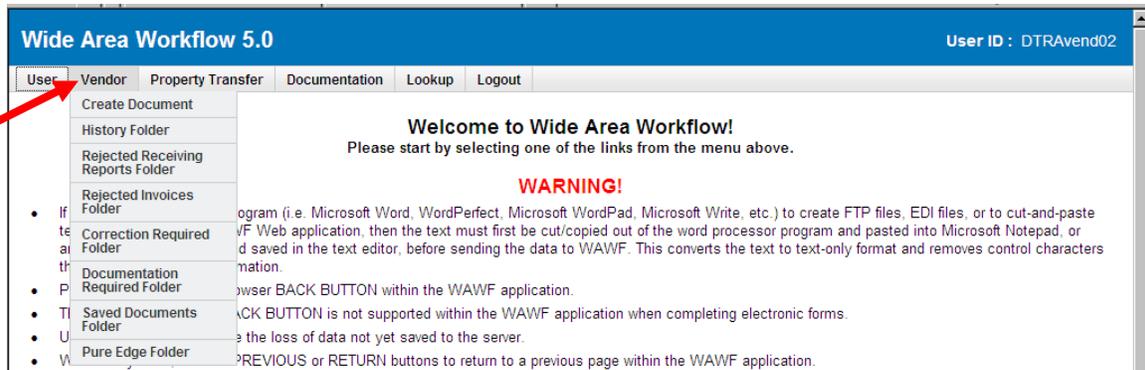


For DTRA WAWF help, please contact:

DTRA WAWF Team
703-767-6840
wawfhelp@dtra.mil

How to Invoice for a Grant voucher

1. Go to the WAWF Production site at <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. From the Vendor menu, select “Create New Document.”



5. Select CAGE code, Contract Number Type of “Grant” and the Grants number. Click “Next.”

The screenshot shows the 'Vendor - Create Document' form in Wide Area Workflow 5.2. The 'Contract Info' section is visible, with the following fields:

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
06481/039134218//	Y	Grant	HDTRA10910001	

* = Required Fields

6. Verify the Pay DoDAAC pre-populated on the WAWF screen to the code in the Grant. If blank, enter the code in block 12 on the first page of the Grant. Click “Next.”

Note: If you are invoicing on an older grant (prior to 2009), you may receive an “INFO” warning: “The contract data is not available in DoD EDA.” Verify your grant number and if correct, continue creating the document.

7. Click on the radio button for “Non Procurement Instrument (NPI) Voucher” and leave the “Final Voucher” selected at “N” unless you are creating the last invoice for this grant. Click “Next.”

The screenshot shows the 'Create New Document' interface in Wide Area Workflow 5.2. The user is logged in as 'Vendor11'. The breadcrumb trail is 'Contract >> Pay DoDAAC >> Document'. A list of document types is displayed, with 'Non Procurement Instruments (NPI) Voucher' selected. A red arrow points to this selection. Other options include Invoice, Invoice as 2-in-1 (Services Only), Commercial Item Financing, Performance Based Payment, Progress 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), Grant Voucher, and Telecom Invoice (Contractual). Buttons for 'Previous', 'Reset', and 'Help' are at the bottom.

8. *Optional: If you would like to create a new Grant voucher from a previously created Grant voucher of the same grant number:*
 - a. *Check the Template box*
 - b. *Select “Active and Archived Documents” if you aren’t sure where the previous voucher is located*
 - c. *Click “Next”*
 - d. *Select the radio button next to the Grant voucher you would like to copy from*
 - e. *Click “Next”*

9. Verify the pre-populated fields, if any, and enter following fields. Click “Next”:

Issue By DoDAAC: Enter the code in block 5 of the Grant

Admin DoDAAC: Enter the code in block 6 of the Grant

Grant Approver: Same as Admin DoDAAC

The screenshot shows the 'Vendor - Grant and Cooperative Agreement Voucher' routing screen. The breadcrumb trail is 'Contract >> Pay DoDAAC >> Document >> Routing'. The following table shows pre-populated data:

Contract Number	Delivery Order	CAGE Code/Ext.	Pay DoDAAC
HDTRA10910002		1EFR8	HQ0338

Below the table, there are input fields for:

- Issue Date: [Empty]
- Issue By DoDAAC: HDTRA1
- Admin DoDAAC: N66020
- Grant Approver * / Extension: N66020

10. The next Data Capture screen is divided into several tabs. Only the *Header* and *Line Item* tabs are required to submit.
11. On the Header tab, type in the Voucher Number, Service Start Date, and Service End Date. You may use the calendar icon to select the date, but if entered manually, it must be in the following format (YYYY/MM/DD).

