



**Wide Area Workflow
(WAWF)
Vendor Guide**

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WAWF Overview

The FY01 DoD Authorization Act mandates that DoD receive invoices, record receipt and acceptance, and certify and pay invoices electronically. DoD has chosen an electronic invoicing, receipt, and acceptance, and certification system called Wide Area Work Flow - Receipt and Acceptance (WAWF-RA) as its electronic invoicing system.

Vendors providing services and/or products to the DoD are given access to create invoices and Receiving Reports, and electronically route them to the appropriate DoD officials. Within WAWF-RA, vendors also have the ability to monitor the status of the documents as the appropriate officials process them. They can review and audit the transaction any time they want.

WAWF is a free, paperless application, which eliminates time and expenses of mail processing. It is also a secure method of invoicing. With on-line validation, you can monitor your acceptance and payment documents for accuracy. This means fewer rejected invoices and fewer delayed payments. WAWF is a customer friendly environment whether you are in a large corporation or part of a small private enterprise.

The Prompt Payment Act - The Prompt Payment Act ensures that federal agencies pay for goods and services on time and requires federal agencies to automatically pay interest on late payments to vendors.

Prompt Pay Requirements:

- The Government will make payments on time.
- The Government will take discounts only when appropriate.
- The Government will pay interest penalties when payments are late.

Invoices will be scheduled for payment as per the terms of the contract. This is usually Net 30 or 15. For example if the contract is Net 30, the vendor will get paid 30 days from the Invoice Received Date or the Acceptance Date, which ever is the later of the two dates, if the Material Received Date and the Acceptance Date are within the 7 days. If the Material Received Date and the Acceptance Date are greater than 7 days apart, then the vendor will get paid 30 days from the later of the Material Received Date plus 7 days ("constructive acceptance") and the Invoice Received Date.

WAWF Registration Instructions

1. **Determine who is designated as the Electronic Business Point of Contact (EB POC) in the government's CCR database for your company. The Electronic Business POC is the only authorized representative for your company to activate your vendor profile in WAWF.**

Your company may have at most two EB POCs listed for each CAGE Code. To view your company's CCR profile, you can search the database at www.ccr.gov. Click the "Search CCR" link, enter your CAGE code or other search criteria and click "Submit."

Adding or Changing an EB POC in the CCR Database

- Go to www.ccr.gov and click the Update or Renew Registration Using TPIN option on the left hand side.
- Enter your DUNS number and TPIN code.
- Go to the left hand side of the web page and select Points of Contact. When that page comes up, scroll down to the Electronic Business Point of Contact fields (this should be the ones closest to the bottom).
- Enter the information and click the validate/save button.
- For help to update your CCR account, contact the CCR Assistance Center at 888-227-2423 or 616-961-4725.

2. **The EB POC must submit a request to establish a Group in WAWF for your company.**

This step must be accomplished before you can register for a WAWF Login ID. Companies with multiple locations may have more than one CAGE Code and may need to set up a hierarchy structure, but most vendors will have just one CAGE Code. To establish a group for your CAGE Code in WAWF, the EB POC must call the WAWF Customer Support Center at 1-866-618-5988, or send an email requesting CAGE Code activation in WAWF (please include "WAWF" in the subject line) to cscassig@ogden.disa.mil. Include the name of your company and the CAGE Code(s). If you need immediate access for WAWF registration, please call rather than emailing your request. The one-time activation phone call will take approximately five minutes.

3. **Decide how many users will be accessing WAWF and designate a Group Administrator (optional).** All vendor WAWF users can select roles of "Vendor", "Vendor View-Only", or "GroupAdministrator" when they self-register. Users may have multiple roles. Vendors with more than one person accessing WAWF should appoint at least one Group Administrator (GAM) to manage and activate users in the vendor's organization. The designated GAM may be the same person as the EB POC. If the GAM is not the EB POC, he must submit an official "appointment letter," signed by the EB POC to the Ogden Customer Support Center, listing CAGE code(s) under his/her span of authority. The appointment letter should be faxed to WAWF Customer Support, at 801-605-7453. If the GAM is the same person as the EB POC, the letter is not required.

