Creating a Cost Voucher Invoice

1. Log into **WAWF** at https://wawf.eb.mil.
2. Click on <u>Logon</u> 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, hit "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). ***Note: Cost vouchers should bear the complete contract number in the Contract Number Block. Include both the DoD and Small Business Administration (SBA) contract number when the contract has been issued by the SBA.***
6. Select the CAGE code for your company from the drop down box and click continue. ***Note: If a gray alert box appears, the contract data for the contract number you entered is not available in EDA and you should stop and check on the status of your contract in EDA.***
7. Enter the Pay DoDAAC, and hit "Continue".
   Click on the radio button for "Cost Voucher" (the referenced clauses are required on the contract to qualify as a Cost Voucher). Indicate if the Cost Voucher will be a Final by selecting "Y" from the Final Voucher dropdown box. Hit "Continue". ***Note: Unless the invoice being completed is the <u>final invoice for the contract</u>, make sure the drop down menu is set for "N".***
8. Complete the mandatory fields for the following roles if they do not automatically default:
   - Issue By DoDAAC (may default)
   - Admin DoDAAC (default)
   - DCAA Auditor DoDAAC
   - Service Acceptor DoDAAC
   - LPO DoDAAC (required if paid by STARS ONE PAY from DFAS Pay Offices)

9. Type the Voucher Number (a number used to reference your company's internal system) and enter the Voucher Date (YYYY/MM/DD).
   - For MOCAS payments the BVN voucher number begins with BVN, 1 alphanumeric character and 3 numeric characters.
   - For MOCAS final cost vouchers a "Z" must be appended to the end of the voucher number.

   Note: Do not, under any circumstances, forward date the invoice date. The invoice date must not be any later than the current date.
10. Enter the Service Start and End Dates (YYYY/MM/DD), which is the specified length of the contract.
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 (e.g. "FS" for National Stock Number or "VP" for Vendor's Part Number).
14. For the "Qty Invoiced", type in the total number of pieces/supplies invoiced.
15. Type "EA" for each, "LO" for Lots, or "S1" for semesters in the Unit field. For additional Units of Measure, please refer to the "Display Units of Measure Table" link on the left side of the page.
16. Type in unit price. No dollar signs ($) are needed, but a decimal point two spaces to the left are required if there are cents in the dollar amount.
17. Please refer to the following table in regards to the SDN and ACRN fields:

IF PAID BY	THEN
MOCAS	Enter the SDN and ACRN
STARS ONE PAY	Leave the SDN and ACRN fields blank

18. Complete the description for the CLIN/SLIN. Be as descriptive as possible.
19. Hit 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.
20. 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, hit the "Save Discount" button, and click the "Header" tab to return to data capture screen.
21. Click the "Comments" tab if you would like to add any comments to your invoice.
22. Click the "Header" tab to return to the data capture screen.
23. If Miscellaneous Amounts apply, please see the section below: **<u>Miscellaneous Amounts</u>** to add this type of information.
24. Hit "Create Document". This will allow you an opportunity to review the invoice and attach any documentation prior to "Submitting" the invoice. Please see section below: **<u>Attaching Documentation</u>**.

<u>Miscellaneous Amounts/Fees:</u>

1. If there are miscellaneous amounts (e.g., fees, allowances, tax) that must be added, click the "Misc. Amounts" tab at the top of the page.

2. Click on the icon next to the "Actions" icon to add appropriate miscellaneous amounts.
3. Indicate the appropriate fee, allowance, or tax by selecting from the dropdown menu. ***Note: This will automatically populate the description box.***
4. Enter the dollar amounts of the fee, allowance or taxes.
5. Enter a description of the fee, allowance or tax. Be as specific as possible.
6. Click on the "Save Misc. [Fee/Allowance/Tax]" button.
7. Return to step 24 to complete invoice submission.

Attaching Documentation:

1. After you have created your voucher, if supporting documentation needs 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.

Note: If this is a final voucher, you must submit ACO approval, the contractor's release and the Audit Report/Closing Statements as an attachment in WAWF.

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 invoice.

Final Steps Before Submitting:

1. If after reviewing the information you notice an inaccuracy, hit "Return". This will take you back to the data capture screen to make revisions.
2. Once the information is correct, hit "Create Document" on the "Header" tab. The Invoice will first be displayed for your review. Click "Submit". The invoice has now been submitted. ***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 are to be created, choose "Return". This will take you back to the initial WAWF input screen.

DoD Guidance

National Defense Authorization Act 2001 Requirement: "Section 1008...Required the Secretary of Defense to ensure that any claim for payment under a DoD contract be submitted in electronic form... Further…Contracting officers, contract administrators, certifying officials…shall transmit the claim and any additional documentation to support the determination and payment of the claim to such other officer electronically.

WAWF Resources

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

Wide Area Work Flow Receipt and Acceptance

(WAWF)

Vendor Quick Reference Guide for Cost Vouchers

WAWF version 3.0.3