Tuition Assistance (TA) WAWF Guide

WAWF Points of Contact

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Getting Started

Navy, Marine and Coast Guard Tuition Assistance

The Navy has a number of tuition programs, and each program has its own invoicing procedures. The invoicing instructions in this guide are specific to the billing of Navy, Marine, and Coast Guard students under the Navy Tuition Assistance program. Students under this program will provide you with a Tuition Assistance forms that say "Tuition Assistance Authorization" at the top of the form.

Tuition Assistance Technician/LPO Points of Contact

***Note:* Please contact the following POCs for invoicing assistance. Your TA Extension number corresponds to your LPO processing technician.**

TA Ext	Contact
TA	Shirley.binz@navy.mil
TA 1	Michael.ow@navy.mil
TA 2	Mary.e.warren@navy.mil
TA 3	Judith.lawton@navy.mil
TA 4	Shirley.binz@navy.mil
TA 5	Mary.e.warren@navy.mil
TA 6	Kim.y.scott@navy.mil
TA 7	Judith.lawton@navy.mil
TA 8	Rosemary.thomas@navy.mil
TA 9	Shirley.binz@navy.mil
TA 10	Kim.y.scott@navy.mil
TA 11	Rosemary.thomas@navy.mil
TA 12	Peggy.osborn@navy.mil

Other Navy Tuition Programs and Contacts

STA 21	Beverly Williams Beverly.williams@navy.mil
BUMED	Bryan Necciai bdnecciai@nmlc.med.navy.mil
ROTC	Beverly Williams Beverly.williams@navy.mil

Setting up for WAWF Invoicing

Before you can submit invoices in WAWF, you must have a WAWF account. Your school must be E-coded with a contract number for WAWF invoicing. If your school has not been E-coded for WAWF invoicing, please e-mail Marilyn Tourney at marilyn.tourney@navy.mil. Once your school has been E-coded, she will email you the contract numbers and routing codes that you will need to submit your invoices.

Creating a WAWF Account

All vendors must be registered in SAM in order to sell goods and services to the Department of Defense.

Step 1: Register with SAM (System for Award Management).

- Register at URL http://www.sam.gov (External Link).
- Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the Help tab. **Service Desk** URL: http://www.FSD.gov.

Step 2: Establish or verify the Electronic Business Point of Contact (EB POC) in SAM.

- To facilitate electronic commerce between vendors and DOD, vendors must establish an EB POC for their company in SAM.
- The EB POC will be responsible for authorizing vendor employee(s) access to submit, modify and/or view data on behalf of the vendor. In WAWF terminology, the EB POC also functions as the Group Administrator (GAM). The GAM is your company's "Gate Keeper" and will be responsible for authorizing access to WAWF for all your company's employee(s).
- The EB POC is responsible for entering data in SAM.
- To see if an EB POC is listed for a specific company, go to **http://www.SAM.gov/** (External Link) and click on "SAM Search". Where prompted, enter the DUNS Number or CAGE Code or Company Name and click the "Search" button. If you are presented with a list of DUNS numbers, you will need to pick the specific location and click on the Detail link. Scroll to the bottom of the Inquiry Results page. There you can see if anyone is listed as the EB POC. If no one is listed, the company has not identified an EB POC yet.
- If a vendor sees that there is no one listed as their EB POC, they need to contact the SAM POC and ask the SAM to update the company's registration to include the EB POC.
- Each vendor can establish up to two EB POCs one primary and one alternate EB POC for each Cage/DUNS code.

Step 3: Have your CAGE Code added to the WAWF Group Structure.

- Your CAGE Code must be added to WAWF Group Structure before any personnel can self-register in WAWF. If you have multiple CAGE Codes they can all be added to your group at the same time.
- To establish a vendor group for a CAGE Code, someone in your company needs to either call the Customer Support Center phone number or send an email to DISA Ogden. If your organization has multiple CAGE Codes, the WAWF Customer Support Center will assist in adding all your CAGE Codes to your CAGE Group Structure in WAWF.
- Phoned in requests will be activated online. Emailed requests will be processed within 48 hours after receipt.
- **Important - PLEASE NOTIFY YOUR EB POC!** WAWF will need their authorization to activate individual accounts after the CAGE Code(s) are added to WAWF.

Step 4: Establish an Organizational email Address.

- WAWF routes information according to CAGE Codes. WAWF documents themselves do not get routed, but status information about the documents is sent in emails. For example, email confirmations are sent when a vendor SUBMITS a document. Email notices are sent when the government ACCEPTS or REJECTS the document.
- In order to receive status information about the WAWF documents, vendors need to establish organizational email accounts and determine who will have access to this organizational email account.
- Ensure that the organizational email address is operational and can receive email prior to registering it with the WAWF Customer Support Center.
- The GAM or EB POC shall provide the organizational email to the WAWF Customer Support Center. (See GAM Appointment Letter in Step 5 below).
- ***Note:*** If you do not set up an organizational email address, the personal email address of the first person who self-registers from your CAGE/DUNS Code will be used as the organizational email address.

Step 5: Designate a Group Administrator (GAM) for your company. (Mandatory Step - there must be a GAM registered)

- A GAM determines who has access to their data submitted in WAWF and provides the authorization to activate.
- In medium to large sized companies, there may be a need to establish more than one GAM.
- Vendors must appoint a GAM to manage their WAWF account. It is recommended that the EB POC be the GAM. As mentioned earlier, the GAM is your company's "Gate Keeper" and as such this person authorizes the activations and deactivations for the company's CAGE Code(s). When the EB POC registers as the GAM no additional paperwork is required to establish your WAWF GAM account.
- The EB POC will also be contacted when there is a question about invoices submitted through WAWF. Please ensure your EB POC is familiar with the WAWF process and they can contact company personnel to answer invoicing questions from government officials.
- If you appoint a GAM that is not your EB POC, they are required to submit their GAM appointment letter, signed by their EB POC, via email to the Ogden Customer Support Center or they may fax it to the customer Service Center. The fax number is 1-801-605-7453.

Step 6: Set up PCs to access WAWF.

- Your current computer configuration is usually sufficient to use WAWF. On rare occasions your computer's browser setting may need to be changed.
- Please try using WAWF first and then if you experience problems check your set-up by selecting the "Machine Setup" link on the WAWF home page or call the Ogden Help desk for assistance - for Ogden Help desk information select the "Customer Support" link on the WAWF home page.

Step 7: GAM needs to Self Register in WAWF. (Mandatory step - GAMs activate the vendor users)

- Refer to the "Registration" Link on the WAWF Home Page and the Help button for details on registering in the WAWF application as a GAM.
- If the GAM's account has not been activated within 2 business days of self-registering, notify the WAWF Customer Service. (See Customer Service Link).

Step 8: Have all users for the CAGE Code(s) self-register on the WAWF web site for one of the available Vendor Roles.

- Once the EB POC (GAM) has been activated, all company users will need to self-register. Now the EB POC (GAM) can activate or deactivate their own company personnel within WAWF.
- Every user of WAWF must self-register on the WAWF web site by completing the online registration form.
- Refer to the "Registration" Link on the WAWF Home Page and the Help button for a details on registering in the WAWF application in a Vendor Role.
- ***Note:*** User accounts will not be activated until the GAM activates the accounts. The GAM will receive an email for all registrations.
- If a user's account has not been activated within 2 business days of self-registering, notify the EB POC or WAWF Customer Support Center.

WAWF Password Resets

(*Note:* Passwords cannot be reset by contacting TA. This is solely an Ogden Help Desk Function)

Passwords expire after 60 days. If your password expired or you do not remember your password, you can reset it by following these steps:

After the Logon page, select the '*USER*' tab. On the drop down select '*Security Maintenance - Change Password*'. Click this link if you wish to change your WAWF Password. There will be a series of Security questions that must be answered. If you have not set security questions, Please call the Ogden Help Desk using 1-866- 618-5988 Option 2 then Option 3. Hours of operation for the Ogden Help desk are 4 a.m. - 10 p.m. MST.

Guidelines and Policies (**Please read before invoicing**)

1. Check WAWF for the status of your invoices on a regular basis.

2. Do not submit duplicate invoices. This may result in a delay of payment.

3. Do not over bill. If the amounts you are billing for exceed the authorized TA amount, contact your Navy College Office POC and correct the discrepancy before submitting the invoice. If you submit an invoice for an amount that exceeds the authorized TA amount, the invoice will be returned to you for correction.

4. Wait until after the Add/Drop period before invoicing to ensure that the correct course is billed. Course discrepancies may result in a delay of payment.

5. Bill each service branch on a separate invoice (e.g., do not bill for both Navy and Coast Guard students on the same invoice). The first character of the TA Authorization Number indicates the service to be billed. (Please refer to the 'Creating and Submitting an Invoice' section below for further details.)

6. Do not bill for multiple fiscal years on the same invoice. The invoice should include bills for TA forms authorized in the same year. (Please refer to the section 'Creating and Submitting an Invoice' below for further details.)

7. Please batch invoices. You may invoice for multiple students and courses on the same invoice as long as they are all of the same service branch and fiscal year. (Please refer the 'Creating and Submitting an Invoice' section below for further details.)

Preparing Your TA Attachment Spreadsheet

Before invoicing in WAWF, you must complete the TA Excel Attachment. The TA Excel Spreadsheet template can be saved to your desktop.

The TA Attachment provides additional information that is required by the certifier to approve your invoice. It is crucial that the spreadsheet is filled out correctly. Please complete the attachment as follows: (*indicates that the information can be found on the TA form. See a sample TA form on page 10.)

***TA Authorization Number** *(max character =12)*

- Enter the TA Authorization Number found on the upper right hand side of the TA form (see sample TA form).
- To ensure that you are invoicing for only one service branch (you cannot invoice for multiple services in the same invoice), confirm that the TA Authorization Numbers begin with the same letter. The first character of the TA Authorization Number indicates the service branch. For example: TA Authorization number '***N****AA201312345'* indicates that it is *Navy* because it starts with an 'N'
    - N = Navy
    - C = Coast Guard
    - M = Marine
    - G = GEV (Graduate Education)
    - E = AEV (Advanced Education)
- To ensure you are invoicing for the same Fiscal Year (you cannot invoice for multiple fiscal years in the same invoice), confirm that positions 4-7 of the TA Authorization Numbers are all the same Fiscal Year. For example: TA Authorization number '*NAA****2013****12345'* indicates that it is *Fiscal Year 2013*.

- ***Student Last Name***
    - Do not combine the first and last name in the same column.
- ***Student First Name***
    - Do not combine the first and last name in the same column.
- ***Last Four Digits of the SSN***
- ***Course Number (max character = 12)***
    - The typical format for the Course Number field is the course subject followed by the course number (e.g., MATH101).
- ***Course Name (max character = 75)***
- ***Amount Authorized To Be Paid (numeric values only)***

• ***NCMIS School Code (max character = 5)***

- Enter the School Code found on the upper left hand side of the TA form, below the student's SSN. (see sample TA form).

- If the NCMIS School Code and School Name on the TA form is not your school, please return the form to the student so they can have it corrected.

• ***School Name***

• ***Invoice Number (max character = 14)***

- Enter a unique Invoice Number.

- Although the field max character length is 14 characters, try to keep the invoice numbers to a minimum number of characters for the ease of tracking.

- The Invoice Number should be exactly the same for all line items in the spreadsheet (i.e., all line items in the attachment will be associated with one invoice number and therefore will be paid as one invoice)

• ***Invoice Date (mm/dd/yyyy)***

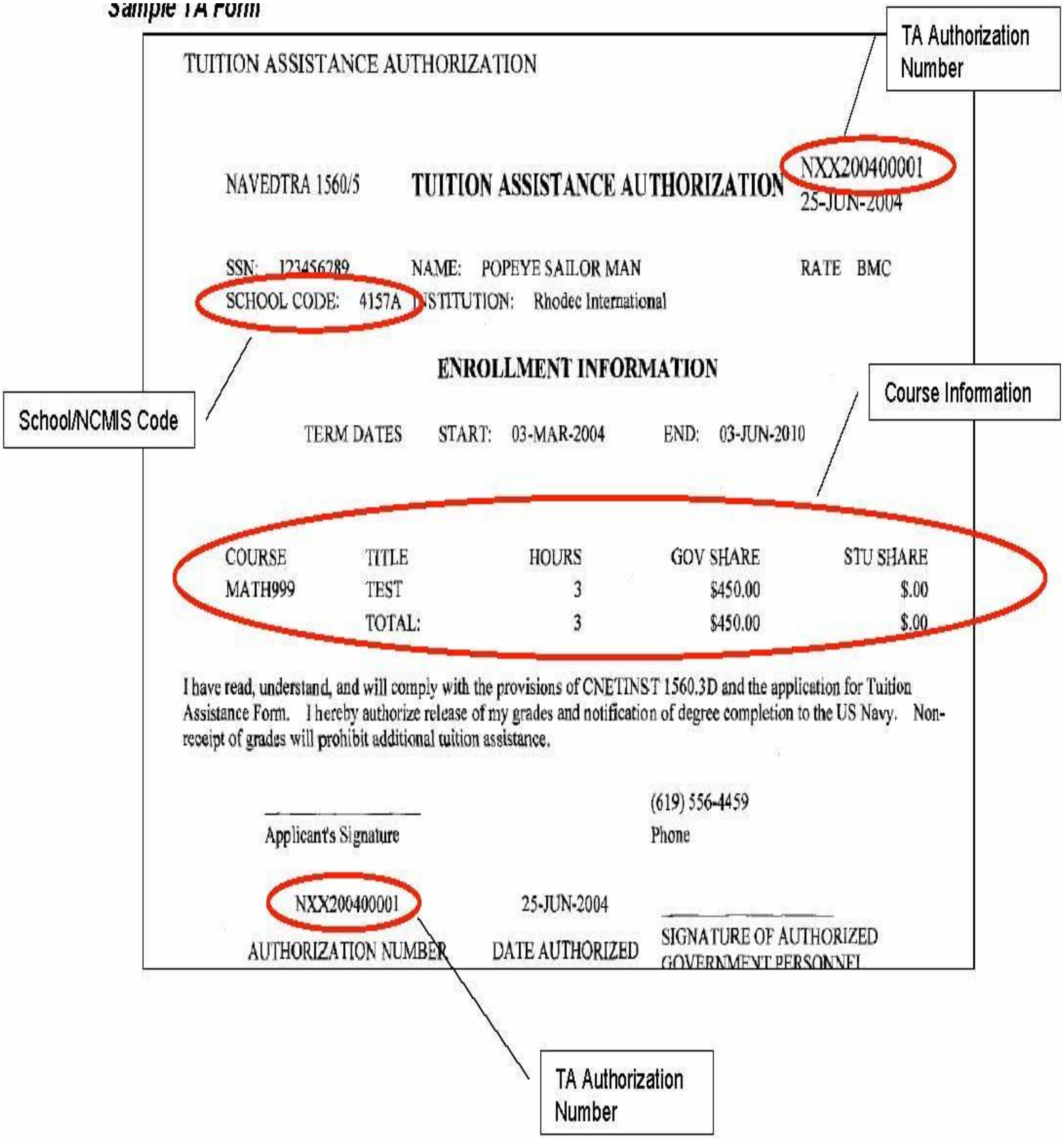
• ***Grades*** (if available; not required; max character = 2)

