

**FTP Guide - Appendix B  
Invoice - Miscellaneous Payment**



**Prepared For:  
Defense Logistics Agency**

**Effective as of version 6.11.0.  
This guide remains valid until modified.**

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## History Page

<i>Version</i>	<i>Date</i>	<i>Change Description</i>
5.4.0-1	08/28/12	CAMCG166 Removed all History prior to 5.4
5.4.0-2	10/04/12	ECP_0725 - FTP/EDI Guide Changes Line D: Field 2 added for 'Draft'
5.4.0-3	11/19/12	WIT Issue 2495 v5.4 SIT Line D: Updated samples for 'Draft' to D*VR^Y^ (Void & Replace with Draft) and D*^Y^ (Draft).
5.4.0-4	12/4/12	CAMCG182 Updated attachment size from 2MB to 5MB under Line 26, last bullet.
5.4.0-5	12/7/12	WIT Issue 2501 v5.4 SIT Line D: Added additional "Draft" information to notes section
5.4.0-6	12/12/12	WIT Issue 2467 v5.4 SIT Line 9B: Updated note to say, "There must be one instance of the Tax Identification Number per transaction for Misc. Pay documents created on behalf of a Federal entity with an SSN or a Non-Federal entity with an SSN or EIN." Line10 note updated to 'there may be one instance'
5.4.0-7	1/10/13	WIT Issue 2501 v5.4 SIT Line D: Updated first line of additional "Draft" information under "Notes" from EDI to FTP: When FTP submissions are identified as a "Draft", the system will process them inbound using the following minimal data set requirements
5.4.1-1	2/19/13	CAMCG196 Updated to Version 5.4.1, July 2013
5.5.0-1	06/06/13	CAMCG211 Updated to Version 5.5.0, January 2014
5.5.0-2	07/11/13	WIT Issue 2771 v5.4 OAT 1 Updated CCR reference to SAM under General Instructions/Notes section/4 <sup>th</sup> bullet
5.5.0-3	09/27/13	WIT Issue 2949 v5.4.1 SIT Line C: Added the following note to Notes section- Line C is not used for Vendor created Misc. Pay documents.
5.6.0-1	01/07/14	WAWF-215 Updated to Version 5.6.0, August 2014
5.6.0-2	01/15/14	WAWF-210 WIT Issue 3530 v5.5 OAT 2 Added "iRAPT only accepts X12 Unit of Measure Codes." to Notes section within General Instructions and to Line Number 18 Field 1.
5.6.0-3	02/25/14	WAWF-303 ECP 0741 FTP/EDI Guide Updates Line C: Added Field 3 for Batch Number and added sample Line 25: Added "E" for External to Field 1 and added sample

		<p>Added Line 4B for Document Level LLA</p> <p>Added Line 15A for Line Level LLA</p> <p>Added Line 19G for Sub-Line Information</p> <p>Added Line 19H for Sub-Line Item Description</p> <p>Added Line 19I for Sub-Line Level Long Line of Accounting Data</p> <p>Line 6: Added Field 5 for Date Received and added sample</p>
5.6.0-4	04/06/14	<p>WAWF-323 ECP0761 - FTP/EDI Guide Updates</p> <p>Line 19G Field 1: Added "The letters "I" and "O" may not be used within the Line Item Number."</p>
5.6.0-5	03/18/14	<p>WAWF-487 WIT Issue 3758 v5.6 FTP Guide - Appendix A - Line 16</p> <p>All Stock Part Number references updated to Product/Service ID and Stock Part Number Type references to Product/Service ID Qualifier.</p>
5.6.0-6	05/20/14	WAWF-1007 Updated Delivery Order Nos. to 0015 on header
5.6.0-7	07/08/14	WAWF-1283 Updated to Version 5.6.0, October 2014
5.7.0-1	10/09/14	<p>WAWF-1632 WIT Issue 4692</p> <p>Line 9: Updated second bullet under Notes to read: "For Government created Misc. Pay documents on behalf of a non-federal entity with both CAGE and EIN, or CAGE and SSN, iRAPT uses the CAGE and ignores the EIN or SSN."</p>
5.7.0-2	10/22/14	WAWF-1760 Updated to Version 5.7.0, April 2015
5.7.0-3	11/04/14	<p>WAWF-1556 ECP0731 - FTP/EDI Guide Updates</p> <p>Added Line 2D.</p>
5.8.0-1	06/23/15	WAWF-2407 Updated to Version 5.8.0, November 2015
5.9.0-1	12/29/15	WAWF-2762 Updated version to 5.9.0, updated deployment date to June 2016
5.9.0-2	05/12/16	<p>IRAPT-1373</p> <p>Line 16B-</p> <p>Notes: Replaced references to Marine Corps with SABRS.</p> <p>Line 16H-</p> <p>Notes: Replaced references to Marine Corps with SABRS.</p>
5.9.0-3	05/12/16	<p>IRAPT-1374</p> <p>Line 4B-</p> <p>Notes: Removed "There must be one instance of the Long Line of Accounting Data per transaction". Added "Long Line of Accounting data is mandatory for Misc. Pay documents that include a Batch Number. The LLA data must be entered at the Document Level or Line Item Level for each Line Item. When Sub-Line Items are present on the document, the LLA data must be entered at the Document Level or Sub-Line Item Level for each Sub-Line Item".</p> <p>Line 15A-</p> <p>Notes: Removed "There must be one instance of the Long Line of</p>

