



**Wide Area Workflow**

**Energy Invoice and  
Energy Receiving Report (Combo)**

To learn how to electronically submit and take action on WAWF documents through simulations and step-by-step procedures, visit the [\*\*PIEE Procurement Integrated Enterprise Environment Web Based Training Main Menu\*\*](#) and select WAWF.

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# 1 Description

WAWF includes the functionality for submission and processing of an Energy Invoice and Receiving Report (ECOMBO).

ECOMBO documents represent an Invoice and a Receiving Report created from a single Data Capture session. Consult the Invoice or Receiving Report sections to determine associated data elements associated with ECOMBO creation.

If an WAWF user attempts to create an ECOMBO with an Inspector or Acceptor DoDAAC which has no active users registered against it, the following rules apply. For Batch processing, the Invoice will be created and the Receiving Report will be rejected. For Web processing, the user will receive a pop-up message stating no active users are registered against the entered DoDAAC and advising them to submit a stand-alone Invoice. In WAWF, the user is advised to submit a stand-alone Invoice only when the DoDAAC field is a required field.

## 1.1 Affected Entitlement Systems

The following table defines what DFAS Entitlement Systems are capable of accepting an Energy Invoice and Receiving Report (ECOMBO) transaction.

**Affected Entitlement Systems**

Entitlement System	WAWF Support	EDI Capable
EBS	YES	YES

## 1.2 Table Convention

The tables in the following sections detail the data that is available for entry in the various screens that are viewable by the WAWF Users working on this type of document. For each table there will be a line detailing the data that may be entered including the:

- **Label**
- **Requirement entry:**
  - Mandatory – must be entered
  - Optional – may/may not be entered depending upon the contract requirements
  - Conditional – require entry of some other data elements
  - System Generated – WAWF calculated or populated field
- **Field Size (Minimum/Maximum)**

Following each primary table entry there may be one or more comment lines that reflect edits or descriptions that apply to that data element. The entry to the left indicates which entitlement system the comment applies to. Specific exceptions related to a role/function are highlighted in the appropriate section of this Appendix as they apply.

### 1.3 Standard Workflow and Status

#### Source/Source

Role	Action	Recipient	Status
Standard Process			
Initiator	Creation	Inspector	Submitted
Inspect By	Inspection/Acceptance	Accepted / Processed	
Pack Later and Transportation Later			
Initiator	Creation	Inspector	Submitted
Inspect By	Inspection/Acceptance	Initiator	Accepted
Initiator	Add Pack Data	Accepted / Processed	

#### S/D (includes S/O)

Role	Action	Recipient	Status
Standard Process			
Initiator	Creation	Inspector	Submitted
Inspect By	Inspection	Acceptor	Inspected
Acceptor	Acceptance	Accepted / Processed	
Pack Later and Transportation Later			
Initiator	Creation	Inspector	Submitted
Inspect By	Acceptance	Initiator	Inspected
Initiator	Add Pack Data	Acceptor	Inspected
Acceptor	Acceptance	Accepted / Processed	

**D/D (includes D/O and O/O)**

<b>Role</b>	<b>Action</b>	<b>Recipient</b>	<b>Status</b>
<b>Standard Process</b>			
Initiator	Creation	Inspector/Acceptor	Submitted
Inspect By (If entered)	Inspection	Acceptor	Inspected
Acceptor	Acceptance	Accepted / Processed	
<b>Pack Later and Transportation Later</b>			
Initiator	Creation	Initiator	Submitted (held)
Initiator	Add Pack Data	Inspector/Acceptor	Submitted
Inspect By (If entered)	Inspection	Acceptor	Inspected
Acceptor	Acceptance	Accepted / Processed	

## 2 Document Creation

### 2.1 Contract, Originator, & Entitlement System Identification

For Web-based input, a Vendor electing to submit an Invoice (Standalone) selects "Create New Document" link in the Vendor Folder.

#### Contract Number Edits

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
<b>Contract Number</b>	<b>Mandatory</b>	
<b>DOD FAR FY18 and later</b>		
<ul style="list-style-type: none"> <li>• No special characters allowed.</li> <li>• Must be 13 characters in length.</li> <li>• Contract cannot contain "O" or "I" at any position.</li> <li>• Position 1 and 2 cannot both be numeric.</li> <li>• Positions 7 and 8 (FY parameter) must be numeric and greater than or equal to 18 and less than 66.</li> <li>• Position 9 must be alpha.</li> </ul>		13

<ul style="list-style-type: none"> <li>Position 9 may not be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.</li> <li>Position 10 through 13 in the Contract Number may not be “0000.”</li> </ul>	
<b>DOD FAR FY17 and prior</b>	
<ul style="list-style-type: none"> <li>No special characters allowed.</li> <li>Must be 13 characters in length.</li> <li>Contract cannot contain "O" or "I" at any position.</li> <li>Position 1 and 2 cannot both be numeric.</li> <li>Positions 7 and 8 (FY parameter) must be numeric and less than 18 or greater than 65.</li> <li>Position 9 must be alpha.</li> <li>Position 9 cannot be - B, E, I, J, N, O, Q, R, T, U, or Y.</li> <li>Position 10 through 13 in the Contract Number may not be “0000.”</li> </ul>	13
<b>Uniform PIID FY16 and later</b>	
<ul style="list-style-type: none"> <li>No special characters allowed</li> <li>Must be 13 to 17 characters in length, inclusive</li> <li>Contract cannot contain "O" or "I" at any position</li> <li>Positions 1 and 2 must both be numeric.</li> <li>Positions 7 and 8 must be numeric and 16 or greater</li> <li>Position 9 must be alpha</li> <li>Position 9 cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z</li> <li>Position 10 through the end of the Contract Number may not be all zeroes</li> </ul>	13-17
<b>Uniform PIID FY15 and prior</b>	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
<b>All Other Contracts</b>	
<ul style="list-style-type: none"> <li>No special characters allowed</li> <li>Must be between 1 and 19 characters in length</li> </ul>	1-19