When registering for WAWF, a GAM must select both the Vendor role and the Group Administrator role. The Group Administrator's manual is available for review to all WAWF registered users under the Software Users Manual link within the WAWF application after logging into WAWF.

4. **Establish an Organizational E-Mail Address (optional).** WAWF-RA routes information according to the CAGE Codes. The electronic documents themselves do not get routed, but status notifications about the documents are sent via e-mail. For example, WAWF sends e-mail confirmations when a vendor SUBMITS a document and when the government ACCEPTS or REJECTS the document.

In order to receive status information about WAWF documents, vendors need to establish an organizational email address and determine who will have access to it. The e-mail address may be a “distribution group” address, which may be sent to multiple users on the vendor’s side, for example, “wawf@companyname.com.” Ensure that the organizational e-mail address is operational and can receive e-mails prior to registering it with the WAWF Customer Support Center. The GAM can change the organizational email address at any time as well as the WAWF Customer Support Center.

***Note:** If you do not set up an organizational e-mail address, WAWF will use the e-mail address of the first individual that self-registers from your CAGE Code as the default organizational e-mail address. If you are the only one submitting invoices through WAWF, you can use your own email address.*

5. Determine if batch feeds for data input are necessary (optional). Vendors may submit documents via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) process if they have a large number of transactions and/or many line items per transaction. The WAWF-RA FTP and EDI Guides are available after the vendor activates their account. The vendor **MUST** contact the WAWF-RA Customer Service Center at 1-866-618-5988. They can assign a Joint Interoperability Test Center (JITC) technician to assist in testing your file layout(s).

6. Set up the software on your computer. Your computer will need software set up as specified under the “Setting Up Your Machine” link on the WAWF home page. Most likely, your computer is already configured properly for WAWF. Please follow the steps below. If you have an in-house systems administrator that controls software on your machine, contact them for assistance.

- Go to the WAWF website <https://wawf.eb.mil/>.
- Click the link in the left column “About WAWF-RA.”
- Click on the sub link for “Setting Up Your Machine.”
- Perform steps 1-6 (skip steps 4 and 7 for Digital Certificates) to complete PC configuration

Minimum System Requirements:

- Microsoft Windows 98, Windows NT 4.0 SP6a, Windows 2000, or Windows XP
- Internet Explorer (128 bit) Version 5.5 SP2 or later *or* Netscape Navigator (128 bit) 4.76, 4.78, Or 4.79. *If you have an older version of IE, Microsoft offers free downloads to upgrade to version 6.0 from their website.*
- Adobe Acrobat Reader 4.0 or later. *Free to download.*

7. Have all WAWF users complete the WAWF Self-Registration Form Online, starting with the GAM. Users can self-register anytime after the EB POC establishes and a group in WAWF for your CAGE Code and you configure your PC. Directions for the Self Registration process are also located on the WAWF production home page under the “Help” link in the center of the WAWF home page.

On-line Self-Registration Procedures:

1. Using your web browser, either Internet Explorer or Netscape, open the WAWF production web site <https://wawf.eb.mil/> and click on the ‘Self Register’ link.
2. Once on the registration page, fill in the mandatory fields, “First Name,” “Last Name,” “Commercial Phone,” “Email address,” “Job Description,” and “Title.”
3. Select the radio button labeled “User ID and Password.”
4. Type in a User ID, which must be at least 8 characters long (*create your own.*)
5. In the “Role” drop down menu, choose “Vendor.”
6. In the CAGE Code field, type your CAGE Code. Do not put anything in the “extension” field. (*Your CAGE code must already be activated by WAWF Customer Support.*)
7. When a security message appears, click “Yes.”

8. Review the information you have entered and click on the pen icon if you need to edit.

9. **Additional Step for GAMs:** In the “Role Information” section, under the “Action” column, click the icon to add a role (looks like file cards). In the drop down box choose “Group Administrator” and click continue. Enter your CAGE code in the “Group Name” field. Click the OK button when the security box appears.