		<p>Accounting Data per transaction". Added "Long Line of Accounting data is mandatory for Misc. Pay documents that include a Batch Number. The LLA data must be entered at the Document Level or Line Item Level. When Sub-Line Items are present on the document, the LLA data may be entered at the Sub-Line Item Level for each Sub-Line Item".</p> <p>Line 19H-</p> <p>Notes: Removed "There must be one instance of the Sub-Line Item Description per Line Item Loop". Added "Long Line of Accounting data is mandatory for Misc. Pay documents that include a Batch Number. The LLA data must be entered at the Document Level or Line Item Level. When Sub-Line Items are present on the document, the LLA data may be entered at the Sub-Line Item Level for each Sub-Line Item".</p>
5.9.1-1	08/17/16	<p>WAWF-3303</p> <p>Updated contract number to SP4701-16-D-2001. Updated version to 5.9.1 and deployment date to October 2016.</p>
5.11.0-1	07/12/17	<p>IRAPT-2209</p> <p>Line number 6-</p> <p>Field 2: Added "Must be no later than 1 day after the current system date".</p> <p>Field 5: Changed "date received" to "merchandise or service received date". Updated "This field is mandatory on Batch Submitted Misc Pay documents." to "This field is mandatory on Batch Submitted Misc Pay documents and not permitted on non-Batch Submitted Misc Pays."</p> <p>Added Field 6.</p>
5.12.1-1	07/09/18	<p>WAWF-5755</p> <p>Updated all instances of iRAPT to WAWF. Updated all instances of Issue Date to Effective Date.</p>
6.10.0-1	09/01/21	<p>ET-19775</p> <p>Updated version.</p> <p>Title page: Added "This guide remains valid until modified."</p>
6.11.0	01/17/22	<p>Agile-8842</p> <p>1.19 Prime Contractor</p> <p>Field 1: Removed DUNS+DUNS+4</p>

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## 1 General Instructions

The following pages represent the Wide Area Workflow (WAWF) User Defined Format (UDF) for processing an Invoice - Miscellaneous Pay (Misc. Pay) in WAWF. Please refer to other UDFs to process the following documents: Invoice and Invoice 2n1, Receiving Reports, Receiving Report – Pack/RFID Update, Cost Vouchers, Progress Pay, Performance Based Payments, and Commercial Item Financing.

**NOTES:** If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, the text must first be cut or copied out of the word processor program then pasted into Microsoft Notepad, or another ASCII text editor and saved before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.

When submitting an attachment for a document, you must submit the attachments first, then the document file(s). Each attachment may only be used for a single document. A single attachment may not be used for multiple documents. If this is necessary, then submit the attachment with a unique name for each document. To avoid potential errors, FTP files and attachments need to be sent to WAWF in a binary format.

**WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT upload classified attachments into WAWF.**

PIEE Website:

<https://piee.eb.mil>

Website for detailed UID information:

<http://www.acq.osd.mil/dpap/pdi/uid/index.html>

Website for detailed RFID information:

<http://www.acq.osd.mil/log/rfid/index.html>

Each UDF layout includes the following:

1. Field Sequential number of the Field contained within the layout record.
2. Description Description of information to be contained within the Field.
3. Min/Max Minimum/maximum character amounts included within the Field.
4. Misc. Pay Depicts whether the Field is:
  - M** – Mandatory – Usage is required.
  - O** – Optional – Can be used or not used.
  - C** – Conditional – Contingent upon other criteria being met. (Field is not mandatory or optional, e.g. Extension Fields to Department of Defense Activity Address Codes (DoDAAC); use if a DoDAAC is present.)\_See Notes Column for specific instructions.

**N/A – Not Allowed**

- |          |  |
|----------|--|
| 5. Notes | Contains notations of the Field's usage or restrictions within WAWF.     |
| 6. Type  | Contains the data Field type, (i.e. Alpha/Numeric, Numeric, Date, etc.). |

In addition, Fields to be included within WAWF display the Field "Type" to depict the type of value to be included within the Field:

- **N** Integer Numeric Field
- **R** Decimal number. Where value includes decimal, WAWF requires that decimal point and value be sent: WAWF will **not** imply or assume decimal points.  
Examples:
  - 300 will be read into WAWF as "300"
  - 3.00 will be read into WAWF as "3"
  - 3.5 will be read into WAWF at "3.5"
  - Decimal is included as part of Max Value – i.e. R8.2 = 11 characters
- **ID** Identifier
- **AN** Alphanumeric String
- **DT** Date – All Date Fields will use format CCYYMMDD

When appropriate, below the Line layout, there are list(s) of values for the Fields that have identifiers. The basic import file layout is the same for all document types. For this reason, Fields that are allowed by WAWF, but that are not used for this document type are shaded.

**NOTES:**

- All Line Numbers, if used, must be followed by an asterisk ("\*") field separator. Each Field within the line must also be followed by a caret ("^") field separator unless it is the last Field in the Line Number that contains data.
- Special characters should not be sent to WAWF via Secure FTP. If special characters are sent, WAWF strips them out.
- For Lines not used within this guide – a note states, "Skip this Line."
- Address information for valid Commercial and Government Entity (CAGE) Codes is downloaded from the System for Award Management (SAM) database.
- Address information for valid DoDAAC and Military Assistance Program Address Code (MAPAC) codes is downloaded from Defense Automatic Addressing System Center (DAASC) database.
- Referenced Microsoft Word documents are accessible via the WAWF Website.
- The term DoDAAC is used within this guide to represent DoDAAC or MAPAC.
- In every location where the system is expecting a letter code or ID code, the letters must be capitalized. For example: Yes/No responses – the "Y" or "N" must be capitalized,

Product/Service ID Qualifier Codes and Transportation Method/Type Codes must also be capitalized.

- All FTP files must have the following extension: .ftp or .FTP
- The word “Must” in a Line Note implies that the Line is mandatory. The word “May” in a Line Note implies that this Line is Conditional based on the terms of the contract or the needs of the contractor.
- WAWF only accepts X12 Unit of Measure Codes.

**1.1 START (Label START)**

**NOTES:** There must be one instance of the START per import file.

START must be capitalized.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Form Counter	1/3	M	Number of transactions within the file.	N

*Sample:*

START\*10^

## 1.2 User Identification (Line Number A)

**NOTE:** There must be one instance of the User Identification per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	User ID	8/30	M	<p>WAWF User ID: This User ID is for the individual responsible for the document/transaction being submitted.</p> <p>It is their personal WAWF User ID, for access via the Web.</p> <p>This is not the User ID provided to the person(s) authorized to actually submit the FTP files to the company's WAWF FTP directory.</p>	AN

**Sample:**

A\*j1R52Ssh^

**1.3 Form Type (Line Number B)****NOTE:** There must be one instance of the Form Type per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Form Type	4/4	M	See list below – must be capitalized.	ID

*Sample:*

B\*MPAY^

**Field 1 – Field Type**

MPAY      Miscellaneous Payments

**1.4 Federal / Non-Federal Indicator (Line Number C)****NOTE:** There may be one instance per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Federal / Non-Federal Indicator	5/5 or 9/9	O	See list below – must be capitalized.	ID
2	System of Record Indicator	1/1	O	Enter 'Y' for yes and 'N' for no. This Field is only used for Government created Misc. Pay documents on behalf of a non-federal entity with an EIN / SSAN and will be ignored for all other scenarios. If not entered, it will default to "N".	ID
3	Batch Number	9/9	O	Format: 7N2A	AN

**Sample:**

C\*REIMB^^

C\*GOVCREATE^^2013193AA^

**Field 1 – Federal / Non-Federal Indicator**

GOVCREATE            Use for Non-Federal.

