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Chapter 1 – Getting Started in WAWF

Introduction

Welcome Thank you for your interest in Wide Area Work Flow. This guide will provide you basic information on how to get started in WAWF. For more detailed information please review the following web pages for additional information and training on WAWF-RA Please review the following Web pages:

WAWF-RA Production home page

<https://wawf.eb.mil>

WAWF-RA Training Database (great place to practice using WAWF-RA)

<https://wawftraining.eb.mil>

WAWF-RA On-line Training Course (great place to begin learning WAWF-RA)

www.wawftraining.com

Purpose The purpose of this document is to provide basic Wide Area Workflow – Receipt and Acceptance (WAWF-RA) Vendors user guide..

Benefits WAWF-RA supports the Department of Defense (DoD) initiatives for paperless payment processing through the use of Electronic commerce. WAWF-RA meets these initiatives and provides vendors the means to create and submit payment documents electronically in WAWF-RA to from their system directly into all DoD entitlement5 systems submit invoices, receipt and acceptance documents, entitlement and payment process through data sharing and electronic processing.

For vendors, benefits include the capability to electronically submit invoices, and receiving reports. WAWF-RA provides global accessibility to all WAWF-RA users and eliminates the potential for lost or misplaced documents during the DoD payment cycle.

Continued on next page

Introduction, Continued

References

Department of Defense Reform Initiative Directive (DRID) #43 – Defense-wide Electronic Commerce dated May 20, 1998.

Section 8, DoD Authorization Act FY01, mandates that DoD implement automated invoicing, receipt and acceptance.

Office of the Under Secretary of Defense memorandum: Subject: Deployment of Wide Area Workflow – Receipt and Acceptance (WAWF-RA), dated April 1, 2002.

Office of the Secretary of Defense memorandum: Subject: Wide Area Workflow Implementation dated February 6, 2003.

DFARS 252.232-7003 Electronic Submission of Payment Requests

Continued on next page

Introduction, Continued

Role

The following are the different roles that may be used during the WAWF-RA process.

- **Vendor.** A person, who is authorized under a government contract to create, submit, correct, and review documents in WAWF-RA. Vendors access to WAWF-RA is limited by registration under the firms Cage c Codes.
- **Receiver/Inspector.** A government representative who is responsible for the receipt of supplies, equipment, and services A receiver can inspect, receive, reject, modify and view documents in WAWF-RA.
- **Acceptor.** A government representative who is responsible for the acceptance of goods or services. The Acceptor is authorized to inspect, accept, reject, modify and view any document that requires acceptance.
- **Local Processing Official (LPO).** The LPO role is mandatory for all Department of the Navy entitlement system payments. This role is optional under other payment processes, with this function the LPO reviews, certifies, and may enter lines of accounting data prior to submission to the paying office.
- **Government Payment Official.** The payment official is responsible for the payment review and processing of documents in WAWF-RA. The payment official can recall, reject, or review certain documents in WAWF-RA.
- **Group Administration Manager (GAM).** The GAM is responsible for activation, deactivation and can reset passwords of users who self-register under their Cage Code in WAWF-RA. There are vendor GAMs and government GAMs.

Continued on next page

Introduction, Continued

Let's Begin

Before you begin to learn the basic Wide Area Workflow (WAWF-RA) functionality it is very beneficial to learn about Electronic Document Access (EDA) and then we will guide you through the EDA and WAWF-RA registration process.

Learning Objectives

Upon completion of this chapter, you will be able to

1. Complete EDA registration
 2. Use EDA system
 3. Complete WAWF-RA registration
-

In this chapter

This chapter contains the following topics:

Topic	See Page
Registration for EDA	
Use EDA system	
Establishing WAWF-RA account	
Verifying the EB POC in CCR	
Establishing or updating EB POC in CCR	
User self-registration in WAWF-RA	

Vendor Registration for Electronic Document Access (EDA)

Introduction

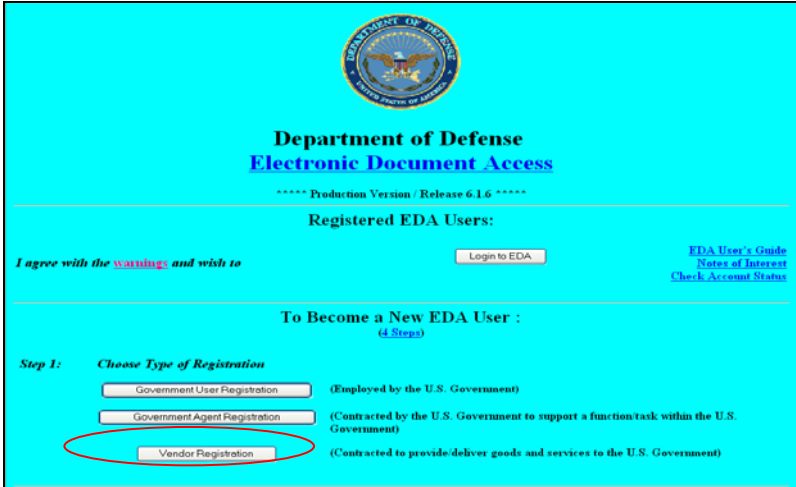

EDA is a virtual filing cabinet for the storage and retrieval of multiple types of government contracts. As a vendor you are authorized to view contracts awarded under your Cage Code.

Continued on next page

Vendor Registration for Electronic Document Access (EDA), Continued

Procedure

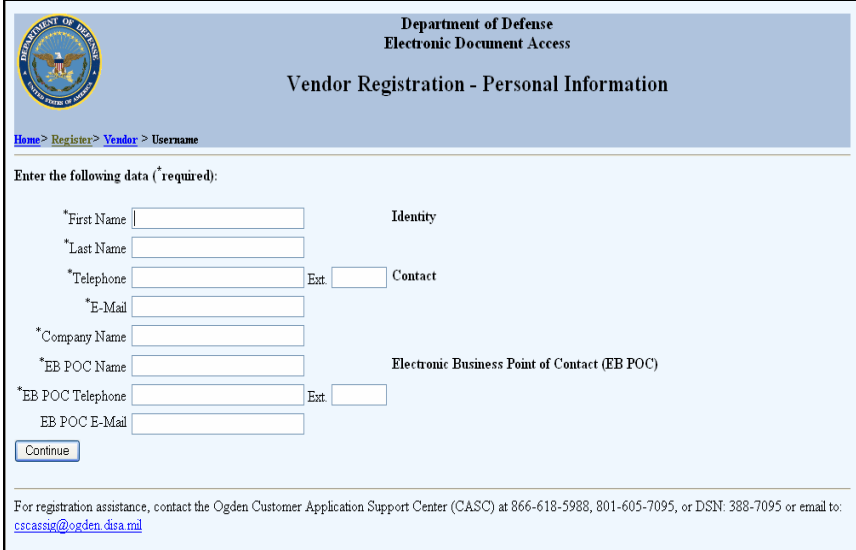
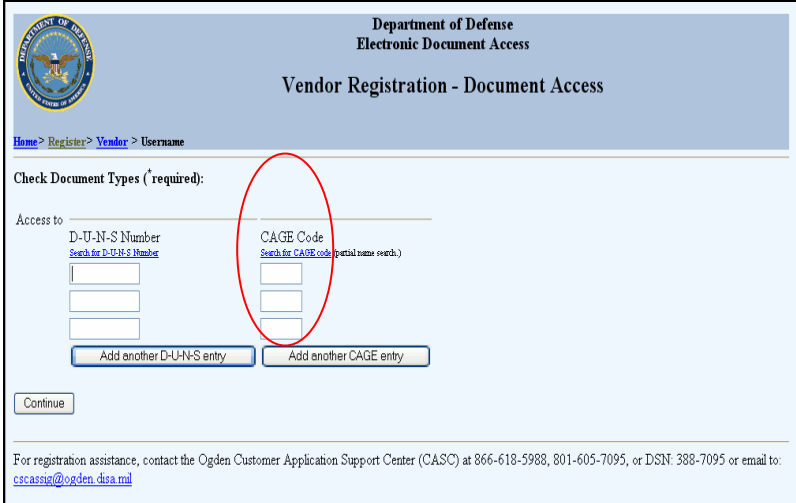
Follow the steps below to register to use EDA:

Step	Action
1	Go to the EDA web site at http://eda.ogden.disa.mil/
2	<p>From the EDA home page, click Vendor Registration.</p> 
3	<p>Click “EDA Registration Form” under Username/Password.</p> 

Continued on next page

Vendor Registration for Electronic Document Access (EDA), Continued

Procedure (continued)


Step	Action
4	<p>Complete the EDA Registration form.</p>  <p><i>Note: The asterisk denotes a mandatory field.</i></p>
5	<p>Click Continue.</p> <p>Result: Vendor Registration – Document Access form screen appears</p>
6	<p><i>Optional: Enter your Duns Number</i></p> <p>Enter your “CAGE code(s)”.</p>  <p><i>Note: Upon unsuccessful registration refer back to step 8</i></p>

7	Click Continue . Result: The Vendor Registration - Confirm form is displayed.
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Vendor Registration for Electronic Document Access (EDA), Continued

Procedure (continued)

Step	Action
8	<ul style="list-style-type: none"> • Verify/review the information entered. If correction is required, click the Make a Change button to update information. • Read the Statement of Accountability. Check the acceptance box. • Create your username and password. Password must be exactly 8 characters. (See next page for detail information). <div data-bbox="548 768 1396 1623" style="border: 1px solid black; padding: 10px;"> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">  <p>Department of Defense Electronic Document Access</p> <p>Vendor Registration - Confirm</p> </div> <p>Follow the instructions at the bottom of this page to complete your registration.</p> <p>First Name Shari Identity</p> <p>Last Name Swonger</p> <p>Telephone 614-693-1234 Contact</p> <p>DSN</p> <p>E-Mail shari.swonger@dfas.mil</p> <p>Company DFAS</p> <p>EB POC Name Charlie Brown Government Point of Contact (POC)</p> <p>EB POC Telephone 614-693-5678</p> <p>EB POC DSN</p> <p>EB POC E-Mail charlie.brown@dfas.mil</p> <p>Access to D-U-N-S Numbers:</p> <p>CAGE Codes: 12345</p> <p style="text-align: center;"><input type="button" value="Make Changes"/></p> <p>Statement of Accountability I understand my obligation to protect my application password and/or my Public Key Infrastructure (PKI) Certificate. I assume the responsibility for the data and system to which I am granted access. I will not exceed my authorized access. I understand the Government will not be liable for unauthorized disclosure of information obtained through the use of my application password and/or PKI Certificate.</p> <p><input type="checkbox"/> I accept this statement of accountability.</p> <p>Create Username and Password</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Username <input type="text"/></p> <p>Password <input type="text"/> Confirm Password <input type="text"/> Password Rules</p> </div> <p><input type="button" value="Submit"/> You must retain this Username and Password for access into EDA</p> <p><small>For registration assistance, contact the Ogden Customer Application Support Center (CASC) at 866-618-5988, 801-605-7095, or DSN: 388-7095 or email to: cascasig@ogden.disa.mil</small></p> </div>

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Vendor Registration for Electronic Document Access (EDA),

Continued

Procedure (continued)

EDA Password Rules

The password must be a minimum of eight (8) characters.

The password must include the following:

- One letter
- One number
- One of the following special characters: ! * +, - / : ' ? & ; _ () ` # \$ %

The password cannot contain the first three- (3) letters of the user's first or last name.

The password cannot contain the logon Username.

Password Expiration and Reuse

- EDA System **Lock**

After three (3) successive failed logon attempts, the system will be unavailable for a period of time. It is recommended that you close the browser, then retry later.

- EDA Passwords are valid for 90 days.

EDA will prompt the user for a new password when the 90-day limit is met or exceeded for a user.

- The Password Change Grace Period is set at ten (10) days.

The Grace Period is the period of time after the password has expired in which a user can submit a change. During the grace period, the user will be prompted to change their password each time they log on to EDA. After the ten- (10) day grace period, the user will be denied access and can only be reinstated by your Electronic Business Point of Contact (EB POC).

- A 365-day password reuse period is enforced within EDA.

A specific password cannot be reused within EDA until 365 days have passed since the password's expiration.

Registration Approval

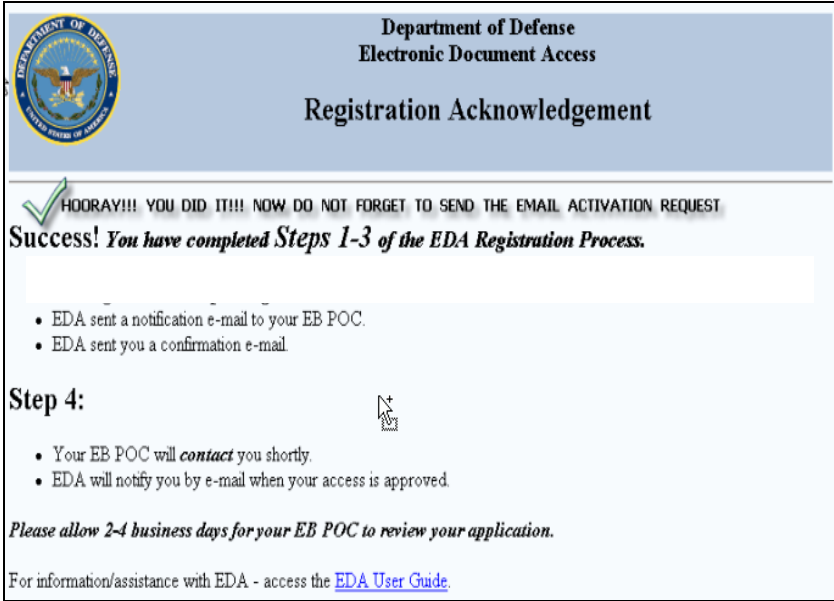
Your EB POC will complete the EDA registration approval. The EB POCs should:

- Verifying the user's identity
 - Verifying the document access requested (based on "need to know")
 - Validating the user's registration application
 - Maintaining access documentation on each user for audit purposes.
-

Continued on next page

Vendor Registration for Electronic Document Access (EDA), Continued

Procedure (continued)

Step	Action
9	<p data-bbox="548 436 734 468">Click Submit.</p> <div data-bbox="548 506 1377 1102" style="border: 1px solid black; padding: 10px;">  </div> <p data-bbox="548 1142 1209 1171">Result: The Acknowledgement screen is displayed.</p>
10	Your EB POC must email an activation request to cscassig@ogden.disa.mil to activate all user registrations.
11	<p data-bbox="548 1257 1393 1360">Users will be emailed an activation notice it is important to follow the instructions in the email notification. Please click the registration link in the email to activate your account in EDA.</p> <p data-bbox="548 1402 1367 1472">Once account is activated, the User may enter and log into EDA via the EDA web site.</p>
12	If your account has not been activated within 4 business days, contact your EB POC or the Helpdesk for assistance (866) 618-5988, (801) 605-7095 or DSN: 388-7095 or with email at cscassig@ogden.disa.mil (Subject: EDA Assistance).

Using EDA

Introduction

Using EDA can be beneficial to your success in WAWF-RA. The reasons are:

- EDA provides online access to virtually all of your Department of Defense (DoD) contracts.
- WAWF-RA uses index information listed in EDA to route your billing documents from your location to the payment office and provides CLIN detail to properly bill invoice and receiving reports in WAWF-RA.

EDA contracts provide you with “points of contact” for Government Contracting Officers, Government Acceptors, and lists your payment office

Procedure

Follow the steps below to access EDA.

Step	Action
1	click on the Login to EDA button.
2	Select index server by username/password.1
3	Click on Contracts hyper link to open the selection sub-menu.
Step	Action
4	Select Search option.
5	Enter search criteria. Click View Search Results to retrieve contracts.
6	Click on the contract number hyper link and follow screen instructions to open your contract. <i>Note: WAWF-RA uses EDA index line information to pre-populate WAWF-RA routing information.</i>
8	All information circled below is information you may need to create a document in WAWF-RA.

Overview of WAWF-RA Self-Registration

Introduction In order to use WAWF-RA you must first self-register in WAWF-RA.

Procedure Follow the steps below to self-register.

Steps	✓	Description
1		Register with the Central Contractor Registry (CCR)
2		Set up an Electronic Business (EB) Point of Contact (POC) in CCR
3		Register for Electronic Document Access (EDA)
4		Ensure CAGE Code is added to WAWF-RA
5		Establish an Organizational Email Address
6		Designate a Group Administrator Manager (GAM)
7		Determine if batch feeds for data input is necessary
8		Set up PCs to Access WAWF-RA
9		Self Register GAM
10		Have all Users Self-Register on the WAWF-RA web site
11		Change temporary WAWF-RA password
12		Follow-up if necessary

Continued on next page

Overview of WAWF-RA Self-Registration, Continued

1st Step

Register with Central Contractor Registry (CCR).

All vendors must have an active be registration in the CCR at <http://www.ccr.gov/> in order to sell goods and services to the Department of Defense (DoD).

For help with registration in CCR, contact the CCR Assistance Center at 1-888-227-2423.

2nd Step

Establish or verify the Electronic Business Point of Contact (EB POC) in CCR.

To complete your registration in WAWF-RA, all vendors must appoint an Electronic Business Point of Contact (EB POC) in CCR. The EB POC is responsible for establishing a Group Administrator (GAM) account in WAWF-RA. The GAM is your company's "Gate Keeper" and will be responsible for authorizing access to WAWF-RA for all your company's employee(s).

Each vendor can establish up to two EB POCs one primary and one alternate EB POC for each Cage/DUNS code.

Refer to "How to Establish or Verify the EB POC in the CCR" section for a detailed procedure.

3rd Step

Register for Electronic Document Access (EDA).

Electronic Document Access (EDA) acts as a virtual file cabinet for the storage and retrieval of multiple types of acquisition documents to include Purchase Orders and post-award contracts. Vendor may be authorized to view contract documents that match their validated DUNS or CAGE codes. To register for EDA go to <http://eda.ogden.disa.mil/>. Follow the Vendor prompts.

Refer to "Vendor Registration for Electronic Document Access (EDA)" section for a detailed procedure.

Continued on next page

Overview of WAWF-RA Self-Registration, Continued

4th Step Have your CAGE Code added to the WAWF-RA database.

Your CAGE code/s must be added to WAWF-RA structure before any personnel can self-register in WAWF-RA. If you have multiple CAGE codes they can all be added to your group at the same time.

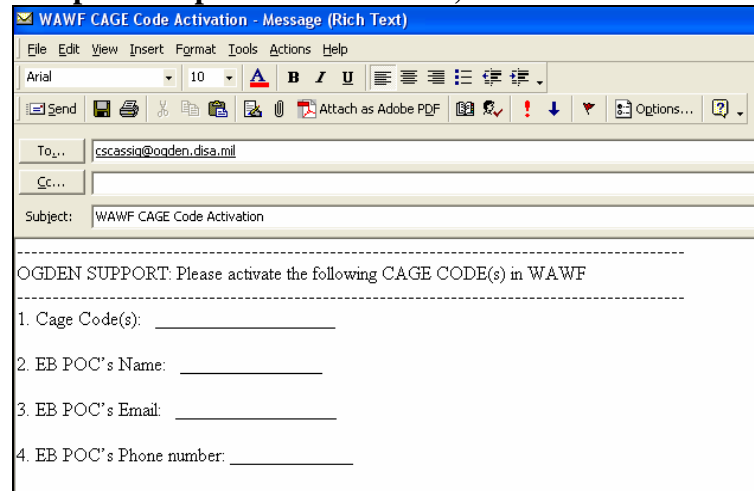
Optional CAGE code extensions can be created to subdivide your CAGE code into smaller units. Each CAGE code and extension will have it's own organizational e-mail address. The email addresses will be used notify your sub-groups that a document status has changed.

To establish a vendor group for a CAGE code, Someone in your company needs to either call the Customer Support Center-phone number (toll free 1-866-618-5988) or send an email to DISA Ogden at cscassig@ogden.disa.mil. If your organization has multiple CAGE codes; the WAWF-RA Customer Support Center will assist in adding all of your CAGE codes to your group structure in WAWF.

Phoned in requests will be activated online. Emailed requests will be processed within 48 hours after receipt.

Please use the following template to email requests to WAWF Customer Support: cscassig@ogden.disa.mil. Please fill in missing information with your company information.

Sample Group Activation Email;



The screenshot shows an email client window titled "WAWF CAGE Code Activation - Message (Rich Text)". The window has a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar with various icons. The email fields are filled as follows: To: cscassig@ogden.disa.mil, Cc: (empty), Subject: WAWF CAGE Code Activation. The body of the email contains the following text:

OGDEN SUPPORT: Please activate the following CAGE CODE(s) in WAWF

1. Cage Code(s): _____
2. EB POC's Name: _____
3. EB POC's Email: _____
4. EB POC's Phone number: _____

Important: PLEASE NOTIFY YOUR EB POC! We will need their authorization to activate individual accounts after the CAGE code/s are added to WAWF.

Continued on next page

Overview of WAWF Self-Registration, Continued

5th Step **Establish an Organizational email Address.**

WAWF sends users email notifications on documents that action has been taken.

For example, email messages are sent when the

- Vendor Creates/SUBMITS a document to the government for processing.
- Emails are sent when the government processes the documents.

If you have more than one person in the company using WAWF you should create an organizational email address. If you choose to not create an organizational email account, the first person to register for your company will have their personal email established as the organizational email address and they will all system emails. To change this, the GAM or EB POC must email or call the Customer Support Center and request the personal email address is replaced with the company organizational email address.

Please ensure that the organizational email address is operational and can receive emails prior to registering it with the WAWF Customer Support Center.

Continued on next page

Overview of WAWF Self-Registration, Continued

6th Step **Designate a Group Administrator (GAM) for your company.**

Vendors must appoint a GAM to manage their WAWF account. It is recommended that the EB POC be the GAM. As mentioned earlier, the GAM is your company's "Gate Keeper" and as such this person authorizes the activation, deactivation. When the EB POC registers as the GAM no additional paperwork is required to establish your WAWF GAM account.

If you appoint a GAM that is not your EB POC. The EB POC must complete a GAM appointment letter and fax it to the customer Service Center. The fax number is 1-801-605-7453.

7th Step **Determine if batch feeds for data input is necessary.**

Most vendors use the manual, web entry method to input their documents directly into WAWF. Web entry is a good method if you have a small volume of payment documents to create or if you have a small amount of lines on your contract/s. But for vendors that have a large number of transactions and/or many line items per payment document, we recommend you submit documents via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) method. .

WAWF-RA FTP and EDI Guides are available after your account has been activated. If further assistance is needed, please contact the WAWF-RA Customer Service Center and ask for help with EDI. A trouble ticket will be created and you will be forwarded to the Joint Interoperability Test Center (JITC) and a technician will be assigned to assist you in testing your file layout(s).

Continued on next page

Overview of WAWF Self-Registration, Continued

8th Step **Set up PCs to access WAWF-RA.**

Your current computer configuration is usually sufficient to use WAWF. On rare occasions your computer's browser setting may need to be changed.

Please try using WAWF first and then if you experience problems check your set-up by selecting the **Setting Up Your Machine** link on the WAWF-RA home page <https://wawf.eb.mil> or call the Ogden Help desk for assistance, they can be reached at: 1-866-618-5988 option.

9th Step **GAM needs to Self Register in WAWF (after your CAGE Code is added to WAWF-RA).**

Refer to "How to Self Register in WAWF" section for a detailed procedure.

10th Step **Have all users self-register on the WAWF-RA web site.**

Once the EB POC (GAM) has been activated, All company users will need to self-register. Now the EB POC (GAM) can activate or deactivate their own company personnel within WAWF-RA system. Users can self-register as Vendor and/or Vendor View Only using the same steps described for the GAM. Every user of WAWF-RA must self-register on the WAWF-RA web site by completing the online registration form.

Note: User accounts will not be activated until the GAM activates the accounts. The GAM will receive an email for all registrations

10th Step **Change your WAWF Temporary Password.**

Refer to the "How to Change Your WAWF Temporary Password" section for a detailed procedure.

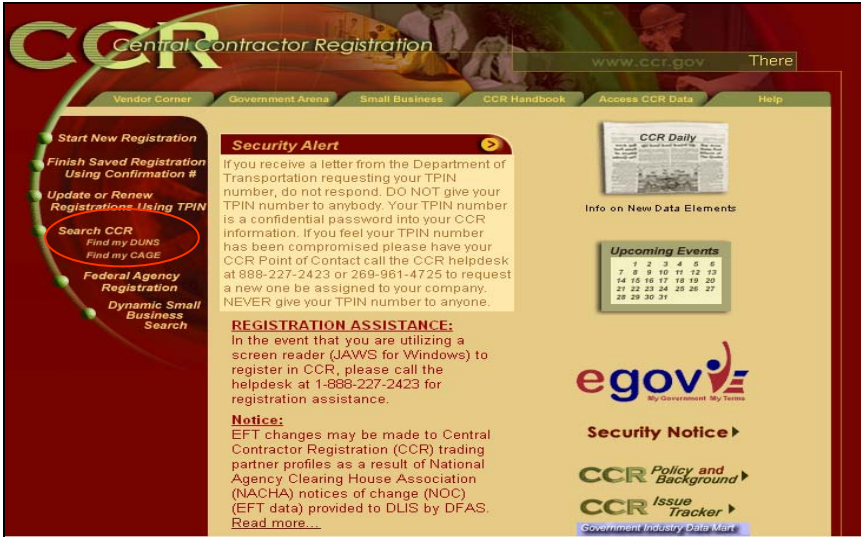

12th Step **Follow-up (if necessary).**

If a user's account has not been activated within 2 business days of self-registering, notify your GAM or WAWF Customer Service.

Verifying the EB POC in CCR

Introduction In order to register in WAWF you must have an Electronic Business Point of Contact.

Procedure Follow the steps below to verify who is listed as your EB POC is in CCR.

Step	Action
1	<p>Go to http://www.ccr.gov and click Search CCR.</p> 
2	<p>Enter your “Cage Code” into the Cage Code Field or enter your company name in the “Legal Business Name or DBA”: field and click Search.</p> 

Continued on next page

Verifying the EB POC in CCR, Continued

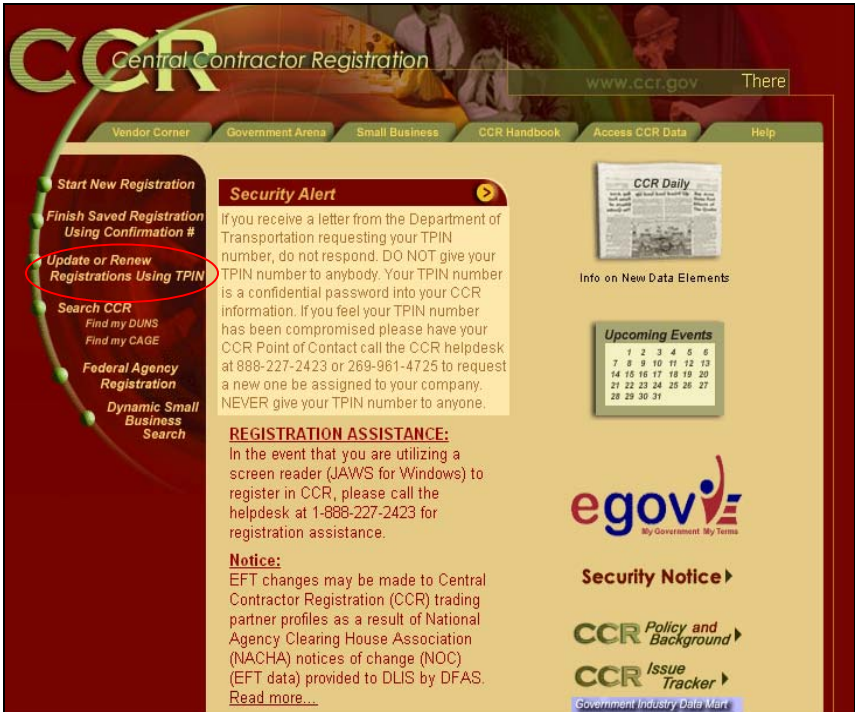
Procedure (continued)

Step	Action						
3	<p data-bbox="548 401 1360 436">Scroll to the bottom of the page and review the inquiry Results.</p> <div data-bbox="548 470 1263 940" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Points of Contact</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><u>Government Business POC Primary</u></p> <p>Name: RONALD SCHNEIDER Address Line 1: CACI, INC., FEDERAL Address Line 2: 1100 N GLEBE RD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7800 Ext: Non-U.S. Phone: Fax: (703) 841-7882</p> </td> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><u>Government Business POC Alternate</u></p> <p>Name: RONALD SCHNEIDER Address Line 1: CACI, INC., FEDERAL Address Line 2: 1100 N GLEBE RD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7800 Ext: Non-U.S. Phone: Fax: (703) 841-7882</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p style="text-align: center;"><u>Past Performance POC Primary</u></p> <p>Name: WALTER MILTON Address Line 1: CACI, INC., FEDERAL Address Line 2: 1100 N GLEBE RD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7859 Ext: Non-U.S. Phone: Fax: (703) 528-7232</p> </td> <td style="vertical-align: top;"> <p style="text-align: center;"><u>Past Performance POC Alternate</u></p> <p>Name: THOMAS HERRIGAN Address Line 1: CACI, INC., FEDERAL Address Line 2: 1100 N GLEBE RD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-2996 Ext: Non-U.S. Phone: Fax: (703) 528-7232</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p style="text-align: center;"><u>Electronic Business POC Primary</u></p> <p>Name: C K BREWER Address Line 1: CACI, INC., FEDERAL Address Line 2: 1100 N. GLEBE ROAD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7929 Ext:</p> </td> <td style="vertical-align: top;"> <p style="text-align: center;"><u>Electronic Business POC Alternate</u></p> <p>Name: C K BREWER Address Line 1: CACI, INC., FEDERAL Address Line 2: 1100 N. GLEBE ROAD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7929 Ext:</p> </td> </tr> </table> </div> <p data-bbox="548 947 1404 1157"> <ul style="list-style-type: none"> • IF someone is listed as the EB POC THEN your EB POC is established. Procedure is complete. • IF there is no EB POC listed at the bottom of your profile THEN you must update your EB POC profile. Contact the CCR Assistance Center at 1-888-227-2423 or 1-616-961-4725 for assistance. </p>	<p style="text-align: center;"><u>Government Business POC Primary</u></p> <p>Name: RONALD SCHNEIDER Address Line 1: CACI, INC., FEDERAL Address Line 2: 1100 N GLEBE RD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7800 Ext: Non-U.S. Phone: Fax: (703) 841-7882</p>	<p style="text-align: center;"><u>Government Business POC Alternate</u></p> <p>Name: RONALD SCHNEIDER Address Line 1: CACI, INC., FEDERAL Address Line 2: 1100 N GLEBE RD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7800 Ext: Non-U.S. Phone: Fax: (703) 841-7882</p>	<p style="text-align: center;"><u>Past Performance POC Primary</u></p> <p>Name: WALTER MILTON Address Line 1: CACI, INC., FEDERAL Address Line 2: 1100 N GLEBE RD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7859 Ext: Non-U.S. Phone: Fax: (703) 528-7232</p>	<p style="text-align: center;"><u>Past Performance POC Alternate</u></p> <p>Name: THOMAS HERRIGAN Address Line 1: CACI, INC., FEDERAL Address Line 2: 1100 N GLEBE RD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-2996 Ext: Non-U.S. Phone: Fax: (703) 528-7232</p>	<p style="text-align: center;"><u>Electronic Business POC Primary</u></p> <p>Name: C K BREWER Address Line 1: CACI, INC., FEDERAL Address Line 2: 1100 N. GLEBE ROAD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7929 Ext:</p>	<p style="text-align: center;"><u>Electronic Business POC Alternate</u></p> <p>Name: C K BREWER Address Line 1: CACI, INC., FEDERAL Address Line 2: 1100 N. GLEBE ROAD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7929 Ext:</p>
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Establishing or updating the EB POC in CCR

Introduction In order to register in WAWF you must have an Electronic Business Point of Contact.

Procedure Follow the steps below to verify/update your EB POC.

Step	Action
1	<p>From the Home Page click “Update or Renew Registrations Using TPIN” option.</p>  <p>The screenshot shows the CCR website interface. The main navigation bar includes links for Vendor Corner, Government Arena, Small Business, CCR Handbook, Access CCR Data, and Help. The left sidebar contains several menu items: Start New Registration, Finish Saved Registration Using Confirmation #, Update or Renew Registrations Using TPIN (circled in red), Search CCR (with sub-links Find my DUNS and Find my CAGE), Federal Agency Registration, and Dynamic Small Business Search. The main content area features a Security Alert, a Security Notice, and a Notice regarding EFT changes. The right sidebar includes a CCR Daily newsletter sign-up, an Upcoming Events calendar, and logos for egov and Government Industry Data Mark.</p>
2	Enter your DUNS number and TPIN code.
3	Select Points of Contact.
4	<p>Scroll down to the Electronic Business Point of Contact fields. When that page comes up, scroll down to the Electronic Business Point of Contact fields (these should be the ones closest to the bottom). Input your information and click the validate/save button.</p>

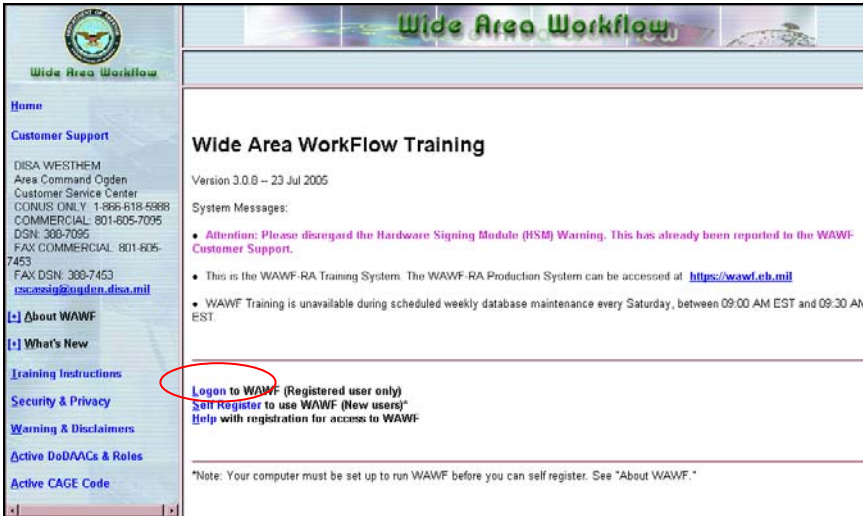
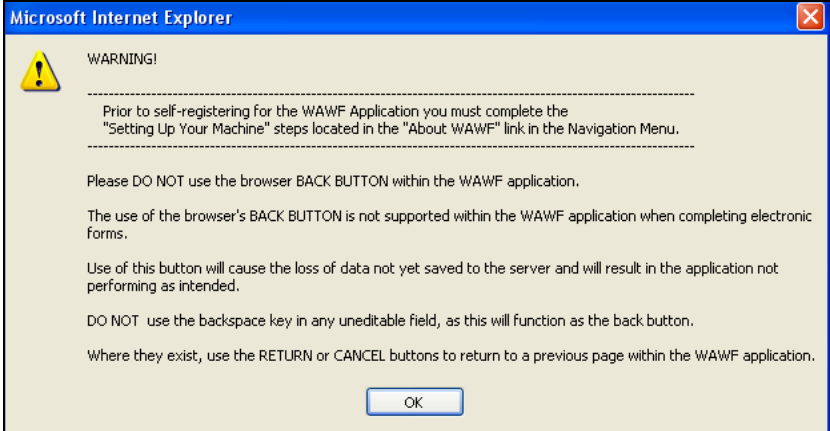
Self Register in WAWF

Introduction

In order to use the WAWF application you will need to self-register. There are 3 roles you may register for GAM, Vendor and Vendor View Only.

Procedure


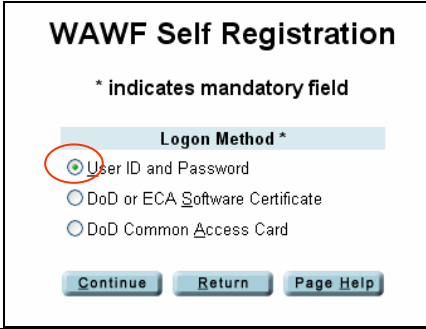

Follow the steps below to self-register in WAWF.

