

Welcome to Wide Area Workflow!

Please start by selecting one of the links from the menu above.

WARNING!

- If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.
- Please DO NOT use the browser BACK BUTTON within the WAWF application.
- The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server.
- Where they exist, use the PREVIOUS or RETURN buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

This presentation will demonstrate a Vendor creating a Navy Shipbuilding Invoice.

This presentation contains audio narrative.
Please adjust your volume accordingly.

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Create Document

History Folder

MyInvoice History Folder

Rejected Receiving Reports Folder

Rejected Invoices Folder

Correction Required Folder

Documentation Required Folder

Saved Documents Folder

Pure Edge Folder

- If using a word processor program (e.g., WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, the text must be saved in the word processor editor, before sending the data to the WAWF application.
- Please DO NOT use the browser's Back button to return to a previous page within the WAWF application.
- The use of the browser's Back button will cause the browser to attempt to retrieve the page from the cache, which may not be the most current version of the page.
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- Use of this button will cause the browser to attempt to retrieve the page from the cache, which may not be the most current version of the page.
- Where they exist, use the Print button to print the page.
- In data capture and when reviewing data, use the Print button to print the data items, etc.

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Where they exist, use the Print button to print the page.

In data capture and when reviewing data, use the Print button to print the data items, etc.

To create a document, click on the "Vendor" menu dropdown, or cursor over the "Vendor" menu dropdown.

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Click the "Create Document" link from the Vendor menu dropdown.

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Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
<input type="text" value="00C91/021799486/0001/"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="EDA"/> <input type="text" value="WAWF"/>

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

The Vendor can create a WAWF document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number.

Populate CLINs

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Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
<input type="text" value="00C91/021799486/0001/"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="EDA"/> <input type="text" value="WAWF"/>

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown list and click on the "EDA" link.

The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.

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Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
<input type="text" value="00C91/021799486/0001/"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="EDA"/> <input type="text" value="WAWF"/>

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

For additional information regarding pre-populating contract data from EDA, please refer to the EDA Pre-Pop Demonstration for DR_879 by clicking the information button.

Information

Click the arrow to continue to the next frame of the current demonstration.



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Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
00C91/021799486/0001/ <input type="button" value="v"/>	Y <input type="button" value="v"/>	International Agreement <input type="button" value="v"/>	1234567890123	WBT1

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
			YYYY/MM/DD <input type="button" value="c"/>	EDA WAWF

Once the required fields are entered, click the "Next" button to continue.

The Populate CLINs button can also be clicked to get a list of all available CLINs from EDA.

Note: The Delivery Order field is optional in WAWF, however it may be required by your contract.

Populate CLINs

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Vendor - Create Document

[Contract >>](#) Pay DoDAAC

INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y	<input type="text"/>	International Agreement	1234567890123	WBT1	00C91	021799486	0001		<input type="text"/>

* = Required Fields

The Pay DoDAAC will be pre-populated from the EDA system if the contract number exists in the EDA system.

The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

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Vendor - Create Document

[Contract >>](#) Pay DoDAAC

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y	<input type="text" value="RPIN000000000000123"/>	International Agreement	1234567890123	WBT1	00C91	021799486	0001		<input type="text" value="N68892"/>

* = Required Fields

Click the "Next" button to continue creating a document.

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Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892	USD 

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)

The Document page is displayed with a list of valid document types for the selected contract number and pay system.

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Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:53:15 EST

Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Navy Shipbuilding Invoice (Fixed Price)
- Data Table Construction / Facilities Management Invoice
- Telecom Invoice (Contractual)

Click the Navy Shipbuilding Invoice (Fixed Price) radio button.

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Create New Document

[Contract >> Pay DoDAAC >> Document](#)

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892	USD <input type="button" value="v"/>

Search For :

Template

Active Documents Archived Documents Active and Archived Documents

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)

The Document page is re-displayed with a template option.