10. Finally, if everything on the screen is correct, click on the check box for “Statement of Accountability” and click the “Register Now” button (you must submit the form for it to be valid.)

Note: Vendor users may register to access WAWF-RA with either a User ID/Password combination or an external certificate. We recommend vendors register with a User ID/Password to get started using WAWF.

Vendors who want to purchase a PKI certificate may buy them from one of three sources. Please visit the “registration help” link on the home page to find out how.

8. The Group Administrator must request activation of his or her Login ID, and then activate all other users for your CAGE Code. To do this, the GAM must call the WAWF Customer Support Center at 1-866-618-5988 or send an email request to cscassig@ogden.disa.mil requesting WAWF GAM login activation. Once the GAM is activated, he or she has administrative access in WAWF to activate/deactivate all users for your CAGE code. Instructions for activation/deactivation of other users are in the Vendor Guide.

Note: If you do not have a GAM for your CAGE code, each user needs to contact Customer Support to have each individual Login ID activated.

9. **Change your password.** All users will receive an email from WAWF–DISA Ogden Customer Support within 48 hours following his or her self-registration with a one-time temporary password. If you do not receive an email with a temporary password, please call WAWF Customer Support at 1-866-618-5988. All users will be directed to change their one-time passwords the first time they log into WAWF, after which they may begin using WAWF.

10. **Ongoing password maintenance.** Passwords expire every 90 days; WAWF notifies the user on day 75 if the user logs in. All users can change their own passwords from the WAWF home page at any time:

- Go to <https://wawf.eb.mil>
- Click on “Logon”
- Choose the “Reset Password” link
- Fill in User ID
- Fill in Location Code (i.e. Cage Code)
- Click Submit
- A new password will be sent to the user’s email address

WAWF Group Administrator Role (Optional)

The Group Administrator (GAM) maintains the list of who has access to view or process documents in WAWF for a given CAGE Code. The GAM needs to complete the self-registration and have his login activated before anyone at the company. After the GAM is registered and activated, he can activate the rest of the users. After a user fills out the online Self Registration, the account then goes straight to the GAM for activation. GAMs deactivate logins for those who no longer need access to WAWF. The GAM can also look up user logins and re-set passwords through an automated system. *Note: all users have the*

ability to reset their own passwords from the WAWF login page as long as they know their user login IDs and their DoDAAC.

First, Log Into WAWF as a Group Administrator:

1. Log into WAWF at <https://wawf.eb.mil>.
2. Click on “Logon” to WAWF-RA. Then type user ID and Password or Certificate and click “Submit.”
3. Select the “Group Administrator” link on the left side of the screen.

To Change the Organizational Email:

1. Select the “Location Codes” link.
2. Choose CAGE Code (there will only be one for the site).
3. Click on Email, and then type in the new organizational email.

To see all Group Administrators for your CAGE Code:

1. Select the “Group Look-up” link.
2. Type in CAGE Code about which you are inquiring.
3. You will see GAM information and all CAGE Codes in that group.

To Activate/Deactivate a WAWF User:

1. Select the ‘Activation’ link. A list of fields will appear in a search screen. Enter at least one parameter on which you would like to query. It will display a table with the user data such as last name, first name, user ID, organizational role, user group, location code, active status, etc.
2. Click on the “Change Status” checkbox next to the user ID(s) to be activated. You may activate multiple users at one time. Enter a brief comment in the mandatory comments field.
3. Click ‘Submit’. A message will appear that the Activation/ Deactivation was successful. The User will receive an activation email from WAWF. At this point, the user should login to change the password from a one-time temporary password.

To Reset the Password For a WAWF User:

1. Select the ‘Reset Password’ link.
2. Enter the user’s login id, and click “Continue.” *(Note: If you do not know the user’s login id, You can find it ahead of time by clicking on the “User Information” sub-link on the left side of the screen. A list of fields will appear in a search screen. Enter at least one parameter you would like to query on, such as the user’s last name, and click “Continue.” The user’s information including the login id, will be displayed.)*
3. Once you enter the user’s login id, the Reset Password screen will appear, listing the profile information of the user. Verify the user’s email address is correct and click the “Reset Password” button.
4. A message will appear that a one-time temporary password has been automatically generated and sent to the user’s email address listed in their user profile. The user should log in and change the password.

