

## Tuition Ordering and Payment Process Handbook – Appendix A-14

**SUBJECT:** Wide Area Workflow – Proper Invoice Data Entry Requirements for Task Orders issued through FASTDATA.

**PURPOSE:** To inform NROTC Unit Ordering Officers, Inspectors/Acceptors and unit Certifying Officials of the required data entries in the WAWF 2-in-1 Invoices used to make payments for tuition task orders placed against Educational Service Agreements (ESA).

**OVERVIEW:** Invoice processing is governed by the Federal and Defense Acquisition Regulations as directed in FAR Subpart 32.9, DFARS Subpart 232.9 and DoD FMR Vol 10 Ch 7. As included in the ESAs, DFARS 252.232-7003 requires the universities to submit all invoices electronically through the WAWF on-line invoicing system. WAWF invoices have to meet the requirements outlined in FAR 32.905 and, if they do, processed within the time lines set forth in 31 USC § 3901 to 3907, FAR 32.904 and 5 CFR 1315 which is inspected and accepted within 5 work days and paid within 30 days. Failing to meet the required time lines will result in paying interest fees, potential penalties and/or other claims against the government.

Not processing invoices within the required timelines or improperly rejecting them without legal authority can result in the individual being held personally liable for all damages and resulting in owing a debt to the government.

The information contained in this appendix has always been a requirement, however, in the past the Local Processing Official (LPO) and NSTC Comptroller's Office were able to correct many of the improperly submitted invoices. With the Navy's transition to the SABRS finance system, these offices are no longer able to correct many of these issues. Ultimately, the NROTC Unit Ordering Officer is responsible in making sure that payments are processed correctly and timely. It is critical for all 2-in-1 invoices to be filled in and processed correctly to ensure prompt payment for government debts.

This appendix is designed to assist the NROTC unit Ordering Officers, Inspectors/Acceptors, and unit Certifying Official of how to properly verify the various WAWF data fields, what the college/university are required to submit with an invoice submission along with additional information is required to entered by the government.

### **ACTION REQUIRED:**

1. First time users shall complete the on-line WAWF training modules that are available at the following web addresses:

Navigating WAWF

<https://wawftraining.eb.mil/wbt/xhtml/wbt/wawf/wawfra/inspector/InspectorFolders.xhtml>

WAWF 2-in-1 Invoice Instruction:

<https://wawftraining.eb.mil/wbt/wawf/AcceptanceOfCI2N1Document.html>

Creating an Invoice 2-in-1 (General Knowledge as this course is for the vendor):

<https://wawftraining.eb.mil/wbt/wawf/VendorCreateCI2n1.html>

2. This appendix is to be used in conjunction with the Payment and Contract Close-out sections of the handbook and Appendix A-7.

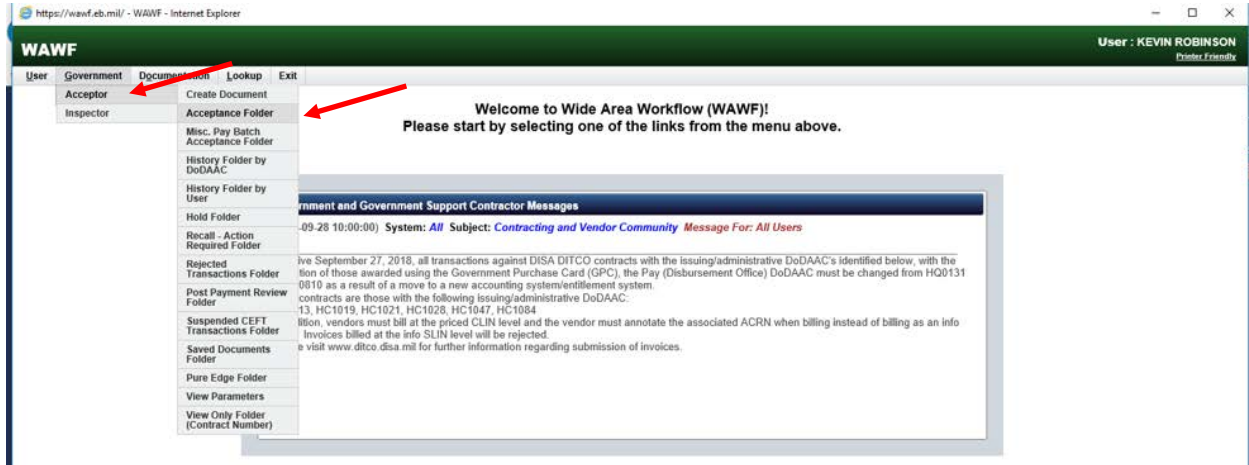
3. Prior to processing an invoice, the NROTC Unit Quality Control person shall have a copy of the ESA, a photocopy of the task order, and any applicable modifications. These documents are required to be able to verify that the data elements in the invoice match the data elements from the ESA and/or the task order.

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# Locating invoices in WAWF

From the WAWF homepage, select Government, then the dropdown Acceptor and the sub-dropdown Acceptance Folder.



Verify the correct DoDAAC for the submitted invoices, widen the date range if needed and select submit

User Government Documentation Lookup Exit	
<b>Search Criteria - Acceptance Folder</b>	
<b>FOUO - Privacy Sensitive:</b>	
<i>Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.</i>	
DoDAAC * / Extension N00210	
Contract Number	Delivery Order
Reference Procurement Id	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
Shipment No.	Invoice Number
SSN / Confirm SSN	Tax Id (EIN)
Type Document All Documents	Status All Documents
Create / Update Date (YYYY/MM/DD) 2018/12/04	Create / Update Date End (YYYY/MM/DD) 2019/01/03
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)
Result Size 20 items	Result Font 13px
<input type="button" value="Submit"/> <input type="button" value="Help"/>	


Locate the invoice and select the shipment number. This will open up the invoice.

