This chapter explains how to create two documents, an Invoice and a Receiving Report, with one document selection.

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 marked 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 is submitted in WAWF. This also represents one of the key dates used for Prompt Payment purposes.

The flow of the stand alone invoice is demonstrated below.
Select the “Accept” button on the Notice page. The Notice page will provide WAWF system messages which should be reviewed before continuing.

Type in user id plus password; Click the “Login” button to continue.
Click the WAWF icon

Select the “Vendor” TAB.
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.)
If Pay Official DoDAAC does not automatically populate it must be added manually before selecting the Next button.

Select “Invoice and Receiving Report (Combo)"
The Currency Code for the Document must be selected on this page. All contracts paid in a Foreign Currency must select the Currency Code before the document is created from the Create New Document page.
Required DoDAAC fields are marked with an “*” next to each, if not automatically populated they must be entered manually. Additional DoDAAC information may be required by the contract within the Contract WAWF clause information. The Accept By DoDAAC field will not prepopulate from the Ship to Code.

All DoDAAC information must match the Contract information. If not listed on Contract please contact the Contracting Officer for additional instructions.

The Header TAB will appear, required fields are marked with and “*”.

1. Enter a Shipment Number and Shipment Date.
2. Enter an Invoice Number and verify 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)
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 Mark For TAB is information provided within the Contract and is REQUIRED if provided within the Contract information.
The Pack TAB is for RFID information that may be required by the contract. If Radio Frequency Identification is required by the contract the information must be added on the Pack TAB.
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), such as shipping charges. The Preview CI and Preview RR TABs are how the Documents will be viewed by those using a View Only Role within WAWF.

Foreign Vendors must add their Banking Information on the Comments TAB for payment purposes.
Once the Add is selected additional TABs will appear. Required fields will have an “*” next to each.

CLIN/SLIN/ELIN

1. Enter Item No. ** (CLIN from contract) 2. Stock Part No.* 3. Type* (Select from the drop down) 4. Qty. Shipped* 5. Unit of Measure* (type the unit of measure from the contract a list should appear as shown above, select the correct one.) 6. UofM Code* will automatically populate the two digit code after the Unit of Measure is selected. 7. Add Unit Price  8. Add description from contract for CLIN entered. 9. Select the “Save CLIN/SLIN/ELIN button.

UID TAB, MILSTRIP TAB, Batch/Lot & Shelf life are completed only if required by Contract information.
To add additional CLIN lines to the document select the Add Icon again.

To edit or delete the CLIN information already entered select the Edit or Delete icon.

To add a document or file that pertains to the document being submitted select the “Browse” button to find the document on the computer. Once the document is found and in the Browse window select the Upload button.

Document cannot have any spaces or special characters in the file name. File cannot be over 5MB in size per Attachment.
After all information is entered on the document, select the “Submit” button at the bottom of any tab. Please review the information prior to selecting the “Submit” button for completeness and correctness. After submitting the document, the “Success” screen will appear.

**Success**

The Invoice and Source Inspection and Other Acceptance Receiving Report were successfully submitted.

**Contract Number** | **Delivery Order** | **Shipment Number** | **Invoice Number**
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W91B4N13P0707 | EXPL003 | EXPL003

Email sent to Vendor: hq-wavl@dfas.mil
Email sent to Inspector: hq-wavl@dfas.mil
Email sent to Ship To: kathg1304@yahoo.com
Email sent to Vendor: hq-wavl@dfas.mil

To add additional email addresses to the distribution list for notification about the document submitted, select the “Send Additional Email Notifications” link.

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If the email address(es) are not listed in the Address Book, use the Add Email function; once email address appears in the Address Book, highlight it and move it to the “Send To” block; once all additional email addresses are listed in the Send To block, select the “Submit” button.