Attachments & Corrections

Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click on the “Misc. Info” tab. The attachment specific buttons will appear on the right side of the page.
2. Click on the icon next to the “Attachments” drop-down box.
3. Click on the “Browse” button on the Attachments page. Select the file you wish to attach.

Note: The filename cannot contain spaces or other special characters

4. Click on the “Open” button. Click “Continue”. Your attachment will appear in the “Attachments” drop-down box. Multiple attachments can be associated with a document, with the file size of EACH attachment not to exceed 2 MB.
5. Click on the “Header” tab to return to the document, and Submit the document(s).

Corrections before Submission

1. If after reviewing the invoice information, you notice an inaccuracy, click “Return”. This will take you back to the data capture screen to make revisions.
2. Once the information is correct, click “Create Document” then “Submit” on the “Header” tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.

Training & Information

WAWF Production Site
https://wawf.eb.mil

Web-Based Training Site
http://www.wawftraining.com

WAWF Practice Site
https://wawftraining.eb.mil

Navy WAWF Assistance Line
1-800-559-WAWF (9293)

Navy WAWF Quick References
http://acquisition.navy.mil/content/view/full/99

DISA Ogden Help Desk
1-866-618-5988
cscassig@csd.disa.mil

Invoice Contract DD250 Wide Area WorkFlow

WAWF
Quick Reference

Navy Construction/ Facilities Management Invoice

Vendor Role

Created by Universal Consulting for the
US Navy

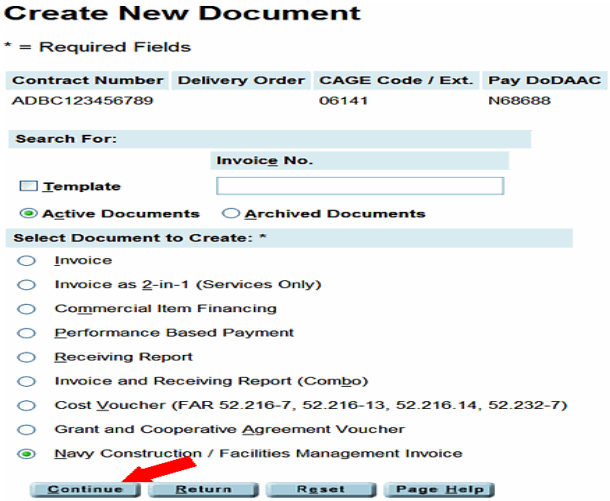
Navy Construction/Facilities Management Invoice (NOTE: This is for general NAVCON doc type and not specific to NAVFAC workflow)

Getting Started

1. Go to the WAWF Production Site at **https://wawf.eb.mil.**
2. Click on **"Logon**", type your user ID and Pass-word, and click "**Submit**".
3. Click the "**Vendor**" link [+] on the left side of the screen.
4. Click on the sub-link for "Create New Document".
5. Type in contract number and delivery order num-ber (if applicable).
6. Select the CAGE Code for your company from the drop-down box and click "Continue".

Note: If the contract data for the contract number you entered is not available in EDA, contact your contracting officer. However, you can proceed to create/submit the document.

7. Enter the Pay DoDAAC, and click "Continue."
8. Click on the radio button for "**Navy Construc-tion/Facilities Management Invoice**"
9. Click "Continue."



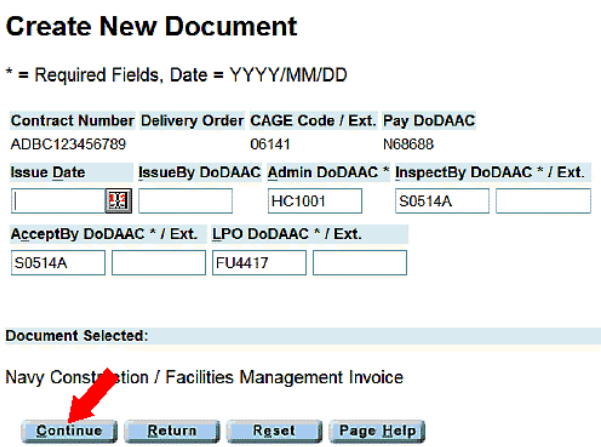
Routing Information

10. Enter the required routing information from the contract.

- Admin DoDAAC
- InspectBy DoDAAC
- AcceptBy DoDAAC
- LPO DoDAAC

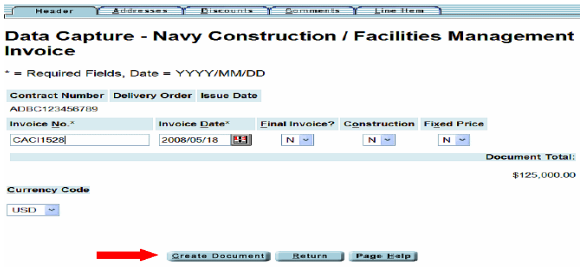
Note: The Acceptor will enter the LOA data.

11. Click "Continue"



12. On the "**Header"** tab, enter the invoice num-ber and invoice date (invoice number must be between 1-22 alphanumeric characters).

13. Choose '**Y' or 'N'** from the three respective dropdown boxes for Final Invoice, Construction & Fixed Price.



14. Click on the "**Line Item**" tab. Click on the "Add CLIN/SLIN" icon under "Actions."

15. Enter the Item No., Qty. Provided, Unit, Unit Price and comments in the "Description" box.

16. Click **"Save Clin/Slin**."

17. Click on the "Header" tab to return to the Header page.

*To add a discount, click on the "Discounts" tab. Enter the discount percentage and due days. Click "Save Discount" and return to the "Header" tab.

18 Click "**Create Document**."

19. An additional tab will now appear; the "Misc. Info." tab.

20 If an attachment is required, click on the **"Misc. Info."** tab to attach the document (see back of QRG for instructions).

◊ When creating a **non-final** Navy Construction/ Facilities Management document, at least **1 attach-ment is required.**

◊ In the case of **final** construction invoices**, 2 attach-ments (min.) are required**-one being a release of claims.

21. Return to the "**Header"** tab and click "**Submit."**

**If "Y" was chosen under the "Construction" dropdown box on the Header tab, a "Contractor Certification" agreement will appear at the bottom of the page. Date and sign (click on signature) the certification. The WAWF password confirmation screen appears. Enter password & click "Continue." A pop-up will indicate that the document still needs to be submitted. Click "Ok" to submit.*

22. Look for the appearance of a successful sub-mission notification.