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number ▲	Delivery Order	Shipment Number
1	Invoice 2in1	1S4H2	622040328				<a href="#">N0014006G0045</a>	N6331017F002	<a href="#">17PSU0001</a>
2	Invoice 2in1	6ZAY2	079099905			N0018916PM059	<a href="#">N0018916PM059</a>		<a href="#">SEP18</a>
3	Invoice 2in1	6KXN1	022528718				<a href="#">N0018917PG205</a>		<a href="#">SER0013C</a>
4	Invoice 2in1	6KXN1	022528718				<a href="#">N0018917PG205</a>		<a href="#">SER0014</a>
5	Invoice 2in1	6KXN1	022528718				<a href="#">N0018917PG205</a>		<a href="#">SER0015</a>
6	Combo D/D	1YS78	089896737			GS35F0553P	<a href="#">N0018918F0772</a>		<a href="#">FPT1468</a>
7	Combo D/D	1QY92	836229229				<a href="#">N0018918P0582</a>		<a href="#">ABH007</a>



## Requirements of a Proper Invoice – ESA’s

The below examples show what WAWF fields have to be filled in by the university and what fields the WAWF Acceptor has to fill in. *Note: The invoice must read “Acceptor – Invoice 2-in-1” above the header block.*

Acceptor - Invoice 2-in-1 

Header	Line Item	ACRNs	Addresses	Misc. Info	Preview Document
Some document values differ from those in EDA. Click on the <a href="#">View Validation Warnings</a> link to view.					
<a href="#">View Validation Warnings</a>					
Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	
DoD Contract (FAR)	N0014006G0045	N6331017F0002		2016/12/17	
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		
9795498184M	2017/06/01	N	2017/06/01		
Summary of Detail Level					Total
Information 1 CLIN/SLIN(s)					\$ 1,667,405.00
0 Miscellaneous Amount(s)					\$ 0.00
<b>Document Total:</b>					\$ 1,667,405.00
Shipment Number	Shipment Date		Final Shipment		
17PSU0001	2017/06/01		N		
Billing/Account Number	Period of Performance From Date		Period of Performance To Date		
0742PE39200	2017/02/18		2017/05/20		

FIELD NAME	K T R	O O	ENTRY	REQUIREMENT
Contract Number Type	R		“DoD Contract (FAR)”	WAWF Instructions
Contract Number	R		From Block 1 of DD Form 1155 must match Block 2 of ESA’s SF1449	FAR 32.905
Delivery Order	R		From Block 2 of DD Form 1155	FAR 32.905
Reference Procurement Identifier		O	Entering a Reference Procurement Identifier is always optional, but may be used any time the order has been placed under a parent agreement, such as a GSA schedule. If it is filled in, it should be the ESA number.	WAWF Instructions
Issue Date	R		From Block 3 of DD Form 1155.	FAR 32.905
Invoice Number	R		College/University Generated Number	FAR 32.905
Invoice Date	R		Same or before Invoice Received Date	FAR 32.905
Final Invoice?	R		“N”. Selecting “Y” is known to cause payment issues by DFAS	WAWF Instructions
Invoice Received Date	R		Date invoice is submitted in WAWF	System Generated
Summary of Detail Level	R		From Summary from Line Item Tab – <i>This information is verified in a different tab</i>	System Generated
Shipment Number	R		College/University Generated Number	FAR 32.905
Shipment Date	R		Same or before Invoice Received Date	FAR 32.905
Final Shipment	R		“N”. Selecting “Y” is known to cause payment issues by DFAS	WAWF Instructions
Billing/Account Number	R		College/University Generated Number	WAWF Instructions
Period of Performance From Date	R		From Continuation form of DD Form 1155	FAR 32.905
Period of Performance To Date	R		From Continuation form of DD Form 1155	FAR 32.905

R = Required    O = Optional    KTR = Contractor    OO=Ordering Officer    Verified in a different tab

Acceptor - Invoice 2-in-1

Header Line Item ACRNs Addresses Misc. Info Preview Document

Some document values differ from those in EDA. Click on the View Validation Warnings link to view.  
[View Validation Warnings](#)

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Shipment Date	Invoice Number	Invoice Date	
N0014006G0045	N6331017F0002		17PSU0001	2017/06/01	9795498184M	2017/06/01	
<b>Total</b>						(\$)	1,667,405.00

One-line item **ONLY**

Item No.	Product/Service ID	Qualifier	Qty. Delivered	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
0001	Services	SV	1	LO	LO	1,667,405.00	1,667,405.00
	AAI	SDN	ACRN	PR Number			
	056521	N6331017RQ36T02	AA				
<b>Description</b>							
SPRING 2017 SCHOLARSHIP TUITION AND FEES FOR 131 MIDSHIPMEN							

FIELD NAME	K	T	O	ENTRY	REQUIREMENT
Contract Number, Delivery Order, Reference Procurement Identifier, Shipment Number, Shipment Date, Invoice Number and Invoice Date				Verify in the Header Tab	
Total				System Calculated from Line Item Information. Verify it does not exceed total order funding amount – if over it indicates issue with the line items values	
Item Number (CLIN)	R			"0001" <b>ONLY!</b>	FAR 32.905
Product/Service ID	R			"Services" or "Educational"	WAWF Instructions
Qualifier	R			"SV"	WAWF Instructions
QTY Delivered		R		Total may not exceed QTY from DD Form 1155 (If unit of issue is LOT or LT than QTY will be "1" on each payment). For LOT or LT, verify that the number of scholarship recipients does not exceed the LOT size as defined on the DD Form 1155.	FARS 32.905
Unit of Measure	R			Must Match line item from DD Form 1155	FAR 32.905
UofM Code	R			Must Match line item from DD Form 1155	FAR 32.905
Unit Price (\$)		R		Unit of Issue = if EA or HR then exact, if U/I=LOT than Total of all payments may not exceed Unit Price from DD Form 1155	FAR 32.905
Amount (\$)	R			Qty delivered x Unit Price	FAR 32.905
AAI	O	R		056521 - AAA from the line of accounting	WAWF User Handbook
SDN	O	R		Same as funding document number. Block 4 from DD Form 1155	WAWF User Handbook
ACRN	O	R		"AA" Enter under the ACRN tab	WAWF User Handbook
PR Number	-			N/A. Do not reject if the contractor entered the PR Number from Block 4 of the DD Form 1155.	WAWF User Handbook
Description		R		From line item description form DD Form 1155. <b>Does not have to match exactly</b>	FAR 32.905

