

Creating a Combo Invoice

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 and Receiving Report (Combo).
11. Select the Inspection and Acceptance Points from the list. Click 'Next.'

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

Routing Information

12. Enter/Verify mandatory data fields below:

- Issue Date
- Issue DoDAAC
- Admin DoDAAC
- Ship To Code

13. Enter Shipment Number (AAAXNNN(X)) and Date. Enter Invoice Number and Date.

14. Enter any relevant Transportation Data.

Line Item Information

15. Click on 'Line Item' from the top menu.
16. Click on 'Add' link under Actions column.
17. Enter the Item Number.
18. Enter the Stock Part Number.
19. Select the Type from the list.
20. Enter the total number of items shipped for Quantity Shipped.
21. Enter the Unit of Measure.
22. Enter the Unit Price.
23. Enter a Description for the CLIN/SLIN.
24. If UID is required, click on 'UID' link from top menu to enter UID information.
25. If MILSTRIP is provided on your contract, click on 'MILSTRIP' link to add MILSTRIP information.
26. Click 'Save CLIN/SLIN/ELIN' button to save.

Submit the Combo

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.

Mark For

Click on 'Mark For' link from the top menu to add Mark For information.

Comments

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

Pack

Click on 'Pack' link from the top menu to add RFID data. You may add RFID label information or indicate that RFID will be added later by marking the 'Pack Later' checkbox.

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).

Previews & Notifications

Preview CI

Click 'Preview CI' to review Invoice information.

Preview RR

Click 'Preview RR' to review Receiving Report information.

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](#)

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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 Q u i c k R e f e r e n c e

Creating a Combo Document (Receiving Report & Invoice)
