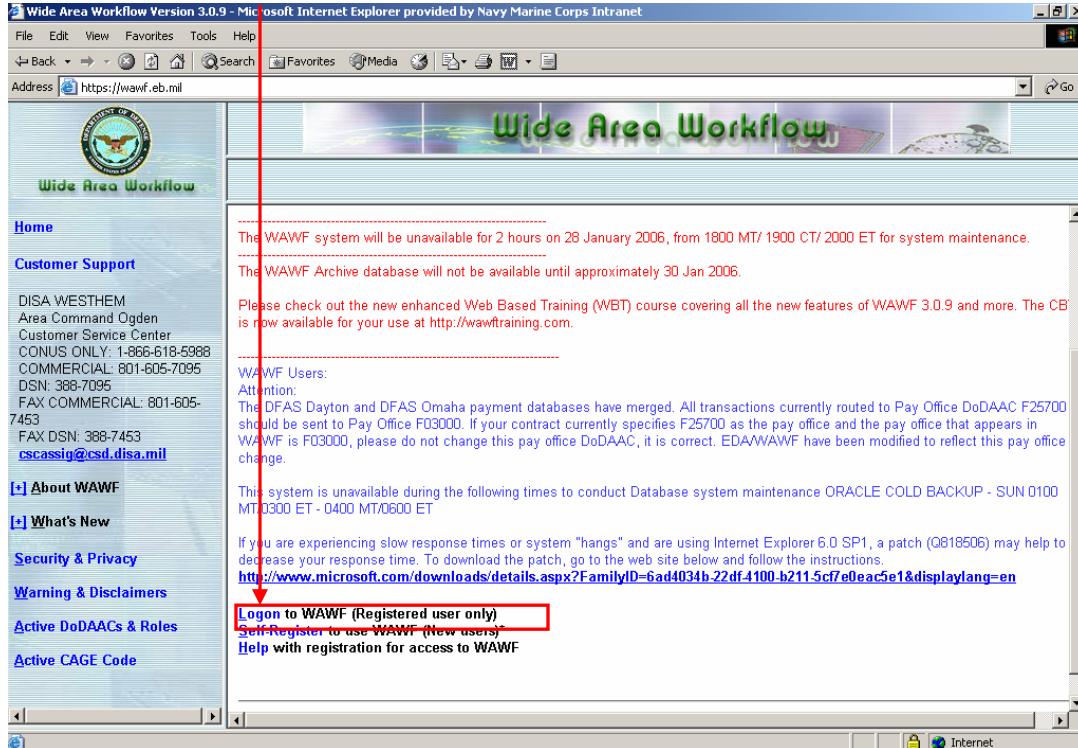
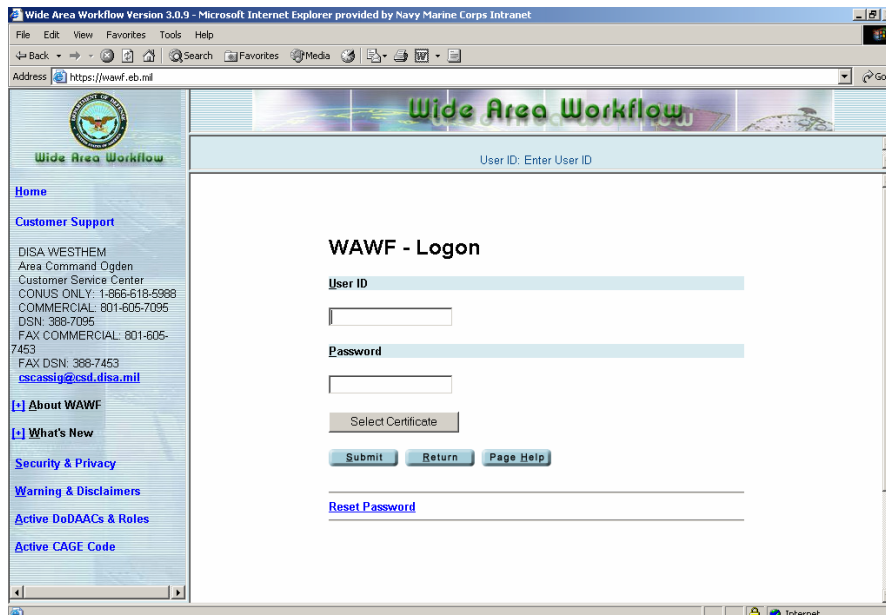


