

Welcome to Wide Area Workflow!
Please start by selecting one of the button links from the menu above.

Vendor Messages

(2013-JUL-25) System: *All* Subject: *Posting Docs* *Action Required! Critical!* Message For: *All Users*
[Open folder.](#)

(2013-JUL-24) System: *All* Subject: *Test* *Action Required! Critical!* Message For: *All Users*
Testing v5.5.0 System Messages

(2013-JAN-17) S

Version:	
Build Date:	
Application Serve	
HTTP Server:	IBM IHS 8.5.5.0

This presentation will demonstrate a Vendor creating a Commercial Invoice.
This presentation contains audio narrative. Please adjust your volume accordingly.



Wide Area Workflow

User Vendor EDA Documentation Lookup Logout

- Create Document
- History Folder
- MyInvoice History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder



To create a document, click on the "Vendor" menu dropdown, or cursor over the "Vendor" menu dropdown.
Next, click the "Create Document" link from the Vendor menu dropdown.

System Messages

(JUL-25) System: All Subject: Posting Docs Action Required! Critical! Message For: All Users

Folder.

(JUL-24) System: All Subject: Test Action Required! Critical! Message For: All Users

Posting v5.5.0 System Messages

(2013-JAN-17) System: All Subject: Message For: All Users

Version:	5.5.0 Test BUILD02_11
Build Date:	10/04/2013
Application Server:	WebSphere 8.5.5.0
HTTP Server:	IBM IHS 8.5.5.0

Help

Logon Date : 2013/10/09 11:52:30 EDT Last Accessed Date : 2013/10/09 11:52:30 EDT

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
<input type="text" value="00C91/021799486/0001"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[\[+\] Advanced Search Criteria for WAWF](#)

The Vendor can create a WAWF document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown list and entering in the Contract Number and if applicable, the Delivery Order Number.

NOTE: You must either enter a Contract Number or select one from the search results.



Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
<input type="text" value="00C91/021799486/0001"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	EDA WAWF

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown list and click on the "EDA" link.

The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.



Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
<input type="text" value="00C91/021799486/0001/"/>	<input type="text" value="Y"/>	<input type="text" value="International Agreement"/>	<input type="text" value="12345678901234"/>	<input type="text" value="WBT1"/>	<input type="text" value="N"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="EDA WAWF"/>

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

For additional information regarding pre-populating contract data from EDA, please refer to the EDA Pre-Pop Demonstration for DR_879 by clicking the information button.

Information

Click the arrow to continue to the next frame of the current demonstration.



Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
<input type="text" value="00C91/021799486/0001/"/>	<input type="text" value="Y"/>	<input type="text" value="International Agreement"/>	<input type="text" value="12345678901234"/>	<input type="text" value="WBT1"/>	<input type="text" value="N"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="EDA WAWF"/>

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

Once the required fields are entered, click the Next button to continue.

Note: The Delivery Order field is optional in WAWF, however it may be required by your contract.



Vendor - Create Document

[Contract >> Pay DoDAAC](#)

INFO: The contract data is not available in DoD EDA.
INFO: Click the Previous button or [Contract >>](#) link to enter a different Contract Number or continue creating the document.

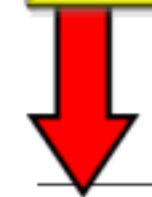
Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y	<input type="text"/>	International Agreement	12345678901234	WBT1	00C91	021799486	0001		<input type="text" value="N68892"/>

* = Required Fields

The Pay DoDAAC will be pre-populated from the EDA system if the contract number exists in the EDA system.

The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

Click the Next button to continue creating a document.



[Next](#) [Previous](#) [Reset](#) [Help](#)



Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
12345678901234	WBT1		00C91	021799486	0001		N68892	USD 

* = Required Fields

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Navy Shipbuilding Invoice (Fixed Price)
- Navy Construction / Facilities Management Invoice

The Document page is displayed with a list of valid document types for the selected contract number and pay system.

