

Directions for vendors to create WAWF invoices.

After logging in, click the + next to the word Vendor, then click on Create New Document

Wide Area Workflow

UserID: NardiniFire

Home / Log Out

Customer Support

My Profile Maintenance

My Role Maintenance

Add Additional Role

Password Maintenance

[-] Vendor

 Create New Document

 Create Misc. Pay

 View Vendor Documents

Access Rejected Receiving Reports

Access Rejected Invoices

Documentation Required

Software User's Manual

Submit User Feedback

[+] Documentation

[+] Data Lookup

Please start by selecting one of the links from the left menu.

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 **RETURN** or **BACK** 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.

In the Contract Number box, input the contract # that is on the contract in block #2 or in block #4. The # should start with W901UZ. If this is a GSA contract you will input your GSA # in the block labeled Delivery Order, if not, leave this box blank. Click the drop down arrow underneath Cage Code and highlight the number in the drop down.

Click Continue

Create New Document

* = Required Fields

Contract Number *	Delivery Order	CAGE Code/Ext. *
W901UZ09P0110		42661

Buttons: Continue, Reset, Page Help

Link: Select CAGE Code and Extension

NOTE: On all the screens from this point forward the only blocks that are required to be filled in are the boxes with an * next to them. Do not put anything in these other boxes unless you are instructed to do so by the contracting office.

This is the next screen that you will see, sometimes it will fill in the Pay DoDAAC box for you and all you have to do is click Continue. If the box is blank, refer to your contract and look in block # 18a, there will be a number in the box next to the word CODE, put this number in the Pay DoDAAC box.

Click Continue

Wide Area Workflow Version 4.1.0 - Microsoft Internet Explorer provided by USAF

Contract Number: W901U209P0110
Delivery Order: 42661
CAGE Code / Ext.: 42661
Pay DoDAAC: F67100

Buttons: Continue, Return, Reset, Page Help

The Pay DoDAAC should be F67100

WAWF Vendor Invoice Directions.docx - Microsoft Word

Wide Area Workflow Version 4.1.0 - Microsoft Internet Explorer provided by USAF

WAWF Vendor Invoice Directions.docx - Microsoft Word

Wide Area Workflow

Business Transformation Area

Wide Area Workflow

UserID: NardiniFire

Home / Log Out

Customer Support

My Profile Maintenance

My Tools Maintenance

Add Additional Role

Password Maintenance

[-] Vendor

[-] Create New Document

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[-] Documentation Required

[-] Software User's Manual

[-] Submit User Feedback

[-] Documentation

[-] Data Lookup

Required Fields

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
W901U209P0110		42661	F67100

Search For:

Invoice No.

Template

Active Documents Archived Documents

Select Document to Create:

- Invoice
- Invoice as 2-in-1 (Services Only)
- Construction Payment Invoice
- 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 and Cooperative Agreement Voucher