How to Create a Combo Invoice and Receiving Report

Creating a Combo

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 the 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 .*
7. Enter the Pay DoDAAC, and click “Continue.”
8. Click on the radio button for “Invoice and Receiving Report (Combo).” In most cases, select the option “Destination” rather than “Source” for both the Inspection and Acceptance locations. Click “Continue.”
9. *Optional: If you would like to create a new COMBO (Invoice and Receiving Report) that has the same information as one that has already been created, you may choose to use a TEMPLATE.*
 - a. *Check the Template box*
 - b. *Choose if the original COMBO is an “Active” or “Archived” Document*
 - c. *Type in the original invoice and/or receiving report numbers*
 - d. *Click “Continue”*
 - e. *Choose the radio button next to the COMBO you would like to base the new one from*
 - f. *Click “Continue”*
10. Complete the mandatory fields for the following roles if they do not automatically default:
 - Issue DoDAAC (may default)
 - Admin DoDAAC (may default)
 - Inspector DoDAAC (only if required)
 - Ship to DoDAAC
11. Type shipment number, shipment date, invoice number, invoice date (YYYY/MM/DD) and Final invoice selection. *Do not post date the invoice date. The invoice date must not be any later than the current date.*
12. Unless the invoice is the final invoice for the contract, make sure the drop down menu is set for “N.”
13. *Optional: WAWF will allow contracts that are uploaded into EDA to have the CLINs pulled automatically so that the vendor does not have to manually type the Line Item information into WAWF:*
 - a. *On the Data Capture Screen , choose the “Populate CLINs” button*
 - b. *Select CLIN(s) you wish to copy from*
 - c. *Click “Continue”*
 - d. *Click on Line Item Tab. Note that Line Items have been populated. (Verify the following information against contract: Item Number, Stock Part Number, Type, Qty Shipped, Unit Measure, Unit Price, and Description)*
 - e. *Edit the CLIN if necessary and save the new info. Verify the Line Item Tab/CLIN displays updated information.*
 - f. *Click on Header Tab. Create and submit document.*

14. If manually entering the line item information, click the “Line Item” tab at the top of the page. Under the “Line Item Details” heading, click the icon under “Actions” to add a line item.
15. Type the item number (e.g. 0001 or 0001AA).
16. Type the “stock part number”, and select the part type from the “Type” drop down menu (i.e.: “FS” for National Stock Number or “VP” for Vendor’s Part Number).
17. For the “quantity shipped”, type in the total number of pieces or whatever supplies you are invoicing for.
18. 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.
19. Type in unit price. No dollar signs (\$) are needed, but you must enter a decimal point two spaces to the left if there are cents in the dollar amount.
20. Complete the description for the CLIN/SLIN. Be as descriptive as possible.
21. You can fill out the Milstrip Number and Milstrip Quantity if desired. *(Do not complete the “Long Line of Accounting” information (SDN and ACRN). The Government certifier is responsible for completing these fields during the invoice certification process)*
22. 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.
23. 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 discounts can be, up to two discounts percentages and number of days combinations. You can 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.
24. Click the “Comments” tab if you would like to add any comments to your invoice and receiving report.
25. Click the “Header” tab to return to the data capture screen.
26. Click “Create Document.” This will allow you an opportunity to review the invoice and receiving report and attach any documentation prior to “Submitting” the invoice and receiving report to the Requiring Activity.

Attaching Documentation:

1. If you need to attach supporting documentation, 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. Click on the “Header” tab to return to the invoice.

Final Steps before Submitting:

1. If after reviewing the 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 “Create Document” on the “Header” tab. It will display the invoice for your review. Click “Submit.” It will next display the Receiving Report for your review. You may also add attachments to the receiving report by following the same directions as above for the invoice. After reviewing the receiving report information for accuracy and any necessary documentation, click “Submit.” The invoice and receiving report have now been submitted to the Requiring Activity for inspection/ acceptance.