A Currency Code can be selected from the dropdown on this page as well. The system will default the currency code to U.S dollars.



Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

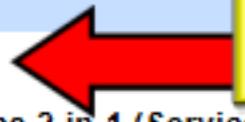
Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
12345678901234	WBT1		00C91	021799486	0001		N68892	USD

* = Required Fields

Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Navy Shipbuilding Invoice (Fixed Price)
- Navy Construction / Facilities Management Invoice

The Vendor clicks the radio button for Invoice.



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Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
12345678901234	WBT1		00C91	021799486	0001		N68892	USD 

A From dropdown is provided with options for creating an Invoice.

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Navy Shipbuilding Invoice (Fixed Price)
- Navy Construction / Facilities Management Invoice

From:

- From Receiving Report
- From Reparables Receiving Report
- From Multiple Receiving Report
- From Multiple Reparables Receiving Report
- From Archived Receiving Report
- From Archived Reparables Receiving Report
- From Archived Multiple Shipments
- From Archived Multiple Reparables Shipments
- From Active and Archived Receiving Report
- From Active and Archived Reparables Receiving Report
- From Active and Archived Multiple Shipments
- From Active and Archived Multiple Reparables Shipments

Fast Pay (FAR 52.213-1)



Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
12345678901234	WBT1		00C91	021799486	0001		N68892	USD <input type="button" value="v"/>

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Navy Shipbuilding Invoice (Fixed Price)
- Navy Construction / Facilities Management Invoice

From:

Fast Pay (FAR 52.213-1)

An Invoice can be designated as "Fast Pay" when the Fast Pay clause (FAR 52.213-1) is cited in the contract.

Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
12345678901234	WBT1		00C91	021799486	0001		N68892	USD <input type="button" value="v"/>

* = Required Fields

Select Document to Create: *

- Invoice From: Fast Pay (FAR 52.213-1)
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)

Click the Next button to continue.

- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Navy Shipbuilding Invoice (Fixed Price)
- Navy Construction / Facilities Management Invoice



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
12345678901234	WBT1		00C91	021799486	0001		N68892

* = Required Fields, Date = YYYY/MM/DD

Issue Date	Issue By DoDAAC	Admin DoDAAC *	
<input type="text" value="YYYY/MM/DD"/>	<input type="text"/>	<input type="text"/>	
Ship To Code * / Extension	Ship From Code / Extension	Accept By DoDAAC / Extension	LPO DoDAAC * / Extension
<input type="text"/> <input type="text"/>			

The Routing page is displayed.



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
12345678901234	WBT1		00C91	021799486	0001		N68892

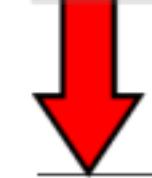
* = Required Fields, Date = YYYY/MM/DD

Issue Date	Issue By DoDAAC	Admin DoDAAC *	
<input type="text" value="YYYY/MM/DD"/>	<input type="text"/>	<input type="text" value="S0512A"/>	
Ship To Code * / Extension	Ship From Code / Extension	Accept By DoDAAC / Extension	LPO DoDAAC * / Extension
<input type="text" value="FU4417"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text" value="N62473"/> <input type="text"/>

Enter the Routing Code information.

WAWF routes documents electronically using the location codes so make sure the information is correct according to the latest contract information. In some cases your contract may require you to complete one or more of the optional location code fields. If needed, ask your contracting officer for help.

Click the Next button to continue



Vendor - Invoice

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- Header**
- Addresses
- Discounts
- Comments
- Line Item
- Misc. Amounts
- Reference Ship. No
- Attachments
- Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies	Services
12345678901234	WBT1			<input checked="" type="radio"/> Supplies	<input type="radio"/> Services
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice		
International Agreement		2013/10/09	N		
Shipment Number	Shipment Date	Final Shipment			
	YYYY/MM/DD	N			
Bill of Lading Number					
Currency Code	Document Total (\$)				
USD					

The Data Capture tabs are displayed with the Header tab as the Active tab.