*If university did not include, the NROTC Unit Ordering Officer shall add.*

NOTE: The ACRN, AAI and SDN data fields have to be entered correctly for the invoice to be able to be processed. The university is not required under FAR, DFAR nor current WAWF instructions to enter these fields and the invoice cannot be rejected for this reason. As this is a Navy generated requirement, the WAWF Acceptor is required to enter this information if the contractor did not. Appendix A-20 lists these fields to encourage the university to fill in the information when submitting the invoice. **NROTC unit Ordering Officers shall work with the WAWF invoice submitter and strongly request that they fill in these fields when submitting the invoice to avoid payment processing issues.**

Acceptor - Invoice 2-in-1

Header	Line Item	<b>ACRNs</b>	Addresses	Misc. Info	Preview Document
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Some document values differ from those in EDA. Click on the View Validation Warnings link to view.

[View Validation Warnings](#)

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Shipment Date	Invoice Number	Invoice Date
N0014006G0045	N6331017F0002		9795498184M	2017/06/01	9795498184M	2017/06/01

Document Total (\$)	Approved Total (\$)	Difference (\$)
1,667,405.00	1,667,405.00	0.00


Item Number	CLIN Amount	ACRN Amount	Difference	Govt Approved Amount	CLIN Approved Amount	CLIN Approved Difference
0001	1,667,405.00	1,667,405.00	0.00	1,667,405.00	1,667,405.00	0.00

ACRN	Original Amount	Actions	ACRN Approved Amount	ACRN Difference
AA	1,667,405.00	<a href="#">Add ACRN</a>	1,667,405.00	0.00

FIELD NAME	K	T	O	ENTRY	REQUIREMENT
<i>Contract Number, Delivery Order, Reference Procurement Identifier, Shipment Number, Shipment Date, Invoice Number and Invoice Date</i>					Verify in the Header Tab
<i>Totals</i>	<i>System Calculated from Line Item Information. Verify it does not exceed total order funding amount – if over it indicates issue with the line items values</i>				
Item Number (CLIN)	R			Prepopulated from Line Tab	FAR 32.905
CLIN Amount	R			Prepopulated from Line Tab	FAR 32.905
ACRN Amount	R			Amount of funds being used to pay the CLIN amount – should be the same as the CLIN Amount	WAWF Instructions
Difference	R			“0.00” or negative only, NEVER POSITIVE	WAWF Instructions
Govt Approved Amount	R			The same as the CLIN amount	WAWF Instructions
CLIN Approved Amount					
CLIN Approved Difference	-	-		Should be “0.00”	WAWF Instructions
ACRN	O	R		“AA”. If no ACRN, Select “Add ACRN” See below. If ACRN is entered wrong, see rejecting the invoice section	WAWF Instructions
Original Amount	R			The same as the CLIN amount	WAWF Instructions
ACRN Approved Amount	O	R		The same as the CLIN amount	WAWF Instructions
ACRN Difference	-	-		Should be “0.00”	WAWF Instructions



To add a ACRN, select the “Add ACRN” link *(The following examples are picture reference only and do not represent the data in the other examples)*

Acceptor - Invoice 2-in-1

Header	Line Item	ACRNs	Addresses	Misc. Info	Preview Document	
Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Shipment Date	Invoice Number	Invoice Date
1234567890123	WBT1	RPIN000000000000123	SER1031	2015/04/07	INV1031	2015/04/07
Document Total (\$)	Approved Total (\$)			Difference (\$)		
40113.75	39,999.50			114.25		
Item Number	CLIN Amount	ACRN Amount	Difference	Govt Approved Amount	CLIN Approved Amount	CLIN Approved Difference
1001AA	39,999.50	39,999.50	0.00	39,999.50	39,999.50	0.00
ACRN	Original Amount	Actions	ACRN Approved Amount	ACRN Difference		
A1	30,000.00		<input type="text" value="30,000.00"/>	0.00		
A2	9,000.00		<input type="text" value="9,000.00"/>	0.00		
A3	999.50		<input type="text" value="999.50"/>	0.00		
<a href="#">Add ACRN</a> 						

Enter “AA” in the “ACRN” field and the CLIN amount in the “ACRN Approved Amount” field. Select “Addresses” tab when done. Go Back to the “ACRN” tab to verify the information is entered correctly.

Item Number	CLIN Amount	ACRN Amount	Difference	Govt Approved Amount	CLIN Approved Amount	CLIN Approved Difference
1001AA	39,999.50	39,999.50	0.00	39,999.50	39,999.50	0.00
ACRN	Original Amount	Actions	ACRN Approved Amount	ACRN Difference		
A1	30,000.00		<input type="text" value="30,000.00"/>	0.00		
A2	9,000.00		<input type="text" value="8,000.00"/>	1,000.00		
A3	999.50		<input type="text" value="999.50"/>	0.00		
A4	0.00	<a href="#">Delete ACRN</a>	<input type="text" value="500.00"/>	-500.00		
A5	0.00	<a href="#">Delete ACRN</a>	<input type="text" value="500.00"/>	-500.00		
<a href="#">Add ACRN</a>						

**NOTE: All task order invoices shall only have CLIN (Line Item) “0001” and ACRN “AA”**



Acceptor - Invoice 2-in-1

Header	Line Item	ACRNs	Addresses	Misc. Info	Preview Document
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Some document values differ from those in EDA. Click on the View Validation Warnings link to view.

