

## Tuition Ordering and Payment Process Handbook – Appendix A-20

**SUBJECT:** Wide Area Workflow (WAWF) Invoice – Vendor Training

**PURPOSE:** To assist the NROTC unit Ordering Officers, Inspectors/Acceptors and unit Certifying Official in providing assistance to the university on how to set-up a WAWF account and submit a 2-in-1 Invoice to receive payments for task orders placed against Educational Service Agreements (ESA). This guidance IS NOT written for the government Inspector/Acceptor nor Certifying Official to determine proper invoice requirements. NROTC personnel shall comply with the requirements outlined in Appendix A-14.

**OVERVIEW:** Invoice processing is governed by the Federal and Defense Acquisition Regulations. As included in the ESAs, DFARS 252.232-7003 requires the colleges/universities to submit all invoices electronically through the WAWF on-line system. These invoices have to meet the requirements outlined in FAR 32.905 to be considered proper and for the government to be able to accept the services for payment.

The NROTC ESAs are generated in the Navy's FASTDATA system which does not allow for auto populating the various data fields in WAWF that would normally be done for task orders issued from a standard procurement system. The FASTDATA system causes several issues through the various pay systems when processing the invoices. To overcome these issues and ensure payments are made in a timely manner, the university is requested to follow this guidance when submitting NROTC unit's issued task orders invoices.

This document is written and intended to provide the university guidance on how to complete a WAWF invoice and where to obtain the required information from the order to avoid payment processing issues.

*Disclaimer: The information contained in this document is accurate at the time of being drafted but system and legal requirements may change over time. It is the university's responsibility to keep informed, comply with any changes and ensure the information in the invoice is accurate.*

### **ACTION REQUIRED:**

1. Adhere to the guidance contained on the following pages.

### **CONTENTS:**

- I Need Help	Pages 2
- Establishing A Vendor WAWF Account	Pages 3 – 4
- Where to locate information on the DD Form 1155	Pages 5 – 8
- How to Submit a 2-In-1 Invoice	Pages 9 – 19
- WAWF Line Item Information	Pages 20
- Commonly Asked Questions	Pages 21

## **I NEED HELP**

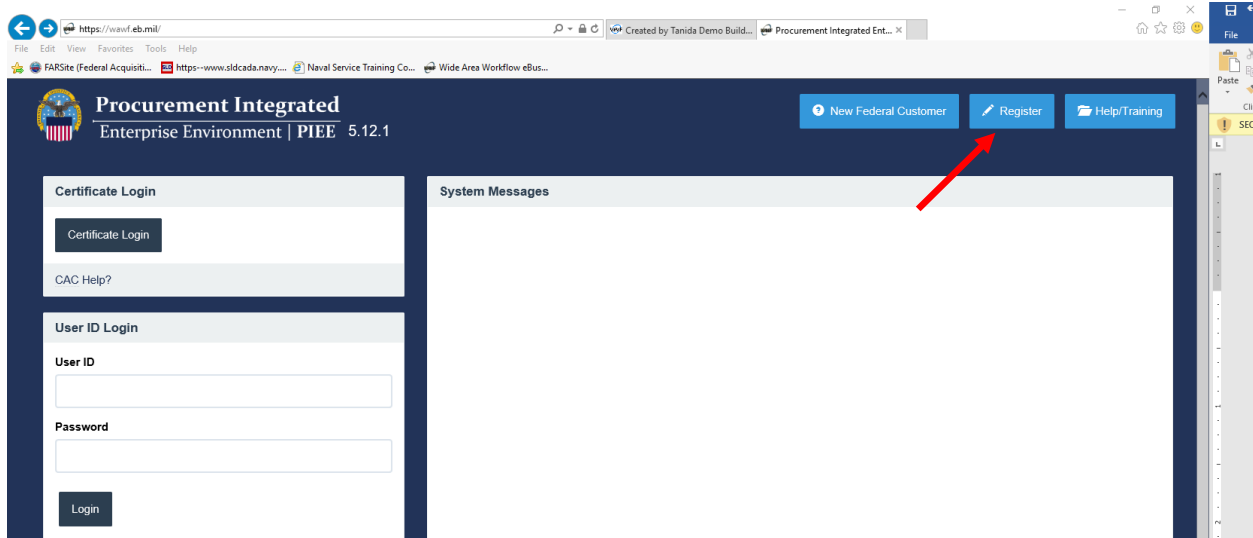
For assistance with registering for WAWF and other system specific questions should be directed to the Procurement Integrated Enterprise Environment system Help Desk at 866-618-5988.

For assistance with locating information on the order or order specific questions, contact the ordering officer listed in Block 6 of the DD Form 1155 Delivery Order.