Vendor - Non Procurement Instruments (NPI) Voucher
 Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Comments | Line Item | Misc. Amounts | Attachments | Preview Document

WARNING: The Voucher 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
HDTRA10910001				06481	HQ0338

Contract Number Type	Voucher Number **	Voucher Date * (WAWF System Server Date)	Final Voucher?
Grant	BVN0001	2011/11/09	N

Vendor Invoice Number	Service Start Date *	Service End Date *
	2011/10/01	2012/10/01

12. Click on the “Line Item” tab. Under Line Item Details - Actions, click on the “Add” link.

Vendor - Grant and Cooperative Agreement Voucher
 Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Comments | Line Item | Misc. Amounts | Attachments | Preview Document

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

AAI
 clear

At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)	Actions
							Add

13. Item No.: Enter the line item number on the grant document (usually “0001”).
14. Qty. Invoiced: Enter “1”.
15. Unit: Enter the unit of measure used in the grant (usually “LS” for Lump Sum). For additional Units of Measure, please refer to the “Units of Measure Table” on the Look Up menu.
16. Unit Price: This should correspond to the amount on the Invoice Schedule. No dollar sign (\$) or commas are needed, but you must enter a decimal point if there are cents in the unit price.

Vendor - Grant and Cooperative Agreement Voucher

CLIN/SLIN ACRNs

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

Item No. **	Stock Part No.	Type *	
0001	NONE	VP - Vendor's (Sellers) Part Number	
Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)
1	LS	150,123.00	150,123.00
AAI	SDN	ACRN	
Description *			
Multiscale Modeling and Simulations of ...			

17. Enter a description for the payment requested.

18. Click the “Save CLIN/SLIN” button and information will be summarized on the Line Item Details.

Vendor - Grant and Cooperative Agreement Voucher

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

Header Addresses Comments **Line Item** Misc. Amounts Attachments Preview Document

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

AAI
 clear

At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)	Actions
0001	NONE	VP	1	LS	150,123.00	150,123.00	Edit Delete Add

19. *Optional:* To add an attachment, click on the “Attachments” tab. Click on “Browse” and select the file to attach. Click on “Upload” and the attachment will be listed below.

Note: Each attachment cannot exceed the file size 2 MB. Also, the file name of the attachment cannot have any spaces or special characters (underscores are allowed).

Vendor - Grant and Cooperative Agreement Voucher

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

Header Addresses Comments Line Item Misc. Amounts **Attachments** Preview Document

WARNING: The Voucher 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

20. Click on the “Header” tab and click on the “Signature” button. Enter your password and click “Next.” Click “OK” to submit now and the “Success” confirmation page should appear.

Success

The Grant and Cooperative Agreement Voucher was successfully submitted.

Contract Number	Delivery Order	Voucher Number
HDTRA10910002		BVN0001

Email sent to Vendor: WAWF.TEAM@wpafb.af.mil
 Email sent to Grant Approver: mech_navsisa_wawf_team@navy.mil
 Email sent to Grant Approver: wawfgovt@dcmab.com

[Send Additional Email Notifications](#)

Tue Oct 12 07:56:13 MST 2010

- Important:** Click on the “Send Additional Email Notifications” link to send a notification to Robert Kehlet at DTRA. You should also send a notification to your ONR POC if their contact information is known. Enter “Robert.Kehlet@dtra.mil” and click on the “Add Email” button. Repeat for others as needed and click “Submit.”

User Vendor Property Transfer Documentation Lookup Logout

Additional Email Distribution

Email Address

Address Book

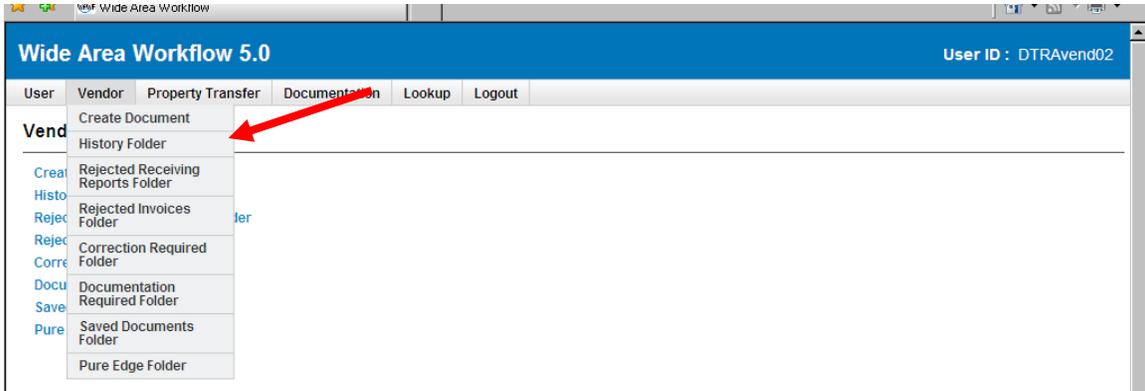
Send To *

Note: After entering an email address for the first time, that email address will be saved in the Address Book. Next time you invoice, you can select the applicable email address and click on the right arrow (>) to send a notification.

