Attachments & Corrections

Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click on the "Attachments" tab
2. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.
3. Click on the "Open" button

Note: The filename cannot contain spaces or other special characters.

4. Click "Upload". Your attachment will appear in the Attachments Name/Actions fields. Multiple attachments can be uploaded with the file size of each attachment not to exceed 2 MB

Corrections before Submission

1. If after reviewing the document information on the Preview Document tab, you notice an inaccuracy, go to the appropriate tab to make the corrections.
2. .If you need to make corrections to information you entered before getting to the Header tab, you will need to go to the Header tab, then click on "Previous" to get to the prior screens.

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 Help Desk
1-877- 251-9293 (WAWF)

Navy WAWF Quick References
http://acquisition.navy.mil/content/view/full/99
DISA Ogden WAWF Desk
1-866-618-5988

WAWF
Quick Reference

Creating a Combo Invoice

Vendor Role

Created by DFAS E-Solutions for the US Navy

Creating a Receiving Report & Invoice (COMBO)

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 sub-link for “Create Document”.
5. Type in contract number and delivery order number (if applicable).
6. Select the CAGE Code for your company from the drop-down box and click “Next”.

Note: If you receive a warning indicating that the contract data is not available in DoD EDA, you can continue to create your document but some fields will not be pre-populated.

7. Enter the Pay DoDAAC, and click “Next”.
8. Click on the radio button for “Invoice and Receiving Report (Combo)” and indicate inspection/acceptance points. There should be an “Inspection and Acceptance” section in your contract.

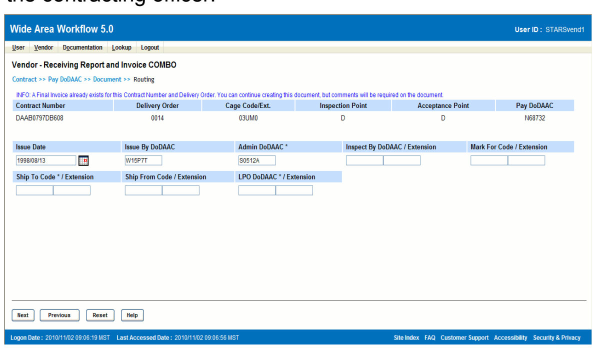
Note: Only click the Fast Pay checkbox if your contract contains FAR 52.213-1. If the box is checked, but this clause is not included in your contract, your payment will be delayed.

Routing Information

9. Complete the mandatory fields (designated by an asterisk) and additional fields required by the activity:

- Issue By DoDAAC (may default)
- Admin DoDAAC* (may default)
- Inspect By DoDAAC (if required)
- Ship To Code*
- LPO DoDAAC*

Note: If routing codes are not provided in the contract, contact the contracting officer.



10. Click “Next”.

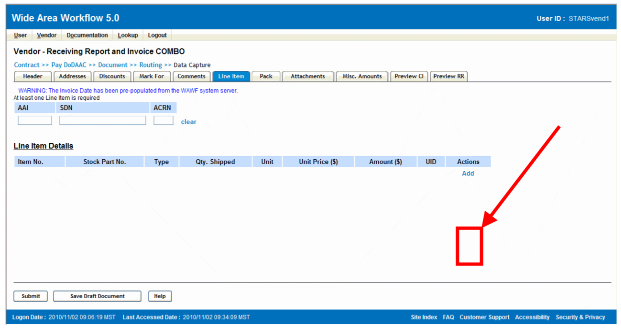
Header Tab

11. Enter the Shipment Number, Shipment Date, Invoice Number, and Invoice Date (set to today’s date). The date fields should be formatted as YYYY/MM/DD.

Note: You must use the current date or a previous date for the Invoice Date.

Line Item Tab

12. Click the “Line Item” tab at the top of the page. Under the “Line Item Details” heading, click “Add” icon under “Actions” to add a line item.



13. Type the item number to which funds are attached (e.g. 0001 or 0001AA). Follow the format given in the contract (usually the “Supplies or Services and Prices” section of the contract).
14. Type the “Stock Part No.”, and select the “Type” using the drop-down menu. (If there is no stock number specified in your contract, enter “NONE” for the Stock Part No. and select “VP-Vendors (Sellers) Part Number” from the drop-down menu).
15. For “Qty. Shipped”, type in the total number of items shipped.

Note: For “Unit”, please refer to the “Units of Measure Table” link under the “Lookup” tab at the top of the screen.

16. Enter the “Unit Price”.
17. Fill out the “Description”. Be as descriptive as possible.

Note: Do not complete the SDN and AAI fields. The Government certifier is responsible for completing these fields during the invoice certification process.

18. You may fill out the Milstrip Number and Milstrip Quantity, if required, by clicking on the “Milstrip” tab at the top of the page.
19. You may need to fill out the UID tab if instructed to in your contract. For more information on UIDs, please go to https://wawftraining.eb.mil/xhtml/unauth/web/wbt/other/uid/UidIndex.xhtml
20. Click the “Save CLIN/SLIN” button. Click the “Add” icon to add another CLIN/SLIN. Repeat these steps for each additional line item.

Note: If Transportation charges were not given an Item Number, use 9999 with Stock Number: NONE, Stock Number Type: VP, Quantity: 1, Unit of Measure: EA, Unit Price: the correct amount, and Description: Transportation. Transportation charges exceeding $100 will require receipts attached. (Refer to the instructions provided on the back of this Quick Reference).

Discounts Tab (Optional)

21. Click on the “Discounts” tab if you are offering a discount for payment earlier than the term of your contract.

Comments Tab (Optional)

22. Click the “Comments” tab if you would like to add a comment.

Misc. Amounts Tab (Optional)

23. If your contract states miscellaneous amounts (e.g., taxes), please enter them here.

Pack Tab (If required)

24. Your contract may require you to enter Radio Frequency Identification (RFID) tag data. If so, you will enter the data on the Pack tab. For more information on RFID tags, please go to https://wawftraining.eb.mil/xhtml/unauth/web/wbt/other/rfid/RfidIndex.xhtml

Submitting the Combo

25. Click the “Preview CI” and “Preview RR” tabs. Review the document to make sure all information is correct.
26. If you need to add any attachments, you will need to go to the Attachments tab. You can follow the instructions on the back of this Quick Reference for adding attachments.
27. When everything is correct, click “Submit” at the bottom of the page. You will receive two email notifications (one for the invoice and one for the receiving report).
28. You will get a confirmation screen indicating that your document was submitted successfully. On the same confirmation screen, a message will be displayed indicating that email notifications have sent. You may also send additional emails by clicking the ‘Send Additional Email Notifications’ hyperlink on this screen. You can follow the prompts to send additional email notifications.