### Delivery Order Number Edits

Label	Entry Requirement	Size
<b>Delivery Order Number</b>	<b>Conditional</b>	
<b>DOD FAR FY18 and later</b>		
<ul style="list-style-type: none"> <li>No special characters allowed.</li> <li>Must be 13 characters in length.</li> <li>Delivery Order Number may not contain "O" or "I" at any position.</li> <li>Position 1 and 2 cannot both be numeric.</li> <li>Positions 7 and 8 (FY parameter) must be numeric and 18 or greater and less than 66.</li> <li>Position 9 must be F.</li> <li>Position 10 through 13 in the Delivery Order Number may not be “0000” (all zeroes).</li> <li>Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, M, P, or V.</li> <li>For Acquisition, Delivery Order is required when the 9<sup>th</sup> position of the Contract</li> </ul>		13



Number is A, D, or G.	
<b>DOD FAR FY17 and prior</b>	
<ul style="list-style-type: none"> <li>• No special characters allowed.</li> <li>• Must be 0, 4, or 13 characters in length.</li> <li>• May not contain "O" or "I" at any position.</li> <li>• For Acquisition, Delivery Order required when the ninth position of Contract Number is A, D or G.</li> <li>• Delivery Order prohibited when ninth position of Contract Number is C, F, M, P, V, or W.</li> <li>• If the Delivery Order is 4 characters, the following edits will be applied: <ul style="list-style-type: none"> <li>○ The characters “A” and “P” are prohibited in the first position of 4-character Delivery Order Number.</li> <li>○ “0000” is not acceptable value.</li> </ul> </li> <li>• If the Delivery Order is 13 characters, the following edits will be applied: <ul style="list-style-type: none"> <li>○ Position 1 and 2 cannot both be numeric.</li> <li>○ Positions 7 and 8 must be numeric.</li> <li>○ Position 9 must be F.</li> <li>○ Positions 10 through 13 cannot be all zeroes.</li> </ul> </li> </ul>	0,4 or 13
<b>Uniform PIID FY16 and later</b>	
<ul style="list-style-type: none"> <li>• No special characters allowed</li> <li>• Must be 13 to 17 characters in length, inclusive</li> <li>• Delivery Order Number may not contain "O" or "I" at any position</li> <li>• Positions 1 and 2 must both be numeric.</li> <li>• Positions 7 and 8 must be numeric and 16 or greater</li> <li>• Position 9 must be F</li> <li>• Position 10 through the end of the Delivery Order Number may not be all zeroes</li> <li>• Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, P, or V.</li> <li>• For Acquisition, Delivery Order is required when the 9th position of the Contract Number is A, D, or G.</li> <li>• For Property, Delivery Order is required when the 9th position of the Contract Number is A or G.</li> </ul>	13-17
<b>Uniform PIID FY15 and prior</b>	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
<b>All Other Contracts</b>	
<ul style="list-style-type: none"> <li>• No special characters allowed</li> <li>• Must be between 1 and 19 characters in length</li> </ul>	1-19

### Cage Code & Pay Office

Label	Entry Requirement	Size
CAGE Code / DUNS / DUNS+4 / Ext.	Mandatory	5/5 9/9 13/13
	Drop-down selection based upon User Profile/Logon	
Pay DoDAAC	Mandatory	6/6
Reference Procurement Identifier	Optional	1/19
	<p>The system will attempt to pre-populate the Reference Procurement Instrument Number (Reference Procurement Identifier) with the Ordering Instrument Number from EDA for Web, FTP/EDI documents and IUID registry when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The Contract Number Type is DoD Contract (FAR) or Uniform PIID (4.16).</li> <li>• The entered Contract Number Fiscal Year (Contract Number Positions 7-8) is equal to or later than: <ul style="list-style-type: none"> <li>- The value for 'Fiscal Year For DoD Contract FAR' System Parameter for DoD Contract (FAR) documents.</li> <li>- The value for 'Fiscal Year For Uniform PIID' System Parameter for Uniform PIID (4.16) documents.</li> </ul> </li> <li>• The entered Contract Number has an "F" in the 9th position.</li> </ul>	

Following entry of the Contract Number where first six positions are Energy Issue By DoDAAC, Delivery Order, originator's CAGE Code, EBS Pay DoDAAC and selecting "Y" or "N" from the From Template dropdown, the application will initiate a query of the Electronic Document Access (EDA) application. Based upon the results of that query, the Pay Office may be pre-populated.

In addition, it is mandatory to pre-populate EDA CLIN data, if available. If the user selects "Y" from the From Template dropdown, no CLINs from EDA will be pre-populated. The From Template option will default to "N" if not selected. If there are CLINs against the contract in EDA, the list of CLINs in EDA will be displayed.

## 2.2 Document Selection

Based upon the Pay Office entered the application will present the document types (Web-create only) that may be created for the associated Entitlement System. There may be one or more additional data elements to be flagged to further identify required document elements.

