

Contract Review (For Government Roles Only)

To view ALL documents by Contract Number/Delivery Order from Active and Archive databases:

6. Enter the appropriate DoDAAC (mandatory) from the drop-down menu located at the top of the "Search Criteria" screen.
7. Select the "Contract Review" radio button.
8. Enter the FULL "Contract Number", a 13/17 character "Delivery Order" number, or both.

Note: Partial Contract Numbers are not permitted. (Example: DAAB% with % as the wildcard.)

9. With "Contract Review" selected, all fields will be ignored except "DoDAAC", "Contract Number", "Delivery Order", and "Create Date/End" fields (Note: that "Type Document" and "Status" fields are grayed as inactive.)
10. Click "Submit" located at the bottom of the screen.
11. On the search results screen, click on any of the [hyperlinks](#) to view the document (e.g., Shipment No, Invoice Number).

WAWF Search Guidelines

Search Criteria	Search Results
No Dates are Entered	Government History Folders and the Vendor History Folder: Documents that have been acted upon (status has changed) within the past 30 days will display. Government Action Folders and Vendor Reject Folders: All documents, regardless of age, will display.
Both Beginning and Ending Date Ranges are Entered	Documents that have been acted upon (status has changed) within the specified date range will display.
Active Radio Button is Selected	Working documents within the last 120 days will be displayed.
Archive Radio Button is Selected	Documents older than 120 days with a status of "Processed" or will be displayed.

Training & Information

WAWF Production Site

<https://wawf.eb.mil>

Web-Based Training Site

<https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml>

WAWF Practice Site

<https://wawftraining.eb.mil>

Navy WAWF Assistance Line

1-877-251-WAWF (9293)

Navy WAWF Quick References

<http://acquisition.navy.mil/content/view/full/99>

DISA Ogden Help Desk

1-866-618-5988 opt.2 & opt.3



WAWF Quick Reference

Searching and Retrieving Documents



Searching and Retrieving Documents

1. Basic Search

- Go to the WAWF Production Site: <https://wawf.eb.mil>.
- Click on "Logon" and type your user ID and Password and click "Submit".
- Click the appropriate user role link (e.g., Vendor, Acceptor, etc.) on the left side of the screen.
- Click on the appropriate folder for the document you are searching for or action you would like to take.
- To view ALL documents for a specific CAGE/DoDAAC:
- Select the appropriate CAGE/DoDAAC from the drop-down menu located at the top of the "Search Criteria" screen. This is the only required field.

Search Criteria

* = Required Fields

DoDAAC *	
Select Location Code	
Contract Number	Delivery Order
Vendor (Payee) / Extension	Ship From / Extension
Shipment No.	Invoice Number
Type Document	Status
Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)

- Note:** If dates are left blank in Government History Folders and the Vendor History Folder, the search will only bring up documents that have been acted upon (status has changed) within the last **30 days**. To query transactions older than 30 days, please backdate the Create Date.
- Click "Submit" located at the bottom of the screen.
- On the search results screen, click on any of the **hyperlinks** to perform an action or view the document.

Advanced (Focused) Search

To search for a specific document, narrow down the search by entering additional search criteria:

- Select the appropriate CAGE/DoDAAC (mandatory) from the drop-down menu located at the top of the "Search Criteria" screen.
- Enter additional search criteria to narrow down the search. Examples include:
 - Contract Number
 - Delivery Order—only if applicable
 - Invoice Number—if searching for Invoices, 2-in-1, Combos, Cost Vouchers
 - Shipment Number—helpful if searching for Receiving Reports, 2-n-1, Combos
 - Status—e.g., Submitted, Accepted, Processed
 - Create Date/End or Invoice Received Date/End—to search for historical documents older than 30 days
- Click "Submit" at the bottom of the screen.
- On the search results screen, click on any of the **hyperlinks** to either perform an action or view the document.

Acceptance History from Active Folder for Navy Tester1 at 'N0024'
(3 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Voi RR	Invoice Number	Invoice Received Date	Status
1	Combo	027M9	N0002404D0435	0001	TES4125	2006-12-05	Accepted	R		TES4125	2006-12-05	Rejected
2	Invoice 2in1	1J8E7	N0002404D0435	0001	TNS4001	2006-12-05	Processed			TNS4001	2006-12-05	Processed
3	Combo	1J8E7	N0024401P1277		TNB4002	2006-12-06	Processed			TNB4002	2006-12-06	Processed

Active Database Search

This search is used in the Government History Folders and the Vendor "View Vendor Documents" folder to retrieve documents requiring action and "Processed" and "Void" documents ≤120 days old.

- Enter the appropriate CAGE/DoDAAC (mandatory) from the drop-down menu located at the top of the "Search Criteria" screen.
- Ensure "Active Documents" radio button is selected.
- Enter any additional search criteria, if necessary. (See *Advanced (Focused) Search* for additional search criteria suggestions.)

Note: If dates are left blank, the search will only bring up documents that have been acted upon (status has changed) within the last **30 days**.

- Click "Submit" located at the bottom of the screen.
- On the search results screen, click on any of the **hyperlinks** to either perform an action (e.g., Recall, Void) or to view the document (e.g., Shipment No, Invoice Number).

Archived Database Search

This search will display documents that are in "Processed" or "Void" status that are greater than 120 days old.

- Enter the appropriate CAGE/DoDAAC (mandatory) from the drop-down menu located at the top of the "Search Criteria" screen.
- Select the "Archived Documents" radio button.
- Enter any additional search criteria, if necessary. (See *Advanced (Focused) Search* for additional search criteria suggestions.)
- Note:** If dates are left blank, the search will only bring up documents that have been acted upon (status has changed) within the last **30 days**.
- Enter the beginning and ending date in any of the date range fields (Create Date, Acceptance Date, Invoice Received Date, etc.), if necessary.
- Click "Submit" located at the bottom of the screen.
- On the search results screen, click on any of the **hyperlinks** to view the document (e.g., Shipment No, Invoice Number).

*Note: For Combo Documents Only, if you are the LPO/LPOR, please ensure to not reject items that may be listed as a stand alone invoice in the type column. The associated RR may not have been accepted by the Acceptor yet. If the LPO/LPOR wants to know whether it is truly a Combo Document, click the "Misc Info" tab on the Invoice and review the status under the "Action" section.

Acceptance Folder for DoDAAC 'HC1001' (6 items, sorted by Coi

em	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RR?	Invoice Number	Invoice Received Date	s
1	Invoice 2in1	1M3W0	DAAB0797DB608	0014	07082004		Submitted	H	CLAY0708	2004-07-08	Su
2	Invoice 2in1	1M3W0	DAAB0797DB608	0014	WSER102		Submitted	H	PED0903	2003-10-27	Su
3	Invoice 2in1	1M3W0	DAAB0797DB608	0014	WSER103		Inspected	H	OR1015	2003-10-27	Ins
4	Invoice 2in1	1M3W0	DAAB0797DB608	0014	WSER104		Submitted	H	PSY1015	2003-10-27	Su
5	Invoice 2in1	1RD52	F4465004C0001	0014	99999		Submitted	H	9ABCDEF	2004-07-07	Su
6	Invoice 2in1	1M3W0	N6264504F5555		5054		Submitted	H	5054	2004-07-07	Su