

Attachments & Corrections

Attaching Documentation

1. If supporting documentation is required to be attached (i.e. timesheets, vacation documentation; expense receipts, etc.), click the “Misc. Info” tab at the top of the page. 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 invoice.

Corrections before Submission

1. If after reviewing the invoice 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 an Stand-Alone Invoice



WAWF Version 3.0.5
U S Navy

Creating a Stand-Alone Invoice

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” link on the left side of the screen.
4. Click on the sub-link “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 is not available in EDA, contact your contracting office.

7. Enter the Pay DoDAAC and click “Continue”.
8. Click on the radio button for “Invoice” and click “Continue”.

Routing Information

9. Complete the mandatory fields (designated by an asterisk) for the following roles:
 - Issue DoDAAC (may default)
 - Admin DoDAAC (may default)
 - Ship To DoDAAC
 - LPO DoDAAC

Note: Routing Codes are in the contract, if not, contact the Navy WAWF Assistance Line.

Create New Document

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

Contract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC
N9865P8754214	1M3WD	F25700	
Issue Date	IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Acceptor * / Ext.	Ship From Code / Ext.	LPO DoDAAC / Ext.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Header Tab

10. Type invoice number and invoice date (YYYY/MM/DD).

Note: If pay DoDAAC is DFAS Columbus, the shipment number will consist of SER#### (e.g., SER0001)

Line Item Tab

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

Add CLIN/SLIN

* = Required Fields

Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price *
<input type="text"/>					
SDN	ACRN	Amount			
<input type="text"/>	<input type="text"/>	<input type="text"/>			\$ 0.00
Description *					

12. Type the item number (e.g. 0001 or 0001AA).
13. If Service invoice, type “None” in the “Stock Part Number” and select “SV” for services from the “Type” drop down menu.
If pay DoDAAC is DFAS Columbus, enter a Stock Part Number and select “VP” from the “Type” drop down menu.
14. For the “Quantity Shipped”, type in the total number of hours, fees or number of supplies.
15. Type “HR” for hours, “WK” for weeks, “LO” for Lots, “EA” for each, or “S1” for semesters in the Unit. For additional Units of Measure, please refer to the “Display Units of Measure Table” link on the left side of the page.
16. Enter the unit price.
17. Complete the description for the CLIN/SLIN. Be as descriptive as possible.

Note: Enter the Period of Performance for services rendered.

18. Click the “Save CLIN/SLIN” button. If there are additional line items to add, click the icon under “Actions” to add another CLIN/SLIN. Repeat this step for each line item.

Note: To enter transportation charges (I260), submit this amount as CLIN: 9999, with Stock Number of: NONE, Stock Number Type of: VP, Quantity of: 1, Unit of Measure as: EA, Unit Price: with the correct amount, and Description as: Transportation.

Discounts Tab (Optional)

19. 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

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

Submitting the Invoice

21. Click the “Header” tab to return to the data capture screen.
22. Click “Create Document”. This will allow you an opportunity to review the invoice and attach any documentation (see instructions on the back) or make corrections prior to “Submitting” the invoice.
23. When everything is correct, click “Submit”. You will receive a message that email notifications have been sent.