input type="text" value="Destination"/> Acceptance: <input type="text" value="Destination"/></li> <li><input type="radio"/> Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)</li> </ul> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><b>Note:</b>  <i>It is important to review your contract to identify the Inspection/Acceptance points.</i></p>								

*Continued on next page*

# Entering Contract Information - Combo, Continued

## Procedure (continued)

Step	Action
10 note	<p>NOTE –</p> <p><u>FAR 46.503 PLACE OF ACCEPTANCE:</u></p> <p><b>SOURCE</b> Inspection or Acceptance points identifies government quality assurance is performed <i>prior</i> to product shipment.</p> <p><b>DESTINATION</b> Inspection or Acceptance points identifies government quality assurance is performed <i>after</i> product shipment.</p> <p><b>OTHER</b> permits the receipt of items at a location other than Source or Destination. (example: a third party location as listed on the contract). The goods or services will be shipped to a location named in the contract and final acceptance may occur at destination.</p>
11	Click <b>Continue</b> .
12	<p>Enter in all required fields, if not pre-populated from EDA. Enter optional fields if required per contract or business practice.</p> <div data-bbox="506 1024 1110 1486" data-label="Image"> </div> <p><i>Note: WAWF electronically routes the document based on the location codes (DoDAAC/CAGE), so make sure the information is accurate according to the latest contract information.</i></p>
13	<p>Click <b>Continue</b>.</p> <p>Result: You are now on the Header Tab.</p>

# The Header Tab - Combo

## Procedure

When creating a WAWF document, after you have filled out the Tabs on the document you are interested in, you must return to the Header tab to click the “Create Document.” Follow the steps below to complete Header Tab.

Step	Action
1	<p>Enter in all required fields. Enter optional fields if required per contract.</p>  <p><i>Note The selection of the Services or Supplies radial button identifies the commodity being billed for. Select which one that applies.</i></p>
2	<p><b>DATES:</b> There are 3 ways to enter SHIPMENT or INVOICE dates:</p> <p><i>Option 1:</i> You can enter the date yourself by typing the year first, then the month and day (YYYY/MM/DD).</p> <p><i>Option 2:</i> Use the calendar feature, which allows you to retrieve documents within a specific date range. Click on the date from the pop-up calendar feature. The calendar feature disappears, and the date you have chosen appears in the field.</p> <p><i>Option 3:</i> Use the HOT KEY for today’s date. Do this by entering an asterisk (*) in the date field and then tab out of the field. (SHIFT KEY and 8KEY)</p>
2	<p>Verify whether or not this is a Final Shipment and annotate as such in the Drop Down Menu. Result: Header Information complete.</p>
3	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create and Submit</u> the WAWF document (See “Submitting the Document”).</p>

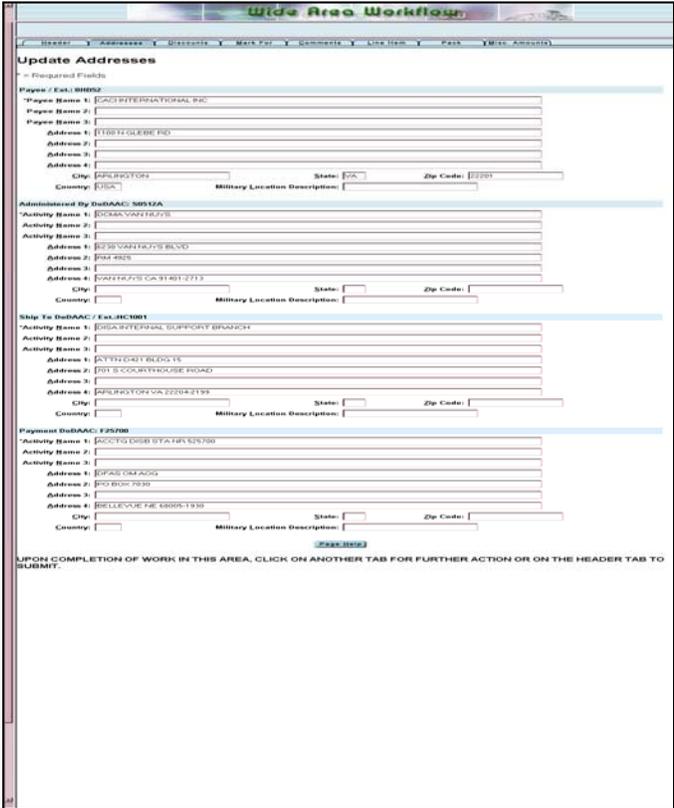
# The Address Tab - Combo

## Introduction

Based on the routing Location Codes entered, WAWF pre-populates the Address Information for each of the Location Codes in the document. From the Addresses tab, the Vendor is afforded the opportunity to review and/or change this Address Information. No matter what entries are made, there must be at least a name of the organization/agency. The Cage Code information is pulled from the CCR and DoDAAC information is pulled from the DAASC sites.

## Procedure

Addresses can be updated by highlighting the address field and entering new information. The updates will apply only to this document.

Step	Action
1	<p>Click on <b>Address</b> tab.</p> 
2	Review the address information.
3	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).

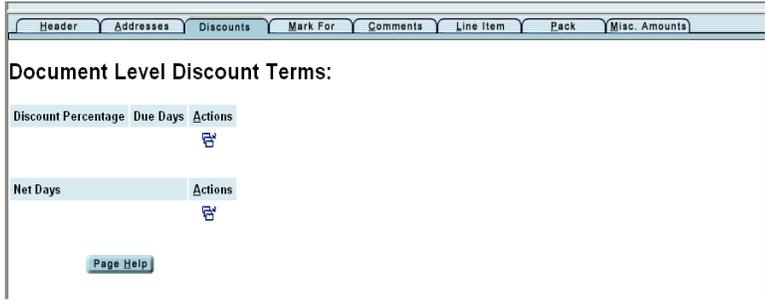
# The Discount Tab - Combo

**Introduction**

WAWF allows Vendors to offer discounts on Invoices. Documents with discounts are displayed with the Invoice number in **red** in the “View Vendor Document” folder. The invoice number is also preceded with a "D".

**Procedure**

Follow the steps below to add discounts.

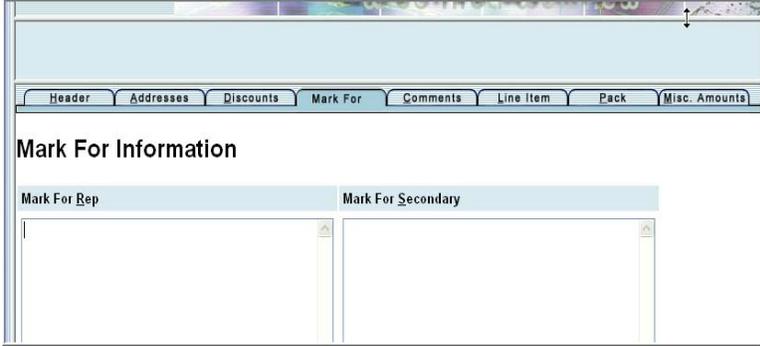
Step	Action
1	<p>Click on the <b>Discounts</b> tab.</p>  <p><i>Note; Based on the Pay Office selected you may have several options. In this procedure, we will use “Discount Percentage” and “Due Days”.</i></p>
2	<p>Click on the Add icon  under Action.</p>
3	<p>Enter the “Discount Percentage” and “Due Days”.</p> 
4	<p>Click Save Discount.</p>
5	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).</p>

# The Mark For Tab – Combo

## Introduction

The Mark For page allows you to **designate a specific party** to whom the shipment is being sent. This information may be as simple as a name or as complex as routing instructions.

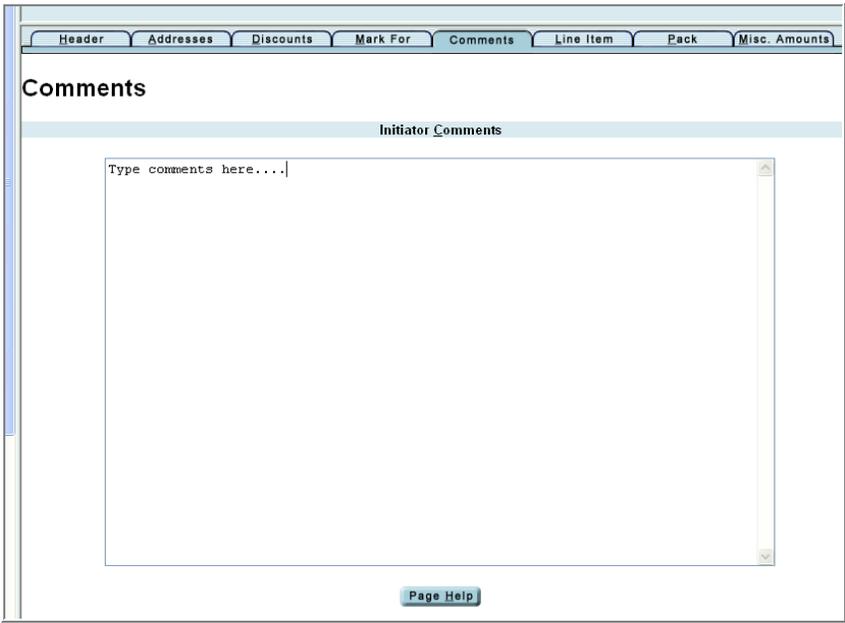
These fields are required if a Mark For DoDAAC was entered previously.

Step	Action
<p data-bbox="321 506 342 533"><b>1</b></p>	<p data-bbox="410 506 1398 537"><b>Type in additional shipping location or shipping instructions if required.</b></p> 
<p data-bbox="321 999 342 1026"><b>2</b></p>	<p data-bbox="410 999 1398 1102"><b>Click on the next desired WAWF Tab to continue with the document OR return to Header Tab to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).</b></p>

# The Comments Tab - Combo

**Introduction** The Comments tab is an optional tab which is typed free-form. You are allowed up to 2000 characters per field. Comments become mandatory from a user when a document is being rejected, or if an invoice is being created after a final invoice or shipment has been indicated.

**Procedure** Follow the steps to enter comments.

Step	Action
1	Click <b>Comments</b> tab. 
2	Type in comments (Up to 2000 characters).
3	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>C</u> reate and <u>S</u> ubmit the WAWF document (See “Submitting the Document”).

# The Line Item Tab - Combo

**Procedure** Follow the steps below to complete Line Item Tab (adding the CLIN).

- **Navy Only:** May need to enter a Navy "Authorized Accounting Activity" (AAA) code that relates to the Ship To you entered on the Routing Information form.

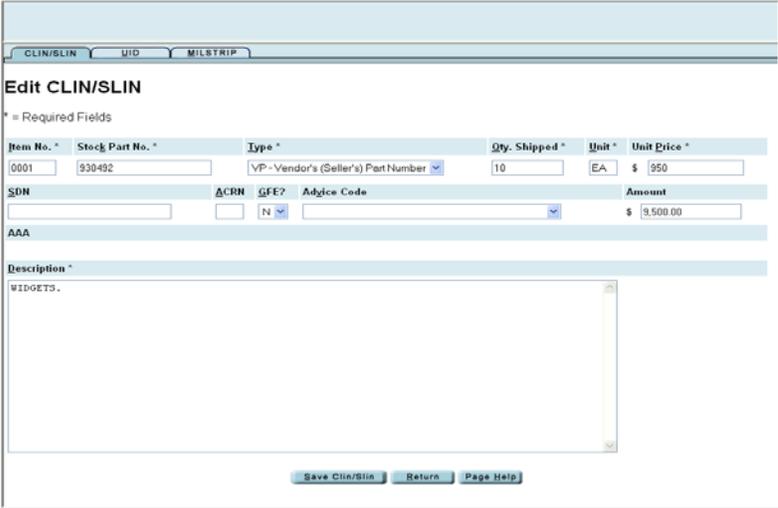
**Only MOCAS and IAPS payments will receive an ACRN TAB.** Complete the ACRN Tab *only* if your CLIN/SLIN is funded **by more than one ACRN**.

Step	Action
1	Select the Line Item tab.
2	<p><b>Navy Invoicing Only:</b> Click the AAA button under the “<i>TOP</i>” Action Icon.</p> <p><b>All other Invoicing:</b> Click the “<i>BOTTOM</i>” Action Icon button to add CLIN/SLIN. </p> 

*Continued on next page*

# The Line Item Tab - Combo, Continued

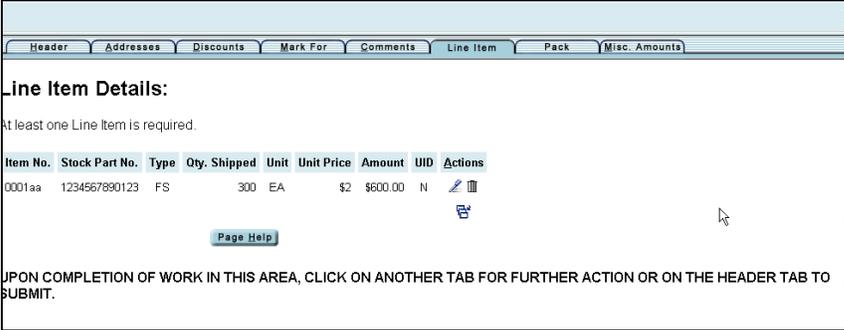
## Procedure (continued)

Step	Action
3	<p>Enter in all required fields as denoted with an asterisk. Enter optional fields if required per contract.</p>  <p><b>Begin by adding each item into the CLIN/SLIN form.</b> The following list defines some of the fields.</p> <ul style="list-style-type: none"> <li>• <b><u>Item No.</u></b> usually represents the CLIN/SLIN from the contract.</li> <li>• <b><u>Stock Part No.</u></b> is the National Stock Number (NSN) or non-catalog number (DFAR Appendix F, block 16). If there is no Stock Part No., enter the word "none." If the contract is for services, enter the word "Services."</li> <li>• <b><u>Type</u></b> is a drop-down box consisting of a variety of choices. One of these selections must be made.</li> <li>• <b><u>Qty Shipped</u></b> refers to the number of items represented by this line item.</li> <li>• <b><u>Unit</u></b> refers to the unit of measure correlating to this shipment. Use the <a href="#">Units of Measure Table</a> on your Vendor Menu to select the correct Unit code.</li> <li>• <b><u>Unit Price</u></b> is the price of the individual items. This price will be multiplied to the Qty shipped to derive the Amount for the line.</li> </ul>

*Continued on next page*

# The Line Item Tab - Combo, Continued

## Procedure (continued)

Step	Action
4	Click <b>Save CLIN/SLIN</b> .
5	<p>Add additional Line Item Numbers if necessary by repeating above steps.</p> <div data-bbox="443 472 1287 802" style="border: 1px solid black; padding: 5px;">  </div> <p><i>Note 1: The  symbols you can click on to edit your previously entered line item number.</i></p> <p><i>Note 2: The  symbols you can click on to delete your previously entered line item number.</i></p>
6	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).

# The UID Tab (Construct 1) - Combo

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## Introduction

The **Unique Identifier (UID)** is a number that uniquely **identifies tangible items**.

It provides asset accountability within the DoD Supply Chain.

Your items must include a Unique Identifier under the CLIN/SLIN if they meet the DFARS 252.211.7003 requirements.

Contracts require DoD recognized unique identification (UID) for all property items delivered to the Government if any one of these conditions is met:

- The acquisition cost (unit cost) is \$5000 or more
  - It is either a serially managed item, a mission essential item, a controlled inventory piece of equipment, a repairable item, or a consumable item
  - It is a component of a delivered item
  - The program manager has determined that UID is required.
- 

## UID1 DoD Construct 1

UID1 DoD Construct 1 provides for serialization within the Enterprise (agency or manufacturer). The UID will be a concatenation of:

- Issuing Agency code
  - Enterprise Identifier
  - Serial Number.
- 

## UID2 – DoD Construct 2

UID2 DoD Construct 2 adds the *part number* to the concatenation. The UID will be a concatenation of:

- Issuing Agency Code
  - Enterprise Identifier
  - Original part Number or Batch/Number
  - Serial Number.
- 

## DoD Recognized UID Equivalent (listed as “OTHER” in WAWF)

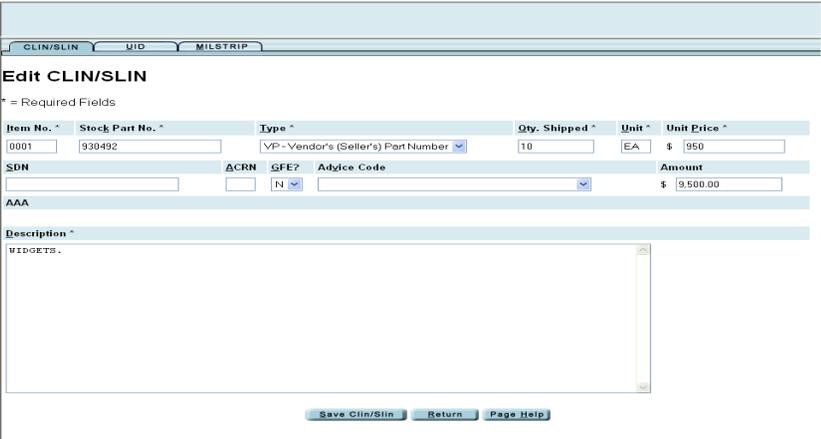
The choices of GIAI, GRAI, ESN for cellular phones, VIN, and OTHER allow for a commercial identifier to be used as a DoD recognized UID EQUIVALENT. It must meet these criteria:

- Must contain an enterprise identifier
  - Must uniquely identify an individual item within an enterprise, product, or part number.
  - Must have an existing Data Identifier (DI) or Application Identifier (AI) listed in ANSI MH10.8.2.
- 

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# The UID Tab (Construct 1) - Combo, Continued

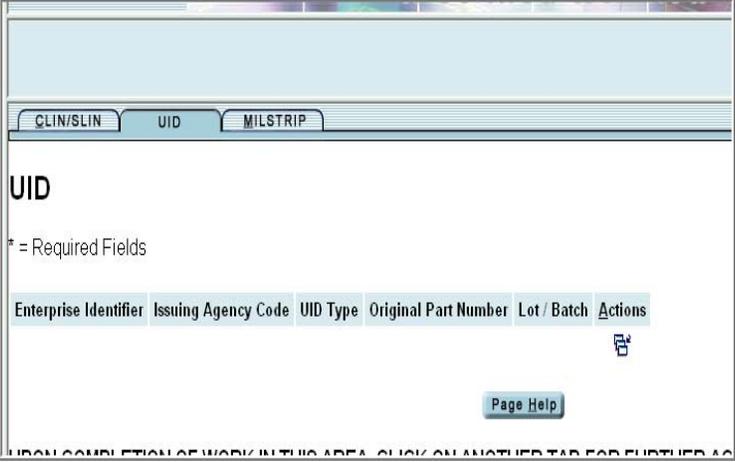
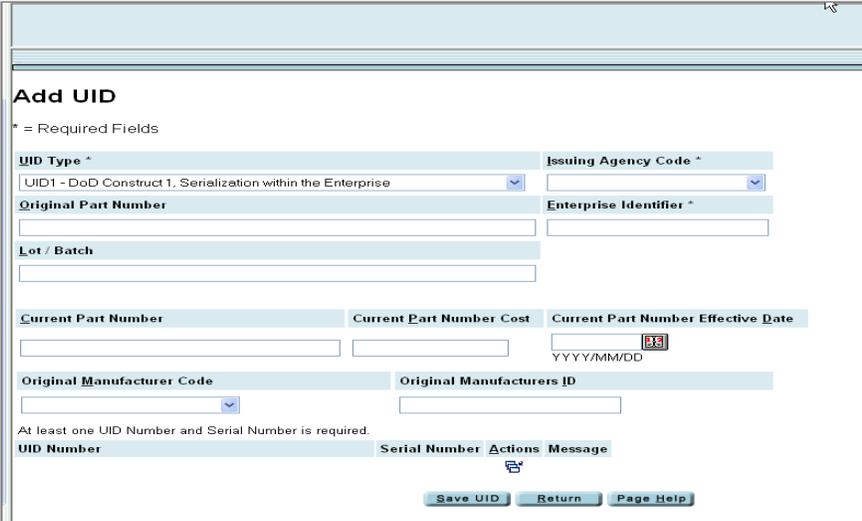
## Procedure

Step	Action
1	<p>The UID button is located within the <b>Line Item tab</b>. Click on the <i>second Add Icon</i> under the Actions column.</p>  
2	<p>Complete all required fields on the <b>Clin/Slin</b> tab.</p> <p>Once finished, <i>do not</i> click the “<b>Save Clin/Slin</b>” button.</p> 

*Continued on next page*

# The UID Tab (Construct 1) - Combo, Continued

Procedure (continued)

Step	Action
3	<p>Click on the <b>UID</b> tab.</p> 
4	<p>Next, click on the “Add” icon (beneath the Actions column).</p>  <p>Result: The “Add UID” Screen appears.</p>
5	<p>Click on the drop down button for the <b>UID Type</b> box, to select your DoD Construct type. (<i>UID2-Construct type</i> for this instruction).</p> 

Continued on next page

# The UID Tab (Construct 1) - Combo, Continued

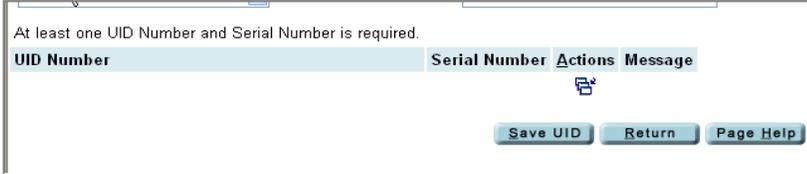
Procedure (continued)

Step	Action																
6	<p>Click on the <b>Issuing Agency Code</b> drop down to select your UID format (Mandatory field).</p> <p>Next, type in your company identifier in the <b>Enterprise Identifier</b> field (Mandatory field).</p> <div data-bbox="560 579 1372 955" style="border: 1px solid black; padding: 5px;"> <p><b>Add UID</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>UID Type *</b></td> <td style="width: 50%;"><b>Issuing Agency Code *</b></td> </tr> <tr> <td>UID2 - DoD Construct 2, Serialization with the Original Part Number</td> <td>D - CAGE Code</td> </tr> <tr> <td><b>Original Part Number *</b></td> <td><b>Enterprise Identifier *</b></td> </tr> <tr> <td></td> <td>1M3W0</td> </tr> <tr> <td><b>Lot / Batch *</b></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table> </div>	<b>UID Type *</b>	<b>Issuing Agency Code *</b>	UID2 - DoD Construct 2, Serialization with the Original Part Number	D - CAGE Code	<b>Original Part Number *</b>	<b>Enterprise Identifier *</b>		1M3W0	<b>Lot / Batch *</b>							
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<b>Original Part Number *</b>	<b>Enterprise Identifier *</b>																
	1M3W0																
<b>Lot / Batch *</b>																	
7	<p>Fill in the <b>Current Part</b> fields, if using them.</p> <div data-bbox="560 1073 1382 1220" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Current Part Number</b></td> <td style="width: 33%;"><b>Current Part Number Cost *</b></td> <td style="width: 33%;"><b>Current Part Number Effective Date *</b></td> </tr> <tr> <td>34324333</td> <td>23</td> <td>2006/06/27  YYYY/MM/DD</td> </tr> </table> </div> <p>Note: The <i>Current Parts</i> are optional fields, but once a <i>Current Part Number</i> is entered, The <i>Current Part Number Cost</i> and <i>Current Part Number Effective Date</i> fields become mandatory.</p>	<b>Current Part Number</b>	<b>Current Part Number Cost *</b>	<b>Current Part Number Effective Date *</b>	34324333	23	2006/06/27  YYYY/MM/DD										
<b>Current Part Number</b>	<b>Current Part Number Cost *</b>	<b>Current Part Number Effective Date *</b>															
34324333	23	2006/06/27  YYYY/MM/DD															
8	<p>Click on the <b>Original Manufacturer Code</b> drop down to select type.</p> <p>Next, type in the <b>Original Manufacturers ID</b> in the field provided.</p> <div data-bbox="560 1591 1385 1890" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Original Manufacturer Code</b></td> <td style="width: 50%;"><b>Original Manufacturers ID *</b></td> </tr> <tr> <td>D - CAGE Code</td> <td>76366</td> </tr> <tr> <td colspan="2"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">UID Number</td> <td style="width: 25%;">Serial Number</td> <td style="width: 25%;">Actions</td> <td style="width: 25%;">Message</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"></td> <td></td> </tr> </table> </td> </tr> <tr> <td colspan="2" style="text-align: right;"> <input type="button" value="Save UID"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </td> </tr> </table> </div>	<b>Original Manufacturer Code</b>	<b>Original Manufacturers ID *</b>	D - CAGE Code	76366	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">UID Number</td> <td style="width: 25%;">Serial Number</td> <td style="width: 25%;">Actions</td> <td style="width: 25%;">Message</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"></td> <td></td> </tr> </table>		UID Number	Serial Number	Actions	Message					<input type="button" value="Save UID"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/>	
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UID Number	Serial Number	Actions	Message														
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Continued on next page

# The UID Tab (Construct 1) - Combo, Continued

Procedure (continued)

Step	Action
9	<p>Click on the “Add” icon to add the UID Number and Serial Number.</p>  <p>See below</p>  <p>Results: The Add UID screen appears.</p>
10	<p>Type in your UID Number and Serial Number in the provided fields.</p> <p>Next click the “Save UID” button.</p>  <p>Note: Your company creates the item’s UID Number. It is a concatenation of the following codes within the construct of the UID Type:</p> <ul style="list-style-type: none"> <li>• Issuing Agency Code,</li> <li>• Enterprise identifier,</li> <li>• Serial number</li> </ul> <p>Dashes (-) and forward slashes (/) can be used in the UID Number. Spaces are not allowed. Only letters, numbers and “-“, are used.</p>

*Continued on next page*

# The UID Tab (Construct 1) - Combo, Continued

## Procedure (continued)

Step	Action																																																				
11	<p>Results: The <b>Add UID</b> Overview screen appears.</p> <p>Click the “Save UID” button again.</p> <div data-bbox="558 506 1344 892" style="border: 1px solid black; padding: 5px;"> <p><b>Add UID</b></p> <p>* = Required Fields</p> <table border="0"> <tr> <td colspan="2"><b>UID Type *</b></td> <td colspan="2"><b>Issuing Agency Code *</b></td> </tr> <tr> <td colspan="2">UID1 - DoD Construct 1, Serialization within the Enterprise</td> <td colspan="2">D - CAGE Code</td> </tr> <tr> <td colspan="2"><b>Original Part Number</b></td> <td colspan="2"><b>Enterprise Identifier *</b></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">1M3W0</td> </tr> <tr> <td colspan="4"><b>Lot / Batch</b></td> </tr> <tr> <td colspan="4"></td> </tr> <tr> <td><b>Current Part Number</b></td> <td><b>Current Part Number Cost *</b></td> <td colspan="2"><b>Current Part Number Effective Date *</b></td> </tr> <tr> <td>34324333</td> <td>23</td> <td colspan="2">2006/06/27 <span style="border: 1px solid red; padding: 0 2px;">R3</span></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">YYYY/MM/DD</td> </tr> <tr> <td colspan="2"><b>Original Manufacturer Code</b></td> <td colspan="2"><b>Original Manufacturers ID</b></td> </tr> <tr> <td colspan="2">D - CAGE Code</td> <td colspan="2">76366</td> </tr> </table> <p>At least one UID Number and Serial Number is required.</p> <table border="0"> <tr> <td><b>UID Number</b></td> <td><b>Serial Number</b></td> <td><b>Actions</b></td> <td><b>Message</b></td> </tr> <tr> <td>D1M3W0674A36458</td> <td>674A36458</td> <td></td> <td></td> </tr> </table> <p style="text-align: right;"> <input type="button" value="Save UID"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div> <p>Result: You are returned to the previous page.</p> <p>Note: You may continue entering the UID numbers and serial number for each item within this Enterprise Identifier by clicking on the “Add” icon.</p>	<b>UID Type *</b>		<b>Issuing Agency Code *</b>		UID1 - DoD Construct 1, Serialization within the Enterprise		D - CAGE Code		<b>Original Part Number</b>		<b>Enterprise Identifier *</b>				1M3W0		<b>Lot / Batch</b>								<b>Current Part Number</b>	<b>Current Part Number Cost *</b>	<b>Current Part Number Effective Date *</b>		34324333	23	2006/06/27 <span style="border: 1px solid red; padding: 0 2px;">R3</span>				YYYY/MM/DD		<b>Original Manufacturer Code</b>		<b>Original Manufacturers ID</b>		D - CAGE Code		76366		<b>UID Number</b>	<b>Serial Number</b>	<b>Actions</b>	<b>Message</b>	D1M3W0674A36458	674A36458		
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D1M3W0674A36458	674A36458																																																				
12	<p>When all UID Numbers and Serial Numbers have been added, <b>click the “Save UID” button.</b></p> <p><b>Results: You are returned to the original UID page.</b></p> <div data-bbox="558 1224 1344 1761" style="border: 1px solid black; padding: 5px;"> <table border="0"> <tr> <td><a href="#">CLIN/SLIN</a></td> <td><a href="#">UID</a></td> <td><a href="#">MILSTRIP</a></td> </tr> </table> <p><b>UID</b></p> <p>* = Required Fields</p> <table border="0"> <tr> <td><b>Enterprise Identifier</b></td> <td><b>Issuing Agency Code</b></td> <td><b>Type</b></td> <td><b>Original Part Number</b></td> <td><b>Actions</b></td> </tr> <tr> <td>1M3W0</td> <td>D</td> <td>UID1</td> <td>4202432</td> <td> </td> </tr> <tr> <td><b>Lot / Batch</b></td> <td><b>Current Part Number</b></td> <td><b>Current Part Number Cost</b></td> <td colspan="2"><b>Current Part Effective Date</b></td> </tr> <tr> <td>00147009423</td> <td>559325490</td> <td>25</td> <td colspan="2">2006/06/22</td> </tr> <tr> <td colspan="2"><b>Original Manufacturers Code</b></td> <td colspan="3"><b>Original Manufacturers ID</b></td> </tr> <tr> <td colspan="2">D</td> <td colspan="3">54756</td> </tr> <tr> <td colspan="2"><b>UID Number</b></td> <td colspan="3"><b>Serial Number</b></td> </tr> <tr> <td colspan="2">D1M3W0674A36458</td> <td colspan="3">674A36458</td> </tr> </table> <p style="text-align: right;"><input type="button" value="Page Help"/></p> </div>	<a href="#">CLIN/SLIN</a>	<a href="#">UID</a>	<a href="#">MILSTRIP</a>	<b>Enterprise Identifier</b>	<b>Issuing Agency Code</b>	<b>Type</b>	<b>Original Part Number</b>	<b>Actions</b>	1M3W0	D	UID1	4202432	 	<b>Lot / Batch</b>	<b>Current Part Number</b>	<b>Current Part Number Cost</b>	<b>Current Part Effective Date</b>		00147009423	559325490	25	2006/06/22		<b>Original Manufacturers Code</b>		<b>Original Manufacturers ID</b>			D		54756			<b>UID Number</b>		<b>Serial Number</b>			D1M3W0674A36458		674A36458											
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## The UID Tab (Construct 1) - Combo, Continued

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### Procedure (continued)

Step	Action
13	To add additional UID numbers for each item, click on the “Add” icon under the Action column and repeat the above steps. 
14	Click on the CLIN/SLIN Tab and it will take you back to the CLIN data.  The rest of the tabs on the form will appear. You can now select another Tab to continue completing your WAWF document.

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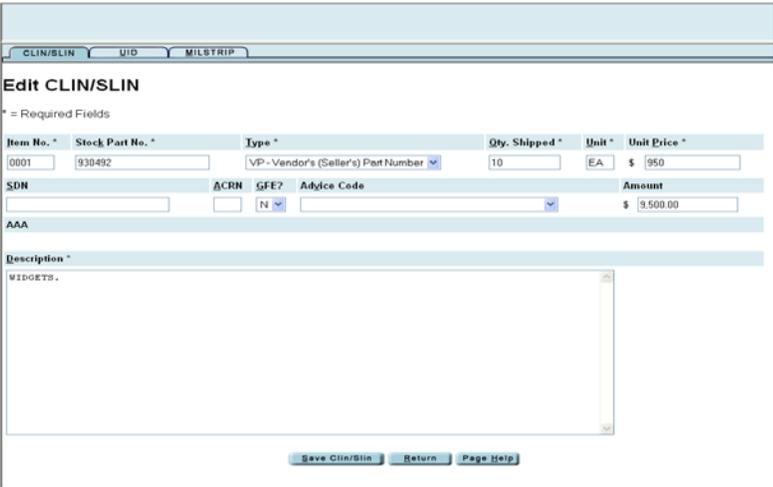
# The UID2 Tab (Construct 2) - Combo

**Introduction**

**UID2 - DoD Construct 2** adds the *part number* to the concatenation. The UID will be a combination of the Issuing Agency Code, enterprise Identifier, Original part Number or Batch/Number, and Serial Number.

**Procedure**

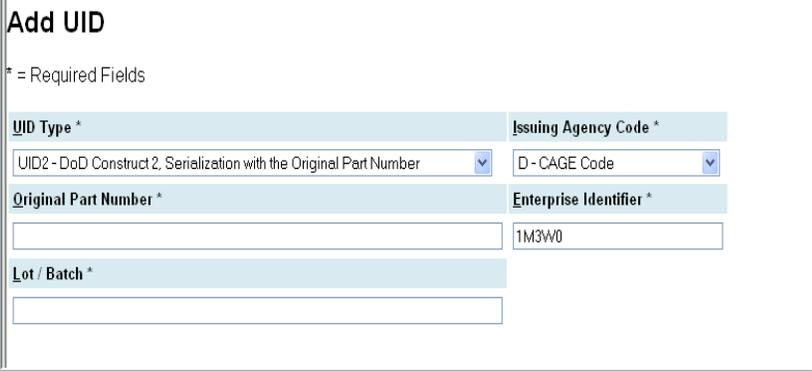
Follow the steps below to complete the UID tab.

Step	Action
1	<p>To locate the <b>UID</b> button, Click on the Line Item Tab.</p> 
2	<p>Click on the <i>BOTTOM</i> “Add” icon under the <b>Actions</b> column.</p> 
3	<p>Complete all required fields on the <b>Clin/Slin</b> tab. Once finished, <i>do not</i> click the “Save Clin/Slin” button.</p> 

*Continued on next page*

# The UID2 Tab (Construct 2) - Combo, Continued

Procedure (continued)

Step	Action
4	<p>Click on the <b>UID</b> tab.</p> 
5	<p>Next, click on the “Add” icon under the <b>Actions</b> column .</p>  <p>Result: The “<b>Add UID</b>” Screen appears.</p>
6	<p>Click on the drop down button for the <b>UID Type</b> box, to select your DoD Construct type. (<i>UID2 –Construct type</i> for this instruction).</p>
7	<p>Click on the <b>Issuing Agency Code</b> drop down to select your UID format (Mandatory field).</p> <p>Next, type in your company identifier in the <b>Enterprise Identifier</b> field (Mandatory field).</p> 

*Continued on next page*

# The UID2 Tab (Construct 2) - Combo, Continued

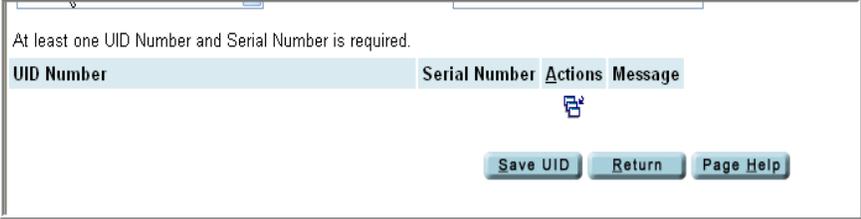
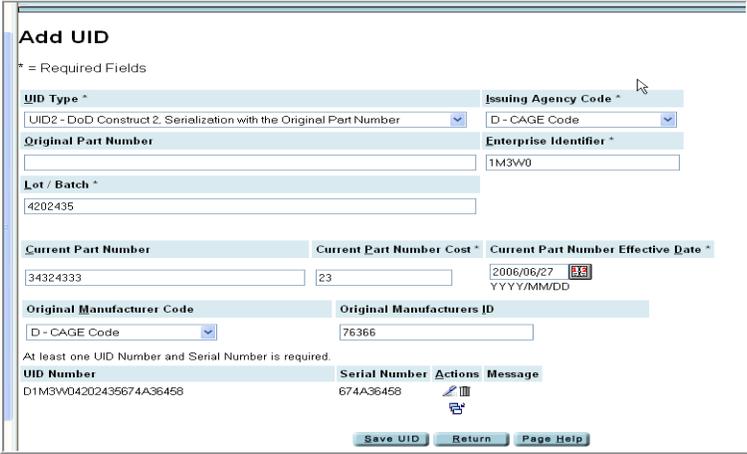
## Procedure (continued)

Step	Action												
8	<p>Fill in either the <b>Original Part Number</b> or the <b>Lot/Batch</b> fields.</p> <div data-bbox="558 436 1419 753" style="border: 1px solid black; padding: 5px;"> <p>- Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>UID Type *</b></td> <td style="width: 50%;"><b>Issuing Agency Code *</b></td> </tr> <tr> <td>UID2 - DoD Construct 2, Serialization with the Original Part Number</td> <td>D - CAGE Code</td> </tr> <tr> <td><b>Original Part Number</b></td> <td><b>Enterprise Identifier *</b></td> </tr> <tr> <td></td> <td>1M3W0</td> </tr> <tr> <td><b>Lot / Batch *</b></td> <td></td> </tr> <tr> <td>4202435</td> <td></td> </tr> </table> </div>	<b>UID Type *</b>	<b>Issuing Agency Code *</b>	UID2 - DoD Construct 2, Serialization with the Original Part Number	D - CAGE Code	<b>Original Part Number</b>	<b>Enterprise Identifier *</b>		1M3W0	<b>Lot / Batch *</b>		4202435	
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UID2 - DoD Construct 2, Serialization with the Original Part Number	D - CAGE Code												
<b>Original Part Number</b>	<b>Enterprise Identifier *</b>												
	1M3W0												
<b>Lot / Batch *</b>													
4202435													
9	<p>Fill in the <b>Current Part</b> fields, if using them.</p> <div data-bbox="558 907 1398 1052" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Current Part Number</b></td> <td style="width: 33%;"><b>Current Part Number Cost *</b></td> <td style="width: 33%;"><b>Current Part Number Effective Date *</b></td> </tr> <tr> <td>34324333</td> <td>23</td> <td>2006/06/27  YYYY/MM/DD</td> </tr> </table> </div> <p>Note: The <i>Current Parts</i> are optional fields, but once a <i>Current Part Number</i> is entered, The <i>Current Part Number Cost</i> and <i>Current Part Number Effective Date</i> fields become mandatory.</p>	<b>Current Part Number</b>	<b>Current Part Number Cost *</b>	<b>Current Part Number Effective Date *</b>	34324333	23	2006/06/27  YYYY/MM/DD						
<b>Current Part Number</b>	<b>Current Part Number Cost *</b>	<b>Current Part Number Effective Date *</b>											
34324333	23	2006/06/27  YYYY/MM/DD											
10	<p>Click on the <b>Original Manufacturer Code</b> drop down to select type.</p> <p>Next, type in the <b>Original Manufacturers ID</b> in the field provided.</p> <div data-bbox="558 1495 1403 1717" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Current Part Number</b></td> <td style="width: 33%;"><b>Current Part Number Cost *</b></td> <td style="width: 33%;"><b>Current Part Number Effective Date *</b></td> </tr> <tr> <td>34324333</td> <td>23</td> <td>2006/06/27  YYYY/MM/DD</td> </tr> <tr> <td><b>Original Manufacturer Code</b></td> <td colspan="2"><b>Original Manufacturers ID *</b></td> </tr> <tr> <td>D - CAGE Code</td> <td colspan="2">76366</td> </tr> </table> <p><small>At least one UID Number and Serial Number is required.</small></p> </div>	<b>Current Part Number</b>	<b>Current Part Number Cost *</b>	<b>Current Part Number Effective Date *</b>	34324333	23	2006/06/27  YYYY/MM/DD	<b>Original Manufacturer Code</b>	<b>Original Manufacturers ID *</b>		D - CAGE Code	76366	
<b>Current Part Number</b>	<b>Current Part Number Cost *</b>	<b>Current Part Number Effective Date *</b>											
34324333	23	2006/06/27  YYYY/MM/DD											
<b>Original Manufacturer Code</b>	<b>Original Manufacturers ID *</b>												
D - CAGE Code	76366												

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# The UID2 Tab (Construct 2) - Combo, Continued

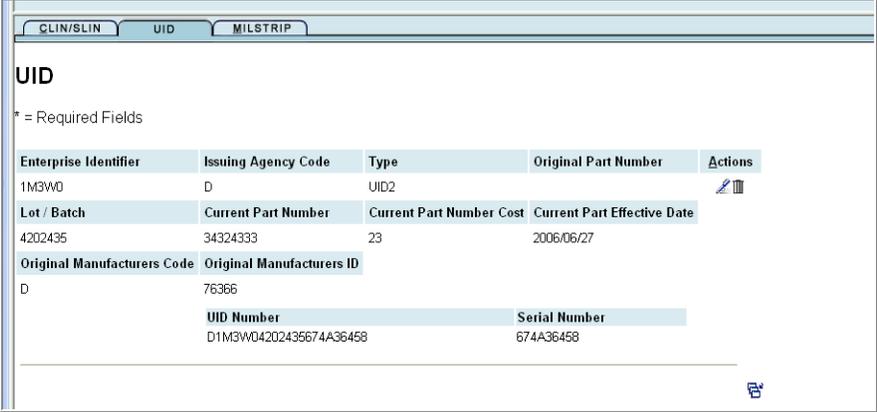
Procedure (continued)

Step	Action
11	<p>Click on the “<b>Add</b>” icon to add the UID Number and Serial Number.</p>  <p>Results: The <b>Add UID</b> screen appears.</p>
12	<p>Type in your UID Number and Serial Number in the provided fields. Then click the “Save UID” button.</p> <p><i>Note:</i> Your company creates the item’s UID Number. It is a concatenation of the following codes within the construct of the UID Type:</p> <ul style="list-style-type: none"> <li>• Issuing Agency Code</li> <li>• Enterprise identifier</li> <li>• Serial number</li> <li>• Original Part number or Batch number</li> </ul> <p>Dashes (-) and forward slashes (/) can be used in the UID Number. Spaces are not allowed. Only letters, numbers and “-“ are used.</p>
13	<p>Results: The <b>Add UID REVIEW</b> screen appears.</p>  <p>Click the “<b>Save UID</b>” button again.</p>

Continued on next page

# The UID2 Tab (Construct 2) - Combo, Continued

**Procedure** (continued)

Step	Action
14	<p>Results: You have completed the UID tab of the document.</p> 
15	<p>When you are ready to complete the rest of the WAWF document tabs, Click on the <b>CLIN/SLIN Tab</b> and it will take you back to the CLIN data.</p>
16	<p>Once you've finished completing the CLIN data, click the <b>“Save CLIN/SLIN”</b> button.</p> <p>The rest of the tabs on the form will appear.</p>
17	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See <b>“Submitting the Document”</b>).</p>

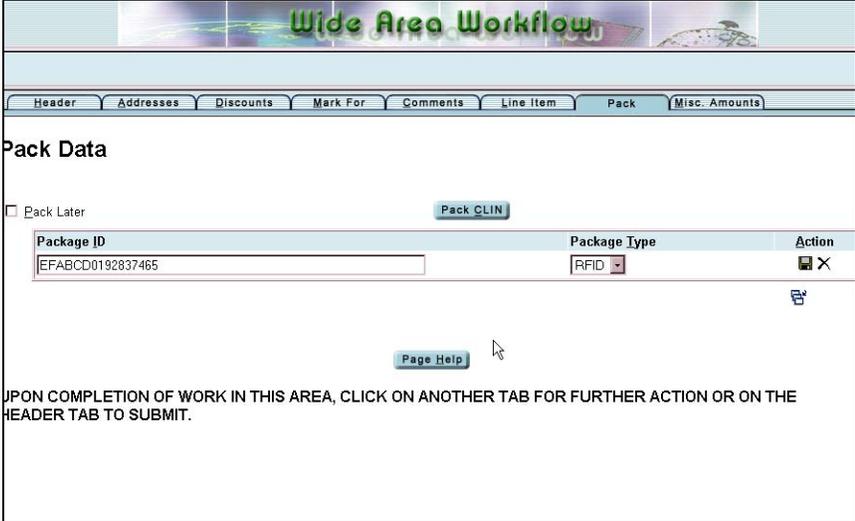
# Pack Tab - Combo

## Introduction

The Pack Tab is used to enter **Radio Frequency Identification (RFID)**. RFID is an [automatic identification](#) method, relying on storing and remotely retrieving data using devices called RFID tags or [transponders](#). An RFID tag is a small object that can be attached to or incorporated into a product, animal, or person. RFID tags contain [antennas](#) to enable them to receive and respond to [radio](#)-frequency queries from an RFID [transceiver](#). Passive tags require no internal power source, whereas active tags require a power. (For additional information regarding Pack, click the following link: <http://www.acq.osd.mil/log/rfid/index.htm>.)

