

## 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 provides an overview for creating a Navy Construction/Facilities Management Invoice.

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

[Help](#)

- 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
- View Only Folder
- View Only Saved Documents Folder
- View Only Pure Edge Folder
- Ship To View Only Folder

- If using a word processor pro...
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- The use of the browser's BA...
- Use of this button will cause...
- Where they exist, use the P...
- In data capture and when rev...

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The Vendor selects the Vendor menu option.

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Then selects the Create Document sub menu option.

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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="493R2/0763529471"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* = Required Fields

### Pre-Populate Contract Number/Delivery Order

<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.

## Vendor - Create Document

### Contract Info

<b>CAGE Code / DUNS / DUNS+4 / Ext. *</b> <input type="text" value="493R2/076352947//"/>	<b>Contractual? *</b> <input type="text" value="Y"/>	<b>Contract Number Type</b> <input type="text"/>	<b>Contract Number *</b> <input type="text"/>	<b>Delivery Order</b> <input type="text"/>
---	---	---	--	---

\* = Required Fields

**Pre-Populate Contract Number/Delivery Order**

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

## Vendor - Create Document

### Contract Info

<b>CAGE Code / DUNS / DUNS+4 / Ext. *</b>	<b>Contractual? *</b>	<b>Contract Number Type</b>	<b>Contract Number *</b>	<b>Delivery Order</b>
<input type="text" value="493R2/076352947//"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* = Required Fields

### Pre-Populate Contract Number/Delivery Order

<b>Contract Number</b> begins with	<b>Delivery Order</b> begins with	<b>Issue/Submitted Date</b>	<b>Issue/Submitted Date End</b>	<b>Populate From</b>
<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.



[Populate CLINs](#) [Next](#) [Reset](#) [Help](#)

## Vendor - Create Document

### Contract Info

<b>CAGE Code / DUNS / DUNS+4 / Ext. *</b>	<b>Contractual? *</b>	<b>Contract Number Type</b>	<b>Contract Number *</b>	<b>Delivery Order</b>
<input type="text" value="493R2/076352947//"/>	<input type="text" value="Y"/>	<input type="text" value="Other Agreement"/>	<input type="text" value="N60951A928N02"/>	<input type="text" value="DEL852KL888W"/>

\* = Required Fields

### Pre-Populate Contract Number/Delivery Order

<b>Contract Number</b> begins with	<b>Delivery Order</b> begins with	<b>Issue/Submitted Date</b>	<b>Issue/Submitted Date End</b>	<b>Populate From</b>
<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 e

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.



## Vendor - Create Document

[Contract >> Pay DoDAAC](#)

INFO: The contract data is not available in DoD EDA.

INFO: Click the Previous button or [Contract >>](#) link to enter a different Contract Number or continue creating the document.

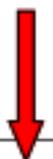
Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y	<input type="text"/>	Other Agreement	N60951A928NO2	DEL852KL888W	493R2	076352947			<input type="text" value="N60951"/>

\* = 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.

Click the Next button to continue creating a document.



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[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)**Create New Document**[Contract >> Pay DoDAAC >> Document](#)

Contract Number	Delivery Order	CAGE Code	Pay Official
N60951A928NO2	DEL852KL8888W	493R2	N60951

**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)
- Repairables Receiving Report
- Invoice and Repairables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Grant and Cooperative Agreement Voucher
- Navy Shipbuilding Invoice (Fixed Price)
- Navy Construction / Facilities Management Invoice

The Document Selection Page is displayed.

Search For:

Invoice No.

Template

Active Documents  Archived Documents  Active and Archived Documents

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)
- Repairables Receiving Report
- Invoice and Repairables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Grant and Cooperative Agreement Voucher
- Navy Shipbuilding Invoice (Fixed Price)
- Navy Construction / Facilities Management Invoice
- Telecom Invoice (Contractual)

The Vendor clicks the radio button for Navy Construction / Facilities Management Invoice

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Search For:

Invoice No.

Template

The Create from Template option appears after the document type is selected.

Active Documents  Archived Documents  Active and Archived Documents

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)
- Repairables Receiving Report
- Invoice and Repairables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Grant and Cooperative Agreement Voucher
- Navy Shipbuilding Invoice (Fixed Price)
- Navy Construction / Facilities Management Invoice
- Telecom Invoice (Contractual)

The Next button appears after the document type is selected.