Page: 1 of 1 | Words: 38

Done

Trusted sites 100%

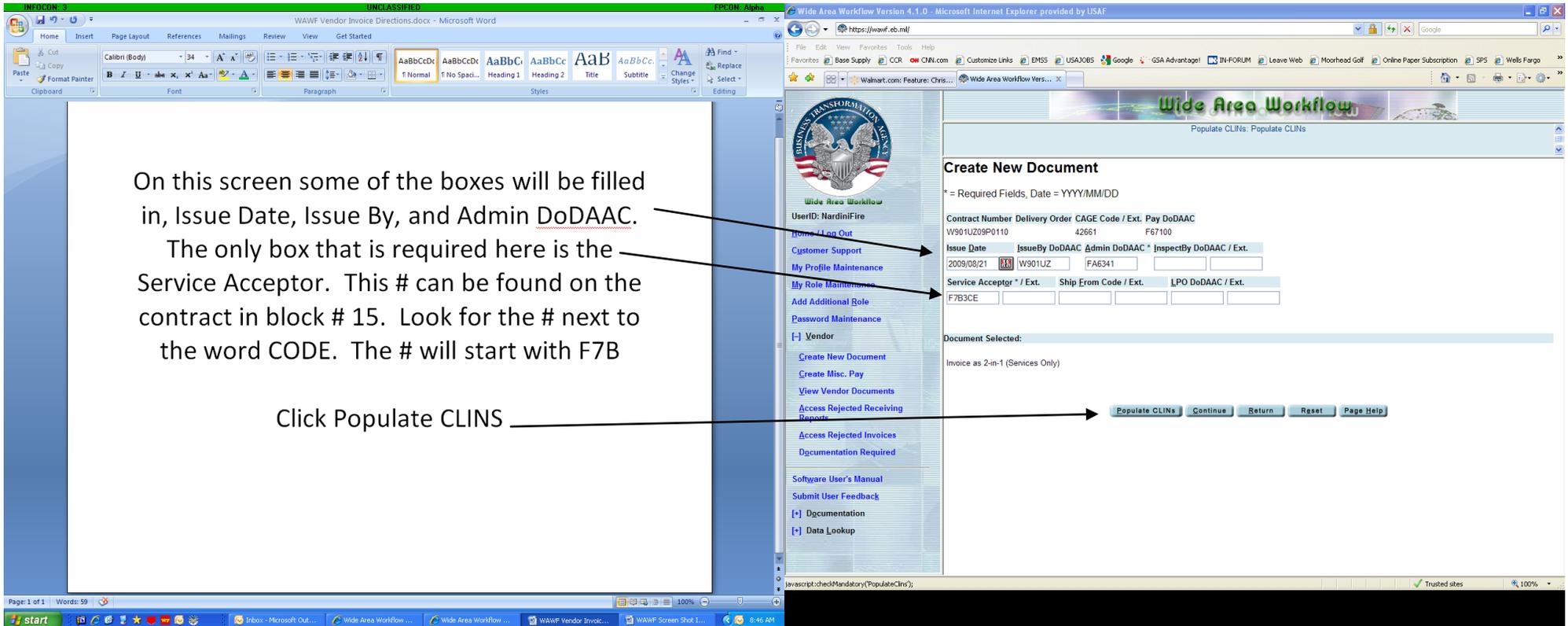
start

Enbox - Microsoft Out... Wide Area Workfl... Wide Area Workfl... WAWF Vendor Invoic... WAWF Screen Shot 1... 8:36 AM

If your contract is for a service click in the radio button next to Invoice as 2 in 1. If your contract is for a product, click in the radio button Invoice and Receiving Report (Combo).

Click Continue

NOTE: If you are not sure if your contract is a Service or for a Product, please contact the Contracting Office for further guidance.



By clicking the populate button on the previous screen, the system knows how many CLINS that are on the contract, annotated here by 0001. If you are invoicing for every CLIN on the contract, put a check mark in all the boxes. If this is a partial invoice, DO NOT check the items that you don't want to invoice for, you can do that at later time when those CLINS are complete.

Click Continue

Wide Area Workflow Version 4.1.0 - Microsoft Internet Explorer provided by USAF

Wide Area Workflow

Create New Document

* = Required Fields

Contract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC
W901UZ05P0110		42661	F67100

