

Additional Notification

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.

Training & Information

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

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



DEFENSE LOGISTICS AGENCY

W A W F Quick Reference

Creating a 2-in-1 Document

Creating a 2-in-1

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.
5. Click on 'Create Document' link.
6. Enter Contract Number and Delivery Order Number (as applicable).
7. Select your CAGE code from the list.
8. Click 'Next.'

Note: If your contract data is available in EDA, a few fields will pre-populate for you on the next screens. If your contract data is NOT available, this does NOT prevent you from creating your document.

9. Enter/Verify Pay DoDAAC. Click 'Next.'
10. Select radio button for 'Invoice as 2-in-1 (Services Only)'

Note: If using Template function, check the Template box and enter the Shipment or Invoice Number you wish to copy from.

Contract Number	Delivery Order	CAGE Code	Pay Official
SP09002MDD046		13499	SL4701

Search For:

Template

Active Documents Archived Documents Active and Archived Documents

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Receiving Report
- Invoice and Receiving Report (Combo)
- Repairables Receiving Report
- Invoice and Repairables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216-14, 52.232-7)

Routing Information

11. Enter/Verify mandatory data fields below.
 - Issue Date
 - Issue DoDAAC
 - Admin DoDAAC
 - Service Acceptor
12. Click 'Next.'
13. Enter Invoice Number and Date. Enter Shipment Number (AAAXNNN(X)) and Date.

Line Item Information

14. Click on 'Line Item' from the top menu.
15. Click on 'Add' link under Actions column.
16. Enter the Item Number.
17. Enter 'NONE' for Stock Part Number.
18. Select the 'SV' in the Type dropdown list.
19. Enter the total number of items shipped for Quantity Shipped.
20. Enter the Unit of Measure.
21. Enter the Unit Price.
22. Enter a Description for the CLIN/SLIN.
23. Click 'Save CLIN/SLIN/ELIN' button to save.

Submit the 2-in-1

Scroll to the bottom of any page and click on 'Submit.' **OR**

Save Draft Document

Documents may be saved for later completion. Click on 'Save Draft Document' button at the bottom of any page. To access saved documents, click 'Vendor Saved Document' link. Documents will be saved for 7 days before being deleted from the system.

Optional Information

Discounts

Click on 'Discounts' Link from the top menu to add a discount for payment earlier than the term of your contract.

Comments

Click on 'Comments' link from the top menu to add a comment.

Miscellaneous Amounts

Click on 'Misc Amt' from the top menu to add transportation charges.

*Pay Office SL4701— Charges up to \$250 may be invoiced in WAWF. Charges above \$250 must be invoiced manually and faxed to 866-313-2340.

*Vendors with Transportation Charges over \$100 are required to attach supporting evidence for those charges before the invoice will flow to the payment system.

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).

Preview Document

Click 'Preview Document' to review 2-in-1 information.