## Procedure

Follow the steps below to add Pack data.

Step	Action
1	Click <b>Pack</b> tab. 
2	Click on the Add icon  under Action.  Result: Pack Data screen opens.
3	Enter “Package ID” and select “Package Type”.   <p><b>Note: The package ID for type, RFID, must have a length of exactly 16, 24, 32 or 64.</b></p>

*Continued on next page*

# Pack Tab - Combo, Continued

## Procedure (continued)

Step	Action														
4	<p>Click the Save icon </p> <p><i>Note: Selecting the Add Pack ID to Pack icon within the box represents placing another container inside that box.</i></p> <div data-bbox="548 562 1393 800" style="border: 1px solid black; padding: 5px;"> <p><b>Pack Data</b></p> <p><input type="checkbox"/> Pack Later <span style="float: right;"><b>Pack CLIN</b></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Package ID</th> <th>Package Type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>EFABCD0192837465</td> <td>RFID</td> <td>  </td> </tr> <tr> <td>EFABCD0192948576</td> <td>RFID</td> <td>  </td> </tr> </tbody> </table> </div> <p><i>Note: Selecting the Add Package ID icon outside the box represents putting another container beside the initial container.</i></p>	Package ID	Package Type	Action	EFABCD0192837465	RFID	  	EFABCD0192948576	RFID	  					
Package ID	Package Type	Action													
EFABCD0192837465	RFID	  													
EFABCD0192948576	RFID	  													
5	<p>Click <b>Pack CLIN</b>.</p> <p>Result: CLIN/SLIN Data screen opens</p>														
6	<p>Click on the Add icon  under Action.</p> <div data-bbox="548 1186 1409 1591" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>CLIN/SLIN Data</b></p> <p style="text-align: center;">* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>UID</th> <th>Qty. Shipped</th> <th>Total Qty. Packed</th> <th>Difference</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001aa</td> <td>1234567890123</td> <td>N</td> <td style="text-align: center;">300</td> <td style="text-align: center;">0</td> <td style="text-align: center;">300</td> <td style="text-align: right;"></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Page Help"/> </p> <p>UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE SUBMIT BUTTON TO UPDATE THE PACK STRUCTURE.</p> </div>	Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions	0001aa	1234567890123	N	300	0	300	
Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions									
0001aa	1234567890123	N	300	0	300										

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# Pack Tab - Combo, Continued

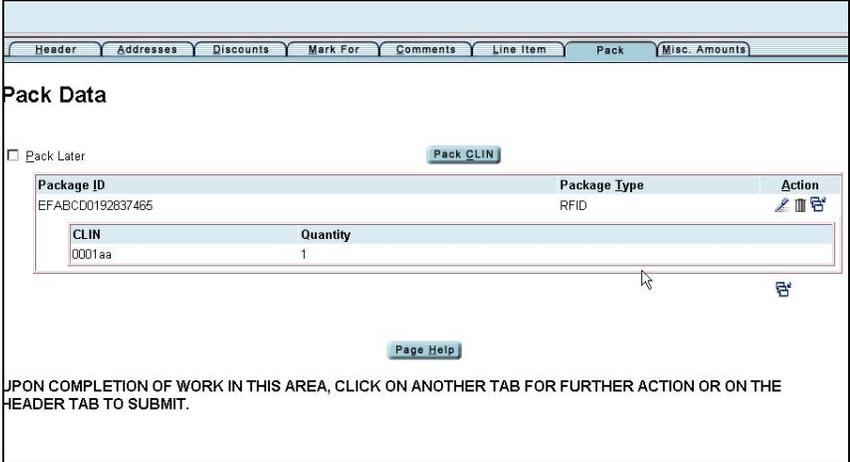
## Procedure (continued)

Step	Action																						
7	<p data-bbox="548 365 873 401">Enter "Quantity Packed".</p> <div data-bbox="548 432 1390 842"> <p data-bbox="883 474 1045 499"><b>CLIN/SLIN Data</b></p> <p data-bbox="899 516 1029 537">* = Required Fields</p> <table border="1" data-bbox="553 562 1382 611"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>UID</th> <th>Qty. Shipped</th> <th>Total Qty. Packed</th> <th>Difference</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001aa</td> <td>1234567890123</td> <td>N</td> <td>300</td> <td>0</td> <td>300</td> <td></td> </tr> </tbody> </table>   <table border="1" data-bbox="651 674 1377 722"> <thead> <tr> <th>Package ID - Type</th> <th>Quantity Packed</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>EFABCD0192837465 - RFID</td> <td><input type="text" value="1"/></td> <td> </td> </tr> </tbody> </table> <p data-bbox="894 764 1040 785"><a href="#">Continue</a> <a href="#">Page Help</a></p> <p data-bbox="548 800 1382 821">UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE SUBMIT BUTTON TO UPDATE THE PACK STRUCTURE.</p> </div>	Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions	0001aa	1234567890123	N	300	0	300		Package ID - Type	Quantity Packed	Actions	EFABCD0192837465 - RFID	<input type="text" value="1"/>	 		
Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions																	
0001aa	1234567890123	N	300	0	300																		
Package ID - Type	Quantity Packed	Actions																					
EFABCD0192837465 - RFID	<input type="text" value="1"/>	 																					
8	<p data-bbox="548 869 841 905">Click the Save icon </p>																						
9	<p data-bbox="548 911 760 947">Click <b>Continue</b>.</p> <div data-bbox="548 978 1390 1402"> <p data-bbox="883 1020 1045 1045"><b>CLIN/SLIN Data</b></p> <p data-bbox="899 1062 1029 1083">* = Required Fields</p> <table border="1" data-bbox="553 1108 1382 1157"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>UID</th> <th>Qty. Shipped</th> <th>Total Qty. Packed</th> <th>Difference</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001aa</td> <td>1234567890123</td> <td>N</td> <td>300</td> <td>1</td> <td>299</td> <td></td> </tr> </tbody> </table>   <table border="1" data-bbox="651 1199 1377 1247"> <thead> <tr> <th>Package ID</th> <th>Package Type</th> <th>Quantity Packed</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>EFABCD0192837465</td> <td>RFID</td> <td>1</td> <td> </td> </tr> </tbody> </table> <p data-bbox="894 1268 1040 1289"><a href="#">Continue</a> <a href="#">Page Help</a></p> <p data-bbox="548 1304 1382 1325">UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE SUBMIT BUTTON TO UPDATE THE PACK STRUCTURE.</p> </div>	Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions	0001aa	1234567890123	N	300	1	299		Package ID	Package Type	Quantity Packed	Actions	EFABCD0192837465	RFID	1	 
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0001aa	1234567890123	N	300	1	299																		
Package ID	Package Type	Quantity Packed	Actions																				
EFABCD0192837465	RFID	1	 																				

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# Pack Tab - Combo, Continued

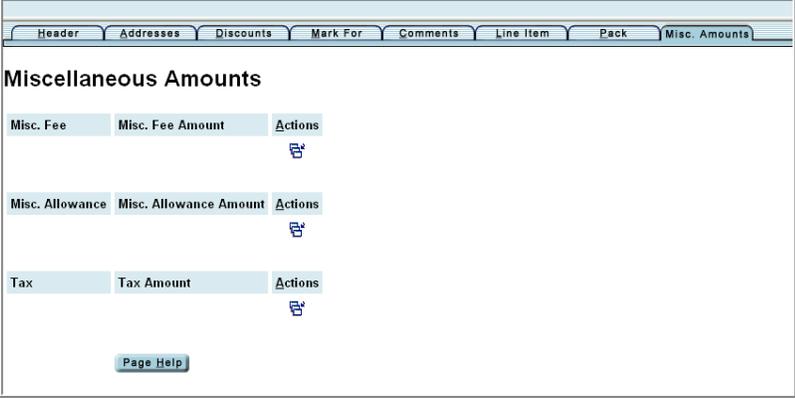
## Procedure (continued)

Step	Action
10	<p>If no other pack data needs to be entered, you are finished with the Pack Tab.</p>  <p><b>NOTE:</b> To add packaging information <u>after</u> document creation, go to the Pack Data page that shows the Pack tab, and select “Pack Later” check box. The document will be displayed in the Vendor’s “View document folder” with an Add link under the Pack column.</p>
11	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).</p>

# The Miscellaneous Amount Tab – Combo

**Introduction** The Miscellaneous Amounts tab is where the Vendor invoices for fees authorized per the contract but are not clin-level funded.

**Procedure** Follow the steps below to add Miscellaneous amounts.

Step	Action
1	Click on the <b>Misc Amounts</b> tab.  Result: Miscellaneous Amounts screen opens.
2	Click on the Add icon  under Misc Allowance Action.   Result: Add Misc. Allowance screen opens.

*Continued on next page*

# The Miscellaneous Amount Tab – Combo, Continued

Procedure (continued)

Step	Action
3	<p>Select the Misc Fee that applies to your contract. Description will be populated based on selection. <i>In this example we are using transportation charges.</i></p> <div data-bbox="553 510 1404 1276"></div> <p><i>Note 1: The Pay Office DoDAAC selected determines which options are available.</i></p>

Continued on next page

# The Miscellaneous Amount Tab – Combo Continued

## Procedure (continued)

Step	Action				
4	<p>Type in your allowed transportation charges.</p> <div data-bbox="548 436 1404 1291"><h3>Add Misc. Fee</h3><p>* = Required Fields</p><table border="1"><thead><tr><th>Misc. Fee *</th><th>Misc. Fee Price *</th></tr></thead><tbody><tr><td>I260 - TRANSPORT DIRECT BILLING CHARGE ▾</td><td>\$ 75.00</td></tr></tbody></table><p>Description *</p><p>TRANSPORT DIRECT BILLING CHARGE</p><p><a>Save Misc. Fee</a> <a>Return</a> <a>Page Help</a></p></div>	Misc. Fee *	Misc. Fee Price *	I260 - TRANSPORT DIRECT BILLING CHARGE ▾	\$ 75.00
Misc. Fee *	Misc. Fee Price *				
I260 - TRANSPORT DIRECT BILLING CHARGE ▾	\$ 75.00				
5	Click <b>Save Misc. Fee</b> .				

*Continued on next page*

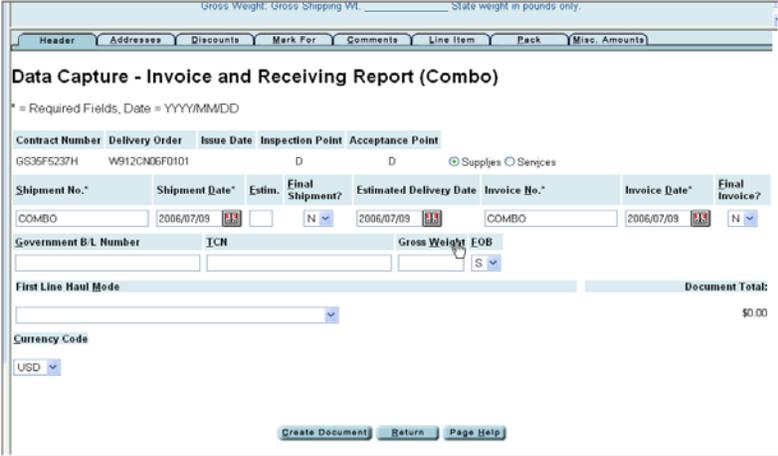
# The Miscellaneous Amount Tab – Combo Continued

## Procedure (continued)

Step	Action
6	<p data-bbox="548 365 1117 394">Add additional MISC Amounts if necessary.</p> <div data-bbox="548 436 1338 829" style="border: 1px solid black; padding: 5px;">  </div> <p data-bbox="548 877 1360 949"><i>Note 1: The  symbol you can click on to edit your previously entered line item number.</i></p> <p data-bbox="548 991 1383 1062"><i>Note 2: The  symbol you can click on to delete your previously entered line item number.</i></p>
7	<p data-bbox="548 1106 1351 1211">Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).</p>

# Submitting the Document - Combo

**Procedure** Follow the steps below to finish the process of creating your document in WAWF.

Step	Action
1	Click on the <b>Header</b> tab after entering all the information.
2	<p>Scroll down to down of the screen. Click <b>Create Document</b>.</p>  <p>Result: The Created Invoice screen opens.</p>
5	<p>Verify information is correct.</p> <p><i>Note: Attachments are added PRIOR to clicking “Submit”. If you are adding attachments, refer to “Adding an Attachment” section for a detailed procedure.</i></p> <p>On the <b>Header Tab</b>, scroll down to the bottom of screen. Click <b>Submit</b>.</p> 

Continued on next page

# Submitting the Document - Combo, Continued

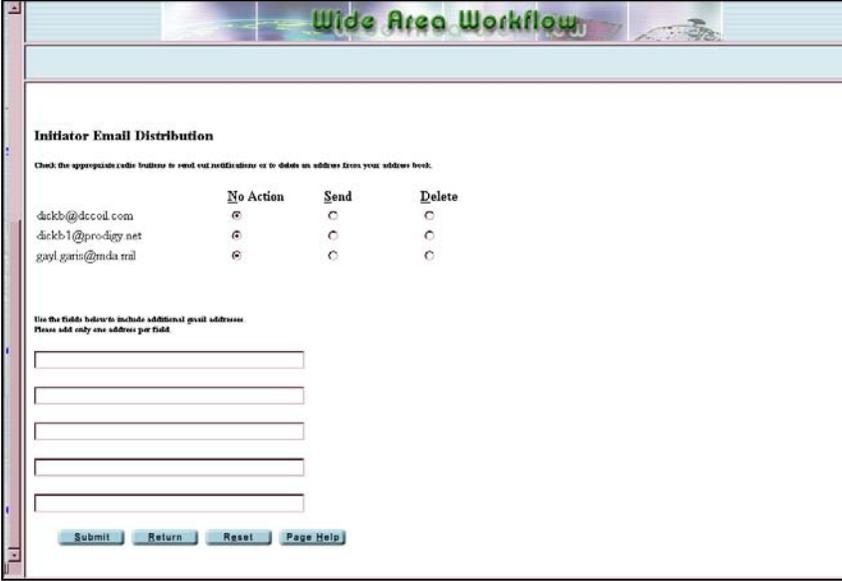
## Procedure (continued)

Step	Action																																																																																	
6	<p>The <i>Receiving Report</i> screen appears next.</p> <p>Verify the information is correct.</p> <p><b>Note: Attachments are added PRIOR to clicking “Submit”. If you are adding attachments, refer to “Adding an Attachment” section for a detailed procedure.</b></p> <p>On the <b>Header Tab</b>, Scroll down to the bottom of screen. Click <b>Submit</b>.</p>  <p>The screenshot shows a 'RECEIVING REPORT' form with the following data:</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Issue Date</th> <th>Supplies/Services</th> </tr> </thead> <tbody> <tr> <td>GS35F5237H</td> <td>W912CND6F0101</td> <td></td> <td>Supplies Services</td> </tr> <tr> <th>Shipment Number</th> <th>Shipment Date</th> <th>Final Shipment</th> <th>Inspection Point</th> <th>Acceptance Point</th> <th>Estimated Delivery Date</th> </tr> <tr> <td>COMBO</td> <td>2006/07/09</td> <td>N</td> <td>D</td> <td>D</td> <td>2006/07/09</td> </tr> <tr> <th>B/L Number</th> <th>TCN</th> <th>First Line Haul Mode</th> <th>Gross Weight</th> <th>FOB</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>S</td> </tr> <tr> <th colspan="4">Summary of Detail Level Information</th> <th>Total</th> </tr> <tr> <td>1</td> <td>CLIN/SLIN(s)</td> <td></td> <td></td> <td>\$8,000.00</td> </tr> <tr> <th>Invoice Number</th> <th>Invoice Date</th> <th>Final Invoice</th> </tr> <tr> <td>COMBO</td> <td>2006/07/09</td> <td>N</td> </tr> <tr> <th colspan="5">Routing Information:</th> </tr> <tr> <td colspan="2">Prime Contractor</td> <td colspan="3">Administered By</td> </tr> <tr> <td>CAGE Code: 1M3W0</td> <td>Extension:</td> <td colspan="3">DoDAAC: W91151</td> </tr> <tr> <td colspan="2">Name: CACI, INC.-FEDERAL</td> <td colspan="3">Name: XR W66B ACA HOOD</td> </tr> <tr> <td colspan="2">Ship To</td> <td colspan="3">Payment Official</td> </tr> <tr> <td>Code: HC1001</td> <td>Extension:</td> <td colspan="3">DoDAAC: H00131</td> </tr> <tr> <td colspan="2">Name: DISA INTERNAL SUPPORT BRANCH</td> <td colspan="3">Name: DFAS CO LCO</td> </tr> </tbody> </table> <p>Buttons: Submit, Return, Print, Page Help</p>	Contract Number	Delivery Order	Issue Date	Supplies/Services	GS35F5237H	W912CND6F0101		Supplies Services	Shipment Number	Shipment Date	Final Shipment	Inspection Point	Acceptance Point	Estimated Delivery Date	COMBO	2006/07/09	N	D	D	2006/07/09	B/L Number	TCN	First Line Haul Mode	Gross Weight	FOB					S	Summary of Detail Level Information				Total	1	CLIN/SLIN(s)			\$8,000.00	Invoice Number	Invoice Date	Final Invoice	COMBO	2006/07/09	N	Routing Information:					Prime Contractor		Administered By			CAGE Code: 1M3W0	Extension:	DoDAAC: W91151			Name: CACI, INC.-FEDERAL		Name: XR W66B ACA HOOD			Ship To		Payment Official			Code: HC1001	Extension:	DoDAAC: H00131			Name: DISA INTERNAL SUPPORT BRANCH		Name: DFAS CO LCO		
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5	<p>Confirm that you have received a message that your document has been created successfully.</p>  <p>The screenshot shows a success message box with the following content:</p> <p>The Invoice and Destination Inspection and Acceptance Receiving Report has been submitted successfully.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>GS35F5237H</td> <td>W912CND6F0101</td> <td>COMBO</td> <td>COMBO</td> </tr> </tbody> </table> <p><a href="#">Send More Email Notifications</a></p> <p><b>Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract; refer to “Adding Additional Emails” section for a detailed procedure on next page.</b></p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	GS35F5237H	W912CND6F0101	COMBO	COMBO																																																																									
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# Send More Email Notifications - Combo

**Introduction** You have the capability to send more emails to users who are not in the workflow or as listed on your contract.

**Procedure** Follow the steps below to add additional emails.

Step	Action
1	Click “Send More Email Notifications.”  Result: “Initiator Email Distribution” screen opens.
2	Enter Additional email address.   <p><i>Note: All emails that you have already established will appear. Your options are “No Action”, “Send”, “Delete” or add new e-mail address.</i></p> Click Submit.
3	Confirm additional emails where sent.
4	Click Return.

# Chapter 4

## Creating a 2-in-1 Invoice

### Overview

---

#### Introduction

This lesson explains how to create an Invoice 2-in-1, which is a single WAWF document that serves as both an invoice and a receiving report.

The information you need to complete a document in WAWF comes from your contract information and your knowledge of your business process.

Required fields in WAWF are denoted by an asterisk \*. All other fields are optional. If the contract or business process does not require additional information; a user can leave the optional fields blank.

The *Invoice Received Date* (IRD) is applied at the time the Invoice 2n1 is created. This date also represents the start of the Prompt Payment clock.

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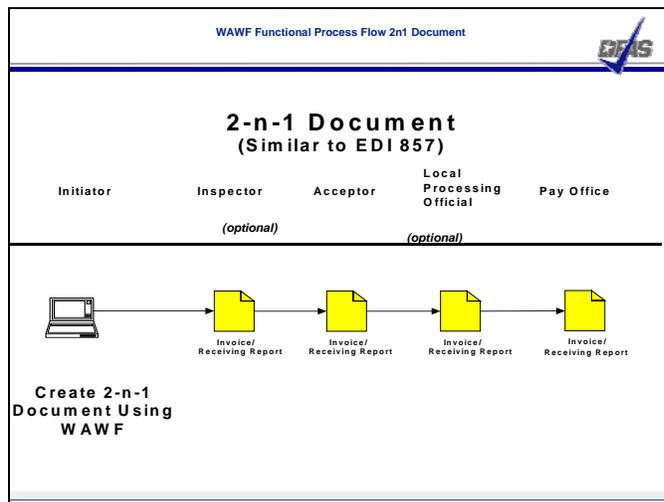
#### Definition

If your government customer is DCMA, the **Invoice 2-in-1 (Services Only)** can only be used for *service contracts* only. If your government customer is other than DCMA, you have the option of using the Invoice 2-in1 document for services or supply invoicing.

The **Invoice 2-in-1** creates a **single Invoice/Receiving Report from one data entry session**. The document is routed from the Vendor to the Acceptor, then to LPO if there is one, before it ends at the Payment Office. An Inspector can be included in the workflow.

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#### 2-in-1 Workflow



Continued on next page

## Overview, 2-in-1 Continued

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**Learning Objective** After completing this chapter, you will be able to Create a 2-in-1 document in WAWF.

---

**In this section** This section contains the following topics.

<b>Topic</b>	<b>See Page</b>
Description of WAWF Tabs - 2-in-1	4-3
Entering Contract Information - 2-in-1	4-4
The Header Tab - 2-in-1	4-8
The Address Tab - 2-in-1	4-9
The Discount Tab - 2-in-1	4-10
The Comments Tab - 2-in-1	4-11
The Line Item Tab - 2-in-1	4-12
The MILSTRIP Tab - 2-in-1	4-14
Miscellaneous Amount Tab - 2-in-1	4-17
Submitting the Document - 2-in-1	4-21
Send More Email Notifications - 2-in-1	4-24

---

## Description of WAWF Tabs - 2-in-1

**Introduction** The only 2 tabs that are mandatory in WAWF are the Header tab and the Line Item tab. All other tabs are optional but may be required by your contracts specific invoicing instructions. We will list in the following section all tabs that are displayed on the 2-in-1 document.

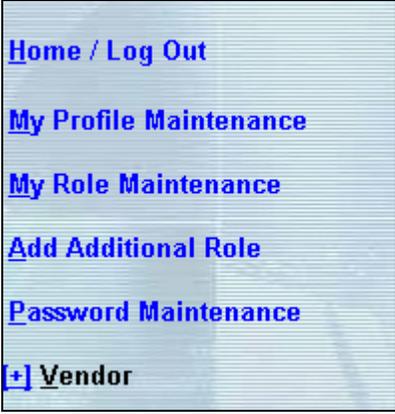


**Description of tabs** The table below describes each of the tabs found in WAWF.

Tab Name	Description
Header (mandatory tab)	The Header Tab is the first tab used on a WAWF document. It contains, “First page”, information such as shipment number/dates, invoice number/dates, and other information required by an “*” in fields listed on your particular document.
Address Tab	The Address Tab lists all of the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Discount Tab	The Discount Tab allows you to add a discount on your invoice. Vendors offering cost effective discounts should receive payments within the given invoice discount period.
Comments Tab	The Comments Tab provides you a field to enter additional comments on your document.
Line Item (mandatory tab)	The Line Item Tab is where you enter your detail billing information based upon your contracts line item information.
ACRN	The ACRN Tab is for those contract that cite more than one acrn per clin
MILSTRIP	The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.
MISC Amounts	The MISC Amounts tab allows you to enter miscellaneous charges, credits, and taxes, if authorized under your contract.
Misc. Info.	Misc. Info. Tab appears after you have created your document in WAWF. The Misc. Info tab provides you a complete document history on all documents created against your contracts. Here you will find information such as Invoice receipt dates, acceptance dates, and contact information for any one that has taken action on your documents. This is also where you add attachments to you documents.

# Entering Contract Information - 2-in-1

**Procedure** Follow the steps below to complete contract information.

Step	Action
1	Logon to Wide Area Workflow.
2	<p>Click on the [+] symbol next to <b>Vendor</b> section of the sub menu in the left sidebar.</p>  <p>Result: Your drop down features will appear.</p>
3	<p>Click <b>Create New Document</b>.</p>  <p>Result: Create New Document screen opens.</p>

*Continued on next page*

# Entering Contract Information - 2-in-1, Continued

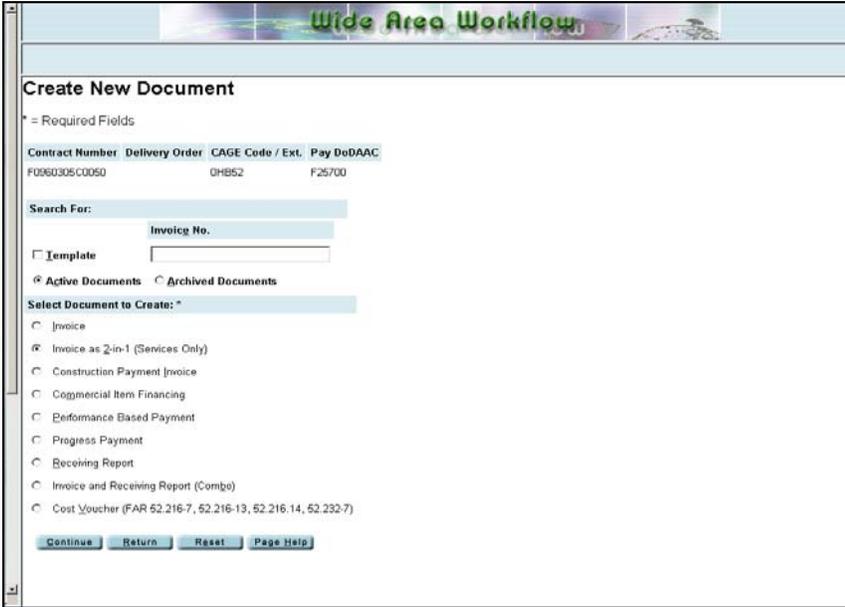
## Procedure (continued)

Step	Action						
4	<p>Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field.</p> <div data-bbox="553 470 1393 821" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><u>C</u>ontract Number *</td> <td style="width: 33%;"><u>D</u>elivery Order</td> <td style="width: 33%;"><u>C</u>AGE Code/Ext. *</td> </tr> <tr> <td><input type="text" value="F0960305C0050"/></td> <td><input type="text"/></td> <td><input type="text" value="0HB52"/></td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: Although the Delivery Order field is optional in WAWF, If your contract has a delivery order number you must enter it in WAWF otherwise leave field blank.</i></p>	<u>C</u> ontract Number *	<u>D</u> elivery Order	<u>C</u> AGE Code/Ext. *	<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>
<u>C</u> ontract Number *	<u>D</u> elivery Order	<u>C</u> AGE Code/Ext. *					
<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>					
5	Click <b>Continue</b> .						
6	<ul style="list-style-type: none"> <li>If contract is not in EDA or you incorrectly entered the contract number, an alert box will appear.</li> <li>If the contract is located in the EDA system, then the WAWF system will pre-populate certain location code fields (DoDAAC/CAGE) on this document. If the contract is <i>not</i> in EDA, you will have to enter the location codes manually.</li> </ul> <div data-bbox="553 1346 1393 1703" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><u>C</u>ontract Number</td> <td style="width: 33%;"><u>D</u>elivery Order</td> <td style="width: 33%;"><u>C</u>AGE Code/Ext. *</td> </tr> <tr> <td><input type="text" value="F0960305C0050"/></td> <td><input type="text"/></td> <td><input type="text" value="0HB52"/></td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> </p> </div> <div data-bbox="831 1461 1271 1661" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>Microsoft Internet Explorer</b></p> <p style="text-align: center;">          The contract data is not available in DoD EDA. Please enter contract information.       </p> <p style="text-align: center;">         Click the Return button to enter a different Contract Number or continue creating the document.       </p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>Click <b>OK</b>.</p>	<u>C</u> ontract Number	<u>D</u> elivery Order	<u>C</u> AGE Code/Ext. *	<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>
<u>C</u> ontract Number	<u>D</u> elivery Order	<u>C</u> AGE Code/Ext. *					
<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>					

*Continued on next page*

# Entering Contract Information - 2-in-1, Continued

## Procedure (continued)

Step	Action
7	<p>Enter the “Pay DoDAAC” from your contract if not pre-populated from EDA.</p>  <p>The screenshot shows a web form titled "Create New Document" with a legend indicating that asterisks denote required fields. The form contains four input fields: "Contract Number" (F0960305C0050), "Delivery Order" (OHB52), "CAGE Code / Ext." (OHB52), and "Pay DoDAAC *" (125700). Below the fields are buttons for "Continue", "Return", "Reset", and "Page Help".</p>
8	Click <b>Continue</b> .
9	<p>Select <b>Invoice as 2-in-1 (Services Only)</b>.</p>  <p>The screenshot shows the same "Create New Document" form, but now with a "Search For:" section containing an "Invoice No." field. Below this, there are radio buttons for "Active Documents" (selected) and "Archived Documents". Under "Select Document to Create:", the "Invoice as 2-in-1 (Services Only)" option is selected. Other options include "Invoice", "Construction Payment Invoice", "Commercial Item Financing", "Performance Based Payment", "Progress Payment", "Receiving Report", "Invoice and Receiving Report (Combo)", and "Cost Voucher (FAR 52.216-7, 52.216-13, 52.216-14, 52.232-7)".</p> <p><i>Note: Determine the method with which you populate the data in the 2-in-1.</i></p> <p><i>You have two choices:</i></p> <ol style="list-style-type: none"> <li><i>1. Create a new 2-in-1 (continue on step nine).</i></li> <li><i>2. Create a 2-in-1 from template; refer to “Creating a Document Using a Template” section for a detailed procedure.</i></li> </ol>
10	Click <b>Continue</b> .

Continued on next page

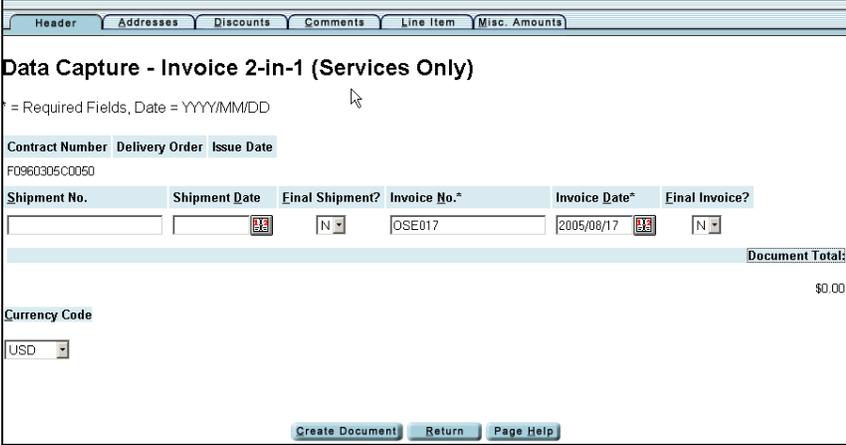
# Entering Contract Information - 2-in-1, Continued

## Procedure (continued)

Step	Action
11	<p>Enter in all required fields, if not pre-populated from EDA. Enter optional fields if required per contract.</p> <div data-bbox="553 470 1399 1083" style="border: 1px solid black; padding: 10px;"> <p><b>Create New Document</b></p> <p>* = Required Fields, Date = YYYY/MM/DD</p> <p><b>Contract Number</b> <b>Delivery Order</b> <b>CAGE Code / Ext.</b> <b>Pay DoDAAC</b>            F0960305C0050                      0HB52                      F25700</p> <p><b>Issue Date</b>    <b>IssueBy DoDAAC</b> <b>Admin DoDAAC *</b> <b>InspectBy DoDAAC / Ext.</b></p> <p><input type="text"/> <input type="text"/> <input type="text" value="HC1001"/> <input type="text"/> <input type="text"/></p> <p><b>Service Acceptor * / Ext.</b>    <b>Ship From Code / Ext.</b>    <b>LPO DoDAAC / Ext.</b></p> <p><input type="text" value="fu4417"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><b>Document Selected:</b></p> <p>Invoice as 2-in-1 (Services Only)</p> <p style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields, so make sure the information is accurate according to the latest contract information.</i></p>
12	<p>Click <b>Continue</b>.</p> <p>Result: You are now on the Header Tab</p>

# The Header Tab - 2-in-1

**Procedure** Follow the steps below to complete Header Tab.

Step	Action
1	<p>Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field</p>  <p><i>Note: If your Pay Office is a MOCAS Pay Office the shipment number will be prefix with SER.</i></p>
2	<p><b>DATES:</b> There are 3 ways to enter SHIPMENT or INVOICE dates:</p> <p><i>Option 1:</i> You can enter the date yourself by typing the year first, then the month and day (YYYY/MM/DD).</p> <p><i>Option 2:</i> Use the calendar feature, which allows you to retrieve documents within a specific date range. Click on the date from the pop-up calendar feature. The calendar feature disappears, and the date you have chosen appears in the field.</p> <p><i>Option 3:</i> Use the HOT KEY for today's date. Do this by entering an asterisk (*) in the date field and then tab out of the field. (SHIFT KEY and 8KEY)</p>
3	<p>Verify whether or not this is a Final Shipment and annotate as such in the Drop Down Menu.</p> <p>Result: Header information complete.</p>
4	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See "Submitting the Document").</p>

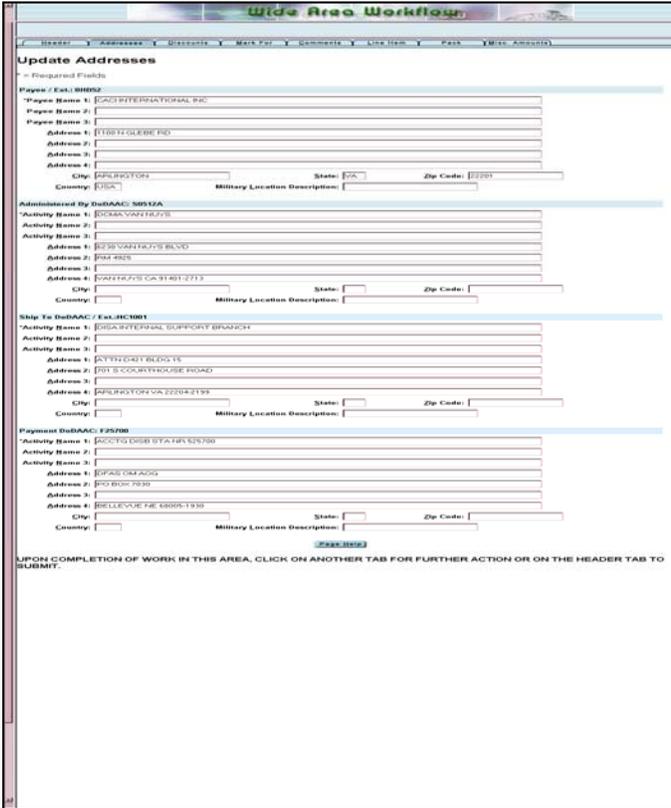
# The Address Tab - 2-in-1

## Introduction

Based on the routing Location Codes entered, WAWF pre-populates the Address Information for each of the Location Codes in the document. From the Addresses tab, the Vendor is afforded the opportunity to review and/or change this Address Information. No matter what entries are made, there must be at least a name of the organization/agency. The Cage Code information is pulled from the CCR and DoDAAC information is pulled from the DAASC sites.

## Procedure

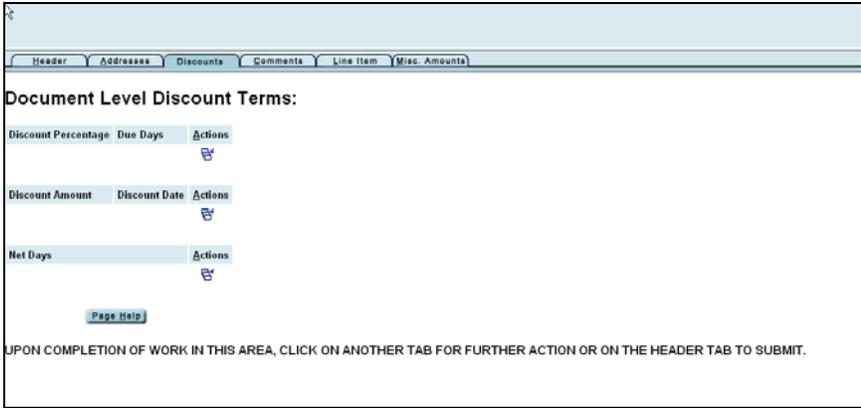
Addresses can be updated by highlighting the address field and entering new information. The updates will apply only to this document.

Step	Action
1	<p>Click on <b>Address</b> tab.</p> 
2	Review the address information
3	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).

# The Discount Tab - 2-in-1

**Introduction** WAWF allows Vendors to apply discounts to Invoices during document creation. These discounts are at the Document level and not the Line Item level. Documents are displayed with the Invoice / Invoice Received date in **red** and are preceded with a "D," when a discount amount or discount percentage entered, is greater than zero.

**Procedure** Follow the steps below to add discounts.

Step	Action
1	<p>Click on the <b>Discount</b> tab.</p>  <p><i>Note; Based on the Pay Office selected you may have several options. In this procedure we will use “Discount Percentage” and “Due Days”.</i></p>
2	Click on the Add icon  under Action.
3	<p>Enter the “Discount Percentage” and “Due Days”.</p> 
4	Click Save Discount. Result: Document Level Discount Terms screen opens.
5	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).

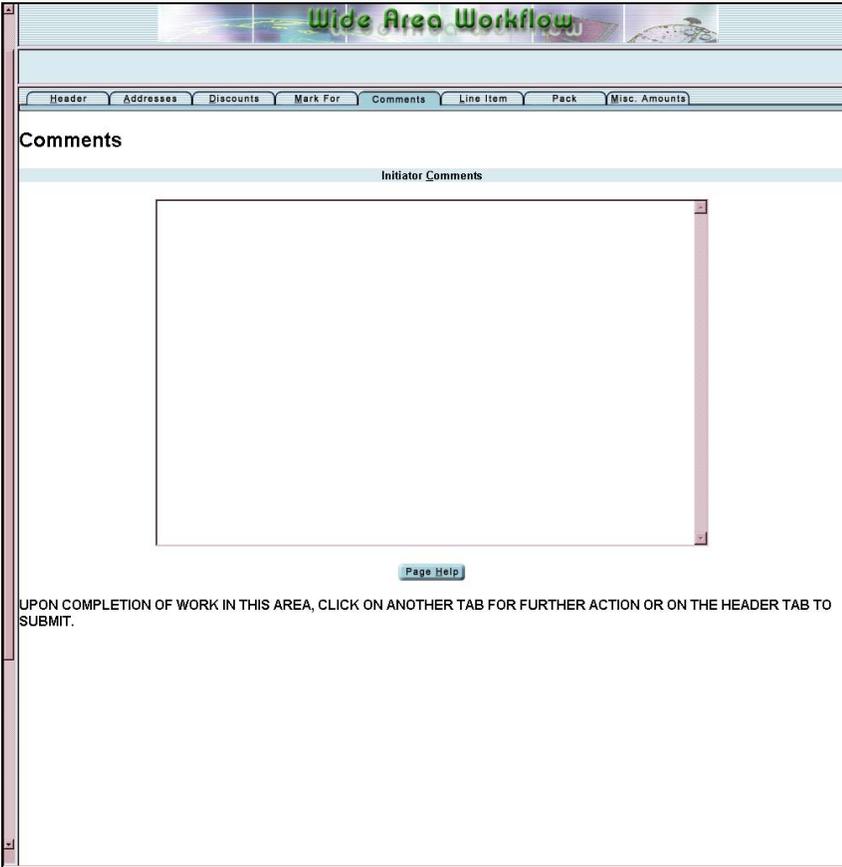
# The Comments Tab - 2-in-1

**Introduction**

The Comments tab is an optional tab which is typed free-form. You are allowed up to 2000 characters per field. Comments become mandatory from a user when a document is being rejected, or if an invoice is being created after a final invoice or shipment has been indicated.

