

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

## Vendor Messages

(2013-AUG-02) System: [WAWF](#) Subject: [test 333](#) *Message For: All Users*

### [WAWF\\_Posting Documents](#)

(2013-JUL-25) System: [All](#)

[Open folder.](#)

This presentation provides an overview for creating a Miscellaneous Pay Voucher.

This presentation contains audio narrative. Please adjust your volume accordingly.

(2013-JUL-24) System: [All](#)

Testing v5.5.0 System Messages

(2013-JAN-17) System: [All](#) Subject: *Message For: All Users*

# Wide Area Workflow

User Vendor **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

The Vendor selects the Create Document option.

menu above.

To begin creating a document, the Vendor can mouse over the Vendor Menu option to display the Create Document sub menu option.

Messages

02) System: *WAWF* Subject: *test 333* Message For: All Users

Posting Documents

5) System: *All* Subject: *Posting Docs* Action Required! Critical! Message For: All Users

(2013-JUL-24) System: *All* Subject: *Test* Action Required! Critical! Message For: All Users

Testing v5.5.0 System Messages

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

Help

## 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"/>	<input type="text" value="EDA"/>   <input type="text" value="WAWF"/>

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

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

The Vendor selects the CAGE Code / DUNS/ DUNS+4 / Ext from the Dropdown menu.

## 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="Y"/> <input type="text" value="N"/>	<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"/>	<input type="text" value="EDA"/>   <input type="text" value="WAWF"/>

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

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

The Vendor selects N from the Contractual? dropdown menu.

The Vendor does not enter a contract number. A unique "Misc. Pay Control Number" is automatically generated by WAWF.

## 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="N"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>

\* = Required Fields

Upon selecting N from the Contractual? dropdown list the Pre-Populate Contract Number/Delivery Order box will no longer be displayed.

The Vendor clicks the Next button to continue.

## Wide Area Workflow

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## Vendor - Create Document

[Contract](#) >> Pay DoDAAC

Contractual	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
N				00C91	021799486	0001		<input type="text" value="N68892"/>

\* = Required Fields

The Vendor enters the Pay Official Location Code.

The Vendor clicks the Next button to continue creating a document.

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## Create New Document

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

Contract Number	Delivery Order	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
		00C91	021799486	0001		N68892	USD

The Document Selection Page is displayed.

\* = Required Fields

Select Document to Create: \*

- Misc. Pay
- Telecom Invoice (Non-Contractual)

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Logon Date : 2013/08/29 12:17:47 EDT Last Accessed Date : 2013/08/29 12:19:44 EDT

## Create New Document

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

Contract Number	Delivery Order	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
		00C91	021799486	0001		N68892	USD

\* = Required Fields

- Misc. Pay
- Telecom Invoice (Non-Contract)



The Vendor selects the Misc. Pay radio button.

reate: \*



## Create New Document

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

Contract Number	Delivery Order	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
		00C91	021799486	0001		N68892	USD

\* = Required Fields

Select Document to Create: \*

- Misc. Pay
- Telecom Invoice (Non-Contractual)

The Next button appears after the document type is selected.

The Vendor clicks the Next button to continue.

**Next** Previous Reset Help

## Vendor - Misc. Payment Voucher

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

CAGE Code	DUNS	DUNS + 4	Extension	Invoice Date	Pay DoDAAC
00C91	021799486	0001		2013/08/29	N68892

The Routing page is displayed.

\* = Required Fields

Service Acceptor * / Extension	AAI *	LPO DoDAAC * / Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Misc. Type \*

Admin DoDAAC	Invoice Number
<input type="text"/>	<input type="text"/>

The following fields are mandatory for Misc Pay:

- Service Acceptor
- Acct Install No
- LPO DoDAAC
- Misc. Type
- CAGE Code

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## Vendor - Misc. Payment Voucher

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

CAGE Code	DUNS	DUNS + 4	Extension	Invoice Date	Pay DoDAAC
00C91	021799486	0001		2013/08/29	N68892

\* = Required Fields

Service Acceptor * / Extension	AAI *	LPO DoDAAC * / Extension
<input type="text" value="FU4417"/> <input type="text"/>	<input type="text" value="045924"/>	<input type="text" value="N62473"/> <input type="text"/>

Misc. Type \*

Admin DoDAAC	Invoice Number
<input type="text"/>	<input type="text"/>

The Vendor enters the Routing Code information.

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## Wide Area Workflow

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## Vendor - Misc. Payment Voucher

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

CAGE Code	DUNS	DUNS + 4	Extension	Invoice Date	Pay DoDAAC
00C91	021799486	0001		2013/08/29	N68892

\* = Required Fields

Service Acceptor * / Extension	AAI *	LPO DoDAAC * / Extension
FU4417	045924	N62473

The Vendor selects the Misc Pay Type from the Misc Pay Type dropdown menu.