- Valid passing grades are '**A**', '**B**', '**C**', '**D**', '**S**' (Successful), or '**P**' (Passing)

- Valid failing grades are as '**F**', '**I**' (Incomplete), '**N**' (Not Passing or Repeat), '**W**' (Withdrawal), or '**X**' (Insufficient)

Please refer to page 32 for further guidance on grade submission.

Sample TA Form


TUITION ASSISTANCE AUTHORIZATION

NAVEDTRA 1560/5 **TUITION ASSISTANCE AUTHORIZATION** NXX200400001 25-JUN-2004

SSN: 123456789 NAME: POPEYE SAILOR MAN RATE BMC

SCHOOL CODE: 4157A INSTITUTION: Rhodec International

ENROLLMENT INFORMATION

TERM DATES START: 03-MAR-2004 END: 03-JUN-2010

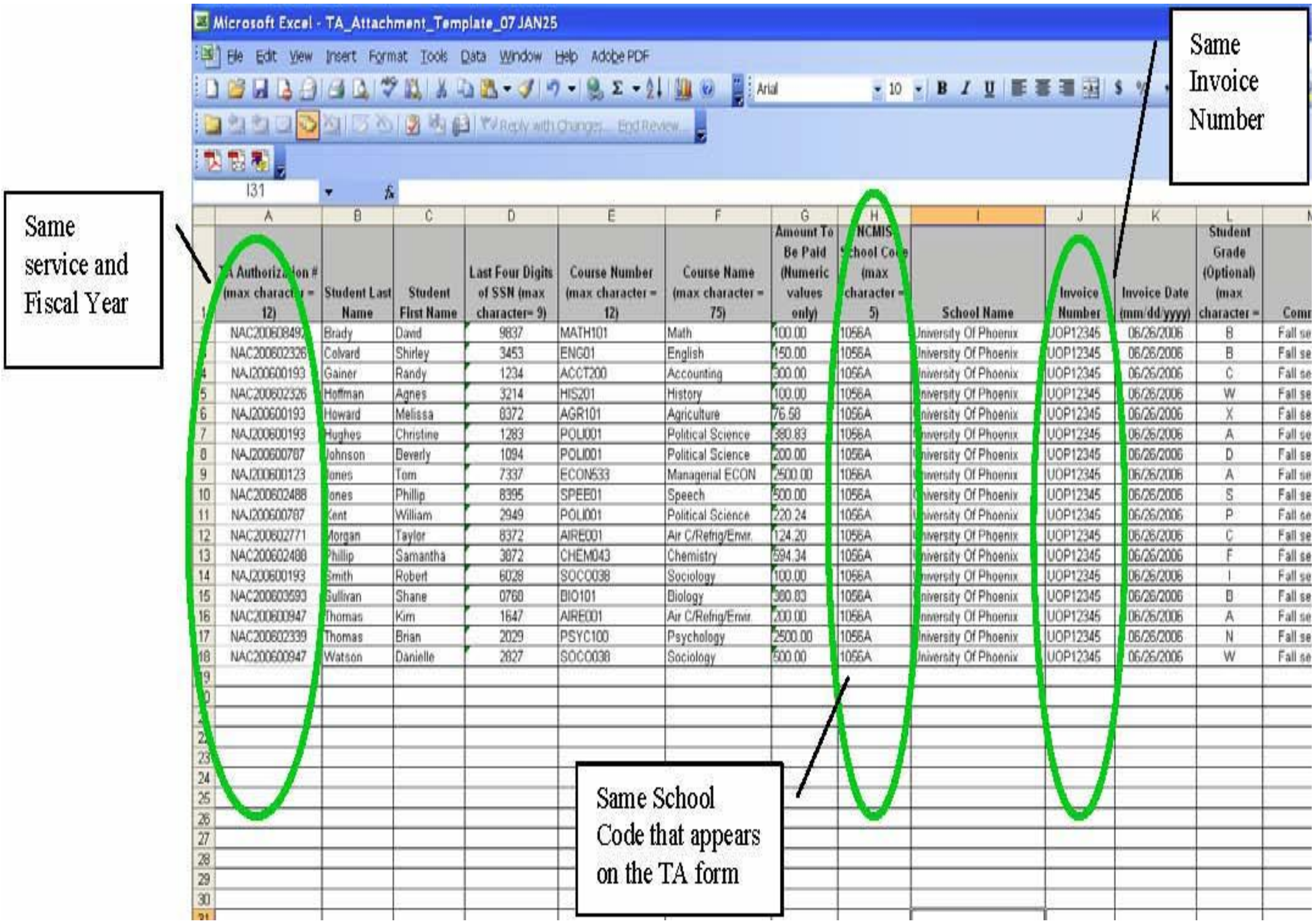
COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
MATH999	TEST	3	$450.00	$.00
	TOTAL:	3	$450.00	$.00

I have read, understand, and will comply with the provisions of CNETINST 1560.3D and the application for Tuition Assistance Form. I hereby authorize release of my grades and notification of degree completion to the US Navy. Non-receipt of grades will prohibit additional tuition assistance.

Applicant's Signature (619) 556-4459 Phone

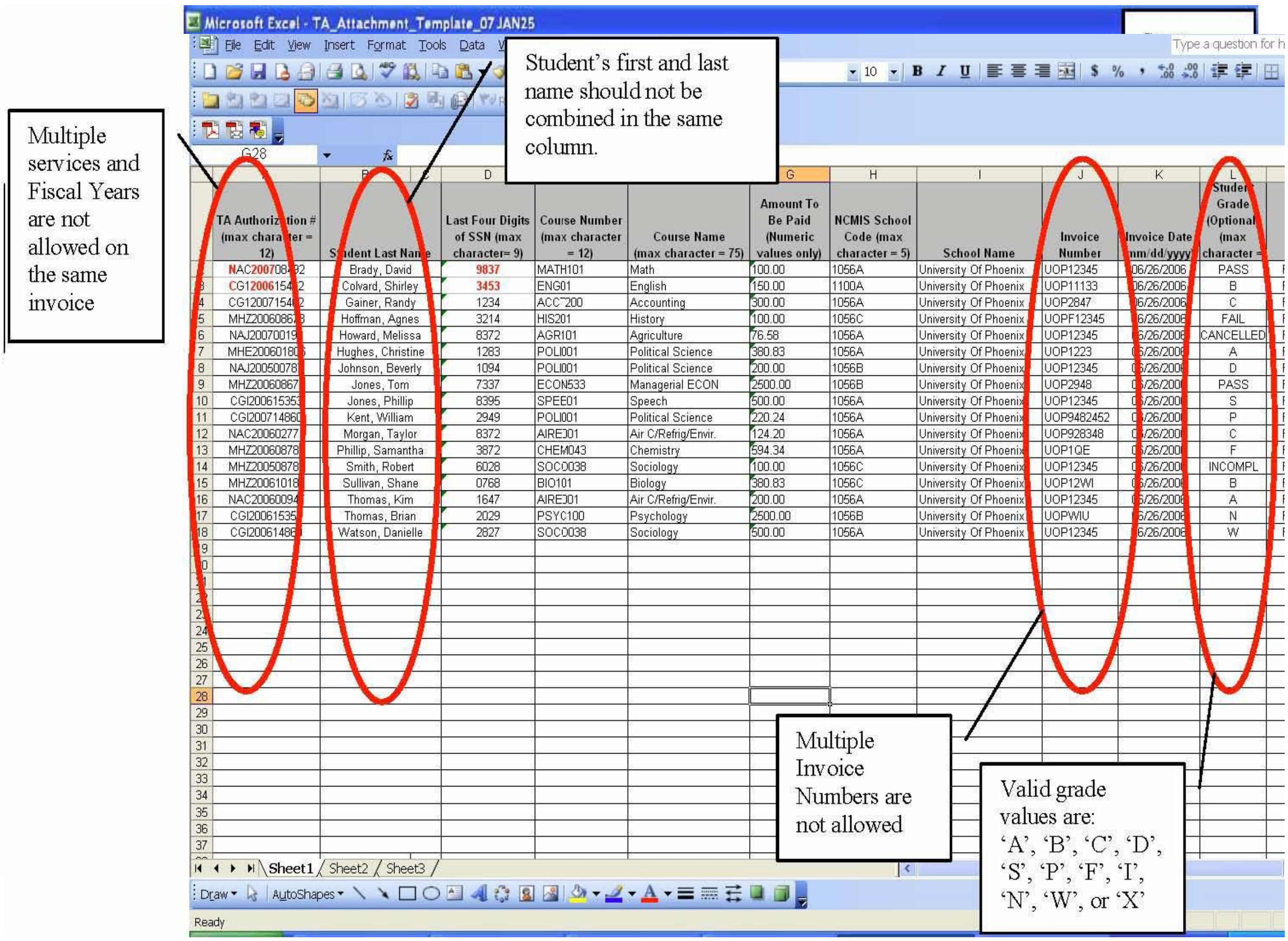
NXX200400001 25-JUN-2004

AUTHORIZATION NUMBER DATE AUTHORIZED SIGNATURE OF AUTHORIZED GOVERNMENT PERSONNEL



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	TA Authorization # (max character = 12)	Student Last Name	Student First Name	Last Four Digits of SSN (max character= 9)	Course Number (max character = 12)	Course Name (max character = 75)	Amount To Be Paid (Numeric values only)	NCMIS School Code (max character = 5)	School Name	Invoice Number	Invoice Date (mm/dd/yyyy)	Student Grade (Optional) (max character =	Comr
2	NAC200608497	Brady	David	9837	MATH101	Math	100.00	1056A	University Of Phoenix	UOP12345	06/26/2006	B	Fall se
3	NAC200602326	Colvard	Shirley	3453	ENG01	English	150.00	1056A	University Of Phoenix	UOP12345	06/26/2006	B	Fall se
4	NAJ200600193	Gainer	Randy	1234	ACCT200	Accounting	300.00	1056A	University Of Phoenix	UOP12345	06/26/2006	C	Fall se
5	NAC200602326	Hoffman	Agnes	3214	HIS201	History	100.00	1056A	University Of Phoenix	UOP12345	06/26/2006	W	Fall se
6	NAJ200600193	Howard	Melissa	8372	AGR101	Agriculture	76.58	1056A	University Of Phoenix	UOP12345	06/26/2006	X	Fall se
7	NAJ200600193	Hughes	Christine	1283	POLI001	Political Science	380.83	1056A	University Of Phoenix	UOP12345	06/26/2006	A	Fall se
8	NAJ200600787	Johnson	Beverly	1094	POLI001	Political Science	200.00	1056A	University Of Phoenix	UOP12345	06/26/2006	D	Fall se
9	NAJ200600123	Jones	Tom	7337	ECON533	Managerial ECON	2500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	A	Fall se
10	NAC200602488	Jones	Phillip	8395	SPEE01	Speech	500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	S	Fall se
11	NAJ200600787	Kent	William	2949	POLI001	Political Science	220.24	1056A	University Of Phoenix	UOP12345	06/26/2006	P	Fall se
12	NAC200602771	Morgan	Taylor	8372	AIRE001	Air C/Refrig/Envir.	124.20	1056A	University Of Phoenix	UOP12345	06/26/2006	C	Fall se
13	NAC200602488	Phillip	Samantha	3872	CHEM043	Chemistry	594.34	1056A	University Of Phoenix	UOP12345	06/26/2006	F	Fall se
14	NAJ200600193	Smith	Robert	6028	SOCO038	Sociology	100.00	1056A	University Of Phoenix	UOP12345	06/26/2006	I	Fall se
15	NAC200603593	Sullivan	Shane	0768	BIO101	Biology	380.83	1056A	University Of Phoenix	UOP12345	06/26/2006	B	Fall se
16	NAC200600947	Thomas	Kim	1647	AIRE001	Air C/Refrig/Envir.	200.00	1056A	University Of Phoenix	UOP12345	06/26/2006	A	Fall se
17	NAC200602339	Thomas	Brian	2029	PSYC100	Psychology	2500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	N	Fall se
18	NAC200600947	Watson	Danielle	2827	SOCO038	Sociology	500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	W	Fall se

Example of a correctly completed TA Attachment



Example of an incorrectly completed TA Attachment

Once your TA Attachment is complete, save the file.

