

14. Type the item number (e.g. 0001, 0001AA). Item number must match the contract line item number (CLIN) in the contract. (CLINs can be found in Section B of contract)
15. Type "Product/Service ID", and select the type from the "Product/Service ID Qualifier" drop down menu. (If there is no Product/Service ID number, type "NONE" and choose "VP-VENDOR (SELLER) PART NUMBER" from the Product/Service ID Qualifier drop down menu.)
16. For the "Qty Invoiced" type the total number of items.
17. Enter Unit. Examples: HR = hours, LO = Lots, EA = each For additional Unit of Measure, please refer to the "Unit of Measure Table" on the Lookup menu.
18. Enter the unit price.
19. Complete the description for the line item.
20. Complete the ACRN tab if there are more than one ACRN per line item.
21. Click the "Save CLIN/SLIN" button. If there are additional line items to add, click the "Add" link and repeat these steps for each additional line item.

Attachments Tab

22. Click the "Attachments" tab to attach the cumulative cost worksheet. Click on the "Browse" button and select the file you wish to attach. Click on the "Open" button.

Note: The file name cannot contain spaces or special characters other than underscores (_).

23. Click "Upload". The attached file name will appear below. Multiple attachments may be associated with a document, with the file size of EACH attachment not exceeding 5MB.

Training & Information

WAWF Production Site

<https://wawf.eb.mil>

WAWF Practice Site

<https://wawftraining.eb.mil>

For questions concerning

DTRA iRAPT:

dtra.belvoir.J4-8C.mbx.dtra-

wawf-help@mail.mil

iRAPT

Quick Reference



Creating a Cost Voucher

(Cost Reimbursable contracts only)



Defense Threat Reduction Agency

WideAreaWorkFlow

e-Business Suite



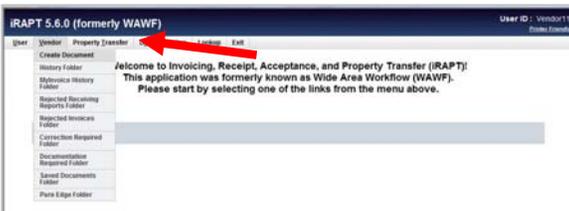
Creating a Cost Voucher

Getting Started

1. Go to the WAWF site: <https://wawf.eb.mil>
2. Click on the “Accept” button after reading the system notices.
3. Enter your User ID and Password to login.
4. Click on the iRAPT icon to access Invoicing, Receipt, Acceptance, and Property Transfer



5. From the top menu, select Vendor > Create Document.



6. Select the CAGE/DUNS on the contract from the drop down box.
7. Leave Contract Number Type blank unless it is a grant or GSA schedule.
8. Enter contract number and if applicable, delivery order number and click “Next.”

Note: Checking the “Template” option allows you to copy from a previous invoice for the same contract.

8. (If applicable) Enter GSA number Reference Procurement Identifier e.g. GS25F0023F
9. Verify or enter the Pay Official DoDAAC and click “Next.”

10. Click on the radio button for “Cost Voucher”. For Final Cost Vouchers select “Final” from the drop-down box. Click “Next.”

Routing Information

11. Complete the mandatory fields (designated by an asterisk) for the following roles:
 - Issue DoDAAC
 - Admin DoDAAC
 - DCAA Auditor DoDAAC
 - Service Approver DoDAAC

Note: Routing Codes are on the first page of the contract. For DCAA DoDAAC, go to <http://www.dcaa.mil/> select “Locator” from the menu bar. Select CONUS or OCONUS from the drop down. If more than one office shows up, contact the ones listed to find the correct cognizant office for your company.

Note: For contracts administered by the Office of Naval Research (ONR), enter the **same** ONR DoDAAC in the DCAA Auditor and Service Ap-



prover fields.

Header Tab

12. Type voucher number and date.

Note: For MOCAS payments, the voucher number begins with BVN, followed by 4 numbers. (e.g., BVN0001) Final CVs must have a “Z” at the end of the voucher number. (e.g. BVN0031Z) You can not have the letters “I” or “O” as the fourth character.

Line Item Tab

13. Click the “Line Item” tab at the top of the page. Under “Line Item Details” heading, click **Add** under “Actions” to add a line item.