**Procedure**

Follow the steps to enter comments.

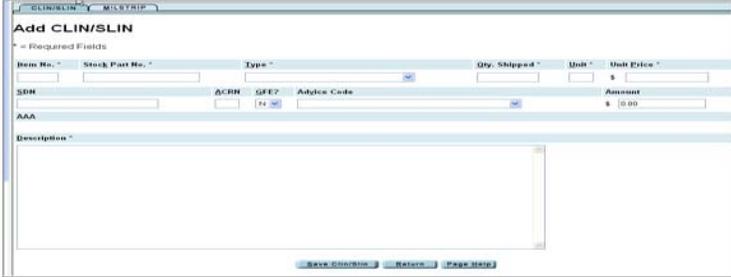
Step	Action
1	<p>Click <b>Comments</b> tab.</p>  <p>UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.</p>
2	Type in comments (Up to 2000 characters).
3	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Cr</u> eat <u>e</u> and <u>S</u> ubmit the WAWF document (See “Submitting the Document”).

# The Line Item Tab - 2-in-1

**Procedure** Follow the steps below to complete Line Item Tab (adding the CLIN).

- **Navy Only:** May need to enter a Navy "Authorized Accounting Activity" (AAA) code that relates to the Ship To you entered on the Routing Information form.

**Only MOCAS and IAPS payments will receive an ACRN TAB.** Complete the ACRN Tab *only* if your CLIN/SLIN is funded by **more than one** ACRN

Step	Action
1	Click Line Item tab.
2	<p><b>Navy Invoicing Only:</b> Click the AAA button under the “<i>TOP</i>” Action Icon.</p> <p><b>All other Invoicing:</b> Click the “<i>BOTTOM</i>” Action Icon button to add CLIN/SLIN. </p>  <p><b>Result:</b> The Add CLIN/SLIN screen opens.</p>
3	<p>Enter in all required fields. Everything that has an asterisk (*) is a required field (please refer to your contract).</p>  <p><b>Click Save Clin/Slin.</b></p>

*Continued on next page*

# The Line Item Tab - 2-in-1, Continued

**Procedure** (continued)

Step	Action
4	<p>Add additional line items (up to 250 per document) by repeating above steps.</p> <div data-bbox="553 472 1393 835" style="border: 1px solid black; padding: 5px;"> </div> <p><i>Note 1: The  symbols you can click on to edit your previously entered line item number.</i></p> <p><i>Note 2: The  symbols you can click on to delete your previously entered line item number.</i></p>
5	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create and Submit</u> the WAWF document (See “Submitting the Document”).</p>

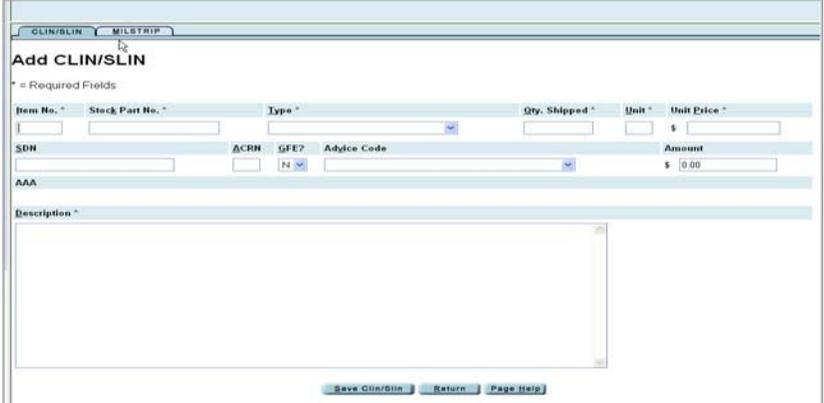
# The MILSTRIP Tab - 2-in-1

## Introduction

The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.

## Procedure

Follow the steps below to add MILSTRIP information.

Step	Action
1	<p>Click <b>Line Item</b> tab.</p> 
2	<p>Click on the Add icon  under the “<i>Second</i>” Action column.</p> <p>Result: Several tabs will appear.</p>
3	<p>Click <b>MILSTRIP</b> tab.</p> 

*Continued on next page*

# The MILSTRIP Tab - 2-in-1, Continued

Procedure (continued)

Step	Action
4	<p>Click on the Add icon  under Action. Result Add MILSTRIP screen opens.</p> 
5	<p>Enter “MILSTRIP No” and “MILSTRIP Qty”.</p> 
6	<p>Click <b>Save MILSTRIP</b>.</p>
7	<p>Click <b>CLIN/SLIN</b> tab</p> 

Continued on next page

# The MILSTRIP Tab - 2-in-1, Continued

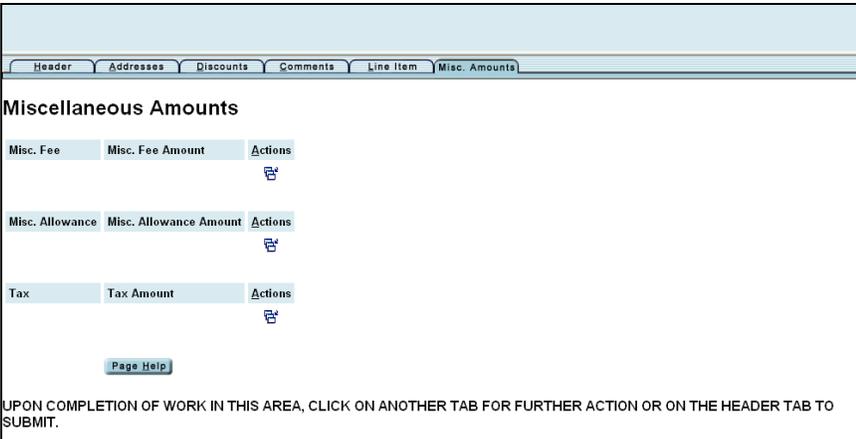
## Procedure (continued)

Step	Action
8	<p>Add additional Line Item Numbers if necessary by repeating steps 2-4.</p> <div data-bbox="553 470 1300 850" style="border: 1px solid black; padding: 5px;"> </div> <p><i>Note 1: The  symbol you can click on to edit your previously entered line item number.</i></p> <p><i>Note 2: The  symbol you can click on to delete your previously entered line item number.</i></p>
9	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).</p>

# Miscellaneous Amount Tab - 2-in-1

**Introduction** The Misc. Amounts tab is used when the Initiator bills for items authorized in the contract, but are not funded at the CLIN level. Some example of Misc charges are transportation and authorized taxes.

**Procedure** Follow the steps below to add Miscellaneous Amounts.

Step	Action
1	<p>Click on the <b>Misc Amounts</b> tab.</p> <p>Result: Miscellaneous Amounts screen opens.</p>
2	<p>Click on the Add icon  under <b>Misc Fee</b> Amount Action.</p> <div data-bbox="558 711 1414 1150" style="border: 1px solid black; padding: 5px;">  </div> <p>Result: <b>Misc. Fee</b> screen opens.</p>

*Continued on next page*

# Miscellaneous Amount Tab - 2-in-1, Continued

## Procedure (continued)

Step	Action				
3	<p>Select the Misc. Fee that applies to your contract. Description will be populated based on selection. <i>In this example we are using transportation charges.</i></p> <div data-bbox="553 510 1406 1283"><p><b>Add Misc. Fee</b></p><p>* = Required Fields</p><table border="1"><tr><td data-bbox="553 688 1057 716">Misc. Fee *</td><td data-bbox="1057 688 1263 716">Misc. Fee Price *</td></tr><tr><td data-bbox="553 716 1057 758">1260 - TRANSPORT DIRECT BILLING CHARGE</td><td data-bbox="1057 716 1263 758">\$</td></tr></table><p><b>Description *</b></p><p>TRANSPORT DIRECT BILLING CHARGE</p><p>Save Misc. Fee   Return   Page Help</p></div> <p><i>Note 1: The Pay Office DoDAAC selected determines which options are available.</i></p>	Misc. Fee *	Misc. Fee Price *	1260 - TRANSPORT DIRECT BILLING CHARGE	\$
Misc. Fee *	Misc. Fee Price *				
1260 - TRANSPORT DIRECT BILLING CHARGE	\$				

Continued on next page

# Miscellaneous Amount Tab - 2-in-1, Continued

## Procedure (continued)

Step	Action				
4	<p>Type in your allowed transportation charges.</p> <div data-bbox="553 436 1403 1289"><h3>Add Misc. Fee</h3><p>* = Required Fields</p><table border="1"><thead><tr><th>Misc. Fee *</th><th>Misc. Fee Price *</th></tr></thead><tbody><tr><td>I260 - TRANSPORT DIRECT BILLING CHARGE ▾</td><td>\$ 75.00</td></tr></tbody></table><p>Description *</p><p>TRANSPORT DIRECT BILLING CHARGE</p><p><a>Save Misc. Fee</a> <a>Return</a> <a>Page Help</a></p></div>	Misc. Fee *	Misc. Fee Price *	I260 - TRANSPORT DIRECT BILLING CHARGE ▾	\$ 75.00
Misc. Fee *	Misc. Fee Price *				
I260 - TRANSPORT DIRECT BILLING CHARGE ▾	\$ 75.00				
5	Click <b>Save Misc. Fee</b> .				

*Continued on next page*

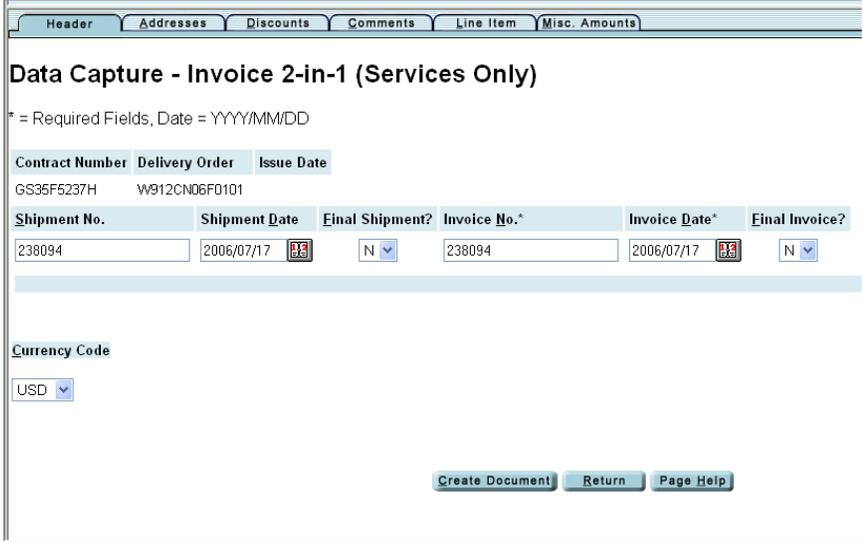
# Miscellaneous Amount Tab - 2-in-1 Continued

## Procedure (continued)

Step	Action
6	<p data-bbox="548 365 1117 396">Add additional MISC Amounts if necessary.</p> <div data-bbox="548 436 1403 999" style="border: 1px solid black; padding: 5px;">  <p data-bbox="548 1052 1360 1119"><b>Note 1:</b> The  symbol you can click on to edit your previously entered line item number.</p> <p data-bbox="548 1167 1386 1234"><b>Note 2:</b> The  symbol you can click on to delete your previously entered line item number.</p> </div>
7	<p data-bbox="548 1283 1349 1383">Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).</p>

# Submitting the Document - 2-in-1

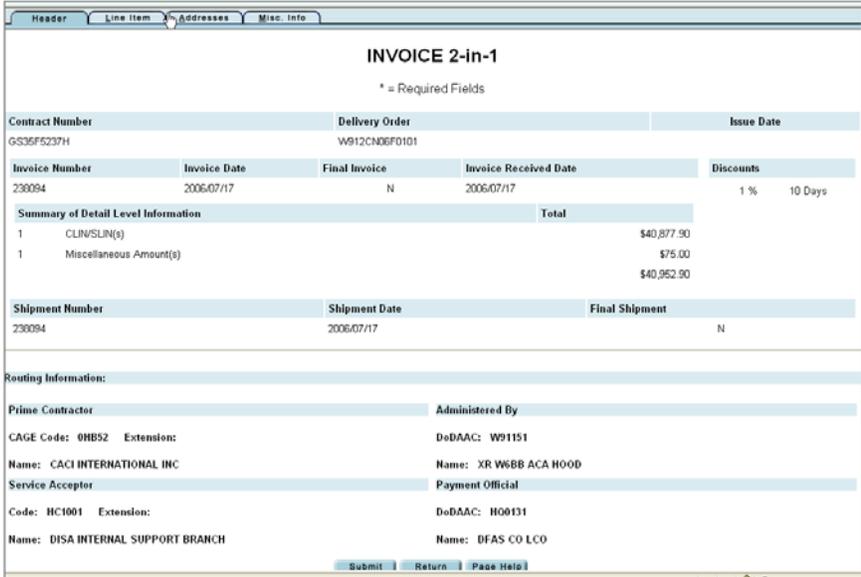
**Procedure** Follow the steps below to submit the 2-in-1 invoice.

Step	Action
1	Click on the Header tab after entering all the information.
2	<p>Scroll down to the bottom of screen. <b>Click Create Document.</b></p>  <p><b>Result:</b> The Created 2-in-1 screen opens.</p>

*Continued on next page*

# Submitting the Document - 2-in-1, Continued

## Procedure (continued)

Step	Action												
3	<p>Verify information is correct.</p> <p><i>Note: Attachments are added PRIOR to clicking “Submit”. If you are adding attachments, refer to “Adding an Attachment” section for a detailed procedure.</i></p> <p>Then on the <b>Header Tab</b>, Scroll down to the bottom of screen. Click <b>Submit</b>.</p> <p>Scroll down to the bottom of screen. Click <b>Submit</b>.</p>  <p>The screenshot displays the 'INVOICE 2-in-1' interface. At the top, there are tabs for 'Header', 'Line Item', 'Addresses', and 'Misc. Info'. Below the title, it indicates '* = Required Fields'. The main content is organized into several sections:</p> <ul style="list-style-type: none"> <li><b>Contract Information:</b> Contract Number (GS35F5237H), Delivery Order (W912CND6F0101), and Issue Date.</li> <li><b>Invoice Summary:</b> Invoice Number (230094), Invoice Date (2006/07/17), Final Invoice (N), Invoice Received Date (2006/07/17), and Discounts (1% 10 Days).</li> <li><b>Summary of Detail Level Information:</b> A table with columns for quantity, description, and total amount. <table border="1"> <thead> <tr> <th>Quantity</th> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CLIN/SLIN(s)</td> <td>\$40,877.90</td> </tr> <tr> <td>1</td> <td>Miscellaneous Amount(s)</td> <td>\$75.00</td> </tr> <tr> <td></td> <td></td> <td>\$40,952.90</td> </tr> </tbody> </table> </li> <li><b>Shipment Information:</b> Shipment Number (230094), Shipment Date (2006/07/17), and Final Shipment (N).</li> <li><b>Routing Information:</b> <ul style="list-style-type: none"> <li><b>Prime Contractor:</b> CAGE Code: 0HB52 Extension: Name: CACI INTERNATIONAL INC</li> <li><b>Service Acceptor:</b> Code: HC1001 Extension: Name: DISA INTERNAL SUPPORT BRANCH</li> <li><b>Administered By:</b> DoDAAC: W91151 Name: XR W6BB ACA HOOD</li> <li><b>Payment Official:</b> DoDAAC: H00131 Name: DFAS CO LCO</li> </ul> </li> </ul> <p>At the bottom of the interface, there are buttons for 'Submit', 'Return', and 'Page Help'.</p>	Quantity	Description	Total	1	CLIN/SLIN(s)	\$40,877.90	1	Miscellaneous Amount(s)	\$75.00			\$40,952.90
Quantity	Description	Total											
1	CLIN/SLIN(s)	\$40,877.90											
1	Miscellaneous Amount(s)	\$75.00											
		\$40,952.90											

Continued on next page

# Submitting the Document - 2-in-1, Continued

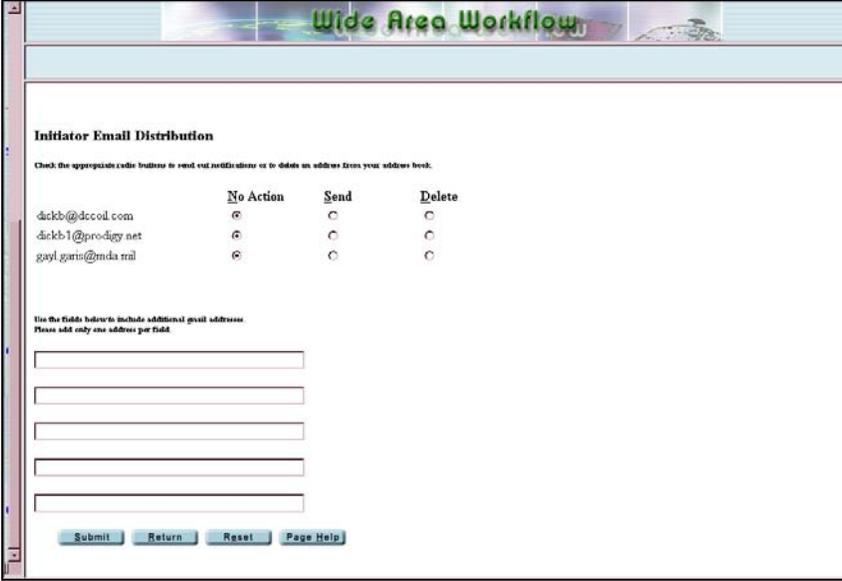
## Procedure (continued)

Step	Action								
4	<p data-bbox="553 365 1354 432">Confirm that you have received a message that your document has been created successfully.</p> <div data-bbox="553 474 1395 1062" style="border: 1px solid black; padding: 10px;"><p data-bbox="558 483 1192 508">The Invoice 2-in-1 (Services Only) has been submitted successfully.</p><table border="1" data-bbox="558 596 1273 672"><thead><tr><th data-bbox="558 596 737 621">Contract Number</th><th data-bbox="737 596 915 621">Delivery Order</th><th data-bbox="915 596 1094 621">Shipment Number</th><th data-bbox="1094 596 1273 621">Invoice Number</th></tr></thead><tbody><tr><td data-bbox="558 642 737 667">GS35F5237H</td><td data-bbox="737 642 915 667">W912CN06F0101</td><td data-bbox="915 642 1094 667">238094</td><td data-bbox="1094 642 1273 667">238094</td></tr></tbody></table><p data-bbox="558 873 899 898"><a href="#">Send More Email Notifications</a></p><p data-bbox="558 987 672 1012"><a href="#">Return</a></p><p data-bbox="688 987 802 1012"><a href="#">Page Help</a></p></div> <p data-bbox="553 1104 1386 1205"><i>Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract; refer to “Add Additional Emails” section for a detailed procedure.</i></p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	GS35F5237H	W912CN06F0101	238094	238094
Contract Number	Delivery Order	Shipment Number	Invoice Number						
GS35F5237H	W912CN06F0101	238094	238094						

# Send More Email Notifications - 2-in-1

**Introduction** You have the capability to send WAWF emails to users who are not in the workflow process but are interested in WAWF document updates.

**Procedure** Follow the steps below to add additional emails.

Step	Action
1	Click “Send More Email Notifications.”  Result: “Initiator Email Distribution” screen opens.
2	Enter Additional email address.   <p><i>Note: All emails that you have already established will appear. Your options are “No Action”, “Send”, “Delete” or add new e-mail address.</i></p> Click Submit.
3	Confirm additional emails where sent.
4	Click Return.

# Chapter 5

## Creating a Receiving Report

### Overview

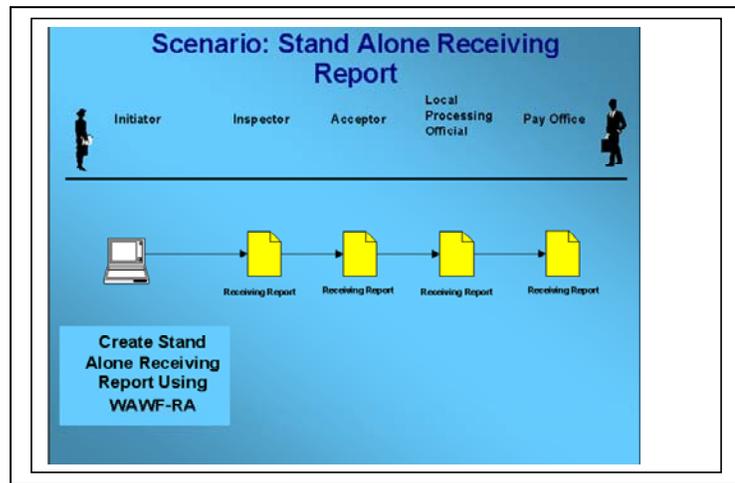
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#### Introduction

The **Receiving Report** (also called a Stand-Alone Receiving Report or Materially Inspected Receiving Report) is created for direct submission to the Government Inspector and/or Acceptor listed on the contract. It submits the same information that would otherwise be submitted in a paper **DD250**, **DD1155** or **SF1449**.

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#### Receiving Report Workflow



*Continued on next page*

## Overview, Continued

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**Learning Objective** After completing this chapter, you will be able to create a receiving report in WAWF.

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**In this section** This section contains the following topics.

<b>Topic</b>	<b>See Page</b>
Description of WAWF Tabs - Receiving Report	5-3
Entering Contract Information – Receiving Report	5-5
The Header Tab - Receiving Report	5-10
The Address Tab – Receiving Report	5-11
The Mark For Tab – Receiving Report	5-12
The Comments Tab – Receiving Report	5-13
The MILSTRIP Tab - Receiving Report	5-16
The UID Tab (Construct 1) – Receiving Report	5-18
The UID2 Tab (Construct 2) Receiving Report	5-25
The Pack Tab – Receiving Report	5-31
Submitting the Document – Receiving Report	5-35
Send More Email Notifications - Receiving Report	5-38

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## Description of WAWF Tabs - Receiving Report

**Introduction** The only 2 tabs that are mandatory in WAWF are the Header tab and the Line Item tab. All other tabs are optional but may be required by your contracts specific invoicing instructions. We will list in the following section all tabs that are displayed on the 2-in-1 document.



**Description of tabs** The table below describes each of the tabs found in WAWF.

Tab Name	Description
Header (mandatory tab)	The Header Tab is the first tab used on a WAWF document. It contains, "First page", information such as shipment number/dates, invoice number/dates, and other information required by an "*" in fields listed on your particular document.
Address Tab	The Address Tab lists all of the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Mark For Tab	The "Mark For" tab provides you a field to enter supplemental shipping addresses and can be used anytime a shipment needs forwarded to a location other the "delivery address" located on the first page of your contract.
Comments Tab	The Comments Tab provides you a field to enter additional comments on your document.
Line Item (mandatory tab)	The Line Item Tab is where you enter detail billing information based upon your contracts line item information.
ACRN	The ACRN Tab is for those contract that cite more than one acrn per clin
UID	UID is a new globally unique "part identifier" containing data elements used to track DoD parts through their life cycle. UID Data is encoded into Data Matrix symbols that are applied to parts using Direct Part Marking processes (DPM). The DoD has moved to this transformation technology to facilitate electronic data capture and transmission.
MILSTRIP	The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.

*Continued on next page*

## Description of WAWF Tabs - Receiving Report, Continued

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### Description of tabs (continued)

Tab Name	Description
Pack	The Pack Tab is used to enter <b>Radio Frequency Identification (RFID)</b> . RFID is an automatic identification method, relying on storing and remotely retrieving data using devices called RFID tags or transponders. An RFID tag is a small object that can be attached to or incorporated into a product, animal, or person. RFID tags contain antennas to enable them to receive and respond to radio-frequency queries from an RFID transceiver. Passive tags require no internal power source, whereas active tags require a power. (For additional information regarding Pack, click the following link: <a href="http://www.acq.osd.mil/log/rfid/index.htm">http://www.acq.osd.mil/log/rfid/index.htm</a> .)
MISC Amounts	The MISC Amounts tab allows you to enter miscellaneous charges, credits, and taxes, if authorized under your contract.
Misc. Info.	Misc. Info. Tab appears after you have created your document in WAWF. The Misc. Info tab provides you a complete document history on all documents created against your contracts. Here you will find information such as Invoice receipt dates, acceptance dates, and contact information for any one that has taken action on your documents. This is also where you add attachments to you documents.

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# Entering Contract Information – Receiving Report

**Procedure** Follow the steps below to complete contract information

Step	Action
1	Logon to Wide Area Workflow.
2	<p>Click on the [+] symbol next to <b>Vendor</b> section of the sub menu in the left sidebar.</p>  <p>Result: Your drop down features will appear.</p>
3	<p>Click <b>Create New Document</b></p>  <p>Result: Create New Document screen opens.</p>

*Continued on next page*

# Entering Contract Information – Receiving Report, Continued

## Procedure (continued)

Step	Action						
4	<p>Enter all required fields. Enter optional if required per contract. Everything that has an asterisk (*) is a required field.</p> <div data-bbox="548 470 1398 821" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><u>C</u>ontract Number *</td> <td style="width: 33%;"><u>D</u>elivery Order</td> <td style="width: 33%;"><u>C</u>AGE Code/Ext. *</td> </tr> <tr> <td><input type="text" value="F0960305C0050"/></td> <td><input type="text"/></td> <td><input type="text" value="0HB52"/></td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: Although the Delivery Order field is optional in WAWF, it may be required by your contract, if your contract has a delivery order number you must enter it in the WAWF otherwise leave field blank.</i></p>	<u>C</u> ontract Number *	<u>D</u> elivery Order	<u>C</u> AGE Code/Ext. *	<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>
<u>C</u> ontract Number *	<u>D</u> elivery Order	<u>C</u> AGE Code/Ext. *					
<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>					
5	Click <b>Continue</b> .						
6	<ul style="list-style-type: none"> <li>• If contract is not in EDA or you incorrectly entered the contract number, an alert box will appear.</li> <li>• If the contract is located in the EDA system, then the WAWF system will pre-populate certain location code fields (DoDAAC/CAGE) on this document. If the contract is <i>not</i> in EDA, you will have to enter the location codes manually.</li> </ul> <div data-bbox="548 1415 1398 1772" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><u>C</u>ontract Number</td> <td style="width: 33%;"><u>D</u>elivery Order</td> <td style="width: 33%;"><u>C</u>AGE Code/Ext.</td> </tr> <tr> <td><input type="text" value="F0960305C0050"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Res"/> </p> </div> <div data-bbox="829 1535 1268 1734" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><b>Microsoft Internet Explorer</b></p> <p> The contract data is not available in DoD EDA. Please enter contract information.</p> <p>Click the Return button to enter a different Contract Number or continue creating the document.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>Click <b>OK</b>.</p>	<u>C</u> ontract Number	<u>D</u> elivery Order	<u>C</u> AGE Code/Ext.	<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text"/>
<u>C</u> ontract Number	<u>D</u> elivery Order	<u>C</u> AGE Code/Ext.					
<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text"/>					

*Continued on next page*

# Entering Contract Information – Receiving Report, Continued

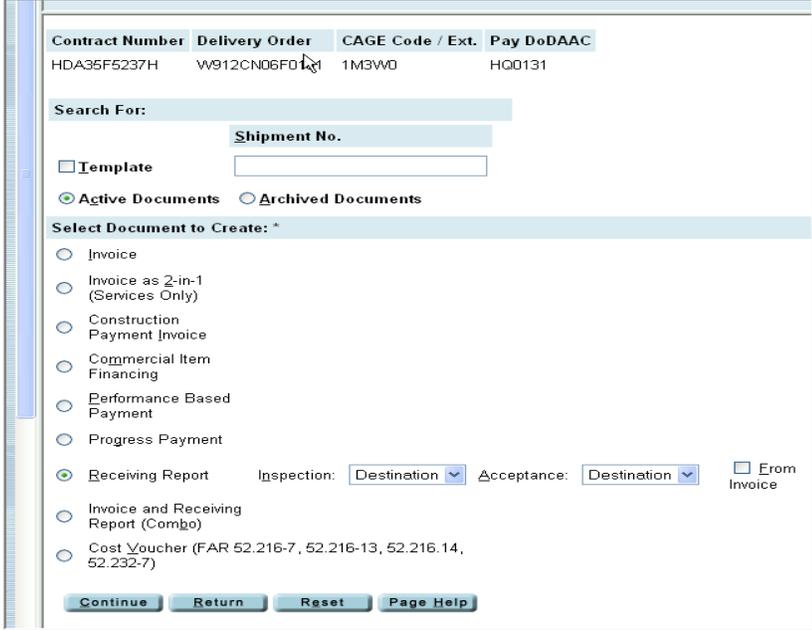
## Procedure (continued)

Step	Action								
7	<p>Enter the “Pay DoDAAC” from your contract if not pre-populated from EDA.</p> <div data-bbox="548 470 1401 800" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0f0ff;">Contract Number</th> <th style="background-color: #e0f0ff;">Delivery Order</th> <th style="background-color: #e0f0ff;">CAGE Code / Ext.</th> <th style="background-color: #e0f0ff;">Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td>0HB52</td> <td><input style="width: 100%;" type="text" value="f25700"/></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	F0960305C0050		0HB52	<input style="width: 100%;" type="text" value="f25700"/>
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
F0960305C0050		0HB52	<input style="width: 100%;" type="text" value="f25700"/>						
8	Click <b>Continue</b> .								
9	<p>Select <b>Receiving Report</b>.</p> <p><i>Note: Determine the method with which you populate the data in the Receiving Report.</i></p> <p><i>You have two choices:</i></p> <ol style="list-style-type: none"> <li><i>1. Create a new Receiving Report from scratch (continue on to step nine).</i></li> <li><i>2. Create a Receiving Report from template; refer to “Creating a Document Using a Template section for a detailed procedure.</i></li> </ol>								

*Continued on next page*

# Entering Contract Information – Receiving Report, Continued

Procedure (continued)

Step	Action
10	<p>Select “Inspection” and “Acceptance” points according to your contract.</p>  <p><b>Reference:</b>  <i>It is important to review your contract to identify the Inspection/Acceptance points.</i></p> <p><u>FAR 46.503 PLACE OF ACCEPTANCE:</u></p> <p><u>SOURCE</u> Inspection or Acceptance points identifies government quality assurance is performed <i>prior</i> to product shipment.</p> <p><u>DESTINATION</u> Inspection or Acceptance points identifies government quality assurance is performed <i>after</i> product shipment.</p> <p><b><i>“Other” permits the receipt of items at a location other than Source or Destination. (example: a third party location as listed on the contract). The goods or services will be shipped to a location named in the contract and final acceptance may occur at destination.</i></b></p>
11	Click continue.

Continued on next page

# Entering Contract Information – Receiving Report, Continued

## Procedure (continued)

Step	Action																										
12	<p>Enter all required fields, if not pre-populated from EDA. Enter optional if required per contract.</p> <div data-bbox="548 470 1395 1039" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Create New Document</b></p> <p>* = Required Fields, Date = YYYY/MM/DD</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f0ff;"><b>Contract Number</b></td> <td style="background-color: #e0f0ff;"><b>Delivery Order</b></td> <td style="background-color: #e0f0ff;"><b>CAGE Code / Ext.</b></td> <td style="background-color: #e0f0ff;"><b>Pay DoDAAC</b></td> </tr> <tr> <td>F0960305C0050</td> <td></td> <td>0HE52</td> <td>F25700</td> </tr> <tr> <td style="background-color: #e0f0ff;"><b>Issue Date</b></td> <td style="background-color: #e0f0ff;"><b>IssueBy DoDAAC</b></td> <td style="background-color: #e0f0ff;"><b>Admin DoDAAC*</b></td> <td style="background-color: #e0f0ff;"><b>InspectBy DoDAAC / Ext.</b></td> <td style="background-color: #e0f0ff;"><b>Mark For Code / Ext.</b></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>HC1001</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td style="background-color: #e0f0ff;"><b>Ship To Code * / Ext.</b></td> <td style="background-color: #e0f0ff;"><b>Ship From Code / Ext.</b></td> <td colspan="2" style="background-color: #e0f0ff;"><b>LPO DoDAAC / Ext.</b></td> </tr> <tr> <td>HC1001</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p><b>Document Selected:</b></p> <p>Receiving Report   Destination Inspection / Destination Acceptance</p> <p style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields, so make sure the information is accurate according to the latest contract information.</i></p>	<b>Contract Number</b>	<b>Delivery Order</b>	<b>CAGE Code / Ext.</b>	<b>Pay DoDAAC</b>	F0960305C0050		0HE52	F25700	<b>Issue Date</b>	<b>IssueBy DoDAAC</b>	<b>Admin DoDAAC*</b>	<b>InspectBy DoDAAC / Ext.</b>	<b>Mark For Code / Ext.</b>	<input type="text"/>	<input type="text"/>	HC1001	<input type="text"/>	<input type="text"/>	<b>Ship To Code * / Ext.</b>	<b>Ship From Code / Ext.</b>	<b>LPO DoDAAC / Ext.</b>		HC1001	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Contract Number</b>	<b>Delivery Order</b>	<b>CAGE Code / Ext.</b>	<b>Pay DoDAAC</b>																								
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<b>Issue Date</b>	<b>IssueBy DoDAAC</b>	<b>Admin DoDAAC*</b>	<b>InspectBy DoDAAC / Ext.</b>	<b>Mark For Code / Ext.</b>																							
<input type="text"/>	<input type="text"/>	HC1001	<input type="text"/>	<input type="text"/>																							
<b>Ship To Code * / Ext.</b>	<b>Ship From Code / Ext.</b>	<b>LPO DoDAAC / Ext.</b>																									
HC1001	<input type="text"/>	<input type="text"/>	<input type="text"/>																								
13	<p>Click <b>Continue</b>.</p> <p>Result: You are now on the Header Tab.</p>																										

# The Header Tab - Receiving Report

**Procedure** Follow the steps below to complete Header Tab.

Step	Action
1	<p>Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field</p> 
2	<p>Verify whether or not this is a Final Shipment and annotate as such in the Drop Down Menu.</p> <p>Result: Header information complete.</p>
3	<p><b>DATES:</b> There are 3 ways to enter SHIPMENT or INVOICE dates:</p> <p><i>Option 1:</i> You can enter the date yourself by typing the year first, then the month and day (YYYY/MM/DD).</p> <p><i>Option 2:</i> Use the calendar feature, which allows you to retrieve documents within a specific date range. Click on the date from the pop-up calendar feature. The calendar feature disappears, and the date you have chosen appears in the field.</p> <p><i>Option 3:</i> Use the HOT KEY for today's date. Do this by entering an asterisk (*) in the date field and then tab out of the field. (SHIFT KEY and 8KEY)</p>
4	<p>Click on the next appropriate WAWF Tab to continue with the document.</p>

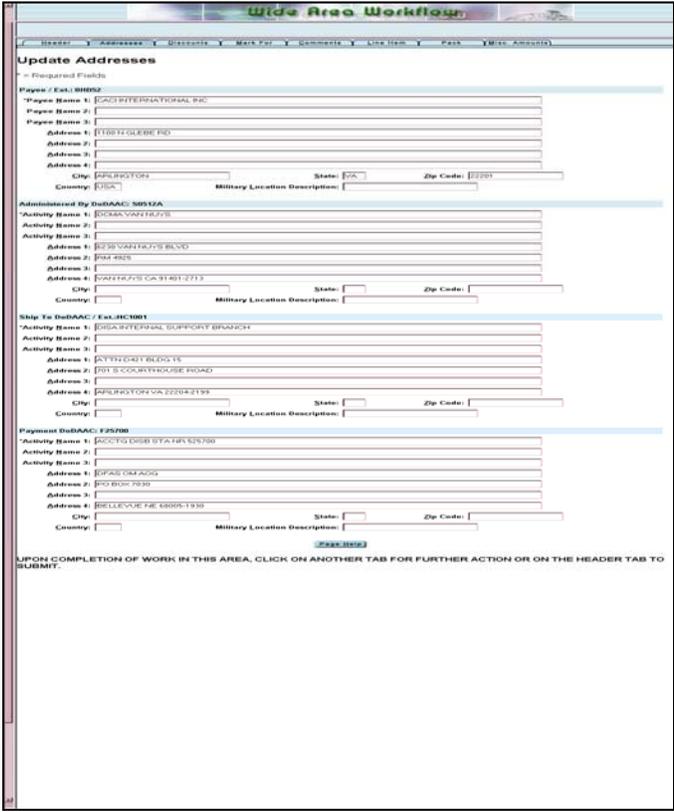
# The Address Tab – Receiving Report

## Introduction

Based on the routing Location Codes entered, WAWF pre-populates the Address Information for each of the Location Codes in the document. From the Addresses tab, the Vendor is afforded the opportunity to review and/or change this Address Information. No matter what entries are made, there must be at least a name of the organization/agency. The Cage Code information is pulled from the CCR and DoDAAC information is pulled from the DAASC sites.

## Procedure

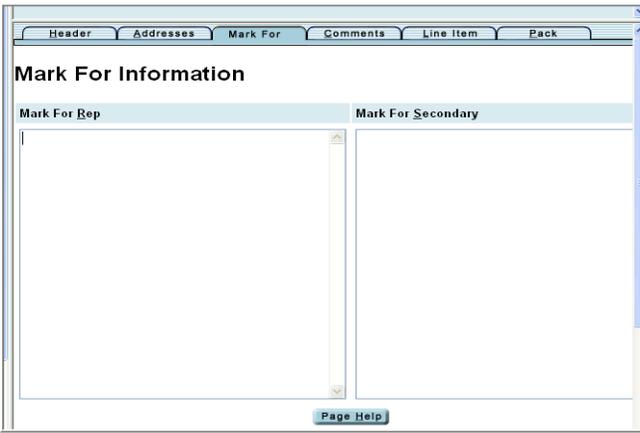
Addresses can be updated by highlighting the address field and entering new information. The updates will apply only to this document.

Step	Action
1	<p>Click on <b>Address</b> tab.</p> 
2	Review the address information.
3	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).

# The Mark For Tab – Receiving Report

**Introduction** The Mark For page allows you to **designate a specific party** to whom the shipment is being sent. This information may be as simple as a name or as complex as routing instructions. This information becomes mandatory if a Mark For DoDAAC was entered on the DoDAAC Routing Screen.

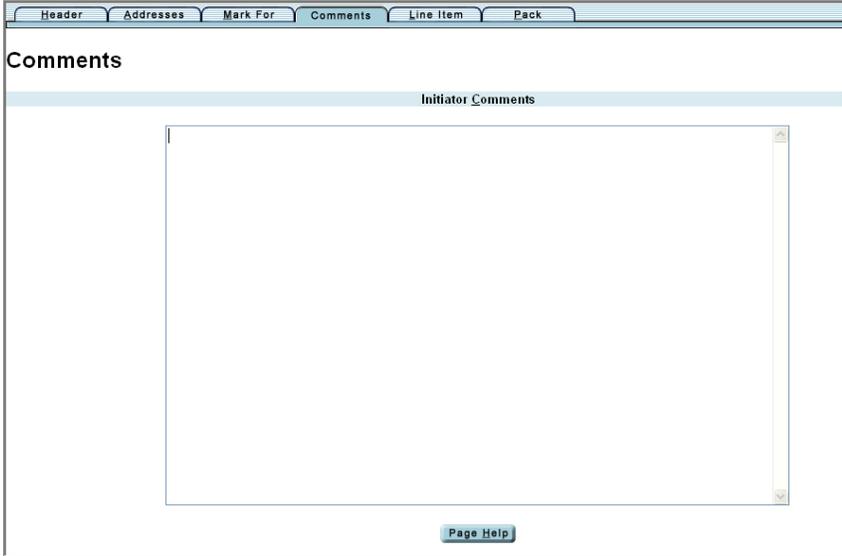
**Procedure** Follow the steps below to add the Mark For information.

Step	Action
1	<p>Type in additional shipping location or shipping instructions if required.</p> 
2	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).</p>

# The Comments Tab – Receiving Report

**Introduction** The Comments tab is an optional tab which is typed free-form. You are allowed up to 2000 characters per field. Comments become mandatory from a user when a document is being rejected, or if an invoice is being created after a final invoice or shipment has been indicated.

**Procedure** Follow the steps to enter comments.

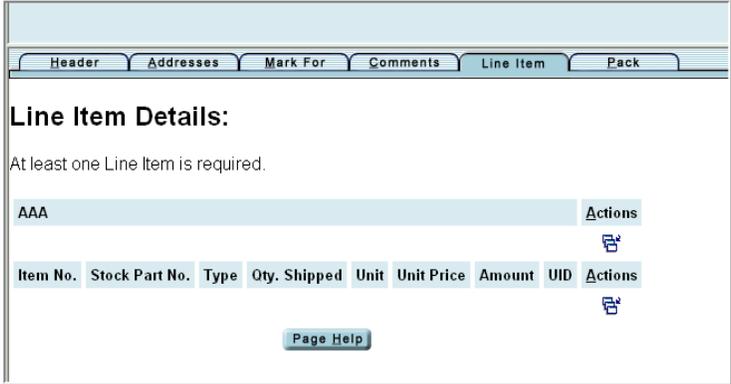
Step	Action
1	Click <b>Comments</b> tab.  
2	You may type in any comments, up to 2000 characters.
3	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>C</u> reate and <u>S</u> ubmit the WAWF document (See “Submitting the Document”).