Step	Action
1	<p>Go to the WAWF production home page at https://wawf.eb.mil Click Self Register.</p> 
2	<p><i>Note: The Warning Message and follow instructions.</i></p>  <p>Click OK.</p>

Continued on next page

Self Register in WAWF, Continued



Procedure (continued)

Step	Action
3	<p>From the WAWF Self Registration page fill in all required data (all fields with the asterisk (*)).</p> 
4	Click Continue .
5	<p>Select the radio button labeled User ID and Password.</p> 
6	Click Continue .
7	<p>Type in a "User ID". Please create your own. (It must be a minimum of 8 characters long).</p> 

Continued on next page

Self Register in WAWF, Continued

Procedure (continued)

Step	Action
8	Click Continue .
9	In the “Role” drop down menu, choose one of the following roles, “Group Administrator”, “Vendor” or “Vendor View Only”  <p>The screenshot shows a window titled "WAWF Self Registration". Below the title is a note: "* indicates mandatory field". There is a text input field labeled "Role" with a dropdown arrow. The dropdown menu is open, showing "Group Administrator" as the selected option. At the bottom of the window are three buttons: "Continue", "Return", and "Page Help".</p>
10	Click Continue .
11	Enter your “CAGE Code”.
	<i>Note: Do not enter anything in the “Extension” field unless you want to create a CAGE code subgroup.</i>
12	Click OK when the security box appears.  <p>The screenshot shows a dialog box titled "Microsoft Internet Explorer" with a question mark icon. The text inside reads: "The location code entered, 1M3W0, is in the VENDOR group. Do you wish to register as group administrator of this group?". At the bottom are two buttons: "OK" and "Cancel".</p>

Continued on next page

Self Register in WAWF Continued

Procedure (continued)

Step	Action																												
13	<p>Review the Profile information you have entered. You may click on the edit icon to edit the information.</p> <div data-bbox="548 506 1240 940" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">* indicates mandatory field</p> <p style="text-align: center;">Profile Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Commercial Phone</th> <th>DSN Phone</th> <th>Email</th> <th>Rank</th> <th>Title</th> <th>Job Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Shari</td> <td>Swonger</td> <td>614-693-8468</td> <td>869-8468</td> <td>shari.swonger@dfas.mil</td> <td>Vendor</td> <td>Vendor</td> <td></td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p style="text-align: center;">Userid Action</p> <p style="text-align: center;">sswonger63 </p> <p style="text-align: center;">Role Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Role</th> <th>Group</th> <th>Code</th> <th>Extension</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Vendor</td> <td>VENDOR</td> <td>1M3W0</td> <td></td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> STATEMENT OF ACCOUNTABILITY* <small>I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.</small></p> <p style="text-align: center;"> <input type="button" value="Register Now"/> <input type="button" value="Cancel"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: If you need to register for another role or additional cage code click on the Add icon under "Role Information" and repeats steps 8-12.</i></p>	First Name	Last Name	Commercial Phone	DSN Phone	Email	Rank	Title	Job Description	Action	Shari	Swonger	614-693-8468	869-8468	shari.swonger@dfas.mil	Vendor	Vendor			Role	Group	Code	Extension	Action	Vendor	VENDOR	1M3W0		
First Name	Last Name	Commercial Phone	DSN Phone	Email	Rank	Title	Job Description	Action																					
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Role	Group	Code	Extension	Action																									
Vendor	VENDOR	1M3W0																											
14	Click on the check box next to Statement of Accountability .																												
15	<p>Click Register Now (you must submit the form for it to be valid).</p> <p>Result: After registration is completed Ogden will automatically email a self-registration notice to the registrant.</p> <p><i>Important: Upon your activation of your account, by your GAM, an email will be sent to you. The email will contain a one-time temporary password for your initial logon. You will need to change your temporary password.</i></p>																												

How to Change Your WAWF Temporary Password

Introduction

After you self-register email will be sent to your GAM. After your GAM activates your account You will receive an email that contains a one-time temporary password for your initial logon. You will need to change your temporary password.

Procedure

Follow the steps below to change your temporary password.

Step	Action
1	From the WAWF production home page at https://wawf.eb.mil click Logon .
2	Enter your "User ID" and temporary password from the email and click Submit .
3	You will be prompted to change your temporary password.
4	Enter your new password and retype to confirm it. <i>Note: Refer to screen instruction to construct password</i>
5	Click Submit .

Chapter 2 - WAWF Administrative Tasks

Overview

Introduction This chapter describes how to navigate the WAWF-RA system, as well as important features of the interface. Additionally you will learn how to log on as a vendor.

Learning Objectives Upon completion of this chapter, you will be able to

1. Use the home page and menu sidebar.
 2. Log on to WAWF-RA with a **User ID and password**.
 3. Change your password
 4. Update your User Profile
 5. Add additional user roles and Cage Codes.
-

In this chapter This chapter contains the following topics.

Topic	See Page
Using the menu on the WAWF Home Page	
Logging on to WAWF (User ID & Password)	
Logging Off WAWF	
Updating Your Profile Information	
Changing Your Password	
Adding an Additional Role	
Reset Password	

Using the menu on the WAWF Home Page

Introduction

The WAWF homepage contains several important links to general information. Below is a description of each link.

The screenshot shows the WAWF homepage with the following content:

- Header:** Wide Area Workflow logo and title.
- Left Navigation Menu:**
 - Home
 - Customer Support
 - DISA WESTHEM
 - Area Command Ogden
 - Customer Service Center
 - CONUS ONLY: 1-866-618-5988
 - COMMERCIAL: 801-605-7095
 - DSN: 368-7095
 - FAX COMMERCIAL: 801-605-7453
 - FAX DSN: 368-7453
 - cscassig@ogden.disa.mil
 - About WAWF
 - What's New
 - Training Instructions
 - Security & Privacy
 - Warning & Disclaimers
 - Active DoDAACs & Roles
 - Active CAGE Code

Main Content Area:

- Wide Area WorkFlow Training**
- Version 3.0.8 -- 23 Jul 2005
- System Messages:
 - Attention: Please disregard the Hardware Signing Module (HSM) Warning. This has already been reported to the WAWF Customer Support.**
 - This is the WAWF-RA Training System. The WAWF-RA Production System can be accessed at <https://wawf.eb.mil>
 - WAWF Training is unavailable during scheduled weekly database maintenance every Saturday, between 09:00 AM EST and 09:30 AM EST.
- Links:
 - [Logon to WAWF \(Registered user only\)](#)
 - [Self Register to use WAWF \(New users\)*](#)
 - [Help with registration for access to WAWF](#)
- *Note: Your computer must be set up to run WAWF before you can self register. See "About WAWF."

Customer Support

The Defense Information Systems Agency (DISA) is available via phone or email for your WAWF technical support. The Help Desk will issue a trouble ticket and work to resolve the problem. Trouble tickets are used to monitor system wide errors and are used to resolve problems and provide immediate assistance for similar system problems.

Continued on next page

Using the menu on the WAWF Home Page, Continued

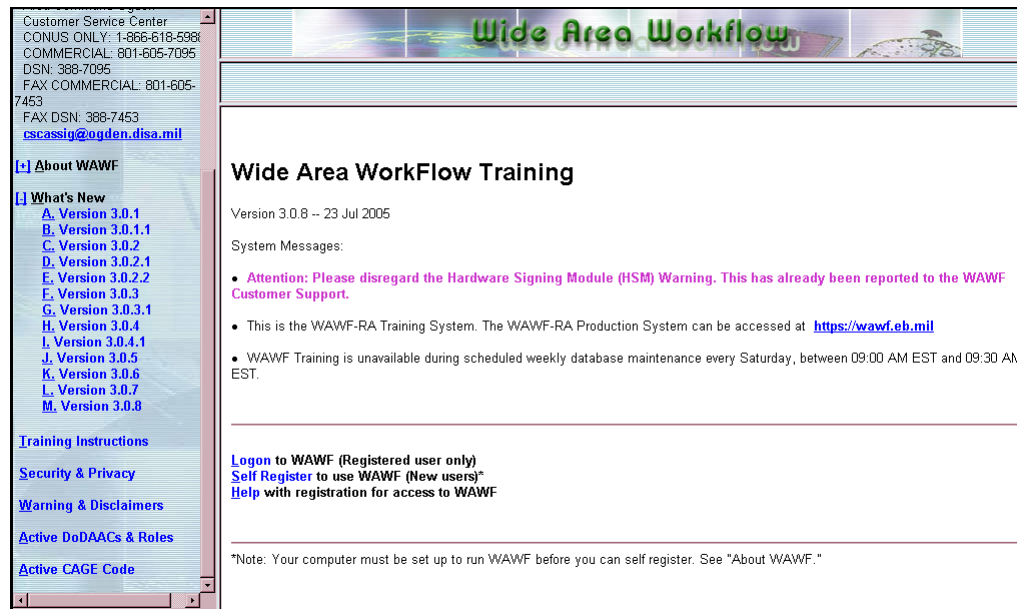
About WAWF link

The About WAWF link contains important links for new users to WAWF –

- [Functional Information](#) – includes background on the system and some of the same information you saw in the overview.
- [Setting Up Your Machine](#) – Desktop – includes detailed instructions for setting up your computer to use WAWF.
- [Setting Up Your Machine](#) – Wireless – for wireless application.
- [Access Web Based Training](#) – The Web-based training is an excellent reference and educational site for initial training in WAWF. It also is excellent for refresher training, new releases and when new employees come on board.
- [Frequently Asked Questions](#) (FAQ)
- [Deployment Checklist](#) – This deployment checklist is for DoD entities who are new to WAWF. The checklist identifies steps necessary to begin using the WAWF application.

What's New link

Provides information about what is new in WAWF for previous and current system release enhancements.



Customer Service Center
CONUS ONLY: 1-866-518-5968
COMMERCIAL: 801-805-7095
DSN: 388-7095
FAX COMMERCIAL: 801-605-7453
FAX DSN: 388-7453
cscassig@ogden.dlisa.mil

[About WAWF](#)
[What's New](#)
A, Version 3.0.1
B, Version 3.0.1.1
C, Version 3.0.2
D, Version 3.0.2.1
E, Version 3.0.2.2
F, Version 3.0.3
G, Version 3.0.3.1
H, Version 3.0.4
I, Version 3.0.4.1
J, Version 3.0.5
K, Version 3.0.6
L, Version 3.0.7
M, Version 3.0.8
[Training Instructions](#)
[Security & Privacy](#)
[Warning & Disclaimers](#)
[Active DoDAACs & Roles](#)
[Active CAGE Code](#)

Wide Area WorkFlow Training

Version 3.0.8 -- 23 Jul 2005

System Messages:

- **Attention: Please disregard the Hardware Signing Module (HSM) Warning. This has already been reported to the WAWF Customer Support.**
- This is the WAWF-RA Training System. The WAWF-RA Production System can be accessed at <https://wawf.eb.mil>
- WAWF Training is unavailable during scheduled weekly database maintenance every Saturday, between 09:00 AM EST and 09:30 AM EST.

[Logon to WAWF \(Registered user only\)](#)
[Self Register to use WAWF \(New users\)*](#)
[Help with registration for access to WAWF](#)

*Note: Your computer must be set up to run WAWF before you can self register. See "About WAWF."

Security & Privacy link

Provides the notice describing the security and privacy of WAWF.

Continued on next page

Using the menu on the WAWF Home Page, Continued

Active DoDAACs & Roles link

Predominately used by Vendors to verify a Ship To/Service Acceptor or LPO codes listed on the contract are active in WAWF-RA system.



The screenshot shows the 'Wide Area Workflow' header at the top. Below it is a section titled 'WAWF Active DoDAACs and Roles'. This section contains two input fields: 'DoDAAC:' and 'Extension:'. Below these fields is a text instruction: 'Enter search criteria or leave fields blank for complete list. *Partial entries are acceptable*'. At the bottom of the form are three buttons: 'Submit', 'Reset', and 'Page Help'.

Active CAGE Code link

The Active Cage Code link is used when a Government user needs to determine if a Vendor has active users registered within WAWF-RA.



The screenshot shows the 'Wide Area Workflow' header at the top. Below it is a section titled 'WAWF Active CAGE Code'. This section contains a single input field labeled 'CAGE Code:'. Below this field is a text instruction: 'Enter valid CAGE Code to check the status. Partial entries are NOT acceptable*'. At the bottom of the form are three buttons: 'Submit', 'Reset', and 'Page Help'.


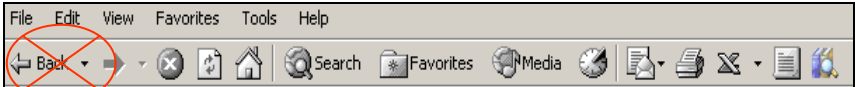
Logging onto WAWF

Introduction

In order to create a document in WAWF you would need to Logon. You will need to have self-registered to Logon to WAWF. If you have not already self-registered, refer to Chapter 1 “Self-registering in WAWF”.

Procedure

Follow the steps below to Logon to WAWF.

Step	Action
1	Access WAWF at https://wawf.eb.mil
2	<p>Click Logon on the WAWF-RA home page.</p> <div data-bbox="548 705 1089 888" style="border: 1px solid black; padding: 5px;"> <p>Logon to WAWF (Registered user only) Self Register to use WAWF (New users)* Help with registration for access to WAWF</p> </div>
3	<p>Warning is displayed alerting you to NOT use the browser BACK BUTTON within the WAWF application.</p> <div data-bbox="548 999 1421 1325" style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p> WARNING!</p> <p>Please DO NOT use the browser BACK BUTTON within the WAWF application.</p> <p>The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.</p> <p>Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended.</p> <p>DO NOT use the backspace key in any uneditable field, as this will function as the back button.</p> <p>Where they exist, use the RETURN or CANCEL buttons to return to a previous page within the WAWF application.</p> <p style="text-align: right;"><input type="button" value="OK"/></p> </div> <p>Click OK to continue</p>
	<p><i>Note: When navigating within the WAWF application, always use the WAWF navigation buttons or hyperlinks to move to new pages or go back to previous pages. Do not use the “Back” and “Forward” buttons provided by your browser, use of these buttons may result in a user being logged out and possible loss of data.</i></p> <div data-bbox="548 1619 1398 1705" style="border: 1px solid black; padding: 5px;">  </div>

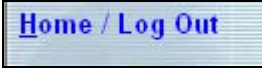
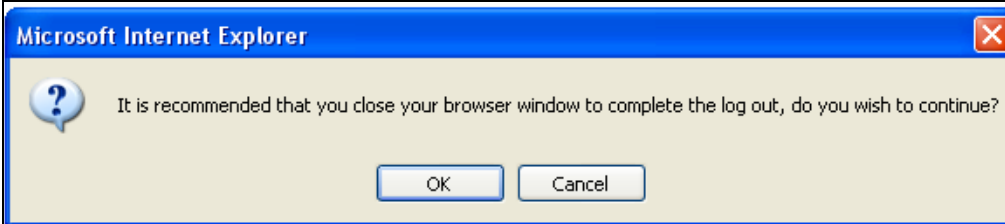
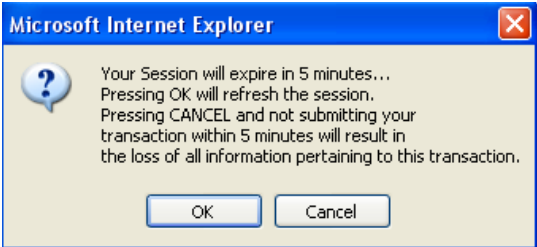
Continued on next page

Logging onto WAWF, Continued

Procedure (continued)

Step	Action
4	Enter your "User ID" and "Password" into the WAWF logon page.
5	<p data-bbox="548 478 734 508">Click Submit.</p> <div data-bbox="548 543 1166 989"><p data-bbox="565 558 773 588">WAWF - Logon</p><p data-bbox="565 611 618 632">User Id</p><input data-bbox="565 653 734 682" type="text"/><p data-bbox="565 705 639 726">Password</p><input data-bbox="565 747 734 777" type="text"/><p data-bbox="594 800 716 821">Select Certificate</p><p data-bbox="581 852 878 873">Submit Return Page Help</p><hr/><p data-bbox="565 919 1052 961">If you have forgotten your WAWF password, please contact your group administrator or Customer Support.</p><hr/></div> <p data-bbox="548 1031 1013 1060">Result: Your user Menu page opens.</p>

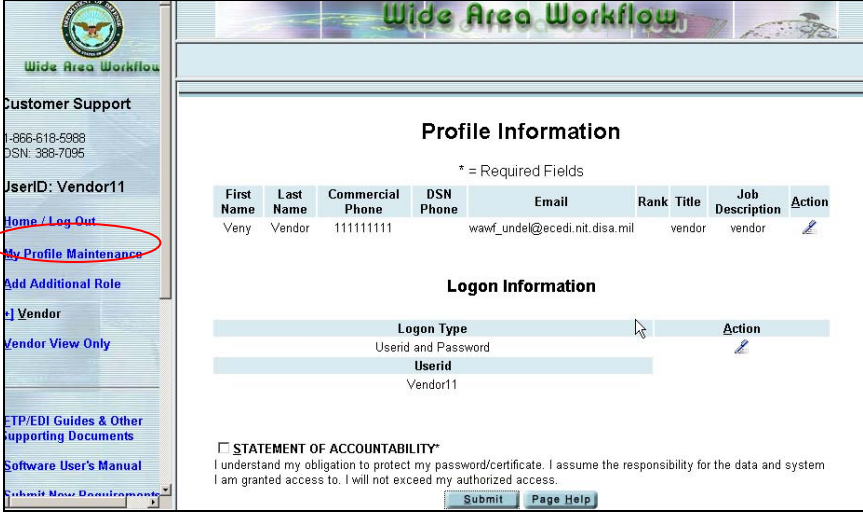

Logging off WAWF

Logging Off	<p>Another important thing to learn about WAWF is how to log off.</p> <p>When you are finished working in WAWF-RA, you should log off by clicking on the Home/Log out on the top left side.</p>  <p></p> <p>It's important to log off properly for security reasons. If you do not log off, anyone with access to your computer can view and manipulate documents in WAWF.</p>
Important - Session time-out	<p>WAWF has a security time-out function that limits the WAWF session to approximately 30 minutes of inactivity. If you have not used WAWF within 25 minutes, a pop-up message activates.</p> <p>The pop-up window gives you a choice of selecting OK to continue working, or Cancel to end the session at the regularly scheduled loss of session (in approximately 5 minutes).</p> <p>If you do not Click OK when the pop-up window activates, your session will be timed out. All data that you have entered but not submitted will be lost. You must log back in to continue working.</p> 

Updating Your Profile Information

Introduction My Profile Maintenance lets you update your profile information.


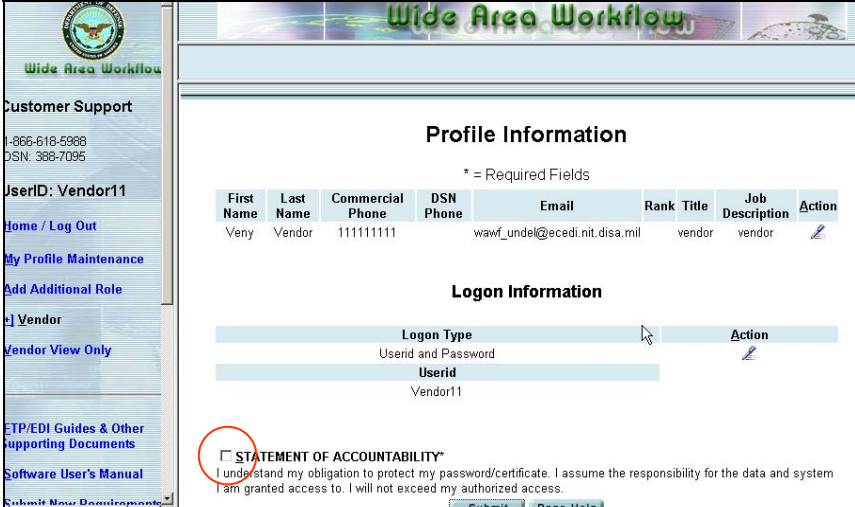
Procedure Follow the steps below to change your WAWF profile information:

Step	Action
1	<p>From the sidebar menu, click My Profile Maintenance.</p>  <p>Result: Profile information page appears.</p> <p><i>Note: In the top section, you can make changes to your profile information: your name, phone number, emails address, rank, title, or job description. In the bottom section, you can change your method of logging on to WAWF-RA from User ID and password to certificate or from certificate to User ID and password.</i></p>
2	<p>Click the Edit icon under “Action” under “Profile Information” section.</p>  <p>Result: The User Profile Information form is displayed.</p>

Continued on next page

Updating Your Profile Information, Continued

Procedure (continued)

Step	Action
3	<p>Update profile information by clicking in appropriate field and re-entering correct information.</p> 
4	<p>Click Continue to submit the changes.</p> <p>Result: The Profile Information page appears again.</p>
5	<p>Click on the check box next to Statement of Accountability.</p> 

Continued on next page

Updating Your Profile Information, Continued

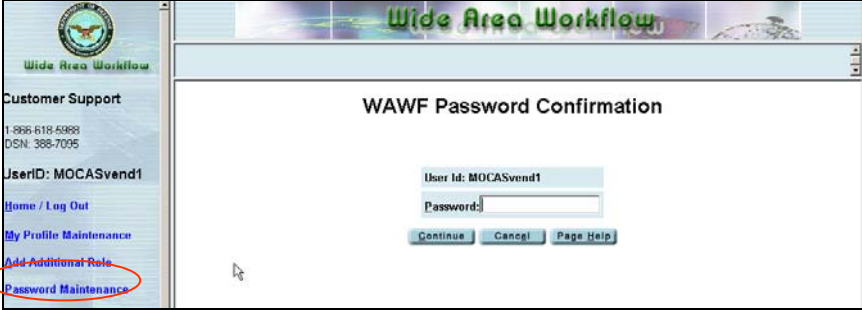
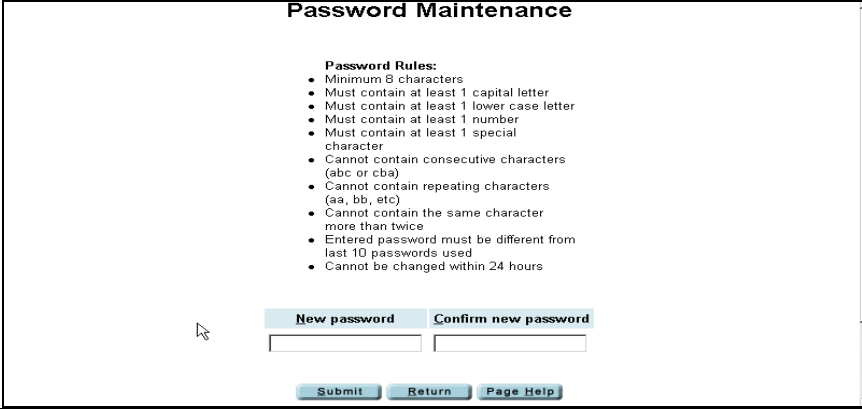
Procedure (continued)

Step	Action
6	Click Submit . Result: Message appears stating “Your profile information has been successfully updated”.

Changing Your Password

Introduction From the user submenu menu page, you can change your password.

Procedure Follow the steps below to change your password in WAWF.

Step	Action
1	<p>From the sidebar menu, click Password Maintenance.</p> 
2	<p>Enter your current password in the text entry box.</p> <p>Click Continue.</p>
3	<p>The Password Maintenance appears. Type your new password twice. Password formatting guidelines require that every password must:</p> 
4	<p>Click Submit.</p> <p>Result: Your User Menu page appears again.</p> <p><i>Note: After you have clicked the Submit button, the change is effectively immediately.</i></p>

Adding an Additional Role

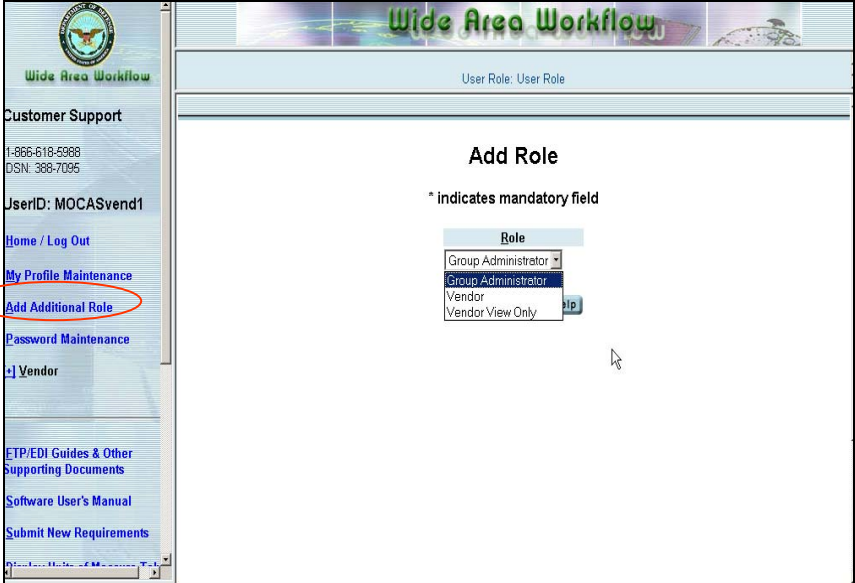
Introduction

Add Additional Role allows you to add additional

1. User roles
2. Cage Codes

Procedure

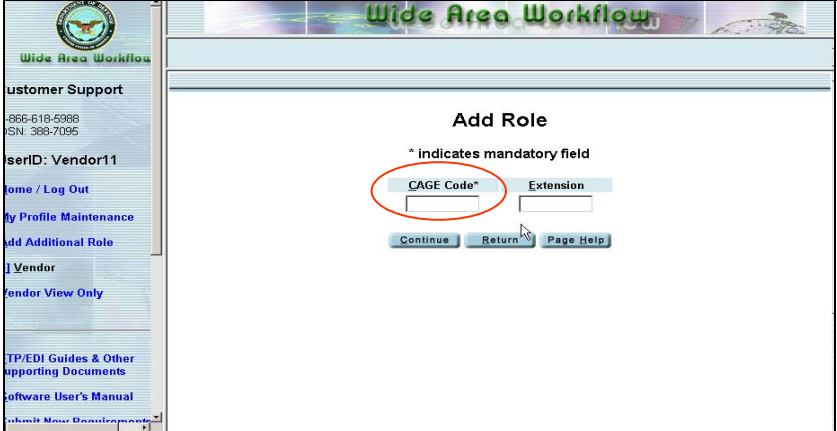
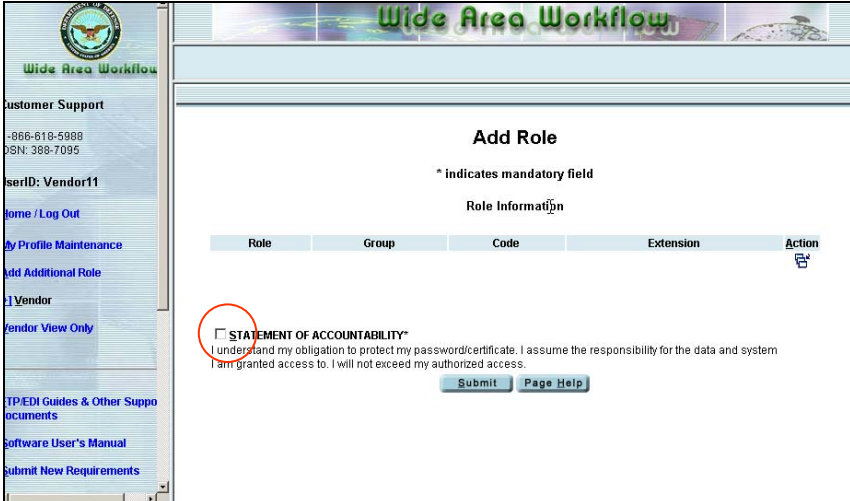
Follow the steps below to add an additional role in WAWF:

Step	Action
1	<p>From the sidebar menu, click Add Additional Role.</p> 
2	From the drop down list, click on desired role.
3	<p>Confirm that your selection is highlighted, click Continue.</p> <p>Result: The Add Role screen appears</p>

Continued on next page

Adding an Additional Role, Continued

Procedure (continued)

Step	Action
4	<p>Enter CAGE Code.</p> 
5	Click Continue .
6	<p>Click on the check box next to Statement of Accountability.</p> 
7	Click Submit .

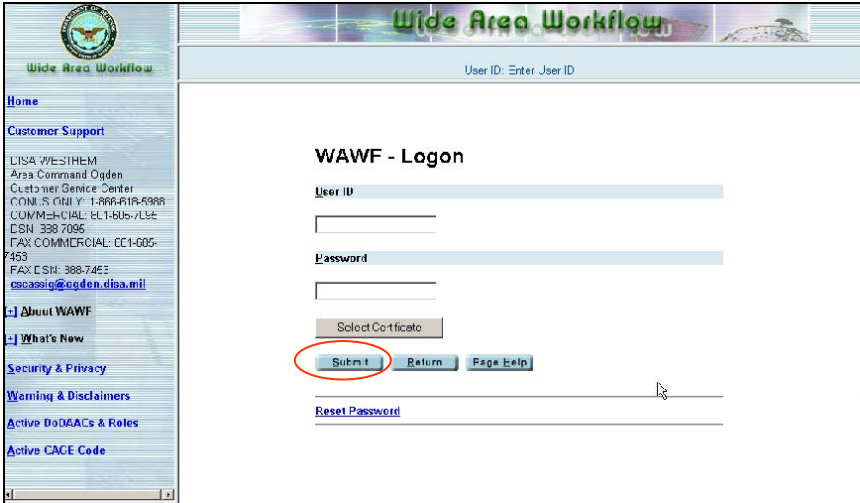
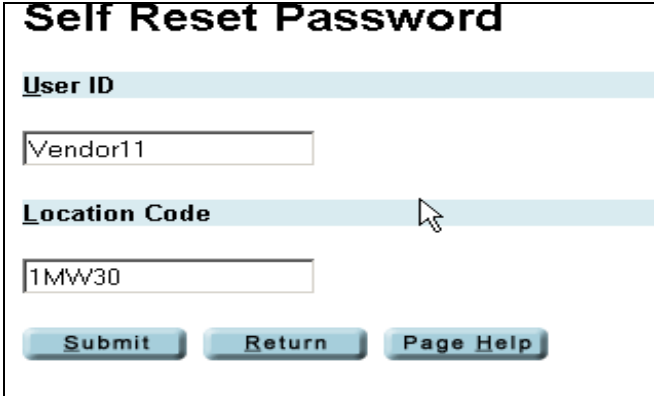
Resetting Password

Introduction

If you have forgotten your password, you can reset your password.

Procedure

Follow the steps below to reset password

Step	Action
1 2	<p data-bbox="548 401 781 432">Logon to WAWF,</p> <p data-bbox="548 438 846 470">Click Reset Password.</p> <div data-bbox="548 506 1403 1005"></div> <p data-bbox="548 1052 1370 1115">Result: This link will take you to a window where you can input your User ID and your CAGE.</p>
3	<p data-bbox="548 1125 1224 1157">Enter your “User ID” and “Location Code (CAGE)”.</p> <div data-bbox="548 1192 1198 1585"></div>

Continued on next page

Resetting Password, Continued

Procedure (continued)

Step	Action
4	Click Submit . <i>Note: On a successful submit, you will receive a success message and an email will be sent you that will contain a temporary password. If you do not receive email shortly, you will need to contact your GAM or the WAWF Help Desk.</i>

Chapter 3 - Creating Documents

Overview

Introduction

The information you need to create a document in WAWF-RA comes from your contract via hard copy or EDA and your knowledge of the applicable business process listed in the invoicing/payment instructions on your contract.

If you currently create paper-based documents, you'll find that creating documents in WAWF-RA doesn't require any new or different information.

The most challenging part of creating a document is generally answering the question; "What documents do I need to create in WAWF-RA, and who do I send it to". The answer to this question will differ from contract to contract but the contract will our "Road Map" to this new electronic billing process in WAWF-RA.

WE MUST review each contract's invoicing/payment instructions to determine what documents we will create and who we need to route them to in WAWF-RA system.

Note: For convenience future references to EDA will be cited this reference will include reference to your hard copy contract if you do not have an EDA contract available.

Learning objectives

Upon completion of this chapter, you will be able to:

1. Locate invoicing/payment instructions
 2. Determine type document to create in WAWF-RA
 3. Determine if DoDAACs have active users in WAWF-RA
 4. Determine when an invoice can be created inactive DoDAACs
 5. Create Stand Alone Invoice
 6. Create a 2-N-1
 7. Cost Voucher
 8. Combo
 9. Create Using a Template
 10. Create From Invoice
 11. Create From Receiving Report
-

In this chapter

This chapter contains the following topics.

Topic	See Page
Locate invoicing/payment instructions	
Determine type document	

Determine active DoDAAC	
Determine if DoDAACs have active users	
Determine if stand alone invoice can created	
Create Stand alone Invoice	
Create 2-N-1	
Create Cost Voucher	
Create Combo	
Create From Template	
Create Receiving Report with UID	
Create Receiving Report with Pack	
Create Receiving Report From Invoice	
Create Invoice From Receiving Report	

Locating Invoicing/Payment Instructions

Introduction

Vendors have a wide array of documents available to create in WAWF-RA. Choosing the appropriate documents depends entirely the type of contract you are billing against and the Federal Acquisition Regulation (FAR) clauses incorporated into your billing instructions on the contract.

The intent for this guide book is to provide you basic information on how to choose the proper documents to create by reviewing your contract. The guide is not all encompassing and may not cover all payment situations after reviewing the information in this section, if you still have questions, please contact the contracting officer listed on your contract for detailed information on your particular contract.

The first portion of this chapter will list the most commonly seen FAR clauses that are used to determine the payment documents you will need to create in WAWF-RA to properly bill under your contract.

FAR Clauses

Document type	DFAR/FAR Clause
Invoice	FAR 32.905: Payment Documentation and Process
Address Tab	The Address Tab lists all of the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Discount Tab	The Discount Tab allows you to add a discount on your invoice. Vendors offering cost effective discounts should receive payments within the given

	invoice discount period.
Mark For Tab	The “Mark For” tab provides you a field to enter supplemental shipping addresses and can be used anytime a shipment needs forwarded to a location other the “delivery address” located on the first page of your contract..
Comments Tab	The Comments Tab provides you a field to enter additional comments on your document.
Line Item (mandatory tab)	The Line Item Tab is where your enter your detail billing information based upon your contracts line item information.
CLIN/SLIN (mandatory entry)	CLIN/SLIN level information. the Initiator details his/her request for payment and material/services that are provided based on his/her contract.
ACRN	The ACRN Tab is for those contract that cite more than one acrn per clin
Milstrip	The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.
MISC Amounts	The MISC Amounts tab allows you to enter miscellaneous charges, credits, and taxes, if authorized under your contract.
Misc. Info.	Misc. Info. Tab appears after you have created your document in WAWF-RA. The Misc. Info tab provides you a complete document history on all documents created against your contracts. Here you will find information such as Invoice receipt dates, acceptance dates, and contact information for any one that has taken action on your documents. This is also where you add attachments to you documents.

Step	Action																																								
1	<p>Open contract in EDA</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4" style="text-align: center;">ORDER FOR SUPPLIES OR SERVICES</td> <td style="text-align: right;">PAGE 1 OF 7</td> </tr> <tr> <td style="width: 25%;">1. CONTRACT PURCH. ORDER/ AGREEMENT NO. V797P6565A</td> <td style="width: 25%;">2. DELIVERY ORDER/ CALL NO. WB1K00-05-F-0061</td> <td style="width: 25%;">3. DATE OF ORDER/ CALL (TTTTMMDD) 2004 Oct 01</td> <td style="width: 25%;">4. REQ./ PURCH REQUEST NO. W68CFB4099W48</td> <td style="width: 25%;">5. PRIORITY</td> </tr> <tr> <td colspan="2">6. ISSUED BY GREAT PLAINS REGIONAL CONTRACTING OFFICE MCAA GP BAMC 3851 ROGER BROOKE L31-9V 210-916-5190 FORT SAM HOUSTON TX 78234-6200</td> <td style="text-align: center;">CODE W45g19</td> <td colspan="2">7. ADMINISTERED BY (if other than 6) GREAT PLAINS REGIONAL CONTRACTING OFFICE MCAA GP BAMC J RINDORF 3851 ROGER BROOKE L31-9V 210-916-2227 FORT SAM HOUSTON TX 78234-6200</td> </tr> <tr> <td colspan="2">9. CONTRACTOR CACI CLINICAL DIAGNOSTICS NAME AND 100 C A C I CREEK DR ADDRESS CAC TX 9926-5101</td> <td style="text-align: center;">CODE 0HB32</td> <td colspan="2">10. DELIVER TO FOB POINT BY (Date) (TTTTMMDD) SEE SCHEDULE 12. DISCOUNT TERMS NET 30 DAYS</td> </tr> <tr> <td colspan="2">14. SHIP TO FT LEONARD WOOD CENTRALIZED INST AND PBO 126 MISSOURI AVENUE FT LEONARD WOOD MO 65473</td> <td style="text-align: center;">CODE FU4417</td> <td colspan="2">15. PAYMENT WILL BE MADE BY DFAS SAN ANTONIO ARMY VENDOR PAY DFAS SA FFA 988-479-5636 500 MCCULLOUGH AVE SAN ANTONIO TX 78215-2100</td> </tr> <tr> <td colspan="4">11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED</td> <td>8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)</td> </tr> <tr> <td colspan="5">13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15</td> </tr> <tr> <td colspan="5" style="text-align: right;">MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</td> </tr> </table>	ORDER FOR SUPPLIES OR SERVICES				PAGE 1 OF 7	1. CONTRACT PURCH. ORDER/ AGREEMENT NO. V797P6565A	2. DELIVERY ORDER/ CALL NO. WB1K00-05-F-0061	3. DATE OF ORDER/ CALL (TTTTMMDD) 2004 Oct 01	4. REQ./ PURCH REQUEST NO. W68CFB4099W48	5. PRIORITY	6. ISSUED BY GREAT PLAINS REGIONAL CONTRACTING OFFICE MCAA GP BAMC 3851 ROGER BROOKE L31-9V 210-916-5190 FORT SAM HOUSTON TX 78234-6200		CODE W45g19	7. ADMINISTERED BY (if other than 6) GREAT PLAINS REGIONAL CONTRACTING OFFICE MCAA GP BAMC J RINDORF 3851 ROGER BROOKE L31-9V 210-916-2227 FORT SAM HOUSTON TX 78234-6200		9. CONTRACTOR CACI CLINICAL DIAGNOSTICS NAME AND 100 C A C I CREEK DR ADDRESS CAC TX 9926-5101		CODE 0HB32	10. DELIVER TO FOB POINT BY (Date) (TTTTMMDD) SEE SCHEDULE 12. DISCOUNT TERMS NET 30 DAYS		14. SHIP TO FT LEONARD WOOD CENTRALIZED INST AND PBO 126 MISSOURI AVENUE FT LEONARD WOOD MO 65473		CODE FU4417	15. PAYMENT WILL BE MADE BY DFAS SAN ANTONIO ARMY VENDOR PAY DFAS SA FFA 988-479-5636 500 MCCULLOUGH AVE SAN ANTONIO TX 78215-2100		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED				8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.				
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11	<p>Click the “Register Now” button (you must submit the form for it to be valid).</p> <p>Result: After registration is completed Ogden will automatically email an activation notice to the registrant.</p> <p><u>Important:</u> Upon Ogden activating the account an email will be sent to the EB POC (GAM). The email will contain a one-time temporary password for your initial logon. You will need to change your temporary password.</p>
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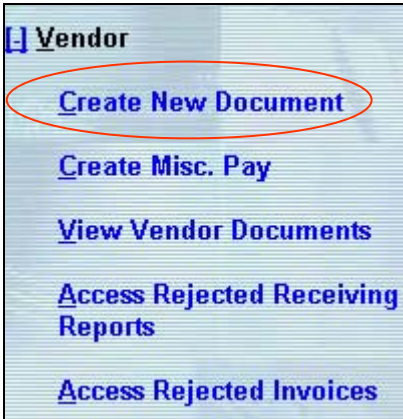
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Creating a 2-N-1 Invoice

Stage 1 Entering Contract information

Introduction In Stage 1 of creating a 2-in-1 we will learn to enter contract information.

