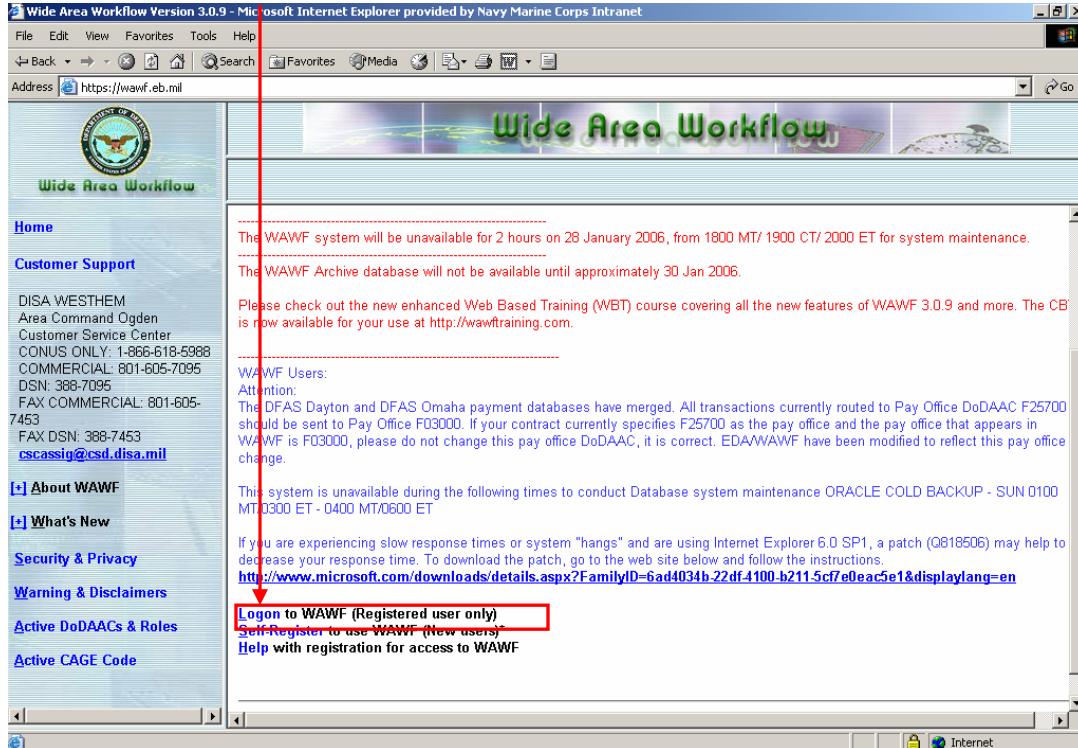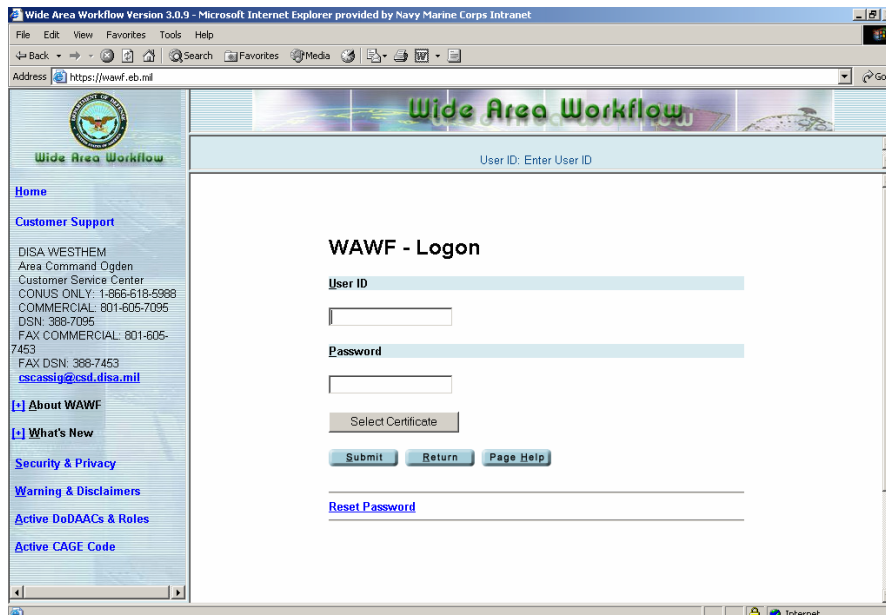# STA21 WAWF Invoice Input 3-9

