

For DTRA iRAPT help, please contact:

DTRA WAWF Team

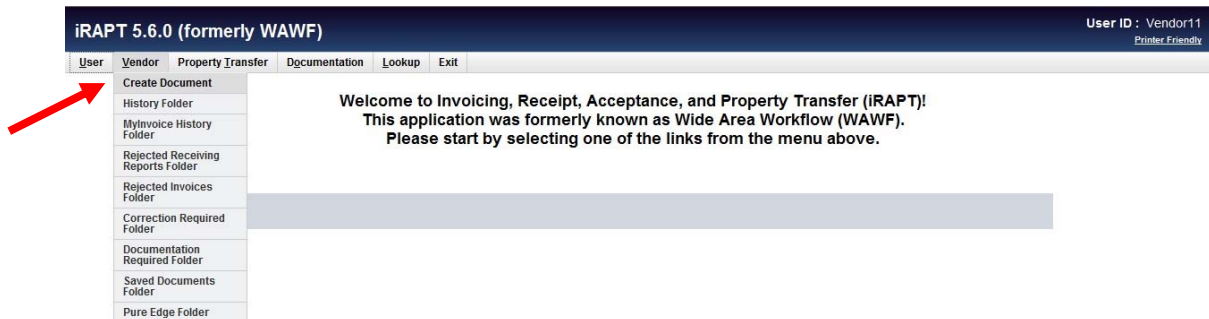
dtra.belvoir.J4-8C.mbx.dtra-wawf-help@mail.mil

How to Invoice for a Grant voucher

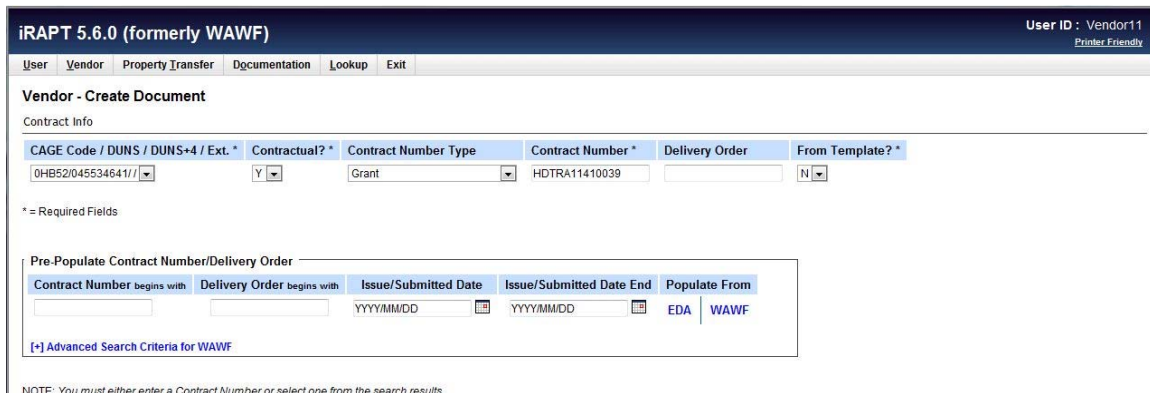
1. Go to the WAWF eBusiness Suite at <https://wawf.eb.mil>.
2. Click on the “Accept” button after reading the system notices.
3. Enter your User ID and Password to login.
4. Click on the iRAPT icon to access Invoicing, Receipt, Acceptance, and Property Transfer



5. From the Vendor menu, select “Create New Document.”



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



- 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.

- 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.”

iRAPT 5.6.0 (formerly WAWF) User ID: Vendor11
Printer Friendly

User Vendor Property Transfer Documentation Lookup Exit

Create New Document
Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
HDTRA11410039			0HB52	045534641			HQ0339	USD

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Progress 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)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher

- 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

iRAPT 5.6.0 (formerly WAWF) User ID: Vendor11
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User Vendor Property Transfer Documentation Lookup Exit

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

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
HDTRA11410039			0HB52	045534641			HQ0339

* = Required Fields, Date = YYYYMMDD

Issue Date Issue By DoDAAC Admin DoDAAC *

HDTRA1 N66020

Grant Approver * / Extension

N66020

- The next Data Capture screen is divided into several tabs. Only the *Header* and *Line Item* tabs are required to submit.

- 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

- 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

- Item No.: Enter the line item number on the grant document (usually “0001”).
- Qty. Invoiced: Enter “1”.
- 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.
- 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.

iRAPT 5.6.0 (formerly WAWF) User ID : Vendor11
Printer Friendly

User | Vendor | Property Transfer | Documentation | Lookup | Exit

Vendor - Non Procurement Instruments (NPI) 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. **	Product/Service ID	Product/Service ID Qualifier *
0001	NONE	VP - Vendor's (Seller's) Part Number

Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
1	LS-LUMP SUM	150,123.00	150,123.00

AAI	SDN	ACRN	PR Number

Description *

Multiscale modeling and simulations

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 - 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.

AAI
 clear

At least one Line Item is required

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Invoiced	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	Actions
0001	NONE	VP	1	Lump Sum	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 5 MB. Also, the file name of the attachment cannot have any spaces or special characters (underscores are allowed).

iRAPT 5.6.0 (formerly WAWF) User ID: Vendor11
Printer Friendly

User Vendor Property Transfer Documentation Lookup Exit

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.

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 5MB, attachments over this size will be rejected.