# The Line Item Tab - Receiving Report

**Procedure** Follow the steps below to complete Line Item Tab (adding the CLIN).

Note:

- **Navy Only:** May need to enter a Navy "Authorized Accounting Activity" (AAA) code that relates to the Ship To you entered on the Routing Information form.
- **Only MOCAS and IAPS payments will receive an ACRN TAB.** Complete the ACRN Tab *only* if your CLIN/SLIN is funded by **more than one** ACRN.

Step	Action
1	Click Line Item tab.
2	<p><b>Navy Invoicing Only:</b> Click the AAA button under the “TOP” Action Icon.</p> <p><b>All other Invoicing:</b> Click the “BOTTOM” Action Icon button to add CLIN/SLIN. </p> <div data-bbox="553 972 1284 1356" style="border: 1px solid black; padding: 5px;">  </div> <p>Result: The Add CLIN/SLIN screen opens.</p>
3	<p>Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field (please refer to your contract).</p> <p>Click <b>Save Clin/Slin.</b></p>

*Continued on next page*

# The Line Item Tab - Receiving Report, Continued

**Procedure** (continued)

Step	Action
4	<p>Add additional line items (up to 250 per document) by repeating above steps.</p> <div data-bbox="548 470 1352 762" style="border: 1px solid black; padding: 5px;"> </div> <p><i>Note 1: The  symbols you can click on to edit your previously entered line item number.</i></p> <p><i>Note 2: The  symbols you can click on to delete your previously entered line item number.</i></p>
5	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>C</u>reate and <u>S</u>ubmit the WAWF document (See “Submitting the Document”).</p>

# The MILSTRIP Tab - Receiving Report

**Introduction** The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.

**Procedure** Follow the steps below to add MILSTRIP information.

Step	Action
1	<p>Click <b>Line Item</b> tab.</p> 
2	<p>Click on the Add icon  under Action.</p> <p>Result: Several tabs will appear.</p>
3	<p>Click <b>Milstrip</b> tab.</p> 
4	<p>Click on the Add icon  under Action.</p> <p>Result Add Milstrip screen opens.</p>

*Continued on next page*

# The MILSTRIP Tab - Receiving Report, Continued

## Procedure (continued)

Step	Action						
5	<p data-bbox="548 365 1144 401">Enter “MILSTRIP No” and “MILSTRIP Qty”.</p> <div data-bbox="548 432 1395 709" style="border: 1px solid black; padding: 5px;"> <p data-bbox="548 489 703 520"><b>Add Milstrip</b></p> <p data-bbox="548 539 695 562">= Required Fields</p> <table border="1" data-bbox="548 583 813 642"> <thead> <tr> <th data-bbox="548 583 678 611">Milstrip No. *</th> <th data-bbox="678 583 813 611">Milstrip Qty. *</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 611 678 642">1234</td> <td data-bbox="678 611 813 642">23</td> </tr> </tbody> </table> <p data-bbox="938 667 1255 690" style="text-align: right;"> <input type="button" value="Save Milstrip"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div>	Milstrip No. *	Milstrip Qty. *	1234	23		
Milstrip No. *	Milstrip Qty. *						
1234	23						
6	Click <b>Save MILSTRIP</b>						
7	<p data-bbox="548 787 836 823">Click <b>CLIN/SLIN</b> tab</p> <div data-bbox="548 856 1408 1281" style="border: 1px solid black; padding: 5px;"> <div data-bbox="548 863 1408 940" style="border-bottom: 1px solid black; margin-bottom: 5px;"> <span style="border: 1px solid black; padding: 2px 5px;">CLIN/SLIN</span> <span style="border: 1px solid black; padding: 2px 5px; margin-left: 5px;">ACRNs</span> <span style="border: 1px solid black; padding: 2px 5px; margin-left: 5px;">UID</span> <span style="border: 1px solid black; padding: 2px 5px; margin-left: 5px; background-color: #e0e0e0;">MILSTRIP</span> </div> <p data-bbox="548 961 678 993"><b>MILSTRIP</b></p> <p data-bbox="548 1012 699 1035">* = Required Fields</p> <table border="1" data-bbox="548 1056 797 1140"> <thead> <tr> <th data-bbox="548 1056 646 1083">Milstrip No.</th> <th data-bbox="646 1056 743 1083">Milstrip Qty.</th> <th data-bbox="743 1056 797 1083">Actions</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 1083 646 1115">1234</td> <td data-bbox="646 1083 743 1115">23</td> <td data-bbox="743 1083 797 1140" style="text-align: center;"> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </td> </tr> </tbody> </table> <p data-bbox="1052 1165 1138 1188" style="text-align: right;"><input type="button" value="Page Help"/></p> <p data-bbox="548 1207 1372 1230">UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.</p> </div>	Milstrip No.	Milstrip Qty.	Actions	1234	23	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Milstrip No.	Milstrip Qty.	Actions					
1234	23	<input type="button" value="Edit"/> <input type="button" value="Delete"/>					
8	<p data-bbox="548 1325 1344 1428">Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).</p>						

# The UID Tab (Construct 1) – Receiving Report

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## Introduction

The **Unique Identifier (UID)** is a number that uniquely **identifies tangible items**.

It provides asset accountability within the DoD Supply Chain.

Your items must include a Unique Identifier under the CLIN/SLIN if they meet the DFARS 252.211.7003 requirements.

Contracts require DoD recognized unique identification (UID) for all property items delivered to the Government if any one of these conditions is met:

- The acquisition cost (unit cost) is \$5000 or more
  - It is either a serially managed item, a mission essential item, a controlled inventory piece of equipment, a repairable item, or a consumable item
  - It is a component of a delivered item
  - The program manager has determined that UID is required.
- 

## UID1 DoD Construct 1

UID1 DoD Construct 1 provides for serialization within the Enterprise (agency or manufacturer). The UID will be a concatenation of:

- Issuing Agency code
  - Enterprise Identifier
  - Serial Number.
- 

## UID2 – DoD Construct 2

UID2 DoD Construct 2 adds the *part number* to the concatenation. The UID will be a concatenation of:

- Issuing Agency Code
  - Enterprise Identifier
  - Original part Number or Batch/Number
  - Serial Number.
- 

## DoD Recognized UID Equivalent (listed as “OTHER” in WAWF)

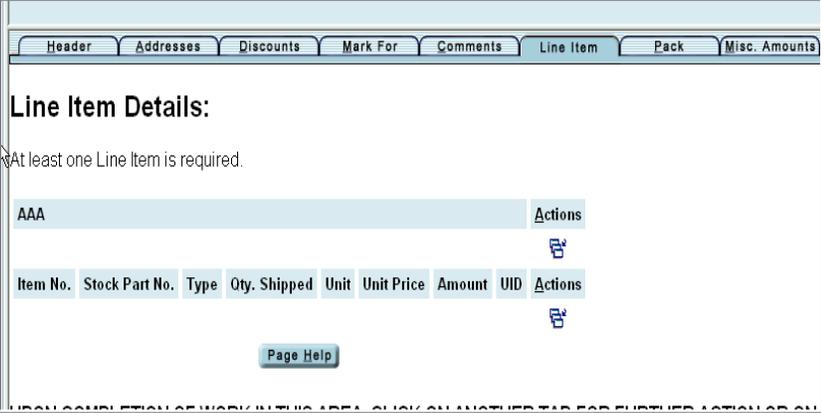
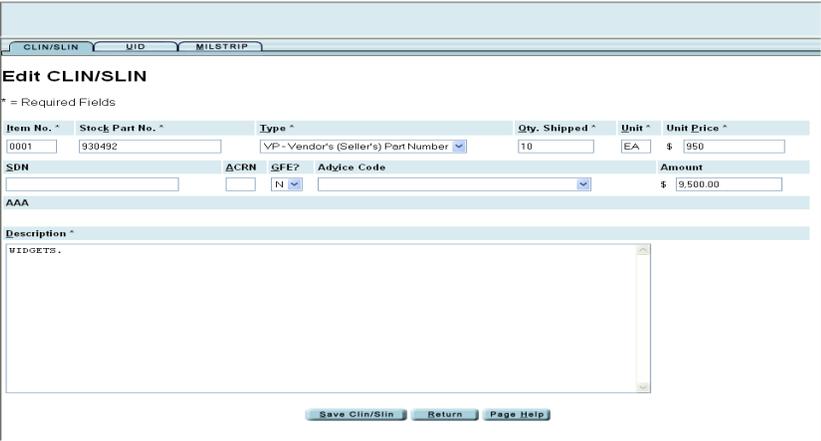
The choices of GIAI, GRAI, ESN for cellular phones, VIN, and OTHER allow for a commercial identifier to be used as a DoD recognized UID EQUIVALENT. It must meet these criteria:

- Must contain an enterprise identifier
  - Must uniquely identify an individual item within an enterprise, product, or part number.
  - Must have an existing Data Identifier (DI) or Application Identifier (AI) listed in ANSI MH10.8.2.
- 

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# The UID Tab (Construct 1) – Receiving Report, Continued

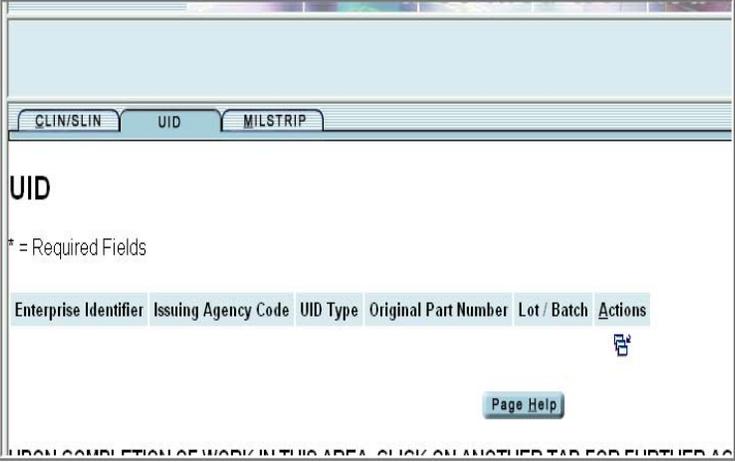
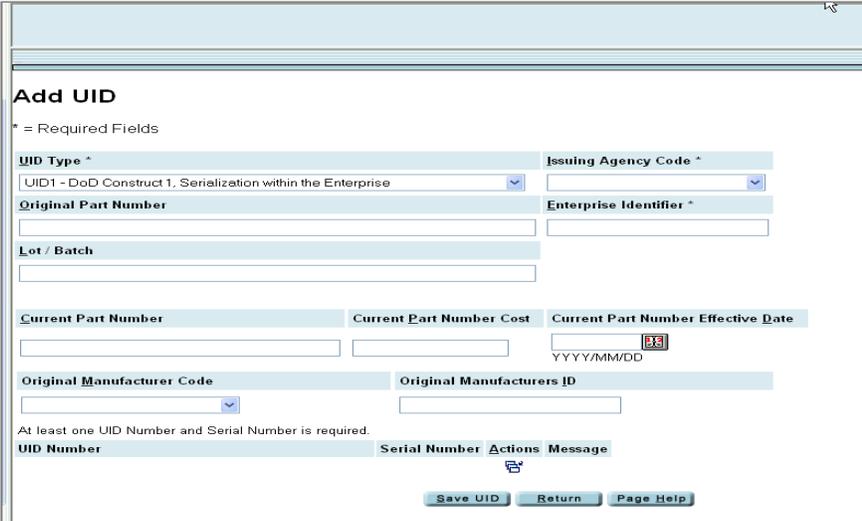
## Procedure

Step	Action
1	<p>The UID button is located within the <b>Line Item tab</b>. Click on the <i>second Add Icon</i> under the Actions column.</p>  
2	<p>Complete all required fields on the <b>Clin/Slin</b> tab.</p> <p>Once finished, <i>do not</i> click the “<b>Save Clin/Slin</b>” button.</p> 

*Continued on next page*

# The UID Tab (Construct 1) – Receiving Report, Continued

Procedure (continued)

Step	Action
3	<p>Click on the <b>UID</b> tab.</p> 
4	<p>Next, click on the “Add” icon (beneath the Actions column).</p>  <p>Result: The “Add UID” Screen appears.</p>
5	<p>Click on the drop down button for the <b>UID Type</b> box, to select your DoD Construct type. (<i>UID2-Construct type</i> for this instruction).</p> 

*Continued on next page*

# The UID Tab (Construct 1) – Receiving Report, Continued

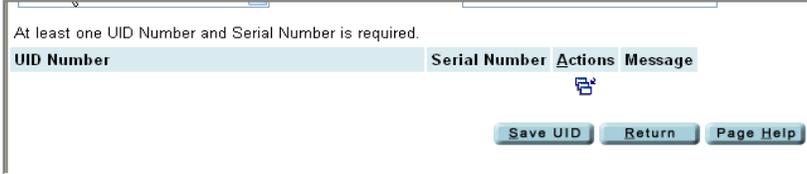
**Procedure** (continued)

Step	Action																
6	<p>Click on the <b>Issuing Agency Code</b> drop down to select your UID format (Mandatory field).</p> <p>Next, type in your company identifier in the <b>Enterprise Identifier</b> field (Mandatory field).</p> <div data-bbox="561 581 1373 957" style="border: 1px solid black; padding: 5px;"> <p><b>Add UID</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>UID Type *</b></td> <td style="width: 50%;"><b>Issuing Agency Code *</b></td> </tr> <tr> <td>UID2 - DoD Construct 2, Serialization with the Original Part Number</td> <td>D - CAGE Code</td> </tr> <tr> <td><b>Original Part Number *</b></td> <td><b>Enterprise Identifier *</b></td> </tr> <tr> <td></td> <td>1M3W0</td> </tr> <tr> <td><b>Lot / Batch *</b></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table> </div>	<b>UID Type *</b>	<b>Issuing Agency Code *</b>	UID2 - DoD Construct 2, Serialization with the Original Part Number	D - CAGE Code	<b>Original Part Number *</b>	<b>Enterprise Identifier *</b>		1M3W0	<b>Lot / Batch *</b>							
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	1M3W0																
<b>Lot / Batch *</b>																	
7	<p>Fill in the <b>Current Part</b> fields, if using them.</p> <div data-bbox="561 1073 1382 1220" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Current Part Number</b></td> <td style="width: 33%;"><b>Current Part Number Cost *</b></td> <td style="width: 33%;"><b>Current Part Number Effective Date *</b></td> </tr> <tr> <td>34324333</td> <td>23</td> <td>2006/06/27  YYYY/MM/DD</td> </tr> </table> </div> <p>Note: The <i>Current Parts</i> are optional fields, but once a <i>Current Part Number</i> is entered, The <i>Current Part Number Cost</i> and <i>Current Part Number Effective Date</i> fields become mandatory.</p>	<b>Current Part Number</b>	<b>Current Part Number Cost *</b>	<b>Current Part Number Effective Date *</b>	34324333	23	2006/06/27  YYYY/MM/DD										
<b>Current Part Number</b>	<b>Current Part Number Cost *</b>	<b>Current Part Number Effective Date *</b>															
34324333	23	2006/06/27  YYYY/MM/DD															
8	<p>Click on the <b>Original Manufacturer Code</b> drop down to select type.</p> <p>Next, type in the <b>Original Manufacturers ID</b> in the field provided.</p> <div data-bbox="561 1591 1386 1890" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Original Manufacturer Code</b></td> <td style="width: 50%;"><b>Original Manufacturers ID *</b></td> </tr> <tr> <td>D - CAGE Code</td> <td>76366</td> </tr> <tr> <td colspan="2"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">UID Number</td> <td style="width: 25%;">Serial Number</td> <td style="width: 25%;">Actions</td> <td style="width: 25%;">Message</td> </tr> <tr> <td colspan="4" style="text-align: center;"></td> </tr> </table> </td> </tr> <tr> <td colspan="2" style="text-align: right;"> <input type="button" value="Save UID"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </td> </tr> </table> </div>	<b>Original Manufacturer Code</b>	<b>Original Manufacturers ID *</b>	D - CAGE Code	76366	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">UID Number</td> <td style="width: 25%;">Serial Number</td> <td style="width: 25%;">Actions</td> <td style="width: 25%;">Message</td> </tr> <tr> <td colspan="4" style="text-align: center;"></td> </tr> </table>		UID Number	Serial Number	Actions	Message					<input type="button" value="Save UID"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/>	
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*Continued on next page*

# The UID Tab (Construct 1) – Receiving Report, Continued

**Procedure** (continued)

Step	Action
9	<p>Click on the “Add” icon to add the UID Number and Serial Number.</p>  <p>See below</p>  <p>Results: The Add UID screen appears.</p>
10	<p>Type in your UID Number and Serial Number in the provided fields.</p> <p>Next click the “Save UID” button.</p>  <p>Note: Your company creates the item’s UID Number. It is a concatenation of the following codes within the construct of the UID Type:</p> <ul style="list-style-type: none"> <li>• Issuing Agency Code,</li> <li>• Enterprise identifier,</li> <li>• Serial number</li> </ul> <p>Dashes (-) and forward slashes (/) can be used in the UID Number. Spaces are not allowed. Only letters, numbers and “-“, are used.</p>

*Continued on next page*

# The UID Tab (Construct 1) – Receiving Report, Continued

## Procedure (continued)

Step	Action																																								
11	<p>Results: The <b>Add UID</b> Overview screen appears.</p> <p>Click the “Save UID” button again.</p> <div data-bbox="558 506 1344 892" style="border: 1px solid black; padding: 5px;"> <p><b>Add UID</b></p> <p>* = Required Fields</p> <table border="0"> <tr> <td><b>UID Type *</b></td> <td colspan="2">[UID1 - DoD Construct 1, Serialization within the Enterprise]</td> <td><b>Issuing Agency Code *</b></td> </tr> <tr> <td><b>Original Part Number</b></td> <td colspan="2">[ ]</td> <td><b>Enterprise Identifier *</b></td> </tr> <tr> <td><b>Lot / Batch</b></td> <td colspan="2">[ ]</td> <td>[1M3W0]</td> </tr> <tr> <td><b>Current Part Number</b></td> <td><b>Current Part Number Cost *</b></td> <td colspan="2"><b>Current Part Number Effective Date *</b></td> </tr> <tr> <td>[34324333]</td> <td>[23]</td> <td colspan="2">[2006/06/27] <b>RX</b></td> </tr> <tr> <td colspan="2"><b>Original Manufacturer Code</b></td> <td colspan="2"><b>Original Manufacturers ID</b></td> </tr> <tr> <td colspan="2">[D - CAGE Code]</td> <td colspan="2">[76366]</td> </tr> </table> <p>At least one UID Number and Serial Number is required.</p> <table border="0"> <tr> <td><b>UID Number</b></td> <td><b>Serial Number</b></td> <td><b>Actions</b></td> <td><b>Message</b></td> </tr> <tr> <td>D1M3W0674A36458</td> <td>674A36458</td> <td>[Add] [Delete]</td> <td></td> </tr> </table> <p style="text-align: right;">[Save UID] [Return] [Page Help]</p> </div> <p>Result: You are returned to the previous page.</p> <p>Note: You may continue entering the UID numbers and serial number for each item within this Enterprise Identifier by clicking on the “Add” icon.</p>	<b>UID Type *</b>	[UID1 - DoD Construct 1, Serialization within the Enterprise]		<b>Issuing Agency Code *</b>	<b>Original Part Number</b>	[ ]		<b>Enterprise Identifier *</b>	<b>Lot / Batch</b>	[ ]		[1M3W0]	<b>Current Part Number</b>	<b>Current Part Number Cost *</b>	<b>Current Part Number Effective Date *</b>		[34324333]	[23]	[2006/06/27] <b>RX</b>		<b>Original Manufacturer Code</b>		<b>Original Manufacturers ID</b>		[D - CAGE Code]		[76366]		<b>UID Number</b>	<b>Serial Number</b>	<b>Actions</b>	<b>Message</b>	D1M3W0674A36458	674A36458	[Add] [Delete]					
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12	<p>When all UID Numbers and Serial Numbers have been added, <b>click the “Save UID” button.</b></p> <p><b>Results: You are returned to the original UID page.</b></p> <div data-bbox="558 1224 1344 1759" style="border: 1px solid black; padding: 5px;"> <p>CLIN/SLIN    UID    MILSTRIP</p> <p><b>UID</b></p> <p>* = Required Fields</p> <table border="1"> <thead> <tr> <th>Enterprise Identifier</th> <th>Issuing Agency Code</th> <th>Type</th> <th>Original Part Number</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1M3W0</td> <td>D</td> <td>UID1</td> <td>4202432</td> <td>[Add] [Delete]</td> </tr> <tr> <td><b>Lot / Batch</b></td> <td><b>Current Part Number</b></td> <td><b>Current Part Number Cost</b></td> <td colspan="2"><b>Current Part Effective Date</b></td> </tr> <tr> <td>00147009423</td> <td>559325490</td> <td>25</td> <td colspan="2">2006/06/22</td> </tr> <tr> <td colspan="2"><b>Original Manufacturers Code</b></td> <td colspan="3"><b>Original Manufacturers ID</b></td> </tr> <tr> <td colspan="2">D</td> <td colspan="3">54756</td> </tr> <tr> <td colspan="2"><b>UID Number</b></td> <td colspan="3"><b>Serial Number</b></td> </tr> <tr> <td colspan="2">D1M3W0674A36458</td> <td colspan="3">674A36458</td> </tr> </tbody> </table> <p style="text-align: right;">[Page Help]</p> </div>	Enterprise Identifier	Issuing Agency Code	Type	Original Part Number	Actions	1M3W0	D	UID1	4202432	[Add] [Delete]	<b>Lot / Batch</b>	<b>Current Part Number</b>	<b>Current Part Number Cost</b>	<b>Current Part Effective Date</b>		00147009423	559325490	25	2006/06/22		<b>Original Manufacturers Code</b>		<b>Original Manufacturers ID</b>			D		54756			<b>UID Number</b>		<b>Serial Number</b>			D1M3W0674A36458		674A36458		
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D1M3W0674A36458		674A36458																																							

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## The UID Tab (Construct 1) – Receiving Report, Continued

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### Procedure (continued)

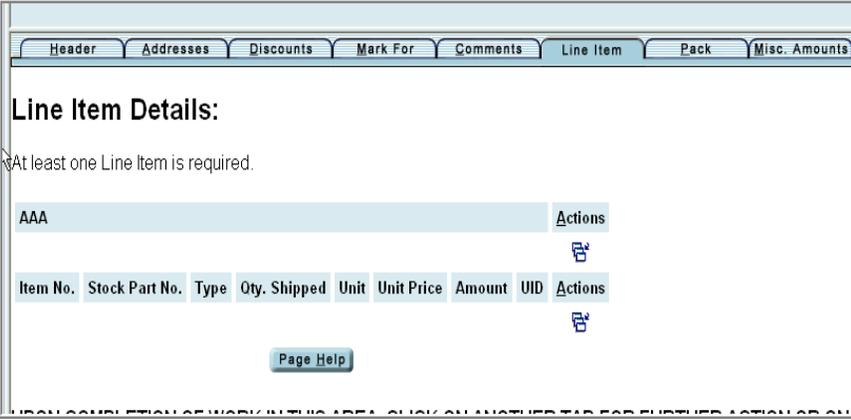
Step	Action
13	To add additional UID numbers for each item, click on the “Add” icon under the Action column and repeat the above steps. 
14	Click on the CLIN/SLIN Tab and it will take you back to the CLIN data.  The rest of the tabs on the form will appear. You can now select another Tab to continue completing your WAWF document.

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# The UID2 Tab (Construct 2) Receiving Report

**Introduction**      **UID2 - DoD Construct 2** adds the *part number* to the concatenation. The UID will be a combination of the Issuing Agency Code, enterprise Identifier, Original part Number or Batch/Number, and Serial Number.

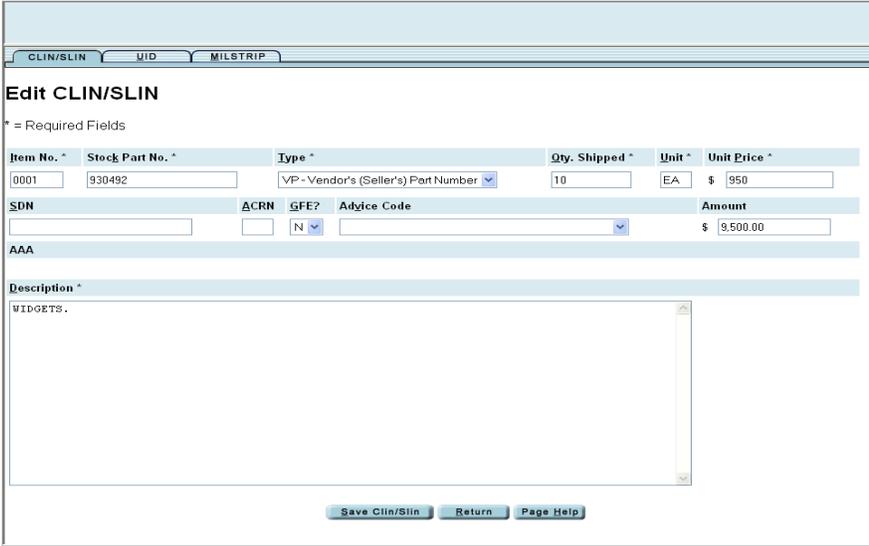
**Procedure**      Follow the steps below to complete the UID tab.

Step	Action
1	<p>To locate the <b>UID</b> button, Click on the Line Item Tab.</p> 
2	<p>Click on the <i>BOTTOM</i> “Add” icon under the <b>Actions</b> column.</p> 

*Continued on next page*

# The UID2 Tab (Construct 2) Receiving Report, Continued

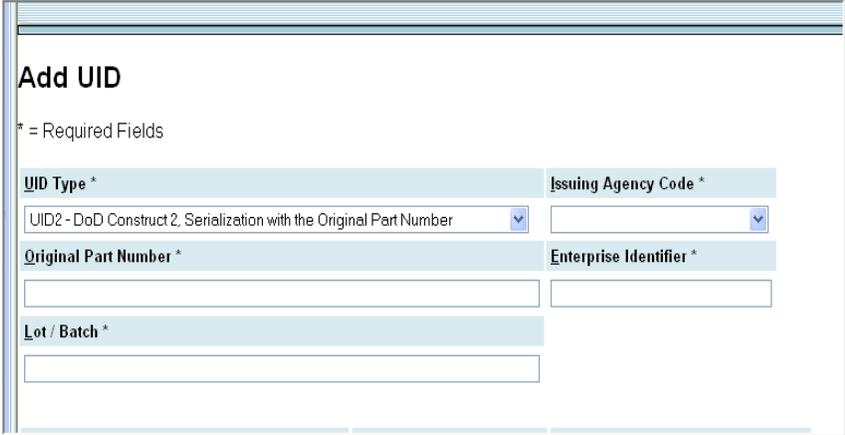
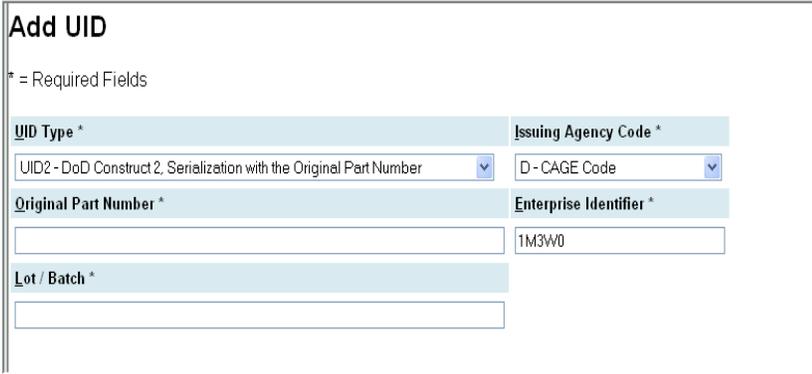
Procedure (continued)

Step	Action
3	<p>Complete all required fields on the <b>Clin/Slin</b> tab. Once finished, <i>do not</i> click the “<b>Save Clin/Slin</b>” button.</p> 
4	<p>Click on the <b>UID</b> tab.</p> 
5	<p>Next, click on the “Add” icon under the <b>Actions</b> column .</p>  <p>Result: The “<b>Add UID</b>” Screen appears.</p>

*Continued on next page*

# The UID2 Tab (Construct 2) Receiving Report, Continued

**Procedure** (continued)

Step	Action
6	<p>Click on the drop down button for the <b>UID Type</b> box, to select your DoD Construct type. (<i>UID2 –Construct type</i> for this instruction).</p>  <p>The screenshot shows a form titled "Add UID" with a legend "* = Required Fields". The form contains several fields: "UID Type *" (a dropdown menu with "UID2 - DoD Construct 2, Serialization with the Original Part Number" selected), "Issuing Agency Code *" (a dropdown menu), "Original Part Number *" (a text input field), "Enterprise Identifier *" (a text input field), and "Lot / Batch *" (a text input field).</p>
7	<p>Click on the <b>Issuing Agency Code</b> drop down to select your UID format (Mandatory field).</p> <p>Next, type in your company identifier in the <b>Enterprise Identifier</b> field (Mandatory field).</p>  <p>The screenshot shows the same "Add UID" form. The "Issuing Agency Code *" dropdown menu is now open, showing "D - CAGE Code" selected. The "Enterprise Identifier *" field now contains the text "1M3W0".</p>

*Continued on next page*

# The UID2 Tab (Construct 2) Receiving Report, Continued

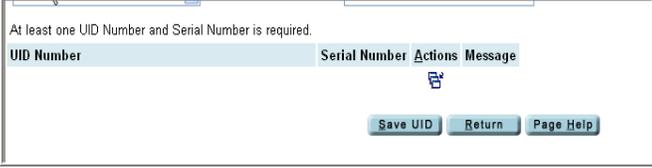
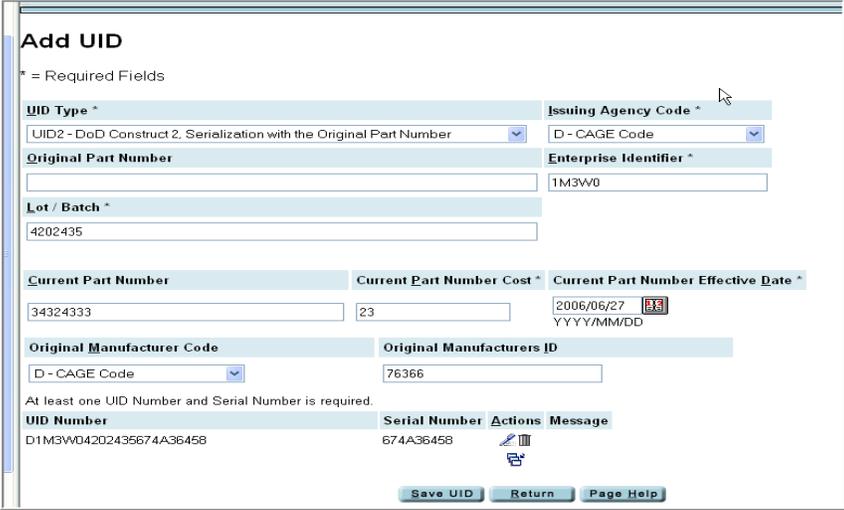
**Procedure** (continued)

Step	Action												
8	<p>Fill in either the <b>Original Part Number</b> <i>or</i> the <b>Lot/Batch</b> fields.</p> <div data-bbox="560 436 1419 758" style="border: 1px solid black; padding: 5px;"> <p>- Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>UID Type *</b></td> <td style="width: 50%;"><b>Issuing Agency Code *</b></td> </tr> <tr> <td>UID2 - DoD Construct 2, Serialization with the Original Part Number</td> <td>D - CAGE Code</td> </tr> <tr> <td><b>Original Part Number</b></td> <td><b>Enterprise Identifier *</b></td> </tr> <tr> <td></td> <td>1M3W0</td> </tr> <tr> <td><b>Lot / Batch *</b></td> <td></td> </tr> <tr> <td>4202435</td> <td></td> </tr> </table> </div>	<b>UID Type *</b>	<b>Issuing Agency Code *</b>	UID2 - DoD Construct 2, Serialization with the Original Part Number	D - CAGE Code	<b>Original Part Number</b>	<b>Enterprise Identifier *</b>		1M3W0	<b>Lot / Batch *</b>		4202435	
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9	<p>Fill in the <b>Current Part</b> fields, if using them.</p> <div data-bbox="560 871 1419 1020" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Current Part Number</b></td> <td style="width: 33%;"><b>Current Part Number Cost *</b></td> <td style="width: 33%;"><b>Current Part Number Effective Date *</b></td> </tr> <tr> <td>34324333</td> <td>23</td> <td>2006/06/27    YYYY/MM/DD</td> </tr> </table> <p>Note: The <i>Current Parts</i> are optional fields, but once a <i>Current Part Number</i> is entered, The <i>Current Part Number Cost</i> and <i>Current Part Number Effective Date</i> fields become mandatory.</p> </div>	<b>Current Part Number</b>	<b>Current Part Number Cost *</b>	<b>Current Part Number Effective Date *</b>	34324333	23	2006/06/27 YYYY/MM/DD						
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34324333	23	2006/06/27 YYYY/MM/DD											
10	<p>Click on the <b>Original Manufacturer Code</b> drop down to select type.</p> <p>Next, type in the <b>Original Manufacturers ID</b> in the field provided.</p> <div data-bbox="560 1392 1403 1612" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Current Part Number</b></td> <td style="width: 33%;"><b>Current Part Number Cost *</b></td> <td style="width: 33%;"><b>Current Part Number Effective Date *</b></td> </tr> <tr> <td>34324333</td> <td>23</td> <td>2006/06/27    YYYY/MM/DD</td> </tr> <tr> <td><b>Original Manufacturer Code</b></td> <td colspan="2"><b>Original Manufacturers ID *</b></td> </tr> <tr> <td>D - CAGE Code</td> <td colspan="2">76366</td> </tr> </table> <p><small>At least one UID Number and Serial Number is required</small></p> </div>	<b>Current Part Number</b>	<b>Current Part Number Cost *</b>	<b>Current Part Number Effective Date *</b>	34324333	23	2006/06/27 YYYY/MM/DD	<b>Original Manufacturer Code</b>	<b>Original Manufacturers ID *</b>		D - CAGE Code	76366	
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# The UID2 Tab (Construct 2) Receiving Report, Continued

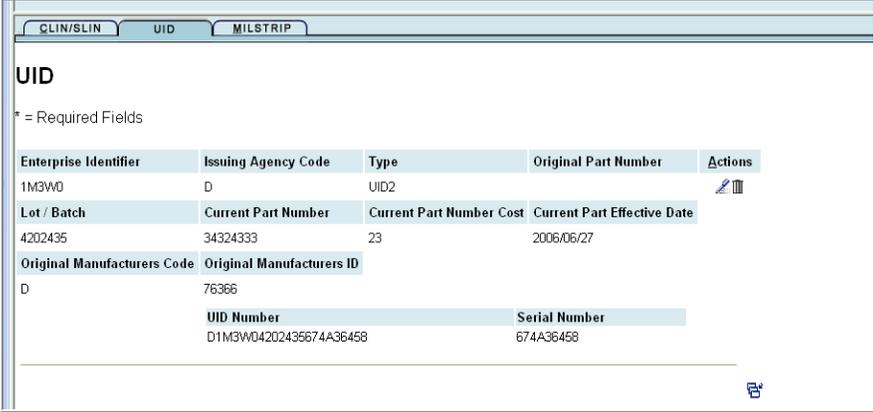
**Procedure** (continued)

Step	Action
11	<p>Click on the “<b>Add</b>” icon to add the UID Number and Serial Number.</p>  <p>Results: The <b>Add UID</b> screen appears.</p>
12	<p>Type in your UID Number and Serial Number in the provided fields. Then click the “Save UID” button.</p> <p><i>Note:</i> Your company creates the item’s UID Number. It is a concatenation of the following codes within the construct of the UID Type:</p> <ul style="list-style-type: none"> <li>• Issuing Agency Code</li> <li>• Enterprise identifier</li> <li>• Serial number</li> <li>• Original Part number or Batch number</li> </ul> <p>Dashes (-) and forward slashes (/) can be used in the UID Number. Spaces are not allowed. Only letters, numbers and “-“, are used.</p>
	<p>Results: The <b>Add UID REVIEW</b> screen appears.</p>  <p>Click the “<b>Save UID</b>” button again.</p>

*Continued on next page*

# The UID2 Tab (Construct 2) Receiving Report, Continued

**Procedure** (continued)

Step	Action
14	<p>Results: You have completed the UID tab of the document.</p> 
15	<p>When you are ready to complete the rest of the WAWF document tabs, Click on the <b>CLIN/SLIN Tab</b> and it will take you back to the CLIN data.</p>
16	<p>Once you've finished completing the CLIN data, click the <b>“Save CLIN/SLIN”</b> button.</p> <p>The rest of the tabs on the form will appear.</p>
17	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See <b>“Submitting the Document”</b>).</p>

# The Pack Tab – Receiving Report

## Introduction

The Pack Tab is used to enter **Radio Frequency Identification (RFID)**. RFID is an [automatic identification](#) method, relying on storing and remotely retrieving data using devices called RFID tags or [transponders](#). An RFID tag is a small object that can be attached to or incorporated into a product, animal, or person. RFID tags contain [antennas](#) to enable them to receive and respond to [radio](#)-frequency queries from an RFID [transceiver](#). Passive tags require no internal power source, whereas active tags require a power.

(For additional information regarding Pack, click the following link:  
<http://www.acq.osd.mil/log/rfid/index.htm>.)

## Procedure

Follow the steps below to add Pack data.

Step	Action
1	<p>Click <b>Pack</b> tab.</p> 
2	<p>Click on the Add icon  under Action.</p>
3	<p>Enter “Package ID” and select “Package Type”.</p>  <p><i>Note: The package ID for type, RFID, must have a length of exactly 16, 24, 32 or 64.</i></p>

Continued on next page

# The Pack Tab – Receiving Report, Continued

Procedure (continued)

Step	Action																									
4	<p>Click the Save icon </p> <p><i>Note: Selecting the Add Pack ID to Pack icon within the box represents placing another container inside that box.</i></p> <div data-bbox="548 562 1393 800" style="border: 1px solid black; padding: 5px;"> <p><b>Pack Data</b></p> <p><input type="checkbox"/> Pack Later <span style="float: right;">Pack CLIN</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Package ID</th> <th>Package Type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>EFABCD0192837465</td> <td>RFID</td> <td>  </td> </tr> <tr> <td>EFABCD0192948576</td> <td>RFID</td> <td>  </td> </tr> </tbody> </table> </div> <p><i>Note: Selecting the Add Package ID icon outside the box represents putting another container beside the initial container.</i></p> <div data-bbox="548 947 1393 1220" style="border: 1px solid black; padding: 5px;"> <p><b>Pack Data</b></p> <p><input type="checkbox"/> Pack Later <span style="float: right;">Pack CLIN</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Package ID</th> <th>Package Type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>EFABCD0192837465</td> <td>RFID</td> <td>  </td> </tr> <tr> <td colspan="3"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>CLIN</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>25</td> </tr> </tbody> </table> </td> </tr> <tr> <td>EFABCD0192837476</td> <td>RFID</td> <td>  </td> </tr> </tbody> </table> </div>	Package ID	Package Type	Action	EFABCD0192837465	RFID	  	EFABCD0192948576	RFID	  	Package ID	Package Type	Action	EFABCD0192837465	RFID	  	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>CLIN</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>25</td> </tr> </tbody> </table>			CLIN	Quantity	0001	25	EFABCD0192837476	RFID	  
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5	<p>Click <b>Pack CLIN</b>.</p> <p>Result: CLIN/SLIN Data screen opens</p>																									
6	<p>Click on the Add icon  under Action.</p> <div data-bbox="548 1438 1409 1833" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>CLIN/SLIN Data</b></p> <p style="text-align: center;">* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>UID</th> <th>Qty. Shipped</th> <th>Total Qty. Packed</th> <th>Difference</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001aa</td> <td>1234567890123</td> <td>N</td> <td>300</td> <td>0</td> <td>300</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Page Help"/> </p> <p>UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE SUBMIT BUTTON TO UPDATE THE PACK STRUCTURE.</p> </div>	Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions	0001aa	1234567890123	N	300	0	300												
Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions																				
0001aa	1234567890123	N	300	0	300																					

Continued on next page

# The Pack Tab – Receiving Report, Continued

## Procedure (continued)

Step	Action																						
7	<p data-bbox="548 365 873 401">Enter “Quantity Packed”.</p> <div data-bbox="548 432 1393 846" style="border: 1px solid black; padding: 10px;"> <p data-bbox="883 474 1045 499" style="text-align: center;"><b>CLIN/SLIN Data</b></p> <p data-bbox="899 516 1029 537" style="text-align: center;">* = Required Fields</p> <table border="1" data-bbox="553 569 1382 615"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>UID</th> <th>Qty. Shipped</th> <th>Total Qty. Packed</th> <th>Difference</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001aa</td> <td>1234567890123</td> <td>N</td> <td>300</td> <td>0</td> <td>300</td> <td></td> </tr> </tbody> </table>   <table border="1" data-bbox="651 674 1377 720"> <thead> <tr> <th>Package ID - Type</th> <th>Quantity Packed</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>EFABCD0192837465 - RFID</td> <td><input type="text" value="1"/></td> <td> </td> </tr> </tbody> </table> <p data-bbox="894 764 1040 785" style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Page Help"/> </p> <p data-bbox="548 804 1382 825">UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE SUBMIT BUTTON TO UPDATE THE PACK STRUCTURE.</p> </div>	Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions	0001aa	1234567890123	N	300	0	300		Package ID - Type	Quantity Packed	Actions	EFABCD0192837465 - RFID	<input type="text" value="1"/>	 		
Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions																	
0001aa	1234567890123	N	300	0	300																		
Package ID - Type	Quantity Packed	Actions																					
EFABCD0192837465 - RFID	<input type="text" value="1"/>	 																					
8	<p data-bbox="548 905 846 940">Click the Save icon </p>																						
9	<p data-bbox="548 947 760 982">Click <b>Continue</b>.</p> <div data-bbox="548 1014 1409 1444" style="border: 1px solid black; padding: 10px;"> <p data-bbox="883 1056 1045 1081" style="text-align: center;"><b>CLIN/SLIN Data</b></p> <p data-bbox="899 1098 1029 1119" style="text-align: center;">* = Required Fields</p> <table border="1" data-bbox="553 1150 1382 1197"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>UID</th> <th>Qty. Shipped</th> <th>Total Qty. Packed</th> <th>Difference</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001aa</td> <td>1234567890123</td> <td>N</td> <td>300</td> <td>1</td> <td>299</td> <td></td> </tr> </tbody> </table>   <table border="1" data-bbox="651 1234 1393 1281"> <thead> <tr> <th>Package ID</th> <th>Package Type</th> <th>Quantity Packed</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>EFABCD0192837465</td> <td>RFID</td> <td>1</td> <td> </td> </tr> </tbody> </table> <p data-bbox="894 1304 1040 1325" style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Page Help"/> </p> <p data-bbox="548 1344 1382 1365">UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE SUBMIT BUTTON TO UPDATE THE PACK STRUCTURE.</p> </div>	Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions	0001aa	1234567890123	N	300	1	299		Package ID	Package Type	Quantity Packed	Actions	EFABCD0192837465	RFID	1	 
Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions																	
0001aa	1234567890123	N	300	1	299																		
Package ID	Package Type	Quantity Packed	Actions																				
EFABCD0192837465	RFID	1	 																				

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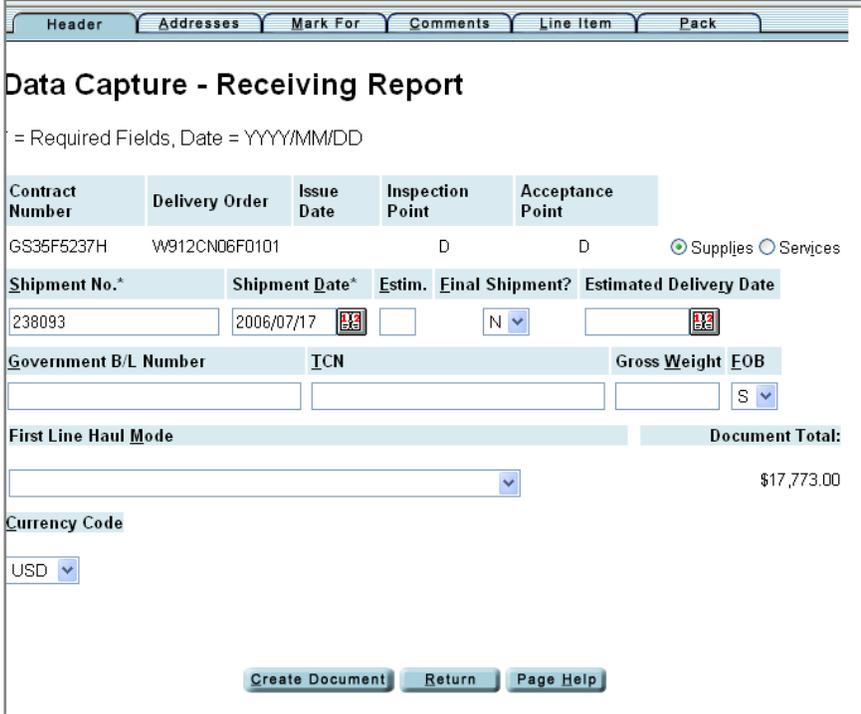
# The Pack Tab – Receiving Report, Continued

## Procedure (continued)

Step	Action
10	<p>If no other pack data needs to be entered, you are finished with the Pack Tab.</p>  <p><i><b>NOTE:</b> To add packaging information <u>after</u> document creation, go to the Pack Data page that shows the Pack tab, and select “Pack Later” check box. The document will be displayed in the Vendor’s “View document folder” with an Add link under the Pack column.</i></p>
11	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).</p>

# Submitting the Document – Receiving Report

**Procedure** Follow the steps below to submit the 2-in-1 invoice.

Step	Action
1	Click on the Header tab after entering all the information.
2	<p data-bbox="553 405 1333 436">Scroll down to the bottom of screen. Click Create Document.</p> <div data-bbox="553 478 1414 1192" style="border: 1px solid black; padding: 5px;">  </div> <p data-bbox="553 1234 1219 1266">Result: The Created Receiving Report screen opens.</p>
3	When finished, click the Header tab to create the document.