REIMB                Use for Federal

**Notes:**

- Attachments are mandatory for Government created Misc. Pay documents on behalf of a Non Federal Entity with a CAGE code.
- Attachments are mandatory for Government created Misc. Pay documents on behalf of a Non Federal Entity with an SSN or EIN that is NOT from System of Records (when the System of Record Indicator on Line C, Field 2 is set to an "N").
- Line C is not used for Vendor created Misc. Pay documents.

## 1.5 Action Type Information (Line Number D)

**NOTE:** There may be one instance of the Action Type per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Action Type	1/2	O	Valid values are "V" and "VR". If "V" for Void or "VR" for Void & Replace are submitted, please add the Pseudo generated PIIN in the Contract Field, Line 1, Field 1.	ID
2	Draft Indicator	1/1	O	Submit 'Y' to indicate this is a draft document. See additional notes below.	AN

### *Samples:*

D\*V^ (Void)

D\*VR^ (Void & Replace)

D\*VR^Y^ (Void & Replace with Draft)

D\*^Y^ (Draft)

### Action Type Codes

V Void

VR Void & Replace

### *Notes:*

- When submitting Void and Void & Replace transactions Pseudo PIIN (See Line 1, Field 1, Pseudo PIIN generated by WAWF) is Mandatory. Otherwise, it is not used.
- When FTP submissions are identified as a "Draft", the system will process them inbound using the following minimal data set requirements:
  - Vendor CAGE
  - Contract Number Type (Defaults to DoD Contract (FAR) if not entered)
  - Contract Number
  - Delivery Order Number
  - Pay Official DoDAAC
  - Document Type
  - Routing DoDAACs depending on the document type and pay system
  - Invoice/Shipment Number depending on the document type
  - If any Line Item data is submitted, the Item No is mandatory

Once submitted as a “Draft”, all documents must be processed via the web interface using the current “Save and Continue” functionality. There will be no ability to “add to a document” via additional electronic submissions.

**1.6 Contract Information (Line Number 1)**

**NOTE:** There must be one instance of the Contract Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Contract Number	1/19	C	<p>For Misc. Pay, if a Contract Number is entered by the vendor, it will be displayed in the Delivery Order Number Field on the Web.</p> <p>In lieu of a contract number, the Vendor may submit an identifying number that will aid in identification of the document; for example: "MISCPAY" or duplicate entry of the Vendor's Invoice Number, etc.</p> <p>In all cases, WAWF will generate a Pseudo PIIN which will be displayed on the Contract Number Field on the Web.</p> <p>Note: Contract Number is mandatory if Line D is entered for Void or Void &amp; Replace.</p>	AN
2	Misc. Pay Type	4/4	M	See the list of Misc. Pay Type codes on the WAWF Website under Display Misc. Pay Types caption.	AN
3	Effective Date	8/8	O	CCYYMMDD	DT
4	Task Order	1/30	N/A	Not used.	N/A

**Sample:**

1\*DCA10096D0050^AWAR^20080923^^ (Contract Number)

1\*MISCPAY123^AWAR^20081022^^ (Vendor Identification Number)

**1.7 Foreign Currency (Line Number 1A) – Skip this Line**

**1.8 Shipment Information (Line Number 2) – Skip this Line**

**1.9 Reference Shipment Number (Line Number 2A) – Skip this Line**

**1.10 Additional Emails (Line Number 2D)**

**NOTE:** This line is used to submit email addresses to which WAWF will forward an additional workflow notice for the document.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Additional Emails	1/60	O	N/A	Multiple instances of this line are allowed.	AN

***Sample:***

2D\*john@gmail.com^

**1.11 Services or Supplies (Line Number 3) – Skip this Line**

**1.12 Bill of Lading, TCN, & Transportation Method/Type Info (Line Number 4) – Skip this Line**

**1.13 Document Level AAA (Line Number 4A)**

**NOTE:** There must be one instance per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	AAA	6/6	M	Account Installation No. (AAA).	AN
2	ACRN	N/A	N/A	Not used.	N/A
3	SDN	N/A	N/A	Not used.	N/A

**Sample:**

4A\*068688^^^

**1.14 Long Line of Accounting Data – Doc Level (Line Number 4B)**

**NOTE:** Long Line of Accounting data is mandatory for Misc. Pay documents that include a Batch Number. The LLA data must be entered at the Document Level or Line Item Level for each Line Item. When Sub-Line Items are present on the document, the LLA data must be entered at the Document Level or Sub-Line Item Level for each Sub-Line Item.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Agency Qualifier Code	2/2	M	WAWF only accepts 'DD'	AN
2	Department Indicator	1/2	O		AN
3	Transfer from Department	1/2	O		AN
4	Fiscal Year Indicator	1/8	O		AN
5	Basic Symbol Number	1/4	O		AN
6	Limit/Sub Head	1/4	O		AN
7	Fund Code	1/2	O		AN
8	Operation Agency Code	1/2	O		AN
9	Allotment Serial Number	1/5	O		AN
10	Activity Address Code	1/6	O		AN
11	Program Element Code	1/12	O		AN
12	Project Task or Budget Subline	1/8	O		AN
13	Defense Agency Allocation Recipient	1/2	O		AN
14	Job Order/Work Center Order Number	1/8	O		AN
15	Sub-Allotment Recipient	1/1	O		AN
16	Work Center Recipient	1/6	O		AN
17	Major Reimbursement Source Code	1/1	O		AN