### Document Selection (Initiator)

Label	Entry Requirement	Size
Energy Invoice and Receiving Report (ECOMBO)	Mandatory	1/1
	Allows the initiator to submit an Energy Invoice and Receiving Report (ECOMBO)	
Inspection	Mandatory	1/1
Acceptance	Mandatory	1/1
Currency Code	Mandatory	3/3
	This is a mandatory field that will default to USD (United States Dollar) if another Currency Code is not specified. Currency Codes that are allowed are based on the Pay DoDAAC.	
Tanker/Barge	Select this checkbox if the Energy Receiving Report needs to be marked as Tanker/Barge.	

After the template document has been selected and the page submitted, the user is redirected to a window that displays the Routing Codes on the document. The routing codes are populated from the template and are editable and revalidated.

When the Data Capture window is displayed, all the document information from the template pre-populates the new document's fields except for the Shipment (Invoice/Voucher/Request) Number/Date fields. The Initiator can edit all pre-filled information.

## 2.3 Routing Codes

If the contract number is in the EDA database, WAWF will automatically populate some of the Routing code fields. The user has the option to edit/update these codes. Any required fields (as denoted by an asterisk) that are not automatically populated will need to be completed. The routing elements entered are used to route the document through the workflow to the appropriate users.

### Routing Codes (Initiator)

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Issue Date	Optional	10/10
	Refers to the issue date of the contract, not the date the document is being created.	
Issue By DoDAAC	Optional	6/6
Admin DoDAAC	Mandatory	6/6
Inspect By DoDAAC	Conditional	6/6
	Mandatory if S/S, S/D, or S/O document.	
	For S/D and S/O: If Inspection point is NAVY ERP, the Acceptance point must also be NAVY ERP When the Ship To DoDAAC is a NAVY ERP location and document flow is D/D, D/O or O/O, Inspect By DoDAAC is not allowed.	
Standard Pay	WAWF does not allow the entry of an Inspect By Location code if the Ship to DoDAAC on the document is signed up to receive a Standard Pay workflow extract	
Extension	Optional	1/6
	Requires entry of the Inspect By DoDAAC.	
Mark For Code	Optional	6/6
	Further delineates shipping instructions.	
Extension	Optional	1/6
	Requires entry of the Mark For Code.	
Shipment Date	Mandatory	10/10
Ship To Code	Mandatory	6/6
	Refers to the service/agency responsible for accepting the goods and services.	
	When the Ship To DoDAAC is a NAVY ERP location and document flow is D/D, D/O or O/O, Inspect By DoDAAC is not allowed.	
Extension	Optional	1/6

	Requires entry of the Ship To DoDAAC.	
Ship From Code	Optional	5/6
	Refers to the agency/organization if the shipment originates from a location different from the contractor location May be a CAGE or a DoDAAC	
Extension	Optional	1/5
	Requires entry of the Ship From DoDAAC.	
Accept By DoDAAC	Mandatory	6/6
	Pre-populates with the Inspect By DoDAAC information for S/S. Pre-populates with the Ship To DoDAAC information for S/D, D/D.	
Extension	Optional	1/6

Upon selecting Continue, the application will validate that each of the entered codes are valid and that there is an active user for each step in the workflow. If the result is NO for either of these tests, the Vendor is notified and not allowed to proceed.

## 2.4 Data Capture

Once the basic data requirements are entered and workflow requirements established, the user is provided the opportunity to enter the data that creates the document. This is presented in a series of data capture tabs.

## 2.5 Header Tab

Energy Invoice and Receiving Report (ECOMBO) will be reflected on Header Page of the document. Fast Pay Energy Invoice and Receiving Report (ECOMBO) will be reflected on Header Page of the document if Fast Pay was selected.

### Header Tab (Initiator)

Label	Entry Requirement	Size
Supplies or Services	Conditional	1/1
	Defaults to Supplies. Only Supplies allowed	
CoC	Optional	1/1
	Certificate of Conformance Indicator	

	An error will be shown on the Header page and the system will prevent creation of the document if CoC is selected and the contract does not contain the CoC clause.	
ARP	Optional	1/1
	Alternate Release Procedures Indicator	
	Not available for D/D documents.	
	Either ARP or CoC may be selected, but not both at the same time.	
Shipment Number	Mandatory	2/8
	Must be 2 to 8 characters. Eighth position is only used for Final Shipment and must be a Z.	
Estimated	Optional	1/1
	Estimated Shipment Date Indicator - If used will be an "E."	
Estimated Delivery Date	Optional	10/10
Final Shipment	Mandatory	1/1
	"Y" or "N" required; defaults to blank. If a Shipment Number has been entered, the Final Shipment indicator will require a selection of 'N' or 'Y'.	
Invoice Number	Conditional	1/16
	ERR must be created as part of COMBO or from pre-existing Invoice for this field to be available.	
Invoice Date	Conditional	10/10
	Requires entry of the Invoice Number.	
Final Invoice	Mandatory	1/1
	"Y" or "N" required; defaults to blank. If an Invoice Number has been entered, the Final Invoice indicator will require a selection of 'N' or 'Y'.	
Submit Transportation Data Later	Optional	1/1
	If checked, transportation data can be submitted later	
Transportation Account Code	Optional	1/17