Procedure Follow the steps below to load contract information.

Step	Action
1	Logon to Wide Area Workflow.
2	<p>Click Create New Document in the Vendor section of the menu in the left sidebar.</p>  <p>Result: The Contract Number, Delivery Order, and Cage Code/Ext. fields appear.</p>

Continued on next page

Creating a 2-N-1 Invoice, Continued

Procedure (continued)

Step	Action						
3	<p>Enter all required and optional information.</p> <p>Important: All fields with an asterisk (*) is a required field. You must enter information in the required fields.</p> <div data-bbox="548 579 1406 936" style="border: 1px solid black; padding: 5px;"> <p>Create New Document</p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Contract Number *</td> <td style="width: 33%;">Delivery Order</td> <td style="width: 33%;">CAGE Code/Ext. *</td> </tr> <tr> <td><input type="text" value="F0960305C0050"/></td> <td><input type="text"/></td> <td><input type="text" value="0HB52"/></td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: Although the Delivery Order field is optional in WAWF-RA, If your contract has a delivery order number you must enter it in WAWF-RA otherwise leave field blank.</i></p>	Contract Number *	Delivery Order	CAGE Code/Ext. *	<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>
Contract Number *	Delivery Order	CAGE Code/Ext. *					
<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text" value="0HB52"/>					
4	Click Continue .						
5	<ul style="list-style-type: none"> • If contract is not in EDA or you have not entered the contract number correctly an alert box will appear. • If the contract is located in the EDA system, then the WAWF system would will pre-populate certain location code fields (DoDAAC) on this document. <div data-bbox="548 1381 1406 1745" style="border: 1px solid black; padding: 5px;"> <p>Create New Document</p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Contract Number</td> <td style="width: 33%;">Delivery Order</td> <td style="width: 33%;">CAGE Code/Ext. *</td> </tr> <tr> <td><input type="text" value="F0960305C0050"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Res"/> </p> <div data-bbox="831 1507 1276 1705" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Microsoft Internet Explorer</p> <p> The contract data is not available in DoD EDA. Please enter contract information.</p> <p>Click the Return button to enter a different Contract Number or continue creating the document.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> </div> <p>Click OK.</p>	Contract Number	Delivery Order	CAGE Code/Ext. *	<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text"/>
Contract Number	Delivery Order	CAGE Code/Ext. *					
<input type="text" value="F0960305C0050"/>	<input type="text"/>	<input type="text"/>					

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Creating a 2-N-1 Invoice, Continued

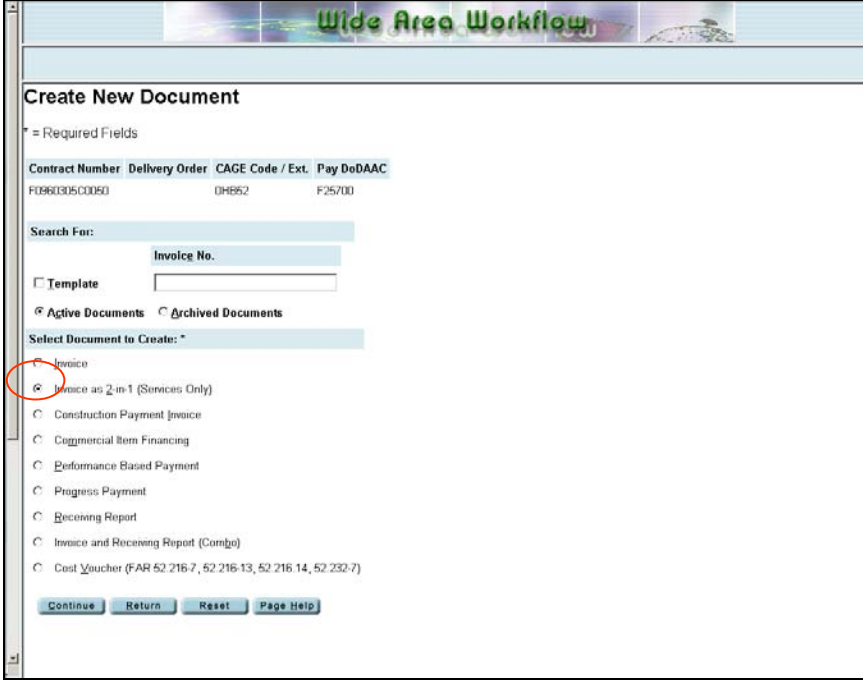
Procedure (continued)

Step	Action								
6	<p data-bbox="548 401 1365 468">Enter the Pay DoDAAC from your contract if not pre-populated from EDA.</p> <div data-bbox="548 474 1406 793"><p data-bbox="548 489 948 527">Create New Document</p><p data-bbox="548 558 764 590">* = Required Fields</p><table border="1" data-bbox="553 621 1320 701"><thead><tr><th data-bbox="553 621 737 653">Contract Number</th><th data-bbox="737 621 899 653">Delivery Order</th><th data-bbox="899 621 1084 653">CAGE Code / Ext.</th><th data-bbox="1084 621 1320 653">Pay DoDAAC *</th></tr></thead><tbody><tr><td data-bbox="553 667 737 701">F0960305C0050</td><td data-bbox="737 667 899 701"></td><td data-bbox="899 667 1084 701">0HB52</td><td data-bbox="1084 667 1320 701">f25700</td></tr></tbody></table><p data-bbox="581 743 1094 772">Continue Return Reset Page Help</p></div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	F0960305C0050		0HB52	f25700
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
F0960305C0050		0HB52	f25700						
7	Click Continue .								

Continued on next page

Creating a 2-N-1 Invoice, Continued

Procedure (continued)

Step	Action
8	<p>Select Invoice as 2-in-1 (Services Only).</p>  <p><i>Note: Determine the method with which you populate the data in the 2-in-1.</i></p> <p><i>You have two choices:</i></p> <ol style="list-style-type: none"> <i>1. Create a new 2-in-1 (continue on step nine).</i> <i>2. Create a 2-in-1 from template refer to “Create a document from Template”.</i>
9	Click Continue .

Continued on next page

Creating a 2-N-1 Invoice, Continued

Procedure (continued)

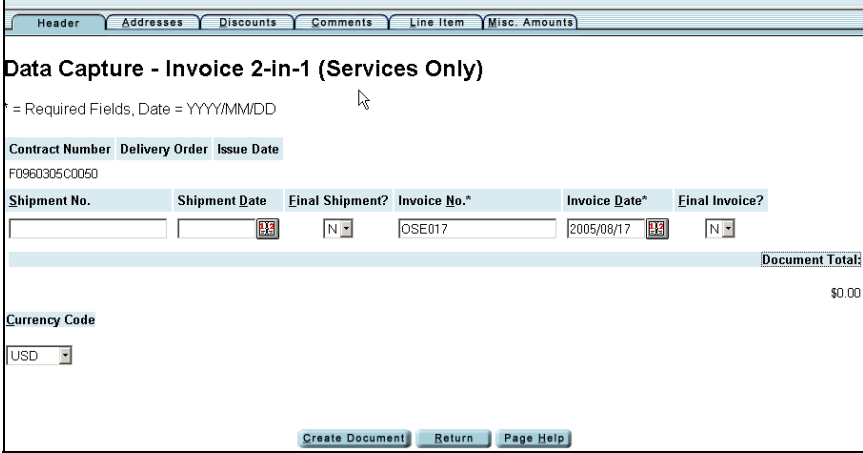
Step	Action
10	<p>If not pre-populated, fill in all the require fields.</p> <div data-bbox="548 432 1406 1052" style="border: 1px solid black; padding: 10px;"> <p>Create New Document</p> <p>* = Required Fields, Date = YYYY/MM/DD</p> <p>Contract Number Delivery Order CAGE Code / Ext. Pay DoDAAC F0960305C0050 OHB52 F25700</p> <p>Issue Date IssueBy DoDAAC Admin DoDAAC * InspectBy DoDAAC / Ext.</p> <p><input type="text"/> <input type="text"/> <input type="text" value="HC1001"/> <input type="text"/> <input type="text"/></p> <p>Service Acceptor * / Ext. Ship From Code / Ext. LPO DoDAAC / Ext.</p> <p><input type="text" value="fu4417"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Document Selected:</p> <p>Invoice as 2-in-1 (Services Only)</p> <p style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note : WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields, so make sure the information is accurate according to the latest contract information.</i></p>
11	<p>Click Continue.</p> <p>Result: You are now on the Header Tab</p>

Continued on next page

Creating a 2-N-1 Invoice, Continued

Header Tab

Procedure Follow the steps below to input your information into your Header Tab.

Step	Action
1	<p>Enter in all the required fields.</p>  <p><i>Note: If your Pay Office is a MOCAS Pay Office the shipment number will be prefix with SER.</i></p>
2	<p>Verify whether or not this is a Final Shipment and annotate as such in the Drop Down Menu.</p> <p>Result: Header information complete click on</p>

Continued on next page

Creating a 2-N-1 Invoice, Continued

Reviewing Tabs

Introduction


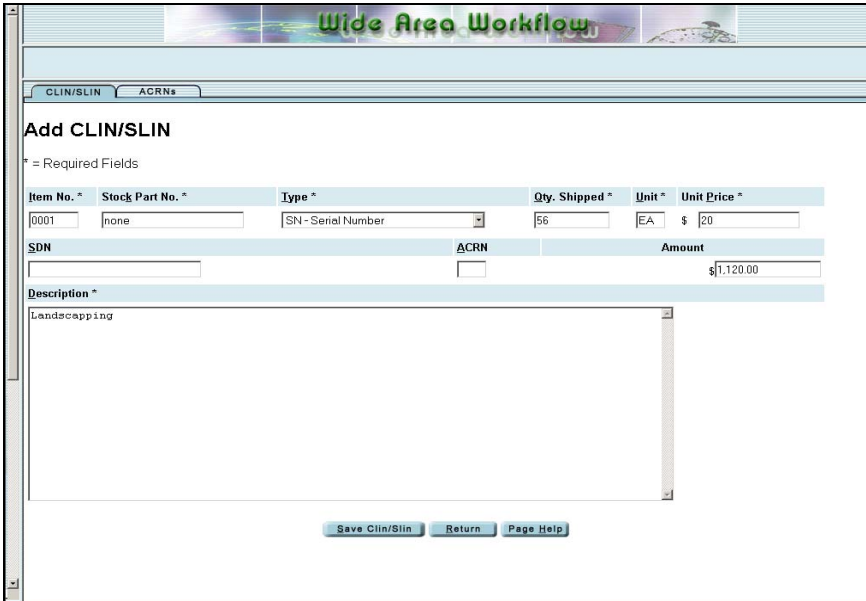
The only 2 tabs that are mandatory in WAWF are the Header tab and the Line Item tab. All other tabs are optional but may be required by your contracts specific invoicing instructions. We will list in the following section all tabs that are displayed on the 2-in-1 document.

Tab Name	Description
Header (mandatory tab)	The Header Tab is the first tab used on a WAWF document. It contains, “First page”, information such as shipment number/dates, invoice number/dates, and other information required by an “*” in fields listed on your particular document.
Address Tab	The Address Tab lists all of the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Discount Tab	The Discount Tab allows you to add a discount on your invoice. Vendors offering cost effective discounts should receive payments within the given invoice discount period.
Mark For Tab	The “Mark For” tab provides you a field to enter supplemental shipping addresses and can be used anytime a shipment needs forwarded to a location other the “delivery address” located on the first page of your contract..
Comments Tab	The Comments Tab provides you a field to enter additional comments on your document.
Line Item (mandatory tab)	The Line Item Tab is where your enter your detail billing information based upon your contracts line item information.
CLIN/SLIN (mandatory entry)	CLIN/SLIN level information. the Initiator details his/her request for payment and material/services that are provided based on his/her contract.
ACRN	The ACRN Tab is for those contract that cite more than one acrn per clin
Milstrip	The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.
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Continued on next page

Line Item Tab









Procedure Follow the steps below to complete you Line Item Tab.

Step	Action
1	<p>Click the Add icon under the 'Actions' heading to enter the first line item.</p>  <p>Result: The Add CLIN/SLIN page appears.</p>
2	<p>Enter in all the required fields (please refer to your contract).</p>  <p><i>Note: Based on the payment office DoDAAC different tabs may appear. Refer to “CHAPTER ???” for details of each optional tab. In this example the CLIN/SLIN and ACRN tabs are displayed.</i></p>

Continued on next page

Creating a 2-N-1 Invoice, Continued


Procedure (continued)

Step	Action																
3	Click Save CLIN/SLIN .																
4	<p>Add additional Line Item Numbers if necessary by repeating steps 1-3.</p> <div data-bbox="548 541 1406 894" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Header Addresses Discounts Comments Line Item Misc. Amounts</p> <hr/> <p>Line Item Details:</p> <p>At least one Line Item is required.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>Type</th> <th>Qty. Invoiced</th> <th>Unit</th> <th>Unit Price</th> <th>Amount</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>none</td> <td>SN</td> <td>80</td> <td>EA</td> <td>\$10</td> <td>\$800.00</td> <td> </td> </tr> </tbody> </table> <p style="text-align: center;">Page Help</p> <p>UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.</p> </div> <p><i>Note 1: The  symbol you can click on to edit your previously entered line item number.</i></p> <p><i>Note 2: The  symbol you can click on to delete your previously entered line item number.</i></p>	Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price	Amount	Actions	0001	none	SN	80	EA	\$10	\$800.00	 
Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price	Amount	Actions										
0001	none	SN	80	EA	\$10	\$800.00	 										
5	Enter any additional information on any optional tabs required for the 2-in-1 document.																

Continued on next page

Creating a 2-N-1 Invoice, Continued

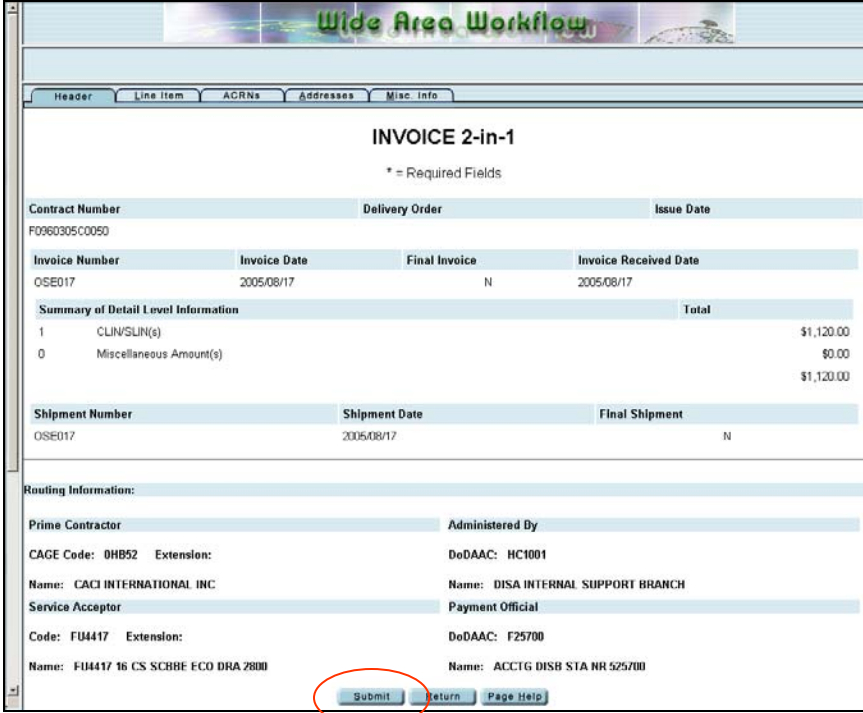
Procedure (continued)

Step	Action
6	<p>Click on the “Header Tab” after entering all the information scroll to the bottom of the page and click Create Document to continue.</p>  <p>Result: The Created 2-in-1 Invoice screen appears for you to review.</p>

Continued on next page

Creating a 2-N-1 Invoice, Continued

Procedure (continued)

Step	Action
6	<p>Verified information is correct. Scroll down to the bottom of page.</p> <p><i>Note: Now you can add any needed attachments if applicable, refer to “Adding an attachment” section for a detailed procedure.</i></p>  <p>The screenshot shows the 'Wide Area Workflow' interface for an 'INVOICE 2-in-1'. The form includes sections for Contract Number (F0960305C0050), Invoice Number (OSE017), Invoice Date (2005/08/17), and Invoice Received Date (2005/08/17). A 'Summary of Detail Level Information' table lists two items: 'CLIN/SLN(s)' for \$1,120.00 and 'Miscellaneous Amount(s)' for \$0.00. The 'Routing Information' section lists the Prime Contractor as CACI INTERNATIONAL INC and the Service Acceptor as FI4417 16 CS SCBBF ECO DRA 2800. At the bottom, the 'Submit' button is circled in red.</p>
	<p>Click Submit..</p>

Continued on next page

Creating a 2-N-1 Invoice, Continued

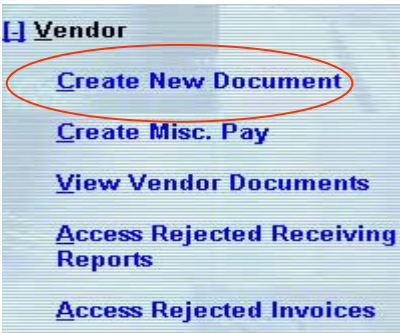

Procedure (continued)

Step	Action								
7	<p data-bbox="548 407 1398 478">Confirm that you have received a message that your document has been created successfully.</p> <div data-bbox="548 512 1406 1289" style="border: 1px solid black; padding: 10px;"><p data-bbox="548 569 1406 604">The Invoice 2-in-1 (Services Only) has been submitted successfully.</p><table border="1" data-bbox="548 701 1325 785"><thead><tr><th data-bbox="553 707 743 737">Contract Number</th><th data-bbox="756 707 922 737">Delivery Order</th><th data-bbox="935 707 1133 737">Shipment Number</th><th data-bbox="1146 707 1320 737">Invoice Number</th></tr></thead><tbody><tr><td data-bbox="553 753 716 783">F0960305C0050</td><td data-bbox="756 753 922 783"></td><td data-bbox="935 753 1016 783">OSE017</td><td data-bbox="1146 753 1227 783">OSE017</td></tr></tbody></table><p data-bbox="548 890 1187 919">Email sent to Acceptor: wawf_undel@ecedi.nit.disa.mil</p><p data-bbox="548 921 1166 951">Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil</p><p data-bbox="548 1108 930 1138">Send More Email Notifications</p><p data-bbox="553 1234 829 1264">Return Page Help</p></div> <p data-bbox="548 1331 1382 1434"><i>Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract. Refer “Add Additional E-mail” section for detailed procedures.</i></p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	F0960305C0050		OSE017	OSE017
Contract Number	Delivery Order	Shipment Number	Invoice Number						
F0960305C0050		OSE017	OSE017						

Creating a Cost Voucher

Introduction In this section we will be creating a Cost Voucher and we will learn to load contract information.

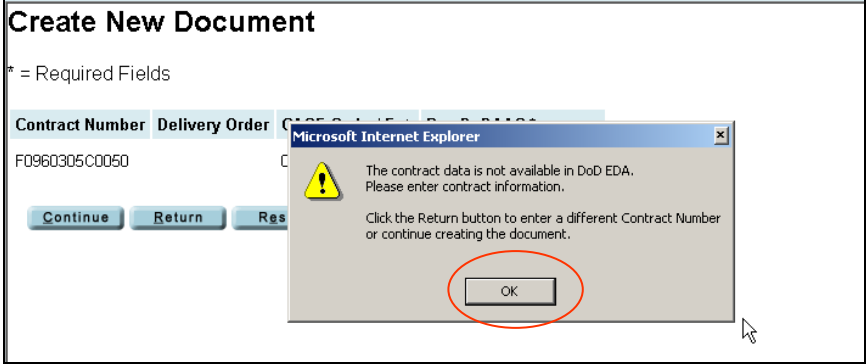
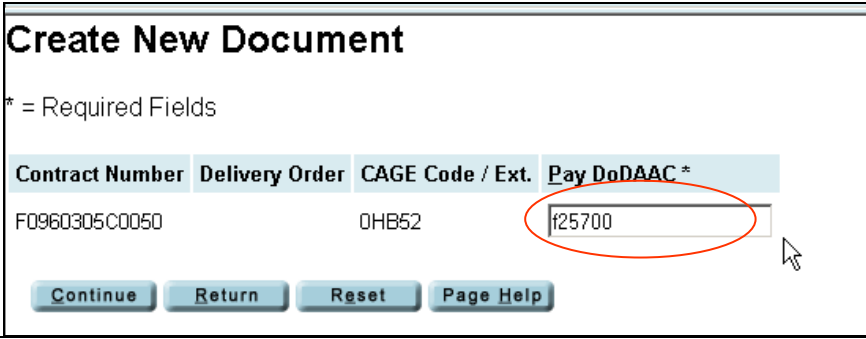
Procedure Follow the steps below to load contract information.

Step	Action
1	Logon to Wide Area Workflow.
2	<p>Click Create New Document in the Vendor section of the menu in the left sidebar.</p>  <p>Result: The Contract Number, Delivery Order, and Cage Code/Ext. fields appear.</p>
3	<p>Enter all required and optional information.</p> <p><i>Important: All fields with an asterisk (*) is a required field. You must enter information in the required fields.</i></p>  <p><i>Note: Although the Delivery Order field is optional in WAWF-RA, If your contract has a delivery order number you must enter it in WAWF-RA otherwise leave field blank.</i></p>
4	Click Continue .

Continued on next page

Creating a Cost Voucher, Continued

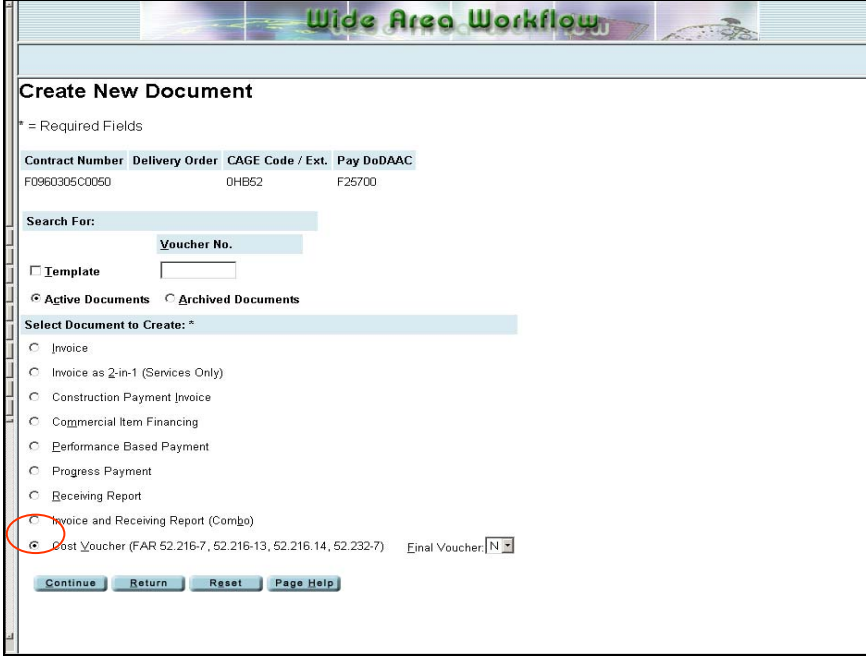
Procedure (continued)

Step	Action
5	<ul style="list-style-type: none"> If contract is not in EDA or you have not entered the contract number correctly an alert box will appear. <p>If the contract is located in the EDA system, then the WAWF system would will pre-populate certain location code fields (DoDAAC) on this document.</p>  <p>Click OK.</p>
6	<p>Enter the Pay DoDAAC from your contract if not pre-populated from EDA.</p> 
7	Click Continue .

Continued on next page

Creating a Cost Voucher, Continued

Procedure (continued)

Step	Action
8	<p>Select the Cost Voucher button.</p>  <p><i>Note: Determine the method with which you populate the data in the 2-in-1.</i></p> <p><i>You have two choices:</i></p> <ol style="list-style-type: none"> <i>1. Create a new Cost Voucher (continue on step nine).</i> <i>2. Create a Cost Vocher from template refer to “Create a document from Template”.</i>
9	Click Continue .

Continued on next page

Creating a Cost Voucher, Continued

Procedure (continued)

Step	Action																								
10	<p>If not pre-populated fill in all the require fields.</p> <div data-bbox="548 470 1409 1108" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Create New Document</p> <p>* = Required Fields, Date = YYYY/MM/DD</p> <table border="0" style="width: 100%;"> <tr> <td>Contract Number</td> <td>Delivery Order</td> <td>CAGE Code / Ext.</td> <td>Pay DoDAAC</td> </tr> <tr> <td>F0960305C0050</td> <td>DHB52</td> <td>F25700</td> <td></td> </tr> <tr> <td>Issue Date</td> <td>IssueBy DoDAAC</td> <td>Admin DoDAAC *</td> <td>DCAA Auditor DoDAAC * / Ext.</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text" value="HC1001"/></td> <td><input type="text" value="HAA47F"/></td> </tr> <tr> <td>Service Approver * / Ext.</td> <td colspan="3">LPO DoDAAC / Ext.</td> </tr> <tr> <td><input type="text" value="HC1001"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p>Document Selected:</p> <p>Cost Voucher</p> <p style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields, so make sure the information is accurate according to the latest contract information.</i></p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	F0960305C0050	DHB52	F25700		Issue Date	IssueBy DoDAAC	Admin DoDAAC *	DCAA Auditor DoDAAC * / Ext.	<input type="text"/>	<input type="text"/>	<input type="text" value="HC1001"/>	<input type="text" value="HAA47F"/>	Service Approver * / Ext.	LPO DoDAAC / Ext.			<input type="text" value="HC1001"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC																						
F0960305C0050	DHB52	F25700																							
Issue Date	IssueBy DoDAAC	Admin DoDAAC *	DCAA Auditor DoDAAC * / Ext.																						
<input type="text"/>	<input type="text"/>	<input type="text" value="HC1001"/>	<input type="text" value="HAA47F"/>																						
Service Approver * / Ext.	LPO DoDAAC / Ext.																								
<input type="text" value="HC1001"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
11	<p>Click Continue.</p> <p>Result: You are now on the Header Tab</p>																								

Continued on next page

Creating a Cost Voucher, Continued

Reviewing Tabs

Introduction

The only 2 tabs that are mandatory in WAWF are the Header tab and the Line Item tab. All other tabs are optional but may be required by your contracts specific invoicing instructions. We will list in the following section all tabs that are displayed on the 2-in-1 document.

Tab Name	Description
Header (mandatory tab)	The Header Tab is the first tab used on a WAWF document. It contains, “First page”, information such as shipment number/dates, invoice number/dates, and other information required by an “*” in fields listed on your particular document.
Address Tab	The Address Tab lists all of the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Discount Tab	The Discount Tab allows you to add a discount on your invoice. Vendors offering cost effective discounts should receive payments within the given invoice discount period.
Mark For Tab	The “Mark For” tab provides you a field to enter supplemental shipping addresses and can be used anytime a shipment needs forwarded to a location other the “delivery address” located on the first page of your contract..
Comments Tab	The Comments Tab provides you a field to enter additional comments on your document.
Line Item (mandatory tab)	The Line Item Tab is where your enter your detail billing information based upon your contracts line item information.
CLIN/SLIN (mandatory entry)	CLIN/SLIN level information. the Initiator details his/her request for payment and material/services that are provided based on his/her contract.
ACRN	The ACRN Tab is for those contract that cite more than one acrn per clin
Milstrip	The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.
MISC Amounts	The MISC Amounts tab allows you to enter miscellaneous charges, credits, and taxes, if authorized under your contract.
Misc. Info.	Misc. Info. Tab appears after you have created your document in WAWF-RA. The Misc. Info tab provides you a complete document history on all documents created against your contracts. Here you will find information such as Invoice receipt dates, acceptance dates, and contact information for any one that has taken action on your documents. This is also where you add attachments to you documents.

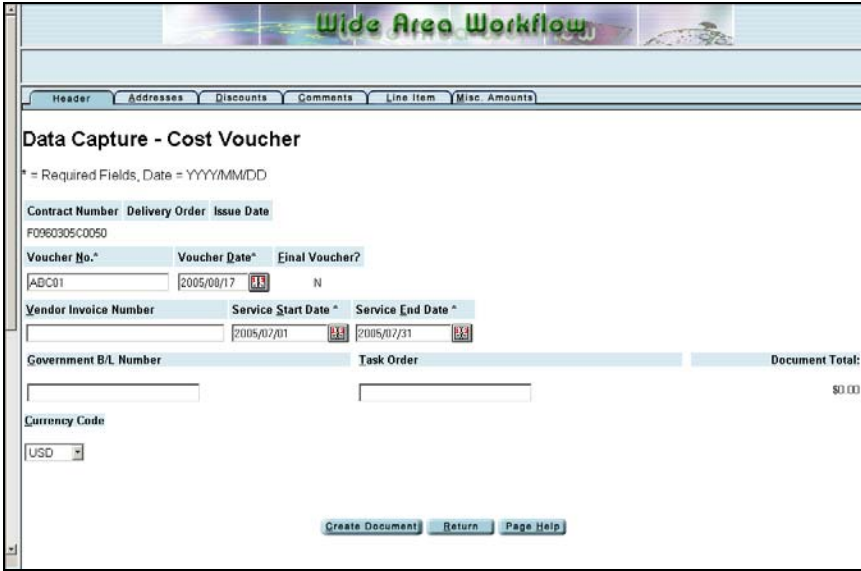
Header Tab

Introduction

Continuing on from Stage 1 – Loading Contract Information you should now be on the Header Tab.

Procedure

Follow the steps below to input your information into your Header Tab.

Step	Action
1	<p>Enter in all the required fields</p>  <p><i>Note: If the Payment Office is a MOCAS pay office the Voucher Number will be prefix with BVN.</i></p>
2	<p>Verify whether or not this is a Final Voucher and annotate as such in the Drop Down Menu.</p> <p>Proceed to Stage 3- Line Item Tab</p>


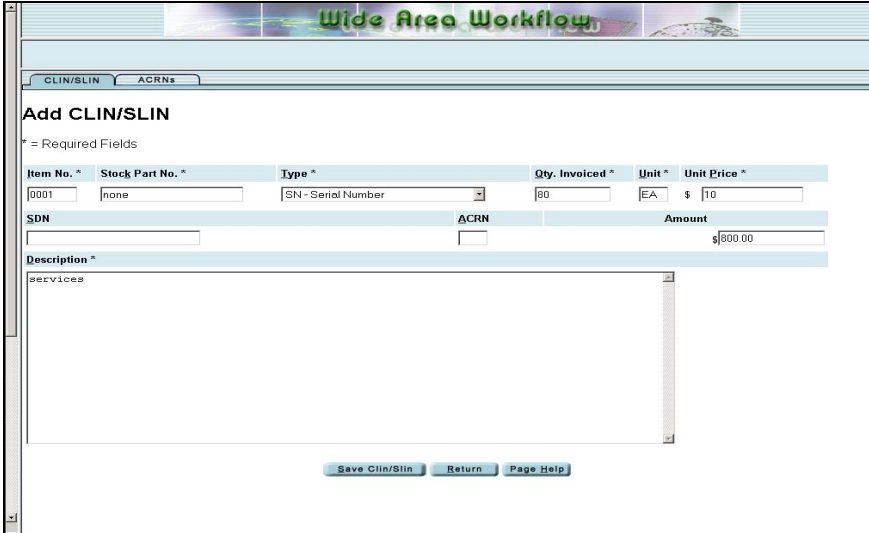
Continued on next page

Creating a Cost Voucher, Continued

Stage 3 – Line Item Tab

Introduction Continuing on from Stage 2- Header Tab we now have to load in our Line Item Tab Information.

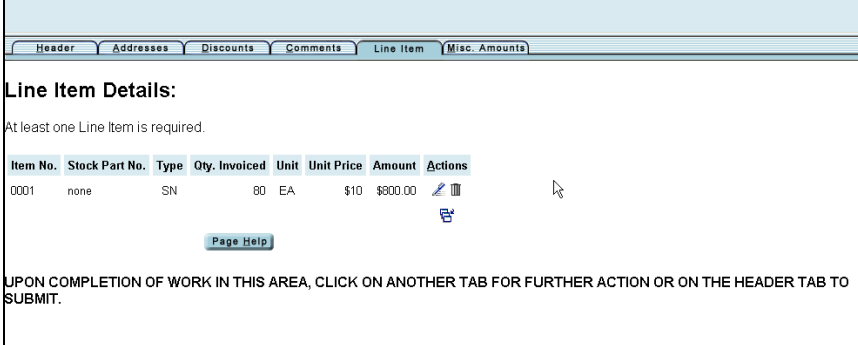


Procedure Follow the steps below to complete you Line Item Tab.