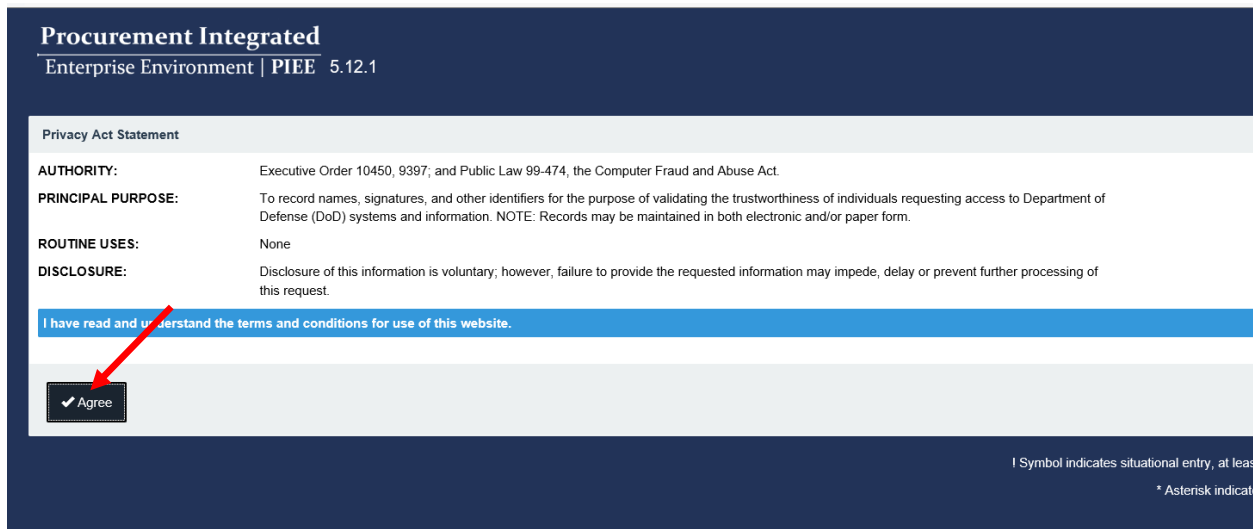
# ESTABLISHING A VENDOR WAWF ACCOUNT

1.1. From the Wide Area Work Flow home page located at: <https://piee.eb.mil/>

1.2. Select Register icon to begin the registration process:



1.3. Select Agree icon to begin the registration process:



#### 1.4. Select Vendor icon to begin the registration process.

**Procurement Integrated**  
Enterprise Environment | PIEE 5.12.1

**What type of user are you?**

Government - DoD

Government - Non-DoD

Government Support Contractor - Supporting DoD Organization

Government Support Contractor - Supporting Non-DoD Organization

Vendor

**Note: A security clearance is NOT required to access any of the applications in the Procurement Integrated Enterprise Environment.**

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#### 1.5. Complete the on-line registration process.

**Procurement Integrated**  
Enterprise Environment | PIEE 5.12.1

**Registration Steps**

1. Registration Home
2. Authentication
3. Profile
4. Supervisor / Company
5. Roles
6. Justification
7. Summary
8. Agreement

**Authentication**

How will you be accessing the Procurement Integrated Enterprise Environment applications? \*

User ID \ Password

**User ID \***

**Password \***

**Password Confirmation \***

**CAPTCHA Image**

168788

Audio Reload

Type in the code above \*

**User ID Rules**

- Minimum 8 Characters.
- May Contain ONLY the following special characters - !#\$\_{ }
- May NOT contain spaces.
- Must not already be registered in the Procurement Integrated Enterprise Environment.

**Password Rules**

- Minimum 15 characters
- Must contain at least 1 capital letter
- Must contain at least 1 lower case letter
- Must contain at least 1 number
- Must contain at least 1 special character
- Entered passwords must be different from last 10 passwords used
- Cannot be changed within 24 hours
- Entered passwords cannot be the same as User ID

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# WHERE TO LOCATE INFORMATION ON THE DD FORM 1155

2.1. WAWF invoices require information to be entered exactly as it is listed on the DD Form 1155 (also referred to as a task order). The following pictures show where to obtain the required information from the task order.

ORDER FOR SUPPLIES OR SERVICES					PAGE 1 OF 2
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0014006G0045	2. DELIVERY ORDER/CALL NO. N6331017F0002	3. DATE OF ORDER/CALL (YYYYMMDD) 20170213	4. REQUISITION/PURCH REQUEST NO. N6331017RQ36T02	5. PRIORITY	
6. ISSUED BY NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802 KEVIN ROBINSON, 814-863-9651		CODE 63310	7. ADMINISTERED BY (if other than 6) NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802		CODE 63310
9. CONTRACTOR NAME AND ADDRESS PENN STATE UNIVERSITY 108 SHIELDS BUILDING UNIVERSITY PARK, PA 16802		CODE 1S4H2	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) 20170520
14. SHIP TO NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802		CODE 63310	15. PAYMENT WILL BE MADE BY DFAS CLEVELAND CTR 1240 EAST NINTH ST CLEVELAND, OH 44199-8005		CODE 68732
16. DELIVERY/ CALL TYPE OF ORDER <input checked="" type="checkbox"/> DELIVERY/ CALL <input type="checkbox"/> PURCHASE		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your _____ furnish the following on terms specified herein. <b>ACCEPTANCE.</b> THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			
Penn State University NAME OF CONTRACTOR		Valarie Brighton SIGNATURE		Valarie Brighton, Fees Office TYPED NAME AND TITLE	
				20170214 DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1 copy					
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE AA 1771804 22LW 252 3560A 056521 2D Q36T02 63232754310Q \$1,657,749.00					
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT
	SEE SCHEDULE				
					22. UNIT PRICE
					23. AMOUNT