TCN	Optional	17/17
	Transportation Control Number - TCN must be 17 alphanumeric characters. The 16 <sup>th</sup> position must be alpha character and it cannot be an "I" or "O".	
Gross Weight	Optional	1/6
Cube	Optional	1/8
FOB	Mandatory	1/1
	Drop-down selection of "S", "D" or "O". If the FOB value is in EDA, the FOB dropdown will be populated with the EDA value, but may be changed by the vendor. Otherwise, the FOB value will not be defaulted.	
Serial Shipping Container Code	Optional	1/16
Transportation Leg	Mandatory	1/1
	System defaults to "1"	
Standard Carrier Alpha Code	Optional	2/4
	If entered must be between 2 and 4 alphanumeric characters	
Bill of Lading Number	Optional	1/30
	If entered must be between 1 and 30 alphanumeric characters	
	'Commercial' or 'Government' may be selected; defaults to 'Commercial'	
Secondary Transportation Tracking Number	Optional	1/30
	If entered must be between 1 and 30 alphanumeric characters	
Secondary Transportation Tracking Type	Conditional	2/2
	Mandatory if Secondary Transportation Number entered.	
Secondary Transportation Tracking Description	Conditional	1/30

	Mandatory if Secondary Transportation Tracking Type is "Other Unlisted Transportation Number"	
Transportation Method/Type	Optional	1/1
	Creator can select one option from dropdown menu	

## 2.6 Transportation Later

Transportation Later applies to the Receiving Report portion of the ECOMBO and will follow the same workflow as Pack Later. During create, the Vendor can select the Submit Transportation Data Later Checkbox on the Header Tab and submit the document. If Source Acceptance, Inspector can inspect/accept the document at this time.

Vendor can access the document through the History folder's 'Add' link and can either add the Transportation Data to the document and submit, OR, the vendor can submit without Transportation Data.

Transportation Method/Type Codes:

Please refer to the Transportation Method/Type Code Table maintained under the "Lookup" tab on the WAWF web site to access the current list of codes.

## 2.7 Address Data Tab

Based on the routing Location Codes entered, WAWF pre-populates the Address Information for each of the Location Codes in the document. From the Addresses tab, the Vendor is afforded the opportunity to review and/or change this Address Information. There must be at least a name of the organization/agency (Activity Name 1).

Any changes made apply only to the document being created.

The fields in the table below will be displayed for all Routing Codes entered.

### Address Data Tab (Initiator)

Label	Entry Requirement	Size
Activity/Payee Name 1	Mandatory	1/60
Activity/Payee Name 2	Optional	1/60
Activity/Payee Name 3	Optional	1/60
Address 1	Optional	1/55
Address 2	Optional	1/55
Address 3	Optional	1/55



Address 4	Optional	1/55
City	Optional	1/25
State	Optional	2/2
ZIP Code	Optional	5/15
Country	Optional	3/3
Military Location Description	Optional	2/6

## 2.8 Discounts Tab

NOTE: Only one instance of Discount Percentage/Due Days combination is allowed for EBS.

### Discounts Tab

Label	Entry Requirement	Size
Discount Percentage	Optional	0.2/2.2
	Allows for only 1 instance of a Discount Percentage/Due Days combination.	
Due Days	Conditional	1/2
	Mandatory if Discount Percentage entered	

## 2.9 Mark for Tab

The Initiator is able to enter Mark for comments.

### Mark for Tab (Initiator)

Label	Entry Requirement	Size
Mark For Rep	Conditional	1/2000
Mark For Secondary	Conditional	1/2000

## 2.10 Comments Tab

The Initiator is able to enter document level comments.

### Comments Tab (Initiator)

Label	Entry Requirement	Size
Initiator Comments	Conditional	1/2000
	Mandatory if there is a previously submitted final Invoice against the Contract Number and Delivery Order.	

## 2.11 Line Item Tab

Requires at least 1 Contract Line Item Number (CLIN), Subsidiary Line Item Number (SLIN), or Exhibit Line Item (ELIN).

**NOTE:** CLIN/SLIN/ELIN data will be pre-populated from EDA if contract information is available, and will remain editable.

In addition, a column exists for Pricing Data. If pricing data for the line item was populated from the Prices to Web system, the indicator will set to "Y". If pricing data was not populated or if the user has edited the line item and changed the pricing data, the indicator will be set to "N".

### CLIN/SLIN/ELIN

Label	Entry Requirement	Size
Basic Contract LIN	System Generated	4/6
	If available, this will be populated form EDA.	
Line Item Details	Mandatory	4/6
	At least one Line Item is required. 1-999 Line Items allowed per document	
Hazardous Material Refrigerated Perishable	Optional	1/3
Item No.	Mandatory	4/6
	Requires at least 1 entry. Must be 4 numeric or 4 numeric and 2 alpha characters	
Stock Part No.	Mandatory	1/32
NSN	If NSN Stock Part Number from Energy NSN table is entered, Vendor signature is required on submission.	
Type	Mandatory	2/2

Qty. Shipped	Mandatory	0.2/8.2
	Maximum field size is 10 digits. If decimals are submitted, there may be 8 to the left and 2 to the right of the decimal, or 7 to the left and 3 to the right of the decimal	
DSS / DMLSS Ship To	Quantity must be whole number. Maximum field size is 10 digits.	
UofM Code	Mandatory	2/2
	Units of Measure Table can be found under the Display Units of Measure Table link under the Lookup Menu in WAWF.	
Unit of Measure	Mandatory	2/70
NSP	Optional	1
	Not Separately Priced – if checked	
Price	Optional	0.2/9.5
	Permits 6 numbers to the right of the decimal	
GFE Government Furnished Equipment	Mandatory	1/1
	Will be "Y" or "N", defaults to "N."	
Advice Code	Optional	1/1
Total	System-Generated	0.6/9.6
	Quantity multiplied by Unit Price.	
Multiple Box Pack Indicator	Optional	1/1
	Yes or No. Defaults to No.	
PR Number	Optional	1/30
Description	Mandatory	1/2000
Type Designation Method	Conditional	1/1

Type Designation Value	Conditional	1/80
	The Type Designation Method and Type Designation Value fields are conditional of each other. If one is entered, then entry of the other is mandatory.	