3. If you would like to send notifications to your inspector/acceptor specifically click “Send More Email Notifications.” Enter the email address in the spaces provided and click “Submit.”
4. If additional invoices or receiving reports are to be created, choose “Return.” This will take You back to the initial WAWF input screen.

(NOTE: If you submit a Combo invoice and receiving report and it's accepted and certified for a lesser amount, you will need to re-invoice for the remaining quantity.)

If you need additional help in submitting an invoice, please contact the WAWF Customer Support/DISA Ogden Help Desk at 1-866-618-5988 or 1-801-605-7095, or email cscassig@ogden.disa.mil. Please do not contact your Contracting Officer/Contract Specialist.

How to Create a 2-in-1 Invoice (for Services Only)

Creating a 2-in-1 Invoice

1. Log into WAWF at <https://wawf.eb.mil>.
2. Click on “Logon” to WAWF-RA. *(Note: Before you are able to type your user ID and password, a message box comes up alerting you not to use the “back button.”)* Click OK. Then type your user ID and Password or Certificate and 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 the contract number (no dashes) and the 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.*
7. Enter the Pay DoDAAC, and click “Continue.”
8. Click on the radio button for “Invoice as 2-in-1 (Services Only)”, and click “Continue.”
9. *Optional: If you would like to create a new Invoice 2-in-1 that has the same information as one that some has already created, you may choose to use a TEMPLATE.*
 - a. *Check the Template box*
 - b. *Choose if the original Invoice 2-in-1 is an “Active” or “Archived” Document*
 - c. *Type in the original invoice number*
 - d. *Click “Continue”*
 - e. *Choose the radio button next to the Invoice 2-in-1 from which you would like to base the new one.*
 - f. *Click “Continue”*
10. Complete the mandatory fields for the following roles if they do not automatically default:
 - Issue DoDAAC (may default)
 - Admin DoDAAC (may default)
 - Inspector DoDAAC (only if required)
 - Acceptor DoDAAC
11. Type invoice number, invoice date (YYYY/MM/DD), and final invoice selection. If you leave the shipment number and shipment date fields blank, it will default directly from what is entered in the invoice number and invoice date fields. *Do not, under any circumstances, forward date the invoice date. The invoice date cannot be later than the current date. It is best to use the “*” shortcut (Shift + 8 to create a “*”), which will put the current date in this field.*
12. Unless the invoice being completed is the final invoice for the contract, make sure the drop down menu is set for “N.”

13. *Optional: WAWF will allow contracts that are uploaded into EDA to have the CLINS pulled automatically so that the vendor does not have to manually type the Line Item information into WAWF:*
 - a. *On the Data Capture Screen , choose the “Populate CLINs” button.*
 - b. *Select CLIN(s) you wish to copy from*
 - c. *Click “Continue”*
 - d. *Click on the “Line Item” Tab. Note that Line Items have been populated. (Verify the following information against contract: Item Number, Stock Part Number, Type, Qt Shipped, Unit Measure, Unit Price, and Description)*
 - e. *Edit CLIN if necessary and save the new info, verify the Line Item Tab/CLIN displays updated information.*
 - f. *Click on the “Header” Tab. Create and submit the document.*
14. If manually entering the line item information, 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.
15. Enter the item number (e.g. 0001 or 0001AA).
16. Type “None” or “XXXX” in the “stock part number” and select “SV” for services from the “Type” drop down menu.
17. For “quantity shipped,” enter the total number of hours or fees or whatever supplies for what you are invoicing.
18. 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.
19. Type in unit price. No dollar signs (\$) are needed, but you must enter a decimal point two spaces to the left if the price includes cents.
20. Complete the description for the CLIN/SLIN. Be as descriptive as possible. It is extremely important to enter the Period of Performance for the Services rendered.
21. 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.
22. 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. You can enter either one or two discount amount and number of days combinations. You can 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.
23. Click the “Comments” tab if you would like to add any comments to your invoice.
24. Click the “Header” tab to return to the data capture screen and 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 you wish to attach supporting documentation (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 and 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. Repeat these steps to attach additional documents or click on the “Header” tab to return to the invoice.