## Misc. Type \*

- AGNV - Agents (Used when disbursing vouchers are processed)
- AMBV - Awards Made to Bid Protestors
- ARCV - Apprehension Reimbursements and Confinement Costs
- ARWV - Apprehension Rewards
- ATTV - Attorney Fees (Including Judgments and Settlements Paid to the Attorney)
- CHCV - Child Care (Non-Contractual)
- CLTV - Civilian Clothing Allowance
- CONV - Contingency Funds for Entertaining Dignitaries
- DEMV - Demurrage
- DSSV - Contingency Funds for Investigative Expenses and Confidential Military Purposes
- EWV - Expert Witness Fees**
- FIMV - Funeral, Internment, and Mortuary Expenses
- FLPV - Fees, Licenses, Permits (Does not include MIPRs)
- GFTV - Gifts and Speaker Fees
- GRNV - Grants
- HONV - Honorariums
- HSPV - Hospital Accreditation
- IPAI - Intergovernment Personnel Act (IPA)
- LGLV - Legal Claims (Non-Federal Entity)
- MEDV - Medical Services Provided by Civilian Non-Federal Sources
- MISV - Miscellaneous Payment - Vendor
- MTSV - Military Training Service Support
- MWRV - Morale, Welfare, Recreation, and General Entertainment Expenses
- NAFI - NAF (Payment made under the Uniform Funding & Mgmt Practice. Quarterly payment made to the Community Family Support Center)

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# Wide Area Workflow

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## Vendor - Misc. Payment Voucher

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CAGE Code	DUNS	DUNS + 4	Extension	Invoice Date	Pay DoDAAC
00C91	021799486	0001		2013/08/29	N68892

\* = Required Fields

Service Acceptor * / Extension	AAI *	LPO DoDAAC * / Extension
FU4417	045924	N62473

Misc. Type \*

EWIV - Expert Witness Fees

Admin DoDAAC	Invoice Number
FU4417	INV2058

Admin By is optional. If the Vendor leaves this field blank, the system will default the Admin By DoDAAC to the Service Acceptor DoDAAC.

The Vendor may enter a specific Invoice Number. If the Vendor leaves this field blank, the system will use the Misc. Pay Control Number

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## Vendor - Misc. Payment Voucher

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CAGE Code	DUNS	DUNS + 4	Extension	Invoice Date	Pay DoDAAC
00C91	021799486	0001		2013/08/29	N68892

\* = Required Fields

Service Acceptor * / Extension	AAI *	LPO DoDAAC * / Extension
<input type="text" value="FU4417"/>	<input type="text" value="045924"/>	<input type="text" value="N62473"/>

Misc. Type \*

Admin DoDAAC	Invoice Number
<input type="text" value="FU4417"/>	<input type="text" value="INV2058"/>

The Vendor clicks the Next button to continue.



## Vendor - Misc. Payment Voucher

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

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

**Voucher** Addresses Comments Attachments Preview Document

\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CHEWIV13D00C91002	EWIV	INV1258	2013/08/29	123456789	0217994860001	0.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
0001	045924	<input type="text"/>	Auto Complete	<input type="text"/>	0.00	<a href="#">Delete Line ID</a>

Description \*

[Add Line ID](#)

# Wide Area Workflow

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## Vendor - Misc. Payment Voucher

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

**Voucher** | [Addresses](#) | [Comments](#) | [Attachments](#) | [Preview Document](#)

\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CHEWIV13D00C91002	EWIV	INV1258	2013/08/29	123456789	0217994860001	0.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
0001	045924	<input type="text"/>	<input type="text" value="Auto Complete"/>	<input type="text"/>	0.00	<a href="#">Delete Line ID</a>

Description \*

For more information regarding Save and Continue, please refer to the Save and Continue Overview demonstration by clicking the Information button.

**Information**

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



The Vendor can save an incomplete document by clicking the Save Draft Document 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](#)

## Vendor - Misc. Payment Voucher

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

**Voucher** Addresses Comments Attachments Preview Document

\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CHEWIV13D00C91003	EWIV	INV1258	2013/08/29	123456789	0217994860001	1,050.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
0001	045924	<input type="text" value="1"/>	<input type="text" value="VP-PERCENT VOLUME"/>	<input type="text" value="49.55"/>	49.55	<a href="#">Delete Line ID</a>

### Description \*

[Add Line ID](#)

The Vendor enters the Quantity Invoiced, Unit of Measure, Unit Price and Description for the Line Item.