## STA21 WAWF Invoice Input 3-9

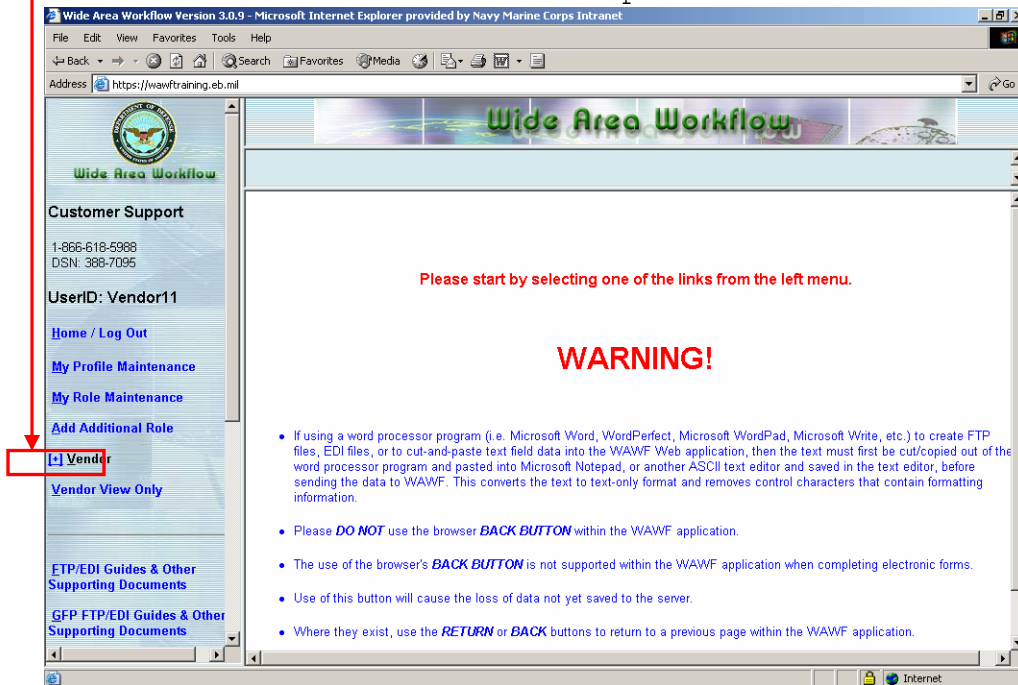
Access the Wide Area Work Flow website at <https://wawf.eb.mil>.  
Scroll down and click the Logon link.



Enter your username and password and click Submit.



Click the + icon next to Vendor to expand the menu.



Click on Create New Document under the expanded Vendor menu.



Input your contract number, leave the delivery order blank, and choose your CAGE code from the drop down menu and click Continue.

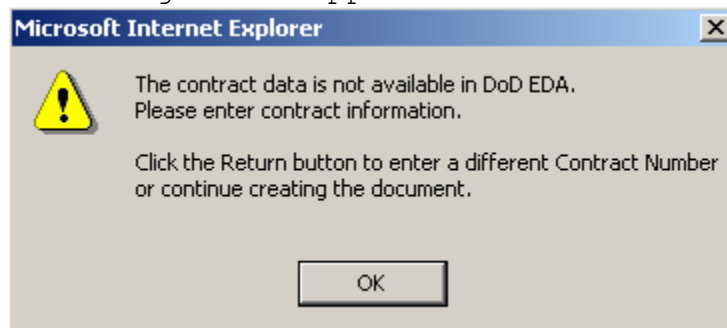
## Create New Document

\* = Required Fields

Contract Number *	Delivery Order	CAGE Code/Ext. *
N06MCSTA		

[Continue](#) [Reset](#) [Page Help](#)

Click OK to the message that appears.



Enter the Pay DoDAAC N68566 and click Continue.

