WAWF Invoice and Receiving Report COMBO 101

PIEE
Procurement Integrated Enterprise Environment

Procurement Integrated Enterprise Environment

Welcome to the PIEE Wide Area Workflow or WAWF 101 Web Based Training. This training is focused on assisting vendors with creating the document called "Invoice and Receiving Report (Combo)", a single document that combines both an invoice (a payment request) and a receiving report, commonly called a "COMBO".

Before taking this training, you should already have registered for the WAWF "Vendor" role and gained access to PIEE.
- Users who need additional help understanding steps required to gain access to PIEE click here for help getting started.
- User who are familiar with PIEE but do not yet have an active PIEE account can click here to register for a new PIEE account.
- If a user has an active PIEE account but is missing the "Vendor" role, that user must login and add the role of "Vendor" before they are able to begin creating a document in WAWF.

Before you start to initiate your WAWF documents, please make sure you are familiar with and have copy of your contract present during the WAWF document creation process. The data on your contract, such as addressing and line item details, are essential for creating your WAWF documents. It is suggested you reread your contract before starting to create a WAWF document.

If you do not have a copy, you can obtain one from Electronic Data Access (EDA), DoD's contract data repository. Like WAWF document creation, the "Vendor" role is required to access EDA and view your contract.

After login, select the WAWF icon to begin submitting a document through WAWF.

WAWF

User Vendor Documentation Lookup Exit

Vendor menu options:
- Create Document
- History Folder
- MyInvoice History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder
- Contractor Receiver (Acquisition)

Welcome to Wide Area Workflow (WAWF)!
Please start by selecting one of the links from the menu above.

Vendor Messages

(2020-05-13 00:00:00) System: *All* Subject: *AWS WAWF-GT IS THE PIEE TEST SYSTEM* *Action Required!* *Critical!* *Message For: All Users*

AWS WAWF-GT IS THE PIEE TEST SYSTEM
THIS IS **NOT** PRODUCTION
For Production, use the following link: **https://wawf.eb.mil**

After opening the WAWF icon, you can select the "Vendor" menu option to begin creating documents. Document creation is the first option here. You can also view previously submitted document or documents that have been rejected back to you from this "Vendor" selection menu. Click on Create Document to proceed.

WAWF

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
06481/039134218/ / ∨	Y ∨	∨	W1234520D0001	W12345F0001	N ∨

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
		YYYY/MM/DD	YYYY/MM/DD	EDA WAWF

In order to create a document in WAWF, you will need to start by selecting your CAGE code from the dropdown menu. Only CAGE codes associated with your WAWF vendor role will display. You must also enter a Contract Number. If your Contract also has a Delivery Order Number, it MUST be entered as well. The CAGE must match your contract. If you have more than one CAGE, you must pick the one that matches the contract/ order you want to submit a document against. You should be able to locate these values on the front page of your contract. Here is the likely location on your contract to find each of these three elements based on the form type used:

Element/ Form Type	DD1155	SF1449	SF26	SF33
CAGE	Block 9	Block 17a	Block 7	Block 15A
Contract Number	Block 1	Block 2	Block 2	Block 2
Delivery Order	Block 2	Block 4	Block 4	Block 6

Once you have entered, these values, select the next button to continue.

Helpful Hints:
- Do not select "Y" under "From Template ?" unless you intend to use a previously submitted WAWF document.
- It is not necessary to use the pre-populate contract number/ delivery order options

[Next] [Reset] [Help]

WAWF

| User | Vendor | Documentation | Lookup | Exit |

Vendor - Create Document

Contract >> Pay DoDAAC

INFO: Unable to retrieve PDS XML from EDA. The PDS XML was not found in EDA.

INFO: The contract data is not available in DoD EDA.

INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	W15P7T20D0001	W15P7T20F0001	06481	039134218			HQ0131

* = Required Fields

The next screen brings you to the entry of the Pay Official DoDAAC. This should prepopulate from EDA data. If it does not you can enter it manually. If you need to enter it manually, you can find it one front page of your contracts in one of the following locations:

Element/ Form Type	DD1155	SF1449	SF26	SF33
Pay Official	Block 15	Block 18a	Block 12	Block 25

Note: Identification of the correct Pay Office is critical to successful payment of your invoice. If you do not enter this location correctly, it may result in rejection and/ or delays in payment.

Once you have entered the Pay Office, select the next button to continue.

Reference Procurement Identifier will automatically populate if it is available and applicable to your contract. If you do not have a Reference Procurement Identifier prepopulate and you do not believe it is applicable to your contract, please leave it blank. Most contracts do not have one.

| Next | Previous | Reset | Help |

Security & Privacy   Accessibility   Vendor Customer Support   Government Customer Support   FAQ

WAWF

User Vendor Documentation Lookup Exit

Create New Document

Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
W15P7T20D0001	W15P7T20F0001		06481	039134218			HQ0131	USD ▾

After selection of the Pay Office, you must select the correct currency and type of document. The currency will default to US Dollars but can be changed to match the currency of your contract.

* = Required Fields

Select Document to Create: *

○ Invoice
○ Credit Invoice
○ Invoice as 2-in-1 (Services Only)
○ Construction Payment Invoice
○ Commercial Item Financing
○ Performance Based Payment
○ Progress Payment
○ Receiving Report
● Invoice and Receiving Report (Combo)
○ Reparables Receiving Report
○ Invoice and Reparables Receiving Report (Combo)
○ Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
○ Non Procurement Instruments (NPI) Voucher
○ Grant Voucher
○ Navy Construction / Facilities Management Invoice
○ Telecom Invoice (Contractual)

Next you will need to select the type of document you want to create. This will vary depending upon the type of contract you have with the government. The WAWF instructions in DFARS 232.252-7006 should provide you with the instructions on what to select. If this section is not provided to you or if you still have questions on the type of document to select, please reach out to your Contracting Officer for assistance.

Inspection: Destination ▾   Acceptance: Destination ▾   ☐ Fast Pay (FAR 52.213-1) ☐ FMS

In this example, we have picked the Invoice and Receiving Report (Combo), one of the most widely used documents to be created in WAWF. This is a single creation method for two documents, a Receiving Report and an Invoice.

Inspection and Acceptance points are required for any Receiving Report. These should be identified in the Inspection and Acceptance Terms.

[Next] [Previous] [Reset] [Help]

Security & Privacy

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government

User | Vendor | Documentation | Lookup | Exit

Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
W15P7T20D0001	W15P7T20F0001		06481	039134218			D	D	HQ0131

* = Required Fields, Date = YYYY/MM/DD

Effective Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension	Mark For Code / Extension
YYYY/MM/DD	W15P7T	W15P7T		

Ship To Code * / Extension	Ship From Code / Extension	LPO DoDAAC / Extension	Accept By DoDAAC / Extension
FU4417			FU4417

The fields available on the routing page will vary depending on the document type previously selected. This will attempt to prepopulate from EDA. Please enter any required and missing entries and please confirm that any prepopulated entries are correct. These values can be found in your contract in the "WAWF Invoicing Instructions" or in the following locations:

Element/ Form Type	DD1155	SF1449	SF26	SF33
Issue By DoDAAC	Block 6	Block 9	Block 5	Block 7
Admin By*	Block 7	Block 10*	Block 6	Block 24
Ship To**	Block 10 or "See Schedule"	Block 4 or "See Schedule"	Block 11 or "See Schedule"	Block 23 or "See Schedule"

* Admin By is the same as the Issue By DoDAAC if it is not separately identified.
** Ship To must be the same for all items on the WAWF document. If the block states "See schedule," the contract should identify the specific location where the items are to be shipped or services accepted.

