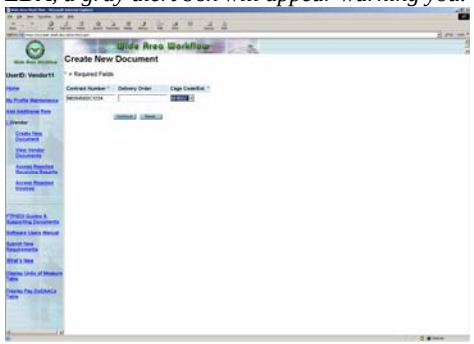
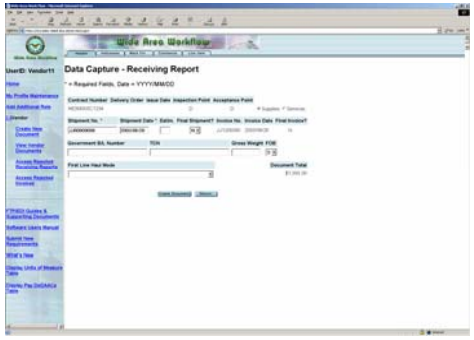
Creating Receiving Reports after the Invoice

1. Log into **WAWF** at https://wawf.eb.mil.
2. Click on Logon to WAWF-RA. ***NOTE: Before being able to type user ID and password a message box comes up alerting user not to use "back button".*** Click OK. Then type user ID and Password or Certificate, click "Submit".
3. Select 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 (no dashes) and delivery order number (if applicable).
6. Select the CAGE code for your company from the drop down box and click continue. *If the contract data for the contract number you entered is not available in EDA, a gray alert box will appear warning you.*



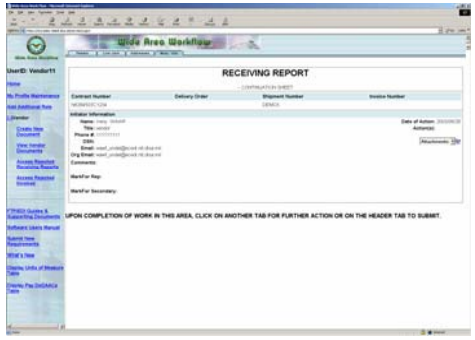
7. Enter the Pay DoDAAC, and click "Continue".
8. Click on the radio button for "Receiving Report". In most cases, select the option "Destination" rather than "Source" for both the Inspection and Acceptance locations.
9. Click the checkbox labeled "From Invoice". Click "Continue".
10. All invoices that correspond to that contract will be listed below your contract number.
11. Click the radio button for the invoice you wish to use. Click "Continue".
12. Type shipment number and shipment date (YYYY/MM/DD) and final shipment selection.



13. The receiving report will populate with information from your invoice into the data capture screen. If you would like to edit the line item, please click on the "Edit Line Item" icon.
14. Click on the "Discounts" tab if you are offering a discount for payment processed in less than 30 days or 15 days depending on the contract terms. Discounts can be one discount amount and one date combination. Or, up to two discounts percentages and number of days combinations. You may leave the discount amounts, discount date, and NET fields blank. Complete the requested data fields, click the "Save Discount" button, and click the "Header" tab to return to data capture screen.
15. Click the "Comments" tab if you would like to add any comments to your invoice.
16. Click the "Header" tab to return to the data capture screen.
17. Click "Create Document". This will allow you an opportunity to review the invoice and attach any documentation prior to "Submitting" the invoice to the Requiring Activity.

Attaching Documentation:

1. If supporting documentation is to be attached, 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 5 MB. Click on the "Header" tab to return to the receiving report.

Final Steps before Submitting:

1. If after reviewing the receiving report 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 receiving report will be displayed for your review. After reviewing the receiving report information for accuracy and any necessary documentation, click "Submit". The receiving report has now been submitted to the Requiring Activity for inspection/ acceptance. ***NOTE: If you would like to send notifications to your inspector/acceptor specifically please click "Send More Email Notifications". Enter the email address in the spaces provided and click "Submit".***
3. If additional invoices or receiving reports are to be created, choose "Return". This will take you back to the initial WAWF input screen.

If the Receiving Report is Rejected:

If your receiving report is rejected because your Item Number (CLIN), Quantity Shipped, Unit, Unit Price, or Description contain incorrect information:

1. Select the "Vendor" link on the left side of the screen.
2. Click on the sub-link for "Access Rejected Receiving Reports".
3. Choose the cage code.
4. Under the column titled Resubmit select your shipment number.
5. Click on the "Line Item" tab and then click on the "Edit Line Item" icon under "Actions".

6. Correct the incorrect data and click the "Save CLIN/SLIN" button.
7. Click the "Header" tab to return to the data capture screen.
8. Click "Create Document". This will allow you an opportunity to review the receiving report and attach any documentation prior to "Submitting" the receiving report or receiving report to the Requiring Activity. ***NOTE: If you would like to send notifications to your inspector/acceptor specifically please click "Send More Email Notifications".***

If your receiving report is rejected because you have not included necessary DODAAC information:

1. Select the "Vendor" link on the left side of the screen.
2. Click on the sub-link for "Access Rejected Receiving Reports".
3. Choose the cage code.
4. Under the column titled Change DODAACs, select Yes
5. When the DODAAC fields appear, simply correct the incorrect data and click the Submit button.
6. Click "Create Document". This will allow you an opportunity to review the receiving report and attach any documentation prior to "Submitting" the receiving report to the Requiring Activity. ***NOTE: If you would like to send notifications to your inspector/acceptor specifically please click "Send More Email Notifications".***

If your receiving report is rejected because the Contract Number, Shipment Number or Shipment Date is incorrect, you will have to void the receiving report:

1. Select the "Vendor" link on the left side of the screen.
2. Click on the sub-link for "Access Rejected Receiving Reports".
3. Choose the cage code.
4. Under the column titled "Void?", select the "V" link to void the receiving report.
5. When the warning page appears, click Void the Document link at the bottom of the page.

WAWF Resources

- **WAWF 3.0.3 Production Site:** https://wawf.eb.mil
- **WAWF Training Web Site:** https://wawftraining.eb.mil//
- **WAWF Assistance Line** 1-800-559-WAWF (9293)
- **DISA Ogden Help Desk** 1-866-618-5988 Email: cscassig@ogden.disa.mil

Wide Area Work Flow Receipt and Acceptance

(WAWF)

Vendor Quick Reference Guide for Creating Receiving Reports after the Invoice has been Created

WAWF version 3.0.3