Note: The Invoice Date has been pre-populated from the WAWF system server. Changing the Invoice Date to a date that is greater than the Invoice Date pre-populated from the WAWF system server may cause processing issues within the entitlement system.

- Submit
- Save Draft Document
- Previous
- Help

Wide Area Workflow

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Vendor - Invoice

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Header | [Addresses](#) | [Discounts](#) | [Comments](#) | [Line Item](#) | [Misc. Amounts](#) | [Reference Ship. No](#) | [Attachments](#) | [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies	Services
12345678901234	WBT1			<input checked="" type="radio"/> Supplies	<input type="radio"/> Services
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice		
International Agreement	INV1234	2013/10/09	N		
Shipment Number	Shipment Date	Final Shipment			
	YYYY/MM/DD	N			
Bill of Lading Number					
Currency Code	Document Total (\$)				
USD					

Use the data on your contract to fill in the required fields.
The Invoice Number is mandatory. Enter the Invoice Number before continuing.

[Submit](#) [Save Draft Document](#) [Previous](#) [Help](#)

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Wide Area Workflow

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Vendor - Invoice

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[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) [Misc. Amounts](#) [Reference Ship. No](#) [Attachments](#) [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies	Services
12345678901234	WBT1			<input checked="" type="radio"/> Supplies	<input type="radio"/> Services
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice		
International Agreement	<input type="text" value="INV1234"/>	<input type="text" value="2013/10/09"/>	<input type="text" value="N"/>		
Shipment Number	Shipment Date	Final Shipment			
<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="N"/>			
Bill of Lading Number	<input type="text"/>				

The "Save Draft Document" button is available on every tab. The Vendor can save an incomplete document by clicking this button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.



[Submit](#) [Save Draft Document](#) [Previous](#) [Help](#)

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Wide Area Workflow

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Vendor - Invoice

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Header | [Addresses](#) | [Discounts](#) | [Comments](#) | [Line Item](#) | [Misc. Amounts](#) | [Reference Ship. No](#) | [Attachments](#) | [Preview Document](#)

WARNING: The Invoice Data has been pre-populated from the WAWF system server.

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

Click the Addresses Tab to go to the Addresses page.

Contract	Invoice Procurement Identifier	Issue Date	Supplies	Services
12345678			<input checked="" type="radio"/> Supplies	<input type="radio"/> Services
Contract	Invoice Date * (WAWF System Server Date)	Final Invoice		
International Agreement	<input type="text" value="INV1234"/>	<input type="text" value="2013/10/09"/>	<input type="text" value="N"/>	<input type="text" value="v"/>
Shipment Number	Shipment Date	Final Shipment		
<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="N"/>		
Bill of Lading Number				
<input type="text"/>				
Currency Code	Document Total (\$)			
USD				

[Submit](#) [Save Draft Document](#) [Previous](#) [Help](#)

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WARNING: The Invoice Date has been pre-populated from the WAWF system server.

* = Required Fields

Payee: 00C91 DUNS: 021799486

* Payee Name 1:

Payee Name 2:

Payee Name 3:

Address 1:

Address 2:

Address 3:

Address 4:

City:

Country: Military Location Description:

Administered By DoDAAC: S0512A

* Activity Name 1:

Activity Name 2:

Activity Name 3:

Address 1:

WAWF will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered.

- CAGE Code information is pulled from System for Award Management (SAM)
- DoDAAC information is pulled from DAAS (Defense Automatic Addressing System). These sites are the official DoD sites for address information.

If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in these systems.

If you want to specify a particular room or building number, which may not be pulled from these systems, you can make that change on this screen.

Please remember that any change you make on the form only applies to the form you are creating and does not apply to future forms you may create. If permanent changes are needed, you will need to get that address information corrected permanently.

No matter what entries are made there must be at least a name of the organization/agency (the Payee Name 1 field).

