

# WAWF 5.6 Foreign Vendor 2 in 1 Invoice Overview

## Introduction

This chapter 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.

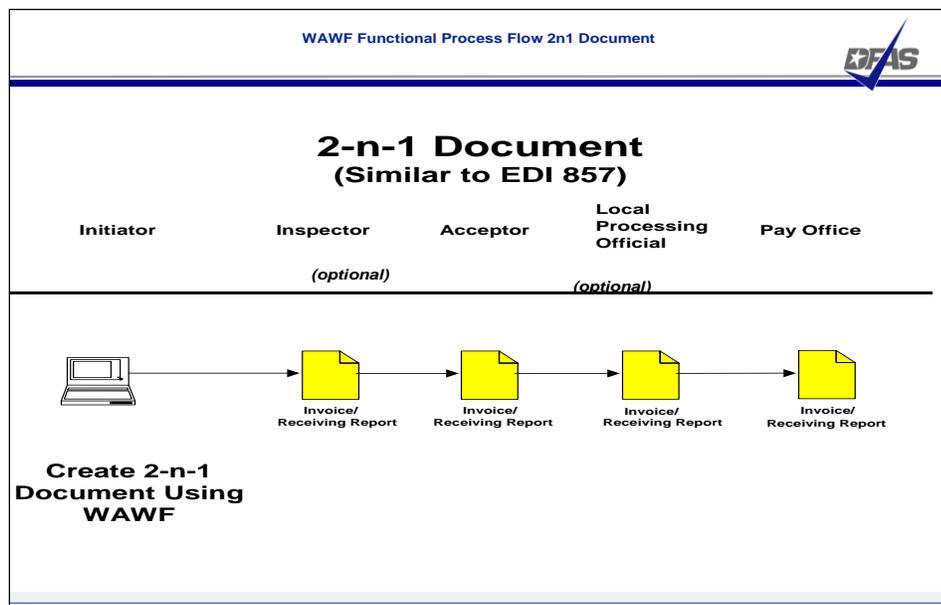
Required fields in WAWF are denoted by an asterisk \*. All other fields are optional. If the contract or business process does not require additional information, a user can leave the optional fields blank.

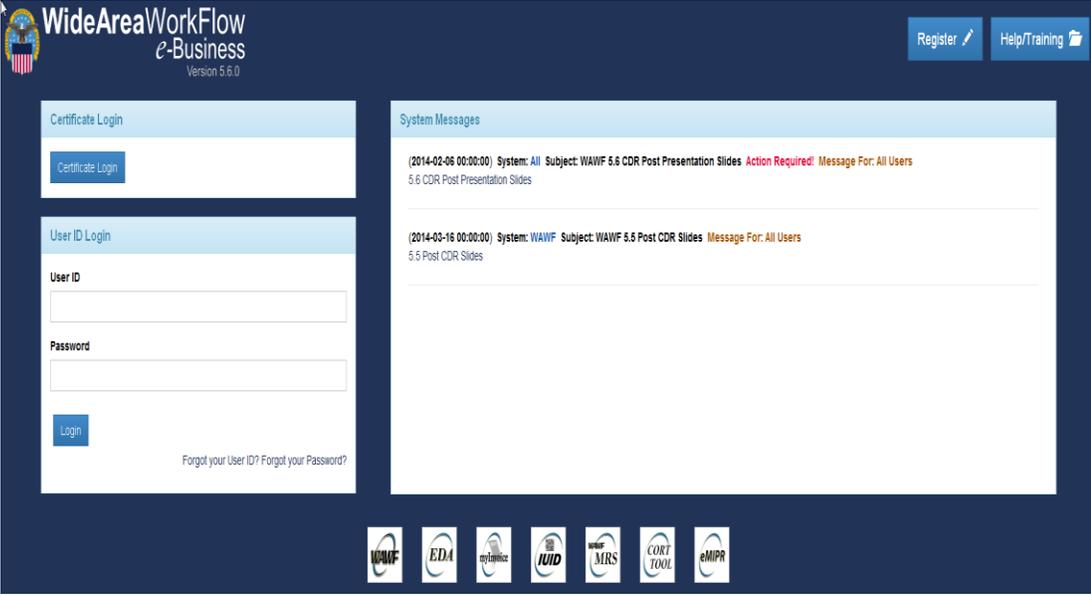
The *Invoice Received Date* (IRD) is applied at the time the Invoice 2-in-1 is submitted in WAWF. This also represents one of the key dates used for Prompt Payment purposes.