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Search For:

Invoice No.

Template

Active Documents  Archived Documents  Active and Archived Documents

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)
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- Grant and Cooperative Agreement Voucher
- Navy Shipbuilding Invoice (Fixed Price)
- Navy Construction / Facilities Management Invoice
- Telecom Invoice (Contractual)

The Vendor clicks the Next button to continue.

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## Vendor - Navy Construction / Facilities Management Invoice

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

Contract Number	Delivery Order	CAGE Code/Ext.	Pay DoDAAC
N60951A928N02	DEL852KL8888W	493R2	N60951

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"/>
AcceptBy DoDAAC * / Extension	LPO DoDAAC * / Extension		
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>		

The Routing page is displayed. The following Routing Location Codes are mandatory for Navy Construction / Facilities Management Invoice.

- Admin DoDAAC
- InspectBy DoDAAC
- AcceptBy DoDAAC
- LPO DoDAAC

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## Vendor - Navy Construction / Facilities Management Invoice

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

Contract Number	Delivery Order	CAGE Code/Ext.	Pay DoDAAC
N60951A928N02	DEL852KL8888W	493R2	N60951

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC */ Extension
<input type="text" value="YYYY/MM/DD"/>	<input type="text"/>	<input type="text" value="N60951"/>	<input type="text" value="FU4417"/> <input type="text"/>
AcceptBy DoDAAC */ Extension	LPO DoDAAC */ Extension		
<input type="text" value="FU4417"/> <input type="text"/>	<input type="text" value="FA3030"/> <input type="text"/>		

The Vendor enters the Routing Code information.

WAWF routes documents electronically using the location codes so make sure the information is correct according to the latest contract information. In some cases your contract may require you to complete one or more of the optional location code fields. If needed, ask your contracting officer for clarification.

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### Vendor - Navy Construction / Facilities Management Invoice

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

Contract Number	Delivery Order	CAGE Code/Ext.	Pay DoDAAC
N60951A928N02	DEL852KL8888W	493R2	N60951

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC */ Extension
<input type="text" value="YYYY/MM/DD"/>	<input type="text"/>	<input type="text" value="N60951"/>	<input type="text" value="FU4417"/> <input type="text"/>

AcceptBy DoDAAC * / Extension	LPO DoDAAC * / Extension
<input type="text" value="FU4417"/> <input type="text"/>	<input type="text" value="FA3030"/> <input type="text"/>

The Vendor clicks the Next button to continue.

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## Vendor - Navy Construction / Facilities Management Invoice

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Header

Addresses

Discounts

Comments

Line Item

Attachments

Preview Document

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

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

Contract Number	Delivery Order	Issue Date	CAGE Code/Ext.	Pay DoDAAC
N60951A928NO2	DEL852KL8888W		493R2	N60951
Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice	Construction	Fixed Price
<input type="text"/>	<input type="text" value="2010/11/13"/> 	<input type="text" value="N"/> 	<input type="text" value="N"/> 	<input type="text" value="Y"/> 
Currency Code	Document Total (\$)			
<input type="text" value="USD"/> 				

The Header Tab is displayed.

Note: The Invoice Date has been pre-populated from the WAWF system server. Changing the Invoice Date to a date that is greater than the Invoice Date pre-populated from the WAWF system server may cause processing issues within the entitlement system.

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Contract Number	Delivery Order	Issue Date	CAGE Code/Ext.	Pay DoDAAC
N60951A928NO2	DEL852KL8888W		493R2	N60951
Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice	Construction	Fixed Price
<input type="text"/>	<input type="text" value="2010/11/13"/>	<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text" value="Y"/>
Currency Code	Document Total (\$)			
<input type="text" value="USD"/>				

Select 'Y' or 'N' from the three respective dropdown boxes for Final Invoice, Construction & Fixed Price.

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Contract Number	Delivery Order	Issue Date	CAGE Code/Ext.	Pay DoDAAC
N60951A928NO2	DEL852KL8888W		493R2	N60951
Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice	Construction	Fixed Price
INV1004AY2	2010/11/13	N	N	Y
Currency Code	Document Total (\$)			
USD				

The Invoice Number is mandatory.  
The Vendor enters the Invoice Number before continuing.