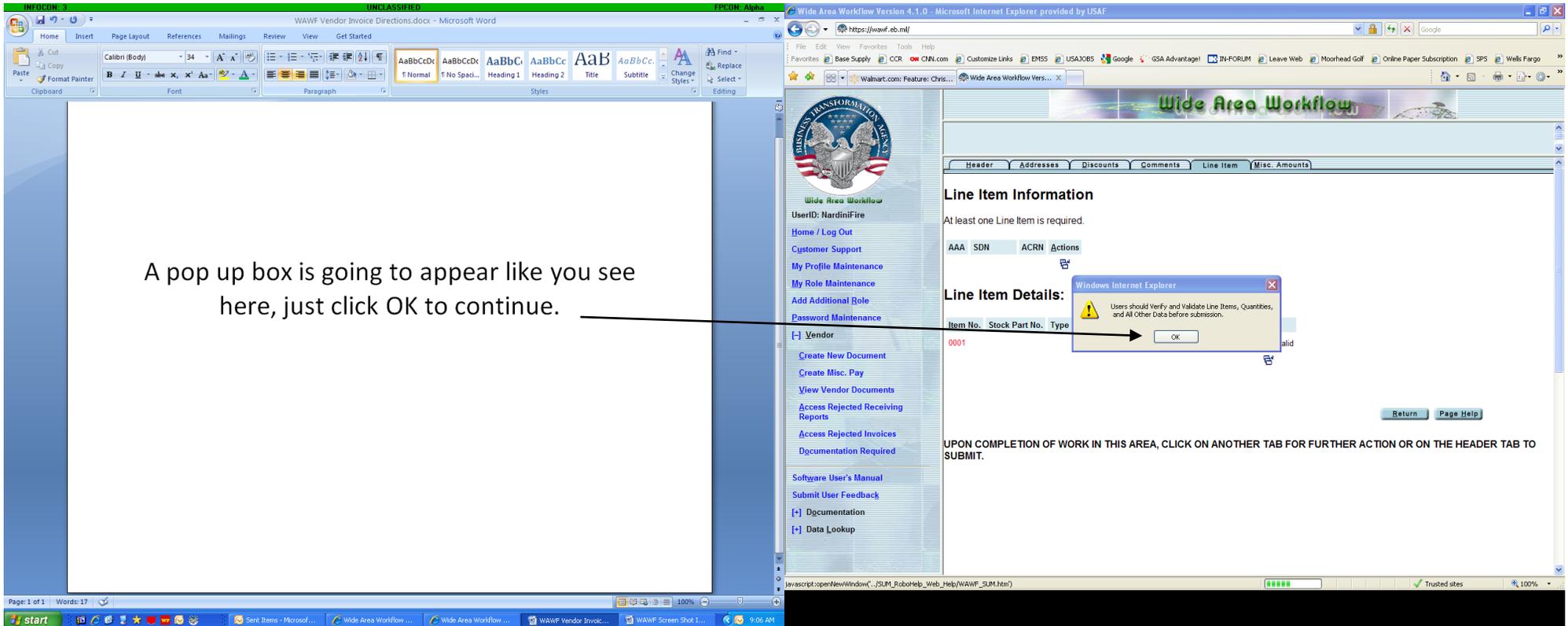
Invoice 2-in-1

Select CLIN/SLIN: *

0001

Continue Return Select All Reset Page Help

NOTE: The CLIN # that shows up here corresponds with what is referred to as the ITEM NO in the body of your contract.



A pop up box is going to appear like you see here, just click OK to continue.

Windows Internet Explorer

Users should Verify and Validate Line Items, Quantities, and All Other Data before submission.

OK

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

WAWF Vendor Invoice Directions.docx - Microsoft Word

Home Insert Page Layout References Mailings Review View Get Started

Calibri (Body) 34 A A

B I U X A

AaBbCcDc AaBbCcDc AaBbCc AaBbCc AaB AaBbCc

1 Normal 1 No Spaci... Heading 1 Heading 2 Title Subtitle

Find Replace Select Change Styles Editing

Page: 1 of 1 Words: 35

start

Here you are going to edit the Line Item Detail of the CLINS that you put a check mark in on the previous screen. Click on the red icon that resembles a microphone under Actions.

Wide Area Workflow Version 4.1.0 - Microsoft Internet Explorer provided by USAF

https://wawf.ec.mil

File Edit View Favorites Tools Help

Wide Area Workflow

Header Addresses Discounts Comments Line Item Misc. Amounts

Line Item Information

At least one Line Item is required.

AAA SDN ACRN Actions

Line Item Details:

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
0001				1 EA	\$8,995	\$8,995.00	 Invalid

Return Page Help

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

Business Transformation Service
Wide Area Workflow
UserID: NardiniFire
Home / Log Out
Customer Support
My Profile Maintenance
My Role Maintenance
Add Additional Role
Password Maintenance
[-] Vendor
Create New Document
Create Misc. Pay
View Vendor Documents
Access Rejected Receiving Reports
Access Rejected Invoices
Documentation Required
Software User's Manual
Submit User Feedback
[+] Documentation
[-] Data Lookup

Again, some of the boxes are going to be filled in for you, the only additional ones you need to fill in are the Stock Part No and the Type. You can find this information by looking on your contract under the ITEM # descriptions. You will see some text that says NSN: To the right of this you will see a series of numbers and letters separated by -. This is the number you will put in the Stock Part No box. Click the drop down box under Type and choose FS-National Stock Number Click the Save CLIN/SLIN button

The screenshot shows a Microsoft Word document on the left and a Wide Area Workflow web application on the right. The Word document contains the following text:

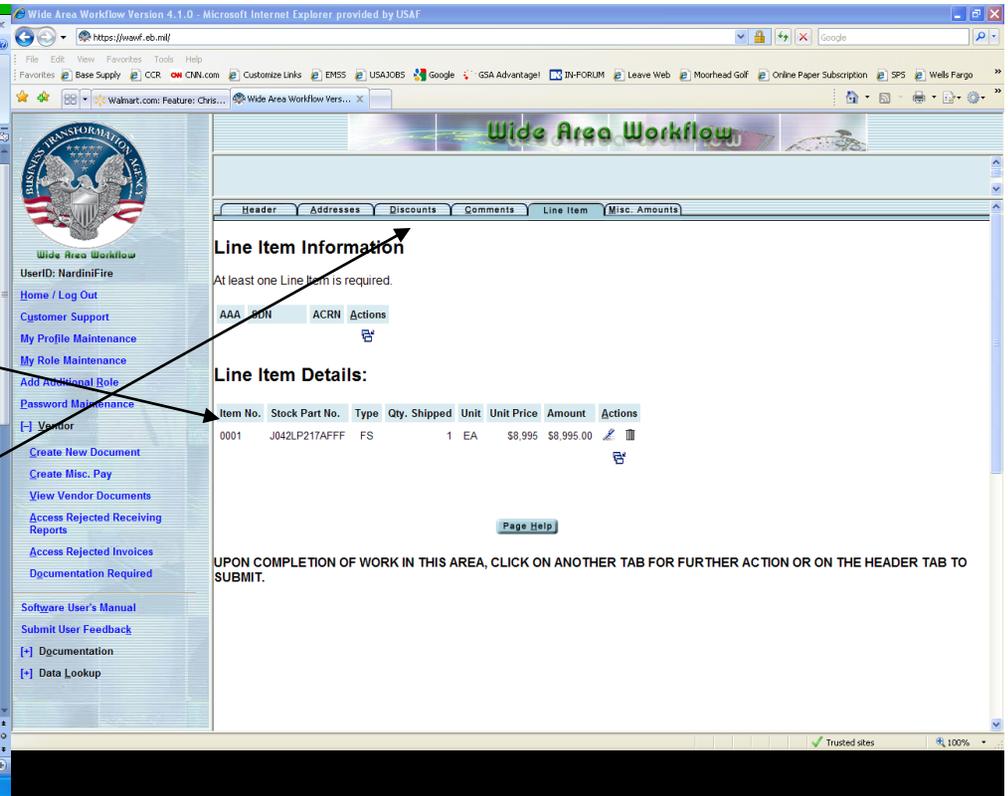
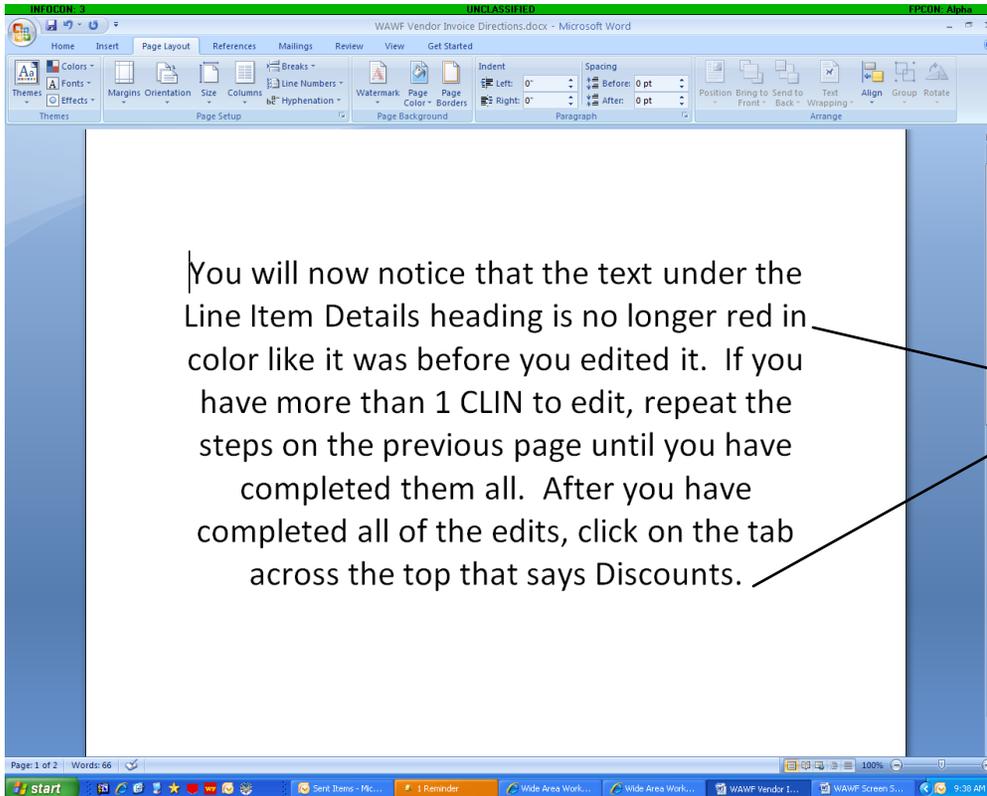
Again, some of the boxes are going to be filled in for you, the only additional ones you need to fill in are the Stock Part No and the Type. You can find this information by looking on your contract under the ITEM # descriptions. You will see some text that says NSN: To the right of this you will see a series of numbers and letters separated by -. This is the number you will put in the Stock Part No box. Click the drop down box under Type and choose FS-National Stock Number Click the Save CLIN/SLIN button

The web application shows the 'Edit CLIN/SLIN' form. The form has the following fields:

Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price *
0001	J042LP217AFF	FS - National Stock Number	1	EA	\$ 8,995

Below the table, there are fields for SDN, AAA, and Description. The SDN field is empty. The AAA field contains 'AA'. The Description field contains 'Replace bladder in AFF tank'. At the bottom of the form, there are buttons for 'Save Clin/SLIN', 'Return', and 'Page Help'.

NOTE: When inputting the Stock Part No, DO NOT include the – between the numbers like it shows on the contract, just string them all together.



Line Item Information

At least one Line Item is required.