## 2.12 Milstrip Tab

### Milstrip Tab (Initiator)

Label	Entry Requirement	Size
Milstrip No.	Optional	1/15
	Refers to the Government assigned number used to identify a specific piece of material. Should be 'NONE' or a 14 or 15 alphanumeric value.	
Milstrip Qty.	Conditional	0.2/8.2
	Mandatory if MILSTRIP Number entered.	

## 2.13 Reference Tax Tab

### Reference Tax Tab (Initiator)

Label	Entry Requirement	Size
<b><i>Reference Tax Question</i></b> Are all taxes reflected in the original contract applicable to this Invoice? *	Mandatory	1/1
	Yes / No. If Yes is selected, no Reference Tax entry is required. If No is selected, Vendor must enter at least one of the following taxes: Changed, Deleted, or New.	
Tax Type	Mandatory	1/1
	Values displayed in the Tax Type dropdown will be determined based on the inactive date field. The logic will filter out any tax types where the inactive date is prior/equal to the Shipment Date.	

<p><b>Changed Tax</b> Taxes reflected in the original contract are CHANGED as follows for this delivery order (please list exact name of tax as it appears on your contract):</p>	<p>Conditional</p>	<p>1/1</p>
	<p>Select this check box if Changed Taxes are going to be entered. When a Category is selected, at least one row of the table beneath it must be completed. Tax Type, Name, Rate or Percentage, and Unit are mandatory.</p>	
<p><b>Deleted Tax</b> Taxes reflected in the original contract are DELETED as follows for this delivery order (please list exact name of tax as it appears on your contract):</p>	<p>Conditional</p>	<p>1/1</p>
	<p>Select this check box if Deleted Taxes are going to be entered. When a Category is selected, at least one row of the table beneath it must be completed. Tax Type and Name are mandatory.</p>	
<p><b>New Tax</b> The following NEW taxes not reflected in the original contract are applicable to this delivery order:</p>	<p>Conditional</p>	<p>1/1</p>
	<p>Select this check box if New Taxes are going to be entered. When a Category is selected, at least one row of the table beneath it must be completed. Tax Type, Name, Rate or Percentage, and Unit are mandatory.</p>	

## 2.14 Statement of Quality

Note: Quality Statement is at the Line Item level. The Sub-Commodity Dropdown will be populated based on selected Commodity. The Vendor is permitted to add to the Quality Statement at any time up to the point of acceptance.

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Commodity	Optional	1/1
	Only One Commodity may be selected per line item.	
Sub-Commodity	Conditional	1/1
	Commodity and Sub-Commodity must be selected before a test can be loaded.	
Load Test	Conditional	1/1
	Selecting Load Test for test to be loaded. The rows loaded in the test template are based on Commodity and Sub-Commodity and are populated from database. There is no limit to the number of tests to be loaded.	
Test	Mandatory	1/1
	Selecting Test A, B, C, etc. does not affect the rows that are displayed. Specific rows must be completed for the appropriate test type.	
Comments	Optional	1/2000
Attachments	Optional	20MB
	Currently the attachment size is being set to 20MB. However, this is subject to change.	

## 2.15 Time Statement Tab

Note: Time Statement is only available when Tanker/Barge indicator is selected on document create. The Vendor is permitted to add to the Time Statement at any time up to the point of acceptance.

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Loading Report	Conditional	1/1
	Read only field. Loading Report is automatically selected for S/S workflow.	
Discharge Report	Conditional	1/1

	Read only field. Discharge Report is automatically selected for S/D, S/O, D/D, D/O and O/O workflows.	
Vessel	Optional	1/25
Fore	Optional	1/2
Aft	Optional	1/2
Fore	Optional	1/2
Aft	Optional	1/2
First	Optional	1/10
Last	Optional	1/10
Prior Inspection (DODAAC)	Optional	6/6
Condition of the Shore Pipeline	Optional	1/10
<b><i>Statement of Quantity</i></b>		
Barrels (42 Gals) (Net)	Optional	1/10
	Loaded, Discharged, Loss/Gain, Percent: Negative sign in front of the full number indicates Loss.	
Gallons (Net)	Optional	1/10
	Loaded, Discharged, Loss/Gain, Percent: Negative sign in front of the full number indicates Loss.	
Tons (Long)	Optional	1/10
	Loaded, Discharged, Loss/Gain, Percent: Negative sign in front of the full number indicates Loss.	
<b><i>Time Statement / Additional Time Statement</i></b>		
Date	Optional	

	Must be in YYYY/MM/DD format	10/10
Time	Optional	
	Must be in HH:MM format	4/4
<b><i>Pumping Record</i></b>		
First Product Grade	Optional	1/9
Date	Optional	
	Must be in YYYY/MM/DD format	10/10
Time	Optional	
	Must be in HH:MM format	4/4
Barrels per Hour	Optional	1/7

## 2.16 Pack Tab

Here is where detailed packaging information for the shipment is provided. The Pack Data form is used to visually create how the various pallets, packages, boxes, containers, etc. of a shipment are put together.

Entry of the Radio Frequency Identification (RFID) tag data may be required by contract. Radio Frequency Identification is the identification number is entered into an WAWF document as Pack (Package) data. See the DoD RFID Web site (<http://www.acq.osd.mil/log/rfid/index.htm>) for up-to-date RFID information.