## Definition

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 also be included in the workflow.

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



Step	Description
	 <p>The Notice page will provide system information regarding WAWF. Click the <b>“Accept”</b> button to continue.</p>
	 <p>Type in user id plus password; Click the <b>“Login”</b> button to continue.</p>

WideAreaWorkFlow  
e-Business  
Version 5.6.0

User ID: CAPSvend3 Logout  
Last Access Date: 2014/05/05 13:11:56

Welcome to Wide Area Work Flow e-Business Gateway

  
Wide Area Workflow

  
Electronic Document  
Access

  
myinvoice

System Messages

(2014-02-06 00:00:00) System: All Subject: WAWF 5.6 CDR Post Presentation Slides Action Required! Message For: All Users  
5.6 CDR Post Presentation Slides

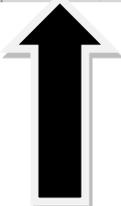
(2014-03-16 00:00:00) System: WAWF Subject: WAWF 5.5 Post CDR Slides Message For: All Users  
5.5 Post CDR Slides

Click the WAWF icon

2 Select the "Vendor" TAB.

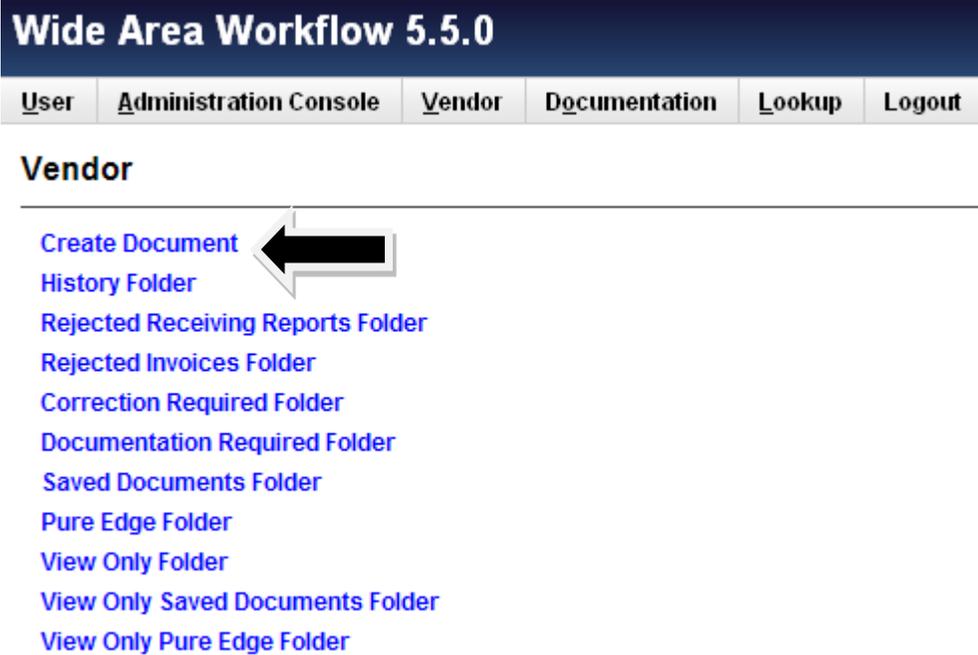
Wide Area Workflow 5.6.0

User Vendor Documentation Lookup Logout



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Select "Create Document"