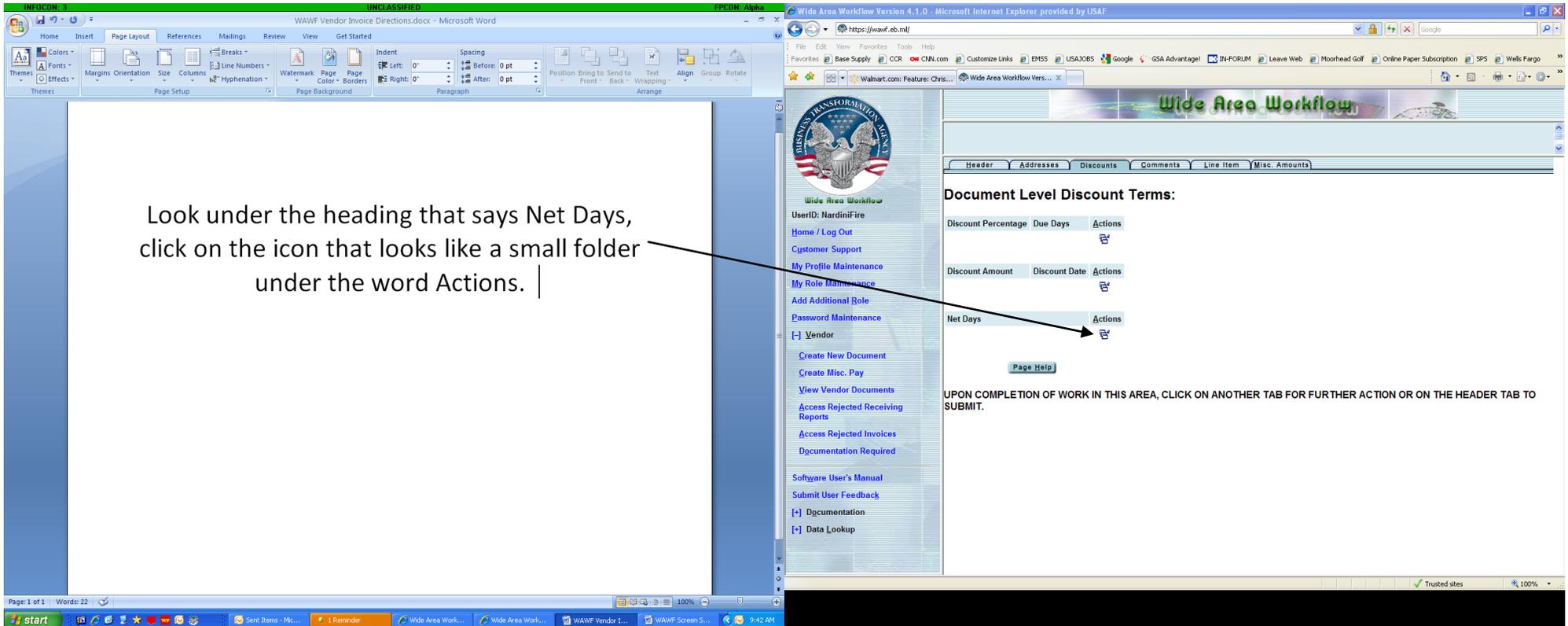
AAA ADD ACRN Actions

Line Item Details:

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
0001	J042LP21AFF	FS	1	EA	\$8,995	\$8,995.00	

Page Help

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.



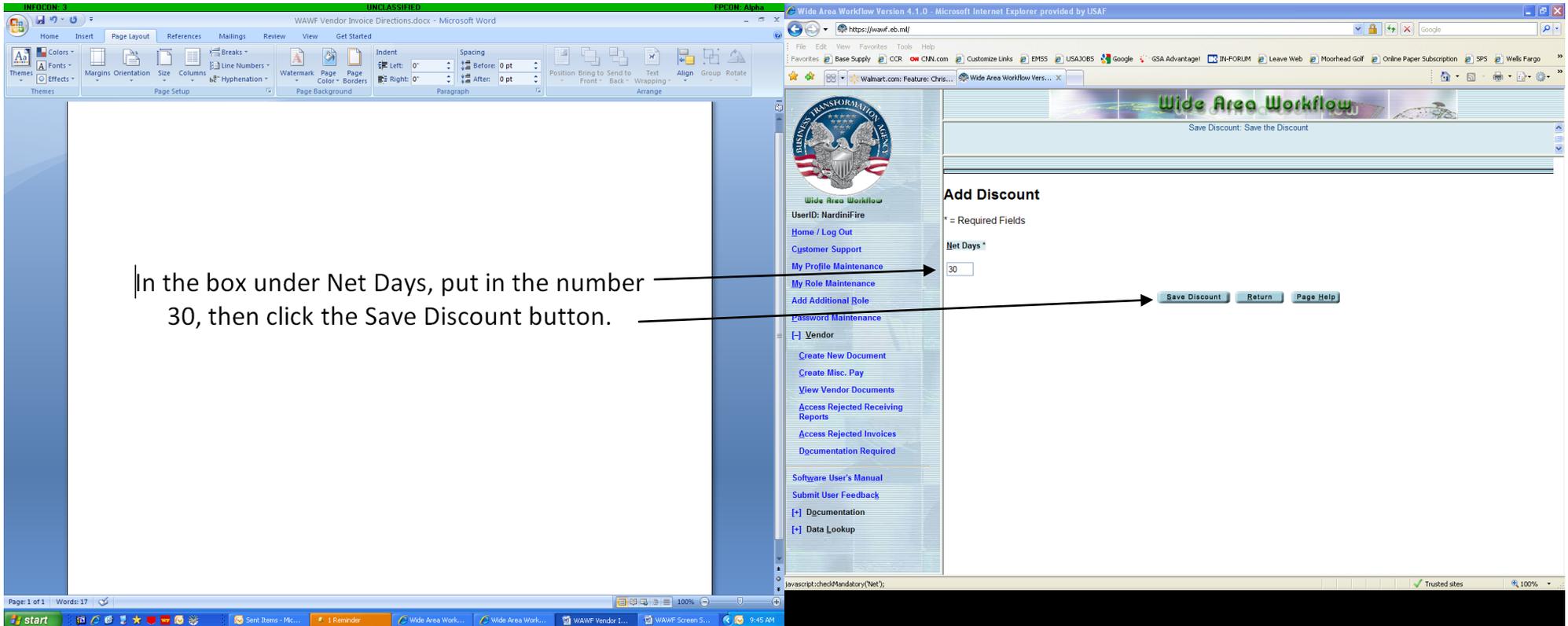
Look under the heading that says Net Days, click on the icon that looks like a small folder under the word Actions.