Next | Previous | Reset | Help

WAWF

User   Vendor   Documentation   Lookup   Exit

Vendor - Receiving Report and Invoice COMBO

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

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Attachments | Misc. Amounts | Preview CI | Preview RR |

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

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

Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date	Inspection Point	Acceptance Point
W15P7T20D0001	W15P7T20F0001			D	D

Contract Number Type	Supplies	Services
DoD Contract (FAR)	●	○

Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date	Final Shipment *
SHIP123	2020/12/22		YYYY/MM/DD	N

Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice *
INV1234	2020/12/22	N

The Header Tab captures high level information about your document. Fields with a single asterisk (*) are required for submission. Fields with a double asterisk (**) are required to save the document or move on to additional tabs at the top of the page. There are a lot of additional fields that might be required for you to submit for your specific contract. Details are available on the specific creation of a COMBO document web-based training. This training is a quick guide and will give an overview on the required fields.

Supplies/ Services	If the document is for supplies or services. It cannot be for both	Invoice Number	You can enter any number to track your invoices
Shipment Number	The shipment number for your document. You might be given a shipment number by your customer. Otherwise, you can enter your own.	Invoice Date	The date the invoice was submitted. It will default to today's date of the WAWF system but can be modified to account for time zone differences.
Shipment Date	The date (or estimated date) of when the shipment will occur. For services, this is likely the date the Services were rendered		
Final Shipment	Is this shipment the final shipment for the contract/ order? Yes or No?	Final Invoice	Is this shipment the final shipment for the contract/ order? Yes or No?

After all fields are entered, you will need to navigate using the top tabs to complete the rest of the document.

User   Vendor   Documentation   Lookup   Exit

Vendor - Receiving Report and Invoice COMBO

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

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Attachments | Misc. Amounts | Preview CI | Preview RR |

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

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

Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date	Inspection Point	Acceptance Point
W15P7T20D0001	W15P7T20F0001			D	D

The lower section of the header tab is specific to Transportation data.
Please enter this data as required based on your contract.

Helpful Hints:
The "Submit Transportation Data Later" box should only be checked if transportation data is required for your contract **_AND_** the required transportation data is not yet available. The addition of the data will be required before your document can be processed.

Submit Transportation Data Later	Transportation Account Code	TCN	Gross Weight	Cube	FOB	Serial Shipping Container Code
☐					S ⌄	

Special Package Markings / Special Handling Requirements

Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number

Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered)	Secondary Transportation Tracking Type (required when Secondary Transportation Tracking Number is entered)
⌄	⌄
⌄	⌄

Transportation Method/Type   Currency Code   Document Total ($)

Submit   Save Draft Document   Previous   Help

<u>User</u>   <u>V</u>endor   Do<u>c</u>umentation   <u>L</u>ookup   Exit

Vendor - Receiving Report and Invoice COMBO

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

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Attachments | Misc. Amounts | Preview CI | Preview RR |

The rest of the tabs on the WAWF document are:

Address	They physical addresses are displays from the codes (CAGE and DoDAAC) during the document creation process.
Discounts	Ability to offer discounts beyond those in the contract.
Mark For	Identification of the Mark For Party if one is identified.
Comments	Document level comments.
***Line Item**	The place to identify the goods or services being delivered on this document.
Pack	The ability to provide RFID tracking information.
Attachments	Upload any supporting documentation as an electronic attachment to your submission.
Misc. Amounts	A place to identify allowable charges, fees, and taxes.
Preview CI	To preview the completed Commercial Invoice document with all data captured through the creation process.
Preview RR	To preview the completed Receiving Report document with all data captured through the creation process.

* The rest of this training will focus on the Line Item tab and submission process. If you wish to get more information on any of the other tabs, please visit the more detailed document creation web-based training.