The Vendor either selects the "Pack Later" check box or start packaging via the "Add Package Id" icon. Once the first Package ID has been added, the Vendor may elect to add additional Package Ids beneath the first one. Once packages are created, Vendor can click on "Pack CLIN" icon. Vendor can add the CLIN/SLIN/ELIN/UIDs to the Pack ID via the "Pack CLIN" icon. When finished, the Pack Tab will consist of a series of nested containers representing the packing structure of the transaction. The following rules are applied:

- A Pack must contain either another pack, or a CLIN. It may contain multiple packs.
- Every CLIN on the document must be accounted for on the Pack tab.
- Total quantities for each CLIN must be accounted for on the Pack tab.
- Every UID on the document must be accounted for on the Pack tab.
- CDRLS cannot be packed

### **Pack Tab (Initiator)**



Label	Entry Requirement	Size
Pack Later	Optional	1/1
	<p>When "Pack Later" is selected, the Add Pack and Pack CLIN buttons disappear from the page.</p> <p>The Vendor has the option of "packing later" - submitting the document and returning later to create the Packaging information.</p> <p>For Pack Later, the Vendor must access the document from the View Vendor Documents folder and select the "Add" link under the Pack column. This will retrieve the document and allow the Vendor to add the pack data. Vendor also has the option to de-select pack later by clicking the checkbox marked 'Submit without Pack Data' on the Line Item Tab. Comments are then mandatory.</p>	
Add Package ID	Conditional	1/1
	<p>Mandatory if adding Pack Data.</p> <p>After saving Package ID, additional Package IDs may be created.</p> <p>Selecting the Add Package icon outside the package represents placing another package beside the package already created.</p>	
Package ID	Conditional	16/64
	<p>Mandatory if adding Pack Data.</p> <p>The Package ID for type "RFID" must have a length of exactly 16, 24, 32, or 64.</p> <p>The only characters allowed are numerals 0-9 and letters A-F. No spaces and no special characters are allowed.</p>	
Package Type	Conditional	1/1
	<p>Mandatory if adding Pack Data.</p> <p>RFID. This identification number is entered into an WAWF document as Pack (Package) data.</p>	
Add Pack ID to Pack Icon	Optional	1/1
	<p>Add Pack ID to Pack icon will present itself after the Package ID has been added.</p> <p>Selecting the Add Pack ID to Pack icon within the box represents placing another package inside that package.</p> <p>Packing levels can only be nested five levels (layers) deep.</p> <p>The Department of Defense adheres to ISO standards for RFID tagging. See below to see a 5-layer diagram and explanations of all five layers.</p>	

Pack CLIN	Conditional	1/1
	Mandatory if adding Pack Data. Click the Pack CLIN button to begin packing items inside the packages.	
Add Pack CLIN	Conditional	1/1
	Mandatory if adding Pack Data.	
Package ID-Type	Conditional	1/1
	Mandatory if adding Pack Data. All Package ID Types entered will be displayed in the Dropdown menu.	
Quantity Packed	Conditional	1/8.2
	Mandatory if adding Pack Data. If adding Pack Data, all line items must be packed.	
Pack All UIDs	Conditional	1/1
	The Pack All UIDs checkbox will present itself when UIDs are included with the line item. The Vendor must select the UIDs to be packed.	
Unpack All UIDs	Conditional	1/1
	The Unpack All UIDs checkbox will present itself when UIDs are included with the line item.	
Pack	Conditional	1/1
	The Pack checkbox will present itself when UIDs are included with the line item.	
Mark Indicator	Conditional	1/1
	If the indicated UIDs would be packed in multiple boxes (by selecting Y for Multiple Box Indicator on the CLIN/SLIN/ELIN tab) AND associated a UID with each item, then the vendor will need to mark each Package ID with the UID.	

## RFID: The Five Packing Layers

There can be a total of five layers for packing (RFID tagging). The diagram below depicts these five levels. Each layer is then described in detail below the diagram.

**Layer 5** - Movement Vehicle (truck, aircraft, ship, train)

**Layer 4** - Freight container (20 or 40 foot Sea Vans, 463L Pallets with net)

**Layer 3** - Unit Load (Warehouse pallet, tri-wall packaging, commercial fiberboard packaging): One or more transport units or other items held together by means such as pallet, slip sheet, strapping, interlocking, glue, shrink wrap, or net wrap, making them suitable for transport, stacking, and storage as a unit. In distribution, an item or assembly of items assembled or restrained for handling and transportation as a single entity.

**Layer 2** - Transport Unit (cartons, boxes - second level packaging): Packaging designed to contain one or more articles or packages or bulk material for the purposes of transport, storage, handling and/or distribution.

**Layer 1** - Package (first level packaging - the "bubble pack"): The first tie, wrap or container of a single item or quantity thereof that constitutes a complete identifiable pack. A product package may be an item packaged singularly, multiple quantities of the same item packaged together or a group of parts packaged together.

**Layer 0** - Product item (individual item): A first level or higher assembly that is sold in a complete end-useable configuration.