[View Validation Warnings](#)

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Shipment Date	Invoice Number	Invoice Date
N0014006G0045	N6331017F0002		9795498184M	2017/06/01	9795498184M	2017/06/01

Prime Contractor			
CAGE Code	DUNS	DUNS + 4	Extension
1S4H2	622040328		
<b>Activity Name 1</b>			
PENN STATE UNIVERSITY			
<b>Activity Name 2</b>			
<b>Activity Name 3</b>			
<b>Address 1</b>			
108 SHIELDS BUILDING			
<b>Address 2</b>			
<b>Address 3</b>			
<b>Address 4</b>			
City	State	Zip	
UNIVERSITY PARK	PA	16802	
Country	Military Location Description		
USA			

Administered By		
DoDAAC		
N63310		
<b>Activity Name 1</b>		
NROTC PENN STATE UNIVERSITY		
<b>Activity Name 2</b>		
<b>Activity Name 3</b>		
<b>Address 1</b>		
315 W WAGNER BUIDLING		
<b>Address 2</b>		
<b>Address 3</b>		
<b>Address 4</b>		
City	State	Zip
UNIVERSITY PARK	PA	16802
Country	Military Location Description	
USA		

FIELD NAME	K T R	O O	ENTRY	REQUIREMENT
<i>Contract Number, Delivery Order, Reference Procurement Identifier, Shipment Number, Shipment Date, Invoice Number and Invoice Date</i>				<i>Verify in the Header Tab</i>
<b>Prime Contractor Block</b>				
CAGE Code	R		Contractor enters from Block 9 of the DD Form 1155, this <u>MUST</u> match the CAGE Code listed in the ESA	FAR 32.905
Address Information	-	-	Prepopulates from address information from SAM website for listed CAGE Code	WAWF Instructions
<b>Administered By, Service Acceptor, Local Processing Official, Payment Official and Issue By Blocks</b>				
DoDAAC	R		Contractor enters from WAWF Chart. This is a six character number only	FAR 32.905
Address Information	-	-	Prepopulates from DAASC DLA system	WAWF Instructions

Acceptor - Invoice 2-in-1

Header Line Item ACRNs Addresses Misc. Info Preview Document

Some document values differ from those in EDA. Click on the View Validation Warnings link to view.  
[View Validation Warnings](#)

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Shipment Date	Invoice Number	Invoice Date
N0014006G0045	N6331017F0002		9795498184M	2017/06/01	9795498184M	2017/06/01

**Initiator**

<b>Name:</b>	<b>Date of Action / IRD:</b>	<b>Phone #:</b>	<b>DSN:</b>
Kara Price	2017/06/01 1102 MDT / 2017/06/01	800-811-6200	
<b>Email:</b>	<b>Title:</b>	<b>Action(s):</b>	
Kara.Price@pennu.edu	Fees Officer	[Submitted, Web, From Template]	
<b>Org Email:</b>			
faye.manning@pennu.edu			
<b>Attachments:</b>			
Student Charges.pdf		<a href="#">View Attachment</a>	
		<a href="#">Add Attachments</a>	
<b>Comments:</b>			

**Acceptor**

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
KEVIN ROBINSON	2017/06/02 1205 MDT	814-863-9651	
<b>Email:</b>	<b>Title:</b>	<b>Action(s):</b>	
kevin.g.robinson@navy.mil	CONTRACT ADMINISTRATOR		
<b>Org Email:</b>			
mark.glosson@navy.mil			
<b>Attachments:</b>			
		<a href="#">Add Attachments</a>	
<b>Comments:</b>			
<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>			

See table on next page

FIELD NAME	KTR	OO	ENTRY	REQUIREMENT
Contract Number, Delivery Order, Reference Procurement Identifier, Shipment Number, Shipment Date, Invoice Number and Invoice Date				Verify in the Header Tab
Name, Date of Action, Phone, Email and Org Email				System generated
<b>Initiator Block</b>				
Initiator's Information	R		Generated by the initiator	WAWF Instructions
Attachments*	R		<p>Contractor is required to attach documentation providing the following information as listed in the ESA:</p> <ol style="list-style-type: none"> <li>1. Listing of Charges for each student separately <ol style="list-style-type: none"> <li>a. Agreement number and dates of term</li> <li>b. Name of each student</li> <li>c. Listing showing each course for each student if school charges by credit hour</li> <li>d. Resident/Non-Resident Status</li> <li>e. A breakdown of charges for each student, including credit hours, tuition, application fee, and other fees. Provide a total for each student and a grand total for all students listed on the invoice.</li> </ol> </li> </ol> <p><i>Note: The contractor determines the format and manner this information is submitted. As long as the attachments contain the requirements listed in the ESA, the government has to accept it and has no authority to dictate otherwise.</i></p> <p><b>If the university provides the required information by email or other means, the NROTC Unit Ordering Officer shall attach the information files. If the files exceed the WAWF system capacities, add a statement in the comment block that the files exceed the attachment size limitations and certifying that the unit has received them and they are included in the task order file.</b></p>	FAR 32.905(b)(1)(x) ESA – The ESA list what items have to be submitted with the invoice. The contractor CANNOT be required to attach or provide any documentation the ESA does not specifically requires.
Attachments*	O		Release of Claims – Contractor may attach the release of claims or any other supporting documents not specifically included in the ESA. The contractor may elect to provide by additional paperwork by email or other means and is not required to attach the paperwork in WAWF.	FAR 32.905(b)(1)(x)
<b>Acceptor Blocks</b>				
Name, Date of Action, Phone, Email and Org Email				System generated
Attachments		R	The unit ordering officer shall attach a complete copy of the properly executed DD Form 1155 with Inspected, Accepted and Certifier signatures. See Appendix A-7.	NSTC Directed
		R	All SF30s attached individually	
Comments	O	See Description	You only need to enter comments to document pertinent information. Typically, comments are used to document derogatory information such as if the invoice was previously improperly rejected (include invoice number, date, by who and what made it improperly rejected), Failures to comply with Prompt Payment requirements to include write up, system failures that prevented the invoice from being processed such as WAWF outages or access issues, etc. or when rejecting of invoice – see <i>Rejecting an Improper Invoice section</i>	DFAS Guidance, GAO determinations Legal Rulings