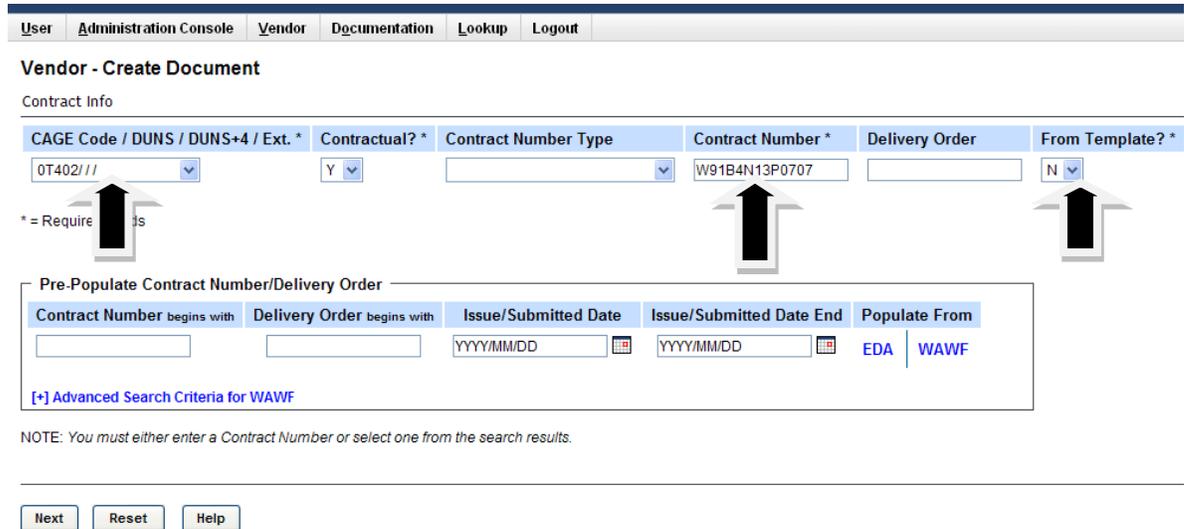
**Wide Area Workflow 5.5.0**

User Administration Console Vendor Documentation Lookup Logout

**Vendor**

- Create Document ←
- History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder
- View Only Folder
- View Only Saved Documents Folder
- View Only Pure Edge Folder

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User Administration Console Vendor Documentation Lookup Logout

**Vendor - Create Document**

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
0T402//	Y		W91B4N13P0707		N

\* = Requires

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
		YYYY/MM/DD	YYYY/MM/DD	EDA   WAWF

[+] Advanced Search Criteria for WAWF

NOTE: You must either enter a Contract Number or select one from the search results.

Next Reset Help

1. Select the Cage Code from the Drop Down.
2. Add Contract Number.

(Note: Template feature must be selected from this page. A Template will allow a copy of a previously submitted Document to be used to create a new document for the same Contract Number and Document type. Template can be useful for service contracts with the same recurring charges over multiple periods of time. For more on the Template feature see the Template User Guide.)

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### Vendor - Create Document

[Contract >>](#) Pay DoDAAC

INFO: The contract data is not available in DoD EDA.

INFO: Click the Previous button or [Contract >>](#) link to enter a different Contract Number or continue creating the document.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	W91B4N13P0707		0T402				HQ0131

\* = Required Fields



[Next](#) [Previous](#) [Reset](#) [Help](#)

If the Pay Office DoDAAC does not automatically populate it must be added manually to continue.

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### Wide Area Workflow 5.5.0

[User](#) [Administration Console](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)

### Create New Document

[Contract >>](#) [Pay DoDAAC >>](#) Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
W91B4N13P0707				0T402			HQ0131	KWD

\* = Required Fields



#### Select Document to Create: \*

- Invoice
- Invoice as 2-in-1 (Services Only)
- Construction Payment Invoice
- Commercial Item Financing



[Next](#) [Previous](#) [Reset](#) [Help](#)

Select the Invoice as 2 in 1 (Service Only) this can be used for goods or services unless the Contract is Administered by a DCMA Admin Office OR a GFEBS pay station then the document can only be for services.

On the Create New Document page the **Currency Code** must be selected for the Document. The Currency Code must match the Contract currency type.

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User	Administration Console	Vendor	Documentation	Lookup	Logout
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**Vendor - Invoice 2-in-1**  
 Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
W91B4N13P0707			0T402				HQ0131

\* = Required Fields, Date = YYYY/MM/DD

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension
YYYY/MM/DD <input type="text"/>	<input type="text"/>	W45G19 <input type="text"/>	W15QKN <input type="text"/>

Service Acceptor * / Extension	Ship From Code / Extension	LPO DoDAAC / Extension
HQ0015 <input type="text"/>	<input type="text"/>	<input type="text"/>

Next Previous Reset Help

If DoDAAC's do not automatically populate, they must be added manually. Enter required fields marked with an "\*" or those required by the contract in the WAWF Clause.