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Create New Document

[Contract >> Pay DoDAAC >> Document](#)

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892	USD <input type="button" value="v"/>

Search For : **Invoice No.**

Template

Active Documents Archived Documents Active and Archived Documents

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)

The Search For Template option is used to pre-populate a new document with routing codes and CLIN/ACRN data from a document previously submitted in WAWF.

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Create New Document

[Contract >> Pay DoDAAC >> Document](#)

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892	USD <input type="button" value="v"/>

Search For :

Template

Active Documents Archived Documents Active and Archived Documents

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)

The Active Documents option is used to search for the template document in the Active database. The Archived Documents option is used to search for the template document in the Archive database. If the status of the document is unknown, the Vendor can select the Active and Archived Documents option.

Please refer to the Creating Document from Template Demonstration which is available in WBT for additional information regarding using the Template option.

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Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report

For training purposes, this presentation will demonstrate a Vendor creating a Navy Shipbuilding Invoice from scratch. The Vendor will type all contract data into the data capture form fields.

Click the "Next" button to continue.

- Navy Shipbuilding Invoice (Fixed Price)
- Navy Construction / Facilities Management Invoice
- Telecom Invoice (Contractual)

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Vendor - Navy Shipbuilding Invoice (Fixed Price)

[Contract >> Pay DoDAAC >> Document >> Routing](#)

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892

* = Required Fields, Date = YYYY/MM/DD

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension
<input type="text" value="YYYY/MM/DD"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
Acceptor DoDAAC * / Extension	LPO DoDAAC * / Extension		
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>		

The Routing page is displayed.
Enter routing information for the document.

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Vendor - Navy Shipbuilding Invoice (Fixed Price)

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Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892

* = Required Fields, Date = YYYY/MM/DD

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension
<input type="text" value="2012/02/20"/> 	<input type="text" value="FU4417"/>	<input type="text" value="S0512A"/>	<input type="text"/> / <input type="text"/>
Acceptor DoDAAC * / Extension	LPO DoDAAC * / Extension		
<input type="text" value="FU4417"/> / <input type="text"/>	<input type="text" value="N48885"/> / <input type="text" value="CORA"/>		

WAWF electronically routes the document based on the location code (DoDAAC/CAGE) fields. Therefore, ensure that the information is accurate according to the latest contract information.

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Vendor - Navy Shipbuilding Invoice (Fixed Price)

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Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892

* = Required Fields, Date = YYYY/MM/DD

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension
<input type="text" value="2012/02/20"/> 	<input type="text" value="FU4417"/>	<input type="text" value="S0512A"/>	<input type="text"/> / <input type="text"/>
Acceptor DoDAAC * / Extension	LPO DoDAAC * / Extension		
<input type="text" value="FU4417"/> / <input type="text"/>	<input type="text" value="N48885"/> / <input type="text" value="CORA"/>		

Click the "Next" button to continue.

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Vendor - Navy Shipbuilding Invoice (Fixed Price)

[Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture](#)

[Header](#)[Addresses](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Signature; double ** = Required Fields on Signature, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123	2012/02/20	00C91	N68892
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice		
International Agreement	<input type="text"/>	<input type="text" value="2012/02/20"/>	<input type="text" value="N"/>		
Shipment Number	Currency Code	Document Total (\$)			
<input type="text"/>	USD				

Contractor Certification *

I Certify that that this Invoice is correct and proper for payment.

Signature of Contractor Representative

Submit Without Preview

The "Header" tab is displayed.

The Invoice Date has been pre-populated from the WAWF system server. Changing it may cause processing issues with the entitlement system.

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Vendor - Navy Shipbuilding Invoice (Fixed Price)

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Comments Line Item Attachments Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Signature; double ** = Required Fields on Signature, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123	2012/02/20	00C91	N68892
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice		
International Agreement	INV1254	2012/02/20	N		
Shipment Number	Currency Code	Document Total (\$)			
SHP1254	USD				

Contractor Certification *

I Certify that that this Invoice is correct and proper for payment.

Certificate Signature

2012/02/20

Signature of Contractor Representati

Submit Without Preview

If the document is a Final Invoice, select "Y" from the dropdown list.

