

Attachments

Viewing Attachments

1. To view supporting documentation (timesheets, expense receipts, etc.), scroll to the MISC Info.
2. Click on 'View Attachment' link to open the documents.
3. Click to either open or save the document.
4. Close the attachment to return to the original WAWF document.

Training & Information

WAWF Production Site:
<https://wawf.eb.mil>

DLA WAWF Homepage
<https://www.dla.mil/j-3/wawf>

DLA WAWF Assistance
703-767-1915
wawf@dla.mil

Web-Based WAWF Training Site
<http://www.wawftraining.com>

WAWF Practice Site
<https://wawftraining.eb.mil>

DISA Ogden Helpdesk
866-618-5988
cscassig@ogden.disa.mil



**DEFENSE
LOGISTICS
AGENCY**

W A W F
Q u i c k R e f e r e n c e

**Search/Retrieve/View
Documents**

Searching/Retrieving/Viewing Documents

Non-view Only roles allow you to search/retrieve/view and take action on a WAWF document.

View Only roles allow you to search/retrieve/view WAWF documents but you may not take any action on the document.

The documents you can view or change are determined by the DoDAACs or Cage Codes for which you are registered.

All Searches begin on the Search Criteria Screen:

The screenshot shows a search criteria form with the following fields:

- DoDAAC:** Search For (dropdown), Select Location Code (dropdown)
- Contract Number:** Delivery Order (dropdown)
- Vendor (Payee) / Vendor (Payee) Extension:** Ship From / Ship From Extension (dropdown)
- Shipment No.:** Invoice Number (dropdown)
- SSN / Confirm SSN:** Tax Id (EIN) (dropdown)
- Type Document:** Status (dropdown)
- Create / Update Date (YYYY/MM/DD):** Create / Update Date End (YYYY/MM/DD) (dropdown)
- Acceptance Date (YYYY/MM/DD):** Acceptance Date End (YYYY/MM/DD) (dropdown)
- Invoice Received Date (YYYY/MM/DD):** Invoice Received Date End (YYYY/MM/DD) (dropdown)

Buttons: Submit, Help

CUSTOMIZED SEARCHES

To narrow your search results, enter any or all of the below information:

- Vendor CAGE/Government DoDAAC
- Contract Number
- Invoice Number—helpful if searching for Invoices or Combos,
- Shipment Number—helpful if searching for Receiving Reports or Combos

*Default results is 30 days. To view documents beyond 30 days you must search by dates.

ADVANCED SEARCHES

For Submitted/Resubmitted Documents

- 1) Enter the appropriate CAGE/DoDAAC (mandatory).
- 2) Select Active Documents in the Search For dropdown box.
- 3) Enter beginning/ending Invoice Received Date range criteria.

For Documents Accepted within Date Range

- 1) Enter the appropriate CAGE/DoDAAC (mandatory).
- 2) Select Active Documents in the Search For dropdown box.
- 3) Enter beginning/ending Acceptance Date range criteria.

For Documents created within a Date Range

- 1) Enter the appropriate CAGE/DoDAAC (mandatory).
- 2) Select Active Documents in the Search For dropdown box.
- 3) Enter beginning/ending Create Date range.

IF	THEN
No Dates Entered	Documents that have been acted upon (status has changed) within the past 30 days will display.
Any date field is entered	Both beginning and ending date ranges must be supplied.
Only one date field entered	No documents will be found.
Active Documents selected	Working documents within the last 90 days will be displayed.
Archive Documents selected	Documents with status of "Processed" over 90 days will be displayed
Contract Review selected	All documents that meet the criteria will be displayed. This search displays documents from both Active and Archive databases.