Step 1: Open the File menu and choose Save As.

Step 2: In the box that appears, enter the 'File Name' as follows: Your school's NCMIS School Code_Invoice Number_Fiscal Year. ***Note:*** *The School Code and Invoice Number should match the School Code and Invoice Number values entered in the attachment. For example, if your School's NCMIS Code is "**1234A**', the Invoice Number is '**FALL0001**', and the Fiscal Year you are invoicing for is "**2013**" you should name the file as "**1234A_FALL0001_2013.xlsx**"*

Step 3: Choose a location to save the file to. We recommend saving the file to a local drive (e.g.,Desktop or folder). Saving to a network drive may cause issues when attaching the invoice.

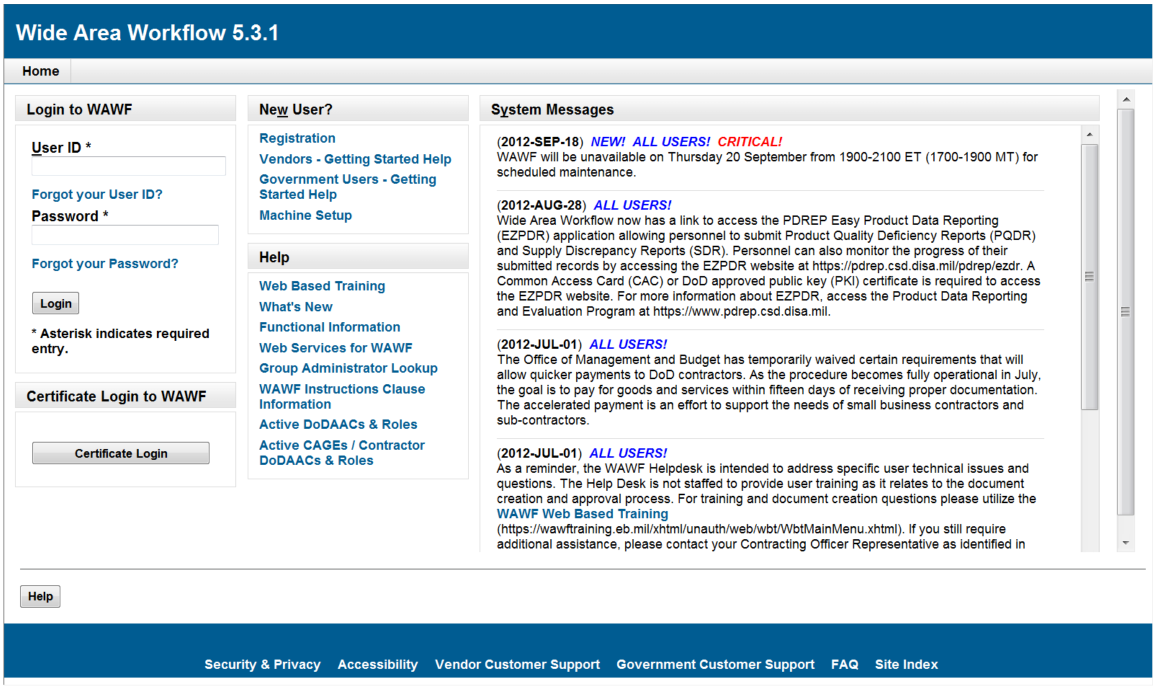
Step 4: Click the Save button.

Note: When saving the TA attachment, the filename **CANNOT** contain spaces. If desired, underscores may be used in place of spaces.

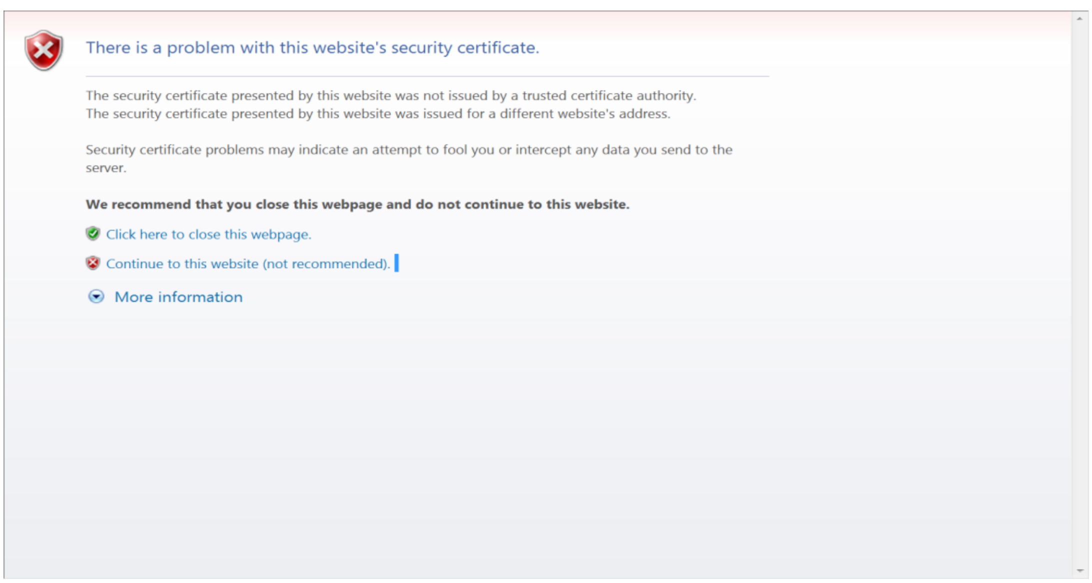
Creating a WAWF Invoice

Note: The information used in the examples is sample information only and should **NOT** be used in the creation of your WAWF invoices. Please use the information that was emailed to you by your WAWF POC.

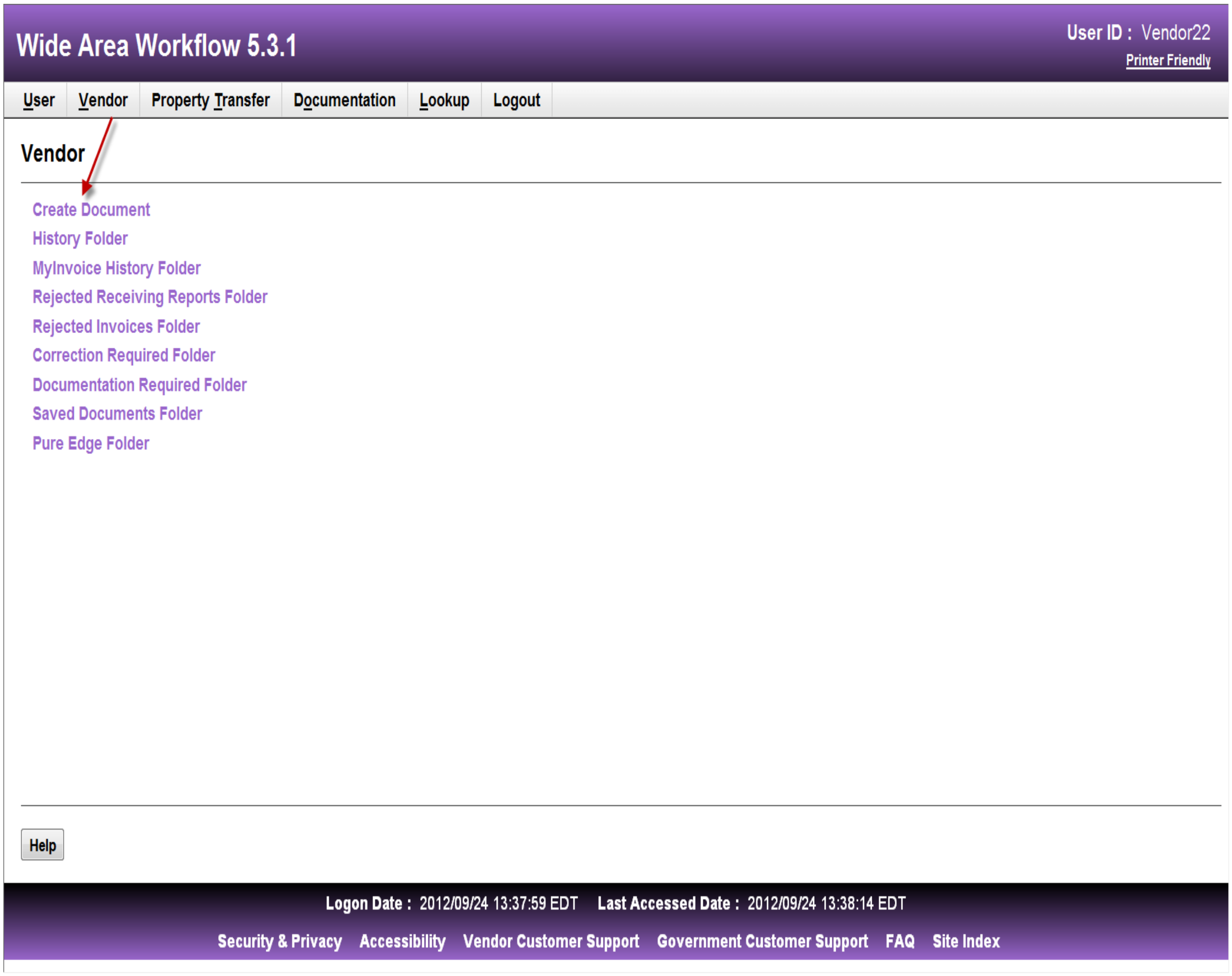
Step 1: Once you have completed and saved the attachment template, access the Wide Area Workflow website at https://wawf.eb.mil. On the left hand side enter your Login User ID and Password, click *Login*.



Note: *If this website security certificate screen appears click on "Continue to this website."*

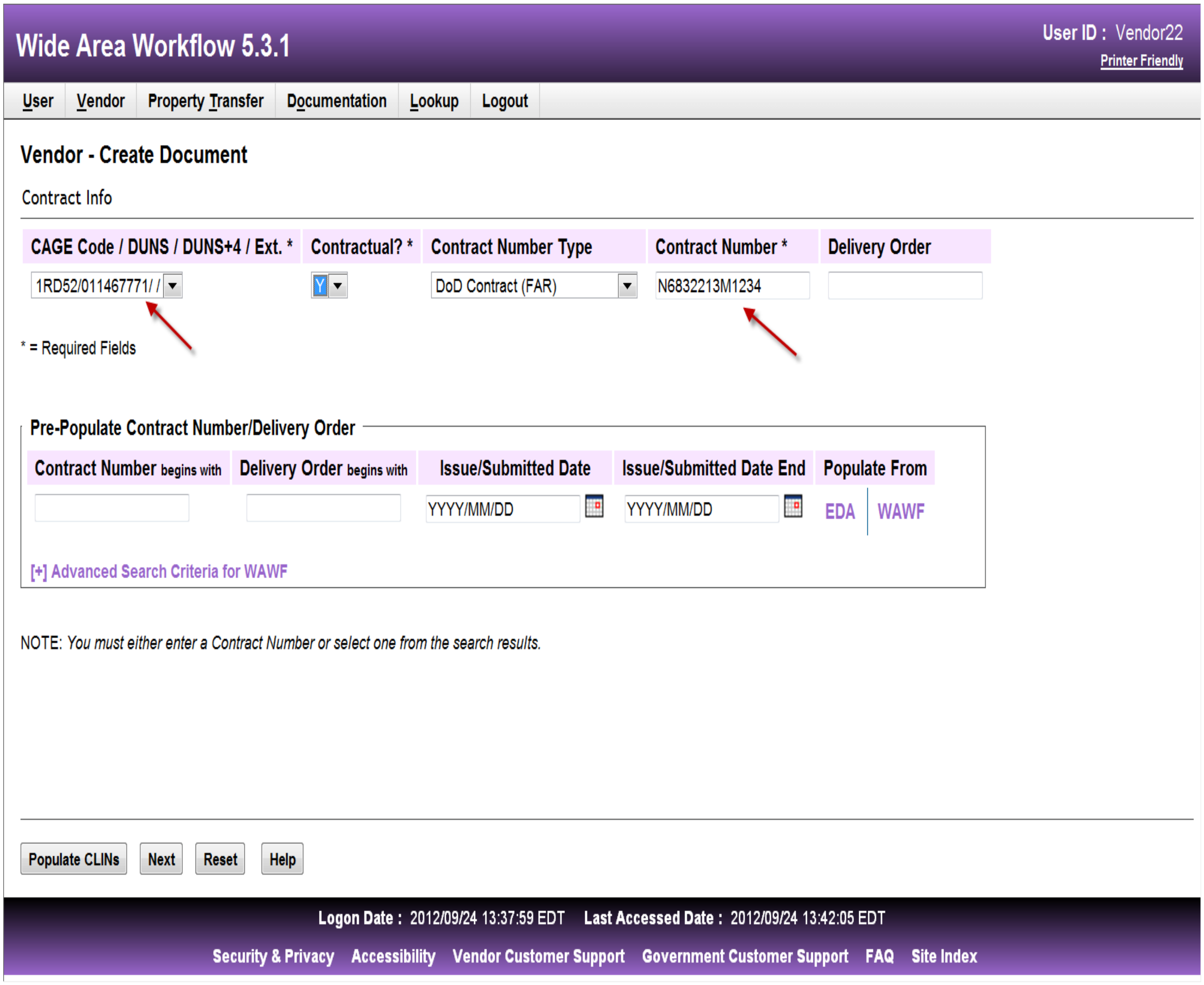


Step 2: Click on '*Vendor*' to expand to the drop down menu. Click on "*Create Document.*"