Document Level Discount Terms:

Discount Percentage	Due Days	Actions
Discount Amount	Discount Date	Actions
Net Days		Actions

Page Help

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.



In the box under Net Days, put in the number 30, then click the Save Discount button.



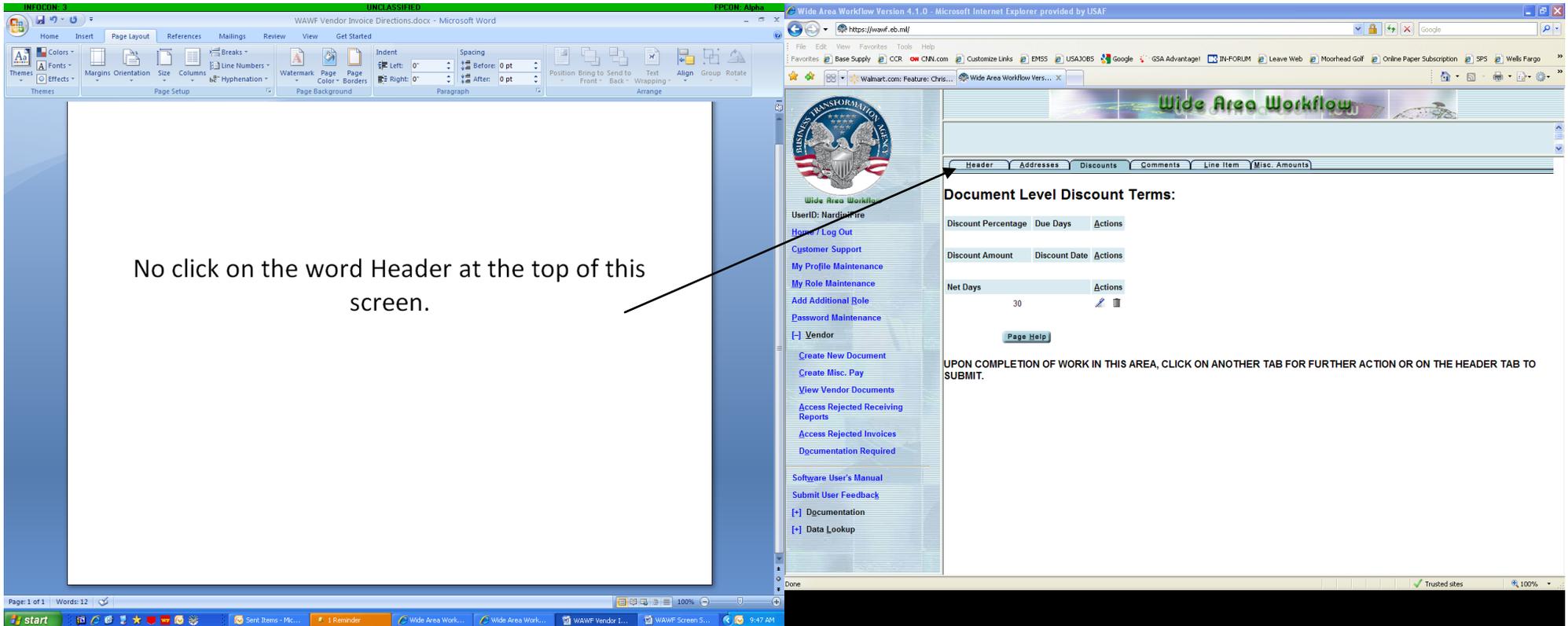
- Wide Area Workflow
- UserID: NardiniFire
- [Home / Log Out](#)
- [Customer Support](#)
- [My Profile Maintenance](#)
- [My Role Maintenance](#)
- [Add Additional Role](#)
- [Password Maintenance](#)
- [\[-\] Vendor](#)
- [Create New Document](#)
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- [View Vendor Documents](#)
- [Access Rejected Receiving Reports](#)
- [Access Rejected Invoices](#)
- [Documentation Required](#)
- [Software User's Manual](#)
- [Submit User Feedback](#)
- [\[+\] Documentation](#)
- [\[+\] Data Lookup](#)