*Continued on next page*

# Submitting the Document, – Receiving Report, Continued

Procedure (continued)

Step	Action
4	<p>Verified information is correct.</p> <p><i>Note: Attachments are added PRIOR to clicking “Submit”. If you are adding attachments, refer to “Adding an Attachment” section for a detailed procedure.</i></p> <p>On the <b>Header Tab</b>, Scroll down to the bottom of screen. Click <b>Submit</b>.</p> 

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# Submitting the Document – Receiving Report, Continued

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## Procedure (continued)

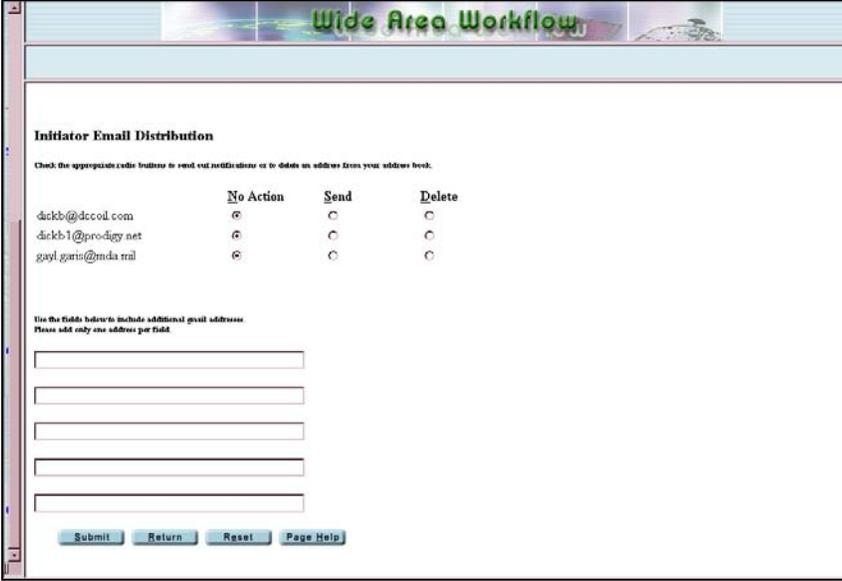
Step	Action								
5	<p data-bbox="553 365 1354 432">Confirm that you have received a message that your document has been created successfully.</p> <div data-bbox="553 474 1395 1056" style="border: 1px solid black; padding: 10px;"><p data-bbox="553 527 1386 552"><b>The Destination Inspection and Acceptance Receiving Report has been submitted successfully.</b></p><table border="1" data-bbox="553 632 1214 705"><thead><tr><th data-bbox="553 632 727 663">Contract Number</th><th data-bbox="727 632 889 663">Delivery Order</th><th data-bbox="889 632 1057 663">Shipment Number</th><th data-bbox="1057 632 1214 663">Invoice Number</th></tr></thead><tbody><tr><td data-bbox="553 674 678 699">GS35F5237H</td><td data-bbox="727 674 873 699">W912CND6F0101</td><td data-bbox="889 674 971 699">238093A</td><td></td></tr></tbody></table><p data-bbox="553 890 870 915"><a href="#">Send More Email Notifications</a></p><p data-bbox="553 995 789 1020"><input type="button" value="Return"/> <input type="button" value="Page Help"/></p></div> <p data-bbox="553 1100 1386 1201"><b><i>Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract; refer to “Add Additional Emails” section for a detailed procedure.</i></b></p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	GS35F5237H	W912CND6F0101	238093A	
Contract Number	Delivery Order	Shipment Number	Invoice Number						
GS35F5237H	W912CND6F0101	238093A							

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# Send More Email Notifications - Receiving Report

**Introduction** You have the capability to send WAWF emails to users who are not in the workflow process but are interested in WAWF document updates.

**Procedure** Follow the steps below to add additional emails.

Step	Action
1	Click “Send More Email Notifications.”  Result: “Initiator Email Distribution” screen opens.
2	Enter Additional email address.   <p><i>Note: All emails that you have already established will appear. Your options are “No Action”, “Send”, “Delete” or add new e-mail address.</i></p> Click Submit.
3	Confirm additional emails where sent.
4	Click Return.

# Chapter 6

## Creating a Cost Voucher

### Overview

---

**Introduction** This section explains how to create a Cost Voucher. There are three types of voucher documents:

- Interim Direct Bill Cost Voucher
- Interim Non-Direct Bill Cost Voucher
- Final Cost Voucher.

This guide covers the Direct Bill Cost Voucher.

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**Two forms** Each type of voucher comes in two forms:

Interim:

Can be DIRECT BILL in which it is routed directly to the Payment Office (via an LPO if there is one). Can be NON-DIRECT BILL in which the Inspector/ DCAA Auditor takes action before it is routed to the Payment Office (via an LPO if there is one).

Final:

The Service Approver/Acceptor takes action before it is routed to the Payment Office (via an LPO if there is one). The DCAA Auditor/Inspector does not take action.

- The DIRECT BILL will have the word "Direct" in the title.
  - The NON-DIRECT BILL will have the word "Interim" in the title.
  - The FINAL will have the word "Final" in the title.
- 

**Direct Bill** **DIRECT BILL vouchers are created with the same steps as the NON-DIRECT or FINAL vouchers.**

The voucher will route as DIRECT BILL if your Cage Code has been approved for DIRECT BILL.

**DIRECT BILL requires prior DFAS approval.** The first step to setting up **DIRECT BILL** for your Cage Code is to contact the [WAWF Customer Service Center Ogden](#).

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*Continued on next page*

## Overview, Continued

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### Direct Bill Authority Look Up

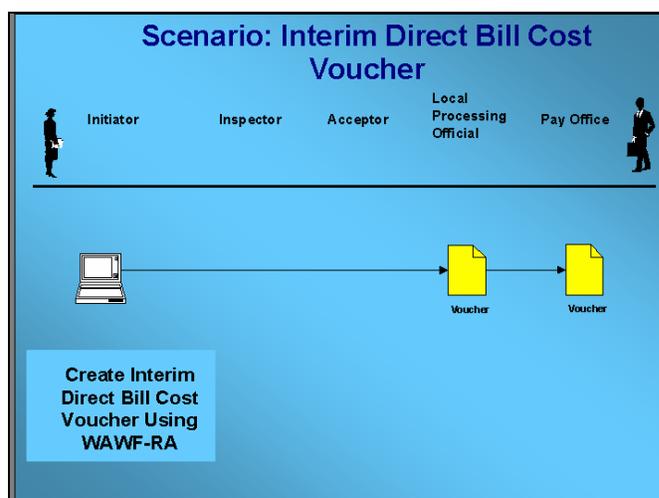
You can determine if your CAGE Code is authorized to create DIRECT BILL Cost Vouchers.

Open the Direct Bill Authority Look Up on your Vendor Menu. Upon typing your registered CAGE Code, the screen will display a response of AUTHORIZED or NOT AUTHORIZED.

The screenshot shows a web application interface. On the left is a navigation menu with links: "Display DCMA Admin DoDAAC", "Display PAY DoDAACs", "Direct Bill Authority Look Up" (highlighted in yellow), "Find DCAA DoDAAC in Audit Office Locator", and "Pay Status (VPIS)". The main content area is titled "WAWF Direct Billing CAGE Code". It features a "CAGE Code:" label followed by a text input field containing "1M3W0". Below the input field is a message: "Enter valid CAGE Code to determine if it is authorized for direct billing. Partial entries are NOT acceptable\*". At the bottom of the main area are three buttons: "Submit", "Reset", and "Page Help". A callout box at the bottom of the screenshot displays the text: "WAWF Direct Billing CAGE" and "CAGE Code 1M3W0 is AUTHORIZED for direct billing for your Vendor role."

### Direct Bill workflow

Below is an illustration of the Interim Direct Bill Cost Voucher document flow.



*Continued on next page*

## Overview, Continued

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**Learning Objective** After completing this chapter, you will be able to create a cost voucher in WAWF.

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**In this section** This section contains the following topics.

<b>Topic</b>	<b>See Page</b>
Description of WAWF Tabs – Cost Voucher	6-4
Entering Contract Information – Cost Voucher	6-5
The Header Tab – Cost Voucher	6-10
The Address Tab – Cost Voucher	6-11
The Discount Tab - Cost Voucher	6-12
The Comments Tab – Cost Voucher	6-13
The Line Item Tab - Cost Voucher	6-14
Submitting the Document – Cost Voucher, Continued	6-16
Send More Email Notifications – Cost Voucher	6-19

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## Description of WAWF Tabs – Cost Voucher

**Introduction** The only 2 tabs that are mandatory in WAWF are the Header tab and the Line Item tab. All other tabs are optional but may be required by your contracts specific invoicing instructions. We will list in the following section all tabs that are displayed on the Cost Voucher document.



**Description of tabs** The table below describes each of the tabs found in WAWF.

Tab Name	Description
Header (mandatory tab)	The Header Tab is the first tab used on a WAWF document. It contains, “First page”, information such as shipment number/dates, invoice number/dates, and other information required by an “*” in fields listed on your particular document.
Address Tab	The Address Tab lists all of the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Discount Tab	The Discount Tab allows you to add a discount on your invoice. Vendors offering cost effective discounts should receive payments within the given invoice discount period.
Comments Tab	The Comments Tab provides you a field to enter additional comments on your document.
Line Item (mandatory tab)	The Line Item Tab is where you enter detail billing information based upon your contracts line item information.
ACRN	The ACRN Tab is for those contract that cite more than one acrn per clin
MISC Amounts	The MISC Amounts tab allows you to enter miscellaneous charges, credits, and taxes, if authorized under your contract.
Misc. Info.	Misc. Info. Tab appears after you have created your document in WAWF. The Misc. Info tab provides you a complete document history on all documents created against your contracts. Here you will find information such as Invoice receipt dates, acceptance dates, and contact information for any one that has taken action on your documents. This is also where you add attachments to you documents.

# Entering Contract Information – Cost Voucher

**Procedure** Follow the steps below to complete contract information.

Step	Action
1	Logon to Wide Area Workflow.
2	<p>Click on the [+] symbol next to <b>Vendor</b> section of the submenu in the left sidebar.</p>  <p>Result: Your drop down features will appear.</p>
3	<p>Click <b>Create New Document</b>.</p>  <p>Result: Create New Document screen opens.</p>

*Continued on next page*

# Entering Contract Information – Cost Voucher, Continued

## Procedure (continued)

Step	Action						
4	<p>Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field.</p> <div data-bbox="553 506 1187 779" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Contract Number *</th> <th style="width: 33%;">Delivery Order</th> <th style="width: 33%;">CAGE Code/Ext. *</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="F0960305C0050"/></td> <td><input type="text"/></td> <td><input type="text" value="0HB52"/></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: Although the Delivery Order field is optional in WAWF, If your contract has a delivery order number you must enter it in WAWF otherwise leave field blank.</i></p>	Contract Number *	Delivery Order	CAGE Code/Ext. *	<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>
Contract Number *	Delivery Order	CAGE Code/Ext. *					
<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>					
5	Click <b>Continue</b> .						
6	<ul style="list-style-type: none"> <li>• If contract is not in EDA or you have not entered the contract number correctly an alert box will appear.</li> <li>• If the contract is located in the EDA system, then the WAWF system would will pre-populate certain location code fields (DoDAAC) on this document.</li> </ul> <div data-bbox="553 1230 1344 1566" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Contract Number</th> <th style="width: 33%;">Delivery Order</th> <th style="width: 33%;">CAGE Code/Ext. *</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="F0960305C0050"/></td> <td><input type="text"/></td> <td><input type="text" value="0HB52"/></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Res"/> </p> </div> <div data-bbox="813 1339 1224 1528" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>Microsoft Internet Explorer</b></p> <p style="text-align: center;">  The contract data is not available in DoD EDA. Please enter contract information.         </p> <p style="text-align: center;">Click the Return button to enter a different Contract Number or continue creating the document.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>Click <b>OK</b>.</p>	Contract Number	Delivery Order	CAGE Code/Ext. *	<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>
Contract Number	Delivery Order	CAGE Code/Ext. *					
<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>					

*Continued on next page*

# Entering Contract Information - Cost Voucher, Continued

**Procedure** (continued)

Step	Action								
7	<p>Enter the “Pay DoDAAC” from your contract if not pre-populated from EDA.</p> <div data-bbox="570 506 1239 766" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Contract Number</th> <th style="width: 25%;">Delivery Order</th> <th style="width: 25%;">CAGE Code / Ext.</th> <th style="width: 25%;">Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td>0HB52</td> <td>f25700</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	F0960305C0050		0HB52	f25700
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
F0960305C0050		0HB52	f25700						
8	Click <b>Continue</b> .								

*Continued on next page*

# Entering Contract Information – Cost Voucher, Continued

## Procedure (continued)

Step	Action
9	<p>Select the <b>Cost Voucher</b> button from the <b>Select Document to Create</b> list.</p>  <p><i>Note: Determine the method with which you populate the data in the 2-in-1.</i></p> <p><i>You have two choices:</i></p> <ol style="list-style-type: none"> <li><i>1. Create a new Cost Voucher (continue on step nine).</i></li> <li><i>2. Create a Cost Voucher from template; refer to “Creating a Document Using a Template” section for a detailed procedure.</i></li> </ol>
10	Click <b>Continue</b> .

*Continued on next page*

# Entering Contract Information – Cost Voucher, Continued

## Procedure (continued)

Step	Action
11	<p data-bbox="548 401 1396 468">Enter in all require fields, if not pre-populated from EDA. Enter optional fields if required per contract.</p> <div data-bbox="548 506 1396 1052" style="border: 1px solid black; padding: 5px;"> <p data-bbox="548 548 852 575"><b>Create New Document</b></p> <p data-bbox="548 596 893 617">* = Required Fields, Date = YYYY/MM/DD</p> <p data-bbox="548 638 1047 659"><b>Contract Number</b> <b>Delivery Order</b> <b>CAGE Code / Ext.</b> <b>Pay DoDAAC</b></p> <p data-bbox="548 659 998 680">F0960305C0050                      0HB52                      F25700</p> <p data-bbox="548 688 1185 709"><b>Issue Date</b>    <b>IssueBy DoDAAC</b>    <b>Admin DoDAAC *</b>    <b>DCAA Auditor DoDAAC * / Ext.</b></p> <p data-bbox="548 709 1169 737"> <input type="text"/> <input type="text"/> <input type="text" value="HC1001"/> <input type="text" value="HAA47F"/> <input type="text"/> </p> <p data-bbox="548 745 917 766"><b>Service Approver * / Ext.</b>    <b>LPO DoDAAC / Ext.</b></p> <p data-bbox="548 766 966 793"> <input type="text" value="HC1001"/> <input type="text"/> <input type="text"/> <input type="text"/> </p> <p data-bbox="548 842 706 863"><b>Document Selected:</b></p> <p data-bbox="548 877 665 898">Cost Voucher</p> <p data-bbox="941 955 1339 982" style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p data-bbox="548 1094 1364 1234"><i>Note: WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields, so make sure the information is accurate according to the latest contract information.</i></p>
12	<p data-bbox="548 1241 1055 1312">Click <b>Continue</b>. Result: You are now on the Header Tab</p>

# The Header Tab – Cost Voucher

**Procedure** Follow the steps below to complete Header and Line Item tab for the Cost Voucher.

Step	Action
1	<p>Enter in all required fields. Enter optional fields if required per contract.</p>  <p><i>Note: If the Payment Office is a MOCAS pay office the Voucher Number will be prefix with BVN.</i></p>
2	<p><b>DATES:</b> There are 3 ways to enter SHIPMENT or INVOICE dates:</p> <p><i>Option 1:</i> You can enter the date yourself by typing the year first, then the month and day (YYYY/MM/DD).</p> <p><i>Option 2:</i> Use the calendar feature, which allows you to retrieve documents within a specific date range. Click on the date from the pop-up calendar feature. The calendar feature disappears, and the date you have chosen appears in the field.</p> <p><i>Option 3:</i> Use the HOT KEY for today's date. Do this by entering an asterisk (*) in the date field and then tab out of the field. (SHIFT KEY and 8KEY)</p>
3	<p>Verify whether or not this is a Final Voucher and annotate as such in the Drop Down Menu.</p> <p>Result: Header Information complete.</p>
4	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See "Submitting the Document").</p>

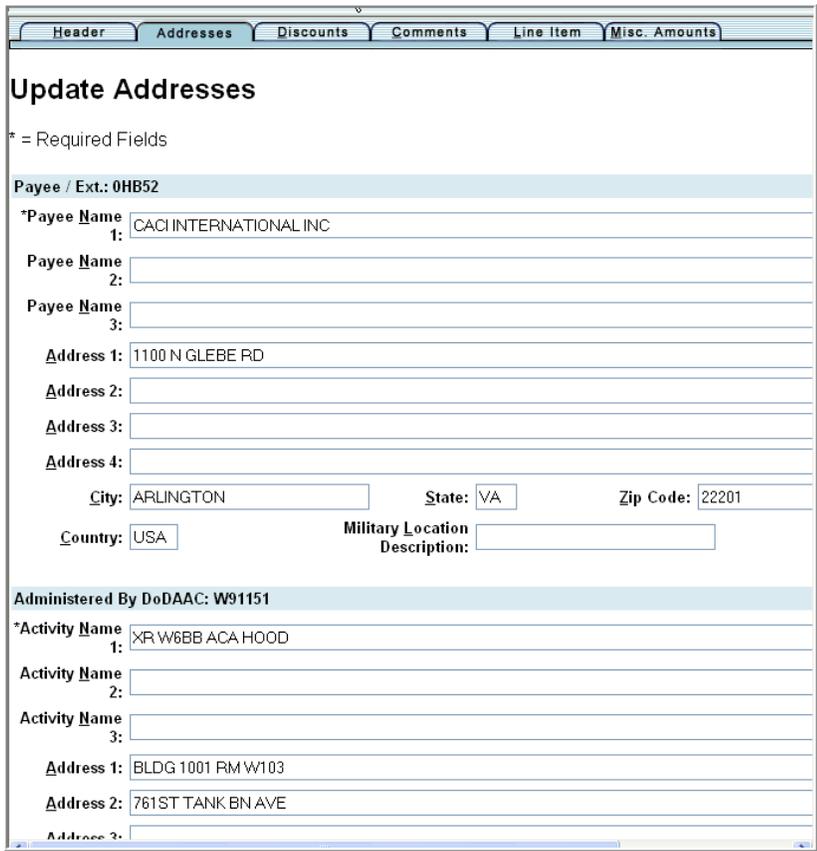
# The Address Tab – Cost Voucher

## Introduction

Based on the routing Location Codes entered, WAWF pre-populates the Address Information for each of the Location Codes in the document. From the Addresses tab, the Vendor is afforded the opportunity to review and/or change this Address Information. No matter what entries are made, there must be at least a name of the organization/agency. The Cage Code information is pulled from the CCR and DoDAAC information is pulled from the DAASC sites.

## Procedure

Addresses can be updated by highlighting the address field and entering new information. The updates will apply only to this document.

Step	Action
1	<p>Click on <b>Address</b> tab.</p> 
2	Review address information.
3	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).

# The Discount Tab - Cost Voucher

## Introduction

WAWF allows Vendors to apply discounts to Invoices during document creation. These discounts are at the Document level and not the Line Item level. Documents are displayed with the Invoice / Invoice Received date in **red** and are preceded with a "D," when a discount amount or discount percentage entered, is greater than zero.

## Procedure

Follow the steps below to add discounts.

Step	Action
1	<p>Click on the <b>Discount</b> tab.</p>  <p><i>Note; Based on the Pay Office selected you may have several options. In this procedure we will use “Discount Percentage” and “Due Days”.</i></p>
2	Click on the Add icon  under Action.
3	<p>Enter the “Discount Percentage” and “Due Days”.</p> 
4	Click Save Discount. Result: Document Level Discount Terms screen opens.
5	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).

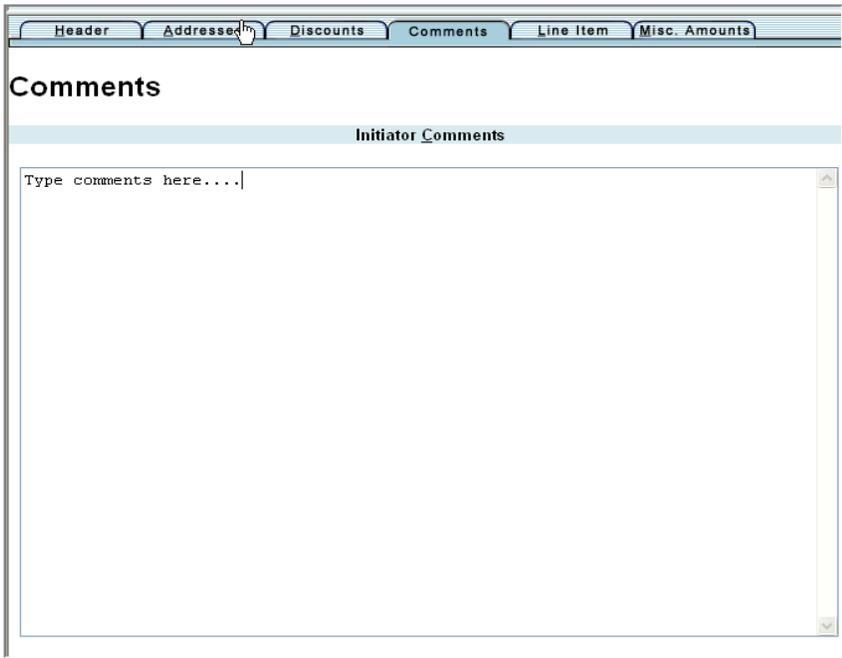
# The Comments Tab – Cost Voucher

**Introduction**

The Comments tab is an optional tab which is typed free-form. You are allowed up to 2000 characters per field. Comments become mandatory from a user when a document is being rejected, or if an invoice is being created after a final invoice or shipment has been indicated.

**Procedure**

Follow the steps to enter comments.

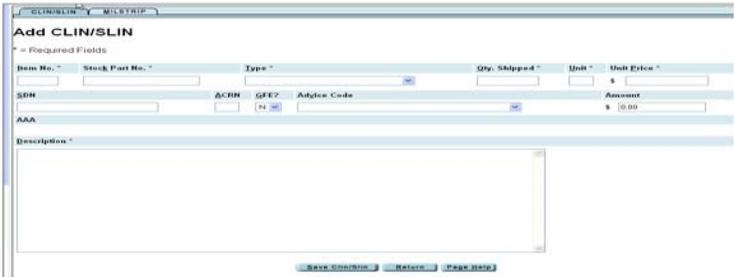
Step	Action
1	Click <b>Comments</b> tab. 
2	Type in comments (Up to 2000 characters).
3	Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>C</u> reate and <u>S</u> ubmit the WAWF document (See “Submitting the Document”).

# The Line Item Tab - Cost Voucher

**Procedure**

Follow the steps below to complete Line Item Tab (adding the CLIN).

- **Navy Only:** May need to enter a Navy "Authorized Accounting Activity" (AAA) code that relates to the Ship To you entered on the Routing Information form.
- **Only MOCAS and IAPS payments will receive an ACRN TAB.** Complete the ACRN Tab *only* if your CLIN/SLIN is funded by more than one ACRN

Step	Action
1	Click Line Item tab.
2	<p><b>Navy Invoicing Only:</b> Click the AAA button under the “TOP” Action Icon.</p> <p><b>All other Invoicing:</b> Click the “BOTTOM” Action Icon button to add CLIN/SLIN. </p>  <p>Result: The Add CLIN/SLIN screen opens.</p>
3	<p>Enter in all required fields. Everything that has an asterisk (*) is a required field (please refer to your contract).</p>  <p><b>Click Save Clin/Slin.</b></p>

*Continued on next page*

# The Line Item Tab - Cost Voucher, Continued

**Procedure** (continued)

Step	Action
4	<p>Add additional line items (up to 250 per document) by repeating above steps.</p> <div data-bbox="553 506 1393 869" style="border: 1px solid black; padding: 5px;"> </div> <p><i>Note 1: The  symbols you can click on to edit your previously entered line item number.</i></p> <p><i>Note 2: The  symbols you can click on to delete your previously entered line item number.</i></p>
5	<p>Click on the next desired WAWF Tab to continue with the document <b>OR</b> return to <b>Header Tab</b> to <u>C</u>reate and <u>S</u>ubmit the WAWF document (See “Submitting the Document”).</p>

# Submitting the Document – Cost Voucher, Continued

## Procedure (continued)

Step	Action
1	Click on the <b>Header</b> tab after entering all the information.
2	Scroll down to the bottom of the screen. Click <b>Create Document</b> . <div data-bbox="548 506 1398 1066" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p data-bbox="548 1102 1166 1136">Result: The Created Cost Voucher screen opens.</p>

*Continued on next page*

# Submitting the Document – Cost Voucher, Continued

## Procedure (continued)

Step	Action
3	<p data-bbox="548 401 922 432">Verify information is correct.</p> <p data-bbox="548 474 1365 579"><i>Note: Attachments are added PRIOR to clicking “Submit”. If you are adding attachments, refer to “Adding an Attachment” section for a detailed procedure.</i></p> <p data-bbox="548 621 1365 684">On the <b>Header Tab</b>, Scroll down to the bottom of screen. Click <b>Submit</b>.</p> <p data-bbox="548 768 1203 800">Scroll down to the bottom of screen. Click <b>Submit</b>.</p> <div data-bbox="553 905 1398 1734" style="border: 1px solid black; padding: 5px;">  </div>

Continued on next page

## Submitting the Document – Cost Voucher, Continued

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### Procedure (continued)

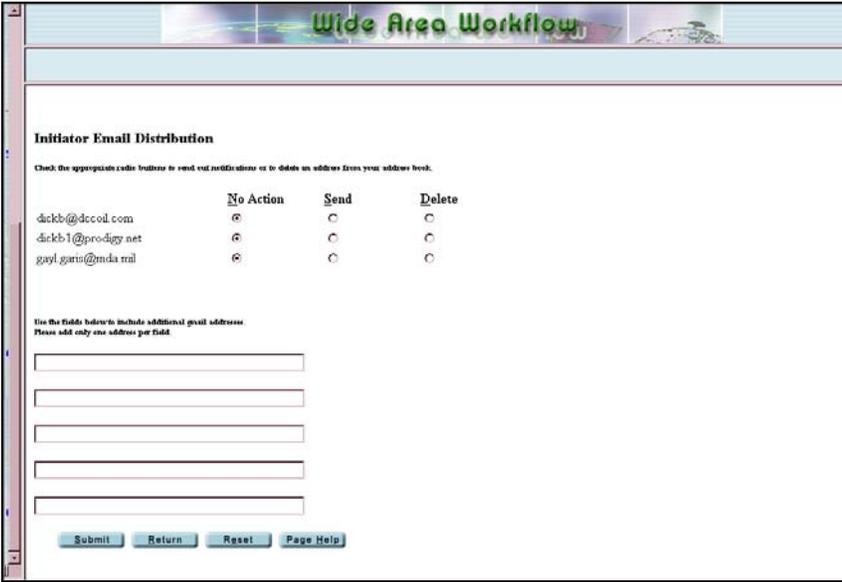
Step	Action						
4	<p data-bbox="548 401 1398 468">Confirm that you have received a message that your document has been created successfully.</p> <div data-bbox="548 506 1398 1182" style="border: 1px solid black; padding: 10px;"><p data-bbox="548 558 1011 579"><b>The Cost Voucher has been submitted successfully.</b></p><table border="1" data-bbox="548 667 1036 737"><thead><tr><th data-bbox="557 674 716 695">Contract Number</th><th data-bbox="727 674 862 695">Delivery Order</th><th data-bbox="873 674 1027 695">Voucher Number</th></tr></thead><tbody><tr><td data-bbox="557 716 691 737">F0960305C0050</td><td data-bbox="727 716 862 737"></td><td data-bbox="873 716 935 737">ABC01</td></tr></tbody></table><p data-bbox="548 831 1073 852">Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil</p><p data-bbox="548 852 1114 873">Email sent to Pay Official: wawf_undel@ecedi.nit.disa.mil</p><p data-bbox="548 1010 873 1031"><a href="#">Send More Email Notifications</a></p><p data-bbox="557 1125 789 1146"><input type="button" value="Return"/> <input type="button" value="Page Help"/></p></div> <p data-bbox="548 1230 1382 1329"><b><i>Note: You have the capability to send more emails to users who are not in the workflow; Refer to “Add Additional Emails” section for detailed procedure.</i></b></p>	Contract Number	Delivery Order	Voucher Number	F0960305C0050		ABC01
Contract Number	Delivery Order	Voucher Number					
F0960305C0050		ABC01					

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# Send More Email Notifications – Cost Voucher

**Introduction** You have the capability to send WAWF emails to users who are not in the workflow process but are interested in WAWF document updates.

**Procedure** Follow the steps below to add additional emails.

Step	Action
1	Click “Send More Email Notifications.”  Result: “Initiator Email Distribution” screen opens.
2	Enter Additional email address.   <p><i>Note: All emails that you have already established will appear. Your options are “No Action”, “Send”, “Delete” or add new e-mail address.</i></p> Click Submit.
3	Confirm additional emails where sent.
4	Click Return.

# Chapter 7

## Creating Documents via Templates

### Overview

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#### Introduction

WAWF allows you to create documents using template features and pre-population.

The “Template” feature was added to assist you in saving time. It takes a previous document (invoice/receiving report) used and turns it into a template for your new document (invoice/receiving report) by pre-populating fields. This process is very helpful when you have to create similar receiving reports every month.

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#### Learning Objective

After completing this chapter, you will be able to create a document from a template in WAWF.

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#### In this section

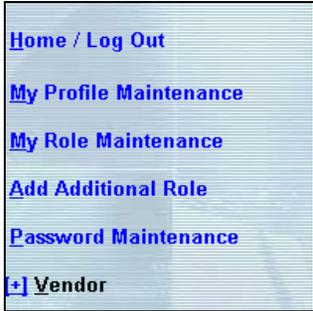
This section contains the following topics.

Topic	See Page
Creating a Document Using a Template	7-2
Creating an Invoice from a Stand-Alone Receiving Report Template	7-8
Creating a Receiving Report from an Invoice Template	7-13

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# Creating a Document Using a Template

**Procedure** Follow the steps below to use the template.

Step	Action
1	Logon to Wide Area Workflow.
2	<p>Click on the [+] symbol next to <b>Vendor</b> section of the submenu in the left sidebar.</p>  <p>Result: Your drop down features will appear.</p>
3	<p>Click <b>Create New Document</b>.</p> 
4	<p>Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field.</p>  <p><b>Important:</b> Although the <i>Delivery Order</i> field is optional in WAWF, if your contract has a delivery order you must enter it in WAWF otherwise leave field blank.</p>

Continued on next page

# Creating a Document Using a Template, Continued

## Procedure (continued)

Step	Action								
5	Click <b>Continue</b> .								
6	<ul style="list-style-type: none"> <li>• If contract is not in EDA or you have not entered the contract number correctly an alert box will appear.</li> <li>• If the contract is located in the EDA system, then the WAWF system would automatically populate certain location code fields (DoDAAC) on this document.</li> </ul> <div data-bbox="451 657 1300 1016" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Contract Number</th> <th style="width: 25%;">Delivery Order</th> <th style="width: 25%;">CAGE Code / Ext.</th> <th style="width: 25%;">Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> </p>  </div> <p>Click <b>OK</b>.</p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	F0960305C0050			
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
F0960305C0050									
7	<p>Enter the “Pay DoDAAC” from your contract if not pre-populated from EDA.</p> <div data-bbox="451 1203 1300 1528" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Contract Number</th> <th style="width: 25%;">Delivery Order</th> <th style="width: 25%;">CAGE Code / Ext.</th> <th style="width: 25%;">Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td>0HB52</td> <td>f25700</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	F0960305C0050		0HB52	f25700
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
F0960305C0050		0HB52	f25700						
8	Click <b>Continue</b> .								
9	Select the document type you are creating. In this procedure we will use “Combo”.								

*Continued on next page*

# Creating a Document Using a Template, Continued

## Procedure (continued)

Step	Action														
10	<p>Click in the check box next to <b>Template</b>.</p> <div data-bbox="451 432 1208 1236" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Contract Number</th> <th style="background-color: #e0e0e0;">Delivery Order</th> <th style="background-color: #e0e0e0;">CAGE Code / Ext.</th> <th style="background-color: #e0e0e0;">Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td>GS35F5237H</td> <td>W912CND6F0101</td> <td>1M3WD</td> <td>HQ0131</td> </tr> </tbody> </table> <p><b>Search For:</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;"><b>Shipment No.</b></td> <td style="text-align: center;"><b>Invoice No.</b></td> </tr> <tr> <td><input type="checkbox"/> <b>Template</b></td> <td>ABC01</td> </tr> </table> <p><input checked="" type="radio"/> <b>Active Documents</b>   <input type="radio"/> <b>Archived Documents</b></p> <p><b>Select Document to Create: *</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Invoice</li> <li><input type="radio"/> Invoice as 2-in-1 (Services Only)</li> <li><input type="radio"/> Construction Payment Invoice</li> <li><input type="radio"/> Commercial Item Financing</li> <li><input type="radio"/> Performance Based Payment</li> <li><input type="radio"/> Progress Payment</li> <li><input type="radio"/> Receiving Report</li> <li><input checked="" type="radio"/> Invoice and Receiving Report (Combo)   Inspection: <input type="text" value="Destination"/>   Acceptance: <input type="text" value="Destination"/></li> <li><input type="radio"/> Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)</li> </ul> <p style="text-align: center;"> <input type="button" value="Continue"/>   <input type="button" value="Return"/>   <input type="button" value="Reset"/>   <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	GS35F5237H	W912CND6F0101	1M3WD	HQ0131			<b>Shipment No.</b>	<b>Invoice No.</b>	<input type="checkbox"/> <b>Template</b>	ABC01
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GS35F5237H	W912CND6F0101	1M3WD	HQ0131												
<b>Shipment No.</b>	<b>Invoice No.</b>														
<input type="checkbox"/> <b>Template</b>	ABC01														
11	Enter a “Shipment No.”, “Invoice No”, or leave these fields blank to retrieve all documents created under this contract/delivery order number. .														
12	Click <b>Continue</b>														

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# Creating a Document Using a Template, Continued

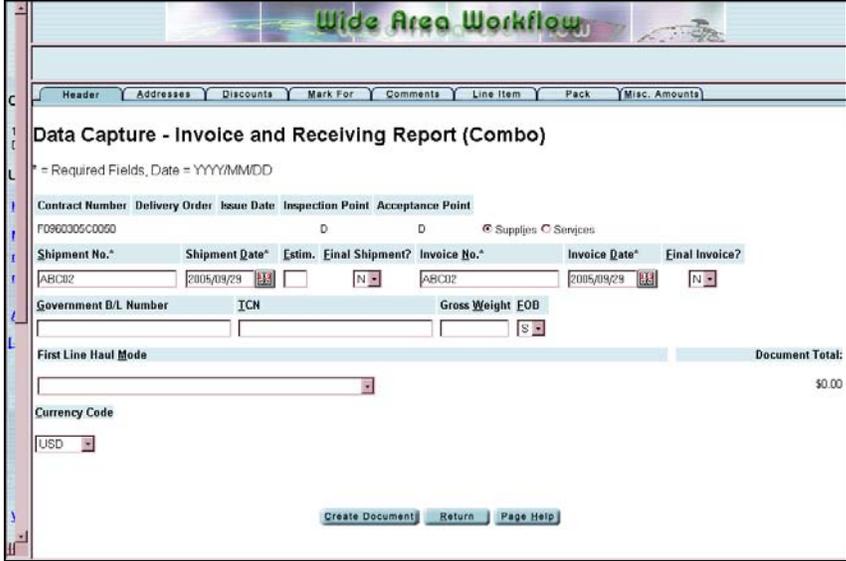
## Procedure (continued)

Step	Action																														
13	<p>Screen will display a pick list of all documents that is associated with the contract number. Select the radio button of the document you would like to retrieve.</p> <div data-bbox="451 506 1308 898" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>CAGE Code / Ext.</th> <th>Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td>0HB52</td> <td>F25700</td> </tr> </tbody> </table> <p><b>Invoice and Receiving Report (Combo) Destination Inspection / Destination Acceptance from Template:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Invoice Number</th> <th>Invoice Status</th> <th>Shipment Number</th> <th>Shipment Status</th> <th>Date Created</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> ABC01</td> <td>Submitted</td> <td>ABC01</td> <td>Submitted</td> <td>2005-09-02</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	F0960305C0050		0HB52	F25700	Invoice Number	Invoice Status	Shipment Number	Shipment Status	Date Created	<input checked="" type="radio"/> ABC01	Submitted	ABC01	Submitted	2005-09-02												
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC																												
F0960305C0050		0HB52	F25700																												
Invoice Number	Invoice Status	Shipment Number	Shipment Status	Date Created																											
<input checked="" type="radio"/> ABC01	Submitted	ABC01	Submitted	2005-09-02																											
14	Click <b>Continue</b> .																														
15	<p>Verify the Routing Information is still correct, make changes as necessary.</p> <div data-bbox="451 1087 1300 1493" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Change Routing Information</b></p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Issue Date</th> <th>Shipment No.</th> <th>Shipment Date</th> <th>Invoice No.</th> <th>Invoice Date</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td></td> <td>ABC01</td> <td>2005/09/02</td> <td>ABC01</td> <td>2005/09/02</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>IssueBy DoDAAC</th> <th>Admin DoDAAC *</th> <th>InspectBy DoDAAC / Ext.</th> <th>Mark For Code / Ext.</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td>S0512A</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Ship To Code * / Ext.</th> <th>Ship From Code / Ext.</th> <th>LPO DoDAAC / Ext.</th> <th>Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>HC1001</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>F25700</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p>Click <b>Continue</b>.</p> <p>Result: Header tab screen opens.</p>	Contract Number	Delivery Order	Issue Date	Shipment No.	Shipment Date	Invoice No.	Invoice Date	F0960305C0050			ABC01	2005/09/02	ABC01	2005/09/02	IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.	Mark For Code / Ext.	<input type="text"/>	S0512A	<input type="text"/>	<input type="text"/>	Ship To Code * / Ext.	Ship From Code / Ext.	LPO DoDAAC / Ext.	Pay DoDAAC *	HC1001	<input type="text"/>	<input type="text"/>	F25700
Contract Number	Delivery Order	Issue Date	Shipment No.	Shipment Date	Invoice No.	Invoice Date																									
F0960305C0050			ABC01	2005/09/02	ABC01	2005/09/02																									
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HC1001	<input type="text"/>	<input type="text"/>	F25700																												

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# Creating a Document Using a Template, Continued

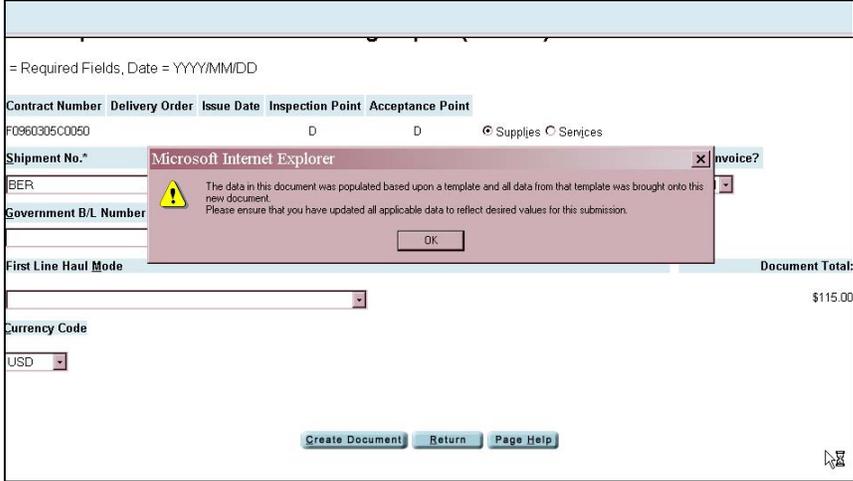
## Procedure (continued)

Step	Action
16	<p>Enter all required fields. Enter optional fields if required per contract.</p>  <p><i>Note: Prior to clicking create document at the bottom of the page; You have the option to edit any information, on any tab, or you are not required to make any changes to your document.</i></p>
17	Verify, correct or add any information on the tabs required to create document
18	Click <b>Create Document</b> on the Header tab.