WAWF

User   Vendor   Documentation   Lookup   Exit

Vendor - Receiving Report and Invoice COMBO

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

Header	Addresses	Discounts	Mark For	Comments	Line Item	Pack	Attachments	Misc. Amounts	Preview CI	Preview RR

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

AAI	SDN	ACRN
		clear

Special Package Markings / Special Handling Requirements

Bulky Article
Bunker Adjustment - 20 Foot Container
Bunker Adjustment - 40 Foot Container
Conductivity/Anti-static Additive
Documentation - Special
Electronic Equipment Transfer
Endorsed as Hazardous Material
Environmental Control Limits
Excessive Dimensions
Excessive Weight

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Other Special Package Markings / Special Handling Requirements

The Line Item tab captures all the items on the WAWF document for this document. If you have a line item on your contract but are not shipping it/ invoicing for it, please do not include it on your document submission. If your line item(s) prepopulate, you will still need to edit the line item to add the quantity shipped. You may also add a new line item if line items did not prepopulate OR if the line it you wish to deliver against did not prepopulate.

First, we will show you the edit function. Then we will show you how to add a new line item.

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price ($)	Amount ($)	UID	Actions
0001	3004	FT		Each	EA	6,577.43	39,464.58	N	Edit Delete
									Add

CDRL ELIN Line Item Details

Submit   Save Draft Document   Help

WAWF

User   Vendor   Documentation   Lookup   Exit

Vendor - Receiving Report and Invoice COMBO

CLIN/SLIN/ELIN	UID	MILSTRIP	Batch/Lot & Shelf Life

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

Item No. **	Product/Service ID *		Product/Service ID Qualifier *	
0001	3004		FT - FEDERAL SUPPLY CLASSIFICATION ▼	Add Additional

Qty. Shipped *	Unit of Measure *	NSP	Unit Price ($) *	Amount ($)
6	EACH	☐	6,577.43	39,464.58

AAI	SDN		A__AI	Project Code

Multiple Box Pack Indicator	PR Number	GFE?	Advice C
N ▼		N ▼	▼
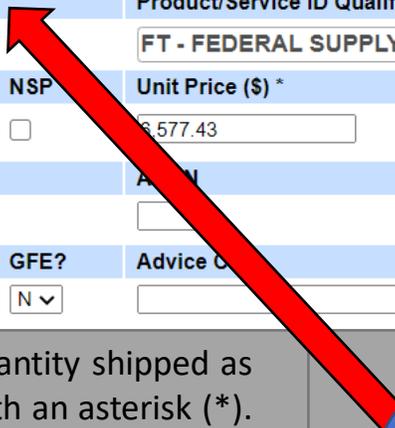
The line item data prepopulates from the contract. You must enter the quantity shipped as well as any required fields that did not prepopulate. These are marked with an asterisk (*). Please be sure that prepopulated fields correctly match your contract. The list of line items can be found in the contract. Here is an example of what those details might look like through it can vary slightly from contract to contract.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		12	Each	$6,577.43	$78,929.16
	Detailed Description of Item FFP				
	FOB: Destination PURCHASE REQUEST NUMBER: PRNUM123				

This training does not go into the details of UID, MILSTRIP or Batch/ Lot & Shelf Data. If your contract has these requirements and you require additional help on how to complete these tabs, please visit the detailed Receiving Report or COMBO training.

One all fields are entered and verified, click the "Save CLIN/ SLIN/ ELIN" button to return to the previous screen.

Helpful Hints:
Some line item details may need to be provided and will not come directly from the contract depending on your individual contract terms and format.