Step	Action
1	<p>Click the Add icon under the 'Actions' heading to enter the first line item.</p>  <p>Result: The Add CLIN/SLIN form page appears.</p>
2	<p>Enter in all the require fields.</p>  <p><i>Note: Based on the payment office DoDAAC selected different tabs may appear. Refer to the “Reviewing Tabs” section for details of each tab. In this example the CLIN/SLIN and ACRN tabs are displayed.</i></p>
3	<p>Click Save CLIN/SLIN.</p>

Continued on next page

Creating a Cost Voucher, Continued

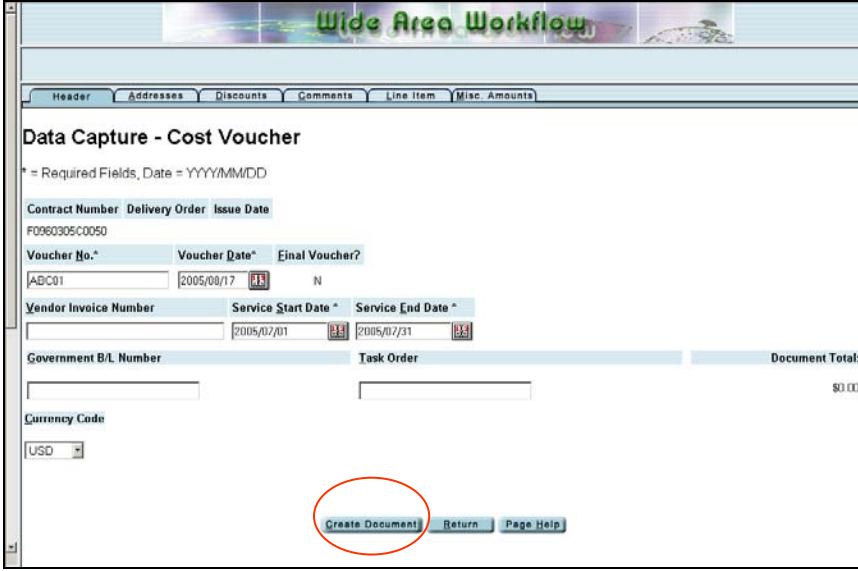
Procedure (continued)

Step	Action
4	Add additional Line Item Numbers if necessary by repeating steps 1-3.
	 <p><i>Note 1: The  symbols you can click on to edit your previously entered line item number.</i></p> <p><i>Note 2: The  symbols you can click on to delete your previously entered line item number.</i></p>

Continued on next page

Creating a Cost Voucher, Continued

Procedure (continued)

Step	Action
5	Return to your “Header Tab” after verifying all the information is correct click Create Document .
	 <p>The screenshot shows a web-based form titled "Data Capture - Cost Voucher" within a "Wide Area Workflow" application. The form includes several input fields and buttons. At the bottom of the form, the "Create Document" button is highlighted with a red circle. Other visible fields include "Contract Number" (F0960305C0050), "Voucher No." (ADC01), "Voucher Date" (2005/08/17), "Final Voucher?" (N), "Vendor Invoice Number", "Service Start Date" (2005/02/01), "Service End Date" (2005/02/31), "Government B/L Number", "Task Order", and "Currency Code" (USD). A "Document Total" of \$0.00 is displayed on the right side.</p>
	<p><i>Note: Now you can add any needed attachments if applicable, refer to “Adding an attachment” section for a detailed procedure.</i></p>

Continued on next page

Creating a Cost Voucher, Continued

Procedure (continued)

Step	Action																																																					
6	Verified information is correct. Scroll down to the bottom to the document.																																																					
<p>Wide Area Workflow</p> <p>Header Line Item ACRNs Addresses Misc Info</p> <p>COST VOUCHER (DIRECT BILL)</p> <p>* = Required Fields</p> <table border="1"> <tr> <td>Contract Number</td> <td>Delivery Order</td> <td>Issue Date</td> </tr> <tr> <td>F09603050050</td> <td></td> <td></td> </tr> <tr> <td>Voucher Number</td> <td>Voucher Date</td> <td>Final Voucher</td> <td>Invoice Received Date</td> </tr> <tr> <td>ABC01</td> <td>2005/08/17</td> <td>N</td> <td>2005/08/17</td> </tr> <tr> <td>Vendor Invoice Number</td> <td>Service Start Date</td> <td>Service End Date</td> </tr> <tr> <td></td> <td>2005/07/01</td> <td>2005/07/31</td> </tr> <tr> <td>B/L Number</td> <td>Task Order</td> <td></td> </tr> </table> <p>Summary of Detail Level Information</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CLIN/SLIN(s)</td> <td>\$800.00</td> </tr> <tr> <td>0</td> <td>Miscellaneous Amount(s)</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td>\$800.00</td> </tr> </tbody> </table> <p>Routing Information:</p> <table border="1"> <tr> <td>Prime Contractor</td> <td>Administered By</td> </tr> <tr> <td>CAGE Code: 0HBS2 Extension:</td> <td>DoDAAC: HC1001</td> </tr> <tr> <td>Name: CACI INTERNATIONAL INC</td> <td>Name: DISA INTERNAL SUPPORT BRANCH</td> </tr> <tr> <td>DCAA Auditor</td> <td>Service Approver</td> </tr> <tr> <td>DoDAAC: HAA47F Extension:</td> <td>Code: HC1001 Extension:</td> </tr> <tr> <td>Name: DCAA FAIRFAX BRANCH OFFICE</td> <td>Name: DISA INTERNAL SUPPORT BRANCH</td> </tr> <tr> <td>Payment Official</td> <td></td> </tr> <tr> <td>DoDAAC: F25700</td> <td></td> </tr> <tr> <td>Name: ACCTG DISB STA NR 525700</td> <td></td> </tr> </table> <p>Submit Return Page Help</p>		Contract Number	Delivery Order	Issue Date	F09603050050			Voucher Number	Voucher Date	Final Voucher	Invoice Received Date	ABC01	2005/08/17	N	2005/08/17	Vendor Invoice Number	Service Start Date	Service End Date		2005/07/01	2005/07/31	B/L Number	Task Order				Total	1	CLIN/SLIN(s)	\$800.00	0	Miscellaneous Amount(s)	\$0.00			\$800.00	Prime Contractor	Administered By	CAGE Code: 0HBS2 Extension:	DoDAAC: HC1001	Name: CACI INTERNATIONAL INC	Name: DISA INTERNAL SUPPORT BRANCH	DCAA Auditor	Service Approver	DoDAAC: HAA47F Extension:	Code: HC1001 Extension:	Name: DCAA FAIRFAX BRANCH OFFICE	Name: DISA INTERNAL SUPPORT BRANCH	Payment Official		DoDAAC: F25700		Name: ACCTG DISB STA NR 525700	
Contract Number	Delivery Order	Issue Date																																																				
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Name: ACCTG DISB STA NR 525700																																																						
Click Submit .																																																						

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Creating a Cost Voucher, Continued

Procedure (continued)

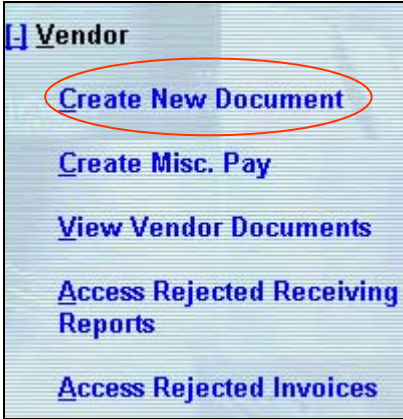

Step	Action						
7	<p data-bbox="548 394 1404 468">You will receive a message that your documents have been created successfully. Emails will be sent the to appropriate workflow user</p> <div data-bbox="548 499 1404 1186" style="border: 1px solid black; padding: 10px;"><p data-bbox="548 552 1015 583">The Cost Voucher has been submitted successfully</p><table border="1" data-bbox="548 661 1039 735"><thead><tr><th>Contract Number</th><th>Delivery Order</th><th>Voucher Number</th></tr></thead><tbody><tr><td>F0960305C0060</td><td></td><td>ABC01</td></tr></tbody></table><p data-bbox="548 825 1120 877">Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil Email sent to Pay Official: wawf_undel@ecedi.nit.disa.mil</p><p data-bbox="548 1010 876 1041">Send More Email Notifications</p><p data-bbox="560 1119 787 1150"><input type="button" value="Return"/> <input type="button" value="Page Help"/></p></div> <p data-bbox="548 1228 1364 1331"><i>Note: You have the capability to send more emails to users who are not in the workflow. Refer “Add Additional E-mail” section for detailed procedure.</i></p>	Contract Number	Delivery Order	Voucher Number	F0960305C0060		ABC01
Contract Number	Delivery Order	Voucher Number					
F0960305C0060		ABC01					

Creating a Combo

Stage 1 – Loading Contract Information

Introduction Creating a combination invoice and receiving report (Combo) we will begin with learning how to the load contract information.

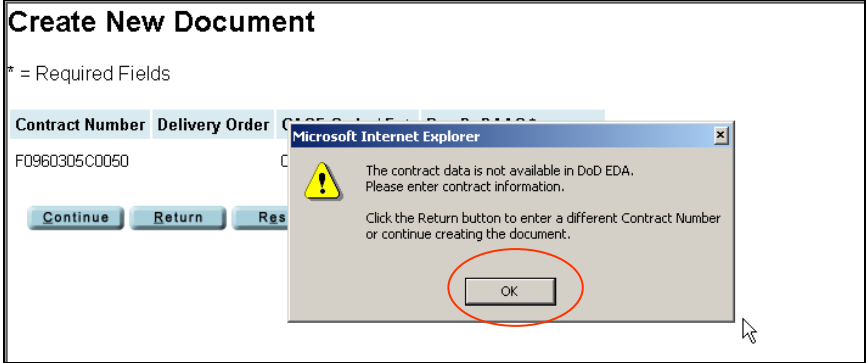

Procedure Follow the steps below to load contract information.

Step	Action
1	Logon to Wide Area Workflow.
2	<p>Click Create New Document in the Vendor section of the menu in the left sidebar.</p>  <p>Result: The Contract Number, Delivery Order, and Cage Code/Ext. fields appear.</p>
3	<p>Enter all required and optional information.</p> <p>Important: All fields with an asterisk (*) is a required field. You must enter information in the required fields.</p>  <p><i>Note: Although the Delivery Order field is optional in WAWF-RA, If your contract has a delivery order number you must enter it in WAWF-RA otherwise leave field blank.</i></p>

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Creating a Combo, Continued

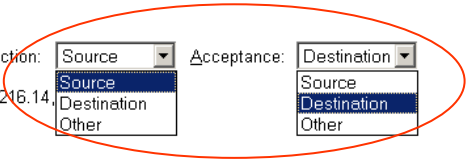
Procedure (continued)

Step	Action
5	<ul style="list-style-type: none"> • If contract is not in EDA an alert box will appear. • If the contract were in EDA system, then the WAWF system would automatically populate certain location code fields (DoDAAC/CAGE) on document.  <p>Click OK.</p>
6	<p>If not populated, enter your “Pay DoDAAC”, as it is a required field.</p> 
7	Click Continue .
8	Select Invoice and Receiving Report Combo .

Continued on next page

Creating a Combo, Continued

Procedure (continued)

Step	Action
9	<p>Select "Inspection" and "Acceptance" points according to your contract.</p> <p>Select Document to Create: *</p> <p> <input type="radio"/> Invoice <input type="radio"/> Invoice as 2-in-1 (Services Only) <input type="radio"/> Receiving Report <input checked="" type="radio"/> Invoice and Receiving Report (Combo) Inspection: <input type="text" value="Source"/> Acceptance: <input type="text" value="Destination"/> <input type="radio"/> Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14) </p>  <p><i>Reference:</i></p> <p><i>Source to Source is a one step process. The same person may inspect and accept. Source/Source workflow</i></p> <p><i>Source to Destination is a two-step process. One person may inspect, and another person will accept. Source/Destination workflow</i></p> <p><i>Destination to Destination may be a one-step or two-step process (depending on contract).Destination/Destination workflow</i></p> <p><i>Other permits the receipt of items at a location other than Origin or Destination; I.E. a third party location as listed on the contract. The goods or services will be shipped to a location named in the contract and final acceptance may occur at destination.</i></p>
10	Click Continue .

Continued on next page

Creating a Combo, Continued

Procedure (continued)

Step	Action
	<p><i>Note: Determine the method with which you populate the data in the Cost Voucher.</i></p> <p><i>You have two choices:</i></p> <ol style="list-style-type: none"> <i>1. Create a new Cost Voucher from scratch (type in all fields yourself).</i> <i>2. Create a Cost Voucher with data pre-populated from a previously submitted Cost Voucher (Template method). Refer to “Create a document from Template”.</i>
11	<p>If not populated fill in all the require fields.</p> <div data-bbox="548 953 1406 1465" style="border: 1px solid black; padding: 10px;"> <p>Create New Document</p> <p>* = Required Fields, Date = YYYY/MM/DD</p> <p>Contract Number Delivery Order CAGE Code / Ext. Pay DoDAAC F0960305C0050 0HB52 F25700</p> <p>Issue Date IssueBy DoDAAC Admin DoDAAC * InspectBy DoDAAC * / Ext. Mark For Code / Ext. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Ship To Code * / Ext. Ship From Code / Ext. LPO DoDAAC / Ext. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Document Selected:</p> <p>Invoice and Receiving Report (Combo) Source Inspection / Source Acceptance</p> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields, so make sure the information is accurate according to the latest contract information.</i></p>

Continued on next page

Creating a Combo, Continued

Procedure (continued)

Step	Action
12	Click Continue .
13	Proceed to Stage 2- Header Tab.

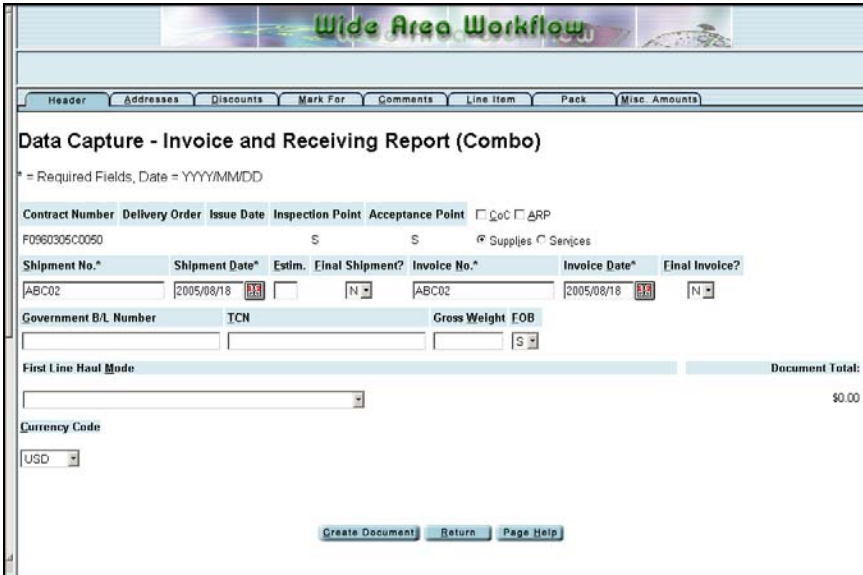
Continued on next page

Creating a Combo, Continued

Stage 2 – Header Tab

Introduction Continuing on from Stage 1 – Loading Contract Information you should now be on the Header Tab.

Procedure Follow the steps below to input your information into your Header Tab.

Step	Action
1	<p data-bbox="548 659 938 695">Enter in all the required fields.</p>  <p data-bbox="548 1339 1386 1518"><i>Note: If the CoC (Certificate of Conformance) or ARP (Alternate Release Procedure) applies, click the checkbox. If the Receiving Report is for supplies, then leave the 'Supplies' button selected. If the Receiving Report is for services, then click the 'Services' button.</i></p> <p data-bbox="548 1560 1373 1591"><i>If you select CoC, you must later add an attachment (your CoC).</i></p>
2	<p data-bbox="548 1598 1406 1667">Verify whether or not this is a Final Shipment and annotate as such in the Drop Down Menu.</p> <p data-bbox="548 1709 997 1736">Proceed to Stage 3- Line Item Tab.</p>


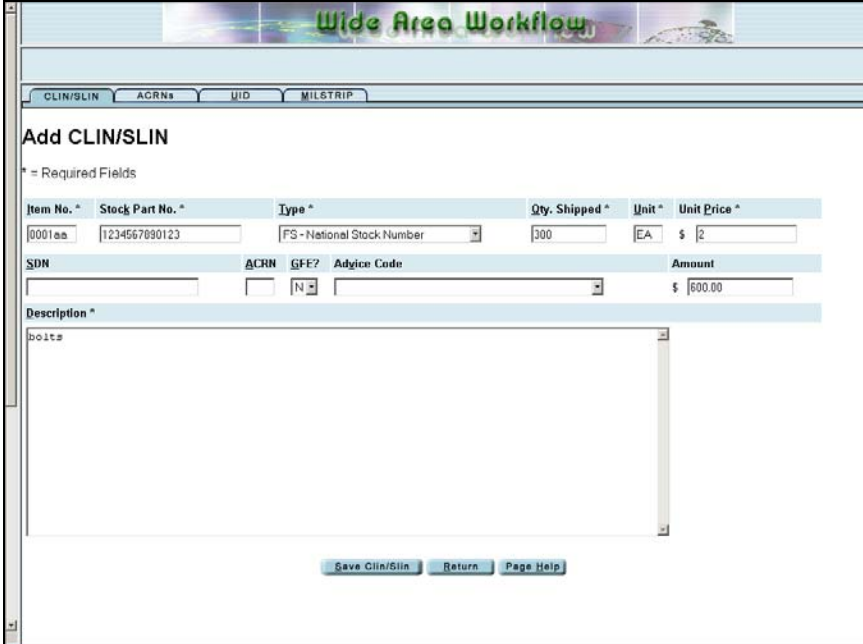
Continued on next page

Creating a Combo, Continued

Stage 3 – Line Item Tab

Introduction Header Tab we now have to load in our Line Item Tab Information.




Procedure Follow the steps below to complete you Line Item Tab.

Step	Action
1	<p>Click the Add icon under the 'Actions' heading to enter the first line item.</p>  <p>The screenshot shows a tabbed interface with 'Line Item' selected. Below the tabs is a table with columns: Item No., Stock Part No., Type, Qty. Shipped, Unit, Unit Price, Amount, and Actions. The 'Actions' column contains a small icon with a plus sign, which is highlighted with a red box.</p>
2	<p>Enter in all the require Fields.</p>  <p>The screenshot shows the 'Add CLIN/SLIN' form. Fields are populated as follows: Item No. (0001aa), Stock Part No. (1234567890123), Type (FS - National Stock Number), Qty. Shipped (300), Unit (EA), Unit Price (\$ 2), SDN (), ACRN (), GFE? (N), Advice Code (), Amount (\$ 600.00), and Description (bolts). Buttons at the bottom include 'Save Clin/Slin', 'Return', and 'Page Help'.</p> <p><i>Note: Based on the payment office DoDAAC selected different tabs may appear. Refer to the "Reviewing Tabs" section for details of each tab. In this example the CLIN/SLIN and ACRN tabs are displayed.</i></p>
3	Click Save CLIN/SLIN .

Continued on next page

Creating a Combo, Continued

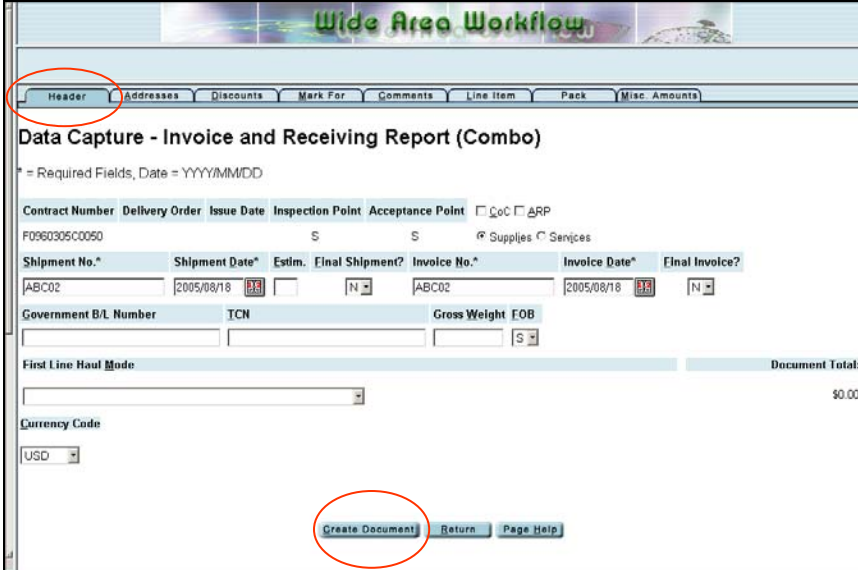
Procedure (continued)

Step	Action
4	<p data-bbox="548 401 1401 468">Add additional Line Item Numbers if necessary by repeating steps 1-3.</p> <div data-bbox="548 506 1406 842" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows a software interface with a tabbed menu at the top containing 'Header', 'Addresses', 'Discounts', 'Mark For', 'Comments', 'Line Item', 'Pack', and 'Misc. Amounts'. Below the menu is a section titled 'Line Item Details:' with the instruction 'At least one Line Item is required.' A table with the following columns is displayed: 'Item No.', 'Stock Part No.', 'Type', 'Qty. Shipped', 'Unit', 'Unit Price', 'Amount', 'UID', and 'Actions'. The table contains one row with the following values: '0001aa', '1234567890123', 'FS', '300', 'EA', '\$2', '\$600.00', 'N'. There are two icons in the 'Actions' column: a pencil and a trash can. A 'Page Help' button is located below the table. At the bottom of the screenshot, there is a note: 'UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.'</p> </div> <p data-bbox="548 888 1352 961"><i>Note 1: The  symbols you can click on to edit your previously entered line item number.</i></p> <p data-bbox="548 1003 1380 1077"><i>Note 2: The  symbols you can click on to delete your previously entered line item number.</i></p>

Continued on next page

Creating a Combo, Continued

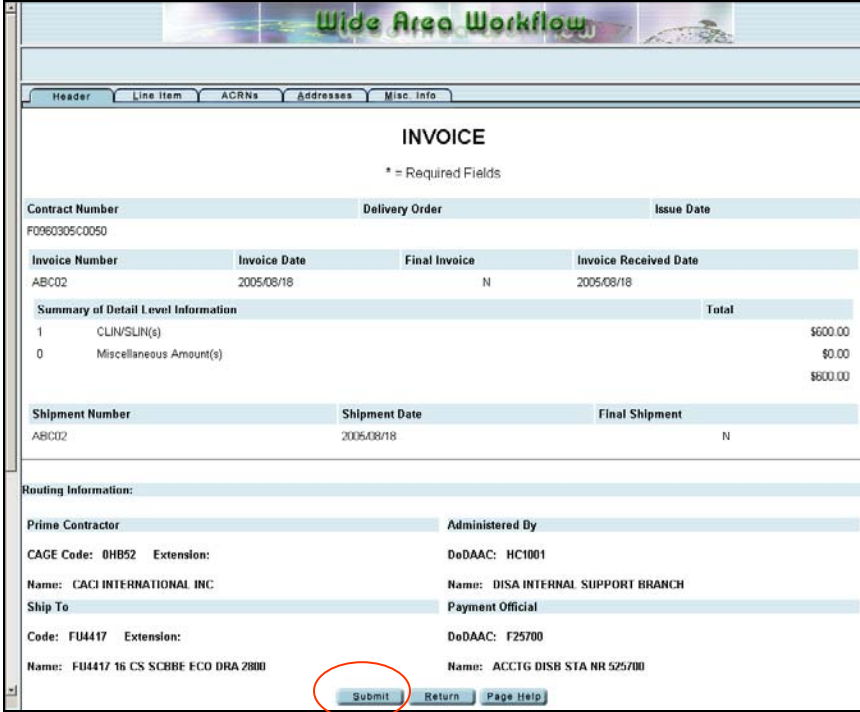
Procedure (continued)

Step	Action
5	Return to your “Header Tab” after verifying all the information is correct. Click Create Document .
	 <p>The screenshot displays the 'Wide Area Workflow' application window. At the top, a navigation bar includes tabs for 'Header', 'Addresses', 'Discounts', 'Mark For', 'Comments', 'Line Item', 'Pack', and 'Misc. Amounts'. The 'Header' tab is highlighted and circled in red. Below the navigation bar, the main window title is 'Data Capture - Invoice and Receiving Report (Combo)'. The interface contains several data entry fields: 'Contract Number' (F0960305C0050), 'Delivery Order', 'Issue Date', 'Inspection Point', 'Acceptance Point', 'Shipments' (with 'Supplies' and 'Services' checkboxes), 'Shipment No.*' (ABC02), 'Shipment Date*' (2005/08/18), 'Estim.', 'Final Shipment?' (N), 'Invoice No.*' (ABC02), 'Invoice Date*' (2005/08/18), 'Final Invoice?' (N), 'Government B/L Number', 'TCN', 'Gross Weight', and 'FOB'. At the bottom, there are buttons for 'Create Document', 'Return', and 'Page Help'. The 'Create Document' button is circled in red. A 'Document Total' of \$0.00 is visible on the right side.</p>
	<p>Result: The Created Combo screen appears for you to review. Now you can add any needed attachments if applicable, Refer to “Adding a Attachment” section for detailed procedure.</p>

Continued on next page

Creating a Combo, Continued

Procedure (continued)

Step	Action
6	Verify information is correct. Scroll down to the bottom of the document.
 <p>The screenshot shows the 'Wide Area Workflow' interface with an 'INVOICE' form. The form includes sections for Contract Number, Invoice Number, Summary of Detail Level Information, Shipment Number, and Routing Information. At the bottom, there are three buttons: 'Submit', 'Return', and 'Page Help'. The 'Submit' button is circled in red.</p>	
Click Submit .	

Continued on next page

Creating a Combo, Continued

Procedure (continued)

Step	Action								
7	<p data-bbox="548 401 1396 470">You will receive a message that your documents have been created successfully. Emails will be sent to appropriate workflow user.</p> <div data-bbox="548 506 1396 1102" style="border: 1px solid black; padding: 5px;"><p data-bbox="548 548 1347 573">The Invoice and Source Inspection and Acceptance Receiving Report has been submitted successfully.</p><table border="1" data-bbox="548 646 1112 709"><thead><tr><th data-bbox="548 646 690 672">Contract Number</th><th data-bbox="690 646 820 672">Delivery Order</th><th data-bbox="820 646 982 672">Shipment Number</th><th data-bbox="982 646 1112 672">Invoice Number</th></tr></thead><tbody><tr><td data-bbox="548 682 690 703">F0960305C0050</td><td data-bbox="690 682 820 703"></td><td data-bbox="820 682 982 703">ABC02</td><td data-bbox="982 682 1112 703">ABC02</td></tr></tbody></table><p data-bbox="548 783 998 808">Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil</p><p data-bbox="548 804 1015 829">Email sent to Inspector: wawf_undel@ecedi.nit.disa.mil</p><p data-bbox="548 825 998 850">Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil</p><p data-bbox="548 961 828 987">Send More Email Notifications</p><p data-bbox="560 1056 755 1081"><input type="button" value="Return"/> <input type="button" value="Page Help"/></p></div> <p data-bbox="548 1144 1364 1249"><i>Note: You have the capability to send more emails to users who are not in the workflow. Refer “Add Additional E-mail” section for detailed procedures.</i></p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	F0960305C0050		ABC02	ABC02
Contract Number	Delivery Order	Shipment Number	Invoice Number						
F0960305C0050		ABC02	ABC02						

Creating a Document Using a Template



Stage 1 – Loading Contract Information

Introduction

Using the create from template saves you time. It reduces repetitive keystrokes and data errors. The templates allow you to use a previous document that was submitted in WAWF with pre populated fields or change information by entering a new invoice and/or shipment number.

Procedure

Follow the steps below to use the template.

Step	Action
1	Logon to Wide Area Workflow.
2	<p>Click Create New Document in the Vendor section of the menu in the left sidebar.</p> 
3	<p>Enter all required and optional information.</p> <p><i>Important: All fields with an asterisk (*) is a required field. You must enter information in the required fields.</i></p>  <p><i>Note: Although the Delivery Order field is optional in WAWF-RA, If your contract has a delivery order number you must enter it in WAWF-RA otherwise leave field blank.</i></p>

Creating a Document Using a Template, Continued

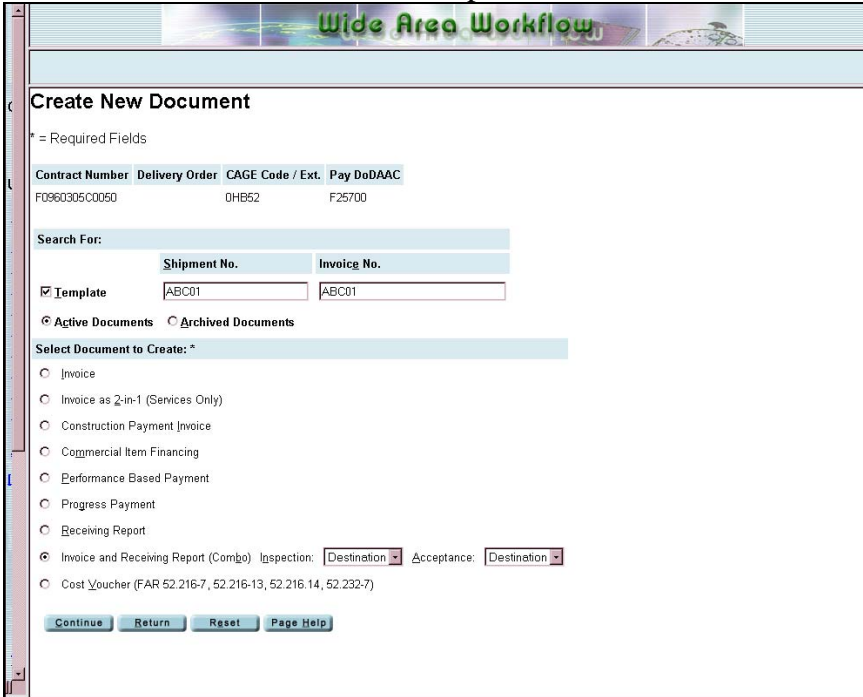
Procedure (continued)

Step	Action								
4	Click Continue .								
5	<ul style="list-style-type: none"> • If contract is not in EDA an alert box will appear. • If the contract were in EDA system, then the WAWF system would automatically populate certain location code fields (DoDAAC) on this document. <div data-bbox="548 659 1409 1020" style="border: 1px solid black; padding: 5px;"> <p>Create New Document</p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Contract Number</th> <th style="background-color: #e0e0e0;">Delivery Order</th> <th style="background-color: #e0e0e0;">CAGE Code / Ext.</th> <th style="background-color: #e0e0e0;">Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Res"/> </p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: 80%;"> <p>Microsoft Internet Explorer</p> <p> The contract data is not available in DoD EDA. Please enter contract information.</p> <p>Click the Return button to enter a different Contract Number or continue creating the document.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> </div> <p>Click OK.</p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	F0960305C0050			
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC						
F0960305C0050									
6	<p>If not populated, enter your “Pay DoDAAC” as it is a required field,</p> <div data-bbox="548 1171 1409 1499" style="border: 1px solid black; padding: 5px;"> <p>Create New Document</p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Contract Number</th> <th style="background-color: #e0e0e0;">Delivery Order</th> <th style="background-color: #e0e0e0;">CAGE Code / Ext.</th> <th style="background-color: #e0e0e0;">Pay DoDAAC*</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td>0HB52</td> <td>125700</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC*	F0960305C0050		0HB52	125700
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC*						
F0960305C0050		0HB52	125700						
7	Click Continue .								

Continued on next page

Creating a Document Using a Template, Continued

Procedure (continued)

Step	Action
8	Select the document type you are creating. In this procedure we will use “Combo”.
9	<p>Click in the check box next to “Template”.</p> 
10	<p>Enter a “Shipment No.”, “Invoice No”, or leave these fields blank to retrieve all documents created under this contract/delivery order number.</p> <p>Click Continue.</p>

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Creating a Document Using a Template, Continued

Verifying Document

Introduction Verifying Document

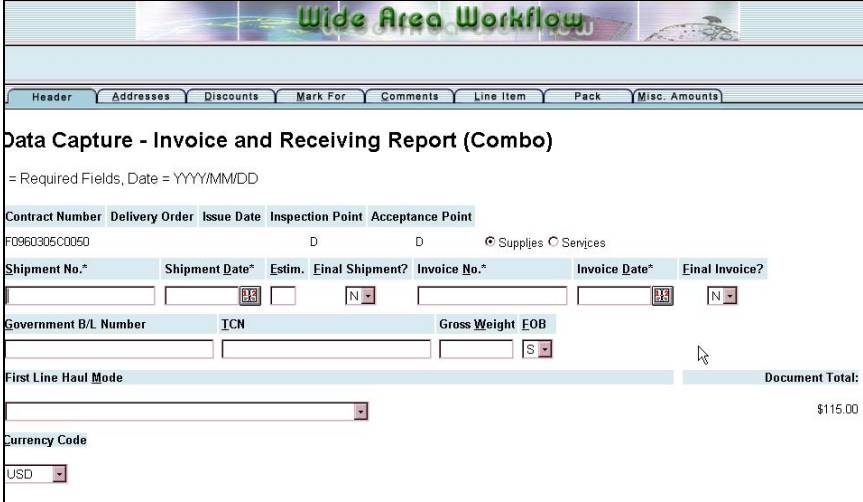
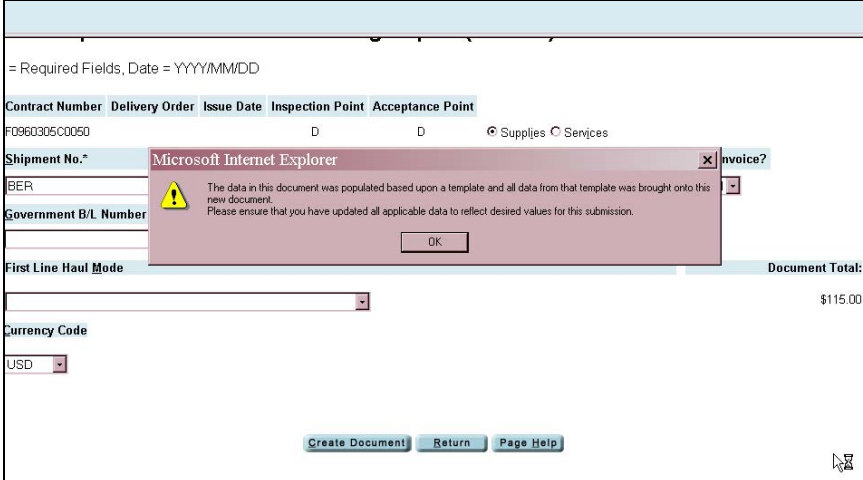
Procedure Follow steps below to verify information from template

Step	Action																														
1	<p>Select the radio button of the document you would like to retrieve.</p> <div data-bbox="548 617 1406 1010" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Create New Document</p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Contract Number</th> <th style="background-color: #e0e0e0;">Delivery Order</th> <th style="background-color: #e0e0e0;">CAGE Code / Ext.</th> <th style="background-color: #e0e0e0;">Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td>0HB52</td> <td>F25700</td> </tr> </tbody> </table> <p style="text-align: center; background-color: #e0e0e0;">Invoice and Receiving Report (Combo) Destination Inspection / Destination Acceptance from Template:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Invoice Number</th> <th style="background-color: #e0e0e0;">Invoice Status</th> <th style="background-color: #e0e0e0;">Shipment Number</th> <th style="background-color: #e0e0e0;">Shipment Status</th> <th style="background-color: #e0e0e0;">Date Created</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> ABC01</td> <td>Submitted</td> <td>ABC01</td> <td>Submitted</td> <td>2005-09-02</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	F0960305C0050		0HB52	F25700	Invoice Number	Invoice Status	Shipment Number	Shipment Status	Date Created	<input checked="" type="radio"/> ABC01	Submitted	ABC01	Submitted	2005-09-02												
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC																												
F0960305C0050		0HB52	F25700																												
Invoice Number	Invoice Status	Shipment Number	Shipment Status	Date Created																											
<input checked="" type="radio"/> ABC01	Submitted	ABC01	Submitted	2005-09-02																											
2	Click Continue .																														
3	<p>Verify the Routing Information is still correct, make changes as necessary.</p> <div data-bbox="548 1163 1406 1570" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Change Routing Information</p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Contract Number</th> <th style="background-color: #e0e0e0;">Delivery Order</th> <th style="background-color: #e0e0e0;">Issue Date</th> <th style="background-color: #e0e0e0;">Shipment No.</th> <th style="background-color: #e0e0e0;">Shipment Date</th> <th style="background-color: #e0e0e0;">Invoice No.</th> <th style="background-color: #e0e0e0;">Invoice Date</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td></td> <td>ABC01</td> <td>2005/09/02</td> <td>ABC01</td> <td>2005/09/02</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">IssueBy DoDAAC</th> <th style="background-color: #e0e0e0;">Admin DoDAAC *</th> <th style="background-color: #e0e0e0;">InspectBy DoDAAC / Ext.</th> <th style="background-color: #e0e0e0;">Mark For Code / Ext.</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td>S0512A</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Ship To Code * / Ext.</th> <th style="background-color: #e0e0e0;">Ship From Code / Ext.</th> <th style="background-color: #e0e0e0;">LPO DoDAAC / Ext.</th> <th style="background-color: #e0e0e0;">Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>HC1001</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>F25700</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p>Click Continue.</p>	Contract Number	Delivery Order	Issue Date	Shipment No.	Shipment Date	Invoice No.	Invoice Date	F0960305C0050			ABC01	2005/09/02	ABC01	2005/09/02	IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.	Mark For Code / Ext.	<input type="text"/>	S0512A	<input type="text"/>	<input type="text"/>	Ship To Code * / Ext.	Ship From Code / Ext.	LPO DoDAAC / Ext.	Pay DoDAAC *	HC1001	<input type="text"/>	<input type="text"/>	F25700
Contract Number	Delivery Order	Issue Date	Shipment No.	Shipment Date	Invoice No.	Invoice Date																									
F0960305C0050			ABC01	2005/09/02	ABC01	2005/09/02																									
IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.	Mark For Code / Ext.																												
<input type="text"/>	S0512A	<input type="text"/>	<input type="text"/>																												
Ship To Code * / Ext.	Ship From Code / Ext.	LPO DoDAAC / Ext.	Pay DoDAAC *																												
HC1001	<input type="text"/>	<input type="text"/>	F25700																												

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Creating a Document Using a Template, Continued

Procedure (continued)

Step	Action
4	<p>Fill in all required fields on the “Header Tab” page.</p>  <p>Prior to clicking create document at the bottom of the page; You have the option to edit any information, on any tab, or you are not required to make any changes to your document.</p>
5	<p>Click Create Document.</p>
6	<p>An alert box appears letting you know information was pre-populated from a template.</p>  <p>Click OK.</p>

Continued on next page

Creating a Document Using a Template, Continued

Procedure (continued)

Step	Action
7	Document form will appear, verify information Scroll down to bottom of document. Click Submit .
8	You will receive a message that your documents have been created successfully. Emails will be sent to appropriate workflow user.