*Continued on next page*

# Creating a Document Using a Template, Continued

## Procedure (continued)

Step	Action
19	<p>An alert box open letting you know information was pre-populated from a template.</p>  <p>Click <b>OK</b>.</p>
20	<p>Verify information is correct. Scroll down to bottom of document. Click <b>Submit</b>.</p> <p><i>Note: Now you can add any needed attachments if applicable, refer to “Adding an Attachment” section for detailed procedure.</i></p>
21	<p>Confirm that you have received a message that your document has been created successfully.</p> <p><i>Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract. Refer to “Add Additional Emails” section for detailed procedures.</i></p>

# Creating an Invoice from a Stand-Alone Receiving Report Template

## Introduction

A Vendor can create an invoice from a previously created Stand-Alone receiving report.

## Procedure

Follow the steps below to complete contract information.

Step	Action
1	Logon to Wide Area Workflow
2	<p>Click on the [+] symbol next to <b>Vendor</b> section of the sub menu in the left sidebar.</p>  <p>Result: Your drop down features will appear.</p>
3	<p>Click <b>Create New Document</b>.</p>  <p>Result: Create New Document screen opens.</p>

*Continued on next page*

# Creating an Invoice from a Stand-Alone Receiving Report Template, Continued

## Procedure (continued)

Step	Action						
4	<p>Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field</p> <div data-bbox="451 520 1263 947"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1"> <tr> <td><b>Contract Number *</b></td> <td><b>Delivery Order</b></td> <td><b>CAGE Code/Ext. *</b></td> </tr> <tr> <td>N0010497D1234</td> <td>1234</td> <td>09YY8</td> </tr> </table> <p>Continue Reset Page Help</p> </div> <p><i>Note: Although the Delivery Order field is optional in WAWF, if your contract has a delivery order number you must enter it in WAWF otherwise leave field blank.</i></p>	<b>Contract Number *</b>	<b>Delivery Order</b>	<b>CAGE Code/Ext. *</b>	N0010497D1234	1234	09YY8
<b>Contract Number *</b>	<b>Delivery Order</b>	<b>CAGE Code/Ext. *</b>					
N0010497D1234	1234	09YY8					
5	Click <b>Continue</b> .						
6	<ul style="list-style-type: none"> <li>• If contract is not in EDA or you have not entered the contract number correctly an alert box will appear.</li> <li>• If the contract is located in the EDA system, then the WAWF system will pre-populate certain location code fields (DoDAAC/CAGE) on this document.</li> </ul> <div data-bbox="451 1394 1312 1734"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1"> <tr> <td><b>Contract Number</b></td> <td><b>Delivery Order</b></td> <td><b>CAGE Code/Ext. *</b></td> </tr> <tr> <td>F0960305C0050</td> <td></td> <td></td> </tr> </table> <p>Continue Return Res</p> <p><b>Microsoft Internet Explorer</b></p> <p><b>!</b> The contract data is not available in DoD EDA. Please enter contract information. Click the Return button to enter a different Contract Number or continue creating the document.</p> <p>OK</p> </div> <p>Click <b>OK</b>.</p>	<b>Contract Number</b>	<b>Delivery Order</b>	<b>CAGE Code/Ext. *</b>	F0960305C0050		
<b>Contract Number</b>	<b>Delivery Order</b>	<b>CAGE Code/Ext. *</b>					
F0960305C0050							

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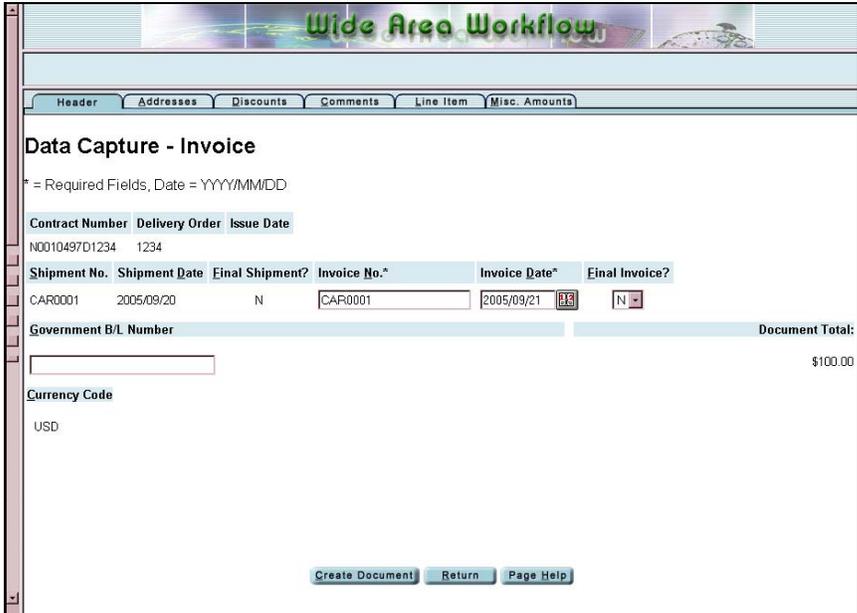
# Creating an Invoice from a Stand-Alone Receiving Report Template Continued

Step	Action								
7	<p>Enter the “Pay DoDAAC” from your contract if not pre-populated from EDA.</p> <div data-bbox="451 449 1232 779" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" data-bbox="456 617 1089 684"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>CAGE Code / Ext.</th> <th>Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>N0010497D1234</td> <td>1234</td> <td>09YY8</td> <td>HQ0339</td> </tr> </tbody> </table> <p> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	N0010497D1234	1234	09YY8	HQ0339
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
N0010497D1234	1234	09YY8	HQ0339						
8	Click <b>Continue</b> .								
9	<p>Select <b>Invoice</b>.</p> <div data-bbox="451 926 1247 1749" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table border="1" data-bbox="456 1041 1013 1108"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>CAGE Code / Ext.</th> <th>Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td>N0010497D1234</td> <td>1234</td> <td>078R6</td> <td>HQ0339</td> </tr> </tbody> </table> <p><b>Search For:</b></p> <p><input type="text" value="Invoice No."/></p> <p> <input type="checkbox"/> Template         <input type="text" value=""/> </p> <p> <input checked="" type="radio"/> Active Documents         <input type="radio"/> Archived Documents       </p> <p><b>Select Document to Create: *</b></p> <p> <input checked="" type="radio"/> Invoice <span style="border: 1px solid black; padding: 2px;">From Receiving Report</span> </p> <p> <input type="radio"/> Invoice as 2-in-1 (Services Only)       </p> <p> <input type="radio"/> Commercial Item Financing       </p> <p> <input type="radio"/> Performance Based Payment       </p> <p> <input type="radio"/> Progress Payment       </p> <p> <input type="radio"/> Receiving Report       </p> <p> <input type="radio"/> Invoice and Receiving Report (Combo)       </p> <p> <input type="radio"/> Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)       </p> <p> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p>Click check box <b>From Receiving Report</b>.</p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	N0010497D1234	1234	078R6	HQ0339
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC						
N0010497D1234	1234	078R6	HQ0339						

*Continued on next page*

# Creating an Invoice from a Stand-Alone Receiving Report Template, Continued

Procedure (continued)

Step	Action
10	<p>Screen will display a pick list all Receiving Reports that is associated with the contract number. Select the radio button of the document you would like to retrieve.</p> 
11	<p>Click <b>Continue</b>.</p> <p>Result: The Data Capture screen opens. All information from the Receiving Report is displayed on all tabs</p>
12	<p>Enter “Invoice No.” and “Invoice Date”.</p> 

Continued on next page

# Creating an Invoice from a Stand-Alone Receiving Report Template, Continued

---

## Procedure (continued)

Step	Action
13	Review all tabs for accuracy.
14	Click <b>Create Document</b>
15	Verify information is correct. Scroll down to the bottom of screen. Click <b>Submit</b> .  <i>Note: Now you can add any needed attachments if applicable, refer to “Adding an Attachment” section for detailed procedure.</i>

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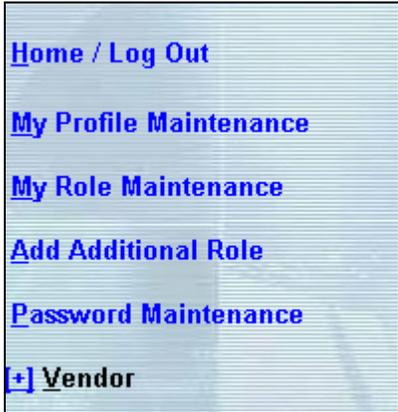
# Creating a Receiving Report from an Invoice Template

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**Introduction** A Vendor can create a receiving report from a stand-alone invoice.

---

**Procedure** Follow the steps to can create a receiving report from a stand-alone invoice

Step	Action
1	Logon to Wide Area Workflow.
2	<p>Click on the [+] symbol next to <b>Vendor</b> section of the sub menu in the left sidebar.</p>  <p>Result: Your drop down features will appear.</p>
3	<p>Click <b>Create New Document</b>.</p>  <p>Result: Create New Document screen opens.</p>

*Continued on next page*



# Creating a Receiving Report from an Invoice Template, Continued

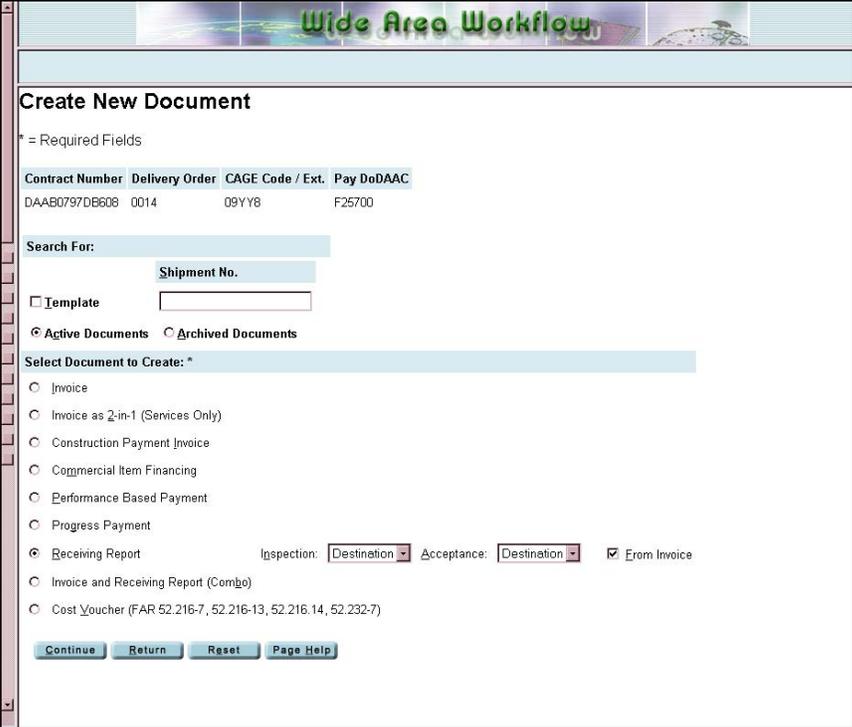
## Procedure (continued)

Step	Action								
7	<p>Enter the “Pay DoDAAC” from your contract if not pre-populated from EDA.</p> <div data-bbox="451 470 1308 829"><p><b>Create New Document</b></p><p>* = Required Fields</p><table border="1"><thead><tr><th>Contract Number</th><th>Delivery Order</th><th>CAGE Code / Ext.</th><th>Pay DoDAAC *</th></tr></thead><tbody><tr><td>N0010497D1234</td><td>1234</td><td>09YY8</td><td><input type="text" value="HQ0339"/></td></tr></tbody></table><p><input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/></p></div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	N0010497D1234	1234	09YY8	<input type="text" value="HQ0339"/>
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
N0010497D1234	1234	09YY8	<input type="text" value="HQ0339"/>						
8	<p>Click <b>Continue</b>.</p> <p>Result: Create New Document screen opens.</p>								
9	<p>Select <b>Receiving Report</b>.</p>								

*Continued on next page*

# Creating a Receiving Report from an Invoice Template, Continued

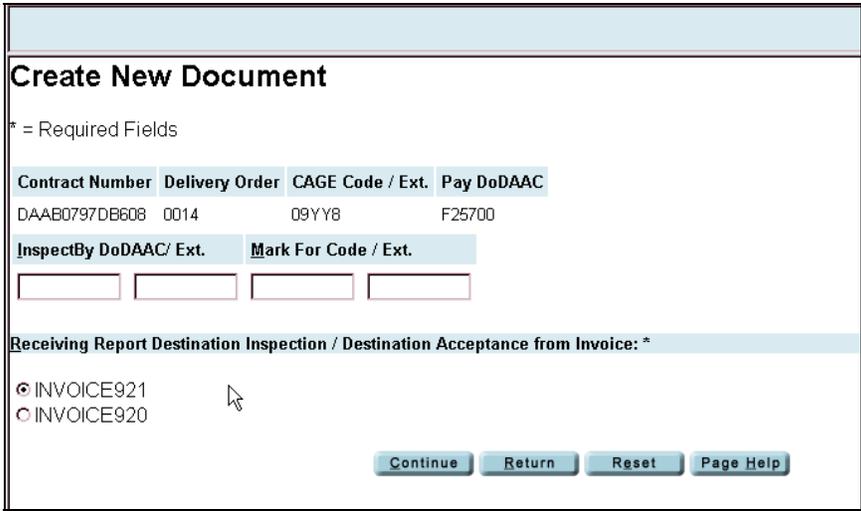
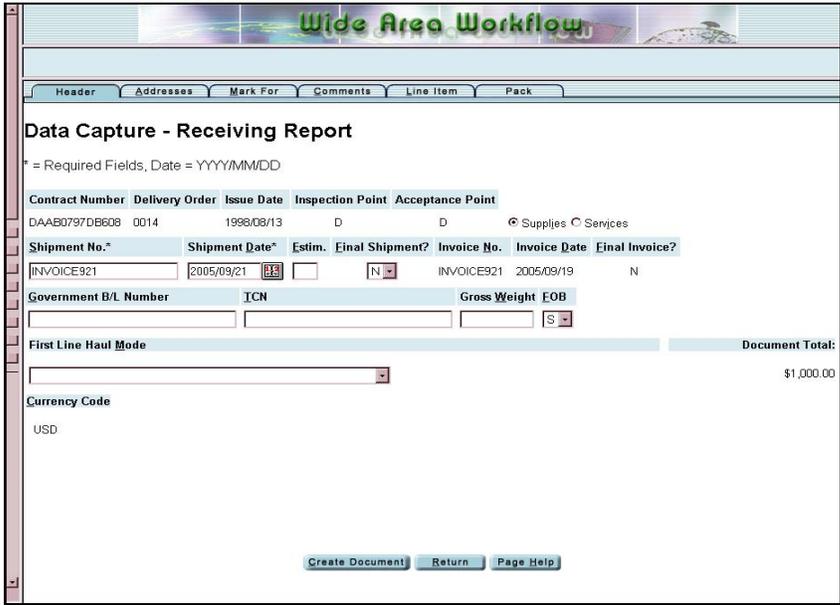
## Procedure (continued)

Step	Action
10	<p>Select “Inspection” and “Acceptance” points according to your contract.</p>  <p><b>Reference:</b>  <i>It is important to review your contract to identify the Inspection/Acceptance points: <u>FAR 46.503 PLACE OF ACCEPTANCE</u></i></p> <p><u>SOURCE</u> Inspection or Acceptance points identifies government quality assurance is performed <i>prior</i> to product shipment.</p> <p><u>DESTINATION</u> Inspection or Acceptance points identifies government quality assurance is performed <i>after</i> product shipment.</p> <p><i><b>“Other” permits the receipt of items at a location other than Source or Destination. (example: a third party location as listed on the contract). The goods or services will be shipped to a location named in the contract and final acceptance may occur at destination.</b></i></p>
11	Click the checkbox next to <b>From Invoice</b> .

Continued on next page

# Creating a Receiving Report from an Invoice Template, Continued

## Procedure (continued)

Step	Action
12	Click <b>Continue</b> .
13	<p>Screen will display a pick list of all receiving reports that is associated with the contract number. Select the radio button of the document you would like to retrieve.</p> 
14	<p>Enter “Shipment No.” and “Shipment Date”.</p> 
15	Review all tabs for accuracy.

*Continued on next page*

## Creating a Receiving Report from an Invoice Template, Continued

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### Procedure (continued)

Step	Action
16	Verify information is correct. Scroll down to the bottom of the screen. Click <b>Submit</b> .  <i>Note: Now you can add any needed attachments if applicable; refer to “Adding an Attachment” section for detailed procedure.</i>
17	Confirm that you have received a message that your document has been created successfully.  <i>Note: You have the capability to send more emails to users who are not in the workflow. Refer to “Add Additional Emails” section for detailed procedures.</i>

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# Chapter 8

## View Vendor Document Folder

### Overview

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**Introduction** This section covers locating the document ready for acceptance, viewing the document information, and finally electronically accepting or rejecting the document.

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**Learning Objectives** Upon completion of this chapter, you will be able to

1. Use of the Search Criteria Page
2. View Documents
3. Review Tabs
4. Recall Documents

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**Contents** This chapter contains the following topics.

<b>Topic</b>	<b>See Page</b>
Using the Search Criteria Page	8-2
View Vendor Documents Folder	8-8
Description of Column Heading	8-12
WAWF Status Codes	8-14
Viewing Attachments	8-16
Recalling, Correcting and Resubmitting a Document	8-18

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# Using the Search Criteria Page

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**Introduction** To view documents in the Vendor folder you will need to learn to search.

The Search Criteria screen lets you retrieve only documents that meet certain criteria. For example, if you enter a contract number in the “Contract Number” field; only documents with that contract number will be retrieved. If you enter nothing in these fields, all documents are retrieved.

---

**Procedure** Follow the steps below to search for document in the View Vendor Folder.

Step	Action
1	Logon to WAWF.
2	<p>Click on the [+] symbol next to <b>Vendor</b>. Section of the sub menu in the left sidebar.</p>  <p>Result: Your drop down features will appear.</p>
3	<p>Click View Vendor Documents</p>  <p>Result: Search Criteria screen opens</p>

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*Continued on next page*

# Using the Search Criteria Page, Continued

Procedure (continued)

Step	Action
4	<p>Select a <b>CAGE</b> from the “Select Location Code.” (It is the only required field when searching for a document)</p> <div style="border: 1px solid black; padding: 10px;"> <p><b>Search Criteria - Vendor Documents Folder By Vendor (Payee)</b></p> <p>* = Required Fields</p> <p><b>CAGE *</b></p> <p>Select Location Code <input type="button" value="v"/></p> <p><b>Search For</b></p> <p><input checked="" type="radio"/> <b>Active Documents</b>      <input type="radio"/> <b>Archived Documents</b></p> <p><b>Contract Number</b>      <b>Delivery Order</b></p> <p><input type="text"/>      <input type="text"/></p> <p><b>Vendor (Payee) / Extension</b>      <b>Ship From / Extension</b></p> <p><input type="text"/> <input type="text"/>      <input type="text"/> <input type="text"/></p> <p><b>Shipment No.</b>      <b>Invoice Number</b></p> <p><input type="text"/>      <input type="text"/></p> <p><b>Type Document</b>      <b>Status</b></p> <p>All Documents <input type="button" value="v"/>      All Documents <input type="button" value="v"/></p> <p><b>Create Date (YYYY/MM/DD)</b>      <b>Create Date End (YYYY/MM/DD)</b></p> <p>2006/06/17 <input type="button" value="12 5:30"/>      2006/07/17 <input type="button" value="12 5:30"/></p> <p><b>Acceptance Date (YYYY/MM/DD)</b>      <b>Acceptance Date End (YYYY/MM/DD)</b></p> <p><input type="text"/> <input type="button" value="12 5:30"/>      <input type="text"/> <input type="button" value="12 5:30"/></p> <p><b>Invoice Received Date (YYYY/MM/DD)</b>      <b>Invoice Received Date End (YYYY/MM/DD)</b></p> <p><input type="text"/> <input type="button" value="12 5:30"/>      <input type="text"/> <input type="button" value="12 5:30"/></p> <p><b>Estimated Delivery Date (YYYY/MM/DD)</b>      <b>Estimated Delivery Date End (YYYY/MM/DD)</b></p> <p><input type="text"/> <input type="button" value="12 5:30"/>      <input type="text"/> <input type="button" value="12 5:30"/></p> </div> <p><i>Note– In the drop down box will be all the cage codes you have been activated for within WAWF-RA. You may only search under your active Cage Codes that you have registered for.</i></p>

Continued on next page

## Using the Search Criteria Screen, Continued

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### Optional Search Criteria fields

Search by any of the other optional fields.

For example, if you enter a contract number in the “Contract Number field, only documents with that contract number will be retrieved.

If you enter nothing in these fields, all documents are retrieved.

You can enter wild card characters in the optional fields as well.

---

### Wildcard characters

You can use wildcard characters to enter partial information. The percent sign (%) and underscore (\_) are wildcard characters.

For example,

- Entering %A or A% returns documents that have “A” anywhere in the selected field.
- Entering \_BC returns documents that begin with any character and have “B” and “C” in the 1st and 2nd positions of the selected field.

<b>CAGE *</b>	
1M3W0	
<b>Search For</b>	
<input checked="" type="radio"/> <b>Active Documents</b>	
<input type="radio"/> <b>Archived Documents</b>	
<b>Contract Number</b>	<b>Delivery Order</b>
<b>Vendor (Payee) / Extension</b>	<b>Ship From / Extension</b>
%A	
<b>Shipment No.</b>	<b>Invoice Number</b>
	_BC

---

*Continued on next page*

## Using the Search Criteria Screen, Continued

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**Important** WAWF stores documents according to a document age and status in either the active or archived document folder.

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**Active Documents**

WAWF **Active Document** folder contains all documents.

*Important: For documents that are in a “Void” status for longer than 30 days or “Process” status for longer than 120 days you will be able to locate these in the Archive Documents folder.*

Search For	
<input checked="" type="radio"/> <u>A</u> ctive Documents	<input type="radio"/> <u>A</u> rchived Documents
<u>C</u> ontract Number	<u>D</u> elivery Order
<input type="text"/>	<input type="text"/>

---

## Using the Search Criteria Screen, Continued

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**3 ways to enter dates** When searching by the “Create Date”, “Acceptance Date”, or the “Invoice Received Date” there are 3 ways to enter the dates.

You can enter the date yourself by typing the year first, then the month and day (YYYY/MM/DD).

Use the calendar feature, which allows you to retrieve documents within a specific date range. Click on the date from the pop-up calendar feature. The calendar feature disappears, and the date you have chosen appears in the field.

Enter today’s date by entering an asterisk (\*) in the date field and then tab out of the field.

*Tip – Use a range when entering date searches instead of putting in one date when looking for a document. Use possibly the month prior to that document as your begin date and today’s date as the end date.*

---

### **Archived Documents**

Documents that have been in “Process” status 120 days or longer or “Void” status 30 days or longer are generally Archived. These documents are accessible to the user in a view-only mode; and they are no longer available for recall for further processing.

Documents which have been related to another document (e.g., stand alone invoice related to a previously submitted stand alone receiving report) will remain in the active database until both documents are in “Process” or “Void”. Both documents will be reflected on the same line on the Search Result screen. Documents may be archived for up to 6 years.

Search For	
<input type="radio"/> Active Documents	<input checked="" type="radio"/> Archived Documents

---

*Continued on next page*

## Using the Search Criteria Screen, Continued

**Search by dates for Archived Documents** To search for documents have been in “Process” or “Void” status you must:  
To search for a document :

1. Select Archived Documents
2. Enter a specific date range in one of the following “Create Date”, “Acceptance Date”, or the “Invoice Receive Date.”

<b>Create Date (YYYY/MM/DD)</b>	<b>Create Date End (YYYY/MM/DD)</b>
<input type="text"/>	<input type="text"/>
<b>Acceptance Date (YYYY/MM/DD)</b>	<b>Acceptance Date End (YYYY/MM/DD)</b>
<input type="text"/>	<input type="text"/>
<b>Invoice Received Date (YYYY/MM/DD)</b>	<b>Invoice Received Date End (YYYY/MM/DD)</b>
<input type="text"/>	<input type="text"/>

**Search by dates for Active Documents** WAWF defaults to a thirty day range to search for documents (see Create Date and Create Date End fields). To change the calendar dates to search for older documents.

To search for a document older than 30 days old:

- Select Active or Archive Documents AND
- Enter a specific date range in one of the following “Create Date”, “Acceptance Date”, or the “Invoice Receive Date.”

<b>Create Date (YYYY/MM/DD)</b>	<b>Create Date End (YYYY/MM/DD)</b>
2006/06/09	2006/07/09
<b>Acceptance Date (YYYY/MM/DD)</b>	<b>Acceptance Date End (YYYY/MM/DD)</b>
<input type="text"/>	<input type="text"/>
<b>Invoice Received Date (YYYY/MM/DD)</b>	<b>Invoice Received Date End (YYYY/MM/DD)</b>
<input type="text"/>	<input type="text"/>
<b>Estimated Delivery Date (YYYY/MM/DD)</b>	<b>Estimated Delivery Date End (YYYY/MM/DD)</b>
<input type="text"/>	<input type="text"/>

Search results are based on documents worked within the last 30 days. To retrieve documents outside this range provide specific date ranges as search criteria even if you entered a specific contract and/or shipment number. The minimum age of documents in the Archive is based upon their status when they were archived. See the SUM for clarification on archive dates.

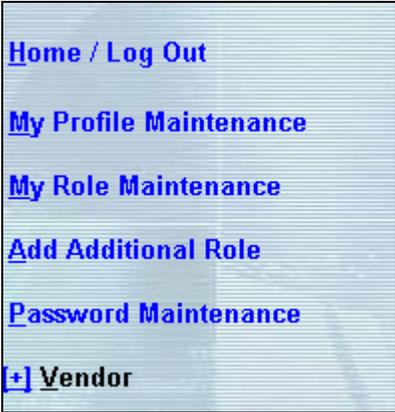
# View Vendor Documents Folder

---

**Introduction** “View Vendor Documents” is the history folder for the Vendor WAWF documents. Once a document has been submit the document moves to the View Vendor Documents Folder.

---

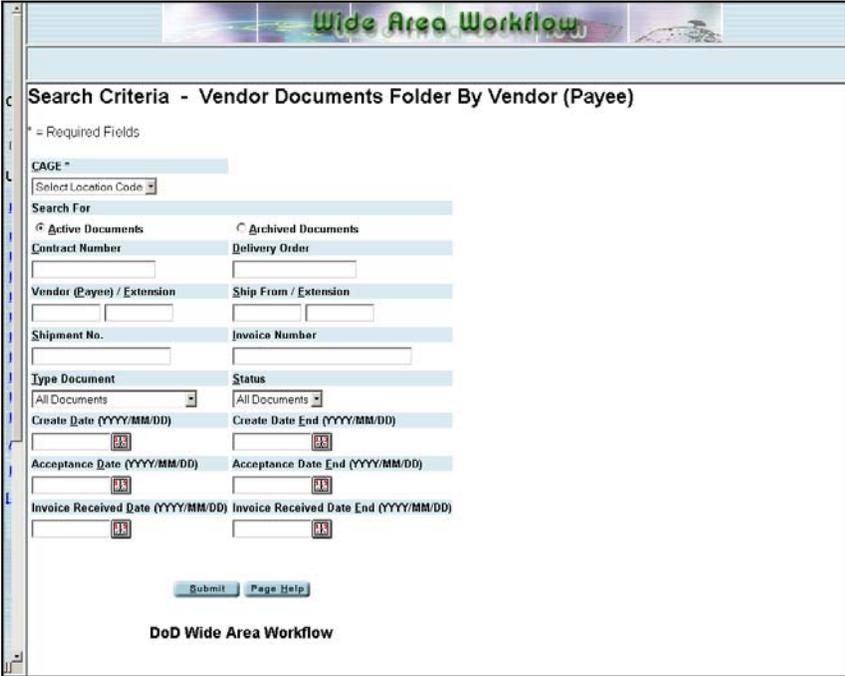
**Procedure** Follow the steps below to retrieve documents. In this procedure we will use a Receiving Report as example.

Step	Action
1	Logon to WAWF.
2	<p>Click on the [+] symbol next to <b>Vendor</b>. Section of the sub menu in the left sidebar.</p>  <p>Result: Your drop down features will appear.</p>
3	<p>Click View Vendor Documents.</p>  <p>Result: Search Criteria screen opens.</p>

*Continued on next page*

# View Vendor Documents Folder, Continued

Procedure (continued)

Step	Action
4	<p>Select a <b>CAGE</b> from the “Select Location Code”.</p>  <p>The screenshot shows the 'Wide Area Workflow' search interface. The title is 'Search Criteria - Vendor Documents Folder By Vendor (Payee)'. A note indicates that fields with an asterisk are required. The 'CAGE' field is highlighted with a blue bar and contains a dropdown menu labeled 'Select Location Code'. Below this are sections for 'Search For' (with radio buttons for 'Active Documents' and 'Archived Documents'), 'Contract Number' and 'Delivery Order', 'Vendor (Payee) / Extension' and 'Ship From / Extension', 'Shipment No.' and 'Invoice Number', 'Type Document' and 'Status', and several date range fields: 'Create Date (YYYY/MM/DD)', 'Create Date End (YYYY/MM/DD)', 'Acceptance Date (YYYY/MM/DD)', 'Acceptance Date End (YYYY/MM/DD)', 'Invoice Received Date (YYYY/MM/DD)', and 'Invoice Received Date End (YYYY/MM/DD)'. At the bottom, there are 'Submit' and 'Page Help' buttons, and the text 'DoD Wide Area Workflow'.</p>

Continued on next page

# View Vendor Documents Folder, Continued

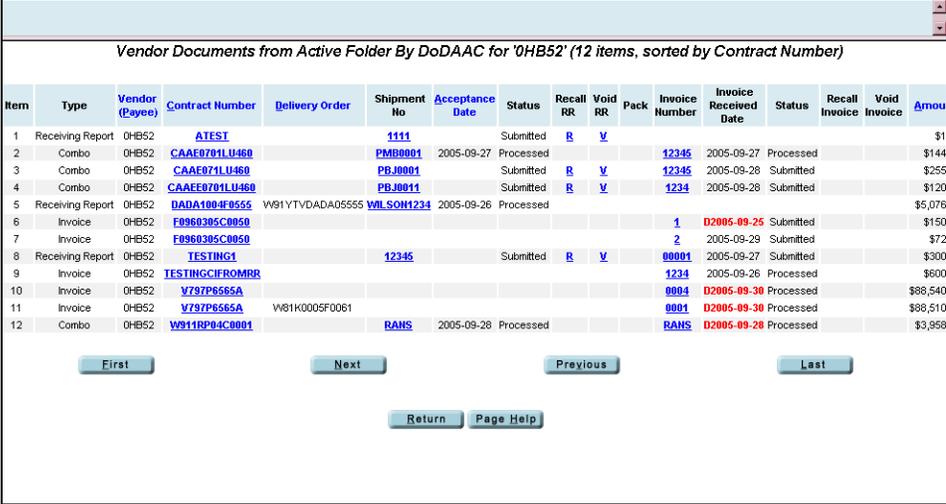
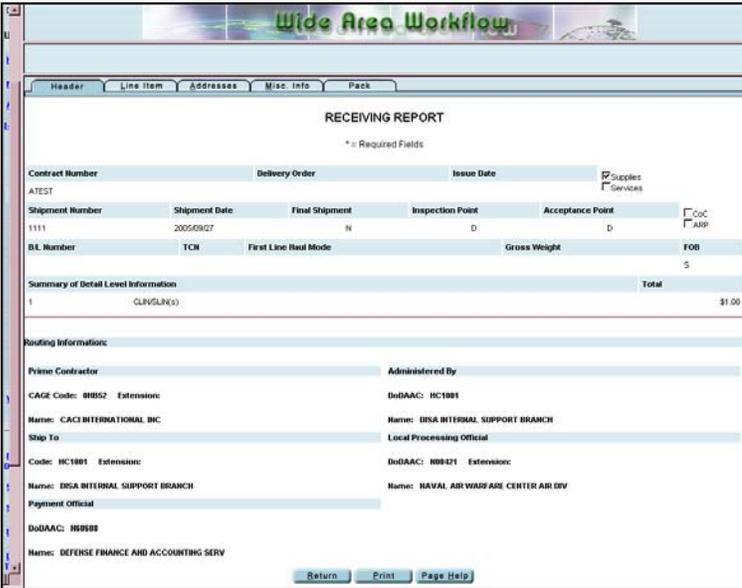
## Procedure (continued)

Step	Action																																																																																																																																																																																																																													
5	<p>Click <b>Submit</b>.</p> <p>Result: Below is an example of the document search results in the Vendor View Document Folder. The information on the top of the screen displays the number of items in the folder.</p> <p>Each of the column headings has a title. Several titles are in blue hyperlink. These columns control the sort order of the documents. By clicking on the blue hyper-linked column title, the documents will re-sort alphanumerically based on the contents of that column.</p> <div data-bbox="477 762 1328 1215" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Vendor Documents from Active Folder By DoDAAC for '0HB52' (12 Items, sorted by Contract Number)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment No</th> <th>Acceptance Date</th> <th>Status</th> <th>Recall RR</th> <th>Void RR</th> <th>Pack</th> <th>Invoice Number</th> <th>Invoice Received Date</th> <th>Status</th> <th>Recall Invoice</th> <th>Void Invoice</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Receiving Report</td> <td>0HB52</td> <td><a href="#">ATEST</a></td> <td></td> <td><a href="#">1111</a></td> <td></td> <td>Submitted</td> <td><a href="#">R</a></td> <td><a href="#">Y</a></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$1</td> </tr> <tr> <td>2</td> <td>Combo</td> <td>0HB52</td> <td><a href="#">CAAE8701LU460</a></td> <td></td> <td><a href="#">PMB0001</a></td> <td>2005-09-27</td> <td>Processed</td> <td></td> <td></td> <td></td> <td><a href="#">12345</a></td> <td>2005-09-27</td> <td>Processed</td> <td></td> <td></td> <td>\$144</td> </tr> <tr> <td>3</td> <td>Combo</td> <td>0HB52</td> <td><a href="#">CAAE8701LU460</a></td> <td></td> <td><a href="#">PBJ0001</a></td> <td></td> <td>Submitted</td> <td><a href="#">R</a></td> <td><a href="#">Y</a></td> <td></td> <td><a href="#">12345</a></td> <td>2005-09-28</td> <td>Submitted</td> <td></td> <td></td> <td>\$255</td> </tr> <tr> <td>4</td> <td>Combo</td> <td>0HB52</td> <td><a href="#">CAAE8701LU460</a></td> <td></td> <td><a href="#">PBJ0011</a></td> <td></td> <td>Submitted</td> <td><a href="#">R</a></td> <td><a href="#">Y</a></td> <td></td> <td><a href="#">1234</a></td> <td>2005-09-28</td> <td>Submitted</td> <td></td> <td></td> <td>\$120</td> </tr> <tr> <td>5</td> <td>Receiving Report</td> <td>0HB52</td> <td><a href="#">DADA1004F0555</a></td> <td>W91YTVDA005555</td> <td><a href="#">WLSOH1234</a></td> <td>2005-09-26</td> <td>Processed</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$5,076</td> </tr> <tr> <td>6</td> <td>Invoice</td> <td>0HB52</td> <td><a href="#">F0980385C0050</a></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">1</a></td> <td><a href="#">02005-09-25</a></td> <td>Submitted</td> <td></td> <td></td> <td>\$150</td> </tr> <tr> <td>7</td> <td>Invoice</td> <td>0HB52</td> <td><a href="#">F0980385C0050</a></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">2</a></td> <td>2005-09-29</td> <td>Submitted</td> <td></td> <td></td> <td>\$72</td> </tr> <tr> <td>8</td> <td>Receiving Report</td> <td>0HB52</td> <td><a href="#">TESTING1</a></td> <td></td> <td><a href="#">12345</a></td> <td></td> <td>Submitted</td> <td><a href="#">R</a></td> <td><a href="#">Y</a></td> <td></td> <td><a href="#">00001</a></td> <td>2005-09-27</td> <td>Submitted</td> <td></td> <td></td> <td>\$300</td> </tr> <tr> <td>9</td> <td>Invoice</td> <td>0HB52</td> <td><a href="#">TESTINGCIBROMBR</a></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">1234</a></td> <td>2005-09-26</td> <td>Processed</td> <td></td> <td></td> <td>\$600</td> </tr> <tr> <td>10</td> <td>Invoice</td> <td>0HB52</td> <td><a href="#">V797P6555A</a></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">0004</a></td> <td><a href="#">02005-09-30</a></td> <td>Processed</td> <td></td> <td></td> <td>\$88,540</td> </tr> <tr> <td>11</td> <td>Invoice</td> <td>0HB52</td> <td><a href="#">V797P6555A</a></td> <td>W81K0005F0061</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">0001</a></td> <td><a href="#">02005-09-30</a></td> <td>Processed</td> <td></td> <td></td> <td>\$88,510</td> </tr> <tr> <td>12</td> <td>Combo</td> <td>0HB52</td> <td><a href="#">W911RP04C0001</a></td> <td></td> <td><a href="#">BAHS</a></td> <td>2005-09-28</td> <td>Processed</td> <td></td> <td></td> <td></td> <td><a href="#">BAHS</a></td> <td><a href="#">02005-09-28</a></td> <td>Processed</td> <td></td> <td></td> <td>\$3,958</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="First"/> <input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Last"/> </p> <p style="text-align: center;"> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Pack	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount	1	Receiving Report	0HB52	<a href="#">ATEST</a>		<a href="#">1111</a>		Submitted	<a href="#">R</a>	<a href="#">Y</a>							\$1	2	Combo	0HB52	<a href="#">CAAE8701LU460</a>		<a href="#">PMB0001</a>	2005-09-27	Processed				<a href="#">12345</a>	2005-09-27	Processed			\$144	3	Combo	0HB52	<a href="#">CAAE8701LU460</a>		<a href="#">PBJ0001</a>		Submitted	<a href="#">R</a>	<a href="#">Y</a>		<a href="#">12345</a>	2005-09-28	Submitted			\$255	4	Combo	0HB52	<a href="#">CAAE8701LU460</a>		<a href="#">PBJ0011</a>		Submitted	<a href="#">R</a>	<a href="#">Y</a>		<a href="#">1234</a>	2005-09-28	Submitted			\$120	5	Receiving Report	0HB52	<a href="#">DADA1004F0555</a>	W91YTVDA005555	<a href="#">WLSOH1234</a>	2005-09-26	Processed									\$5,076	6	Invoice	0HB52	<a href="#">F0980385C0050</a>								<a href="#">1</a>	<a href="#">02005-09-25</a>	Submitted			\$150	7	Invoice	0HB52	<a href="#">F0980385C0050</a>								<a href="#">2</a>	2005-09-29	Submitted			\$72	8	Receiving Report	0HB52	<a href="#">TESTING1</a>		<a href="#">12345</a>		Submitted	<a href="#">R</a>	<a href="#">Y</a>		<a href="#">00001</a>	2005-09-27	Submitted			\$300	9	Invoice	0HB52	<a href="#">TESTINGCIBROMBR</a>								<a href="#">1234</a>	2005-09-26	Processed			\$600	10	Invoice	0HB52	<a href="#">V797P6555A</a>								<a href="#">0004</a>	<a href="#">02005-09-30</a>	Processed			\$88,540	11	Invoice	0HB52	<a href="#">V797P6555A</a>	W81K0005F0061							<a href="#">0001</a>	<a href="#">02005-09-30</a>	Processed			\$88,510	12	Combo	0HB52	<a href="#">W911RP04C0001</a>		<a href="#">BAHS</a>	2005-09-28	Processed				<a href="#">BAHS</a>	<a href="#">02005-09-28</a>	Processed			\$3,958
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# View Vendor Documents Folder, Continued

Procedure (continued)

Step	Action
6	<p>Click on the shipment number under the “Shipment No” column to open the Receiving Report.</p>  <p>Note: Clicking on any blue hyper link will result in the opening of a document. Result: Receiving Report opens.</p>
7	<p>Review the document by clicking the different tabs.</p> 
8	<p>Click <b>Return</b> to return to Vendor Folder.</p>

## Column Headings

**Description** The table below provides a description of the column headings.

<b>Column Headings</b>	<b>Description</b>
Item	WAWF numbers the documents displayed on the search results screen. A maximum number of 25 items will be displayed on the search results screen at a time. To navigate to other sets of 25 items, click on the “First Page,” “Next Page,” “Prior Page” or “Last Page” links under the last item displayed on the screen.
Type	This column will identify the type of document. The document types currently accommodated are Invoice, Fast Pay Invoice, Invoice 2-N-1, Combo, Cost Voucher, Performance Payment, Progress Payment, Commercial Finance Invoice, and Receiving Report. Refer to the WAWF document section for more information regarding these documents.
Vendor (Payee)	The CAGE code of the vendor submitting the document.
Contract Number	The contract number for which the document is associated. This element also is link to EDA to view the contractual documentation. Refer to the Electronic Document Access links section for more information regarding the EDA links.
Delivery Order	The SPIIN associated with the document.
Shipment No	The Shipment No column provides the shipment number assigned to the receiving report and also a link to the WAWF document image. To view the receiving report image in WAWF, click on the “Shipment No” link for the associated item. Note the shipment numbers in this column are in blue underscored text, indication a link to the image.
Acceptance Date	The Acceptance Date column reflects the date the shipment was accepted. The search results may be resorted using column as a sort parameter. The column header is underscored blue text, indicating that the data may be sorted on this field. To resort the data on this field, click on the column header. The search results will be presented in ascending order.