Final Steps before Submitting:

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. This will submit the invoice to the Requiring Activity for inspection/ acceptance.
3. 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.”
4. If additional invoices or receiving reports are to be created, choose “Return.” This will take you back to the initial WAWF input screen.

If you need additional help in submitting an invoice, please contact the WAWF Customer Support/DISA Ogden Help Desk at 1-866-618-5988 or 1-801-605-7095, or email cscassig@ogden.disa.mil. Please do not contact your Contracting Officer/Contract Specialist.

How to Create a Receiving Report from an Invoice

Creating a Receiving Report

1. Log into WAWF at <https://wawf.eb.mil>.
2. Click on “Logon” to WAWF-RA. *(Note: Before you can type your user ID and password a message box comes up alerting you not to use the “back button.”)* Click OK. Then type your user ID and Password or Certificate and 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 the contract number (no dashes) and the 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.*
7. Enter the Pay DoDAAC, and click “Continue.”
8. Click on the radio button for “Receiving Report.” In most cases select “Destination” rather than “Source” for both the Inspection and Acceptance locations.
9. Click the checkbox labeled “From Invoice” and 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 and click “Continue.”
12. Type the shipment number, 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, 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. You can enter either one or two discount amount and number of days combinations. You can 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.
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Final Steps before Submitting:

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. This will submit the invoice to the Requiring Activity for inspection/ acceptance.
3. 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.”
4. If additional invoices or receiving reports are to be created, choose “Return.” This will take you back to the initial WAWF input screen.

Additional Requirements for Entering a MOCAS System Paid Invoice

MOCAS Paid Invoices (Pay Office DODAAC = HQ0338 (DFAS Columbus South), HQ0337 (DFAS Columbus North) or HQ0339 (DFAS Columbus West))

1. There is no LPO DoDAAC to enter. The Pay Office (DFAS) will do the invoice certification after the site accepts the Receiving Report.
2. The vendor will need to enter a Shipment Number in a specific format.
 - a. The correct format for a shipment number for MOCAS invoices is three alpha and four numeric characters, followed by a “Z” suffix if it is a final invoice.
 - b. MOCAS suggests using the three alpha characters "SER" for service invoices, “CON” for construction invoices and “SUP” for supply invoices.
 - c. The four numeric characters need to be in numeric sequence (it’s okay if numbers are skipped, but DFAS does not allow 2345 to come before 1234). *We suggest starting off entering SER0001 for the first invoice, SER0002 for the second, and so on. You may start the sequence over for each separate delivery order.*
 - o On the “Line Items” tab:
 - Fill out the “Add CLIN/SLIN” screen as normal.
 - Once complete, select the “ACRN” tab at the top of the screen
 - Select the “File Folder” icon under action.
 - Enter the ACRN and the amount for each Line Item. Line Item amount must equal ACRN amount.
 - Select the save icon
 - Go back to the “Add CLIN/SLIN” screen
 - Select “Save CLIN/SLIN” button.

How to Resubmit or Void a Rejected Invoice or Receiving Report

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

1. Select the “Vendor” link on the left side of the screen.
2. Click on the sub-link for “Access Rejected Invoices” for invoices and the “Access Rejected Receiving Reports” for receiving reports.
3. Choose the CAGE code.
4. Under the “Resubmit” column, select your invoice or receiving report 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 invoice and attach any documentation prior to "Submitting" the invoice or receiving report to the Requiring Activity.

If your invoice or receiving report is rejected due to incorrect DODAAC numbers:

1. Select the "Vendor" link on the left side of the screen.
2. Click on the sub-link for "Access Rejected Invoices" for invoices or "Access Rejected Receiving Reports" for receiving reports.
3. Choose the CAGE code.
4. Under the column titled "Change DODAACs," select Yes
5. When the DODAAC fields appear, correct the incorrect data and click the Submit button.
6. Click "Create Document." This will allow you an opportunity to review the invoice and attach any documentation prior to "Submitting" the invoice or receiving report to the Requiring Activity.