Submit Save Draft Document Previous Help

## Vendor - Misc. Payment Voucher

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**Voucher** | [Addresses](#) | [Comments](#) | [Attachments](#) | [Preview Document](#)

\* = Required Fields

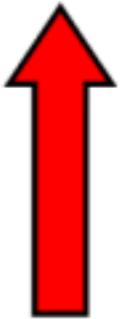
Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CHEWIV13D00C91003	EWIV	INV1258	2013/08/29	123456789	0217994860001	1,050.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
0001	045924	<input type="text" value="1"/>	<input type="text" value="VP-PERCENT VOLUME"/>	<input type="text" value="49.55"/>	49.55	<a href="#">Delete Line ID</a>

### Description \*



[Add Line ID](#)



The Vendor may select to Delete the current Line Item by Clicking the Delete Line ID link.

The Vendor may select the Add Line ID to add additional Line Items.

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



## Vendor - Misc. Payment Voucher

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

- Voucher**
- Addresses**
- Comments
- Attachments
- Preview Document

\* = Required Fields

The Vendor clicks the Addresses tab to go to the Address page.

Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
INV1258	2013/08/29	123456789	0217994860001	1,050.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
0001	045924	<input type="text" value="1"/>	<input type="text" value="VP-PERCENT VOLUME"/>	<input type="text" value="49.55"/>	49.55	<a href="#">Delete Line ID</a>

Description \*

[Add Line ID](#)

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## Vendor - Misc. Payment Voucher

[Contract >> Pay DoDAAC >> Document >> Routing >> Voucher](#)[Voucher](#) [Addresses](#) [Comments](#) [Attachments](#) [Preview Document](#)

\* = Required Fields

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

\* Payee Name 1: EXCELLIGENCE LEARNING CORPORATION

Payee Name 2:

Payee Name 3:

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:

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 SAM (System for Award Management)
- 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.

Administered By DoDAAC: FU4417

\* Activity Name 1: FU4417 1 SOCS SOCS    ATTN BECO

Activity Name 2:

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Logon Date : 2013/08/29 14:11:08 EDT    Last Accessed Date : 2013/08/29 14:11:57 EDT

## Vendor - Misc. Payment Voucher

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\* = Required Fields

Payee: 00C91

DUNS: 021799486

\* Payee Name 1: EXCELLIGENCE LEARNING CORPORATI

Payee Name 2:

Payee Name 3:

Address 1: 2 LOWER RAGSDALE DR STE 200

Address 2:

Address 3:

Address 4:

City: MONTEREY

Country: USA

Military Location Description

Administered By DoDAAC: FU4417

\* Activity Name 1: FU4417 1 SOCS SOCS ATTN BECO

Activity Name 2:

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 SAM (System for Award Management)
- 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 - Misc. Payment Voucher

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\* = Required Fields

The Vendor clicks the Comments tab to go to the Comments page.

DUNS + 4: 0001

Extension:

Payee Name 2:

Payee Name 3:

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: FU4417

\* Activity Name 1:

FU4417 1 SOCS SOCS ATTN BECO

Activity Name 2:

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## Vendor - Misc. Payment Voucher

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### Initiator Comments

Comments for Testimony and Research

The Comments page allows the Vendor to enter Miscellaneous Pay Voucher comments.

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

Logon Date : 2013/08/29 12:17:47 EDT Last Accessed Date : 2013/08/29 12:24:21 EDT

## Vendor - Misc. Payment Voucher

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### Initiator Comments

Comments for Testimony and Research

The Vendor clicks the Attachments tab to go to the Attachments page.

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Logon Date : 2013/08/29 12:17:47 EDT Last Accessed Date : 2013/08/29 12:24:21 EDT

## Vendor - Misc. Payment Voucher

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**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](#)

The Attachment page is now displayed.

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

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

## Vendor - Misc. Payment Voucher

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[Voucher](#) [Addresses](#) [Comments](#) [Attachments](#) [Preview Document](#)

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Attachment

Attachments Name    Actions

The Vendor clicks the Browse button to locate the file that is to be attached.

## Vendor - Misc. Payment Voucher

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[Voucher](#) [Addresses](#) [Comments](#) **[Attachments](#)** [Preview Document](#)

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**Attachment**

**Attachments Name**

**Submit** **Save Draft D**

### Choose File to Upload

Look in: ATTACH

- 2000character
- attachmentTEsting
- 8-20-2013 3-14-19 PM
- Attachment\_for\_WAWF
- CDRL
- java\_mp
- java\_TC
- PreviewDocConfirmation**
- Slide23
- Slide24
- Slide48
- Test
- TT1285006
- unitOfMeas\_Changes
- wbtVendorUserId

File name: PreviewDocConfirmation

Files of type: All Files (\*.\*)

**Open** **Cancel**

The Vendor clicks the Open button after the file is selected.