## 2.17 Misc. Amounts Tab

### Misc. Amounts

Label	Entry Requirement	Size
Misc. Fee	Optional	4/4
	Requires attachment of a document substantiating Miscellaneous Transportation Fees greater than \$100. Miscellaneous Fees are added to the total document. EBS allows for 1 Misc. Fee. EBS restricts Misc. Amounts to less than \$250.00	
Misc. Fee Price	Conditional	0.2/9.2
	Mandatory if Misc. Fee entered.	
Misc. Fee Description	System Generated	1/2000
	Mandatory if Misc. Fee entered. Once the code is entered, the description is pre-populated and can be edited.	
Tax	Optional	1/2
	Allows for 3 Tax entries per Energy Invoice, except where noted below.	
Tax Amount	Conditional	0.2/9.2

	Mandatory if Misc. Tax entered.	
Tax Description	System Generated	1/2000
	Mandatory if Misc. Tax entered. Once the code is entered, the description is pre-populated and can be edited.	
Aft	Optional	1/2

## 2.18 Document Submission

To continue with creation of the ECOMBO, click the Create Document button found at the bottom of the Header tab page.

If the Invoice was created from a Template, a pop-up message is displayed "The data in this document was populated based on a template and all data from that template was brought onto this new document. Please ensure that you have updated all applicable data to reflect desired values for this submission."

The Create Document Button allows the Vendor to:

- Verify the accuracy of all the pages of the completed invoice.
- Select the Return button to go back to the Data Capture pages to make necessary edits
- Review the document's history and add Comments and Attachments in the Misc. Info Tab

## 2.19 Misc. Info Tab

The Vendor is able to:

- View the document's history
- View the previous user's comments and attachments
- Add comments and attachments

### Attachments Tab (Initiator)

Label	Entry Requirement	Size
Attachments	Optional	20MB
	Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20	

	<p>MB.</p> <p>Multiple attachments can be associated with the document. Files can only be uploaded one at a time.</p> <p>The attachment may be viewed by clicking the "View Attachment" link and deleted by clicking the "Delete Attachment" link.</p> <p>Only the user who attached a file may delete it.</p>	
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To complete the creation of the Invoice, return to the Header Tab to click the Submit button. The information is permanently saved to the database, and the Invoice Received Date is set to the current date. The user receives a Success message from the system indicating that his/her document was successfully saved, and that e-mail notification was sent to the appropriate government users.

The Vendor can add more email addresses by clicking the Send More Email Notifications link on the Success Message page.

## 2.20 EDI/SFTP

The Energy Invoice and Receiving Report (ECOMBO) may also be created with the submission of the EDI 857 or the ECOMBO Invoice &RR UDF. FTP/EDI Guides are available under the **Documentation** link in the Navigation Menu in WAWF.

# 3 Document Inspection

The Energy Invoice and Receiving Report (ECOMBO), has both a Shipment Number Link and Invoice Number Link. The Inspector only has to take action on the ECOMBO's Receiving Report of the Shipment Number link.

The Inspector is only permitted to view the Invoice portion of the ECOMBO.

Depending upon the workflow of the Energy Invoice and Receiving Report (ECOMBO), this may be an optional or mandatory step.

The Inspector acts as a first point of review within the government workflow process. The Inspector is able to:

- Inspect the document. (CQA)
- Reject the document to the Initiator.

- If an ECOMBO created Receiving Report or Reparable Receiving Report is being rejected to the Initiator by the Inspector, the related Invoice may be automatically rejected by the system if the following conditions are met:
  - The Invoice status is Submitted or Resubmitted.
  - The Invoice has not been partially worked and saved.
- Accept the document (S/S workflow)

### 3.1 Header Tab (Inspection)

For Data Capture to take place, one of the three options listed must be checked.

Label	Entry Requirement	Size
CQA	Conditional	1/1
	Contract Quality Assurance or Inspected	
Acceptance	Conditional	1/1
	Applies to S/S workflow	
Reject to Initiator	Conditional	1/1
Date Received	Mandatory	10/10
	Applies to D/D and D/O workflows.	
Inspection Date	Mandatory	10/10
	Applies to S/D, S/D and S/O workflows.	
Signature	Mandatory	1/64
	Applies to S/S, S/D and S/O workflows.	

### 3.2 Line Item Tab

The Inspector can enter or modify the Type Designation Method and Type Designation Value information that was originally submitted on the document.

#### Line Item Tab (Inspection)

Label	Entry Requirement	Size
Type Designation Method	Conditional	1/1
	Contract Quality Assurance or Inspected	

Type Designation Value	Conditional	1/80
	The Type Designation Method and Type Designation Value fields are conditional of each other. If one is entered, then entry of the other is mandatory.	
Reject to Initiator	Conditional	1/1

### 3.3 Address Tab

The Inspector may **not** adjust any data on the Address tab.

### 3.4 Misc. Info Tab

The Inspector is able to:

- View the document's history
- View the previous user's comments and attachments
- Add comments and attachments

#### Misc. Info. Tab (Inspection)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory when rejecting the document.	
Attachments	Optional	20 MB
	Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20 MB. Multiple attachments can be associated with the document. Files can only be uploaded one at a time. The attachment may be viewed by clicking the "View Attachment" link and deleted by clicking the "Delete Attachment" link. Only the user who attached a file may delete it.	
Reject to Initiator	Conditional	1/1

### 3.5 Pack Tab

The Inspector may **not** adjust any data on the Pack Tab.

## 4 Document Acceptance

The ECOMBO has both a Shipment Number Link and Invoice Number Link. The Acceptor only has to take action on the ECOMBO's Receiving Report of the Shipment Number link.

The Acceptor is only permitted to view the Invoice portion of the ECOMBO.

This is a mandatory workflow step. The Acceptor acts as the government Approver and locks the approved amount for payment.