**\*View each attach document and print it out for inclusion into the contract folder  
Accepting a Proper Invoice**

After the WAWF Invoice is processed as outlined in the payment and contract close-out sections of the handbook, documented per Appendix A-7 and all data fields along with required attachments been verified correct, the inspector/acceptor shall check the Inspected and Accepted blocks, enter the date received (must match invoice received date block), enter the date the document is being signed and selected the Certified Signature block.

**Acceptor - Invoice 2-in-1**

Header	Line Item	ACRNs	Addresses	Misc. Info	Preview Document
<p>Some document values differ from those in EDA. Click on the <a href="#">View Validation Warnings</a> link to view.</p> <p><a href="#">View Validation Warnings</a></p>					
<b>Contract Number Type</b>	<b>Contract Number</b>	<b>Delivery Order</b>	<b>Reference Procurement Identifier</b>		<b>Issue Date</b>
DoD Contract (FAR)	N0014006G0045	N6331017F0002			2016/12/17
<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Final Invoice?</b>	<b>Invoice Received Date</b>		
9795498184M	2017/06/01	N	2017/06/01		
<b>Summary of Detail Level</b>					<b>Total</b>
Information 3 CLIN/SLIN(s)					\$ 1,667,405.00
0 Miscellaneous Amount(s)					\$ 0.00
					<b>Document Total:</b> \$ 1,667,405.00
<b>Shipment Number</b>	<b>Shipment Date</b>		<b>Final Shipment</b>		
17PSU0001	2017/06/01		N		
<b>Billing/Account Number</b>	<b>Period of Performance From Date</b>		<b>Period of Performance To Date</b>		
0742PE39200	2017/02/18		2017/05/20		
<b>Routing Information</b>					
<b>Role</b>	<b>Location Code</b>	<b>Extension</b>	<b>Name</b>		
Payee	1S4H2		PENN STATE UNIVERSITY		
Pay Official	N68732		DEFENSE FINANCE AND ACCOUNTING		
Admin	N63310		SERV NROTC PENN STATE UNIVERSITY		
Issue By	N63310		NROTC PENN STATE UNIVERSITY		
Service Acceptor LPO	N63310		NROTC PENN STATE UNIVERSITY		
	N3560A		NAVAL AIR STATION		
* = Required Fields					
<b>ACTION BY: N00210 *</b>					
<input type="checkbox"/> Inspected <input type="checkbox"/> Accepted and conforms to the contract except as noted <input type="checkbox"/> Reject to Initiator		<b>Date Received</b> <input type="text" value="YYYY/MM/DD"/>	<b>Signature Date</b> <input type="text" value="YYYY/MM/DD"/>	<input type="button" value="Certificate Signature"/>	
				I certify that the services have been received and were accepted. Signature Of Authorized Government Representative	
				<input type="checkbox"/> Submit Without Preview	

After the document is signed, the WAWF acceptor shall go into the WAWF Acceptor History Folder, locate the invoice and print it out. The invoice and all supporting documents listed in Table 1 of the handbook shall be filed in the contract file.

## Rejecting an Improper Invoice

If during the review it is determined that an invoice is improper, the invoice shall be rejected back to the contractor using the below listed guidelines and listing all specific reasons for the rejection.

Acceptor - Invoice 2-in-1

Header | Line Item | ACRNs | Addresses | **Misc. Info** | Preview Document

Some document values differ from those in EDA. Click on the [View Validation Warnings](#) link to view.

[View Validation Warnings](#)

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Shipment Date	Invoice Number	Invoice Date
N0014006G0045	N6331017F0002		9795498184M	2017/06/01	9795498184M	2017/06/01

**Acceptor**

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
KEVIN ROBINSON	2017/06/02 1205 MDT	814-863-9651	
<b>Email:</b>	<b>Title:</b>	<b>Action(s):</b>	
kevin.g.robinson@navy.mil	CONTRACT ADMINISTRATOR		
<b>Org Email:</b>			
mark.glosson@navy.mil			
<b>Attachments:</b>			
<a href="#">Add Attachments</a>			
<b>Comments:</b>			
<p style="font-size: x-small;">This invoice is being rejected due to the contractor failed to attached the supporting documentation required per FAR 32.905(b)(1)(x) and the Educational Service Agreement N0014006G0045 Payment Paragraph 3.g. Kevin Robinson, NROTC Penn State Ordering Officer, 814-863-9651 or krobinson@pennu.edu. ^</p>			

On the Misc Info tab, enter in the comments field the following information

- The exact reason that the invoice is being rejected. This reason has to be very specific and reference a regulatory requirement that the contractor has to comply with. Examples are:
  - o This invoice is being rejected due to the contractor failed to enter the proper line item per DFARS 252.232-33 NSTC Supplemental requiring the line item to be entered as 0001. *This also applies if SDN, AAI or ACRN if they are wrong (does not apply if not entered at all)*
  - o This invoice is being rejected due to the contractor failed to attached the supporting documentation required per FAR 32.905(b)(1)(x) and the Educational Service Agreement N0014006G0045 Payment Paragraph 3.g.
  - o This invoice is being rejected due to the contractor failed to attached legible supporting documentation required per FAR 32.905(b)(1)(x) and the Educational Service Agreement N0014006G0045 Payment Paragraph 3.g.
  - o This invoice is being rejected due to the contractor failed to comply with invoice requirements per FAR 32.905(b)(iv) and invoiced for quantities exceeding the quantities listed in Task Order N6331017F0002. (This reference number also applies to failing to bill for proper: unit of measurement, unit price, or extended price).