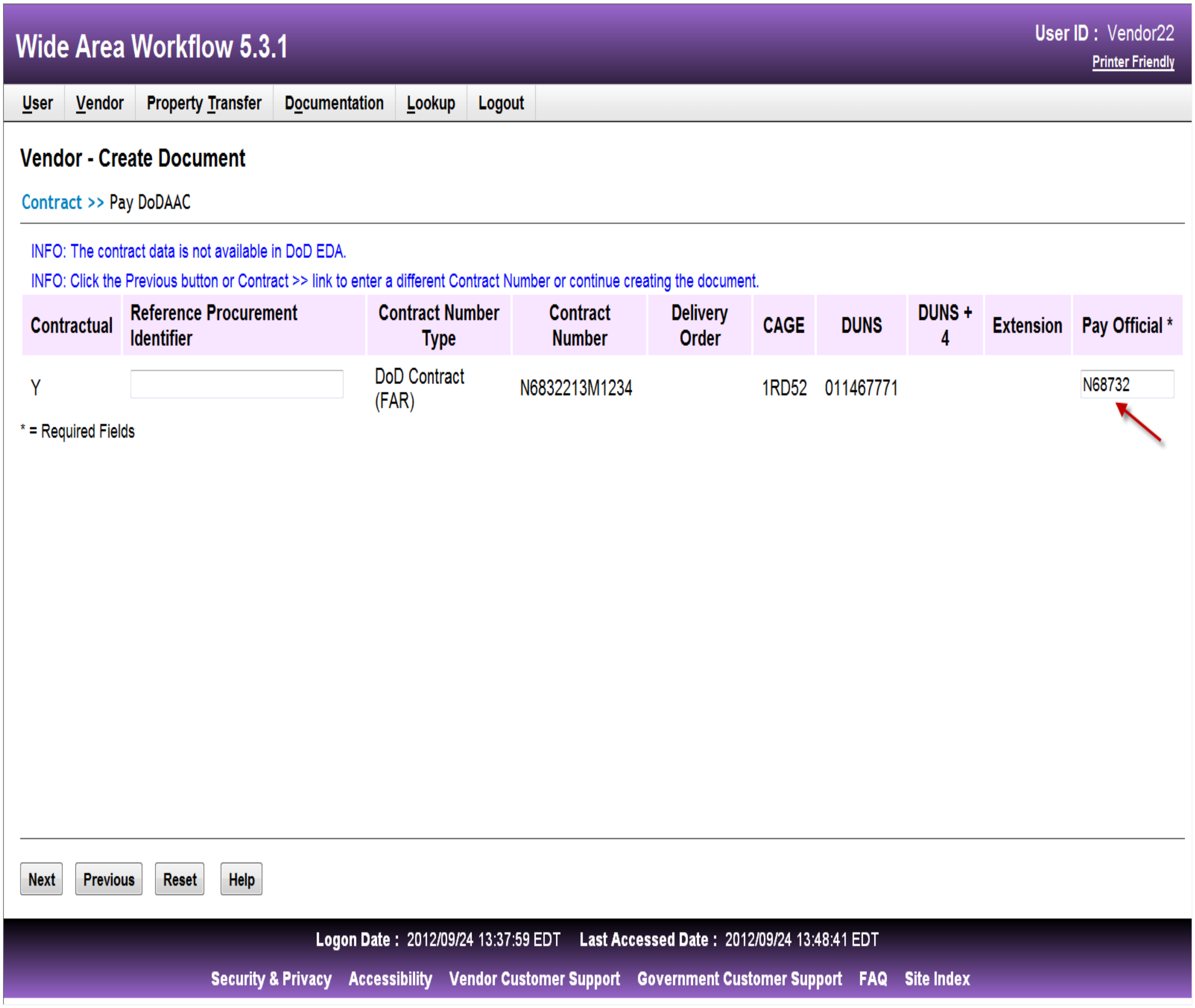
Step 3: Choose your *CAGE Code* from the drop-down menu. Enter your *Contract number*. (Provided by your WAWF Point of Contact). (*The CAGE Code and Contract Number shown below are examples only.)* Leave the "*Delivery Order*" box blank. Click "*Next"* at the bottom of the page.

Note: The fiscal year in the contract number used for invoicing is determined by the fiscal year in the TA Authorization number.



Step 4: Leave the "*Reference Procurement Identifier*" box blank. Enter the "*Pay Official"* DoDAAC as **N68732**. Click *Next*.

Note: The message "INFO: The contract data is not available in DoD EDA." does not indicate an error.



Wide Area Workflow 5.3.1

User ID : Vendor22

Printer Friendly

User | Vendor | Property Transfer | Documentation | Lookup | Logout

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)	N6832213M1234		1RD52	011467771			N68732

* = Required Fields

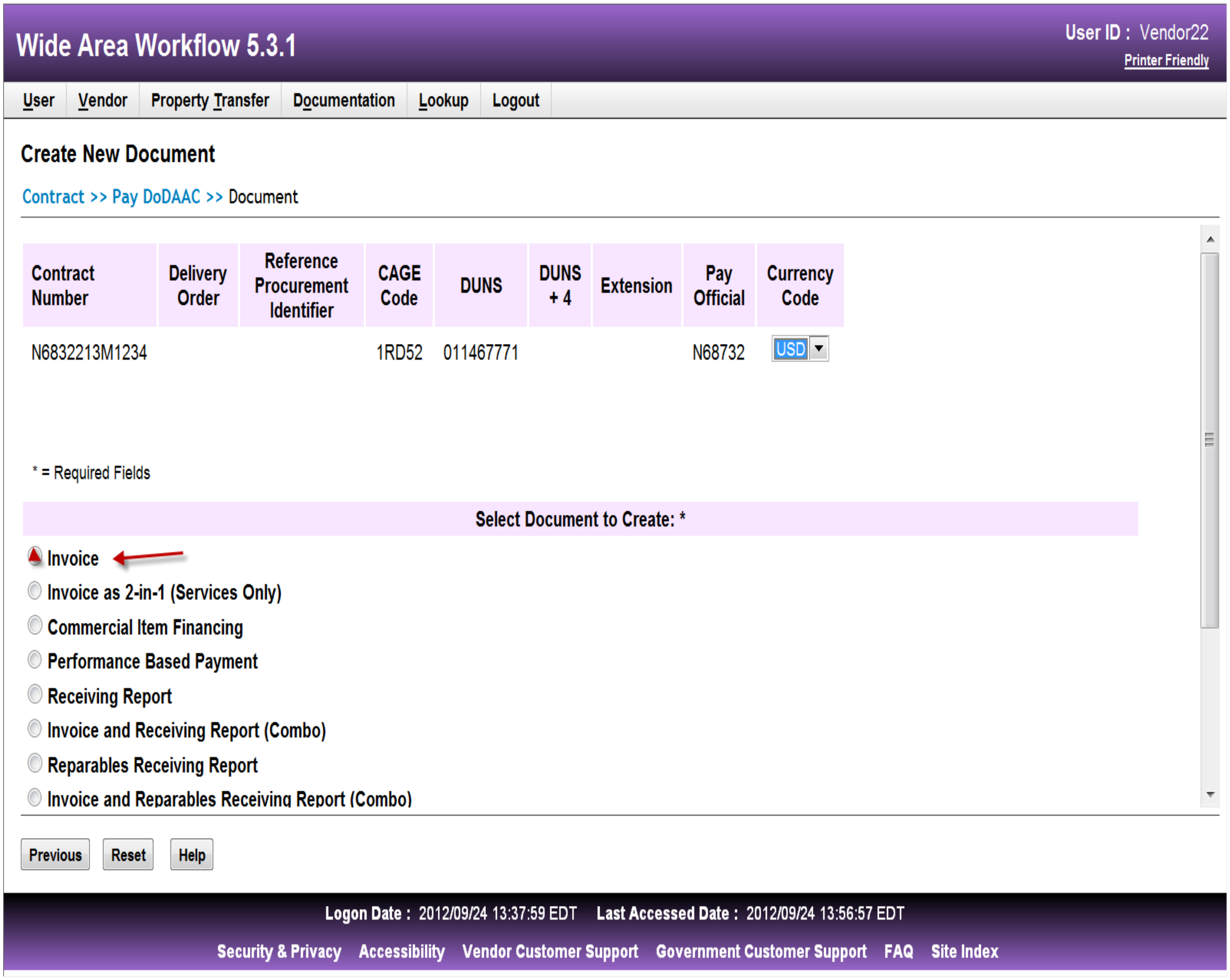
Next | Previous | Reset | Help

Logon Date : 2012/09/24 13:37:59 EDT Last Accessed Date : 2012/09/24 13:48:41 EDT

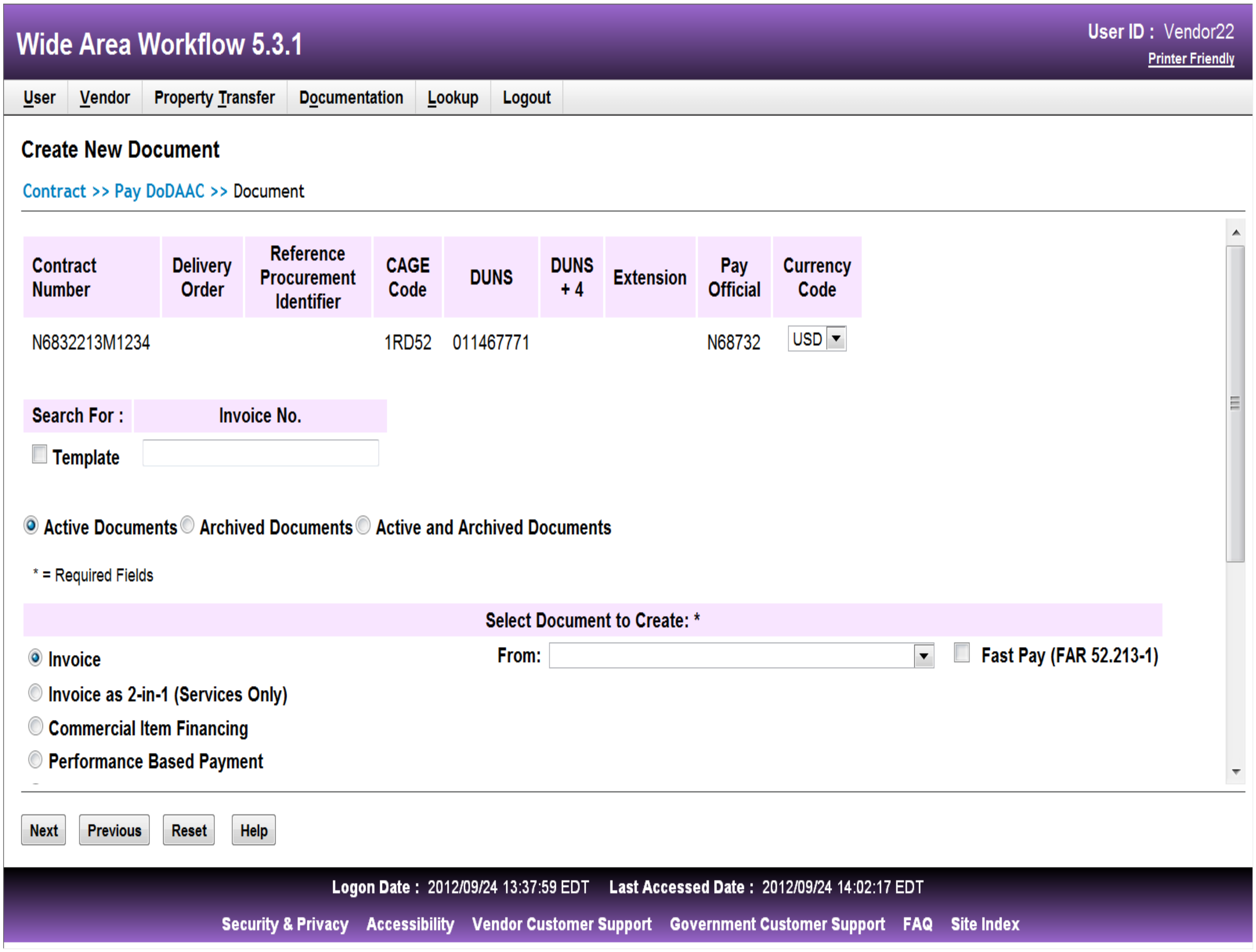
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index

Step 5: Click on "*INVOICE*".