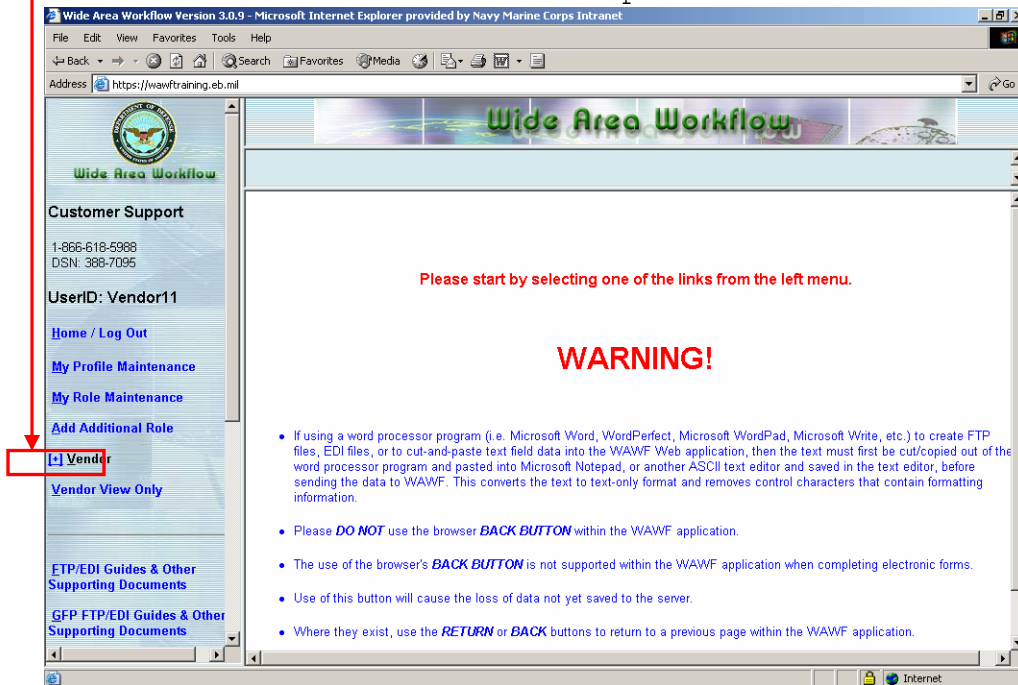Access the Wide Area Work Flow website at https://wawf.eb.mil.
Scroll down and click the Logon link.

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.
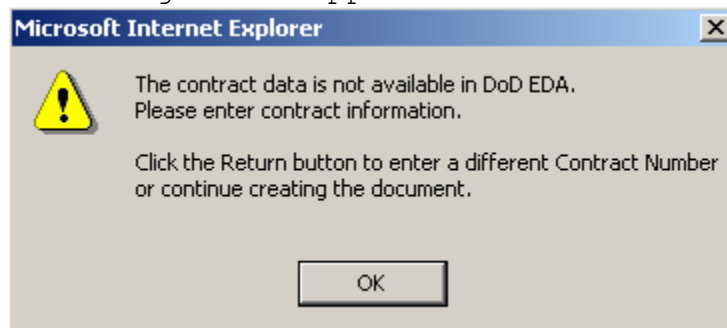
Create New Document

* = Required Fields

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

[Continue]   [Reset]   [Page Help]

Click OK to the message that appears.

Microsoft Internet Explorer [×]

⚠ The contract data is not available in DoD EDA.
Please enter contract information.

Click the Return button to enter a different Contract Number or continue creating the document.

[OK]

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**	[ ]

◉ **A**ctive Documents ○ **A**rchived Documents

Select Document to Create: *

◉   **I**nvoice   [▼]

○   Invoice as **2**-in-1 (Services Only)

○   Construction Payment **I**nvoice

○   **R**eceiving Report

○   Invoice and Receiving Report (Com**b**o)

○   Cost **V**oucher (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

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

Issue Date	IssueBy DoDAAC	Admin DoDAAC *
2005/10/01		N63210

Ship To Code * / Ext.		Ship From Code / Ext.		LPO DoDAAC * / Ext.	
N3560A	STA21			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.

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

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
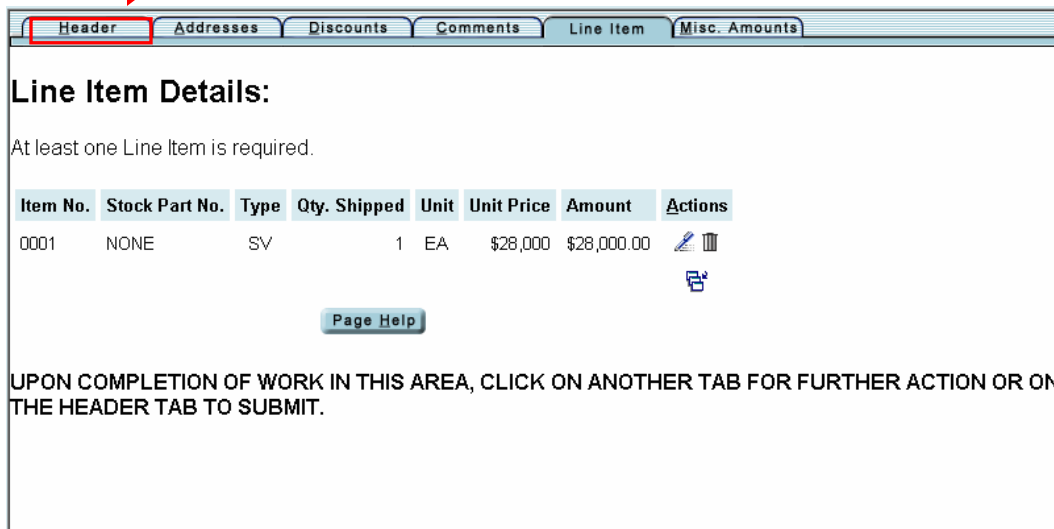
SDN	ACRN	Amount
		$ 28,000.00

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.

Click on the Create Document button.

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

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.

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 | C:\Documents and Settings\brenda.m.cox.NADSUSE/ | Browse...

[Continue]   [Return]   [Page Help]

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

[Submit]   [Return]   [Page Help]

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

Click Log Out to exit WAWF.