1. Admin DoDAAC\*
  2. Service Acceptor\*
- Select the "Next" Button

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User	Administration Console	Vendor	Documentation	Lookup	Logout
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**Vendor - Invoice 2-in-1**  
 Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Attachments Misc. Amounts Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single \* = Required Fields on Submit, double \*\* = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
W91B4N13P0707				0T402	HQ0131

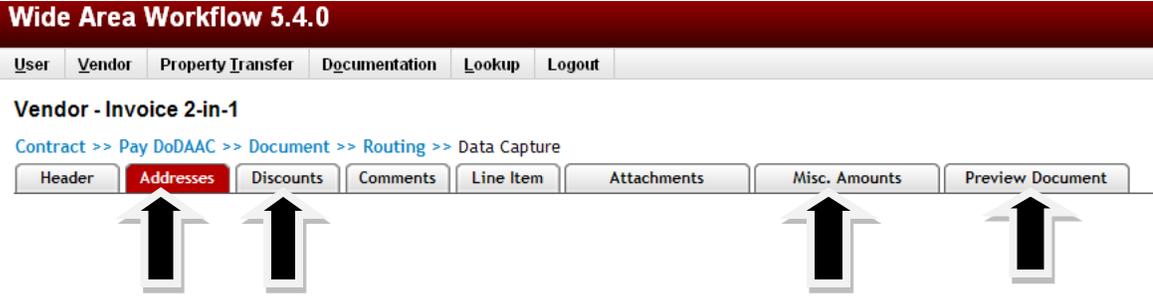
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice
DoD Contract (FAR)	<input type="text"/>	2013/08/08 <input type="text"/>	N <input type="button" value="v"/>

Shipment Number	Shipment Date	Final Shipment
<input type="text"/>	YYYY/MM/DD <input type="text"/>	N <input type="button" value="v"/>

Currency Code	Document Total (KWD)
KWD	

1. Enter the Invoice Number.
2. Verify the Invoice Date. (The Invoice date is calibrated to the WAWF Server and is on Eastern Standard Time. Changing this date could result in an error of a Future Date. Foreign Vendors can change the Invoice date to a past date for their RECORDS, but it will not affect the payment date of the invoice, for additional information on Department of Defense payment procedures please reference the Prompt Payment Act information at: <http://fms.treas.gov/prompt/regulations.html>)

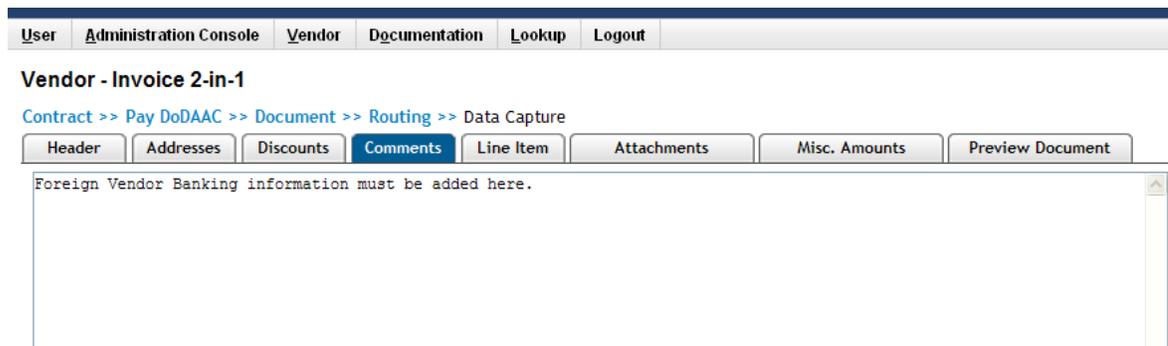
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The Addresses TAB shows the physical address information for the DoDAAC's and Cage Code referenced on the Document.  
The Discounts TAB is for a discount term to reduce the number of days for payment.  
The Misc. Amounts TAB is for charges that are authorized for reimbursement but are not separately accounted for as a Contract Line Item Number (CLIN).  
The Preview Document TAB is how the Document will be viewed by those using a View Only Role within WAWF.