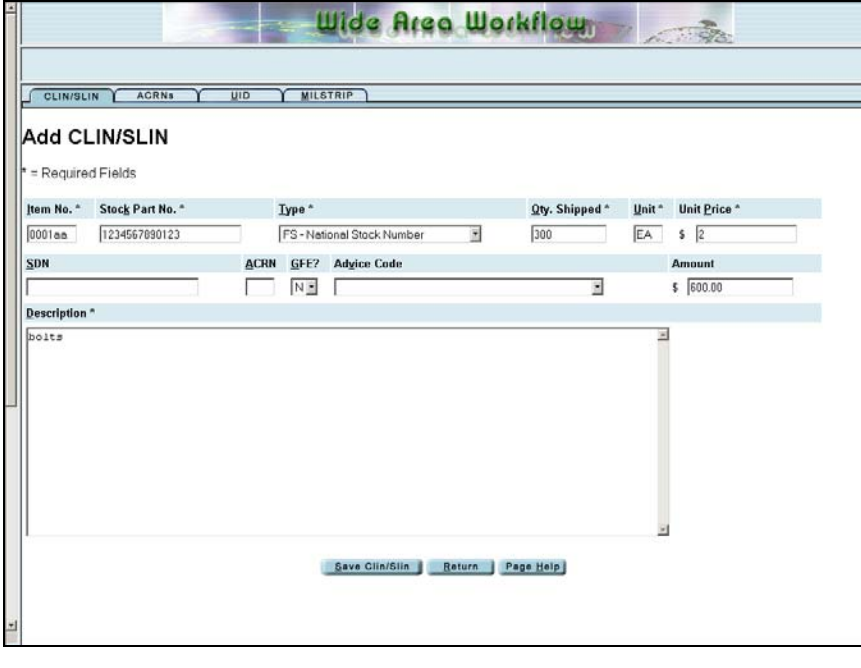
Creating a document with UID

Introduction

Procedure

Creating a document With UID, Continued

Stage 3 – Line Item Tab

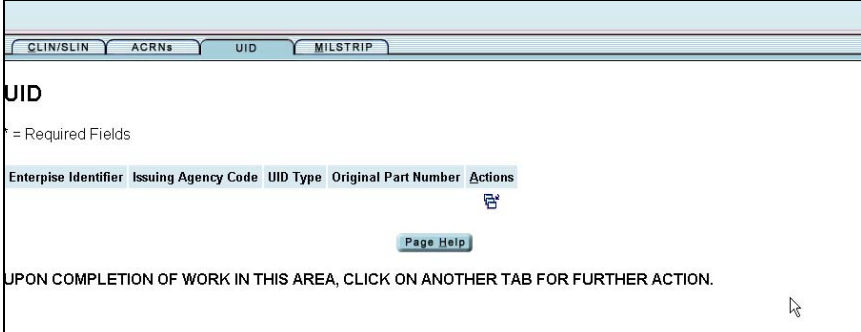
Step	Action
1	<p>Click the Add icon under the 'Actions' heading to enter the first line item.</p>  <p>Result: The Add CLIN/SLIN from page appears.</p>
2	<p>Enter in all required fields.</p> 

3	Click UID tab to open sub-processing menu.
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Creating A Receiving Report With UID, Continued

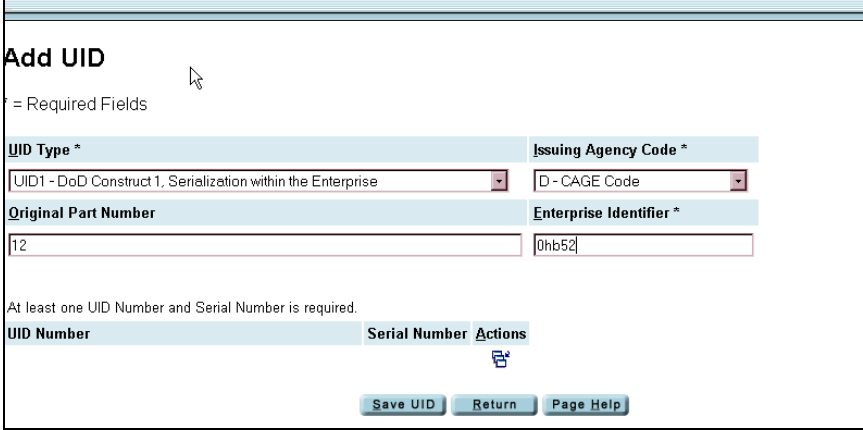
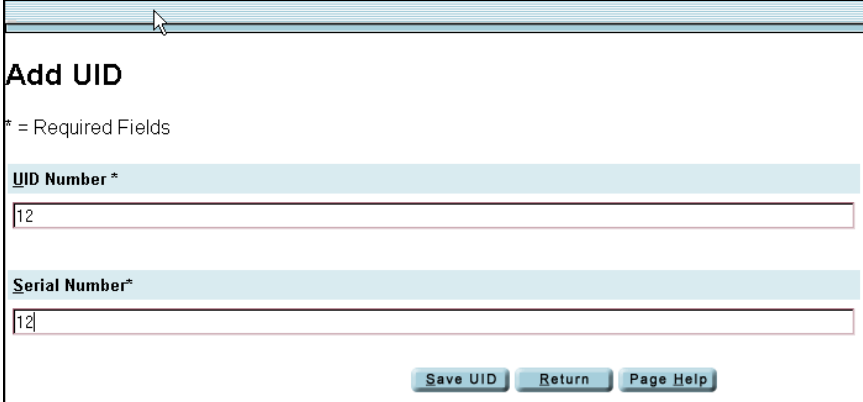
Procedure (continued)

Step	Action
4	<p>Click the Add icon under 'Action' heading to enter the first line item.</p> 

Continued on next page

Creating A Receiving With UID, Continued



















Procedure (continued)

Step	Action
8	<p data-bbox="548 401 857 432">Enter all required fields.</p> <div data-bbox="548 436 1406 863">  <p data-bbox="548 478 651 510">Add UID</p> <p data-bbox="548 527 695 552">* = Required Fields</p> <p data-bbox="548 573 1300 598">UID Type * Issuing Agency Code *</p> <p data-bbox="548 604 1300 630">[UID1 - DoD Construct 1, Serialization within the Enterprise] [D - CAGE Code]</p> <p data-bbox="548 636 1300 661">Original Part Number Enterprise Identifier *</p> <p data-bbox="548 667 1300 693">[12] [0hb52]</p> <p data-bbox="548 730 902 751">At least one UID Number and Serial Number is required.</p> <p data-bbox="548 758 1073 783">UID Number Serial Number Actions</p> <p data-bbox="911 827 1170 848">[Save UID] [Return] [Page Help]</p> </div> <p data-bbox="548 867 995 898">Click the Add icon under 'Action'.</p>
6	<p data-bbox="548 905 1122 936">Enter the UID Number and Serial Number.</p> <div data-bbox="548 940 1406 1339">  <p data-bbox="548 999 670 1031">Add UID</p> <p data-bbox="548 1052 716 1077">* = Required Fields</p> <p data-bbox="548 1104 1398 1129">UID Number *</p> <p data-bbox="548 1136 1398 1161">[12]</p> <p data-bbox="548 1209 1398 1234">Serial Number*</p> <p data-bbox="548 1241 1398 1266">[12]</p> <p data-bbox="959 1304 1260 1325">[Save UID] [Return] [Page Help]</p> </div>
7	<p data-bbox="548 1352 764 1383">Click Save UID.</p>

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Creating A Receiving Report With UID, Continued

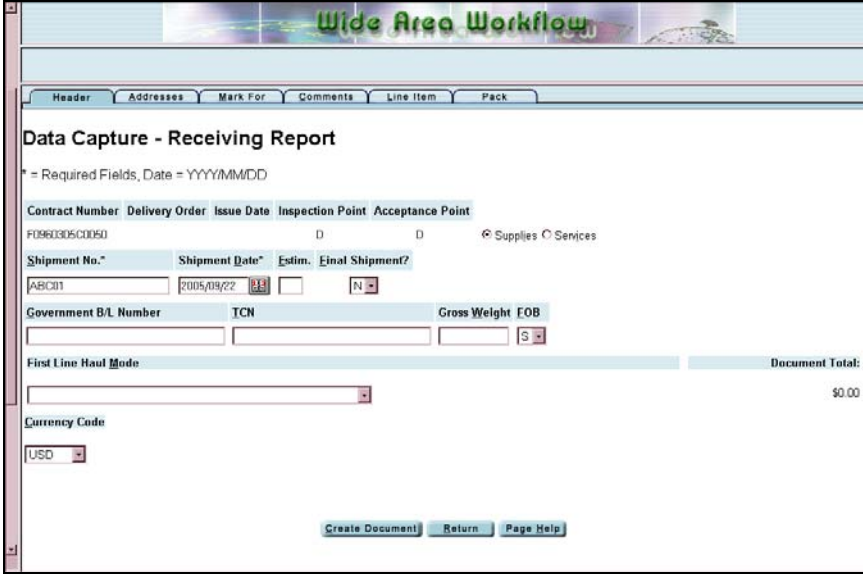
Procedure (continued)

Step	Action																				
8	<p data-bbox="548 401 1333 432">Add additional UID Number and Serial Number if necessary.</p> <div data-bbox="548 432 1406 898"> <p data-bbox="548 485 656 516">Add UID</p> <p data-bbox="548 533 699 558">* = Required Fields</p> <table border="1" data-bbox="553 579 1312 705"> <tr> <td data-bbox="553 579 1073 611">UID Type *</td> <td data-bbox="1073 579 1312 611">Issuing Agency Code *</td> </tr> <tr> <td data-bbox="553 611 1073 642">UID1 - DoD Construct 1, Serialization within the Enterprise</td> <td data-bbox="1073 611 1312 642">D - CAGE Code</td> </tr> <tr> <td data-bbox="553 642 1073 674">Original Part Number</td> <td data-bbox="1073 642 1312 674">Enterprise Identifier *</td> </tr> <tr> <td data-bbox="553 674 1073 705">12</td> <td data-bbox="1073 674 1312 705">0HB52</td> </tr> </table> <p data-bbox="548 741 911 766">At least one UID Number and Serial Number is required.</p> <table border="1" data-bbox="553 766 1073 842"> <thead> <tr> <th data-bbox="553 766 911 793">UID Number</th> <th data-bbox="911 766 1073 793">Serial Number</th> <th data-bbox="1073 766 1312 793">Actions</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 793 911 821">12</td> <td data-bbox="911 793 1073 821">12</td> <td data-bbox="1073 793 1312 821"> </td> </tr> </tbody> </table> <p data-bbox="911 863 1182 888"> <input type="button" value="Save UID"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div> <p data-bbox="548 905 786 936">Click SAVE UID.</p>	UID Type *	Issuing Agency Code *	UID1 - DoD Construct 1, Serialization within the Enterprise	D - CAGE Code	Original Part Number	Enterprise Identifier *	12	0HB52	UID Number	Serial Number	Actions	12	12	 						
UID Type *	Issuing Agency Code *																				
UID1 - DoD Construct 1, Serialization within the Enterprise	D - CAGE Code																				
Original Part Number	Enterprise Identifier *																				
12	0HB52																				
UID Number	Serial Number	Actions																			
12	12	 																			
9	<p data-bbox="548 940 854 972">Click CLIN/SLIN Tab.</p> <div data-bbox="548 972 1406 1381"> <p data-bbox="548 1066 594 1098">UID</p> <p data-bbox="548 1115 691 1140">* = Required Fields</p> <table border="1" data-bbox="553 1161 1073 1262"> <thead> <tr> <th data-bbox="553 1161 691 1188">Enterprise Identifier</th> <th data-bbox="691 1161 829 1188">Issuing Agency Code</th> <th data-bbox="829 1161 886 1188">Type</th> <th data-bbox="886 1161 1073 1188">Original Part Number</th> <th data-bbox="1073 1161 1312 1188">Actions</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 1188 691 1215">0HB52</td> <td data-bbox="691 1188 829 1215">D</td> <td data-bbox="829 1188 886 1215">UID1</td> <td data-bbox="886 1188 1073 1215">12</td> <td data-bbox="1073 1188 1312 1215"> </td> </tr> <tr> <td colspan="2" data-bbox="553 1215 691 1243">UID Number</td> <td colspan="2" data-bbox="829 1215 1073 1243">Serial Number</td> <td data-bbox="1073 1215 1312 1243"></td> </tr> <tr> <td colspan="2" data-bbox="553 1243 691 1262">12</td> <td colspan="2" data-bbox="829 1243 1073 1262">12</td> <td data-bbox="1073 1243 1312 1262"></td> </tr> </tbody> </table> <p data-bbox="959 1339 1036 1365"><input type="button" value="Page Help"/></p> <p data-bbox="548 1381 1330 1407">UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.</p> </div>	Enterprise Identifier	Issuing Agency Code	Type	Original Part Number	Actions	0HB52	D	UID1	12	 	UID Number		Serial Number			12		12		
Enterprise Identifier	Issuing Agency Code	Type	Original Part Number	Actions																	
0HB52	D	UID1	12	 																	
UID Number		Serial Number																			
12		12																			
10	<p data-bbox="548 1430 797 1461">Click Header Tab.</p> <div data-bbox="548 1461 1406 1776"> <p data-bbox="548 1535 724 1566">Line Item Details:</p> <p data-bbox="548 1583 753 1608">At least one Line Item is required.</p> <table border="1" data-bbox="553 1619 1073 1694"> <thead> <tr> <th data-bbox="553 1619 651 1646">Item No.</th> <th data-bbox="651 1619 748 1646">Stock Part No.</th> <th data-bbox="748 1619 805 1646">Type</th> <th data-bbox="805 1619 862 1646">Qty. Shipped</th> <th data-bbox="862 1619 919 1646">Unit</th> <th data-bbox="919 1619 976 1646">Unit Price</th> <th data-bbox="976 1619 1032 1646">Amount</th> <th data-bbox="1032 1619 1312 1646">Actions</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 1646 651 1673">0001</td> <td data-bbox="651 1646 748 1673">none</td> <td data-bbox="748 1646 805 1673">SN</td> <td data-bbox="805 1646 862 1673">56</td> <td data-bbox="862 1646 919 1673">EA</td> <td data-bbox="919 1646 976 1673">\$20</td> <td data-bbox="976 1646 1032 1673">\$1,120.00</td> <td data-bbox="1032 1646 1312 1673"> </td> </tr> </tbody> </table> <p data-bbox="753 1694 824 1719"><input type="button" value="Page Help"/></p> <p data-bbox="548 1736 1406 1776">UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.</p> </div>	Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions	0001	none	SN	56	EA	\$20	\$1,120.00	 				
Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions														
0001	none	SN	56	EA	\$20	\$1,120.00	 														

Continued on next page

Creating A Receiving Report With UID, Continued


Procedure (continued)

Step	Action
11	<p data-bbox="548 401 1344 432">Verify all the information is correct; Click Create Document.</p>  <p data-bbox="548 1010 1352 1041">Result: The Receiving Report screen appears for you to review</p> <p data-bbox="548 1079 1398 1142">Note: Now you can add any needed attachments if applicable refer to “ Adding an attachment” screen for a detailed procedure.</p>

Continued on next page

Creating A Receiving Report with UID, Continued

Procedure (continued)



Step	Action
12	<p>Verify information is correct. Scroll down to the bottom of document.</p>  <p>Click Submit.</p>
13	<p>You will receive a message that you document has been created successfully. Emails will be sent to the appropriate workflow users.</p> <p><i>Note: You have the capability to send more emails to users who are not in the workflow. Refer to “Add Additional Email” section for detailed procedures.</i></p>

Creating a Receiving Report with Pack

Introduction

Procedure

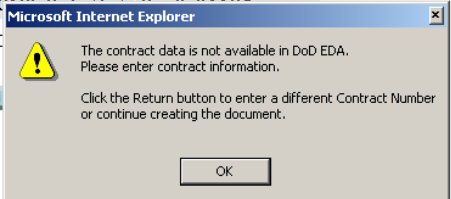
Stage 1 – Loading Contract Information

Step	Action
1	Logon to Wide Area Workflow
2	<p>Click Create New Document in the Vendor section of the menu in the left sidebar.</p> 
3	<p>Enter all required and optional information.</p> <p><i>Important: All fields with an asterisk (*) is a required field. You must enter information in the required fields.</i></p>  <p><i>Note: Although the Delivery Order field is optional in WAWF-RA, If your contract has a delivery order number you must enter it in WAWF-RA otherwise leave field blank.</i></p>

Continued on next page

Creating a Receiving Report with Pack, Continued

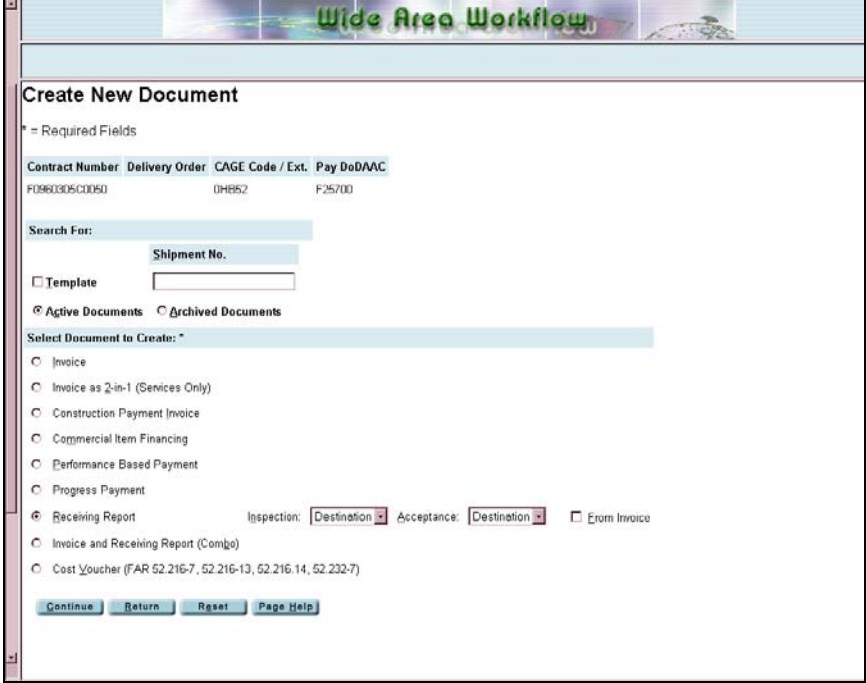
Procedure (continued)

Step	Action								
4	Click Continue .								
5	<ul style="list-style-type: none"> • If contract is not in EDA an alert box will appear. • If the contract were in EDA system, then the WAWF system would automatically populate certain location code fields (DoDAAC/CAGE) on document. <div data-bbox="548 625 1409 982" style="border: 1px solid black; padding: 5px;"> <p>Create New Document</p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Contract Number</th> <th style="width: 25%;">Delivery Order</th> <th style="width: 25%;">CAGE Code / Ext.</th> <th style="width: 25%;">Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Res"/> </p> </div>  <p>Click OK.</p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	F0960305C0050			
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
F0960305C0050									
6	<p>If not populated, enter your “Pay DoDAAC” as it is a required field.</p> <div data-bbox="548 1136 1409 1465" style="border: 1px solid black; padding: 5px;"> <p>Create New Document</p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Contract Number</th> <th style="width: 25%;">Delivery Order</th> <th style="width: 25%;">CAGE Code / Ext.</th> <th style="width: 25%;">Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td>0HB52</td> <td>f25700</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	F0960305C0050		0HB52	f25700
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
F0960305C0050		0HB52	f25700						
7	Click Continue .								

Continued on next page

Creating a Receiving Report with Pack, Continued

Procedure (continued)

Step	Action
8	<p data-bbox="548 401 873 436">Select Receiving Report</p>  <p data-bbox="548 1157 1382 1224"><i>Note: Determine the method with which you populate the data in the Receiving Report.</i></p> <p data-bbox="548 1266 1393 1480"><i>You have two choices:</i></p> <ol style="list-style-type: none"> <li data-bbox="695 1304 1393 1371">1. <i>Create a new Receiving Report from scratch (type in all fields yourself).</i> <li data-bbox="548 1377 1393 1480">2. <i>Create a Receiving Report with data pre-populated from a previously submitted Receiving Report (Template method). Refer to “Create a document from Template”.</i>
9	<p data-bbox="548 1486 760 1518">Click Continue.</p>

Continued on next page

Creating a Receiving Report with Pack, Continued

Procedure (continued)

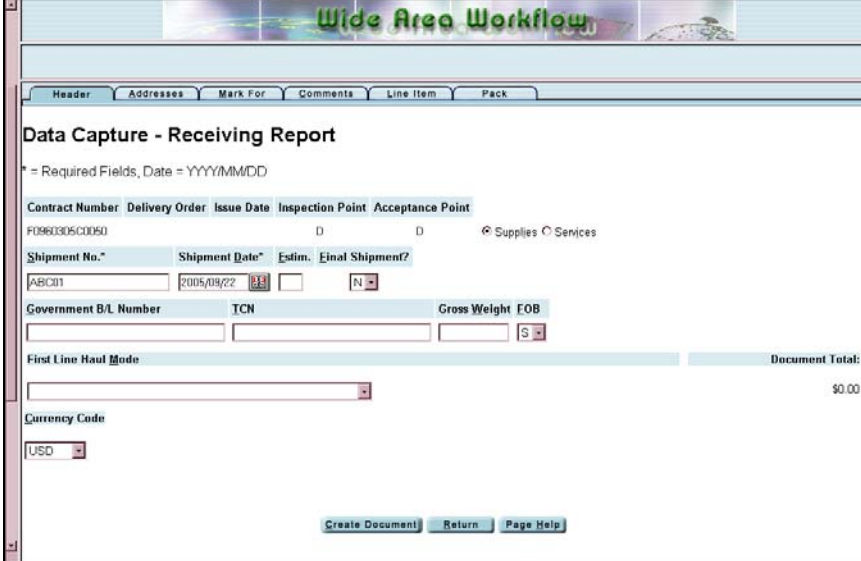
Step	Action																								
10	<p>If not populated fill in all the required fields.</p> <div data-bbox="548 432 1406 1012" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Create New Document</p> <p>* = Required Fields, Date = YYYY/MM/DD</p> <table border="0" style="width: 100%;"> <tr> <td>Contract Number</td> <td>Delivery Order</td> <td>CAGE Code / Ext.</td> <td>Pay DoDAAC</td> </tr> <tr> <td>F0960305C0050</td> <td></td> <td>0HB52</td> <td>F25700</td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <td>Issue Date</td> <td>IssueBy DoDAAC</td> <td>Admin DoDAAC*</td> <td>InspectBy DoDAAC / Ext.</td> <td>Mark For Code / Ext.</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>HC1001</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <td>Ship To Code */ Ext.</td> <td>Ship From Code / Ext.</td> <td>LPO DoDAAC / Ext.</td> </tr> <tr> <td>HC1001</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p>Document Selected:</p> <p>Receiving Report Destination Inspection / Destination Acceptance</p> <p style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields, so make sure the information is accurate according to the latest contract information.</i></p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	F0960305C0050		0HB52	F25700	Issue Date	IssueBy DoDAAC	Admin DoDAAC*	InspectBy DoDAAC / Ext.	Mark For Code / Ext.	<input type="text"/>	<input type="text"/>	HC1001	<input type="text"/>	<input type="text"/>	Ship To Code */ Ext.	Ship From Code / Ext.	LPO DoDAAC / Ext.	HC1001	<input type="text"/>	<input type="text"/>
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC																						
F0960305C0050		0HB52	F25700																						
Issue Date	IssueBy DoDAAC	Admin DoDAAC*	InspectBy DoDAAC / Ext.	Mark For Code / Ext.																					
<input type="text"/>	<input type="text"/>	HC1001	<input type="text"/>	<input type="text"/>																					
Ship To Code */ Ext.	Ship From Code / Ext.	LPO DoDAAC / Ext.																							
HC1001	<input type="text"/>	<input type="text"/>																							
11	Click Continue .																								
12	Proceed to Stage 2 – Header Tab																								

Continued on next page

Creating a Receiving Report with Pack, Continued

Procedure (continued)

Stage 2- Header Tab


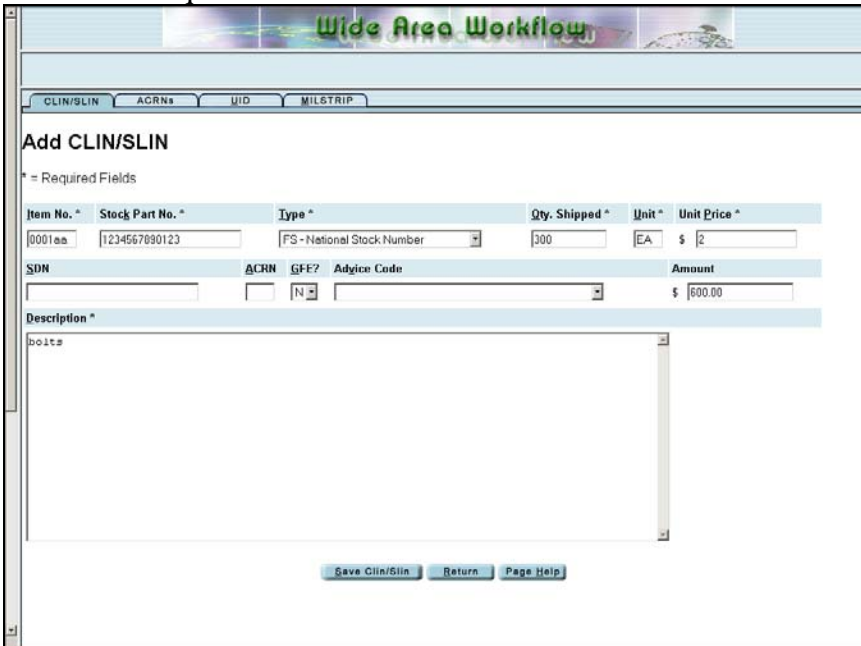
Step	Action
1	<p>Enter in all required fields.</p> 
2	<p>Verify whether or not this is a Final Shipment and annotate as such in the Drop Down Menu.</p> <p>Proceed to Stage 3 – Line Item Tab</p>

Continued on next page

Creating a Receiving Report with Pack, Continued

Procedure (continued)




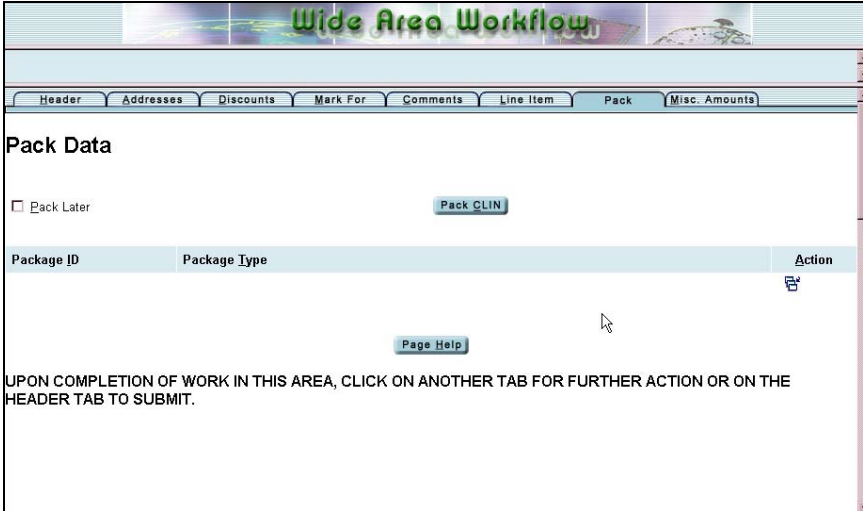
Stage 3 – Line Item Tab

Step	Action
1	<p>Click the Add icon under the 'Actions' heading to enter the first line item.</p>  <p>Result: The Add CLIN/SLIN from page appears.</p>
2	<p>Enter in all required fields.</p>  <p><i>Note: Based on the payment office DoDAAC selected different tabs may appear. Refer to the "Reviewing Tabs" section for details of each tab. In this example the CLIN/SLIN and ACRN tabs are displayed.</i></p> <p>Click Save CLIN/SLIN.</p>

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Creating a Receiving Report with Pack, Continued

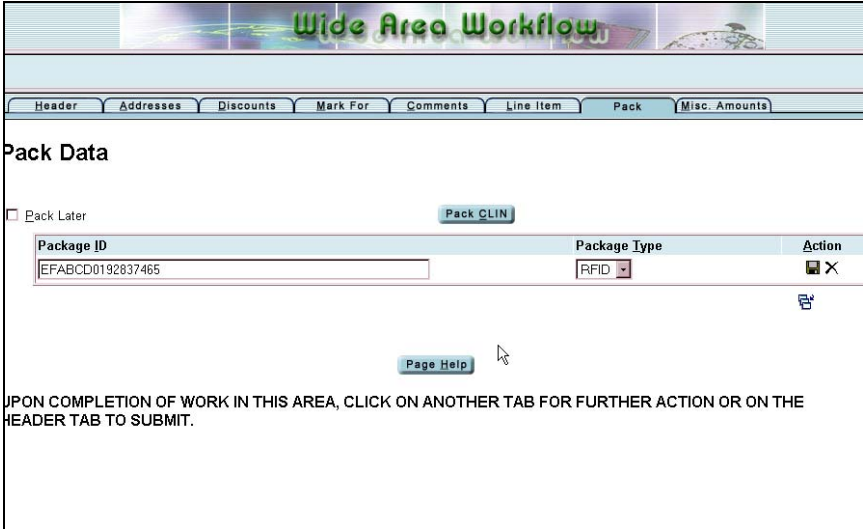
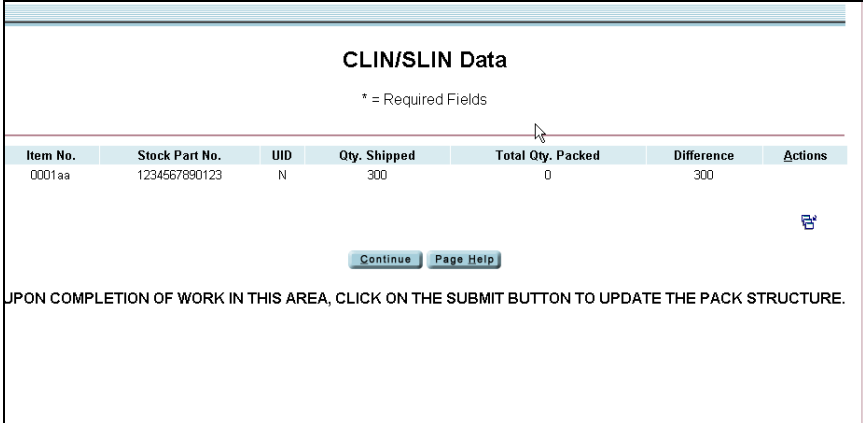
Procedure (continued)

Step	Action
4	<p>Add additional Line Item Numbers if necessary by repeating steps 1-3.</p>  <p><i>Note 1: The  symbols you can click on to edit your previously entered line item number.</i></p> <p><i>Note 2: The  symbols you can click on to delete your previously entered line item number.</i></p>
5	<p>If you have Pack information that needs to be entered click on the PACK Tab.</p>  <p>UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.</p>
6	Click the Add icon under the 'Action' heading.

Continued on next page

Creating a Receiving Report with Pack, Continued













Procedure (continued)

Step	Action
7	<p data-bbox="548 436 925 472">Enter the Package ID number</p>  <p data-bbox="548 1035 751 1066">Click Save icon</p>
8	<p data-bbox="548 1073 792 1108">Click on Pack Clin</p>  <p data-bbox="548 1533 776 1570">Enter information</p>
9	<p data-bbox="548 1577 743 1606">Click Continue</p>

Continued on next page

Creating a Receiving Report with Pack, Continued

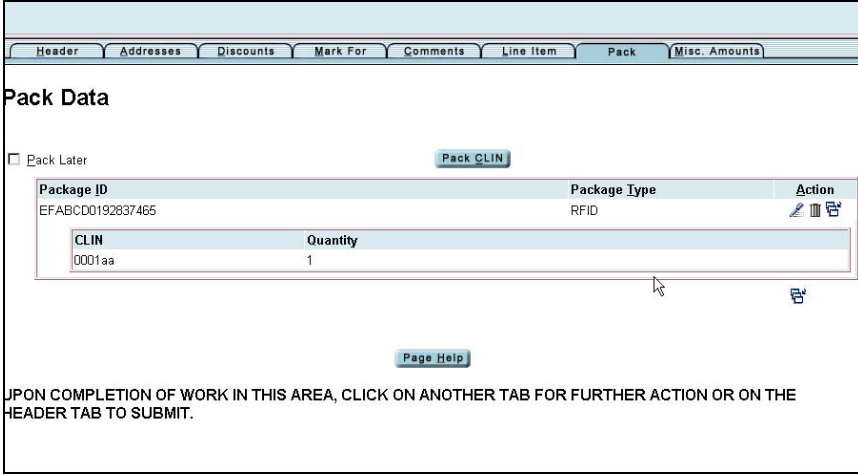

Procedure (continued)

Step	Action																						
10	<p data-bbox="548 401 1122 436">Enter Package ID-Type and Quantity Packed</p> <div data-bbox="548 436 1404 850" style="border: 1px solid black; padding: 5px;"> <p data-bbox="889 478 1057 506" style="text-align: center;">CLIN/SLIN Data</p> <p data-bbox="906 520 1040 541" style="text-align: center;">* = Required Fields</p> <table border="1" data-bbox="553 569 1393 617"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>UID</th> <th>Qty. Shipped</th> <th>Total Qty. Packed</th> <th>Difference</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001aa</td> <td>1234567890123</td> <td>N</td> <td>300</td> <td>0</td> <td>300</td> <td></td> </tr> </tbody> </table> <div data-bbox="651 680 1393 722" style="border: 1px solid black; margin-top: 10px;"> <table> <tr> <td style="width: 60%;">Package ID- Type</td> <td style="width: 20%;">Quantity Packed</td> <td style="width: 20%;">Actions</td> </tr> <tr> <td>EFABCD0192837465 - RFID</td> <td>1</td> <td> </td> </tr> </table> </div> <p data-bbox="899 768 1049 789" style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Page Help"/> </p> <p data-bbox="548 806 1393 827">UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE SUBMIT BUTTON TO UPDATE THE PACK STRUCTURE.</p> </div> <p data-bbox="548 852 760 884">Click Save icon.</p>	Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions	0001aa	1234567890123	N	300	0	300		Package ID- Type	Quantity Packed	Actions	EFABCD0192837465 - RFID	1	 		
Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions																	
0001aa	1234567890123	N	300	0	300																		
Package ID- Type	Quantity Packed	Actions																					
EFABCD0192837465 - RFID	1	 																					
11	Click Continue.																						
12	<p data-bbox="548 932 792 963">Verify information</p> <div data-bbox="548 999 1404 1423" style="border: 1px solid black; padding: 5px;"> <p data-bbox="889 1041 1057 1068" style="text-align: center;">CLIN/SLIN Data</p> <p data-bbox="906 1083 1040 1104" style="text-align: center;">* = Required Fields</p> <table border="1" data-bbox="553 1136 1393 1184"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>UID</th> <th>Qty. Shipped</th> <th>Total Qty. Packed</th> <th>Difference</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001aa</td> <td>1234567890123</td> <td>N</td> <td>300</td> <td>1</td> <td>299</td> <td></td> </tr> </tbody> </table> <div data-bbox="651 1226 1393 1268" style="border: 1px solid black; margin-top: 10px;"> <table> <tr> <td style="width: 33%;">Package ID</td> <td style="width: 33%;">Package Type</td> <td style="width: 20%;">Quantity Packed</td> <td style="width: 14%;">Actions</td> </tr> <tr> <td>EFABCD0192837465</td> <td>RFID</td> <td>1</td> <td> </td> </tr> </table> </div> <p data-bbox="899 1283 1049 1304" style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Page Help"/> </p> <p data-bbox="548 1325 1393 1346">UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE SUBMIT BUTTON TO UPDATE THE PACK STRUCTURE.</p> </div> <p data-bbox="548 1430 760 1461">Click Continue.</p>	Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions	0001aa	1234567890123	N	300	1	299		Package ID	Package Type	Quantity Packed	Actions	EFABCD0192837465	RFID	1	 
Item No.	Stock Part No.	UID	Qty. Shipped	Total Qty. Packed	Difference	Actions																	
0001aa	1234567890123	N	300	1	299																		
Package ID	Package Type	Quantity Packed	Actions																				
EFABCD0192837465	RFID	1	 																				

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Creating a Receiving Report with Pack, Continued

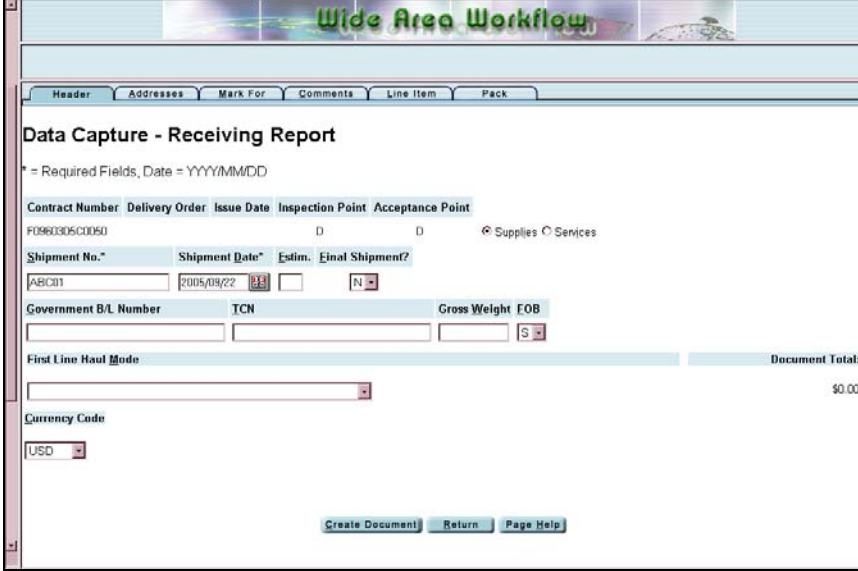
Procedure (continued)

Step	Action																
13	 <p>Pack Data</p> <p><input type="checkbox"/> Pack Later Pack CLIN</p> <table border="1"> <thead> <tr> <th>Package ID</th> <th>Package Type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>EFABCD0192637465</td> <td>RFID</td> <td> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>CLIN</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>0001aa</td> <td>1</td> </tr> </tbody> </table> <p style="text-align: center;">Page Help</p> <p>UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.</p>	Package ID	Package Type	Action	EFABCD0192637465	RFID		CLIN	Quantity	0001aa	1						
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0001aa	1																
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Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions										
0001	none	SN	56	EA	\$20	\$1,120.00											

Continued on next page

Creating a Receiving Report with Pack, Continued


Procedure (continued)

Step	Action
15	<p data-bbox="548 441 1401 472">Verify all the information is correct; Click Create Document.</p>  <p data-bbox="548 1045 1401 1077">Result: The Receiving Report screen appears for you to review</p> <p data-bbox="548 1119 1401 1178"><i>Note: Now you can add any needed attachments if applicable refer to “ Adding an attachment” screen for a detailed procedure.</i></p>

Continued on next page

Creating a Receiving Report with Pack, Continued



Procedure (continued)

Step	Action
16	<p>Verify information is correct. Scroll down to the bottom of document.</p>  <p>The screenshot shows a 'Wide Area Workflow' RECEIVING REPORT form. At the top, there is a header with tabs for 'Header', 'Line Item', 'ACRNs', 'Addresses', 'Misc. Info', and 'Pack'. Below the header, the title 'RECEIVING REPORT' is centered, followed by a note '* = Required Fields'. The form contains several sections: <ul style="list-style-type: none"> Contract Information: Contract Number (F0960305C0050), Delivery Order, Issue Date, and checkboxes for Supplies and Services. Shipment Information: Shipment Number (ABC02), Shipment Date (2005/08/18), Final Shipment (N), Inspection Point (S), Acceptance Point (S), and checkboxes for CoC and ARP. Logistics: D/L Number, TCN, First Line Haul Mode, Gross Weight, and FOB (S). Summary of Detail Level Information: A table with columns for 'Summary of Detail Level Information' and 'Total'. Row 1 shows 'CLIN/SLIN(s)' with a total of '\$600.00'. Invoice Information: Invoice Number (ABC02), Invoice Date (2005/08/18), and Final Invoice (N). Routing Information: <ul style="list-style-type: none"> Prime Contractor: CAGE Code: 0HB52, Extension: ; Name: CACI INTERNATIONAL INC Administered By: DoDAAC: HC1001; Name: DISA INTERNAL SUPPORT BRANCH Inspect By: DoDAAC: S0512A, Extension: ; Name: DCMA VAN NUYS Ship To: Code: FU4417, Extension: ; Name: FU4417 16 CS SCBBE ECO DRA 2800 Payment Official: DoDAAC: F25700; Name: ACCTG DISB STA NR 525700 At the bottom of the form, there are buttons for 'Submit', 'Return', 'Print', and 'Page Help'. </p>
17	<p>Click Submit.</p> <p>You will receive a message that you document has been created successfully. Emails will be sent to the appropriate workflow users.</p> <p><i>Note: You have the capability to send more emails to users who are not in the workflow. Refer to "Add Additional Email" section for detailed procedures.</i></p>

Creating a Invoice From Receiving Report

Introduction

Procedure

Step	Action
1	Logon to Wide Area Workflow
2	<p>Click Create New Document in the Vendor section of the menu in the left sidebar.</p>  <p>Result: The Contract Number, Delivery Order, and Cage Code/Ext. Fields appear.</p>
3	<p>Enter all required and optional information.</p> <p><i>Important: All fields with an asterisk (*) is a required field. You must enter information in the required fields.</i></p>  <p>Note: Although the Delivery Order field is optional in WAWF-RA, If your contract has a delivery order number you must enter it in WAWF-RA otherwise leave field blank.</p>
4	Click Continue .

