Attachments & Corrections

Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click "Create Document" and then click on the "Misc. Info" tab. The attachment specific buttons will appear on the right side of the page.

2. Click on the icon next to the "Attachments" drop down box.

3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.

4. Click on the "Open" button.

5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. You may repeat these steps to attach additional documents up to a total of 2 MB. Click on the "Header" tab to return to the Combo.

Corrections before Submission

1. If after reviewing the invoice and receiving report information you notice an inaccuracy, click "Return". This will take you back to the data capture screen to make revisions.

2. Once the information is correct, click "Submit" on the "Header" tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.

3. If additional invoices or receiving reports are to be created, choose "Return". This will take you back to the initial WAWF input screen.

Training & Information

WAWF Production Site

https://wawf.eb.mil

Web-Based Training Site

http://www.wawftraining.com

WAWF Practice Site

https://wawftraining.eb.mil

Navy WAWF Assistance Line

1-800-559-WAWF (9293)

Navy WAWF Quick References

http://www.acquisition.navy.mil/navyaos/content/view/full/99

DISA Ogden Help Desk

1-866-618-5988

cscassig@ogden.disa.mil

WAWF
Quick Reference

Creating a Document from Template

Creating a Document from Template

Vendors have the capability to use a **previously submitted document** as a template on Submission of a new document.

Getting Started

1. Go to the WAWF Production Site at https://wawf.eb.mil

2. Click on "Logon" and type your user ID and Password and click "Submit".

3. Click the "Vendor" link on the left side of the screen.

4. Click on the sub-link for "Create New 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 continue.

Note: If the contract data for the contract number you entered is not available in NAFI/EDA, contact your contracting office.

7. Enter the Pay DoDAAC, and click "Continue".

8. Click on the radio button to select the document type and check the "Template" box to create the invoice from a previous invoice. An optional text box is provided to input the Document (Shipment / Invoice / Voucher / Request) Number of the requested template documents. Click "Continue".

9. The database is queried for a list of available documents based on information provided and the listing of documents displays. Select a document and click "Continue".

Routing Information

10. After the template document has been selected and the page submitted, the routing-codes are displayed. Either change these codes or confirm that these are the codes desired on the new document.

Header Tab

11. Type shipment number, shipment date, invoice number and invoice date.

Line Item Tab

12. Update the line item information if necessary.

Note: Do not complete the "Long Line of Accounting" information (SDN and ACRN). The Government certifier is responsible for completing these fields during the invoice certification process.

Discounts Tab (Optional)

13. Click on the "Discounts" tab if you are offering a discount for payment earlier than the term of your contract. Complete the requested data fields, click the "Save Discount" button.

Comments Tab (Optional)

14. Click the "Comments" tab if you would like to add a comment.

Misc. Amounts Tab (Optional)

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

Submitting the Document

Note: For the "Template" function, please verify the information that is pre-populated before submitting the document.

16. Click the "Header" tab to return to the data capture screen.

17. Click "Create Document" and review the invoice and attach any documentation (see instructions on the back) or make corrections prior to "Submitting" the Combo invoice.

18. When everything is correct, click "Submit" (first for the invoice, then for the receiving report). You will receive two email notifications (one for the invoice and one for the