

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



WAWF Quick Reference

Creating an Invoice from Single or Multiple Receiving Reports



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

Create New Document

* = Required Fields

Contract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC
N1234567890	1M3W0		N68688

Select Document to Create: *

Invoice From Receiving Report From Multiple Shipments

Invoice as 2-in-1 (Services Only)

Construction 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

9. Click on checkbox “From Multiple Shipments” and click “Continue”. All receiving reports that correspond to that contract will be listed below you contract number.
Note: If no receiving reports exist for that contract, an error message will appear.

Create New Document

* = Required Fields

Contract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC
N1234567890	1M3W0		N68688

Select Document to Create: *

Invoice From Receiving Report From Multiple Shipments

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10. Click the radio button for the receiving reports you are invoicing for and click “Continue”.
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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	Actions

Discount Amount	Discount Date	Actions

Net Days	Actions

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.