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Vendor - Navy Shipbuilding Invoice (Fixed Price)

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Header

Addresses

Comments

Line Item

Attachments

Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Signature; double ** = Required Fields on Signature, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123	2012/02/20	00C91	N68892
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice		
International Agreement	<input type="text" value="INV1254"/>	<input type="text" value="2012/02/20"/>	<input type="text" value="N"/>		

Document Total (\$)

The "Save Draft Document" button is available on every tab. The Vendor can save an incomplete document by clicking this button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

Certificate Signature

Signature of Contractor Representative

Submit Without Preview

Save Draft Document

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Vendor - Navy Shipbuilding Invoice (Fixed Price)

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Header | [Addresses](#) | [Comments](#) | [Line Item](#) | [Attachments](#) | [Preview Document](#)

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.
WARNING: The Invoice Date has been pre-populated from the WAWF system server.
WARNING: There must be at least one CLIN/SLIN type Line Item for this document.

single * = Required Fields on Signature; double ** = Required Fields on Signature, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123	2012/02/20	00C91	N68892

Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice
International Agreement	<input type="text" value="INV1254"/>	<input type="text" value="2012/02/20"/>	<input type="button" value="N"/>

Shipment Number	Currency Code	Document Total (\$)
<input type="text" value="SHP1254"/>		

Contractor Certification *
 I Certify that that this Invoice is correct

As the user clicks "Save Draft Document" at this point, a message will be displayed to inform the user that saved documents will be purged after 'X' number of days.
 The 'X' number of days is parameter driven so that it may be changed by the WAWF PMO or System Administrator as needed.

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Vendor - Navy Shipbuilding Invoice (Fixed Price)

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Header **Addresses** [Comments](#) [Line Item](#) [Attachments](#) [Preview Document](#)

INFO: Saved as on 2/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

WARNING: There must be at least one CLIN/SLIN type Line Item for this document.

Click the "Addresses" tab to navigate to the Addresses page.

Header	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
	RPIN000000000000123	2012/02/20	00C91	N68892

Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice
International Agreement	2012/02/20	N

International Agreement

INV1254

2012/02/20

N

Shipment Number

Currency Code

Document Total (\$)

SHP1254

USD

0

Contractor Certification *

I Certify that that this Invoice is correct and proper for payment.

Certificate Signature

2012/02/20

Signature of Contractor Representative

Save Draft Document

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Vendor - Navy Shipbuilding Invoice

[Routing >>](#) Data Capture
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INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

* = Required Fields

Payee: 00C91 DUNS: 021799486 DUNS + 4: 0001 Extension:

* Payee Name 1:

Payee Name 2:

Payee Name 3:

Address 1:

Address 2:

Address 3:

Address 4:

City:

State:

Zip Code:

Country:

Military Location Description:

The Addresses tab is displayed.
The Vendor can use this tab to view or edit the address information.

Based on the routing location codes entered, WAWF will pre-populate the address information for each of the location codes onto the document.

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INFO: Saved as of: 2012/02/20 12:55:42 EST. Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

* = Required Fields

Payee: 00C91 DUNS: 021799486 DUNS + 4: 0001 Extension:

To navigate to the Comments page, click the "Comments" tab.

Address 1:

Address 2:

Address 3:

Address 4:

City:

State:

Zip Code:

Country:

Military Location Description:

[Save Draft Document](#)

[Help](#)

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:55:42 EST

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Vendor - Navy Shipbuilding Invoice

[Routing >>](#) Data Capture

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INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Initiator Comments

The Comments page is displayed.
This tab allows the Vendor to enter further instructions or comments.

[Save Draft Document](#)[Help](#)

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:55:50 EST

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Vendor - Navy Shipbuilding Invoice

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Comments

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Preview Document

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Initiator Comments

This is Vendor's comment for Navy Shipbuilding Invoice with One-Pay.

To navigate to the Line Item page, click the "Line Item" tab.