Add Discount

* = Required Fields

Net Days *

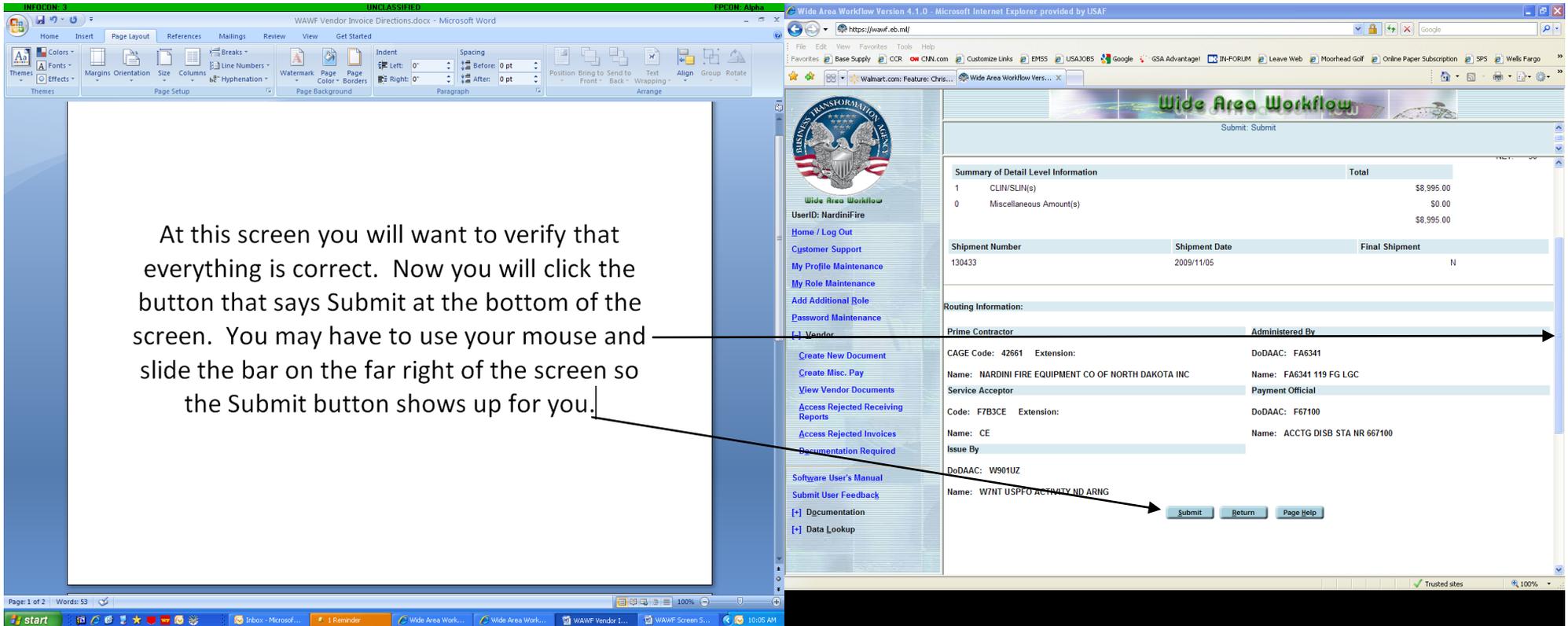
[Save Discount](#) [Return](#) [Page Help](#)



No click on the word Header at the top of this screen.

As you can see there are only 2 required box on this screen annotated by the *
In the invoice box, this is where you can input your own companies invoice # that may be created by your own accounting system, or you can just make something up. For the Invoice Date, this should be the date that you are creating this invoice, click the calendar icon and choose the correct date.
Then click Create Document

The screenshot shows a dual-screen environment. On the left, Microsoft Word is open with a document titled 'WAWF Vendor Invoice Directions.docx'. The document contains instructions for using the Wide Area Workflow (WAWF) system. On the right, the WAWF web application is displayed in Internet Explorer. The page title is 'Wide Area Workflow Version 4.1.0'. The main content area is titled 'Data Capture - Invoice 2-in-1 (Services Only)'. It features a form with several input fields: 'Contract Number' (W901U209P0110), 'Delivery Order' (2009/08/21), 'Invoice No.' (130433), and 'Invoice Date'. The 'Invoice Date' field has a calendar icon next to it. Below the form, there are buttons for 'Create Document', 'Return', and 'Page Help'. A calendar pop-up is shown over the 'Invoice Date' field, displaying the month of November 2009. The calendar has a 'Fix' checkbox checked. The 'Create Document' button is highlighted with a red box. Arrows from the text on the left point to the 'Invoice No.' field, the calendar icon, and the 'Create Document' button.