- [Submit](#)
- [Save Draft Document](#)
- [Help](#)

Vendor - Invoice

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- Header
- Addresses**
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- Comments
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- Attachments
- Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

* = Required Fields

Payee: 00C91 DUNS: 021799486 DUNS + 4: 0001 Extension:

* Payee Name 1: EXCELLENCE LEARNING CORPORATION

Click the Discounts Tab to go to the Discounts page.

Address 1: 2 LOWER RAGSDALE DR STE 200

Address 2:

Address 3:

Address 4:

City: MONTEREY

State: CA

Zip Code: 939405748

Country: USA Military Location Description:

Administered By DoDAAC: S0512A

* Activity Name 1: DCMA LOS ANGELES

Activity Name 2:

Activity Name 3:

Address 1: 16111 PLUMMER STREET

- Submit
- Save Draft Document
- Help

Vendor - Invoice

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Header	Addresses	Discounts	Comments	Line Item	Misc. Amounts	Reference Ship. No	Attachments	Preview Document
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WARNING: The Invoice Date has been pre-populated from the WAWF system server.
* Asterisk indicates required entry for 'Save'.

Document Level Discount Terms

Discount Percentage (%)	Due Days	Actions
-------------------------	----------	---------

[Add](#)

Discount Amount (\$)	Discount Date	Actions
----------------------	---------------	---------

[Add](#)

Net Days	Actions
----------	---------

[Add](#)

The Discounts page is displayed.

The Discounts page allows you to offer discounts for payment within a certain number of days.



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

Header	Addresses	Discounts	Comments	Line Item	Misc. Amounts	Reference Ship. No	Attachments	Preview Document
------------------------	---------------------------	----------------------------------	--------------------------	---------------------------	-------------------------------	------------------------------------	-----------------------------	----------------------------------

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
* Asterisk indicates required entry for 'Save'.

Document Level Discount Terms

Discount Percentage (%)	Due Days	Actions
		Add

Discount Amount (\$)	Discount Date	Actions
		Add

Net Days	Actions
	Add

Click the Add link under Discount Percentage to enter a Discount Percentage and Due Days.

Click the Add link under Discount Amount to enter Discount Amount and Discount Date.

Click the Add link under Net Days to enter Net Days discount.



Vendor - Invoice

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[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) [Misc. Amounts](#) [Reference Ship. No](#) [Attachments](#) [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

* Asterisk indicates required entry for 'Save'.

Document Level Discount Terms

Discount Pe	Discount Ar	Net Days	Actions
			Add
			Add



Click the Comments tab to go to the Comments page.



Vendor - Invoice

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- [Header](#)
- [Addresses](#)
- [Discounts](#)
- [Comments](#)**
- [Line Item](#)
- [Misc. Amounts](#)
- [Reference Ship. No](#)
- [Attachments](#)
- [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Initiator Comments

Comments for this Invoice.

The Comments page allows you to enter Invoice comments.

- [Submit](#)
- [Save Draft Document](#)
- [Help](#)

Logon Date : 2013/10/09 11:52:30 EDT Last Accessed Date : 2013/10/09 12:22:40 EDT



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WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Initiator Comments

Comments for this Invoice.

Click the Line Item Tab to go to the Line Item page.



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

Header	Addresses	Discounts	Comments	Line Item	Misc. Amounts	Reference Ship. No	Attachments	Preview Document
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WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
----------	----------------	------	--------------	-----------------	-----------	-----------------	-------------	---------

[Add](#)

The Line Item Details page is displayed.
Click the Add link under the 'Actions' heading to Add a Line Item.



Vendor - Invoice

CLIN/SLIN ACRNs

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Stock Part No. *	Type *	
<input type="text" value="0001"/>	<input type="text" value="SPN11223344556677"/>	<input type="text" value="A3 - LOCALLY ASSIGNED NUMBER"/>	
Qty. Shipped *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
<input type="text" value="11"/>	<input type="text" value="Auto Complete"/>	<input type="text" value="200.00"/>	<input type="text" value="2,200.00"/>
AAI	SDN	PR Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Description *

Line item description.