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Vendor - Navy Shipbuilding Invoice (Fixed Price)

[Routing >>](#) Data Capture

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INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

At least one Line Item is required

Line Item Details

CLIN	Amount Billed (\$)	Actions
		Add

The Line Item page is displayed.

This tab can be used to add a CLIN (Contract Line Item Number).

[Save Draft Document](#)[Help](#)

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:56:24 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

[User](#) [Administration Console](#) [Vendor](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

Vendor - Navy Shipbuilding Invoice (Fixed Price)

[Routing >>](#) Data Capture

[Header](#)[Addresses](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

At least one Line Item is required

Line Item Details

CLIN	Amount Billed (\$)	Actions
		Add

To add a Line Item, click the "Add" link.

[Save Draft Document](#)[Help](#)

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:56:24 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

[User](#) [Administration Console](#) [Vendor](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

Vendor - Navy Shipbuilding Invoice (Fixed Price)

CLIN/SLIN

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	PR Number	Amount Billed (\$) *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Description *

The Add CLIN/SLIN page is displayed. Enter line item data.

Save CLIN/SLIN

Save Draft Document

Previous

Help

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:56:30 EST

Vendor - Navy Shipbuilding Invoice (Fixed Price)

CLIN/SLIN

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	PR Number	Amount Billed (\$) *
1001AA	PR0000000000000000123	19,000,000.50

Description *

WBT Demo

Click the "Save CLIN/SLIN" button to save the line item.

Save CLIN/SLIN

Save Draft Document

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Vendor - Navy Shipbuilding Invoice (Fixed Price)

[Routing >>](#) [Data Capture](#)

[Header](#)[Addresses](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

At least one Line Item is required

Line Item Details

CLIN	Amount Billed (\$)	Actions
1001AA	19,000,000.50	Edit Delete Add

The Line Item page is displayed with the updated line item.
The Vendor may add another Line Item by clicking the "Add" link and repeating the procedures.

[Save Draft Document](#)[Help](#)

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:57:01 EST

Vendor - Navy Shipbuilding Invoice (Fixed Price)

[Routing >>](#) Data Capture

[Header](#) [Addresses](#) [Comments](#) [Line Item](#) [Attachments](#) [Preview Document](#)

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

At least one Line Item is required

Line Item Details

CLIN	Am
1001AA	1

Navigate to the Attachments page by clicking the "Attachments" tab.

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Vendor - Navy Shipbuilding Invoice

[Routing >>](#) [Data Capture](#)

[Header](#)[Addresses](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 2MB, attachments over this size will be rejected.

Attachment

[Browse...](#)[Upload](#)

Attachments Name	Actions
------------------	---------

The Attachments page is displayed.
This tab can be used to send file attachments.

The attachment size limit is based upon the parameter.
Multiple attachments may be associated with a document, with the file size of EACH, individual attachment, not exceeding the parameterized file size limit.

In this example, the attachment size limit is 2MB.

[Save Draft Document](#)[Help](#)

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:57:12 EST

[User](#) [Administration Console](#) [Vendor](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

Vendor - Navy Shipbuilding Invoice

[Routing >>](#) Data Capture

[Header](#)[Addresses](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

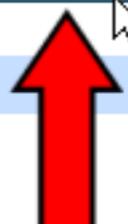
WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 2MB, attachments over this size will be rejected.

Attachment

[Browse...](#)[Upload](#)

Attachments Name	Actions
------------------	---------



To locate the file, click the "Browse" button.

[Save Draft Document](#)[Help](#)

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:57:12 EST

[Security & Privacy](#)[Accessibility](#)[Vendor Customer Support](#)[Government Customer Support](#)[FAQ](#)[Site Index](#)

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Vendor - Navy Shipbuilding Invoice

[Routing >>](#) Data Capture

[Header](#)[Addresses](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 2MB, attachments over this size will be rejected.

Attachment

Attachments Name

Actions

The selected file is now displayed in the Attachment field.
Click the "Upload" button to continue.