If your invoice or receiving report is rejected because the Contract Number, Invoice Number, Shipment Number, Shipment Date, or Invoice Date is incorrect, you will have to void the invoice and receiving report and create new documents in WAWF:

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

If you want to Recall an invoice or receiving report in the Submitted or Resubmitted status:

1. Select the "Vendor" link on the left side of the screen.
2. Click on the sub-link for "View Vendor Documents."
3. Select your CAGE code, and click Submit at the bottom of the page.
4. You will see the invoice information, including columns for "Recall RR" and "Recall Invoice"
5. Click the "R" in the Recall column, and it will open the invoice or receiving report.
6. Make your changes, and click the Header tab to "Create Document" and then Submit.

Monitoring Submitted WAWF Invoices and Receiving Reports

Looking up WAWF Documents:

1. Log into WAWF at <https://wawf.eb.mil>.
2. Click on "Logon" to WAWF-RA. (*Note: Before being able to type your user ID and password, a message box comes up alerting you not to use the "back button."*) Click OK. Then type your user ID and Password or Certificate and click "Submit."
3. Select the "Vendor" link on the left side of the screen.
4. Select the "View Vendor Documents" link to pull up the "Search Criteria" page
5. Choose your company's CAGE code from the "Select Location Code" drop-down list at the top of the "Search Criteria" page. This is the only mandatory field to fill in.
6. The default search will pull up documents submitted in the last 30 days. If you are searching for a document older than 30 days, enter a date range in any of the date range fields (Create Date, Acceptance Date, or Invoice Received Date).
7. The default search will pull up documents in the "Active" folder, which includes all documents less than 90 days old and any documents older than 90 days old that are not in Processed or

Void status. Occasionally, you may need to search for a processed document that is older than 90 days. In that case, change the “Active Documents” selection to “Archived Documents.”

8. You may also enter additional search criteria to narrow your query, such as Contract Number, Invoice Number, Shipment Number, or Document Status.
9. Documents may have the following statuses in WAWF:
 - Submitted** – The Vendor has submitted the document.
 - Resubmitted** – The Vendor has resubmitted the document.
 - Rejected** – Inspector, Acceptor, LPO, or Pay Office (DFAS) has rejected the document.
 - Inspected** – The Inspector has inspected the document but not yet accepted it.
 - Accepted** – The Acceptor has accepted the document but the LPO has not certified it.
 - Processed** – The LPO has certified the document and sent it to DFAS for payment.
 - Certified** – The DFAS Pay Official has recalled the document to the LPO for recertification due to a certification error.
 - Hold** – The Inspector, Acceptor or LPO has placed the document on hold.
 - Suspended** – The invoice has been sent to DFAS, but there is an error and the DFAS Pay Official will need to take action on the invoice.
 - Void** – The Vendor has voided the document.

10. In the Vendor Documents folder, the type of invoice, CAGE code, contract number, delivery order number, invoice number, shipment number, document statuses, and amount of each document is listed, as well as the date that the invoice or receiving report was submitted and accepted.
11. You may also see links with an “**R**” or a “**V**” which allow you to Recall or Void documents.
12. Click on the invoice or shipment number that you would like to view or click the “Return” link to go back to the Search Criteria page.
13. When you click the invoice number, the invoice screen will be displayed. The invoice will have all the data elements that were entered by the vendor. *Note the tabs at the top of the page: “Header”, “Line Item”, “LLA” (if already certified), “Addresses”, and “Misc. Info.”*
14. Or, if you click the shipment number of a Combo invoice, the receiving report will be displayed. The receiving report will have all the data elements that were entered by the vendor. If the receiving report has already been accepted, the “Quantities Accepted” will be filled in on the Line Item tab and the Received Date and Acceptance Date will both be filled in on the Header tab.
15. To view the history of the document and any comments, click on the “Misc. Info” tab. The audit trail with date and time stamps of those who have taken action on the document can be viewed, as well as any comments entered by the vendor, government users, or payment system messages.
16. If you wish to view a copy of your contract, return to the Vendor Documents page, and click on the contract number to display a list of the contract and all modifications.
17. Click the contract number link once more to open a copy using Adobe Acrobat.