18	Detail Reimbursement Source Code	1/3	O		AN
19	Customer Indicator	1/6	O		AN
20	Object Class	1/5	O		AN
21	Government or Public Sector Indicator	1/1	O		AN
22	Foreign Currency Code	3/3	O		AN
23	Programming or Planning Code	1/4	O		AN
24	Special Interest Cost Code	1/2	O		AN
25	Cost Code	1/13	O		AN
26	Cost Allocation Code	1/8	O		AN
27	Classification Code	1/9	O		AN
28	Abbreviated DoD Budget and Accounting Classification Code	1/6	O		AN
29	Document/Record Reference Number (SDN)	1/30	M		AN
30	Accounting Classification Reference Number (ACRN)	2/2	M		AN
31	Accounting Installation Number	6/6	M		AN
32	IFS Number	1/18	O		AN
33	Transaction Type	1/3	O		AN
34	FMS Case No (1-3)	1/3	O		AN
35	FMS Case No (4-5)	1/2	O		AN
36	FMS Case No (6-8)	1/3	O		AN

**Sample:**

4B\*DD^A1^A2^A3^A4^A5^A6^B1^B2^B3^C1^C2^D1^D4^D^D7^E^E2^E3^F1^3^F4^G1^G2^H1^H3^H4^I1^ V44890721BP08^AA^067443^IfsNumber^N1^P5^P5^P5^

**1.15 Discount Information (Line Number 5) – Skip this Line**

**1.16 Invoice/Voucher Information (Line Number 6)**

**NOTE:** There must be one instance of the Invoice/Voucher Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Invoice Number	1/22	M	The Invoice Number will be converted to upper case.	AN
2	Invoice Date	8/8	M	CCYYMMDD. Must be no later than 1 day after the current system date.	DT
3	Final Invoice	1/1	N/A	Not used.	N/A
4	Vendor's Invoice Number	1/22	N/A	Not used.	N/A
5	Merchandise or Service Received Date	8/8	C	CCYYMMDD. This field is mandatory on Batch Submitted Misc Pay documents and not permitted on non-Batch Submitted Misc Pays.	DT
6	Invoice Received Date	8/8	O	CCYYMMDD. Must be no later than 1 day after the current system date. This field will be auto-populated with the current date if no value is entered. This field will be ignored on non-government-created Misc Pays.	DT

**Samples:**

6\*INV01^20080803^^^^

6\*INV001^20130925^^^20130927^

**1.17 Period of Performance (Line Number 7) – Skip this Line**

**1.18 Inspection & Acceptance Points (Line Number 8) – Skip this Line**

**1.19 Prime Contractor (Line Number 9)**

**NOTE:** There may be one instance of the Prime Contractor Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Prime Contractor CAGE	5/13	M	For Vendor created Misc. Pay documents, Prime Contractor is mandatory.	AN
2	Extension	1/6	C	If a Prime Contractor is entered in Field 1 and an extension is provided, enter the extension in Field 2.  If a Prime Contractor was not entered, then this Field must be left blank.	AN

**Sample:**

9\*67580^DET^

**Notes:**

- For Government created Misc. Pay documents on behalf of a federal entity with an SSN, Prime Contractor, if entered, will be ignored.
- For Government created Misc. Pay documents on behalf of a non-federal entity with both CAGE and EIN, or CAGE and SSN, WAWF uses the CAGE and ignores the EIN or SSN.

**1.20 Prime Contractor Address Information (Line Number 9A)**

**NOTE:** There may be one instance of the Prime Contractor Address Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Prime Contractor Activity	1/60	C		AN
2	Prime Contractor Activity	1/60	O		AN
3	Prime Contractor Activity	1/60	O		AN
4	Prime Contractor Address	1/55	C		AN
5	Prime Contractor Address	1/55	O		AN
6	Prime Contractor Address	1/55	O		AN
7	Prime Contractor Address	1/55	O		AN
8	Prime Contractor City	2/30	C		AN
9	Prime Contractor State/Province	2/2	C		AN
10	Prime Contractor ZIP Code	1/15	C	If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.	AN
11	Prime Contractor Country Code	2/3	C		AN
12	Military Qualifier	2/2	C	Enter "AR" for Armed Service Location Designator (For APO/FPO). "AR" must be capitalized.	AN
13	Military Location	2/6	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco "AA," "AE," "AP" must be capitalized. Example: FPO AP, APO AE	AN

**Samples:**

U.S. Address

9A\*ABC COMPANY^^^123 Main St^^^^Orlando^FL^32043^^^^

Non-U.S. Address

9A\*FCC Company^^^123 Main St^^^^Bedford^NS^B4B 1G9^CN^^^^

U.S. Military Address

9A\*51st Activity Company^^^Camp David^^^^^^33043-0525^^AR^FPO AA^

*Notes*

- For Government created Misc. Pay documents on behalf of a federal entity with an SSN, Prime Contractor Address Information, if entered, will be ignored.
- For Government created Misc. Pay documents on behalf of a non-federal entity with an SSN or EIN, Prime Contractor Address Information, if entered, will be ignored.
- If any Prime Contractor Address Information is entered, then the full name of the Prime Contractor and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

### 1.21 Tax Identification Number (TIN) & Account Information (Line Number 9B)

**NOTE:** There must be one instance of the Tax Identification Number per transaction for Misc. Pay documents created on behalf of a Federal entity with an SSN or a Non-Federal entity with an SSN or EIN.

For Government submitted Misc. Pay documents created on behalf of a Federal entity with an SSN or a Non-Federal entity with an SSN or EIN, Fields 3, 4 & 5 are not used. This information must be retrieved by WAWF from CEFT and if submitted, WAWF will ignore. The only exception to this is when CEFT lookup has been disabled. If CEFT lookup has been disabled, then these elements are mandatory.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Tax ID Number Indicator	3/3	M	Enter 'SSN' for Social Security Number or 'EIN' for Employer Identification Number.	A
2	Tax ID Number	9/9	M		N
3	Account Number	1/30	C		N
4	Routing Number	9/9	C		N
5	Account Type	1/1	C	WAWF allows an 'S' for Savings or 'C' for Checking.	A

**Sample:**

9B\*SSN^555887777^2322354687^986585442^S^

**Notes:**

- For Vendor created Misc. Pay documents, the Tax ID Number Field, if entered, will be ignored. The WAWF database will attempt to populate the Tax ID Number based on the Primary Contractor. If a Tax ID Number is found in the WAWF database, then it will be populated on the document. If the WAWF database does not find a Tax ID Number, the document will submit without a Tax ID Number.
- For Vendor created Misc. Pay documents or Government Misc. Pay documents on behalf of a non-federal entity with a CAGE, Payee TIN and Account information, if entered, will be ignored.