The Add CLIN/SLIN screen appears. Complete all of the required fields.

For MOCAS, IAPS-E and NAVY payment only: You will see two tabs, a CLIN/SLIN tab and an ACRNs tab. Complete the ACRNs form only if your CLIN/SLIN is funded by more than one ACRN.

[Save CLIN/SLIN](#) [Save Draft Document](#) [Previous](#) [Help](#)

Vendor - Invoice

CLIN/SLIN ACRNs

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Stock Part No. *	Type *	
<input type="text" value="0001"/>	<input type="text" value="SPN11223344556677"/>	<input type="text" value="A3 - LOCALLY ASSIGNED NUMBER"/>	
Qty. Shipped *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
<input type="text" value="11"/>	<input type="text" value="Auto Complete"/>	<input type="text" value="200.00"/>	<input type="text" value="2,200.00"/>
AAI	SDN	PR Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Description *

Line item description.

Click the Help button at the bottom of the screen for additional help with this page.



Vendor - Invoice

CLIN/SLIN **ACRNs**

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Stock Part No. *	Type *
<input type="text" value="0001"/>	<input type="text" value="1223344556677"/>	<input type="text" value="A3 - LOCALLY ASSIGNED NUMBER"/>
Unit Price (\$) *	Amount (\$)	
<input type="text" value="200.00"/>	<input type="text" value="2,200.00"/>	
PR Number		
<input type="text"/>		

Click the ACRNs Tab to go to the ACRNs page.

Description *

Line item description.

[Save CLIN/SLIN](#) [Save Draft Document](#) [Previous](#) [Help](#)



Vendor - Invoice

[CLIN/SLIN](#) [ACRNs](#)

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
0001	2,200.00	0.00	2,200.00

[Add ACRN](#)

The ACRNs page is displayed.
Click the Add ACRN link to add ACRN information.

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

[Save Draft Document](#) [Help](#)



Vendor - Invoice

[CLIN/SLIN](#) **ACRNs**

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
0001	2,200.00	2,200.00	0.00

ACRN	Amount (\$)	Actions
<input type="text" value="AA"/>	<input type="text" value="2,200.00"/>	Delete ACRN
Reference Shipment Number	Reference Shipment Amount (\$)	Actions
<div style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;"> The ACRN Amounts need to balance with the line item total. </div>		Add Reference Shipment
		Add ACRN

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

[Save Draft Document](#) [Help](#)



Vendor - Invoice

[CLIN/SLIN](#) **[ACRNs](#)**

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
0001	2,200.00	2,200.00	0.00

ACRN	Amount (\$)	Actions
<input type="text" value="AA"/>	<input type="text" value="2,200.00"/>	Delete ACRN

Reference Shipment Number	Reference Shipment Amount (\$)	Actions
		Add Reference Shipment Add ACRN

Click the Add Reference Shipment link to add Reference Shipment information at the Line Level. This information may be added at the Document Level but not in both locations.

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

[Save Draft Document](#) [Help](#)



Vendor - Invoice

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
0001	2,200.00	2,200.00	0.00

ACRN	Amount (\$)	Actions
<input type="text" value="AA"/>	<input type="text" value="2,200.00"/>	Delete ACRN

Reference Shipment Number	Reference Shipment Amount (\$)	Actions
<input type="text"/>	<input type="text"/>	Delete Reference Shipment Add Reference Shipment

[Add ACRN](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK

Reference Shipment number and Amount may be added and deleted from each ACRN using the appropriate links.

Vendor - Invoice

[CLIN/SLIN](#)

ACRNs

Item No.	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)
0001	2,200.00	2,200.00	0.00

ACRN	Amount (\$)	Actions
<input type="text" value="AA"/>	<input type="text" value="2,200.00"/>	Delete ACRN

Reference Shipment Number	Reference Shipment Amount (\$)	Actions
		Add Reference Shipment

When ACRN information is complete, click the CLIN/SLIN tab to go back to the CLIN/SLIN page.

