

Additional Notification

Send Additional Email Notifications

After document submission, additional email notifications may be sent to applicable personnel.

1. Click the “Send More Email Notifications” link on confirmation screen.
2. Enter the additional email address and click ‘Add Email’ button to add to your address book. An entry will remain in the address book until you delete it.
3. Select emails from the address book and move them to the ‘Send to’ field.
4. Click on ‘Submit’ button.

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

Creating a Document from Template



Creating a Document from Template

Vendors have the capability to use a **previously submitted document** as a template on Submission of a new document.

Getting Started

Note: Mandatory fields designated by an asterisk

1. Go to WAWF homepage: <https://wawf.eb.mil>
2. Read the Notices and click 'Accept.'
3. Enter User ID and Password. Click 'Login.'
4. Click on 'Vendor' from the top menu.
5. Click on 'Create Document' link.
6. Enter Contract Number and Delivery Order Number (as applicable).
7. Select your CAGE code from the list.
8. Click 'Next.'

Note: If your contract data is available in EDA, a few fields will pre-populate for you on the next screens. If your contract data is NOT available, this does NOT prevent you from creating your document.

9. Enter/Verify Pay DoDAAC. Click 'Next.'
10. Click on the radio button to select the document type and check the "Template" box.

Search For: _____
Invoice No. _____
 Template _____
 Active Documents Archived Documents
Select Document to Create: *

11. Enter the Document (Shipment/Invoice/Voucher/Request) Number of the template you wish to copy from. Click 'Next.'
12. The database is queried for a list of available documents based on information provided and the listing of documents displays. Select a document and click 'Next.'

Routing Information

13. After the template document has been selected and the page submitted, the routing codes are displayed. Either change these codes or confirm that these are the codes desired on the new document. Click 'Next.'

Create New Document

* = Required Fields, Date = YYYY/MM/DD

Contract Number Delivery Order CAGE Code / Ext. Pay DoDAAC
SPM30205AG941 5112 0H952 SL4701
Issue Date IssueBy DoDAAC Admin DoDAAC* InspectBy DoDAAC / Ext. Mark For Code / Ext.

Ship To Code * / Ext. Ship From Code / Ext.

Header Information

14. Type shipment number (AAAXNNN), shipment date, invoice number and invoice date (YYYY/MM/DD).

Line Item Information

15. Update the line item information if necessary.
16. Update UID and MIILSTRIP information.
17. Update RFID on the "Pack" Tab.

Submit the Document

Scroll to the bottom of any page and click on 'Submit.' **OR**

Save Draft Document

Documents may be saved for later completion. Click on 'Save Draft Document' button at the bottom of any page. To access saved documents, click 'Vendor Saved Document' link. Documents will be saved for 7 days before being deleted from the system.

Optional Information

Discounts

Click on 'Discounts' Link from the top menu to add a discount for payment earlier than the term of your contract.

Comments

Click on 'Comments' link from the top menu to add a comment.

Miscellaneous Amounts

Click on 'Misc Amt' from the top menu to add transportation charges.

*Pay Office SL4701— Charges up to \$250 may be invoiced in WAWF. Charges above \$250 must be invoiced manually and faxed to 866-313-2340.

*Vendors with Transportation Charges over \$100 are required to attach supporting evidence for those charges before the invoice will flow to the payment system.

Attachments

Click on 'Attachments' link from the top menu to add supporting documentation. Click 'Browse' to select the file(s) you wish to attach. Click 'Upload' to attach file(s).

Preview Document

Click 'Preview Document' to review Cost Voucher information.