Creating a Invoice From Receiving Report, Continued

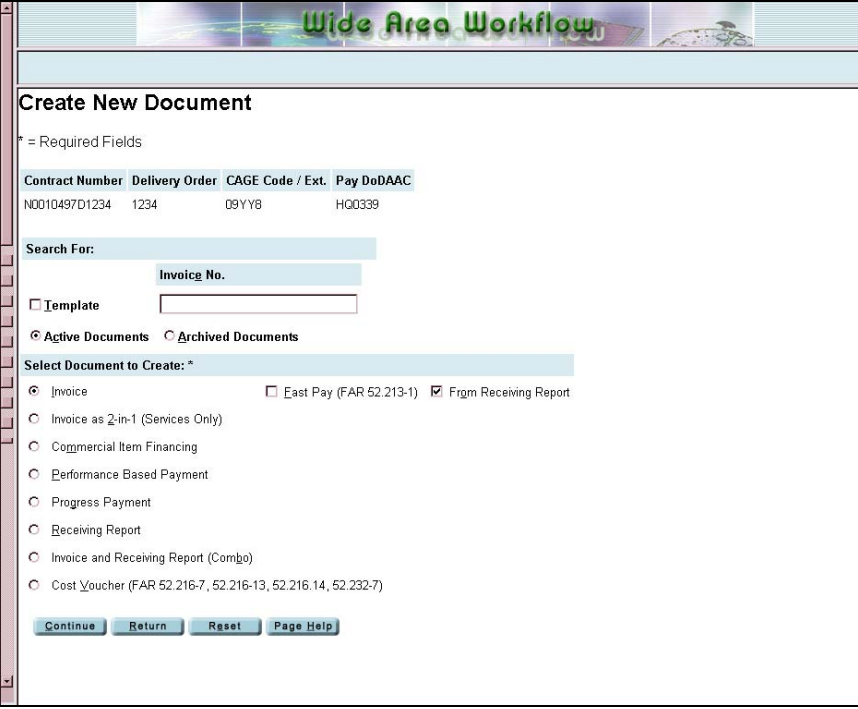
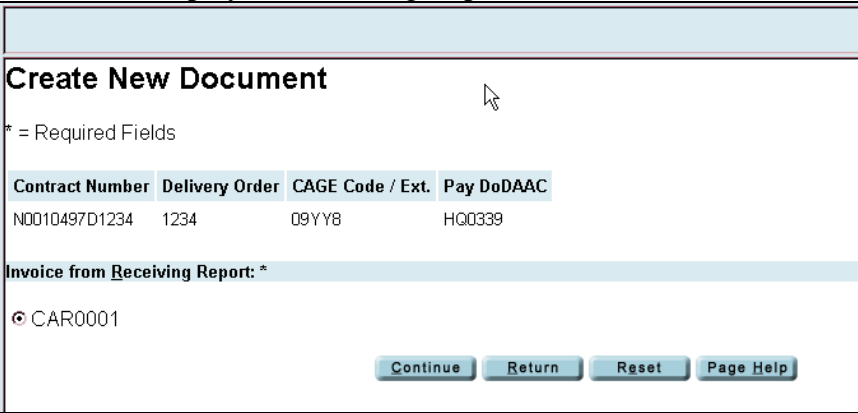
Procedure (continued)

Step	Action								
5	<ul style="list-style-type: none"> • If contract is not in EDA an alert box will appear. • If the contract were in EDA system, then the WAWF system would automatically populate certain location code fields (DoDAAC/CAGE) on document. <div data-bbox="548 621 1406 982" style="border: 1px solid black; padding: 5px;"> <p>Create New Document</p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Contract Number</th> <th style="width: 25%;">Delivery Order</th> <th style="width: 25%;">CAGE Code / Ext.</th> <th style="width: 25%;">Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> </p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Microsoft Internet Explorer</p> <p> The contract data is not available in DoD EDA. Please enter contract information.</p> <p>Click the Return button to enter a different Contract Number or continue creating the document.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> </div> <p>Click OK.</p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	F0960305C0050			
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
F0960305C0050									
6	<p>If not populated, enter your "Pay DoDAAC" as it is a required field.</p> <div data-bbox="548 1131 1406 1493" style="border: 1px solid black; padding: 5px;"> <p>Create New Document</p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Contract Number</th> <th style="width: 25%;">Delivery Order</th> <th style="width: 25%;">CAGE Code / Ext.</th> <th style="width: 25%;">Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>N0010497D1234</td> <td>1234</td> <td>09YY8</td> <td>HQ0339</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	N0010497D1234	1234	09YY8	HQ0339
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
N0010497D1234	1234	09YY8	HQ0339						
7	Click Continue .								

Continued on next page

Creating a Invoice From Receiving Report, Continued

Procedure (continued)

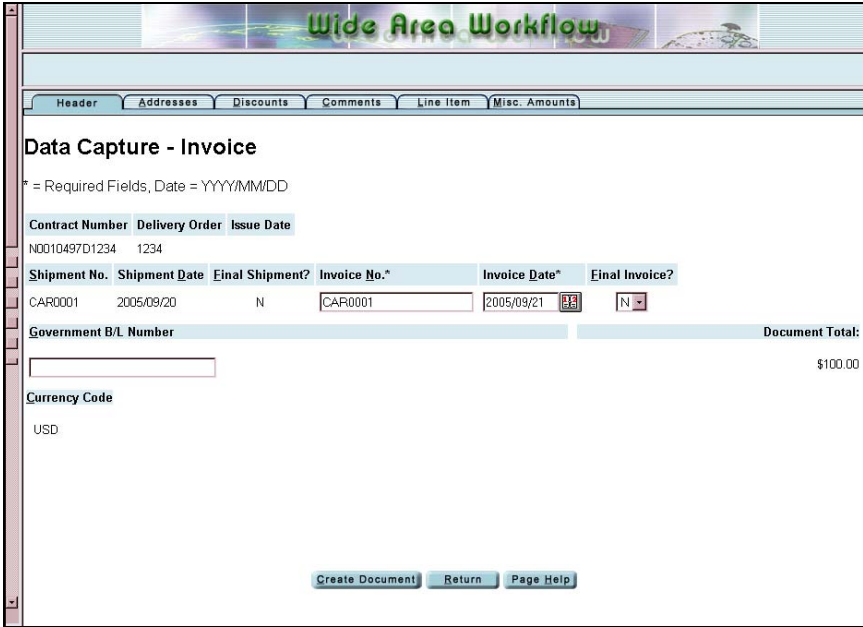
Step	Action								
8	<p>Select Invoice.</p>  <p>Create New Document</p> <p>* = Required Fields</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>CAGE Code / Ext.</th> <th>Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td>N0010497D1234</td> <td>1234</td> <td>09YY8</td> <td>HQ0339</td> </tr> </tbody> </table> <p>Search For: Invoice No. []</p> <p><input type="checkbox"/> Template</p> <p><input checked="" type="radio"/> Active Documents <input type="radio"/> Archived Documents</p> <p>Select Document to Create: *</p> <p><input checked="" type="radio"/> Invoice <input type="checkbox"/> East Pay (FAR 52.213-1) <input checked="" type="checkbox"/> From Receiving Report</p> <p><input type="radio"/> Invoice as 2-in-1 (Services Only)</p> <p><input type="radio"/> Commercial Item Financing</p> <p><input type="radio"/> Performance Based Payment</p> <p><input type="radio"/> Progress Payment</p> <p><input type="radio"/> Receiving Report</p> <p><input type="radio"/> Invoice and Receiving Report (Combo)</p> <p><input type="radio"/> Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)</p> <p><input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/></p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	N0010497D1234	1234	09YY8	HQ0339
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC						
N0010497D1234	1234	09YY8	HQ0339						
9	<p>Click check box “From Receiving Report”.</p> <p>Screen will display all Receiving Reports that is associated with</p>  <p>Create New Document</p> <p>* = Required Fields</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>CAGE Code / Ext.</th> <th>Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td>N0010497D1234</td> <td>1234</td> <td>09YY8</td> <td>HQ0339</td> </tr> </tbody> </table> <p>Invoice from Receiving Report: *</p> <p><input checked="" type="radio"/> CAR0001</p> <p><input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/></p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	N0010497D1234	1234	09YY8	HQ0339
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC						
N0010497D1234	1234	09YY8	HQ0339						

Select appropriate Receiving Report

Continued on next page

Creating a Invoice From Receiving Report, Continued



Procedure (continued)

Step	Action
10	Click Continue
11	<p>The information from the Receiving Report is displayed. Verify all tabs</p>  <p>Click Create Document</p>
	Scroll down and Submit.

Creating Receiving Report From Invoice

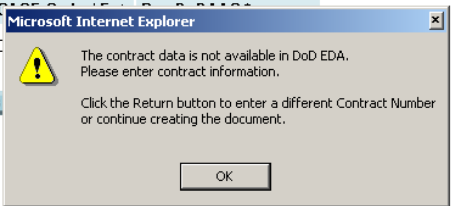
Introduction

Procedure

Step	Action
1	Logon to Wide Area Workflow
2	<p>Click Create New Document in the Vendor section of the menu in the left sidebar.</p>  <p>Result: The Contract Number, Delivery Order, and Cage Code/Ext. fields appear.</p>
3	<p>Enter all required and optional information.</p> <p><i>Important: All fields with an asterisk (*) is a required field. You must enter information in the required fields.</i></p>  <p><i>Note: Although the Delivery Order field is optional in WAWF-RA, If your contract has a delivery order number you must enter it in WAWF-RA otherwise leave field blank.</i></p>
4	Click Continue .

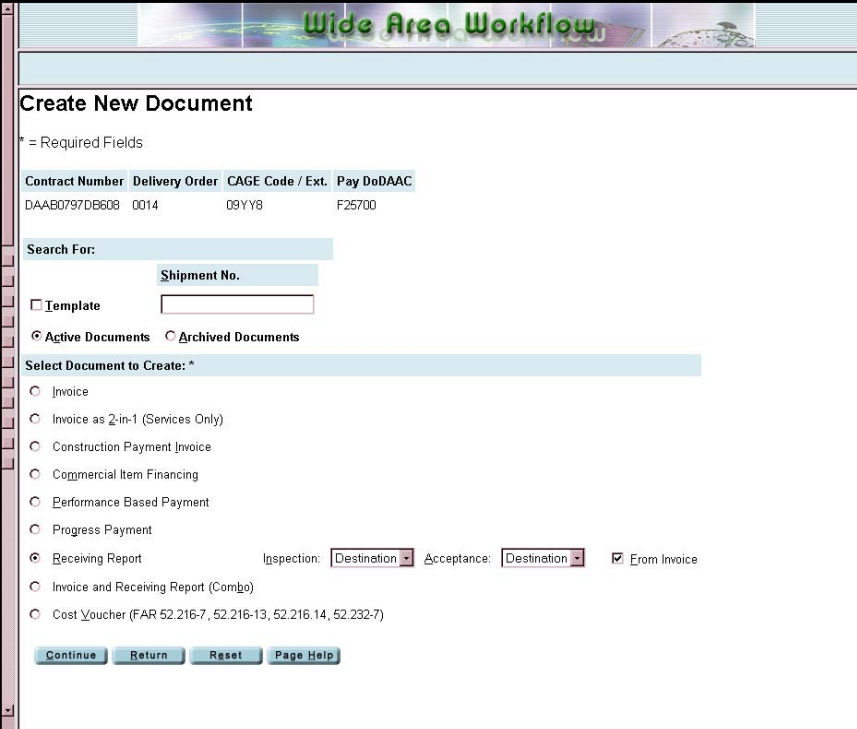
Continued on next page

Creating Receiving Report From Invoice, Continued

Step	Action								
5	<ul style="list-style-type: none"> • If contract is not in EDA an alert box will appear. • If the contract were in EDA system, then the WAWF system would automatically populate certain location code fields (DoDAAC/CAGE) on document. <div data-bbox="548 552 1409 913" style="border: 1px solid black; padding: 5px;"> <p>Create New Document</p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Contract Number</th> <th style="width: 25%;">Delivery Order</th> <th style="width: 25%;">CAGE Code / Ext.</th> <th style="width: 25%;">Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>F0960305C0050</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> </p> </div>  <p>Click OK.</p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	F0960305C0050			
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
F0960305C0050									
6	<p>If not populated, enter your “Pay DoDAAC” as it is a required field.</p> <div data-bbox="548 1060 1409 1417" style="border: 1px solid black; padding: 5px;"> <p>Create New Document</p> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Contract Number</th> <th style="width: 25%;">Delivery Order</th> <th style="width: 25%;">CAGE Code / Ext.</th> <th style="width: 25%;">Pay DoDAAC *</th> </tr> </thead> <tbody> <tr> <td>N0010497D1234</td> <td>1234</td> <td>09YY8</td> <td>HQ0339</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	N0010497D1234	1234	09YY8	HQ0339
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
N0010497D1234	1234	09YY8	HQ0339						
7	<p>Click Continue.</p> <p>Result: Create New Document screen appears</p>								
8	<p>Select Receiving Report.</p>								

Continued on next page

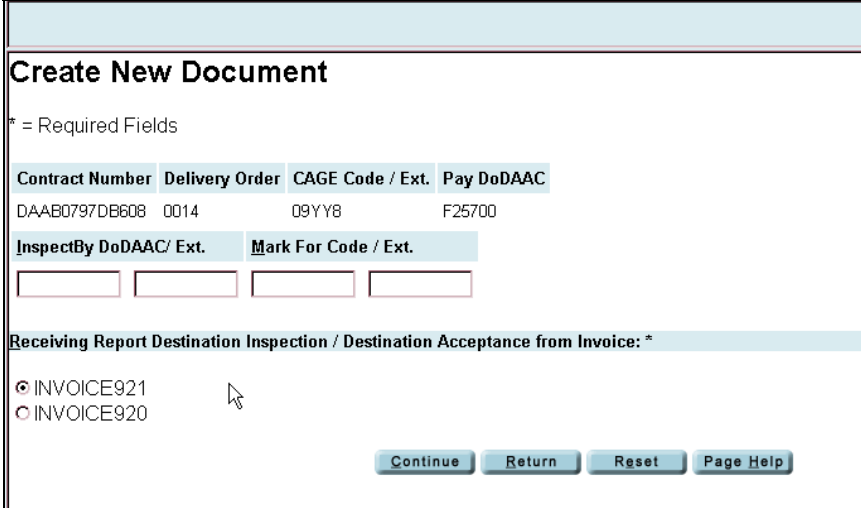
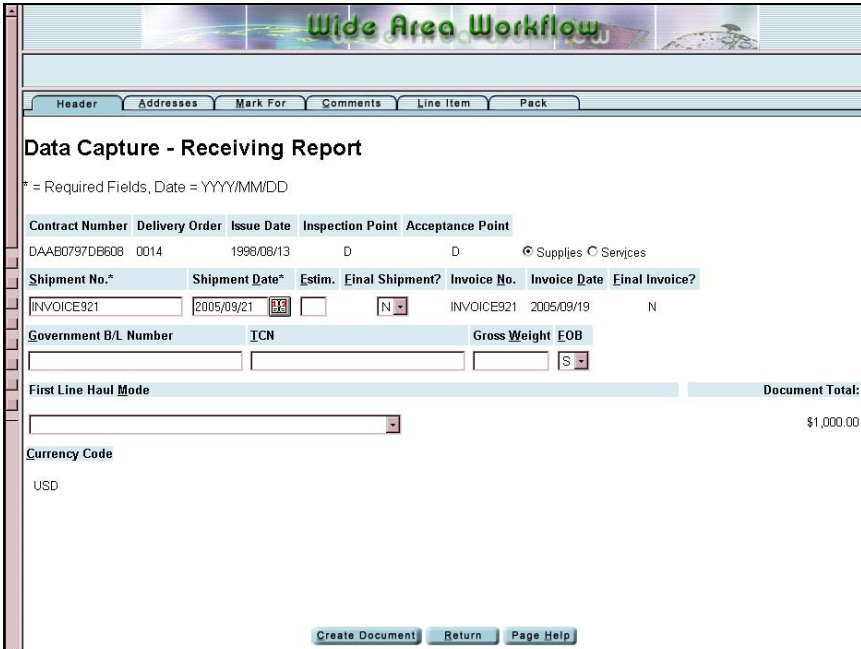
Creating Receiving Report From Invoice, Continued

Step	Action
9	<p>Select "Inspection" and "Acceptance" points according to your contract.</p>  <p><i>Reference</i></p> <p><i>Source to Source (DCMA only) is a one step process. The same person will inspect and accept. Source/Source workflow</i></p> <p><i>Source to Destination is a two-step process. One person will inspect, and another person will accept. Source/Destination workflow</i></p> <p><i>Destination to Destination can be a one-step or two-step process (depending on contract). Destination/Destination workflow</i></p> <p><i>Other permits the acceptance of destination documents at a location other than the "Ship to." The goods or services will be shipped to one location, and the paperwork will be routed to another location for the actual acceptance.</i></p>
10	Click the checkbox next to From Invoice

Continued on next page

Creating Receiving Report From Invoice, Continued

Procedure (continued)

Step	Action																																
11	Click Continue																																
12	 <p>Create New Document</p> <p>* = Required Fields</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>CAGE Code / Ext.</th> <th>Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td>0014</td> <td>09YY8</td> <td>F25700</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>InspectBy DoDAAC/ Ext.</th> <th>Mark For Code / Ext.</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Receiving Report Destination Inspection / Destination Acceptance from Invoice: *</p> <p><input checked="" type="radio"/> INVOICE921 <input type="radio"/> INVOICE920</p> <p><input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/></p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	DAAB0797DB608	0014	09YY8	F25700	InspectBy DoDAAC/ Ext.	Mark For Code / Ext.	<input type="text"/>	<input type="text"/>																				
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC																														
DAAB0797DB608	0014	09YY8	F25700																														
InspectBy DoDAAC/ Ext.	Mark For Code / Ext.																																
<input type="text"/>	<input type="text"/>																																
13	<p>Information from Invoice appears. Verify information is correct on all tabs. Click Create Document.</p>  <p>Wide Area Workflow</p> <p>Header Addresses Mark For Comments Line Item Pack</p> <p>Data Capture - Receiving Report</p> <p>* = Required Fields, Date = YYYY/MM/DD</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Issue Date</th> <th>Inspection Point</th> <th>Acceptance Point</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td>0014</td> <td>1998/08/13</td> <td>D</td> <td>D</td> </tr> </tbody> </table> <p><input checked="" type="radio"/> Supplies <input type="radio"/> Services</p> <table border="1"> <thead> <tr> <th>Shipment No.*</th> <th>Shipment Date*</th> <th>Estim.</th> <th>Final Shipment?</th> <th>Invoice No.</th> <th>Invoice Date</th> <th>Final Invoice?</th> </tr> </thead> <tbody> <tr> <td>INVOICE921</td> <td>2005/09/21</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>INVOICE921</td> <td>2005/09/19</td> <td>N</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Government B/L Number</th> <th>ICN</th> <th>Gross Weight</th> <th>EOB</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>First Line Haul Mode: <input type="text"/></p> <p>Document Total: \$1,000.00</p> <p>Currency Code: USD</p> <p><input type="button" value="Create Document"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/></p>	Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	DAAB0797DB608	0014	1998/08/13	D	D	Shipment No.*	Shipment Date*	Estim.	Final Shipment?	Invoice No.	Invoice Date	Final Invoice?	INVOICE921	2005/09/21	<input type="checkbox"/>	<input type="checkbox"/>	INVOICE921	2005/09/19	N	Government B/L Number	ICN	Gross Weight	EOB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point																													
DAAB0797DB608	0014	1998/08/13	D	D																													
Shipment No.*	Shipment Date*	Estim.	Final Shipment?	Invoice No.	Invoice Date	Final Invoice?																											
INVOICE921	2005/09/21	<input type="checkbox"/>	<input type="checkbox"/>	INVOICE921	2005/09/19	N																											
Government B/L Number	ICN	Gross Weight	EOB																														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																														

Continued on next page

Creating Receiving Report From Invoice, Continued

Procedure (continued)

Step	Action
14	Scroll down to the bottom of the document, click Submit
15	You will receive a message that your document has been created successfully. Emails will be sent to appropriate workflow user. <i>Note: You have the capability to send more emails to users who are not in the workflow. Refer “Add Additional Email” section for detailed procedures.</i>

Overview

Introduction This section covers locating the document ready for acceptance, viewing the document information, and finally electronically accepting or rejecting the document.

Learning Objectives Upon completion of this chapter, you will be able to

1. Use of the Search Criteria Screen
2. View Documents
3. Review Tabs
4. Recall Documents

Contents This chapter contains the following topics.

Topic	See Page
Using the Search Criteria Screen	
View Documents	
Review Tabs	
Recall Documents	

Using the Search Criteria Screen

Introduction

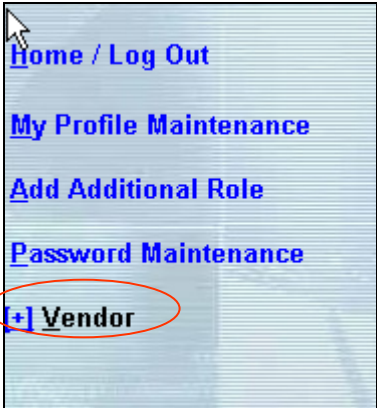
Understanding how to use your Search Criteria Screen is crucial to your success in WAWF. Becoming skilled at searching for information or documents in WAWF can save you a lot of time in the long run.

The Search Criteria screen lets you retrieve only documents that meet certain criteria. For example, if you enter a contract number in the “Contract Number” field; only documents with that contract number will be retrieved. If you enter nothing in these fields, all documents are retrieved.

Response times vary depending on the number of documents that must be queried as well as the user’s connection speed.


Procedure

Follow the steps below to search for document in the View Vendor Folder

Step	Action
1	Logon to WAWF.
2	<p>Click on the [+] symbol next to “Vendor”.</p>  <p>Result: Your drop down features will appear.</p>

Using the Search Criteria Screen, Continued

Procedure (continued)

Step	Action
3	<p data-bbox="548 814 967 846">Click View Vendor Documents</p>  <p data-bbox="548 1339 1101 1371">Result: Search Criteria screen is displayed.</p>

4

Select a **CAGE** from the “Select Location Code.”
(It is the only required field when searching for a document)

The screenshot shows a web-based search interface titled "Search Criteria - Vendor Documents Folder By Vendor (Payee)". At the top, there is a "Wide Area Workflow" banner. Below the title, a "Required Fields" section highlights the "CAGE" field with a red circle. The "CAGE" field is a dropdown menu with a "Select Location Code" prompt. Below it is a "Search For" section with radio buttons for "Active Documents" (selected) and "Archived Documents". The form includes several input fields: "Contract Number", "Delivery Order", "Vendor (Payee) / Extension", "Ship From / Extension", "Shipment No.", and "Invoice Number". There are also dropdown menus for "Type Document" and "Status", both currently set to "All Documents". Date range fields are provided for "Create Date", "Acceptance Date", and "Invoice Received Date", each with "Start" and "End" inputs. At the bottom, there are "Submit" and "Page Help" buttons, and the text "DoD Wide Area Workflow".

Note– In the drop down box will be all the cage codes you have been activated for within WAWF-RA. You may only search under your active Cage Codes that you have registered for.

Continued on next page

Using the Search Criteria Screen, Continued

Optional Search Criteria fields

Search by any of the other optional fields.

For example, if you enter a contract number in the “Contract Number field, only documents with that contract number will be retrieved.

If you enter nothing in these fields, all documents are retrieved. Example given will apply for the shipment number, invoice number, document type or document status.

You can enter wild card characters in the optional fields as well.

Wildcard characters

You can use wildcard characters to enter partial information. The percent sign (%) and underscore (_) are wildcard characters.

For example,

- Entering %A or A% returns documents that have “A” anywhere in the selected field.

Entering _BC returns documents that begin with any character and have “B” and “C” in the 1st and 2nd positions of the selected field.

CAGE *	
1M3W0	
Search For	
<input checked="" type="radio"/> Active Documents	<input type="radio"/> Archived Documents
Contract Number	Delivery Order
Vendor (Payee) / Extension	Ship From / Extension
%A	
Shipment No.	Invoice Number
	_BC

Continued on next page

Using the Search Criteria Screen, Continued

Important WAWF-RA stores documents according to a document age and status in either the active or archived document folder.

Active Documents

WAWF-RA **Active Document** folder contains all documents.

Important: For documents that are in a void or processed status for longer than 90 days you will be able to locate these in the Archive Documents folder see page ??

Search For	
<input checked="" type="radio"/> Active Documents	<input type="radio"/> Archived Documents
Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>

Search by dates for Active Documents

Document search without date range will retrieve documents 0-30 days.

Once a document becomes 30 days or older you need to search by using a specific date range.

To search for a document older than 30 days old:

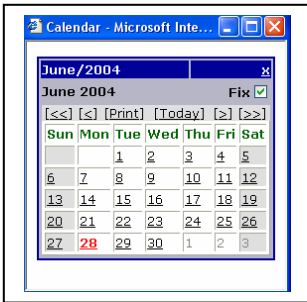
- Select Active Documents AND.
- Enter a specific date range in one of the following “Create Date”, “Acceptance Date”, or the “Invoice Receive Date.”

Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>

Continued on next page

Using the Search Criteria Screen, Continued

3 ways to enter dates



When searching by the “Create Date”, “Acceptance Date”, or the “Invoice Received Date” there are 3 ways to enter the dates.

1. You can enter the date yourself by typing the year first, then the month and day (YYYY/MM/DD).
2. Use the calendar feature, which allows you to retrieve documents within a specific date range. Click on the date from the pop-up calendar feature. The calendar feature disappears, and the date you have chosen appears in the field.
3. Enter today’s date by entering an asterisk in the date field and then tab out of the field.

Tip – Use a range when entering date searches instead of putting in one date when looking for a document. Use possibly the month prior to that document as your begin date and today’s date as the end date.

Archived Documents

Documents that have been in “Processed” or “Void” status 91 days or longer are generally Archived. These documents are accessible to the user in a view-only mode; and they are no longer available for recall for further processing.

Documents which have been related to another document (e.g., stand alone invoice related to a previously submitted stand alone receiving report) will remain in the active database until both documents are in “Processed” or “Void” status for 91 days or greater. Both documents will be reflected on the same line on the Search Result screen. Documents may be archived for up to 6 years.

Search For	
<input type="radio"/> Active Documents	<input checked="" type="radio"/> Archived Documents

Continued on next page







Using the Search Criteria Screen, Continued

Search by dates for Archived Documents

To search for documents have been in “Processed” or “Void” status 91 days or longer you must:

To search for a document older than 90 days old:

- Select Archived Documents AND older than 90 days
- Enter a specific date range in one of the following “Create Date”, “Acceptance Date”, or the “Invoice Receive Date.”

Create <u>D</u> ate (YYYY/MM/DD)	Create Date <u>E</u> nd (YYYY/MM/DD)
<input type="text"/> 	<input type="text"/> 
Acceptance <u>D</u> ate (YYYY/MM/DD)	Acceptance Date <u>E</u> nd (YYYY/MM/DD)
<input type="text"/> 	<input type="text"/> 
Invoice Received <u>D</u> ate (YYYY/MM/DD)	Invoice Received Date <u>E</u> nd (YYYY/MM/DD)
<input type="text"/> 	<input type="text"/> 


Note: After 90 days documents cannot be recalled/reject by any user. Any correction after this time will have to be done manually.

Introduction

“View Vendor Documents” is the history folder. Once a document has been submit the document moves to the View Vendor Documents Folder.

Procedure

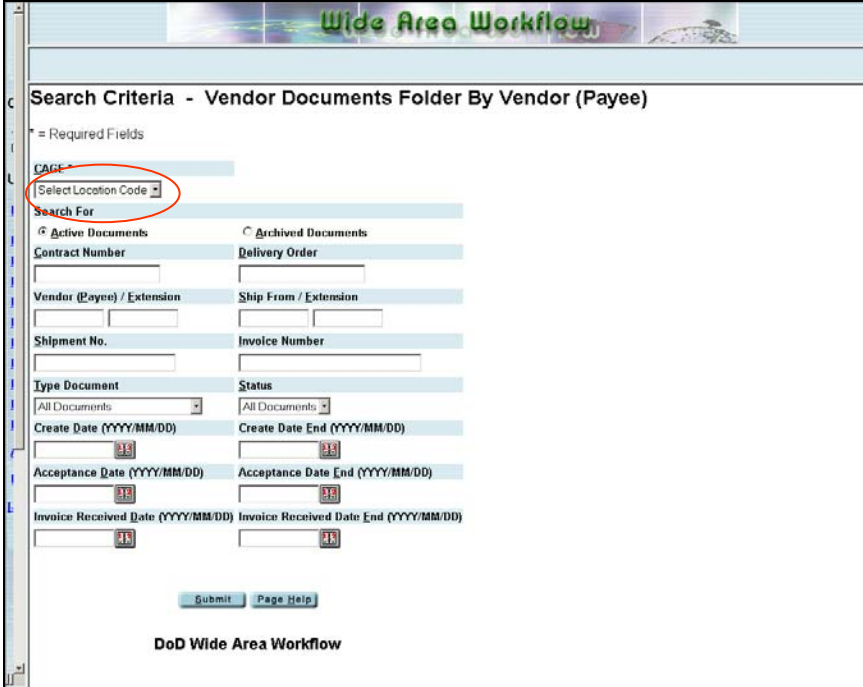
Follow the steps below to retrieve documents. In this procedure we will use a Receiving Report as example.

Step	Action
1	<p data-bbox="548 478 971 510">Click View Vendor Documents.</p>  <p data-bbox="548 1003 1096 1035">Result: Search Criteria screen is displayed</p>

Continued on next page

Viewing Documents, Continued

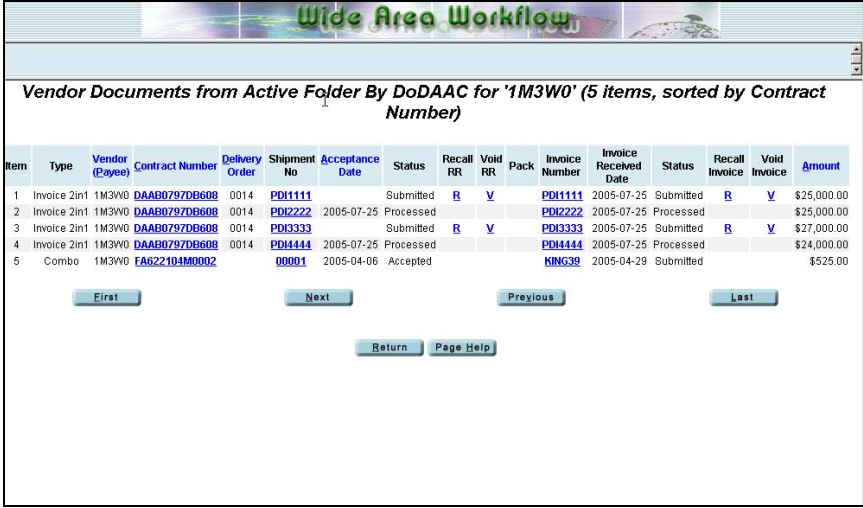
Procedure (continued)

Step	Action
2	<p>Select a CAGE from the “Select Location Code”.</p> 
3	Click Submit .