Note: This will create a separate window so that you may toggle back and forth between WAWF and the contract.

Issuing Credits to DFAS for Invoice Overpayments

Issuing Credits to DFAS

Occasionally you may need to offer a credit back to the government to make an adjustment on an invoice that was overpaid. These kinds of credits are not standard discounts, which could normally be entered in the "Discounts" tab in WAWF.

- If you list the credit on a subsequent invoice for the same contract/delivery order, and
- If the total of the new invoice, minus the credit amount, is still a positive dollar amount, then the credit line item must be entered into your WAWF invoice as a Miscellaneous Allowance following these steps:
 1. After you enter your invoice line items, click the "Misc. Amounts" tab.
 2. Under the "Misc. Allowance" heading, click the icon under "Actions" to add a Misc. Allowance.
 3. Select the type of Misc. Allowance from the drop down menu (e.g. Goods & Services Credit Allowance).
 4. Type the credit amount in the "Misc. Allowance Price" field. WAWF will automatically change this to a negative dollar amount when the line item is saved.
 5. The description field will automatically fill in with the type of allowance you selected, but you may add an additional explanation if you wish.
 6. Click the "Save Misc. Allowance" button.
 7. Continue entering your WAWF invoice or click the Header tab and submit as usual.

Mailing checks to DFAS:

If you do not have another invoice to submit in WAWF that you can attach the credit line item to, or if adding the credit makes the invoice total a negative dollar amount, then you'll need to mail a check to the following address. Attach a copy of the overpayment or indicate the invoice number, contract number and DCN if available. The more information you include with the check, the better.

Payable to: Treasurer of the United States
Defense Finance and Accounting Service
Cleveland Center
1240 East Ninth St.
28th Floor Vault
Cleveland, OH 44199

Additional Information and Links

- **WAWF Production Site:**
Website: <https://wawf.eb.mil>
- **WAWF Training/Test Site:**
Website: <https://wawftraining.eb.mil>
- **Web-based Training Site:**
Website: <http://www.wawftraining.com>
- **WAWF Customer Support/DISA Ogden Help Desk:**
Phone: 1-866-618-5988
Phone: 1-801-605-7095
Email: cscassig@ogden.disa.mil
- **EDI/FTP Help Desk:**
Phone: 520-538-1925
Email: swaggers@fhu.disa.mil
- **Central Contractor Registry (CCR):**
Phone: 888-227-2423
Website: <http://www.ccr.gov>
- **DFAS (To check invoice payment status):**
Phone: 800-731-8096
myInvoice: <https://myinvoice.csd.disa.mil//index.html>

The myInvoice website was implemented in November 2004 and replaces the Vendor Pay Inquiry System

Major changes included in myInvoice are:

- Expanded Invoice History from 90 to 120 days
- Consolidated MOCAS and Non-MOCAS query Options
- Security:
 - Four types of users: administrators, registrars, vendors, and government employees. Administrators will have full system access and be responsible for assigning VPIS. Registrars and maintaining the VPIS HTML pages, e.g. FAQ's, News, General Info.
- Vendors will register on-line and will be granted access to the myInvoice system if their registration information matches their company information in the CCR, limiting vendors to a view of their own data as defined by their CAGE/DUNS/TIN combinations
- Government users will be required to register to access myInvoice. Government users will be restricted from seeing any sensitive data, such as bank account information.
- VPIS registrars will be responsible for approving or denying government user access and revoking vendor access to the system.
- Email Advice of Payment (AOP): Vendors will have the option during registration to select the AOP feature, which will notify them when an Invoice is paid, and provide a link to the AOP Web page.
- **EDA (To look up Govt. contracts):**
Website: https://eda2.ogden.disa.mil/eda_main.htm