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Contract Number	Delivery Order	Issue Date	CAGE Code/Ext.	Pay DoDAAC
N60951A928NO2	DEL852KL8888W		493R2	N60951
Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice	Construction	Fixed Price
<input type="text" value="INV1004AY2"/>	<input type="text" value="2010/11/13"/>	<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text" value="Y"/>
Currency Code	Document Total (\$)			
<input type="text" value="USD"/>				

The Vendor can save an incomplete document by clicking the Save Draft Document 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.

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Contract Number	Delivery Order	Issue Date	CAGE Code/Ext.	Pay DoDAAC
N60951A928NO2	DEL852KL8888W		493R2	N60951
Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice	Construction	Fixed Price
<input type="text" value="INV1004AY2"/>	<input type="text" value="2010/11/13"/>	<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text" value="Y"/>
Currency Code	Document Total (\$)			
<input type="text" value="USD"/>				

The Vendor clicks the Addresses Tab to go to the Address page.

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

Payee / Ext.: 493R2

\* 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:

Administered By DoDAAC: N60951

\* Activity Name 1:

Activity Name 2:

Activity Name 3:

Address 1:

Address 2:

Address 3:

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

- CAGE Code information is pulled from CCR (Central Contractor Registration)
- DoDAAC information is pulled from DAAS (Defense Automatic Addressing System). These sites are the official DoD sites for address information.

If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in these systems.

If you want to specify a particular room or building number, which may not be pulled from these systems, you can make that change on this screen.

Please remember that any change you make on the form only applies to the form you are creating and does not apply to future forms you may create. If permanent changes are needed, you will need to get that address information corrected permanently.

No matter what entries are made there must be at least a name of the organization/agency (the Payee Name 1 field).

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

Payee / Ext.: 493R2

\* 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:

Administered By DoDAAC: N60951

\* Activity Name 1:

Activity Name 2:

Activity Name 3:

Address 1:

Address 2:

Address 3:

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

- CAGE Code information is pulled from CCR (Central Contractor Registration)
- DoDAAC information is pulled from DAAS (Defense Automatic Addressing System). These sites are the official DoD sites for address information.

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

Payee / Ext.: 493R2

\* 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: 

Administered By DoDAAC: N60951

\* Activity Name 1: Activity Name 2: Activity Name 3: Address 1: Address 2: Address 3: 

The Vendor clicks the Discounts Tab to go to the Discounts page.

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

Document Level Discount Terms:

Discount Percentage (%)	Due Days	Actions
		<a href="#">Add</a>
Discount Amount (\$)	Discount Date	Actions
		<a href="#">Add</a>

Net Days

30

The Net Days displays the number of days in which an invoice is to be paid. This number is determined from the "Final Invoice" and "Construction" indicator(s) selection made on the Header tab.

The Net Days Discount defaults to 14 days when the NAVCON is Non Final Construction. Otherwise Net Days Discount is 30 days.

The Discount page is displayed. The Discounts page allows the Vendor to offer discounts for payment within a certain number of days.

The Discount Page allows a maximum of 2 Percentage Discounts or 1 Discount Amount.

Submit

Save Draft Document

Help

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)**Vendor - Navy Construction / Facilities Management Invoice**[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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

Document Level Discount Terms:

Discount Percentage (%)	Due Days	Actions
-------------------------	----------	---------

[Add](#)

Discount Amount (\$)	Discount Date	Actions
----------------------	---------------	---------

[Add](#)

Net Days
----------

30

The Vendor clicks the Add link under Discount Percentage to enter a Discount Percentage and Due Days.

The Vendor clicks the Add link under Discount Amount to enter Discount Amount and Discount Date.

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

Logon Date : Last Accessed Date : 2010/11/13 09:52:08 EST

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[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)**Vendor - Navy Construction / Facilities Management Invoice**[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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

Document Level Discount Terms:

Discount Percentage (%)	Due Days	Actions
		<a href="#">Add</a>
Discount Amount (\$)	Discount Date	Actions
		<a href="#">Add</a>

**Net Days**

30

The Vendor clicks the Comments tab to go to the Comments page.

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

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

## Initiator Comments

The Comments page allows the Vendor to enter Navy Construction / Facilities Management Invoice comments.

NOTE: If the Construction/Facilities Management Invoice is being submitted after a previous "final" Invoice, you are required to fill out the Comments page

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

Logon Date : Last Accessed Date : 2010/11/13 09:52:29 EST

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

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)**Vendor - Navy Construction / Facilities Management Invoice**[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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

## Initiator Comments

Document Level comments

The Comments page allows the Vendor to enter Navy Construction / Facilities Management Invoice comments.