BLOCK NUMBER	DESCRIPTION	USE IN STEP
1	ESA (Contract) Number	3.2.C
2	Task Order Number – for purpose of WAWF, means the same as Delivery Order	3.2.C
4	Requisition/Purchase Order Number – used in <b>SDN</b> block of the WAWF invoice	3.2.J
9. Code	Universities Cage Code – Must match Block 17.a of the ESA unless modified by FLC	3.2.C
17	1 <sup>st</sup> and 2 <sup>nd</sup> characters are the <b>ACRN</b>	3.2.J, 3.2.L, 3.2.M
	22 <sup>nd</sup> to 27 <sup>th</sup> characters are the <b>AAI</b>	3.2.J
18	Services ordered information may be located here or on the continuation page	See continuation page

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED N6331017F0002	PAGES 2 of 2
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NAME OF OFFEROR OR CONTRACTOR  
1S4H2

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
AA1	SPRING 2017 SCHOLARSHIP TUITION AND FEES FOR 130 MIDSHIPMEN TUITION AND FEES FOR 130 NROTC SCHOLARSHIP STUDENTS FOR THE SPRING 2017 SEMESTER. <div style="border: 1px solid red; padding: 2px; width: fit-content;">             PERIOD OF PERFORMANCE:              18 FEB 2017 - 20 MAY 2017           </div> DUNS: 622040328 See Attachment A for incorporated payment and WAWF clauses.	1	LO	\$1,657,749.00	\$1,657,749.00

Note: The description, quantity and pricing information may be located in Block 18 (depending on the length), on the continuation page or both.

BLOCK NUMBER	DESCRIPTION	USE IN STEP
Supplies/Services	Description of services being ordered.	3.2.K
Quantity	The number of the listed services being ordered.	3.2.K
Unit	Unit of Issue	3.2.K
Unit Price	Price per unit of issue	3.2.K
Amount	Total Amount that services cost and can be invoiced on	3.2.K
Period of Performance	The beginning and end date of the order period. The end date is the last day of the term	3.2.G

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	<b>N68732</b>
Issue By DoDAAC	<b>N63310</b>
Admin DoDAAC	<b>N63310</b>
Inspect By DoDAAC	
Ship To Code	
Ship From Code NA	
Mark For Code NA	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	<b>N63310</b>
Accept at Other DoDAAC	
LPO DoDAAC	<b>N3560A</b>
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

NSN 7540-01-152-8067

**OPTIONAL FORM 336** (4-86)  
Sponsored by GSA FAR (48 CFR) 53.110

<b>WAWF TABLE</b>	<b>DESCRIPTION</b>	<b>USE IN STEP</b>
Pay Official DoDAAC	The office code of the Department of Defense Office that will issue payment	3.2.F
Issue By DoDAAC	The office code that issued the order	3.2.F
Admin DoDAAC	The office code that administers the order	3.2.F
Service Acceptor DoDAAC	The office code that will review and accept or reject the university's invoice	3.2.F
LPO DoDAAC	The office code that will certify and accept, return it to the service acceptor for corrections or reject it back to the university	3.2.F

NSTC WAWF SUPPLEMENTAL

This task order was issued through a non-standard procurement computer system which requires specific data field entries when inputting invoices into WAWF. Failing to enter the following information will cause payment processing issues.

Field Name in WAWF	Data to be entered in WAWF
AAI	056521
SDN	N6331017RQ36T02
ACRN	AA
Line Item	0001

Only enter One (1) line item in the invoice. If the order contains more than one line item, add the total cost together and enter the cost as one line item.

WAWF TABLE NSTC SUPPLEMENT	DESCRIPTION	USE IN STEP
AAI	From line of accounting in block 17.	3.2.J
SDN	Requisition/Purchase Order Number	3.2.J
ACRN	Always "AA"	3.2.J, 3.2.L, 3.2.M
Line Item	Always "0001"	3.2.K

2.2. The information contained in the DD Form 1155 may be modified by an SF 30 Contract Modification form. In the event that a modification was issued, the university will also have to review Block 14 (and/or continuation pages) to ensure the correct information is entered in the invoices.



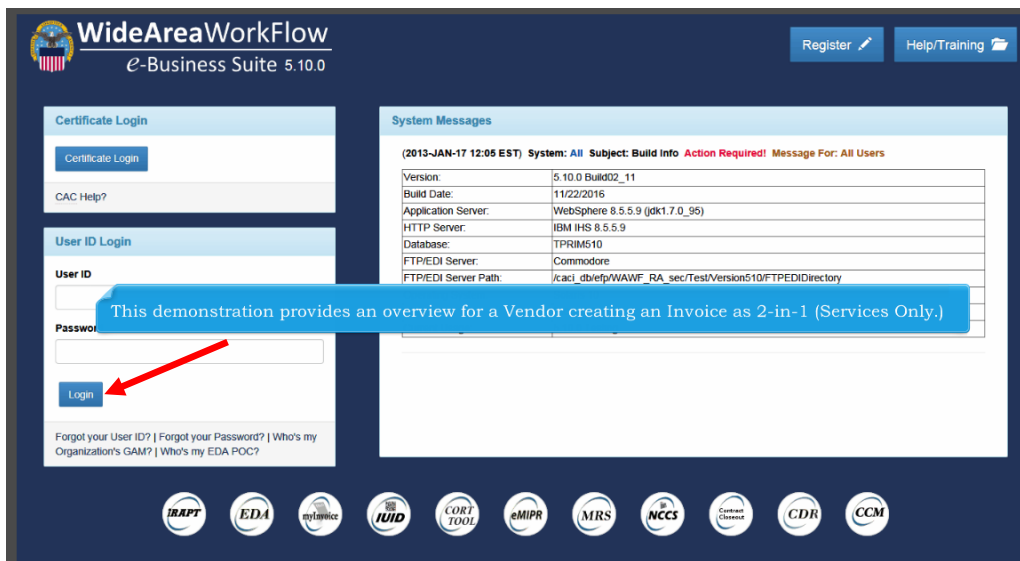
# HOW TO SUBMIT A 2-IN-1 INVOICE

3.1. Select the following link to take you to the Wide Area Work Flow on-line training on how to submit a 2-in-1 invoice:

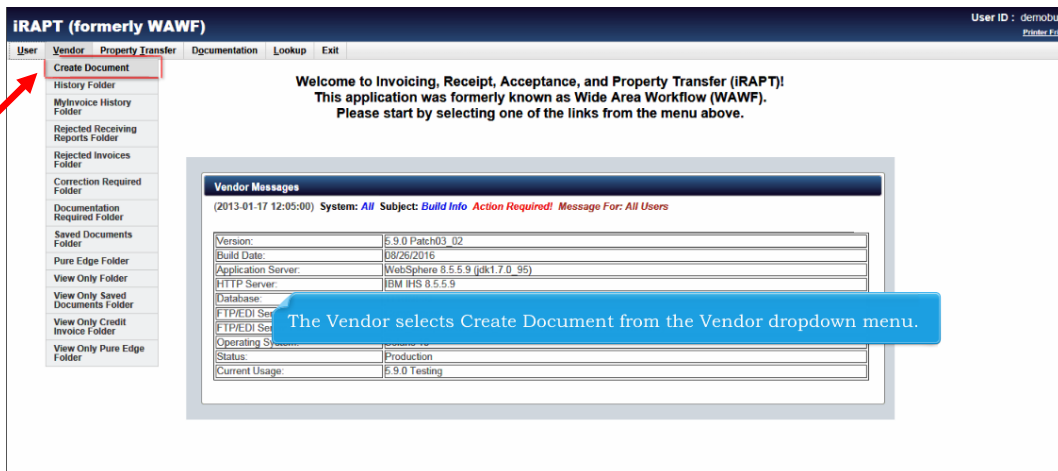
<https://wawftraining.eb.mil/wbt/wawf/VendorCreateCI2n1.html>

3.2. **DO NOT** follow the data information in the screen shots. The screen shots are provided for visual reference only. The submitter is responsible to ensure all data is entered from the contract documents and is correct. You will need a copy of the task order and any modifications prior to beginning the invoice process.

A. Enter your user name and password then select the login icon



B. Select the Vendor drop down box and then select Create Document icon.



- C. Select the Vendor drop down box and then select Create Document icon.
  1. CAGE Code: This is the University CAGE Code that the government is authorized to do business with under this ESA. It must match Block 17.a of the Educational Service Agreement SF 1449 (unless modified by SF30) AND Block 9 of the Task Order DD Form 1155.
  2. Contractual: Select "Y"
  3. Contract Number Type: Select DoD Contract (FAR)
  4. Contract Number: From Block 1 of the Task Order DD Form 1155
  5. Delivery Order: From Block 2 of the Task Order DD Form 1155

**iRAPT (formerly WAWF)**

User Vendor Property Transfer Documentation Lookup Exit

**Vendor - Create Document**

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. \* Contractual? \* Contract Number Type Contract Number \* Delivery Order From Template? \*

06481039134218 / 13449080005983 / 154656077261980 / Y

Pre-Populate Contract Number/Delivery Order

Contract Number begins with Delivery Order begins with Issue/Submitted Date Issue/Submitted Date End Populate From

YYYYMMDD YYYYMMDD EDA iRAPT

[+] Advanced Search Criteria for iRAPT

NOTE: You must either enter a Contract Number or select one from the search results.

The Vendor can create an iRAPT document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number.

Select Next after you filled in all of the required info

Next Reset Help

D. Enter Pay Official: Currently is "N68732". Verify this is correct from the Task Order DD Form 1155 WAWF table.

**iRAPT (formerly WAWF)**

User Vendor Property Transfer Documentation Lookup Exit

**Vendor - Create Document**

Contract >> Pay DoDAAC

INFO: Unable to retrieve PDS XML from EDA. The PDS XML was not found in EDA.  
INFO: The contract data is not available in DoD EDA.  
INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

Contractual Reference Procurement Identifier Contract Number Type Contract Number Delivery Order CAGE DUNS DUNS + 4 Extension Pay Official \*

Y International Agreement 1234567890123 WBT01 06481 039134218 N68732

\* = Required Fields

The Pay DoDAAC will be pre-populated from the EDA system if the contract exists in the EDA system.  
The Vendor has the option to use the pre-populated Pay DoDAAC or enter a different DoDAAC that is not in the EDA system.  
Click the Next button to continue creating a document.

Select Next after you filled in all of the required info

Next Previous Reset Help

E. Select Invoice as 2-in-1 (Services Only)

**iRAPT (formerly WAWF)**

User Vendor Property Transfer Documentation Lookup Exit

**Create New Document**  
Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
1234567890123	WBT01		06481	039134218			HQ0338	USD

\* = Required Fields

Select Document to Create: \*

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216.7, 52.216.13, 52.216.14, 52.232.7)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Telecom Invoice (Com)

Click the Invoice as 2-in-1 (Services Only) radio button.