- If additional invoices are to be created, click on the “Return” button. This will take you back to the initial Create Document screen.

To view status of your voucher:

1. Click on Vendor menu and select “History Folder.”



2. In the Search Criteria screen, select your CAGE code and enter other criteria as needed (e.g. grant number). Click “Submit”

Note: The default search will display documents created in the last 30 days. If you are searching for a document older than 30 days, change the date range in the Create / Update Date fields.

Search Criteria - Vendor Documents Folder By Vendor (Payee)

CAGE Code *	Search For
1EFR8	Active Documents
Contract Number	Delivery Order
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
Shipment No.	Invoice Number
Tax Id (EIN)	
Type Document	Status
All Documents	All Documents
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)
2010/09/12	2010/10/12

Note: The default search will pull up documents in the “Active” folder. To search for older documents, you may need to look in the “Archive” by changing the selection in the “Search For” drop down box.

Vendor Documents from Active Folder for '1EFR8' (3 items, sorted by Contract Number)

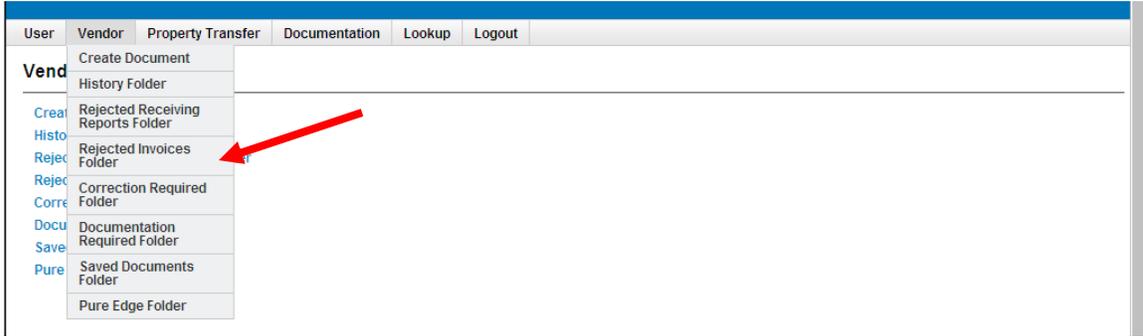
Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Invoice Number	Submitted	Received	Status	Purge	Recall	Void
1	Grant	1EFR8	HDTRA10910002		BVN0001	2010-10-12	G2010-10-12	Submitted		R	V
2	Grant	1EFR8	HDTRA10910002		BVN0002	2010-10-12	G2010-10-12	Submitted		R	V
3	Invoice 2in1	1EFR8	HDTRA110C0001		01234567	2010-10-07	2010-10-07	Submitted		R	V

[Return](#) [Help](#)

3. Documents may have the following statuses in WAWF:
 - **Submitted** or **Resubmitted** – The document has been submitted or resubmitted and needs approval.
 - **Rejected** – Approver or Pay Office (DFAS) has rejected the document.
 - **Processed** – The Approver has processed the document and sent it to DFAS for payment.
 - **S-###** – Saved from ### status, where ### can be any normal status.
 - **Void** – The Vendor has voided the document.
4. You may also see links with an “**R**” or a “**V**” which allow you to Recall or Void documents.
5. Click on the invoice number that you would like to view or click the “Return” button to go back to the Search Criteria page.
6. When you click the invoice number, the invoice screen will be displayed. The invoice will have all the data elements that were entered by the vendor.
7. Each section can be expanded or collapsed for easier viewing. The “Misc Information” section will have the audit trail with date and time stamps of those who have taken action on the document.

To Resubmit a Rejected Grant Voucher:

1. Click on the Vendor menu and select “Rejected Invoices Folder.”



2. In the Search Criteria screen, select your CAGE code, enter the grant number and other criteria as needed. Click “Submit”

3. To correct DoDAACs, click on the “Yes” link under the Change DoDAAC header. For all other changes, click on the Voucher number under “Resubmit?” header.

Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Resubmit?	Submitted	Received	Change DoDAAC	Void	Amount
1	Invoice 2in1	1EFR8	HDTRA109C0001		DTR5100	2010-08-03	2010-08-03	Yes	V	\$1,000.00	Reje

4. Your screen will open to the voucher in an editable mode. Make your changes and then click on the “Submit” button to resubmit.