

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.

The Cost Voucher (Direct Bill) was successfully submitted. It has been processed via EDI.

Contract Number	Delivery Order	Voucher Number
SP090002MD046		HHH1234
Email sent to Vendor: wawfvend@dcma.mil		
Email sent to Pay Official: dlawawf@hotmail.com		

[Send Additional Email Notifications](#)

Tue Mar 01 14:40:21 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
Q u i c k R e f e r e n c e

**Creating a
Cost Voucher**

Creating a Cost Voucher

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 'Cost Voucher.' Select 'Y' if this is the final voucher.

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

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) Final Voucher:

Routing Information

11. Enter/Verify mandatory data fields below:

- Issue Date
- Issue DoDAAC
- Admin DoDAAC
- DCAA Auditor
- Service Acceptor

12. Click 'Next.'

13. Enter Voucher Number and Date.

14. Enter Vendor Invoice Number and Service Dates.

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 'NONE' for Stock Part Number.

19. Select the 'SV' in the Type dropdown 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. Click 'Save CLIN/SLIN/ELIN' button to save.

Submit the Cost Voucher

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

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

Preview Document

Click 'Preview Document' to review Cost Voucher information.