Continued on next page

Viewing Documents, Continued

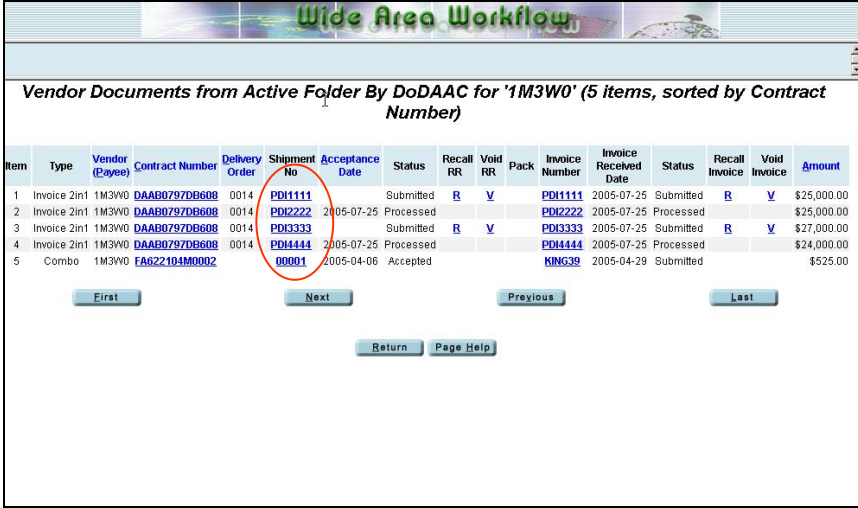
Procedure (continued)

Step	Action																																																																																																						
4	<p data-bbox="548 401 1401 506">Below is an example of the document search results in the Vendor View Document Folder. The information on the top of the screen displays the number of items in the folder.</p> <p data-bbox="548 548 1401 688">Each of the column headings has a title. Several titles are in blue hyperlink. These columns control the sort order of the documents. By clicking on the blue hyper-linked column title, the documents will re-sort alphanumerically based on the contents of that column.</p> <div data-bbox="548 726 1406 1230" style="border: 1px solid black; padding: 5px;">  <table border="1" data-bbox="548 873 1406 999"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment No</th> <th>Acceptance Date</th> <th>Status</th> <th>Recall RR</th> <th>Void RR</th> <th>Pack</th> <th>Invoice Number</th> <th>Invoice Received Date</th> <th>Status</th> <th>Recall Invoice</th> <th>Void Invoice</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Invoice 2int</td> <td>1M3W0</td> <td>DAAB079ZDB608</td> <td>0014</td> <td>PDI1111</td> <td></td> <td>Submitted</td> <td>B</td> <td>Y</td> <td></td> <td>PDI1111</td> <td>2005-07-25</td> <td>Submitted</td> <td>B</td> <td>Y</td> <td>\$25,000.00</td> </tr> <tr> <td>2</td> <td>Invoice 2int</td> <td>1M3W0</td> <td>DAAB079ZDB608</td> <td>0014</td> <td>PDI2222</td> <td>2005-07-25</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>PDI2222</td> <td>2005-07-25</td> <td>Processed</td> <td></td> <td></td> <td>\$25,000.00</td> </tr> <tr> <td>3</td> <td>Invoice 2int</td> <td>1M3W0</td> <td>DAAB079ZDB608</td> <td>0014</td> <td>PDI3333</td> <td></td> <td>Submitted</td> <td>B</td> <td>Y</td> <td></td> <td>PDI3333</td> <td>2005-07-25</td> <td>Submitted</td> <td>B</td> <td>Y</td> <td>\$27,000.00</td> </tr> <tr> <td>4</td> <td>Invoice 2int</td> <td>1M3W0</td> <td>DAAB079ZDB608</td> <td>0014</td> <td>PDI4444</td> <td>2005-07-25</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>PDI4444</td> <td>2005-07-25</td> <td>Processed</td> <td></td> <td></td> <td>\$24,000.00</td> </tr> <tr> <td>5</td> <td>Combo</td> <td>1M3W0</td> <td>FA622104M0002</td> <td></td> <td>00001</td> <td>2005-04-06</td> <td>Accepted</td> <td></td> <td></td> <td></td> <td>KING39</td> <td>2005-04-29</td> <td>Submitted</td> <td></td> <td></td> <td>\$525.00</td> </tr> </tbody> </table> </div> <p data-bbox="548 1272 1401 1331">Refer to “Column Heading” page??? for description of each column</p>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Pack	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount	1	Invoice 2int	1M3W0	DAAB079ZDB608	0014	PDI1111		Submitted	B	Y		PDI1111	2005-07-25	Submitted	B	Y	\$25,000.00	2	Invoice 2int	1M3W0	DAAB079ZDB608	0014	PDI2222	2005-07-25	Processed				PDI2222	2005-07-25	Processed			\$25,000.00	3	Invoice 2int	1M3W0	DAAB079ZDB608	0014	PDI3333		Submitted	B	Y		PDI3333	2005-07-25	Submitted	B	Y	\$27,000.00	4	Invoice 2int	1M3W0	DAAB079ZDB608	0014	PDI4444	2005-07-25	Processed				PDI4444	2005-07-25	Processed			\$24,000.00	5	Combo	1M3W0	FA622104M0002		00001	2005-04-06	Accepted				KING39	2005-04-29	Submitted			\$525.00
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Viewing Documents, Continued

Procedure (continued)

Step	Action																																																																																																						
5	<p>Click on the shipment number under the “Shipment No” column to open the Receiving Report.</p>																																																																																																						
 <p>The screenshot shows a web interface titled "Wide Area Workflow" with a sub-header "Vendor Documents from Active Folder By DoDAAC for '1M3W0' (5 items, sorted by Contract Number)". Below this is a table with the following columns: Item, Type, Vendor (Payee), Contract Number, Delivery Order, Shipment No, Acceptance Date, Status, Recall RR, Void RR, Pack, Invoice Number, Invoice Received Date, Status, Recall Invoice, Void Invoice, and Amount. The first row is highlighted, and the 'Shipment No' cell 'PDI1111' is circled in red. Below the table are navigation buttons: First, Next, Previous, Last, Return, and Page Help.</p> <table border="1" data-bbox="548 653 1401 779"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment No</th> <th>Acceptance Date</th> <th>Status</th> <th>Recall RR</th> <th>Void RR</th> <th>Pack</th> <th>Invoice Number</th> <th>Invoice Received Date</th> <th>Status</th> <th>Recall Invoice</th> <th>Void Invoice</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Invoice 2in1</td> <td>1M3W0</td> <td>DAAB079ZDB608</td> <td>0014</td> <td>PDI1111</td> <td></td> <td>Submitted</td> <td>R</td> <td>V</td> <td></td> <td>PDI1111</td> <td>2005-07-25</td> <td>Submitted</td> <td>R</td> <td>V</td> <td>\$25,000.00</td> </tr> <tr> <td>2</td> <td>Invoice 2in1</td> <td>1M3W0</td> <td>DAAB079ZDB608</td> <td>0014</td> <td>PDI2222</td> <td>2005-07-25</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>PDI2222</td> <td>2005-07-25</td> <td>Processed</td> <td></td> <td></td> <td>\$25,000.00</td> </tr> <tr> <td>3</td> <td>Invoice 2in1</td> <td>1M3W0</td> <td>DAAB079ZDB608</td> <td>0014</td> <td>PDI3333</td> <td></td> <td>Submitted</td> <td>R</td> <td>V</td> <td></td> <td>PDI3333</td> <td>2005-07-25</td> <td>Submitted</td> <td>R</td> <td>V</td> <td>\$27,000.00</td> </tr> <tr> <td>4</td> <td>Invoice 2in1</td> <td>1M3W0</td> <td>DAAB079ZDB608</td> <td>0014</td> <td>PDI4444</td> <td>2005-07-25</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>PDI4444</td> <td>2005-07-25</td> <td>Processed</td> <td></td> <td></td> <td>\$24,000.00</td> </tr> <tr> <td>5</td> <td>Combo</td> <td>1M3W0</td> <td>FA622104M0002</td> <td></td> <td>00001</td> <td>2005-04-06</td> <td>Accepted</td> <td></td> <td></td> <td></td> <td>KING39</td> <td>2005-04-29</td> <td>Submitted</td> <td></td> <td></td> <td>\$525.00</td> </tr> </tbody> </table>		Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Pack	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount	1	Invoice 2in1	1M3W0	DAAB079ZDB608	0014	PDI1111		Submitted	R	V		PDI1111	2005-07-25	Submitted	R	V	\$25,000.00	2	Invoice 2in1	1M3W0	DAAB079ZDB608	0014	PDI2222	2005-07-25	Processed				PDI2222	2005-07-25	Processed			\$25,000.00	3	Invoice 2in1	1M3W0	DAAB079ZDB608	0014	PDI3333		Submitted	R	V		PDI3333	2005-07-25	Submitted	R	V	\$27,000.00	4	Invoice 2in1	1M3W0	DAAB079ZDB608	0014	PDI4444	2005-07-25	Processed				PDI4444	2005-07-25	Processed			\$24,000.00	5	Combo	1M3W0	FA622104M0002		00001	2005-04-06	Accepted				KING39	2005-04-29	Submitted			\$525.00
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<p>Result: Receiving Report is opened.</p>																																																																																																							

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Reviewing Tabs

Introduction The only 2 tabs that are mandatory in WAWF are the Header tabs and the Line Item tab. All other tabs are option but information may need to be entered based on your contract. Below is description of the common tabs.

Tab Name	Description
Header	Header Tab is information that is entered on this page is applied/refers to the document as a whole. Some of this information can be used to provide information to the Contracting Officers, Inspectors, Acceptors or other government officials. Most of these data elements are not covered here and the user should consult with the Contracting Officer responsible for his/her contract if he/she is unsure what to enter.
Address Tab	The Address Tab gives you a breakdown of all the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Discount Tab	The Discount Tab allows you to add a discount on your invoice to get paid before the Prompt pay Act payment date
Mark For Tab	The Mark for Tab will get your product or package to the general destination the Mark For Tab is designed to allow you to specify a more detail delivery location.
Comments Tab	The Comments Tab allows you can leave additional comments regarding your 2-1 Invoice, or tell the world how much you love WAWF.
Line Item	The Line Item Tab is where the Initiator details his/her request for payment and material/services that are provided based on his/her contract.
CLIN/SLIN	
ACRN	The ACRN Tab is for those contract that cite more than one acrn per clin
UID	
Milstrip	The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.
Pack	The Pack Tab is where the Initiator can provide packing information for Receiving Report and COMBO documents. The Pack Data page is used to illustrate how the various packaging containers are put together
MISC Amounts	The MISC Info Tab allows to add transportation charges, and different fees

Continued on next page

Reviewing Tabs, Continued

Introduction (continued)

Column Headings

Column Headings	Description
Item	WAWF numbers the documents displayed on the search results screen. A maximum number of 25 items will be displayed on the search results screen at a time. To navigate to other sets of 25 items, click on the “First Page,” “Next Page,” “Prior Page” or “Last Page” links under the last item displayed on the screen.
Type	This column will identify the type of document. The document types currently accommodated are Invoice, Fast Pay Invoice, Invoice 2-N-1, Combo, Cost Voucher, Performance Payment, Progress Payment, Commercial Finance Invoice, and Receiving Report. Refer to the WAWF-RA document section for more information regarding these documents.
Vendor (Payee)	The CAGE code of the vendor submitting the document.
Contract Number	The contract number for which the document is associated. This element also is link to EDA to view the contractual documentation. Refer to the Electronic Document Access links section for more information regarding the EDA links.
Delivery Order	The SPIIN associated with the document.
Shipment No	The Shipment No column provides the shipment number assigned to the receiving report and also a link to the WAWF-RA document image. To view the receiving report image in WAWF-RA, click on the “Shipment No” link for the associated item. Note the shipment numbers in this column are in blue underscored text, indication a link to the image.
Acceptance Date	The Acceptance Date column reflects the date the shipment was accepted. The search results may be resorted using column as a sort parameter. The column header is underscored blue text, indicating that the data may be sorted on this field. To resort the data on this field, click on the column header. The search results will be presented in ascending order.

Continued on next page

Column Heading, Continued

Description of the status

Status	Description
Submitted	<p>The document status in the workflow. Document status include:</p> <p>A document has been created by the vendor and is awaiting government action.</p> <ul style="list-style-type: none"> • Inspected The Inspector role has digitally signed the document, indicating that the goods/service inspected is accurately depicted. If the designated acceptor is at a different DoDAAC, the status will be reflected as “Inspected” prior to the Acceptor role taking action on the document. • Accepted Has been accepted and is no longer in the Acceptance Folder and is either in the LPO’s folder (if in the workflow) or in the Pay Office. OR Has been made ready for recall by payment office on EDI enabled entitlement systems, or is waiting processing by Payment Office if sent on non-EDI entitlement system • Certified The LPO role has digitally signed the document, indicating that the document has been certified • Reviewed The document has been reviewed by the Payment Office • Processed Has been processed by the Pay office and is within the entitlement system. Payment will be in accordance with Prompt Payment terms. • Resubmitted Has been corrected by the Initiator and resubmitted for action. (Only seen following a rejection by the government) • Rejected Has been sent back to the Initiator by the government • Hold The document has been placed on Hold pending research. • Voided The vendor has voided the document

Continued on next page

Column Heading, Continued

Column Heading	Description
Recall RR	The receiving report recall function is available from the Vendor View Document folder. This column will contain a blue underscored R when the recall function is available. Receiving Report can be recalled as long as no government personnel have taken action.
Void RR	The Void receiving report function is available under the View Vendor Document folder and Access reject folder. Only the initiator, the contractor, may void a receiving report.)
Invoice Number	The Invoice Number column provides the invoice number assigned to the invoice and also a link to the WAWF-RA document image. To view the invoice image, click on the "Invoice Number" link for the associated item.
Invoice Received Date	The date the WAWF-RA system received the invoice. Date appears in red means a discount was offered
Recall Invoice	The invoice recall function is available from the View Vendor Document folder. This column will contain a blue underscored R (R) when the recall function is available.
Void Invoice	Only the vendor (contractor) may void invoices. The Payment Official may only void invoices after reject action
Amount	The amount of the receiving report or invoice.

Recalling, Correcting and resubmitting a Document


Introduction

If you want to correct the information on a document that was have created, you can recall it and make changes from the View Vendor Document if the document is in a status that allows you to recall. (If the next workflow user has not taken action on it).

This is available only if the document you created has an active (R) under Recall available on the document index file.

Procedure

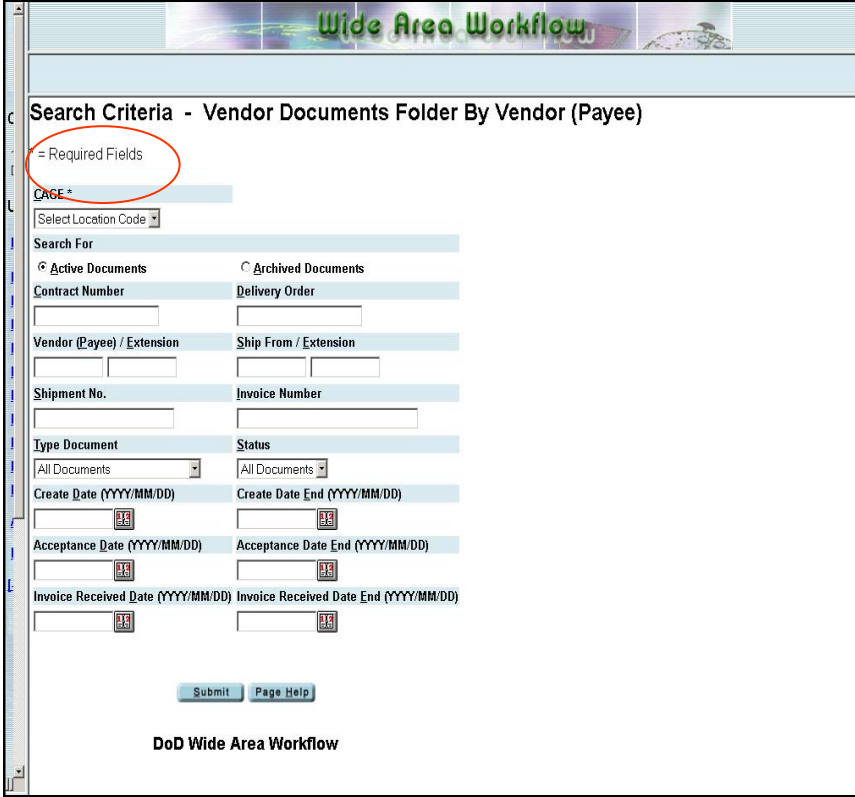
Follow the steps below to Recall, correct and resubmit a document. In this procedure we will use a Receiving Report as an example.

Step	Action
1	<p>Click View Vendor Document Folder</p>  <p>Result: Search Criteria screen displayed</p>

Continued on next page

Recalling, Correcting and Resubmitting a Document, Continued

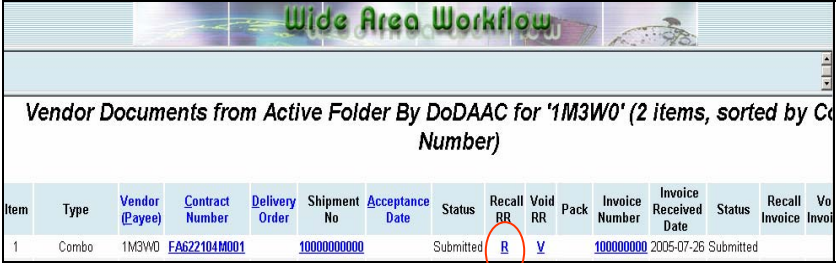
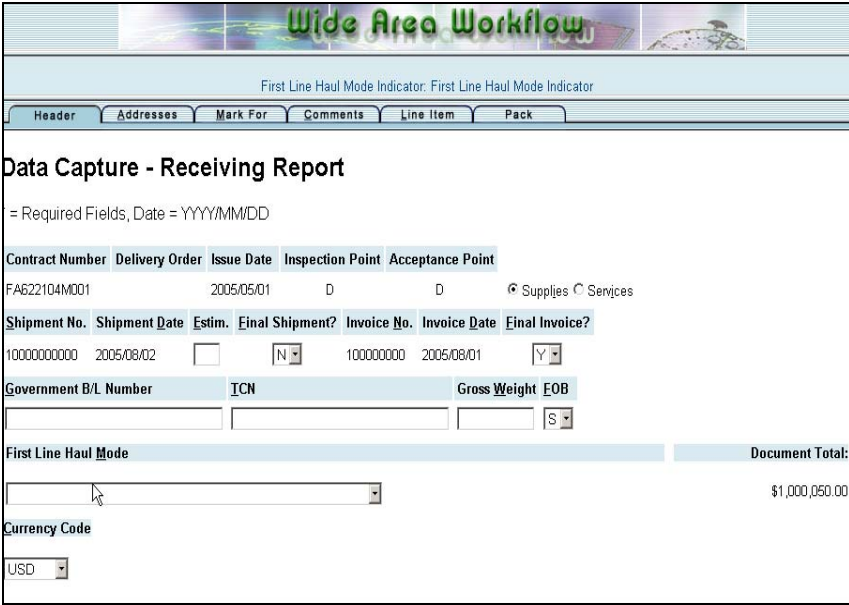
Procedure (continued)

Step	Action
2	<p>Select CAGE from the “Select Location Code” and enter any additional search criteria if applicable.</p> 
3	<p>Click Submit.</p> <p>Result: History Folder results displayed.</p>

Continued on next page

Recalling, Correcting and Resubmitting a Document, Continued

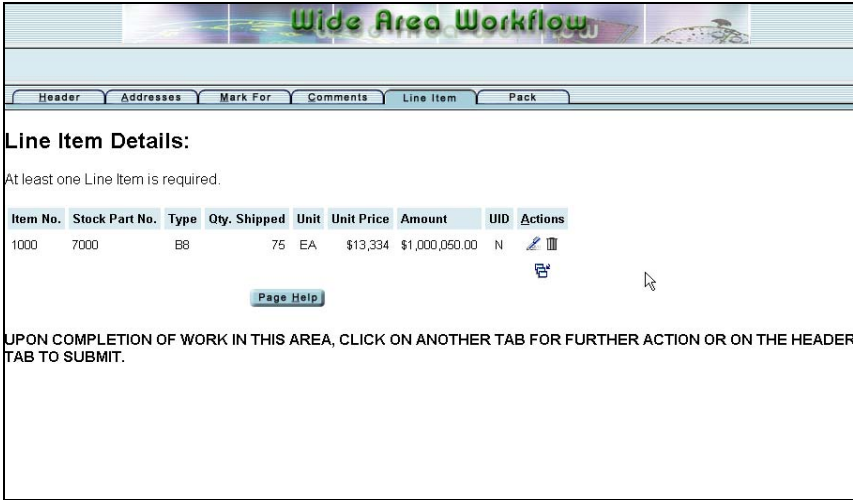



Procedure (continued)

Step	Action																																
4	<p>Identify document to Recall and click on the “R” under the Recall RR column.</p>  <p>Vendor Documents from Active Folder By DoDAAC for '1M3W0' (2 items, sorted by Contract Number)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment No</th> <th>Acceptance Date</th> <th>Status</th> <th>Recall RR</th> <th>Void RR</th> <th>Pack</th> <th>Invoice Number</th> <th>Invoice Received Date</th> <th>Status</th> <th>Recall Invoice</th> <th>Vo Invoice</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Combo</td> <td>1M3W0</td> <td>FA622104M001</td> <td></td> <td>10000000000</td> <td></td> <td>Submitted</td> <td>R</td> <td>Y</td> <td></td> <td>1000000000</td> <td>2005-07-26</td> <td>Submitted</td> <td></td> <td></td> </tr> </tbody> </table> <p>Result: Data Capture Receiving Report screen is opened.</p>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Pack	Invoice Number	Invoice Received Date	Status	Recall Invoice	Vo Invoice	1	Combo	1M3W0	FA622104M001		10000000000		Submitted	R	Y		1000000000	2005-07-26	Submitted		
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1	Combo	1M3W0	FA622104M001		10000000000		Submitted	R	Y		1000000000	2005-07-26	Submitted																				
	<p>Click on any of the tabs to correct or add information</p>  <p>Data Capture - Receiving Report</p> <p>= Required Fields, Date = YYYY/MM/DD</p> <p>Contract Number: FA622104M001 Delivery Order: Issue Date: 2005/05/01 Inspection Point: D Acceptance Point: D <input checked="" type="radio"/> Supplies <input type="radio"/> Services</p> <p>Shipment No.: 10000000000 Shipment Date: 2005/08/02 Estim.: <input type="checkbox"/> Final Shipment?: <input type="checkbox"/> N Invoice No.: 1000000000 Invoice Date: 2005/08/01 Final Invoice?: <input type="checkbox"/> Y</p> <p>Government B/L Number: ICN: Gross Weight: FOB: S</p> <p>First Line Haul Mode: Document Total: \$1,000,050.00</p> <p>Currency Code: USD</p> <p><i>Note: From the Data Capture - Receiving Report screen, you can not change the contract number, shipment (invoice) number or any of the dates.</i></p>																																

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Recalling, Correcting and Resubmitting a Document, Continued

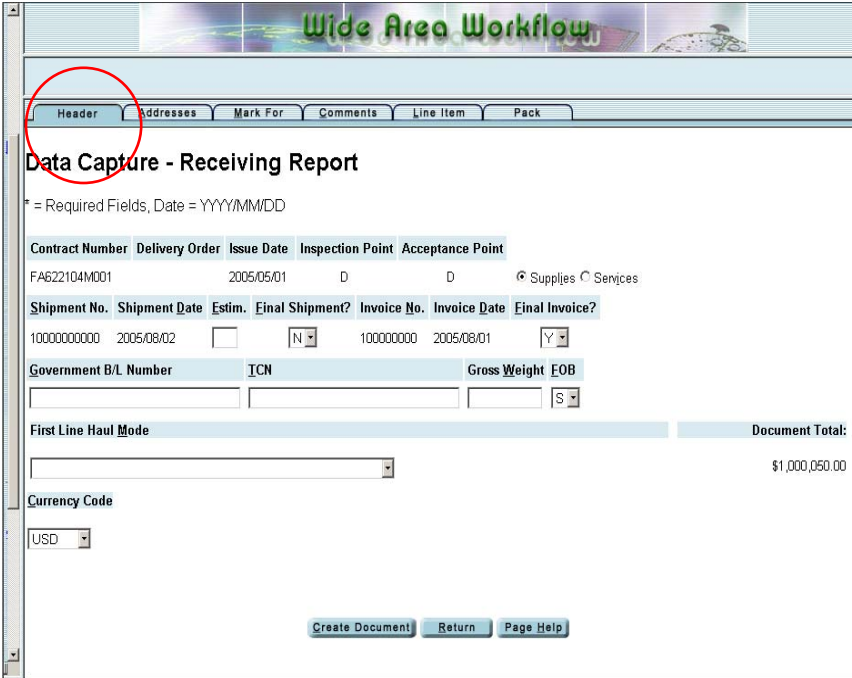
Procedure (continued)

Step	Action
5	<p>In this procedures we will use line item tab. Click on the appropriate action icon. Once action is complete return to “Header Tab”.</p> 
	<p><i>Note: Your choices are edit , delete , or add  line item information.</i></p>

Continued on next page

Recalling, Correcting and Resubmitting a Document, Continued

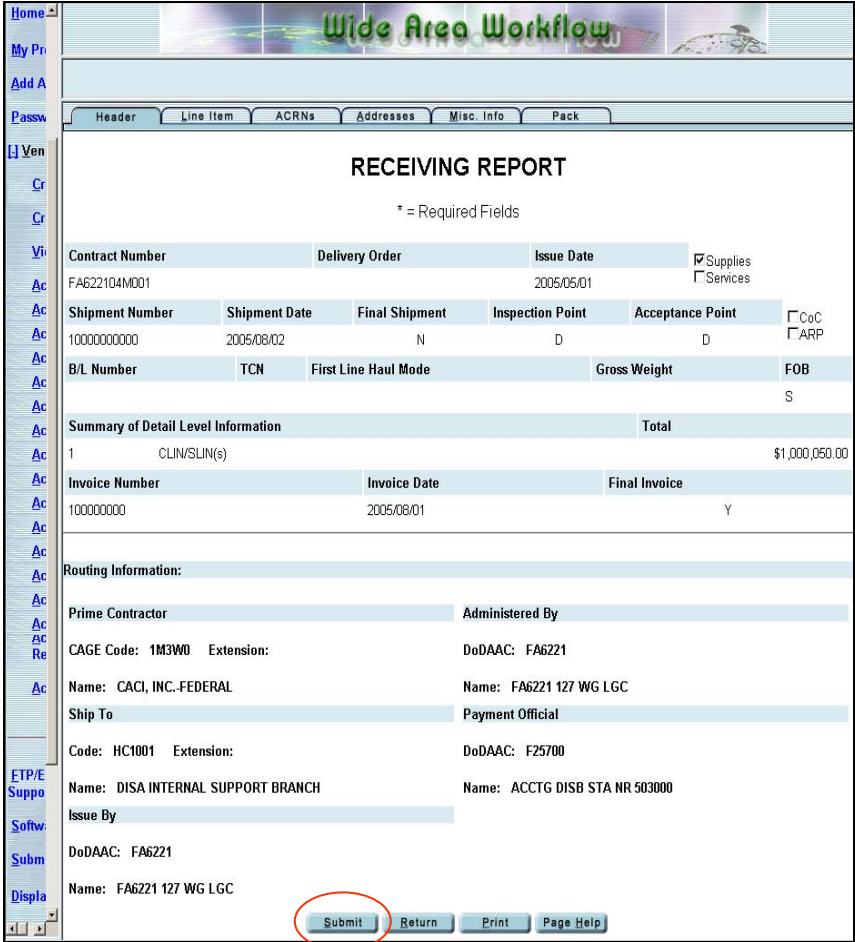
Procedure (continued)

Step	Action
6	<p>Click Header tab.</p>  <p>The screenshot shows a web application interface with a header bar containing the text 'Wide Area Workflow'. Below this is a navigation menu with tabs: 'Header', 'Addresses', 'Mark For', 'Comments', 'Line Item', and 'Pack'. The 'Header' tab is highlighted and circled in red. The main content area is titled 'Data Capture - Receiving Report' and contains various data entry fields and tables. At the bottom of the form, there are buttons for 'Create Document', 'Return', and 'Page Help'.</p>
7	<p>Scroll down to bottom of screen.</p> <p>Click Create Document.</p>

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Recalling, Correcting and Resubmitting a Document, Continued

Procedure (continued)

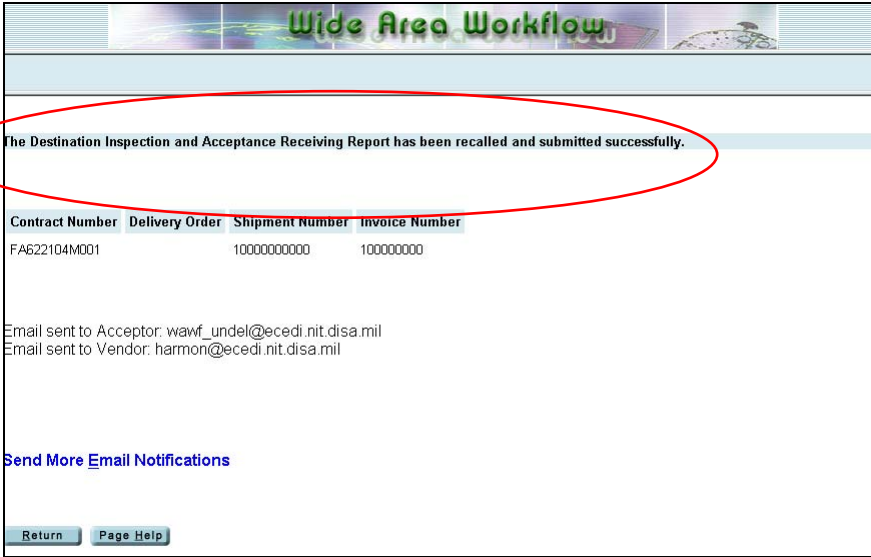
Step	Action																																																																																												
8	<p>Review your changes.</p>  <p>RECEIVING REPORT</p> <p>* = Required Fields</p> <table border="1"> <tr> <td>Contract Number</td> <td>Delivery Order</td> <td>Issue Date</td> <td><input checked="" type="checkbox"/> Supplies</td> </tr> <tr> <td>FA622104MOD1</td> <td></td> <td>2005/05/01</td> <td><input type="checkbox"/> Services</td> </tr> <tr> <td>Shipment Number</td> <td>Shipment Date</td> <td>Final Shipment</td> <td>Inspection Point</td> </tr> <tr> <td>1000000000</td> <td>2005/08/02</td> <td>N</td> <td>D</td> </tr> <tr> <td>Acceptance Point</td> <td colspan="3"><input type="checkbox"/> CoC <input type="checkbox"/> ARP</td> </tr> <tr> <td>D</td> <td colspan="3"></td> </tr> <tr> <td>B/L Number</td> <td>TCN</td> <td>First Line Haul Mode</td> <td>Gross Weight</td> </tr> <tr> <td></td> <td></td> <td></td> <td>FOB</td> </tr> <tr> <td></td> <td></td> <td></td> <td>S</td> </tr> <tr> <td colspan="3">Summary of Detail Level Information</td> <td>Total</td> </tr> <tr> <td>1</td> <td>CLIN/SLIN(s)</td> <td></td> <td>\$1,000,050.00</td> </tr> <tr> <td>Invoice Number</td> <td>Invoice Date</td> <td colspan="2">Final Invoice</td> </tr> <tr> <td>100000000</td> <td>2005/08/01</td> <td colspan="2">Y</td> </tr> <tr> <td colspan="4">Routing Information:</td> </tr> <tr> <td colspan="2">Prime Contractor</td> <td colspan="2">Administered By</td> </tr> <tr> <td colspan="2">CAGE Code: 1M3W0 Extension:</td> <td colspan="2">DoDAAC: FA6221</td> </tr> <tr> <td colspan="2">Name: CACI, INC.-FEDERAL</td> <td colspan="2">Name: FA6221 127 WG LGC</td> </tr> <tr> <td colspan="2">Ship To</td> <td colspan="2">Payment Official</td> </tr> <tr> <td colspan="2">Code: HC1001 Extension:</td> <td colspan="2">DoDAAC: F25700</td> </tr> <tr> <td colspan="2">Name: DISA INTERNAL SUPPORT BRANCH</td> <td colspan="2">Name: ACCTG DISB STA NR 503000</td> </tr> <tr> <td colspan="2">Issue By</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">DoDAAC: FA6221</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Name: FA6221 127 WG LGC</td> <td colspan="2"></td> </tr> </table> <p>Submit Return Print Page Help</p>	Contract Number	Delivery Order	Issue Date	<input checked="" type="checkbox"/> Supplies	FA622104MOD1		2005/05/01	<input type="checkbox"/> Services	Shipment Number	Shipment Date	Final Shipment	Inspection Point	1000000000	2005/08/02	N	D	Acceptance Point	<input type="checkbox"/> CoC <input type="checkbox"/> ARP			D				B/L Number	TCN	First Line Haul Mode	Gross Weight				FOB				S	Summary of Detail Level Information			Total	1	CLIN/SLIN(s)		\$1,000,050.00	Invoice Number	Invoice Date	Final Invoice		100000000	2005/08/01	Y		Routing Information:				Prime Contractor		Administered By		CAGE Code: 1M3W0 Extension:		DoDAAC: FA6221		Name: CACI, INC.-FEDERAL		Name: FA6221 127 WG LGC		Ship To		Payment Official		Code: HC1001 Extension:		DoDAAC: F25700		Name: DISA INTERNAL SUPPORT BRANCH		Name: ACCTG DISB STA NR 503000		Issue By				DoDAAC: FA6221				Name: FA6221 127 WG LGC			
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Name: FA6221 127 WG LGC																																																																																													

Click **Submit**.

Continued on next page

Recalling, Correcting and Resubmitting a Document, Continued

Procedure (continued)

Step	Action								
9	<p data-bbox="548 401 1386 506">You will receive a message that your document has been recalled and submitted successfully. Emails will be sent to appropriate workflow user.</p> <div data-bbox="548 541 1414 1094"><table border="1" data-bbox="548 751 1008 800"><thead><tr><th>Contract Number</th><th>Delivery Order</th><th>Shipment Number</th><th>Invoice Number</th></tr></thead><tbody><tr><td>FA622104M001</td><td></td><td>10000000000</td><td>1000000000</td></tr></tbody></table></div> <p data-bbox="548 1136 1398 1266">Result: The changes will be reflected in the Receiving Report that is waiting in the Inspection Folder or the Acceptance Folder to resubmitted documents must be reprocessed by applicable Inspector/Acceptor and/or LPO.</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	FA622104M001		10000000000	1000000000
Contract Number	Delivery Order	Shipment Number	Invoice Number						
FA622104M001		10000000000	1000000000						

Chapter 5 - Accessing Reject Folders

Overview

Introduction

Learning Objective

Contents

This chapter contains the following topics.

Topic	See Page
Resubmit	
Changing DoDAAC	
Voiding a Docuemnt	


Resubmit

Introduction

In this section you will learn how to resubmit a rejected document. In this procedure we will use the receiving report as our example.

Procedure

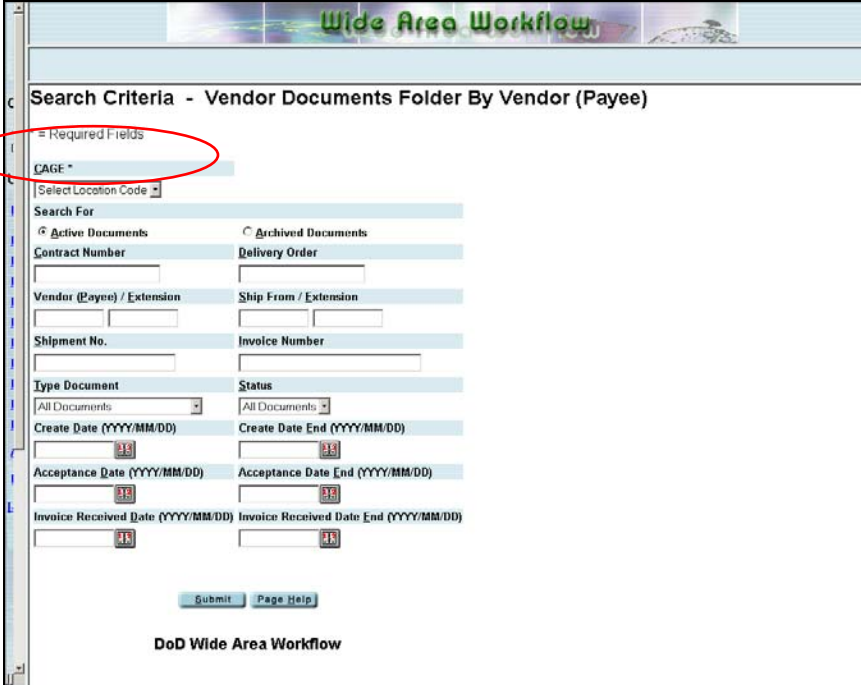
Follow the steps below to access and resubmit rejected receiving reports in WAWF.