**1.22 Payee Address Information (Line Number 9C)**

**NOTE:** There may be one instance of the Payee Address Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Payee Name	1/60	C		AN
2	Payee Phone Number	1/20	C		AN
3	Payee Email	1/50	O	Email address must contain an @ symbol.	AN
4	Payee Address	1/55	C		AN
5	Payee Address	1/55	O		AN
6	Payee Address	1/55	O		AN
7	Payee Address	1/55	O		AN
8	Payee City	2/30	C		AN
9	Payee State/Province	2/2	C		AN
10	Payee ZIP Code	1/15	C	If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.	AN
11	Payee Country Code	2/3	C		AN
12	Payee Military Location	2/6	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco "AA," "AE," "AP" must be capitalized. Example: FPO AP, APO AE	AN

**Samples:**

U.S. Address

9C\*ABC COMPANY^904 755 2323^john@apple.com^123 Main St^^^Orlando^FL^32043^^^

Non-U.S. Address

9C\*FCC Company^904 755 2323^^123 Main St^^^Bedford^NS^B4B 1G9^CN^^

U.S. Military Address

9C\*51st Activity Company^904 755 2323^^Camp David^^^Orlando^FL^33043-0525^^FPO AA^

**Notes:**

- For Vendor created Misc. Pay documents or Government Misc. Pay documents on behalf of a non-federal entity with a CAGE:

- 
- Fields 4, 5, 6, and 7 (Payee Address Information), if entered, will be ignored.
  - For U.S. Addresses, Fields 1, 2, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
  - For Non-U.S. Addresses, Fields 1, 2, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
  - For U.S. Military Addresses, Fields 1, 2, 4, 8, 9, 10, and 12 are the minimum required to complete the Address. Other Fields are optional.
  - If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).
  - For Government submitted Misc. Pay documents created on behalf of a Federal entity with an SSN or a Non-Federal entity with an SSN or EIN:
    - Field 1 is not used. Payee name must be retrieved by WAWF from CEFT and if submitted, WAWF will ignore. The only exception to this is when CEFT lookup has been disabled. If CEFT lookup has been disabled, then this element is mandatory.
    - For Fields 3, 5, 6 and 7, WAWF will populate this data from CEFT when available.
    - For Fields 2, 4, 8, 9, and 10, if this data is not available from CEFT, these Fields are Mandatory.
  - For all other Misc. Pay documents:
    - If any Address information is entered, then the full name of the Payee and Address must also be provided.

**1.23 Administration DoDAAC (Line Number 10)**

**NOTE:** There may be one instance of the Administration Office DoDAAC Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Administration DoDAAC	6/6	O	If left blank this will default to the Service Acceptor.	AN

**Sample:**

10\*S0512A^

**1.24 Administration Address Information (Line Number 10A)**

**NOTE:** There may be one instance of the Administration Address Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Administration Activity	1/60	C		AN
2	Administration Activity	1/60	O		AN
3	Administration Activity	1/60	O		AN
4	Administration Address	1/55	C		AN
5	Administration Address	1/55	O		AN
6	Administration Address	1/55	O		AN
7	Administration Address	1/55	O		AN
8	Administration City	2/30	C		AN
9	Administration State/Province	2/2	C		AN
10	Administration ZIP Code	1/15	C	If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.	AN
11	Administration Country Code	2/3	C		AN
12	Military Qualifier	2/2	C	Enter "AR" for Armed Service Location Designator (For APO/FPO). "AR" must be capitalized.	AN
13	Military Location	2/6	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco "AA," "AE," "AP" must be capitalized. Example: FPO AP, APO AE	AN

***Samples:***

U.S. Address

10A\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

Non-U.S. Address

10A\*FCC Company^^^123 Main St^^^Bedford^NS^B4B 1G9^CN^^^

U.S. Military Address

10A\*51st Activity Company^^^Camp David^^^33043-0525^^AR^FPO AA^

*Notes:*

- If any Address information is entered, then the full name of the Administration Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.25 Inspect By DoDAAC (Line Number 10B) – Skip this Line**

**1.26 Inspect By Address Information (Line Number 10C) – Skip this Line**

**1.27 Ship From CAGE / DoDAAC and FOB (Line Number 11) – Skip this Line**

**1.28 Ship From Address Information (Line Number 11A) – Skip this Line**

**1.29 Payment Office DoDAAC (Line Number 12)**

**NOTES:** There must be one instance of the Payment Office DoDAAC Information per transaction.

For Payment Office DoDAAC list, please refer to WAWF Website (Click: Display Pay DoDAACs Table) for DFAS Specific Payment System Information.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Payment Office DoDAAC	6/6	M		AN

**Sample:**

12\*HQ0131^

**1.30 Payment Office Address Information (Line Number 12A)**

**NOTE:** There may be one instance of the Payment Office Address Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Payment Office Activity	1/60	C		AN
2	Payment Office Activity	1/60	O		AN
3	Payment Office Activity	1/60	O		AN
4	Payment Office Address	1/55	C		AN
5	Payment Office Address	1/55	O		AN
6	Payment Office Address	1/55	O		AN
7	Payment Office Address	1/55	O		AN
8	Payment Office City	2/30	C		AN
9	Payment Office State/Province	2/2	C		AN
10	Payment Office ZIP Code	1/15	C	If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.	AN
11	Payment Office Country Code	2/3	C		AN
12	Military Qualifier	2/2	C	Enter "AR" for Armed Service Location Designator (For APO/FPO). "AR" must be capitalized.	AN
13	Military Location	2/6	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco "AA," "AE," "AP" must be capitalized. Example: FPO AP, APO AE	AN