## Vendor - Misc. Payment Voucher

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### Attachment

C:\Documents and Settings Browse... **Upload**

**Attachments Name** **Actions**

The Vendor clicks the Upload button to attach the selected document

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

## Vendor - Misc. Payment Voucher

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

[Voucher](#) [Addresses](#) [Comments](#) **[Attachments](#)** [Preview Document](#)

**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
PreviewDocConfirmation.jpg	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>



The attachment is now saved on the document.

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



## Vendor - Misc. Payment Voucher

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

[Voucher](#) [Addresses](#) [Comments](#) [Attachments](#) [Preview Document](#)

**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
PreviewDocConfirmation.jpg	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>



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

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



## Vendor - Misc. Payment Voucher

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

[Voucher](#) [Addresses](#) [Comments](#) **[Attachments](#)** [Preview Document](#)

**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
PreviewDocConfirmation.jpg	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>

To add another attachment, the vendor may click the Browse button and repeat the process.

## Vendor - Misc. Payment Voucher

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

[Voucher](#) [Addresses](#) [Comments](#) [Attachments](#) [Preview Document](#)

**WARNING: Wide Area Workflow (WAWF) is a public information system. Do NOT enter classified information in this system. This system is for unclassified information ONLY.**

Do NOT enter classified information in this system.

There is an attachment size limit of 6MB, attachments

The Vendor clicks the Preview Document tab to View the entire document.

### Attachment

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

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

PreviewDocConfirmation.jpg	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>
----------------------------	---

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

## Vendor - Misc. Payment Voucher

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[Voucher](#) [Addresses](#) [Comments](#) [Attachments](#) **[Preview Document](#)**

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

### [+]Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CHEWIV13D00C91003	EWIV	INV1258	2013/08/29	123456789	0217994860001	2,177.50

### [+]Line Item Information

Item No.	AAI	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
0001	045924	30	HOURS	HR	35.00	1050.00
<b>Description</b>						
Testimony						
0002	045924	55			20.50	1127.50
<b>Description</b>						
Research						

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 tab to review the document.

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## Vendor - Misc. Payment Voucher

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

[Voucher](#)
[Addresses](#)
[Comments](#)
[Attachments](#)
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### [+]Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CHEWIV13D00C91003	EWIV	INV1258	2013/08/29	123456789	0217994860001	2,177.50

### [+]Line Item Information

Item No.	AAI	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
0001	045924	30	HOURS	HR	35.00	1050.00

#### Description

Testimony

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 tab to review the document.

Item No.	AAI	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
0002	045924	55			20.50	1127.50

#### Description

Research

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

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## Vendor - Misc. Payment Voucher

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

- Voucher
- Addresses
- Comments
- Attachments
- Preview Document

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

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

Misc. Pay Control Number	S+4 Number	Document Total (\$)
CHEWIV13D00C91003	EWIV INV1258 2013/08/29 123456789 0217994860001	2,177.50

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

Item No.	AAI	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
0001	045924	30	HOURS	HR	35.00	1050.00
<b>Description</b> Testimony						
0002	045924	55	Hours	HR	20.50	1127.50
<b>Description</b> Research						

- Submit
- Save Draft Document
- Help

## Vendor - Misc. Payment Voucher

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

[Voucher](#) [Addresses](#) [Comments](#) [Attachments](#) [Preview Document](#)

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

- [\[+\]Voucher Information](#)
- [\[+\]Line Item Information](#)
- [\[+\]Address Information](#)
- [\[+\]Misc Information](#)
- [\[+\]Workflow Information](#)

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

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# Wide Area Workflow

User Vendor Documentation Lookup Logout

## Vendor - Misc. Payment Voucher

Contract >> Pay DoDAAC >> Document >> Routing >> Voucher

Voucher Addresses Comments Attachments **Preview Document**

Expand All Collapse All

### [-]Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CHEWIV13D00C91003	EWIV	INV1258	2013/08/29	123456789	0217994860001	2,177.50

### [+]Line Item Information

### [+]Address Information

### [+]Misc Information

### [+]Workflow Information

The Vendor clicks the Submit button to submit the document.

**Submit** Save Draft Document Help

## Success

The Misc. Payment Voucher was successfully submitted.

The Success page is displayed with Email, FTP and EDI notifications as applicable.

Contract Number	Delivery Order	Shipment Number	Invoice Number
CHEWIV13D00C91003		INV1258	INV1258

Email sent to Vendor: wawf@caci.com

Email sent to Acceptor: 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](#)

Thu Aug 29 12:25:02 EDT 2013

The Vendor may send more email notifications by clicking the Send Additional Email Notifications link.

[Return](#)

## Success

The Misc. Payment Voucher was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
CHEWIV13D00C91003		INV1258	INV1258

Email sent to Vendor: wawf@caci.com

Email sent to Acceptor: 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](#)

Thu Aug 29 12:25:02 EDT 2013

This concludes the overview demonstration for creating a Miscellaneous Payment Voucher.

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