NOTE: If the Construction/Facilities Management Invoice is being submitted after a previous "final" Invoice, you are required to fill out the Comments page

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

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)

### Vendor - Navy Construction / Facilities Management Invoice

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

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

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

#### Initiator Comments

Document Level comments

The Vendor clicks the Line Item tab to go to the Line Item page

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

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)**Vendor - Navy Construction / Facilities Management Invoice**[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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

At least one Line Item is required

**Line Item Details**

Item No.	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)	Actions
					<a href="#">Add</a>

The Line Item Details page is displayed.  
The Vendor clicks the Add link under the 'Actions' heading to Add a Line Item.

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

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)

## Vendor - Navy Construction / Facilities Management Invoice

CLIN/SLIN

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

Item No. **	Qty. Provided *	Unit *	Unit Price * (\$)	Amount (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Description \*

The Add CLIN/SLIN screen appears.

The Vendor enters the Item No., Qty. Provided, Unit, Unit Price and comments in the "Description" box.

[Save Clin/Slin](#)[Save Draft Document](#)[Previous](#)[Help](#)

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)

## Vendor - Navy Construction / Facilities Management Invoice

CLIN/SLIN

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

Item No.**	Qty. Provided *	Unit *	Unit Price * (\$)	Amount (\$)
1000	3,200	EA	0.02	64.00

## Description \*

No # pencils

When the required information for the line item has been entered, the Vendor clicks the Save Clin/Slin button at the bottom of the screen.

Save Clin/Slin

Save Draft Document

Previous

Help

Logon Date : Last Accessed Date : 2010/11/13 09:52:52 EST

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## Vendor - Navy Construction / Facilities Management Invoice

CLIN/SLIN

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

Item No. **	Qty. Provided *	Unit *	Unit Price * (\$)	Amount (\$)
1000	3,200	EA	0.02	64.00

## Description \*

No # pencils

When the required information for the line item has been entered, the Vendor clicks the Save Clin/Slin button at the bottom of the screen.

The Vendor clicks the Save Clin/Slin button.

Save Clin/Slin

Save Draft Document

Previous

Help

Logon Date : Last Accessed Date : 2010/11/13 09:52:52 EST

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The Line Item is now saved.

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

At least one Line Item is required

**Line Item Details**

Item No.	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)	Actions
1000	3,200	EA	0.02	64.00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>

The Vendor may edit or delete Line Items as necessary by clicking the Edit and Delete links under the 'Actions' heading.

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

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)**Vendor - Navy Construction / Facilities Management Invoice**[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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

At least one Line Item is required

**Line Item Details**

Item No.	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)	Actions
1000	3,200	EA	0.02	64.00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>

To add another Line Item, the Vendor clicks the Add button and repeats the process.

You can add up to 250 line items using this action. However, if you need to enter a large number of items, you should use FTP or EDI to submit your Navy Construction / Facilities Management Invoice.

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

### Vendor - Navy Construction / Facilities Management Invoice

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

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

The Vendor clicks the Attachments tab to go to the Attachments page.

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

At least one Line Item is required

#### Line Item Details

Item No.	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)	Actions
1000	3,200	EA	0.02	64.00	Edit Delete Add

Submit Save Draft Document Help

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)**Vendor - Navy Construction / Facilities Management Invoice**[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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.**

Attachment \*

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

The Attachment page is now displayed.

Attachments Name

Actions

When creating a non-final Navy Construction/Facilities Management document, at least 1 attachment is required.

- In the case of final construction invoices, 2 attachments (min.) are required-one being a release of claims.

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

Logon Date : Last Accessed Date : 2010/11/13 09:53:31 EST

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[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)**Vendor - Navy Construction / Facilities Management Invoice**[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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.**

Attachment \*

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

Attachments Name

Actions

The Vendor clicks the Browse button to locate the file that is to be attached.

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

Logon Date : Last Accessed Date : 2010/11/13 09:53:31 EST

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### Vendor - Navy Construction / Facilities Management Invoice

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

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

WARNING: The Invoice Date has

**WARNING: Wide Area Workflow does not enter classified information in this system.**

Attachment \*

Attachments Name Action

**Choose File to Upload**

Look in: ATTACH

Attachment\_for\_WAWF.doc

File name: Attachment\_for\_WAWF.doc

Files of type: All Files (\*.\*)

Open Cancel

DO NOT enter classified information in this system.