**Samples:**

U.S. Address

12A\*ABC COMPANY^^^123 Main St^^^^Orlando^FL^32043^^^^

Non-U.S. Address

12A\*FCC Company^^^123 Main St^^^^Bedford^NS^B4B 1G9^CN^^^

## U.S. Military Address

12A\*51st Activity Company^^^Camp David^^^^^^33043-0525^^AR^FPO AA^

*Notes:*

- If any Address information is entered, then the full name of the Payment Office Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.31 Service Acceptor DoDAAC (Line Number 13)**

**NOTE:** There must be one instance of the Service Acceptor DoDAAC Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Service Acceptor DoDAAC	6/6	M		AN
2	Service Acceptor Extension	1/6	C	If a Service Acceptor DoDAAC is entered in Field 1 and an extension is provided, enter the extension in Field 2.  If Service Acceptor DoDAAC was not entered, then this Field must be left blank.	AN

**Sample:**

13\*W45G19^13342^

**1.32 Service Acceptor Address Information (Line Number 13A)**

**NOTE:** There may be one instance of the Service Acceptor Address Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Service Acceptor Activity	1/60	C		AN
2	Service Acceptor Activity	1/60	O		AN
3	Service Acceptor Activity	1/60	O		AN
4	Service Acceptor Address	1/55	C		AN
5	Service Acceptor Address	1/55	O		AN
6	Service Acceptor Address	1/55	O		AN
7	Service Acceptor Address	1/55	O		AN
8	Service Acceptor City	2/30	C		AN
9	Service Acceptor State/Province	2/2	C		AN
10	Service Acceptor ZIP Code	1/15	C	If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.	AN
11	Service Acceptor Country Code	2/3	C		AN
12	Military Qualifier	2/2	C	Enter "AR" for Armed Service Location Designator (For APO/FPO). "AR" must be capitalized.	AN
13	Military Location	2/6	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco "AA," "AE," "AP" must be capitalized. Example: FPO AP, APO AE	AN

**Samples:**

U.S. Address

13A\*ABC COMPANY^^^123 Main St^^^^Orlando^FL^32043^^^^

Non-U.S. Address

13A\*FCC Company^^^123 Main St^^^^Bedford^NS^B4B 1G9^CN^^^^

## U.S. Military Address

13A\*51st Activity Company^^^Camp David^^^^^^33043-0525^^AR^FPO AA^

*Notes:*

- If any Address information is entered, then the full name of the Service Acceptor Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.33 Local Processing Office DoDAAC (Line Number 13B)**

**NOTE:** There must be one instance of the Local Processing Office DoDAAC Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Local Processing Office DoDAAC	6/6	M		AN
2	Local Processing Office Extension	1/6	C	If an LPO DoDAAC is entered in Field 1 and an extension is provided, enter the extension in Field 2.  If an LPO DoDAAC was not entered, then this Field must be left blank.	AN

**Sample:**

13B\*N00421^^

**1.34 Local Processing Office Address Information (Line Number 13C)**

**NOTES:** There may be one instance of the Local Processing Office Address Information per transaction.

The following Fields must be blank if Local Processing Office DoDAAC Line Number 13B, Field 1, is not entered.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Local Processing Office Activity	1/60	C		AN
2	Local Processing Office Activity	1/60	O		AN
3	Local Processing Office Activity	1/60	O		AN
4	Local Processing Office Address	1/55	C		AN
5	Local Processing Office Address	1/55	O		AN
6	Local Processing Office Address	1/55	O		AN
7	Local Processing Office Address	1/55	O		AN
8	Local Processing Office City	2/30	C		AN
9	Local Processing Office State/Province	2/2	C		AN
10	Local Processing Office ZIP Code	1/15	C	If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.	AN
11	Local Processing Office Country Code	2/3	C		AN
12	Military Qualifier	2/2	C	Enter "AR" for Armed Service Location Designator (For APO/FPO).  "AR" must be capitalized.	AN
13	Military Location	2/6	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP)  AA Miami AE New York AP San Francisco  "AA," "AE," "AP" must be capitalized.  Example: FPO AP, APO AE	AN

**Samples:**

U.S. Address

13C\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

## Non-U.S. Address

13C\*FCC Company^^^123 Main St^^^^Bedford^NS^B4B 1G9^CN^^^

## U.S. Military Address

13C\*51st Activity Company^^^Camp David^^^^^^33043-0525^^AR^FPO AA^

**Notes:**

- If any Address information is entered, then the full name of the LPO Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.35 Mark For Delivery DoDAAC (Line Number 14) – Skip this Line**

**1.36 Mark For Delivery Address Information (Line Number 14A) – Skip this Line**

**1.37 Mark For Delivery Comments (Line Number 14B) – Skip this Line**

**1.38 Mark For Delivery Secondary Comments (Line Number 14C) – Skip this Line**

**1.39 Line Item Information (Line Number 15)**

LOOP ID: Line Number - 15

**NOTES:** There may be one to 999 instances of the Line Item Loop per transaction.

Total of all Loops cannot exceed 10 billion.

The total amount for each Line Item is determined by multiplying the Quantity Shipped by the Unit Price.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Line Item	4	M	This Field may contain a CLIN.	N
2	Line Item Type	1/1	N/A	Not used.	N/A
3	GFE	1/1	N/A	Not used.	N/A

**Sample:**

15\*0001^^^

**1.40 Long Line of Accounting – Line Level (Line Number 15A)**

**NOTE:** Long Line of Accounting data is mandatory for Misc. Pay documents that include a Batch Number. The LLA data must be entered at the Document Level or Line Item Level. When Sub-Line Items are present on the document, the LLA data may be entered at the Sub-Line Item Level for each Sub-Line Item.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Agency Qualifier Cod	2/2	M	WAWF only accepts 'DD'	AN
2	Department Indicator	1/2	O		AN
3	Transfer from Department	1/2	O		AN
4	Fiscal Year Indicator	1/8	O		AN
5	Basic Symbol Number	1/4	O		AN
6	Limit/Sub Head	1/4	O		AN
7	Fund Code	1/2	O		AN
8	Operation Agency Code	1/2	O		AN
9	Allotment Serial Number	1/5	O		AN
10	Activity Address Code	1/6	O		AN
11	Program Element Code	1/12	O		AN
12	Project Task or Budget Subline	1/8	O		AN
13	Defense Agency Allocation Recipient	1/2	O		AN
14	Job Order/Work Center Order Number	1/8	O		AN
15	Sub-Allotment Recipient	1/1	O		AN
16	Work Center Recipient	1/6	O		AN
17	Major Reimbursement Source Code	1/1	O		AN