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The Comments TAB is for any information regarding the Document.



Foreign Vendors are **REQUIRED** to add their banking information on the Comments TAB for payment purposes.

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Select the “Add” icon under the Actions Column.

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Required fields are marked with a “\*” next to the title of each required field. Enter the information from the Contract CLIN information.

1. Item No \*\*
2. Stock Part No. \*
3. Type\* (select from drop down)
4. Qty. Shipped\*
5. Unit of Measure\*
6. UofM Code\* should populate after Unit of Measure is added
7. Unit Price (\*)\* the Currency Code for the Document will be shown in the ( )
8. Description from Contract

Select the “Save CLIN/SLIN Button.

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Example of Line Item TAB completed.

Vendor - Invoice 2-in-1

CLIN/SLIN MILSTRIP

single \* = Required Fields when saving line item; double \*\* = Required Fields when saving line item, saving draft document, and tabbing.

<b>Item No. **</b>	<b>Product/Service ID *</b>	<b>Product/Service ID Qualifier *</b>	
0001	SERVICE	SV - SERVICE RENDERED	
<b>Qty. Shipped *</b>	<b>Unit of Measure *</b>	<b>Unit Price (KWD) *</b>	<b>Amount (KWD)</b>
1	JOB	1,000.000	1,000.000
<b>AAI</b>	<b>SDN</b>	<b>ACRN</b>	<b>PR Number</b>
<b>GFE?</b>	<b>Advice Code</b>		
N			
<b>Description *</b>			
Take information from Contract Line Item information on Contract to include Period of Performance for the service performed.			

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To add additional CLIN lines select the "Add" icon under the Actions Column.

Vendor - Invoice 2-in-1

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Attachments Misc. Amounts Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

<b>AAI</b>	<b>SDN</b>	<b>ACRN</b>	
			clear

At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UoFM Code	Unit Price (KWD)	Amount (KWD)	Actions
0001AA	EXAMPLE	MG	50	EACH	EA	50.5555	2,527.775	Edit Delete Add

To change or delete CLIN information already saved select the "Edit Delete" icon under the Actions Column.

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### Vendor - Invoice 2-in-1

[Contract >>](#) [Pay DoDAAC >>](#) [Document >>](#) [Routing >>](#) Data Capture

Header	Addresses	Discounts	Comments	Line Item	<b>Attachments</b>	Misc. Amounts	Preview Document
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WARNING: The Invoice Date has been pre-populated from the WAWF system server.

**WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.**

There is an attachment size limit of 5MB, attachments over this size will be rejected.

<b>Attachment</b>		
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
<b>Attachments Name</b>	<b>Actions</b>	

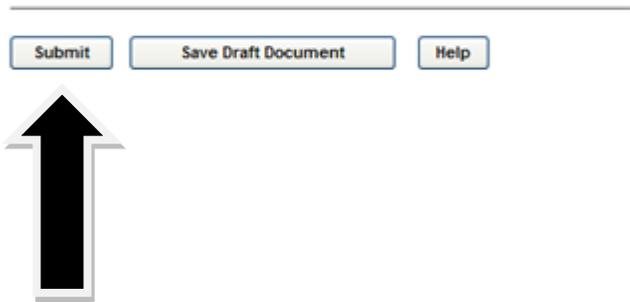
To add an attachment use the Browse to find the Document on the computer. Once found use the Upload button to add.

Note: Once the Document is submitted into the WAWF system the Document will be permanent.

File cannot have any spaces or special characters within the file name.  
File cannot be larger than 5MB per Attachment.

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Once all information has been added to the Document in WAWF, review the information for completeness and correctness. Once the information has been verified and is ready for submission to the proper activities then **Select the "Submit" Button from the lower left corner of any TAB.**



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The Success screen will then appear.

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If email is not in the Address Book distribution list, add it; once added to the Address Book highlight the address and move to the "Send To" block once all additional addresses are in the "Send To" block select the "Submit" button, and all additional email notifications will be made.