Note: **<u>DO NOT</u> select "Invoice as 2-in-1 (Services Only)."**



Step 6: You do not need to fill anything in on this screen. Click *Next*.



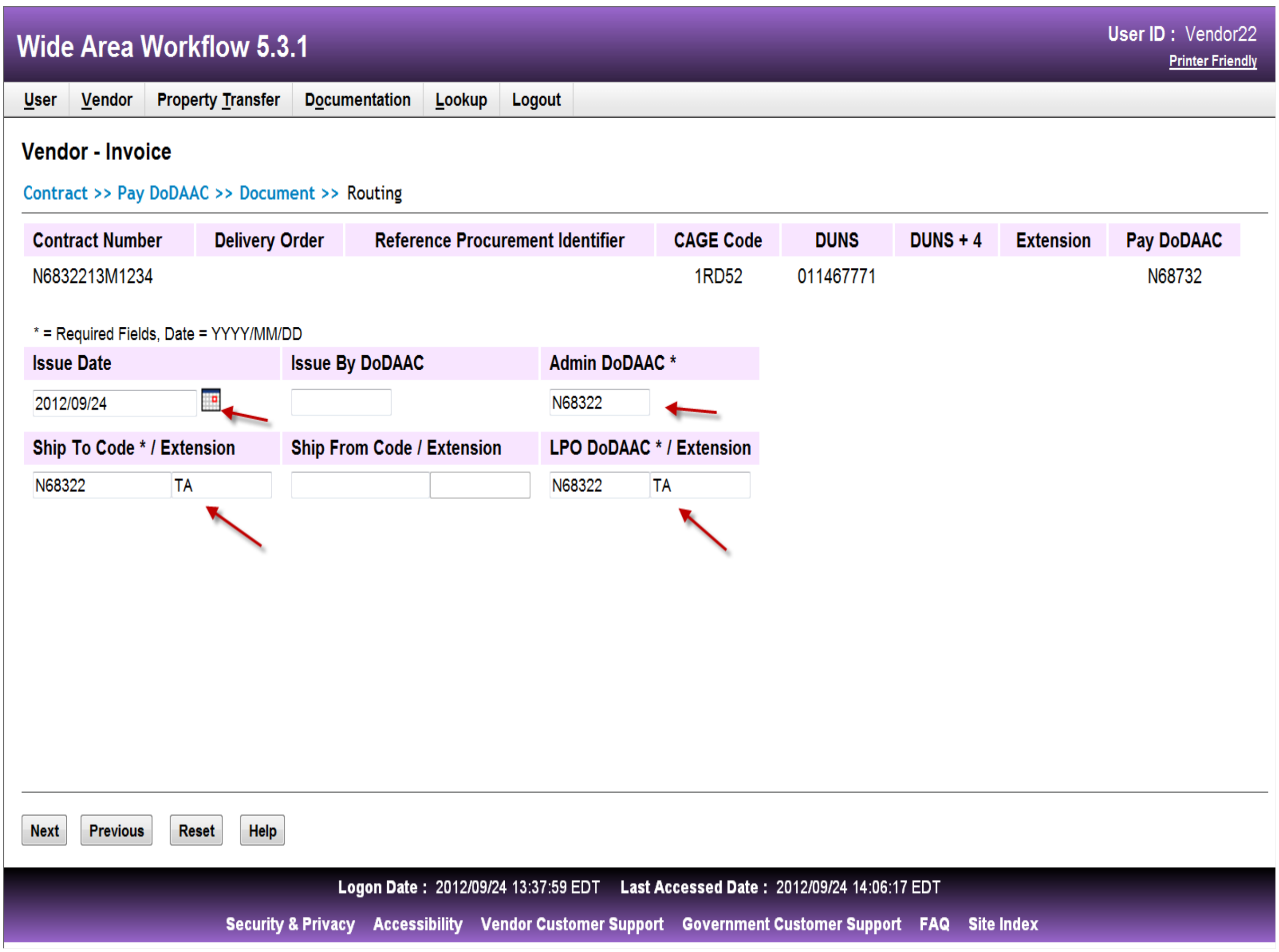
Step 7: Input the information provided by your WAWF POC:

- Admin DoDAAC**:** **<u>N68322</u>**
- Ship to Code**:** **<u>N68322</u>** / extension number. (i.e. TA1, TA2, TA3 etc.)
- LPO DoDAAC**:** **<u>N68322</u>** / extension number. (i.e. TA1, TA2, TA3 etc.)

  It is important to enter the correct TA extension so that your invoice is directed to the correct LPO for certification.

Note: For GEV and AEV (Graduate Education and Advanced Education), please use extension TA12.

Click *Next*.

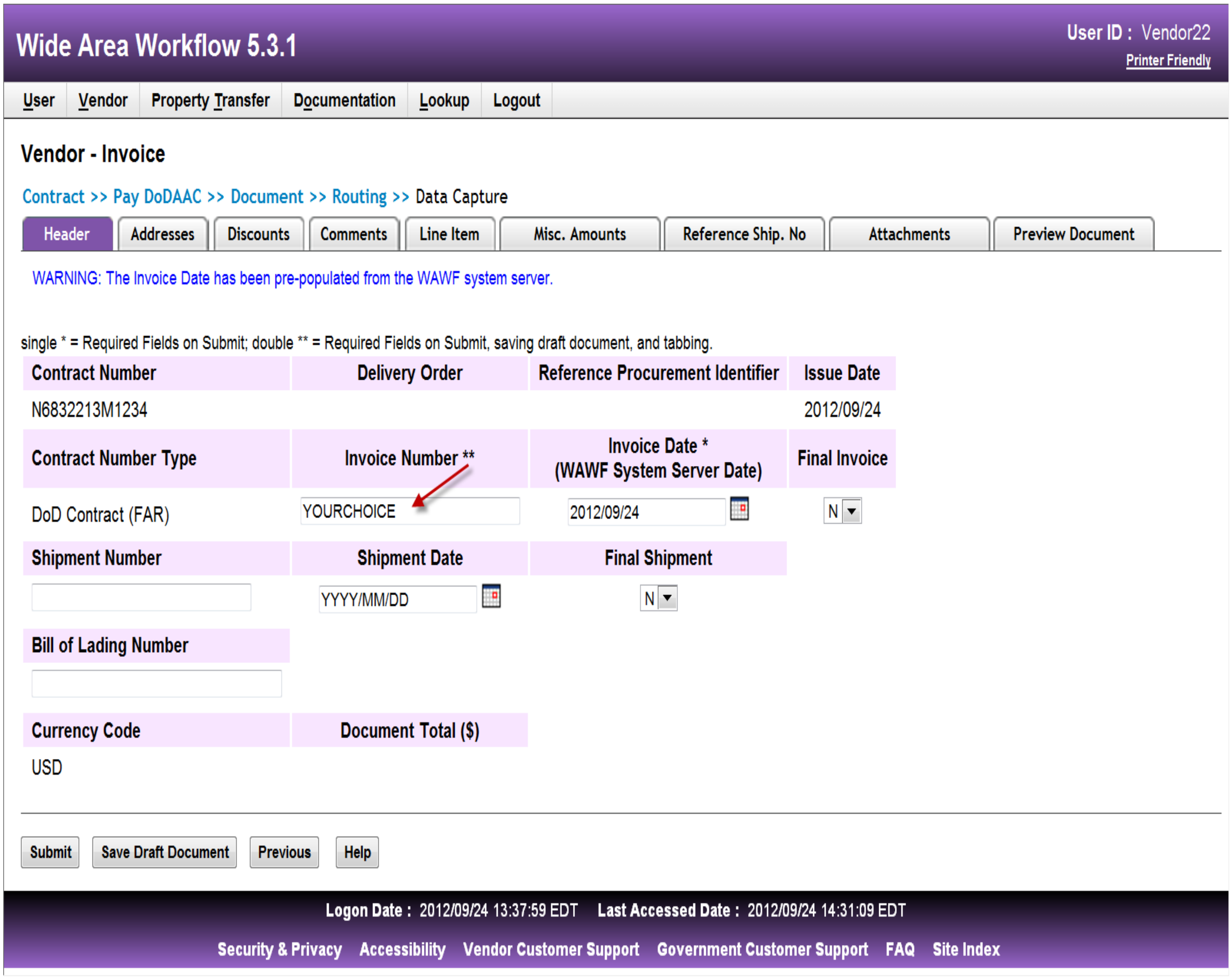


Step 8: Enter the "***Invoice Number"*** and "***Invoice Date"***. Set the" ***Final Invoice"*** Flag to 'N' (default).

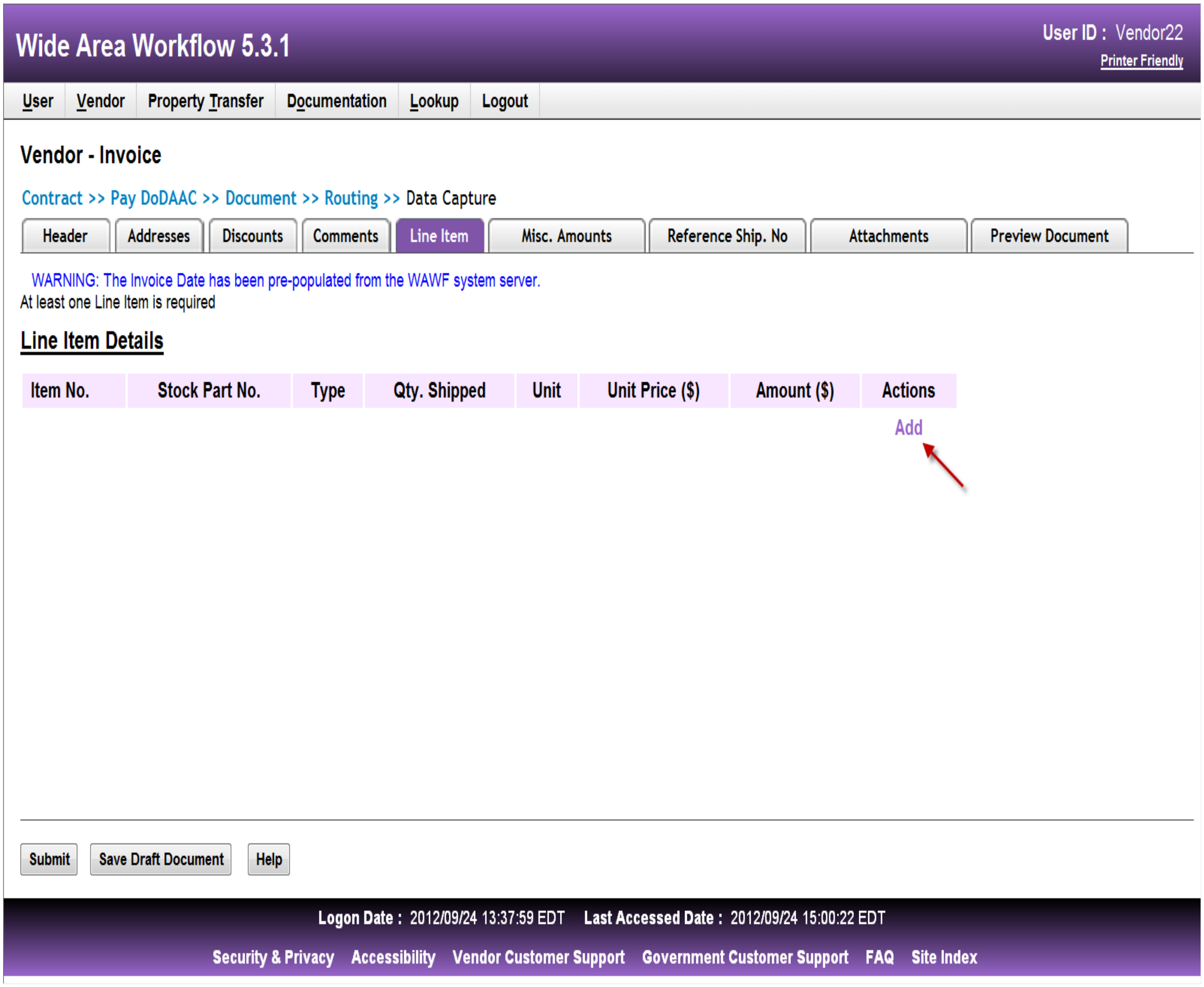
Do not enter a Shipment Number or Shipment Date, leave these blank.

Note: Ensure that the Invoice Number entered on this screen is the same value you entered as the Invoice Number on the excel attachment.