UPON COMPLETION OF WORK IN THIS AREA, C

[Save Draft Document](#)

[Help](#)



Vendor - Invoice

CLIN/SLIN ACRNs

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Stock Part No. *	Type *	
<input type="text" value="0001"/>	<input type="text" value="SPN11223344556677"/>	<input type="text" value="A3 - LOCALLY ASSIGNED NUMBER"/>	
Qty. Shipped *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
<input type="text" value="11"/>	<input type="text" value="Auto Complete"/>	<input type="text" value="200.00"/>	2,200.00
AAI	SDN	PR Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Description *

Line item description.

When all the required information has been added for the line item, click the Save CLIN/SLIN button at the bottom of the screen.

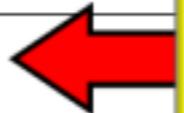


Vendor - Invoice

CLIN/SLIN ACRNs

ERROR: Unit of Measure was not provided for Line Item '0001'. This is a mandatory field.

An error message will be given if information is not entered for mandatory fields.



single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft

Item No. **	Stock Part No. *	Type *	
0001	SPN11223344556677	A3 - LOCALLY ASSIGNED NUMBER	
Qty. Shipped *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
11	Auto Complete	200.00	2,200.00
AAI	SDN	PR Number	
Description *			
Line item description.			

[Save CLIN/SLIN](#) [Save Draft Document](#) [Previous](#) [Help](#)



Vendor - Invoice

CLIN/SLIN ACRNs

ERROR: Unit of Measure was not provided for Line Item '0001'. This is a mandatory field.

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Stock Part No. *	Type *	
0001	SPN11223344556677	A3 - LOCALLY ASSIGNED NUMBER	
Qty. Shipped *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
11	EA-EACH	200.00	2,200.00
AAI	SDN	PR Number	

Description *

Line item description.

Required information is entered and the Save CLIN/SLIN button is clicked.



Save CLIN/SLIN Save Draft Document Previous Help



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

Header	Addresses	Discounts	Comments	Line Item	Misc. Amounts	Reference Ship. No	Attachments	Preview Document
------------------------	---------------------------	---------------------------	--------------------------	----------------------------------	-------------------------------	------------------------------------	-----------------------------	----------------------------------

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
0001	SPN11223344556677	A3	11	EACH	EA	200.00	2,200.00	Edit Delete Add

The Line Item is now saved.

You may edit or delete Line Items as necessary by clicking the Edit and Delete links under the 'Actions' heading.

To add another Line Item, click the Add link again and repeat the procedure.



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

- Header
- Addresses
- Discounts
- Comments
- Line Item**
- Misc. Amounts
- Reference Ship. No
- Attachments
- Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
0001	SPN11223344556677					00	2,200.00	Edit Delete Add

Click the Misc. Amounts tab to go to the Misc Amounts page.



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

Header	Addresses	Discounts	Comments	Line Item	Misc. Amounts	Reference Ship. No	Attachments	Preview Document
--------	-----------	-----------	----------	-----------	----------------------	--------------------	-------------	------------------

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Miscellaneous Amounts

Misc. Fee	Misc. Fee Amount (\$)	Actions Add
Misc. Allowance	Misc. Allowance Amount (\$)	Actions Add
Tax	Tax Amount (\$)	Actions Add

The Misc. Amounts page is displayed.
To enter Miscellaneous Amounts, click the corresponding Add link.



Vendor - Invoice

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- Header
- Addresses
- Discounts
- Comments
- Line Item
- Misc. Amounts**
- Reference Ship. No
- Attachments
- Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Miscellaneous Amounts

Misc. Fee	Misc. Fee Amount (\$)	Actions
		Add
Misc. Allowance	Misc. Allowance Amount	Actions
		Add
Tax	Tax Amount (\$)	Actions
		Add

Click the Reference Ship. No tab to go to the Reference Ship. No page.



