WAWF-FAQs.ppt Completing the WAWF-RA 2 in 1 Form Instruction Template

The following instructions refer to the WAWF 2 in 1 Form Instruction Template used to educate contractors who will be beginning to process invoices and receiving reports for your contracts via WAWF, through DFAS (Indianapolis). You should complete the template and send it via an e-mail, along with the WAWF Location Codes Screen Shot to inform your contractors of your location code and the proper way to submit invoices/receiving reports to TMA using a WAWF 2 in 1 document.

For your contracts paid out of DFAS Indianapolis, you would modify the WAWF 2 in 1 Form Instruction Template for each contractor and e-mail it to your contractor POC along with the WAWF Location Codes Screen Shot Power Point file.

You will have to modify the 2 in 1 Form Instruction Template in eight (8) areas (cross-referenced by the following numbers) to reflect:

(1) The contractor's company name
(2) Your office's name
(3) The contract number(s)
(4) Delivery order number(s)
(5) Acceptor's name
(6) Local Processing Official's (LPO's) name
(7) Location code extension for Acceptor (assigned by the TMA AM&S Group Administrator)
(8) Location code extension for LPO (assigned by the TMA AM&S Group Administrator)

Note the extensions for (7) and (8) are supposed to be identical

Optionally, here is an explanation (below the === line) you could add to the body of the e-mail you send to any new contractors.

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(Contractor POC)

The **< name of your office >** would like to receive receiving reports via the Wide Area Workflow – Receipt and Acceptance (WAWF-RA) system.

Beginning with your next receiving report, I would like you to send your WAWF 2in1 document to the designated TMA Acceptor AND LPO using the location code and process described in the attached 2 in 1 Form Instruction Sheet.

See attachments:
2 in 1 Form Instruction Sheet (MS Word document
WAWF Location Codes Screen Shot (MS Power Point file)