Attachments & Corrections

Attaching Documentation

- 1. If supporting documentation is to be attached (i.e. spreadsheets, expense receipts, etc.), click the "Misc. Info" tab at the top of the page, before submitting the Invoice. 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)

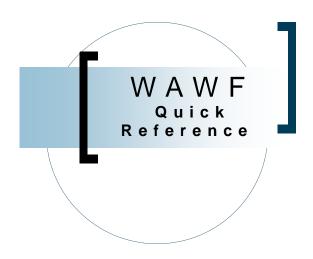
Navy WAWF Quick References

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

DISA Ogden Help Desk

1-866-618-5988 cscassig@ogden.disa.mil





Creating an Invoice from Single or Multiple Receiving Reports



WAWF Version 3.0.5 US Navy

Creating an Invoice from Receiving Report

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.
 - <u>Note</u>: If the contract data for the contract number you entered 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". Checkboxes for "From Receiving Report" and "From Multiple Shipments" will appear.

From a Single Receiving Report

9. Click on checkbox "From Receiving Report" and click "Continue". All receiving reports that correspond to that contract will be listed below you contract number.

<u>Note</u>: If no receiving reports exist for that contract, an error message will appear.

Cr	eate Ne	w Docum	ent		
•=	Required Fiel	ds			
Cor	ntract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC	
N12	34567890		1M3W0	N68688	
Sele	ect Document	to Create: *			
•	Invoice		From Receiving Report		From Multiple Shipments
0	Invoice as 2-in	n-1 (Services Only	()		
0	Construction F	Payment Invoice			

- 10. Click the radio button for the receiving report you are invoicing for and click "Continue"
- 11. Type invoice number and invoice date (YYYY/MM/DD).
- 12. The invoice will populate with information from the receiving report. To edit a line item, choose the "Line Item" tab and click on the edit line item icon.

From Multiple Receiving Reports

Click on checkbox "From Multiple Shipments" and click "Continue". All receiving reports that correspond to that contract will be listed below you contract number.

<u>Note</u>: If no receiving reports exist for that contract, an error message will appear.

Create New Document

required Fiel	as			
tract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC	
34567890		1M3W0	N68688	
ect Document 1	to Create: *			
Invoice		From F	Receiving Report	rom Multiple Shipment
Invoice as 2-in	n-1 (Services Only	1)		
Construction F	ayment Invoice			
	tract Number 34567890 act Document to Invoice Invoice as 2-in	34567890 oct Document to Create: * Invoice	tract Number Delivery Order Cage Code / Ext. 34567890 11M3W0 tot Document to Create: * Invoice From F Invoice as 2-in-1 (Services Only)	tract Number Delivery Order Cage Code / Ext. Pay DoDAAC 34567890 1M3W0 N68688 ct Document to Create: ** Invoice From Receiving Report Invoice as 2-in-1 (Services Only)

- 10. Click the radio button for the receiving reports you are invoicing for and click "Continue".
- 11. Type invoice number and invoice date (YYYY/MM/DD).
- 12. The invoice will populate with information from the receiving reports. To edit a line item, choose the "Line Item" tab and click on the edit line item icon.

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.

Document Level Discount Terms:

Discount Percentage	Due Days	<u>A</u> ctions
		짬
Discount Amount	Discount Date	<u>A</u> ctions
		탐
Net Days		<u>A</u> ctions
		짬

Comments Tab

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

Submitting the Invoice

- 15. Click the "Header" tab to return to the data capture screen.
- 16. Click "Create Document" and review the invoice and attach any documentation (see instructions on the back) or make corrections prior to "Submitting" the invoice.
- 17. When everything is correct, click "Submit". You will receive a message that email notifications have been sent.