At this screen you will want to verify that everything is correct. Now you will click the button that says Submit at the bottom of the screen. You may have to use your mouse and slide the bar on the far right of the screen so the Submit button shows up for you.

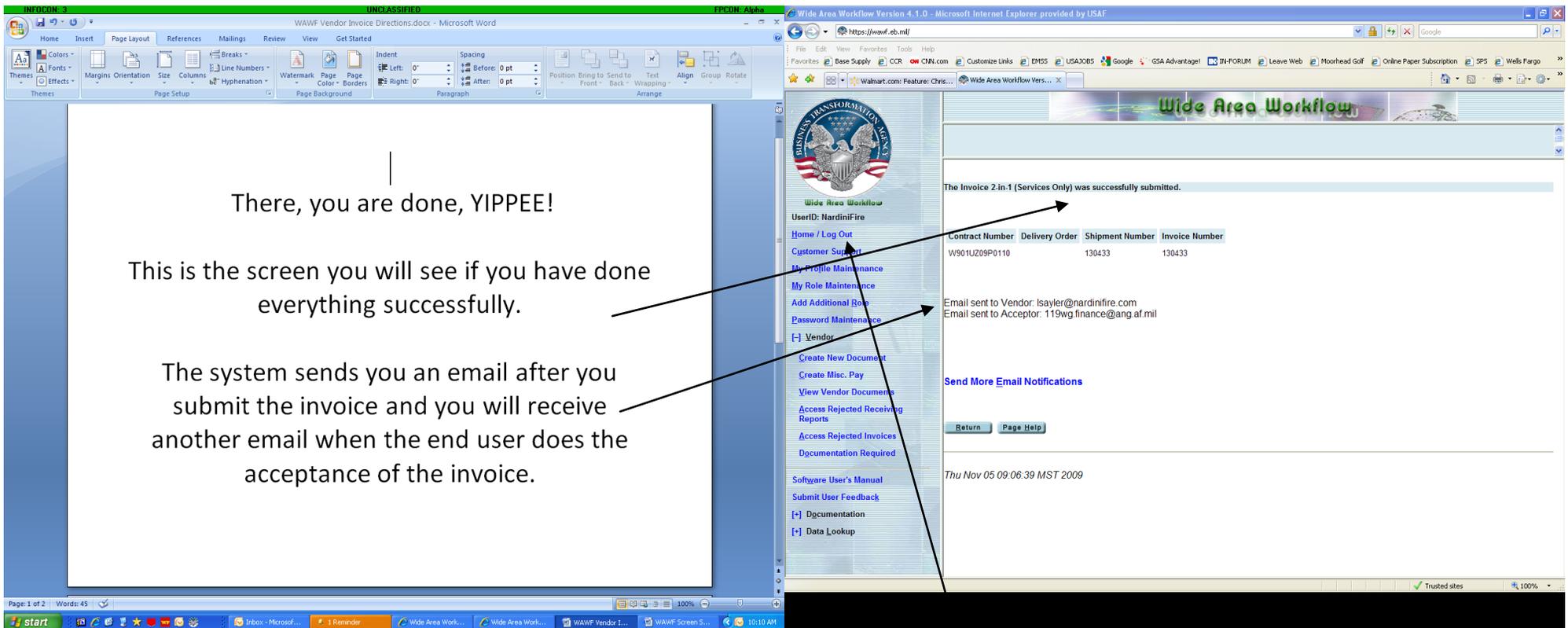
Summary of Detail Level Information		Total
1	CLIN/SLIN(s)	\$8,995.00
0	Miscellaneous Amount(s)	\$0.00
		\$8,995.00

Shipment Number	Shipment Date	Final Shipment
130433	2009/11/05	N

Routing Information:

Prime Contractor	Administered By
CAGE Code: 42661 Extension: Name: NARDINI FIRE EQUIPMENT CO OF NORTH DAKOTA INC Service Acceptor Code: F7B3CE Extension: Name: CE Issue By DoDAAC: W901UZ Name: W7NT USPFO ACTIVITY ND ARNG	DoDAAC: FA6341 Name: FA6341 119 FG LGC Payment Official DoDAAC: F67100 Name: ACCTG DISB STA NR 667100

Submit Return Page Help



At this point you can click Log Out.

If you have any questions about these procedures please call Lee Gunderson at 701-451-2330 or Brit Stevens at 701-451-2331.

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