*Continued on next page*

## Column Headings, Continued

### Description (continued)

<b>Column Heading</b>	<b>Description</b>
Status (1 <sup>st</sup> )	Receiving Report Status. Refer to detailed list on pg 149.
Recall RR	The receiving report recall function is available from the Vendor View Document folder. This column will contain a blue underscored R when the recall function is available. Receiving Report can be recalled as long as no government personnel have taken action.
Void RR	The Void receiving report function is available under the View Vendor Document folder and Access reject folder. Only the initiator, the contractor, may void a receiving report.)
Invoice Number	The Invoice Number column provides the invoice number assigned to the invoice and also a link to the WAWF document image. To view the invoice image, click on the "Invoice Number" link for the associated item.
Invoice Received Date	The date the WAWF system received the invoice. Date appears in red means a discount was offered
Status (2 <sup>nd</sup> )	Invoice Status. Refer to detailed list on pg 149.
Recall Invoice	The invoice recall function is available from the View Vendor Document folder. This column will contain a blue underscored R (R) when the recall function is available.
Void Invoice	Only the vendor (contractor) may void invoices. The Payment Official may only void invoices after reject action
Amount	The amount of the receiving report or invoice.

# WAWF Status Codes

**Defined**

The table below defines the WAWF document status codes.

<b>Status Code</b>	<b>Definition</b>
Certified	Has been signed by the LPO.
Pre-certified	LPO has Pre-certified the document
Reviewed	Is in the Pay Office and awaiting processing.
Processed	Has been processed by the Pay office and is within the entitlement system. Payment will be in accordance with Prompt Payment terms.
Resubmitted	Has been corrected by the Initiator and resubmitted for action. (Only seen following a rejection by the government)
Rejected	Has been sent back to the Initiator by the government.
Hold	On Hold within a government user's folder.
Suspended	<p>A temporary status used by the payment office to research potential errors. After research, Pay Office <u>MAY EITHER</u> "PROCESS" into entitlement system manually or "Reject" invoices back to the vendor.</p> <p><b>OR</b></p> <p>Payment Office will "made ready for recall" receiving reports that need to be recalled by the government official.</p> <p>Note: The Payment Office CANNOT reject receiving reports back to any government officials</p>
Approved	Voucher has been approved by DCAA Auditor
In process	Vendor has submitted interim voucher to DCAA office and DCAA reviewer has reviewed the voucher and made processing recommendations to the DCAAA auditor. Voucher will remain in "IN Process" status until approved or rejected by the DCAA auditor.
Voided	No longer valid for payment
Navy In-Process	A New Status in WAWF that indicates the document requires action by the Navy.

*Continued on next page*

## WAWF Status Codes, Continued

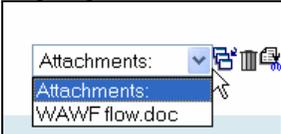
Defined (continued)

Status Code	Definition
Submitted	<p>Receiving Report has been created by the government and is awaiting Inspect/Acceptance.</p> <p><b>OR</b></p> <p>A document has been created by the vendor and is awaiting government action.</p>
Inspected	<p>Has been Inspected</p> <p>For Source/Source workflow- has been forwarded to the Pay Office unless an LPO is in the workflow.</p> <p>For Source/Destination or Destination/Destination- has been forwarded to the Acceptor for Acceptance signature.</p> <p>For Cost Voucher/Summary Cost Vouchers- document has been provisionally accepted by the DCAA Auditor and has been forwarded to the Pay Office unless an LPO is in the workflow.</p>
Accepted	<p>Has been accepted and is now in the Acceptance History folder.</p> <p><b>OR</b></p> <p>Document in Accepted status waiting LPO processing, when LPO is designated in the routing.</p> <p><b>OR</b></p> <p>Has been made ready for recall by payment office on EDI enabled entitlement systems, or is waiting processing by Payment Office if sent on non-EDI entitlement system.</p> <p><b>OR</b></p> <p>Document is awaiting processing by the Payment Office for NON-EDI enabled payment offices, Air Force receiving reports will remain in accepted status until the payment office moves them from “Accepted” to a “Processed” status.</p>

# Viewing Attachments

**Introduction** To view the file that other parties have attached, you need to extract the file from the WAWF system and place it in your own computer's file system to view it.

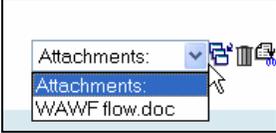
**Procedure** Follow the steps below to extract an attachment.

Step	Action
1	<p>Select "Misc. Info" tab.</p> 
2	<p>Click the drop down arrow on the Attachments drop-down box.</p> 
3	<p>Highlight the desired attachment.</p> 

*Continued on next page*

## Viewing Attachments, Continued

### Procedure (continued)

Step	Action
4	<p data-bbox="553 369 997 396">Click the Extract Attachment icon.</p>  <p data-bbox="553 611 1333 680"><b>Result:</b> A File Download alert box appears that asks if you would like to open the file or save the file to your computer.</p> <p data-bbox="553 722 1390 898"><b>Important:</b> It is possible to simply view (clicking the “Open” button) the attachment instead of saving the attachment to your computer. Be aware that the attachment(s) may be large in size so – depending on the speed of your Internet connection – it may take a while for the attachment to open.</p> <p data-bbox="553 940 1378 1010"><b>Recommendation:</b> We recommend saving the attachment(s) to your computer instead of viewing them.</p>
5	A Save As window appears. Select location to save attachment
6	<p data-bbox="553 1062 1094 1089">Click <b>Save</b> to save attachment to your PC.</p> <p data-bbox="553 1131 1354 1199"><b>Result:</b> When the download is finished, a Download complete window will appear.</p>
7	Click <b>Close</b> . You may go to the location on the hard drive where you saved the attachment to view it.

# Recalling, Correcting and Resubmitting a Document

---

## Introduction

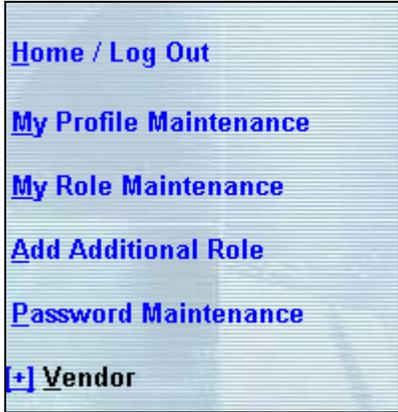
If you want to correct the information on a document that was have created, you can recall it and make changes from the View Vendor Document folder if the document is in a status that allows you to recall. (If the next workflow user has not taken action on it).

This is available only if the document you created has an active (R) under Recall available on the document index file.

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## Procedure

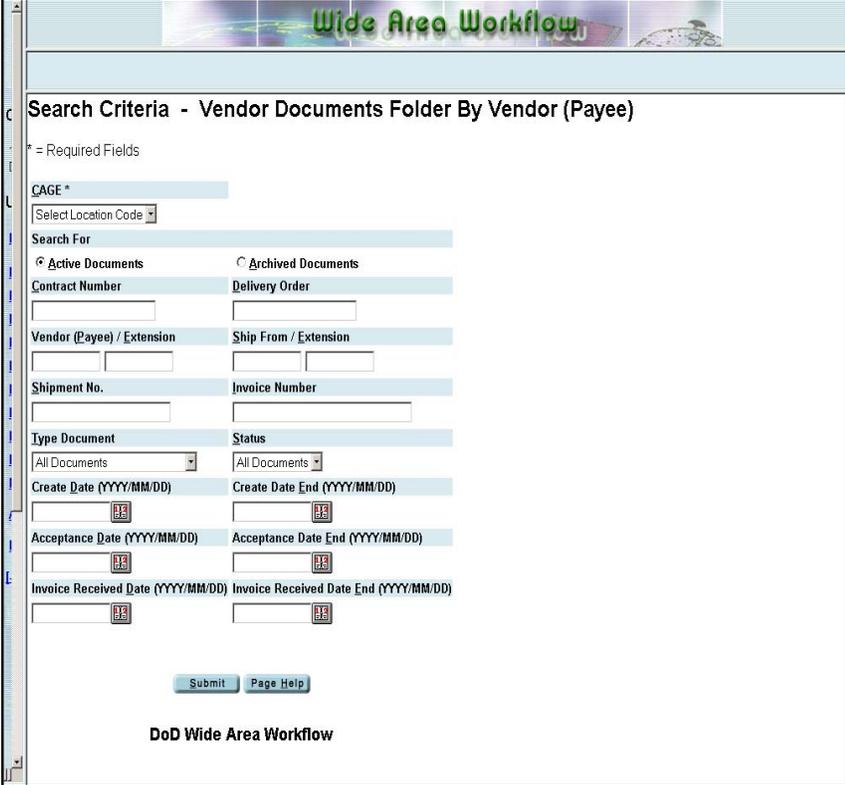
Follow the steps below to Recall, correct and resubmit a document. In this procedure we will use a 2-N-1 as an example.

Step	Action
1	Logon to WAWF.
2	Click on the [+] symbol next to <b>Vendor</b> . Section of the sub menu in the left sidebar.  Result: Your drop down features will appear.

*Continued on next page*

# Recalling, Correcting and Resubmitting a Document, Continued

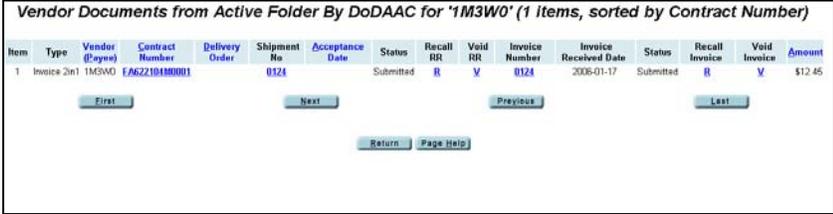
## Procedure (continued)

Step	Action
3	<p>Click View Vendor Document Folder.</p>  <p>Result: Search Criteria screen opens.</p>
4	<p>Select <b>CAGE</b> from the “Select Location Code” and enter any additional search criteria if applicable.</p> 
5	<p>Click <b>Submit</b>.</p> <p>Result: History Folder screen opens.</p>

Continued on next page

# Recalling, Correcting and Resubmitting a Document, Continued

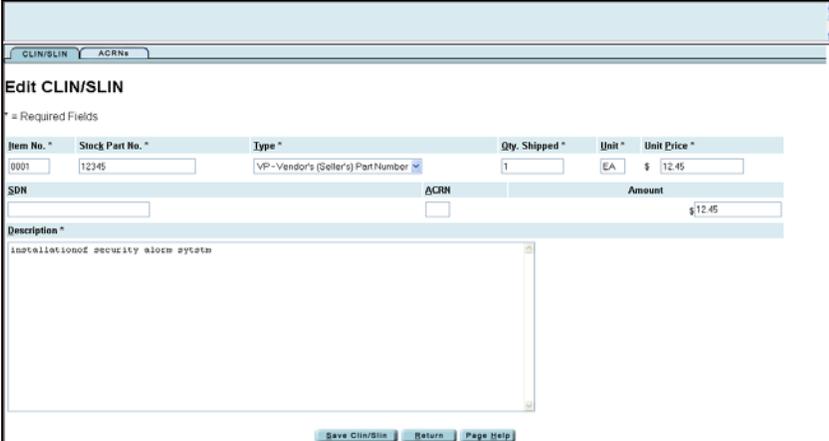
## Procedure (continued)

Step	Action
6	<p>Identify document to Recall and click on the “R” under the Recall RR column.</p>  <p>Result: Data Capture Receiving Report screen opens.</p>
7	<p>Click on any of the tabs to correct or add information. In this procedure we will edit the line item tab to make correction.</p>  <p><i>Note: From the Data Capture – 2-N-1 screen, you can not change the contract number, shipment (invoice) number or any of the dates, you have to void the document and recreate a new document.</i></p>
8	Click <b>Line Item</b> tab.

Continued on next page

# Recalling, Correcting and Resubmitting a Document, Continued

## Procedure (continued)

Step	Action
9	<p>Click on the edit  icon.</p>  <p><i>Note: Other choices of action are, delete , or add  additional line item information.</i></p> <p>Result: Edit CLIN/SLIN screen opens.</p>
10	<p>Correct the appropriate field(s). In this procedure we will correct the quantity.</p> 

Continued on next page

# Recalling, Correcting and Resubmitting a Document, Continued

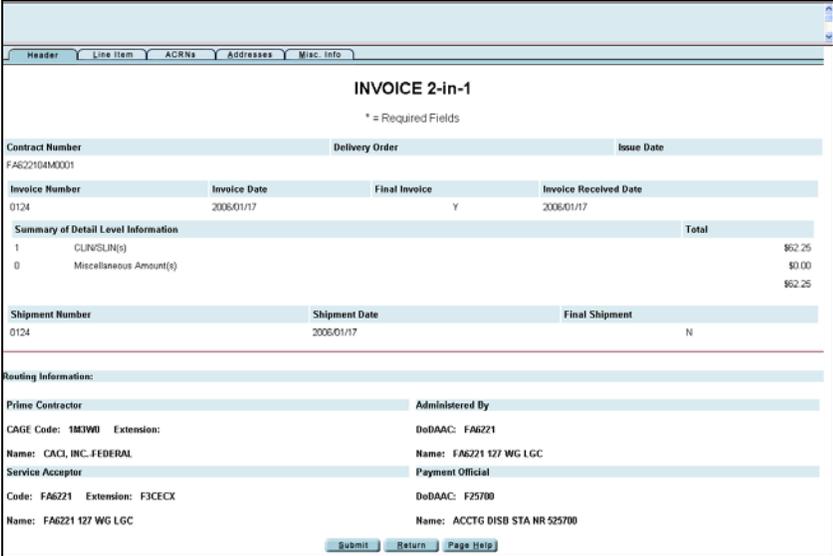
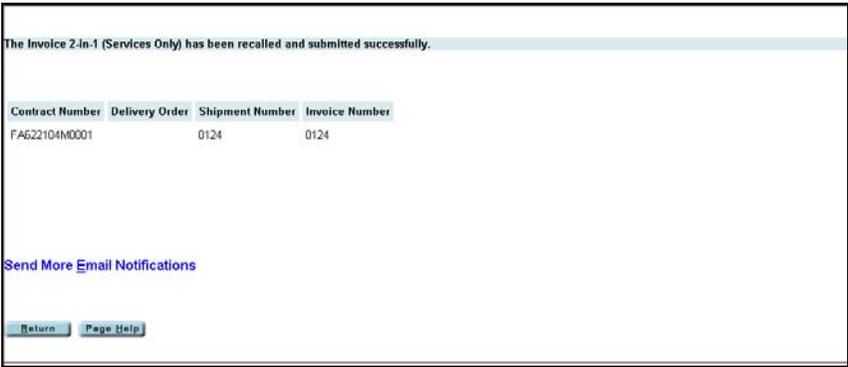
## Procedure (continued)

Step	Action
11	<p>Click Save CLIN/SLIN</p> <p>Result: “Line Item Details screen opens.</p>
12	<p>Click <b>Header</b> tab.</p>  <p>Result: Header tab screen opens.</p>
13	<p>Scroll down to the bottom on the screen. Click <b>Create Document</b>.</p> 

*Continued on next page*

# Recalling, Correcting and Resubmitting a Document, Continued

## Procedure (continued)

Step	Action
14	<p>Verify information is correct. Scroll down to the bottom of the screen. Click <b>Submit</b>.</p>  <p><i>Note: Now you can add any needed attachments if applicable, refer to “Adding an Attachment” section for detailed procedure.</i></p>
15	<p>Confirm that you have received a message that your document has been recalled and submitted successfully.</p>  <p><i>Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract. Refer to “Add Additional Emails” procedure for detailed procedure.</i></p>

## Section 9

# Accessing Reject Folders

## Overview

---

**Introduction** Once a document has been rejected the document appears in the reject folder.

There are 2 Reject Folders:

- one for the invoice and
- one for receiving reports.

These folder 2 folders have the same actions.

---

**Learning Objective** Upon completion of this Chapter, you will be able to

- Resubmit a Document
  - Change DoDAAC(s)
  - Void a Document.
- 

**Contents** This chapter contains the following topics.

Topic	See Page
Correcting a Rejected Document	9-2
Changing DoDAAC	9-6
Voiding a Document	9-11

---

# Correcting a Rejected Document

## Introduction

In this section you will learn how to resubmit a rejected document. In this procedure we will use the invoice as our example.

## Procedure

Follow the steps below to access and resubmit Invoice in WAWF.

Step	Action
1	<p>From the Vendor Side bar menu, click the “<b>Access Rejected Invoice</b>”.</p>  <p>Result: Search Criteria screen opens.</p>
2	<p>Select <b>CAGE</b> from the “Select Location Code” and enter any additional search criteria if applicable.</p>  <p>The screenshot shows a search form titled "Search Criteria - Vendor Rejected Invoices Folder". It includes a legend for required fields (*). The form has several fields: CAGE * (a dropdown menu with "Select Location Code" selected), Contract Number, Delivery Order, Vendor (Payee) / Extension, Ship From / Extension, Shipment No., Invoice Number, Type Document (dropdown with "All Documents" selected), Status (dropdown with "All Documents" selected), Create Date (YYYY/MM/DD), Create Date End (YYYY/MM/DD), Acceptance Date (YYYY/MM/DD), Acceptance Date End (YYYY/MM/DD), Invoice Received Date (YYYY/MM/DD), and Invoice Received Date End (YYYY/MM/DD). There are "Submit" and "Page Help" buttons at the bottom, and the text "DoD Wide Area Workflow" is centered below the buttons.</p>
3	<p>Click “<b>Submit</b>”.</p> <p>Result: Vendor Rejected Invoice screen opens.</p>

*Continued on next page*

# Correcting a Rejected Document, Continued

## Procedure (continued)

Step	Action																																	
4	<p>Click on the shipment number hyperlink under the <b>Resubmit?</b></p> <div data-bbox="561 432 1386 667" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Vendor Rejected Invoices Folder for '15090' (2 items, sorted by Contract Number)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Resubmit?</th> <th>Invoice Received Date</th> <th>Change DoDAAC</th> <th>Void?</th> <th>Amount</th> <th>Reject Reason</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fast Pay Invoice</td> <td>15090</td> <td>DAAH0102PR053</td> <td></td> <td><a href="#">TCM121</a></td> <td>02005-01-18</td> <td>Yes</td> <td>V</td> <td>CAD 5,070.00</td> <td>reject invoice per test condition OFC0859</td> </tr> <tr> <td>2</td> <td>Invoice</td> <td>15090</td> <td>DAAH0102PR053</td> <td>B827</td> <td><a href="#">TCB4827</a></td> <td>2005-02-22</td> <td>Yes</td> <td>V</td> <td>\$5,070.00</td> <td>Rejecting invoice for incorrect contract number</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="First"/> <input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Last"/> </p> <p style="text-align: center;"> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div> <p>Result: Data Capture screen opens.</p>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Resubmit?	Invoice Received Date	Change DoDAAC	Void?	Amount	Reject Reason	1	Fast Pay Invoice	15090	DAAH0102PR053		<a href="#">TCM121</a>	02005-01-18	Yes	V	CAD 5,070.00	reject invoice per test condition OFC0859	2	Invoice	15090	DAAH0102PR053	B827	<a href="#">TCB4827</a>	2005-02-22	Yes	V	\$5,070.00	Rejecting invoice for incorrect contract number
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5	<p>Click on any of the tabs to correct or add information In this procedure we will edit Line Item tab.</p> <div data-bbox="561 852 1386 1306" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Header</span>   <span>Addresses</span>   <span>Discounts</span>   <span>Comments</span>   <span>Line Item</span>   <span>Misc. Amounts</span> </div> <p><b>Data Capture - Invoice</b></p> <p>* = Required Fields, Date = YYYY/MM/DD</p> <p>Contract Number: DAAH0102PR053    Delivery Order: B827    Issue Date: <input type="text"/></p> <p><input checked="" type="radio"/> Supplies    <input type="radio"/> Services</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Shipment No.</th> <th>Shipment Date</th> <th>Final Shipment?</th> <th>Invoice No.</th> <th>Invoice Date</th> <th>Final Invoice?</th> </tr> </thead> <tbody> <tr> <td>TCB4827</td> <td>2004/10/04</td> <td>N</td> <td>TCB4827</td> <td>2004/10/04</td> <td><input type="text" value="N"/></td> </tr> </tbody> </table> <p>Government B/L Number: <input type="text"/>    Document Total: \$5,070.00</p> <p>Currency Code: <input type="text" value="USD"/></p> <p style="text-align: center;"> <input type="button" value="Create Document"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: You cannot correct the contract number, shipment number, invoice number and dates, you have to void the document and recreate a new document.</i></p>	Shipment No.	Shipment Date	Final Shipment?	Invoice No.	Invoice Date	Final Invoice?	TCB4827	2004/10/04	N	TCB4827	2004/10/04	<input type="text" value="N"/>																					
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## Correcting A Rejected Document, Continued

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### Procedure (continued)

Step	Action
6	Click “ Line Item” tab.
7	Click on the edit  icon.  <i>Note: Other choices of action are, is delete , or add  additional line item information.</i>  Result: Edit CLIN/SLIN screen opens.
8	Correct the appropriate field(s). In this procedure we will correct unit price.
9	Click Save CLIN/SLIN.  Result: “Line Item Detail” screen opens.
10	Click <b>Header</b> tab.  Result: Header tab screen opens.
11	Scroll down to the bottom of the screen. Click <b>Create Document</b> .  Result: The completed form displays in a Receiving Report template.

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*Continued on next page*

# Correcting a Rejected Document, Continued

## Procedure (continued)

Step	Action																																																		
12	<p>Verify information is correct. Scroll down to the bottom of the screen. Click <b>Submit</b>.</p> <div data-bbox="553 470 1382 1119" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows an 'INVOICE' form with the following data:</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Issue Date</th> <th>Supplies</th> </tr> </thead> <tbody> <tr> <td>DAAH0102PRO53</td> <td>E827</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <th>Invoice Number</th> <th>Invoice Date</th> <th>Final Invoice</th> <th>Invoice Received Date</th> </tr> <tr> <td>TCB4827</td> <td>2004/10/04</td> <td>N</td> <td>2006/01/13</td> </tr> </tbody> </table>   <table border="1"> <thead> <tr> <th colspan="3">Summary of Detail Level Information</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CLIN/SLIN(s)</td> <td></td> <td>\$4,900.00</td> </tr> <tr> <td>1</td> <td>Miscellaneous Amount(s)</td> <td></td> <td>\$170.00</td> </tr> <tr> <td colspan="3"></td> <td>\$5,070.00</td> </tr> </tbody> </table>   <table border="1"> <thead> <tr> <th>Shipment Number</th> <th>Shipment Date</th> <th>Final Shipment</th> </tr> </thead> <tbody> <tr> <td>TCB4827</td> <td>2004/10/04</td> <td>N</td> </tr> </tbody> </table>   <p><b>Routing Information:</b></p> <table border="1"> <thead> <tr> <th>Prime Contractor</th> <th>Administered By</th> </tr> </thead> <tbody> <tr> <td>CAGE Code: 15090 Extension:</td> <td>DoDAAC: S0305A</td> </tr> <tr> <td>Name: RAYTHEON COMPANY</td> <td>Name: DCMA RAYTHEON TUCSON</td> </tr> <tr> <th>Ship To</th> <th>Payment Official</th> </tr> <tr> <td>Code: FB2029 Extension:</td> <td>DoDAAC: HQ0339</td> </tr> <tr> <td>Name: FB2029 DDHU CNTRL RCVG HILL FCLTY</td> <td>Name: DFAS - COLUMBUS CENTER</td> </tr> </tbody> </table> <p>Buttons: <input type="button" value="Submit"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/></p> </div> <p><i>Note: Reattach any attachments (on the Misc. Info tab); refer to “Adding an Attachment section for a detailed procedure.</i></p>	Contract Number	Delivery Order	Issue Date	Supplies	DAAH0102PRO53	E827		<input type="checkbox"/>	Invoice Number	Invoice Date	Final Invoice	Invoice Received Date	TCB4827	2004/10/04	N	2006/01/13	Summary of Detail Level Information			Total	1	CLIN/SLIN(s)		\$4,900.00	1	Miscellaneous Amount(s)		\$170.00				\$5,070.00	Shipment Number	Shipment Date	Final Shipment	TCB4827	2004/10/04	N	Prime Contractor	Administered By	CAGE Code: 15090 Extension:	DoDAAC: S0305A	Name: RAYTHEON COMPANY	Name: DCMA RAYTHEON TUCSON	Ship To	Payment Official	Code: FB2029 Extension:	DoDAAC: HQ0339	Name: FB2029 DDHU CNTRL RCVG HILL FCLTY	Name: DFAS - COLUMBUS CENTER
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13	<p>Confirm you received a message that the document has been created and resubmitted successfully. Emails will be resent to the appropriate workflow user.</p> <p><i>Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract. Refer to “Add Additional E-mails” section for detailed procedures.</i></p>																																																		

# Changing DoDAAC

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**Introduction** If you have submitted a document with an incorrect DoDAAC “Changing DoDAAC” is another option you can do under the reject folder.

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**Procedure** Follow the steps below to change a DoDAAC

Step	Action
1	<p data-bbox="540 514 1268 579">From the Vendor side bar menu, click “<b>Access Rejected Invoices</b>”.</p>  <p data-bbox="540 1073 1013 1106">Result: Search Criteria screen opens.</p>

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*Continued on next page*

# Changing DoDAAC, Continued

**Procedure**  
(continued)

Step	Action
2	<p>Select <b>CAGE</b> from the “Select Location Code” and enter any additional search criteria if applicable.</p> <div style="border: 1px solid black; padding: 10px;"> <p><b>Search Criteria - Vendor Rejected Invoices Folder</b></p> <p>* = Required Fields</p> <p><b>CAGE *</b>  <input type="text" value="Select Location Code"/></p> <p><b>Contract Number</b>      <b>Delivery Order</b>  <input type="text"/>      <input type="text"/></p> <p><b>Vendor (Payee) / Extension</b>      <b>Ship From / Extension</b>  <input type="text"/>      <input type="text"/></p> <p><b>Shipment No.</b>      <b>Invoice Number</b>  <input type="text"/>      <input type="text"/></p> <p><b>Type Document</b>      <b>Status</b>  <input type="text" value="All Documents"/>      <input type="text" value="All Documents"/></p> <p><b>Create Date (YYYY/MM/DD)</b>      <b>Create Date End (YYYY/MM/DD)</b>  <input type="text"/> <input type="text"/>      <input type="text"/> <input type="text"/></p> <p><b>Acceptance Date (YYYY/MM/DD)</b>      <b>Acceptance Date End (YYYY/MM/DD)</b>  <input type="text"/> <input type="text"/>      <input type="text"/> <input type="text"/></p> <p><b>Invoice Received Date (YYYY/MM/DD)</b>      <b>Invoice Received Date End (YYYY/MM/DD)</b>  <input type="text"/> <input type="text"/>      <input type="text"/> <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/>    <input type="button" value="Page Help"/> </p> <p style="text-align: center;"><b>DoD Wide Area Workflow</b></p> </div>

*Continued on next page*

# Changing DoDAAC, Continued

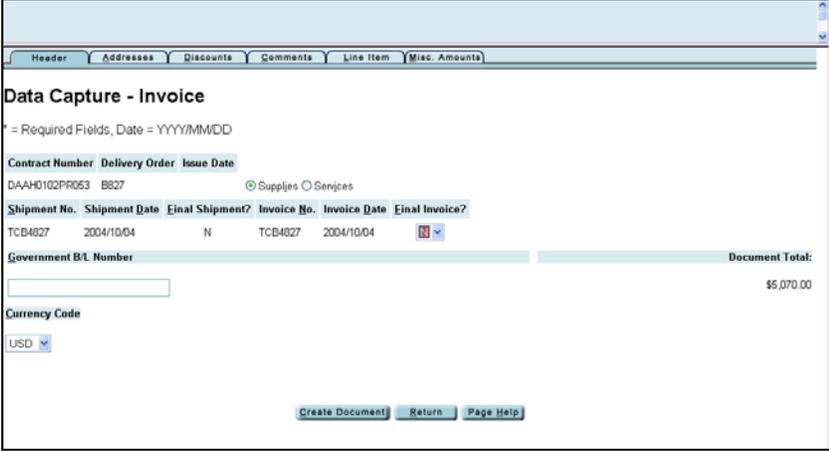
## Procedure (continued)

Step	Action																																	
3	<p>Click <b>“Submit”</b>.</p> <p>Result: Vendor Rejected Receiving Report results screen opens.</p>																																	
4	<p>Click on <b>“YES”</b> under <b>“Change DoDAAC”</b>.</p> <div data-bbox="548 541 1414 793" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><i>Vendor Rejected Invoices Folder for '15090' (2 items, sorted by Contract Number)</i></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Resubmit?</th> <th>Invoice Received Date</th> <th>Change DoDAAC</th> <th>Void?</th> <th>Amount</th> <th>Reject Reason</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fast Pay Invoice</td> <td>15090</td> <td>DAAH0102PR053</td> <td></td> <td>TCA4121</td> <td>D2005-01-18</td> <td>Yes</td> <td>Y</td> <td>CAD 5,070.00</td> <td>reject invoice per test condition DF C3069</td> </tr> <tr> <td>2</td> <td>Invoice</td> <td>15090</td> <td>DAAH0102PR053</td> <td>E027</td> <td>TCB4027</td> <td>2005-02-22</td> <td>Yes</td> <td>Y</td> <td>\$5,070.00</td> <td>Rejecting invoice for incorrect contract number</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="First"/> <input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Last"/> </p> <p style="text-align: center;"> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div> <p>Result: Change Routing Information screen opens</p>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Resubmit?	Invoice Received Date	Change DoDAAC	Void?	Amount	Reject Reason	1	Fast Pay Invoice	15090	DAAH0102PR053		TCA4121	D2005-01-18	Yes	Y	CAD 5,070.00	reject invoice per test condition DF C3069	2	Invoice	15090	DAAH0102PR053	E027	TCB4027	2005-02-22	Yes	Y	\$5,070.00	Rejecting invoice for incorrect contract number
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5	<p>Correct or add any DoDAACs.</p> <div data-bbox="548 976 1393 1312" style="border: 1px solid black; padding: 5px;"> <p><b>Change Routing Information</b></p> <p>* = Required Fields</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Issue Date</th> <th>Shipment No.</th> <th>Shipment Date</th> <th>Invoice No.</th> <th>Invoice Date</th> </tr> </thead> <tbody> <tr> <td>DAAH0102PR053</td> <td>B827</td> <td></td> <td>TCB4827</td> <td>2004/10/04</td> <td>TCB4827</td> <td>2004/10/04</td> </tr> </tbody> </table> <p>IssueBy DoDAAC Admin DoDAAC *</p> <p><input type="text"/> S0305A</p> <p>Ship To Code * / Ext. Ship From Code / Ext. Pay DoDAAC *</p> <p>FB2029 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> HQ0339</p> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	Issue Date	Shipment No.	Shipment Date	Invoice No.	Invoice Date	DAAH0102PR053	B827		TCB4827	2004/10/04	TCB4827	2004/10/04																			
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6	<p>Click <b>“Continue”</b></p> <p>Results: Data Capture screen opens.</p>																																	

*Continued on next page*

# Changing DoDAAC, Continued

## Procedure (continued)

Step	Action
7	<p data-bbox="553 409 889 436">Click “Create Document”.</p> <div data-bbox="553 474 1382 926"></div> <p data-bbox="553 961 1373 997"><i>Note: Click on any other tabs to make corrections if necessary.</i></p> <p data-bbox="553 1037 984 1073">Result: The Invoice screen opens.</p>

*Continued on next page*

# Changing DoDAAC, Continued

## Procedure (continued)

Step	Action																																																		
8	<p>Verify information is correct Scroll to the bottom of the page. Click “Submit”.</p> <div data-bbox="565 472 1393 1123" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>INVOICE</b></p> <p style="text-align: center;">* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>Contract Number</b></td> <td><b>Delivery Order</b></td> <td><b>Issue Date</b></td> <td><input type="checkbox"/> Supplies <input type="checkbox"/> Services</td> </tr> <tr> <td>DAAH0102PR053</td> <td>B827</td> <td></td> <td></td> </tr> <tr> <td><b>Invoice Number</b></td> <td><b>Invoice Date</b></td> <td><b>Final Invoice</b></td> <td><b>Invoice Received Date</b></td> </tr> <tr> <td>TCB4827</td> <td>2004/10/04</td> <td>N</td> <td>2006-01/13</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Summary of Detail Level Information</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CLIN/SLIN(s)</td> <td></td> <td style="text-align: right;">\$4,900.00</td> </tr> <tr> <td>1</td> <td>Miscellaneous Amount(s)</td> <td></td> <td style="text-align: right;">\$170.00</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;"><b>\$5,070.00</b></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>Shipment Number</b></td> <td><b>Shipment Date</b></td> <td><b>Final Shipment</b></td> </tr> <tr> <td>TCB4827</td> <td>2004/10/04</td> <td>N</td> </tr> </table> <p><b>Routing Information:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>Prime Contractor</b></td> <td><b>Administered By</b></td> </tr> <tr> <td>CAGE Code: 15090 Extension:</td> <td>DoDAAC: S0305A</td> </tr> <tr> <td>Name: RAYTHEON COMPANY</td> <td>Name: DCMA RAYTHEON TUCSON</td> </tr> <tr> <td><b>Ship To</b></td> <td><b>Payment Official</b></td> </tr> <tr> <td>Code: FB2029 Extension:</td> <td>DoDAAC: H00339</td> </tr> <tr> <td>Name: FB2029 DDHU CNTRL RCVG HILL FCLTY</td> <td>Name: DFAS - COLUMBUS CENTER</td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: Reattach any attachments (on the Misc. Info tab); refer to “Adding an Attachment” section for a detailed procedure.</i></p>	<b>Contract Number</b>	<b>Delivery Order</b>	<b>Issue Date</b>	<input type="checkbox"/> Supplies <input type="checkbox"/> Services	DAAH0102PR053	B827			<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Final Invoice</b>	<b>Invoice Received Date</b>	TCB4827	2004/10/04	N	2006-01/13	Summary of Detail Level Information			Total	1	CLIN/SLIN(s)		\$4,900.00	1	Miscellaneous Amount(s)		\$170.00				<b>\$5,070.00</b>	<b>Shipment Number</b>	<b>Shipment Date</b>	<b>Final Shipment</b>	TCB4827	2004/10/04	N	<b>Prime Contractor</b>	<b>Administered By</b>	CAGE Code: 15090 Extension:	DoDAAC: S0305A	Name: RAYTHEON COMPANY	Name: DCMA RAYTHEON TUCSON	<b>Ship To</b>	<b>Payment Official</b>	Code: FB2029 Extension:	DoDAAC: H00339	Name: FB2029 DDHU CNTRL RCVG HILL FCLTY	Name: DFAS - COLUMBUS CENTER
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# Voiding a Document

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## Introduction

Documents can be voided from your View Vendor Documents, Access Reject Receiving Reports and Access Reject Invoice folders. The user can void any document that has a blue “V” hyperlink visible in the “Void RR” column.

For example, suppose a Receiving Report was created with an incorrect contract number if the “V” is active you can void this document.

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## Procedure

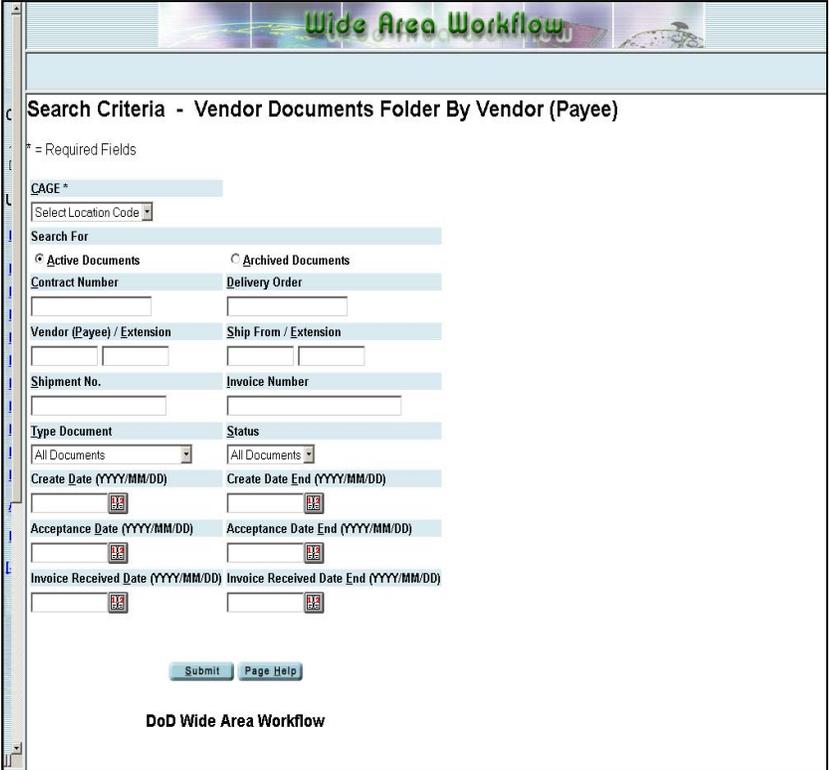
Follow the steps below to Void a document. In this procedure we will void a Invoice in the View Vendor Document Folder for the example

Step	Action
1	<p>Click <b>Access View Vendor Documents Folder</b> from the vendor menu.</p>  <p>Result: Search Criteria screen opens.</p>

*Continued on next page*

# Voiding a Document, Continued

## Procedure (continued)

Step	Action
2	<p>Select <b>CAGE</b> from the “Select Location Code” and enter any additional search criteria if applicable.</p> 
3	<p>Click “<b>Submit</b>”.</p> <p>Result: View Vendor Document Folder screen opens.</p>

*Continued on next page*

# Voiding a Document, Continued

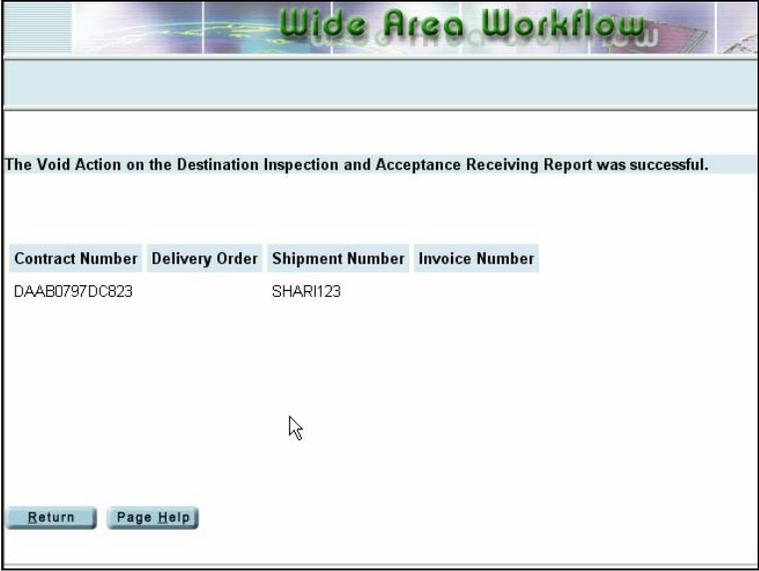
## Procedure (continued)

Step	Action
4	<p>Identify document to Void and click the “V” under the Void RR column.</p>  <p>Result: Warning box is displayed.</p>
5	<p>Click “OK” to void the document.</p>  <p><i>Note: To return to the history folder without voiding, click the “Cancel” button.</i></p>

Continued on next page

# Voiding a Document, Continued

## Procedure (continued)

Step	Action
6	<p>Confirm you received a message that the document has been voided successfully.</p> <p><i>Note: Once you have voided a document in WAWF the invoice or shipment can be used to create a new document.</i></p>  <p>Result: The status of the document is now Voided.</p>

# Appendix A

## Additional Information

### Overview

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**Introduction** There may be tabs that may be required by your contracts specific invoicing instructions but are not mandatory to create documents in WAWF

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**Contents** This chapter contains the following topics.