18	Detail Reimbursement Source Code	1/3	O		AN
19	Customer Indicator	1/6	O		AN
20	Object Class	1/5	O		AN
21	Government or Public Sector Indicator	1/1	O		AN
22	Foreign Currency Code	3/3	O		AN
23	Programming or Planning Code	1/4	O		AN
24	Special Interest Cost Code	1/2	O		AN
25	Cost Code	1/13	O		AN
26	Cost Allocation Code	1/8	O		AN
27	Classification Code	1/9	O		AN
28	Abbreviated DoD Budget and Accounting Classification Code	1/6	O		AN
29	Document/Record Reference Number (SDN)	1/30	M		AN
30	Accounting Classification Reference Number (ACRN)	2/2	M		AN
31	Accounting Installation Number	6/6	M		AN
32	IFS Number	1/18	O		AN
33	Transaction Type	1/3	O		AN
34	FMS Case No (1-3)	1/3	O		AN
35	FMS Case No (4-5)	1/2	O		AN
36	FMS Case No (6-8)	1/3	O		AN

**Sample:**

15A\*DD^A1^A2^A3^A4^A5^A6^B1^B2^B3^C1^C2^D1^D4^D7^E^E2^E3^F1^3^F4^G1^G2^H1^H3^H4^I1^ V44890721BP08^AA^067443^IfsNumber^N1^P5^P5^P5^

**1.41 Product/Service ID Information (Line Number 16) – Skip this Line**

**1.42 Line Item Description (Line Number 16A)**

LOOP ID: Line Number - 15

**NOTES:** There must be at least one instance of the Line Item Description per Line Item Loop.

The maximum number of Line Item Description is twenty-five instances per Line Item Loop.

If Line Item Descriptions exceed 25 instances, additional data may be provided via an attachment. (Lines 25/26)

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Description	1/75	M		AN

**Sample:**

16A\*safety glasses^

**1.43 ACRN and SDN (Line Number 16B)**

LOOP ID: Line Number - 15

**NOTES:** There may be one instance of the ACRN and SDN per Line Item Loop.

For Misc. Pay, use Line 16B for ACRN and SDN – applies to SABRS only. ACRN and SDN will be ignored if not SABRS.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	ACRN	2/2	O	The ACRN is converted to upper case.	AN
2	SDN	1/30	O	The SDN is not converted to upper case.	AN
3	AAA	6/6	N/A	Not Used	N/A

**Sample:**

16B\*AA^V4489072143POS^^

**1.44 MILSTRIP Information (Line Number 16C) – Skip this Line**

**1.45 Unique Identifier Header Info (UID) (Line Number 16D) – Skip this Line**

**1.46 Unique Identifier Description Info (UID) (Line Number 16E) – Skip this Line**

**1.47 Unique Identifier Detail Info (UID) (Line Number 16F) – Skip this Line**

**1.48 Multiple ACRNs & Price Information (Line Number 16G) – Skip this Line**

**1.49 Chargeable Fiscal Year (Line 16H)**

**NOTES:** There may be one instance of Chargeable Fiscal Year per Line Item Loop.

For Misc. Pay, use Line 16H for Fiscal Year – applies to SABRS only. Fiscal Year will be ignored if not SABRS.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Fiscal Year	4/4	O	CCYY	N

**Sample:**

16H\*2008^

**1.50 Long Line of Accounting Data – ACRN Level (Line 16I) – Skip this Line**

**1.51 Reference Shipment Numbers & Amounts - ACRN Level (Line Number 16J) – Skip this Line.**

**1.52 Quantity Shipped/Invoice or Provided Information (Line Number 17)**

LOOP ID: Line Number - 15

**NOTE:** There must be one instance of the Quantity Invoice per Line Item Loop.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Quantity Shipped/Invoice or Provided Information	1/11	M	Number allows 8 before the decimal and 2 after (R8.2).	R8.2
2	Ship Advice Code	1/1	N/A	Not used.	N/A
3	Actual Quantity	1/8	N/A	Not used.	N/A

**Sample:**

17\*12^^^

**1.53 Unit of Measure Code (Line Number 18)**

LOOP ID: Line Number - 15

**NOTES:** There must be one instance of the Unit of Measure Code per Line Item Loop.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Unit of Measure Code	2/2	M	WAWF only accepts X12 Unit of Measure Codes. Refer to the WAWF website under the Lookup dropdown for the Units of Measure Table.  Unit of Measure code must be capitalized.	AN

**Sample:**

18\*EA^

**1.54 Unit Price / Amount (Line Number 19)**

LOOP ID: Line Number - 15

**NOTE:** There must be one instance of the Unit Price / Amount per Line Item Loop.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Unit Price	1/16	M		R9.6
	One Pay	1/15	M	One Pay: For Unit Price allows up to 5 positions to the right of the decimal point.	R9.5

**Sample:**

19\*123.23^

**Notes:**

The sum of all the Line Item totals cannot exceed the threshold value currently set in the system properties table.

**1.55 Sub-Line Information (Line Number 19G)**

**NOTES:** There may be one instance of Sub-Line Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Sub-Line Item Number	6/6	M	4N2A. If a Sub-Line is entered, the first 4 positions of the number must match the CLIN submitted in Line 15 Field 1.  The letters "I" and "O" may not be used within the Line Item Number.	AN
2	Quantity Approved	1/10	M		R8.2
3	Unit of Measure	2/2	M		AN
4	Unit Price	1/16	M		R9.6

**Sample:**

19G\*0001AA^25^EA^12.00^

**1.56 Sub-Line Item Description (Line Number 19H)**

**NOTE:** Long Line of Accounting data is mandatory for Misc. Pay documents that include a Batch Number. The LLA data must be entered at the Document Level or Line Item Level. When Sub-Line Items are present on the document, the LLA data may be entered at the Sub-Line Item Level for each Sub-Line Item.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Description	1/75	M		AN