Attachment

Attachments Name	Actions
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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.

iRAPT 5.6.0 (formerly WAWF) User ID: Vendor11
Printer Friendly

User Vendor Property Transfer Documentation Lookup Exit

Success

The Non Procurement Instruments (NPI) Voucher was successfully submitted.

Contract Number	Delivery Order	Voucher Number
HDTRA11410039		BVN0001

Email sent to Vendor: we6dad@cols.disa.mil
Email sent to Grant Approver: we6dad@cols.disa.mil

[Send Additional Email Notifications](#)

Fri Nov 21 12:27:34 EST 2014

21. **Important:** Click on the “Send Additional Email Notifications” link to send a notification to Joe Johnson at DTRA. You should also send a notification to your ONR POC if their contact information is known. Enter “Joe. Johnson@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 *

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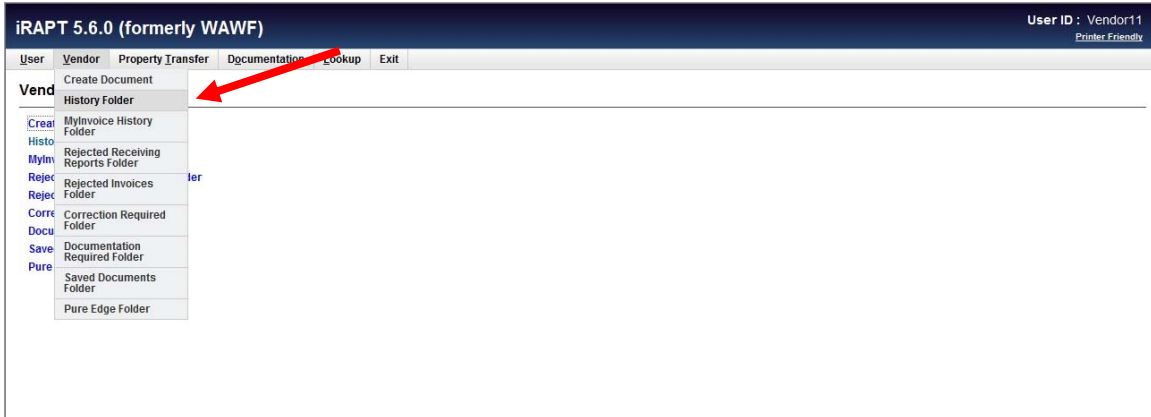
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Note: After entering an email address for the first time, that email address will be saved in the Address Book. Next time you invoice, you can select the applicable email address and click on the right arrow (>) to send a notification.

22. 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 or Contractor DoDAAC / DUNS / DUNS+4 / Ext *	Search For
<input type="text" value="0HBS2 / 045534641 /"/>	<input type="text" value="Active Documents"/>
Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
Reference Procurement Id	Batch Number
<input type="text"/>	<input type="text"/>
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/>	<input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
Tax Id (EIN)	
<input type="text"/>	
Type Document	Status
<input type="text" value="All Documents"/>	<input type="text" value="All Documents"/>
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)
<input type="text" value="2014/10/22"/>	<input type="text" value="2014/11/21"/>

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.

Fig. 1

iRAPT 5.6.0 (formerly WAWF)											User ID : Vendor11 Printer Friendly	
User	Vendor	Property Transfer	Documentation	Lookup	Exit							
Vendor Documents from Active Folder for '0HB52' (1 items, sorted by Contract Number Ascending)												
Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	
1	NPI Voucher	0HB52	045534641			HDTRA11410039						

Fig. 2 (continuation of Fig. 1)

iRAPT 5.6.0 (formerly WAWF)											User ID : Vendor11 Printer Friendly		
User	Vendor	Property Transfer	Documentation	Lookup	Exit								
Vendor Documents from Active Folder for '0HB52' (1 items, sorted by Contract Number Ascending)													
Status	Purge	Recall	Void	Pack/Transportation	Time/Quality	Invoice Number	Submitted	Received	Status	Purge	Recall	Void	Amount
						BVN0001	2014-11-21	G2014-11-21	Submitted		R	V	\$ 150,123.00

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.

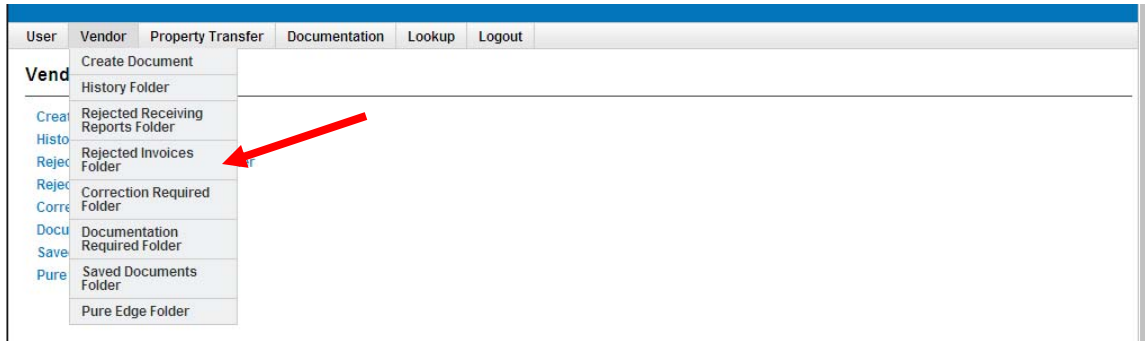
5. Click on the invoice number that you would like to view or click the “Return” button to go back to the Search Criteria page.

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.