

# Notifications

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## 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
SP090002MD046		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 to' field.
4. Click on 'Submit' button.

## 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).

# 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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# W A W F

## Quick Reference

# Resubmit & Void

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# Resubmit/Void

## Getting Started

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 and Password. Click 'Login.'
4. Click on 'Vendor' from the top menu.

## If your invoice/Receiving Report (RR) is rejected due to incorrect CLIN, Qty, Unit of Measure, Unit price or Description:

1. For invoices click on 'Rejected Invoices' link. For receiving reports click on 'Rejected Receiving Reports' link.
2. Select your CAGE code from the drop-down and click 'Submit.'
3. Under the 'Resubmit' column, select your invoice or RR by clicking on the invoice number or shipment number.
4. Click on the Line Item tab. Click on the edit icon under the 'Actions' column.

### Wide Area Workflow 5.0

User Administration Console Vendor Documentation Lookup Logout

Vendor Rejected Invoices Folder for '61125' (12 items, sorted by Contract N

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Resubmit?
1	Invoice	61125	<a href="#">SPM4A406MV656</a>		<a href="#">BAC2114</a>
2	Invoice	61125	<a href="#">SPM4A406MV656</a>		<a href="#">BAC2115</a>

5. Correct data. Click 'Save CLIN/SLIN button.'
6. Click 'Submit'

## If your Invoice/Receiving Report is rejected due to incorrect DoDAACS:

1. For invoices click on 'Rejected Invoices' link. For receiving reports click on 'Rejected Receiving Reports' link.
2. Select your CAGE code from the drop-down and click 'Submit.'
3. Under the "Change DoDAACS" column, click "Yes"
4. When the "change Routing Information" screen appears, correct the DoDAACs and click 'Next.'

### Wide Area Workflow 5.0

User Administration Console Vendor Documentation Lookup Logout

Vendor Rejected Receiving Reports Folder for '61125' (15 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Resubmit?	Submitted	Shipped	Change DoDAAC	Void	Amount
1	Combo D/O	61125	<a href="#">SPM4A406MV656</a>		<a href="#">BAC2089</a>	2010-07-23	2010-07-23	Yes	Y	\$60.00

5. Review the document and click 'Submit.'

## If your Invoice/Receiving Report is rejected due to incorrect contract number, Delivery Order, Shipment Number, Shipment Date or Invoice Date:

These fields are un-editable. You must void the existing document and submit a new document.

1. For invoices click on 'Rejected Invoices' link. For receiving reports click on 'Rejected Receiving Reports' link.
2. Select your CAGE code from the drop-down and click 'Submit.'
3. Click the "V" under the void column.
4. Create a new document with correct information.

Vendor (Payee)	Contract Number	Delivery Order	Resubmit?	Submitted	Shipped	Change DoDAAC	Void	Amount
61125	<a href="#">SPM4A406MV656</a>		<a href="#">BAC2089</a>	2010-07-23	2010-07-23	Yes	Y	\$60.00

## If you want to recall a receiving report in Submitted status:

1. Click on 'Vendor' link from top menu.
2. Click on 'History' link.
3. Select your Cage code from the drop-down and click 'Submit.'
4. Click on the "R" under the Recall RR column.
5. Edit data and click 'Submit.'

Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void
<a href="#">NAAB0000B666</a>		6666							
<a href="#">SP090002M0046</a>		<a href="#">APR1413</a>	2010-04-13	2010-04-13		Submitted		R	V

## If you need to correct/void an invoice in Processed status:

1. Contact the pay office to request for the invoice to be rejected.
  - Pay office is SL4701 or HQ0131 800-756-4571, option 2, option 2 cco-vp-cs-rejects@dfas.mil
  - Pay Office HQ0337, HQ0338, & HQ0339 800-756-4571, option 1, option 1 cco-dfas-cs-mocas-rejects@dfas.mil
2. Correct or Void Invoice from the 'Rejected Invoices' link.

