

# Vendor Line Level Information Report

## Reference Guide

EDA Homepage

Analytics

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WAWF Reports

Vendor Line Level Information Report

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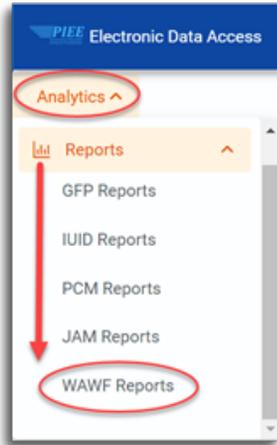
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### EDA Roles

Roles with the ability to access Vendor Line Level Information Reports in EDA:

- Acquisition Sensitive Reporting
  - GSC users with this user role will have the ability to view Vendor Line Level Information Report data based on Issue By and Contract Number/Delivery Order.
- Advanced Reporting
  - GSC users with this user role will have the ability to view Vendor Line Level Information Report data based on Issue By and Contract Number/Delivery Order.
- Executive Reporting
  - GSC users with this user role will have the ability to view all Vendor Line Level Information Report data.
- Vendor
  - Access will be granted by CAGE whose contracts are on the report.
  - Access will not be granted to the report, if they only have access to the CAGE + Extension.
- Vendor View Only
  - Access will be granted by CAGE whose contracts are on the report.
- Access will not be granted to the report, if they only have access to the CAGE + Extension.

The user will navigate to the WAWF Vendor Line Level Information Report page by selecting Analytics from the EDA Dashboard, selecting the Reports dropdown and clicking on WAWF Reports.



After WAWF Reports is selected, select the link to WAWF Vendor Line Level Information Report page.

## Search Criteria

Report	Description	Documentation
Vendor Document Level Information Report	The Vendor Document Level Information Report provides WAWF Vendor document level information, document statuses and historical information that includes, but not limited to roles taking action.	<a href="#">VIEW REFERENCE GUIDE</a>
Vendor Line Level Information Report	The Vendor Line Item Level Information Report provides WAWF Vendor line item level information, document statuses and historical information that includes, but not limited to roles taking action.	<a href="#">VIEW REFERENCE GUIDE</a>

The User will navigate to the Vendor Line Level Report search criteria page and enter criteria to retrieve desired data.

- Submitted Date From
- Submitted Date To
- Document Type
- Document Status
- Contract Number
- Delivery Order Number
- CAGE Code
- Shipment Number
- Invoice Number

Sample Vendor WAWF Line Level Information Report search criteria page:

**Sample:  
Search Criteria  
Page**

### Vendor WAWF Line Level Report Search Criteria

**Submitted Date From \***   **Submitted Date To \***

**Document Type \***   **Document Status \***

**Contract Number**

**Delivery Order Number**

**CAGE Code**

**Shipment Number**

**Invoice Number**

**Document Type**

To return results with a specific Document Type, select a value from the **Document Type dropdown** menu. Document types include:

- Commercial Item Financing
- Construction Invoice
- Cost Voucher
- Cost Voucher – Shipbuilding
- Credit Invoice
- Energy Invoice
- Energy Receiving Report
- Fast Pay Invoice
- Grant Voucher
- Invoice
- Invoice 2-in-1
- Miscellaneous Payments
- Navy Construction/Facilities Management Invoice
- Navy Shipbuilding Invoice
- Non-Procurement Instruments (NPI) Voucher
- Performance Based Payment
- Progress Payment
- Receiving Report
- Reparables Receiving Report
- Summary Cost Voucher
- Telecommunications Invoice (Contractual)
- Telecommunications Invoice (Non-Contractual)
- Transfer Performance Evidence Receiving Report

**Document Type \***

23 Document Types selected

- Commercial Item Financing
- Construction Invoice
- Cost Voucher
- Cost Voucher - Shipbuilding
- Credit Invoice

## Document Status

To return results with a specific Document Status, select a value from the **Document Status dropdown menu**. Document Statuses Include:

- Accepted
- Acknowledged
- Approved
- Certified
- Correction Required
- Credit
- Draft
- Extracted
- Hold
- In Process
- Inspected
- Invalid
- myInvoice
- Navy-in-Process
- Paid
- Partial
- Pre-Certified
- Pre-Inspected
- Processed
- Recall Available
- Received
- Rejected
- Resubmitted
- Reviewed
- Submitted
- Suspended
- Suspended - CEFT
- Trans Doc Required
- Void

**Document Status \***

29 Document Statuses selected

- Accepted
- Acknowledged
- Approved
- Certified
- Correction Required

After the search criteria are entered, the system will return a list of results with the requested criteria.

**Vendor WAWF Line Level Report Search Results**

[Export](#)
[Save Search](#)
[Refine Search](#)
[New Search](#)

Submitted Date ↑↓	Contract Number ↑↓	Delivery Order Number ↑↓	Reference Procurement ID ↑↓	Shipment Number ↑↓	Invoice Number ↑↓	CLIN ↑↓	Line Item U
2022-01-21	HQ033921F0312	4961		SHIP906		0001	123.23
2022-01-21	HQ033921F0312	4961		SHIP908		0001	123.23
2022-01-21	SP450016M0592			SHIP001		0001	123.23
2022-01-24	S0512A22P0104			PBPB999	PBPB999		
2022-01-24	HQ033922W0124			PBPB450	INV0450		
2022-01-24	S0512A22P0104			PBPB511	INV0511		

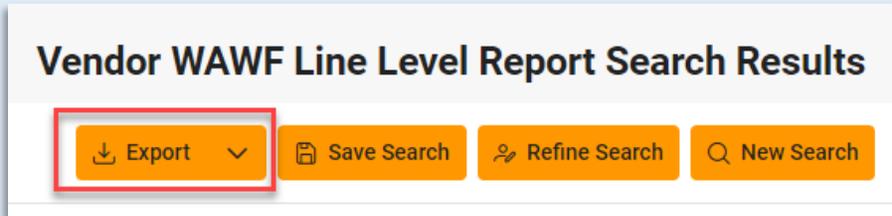
Records: 1 to 10      110 Records Returned

## Sample Search Results

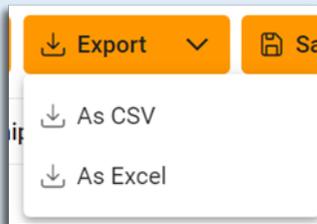
Criteria for the WAWF Line Level Report Search Results include:

- Submitted Date
- Shipment Number
- Line-Item Total Price
- Unit of Measure
- Quantity Received
- Document Type Code
- Inspect By DoDAAC
- Issue DoDAAC
- Other Ext
- Invoice Date
- LPO Reject Date
- Final Indicator
- Contract Number
- Invoice Number
- Invoice Amount
- ACRN
- Line-Item Description
- Combo Type
- Inspect By Ext
- Ship To DoDAAC
- LPO DoDAAC
- Invoice Received Date
- Shipment Date
- Inspection Point
- Delivery Order Number
- CLIN
- Product/Service ID
- Actual Quantity
- Active Archive Indicator
- Input Type
- CAGE Code
- Ship To Ext
- LPO Ext
- Acceptance Date
- Final Shipment Indicator
- Acceptance Point
- Reference Procurement
- Line-Item Unit Price
- Product/Service ID Qualifier
- Quantity Shipped
- Document Status
- Admin DoDAAC
- Contractor Name
- Other DoDAAC
- Pay DoDAAC
- LPO Certified Date
- Contract Type

Once the search results are returned, the “Export” buttons will allow the user to export search results in CSV format or Excel format for import to a spreadsheet.

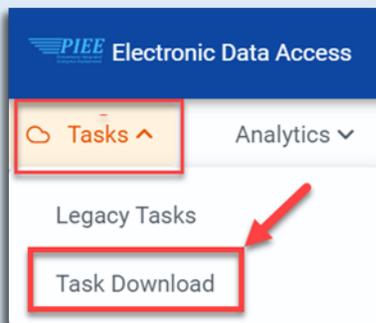


For this guide, the report will be exported as an Excel document.