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:57:12 EST

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Vendor - Navy Shipbuilding Invoice

[Routing >>](#) Data Capture

[Header](#)[Addresses](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 2MB, attachments over this size will be rejected.

Attachment

[Browse...](#)[Upload](#)

Attachments Name

Actions

description.bmp

[View Attachment](#)[Delete Attachment](#)[Save Draft Document](#)[Help](#)

The file attachment is now displayed on the Attachments page.

The Vendor can view the attachment by clicking the "View Attachment" link and remove the attachment by clicking the "Delete Attachment" link.

To attach another file, click the "Browse" button and keep doing this procedure until you have attached all files you want to send.

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:57:40 EST

Vendor - Navy Shipbuilding Invoice

[Routing >>](#) Data Capture

- Header
- Addresses
- Comments
- Line Item
- Attachments
- Preview Document

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 (days) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 2MB, attachments over this size will not be accepted.

Attachment

Browse...

Upload

To view the whole document, click the "Preview Document" tab.

Attachments Name

Actions

description.bmp

[View Attachment](#)

[Delete Attachment](#)

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Wide Area Workflow

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Vendor - Navy Shipbuilding Invoice

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[Header](#)
[Addresses](#)
[Comments](#)
[Line Item](#)
[Attachments](#)
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[Expand All](#) [Collapse All](#)

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status
WARNING: The Invoice Date has been pre-populated from the WAWF system server.

The Preview Document tab is displayed. The Vendor can scroll the contents of the tab to review the document. If the Vendor notices an inaccuracy after reviewing the Navy Shipbuilding Invoice information, the Vendor can return to the appropriate tab to correct the information.

[\[-\] Document Information](#)

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	
International Agreement	1234567890123	WBT1	RPIN000000000000123	2012/02/20	
Invoice Number	Invoice Date	Invoice Received Date	Final Invoice?	Shipment Number	Discounts
INV1254	2012/02/20		N	SHP1254	NET: 7

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$ 19,000,000.50

[\[-\] Line Item Information](#)

Item No.	Amount Billed	Amount Approved	
1001AA	\$ 19000000.50	\$	
ACRN	SDN	AAI	PR Number

[Save Draft Document](#)
[Help](#)

User Administration Console Vendor Property Transfer Documentation Lookup Logout

Vendor - Navy Shipbuilding Invoice

Routing >> Data Capture

Header

Addresses

Comments

Line Item

Attachments

Preview Document

Expand All

Collapse All

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

The Vendor can collapse all document sections by clicking the "Collapse All" link.

[-] Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	
International Agreement	1234567890123	WBT1	RPIN000000000000123	2012/02/20	
Invoice Number	Invoice Date	Invoice Received Date	Final Invoice?	Shipment Number	Discounts
INV1254	2012/02/20		N	SHP1254	NET: 7
Summary of Detail Level Information					Total
1 CLIN/SLIN(s)					\$ 19,000,000.50

[-] Line Item Information

Item No.	Amount Billed	Amount Approved	
1001AA	\$ 19000000.50	\$	
ACRN	SDN	AAI	PR Number

Save Draft Document

Help

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:57:47 EST

Vendor - Navy Shipbuilding Invoice

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- [Header](#)
- [Addresses](#)
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[Expand All](#) [Collapse All](#) |

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.
WARNING: The Invoice Date has been pre-populated from the WAWF system server.

- [\[+\] Document Information](#)
- [\[+\] Line Item Information](#)
- [\[+\] Address Information](#)
- [\[+\] Misc Information](#)
- [\[+\] Workflow Information](#)

All document sections are now collapsed.

[Save Draft Document](#) [Help](#)



Vendor - Navy Shipbuilding Invoice

[Routing >>](#) Data Capture

- [Header](#)
- [Addresses](#)
- [Comments](#)
- [Line Item](#)
- [Attachments](#)
- [Preview Document](#)

[Expand All](#) [Collapse All](#)

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

[+] [Document Information](#)

[+] [Line Item Information](#)

[+] [Address Information](#)

[+] [Misc Information](#)

[+] [Workflow Information](#)

Click on the section headers to expand and collapse individual headers.