DO NOT click the submit button**.**



Step 9: Select the "*Line Item*" tab then under Actions click on "*Add.*"



Step 10: For the line item, input the following information:

• **Item No. =** 0001

• **Stock Part No. =** NONE

• **Type =** SV – services (select from dropdown)

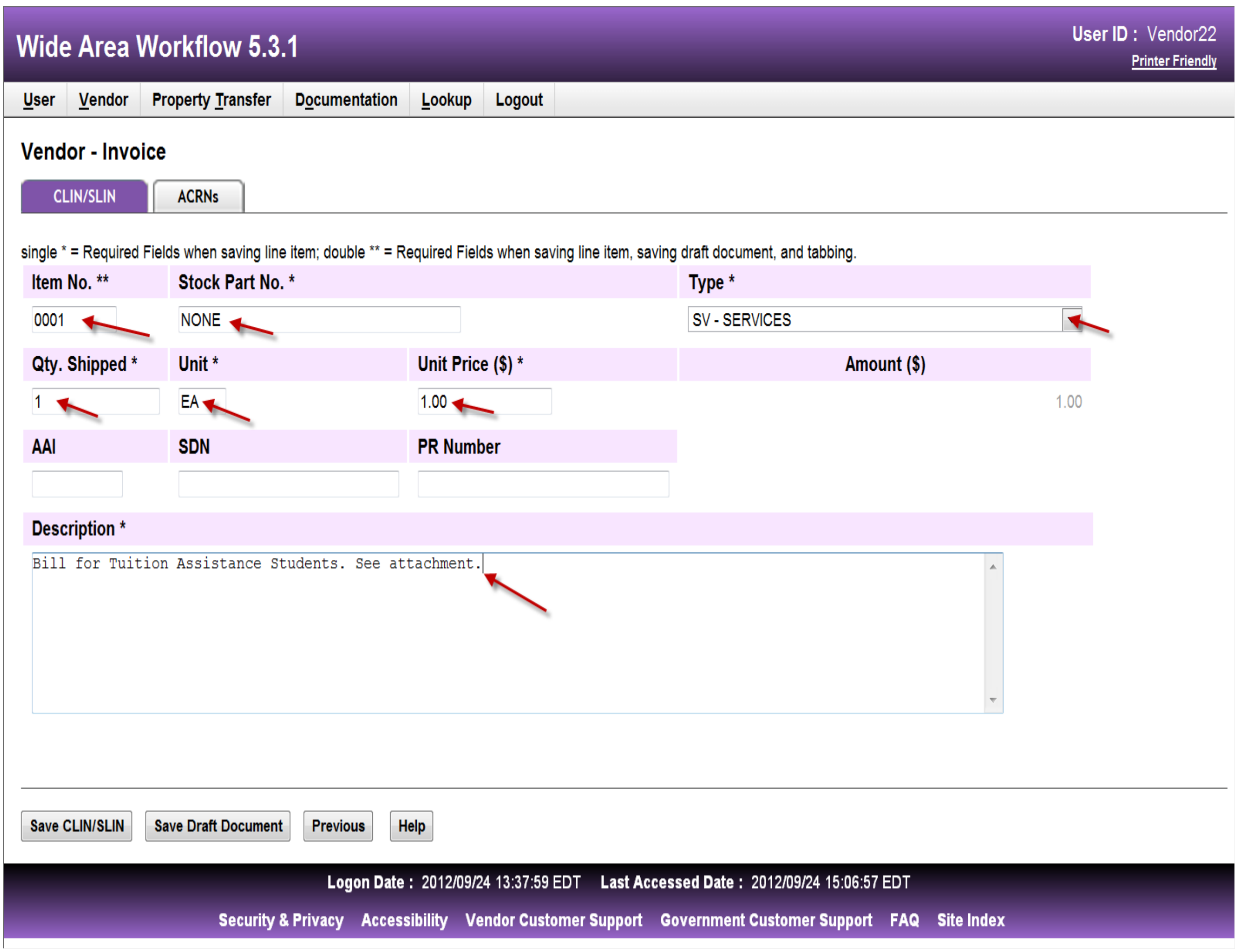
• **QTY Shipped =** 1

• **Unit =** EA for each

• **Unit Price =** full amount of the invoice for the Service being billed (Navy, Marine, Coast Guard) or full amount for the student (GEV/AEV)

• **Description =** detailed comments describing the line item (Navy, Marine, Coast Guard) or TA attachment information for the student (GEV/AEV).

Once all line item information is entered, scroll down and click on "Save CLIN/SLIN."

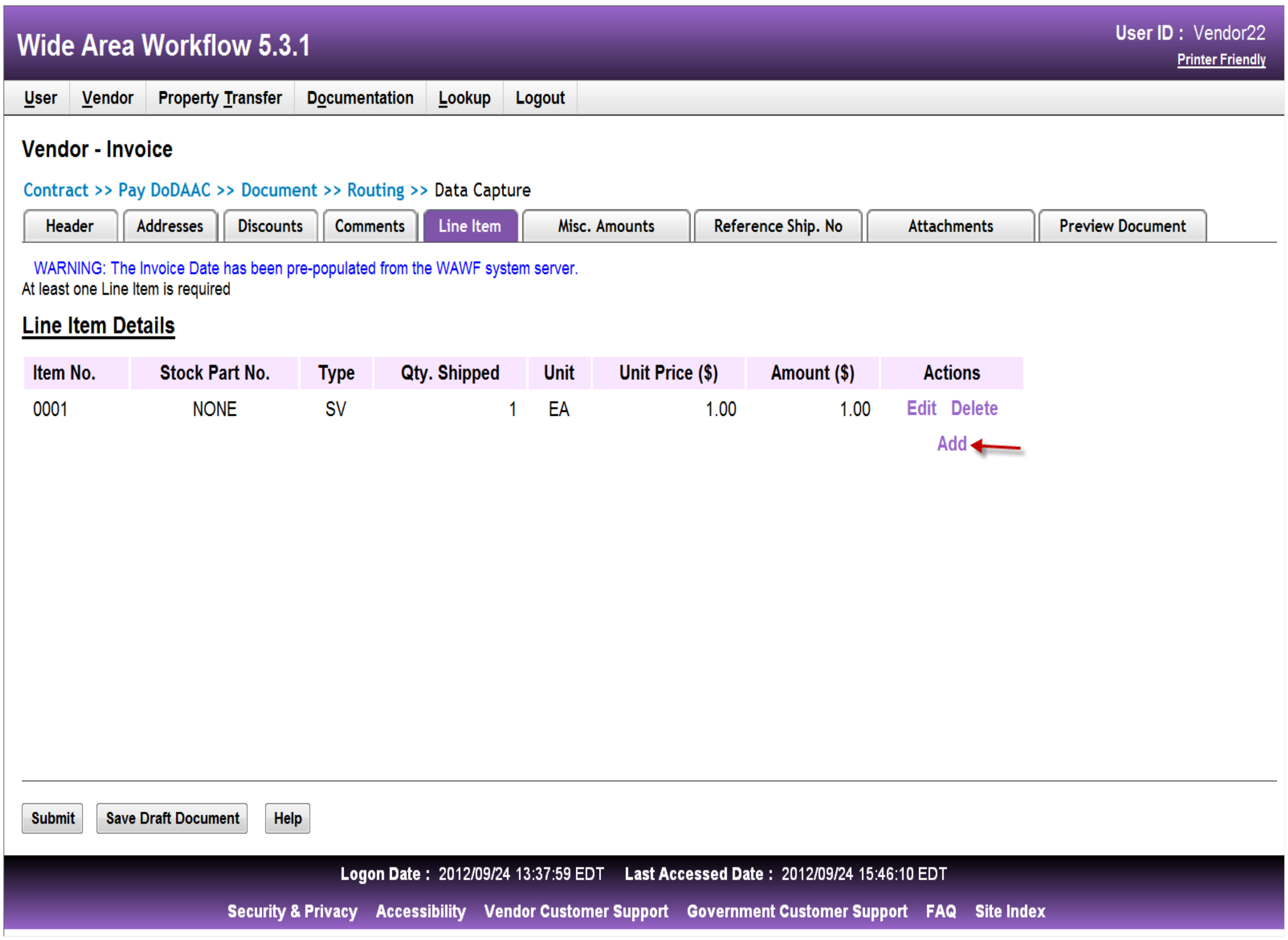


***GEV/AEV* students**.

Only ***GEV/AEV*** students will be listed as a separate Line Item. Use Item No. 0002..0003…0004 etc for each ***GEV/AEV*** student.

- Use N68322/extension TA12 for Ship To and LPO DoDAAC's
- Ensure you are invoicing for the same Fiscal Year (you cannot invoice for multiple fiscal years in the same invoice), confirm that positions 4-7 of the TA Authorization Numbers are all the same Fiscal Year. For example: TA Authorization number 'GEV***2013****12345'* indicates that it is *Fiscal Year 2013*.

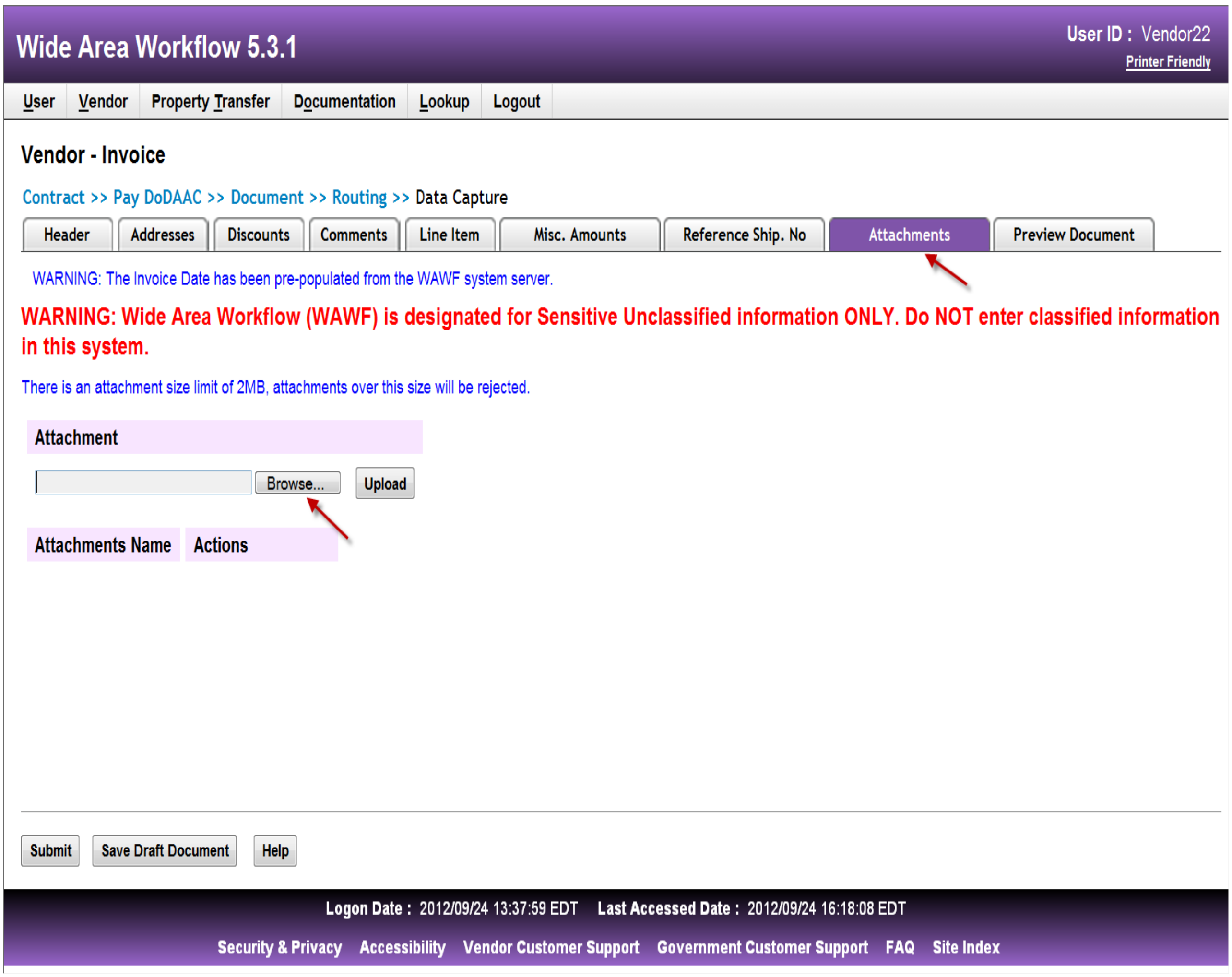
DO NOT click "*Submit*" on the lower part of this screen**.**