## Create New Document

\* = Required Fields

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *
N6321006MCSTA		09YY8	N68566

[Continue](#) [Return](#) [Reset](#) [Page Help](#)

Click the button next to Invoice. The screen will refresh as below. Click Continue.

---

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
N6321006MCSTA		09YY8	N68566

**Search For:**

**Invoice No.**

**Template**

**Active Documents**    **Archived Documents**

**Select Document to Create: \***

Invoice

Invoice as 2-in-1 (Services Only)

Construction Payment Invoice

Receiving Report

Invoice and Receiving Report (Combo)

Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)

**Continue**

**Return**

**Reset**

**Page Help**

At the next screen, input the following information:

-**Issue Date:** beginning of the fiscal year. For all FY06 invoices, it will be 10/01/2005

-**Admin DoDAAC:** This will be your school UIC. Information will be provided by Brenda Cox.

-**Ship to Code:** This will always be N3560A ext. STA21. It is very important to put the STA21 extension in so that your invoice is directed to the correct inbox for certification.


-**LPO DoDAAC:** This will always be N3560A ext. STA21. It is very important to put the STA21 extension in so that your invoice is directed to the correct inbox for certification.

When all fields are complete, click the Continue button.

---

## Create New Document

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

<b>Contract Number</b>	<b>Delivery Order</b>	<b>CAGE Code / Ext.</b>	<b>Pay DoDAAC</b>	
N6321006MCSTA		09YY8	N68566	
<b>Issue Date</b>	<b>IssueBy DoDAAC</b>	<b>Admin DoDAAC *</b>		
2005/10/01 	<input type="text"/>	N63210		
<b>Ship To Code * / Ext.</b>	<b>Ship From Code / Ext.</b>	<b>LPO DoDAAC * / Ext.</b>		
N3560A	STA21	<input type="text"/> <input type="text"/>	N3560A	STA21

### Document Selected:

Invoice

[Continue](#) [Return](#) [Reset](#) [Page Help](#)

Input the invoice number and invoice date. Be sure not to input an invoice date that is later than the current date, or the invoice will be rejected by the certifier. Leave the Final Invoice box on N.

Header	Addresses	Discounts	Comments	Line Item	Misc. Amounts
<b>Data Capture - Invoice</b>					
* = Required Fields, Date = YYYY/MM/DD					
<b>Contract Number</b>	<b>Delivery Order</b>	<b>Issue Date</b>			
N6321006MCSTA		2005/10/01			
<b>Shipment No.</b>	<b>Shipment Date</b>	<b>Final Shipment?</b>	<b>Invoice No.*</b>	<b>Invoice Date*</b>	<b>Final Invoice?</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Government B/L Number</b>				<b>Document Total:</b>	
<input type="text"/>				\$0.00	
<b>Currency Code</b>					
<input type="text" value="USD"/>					
<input type="button" value="Create Document"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/>					

Once all invoice data is input, click on the Line Item tab. Click on the three boxes icon under Actions.

Header	Addresses	Discounts	Comments	Line Item	Misc. Amounts		
<b>Line Item Details:</b>							
At least one Line Item is required.							
<b>Item No.</b>	<b>Stock Part No.</b>	<b>Type</b>	<b>Qty. Shipped</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>	<b>Actions</b>
<input type="button" value="Page Help"/>							
UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.							

Input the line item information:

Item No. can be 0001.

Stock Part No. can be NONE

Type will be SV-services

QTY shipped will be 1 (for lump sum line item)

Unit will be EA for each.

Unit Price - enter the full amount of the invoice.

Description field needs some comment entered, but there are no specific requirements. You will want to ensure that the certifier knows what the bill is for.

Once all line item information is entered, scroll down and click on the Save CLIN/SLIN button.