[Save Draft Document](#)

[Help](#)

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Vendor - Navy Shipbuilding Invoice

[Routing >> Data Capture](#)[Header](#)[Addresses](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)[Expand All](#)[Collapse All](#)

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

[\[+\] Document Information](#)[\[-\] Line Item Information](#)

Item No.	Amount Billed	Amount Approved		
1001AA	\$ 19000000.50	\$		
ACRN	SDN	AAI	PR Number	
			PR0000000000000000123	
Description				
WBT Demo				
Line Item Total:				\$ 19,000,000.50

[\[+\] Address Information](#)

The Line Item Information section is expanded.

[Save Draft Document](#)[Help](#)

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:57:47 EST

Wide Area Workflow

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Vendor - Navy Shipbuilding Invoice

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[Expand All](#) [Collapse All](#)

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Return to the "Header" tab to sign the document.

1001AA	\$ 19000000.50				Amount Approved	\$
ACRN	SDN	AAI			PR Number	PR0000000000000000123
Description						
WBT Demo						
Line Item Total:						\$ 19,000,000.50

[\[+\] Address Information](#)

[Save Draft Document](#) [Help](#)

Wide Area Workflow

User Administration Console Vendor Property Transfer

Vendor - Navy Shipbuilding Invoice (Fixed Price)

Routing >> Data Capture

Header

Addresses

Comments

Line Item

Attachments

Preview Document

The Header page is displayed.

Once the Vendor has verified the accuracy of the Navy Shipbuilding Invoice, the Vendor will need to certify the Invoice by entering a date and clicking the "Signature" button.

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated (again) from the WAWF system server. Changing it may cause processing issues with the entitlement system.

single * = Required Fields on Signature; double ** = Required Fields on Signature, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123	2012/02/20	00C91	N68892
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice		
International Agreement	INV1254	2012/02/20	N		
Shipment Number	Currency Code	Document Total (\$)			
SHP1254	USD	19,000,000.50			

Contractor Certification *

I Certify that that this Invoice is correct and proper for payment.

Certificate Signature

2012/02/20

Signature of Contractor Representative

Submit Without Preview

Save Draft Document

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Wide Area Workflow

User Administration Console Vendor Property Transfer Documentation Lookup Logout

Vendor - Navy Shipbuilding Invoice (Fixed Price)

Routing >> Data Capture

Header

Addresses

Comments

Line Item

Attachments

Preview Document

INFO: Saved as of: 2012/02/20 12:55:30 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: The Invoice Date has been pre-populated (again) from the WAWF system server. Changing it may cause processing issues with the entitlement system.

single * = Required Fields on Signature; double ** = Required Fields on Signature, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBT1	RPIN000000000000123	2012/02/20	00C91	N68892
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice		
International Agreement	<input type="text" value="INV1254"/>	<input type="text" value="2012/02/20"/>	<input type="text" value="N"/>		
Shipment Number	Currency Code	Document Total (\$)			
<input type="text" value="SHP1254"/>	USD	19,000,000.50			

Contractor Certification *

I Certify that that this Invoice is correct and proper for payment.

Signature of Contractor Representative

 Submit Without Preview

When the "Submit Without Preview" checkbox is selected, the document will be submitted automatically after signing.

Save Draft Document

Previous

Purge

Help

Vendor - Navy Shipbuilding Invoice (Fixed Price)

[Routing >>](#) Data Capture

- Header**
- Addresses
- Comments
- Line Item
- Attachments
- Preview Document

WARNING: The Invoice Date has been pre-populated.

single * = Required Fields on Signature; double ** = Required Fields on Signature and Payment

Contract Number

1234567890123

Contract Number Type

International Agreement

Shipment Number

SHP1254

Contractor Certification *

I Certify that that this Invoice is correct and

2012/02/20



Save Draft Document

Previous

Select the certificate you want to use.