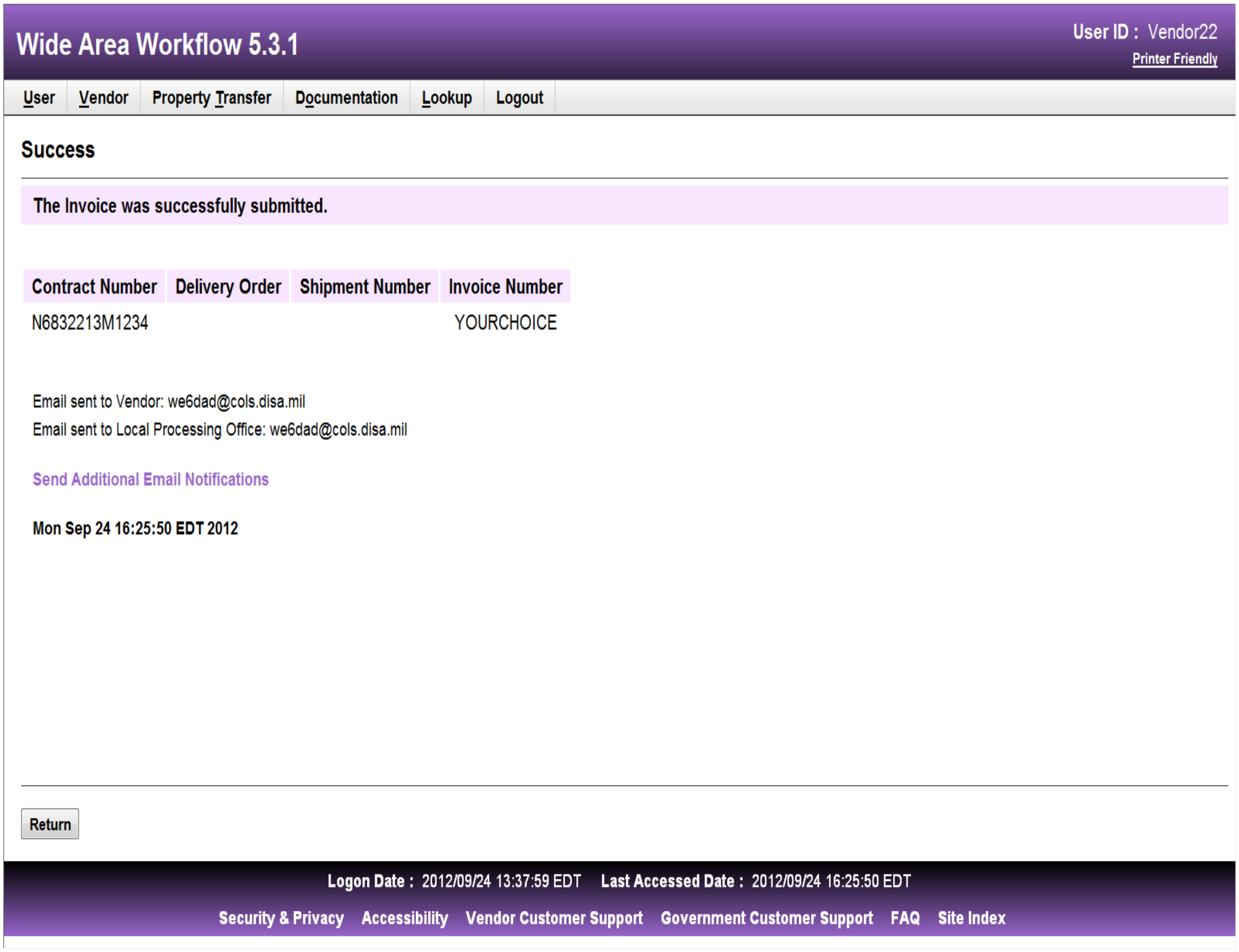
Attaching Your TA Spreadsheet

Select the “Attachments” tab**.**

- Click the “*Browse”* button to select the attachment from your desktop file. Once you’ve selected the attachment, Click “*Upload*”.
- Once the attachment is uploaded, Scroll to the bottom of the screen and click on “*Submit*.”



You will receive a message stating that the invoice has been submitted successfully. Click Return to create another invoice. Click Home/Log Out to exit WAWF, then close the browser window to completely log out.

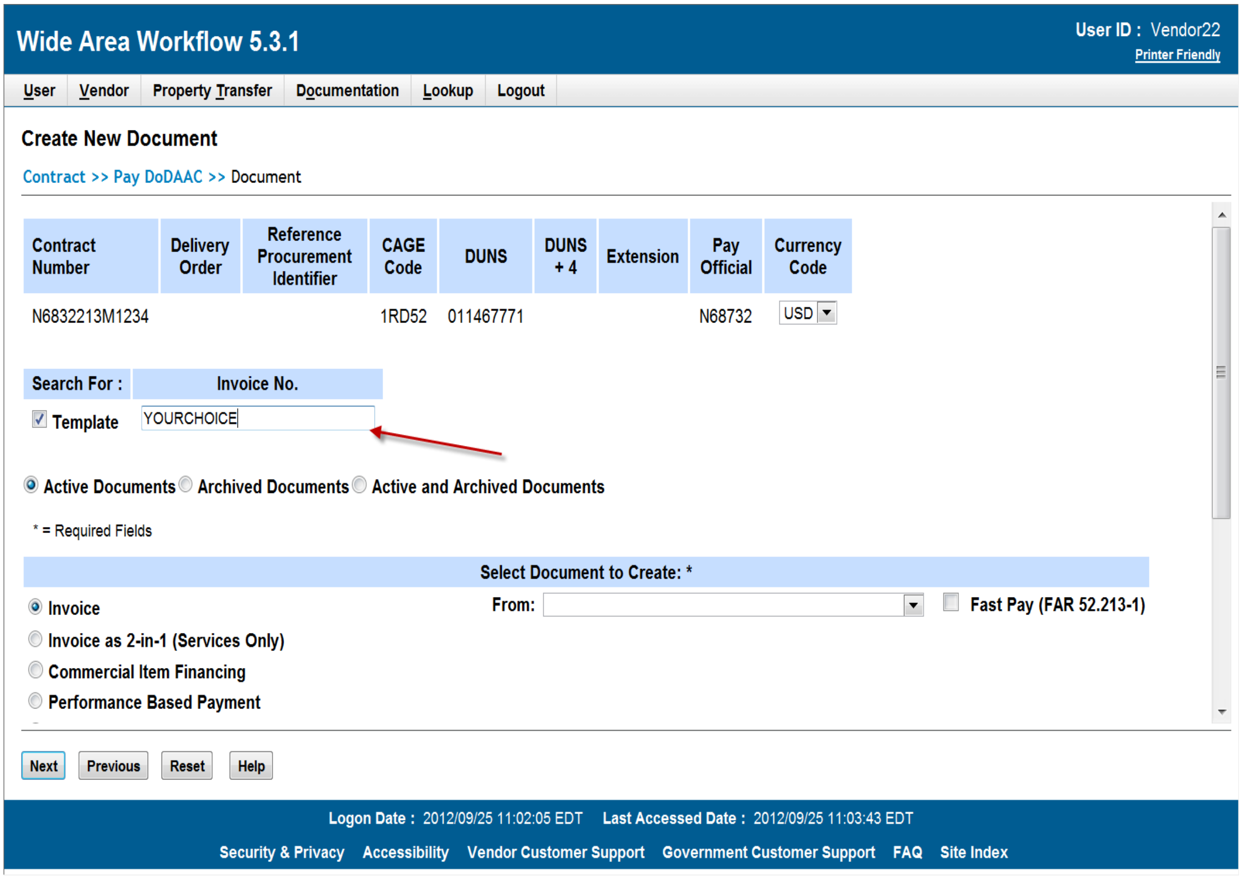


Upon receipt of your invoice, the Local Processing Officer (LPO) will either process or reject the invoice. You should check WAWF on a regular basis (see **Searching and Viewing Documents** page 28) to make sure the invoice gets processed. If your invoice has been rejected, make the necessary corrections and resubmit the invoice (see section **Resubmitting Rejected Invoices** page **30**).

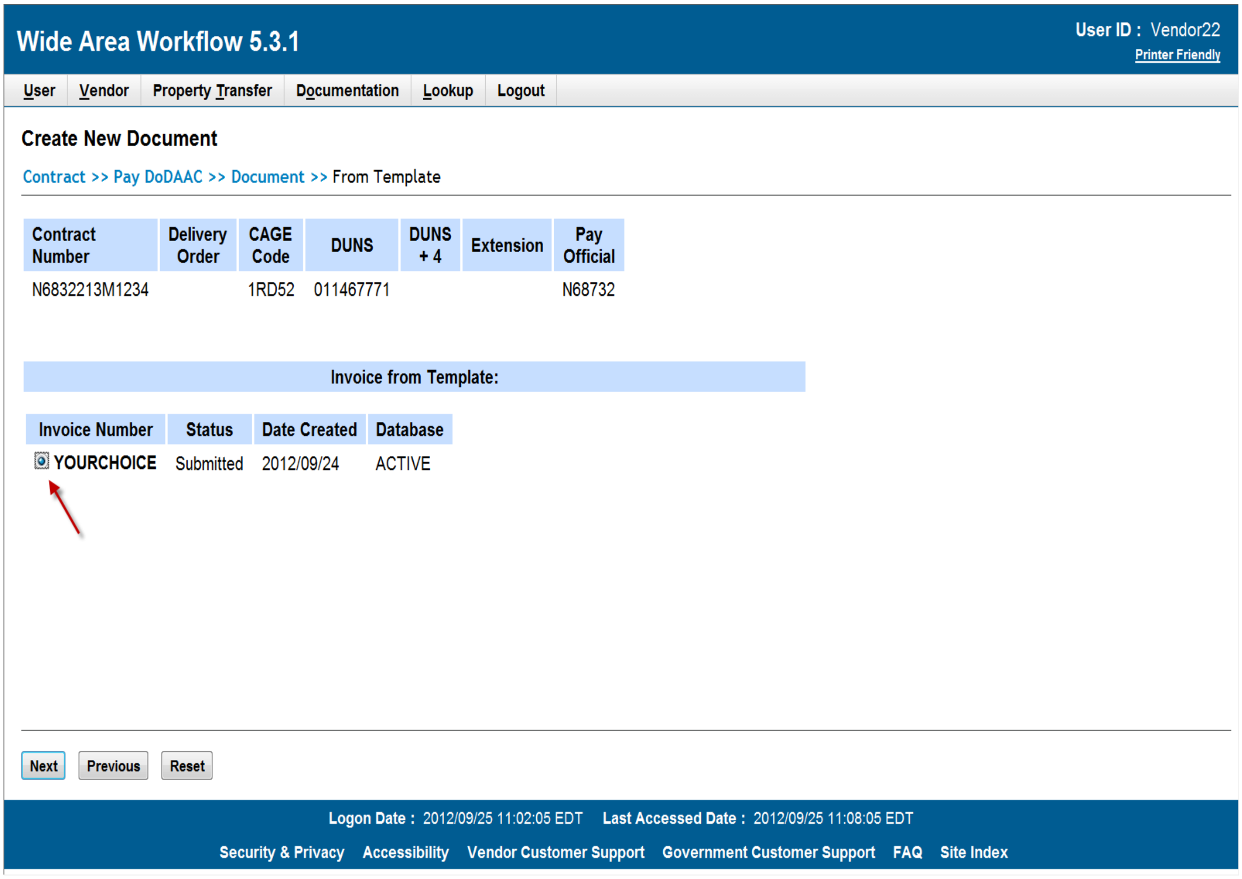
Creating an Invoice from a Template

Vendors have the capability to use a previously submitted document as a template for creating a new invoice.

1. Follow the instructions for creating and submitting an invoice, but after you have selected your document type (Invoice) and the page refreshes, click the checkbox next to Template. Type in an invoice number to narrow down your search. Click on Next.



2. A list of available documents is displayed. Select a document on which to base the new invoice by clicking the radio button next to the invoice number, and click Next to continue.



3. After the template document has been selected and the page submitted, the routing codes are displayed. Change the codes if necessary or click next to keep the same information.

4. Enter a new invoice number and invoice date as required. Do not use a duplicate invoice number.

   Note: Ensure that the Invoice Number entered on this screen is the same value you entered as the Invoice Number on the excel attachment.

   DO NOT click the submit button.

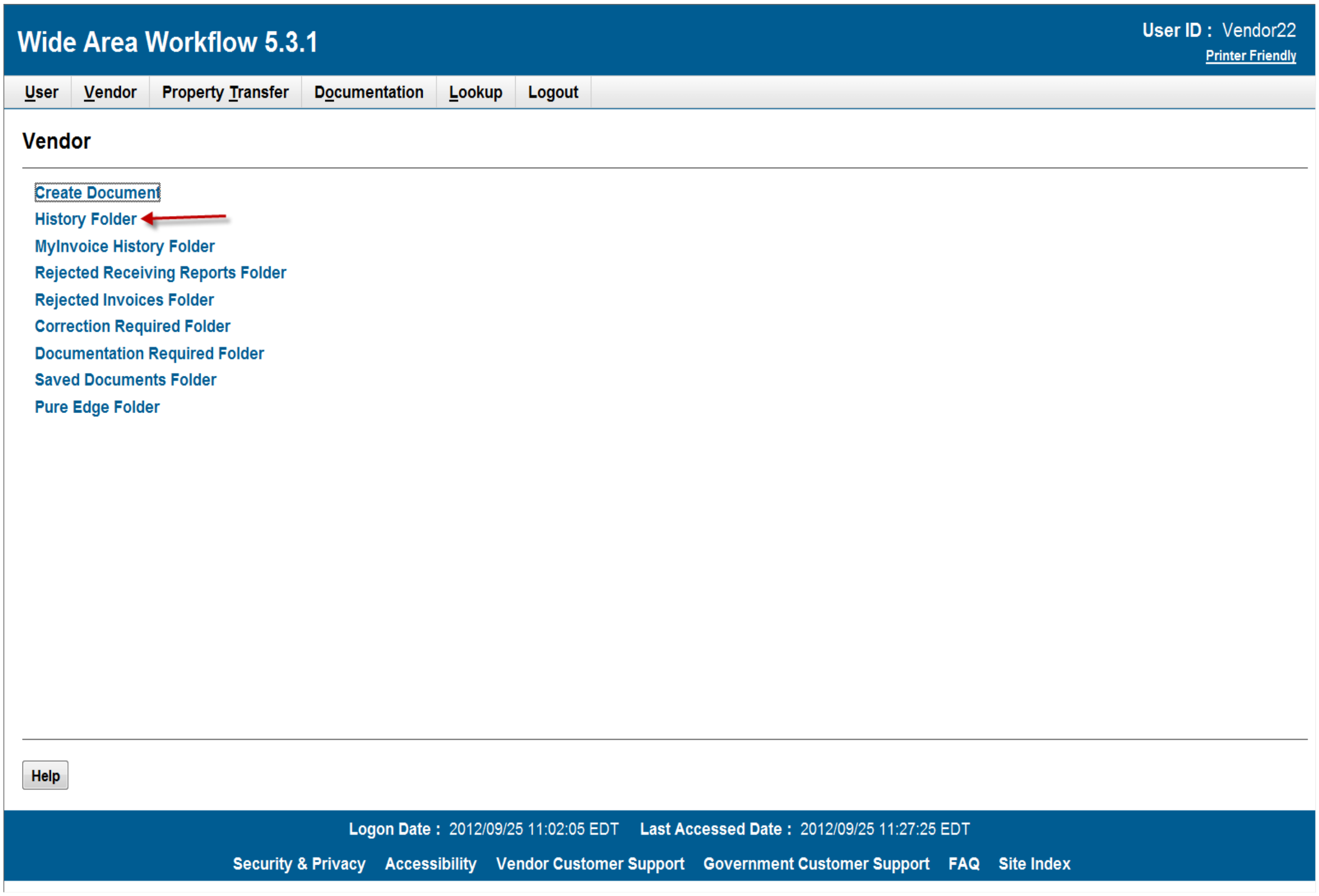
5. On the Line Item tab, click on edit to edit your line item with the appropriate information for your current invoice.