### Add CLIN/SLIN

\* = Required Fields

Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price *
0001	NONE	SV- Services	1	EA	\$ 28,000.00

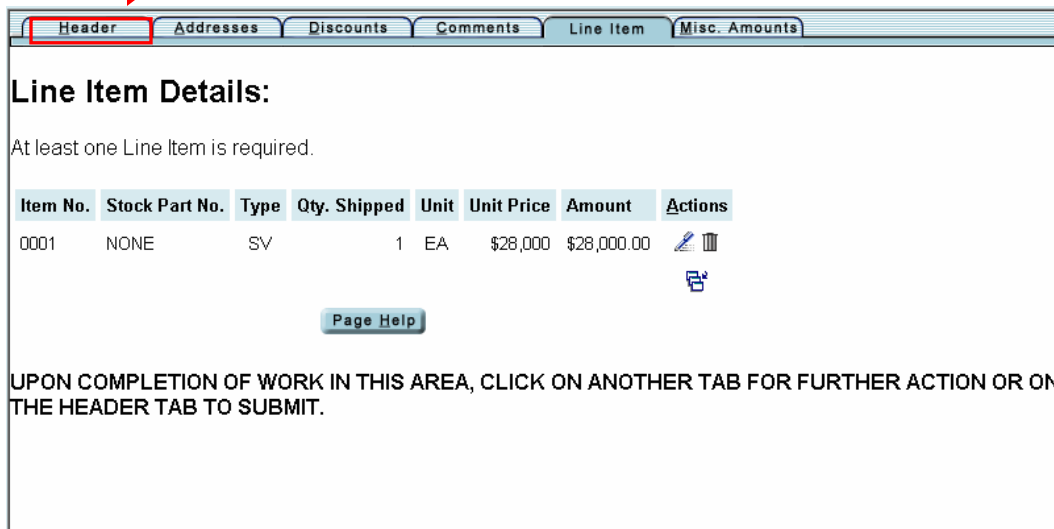
  

SDN	ACRN	Amount
		\$28,000.00



  

Description *
STA21 bill for 18 students for Spring semester. Please see attached documentation.

You will see a summary of the line item information you just input. Click on the Header tab.