- This invoice is being rejected due to failing to meet the proper administrative entries for (list the block or tab) as required per FAR 32.905(b) and WAWF instructions.
- List your information
  - Name
  - NROTC (your unit name) Ordering Officer
  - Phone Number
  - Email address

Note 1: Your justification must be legally defensible in court or other administrative review. You cannot reject nor delay processing an invoice for any reason in which the contractor is not legally required to provide.

Note 2: **Do Not** Reject to Initiator if the government was responsible for the error or is responsible to enter the data. As the AAI and SDN entries are optional and the government's SABRS system will not process the documents, it becomes the government's responsibility to enter the required data. In these cases, make every effort possible to correct the issue.

Note 3: Invoices cannot be rejected back to the contractor due to the government failing to attach the above listed paperwork or that the DD Form 1155/SF30 has errors on them. The contractor is not responsible for these issues therefore the invoice has to be recalled back to the unit ordering officer to resolve.

After entering the required information, go to the Header Tab

Acceptor - Invoice 2-in-1

- Header
- Line Item
- ACRNs
- Addresses
- Misc. Info
- Preview Document

Some document values differ from those in EDA. Click on the [View Validation Warnings](#) link to view. [View Validation Warnings](#)

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
DoD Contract (FAR)	N0014006G0045	N0018917F0778		2016/12/17
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	
9795498184M	2017/06/01	N	2017/06/01	
Summary of Detail Level				Total
Information 3 CLIN/SLIN(s)				\$ 1,657,774.00
0 Miscellaneous Amount(s)				\$ 0.00
<b>Document Total:</b>				\$ 1,657,774.00
Shipment Number	Shipment Date	Final Shipment		
17PSU0001	2017/06/01	N		
Billing/Account Number	Period of Performance From Date	Period of Performance To Date		
0742PE39200	2017/01/05	2017/05/20		
Routing Information				
Role	Location Code	Extension	Name	
Payee	1S4H2		PENN STATE UNIVERSITY	
Pay Official	N68732		DEFENSE FINANCE AND ACCOUNTING	
Admin	N63310		SERV NROTC PENN STATE UNIVERSITY	
Issue By	N63310		NROTC PENN STATE UNIVERSITY	
Service Acceptor LPO	N63310		NROTC PENN STATE UNIVERSITY	
	N3560A		NAVAL AIR STATION	

\* = Required Fields

**ACTION BY: N00210 \***

Inspected

Accepted and conforms to the contract except as noted

**Reject to Initiator**

Date Received

YYYY/MM/DD

Signature Date

YYYY/MM/DD

I certify that the services have been received and were accepted.

Certificate Signature

Signature Of Authorized Government Representative

Submit Without Preview

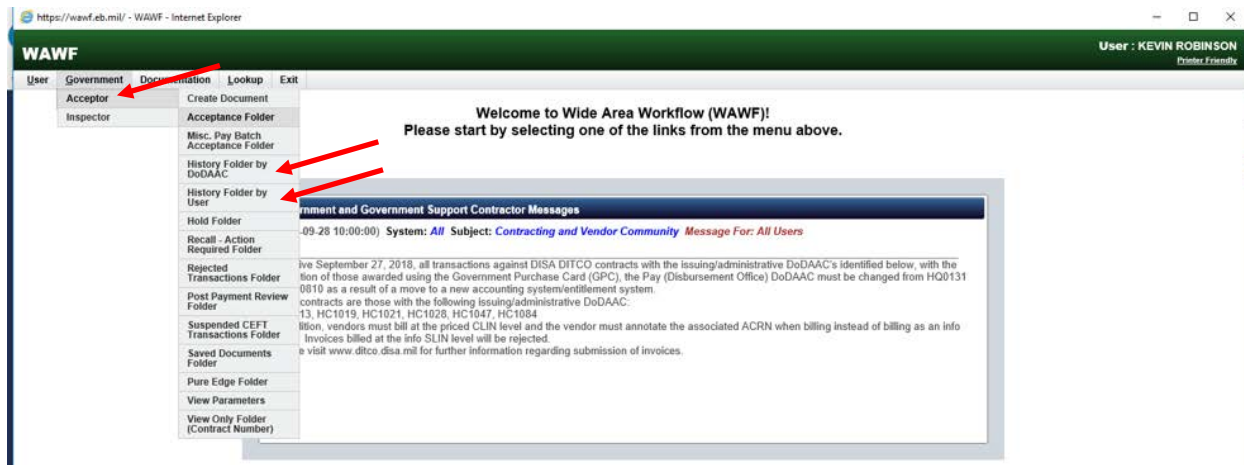
Prior to rejecting an invoice, re-verified that rejecting the invoice is proper, legally defensible and that the CONTRACTOR failed to comply with a requirement.

After you re-verify the properness and your justification legally defends rejecting the invoice, select the "Reject to Initiator" block and then select the submit button. Do not fill in any other information or select the Certificate Signature button.

After the document is rejected, the WAWF acceptor shall go into the WAWF Government Acceptor View Only Folder, locate the rejected invoice and print it out. The rejected invoice and any supporting documents shall the contract file be filed in.

## Printing an invoice in WAWF

From the WAWF homepage, select Government, then the dropdown Acceptor and the sub-dropdown History Folder by DoDAAC or History Folder by User.



