

## Attachments & Notifications

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### Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click on the “Attachment” tab.
  2. 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 “Upload” button. 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.

### Sending Additional Email Notifications:

1. Once the document is successfully submitted, you will notice a blue hyperlink entitled:  
  
**‘SEND MORE EMAIL NOTIFICATIONS’**
2. Click this link and enter the email address(es) of specific individual(s) you would like to notify of receiving report acceptance.

## Training & Information

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### 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

(877) 251-9293 (WAWF)

### Navy WAWF Quick References

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

### DISA Ogden Help Desk

1-866-618-5988



## WAWF Quick Reference

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## Resubmitting a Rejected Document

### *Vendor Role*

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# Resubmitting a Rejection or Recalling/Voiding a Document

## Getting Started

1. Go to the WAWF Production Site at <https://wawf.eb.mil>
2. Click on “Logon”, type your user ID and Password, and click “Submit”.
3. Click the “Vendor” at the top of the screen.
4. Click on the appropriate sub-link:
  - Access Rejected Receiving Reports—to resubmit a rejected RR
  - Access Rejected Invoice—to resubmit a rejected invoice
  - View Vendor Documents—to recall/void a document
5. Select the CAGE Code for your company from the drop-down box and click Submit.

**NOTE:** Please see the rejection information listed underneath “Reject Reason” column and/or the comments section of the “Misc Info” tab.

**Changing DoDAACs** (i.e. Pay Office, Admin, Ship To Code, LPO DoDAAC):

Type	Vendor (Payee)	Contract Number	Delivery Order	Resubmit?	Submitted	Shipped	Change DoDAAC	Void	Amount	Reject Reason
Receiving Report D/D	09HB52	GSA2711689M	W0115105F01132	<a href="#">CBL12015</a>	2005-05-14	2005-05-10	<a href="#">Yes</a>	<a href="#">Y</a>	\$123,960.00	Items did not conform to contract return these void and resubmit new report w new shipment

1. Click on the hyperlink “Yes” under the Change DoDAAC column.
2. Refer to the invoicing instructions section of your contract (i.e. WAWF routing table) for a listing of appropriate DoDAACs.
3. Enter the appropriate DoDAACs and select “Continue.”

## Resubmitting a Document

1. Click on the invoice number under the “Resubmit?” column to open doc.
2. Click on the “Line Item” tab to review CLIN data. If you need to make edits to the CLIN, select the pencil icon. If you need to add additional CLINs, select the three boxes icon.

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID
0001	W05ESA	MN	10	EA	12,396.00	123,960.00	N

3. Click back on the “Header” tab and select “SUBMIT.”
4. You will see the message “the document was created as a combo and the associated document must be resubmitted as well...” Click ‘Ok’ to submit

WARNING: This document was created as a combo... the associated document may also need to be recalled and/or rejected to keep the documents in sync. Contact your process partner(s) if necessary to alert them if any action/condition is needed on that part of the Combo.  
 (Note: Line Items) has/have already been created. Therefore, the Change Type (i.e., Supplies vs. Services) cannot be changed. All of the Line Items are removed.

single "\*" = Required Fields on Submit; double "\*" = Required Fields on Submit; saving draft document and tabbing

Contract Number: 0014, Issue Date: 1998/09/13, Inspection Point: D, Acceptance Point: D

Contract Number Type: Supplies, Services

Shipment Number: TMS21776, Shipment Date: 2011/01/04, Estimated: N, Final Shipment: N, Estimated Delivery Date: YYYYMMDD

Invoice Number: TMS21776, Invoice Date: 2011/01/04, Final Invoice: N

TCN: [Field], Gross Weight: [Field], FOB: [Field], Serial Shipping Container Code: [Field]

Transportation Leg: Standard Carrier Alpha Code: [Field], Bill of Lading Number: [Field]

Secondary Transportation Tracking Number: [Field], Secondary Transportation Tracking Type: [Field]

First Line Haul Mode: [Field], Currency Code: USD, Document Total (\$): 1000.00

Submit Save Draft Document Previous Help

## When to Recall a Receiving Report

Vendor can use the recall functionality to:

- Correct an error they themselves made on the RR

- If it is in Submitted Status (i.e., an Inspector/Acceptor has not taken action).

## When to Void a Receiving Report

Vendor can use the void functionality to :

- To prevent user from taking action on a document
- If it is in Submitted Status (i.e., an Inspector/Acceptor has not taken action).

## Recalling/Voiding a Receiving Report

1. Select the View Vendor Documents
2. Select the CAGE Code for your company from the drop-down box and click and any additional search criteria as needed to find the document that you would like to recall:
3. Ensure that the “Active Documents” radio button is selected.
4. The default search will only find documents within the last 30 days. To find documents older than 30 days, enter dates into the ‘Create Date’ and ‘Create Date End’ fields.
5. Click Submit at the bottom of the screen.
6. On the Search Results screen, click the hyperlinked ‘R’ or ‘V’ in the “Recall RR” column or ‘Void RR” column, respectively.

**Vendor Documents from Active Folder for '09YY8'**

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR
1	Combo	09YY8	FA940105F9126		STEB001		Resubmitted	<a href="#">R</a>	<a href="#">V</a>
2	Combo	09YY8	N6832207M1234		MIMITEST		Submitted	<a href="#">R</a>	<a href="#">V</a>
3	Combo	09YY8	N6832208M1234		MIMITEST1		Submitted	<a href="#">R</a>	<a href="#">V</a>

7. You will see the message “the document was created as a combo and the associated document must be resubmitted as well...” Click ‘Ok’ to submit.