

# Attachments & Corrections

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## Attachments

1. Click on 'Attachments' link from the top menu to add supporting documentation.
2. Click 'Browse' to select the file(s) you wish to attach.
3. Click 'Upload' to attach file(s).

## Send Additional Email Notifications

After document submission, additional email notifications may be sent to applicable personnel.

1. Click the "Send More Email Notifications" link on confirmation screen.

### Success

The Invoice was successfully submitted.  
It has been processed via EDI.

Contract Number	Delivery Order	Shipment Number	Invoice Number
SP090002MDD046		JHG1234	JHG1234

Email sent to Vendor: dlawawf@hotmail.com

Email sent to Vendor:

Email sent to Pay Official: dlawawf@hotmail.com

[Send Additional Email Notifications](#)

Tue Mar 01 13:51:40 MST 2011

2. Enter the additional email address and click 'Add Email' button to add to your address book. An entry will remain in the address book until you delete it.
3. Select emails from the address book and move them to the 'Send' field.
4. Click on 'Submit' button.

# Training & Information

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**WAWF Production Site:**  
<https://wawf.eb.mil>

**DLA WAWF Homepage**  
<https://www.dla.mil/j-3/wawf>

**DLA WAWF Assistance**  
703-767-1915  
[wawf@dla.mil](mailto:wawf@dla.mil)

**Web-Based WAWF Training Site**  
<http://www.wawftraining.com>

**WAWF Practice Site**  
<https://wawftraining.eb.mil>

**DISA Ogden Helpdesk**  
866-618-5988  
[cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)



# DEFENSE LOGISTICS AGENCY

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# WAWF Quick Reference

## Acceptor Getting Started

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# Acceptor Getting Started

## WAWF Account Setup

1. Determine your dodaac.
2. Verify dodaac is available in WAWF. If not, contact DLA GAM to establish new dodaac.
3. Complete DD 2875 (System Authorization Access Request, SAAR) and submit to DLA GAM.
4. Self-Register for a WAWF Account at <https://wawf.eb.mil>
  - Click on “Registration”
  - Select User ID/Password or CAC
  - Select Government Role
  - Click ‘Next.’
  - Edit Profile
  - Edit User Authentication
  - Edit User Security Questions
  - Add Gov and/or Admin Roles
  - Check box for Statement of Accountability
5. You will be notified of successful registration and activation from [CSCASSIG@CSD.DISA.MIL](mailto:CSCASSIG@CSD.DISA.MIL)

## Login to WAWF

Note: Mandatory fields designated by an asterisk

1. Go to WAWF homepage: <https://wawf.eb.mil>
2. Read the Notices and click ‘Accept’
3. Enter User ID/ Password and Click ‘Login’ OR Click on ‘Certificate Login’

Login to WAWF

User ID \*

Forgot your User ID?

Password \*

Forgot your Password?

Login

\* Asterisk indicates required entry.

Certificate Login to WAWF

Certificate Login

## Locating/Viewing the Receiving Report

1. Once logged in, click on the ‘Government’ link from the top menu.
  2. Click on the sub-link ‘Acceptance Folder.’
  3. On Search Criteria Screen, select your DoDAAC from the drop-down list.  
Click ‘Submit’
- Note:** You can search for a specific receiving report by entering a contract number, vendor CAGE code, date range, or invoice number.
4. Click on the shipment number of the document you need to accept.
  5. To view the receiving report information, click on the links at the top of the page: Line Item, Addresses, Misc Info
  6. Click on ‘Line Item’ link to verify items details. If accepting a COMBO RR enter the number of accepted items in the ‘Qty Accepted’ field.
  7. Click on ‘Misc Info’ link to view attachments.
  8. When you have reviewed all information on the Receiving Report, you can either accept the document or reject it to the

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge
1	Receiving Report DD	1349	SP0000100046		MA0211	2011-03-02	2011-03-02		Submitted	

## Accepting the Receiving Report

1. Scroll down to bottom of the Header page.
2. Click on ‘Acceptance’ checkbox.
3. Enter the date fields:
  - Date Received: Date goods/services were received by the Government.*
  - Date by Signature Button: Date goods/services were accepted.*
4. Click the “Signature” button.  
Enter password or select you certificate. Your name will appear in the signature box.
5. You will receive a message that email notification has been sent.

**Note:** To add an attachment, see instructions on back of this Reference Guide.

## Rejecting the Receiving Report

1. Click on ‘Misc Info’ link and enter reject reason in comments field.
2. Click on the Header link. Click the ‘Reject to Initiator’ box.
3. Click on ‘Submit’ at the bottom of the Header page.
4. You will receive a message that email notification has been sent.

**Note:** To add an attachment, see instructions on back of this Reference Guide.