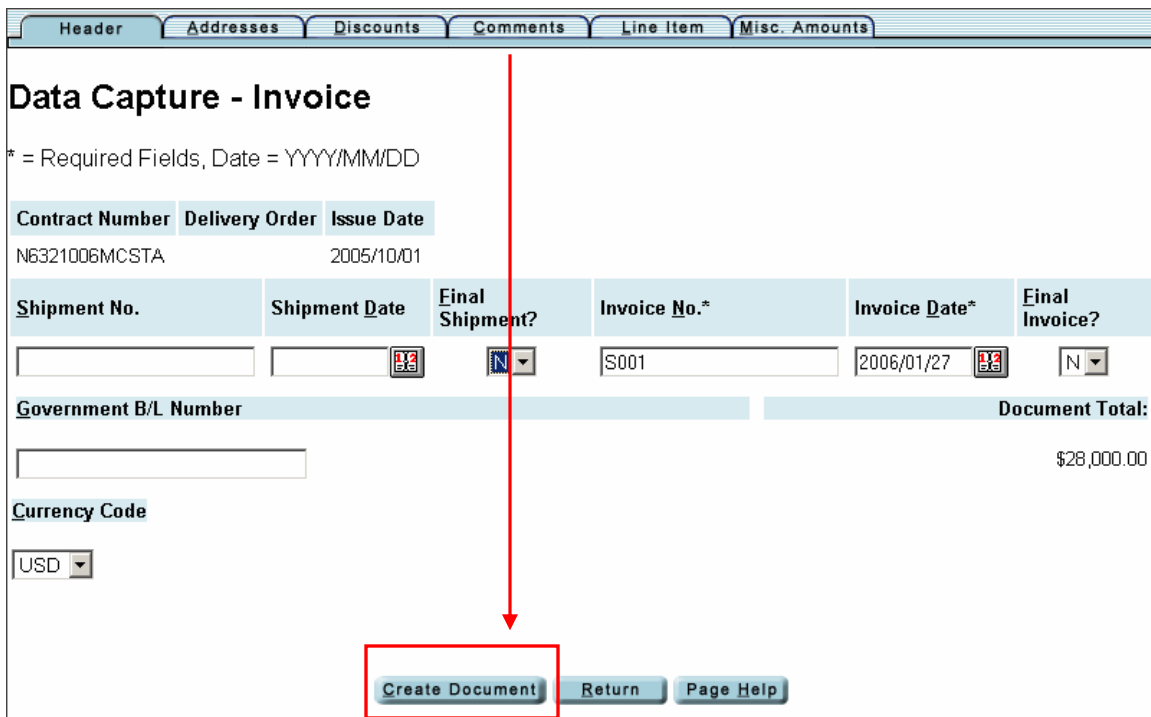


The screenshot shows a web application interface with a tabbed menu at the top. The 'Header' tab is selected and highlighted with a red box. Below the tabs, the page title is 'Line Item Details:'. A message states 'At least one Line Item is required.' Below this is a table with the following data:

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
0001	NONE	SV	1	EA	\$28,000	\$28,000.00	 

Below the table is a 'Page Help' button. At the bottom of the page, a message reads: 'UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.'





Click on the Create Document button.




The screenshot shows the 'Data Capture - Invoice' page. The 'Header' tab is selected. The page contains several form fields and a table. A red arrow points from the top of the page down to the 'Create Document' button at the bottom.

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

Contract Number	Delivery Order	Issue Date
N6321006MCSTA		2005/10/01

Shipment No.	Shipment Date	Final Shipment?	Invoice No.*	Invoice Date*	Final Invoice?
<input type="text"/>	<input type="text"/> 	<input type="checkbox"/> 	S001	2006/01/27 	<input type="checkbox"/> 

Government B/L Number:  Document Total: \$28,000.00

Currency Code: USD 

**Create Document** Return Page Help



You will now see the summary data of your invoice. Click on the Misc. Info tab to add an attachment.

Header | Line Item | Addresses | **Misc. Info**

## INVOICE

\* = Required Fields

Contract Number		Delivery Order		Issue Date
N6321006MCSTA				2005/10/01
Invoice Number	Invoice Date	Final Invoice	Invoice Received Date	
S001	2006/01/27	N	2006/01/27	
Summary of Detail Level Information				Total
1	CLIN/SLIN(s)			\$28,000.00
0	Miscellaneous Amount(s)			\$0.00
				\$28,000.00

You will need to add an attachment to the invoice to transmit the student and course information to the certifier. This attachment can be a scanned pdf document or any Microsoft Office product (Word, Excel). Be sure to list the student name, social (last 4 if necessary), course number, and amount being paid. If you are unable to list the full social, please include the associated document number for NCMIS input.

Click on the three boxes icon next to attachments.

Header | Line Item | Addresses | Misc. Info

## INVOICE


- CONTINUATION SHEET

\* = Required Fields

Contract Number	Delivery Order	Shipment Number	Invoice Number
N6321006MCSTA			S001

**Initiator Information**

**Name:** LINDA HOWELL  
**Title:** VENDOR- ADMIN  
**Phone #:** 301-228-3537  
**DSN:**  
**Email:** LHOWELL@FAIRCHILDCONTROLS.COM  
**Org Email:** we6dad@cols.disa.mil  
**Comments:**

IRB: 2006/01/27  
**Date of Action:** 2006/01/27  
**Action(s):** Attachments 

Page Help

Click the Browse button to find the document on your computer. Once you find the document, click Open. You will be returned to the screen below and will see the document path listed in the box. Click Continue.

## Form - Attachments

Pick up a file to attach

The attachment will be listed in the drop down box. You can click the trash can icon to remove the attachment, or click the three boxes to add another attachment.

IRD: 2006/01/27  
Date of Action: 2006/01/27  
Action(s):

Attachments: ▾			
Attachments:			
2005.xls			

Once all attachments are made, click on the Header tab. Scroll to the bottom of the screen and click the Submit button.

DoDAAC: N68566

Name: DEFENSE FINANCE AND ACCOUNTING SERV

You will receive a message that the invoice has been submitted successfully. Click Return to go back to the document creation screen.

**The Invoice has been submitted successfully.**

Contract Number	Delivery Order	Shipment Number	Invoice Number
N6321006MCSTA			S001

[Send More Email Notifications](#)

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

Click Log Out to exit WAWF.