6. On the Attachment tab, attach your spreadsheet attachment and click Submit. A pop-up warning will appear reminding you that the invoice information has been pre-populated from another invoice. Please verify the pre-populated information is accurate before submitting the document.

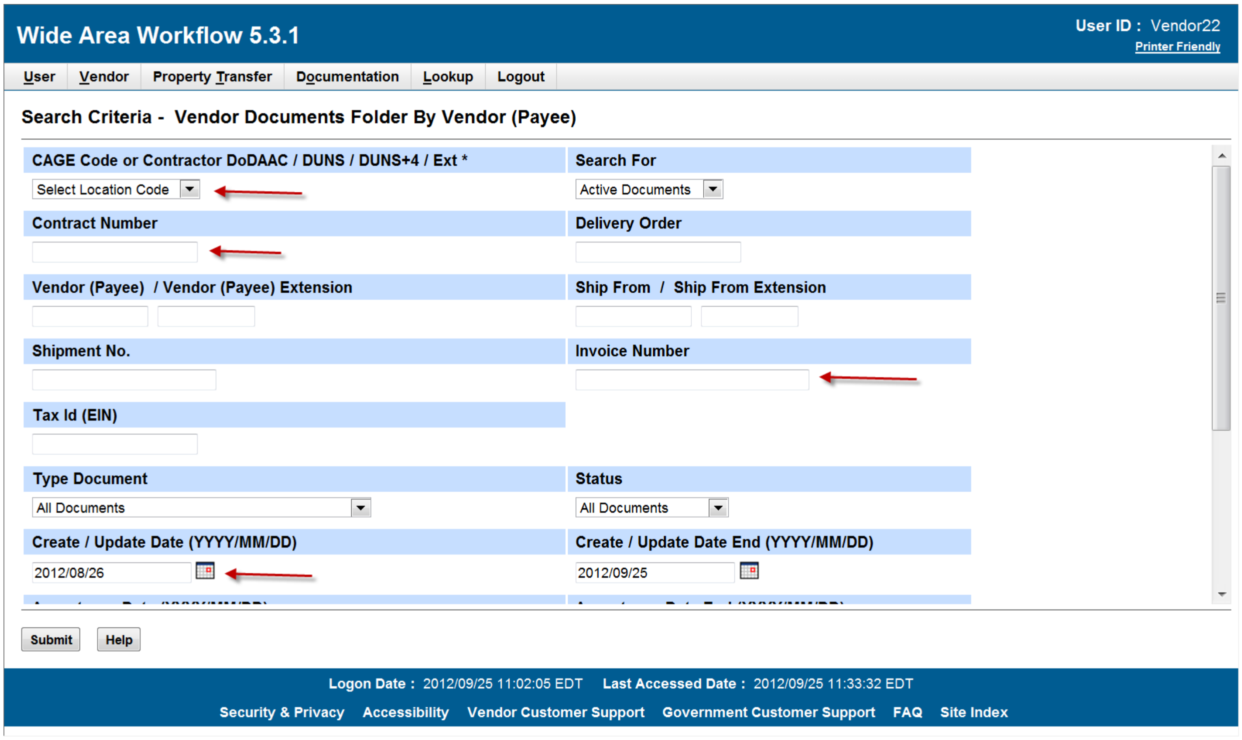
Searching and Viewing Documents

You can use the History Folder link to view the status of documents that you have submitted through WAWF.

1. Log on to WAWF and click the *Vendor* then click *History Folder*.



2. In the Search Criteria screen, enter your CAGE code, contract number, and/or invoice number. (Specify a date range in the Create Date and Create Date End fields if you are searching for an invoice older than 30 days.)
Click Submit.



3. WAWF will bring up a list of your search results. The top of the screen tells you the number of items retrieved and the sort order. Change the sort order by clicking on any blue column heading.

• Click an invoice number to view the invoice.

• View the Status column to check the status of the invoice. Status definitions:

○ **Submitted:** Has been created by Vendor and is awaiting initial Government action
○ **Recall Available:** Document has been made recallable to the LPO. LPO must look in Access Recall-Action Required Folder
○ **Certified:** Document has been made recallable to the LPO. LPO must look in History Folder.
○ **Processed:** Has been processed by the Pay Office and is within the Entitlement System. A "Processed" document will be archived after 120 days
○ **Rejected:** Has been sent back to the Initiator by the Government
○ **Resubmitted:** Has been corrected by the Initiator and resubmitted for action (only seen following a rejection)

Void: No user can take action on this document. Will be archived after 120 days

Rejected Invoices

If you receive an email notification informing you that your invoice has been rejected or notice in WAWF that the status of your invoice is rejected, you can access your rejected invoice for correction by following the steps below:

1. Log on to WAWF and click the Vendor "***Rejected Invoices Folder***".

2. In the Search Criteria screen, enter your CAGE code, contract number, and/or invoice number (Specify a date range in the Create Date and Create Date End fields if you are searching for an invoice older than 30 days.) Click Submit.

3. WAWF will bring up a list of your search results. Based on the Reject Reason, you will either Void the rejected invoice and submit a new invoice or correct and resubmit the invoice.

Voiding Rejected Invoices

If the reject reason is any one of the following, you cannot resubmit the same invoice. You must void the rejected invoice, and create and submit a new invoice.

• ***Incorrect contract number*** (e.g., TA Authorization numbers are 2012 numbers, but 2013 contract number was used)
• ***Incorrect document type*** (TA cannot process "Invoice as 2-in-1" type)
• ***Invoice Date is set to a future date***
• ***Incorrect Invoice Number (***Duplicate invoices should also be voided)

To void a rejected invoice:

- From the Rejected Invoices folder Search Results page, click the hyperlinked **V** corresponding to the invoice to be voided.
- A pop-up box will open notifying you that you are about to void an invoice. Click OK. The status of your invoice will change to Void. You can now create and submit a new invoice.

Resubmitting a Rejected Invoice

From the Access Rejected Invoices Search Results page (if modifications to the spreadsheet are required, we recommend updating the spreadsheet before continuing):

- To correct DoDAACs (e.g., wrong TA extension), click Yes under the Change DoDAAC column. On the Data Capture page that opens, update the DoDAAC information, and click Continue.
- If the DoDAACS do not need to be corrected, but the line item needs correction (e.g., incorrect invoice amount), click the invoice number under the Resubmit column. The invoice will open on the main screen. Click the Line Item tab. On the Line Item Details page, click the edit icon. Make any necessary changes, click Save CLIN/SLIN.
- You must also attach a revised spreadsheet.

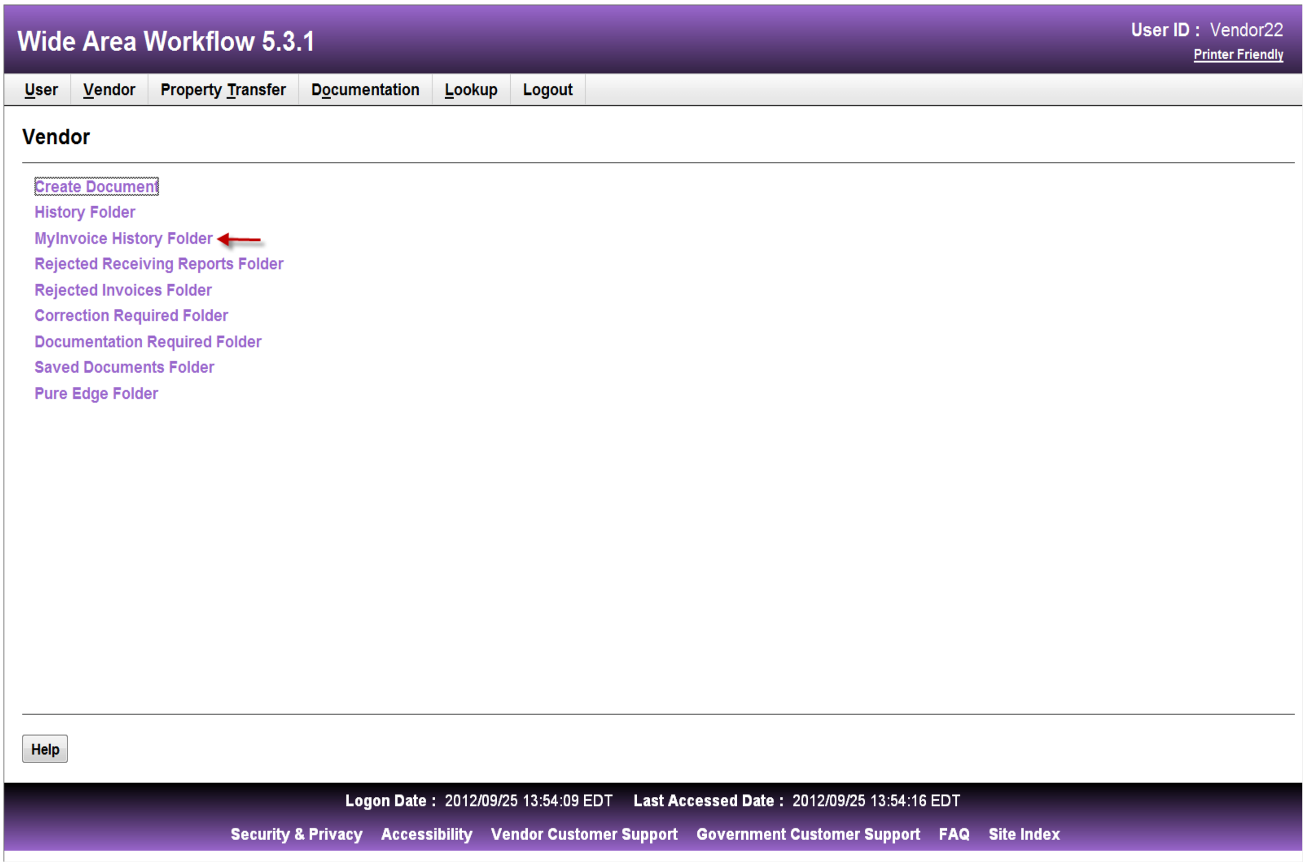
Note: If the spreadsheet is saved on a network or shared drive, it may not attach properly. We recommend saving the file to your local drive (e.g., Desktop).

Click "*Submit*."

WAWF Payment Information

Payments for invoices submitted through WAWF will be made by Electronic Funds Transfer (EFT) to the bank account associated with your CAGE Code. To check the status of payments, Log on to WAWF and click the *Vendor* then click *MyInvoice History Folder*. You will get "*Summary Historical Payment Information From MyInvoice"* for your CAGE Code*.*

Note: MyInvoice deactivates and archives accounts that have been inactive for 180 days. For assistance with MyInvoice, contact DFAS Customer Service at 1-800-756-4571 option 4, or e-mail the help desk at CCO-MYINVOICEHELP@DFAS.MIL.



Refunds

School refunds must be made by check payable to the U.S. Treasury and mailed to the below address. The student's full name, last four of the SSN, TA Authorization number and course number must be included with the refund.

COMMANDING OFFICER
NETPDTC N814 – SCHOOL REFUND
6490 SAUFLEY FIELD ROAD
PENSACOLA FL   32509-5241

Submitting Student Grades

Student grades can be submitted to the Tuition Assistance Office at the time of invoicing or by electronic submission into the NCMIS Grade Portal. The following methods for submitting grades are available.

Grade submission at time of invoicing

1. Before attaching the TA Attachment to your invoice in WAWF, fill out the Student Grade column.

2. If your Excel attachment does not include this column, it can be added at the end after the Invoice Date column.

Valid grades if using the TA Attachment Template to submit grades:

- Passing Grades include **A**', '**B**', '**C**', '**D**', '**S**' (Successful), or '**P**' (Passing)
- Failing Grades include '**F**', '**I**' (Incomplete), '**N**' (Not Passing or Repeat), '**W**' (Withdrawal), or '**X**' (Insufficient)

Grade submission to NCMIS Grade Entry Portal

The NCMIS Grades Entry Application is the online application that allows schools to post Navy, Marine Corps and Coast Guard grades for students using Tuition Assistance. The application allows posting individual grades or uploading entire grade files. To gain access to the Portal please contact the NCMIS Management Office at SFLY_NCMIS_MGMT_OFC@NAVY.MIL.