**Sample:**

19H\*Sub-Line 0001AA Description^

**1.57 Sub-Line Level Long Line of Accounting Data (Line Number 19I)**

**NOTE:** There may be one instance of Sub-Line Level Long Line of Accounting Data per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Agency Qualifier Code	2/2	M	WAWF only accepts 'DD'	AN
2	Department Indicator	1/2	O		AN
3	Transfer from Department	1/2	O		AN
4	Fiscal Year Indicator	1/8	O		AN
5	Basic Symbol Number	1/4	O		AN
6	Limit/Sub Head	1/4	O		AN
7	Fund Code	1/2	O		AN
8	Operation Agency Code	1/2	O		AN
9	Allotment Serial Number	1/5	O		AN
10	Activity Address Code	1/6	O		AN
11	Program Element Code	1/12	O		AN
12	Project Task or Budget Subline	1/8	O		AN
13	Defense Agency Allocation Recipient	1/2	O		AN
14	Job Order/Work Center Order Number	1/8	O		AN
15	Sub-Allotment Recipient	1/1	O		AN
16	Work Center Recipient	1/6	O		AN
17	Major Reimbursement Source Code	1/1	O		AN
18	Detail Reimbursement Source Code	1/3	O		AN
19	Customer Indicator	1/6	O		AN

20	Object Class	1/5	O		AN
21	Government or Public Sector Indicator	1/1	O		AN
22	Foreign Currency Code	3/3	O		AN
23	Programming or Planning Code	1/4	O		AN
24	Special Interest Cost Code	1/2	O		AN
25	Cost Code	1/13	O		AN
26	Cost Allocation Code	1/8	O		AN
27	Classification Code	1/9	O		AN
28	Abbreviated DoD Budget and Accounting Classification Code	1/6	O		AN
29	Document/Record Reference Number (SDN)	1/30	M		AN
30	Accounting Classification Reference Number (ACRN)	2/2	M		AN
31	Accounting Installation Number	6/6	M		AN
32	IFS Number	1/18	O		AN
33	Transaction Type	1/3	O		AN
34	FMS Case No (1-3)	1/3	O		AN
35	FMS Case No (4-5)	1/2	O		AN
36	FMS Case No (6-8)	1/3	O		AN

**Sample:**

19I\*DD^A1^A2^A3^A4^A5^A6^B1^B2^B3^C1^C2^D1^D4^D^D7^E^E2^E3^F1^3^F4^G1^G2^H1^H3^H4^I1^ V44890721BP08^AA^067443^IfsNumber^N1^P5^P5^P5^

**1.58 Issue By DoDAAC (Line Number 20) – Skip this Line**

**1.59 Issue By Address Information (Line Number 20A) – Skip this Line**

**1.60 Weight Information (Line Number 21) – Skip this Line**

**1.61 ARP, COC & Construction Certificate Information (Line Number 21A) – Skip this Line**

**1.62 Delivery Date (Line Number 22) – Skip this Line**

**1.63 Comments (Line Number 23)**

**NOTES:** There may be up to 25 instances of the Comments per transaction if there is not a final Invoice against the Contract Number and Delivery Order.

There must be one to 25 instances of the Comments per transaction if there is a previously submitted final Invoice against the Contract Number and Delivery Order.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Initiator Comments	1/75	C		AN

**Sample:**

23\* This is a comment for the whole document^

**1.64 Accounting Data – FORM LEVEL (Line Number 24) – Skip this Line**

**1.65 Attachment Indicator (Line Number 25)**

**NOTE:** There must be one instance of the Attachment Indicator per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Attachment Indicator	1/1	M	Enter a capitalized "Y" for Yes, "N" for No, or "E" for External.	ID

**Sample:**

25\*Y^

25\*E^

**1.66 Attachment Files (Line Number 26)**

**NOTES:** There may be multiple instances of the Attachment Files per transaction.

When attachments are included with documents submitted via SFTP, if document submission fails in WAWF, the attachment must be resubmitted at the same time the document is resubmitted.

Ensure that all attachments are sent prior to the FTP file.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Attachment Files	1/100	C	<p>If the Attachment in Line Number 25, Field 1, is "Y," then this Field is mandatory.</p> <p>This Field will contain the name of the file to be attached to the document.</p> <p>File names must be unique. If a file name is sent that already exists, then the existing file will be overwritten.</p> <p>If the same file must be attached to multiple documents, then vary the file name slightly for each Attachment.</p> <p>WAWF will accept the following types of attachments:</p> <p>BMP: Bitmap</p> <p>DOC: Microsoft Word Application</p> <p>HTM: Hypertext Markup</p> <p>HTML: Hypertext Markup Language</p> <p>JPG: Joint Photographic Exerts Group Format</p> <p>MSG: Microsoft Outlook Application.</p> <p>PDF: Adobe Acrobat Portable Document Format</p> <p>PPT: Microsoft PowerPoint Application</p> <p>RTF: Rich Text Format</p> <p>TIF: Tagged Image File Format</p> <p>TXT: Plain text format</p> <p>XLS: Microsoft Excel Application</p>	ID

**Sample:**

26\*document.doc^

**Notes:**

- The naming convention for attachments is as follows: Only underscores may be used in the file name. No spaces or special characters are allowed in the file name.
- The document name is case sensitive and must exactly match the name of the attachment being sent.
- The attachment must be submitted prior to the submission of the transaction. If multiple attachments are submitted, they must have unique names.
- If for any reason the original transaction with an attachment fails import to WAWF, the attachments must be resubmitted as well as the transaction.
- A single attachment file may not exceed 5 megabytes. Multiple attachment files may be submitted.

**Example:** CAGEx\_ccyymmdd.XXX (no spaces allowed)

**1.67 SEPARATOR or END (Label SEPARATOR or END)**

**NOTES:** The SEPARATOR (=SEPARATOR=) must be used between transactions when there are multiple transactions in the file. There may be one or more instances of the SEPARATOR per file.

DO NOT USE SEPARATOR IF FILE ONLY CONTAINS ONE DOCUMENT.

There must be one instance of the END (=END=) per file and it must be at the end of the file.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>Misc. Pay</i>	<i>Notes</i>	<i>Type</i>
1	Separator	11/11	C	Use “=SEPARATOR=” to signal that there are more documents in the file.	ID
	End	5/5	M	Use “=END=” to signal that this is the end of the file.	

***Samples:***

=SEPARATOR=

=END=