Invoice review and approvals

- Wide Area Work Flow e-Business Suite Access – the “Acceptor Role”

  - Monthly contractor invoice submittal.

  - COR Review/Approval for contract payments.

  - Verification of CLIN number, amount, expenses, travel, overtime, etc…
Login to WAWF (Wide Area Work Flow e-Business Suite)

- [https://wawf.eb.mil](https://wawf.eb.mil)
- Click accept at bottom of screen.
WAWF login Screen

• Select Certificate Login.
CAC Certificate Screen

• Highlight Your Certificate and click OK.
WAWF login Screen

• Click on iRAPT to pay invoices or to find invoice history.
iRAPT main Screen

• Click on Government for a dropdown menu.
Search Criteria Acceptance Folder

- Click Acceptor and scroll over to the Acceptance Folder and the below screen appears.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number</td>
<td></td>
</tr>
<tr>
<td>Delivery Order</td>
<td></td>
</tr>
<tr>
<td>Reference Procurement Id</td>
<td></td>
</tr>
<tr>
<td>Vendor/Payer Extension</td>
<td></td>
</tr>
<tr>
<td>Ship From/Ship From Extension</td>
<td></td>
</tr>
<tr>
<td>Shipment No.</td>
<td></td>
</tr>
<tr>
<td>Invoice Number</td>
<td></td>
</tr>
<tr>
<td>SSN/Confirm SSN</td>
<td></td>
</tr>
<tr>
<td>Tax Id (EIN)</td>
<td></td>
</tr>
<tr>
<td>Type Document</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>All Documents</td>
</tr>
<tr>
<td>Create/Update Date</td>
<td></td>
</tr>
<tr>
<td>Acceptance Date</td>
<td></td>
</tr>
<tr>
<td>Invoice Received Date</td>
<td></td>
</tr>
<tr>
<td>Estimated Delivery Date</td>
<td></td>
</tr>
<tr>
<td>Result Size</td>
<td></td>
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<tr>
<td>Result Font</td>
<td></td>
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</tbody>
</table>
Acceptance Folder Criteria Screen

- Type in the correct DoDAAC (from the drop down menu) and then the Contract Number.
Acceptance Folder Criteria Screen

- Add the date and click submit.
Acceptance Folder Line

• Invoice submitted will show. Click on Shipment Number to go to invoice. Click on Contract Number to see all Modification for the Contract.
Invoice Header Screen

- After clicking on the shipment number the invoice will show with all info requiring verification.
Review Invoice Line Items

• Click on Line item to view line items for the invoice. Insert Qty (Quantity) Received, Qty Accepted.
Review Invoice Line Items (cont’d)

• **Question**: When a COR has to review and approve invoices for contract payments - how do they know if what the contractor has submitted is accurate?
Review Invoice Line Items (cont’d)

• **Answer:**
  
  – The COR needs to review the Contract Modifications to ensure the cost for each CLIN (Under Line Item) matches up-to-date modifications.

  – Ensure the quantities, unit price, and amounts are correct. Add quantities received, quantities accepted if blank. Make sure the CLINS are the same (Under Item number) as shown in the Modification.
Review Invoice Line Items (cont’d)

• **Question**: Is there a check and balance for invoices? I know CLIN numbers are specific for different expenses, I.E. travel, overtime, etc... Is there something a COR may need to know to verify that the right charges are on the right CLINS etc...
Review Invoice Line Items (cont’d)

**Answer:**

– Verify your contract and also make sure the cost are the same as the most updated modification. Also, check with the KO to ensure there are no contractual issues pending that could change the cost of the contract.
Before rejecting an Invoice

- Use the Misc Info tab to provide reasoning/documentation for rejecting a invoice.
Certify an Invoice

- Check the Acceptance box, Add Date Received, Acceptance Date, and then click Certification Signature to sign. Note: Save Copy of signed invoice for your COR hard copy records.
How to find invoices in history

- Click on Government, select Acceptor, then scroll over to History folder by DoDACC.
Find invoices in history (cont’d)

- Add the Contract Number, DoDAAC, then click submit to find all related historic invoices.