Verify the correct DoDAAC for the submitted invoices, widen the date range if needed and select submit

**Search Criteria - Acceptance History Folder By DoDAAC**

**FOUO - Privacy Sensitive:**  
 Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

<b>DoDAAC * / Extension</b> H00210	<b>Search For</b> Active Documents
<b>Contract Number</b>	<b>Delivery Order</b>
<b>Reference Procurement Id</b>	<b>Batch Number</b>
<b>Vendor (Payee) / Vendor (Payee) Extension</b>	<b>Ship From / Ship From Extension</b>
<b>Shipment No.</b>	<b>Invoice Number</b>
<b>SSN / Confirm SSN</b>	<b>Tax Id (EIN)</b>
<b>Type Document</b> All Documents	<b>Status</b> All Documents
<b>Create / Update Date (YYYY/MM/DD)</b> 2018/12/04	<b>Create / Update Date End (YYYY/MM/DD)</b> 2019/01/03
<b>Acceptance Date (YYYY/MM/DD)</b>	<b>Acceptance Date End (YYYY/MM/DD)</b>
<b>Invoice Received Date (YYYY/MM/DD)</b>	<b>Invoice Received Date End (YYYY/MM/DD)</b>
<b>Estimated Delivery Date (YYYY/MM/DD)</b>	<b>Estimated Delivery Date End (YYYY/MM/DD)</b>
<b>Result Size</b> 20 items	<b>Result Font</b> 13pt

**Submit** **Help**



Locate the invoice and select the shipment number. This will open up the invoice.

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number ▲	Delivery Order	Shipment Number
1	Invoice 2in1	1S4H2	622040328				<a href="#">N0014006G0045</a>	N6331017F002	<a href="#">17PSU0001</a>
2	Invoice 2in1	6ZAY2	079099905			N0018916PM059	<a href="#">N0018916PM059</a>		<a href="#">SEP18</a>
3	Invoice 2in1	6KXN1	022528718				<a href="#">N0018917PG205</a>		<a href="#">SER0013C</a>
4	Invoice 2in1	6KXN1	022528718				<a href="#">N0018917PG205</a>		<a href="#">SER0014</a>
5	Invoice 2in1	6KXN1	022528718				<a href="#">N0018917PG205</a>		<a href="#">SER0015</a>
6	Combo D/D	1YS78	089896737			GS35F0553P	<a href="#">N0018918F0772</a>		<a href="#">FPT1468</a>
7	Combo D/D	1QY92	836229229				<a href="#">N0018918P0582</a>		<a href="#">ABH007</a>

Select Printer Friendly and the system will prompt you to select a printer

The screenshot shows the WAWF system header with the user name 'KEVIN ROBINSON' and the role 'Printer Friendly' highlighted with a red arrow. Below the header, there are navigation links like 'User', 'Government', 'Documentation', 'Lookup', and 'Exit'. The main content area displays 'Acceptor - Invoice 2-in-1' and a warning message: 'Some document values differ from those in EDA. Click on the View Validation Warnings link to view.' There are also links for 'View Validation Warnings', 'Expand All', and 'Collapse All'. A table with columns for 'Contract Number Type', 'Contract Number', 'Delivery Order', 'Reference Procurement Identifier', and 'Effective Date' is partially visible at the bottom.

Select your printer and select print

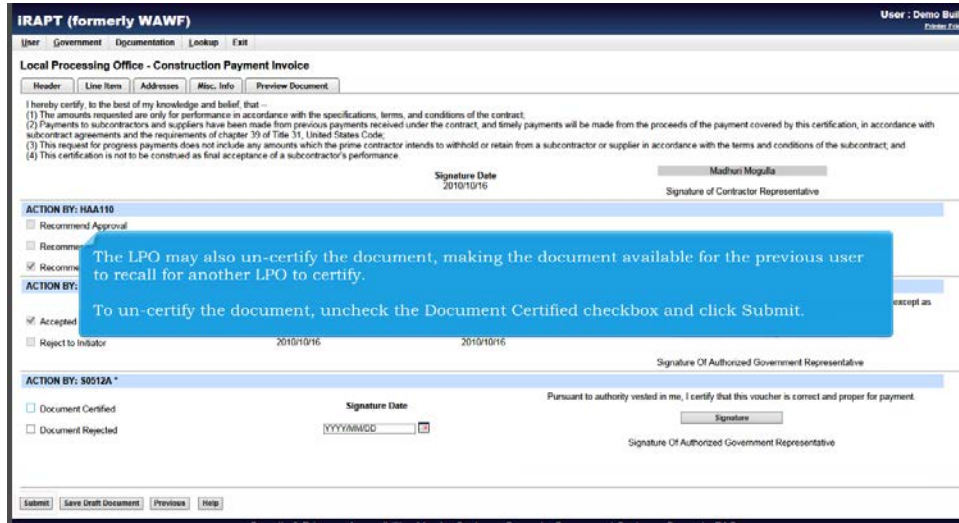
The screenshot shows a Windows 'Print' dialog box. The 'General' tab is active, and the 'Select Printer' list is open, showing several printer options. A red arrow points to the 'GRLK-BL1-FL2-RM229-HPLJM680 on NAEAGRLKPS31v' printer. Below the printer list, the status is 'Ready', location is 'BL 1 FL 2 RM 229', and comment is '10.29.190.37'. There are options for 'Print to file', 'Preferences', and 'Find Printer...'. The 'Page Range' section has 'All' selected, and the 'Number of copies' is set to 1. There are also 'Collate' and 'Print' buttons. A red arrow points to the 'Print' button at the bottom of the dialog box.

If you did not previously printout the attachments, scroll down and select View Attachment. Once the attachment is open, select print.