Vendor - Invoice

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- Header
- Addresses
- Discounts
- Comments
- Line Item
- Misc. Amounts
- Reference Ship. No**
- Attachments
- Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Document Level Reference Shipment Numbers

Reference Shipment Number	Actions
	Add

The Reference Ship. No page is displayed.
Click the Add link to add a Reference Shipment Number at the Document Level.



Vendor - Invoice

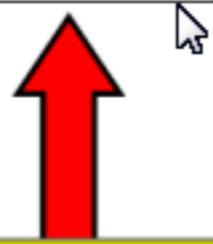
[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) [Misc. Amounts](#) [Reference Ship. No](#) [Attachments](#) [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Document Level Reference Shipment Numbers

Reference Shipment Number	Actions
<input type="text" value="123456"/>	Delete Add



Once Reference Shipment information is complete, click the Attachments tab to go to the Attachments page.

Note: If Reference Shipment Numbers are added at the Document Level, they may not be entered at the Line Level.

[Submit](#) [Save Draft Document](#) [Help](#)



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

Header	Addresses	Discounts	Comments	Line Item	Misc. Amounts	Reference Ship. No	Attachments	Preview Document
------------------------	---------------------------	---------------------------	--------------------------	---------------------------	-------------------------------	------------------------------------	------------------------------------	----------------------------------

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 6MB, attachments over this size will be rejected.

Attachment

Attachments Name	Actions
------------------	---------

The Attachment page is now displayed.



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) [Misc. Amounts](#) [Reference Ship. No](#) **Attachments** [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 5MB, attachments over this size will be rejected.

Attachment

Attachments Name	Actions
------------------	---------

Click the Browse button to locate the file that is to be attached



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) [Misc. Amounts](#) [Reference Ship. No](#) **[Attachments](#)** [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 6MB, attachments over this size will be rejected.

Attachment

C:\Users\kafuller\Docume [Browse...](#) [Upload](#)

Attachments Name	Actions
------------------	---------

The Vendor clicks the Upload button to attach the selected document.



Wide Area Workflow

[User](#) [Vendor](#) [EDA](#) [Documentation](#) [Lookup](#) [Logout](#)

Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) [Misc. Amounts](#) [Reference Ship. No](#) **Attachments** [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 6MB, attachments over this size will be rejected.

Attachment

[Browse...](#) [Upload](#)

Attachments Name	Actions
WAWF_Attachment.docx	View Attachment Delete Attachment

The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.



The attachment is now saved on the document.

[Submit](#) [Save Draft Document](#) [Help](#)



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) [Misc. Amounts](#) [Reference Ship. No](#) **[Attachments](#)** [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 6MB, attachments over this size will be rejected.

Attachment

Attachments Name	Actions
WAWF_Attachment.docx	View Attachment Delete Attachment

Click the Preview Document tab to View the entire document.



Vendor - Invoice

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- Header
- Addresses
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- Misc. Amounts
- Reference Ship. No
- Attachments
- Preview Document

[Expand All](#) [Collapse All](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The Vendor can scroll the contents of the tab to review the document.

[\[-\]Document Information](#)

Contract Number Type	Contract Number	Del	ies or Services
International Agreement	12345678901234		SPL

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
INV1234	2013/10/09		

If after reviewing the invoice information you notice an inaccuracy, you may return to the appropriate tab to correct the information.

Summary of Detail Level Information			Total (\$)
1 CLIN/SLIN(s)			2,200.00
0 Miscellaneous Amount(s)			0.00
Document Total (\$):			2,200.00

[Reference Shipment Number\(s\)](#)

123456

[\[-\]Line Item Information](#)

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Accepted	Amount (\$)
0001	SPN11223344556677	A3	11	EACH	EA	200.00		2,200.00
	SDN		ACRN		AAI		PR Number	

- Submit
- Save Draft Document
- Help

Wide Area Workflow

[User](#) [Vendor](#) [EDA](#) [Documentation](#) [Lookup](#) [Logout](#)

Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

[Header](#)
[Addresses](#)
[Discounts](#)
[Comments](#)
[Line Item](#)
[Misc. Amounts](#)
[Reference Ship. No](#)
[Attachments](#)
[Preview Document](#)

[Expand All](#)
[Collapse All](#)



The Vendor can expand all document sections by clicking the Expand All link and collapse the contents of the tab by clicking the Collapse All link.

