

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.
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.J4-8.mbx.dtra-wawf-](mailto:dtra.belvoir.J4-8.mbx.dtra-wawf-help@mail.mil)

help@mail.mil

iRAPT

Quick Reference Guide

Creating a Cost Voucher

(Cost Reimbursable
contracts only)



Defense Threat Reduction Agency

WideAreaWorkFlow

e-Business Suite