<b>Name:</b>	<b>Date of Action / IRD:</b>	<b>Phone #:</b>
Kara Price	2017/06/01 1102 MDT / 2017/06/01	800-811-6200
<b>Email:</b>	<b>Title:</b>	
Kara.Price@pennu.edu	Fees Officer	
<b>Org Email:</b>		
faye.manning@pennu.edu		
<b>Attachments:</b>		
Student Charges.pdf		<a href="#">View Attachment</a>

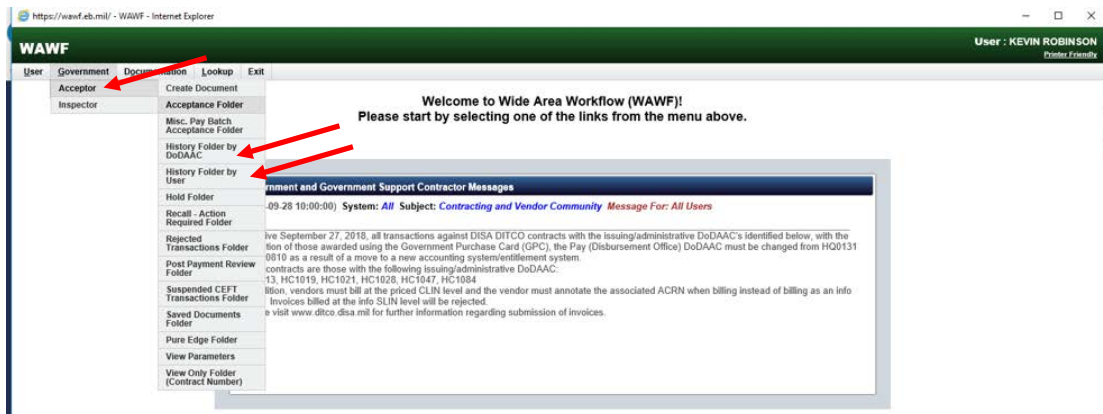
## Recalling an Invoice

When the LPO discovers an error in a submitted invoice in which the NROTC Unit WAWF Inspector/Acceptor is responsible to resolve or an issue with the task order/modifications, the LPO shall un-certify the document and notify the Inspector/Acceptor to recall the document.



When notified by LPO or NSTC Comptroller’s Office that the NROTC unit did not properly verify all required data fields or there is a subcontractor or supplier issue with the DD Form 1155 or SF30, the NROTC Unit Ordering Officer shall immediately go into WAWF and recall the document. Once the document is recalled, the NROTC unit shall resolve the issue and re-process the invoice. The Prompt Payment Act requirements of having 7 calendar days to inspect/accept and 30 days for payment still applies while the issue is being resolved.

From the WAWF homepage, select Government, then the dropdown Acceptor and the sub-dropdown History Folder by DoDAAC or History Folder by User.



Verify the correct DoDAAC for the submitted invoices, widen the date range if needed and select submit

Search Criteria - Acceptance History Folder By DoDAAC

**FOUO - Privacy Sensitive:**  
 Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

DoDAAC * / Extension N00210	Search For Active Documents
Contract Number	Delivery Order
Reference Procurement Id	Batch Number
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
Shipment No.	Invoice Number
SSN / Confirm SSN	Tax Id (EIN)
Type Document All Documents	Status All Documents
Create / Update Date (YYYY/MM/DD) 2018/12/04	Create / Update Date End (YYYY/MM/DD) 2019/01/03
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)
Result Size 20 items	Result Font 13px

Submit Help

Locate the invoice and select "R" under the Recall column. This will recall your document for you to work.

Acceptance History from Active Folder for 'N00210' (10 items, sorted by Contract Number Ascending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Char
1	Invoice 2in1	7D0Q9	079798391				<a href="#">N0018915PG231</a>		1263	2017-06-18	2017-06-18	2017-06-23	Paid			
2	Invoice 2in1	7D0Q9	079798391				<a href="#">N0014006G0045</a>		17PSU0001	2017-06-01	2017-06-01	2017-06-01	Accepted		R	

## Proper Invoice Requirements

### **FAR 32.905 – Payment Documentation and Process (Extract).**

(a) *General.* Payment will be based on receipt of a proper invoice and satisfactory contract performance.

(b) *Content of invoices.*

(1) A proper invoice must include the following items (except for interim payments on cost reimbursement contracts for services):

(i) Name and address of the contractor.

(ii) Invoice date and invoice number.

(iii) Contract number or other authorization for supplies delivered or services performed (including order number and line item number).

(iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.

(v) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).

(vi) Name and address of contractor official to whom payment is to be sent

(vii) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.

(viii) Taxpayer Identification Number (TIN). The contractor must include its TIN on the invoice only if required by agency procedures. (See 4.9 TIN requirements.) (SAM)

(ix) Electronic funds transfer (EFT) banking information. (SAM)

(x) Any other information or documentation required by the contract (e.g., evidence of shipment). (*Read your ESA for what documents are required*)

(2) An interim payment request under a cost-reimbursement contract for services constitutes a proper invoice for purposes of this subsection if it includes all of the information required by the contract.

(3) If the invoice does not comply with these requirements, the designated billing office must return it within 7 days after receipt.

Note: The billing office for WAWF invoices is the inspection/acceptance office. The bill payment office is DFAS.

## Common Discrepancies

- “BLINDLY” accepting invoices without verifying them and tracking expenditures to ensure adequate funds are available and ensuring the government is receiving what it is ordering
- Not verifying CLIN QTYs and cost to the task order and any mods.
- Having more than one-line item
- CLIN being anything other than “0001”
- ACRN being anything other than “AA”
- SDN not matching the funding document number
- AAI not being the same as the BCN from the line of accounting.
- Not attaching the complete inspected/accepted copy of the DD Form 1155
- Not attaching all SF30s
- Improperly filling out the DD Form 1155 or SF30s.
- Not verifying the contractors submitted documentation that meets the requirements listed in the ESA
- Not verifying the contractors submitted documentation is legible
- Seeking advice by other than the designated POC listed in this handbook
- Rejecting an invoice back to the contractor instead of making the document available for Recall when it is a government error to resolve.