

Attachments & Corrections

Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click “Create Document” and then click on the “Misc. Info” tab. The attachment specific buttons will appear on the right side of the page.
2. Click on the icon next to the “Attachments” drop down box.
3. Click on the “Browse” button on the Attachments page. Select the file you wish to attach.
4. Click on the “Open” button.
5. Click “Continue”. Your attachment will appear in the “Attachments” drop down box. Multiple attachments may be associated with a document, with the file size of EACH attachment not exceeding 2MB.
6. Click the Header tab to return to the 2-in-1 and click the “Submit” button.

Corrections before Submission

1. If after reviewing the invoice information you notice an inaccuracy, click “Return”. This will take you back to the data capture screen to make revisions.
2. Once the information is correct, click “Create Document” then “Submit” on the “Header” tab. The invoice has now been submitted to the Requiring Activity for inspection/acceptance.

Training & Information

WAWF Production Site

<https://wawf.eb.mil>

Web-Based Training Site

<http://www.wawftraining.com>

WAWF Practice Site

<https://wawftraining.eb.mil>

For questions concerning DTRA

WAWF issues:

wawfhelp@dtra.mil

703-767-6840

Ogden Helpdesk

866-618-5988

cscassig@csd.disa.mil

DFAS Columbus

800-756-4571 (Option 1 for MOCAS)



WAWF Quick Reference

Recalling or Resubmitting an Invoice



D e f e n s e T h r e a t
R e d u c t i o n A g e n c y

Recalling or Resubmitting an Invoice

How to Recall a Document

2-in-1 Invoice

If your 2-in-1 Invoice is in **Submitted** or **Resubmitted** status, you can recall it back to make a correction.

1. Log into WAWF and expand the Vendor menu.
2. Click on the sub-link "View Vendor Documents" and locate the invoice you wish to correct. Note that the Create Date fields are defaulted to the last 30 days. You need to change the date range if your invoice was created more than 30 days ago.
3. Next to the status columns, click on the blue hyperlink "R" under "Recall RR" or "Recall Invoice" headers. (Since 2-in-1 invoice is one document, it does not matter which Recall link you use.)
4. The header tab of the invoice you have selected will display in an editable mode.
5. Make the necessary changes and click on the "Create Document" button.
7. Click on the "Misc. Info" tab and attach any supporting documentation as needed.
8. Come back to the header tab and click on the Submit button.

Combo

1. The invoice portion of the Combo cannot be recalled from WAWF. Because the invoice portion is sent directly to DFAS, you must call DFAS (see back for DFAS Columbus number) and ask them to reject it.
2. The receiving report portion of the Combo can be recalled if it is in **Submitted** or **Resubmitted** status. Follow the instructions above and click on the link under the Recall RR header.

Cost Vouchers

1. Direct cost vouchers cannot be recalled from WAWF since it has been sent directly to DFAS. You must call DFAS and ask them to reject it.
2. Indirect (Interim) cost vouchers and final cost vouchers can be recalled if it is in **Submitted** or **Resubmitted** status. Follow the instructions on the left and click on the link under the Recall Invoice header.

How to Resubmit a Rejected Document

You do not always need to create another document if your invoice has been rejected. If you need to correct the line item information or attach supporting documentation, follow the steps below to resubmit your existing invoice.

1. If you need to resubmit a rejected receiving report, click on the sub-link "Access Rejected Receiving Reports".
2. If you need to resubmit a rejected invoice or cost voucher, click on the sub-link "Access Rejected Invoices".
3. Search for the document you wish to resubmit.
4. If you need to change any DoDAACs, click on the "Yes" link under "Change DoDAAC" header.
5. After correcting the DoDAACs as needed, click Continue.
6. Then you will be brought to the header tab in an editable mode so that you can make other changes.

7. If you do not need to change DoDAACs, but only need to correct other data (such as the line item information), click on the link under "Resubmit?" header.
8. This link will bring you back to the header tab in an editable mode.
9. Make the necessary changes and click on "Create Document" button on the header tab.
10. Attach any supporting documentation as needed in the Misc. Info tab. (See back for detailed instructions)

Note: You will not be able to change the following fields: contract number, shipment number or date, invoice number or date. If the contract number has been entered incorrectly, you must submit a new invoice. We recommend voiding the old one to prevent confusion.

IMPORTANT

Always notify your PM and/or COR when submitting and resubmitting your invoice. To send a notification, click on the blue hyperlink entitled "Send Additional Email Notifications" after submitting your document. Then, add the COR/PM's email address or select from the "address book" that may have been created from the previous submission.