Select Next after you filled in all of the required info

Next Previous Reset Help

F. Enter the following information from the Task Order DD Form 1155.

1. Issue Date: Block 3
2. Issue By DoDAAC: From WAWF table
3. Admin DoDAAC: From WAWF table
4. Inspect By DoDAAC: Leave Blank
5. Service Acceptor: From WAWF table
6. Ship From Code: Leave Blank
7. LPO DoDAAC: N3560A

**iRAPT (formerly WAWF)**

User Vendor Property Transfer Documentation Lookup Exit

**Vendor - Invoice 2-in-1**  
Contract >> Pay DoDAAC >> Document >> Routing

INFO: A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document.

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
1234567890123	WBT01		06481	039134218			HQ0338

\* = Required Fields, Date = YYYYMMDD

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension
YYYYMMDD			

Service Acceptor * / Extension	Ship From Code / Extension

The Routing page is displayed.  
Enter routing information for the document.

Select Next after you filled in all of the required info

Next Previous Reset Help

- G. On Header Page, enter the following information
1. Invoice Number: University generated number
  2. Invoice Date: System populated – do not change
  3. Final Invoice: Select “N”
  4. Shipment Number: University generated number
  5. Shipment Date: Date must be in between period of performance dates listed from Task Order OF 336. Cannot be after Invoice Date
  6. Final Shipment: Select “N”
  7. Shipment Number: University generated number

**iRAPT (formerly WAWF)**

User Vendor **Property Transfer** Documentation Lookup Exit

**Vendor - Invoice 2-in-1**

Contract > Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Attachments Misc. Amounts Preview Document

WARNING: The Invoice Date has been pre-populated from the iRAPT system server.

single \* = Required Fields on Submit; double \*\* = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
1234567890123	WBT01			06481	HQ0338
Contract Number Type	Invoice Number **	Invoice Date * (iRAPT System Server Date)	Final Invoice *		
International Agreement	<input type="text"/>	2016/09/15	▼		
Shipment Number **	Shipment Date *	Final Shipment *			
SER	YYYY/MM/DD	▼			
Billing/Account Number	Period of Performance From Date	Period of Performance To Date			
<input type="text"/>	YYYY/MM/DD	YYYY/MM/DD			
Currency Code	Document Total (\$)				
USD					

The "Header" tab is displayed.

H. On Address Page, enter the following information from the Task Order DD Form 1155 if not pre-populated by WAWF

1. Prime Contractor (Payee): Block 9
2. Administer By: Block 7
3. Payment Official: Block 15
4. Issue By: Block 6

**IRAPT (formerly WAWF)**

User Vendor Property Transfer Documentation Lookup Exit

**Vendor - Invoice 2-in-1**

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Attachments Misc. Amounts Preview Document

WARNING: The Invoice Date has been pre-populated from the IRAPT system server.  
\* = Required Fields

Payee: 06481 DUNS: 039134218 DUNS + 4: Extension:

\* Payee Name 1: NORTHROP GRUMMAN SYSTEMS CORPORATION  
Payee Name 2:  
Payee Name 3:  
Address 1: 21240 BURBANK BLVD  
Address 2:  
Address 3:  
Address 4:  
City: WOODLAND HILLS State: CA Zip Code: 91367  
Country: USA Military Location Description:

Administered By DoDAAC: FU4417

\* Activity Name 1: FU4417 1 SOCS SOCS ATTN BECO  
Activity Name 2:  
Activity Name 3:  
Address 1: BLDG 90609 CP 850 884 6118  
Address 2: 620 CRUZ AVE  
Address 3:  
Address 4: HURLBURT FIELD FL 32544-5708

I. On Comment Page, enter any relevant comments

**IRAPT (formerly WAWF)**

User Vendor Property Transfer Documentation Lookup Exit

**Vendor - Invoice 2-in-1**

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Attachments Misc. Amounts Preview Document

WARNING: The Invoice Date has been pre-populated from the IRAPT system server.

Initiator Comments

Comments

- J. On Line Item Page, enter the following information:
1. AAI: Currently is "056521" for all orders placed in fiscal year 2018 and 2019. This is the 22<sup>nd</sup> to 27<sup>th</sup> characters of Block 17 of DD Form 1155
  2. SDN: Block 4 from the Task Order DD Form 1155
  3. ACRN: Enter AA. This is the 1<sup>st</sup> and 2<sup>nd</sup> characters of Block 17 of DD Form 1155

**iRAPT (formerly WAWF)**

User Vendor Property Transfer Documentation Lookup Exit

**Vendor - Invoice 2-in-1**

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments **Line Item** Attachments Misc. Amounts Preview Document

AAI SDN ACRN

068892 SDN1234567890 clear

At least one Line Item is required

**Line Item Details**

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	Actions
								<a href="#">Add</a>

K. On CLIN Page, enter the following information:

1. Item Number: Enter "0001". Current Navy finance system only generates 1-line item in the computer system. Orders that lists items as 0001, 0002, etc., are all invoiced and lumped under 1-line item. **DO NOT ADD MORE THAN ONE ITEM NUMBER AS IT WILL CAUSE PAYMENT ISSUES**
2. Product/Service ID: Enter "Services"
3. Product/Service ID Qualifier: Enter "SV"
4. QTY Shipped: Enter QTY invoice is for. Cannot exceed QTY listed on Task Order OF 336. If Unit of Measure is "LOT", then will always be "1"
5. Unit of Measure: Enter code listed under "Unit" column of Task Order OF 336
6. Unit Price: Enter unit Price listed on Task Order OF 336
7. Description: List the description from the Task Order OF 336 continuation page in the following format:

**Tuition and Fees:** (Term) (Calendar Year) SCHOLARSHIP TUITION AND FEES FOR (number of students) MIDSHIPMEN

**Tutoring Service:** (Term) (Calendar Year) (Tutoring Course(s)) FOR (number of) HOURS OF TUTORING

Examples:

**Tuition and Fees:** SPRING 2017 SCHOLARSHIP TUITION AND FEES FOR 130 MIDSHIPMEN

**Tutoring Service:** SPRING 2017 CALCULUS AND PHYSICS TUTORING FOR 400 HOURS OF TUTORING

**iRAPT (formerly WAWF)**

User Vendor Property Transfer Documentation Lookup Exit

**Vendor Invoice 2-in-1**

CLIN/SUN ACRN MILSTRIP

single \* = Required Fields when saving line item; double \*\* = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Product/Service ID *	Product/Service ID Qualifier *
0001	1234567890123	A3 - LOCALLY ASSIGNED NUMBER

Qty. Shipped *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
50	EA-EACH	50.00	2,500.00

AAI SDN ACRN PR Number

068892 SDN1234567890

GFE? Advice Code

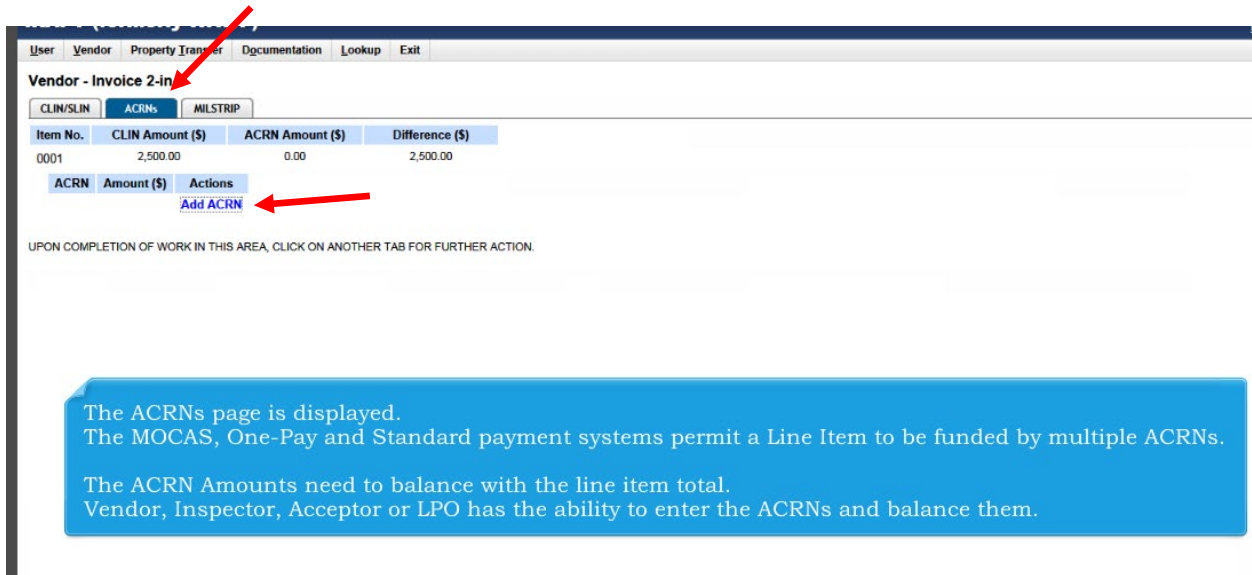
N

Description \*

Description

The Vendor enters Line Item Data.

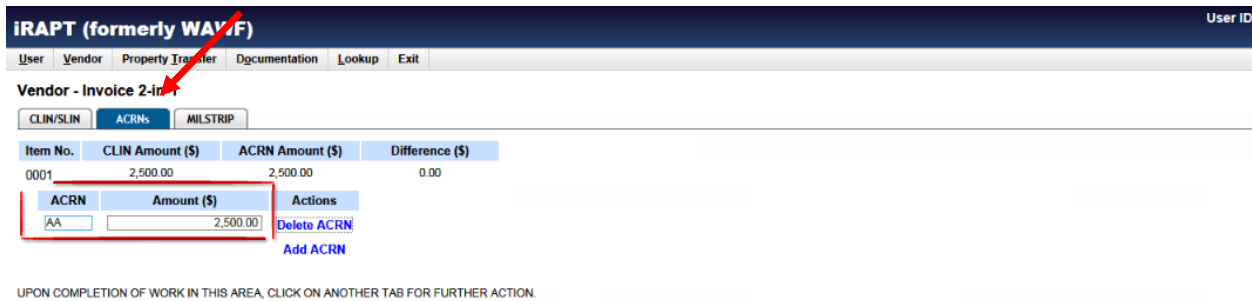
L. On ACRN Page, Select Add ACRN



The ACRNs page is displayed.  
 The MOCAS, One-Pay and Standard payment systems permit a Line Item to be funded by multiple ACRNs.  
 The ACRN Amounts need to balance with the line item total.  
 Vendor, Inspector, Acceptor or LPO has the ability to enter the ACRNs and balance them.