The Vendor clicks the Open button after the file is selected.

Submit Save Draft Document

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)

## Vendor - Navy Construction / Facilities Management Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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.**

Attachment \*

Attachments Name

Actions

The Vendor clicks the Upload button to attach the selected document.

Logon Date : Last Accessed Date : 2010/11/13 09:53:31 EST

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[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)

## Vendor - Navy Construction / Facilities Management Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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.**

Attachment \*

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

Attachments Name

Actions

Attachment\_for\_WAWF.doc

[View Attachment](#)[Delete Attachment](#)

The attachment is now saved on the document.

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

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### Vendor - Navy Construction / Facilities Management Invoice

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

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

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.**

Attachment \*

Attachments Name	Actions
Attachment_for_WAWF.doc	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>



The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachments links.

- Submit
- Save Draft Document
- Help



[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)

## Vendor - Navy Construction / Facilities Management Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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.**

Attachment \*

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

Attachments Name

Actions

Attachment\_for\_WAWF.doc

[View Attachment](#)[Delete Attachment](#)

To add another attachment, the Vendor clicks the Browse button and repeats the process.

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

Logon Date : Last Accessed Date : 2010/11/13 09:53:32 EST

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## Vendor - Navy Construction / Facilities Management Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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.**

Attachment \*

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

Attachments Name

Actions

Attachment\_for\_WAWF.doc

[View Attachment](#)[Delete Attachment](#)

The Vendor clicks Preview Document tab to View the entire document.

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

Logon Date : Last Accessed Date : 2010/11/13 09:53:32 EST

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## Vendor - Navy Construction / Facilities Management Invoice

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

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

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

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

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

<b>Contract Number</b>	<b>Delivery Order</b>	<b>Issue Date</b>	<b>Construction</b>	<b>Fixed Price</b>
N60951A928N02	DEL852KL8888W		N	Y
<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Final Invoice?</b>	<b>Invoice Received Date</b>	
INV1004AY2	2010/11/13	N		
<b>Discounts</b>				
NET : 30				
<b>Summary of Detail Level Information</b>	<b>Deduction Amount (\$)</b>	<b>Retention Amount (\$)</b>	<b>Total (\$)</b>	
1 CLIN/SLIN(s)			64.00	

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

Document Total	Deduction Amount	Retention Amount	Govt Approved Total
64.00			

Item No.	Qty. Provided	Unit	Unit Price (\$)	CLIN Amount (\$)	Approved Amount (\$)
1000	3,200	EA	0.02	64.00	64.00
	<b>Description</b>				<b>Recommended Deduction Amount (\$)</b>
	No # pencils				

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

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The Vendor can scroll the contents of the tab to review the document.

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)

## Vendor - Navy Construction / Facilities Management Invoice

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

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

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

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

## [-] Document Information

Contract Number	Delivery Order	Issue Date	Construction	Fixed Price
N60951A928N02	DEL852KL8888W		N	Y
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	
INV1004AY2	2010/11/13	N		

## Discounts

NET : 30

## Summary of Detail Level Information

1 CLIN/SLIN(s)

## Deduction Amount (\$)

## [-] Line Item Information

Document Total	Deduction Amount	Retention Amount	Govt Approved Total
64.00			

Item No.	Qty. Provided	Unit	Unit Price (\$)	CLIN Amount (\$)	Approved Amount (\$)
1000	3,200	EA	0.02	64.00	64.00
Description					Recommended Deduction Amount (\$)
No # pencils					

## [-] Address Information

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The Vendor can scroll the contents of the tab to review the document.

If the Vendor notices an inaccuracy after reviewing the invoice information, the Vendor may return to the appropriate tab to correct the information.

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)

## Vendor - Navy Construction / Facilities Management Invoice

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

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

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

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

The Vendor can expand all document sections by clicking the Expand All link. The Vendor can collapse the contents of the tab by clicking the Collapse All link.