## Exporting Search Results

After selecting an export format, to retrieve either export, select the **Task Download** link in the Task dropdown of the EDA Dashboard.



Find the requested download in the Job List and select the **Jobs** button in the Action column.

Job ID	Report Type	Start Date (UTC)	Finish Date (UTC)	Format	Status	Total Records	Actions
39043	Vendor_WAWF_Line_Level_Report	6/7/22, 7:35 PM	6/7/22, 7:35 PM	EXCEL	FINISHED	110	 
34856	UII_GFP_CUSTODY_BY_CAGE_REPORT	4/18/22, 6:33 PM	4/18/22, 6:33 PM	EXCEL	FINISHED	1480	 
26121	HISTORICAL_UII_GFP_CUSTODY_BY_CAGE_REPORT	1/18/22, 2:42 PM	1/18/22, 2:43 PM	EXCEL	FINISHED	14	 

In the Download Files window, select **Direct Download**

Job ID	Create Date (UTC)	Package Name	Size	Part	Direct Download (faster download)	Download via EDA App (slower download)
39043	6/7/22, 7:35 PM	Vendor_WAWF_Line_Level_Report_39043_1_20220607_193521_aed3de26-788f-42bf-9097- ea6533001c22.zip	0.022618 MB	1 / 1		



Sample Export spreadsheet:

	A	B	C	D	E	F	G	H	I	J
	SUBMITTED DATE	CONTRACT NUMBER	DELIVERY ORDER NUMBER	REFERENCE PROCUREMENT ID	SHIPMENT NUMBER	INVOICE NUMBER	CLIN	LINE ITEM UNIT PRICE	LINE ITEM TOTAL PRICE	INVOICE AMOUNT
1	2022-05-18	SL470122E0513			SHIP850	INV0850	1110	1000	10000.00	10150.80
2	2022-05-18	SL470122E0513			SHIP850	INV0850				10150.80
3	2022-05-18	SL470122E0513			SHIP850	INV0850				10150.80
4	2022-05-18	SL470122E0513			SHIP850	INV0850	1110	1000	10000.00	10000.00
5	2022-05-17	HQ033822D0517	HQ033822F0517		SHP1043		0001	2899.65	2899.65	2899.65
6	2022-05-17	HQ033822P0517			SHP1032		0001	289.65	579.30	579.30
7	2022-05-16	N0040614R0078			SHIP123	INV112	0001	100.00	100000.00	100000.00
8	2022-05-16	N0040614R0078			SHIP123	INV112	0001	100.00	100000.00	100000.00
9	2022-05-16	N0040614R0073			SHIP123	INV111	0001	100.00	100.00	220.00
10	2022-05-16	N0040614R0073			SHIP123	INV111				220.00
11	2022-05-16	N0040614R0073			SHIP123	INV111	0001	100.00	100.00	100.00
12	2022-05-16	N0040614R0075			SHIP123	INV111	0001	24000.00	24000.00	24000.00
13	2022-05-16	N0040614R0075			SHIP123	INV111	0001	24000.00	24000.00	24000.00
14	2022-05-12	SL470122E0313			SHIP850	INV0850	1110	1000	10000.00	10200.80
15	2022-05-12	SL470122E0313			SHIP850	INV0850				10200.80
16	2022-05-12	SL470122E0313			SHIP850	INV0850	1110	1000	10000.00	10000.00
17	2022-05-12	F0300022E0313			SHIP850	INV0850	1110	1000	10000.00	10000.00
18	2022-05-12	F0300022E0313			SHIP850	INV0850	1110	1000	10000.00	24500.80
19	2022-05-12	F0300022E0313			SHIP850	INV0850				24500.80
20	2022-05-12	F0300022E0312			SHIP450	INV0450	1110	1000	10000.00	10125.00