The Acceptor is able to:

1. Accept the document.
2. Reject the document to Initiator:
  - If a ECOMBO created Receiving Report or Repairable Receiving Report is being rejected to the Initiator by the Acceptor, the related Invoice may be automatically rejected by the system if the following conditions are met:
    - The Invoice status is Submitted or Resubmitted.
    - The Invoice has not been partially worked and saved.
3. Reject the document to the Inspector

### 4.1 Header Tab

#### Header Tab (Acceptance)

Label	Entry Requirement	Size
Action Block	Mandatory	1/1
	Acceptor must select.	
Acceptance Date	Mandatory	10/10
Approve Lesser Amount	Optional	1/1
	For Data Capture to take place, one of the last three options listed must be checked. Must be less than the Document Total.	
Reject to Initiator	Optional	1/1
	For Data Capture to take place, one of the last three options listed must be checked.	



Approve Amount	Conditional	1/1
	Mandatory when Approving or Approving for less. Whenever Acceptor opens the document, Approved Amount is pre-populated from the Document total amount. When Approving for less, the Acceptor must enter the amount approved.	
Acceptance Date	Mandatory	10/10
Signature	Mandatory	1/64

## 4.2 Line Item Tab

The Acceptor can enter or modify the Type Designation Method and Type Designation Value information that was originally submitted on the document.

### Line Item Tab (Acceptance)

Label	Entry Requirement	Size
Quantity Accepted	Conditional	1/1
	On the Line Item tab, there are two Quantity Accepted options: <ul style="list-style-type: none"> <li>1. Qty. Accepted field will not be available for entry when the Vendor created the Receiving Report with UID data. The Acceptor will be required to accept the quantity on the UID tab.</li> <li>2. Qty. Accepted field will require entry for when the Vendor did not UID data for the Line Item.</li> </ul> If the Acceptor needs to accept a quantity less than the "Quantity Shipped," the "Amount" will be adjusted on this Line Item page and on the Header page.	
Type Designation Method	Conditional	1/1
Type Designation Value	Conditional	1/80
	The Type Designation Method and Type Designation Value fields are conditional of each other. If one is entered, then entry of the other is mandatory.	

## 4.3 Address Tab

The Acceptor may **not** adjust any data on the Address tab.

#### 4.4 Pack Tab

The Acceptor may **not** adjust any data on the Pack Tab.

#### 4.5 Misc Info Tab

The Acceptor is able to:

- View the document's history
- View the previous user's comments and attachments
- Add comments and attachments

#### Misc. Info. Tab (Acceptance)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for Rejection and Approved for Lesser Amount.	
Attachments	Optional	20MB
	Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20 MB. Multiple attachments can be associated with the document. Files can only be uploaded one at a time. The attachment may be viewed by clicking the "View Attachment" link and deleted by clicking the "Delete Attachment" link. Only the user who attached a file may delete it.	

## 5 Payment Processing

This is a mandatory workflow step.

If accessing a processed Invoice from the Invoice Number link or the Contract Number link in the Pay Official’s History Folder, the Pay Official is able to:

- View document history

If accessing a processed Invoice from the Recall Invoice Link in the Pay Official’s History Folder, the Pay Official is able to:

- View document history
- Reject the document:
  - If a ECOMBO created Invoice is being rejected to the Initiator by the Pay Office, the related Receiving Report may be automatically rejected by the system if the following conditions are met:
    - The Receiving Report Status is Submitted or Resubmitted
    - The Receiving Report has not been partially worked and saved.
- Recall a Process document
- Suspend the document
- Add Attachments
- Regenerate an extract that was previously generated EDI

## 5.1 Header Tab

### Header Tab (Payment)

Label	Entry Requirement	Size
Document Accepted Document Processed Document Rejected Document Suspended Document Available for Recall	Mandatory	1/1
	The user must select one of the actions to be applied to the document.	

## 5.2 Line Item Tab (Energy Invoice and Receiving Report)

The Pay Official may not adjust any data on this tab.

## 5.3 Address Tab (Invoice)

The Pay Official may not adjust any data on this tab.

#### 5.4 UID Tab (Receiving Report)

The Pay Official may **not** adjust any data on the UID Tab.

#### 5.5 Pack Tab (Receiving Report)

The Pay Official may **not** adjust any data on the Pack Tab.

#### 5.6 Regenerate EDI Tab

**NOTE:** Regeneration applies to all WAWF documents forwarded to an EDI-capable Pay Office and applies to all transaction types that are EDI-capable.

##### Regenerate EDI Tab (Payment)

Label	Entry Requirement	Size
Regenerate EDI Extract(s)	Optional	1/1
	Once an EDI transaction extracts, Pay Officials can regenerate a transaction and resend it to the Pay Office.	

Following regeneration, all document status and date indicators are reset to reflect the status and date related to the regenerated transactions.

#### 5.7 Misc. Info Tab (Energy Invoice and Receiving Report)

The Pay Official is able to:

- View the document's history, view the previous user's comments and attachments
- Add comments and attachments

##### Misc. Info Tab (Payment)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory when rejecting or suspending a document.	

Attachments	Optional	20MB
	<p>Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20 MB.</p> <p>Multiple attachments can be associated with the document. Files can only be uploaded one at a time.</p> <p>The attachment may be viewed by clicking the "View Attachment" link and deleted by clicking the "Delete Attachment" link.</p> <p>Only the user who attached a file may delete it.</p>	

**5.8 Status**

- If the Payment Office suspends the document, the status is "Suspended."
- If the Payment Office rejects the document, the status is "Rejected."
- If the Payment Office makes the document available for recall, the status is "Recall Available."