## [-] Document Information

Contract Number	Delivery Order	Issue Date	Construction	Fixed Price
N60951A928N02	DEL852KL8888W		N	Y
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	
INV1004AY2	2010/11/13	N		
Discounts				
NET : 30				
Summary of Detail Level Information	Deduction Amount (\$)	Retention Amount (\$)	Total (\$)	
1 CLIN/SLIN(s)			64.00	

## [-] Line Item Information

Document Total	Deduction Amount	Retention Amount	Govt Approved Total		
64.00					
Item No.	Qty. Provided	Unit	Unit Price (\$)	CLIN Amount (\$)	Approved Amount (\$)
1000	3,200	EA	0.02	64.00	64.00
Description					Recommended Deduction Amount (\$)
No # pencils					

## [-] Address Information

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)**Vendor - Navy Construction / Facilities Management Invoice**[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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

[Expand All](#)[Collapse All](#)[\[+\] Document Information](#)[\[+\] Line Item Information](#)[\[+\] Address Information](#)[\[+\] Misc Information](#)[\[+\] Workflow Information](#)

The Vendor can expand and collapse individual headers by clicking on the section headers.

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

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## Vendor - Navy Construction / Facilities Management Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)
[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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

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

[-] Document Information

Contract Number	Delivery Order	Issue Date	Construction	Fixed Price
N60951A928NO2	DEL852KL8888W		N	Y
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	
INV1004AY2	2010/11/13	N		

## Discounts

NET : 30

## Summary of Detail Level Information

1 CLIN/SLIN(s)

[+] Line Item Information

[+] Address Information

[+] Misc Information

[+] Workflow Information

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

Once the information is correct, the Vendor may click the Submit button from any page.

However, if "Y" was chosen under the "Construction" and "Fixed Price" dropdown box on the Header page, a "Contractor Certification" agreement is required. The document can only be signed and submitted from the Header page.

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)**Vendor - Navy Construction / Facilities Management Invoice**[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)[Header](#)[Addresses](#)[Discounts](#)[Comments](#)[Line Item](#)[Attachments](#)[Preview Document](#)

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

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

## [-] Document Information

Contract Number	Delivery Order	Issue Date	Construction	Fixed Price
N60951A928NO2	DEL852KL8888W		N	Y
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	
INV1004AY2	2010/11/13	N		
Discounts				
NET : 30				
Summary of Detail Level Information	Deduction Amount (\$)	Retention Amount (\$)	Total (\$)	
1 CLIN/SLIN(s)			64.00	

## [+] Line Item Information

## [+] Address Information

## [+] Misc Information

## [+] Workflow Information

The Vendor clicks the Submit button.

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

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)**Success**

The Navy Construction / Facilities Management Invoice was successfully submitted.

Contract Number	Delivery Order	Invoice Number
N60951A928NO2	DEL852KL8888W	INV1004AY2

Email sent to Vendor: wawf@caci.com

Email sent to Inspector: wawf@caci.com

Notification sent for CAGE code 493R2 to EDI Routing Codes- ISA07: 42, ISA08: SENDALL-NOTICES, GS03: NORMA493R2

Notification sent for CAGE code 493R2 to FTP Directory: /caci\_db/efp/WAWF\_RA\_sep/Test/Version500/FTPEDIDirectory/ftp\_working wawf/493R2

[Send Additional Email Notifications](#)



Sat Nov 13 09:54:30 EST 2010

After the Navy Construction/Facilities Management Invoice has been submitted, the WAWF system informs the Vendor that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.

The Vendor may add more email addresses by clicking the Send Additional Email Notifications link.

[Return](#)

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[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)**Success**

The Navy Construction / Facilities Management Invoice was successfully submitted.

Contract Number	Delivery Order	Invoice Number
N60951A928NO2	DEL852KL8888W	INV1004AY2

Email sent to Vendor: [wawf@caci.com](mailto:wawf@caci.com)

Email sent to Inspector: [wawf@caci.com](mailto:wawf@caci.com)

Notification sent for CAGE code 493R2 to EDI Routing Codes- ISA07: 42, ISA08: SENDALL-NOTICES, GS03: NORMA493R2

Notification sent for CAGE code 493R2 to FTP Directory: [/caci\\_db/efp/WAWF\\_RA\\_sep/Test/Version500/FTPEDIDirectory/ftp\\_working/wawf/493R2](/caci_db/efp/WAWF_RA_sep/Test/Version500/FTPEDIDirectory/ftp_working/wawf/493R2)

[Send Additional Email Notifications](#)

Sat Nov 13 09:54:30 EST 2010

This concludes the overview demonstration for creating a Navy Construction/Facilities Management Invoice.

[Return](#)

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