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 a Cost Voucher

Creating a Cost Voucher (CV)

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).

   Note: Cost Vouchers should bear the complete contract number in the Contract Number block. Include both the DoD Small Business Administration (SBA) contract number if the contract was issued by SBA.

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 "Cost Voucher", and click "Continue".

   Note: For Final Cost Vouchers select " Final" from the drop-down box.

Routing Information

9. Complete the mandatory fields (designated by an asterisk) for the following roles:

- Issue DoDAAC (may default)
- Admin DoDAAC (may default)
- DCAA Auditor
- Acceptor DoDAAC
- LPO DoDAAC (required if paid by ONE PAY)

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

Header Tab

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

    Note: For MOCAS payments, the BVN voucher number begins with BVN, 1 alphanumeric and 3 numeric characters. Final CVs must have a "Z" at the end of the voucher number.

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.

12. Type the item number (e.g. 0001 or 0001AA).

13. Type the "stock part number", and select the part type from the "type" drop down menu.

14. For the "Quantity Invoiced" type the total number of items.

15. Type "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.

IF PAID BY	THEN
MOCAS	Enter SDN & ACRN
STARS ONE PAY	Leave SDN & ACRN Blank

17. 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)

18. 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)

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

Submitting the Cost Voucher

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

21. 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

22. When everything is correct, click "Submit". You will receive a message that email