Note: Only X509 Certificates from your Personal Certificate Store that are used for Digital Signing and Non-Repudiation will be displayed.

Issued to	Issued by	Friendly name	Expiration Date
CACI.Tester28.900004...	DOD OM CA-22	CACI.Tester28.900004...	Sun Mar 30 12:17:01 E...

The Password page will be displayed if the user logged in with UserId/Password.

The "Certificate" window will be displayed if the user logged in with a Digital Certificate or Common Access Card.

User Administration Console Vendor Property Transfer Documentation **Lookup** Logout

Vendor - Navy Shipbuilding Invoice (Fixed Price)

Routing >> Data Capture

Header Addresses Comments Line Item Attachments Preview Document

WARNING: The Invoice Date has been pre-po

single * = Required Fields on Signature; double

Contract Number

1234567890123

Contract Number Type

International Agreement

Shipment Number

SHP1254

Contractor Certification *

I Certify that that this Invoice is correct and

2012/02/20



Save Draft Document

Previous

Help

Select the certificate you want to use.

Note: Only X509 Certificates from your Personal Certificate Store that are used for Digital Signing and Non-Repudiation will be displayed.

Issued to	Issued by	Friendly name	Expiration Date
CACI.Tester28.900004...	DOD OM CA-22	CACI.Tester28.900004...	Sun Mar 30 12:17:01 E...

In this demo, the Vendor logged in using a Digital Certificate.

Select the certificate in the pop-up window and click "OK" to continue.

[User](#) [Administration Console](#) [Vendor](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

Success

The Navy Shipbuilding Invoice was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
1234567890123	WBT1	SHP1254	INV1254

Email sent to Vendor: wawf@caci.com

Email sent to Acceptor: wawf@caci.com

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: 01, ISA08: ISA_0000000001, GS03: GS03-0000000001

Notification sent for CAGE code 00C91 to FTP Directory: /caci_db/efp/WAWF_RA_sec/Test/Version530/FTPEDIDirectory/ftp_working/cleung

[Send Additional Email Notifications](#)

Mon Feb 20 12:58:43 EST 2012

The Success page is displayed with Email, FTP and EDI notifications as applicable.

[Return](#)

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:58:43 EST

Success

The Navy Shipbuilding Invoice was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
1234567890123	WBT1	SHP1254	INV1254

Email sent to Vendor: wawf@caci.com

Email sent to Acceptor: wawf@caci.com

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: 01, ISA08: ISA_0000000001, GS03: GS03-0000000001

Notification sent for CAGE code 00C91 to FTP Directory: /caci_db/efp/WAWF_RA_sec/Test/Version530/FTPEDIDirectory/ftp_working/cleung

[Send Additional Email Notifications](#)

Mon Feb 20 12:58:43 EST 2012

The Vendor may send more email notifications by clicking the Send Additional Email Notifications link.

[Return](#)

Success

The Navy Shipbuilding Invoice was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
1234567890123	WBT1	SHP1254	INV1254

Email sent to Vendor: wawf@caci.com

Email sent to Acceptor: wawf@caci.com

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: 01, ISA08: ISA_0000000001, GS03: GS03-0000000001

Notification sent for CAGE code 00C91 to FTP Directory: /caci_db/efp/WAWF_RA_sec/Test/Version530/FTPEDIDirectory/ftp_working/cleung

[Send Additional Email Notifications](#)

The Vendor may create additional documents by clicking the Return button.

Return

[User](#) [Administration Console](#) [Vendor](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
<input type="text" value="00C91/021799486/0001/"/>	<input type="text" value="Y"/>	<input type="text" value="International Agreement"/>	<input type="text" value="1234567890123"/>	<input type="text" value="WBT1"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="EDA"/> <input type="text" value="WAWF"/>

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

This concludes the overview demonstration for creating a Navy Shipbuilding Invoice.

[Populate CLINs](#)

[Next](#)

[Reset](#)

[Help](#)

Logon Date : 2012/02/20 12:42:12 EST Last Accessed Date : 2012/02/20 12:59:06 EST