M. On ACRN Page, enter the following information:

1. ACRN: Enter "AA"
2. Amount(\$): Enter Amount for that line item being invoiced. Cannot exceed total listed on the Task Order DD Form 1155



The Vendor enters ACRN information.  
 The Difference between the CLIN Amount and ACRN Amount is now displayed as zero (0.00).



O. Select the CLIN page again

**iRAPT (formerly WAWF)**

User Vendor Property Transfer Documentation Lookup Exit

**Vendor - Invoice 2-in-1**

CLIN/SLIN ACRNs MILSTRIP

single \* = Required Fields when saving line item; double \*\* = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Product/Service ID *	Product/Service ID Qualifier *	
0001	1234567890123	A3 - LOCALLY ASSIGNED NUMBER	
Qty. Shipped *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
50	EA-EACH	50.00	2,500.00
AAI	SDN	ACRN	PR Number
068892	SDN1234567890		
GFE?	Advice Code		
N			
Description *			
Description			

When the required information for the line item has been entered, Click the "Save CLIN/SLIN" button to save the line item.

Verify that the annotated fields are entered correctly and select Save CLIN/SLIN

Save CLIN/SLIN Save Draft Document Previous Help

P. On the Attachments page, add all required supporting documentation to the invoice. Invoice must contain:

- Verify the university included with the invoice a listing of:
  - Agreement Number and inclusive dates of the term
  - Student by name
  - Listing of courses, if school charges by credit hour
  - Resident/non-resident status
  - Breakdown of charges
  - Total of each student and grand total of all students

Note: WAWF file size may not exceed 6MB. If the file size is larger than WAWF will support, then the files will need to be sent to the Ordering Officer by other electronic means. The invoice cannot be accepted for payment without the supporting documentation.

If the files are sent by other means, then in the Comments Tab (Step 3.2.1), write a statement explaining that the files were too large to attach in WAWF, how the files were delivered, to whom and date of delivery.

**iRAPT (formerly WAWF)**

User Vendor Property Transfer Documentation Lookup Exit

**Vendor - Invoice 2-in-1**

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item **Attachments** Misc. Amounts Preview Document

WARNING: The Invoice Date has been pre-populated from the iRAPT system server.

**WARNING: iRAPT is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.**

There is an attachment size limit of 6MB, attachments over this size will be rejected.

Attachment

Browse... Upload

Attachments Name	Actions
Document.docx	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>

Q. On the Preview Document page, Scroll through the invoice to verify accuracy and completeness:

**IRAPT (formerly WAWF)** User ID: DEMOUSER  
Printer Friendly

User Vendor Property Transfer Documentation Lookup Exit

**Vendor - Invoice 2-in-1**

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Attachments Misc. Amounts **Preview Document**

Expand All Collapse All

WARNING: The Invoice Date has been pre-populated from the IRAPT system server.

**Document Information**

Contract Number Type: International Agreement

Invoice Number: INV03126

Discounts: 2.89% 25 Days

**Summary of Detail Level Information**

1 CLIN/SLIN(s)  
1 Miscellaneous Amount(s)

Shipment Number: SER1006 Shipment Date: 2016/09/15 Final Shipment: N

Billing/Account Number: Period of Performance From Date: Period of Performance To Date:

**Line Item Information**

Line Item Total: \$ 2,550.00

Item No.	Product/Service ID	Qualifier	Qty. Delivered	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001	1234567890123	A3	50	Each	EA	50.00	2,500.00
	AAI	SDN	ACRN	PR Number	GFE	Advice Code	

Submit Save Draft Document Help

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document.

The Vendor can scroll the contents of the tab to review the document.

If the Vendor notices an inaccuracy after reviewing the invoice information, the Vendor may return to the appropriate tab to correct the information.

Scroll down through the Preview Document page and verify each item is entered per this guidance. Please pay special attention that all SDN, AAI and ACRN fields are entered properly. **Failure to submit the invoice properly may result in invoice processing delays or the invoice being rejected back for corrections.** Once all data is entered correctly, select Submit

R. The invoice services.

**IRAPT (formerly WAWF)** User ID: demo  
Printer Friendly

User Vendor Property Transfer Documentation Lookup Exit

**Success**

The Invoice 2-in-1 (Services Only) was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
1234567890123	WBT01	SER1006	INV03126

Email sent to Vendor: krohne.thomas@caci.com  
Email sent to Acceptor: wawf-test@caci.com  
Email sent to Acceptor: dewjam001@gmail.com  
Email sent to Acceptor: ksharma@caci.com

Send Additional Email Notifications

Thu Sep 15 16:00:56 EDT 2016

After the Invoice 2-in-1 has been submitted, the IRAPT system informs the Vendor that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.

The Vendor may add more email addresses by clicking the Send Additional Email Notifications link.