For example, some Product/ Service data is often only able to supplied by the vendor.
- Product/ Service IDs help identify the item
- Product/ Service ID Qualifiers help define or describe the Product/ Service ID provided

WAWF

User | Vendor | Documentation | Lookup | Exit

Vendor - Receiving Report and Invoice COMBO

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

| Header | Addresses | Discounts | Mark For | Comments | **Line Item** | Pack | Attachments | Misc. Amounts | Preview CI | Preview RR |

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

AAI	SDN	ACRN
			clear

Special Package Markings / Special Handling Requirements

Bulky Article
Bunker Adjustment - 20 Foot Container
Bunker Adjustment - 40 Foot Container
Conductivity/Anti-static Additive
Documentation - Special
Electronic Equipment Transfer
Endorsed as Hazardous Material
Environmental Control Limits
Excessive Dimensions
Excessive Weight

[>]
[<]
[<<]

Other Special Package Markings / Special Handling Requirements

> Now that the first line item is there, you can enter any additional line items by clicking the add button. This will bring you back to the same Line Item screen to input all the item data that is part of this WAWF document.

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price ($)	Amount ($)	UID	Actions
0001	3004	FT	6	EACH	EA	6,577.43	39,464.58	N	Edit Delete
									Add

CDRL ELIN Line Item Details

[Submit] [Save Draft Document] [Help]

WAWF

User   Vendor   Documentation   Lookup   Exit

Vendor - Receiving Report and Invoice COMBO

Routing >> Data Capture

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Attachments | Misc. Amounts | Preview CI | Preview RR |

Special Package Markings / Special Handling Requirements

Bulky Article
Bunker Adjustment - 20 Foot Container
Bunker Adjustment - 40 Foot Container
Conductivity/Anti-static Additive
Documentation - Special
Electronic Equipment Transfer
Endorsed as Hazardous Material
Environmental Control Limits
Excessive Dimensions
Excessive Weight

[>] [<] [<<]

Other Special Package Markings / Special Handling Require

You can continue to add line items to the document until you have identified all associated with this transaction. The document limit is 999 line items so if you have more than 999 on a specific document, you must create multiple documents and divide the line items between the documents.

Once you have entered all line items, you should review all data for accuracy before submitting. The best way to do this is by clicking on the Preview CI and Preview RR tabs. This will allow you to see all entered data from step one through now on a single screen. You may also submit directly from this page if you would like.

If your document has any missing fields or errors detected by the system, WAWF will provide a red error message at the top of the screen. Any errors should identify which tab contains the errors, or which field or section is in error. Read these messages carefully. These must be corrected prior to submitting.

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price ($)	Amount ($)	UID	Actions
0001	3004	FT	6	EACH	EA	6,577.43	39,464.58	N	Edit Delete
0002	3006	FT	3	EACH	EA	5,409.58	16,228.74	N	Edit Delete
									Add

CDRL ELIN Line Item Details

Item No.	Qty. Shipped	Unit of Measure	UofM Code	Unit Price ($)	Amount ($)	Actions
						Add

[Submit] [Save Draft Document] [Help]

WAWF

User Vendor Documentation Lookup Exit

Success

The Invoice and Destination Inspection and Acceptance Receiving Report were successfully submitted.
The Invoice has been processed via EDI.

Contract Number	Delivery Order	Shipment Number	Invoice Number
W15P7T20D0001	W15P7T20F0001	SHIP123	INV1234

Email sent to Vendor: @mail.mil
Email sent to Vendor: disa.mil
Email sent to Receiver: .   @mail.mil
Email sent to Acceptor.   @mail.mil
Email sent to Vendor: @mail.mil
Email sent to Vendor   .disa.mil
Email sent to Pay Official.   disa.mil

Send Additional Email Notifications

Wed Dec 23 17:22:02 UTC 2020

After submission, you will get a success page informing you that the document(s) were successfully submitted. A series of emails will be sent to the organizations setup to receive them. You may also choose to send targeted notifications to individuals by selecting the "Send Additional Email Notifications" link.

We hope you found this quick start training helpful. If you would like additional or more detailed training, please navigate the WAWF web-based training to learn more on how to create each of the different WAWF document types.

Quick link to WAWF Vendor web-based training:
https://pieetraining.eb.mil/wbt/xhtml/wbt/wawf/roles/VendorIndex.xhtml

Return

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