WARNING: The Invoice Date has been pre-populated

[+]Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies or Services
International Agreement	12345678901234	WBT1			SPL
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		
INV1234	2013/10/09	N			

Summary of Detail Level Information		Total (\$)
1 CLIN/SLIN(s)		2,200.00
0 Miscellaneous Amount(s)		0.00
Document Total (\$):		2,200.00

Reference Shipment Number(s)

123456

[+]Line Item Information

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Accepted	Amount (\$)
0001	SPN11223344556677	A3	11	EACH	EA	200.00		2,200.00
	SDN	ACRN	AAI	PR Number				

[Submit](#)
[Save Draft Document](#)
[Help](#)

Logon Date : 2013/10/09 11:52:30 EDT Last Accessed Date : 2013/10/09 12:29:09 EDT

Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) [Misc. Amounts](#) [Reference Ship. No](#) [Attachments](#) [Preview Document](#)

[Expand All](#) [Collapse All](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

- [+] Document Information
- [+] Line Item Information
- [+] ACRN Information
- [+] Address Information
- [+] Misc Information
- [+] Workflow Information

The Vendor can expand and collapse individual headers by clicking on the section headers.

[Submit](#) [Save Draft Document](#) [Help](#)



Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> Data Capture

- Header
- Addresses
- Discounts
- Comments
- Line Item
- Misc. Amounts
- Reference Ship. No
- Attachments
- Preview Document

[Expand All](#) [Collapse All](#)

The Document Information section of the tab is now expanded.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

[\[-\]Document Information](#)

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies or Services
International Agreement	12345678901234	WBT1			SPL
Invoice Number	Invoice Date	Final Invoice?		Invoice Received Date	
INV1234	2013/10/09	N			

Summary of Detail Level Information	Total (\$)
1 CLIN/SLIN(s)	2,200.00
0 Miscellaneous Amount(s)	0.00
Document Total (\$):	2,200.00

[Reference Shipment Number\(s\)](#)

123456

[\[+\]Line Item Information](#)

[\[+\]ACRN Information](#)

[\[+\]Address Information](#)

[\[+\]Misc Information](#)

- Submit
- Save Draft Document
- Help

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Discounts
- Comments
- Line Item
- Misc. Amounts
- Reference Ship. No
- Attachments
- Preview Document**

[Expand All](#) [Collapse All](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

[+] Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies or Services
International Agreement	12345678901234	WBT1			SPL
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		
INV1234	2013/10/09	N			

Summary of Detail Level Information	Total (\$)
1 CLIN/SLIN(s)	2,200.00
0 Miscellaneous Amount(s)	0.00
Document Total (\$):	2,200.00

Reference Shipment Number(s)

Once the information is verified, the Vendor can click the Submit button from any page to submit the document to WAWF.

[+] Address Information
[-] Information

- Submit**
- Save Draft Document
- Help

Success

The Invoice was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
12345678901234	WBT1		INV1234

After the document has been submitted, the WAWF system informs the Vendor that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.

Email sent to Vendor: wawf@caci.com
Email sent to Local Processing Office: wawf@caci.com
Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA_000000008, GS03: GS-000000000003

[Send Additional Email Notifications](#)

Wed Oct 09 12:29:40 EDT 2013

The Vendor may add more email addresses by clicking the Send Additional Email Notifications link.

[Return](#)



Success

The Invoice was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
12345678901234	WBT1		INV1234

Email sent to Vendor: wawf@caci.com

Email sent to Local Processing Office: wawf@caci.com

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA_000000008, GS03: GS-000000000003

[Send Additional Email Notifications](#)

Wed Oct 09 12:29:40 EDT 2013

This concludes the overview demonstration for a Vendor creating a Commercial Invoice.

[Return](#)