# WAWF LINE ITEM INFORMATION

Line Item - Information

Label	Type	Description
Item No. *	Field	Enter the Item Number used in the Contract.
Product/Service ID *	Field	Enter Product/Service ID, where applicable, include a prefix or suffix. The Product/Service ID is used to identify a specific part or item that has been contracted by the government. For the purposes of WAWF document creation, the Product/Service ID is required regardless of whether the part had a part number. This is due to the back-end requirements for electronic reporting to the various payment systems. If the Initiator's contract is for services, and there is no NSN listed in the contract to cover the services, then enter the word "NONE" or "Services" in the Product/Service ID field and select the Product/Service ID Type Code of "SV". The Product/Service ID must be 1 to 25 alphanumeric characters. However, if the Stock Type has a value of "FS," then the Product/Service ID can be 13 to 18 alphanumeric characters.
Type *	Dropdown	Dropdown containing The Product/Service ID Type code and description. The associated The Product/Service ID Type Code is used to quantify the The Product/Service ID and identify it.
Qty. Shipped *	Field	Enter the quantity shipped, using the unit of measure in the contract for payment.
Unit of Measure *	Field	Enter either the abbreviation of the unit measure or the description of the unit measure as indicated in the contract for payment, or enter at least 2 characters to display a dropdown list of unit of measure suggestions to select from.
NSP	Checkbox	Checkbox to check, if NSP, when checked indicates the items on that CLIN are not separately priced. When NSP box is checked, the Unit Price is populated with NSP lettering. There is no dollar amount in the Unit Price and the Amount fields are blank.
Unit Price (USD)	Field	Enter the Unit Price. This is the price of the individual items. This price is multiplied to the Quantity Shipped to derive the Amount for the line.
Amount (USD)	Field (readonly)	Amount (USD) is automatically calculated and displayed.
AAI	Field	Enter the Agency Accounting Identifier (AAI).
SDN	Field	Enter the Standard Document Number (SDN). A number assigned to a document that uniquely identifies it from all other documents.
MIL STRIP Document No.	Field	Enter the MIL STRIP Document No. If it is FMS Receiving Report COMBO.
Project Code	Field	Enter the Project Code.
ACRN	Field	Enter the Accounting Classification Reference Number (ACRN).
PR Number	Field	Enter the Purchase Request Number.
Multiple Box Pack Indicator	Dropdown	N for No, and Y for Yes. Multiple Box Pack indicator set to Y states multiple boxes for packing for RFID. The system will permit a Ulll to be packed with the multiple RFID tags.
GFE	Dropdown	Government Furnished Equipment. N for No, and Y for Yes. When Government furnished Equipment(GFE)is included with or incorporated into the line item.
Advice Code	Dropdown	Shipment Advice Code and description.
Special Package Marking / Special Handling Requirements	List	Move Selected Special Package Markings / Special Handling Requirements using ">" arrow button from left to right. Remove Selected Special Package Markings / Special Handling Requirements using "<" arrow button from right to left. Remove all Special Package Markings / Special Handling Requirements using "<<" arrow button from right to left.
Other Special Package Marking / Special Handling Requirements	Field	Enter Special Package Markings / Special Handling Requirements.
Type Designation Method	Dropdown	Dropdown containing Type Designation Methods.
Type Designation Value	Field	Enter the Type Designation Value.
Description *	Field	Add Description of the Line Item. This block accepts up to two-thousand (2,000) characters.
Mark For Code/Extension	Field	Enter the Mark For Code.
Mark For Rep	Field	Enter in the Mark For Rep information here.
Mark For Secondary	Field	Enter in the Mark For Secondary information here.
Save CLIN/SIN/ELIN	Button	Click to add the information entered to the document being created.
Previous	Button	Click to return to previous tab.
Reset	Button	Click to reset the fields to blank.

## COMMONLY ASKED QUESTONS

**Q.** The university's CAGE Code has changed but is not reflected on the task order, how do I get this corrected?

**A.** The CAGE Code listed is the code the university business unit that entered into an agreement with the government and who the government may conduct business with. Although most universities have multiple CAGE Codes, these CAGE Codes are not interchangeable.

The NROTC unit Ordering Officer is mandated to use the CAGE Code listed on the Educational Service agreement and has no legal authority to change it.

For the university to change the CAGE Code of the agreement, the university office that has legal authority to enter into the agreement on behalf of the university needs to contact Fleet Logistic Center Norfolk (FLC) and request a contract modification be made to the agreement. FLC's contact information is listed in Block 6 of the ESA SF 1449.

Once FLC issues a contract modification, then and only then can the NROTC unit Ordering Officer place orders using the new CAGE Code.

**Q.** The university recently merged with another university and has changed its name, is the current ESA still valid?

**A.** Typically, No. The university office that has legal authority to enter into the agreement on behalf of the university needs to contact Fleet Logistic Center Norfolk and notify them of the change. FLC will determine if the agreement will require to be re-issued or other appropriate course of action. FLC's contact information is listed in Block 6 of the ESA SF 1449. The university should contact FLC prior to the merger if possible.

**Q.** I took the WAWF on-line training and its guidance has several variations to this guidance, why?

**A.** The WAWF training is based off of contracts or orders being generated through a standard procurement system (SPS) which auto-populates the various data fields both within WAWF and other payment processing systems. The orders placed by the NROTC unit are generated through the Navy's NROTC contract writing system which does not auto-populates these fields. Due to this issue, the ACRN, SDN, AA fields do not auto-populate in the various payment systems and cause delays or manual corrections. It is requested for the university to enter these fields to assist in prompt processing and payments of the invoices.

**Q.** A computer system change makes this guidance no longer accurate, who do I contact to have this updated?

**A.** The government desires to process all payments properly and promptly. It is requested for all change recommendations be email [kevin.g.robinson.civ@us.navy.mil](mailto:kevin.g.robinson.civ@us.navy.mil) to investigate the issue and as appropriate, revise and re-issue this guidance.