Topic	See Page
ACRN Tab	A-2
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Pre-population of CLIN	A-10
Establishing or updating the EB POC in CCR	A-11
Registering for Electronic Document Access (EDA)	A-12
Using EDA	A-18

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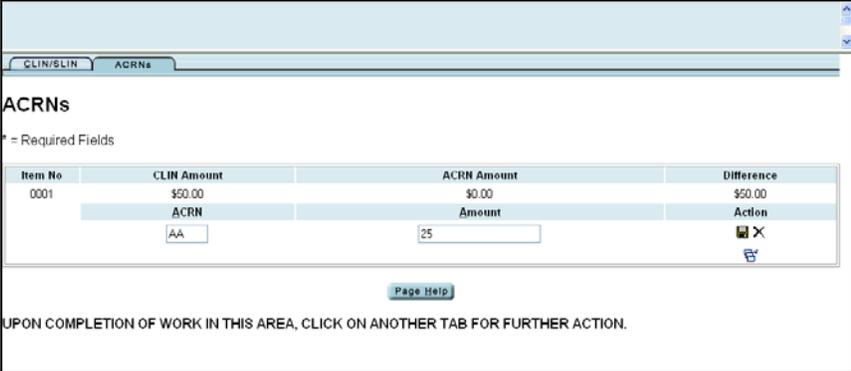
# ACRN Tab

## Introduction

The ACRN tab allows you to add multiple ACRN to one CLIN if your contract calls for. The ACRNs must balance with the CLIN/SLIN total.

## Procedure

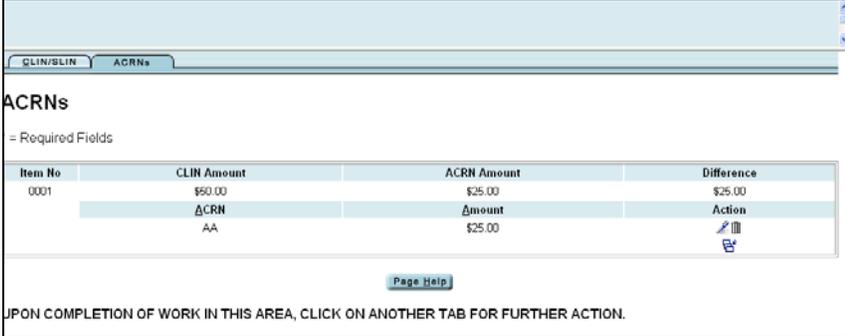
Follow the steps below to add multiple ACRNs.

Step	Action
1	<p>Click on <b>ACRN</b> Tab.</p> <p>Result: ACRN screen opens.</p>
2	<p>Click on the Add icon  under Action.</p>  <p>UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.</p>
3	<p>Enter “ACRN” and “Amount”.</p>  <p>UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.</p> <p><i>Note: Options are Save Cancel Add</i></p>

Continued on next page

# ACRN Tab, Continued

## Procedure (continued)

Step	Action
4	<p>Click the Save icon .</p>  <p><i>Note: Repeat steps 2-3 to add as many as needed. You have the option to delete  or edit .</i></p>
5	Click <b>CLIN/SLIN</b> tab.
6	Click <b>Save CLIN/SLIN</b> .
7	Complete all tabs required to submit document if not already done so. Return to Header tab to Create Document.

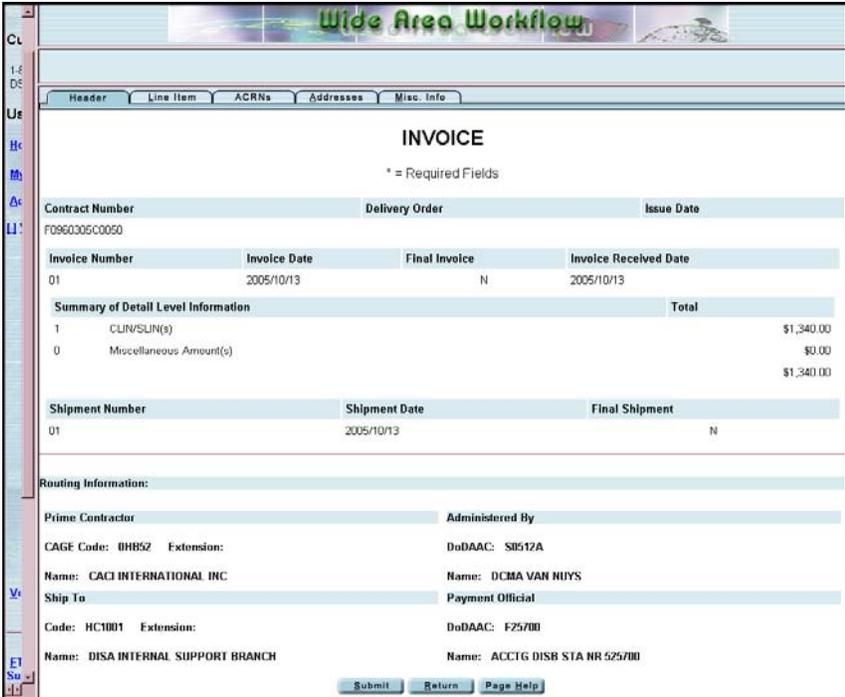
# Misc. Info Tab

## Introduction

After the document has been created the Misc Info tab appears. The Misc Information page contains the information regarding the document Initiator. This page details all of the actions and various status flags each step of the way. This is also the page that shows dates, and times actions was taken, as well as showing the workflow steps in the movement of the document from Vendor to pay. Attachments are added from this page.

## Procedure

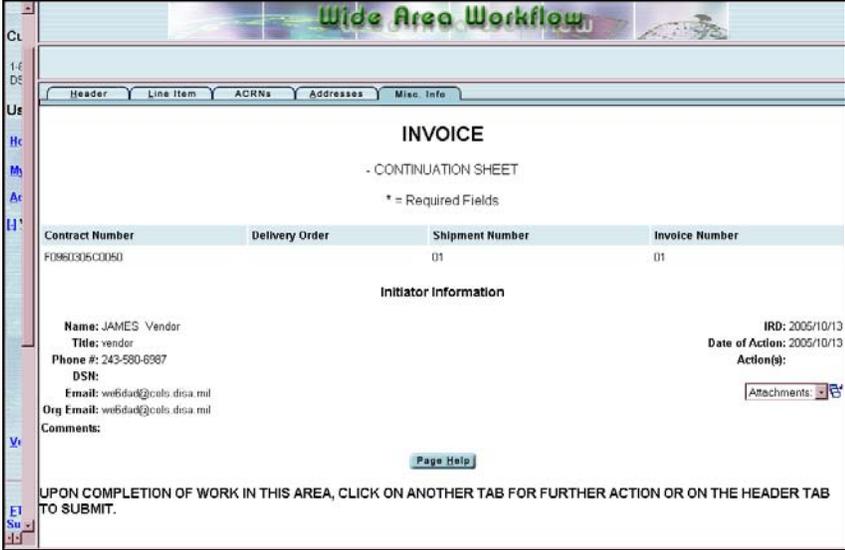
Follow the steps below to view Misc. Info

Step	Action
1	<p>Click on <b>MISC Info</b> tab.</p>  <p>The screenshot shows the 'Wide Area Workflow' interface with the 'Misc. Info' tab selected. The main heading is 'INVOICE'. Below it, there are sections for Contract Number (F0960305C0050), Invoice Number (01), Invoice Date (2005/10/13), Final Invoice (N), and Invoice Received Date (2005/10/13). A 'Summary of Detail Level Information' table shows a total of \$1,340.00. Shipment information includes Shipment Number (01) and Shipment Date (2005/10/13). Routing information lists the Prime Contractor (CACI INTERNATIONAL INC) and the Payment Official (DISA INTERNAL SUPPORT BRANCH).</p>

*Continued on next page*

# Misc. Info Tab, Continued

## Procedure (continued)

Step	Action
2	<p>View the information of all users in the workflow you has taken action on the document.</p> 
3	<p>Complete all tabs required to submit document if not already done so. Return to Header tab to Create Document.</p>

# Adding an Attachment

**Introduction** If supporting documentation is to be attached (i.e. spreadsheets, expense receipts, etc) you can add it to a WAWF document.

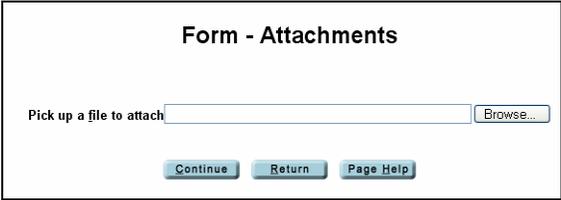
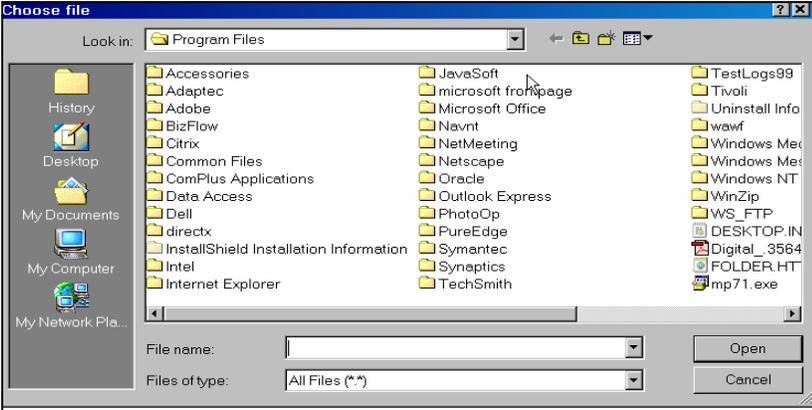
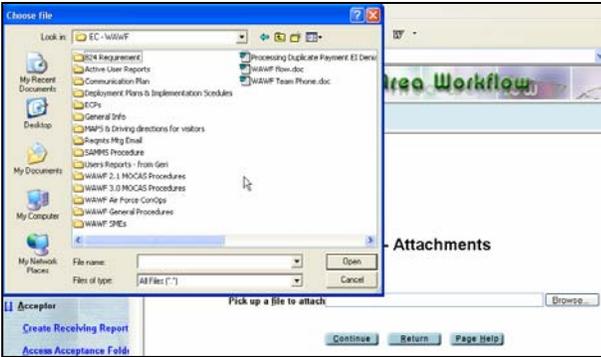
**Procedure** Follow the steps below to add an attachment.

Step	Action
1	<p>Select “<b>Misc. Info</b>” tab. At the top of the page before submitting the receiving report.</p> 
2	<p>Click the Add icon next to the “Attachments” drop down box as shown below.</p>  <p>Result: A Form Attachments screen is displayed.</p>

*Continued on next page*

# Adding an Attachment, Continued

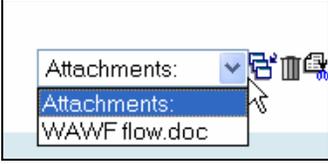
## Procedure (continued)

Step	Action
3	<p>Click <b>Browse</b> on the Attachments page to search for document to attach.</p> 
4	<p>Click on the down arrow on the “Look in:” line and choose the File dialog box to indicate the drive and directory where the attachment is currently filed.</p> 
5	<p>Select document to attach by highlighting and click open or double click on the highlighted file.</p> 

Continued on next page

# Adding an Attachment Continued

## Procedure (continued)

Step	Action
6	Click <b>Open</b> .  <i>Note: Path to document is displayed in the dialog box</i>
7	Click Continue.  
8	Verify that document is displayed in Attachments: drop down menu.    <i>Note: You may repeat these steps to attach additional documents. Each file should not exceed 2 MB of data.</i>

# Government Furnished Property Receiver and Shipper

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## Note

Vendors now have the ability to electronically capture and submit information in support of the transfer, shipment, and receipt of Government Furnished Property by DoD Contractors.

The GFP Shipper and GFP Receipt transactions flow ONLY to the UID Registry for the first phase in WAWF.

Vendor have to register for the GFP Shipper and Receiver. For more information refer to the Software User Manual (SUM) or the Web Base Training [www.wawftraining.com](http://www.wawftraining.com).

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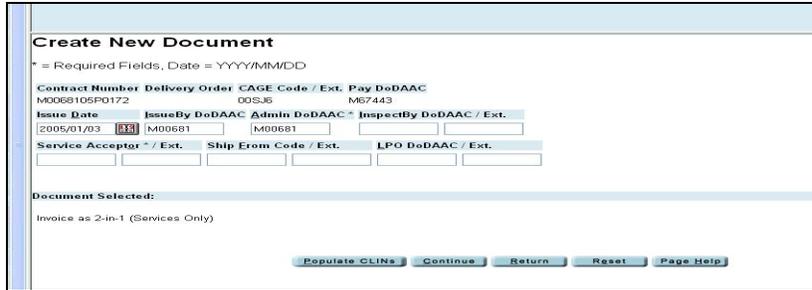
# Pre-population of CLIN

## Introduction

CLIN Pre-population was scheduled for the WAWF 3.0.10 release, but at the time of this publication, has not been fielded into WAWF. Once released, below are what the Pre-population screens will look like.

## Clin Pre-population

After filling in the appropriate DoDAACs, click on the “Populate Clins” button.



**Create New Document**  
\* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
M0068105P0172		00SJ6	M67443

Issue Date	Issue By DoDAAC	Admin DoDAAC	Inspect By DoDAAC / Ext.
[2005/01/03]	[M00681]	[M00681]	

Service Acceptor	Ship From Code / Ext.	LPO DoDAAC / Ext.

**Document Selected:**  
Invoice as 2-in-1 (Services Only)

Buttons: [Populate CLINs](#) [Continue](#) [Return](#) [Reset](#) [Page Help](#)

## Clin Pre-population (cont)

Select which clin(s) you want to populate by clicking on the appropriate radio. This populates the clin data into your WAWF document.



**Create New Document**  
\* = Required Fields

Contract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC
M0068105P0172		00SJ6	M67443

**Invoice 2-in-1**

**Select CLIN/SLIN:**

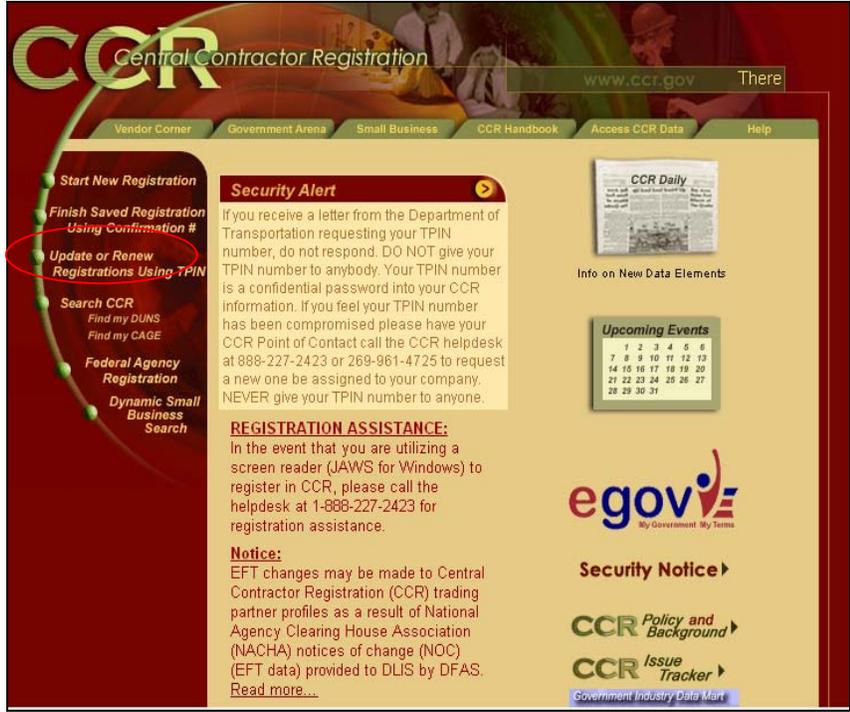
- 0001
- 0002
- 0003
- 0004

Buttons: [Continue](#) [Return](#) [Select All](#) [Reset](#) [Page Help](#)

# Establishing or updating the EB POC in CCR

**Introduction** In order to register in WAWF you must have an Electronic Business Point of Contact.

**Procedure** Follow the steps below to establish/update your EB POC in CCR.

Step	Action
1	<p>Go to Central Contractor Registration (CCR) web site at <a href="http://www.ccr.gov">http://www.ccr.gov</a></p> <p>Result: Home page screen opens.</p>
2	<p>Click Update or Renew Registrations Using TPIN option.</p>  <p>The screenshot shows the CCR website home page. The navigation menu includes: Vendor Corner, Government Arena, Small Business, CCR Handbook, Access CCR Data, and Help. The main content area features a 'Security Alert' box with a red arrow pointing to the right, a 'CCR Daily' section, an 'Upcoming Events' calendar, and several links including 'REGISTRATION ASSISTANCE', 'Notice', 'Security Notice', 'CCR Policy and Background', and 'CCR Issue Tracker'. The left sidebar contains a list of options: Start New Registration, Finish Saved Registration Using Confirmation #, Update or Renew Registrations Using TPIN (circled in red), Search CCR (Find my DUNS, Find my CAGE), Federal Agency Registration, and Dynamic Small Business Search.</p>
3	<p>Enter your DUNS number and TPIN code.</p>
4	<p>Select Points of Contact.</p>
5	<p>Scroll down to the Electronic Business Point of Contact fields. When that page comes up, scroll down to the Electronic Business Point of Contact fields (these should be the ones closest to the bottom). Input your information and click the validate/save button.</p>

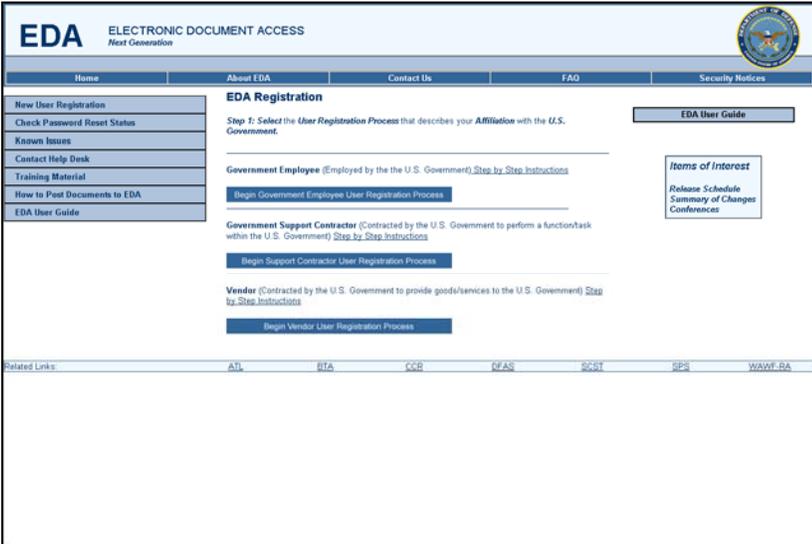
# Registering for Electronic Document Access (EDA)

## Introduction

EDA is a virtual filing cabinet for the storage and retrieval of multiple types of government contracts. As a vendor you are authorized to view contracts awarded under you Cage Code.

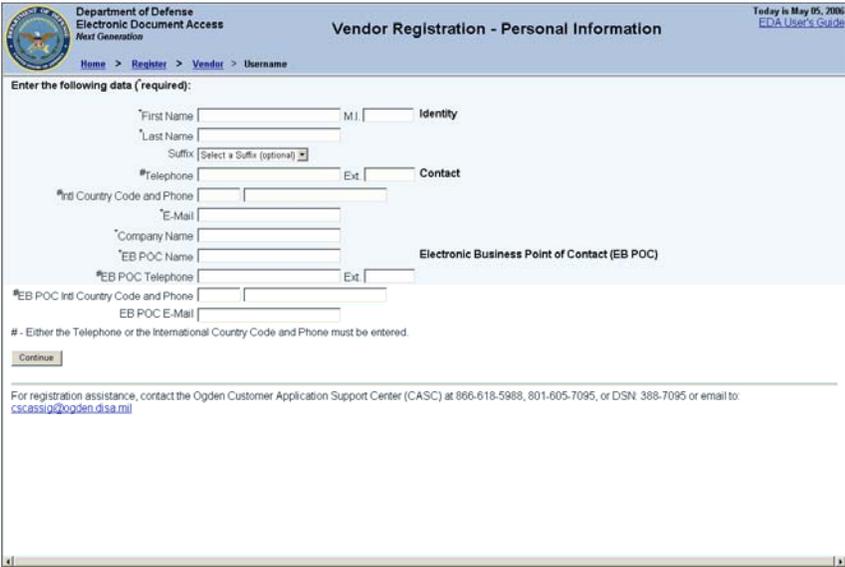
## Procedure

Follow the steps below to register to use EDA:

Step	Action
1	<p>Go to the EDA web site at <a href="http://eda.ogden.disa.mil/">http://eda.ogden.disa.mil/</a></p> <p>Result: Home page screen opens.</p>
2	<p>From side bar menu, click <b>New User Registration</b>.</p> 
3	<p>Click <b>Begin Vendor User Registration Process</b>.</p> 

# Registering for Electronic Document Access (EDA), Continued

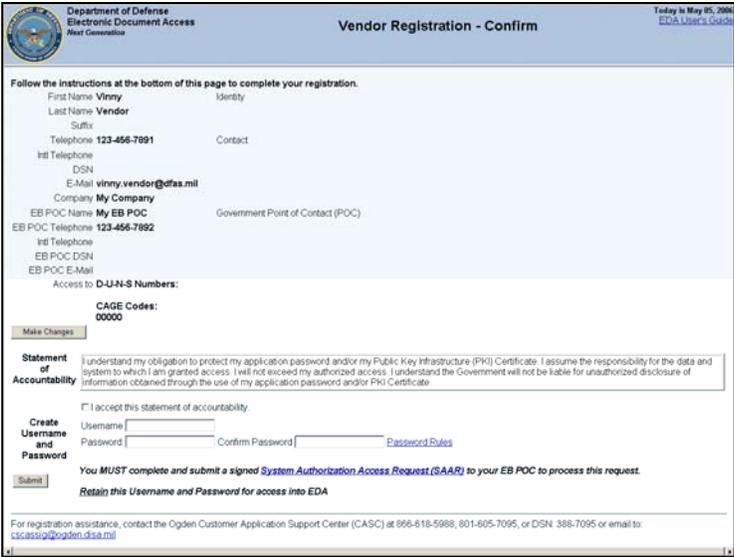
## Procedure (continued)

Step	Action
4	<p>Click <b>Username/Password</b>.</p> 
5	<p>Enter all required information as denoted by the asterisk. Then click <b>Continue</b>.</p> 

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# Registering for Electronic Document Access (EDA), Continued

## Procedure (continued)

Step	Action
6	<p>Enter your CAGE code/s. DUNS number is optional.</p> 
7	<p>Click <b>Continue</b>.</p> <p>Result: <i>Vendor Registration – Confirm</i> screen is display.</p> 

Continued on next page

# Registering for Electronic Document Access (EDA), Continued

## Procedure (continued)

Step	Action
8	Verify/review the information entered. If correction is required, click <b>Make Changes</b> to update.
9	Read the <b>Statement of Accountability</b> and check the box next to “I accept this statement of accountability.”
10	Create a user name and password. Applicant must remember/use the Username/Password supplied in Registration for initial entry into EDA.
11	Then click <b>Submit</b> .
12	<p>Note success notification.</p>  <p>Result: The EDA Help Desk will send you an e-mail requesting EB POC Authorization for account activation.</p>

Continued on next page

# Registering for Electronic Document Access (EDA), Continued

## Procedure (continued)

Step	Action						
13	<p>Inform your EB POC of your pending EDA registration and request access authorization.</p> <p>Result: Your EB POC will submit an email requesting account activation to the EDA Help Desk. WAIT for EDA Help Desk Review/Approval (allow 2-4 business days to process request). Once approved, EDA notifies you by email.</p> <div data-bbox="553 653 1495 984" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">To...</td> <td style="padding: 2px;">cscassig@csd.disa.mil</td> </tr> <tr> <td style="padding: 2px;">Cc...</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Subject:</td> <td style="padding: 2px;">EDA Activation Request</td> </tr> </table> <p style="margin-top: 10px;">Help Desk,</p> <p>Please activate Venny Vendor's account in EDA for our CAGE code 00000. I am the EB POC for our company and I am authorizing this activation.</p> <p style="margin-top: 20px;">Thanks,            IMA BIGSHOT            XYZ INC            Electronic Business POC</p> </div>	To...	cscassig@csd.disa.mil	Cc...		Subject:	EDA Activation Request
To...	cscassig@csd.disa.mil						
Cc...							
Subject:	EDA Activation Request						
14	<p>Follow instructions in email notification and click supplied link to activated account and facilitate initial entry into EDA.</p> <p>Failure to follow instructions will result in denial of access.</p> <p>Once account is activated, you may enter and log into EDA via the EDA website.</p> <p><b><i>Note: If your account has not been activated within 4 business days, contact your EB POC or the EDA Helpdesk for assistance (866) 618-5988, (801) 605-7095 or DSN: 388-7095 or by email at <a href="mailto:cscassig@ogden.disa.mil">cscassig@ogden.disa.mil</a> (Subject: EDA Assistance).</i></b></p>						

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## Registering for Electronic Document Access (EDA), Continued

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### EDA Password Rules

The password must be a minimum of eight (8) characters.

The password must include the following:

- One letter
- One number
- One of the following special characters: ! \* +, - / : ' ? & ; \_ ( ) ` # \$ %

The password cannot contain the first three- (3) letters of the user's first or last name. The password cannot contain the logon Username.

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### Password Expiration and Reuse

- EDA System **Lock**  
After three (3) successive failed logon attempts, the system will be unavailable for a period of time. It is recommended that you close the browser, then retry later.
  - EDA Passwords are valid for 90 days.  
EDA will prompt the user for a new password when the 90-day limit is met or exceeded for a user.
  - The Password Change Grace Period is set at ten (10) days.  
The Grace Period is the period of time after the password has expired in which a user can submit a change. During the grace period, the user will be prompted to change their password each time they log on to EDA. After the ten- (10) day grace period, the user will be denied access and can only be reinstated by your Electronic Business Point of Contact (EB POC).
  - A 365-day password reuse period is enforced within EDA.  
A specific password cannot be reused within EDA until 365 days have passed since the password's expiration.
- 

### Registration Approval

Your EB POC will complete the EDA registration approval. The EB POCs should:

- Verifying the user's identity
  - Verifying the document access requested (based on "need to know")
  - Validating the user's registration application
  - Maintaining access documentation on each user for audit purposes.
-

# Using EDA

## Introduction

Using EDA can be beneficial to your success in WAWF. The reasons are:

- EDA provides online access to virtually all of your Department of Defense (DoD) contracts.
- WAWF uses index information listed in EDA to route your billing documents from your location to the payment office and provides CLIN detail to properly bill invoice and receiving reports in WAWF.

EDA contracts provide you with “points of contact” for Government Contracting Officers, Government Acceptors, and lists your payment office

## Procedure

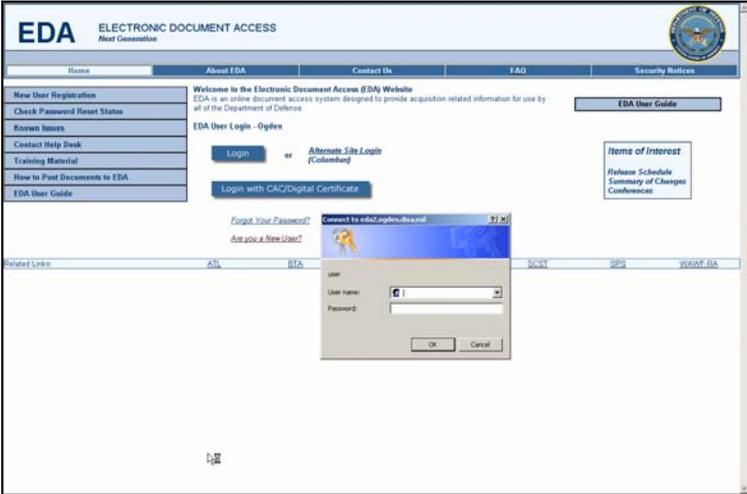
Follow the steps below to access EDA.

Step	Action
1	Go to the EDA web site at <a href="http://eda.ogden.disa.mil">http://eda.ogden.disa.mil</a>
2	<p>Click <b>Login</b> to EDA.</p> 

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# Using EDA, Continued

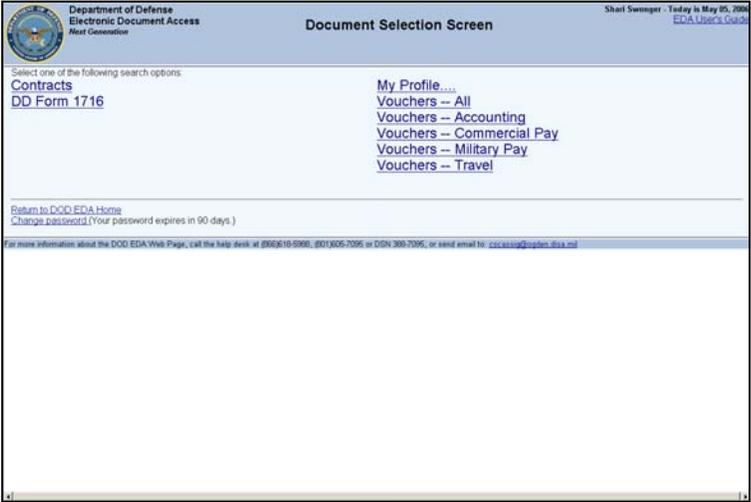
## Procedure (continued)

Step	Action
3	<p>Enter your <b>User Name</b> and <b>Password</b>.</p> 
4	Click <b>OK</b> .
5	<p>Read EDA Notice.</p> 

*Continued on next page*

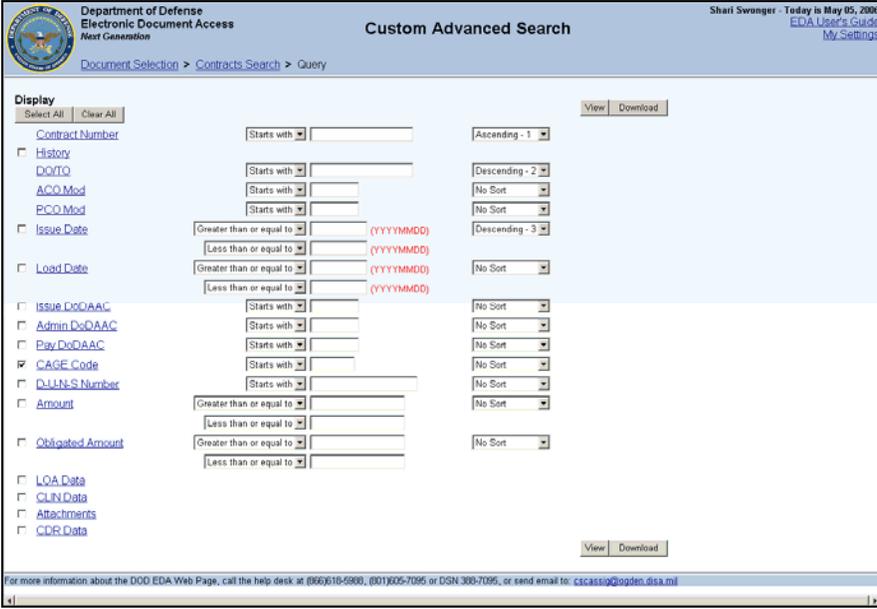
# Using EDA, Continued

## Procedure (continued)

Step	Action
6	<p>Click the <b>Contracts</b> link.</p>  <p>Note: Your screen will only show the <b>Contracts</b> link since that is the only access vendors are provided.</p>
7	<p>Click on desired search option.</p> <p>Note: The <i>Contracts Search Options</i> screen presents you with several different searches you may execute. The <b>Advanced Search</b> provides the most comprehensive search.</p> 

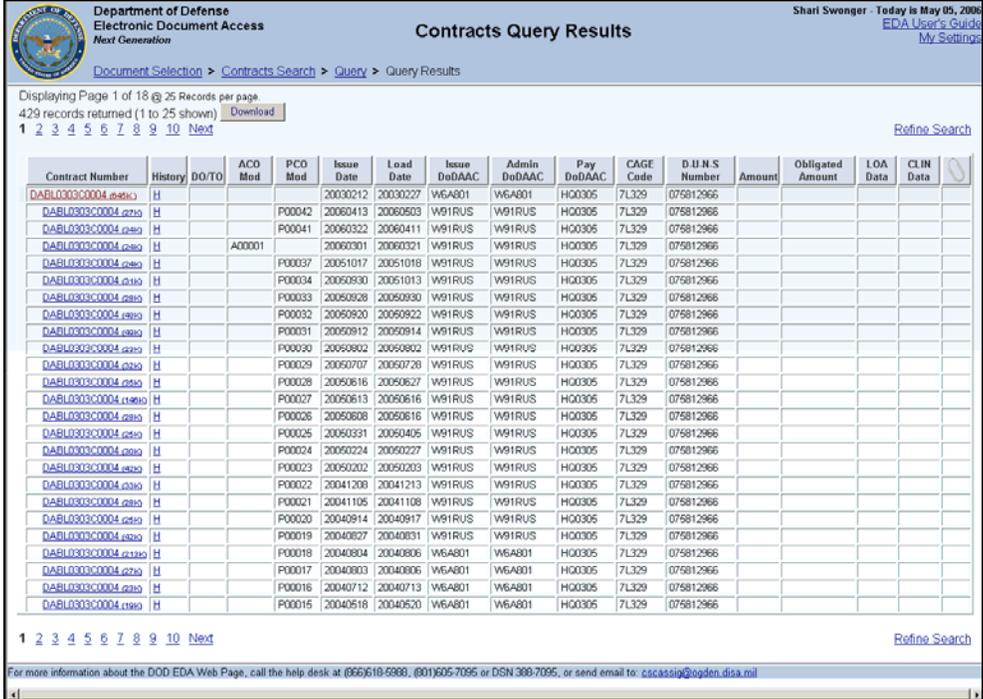
Continued on next page

## Procedure (continued)

Step	Action
8	<p>Select the fields you wish to see in your result set by clicking the respective display field check boxes to the left of each field or select the <b>Select All</b> button.</p> 
9	<p>When available, select an Operator in the “Drop-down Box” at the beginning of each “Field Row” to enhance the query.</p>
10	<p>Enter values in the “Text Boxes” to limit the size of your results or to meet specific criteria.</p>
11	<p>Select your desired field Sort order and direction. Select up to four sort drop-down boxes at the end of the field rows to indicate how the results of the query are sorted and in which order (1-4) and direction.</p> <p>For example, you can sort contracts by Contract Number (descending - 1), by Issue Date (descending -3), by Issue DoDAAC (ascending -2) and then by Obligated Amount (descending -4).</p> <p>Result: This will produce query results ordered by Contract Number descending then Issue DoDAAC ascending then Issue Date descending then Obligated Amount descending.</p>

*Continued on next page*

## Procedure (continued)

Step	Action
12	<p>Click on the <b>View</b> button to activate the query with your desired search criteria and display results.</p> <p>For example, if you entered only the CAGE code EDA will return all contractual documents listed under the CAGE code.</p> <p>Result: <b>Contract Query Results</b> screen is displayed.</p>  <p>The screenshot shows the 'Contracts Query Results' page from the Department of Defense Electronic Document Access system. It displays a table of 25 contract records. The columns include Contract Number, History, DO/TO, ACO Mod, PCO Mod, Issue Date, Load Date, Issue DoDAAC, Admin DoDAAC, Pay DoDAAC, CAGE Code, D.I.I.N.S Number, Amount, Obligated Amount, LOA Data, and CLIN Data. The first row is highlighted in red, indicating the selected contract.</p>
13	<p>From the <b>Contracts Query Results</b> screen, click on the link within the contract number field to open the contract.</p> <p>Note: When the contract and delivery order number is entered into WAWF, WAWF will retrieve data from the index line in EDA to pre-populate the key fields in WAWF. The key fields that are pre-populated are: Issue DODAAC, Admin DODAAC, Payment Office DODACC, and the CAGE Code.</p>

Continued on next page

# Using EDA, Continued

## Procedure (continued)

Step	Action																																																									
14	<p>Locate on the EDA or hard copy contract (as shown below) your EDA routing code DoDAACs.</p> <div data-bbox="410 472 1369 1228" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center;"><b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i></td> <td style="text-align: center;">1. REQUISITION NUMBER 000G</td> <td style="text-align: center;">PAGE 1 OF 25</td> </tr> <tr> <td style="width: 25%;">2. CONTRACT NO. W91151-05-M-0297</td> <td style="width: 25%;">3. AWARD/EFFECTIVE DATE 26-May-2005</td> <td style="width: 25%;">4. ORDER NUMBER</td> <td style="width: 25%;">5. SOLICITATION NUMBER W91151-05-Q-0037</td> <td style="width: 25%;">6. SOLICITATION ISSUE DATE 12-May-2005</td> </tr> <tr> <td colspan="2">7. FOR SOLICITATION INFORMATION CALL: a. NAME MARK</td> <td colspan="2">b. TELEPHONE NUMBER (No Collect Calls)</td> <td>8. OFFER DUE DATE/LOCAL TIME 03:00 PM 18 May 2005</td> </tr> <tr> <td colspan="2">9. ISSUED BY ACA, FORT HOOD CONTRACTING COMMAND TANK BATTALION AVE BUILDING 1001, ROOM W103 FORT HOOD TX 76544</td> <td>CODE W91151</td> <td colspan="2">10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS (SBA)</td> </tr> <tr> <td colspan="2" rowspan="2">11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE</td> <td colspan="3">12. DISCOUNT TERMS Net 30 Days</td> </tr> <tr> <td colspan="3">13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)</td> </tr> <tr> <td colspan="2" rowspan="2">13b. RATING</td> <td colspan="3">14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFP <input type="checkbox"/> IFB <input type="checkbox"/> RFP</td> </tr> <tr> <td colspan="3" style="text-align: center;"><b>SEE ITEM 9</b></td> </tr> <tr> <td colspan="2">15. DELIVER TO HEADQUARTERS COMMAND - GARRISON</td> <td>CODE W45CMJ</td> <td colspan="2">16. ADMINISTERED BY</td> </tr> <tr> <td colspan="2">17a. CONTRACTOR/ OFFEROR AND SIMULATIONS INC DIANNA 615 DISCOVERY DRIVE AL</td> <td>CODE 0WY28</td> <td colspan="2">18a. PAYMENT WILL BE MADE BY DFAS - LAWTON FAX: ATTN: DFAS-LW-FPV 4700 MOW WAY ROAD FORT SILL OK 73503</td> </tr> <tr> <td colspan="2">17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER</td> <td>FACILITY CODE 0WY28</td> <td colspan="2">18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM</td> </tr> <tr> <td>19. ITEM NO.</td> <td>20. SCHEDULE OF SUPPLIES/ SERVICES</td> <td>21. QUANTITY</td> <td>22. UNIT</td> <td>23. UNIT PRICE</td> <td>24. AMOUNT</td> </tr> </table> </div> <p style="margin-left: 20px;"> <i>NOTE: Should your contract not be found in EDA, your hard copy contract contains your WAWF routing DoDAACs.</i>  <i>Note: All items circled items below are DoDAACs you may need to route and create a document in WAWF.</i> </p>	<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>			1. REQUISITION NUMBER 000G	PAGE 1 OF 25	2. CONTRACT NO. W91151-05-M-0297	3. AWARD/EFFECTIVE DATE 26-May-2005	4. ORDER NUMBER	5. SOLICITATION NUMBER W91151-05-Q-0037	6. SOLICITATION ISSUE DATE 12-May-2005	7. FOR SOLICITATION INFORMATION CALL: a. NAME MARK		b. TELEPHONE NUMBER (No Collect Calls)		8. OFFER DUE DATE/LOCAL TIME 03:00 PM 18 May 2005	9. ISSUED BY ACA, FORT HOOD CONTRACTING COMMAND TANK BATTALION AVE BUILDING 1001, ROOM W103 FORT HOOD TX 76544		CODE W91151	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS (SBA)		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30 Days			13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)			13b. RATING		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFP <input type="checkbox"/> IFB <input type="checkbox"/> RFP			<b>SEE ITEM 9</b>			15. DELIVER TO HEADQUARTERS COMMAND - GARRISON		CODE W45CMJ	16. ADMINISTERED BY		17a. CONTRACTOR/ OFFEROR AND SIMULATIONS INC DIANNA 615 DISCOVERY DRIVE AL		CODE 0WY28	18a. PAYMENT WILL BE MADE BY DFAS - LAWTON FAX: ATTN: DFAS-LW-FPV 4700 MOW WAY ROAD FORT SILL OK 73503		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		FACILITY CODE 0WY28	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
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*Continued on next page*

## Using EDA, Continued

### EDA to WAWF relationship

The illustration below shows the relationship between data on your contract and what needs to be entered into WAWF.

The screenshot shows a 'Section SF 1449 - CONTINUATION SHEET' with a table of contract data and a 'WAWF input screen' for adding a CLIN/SLIN. Red boxes highlight specific data points, and red arrows show the flow of information from the contract data to the WAWF form fields.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	FSC 7030 WIDGETS FFP HEAVY DUTY MIL SPEC WIDGETS UNIT IDENTIFICATION NUMBER 35786	10	Each	\$1,777.30	\$17,773.00

**Add CLIN/SLIN**

= Required Fields

Item No. *	Stock Part No. *	Type *	Qty. Shipped	Unit *	Unit Price
0001AA	FSC 7030 WIDGETS	FS National Stock Number	10	EA	\$ 1,777.30

SDN: optional  
 ACRN: Opt. GFE?: N Advice Code: optional  
 Amount: \$ 17,777.30

Description \*: Heavy Duty Mil Spec Widgets

ACRN AA Funded Amount: \$17,773.00

If WAWF locates your contract/delivery order number in EDA this field will be pre-populated in WAWF if your contract is located in EDA. If your contract **IS NOT** located in EDA this field will return blank in WAWF.

Ensure the contract/delivery order number is entered correctly. If correct you can use your hardcopy contract to enter the pay office DODAAC listed on the hard copy

If WAWF locates your contract/delivery order number in EDA, key routing fields will be pre-populated in WAWF provided your contract is located in EDA. If your contract **IS NOT** located in EDA the required field will return blank in WAWF. You can use your hardcopy contract to enter this missing data.