Step	Action
1	<p data-bbox="548 579 1328 653">From the Vendor Side bar menu, click the “Access Rejected Receiving Reports”.</p>  <p data-bbox="548 1146 1101 1180">Result: Search Criteria screen is displayed.</p>

Continued on next page

Resubmit, Continued


Procedure (continued)

Step	Action
2	<p>Select CAGE from the “Select Location Code” and enter any additional search criteria if applicable.</p> 
3	<p>Click “Submit”.</p> <p>Result: Vendor Rejected Receiving Report results is opened.</p>

Continued on next page

Resubmit, Continued

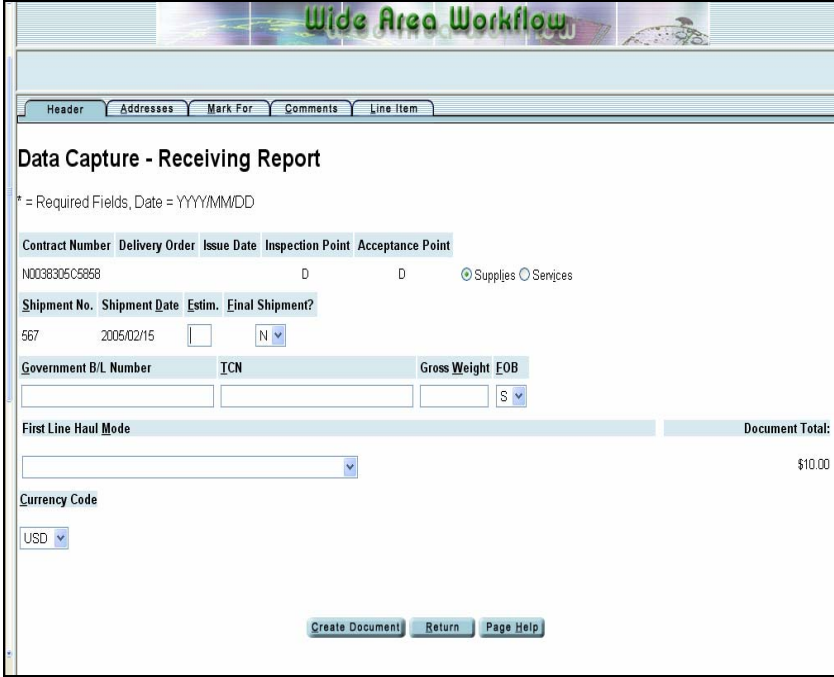
Procedure (continued)

Step	Action
4	<p>Click on the shipment number hyperlink under the “Resubmit?” column.</p>  <p>The screenshot displays the 'Wide Area Workflow' interface. At the top, it says 'Vendor Rejected Receiving Reports Folder for '0HB52' (1 items, sorted by Contract Number)'. Below this is a table with the following columns: Item, Type, Vendor (Payee), Contract Number, Delivery Order, Resubmit?, Shipment Date, Change DoDAAC, Void?, Amount, and Reject Reason. The table contains one row with the following data: Item 1, Type Receiving Report, Vendor 0HB52, Contract Number GSA25TD1689M, Delivery Order W9115105FD32, Resubmit? CBL12009 (circled in red), Change DoDAAC Yes, Void? Y, Amount \$123,960.00. The Reject Reason column contains the text: 'ITEMS NOT RECEIVED PLEASE RESUBMIT WHEN ITEMS ARE DELIVERED OR ATTACHED PROOF OF DELIVERY AND RESUBMIT'. Below the table are navigation buttons: First, Next, Previous, Last, Return, and Page Help.</p> <p>Result: Data Capture screen is displayed.</p>

Continued on next page

Resubmit, Continued

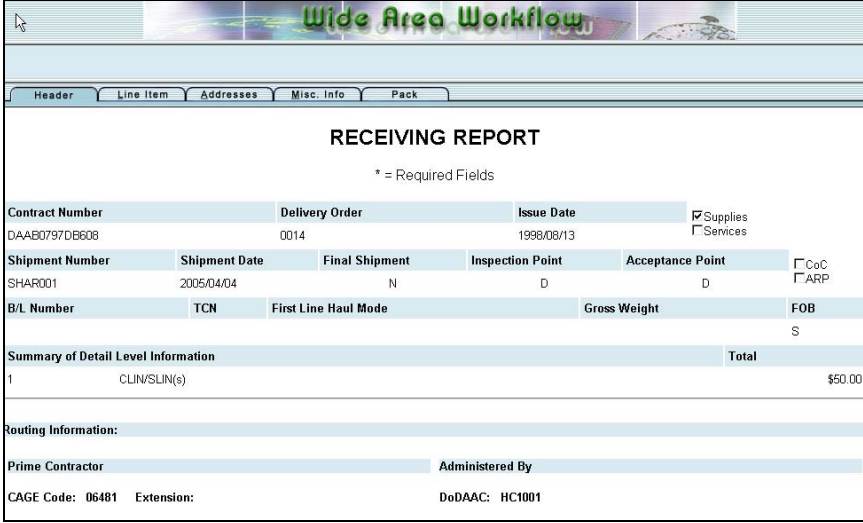
Procedure (continued)

Step	Action
5	<p>Click on any of the tabs to make corrections. Enter or change information as necessary to satisfy the reason for rejection.</p>  <p><i>Note: You cannot correct the contract number, shipment number, invoice number and dates, you have to void the document and recreate a new document.</i></p>
6	<p>Click “Create Document”.</p> <p>Result: The completed form displays in a Receiving Report template.</p>

Continued on next page

Resubmit, Continued

Procedure (continued)

Step	Action
7	<p>Review the document to make sure it is correct.</p>  <p>Scroll to the bottom of the page; click the “Submit”.</p> <p>Note: Reattach any attachments (on the Misc. Info tab) See page???</p>
8	<p>You will receive a message that the document has been created and resubmitted successfully. Emails will be resent to the appropriate workflow user.</p>

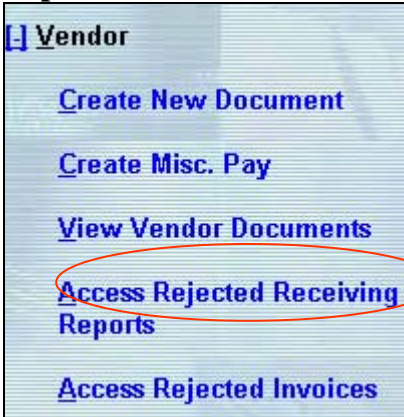
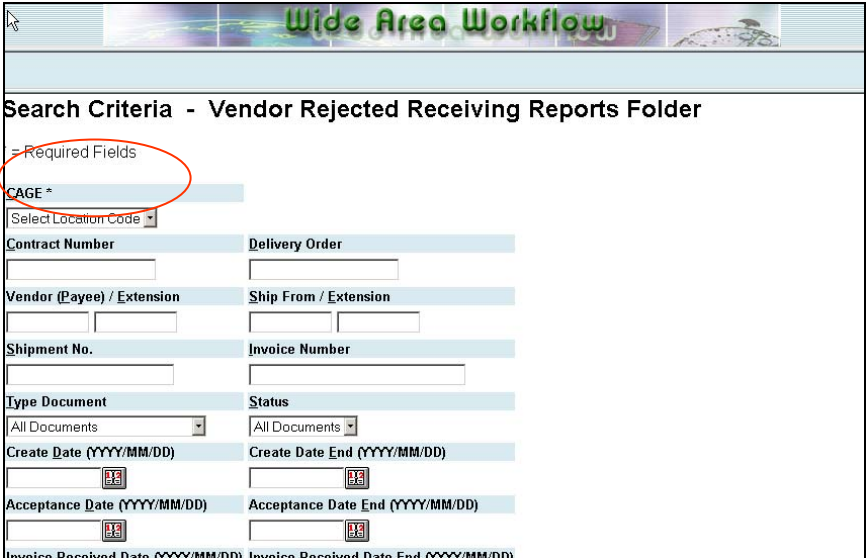
Changing DoDAAC

Introduction

If you have submitted a document with an incorrect DoDAAC “Changing DoDAAC” is another option you can do under the reject folder.

Procedure

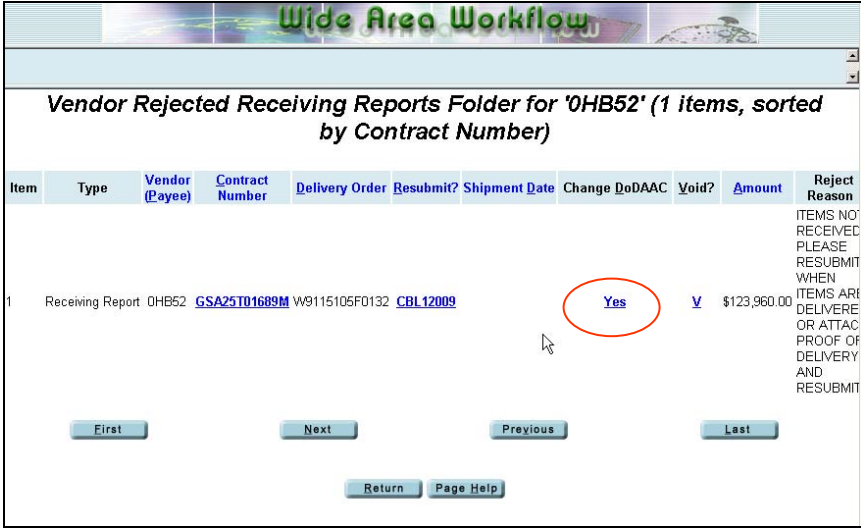
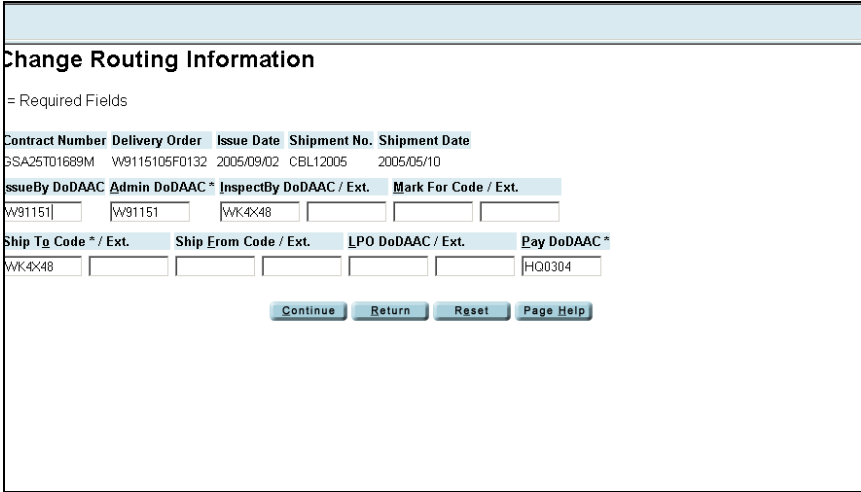
Follow the steps below to change a DoDAAC

Step	Action
1	<p>From the Vendor side bar menu, click “Access Rejected Receiving Report”.</p>  <p>Result: Search Criteria screen is displayed</p>
2	<p>Select CAGE from the “Select Location Code” and enter any additional search criteria if applicable.</p> 

Continued on next page

Changing DoDAAC, Continued

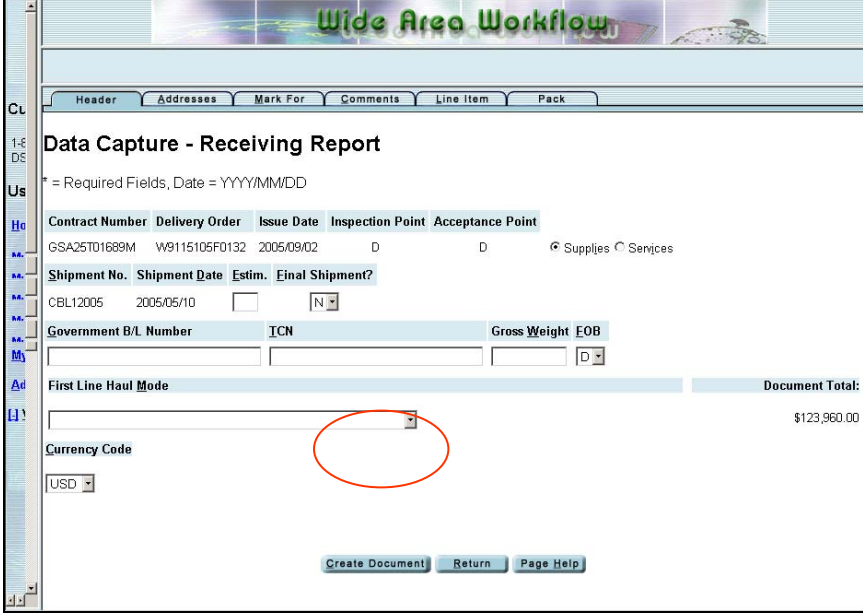
Procedure (continued)

Step	Action
3	<p>Click “Submit”.</p> <p>Result: Vendor Rejected Receiving Report results are displayed.</p>
4	<p>Click on “YES” under “Change DoDAAC”.</p>  <p>The screenshot shows a 'Wide Area Workflow' window with the title 'Vendor Rejected Receiving Reports Folder for '0HB52' (1 items, sorted by Contract Number)'. Below the title is a table with the following columns: Item, Type, Vendor (Payee), Contract Number, Delivery Order, Resubmit?, Shipment Date, Change DoDAAC, Void?, Amount, and Reject Reason. The 'Change DoDAAC' column for the single item contains a red circle around the word 'Yes'. Below the table are navigation buttons: First, Next, Previous, Last, Return, and Page Help.</p> <p>Result: Change Routing Information is displayed</p>
5	<p>Correct any incorrect DoDAACs.</p>  <p>The screenshot shows a 'Change Routing Information' form. It includes a legend for required fields (asterisk). The form contains several input fields: Contract Number (BSA25T01689M), Delivery Order (W9115105F0132), Issue Date (2005/09/02), Shipment No. (CBL12005), and Shipment Date (2005/05/10). There are also fields for 'Issue By DoDAAC', 'Admin DoDAAC*', 'Inspect By DoDAAC / Ext.', 'Mark For Code / Ext.', 'Ship To Code * / Ext.', 'Ship From Code / Ext.', 'LPO DoDAAC / Ext.', and 'Pay DoDAAC*'. At the bottom are buttons for Continue, Return, Reset, and Page Help.</p> <p>Click “Continue”</p> <p>Results: Data Capture screen is displayed.</p>

Continued on next page

Changing DoDAAC, Continued

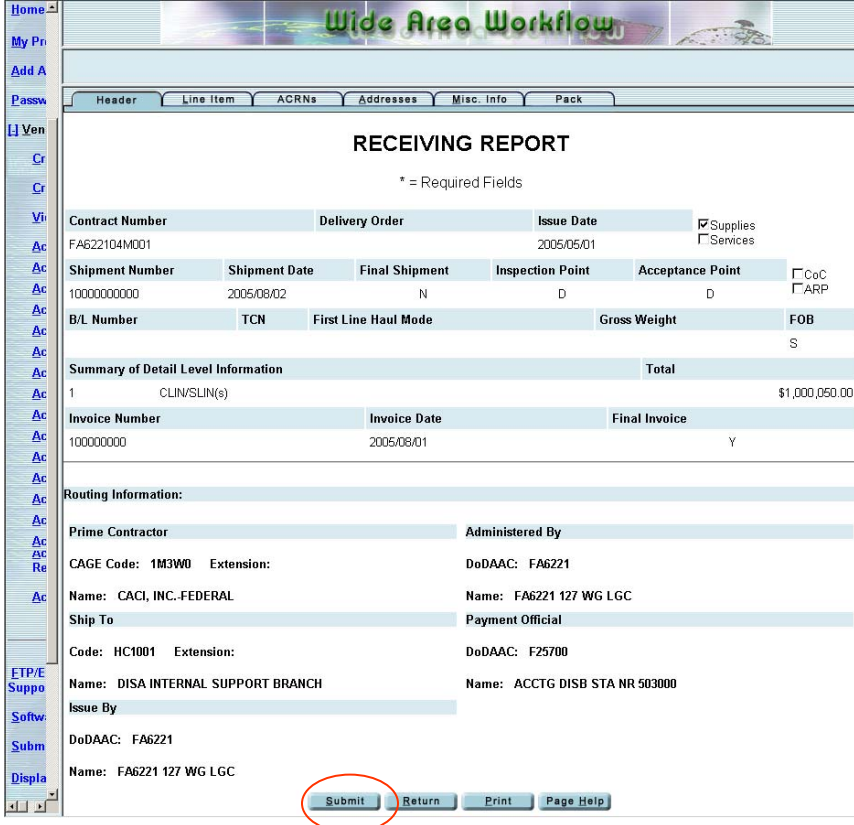
Procedure (continued)

Step	Action
6	<p>Click “Create Document” after correction is made.</p> <p><i>Note: click on any other tabs to make corrections if necessary.</i></p>  <p>Result: The completed form displays in a Receiving Report template.</p>

Continued on next page

Changing DoDAAC, Continued

Procedure (continued)

Step	Action																																																																						
7	<p>Scroll to the bottom of the page, click “Submit”.</p>  <p>The screenshot shows a web-based 'RECEIVING REPORT' form. At the bottom of the form, there are four buttons: 'Submit', 'Return', 'Print', and 'Page Help'. The 'Submit' button is circled in red. The form contains various fields for contract, shipment, and invoice information, including a summary table and routing information.</p> <p>RECEIVING REPORT * = Required Fields</p> <table border="1"> <tr> <td>Contract Number</td> <td>Delivery Order</td> <td>Issue Date</td> <td><input checked="" type="checkbox"/> Supplies</td> </tr> <tr> <td>FA622104M001</td> <td></td> <td>2005/05/01</td> <td><input type="checkbox"/> Services</td> </tr> <tr> <td>Shipment Number</td> <td>Shipment Date</td> <td>Final Shipment</td> <td>Inspection Point</td> </tr> <tr> <td>1000000000</td> <td>2005/08/02</td> <td>N</td> <td>D</td> </tr> <tr> <td>Acceptance Point</td> <td colspan="3"><input type="checkbox"/> CoC <input type="checkbox"/> ARP</td> </tr> <tr> <td>D</td> <td colspan="3"></td> </tr> <tr> <td>B/L Number</td> <td>TCN</td> <td>First Line Haul Mode</td> <td>Gross Weight</td> </tr> <tr> <td></td> <td></td> <td></td> <td>FOB</td> </tr> <tr> <td></td> <td></td> <td></td> <td>S</td> </tr> <tr> <td colspan="3">Summary of Detail Level Information</td> <td>Total</td> </tr> <tr> <td>1</td> <td>CLIN/SLIN(s)</td> <td></td> <td>\$1,000,050.00</td> </tr> <tr> <td>Invoice Number</td> <td>Invoice Date</td> <td>Final Invoice</td> <td></td> </tr> <tr> <td>100000000</td> <td>2005/08/01</td> <td>Y</td> <td></td> </tr> </table> <p>Routing Information:</p> <table border="1"> <tr> <td>Prime Contractor</td> <td>Administered By</td> </tr> <tr> <td>CAGE Code: 1M3W0 Extension:</td> <td>DoDAAC: FA6221</td> </tr> <tr> <td>Name: CACI, INC. FEDERAL</td> <td>Name: FA6221 127 WG LGC</td> </tr> <tr> <td>Ship To</td> <td>Payment Official</td> </tr> <tr> <td>Code: HC1001 Extension:</td> <td>DoDAAC: F25700</td> </tr> <tr> <td>Name: DISA INTERNAL SUPPORT BRANCH</td> <td>Name: ACCTG DISB STA NR 503000</td> </tr> <tr> <td>Issue By</td> <td></td> </tr> <tr> <td>DoDAAC: FA6221</td> <td></td> </tr> <tr> <td>Name: FA6221 127 WG LGC</td> <td></td> </tr> </table> <p>Buttons: Submit (circled), Return, Print, Page Help</p> <p>Note: You will receive a message that the document has been created resubmitted successfully. Emails will be sent to the appropriate workflow user.</p>	Contract Number	Delivery Order	Issue Date	<input checked="" type="checkbox"/> Supplies	FA622104M001		2005/05/01	<input type="checkbox"/> Services	Shipment Number	Shipment Date	Final Shipment	Inspection Point	1000000000	2005/08/02	N	D	Acceptance Point	<input type="checkbox"/> CoC <input type="checkbox"/> ARP			D				B/L Number	TCN	First Line Haul Mode	Gross Weight				FOB				S	Summary of Detail Level Information			Total	1	CLIN/SLIN(s)		\$1,000,050.00	Invoice Number	Invoice Date	Final Invoice		100000000	2005/08/01	Y		Prime Contractor	Administered By	CAGE Code: 1M3W0 Extension:	DoDAAC: FA6221	Name: CACI, INC. FEDERAL	Name: FA6221 127 WG LGC	Ship To	Payment Official	Code: HC1001 Extension:	DoDAAC: F25700	Name: DISA INTERNAL SUPPORT BRANCH	Name: ACCTG DISB STA NR 503000	Issue By		DoDAAC: FA6221		Name: FA6221 127 WG LGC	
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Voiding a Document


Introduction

Documents can be voided from your View Vendor Documents, Access Reject Receiving Reports and Access Reject Invoice folders. The user can void any document that has a blue “V” hyperlink visible in the “Void RR” column.

For example, suppose a Receiving Report was created with an incorrect contract number if the “V” is active you can void this document.

Procedure

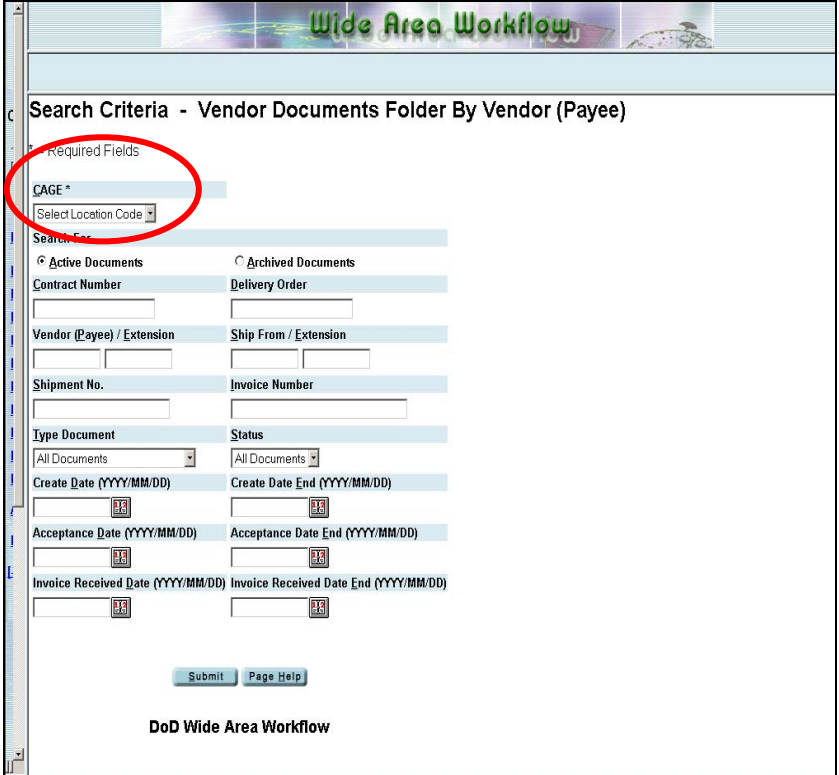
Follow the steps below to Void a document. In this procedure we will use a Receiving Report for the example

Step	Action
1	<p data-bbox="548 730 1159 764">Click “Access Reject Receiving Report” Folder</p>  <p data-bbox="548 1255 1068 1289">Result: Search Criteria screen displayed</p>

Continued on next page

Voiding a Document, Continued

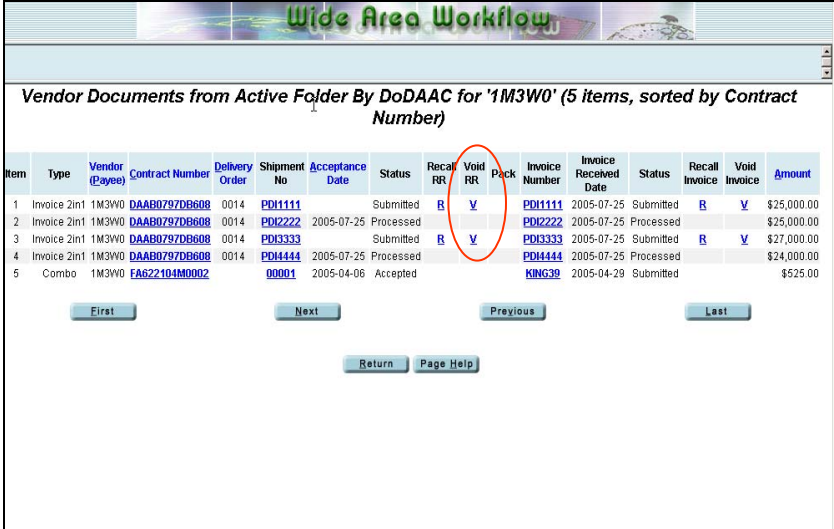
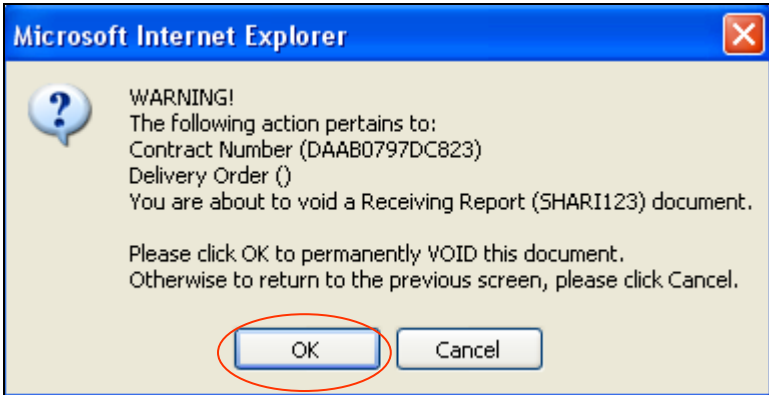
Procedure (continued)

Step	Action
2	<p>Select CAGE from the “Select Location Code” and enter any additional search criteria if applicable.</p> 
3	<p>Click “Submit”.</p> <p>Result: View Vendor Document Folder results displayed.</p>

Continued on next page

Voiding a Document, Continued

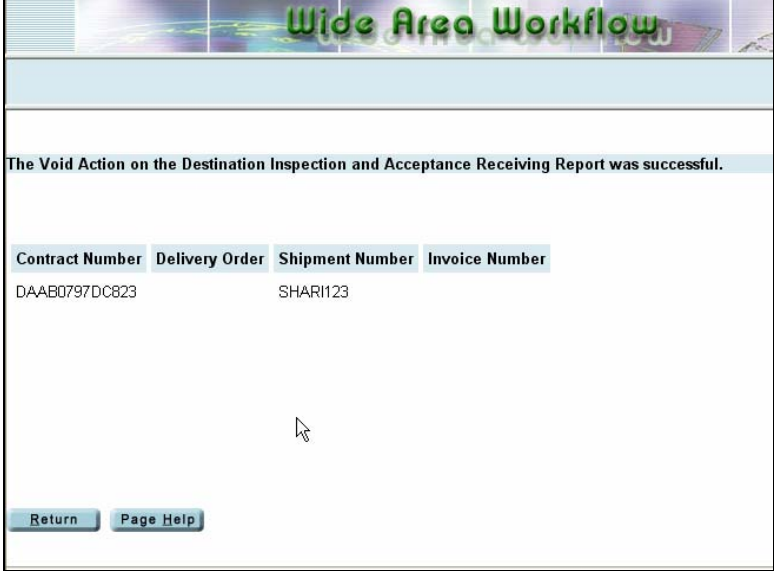
Procedure (continued)

Step	Action
4	<p data-bbox="548 401 1370 464">Identify document to Void and click the “V” under the Void RR column.</p>  <p data-bbox="548 506 1377 1031">The screenshot shows a web application window titled 'Wide Area Workflow'. Below the title bar, it says 'Vendor Documents from Active Folder By DoDAAC for '1M3W0' (5 items, sorted by Contract Number)'. There is a table with columns: Item, Type, Vendor (Payee), Contract Number, Delivery Order, Shipment No, Acceptance Date, Status, Recall RR, Void RR, Pack, Invoice Number, Invoice Received Date, Status, Recall Invoice, Void Invoice, and Amount. The 'Void RR' column for items 1, 2, 3, and 4 contains a 'V' in a red circle. Item 5 is a 'Combo' type and does not have a 'Void RR' column. Navigation buttons for 'First', 'Next', 'Previous', 'Last', 'Return', and 'Page Help' are visible at the bottom of the table.</p> <p data-bbox="548 1073 980 1104">Result: Warning box is displayed.</p>
5	<p data-bbox="548 1110 987 1142">Click “OK” to void the document.</p>  <p data-bbox="548 1178 1312 1570">The screenshot shows a 'Microsoft Internet Explorer' warning dialog box. The text inside reads: 'WARNING! The following action pertains to: Contract Number (DAAB0797DC823) Delivery Order () You are about to void a Receiving Report (SHARI123) document. Please click OK to permanently VOID this document. Otherwise to return to the previous screen, please click Cancel.' The 'OK' button is circled in red.</p> <p data-bbox="548 1577 1360 1642">Note: To return to the history folder without voiding, click the “Cancel” button.</p>

Continued on next page

Voiding a Document, Continued

Procedure (continued)

Step	Action
6	<p>You will receive a message that your document has been successfully voided.</p> <p><i>Note: Once you have voided a document in WAWF-RA the invoice or shipment can be used to create a new document.</i></p>  <p>Result: The status of the document is now Voided.</p>

Chapter 6 - WAWF Common Functions

Overview

Learning Objectives

Upon completion of this chapter, you will be able to perform some of the common functions

In this chapter

This chapter contains the following topics.

Topic	See Page
Extracting an Attachment	
Adding and Removing an Attachment	
Add Additional E-mail	

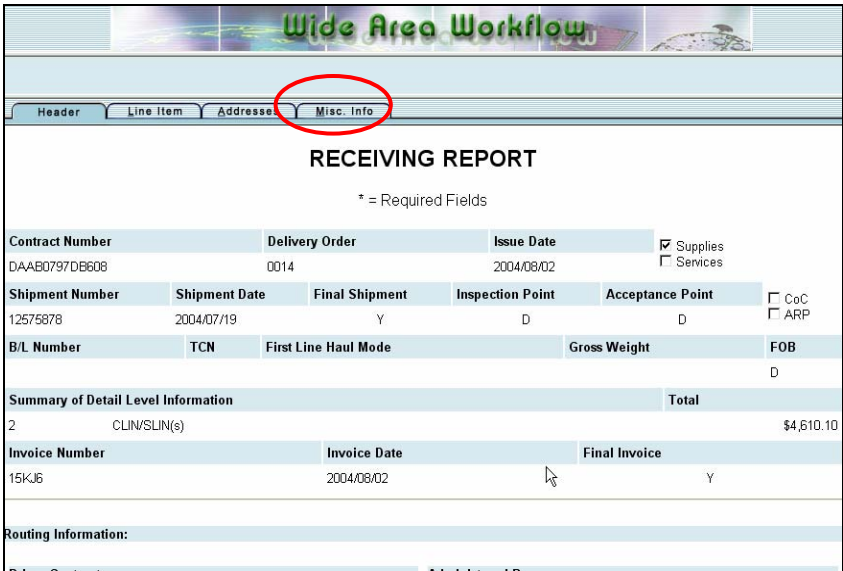
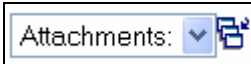
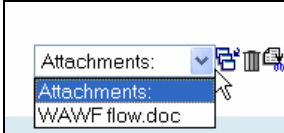
Extracting an Attachment

Introduction

To view the file that other parties have attached, you need to extract the file from the WAWF-RA system and place it in your own computer" file system to view it.

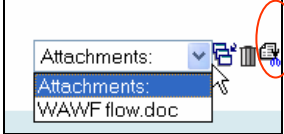
Procedure

Follow the steps below to extract an attachment.

Step	Action
1	<p>Select "Misc. Info" tab.</p> 
2	<p>Click the drop down arrow on the Attachments drop-down box.</p> 
3	<p>Highlight the desired attachment.</p> 

Extracting an Attachment, Continued

Procedure (continued)

Step	Action
4	<p>Click the Extract Attachment icon.</p>  <p>Result: A File Download alert box appears that asks if you would like to open the file or save the file to your computer.</p> <p>Important: It is possible to simply view (clicking the “Open” button) the attachment instead of saving the attachment to your computer. Be aware that the attachment(s) may be large in size so – depending on the speed of your Internet connection – it may take a while for the attachment to open.</p> <p>Recommendation: We recommend saving the attachment(s) to your computer instead of viewing them.</p>
5	A Save As window appears. Select location to save attachment
6	<p>Click “Save” to save attachment to your PC.</p> <p>Result: When the download is finished, a Download complete window will appear.</p>
7	Click “ close ”. You may go to the location on the hard drive where you saved the attachment to view it.

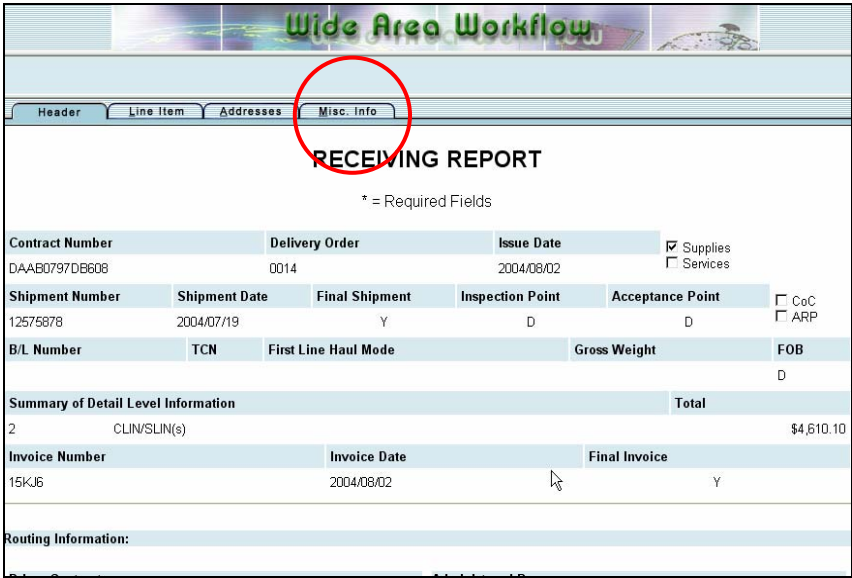

Adding an Attachment

Introduction

If supporting documentation is to be attached (i.e. spreadsheets, expense receipts, etc) you can add it to a WAWF document

Procedure

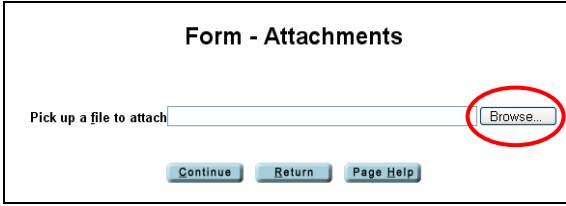
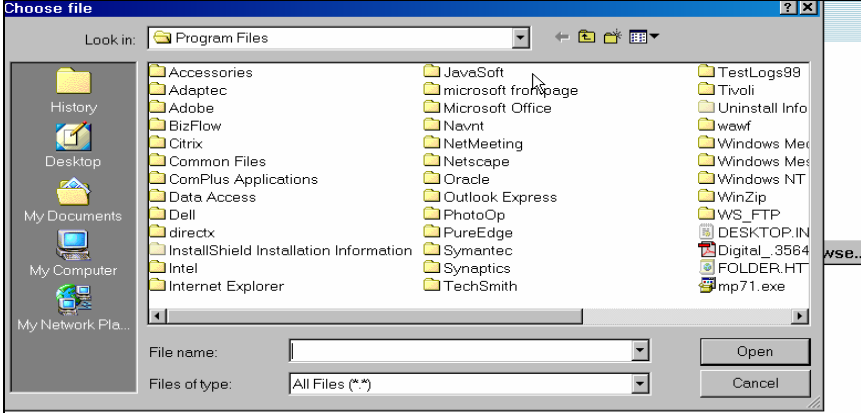
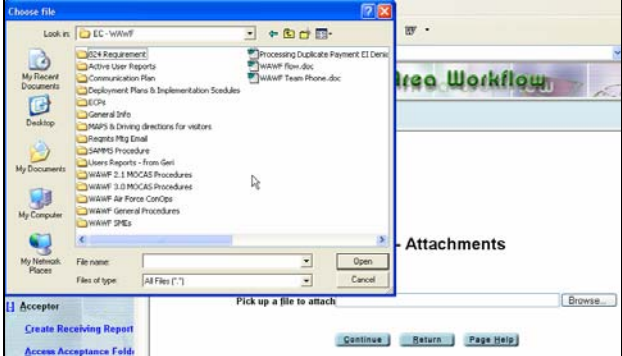
Follow the steps below to add an attachment

Step	Action
1	<p>Select “Misc. Info” tab. At the top of the page before submitting the receiving report.</p> 
2	<p>Click the Add icon next to the “Attachments” drop down box as shown below.</p>  <p>Result: A Form Attachments screen is displayed.</p>

Continued on next page

Adding an Attachment, Continued

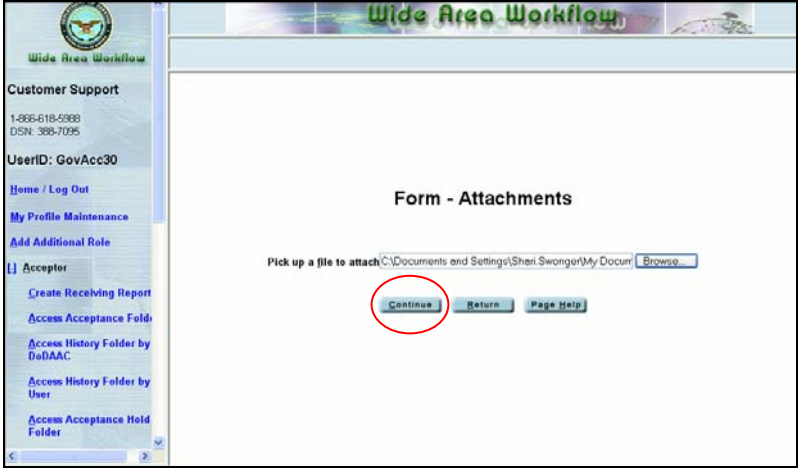
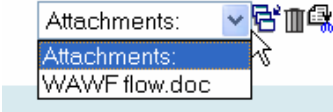
Procedure (continued)

Step	Action
3	<p>Click on the Browse button on the Attachments page to search for document to attach.</p> 
4	<p>Click on the down arrow on the “Look in:” line and choose the File dialog box to indicate the drive and directory where the attachment is currently filed.</p> 
5	<p>Select document to attach by highlighting and click open or double click on the highlighted file.</p> 


Continued on next page

Adding an Attachment, Continued

Procedure (continued)

Step	Action
6	Click “Open”
	<i>Note: Path to document is displayed in the dialog box.</i>
7	Click “Continue”.
	
8	Verify that document is displayed in Attachments: drop down menu.
	
	<i>Note: You may repeat these steps to attach additional documents. Each file should not exceed 5 MB of data.</i>
9	When finished, click the Header tab to submit the document.

Removing an attachment

To remove an attachment that you added, select the attachment in the drop down box, then click the Remove Attachment  icon.

Note: If there is only one file that was attached, there is no longer a Remove Attachment icon or an Extract Attachment icon to the right of the Attachments drop-down box.

Add Additional Emails

Introduction

Procedure

Step	Action
1	<p>Click on “Send More Email Notifications”</p> <p>Result: “Initiator Email Distribution” is displayed.</p>
2	<p>All emails that you have already established will appear. Your options are “No Action”, “Send”, “Delete” or add new e-mail address.</p> <div data-bbox="548 506 1406 1094" style="border: 1px solid black; padding: 10px;"> </div> <p>Click “Submit”</p>